

**Director's Report for December 2025 Board Meeting  
November 2025**

**Administration**

Prepared by Heather-Marie Montilla, Library Director

**Patron Visits:** In November 2025, the library has had 4,471 patrons visit.

**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-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
<b>24-Nov</b>	<b>92</b>	<b>1 email/3 chat</b>	<b>4</b>	<b>50</b>	<b>146</b>
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
25-Sept	195	4 email/8 chat	12	73	280
25-Oct	150	2 email/3 chat	5	60	215
<b>25-Nov</b>	<b>156</b>	<b>1 email/5 chat</b>	<b>6</b>	<b>95</b>	<b>257</b>
<b>Total 19 months:</b>	<b>2,636</b>		<b>173</b>	<b>1,347</b>	<b>4,156</b>

**ADULT SERVICES PROGRAMMING:**

Overall in November, 23 adult programs were offered and 233 patrons attended.

**Adult Services Programming**

Day	Date	Time	Adult Services Programs	# Patrons
Saturday	11/1/2025	10:00	Zumba	14
Tuesday	11/2/2025	6:30	Book Club	6
Wednesday	11/3/2025	11:00	Chair Yoga	14
Wednesday	11/3/2025	2:00	Computer Basics	4
Wednesday	11/5/2025	6:30	Cupcake Decorating	7
Thursday	11/6/2025	6:00	Genealogy	6
Friday	11/7/2025	2:00	Computer Basics	1
Saturday	11/8/2025	10:00	Zumba	15
Monday	11/10/2025	6:30	Cupcakes & Canvas	5
Wednesday	11/12/2025	11:00	Chair Yoga	14
Wednesday	11/12/2025	2:00	Computer Basics	5
Thursday	11/13/2025	6:30	Excel Pivot Tables	4
Saturday	11/15/2025	10:00	Zumba	12
Wednesday	11/19/2025	11:00	Chair Yoga	13
Wednesday	11/19/2025	2:00	Computer Basics	5
Wednesday	11/19/2025	6:30	Getting the Most out of Google	2
Thursday	11/20/2025	6:00	A Novel Feast (50 of 115)	50
Friday	11/21/2025	2:00	Computer Basics	7
Friday	11/21/2025	3:30	Crochet	1
Saturday	11/22/2025	10:00	Zumba	13
Tuesday	11/25/2025	5:30	Bingo	6
Wednesday	11/26/2025	11:00	Chair Yoga	14
Saturday	11/29/2025	10:00	Zumba	15
			<b>Total Attendance</b>	<b>233</b>

**SUMMARY of ADULT PROGRAMS**

Month	Adult Programs	Participants
January	25	223
February	26	257
March	27	237
April	25	224
May	30	266

June	23	345
July	19	216
August	24	203
September	33	242
<b>October</b>	<b>30</b>	<b>201</b>
<b>November</b>	<b>23</b>	<b>233</b>
<b>TOTAL</b>	<b>285</b>	<b>2,647</b>

**Notaries:**

	<b>November</b>
<b>Month</b>	<b>7</b>

**Technology Usage**

**Website:**

<b>Month</b>	<b>Users</b>	<b>Page Visits</b>
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
September	1,482	3,444
October	1,506	4,193
November	2,289	6,954
<b>Total</b>	<b>15,990</b>	<b>36,958</b>

**Computers:**

<b>November</b>
807

<b>Printing</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
B & W	3,250	3,023	4,321	4,981	3,046	3,716	4,776	4,522	5,413	4,133	<b>4,116</b>
Color	317	174	350	253	224	262	480	344	346	420	<b>247</b>
Wireless Printing	834	375	1,481	1,415	1,083	779	1,789	1,514	1,455	1,471	<b>1,354</b>
<b>Total</b>	<b>4,401</b>	<b>3,372</b>	<b>6,152</b>	<b>6,649</b>	<b>4,353</b>	<b>3,978</b>	<b>5,256</b>	<b>4,866</b>	<b>5,759</b>	<b>4,553</b>	<b>4,363</b>

<b>2025 Month</b>	<b>Digital Checkout</b>
January	718
February	697

March	838
April	969
May	931
June	971
July	868
August	1,071
September	1,022
October	942
November	1,009
<b>TOTAL</b>	<b>10,036</b>

