

Director's Report
April 9, 2019

Administration

March 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

April 10, 6:00 pm Before You Call the Handyman

April 17, 6:30 pm Medical Cannabis Q&Q

April 25, 10:00 am CPR Certification

April 27, 12:00 pm Wire Wrapped Jewelry for Mother's Day

Staff

- Leadership Team meetings were held on March 6 and 21st.
- Staff meeting was held on March 28.
- Staff attended AED training on April 1 and 4th.
- Starting this month, the Department Heads and me will be working weekends on a rotating basis.
- The updated job descriptions have been sent to HR Source for editing.
- Mary Freisinger BPL anniversary is April 13 (21 years).
- Lili and Mary both have birthdays in April.

Facility

- The AEDs and cabinets are in place – one upstairs, one downstairs.
- The door for the south entrance has been ordered. Installation should take place in early April.

Technology

- New server is now being installed.

Meetings

- Attended Bellwood Chamber Breakfast on March 14.
- Attended ILA Trustee Forum on March 16.
- Attended ATLAS Board meeting on March 21.
- Hosted Coffee with the Director on March 26.
- Attended Building Communities lecture on April 4.

Annual Reports

- ILLNET report was submitted on March 26.

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

April 2019

Prepared by Kristin Schultz, Head of Adult Services

Staff Development, Continuing Education and other Meetings

This month Kristin took a webinar demonstrating the Mango Languages database's new interface.

Monthly C.E. Cost: none

Monthly C.E. Hours: 0.5 hours

Collection Development

- 116 books and 6 DVDs were added to the collection.
- 352 items were deleted from the collection in March.

March Displays

- Women's History Month books
- Women Novelists' books
- Access = Opportunity – highlighting several subscription electronic resources

Reference Questions

	In Person	Phone/Email	TOTAL
March 2018	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
March 2019	124	96	222

- Notary Services Provided: 53
- Community Meeting Room Use
 - Community Groups: 7
 - Meetings Held: 11
 - Attendance (approx.): 71
- Study Room Use:
 - Sessions: 23
 - Attendance (approx.): 40

Adult Services Programming

Date	Time	Adult Services Programs	# Patrons
3/1/2019	1:30 p.m.	CHAIR yoga	5
3/2/2019	10:00 a.m.	Microsoft Excel Basics	5
3/2/2019	10:00 a.m.	Zumba	27
3/4/2019	6:30 p.m.	Stitches Crochet Club	
3/4/2019	6:30 p.m.	Shades of Fiction Book Club	4
3/7/2019	6:00 p.m.	Yoga	19
3/9/2019	10:00 a.m.	Zumba	28
3/11/2019	6:30 p.m.	Stitches Crochet Club	11
3/12/2019	10:30 a.m.	Proviso Township Senior Services	15
3/13/2019	6:30 p.m.	Sell Your Stuff Online	15
3/14/2019	6:00 p.m.	Yoga	18
3/15/2019	1:30 p.m.	CHAIR yoga	15
3/16/2019	10:00 a.m.	Zumba	31

3/16/2019	11:30 a.m.	How to Seal/Expunge Criminal Records	14
3/18/2019	6:00 p.m.	Stitches Crochet Club	7
3/19/2019	6:30 p.m.	Get Your Garden Ready for Spring Planting	9
3/20/2019	6:30 p.m.	Talk Saves Lives	4
3/21/2019	2:00 p.m.	Bingo	6
3/21/2019	6:00 p.m.	Yoga	17
3/21/2019	6:30 p.m.	Medicare 101	4
3/23/2019	10:00 a.m.	Zumba	33
3/25/2019	6:00 p.m.	Stitches Crochet Club	7
3/26/2019	6:00 p.m.	Coffee with the Director	2
3/28/2019	6:00 p.m.	Yoga	15
3/30/2019	10:00 a.m.	Zumba	30

Total Library Sponsored
Attendance 341

Public Computer Usage for March

Location	Total Sessions	B&W	color	Total	Cost
Adult (10)	1233	4162	344	4506	\$624.30
Children (8)	630	92	8		\$16.60
Teen (6)	136	52			7.80
Express (1)	35	NA	NA	NA	NA
Printer On/Remote	not available				Not available

- WiFi Usage: 499 clients logged in in March
- Website: 859 users visited our website 1328 times in March.
- Computer One-On-One Sessions in March: 121
- Download and Streaming Services
- Patrons across all platforms: 100
- Checkouts across all platforms: 379
 - Media on Demand: 52 patrons (4 new) 204 Checkouts
 - Hoopla: 48 patrons (6 new) 175 Checkouts
- We purchased 5 new eBook and audiobook titles in March.

Usage of Electronic Resources

EBSCO Host resources are listed as NA because data are not available yet.

Database Name		March
African American Heritage	documents/images	0
Ancestry Library Edition	documents/images	52
Chicago Tribune	documents	0
Flipster	downloads	NA
Gale Courses	sessions	32
History Reference Center		NA
Hoopla Digital	circulations	175
Literary Reference Center		NA
Lynda.com	sessions	11
Mango Languages	sessions	48
Masterfile Complete	documents/images	NA
MEDLINE	abstracts	NA
Niche Academy	sessions	19
NoveList Plus	abstracts	NA
NoveList Plus K-8	abstracts	NA
NuWav Legal Documents	sessions	4
Overdrive	circulations	204
ReferenceUSA	logins	8
	18.11 successful retrieval	379
	18.13 Usage of electronic material	147

Youth/YA Services Department

April 2019

Part I, prepared by Sophia Brown

Decorations

The Children's Department is preparing to transform the department into a Spring Reading Explosion.

