

**Director's Report
January 2022**

Administration

December 2021

Prepared by Amy Crump, Library Director

Staff

- Sad to announce that both Anastasia Bosby and Jackie Gonzalez accepted full-time jobs elsewhere. Anastasia's last day was December 8 and Jackie's last day was December 1.
- Leadership Team meeting were held on December 2.
- The December Staff In-Service was held on December 3. Music and food and wonderful companions made it a day of training and joy!
- All the staff annual reviews were completed on January 6, 2022.

Facility

- The final documents from the HVAC replacement project were received on December 16. The project is now complete.
- Due to a projected cost increase of POTS (Plain Old Telephone System) lines, the library will be switching to an internet-based phone system in 2022.

Meetings

- Attended the Levy Hearing and the Bellwood Village Board meeting on December 15.
- Had a meeting with FQ Construction and Product Architecture + Design on December 28.

Miscellaneous

Donated 4 boxes of new children's books to Christmas in Proviso.

Adult & Bibliographic Services Report

December 2021

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
January 2021	3	0	27	30

February 2021	9	0	13	22
March 2021	35	0 email/2 chat	60	97
April 2021	31	0 email/0 chat	28	59
May 2021	31	0 email/0 chat	50	81
June 2021	34	0 email/0 chat	50	84
July 2021	39	0 email/0 chat	49	88
August 2021	20	0 email/0 chat	29	49
September 2021	38	0 email/1 chat	43	81
October 2021	40	2 email/2 chat	62	115
November 2021	45	0 email/0 chat	43	88
December 2021	39	0 email/0 chat	52	91

Notarizations: 14

Adult Services Programming—December 2021

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	12/2/2021	6:00	Yoga	5
Saturday	12/4/2021	10:00	Zumba	7
Monday	12/6/2021	6:30	Shades of Fiction	4
Tuesday	12/7/2021	6:30	Bitcoin & Cryptocurrency	8
Wednesday	12/8/2021	6:30	Adjustment of Status	0
Thursday	12/9/2021	6:00	Yoga	4
Saturday	12/11/2021	10:00	Zumba	8
Monday	12/13/2021	6:30	Vintage Holiday Cookies & Candies	9
Thursday	12/16/2021	6:00	Yoga	4
Saturday	12/18/2021	10:00	Zumba	8
Wednesday	12/22/2021	6:30	Holiday Concert Celebration	8
Thursday	12/23/2021	6:00	Yoga	4
Thursday	12/30/2021	6:00	Yoga	4
			Total Attendance	73

Website: 808 users visited our website 1,154 times.

Wifi Usage: 153 clients logged in

Computers: 415 patrons

Printing

Black & White	1784
Color	150
Wireless Printing	186
Total	1934

Download and Streaming Services

- Patrons across all platforms: 79 patrons
- Checkouts across all platforms: 496 checkouts
 - Media on Demand: 39 patrons (2 new) 225 Checkouts
 - Hoopla: 35 patrons (3 new) 227 Checkouts
 - Kanopy 5 patrons 44 Streams

Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	2	1	0	5	0	0	0	0	0	11	3	0	22
Ancestry Library Edition	1	0	5	1	0	3	0	120	0	0	0	0	130
Business Source Premiere	0	0	0	0	0	0	0	0	4	0	0	0	4
Chicago Tribune Consumer Health Complete	6	5	0	0	0	0	0	0	0	0	0	0	11
Consumer Reports Ebook PL collection	0	0	0	2	0	0	0	0	0	0	0	0	2
Flipster	5	0	0	4	0	2	1	3	0	0	0	0	15
Gale Courses	0	0	0	0	0	0	0	0	0	0	0	0	0
History Reference Ctr	1	0	2	0	0	9	4	0	0	0	0	3	19
Home Improvement Ref Ctr	92	101	87	97	64	52	19	18	4	0	0	13	547
Hoopla Digital	0	0	1	0	0	0	0	0	0	14	2	7	24
Kanopy	0	0	0	2	0	0	0	0	1	0	5	0	8
Legal Reference Ctr	0	0	0	0	0	0	0	0	0	0	0	0	0
Literary Reference Ctr	0	0	0	0	0	0	0	0	0	0	0	0	0
Masterfile Complete	191	177	174	134	158	155	205	169	200	203	225	227	2218
	9	36	6	39	4	2	0	34	45	32	45	44	296
	0	0	4	0	0	0	0	0	0	0	5	0	9
	3	0	1	3	0	0	0	0	0	8	0	0	15
	0	0	0	0	0	0	0	0	0	0	0	0	0

MEDLINE	0	0	0	0	0	0	0	0	0	0	11	0	11
Newsbank	0	0	2	1	0	0	0	0	1	2	0	0	6
Niche Academy	5	4	5	1	1	0	7	0	2	0	0	1	26
NoveList Plus	50	46	115	50	0	41	35	20	26	10	9	7	409
NoveList Plus K-8	10	0	0	0	0	19	20	15	0	7	0	0	71
NuWav Legal Documents	1	4	1	7	3	3	2	2	3	0	2	7	35
Overdrive (MediaOn Demand)	210	190	153	151	268	170	148	147	178	171	168	225	2079
Points of View Reference Ctr	0	0	0	0	0	0	0	0	0	0	0	0	0
PressReader	0	0	0	0	2	36	0	1	0	0	0	0	39
READit!	0	0	0	0	0	0	0	0	0	0	0	0	0
ReferenceUSA Science Ctr	4	0	2	1	0	1	0	0	10	0	0	8	26
Reference Small Business Reference Ctr	0	2	0	0	0	0	0	0	0	0	2	0	4
	0	0	0	0	0	0	0	0	0	0	0	4	4
Successful Retrieval	401	367	327	285	426	325	353	316	378	374	393	452	4398
Use of Electronic Material	206	201	107	271	142	167	88	212	77	84	84	106	1745

Youth Services Report

December 2021

Children/Teen Department

Prepared by Sophia Brown

Collection Development

Weeding

Kelsey is currently weeding the Easy Fiction (Picture Books). This is an ongoing project through 2021, targeted date of completion is March 2022.

December- 63 books discarded

New purchases for December 2021

67 new Picture books

37 new Juvenile fiction

14 new Juvenile Nonfiction

8 Spanish

8 Graphic Novels

3 CDs for in-house programs
4 Board Books
3 Video Games

Programming

Lincoln Primary School

Sophia held two special holiday story times with Roscoe by Zoom for Lincoln Primary School on Wednesday, December 22 at 10:00 a.m. and 12:00 p.m. A total of 43 parents and students participated.

Holiday Story time and Crafts LIVE with Ms. Sophia

Thursdays, December 2 – 171 views

Thursday, December 9 – 32 views

Thursday, December 16 – 66 views

Read to Your Buddy Winners

Congratulations to Langston and Brandon Salgado for completing and reading the most book to their stuffed pets. Winners will receive certificates and a kid's reading tent, compliments of Bellwood Library.

Drop in Winter Crafts

Ms. Kelsey held a 2 hour After School drop in winter craft session on Tuesday, December 14th. Students created oversize snowflakes and snow globes. A total of 7 students participated.

The Reindeer Cart and Christmas Presents

On Thursday, December 23, Ms. Sophia and students created paper bag reindeers and a special holiday gift box with goodies inside to give to a love one of Christmas Day. 7 students participated.

Cram Sessions for Teens

No participants

Dial A Story

A total of 6 stories were heard for the month of December