

Director's Report
March 12, 2019

Administration

February 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

March 19, 6:30 pm	Get Your Garden Ready for Spring
March 20, 6:30 pm	Talk Saves Lives Suicide Prevention
March 26, 6:00 pm	Coffee with the Director
April 3, 6:30 pm	Spring Cleaning for the Mind

Staff

- Friends luncheon was held on February 7.
- Staff meeting was held on February 28.
- Leadership Team meetings were held on February 6th and 20th.
- Staff attended a Conflict Resolution workshop on February 22.
- Starting in April, the Department Heads and me will be working weekends on a rotating basis.
- The updated job descriptions will be ready to send to HR Source for editing later this month.
- Dorothy Reed's BPL anniversary is March 13 (8 years).
- Evelina, Jessica and Twana all have birthdays in March.

Facility

- The door for the south entrance has been ordered. Installation should take place in early April.
- LT Annum has completed a physical appraisal of the building and contents for insurance purposes.
- ServPro is creating a document for the library for disasters and will be tagging all utility shut-off valves in case of a disaster.
- I have requested a facility assessment, specifically for the boiler, through a program offered by the Metropolitan Mayors Caucus.
- AEDS have been purchased and the staff will receive training on them.
- We now have a New You Talk, We Listen bulletin board to post responses to suggestions put in suggestion box.

Technology

- A tech from the phone service company physically confirmed all circuit lines. Cancelled four inactive circuits, saving \$936 per month.

Meetings

- Attended Bellwood's Black History Celebration on February 24.
- Attended ILA Legislative Luncheon on March 1.
- Attended SWAN Quarterly Meeting on March 7.
- Attended ATLAS Directors' Weekend Meeting on March 8 and 9.

Annual Reports

- IPLAR was submitted on February 28. Deadline was March 1.

Trustees Upcoming Events/Workshops

- 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

February 2019

Prepared by Kristin Schultz, Head of Adult Services

Staff Development, Continuing Education and other Meetings

- Kristin took the web-based course "Content Strategy" from Library Juice in January and February. The cost was \$175. Hours: 15.
- Laurel went to a meeting of South Suburban Adult Programmers in January. Cost \$0. Hours: 2.5
- Kristin attended the quarterly meeting of MediaOnDemand libraries. Each library purchases "content credit" with part of its yearly fee. Some libraries have not spent all their content credit (either through making small purchases and letting the money roll over from year to year or not having made purchases at all for a year or more. The members who attend the meetings want to "sweep" the unspent content credit into our holds manager account the end of each year so we can meet patron needs. However, this requires each member agree, and the libraries in question don't send anyone to the quarterly meetings. A memorandum of understanding was drafted but not finalized.

Monthly C.E. Cost: \$175

Monthly C.E. Hours: 17.5

Collection Development:

- 132 books and 29 DVDs were added to the collection.
- In February, decided to drop Better World Books as our partner for discards and donations, since the work involved far exceeds the value (funds raised) we get from them. Instead, we will be partnering with Discover Books out of Hammond Indiana, which comes to pick up unsorted books of any quality.

February Displays

- Black History Month books
- Blind Date with a Book (books wrapped up with plot clues written on them)
- Self-improvement books
- Access = Opportunity – highlighting several subscription electronic resources

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
January 2019	113	79	195
February	154	82	234

- Notary Services Provided: 35

Adult Services Programing

Day	Date	Time	Adult Services Programs	# Patrons
Friday	2/1/2019	1:30 p.m.	CHAIR Yoga	5
Saturday	2/2/2019	10:00 a.m.	Zumba	20
Monday	2/4/2019	6:30 p.m.	Stitches Crochet	12
Monday	2/4/2019	6:30 p.m.	Shades of Fiction Book Club	5
Wednesday	2/6/2019	6:00 p.m.	Brush Lettering with Lina	6
Thursday	2/7/2019	6:00 p.m.	Yoga	18
Saturday	2/9/2019	10:00 a.m.	Zumba	26
Monday	2/11/2019	6:30 p.m.	Stitches Crochet	10
Thursday	2/14/2019	6:30 p.m.	Yoga	15
Friday	2/15/2019	1:30 p.m.	CHAIR Yoga	17
Saturday	2/16/2019	10:00 a.m.	Microsoft Word Basics	7
Saturday	2/16/2019	10:00 a.m.	Zumba	28
Wednesday	2/20/2019	11:00 a.m.	Medicare 101	4
Thursday	2/21/2019	2:00 p.m.	BINGO	6
Thursday	2/21/2019	6:00 p.m.	Yoga	19
Saturday	2/23/2019	10:00 a.m.	Zumba	25
Saturday	2/23/2019	10:00 a.m.	Microsoft Excel Basics (1st class)	1
Monday	2/25/2019	6:30 p.m.	Stitches Crochet	NA
Tuesday	2/26/2019	6:00 p.m.	Clear the Clutter	8
Total Library Sponsored Attendance				232

