December 2019 Executive Director's Report – January Meeting 2020

DECEMBER PROJECTS/EVENTS

December was filled with holiday celebrations and decorations. As pictured above, Candace purchased and donated the dalmatian from the annual Village After Hours auction. Staff decorated our very tall tree on the amoeba and many holiday photos were taken in Studio1405

Personnel Changes

- Part-time Maintenance Specialist Paul E. became FT, effective 12/2/19
- Part-time TS Assistant Georgia K. retired, effective 12/26, after 35 years of service!
- Full-time CSC Amada G. became Children's Ref. Assistant, effective 12/29
- Part-time Mat. Serv. Clerk James M. became FT Reference Assist., effective 12/29
- Full-time Librarian Lynn D. became Pop. Materials Assist. Manager, effective 12/29
- Part-time IT Specialist Lon S. became FT Computer Services Associate, effective 12/29
- Part-time Reference Librarian Kevin B. transitioned to Coll. Develop. Librarian 12/29
- Full-time Reference Librarian Vadim S. transitioned to Coll. Develop. Librarian 12/29

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- December 2 – Debra held a directors meeting, a census grant meeting and met with Sue concerning the Water Reclamation District funding
- December 3 – Debra attended the December Kiwanis breakfast and then had a phone conference on all facility projects with Shaun Kelly of Engburg Anderson
- December 3 – Debra, Kris and Mary attended an exhibit meeting at Gail Borden Library
- December 4 – Debra attended the quarterly Municipal Manager's Meeting
- December 4, 16 – Debra held a collection development meeting
- December 6 – Debra had a monthly meeting with Bill Slayton
- December 6 – Closed library at noon, Holiday staff luncheon at the Seville
- December 9 – Debra attended the Hanover Park Social Services Networking Meeting
- December 10 – Debra held an Executive Committee Meeting
- December 11 – Debra and Sue attended the D300 meeting concerning the Sears litigation
- December 11 – Candace, Kris and Debra attended the Village After Hours
- December 12 – Debra met with Brian for a monthly IT discussion
- December 12 – The PCPLD Board of Trustees held their monthly meeting
- December 16 – Debra held a director's meeting
- December 16 – Debra and Kris met with leadership of Hanover Park to discuss the Branch Meeting Room project
- December 17 – Candace, Elizabeth, Lisa and three firefighters had a photo op in the studio

Deputy Director of Public Services – Kristine Kenney

- Joined Debra and Mary at an exhibit meeting at Gail Borden Library
- Attended the Bartlett Area Chamber Holiday Luncheon with Debra
- Attended the PCPLD Holiday party at the Seville
- Interviewed six individuals for an open position
- Attended the Streamwood Village holiday event with Debra and Candace
- Joined Debra at a meeting in Hanover Park to discuss a meeting room addition for the Branch
- Contributed at a Chamber Membership Committee meeting for the Bartlett Area Chamber
- Participated in a Census Roundtable Discussion at the Schaumburg Library
- Met with Blanca and Colin to discuss census video
- Attended the following: Director's meetings; Leadership committee; Board Meeting; Collection Development; and Staff meetings

Deputy Director of Support Services – Ron Pauley

- Attended the following: Director's Meetings; Dep. Dir. Meeting; Exec. Staff Meeting; Board Meeting
- Submitted 2020 COBRA Insurance Rate Form to 3rd party provider BasicPacific
- Launched Open Enrollment (OE) for Group Health Plan eligible staff on 12/3
- Attended HR Roundtable Discussion Group
- Hosted Assured Partners rep for OE Information Sessions on 12/5 with approx. 28 benefit eligible staff in attendance
- Coordinated with Studio staff to have OE Info. sessions video recorded
- Hosted AFLAC rep for December OE information session for supplemental insurance
- Worked with IMRF to clarify short-term disability claim
- Volunteered for 3 hours with Streamwood Kiwanis at Annual Toy Drive at Gymkana
- Met with Adult Reference staff re continuing NF Book Discussion 2020
- Received FOIA request from 12/14 on 12/18 and responded with data on 12/19 with able assistance of Deborah Muscarello

Business Office – Sue Haisan

- 12/2 met with Debra to discuss paver grant
- 12/10 Executive committee meeting
- 12/11 attended meeting with Debra at District 300 regarding Sears EDA complaint
- 12/12 Board meeting
- 12/26 Filed Cook county annual DDO ordinance

