

Director's Report for April 2025 Board Meeting

March 2025

Administration

Prepared by Heather-Marie Montilla, Library Director and Kara Spizzirri

Patron Visits: In March, the library had **3,179** visitors.

Adult & Bibliographic Services Report

Prepared by Kara Spizzirri, ABS Department Head

Reference Questions

	In Person	Email/Chat	Total	Phone	TOTAL
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
25-Feb	120	3 emails/ 6 chats	9	82	211
25-Mar	131	2 email/11 chat	13	48	192
Total 14 months:	1819		129	902	2850

	In Person	Email/Chat	Total	Phone	TOTAL
Feb 24 v. Feb 25	-3		6+	4-	1-

Adult Services Programming: Overall in March, 27 adult programs were offered and 237 patrons attended.

Day	Date	Time	Adult Services Programs	# Patrons
Saturday	3/1/2025	10:00	Zumba	15
Tuesday	3/4/2025	6:30	Book Club	3
Wednesday	3/5/2025	11:00	Chair Yoga	17
Wednesday	3/5/2025	2:00	Computer Basics	5
Thursday	3/6/2025	2:00	Yoga	17
Thursday	3/6/2025	6:00	Genealogy Discovery	6
Thursday	3/6/2025	6:30	Crochet Class	2
Monday	3/10/2025	6:30	Indoor Seeds	3
Wednesday	3/12/2025	11:00	Chair Yoga	17
Wednesday	3/12/2025	2:00	Computer Basics	4
Wednesday	3/12/2025	7:00	TV Trivia	3
Thursday	3/13/2025	2:00	Yoga	16
Thursday	3/13/2025	6:30	Canva	3
Saturday	3/15/2025	10:00	Zumba	15
Saturday	3/15/2025	2:00	Coasters	3
Tuesday	3/18/2025	5:30	Bingo	4
Wednesday	3/19/2025	11:00	Chair Yoga	12
Wednesday	3/19/2025	2:00	Computer Basics	3
Wednesday	3/19/2025	6:30	Flex Your Financial Muscles	3
Thursday	3/20/2025	2:00	Yoga	14
Saturday	3/22/2025	10:00	Zumba	16
Monday	3/24/2025	6:30	Excel Pivot Tables	2
Wednesday	3/26/2025	11:00	Chair Yoga	18
Wednesday	3/26/2025	2:00	Computer Basics	6
Wednesday	3/26/2025	7:00	Karaoke	7
Saturday	3/29/2025	10:00	Zumba	20
Monday	3/31/2025	2:00	Nutrition for Prediabetics	3
			TOTAL	237

SUMMARY of ADULT PROGRAMS

Month	Adult Programs	Participants
January	25	223
February	26	257
March	27	237
TOTAL	78	717

Notaries: 25

Technology Usage

Website:

Month	Users	Page Visits
January	1,142	1,961
February	1,447	2,179
March	1,884	3,205
Total	4,473	7,345

Computers: 890

Printing	January	February	March
Black & White	3,250	3,023	4,321
Color	317	174	350
Wireless Printing	834	375	1,481
Total	4,401	3,372	6,152

Download and Streaming Services

Platform	# Patrons	# New Patrons	Checkouts
Libby	58	4	346
Hoopla	79	3	451
ComicsPlus	1		17
Kanopy	2		24
Total	140	7	838

2025 Month	Digital Checkout
January	718
February	697
March	838
TOTAL	2,253

Overall, it is a 20% increase (838 checkouts vs 697 checkouts) from last month.

CIRCULATION STATISTICS



	24 TOTAL	JAN '25	FEB '24	FEB '25	Mar '24	Mar '25	Mar '24 Yr vs Mar '25 Yr
Materials Loaned by Collection							
Adult Materials	5638	399	423	363	460	453	
Juvenile Materials	3835	338	225	349	334	358	
Teen Materials	501	45	60	28	59	69	
Total Materials Loaned	9974	782	708	740	853	880	3% increase
Physical Circulation by Format							
Books	6878	609	479	612	604	694	
Videos/DVD's	2055	131	75	107	170	126	
Audios (including music)	84	9	7	8	2	3	
Equipment - Hotspots	210	0	21	0	24	0	
Magazine/Periodicals	126	9	13	3	17	10	
In house Use	155	0	17	13	2	26	
Other Formats - Physical	263	24	11	10	36	47	
Total Physical Circulation	9771	782	621	753	855	906	6% increase
Electronic Circulation							
Online Circulation (Hoopla, MOD)	7663	638	545	636	644	797	
Total Electronic Circulation	7663	638	545	636	644	797	24% increase
Interlibrary Loans							
Interlibrary Loans Sent	3250	320	263	232	317	258	
Interlibrary Loans Received	1872	152	148	137	160	224	
Total Interlibrary Loans	5122	472	411	369	477	482	1% increase
Reciprocal Borrowing							
Materials Loaned	188	25	15	18	1	13	
Total Reciprocal Borrowing	188	25	15	18	1	13	
Patrons							
Existing Patrons (Not Expired)	5086	5086		5049		5075	
Patrons Added	562	33	59	26	36	72	
Patrons Deleted	0	0	0	0	0	0	
Total Patrons	562	5068	59	5075	36	5147	
Door Count (East & South)	25,440	3093	2136	3248	2314	3179	

