FEBRUARY 2022 Executive Director Reports

FEBRUARY HIGHLIGHTS

End of February and early March the library highlighted Legos in a variety of programs and displays.

During February Deb Muscarello was contacted by a group called Pursuit, and arranged, along with Bill Slayton, for a team of disabled adults to come once or twice a month to volunteer by dusting shelves and other light duties. This will begin in March.

Personnel Changes

- Children's Ref. Assist. Abby P. transitioned to Material Services Assist. effective 2/7/22
- Rehired former Children's Ref. Assistant Amanda G., effective 2/8/22
- Hired PT Page Lara P., effective 2/14/22

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- Feb 1 – Debra attended the Kiwanis zoom meeting, and held second interviews for a Studio Coordinator.
- Feb 1 – Meeting to discuss the partnership with the garden club
- Feb 3 – Debra attended the summer reading meeting and the Board Finance Committee meeting
- Feb 4 – Debra attended meetings with TBS, Dee Brennan of RAILS, TTSG and the OE platform for health insur.
- Feb 7 – Debra held a directors meeting; monthly meeting with Deb M
- Feb 8 – Debra held a Leadership Team meeting
- Feb 9 – Pizza Day for staff
- Feb 9 – Debra and Sue had their monthly meeting; also met with Imagetec and Elite Document Solutions
- Feb 10 – Debra and Bill had their monthly meeting
- Feb 10 – PCPLD hosted the Kiwanis coloring for cancer event
- Feb 17 – Walk throughs in the library for two bid projects; regular meeting of PCPLD Board of Trustees was postponed.
- Feb 21 – Debra and Kris both attended the State Library zoom for legislative meet-ups

- Feb 23 – Debra and Sue met to discuss the budget; Debra and others zoomed with Bibliotheca to discuss book drop bids
- Feb 24 – Regular, rescheduled meeting of the PCPLD Board of Trustees. (Debra called in)

Deputy Director of Public Services – Kristine Kenney

- February 1 – Interview for Studio opening
- February 2 – Gimlet training at Branch
- February 3 – Attended SRC meeting; Local history grant meeting with Lisa M. and Peggy
- February 3 – Attended Finance committee meeting
- February 7, 21 – Director's Meeting
- February 8 – Leadership Team Meeting
- February 9 – Held monthly meeting with Paulette
- February 10 – Held a Public Desk Managers meeting; Attended the Kiwanis Phil's Friends coloring event
- February 14 – Attended RAILS Resource Sharing committee
- February 16 – Monitored Lego display setup in main hallway
- February 17 - Held monthly meeting with Jill
- February 20 – Oversaw Sunday concert with Skip Griparis
- February 21 – Attended the annual Legislative Meet-up online; Held monthly meeting with Hannah
- February 23 – Held monthly meeting with Elizabeth; Met with NILTC personnel
- February 24 – Held an Artisan Fair meeting with Mary and Elizabeth; Attended monthly Board Meeting
- February 25 – Attended monthly RAILS Board Meeting

We have a few projects that Kris has been working on. The first is an Arts Midwest grant which will allow us to showcase three of our Soundwave Music Library musicians and pay for a couple of music workshops. Next is our March Photo Contest. Kris worked with Lon to create a gallery on our website and a form for individuals to fill out and submit their photographs. The contest runs through March. Items will be judged and the winners will be printed and exhibited on the amoeba during Art Appreciation Around the World on April 9. Lastly, the Artisan Fair this summer is moving along. February has been a busy month for finding vendors. I contacted the market vendors we used in 2018 with the hope that many will return and also found a few new vendors. Elizabeth and Mary have also been scouting for new attendees.

Deputy Director of Support Services – Ron Pauli

- Attended the following Meetings: Exec. Director's; Dep. Dir.; Board Meeting; Leadership Team; Executive Staff
- Completed online IMRF short-term disability documentation
- Onboarded two new hires and wrote job offer letters for two new hires
- Researched "long-haul" Covid as it relates to ADA and reasonable accommodation on Health & Human Services website as well as CDC & EEOC website resources on same
- Coordinated with Business Manager to responded to FOIA request for 2020 PCPLD payroll records
- Posted updated OSHA Standard Accident Report per guidelines and posted on staff accessible bulletin boards
- Updated Staff Portal with revisions to Employee Handbook for ease of access
- Interviewed for Security Monitor position with Security Services Coordinator
- Coordinated with Exec. Director and Material Services Manager to host Elgin Community College Intern for school related/work experience
- Compiled Group Health Plan data specific to Illinois Consumer Coverage Disclosure Act Illinois Essential Health Benefits (EHB) for posting on staff portal

- Coordinated with Deputy Director and Board President to reschedule monthly board meeting and close building early on 2/17 due to inclement weather
- Coordinated with insurance rep to adjust health care coverage provider for staff member
- Attended virtual meeting with A.P. broker to discuss Open Enrollment platform changes
- Confirmed and completed IMRF documentation for return to work status for employee
- Completed the following Compliance Dashboard documentation: Notices to all employees; HIPAA Privacy/Security Notices; COBRA & USERRA Notices; Plan Summary; Non-Discrimination Notice

Business Office – Sue Haisan

- 2/3 Finance Committee meeting
- 2/4 Debra, Brian TTSG proposal / copier lease ; Debra, Ron Open enrollment platforms
- 2/8 Leadership Team meeting
- 2/9 Debra monthly meeting ; Debra, Brian copier / printer proposals
- 2/10 Webinar: HRCI Refining equitable practices
- 2/14 Worker's comp annual audit
- 2/18 Discussion with PMA regarding investments
- 2/23 Budget meeting with Debra
- 2/24 Board meeting

Studio1405 and IT Services – Brian Ormond

- The IT department worked with the Business Office and Administration in reevaluating the printing and copying needs of the Library District and selecting a new vendor. Brian scheduled and hosted numerous meetings with various vendors and then presented his findings at the February board meeting.