Materials Services Department – Peggy Maiken

- Magazine Giveaway was held December 9-11.
- Participated in several meetings to plan centralized collection development.
- Interviewed one candidate for a Materials Services Clerk position

IT Services/Studio 1405 – Brian Ormond

- The studio was busy with holiday photos during December, including the Dalmatian Donation photo shown above
- One recip borrower has shown her appreciation for all the help the guys have given her with various projects including scans for a book she is writing

Reference Services Department – Paulette Harding/Kris Kenney

- With Kathleen Ryczek assistance, artist Viaju installed artwork in the *Marlene* Deuel *Art Gallery* on the walls and in the display case, for November/December viewing
- Paulette attended the IRS 2020 filing season TaxSlayer WebEx training session as well as the IRS VITA site coordinator training meeting in Chicago at Robert Morris University. Our paperwork has been submitted to continue as a Volunteer Income Tax Assistance (VITA) site and as a participant in the Tax Forms Outlet Program. Unfortunately we have no volunteers this season, and Paulette is out on sick leave so we are not going to be able to offer this service.
- Vadim attended the Electronic Subscription Managers Network Group Meeting at Arlington Heights Memorial Library on November 21st.
- Reference had a doorbell installed in the department to call for assistance at the desk
- The new Library of Extraordinary Things display is up – promoting technology
- Ron hosted a nonfiction-book-discussion meeting

Library of Extraordinary Things display

November/December Art Exhibit

Popular Materials Department – Jill Berrill

- Our 2nd Annual Extreme Book Nerd reading challenge concluded at the end of December 2019. We are pleased to announce that we had 15 patrons complete the challenge, a 50% increase from last year.

December Craft: Button Wreath

Teen Services – Hannah Sloan

- Kyle set up the passive program for the month
- Isabell set up the monthly calendar
- Haley's word a day is still ongoing
- Haley is doing a replacement projects of the damaged and worn books that Isabell pulls for her.
- Hannah set up January passive board
- Isabell set up January calendar

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Public Relations/Adult Programming – Mary Hauserman

(Note: December had light programming due to the holidays and me being on vacation)

- CLASSES/PROGRAMS/EVENTS: Completed 2 classes/programs/events in December. Began researching and booking spring programs.
- FAMILY CONCERT SERIES: Random Ringers performed their Holiday Concert on December 15 to a crowd of about 100 patrons. We plan on changing things up a bit next year by having a small group of costumed carolers perform holiday classics (see frozenrobins.com).
- WINTER READING KICK-OFF EVENT: Ordered decorations and planned final details for the event which will be held on Sunday, January 12 from 1-3 pm. We have partnered with the Streamwood Park District and will have their children's dance performance group as entertainment. They will perform a short, 1920s inspired dance and then they will teach patrons dance moves popular in the 1920s (i.e. Charleston, Shimmy, etc.) We will also have cookies, hot apple cider/hot chocolate, crafts, raffle, photo op, as well as a registration table for our Winter Reading Challenge.
- ESCAPE ROOM: Planned and ordered room decorations for our Escape Room "Escape the Starlight Lounge," which will be held on Jan. 25 & 26. Working on an ad to submit to the Examiner. Also advertising via social media, our website, and within the library with flyers & posters.
- CENSUS 2020: Had Amanda (on Social Media Committee) begin posting on our social media sites re: Census 2020 jobs as well as other helpful Census information. Gathering flyers, handouts to set up lobby informational table in mid-January 2020. Stopped at Hanover Park Village Hall to pick up Census 'swag' for giveaways.
- ADVERTISING: Submitted weekly "Connections" column to Examiner and on Daily Herald's events calendar online. Contacted one of the Examiner's journalists to see if she can write articles on WRC, Kick-off event, Escape Room, and Fine Amnesty Days. She said she did get approval and will do something. Also submitted photo and press release regarding the Dalmatian Donation. Submitted paid ad for WRC and Kick-off event (see below).
- MEETINGS/WEBINARS/CELEBRATIONS: Attended the following:
  12/3/19 – Attended meeting at Gail Borden Public Library re: Women's Suffrage & Culinary exhibit
  12/5/19 – Healthcare open enrollment informational session for staff
  12/10/19 – Attended Executive Staff meeting

