

Director's Report January 8, 2019

Administration

December 2018

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

- Bilingual Storytime on January 15 at 10 am
- Coffee with the Director on January 16 from 10 am to 1 pm
- Making that Dietary Change on January 16 at 6:30 pm
- Social Media Basics on January 26 at 10 am
- Giant Twister on January 30 at 5 pm
- Brush Lettering with Lina on February 6 at 6 pm
- Microsoft Word Basics on February 9 at 10 am

Staff

- Tony Brown (IT) celebrates 8 years at the library in January 2019.
- Emails were set up for all the staff and they are being used for staff-wide communication.
- Had individual meetings with Department Heads (Kristin, Linda, Sophia).
- Had individual meetings with nine of the staff. Will meet with all staff by January 15.

Facility

- Upon my request, Mr. Johnson measured the library. It is 9,917 square feet.
- Working on getting quotes for the door repair project.

Technology

- Several hand scanners were purchased for youth desk and the downstairs tech services desk.
- A new receipt printers was purchased for the youth desk.
- A new hard drive was purchased for the server, as the old one decided to stop working.
- The large screen that was in my office has been re-purposed for use in the small meeting room.
- The internet speed for the library has been increased from 50 mbps download to 300 mbps.

Meetings

- Met with Ms. Gipson of the Friends of the Bellwood Library

- Met with Mr. Truman, of the Bellwood Chamber

Request of Trustees

- Names for strategic planning community group.

Adult Services

December 2018

Prepared by Kristin Schultz, Head of Adult Services

Staff

- We had 7 volunteers for the month of December who completed 30 hours of community service work.

Displays

- There was a holiday fiction display, "Get Wrapped Up in a Good Book"
- There were a display of recipe books and a display on Climate Change.
- 2 programs were advertised in the glass display case: Make A Snowflake and Brush Lettering.
- Books tying into the computer class for the month were also on display.

Reference Questions

	In Person	Phone/ Email	TOTAL
January 2018	162	166	328
February	161	139	256
March	159	152	314
April	152	119	222
May	91	110	160
June	144	122	266
July	119	76	195
August	104	134	238
September	118	99	217
October	119	103	222
November	89	85	174
December	84	88	172

Computer One-On-One Sessions

Patrons received 118 one-on-one help sessions in December.

Notarizations

85 notarizations were performed in December, our highest amount yet!

Adult Services Programing

Day	Date	Time	Adult Services Programs	# of Patrons
Saturday	12/1/18	10:00 a.m.	Zumba	21
Monday	12/3/18	6:30 p.m.	Stitches Crochet Club	12
Monday	12/3/18	6:30 p.m.	Shades of Fiction Book Club	
Tuesday	12/4/18	2:00 p.m.	Intermediate PowerPoint	8
Thursday	12/6/18	6:00 p.m.	Yoga	14
Friday	12/7/18	1:30 p.m.	CHAIR yoga	4
Saturday	12/8/18	10:00 a.m.	Zumba	25
Saturday	12/8/18	12:00 p.m.	Wire-wrapped jewelry for Christmas	5
Tuesday	12/11/18	2:00 p.m.	Intermediate Microsoft Word	8
Thursday	12/13/18	6:00 p.m.	Yoga	14
Saturday	12/15/18		Zumba	18

		10:00 a.m.		
		6:30 p.m.		
Monday	12/17/18		Stitches Crochet Club	15
Tuesday	12/18/18	6:30 p.m.	3-D Paper Snowflake Craft	10
Total Library Sponsored Attendance				154

Community Meeting Room Use

- Community Groups: 9
- Meetings Held: 11
- Attendance (approx.): 118

Study Room Use

- Sessions: 14
- Attendance (approx.): 31

Public Computer Usage

Location	Total Sessions	Total Pages	color	b&w	Cost
Adult (10)	928	3427	188	3239	\$551.65
Children (8)	437	14	0	14	\$2.10
Teen (6)	131	26	0	26	\$3.90
Express (1)	27	NA	NA	NA	NA
PrinterOn/Remote	4	11			\$1.65

Wi-Fi Use

- Wi-Fi traffic December 1-31: 385 clients

Download and Streaming Services

- Patrons across all platforms: 90
- Checkouts across all platforms: 340
 - Media on Demand: 52 patrons 194 checkouts
 - Hoopla: 38 patrons 146 checkouts

AUDIOBOOK was the most borrowed format for the month of December 2018.

