

MOUNT PROSPECT PUBLIC LIBRARY  
REGULAR BOARD MEETING  
February 15, 2018  
AGENDA  
7 p.m. Meeting Room B

1. Call to Order
2. Roll Call
3. Approval of Minutes of Regular Meeting of January 18, 2018;  
Approval of Minutes of Committee of the Whole Meeting of January 4, 2018
4. Citizens to be Heard on Matters Not Listed on the Agenda
5. Written Communiqués
6. Treasurer's Report
7. Approval January Bills  
Staff Report: Frank Corry
8. Report of the Executive Director  
Announcements  
  
State of the Adult Collection – Staff  
State of the Youth Collection – Staff
9. Committee Reports by Board Members
  1. Library Committee Reports
    - a. Advocacy – S. Haas
    - b. Art – D. Draznin
    - c. Building – S. Haas
    - d. Finance – S. Fulk
    - e. Personnel – S. Fulk
    - f. 75<sup>th</sup> Anniversary – D. Draznin
    - g. Strategic Plan – S. Haas
    - h. Trustee – M. Duebner
  2. Other
10. Unfinished Business
  - 1.
11. New Business
  1. Youth Entry Design: action
  2. Non-resident fee 2018: action
  3. National Library Week food for fines: action
  4. Staff In-service Day: action
  5. Bibliotheca self checkout unit purchase: action
12. Articles

13. Calendar items (PLEASE NOTE)
  1. Foundation Board Meeting – February 26 – Sylvia Haas
  2. Cookies & More With the Board – February – Sylvia Fulk
  3. Committee of the Whole Meeting – March 1
  4. Foundation Mini Golf Event – March 3
  5. Regular Board Meeting – March 15 at 7 p.m.
  6. No Foundation Board Meeting in March
  7. Cookies & More With the Board – March – Sylvia Haas
  8. Library Closed – April 1
  9. Committee of the Whole Meeting – April 5
  10. Regular Board Meeting – April 19 at 7 p.m.
  11. Friends Book Sale – April 21 and 22
  12. Foundation Board Meeting – April 23 – Jane Everett
  13. Sunrise Connection Breakfast – April 27
  14. Cookies & More With the Board – April – Michael Duebner
14. Reports by Board Members (not included in Executive Director's report)
  1. Topic Suggestions For Future Meetings
  2. Board Member Reports
15. Adjournment

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting February 15, 2018

1. Call to Order:

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:03 p.m. by Sylvia Fulk, President.

2. Roll Call:

Present: Dale Draznin, Michael Duebner, Jane Everett, Sylvia Fulk, Terri Gens, Brian Gilligan [arrived at 7:08 p.m.], Sylvia Haas

Absent: None

Others Present: Marilyn Genter, Executive Director; Anthony Auston, Executive Deputy Director; Frank Corry, Deputy Director; Tom Garvin, Tim Loga, John McInnes

Visitors: Cathleen Blair, Keary Bramwell, Dana Folkerts

3. Approval of Minutes.

a. Minutes of the Regular Meeting of January 18, 2018;

Minutes read. Approved as distributed and submitted.

b. Minutes of the Committee of the Whole Meeting of January 4, 2018

Minutes read. Approved as distributed and corrected.

4. Citizens to be Heard on Matters Not Listed on the Agenda.

None

5. Written Communiques.

1. Thank you from American Library Association for contribution used to support the ALA General Disaster Relief Fund.

6. Treasurer's Report.

Treasurer's Report approved for January 2018 as presented and filed for audit.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
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7. Approval of January Bills.

MOTION: Motion was made by Michael Duebner and seconded to ratify for payment January bills in the amount of \$756,794.84.

Roll Call Vote

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None  
Gens, Haas

ABSTAIN: None ABSENT: Gilligan

MOTION CARRIED

Staff Report: Frank Corry

Nothing unexpected. 8.33% through the year and Library is 8.46% expended.

[B. Gilligan arrived at 7:08 p.m.]

8. Report of the Executive Director.

The Executive Director's report for the month of January 2018 was presented to the Board (copy to be made part of the minutes).

Announcements

Tom Garvin responded to queries about acoustical projects, rowdy teens, and bollard security incident.

State of the Adult Collection – Staff

Report was prepared by Anthony Auston, Executive Deputy Director.

John McInnes provided an overview of Hoopla, OverDrive and digital service trends, and answered questions.

Cathleen Blair provided a look at one of the fiction trends.

[C. Blair left at 7:40 p.m.]

State of the Youth Collection – Staff

Keary Bramwell and Dana Folkerts provided an overview highlighting statistics, new media formats, popular titles, trends, and RBdigital.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
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[K. Bramwell, D. Folkerts, J. McInnes left at 7:55 p.m.]

9. Committee Reports by Board Members.

1. Library Committee Reports

a. Advocacy – S. Haas

Meeting scheduled for March 1.

b. Art – D. Draznin

No report.

c. Building – S. Haas

No report.

d. Finance – S. Fulk

No report.

e. Personnel – S. Fulk

No report.

f. 75th Anniversary – D. Draznin

Distributed 75th t-shirts and a summary of the 75th events.

g. Strategic Plan – S. Haas

No report.

h. Trustee – M. Duebner

No report.

2. Other

None

10. Unfinished Business.

None

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
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11. New Business.

1. Youth Entry Design

A modest re-design of the Youth Services entry is an alternate for the lobby project. The purpose is to define the space more clearly as a space for children. Concerns were voiced on the tree canopy design. Staff will bring back a more fully developed design to better reflect the intent and look.

MOTION: Motion was made by Dale Draznin and seconded to table entry design approval pending further review.

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None  
Gens, Gilligan, Haas

ABSTAIN: None ABSENT: None

MOTION CARRIED

2. Non-resident fee 2018

MOTION: Motion was made by Jane Everett and seconded to set the non-resident fee effective March 1 as \$540.00.

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None  
Gens, Gilligan, Haas

ABSTAIN: None ABSENT: None

MOTION CARRIED

3. National Library Week food for fines

MOTION: Motion was made by Dale Draznin and seconded to approve “Food for Fines” during National Library Week, April 9 – April 15.

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None  
Gens, Gilligan, Haas

ABSTAIN: None ABSENT: None

MOTION CARRIED

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
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4. Staff In-service Day

Topic for this year is cyber security and privacy.

Objectives this year are:

- Build foundational knowledge of cyber security and privacy principles from the perspectives of individual users and the library profession
- Define and discuss the threats that face library users through threat modeling
- Explore practical approaches to cyber security and privacy

MOTION: Motion was made by Sylvia Haas and seconded to close Library on May 18, 2018.

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None  
Gens, Gilligan, Haas

ABSTAIN: None ABSENT: None

MOTION CARRIED

5. Bibliotheca self checkout unit purchase

The lobby re-design project includes the addition of four additional self check units. After discussion with the vendor, staff is also recommending replacing the three existing units purchased in 2011 with the new model, Bibliotheca 1000.

The three seven-year-old existing units are due for replacement. Providing the same model will keep the patron self check experience the same throughout the Library.

MOTION: Motion was made by Michael Duebner and seconded to approve purchase of seven self checkout units for cost of \$117, 260.00.

Roll Call Vote

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None  
Gens, Gilligan, Haas

ABSTAIN: None ABSENT: None

MOTION CARRIED

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
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12. Articles.

None

13. Calendar items. (PLEASE NOTE)

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13. Sunrise Connection Breakfast – April 27
14. Cookies & More With the Board – April – Michael Duebner

14. Reports by Board Members (information/news not already included in Executive Director's report).

1. Topic Suggestions For Future Meetings

None

2. Board Member Reports

None

15. Adjournment.

Regular meeting adjourned at 8:54 p.m.

(signature pending)  
Michael Duebner, Secretary

Approved as submitted 03/15/18

**MOUNT PROSPECT PUBLIC LIBRARY  
SUMMARY OF CASH DISBURSEMENTS  
January 31, 2018**

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 598,341.41	
Management Expense (4210L - 4290L)	19,883.94	
Operating Expenses (4310L - 4390L)	17,419.79	
Building Expense (4410L - 4460L)	60,716.01	
Services and Resources (4610L - 4690L)	92,811.79	
Friends & Foundation reimbursable expenses (9530L and 9540L)	4,115.28	
VOMP reimbursable expenses (9560L)	391.15	
Grant Expenses (9570L)	-	
Total January 2018 Library General Fund Expenses		\$ 793,679.37

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation for income items	\$ 86.65	
Staff Donations to ALA for Disaster Relief	-	
Operating Expense Reimbursements received	7,088.95	
December 2017 Accrued Payroll & Benefits	133,556.29	
December 2017 Credit Card Payable	12,308.75	
December 2017 Accounts Payable	68,829.27	
January 2018 Accounts Receivable	120.40	
Disbursements for Foundation & Friends	396.72	
Disbursements for Gift Fund and Building Fund	-	
Total Additions		222,387.03

Deductions for Library General Fund Cash Disbursements:

