

## **Director's Report October 2020**

### **Administration**

September 2020

Prepared by Amy Crump, Library Director

Starting the week of October 12, the Bellwood Library will again be open on Saturdays. Library hours will be: Monday – Thursday from 9:30 to 8:00, Fridays from 9:30 to 6:00 and Saturdays from 9:30 to 4:00.

### **Staff**

- Starting the week of October 12, all staff will have returned to work at the library.
- The Leadership Team (Zoom) meetings were held on 10<sup>th</sup> and the 23<sup>rd</sup>.
- The Staff (Zoom) Meeting was held on September 17. Two guest presenters (librarians) presented When Lines Cross -- about intersectionality -- to the staff.
- In preparation for the Per Capita 2021 grant, staff were assigned to read the second 3 chapters of Serving Our Public 4.0 during the month of September.
- In September, staff were also assigned to watch tutorials created by BPL staff. The topics were Ancestry.com, Kanopy and Flipster.
- Sexual Harassment Prevention Training was completed by all staff.

### **Meetings /Training**

- Attended an online meeting titled Rethinking Libraries on September 22.

### **Pandemic Grants**

- On behalf of the Bellwood Library, I applied for a \$500 PPE grant through Illinois State Library.
- On behalf of the Bellwood Library, I will be applying for CARES Act funding in the amount of \$5,000.00

## **Adult & Bibliographic Services Report**

September 2020

Prepared by ABS Department Head Kara Spizzirri

### **Collection**

There were 27 adult fiction titles added and 35 nonfiction titles in the month of September. Adults also added 9 DVDs/Blu Rays, 1 graphic novel, and 1 large print title.

### **Events/Programs**

New virtual programs were launched in September that staff either assisted with by hosting or participating. Staff that has remained working at home have been learning more about cultural competency as well as various innovative programs that other libraries have done in the past. We have been thinking about the different ways in which we could potentially serve Bellwood.

## Reference Questions

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
September 2019	113	76	189
October	131	63	194
November	125	63	188
December	78	76	155
January 2020	114	83	199
February	107	79	186
March	41	39	80
April	NA	5	5
May	NA	3	3
June	NA	6 email/ 5 chat	11
July	16	2 emails/ 11 chat	29
August	48	0 emails/ 15 chat	63
September	52	3 emails/ 8 chat	63

Notarizations: 45

## Adult Services Programming

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Tuesday	9/1/2020	1:00 pm	Enterprise Catalog Tutorial	4
Wednesday	9/2/2020	5:00 pm	Conversando con Mis Amigos	3
Thursday	9/3/2020	6:30 pm	Yoga	10
Thursday	9/3/2020	7:00 pm	Car Maintenance	5
Friday	9/4/2020	1:30 pm	Chair Yoga	4
Saturday	9/5/2020	10:00 am	Zumba	11
Tuesday	9/8/2020	1:00 pm	GCFLearnFree Introduction	5
Wednesday	9/9/2020	5:00 pm	Conversando con Mis Amigos	4
Thursday	9/10/2020	6:30 pm	Yoga	13
Friday	9/11/2020	1:30	Chair Yoga	4
Saturday	9/12/2020	10:00 am	Zumba	11
Tuesday	9/15/2020	1:00	Using Kanopy	1
Tuesday	9/15/2020	5:00	Utility Bill Presentation	6
Wednesday	9/16/2020	6:00	Conversando con Mis Amigos	3
Thursday	9/17/2020	6:30	Yoga	8
Friday	9/18/2020	1:30	Chair Yoga	5

Friday	9/18/2020	5:00	Whatcha Watching & Reading	26
Saturday	9/19/2020	10:00	Zumba	10
Tuesday	9/22/2020	1:00	Using Libby	4
Tuesday	9/22/2020	6:00	No Stress Skype/Phone Interviews	3
Wednesday	9/23/2020	1:00	Tips to Get Your Garden Ready for Fall	5
Wednesday	9/23/2020	6:00	Conversando con Mis Amigos	4
Thursday	9/24/2020	6:30	Yoga	5
Friday	9/25/2020	1:30	Chair Yoga	4
Friday	9/25/2020	5:00	Whatcha Watching & Reading	24
Saturday	9/26/2020	10:00	Zumba	11
Tuesday	9/29/2020	10:00	Medicare 101	2
Tuesday	9/29/2020	1:00	Using Hoopla Digital	2
Wednesday	9/30/2020	6:00	Conversando con Mis Amigos	2
			<b>Total Attendance</b>	205

Computers: 239

Wireless Printing: 461

#### Printing

Black & White	1,972
Color	57
Wireless Printing	884
<b>Total</b>	2,913

Website: 1,397 users visited our website 2,080 times.