Reference Services Department – Paulette Harding

- Our passport acceptance agents continue to be very busy with appointments this month; agents completed 30 passports in February!
- Our volunteer income tax assistors handled a total of 36 appointments in February. Tracy Oishi and I prepared/transmitted 34 returns and our new volunteer, Violet Johnson, prepared 2 returns on her very first day!

- Professional meetings:
  2/2 ELSUM (Electronic Subscription Managers Network Group)—Vadim Seyfer
  2/4 Middle Managers' Meeting—Paulette Harding
  2/10 BIG (Business Interest Group)—Steven Zanfardino
- Steven Zanfardino attended the Economic Development Committee (EDC) at Hanover Park Village 2/8/22 and also was in the audience during Hanover Park Mayor's State of Village Address on 2/9/22. He met virtually with Schaumburg Library's business librarian and several potential program presenters.
- We received a gift of a beautiful bouquet of flowers from patron Linda Oishi that we displayed in the nonfiction area. Photo included.

Above: Your Irish Ancestors

Below: Sand Art Terrariums

Material Services Department – Peggy Maiken

- Interviewed a candidate for ECC internship position.
- Attended the Public Services Manager meeting.
- Lisa and Peggy attended the RAILS Technical Services Networking Group meeting.
- Abby transferred from the Children's Department to the Materials Services Department. Cassidy is training her to do copy cataloging.
- Cassidy and Peggy met virtually with Baker & Taylor reps for a BTcat dem. BTcat is a bibliographic utility.
- Cassidy cataloged some of the donated Urdu books and is getting assistance from the RAILS World Language Cataloging Services Program for records for the rest of the books.
- Lisa worked with studio to complete the digitization of the oral histories.
- Lisa completed research on Community of Hope Church for Hanover Park Historic Committee.

- Lisa is working an application to Illinois State Historical Records Advisory Board Historical Records Grant. The proposed grant would fund archival boxes to store historical Streamwood artifacts housed at the Streamwood Park District.

Popular Materials Department – Jill Berrill

-During the month, Erin Isaacson and James McAdams visited Westbrook Senior Living with the Vanmobile. They had 10 checkouts and issued one new library card.

Mary Megan Kalvig held the Adult Craft in Meeting room 1.

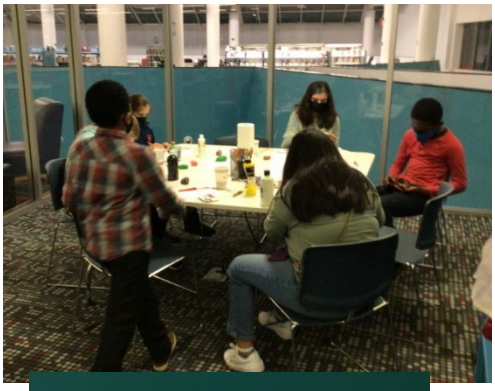
The Winter Reading Challenge finished strong. We had 163 Adults register for the program, with 112 finishing it. We had 41 staff register and 30 finish.

Teen Services Department – Hannah Sloan

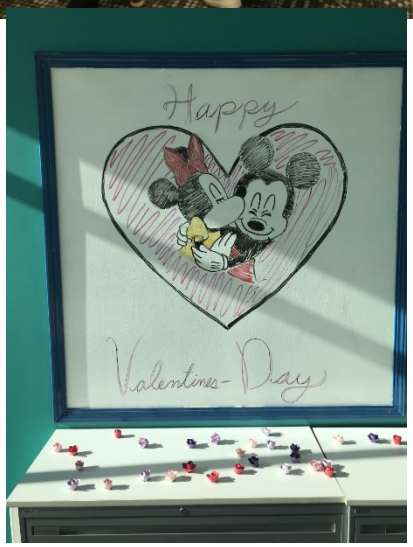
- Tom took signs to the 4 schools
- Hannah and Tom talked to two Tefft teachers about what we offer and Hannah gave a tour to them as they are making a report for others at the school
- Tom helped to make Legos on the 3d printer for children's programs
- Bubble tea take home craft was gone within 1/2 an hour of school being let out

Teen Services Department – Hannah Sloan

Zodiac painting

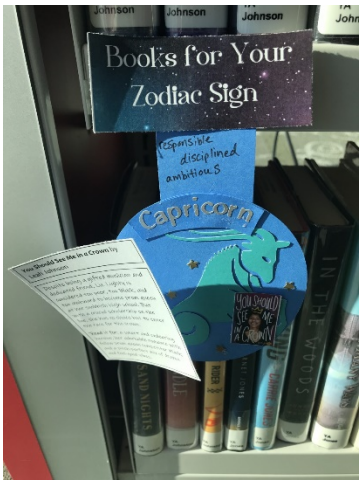


Teen creativity on white Board –

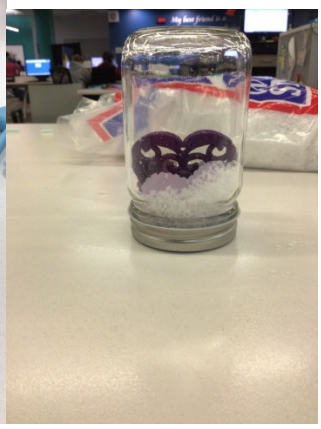


TAB member, Jasmine, drew this on the board for Valentines day.

