

	2025	2024	2023
<b>Attendance (Main Entrance):</b>	5,807	5,731	5,156
<b>New Library Cards:</b>	79+0 linked patrons	72+3 linked patrons	59+9 linked patrons
<b>Circulation:</b>	10,271	10,338	9,746
<b>Self-Check 1</b>	249 patrons/1,134	287 patrons/1,300	299 patrons/1,017
<b>Self-Check 2</b>	123 patrons/430 items	147 patrons/395 items	106 patrons/339
<b>Wi-Fi Hotspots</b>	142	80	62
<b>Chromebooks</b>	16	14	14
<b>Circulation e-Materials:</b>	1,604	1,418	1,320
<b>TOTAL CIRCULATION</b>	11,875	11,756	11,066
<b>Curbside Service Transactions:</b>	15	25	14
<b>Interlibrary Loan:</b>			
<b>Lent</b>	817	745	727
<b>Borrowed</b>	1,735	1,744	1,598
<b>Out-of-System Loaned</b>	16 (12 OS)	12 (4 OS)	11 (7 OS)
<b>Out-of-System Borrowed</b>	47 (8 OS)	43(15 OS)	59 (21 OS)
<b>Items Added:</b>	254	208	341
<b>Reference Transactions:</b>			
<b>Child &amp; YA</b>	337	134 (missing 1 week)	131
<b>Adult</b>	1,385	370	463
<b>TOTAL REFERENCE</b>	1,722	504	594
<b>Technology Transactions:</b>			
<b>Child &amp; YA</b>	15	2 (missing 1 week)	6
<b>Adult</b>	538	302	277
<b>TOTAL TECHNOLOGY</b>	553	304	283
<b>Computer Use:</b>	617+84 guests=701	713+68 guests=781	679+66 guests=745
<b>Wi-Fi Use:</b>	632	636	588
<b>Phone Conference Room Use:</b>	30	48	30
<b>Notary Services:</b>	23	26	10
<b>Study Room Sessions:</b>	261	149	164
<b>Local History Room Sessions:</b>	34	20	21
<b>Book-a-Librarian Sessions:</b>	2	-	-
<b>Kanopy</b>	370 Visits/118 Plays	-	-
<b>Meeting Room Use (External):</b>	7	7	4

## Local Art Display:

The local artist featured in October 2025 was Paul Wheeler.

## Adult Events:

**Laura** hosted **Mystery Monday Book Club** to discuss *The Reckoning* (Grisham) with 13 participants.

**Tegan** coordinated & hosted the following adult events:

**AI Safety Basics** had 2 attendees.

**Beyond the Screen: A "Wicked" Conversation with Marissa Bode** (Illinois Libraries Present) had 2 virtual registrants.

**Crafter Hours: Teacup Bookmark** had 10 crafters.

**FAFSA Workshop with ISACorps** was offered.

**Fire Safety with Ottawa Fire Department** had 7 all ages attendees.

**Loop Group** met 4 times with 30 attendees.

**Monthly Kit: Pepitas** had 40 total kits.

**More Dead People of Illinois by John Lynn** had 9 attendees.

**Tech Time** had 3 participants.

**Voters Registration Drop In** was offered.

**Wednesday Evening Book Group** discussed *True Biz* (Novic) with 7 attendees.

54 **passive puzzles** (sudoku, crossword, word searches) were distributed.

### Youth & Teen Events:

**Cait** led the following teen events: **DIY Trick or Treat Totes** with 9 teens, **Manga Club** with 4 teens, **Silent Book Club** with 2 teens, & **Teen Halloween** with 9 teens.

**Cait & Sheila** led the kick off session of **Girls Who Code** with 8 kids & 2 adults.

**Cait & Elizabeth** led **Homeschool Art** with 18 kids & 8 adults.

**Cait & Kestrel** led **Dungeons & Dragons** with 10 teens.

**Elizabeth** led 4 sessions of **Ready, Set, Read** with a total of 19 children & 15 adults, and 5 sessions of **Shake, Rattle, Read** with a total of 102 children & 107 adults. **Sheila** assisted in 1 session of each.

**Elizabeth** also hosted all ages **Halloween Bash** for 41 kids & 31 adults.

**Greg** prepped 4 varieties of **DIY Craft Kits** (*Snail, Goose, Frankenstein, Acorn Gnome*), which were distributed to a total of 205 youth patrons.

**Robin** led **Edible Skeleton** with 5 kids & 3 adults, **Frankenstein Drawing** with 3 children & 3 adults, **Ghosts in the Graveyard** with 9 kids & 4 adults, and **Kid's Book Club** with 1 child & 1 adult to discuss *The Night Before Halloween* (Wing).

**Sheila** led the all ages **LEGO Club** with 28 kids & 7 adults.

**Passive Activities:** **Scarecrow Scavenger Hunt** had 66 participants, **Monster Scavenger Hunt** had 6 participants, **Escape the Study Room: Monster Mash Jr.** had 34 participants, 120 **coloring/activity pages** were distributed to youth patrons, 20 **coloring/activity pages** were distributed to teen patrons. Voting is underway for **Grinch vs. Scrooge & Apple Pie vs. Pumpkin Pie**. Self-serving passive activities: **Input/Output Trust Walk** and **Sketchy Sketches** were also offered.

**Sensory Tables: Fall Balance Scale.**

**LOTE4Kids:** 5 stories watched, 4 activities completed.

### Outreach Visits:

**Lisa & Rachel** provided homebound delivery service to a total of 24 patrons at their personal residences throughout the month of October.

