DECEMBER 2022 Executive Director Reports

DECEMBER HIGHLIGHTS

Our Jolly Jingle Fest is becoming an annual family tradition for our patrons. Hundreds came through the library for hot cocoa, games, prizes and photos outside with Santa's reindeer! We are discussing making this a library-wide open house next year. Additionally, the December concert, Random Ringers brought in record attendance of over 80.

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- December 2 Annual staff holiday luncheon at the Seville – The Bartlett madrigal choir performed and staff played holiday bingo for poinsettia prizes
- December 4 Jolly Jingle Fest has become an annual tradition at PCPLD! Held inside this year with live reindeer outside, and My Cocina food truck.
- December 5 Debra held a director's meeting; Debra and Jill held a monthly meeting concerning Community Engagement
- December 6 Debra attended (hosted) the monthly Kiwanis zoom meeting
- December 6 Debra and staff attended a Bibliotheca preliminary TEAMS meeting in the board room with the project manager assigned to us
- December 6 Debra and Deb had their monthly planning meeting (finalizing the board agenda)
- December 7 Debra attended the Community Engagement meeting
- December 7 Several board members, Kris and Debra represented the library at Mayor Billie Roth's annual holiday party

- December 8 Debra, Ron and Steven represented the library at the Bartlett Chamber holiday lunch
- December 8 Regular meeting of the PCPLD board of trustees
- December 11-15 Debra interviewed candidates for the teen librarian position and the material services assistant manager, along with other senior staff

Deputy Director of Public Services – Kristine Kenney

- Dec 2 – Attended the Staff Luncheon
- Dec 4 – Attended Jolly Jingle Fest
- Dec 5 – Director's Meeting
- Dec 6 – Bibliotheca Installation Meeting
- Dec 7 – Attended the Mobile Library Committee Meeting
- Dec 7 – Village Christmas Party
- Dec 19 – Interview for Teen Librarian
- Dec 19 – Met with Hannah for monthly one-on-one
- Dec 20 – Interview for Teen Librarian
- Dec 21 – Attended a Bartlett Chamber Ribbon Cutting

Deputy Director of Support Services – Ron Pauli

- Attended the following Meetings: Exec. Director's; Dep. Dir.; Board Meeting; Executive Staff
- Launched Open Enrollment on new online platform Employee Navigator
- Met with various direct reports to discuss holiday PTO and schedules
- Worked various shifts at Branch to fill in during absences and helped train new hire
- Met with Material Services Manager to discuss applicants for Assist. Manager
- Participated in Kiwanis Holiday Toy Drive event at local gymnastics venue
- Attended Bartlett Area Chamber of Commerce Holiday Luncheon
- Met with Deputy Director of Public Services to discuss closing Library due to winter storm warnings on 12/21

IT Services – Brian Ormond

- Book drop replacement for inside and outside units at main library is scheduled for early February. Submitted to vendor pre-project documentation. Worked with Maintenance department and contractor to plan the installation of new units in current wall openings.
- Credit card acceptance for patron printing, copying, and faxing at both libraries, in addition to the installation of all-in-one scan and fax devices at both libraries, is scheduled for March.

Submitted to vendor pre-project documentation and created a new virtual server the system will run on.

- Point of sale system replacement at both libraries is in staff training phase with a go-live date of the end of January.
- Camera system replacement at the main library is planned to be budgeted for next fiscal year. Camera vendors are beginning to be scheduled for on-site surveys and project proposals.
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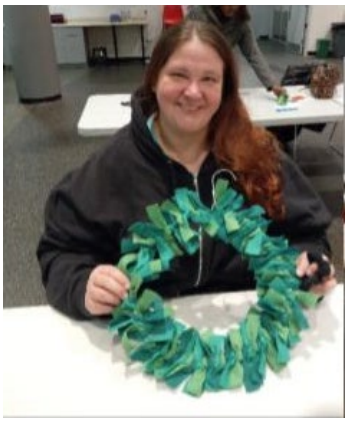
Material Services Department – Peggy Maiken

