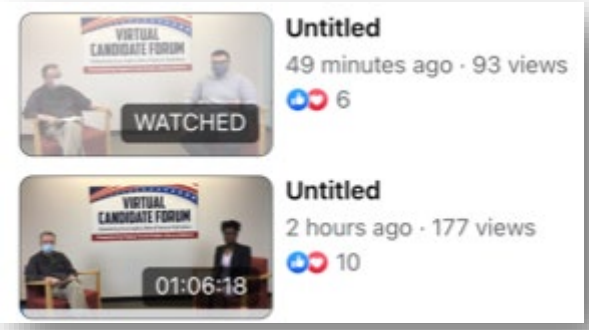
MARCH 2021 Executive Directors Reports

MARCH PROJECTS/EVENTS



Personnel Changes

- Hired PT Studio Services Assoc. Patrick G., effective 3/15/21
- Hired PT Popular Materials Assist. Dolores D., effective 3/21/21
- Hired PT Page Chelsea K., effective 3/23/21 and PT Page Dipika T., effective 3/24/21
- Hired PT Material Services Clerk Laura K., effective 3/23/21
- PT CSC Justin C. resigned, effective 3/24/21; PT Shelver Michael O. separation of service, effective 3/29/21

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- March 1 – Branch meeting room bids open
- March 1 – Debra held director's meetings
- March 1 – Debra zoomed with our grant writer to discuss the 2021 Solar Grant
- March 2 – Debra attended the monthly Kiwanis meeting
- March 2 – Debra and Sue held a Chart of Accounts Strategy session
- March 3 – Debra and Brian held their monthly meeting and discussed the tech budget
- March 3 – Debra held a studio meeting to discuss inventory and cataloging of Studio 1405 equipment
- March 4 – Debra and Bill had their monthly meeting
- March 8 – Debra held a MUSICat meeting
- March 9 – Pre-bid walk through for contractors at the branch
- March 9 – Debra watched a Bibliotheca webinar and a Special Districts webinar
- March 9 – Debra held a Leadership Team meeting
- March 10 – Summer Reading Challenge committee meeting
- March 15 – While working at home, Debra held a zoom meeting concerning the damage to the automated control system
- March 16 – While working at home, Debra held a zoomed directors' meeting and a zoomed Executive Committee meeting
- March 17 – Debra held a zoom finance meeting with Sue, and attended the zoom emergency board meeting
- March 19 – Debra attended the Western Suburbs Directors zoom meeting
- March 22 – Debra and Sue held budget meetings
- March 22 – Directors meeting
- March 23 – Bid opening

- March 24 – Debra had a TEAMS meeting with the architect
- March 24 – Debra and Mary had their monthly meeting
- March 25 – Debra and Kris had their monthly meeting
- March 25 – Regular meeting of the PCPLD Board of Trustees
- March 30 – Debra and team had a TEAMS meeting with a rep from Innovative Interfaces
- March 31 – Debra met with maintenance staff to discuss Bill's upcoming medical leave

Deputy Director of Public Services – Kristine Kenney

- March 1, 16, 22 Directors Meeting
- March 8 Attended MusiCat Meeting
- March 9 Leadership Team
- March 10 Met with Summer Reading Committee
- March 15 Completed LEV report
- March 16 Director's Meeting
- March 16 Attended Bartlett Area Chamber Meeting
- March 17 Emergency Board Meeting
- March 23 Submitted TalkStory grant
- March 25 Met with Debra one-on-one
- March 25 Attended monthly Board Meeting
- March 26 RAILS Board Meeting
- March 29 Worked the Readers Services Desk
- March 30 Completion of signs in non-fiction

Deputy Director of Support Services – Ron Pauli

- Attended the following Meetings: Exec. Director's; Dep. Dir.; Leadership; Exec. Staff; Board Meeting
- Conducted virtual interview with IT Manager for Studio Services position
- Met with applicant and Material Services Manager for 2nd interview
- Created job offers for various PT positions and transition offers for a few staff
- Onboarded five new PT hires and coordinated with respective supervisors for training
- Spent considerable time communicating with EAP provider regarding administrative glitches and problems with staff access to online EAP resources
- Completed annual HRSource Library Compensation & Benefits Survey
- Attended all-day virtual HR Source Conference
- Responded to two FOIA requests and responded to wage statement request
- Contacted LIRA rep and Streamwood Fire Safety to discuss safety training for SDD
- Met with staff members to discuss FMLA and tracked other staff leave/use of FFCRA
- Completed Compliance Dashboard Activities/Notices: COBRA Provisions & Notices: Privacy Breach; Form 1095-C (Notice); Recordkeeping: Non-ERISA Plans (Summary); Plan Summary-Non-ERISA Plans (Summary)

IT Services/Studio 1405 – Brian Ormond

- The Studio made several conversions this path month: 5 VHS to DVD, 3 LP/vinyl to CD, and 3 cassettes to CD

Material Services Dept -- Peggy Maiken

- Peggy attended the Innovative User's Group Virtual Conference.
- Trained Children's Department staff to conduct an inventory.
- All Extraordinary Things items are available for circulation.
- Samantha and Nora are cataloging Studio 1405 equipment.
- Food for Fines ran from March 1st to the 14th. 266 (53 were donations) food items were collected and $206 in fines were waived.

