

Director's Report
November 12, 2019

Administration

October 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

- November 14, 3:30 STEAM Team
- November 16, 1:00 13th – Screening and Discussion
- November 21, 4:00 Movie Night – Ugly Dolls
- November 26, 4:30-6:30 Stories, Stuffing and other Stuff

Staff

- New staff members: Jevon Bates, security monitor
- Departing staff members: Elise Feltman, Teen Librarian
- Leadership Team meeting was held on October 9th.
- Staff meeting was held on October 29 and they watched the webinar on space planning, a requirement of the Per Capita grant.
- BPL anniversaries in October were Clarence and Kara.
- No staff birthdays in October.
- BPL Boosters: We had a costume contest for Halloween. Rosemary Jordan won! She got an hour of paid leave.

Facility

- Elevator needs repair. Proposal will be presented at November Board meeting.
- Getting estimate to repair sink and tile in patron bathroom.

Technology

- Nothing to report.

Meetings /Training

- On October 2, I gave a talk about our new Strategic Plan at the Rotary Club lunch.
- I attended the ILA Conference on October 22-24.
- I participated in a Social Justice Symposium (Equity Starts With Us), presented by the PLA, on October 28 and 29.
- I attended an Intergovernmental Group Meeting on October 30 at District 88 offices.

Trustees Upcoming Events/Workshops

- Midwinter in January 2020
- PLA Conference in February 2020

Adult & Bibliographic Services Report

October 2019

Prepared by ABS Department Head Kristin Schultz

Collection Development

- In September we added 79 books and 18 DVDs to the collection.
- 6 ebook titles were added to MediaOnDemand.
- In October we finished the "hard weed" of all the collection. 635 items were deleted from the collection.

October Displays:

- Spooky (fiction and nonfiction books on the supernatural)
- Secrets are no fun (fiction display)
- Trick Or Treat (bulletin board)
- Fall into a Good Book (bulletin board)

Reference Questions:

	In Person	Phone/Email	TOTAL
October 2018	119	103	222
November 2018	89	85	174
December 2018	84	88	172
January 2019	113	79	195
February	154	82	234
March	124	96	222
April 2019	139	97	236
May 2019	120	71	191
June 2019	122	80	202
July 2019	132	108	240
August	122	75	227
September	113	76	189
October 2019	131	63	147

Notary Services Provided: 65 documents notarized

Community Meeting Room Use

- Community Groups: 8
- Meetings Held: 11
- Attendance (approx.): 32

Study Room Use:

- Sessions: 20
- Attendance (approx.): 32

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Tuesday	10/1/2019	noon	AARP Safe Driving Course	12
Wednesday	10/2/2019	noon	AARP Safe Driving Course	12
Thursday	10/3/2019	6:00 p.m.	Yoga	18
Friday	10/4/2019	1:30 p.m.	CHAIR Yoga	14
Saturday	10/5/2019	10:00 a.m.	Zumba	25
Saturday	10/5/2019	3:00 p.m.	100 Years of Black History	3
Monday	10/7/2019	6:00 p.m.	Stitches Crochet Club	15
Monday	10/7/2019	6:30 p.m.	Shades of Fiction Book Club	6
Wednesday	10/9/2019	6:30 p.m.	Gardening with Herbs	4
Thursday	10/10/2019	6:00 p.m.	Yoga	17
Thursday	10/10/2019	6:30 p.m.	Learn the Warning Signs of a Stroke	12
Friday	10/11/2019	1:30 P.M.	CHAIR Yoga	11
Saturday	10/12/2019	10:00 a.m.	Zumba	26
Wednesday	10/16/2019	6:00 p.m.	Dementia Conversations	2
Thursday	10/17/2019	2:00 p.m.	Bingo	6
Thursday	10/17/2019	6:00 p.m.	Yoga	
Friday	10/18/2019	1:30 p.m.	CHAIR Yoga	
Monday	10/21/2019	6:00 p.m.	Stitches Crochet Club	
Wednesday	10/23/2019	6:30 p.m.	Medicare 101	3
Thursday	10/24/2019	6:00 p.m.	Yoga	16
Saturday	10/26/2019	1:00 p.m.	Homecoming movie (streaming)	0
Monday	10/28/2019	6:00 p.m.	Stitches Crochet Club	14