- The Magazine Giveaway ran from December 12-14.
- Materials Service staff helped train new Branch clerk.
- Peggy attended the Biblioinsider's meeting and visited the Skokie Public Library.
- Peggy and Lisa F interviewed a candidate for the page position.
- Peggy, with Debra S., interviewed 2 candidates for the Assistant Materials Services position, one in person and one via Zoom.
- Lisa worked with a volunteer to assist in local history
- Lisa continued scanning, Throwback Thursdays, and adding to the Digital History Collection
- Lisa's submission for the January/February 2023 Hanover Park Hi-lighter was published (see below)

Popular Materials Department – Lynn Donahue

- During the month, James McAdams & Erin Isaacson twice visited Westbrook Senior Living with the Vanmobile. They had a total of 15 visitors, 14 check-outs, and 1 hold.

Felt Wreath Craft:



Studio1405 – Devon Paddock

- Studio featured a gift-wrapping station which was utilized by 13 patrons.
- Studio staff photographed 44 families during Jolly Jingle Fest on December 4.
- Patron equipment usage: Recording Booth (19), iMac Lab (22), Cricut (19), 3D Prints (34), Photo sessions (76).

Holiday Vinyl Wood Sign Program:

Children's Services Department – Elizabeth Drennan

- Lisa Fabris and Lauren Manu met with Mandy Aubry (Early Childhood Program Coordinator, Keeneyville 20) and her teachers, to discuss having their next family engagement field trip at the library on Friday, February 10th. The parents along with their preschoolers will come to the library on Friday, Feb. 10th for a tour, preschool level scavenger hunt, as well as stories.
- Lauren presided over the Lincoln Story League meeting on Dec 7.
- Chelsea Kelly and Hilda Jackson attended Lincoln Story League on Dec. 7.
- We delivered a collection to Greenbrook Pre-school, it was their first one ever.

PreK classes

Big Kid classes

Tween classes

Public Relations, Marketing and Programming – Mary Hauserman

- ADVERTISING: Submitted weekly "Connections" column to Examiner. Submitted Jolly Jingle Fest and Radio's Golden Age programs to Streamwood's weekly eNews (see attached email blast). Winter Reading Challenge ¼-page ad was submitted to the Examiner to run for 2 weeks (last week in December and first week in January).
- WINTER READING CHALLENGE (WRC): Dan completed working on promotional material for WRC and began printing large signage and other materials.
- SUMMER CELEBRATION: Dan worked on possible logos for Streamwood's Summer Celebration 2023 which will be presented at the next Committee meeting on Jan. 4.
- SUNSHINE COMMITTEE: We held a Holiday Craft & Hot Chocolate Bar in the staff lounge. Staff enjoyed making custom hot chocolates and eating tasty cookies over a three-day span. We also had an Ugly Sweater Day on Friday, Dec. 16. See photos attached.
- MEETINGS/WEBINARS ATTENDED:
  12/2/22 – Attended Staff Holiday Luncheon
  12/8/22 – Attended Board meeting as guest manager
  12/13/2 – Attended Executive Staff lunch & meeting

Family Concert Series
Random Ringers Handbell Choir
12/18/22

Program Survey's from Random Ringers concert

Program Survey

Program: Random Ringers Handbell Choir Date: 11/28/22

How satisfied were you with:	Very	Satisfied	Neutral	Unsatisfied
the overall quality of the event?	X			
The expertise of the presenter?	X			
the entertainment value?	X			

How did you learn about this library program?

☒ Library website ☐ Library TV screen ☐ Social Media
☒ Library newsletter ☐ Newspaper ☐ School
☐ Poster ☐ Other

Comments Very good & fun - appreciate the effort of this program!

Program Survey

12/13

Program: Random Ringers Handbell Choir Date: 11/28/22

How satisfied were you with:	Very	Satisfied	Neutral	Unsatisfied
the overall quality of the event?	✓			
The expertise of the presenter?	✓			
the entertainment value?	✓			

How did you learn about this library program?

☐ Library website ☐ Library TV screen ☐ Social Media
☐ Library newsletter ☐ Newspaper ☐ School
☐ Poster ☑ Other a member of the Random Ringers

Comments Lovely Space

Program Survey

Program: Random Ringers Handbell Choir Date: 11/28/22

How satisfied were you with:	Very	Satisfied	Neutral	Unsatisfied
the overall quality of the event?				
The expertise of the presenter?	X			
the entertainment value?	X			

How did you learn about this library program?

