

Director’s Report for March 2025 Board Meeting

# February 2025

Administration

Prepared by Heather-Marie Montilla, Library Director

**Patron Visits:** In February, the library had **3,248 visitors**.

Adult & Bibliographic Services Report

Prepared by Kara Spizzirri, ABS Department Head

**Reference Questions**

	In Person	Email/Chat	Total	Phone	TOTAL
24-Jan	122	1 email/6 chat	7	77	206
24-Feb	134	5 email/2 chat	7	52	193
24-Mar	158	1 email/8 chat	9	61	228
24-Apr	115	2 email 15 chat	17	67	199
24-May	129	3 email/7 chat	10	59	198
24-Jun	124	5 email/9 chat	14	53	191
24-Jul	154	2 email/6 chat	8	78	240
24-Aug	146	1 email/5 chat	6	79	231
24-Sep	129	2 email/3 chat	5	67	201
24-Oct	132	3 email/7 chat	10	73	215
24-Nov	92	1 email/3 chat	4	50	146
24-Dec	99	3 email/6 chat	9	54	162
25-Jan	156	2 email/6 chat	8	79	243
<b>25-Feb</b>	<b>120</b>	<b>3 emails/ 6 chats</b>	<b>9</b>	<b>82</b>	<b>211</b>
Total 14 months:	1810		123	931	2864

	In Person	Email/Chat	Total	Phone	TOTAL
<b>Feb 24 v. Feb 25</b>	<b>-2</b>		<b>2+</b>	<b>30+</b>	<b>30+</b>

### Adult Services Programming

Overall in January, 25 adult programs were offered and 223 patrons attended.

Overall in February, 26 adult programs were offered and 257 patrons attended.

Day	Date	Time	Adult Services Programs	# Patrons
Monday	2/3/2025	6:30	Resume Basics	5
Tuesday	2/4/2025	2:00	Resumes	2
Tuesday	2/4/2025	6:30	Shades of Fiction	4
Wednesday	2/5/2025	11:00	Chair Yoga	20
Thursday	2/6/2025	2:00	Yoga	16
Thursday	2/6/2025	6:00	Genealogy Discovery	8
Thursday	2/6/2025	6:30	1619 Project Musical	8
Saturday	2/8/2025	10:00	Zumba	17
Monday	2/10/2025	1:00	Movie Music Tribute to Black History	4
Tuesday	2/11/2025	6:30	Healthy Living for Your Brain and Body	4
Wednesday	2/12/2025	11:00	Chair Yoga	12
Wednesday	2/12/2025	2:00	Computer Basics	2
Thursday	2/13/2025	2:00	Chair Yoga	14
Thursday	2/13/2025	6:30	Canva 2	1
Wednesday	2/19/2025	11:00	Chair Yoga	16
Wednesday	2/19/2025	2:00	Computer Basics Class	5
Thursday	2/20/2025	2:00	Yoga	13
Friday	2/21/2025	11:00	AARP Part 1	15
Monday	2/24/2025	6:30	Excel Charts	1
Tuesday	2/25/2025	6:30	Great Migrations	25
Wednesday	2/26/2025	11:00	Chair Yoga	19
Wednesday	2/26/2025	2:00	Computer Basics Class	6
Thursday	2/27/2025	2:00	Yoga	14
Thursday	2/27/2025	6:30	4 Homes of Money	3
Friday	2/28/2025	11:00	AARP Part 2	15
Throughout	February		Superb Owl Vote	8
			<b>TOTAL</b>	<b>257</b>

**Notaries: 18**

**Technology Usage**

**Website:**

Month	Users	Page Visits
January	1,142	1,961
February	1,447	2,179
<b>Total</b>	<b>2,589</b>	<b>4,040</b>

**Computers: 110\***

Printing	January	February
Black & White	3,250	3,023
Color	317	174
Wireless Printing	834	375
<b>Total</b>	<b>4,401</b>	<b>3,372</b>

**Download and Streaming Services**

Platform	# Patrons	# New Patrons	Checkouts
Libby	64	6	227
Hoopla	79	4	409
ComicsPlus	0		0
Kanopy	5		61
<b>Total</b>	<b>148</b>	<b>10</b>	<b>697</b>

Overall, it is a 3% decrease (697 checkouts vs 718 checkouts) from last month.

