

**Director's Report
December 2021**

Administration

November 2021

Prepared by Amy Crump, Library Director

Staff

- Leadership Team meetings were held on November 3 and 17.
- The November staff meeting was held on November 18.

Facility

- Had a complete building asbestos evaluation.
- Holiday lights outside, on Bohland Avenue side.

Meetings

- Attended a workshop titled The Accidental Facility Manager on November 9.
- Attended SLAM meeting on November 11.
- Attended PTMAN meeting on November 13.
- Attended ATLAS Board meeting on November 17.
- Had a Zoom meeting with Director of Loyola Community Health to start the process of having a community health worker in the library. (Also discussed social workers and a diabetes prevention program in the library.)

Adult & Bibliographic Services Report

November 2021

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
December 2020	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
November 2021	45		43	88

Notarizations: 19

Adult Services Programming—November 2021

Day	Date	Time	Adult Services Programs	# Patrons
Monday	11/1/2021	6:30	Shades of Fiction	5
Wednesday	11/3/2021	6:30	It Happened in Chicago	2
Thursday	11/4/2021	6:00	Yoga	5
Saturday	11/6/2021	10:00	Zumba	8
Wednesday	11/10/2021	7:00	Celebrate America: Folk & Patriotic Songs	2
Saturday	11/13/2021	10:00	Zumba	10
Thursday	11/18/2021	6:00	Yoga	4
Saturday	11/20/2021	10:00	Zumba	8
Saturday	11/27/2021	10:00	Zumba	6
			Total Attendance	50

Website: 997 users visited our 1,356 website times.

Wifi Usage: 172 clients logged in

Computers: patrons: 419

Printing

Black & White	2403
Color	179
Wireless Printing	177
Total	2582

Download and Streaming Services

- Patrons across all platforms: 78 patrons
- Checkouts across all platforms: 438 checkouts
 - Media on Demand: 40 patrons (5 new) 168 Checkouts
 - Hoopla: 34 patrons (2 new) 225 Checkouts
 - Kanopy 4 patrons 45 Streams

Database Usage The EBSCO statistics were not functioning so most of these number will be provided in January.

	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			19
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 Consumer Health Complete	6	5	0	0	0	0	0	0	0	0	0		11
Consumer Reports	0	0	0	2	0	0	0	0	0	0			2
Consumer Reports Ebook PL collection	5	0	0	4	0	2	1	3	0	0			15
Flipster	0	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	225		1991
Kanopy	9	36	6	39	4	2	0	34	45	32	45		252
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	2		28
Overdrive (MediaOn Demand)	210	190	153	151	268	170	148	147	178	171	168		1854
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 Science Ctr	4	0	2	1	0	1	0	0	10	0	18
Reference Small Business Reference Ctr	0	2	0	0	0	0	0	0	0	0	2
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

November 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 January 3, 2022.

October 2021 – 52 books discarded

November 2021- 67 books discarded

New purchases for October and November 2021

123 new Picture books Juvenile fiction

72 new Young Adult fiction

25 new Young Adult Nonfiction

1 Spanish

3 CDs for in-house programs

4 Video Games

Programming

Lincoln Primary School

Ms. Kelsey held a virtual story time with songs and finger plays for Lincoln Primary in

Create a Scarecrow

Sophia created a little family of readers for the create a scarecrow program hosted by Eisenhower center for businesses in Bellwood during the month of October.

Decorate a Pumpkin Contest

A total of 15 students participated in the Pumpkin decorating contest.

1st place winner – De'Miya Jones

2nd place winner – Tanyiah Bickett

3rd place winner – Jaden Mintz

Haunted Story Walk

During the month of October, 12 students participated in the self-guided story walk around the Children's Dept. and created a craft to take home.

The Stuffed Turkey Day

Since no patrons showed up to do the Stuffed Turkeys, we made it a passive program so as patrons came in, we offered a stuffed turkey craft and 12 turkeys were made.

Bookmark Contest

Congratulations to Miyah Cooper for creating the best Bookmark Design. Copies of Miyah's bookmark can be found and pick up in the Children's Dept.

Dial A Story

A total of 7 stories were heard for the month of November

A total of 12 stories were heard for the month of November.

Adopt a Stuffed Pet

A total of 41 students registered for the Reading Buddy program. All reading logs must be submitted by December 27th and winner will be announced on Monday, January 3, 2022.

You, Yours and Yoga

Sophia posted a video of first melting session for kids.

Thursday, October 28 – 31 views

October Story Time LIVE was held on Thursday mornings at 10:00 a.m. on

Facebook with Ms. Sophia and Roscoe or Ms. Kelsey

October 7 - 54 views

October 28 – 49 views

October Crafternoon LIVE was held every Thursday at 12:00 noon on Facebook with Ms. Sophia.

October 7 - 41 views

October 28 – 23 views

November Story Time LIVE is held on Thursday mornings at 10:00 a.m. Live of Facebook with Ms. Kelsey
November 4 – 47 views
November 18 – 172 views

Young Builders Club
Tuesdays in October and November – no participants

Prenda Club with Ms. Kelsey
Tuesdays in October – No participants

Secret Agent Club
November 3, 10 and 17th – no participants

Teen Halloween Scrapbooking
October 27th – no participants

Teen Sugar Skull Painting
Monday, November 1 – 4 participants

The Teen Resource Display Board –
September – National Suicide Prevention Month
A total of 24 self-care bags were created by Jennifer and Delores and given out.
October – Indigenous Peoples Heritage Month 2021
November – Promote Equal Rights