Tuesday	10/29/2019	6:30 p.m.	College Aid Planning	
Wednesday	10/30/2019	6:30 p.m.	Medical Cannabis Q&A	
Thursday	10/31/2019	6:00 p.m.	Yoga	9
			Total Library Sponsored Attendance	216

Public Computer Usage:

Location	Total Sessions	B&W	color	Total pages
Adult (10)	1523	4703	615	5318
Children (8)	630	133	19	152
Teen (6)	221	12	0	12
Express (1)	4	NA	NA	NA
Printer On/Remote	36			262

WiFi Usage: 560 clients logged in

Website: 852 users visited our website 1560 times.

Computer One-On-One Sessions: 250

Download and Streaming Services

- Patrons across all platforms: 90
 - Checkouts across all platforms: 381
 - Media on Demand: 39 patrons (3 new) 186 Checkouts
 - Hoopla: 51 patrons (5 new) 195 Checkouts
- 5 new titles were added to Media On Demand.

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Database Name		Usage of Items												
African American Heritage	documents/images	0	0	0	0	21	0	0	0	0	0			21
Ancestry Library Edition	documents/images	0	56	52	44	26	57	62	0	0	2			299
Chicago Tribune	documents	1	0	0	5	0	0	0	0	0	1			7
Consumer Health Complete	documents	0	0	0	0	0	0	1	1	0	0			2
Flipster	downloads	1	0	4	0	1	0	7	2	10	1			26
Gale Courses	sessions	29	35	32	21	50	25	45	35	8	32			312
History Reference Center	documents/images	0	2	0	0	0	0	0	0	0	0			2
Hoopla Digital	circulations	194	159	175	163	181	134	187	175	166	195			1729
Literary Reference Center		0	1	0	0	0	0	0	0	0	0			1
Lynda.com	sessions	18	8	11	9	6	14	5	16	16	50			153
Mango Languages	sessions	4	3	48	4	1	0	4	3	7	3			77
Masterfile Complete	documents/images	1	1		3	3	1	5	3	4	48			69
MEDLINE	abstracts	3	0	0	0	1	0	0	0	0	0			4
NewsBank (Chicago Sun-Times, Chicagoland Newspapers)	documents										5			5
Niche Academy	sessions	10	15	19	19	7	9	9	16	8	5			117
NovelList Plus	abstracts	1	1		9	26	35	14	28	7	7			128
NovelList Plus K-8	abstracts	46	46	0	0	0	0	0	0	0	0			92
NuWav Legal Documents	sessions	7	4	4	3	3	6	9	6	4	9			55
Overdrive (MediaOnDemand)	circulations	202	195	204	195	144	205	171	168	244	186			1914
ReferenceUSA	logins	6	6	8	8	9	0	12	12	12	11			84
Science Reference Center	documents/images	0	0	0	0	0	0	1	0	0	5			6
	18.11 successful retrieval	407	369	402	377	333	348	374	361	428	387	0	0	3786
	18.13 Usage of electronic material	120	169	166	117	144	147	153	120	54	162	0	0	1352

Continuing Education

Kristin attended the ILA Conference on October 22.

I tried to attend "How Do You Manage? Time and Task Management for Busy Professionals" but the programmer was a no-show. So I went across the hall to "Welcome Baby: Baby's First Library Card and Early Literacy Program" (1.5 hours) The Gail Borden Public Library presented this workshop. They have arranged with the hospitals in their area to

identify babies born into the families living in the library district. They give the parents an application for a special library card for the baby and give them the (unactivated) card itself. When the card application is turned in to the library, the circ dept. activates the card. They sign the family up for a Welcome Baby First Library Visit which talks to parents about the importance of reading, speaking and singing to their child early and often. They take a picture of the family and give them lots of swag from local businesses. There are "reading bundles" of books to check out.

