

**Director's Report  
June 11, 2019**

**Administration**

May 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

- The Apollo Program To the Moon, June 12, 6:30 pm
- Lolita Young's Booktalk & Signing, June 14, 1 – 3 pm
- Ann Bradford Stokes, African American Civil War Nurse, June 22, 1 pm
- Cool Kids Computer Gaming Club, June 24, 1 pm
- Bellwood Family Movie Night, June 26, 6 pm
- Growing Herbs at Home, July 11, 6:30 pm

The Bellwood Library will be offering free lunches to children from mid-June to August 9.

Staff

- Hooray! Miss Sophia returns to work on June 10.
- The Department Heads attended a training titled Totally Responsible Organization on May 9.
- Lina, Kristin and I toured the Westchester Library.
- Leadership Team meetings were held on May 15th and 30th.
- Job descriptions have been finalized.
- Staff meeting was held on May 23.
- BPL anniversaries in June: Sophia Brown (28 years), Kristin Schutz (24 years), Ashley Matthews (11 years) and Caryn Griffin (1 year).
- Arthur and Laurel have birthdays in June.

Facility

- The south doors have been replaced.
- Sign with hours placed on new door.
- Stone planter on east side is being repaired.
- Old and broken blinds have been removed from the north windows.

Technology

- The Hot Spots have shipped and the service has been ordered. They will be available on July 1.
- New server installation was completed on May 17.

Strategic Plan

- The Board and Staff Mini-Retreats were held on June 4. A draft of the plan will be sent to the Planning Team in July for feedback. Plan to be presented to the Board in early fall for approval.

#### Meetings /Training

- Attended a training titled Totally Responsible Organization on May 9.
- Attended the Suburban Library Administrators Meeting on May 10.
- Attended ATLAS Trustee Training on May 11.
- Attended the ATLAS Board meeting on May 16.
- Performed two story times at the schools on May 23.
- Attended a LACONI workshop on the new minimum wage on May 31.

#### Trustees Upcoming Events/Workshops

- Registration is now open for the ILA Conference held on October 22-25 in Tinley Park.

### **Adult Services**

May 2019

Prepared by Kristin Schultz, Head of Adult Services

#### Staff Development, Continuing Education and other Meetings

- Monthly C.E. Hours: 11 hours (see end of report for details)
- Monthly C.E. Cost: \$380

#### Collection Development

- 106 books, 6 audiobooks, 2 CDs and 19 DVDs were added to the collection.
- We are starting a “hard weed” of all the collection. 1343 items were deleted from the collection in May.

#### May Displays

- If you liked this movie, try this book
- The Road to College Success
- Community Member Aaron M. Canino’s Architectural Drawings
- Books about the Apollo Program (advertising programs in May & June)

## Reference Questions

	<b>In Person</b>	<b>Phone/Email</b>	<b>TOTAL</b>
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	124	96	222
<b>April 2019</b>	<b>139</b>	<b>97</b>	<b>236</b>
<b>May 2019</b>	<b>120</b>	<b>71</b>	<b>191</b>

### Notary Services Provided

April: 75

May: 50

### Community Meeting Room Use

- Community Groups: 11
- Meetings Held: 18
- Attendance (approx.): 159

### Study Room Use

- Sessions: 30
- Attendance (approx.): 121

## Programming

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	5/2/2019	6:00 p.m.	Yoga	10
Friday	5/3/2019	1:30 p.m.	CHAIR Yoga	7
Saturday	5/4/2019	10:00 a.m.	Zumba	29
Monday	5/6/2019	6:00 p.m.	Stitches Crochet	7
Monday	5/6/2019	6:30 p.m.	Shades of Fiction Book Club	4
Wednesday	5/8/2019	9:30 a.m.	Focus Groups - Strategic Planning	
Thursday	5/9/2019	2:00 p.m.	Hephzibah Foster Care table	2
Thursday	5/9/2019	6:00 p.m.	Yoga	12
Saturday	5/11/2019	10:00 a.m.	Zumba	
Monday	5/13/2019	6:00 p.m.	Stitches Crochet	
Wednesday	5/15/2019	6:00 p.m.	Understanding Alzheimer's Disease & Dementia	8
Thursday	5/16/2019	2:00 p.m.	Bingo	
Thursday	5/16/2019	6:00 p.m.	Yoga	20
Friday	5/17/2019	1:30 p.m.	CHAIR Yoga	13
Monday	5/20/2019	6:00 p.m.	Stitches Crochet	8
Thursday	5/23/2019	6:00 p.m.	Yoga	14
Thursday	5/30/2019	6:00 p.m.	Yoga	15
			<b>Total Library Sponsored Attendance</b>	<b>149</b>

## Usage of Electronic Resources

Database Name		May
African American Heritage	documents/images	21
Ancestry Library Edition	documents/images	26
Chicago Tribune	documents	0
Flipster	downloads	1
Gale Courses	sessions	50
History Reference Center		0
Hoopla Digital	circulations	181
Literary Reference Center		0
Lynda.com	sessions	6
Mango Languages	sessions	1
Masterfile Complete	documents/images	3
MEDLINE	abstracts	1
Niche Academy	sessions	7
NoveList Plus	abstracts	26

Novelist Plus K-8	abstracts	0
NuWav Legal Documents	sessions	3
Overdrive (MediaOnDemand)	circulations	144
ReferenceUSA	logins	9

**Successful retrieval 326**  
**Usage of electronic material 137**

Public Computer Usage for February

Location	Total Sessions	B&W	color	Total
Adult (10)	690	2234	237	2471
Children (8)	377	89	13	102
Teen (6)	59	41	2	43
Express (1)	28	NA	NA	NA
<b>Printer On/Remote</b>	52	NA	NA	76

WiFi Usage: 457 clients logged in in May

Website: 747 users visited our website 2073 times in May.

