

# Director's Report February 2020

## Administration

January 2020

Prepared by Amy Crump, Library Director

### Annual Filings

- The Per Capita Grant application has been filed.
- The FY19 ILLINET (Interlibrary Loan) Statistical Survey has been filed.
- The 2020 Illinois State Library Annual Certification has been filed.

### Staff

- Our new Security Monitor is James Esco.
- Yuli Melnyk, Teen Librarian, is no longer at the Bellwood Library.
- There are four open positions at this time: Teen Librarian, Adult Services Librarian, Marketing Coordinator and Patron Services Aide.
- Leadership Team meetings were held on January 9 and 21.
- Summer Reading planning meetings were held on January 6 and 27.
- Staff meeting was held on January 23.
- BPL anniversaries in January = Tony (9 years).
- Staff birthdays in January = Sophia, Sirvi, Jevon and Jackie.
- BPL Boosters: the staff participated in Shelfie Day on January 22 and 23. Pictures were posted on the library FB page.

### Facility

- The elevator repair was completed and inspected on February 7, 2020.

### Meetings /Training

- I attended the first meeting of the Bellwood Counts Census Committee on January 9 and a subsequent meeting on January 30.
- I attended a Bellwood Counts Breakfast with the Mayor on January 31.

### Trustees Upcoming Events/Workshops

- PLA Conference in February 2020
- ATLAS Trustee Workshop on May 9, 2020.

## Adult & Bibliographic Services Report

January 2020

Prepared by ABS Department Head Kara Spizzirri

### Collection Development

In January we added 67 books, 7 audiobooks, and 11 DVDs to the collection.

The last week of January the shifting and merging of the fiction collection started.

### January Displays

- There was a graphic novel display.
- A display titled "Reach Your Goals" featured books geared towards New Year resolutions and bettering oneself.

### Reference Questions

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
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 2019	122	75	227
September 2019	113	76	189
October 2019	131	63	194
November 2019	125	63	188
December 2019	78	76	155
January 2020	114	83	199

Notary Services Provided: 48 documents notarized

### Community Meeting Room Use

- Community Groups: 7
- Meetings Held: 11
- Attendance (approx.): 105

### Study Room Use:

- Sessions: 21
- Attendance (approx.): 32

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	1/2/2020	6:00 p.m.	Yoga	15
Friday	1/3/2020	1:30 p.m.	CHAIR Yoga	8
Saturday	1/4/2020	10:00 a.m.	Zumba	20
Monday	1/6/2020	6:00 p.m.	Stitches Crochet Club	7
Monday	1/6/2020	6:30 p.m.	Shades of Fiction Book Club	6
Wednesday	1/8/2020	6:30 p.m.	Stock and Bond Investing	25
Thursday	1/9/2020	6:00 p.m.	Yoga	14
Friday	1/10/2020	1:30 p.m.	CHAIR Yoga	9
Saturday	1/11/2020	10:00 a.m.	Zumba	26
Monday	1/13/2020	6:00 p.m.	Stitches Crochet Club	11
Wednesday	1/15/2020	12:30 p.m.	Take Charge of Your Health	8
Wednesday	1/15/2020	6:30 p.m.	Writers' Group Brainstorming	1
Thursday	1/16/2020	2:00 p.m.	Bingo	13
Thursday	1/16/2020	6:00 p.m.	Yoga	15
Friday	1/17/2020	1:30 p.m.	CHAIR Yoga	10
Saturday	1/18/2020	10:00 a.m.	Zumba	11
Wednesday	1/22/2020	12:30 p.m.	Take Charge of Your Health	10
Friday	1/24/2020	1:30 p.m.	CHAIR Yoga	12
Saturday	1/25/2020	10:00 a.m.	Zumba	
Monday	1/27/2020	10:30 a.m.	Applying for Medicaid & Protecting Your Assets	12
Monday	1/27/2020	6:00 p.m.	Stitches Crochet Club	10
Wednesday	1/29/2020	12:30 p.m.	Take Charge of Your Health	10
Thursday	1/30/2020	6:00 p.m.	Yoga	17
Friday	1/31/2020	1:30 p.m.	CHAIR Yoga	14
			<b>Total Library Sponsored Attendance</b>	284

Public Computer Usage:

Location	Total Sessions	B&W	color	Total pages
Adult (10)	1354	4745	347	5092
Children (8)	336	128	6	134
Teen (6)	86	16	0	16
Express (1)	6	NA	NA	
<b>Printer On/Remote</b>	71			5313

