

**Director's Report**  
**May 2020**

**Administration**

April 2020

Prepared by Amy Crump, Library Director

**Staff**

- The Leadership Team (Zoom) meetings were held on April 7, April 13, April 21 and April 28.
- The Staff (Zoom) Meeting was held on April 17.
- A meeting about changing Summer Reading to online was held on April 30.
- Staff are continuing to work remotely.

**Facility**

- Timeline for the boiler replacement project
  - Bidding process in May
  - Bid Opening/Award in June
  - Work starts in September
- The work on the ADA required Wall/Railing is still in progress. The rain has held up some of the work.

**Meetings /Training**

- Attended RAILS Water Cooler meeting on April 2 and April 9.
- Attended SLAM meeting on April 10.
- Attended a webinar about RBDigital online offerings
- Attended RAILS update on April 16.
- Attended webinar about collection care and the Covid19 virus on April 17.
- Attended SWAN COW meeting on April 28.
- Attended webinar about unemployment during the Covid19 pandemic on April 29.
- Attended webinar about PPE supplies from Amazon on April 30.

**Adult & Bibliographic Services Report**

March and April 2020

Prepared by ABS Department Head Kara Spizzirri

**Collection Development**

- We used content credit in Overdrive to purchase more ebooks and audiobooks.
- RBDigital was added as an additional digital service.

**March and April Displays**

- Women's History Month display in March
- Nonfiction titles supporting our planned "How to Start a Business in Illinois" program were put on display along with the flyer for event
- No displays in April

## Reference Questions

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
March 2019	124	96	222
April	139	97	236
May	120	71	191
June	122	80	202
July	132	108	240
August	122	75	227
September	113	76	189
October	131	63	194
November	125	63	188
December	78	76	155
January 2020	114	83	199
February	107	79	186
March	41	39	80
April	NA	5	5

Notary Services Provided: 28 documents notarized in March

### Community Meeting Room Use in March

- Community Groups: 6
- Meetings Held: 7
- Attendance (approx.): 59

### Study Room Use in March

- Sessions: 4
- Attendance (approx.): 11

### Adult Services Programming for March and April

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Monday	3/2/2020	6:30 p.m.	Shades of Fiction	7
Thursday	3/5/2020	6:00 p.m.	Yoga	13
Saturday	4/18/2020	1:00 pm	Nine Worlds Ensemble (virtual)	49
			<b>Total Attendance</b>	<b>69</b>

### Chair Yoga

Susan Wilken, who teaches Chair Yoga at the Library, has started teaching classes through Zoom.

### Yoga

Rhonda Fentry, who teaches yoga at the Library, has been uploading videos to Youtube. Videos are released weekly.

## Zumba Classes

LaToya Towns regularly teaches Zumba at the Library, has taken to Facebook to livestream classes.

## Public Computer Usage for March and April

<b>Location</b>	<b>Total Sessions</b>	<b>B&amp;W</b>	<b>color</b>	<b>Total pages</b>
Adult (10)	546	2424	198	2622
Children (8)	191	73	8	81
Teen (6)	53	3	0	3
Express (1)	7	NA	NA	
<b>Printer On/Remote</b>	14	153		2859

Wifi Usage: 39 clients logged in

Website: 1470 users visited our website 2,360times.

## Download and Streaming Services

- Patrons across all platforms: 176
- Checkouts across all platforms: 764
  - Media on Demand: 91 patrons (16 new) 387 Checkouts
  - Hoopla: 80 patrons (6 new) 346 Checkouts
  - Kanopy 5 patrons 31 Streams

Database Name		J	F	M	A	M	J	J	A	S	O	N	D	YTD
African American Heritage	Documents /images	0	32	NA	NA									32
Ancestry Library Edition	Documents /images	0	0	0	194									194
Chicago Tribune	documents	0	0	0	3									3
Flipster	downloads	3	0	3	3									9
Gale Courses	sessions	14	36	11	35									96
History Reference Center		0	0	0	0									0
Hoopla Digital	circulations	102	153	183	163									601
Kanopy	circulations	0	24	27	4									55
Mango Languages	sessions	3	9	9	9									21
Masterfile Complete	Documents /images	2	5	0	4									11
MEDLINE	abstracts	0	0	0	0									0
Newsbank	Documents /images	0	25	0	10									35
Niche Academy	sessions	28	12	19	213									272
NoveList Plus	abstracts	53	10	5	17									85
NoveList Plus K-8	abstracts	0	2	0	2									4
NuWav Legal Documents	sessions	6	5	7	0									18
Overdrive (MediaOnDemand)	circulations	166	163	156	231									716
ReferenceUSA	logins	0	0	3	10									13
	successful retrieval	299	328	459	895	0	0	0	0	0	0	0	0	1981
	Usage of electronic material	106	136	142	154	0	0	0	0	0	0	0	0	538

**Youth Services Report**  
March & April 2020  
Children/Teen Department  
Prepared by Sophia Brown

Decorations

The Children's Department was in the process of decorating for Spring 2020 before the closure.

Programming

Thursday Storytime for Toddlers – meets every Thursday and 10:00 a.m.

March 5 – 7 toddlers 2 adults

March 12 – 5 toddlers 1 adult

April 17 – 5 views (virtual)

April 23 – 27 views (virtual)

April 30 – 12 views (virtual)

Community Resource Expo at Roosevelt Junior High School.

March 11~ 4:00 – 7:00

Students were given a free book and information about library card signup and programs were also provided.

Collection Maintenance and Development

- Children Dept. staff worked on scanning every book in the library so that reports could be sent to SWAN.
- Children's Dept staff watched a PowerPoint presentation about promoting databases to assist patrons during covid 19.