

**Director's Report**  
**February 21, 2019**

**Administration**

January 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

- February 23, 10 am -- Microsoft Excel Basics
- February 25, 6 pm – Family Movie Night
- March 4, 6:30 pm – Shades of Fiction Book Club
- March 13, 6:30 pm – How to Sell Your Stuff Online
- March 20, 6:30 pm – Talks Saves Lives (Suicide Prevention)

Staff

- Completed individual meetings with each staff member.
- Staff meeting was held on January 24.
- Leadership Team meetings were held on January 9th and 23rd. We are working on job descriptions and schedules.
- Staff attended a Conflict Resolution workshop on January 28.
- Connie Skaja's BPL anniversary is February 20 (11 years).
- No birthdays in February.
- I am exploring Notary Training opportunities.

Facility

- Conducted a sign survey with help of staff. This led to a reduction of the number of signs in the library. The signs that are currently up were created so that they look similar, stylistically. (Thanks to Kara for making the signs.)
- New Community Info bulletin board was installed by the elevator.
- Snow blower purchased to replace broken one.
- Broken (and discontinued) water cooler replaced upstairs and another installed in staff kitchen, for staff convenience.
- Boiler part replaced.
- Fish tank cleaned.
- Request for Facility Committee to meet for walk-around/free facility assessment, specifically to look at boiler.

Technology

- 5 new patron computers were purchased.
- A tech from the phone service company physically confirmed all phone lines and circuit lines. Cancelled three unused phone lines, saving \$112 per month.

- Migrated the ICN line (for SWAN) to ComCast, saving \$216 per month.

### Marketing

- Enrolled in Welcome Wagon program so that new residents are informed that a Bellwood Library exists.

### Meetings

- Attended Bellwood Lions Club meeting on January 8.
- with Director was held on January 16. It was my pleasure to meet with the six attendees and learn about their relationship with the Bellwood Library. Next one is scheduled for March 26, from 6-8 pm.
- Attended ATLAS Board Meeting on January 17.
- Met with Mayor Harvey on January 22.

### Annual Reports

- RAILS Standards Data Collection Form submitted on January 14.
- IPLAR due March 1. Working on final details.

### Trustees Upcoming Events/Workshops

- Deborah Giles, Constance Riales and Mary Clements are registered for ILA Legislative Lunch in Oak Brook on March 1 (11:30 am – 2:00 pm).
- ILA Trustee Forum Workshop – March 16 (Saturday) at Chicago Marriot Oak Brook. Cost \$135 per trustee.
- The 2019 ATLAS Trustee Workshop will focus on new trustees (from the April 2019 election). Scheduled for the morning of May 11 (Saturday) at Alsip Library. Cost \$15 per trustee.

## **Adult Services**

January 2019

Prepared by Kristin Schultz, Head of Adult Services

Collection Development: In January, we completed a review of Standing Orders for Reference Books. We were receiving many titles every year that had no or almost no use. The content of many of the books, like Digest of Education Statistics, is available online free. We removed those titles from our standing order list.

We are also revisiting our agreement with Better World Books, which has been taking our discards for several years but which has now raised the threshold of when we get paid for the discards we ship to them.

107 books and 24 DVDs were added to the collection.

Displays: we now have a new adult slat wall display that replaces the old “book dump.” It looks great— placing the books face-out really showcases them!

- Best books of 2018
- 1<sup>st</sup> in a Series
- Unlock your Mind: Read
- Access = Opportunity – highlighting several electronic resources

Website: 826 users visited our website 1400 times in January. Our bounce rate was 41%.

This month I (Kristin) began a web-based class called Content Strategy. Websites can grow haphazardly or by design, and this class was all about the design. Most of my classmates were from academic libraries, who had dozens of staff with permission to add/edit/delete content from websites. Week one the assignment was to perform a website audit, making a spreadsheet of all the pages, where they lie in the website layout, who “owns” them and the last time they were edited. Our current website was launched in March 2018, so we had very few pages. Ashley, Evelina and I are the only staff with logins who have also contributed content. Circulation information came to me to upload, and Administration information was uploaded by Ashley or me. Week 2 was writing a vision statement for the website and creating a content workflow. I turned something that I can also present to the Management Team to start a content strategy for our website. Week 3 was about how to keep communication going so the website stays up to date. Week 4 will be sharing what we’d learned and how we use various tools at our libraries to keep up our websites.

