# REDDICK LIBRARY DIRECTOR'S REPORT SEPTEMBER 2026

| | 2026 | 2025 | 2024 |
|---|---|---|---|
| **Attendance (Main Entrance):** | 6,487 | 5,331 | 4,814 |
| **New Library Cards:** | 86+3linked patrons | 76+2 linked patrons | 93+9 linked patrons |
| **Circulation:** | 10,347 | 8,893 | 9,390 |
| **Self-Check 1** | 290 patrons/1,214 | 265 patrons/1,214 | 284 patrons/1,263 |
| **Self-Check 2** | 170 patrons/593 items | 142 patrons/436 items | 109 patrons/337 items |
| **Wi-Fi Hotspots** | 169 | 127 | 79 |
| **Chromebooks** | 12 | 13 | 17 |
| **Circulation e-Materials:** | 1,774 | 1,594 | 1,441 |
| **TOTAL CIRCULATION** | 12,121 | 10,487 | 10,830 |
| **Curbside Service Transactions:** | 15 | 17 | 13 |
| **Interlibrary Loan:** | | | |
| **Lent** | 808 | 750 | 637 |
| **Borrowed** | 1,612 | 1,540 | 1,624 |
| **Out-of-System Loaned** | 11(4OS) | 10 (7 OS) | 14 (5 OS) |
| **Out-of-System Borrowed** | 29(14OS) | 35 (8 OS) | 22 (10 OS) |
| **Items Added:** | 369 | 280 | 218 |
| **Reference Transactions:** | | | |
| **Child & YA** | 279 | 358 | 202 |
| **Adult** | 820 | 939 | 353 |
| **TOTAL REFERENCE** | 1,099 | 1,297 | 555 |
| **Technology Transactions:** | | | |
| **Child & YA** | 14 | 8 | 7 |
| **Adult** | 535 | 483 | 275 |
| **TOTAL TECHNOLOGY** | 549 | 491 | 282 |
| **Computer Use:** | 577+94 guests=671 | 586+65 guests=651 | 600+88 guests=688 |
| **Wi-Fi Use:** | 741 | 623 | 550 |
| **Computer Conference Room:** | 14 | 10 | 31 |
| **Notary Services:** | 31 | 38 | 25 |
| **Study Room Sessions:** | 214 | 164 | 109 |
| **Local History Room Sessions:** | 27 | 14 | 27 |
| **Book-a-Librarian Sessions:** | 3 | 3 | - |
| **Kanopy** | 665Visits/6,939Mins | 540 Visits/5,723Mins | - |
| **Meeting Room Use (External):** | 16 | 8 | 3 |

**Local Art Display:** The local artist featured in September 2026 was Carrie Woeltje.

**Local History:** Kate fulfilled 1 local history research request.

**Adult Events:** **Cait** & **Leanna** hosted **FAFSA Presentation** by ISACorps with 5 adults & 1 teen and **Puzzle Tournament** with 13 adults & 5 teens.
**Laura** hosted **Mystery Monday Book Club** to discuss *The Heiress* (Hawkins) with 10 attendees and **Food for Thought Book Club** to discuss *Every Day with Babs* (Costello) with 8 attendees.
**Leanna** also coordinated & hosted the following adult events:
**Artist's Workshop** with the Ottawa Art League had 4 attendees.
**Craft Hours: Wooden Scarecrow** had 13 crafters.
**Discovering Witches: The Real Records and Manuscripts Seen in Movies & Books** had 2 attendees.
**Loop Group** met 4 times with 33 attendees.

**Monthly Kit: Football** had 30 total kits.
**Voter's Registration** had 2 attendees.
**Wednesday Evening Book Club** met to discuss *Buckeye* (Ryan).

**Youth & Teen Events:** **Cait** led **DIY Thumbprint Magnets** with 1 teen, **Gamer Lounge** with 7 teens, **Manga Club** with 8 teens, **Saturday Morning Cartoons** with 5 teens, & **Yappers Book Club** with 4 teens.
**Cait** & **Elizabeth** led **Homeschool Art** with 27 kids & 10 adults.
**Cait** & **Kestrel** led **Dungeons & Dragons** with 6 teens.
**Elizabeth** led 5 sessions of **Ready, Set, Read** with a total of 48 children & 37 adults & 5 sessions of **Shake, Rattle, Read** with a total of 139 children & 136 adults.
**Elizabeth** also led **Sensory Friendly Open Play** with 4 kids & 5 adults.
**Greg** prepped 4 varieties of **DIY Craft Kits** (*Glue Bottle, Acorn, Chicken, Ladybug*), which were distributed to a total of 137 kids.
**Robin** led **World Travelers' Book Club** to discuss *Diary of a Wombat* (French) with 1 kid & 1 adult & offered **Paper Animal Circuits**.
**Sheila** led **LEGO Club** with 32 kids & 21 adults.
**Passive Activities: History Mystery Escape Room** had 25 participants. **Scarecrow Scavenger Hunt** had 59 participants. **Interactive Bulletin Board: Tacos** had 60 participants. 255 **coloring/activity pages** were distributed to youth patrons. 25 **coloring/activity pages** were distributed to teen patrons.
**Sensory Table: Tacos.**