#### Download and Streaming Services

- Patrons across all platforms: 91 patrons
- Checkouts across all platforms: 353 checkouts
  - Media on Demand: 45 patrons (1 new) 172 Checkouts
  - Hoopla: 43 patrons (2 new) 167 Checkouts
  - Kanopy 3 patrons 14 Streams

## Database Usage

Database Name		J	F	M	A	M	J	J	A	S	O	N	YTD
Academic Search Premiere	Documents /images	NA	NA	NA	NA	NA	0	8	1	1			10
African American Heritage	Documents /images	0	32	NA	NA	NA	NA	NA	NA	NA			32
Ancestry Library Edition	Documents /images	0	0	0	194	37	0	0	0	15			246
Business Source Premiere	Documents /images	NA	NA	NA	NA	NA	0	0	0	1			1
Chicago Tribune	documents	0	0	0	3	16	0	0	0	0			19
Consumer Health Complete	Documents /images	NA	1	0	0	0	0	5	0	0			6
Ebook PL Collection		NA	NA	NA	NA	NA	5	6	0	0			11
Flipster	downloads	3	0	3	3	4	0	0	2	0			15
Gale Courses	sessions	14	36	11	35	36	13	35	38	48			266
History Reference Center		0	0	0	0	0	0	0	0	0			0
Hobbies & Crafts Ref Ctr		NA	NA	NA	NA	NA	NA	1	0	6			7
Home Improvement Ref Ctr		NA	NA	NA	NA	NA	NA	1	0	0			1
Hoopla Digital	circulations	102	153	183	163	229	157	133	189	167			1506
Kanopy	circulations	0	24	27	4	13	13	8	17	14			120
Legal Info Resource		NA	NA	NA	NA	NA	0	13	0				13
Mango Languages	sessions	3	9	9	9	9	17	18	2	2			69
Masterfile Complete	Documents /images	2	5	0	4	0	11	1	0	1			24
MEDLINE	abstracts	0	0	0	0	0	0	0	0	1			1
Newsbank	Documents /images	0	25	0	10	1	0	7	5	1			48
Niche Academy	sessions	28	12	19	213	78	19	26	27	43			465
NovelList Plus	abstracts	53	10	5	17	10	11	7	14	22			149
NovelList Plus K-8	abstracts	0	2	0	2	1	0	0	0	15			20
NuWav Legal Documents	sessions	6	5	7	0	5	0	3	6	3			35
Overdrive (MediaOnDemand)	circulations	166	163	156	231	194	219	225	201	172			1727
Points of View Ref Ctr		NA	NA	NA	NA	NA	NA	19	0	20			39
RBdigital		NA	NA	NA	NA	109	6	3	3	0			121
READit!	documents	NA	NA	NA	NA	NA	16	0	0	0			16
ReferenceUSA	logins	0	0	3	10	13	7	0	125	106			264
Science Ref Ctr		NA	NA	NA	NA	1	11	1	0	1			14
Small Business Ref Ctr		NA	NA	NA	NA	NA	NA	7	0	0			7

successful retrieval	299	332	420	895	223	395	369	220	195	0	0	3348
Usage of electronic material	106	136	142	154	532	376	358	411	353	0	0	2568

**Youth Services Report**  
 September 2020  
 Children/Teen Department  
 Prepared by Sophia Brown

**Virtual Programs by Staff**

Kelsey

STEAM to Go:

STEAM 9/9 - Magnet buddies (total views: 7)

STEAM 9/14 - Flexangles (no views)

STEAM 9/21 - Friendship bracelets (1 view)

STEAM 9/28 - Coffee Filter Flowers (5 views)

Mad Science (no attendees): 9/17

Family Movie Night: (No attendees) 9/20

Laura

(Sept 4) Virtual Book Tasting: 5 responses submitted (although submitting a response was not required so more people might have interacted with it.)

(Sept 2) Girls Who Code #1 - 20 views

(Sept 16) GWC #2 - 10 views

(Sept 30) GWC #3 - 1 view

(Sept 10) Teen Maker Kit #1 - 21 views, 10 of 10 kits taken

(Sept 24) TMK #2 - 6 views, 8 of 9 kits taken

Sophia

Thursday, September 3 - Family Storytime - 34 views

Thursday, September 3 - Crafternoon - 13 views

Thursday, September 10 - Family Storytime - 69 views

Thursday, September 3 - Crafternoon - 37 views

Tuesday, September 15 - Baby Storytime - 30 views

Thursday, September 17 - Family Storytime - 45 views

Thursday, September 3 - Crafternoon - 20 views

Tuesday, September 22 - Baby Storytime - 84 views

Thursday, September 17 - Family Storytime - 31 views

Thursday, September 3 - Crafternoon - 30 views

Tuesday, September 29 – Baby Storytime – 21 views

### **Collection Development Inventory**

Teen Fiction – 50% completed  
Teen Graphic Novels – Completed  
Teen Nonfiction – Completed  
Children's Picture Books – Completed  
Spanish Collection – Completed  
Board Books – Completed  
Biographies – Completed  
Juvenile Fiction – Completed  
Nonfiction – 30% completed

### **New Book Orders**

#### Amazon Book Orders

1 nonfiction  
8 CDs  
8 Picture Books  
18 Board Books

#### Ingram Book Orders

Teen – 13  
Fiction – 7  
Video Games - 6

### **Required Reading assignment (Serving Our Public)**

Sophia- Chapter 1 – 6  
Kelsey - Chapter 1 – 6  
Laura – Chapter 1 – 9  
Delores – Chapter 1 - 6

### **Patron Services Report**

September 2020

Prepared by Linda DuPree

#### Staff

Patron Services had a strong month with new library card registry. As you can see from the numbers, we were up considerably. We can attribute some of our success to patrons who signed up online and converted to a full access card. Patrons are very pleased with curbside services, very happy that there are “real people” to communicate with! We have continued with our efforts of completing our collection inventory by year's end. Taking all opportunities to scan books, audio and video items while we are providing service to our patrons.

Our community is very pleased (I have been told numerous times) that we provide notary service.

I think our staff has done an amazing job with abiding with safety protocol. Our morning staff has done a great job and service to our afternoon staff by keeping us informed of continuing projects or needs/requests from morning patrons.