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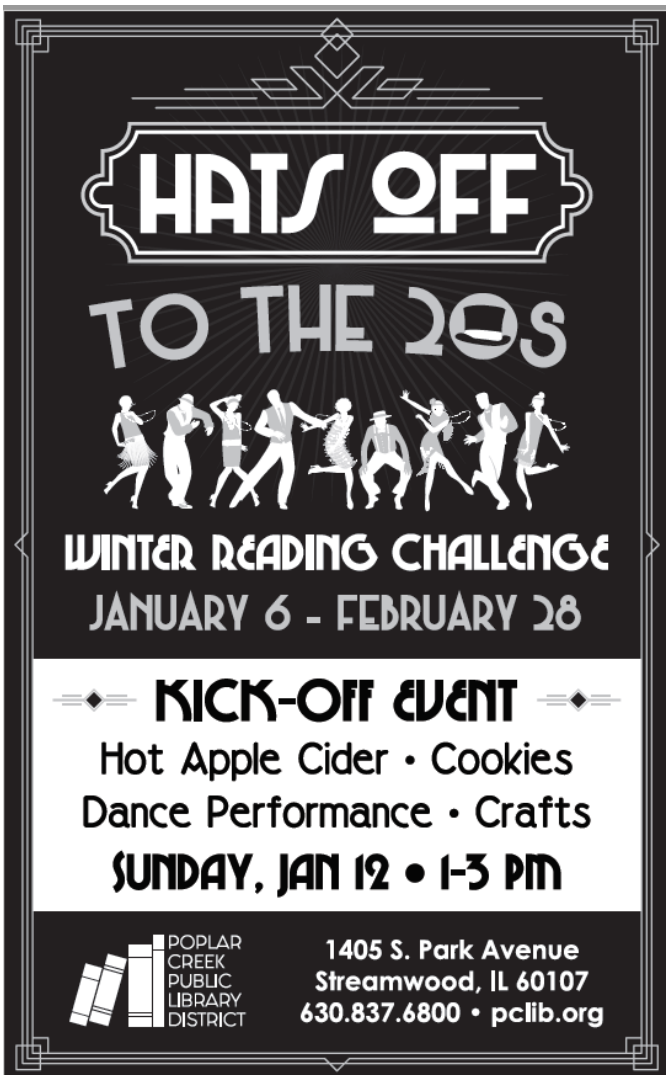
¼ page ad for Examiner
In Jan. 1 & Jan. 8, 2020/Streamwood & Hanover Park editions



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Gingerbread House Decorating
12/7/19

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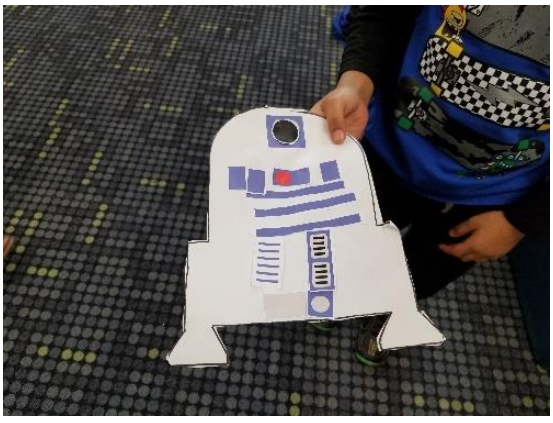
Family Concert Series:
Random Ringers Handbell Choir
Holiday Concert
12/15/19

Children's Department – Elizabeth Drennan

- Lisa and Elizabeth conducted interviews for our open shelver position.
- Children's Department staff met to booktalk potential Newbery winners.
- Similarly, Jennifer pulled a selection of potential Caldecott winners and implemented a departmental Mock Caldecott.
- Everyone hustled to keep service desks covered (library-wide!) during the holidays – great work, team!