☐ Library website ☐ Library TV screen ☐ Social Media
☒ Library newsletter ☐ Newspaper ☐ School
☐ Poster ☒ Other FRIEND

Comments Love The Programs You Bring To Us.

Program Survey

Program: Random Ringers Handbell Choir Date: 11/28/22

How satisfied were you with:	Very	Satisfied	Neutral	Unsatisfied
the overall quality of the event?	✓			
The expertise of the presenter?	✓			
the entertainment value?	✓			

How did you learn about this library program?

☐ Library website ☐ Library TV screen ☒ Social Media
☐ Library newsletter ☐ Newspaper ☐ School
☐ Poster ☐ Other

Comments GREAT

Future Program Suggestions Keep The Program Going See you in FEB.

Thank you for completing this survey.

Program Survey

Program: Random Ringers Handbell Choir Date: 11/28/22

How satisfied were you with:	Very	Satisfied	Neutral	Unsatisfied
the overall quality of the event?	X			
The expertise of the presenter?	X			
the entertainment value?	X			

How did you learn about this library program?

☒ Library website ☐ Library TV screen ☐ Social Media
☐ Library newsletter ☐ Newspaper ☐ School
☐ Poster ☒ Other

Comments I look forward to this concert every year! Thank you for the hot chocolate. These ladies are fabulous.

Future Program Suggestions

Thank you for completing this survey.

Program Survey

Program: Random Ringers Handbell Choir Date: 11/28/22

How satisfied were you with:	Very	Satisfied	Neutral	Unsatisfied
the overall quality of the event?	✓			
The expertise of the presenter?	✓			
the entertainment value?	✓			

How did you learn about this library program?

☐ Library website ☐ Library TV screen ☐ Social Media
☐ Library newsletter ☐ Newspaper ☐ School
☐ Poster ☐ Other

Comments Wonderful!!

Future Program Suggestions Thank you

Sunshine Committee
Holiday Craft & Hot Chocolate Bar
and
Ugly Sweater Day

Gingerbread House Decorating
with Chef Susan Maddox
12/12/22

Teen Services Department – Hannah Sloan

- **Teen Book Nerd Stats for 2022** - 30 signed up (2 of which are staff), 16 logged books, 268 books read, 6 people completed (2 of which are staff)

- **Adult Book Nerd Stats for 2022** - 63 signed up (6 of which are staff), 40 logged books, 954 books read, 20 people completed (2 of which are staff)

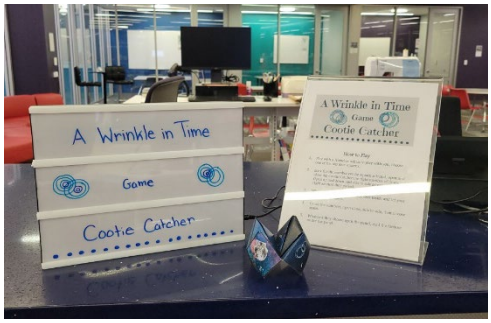
3D Ornament Painting 12/1/22

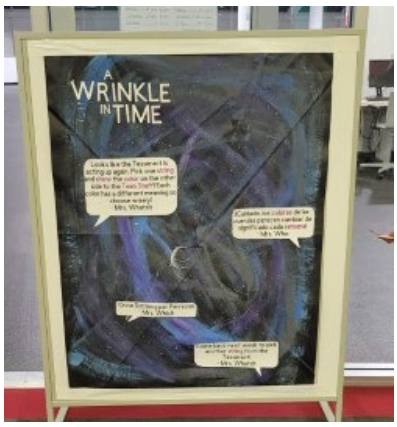
Holiday Earrings 12/8/22

Marta's Passive Program – Requested by a teen patron for *A Wrinkle in Time* Theme