CIRCULATION STATISTICS



	24 TOTAL	JAN '24	JAN '25	FEB '24	FEB '25	Feb '24 Yr vs Feb '25 Yr
<b>Materials Loaned by Collection</b>						
Adult Materials	5638	512	399	423	363	14% decrease
Juvenile Materials	3835	297	338	225	349	55% increase
Teen Materials	501	29	45	60	28	50% decrease
<b>Total Materials Loaned</b>	<b>9974</b>	<b>838</b>	<b>782</b>	<b>708</b>	<b>740</b>	5% increase
<b>Physical Circulation by Format</b>						
Books	6878	580	609	479	612	5% increase
Videos/DVD's	2055	162	131	75	107	43% increase
Audios (including music)	84	4	9	7	8	14% increase
Equipment - Hotspots	210	21	0	21	0	NA
Magazine/Periodicals	126	14	9	13	3	77% decrease
In house Use	155	14	0	17	13	24% decrease
Other Formats - Physical	263	23	24	11	10	10% increase
<b>Total Physical Circulation</b>	<b>9771</b>	<b>818</b>	<b>782</b>	<b>621</b>	<b>753</b>	22% increase
<b>Electronic Circulation</b>						
Online Circulation (Hoopla, MOD)	7663	659	638	545	636	17% increase
<b>Total Electronic Circulation</b>	<b>7663</b>	<b>659</b>	<b>638</b>	<b>545</b>	<b>636</b>	17% increase
<b>Interlibrary Loans</b>						
Interlibrary Loans Sent	3250	249	320	263	232	12% decrease
Interlibrary Loans Received	1872	172	152	148	137	7% decrease
<b>Total Interlibrary Loans</b>	<b>5122</b>	<b>421</b>	<b>472</b>	<b>411</b>	<b>369</b>	10% decrease
<b>Reciprocal Borrowing</b>						
Materials Loaned	188	23	25	15	18	20% increase
<b>Total Reciprocal Borrowing</b>	<b>188</b>	<b>23</b>	<b>25</b>	<b>15</b>	<b>18</b>	20% increase
<b>Patrons</b>						
Existing Patrons (Not Expired)	5086		5086		5049	
Patrons Added	562	44	33	59	26	56% decrease
Patrons Deleted	0	0	0	0	0	
<b>Total Patrons</b>	<b>562</b>	<b>44</b>	<b>5068</b>	<b>59</b>	<b>5075</b>	
<b>Door Count (East &amp; South)</b>	<b>25,440</b>	<b>2404</b>	<b>3093</b>	<b>2136</b>	<b>3248</b>	<b>52% increase</b>

### Database Usage

	'24 F	'24 AVG	'25 J	'25 F	M	A	M	J	J	A	S	O	N	D
Academic Search Premier	11	8	10	44										
Business Source Premiere	11	7	9	12										
Consumer Health Complete	0	0	0	0										
Consumer Reports	0	1	3	0										
Core Collection	0	1	0	0										
Flipster	4	1	14	0										
Gale Courses	22	38	21	3										
HeritageQuest	0	13	26	3										
History Reference Ctr	0	5	3	0										
Hobbies & Crafts Ref Ctr	16	3	3	0										
Legal Reference Ctr	1	2	7	5										
Literary Reference Ctr	17	10	9	0										
Masterfile Complete	41	12	4	11										
MEDLINE	0	0	0	0										
Newsbank	0	0	0	2										
NoveList Plus	27	10	14	7										
NoveList Plus K-8	19	6	18	5										
NuWav Legal Documents	10	5	5	4										
Points of View Reference Ctr	9	11	3	0										
ReferenceUSA	0	0	0	0										
Science Ctr Reference	0	3	7	0										
Weiss Financial Ratings	7	4	4	5										
<b>Successful Retrieval</b>	<b>545</b>	<b>597</b>	<b>638</b>	<b>636</b>										
<b>YR/YR Retrieval</b>			<b>-3%</b>	<b>+17%</b>										
<b>Use of Electronic Material</b>	<b>262</b>	<b>154</b>	<b>160</b>	<b>162</b>										