WiFi Usage: 461 clients logged in  
 Website: 943 users visited our website 1593 times.  
 Computer One-On-One Sessions: 100

Download and Streaming Services

- Patrons across all platforms: 87
- Checkouts across all platforms: 291
  - Media on Demand: 48 patrons (6 new) 189 Checkouts
  - Hoopla: 39 patrons (7 new) 102 Checkouts

Database Usage

Database Name		J	F	M	A	M	J	J	A	S	O	N	D	YTD
African American Heritage	Documents /images	0												0
Ancestry Library Edition	Documents /images	0												0
Chicago Tribune	documents	0												0
Flipster	downloads	3												3
Gale Courses	sessions	14												14
History Reference Center		0												0
Hoopla Digital	circulations	102												102
Literary Reference Center		0												0
Mango Languages	sessions	3												3
Masterfile Complete	Documents /images	2												2
MEDLINE	abstracts	0												0
Niche Academy	sessions	28												28
NoveList Plus	abstracts	53												53
NoveList Plus K-8	abstracts	0												0
NuWav Legal														
Overdrive (MediaOnDemand)	Documents sessions	6												6
ReferenceUSA	circulations	166												166
	logins	0												0
	successful retrieval	299	0	0	0	0	0	0	0	0	0	0	0	299
	Usage of electronic material	106	0	0	0	0	0	0	0	0	0	0	0	106

**Youth Services Report**  
January 2020  
Children/Teen Department  
Prepared by Sophia Brown

Decorations

The Children's Department is getting ready to decorate for Black History Month

Programming

Movie Day

Friday, February 17 at 3:30 p.m.

The Children's Department showed the movie "Lean On Me" starring Morgan Freeman. It's a story loosely based on the story of Joe Louis Clark, a real life inner city high school principal in Paterson, New Jersey, whose school is at risk of being taken over by the New Jersey state government unless students improve their test scores on the New Jersey Minimum Basic Skills Test. We had 21 students present during the movie.

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

January 2 – no storytime

January 9 – 4 toddlers and 3 caregivers - Winter snow

January 16 – 8 toddlers and 3 caregivers - Happy Birthday Martin Luther King

January 22 - 18 toddlers and preschoolers – Bear stories

January 29 – 31 toddlers and preschoolers and 8 caregivers – Bedtime stories

Steam Storytime – meets every Monday at 10:00 a.m.

January 6 – 2 students and 1 caregiver

January 13 – no program

January 19 – 1 students and caregiver

January 24 – 2 students and 1 caregiver

Minute to win it – Wednesday, January 23 at 4:00 p.m. –

14 students ranging from the ages of 8 to 16.

Students are given a variety of competitive games to play. They are normally divided in teams. It has been a fun way of keeping them entertained while learning. These games include, Bingo, Memory game, Pass the Beat and more. We will continue throughout the Spring to

Bingo

Thursday, January 16 – 15 students participated

Make and Take Tuesdays

January 7 – 8 students – Created and decorated Towers

January 14 – 14 students created washer necklaces

January 21 – 7 students created painted hand towels

### Games

We purchased magna-tiles that have been very popular with the students. They are designed to help with engineering and fine motor skills.

### Staffing

The Children's Department staff turned in all H.A.T. (How Are Things) reports for the month of January.

### Collection Maintenance and Development

#### Books Purchase

Cards for new books have been created in Ingram but none were purchased for January. All staff are now reading Booklist, The Library Journal and Advance and place of recommended books for the Department. Kelsey and Sophia decided final purchasing from each list.

#### Weeding

3 books were discarded from Youth Services

#### Reference Statistics

In Library Questions- 71

Phone- 4

Email 0

### **Cash Drawer Report**

January 2020

Prepared by Linda DuPree, Head of Patron Services

#### Cash Drawer Activity

FINES	\$153.15
COPIER/FAX SERVICE	\$140.90
LOST CARDS	\$12.00
EARBUDS	\$5.00
LOST & PAID ITEMS	\$10.00
BOOK SALES	\$6.50
FLASH DRIVES	\$5.00
DISC REPAIR	\$0.00
FOLDERS	\$0.75
ENVELOPES	\$0.00
MISC	\$0.35
<b>GRAND TOTAL</b>	<b>\$333.65</b>