JANUARY 2021 Executive Directors Reports

JANUARY PROJECTS/EVENTS

In January we completed our Winter Reading Challenge, and enabled patrons to participate virtually if they wished to.

Illinois State Senator, Cristina Castro, came to the library and filmed three storytime events. The studio edited the videos and they were released weekly on Facebook.

Winter Reading	**Enrolled**	**Completed**
Kids	141	52
Teens	32	16
Adults	88	51
Staff	38	32

Personnel Changes

- No personnel changes in January of 2021.

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- January 4, 18 -- Debra held Director's meetings
- January 4 – Cristina Castro filmed three storytimes in the fireplace room
- January 5, 19 – Debra attended Kiwanis zoom meetings
- January 6 – Debra held her monthly meeting with Brian, and attended a Zoom meeting with financial advisor to discuss our COA
- January 7 – Debra held her monthly meeting with Bill
- January 12 – Debra held the Leadership Team meeting via zoom
- January 13 – Debra held her monthly meeting with Sue, watched the Bartlett Women in Business presenation on staying healthy in 2021, met with Kris to discuss the future summer reading plans and met with Peggy and Lisa to discuss staffing needs
- January 14 – Debra and children's staff had a zoom meeting to discuss zoom programming

- January 14 – Debra attended a webinar by Larry Grudzien on the effects of the vaccination in the workplace.
- January 14 – PCPLD Finance Committee meeting
- January 15 – Debra, Kris and Brian observed a Mondopad demo
- January 18 – Debra attended NAMM online on and off all week
- January 19 – Debra held an Executive Committee meeting via zoom
- January 20 – Debra attended the Municipal Managers zoom, was briefed on U46 plans and Streamwood Summer Celebration
- January 20 – Debra and Mary had their monthly meeting, Debra attended the Winter Reading debrief, Debra Kris and Cassidy zoomed to discuss collection development
- January 21 – Debra and Ron had their monthly meeting, Debra Mary and Kris zoomed to discuss our Facebook page
- January 21 – The regular meeting of the PCPLD Board of Trustees, via zoom
- January 22 – Debra, Kris and Lisa M went to the Streamwood Farm House Museum to borrow items to scan for our digital history collection
- January 22 – Deborah Muscarello completed the Per Capita Grant application with Debra's input
- January 28 – Debra attended the RAILS member update zoom meeting; Debra and Kris had their monthly meeting

Deputy Director of Public Services – Kristine Kenney

- January 4 Director's Meeting
- January 5 Met about LEV grant programming
- January 12 Leadership Team meeting
- January 15 Attended the Mondopad Demo
- January 15 RAILS Board Meetings
- January 18 Director's Meeting
- January 19 Attended monthly Bartlett Chamber Meeting
- January 19 Attended Executive Team
- January 20 Hosted a Winter Reading Meeting
- January 20 Met with Cassidy and Debra regarding Collection Dev
- January 21 Attended monthly Board Meeting
- January 22 Visited the Streamwood Park District
- January 26 Attended Lynn's staff book discussion
- January 27 Met with Deirdre Brennan (RAILS)
- January 27 Viewed OCLC Capira Curbside webinar
- January 27 Met with Debra and Mary about Facebook
- January 29 Set up LEV posters (Amoeba)

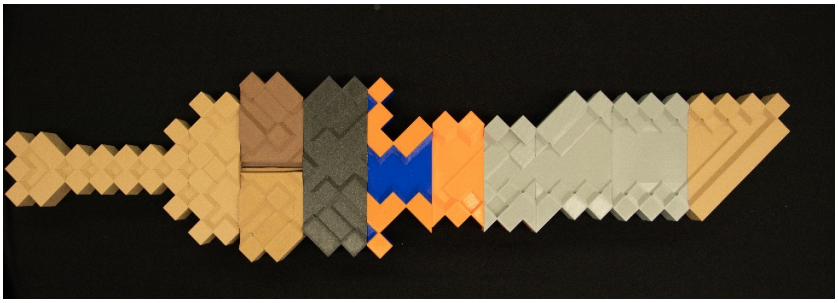
Deputy Director of Support Services – Ron Pauli

- Attended the following Meetings: Exec. Director's; Dep. Dir.; Leadership; Exec. Staff; Board Meeting
- Processed "Change Event" in Maxwell Health for staff member and had phone consult with Maxwell Health support re portal reports and updates
- Coordinated with Sue H. any/all corrections needed in Group Health plan enrollment
- Consulted with HRSource hotline re FFCRA and potential benefits in 2021
- Updated/compliant with required posting of Workers' Comp for '21
- Updated HR tab in staff portal with Covid-19 resources from CDC and updated FFCRA related sick leave request forms based on Board approved extension on 1.21.21
- Obtained examples of policies and procedures related to law enforcement requests for information and records from various area libraries and created draft policy for same