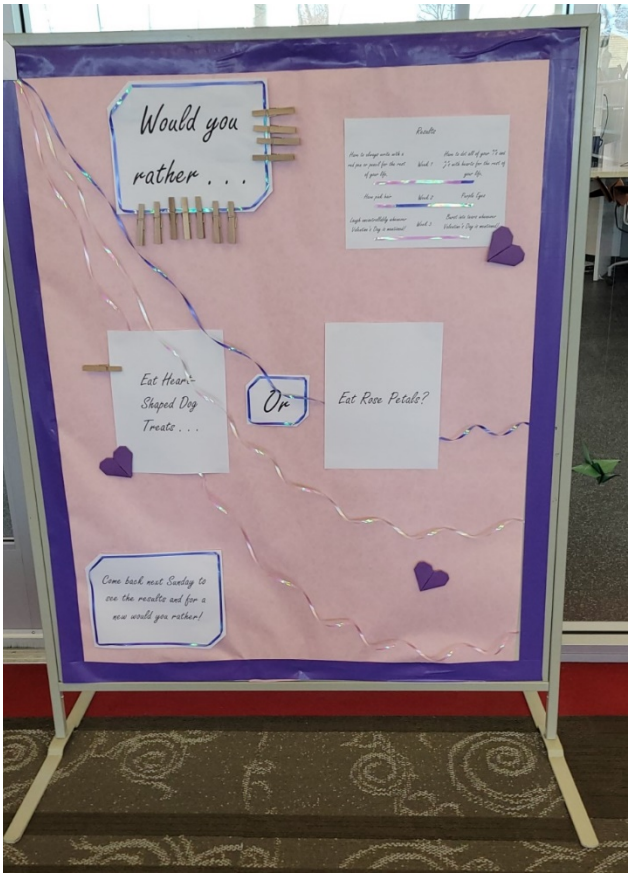
Shelf talkers for this month:



Valentine Snow Globe – 2/3/22



Passive Program Board – Would you rather? Valentine's Day Edition (TAB member, Gwendolyn Margiotta, helped in the design of the board)

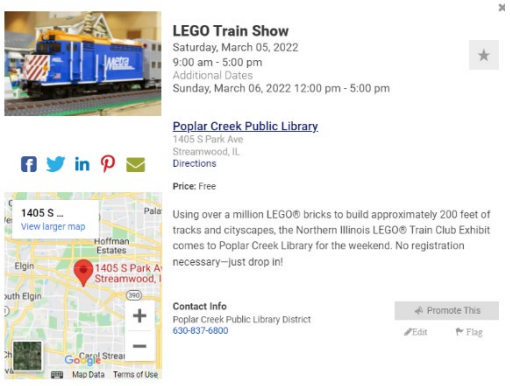


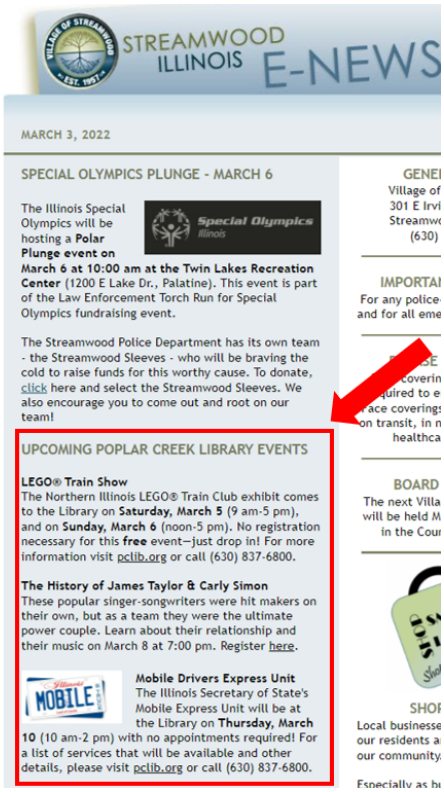
Public Relations and Adult Programming – Mary Hauserman

- NEWSLETTER: Finished working on the spring (March/April/May 2022) newsletter. Sent to printers and it was delivered to homes/businesses on 2/25/22.
- ADVERTISING: Submitted weekly "Connections" column to Examiner.
- WINTER READING CHALLENGE "Warm Up with a Book": Ended promotion for Winter Reading Challenge.
- LEGO TRAIN SHOW: Started promotion of our LEGO exhibit in-house and also:
  - Daily Herald (posted on their online events calendar and sent press release)
  - Examiner (sent them the press release and included info in weekly Connections columns. Also, gave Bruce, the Editor, info to try to take newspaper photos at the event to publish afterwards)
  - City Spark WGN news (posted on online events calendar)
  - Arts DuPage (posted on their online events calendar)
  - Twitter & Facebook postings (multiple days)
  - Village of Streamwood (sent Sharon info to include in their weekly Friday eNews and sent her the flyer to put out at Village Hall)
  - Sent flyer (English/Spanish) to Streamwood Park District to display
  - Brought flyer to local Starbucks
- ARTISAN FOOD & CRAFT FAIR: Started promotion for a "call for vendors" for our Artisan Food & Craft Fair (June 22, July 13, August 10).
- SUNSHINE COMMITTEE: Had a staff pizza day on Feb. 9th. The pizza was provided by Papa John's located in Streamwood, who gave us a great discount. The event was very well received with 60 staff members participating.
- *PICTURING WOMEN INVENTORS* POSTER DISPLAY: Installed an eight-poster display for Women's History Month in the Main Library in the Amoeba (Computer Services area). Accompanying the display are three costumed mannequins, generously supplied free of charge from All Dressed Up Costumes located in Batavia. Posters supplied by the Smithsonian Institution Traveling Exhibition Service.
- MEETINGS/WEBINARS ATTENDED:
  2/2/22 – Attended Artisan Fair meeting
  2/3/22 – Attended Summer Reading Challenge meeting

Examples of advertising for LEGO Train Show

WGN Community Calendar (online)





Arts DuPage events calendar (online)

Facebook

Arts DuPage

ONLINE/STREAMING | THEATRE & DANCE | MUSIC | VISUAL ART | MUSEUMS | ART FESTIVALS

Home › Family Fun › LEGO® Train Show

Share

LEGO® Train Show

Presented by Poplar Creek Library District *at* Poplar Creek Library District, Streamwood IL

MAR 05 - 06 2022

Northern Illinois LEGO Train Club

Bring the whole family to this free event at Poplar Creek Library in Streamwood, Illinois.

ADD IT

The Northern Illinois LEGO® Train Club exhibit comes to Poplar Creek Library on Saturday, March 5 (9 am-5 pm), and on Sunday, March 6 (noon-5 pm). No registration is necessary for this free event—just drop in! For more information visit pclib.org or call 630-837-6800.

