

Director's Report
March 2024

Administration

Prepared by Amy Crump, Library Director

Staff

- CJ is the new ABS Aide and started February 22.
- The Leadership Team meeting was held on February 6.
- The Staff Meeting was held on February 27.

Meetings

- Attended raising of the Pan African flag at Bellwood Village Hall on February 1.
- Attended Bellwood Chamber of Commerce meeting on February 6.
- Attended Bellwood C4 meeting on February 12.
- Attended the monthly Bellwood Village meeting on February 21.
- Attended Banned Books Club on February 21.
- Attended LAW meeting on February 28.

Facility

We had the roof on the storage building repaired. Multiple leaks had sprung up recently.

Patron Visits: In February, 1488 visits.

Adult & Bibliographic Services Report

Prepared by Kara Spizzirri, ABS Department Head

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
February 2023	165	1 email/2 chat	71	239
March 2023	153	2 email/2 chat	54	207
April 2023	143	3 email/2 chat	60	203
May 2023	128	1 email/2 chat	77	208
June 2023	139	3 email/2 chat	66	210
July 2023	262	2 email/0 chat	66	330
August 2023	240	4 email/1 chat	101	346
September 2023	240	2 email/4 chat	126	372
October 2023	112	5 email/4 chat	63	184
November 2023	86	3 email/0 chat	45	134
December 2023	99	2 email/1 chat	43	145
January 2024	122	1 email/6 chat	77	206
February 2024	134	5 email/2 chat	52	193

Notarizations: 11

January's first meeting of the new Banned Book Club led by Trustee Chase was attended by 12 people.

Adult Services Programming— February 2024

Thursday	2/1/2024	6:00	Yoga	11
Saturday	2/3/2024	10:00	Zumba	12
Saturday	2/3/2024	1:00	Spanish Computer Class	3
Tuesday	2/6/2024	1:00	Computer Basics	9
Tuesday	2/6/2024	6:30	Book Club	7
Wednesday	2/7/2024	11:00	Chair Yoga	12
Thursday	2/8/2024	6:00	Yoga	11
Friday	2/9/2024	10:30	Senior Social Hour	9
Saturday	2/10/2024	10:00	Zumba	10
Saturday	2/10/2024	1:00	Spanish Computer Class	3
Monday	2/12/2024	6:30	Breakable Candy Hearts	7
Wednesday	2/14/2024	11:00	Chair Yoga	10
Thursday	2/15/2024	1:00	Mouse Skills	3
Thursday	2/15/2024	6:00	Yoga	12
Saturday	2/17/2024	10:00	Zumba	12
Saturday	2/17/2024	1:00	Spanish Computer Class	2
Tuesday	2/20/2024	5:30	Bingo	8
Wednesday	2/21/2024	11:00	Chair Yoga	14
Wednesday	2/21/2024	7:00	Banned Book Club	14
Thursday	2/22/2024	6:00	Yoga	11
Saturday	2/24/2024	10:00	Zumba	11
Saturday	2/24/2024	1:00	Spanish Computer Class	3
Monday	2/26/2024	6:30	Crafterwork	2
Tuesday	2/27/2024	12:30	Soundbath Meditation	6
Tuesday	2/27/2024	7:00	Black Chicago Renaissance	1
Wednesday	2/28/2024	7:00	Game Night	8
Thursday	2/29/2024	6:00	Yoga	9
			Total Attendance	223

Website: 753 users visited our website 1,361 times.

WiFi use: 193

Computers: 649

Printing

Black & White	3955
Color	210
Wireless Printing	652
Total	5017

Download and Streaming Services

- Patrons across all platforms: 130 patrons
- Checkouts across all platforms: 653 checkouts
 - Media on Demand: 53 patrons (5 new) 194 Checkouts
 - Hoopla: 73 patrons (6 new) 351 Checkouts
 - Kanopy: 4 patrons 108 Streams

Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	15	11											26
Business Source Premiere	11	11											22
Consumer Health Complete	0	0											0
Consumer Reports	0	0											0
Core Collection	0	0											0
Flipster	11	4											15
Gale Courses	27	22											49
HeritageQuest	0	0											0
History Reference Ctr	4	0											4
Hobbies & Crafts Ref Ctr	0	16											16
Legal Reference Ctr	2	1											3
Literary Reference Ctr	28	17											45
Masterfile Complete	27	41											68
MEDLINE	0	0											0
Newsbank	0	0											0
Niche Academy	0	0											0

