

	2025	2024	2023
Attendance (Main Entrance):	5,331	4,814	4,976
New Library Cards:	76+2 linked patrons	93+9 linked patrons	96+16 linked patrons
Circulation:	8,893	9,390	8,769
Self-Check 1	265 patrons/1,214	284 patrons/1,263	267 patrons/1,029
Self-Check 2	142 patrons/436 items	109 patrons/337 items	66 patrons/227 items
Wi-Fi Hotspots	127	79	59
Chromebooks	13	17	16
Circulation e-Materials:	1,594	1,441	1,255
TOTAL	10,487	10,830	10,024
Curbside Service Transactions:	17	13	17
Interlibrary Loan:			
Lent	750	637	777
Borrowed	1,540	1,624	1,574
Out-of-System Loaned	10 (7 OS)	14 (5 OS)	9 (4 OS)
Out-of-System Borrowed	35 (8 OS)	22 (10 OS)	28 (8 OS)
Items Added:	280	218	222
Reference Transactions:			
Child & YA	358	202	124
Adult	939	353	399
TOTAL REFERENCE	1,297	555	523
Technology Transactions:			
Child & YA	8	7	7
Adult	483	275	239
TOTAL TECHNOLOGY	491	282	246
Computer Use:	586+65 guests=651	600 + 88 guests=688	706 + 84 guests=790
Wi-Fi Use:	623	550	608
Phone Conference Room Use:	10	31	36
Notary Services:	38	25	12
Study Room Sessions:	164	109	145
Local History Room Sessions:	14	27	29
Book-a-Librarian Sessions:	3	-	-
Kanopy	540 Visits/206 Plays	-	-
Meeting Room Use (External):	8	3	2

Local Art Display: The local artist featured in September 2025 was Carrie Woeltje.

Local History: Rachel fulfilled 1 local history research request.

Adult Events: Laura hosted **Mystery Monday Book Club** to discuss *First Lie Wins* (Elston) with 10 participants. She also hosted **Food for Thought Cook Book Club** to discuss *Home Is Where the Eggs Are* (Yeh) with 8 attendees.
Tegan coordinated & hosted the following adult events:
The 39 Steps on the Airwaves with Pop-Up Players LTD had 36 attendees.
Compost Basics had 2 attendees.
Barista Basics had 13 attendees.
Crafter Hours: Yarn Ghost Decor had 11 crafters.
FAFSA Workshop with ISACorps had 11 attendees.
Library Refresher had 1 attendee.
Loop Group met 4 times with 46 attendees.

Monthly Kit: Honey had 50 total kits.

2 Sessions of **Tea Blend Workshop** had 17 participants.

Then and Now with Steve Burns (Illinois Libraries Presents) had 9 virtual attendees.

Voter's Registration Drop In was offered.

Wednesday Evening Book Group discussed *The Keeper of Stories* (Page) with 6 attendees.

Youth & Teen Events:

Cait led the following teen events: **DIY Lightswitch Cover** with 10 teens, **Manga Club** with 12 teens, and **Silent Book Club** with 4 teens.

Cait & Elizabeth led **Homeschool Art** with 14 kids & 7 adults and **K-Pop Fan Party** with 20 kids & 12 adults.

Cait & Kestrel led **Dungeons & Dragons** with 14 teens.

Elizabeth led 5 sessions of **Ready, Set, Read** with a total of 23 children & 19 adults, and 4 sessions of **Shake, Rattle, Read** with a total of 93 children & 95 adults.

Greg prepped 5 varieties of DIY Craft Kits (*Crayon Hat; Puffer Fish; Harmonica; Squirrel; and Construction Worker*), which were distributed to a total of 135 youth patrons.

Robin led **Picasso Pumpkins** with 1 child & 1 adult, **Picasso Faces** with 4 children & 1 adult **Kid's Book Club** with 1 child and 1 adult for a discussion of *Goldilocks and the Three Dinosaurs* (Willems), and **Pirate Ship** with 6 children & 4 adults. She also offered **Catapult Bowling**.

Sheila led the all ages **LEGO Club** with 30 kids & 12 adults.

Passive Activities: Dot Day Celebration had 37 artists, **Eye Spy Scavenger Hunt** had 56 participants, **Back to School Scavenger Hunt** had 20 participants, **Fall Scavenger Hunt** had 5 participants, 185 **coloring/activity pages** were distributed to youth patrons, 50 **coloring/activity pages** were distributed to teen patrons.

Sensory Tables: Music Shaker & Spaghetti.

LOTE4Kids: 13 stories watched, 1 activity completed

Outreach Visits:

Lisa provided homebound delivery service to a total of 21 patrons at their personal residences throughout the month of September.

Sheila brought literacy activities to a total of 112 children and 16 adults over 8 visits to 5 early childhood centers: *Head Start Gentleman Road, Head Start McKinley Road, Starved Rock Regional Center, Step by Step South, and Step by Step North.*

Community:

4 Focus Groups for the Strategic Plan were hosted by Fast Forward Libraries. The Community Survey for the Strategic Plan was completed by 198 individuals! Corn was harvested from the Community Garden. Winterization of Community Garden is underway.

Water bottles were provided free to the public during several hot days in September. **Elizabeth** hosted **Story Time at the Woodlands** to 6 children & 9 adults at *Nell's Woodland*.

