

## **Director's Report January 2020**

### **Administration**

December 2019

Prepared by Amy Crump, Library Director

#### Staff

- All staff evaluations/goal setting meetings have been completed.
- New staff members: Joseph Esco, Jr is our new security monitor.
- Leadership Team meeting was held on December 4th.
- Staff meeting/holiday party was held on December 17th.
- BPL anniversaries in December = Amy (1 year) and Delores (2 years).
- No staff birthdays in December = Rosemary, Ashley and Dorothy.
- BPL Boosters: We celebrated the "12 Holidays" and had activities each day, leading up to a potluck lunch on December 17<sup>th</sup>.

#### Facility

- We had another water line break on 12/28 and we had to call in emergency plumber to fix it. Library was closed early that day.
- Sink and tile in patron bathroom had to be repaired again. Legs have now been placed under the sinks in both bathrooms.
- New signs, complying with the new law, are on the bathrooms.
- Still working on replacing the railing outside.

#### Meetings /Training

No report

#### Trustees Upcoming Events/Workshops

- Midwinter in January 2020
- Legislative Meet-ups in February 2020
- PLA Conference in February 2020

### **Adult & Bibliographic Services Report**

December 2019

Prepared by ABS Department Head Kara Spizzirri

#### Staff

Kristin Schultz left her position as Head of Adult & Bibliographic Services. Her last day was December 16<sup>th</sup>. Kara Spizzirri then hired to the position of Head of Adult & Bibliographic Services on December 20<sup>th</sup>.

### Collection Development

We added 31 books, 3 audiobooks, and 10 DVDs to the collection. We also finished moving all of the nonfiction over to one side of the aisle.

### December Displays

- Snow is falling & good books are calling (fiction display)
- Best of 2019 (mixture of nonfiction & fiction titles)
- Stitches Crochet Club put up some of their work (display case)
- Read like it's snowbody's business (bulletin board)
- Baby Yoda sign with Star Wars books

### Reference Questions

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
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	125	63	188
December 2019	78	76	155

Notary Services Provided: 34 documents notarized

### Meeting Room Use

- Community Groups: 4
- Meetings Held: 6
- Attendance (approx.): 36

### Study Room Use

- Sessions: 18
- Attendance (approx.): 34

Events and Programs

Day	Date	Time	Adult Services Programs	# Patrons
Monday	12/2/2019	6:00 p.m.	Stitches Crochet Club	12
Monday	12/2/2019	6:30 p.m.	Shades of Fiction Book Club	8
Friday	12/6/2019	1:30 p.m.	CHAIR Yoga	14
Saturday	12/7/2019	10:00 a.m.	Zumba	20
Monday	12/9/2019	6:00 p.m.	Stitches Crochet Club	10
Tuesday	12/10/2019	10:30 a.m.	Accessible Travel with RTA	0
Wednesday	12/11/2019	6:00 p.m.	Holiday Ornaments with Lynn	11
Thursday	12/12/2019	10:00 a.m.	CPR and First Aid Certification	6
Thursday	12/12/2019	6:00 p.m.	Yoga	13
Friday	12/13/2019	1:30 p.m.	CHAIR Yoga	12
Saturday	12/14/2019	10:00 a.m.	Zumba	20
Monday	12/16/2019	6:00 p.m.	Stitches Crochet Club	13
Thursday	12/19/2019	2:00 p.m.	BINGO	10
Thursday	12/19/2019	6:00 p.m.	Yoga	12
Friday	12/20/2019	1:30 p.m.	CHAIR Yoga	10
Monday	12/21/2019	10:00 a.m.	Zumba	21
Monday	12/23/2019	6:00 p.m.	Stitches Crochet Club	5
Friday	12/27/2019	1:30 p.m.	CHAIR Yoga	6
Saturday	12/28/2019	10:00 a.m.	Zumba	9
Monday	12/30/2019	6:00 p.m.	Stitches Crochet Club	10
			<b>Total Library Sponsored Attendance</b>	222

