



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2022

At the Desk:

10 online library cards were issued to residents.

34 directional questions were answered by the Circulation staff.

16 patrons used Curveside pickup.

Continuing Education:

Circulation Staff Webinar – RAILS: *Fostering Tech-Savvy Staff*

Department Highlights:

Circulation and other library staff pitched in and decorated the library for the holiday season.

Karen M. celebrated her 6-year work anniversary as a Circulation Clerk!

Meetings:

November 03 – 90 day check-in with Crystine

November 07 – 1 on 1 with Jesse

November 09 – Department Head meeting

November 17 – Laconi Circulation Mixer

November 23 – Management meeting

Respectfully submitted,
Lorena Rodriguez
Head of Circulation

Circulation Statistics for November 2022

	Nov-22	YTD 22	Nov-21	YTD 21
Adult Circulation				
Books	3,438	40,693	3,052	31,789
Video	530	6,414	510	4,999
Audio	459	4,986	393	4,315
Periodicals	185	2,350	248	1,517
Other Formats	17	119	4	113
In House	109	990	33	115
Total Adult Circulation	4,738	55,552	4,240	42,848
Youth & Teen Circulation				
Books	4,011	29,864	3,236	29,696
Video	281	1,755	178	1,800
Audio	60	746	88	797
Periodicals	18	171	6	33
Other Formats	-	-	-	-
In House Use	659	4,574	647	3,517
Total Youth & Teen Circulation	5,029	37,110	4,155	35,843
Electronic Circulation				
eBooks (Media On Demand)	1,026	12,294	1,136	13,137
eBooks (e-Read IL)	59	868	81	956
Audio (e-Read IL)	26	486	54	512
Audio (Media On Demand)	592	6,592	528	5,613
Video (Media On Demand)	-	1	-	2
Periodicals (Overdrive)	92	1,054	92	812
Music Streaming (Freegal)	1,901	11,395	685	7,795
Music (Freegal)	58	500	43	829
Total Electronic Circulation	3,754	33,190	2,619	32,275
TOTAL CIRCULATION	13,521	125,852	11,014	110,966

	Nov-22	YTD 22	Nov-21	YTD 21
ILL - Received	1,094	13,880	1,049	13,537
ILL - Sent	1,058	8,845	888	10,365
Reciprocal Borrowing	981	7,134	651	4,439
Online Renewals	40	452	35	323
Self-Checkout # Included in Total Circulation	3,957	30,436	3,154	27,236
Computer Usage				
Library Workstation Sessions	307	2,794	223	1,455
Wireless Sessions	643	6,571	669	3,508
Total Sessions	950	9,365	892	4,963
# of People Using the Library*	7,733	76,513	6,318	52,337

HOMEBOUND DELIVERIES	Current Month	Full Year
Patrons Served	3	
Visits	6	62
Items	156	1,084

MUSEUM PASS PROGRAM	Current Month	Full Year
TOTAL PASSES	5	196

Borrower Cards Issued					
Patron Types	# of Cards at Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,931	49	35	-	4,966
Non-Resident/Trinity/Business	43	-	4	-	47
Cards for Kids	1	-	2	-	3



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

DECEMBER 2022

At the Desk:

8 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

9 patrons used Curveside pickup.

Continuing Education:

Circulation Staff Webinar – Library of Congress: *2021 Holiday Celebration*

Department Highlights:

The Kindness Corner asked for nonperishable food donations throughout the months of November and December. 5 full large boxes were donated and dropped off at the Palos Heights United Methodist Church.

Lorena helped handout hot cocoa to children and families at the Kris Kringle Market.