### Youth Services Report

Prepared by Sophia Brown, Youth Services Department Head

**Overall in January, 28 youth programs were offered and 202 patrons attended.**

**Overall in February, 47 programs were offered and 264 patrons attended.**

Day	Date	Time	Youth Sevices Programs	# Patrons
Saturday	2/1/2025	12:00	Take Your Child to the Library Day (story)	6
Saturday	2/1/2025		Library Theme Scavenger Hunt	8
Saturday	2/1/2025		Book Theme Craft	7
Monday	2/3/2025	4:00	Mindful Monday	0
Tuesday	2/4/2025	3:15	Tutoring	1
Tuesday	2/4/2025	3:30	Drop in Craft- Hibernating Bear	5
Tuesday	2/4/2025	5:30	Harmoni Art	0
Wednesday	2/5/2025	6:00	Motown Dance Party	30
Thursday	2/6/2025	10:00	Family Storytime	2
Thursday	2/6/2025	3:00	Tutoring	1
Thursday	2/6/2025	5:00	Essence of Harlem	1
Friday	2/7/2025	3:00	Game Day Friday	0
Saturday	2/8/2025	12:00	Tea Rex Tea Party	3
Monday	2/10/2025	4:30	Reading & Comprehension Club	0
Tuesday	2/11/2025	11:00	Parent Power Hour	0
Tuesday	2/11/2025	3:15	Tutoring	1
Tuesday	2/11/2025	3:30	Craft- Heart Flower	7
Wednesday	2/12/2025	4:30	Read To a Therapy Dog	CBP
Wednesday	2/12/2025	4:30	Teen Cuisine	Cancelled-weather
Thursday	2/13/2025	10:00	Family Storytime	0
Thursday	2/13/2025	3:00	Tutoring	1
Friday	2/14/2025	3:30	Valentine's Day Craft	10
Saturday	2/15/2025	11:00	Sensory Storytime	0
Tuesday	2/18/2025	3:15	Tutoring	1
Wednesday	2/19/2025	4:00	Comics Plus Wednesday	1
Wednesday	2/19/2025	4:00	Libby Loves Science	5
Thursday	2/20/2025	10:00	Family Storytime	2
Thursday	2/20/2025	3:00	Tutoring	CBP
Thursday	2/20/2025	3:30	Central Credit Union of IL	10
Saturday	2/22/2025	1:00	Soul Food Saturday	42
Monday	2/24/2025	3:30	Teen Table Talk	0
Monday	2/24/2025	4:00	Monday Movie	3
Tuesday	2/25/2025	10:00	Leaders are Readers	0
Tuesday	2/25/2025	3:15	Tutoring	2
Tuesday	2/25/2025	3:30	Craft- Mae Jemison	6
Wednesday	2/26/2025	4:00	Giant Twister	4

Thursday	2/27/2025	10:00	Family Storytime	3
Thursday	2/27/2025	3:00	Tutoring	4
February	2/1-2/28		Teen- Black History Trivia	3
February	2/1-2/28		Teen- Black History Word Search	6
February	2/1-2/28		Teen- Black History Month Work Book	2
February	2/1-2/28		Teen- Black History Coloring Sheets	8
February	2/1-2/28		Teen- 3D Valentine's Bear Card	4
February	2/1-2/28		Teen- I SPY Valentine Sheets	5
February	2/1-2/28		Youth- Scavenger Hunt	34
February	2/1-2/28		Black History Month Book Surprise	1
February	2/1-2/28		Youth- Coloring	15
2/14/2025			School Field Trip	20
<b>TOTAL</b>				<b>264</b>

\*CBP = Program was cancelled by the provider/partner.

### Reference Questions

Month	In-Person	Phone
January 2025	11	1
February 2025	8	6

### Volunteer Activities for February 2025

Prepared by Delores Sanders

In February, we welcomed one returning volunteer and one new volunteer.

Lorenzo S. completed 7.50 community service hours working in the Teen Department for 3 weeks. He is also responsible for placing damage or issue slips in books.

Maylin H. completed 9 community service hours working in Adult and Bibliographic Services for 3 weeks. She is working on the DVD project with Rosemary.

