

Interim Executive Director Report for March 2024 Board Packet

NICK DEMSKE, INTERIM EXECUTIVE DIRECTOR REPORT

Personnel/Operations

In February, we were finally able to post the two full time librarian positions that had been vacated in December due to retirements. The posting received over 60 responses, more applicants than any posting I've seen since I've become part of administration. It closed in February, a hiring committee was assembled, we reviewed the applications and scheduled interviews for early March (once the annual report was submitted). In March, it was announced that the two open roles were offered to two of our internal candidates: Joana Jackson and Sean O'Toole. Sean started here in circ several years ago and, through the library's tuition reimbursement program, pursued his Master's in Library Science. He is leaving a full time role at an academic library in Milwaukee for this role and we're very glad to have him coming on staff full time. Joana has only been at the RPL for 8 months, but since day one she has overperformed in every way imaginable. Time after time she has exceeded our expectations and proven capable of anything this library throws at her. We are very grateful to have these great staff members leveling up to full time work here at the RPL.

An operations change we made recently worth noting is we removed the chat option on our website for people to ask questions through. This actually happened at the beginning of 2024 and I just failed to mention it in the last board report. The chat function proved really helpful during the pandemic when we were all working remote and almost everyone we were helping was reaching out from off site. Since we've returned to our normal library functions, though, we've realized that there were significant delays between when a chat might come in and when it might be answered.....because staff would be otherwise busy helping patrons in person and over the phones. Because we weren't responding to these questions until often the patrons were no longer logged into the chat interface, we removed the function altogether to avoid giving bad service through it.

Facilities

The door to the upstairs men's bathroom has been not functioning properly since the beginning of February, to where it doesn't even close properly. Mike and Evelin have been in correspondence with the crew that installed it and they were having a very hard time finding the part they needed to replace, but just recently we got news that they located one and we will not have to pay a few thousand dollars to get a new part not under our warranty. Thanks to Mike and Evelin for their persistence on that.

We have put into process reorienting some of our outside video cameras, in part because some of their angles were redundant (capturing the same shots), but also because there were no cameras positioned to record right in front of our Lake Avenue entrance doors. This space has been challenging lately, with a lot of people gathering outside there, making lots of noise, sometimes arguing and often smoking cigarettes or drinking (even though there are no smoking signs directly next to the doors). This new camera positioning will help us track better what is happening outside of that entrance. We want the entrance to feel safe, welcoming and open to everyone who approaches, so we've been more actively asking people to move to either side of the building, rather than the entrance, when we see people gathered outside now.

Lastly, our new boilers turned out to be more sensitive to gas pressure than the previous units, so we had to have Johnson Controls come in and make some adjustments throughout the building to prevent them from not running. Though the work sounded somewhat in-depth, it only took them one day and they were able to maintain an occupied temperature in the building, fortunately, so there was no interruption to services.

Meetings and Activities

Without a doubt the major effort that took precedence in February was preparing and submitting the state annual report to the Department of Public Instruction. Being that this was my first time doing this and that no one who currently works at the RPL has been intimately involved in this process before, it was even a bigger undertaking for us. The month began with a few virtual training sessions put on by our library system in which they walked directors of libraries in the system through the process in detail. It took up the majority of the month to track and organize the data for that report, but I want to recognize Evelin, our Business Manager, who contributed a lot to the effort via any section of the report that had to do with financials. I also want to thank the leaders of our library system, because I relied on them heavily for many questions last month and I'm sure I was just one of many library administrators doing so.

After a rather outrageous delay and many threads of correspondence trying to resolve the issue, we *finally* received the \$10,000 grant that we were awarded through UCLA's "Radical Librarianship Institute" in February. This was money we were supposed to receive mid-fall, so we're thrilled to not have that on our follow-up list anymore. As a reminder, the grant is related to the Participatory Defense Hub that has been running at the library since early January.

