**REDDICK LIBRARY DIRECTOR’S REPORT**

**MARCH 2021**

*The building was open to the public 6 days/46 hours/week in March 2021*

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance:</strong></td>
<td>2,220</td>
<td>4,314</td>
<td>-49%</td>
</tr>
<tr>
<td><strong>New Library Cards:</strong></td>
<td>45 (+0 linked patrons)</td>
<td>22 (+0 linked patrons)</td>
<td>+105%</td>
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<tr>
<td><strong>Circulation:</strong></td>
<td>7,805</td>
<td>7,193</td>
<td>+9%</td>
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<tr>
<td><strong>Self-Check 1</strong></td>
<td>51 patrons (368 items)</td>
<td>189 patrons (736 items)</td>
<td>---</td>
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<tr>
<td><strong>Self-Check 2</strong></td>
<td>66 patrons (195 items)</td>
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<tr>
<td><strong>WiFi Hotspots</strong></td>
<td>57</td>
<td>35</td>
<td>+63%</td>
</tr>
<tr>
<td><strong>Chromebooks</strong></td>
<td>10</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Circulation e-Books:</strong></td>
<td>1,163</td>
<td>1,318</td>
<td>-12%</td>
</tr>
<tr>
<td><strong>TOTAL CIRCULATION</strong></td>
<td>8,968</td>
<td>8,511</td>
<td>+5%</td>
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</tbody>
</table>

| **Curbside Transactions:**  |      |      |          |
| **Vehicle**                 | 131  | ---  | ---      |
| **No Vehicle**              | 10   | ---  |         |

| **Interlibrary Loan:**      |      |      |          |
| **Lent**                    | 678  | 480  | +41%     |
| **Borrowed**                | 1,835| 946  | +94%     |
| **Out-of-System Loaned**    | 7 (3 OS) | 3 (2 OS) | +133% |
| **Out-of-system Borrowed**  | 28 (9 OS) | 28 (4 OS) | --- |

| **Items Added:**            | 382  | 201  | +90%     |

| **Reference Transactions:** |      |      |          |
| **Item & Tech**             | 367  | ---  | ---      |
| **Readers’ Advisory**       | 39   | ---  |         |
| **TOTAL REFERENCE**         | 406  | 311  | +31%     |

| **Computer Use:**           | 326+48 guests=374 | 681+66 guests=747 | -50% |
| **Wi-fi Use:**              | 293  | 507  | -42%     |
| **Phone Conference Room Use:** | 22 | 25 | -12% |

| **Local History Room Sessions:** | 18 | 19 | -5% |

**Book-A-Librarian:**  
Stefanie led 2 Book-a-Librarian sessions in March.

**Local History:**  
Laura fulfilled a total of 6 local history research and/or obituary requests.

**Adult Events:**  
Laura prepared and provided Crafter Hour: Make & Take Kits (*Rabbit Garland*) for 18 adult crafters, and created an instructional video to accompany the kits. She also led/facilitated 4 live events in March:

- **Evening Book Club** discussed *Dear Edward* (*Napolitano*) w/ 3 participants.
- **Mushrooming for Beginners with Andrew Miller, Ph.D.* (*Mindful Moments Series*) had 5 attendees and drew 4 subsequent viewers.
- **Mystery Monday Club** discussed *The Silent Patient* (*Michaelides*) w/ 6 participants.
- **No Phones Allowed Trivia Night** had 6 players in attendance.
- **WCMY Morning Meeting Book Group** discussed *Anxious People* (*Backman*).

**Youth & Teen Events:**  
Annette led 5 sessions of *Ready, Set, Read* w/ 12 viewers and 5 sessions of *Shake, Rattle, Read* w/ 21 viewers.

Teresa led 5-Minute Craft: Fluffy PomPom w/ 8 viewers; Book Buzz: Science Fiction w/ 3 viewers; LEGO Balloon Car Race w/ 7 viewers; Suncatchers w/ 7 viewers; and Rocket
Readers Book Club w/ 3 viewers. She also led 4 live interactive events for children & tweens in March: Bookworms Book Club, Coding Club, Scratch Jr., and Tween Scene.

**Kimberly** led 4 virtual events for teens in March: Crafter’s Corner: Easter Crafts w/ 16 viewers; Crafter’s Corner: Frosted Sea Glass Jars w/ 6 viewers; Snack Time: Cadbury Mini Egg Cake Dip w/ 5 viewers; and Snack Time: Rice Krispie Eggs w/ 8 viewers.

**Youth Services Department staff** also prepared and provided **Make & Take Craft Bags** for a total of 155 youth patrons. **Coloring/Activity Sheets** coinciding with each week’s featured/thematic book displays were distributed to a total of 300 youth patrons.

**Community/Media:**

Annette discussed youth services and events on WCMY’s Morning Mix w/ Maggie Frost.

Laura provided bi-weekly library updates on WCMY’s Morning Meeting w/ Jay LeSeure and represented the library at meetings of the Ottawa Downtown Merchants and the Ottawa Historical & Scouting Heritage Museum Board.

Molly attended the Women’s History Month Leadership Panel, a special event presented by the Ottawa Area Chamber of Commerce.

24 new videos were created and published to Reddick Library’s **YouTube Channel**—327 total views, 182 unique viewers, 5,587 impressions & 55 subscribers in March.

**Outreach:**

Jennifer provided homebound delivery to patrons residing at 2 partner agencies (LaSalle County Nursing Home and Pleasant View) and 12 personal residences.

