

**Director's Report for January 2026 Board Meeting  
December 2025**

**Administration**

Prepared by Heather-Marie Montilla, Library Director

**Patron Visits:** In December 2025, the library had 4,428 patrons visit.

**Adult & Bibliographic Services Report**

Prepared by Jeanni Floyd, 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
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
25-Sept	195	4 email/8 chat	12	73	280
25-Oct	150	2 email/3 chat	5	60	215
25-Nov	156	1 email/5 chat	6	95	257
<b>25-Dec</b>	<b>133</b>	<b>0 email/0 chat</b>	<b>0</b>	<b>98</b>	<b>231</b>
<b>Total 20 months:</b>	<b>2,769</b>		<b>173</b>	<b>1,445</b>	<b>4,387</b>

**ADULT SERVICES PROGRAMMING:**

**Overall in December, 21 adult programs were offered and 168 patrons attended.**

**Adult Services Programming**

Day	Date	Time	Adult Services Programs	# Patrons
Tuesday	12/2/2025	6pm	Book Club	8
Wednesday	12/3/2025	2pm	Computer Basics	2
Wednesday	12/3/2025	11am	Chair Yoga	10
Thursday	12/4/2025	6:30pm	Genealogy Discovery	2
Friday	12/5/2025	2pm	Computer Basics	2
Saturday	12/6/2025	10am	Zumba	14
Saturday	12/6/2025	12pm	Holiday Bash (1 of 2)	60
Monday	12/8/2025	6pm	DIY Ornaments	5
Wednesday	12/10/2025	2pm	Computer Basics	3
Wednesday	12/10/2025	11am	Chair Yoga	10
Thursday	12/11/2025	6:30pm	Excel: Text in Excel	0
Friday	12/12/2025	2pm	Computer Basics	0
Saturday	12/13/2025	2pm	DIY Ornaments	0
Monday	12/15/2025	6pm	2026 Affirmations	0
Tuesday	12/16/2025	5:30pm	Bingo	13
Wednesday	12/17/2025	2pm	Computer Basics	4
Wednesday	12/17/2025	11am	Chair Yoga	10
Thursday	12/18/2025	6:30pm	Vision Boards	0
Friday	12/19/2025	2pm	Computer Basics	1
Saturday	12/20/2025	10am	Zumba	22
Monday	12/29/2025	2pm	2026 Affirmations	2
			<b>Total Attendance</b>	<b>168</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
October	30	201
November	23	233
<b>December</b>	<b>21</b>	<b>168</b>
<b>TOTAL</b>	<b>306</b>	<b>2,815</b>

**Notaries:**

	<b>December</b>
<b>Month</b>	<b>13</b>

**Computers: 633 patrons**

**Technology Usage (COMPLETE USAGE FORTHCOMING IN FEBRUARY 2026)**

**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
December	5,645	7,164
<b>Total</b>	<b>21,635</b>	<b>44,122</b>

<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>Dec</b>	<b>Total</b>
B & W	3,250	3,023	4,321	4,981	3,046	3,716	4,776	4,522	5,413	4,133	4,116	<b>3,650</b>	<b>48,947</b>
Color	317	174	350	253	224	262	480	344	346	420	247	<b>211</b>	<b>3,628</b>
Wireless Printing	834	375	1,481	1,415	1,083	779	1,789	1,514	1,455	1,471	1,354	<b>1,235</b>	<b>14,785</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>December</b>	<b>963</b>
<b>TOTAL</b>	<b>10,036</b>

	24 TOTAL	25 TOTAL	JAN '25	FEB '25	Mar '25	Apr '25	May '25	Jun '25	July '25	Aug '25	Sept '25	Oct '25	Nov '25	Dec '25
<b>Materials Loaned by Collection</b>														
Adult Materials	5638	5145	399	363	453	448	374	461	495	463	442	485	356	406
Juvenile Materials	3835	4181	338	349	358	341	270	446	374	342	347	428	308	280
Teen Materials	501	331	45	28	69	32	17	26	23	23	13	20	20	15
Total Materials Loaned	9974	<b>9657</b>	<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>701</b>
<b>Physical Circulation by Format</b>														
Books	6878	7332	609	612	694	660	496	692	626	652	594	687	504	506
Videos/DV D's	2055	1687	131	107	126	122	135	167	217	105	141	164	142	130
Audios (including music)	84	107	9	8	3	8	5	2	8	15	11	13	7	18
Equipment - Hotspots	210	79	0	0	0	0	0	0	4	17	17	18	10	13
Magazine/ Periodicals	126	117	9	3	10	9	8	10	9	3	14	19	7	16
In house Use	155	366	0	13	26	26	13	42	48	36	42	60	40	20
Other Formats - Physical	263	331	24	10	47	22	17	62	28	32	25	32	4	18
Total Physical Circulation	9,771	<b>10,019</b>	<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>721</b>
<b>Interlibrary Loans</b>														
<b>Interlibrary Loans Sent</b>	3250	3157	320	232	258	233	268	250	283	295	273	267	237	241

