## REDDICK LIBRARY DIRECTOR’S REPORT

**January 2020**

### Attendance:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>count unavailable</strong></td>
<td></td>
<td>7,782</td>
<td></td>
</tr>
</tbody>
</table>

### New Library Cards:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 (+8 linked patrons)</td>
<td></td>
<td>78 (+7 linked patrons)</td>
<td>-2%</td>
</tr>
</tbody>
</table>

### Circulation:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>13,046</td>
<td></td>
<td>12,242</td>
<td>+7%</td>
</tr>
<tr>
<td>Self-Check</td>
<td>361 (1,214 items)</td>
<td>324 (994 items)</td>
<td>+11%</td>
</tr>
<tr>
<td>WiFi Hotspot</td>
<td>61</td>
<td>44</td>
<td>+37%</td>
</tr>
<tr>
<td><strong>TOTAL CIRCULATION</strong></td>
<td>14,041</td>
<td>13,239</td>
<td>+6%</td>
</tr>
</tbody>
</table>

### Interlibrary Loan:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lent</td>
<td>1,046</td>
<td>914</td>
<td>+14%</td>
</tr>
<tr>
<td>Borrowed</td>
<td>2,077</td>
<td>1,821</td>
<td>+14%</td>
</tr>
<tr>
<td>Out-of-System Loaned</td>
<td>9 (2 OS)</td>
<td>6 (2 OS)</td>
<td>+50%</td>
</tr>
<tr>
<td>Out-of-system Borrowed</td>
<td>53 (4 OS)</td>
<td>31 (0 OS)</td>
<td>+71%</td>
</tr>
</tbody>
</table>

### Items Added:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>225</td>
<td>307</td>
<td>-27%</td>
</tr>
</tbody>
</table>

### Reference Transactions:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child</td>
<td>342</td>
<td>136</td>
<td>+152%</td>
</tr>
<tr>
<td>Adult &amp; YA</td>
<td>538</td>
<td>619</td>
<td>-13%</td>
</tr>
</tbody>
</table>

### Technology Transactions:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child</td>
<td>16</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Adult &amp; YA</td>
<td>302</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

### Book-a-Librarian Sessions:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>6</td>
<td>6</td>
<td>---</td>
</tr>
</tbody>
</table>

### Notary Services:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>5</td>
<td>2</td>
<td>+150%</td>
</tr>
</tbody>
</table>

### Computer Use:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,513+112 guests=1,625</td>
<td></td>
<td>1,434+73 guests=1,507</td>
<td>+9%</td>
</tr>
</tbody>
</table>

### Wi-fi Users:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>649</td>
<td></td>
<td>359</td>
<td>+81%</td>
</tr>
</tbody>
</table>

### Phone Conference Room Use:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td></td>
<td>38</td>
<td>+50%</td>
</tr>
</tbody>
</table>

### Study Room Sessions:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>263</td>
<td></td>
<td>164</td>
<td>+60%</td>
</tr>
</tbody>
</table>

### Local History Room Sessions:

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td></td>
<td>48</td>
<td>-6%</td>
</tr>
</tbody>
</table>

### Meeting Room Use (External):

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td>4</td>
<td>+25%</td>
</tr>
</tbody>
</table>

### Adult Events:

- **Mystery Monday Book Group** discussed *The Wife Between* (Hendricks & Pekkanen).
- **WCMY Morning Meeting Book Group** discussed *I’ll Be Gone in the Dark* (McNamara).
- **Wednesday Evening Book Group** discussed *The Handmaid’s Tale* (Atwood).
- **Chair Yoga** was offered 5 times in January; 13-15 patrons attended each session!
- **Crafter Hours: Valentine Card Making** drew 13 crafters.
- **Friday Matinee** (*The Farewell*) was enjoyed by an audience of 9.
- **The Loop Group** was scheduled 4 times during the month of January.
- **Attracting Birds in the Wintertime** presented by Natalie Martin ([U of I Extension]) drew 8.
- **Instant Pot Class**: Soups presented by Kate Reynolds drew 29 enthusiastic participants.
- **Mindful Moments Series: Mindful Eating** presented by Susan Glassman ([U of I Extension]) had 8 in attendance.