- Researched updates for OMA Public Notice Policy including required IMRF Employer Cost & Participation Information web link
- Attended, virtually, HRSource Roundtable monthly discussion
- Consulted with A.P. rep to discuss Open Enrollment improvements for '21
- Completed IMRF Key Services Survey and viewed OMA refresher on RAILS
- Launched Diversity Training online module for Executive Staff
- Confirmed COBRA benefit levels for '21 with 3rd party vendor
- Completed Compliance Dashboard Activities: Notices: All Employees; Shared Responsibility (minimum essential coverage); Plan Summary: Non-ERISA Plans (SPD)

IT Services/Studio 1405 – Brian Ormond

- Recorded and edited children's story time series with Illinois State Senator Cristina Castro
- 3D printed a 4 foot Minecraft sword for patron



Material Services -- Peggy Maiken

- Completed the ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey.
- Attended the Circulation Roundtable quarterly meeting.
- Set up the Sustainable Shelves program with B&T so we can return withdrawn books and receive cash or account credit.
- Ordered several new items for the Extraordinary Things Collection.
- Attended a product demonstration for Baker & Taylor's BTCat, a new cataloging and bibliographic record software product
- Entered the 2021 closed dates in Polaris.

Business Office – Sue Haisan

- 1/6 phone meeting with Sage rep and Debra regarding Chart of Accounts
- 1/7 finalize annual ACA workbook for 1095 statements
- 1/13 monthly meeting with Debra
- 1/14 Board Finance committee meeting
- 1/19 Executive committee meeting
- 1/21 Board meeting
- 1/26 Distributed 2020 W2 statements
- 1/28 Business Manager group meeting (virtual)

Popular Materials Dept – Jill Berrill

- We are happy to announce the return of Homebound Delivery to one of our Assisted Living Facilities, Bella Terre, this month. We are hopeful that, in the near future, previous patrons from other assisted living facilities will return to the program as well

Joint project of the Hanover Township Senior Center and the PCPLD Pins and Needles Group

"Check out our terrific assortment of winter donations. They were made by the Knit and Crochet group from Hanover Township Senior Center and the Pins and Needles group that meets at the Poplar Creek Library every second and fourth Tuesday of the month. The library has set aside space within the building for those who feel comfortable going there and you can also participate via a Zoom link. We have14 scarves, 35 hats,21 hats, scarf and mitten sets,4 pairs of mittens, 1 fingerless mitten pair,12 headbands, 3 headband scarf sets, 10 shawls, and 2 afghans. During this time of Covid and social distancing most members worked at home on their projects. Shawls, afghans, and some hats will go to the oncology center for chemo patients. Other winter items will go to U-46 schools, homeless shelters Township facilities. Our next focus will be on baby items for the Corbella Center or hospital neo-natal units. Anyone wanting to join us please contact the Hanover Township Senior Center or Erin Isaacson at the Poplar Creek Library. We would love to see you." – Debbie France (to Erin Isaacson our Senior Programming Librarian)

Teen Services Dept – Hannah Sloan

Teen Shelf Talkers to promote reading!

Sonya Crawshaw Branch Library -- Steven Zanfardino

- Paul sanded and stained all of the wooden tables and he installed signs that point out from the wall to identity fire extinguishers and the AED
- There were 62 curbside deliveries and 89 patrons used inside amenities
- Reservations are still required to enter the building and all services are available

Tween Programs

Baby & Toddler Mitten Program

Pre-K Programs

Big Kid Programs

Reference Services – Paulette Harding

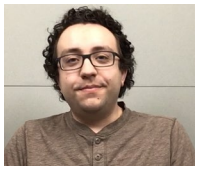
Government Documents January 2021 statistics:

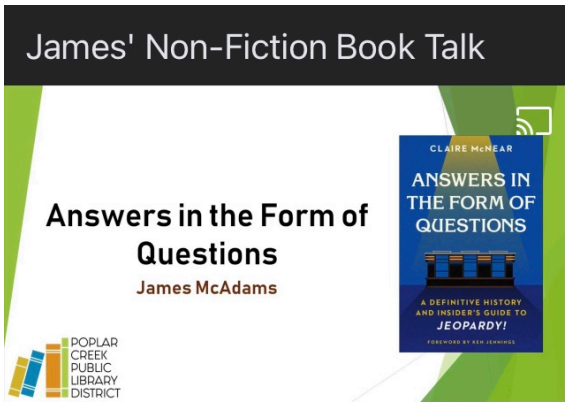
DISCARDS

FEDERAL PAPER/CD: 2317

At the end of this month the government documents' collection consisted of 50493 items.

