

**Director's Report
November 2020**

Administration

October 2020

Prepared by Amy Crump, Library Director

Staff

- The Leadership Team (Zoom) meetings were held on 7th and the 28th.
- The Staff (Zoom) Meeting was held on October 15.
- In preparation for the Per Capita 2021 grant, staff were assigned to read the third 3 chapters of Serving Our Public 4.0 during the month of October.
- Our teen associate is moving to the East coast and her last day is November 26.
- We are in the process of hiring an additional security monitor, in light of Mr. Butcher's retirement.

Meetings /Training

- Attended the virtual ILA Conference on October 20 – 23.
- Attended a Library Leadership webinar on October 28.

Adult & Bibliographic Services Report

October 2020

Prepared by ABS Department Head Kara Spizzirri

Staff

All of the Adult & Bibliographic Services staff have returned to working in the library. Caryn, Jackie, Cynthia, & Rosemary have been assisting with the inventory projects as well as helping at the Circulation desk since the computers are still not fully available.

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
October 2019	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
October	49	2 email/2 chat	62	115

Notarizations: 35

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	10/1/2020	6:30 pm	Yoga	6
Friday	10/2/2020	1:30 pm	Chair Yoga	6
Friday	10/2/2020	5:00 pm	Whatcha Watching & Reading	20
Saturday	10/3/2020	10:00 am	Zumba	12
Monday	10/5/2020	10:00 am	Line Dancing	6
Tuesday	10/6/2020	1:00 pm	Tech Tuesday: Point of View	1
Tuesday	10/6/2020	6:00 pm	Latin Hip-Hop as New Poetry	2
Wednesday	10/7/2020	6:00 pm	Conversando con Mis Amigos	2
Wednesday	10/7/2020	7:00 pm	Financial Blunders	0
Thursday	10/8/2020	3:00 pm	Bingo	0
Thursday	10/8/2020	6:30 pm	Yoga	27
Friday	10/9/2020	1:30	Chair Yoga	6
Friday	10/9/2020	5:00 pm	Whatcha Watching & Reading	22
Saturday	10/10/2020	10:00 am	Zumba	10
Monday	10/12/2020	10:00 am	Line Dancing	4
Tuesday	10/13/2020	1:00	Tech Tuesday: Hobbies & Crafts Reference Center	1
Wednesday	10/14/2020	6:00	Conversando con Mis Amigos	2
Thursday	10/15/2020	6:30	Yoga	26
Friday	10/16/2020	1:30	Chair Yoga	5
Friday	10/16/2020	5:00	Whatcha Watching & Reading	2
Saturday	10/17/2020	10:00	Zumba	10
Monday	10/19/2020	10:00 am	Line Dancing	11
Tuesday	10/20/2020	1:00	Tech Tuesday: Consumer Health Complete	3
Wednesday	10/21/2020	5:00	Conversando con Mis Amigos	5
Thursday	10/22/2020	6:30	Yoga	18
Friday	10/23/2020	1:30	Chair Yoga	5
Friday	10/23/2020	5:00	Whatcha Watching & Reading	2
Saturday	10/24/2020	10:00	Zumba	unknown
Monday	10/26/2020	10:00 am	Line Dancing	unknown
Tuesday	10/27/2020	1:00	Tech Tuesday: Small Business Reference Center	2

Wednesday	10/28/2020	6:00	Conversando con Mis Amigos	3
Thursday	10/29/2020	6:30	Yoga	unknown
Friday	10/30/2020	1:30	Chair Yoga	6
Friday	10/30/2020	5:00	Whatcha Watching & Reading	14
Saturday	10/31/2020	10:00	Zumba	unknown
			Total Attendance	246

Computers: 321
Wireless Printing: 99

Printing

Black & White	2,373
Color	100
Wireless Printing	839
Total	3,312

Website: 1,341 users visited our website 1,907 times.