	24 TOTAL	JAN '25	FEB '25	Mar '25	Apr '25	May '25	June '25	July '25	Aug '25	Sept '25	Oct '25	Nov '25
<b>Materials Loaned by Collection</b>												
Adult Materials	5638	399	363	453	448	374	461	495	463	442	485	356
Juvenile Materials	3835	338	349	358	341	270	446	374	342	347	428	308
Teen Materials	501	45	28	69	32	17	26	23	23	13	20	20
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>802</b>	<b>933</b>	<b>684</b>
<b>Physical Circulation by Format</b>												
Books	6878	609	612	694	660	496	692	626	652	594	687	504
Videos/DVD's	2055	131	107	126	122	135	167	217	105	141	164	142
Audios (including music)	84	9	8	3	8	5	2	8	15	11	13	7
Equipment - Hotspots	210	0	0	0	0	0	0	4	17	17	18	10
Magazine/Periodi cals	126	9	3	10	9	8	10	9	3	14	19	7
In house Use	155	0	13	26	26	13	42	48	36	42	60	40
Other Formats - Physical	263	24	10	47	22	17	62	28	32	25	32	4
Total Physical Circulation	9771	<b>782</b>	<b>753</b>	<b>906</b>	<b>847</b>	<b>674</b>	<b>975</b>	<b>940</b>	<b>860</b>	<b>844</b>	<b>993</b>	<b>724</b>
<b>Interlibrary Loans</b>												
<b>Interlibrary Loans Sent</b>	3250	320	232	258	233	268	250	283	295	273	267	237
<b>Interlibrary Loans Received</b>	1872	152	137	224	192	163	184	176	180	158	180	156

<b>Total Interlibrary Loans</b>	5122	472	369	482	425	431	434	459	475	431	447	393
<b>Reciprocal Borrowing</b>												
<b>Materials Loaned</b>	188	25	18	13	21	18	0	7	9	8	4	5
<b>Total Reciprocal Borrowing</b>	188	25	18	13	21	18	0	7	9	8	4	5
<b>Patrons</b>												
<b>Existing Patrons</b>	5086	5068	5049	5075	5147	3675	3675	3759	3816	3889	4001	4081
<b>Patrons Added</b>	562	33	26	72	45	45	84	57	73	112	80	63
<b>Patrons Deleted</b>	0	0	0	0	0	2117	0	0	0	0	0	0
<b>Total Patrons</b>	5068	5068	5075	5147	5192	3675	3759	3816	3889	4001	4081	4144
<b>Door Count (East &amp; South)</b>	25,440	3093	3248	3179	4550	4212	5170	4125	4250	5095	5961	4471
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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	'25 O	'25 N	D
Academic Search Premier	8	10	44	7	18	0	23	4	9	0	1	7	
Business Source Premiere	7	9	12	2	9	0	4	2	12	0	1	2	
Consumer Health Complete	0	0	0	3	1	0	0	0	0	0	6	0	
Consumer Reports	1	3	0	0	5	0	0	0	0	0	4	7	
Core Collection	1	0	0	0	0	0	0	0	0	0	0	0	
Flipster	1	14	0	3	0	0	0	0	0	0	0	0	
Gale Courses	38	21	3	4	29	20	0	0	0	0	0	0	
HeritageQuest	13	26	3	38	29	0	4	0	0	15	0	4	
History Reference Ctr	5	3	0	2	0	0	0	0	12	0	3	11	
Hobbies & Crafts Ref Ctr	3	3	0	2	0	0	0	5	12	0	3	3	
Legal Reference Ctr	2	7	5	3	18	2	0	2	11	0	4	2	
Literary Reference Ctr	10	9	0	3	1	4	6	2	12	0	5	5	

Masterfile Complete	12	4	11	9	2	0	3	1	9	0	2	3	
MEDLINE	0	0	0	0	0	0	0	0	0	0	0	0	
Newsbank	0	0	2	0	0	0	0	1	0	0	0	0	
NoveList Plus	10	14	7	11	0	7	5	7	6	0	29	40	
NoveList Plus K-8	6	18	5	0	0	0	0	0	0	0	33	29	
NuWav Legal Documents	5	5	4	3	4	5	6	8	9	7	0	5	
Points of View Reference Ctr	11	3	0	28	0	13	0	0	12	0	10	10	
ReferenceUSA	0	0	0	0	5	0	0	13	0	0	0	0	
Science Ctr Reference	3	7	0	2	0	0	0	0	0	0	0	0	
Weiss Financial Ratings	4	4	5	14	4	8	6	0	0	9	5	5	
<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>926</b>	<b>868</b>	<b>942</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>	<b>153</b>	<b>106</b>	<b>140</b>	