Speaking of the hub, there's been a number of library platforms that have looked to the work happening here in Racine and highlighted it in different ways over the past month. Prairie Lakes Library System posted an article on the hub/library connection [here](#). Another article has been drafted (not yet posted) for the platform Information Today. Lastly, in February, we were solicited to organize a presentation for a virtual summit being put on by the American Library Association's Social Responsibility Roundtable and Office for Diversity, Outreach and Literacy Services. The full name of the summit is "Abolitionist Visions and Intersections: Centering Human Relationships and Building Institutional Connections for Social Justice" and full details

can be found [here](#). In March, three of the core members of our Participatory Defense Hub will present during the conference, and they'll be receiving \$100 each from ALA for sharing their expertise with the greater library world.

Many other events and activities took place in March, which you can read about below. But the last one I'll highlight here was the 9th annual "Mary Finley and Marcie Eanes Memorial Black History Month Read-in." Communities across the country host Black History Month read-ins during February, where community members read excerpts of works by black writers throughout history to celebrate black literary genius.

The RPL has managed to do this for the last nine years now. The event is a little unique in that we typically have a committee of community members that organizes and leads it. This year the committee was composed of April Harris of the Black Arts Council of Racine, Kelsey Marie Harris (a local poet and artist), Javonna Lue of Black Leaders Organizing for Communities, Kelly Scroggins of Racine Women for Racial Justice and Genie Webb-Mitchell of Find the Light LLC. Myself and two other staff members, Joana Jackson and Keyontai Redding, also supported the committee's work. Keyontai and her daughter were two of the readers for the event and Joana MC'ed the event. Even one of our RPL Trustees, Grace Allen, participated as one of the night's readers! This was the first time since the pandemic began that we've had this event in person and it was an incredibly inspiring night of literature and connection. We had a hard time getting people to leave that night when the library was closing, even though the event had ended half an hour earlier.

February Programming Statistics

The Library presented 52 programs in February, which reached a total participation of 772 people. There was an average attendance of 15 attendees per program.

Programs	Target Age Group	Type	Format	Participa nts	# of Programs
Senior Bingo	Adult (19+)	Group attending	In-person	7	1
Computer Basics: Virus Prevention & Correction Workshop — What to do if your computer's infected	General Interest (all Ages)	Group attending	In-person	2	1
Prairie School Class Visit	Young Adult (12-18)	Group attending	In-person	56	1
STEAM Workshops: Python Programming	Children 6-11	Group attending	In-person	4	1

LEGO Club	Children 6-11	Group attending	In-person	20	1
Lapsit Storytime	Children 0-5	Group attending	In-person	8	1
Tuesday Tales	Children 0-5	Group attending	In-person	15	1
Outreach	Children 0-5	Group attending	In-person	13	1
Family Storytime	Children 0-5	Group attending	In-person	18	1
Chess Club	General Interest (all Ages)	Group attending	In-person	11	1
Senior Dominoes	Adult (19+)	Group attending	In-person	5	1
Coffee and Conversation	Adult (19+)	Group attending	In-person	3	1
STEAM Workshops: Python Programming	Young Adult (12-18)	Group attending	In-person	8	1
Tween Crafts with K: Valentines Day "Love Bug"	Young Adult (12-18)	Self-directed	In-person	16	1
Variety Lab	General Interest (all Ages)	Group attending	In-person	7	1
Sweet Melody Strings Concert	General Interest (all Ages)	Group attending	In-person	36	1
Black History Month Celebration	General Interest (all Ages)	Group attending	In-person	120	1
Lapsit Storytime	Children 0-5	Group attending	In-person	9	1
Stitch N Bitch	Adult (19+)	Group attending	In-person	6	1
Afternoon Book Club	Adult (19+)	Group attending	In-person	6	1
Tuesday Tales	Children 0-5	Group attending	In-person	13	1
Memories Cafe - Cafe de los recuerdos	Adult (19+)	Group attending	In-person	0	1

