

Director’s Report for February 2025 Board Meeting

# January 2025

**Administration**

Prepared by Heather-Marie Montilla, Library Director

**Patron Visits:** In January, the library had **3,093 visitors**.

**Adult & Bibliographic Services Report**

Prepared by Kara Spizzirri, ABS Department Head

**Reference Questions**

	<b>In Person</b>	<b>Email/Chat</b>	<b>Total</b>	<b>Phone</b>	<b>TOTAL</b>
Jan-24	122	1 email/6 chat	7	77	206
Feb-24	134	5 email/2 chat	7	52	193
Mar-24	158	1 email/8 chat	9	61	228
Apr-24	115	2 email 15 chat	17	67	199
May-24	129	3 email/7 chat	10	59	198
Jun-24	124	5 email/9 chat	14	53	191
Jul-24	154	2 email/6 chat	8	78	240
Aug-24	146	1 email/5 chat	6	79	231
Sep-24	129	2 email/3 chat	5	67	201
Oct-24	132	3 email/7 chat	10	73	215
Nov-24	92	1 email/3 chat	4	50	146
Dec-24	99	3 email/6 chat	9	54	162
<b>Jan-25</b>	<b>156</b>	<b>2 email/6 chat</b>	<b>8</b>	<b>79</b>	<b>243</b>
<b>Total 13 months:</b>	<b>1690</b>		<b>114</b>	<b>849</b>	<b>2653</b>

	<b>In Person</b>	<b>Email/Chat</b>	<b>Total</b>	<b>Phone</b>	<b>TOTAL</b>
<b>Jan 24</b>					
<b>v.</b>					
<b>Jan 25</b>	<b>34+</b>		<b>1+</b>	<b>2+</b>	<b>37+</b>
<b>%</b>					
<b>Increase</b>	<b>28%</b>		<b>14%</b>	<b>3%</b>	<b>18%</b>

## Adult Services Programming

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

Day	Date	Time	Adult Services Programs	# Patrons
Thursday	1/2/2025	2:00	Yoga	11
Saturday	1/4/2025	10:00	Zumba	18
Tuesday	1/7/2025	6:30	Book Club	5
Wednesday	1/8/2025	11:00	Chair Yoga	14
Wednesday	1/8/2025	2:00	Computer Basics	5
Wednesday	1/8/2025	6:30	Crochet Basics	4
Thursday	1/9/2025	2:00	Yoga	13
Thursday	1/9/2025	6:00	Genealogy Discovery	6
Thursday	1/9/2025	6:30	Canva	1
Saturday	1/11/2025	10:00	Zumba	16
Monday	1/13/2025	1:00	American Job Center	2
Wednesday	1/15/2025	11:00	Chair Yoga	14
Wednesday	1/15/2025	2:00	Computer Basics	5
Thursday	1/16/2025	2:00	Yoga	12
Friday	1/17/2025	3:00	Ebooks & More	1
Saturday	1/18/2025	10:00	Zumba	15
Wednesday	1/22/2025	11:00	Chair Yoga	12
Wednesday	1/22/2025	2:00	Computer Basics	3
Wednesday	1/22/2025	6:30	3 Ways Money Grows	3
Thursday	1/23/2025	2:00	Yoga	12
Saturday	1/25/2025	10:00	Zumba	16
Monday	1/27/2025	6:30	Excel Basics	5
Wednesday	1/29/2025	11:00	Chair Yoga	13
Wednesday	1/29/2025	2:00	Computer Basics	6
Thursday	1/30/2025	2:00	Yoga	11
			<b>Total Attendance</b>	<b>223</b>

**Technology Usage**

**Website: 1,142** users visited the website **1,961** times

**Computers: 576** patrons

**Printing**

Black & White	3,250
Color	317
Wireless Printing	834
<b>Total</b>	<b>4,401</b>

**Download and Streaming Services**

<b>Platform</b>	<b># Patrons</b>	<b># New Patrons</b>	<b>Checkouts</b>
Libby	65	11	220
Hoopla	86	10	418
ComicsPlus	1		1
Kanopy	7		79
<b>Total</b>	<b>159</b>	<b>21</b>	<b>718</b>