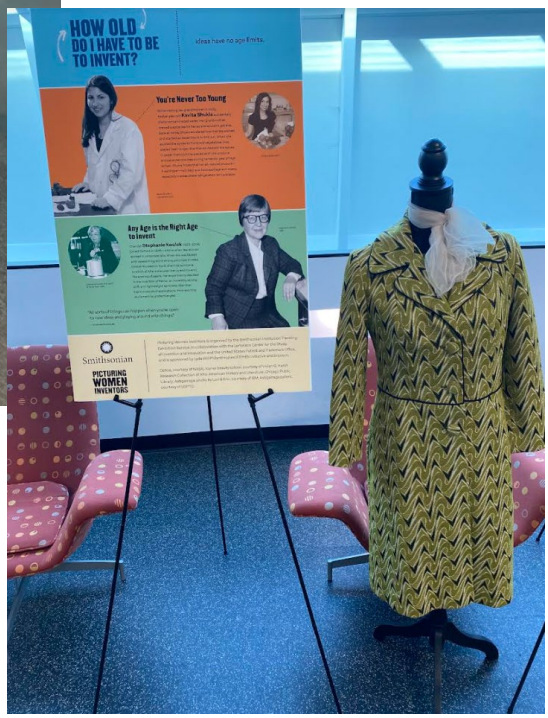
Poplar Creek Public Library District
Published by Racha Basraoui · 17h ·

For details, visit pclib.org

113 People reached | 5 Engagements | -2.5x lower Distribution score | Boost post

2

Picturing Women Inventors
Poster Exhibit
March 1-31

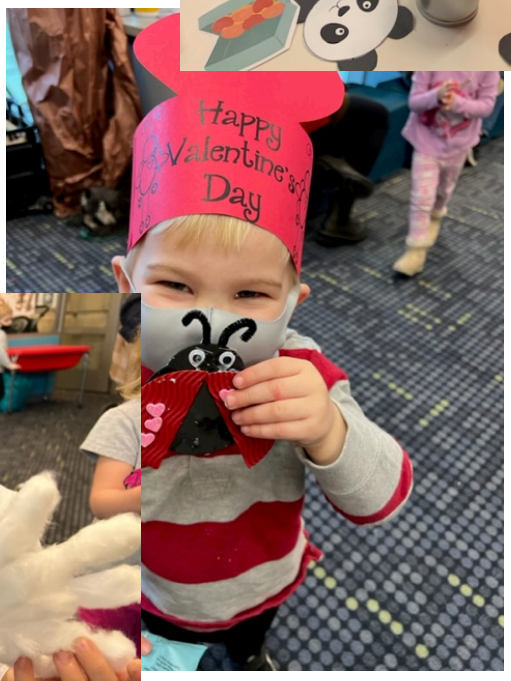


Children's Services Department – Elizabeth Drennan

- We held our monthly programming and department meetings. Elizabeth also attended Leadership Team, Public Desk Managers, and Artisan Food & Craft Fair meetings.
- Elizabeth attended a Monarch Award Committee meeting, and chose the next list for 2023.
- Elizabeth and Lisa met with reps from U46 and the surrounding libraries to discuss this year's summer reading challenge and its promotion.
- The Department offered several drop-in LEGO events to promote the exhibit in March.
- The winter reading club wrapped up on Feb 18, with Children's having 161 kids enrolled.

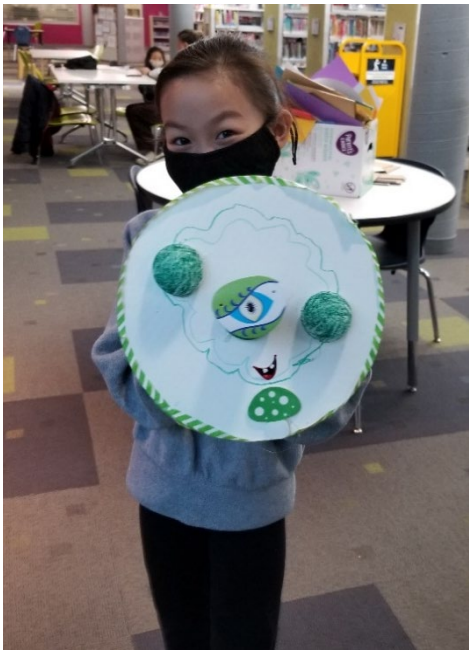
Baby & Toddler classes

Preschool classes



Big Kid classes

Tween classes



MAINTENANCE REPORT – February 2022

- **Replace worn chair arms – Bill**
- **Work on security system problems – Bill**
- **Check in and store cleaning supply order – Paul**
- **Replace urinal flush valve – Paul**
- **Bring self check from branch and install at Main – Paul/Miguel**
- **Refill wipe buckets – Miguel**
- **Perform periodic maintenance on personnel lifts – Miguel**
- **Snow blow, shovel and salt – All**
- **Repair chairs in Teen area – Miguel**
- **Deliver mail/packages – Bill**
- **Change quad outlet cover in Admin – Bill**
- **Set up/tear down for board meeting – Bill/Miguel**
- **Retrofit high bay fixtures to LED – Miguel**
- **Hang new elevator certificates – Bill**
- **BAS periodic maintenance – ACI**
- **Various program set ups – All**
- **Drill and re-tap piece for 3D printer – Bill**
- **Mop up water from mailroom spill – Bill**
- **Lighting system maintenance and repair – Miguel**
- **Repair Plexiglas divider for Rm 5 – Paul**
- **Change out urinal mats – Paul**
- **Replace batteries for soap dispensers – Paul**

