

**Director's Report
February 2022**

Administration

January 2022

Prepared by Amy Crump, Library Director

Staff

- Welcome to Lisa Rosati, our new Patron Services Aide.
- We had a Summer Reading planning meeting on January 4.
- A Leadership Team meeting was held on January 13.
- The January Staff meeting was held on January 25.

Meetings

- Attended SLAM meeting on January 13.
- Had a meeting with other Proviso libraries to discuss a library card sign-up campaign.

Miscellaneous

- Annual Interlibrary Loan and Reciprocal Borrowing Statistical Survey submitted to the Illinois State Library.
- Annual Library Certification submitted to the Illinois State Library.

Adult & Bibliographic Services Report

January 2022

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
January 2022		Numbers will be provided in March		

Notarizations: 12

Adult Services Programming—January 2022

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	1/6/2022	6:00	Yoga	7
Saturday	1/8/2022	10:00	Zumba	9
Monday	1/10/2022	10:00	Employment Resources Table	8
Tuesday	1/11/2022	Various	Bring Your Device	2
Thursday	1/13/2022	6:00	Yoga	12
Saturday	1/15/2022	10:00	Zumba	10
Wednesday	1/19/2022	11:00	Chair Yoga	8
Thursday	1/20/2022	6:00	Yoga	14
Saturday	1/22/2022	10:00	Zumba	8
Wednesday	1/26/2022	11:00	Chair Yoga	14
Thursday	1/27/2022	6:00	Yoga	11
Saturday	1/29/2022	10:00	Zumba	15
			Total Attendance	118

Passive Monthly Programs:

National Tea Month: around 100 tea bags were taken by patrons

Take and Make 3D Snowflakes: 13

Website: 874 users visited our website 1,365 times.

WiFi use: January & February numbers will be provided in March

Computers: 391 patrons

Printing

Black & White	2289
Color	174
Wireless Printing	153
Total	2463

Download and Streaming Services

- Patrons across all platforms: 95 patrons
- Checkouts across all platforms: 463 checkouts
 - Media on Demand: 52 patrons (7 new) 227 Checkouts
 - Hoopla: 39 patrons (4 new) 200 Checkouts
 - Kanopy 4 patrons 36 Streams

Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	0												
Ancestry Library Edition	42												42
Business Source Premiere	0												
Chicago Tribune Consumer Health Complete	0												
Consumer Reports	0												
Flipster	0												
Gale Courses	32												32
History Reference Ctr	0												
Hobbies & Crafts Ref Ctr	0												
Home Improvement Ref Ctr	0												0
Hoopla Digital	200												200
Kanopy	36												36
Legal Reference Ctr	0												
Literary Reference Ctr	0												
Masterfile Complete	0												
MEDLINE	0												
Newsbank	1												1
Niche Academy	0												
NoveList Plus	0												
NoveList Plus K-8	0												
NuWav Legal Documents	4												4
Overdrive (MediaOn	227												227

Demand)	
Points of View	
Reference Ctr	0
PressReader	0
ReferenceUSA	0
Science Ctr	
Reference	0
Small Business	
Reference Ctr	0

Successful	
Retrieval	427

427

Use of Electronic
Material

Youth Services Report

January 2022

Children/Teen Department

Prepared by Sophia Brown

Collection Development

No Book Purchases for the month of January

Virtual Programs

Prenda Club with Ms. Kelsey

No students attended

Winter Stories and Crafts

Tuesday, January 4 with Ms. Sophia – 2 students and 3 adults

Tuesday, January 18 with Ms. Kelsey – 2 students and 1 adult

Eat Play Grow

This virtual program was presented by Ms. Alex from University of Illinois Extension. She presented stories, crafts and fun facts about nutrition.

Tuesday, January 11 – 35 views

Tuesday, January 25 – 33 views

Dial- Story

There were a total of 5 calls for the month of January

Bookshelves

The Children Departments updated signs to reflect the new collections of the different sections of materials.