Business Office – Sue Haisan

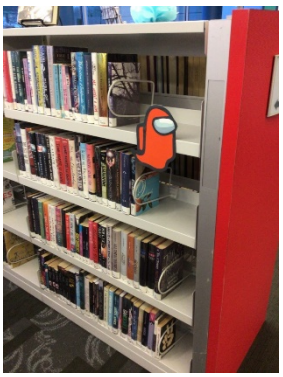
- 3/2 Debra and Sue Chart of Accounts strategy meeting
- 3/3 Webinar: GASB Updates
- 3/15 Met with Debra, Bill, Ron and Kris to discuss automation outage – temp controls
- 3/15 Webinar: Covid relief bill overview
- 3/16 Executive committee meeting
- 3/17 Debra and Sue monthly meeting; PCPLD Special Board Meeting
- 3/17 Webcast: Employment law changes under Biden administration
- 3/18 Online presentation: Sage accounting / Cloud connections
- 3/22 Budget meeting with Debra; Budget discussion with Debra and Bill – facilities needs; Budget discussion with Debra and Brian – technology needs
- 3/25 Hosted Business Manager group meeting on Zoom
- 3/25 PCPLD Special Board meeting
- 3/31 Webcast: Regulations and opportunities banking and the Biden administration
-

Popular Materials Dept – Jill Berrill

- Book Club patrons have returned to our hybrid discussions in near pre-pandemic numbers! We are very excited to see our patrons back!
- We welcome Dolores (Dori) DesRoches to the department.
- Staff recorded multiple book talks to highlight the collection. The videos were viewed 100 times over the course of the month.

Teen Services Department – Hannah Sloan

- Marta did an Among Us Passive Program where teens searched the teen space for the impostor in the vent.



Sonya Crawshaw Branch Library -- Steven Zanfardino

- Weekday evening hours have been extended to 9 p.m. but still closed on Sundays
- One chair has been placed at each table
- Patrons have stopped scheduling curbside appointments
- Staff are working on completing an inventory of the collection

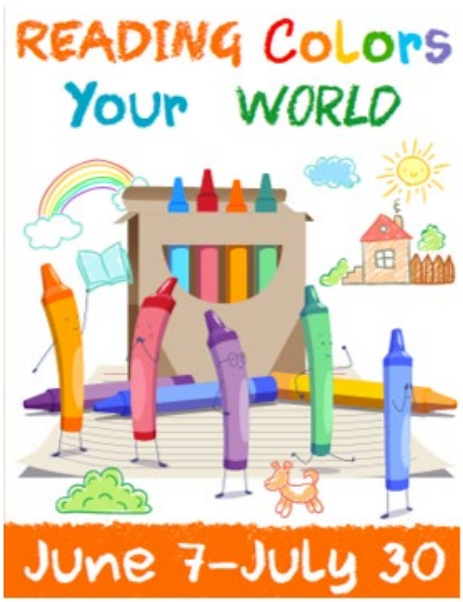
Public Relations/Adult Programming – Marh Hauserman

- **eNEWSLETTER:** Completed April eNewsletter. Emailed to patrons who opted in for electronic delivery, and posted to website. Printed paper copies to put around library. May eNewsletter info due to Mary by April 15.
- **FAMILY CONCERT SERIES:** Booked May, July, & August concerts (no concert in June). All concerts will have limited in-library seating and will also be streamed live via Facebook.
  May 16: Burnt Biscuits (pop/American classics in pre-war jazz/bluegrass style)
  July 18: WWII Radio Hour (costumed and piano-accompanied trio reenacting a 1940's radio hour)
  August 15: Kaleidoscope Eyes (Beatles tribute band)
- **SUMMER READING CHALLENGE (SRC) 2021:** Finalized graphic for "Reading Colors Your World." See attached. Working on all marketing materials including: posters, reading log, flyers, & banners.
- **ADVERTISING:** Submitted weekly "Connections" column to Examiner. Publicized Family Concert Series and Candidate Forum with flyers in local Starbucks, Panera. Submitted May/June library programs/events to Village of Streamwood and Hanover Park for their newsletters.
- **MEETINGS/WEBINARS ATTENDED:**
  3/8/21 – Attended webinar: Marketing Automation for RAILS Libraries (Patron Point)
  3/10/21 – Attended Summer Reading Challenge meeting
  3/11/21 – Attended webinar: L2 Reading Colors Your World
  3/16/21 – Attended Executive Staff meeting

Public Relations/Adult Programming – Mary Hauserman

Summer Reading Challenge 2021

Adults/Teens graphic



Children's Dept. graphic

Family Concert Series:
Elgin Symphony Orchestra Woodwind Quintet
Peter and the Wolf

(Left) Studio staff Jonathan Golko streaming our concert live via Facebook

Reference Services Department -- Paulette Harding

- IRS and Illinois Dept of Revenue tax materials have extended the tax deadline to May 17th. Our volunteer, Sara Kramer and I prepared more free income taxes through VITA (Volunteer Income Tax Assistance) program.
- Annette Bellino is posting "What's New in the Library" each Tuesday as part of the Social Media Committee.
- James McAdams continues to agressively weed the govdoc collection.
- Annette Bellino and Bridget Kerans continue to release subject themed nonfiction book lists; check out https://pclib.org/collections/books-recommendations/subscribe-to-a-newsletter
- Reference Services' staff meet together March 10th to discuss services.
- March 4th, Vadim Seyfer met with the ELSUM Electronic Subscription Managers network group to discuss electronic resources.
- I met with the Adult Managers' group and the Atlas Mangers' group this month to discuss management strategies encountered during COVID.

Program photos:

March Online Trivia Night winners from March 15th!

