

**Director's Report
April 2021**

Administration

March 2021

Prepared by Amy Crump, Library Director

Staff

- The Leadership Team (Zoom) meetings were held on March 8th and 22nd.
- The Staff (Zoom) Meeting was held on March 16th.

Snow Removal Report

In addition to Magnus Landscaping, who currently does our snow removal, two other companies were contacted for estimates. Only one company responded. The results are below.

Magnus Landscaping charges \$285 for each snow removal, no matter how many inches of snow and this includes salting of the walkways and parking lot. For Salt Only, they charge \$125.

Romano Landscape snow removal charges are based on the amount of snow. 1-2 inches is \$125, 3-5 inches is \$175, 6-8 inches is \$250 and 9 inches + above is \$350. They charge an additional \$100 for salting IF it done with snow removal. Salt Only costs \$125.

Magnus is the less expensive option and they have been serving the library well for some time.

Meetings

Attended HR Source Conference on March 11.

Attended 2 sessions (out of 3) of Winning Library Grants online course.

Adult & Bibliographic Services Report

March 2021

Prepared by ABS Department Head Kara Spizzirri

Both Laurel & Cynthia have been able to return to work at the library this month. Laurel has been helping the morning shift and covering the Reference again and Cynthia has joined Jackie with learning the tasks of the Patron Services Department.

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
March 2020	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
February 2021	9	0	13	22
March 2021	35	0 email/2 chat	60	97

Notarizations: 11

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Monday	3/1/2021	6:30	Shades of Fiction	2
Tuesday	3/2/2021	1:00	Tech Tuesday: Kanopy	2
Thursday	3/4/2021	6:30	Yoga	4
Friday	3/5/2021	5:00	Whatcha Watching & Reading	24
Saturday	3/6/2021	10:00	Zumba	7

Tuesday	3/9/2021	1:00	Tech Tuesday: SWAN Mobile App	2
Wednesday	3/10/2021	6:00	Village of Bellwood Homeownership Resources	9
Wednesday	3/10/2021	6:30	Rhythm Station	12
Thursday	3/11/2021	6:30	Yoga	9
Friday	3/12/2021	5:00	Whatcha Watching & Reading	7
Saturday	3/13/2021	10:00	Zumba	7
Tuesday	3/16/2021	1:00	Tech Tuesday: Reference Solutions	3
Tuesday	3/16/2021	6:00	Shedd Aquarium: Conserving Our Aquatic Neighbors	0
Wednesday	3/17/2021	7:00	Food is Money: The Economics of Nutrition	
Thursday	3/18/2021	6:30	Yoga	8
Friday	3/19/2021	5:00	Whatcha Watching & Reading	8
Saturday	3/20/2021	10:00	Zumba	7
Tuesday	3/23/2021	1:00	Tech Tuesday: Points of View Reference	3
Tuesday	3/23/2021	6:30	Taco Tuesday Twists	2
Wednesday	3/24/2021	6:30	Adventure Club Art Program	8
Thursday	3/25/2021	6:30	Yoga	11
Friday	3/26/2021	5:00	Whatcha Watching & Reading	13
Saturday	3/27/2021	10:00	Zumba	6
Wednesday	3/31/2021	6:30	Pre-Civil War Quilts	10
			Total Attendance	164

Website: 1,353 users visited our website 1,920 times.
 Wifi Usage: 98 clients logged in

Computers: 294 patrons

Printing

Black & White	1,599
Color	47
Wireless Printing	409
Total	2,055

Download and Streaming Services

- Patrons across all platforms: 86 patrons
- Checkouts across all platforms: 333 checkouts
 - Media on Demand: 36 patrons (1 new) 153 Checkouts
 - Hoopla: 48 patrons (4 new) 174 Checkouts
 - Kanopy 2 patrons 6 Streams

Database Usage

	J	F	M	A	M	J	J	A	S	O	N	D	YTD
Academic Search Premier	2	1	0										3
Ancestry Library Edition	1	0	5										6
Business Source Premiere	0	0	0										0
Chicago Tribune Consumer Health Complete	6	5											11
Consumer Reports	5	0	0										5
Ebook PL collection	0	0	0										0
Flipster	1	0	2										3
Gale Courses	92	101	87										280
History Reference Ctr	0	0	1										1
Hobbies & Crafts Ref Ctr	0	0	0										0
Home Improvement Ref Ctr	0	0	0										0
Hoopla Digital	191	177	174										542
Kanopy	9	36	6										51
Legal Reference Ctr	0	0	4										4
Literary Reference Ctr	3	0	1										4
Masterfile Complete	0	0	0										0
MEDLINE	0	0	0										0
Newsbank	0	0	2										2
Niche Academy	5	4	5										14
NoveList Plus	50	46	115										211
NoveList Plus K-8	10	0	0										10
NuWav Legal Documents	1	4	1										6

Overdrive (MediaOn Demand)	210	190	153	553
Points of View Reference Ctr	0	0	0	0
READit!	0	0	0	0
ReferenceUSA Science Ctr	4	0	2	6
Reference Small Business Reference Ctr	0	2	0	2
	0	0	0	0
Successful Retrieval	401	367	327	1095
Use of Electronic Material	206	201	107	514

Youth Services Report

March 2021

Children/Teen Department

Prepared by Sophia Brown

Projects

During the month of March, the Children's Dept. Staff worked on:

- Diversity Audit
- Updating New Books Display Signage
- Shelf Reading – Easy Fiction, Spanish and Board Book collection
- Ordering materials for virtual programs and new books
- Planned Summer Reading Program

Virtual Programs

Crafternoon Live

Thursday, March 4 - Ms. Sophia

38 views

Family Storytime Live

Thursday, March 4 – Ms. Sophia

40 views

Crafternoon Live

Thursday, March 11 - Ms. Sophia

29 views

Family Storytime Live
Monday, March 11- Ms. Sophia
67 views

Crafternoon Live
Thursday, March 18 - Ms. Sophia
34 views

Family Storytime Live
Thursday, March 18 – Ms. Sophia
38 views

Wednesday, February 10 at 12:00 p.m.
Sew Amazing with Ms. Kelsey – 7 kits went out

Get Fit Series and The Right Bite
March 1– 38 views
March 11 – 16 views
March 22 – 6 views
March 29 – 12 views

Steam 2 Go Kits – all 10 kits went out
Tuesday with Ms. Kelsey
March 9 DIY bird feeder
March 16 Rubber egg
March 23 Scratch art CDs
March 30 DIY glitter jars

New for You book recommendations on Facebook Live - Ms. Kelsey
Friday, March 4
29 views

Purchases

Fiction – \$509.69
Non-fiction/Spanish – \$488.84
Teen – Overdrive – \$236.90
AV – \$0.00