After the Awards Luncheon, I went to "Census 2020: Make Sure Illinois Counts." (1.5 hours) This was a program about why the census should matter to people in Illinois and why libraries should be involved in getting people to be counted. The number of our representatives in congress is determined by the number of people counted. 1 person uncounted is \$18000 less for the state over 10 years. Last census we went down one representative, and it is likely to happen again this year because of Hard To Count populations, like non-English speakers, the homeless and children under 5. The speaker urged libraries to be part of their local Complete Count Committee. He discussed the schedule of contacting residents, which starts with a postcard about March 12. It provides the website for being counted on line. Reminder postcards follow. Libraries are particularly important because there is free access to computers.

"Changing Currents: Adventures in Partnership" (1.5 hours) was a session presented by the Westchester Library and Cook County Forest Preserve. They talked about how they created a new service at the library where staff were trained by the Cook County Forest Preserve to lead kayaking expeditions. Then the library staff were able to sign patrons up to go on an expedition. They talked about the uniqueness of the service, even down to finding insurance that would cover the program. Westchester Library also has "The Nature Discovery Challenge" -- backpacks of photography equipment patrons can check out to use on the expedition or on their own.

"Go Bilingual: Making Libraries Welcoming and Inclusive for Non-English Speakers" (1.5 hours) was the last program I attended. The speakers were a librarian from a small town outside St. Louis and the Coordinator of Hispanic Family Services from Gail Boarden. They recommended using the Census and Illinois Report Card from the IL State Board of Education to learn what language populations are in your area. They discussed language discrimination and how in the US, bilingualism is transitional, usually spans one or two generations of a family, as members become more English-language proficient. Language is more than just words—it is connected to a whole culture. They recommended once the languages are known, to make all signs bilingual. Also, forms that need to be completed by patrons should be translated, taking into account the reading level of the population. If they read at a 4th grade level in their native language, the form should be written at that level. Programming was discussed by the Coordinator of Hispanic Family Services. She talked about the cultural programs (not just Hispanic) that her library puts on. Whole families come for these events, which celebrate holidays in the other culture.

Kristin and Laurel attended the webinar, "Patron-Driven Programming: Creating a Culture of Participatory Learning in Libraries" a 2-Part Workshop on October 23 and 30. (3 hours per participant for a total of 6) This workshop was about participatory programming: making programs or experiences that are self-driven and involve physical activity or active discussion with other participants. Lots of the examples were hands-on, like several participants adding paint to a canvas or soliciting post-it notes on a topic.

Here follow Laurel's notes for "Patron Driven Programming"

The session began with examples of participatory programming:

- Large block letters on the library lawn spelling "EXPLORE" which patrons were invited to paint.
- Making pickles.

The presenters talked about how participatory programs are hard to measure, since they are more about engagement, and quantitative measurement tools do not capture this. They suggested the following:

- Participatory surveys using first person questions with electronic options
- Staff observations
- Staff discussions with participants after the event, which would be documented immediately

Sample survey questions might be:

- "Today's activity brought me joy."
- "I learned and/or tried something new."
- "I made a connection with another participant."
- "I helped or received help from another participant."

Combine observations with outcomes:

- Reflect on different participatory roles.
- Reflect on the setup.
- Reflect on the mission of the library and the outcome of the event.
- Analyze survey responses and observations, such as did staff provide constructive feedback?

Make reports visually attractive.

What if admin is all about numbers?

- Look at the library's mission.
- Start small.
- Create observational "data."
- Invite admin to events.
- Take photos and share.
- Get testimonies.
- Talk about social value.