Rank	Player Name	Answered Correctly	Points
1.	Follow @calicojunebug on Insta	25 out of 25 question(s)	2383
2.	I'm giving up coming in first for Lent	21 out of 25 question(s)	1894
3.	Screwy Decimal System	21 out of 25 question(s)	1850
4.	Dexter & Ellie	22 out of 25 question(s)	1813
5.	#1	21 out of 25 question(s)	1706
6.	Ewok & Roll	18 out of 25 question(s)	1542
7.	Dawn	17 out of 25 question(s)	1502
8.	Mombie	16 out of 25 question(s)	1393
9.	Sink	16 out of 25 question(s)	1390
10.	Puffs the Cat	15 out of 25 question(s)	1338

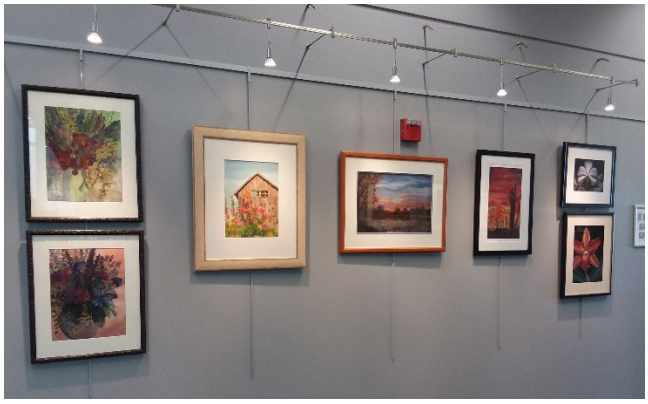
Gardeners' Corner March 17th program on **Raised Bed and Square Foot Gardening for Small Spaces** presented by Jeannie Isman

Reference Services Department -- Paulette Harding

Becoming Queen Elizabeth II protrayed by Leslie Goddard-virtual program March 9

Kathleen Ryczek coordinated the March-April art exhibit featuring Susan Willis:

Inspired by Nature: Gifts of Peace & Joy



Reference Services Department -- Paulette Harding

Kathleen Ryczek's nonfiction book displays:

National Nutrition Month

Irish Heritage Month

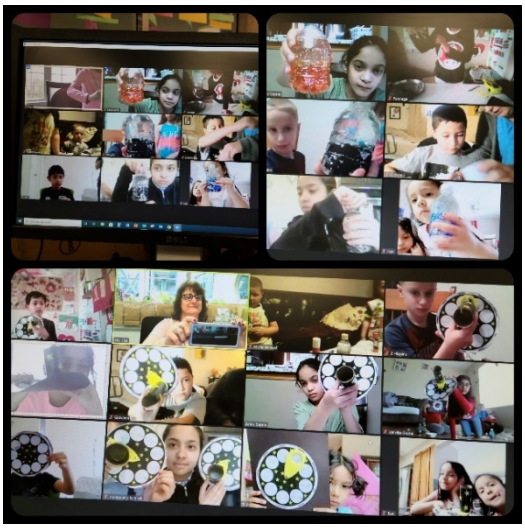
Reference Services Department -- Paulette Harding

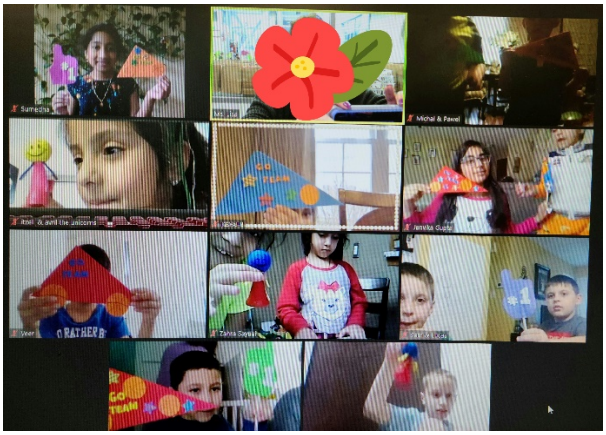
Paulette Harding's nonfiction book displays

Royal British Family display

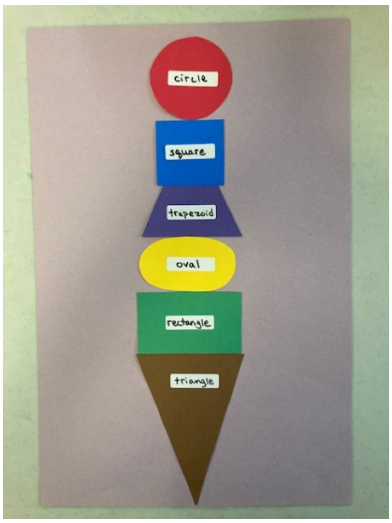
Wedding Celebrations display

Children's Department – Elizabeth Drennan





K-3 programs: Painting with Sodium, Gravity, Galaxies & Galileo, March Madness, Animal Workshop



Toddler Math

Tween programs: Model Magic Van Gogh, Leprechaun Launchers, Lucky Tins, Egg Drop

Pre-K programs: Bird Feeders, Messy Art, Science Explorers, St. Patrick's Day, Spin Art, Bird Houses

