

**Director's Report  
February 2021**

**Administration**

January 2021

Prepared by Amy Crump, Library Director

Staff

- The Leadership Team (Zoom) meetings were held on January 11th and 25th.
- The Staff (Zoom) Meeting was held on January 19th.
- A Special Staff Meeting was held on January 29 to gather input on proposed renovation plans.

Meetings /Training

- Attended SLAM meeting on January 8th.
- Hosted Bellwood Intergovernmental Meeting on January 20. We are working on a joint Little Free Library project with the schools and the park district.
- Attended ALA Midwinter Conference from January 22nd through the 25th.

Annual Filings

- The Per Capita grant application has been filed with the Illinois State Library.

## Adult & Bibliographic Services Report

January 2021

Prepared by ABS Department Head Kara Spizzirri

### Reference Questions

	<b>In Person</b>	<b>Email/Chat</b>	<b>Phone</b>	<b>TOTAL</b>
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
January 2021	3	0	27	30

Notarizations: 6

### Programs

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Monday	1/4/2021	6:30	Shades of Fiction	0
Tuesday	1/5/2021	1:00	Northstar Digital Literacy	1
Friday	1/8/2021	1:30	Chair Yoga	6
Friday	1/8/2021	5:00	Whatcha Watchin' & Readin'	8
Saturday	1/9/2021	10:00	Zumba	4
Thursday	1/7/2021	6:30	Yoga	4
Tuesday	1/12/2021	1:00	Using Goodreads for Readin'g Recommendations	8
Wednesday	1/13/2021	6:30	Wills, Trusts, & What Every Family Needs to Know Estate Planning	15
Thursday	1/14/2021	6:30	Yoga	5
Friday	1/15/2021	1:30	Chair Yoga	7
Friday	1/15/2021	5:00	Whatcha Watchin' & Readin'	7
Saturday	1/16/2021	10:00	Zumba	4

Tuesday	1/19/2021	1:00	Goodreads Account Features	0
Tuesday	1/19/2021	6:30	Take Control of Your Paper	10
Wednesday	1/20/2021	6:30	Upcycle Book Page Wreath	1
Thursday	1/21/2021	6:30	Yoga	6
Friday	1/22/2021	1:30	Chair Yoga	7
Friday	1/22/2021	5:00	Whatcha Watchin' & Readin'	7
Saturday	1/23/2021	10:00	Zumba	5
Tuesday	1/26/2021	1:00	PressReader	3
Tuesday	1/26/2021	6:30	The Financial Aid Process	4
Thursday	1/28/2021	6:30	Yoga	4
Friday	1/29/2021	1:30	Chair Yoga	11
Friday	1/29/2021	5:00	Whatcha Watchin' & Readin'	11
Friday	1/29/2021	6:30	Trivia	1
Saturday	1/30/2021	10:00	Zumba	5
			<b>Total Attendance</b>	<b>144</b>

Website: 1,121 users visited our website 1,711 times.

Wifi Usage: 50 clients logged in

Computers: 46 patrons

#### Printing

Black & White	325
Color	7
Wireless Printing	161
<b>Total</b>	<b>493</b>

#### Download and Streaming Services

- Patrons across all platforms: 91 patrons
- Checkouts across all platforms: 410 checkouts
  - Media on Demand: 41 patrons (2 new) 210 Checkouts
  - Hoopla: 47 patrons (5 new) 191 Checkouts
  - Kanopy 3 patron 9 Streams

## Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	2												2
Ancestry Library Edition	1												1
Business Source Premiere	0												0
Chicago Tribune Consumer Health Complete	6												6
Consumer Reports Ebook PL collection	0												0
Flipster	1												1
Gale Courses	92												92
History Reference Ctr	0												0
Hobbies & Crafts Ref Ctr	0												0
Home Improvement Ref Ctr	0												0
Hoopla Digital	191												191
Kanopy	9												9
Legal Reference Ctr	0												0
Literary Reference Ctr	3												3
Masterfile Complete	0												0
MEDLINE	0												0
Newsbank	0												0
Niche Academy	5												5
NoveList Plus	50												50
NoveList Plus K-8	10												10
NuWav Legal Documents	1												1
Overdrive (MediaOn Demand)	210												210
Points of View Reference Ctr	0												0
READit!	0												0
ReferenceUSA	4												4

Science Ctr Reference	0	0
Small Business Reference Ctr	0	0
Successful Retrieval	401	401
Use of Electronic Material	206	206

**Youth Services Report**  
 January 2021  
 Children/Teen Department  
 Prepared by Sophia Brown

Virtual Programs

Thursday, January 7 at 10:00 a.m.  
 Family Storytime Live with Ms. Sophia  
 71 reached- 27 engagement

Thursday, January 14 at 10:00 a.m.  
 Family Storytime Live with Ms. Sophia  
 59 reached- 29 engagement

Thursday, January 21 at 10:00 a.m.  
 Family Storytime Live with Ms. Sophia  
 57 reached- 28 engagement

Thursday, January 28 at 10:00 a.m.  
 Family Storytime Live with Ms. Sophia  
 40 reached- 16 engagement

Thursday, January 7 at 12:00 a.m.  
 Family Storytime Live with Ms. Sophia  
 32 reached- 12 engagement

Thursday, January 14 at 12:00 a.m.

Family Storytime Live with Ms. Sophia  
39 reached- 13 engagement

Thursday, January 7 at 4:00 p.m.  
Cook-a-thon with Ms. Sophia  
38 reached- 4 engagement

Thursday, January 7  
Ms. Delore Read Aloud – 28 views and 1 engagement

Ms. Kelsey's Steam 2 Go  
Tuesday, January 12  
15 curbside kits went out  
Reached 112 and 8 Engagement

Friday, January 15 at 5:00 p.m.  
Fun Animal Facts with Ms. Sophia  
23 reached- 4 engagement

Friday, January 22 at 5:00 p.m.  
Fun Animal Facts with Ms. Sophia  
28 reached- 2 engagement

Friday, January 29 at 5:00 p.m.  
Fun Animal Facts with Ms. Sophia  
34 reached- 4 engagement

Wednesday, January 20 at 1:00 p.m.  
Fun Animal Facts with Ms. Sophia  
42 reached- 11 engagement

Ms. Kelsey's Steam 2 Go  
Tuesday, January 26  
16 curbside kits went out

#### Purchases

Fiction books: \$806.93

Nonfiction books: \$265.71

AV: \$265.71

## **Patron Services Report**

January 2021

Prepared by Linda DuPree

We successfully continue to circulate Hotspots to our patrons. Patrons have expressed to our staff how wonderful it is to have this service during these difficult times. Our patrons also use the hotspot devices to access our Hoopla and Canopy streaming services.

And...We are happy to announce that we added Roku devices to our collection! Roku's are hardware digital media players. They offer access to streaming media content from various online services. We currently have 5 devices, each device provides one of the following media content:

- Netflix
- Hulu
- Prime Video
- Acorn
- Disney Plus

With the exception of Disney Plus, each device offers 30 movies. Disney Plus offers children's features.

The borrowing procedure are identical to the hotspot. It has a 7-day loan period, checked out only by an Adult Bellwood Library card holder. They are housed in a sturdy, protective, plastic mesh bag which Rosemary has so beautifully put together!