Sip N' Swipe	Adult (19+)	Group attending	In-person	1	1
Family Storytime	Children 6-11	Group attending	In-person	20	1
Craft Time with Miss Keiko	Children 0-5	Group attending	In-person	25	1
A Brie to DisaBrie	Adult (19+)	Group attending	In-person	5	1
Virus Prevention & Correction	General Interest (all Ages)	Group attending	In-person	2	1
STEAM Time	Children 0-5	Group attending	In-person	14	1
Lapsit Storytime	Children 0-5	Group attending	In-person	8	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	20	1
Tuesday Tales	Children 0-5	Group attending	In-person	14	1
Sip N Swipe	Adult (19+)	Group attending	In-person	1	1
Family Storytime	Children 0-5	Group attending	In-person	22	1
Chess Club	General Interest (all Ages)	Group attending	In-person	15	1
3D Printing Class for Adults	Adult (19+)	Group attending	In-person	4	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	20	1
Coffee and Conversation	Adult (19+)	Group attending	In-person	1	1
Class Visit (Olympia Brown School)	Children 0-5	Group attending	In-person	35	1
Family Storytime	Children 0-5	Group attending	In-person	17	1
Internet Safety at Dr John Bryant Community Center	Adult (19+)	Group attending	In-person	5	1
Lapsit	Children 0-5	Group attending	In-person	4	1

Evening Book Club	Adult (19+)	Group attending	In-person	8	1
Stitch N Bitch	Adult (19+)	Group attending	In-person	4	1
Tuesday Tales	Children 0-5	Group attending	In-person	10	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	20	1
Variety Lab	General Interest (all Ages)	Group attending	In-person	12	1
Sip N Swipe	Adult (19+)	Group attending	In-person	2	1
Family Storytime	Children 0-5	Group attending	In-person	25	1
Transitioning to Senior Living 101	Adult (19+)	Group attending	In-person	5	1
Seasonal Screams	Adult (19+)	Group attending	In-person	5	1
Outreach to Racine Montessori	Young Adult (12-18)	Group attending	In-person	20	1
9th Annual Black History Month Read-in	General Interest (all Ages)	Group attending	In-person	45	1
TOTALS				772	52

Patron Services

In February, staff answered 1794 questions via phone and 11049 in person. A total of 12843 questions were answered across all methods of communication. 86% of the reference questions were asked in person, while 14% were received over the phone.

Main Entrance People Counter	22772
Lake Ave Entrance People Counter	2734
Libby Checkouts	10537
Hoopla Checkouts	414
Total # of phone calls (reference)	845

Total # of phone calls (curbside)	383
Total # of phone calls	1228
Total # of questions via phone	1794
Avg. # of calls per day	49.12
Avg. # of calls per hour	5.23
Total talk time (reference)	3374.5 min
Total talk time (curbside)	1131.6 min
Total talk time	4506.1 min
Avg. call length (reference)	4.04 min
Avg. call length (curbside)	2.95 min
In-person reference questions	11049
Total # of reference questions answered	12843
Computer usage - total logins	1353
Computer usage - total time	1277:26:00
Computer usage - avg. time per login	56.649 min
Faxes	358
Scans	1091

Social Worker report

submitted by Ashley Cedeño

Month: February 2024

Bus Passes

- Total bus passes given out: **0 (no bus passes)**

Year/Month	2022	2023	2024
January		27	0*
February		45	0
March		54	
April		72	
May		99	
June		126	

July		101	
August		111	
September	62	107	
October	72	118	
November	44	18	
December	31	0 *	

*No bus passes available

Patron Interactions (drop-in, by appointment or phone call): 249

**patron interactions do not include bus passes*

Year/Month	2021	2022	2023	2024
January		24	56	137
February		20	71	249
March		28	129	
April		61	119	
May		34	80	
June		36	137	
July		39	111	
August		42	211	
September	6	33	159	
October	15	40	189	
November	15	52	180	
December	19	40	118	

Social Work Service Interactions: 70

General Non-Social Work Interactions (Library Assistance): 179

Need/Concerns:

Aging and Disability Resources	2
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Applying for Benefits/Financial Assistance	10
Clothing/Laundry	
COVID-19	
Domestic Abuse	
Education	
Emotional Support	7
Employment	10
Food Insecurity	1
General Library Assistance provided by social worker	179
Healthcare	
Housing	10
Relating to Incident Report or Crisis	9
Internet/Hotspot	11
Legal	3
Mental Health	2
Re-entry Services	
Refugee Support	
Sensory Room	
Sexual Assault Services	
Substance Use	
Transportation (not including bus passes)	2
Veteran Services	
***Library Social Work Expertise requested	3

