

**Director's Report for September 2025 Board Meeting  
June, July, & August 2025**

**Administration**

Prepared by Heather-Marie Montilla, Library Director

**Patron Visits:** Since June, July & August, the library has had approximately **13,545 visitors**.

**Adult & Bibliographic Services Report**

Prepared by Kara Spizzirri, ABS Department Head

**Reference Questions**

<b>Date</b>	<b>In Person</b>	<b>Email/Chat</b>	<b>Total</b>	<b>Phone</b>	<b>TOTAL</b>
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
25-Apr	171	4 email/7 chat	11	92	274
25-May	102	3 email/8 chat	11	76	189
25-June	125	2 email/13 chat	15	66	206
25-July	180	3 email/6 chat	9	79	268
25-Aug	145	2 email/6 chat	8	84	237
<b>Total 17 months:</b>	<b>2250</b>		<b>167</b>	<b>1186</b>	<b>3603</b>

**Adult Services Programming: Overall in June, July & August , 77 adult programs were offered and 744 patrons attended.**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Tuesday	6/3/2025	6:30	Book Club	4
Wednesday	6/4/2025	11:00	Chair Yoga	13
Thursday	6/5/2025	2:00	Yoga	15
Thursday	6/5/2025	6:00	Genealogy Discovery	3
Friday	6/6/2025	2:00	Digital Footprint	1
Saturday	6/7/2025	10:00	Zumba	15
Monday	6/9/2025	6:30	Cupcakes & Canvas	3
Wednesday	6/11/2025	11:00	Chair Yoga	12
Wednesday	6/11/2025	7:00	Open Mic	7
Thursday	6/12/2025	6:30	AI Presentation	6
Saturday	6/14/2025	10:00	Zumba	11
Monday	6/16/2025	6:30	Excel Lookups	2
Tuesday	6/17/2025	5:30	Bingo	6
Wednesday	6/18/2025	11:00	Chair Yoga	14
Wednesday	6/18/2025	6:00	Juneteenth Celebration	170
Saturday	6/21/2025	10:00	Zumba	13
Saturday	6/21/2025	12:30	Hula performance	9
Monday	6/23/2025	6:30	Game Night	3
Tuesday	6/24/2025	6:30	Planning for Retirement	3
Wednesday	6/25/2025	11:00	Chair Yoga	15
Wednesday	6/25/2025	7:00	Disco Dance Night	8
Thursday	6/26/2025	6:30	Crochet	1
Saturday	6/28/2025	10:00	Zumba	12
			<b>Total Attendance for June</b>	<b>345</b>

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Wednesday	7/2/2025	11:00	Chair Yoga	13
Thursday	7/3/2025	2:00	Yoga	11
Saturday	7/5/2025	10:00	Zumba	11
Monday	7/7/2025	6:30	Excel Filters	2
Wednesday	7/9/2025	11:00	Chair Yoga	14
Saturday	7/12/2025	10:00	Zumba	11
Saturday	7/12/2025	1:00	Manipulation Station	7
Monday	7/14/2025	1:00	Mediterranean Diet	12
Monday	7/14/2025	6:30	Game Night	3

Bingo	7/15/2025	5:30	Bingo	6
Thursday	7/17/2025	2:00	Yoga	13
Thursday	7/17/2025	6:30	Crochet	3
Saturday	7/19/2025	10:00	Zumba	12
Saturday	7/19/2025	12:00	Echoes of Ida B. Wells	50
Monday	7/21/2025	6:30	Ebooks	1
Wednesday	7/23/2025	11:00	Chair Yoga	15
Thursday	7/24/2025	6:00	Lifting as They Climbed	6
Saturday	7/26/2025	10:00	Zumba	14
Wednesday	7/30/2025	11:00	Chair Yoga	12
			<b>Total for July</b>	<b>216</b>

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Adult Services Programs</b>	<b># Patrons</b>
Friday	8/1/2025	2:00	Online Privacy	3
Saturday	8/2/2025	10:00	Zumba	12
Monday	8/4/2025	6:30	Excel Data Validation	3
Tuesday	8/5/2025	10:00	Donuts with the Director	2
Tuesday	8/5/2025	6:30	Book Club	4
Wednesday	8/6/2025	11:00	Chair Yoga	14
Wednesday	8/6/2025	7:00	Open Mic	7
Thursday	8/7/2025	2:00	Yoga	12
Saturday	8/9/2025	10:00	Zumba	15
Monday	8/11/2025	6:30	Cupcakes & Canvas	2
Wednesday	8/13/2025	11:00	Chair Yoga	11
Wednesday	8/13/2025	6:30	Chef Cherisse	3
Monday	8/18/2025	6:30	Game Night	3
Tuesday	8/19/2025	5:30	Bingo	16
Wednesday	8/20/2025	11:00	Chair Yoga	14
Wednesday	8/20/2025	6:30	Thinking Tech	2
Thursday	8/21/2025	2:00	Yoga	11
Thursday	8/21/2025	5:30	Friends	6
Saturday	8/23/2025	10:00	Zumba	12
Monday	8/25/2025	6:30	Ebooks	1
Tuesday	8/26/2025	6:00	Cooking Class	12
Wednesday	8/27/2025	11:00	Chair Yoga	15
Wednesday	8/27/2025	7:00	Karaoke	7