Database Usage

	logons/sessions	IPLAR usage
Flipster	2	2
Gale Courses	2	2
Lynda.com	4	4
Mango languages	17	17
Masterfile Complete	3	3
NoveList	1320	1320
Nuwav Legal	39	39
Reference USA	9	9
Totals	1396	1396

Youth Services

December 2018

Part I, Prepared by Sophia Brown

Programming

Special Holiday Party

Immediately following the "Let's Unplug" program with Ms. Lina, students headed downstairs for the Christmas Karaoke. We provided board games for them to play and served treats. 14 participants

Monday Family Movie Night

Monday, December 10 at 6:00 p.m.

The Grinch that Stole Christmas was shown on the big screen in the Children's Department along with a coloring sheet for students to take home. There were a total of 18 participants (Adults and children)

Let's Go Bananas

Wednesday, December 12, 2018 at 4:00 p.m.

Students participated in a bananagram marathon with Ms. Sophia. A game that requires no pencil, paper or board. We created our own game rules by providing different questions that required students to be creative with their answers. They could only complete a question by using only the letters they were given. There were a total of 11 students between the

ages of 8 and 12. We will play another round of bananagram on January 16. Banana splits were served.

Let's Talk About It

Tuesday, December 18, 2018 at 4:00 p.m

Students got the opportunity to pull a thought provoking question from the Teen Talk jar and were asked to share their thoughts and opinion about the one they chose.

7 students participated.

Toddler Story Time

Thursday, December 20, 2018 at 10:00 a.m.

17 participants attended a special story time with Ms. Sophia and Roscoe to hear holiday stories, sing songs, make a craft and take home treats.

Kwanzaa Extravaganza

Thursday, December 27, 2018 at 6:00 p.m.

Kwanzaa is a holiday in which African Americans remember their heritage and remind people of the importance of sharing with family and friends.

Evelina taught the session and helped students to gain a true understanding of the principles of *Kwanzaa*.

The celebration lasts for seven days, so Lina performed the lighting of the candles and discussed the 7 principles of *Kwanzaa*. We got the opportunity to celebrate at the library the second day of *Kwanzaa* which means self-determination (*kujichagulia*).

Another traditional aspect of *Kwanzaa* is gift giving, so participants got the opportunity to create a gift with Ms. Sophia to give to friends and family.

Mr. Valroy Dawkins from the Swahili Institute of Chicago, played music on drums and other instruments to compliment his stories of Africa's history and traditions.

Participants also got to play with the drums, horns and other instruments.

Upcoming Programs

Book and Bites

Bilingual Story time

ABC GO

Dear Mr. Panda Party

Let's Talk About It

Book and Bites

Let's Talk About it and More

2019 Library Program Ideas

Spanish language Movie Night

Writer's Workshops

Book Breakaway (visiting High school and hosting book discussions)

Guest Readers at Story time (Inviting staff members to come and share a story)

Return of Just for Girls and Just for Boys

I Forgive You Sessions with Author T. Dwayne Smith

Black Girl Shine with Author Shavondra Walker

Outreach

District 88 Early Childhood Program

Friday, December 21 at 9:30 a.m. and 1:00 p.m.

Sophia and Evelina attended a special holiday program to share stories, songs and a special visit from Roscoe(puppetry)

A total of 68 people attended the first session at 9:00 a.m.

A total of 77 people attended the second session at 1:00 p.m.

The next scheduled event will be held the 3rd week of January 2019 for District 88 Childhood program in Stone Park and Bellwood.

Lion Club

Tuesday, December 18, 2018 at 12:00 p.m.

Twana Jenkins attended the Lions Program on Tuesday, December 18, 2018

Professional Development

No classes or training during the month of December 2018

Technology

Children's staff has noticed an increase in computer usage both teen and children's dept. Lina and I have discussed the possibility of decreasing the book budget and possibly adding more to AV and technology. This would give us a great opportunity to progress toward innovation and technology. Most of the students can only access homework by using the library's computers. We would like to meet them were they are and create programs and classes that can take them even farther. I believe that by adding more technology, we can introduce more educational programs, and with these programs we can help them to become more advanced in reading, math, science and so many other subjects that are being taught in the district.

The Children's Department received a new (all in one) computer on the main desk. This has opened up more work space on the desk. We also received a barcode scanner and I was happy to hear from Tony that we will be getting a receipt printer like the one they have downstairs and at the circulation desk. This will be a huge save on paper usage. We will no longer be printing guest passes using paper from printer.