### Outreach for February 2025

Prepared by Rebecca Booker

### Social Worker Support Services

Interactions	# of People Served
Passive Interactions	46
Active Interactions	19
<b>TOTAL</b>	<b>65</b>

**Riales Little Free Pantry Distribution: 65 donations**

**Riales Little Free Pantry Received: 65 donations**

# Social Media Report

## January 2025

	Followers as of 1/31/2025	New	Posts (Input)	Reach (Output)	Engagements
Facebook	1033	10	11	11.3K	136
Instagram	387	7	11	197	50

### Top Posts

<u>Facebook</u>	Reach	Likes/Reactions	Comments	Shares	Views	Interactions
1. Shelfie Day	10.8k	5	1	5	17.6k	13
2. Upcoming Programs (calendar)	149	2	0	1	380	3
<u>Total</u>						
<u>Instagram</u>						
1.Shelfie Day	63	12	0	0	87	12
2. Muhammed Ali Birthday	58	4	0	0	96	4

# Social Media Report

## February 2025

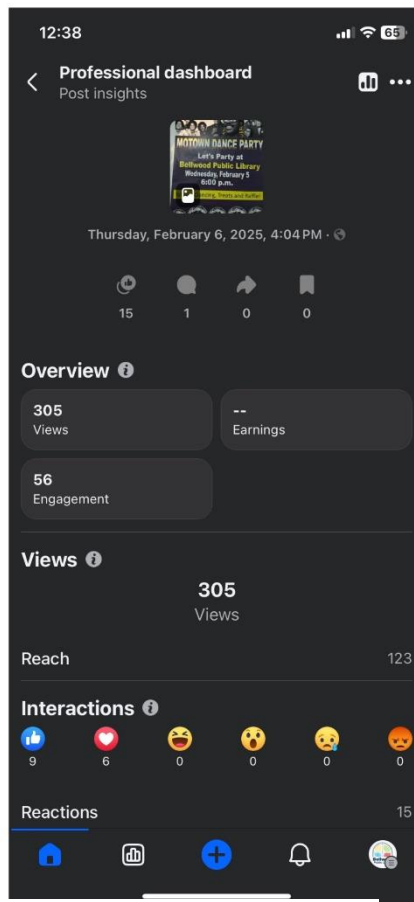
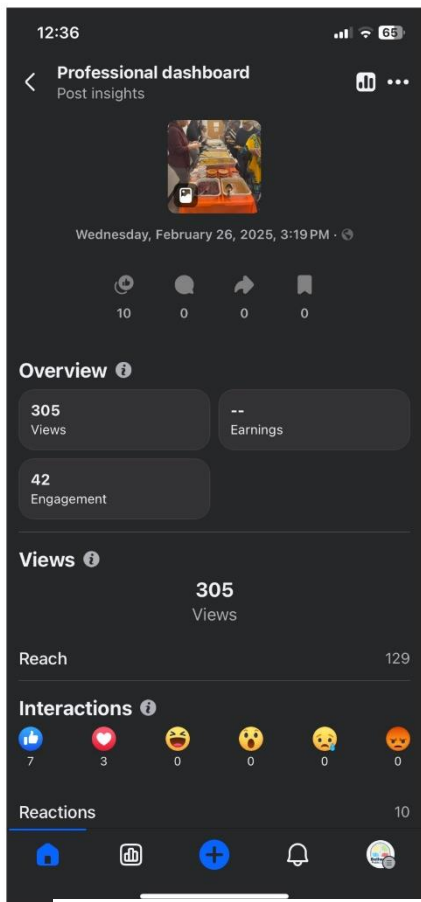
	Followers as of 2/28/25	New	Posts (Input)	Reach (Output)	Engagements
Facebook	1,038	5	28	1.5k	109
Instagram	386	7	28	307	153

### Top Posts

<u>Facebook</u>	Reach	Likes/Reactions	Comments	Shares	Views	Interactions
1.Soul Food Saturday (Photo)	129	10	0	5	305	10
2.Motown Dance Party Photo)	123	15	1	0	305	16
<u>Instagram</u>						
1.Upcoming Programs (Photo)	93	2	0	2	133	4
2.Harmoni Art (Photo)	88	5	0	1	108	4



# Top Facebook Posts



# Top Instagram Posts