Lisa fulfilled the book group needs for Epworth Village (12 members).

**Meetings:**

Annette, Chrissy, Diane, Jan, Kellie, Laura, Laurie, Lisa, Rachel, Stefanie, and Tyler attended a Circulation meeting led by Rici.

Elaine, Lisa, Molly, Rici, and Stefanie attended a PrairieCat Member Update, where Laura represented the library as a presenter on the Member Panel on Programming in 2021.

Laura also attended a RAILS Far West Suburban Genre Study Group meeting.

Stefanie represented the library at a meeting of PrairieCat’s User Experience Committee.

**Continuing Ed:**

Annette attended the 2021 North Texas Teen Book Festival (virtual conference), viewed Middle Grade Magic 2021 (School Library Journal webinar), and completed 3 edWeb webinars: Developmentally Appropriate, Play-Based Virtual Instruction for Preschool Children; Early Ideas of Geometry & Measurement in Children; and What Kids Are Reading (or Not Reading) in 2021.

**Annette, Chrissy, Diane, Elaine, Greg, Jan, Jennifer, Kellie, Kimberly, Laura, Laurie, Lisa, Pam, Rachel, Stefanie, Teresa, and Tyler** completed Patron Copy Machine Training, an in-house training that was created and facilitated by Rici.


Chrissy completed View Outstanding Holds (PrairieCat Talent LMS).

Chrissy, Diane, Jan, Kellie, Kimberly, Laura, and Pam completed Consumer Reports Tutorial & Worksheet (in-house, “Training in Your Spare Time”).

Chrissy, Diane, Jan, Kellie, Kimberly, Lisa, Pam, and Rachel completed Legal Information Reference Center Worksheet (“Training in Your Spare Time”).

Chrissy, Diane, Jan, Kellie, Kimberly, Lisa, Pam, and Tyler completed Explora Database Tutorial & Worksheet (“Training in Your Spare Time”).

Chrissy, Diane, Jan, Kellie, Kimberly, Pam, and Tyler completed World Book Online Tutorial & Worksheet (“Training in Your Spare Time”).

Chrissy, Diane, Jan, Kimberly, Lisa, Pam, Rachel, and Tyler completed Reddick Library Website Worksheet (“Training in Your Spare Time”).
Chrissy, Diane, Jan, Pam, and Rachel completed *Remote (Wireless) Printing Worksheet* ("Training in Your Spare Time").

Elaine attended *Preparing for the MAD Monday: Managing During a Pandemic* (LACONI-MAD).

Elaine, Molly, Ric, and Stefanie attended *Preparing for the Next Wave of Pandemic-Weary Customers/Coping with Compassion Fatigue* (LACONI-RASS).


Kellie, Kimberly, and Lisa completed *Library District FYI+Q&A Worksheet* ("Training in Your Spare Time").

Kellie, Kimberly, Lisa, and Rachel completed *Chilton Online Database Worksheet* ("Training In Your Spare Time").

Laura viewed a WebJunction webinar, *Whose Turn Is It Anyway?: Online Board Gaming & Libraries*.

Lisa completed *Circulation Class: Parts 6-7* (PrairieCat Talent LMS) and *Sierra Searching Training Packet* (in-house training); she also viewed 2 Mailchimp Tutorials.

Pam viewed a *Novelist Tutorial* and completed 4 WebJunction webinars: *Is It Real?: Crash Course in Verifying Online Content; Merchandising: Presenting the Collection & Getting It Used; Readers’ Advisory Service; and Reference Services: Tried, True & New*.

Rachel listened to “Episode 98: Mystery and Suspense in a Land Far Away,” (Read or Dead: A Book Riot Podcast), completed *ABLE 9: The Reference Interview* (WebJunction course), and a total of 5 webinars: *Spring Adult Faves: 2021* (Booklist); *Bookfluencers: Using Social Media to Recommend Books* (RAILS); *Demystifying Genre: How to Help Every Type of Reader* (RAILS); *Grace Under Pressure: Tips & Tricks to Cultivate a Positive Approach* (WebJunction); and *Strengthening Communities: Food Access @ Your Library* (WebJunction). She also listened to “Episode 12: Editor’s Choice 2020,” and “Episode 13: Summer Scares 2021,” (Shelf Care: A Booklist Podcast).

Rachel and Teresa viewed *My Library Is...Conversation with Nancy Ashbrook: Online Programs & Unique Marketing Approach* (RAILS webinar).

Rici read *Think Again: The Power of Knowing What You Don’t Know* (Grant).

Stefanie completed *All About Database Searching* (RAILS webinar) and read the following: “The Evolving Threat of Ransomware Attacks,” and “How 4 Cities Are Trying to Close the Digital Divide,” by Phil Goldstein (StateTech Magazine).

**Building:**

City of Ottawa Water Department workers replaced the library’s water meter.

Stohr’s Lawn Service completed the spring landscaping clean-up and mulch application.

**Donations:**

$70 from the Epworth Book Club in memory of Nadene Nelson.

**Investments:**

*Special Reserve CD* reached maturity and was closed out on 3/2/2021; all funds were immediately deposited into the Special Reserve account at Ottawa Savings Bank.

*Working Cash/Special Reserve CD 3* reached maturity and was closed out on 3/5/2021; the funds were immediately deposited into accounts at Ottawa Savings Bank as follows: General Fund—$2,349.02. Special Reserve—$246,993.24.

**Grants:**

N/A

**Personnel:**

N/A