MAINTENANCE REPORT MARCH-2021

- **Snow removal and salting – All**
- **Paint art hallway – Paul**
- **Clean van interior– Paul**
- **Re-wire light fixture – Gabe**
- **Disinfect public areas – All**
- **Retrofit can and stairwell lights – Gabe/Miguel**
- **Assist with donations – Miguel/Paul**
- **Trace circuit breakers – Miguel/Gabe**
- **Layout for Children's lights – Bill**
- **Return furniture to branch – Paul**
- **Repair toilet – Miguel**
- **Reconnect PVC drain from N/W roof corner**
- **Police grounds, pick up trash around building – Paul/Ryan**
- **Drop off and pick up signs in Glen Ellyn – Miguel**
- **Switch lounge fridge with Room 1 fridge – Paul/Miguel**
- **Hang large banner – Gabe**
- **Removed damaged snow hangers from north roof – Bill,Paul, Miguel**
- **Re-hang soundproofing panel in Rm 1 – Paul**
- **Paint Room 2 – Paul**
- **Trace breakers and label outlets – Gabe**
- **Retrofit media wall fixture – Miguel**
- **Retrofit can light in Quiet Room – Miguel/Gabe**
- **Set ups – All**

- **Cut Plexiglas for Lisa M. – Bill**
- **Repaired toilet at branch – Bill**
- **Reset alarms on old chiller – Bill**
- **Wash van – Miguel**
- **Replace heater motor in Children's area – Bill/Miguel**
- **Work on storm related BAS problems – Bill**
- **Disconnect and manually adjust all OA,RA and EA dampers while BAS is offline. Monitor and adjust as necessary – Bill**
- **Treat nesting areas for geese – Miguel**
- **Caulk café trim and countertops – Paul**
- **Repair water heater to staff areas – DeFranco**
- **Replaced socket for T5 fixture – Gabe**
- **Hang new CAFÉ sign – Paul**
- **Pick up engraved bricks – Miguel**
- **Perform PM on Genie lift – Miguel**
- **Repair book carts – Miguel**
- **Move back parking lot curbs hit by plows – Paul**
- **Replace closer on board room door – Paul**
- **Reconnect all dampers and check all units for proper operation – Bill**
- **Move all furniture from Rm 2 back into library – Paul**
-

Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Chat	46		
Ref Desk	435	12	155
Popular Materials Dept	89	8	62
CSC Desk	99	409	129
Children's Desk	109	21	115
Teen Desk	156	42	32
Studio	8	84	2
Branch	35	33	55
TOTALS	**977**	**609**	**550**
Total IPLAR	**1586**		

Training Hours by Department	
Reference Services	19.25
Popular Materials	8.75
Teen Services	3.5
Branch	1
Children's Services	27.75
IT Services/Studio	29.25
Materials Services	24.25
Security	4.25
Maintenance	0
Admin/Business/Reception/PR	19.25

Hours Open: Main	312
Branch	192
Days Open: Main	31
Branch	31
Meeting Room STATS	
Meeting Rooms By Staff	36
Meeting Rooms By Patrons	0
RA Study Room Uses	301
Teen Study Room Use	19
Children's Study Room Use	
Studio Room Use	26

Item	**number sold**	**net price**
Hardcover book	140	127.4
Paperback	125	56.92
DVD	68	61.88
CD	57	57.87
Total Book Sale	**390**	**304.07**
Meeting room	0	**0**
Passport Facility Fee	8	**280**

Inhouse Programs					
Date	Venue	Program Name	Staffed by	# of occurances	Total Attendance or views
Teens					
3/10/2021	hybrid	tab	hannah	1	12
3/11/2021	Zoom	reduce college costs	tom	1	24
3/18/2021	hybrid	binary necklaces	isabell	1	5
3/25/2021	hybrid	anime	tom	1	6
3/27/2021	hybrid	act prep	isabell	1	0
3/31/2021	in person/pic	animal crossing painting	tom	1	10
			TOTAL:	**6**	**57**
Adults					
3/3/2021	Hybrid	Chair Yoga	Erin I.	1	10
3/9, 23	Hybrid	Pins/Needles	Erin I.	2	21
3/9/2021	Hybrid	Adult Craft (bunny jar)	Mary-Megan K.	1	33
3/17/2021	Zoom	Bingo	Erin I	1	6
3/25/2021	Zoom	Writers Group	Mary-Megan K	1	1
3/9, 23	Zoom	ESL	Blanca S.	2	10
3/4,9,25	Hybrid	Book Disc.	Lynn D, Jill B	3	30
3/26/2021	Zoom	Sr. Book Disc	Michaelle	1	2
			TOTAL:	**12**	**113**
3/25/2021	Facebook, Yo	Recording Studio: Pro Tools 101	Jonathan & Racha	1	45
3/12/2021	Facebook, Yo	Intro to Machine Embroidery	Alex	1	12
3/9/2021	Digital	Becoming Queen Elizabeth II presented by Leslie Goddard	Paulette Harding	1	14
3/17/2021	Digital	Square Foot Gardening for Small Spaces	Bridget Kerans	1	23
3/22/2021	Digital	Vintage Weddings and Showers with Amy Alessio	Paulette Harding	1	12
3/25/2021	Digital	Courthouse Research for Genealogy	Annette Bellino	1	1
			TOTAL:	**6**	**106**

