

**Director's Report  
January 2021**

**Administration**

December 2020

Prepared by Amy Crump, Library Director

Staff

- All staff evaluations/goal setting meetings have been completed.
- The Leadership Team (Zoom) meetings were held on December 7<sup>th</sup> and 28<sup>th</sup>.
- The Staff (Zoom) Meeting was held on December 10<sup>th</sup>.
- A SAFE Team meeting was held on December 28<sup>th</sup>.

Meetings /Training

- Attended FOIA for Local Governments webinar on December 10<sup>th</sup>.
- Attended Covid Vaccine Employer Responsibilities webinar on December 16.
- Attended the Village of Bellwood's Levy hearing on December 16.

## Adult & Bibliographic Services Report

December 2020

Prepared by ABS Department Head Kara Spizzirri

### Reference Questions

	<b>In Person</b>	<b>Email/Chat</b>	<b>Phone</b>	<b>TOTAL</b>
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 emails/2 chat	62	115
November	11	0 email/9 chat	31	51
December	NA	0 email/2 chat	29	31

### Programs

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Tuesday	12/1/2020	1:00	NovelList Plus Reading Recommendations	4
Tuesday	12/1/2020	6:30	Create a Holiday Dessert Charcuterie Board	9
Thursday	12/3/2020	6:30	Yoga	7
Friday	12/4/2020	1:30	Chair Yoga	7
Friday	12/4/2020	5:00	Whatcha Watchin & Readin	8
Friday	12/4/2020	6:30	Holiday Trivia	10
Saturday	12/5/2020	10:00	Zumba	11
Monday	12/7/2020	6:30	Shades of Fiction	0
Tuesday	12/8/2020	1:00	Legal Information Reference Center	1
Tuesday	12/8/2020	7:00	Holiday Concert Celebration	15
Thursday	12/10/2020	6:30	Yoga	5
Thursday	12/10/2020	6:30	Bullet Journaling 101	124
Friday	12/11/2020	1:30	Chair Yoga	7
Friday	12/11/2020	5:00	Whatcha Watchin & Readin	11
Saturday	12/12/2020	10:00	Zumba	8

Monday	12/14/2020	6:00	How the Heck Do I Buy a Used Car?	3
Tuesday	12/15/2020	1:00	Getting Newsletters from the Library	1
Wednesday	12/16/2020	6:30	Traveling on RTA During COVID-19	4
Friday	12/18/2020	1:30	Chair Yoga	7
Friday	12/18/2020	5:00	Whatcha Watchin & Readin	7
Saturday	12/19/2020	10:00	Zumba	6
Tuesday	12/22/2020	1:00	Medline Plus	3
Saturday	12/26/2020	10:00	Zumba	7
Tuesday	12/29/2020	1:00	Using Library Extension	3
			<b>Total Attendance</b>	268

Website: 941 users visited our website 1403 times.

#### Download and Streaming Services

- Patrons across all platforms: 91 patrons
- Checkouts across all platforms: 390 checkouts
  - Media on Demand: 46 patrons (1 new) 194 Checkouts
  - Hoopla: 44 patrons (4 new) 191 Checkouts
  - Kanopy 1 patron 5 Streams

#### Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	NA	NA	NA	NA	NA	0	8	1	1	1	5	0	16
African American Heritage	0	32	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	32
Ancestry Library Edition	0	0	0	194	37	0	0	0	15	0	0		246
Business Source Premiere	NA	NA	NA	NA	NA	0	0	0	1	2	5	0	8
Chicago Tribune	0	0	0	3	16	0	0	0	0	0	0	0	19
Consumer Health Complete	NA	1	0	0	0	0	5	0	0	9	2	0	17
Ebook PL collection	NA	NA	NA	NA	NA	5	6	0	0	0	0	0	11
Flipster	3	0	3	3	4	0	0	2	0	0	1	0	16
Gale Courses	14	36	11	35	36	13	35	38	48	30	2	12	308
History Reference Ctr	0	0	0	0	0	0	0	0	0	1	5	0	6

Hobbies & Crafts Ref Ctr	NA	NA	NA	NA	NA	NA	1	0	6	39	8	5	59
Home Improvement Ref Ctr	NA	NA	NA	NA	NA	NA	1	0	0	0	0	0	1
Hoopla Digital	102	153	183	163	229	157	133	189	167	146	148	191	1843
Kanopy	0	24	27	4	13	13	8	17	14	36	9	2	158
Legal Reference Ctr	NA	NA	NA	NA	NA	0	13	0	0	0	0	20	33
Literary Reference Ctr	0	0	0	0	0	0	0	0	0	0	0	8	8
Mango Languages	3	9	9	9	9	17	18	2	2	1	1	0	70
Masterfile Complete	2	5	0	4	0	11	1	0	1	0	4	0	28
MEDLINE	0	0	0	0	0	0	0	0	1	0	1	0	2
Newsbank	0	25	0	10	1	0	7	5	1	0	1	0	48
Niche Academy	28	12	19	213	78	19	26	27	43	7	4	12	484
NoveList Plus	53	10	5	17	10	11	7	14	22	38	32	34	253
NoveList Plus K-8	0	2	0	2	1	0	0	0	15	2	3	0	25
NuWav Legal Documents	6	5	7	0	5	0	3	6	3	11	3	0	46
Overdrive (MediaOn Demand)	166	163	156	231	194	219	225	201	172	140	159	194	2061
Points of View Reference Ctr	NA	NA	NA	NA	NA	NA	19	0	20	1	5	0	45
RBdigital	NA	NA	NA	NA	109	6	3	3	0	0	0	0	121
READit!	NA	NA	NA	NA	NA	16	0	0	0	0	0	0	16
ReferenceUSA Science Ctr	0	0	3	10	13	7	0	125	106	7	3	0	271
Reference Small Business Reference Ctr	NA	NA	NA	NA	1	11	1	0	1	1	5	0	20
Successful Retrieval	299	332	420	895	223	395	369	220	195	154	90	86	5933
Use of Electronic Material	106	136	142	154	532	376	358	411	353	322	317	390	3597

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

Virtual Programs by Staff

Thursday, December 10:00 a.m.  
Family Storytime Live with Ms. Sophia  
61 reached- 21 views

Sophia's Live Children Program Advertisement  
Monday, December 14 at 12:00 p.m.  
613 reached - 90 engagement -311 views

Ms. Kelsey's Steam 2 Go  
Tuesday, December 15  
25 curbside kits went out  
Reached 112 and 8 Engagement

Ms. Kelsey's Steam 2 Go  
Tuesday, December 22  
21 curbside kits went out  
Reached 112 and 8 Engagement

Thursday, December 17 10:00 a.m.  
Family Storytime Live with Ms. Sophia  
61 reached 21 engagements 50 views

Thursday, December 17 10:00 a.m.  
Crafternoon Live with Ms. Sophia  
52 reached 11 engagements 31 views

Holiday Ornament with Ms. Kelsey  
25 bags curbside bags went out

Collection Development

**Overdrive titles -**

30 Titles

Staff

Youth staff had meetings to discuss final evaluation of 2020 goals and new goals for 2021.

## **Patron Services Report**

December 2020

Prepared by Linda DuPree

- We continue to be diligent with are our safety procedures in the library. We continue to abide by a 3-day quarantine process for all incoming mail deliveries as well as SWAN deliveries.
- Curbside services are welcomed by our patrons and have been flawless!
- We are now in the completion stage of our year-long inventory process.