#### Reference Questions

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
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
January 2019	113	79	195

### Adult Services Programing

*Unfortunately the lower level staff did not always keep accurate statistics of how many patrons attended, so the count is lower than it should be.*

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	1/3/2019	6:00	Yoga	15
Friday	1/4/2019	1:30	CHAIR Yoga	
Saturday	1/5/2019	10:00	Zumba	
Monday	1/7/2019	6:30	Stitches Crochet	
Monday	1/7/2019	6:30	Shades of Fiction Book Club	4
Tuesday	1/8/2019	6:30	Changes to 1040 Tax Form for 2018	12
Thursday	1/10/2019	6:00	Yoga	15
Saturday	1/12/2019	10:00	Internet Basics	
Saturday	1/12/2019	10:00	Zumba	20
Monday	1/14/2019	6:30	Stitches Crochet	
Wednesday	1/16/2019	6:30	Making that Dietary Change	10
Thursday	1/17/2019	2:00	Bingo	
Thursday	1/17/2019	6:00	Yoga	18
Friday	1/18/2019	1:30	CHAIR Yoga	
Wednesday	1/23/2019	11:00	Medicare 101	0
Thursday	1/24/2019	6:00	Yoga CANCELLED—library closed	CANCELLED
Saturday	1/26/2019	10:00	Social Media Basics	
Saturday	1/26/2019	10:00	Zumba	
			<b>Total Library Sponsored Attendance</b>	74

### Community Meeting Room Use

- Community Groups: 10
- Meetings Held: 11
- Attendance (approx.): 110 *(headcounts were missed in the first 2 weeks of the month, so the number is lower than it should be.)*

Study Room Use:

- Sessions: 10
- Attendance (approx.): 18

Public Computer Usage

Location	Total Sessions	B&W	color	Total	Cost
Adult (10)	947	3267	297	3564	\$603.60
Children (8)	415	114	NA	114	\$17.10
Teen (6)	117	30	NA		\$4.50
Express (1)	26	NA	NA	NA	NA
<b>Printer On/Remote</b>	not available				not available

WiFi Usage: 394 clients logged in.

Computer One-On-One Sessions: 49 sessions

Download and Streaming Services

- Patrons across all platforms: 90
- Checkouts across all platforms: 396
  - Media on Demand: 45 patrons (2 new) 202 Checkouts
  - Hoopla: 45 patrons (1 new) 194 Checkouts

Usage of Electronic Resources

Database Name		Jan. Resource Usage
African American Heritage	documents/images	0
Ancestry Library Edition	documents/images	0
Chicago Tribune	documents	1
Flipster	downloads	1
Gale Courses	sessions	29
History Reference Center	Documents	0
Hoopla Digital	circulations	194
Literary Reference Center	Documents	0
Lynda.com	sessions	18
Mango Languages	sessions	4
Masterfile Complete	documents/images	1

MediaOnDemand	Circulations	202
MEDLINE	abstracts	3
Niche Academy	sessions	10
NoveList Plus	abstracts	1
NoveList Plus K-8	abstracts	46
NuWav Legal Documents	sessions	7
Overdrive (Media on Demand)	circulations	202
ReferenceUSA	logins	6
	<b>18.11 successful retrieval of info</b>	<b>397</b>
	<b>18.13 Usage of electronic material</b>	<b>120</b>

### Youth Services

January 2019

Prepared by Sophia Brown

#### Decorations

Black History boards and posters are now displayed in the Children's Department to celebrate Black History Month. Board displays reflect the poetry of Maya Angelou's poem "Still I Rise", Useni Eugene Perkins's "Hey Black Child" and James Weldon Johnson's "Lift Every Voice and Sing". We will also be doing a Black History trivia for kids. Answers to questions can be found on posters, bulletin boards, books and computers. We will also have them do a little research in the Adult Department for answers. If they answer at least five questions, they will receive a small prize.

#### Programming

##### **Storytime with Ms. Sophia**

Thursday, January 24 at 10:00. Ms. Sophia performed storytime with the help of Roscoe.

##### **Heads Up**

Wednesday, January 9, Ms. Sophia, Ms. Deborah and students played rounds of heads up and enjoyed snacks. 22 students participated

### **Let's Talk About it**

Teen girls ages 13 -16, joined Ms. Sophia on Thursday, January 16 during an early dismissal from school for a discussion on various topics, such as friendship, peer pressure, anger issues and more. 8 girls attended.

### **Upcoming Spring Programs**

Elephant and Piggie Party  
Bilingual Story time  
Monday Movie Night  
Anti-Valentine Day Party  
Dear Mr. Panda Party

### **2019 Library Planned Programs**

Spanish language Movie Night  
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  
MECCA school to a fieldtrip to the library do research on the history of automobiles. 18 students and the teacher.

Sophia and Lina will be attending an Early Childhood Program for parents and students on February 21 at Lincoln Primary School in Bellwood.

### Professional Development

No classes or training during the month of December 2018

### Technology

No new technology, but the teen department received new chairs. We have received only good feedback.

### Collection Maintenance and Development

#### **Weeding**

No weeding was done during the month of December due to the excessive amount of books accumulating in the workroom.

### Reference Statistics

In Library Questions- 35  
Phone- 2  
Email 0

**Circulation Department**  
January 2019  
Prepared by Linda DuPree

**Cash Drawer Activity**

FINES	\$65.85
COPIER/FAX SERVICE	\$107.15
LOST CARDS	\$12.00
EARBUDS	\$11.00
LOST & PAID ITEMS	\$42.00
BOOK SALES	\$9.25
FLASH DRIVES	\$5.00
DISC REPAIR	\$0.00
FOLDERS	\$.50
ENVELOPES	\$.60
MISC	\$0.00
<b>GRAND TOTAL</b>	<b>\$262.35</b>