PROGRAMS--FAMILY					
3/15/2021	Digital	Online Trivia Night!	Vadim Seyfer & Lisa Mueller	1	16
3/13/2021	Digital (active	Candidate Forum	Elizabeth, Racha	4	312
3/21/2021	Hybrid (active	Family Concert Series: Elgin Symphony Orchestra-Peter & the Wolf	Mary, Debra, Jonathan	1	79
			TOTAL:	**6**	**407**
Proctoring					
		Proctoring	Paulette Harding	**1**	**1**
One on Ones					
		Studio		3	3
		Passport application appointments	Annette Bellino, Bridget Kerans, Lynn Donahue, Paulette Harding, Vadim	8	11
		VITA tax prep appointments	Paulette Harding, volunteer Sara Kramer	9	11
			TOTAL:	**20**	**25**
Passive Programs					
TEEN					
		Podcasts	stream sites	11	110
March	In Person	Among Us (weekly)	Marta	5	51
3/30/2021	digital (Zoom	talk with adam schmitt	hannah	1	2
	digital	You tube videos (last 6 months)		10	30
3/3/2021	pick up craft	washi keyboards	isabell	1	9
3/28/2021	pick up craft	sensory bottles	hannah	1	8
3/29/2021	pick up craft	animal crossing stickers	hannah	1	8
March	in person	Gaming	ALL	1	10
		Adult Craft		1	66
3/25/2021	Facebook, Yo	Recording Studio: Pro Tools 101	Jonathan & Racha	1	36
3/12/2021	Facebook, Yo	Intro to Machine Embroidery	Alex	1	74
2/25/2021	Facebook, Yo	DIY Video Lighting	Racha	1	9
2/12/2021	Facebook, Yo	Cricut Costume Making	Alex	1	3

1/21/2021	Facebook, Yo	Create a Music Video Using Green Screen	Jonathan & Racha	1	4
1/14/2021	Facebook, Yo	So You Want to Buy a VR Headset?	Alex	1	7
12/19/2020	Facebook, Yo	Affordable Home Studio Recording Equipment	Jonathan	1	5
12/12/2020	Facebook, Yo	Cricut Holiday Cards	Alex & Racha	1	2
11/12/2020	YouTube, Nic	How to Print and Cut Designs Using Cricut	Alex & Racha	1	9
10/21/2020	YouTube, Nic	How to Use Motion Tracking in Adobe After Effects	Racha	1	1
10/14/2020	YouTube, Nic	Photography Concepts	Brandon	1	1
various	Digital	Nonfiction book talk/His Very Best: Jimmy Carter, a Life by	James McAdams		36
3/13/2021	Digital (passiv	Candidate Forum		4	458
3/21/2021	Hybrid (active	posted concerts		2	99
			TOTALS	**49**	**1038**

Outreach Programs

Date		Program Name/Location	Staffed by	# of occurances	Total Attendance
				# of patrons served	# of items delivered
3/2/2021		Home Delivery-Residences	Erin Isaacson	7	27
3/16/2021		Home Delivery-Residences	Michaelle Stewart	7	33
3/23/2021		Home Delivery-Assisted Living	Erin Isaacson	5	17
3/30/2021		Home Delivery-Residences	Erin Isaacson	9	30
			TOTALS	**28**	**107**

Inhouse Programs					
Date	Venue	Program Name	Staffed by	# of occurances	Total Attendance or views
		PreK			
Mar, 2021	Zoom	Baby & Tod Storytime	Teresa	1	13
Mar, 2021	Zoom	Preschool Storytime	Lauren	1	41
Mar, 2021	PCPL	Messy Art	Lauren	2	25
Mar, 2021	Zoom	Leprechauns & Rainbows	Lauren	2	73
Mar, 2021	PCPL	Fairytale Princesses	Lauren	2	28
Mar, 2021	Zoom	Historias Preescolar	Hilda	4	25
3/3/21	Zoom	Bird Feeders	Lauren	1	48
3/10/21	Zoom	Toddler Math	Teresa	1	13
3/11/21	PCPL	Science Explorers	Lauren	2	20
3/12/21	PCPL	Toddler Math	Teresa	1	9
3/12/21	Facebook Premie	EHF -- Rainbow	Lauren	1	292
3/16/21	PCPL	St. Patrick's Day	Lauren	2	17
3/17/21	Zoom	Baby & Tod Dance Party	Teresa	1	21
3/19/21	PCPL	Movin & Groovin	Teresa	1	10
3/19/21	Facebook Premie	EFH -- Salad	Hilda	1	121
3/24/21	Zoom	Bunny Necklaces	Lauren	2	63
3/26/21	PCPL	Toddler Art	Teresa	1	12
3/31/21	Zoom	Graham Cracker Birdhouses	Lauren	1	57
		Elementary			
3/3/21	Zoom	Painting with Sodium	Lisa O.	1	22
3/5/21	Facebook Premie	EFH -- Static	Lisa O.	1	156
3/10/21	Zoom	Gravity, Galaxies, Galileo	Lisa O.	1	24
3/17/21	Zoom	March Madness	Lisa O.	1	22
3/24, 3/31	PCPL	Animal Workshop	Lisa O.	2	13
3/26/21	Facebook Premie	EFH -- Dying Eggs	Lisa F.	1	120
		Tweens			
3/8/21	Zoom	Trifolium Fun	Vynette	1	10
3/9/21	PCPL	Model Magic Van Gogh	Vynette	1	10
3/15/21	Zoom	Leprechaun Launchers	Vynette	1	10

3/16/21	PCPL	Lucky Tins	Vynette	1	9
3/22/21	Zoom	Kaleidoscope Construction	Vynette	1	7
3/23/21	PCPL	Egg Drop	Vynette	1	12
			TOTALS	40	1303
Outreach Programs					