Al Huda School visit: STEM Stations

Vynette's Tween Classes: Rustic Ornaments, Decorate a Tree, Welcome 2020



K-3rd Program: Star Wars crafting

Lauren's Pre-K classes: Science Explorers, Messy Art, Family Science Explorers

Teresa's Toddler Sensory Play Time

Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Ref Desk November	318	9	127
Ref Desk December	299	8	99
Popular Materials Dept	90	6	93
CSC Desk	173	371	60
Children's Desk	162	24	293
Teen Desk	127	13	41
Studio	1	78	
Branch	43	38	50
TOTALS	**1213**	**547**	**763**
Total IPLAR	**1760**		

Training Hours by Department	
Reference Services	0
Popular Materials	4.1
Teen Services	1.5
Branch	0
Children's Services	5.5
IT Services/Studio	7.5
Materials Services	2.8
Security	0
Maintenance	0
Admin/Business/Reception/PR	6.25

Hours Open: Main	277
Branch	205
Days Open: Main	29
Branch	29
Meeting Room STATS	
Meeting Rooms By Staff	27
Meeting Rooms By Patrons	19
RA Study Room Uses	216
Teen Study Room Use	49
Children's Study Room Use	15
Studio Room Use	60

Item	**number sold**	**net price**
Hardcover book	179	162.86
Paperback	129	58.7
DVD	137	124.17
CD	48	43.68
Total Book Sale	493	**$ 389.41**
Passport Facility I	4	**$ 160.00**

Inhouse Programs				
Date	Program Name	Staffed by	# of occurances	Total Attendance
Ref Services				
11/4/2019	Using Google Drive	Vadim Seyfer	1	1
11/6/2019	SCORE	Debra Andrew	1	2
11/11/2019	sewing class-holiday table runner	Kristine Kenney	1	6
11/14/2019	Ancestry.com Intermediate	Annette Bellino	1	3
12/4/2019	SCORE	Bridget Kerans	1	2
		TOTAL:	**5**	**14**
Seniors				
12/4/2019	Chair Yoga	Blanca Stephens	1	13
12/3,10,17	Pins/Needles	Erin Isaacson	3	33
12/11/2019	Crafternoons: Button Wreath	Mary-Megan Kalvig	1	16
		TOTAL:	**5**	**62**
Adults				
12/10/2019	Drop-In Craft Class: Button Wreath	Mary-Megan Kalvig	1	7
12/1/2019	Movies@ the Library: Home Alone	Jill Berrill	1	17
		TOTAL:	**2**	**24**
Teen				
12/2/2019	Crafty Teens	Haley	1	3
12/3/2019	ACT vs. SAT	Hannah/C2 Education representative	1	1
12/4/2019	Back to the 90's	Hannah/Tom	1	3
12/8/2019	Ornament Making	Tom	1	6
12/10/2019	No Stove No Problem	Haley/Chef Susan Maddox	1	6
12/11/2019	TAB	Hannah	1	11
12/19/2019	Anime	Tom	1	5
		TOTAL:	**7**	**35**
Family				
12/7/2019	Gingerbread House Decorating	Mary & 2 volunteers	1	30
12/15/2019	Family Concert Series: Random Ringers Handbell Choir	Mary Hauserman & volunteer	1	100
		TOTAL:	**2**	**130**

One on One				
11/20/2019	One-on-one Tech Appointment	Vadim Seyfer	1	2
	One-on-one Tech Appointment	Vadim Seyfer	6	6
12/12/2019	Reference	Kathleen	1	1
12/13/2019	Tech	Vadim	1	2
12/28/2019	Reference	Kathleen	1	1
	Studio	Various	9	9
various	Studio	Photo sessions	55	100
Branch				
12/3/2019	Drop-In Craft	Lisa O.	1	6
12/14/2019	Preschool Play Hour	Lisa O.	1	0
12/15/2019	STEAM Sunday	Lisa O.	1	6
12/17/2019	Family Story time	Lisa O.	1	5
12/21/2019	Movie at the Branch	Branch Staff	1	0
12/18/2019	Excel One on One	Steven Z.	2	2
		TOTAL:	7	19
Passive Programs				
Teen	board program	Kyle	1	9
		gaming	1	61
		TOTALS		
Outreach Programs				
Date	Program Name/Location	Staffed by	# of occurances	Total Attendance
Oct-19	Elementary School Outreach	Hilda, Jennifer, Lauren, Lisa, Vynette	14	669
Oct-19	PreK Outreach	Jennifer, Lauren	6	118
		TOTALS	**20**	**787**
			# of patrons served	# of items delivered
12/3/2019	Home Delivery- Residences	Michaelle Stewart	10	35
12/10/2019	Home Delivery- Assisted Living	Erin Isaacson	9	23
12/17/2019	Home Delivery-Residences	Michaelle Stewart	10	34
		TOTALS	**29**	**92**