- **Restroom checks/sanitizing – Paul/Miguel**
- **Break up waste pit for McCloud pest control – Paul**
- **Paint short walls in Children's area – Paul**
- **Clean and change out salt mats – Paul/Bill**
- **Trim Plexiglas guard and add stabilizers to several others – Bill**
- **Install new soap dispenser in Women's room, repair dispenser in Men's – Miguel**
- **Repair towel dispenser in T/S – Miguel**
- **Repair stair tread edging in Children's – Miguel**
- **Put out metal for recycling – Paul**
- **Glue down threshold strip by west door – Paul**
- **Branch runs – Miguel/Paul**
- **Spot clean carpet in Children's -Paul**
- **Replace carpet tile in Teen area – Paul**
- **Pick up masks from committeeman's office – Miguel**
- **Assist TYCO with alarm problems – Miguel**
- **Search for missing panic button – All**
- **Replace flush valve in 1st fl Men's room – Paul**
- **Trace for new Cat6 line to stage from control room – Bill**
- **Filter inventory and order – Bill**
- **Empty Pace trash cans – All**
- **Replace chipped/worn tiles in mailroom – Paul**
- **Stabilize Plexiglas guards – Bill/Paul**
- **Repair sink in Admin restroom – Miguel**
- **Pick up trash from parking lot – Miguel**
- **Replace light bulbs in IT storeroom – Paul**

- **Paint floor in IT storeroom – Paul**
- **Patch/ paint by elevators, replace corner guards - Paul**
- **Change batteries on several security devices – Bill**
- **Assemble and deliver new chairs – Bill/Paul**
- **Install new snow barricade on north roof – Metalmaster**
- **Repair book carts – Miguel**
- **Gas up and clean van – Miguel**
- **Patch/Paint around elevator on 1st fl and LL – Paul**
- **Install new corner guards by elevators – Paul**
- **Pre-drill corner guards for future installation – Bill**
- **Assist IT with set up for new Studio supervisor – Miguel**
- **Attend pre-bid meeting for stair removal – Bill**
- **Attend pre-bid meeting for branch lot repairs – Bill**
- **Put away paper goods order – Bill**
- **Layout and install new light fixture in Reference – All**
- **Layout and install new light fixture in Grade school – Bill**
- **Reset AHU3, off on freeze stat – Bill**
- **Replace thermostatic valve on Reference radiator – Bill**
- **Replace lock on flagpole – Paul**
- **Add outlets in boiler room – Paul**
- **Change toilet spud in TS -Miguel**
- **Repair sensor on sink valve – Miguel**
- **Cut new keys for flagpole lock – Bill**
- **Deliver book donations to Bella Terra – Miguel**
- **Recycle discarded books – Miguel**
- **Clean refrigerators – Miguel**
- **Check boiler pump #1 unusual noise/vibration – Bill**

- **T/S and repair TYCO security problems – Miguel**
- **Clean and organize maintenance carts – Miguel**
- **Translate for patron, assist w/printer – Miguel**
- **Re-open café – Paul**
- **Install new LED desk lights in Children's – Paul**
- **Assist Canteen Co. with new coffee machine install – Paul**
- **Take down Snowflake banner - Paul**

Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Chat	39		
Ref Desk	407	9	86
Popular Materials Dept	103	3	79
CSC Desk	46	405	174
Children's Desk	124	15	162
Teen Desk	122	5	16
Studio	1	43	17
Branch	59	81	10
TOTALS	**901**	**561**	**544**
Total IPLAR	**1462**		

Training Hours by Department		
Reference Services	19.25	
Popular Materials	9.5	
Teen Services	2	
Branch	0.75	
Children's Services	17.5	
IT Services/Studio	28.25	
Materials Services	4	
Security	0	
Maintenance	0	**total:**
Admin/Business/Reception/PR	11.25	**92.5**

Item	**number sold**	**net price**
Hardcover book	144	$131.04
Paperback	113	$51.42
DVD	140	$127.40
CD	23	$20.93
Total Book Sale	420	**$330.79**
Meeting room		**$ 240.00**
Passport Facility Fee	30	$1,090.00

Hours Open: Main	274	
Branch	298	
Days Open: Main	28	
Branch	28	
Meeting Room STATS		
Meeting Rooms By Staff	33	
Meeting Rooms By Patrons	4	
RA Study Room Uses	223	
Teen Study Room Use	52	**total**
Children's Study Room Use	3	**study rooms:**
Studio Room Use	13	**291**

Inhouse Programs					
Date	Venue	Program Name	Staffed by	# of occurances	Total Attendance or views
ADULT					
2/1, 8, 15, 22	In Library	Pins/Needles	Dori D.	4	28
8-Feb	Hybrid	Adult Craft (heart wreath)	Mary-Megan K.	1	35
16-Feb	In Library	Bingo	Erin I	1	9
2/8, 22	In Library	ESL Conversation	Blanca S.	2	12
19-Feb	In Library	Zumba en espanol	Blanca S.	1	12
2/3, 9, 24	In Library	Book Discussions	Lynn D., Mary-Megan (sub)	3	33
2/23/2022	In person	3D Printed Cookie Cutters	Jonathan and Daniel	1	2
2/20/2022	In-Library	Family Concert Series: Skip Griparis 70s Heroes of Rock	Kris	1	29
2/15/2022	In Library	PowerPoint Basics	Steven Zanfardino	1	3
2/16/2022	In Library	Gardeners' Corner: Sand Art Terrariums with Kathryn Christie	Bridget Kerans	1	35
2/24/2022	In Library	Kellie Biggott	Kathleen Ryczek	1	9
2/24/2022	In Library	Genealogy workshop: Your Irish Ancestors	Annette Bellino	1	11
2/27/2022	In Library	Branding Your Skills with Anna Marie MacDonald	Bridget Kerans	1	2
2/7/2022	Offsite at the Tap	Trivia Night at the Tap House	Vadim Seyfer and Lisa Mueller	1	29
			TOTALS:	**20**	**249**
CHILDREN'S					
		PreK			
Feb, 2022	PCPL	Family Storytime	Lauren	3	156
Feb, 2022	PCPL	Messy Art	Lauren	2	46
Feb, 2022	PCPL	My First Storytime	Anna	5	29
Feb, 2022	PCPL	Toddler Time	Anna	8	169
Feb, 2022	PCPL	Preschool Storytime	Lauren	8	172
Feb, 2022	PCPL	Historias Preescolar	Hilda	3	36
2/3/2022	PCPL	Snow Angel Picture Frames	Lauren	1	34
2/8/2022	PCPL	Toddler Hearts Day	Anna	1	21
2/10/2022	PCPL	Winter STEM Station	Lauren	1	25
2/22/2022	PCPL	Toddler Art Night	Anna	1	27
		Elementary			
2/3/2022	PCPL	LOVEly Science	Lisa O.	1	14
2/9/2022	PCPL	Winter Club	Lisa O.	1	8
2/10/2022	PCPL	Paper Quilling	Lisa O.	1	14
2/10/2022	PCPL	Dia de la Amistad	Eugenia	1	6