Putting it all together:

- **Concept/Activity:** What will happen? Who are the intended participants?
- **Resources:** What supplies do you need?
- **How will I know it worked?** What behaviors are you looking for? What product are you looking for?
- **How do I facilitate?** What does the setup look like? What is the role of the facilitator...hang out, lead, or leave?

Kristin played the webinar recording of "Census 2020: Programming" (1 hour) on October 30. This had the purpose of encouraging libraries to use programming in a different way. Usually we want to have patrons attend a program, and that is the outcome. Census-

related programs have as a goal to ultimately ensure census forms are filled out. Discussed different groups of Hard to Count people. There are 4 steps to a response:

- 1) *Know* the Census is happening
- 2) *Understand* its importance and what to do
- 3) *Believe* they should participate (emotional response)
- 4) *Take action* to fill out form

Programs can hit any of the steps. Example was have a storytime on counting or importance of being included, and afterward talk to the parents who brought their children.

Youth Services

October Monthly Report
Children/YA Department
Prepared by Sophia Brown
November 5, 2019

Fall is here and programs scheduled for Fall are almost over. We are now gearing up for winter programs. Kelsey and I have already planned winter programs which include, Christmas, Kwanzaa, Black History Month, Valentine's Day and a variety of other programs that we regularly do during the week.

Fall Programs

Anime Drawing Class with local young artists from Proviso West High School, Marquise and Lamareon every Tuesday at 4:40 p.m.

October 1 – 6 students

October 8 – 4 students

October 15 – 7 students

October 22 – 3 students

October 29 – 8 students

Saturday Storytimes for Children and Families – No attendance

Toddler Storytime

October 3 – 29 children and 10 caregivers

October 10 – 26 children and 11 caregivers

October 17 – **Jazzercise** – 22 children and 8 caregivers

October 24 – 34 children and 12 caregivers

October 31 - 24 students 8 caregivers

STEAM TEAM

Mini Marshmallow shooters

Thursday, October 17 cancelled, but new date on Wednesday, October 23.

19 students participated.

Build it Yourself

Monday, October 21 – 18 students participated

Just for Girls

Wednesday, October 2 – 10 students attended

Wednesday, October 16 – 8 students attended

Just 4 Boys

Wednesday, October 9 – 10 students attended

Wednesday, October 23 – (Girls and Boys attended Steam Program) – 19 students attended

Apple Fall Festival

Thursday, October 31, 2019

There were a total of 35 students that participated in the Apple Fest.

Passive Programs Daily at 3:30 p.m.

Students create at Bellwood Library with Ms. Kelsey after school each day.

A list of these projects include: Fall colored streamers to decorate the room, ghost and pumpkins, rock painting, fuzzy creatures, friendship bracelets, coloring pages and more.

Quiet Time Puzzle making day – Friday, October 18 at 3:30 p.m. – 16 students participated.

Thursday Movie Day – October 17 at 4 p.m. - Bumble Bee – 6 students

Teen Paint Party – No Attendees

Teen Book Discussion – No attendees

Community Outreach

Two local Headstart organizations visited and spoke to caregivers at storytime to offer free programs for low income families. Participants took information or filled out applications.

Professional Development

Sophia attended the 2019 ILA Annual Conference - Wednesday, October 23.

Reference Statistics

In Library Questions - 41

Phone 03

Email 0

Circulation Report

Prepared by Linda DuPree, Head of Patron Services

Cash Drawer Activity

FINES	\$100.30
COPIER/FAX SERVICE	\$83.35
LOST CARDS	\$3.00
EARBUDS	\$20.00
LOST & PAID ITEMS	\$26.00
BOOK SALES	\$39.30
FLASH DRIVES	\$5.00
DISC REPAIR	\$0.00
FOLDERS	\$0.85
ENVELOPES	\$0.50
MISC	\$15.45
GRAND TOTAL	\$300.75