

Director's Report January 2024

Administration

Prepared by Amy Crump, Library Director

Staff

- Annual staff reviews were completed in December 2023.

Facility

- The renovation is officially complete, as of December 27, 2023.

Meetings

- Attended Bellwood Chamber Board Meeting on December 5.
- Attended ILA Legislative Luncheon on December 6.
- Attended District 88's Bilingual Parents' Meeting and introduced the library as a resource.
- Attended Bellwood C4 meeting on December 14.
- Attended Bellwood Chamber's Holiday Event on December 14.
- Presented about librarians and their work to the third graders at McKinley School on December 19.
- Attended the Bellwood Village Board Meeting on December 20.

Patron Visits: Correction for November: 3613 visits. In December, 3406 visits.

Adult & Bibliographic Services Report

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

| | In Person | Email/Chat | Phone | TOTAL |
|----------------|----------------------|-------------------|--------------|--------------|
| December 2022 | 49 | 0 email/3 chat | 35 | 87 |
| January 2023 | 55 | 2 email/4 chat | 14 | 71 |
| February 2023 | 165 | 1 email/2 chat | 71 | 239 |
| March 2023 | 153 | 2 email/2 chat | 54 | 207 |
| April 2023 | 143 | 3 email/2 chat | 60 | 203 |
| May 2023 | 128 | 1 email/2 chat | 77 | 208 |
| June 2023 | 139 | 3 email/2 chat | 66 | 210 |
| July 2023 | 262 | 2 email/0 chat | 66 | 330 |
| August 2023 | 240 | 4 email/1 chat | 101 | 346 |
| September 2023 | 240 | 2 email/4 chat | 126 | 372 |
| October 2023 | 112 | 5 email/4 chat | 63 | 184 |
| November 2023 | 86 | 3 email/0 chat | 45 | 134 |
| December 2023 | 99 | 2 email/1 chat | 43 | 145 |

Notarizations: 10

Adult Services Programming— December 2023

| | | | | |
|-----------|------------|-------|---------------------------|------------|
| Saturday | 12/2/2023 | 10:00 | Zumba | 10 |
| Monday | 12/4/2023 | 6:30 | Book Club | 7 |
| Wednesday | 12/6/2023 | 11:00 | Chair Yoga | 11 |
| Wednesday | 12/6/2023 | 6:30 | Crafting Merry Cocktails | 9 |
| Thursday | 12/7/2023 | 6:00 | Yoga | 12 |
| Saturday | 12/9/2023 | 10:00 | Zumba | 10 |
| Saturday | 12/9/2023 | 1:00 | Spanish computer class | 2 |
| Wednesday | 12/13/2023 | 11:00 | Chair Yoga | 13 |
| Thursday | 12/14/2023 | 6:00 | Yoga | 11 |
| Saturday | 12/15/2023 | 10:00 | Zumba | 9 |
| Monday | 12/18/2023 | 6:30 | The Power of Forgiveness | 4 |
| Tuesday | 12/19/2023 | 6:30 | Legal Aid | 2 |
| Wednesday | 12/20/2023 | 11:00 | Chair Yoga | 13 |
| Wednesday | 12/20/2023 | 6:30 | Marshall Fields Christmas | 9 |
| Thursday | 12/21/2023 | 6:00 | Yoga | 12 |
| Thursday | 12/28/2023 | 6:00 | Yoga | 9 |
| | | | | |
| | | | Total Attendance | 143 |

Website: 730 users visited our website 1,233 times.

WiFi use: 191

Computers: 474

Printing

| | |
|-------------------|-------------|
| Black & White | 2185 |
| Color | 145 |
| Wireless Printing | 442 |
| Total | 2772 |

Download and Streaming Services

- Patrons across all platforms: 127 patrons
- Checkouts across all platforms: 713 checkouts
 - Media on Demand: 61 patrons (3 new) 348 Checkouts
 - Hoopla: 61 patrons (4 new) 303 Checkouts
 - Kanopy: 5 patrons 62 Streams

