

Director's Report September 10, 2019

Administration

July-August 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

- September 11, 6:30 Talk Saves Lives (suicide prevention)
- September 23, 10:30 Applying for Medicaid
- October 2, 6:30 The Science of "The Martian"
- October 5, 3:00 100 Years of Black History -- Linda Gorham, storyteller, will be presenting this family event as part of One Book, One Proviso.

Staff

- New staff members: Jackie Gonzalez (periodicals aide), Elise Feltman (teen librarian), Kelsey Westenber (Youth Librarian)
- Twana Jenkins left her library position to pursue a teaching job.
- Leadership Team meetings were held on July 3, July 17, August 15 and August 29.
- Laurel, Rosemary, and Linda attended SWANstravaganza on August 9.
- Staff meetings were held on June 27, July 23 and August 27.
- BPL anniversaries in July and August were Naomi Taylor, Rosemary Jordan, Sirvi Dixon and Arthur Williams.
- Tony Brown, Linda DuPree, Kelvin Johnson, Delores Sanders had birthdays in July and August
- BPL Boosters: Rosemary Jordan and Delores Sanders have formed a committee to introduce an element of fun for the library staff. On July 22, they hosted an Ice Cream Sundae Day and organized a staff trip to the Brookfield Zoo on August 10.
- Staff participated in the Pink Divas and Gents Walk on June 29.
- The library had a table for District 88 school registration on August 5-7. Sophia, Linda, Kristin and I all took shifts and issued 74 library cards to kids, parents and grandparents.
- On August 10, the library was present at Taste of Bellwood from 12-6. Sophia, Linda, Kristin and I staff a table with a Prize Wheel that the kids could spin for prizes such as bookmarks, balloons, Hawaiian leis, and gift cards.

Facility

- The old security keypad for the staff entrance has been replaced with a new handle with keypad.
- Bike locks are now available for children to borrow when they are at the library with their bikes.

Technology

- Six Charging Stations are now located in the main part of the library, in the teen room, in the youth room and downstairs by the computers.

Meetings /Training

- I attended the Juneteenth celebration on June 19.
- On July 12, I attended a meeting of the One Book, One Proviso Steering Committee.
- On July 15, representatives from the Park District, District 88 and District 209 met with me and we formed the Intergovernmental Group. We will be meeting quarterly to share what's happening at our respective organizations and explore collaboration opportunities.
- Had meeting with ComEd to discuss STEAM projects for BPL

Trustees Upcoming Events/Workshops

- ILA Conference in October.

Adult Services

June - August 2019

Prepared by Kristin Schultz, Head of Adult Services

Staff Development, Continuing Education and other Meetings

Monthly C.E. Hours: 5 hours (see end of report for details)

Monthly C.E. Cost: \$0

Collection Development:

245 books and 36 DVDs and 19 CDs were added to the collection.

We continued the "hard weed" of all the collection. 12,547 items were deleted from the collection in June and have been picked up by Discover Books.

Displays:

- Movie Night – various videos from feature and documentary section

- Universe of Mysteries (crime fiction), Urban Universes (urban fiction), Universe of Stories (general fiction)
- Gardening books
- Books about the Apollo Program (advertising program in June)
- Rosemary created a Flipster (emagazine) promotional display in the magazine area!
- Books for Vaycay – fiction for vacation
- Universe of the Future (science fiction with a future Earth), Historical Universes (historical fiction), Universe of Stories Author Highlight Philippa Gregory, Outer Space Universe of Stories (science fiction set in outer space)
- Travel books
- Barbeque books
- Movie Night (backlist DVDs)
- Hello, my name is (biographies)
- Summer's Over: It's Back to School (books for parents to help their kids)

Reference Questions:

	In Person	Phone/ Email	TOTAL
May 2018	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
April 2019	139	97	236
May 2019	120	71	191
June 2019	122	80	202
July	132	108	240
August	122	75	227

Notary Services Provided:

June: 88 documents notarized

July: 98 documents notarized

August: 61 documents notarized

Community Meeting Room Use

- Community Groups: 25
- Meetings Held: 48
- Attendance (approx.): 335

Study Room Use:

- Sessions: 107
- Attendance (approx.): 618

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Saturday	6/1/2019	10:00 a.m.	Zumba	24
Monday	6/3/2019	6:00 p.m.	Stitches Crochet Club	11
Monday	6/3/2019	6:30 p.m.	Shades of Fiction Book Club	6
Tuesday	6/4/2019	10:00 a.m.	Strategic Plan Staff Retreat (morning)	11
Tuesday	6/4/2019	5:00 p.m.	Strategic Plan Staff Retreat (afternoon)	
Thursday	6/6/2019	10:00 a.m.	CPR and First Aid Training	9
Thursday	6/6/2019	6:00 p.m.	Yoga	11
Friday	6/7/2019	1:30 p.m.	CHAIR yoga	8
Saturday	6/8/2019	10:00 a.m.	Zumba	29
Monday	6/10/2019	6:00 p.m.	Stitches Crochet Club	10
Thursday	6/13/2019	6:00 p.m.	Yoga	13
Friday	6/14/2019	1:30 p.m.	CHAIR yoga	13
Saturday	6/15/2019	10:00 a.m.	Zumba	35
Monday	6/17/2019	6:00 p.m.	Stitches Crochet Club	7
Friday	6/21/2019	1:30 p.m.	CHAIR Yoga	16
Saturday	6/22/2019	1:00 p.m.	Ann Bradford Stokes presentation	5
Monday	6/24/2019	6:00 p.m.	Stitches Crochet Club	8
Tuesday	6/25/2019	6:30 p.m.	Stage Smart, Sell High	
Thursday	6/27/2019	6:00 p.m.	Yoga	15

Friday	6/28/2019	1:30 p.m.	CHAIR yoga	16
Saturday	6/29/2019	10:00 a.m.	Zumba	17
Monday	7/1/2019	6:00 p.m.	Stitches Crochet Club	10
Monday	7/1/2019	6:30 p.m.	Shades of Fiction Book Club	5
Friday	7/5/2019	1:30 p.m.	CHAIR Yoga	11
Monday	7/8/2019	6:00 p.m.	Stitches Crochet Club	10
Wednesday	7/10/2019	6:30 p.m.	First Time Home Buyer's Workshop	7
Thursday	7/11/2019	6:00 p.m.	Yoga	10
Friday	7/12/2019	1:30 p.m.	CHAIR Yoga	12
Saturday	7/13/2019	10:00 am	Zumba	27
Monday	7/15/2019	6:30 p.m.	Stitches Crochet Club	10
Thursday	7/18/2019	6:00 p.m.	Yoga	13
Thursday	7/18/2019	2:00 p.m.	Bingo at the Library	4
Friday	7/19/2019	1:30 p.m.	CHAIR Yoga	14
Saturday	7/20/2019	10:00 am	Zumba	20
Saturday	7/20/2019	11:30 a.m.	DUI: Road to Restoring Driving Privileges	7
Monday	7/22/2019	6:00 p.m.	Stitches Crochet Club	10
Wednesday	7/24/2019	12:30 pm	Census Applicant Day	1
Thursday	7/25/2019	6:00 p.m.	Yoga	12
Friday	7/26/2019	1:30 p.m.	CHAIR Yoga	15
Saturday	7/27/2019	10:00 am	Zumba	27
Monday	7/29/2019	6:00 p.m.	Stitches Crochet Club	12
Wednesday	7/31/2019	6:30 p.m.	Get Your "BUT" Out of the Way!	7
Thursday	8/1/2019	6:00 p.m.	Yoga	10
Friday	8/2/2019	1:30 p.m.	CHAIR Yoga	13
Saturday	8/3/2019	10:00 a.m.	Zumba	27
Monday	8/5/2019	6:30 p.m.	Shades of Fiction Book Club	5
Monday	8/5/2019	6:00 p.m.	Stitches Crochet Club	10
Wednesday	8/7/2019	2:00 p.m.	Microsoft Excel Basics	5
Thursday	8/8/2019	6:00 p.m.	Yoga	14
Friday	8/9/2019	4:00 p.m.	Money Smart Class	4
Saturday	8/10/2019	10:00 a.m.	Zumba	24
Monday	8/12/2019	6:00 p.m.	Stitches Crochet Club	13
Thursday	8/15/2019	2:00 p.m.	Bingo	7
Thursday	8/15/2019	6:00 p.m.	Yoga	12
Saturday	8/17/2019	10:00 a.m.	Zumba	25

Monday	8/19/2019	6:00 p.m.	Stitches Crochet Club	12
Wednesday	8/21/2019	2:00 p.m.	Intermediate Excel	6
Thursday	8/22/2019	6:00 p.m.	Yoga	14
Saturday	8/24/2019	10:00 a.m.	Zumba	20
Monday	8/26/2019	6:00 p.m.	Stitches Crochet Club	11
Thursday	8/31/2019	6:00 p.m.	Yoga	11
			Total Library Sponsored Attendance	651

Usage of Electronic Resources:

Database Name		Jun	Jul	Aug
African American Heritage	documents/images	0	0	0
Ancestry Library Edition	documents/images	57	62	0
Chicago Tribune	documents	0	0	0
Consumer Health Complete	Documents	0	1	1
Flipster	downloads	0	7	2
Gale Courses	sessions	25	45	35
History Reference Center	Documents/images	0	0	0
Hoopla Digital	Circulations	134	187	175
Literary Reference Center	Documents/images	0	0	0
Lynda.com	sessions	14	5	16
Mango Languages	sessions	0	4	3
Masterfile Complete	documents/images	1	5	3
MEDLINE	abstracts	0	0	0
Niche Academy	sessions	9	9	16
NoveList Plus	abstracts	35	14	28
NoveList Plus K-8	abstracts	0	0	0
NuWav Legal Documents	sessions	6	9	6
Overdrive (MediaOnDemand)	circulations	205	171	168
ReferenceUSA	logins	0	12	12
Science Reference Ctr	documents/images	0	1	0
	18.11 successful retrieval of electronic information	348	374	361

	18.13 Usage of electronic material	147	153	120

Public Computer Usage

Location	Total Sessions	B&W	color	Total pages
Adult (10)	3821	11,773	1197	12,970
Children (8)	2660	235	NA	235
Teen (6)	707	104	NA	104
Express (1)	58	NA	NA	NA
Printer On/Remote	46	NA	NA	82

WiFi Usage: 958 clients logged in

Website: 2421 users visited our website 4703 times.

Computer One-On-One Sessions: 303

Download and Streaming Services

- Patrons across all platforms: 97
- Checkouts across all platforms: 458
 - Media on Demand: 142 patrons (11 new) 376 Checkouts
 - Hoopla: 141 patrons (16 new) 496 Checkouts

We purchased 6 titles; consortium made a major purchase using stored content credit in order to reduce wait times for titles on hold.

Continuing Education Report

Kristin took the webinar "Simple Spreadsheets" on June 26, 2019. It is part of a series of webinars about using data better. The demonstration of pivot tables was particularly good!

Kristin took the webinar "Great Graphs" which talked about how to simplify and clarify graphs, and even make them tell stories.

Kristin attended "Introduction to Statistics for Librarians" at Burr Ridge.

Kristin took the webinar "Great Graphs" which talked about how to simplify and clarify graphs, and even make them tell stories.
Laurel and Rosemary attended SWAN Expo 2019.

Youth Services

June, July and August Monthly Report
Children/YA Department
Prepared by Sophia Brown
September 3, 2019

Programming

Summer Reading- June 8, 2019 through August 3, 2019

The Children's Department kicked off the Summer Reading Program for 2019 on Saturday, June 8. A total of 66 children, teens and caregivers registered for the program. More than 50 students attended and participated in the Black Girl's Jump program. The following week, students began reporting on the books they'd read the previous week and received prizes. Reading throughout the summer was lower than he has been in years.

Every student that participated and completed the Summer Reading program will receive a certificate and a gift token of appreciation for all their time spent reading this summer.

Summer Sponsors

The library is appreciative to all businesses in the community that donated monetary gifts, coupons, books and other prizes to give away to summer readers. We are encouraging our patrons, young and old to patronize these store.

McDonalds on 25th in Bellwood

Classic Cinemas in Oak Park and North Riverside

Mickeys Restaurant I Bellwood

Nubani Distribution I Bellwood

Toddler Time is held every Thursday morning at 10:00 -11:00 a.m.

20-30 minutes of stories, songs, rhymes and play and 20 -30 minutes of snacks, craft time and socializing for kids and adults. Attendance was as follows for the month of June:

06/07 – 30 children and 10 Adult caregivers
06/13 – 7 children and 4 adult caregivers
06/20 – 25 children – 9 Adult caregivers
06/27 – 39 students and 12 adults
07/11 - 46 students and 14 adults
07/18 - 31 students and 12 adults
07/25 – 29 children and 10 adults
08/01 – 47 students and 15 adults
08/08 – 38 students and 15 adults
08/15 – 28 students and 8 adults
08/29 – 21 children and 6 adults

A Universe of Story Time: Harness the Wind

Tuesday, June 25 at 2:00p.m.

Students discussed the popular book and Netflix special and created their own windmills.

8 students participated

Summer Lunch Program - Monday, June 17 through August 1, 2019

The summer's lunch program was a huge success and we are looking forward to doing it again next year. Young patrons up to age 18 were eligible to receive a free healthy lunch and a free movie from 12:00 to 1:00 p.m., Monday through Friday beginning June 17 – August 1, 2019. The children's department was busy all summer with students using computers, reading books, making crafts, playing bingo and other board games.