James McAdams continues to aggressively weed the depository collection; he currently has two lists that are being reviewed by the Illinois State Library. His nonfiction book chat is available monthly on Facebook/YouTube; this month James highlighted Answers in the Form of Questions: A Definitive History and Insider's Guide to Jeopardy written by Claire McNear.





- Barbara Scheffki updated the Brochure "Who Represents Me" with current contact information of our elected officials. If you'd like a copy, just inquire at the Reference Desk.

- We continue the inventory project of the nonfiction collection. Kathleen Ryczek finished the Dewey collection 747 through 779. I've continued shifting while continuing inventory of the 970's.

- Annette Bellino and Bridget Kerans continue to release subject themed nonfiction new book lists, like *Home, Garden and DIY* and *History and Current Events.* Subscription information for the e-newletters is available on the Library's website at https://pclib.org/collections/books-recommendations/subscribe-to-a-newsletter

- Kathleen Ryczek participated in a virtual painting program from artist, Thorton, who she hopes to invite to lead an art class at our Library.
- Annual certification paperwork for the Library to continue as a passport acceptance site was completed by the end of January. Congratulations to our continuing agents and our newest agent, Annette Bellino:

- Our VITA (Volunteer Income Tax Program) is being offered at the Library this year. Our volunteer, Sara Kramer, is assisting with tax preparation for basic forms with me beginning in February. The Library has had many inquiries about the service already.

Reference Services – Paulette Harding

Federal IRS and Illinois Department of Revenue tax forms and instructions have arrived. Look for them in the main hallway.

Kathleen Ryczek displayed winter-themed book this month. I created an eye-catching display to celebrate 2021; in with the New Year!

Kathleen Ryczek again coordinated the installation of an art exhibit by Yolanda Franklin: "*YoYo Art - Creations from the Heart!*" It is attracting a lot of attention this February as the Library celebrates programming **Lift Every Voice**.

MAINTENANCE REPORT JANUARY 2021

- **Snow removal, salt, both buildings – Paul, Miguel**
- **Remove and store holiday decorations – Paul**
- **Finish painting short walls in Amoeba**
- **Disinfect restrooms, elevators, etc. – All**
- **Locate and check VAV #48 feeding main restrooms – Bill**
- **Lighting maintenance, led retrofits – Miguel, Gabe**
- **Escort Alliant rep on tour of building re: electrical rebate – Bill**
- **Work on tracing and labelling outlets – Bill**
- **Paint stairway wall to Amoeba – Paul**
- **Install sign holders for Mary – Paul**
- **Replace light fixture in Children's area – Gabe**
- **Remove monorail lighting in Tween area – Bill, Miguel**
- **Assemble podium – Miguel**
- **Hang new banner – Paul**
- **Trace out VAV's to Reference area – Bill**
- **Install power for new TV in Tween area – Bill**
- **Assemble new wooden decked truck – Bill**
- **Repair drywall/paint in Tween area – Paul**
- **Assist TYCO with installation of new motion sensor – Miguel**
- **Un-stick book bins – Bill**
- **Clean all spreaders and snow blowers – Paul**
- **Unload 80 monitors and deliver to IT office – Miguel**
- **Clean and disinfect coffee maker – Paul**
- **Install new LED can light above Children's desk – Miguel, Gabe**
- **Dig out 15 minute parking spot – Paul**
- **Hang TV bracket and new TV in Tween area – Miguel, Paul**
- **Gather chiller info for ComEd – Bill**
- **Re-work, varnish tables for branch – Paul**

