

	2025	2024	2023
<b>Attendance (Main Entrance):</b>	4,670	4,452	4,571
<b>New Library Cards:</b>	54+0 linked patrons	54+0 linked patrons	54+2 linked patrons
<b>Circulation:</b>	8,460	8,738	8,600
<b>Self-Check 1</b>	211 patrons/873 items	199 patrons/926 items	231 patrons/837 items
<b>Self-Check 2</b>	130 patrons/441 items	107 patrons/353 items	82 patrons/234 items
<b>Wi-Fi Hotspots</b>	137	80	69
<b>Chromebooks</b>	15	10	14
<b>Circulation e-Materials:</b>	1,501	1,435	1,315
<b>TOTAL CIRCULATION</b>	9,961	10,173	9,915
<b>Curbside Service Transactions:</b>	17	14	18
<b>Interlibrary Loan:</b>			
<b>Lent</b>	687	619	589
<b>Borrowed</b>	1,554	1,352	1,553
<b>Out-of-System Loaned</b>	17 (8 OS)	13 (3 OS)	14 (5 OS)
<b>Out-of-System Borrowed</b>	36 (10 OS)	22 (7 OS)	37 (12 OS)
<b>Items Added:</b>	314	177	199
<b>Reference Transactions:</b>			
<b>Child &amp; YA</b>	171	158	86
<b>Adult</b>	834	311	518
<b>TOTAL REFERENCE</b>	1,005	469	604
<b>Technology Transactions:</b>			
<b>Child &amp; YA</b>	9	6	2
<b>Adult</b>	460	265	289
<b>TOTAL TECHNOLOGY</b>	469	271	291
<b>Computer Use:</b>	501+64 guests=565	532+51 guests=583	613+69 guests=682
<b>Wi-Fi Use:</b>	518	494	495
<b>Phone Conference Room Use:</b>	35	42	28
<b>Notary Services:</b>	24	32	7
<b>Study Room Sessions:</b>	141	110	120
<b>Local History Room Sessions:</b>	24	21	22
<b>Book-a-Librarian Sessions:</b>	2	-	-
<b>Kanopy</b>	298 Visits/90 Plays	-	-
<b>Meeting Room Use (External):</b>	7	6	4

**Local Art Display:** The local artist featured in December 2025 was Kate Batkiewicz.

**Local History:** Tegan fulfilled 1 local history research request & Rachel fulfilled 2 requests.

**Adult Events:** Laura hosted **Mystery Monday Book Club** to discuss *How to Solve Your Own Murder* (Perrin) with 6 participants.  
Tegan coordinated & hosted the following adult events:  
**Crafter Hours: Coffee & Crafts** had 8 crafters.  
**Holiday Charcuterie Boards** with University of Illinois Extension's Nutrition & Wellness Educator Susan Glassman had 20 participants.  
**Holiday Sweater Bingo** had 20 players.  
**Jane Austen Birthday Party** had 9 attendees.  
**Loop Group** met 4 times with 39 attendees.  
**Monthly Kit: Winter** had 48 total kits.  
**OTHS Overboard Choir Concert** had 27 attendees.

**Tech Time** had 3 participants.

**Voter Registration Drop-In** was offered.

**Wednesday Evening Book Group** discussed *Demon Copperhead* (Kingsolver) with 8 attendees.

### Youth & Teen Events:

**Cait** led **DIY Bookmarks** with 4 teens, **Jane Austen Party** with 1 teen, **Jolabokaflod** with 10 teens, **Manga Club** with 1 teen, & offered **Silent Book Club**. **Cait & Elizabeth** led **Homeschool Art** with 11 kids & 4 adults.

**Cait & Kestrel** led **Dungeons & Dragons** with 12 teens.

**Cait & Sheila** led **Girls Who Code** with 8 kids & 3 adults.

**Elizabeth** led **Parachute Play** for 2 children & 2 adults & **Taylor Swift Party** for 3 kids & 2 adults. She also led 3 sessions of **Ready, Set, Read** with a total of 13 children & 11 adults, 3 sessions of **Shake, Rattle, Read** with a total of 43 children & 47 adults, & 2 sessions of **Family Storytime** with a total of 32 children & 26 adults.

**Elizabeth** hosted **Storytime with Santa** for 52 children & 56 adults.

**Greg** prepped 4 varieties of **DIY Craft Kits** (*Mushroom, Gingerbread Man, Penguin, Tissue Paper Ornament*), which were distributed to a total of 136 youth patrons.

**Robin** led **Candy Cane Calamity** with 1 kid & 1 adult, **New Year's Party** with 16 kids & 8 adults, **Reindeer Marionette** with 7 kids & 2 adults, **Tinker Time** with 4 kids & 3 adults, & **Unicorn Marionette** with 1 kid & 1 adult.