Database Usage

| | J | F | M | A | M | J | J | A | S | O | N | D | YTD |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| Academic Search Premier | 5 | 16 | 12 | 0 | 0 | 4 | 2 | 1 | 55 | 26 | 0 | 0 | 121 |
| Ancestry Library Edition | 2 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Business Source Premiere | 27 | 4 | 20 | 0 | 0 | 5 | 11 | 16 | 1 | 33 | 0 | 0 | 117 |
| Consumer Health Complete | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Consumer Reports | 1 | 0 | 0 | 0 | 0 | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 7 |
| Core Collection | NA | NA | NA | NA | NA | NA | 7 | 0 | 3 | 0 | 0 | 0 | 10 |
| Flipster | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 5 |
| Gale Courses | 7 | 29 | 11 | 21 | 40 | 51 | 30 | 41 | 39 | 32 | 96 | 45 | 432 |
| History Reference Ctr | 0 | 0 | 7 | 7 | 0 | 1 | 0 | 0 | 5 | 1 | 0 | 0 | 21 |
| Hobbies & Crafts Ref Ctr | 0 | 3 | 0 | 1 | 0 | 1 | 0 | 5 | 5 | 0 | 0 | 0 | 15 |
| Legal Reference Ctr | 0 | 0 | 2 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Literary Reference Ctr | 3 | 4 | 44 | 0 | 0 | 3 | 1 | 4 | 21 | 11 | 0 | 0 | 91 |
| Masterfile Complete | 11 | 2 | 20 | 0 | 0 | 6 | 1 | 26 | 9 | 16 | 0 | 0 | 91 |
| MEDLINE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Newsbank | 0 | 0 | 20 | 4 | 0 | 0 | 0 | 0 | 10 | 1 | 0 | 0 | 35 |
| Niche Academy | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| NoveList Plus | 2 | 4 | 8 | 0 | 9 | 10 | 3 | 5 | 3 | 0 | 8 | 0 | 52 |
| NoveList Plus K-8 | 0 | 0 | 2 | 6 | 0 | 7 | 0 | 0 | 1 | 0 | 3 | 0 | 19 |
| NuWav Legal Documents | 0 | 3 | 4 | 4 | 4 | 3 | 4 | 0 | 9 | 7 | 4 | 7 | 49 |
| Points of View Reference Ctr | 6 | 0 | 4 | 0 | 0 | 4 | 6 | 13 | 22 | 8 | 0 | 0 | 63 |
| ReferenceUSA | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 6 | 6 | 8 | 6 | 0 | 33 |
| Science Ctr Reference | 10 | 2 | 1 | 8 | 0 | 0 | 2 | 0 | 0 | 2 | 0 | 0 | 23 |
| Small Business Reference Ctr | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weiss Financial Ratings | NA | NA | NA | NA | NA | NA | NA | NA | 6 | 2 | 5 | 4 | 17 |
| Successful Retrieval | 496 | 474 | 552 | 483 | 552 | 486 | 570 | 510 | 510 | 492 | 587 | 651 | 6062 |
| Use of Electronic Material | 161 | 166 | 235 | 240 | 44 | 131 | 120 | 120 | 242 | 234 | 168 | 118 | 1979 |

Youth Services Report
Children/Teen Department
Prepared by Sophia Brown

Early Learners Storytime

Thursday, December 7 – 14 participants – A Snowy Day

Thursday, December 14 – 1 Participant

Thursday, December 21 – No participants

Thursday, December 28 – No participants

December Take Home Crafts

Thursday, December 7 – 8 take home kits

Drop in Craft Time

Monday, December 4 – 5 students and 3 parents dropped in to make Holiday Crafts

Saturday, December 9, 1 parent and 1 child dropped in for a Holiday story and craft

Holiday Story and Gift Making

Tuesday, December 5 (craft jar reindeers and paper plate Santa) – 13 participants

Tuesday, December 12 (popcorn bag snowmen and popsicle reindeer) - 10 participants

Tuesday, December 19, (paint cups with holiday and craft blankets with gift Bags) – 12 participants

Bulletin Board Displays

Sophia created two winter boards in the children's Dept.

Book Bundle Surprise (Interactive program)

The Children's dept. created 11 book bundle surprises, 7 in English and 4 in Spanish.

A total of 9 bundles inside were checked out during the month of December.

Movie Day

December 20: The movie Miracle on 34th Street was shown – 9 participants

Collection Development

The Children's Dept. received our first Book Box from Junior Library Guild

Dial A Story

We received 4 calls from Dial A Story during the month of December

Teen Drop in Craft

Monday, December 4 – slime projects – 4 students

Tuesday, December 12- slime projects – 3 student

December Teen Conversation Board (Name the New Teen Space)

15 Teens participated

Teens decorated the teen space with Christmas Decorations
20 Teens participated

Teens created Vision Boards
10 Teen participated