**Outreach Visits:** **Lisa** provided homebound delivery service to a total of 19 patrons.
**Sheila** brought literacy activities to a total of 140 children and 27 adults over 13 visits to 5 early childhood centers: *Head Start Gentleman Road*, *Head Start McKinley Road, Starved Rock Regional Center*, *Step by Step South, & Step by Step North.*

**Community:** City of Ottawa Arts Committee exterior murals painting were completed & **Laura** hosted a **Mural Unveiling Ceremony Event** for approximately 55 attendees.
**Cait** represented the library at a *Teen Center Committee Meeting*.
**Elizabeth** hosted 9 kids & 7 adults at **Story Time at Nell's Woodland**.
**Elizabeth** & **Cait** represented the library at *YMCA's Homeschool Event* & interacted with 17 kids & 7 adults.
**Grace** & **Lisa** visited the Community Food Basket to promote services & offer remote library card registrations.
**Laura** represented the library at *City of Ottawa's Hope & Humanity Roundtable*.
**Leanna** & **Lisa** represented the library at the *Ottawa Farmer's Market* to promote services & offer remote library card registrations.
**Robin** hosted **Nature Scavenger Hunt at Nell's Woodland** with 2 kids & 1 adult.
**Sheila** represented the library at *Nell's Woodland Art Festival* & interacted with 20 kids & 18 adults.

**Media:** Ottawa Visitor's Center created a local history resource video.
**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, Grace, Kestrel, Kyle, Leanna, Lisa, Matt, Natalie, Pam, Robin, Sheila, Tara, Tegan, Teresa,** & **Trinity** attended an *All Staff In-Service* led by **Laura.**
**Cait, Elaine, Elizabeth, Lisa,** & **Tegan** attended a *Department Head Meeting* led by **Laura**.
**Elaine, Laura,** & **Lisa** attended *RAILS Member Update*.
**Elaine, Elizabeth,** & **Tegan** held a *Scheduling Meeting*.
**Laura** held *1-on-1 Sessions* with **Cait, Elizabeth, Grace,** & **Kate.**

**Laura** attended 3 *Illinois Small & Rural Conference Meetings, RAILS SAIL Meeting,* met with Peru Public Library Director Resa Mai to prepare for ILA Conference presentation, & met with a representative of *Ottawa Downtown Association* to discuss potential partnerships.
**Leanna** met with the Director of Nell's Woodland to discuss program partnerships.
**Leanna** & **Tegan** held an *Adult Programming Meeting***.**
**Sheila** attended a *Girls Who Code Club Facilitator Meeting*.

**Continuing Ed:**

**Cait** presented *ABCs of Graphic Novels* at the All Staff In-Service.
**Cait, Elaine, Elizabeth, Grace, Kate, Kestrel, Kyle, Laura, Leanna, Lisa, Matt, Natalie, Pam, Robin, Sheila, Tara, Tegan, Teresa,** & **Trinity** completed *IDHR's Annual Sexual Harassment Prevention.*
**Cait, Elaine, Kate, Kyle, Laura, Leanna, Lisa, Matt, Robin, Tegan, Teresa,** & **Trinity** completed 3 KnowBe4 Trainings.
**Elaine** completed *American Association of Notaries Notary Renewal Training.*
**Elizabeth** read *Lessons from My Mother* (SLJ), viewed *Closing Keynote by Mychal Threets & Keeping the Joy of Reading in the Science of Reading* (SLJ) & started an online course: *Accessibility without Overwhelm*.
**Grace** viewed *The Next Year of Library Marketing: Trends You Can Actually Use* (RAILS) & presented *Canva 101* at the All Staff In-Service.
**Kate** read *Networking Bible 2025* & *Networking All-in-One*.
**Kestrel** viewed *Creating Learning Culture Around Technology in Libraries* (RAILS).
**Sheila** presented *Escape the Study Room 101* at the All Staff In-Service.
**Tegan** read *Start Strong by Taking it Slow: Tips for New Public Library Directors & Managers* (WebJunction) & completed her summer semester at College of DuPage.

**Projects:**

FY2026 Annual Audit was completed by Kim Bird of Hopkins & Associates.
**Elizabeth** continues the youth services collection maintenance project & color labeling the EZ section (leveled readers).
**Kate** continues the work to install a local history database station & finalized ABCMouse for patron home use.
**Laura** continues the adult fiction collection maintenance project.
**Leanna** shifted the adult fiction collection.

**Building:**

**Billy** completed painting patron bathrooms & metal poles in the foyers and completed fall window cleanings.
City of Ottawa Art Committee Murals by 6 local artists were completed.
John's Service & Sales/Hartwig on site once to report HVAC Control System issues.
The building was closed to the public on September 25, 2026 for an *All Staff In-Service Meeting*.
Stanley Steemer cleaned the main building carpets & upholstered furniture while the building was closed to the public on September 25, 2026.

**Donations & Grants:** N/A

**Investments:**

$33,225.50 (Working Cash Funds—2nd Distribution of TY2026) 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.
$539,423.86 (All Other Funds—2nd Distribution of TY2025) 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.

**Personnel:**

1 Circulation Assistant voluntarily requested to decrease hours to 14-18 hours
1 Circulation Assistant was promoted to 24-28 hours
1 Circulation Assistant was promoted to 24-28 hours Youth Services & Circulation Assistant