Board – A Wrinkle in Time

Lightbox – A Wrinkle in Time Cootie Catcher Game

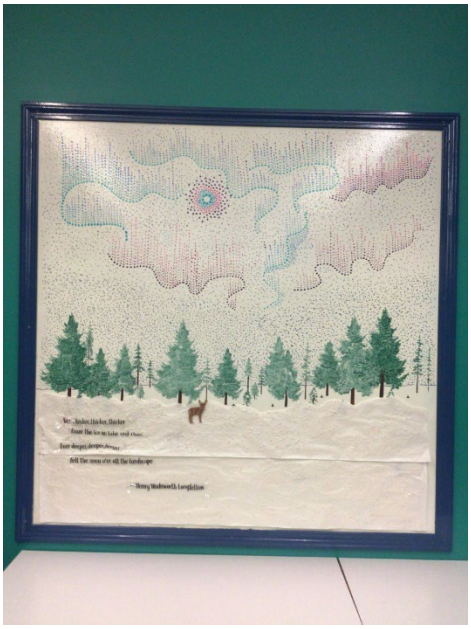




Updated the Hallway Program Display – Marta

Holiday Decoration – The Twelve Days of Sarcasm – Marta

Isabell's Whiteboard — Northern Lights



Isabell's Shelf-Talkers: 24 Hour Stories

Reference Services Department – Paulette Harding

- Meetings:
  - PCL Mobile Committee meeting (12/7)
- Outreach-Business Librarian Steven Zanfardino:
  - Bartlett Chamber luncheon at Villa Olivia (12/8)
  - Economic Development Committee meeting in Hanover Park (12/13)
  - Exchanged the PCL poster at the Metra Station (12/14)
- Projects:
  - Kevin Brown completed his annual certification training as passport agent; Kathleen Ryczek is completing training.
  - Paulette Harding completed VITA volunteer Income Tax Assistance advanced tax preparation training/certifications.
  - Deputy voter registrars signed their special oaths to renew their terms until November 30, 2024. *Congratulations*
    - ✓ Lynn Donahue
    - ✓ Waheeda Haq
    - ✓ Catherine Naughton
    - ✓ Steven Zanfardino
  - Annette Bellino posts "What's New in the Library" Tuesdays and "Weekly E-News" on Fridays.
  - 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' program photos:

Program: 'TIS THE SEASON: Holiday Traditions from Radio's Golden Age

Kathleen Ryczek's nonfiction book display: Happy Holidays

Kathleen Ryczek's gallery exhibit:

- Exhibit for Nov-Dec (gallery walls & display case):
    - Carrie Carlson: "*Reverie: From Nature Journal to Block and Press*"

MAINTENANCE REPORT

DECEMBER 2022

- **Re-install large electrical box cover in west pump room – Bill**
- **Assist IT with light tree removal – Miguel**
- **Install tent for winter program – Bill/Miguel**
- **Assist Mary with Jinglefest set up – Miguel**
- **Move furniture in Reference area – Miguel**
- **Clean refrigerators – Miguel**
- **Change battery on YA emergency door – Miguel**
- **Assist patron with translation – Miguel**
- **Paint Jill's new office in TS – Paul**
- **Test and adjust power shades in YA – Bill**
- **Stock paper goods – Bill**
- **Clean carpet in TS office – Paul**
- **PM lift batteries – Paul/Miguel**
- **Pick up 3D printer from MPPL – Miguel**
- **Repair Children's shelving – Paul**
- **Install sorter room light switch – Bill**
- **Install wall shelves at branch, bolt to wall – Paul**
- **Empty Pace cans – Miguel**
- **Lighting maintenance- Miguel**

- **Install cap on boiler water line to VAV 22 – Miguel**
- **Take van in for service – Miguel**
- **Change battery on motion sensor #50 – Miguel**
- **Rebuild flush valve in TS restroom – Miguel**
- **Sand, prime, paint wall by Studio – Paul**
- **Set up/install timers for book displays – Paul**
- **Wash down and treat west sewage pit – Paul**
- **Set up tables for magazine giveaway – Paul**
- **Set up hot water for Teen study – Paul**
- **Change batteries on paper towel dispensers – Paul**
- **Move desk parts to storage and sort – Paul**
- **Emergency repair to roof drain in Storytime room – Paul**
- **Clean up mess caused by leaking roof drain, remove water, mop floor, shampoo carpet, etc. – Paul**
- **Shovel and salt as needed – All**
- **Tighten all barstools in café – Bill**
- **Fill all dried up floor drains on lower level – Bill**
- **Deliver new bench to pre-school area – Bill**
- **Meet with Parvin-Clauss on new electronic library sign options – Bill**
- **Reattach PVC roof drain on N/W corner – Bill**
- **Set up for Random Ringers program – Paul**
- **Remove ink stains from Teen chair – Bill**

