

Director's Report
March 2020

Administration

February 2020

Prepared by Amy Crump, Library Director

Annual Filings

- The IPLAR has been filed with the Illinois State Library.

Staff

- Our Marketing Coordinator position has been filled as a contracted service from Kamil Brady with AKB Events.
- Interviews are being held this week for the Teen Librarian and the Patron Services Aide. The Adult Services Librarian position is still open at this time.
- Alexis Pfeiffer, Youth Services Aide, is no longer at the Bellwood Public Library.
- Leadership Team meetings were held on February 4 and 18.
- Staff meeting was held on February 20.
- NP BPL anniversaries in February
- No Staff birthdays in February
- BPL Boosters: Chocolate Covered Strawberries (hand-made by Rosemary!) for Valentines Day.

Projects

- Application has been submitted to the Greater Chicago Food Depository to provide afterschool snacks for students.
- Thanks to Delores Sanders' help, the library has been approved to receive a new refrigerator from Home Depot that will be the designated storage for the afterschool snacks.
- Grant review for HVAC grant will take place on March 19.

Facility

- Timeline for the boiler replacement project
 - Bidding process in May
 - Bid Opening/Award in June
 - Work starts in September
- ADA required Wall/Railing will be completed this month. This replaces the one that was broken by a young patron.

Meetings /Training

- I attended Legislative Meet-up on February 3.
- I attend the Intergovernmental Lunch on February 18, hosted by the Park District.
- I participated in the African-American Read-In for District 88 on February 24 and read Parker Looks Up to Ms. Albert's kindergarten class at Lincoln Elementary.

Trustees Upcoming Events/Workshops

- For consideration: in light of the spread of the coronavirus, limited attendance at large group settings may be prudent.
- ATLAS Trustee Workshop on May 9, 2020.
- ALA Conference on June 25-30, 2020.

Adult & Bibliographic Services Report

February 2020

Prepared by ABS Department Head Kara Spizzirri

Collection Development

- In January we added 63 books, 3 audiobooks, and 13 DVDs to the collection.
- The entirety of the fiction collection has been incorporated together, the paperback collection has been moved and the large print titles have all been moved.

February Displays

- "Save the Date" display featuring fiction about brides and weddings.
- A Black History Month display was up featuring several nonfiction titles in observance of the month.

Reference Questions

	In Person	Phone/Email	TOTAL
February 2019	154	82	234
March	124	96	222
April	139	97	236
May	120	71	191
June	122	80	202
July	132	108	240
August	122	75	227
September	113	76	189
October	131	63	194
November	125	63	188
December	78	76	155
January 2020	114	83	199
February	107	79	186

Notary Services Provided: 50 documents notarized

Community Meeting Room Use

- Community Groups: 11
- Meetings Held: 14
- Attendance (approx.): 139

Study Room Use:

- Sessions: 5
- Attendance (approx.): 9

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Saturday	2/1/2020	10:00 a.m.	Zumba	27
Monday	2/3/2020	6:00 p.m.	Stitches Crochet Club	12
Monday	2/3/2020	6:30 p.m.	Shades of Fiction Book Club	6
Wednesday	2/5/2020	12:30 p.m.	Take Charge of Your Health	7
Thursday	2/6/2020	6:00 p.m.	Yoga	11
Friday	2/7/2020	1:30 p.m.	CHAIR Yoga	15
Saturday	2/8/2020	10:00 a.m.	Zumba	25
Monday	2/10/2020	6:00 p.m.	Stitches Crochet Club	10
Wednesday	2/12/2020	12:30 p.m.	Take Charge of Your Health	10
Thursday	2/13/2020	6:00 p.m.	Yoga	8
Friday	2/14/2020	1:30 p.m.	CHAIR Yoga	9
Saturday	2/15/2020	10:00 a.m.	Zumba	20
Saturday	2/15/2020	1:00 p.m.	Frequency Jam: Phillip-Michael Scales	11
Wednesday	2/19/2020	12:30 p.m.	Take Charge of Your Health	10
Wednesday	2/19/2020	6:00 p.m.	Before You Call the Handyman	10
Thursday	2/20/2020	6:00 p.m.	Yoga	19
Friday	2/21/2020	1:30 p.m.	CHAIR Yoga	15
Saturday	2/22/2020	10:00 a.m.	Zumba	24
Monday	2/24/2020	6:00 p.m.	Stitches Crochet Club	13
Tuesday	2/25/2020	6:00 p.m.	Alice's Ordinary People	2
Thursday	2/27/2020	6:00 p.m.	Yoga	15
Friday	2/28/2020	1:30 p.m.	CHAIR Yoga	10
Saturday	2/29/2020	10:00 a.m.	Zumba	32
			Total Library Sponsored Attendance	321