January 2018 Accrued Payroll & Benefits	\$ 188,698.43	
January 2018 Credit Card Payable	16,510.75	
January 2018 Accounts Payable	53,913.28	
Expenses paid with Vendor rebates	-	
Miscellaneous	(2.10)	
Payment of Nayax invoices & merchant fees by income offset	104.66	
Payment of Credit Card Merchant fees by income offset	46.54	
Total Deductions		(259,271.56)
Total Library General Fund cash disbursed		\$ 756,794.84

**CAPITAL PROJECTS FUND**

January 2018 Expenses	\$ 273.00	
Plus: December 2017 Accounts Payable	-	
Less: January 2018 Accounts Payable	(273.00)	
Total Capital Projects Fund cash disbursed		0.00

**DEBT SERVICE FUND**

January 2018 Expenses	\$ 14,679.17	
Plus: December 2017 Interest Payable	14,679.17	
Less: January 2018 Interest Payable	(29,358.34)	
Total Debt Service Fund cash disbursed		0.00

**GIFT FUND**

January 2018 Expenses	\$ -	
Less: Payment of Credit Card Merchant fees by income offset	-	
Plus: December 2017 Accounts Payable	-	
Less: January 2018 Accounts Payable	-	
Total Gift Fund cash disbursed		-

<b>TOTAL CASH DISBURSEMENTS, January 2018</b>	<b>\$ 756,794.84</b>
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Mount Prospect Public Library  
 Library Fund Expenses by G/L Account #  
 For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4110L	Salaries	1/1/18	01-12/31/2017	12/31/2017 accrual	\$ (117,440.00)
4110L	Salaries	1/11/18	PAYROLL01/12/2018	PAYROLL - PAYCOM	208,572.03
4110L	Salaries	1/25/18	PAYROLL01/26/2018	PAYROLL - PAYCOM	209,657.49
4110L	Salaries	1/31/18	2-01/31/2018	01/31/2018 payroll accrual	164,731.00
4120L	IMRF	1/1/18	01-12/31/2017	12/31/2017 accrual	(10,862.00)
4120L	IMRF	1/31/18	2-01/31/2018	01/31/2018 payroll accrual	15,151.00
4120L	IMRF	1/31/18	46652	VILLAGE OF MT. PROSPECT - IMRF	37,850.64
4130L	MC / FICA	1/1/18	01-12/31/2017	12/31/2017 accrual	(8,724.00)
4130L	MC / FICA	1/11/18	PAYROLL01/12/2018	PAYROLL - PAYCOM	15,032.80
4130L	MC / FICA	1/25/18	PAYROLL01/26/2018	PAYROLL - PAYCOM	15,115.82
4130L	MC / FICA	1/31/18	2-01/31/2018	01/31/2018 payroll accrual	11,877.00
4140L	Insurance - Medical	1/2/18	3399	COBRA fee	(13.88)
4140L	Insurance - Medical	1/5/18	EFT770106	AFLAC	(0.02)
4140L	Insurance - Medical	1/9/18	3400	COBRA fee	(44.80)
4140L	Insurance - Medical	1/25/18	EFT1516815271091	GUARDIAN	(0.12)
4140L	Insurance - Medical	1/26/18	EFT113893	AFLAC	(0.02)
4140L	Insurance - Medical	1/31/18	46653	VILLAGE OF MT. PROSPECT	56,683.15
4140L	Insurance - Medical	1/31/18	46653	VILLAGE OF MT. PROSPECT	136.50
4150L	Unemployment Tax	1/26/18	46605	LIMRICC UNEMPLOYMENT COMP.	618.82
4230L	Printing	1/5/18	0548523	NPN360	3,893.79
4240L	Marketing	1/26/18	46601	CATHY CUSHING	2,696.00
4240L	Marketing	1/10/18	8786831	BLICK ART MATERIALS	129.85
4240L	Marketing	1/17/18		MC/LETSTICKTOGETHER.COM	215.00
4250L	Resources - AP Stylebook	1/12/18		MC/ASSOC PRESS	220.00
4260L	Professional Dues	1/1/18	2699	MT. PROSPECT DOWNTOWN MERCHANT	75.00
4260L	Professional Dues	1/16/18	46587	COSUGI (CUSTOMERS OF SirsiDynix)	100.00
4260L	Professional Dues	1/16/18	46589	GOVERNMENT FINANCE OFFICERS ASSOC	160.00

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4260L	Professional Dues	1/17/18	141948	ILLINOIS LIBRARY ASSOCIATION	500.00
4280L	Human Resources	1/10/18		MC/ILA	100.00
4280L	Human Resources	1/31/18	AUR1055177	CAREERBUILDER EMPLOYMENT SCREENING, LLC	114.00
4280L	Human Resources	1/11/18	PAYROLL01/12/2018	PAYROLL - PAYCOM	826.73
4280L	Human Resources	1/25/18	PAYROLL01/26/2018	PAYROLL - PAYCOM	2,416.06
4280L	Human Resources	1/15/18	2069944	EMPLOYEE BENEFITS CORPORATION	112.50
4280L	Human Resources	1/10/18		MC/ALA	305.00
4280L	Human Resources	1/10/18		MC/ALA	305.00
4280L	Human Resources	1/16/18		MC/ALA	(50.00)
4280L	Human Resources	1/19/18		MC/ALA	255.00
4280L	Human Resources	1/4/18		MC/UNITED	413.60
4280L	Human Resources	1/5/18		MC/UNITED	375.60
4280L	Human Resources	1/29/18		MC/AMERICAN AIRLINES	400.59
4280L	Human Resources	1/10/18		MC/COSUGI SIRSIDYNIX	430.00
4280L	Human Resources	1/10/18		MC/COSUGI SIRSIDYNIX	430.00
4280L	Human Resources	1/10/18		MC/COSUGI SIRSIDYNIX	430.00
4280L	Human Resources	1/15/18		MC/AMERICAN AIRLINES	204.61
4280L	Human Resources	1/15/18		MC/AMERICAN AIRLINES	204.61
4280L	Human Resources	1/15/18		MC/AMERICAN AIRLINES	204.61
4280L	Human Resources	1/15/18		MC/AMERICAN AIRLINES	193.59
4280L	Human Resources	1/15/18		MC/COSUGI SIRSIDYNIX	430.00
4280L	Human Resources	1/19/18		MC/ALA	199.00
4280L	Human Resources	1/8/18		MC/EVENTBRITE	20.00
4280L	Human Resources	1/10/18	46555	MT PROSPECT CHAMBER OF COMMERCE	300.00
4280L	Human Resources	1/16/18		MC/ILA	50.00
4280L	Human Resources	1/26/18	46609	NATIONAL SAFETY COUNCIL	450.00
4280L	Human Resources	1/31/18	PettyCash01/31/2018	PETTY CASH	5.10
4290L	Other Operating	1/3/18		EXPERT PAY CHILD SUPPORT	(0.03)
4290L	Other Operating	1/4/18	PAY25964314	EXPERT PAY CHILD SUPPORT	2.50
4290L	Other Operating	1/12/18	EFT14437330	PURCHASE POWER	17.89
4290L	Other Operating	1/5/18	NAYAX01/05/2018	NAYAX LLC	3.20
4290L	Other Operating	1/8/18	ONLINE01/08/2018	PROPAY	10.90
4290L	Other Operating	1/12/18	NAYAX01/12/2018	NAYAX LLC	7.89

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4290L	Other Operating	1/15/18	ONLINE01/15/2018	PROPAY	12.71
4290L	Other Operating	1/22/18	ONLINE01/22/2018	PROPAY	10.86
4290L	Other Operating	1/22/18	NAYAX01/22/2018	NAYAX LLC	15.08
4290L	Other Operating	1/29/18	NAYAX01/29/2018	NAYAX LLC	6.82
4290L	Other Operating	1/29/18	ONLINE01/29/2018	PROPAY	12.07
4290L	Other Operating	1/31/18	NAYAX01/31/2018	NAYAX LLC	8.07
4290L	Other Operating	1/31/18	EFT02/02/2018	HEARTLAND	151.25
4290L	Other Operating	1/16/18	00001	PURPLE ROSE FLORIST INC.	108.00
4290L	Other Operating	1/16/18	46591	ROLLING MEADOWS LIBRARY	39.99
4290L	Other Operating	1/10/18	46554	MOUNT PROSPECT SPECIAL EVENTS COMMISSION	1,820.00
4290L	Other Operating	1/14/18	01/14/2018	DEX MEDIA	21.50
4290L	Other Operating	1/23/18	46596	MOUNT PROSPECT SPECIAL EVENTS COMMISSION	520.00
4310L	Telecommunications	1/13/18	847670548901-2018	AT&T	657.01
4310L	Telecommunications	1/16/18	847R16313101-2018	AT&T	666.82
4310L	Telecommunications	1/16/18	847Z99078801-2018	AT&T - 60%	358.16
4310L	Telecommunications	1/16/18	T1816863	TECHNOLOGY MANAGEMENT REVOLVING FUND	269.76
4310L	Telecommunications	1/28/18	9800701364	VERIZON WIRELESS	325.41
4310L	Telecommunications	1/16/18	847Z99181901-2018	AT&T - 50%	152.37
4340L	Office Supplies	1/16/18	3761984-0	WAREHOUSE DIRECT	429.05
4340L	Office Supplies	1/17/18	3365663815	STAPLES BUSINESS ADVANTAGE	171.38
4340L	Office Supplies	1/17/18	3764324-0	WAREHOUSE DIRECT	2.05
4340L	Office Supplies	1/18/18	3764324-1	WAREHOUSE DIRECT	13.31
4340L	Office Supplies	1/20/18	3365962238	STAPLES BUSINESS ADVANTAGE	(13.59)
4340L	Office Supplies	1/20/18	3365962241	STAPLES BUSINESS ADVANTAGE	13.59
4340L	Office Supplies	1/17/18	3365663813	STAPLES BUSINESS ADVANTAGE	67.34
4340L	Office Supplies	1/17/18	3764325-0	WAREHOUSE DIRECT	26.88
4340L	Office Supplies	1/19/18	6292971	DEMCO	58.33
4340L	Office Supplies	1/17/18	3764326-0	WAREHOUSE DIRECT	129.22
4340L	Office Supplies	1/17/18	3365663818	STAPLES BUSINESS ADVANTAGE	3.47
4340L	Office Supplies	1/17/18	3764327-0	WAREHOUSE DIRECT	9.75
4340L	Office Supplies	1/17/18	3365663814	STAPLES BUSINESS ADVANTAGE	42.79
4340L	Office Supplies	1/15/18		MC/ROBERT BOSCH TOOL CORP.	174.09
4340L	Office Supplies	1/16/18	3761984-0	WAREHOUSE DIRECT	224.96