Public Computer Usage

Location	Total Sessions	B&W	color	Total pages
Adult (10)	1139	3394	154	3548
Children (8)	370	51	1	52
Teen (6)	98	67	0	12
Express (1)	7	NA	NA	67
<b>Printer On/Remote</b>	22			137

WiFi Usage: 386 clients logged in  
 Website: 730 users visited our website 1289 times.  
 Computer One-On-One Sessions: 72

## Download and Streaming Services

- Patrons across all platforms: 85
- Checkouts across all platforms: 335
  - Media on Demand: 46 patrons (5 new) 166 Checkouts
  - Hoopla: 39 patrons (4 new) 169 Checkouts

### Youth Services Report

December 2019

Children/Teen Department

Prepared by Sophia Brown

#### Programming

For years, during the month of December, the library has had very low attendance in programs. Our goal is to create fun programs that will encourage students to continue to visit the library over winter breaks. We planned a 12 days of Christmas event and had a fun time creating, eating and learning new things.

12/2 - Decorate the Christmas Tree – 6 students with Mr. Arthur and Ms. Kelsey

12/3 - Create Christmas ornaments – 12 students with Ms. Sophia and Ms. Kelsey

12/4 – No Bake cookies – 18 students – Ms. Sophia

12/5 – Christmas Karaoke – 10 students and 2 parents – Ms. Sophia and Ms. Kelsey

12/6 – Movie Marathon – 7 students

12/9 – Christmas STEAM projects – 8 students with Ms. Sophia

12/10 – Create a Christmas Gift – 20 students with Ms. Sophia and Ms. Kelsey

12/11 – Take a picture with Santa – cancelled

12/12 – Christmas Caroling Around the Library – no participants

12/13 – Christmas Stories and Crafts -

12/14 – Create Christmas Cards – 16 students participated in creating cards and other Crafts.

12/16 – Party sock Hop - rescheduled to Thursday, December 18 – 20 students participated.

#### **Make and Take Tuesdays**

December 10 – 6

December 17 - 8

**Kwanzaa Extravaganza – Thursday, December 26** – no participants

**Hanukkah – Friday, December 27** – no participants

**Sunday Afternoon Cartoon, December 14– No participants**

#### **Thursday Morning Story time**

Dec. 5 – 12 participants

Dec. 12 – 5 participants

Make and Take Tuesday

**Relax Chill Out and Unwind** – On Wednesday after school on Wednesday, December 18, the library staff created a quiet and welcoming space for students to participate in craft projects. The lights were dimmed, soft music played and no computers for two hours. 20 students participated.

#### Outreach

#### **Thursday, December 19 – District 88 Early Childhood Program**

Kelsey and Sophia took a trip to read holiday stories, sing songs and fingerplays with children ages 3 to 5.

Kelsey attended morning session – 60 children and 6 teachers

Sophia attended afternoon session - 59 children and 6 teachers

#### Monthly Statistics

#### **Reference Statistic**

During the month of December, the Children's department kept count of all reference question whether in house, phone or email. There were a total of 59 questions.

In person – 43

Phone – 10

Email – 0

#### **Books Discarded –**

81 – Young Adult Nonfiction

92 – Young Adult Fiction

20 – CD Books

#### **Books Ordered**

Young Adult – 68

Children's fiction and nonfiction - 347

**Cash Drawer Report**

December 2019

Prepared by Linda DuPree, Head of Patron Services

Cash Drawer Activity

FINES	\$122.50
COPIER/FAX SERVICE	\$92.70
LOST CARDS	\$3.50
EARBUDS	\$5.00
LOST & PAID ITEMS	\$23.00
BOOK SALES	\$13.00
FLASH DRIVES	\$5.00
DISC REPAIR	\$0.00
FOLDERS	\$.50
ENVELOPES	\$1.35
MISC	\$3.05
<b>GRAND TOTAL</b>	<b>\$269.60</b>