Database Usage

	'24 AVG	'25 J	'25 F	'25 M	A	M	J	J	A	S	O	N	D
Academic Search Premier	8	10	44	7									
Business Source Premiere	7	9	12	2									
Consumer Health Complete	0	0	0	3									
Consumer Reports	1	3	0	0									
Core Collection	1	0	0	0									
Flipster	1	14	0	3									
Gale Courses	38	21	3	4									
HeritageQuest	13	26	3	38									
History Reference Ctr	5	3	0	2									
Hobbies & Crafts Ref Ctr	3	3	0	2									
Legal Reference Ctr	2	7	5	3									
Literary Reference Ctr	10	9	0	3									
Masterfile Complete	12	4	11	9									
MEDLINE	0	0	0	0									
Newsbank	0	0	2	0									
NoveList Plus	10	14	7	11									
NoveList Plus K-8	6	18	5	0									
NuWav Legal Documents	5	5	4	3									
Points of View Reference Ctr	11	3	0	28									
ReferenceUSA	0	0	0	0									
Science Ctr Reference	3	7	0	2									
Weiss Financial Ratings	4	4	5	14									
Successful Retrieval	597	638	636	814									
YR/YR Retrieval				+28%									
Use of Electronic Material	154	160	162	158									

Youth Services Report

Prepared by Sophia Brown, Youth Services Department Head

Overall in March, 43 programs were offered and 350 patrons attended

Day	Date	Time	Youth Sevices Programs	# Patrons
Monday	3/3/2025	4:00	Mindful Monday	0
Tuesday	3/4/2025	11:00	Parent Power Hour	2
Tuesday	3/4/2025	3:15	Tutoring	0
Tuesday	3/4/2025	5:30	Harmoni Art	0
Thursday	3/6/2025	8:45	PMSA Volunteer Day	22
Thursday	3/6/2025	10:00	Family Storytime	4
Thursday	3/6/2025	3:00	Tutoring	0
Friday	3/7/2025	3:00	Game Day Friday	0
Monday	3/10/2025	4:30	Reading & Comprehension Club	0
Tuesday	3/11/2025	3:15	Tutoring	CBP
Wednesday	3/12/2025	4:30	Teen Cuisine	5
Wednesday	3/12/2025	4:30	Read To a Therapy Dog	CBP
Thursday	3/13/2025	10:00	Family Storytime	15
Thursday	3/13/2025	3:00	Tutoring	0
Thursday	3/13/2025	4:00	Craft like Crazy	0
Friday	3/14/2025	4:00	National Pi Day	3
Saturday	3/15/2025	11:00	Sensory Storytime	0
Monday	3/17/2025	3:30	Catch a Leprechaun Day	19
Tuesday	3/18/2025	3:15	Tutoring	CBP
Wednesday	3/19/2025	4:00	Libby Loves Science	5
Wednesday	3/19/2025	4:00	Comics Plus Wednesday	0
Thursday	3/20/2025	10:00	Family Storytime	11
Thursday	3/20/2025	3:00	Tutoring	CBP
Thursday	3/20/2025	4:30	The 4 P's of Building your Brand	11
Monday	3/24/2025	4:00	Monday Movie	0
Tuesday	3/25/2025	3:15	Tutoring	3
Wednesday	3/26/2025	4:00	Jenga All the Way	3
Thursday	3/27/2025	10:00	Family Storytime	2
Thursday	3/27/2025	3:00	Tutoring	0
Saturday	3/29/2025	12:00	Super Hero Party	20
March	3/1-3/31		Dr. Seuss Scavenger Hunt	100
March	3/1-3/10		Drop-in Craft- Mae Jemison	8
March	3/1-3/31		Coloring	35
March	3/11-3/10		Drop-in Craft- Shamrock Flowers	26

March	3/20-3/24		Drop-in Craft- Puppets	8
March	3/24-3/31		Drop-in Craft- Caterpillar	42
March	3/1-3/31		Women's History Word Search	8
March	3/1-3/31		St. Patrick's Day Life Skills Worksheet	5
March	3/1-3/31		Budget & Shopping Worksheet	3
March	3/1-3/31		Money & Spending Worksheet	5
March	3/1-3/31		Kitchen, Cooking & Food Worksheet	1
March	3/1-3/31		Conversation Board	31
March	3/11/2025		Lincoln Elementary Field Trip	19
			TOTAL	330

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

Summary of Youth Programs

Month	Youth Programs	Participants
January	28	202
February	47	264
March	43	352
TOTAL	118	818

Reference Questions

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

Volunteer Activities for March 2025

Prepared by Delores Sanders

In March, we welcomed one returning volunteer.

Lorenzo completed 1.50 community service hours working in the Teen Department for 1 week. He is also responsible for placing damage or issue slips in books.

Outreach for March 2025

Prepared by Rebecca Booker

Social Worker Support Services

Interactions	# of People Served
Passive Interactions	73
Active Interactions	14
TOTAL	87

Riales Little Free Pantry Distribution: 95 donations

Riales Little Free Pantry Received: 75 donations

Social Media Report March 2025



	Followers as of 3/31/25	New	Posts (Input)	Reach (Output)	Engagements
Facebook	1,049	11	15	1.7k	27
Instagram	391	4	17	169	36

Top Posts

Facebook	Reach	Likes/Reactions	Comments	Shares	Views	Interactions
1.Upcoming Programs 3/31 (Photo)	377	2	0	0	39	2
2.Upcoming Programs 3/1(Photo)	115	1	0	1	228	2
Instagram						
1.Annual Scholarship Banquet (Photo)	43	3	1	1	57	5
2.Library Instaff Closing (Photo)	31	1	0	0	48	1

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

Facebook	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
Instagram						
1.Upcoming Programs (Photo)	93	2	0	2	133	4
2.Harmoni Art (Photo)	88	5	0	1	108	4