- **Repair urinal in Children's Boy's room – Miguel**
- **Assist patron with donations – Miguel**
- **Install headrail in Children's restroom – Paul**
- **Cover exhaust vent in staff elevator equipment room – Bill**
- **Fab and install privacy partition in LL boy's room – Bill**
- **Fire alarm system testing – Contech, Bill**
- **Change out bulbs in lobby sorter room – Bill**
- **Refill hand sanitizer stations and wipe buckets – Paul**
- **Repair lights in Room 1 – Miguel**
- **Replace fixture in west lobby – Gabe**
- **Install new mat in large sorter room – Paul**
- **Assemble new wire caddy – Bill**
- **Perform maintenance on lift batteries – Miguel**
- **Assist patron with fax machine and finding books in Spanish – Miguel**
- **Adjusted freeze stat on AHU3 to prevent shutdown in cold weather – Bill**
- **Unload books for Lisa M. – Bill**
- **Work with Brian on reloading new cell phone – Bill**
- **Prepare all equipment for snow storm – Paul**
- **Check all AED's at main and branch – Paul**
- **Put away supply orders – Paul**
- **Work with Brian and ACI on Niagara problem – Bill**
- **Vacuum carpet by Francene – Bill**
- **Pick up furniture from Darien library – Miguel**
- **Elevator inspection – Thompson Elevator, Bill**
- **Unclog urinal in 1st fl Men's Rm. – Gabe**
-

Januray 2021	Reference Questions	Tech Questions	Directional and Other Questions
Dept. Stats:			
Chat Stats	44		
Ref Desk	400	13	107
Popular Materials Dept	104	11	84
CSC Desk	81	309	86
Children's Desk	108	13	86
Teen Desk	99	11	28
Studio	4	27	0
Branch	19	26	43
TOTALS	**859**	**410**	**434**
Total IPLAR	**1269**		

Training Hours by Department	
Reference Services	9
Popular Materials	4.25
Teen Services	0
Branch	0
Children's Services	14
IT Services/Studio	29.5
Materials Services	6.5
Security	0
Maintenance	0
Admin/Business/Reception/PR	11.75

Hours Open: Main	252
Branch	0
Days Open: Main	30
Branch	0
Meeting Room STATS	
Meeting Rooms By Staff	9
Meeting Rooms By Patrons	0
RA Study Room Uses	190
Teen Study Room Use	6
Children's Study Room Use	6
Studio Room Use	0

Item	**number sold**	**net price**
Hardcover book	199	181.09
Paperback	96	43.68
DVD	34	30.67
CD	124	112.84
Total Book Sale	453	368.28
Meeting room	0	**0**
Passport Facility I	0	**0**

Inhouse Programs					
Date	Venue	Program Name	Staffed by	# of occurances	Total Attendance or views
Teens					
1/13/2021	zoom live	tab	Hannah	1	16
			TOTAL:	1	16
Adults					
1/6/2021	Digital	Chair Yoga	Erin I.	1	9
1/12,26	Digital	Pins/Needles	Erin I.	2	13
1/12/2021	Digital	Adult Craft (Gnome)	Mary-Megan K.	1	24
1/20/2021	Digital	Bingo	Erin I	1	5
1/28/2021	Digital	Writers Group	Mary-Megan K	1	2
1/12, 26	Digital	ESL	Blanca S.	2	10
1/28/2021	Digital	Mystery Book Disc.	Lynn D.	1	6
			TOTAL:	**9**	**69**
ADULTS					
1/7/2021	Digital	Why Am I Not Landing the Job Offer	Bridget Kerans, Kevin Brown	**1**	**1**
1/12/2021	Digital	TedTalk—Elizabeth Gilbert: Your Elusive Creative Genius	Bridget Kerans, Kevin Brown	**1**	**3**
1/14/2021	Digital	Midwest Genealogy	Annette Bellino	**1**	**3**
1/11/2021	Digital	Online Trivia Night!	Vadim Seyfer & Lisa Mueller	**1**	**18**
			TOTAL:	**4**	**22**
CHILDRENS					
1/6/2021	Zoom	Drive-In Movie	Lauren	**1**	**36**
1/8/2021	Facebook Premier	Perfect Day	Cristina Castro	**1**	**255**
1/11/2021	Zoom	Messy Art	Lauren	**2**	**68**
1/11/2021	Premier	Sullivan	Lauren	**1**	**144**
1/13/2021	Zoom	Edible Art	Lisa O.	1	17
1/14/2021	Zoom	Science Explorers	Lauren	1	65
1/15/2021	Facebook Premier	Evelyn Del Rey Se Muda	Cristina Castro	**1**	**185**
1/19/2021	Zoom	Pokemon Terrarium	Vynette	**1**	**10**
1/20/2021	Zoom	Sock Snowman	Lauren	**1**	**62**
1/20/2021	Zoom	Wacky Winter Science	Lisa O.	**1**	**25**

