

**Director's Report for October 2025 Board Meeting  
September 2025**

**Administration**

Prepared by Heather-Marie Montilla, Library Director

**Patron Visits:** Since October 2025, the library has had 5,095 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
<b>24-Sep</b>	<b>129</b>	<b>2 email/3 chat</b>	<b>5</b>	<b>67</b>	<b>201</b>
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>25-Sept</b>	<b>195</b>	<b>4 email/8 chat</b>	<b>12</b>	<b>73</b>	<b>280</b>
<b>Total 17 months:</b>	<b>2,330</b>		<b>162</b>	<b>1,192</b>	<b>3,684</b>

**ADULT SERVICES PROGRAMMING:****Overall in September, 33 adult programs were offered and 242 patrons attended.**

Day	Date	Time	Adult Services Programs	# Patrons
Tuesday	9/2/2025	6:30	Book Club	7
Wednesday	9/3/2025	11:00	Chair Yoga	11
Wednesday	9/3/2025	2:00	Computer Basics	3
Thursday	9/4/2025	2:00	Yoga	12
Thursday	9/4/2025	6:00	Genealogy Discovery	6
Friday	9/5/2025	2:00	Computer Basics	2
Saturday	9/6/2025	10:00	Zumba	15
Monday	9/8/2025	6:30	Financial Literacy	7
Wednesday	9/10/2025	11:00	Chair Yoga	14
Wednesday	9/10/2025	2:00	Computer Basics	3
Wednesday	9/10/2025	6:00	Credit Reports (Spanish)	2
Thursday	9/11/2025	6:30	Excel	4
Friday	9/12/2025	2:00	Computer Basics	2
Saturday	9/13/2025	10:00	Zumba	14
Monday	9/15/2025	2:00pm	Workforce Empowerment Initiative Info Session	2
Monday	9/15/2025	6:30	Cupcakes & Canvas	3
Tuesday	9/16/2025	5:30	Bingo	6
Tuesday	9/16/2025	6:30	DIY Sugar Scrub	3
Wednesday	9/17/2025	11:00	Chair Yoga	15
Wednesday	9/17/2025	2:00	Computer Basics	4
Wednesday	9/17/2025	6:00	Credit Reports (English)	9
Thursday	9/18/2025	2:00	Yoga	12
Thursday	9/18/2025	6:30	Music Trivia	2
Friday	9/19/2025	2:00	Computer Basics	3
Saturday	9/20/2025	10:00	Zumba	12
Monday	9/21/2025	6:30	Tumbler Decorating	18
Wednesday	9/22/2025	11:00	Chair Yoga	13
Wednesday	9/22/2025	6:30	Precious Watkins	2
Thursday	9/25/2025	6:30	Crochet Class	2
Saturday	9/27/2025	10:00	Zumba	16
Monday	9/29/2025	11:00	AARP Safe Driving	7
Monday	9/29/2025	6:30	Resume Basics	4
Tuesday	9/30/2025	11:00	AARP Safe Driving	7
			<b>Total Attendance</b>	<b>242</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	<b>33</b>	<b>242</b>
<b>TOTAL</b>	<b>232</b>	<b>2,213</b>

**Notaries:**

	<b>September</b>
<b>Month</b>	<b>31</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
September	1,482	3,444
<b>Total</b>	<b>12,195</b>	<b>25,811</b>

**Computers:**

<b>September</b>
1,055

Printing	January	February	March	April	May	June	July	August	Sept
Black & White	3,250	3,023	4,321	4,981	3046	3716	4776	4522	5413
Color	317	174	350	253	224	262	480	344	346
Wireless Printing	834	375	1,481	1,415	1083	779	1789	1514	1455
<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>	<b>5759</b>

2025 Month	Digital Checkout
January	718
February	697
March	838
April	969
May	931
June	971
July	868
August	1,071
September	1,022
<b>TOTAL</b>	<b>8,085</b>

	24 TOTAL	JAN '25	FEB '25	Mar '25	Apr '25	May '25	June '25	July '25	Aug '25	Sept '25
<b>Materials Loaned by Collection</b>										
Adult Materials	5638	399	363	453	448	374	461	495	463	442
Juvenile Materials	3835	338	349	358	341	270	446	374	342	347
Teen Materials	501	45	28	69	32	17	26	23	23	13
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>Physical Circulation by Format</b>										
Books	6878	609	612	694	660	496	692	626	652	594
Videos/DVD's	2055	131	107	126	122	135	167	217	105	141
Audios (including music)	84	9	8	3	8	5	2	8	15	11
Equipment - Hotspots	210	0	0	0	0	0	0	4	17	17
Magazine/Periodicals	126	9	3	10	9	8	10	9	3	14
In house Use	155	0	13	26	26	13	42	48	36	42
Other Formats - Physical	263	24	10	47	22	17	62	28	32	25
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>Interlibrary Loans</b>										
Interlibrary Loans Sent	3250	320	232	258	233	268	250	283	295	273
Interlibrary Loans Received	1872	152	137	224	192	163	184	176	180	158
Total Interlibrary Loans	5122	<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>Reciprocal Borrowing</b>										
Materials Loaned	188	25	18	13	21	18	0	7	9	8
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>8</b>
<b>Patrons</b>										
Existing Patrons)	5086	5086	5049	5075	5147	3675	3675	3759	3816	3889