Thursday	8/28/2025	6:30	Crochet	2
Saturday	8/30/2025	10:00	Zumba	14
			<b>Total Attendance for August</b>	<b>203</b>

#### SUMMARY of ADULT PROGRAMS

Month	Adult Programs	Participants
January	25	223
February	26	257
March	27	237
April	25	224
May	<b>30</b>	<b>266</b>
June	<b>23</b>	<b>345</b>
July	<b>19</b>	<b>216</b>
August	<b>24</b>	<b>203</b>
<b>TOTAL</b>	<b>199</b>	<b>1,961</b>

#### Notaries: (not including Linda)

	June	July	August
<b>Month</b>	<b>5</b>	<b>9</b>	<b>19</b>

#### Technology Usage

##### Website:

Month	Users	Page Visits
January	1,142	1,961
February	1,447	2,179
March	1,884	3,205
April	1,072	2,516
May	1,279	2,771
June	1,289	2,953
July	1,385	3,524
August	1,215	3,258
<b>Total</b>	<b>10,713</b>	<b>22,367</b>

##### Computers:

June	July	August
1,050	1,195	1,231

Printing	January	February	March	April	May	June	July	August
Black & White	3,250	3,023	4,321	4,981	3046	3716	4776	4522
Color	317	174	350	253	224	262	480	344
Wireless Printing	834	375	1,481	1,415	1083	779	1789	1514
<b>Total</b>	<b>4,401</b>	<b>3,372</b>	<b>6,152</b>	<b>6,649</b>	<b>4,353</b>	<b>3978</b>	<b>5256</b>	<b>4866</b>

2025 Month	Digital Checkout
January	718
February	697
March	838
April	969
May	931
June	971
July	868
August	1,071
<b>TOTAL</b>	<b>7,063</b>

	24 TOTAL	JAN '25	FEB '25	Mar '25	Apr '25	May '25	June '25	July '25	Aug '25
<b>Materials Loaned by Collection</b>									
Adult Materials	5638	399	363	453	448	374	461	495	463
Juvenile Materials	3835	338	349	358	341	270	446	374	342
Teen Materials	501	45	28	69	32	17	26	23	23
Total Materials Loaned	9974	<b>782</b>	<b>740</b>	<b>880</b>	<b>821</b>	<b>661</b>	<b>933</b>	<b>892</b>	<b>828</b>
<b>Physical Circulation by Format</b>									
Books	6878	609	612	694	660	496	692	626	652
Videos/DVD's	2055	131	107	126	122	135	167	217	105
Audios (including music)	84	9	8	3	8	5	2	8	15
Equipment - Hotspots	210	0	0	0	0	0	0	4	17
Magazine/Periodicals	126	9	3	10	9	8	10	9	3
In house Use	155	0	13	26	26	13	42	48	36
Other Formats - Physical	263	24	10	47	22	17	62	28	32
Total Physical Circulation	9771	<b>782</b>	<b>753</b>	<b>906</b>	<b>847</b>	674	975	940	860
<b>Interlibrary Loans</b>									
Interlibrary Loans Sent	3250	320	232	258	233	268	250	283	295
Interlibrary Loans Received	1872	152	137	224	192	163	184	176	180
Total Interlibrary Loans	5122	<b>472</b>	<b>369</b>	<b>482</b>	<b>425</b>	431	434	459	475
<b>Reciprocal Borrowing</b>									
Materials Loaned	188	25	18	13	21	<b>18</b>	<b>0</b>	<b>7</b>	<b>9</b>
Total Reciprocal Borrowing	188	<b>25</b>	<b>18</b>	13	<b>21</b>	<b>18</b>	<b>0</b>	<b>7</b>	<b>9</b>
<b>Patrons</b>									
Existing Patrons (Not Expired)	5086	5086	5049	5075	5147	3675	3675	3759	3816