Programming

- Movie Days
 - March 15 @ 3:30 p.m. Students watched the movie Small Foot. There were a total of 18 parents and children in attendance.
 - March 22@ 3:30 p.m. The movie Incredible Two was shown. A total of 8 students.
- Positively Perfect Pi Party Day
In recognition of National Pi day, students participated in a special Pi party with Ms. Sophia. We discussed the history of Pi, created a craft and served Apple Pie. 15 students participated.
- Bingo Bonanza Days with Ms. Lina and Ms. Sophia. Winners received snack bags, a free book or small toy.
 - Thursday, March 7 – 15 students
 - Tuesday March 12 – 13 students

Outreach

- Early Childhood Parents Workshop -- Thursday, March 21 at Lincoln Primary 15 parents and 24
- Early Childhood Literacy Event -- The district held a 2019 ECC Parent Resource Expo at Lincoln Elementary school. The library was invited to talk about resources and free programs that we have to offer. Parents also picked up information on how to get a library card. We gave a free book to the first 50 people who visited our booth. There were more than two hundred parents and students in attendance.

Upcoming Spring Programs in April

- Easter Egg Hunt
- Poetry Party
- Spring Paint Party
- Happy Feet Party
- Drop Everything and Read
- New Girls and Boys Club
- Easter Egg Hunt

Professional Development

March Management Team Meetings and Monthly Staff Meetings: these meetings have created the way I communicate with my staff and other coworkers and even patrons more effectively. I feel a greater sense of inspiration in the work I do and the service that I can provide to the community. It makes me pull and push even harder to get things done, knowing that I have team players trying to reach and maintain the same goals. It is one of the best new things we could have ever done.

Technology

The children's department now have a color printer for our young patrons. It has been especially great to have for Black History month reports and Science projects. Students have printed countless pictures for their board presentations.

Collection Maintenance and Development

- A total of 12 books were ordered in March.
- A total of 21 Juvenile non-fiction were discarded in March

Reference Statistics

- In Library Questions- 75
- Phone- 9
- Email- 0

Part 2, prepared by Evelina Armstrong

Programming

- Bilingual Toddler Storytime
 - Tuesday, March 5, 2019
2 Participants, 1 caregiver/adult
There was not a specific theme for this week's story time. We read three stories, played a counting game and completed a craft.
 - Tuesday, March 12, 2019
2 Participants, 1 caregiver/adult
There was not a specific theme for this week's story time. We read three stories, played a matching game and completed a coloring page.
 - Tuesday March 19, 2019
Scheduled story time cancellation this week.

- Tuesday, March 26, 2019
This week's bilingual story time theme was colors. We read two stories, played a matching game in a bilingual vocabulary book, sang two songs and completed a craft.
- Thursday Toddler Storytime
 - Thursday, March 7, 2019
40 participants, 11 caregivers
This week's theme was Elephant & Piggie. We read 4 elephant and piggie books, recited two poems, did 3 dances and completed an elephant and piggie coloring page.
 - Thursday March 14, 2019
35 participants, 10 caregivers
This week's theme was Butterflies. We read 4 butterfly books, recited 3 butterfly poems, did three dances and completed a butterfly coloring page.
 - Thursday March 21, 2019
20 participants, 5 caregivers
This week's story time theme was opposites. We read 4 opposite themed books, recited 4 opposite poems, did three dances and completed an opposites coloring page. There is a new family that attended this story time and I look forward to seeing the family become regular story time attendees.
 - Thursday March 28, 2019
Scheduled story time cancellation this week. However, groups and families are welcome to come to the library. This week we were attended by two families and a day care group.
- Wednesday Teen Café
 - Wednesday, March 6, 2019
Teen café cancelled due to lack of participation.
 - Wednesday, March 13, 2019
7 Participants
During this week's teen café, the anime series Black Clover was introduced and we watched episodes 1 and 2.
 - Wednesday, March 20
12 Participants
During this week's teen café, we continued watching Black Clover episodes 3 and 4. Teens also played with Rubik's cubes from the children's department. Rubik's cubes have been ordered for the teen room.
 - Wednesday, March 27
7 participants
Cancelled due to lack of participation.

- Wii Be Dancing
Monday, March 11
Rescheduled for April 8, 2019 @ 4pm.
- Not Just a Scribble Party
Wednesday, March 27th
Rescheduled for April 18, 2019 @ 4pm.

Collection Development

Items Ordered: 20

Items Discarded: 15

Additional games were purchased to be added to the teen room: Uno & Rubik's Cubes (2x2 & 3x3)

Technology Update

There are no new updates to report regarding Technology in the youth services department.

Professional Development

I attended two professional development opportunities this month.

- March 18th - Creating Bi-Lingual Programming at Your Library at the Forest Park Library. During this time, I learned about ways other libraries are implementing bi-lingual programming at their libraries. This was helpful for me because I've implemented the bilingual story time and I am not bilingual. However, I have always sought to be authentic and use the time to share tips and pointers on how families can enjoy reading in two languages at home with poems and take-home activities that have been demonstrated during story time.
- March 23rd & 24th - Chicago Comic and Entertainment Expo. During this time, I learned about upcoming anime and manga series from Viz Media & FUNimation. I attended a panel regarding cataloging of graphic novels and manga (which I have spoken with the department head about re-cataloging similar items in the youth services department).

**Circulation Department
Cash Drawer Activity
April 2019
Prepared by Linda DuPree**

FINES	\$96.75
COPIER/FAX SERVICE	\$156.75
LOST CARDS	\$4.00
EARBUDS	\$35.00
LOST & PAID ITEMS	\$0.00
BOOK SALES	\$18.60
FLASH DRIVES	\$16.00
DISC REPAIR	\$0.00
FOLDERS	\$0.75
ENVELOPES	\$15.20
MISC	\$7.15
GRAND TOTAL	\$369.20