

**Director's Report
March 2022**

Administration

February 2022

Prepared by Amy Crump, Library Director

Staff

- Welcome back to Anastasia Bosby. Welcome to Eddie Bowers, new security monitor.
- Summer Reading
- A Leadership Team meeting was held on February 18.
- The February Staff meeting was held on February 15.

Meetings

- Had meetings on February 7 and 25 with Reverend Johnson from the Safe Summer Internship Program.
- Attended SLAM meeting on February 10.
- Attended ATLAS Board meeting on February 16.
- Attended the Bellwood Village Board meeting on February 16.
- Ashley, Lili and I went to Merchandise Mart with the architects to look at different furniture options on February 23.

Miscellaneous

- IPLAR was submitted on February 25 (due date was March 1.)
- Legal GPS
- Heritage Hub

Adult & Bibliographic Services Report

February 2022

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
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	55	0 email/4 chat	79	138
February 2022	69	1 email/0 chat	76	146

Notarizations: 9

Adult Services Programming—February 2022

Day	Date	Time	Adult Services Programs	# Patrons
Wednesday	2/2/2022	11:00	Chair Yoga	5
Thursday	2/3/2022	6:00	Yoga	5
Saturday	2/5/2022	10:00	Zumba	8
Monday	2/7/2022	6:30	Shades of Fiction	6
Tuesday	2/8/2022	Various	Bring Your Own Device	3
Wednesday	2/9/2022	11:00	Chair Yoga	5
Wednesday	2/9/2022	6:00	Introduction to Aromatherapy	4
Thursday	2/10/2022	6:00	Yoga	4
Saturday	2/12/2022	10:00	Zumba	10
Wednesday	2/16/2022	11:00	Chair Yoga	4
Wednesday	2/16/2022	6:00	CUB Utility Bill Clinic	5
Thursday	2/17/2022	6:00	Yoga	5
Saturday	2/19/2022	10:00	Zumba	8
Wednesday	2/23/2022	11:00	Chair Yoga	6
Wednesday	2/23/2022	6:30	Cannabis Access in Illinois	5
Thursday	2/24/2022	6:00	Yoga	7
Saturday	2/26/2022	10:00	Zumba	10
			Total Attendance	100

Passive Monthly Programs:

Quilt Make and Take = 7 kits were picked up by patrons.

Website: 879 users visited our website 1,220 times.

WiFi use: 185 in January and 178 in February

Computers: 299 patrons

Computer One-on-One sessions: 17
 Study Room Use: 5 uses, 5 people

Printing

Black & White	1373
Color	171
Wireless Printing	206
Total	1544

Download and Streaming Services

- Patrons across all platforms: 95 patrons
- Checkouts across all platforms: 463 checkouts
 - Media on Demand: 42 patrons (1 new) 201 Checkouts
 - Hoopla: patron numbers will be provided in April 245 Checkouts
 - Kanopy 4 patrons 37 Streams

Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	1	0											1
Ancestry Library Edition	42	6											48
Business Source Premiere	0	0											0
Chicago Tribune Consumer Health Complete	0	0											0
Consumer Reports	0	0											0
Flipster	1	0											1
Gale Courses	32	40											72
History Reference Ctr	0	0											0
Hobbies & Crafts Ref Ctr	0	0											0
Home Improvement Ref Ctr	0	0											0
Hoopla Digital	200	245											445
Kanopy	36	37											73
Legal Reference Ctr	0	0											0

Literary Reference Ctr	3	0	3
Masterfile Complete	0	0	0
MEDLINE	0	0	0
Newsbank	1	0	1
Niche Academy	0	2	2
NoveList Plus	45	29	74
NoveList Plus K-8	15	25	40
NuWav Legal Documents	4	1	5
Overdrive (MediaOn Demand)	227	201	428
Points of View Reference Ctr	0	0	0
PressReader	0	0	0
ReferenceUSA	0	0	0
Science Ctr Reference	0	0	0
Small Business Reference Ctr	0	1	1
Successful Retrieval	427	446	873
Use of Electronic Material	180	283	463

Youth Services Report

February 2022

Children/Teen Department

Prepared by Sophia Brown

Decorations

The Children's Department switched out displays to decorate the room in celebration of black history month.

Programming

Thursday Virtual Story time with Ms. Sophia – Celebrating Black History

February 3 – Closed for winter storm – Ms. Sophia read Black Lives Matter by Maxine Beneba Clark to students – 33 views

February 10 – African Beginnings- 44 views

February 17 – Closed for winter storm -- no Storytime

February 24 – Stories of famous African Americans – 34 views

Eat, Play and Grow

Tuesday, February 8 - Illinois Extension on Healthy Eating – 32 views

Passive Programs: February 14 – Ms. Kelsey created a passive program inviting students to stop in and make a Valentine's Day card to give to a friend of loved one.

Staff Training/Classes

Ms. Sophia took an online training course on how to serve special needs students

Collection Maintenance and Development

Purchases

Video – 3

Youth Books- 31

Teen Books - 34

Weeding

No materials were weeded from the Children's Dept. Collection

Reference Statistics

In Library Questions- 5 Phone-6 Email- 0