Collection Maintenance and Development

Weeding

Sophia and Evelina are continuing to weed the collection of the entire department. We are currently working on both departments simultaneously. The Teen fiction, Graphic novels and Nonfiction have been weeded completely. A total of 68 books were removed from the collection.

Ordering

Board Books -4

Nonfiction – 6

Juvenile Fiction – 17

Easy Fiction – 9

Young Adult Fiction – 33

Spanish - 1

Reference Statistics

In Library Questions- 41

Phone- 08

Email - 0

Part II, Prepared by Evelina Armstrong

Programming

Teen Café

Wednesday, December 5, 2018

4 Participants

This was first session of the teen café new schedule. During this time, participants enjoyed snacks and a screening of two episodes of Naruto. There was intense discussion on key plot points and character development in the Naruto Universe.

Adopt a Pet Rock

Wednesday December 5, 2018

4 Participants

The Adopt a Pet Rock program was a family event. During this time, families participated in a training on pet rock care and maintenance. The following pet rocks were adopted: Kohl, Sheila, Rocky, Ruby & BaROCK Obama. Participants also made habitats and sensory boards for their new pets as well. Upon completion of the program, participants received certificates of adoption.

Toddler Story Time

Thursday, December 6, 2018

30 Participants, 10 Adults

This week's theme was Hats & Mittens. During this time, we read 5 books about mittens, recited 4 mitten and hat themed poems and danced to two songs. After stories and songs, participants completed a hat & mittens themed coloring page.

Monday Movie Night

Monday, December 10, 2018

10 participants

There was a screening of the 2000 film "The Grinch Who Stole Christmas" starring Jim Carrey. Instead of serving snacks, movie-viewers were welcome to complete a Grinch themed craft or coloring page.

Unplugged @ Bellwood Public Library

Wednesday, December 12, 2018

12 Participants

The Children's computers were not available for use that day. Participants played several rounds of musical chairs, musical talent provided by Mrs. Lina. We also read the book "Unplugged" by Steve Antony which chronicles the adventures of Blip the Computer after she's been unplugged from her computer and stumbles upon the great outdoors. Participants drew pictures of their favorite things to do that did not involve technology and completed an 'about me' robot.

Teen Café

Wednesday, December 13, 2018

Cancelled due to Unplugged @ Bellwood Library.

Toddler Story Time

Thursday, December 13, 2018

30 Participants, 10 Adults

This week's theme was the color Blue. During this time, we read 4 books about the color blue, sang 3 songs about the color blue and completed a letter b themed coloring page.

Teen Ugly Sweater Craft Night

Monday, December 17, 2018

Cancelled due to lack of registration.

Brush Lettering with Lina

Wednesday, December 19, 2018

5 Participants

This program was for adults and teens but was facilitated by Mrs. Lina. Participants were introduced to basic strokes and technique for brush lettering to make their own gift tags. Though no tags were completed, participants were pleased with the progress that was made during the program and look forward to attending the next workshop offered in February 2019.

Teen Café

Wednesday, December 19, 2018

5 Participants

Teens opted out of the 'traditional' teen café to use this time to study for pending final examinations. Teens were introduced to the downstairs adult services staff and were permitted to use the small meeting room for their studying purposes. Those teens booked the meeting room for several days going into finals week. I am pleased to report that all study room bookers passed their final examinations!

Teen Café

Wednesday, December 26, 2018

Cancelled due to Winter Break

Toddler Story Time

Thursday, December 27, 2018

Cancelled due to winter break

Bellwood Public Library Maker Space Update

There was one makerspace appointment this month to use the VHS/DVD Converter.

Collection Development

93 Middle Grade & Young Adult Titles have been ordered
48 Juvenile A/V Titles have been ordered.
28 Video Game Titles have been ordered
2 Nintendo Switch Systems have been ordered
2 Osmo Genius Kits for the iPads have been ordered

Professional Development

I did not attend any professional development sessions during the month of December.

Circulation Department
December 2018
Prepared by Linda DuPree

Cash Drawer Activity

FINES	\$46.40
COPIER/FAX SERVICE	\$126.70
LOST CARDS	\$4.50
EARBUDS	\$22.10
LOST & PAID ITEMS	\$384.00
BOOK SALES	\$9.75
CANVAS	\$4.00
FLASH DRIVES	\$5.00
DISC REPAIR	\$0.00
FOLDERS	\$1.50
ENVELOPES	\$.45
COFFEE	\$0.00
MISC	\$1.85
GRAND TOTAL	\$606.25