Department: Children's

In-house Programs/Library Tours/One on Ones				
Date	Program Name	Staffed by	# of occurrences	Total Attendance
	PreK classes:			
12/3	Baby Dance Party	Teresa	1	9
12/3	Association for Kids' Sake	Lauren	1	24
12/4, 12/12	Hanover Park Pk Dist Preschool	Jennifer	2	35
12/5	Science Storytime	Lauren	1	32
12/5	St. Nicholas	Lauren	1	30
12/6	Movin' & Groovin'	Teresa	1	44
12/9	Drop-In Messy Art	Lauren	1	35
12/10	ABCs of Kindergarten	Lauren	1	8
12/11	Toddler Art	Teresa	1	30
12/11	Science Explorers	Lauren	1	22
12/12	STEM Station	Lauren	1	29
12/16	Toddler Sensory Play	Teresa	1	26
12/18	Drop-In Family Messy Art	Lauren	1	13
12/19, 12/20	Christmas Storytime	Lauren	2	34
	Elementary classes:			
12/5, 12/19	Eugenia's Historias	Eugenia	2	41
various	Battle of the Books	Hilda	3	250
12/2	Al-Huda library visit	Lisa	1	40
12/4, 12/23	Mystery LEGOs	Elizabeth, Lisa	2	25
12/11	Star Wars crafting	Vynette	1	27
12/18, 12/26	Winter Balloon Painting	Lisa, Vynette	2	26
	Tween classes:			
12/10	Rustic Ornaments	Vynette	1	17
12/17	Christmas Trivia	Vynette	1	12
12/31	Welcome 2020	Vynette	1	7
		TOTALS	32	839

MAINTENANCE REPORT

NOVEMBER 2019

- Shovel and salt – All
- Paint LL staff area – Paul
- Set-ups – All
- Lighting maintenance – All
- Repair/attach Computer Services desktop – Paul
- Assist vending machine company – Gabe
- Unclogged drain in staff restroom – Gabe
- Prime chemical pump, treat east pit – Bill
- Hang safety mirror in LL staff area – Paul
- Repair urinals 1st fl public restroom – Miguel
- Remove loose carpeting from steps in Foreign Language hall, clean and paint with non-skid epoxy – Paul
- Repair chair in Children's Dept. – Miguel
- T/S power loss to south doors and NAC panel. Found blown breaker – Bill
- Shut off water to outside hose stations – Bill
- Assemble carts – Bill
- Trace west lobby power – Bill/Miguel
- Reset staff elevator – Miguel
- Trace water lines for outside hose stations – Bill
- Re-hang dispenser in staff lounge restroom – Bill
- Install holiday lights on Park Ave. – Miguel/Paul
- Trace power for Poplar Creek sign – Gabe

- Install tree and holiday decorations – Miguel/Paul
- Branch runs – All
- IWS here to seal leak in east wall LL by DVD's – Bill
- Trace exhaust fan power feeds – Bill
- Repair tire on green four wheeler – Bill
- Assist Mary with tree decorating – Miguel/Paul
- Remove fallen tree after storm – Paul/Tony
- Repair shelves in media area – Miguel
- Reset boilers after power outage – Bill
- Repair chair – Paul
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MAINTENANCE REPORT

DECEMBER 2019

- **Set ups – All**
- **Treat east pit – Paul/Bill**
- **Assemble tree and decorations – Paul/Miguel**
- **Remove and adjust Danfoss head on radiator – Bill**
- **Tighten coupling guard on boiler pump #5 – Bill**
- **Check on power problem in TS – Gabe**
- **Organize paints and cleaners – Paul**
- **Assist vending company – Gabe**
- **Replace hot water circ pump at branch – Paul**
- **Move copy machine – Miguel**
- **Hang YA decorations – Miguel**
- **Install soap dispenser – Paul**
- **Assist patron with donation – Miguel**
- **Move bricks from display window – Miguel**
- **Reassemble book carts for Children's – Miguel/Paul**
- **Repair revolving door – Gabe**
- **Repair leaky toilet in Children's – Miguel**
- **Clean drain trough by dock – Miguel**
- **Repair light fixture in penthouse – Miguel**
- **Install lobby decorations – Miguel/Paul**
- **Move lockers into shop area – Paul**
- **Install wall bumpers in TS – Bill**
- **Sort and clean carpet storage area – Paul**