Fieldtrip to the Library on Thursday, June 27, 2019

Memorial Park Summer Camp students visited Bellwood Library for two sessions of stories and a tour of the Children's Departments.

1st session - 46 students at 1:00 p.m.

2nd session – 37 students at 2:30 p.m.

Community Connections

Bellwood Library participated for the year in the **PTMAN 4x4x4 Summer Youth Internship Program**. The Library had one participant from the program. 14-year-old Kiya Thomas worked in the Children's Department, Monday thru Thursday from 10:00 a.m. – 2:00 p.m. Her duties included, assisting with the lunch program. She helped with the set-up, serving and clean up after the program. Kiya also cleaned board books and blocks, shelf read the bookshelves, cds and dvds. Her last day of work at the library was July 18, 2019.

Lions Club

Tuesday, June 24, July 10 and 24. Twana attended the Lion's Club meetings to connect with other members and highlight special library programming that may be relevant to the club.

New Girls and Boys Club

New Girls and Boys Club did not run as scheduled this summer, due to lack of staff. However, the students participated in a variety of small craft projects throughout the summer. The program will be up and running again this Fall and will include a lot of educational fun learning. With the help of our new staff Kelsey Westenberg and Elise Feltman, we will be incorporating a variety of STEAM programs and hands on building projects donated to us by Home Depot into our programs. They are a great asset to our team.

Collection Development

We were very fortunate to have Jacqueline Gonzalez as an intern in the Children's Department. She worked in the children's department four days a week and has completed the weeding of the entire collection. Books have also been shifted by staff to give the department a more attractive look and more space for new books.

New Book Orders

June 22 – 23 Easy Fiction

July 22 – 7 Fiction and Nonfiction

August 14 – 25 Juvenile and Teen Fiction

Back to School Library Card sign up

On August 5, Amy and Sophia attended the back to school registration at Roosevelt Junior High. We were able to register students and parents for library cards and hand out library cards on the spot. It was exciting for us and for them to actually walk away with their library card in their hand. It is important to us that every child in this community receives a library card and receive full access to all their library has to offer.

June 29, 2019 at 9:30 a.m.

Village of Bellwood Young Divas and Gents Breast 5K walk

Bellwood Library Staff participated in the Village of Bellwood Young Divas and Gents 5 K walk to support and help raise awareness to fight breast cancer

August 10, 2019

Taste of Bellwood 2019

Amy, Sophia, Linda and Kristin hosted a booth at the Bellwood Family Picnic. Participants stopped by our booth to spin the wheel and got the opportunity to win prizes. It gave us the opportunity to increase awareness of the great role the library plays in the community, meet new faces and old ones and to tell about upcoming and free programs the library offers to all ages.

Reference Statistics

June In-Library Questions- 37 Phone-11 Email-0
July In-Library Questions – 22 Phone – 7 Email – 0
August In-Library Question – 47 Phone – 9 Email - 0

Circulation Report

Prepared by Linda DuPree, Head of Patron Services

CIRCULATION ACTIVITY AVERAGE:

	2017	2016
CHECK OUTS	2705	3815
CHECK-INS	3472	3623
RENEWALS	625	616
HOLDS	677	831

LIBRARY CARDS 46

CASH DRAWER ACTIVITY**JUNE 2019**

FINES	\$68.30
COPIER/FAX SERVICE	\$25.00
LOST CARDS	\$27.00
EARBUDS	\$5.00
LOST & PAID ITEMS	\$0.00
BOOK SALES	\$7.00
CANVAS	\$3.00
FLASH DRIVES	\$10.00
DISC REPAIR	\$0.00
GRAND TOTAL	\$195.35

JULY 2019

FINES	\$26.55
COPIER/FAX SERVICE	\$81.47
LOST CARDS	\$18.00
EARBUDS	\$5.00
LOST & PAID ITEMS	\$20.00
BOOK SALES	\$6.25
CANVAS	\$4.00
FLASH DRIVES	\$0.00
DISC REPAIR	\$00.00
GRAND TOTAL	\$161.27

AUGUST 2019

FINES	\$23.20
COPIER/FAX SERVICE	\$69.05
LOST CARDS	\$38.00
EARBUDS	\$5.00
LOST & PAID ITEMS	\$38.00
BOOK SALES	\$8.00
CANVAS	\$1.00
FLASH DRIVES	\$5.00
DISC REPAIR	\$00.00
GRAND TOTAL	\$200.75