## CIRCULATION STATISTICS



	24 TOTAL	JAN '24	JAN '25	
<b>Materials Loaned by Collection</b>				
Adult Materials	5638	512	399	22% decrease
Juvenile Materials	3835	297	338	14% increase
Teen Materials	501	29	45	55% increase
<b>Total Materials Loaned</b>	<b>9974</b>	<b>838</b>	<b>782</b>	<b>7% decrease</b>
<b>Physical Circulation by Format</b>				
Books	6878	580	609	5% increase
Videos/DVD's	2055	162	131	20% decrease
Audios (including music)	84	4	9	125% increase
Equipment - Hotspots	210	21	0	NA
Magazine/Periodicals	126	14	9	36% decrease
In house Use	155	14	0	NA
Other Formats - Physical	263	23	24	4% increase
<b>Total Physical Circulation</b>	<b>9771</b>	<b>818</b>	<b>782</b>	<b>4% decrease</b>
<b>Electronic Circulation</b>				
Online Circulation (Hoopla, Libby)	7663	659	638	3% decrease
<b>Total Electronic Circulation</b>	<b>7663</b>	<b>659</b>	<b>638</b>	<b>3% decrease</b>
<b>Interlibrary Loans</b>				
Interlibrary Loans Sent	3250	249	320	29% increase
Interlibrary Loans Received	1872	172	152	12% decrease
<b>Total Interlibrary Loans</b>	<b>5122</b>	<b>421</b>	<b>472</b>	<b>12% increase</b>
<b>Reciprocal Borrowing</b>				
Materials Loaned	188	23	25	9% increase
<b>Total Reciprocal Borrowing</b>	<b>188</b>	<b>23</b>	<b>25</b>	<b>9% increase</b>
<b>Patrons</b>				
Existing Patrons (Not Expired)	5086		5086	
Patrons Added	562	44	33	25% decrease
Patrons Deleted	0	0	0	
<b>Total Patrons</b>	<b>562</b>	<b>44</b>	<b>5068</b>	
<b>Door Count (East &amp; South)</b>	<b>25,440</b>	<b>2,404</b>	<b>3,093</b>	<b>29% increase</b>

## Database Usage

	'24 J	'24 AVG	'25 J	F	M	A	M	J	J	A	S	O	N	D
Academic Search Premier	15	8	10											
Business Source Premiere	11	7	9											
Consumer Health Complete	0	0	0											
Consumer Reports	0	1	3											
Core Collection	0	1	0											
Flipster	11	1	14											
Gale Courses	27	38	21											
HeritageQuest	0	13	26											
History Reference Ctr	4	5	3											
Hobbies & Crafts Ref Ctr	0	3	3											
Legal Reference Ctr	2	2	7											
Literary Reference Ctr	28	10	9											
Masterfile Complete	27	12	4											
MEDLINE	0	0	0											
Newsbank	0	0												
NoveList Plus	35	10	14											
NoveList Plus K-8	11	6	18											
NuWav Legal Documents	7	5	5											
Points of View Reference Ctr	9	11	3											
ReferenceUSA	0	0	0											
Science Ctr Reference	0	3	7											
Weiss Financial Ratings	4	4	4											
<b>Successful Retrieval</b>	<b>659</b>	<b>597</b>	<b>638</b>											
<b>YR/YR 3% decrease</b>														
<b>Use of Electronic Material</b>	<b>191</b>	<b>154</b>	<b>160</b>											

### Youth Services Report

Prepared by Sophia Brown, Youth Services Department Head

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

Day	Date	Time	Youth Services Programs	# Patrons
Tuesday	1/7/2025	3:30	Drop in Craft- Snowflake	19
Tuesday	1/7/2025	5:30	Harmoni Art	1
Wednesday	1/8/2025	4:30	Ready to a Therapy Dog	*CBP
Thursday	1/9/2025	10:00	Family Storytime	2
Friday	1/10/2025	3:00	Game Day Friday	0
Monday	1/13/2025	4:00	Mindful Monday	0
Tuesday	1/14/2025	3:30	Drop in Craft- Hot Cocoa Cup	10
Wednesday	1/15/2025	4:00	Libby Loves Science	0
Wednesday	1/15/2025	4:30	Teen Cuisine	4
Thursday	1/16/2025	10:00	Family Storytime	6
Thursday	1/16/2025	4:00	Craft like Crazy	4
Saturday	1/18/2025	11:00	Sensory Storytime	0
Tuesday	1/21/2025	3:15	Tutoring	1
Wednesday	1/22/2025	4:00	Comics Plus Wednesday	1
Thursday	1/23/2025	10:00	Family Storytime	8
Monday	1/27/2025	4:00	Treat Yo'self	0
Monday	1/27/2025	4:00	MLK Monday Movie Marathon	0
Tuesday	1/28/2025	3:15	Tutoring	6
Tuesday	1/28/2025	3:30	Drop-in Craft- Bear	18
Wednesday	1/29/2025	4:00	Lunar New Year Celebration	7
Thursday	1/30/2025	10:00	Family Storytime	3
Thursday	1/30/2025	3:00	Tutoring	3
	1/7/2025		Storytime with Little Achievers	8
January	1/1-1/31	N/A	Youth Scavenger Hunt	45
January	1/1-1/31	N/A	Coloring	15
January	1/1-1/31	N/A	Teen Conversation Board	31
January	1/1-1/31	N/A	Teen MLK Sheets	8
January	1/1-1/31	N/A	Teen Special Prize Activity Sheets	2
			<b>TOTAL YOUTH PRGMS</b>	<b>202</b>

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

**YR OVER YR YOUTH PROGRAMMING: Likely difference in tracking**

YR	Number	Total Attendees
Jan '24	15	27
Jan '25	28	207

**Reference Questions**

Month	In-Person	Phone
January 2025	11	1

**Volunteer Activities for January 2025**

Prepared by Delores Sanders

In January, we welcomed one returning volunteer.

