

**Director's Report
November 2021**

Administration

October 2021

Prepared by Amy Crump, Library Director

Staff

- Leadership Team meetings were held on October 5 and 19.
- The September staff meeting was held on October 21.

Facility

- Had first meeting with Frederick Quinn Construction and Product Architecture + Design on October 28. Timeline for project will be coming soon. Grant deadline is April 15 so that pushes back the construction start.
- We will be trying out a new cleaning company in November and December.

Meetings

- Attended ILA Virtual Conference on October 12-14.
- Attended ATLAS Board meeting on October 20.

Adult & Bibliographic Services Report

October 2021

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
November	11	0 email/9 chat	31	51
December	NA	0 email/2 chat	29	31
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

Notarizations: 17

Adult Services Programming—October 2021

Day	Date	Time	Adult Services Programs	# Patrons
Saturday	10/1/2021	10:00	Zumba	9
Monday	10/4/2021	6:30	Shades of Fiction	4
Thursday	10/7/2021	6:00	Yoga	4
Wednesday	10/13/2021	6:30	Exploring Hispanic Heritage Month	5
Thursday	10/14/2021	6:00	Yoga	5
Saturday	10/16/2021	10:00	Zumba	8
Wednesday	10/20/2021	6:30	In the Belly of the Blues	11
Thursday	10/21/2021	6:00	Yoga	4
Saturday	10/23/2021	10:00	Zumba (virtual)	10
Tuesday	10/26/2021	6:30	The Underground Railroad	10
Thursday	10/28/2021	6:00	Yoga	5
Friday	10/29/2021	5:00	Whatcha Watching & Reading	13
Saturday	10/30/2021	10:00	Zumba	7
			Total Attendance	95

Website: 1,087 users visited our website 1,543 times.

Wifi Usage: 198 clients logged in

Computers: 422 patrons

Printing

Black & White	2,200
Color	335
Wireless Printing	394
Total	2929

Download and Streaming Services

- Patrons across all platforms: 82 patrons
- Checkouts across all platforms: 406 checkouts
 - Media on Demand: 39 patrons (0 new) 171 Checkouts
 - Hoopla: 38 patrons (1 new) 203 Checkouts
 - Kanopy 5 patrons 32 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			18
Ancestry Library Edition	1	0	5	1	0	3	0	120	0	0			130
Business Source Premiere	0	0	0	0	0	0	0	0	4	0			4
Chicago Tribune	6	5	0	0	0	0	0	0	0	0			11
Consumer Health Complete	0	0	0	2	0	0	0	0	0	0			2
Consumer Reports	5	0	0	4	0	2	1	3	0	0			15
Ebook PL collection	0	0	0	0	0	0	0	0	0	0			0
Flipster	1	0	2	0	0	9	4	0	0	0			16
Gale Courses	92	101	87	97	64	52	19	18	4	0			534
History Reference Ctr	0	0	1	0	0	0	0	0	0	14			15
Hobbies & Crafts Ref Ctr	0	0	0	2	0	0	0	0	1	0			3
Home Improvement Ref Ctr	0	0	0	0	0	0	0	0	0	0			0
Hoopla Digital	191	177	174	134	158	155	205	169	200	203			1766
Kanopy	9	36	6	39	4	2	0	34	45	32			207
Legal Reference Ctr	0	0	4	0	0	0	0	0	0	0			4
Literary Reference Ctr	3	0	1	3	0	0	0	0	0	8			15
Masterfile Complete	0	0	0	0	0	0	0	0	0	0			0
MEDLINE	0	0	0	0	0	0	0	0	0	0			0
Newsbank	0	0	2	1	0	0	0	0	1	2			6
Niche Academy	5	4	5	1	1	0	7	0	2	0			25
NoveList Plus	50	46	115	50	0	41	35	20	26	10			393
NoveList Plus K-8	10	0	0	0	0	19	20	15	0	7			71
NuWav Legal Documents	1	4	1	7	3	3	2	2	3	0			26
Overdrive (MediaOn Demand)	210	190	153	151	268	170	148	147	178	171			1686
Points of View Reference Ctr	0	0	0	0	0	0	0	0	0	0			0
PressReader	0	0	0	0	2	36	0	1	0	0			39
READit!	0	0	0	0	0	0	0	0	0	0			0
ReferenceUSA	4	0	2	1	0	1	0	0	10	0			18

Science Ctr Reference	0	2	0	0	0	0	0	0	0	0	0	2
Small Business Reference Ctr	0	0	0	0	0	0	0	0	0	0	0	0
Successful Retrieval	401	367	327	285	426	325	353	316	378	374		3553
Use of Electronic Material	206	201	107	271	142	167	88	212	77	84		1555

Youth Services Report

October report and November reports will be presented in December.