**General: Anything that falls under this category are interactions I have with patrons that do not relate to social services, such as assisting patrons with printing, certain reference questions, etc during desk coverage or rounds. These interactions also get reported under the general library data gathering of interactions.*

***Relating to Incident Report or Crisis: Anything that falls under this category are interactions I have with patrons that either directly result in an Incident Report, or in which I speak to a patron regarding their suspension, meet with a patron prior to the end of their suspension, or any other incident that occurs that may not result in an Incident report.*

****Starting in 2024, I will begin to track the times in which library professionals, social workers, social work students, etc., reach out to me requesting my expertise on library social work related issues/questions.*

Library Social Work Expertise Requested:

- Ashley Hammond, Mental Health Coordinator at Boise Public Library- reached out to ask general questions on safety and security, and how my role as library social worker plays into that, and what the library does to promote staff safety.
- Evelyn Wiseman, student at University of Illinois- inquired about my role and asked to schedule a time to discuss questions she has to complete a project for her Masters of Library Science class.

Continued Education (CE):

- NeoGov Training Completed
 - Conducting Effective Meetings

Other:

- Attended Carthage Supervisor Panel meeting (virtual meeting)- 2/1/24
- Coffee and Conversation program
 - 2/8/24- 3 participants; Topic: Have you ever been in love? How did you know?
 - 2/22/24- 1 participant; Topic: What is a belief or value that you had that changed over time?
- Staff Coffee and Conversation
 - 2/9/24- 3 participants; Topic: Miracle question- Imagine you wake up tomorrow morning, and a miracle happened that solved all of your problems. What would your day look like?
- Part of interview Panel for Librarian II position
- Interviewed two Carthage Social Work students for intern/field placement for 2024-2025 academic year.

Circulation Report of February Activities 2024

RPL circulated a total of 38,068 in February of 2024. 34,913 items from Main and 3,155 items from the Bookmobile. January circulation was 34,417. Approximately 8,698 holds were placed and filled. 8,629 items loaned from our collection to other libraries, and 8,238 received for RPL patrons. 426 new library cards were issued during the month of February. Circulation for Home Delivery Service was 2,241 transactions in the month of February..

Consortium sorting:

- In February staff inducted 81,306 items through the automated material handler (AMH).

Technical Services Report of February Activities 2024

In January TSD staff placed orders for 1068 items and received 422 previously ordered items. A total of 1,085 items were added to the library catalog.