2/24/2022	PCPL	Super STEAM Stations	Lisa O.	1	18
2/24/2022	PCPL	Mariquita Malhumorada	Eugenia	1	8
		Tweens			
2/8/2022	PCPL	Valentine's Mug	Vynette	1	12
2/15/2022	PCPL	Infinity Cubes	Vynette	1	9
2/22/2022	PCPL	Mystery Art Bags	Vynette	1	11
			TOTALS:	**42**	**815**
TEEN					
2/1/2022	in person	zodiac painting	hannah	1	7
2/3/2022	in person	valentine snow globe	isabell	1	8
2/7/2022	in person	hand warmers	hannah	1	5
2/9/2022	in person	tab	hannah	1	16
2/21/2022	in person	mini catapult	tom	1	5
2/24/2022	in person	anime	tom	1	2
			TOTALS:	**6**	**43**
One on Ones					
Teen		Podcast training		1	1
Adult		passports	various	30	49

Passive Programs					
TEEN					
	in person	Gaming in teen room	all teen staff	1	3
	digital	Podcast Downloads (20 episodes)		20	68
	digital	YouTube video views		1	1
2/17/2022	in person	take & make: bubble tea	all teen staff	1	10
2/1/2022	in-person	Would you rather? Valentine's Day Edition	Marta	1	33
2/1/2022	in-person	Dysfunctional Conversation Hearts	Marta	1	24
			TOTALS:	**25**	**139**
ADULT					
1/20/2022	digital	Build-A-Beat Using Pro Tools Audio Software	Jonathan	1	61
1/6/2022	digital	Create a Photo Slideshow Using iMovie	Racha	1	8
multi	digital	multiple videos	studio staff	4	11
		craft	Mary Megan	1	78
			TOTALS:	**7**	**158**
Childrens		Passive (toys, craft bags, coloring sheets)	**TOTALS:**	**3**	**212**

Outreach Programs					
Date		Program Name/Location	Staffed by	# of occurances	Total Attendance
				# of patrons served	# of items delivered
2/1/2022		Home Delivery-Residences	Erin Isaacson	9	41
2/8/2022		Home Delivery-Assisted Living	Erin Isaacson/James McAdams	5	16
2/15/2022		Home Delivery-Residences & Bella Terra	Erin Isaacson	10	31
2/22/2022		Home Delivery-Assisted Living	Erin Isaacson/James McAdams	3	10
			TOTALS:	**27**	**98**
				# of occurances	Total Attendance
2/14/2022	offsite	Heritage Elem	Lisa O	1	15
2/15/2022	offsite	Hanover Countryside	Lisa O	2	31
2/24/2022	offiste	Heritage Elem	Hilda	1	26
			TOTALS:	**4**	**72**

Circulation Statistics February 2022

Main	Checkouts	10982
	Renewals	5596
	Total:	16578
Branch	Checkouts	655
	Renewals	394
	Total:	1049
	Library total:	17627
Eelectronic resources	**Overdrive:**	2416
	Hoopla	566
	Kanopy	72
	Total circulation:	**20681**

Item circulation by patron code

Main	Adult	10540
	Book Discussion	58
	Homebound	174
	LINK/Inn-Reach	649
	Staff/Board	1153
	Juvenile	2200
	Online access	51
	Reciprocal Borrowe	1088
	Teen	482
	Teacher	88
	ILL/OCLC	95
	Total:	**16578**

Daily Transactions

Main	Mondays	1573
	Tuesdays	1593
	Wednesdays	1235
	Thursdays	1307
	Fridays	1187
	Saturdays	1655
	Sundays	784
	Total:	**9334**
Branch	Mondays	84
	Tuesdays	67
	Wednesdays	49
	Thursdays	64
	Fridays	87
	Saturdays	66
	Sundays	6
	Total:	**423**
	Library total:	9757

Branch	Adult	816
	Teen	43
	LINKin/Inn-Reach	60
	Staff/Board	34
	Juvenile	38
	Reciprocal Borrowe	56
	Online access	2
	Teacher	0
	Total:	**1049**

Patron Cross Borrowing

Main to Branch	550
Branch to Main	225

Interlibrary Loan requests

Items sent to other libraries LINKin and OCLC

from:	Main	744
	Branch	60
	Total:	804

Received from other libraries LINKIN and OCLC

To:	Main	398
	Branch	28
	Total:	426

Library Visits

Branch	562
Main(Park Ave)	5585
Main (Library LN)	3737
Total Main Visits	9322
Total library visits	9884

Patron registrations

	Main	170
	Branch	11
Total:		181

Item Circulation Statistics

From 2/1/2022 To 2/28/2022 11:59:59 PM

Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	73	52	38	90
Blu-ray Disc	104	91	30	121
Blu-ray Disc - Local Patrons Only	27	73	0	73
Book - Battle of the Books	65	26	47	73
Book - Regular Loan	8388	5913	4178	10091
Book - Short Loan	20	40	1	41
Book with CD	79	37	54	91
CD	82	66	30	96
Computer Laptop	5	13	0	13
DVD	615	557	154	711
DVD/Blu-Ray - Local Patrons Only	25	58	0	58
Equipment	12	13	1	14
Flashcards	9	7	3	10
Gov Docs Reference Material	1	1	0	1
In-house use	13	49	1	50
Interlibrary Loan	346	293	105	398
Internet Resource	1839	1936	0	1936
Juvenile Blu-ray Disc	14	12	3	15
Juvenile DVD	402	304	190	494
Juvenile Video Game	100	137	2	139
Kit	6	3	3	6
New Audiobook	16	15	7	22
New Blu-ray Disc	58	95	79	174
New Book	934	811	474	1285
New DVD	107	200	148	348
New Juvenile Blu-ray Disc	3	5	3	8
New Juvenile DVD	23	30	31	61
New YA Video Game	2	4	0	4
Periodical	65	74	1	75
Playaway	20	12	13	25
Portable Charger Device	5	6	0	6
Video Game	34	39	0	39