- **Replaced spud gasket and rebuilt flush valve and handle on toilet in staff cafeteria – Bill**
- **Adjust tall chair at Ref desk – Bill**
- **Treat east waste pump w/Bactizyme – Bill**
- **Repair and reinstall one red handicapped plate in south lot, reattach 5 others with Tapcons – Bill**
- **Tear apart and inspect two old boiler pump motors and inspect for cause of damage – Bill**
- **Replace arm rests on two chairs – Paul**
- **Clean and lube all salt spreading equipment – Paul**
- **Move metal to dock for recycling – Paul**
- **Work on exterior door at branch – Paul**
- **Change battery on door contact #34 – Bill**
- **Take down holiday lights and decorations – Paul**
- **Set up for Noon Year's Eve program – Miguel/Paul**
- **Change batteries on automatic faucets – Miguel**
- **Tear down and store Christmas tree – Miguel/Paul**
-

Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Chat	18		
Ref Desk	265	15	71
Popular Materials Dept	90	7	56
CSC Desk	89	397	96
Children's Desk	133	15	100
Teen Desk	96	8	23
Studio	2	151	13
Branch	38	45	35
TOTALS	**731**	**638**	**394**
Total IPLAR	**1369**		

Training Hours by Department		
Reference Services	16.5	
Popular Materials	0	
Teen Services	8.5	
Branch	0	
Children's Services	13.5	
IT Services	0	
Studio Services	15.5	
Materials Services	0.5	
Security	0	
Maintenance	0	TOTAL:
Admin/Business/Reception/PR	3	57.5

Item	**number sold**	**net price**
Hardcover book	133	$115.09
Paperback	101	$44.96
DVD	86	$78.26
CD	17	$15.75
Total Book Sale	337	**$254.06**
Meeting room		
Passport Facility	15	**$565.00**

Hours Open: Main	274	
Branch	295	
Days Open: Main	28	
Branch	27	
Meeting Room STATS		
Meeting Rooms By Staff	39	
Meeting Rooms By Patrons	6	
Pop Mat Study Room Uses	169	
Teen Study Room Use	31	
Children's Study Room Use	3	TOTAL:
Studio Room Use		203

Programs Statistics				
Date	**Program Name**	**Staffed by**	**Sessions**	**Attendance**
Synchronous In-Person On-Site				
Ages 0-5				
Dec, 2022	Family Storytime	Lauren	2	118
Dec, 2022	Messy Art	Lauren	1	50
12/2/2022	Winter Builders	Chelsea	1	17
12/2/2022	DIY Match & Seek	Lauren	1	34
12/5/2022	Navidad Espectacular	Hilda	1	35
12/6/2022	Baby Dance Party	Chelsea	1	19
12/6/2022	Peanut Snowpeople	Lauren	1	50
12/8/2022	Tiny Wreaths	Lauren	1	56
12/11/2022	Christmas Family Storytime	Lauren	1	47
12/12 & 12/13/2022	Hanover Park Park Dist PreK	Lisa F	2	38
12/20/2022	Preschool Christmas Storytime	Lauren	1	43
12/20/2022	… Rockin' Dance Party	Chelsea	1	17
12/21/2022	Baby's First Ornament	Chelsa	1	14
12/30/2022	Noon Year's Eve	Lauren	1	117
		TOTAL:	**16**	**655**
Ages 6-11				
12/1/22	Family Reindeer Prints	Lisa M.	1	20
12/8/22	Papa Noel	Eugenia	1	7
12/8/22	Santa Cones	Lisa M.	1	19
12/15/22	Holiday Surprise	Lisa M.	1	20
12/6/22	Happy Birthday, Walt!	Vynette	1	14
12/13/22	Cocoa & Cards	Vynette	1	12
12/20/22	Holiday Ornaments	Vynette	1	10
		TOTAL:	**7**	**102**