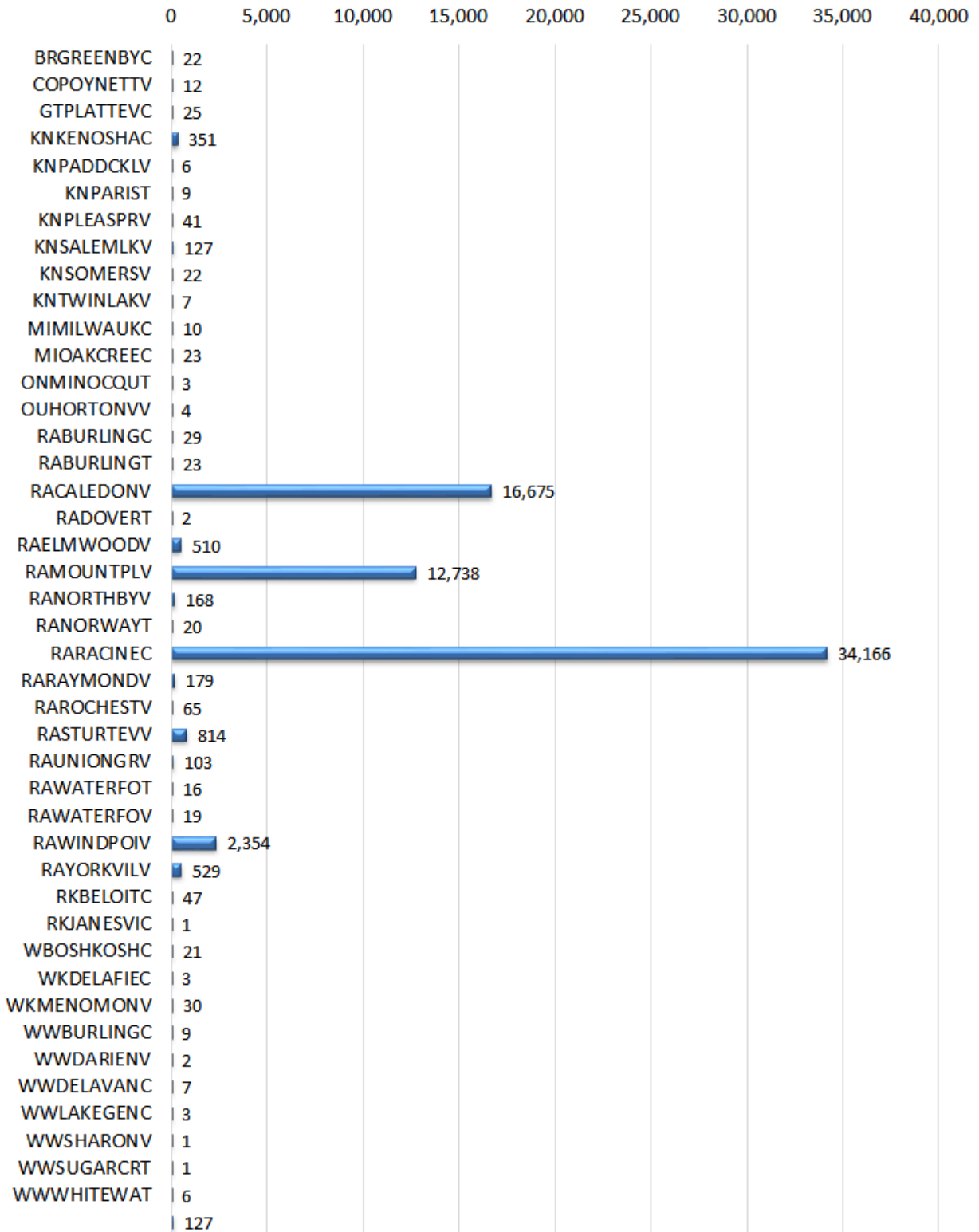
8,500 Seed packets have been prepared for the March opening of the Seed Library.