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For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4340L	Office Supplies	1/18/18	3761984-1	WAREHOUSE DIRECT	179.32
4340L	Office Supplies	1/25/18	113-429532-8380205	MC/AMAZON	31.34
4340L	Office Supplies	1/18/18	3365720734	STAPLES BUSINESS ADVANTAGE	9.70
4350L	Library Supplies	1/9/18		MC/TEACHERS PAY TEACHERS.COM	6.00
4350L	Library Supplies	1/25/18	PAYROLL01/26/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	5.57
4350L	Library Supplies	1/1/18	455288	UNIQUE MANAGEMENT SERVICES, INC.	49.75
4350L	Library Supplies	1/3/18	7660	ELM USA, INC.	226.50
4350L	Library Supplies	1/16/18	7977	ELM USA, INC.	338.85
4350L	Library Supplies	1/17/18	3365663818	STAPLES BUSINESS ADVANTAGE	38.32
4350L	Library Supplies	1/17/18	3764327-0	WAREHOUSE DIRECT	80.84
4350L	Library Supplies	1/31/18	PettyCash01/31/2018	PETTY CASH	16.16
4350L	Library Supplies	1/18/18	8223410	SMILE MAKERS	30.96
4350L	Library Supplies	1/17/18	9671671494	W. W. GRAINGER, INC.	21.60
4350L	Library Supplies	1/26/18	570727	ARAMARK	334.52
4350L	Library Supplies	1/31/18	208	VARIETY VENDORS	(100.00)
4350L	Library Supplies	1/31/18		MC/MARIANO'S	12.33
4360L	Postage	1/16/18	46585	POSTMASTER	225.00
4360L	Postage	1/9/18	01/09/2018	PURCHASE POWER	500.00
4360L	Postage	1/30/18	3101931169	PITNEY BOWES	255.00
4360L	Postage	1/5/18	EMP01/05/2018	EMPLOYEE REIMBURSEMENTS	(9.43)
4360L	Postage	1/6/18	00000911W1018	UNITED PARCEL SERVICE	350.00
4360L	Postage	1/8/18	EMP01/08/2018	EMPLOYEE REIMBURSEMENTS	(3.79)
4360L	Postage	1/31/18	3-01/31/2018	Reclass of 1/13/18 Tech Service UPS shipment	(12.68)
4360L	Postage	1/31/18	4-01/31/2018	Reclass of 1/20/18 Tech Service UPS shipment	(0.17)
4380L	Contract Services	1/1/18	008969	AQUA-SAFARI, INC.	18.00
4380L	Contract Services	1/16/18	46586	AQUA-SAFARI, INC.	2,035.00
4390L	IT Services	1/1/18	200509771	SYMANTEC CORPORATION	600.00
4390L	IT Services	1/5/18		MC/QUICKBASE	175.86
4390L	IT Services	1/17/18		MC/CONSUMER REPORTS	35.00
4390L	IT Services	1/1/18	IN4266	zSPACE, INC.	1,000.00
4390L	IT Services	1/1/18	17NQ19521	INFORMA SOFTWARE	1,649.00

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4390L	IT Services	1/2/18	446876	TIME CLOCK PLUS	2,367.50
4390L	IT Services	1/2/18	126843960	MC/CLEVERBRIDGE.NET	29.95
4390L	IT Services	1/12/18	R153464	SOUND INCORPORATED	152.00
4390L	IT Services	1/17/18		MC/ACRONIS	33.06
4390L	IT Services	1/18/18		MC/NINITE.COM	20.00
4390L	IT Services	1/19/18		MC/SAGE SOFTWARE	2,936.58
4410L	Building Maintenance	1/20/18	0551-013908678	REPUBLIC SERVICES #551	377.75
4410L	Building Maintenance	1/5/18	SWO018427-1	ILLINI POWER PRODUCTS	489.35
4410L	Building Maintenance	1/17/18	TM-14165	BRIGHT LIGHT SIGN COMPANY	1,545.62
4410L	Building Maintenance	1/30/18	W12425	INTEGRATED CONTROL TECHNOLOGIES	1,145.34
4410L	Building Maintenance	1/3/18	INV175895	FILTER SERVICES ILLINOIS	331.48
4410L	Building Maintenance	1/5/18	V0275884	LIGHTING SUPPLY COMPANY	60.25
4410L	Building Maintenance	1/11/18	41227	NERADT ACE HARDWARE	29.54
4410L	Building Maintenance	1/17/18	9671671494	W. W. GRAINGER, INC.	407.30
4410L	Building Maintenance	1/20/18	00026340	MOUNT PROSPECT PAINT, INC.	0.79
4410L	Building Maintenance	1/20/18	00026329	MOUNT PROSPECT PAINT, INC.	83.98
4410L	Building Maintenance	1/1/18	12/31/2017	AMERICAN LANDSCAPING INC.	280.00
4410L	Building Maintenance	1/1/18	11/30/2017	AMERICAN LANDSCAPING INC.	240.00
4410L	Building Maintenance	1/2/18	2018 Prepay	TRU GREEN-CHEM LAWN	1,125.43
4410L	Building Maintenance	1/2/18	77458867	TRU GREEN-CHEM LAWN	225.00
4410L	Building Maintenance	1/31/18	1/31/2018	AMERICAN LANDSCAPING INC.	280.00
4410L	Building Maintenance	1/12/18	R153319	SOUND INCORPORATED	40.00
4420L	Equipment Maintenance	1/17/18	9671671494	W. W. GRAINGER, INC.	60.00
4420L	Equipment Maintenance	1/4/18		SHELL OIL COMPANY	(1.81)
4420L	Equipment Maintenance	1/5/18		SHELL OIL COMPANY	26.70
4420L	Equipment Maintenance	1/8/18	259272	IMAGE SYSTEMS & BUSINESS SOLUTIONS	4,241.60
4420L	Equipment Maintenance	1/12/18	NAYAX01/12/2018	NAYAX LLC	63.60
4420L	Equipment Maintenance	1/23/18	012218-12	TODAY'S BUSINESS SOLUTIONS, INC.	62.76
4420L	Equipment Maintenance	1/25/18	012218-74	TODAY'S BUSINESS SOLUTIONS, INC.	60.00
4420L	Equipment Maintenance	1/24/18	INVMT031523	SIRSIDYNIX	40,314.85
4420L	Equipment Maintenance	1/25/18	D1327582	SOUND INCORPORATED	222.53
4420L	Equipment Maintenance	1/15/18	D2685	SCHMAUS CASH REGISTER COMPANY	265.50