Download and Streaming Services

- Patrons across all platforms: 85 patrons
- Checkouts across all platforms: 322 checkouts
 - Media on Demand: 43 patrons (4 new) 140 Checkouts
 - Hoopla: 40 patrons (2 new) 146 Checkouts
 - Kanopy 2 patrons 36 Streams

Database Usage

Database Name	J	F	M	A	M	J	J	A	S	O	N	YTD
Academic Search Premiere	NA	NA	NA	NA	NA	0	8	1	1	1		11
African American Heritage	0	32	NA	NA	NA	NA	NA	NA	NA	NA		32
Ancestry Library Edition	0	0	0	194	37	0	0	0	15	0		246
Business Source Premiere	NA	NA	NA	NA	NA	0	0	0	1	2		3
Chicago Tribune	0	0	0	3	16	0	0	0	0	0		19
Consumer Health Complete	NA	1	0	0	0	0	5	0	0	9		15
Ebook PL Collection	NA	NA	NA	NA	NA	5	6	0	0	0		11
Flipster	3	0	3	3	4	0	0	2	0	0		15
Gale Courses	14	36	11	35	36	13	35	38	48	30		296
History Reference Center	0	0	0	0	0	0	0	0	0	1		1

Hobbies & Crafts Ref Ctr	NA	NA	NA	NA	NA	NA	1	0	6	39		46
Home Improvement Ref Ctr	NA	NA	NA	NA	NA	NA	1	0	0	0		1
Hoopla Digital	102	153	183	163	229	157	133	189	167	146		1652
Kanopy	0	24	27	4	13	13	8	17	14	36		156
Legal Info Resource	NA	NA	NA	NA	NA	0	13	0	0	0		13
Mango Languages	3	9	9	9	9	17	18	2	2	1		70
Masterfile Complete	2	5	0	4	0	11	1	0	1	0		24
MEDLINE	0	0	0	0	0	0	0	0	1	0		1
Newsbank	0	25	0	10	1	0	7	5	1	0		48
Niche Academy	28	12	19	213	78	19	26	27	43	7		472
Novelist Plus	53	10	5	17	10	11	7	14	22	38		187
Novelist Plus K-8	0	2	0	2	1	0	0	0	15	2		22
NuWav Legal Documents	6	5	7	0	5	0	3	6	3	11		46
Overdrive (MediaOnDemand)	166	163	156	231	194	219	225	201	172	140		1867
Points of View Ref Ctr	NA	NA	NA	NA	NA	NA	19	0	20	1		40
RBdigital	NA	NA	NA	NA	109	6	3	3	0	0		121
READit!	NA	NA	NA	NA	NA	16	0	0	0	0		16
ReferenceUSA	0	0	3	10	13	7	0	125	106	7		271
Science Ref Ctr	NA	NA	NA	NA	1	11	1	0	1	1		15
Small Business Ref Ctr	NA	NA	NA	NA	NA	NA	7	0	0	44		51
Successful retrieval	299	332	420	895	223	395	369	220	195	154	0	3502
Usage of electronic material	106	136	142	154	532	376	358	411	353	322	0	2890

Youth Services Report

October 2020

Children/Teen Department

Prepared by Sophia Brown

Virtual Programs by Staff

Kelsey

STEAM to Go:

October 12 – Pan Flutes

October 19 – Paper Rockets

Laura

October 1: Girls Who Code #3 – 2 views

October 8: Teen Maker Kit #3 – 14 views (8 of 12 kits used)

October 14: Girls Who Code #4 – 6 views

October 22: Teen Maker Kit #4 – 4 views (9 of 10 kits used)

October 28: Girls Who Code #5 – 2 views

October 30: National Novel Writing Month Challenge Kick-off – 9 views

Sophia

Thursday, October 8 - Family Storytime – 32 views

Thursday, September 8 – Crafternoon – 24 views

Thursday, October 15 - Family Storytime - 24 views

Thursday, October 15 – Crafternoon – 17 views

Tuesday, October 22 – Family Storytime – 28 views

Thursday, October 22- Crafternoon - 24 views

Tuesday, October 29 – Family Storytime – 33 views

Thursday, October 29 –Crafternoon – 24 views

Collection Development Inventory

Teen Fiction – 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 – 50% completed

New Book Orders

Weeding

52 Graphic Novels

Book Order

41 Teen Books Purchased

22 Children Book Purchased