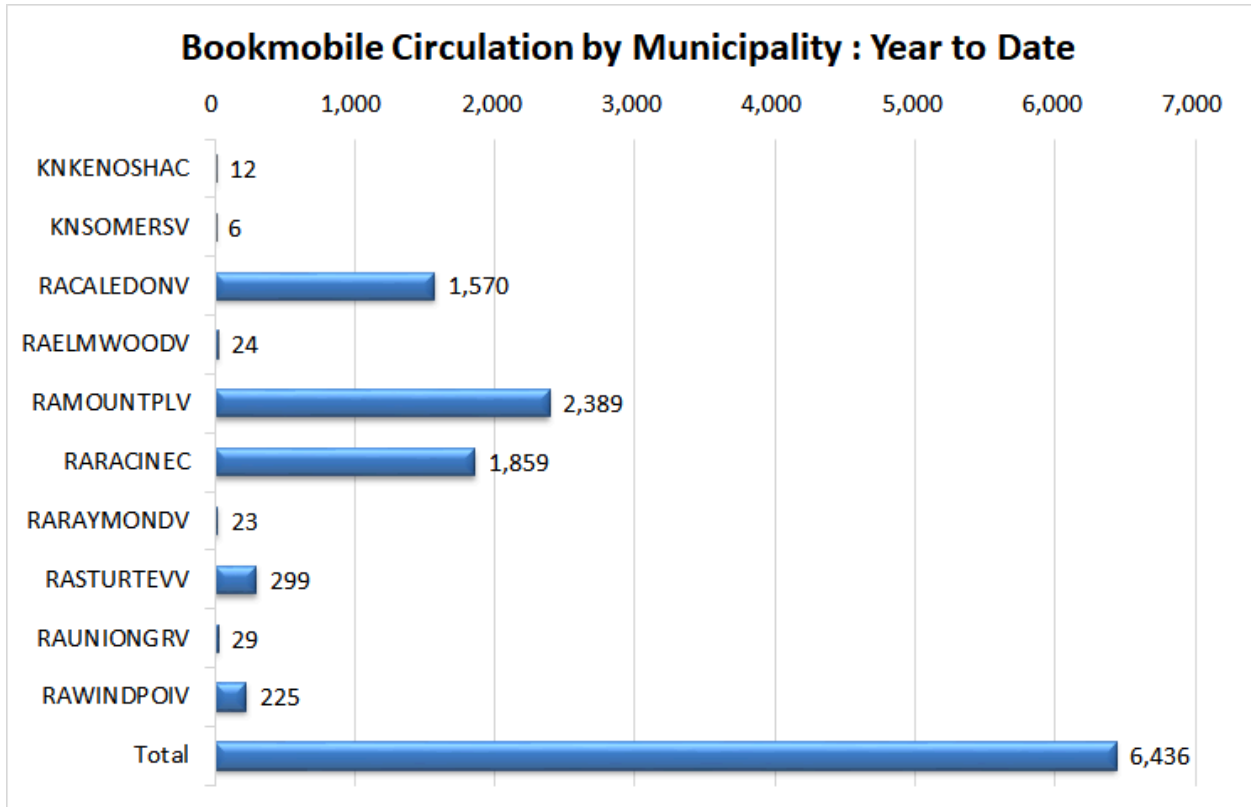
Circulation Statistics Year to Date

2024 Monthly Statistics	Jan-24	Feb-24	Total
Circulation			
Main	34,417	34,913	69,330
Bookmobile	3,281	3,155	6,436
Total	37,698	38,068	75,766
Home Delivery Service	2,216	2,241	4,457
Bulk Loans (Outreach)	350	310	660
Holds Placed	10,673	8,698	19,371
Interlibrary Loans			
SHARE Loaned	10,610	8,531	19,141
ILL Loaned (Lender filled)	158	98	256
Total Loaned	10,768	8,629	19,397
SHARE Received	8,870	8,068	16,938
ILL Received (Borrower filled)	166	170	336
Total Received	9,036	8,238	17,274
Overdrive Downloads			
Audiobooks	4,487	4,050	8,537
EBooks	5,100	4,553	9,653
Periodicals	2,098	1,934	4,032
Total downloads	11,685	10,537	22,222

Hours Open			
Main	240	235	475
Mobile	135.5	142	277.5
Total	375.5	377	752.5
Library Cards Issued			
Adult	176	223	399
Juvenile	49	80	129
Restricted	4	2	6
Net Only	1	3	4
Home Delivery	1	3	4
Lost Cards	117	115	232
Total	348	426	774
AMH Inductions	86,526	81,306	167,832

Main Circulation by Municipality : Year to Date





Staff Continuing Education Activities

We had a reported total of 15.5 hours of CE reported from 5 staff members for February.

EVELIN GARCIA, BUSINESS MANAGER

Business Office

- Incident Reports 39 (February)
 - reports
 - 5 - disturbance
 - 4 - harassment
 - 4 - alcohol
 - 15 - trespassing
 - 1 - theft
 - 3 - endangered health
 - Needed medical attention - women's bathroom

- Patron needed police called for assault happening outside
 - Physical altercation
 - 7- other
 - Inappropriate comments
 - Sexual behavior
 - Left personal belongings behind
 - 2- theft
- Being reviewed weekly at leadership meetings
 - To determine sanction for the offense
 - 6 - patron's will have privileges suspended for a year
 - 1 - patron will be suspended for a month
- Purchasing
 - Tracking expenses
 - Review of opportunities for savings
 - Purchasing request form / processes
- DPI Report
 - Financial portion completed
- Foundation
 - Deposits
 - Payables
 - Square Store
- Notary Services
 - 19
- Assist with Ruff Readers Program
 - Schedule Ruff Pals
 - Sessions are held M-TH
- Wednesday Lunch at the Library
 - Seeking vendors
 - Setting up sign-up
 - Liaison between environmental health and food vendor
- Assist with Personnel issues
 - HR Functions
 - Onboarding
 - TMS
- Legistar
 - Agenda
 - Minutes
- Financials
 - Working on accounts with Finance to keep better track of expenditures
 - Analyze reports
 - Start 2025 projection

