

**Director's Report
February 2023**

Administration

Prepared by Amy Crump, Library Director

Staff

- A Leadership Team meeting was held on January 12.
- There was no staff meeting in January.
- Jevon Bates is no longer working as a BPL Security Monitor.
- Kamil Brady is no longer working as a marketing consultant for Bellwood Library.

Facility Report

Demolition has started on the downstairs. The goal is to be completed by the end of April – about 4 weeks behind schedule.

Meetings

- Attended SLAM Meeting on 1/12.

Room Naming

When the meeting room is renovated, it will have two separate entrances and be able to be split into two rooms. One room will be the Arnie Bryant Community Room (as established in 2008 for a former Board President) and I respectfully propose that the Board approve naming the other room the Dorothy Clark-Smith Board Meeting Room, in recognition of her 18 years of service.

Request for Board's Public Relations Committee

I respectfully request for help from the Public Relations Committee with planning the grand opening of the library when the renovation is complete. Deadline for next newsletter is April 3 so time is critical for this project.

Adult & Bibliographic Services Report

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
January 2022	55	0 email/4 chat	79	138
February 2022	69	1 email/0 chat	76	146
March 2022	90	6 email/3 chat	74	173
April 2022	80	3 email/4 chat	68	155
May 2022	84	2 email/2 chat	53	141
June 2022	90	1 email/1 chat	110	192
July 2022	96	0 email/2 chat	67	165
August 2022	15	0 email/2 chat	27	44

September 2022	37	0 email/2 chat	49	88
October 2022	95	2 email/2 chat	58	157
November 2022	70	0 email/1 chat	40	111
December 2022	49	0 email/3 chat	35	87
January 2023	55	2 email/4 chat	14	71

Notarizations: 3

Adult Services Programming— January 2023

			Modern Hand-Stitching Video Series	9
Wednesday	1/4/2023	11:00	Chair Yoga	5
Thursday	1/5/2023	6:00	Yoga	6
Saturday	1/6/2023	9:00	Zumba	7
Wednesday	1/11/2023	11:00	Chair Yoga	8
Thursday	1/12/2023	6:00	Yoga	11
Saturday	1/14/2023	9:00	Zumba	8
Wednesday	1/18/2023	11:00	Chair Yoga	7
Thursday	1/19/2023	6:00	Yoga	9
Saturday	1/21/2023	9:00	Zumba	9
Wednesday	1/25/2023	11:00	Chair Yoga	8
Thursday	1/26/2023	6:00	Yoga	9
Saturday	1/28/2023	9:00	Zumba	8
Monday	1/30/2023	6:30	What to do if your identity is stolen	2
Tuesday	1/31/2023	6:30	DNA & Genealogy	5
			Total Attendance	111

Website: 826 users visited our website 1,181 times.

WiFi use: 94

Computers: 126 patrons

Printing

Black & White	554
Color	29
Wireless Printing	51
Total	634

Download and Streaming Services

- Patrons across all platforms: 106 patrons
- Checkouts across all platforms: 573 checkouts
 - Media on Demand: 49 patrons (0 new) 194 Checkouts
 - Hoopla: 51 patrons (1 new) 302 Checkouts

Kanopy:

6 patrons

77 Streams

Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	5												5
Ancestry Library Edition	2												2
Business Source Premiere	27												27
Consumer Health Complete	0												0
Consumer Reports	1												1
Flipster	1												1
Gale Courses	7												7
History Reference Ctr	0												0
Hobbies & Crafts Ref Ctr	0												0
Legal Reference Ctr	0												0
Literary Reference Ctr	3												3
Masterfile Complete	11												11
MEDLINE	0												0
Newsbank	0												0
Niche Academy	9												9
NoveList Plus	2												2
NoveList Plus K-8	0												0
NuWav Legal Documents	0												0
Points of View Reference Ctr	6												6
ReferenceUSA	0												0
Science Ctr Reference	10												10
Small Business Reference Ctr	0												0
Successful Retrieval	496												496
Use of Electronic Material	161												161

Youth Services Report

Children/Teen Department

Prepared by Sophia Brown

January

Due to the library being closed from January 2nd through 23rd, there were no youth events held that month.

Staff time was spent setting back up the youth room, reshelving books and getting desks ready to go for the re-opening.