1/21/2021	Facebook Premier	Mitten	Teresa	1	174
1/22/2021	Facebook Premier	When the Moon Comes	Cristina Castro	1	158
1/26/2021	Zoom	Mini Weavers	Vynette	1	9
1/27/2021	Zoom	Baby & Tod Storytime	Teresa	1	16
1/27/2021	Facebook Premier	King Alice	Lisa O.	1	136
1/27/2021	Zoom	Minecraft Madness	Lisa O.	1	24
			TOTAL:	**17**	**1384**
Passive Programs					
CHILDRENS					
1/8/21	FB (Passive)	Perfect Day	Cristina Castro	1	875
1/11/21	FB (Passive)	Sullivan	Lauren	1	788
1/15/21	FB (Passive)	Evelyn Del Rey Se Muda	Cristina Castro	1	190
1/21/21	FB (Passive)	Mitten	Teresa	1	135
1/22/21	FB (Passive)	When the Moon Comes	Cristina Castro	1	133
1/27/21	FB (Passive)	King Alice	Lisa O.	1	133
1/6/21	FB (Passive)	Monthly booktalk	Vynette	1	119
		Craft Bags	grab and go	1	66
			TOTAL:	**8**	**2439**
FAMILY					
various	Digital	Nonfiction book talk/Answers in the Form of Questions: A Definitive	James McAdams	1	**56**
various	Digital	craft videos	MaryMegan	6	621
			TOTAL:	**7**	**677**
TEEN					
		Podcasts	stream sites	9	137
1/6/2021	YouTube	gemstone soap	Isabell	1	7
1/14/2021	take home	animal crossing	Isabell	1	10
1/20/2021	YouTube	fingerprint forensics	Isabell	1	10
1/22/2021	YouTube	travel make up case	Hannah	1	5
			TOTAL:	**13**	**169**
STUDIO					
1/21/2021	Facebook, YouTube, Niche	Create a Music Video Using Green Screen	Jonathan & Racha	1	146
1/14/2021	Facebook, YouTube, Niche	So You Want to Buy a VR Headset?	Alex	1	137

12/19/2020	Facebook, YouTube, Niche	Affordable Home Studio Recording Equipment	Jonathan	1	32
12/12/2020	Facebook, YouTube, Niche	Cricut Holiday Cards	Alex & Racha	1	10
11/12/2020	YouTube, Niche	How to Print and Cut Designs Using Cricut	Alex & Racha	1	11
10/21/2020	YouTube, Niche	How to Use Motion Tracking in Adobe After Effects	Racha	1	12
10/14/2020	YouTube, Niche	Photography Concepts	Brandon	1	4
10/3/2020	Niche	Post Processing 3D Prints	Alex	1	27
9/24/2020	YouTube	How to Restring & Tune a Guitar	Collin	1	2
9/19/2020	YouTube, Niche	Modifying 3D Models in Fusion 360	Alex	1	6
8/27/2020	YouTube	Custom T-Shirt with Cricut Vinyl Cutter	Colin & Racha	1	71
8/8/2020	Facebook, YouTube, Niche	Meshmixer Tips and Tricks	Alex	1	107
			TOTAL:	**12**	**565**
One on Ones		Studio		1	1
			TOTALS		

Outreach Programs

Date		Program Name/Location	Staffed by	# of occurances	Total Attendance
				# of patrons served	# of items delivered
1/5/2021	Home Delivery-Residences	Michaelle Stewart		11	53
1/19/2021	Home Delivery-Residences	Michaelle Stewart		10	36
1/20/2021	Home Delivery-Assisted Living	Erin Isaacson		1	2
			TOTALS	**22**	**91**

Circulation Statistics January 2021

Main	Checkouts	11822
	Renewals	7373
	Total:	19195
Branch	Checkouts	931
	Renewals	549
	Total:	1480
	Library total:	20675
Eelectronic resources	**Overdrive:**	2883
	Hoopla	430
	Kanopy	174
	Total circulation:	**24162**

Item circulation by patron code

Main	Adult	12596
	Book Discussion	26
	Homebound	178
	LINK/Inn-Reach	743
	Staff/Board	985
	Juvenile	2404
	Online access	45
	Reciprocal Borrowe	1535
	Teen	560
	Teacher	2
	ILL/OCLC	121
	Total:	**19195**

Daily Transactions

Main	Mondays	1626
	Tuesdays	1403
	Wednesdays	1468
	Thursdays	1410
	Fridays	767
	Saturdays	2093
	Sundays	839
	Total:	**9606**
Branch	Mondays	98
	Tuesdays	106
	Wednesdays	76
	Thursdays	141
	Fridays	92
	Saturdays	107
	Sundays	3
	Total:	**623**
	Library total:	10229