Community Meeting Room Use

- Community Groups: 10
- Meetings Held: 12
- Attendance (approx.): 80

Study Room Use

- Sessions: 15
- Attendance (approx.): 30

Public Computer Usage for February

Location	Total Sessions	B&W	color	Total	Cost
Adult (10)	843	4002	332	4360	\$725.60
Children (8)	451	49	NA	49	\$26.55
Teen (6)	123	31	NA	31	\$4.65
Express (1)	39	NA	NA	NA	NA
Printer On/Remote	not available				not available

- WiFi Usage: 431 clients logged in in February
- Website: 826 users visited our website 1,633 times in February.
- Computer One-On-One Sessions: 121

Download and Streaming Services

- Patrons across all platforms: 96
- Checkouts across all platforms: 354
 - Media on Demand: 54 patrons (3 new) 195 Checkouts
 - Hoopla: 42 patrons (7 new) 159 Checkouts

Usage of Electronic Resources

Database Name		February
African American Heritage	documents/images	0
Ancestry Library Edition	documents/images	56
Chicago Tribune	documents	0
Flipster	downloads	0
Gale Courses	sessions	35
History Reference Center		2
Hoopla Digital	circulations	159
Literary Reference Center		1
Lynda.com	sessions	8
Mango Languages	sessions	3
Masterfile Complete	documents/images	1
MEDLINE	abstracts	0
Niche Academy	sessions	15
NoveList Plus	abstracts	1
NoveList Plus K-8	abstracts	46
NuWav Legal Documents	sessions	4
Overdrive	circulations	195
ReferenceUSA	logins	6
	18.11 successful retrieval	354
	18.13 Usage of electronic material	154

Youth/YA Services Department

February 2019

Prepared by Sophia Brown

Decorations

The Children's Department is decorated with pictures of African American sport figures, actresses, famous leaders, inventors and more. Bulletin boards reflect words of famous black poets and lyrics of music artist. We will allow the display to stay up through March. We are adding pictures and displaying books to also celebrate women history month through March 2019.

Programming

Movie Day

Friday, February 15 at 3:30 p.m.

The movie *Small Foot* was shown in the children's department. 12 children and 5 adults attended.

Valentine's Day Special for Kids

Kids participated in an after school craft time to celebrate Valentine's day. We created homemade cards and valentine craft boxes to give to someone special in their life.

Black History Trivia Day

Thursday, February 28, 2018

Students got the opportunity to explore books, bulletin board displays, displays in the ceiling, other departments, magazines and more to find answers to Black History questions. All students that answered at least 5 of the 10 questions received a prize.

Upcoming Spring Programs

Wii Be Dancing

Not Just a Scribble Party

New Girls and Boys Club

Easter Egg Hunt

The Forgiveness Series for Teens and Adults

Teen Cafe

Outreach

Early Childhood Literacy Event

Sophia and puppet Roscoe attended a program at Lincoln Primary school with early childhood students and their parents. I talked about what programs the library offered, showed them different ways they can introduce reading to their child. The District provided each parent with a wash cloth puppet to take home and Sophia demonstrated ways to use their puppet to grab the child's attention to make learning fun.

Professional Development

I attended conflict resolution training for all staff on Friday, February 22, 2019

Technology

Osmos

The Children's Dept now has one Osmo system. We have purchased three hands on games to use with the Osmo. These games allow students to play in the real world and in the digital universe at the same time! The students have been drawn to the game and it is used consistently. The Tangram game seems to be the most popular. We are looking to buying more games and at least one more Osmo system in the future.

Collection Maintenance and Development

Books Purchase

27 new books were purchased in February 2019
4 Juvenile Fiction 1 nonfiction and 22 Easy Fiction

Weeding

A total of 81 Juvenile Fiction and 2 CD Books

Reference Statistics

In Library Questions- 61

Phone- 5

Email 0

Circulation Department
February 2019
Prepared by Linda DuPree

Cash Drawer Activity

FINES	\$42.11
COPIER/FAX SERVICE	\$130.10
LOST CARDS	\$26.25
EARBUDS	\$15.00
LOST & PAID ITEMS	\$50.00
BOOK SALES	\$25.10
FLASH DRIVES	\$6.00
DISC REPAIR	\$1.15
FOLDERS	\$2.75
ENVELOPES	\$1.40
MISC	\$2.00
GRAND TOTAL	\$305.86