- **Clean carpet in Children's – Paul**
- **Dump recycling – Gabe**
- **Repair trim in café – Gabe**
- **Shovel and salt – All**
- **Cut new key for Paulette – Bill**
- **Clean salt spreading equipment – Paul**
- **Reset AHU twice – called ACI – Bill**
- **Replace defective controller for AHU2 – ACI**
- **Install holder on boiler room door – Bill**
- **Trace exhaust fan electric – Bill**
- **Clean fridges – Miguel**
- **Change battery on DC 20 – Bill**
- **Assemble counter in Teens – Paul**
- **Unload salt order – Paul**
- **Caulk behind desk in Children's – Paul**
- **Install circ pump on 1st fl water heater – Paul**
- **Work on paint disposal – Paul**

Circulation Statistics December 2019

Main	Checkouts	13147
	Renewals	8475
	Total:	21622
Branch	Checkouts	1094
	Renewals	779
	Total:	1873
	Library Total:	23495
	Overdrive:	1695
	Total:	25190

Item circulation by patron code

Main	Adult	13740
	Book Discussion	19
	Homebound	144
	LINK/Inn-Reach	470
	Staff/Board	1400
	Juvenile	3374
	Non-Resident	0
	Reciprocal Borrowe	1596
	Teen	534
	Teacher	345
	Total:	21622
Branch	Adult	1398
	Teen	19
	Homebound	0
	LINKin/Inn-Reach	79
	Staff/Board	66
	Juvenile	168
	Reciprocal Borrowe	143
	Non-Resident	0
	Teacher	0
	Total:	1873

Daily Transactions

Main	Mondays	2785
	Tuesdays	2016
	Wednesdays	1151
	Thursdays	1871
	Fridays	1270
	Saturdays	2131
	Sundays	1647
	Total:	12871
Branch	Mondays	205
	Tuesdays	176
	Wednesdays	98
	Thursdays	147
	Fridays	81
	Saturdays	184
	Sundays	109
	Total:	1000
	Library total:	13871

Patron Cross Borrowing

Main to Branch	438
Branch to Main	308

Interlibrary Loan requests

Items sent to other libraries (OCLC requests)

from:	Main	438
	Branch	308
	Total:	746

Received from other libraries LINKIN and OCLC

To:	Main	392
	Branch	0
	Total:	392

Library Visits

Branch	1386
Main(Park Ave)	19676
Main (Library LN)	4818
Total Main Visits	24494
Total library visits	25880

Patron registrations

	Main	145
	Branch	19
	Total	164

December 2019

Item Circulation Statistics

From 12/1/2019 To 12/31/2019 11:59:59 PM

Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	88	67	45	112
Blu-ray Disc	265	243	94	337
Board Game	5	6	0	6
Book - Battle of the Books	151	104	108	212
Book - Regular Loan	9089	6177	5734	11911
Book - Short Loan	30	87	1	88
Book with CD	104	64	88	152
CD	141	113	62	175
CliffsNotes	1	0	1	1
Computer Laptop	6	24	16	40
DVD	1189	1286	342	1628
DVD/Blu-Ray - Local Patrons Only	106	487	0	487
Equipment	18	29	0	29
Flashcards	15	3	16	19
In-house use	10	66	18	84
Interlibrary Loan	374	326	135	461
Internet Resource	811	886	0	886
Juvenile Blu-ray Disc	121	123	58	181
Juvenile DVD	912	835	403	1238
Juvenile Video Game	141	214	5	219
Kit	12	5	7	12
Lock	1	1	0	1
New Audiobook	30	30	14	44
New Blu-ray Disc	39	102	65	167
New Book	1247	1060	770	1830
New DVD	172	461	305	766
New Juvenile Blu-ray Disc	11	17	14	31
New Juvenile DVD	83	119	157	276
New Video Game	1	1	0	1
New YA Video Game	15	21	0	21
Periodical	105	112	0	112
Playaway	17	12	11	23
Playaway View	3	2	1	3
Portable Charger Device	3	4	0	4