## Youth Services Report

Prepared by Libby Auger, Youth Services Associate

**Overall in November, 36 (19 active & 17 passive) programs were offered and 679 patrons attended.**

Date	Time	Title	Attendance
11/3/2025	3:00pm	The Hairgoals Lab	4
11/4/2025	10:00 AM	Lil Bookworms Storytime	13
11/4/2025	3:30 p.m.	Tutoring	2
11/4/2025	4:00-5:00	Teen Health Concerns	0
11/5/2025	3:30 p.m.	Tutoring	2
11/6/2025	10:00 AM	Family Storytime	47
11/12/2025	3:30 p.m.	Tutoring	3
11/13/2025	10:00 AM	Family Storytime	55
11/13/2025	3pm-4pm	Craft Like Crazy	5
11/17/2025	3:00pm	The Hairgoals Lab	2
11/17/2025	3:30 p.m.	Tutoring	5
11/18/2025	10:00 AM	Lil Bookworms Storytime	19
11/18/2025	3:30 p.m.	Tutoring	1
11/19/2025	3:00 p.m.	Blind Date with a Book Box	15
11/19/2025	3:30 p.m.	Tutoring	2
11/19/2025	4:00pm	Read to a Therapy Dog	7
11/20/2025	10:00:00 AM	Family Storytime	33
11/20/2025	6:00PM	A NOVEL FEAST (65 of 115)	65
11/25/2025	3:00 p.m.	Craft & Snack Attack! The Teen Take & Make Kit	10
		<b>TOTAL</b>	<b>290</b>
Passive Programs	Month/Timeframe	Description	Attendance
Pumpkin Spice and Everything Nice coloring sheet	November	On-going in Teen Room	30
Happy Thanksgiving coloring sheets	November	On-going in Teen Room	15
Gratitude Pie	November	On-going in Teen Room	2
Thanksgiving Scavenger Hunt	November	On-going in Teen Room	3
Build a Cornucopia	November	On-going in Teen Room	6
Build a Christmas Puzzle Together	November	On-going in Teen Room	6
Color Me A Turkey Sheet	November	On-going in Teen Room	35
Communication Board - A Latte to be Thankful for!	November	On-going in Teen Room	40
Teen Computers	November	Monthly Teen Computer Use	86

Teen Crafts	November	Monthly Teen Craft Count	22
Teen Social	November	Monthly Teen Social Count	69
Book Browsing	November	Monthly Teen Book Browsing Count	7
X-Box	November	Monthly Teen X-Box Count	9
Drop-in Craft- Fall Tree	11/4-11/15	Drop-in Craft in Youth Room	8
I-Spy Board	November	Interactive Bulletin Board in Youth Room	11
Thankful Scavenger Hunt	November	Monthly Scavenger Hunt in Youth Room	25
Drop-in Craft- Pumpkin Pie	11/15-12/1	Drop-in Craft in Youth Room	15
		<b>TOTAL</b>	<b>389</b>
		<b>GRAND TOTAL</b>	<b>679</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
September	39	645
October	46	898
<b>November</b>	<b>36</b>	<b>679</b>
<b>TOTAL</b>	<b>352</b>	<b>5,347</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
June 2025	12	5
July 2025	8	3
August 2025	10	0
September 2025	16	8
October 2025	25	5
<b>November</b>	<b>40</b>	<b>5</b>
<b>TOTAL</b>	<b>168</b>	<b>49</b>

**Outreach Off-site**

Location	Date	Activity	Staff	Participants
Memorial Park District	11/13/2025	Outreach Storytime	Jose	10
Lincoln Primary	11/18/2025	Outreach Storytime	Libby	52
Grant Elementary	11/21/2025	Outreach Storytime	Jose	36
			<b>TOTAL</b>	<b>98</b>

**Volunteer Activities for November 2025**

Prepared by Delores Sanders

In November, we welcomed two returning volunteers.

Maliyah completed 6 community service hours working in Adult and Bibliographic Services for 2 weeks. She is working on a Book project with Rosemary.

Arianna completed 10 community service hours working in the Youth Department for 3 weeks. She is responsible for placing damage or issue slips in books.

**Outreach for November 2025**

Prepared by Lydia Boehn

Title	Date	Time	Format	Attendance
District 504 College & Community Resource Fair @ Triton College	11/5/2025	8:00am	In Person	300
District 504 College & Community Resource Fair @Triton College	11/6/2025	5:00pm	In Person	250
Illinois Extension Food Pantry Follow up Meeting	11/7/2025	10:00am	In Person	2
Introductory Meeting with Key To Success	11/7/2025	1:00pm	In Person	6
Meeting with Jade from Ascension	11/9/2025	3:30pm	In Person	4
Vibe Ambassador Meeting	11/12/2025	4:00pm	In Person	10
McKinley Elementary School Visit	11/18/2025	9:30am	In Person	52
Village of Bellwood Annual 3rd Annual Christmas Festival	11/22/2025	3:00pm	In Person	200
			<b>TOTAL</b>	<b>824</b>

	<b>November</b>
<b>Riales Little Free Pantry Distribution</b>	<b>456</b>
<b>Riales Little Free Pantry Received</b>	<b>663</b>