### Youth & Teen Events:

- **Annette** led *Dragons, Dragons & More Dragons* w/ 15 children & 12 adults; *Hugs Can Help* w/ 13 children & 11 adults; *Penguins & Polar Bears Love Snow* w/ 15 children & 14 adults; *Police & Fire Helpers* w/ 6 children & 5 adults; *Preschool Lab* w/ 5 children & 3 adults; and *Super Silly Snowy Story Time* w/ 3 children & 3 adults.
- **Teresa** led *Let’s Get Messy* w/ 8 children & 5 adults; *Dad & Me Day* w/ 6 children & 4 adults; *Magic School Bus* w/ 6 children & 4 adults; *Popcorn Olympics* w/ 2 children & 1 adult; *Build-A-Bot* w/ 5 tweens & 1 adult; *Chalk Art* w/ 2 tweens & 1 adult; *Coding Club* w/ 3 tweens & 2 adults; *Make A Blanket for Pet Project* w/ 4 tweens & 2 adults; and *Tween Scene* w/ 4 tweens & 2 adults in attendance.
**Kimberly** led *All Ages Movie Matinee* w/ 14 children & 4 adults; *Anime/Manga* w/ 2 teens; and *Teen Movie Night* w/ 1 teen. She also offered 1 session of *Color Me Crazy* for teens.

9 passive crafts & activities in the Children’s Department had a total of 648 participants.

3 passive crafts & activities in the Teen Room had a total of 80 participants.

**Outreach:**

**Annette** brought literacy activities to 154 children & 29 adults at a total of 5 early childhood agencies: *Head Start* (4 classes), *Marquette Academy Preschool* (3 classes), *Roots & Wings Montessori*, *Starved Rock Regional Center*, and *Step by Step* (3 classes).

**Lisa** fulfilled the book group needs for *Epworth Village* (12) and *Pleasant View* (7).

**Media/Community:**

**Annette** discussed youth services and events on WCMY’s *Morning Mix*.

**Laura** provided bi-weekly library updates on WCMY’s *Morning Meeting*. Laura also accepted an invitation to represent Reddick Library on the Ottawa Historical & Scouting Heritage Museum Board.

**Lisa** represented the library at the monthly Ottawa Downtown Merchants meeting.

Reddick Library partnered with *Mississippi Valley Regional Blood Center* to host its 2nd blood drive.

**Continuing Ed:**

**Allison, Annette, Elaine, Diane, Kellie, Kimberly, Laura, Laurie, Lisa, Molly, Pam, Ricí, and Teresa** completed an in-house training activity, *Reddick Library Website Navigation Worksheet*, which was developed by **Stefanie**.

**Annette, Elaine, Laura, Laurie, Lisa, Ricí, and Stefanie** attended a *Management* meeting led by **Molly**.

**Lisa** and **Molly** met for a session of website training.

**Molly** attended a meeting of HR Source’s *HR Roundtable*.

**Rici** coordinated *Circulation* training for new staff members **Allison, Greg, Rachel, and Shane**. She represented the library at meetings of PrairieCat’s *Resource Sharing Committee* and *PUG Day Planning Team*. **Rici** and **Molly** also attended the quarterly meeting of PrairieCat Delegates Assembly.

**Stefanie** attended a PrairieCat *User Experience Committee* meeting, viewed Responding Online to the 2020 Census: What Libraries Need to Know (RAILS webinar), and completed the following online courses: *Learning SharePoint 2016* (Lynda.com), *Microsoft Office 365: Administration* (Lynda.com), *SharePoint 101* (TechSoup), and *Outlook 101: Improve Efficiency* (TechSoup).

**Building:**

*B&G Electric* replaced interior bulbs and ballasts in the Teen Room and south restroom hallway.

*John’s Service & Sales* installed a new inducer/exhaust motor and new heat circuit board (RTU-3), and also replaced a bad relay (RTU-1).

2 display shelving units in the Youth Services Department were repaired.

**Personnel:**

1 part-time *Circulation Assistant* was hired, effective 1/06/2020.

1 part-time *Circulation Assistant* was hired, effective 1/27/2020.

2 part-time *Circulation Assistants* were hired, effective 1/30/2020.

**Donations:**

N/A

**Investments:**

N/A

**Grants:**

N/A