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4440L	Janitorial	1/1/18	25029	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	1/4/18	022569583	CINTAS #22	73.23
4440L	Janitorial	1/18/18	022575525	CINTAS #22	73.23
4440L	Janitorial	1/22/18	121250	SUPERIOR INDUSTRIAL SUPPLY	389.36
4440L	Janitorial	1/31/18	46648	SUPERIOR INDUSTRIAL SUPPLY	(3.89)
4450L	Equipment	1/24/18	113-5956277-2716217	MC/AMAZON	33.43
4450L	Equipment	1/24/18	113-5956277-2716217	MC/AMAZON	118.10
4450L	Equipment	1/19/18	10218852000	DELL MARKETING L.P.	4,569.78
4450L	Equipment	1/15/18	113-6663456-3082640	MC/AMAZON	51.88
4450L	Equipment	1/17/18	113-6245543-9645060	MC/AMAZON	23.95
4450L	Equipment	1/17/18	113-6245543-9645061	MC/AMAZON	70.69
4450L	Equipment	1/19/18	113-8692816-1885859	MC/AMAZON	15.96
4450L	Equipment	1/19/18	113-9943934-0053018	MC/AMAZON	96.33
4450L	Equipment	1/25/18	113-7727256-9289849	MC/AMAZON	35.12
4460L	Utilities	1/15/18	01/15/2018	VILLAGE OF MT. PROSPECT	577.95
4610L	Adult Books	1/2/18	0003048385	BAKER AND TAYLOR	(9.51)
4610L	Adult Books	1/2/18	180104	MC/AMAZON	99.00
4610L	Adult Books	1/3/18	2033413383	BAKER AND TAYLOR	1,207.26
4610L	Adult Books	1/3/18	3021986499	BAKER AND TAYLOR	45.05
4610L	Adult Books	1/3/18	62440287	GALE	153.69
4610L	Adult Books	1/3/18	62440493	GALE	207.67
4610L	Adult Books	1/4/18	5014826984	BAKER AND TAYLOR	53.79
4610L	Adult Books	1/4/18	62452624	GALE	50.23
4610L	Adult Books	1/5/18	62462613	GALE	50.23
4610L	Adult Books	1/5/18	3021994248	BAKER AND TAYLOR	106.15
4610L	Adult Books	1/6/18	2033418138	BAKER AND TAYLOR	726.95
4610L	Adult Books	1/8/18	62487058	GALE	26.23
4610L	Adult Books	1/8/18	2033421527	BAKER AND TAYLOR	749.90
4610L	Adult Books	1/9/18	62509125	GALE	124.62
4610L	Adult Books	1/10/18	98855208	OXFORD UNIVERSITY PRESS INC.	540.60
4610L	Adult Books	1/12/18	2033432799	BAKER AND TAYLOR	768.54
4610L	Adult Books	1/12/18	3022004694	BAKER AND TAYLOR	27.12

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4610L	Adult Books	1/12/18	D03995-00-2018	MANUFACTURERS NEWS INC.	348.90
4610L	Adult Books	1/12/18	98860181	OXFORD UNIVERSITY PRESS INC.	7.95
4610L	Adult Books	1/13/18	55291	KOREAN BOOKS	297.57
4610L	Adult Books	1/15/18	2033438377	BAKER AND TAYLOR	603.14
4610L	Adult Books	1/15/18	3022007470	BAKER AND TAYLOR	29.38
4610L	Adult Books	1/17/18	2033443620	BAKER AND TAYLOR	679.70
4610L	Adult Books	1/17/18	62667155	GALE	79.17
4610L	Adult Books	1/18/18	180101	LAKE COUNTY (IL) GENEAL. SOC.	27.00
4610L	Adult Books	1/18/18	62699285	GALE	26.23
4610L	Adult Books	1/18/18	2033445606	BAKER AND TAYLOR	1,195.72
4610L	Adult Books	1/18/18	5014845633	BAKER AND TAYLOR	181.80
4610L	Adult Books	1/19/18	2033450664	BAKER AND TAYLOR	824.43
4610L	Adult Books	1/19/18	3022012710	BAKER AND TAYLOR	129.44
4610L	Adult Books	1/22/18	55310	KOREAN BOOKS	258.55
4610L	Adult Books	1/23/18	2033456011	BAKER AND TAYLOR	636.68
4610L	Adult Books	1/23/18	3022017360	BAKER AND TAYLOR	71.64
4610L	Adult Books	1/24/18	98881271	OXFORD UNIVERSITY PRESS INC.	7.95
4610L	Adult Books	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	273.89
4610L	Adult Books	1/25/18	2033461798	BAKER AND TAYLOR	242.79
4610L	Adult Books	1/25/18	3022024653	BAKER AND TAYLOR	111.11
4610L	Adult Books	1/25/18	62891406	GALE	27.05
4610L	Adult Books	1/29/18	62965837	GALE	25.49
4610L	Adult Books	1/29/18	2033467242	BAKER AND TAYLOR	721.62
4610L	Adult Books	1/29/18	3022029000	BAKER AND TAYLOR	14.68
4610L	Adult Books	1/29/18	98889212	OXFORD UNIVERSITY PRESS INC.	7.95
4610L	Adult Books	1/30/18	2033470463	BAKER AND TAYLOR	243.42
4610L	Adult Books	1/30/18	2033475263	BAKER AND TAYLOR	717.71
4610L	Adult Books	1/10/18	2033428589	BAKER AND TAYLOR	46.58
4610L	Adult Books	1/10/18	3022002160	BAKER AND TAYLOR	17.82
4610L	Adult Books	1/19/18	2033450635	BAKER AND TAYLOR	83.50
4610L	Adult Books	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	26.27
4620L	Adult AV	1/2/18	B77578770	BAKER & TAYLOR INC.	44.06
4620L	Adult AV	1/3/18	Q12726140	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/4/18	B77578620	BAKER & TAYLOR INC.	200.55

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4620L	Adult AV	1/4/18	B77578520	BAKER & TAYLOR INC.	82.95
4620L	Adult AV	1/4/18	Q12955060	BAKER & TAYLOR INC.	13.52
4620L	Adult AV	1/4/18	Q12725970	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	1/4/18	B77839330	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	1/4/18	B77839120	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	1/4/18	B77838160	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	1/6/18	95722117	MIDWEST TAPE	851.86
4620L	Adult AV	1/6/18	95722116	MIDWEST TAPE	29.99
4620L	Adult AV	1/6/18	95722115	MIDWEST TAPE	39.99
4620L	Adult AV	1/6/18	95722119	MIDWEST TAPE	44.99
4620L	Adult AV	1/8/18	1085927348	PENGUIN RANDOM HOUSE, LLC	78.75
4620L	Adult AV	1/8/18	1085950645	PENGUIN RANDOM HOUSE, LLC	97.50
4620L	Adult AV	1/9/18	1085965198	PENGUIN RANDOM HOUSE, LLC	86.25
4620L	Adult AV	1/9/18	75704442	RECORDED BOOKS, LLC	99.00
4620L	Adult AV	1/11/18	B78357141	BAKER & TAYLOR INC.	125.59
4620L	Adult AV	1/11/18	B78357140	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	1/11/18	B78357142	BAKER & TAYLOR INC.	33.06
4620L	Adult AV	1/11/18	75705636	RECORDED BOOKS, LLC	99.00
4620L	Adult AV	1/11/18	B596828CM	BAKER & TAYLOR INC.	(12.05)
4620L	Adult AV	1/15/18	B78888940	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/15/18	B79023410	BAKER & TAYLOR INC.	38.58
4620L	Adult AV	1/15/18	2033438377	BAKER AND TAYLOR	21.99
4620L	Adult AV	1/16/18	95745857	MIDWEST TAPE	63.99
4620L	Adult AV	1/16/18	95745853	MIDWEST TAPE	123.98
4620L	Adult AV	1/16/18	95745856	MIDWEST TAPE	267.92
4620L	Adult AV	1/16/18	95745854	MIDWEST TAPE	883.79
4620L	Adult AV	1/17/18	75707969	RECORDED BOOKS, LLC	107.98
4620L	Adult AV	1/18/18	B79113580	BAKER & TAYLOR INC.	27.74
4620L	Adult AV	1/18/18	B79113581	BAKER & TAYLOR INC.	51.43
4620L	Adult AV	1/18/18	75708602	RECORDED BOOKS, LLC	156.40
4620L	Adult AV	1/19/18	75709006	RECORDED BOOKS, LLC	97.19
4620L	Adult AV	1/19/18	75709674	RECORDED BOOKS, LLC	99.00
4620L	Adult AV	1/19/18	B79481630	BAKER & TAYLOR INC.	32.04
4620L	Adult AV	1/19/18	B79481640	BAKER & TAYLOR INC.	4.40
4620L	Adult AV	1/22/18	95759130	MIDWEST TAPE	127.95