Public Computer Usage

Location	Total Sessions	B&W	color	Total pages
Adult (10)	1108	4329	237	4566
Children (8)	367	78	18	96
Teen (6)	51	0	0	0
Express (1)	6	NA	NA	
Printer On/Remote	148			4810

WiFi Usage: 486 clients logged in

Website: 771 users visited our website 1,260 times.

Computer One-On-One Sessions: 100

Database Usage

Database Name		J	F	M	A	M	J	J	A	S	O	N	D	YTD
African American Heritage	Documents /images	0	32											32
Ancestry Library Edition	/images	0	0											0
Chicago Tribune	documents	0	0											0
Flipster	downloads	3	0											3
Gale Courses	sessions	14	36											50
History Reference Center		0	0											0
Hoopla Digital	circulations	102	153											255
Kanopy	circulations	0	24											24
Literary Reference Center		0	0											0
Mango Languages	sessions	3	9											12
Masterfile Complete	Documents /images	2	5											7
MEDLINE	abstracts	0	0											0
Newsbank	Documents /images	0	25											25
Niche Academy	sessions	28	12											40
Novelist Plus	abstracts	53	10											63
Novelist Plus K-8	abstracts	0	2											0
NuWav Legal														
Documents	sessions	6	5											11
Overdrive (MediaOnDemand)	circulations	166	163											329
ReferenceUSA	logins	0	0											0
	successful retrieval	299	328	0	0	0	0	0	0	0	0	0	0	627

Usage of
electronic
material 106 136 0 0 0 0 0 0 0 0 0 0 0 266

Youth Services Report

February 2020

Children/Teen Department

Prepared by Sophia Brown

Decorations

The Children's Department switched out displays to decorate the room in celebration of Black History Month

Programming

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

February 6 – 6 toddlers 3 adults – Penguin Storytime

February 13 – 14 toddlers and 2 caregivers – Friendship Day

February 20 – 18 students Kindergarten class visited to read books on their own

February 29- no class

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

February 3 – 2 students and 1 caregiver

February 10 – 2 students and 1 caregiver

February 17 – 1 student and 1 caregiver

February 24 – 2 students and 1 caregiver

Make and Take Tuesdays

February – 4 – 12 students – clay bowls

February 11 – 6 – Build flower parts

February 18 – 7- Build wooden heart boxes

Staffing

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

Collection Maintenance and Development

Purchases

Video – 1

Youth Books – 48

Teen Books – 24

All staff are now reading Booklist, The library Journal and Advance and place of recommended books for the Department. Kelsey and Sophia decides final purchasing from each list.

Weeding
10 books were discarded from Youth Services

Reference Statistics
In Library Questions- 61
Phone- 7
Email 0

Cash Drawer Report

February 2020

Prepared by Linda DuPree, Head of Patron Services

Cash Drawer Activity

FINES	\$140.70
COPIER/FAX SERVICE	\$154.95
LOST CARDS	\$12.00
EARBUDS	\$9.00
LOST & PAID ITEMS	\$9.00
BOOK SALES	\$3.00
FLASH DRIVES	\$0.00
DISC REPAIR	\$0.00
FOLDERS	\$1.00
ENVELOPES	\$0.25
MISC	\$1.65
GRAND TOTAL	\$331.65