

Director's Report September 2020

Administration

June- August 2020

Prepared by Amy Crump, Library Director

Staff

- The Leadership Team (Zoom) meetings were held on June 1, 8, 23, and 30, July 6, 13, 21, and 28, and August 4 and 18.
- The Staff (Zoom) Meeting was held on June 12, July 17 and August 20.
- SAFE Team meetings (re-opening plan) were held on June 2, 4, 8 and 19, July 1 and August 13.
- In preparation for the Per Capita 2021 grant, staff were assigned to read the first 3 chapters of Serving Our Public 4.0 during the month of August.
- In August, staff were also assigned to watch tutorials created by BPL staff. The topics were an RBDigital tutorial, intro to eRead Illinois, tutorial on NuWav (legal documents database) and getting started with Mango Languages.
- Almost all the staff are now working back in the building. Some are continuing to work remotely.

Meetings /Training

- Watched webinar about Anti-Racist Readers Advisory on July 19.
- Attended VFP Circle Talk on August 15 and promoted library programs to support the schools.

Adult & Bibliographic Services Report

June - August 2020

Prepared by ABS Department Head Kara Spizzirri

Staff

June

Summer Reading started with technology videos being uploaded that were recorded by Kara and Laurel with assistance on research into the topics done by the other staff in our department.

The free resources area of our webpage was being updated daily with options for patrons. Staff were finding and using the options to give their feedback on usability.

Starting June 15th staff started coming back into the building. For our department that has been Kara, Rosemary, and Jackie. The rest of our staff has been continuing to work hours from home by watching webinars and videos on library & community related work.

July

Kara, Rosemary, & Jackie have been working in the building since staff started returning. We launched many new databases in the beginning of July that allowed the staff in the building & the staff remaining at home to be able to become acquainted with the new databases. We would like to create technology videos for many of these databases the way we were previously.

Staff also stayed up to date with all current results from the REALM Project and ways that libraries are evolving in the pandemic.

August

Kara, Rosemary, & Jackie continue working in the library. Kara & Laurel are working on fall programs. Jackie will be leading Conversando con Mis Amigos when it comes back in September. Staff have been learning about misinformation & how easily it spreads online with ways to determine the validity of what is out there. Additionally we have continued to learn about topics in the library field, specifically related to library collections and the “dangers of a single story”.

Reference Questions

	In Person	Phone/Email	TOTAL
May 2019	120	71	191
June	122	80	202
July	132	108	240
August	122	75	227
September	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

Notarizations: 65

Adult Services Programming for June - August

Day	Date	Time	Adult Services Programs	# Patrons
Monday	6/1/2020	6:30 p.m.	Shades of Fiction	2
Thursday	6/4/2020	6:00 p.m.	Conversando con Mis Amigos	5
Wednesday	6/10/2020	1:00 p.m.	Getting Started with Gale Courses	4
Thursday	6/11/2020	6:00 p.m.	Conversando con Mis Amigos	5
Wednesday	6/17/2020	1:00 p.m.	Getting Started with Mango Languages	7
Thursday	6/18/2020	6:00 p.m.	Conversando con Mis Amigos	4
Wednesday	6/24/2020	6:00 p.m.	eRead Illinois	4
Thursday	6/25/2020	6:00 p.m.	Conversando con Mis Amigos	4
Wednesday	7/1/2020	1:00 p.m.	Ancestry Library Edition	7
Monday	8/3/2020	6:30 p.m.	Shades of Fiction	3
			Total Attendance	45

Computers: 222

Wireless Printing: 503

Printing

Black & White	2,433
Color	112
Wireless Printing	1,384
Total	3,929

Website: 2,987 users visited our website 4,702 times.

Download and Streaming Services

- Patrons across all platforms: 346 patrons
- Checkouts across all platforms: 1,379 checkouts
 - Media on Demand: 140 patrons (14 new) 645 Checkouts
 - Hoopla: 128 patrons (12 new) 479 Checkouts
 - Kanopy 9 patrons 38 Streams
 - RBdigital 48 patrons (2 new) See below for Breakdown

RBdigital Magazines	2 checkouts
RBdigital Newspapers	0 checkouts
RBdigital Comics	2 comics
RBdigital Acorn TV Pass	3 passes /66 titles watched
RBdigital The Great Courses Pass	3 courses viewed