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4620L	Adult AV	1/22/18	95758108	MIDWEST TAPE	225.94
4620L	Adult AV	1/22/18	95759131	MIDWEST TAPE	311.95
4620L	Adult AV	1/22/18	95759132	MIDWEST TAPE	284.93
4620L	Adult AV	1/23/18	75710906	RECORDED BOOKS, LLC	144.00
4620L	Adult AV	1/23/18	1086218043	PENGUIN RANDOM HOUSE, LLC	157.50
4620L	Adult AV	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	127.68
4620L	Adult AV	1/25/18	B79814251	BAKER & TAYLOR INC.	69.71
4620L	Adult AV	1/25/18	B79814252	BAKER & TAYLOR INC.	55.11
4620L	Adult AV	1/25/18	B79814250	BAKER & TAYLOR INC.	136.21
4620L	Adult AV	1/25/18	75712797	RECORDED BOOKS, LLC	115.60
4620L	Adult AV	1/29/18	2033467242	BAKER AND TAYLOR	21.99
4620L	Adult AV	1/29/18	B80259110	BAKER & TAYLOR INC.	11.89
4620L	Adult AV	1/29/18	B80259111	BAKER & TAYLOR INC.	16.82
4620L	Adult AV	1/29/18	75714618	RECORDED BOOKS, LLC	99.00
4620L	Adult AV	1/30/18	95779428	MIDWEST TAPE	169.96
4620L	Adult AV	1/30/18	95779429	MIDWEST TAPE	135.98
4620L	Adult AV	1/30/18	95779760	MIDWEST TAPE	229.94
4620L	Adult AV	1/31/18	B80450020	BAKER & TAYLOR INC.	20.68
4620L	Adult AV	1/31/18	B80450022	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	1/31/18	B80450023	BAKER & TAYLOR INC.	67.01
4620L	Adult AV	1/31/18	B80450021	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	1/22/18	B79385040	BAKER & TAYLOR INC.	16.88
4620L	Adult AV	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	14.98
4630L	Youth Print	1/2/18	0003048384	BAKER AND TAYLOR	(9.60)
4630L	Youth Print	1/5/18	2033418176	BAKER AND TAYLOR	502.52
4630L	Youth Print	1/5/18	3021994257	BAKER AND TAYLOR	35.54
4630L	Youth Print	1/8/18	3021997120	BAKER AND TAYLOR	12.74
4630L	Youth Print	1/9/18	2033423788	BAKER AND TAYLOR	134.40
4630L	Youth Print	1/11/18	2033430331	BAKER AND TAYLOR	468.58
4630L	Youth Print	1/12/18	3022004722	BAKER AND TAYLOR	124.38
4630L	Youth Print	1/15/18	2033437281	BAKER AND TAYLOR	344.25
4630L	Youth Print	1/18/18	2033445132	BAKER AND TAYLOR	321.56
4630L	Youth Print	1/18/18	3022012761	BAKER AND TAYLOR	47.71
4630L	Youth Print	1/19/18	2033450714	BAKER AND TAYLOR	518.35

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4630L	Youth Print	1/22/18	3022018173	BAKER AND TAYLOR	105.41
4630L	Youth Print	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	57.70
4630L	Youth Print	1/25/18	2033461694	BAKER AND TAYLOR	603.73
4630L	Youth Print	1/29/18	2033466923	BAKER AND TAYLOR	351.91
4630L	Youth Print	1/29/18	2033467120	BAKER AND TAYLOR	394.87
4630L	Youth Print	1/29/18	2033467897	BAKER AND TAYLOR	572.89
4630L	Youth Print	1/9/18	2033424889	BAKER AND TAYLOR	31.24
4630L	Youth Print	1/10/18	2033428589	BAKER AND TAYLOR	6.21
4630L	Youth Print	1/10/18	3022002160	BAKER AND TAYLOR	28.64
4630L	Youth Print	1/11/18	2033430311	BAKER AND TAYLOR	96.09
4630L	Youth Print	1/11/18	2033432998	BAKER AND TAYLOR	47.80
4630L	Youth Print	1/15/18	3022006705	BAKER AND TAYLOR	12.48
4630L	Youth Print	1/17/18	2033445069	BAKER AND TAYLOR	9.60
4630L	Youth Print	1/22/18	2033453709	BAKER AND TAYLOR	12.48
4630L	Youth Print	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	50.69
4640L	Youth AV	1/4/18	B77842160	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	1/6/18	95722268	MIDWEST TAPE	56.67
4640L	Youth AV	1/6/18	95722510	MIDWEST TAPE	51.18
4640L	Youth AV	1/9/18	95726934	MIDWEST TAPE	103.98
4640L	Youth AV	1/11/18	B596829CM	BAKER & TAYLOR INC.	(11.01)
4640L	Youth AV	1/11/18	B78636370	BAKER & TAYLOR INC.	44.04
4640L	Youth AV	1/11/18	2033430331	BAKER AND TAYLOR	14.24
4640L	Youth AV	1/12/18	Q13636770	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	1/15/18	2033437281	BAKER AND TAYLOR	48.09
4640L	Youth AV	1/16/18	95745871	MIDWEST TAPE	59.98
4640L	Youth AV	1/16/18	95741329	MIDWEST TAPE	17.09
4640L	Youth AV	1/16/18	95745870	MIDWEST TAPE	7.99
4640L	Youth AV	1/18/18	2033445132	BAKER AND TAYLOR	15.99
4640L	Youth AV	1/19/18	Q14324810	BAKER & TAYLOR INC.	84.39
4640L	Youth AV	1/19/18	B79483450	BAKER & TAYLOR INC.	19.48
4640L	Youth AV	1/22/18	95759133	MIDWEST TAPE	7.99
4640L	Youth AV	1/22/18	B79460220	BAKER & TAYLOR INC.	14.69
4640L	Youth AV	1/22/18	95759918	MIDWEST TAPE	15.99
4640L	Youth AV	1/22/18	95759920	MIDWEST TAPE	20.69

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4640L	Youth AV	1/23/18	75710513	RECORDED BOOKS, LLC	46.57
4640L	Youth AV	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	136.72
4640L	Youth AV	1/29/18	2033467120	BAKER AND TAYLOR	39.69
4640L	Youth AV	1/29/18	B79814260	BAKER & TAYLOR INC.	21.94
4640L	Youth AV	1/30/18	95779762	MIDWEST TAPE	42.37
4640L	Youth AV	1/30/18	95779763	MIDWEST TAPE	19.99
4640L	Youth AV	1/30/18	95779764	MIDWEST TAPE	11.99
4640L	Youth AV	1/30/18	95779765	MIDWEST TAPE	23.98
4640L	Youth AV	1/30/18	95779766	MIDWEST TAPE	98.97
4640L	Youth AV	1/30/18	95779768	MIDWEST TAPE	63.86
4640L	Youth AV	1/31/18	75716588	RECORDED BOOKS, LLC	27.67
4640L	Youth AV	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	114.12
4650L	Subscriptions	1/1/18	16675	THE CHICAGO SHIMPO	77.00
4650L	Subscriptions	1/1/18	18PW	PUBLISHERS WEEKLY	249.99
4650L	Subscriptions	1/1/18	18MCN	MOTORCYCLE CONSUMER NEWS	22.00
4650L	Subscriptions	1/1/18	18WSGA	WSGS MEMBERSHIP	30.00
4650L	Subscriptions	1/2/18	18COINWL	COIN WORLD	69.99
4650L	Subscriptions	1/2/18	18ISGS	ISGS	35.00
4650L	Subscriptions	1/3/18	18INFISH	IN-FISHERMAN	27.00
4650L	Subscriptions	1/5/18	18LIONS	LION'S ROAR	34.00
4650L	Subscriptions	1/9/18	18NWFRRJ	NATIONAL WILDLIFE FEDERATION	28.95
4650L	Subscriptions	1/10/18	18BOOKLIST	BOOKLIST	331.00
4650L	Subscriptions	1/11/18	18TRIBUNE	CHICAGO TRIBUNE	676.00
4650L	Subscriptions	1/15/18	18NYTIMES	THE NEW YORK TIMES	977.60
4650L	Subscriptions	1/15/18	18AVIATION	AVIATION WEEK	209.00
4650L	Subscriptions	1/18/18	18NGLKIDS	NATIONAL GEOGRAPHIC KIDS	18.00
4650L	Subscriptions	1/18/18	18ECON	THE ECONOMIST	275.00
4650L	Subscriptions	1/18/18	18KLET	KIPLINGER LETTER	108.00
4650L	Subscriptions	1/18/18	18MELIVING	MOTHER EARTH NEWS	10.00
4650L	Subscriptions	1/18/18	18SKEPTICA	SKEPTICAL INQUIRER	35.00
4650L	Subscriptions	1/18/18	18PCGAMER	PC GAMER	19.95
4650L	Subscriptions	1/18/18	18DOGSTER	DOGSTER MAGAZINE	12.00
4650L	Subscriptions	1/19/18	18BC0118	MC/BEST DEAL MAGAZINES	66.85
4650L	Subscriptions	1/19/18	18TASTE	MC/REIMAN PUBLICATIONS	13.00