Item Circulation Statistics

Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
YA Video Game	9	10	0	10
Total For Organization:	13489	10982	5596	16578

Sonya Crawshaw Branch

	Items	Checkouts	Renewals	Transactions
Book - Battle of the Books	8	2	6	8
Book - Regular Loan	437	219	271	490
Book - Short Loan	1	0	1	1
CD	2	2	0	2
DVD	22	12	12	24
Interlibrary Loan	27	13	15	28
Internet Resource	248	257	0	257
Juvenile DVD	28	15	19	34
Juvenile Video Game	18	19	0	19
Kit	2	0	3	3
New Book	102	88	49	137
New DVD	18	21	15	36
New Juvenile DVD	4	5	3	8
Periodical	2	2	0	2
Total For Organization:	918	655	394	1049
Grand Total:	14380	11637	5990	17627

Monthly Training Record -- Feburary 2022			
Date	Training Type and Title	Attended/Viewed by	Length of training
Feb 4,7	**Creative Sauce Recording Training**	Debra	2
9-Feb	Crash Course in Narrative Nonfiction	Kris	1
10-Feb	Unattended Children: How to talk to parents about their children	Kris, Ron	1
2/10/2022	HRCI Refining equitable practices	Sue h	1
15-Feb	Path Forward: Building Trust web.	Ron	1
15-Feb	Managing Finances in Times of Inflation	Kris	1
16-Feb	IL Consumer Coverage Act web.	Ron	1
22-Feb	Executive Decision Making	Debra	1
23-Feb	ERISA Compliance Requirements	Ron	1.25
23-Feb	Audio and Visual Production	Debra	1
		TOTALS	11.25

1-Feb	**Gimlet Training by Kris K.**	Monica, Sara, Natalie	0.75

Date	Training Type and Title	Attended/Viewed by	Length of training
2/4/2022	LACONI TSS Vendor Fair	Peggy	2
2/10/2022	Copyright for librarians: what you need to know	Peggy	1
2/11/2022	Unattended Children: How to talk to parents about their children	Peggy	1
		TOTALS	4

Date	Training Type and Title	Attended/Viewed by		Length of training
2/9/2022	Crash Course in Narrative Nonfiction	Bridget Kerans, Kevin Brown, Paulette Harding	1 hour ea	3
2/10/2022	data.census.gov: Streamlining the Way You Get Data	Steven Zanfardino		1
2/11/2022	Homeless Clients: Compassionate solutions to problematic behavior	Steven Zanfardino		1
2/11/2022	Unattended Children: How to talk to parents about their children	Steven Zanfardino		1
various	We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After	Paulette Harding, Steven Zanfardino	1 hour ea	2
2/17/2022	COVID-19 Conflict Management (Niche Academy)	Paulette Harding		0.75
2/18/2022	Checking-in instead of checking-out: taking a mindful and compassionate approach to librarianship	Kathleen Ryczek		1
2/22/2022	Copyright for Libraries: What you Need to Know	Steven Zanfardino		1
2/22/2022	PubMed Essentials	Kathleen Ryczek		1
2/23/2022	Orientation to Legal Research: Tracing Federal Regulations	Steven Zanfardino		1
2/24/2022	ALA Connect Live: Sustainability and Climate Action for Libraries and Our Communities	Paulette Harding		1
2/28/2022	The 11 Federal Holidays: What, When, Why, And How These Days Got To Be Holidays	Paulette Harding		1
Various	Data Literacy for Librarians	Steven Zanfardino		4.5
			TOTALS	19.25