Database Usage

Database Name		J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premiere	Documents /images	NA	NA	NA	NA	NA	0	8	1					9
African American Heritage	Documents /images	0	32	NA	NA	NA	NA	NA	NA					32
Ancestry Library Edition	Documents /images	0	0	0	194	37	0	0	0					231
Business Source Premiere	Documents /images	NA	NA	NA	NA	NA	0	0	0					0
Chicago Tribune	documents	0	0	0	3	16	0	0	0					19
Consumer Health Complete	Documents /images	NA	1	0	0	0	0	5	0					6
Ebook PL Collection		NA	NA	NA	NA	NA	5	6	0					11
Flipster	downloads	3	0	3	3	4	0	0	2					15
Gale Courses	sessions	14	36	11	35	36	13	35	38					218
History Reference Center		0	0	0	0	0	0	0	0					0
Hobbies & Crafts Ref Ctr		NA	NA	NA	NA	NA	NA	1	0					1
Home Improvement Ref Ctr		NA	NA	NA	NA	NA	NA	1	0					1
Hoopla Digital	circulations	102	153	183	163	229	157	133	189					1339
Kanopy	circulations	0	24	27	4	13	13	8	17					106
Legal Info Resource		NA	NA	NA	NA	NA	0	13	0					13
Mango Languages	sessions	3	9	9	9	9	17	18	2					67
Masterfile Complete	Documents /images	2	5	0	4	0	11	1	0					23
MEDLINE	abstracts	0	0	0	0	0	0	0	0					0
Newsbank	Documents /images	0	25	0	10	1	0	7	5					47
Niche Academy	sessions	28	12	19	213	78	19	26	27					422
Novelist Plus	abstracts	53	10	5	17	10	11	7	14					127
Novelist Plus K-8	abstracts	0	2	0	2	1	0	0	0					5
NuWav Legal Documents	sessions	6	5	7	0	5	0	3	6					32
Overdrive (MediaOnDemand)	circulations	166	163	156	231	194	219	225	201					1555
Points of View Ref Ctr		NA	NA	NA	NA	NA	NA	19	0					19
RBdigital		NA	NA	NA	NA	109	6	3	3					121
READit!	documents	NA	NA	NA	NA	NA	16	0	0					16
ReferenceUSA	logins	0	0	3	10	13	7	0	125					158
Science Ref Ctr		NA	NA	NA	NA	1	11	1	0					13
Small Business Ref Ctr		NA	NA	NA	NA	NA	NA	7	0					7

successful retrieval	299	332	420	895	223	395	369	220	0	0	0	0	3153
Usage of electronic material	106	136	142	154	532	376	358	411	0	0	0	0	2215

Youth Services Report

June - August 2020

Children/Teen Department

Prepared by Sophia Brown

Summer Reading Program June 8 – August 3

The Children’s Department kicked off the Summer Reading Program Saturday June 6.
Zoom Performance by The Great Boudini – 6 attendees

Registration for Online Summer Reading

Read to Me – 2

Pre-K – 5

Kids – 23

Teen - 5

Toddler Time is held every Thursday morning at 10:00 -11:00 a.m.

During the month of June, Family story times were available on youtube, every Thursday morning at 10:00 a.m.

During the month of July and August, we started out story times via LIVE on Facebook.

Ms. Sophia offers 20-30 minutes of stories, songs and rhymes and 12:00 noon, we offer 30 minutes of craft time Live on Facebook. We make craft bags available every Tuesday, so that participants can pick up and do the craft along with Ms. Sophia.

July 16 – 730 reached, 96 engagements and 357 views

July 23 – 89 reached, 30 engagements and 48 views

July 30 – 87 reached, 45 engagements and 40 views

August 6 – 1,784 reached, 197 engagements and 631 views

August 20 - 100 reached, 37 engagements, 48 views

August 27 – 71 reached, 14 engagements and 24 views

Virtual Reading by all staff (July and August)

Read by Sophia

Sulwe by Lupita Nyong’o

Each Kindness by Jacqueline Woodson

Of Thee I Sing by Barack Obama

Musician of the Sun – Gerald McDermott

Bud Not Buddy by Christopher Paul Curtis, Chapter 1

Read by Ms. Delores

Pink Me Up – Charise Mericle Harper
How the Crayons saved the Rainbow – Monica Sweny
One Love – Cendella Marley Booker

Read by Kelsey
Bad Seed – Jory John

Collection Development

Arthur is currently working on the Children's Department's inventory. About 60% of the collection have been completed.

Laura is currently working on the Teen Department's Inventory

Deloris is maintaining an inventory list of pictures books by chosen subjects for story time and reading list for preschool to 3rd graders.

New Book Orders

June 22 – 23 Easy Fiction
July 22 – 7 Fiction and Nonfiction
August 14 – 25 Juvenile and Teen Fiction

Community Connections

Sophia is working with Ms. Harris at Lincoln Primary to offer virtual programs to parents and infant in the district.

Patron Services Report

June - August 2020

Prepared by Linda DuPree

Staff

Our patron service staff have provided great service in preparing patrons to re-enter the building. We make sure that restrictions are for their safety as well as our safety. I believe the consensus is that patrons are very pleased that we are open for business again and offering service the safest way possible for everyone. Our curbside service has been a great alternative to pick up items, especially with patrons who have children in the car.

We have had a few challenges with patrons who bring small children, and we immediately inform them we cannot allow children in the building at this time. We give them a variety of options to return: we have even brought library card registration applications outside to them and print jobs as they sit on the bench! We have provided the younger children with a census coloring book to read so the child is occupied. We understand that times are difficult and we try to assist the safest, best way possible.

Aside from providing day to day services, which include scheduling appointments, sanitizing areas, shelving, processing and sending our items to other libraries, we are still going forward with the inventory of our collection. We are diligently working to incorporate scanning each circulating item we own. I have assigned specific classifications to my staff, and we work together to help each other complete their sections. As of August, I estimate that we are between 30-40% completed. We are successfully catching up from our pre-pandemic time and our goal is to be complete with our inventory by the end of 2020.