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4650L	Subscriptions	1/25/18	PAYROLL01/26/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.95
4650L	Subscriptions	1/25/18	EFT1502989434	SYNCHRONY/AMAZON	50.00
4650L	Subscriptions	1/25/18	18KALMBACH	MC/KALMBACH PUBLISHING CO.	94.95
4650L	Subscriptions	1/25/18	18HOTROD	MC/HOT ROD	64.97
4650L	Subscriptions	1/26/18	18FINANC	MC/FINANCIAL TIMES	612.00
4650L	Subscriptions	1/23/18		MC/WALLY'S MARKET	14.40
4660L	Electronic Resources	1/1/18	34782	MORNINGSTAR	8,264.00
4660L	Electronic Resources	1/1/18	70499840	PROQUEST INFORMATION AND LEARNING	9,020.00
4660L	Electronic Resources	1/1/18	43942	RECORD INFORMATION SERVICES, INC.	1,344.00
4660L	Electronic Resources	1/1/18	837457672	WEST PAYMENT CENTER	1,820.00
4660L	Electronic Resources	1/1/18	70488094	PROQUEST INFORMATION AND LEARNING	9,040.00
4660L	Electronic Resources	1/4/18	1000071354-1	EBSCO SUBSCRIPTION SERVICE	2,400.00
4660L	Electronic Resources	1/4/18	101640	NEWSPAPER ARCHIVE	811.00
4660L	Electronic Resources	1/31/18	46636	THE NEW YORK TIMES	1,440.40
4661L	Digital Media	1/31/18	95786961	MIDWEST TAPE	1,758.68
4662L	E-Learning	1/1/18	1000068596-1	EBSCO SUBSCRIPTION SERVICE	5,600.00
4662L	E-Learning	1/1/18	1000068718-1	EBSCO SUBSCRIPTION SERVICE	4,232.00
4662L	E-Learning	1/1/18	INV002200	MANGO LANGUAGES	3,645.60
4662L	E-Learning	1/4/18	1000071352-1	EBSCO SUBSCRIPTION SERVICE	2,600.00
4670L	Microform	1/1/18	900040828	PROQUEST INFORMATION AND LEARNING	8,051.96
4680L	Processing	1/29/18	235975	HOUCHEN BINDERY, LTD.	37.95
4680L	Processing	1/25/18	PAYROLL01/26/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	9.18
4680L	Processing	1/1/18	233087	FINDAWAY WORLD, LLC.	279.30
4680L	Processing	1/17/18	3764328-0	WAREHOUSE DIRECT	95.94
4680L	Processing	1/18/18	241869	FINDAWAY WORLD, LLC	128.91
4680L	Processing	1/19/18	6292971	DEMCO	877.80
4680L	Processing	1/31/18	3-01/31/2018	Reclass of 1/13/18 Tech Service UPS shipment	12.68
4680L	Processing	1/31/18	4-01/31/2018	Reclass of 1/13/18 Tech Service UPS shipment	0.17
4690L	Programs	1/10/18	46553	NORTHWEST SPECIAL RECREATION ASSN	75.00

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4690L	Programs	1/10/18	8786831	BLICK ART MATERIALS	21.20
4690L	Programs	1/11/18	PAYROLL01/12/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	56.26
4690L	Programs	1/25/18	PAYROLL01/26/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	118.76
4690L	Programs	1/26/18	46611	MARK NICHOLS	300.00
4690L	Programs	1/31/18	PettyCash01/31/2018	PETTY CASH	20.00
4690L	Programs	1/9/18	46552	LYNN GOODING	125.00
4690L	Programs	1/23/18	46595	ELYSE WAGNER	300.00
4690L	Programs	1/31/18	46612	MELISSA MAYBERRY	270.00
4690L	Programs	1/31/18	46613	JOHN MOSMAN	90.00
4690L	Programs	1/8/18		MC/MARIANO'S	21.66
4690L	Programs	1/29/18		MC/TARGET	44.98
4690L	Programs	1/11/18	PAYROLL01/12/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	43.86
4690L	Programs	1/23/18		MC/KINOKUNIYA BOOKSTORES	15.00
4690L	Programs	1/25/18	PAYROLL01/26/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	52.93
					\$ 789,172.94
9530L	Foundation Sponsored Expense	1/1/18	17-6656	RIVERSHORE READING STORE	56.00
9530L	Foundation Sponsored Expense	1/16/18	46590	SHAKESPEARE PROJECT OF CHICAGO	850.00
9530L	Foundation Sponsored Expense	1/19/18	8840188	BLICK ART MATERIALS	314.02
9540L	Friends Sponsored Expense	1/30/18	2033475263	BAKER AND TAYLOR	215.93
9540L	Friends Sponsored Expense	1/30/18		MC/DOLLAR STORE	30.00
9540L	Friends Sponsored Expense	1/30/18		MC/Jewel	33.57
9540L	Friends Sponsored Expense	1/31/18	PettyCash01/31/2018	PETTY CASH	44.13
9540L	Friends Sponsored Expense	1/31/18	PettyCash01/31/2018	PETTY CASH	29.64
9540L	Friends Sponsored Expense	1/31/18		MC/MARIANO'S	39.97
9540L	Friends Sponsored Expense	1/25/18		MC/T.J. MAXX	50.00
9540L	Friends Sponsored Expense	1/25/18		MC/DAVE'S SPECIALTY FOODS	25.00
9540L	Friends Sponsored Expense	1/25/18		MC/T.J. MAXX	24.99
9540L	Friends Sponsored Expense	1/25/18		MC/E & O FOOD AND DRINK	25.00
9540L	Friends Sponsored Expense	1/25/18		MC/CARSON PIRIE SCOT	50.00
9540L	Friends Sponsored Expense	1/25/18		MC/EMERSON'S ALE HOUSE	25.00
9540L	Friends Sponsored Expense	1/25/18		MC/HOUSE OF SZECHWAN	20.00
9540L	Friends Sponsored Expense	1/25/18		MC/STARBUCKS	25.00
9540L	Friends Sponsored Expense	1/29/18		MC/GUITAR CENTER	49.99

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
9540L	Friends Sponsored Expense	1/31/18		MC/ROSS DRESS FOR LESS	51.88
9540L	Friends Sponsored Expense	1/31/18		MC/MARSHALL'S	44.00
9540L	Friends Sponsored Expense	1/18/18		MC/TORTORICE'S	19.95
9540L	Friends Sponsored Expense	1/24/18		MC/TORTORICE'S	48.85
9540L	Friends Sponsored Expense	1/30/18		MC/TORTORICE'S	48.85
9540L	Friends Sponsored Expense	1/18/18	113-0230844-5849837	MC/AMAZON	132.56
9540L	Friends Sponsored Expense	1/13/18	111-0196348-4237074	MC/AMAZON	201.68
9540L	Friends Sponsored Expense	1/17/18	2033445069	BAKER AND TAYLOR	31.08
9540L	Friends Sponsored Expense	1/23/18	113-7054128-9053847	MC/AMAZON	89.90
9540L	Friends Sponsored Expense	1/30/18	111-5732033-5820244	MC/AMAZON	6.99
9540L	Friends Sponsored Expense	1/1/18	68639	INTERIOR TROPICAL GARDENS	92.00
9540L	Friends Sponsored Expense	1/23/18		MC/CUSTOM INK.COM	1,439.30
9560L	Village Shared Expense	1/16/18	847Z99078801-2018	AT&T - 40%	238.77
9560L	Village Shared Expense	1/16/18	847Z99181901-2018	AT&T - 50%	152.38
Total Library Fund Expenses for January, 2018					<u><u>\$ 793,679.37</u></u>

Mount Prospect Public Library  
**Capital Project Expenses by G/L Acct #**  
 For the Period From Jan 1, 2018 to Jan 31, 2018

<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Reference</b>	<b>Transaction Description</b>	<b>Amount</b>
7750B-014	Bldg Fd: Furnishng Strtgc Plan	1/1/18	00014	MEYER SCHERER & ROCKCASTLE	\$ 273.00
				Total Capital Project Expenses for January, 2018	\$ 273.00

Debt Service Fund  
 Debt Service Expenses by G/L Acct  
 For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Trans Description	Trans Amount
3701D	Interest Expense	1/31/18	1-01/31/2018	To record 1/2018 Interest Expense accrual (\$176,150 x 1/12).	\$ 14,679.17
Total Debt Service Fund Expenses for January, 2018					\$ 14,679.17

Mount Prospect Public Library  
Gift Fund Expenses by G/L Account #  
For the Period From Jan 1, 2018 to Jan 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
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There were no Gift Fund expenses for January, 2018.

## EXECUTIVE DIRECTOR'S JANUARY 2018 MONTHLY REPORT

### HIGHLIGHTS

An often-overlooked service of the Fiction/AV/Teen Services Department is the offering of staff-created book discussion questions via the *Check It Out* blog. These resources spark thoughtful and lively conversation in Library-sponsored discussions, are provided to local groups to support their own facilitation, and are among the most frequently visited pages on the Library Web site. This month we received a note from one of the Library's out-of-state vendors: "My book club is reading *Boys in the Boat* and we're meeting to discuss it on Thursday night. Guess whose book club discussion questions we'll be using? Thanks MPPL! Bet you didn't think you'd influence our little book club meeting in NC!"

Eighteen people participated in Family Gaming, which is a video game program that has expanded to include iPads, the zSpace, and board games. This walk-in program is great for family engagement and also allows patrons from different backgrounds and cultures to experience gaming as evidenced by the following compliment: "...the youth staff that helps to run family gaming night, they are wonderful with children who have special needs! During the colder months I host a playgroup almost weekly for four boys with Autism and they always welcome us and interact with our entire group. They help problem solve and quickly defuse situations since our group tends to bump heads a lot. The library continues to be a safe location for our boys and it's largely due to the environment they help to create." (*Provide active learning opportunities that support literacy, the Common Core Standards, and STEAM...*)

A special patron interaction happened in January when a 97-year-old patron came to the Registration Desk to receive her first library card, ever. She had always lived in an area without a public library, before moving to Mount Prospect to live with her daughter. Welcome to our library!

