

**Director's Report  
December 10, 2019**

**Administration**

November 2019

Prepared by Amy Crump, Library Director

Staff

- New staff members: Yuli Melynyk is our new Teen Librarian and Alexis Pfeiffer is our new Youth Services Aide.
- Departing staff members: Kristin Schultz, ABS Department Head. Her Bon Voyage Party is 12/11 at noon. Her last day is 12/15.
- Leadership Team meetings were held on November 6 and 20th.
- Staff meeting was held on November 19.
- No BPL anniversaries in November.
- No staff birthdays in November.
- BPL Boosters: We had a movie night on November 15. We watched The Public movie.

Facility

- Sink and tile in patron bathroom are now repaired.
- Door in patron bathroom was broken and is now fixed.
- Railing outside was torn down. Replacements that comply with ADA requirements are being considered.

Meetings /Training

- Bellwood Library was represented at a table for the Proviso West Career Expo on November 13. 1200 students participated.
- We also had a table at the Proviso East Career Expo on November 22. 350 students participated.

Trustees Upcoming Events/Workshops

- Midwinter in January 2020
- PLA Conference in February 2020

## Adult & Bibliographic Services Report

November 2019

Prepared by ABS Department Head Kristin Schultz

### Collection Development:

In November we added 86 books, 5 CDs and 42 DVDs to the collection.  
424 items were deleted from the collection.

### November Displays:

- Gobble Gobble (book art in the form of turkeys and pumpkins)
- Escape into History (historical fiction)
- *FOOOD* (cookbooks)
- Read Like It's SNOWBODY'S Business (bulletin board)
- Write Your Own Story (authorship books-National Novel Writing Month)

### Reference Questions:

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
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	131	63	194
November 2019	125	63	188

Notary Services Provided: 55 documents notarized

### Community Meeting Room Use

- Community Groups: 12
- Meetings Held: 14
- Attendance (approx.): 150

### Study Room Use:

- Sessions: 36
- Attendance (approx.): 70

## Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Friday	11/1/2019	1:30 p.m.	CHAIR yoga	8
Saturday	11/2/2019	10:00 a.m.	Zumba	
Monday	11/4/2019	6:00 p.m.	Stitches Crochet Club	14
Monday	11/4/2019	6:30 p.m.	Shades of Fiction Book Club	5
Tuesday	11/5/2019	6:30 p.m.	Medicare Fraud	
Wednesday	11/6/2019	6:30 p.m.	Rightsizing the Juvenile Court in IL	2
Thursday	11/7/2019	6:00 p.m.	Yoga	10
Thursday	11/7/2019	6:30 p.m.	Crisis of Caring Workshop	2
Friday	11/8/2019	1:30 p.m.	CHAIR yoga	9
Saturday	11/9/2019	10:00 a.m.	Zumba	25
Thursday	11/14/2019	6:00 p.m.	Yoga	16
Friday	11/15/2019	1:30 p.m.	CHAIR yoga	11
Saturday	11/16/2019	10:00 a.m.	Zumba	22
Monday	11/18/2019	6:00 p.m.	Stitches Crochet Club	11
Wednesday	11/20/2019	10:30 a.m.	Medicare 101	2
Wednesday	11/20/2019	6:30 p.m.	Curious Proviso	8
Thursday	11/21/2019	2:00 p.m.	BINGO	9
Thursday	11/21/2019	6:00 p.m.	Yoga	15
Friday	11/22/2019	1:30 p.m.	CHAIR yoga	12
Saturday	11/21/2019	10:00 a.m.	Zumba	24
Monday	11/25/2019	6:00 p.m.	Stitches Crochet Club	17
Friday	11/29/2019	1:30 p.m.	CHAIR yoga	10
			<b>TOTAL</b>	232

## Public Computer Usage:

Location	Total Sessions	B&W	color	Total pages
Adult (10)	1174	3598	342	3940
Children (8)	458	212		212
Teen (6)	162	10		10
Express (1)	9	NA	NA	NA
<b>Printer On/Remote</b>	77	208	2	210

WiFi Usage: 469 clients logged in

Website: 809 users visited our website 1411 times.

Computer One-On-One Sessions: 102

Download and Streaming Services

- Patrons across all platforms: 97
- Checkouts across all platforms: 389
  - Media on Demand: 40 patrons (3 new) 172 Checkouts
  - Hoopla: 57 patrons (2 new) 217 Checkouts

## Meetings and Continuing Education

Laurel attended the West Suburban Adult Programmers' meeting on November 7.