Ages 12-18				
12/1/2022	3D Ornament Painting	Tom	1	8
12/8/2022	Holiday Earrings	Isabell	1	5
12/14/2022	TAB meeting	Hannah	1	9
12/12-12/15/2022	Cocoa and Cram (over 4 days)	all teen staff	4	36
12/15/2022	Anime	Tom	1	2
		TOTAL:	**8**	**60**
Adults 19 and older				
12/1/2022	Medicare en Espanol	Blanca	1	6
	Pins & Needles	Dori DesRoches	4	37
12/8/2022	Memory Café	Erin Isaacson	1	3
12/8/2022	Adult Craft	Mary-Megan	1	13
12/7/2022	Chair Yoga	Erin Isaacson	1	14
12/10/2022	Zumba	Blanca	1	6
12/13/2022	Crafternoon	Mary Megan	1	16
12/18/2022	Family Concert Series: Random Ringers Handbell Choir	Mary & volunteer	1	83
12/15/2023	SCORE	Steven Zanfardino	2	2
12/15/2022	Traditions from Radio's Golden Age	Paulette Harding	1	9
12/8/2022	Vinyl Wood Sign Craft	Studio - Devon	1	8
		TOTAL:	**15**	**197**
General Interest				
12/4/2022	Jolly Jingle Fest	Mary, Kris, Elizabeth, Hilda, Tom, & 8 volunteers	1	300
12/12/2022	Chef Maddox: Gingerbread House Decorating	Mary & volunteer	1	29
		TOTAL:	**2**	**329**
Synchronous In-Person Off-Site				
Ages 0-5				
12/8/22	Streamwood Pk Dist PreK	Chelsea	1	10
12/14/22	Streamwood Montessori PreK	Lauren	3	25
12/15/22	Greenbrook PreK	Lauren	6	108
		TOTAL:	**10**	**143**

Ages 6-11				
12/5/22	St. John's K-2	Lisa M	3	47
12/6 & 12/9/2022	Hanover Countryside	Lisa F	2	85
12/7/22	Heritage Elem	Hilda	1	29
12/7/22	Ridge Circle, 2nd & 3rd gr	Lisa M	2	46
12/7/22	Ridge Circle, Kdg	Lauren	1	18
12/7/22	Ridge Circle, K, 1st, 3rd gr	Lisa F	3	64
12/14/22	Heritage Elem	Lisa M	4	78
12/15/22	Ridge Circle elem	Hilda	1	60
12/16/22	Heritage Elem	Lisa F	2	69
12/21/22	Hanover Countryside	Hilda	1	19
		TOTAL:	**20**	**515**
Ages 12-18		**TOTAL:**	0	0
Adults 19 and older				
12/13/2022; 12/27/2022	Westbrook	Erin	2	15
		TOTAL:	**2**	**15**
General Interest		**TOTAL:**	0	0
Self Directed Activities	(formerly passive programs)			
Ages 0-5				
		toys, peppermint, coloring pages.	3	66
		TOTAL:	**3**	**66**
Ages 6-11		**TOTAL:**	0	0
Ages 12-18				
December	Gaming in teen room	all teen staff	1	5
December	Wrinkle in time board	all teen staff	1	11
December	cootie catcher	all teen staff	1	14
December	puzzle	all teen staff	1	19
December	cocoa take and Make (left overs from Cocoa and Cram)	all teen staff	1	30
all year	Teen Book Nerd		1	16
		TOTAL:	**6**	**95**

Adults 19 and older				
	Boredom Busters	adult reference	1	45
	wrapping paper station	studio	1	13
all year	Adult Book Nerd		1	40
		TOTAL:	**3**	**98**
General Interest				
	Puzzle	Reference	1	4
		TOTAL:	1	4
Synchronous Virtual Programs	(age does not seem to matter here)		**Number**	**Views**
		TOTAL:	0	0
Asynchronous Virtual Presentations	(age does not seem to matter here)			
	FB Live Christmas Storytime	Lauren	1	600
December	Podcast Downloads		1	6
		TOTAL:	**2**	**606**
Home Deliveries			**# of patrons served**	**# of items delivered**
12/6/2022	Residences		8	36
12/13/2022	Westbrook		1	4
12/20/2022	Residences + Bella Terra		18	59
12/27/2022	Westbrook		1	4
12/6/2022	Residences		8	36
		TOTAL:	**36**	**139**
ONE on ONEs				
12/17/2022	Proctoring	Kevin Brown	1	1
Various	1-to-1 technology appts, 1-to-1 genealogy appt	Vadim Seyfer, Steven Zanfardino, Annette Bellino	3	3
Various	New passport application acceptance appointments	Many staff	15	28
Various		studio	13	13
Various	photo sessions	studio	76	150
		TOTAL:	**108**	**195**