<b>Interlibrary Loans Received</b>	1872	2061	152	137	224	192	163	184	176	180	158	180	156	159
<b>Total Interlibrary Loans</b>	5122	<b>5218</b>	<b>472</b>	<b>369</b>	<b>482</b>	<b>425</b>	<b>431</b>	<b>434</b>	<b>459</b>	<b>475</b>	<b>431</b>	<b>447</b>	<b>393</b>	<b>400</b>
<b>Reciprocal Borrowing</b>														
<b>Materials Loaned</b>	188	137	25	18	13	21	18	0	7	9	8	4	5	9
<b>Total Reciprocal Borrowing</b>	188	<b>137</b>	<b>25</b>	<b>18</b>	13	<b>21</b>	<b>18</b>	<b>0</b>	<b>7</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>5</b>	<b>9</b>
<b>Patrons</b>														
<b>Existing Patrons</b>	5086		5068	5049	5075	5147	3675	3675	3759	3816	3889	4001	4081	4144
<b>Patrons Added</b>	562	722	33	26	72	45	45	84	57	73	112	80	63	32
<b>Patrons Deleted</b>	0		0	0	0	0	2117	0	0	0	0	0	0	0
<b>Total Patrons</b>	5068	<b>4176</b>	<b>5068</b>	<b>5075</b>	<b>5147</b>	<b>5192</b>	<b>3675</b>	<b>3759</b>	<b>3816</b>	<b>3889</b>	<b>4001</b>	<b>4081</b>	<b>4144</b>	<b>4176</b>
	TOTAL 24	TOTAL 25												
<b>Door Count (East &amp; South)</b>	<b>25,440</b>	<b>53,383</b>	<b>3093</b>	<b>3525</b>	<b>4438</b>	<b>4859</b>	<b>3968</b>	<b>5170</b>	<b>4125</b>	<b>4250</b>	<b>5095</b>	<b>5961</b>	<b>4471</b>	<b>4428</b>
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**Database Usage (COMPLETE DATABASE FORTHCOMING IN FEBRUARY 2026)**

	'24 AVG	'25 J	'25 F	'25 M	'25 A	'25 MY	'25 J	'25 J	'25 A	'25 S	'25 O	'25 N	'25 D
Academic Search Premier	8	10	44	7	18	0	23	4	9	0	1	7	6
Business Source Premiere	7	9	12	2	9	0	4	2	12	0	1	2	6
Consumer Health Complete	0	0	0	3	1	0	0	0	0	0	6	0	0
Consumer Reports	1	3	0	0	5	0	0	0	0	0	4	7	2
Core Collection	1	0	0	0	0	0	0	0	0	0	0	0	1
Flipster	1	14	0	3	0	0	0	0	0	0	0	0	0
Gale Courses	38	21	3	4	29	20	0	0	0	0	0	0	0

HeritageQuest	13	26	3	38	29	0	4	0	0	15	0	4	0
History Reference Ctr	5	3	0	2	0	0	0	0	12	0	3	11	0
Hobbies & Crafts Ref Ctr	3	3	0	2	0	0	0	5	12	0	3	3	0
Legal Reference Ctr	2	7	5	3	18	2	0	2	11	0	4	2	8
Literary Reference Ctr	10	9	0	3	1	4	6	2	12	0	5	5	2
Masterfile Complete	12	4	11	9	2	0	3	1	9	0	2	3	26
MEDLINE	0	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	0
Novelist Plus	10	14	7	11	0	7	5	7	6	0	29	40	25
Novelist Plus K-8	6	18	5	0	0	0	0	0	0	0	33	29	7
NuWav Legal Documents	5	5	4	3	4	5	6	8	9	7	0	5	3
Points of View Reference Ctr	11	3	0	28	0	13	0	0	12	0	10	10	0
ReferenceUSA	0	0	0	0	5	0	0	13	0	0	0	3	0
Science Ctr Reference	3	7	0	2	0	0	0	0	0	0	0	4	11
Weiss Financial Ratings	4	4	5	14	4	8	6	0	0	9	5	4	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>926</b>	<b>868</b>	<b>942</b>	<b>866</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>	<b>115</b>

