

Director's Report December 2023

Administration

Prepared by Amy Crump, Library Director

Staff

- Welcome to our temporary Youth Services Aide: Ellen Brooks
- Leadership Team meeting was held on November 15
- A Staff meeting was held on November 16.

Facility

- Holiday lights were installed by Santa's Helper on November 24.

Meetings

- Attended the Bellwood Village Board Meeting on November 6.
- Attended Bellwood C4 meeting on November 7.
- Attended Bellwood Chamber Board Meeting on November 7.
- Attended District 88's Superintendent Public Meeting on November 8.
- Attended Bellwood Chamber's Mixer on November 29.
- Attended the Proviso Library Administrators' (LAW) meeting on November 30.

Patron Visits: 4,329 in November

Adult & Bibliographic Services Report

Prepared by ABS Department Head Kara Spizzirri

Reference Questions

	In Person	Email/Chat	Phone	TOTAL
November 2022	70	0 email/1 chat	40	111
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

Notarizations: 9

Adult Services Programming— November 2023

Wednesday	11/1/2023	11:00	Chair Yoga	13
Wednesday	11/1/2023	6:00	Boost Your Brain & Memory	12
Thursday	11/2/2023	6:00	Yoga	10
Saturday	11/4/2023	10:00	Zumba	10
Saturday	11/4/2023	1:00	Spanish language computer class	5
Monday	11/6/2023	6:30	Book Club	6
Wednesday	11/8/2023	11:00	Chair Yoga	14
Wednesday	11/8/2023	6:00	Boost Your Brain & Memory	11
Thursday	11/9/2023	6:00	Yoga	9
Monday	11/13/2023	6:30	Managing Difficult Emotions	3
Wednesday	11/15/2023	11:00	Chair Yoga	13
Wednesday	11/15/2023	6:30	Sweet & Savory Streusel	6
Thursday	11/16/2023	6:00	Yoga	11
Saturday	11/18/2023	10:00	Zumba	10
Monday	11/20/2023	3:00	Make a holiday card in Canva	3
Wednesday	11/22/2023	6:30	Meditation for Grief	7
Thursday	11/30/2023	6:00	Yoga	9
			Total Attendance	152

Website: 683 users visited our website 1,215 times.

WiFi use: 187

Computers: 526

Printing

Black & White	2462
Color	217
Wireless Printing	407
Total	3086

Download and Streaming Services

- Patrons across all platforms: 123 patrons
- Checkouts across all platforms: 633 checkouts
 - Media on Demand: 62 patrons (5 new) 301 Checkouts
 - Hoopla: 57 patrons (5 new) 286 Checkouts
 - Kanopy: 4 patrons 46 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		121
Ancestry Library Edition	2	8	0	0	0	0	0	0	0	0	0		10
Business Source Premiere	27	4	20	0	0	5	11	16	1	33	0		117
Consumer Health Complete	0	3	0	0	0	0	0	0	0	0	0		3
Consumer Reports	1	0	0	0	0	2	2	2	0	0	0		7
Core Collection	NA	NA	NA	NA	NA	NA	7	0	3	0	0		10
Flipster	1	0	1	0	0	1	1	0	0	1	0		5
Gale Courses	7	29	11	21	40	51	30	41	39	32	96		387
History Reference Ctr	0	0	7	0	0	1	0	0	0	1	0		9
Hobbies & Crafts Ref Ctr	0	3	0	0	0	1	0	5	0	0	0		9
Legal Reference Ctr	0	0	2	0	0	0	0	0	0	0	0		2
Literary Reference Ctr	3	4	44	0	0	3	1	4	21	11	0		91
Masterfile Complete	11	2	20	0	0	6	1	26	9	16	0		91
MEDLINE	0	0	0	0	0	0	0	0	0	0	0		0
Newsbank	0	0	20	4	0	0	0	0	10	1	0		35
Niche Academy	9	0	0	0	0	0	0	0	0	0	0		9
NoveList Plus	2	4	8	0	9	10	3	5	3	0	8		52
NoveList Plus K-8	0	0	2	6	0	7	0	0	1	0	3		19
NuWav Legal Documents	0	3	4	4	4	3	4	0	9	7	4		42
Points of View Reference Ctr	6	0	4	0	0	4	6	13	22	8	0		63
ReferenceUSA	0	0	0	7	0	0	0	6	0	0	6		19
Science Ctr Reference	10	2	1	8	0	0	2	0	0	2	0		23
Small Business Reference Ctr	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		13
Successful Retrieval	496	474	552	483	552	486	570	510	510	492	587		5411
Use of Electronic Material	161	166	235	240	44	131	120	120	242	234	168		1861

Youth Services Report
Children/Teen Department
Prepared by Sophia Brown

Programming

Story Time is held every Thursday morning at 10:00 a.m.

11/2 Storytime- 9 participants

11/9 Storytime- 3 participants

11/16 Storytime- 3 participants

11/30 Storytime- 10 participants

Pajama Storytime with Ms. Libby –

November 7 – 0 participants

November 14 – 0 participants

November 21 – 0 participants

November 28 – 0 participants

DiNovember

Students found dinosaurs that were hidden throughout the children's dept. 20 students participated and received a prize when they found a dinosaur and told us what kind of dinosaur it was and one fun fact about it.

Tree Decorating and craft

5 participants

Dial –A- Story

There were a total of 4 calls in November.

Teen Craft like Crazy

November 7 – 10 participants

November 15 – 7 participants

November 30 – 0 participants

Teen Lego Club

November 8 – 3 participants

Teen Club – 1 attended

Mindful Monday

November 9 – 13 participants

Collection Development

205 New Books ordered

7 New Video Games