Branch	Adult	1040
	Teen	29
	LINKin/Inn-Reach	106
	Staff/Board	78
	Juvenile	173
	Reciprocal Borrowe	39
	Online access	0
	Teacher	0
	Total:	**1465**

Patron Cross Borrowing

Main to Branch	599
Branch to Main	136

Interlibrary Loan requests

Items sent to other libraries (OCLC requests)

from:	Main	463
	Branch	55
	Total:	518

Received from other libraries LINKIN and OCI

To:	Main	367
	Branch	0
	Total:	367

Library Visits

Branch	
Main(Park Ave)	4446
Main (Library LN)	3374
Total Main Visits	7820
Total library visits	7820

Patron registrations

	Main	119
	Branch	5
Total:		124

Item Circulation Statistics

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

Poplar Creek Public Library Main

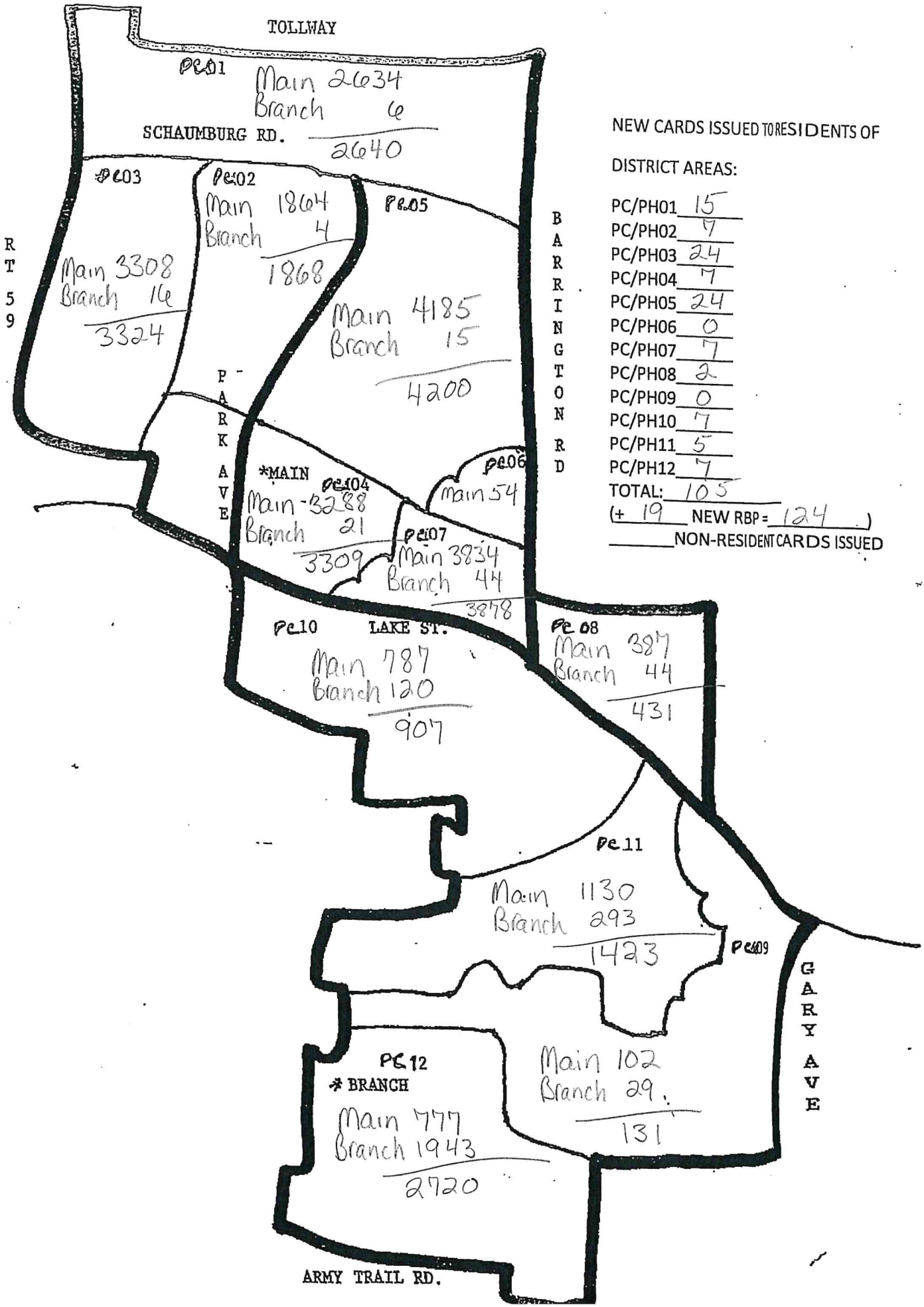
	Items	Checkouts	Renewals	Transactions
Audiobook on CD	99	64	46	110
Blu-ray Disc	139	123	54	177
Board Game	8	8	0	8
Book - Battle of the Books	165	82	142	224
Book - No Holds Allowed	2	2	0	2
Book - Regular Loan	8476	6011	4952	10963
Book - Short Loan	21	44	0	44
Book with CD	79	55	49	104
CD	94	76	46	122
Computer Laptop	4	32	0	32
DVD	1022	865	390	1255
Equipment	4	4	1	5
Flashcards	8	6	7	13
Interlibrary Loan	349	282	141	423
Internet Resource	2027	2163	0	2163
Juvenile Blu-ray Disc	78	63	34	97
Juvenile DVD	565	429	337	766
Juvenile Video Game	101	121	58	179
Kit	7	4	4	8
New Audiobook	28	21	16	37
New Blu-ray Disc	46	74	101	175
New Book	935	752	566	1318
New DVD	165	305	381	686
New Juvenile DVD	20	18	34	52
New Video Game	1	2	0	2
Periodical	163	171	1	172
Playaway	12	3	12	15
Portable Charger Device	1	1	0	1
Reference Material	1	1	0	1
Video Game	29	37	1	38
YA Video Game	3	3	0	3
Total For Organization:	14627	11822	7373	19195