Pat on the Back Winner: Rachel Leiner, South Branch

### TRENDS

An unexpected development in January was the fielding of no fewer than four separate poetry advisory queries, something for which we are rarely approached. In each case the patron left with promising options, but this trend has opened the door to collaborating with Research Services on additional collection offerings, and the creation of ready resources for both self-service and staff-facilitated interactions. (*Market and promote physical collections that are browsable and specialized.*)

Tax form shipments were delayed this month. Last year we received all requested forms by the end of January. This month, we received only 1040 and 1040EZ forms on January 31. The Research Desk has been fielding many questions about the availability of forms and instructions – we have been doing a limited amount of printing for patrons. We keep assuring patrons that forms/instructions are coming eventually. Shipments of 1040 instructions and 1040A forms are due to arrive the first week of February. Some Illinois forms and instructions were received on January 26 and most were depleted by the end of the month. Julie Collins, Assistant Department Head of Research Services, updated the Tax Guide on [mopl.org](http://mopl.org). Included are locations in the area offering tax preparation assistance as well as links to frequently requested tax forms.

Because Rosetta Stone was featured in the *Preview* newsletter (published in late December), staff fielded numerous questions from patrons interested in learning more about this resource.

## **STRATEGIC PLAN**

Evan Mather and Andrea Johnson, Teen Services Librarians, partnered with staff from Arlington Heights Memorial Library (AHML) to visit Holmes Junior High School to present a marathon of booktalks to 17 different classes. Circulation staff were present to provide on-site checkouts, and a wide variety of titles were discussed in an effort to promote recreational reading among students. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

Julie Jurgens, AHML School Services Coordinator, and Claire Bartlett, Youth Outreach Librarian, presented the second Storytime Bootcamp to two groups of students at Holmes Junior High. These students volunteer at the Early Learning Center by reading books to classrooms of preschoolers. The boot camp focused on songs, rhymes, and fingerplays. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

New databases launched in January include:

- NYTimes.com: Patrons receive unlimited access to all content available on the NYTimes.com Web site for 24 hours. This service requires that patrons create an account.
- Job & Career Accelerator: Not sure what career you want to be your life's work? Overwhelmed by the process of creating a new resume? Not sure how much a chosen career field will pay? This add-on to LearningExpress Library will help patrons with those questions and more.
- AutoMate: This resource replaces the more expensive Chilton's database offered by Gale. AutoMate provides the accurate, authoritative, and up-to-date service and repair information for thousands of vehicles. Content comes from MOTOR, publisher of the popular print manuals that ceased publication a number of years ago.

*(Library will provide and support responsive technologies for patrons and staff to meet evolving and emerging needs and to increase ease of use.)*

## **LIBRARY BUSINESS**

### **January Circulation**

2014:	84,547
2015:	84,852
2016:	77,320
2017:	81,873
2018:	80,861

### **Included in the above total**

Electronic Media:	5,153
Express Checkout:	11,287
First time Checkouts:	57,912
Interlibrary Loan Borrowed:	233
Interlibrary Loan Loaned:	443
Reciprocal Borrowing:	6,707
Renewals:	17,796
South Branch:	3,406

### **Library cards issued:**

Business:	0
Non Resident:	0
Reciprocal Borrowers:	95
Resident:	219
Total Active Cards:	5,860
Total Registered Cards:	45,558

### **Collection (all collections): 489,589 items**

AV items (included above): 71,521 items

E-collection (included above): 11,960 e-audiobooks, 25,910 e-books, 83 e-journals, 522 e-videos, and 214 e-music records.

Volumes (included above): 359,171 items

Donations: 56 items, AV and books, donated by groups and individuals, were added to the collection this month.

**January 2018 Total Questions: 12,838**

**January 2017 Total Questions: 16,226**

Fiction/AV/Teen	2,078
Research	4,315
Registration	2,918
South Branch	1,439
Youth Department	2,088

**Voters Registered:**

Main:	8
South Branch:	0

**IT SERVICES – T. Loga**

**ATT Fiber Circuit**

We are working with Illinois Century Network (ICN) to review our options in regard to our AT&T pricing/bandwidth plan for the fiber circuit that is used for our Internet access. The circuit is shared with the Village, with the initial ATT demarcation point located in the Library server room. *(Maintain a secure environment that protects the integrity of library data and infrastructure...)*

**Additional Proximity (Prox) Card Readers**

Prox card readers controlling the doors of Meeting Room B and the Youth Activity Room will be installed in February 2018. They will be controlled using the existing centrally managed Lenel OnGuard access control system, which will be upgraded later this year. *(Library will provide and support responsive technologies for patrons and staff to meet evolving and emerging needs and to increase ease of use.)*

**BUILDING – T. Garvin**

EXTERIOR – In January there was quite a swing in temperatures. Overall we averaged very close to normal but we had quite a cold spell the first week of the month with multiple days of negative readings for the lows; our lowest reading was -9° on the 2nd. Within one week however we then had our warmest reading for the month of 59° on the 11th. Snowfall for the month was 4.5”, well below the average of 11”. The greatest accumulation was just over 2” on the 15th.

We have renewed our annual summer grounds care agreement with American Landscaping Inc. for the 2018 season. There was a 4% increase in the monthly fee. Also included in the agreement are both the spring and fall clean-up work. We also renewed the agreement with Tru-Green for fertilization and weed control for 2018.

INTERIOR – Areas on the second floor have been getting refurnished over the past year. We will soon be adding the final pieces which have been on order and are being fabricated. These items are the display shelving and seating areas that will be placed in the central area between the Fiction/AV/Teen Services Desk and the Research Services Desk. This area has been used for lounge seating since we opened. With the coming changes we needed to remove the existing furniture. We also had to remove some other pieces of furniture including some tables in our vending area and the large upholstered benches that were located in reading areas. The pieces we needed to remove were still in good condition so we contacted several other government agencies to offer these for their use. The Mount Prospect Park District took a number of the pieces to be used at their facilities.

We had some sound absorption acoustic panels installed in January. We added some ceiling treatment in the office of the Head of Technical Services and to the second floor staff conference room. Also we had some panels installed on the outer side of the railing around the second floor opening under the eastern light monitor. This area is nearest the main entrance and the space directly above is designated as one of our quieter study areas. Our designer from MSR had suggested these panels would help in reduction of the noise transmission from the lobby area to the second floor.

The HVAC system has been operating well. Due to the unusual swing in temperatures we had both the boiler system and the air conditioning working in January. Some work was done on one of the air handlers; the damper motor which regulates the amount of outside air flow failed. It failed in the open position so we had to make some adjustments as the unit was shutting down on low temperature safety. The new actuator was ordered and installed within several days. We chose to purchase a spare to have on hand should this occur on another unit. We also made the routine filter change, greased the motor bearings, and adjusted the drive belts as needed. We also had our building automation technician out to do the first quarter maintenance work on our building controls. He recalibrated several thermostats and made some other minor adjustments; this work is covered under our maintenance contract.

PROJECTS – We have been moving forward with the reconfiguration of the second floor staff workroom project. We met with staff for review of the plans and with our vendor, KI, to define the optimal reuse of our existing system. The final finish selections were made at the end of January and we now have a final plan. Pricing will be completed so that we can submit the order in early February with an anticipated installation in May.

The next phase of our public space work is the entry way into Youth Services and the Circulation/Registration lobby areas. We are going to be consolidating the staff service for Circulation and Registration in a single desk area on the north side where Registration is now located. On the south side we are going to have the self-serve area consisting of four express check out stations, three express public access computers, the photocopier, and patron pick-up holds shelving. We had our kick-off conference call meeting with our design firm, MSR Design, on the 4th and a follow-up on the 12th which resulted in some preliminary concept drawings. The architect we will be working with is

Kate Michaud. Kate made an on-site visit on the 31st and met with staff from Youth, Circulation, Registration, and Administration. Also included in this on-site visit was the project manager from Shales McNutt, the construction management company; the architectural acoustics consultant from C & C Consultants; and engineers from Christopher Kidd and Associates, the engineering firm that will be used. We will be discussing and evaluating future design details throughout February.

SECURITY – We experienced some vandalism in January. One of the bollard lights located in the planters on Emerson Street was knocked over and broken off of the base. We captured the incident with our security cameras. This was reported to the Police and they took a recording of the incident from the security system. Through their investigation they were able to identify the person. They met with him and he admitted he had done this. Charges were filed and a court date has been set which we will attend. We have had the lamp repaired by our electrical contractor and it is fully functioning once again.

The Teen Space is very popular with our teen patrons. Because of the popularity sometimes groups of teens tend to get somewhat rowdy requiring staff to intervene. The staff from Fiction/AV/Teen Services developed a new set of behavior guidelines to more clearly define proper behavior from our patrons and to assist security staff in maintaining a friendly library environment. These were implemented this past month and have been beneficial to staff and our teen patrons.