## Youth Services Report

Prepared by Jose Cruz, Head of Youth Services

**Overall in December, 37 (21 active & 16 passive) programs were offered and 626 patrons attended.**

Title	Date	Time	Format	Attendance
Winter Scavenger Hunt	December		In Person	45
Reference Questions in person	December		In Person	5
Reference Questions by phone	December		Via phone	5
Family Storytimes	December	10:00 AM	In Person	0
Lil' Bookworms Storytime	December	10:00 AM	In Person	5
Snowman Craft Ornament	December		In Person	8
Hair Goals Lab	12/1/2025	3:00 PM	In Person	4
Game Day Friday	12/5/2025	3PM-5PM	In Person	2
Holiay Bash (2 of 2)	12/6/2025	12:00 PM	In Person	80
Craft Like Crazy	12/11/2025	3 PM-4 PM	In Person	4
Hair Goals Lab	12/15/2025	3:00 PM	In Person	2
Blind Date With A Book	12/17/2025	3:00 PM	In Person	12
Paint Workshop	12/18/2025	3:00 PM	In Person	0
Craft and Snack Attack	12/30/2025	3:00 PM	In Person	16
Teens on Virtual Volunteer	12/1-12/13	3:00 PM	Virtual	0
Tutoring	12/1/2025	3:30 PM	In Person	3
Tutoring	12/2/2025	3:30 PM	In Person	1
Tutoring	12/3/2025	3:30 PM	In Person	3
Tutoring	12/10/2025	3:30 PM	In Person	4
Tutoring	12/15/2025	3:30 PM	In Person	5
Tutoring	12/16/2025	3:30 PM	In Person	0
<b>TOTAL</b>				<b>204</b>
<b>Self Directed Passive Programs</b>				
Holiday Puzzle	December	On-going Teen Room		4
Happy Christmas Card	December	On-going Teen Room		38
Holiday Ornament Coloring	December	On-going Teen Room		30
Build 3D Snowman Cards	December	On-going Teen Room		8
Happy Kwanzaa Coloring Sheets	December	On-going Teen Room		45
Christmas Coloring Sheets	December	On-going Teen Room		55
It's Cold Search Maze	December	On-going Teen Room		25
Winter Word Search	December	On-going Teen Room		10
Reflective Writing Prompt	December	On-going Teen Room		6
Reflective Writing Prompt	December	On-going Teen Room		8

Communication Board	December	On-going Teen Room	18
Teen Computers	December	Monthly Teen Computer Use	34
Teen Crafts	December	Monthly Teen Social Count	50
Teen Social	December	Monthly Teen Social Count	57
Book Browsing	December	Monthly Teen Book Browsing Count	25
X-Box	December	Monthly Teen X-Box Count	9
<b>TOTAL</b>			<b>422</b>
		<b>GRAND TOTAL</b>	<b>626</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
November	36	679
<b>December</b>	<b>37</b>	<b>626</b>
<b>TOTAL</b>	<b>389</b>	<b>5,973</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
November 2025	40	5
<b>December 2025</b>	<b>7</b>	<b>5</b>
<b>TOTAL</b>	<b>175</b>	<b>54</b>

### Volunteer Activities for December 2025

In December, we welcomed one new and one returning volunteer.

Maliyah completed 3 community service hours working in Adult and Bibliographic Services for 1 week. She is working on a Book project with Rosemary.

Carmen completed 2 community service hours working the Library program Holiday Bash. She helped run one of the craft table and helped clean-up after the program.

**Outreach for December 2025**

**Prepared by Lydia Boahen**

Title	Date	Time	Format	Attendance
Ascension Behavior Center Storytime (Jose)	12/5/2025	10:00am	In Person	21
Illinois Extension Food Pantry Meeting	12/10/2025	11:00am	Virtual	2
Park District Storytime (Jose)	12/11/2025	11:00am	In Person	7
Early Childhood Meeting at Triton	12/11/2025	1:30pm	In Person	3
Grant Elementary Storytime (Jose)	12/12/2025	10:00am	In Person	24
Grant Elementary Storytime (Jose)	12/12/2025	1:00pm	In Person	25
Park District Winter Wonderland (Jose & Lydia)	12/12/2025	4:00pm	In Person	20
Lincoln Primary Storytime (Libby & Tiffany)	12/16/2025	9:30am	In Person	62
Lincoln Primary Storytime (Libby & Tiffany)	12/16/2025	12:45pm	In Person	32
Little Achievers Storytime (Libby)	12/18/2025		In Person	7
Meeting with Proviso Township Youth Services	12/23/2025	10:00am	Virtual	3
			<b>TOTAL</b>	<b>206</b>

	December
<b>Riales Little Free Pantry Distribution</b>	<b>340</b>
<b>Riales Little Free Pantry Received</b>	<b>545</b>