<b>Patrons Added</b>	562	33	26	72	45	45	84	57	73
<b>Patrons Deleted</b>	0	0	0	0	0	2117	0	0	0
<b>Total Patrons</b>	562	<b>5068</b>	<b>5075</b>	<b>5147</b>	<b>5192</b>	3675	3759	3816	3889
<b>Door Count (East &amp; South)</b>	25,440	<b>3093</b>	<b>3248</b>	<b>3179</b>	<b>4550</b>	<b>4212</b>	<b>5170</b>	<b>4125</b>	<b>4250</b>
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## Database Usage

	'24 AVG	'25 J	'25 F	'25 M	'25 A	'25 MY	'25 J	'25 J	'25 A	'25 S	O	N	D
Academic Search Premier	8	10	44	7	18	0	23	4	9				
Business Source Premiere	7	9	12	2	9	0	4	2	12				
Consumer Health Complete	0	0	0	3	1	0	0	0	0				
Consumer Reports	1	3	0	0	5	0	0	0	0				
Core Collection	1	0	0	0	0	0	0	0	0				
Flipster	1	14	0	3	0	0	0	0	0				
Gale Courses	38	21	3	4	29	20	0	0	0				
HeritageQuest	13	26	3	38	29	0	4	0	0				
History Reference Ctr	5	3	0	2	0	0	0	0	12				
Hobbies & Crafts Ref Ctr	3	3	0	2	0	0	0	5	12				
Legal Reference Ctr	2	7	5	3	18	2	0	2	11				
Literary Reference Ctr	10	9	0	3	1	4	6	2	12				
Masterfile Complete	12	4	11	9	2	0	3	1	9				
MEDLINE	0	0	0	0	0	0	0	0	0				
Newsbank	0	0	2	0	0	0	0	1	0				
NoveList Plus	10	14	7	11	0	7	5	7	6				
NoveList Plus K-8	6	18	5	0	0	0	0	0	0				
NuWav Legal Documents	5	5	4	3	4	5	6	8	9				
Points of View Reference Ctr	11	3	0	28	0	13	0	0	12				
ReferenceUSA	0	0	0	0	5	0	0	13	0				

Science Ctr Reference	3	7	0	2	0	0	0	0	0				
Weiss Financial Ratings	4	4	5	14	4	8	6	0	0				
<b>Successful Retrieval</b>	<b>597</b>	<b>638</b>	<b>636</b>	<b>814</b>	<b>860</b>	<b>805</b>	<b>860</b>	<b>804</b>	<b>948</b>				
<b>Use of Electronic Material</b>	<b>154</b>	<b>160</b>	<b>162</b>	<b>158</b>	<b>125</b>	<b>59</b>	<b>57</b>	<b>46</b>	<b>104</b>				

## Youth Services Report

Prepared by Libby Auger, Youth Services Associate

**Overall in June, July & August, 53 programs were offered and 1,626 patrons attended**

Day	Date	Time	Youth Sevices Programs	# Patrons
Thursday	6/5/2025	10:00	Family Storytime	21
Saturday	6/7/2025	11:00	Level up Luau	~150
Thursday	6/12/2025	10:00	Family Storytime	18
Friday	6/13/2025	2:00	Afternoon Movie	9
Monday	6/16/2025	2:00	Wacky Sacks Stress Balls	15
Monday	6/16/2025	12:00	STEM Day	2
Thursday	6/26/2025	10:00	Family Storytime	6
			<b>7 programs</b>	<b>221 patrons</b>
<b>Passive Programs</b>				
June	6/3-6/16		Drop in Craft- Father's Day Trophy	37
June	6/16-7/1		Drop in Craft- Rainbow	70
June	6/1-6/31		Activity Pages	7
June	6/1-6/31		Coloring Pages	33
June	6/1-6/31		Minecraft Scavenger Hunt	105
June	6/1-6/31	Teen	Computers	118
June	6/1-6/31	Teen	Crafts	33
June	6/1-6/31	Teen	Social	61
June	6/1-6/31	Teen	X-Box	6
June	6/1-6/31	Teen	Looking at Books	5
			<b>10 passive programs</b>	<b>475 patrons</b>
			<b>17 total programs</b>	<b>696 patrons</b>

Day	Date	Time	Youth Sevices Programs	# Patrons
Thursday	7/3/2025	10:00	Family Storytime	8
Thursday	7/10/2025	10:00	Family Storytime	25
Friday	7/11/2025	2:00	Afternoon Movie	8
Wednesday	7/16/2025	2:00	Mandala Rock Painting	9
Wednesday	7/16/2025	5:00	Family Book Discussion & Dinner	20



