

**Director's Report
October 8, 2019**

Administration

September 2019

Prepared by Amy Crump, Library Director

Upcoming Events at the Library

- October 15, 10-4 Heartland Blood Drive
- October 23, 6:30 Medicare 101
- October 30, 6:30 Medical Cannabis Q&A

Staff

- New staff members: Cynthia Bridges, Periodicals Aide
- Leadership Team meetings were held on September 11 and 25.
- Staff meeting was held on September 24.
- BPL anniversaries in September were Lili, Laurel, Linda and Berenice.
- Naomi Taylor had a birthday in September.
- BPL Boosters: Staff Bingo, in which staff had the opportunity to learn something about each department. All who participated were entered in a drawing for a gift card. Delores Sanders was the winner!
- On September 7, the library had a table (staffed by me and Kelsey Westenberg) at District 88's Back to School Bash with a Prize Wheel that the kids could spin for prizes such as bookmarks, balloons, Hawaiian leis, and gift cards.

Facility

- Amsco is creating a proposal for replacing our boiler.

Technology

- Nothing to report.

Meetings /Training

- On September 7, I attended the kick-off event for One Book, One Proviso.
- On September 8, I attended the Grandparents Appreciation event.
- President Clark and I attended the Cook County Librarians luncheon on September 16.
- On September 17, I met with representatives of the Bellwood Village, Broadview Village, Broadview Library, ComEd and Scouts to discuss a Proviso STEAM partnership.

Trustees Upcoming Events/Workshops

- ILA Conference in October.

Adult & Bibliographic Services Report

September 2019

Prepared by ABS Department Head Kristin Schultz

Staff

In September we welcomed Cynthia Bridges to the ABS Department as a Periodicals Aide. Rosemary has been training her and says Cynthia will soon be able to work the desk

Collection Development

- In September we added 116 books 4 CDs and 26 DVDs to the collection.
- In September we continued the “hard weed” of all the collection. 4208 items were deleted from the collection and were picked up by Discover Books.

September Displays

- Hispanic Heritage Month
- Summer's Over: It's Back to School (books for parents to help their kids)
- September is Library Card Sign-Up Month (bulletin board)
- Library: Destination Anywhere (bulletin board)

Reference Questions

	In Person	Phone/ Email	TOTAL
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 2019	132	108	240
August	122	75	227
September 2019	113	76	189
	In Person	Phone/ Email	TOTAL

Notary Services Provided: 144 documents notarized

Community Meeting Room Use

- Community Groups: 14
- Meetings Held: 17
- Attendance (approx.): 141

Study Room Use:

- Sessions: 14
- Attendance (approx.): 87

Public Computer Usage

Location	Total Sessions	B&W	color	Total pages
Adult (10)	1312	4252	218	4470
Children (8)	607	241	na	241
Teen (6)	199	121	na	121
Express (1)	5	NA	NA	NA
Printer On/Remote	23	173	9	182

WiFi Usage: 487 clients logged in

Website: 697 users visited our website 1277 times.

Computer One-On-One Sessions: 128

Adult Services Programming

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	9/5/2019	6:00 p.m.	Yoga	12
Friday	9/6/2019	1:30 p.m.	CHAIR Yoga	12
Saturday	9/7/2019	10:00 a.m.	Zumba	27
Monday	9/9/2019	6:00 p.m.	Stitches Crochet	12
Monday	9/9/2019	6:00 p.m.	Shades of Fiction Book Club	7
Thursday	9/12/2019	6:00 p.m.	Yoga	13
Thursday	9/12/2019	6:30 p.m.	3 Biggest Problems w/Utility Bills	10
Friday	9/13/2019	1:30 p.m.	CHAIR Yoga	10
Saturday	9/14/2019	10:00 a.m.	Zumba	26
Saturday	9/14/2019	1:00 p.m.	Roma (streaming)	1
Monday	9/16/2019	6:00 p.m.	Stitches Crochet	15
Tuesday	9/17/2019	10:30 a.m.	Low Cost/Free Senior Svces Proviso	11
Tuesday	9/17/2019	6:30 p.m.	ATS and Behavioral Interview	
Thursday	9/19/2019	2:00 p.m.	Bingo	8
Thursday	9/19/2019	6:30 p.m.	Career Transitions Program	2
Thursday	9/19/2019	6:00 p.m.	Yoga	13
Friday	9/20/2019	1:30 p.m.	CHAIR Yoga	7
Saturday	9/21/2019	10:00 a.m.	Zumba	25
Monday	9/23/2019	6:00 p.m.	Stitches Crochet	14
Wednesday	9/25/2019	6:30 p.m.	Medicare 101	
Thursday	9/26/2019	6:00 p.m.	Yoga	20
Friday	9/27/2019	1:30 p.m.	CHAIR Yoga	4
Saturday	9/28/2019	10:00 a.m.	Zumba	26
Monday	9/30/2019	6:00 p.m.	Stitches Crochet	
			Total Library Sponsored Attendance	275

Download and Streaming Services

- Patrons across all platforms: 87
- Checkouts across all platforms: 410
 - Media on Demand: 46 patrons (4 new) 244 Checkouts
 - Hoopla: 41 patrons (4 new) 166 Checkouts

Continuing Education

No staff continuing education for this month.