Passive

3/5/21	FB (Passive)	EFH -- Static	Lisa O		177
3/12/21	FB (Passive)	EFH -- Rainbow	Lauren		2859
3/19/21	FB (Passive)	EFH -- Salad	Hilda		1005
3/26/21	FB (Passive)	EFH -- Dying Eggs	Lisa F		653
				TOTAL	4694

Circulation Statistics March 2021

Main	Checkouts	12819
	Renewals	8081
	Total:	20900
Branch	Checkouts	1313
	Renewals	624
	Total:	1937
	Library total:	22837
Eelectronic resources	**Overdrive:**	2706
	Hoopla	395
	Kanopy	147
	Total circulation:	**26085**

Item circulation by patron code

Main	Adult	13220
	Book Discussion	56
	Homebound	158
	LINK/Inn-Reach	814
	Staff/Board	1107
	Juvenile	2827
	Online access	41
	Reciprocal Borrowe	1528
	Teen	1005
	Teacher	2
	ILL/OCLC	142
	Total:	**20900**

Daily Transactions

Main	Mondays	1979
	Tuesdays	2073
	Wednesdays	1770
	Thursdays	1567
	Fridays	1507
	Saturdays	1441
	Sundays	847
	Total:	**11184**
Branch	Mondays	232
	Tuesdays	154
	Wednesdays	223
	Thursdays	142
	Fridays	127
	Saturdays	76
	Sundays	6
	Total:	**960**
	Library total:	12144

Branch	Adult	1430
	Teen	35
	LINKin/Inn-Reach	113
	Staff/Board	87
	Juvenile	201
	Reciprocal Borrowe	62
	Online access	9
	Teacher	0
	Total:	**1937**

Patron Cross Borrowing

Main to Branch	365
Branch to Main	217

Interlibrary Loan requests

Items sent to other libraries (OCLC requests)

from:	Main	142
	Branch	0
	Total:	142

Received from other libraries LINKIN and OCI

To:	Main	505
	Branch	62
	Total:	567

Library Visits

Branch	694
Main(Park Ave)	5961
Main (Library LN)	4071
Total Main Visits	10032
Total library visits	10726

Patron registrations

	Main	131
	Branch	9
Total:		140

March 2021

Item Circulation Statistics

From 3/1/2021 To 3/31/2021 11:59:59 PM

Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	103	86	40	126
Blu-ray Disc	168	148	57	205
Board Game	10	8	6	14
Book - Battle of the Books	105	27	106	133
Book - Regular Loan	9369	6449	5844	12293
Book - Short Loan	23	41	0	41
Book with CD	61	42	40	82
CD	119	114	31	145
CliffsNotes	2	2	1	3
Computer Laptop	4	23	2	25
DVD	986	876	347	1223
Equipment	12	17	4	21
Flashcards	4	3	1	4
In-house use	2	6	2	8
Interlibrary Loan	404	386	119	505
Internet Resource	1967	2091	0	2091
Juvenile Blu-ray Disc	68	48	34	82
Juvenile DVD	674	561	343	904
Juvenile Video Game	135	174	55	229
Kit	12	6	13	19
New Audiobook	28	28	13	41
New Blu-ray Disc	30	46	45	91
New Book	1149	1024	625	1649
New DVD	134	312	283	595
New Juvenile Blu-ray Disc	2	2	6	8
New Juvenile DVD	37	36	47	83
New Video Game	1	1	0	1
New YA Video Game	2	2	0	2
Periodical	154	182	2	184
Playaway	27	28	11	39
Portable Charger Device	1	1	0	1
Reference Material	5	5	0	5
Video Game	34	37	4	41