Meetings:

December 02 – ATLAS Annual Multi-Library Staff Day

December 05 – Social Media meeting

December 06 – Performance evaluations with Karen D. and Mickey

December 06 – Palos Heights Woman's Club meeting

December 08 – Performance evaluations with Karen M. and Crystine

December 12 – Performance evaluations with Joyce, Chris, and Dora

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

Circulation Statistics for December 2022

	Dec-22	YTD 22	Dec-21	YTD 21
Adult Circulation				
Books	3,247	44,131	2,811	34,600
Video	527	6,944	557	5,556
Audio	450	5,445	458	4,773
Periodicals	112	2,535	149	1,666
Other Formats	7	136	8	121
In House	48	1,099	14	129
Total Adult Circulation	4,391	60,290	3,997	46,845
Youth & Teen Circulation				
Books	3,633	33,875	2,605	32,301
Video	119	2,036	182	1,982
Audio	60	806	91	888
Periodicals	5	189	4	37
Other Formats	-	-	-	-
In House Use	432	5,233	282	3,799
Total Youth & Teen Circulation	4,249	42,139	3,164	39,007
Electronic Circulation				
eBooks (Media On Demand)	1,098	13,320	1,199	14,336
eBooks (e-Read IL)	75	927	80	1,036
Audio (e-Read IL)	45	512	57	569
Audio (Media On Demand)	592	7,184	494	6,107
Video (Media On Demand)	-	1	-	2
Periodicals (Overdrive)	116	1,146	87	899
Music Streaming (Freegal)	974	13,296	845	8,640
Music (Freegal)	44	558	51	880
Total Electronic Circulation	2,944	36,944	2,813	32,275
TOTAL CIRCULATION	11,584	139,373	9,974	118,127

	Dec-22	YTD 22	Dec-21	YTD 21
ILL - Received	886	14,974	1,021	14,558
ILL - Sent	939	9,903	923	11,288
Reciprocal Borrowing	779	8,115	504	4,944
Online Renewals	38	492	26	349
Self-Checkout	3,169	34,393	2,728	29,964
# Included in Total Circulation				
Computer Usage				
Library Workstation Sessions	229	3,101	198	1,653
Wireless Sessions	685	7,214	660	4,168
Total Sessions	914	10,315	858	5,821
# of People Using the Library*	6,336	84,246	5,315	57,652

HOMEBOUND DELIVERIES	Current Month	Full Year
Patrons Serviced	4	
Visits	7	68
Items	122	1,240

MUSEUM PASS PROGRAM	Current Month	Full Year
TOTAL PASSES	12	201

Borrower Cards Issued					
Patron Types	# of Cards at Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,966	48	18	-	5,001
Non-Resident/Trinity/Business	47	-	-	-	51
Cards for Kids	3	-	3	-	5



PALOS HEIGHTS
PUBLIC LIBRARY

PUBLIC SERVICES DEPARTMENT REPORT

NOVEMBER 2022

Meetings:

11/2 – Met with Matt to go over the month-at-a-glance in the Public Services department and other timelines as part of his training to move to the head of the department.

11/3 – Met with Christina, Beth, and Emily for our one-on-one meetings to review goals and discuss updates.

11/8 – Met with Matt and Beth to go over the Local History collection and ongoing projects.

11/9 – Met with Jesse and Matt for our one-on-one meeting to go over updates in the department, any ongoing issues and plans.

11/9 – Met with Matt to go over staff evaluations.

11/9 – Attended Department Head meeting.

11/14 – Attended the Kris Kringle Market Committee meeting to finalize all details for the event.

Reference Work:

Working with the public via phone, chat, answering emails, and in person, Public Services staff answered 1314 questions.

Marketing/Publicity/Outreach:

Home Delivery Services – Homebound delivery made 6 deliveries this month delivering over 156 items.

11/7 – Matt taped *At the Library* with PHTV4 to promote December events.

11/16 – Attended Green Team Meeting.

11/14 – Attended the Kris Kringle Market Committee meeting to finalize all details for the event.

Programming:

Our programs have switched to hybrid programs with virtual presenters showing to both an in-house and virtual audience. We are still trying to get the kinks worked out with changing over to streaming programs on YouTube live. We continue to have issues with sound, the camera, and the registration process. We continue to invest much of our time in trying different test programs to see what works best for our situation.