**Sheila** brought literacy activities to a total of 103 children and 14 adults over 7 visits to 4 early childhood centers: *Head Start McKinley Road, Starved Rock Regional Center, Step by Step South, and Step by Step North.*

### Community:

2 copiers were donated to Marquette Academy.

**Cait** hosted **OTHS After School D&D Club** for 11 participants.

**Cait, Faith, Kate, Lisa, Pam, & Tegan** represented the library for the **Fall Fest Parade**.

**Elizabeth** hosted **Story Time at the Woodland** to 7 children & 5 adults at *Nell's Woodland*.

**Elizabeth & Tegan** created an impressive Jurassic Park themed scarecrow for the **38<sup>th</sup> Annual Ottawa Scarecrow Festival**; winning the non-profit division! They also attended **Fall Fest**, interacting with 62 people. **Elizabeth** hosted a **Story Time at Fall Fest** with 9 kids & 10 adults.

**Laura** was a judge for the **38<sup>th</sup> Annual Ottawa Scarecrow Festival**.

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

### Media:

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

**Laura** provided 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**.

**Elaine** attended *PrairieCat MARC Libraries Meeting*.

**Elaine, Elizabeth, & Rachel** met to update the staff evaluation form led by **Laura**.

**Elizabeth** attended *Lapsit Leaders Meeting*.

**Elizabeth, Laura, & Tegan** attended a *Strategic Plan Subcommittee Meeting*.

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

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

**Kate** attended *ELSUM Meeting*, *LACONI Technology Section Meeting*, & had an *Accessibe* demo.

**Kate & Tegan** attended a *Communico* demo.

**Laura** met with Meta Mueller, Chief of Staff for State Representative Briel.

**Laura** attended *PrairieCat Delegates Assembly* at Princeton Public Library.

**Laura & Tegan** held an *Adult Programming Meeting*.

**Rachel** attended *PrairieCat Circulation Meeting*.

### Continuing Ed:

**Elaine** viewed *Who Do We Order from Now?* (LACONI).

**Elaine & Kate** viewed *Documentation in Action* (LACONI).

**Elaine, Kate, & Lisa** viewed *Illinois Notary Best Practices* (RAILS).

**Faith** viewed *A Librarian's Crash Course in Marketing: The Beginner's Guide to Promoting Your Collection & Events* (RAILS).

**Grace & Matt** viewed *Making DEI Fair* (RAILS).

**Elizabeth** read *Facts & Friends: School Librarians Use Personal Learning Community to Better Nonfiction Collections* (SLJ).

**Kate** attended the *RAILS Catalyst Kickoff Meeting*, viewed *Sustainability in Action* (LACONI), & read *The Library is Not a Quiet Place Anymore – and That's a Good Thing* (Demarco), *8 Conversations for Co-Leaders Committed to Shared Power* (Henry), & *Break the Cycle of Cybersecurity* (Weldon).

**Laura** attended Illinois Library Association's Annual 3-Day Conference in Rosemont.

**Laura** completed annual FOIA Officer & OMA Officer training state requirements.

**Laurie** viewed *The Science of Reading* (RAILS).

**Leanna** completed *Circulation Training* led by Rachel & trained by Teresa.

**Matt** viewed *Fat Liberation in Libraries* (RAILS).

**Rachel** viewed the following Next Gen Summit Webinars: *5 Tools You Need to Thrive; Agency Culture How to Define, Improve, & Manage It; Working with Challenging Personalities; When Resilience and Burnout Collide: How to Stay Engaged, Healthy, & Motivated During Difficult Times; and Humanizing the Way You Communicate*

**Robin** viewed *Serving Library Users on the Autism Spectrum: Project PALS* (WebJunction).

**Sheila** read *Code Like a Girl* (Peskowitz), *Girl Code* (Gonzales & Houser), & *Girl Code Revolution: Profiles and Projects to Inspire Coders* (Preuitt).

**Tegan** completed *High 5 Strengths Test*.

### Projects:

PrairieCat Libraries now have a new mobile app.

Ingram is the new book vendor replacing Baker & Taylor.

Videogame collection addition is underway.

**Cait** continues the Teen Graphic Novel collection maintenance project.

**Cait & Sheila** implemented the Girls Who Code program.

**Elaine & Teresa** continue the adult AV collection maintenance project.

**Elizabeth** launched the *1,000 Books before Kindergarten* program.

**Kate** created a Children's & Teens section on the website.

**Laura** completed the FY2025 ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey and 2025 PLA Services Survey. She also created an RPLD Style Manual.

### Building:

Billy repainted the Community Room wall before mural work began, repainted the Reddick Library sign on Lafayette Street, & began cleaning upholstered furniture. Community Room Mural by Clara Burbaker in progress.

Canal Street in front of the library was occasionally closed for construction work. The Canal Street exterior book drop was closed and the interior book drop was temporarily opened for patron use.  
Plumber on site multiple times to repair broken toilets and replace parts.  
Stanley Steemer cleaned annex carpets.

**Donations:** N/A

**Grants:** \$500.00 from The Arts of Starved Rock Country Fund to go towards new supplies for Homeschool Art Classes was awarded.  
Application submitted to Wi-Fly Grant Program through Mobile Beacon.  
Application submitted for IEEE Science Kits from Public Libraries Grant.

**Investments:** \$14,935.39 (Working Cash Funds—4th Distribution of TY2024) was withdrawn from the General Fund checking account at OSB Community Bank and deposited into the Working Cash investment account at the First National Bank of Ottawa Trust Department.  
\$209,086.74 (All Other Funds—4th Distribution of TY2024) was withdrawn from the General Fund checking account at OSB Community Bank and deposited into the General Fund investment account at the First National Bank of Ottawa Trust Department.

**Personnel:** N/A