Youth Services

September Monthly Report
Children/YA Department
Prepared by Sophia Brown
September 30, 2019

New Staff

It's an exciting time in the children's department. We have two new librarians, Kelsey Westenberg and Elise Feltman. Programs and the amount of children attending these programs have increased. We are so excited about combining STEAM programs with literacy. We are hoping to increase fun ways of learning Science, Technology, Engineering, the Arts and Mathematics so that kids can find an everlasting desire to keep building and discovering new things. Children's Department is on the move and we can't wait until next year to do even greater things.

Donations

Deloris Sanders has worked in the Children's Dept. for two years, but she also works for Home Depot. We have received several donated items from Home Depot and we owe a huge thanks to Deloris for always looking out for the children. We were able to use donated paint to use at our paint parties and STEAM programs and we also have numerous "Build It Yourself" projects to use for special programming. Students seem to really enjoy building things together. Thank you Home Depot and Bellwood Library Staff member Deloris Sanders.

Programming

Back to School Celebration

72 students and parents attended the Back to School celebration on September 4, 2019. Youth ages 5 to 16 attended the program and enjoyed music, food, board games and more.

Thursday Morning Story time and Jazzercise

Storytimes are held every Thursday morning at 10:00 -11:00 a.m. We perform 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 September:

September 5 – 36 children and 10 caregivers (Apples)

September 12 – 28 children and 8 caregivers (Cookies)

September 19 – No storytime

September 26 – Jazzercise with Ms. Kelsey

Just 4 Boys, September 11

What's in a name – Students listened to a story called **Willie Jerome by Alice Faye Duncan**. We discussed the story and the different meanings behind names. We used a tablet to look up our first name and the meaning of our names. It was quite interesting and fun. Afterwards, students got the opportunity to create oversized poster boards with colorful sticky tabs to highlight the first letter of their name. A total of 10 students participated.

Just 4 Girls – September 18

What's in a name – Students listened to a story called **Alma and How she got her name by Juana Martinez Neal Duncan**. We discussed the meaning behind Alma's name and how it was a perfect fit for her. Students got to look up their own name to see if a meaning of their name existed online. They got to create name bracelets and even a few for their family members a total of 7 students participated and 3 adults attended.

Just 4 Boys

Super Hero – The students gave their own definition of a super hero. Ms. Sophia read the book *Abiyoyo* by Pete Seeger, a South African folklore about a young boy and his father who rids a giant of destroying a town. Students played a round of friendly feud, to see who could remember the most details of the story. They also created their very own super hero mask. 11 students attended.

Kindness Rocks – Teen's Rock Painting Class

9/11 – 9 teens

9/18 – 6 teens

9/25 – no attendees

Anime Drawing Class – Proviso West Sophomore Students Marquise and Lamareon are two teens that regularly visits the library and are very creative artist. They are now teaching students ages 8 to 14 the fundamentals of drawing Anime. This program is gaining popularity and continues to grow each week

9/10 – 6 students

9/17 – 8 students

9/24 – 9 students

Collection Development

The entire collection has been weeded and we are currently ordering new picture books and juvenile fiction in the Children's department. The teen department is in the process of being weeded by the new Teen Librarian Elise Feltman.

Community Outreach

Kelsey attended Back to School Night and Proviso Math and Science Academy on Thursday, September 12 to promote teen programs and encourage library card sign up.

MECCA elementary 1st and 2nd grade visited Bellwood Library on Tuesday, September 17 for a special storytime and visit from Roscoe the puppet. –

24 students and teacher

Passive Programs

Each day when there are no weekly programs, Kelsey creates a special craft that students of any age can make and take home. They also created ornaments to hang from the ceiling in the children's dept. Approximately 10-15 students participate each day.

Make an Ornament day

Create paper stars

Monster Magic

Fall craft time

Smush books

Meetings

Staff meeting – September 24, 2019

Leadership Meeting – September 25, 2019

Reference Statistics

In Library Questions-46 Phone-5 Email-0

Circulation Report

Prepared by Linda DuPree, Head of Patron Services

Cash Drawer Activity

FINES	\$53.50
COPIER/FAX SERVICE	\$83.09
LOST CARDS	\$6.00
EARBUDS	\$10.00
LOST & PAID ITEMS	\$0.00
BOOK SALES	\$71.15
FLASH DRIVES	\$5.00
DISC REPAIR	\$0.00
FOLDERS	\$0.00
ENVELOPES	\$0.40
MISC	\$11.50
GRAND TOTAL	\$252.64