NoveList Plus	35	27											62
NoveList Plus K-8	11	19											30
NuWav Legal Documents	7	10											17
Points of View Reference Ctr	9	9											18
ReferenceUSA	0	0											0
Science Ctr Reference	0	0											0
Weiss Financial Ratings	4	7											11
Successful Retrieval	659	545											1204
Use of Electronic Material	191	262											453

Social Work Report

Prepared by Rebecca Booker, Social Worker

During the month of February, I met with 7 adult individuals to support them around job applications, safe housing, older adult healthcare, and diagnostic testing for learning disabilities. I made three referrals to outside organizations. I also engaged with teens in building rapport through games and icebreaker activities. I began collecting resources in an easy-to-use online guide that will be developed throughout this year.

Volunteers Report

Prepared by Delores Sanders, Volunteer Coordinator

In January, we had 3 library volunteers.

- Alfred Buccio completed 8 community service hours working in the Adult Services Department for 4 weeks. He shelved books, straightened shelves and helped organize books.
- Xachitl Gollaz completed 25 community services hours working in the Youth Services Department for 8 weeks. She helped organized the cabinets in the youth department, cut out materials for Youth programs, took spine stickers off books, shelf read and shelved books.
- Brian Buccio worked 6 hours in the Adult Services Department during the last week of January. He helped with preparing the covers of books and CD to go on the shelves and shelved books.

In February, we had 4 new volunteers and one returning.

- Daisha Hawkins completed 16 hours working in Patron Services for 4 weeks. She shelved books, straightened shelves and helped organized books. She is now working on scanning historical library board meeting minutes – there are now meeting minutes through 1972.
- Haley Payton completed 18 hours working in Patron Services for 3 weeks. She shelved books, straighten shelves and helped organized books.
- Alexander Sierra completed 4 hours for 2 weeks working in Patron Services He is helping organize the shelves in Kara and Linda's offices.
- Bryan Bucio completed 24 hours in 4 weeks, working in the Adult Services Department.

Youth Services Report

Prepared by Sophia Brown, Youth Services Department Head

Early Learners Storytime

February 1 – 3 participants

February 8 – 4 participants

February 15 – No participants

February 22 – No participants

February 29 – 5 participants

Coding Club

February 2 – 4 participants

February 10 – 2 participants

Homework Club

February 14 – 2 participants

February 21 – 2 participants

Craft time on Tuesdays

February 6 – Crowns – 7

February 13 – Patchwork quilts – 10

February 20 – You can change the world and Garret Morgan stop light projects- 15

February 27 – Pan African Flags - 10

Slime Making Days

February 27 – 9 participants

School visits

National Read Aloud day

Sophia and Libby visited Lincoln Elementary on February 7 for World Read a Loud

Libby read to 30 first graders and Sophia read to 30 third graders.

Library Visit

Little Achievers story time – Thursday, February 22 – 18 students and 2 teachers

February Month Interactive Programs

Black History Busy Bags – 8 bags were completed

Black History Trivia – 16 were completed

Black History Scramble – 7 completed

Valentine's Day – 20 craft projects

Valentine's Cards for Rainbow - 8

Black History Month Program with Storyteller Nuralluah

No participants

Teen Conversation Board

What Are the Black History Colors and what do they represent

15 responses

Teen Black History Trivia

February 8 – 8 participants

Teen Black History Word search

February 8 – 8 participants

Teen Craft Like Crazy

February 8 – No participants

Teen Team Building Skills

February 13 – 17 participants

Teen Triple T Table

February 21 – 6 participants

Treat Yourself Day

February 29 – No participants

Teen tutoring

1 participants (ongoing)

Teen Mock Election

15 participants (ongoing)

Book Displays

Libby created a Black History Book Displays

Sophia created a Black History and Valentine's Day bulletin boards.

Dial a Story

There were 12 calls made to dial a story during the month of February.

Collection Development

73 books ordered from Ingram

23 Junior Library Guild

25 Spanish books for youth

13 Spanish books for teens