Item Circulation Statistics

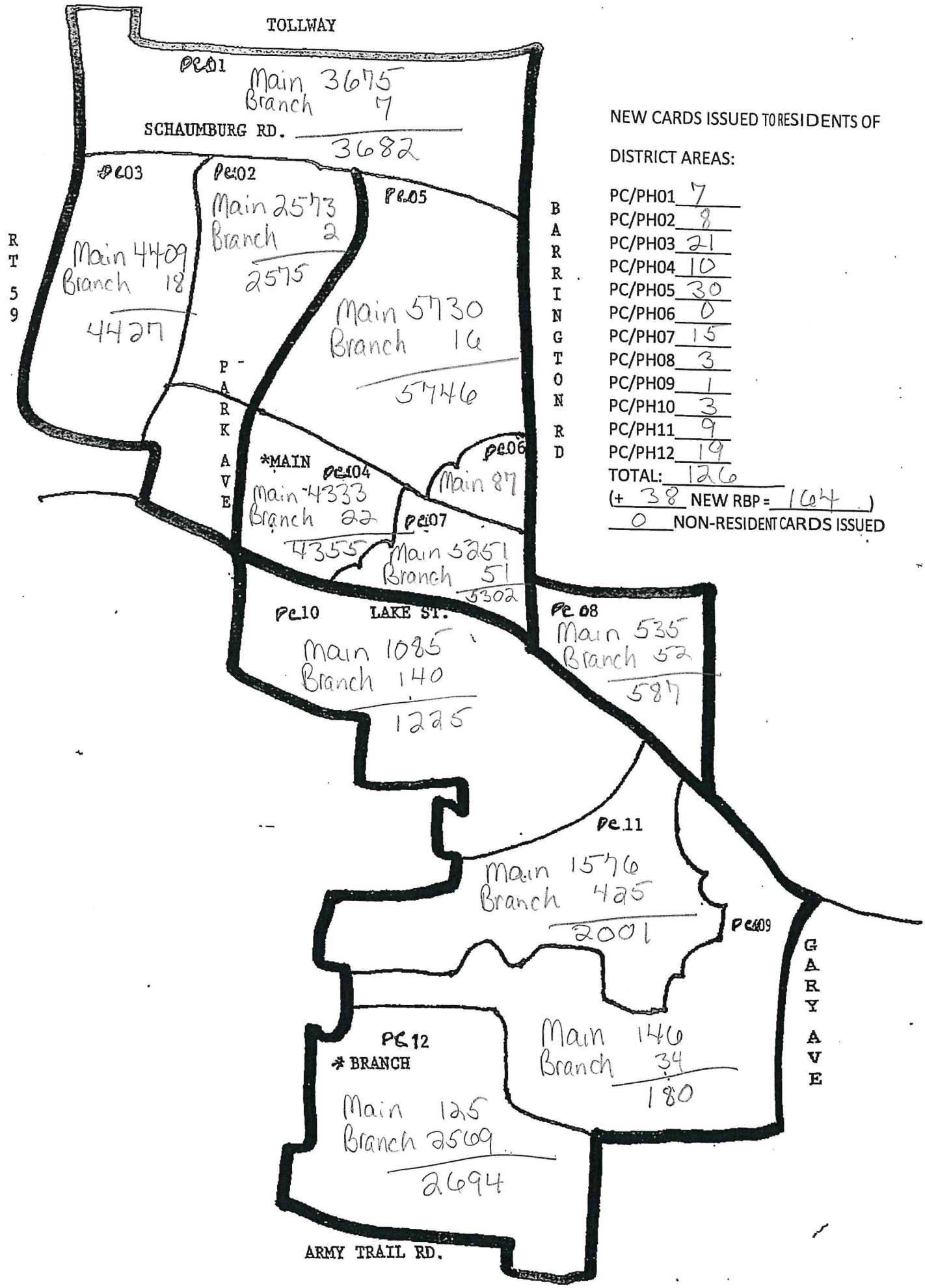
Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
Puppet	2	2	0	2
Puzzle	8	6	3	9
Reference Material	1	0	2	2
Video Game	32	44	0	44
YA Video Game	7	8	0	8
Total For Organization:	15296	13147	8475	21622