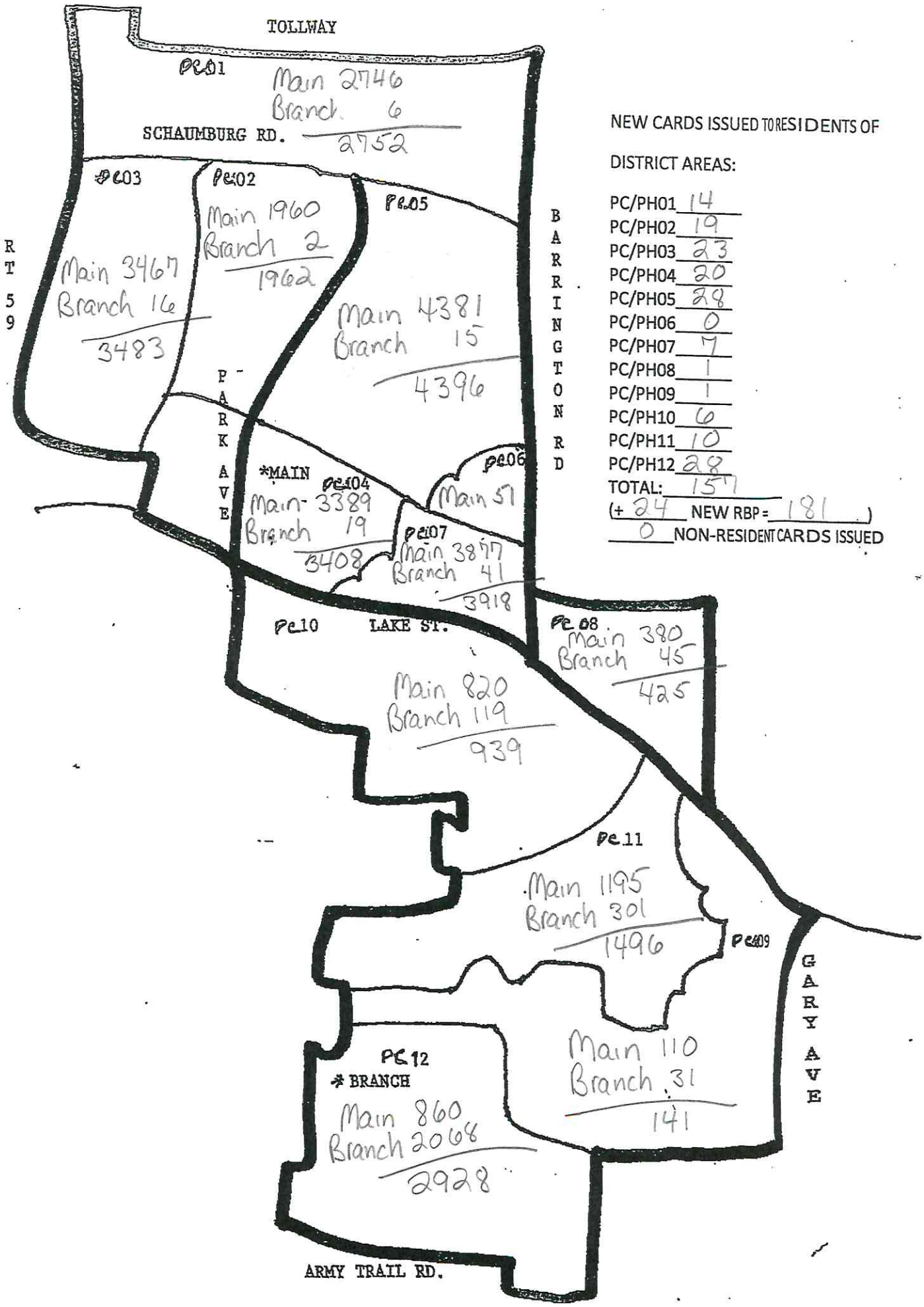
Monthly Training Record -- 2022			
Date	Training Type and Title	Attended/Viewed by	Length of training
2/7/2022	Webinar: Transitioning to Libby	Jill B	1
7-Feb	Webinar: How to train your community on Libby	Jill B	1
2/8/2022	Adult Faves Booklist webinar	Lynn Donahue@pcpld	1
2/7/2022	Small Scale ESL Programs Niche webinar	Blanca Stephens@pcpld	1
2/11, 27	Unattended Children webinar	Blanca Stephens, Jill B@pcpld	2
2/25/2022	Amazing Audiobooks webinar Booklist	Lynn Donahue@pcpld	1
2/25/2022	Amazing Audiobooks webinar Booklist	Blanca Stephens@pcpld	1
2/25/2022	Niche Academy - Library Dementia Services	Erin Isaacson @pcpld	1.5
		TOTALS	9.5

Date	Training Type and Title	Attended/Viewed by	Length of training
2/11/2022	**Ryan Dowd Unattended Children**	TOM	1
20-Feb	Unattended Children: How to talk to parents about their children's behavior	marta	0.25
2/27/2022	How can Booktok on TikTok inform readers' advisory services for young people? by Margaret K. Merga	marta	0.75
		TOTALS	2

Date	Training Type and Title	Attended/Viewed by	Length of training
2/8/2021	**ABOS: Pop-up Libraries**	Lisa F.	1
2/9/2021	Niche Academy: Copyright	Lisa F. , Anna	2
2/9/2021	STEMinist Reads: PreK- 12 feminist reading list	Anna	1
10-Feb	ABOS: Library of Things	Lisa F.	0.5
2/11/2021	Ryan Dowd: Unattended Children	Lisa F., Amanda, Anna, Vynette	4
2/11/2021	New Homes, New Stories: An Illustrator Panel about Home and Family	Anna	1
2/14/2021	Mackids school and Library Spring Preview Event	Anna	1
2/15/2021	Magnificent Middle Grade	Anna, Hilda, Vynette	3
2/20/2021	Crash Course Narrative Nonfiction Novelist Webinar	Anna	1.5
2/24/2021	Freedom to Read Roundtable	Anna	1.5
25-Feb	Amazing Audiobooks	Anna	1
		TOTALS	17.5

Date	Training Type and Title	Attended/Viewed by	Length of training
2/8/2022	IoT Foundations: Low-Power Wireless Networking	James@LinkedIn	3
2/23/2022	Windows Server 2019: Configure Hyper-V	James@LinkedIn	1
2/9/2022	Oculus Quest Virtual Reality - Tilt Painting App	Jonathan@Oculus	2
2/14/2022	Musical Physics - Program Research/Development	Jonathan@Brittanica, Wiki, websites	5
2/21/2022	Musical Physics - Program Research/Development	Jonathan@Brittanica, Wiki, websites	5
2/28/2022	Musical Physics - Program Research/Development	Jonathan@Brittanica, Wiki, websites	8
2/4/2022	Photoshop mask tutorial	Racha@YouTube	0.5
2/8/2022	Intro to video color correction	Racha@LinkedIn	1
2/10/2022	Sketchup for beginners	Racha@YouTube	0.25
2/12/2022	Tinkercad (cookie cutter)	Racha@YouTube	0.25
2/12/2022	Unattended children training	Racha@Vimeo	1
2/11/2022	Photoshop 2022 Essential Training	Daniel@LinkedIn	0.5
2/12/2022	Learning 3D Printing	Daniel@LinkedIn	0.25
2/22/2022	Making a Cookie Cutter using Tinkercad	Daniel@YouTube	0.25
2/23/2022	Sewing for Beginners - How to use a sewing machine - How to sew	Daniel@YouTube	0.25
		TOTALS	28.25

February 2022



NEW CARDS ISSUED TO RESIDENTS OF DISTRICT AREAS:

PC/PH01	14
PC/PH02	19
PC/PH03	23
PC/PH04	20
PC/PH05	28
PC/PH06	0
PC/PH07	7
PC/PH08	1
PC/PH09	1
PC/PH10	6
PC/PH11	10
PC/PH12	28
TOTAL:	157
(+ 24 NEW RBP =	181)
0 NON-RESIDENT CARDS ISSUED	