Building

- 2nd floor bathroom door automatic
 - Parts are being sought after

- New defibrulators

Training

- CVMIC
 - Speak with care (5 min)
 - Managing the Supervisor Transition (60 min)

Online Store

- No- activity
- 125th Shirts have been reduced to \$10 for quicker sale

SHAY KING, HEAD OF BUSINESS DEVELOPMENT

Overview

Communications

February communications focused on the launch of the updated outreach request form, field trips local schools can schedule with the Innovation Lab, the job opening for two librarians, the Black History Month Read-In and Reading Challenge, tax forms and VITA appointments, the new program feedback form, our Battle of the Books grant from SC Johnson, our vendor search for the 2024 Lunch Break at the Library summer food truck event, the Seed Library's March restock, and our most recent season of radio appearances on WRJN's Don Rosen Show.

Program Marketing (3/4/24)

Of the 50 programs remaining through March, all graphics, copy, website calendar listings and Facebook events have been posted.

For April and May, 67 programs have been submitted so far. Copy and graphics are complete for 66, 63 website calendar listings are live, and 10 Facebook events have been posted. Facebook events are posted a few a day on an ongoing basis until complete. Programs not yet posted are recent submissions or programs with pending information.

April 1 is the submission date for June through August programs, which tends to be our heaviest batch each year. The marketing team will spend the month of April publishing these summer programs.

February Print Marketing Distribution

- Physical Calendars: 155
- Online calendar of events QR code: 125
- Libby cards: 50
- Stickers: 50
- Bookmobile school-year bookmarks: 25
- Bookmobile school-year bookmarks: 25

- Magnets: 20
- Libby bookmarks: 5
- Total: 430

Training

- Employee Differences (Diversity) - CVMIC Emerging Leaders track (3 hours) (Head of Business Development)

Viewership and Engagement

Press and Advertising

In February, the library was referenced **in the media [at least 25 times](#)**.

Don Rosen Show Appearances

Listen live in Racine at 99.9FM & 1400AM, or in Kenosha at 98.1FM. Listen to previous appearances at CivicMedia.us/shows/don-rosen-show.

February appearances:

- Thursday, Feb. 1: Shay King from Marketing, 6:30-7:30
- Wednesday, Feb. 14: Keiko Skow from Youth Services, 7-7:30 a.m.
- Thursday, Feb. 29: Melissa Donaldson from the Innovation Lab, 7-8 a.m.

Upcoming appearances:

- Friday, March 15: Evelin Garcia from the Business Office, 6:30-7:30 a.m.
- Thursday, March 28: Brianna Fuentes from Adult Services, 7-8 a.m.

Wind Point Stroll

Our March ad promotes the Beyond Books Collection. Our March article featured books and activities for Women's History Month, activities facilitating non-traditional forms of literacy, and gardening and outdoor-themed services and programs.

Racine Theater Guild

The Now and Then playbill, which ran Feb. 23 through March 10, advertised the Beyond Books Collection.

Website

2024 Views & Visitors

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Visitors	8,921	7,502											16,423
Views	28,427	24,609											53,036

February's most-viewed pages:

- [Home](#) - 13,749 (13.2% down)
- [Calendar](#) - 1,427 (4.3% up)
- [Libby vs. hoopla](#) - 510 (33.6% down)
- [Hours & Locations](#) - 412 (24.7% down)
- [Library GO!](#) - 381 (37.9% down)

Homepage views peaked on Monday, Feb. 19 (646) while calendar views peaked on Friday, Feb. 2 (158), Saturday, Feb. 10 (126) and Friday, Feb. 23 (172), averaging 37 views a day throughout the rest of the month.

Our email newsletters deliver on Fridays, suggesting a correlation between newsletter deliveries and spikes in calendar views. Out of curiosity, I took a closer look at clicks on the Feb. 23 newsletter for patterns. Newsletter clicks and calendar views don't perfectly correlate, with the Feb. 23 newsletter gaining 243 clicks on calendar events by 138 different readers (each of them averaging 1.7 clicks on different calendar events), but the similarity in numbers may indicate that the newsletter is an effective tool for earning website views.