Thursday	7/17/2025	10:00	Family Storytime	11
Monday	7/21/2025	12:00	STEM Day	1
Thursday	7/24/2025	10:00	Family Storytime	9
Thursday	7/31/2025	10:00	Family Storytime	5
			<b>9 programs</b>	<b>96 patrons</b>
<b>Passive Programs</b>				
July	7/1-7/15		Drop in Craft- 4th of July Windsock	53
July	7/15-7/29		Drop in Craft- Jellyfish	58
July	7/1-7/31		Activity Pages	6
July	7/1-7/31		Coloring Pages	10
July	7/1-7/31		If You Give a Mouse a Cookie Scavenger Hunt	80
July	7/14-7/20		Manipulation Stations	5
July	7/1-7/31	Teen	Computers	122
July	7/1-7/31	Teen	Crafts	25
July	7/1-7/31	Teen	Social	47
July	7/1-7/31	Teen	X-Box	9
July	7/1-7/31	Teen	Looking at Books	7
			<b>11 passive programs</b>	<b>422 patrons</b>
			<b>20 total programs</b>	<b>518 patrons</b>

Day	Date	Time	Youth Sevices Programs	# Patrons
Friday	8/1/2025	3:00 PM	Clay Pottery Creation	9
Thursday	8/7/2025	10:00	Family Storytime	20
Friday	8/8/2025	2:00	Afternoon Movie	4
Tuesday	8/12/2025	5:00	Level Up Lego Night	30
Thursday	8/14/2025	10:00	Family Storytime	13
Thursday	8/21/2025	10:00	Family Storytime	6
Thursday	8/28/2025	10:00	Family Storytime	9
			<b>7 programs</b>	<b>91 patrons</b>
<b>Passive Programs</b>				
August	7/29-8/12		Drop in Craft- Octopus	26
August	8/12-8/26		Drop in Craft- Butterfly	22

August	8/26-8/31		Drop in Craft-Popsicle	18
August	8/1-8/31		Birthday Party Scavenger Hunt	47
August	8/1-8/31	Teen	Computers	61
August	8/1-8/31	Teen	Crafts	14
August	8/1-8/31	Teen	Social	114
August	8/1-8/31	Teen	X-Box	6
August	8/1-8/31	Teen	Looking at Books	13
			<b>9 passive programs</b>	<b>321 patrons</b>
			<b>16 total programs</b>	<b>412 patrons</b>

### Summary of Youth Programs

Month	Youth Programs	Participants
January	28	202
February	47	264
March	43	352
April	43	404
May	17	277
June	17	696
July	20	518
August	16	412
<b>TOTAL</b>	<b>231</b>	<b>3,125</b>

### Reference Questions

Month	In-Person	Phone
January 2025	11	1
February 2025	8	6
March 2025	8	6
April 2025	10	5
May 2025	10	5
<b>June 2025</b>	<b>12</b>	<b>5</b>
<b>July 2025</b>	<b>8</b>	<b>3</b>
<b>August 2025</b>	<b>10</b>	<b>0</b>

### Youth Outreach

Activity/Location	Date	Attendance
District 209 Family Night	July	25
Taste of Bellwood	8/9	75
Laura Hugh A Bunch Daycare	8/6	6
Back To School Bash	8/16	70
Little Achievers Storytime	8/28	6
Ascension	8/29	20
	<b>TOTAL</b>	<b>202</b>

## **Volunteer Activities for June, July, & August 2025**

Prepared by Delores Sanders

### **June 2025**

In June, we welcomed a new volunteer along with three PTMAN Summer Youth Interns Initiative.

Emely completed 11.50 community service hours. She worked at our Summer Reading Kick-off on Saturday, June 7, 2025, Juneteenth, and DVD project.

London completed 20 community service hours. She is working on book processing in Adult Bibliographic.

Treveen completed 20 community service hours. He is working on putting damage slips in books in the youth department.

Zaria completed 19 community service hours. She is working on putting damage slips in books in the youth department.

### **July 2025**

In July, we welcomed back three PTMAN Summer Youth Interns Initiative and a new volunteer.

London completed 36 community service hours. She is working on book processing and special craft projects in Adult Bibliographic.

Treveen completed 44 community service hours. He is working on putting damage slips in books in the youth department.

Zaria completed 34 community service hours. She is working on putting damage slips in books and special craft projects in the youth department.

Darnell completed 12 community service hours. He is performing various duties in the library to support the staff.

### **August 2025**

In August, we welcomed back one of our volunteers.

Darnell completed 13 community service hours. He is performing various duties in the library to support the staff.

**Outreach for June, July & August 2025**

Prepared by Lydia Boahen

	<b>June</b>	<b>July</b>	<b>August</b>
<b>Riales Little Free Pantry Distribution</b>	<b>246</b>	<b>263</b>	<b>274</b>
<b>Riales Little Free Pantry Received</b>	<b>246</b>	<b>254</b>	<b>274</b>