Item Circulation Statistics

Sonya Crawshaw Branch

	Items	Checkouts	Renewals	Transactions
Blu-ray Disc	4	4	1	5
Book - Battle of the Books	15	10	9	19
Book - Regular Loan	639	392	418	810
CD	3	1	2	3
DVD	35	24	20	44
Interlibrary Loan	23	19	4	23
Internet Resource	335	342	0	342
Juvenile DVD	27	22	8	30
Juvenile Video Game	16	20	0	20
Kit	1	1	0	1
New Audiobook	1	1	0	1
New Book	115	79	76	155
New DVD	6	5	7	12
New Juvenile DVD	3	3	4	7
Periodical	6	6	0	6
YA Video Game	2	2	0	2
Total For Organization:	1231	931	549	1480
Grand Total:	15796	12753	7922	20675

January 2021



NEW CARDS ISSUED TO RESIDENTS OF DISTRICT AREAS:

PC/PH01	15
PC/PH02	7
PC/PH03	24
PC/PH04	7
PC/PH05	24
PC/PH06	0
PC/PH07	7
PC/PH08	2
PC/PH09	0
PC/PH10	7
PC/PH11	5
PC/PH12	7
TOTAL:	105

(+ 19 NEW RBP = 124)

_____ NON-RESIDENT CARDS ISSUED

January Monthly Training Record -- 2021			
Date	Training Type and Title	Attended/Viewed by	Length of training
11-Jan	OMA Training-RAILS	Ron P.	1.25
13-Jan	Understanding the Impact of Deepfake Videos	Kris K.	0.75
13-Jan	Workplace Health & Productivity/A.P. webinar	Ron P.	1
14-Jan	Diversity Training/LIRA/Britt Module	Ron P., Debra, Kris	2
18-Jan	From Incubation to Delivery: How to Apply Project Management to Your Music-Related Projects	Debra	0.5
13-Jan	staying healthy in 2021	Debra	1
14-Jan	The Release of Coronavirus Vaccines: What are the HR and Legal Challenges for Employers	Debra	1
18-Jan	Lights, Camera, Action! Using Video to Promote Student Engagement	Debra	0.75
18-Jan	Analog Mixer training	Debra	1
19-Jan	Teaching Students with Disabilities during COVID-19	Debra	0.75
20-Jan-21	Diversity Training/LIRA/Britt Module	Magali	0.5
21-Jan	LIRA: HIPAA Privacy & Security	Ron P.	0.75
28-Jan	Vaccination Virtual Mtg with KCHD and Area Chambers	Debra	0.5
		TOTALS	11.75

1/19	**Convert Excel Files to Marc Records**	Peggy	0.5	0.5
1/19	Polaris 6.7 webinar	Cassidy, Kitty, Lisa	1	3
1/14	OCLC's Express digital delivery program	Peggy	0.5	0.5
1/20	Diversity Training/LIRA/Britt Module	Peggy, Cassidy	0.75	1.5
1/27	Polaris Cataloging in Leap webinar	Cassidy	**1**	**1**
			TOTALS	6.5