Lorenzo Semien completed 9 community service hours working in the Teen Department for four weeks. He is also responsible for placing damage or issue slips in books.

**Outreach for January 2025**

Prepared by Rebecca Booker

**Social Worker Support Services**

Interactions	# of People Served
Passive Interactions	39
Active Interactions	22
<b>TOTAL</b>	<b>61</b>

**Riales Little Free Pantry Distribution: 216 donations**

**Riales Little Free Pantry Received: 126 donations**

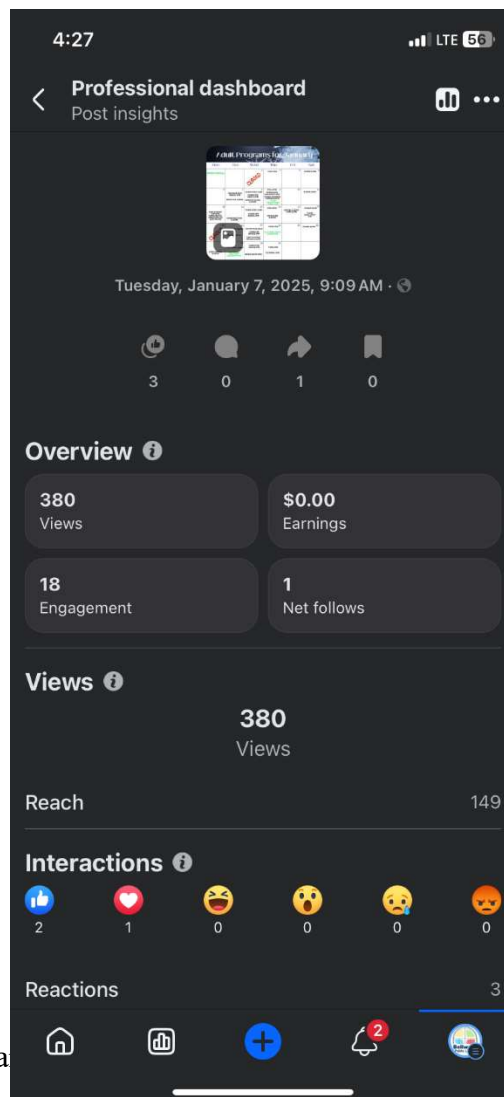
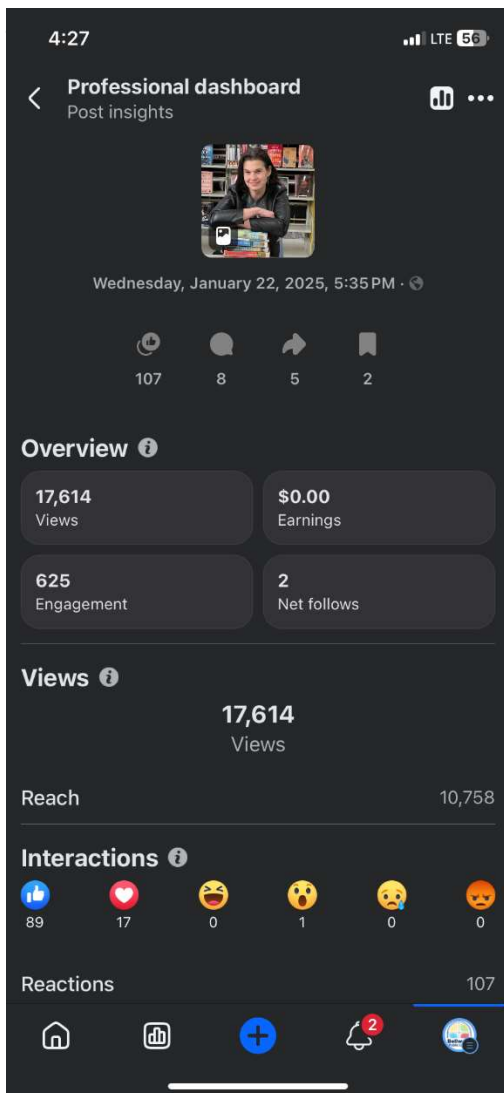
# Social Media Report

## 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

Facebook	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
<b>Total</b>						
Instagram						
1. Shelfie Day	63	12	0	0	87	12
2. Muhammed Ali Birthday	58	4	0	0	96	4



Top Facebook Posts



## Top Instagram Posts