Kara attended a continuing education webinar about using storytelling as a marketing and social media strategy. The webinar focused on reaching out to members of the community that utilize our services in different ways and getting testimonials directly from them to use (with permission) on social media and in marketing materials for the library. Personal stories help with engagement and interest and getting firsthand accounts from our users (especially with databases) could help boost our overall participation in these services. As we move into implementing our strategic plan goals, Kara will be looking for ways to incorporate these ideas in promoting the library.

Continuing education hours: 1.0

## Database Usage

<b>Database Name</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
African American Heritage	0	0	0	0	21	0	0	0	0	0	4		25
Ancestry Library Edition	0	56	52	44	26	57	62	0	0	2	1		300
Chicago Tribune	1	0	0	5	0	0	0	0	0	1	0		7
Consumer Health Complete	0	0	0	0	0	0	1	1	0	0	1		3
Flipster	1	0	4	0	1	0	7	2	10	1			26
Gale Courses	29	35	32	21	50	25	45	35	8	32	25		337
History Reference Center	0	2	0	0	0	0	0	0	0	0	0		2
	19					13	18			19			194
Hoopla Digital	4	159	175	163	181	4	7	175	166	5	217		6
Literary Reference Center	0	1	0	0	0	0	0	0	0	0	0		1
Lynda.com	18	8	11	9	6	14	5	16	16	50	36		189
Mango Languages	4	3	48	4	1	0	4	3	7	3	0		77
Masterfile Complete	1	1		3	3	1	5	3	4	48	47		116
MEDLINE	3	0	0	0	1	0	0	0	0	0	0		4
NewsBank (Chicago Sun-Times, Chicagoland Newspapers)										5	3		8
Niche Academy	10	15	19	19	7	9	9	16	8	5	8		125
NoveList Plus	1	1		9	26	35	14	28	7	7	4		132
NoveList Plus K-8	46	46	0	0	0	0	0	0	0	0	0		92
NuWav Legal Documents	7	4	4	3	3	6	9	6	4	9	3		58
Overdrive	20					20	17			18			208
(MediaOnDemand)	2	195	204	195	144	5	1	168	244	6	172		6
ReferenceUSA	6	6	8	8	9	0	12	12	12	11	12		96

Science Reference Center	0	0	0	0	0	0	1	0	0	5	5	11		
18.11 successful retrieval	40						34	37		38		418		
	7	369	402	377	333		8	4	361	428	7	397	0	3
18.13 Usage of electronic material	12						14	15		16		148		
	0	169	166	117	144		7	3	120	54	2	131	0	3

### Youth Services

November Monthly Report  
 Children/Teen Department  
 Prepared by Sophia Brown  
 December 4, 2019

#### Programming

We are at the very end of Fall programs in the Children's and Teen department. We're now gearing up for winter. The room is being decorated to reflect a holiday and winter scenery.

#### **Toddler Time**

Thursday, November 7 – 26 participants  
 Thursday, November 14th – no storytime  
 Thursday, November 21st – 10 participants  
 Thursday, November 28 – closed for the holiday

#### **Thursday Night Movie**

The movie ***Ugly Dolls*** was shown on Thursday, November 21 – 5 participants

#### **Stories Stuffing and other stuff**

Thursday, November 26 – 34 participants  
 The children's department hosted a Thanksgiving celebration for kids and teens. Each participant stood and gave a reason why they are thankful. Some food was donated by local restaurants. 31 students participated

#### **STEAM Team**

Thursday, November 14 – 6 participants  
 Children ages 8 to 12 got the opportunity to watch a short movie on how to create milk planets using milk, dishwashing, and food coloring.

#### **Build it Yourself**

Monday, November 18 – 12 participants  
 Students created bird boxes

### Community Outreach

On Thursday, November 21, ProCare Headstart attended the library's storytime and also held their annual holiday workshop with parents and students.

### Purchasing Books and other materials

We are continuing to purchase across the collection, but focusing mainly on hot titles, materials with broad appeal and replacements for old and damaged material.

### Youth/Teen Services Staff Goals for 2020

I will meet with each staff member during the month of December to explain their 2020 goals and to discuss any concerns they have about their individual or department-wide goals.

## **Circulation Report**

Prepared by Linda DuPree, Head of Patron Services

### Cash Drawer Activity

FINES	\$44.55
COPIER/FAX SERVICE	\$72.20
LOST CARDS	\$16.00
EARBUDS	\$3.00
LOST & PAID ITEMS	\$23.00
BOOK SALES	\$4.50
FLASH DRIVES	\$6.00
DISC REPAIR	\$0.00
FOLDERS	\$1.00
ENVELOPES	\$0.50
MISC	\$3.30
<b>GRAND TOTAL</b>	<b>\$175.05</b>