Date	Training Type and Title	Attended/Viewed by		Length of training
1/12/2021	IRS SPEC webinar (Stakeholder Partnerships, Education & Communication)	Paulette Harding		1
1/14/2021	CFPB's *Your Money, Your Goals*	Bridget Kerans		0.75
1/15/2021	SNAAZ meeting (Adult Services Managers of Larger-Sized Public Libraries)	Paulette Harding		1.5
1/22 & 29/2021	Presidential Pets Through the Ages: The Presidents, the Pets and Resources on Animal Care, and the Importance of Animals in our Lives	Bridget Kerans, Annette Bellino	1	2
1/22/2021	Ready to File Your Tax Return	Paulette Harding		**1**
1/26/2021	Diversity Training/LIRA	Paulette Harding		0.75
1/26/2021	Thornton painting program	Kathleen Ryczek		1
1/28/2021	RAILS Members Update	Kathleen Ryczek		1
			TOTALS	9

Date	Training Type and Title	Attended/Viewed by		Length of training
1/26/2021	Diversity Training/Lira	Jill		0.75
1/21, 23	Spring Book Club Picks (Booklist)	Mary-Megan K; Jill Berrill		2
27-Jan	Read Squared Program Training	Lynn D.		1.5
			TOTALS	4.25

5-Jan	**lynda.com: human-centered leadership**	Elizabeth	0.5
1/6/2021	LSL	Lauren	4
1/6/2021	Lifting Voices: The Black Friend on…	Lisa F.	1
1/8/2021	Lifting Voices: From Cover to Cover Graphic Novels…	Lisa F.	1
1/8/2021	Booklist Shelfcare	Lauren	0.25
1/8/2021	Youdin Book Buzz 2021	Lauren	1
1/9/2021	Accompanying Young Readers	Anna	1
1/9/2021	Encouraging Early Literacy	Anna	1
1/21/2021	LELA	Lauren & Teresa 1 hr & 1.5	2.5
1/22/2021	Random House Children's Books	Lauren	1
1/29/2021	Diversity in the Workplace	Lisa F.	0.75
		TOTALS	14

Date	Training Type and Title	Attended/Viewed by		Length of training
1/1/2021	How to use OBS Studio	Alex@YouTube		0.15
1/11/2021	How to dismantle the hotend	Alex@YouTube		0.23
1/13/2021	Create a bedroom in Blender	Alex@YouTube		0.15
1/15/2021	Quest 2 VS PSVR	Alex@YouTube		0.25
1/18/2021	Cloth in Unity	Alex@YouTube		0.12
1/19/2021	AnimatedBulletPoints in Premiere	Alex@YouTube		0.23
1/19/2021	Tutorial Build vrchat worl in Unity	Alex@YouTube		1
1/21/2021	Through the Lenses Quest 2 VSS Rift VS Vive	Alex@YouTube		0.17
1/22/2021	Boolean intersect tool	Alex@YouTube		0.15
1/25/2021	How to do 3D lattice infil in Meshmixer	Alex@YouTube		0.13
1/26/2021	File Outputs and Illustrator	Alex@YouTube		0.13
1/28/2021	Blender 2.8 viewport overlays, shading modes and shading panel	Alex@YouTube		0.17
1/7/2021	Filming with little to no light	Racha@YouTube		1.25
1/13/2021	DIY Studio lights	Racha@YouTube		0.33
1/15/2021	Rotobrush Feature in After Effects	Racha@YouTube		0.5
1/15/2021	HTML essential training cont.	Racha@Lynda		1
1/19/2021	Lights, camera, action. Using video to promote student engagement	Racha@Believe		0.75
1/20/2021	Understanding Wix editing features	Racha@Wixsite		0.5
1/25/2021	How to shoot in Natural lighting	Racha@YouTube		0.75
1/29/2021	On the Spot Business Headshots	Racha@Lynda		0.33
1/20/2021	Adobe Premiere (week total)	Jonathan@inApp		12
1/26/2021	Adobe Illustrator	Jonathan@inApp/YouTube		2
1/7/2021	CompTIA A+ (220-1001) Printers	James@Lynda		1.33
1/8/2021	CompTIA A+ (220-1001) Portable Computing	James@Lynda		2.4
1/13/2021	CompTIA A+ (220-1001) Networking	James@Lynda		3.38
			TOTALS	29.4