2016

Circulation Statistics December 2022

Main	Checkouts	9880
	Renewals	6113
	Total:	15993
Branch	Checkouts	891
	Renewals	480
	Total:	1371
	Library total:	17364
Eelectronic resources	**Overdrive:**	2460
	Hoopla	484
	Kanopy	83
	Total circulation:	**20391**

Item circulation by patron code

Main	Adult	10398
	Book Discussion	75
	Homebound	222
	LINK/Inn-Reach	632
	Staff/Board	1082
	Juvenile	1897
	Online access	45
	Reciprocal Borrowe	1147
	Teen	352
	Teacher	63
	ILL/OCLC	80
	Total:	**15993**

Daily Transactions

Main	Mondays	1080
	Tuesdays	1363
	Wednesdays	1441
	Thursdays	1434
	Fridays	933
	Saturdays	1236
	Sundays	730
	Total:	**8217**
Branch	Mondays	99
	Tuesdays	131
	Wednesdays	118
	Thursdays	9
	Fridays	53
	Saturdays	1
	Sundays	107
	Total:	**518**
	Library total:	8735

Branch	Adult	1129
	Teen	49
	LINKin/Inn-Reach	50
	Staff/Board	36
	Juvenile	78
	Reciprocal Borrowe	27
	Online access	2
	Teacher	0
	Total:	**1371**

Patron Cross Borrowing

Main to Branch	472
Branch to Main	179

Interlibrary Loan requests

Items sent to other libraries LINKin and OC

from:	Main	410
	Branch	48
	Total:	

Received from other libraries LINKIN and C

To:	Main	712
	Branch	50
	Total:	762

Library Visits

Branch	603
Main(Park Ave)	5785
Main (Library LN)*	3633
Total Main Visits	9418
Total library visits	10021

Patron registrations

	Main	166
	Branch	7
Total:		173

Item Circulation Statistics

From 12/1/2022 To 12/31/2022 11:59:59 PM

Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	85	57	43	100
Blu-ray Disc	81	72	20	92
Blu-ray Disc - Local Patrons Only	16	44	0	44
Book - Battle of the Books	81	47	65	112
Book - Regular Loan	7567	4990	4571	9561
Book - Short Loan	22	45	0	45
Book with CD	65	39	59	98
CD	76	61	34	95
CliffsNotes	4	3	2	5
Computer Laptop	4	9	2	11
DVD	619	505	218	723
DVD/Blu-Ray - Local Patrons Only	17	39	0	39
Equipment	21	26	1	27
Flashcards	2	1	2	3
In-house use	11	54	1	55
Interlibrary Loan	349	320	90	410
Internet Resource	1844	1955	0	1955
Juvenile Blu-ray Disc	25	19	13	32
Juvenile DVD	434	296	241	537
Juvenile Video Game	112	164	1	165
Kit	9	5	7	12
New Audiobook	21	21	9	30
New Blu-ray Disc	42	73	47	120
New Book	837	654	510	1164
New DVD	107	213	147	360
New Juvenile Blu-ray Disc	2	3	4	7
New Juvenile DVD	12	8	13	21
New Video Game	4	4	0	4
New YA Video Game	5	8	0	8
Periodical	47	49	0	49
Playaway	25	23	12	35
Playaway View	1	0	1	1
Portable Charger Device	7	8	0	8
Video Game	41	49	0	49

Item Circulation Statistics

Poplar Creek Public Library Main

	Items	Checkouts	Renewals	Transactions
YA Video Game	11	16	0	16
Total For Organization:	12592	9880	6113	15993