**Sheila** led the all ages **LEGO Club** with 14 kids & 8 adults.

**Passive Activities:** **Pete the Cat Scavenger Hunt** had 15 participants. **Search & Sketch Christmas Scavenger Hunt** had 20 participants. **Interactive Snowmen at Night Playground Wall** had 70 participants. 185 **coloring/activity pages** were distributed to youth patrons, & 20 **coloring/activity pages** were distributed to teen patrons.

**Sensory Table: Christmas Cookies.**

### Outreach Visits:

**Lisa** provided homebound delivery service to a total of 25 patrons.

**Sheila** brought literacy activities to a total of 119 children and 17 adults over 8 visits to 4 early childhood centers: *Head Start Gentleman Road, Starved Rock Regional Center, Step by Step South, and Step by Step North.*

### Community:

The Laced Brush painted the Director's Office windows for the holiday.

Staff collected donations for Pet Project, Community Pantries, & YSB Angel Tree.

**Elizabeth** hosted 2 children & 2 adults at **Storytime at Nell's**.

**Laura** met with members of the Starved Rock County Community Foundation for a photo opportunity for the Arts Grant.

**Tegan** represented the library at the **Dementia Friendly Ottawa Meeting**.

### Media:

**Elizabeth** promoted youth events on *WCMY's Morning Show with Jay LeSeure*.

**Laura** gave bi-weekly library updates on *WCMY's Morning Show with Jay LeSeure*.

### Meetings:

**Cait, Elaine, Elizabeth, Kate, Lisa, Rachel, & Tegan** attended a *Department Head Meeting* led by **Laura**.

**Elizabeth, Laura, & Tegan** attended a *Strategic Plan Subcommittee Meeting* led by Amanda Standerfer of Fast Forwards Libraries.

**Faith, Grace, Kestrel, Leanna, Matt, Natalie, & Teresa** attended a *Circulation Meeting* led by **Rachel**.

**Kate** attended *RAILS Catalyst Meeting, LACONI Technology Section Meeting, NDIA Community Call, & PrairieCat User Experience Meeting*.

**Kate, Leanna, Lisa, Rachel, & Tegan** attended a *Staff Appreciation Committee Meeting* led by **Laura**.

**Kate, Laura, Lisa, & Tegan** attended a *Communico Demo Meeting*.

**Kate, Laura, & Rachel** held a *Continuing Education Committee Meeting*.

**Laura & Rachel** met to discuss Videogame Circulation Procedure.

<b><u>Continuing Ed:</u></b>	<p><b>Cait, Elaine, Faith, Kate, Kestrel, Laura, Laurie, Leanna, Natalie, Pam, Tegan, &amp; Teresa</b> completed <i>Staff Digital Archives Training</i>.</p> <p><b>Cait, Elaine, &amp; Lisa</b> completed <i>Dementia Friend</i> training.</p> <p><b>Laura</b> viewed <i>Navigating New Building Projects</i> (WebJunction).</p> <p><b>Laura &amp; Rachel</b> completed <i>Saboteur Assessment</i>.</p> <p><b>Laurie</b> viewed <i>Libraries &amp; Immigration Enforcement</i> (RAILS).</p> <p><b>Pam</b> viewed <i>Social Media &amp; Your Job</i> (RAILS), <i>Artificial Intelligence Foundations</i> (KnowBe4), &amp; <i>AI Chatbots</i> (KnowBe4),</p> <p><b>Rachel</b> attended <i>ATLAS Multi-Library Day</i> at Moraine Valley Community College.</p> <p><b>Sheila</b> completed IBMSkillsBuild lessons: <i>What is Design Thinking?</i>, <i>Build Your First Chatbot</i>, &amp; <i>Let's Celebrate CS Ed Week</i>.</p> <p><b>Tegan</b> completed <i>CMC Cataloging Basics Class</i> and viewed <i>Narcan Administration</i> (RAILS).</p>
<b><u>Projects:</u></b>	<p>An Adult Graphic Novels collection was curated.</p> <p>\$1.00 of complimentary printing is being implemented in January 2026.</p> <p>Communico Event Registration and Calendar is premiering on the website and staff portal in January 2026.</p> <p><b>Cait</b> updated Teen Room art station.</p> <p><b>Elaine</b> completed annual magazine withdrawals.</p> <p><b>Elaine &amp; Teresa</b> continue the adult AV &amp; audio CD collection maintenance project.</p> <p><b>Laura</b> continues adult fiction collection maintenance project after extended hiatus.</p> <p><b>Leanna</b> completed book shifting projects.</p> <p><b>Rachel</b> began training <b>Kestrel</b> in ILL procedures.</p>
<b><u>Building:</u></b>	<p>Community Room Mural by Clara Burbaker in progress. <i>Unveiling Event scheduled for Sunday, February 22, 2026 at 2pm.</i></p> <p>Routine seasonal HVAC inspection/maintenance completed.</p> <p>Plumber on site multiple times to repair broken toilets and replace parts.</p>
<b><u>Donations:</u></b>	N/A
<b><u>Grants:</u></b>	N/A
<b><u>Investments:</u></b>	N/A
<b><u>Personnel:</u></b>	Annual staff evaluations were completed.