### **VOLUNTEERS**

Adult Volunteers:	13 Volunteers	53 Hours Worked
Volunteens:	7 Teens	47.25 Hours Worked

### **PROGRAMS** (see attached list for specific programs)

<b>Event Type</b>	<b>Number of Programs</b>	<b>Attendance Total</b>
Discussions	5	85
Adult Programs	5	348
Special Programs (Adult and Youth)	2	28
Community Outreach Programs	29	1225
Technology Programs	16	143
South Branch Programs	12	197
Young Adult Programs	3	16
Youth Programs	6	264
Youth Storytimes	33	599
<b>Total Programs</b>	<b>111</b>	<b>Total Attendance 2,905</b>

## **Highlights:**

STEM (Science, Technology, Engineering, Math) – South Branch

What do you get when you mix 50 participants, a gallon and a half of Elmer's glue, and glitter/food coloring/beads galore? SLIME! Due to popular demand, Allison Smith Hahn, Teen Programmer, planned the much-anticipated Mad Science: SLIME program for tweens and teens that was held on Wednesday, January 24. Allison and Maria Romero, Patron Assistant, guided participants in the mixing of ingredients, talked about proportions and (briefly) about polymers, and offered much assistance in the creation of slime. We are considering how to make the inevitable follow-up program a little less chaotic...but just as fun. *(Provide active learning opportunities that support literacy, the Common Core Standards, and STEAM (Science, Technology, Engineering, Arts and Math) skills.)*

Full STEAM Ahead – Youth Services

A total of 32 patrons attended and made catapults out of craft sticks and rubber bands. Some of the patrons just happened to be at the Library during the drop-in program, but most of them had come specifically for it and had come to other Full STEAM Ahead programs. Some of the children had difficulty making the catapults, but with the help of Youth staff or the adult with them, everyone that wanted to was able to finish a catapult. Since the activity was more challenging, there were also pictures of a castle to color and cut out as targets. The simple activity worked well paired with the more difficult catapults to cover all age levels. *(Provide active learning opportunities that support literacy, the Common Core Standards, and STEAM (Science, Technology, Engineering, Arts and Math) skills.)*

Reading Clubhouse: Awesome Arctic Animals – Youth Services

A group of 19 kindergarten-2<sup>nd</sup> graders attended this busy program. Four books were shared aloud: *Poles Apart* by Jeanne Willis, *In Arctic Waters* by Laura Crawford, *Where's Walrus? And Penguin?* by Stephen Savage, and parts of *Antarctic Antics: A Book of Penguin Poems* by Judy Sierra. The children enjoyed creating a colorful penguin craft using construction paper and cotton balls. While enjoying a snack of apple juice and cinnamon graham crackers, they watched sections from the *National Geographic* "Really Wild Animals" nonfiction movie. Each child then enthusiastically tried their hand at throwing fabric "snowballs" through holes punched through a large foam board snowman. One child's caregiver shared with staff that her son had been up at 6 a.m. in anticipation of this program.

## **Upcoming Adult Education Programs**

March 6	Mount Prospect Public Library Foundation Concert: The Irish Heritage Singers
March 8	Recreating Lost World War I Records
March 20	Understanding Medicare
March 20	Spring Floral Design With Busse Flowers
March 27	DIY Bicycle Repair and Maintenance

## **SELECTED MEETINGS AND WORKSHOPS OFF SITE ATTENDED BY STAFF (not webinars)**

January

- 03 Reception for Police Chief Koziol – M. Genther, B. Corrigan-Buchen
- 09 Downtown Merchants Annual Meeting – A. Auston, B. Corrigan-Buchen, J. Collier
- 10 Mount Prospect Park District strategic plan focus group – M. Genther, B. Corrigan-Buchen
- 11 Mount Prospect Chamber Dynamic Luncheon – J. Collier, J. Collins, A. Auston, M. Genther, B. Corrigan-Buchen, T. Loga
- 15 Mount Prospect Historical Society board meeting – M. Genther, P. Nelson, F. Corry  
Mount Prospect Historical Society executive board meeting – M. Genther, F. Corry
- 17 2018 Economic Outlook, Village Bank – M. Genther
- 17 Genealogy and Local History Librarians meeting in Oak Lawn – A. Shaughnessy  
Illinois CPA Society meeting – C. Peterson
- 19 iRead meeting – D. Folkerts
- 23 Book Talks at Holmes Jr. High School – S. Chiappone, J. Slayton
- 24 Electronic Subscription Managers (ELSUM) meeting in Northbrook – S. Browne
- 25 LACONI-OPP Large Scale Programming for All Ages – J. Amling, C. Morency  
Library Business Managers meeting at Wilmette Library – C. Peterson  
Mount Prospect Historical Society annual meeting – F. Corry, M. Genther, K. Kelly, G. Schlachter
- 26 RAILS Assistant Directors Quarterly Meeting – A. Auston

**Total Webinars and Online Training Sessions: 8**

### **Highlights:**

**Hosting and Leading Community Conversations** – This was the first of a six-part webinar series from Libraries Transforming Communities. The series sets out to explain the process of turning outward, step-by-step. B. Corrigan-Buchen

## **SELECTED MEETINGS, WORKSHOPS, ETC. ATTENDED BY BOARD**

Dale Draznin – 25 Mount Prospect Historical Society Annual meeting

Michael Duebner – 22 Foundation Board Meeting

Sylvia Fulk – 20 Friends Book Sale

Terri Gens – 25 Cookies and More With the Board

### **FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY**

Reviewed revenue and expenses for 2017. The special sales brought in significant revenue, especially the December holiday sale. Approved the ongoing list of support items for the Library. Held their January sale which was a big success! Almost \$10,000.

### **MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION**

The Foundation had their monthly board meeting, which Foundation liaison Joanne Greenwald attended on January 29. The board approved funds to support the 75th anniversary art show and approved the annual ongoing sponsorships. They also discussed combining some of their committees which have overlap to create less stress and meeting times for the Foundation board. The Foundation worked to secure donations from local businesses for the February chocolate basket raffle.

### **STAFF ANNIVERSARIES**

None

Please note: Executive Director's report is also available on the Internet via [mppl.org/about-us/board-of-trustees](http://mppl.org/about-us/board-of-trustees) under Current Board Minutes, Financial Reports, Executive Director's Report or Past Board Minutes, Financial Reports, Executive Director's Reports. Each link includes the corresponding Executive Director's report.

## January 2018 Programming Statistics

Monthly Summary by Event Type			
Event Type	Number of Programs	Attendance Total	
Discussions	5	85	
Adult Programs	5	348	
Special Programs (Adult and Youth)	2	28	
Community Outreach Programs	29	1225	
Technology Programs	16	143	
South Branch Programs	12	197	
Young Adult Programs	3	16	
Youth Programs	6	264	
Youth Storytimes	33	599	
<b>Grand Total</b>	<b>111</b>	<b>2905</b>	
Event Type/Program	Attendance Totals		
<b>Adult NF Programming</b>			
<b>Adult NF Programming</b>	<b>233</b>		
Enjoy a Smoothie and Enhance Your Health	80		
MPPL Foundation Presents The Shakespeare Project: Coriolanus	72		
Organizing Your Home, Papers, and Time	81		
<b>Discussion</b>			
<b>Discussion</b>	<b>85</b>		
Book Chat Book Discussion	17		
Coffee Books and More	28		
Food for Thought-Session 1	6		
Food for Thought-Session 2	10		
Friends Book Discussion	24		
<b>Community Outreach Programs</b>	<b>1225</b>		
<b>Movie Screening</b>			
<b>Movie Screening</b>	<b>115</b>		
Movies @MPPL: Dunkirk	41		
Movies@MPPL: Dunkirk	74		
<b>Open Storytime</b>			
<b>Open Storytime</b>	<b>208</b>		
Open Storytime	208		
<b>Patron Program</b>			
<b>Patron Program</b>	<b>28</b>		
A Good Yarn Knitting and Crocheting Guild	9		
Night Off? Game On!	19		
<b>Registered Storytime</b>			
<b>Registered Storytime</b>	<b>391</b>		
From Bibs to Books	177		
On My Own	56		
Story Tots	21		
Story Tots	137		
<b>South Branch Family Program</b>			
<b>South Branch Family Program</b>	<b>14</b>		
Family Lotería / Lotería Para la Familia	14		
<b>South Branch YA Program</b>			
<b>South Branch YA Program</b>	<b>50</b>		
Crafternoon: Make Paper Lanterns / Haz Linternas de Papel	0		
Mad Science: SLIME	50		
<b>South Branch Youth Program</b>			
<b>South Branch Youth Program</b>	<b>133</b>		
Family Movie Night / Noche de Cine Para la Familia	15		
LEGOmania	17		
Make and Take Craft/ Hazlo y Llévatelo	12		
Play and Learn/ Jugar y Aprender	82		
Rock & Read	7		

## January 2018 Programming Statistics

Event Type/Program	Attendance Totals
<b>Technology Program</b>	
<b>Technology Program</b>	<b>143</b>
Getting More From Your Gmail	8
Getting to Know Your Android Smartphone or Tablet	11
How to Download Free Books From the Library With Your Kindle	10
How to Download Free Books From the Library With Your Tablet	4
iCan Use My iPad	5
iCloud Basics	9
Mac Basics	6
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