Item Circulation Statistics

Poplar Creek Public Library Main

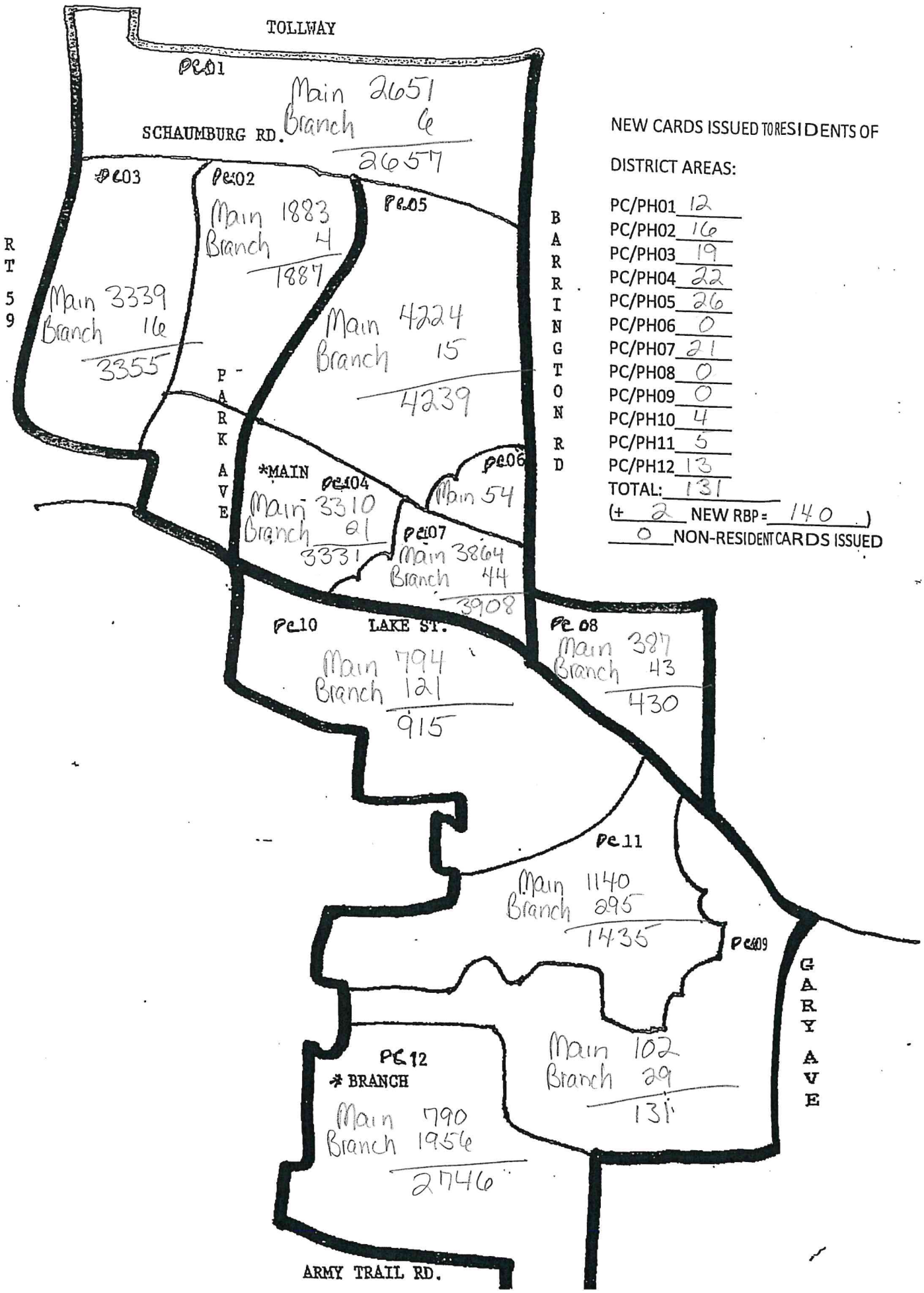
	Items	Checkouts	Renewals	Transactions
YA Video Game	5	7	0	7
Total For Organization:	15817	12819	8081	20900

Sonya Crawshaw Branch

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	2	1	2	3
Blu-ray Disc	2	2	0	2
Board Game	1	0	2	2
Book - Battle of the Books	3	1	2	3
Book - Regular Loan	886	641	510	1151
Book - Short Loan	1	0	1	1
CD	7	7	2	9
DVD	40	36	14	50
Equipment	3	3	0	3
Interlibrary Loan	61	44	18	62
Internet Resource	386	396	0	396
Juvenile Blu-ray Disc	2	2	0	2
Juvenile DVD	47	49	5	54
Juvenile Video Game	15	16	0	16
Kit	2	2	0	2
Lock	1	1	0	1
New Audiobook	1	1	0	1
New Book	106	82	52	134
New DVD	13	17	12	29
New Juvenile DVD	5	5	4	9
Video Game	1	1	0	1
YA Video Game	6	6	0	6
Total For Organization:	1591	1313	624	1937

Grand Total:	17325	14132	8705	22837

March 2021



NEW CARDS ISSUED TO RESIDENTS OF DISTRICT AREAS:

PC/PH01	12
PC/PH02	16
PC/PH03	19
PC/PH04	22
PC/PH05	26
PC/PH06	0
PC/PH07	21
PC/PH08	0
PC/PH09	0
PC/PH10	4
PC/PH11	5
PC/PH12	13
TOTAL:	131

(+ 2 NEW RBP = 140)

0 NON-RESIDENT CARDS ISSUED

March Training Record -- 2021			
Date	Training Type and Title	Attended/Viewed by	Length of training
3-Mar	Compliance with OMA	Deborah	1.25
3-Mar	GASB Updates	Sue h.	1
5-Mar	Marketing Automation for Public Libraries	Mary H.	1
3/9/2021	Bibliotheca: Classics Revisited Webinar Series: The Sorrows of Young Werther by J.W. von Goethe	Debra	1
9-Mar	webinar: Forward Together, special districts	Debra	0.75
10-Mar	On Wisdom and Vision: Humanities Organizations in Illinois during COVID-19	Kris	1
10-Mar	HR Source: Benchmarking Fundamentals	Kris	0.75
12-Mar	Service Leadership for Librarians	Kris	1
15-Mar	Covid Relief bill overview	Sue h.	1
11-Mar	HR Virtual Alltogether HR	Ron	6
23-Mar	American Rescue Plan: What Ers need to know	Ron	1
24-Mar	ERISA Compliance Req. for All Employers	Ron	1.5
3/8/2021	Reading Colors Your World: Making Your 2021 SR Program Cheerful & Bright	Mary H.	2
		TOTALS	19.25

31-Mar	Libraries and Workforce Development: Connecting the Dots between Your Patrons and Public Policy	Steven	1

Date	Training Type and Title	Attended/Viewed by	Length of training
3/2/2021	OCLC and Linked Data: the transition to contextual metadata	Peggy	0.75
3/9/2021	Middle Grade Magic online conference	Cassidy	4.5
3/16/2021	Preparing for Weary Covid Customers & Coping with Compassion Fatigue! LACONI Webinar	Peggy	2
3/22-25/2021	Innovative User's Group Virtual Conference	Peggy	16
3/30/2021	Library and workshop development connecting the dots for your patrons and public policy	Deborah	**1**
		TOTALS	24.25