Google Business Listing

February Google profile views: 1,927 (.1% down)

February website clicks: 2,466 (13.7% down)

February appearances in search results: 1,018 (3.0% down)

February calls from Google profile: 379 (5.3% up)

February direction requests: 493 (56.4% down)

Our Google profile's busiest day was Monday, Feb. 19 (181 interactions). This day, we posted to social media about [STEAM Time](#) and the upcoming launch of our [Women's History Month Reading Challenge](#), as well as posted a couple of Facebook events. There were five programs this day: Lapsit Storytime, Preschool and Toddler STEAM Time, the Anti-Racism Book Club, the Educational Opportunity Center at the Library, and Ruff Readers. It was also Presidents' Day, which may have led to an increase in searches from visitors double checking our holiday schedule.

Reviews

Eric, 5 stars — "It's fairly clean and has alot of books and other things you wouldn't expect...like board games and even video games. The staff is always super nice and very helpful!!"

Searches that led viewers to our profile

- “Library,” “library near me” and other variants (490+)
- “Racine Public Library” and other variants (441+)
- Our hours (102+)
- “Dallas Texas”
- “Jeff Zimmerman Racine”
- “Public fax machine near me”
- “Racine Public Librar tutoring”
- “Restaurants downtown Racine”
- “Wisconsin man banned from all libraries”

Newsletter

February open rate: 30% (6.8% up)

February click rate: .8% (38.5% down)

Current newsletter recipients: 18,733 (.3% down)

Most-opened and -clicked newsletter: “Start Your Spring Gardening” with the pre-header “Stop by to pick up vegetable seeds and learn more about our upcoming gardening programs and classes.” - Feb. 23, 32.7% open rate, 2% click rate. Most-clicked link to the teaser of the upcoming [Seed Library reopening](#) (164).

Read past issues of newsletters at RacineLibrary.info/newsletter.

Social Media

Facebook

Current followers: 6,598 (.1% increase)

February reach: 14,401 (39.2% up)

February posts: 43

Most-reached post: Beat the Raider event, Feb. 15 - 6,891 reach

Most-reacted-to and commented-on post: [We Ship It book display](#), Feb. 14 - 20 reactions, 3 comments

Instagram

Current followers: 1,261 (.4% up)

February reach: 223 (14.9% down)

February posts and stories: 4

Ads

In February, we launched a Meta ad for the Beat the Raider program on March 7.

MELISSA DONALDSON, HEAD OF DIGITAL SERVICES AND INNOVATION

Programming

DSI Team hosted 16 programs in February with a total attendance of 142.
The DSI Team printed 138 items on the 3D printers for patrons.
The DSI Team did one laser engraved project for patrons.

Tech Support

- Digital Services and Innovation Lab staff had 163 appointments with patrons this month, which is about 81.5 hours of work. It was a busy month.
- DSI had thirteen support tickets come in from staff.
- Replacement Surge Strips have been ordered and received. Matt and Terrence went around the building and replaced the old ones, which is done every five years.
- Replacement Monitors have been purchased and installed at the Youth Services and Adult Services Public Service Stations.

Partnerships

- Continue discussions on the Digital Divide. Planning a Digital Literacy Fair for May 18th from 10 am - 2 pm.
- Continue to partner with Tech Prize.
- Melissa and Josiah continue our year-long partnership with Racine Montisorri to teach Computer Science Discoveries.

Techmobile

- No activity this month.

Continuing Education

Terrence

- Google Docs setting and tips - 1 hour
- Kevin Stravert Google Sheets Tutorial - 1 hour
- Orange Pi mini computer video Youtube 45 mins
- SATA drives video tutorial
- BlueCloud Mobile 2 Feb 14th Webinar review - 30 mins
- Deep Freeze security tutorials older vids Youtube - 45 mins
- Formatting Google Docs video 1.5 hours
- Microsoft Word 16 tips and tricks 1 hour