<b>Patrons Added</b>	562	33	26	72	45	45	84	57	73	112
<b>Patrons Deleted</b>	0	0	0	0	0	2117	0	0	0	0
<b>Total Patrons</b>	562	<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>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>	<b>5,095</b>
								*	*	

## 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	0			
Business Source Premiere	7	9	12	2	9	0	4	2	12	0			
Consumer Health Complete	0	0	0	3	1	0	0	0	0	0			
Consumer Reports	1	3	0	0	5	0	0	0	0	0			
Core Collection	1	0	0	0	0	0	0	0	0	0			
Flipster	1	14	0	3	0	0	0	0	0	0			
Gale Courses	38	21	3	4	29	20	0	0	0	0			
HeritageQuest	13	26	3	38	29	0	4	0	0	15			
History Reference Ctr	5	3	0	2	0	0	0	0	12	0			
Hobbies & Crafts Ref Ctr	3	3	0	2	0	0	0	5	12	0			
Legal Reference Ctr	2	7	5	3	18	2	0	2	11	0			
Literary Reference Ctr	10	9	0	3	1	4	6	2	12	0			
Masterfile Complete	12	4	11	9	2	0	3	1	9	0			
MEDLINE	0	0	0	0	0	0	0	0	0	0			
Newsbank	0	0	2	0	0	0	0	1	0	0			
Novelist Plus	10	14	7	11	0	7	5	7	6	0			
Novelist Plus K-8	6	18	5	0	0	0	0	0	0	0			
NuWav Legal Documents	5	5	4	3	4	5	6	8	9	7			
Points of View Reference Ctr	11	3	0	28	0	13	0	0	12	0			
ReferenceUSA	0	0	0	0	5	0	0	13	0	0			

Science Ctr Reference	3	7	0	2	0	0	0	0	0	0			
Weiss Financial Ratings	4	4	5	14	4	8	6	0	0	9			
<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>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 September, 39 (21 active & 18 passive) programs were offered and 646 patrons attended**

Date	Time	Title	Attendance
9/2/25	10am	Lil Bookworms Storytime	2
9/4/25	10am	Family Storytime	20
9/5/25	3pm-5pm	Game Day Fridays	6
9/9/25	10am	Lil Bookworms Storytime	2
9/9/25	3:00 p.m.	Tutoring	1
9/11/25	10am	Family Storytime	2
9/11/25	11:00am	Meta Academy Hillside Visit	4
9/16/25	10am	Lil Bookworms Storytime	4
9/16/25	3:00 p.m.	Tutoring	5
9/17/25	3:00 p.m.	Blind Date with a Book Box	16
9/18/25	10am	Family Storytime	
9/23/25	10am	Lil Bookworms Storytime	4
9/23/25	3:00 p.m.	Tutoring	10
9/24/25	4pm	Read to a Therapy Dog	5
9/25/25	10am	Family Storytime	12
9/25/25	3:30pm	UIC-Extension Cooking Classes	25
9/27/25	11:30am	My Plate My Family	6
9/29/25	3:30-4:30	Teens on DIY: Pumpkin Spice Mix!	10
9/30/25	10am	Lil Bookworms Storytime	6
9/30/25	3:00 p.m.	Craft & Snack Attack! - The Teen Take & Make Kit	20
9/30/25	3:00 -6:00	Tutoring	6
		<b>TOTAL</b>	<b>166</b>
<b>PASSIVE PROGRAMS</b>			
September	Let's Build a Puzzle Together	On-going in Teen Room	10
September	Let's Make a Fall Tree Craft	On-going in Teen Room	1
September	Coloring Sheets for September	On-going in Teen Room	15
September	Hispanic Heritage Month Coloring Sheets	On-going in Teen Room	4
September	Reading Is Sweet Coloring Bookmarks	On-going in Teen Room	5
September	I Love Books Coloring Bookmarks	On-going in Teen Room	4
September	All About Me - Put Together Craft	On-going in Teen Room	6
September	Hispanic Heritage Month Bookmarks	On-going in Teen Room	3

September	Communication Board	On-going in Teen Room	53
September	Playground Scavenger Hunt	Youth Room Monthly Scavenger Hunt	65
9/9- 9/23	Drop-in Craft: Turtle	Drop-in Craft in Youth Room	31
9/10-9/30	I- Spy Bulletin Board	Interactive Bulletin Board in Youth Room	15
9/23-9/30	Drop-in Craft: Smores	Drop-in Craft in Youth Room	35
September	Teen Computers	Monthly Teen Computer Use	94
September	Teen Crafts	Monthly Teen Craft Count	23
September	Teen Social	Monthly Teen Social Count	97
September	X-Box	Monthly Teen X-Box Use	8
September	Book Browsing	Monthly Teen Book Browsing Count	10
		<b>TOTAL</b>	<b>479</b>
		<b>GRAND TOTAL</b>	<b>646</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
<b>TOTAL</b>	<b>270</b>	<b>3,770</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>
<b>September 2025</b>	<b>16</b>	<b>8</b>

### Volunteer Activities for September 2025

Prepared by Delores Sanders

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

Emely completed 3 community service hours working in Adult and Bibliographic Services for two weeks. She is working on a Book project with Rosemary.

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

**Outreach for September 2025**

Prepared by Lydia Boahen

	<b>September</b>
<b>Riales Little Free Pantry Distribution</b>	<b>249</b>
<b>Riales Little Free Pantry Received</b>	<b>242</b>