Elizabeth also represented the library at **Nell's Woodland's Fall Art Festival** engaging with 17 kids & 10 adults.

Elizabeth & Tegan created an impressive scarecrow for the **38th Annual Ottawa Scarecrow Festival!**

Laura represented the library at **Hope & Humanity: A Shared Solutions Roundtable** hosted by the City of Ottawa.

Lisa coordinated "Show Us Your Library Card" promotion with 29 total participants and hosted a table at **Ottawa's Third Friday**.

Tegan represented the library at the inaugural **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 met with OTHS Library staff to discuss program collaboration & outreach.
Cait, Elaine, Elizabeth, Kate, Lisa, Rachel, & Tegan attended a *Department Head Meeting* led by **Laura**.
Elaine attended RAILS Member Update.
Elaine, Kate, Lisa, Rachel, & Tegan attended a *Supervisor Meeting* led by **Laura**.
Elizabeth & Laura met with the owner of O-Nett Gaming to discuss video game collection curation.
Kate attended *LACONI Technology Committee Meeting* and met with representatives from the following: LocalHop, LibCal, & Communico.
Laura held meetings with the following individuals: Tim Claus of Vissering Construction. Former Director Kathy Clair, Bookkeeper Julie Kilday, Jamie Rachlin of Meristem Advisors, and board members of Ottawa Historical & Scouting Heritage Museum.
Laura attended *West of 47 Director's Meeting* at Starved Rock Lodge.
Sheila attended *Girls Who Code Facilitator Meetings*.
Tegan attended Programming for Seniors in Public Libraries Meeting and held meetings with representatives from the following agencies: Bankers Life & OSF to discuss offering free health screenings at the library.

Continuing Ed:

Cait attended *Kodansha Manga Book Buzz Spring 2026*.
Cait, Elaine, Elizabeth, Grace, Kate, Kestrel, Laura, Laurie, Leanna, Lisa, Matt, Natalie, Pam, Rachel, Robin, Sheila, & Tegan attended the annual *PUG Day Conference* in East Moline where **Laura** presented a conference session *Balancing the Scales: Maintaining a Public Library Work-Life Balance*.
Elaine, Elizabeth, Faith, Greg, Kate, Kestrel, Laura, Laurie, Lisa, Natalie, Pam, Rachel, Robin, Sheila, Tegan, & Teresa viewed KnowBe4's *The Inside Man* training videos on Passwords, Ransomware, & Travel Security.
Elaine, Kate, Lisa, & Rachel viewed *Substance Abuse 101: An Overview of Effects & Risks of Common Drugs* (Homeless Training Network).
Faith viewed *The Heart of Collaboration: Family Service Partnerships and Outreach* (RAILS).
Greg, Leanna, Natalie, Rachel, & Sheila completed *2025 Harassment Prevention Training* (annual requirement).
Grace read *How the Opioid Epidemic Came to the Library* (ILA) & viewed *Turning Congress Members into Library Champions* (ALA).
Elizabeth read the following SLJ Articles: *Now More Than Ever, Austen Ever After, & Kids Book in Spanish: Language is Culture*.
Kate viewed *AI Safety Awareness* (DELN) & *The Gwendolyn Brooks Library's Sensory Space: A Trauma-Informed Approach to Health & Wellness* (RAILS).
Leanna began *Circulation Training* led by **Rachel**.
Matt viewed *Science of Reading* (RAILS).

Projects:

Bike locks are now available for patron use while visiting the library.
 ComicsPlus Database is now available for patrons.
 Hopkins & Associates were on site to complete FY25 Audit.
Cait continues the Teen Graphic Novel collection maintenance project.
Cait, Elizabeth, & Laura are starting a video game circulation collection.
Cait, Elizabeth, & Tegan created a new program evaluation for patrons.
Cait & Sheila are implementing a Girls Who Code program.
Elaine, Laura, & Teresa began an adult AV collection maintenance project.
Elizabeth is preparing to launch a *1,000 Books before Kindergarten* program and launched sensory kits for in library use. She also continues the Juvenile Non-Fiction collection maintenance project.
Kate is researching fiber internet installation & installed the new staff computers.
 The Staff Appreciation Committee hosted a staff potluck of favorite dips.

Building:

Billy installed brochure holder in Community Room, repaired toilets, planted grass seed, & removed gum from front entryway,
A water line break on Canal Street affected the library's main building water supply. 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.
John's Service & Sale replaced a broken air conditioner engine.
Parking lot was repainted.
Plumber on site to repair broken toilet.
Stanley Steemer cleaned main building's carpets.
Taylor's Way trimmed tree interfering with HVAC units.

Donations:

\$711.00 in gift cards from Handy Foods for receipt collection.
Patron donated a gently used rocking chair to the children's department.

Grants:

Grant application submitted for Starved Rock Country Community Foundation's Art Grant for Homeschool Art Class supplies.

Investments:

\$24,406.94 (Working Cash Funds—3rd 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.
\$341,685.28 (All Other Funds—3rd 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:

1 part-time *Page* voluntarily resigned September 11, 2025.
1 part-time *Page/Circulation Assistant* was promoted to IMRF hours effective October 4, 2025.