Sonya Crawshaw Branch

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	14	11	6	17
Blu-ray Disc	4	4	1	5
Book - Battle of the Books	2	1	2	3
Book - Regular Loan	821	510	519	1029
Book - Short Loan	1	0	1	1
CD	19	16	12	28
DVD	129	106	46	152
Interlibrary Loan	54	43	19	62
Internet Resource	136	138	0	138
Juvenile DVD	89	70	44	114
Juvenile Video Game	20	23	0	23
Kit	5	3	3	6
New Blu-ray Disc	4	4	4	8
New Book	106	87	58	145
New DVD	34	41	44	85
New Juvenile DVD	13	16	20	36
New YA Video Game	3	5	0	5
Periodical	10	10	0	10
Portable Charger Device	1	3	0	3
YA Video Game	3	3	0	3
Total For Organization:	1468	1094	779	1873
Grand Total:	16699	14241	9254	23495

December 2019



NEW CARDS ISSUED TO RESIDENTS OF DISTRICT AREAS:

PC/PH01 7
PC/PH02 8
PC/PH03 21
PC/PH04 10
PC/PH05 30
PC/PH06 0
PC/PH07 15
PC/PH08 3
PC/PH09 1
PC/PH10 3
PC/PH11 9
PC/PH12 19
TOTAL: 126
(+ 38 NEW RBP = 164)
0 NON-RESIDENT CARDS ISSUED

Monthly Training Record -- December 2019			
Date	Training Type and Title	Attended/Viewed by	Length of training
11-Dec	**III Cybersecurity Webinar**	Debra,	0.75
11-Dec	Phishing Training	Debra, Mary, Dan, Kris K	0.3
12/9/2019	Ill. Sex. Harassment Law/seminar	ron	2
12/17/2019	Phishing Training	Mavis Sloan, Ron	0.6
18-Dec	Phishing Training	Susie Bitte	0.3
11-Dec	Phishing Training	Magali Wyman	0.3
Dec 23 & 26	Financial Accounting Part 1	Kris K	1
16-Dec	Library Programs and Partnerships in the 2020 Census	Kris K	1
26-Dec	Phishing Training	Ron P.	0.3
		TOTALS	6.25

Dec-19	**Phishing webinar**	Lisa Mueller, Cassidy Fontana, Kitty Naughton	0.3
31-Dec	Collection Development: The Basics & Beyond Webinar (RAILS)	Cassidy Fontana	1.5
31-Dec	Collection Development Basics Self-Paced Course (WebJunction/ABLE)	Cassidy Fontana	1
		TOTALS	2.8

12/11/2019	**Phishing Training**	Mary-Megan Kalvig, Erin Isaacson	0.6
12-Dec	Phishing Training	Jill Berrill	0.3
20-Dec	Phishing Training	Michaelle Stewart	0.3
12/15/2019	Phishing Training	Blanca Stephens, Lynn Donahue, Beth Hewelt	0.9
12/26/2019	Phishing Training	Nicole Hill	0.3
12/11/2019	Data Safe Security Training "Phishing"	Amanda Gross, Justin Clark	0.6
12/14/2019	Data Safe Security Training "Phishing"	Danny Garcia, Rameen Syeda	0.6
12/31/2019	Library Aware Webinar: E-newsletters for beginners	Lynn Donahue	0.5
		TOTALS	4.1

Date	Training Type and Title	Attended/Viewed by	Length of training
12/13/2019	Phishing Training	Isabell, Tom Haley, Kyle	1.2
13-Dec	Phishing Training	Hannah	0.3
		TOTALS	1.5

various	**phishing webinar**	LF, HJ, DG, VB, JK, LM, ED, TM	2.5
4-Dec	Lincoln Story League	Lauren	3
		TOTALS	5.5

12/22/2019	Practicing the piano	Racha@YT	1.5
12/29/2019	strong 3D prints with glue? (And Carbon Fiber)	Racha@YT	0.33
12/3/2019	Logic Pro X - EQ	Colin @ YT	1

12/4/2019	Compression	Colin @ YT	1
12/18/2019	EQ	Colin @ YT	0.33
12/19/2019	Mixing/Gain & Automation/Stereo Width	Colin @ YT	1
12/23/2019	LCR Panning/Mixing in Mono	Colin @ YT	0.33
12/13/2019	Logic Pro X - Essentials	Alex @ lynda	1
12/20/2019	Logic Pro X - Essentials	Alex @ lynda	1
TOTAL HOURS			7.5