Computer One-On-One Sessions in May: 122

Download and Streaming Services

- Patrons across all platforms:
- Checkouts across all platforms:
  - Media on Demand: 49 patrons (2 new) 144 Checkouts
  - Hoopla: 48 patrons (8 new) 181 Checkouts

Continuing Education Report

- Totally Responsible Organization May 9  
I (Kristin) attended an all-day workshop using the Totally Responsible Person framework to help attendees apply TRP principles at work. The presenter explained how to “recognize the moment of choice” in a situation and chose a response that is respectful, honest, caring and self-controlled. We were told to watch for “O-FLAGS” or “Opportunities for learning and growth.”
- Weeding and Collection Maintenance May 16, 2019  
I (Kristin) attended a LACONI workshop on collection maintenance, because I felt I needed a refresher and new ideas on this topic. The speakers, Mary Kelly and Holly Hibner, are public librarians in

Michigan who run the website AwfulLibraryBooks.com and make presentations everywhere about weeding. They emphasize that you need a collection development policy that covers every stage of a book's presence in the library (selection, circulation, deselection) that is aligned with your mission statement. One way this workshop will help here at Bellwood Library is with the old "Illinois Collection" books that were collected in the 70s when one of the library's missions was to collect that material for local use. That is no longer our mission, and those materials are findable using WorldCat and Interlibrary Loan makes those items accessible. We can deselect them without feeling like the material will be gone forever.

### **Youth/YA Services Department**

May 2019

Prepared by Interim Director Evelina Armstrong

#### Programming

- Make A Mother's Day Gift  
Tuesday, May 7, 2019  
12 Participants  
During this program participants were able to make Mother's Day badges for moms, grandmas, aunts and the mother figures in their lives.
- Bilingual Toddler Story time
  - Tuesday, May 7, 2019  
Cancelled at participant's request.
  - Tuesday, May 14, 2019  
Cancelled due to school visits.
  - Tuesday May 21, 2019  
Cancelled at Participants request.
  - Tuesday, May 28, 2019  
Cancelled. This was the last Tuesday for the Bilingual Storytime.
- Thursday Toddler Story time
  - Thursday, May 2, 2019  
40 participants, 11 caregivers  
This week's theme was messy. We read 4 messy books, 3 recited three poems, did 3 dances and completed a messy craft.
  - Thursday, May 9, 2019  
Cancelled due to training attendance.
  - Thursday May 16, 2019  
40 participants, 7 caregivers

This week was the annual Easter egg hunt at Bellwood Library. We read 3 Easter/egg themed books, recited 3 poems, did two dances, participated in the Easter egg hunt and a coloring page. This is always a well-attended program and this was no exception. There were 40 participants.

- Thursday May 23, 2019  
25 Participants, 7 Caregivers  
This week's theme was the letter Q! We read 4 q themed books, recited 3 poems, did three dances and completed a letter q coloring page.
- Thursday May 30, 2019  
30 Participants, 10 caregivers  
This week's theme was giraffes. We read 4 books featuring/about giraffes, completed 3 poems and did three dances and completed a giraffe coloring page.
- Gimme A Break: Mindfulness with Mrs. Lina  
Due to planning and preparation for the upcoming summer reading program. Gimme a Break: Mindfulness with Mrs. Lina didn't occur as planned.
- May Movie Madness  
Fridays in May  
Goosebumps 2: 10 participants  
A Wrinkle in Time: 6 participants  
AXL: 7 participants  
Incredibles 2: 5 participants
- Wednesday Teen Cafés were all cancelled during the month of May. However, we have had more passive programs and games available in the teen room. There has also been more x-box usage as well during the scheduled teen café time. Teens have shared their preference for being in the teen room instead of the teen café since the weather is getting warmer outside.
- The Forgiveness Series for Children & Teens  
Rescheduled for July 2019.
- Beauty day @ Bellwood Library  
Monday, May 20, 2019  
Cancelled
- Bellwood Library Introduces Shavondra Walker "Black Girls Shine"  
Saturday, May 18, 2019  
10 participants.  
During this program, Bellwood Girls did two activities and were read the story "Black Girls Shine" by local author Shavondra Walker. This was an afternoon of fun, entertainment, food and conversation.
- Wii Be Dancing  
May 13, 2019

Cancelled

Collection Development

Items Ordered: 138

Items Discarded: 176

Technology Update

There have been two new apps added to the iPad catalog: TikTok and Dubsmash. The children really enjoy playing with these apps as they encourage collaboration and creativity.

Professional Development

I attended the Totally Responsible Organization training with members of the leadership team this month. We learned ways in which to combat gossip and victim mentality in our workplace. We have also met to establish ways to implement the things we learned at the training at the Bellwood Library.

**Circulation Report**

Prepared by Linda DuPree, Head of Patron Services

FINES	\$35.45
COPIER/FAX SERVICE	\$108.65
LOST CARDS	\$9.25
EARBUDS	\$14.00
CANVAS BAGS	\$4.00
LOST & PAID ITEMS	\$8.00
BOOK SALES	\$4.25
FLASH DRIVES	\$6.00
DISC REPAIR	\$0.00
FOLDERS	\$1.50
ENVELOPES	\$0.25
MISC	\$5.50
<b>GRAND TOTAL</b>	<b>\$196.85</b>