Sonya Crawshaw Branch

	Items	Checkouts	Renewals	Transactions
Audiobook on CD	1	1	1	2
Blu-ray Disc	1	0	1	1
Book - Battle of the Books	11	1	11	12
Book - Regular Loan	632	379	379	758
Book - Short Loan	1	1	1	2
CD	3	3	0	3
DVD	51	35	19	54
Interlibrary Loan	42	37	11	48
Internet Resource	291	302	0	302
Juvenile DVD	23	20	5	25
Juvenile Video Game	22	24	0	24
Kit	1	1	1	2
New Book	84	57	42	99
New DVD	14	20	6	26
New Juvenile DVD	3	0	3	3
Periodical	2	2	0	2
Portable Charger Device	1	1	0	1
YA Video Game	7	7	0	7
Total For Organization:	1190	891	480	1371
Grand Total:	13729	10771	6593	17364

Monthly Training Record -- December 2022 for 2023			
Date	Training Type and Title	Attended/Viewed by	Length of training
12-Dec	Creating Positive Conversations with Challenging Customers	Debra, Kris	1.5
13-Dec	Creating Positive Conversations with Challenging Customers	Magali	0.5
15-Dec-22	Creating Positive Conversations with Challenging Customers	Erika	0.5
16-Dec-22	Albrecht:Lib 2.0 DEI & Belonging	Magali	0.5
		TOTALS	3

12/7/2022	Lincoln Story Leauge	Lauren, Chelsea, Hilda 4 hrs each	12
12/16/2022, 12/19/22, 12/21	Creating Postive Converstaions with Challenging Customers	Lisa F. , Elizabeth, Amanda	1.5
		TOTALS	13.5

12/12/2022	Creating Postive Converstaions with Challenging Customers	Peggy	0.5

12/3/2022	Webinar - 20 new programs for 20-30 somethings on May 2020	Hannah	1
12/3/2022	Webinar - expanding adult technology instruction trough collabrative stakeholder evaluation	Hannah	0.5
12/13/2022	Creating Positive Conversations with Challenging Customers"	Jill	0.5
12/8/2022	Election Officials Workshop	Deborah	1.5
12/20 &12/30	Sewing Machine Training	Marta	5
		TOTALS	8.5

12/3/2022	Northern Illinois Documents Librarian quarterly meeting	Steven Zanfardino		1
12/5/2022	Spotlight on Safety: Addressing Threats in Public Libraries (PLA)	Paulette Harding		1
12/7/2022	Libraries and the Substance Abuse Crisis	Steven Zanfardino		1
12/8/2022	2023 Filing Season TaxSlayer® Enhancements Teams Training (Area 2 Partners)	Paulette Harding		2
12/12/2022	2022 TaxSlayer Enhancements	Paulette Harding		1
12/15/2022	Managing the Quiet Quitter	Paulette Harding		1
various	Brainfuse's HelpNow: Online homework help and virtual learning services for your patrons	Bridget Kerans, Steven Zanfardino	1 ea	2
various	Creating Positive Conversations with Challenging Customers	Annette Bellino, Bridget Kerans, Paulette Harding	.5 ea	1.5
various	Dept of State passport agent training	Kathleen Ryczek, Kevin Brown		6
			TOTALS	16.5

12/8/2022	Become a Portrait Pro	Devon	1
12/15/2022	Learning Your Canon DSLR	Devon	0.5
12/6/2022	Circut Practice	Daniel	4
12/30/2022	How to Use the Cricut Hat Press with Iron-On & Infusible Ink	Daniel	0.5
12/31/2022	CRICUT HAT PRESS ULTIMATE GUIDE | UNBOXING + HTV & INFUSIBLE INK CRICUT HATS	Daniel	0.5
12/31/2022	Cricut Hat Press: Can You Make More Than Just Hats?	Daniel	0.25
12/5/2022	Harmony Research (for Program)	Jonathan	4
12/12/2022	Harmony Research (for Program)	Jonathan	3
12/20/2022	Photoshop - Color Correction	Jonathan	0.75
12/20/2022	Cricut - Sticker Printing w/ Canon 100	Jonathan	1
		TOTALS	15.5