3/3/2021	Adult Services' Managers Meeting	Paulette Harding		1
3/3/2021	Engaging with Patrons on Social Media	Annette Bellino		1
3/4/2021	Electronic Subscription Managers Network Meeting	Vadim Seyfer		1.5
3/10/2021	Bibliotheca: Classics Revisited Webinar Series: The Sorrows of Young Werther	Bridget Kerans		1
3/16/2021	Preparing for Weary Covid Customers & Coping with Compassion Fatigue	Kathleen Ryczek, Paulette Harding		5
3/16/2021	Library Jourals's Christian Fiction Preview	Annette Bellino		1
3/16/2021	Getting Started with Circulation in Polaris Leap	Paulette Harding		1
3/17/2021	History's Ears Are Ringing: Examing Archival Evidence of Past Pandemics	Annette Bellino		0.75
3/17/2021	Be Your Best Self in 2021: Reads to Help You Find Peace, Comfort, Inspiration	Annette Bellino		1
3/19/2021	ATLAS Middle Managers Round Table	Paulette Harding		2
2/23/2021	SLJ Teen/YA Book Buzz	Kevin Brown		1
3/24/2021	Rethinking how we measure the impact of libraries	Bridget Kerans		1
3/25/2021	TaxSlayer **partners only** update	Paulette Harding		1
3/26/2021	Hold Requests for Multiple Patrons on One Title	Paulette Harding		1
			TOTALS	19.25

3/8/2021	How to Inroduce a Library Virtual Program YouTube	Lynn Donahue @pcpld	8
3/10/2021	Assister Webinar (Coverage to Care)	Blanca Stephens	1.5
3/11/2021	HarperCollins Book Buzz, Summer 2021 preview webinar	Mary-Megan Kalvig @ pcpld	2
3/18/2021	Healthy Living for Your Brain and Body (Alzheimer's Association)	Erin Isaacson @pcpld	1.5
3/23/2021	World Languages Network mtg. Spanish Collection Presentation	Blanca Stephens @ PCPLD	1.5
3/24/2021	Spring Authors & ARCS/Booklist	Michaelle Stewart@pcpld	1.25
3/26/2021	Sexual Harassment and Discrimination	Dolores DesRoches @ pcpld	0.75
		TOTALS	8.75

3/9/21	**School Library Journal Middle Grade Magic**	Tom	2
3/30/21	Lynda- Customer Service Foundations	Marta	1.5
		TOTALS	3.5

Date	Training Type and Title	Attended/Viewed by	Length of training
1-Mar	WebJunction/COSLA: Public Library Directors 101	Elizabeth, Elsa	1.5
3/2/2021	Sprin Picture Books for Young Readers	Lauren	1
3/2/2021	Virtural Storytimes	Anna	1.75
3/2/2021	Connected Learning for Youth	Anna	1
3/2	Strengthen,Equity,Diversity,Inclusion	Elsa	1
3/3/2021	Lincoln Story League	Lauren & Teresa	4
3/3	Booklist Graphic Novel Showcase	Vynette	1
3/3	Hollistic Approach to Lib. Staff Health	Elsa	1
3/4/2021	From Tots to Teeens: Steam Ideas	Anna	1
3/4	Dementia- Wellness Awareness for Libs.	Elsa	1.50
3/9, 10,11,12	SLJ-Middle Grade Conference	Lisa F. & Vynette	8.50
3/10	Overcoming Overwhelm	Elsa	0.25
3/17	SLJ-Spring Board Books	Lauren	1.00
3/17	ALA-Ethics in Digital Storytelling	Lauren	1.00
3/22	Optomistic vs. Pessimistic w/ Elena S.	Elsa	0.25
3/22/2021	Read Squared training	Elizabeth	1
3/23	Dive into Spring @ Harper Collins	Lauren	1
			27.75

Date	Training Type and Title	Attended/Viewed by		Length of training
3/9/2021	Learning Studio Lights and Flash Lighting	Alex@Lynda		0.5
3/12/2021	Learning Portrait Photography	Alex@Lynda		1.5
3/20/2021	Lesson 1 - Using Hatch Embroidery Software	Alex@YouTube		0.5
3/23/2021	Hatch Embroidery: A Guide to Hatch Digitizer	Alex@YouTube		1
3/24/2021	After Effects for Graphic Design	Alex@Lynda		2.75
3/4/2021	2012 Active Directory: Management	James@Lynda		5.5
3/2/2021	Fostering Innovation & Professional Development	Jonathan@Lynda		1.75
3/4/2021	Audio Mixing and Mastering Techniques	Jonathan@YouTube		6
3/23/2021	Copyright Law and Music Licensing	Jonathan@Websites		5
3/10/2021	Prusa: How to Remove Stuck Filament	Racha@YouTube		0.5
3/12/2021	Adobe Animate Essential Training	Racha@Lynda		1
3/19/2021	Animate CC: Animating Scenes	Racha@Lynda		2
3/24/2021	Working in Acrylic Ink	Racha@Creativebug		0.75
3/25/2021	Premiere Pro New Features Walkthrough	Racha@YouTube		0.5
			TOTALS	29.25

10-Mar	**Security Guard Training Notes(Youtube)**	Anthony Velazquez/Roman G/Brian W	0.5
15-Mar	basic Guard Training Course	Anthony Velazquez /Roman G/Brian W	0.75
24-Mar	Library 2.0 Steve Albrecht(Safety and Securtiy)	Anthony Velazquez	0.5
		TOTALS	1.75