Our most popular programs this month were the hybrid *Shipwrecks of the Great Lakes* (virtual presenter with both in-house and virtual audience) program with 39 registered/56 attending, the in-house presentation *Baking with Beth* program with 52 registered/40 attending, and the in-house presentation hybrid program *The Von Trapp Family* with 39 registered and attending.

We had 360 passive views from 2 programs on YouTube.

We had 6 views across 5 videos on Niche Academy.

Local History:

We changed out the local history exhibit on the floor to the Christmas in Palos collection.

Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,
Jeannine Kacmar
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

November 2022

PROGRAMMING			TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid			6	\$1,225	177	Reference	Computer	Directional
Free			2	N/A	56	606	382	326
Book Discussions			3	N/A	15	TOTAL		1,314
MOVIES			1	N/A	27	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg				N/A	0	3	6	156
Needle Crafters			5	N/A	34	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	73			
COMPUTER TRAINING - LAB			2	N/A	6	0		
TOTAL PROGRAMMING			24	\$1,225	388			
DATE	TIME	TYPE	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/06/22	2:00 pm	IN-PERSON	FROM CHICAGO TO VIETNAM			16	\$250	8
11/10/22	6:30 pm	HYBRID	SHIPWRECKS (15 IN-PERSON)			39	\$250	56
11/13/22	2:00 pm	HYBRID	VON TRAPP FAMILY (21 IN-PERSON)			39	\$250	39
11/14/22	6:30 pm	IN-PERSON	TRIVIA NIGHT @ HARVEST ROOM			32	\$125	34
11/16/22	7:00 pm	HYBRID	CAITLIN DOUGHTY (ILP PROG) (1 INPERSON)			13	ILP SUB	14
11/29/22	6:30 pm	IN-PERSON	CHRISTMAS GIFTS			25	\$350	26
DATE	TIME	TYPE	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/15/22	6:30 PM	HYBRID	HEART HEALTHY HOLIDAYS (0 IN-PERSON)			13	N/A	16
11/30/22	6:30 pm	IN-PERSON	BAKING WITH BETH			52	N/A	40
DATE	TIME	TYPE	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
11/14/22	12:00 pm	IN-HOUSE	Lunch Bunch				N/A	9
11/15/22	2:00 pm	IN-HOUSE	Teatime on Tuesdays				N/A	6
11/15/22	3:30 pm	IN-HOUSE	Senior Center Book Disc				N/A	0
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
11/20/22	2:00 pm	Sunday @ the Cinema: Where the Crawdads Sing				18	N/A	27
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
11/01/22	10:00 am	NEEDLE CRAFTERS					N/A	6
11/08/22	10:00 am	NEEDLE CRAFTERS					N/A	8
11/15/22	10:00 am	NEEDLE CRAFTERS					N/A	7
11/22/22	10:00 am	NEEDLE CRAFTERS					N/A	6
11/29/22	10:00 am	NEEDLE CRAFTERS					N/A	7
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
11/01/22	10:00 am	SCRABBLE					N/A	12
11/08/22	10:00 am	SCRABBLE					N/A	17
11/15/22	10:00 am	SCRABBLE					N/A	16
11/22/22	10:00 am	SCRABBLE					N/A	13
11/29/22	10:00 am	SCRABBLE					N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
11/14/22	2:00 pm	Facebook Basics				1	N/A	2
11/28/22	2:00 pm	Android Basics				7	N/A	4



PALOS HEIGHTS
PUBLIC LIBRARY

PUBLIC SERVICES DEPARTMENT REPORT DECEMBER 2022

Employment:

As I will be retiring, this month of December was spent finalizing the change of position as Head of Public Services to Matt Matkowski. I spent most of the month going through files, records, budgets, passwords and accounts in preparation for my leaving.

Meetings:

12/6 – Attended Simon & Schuster Spring Book 2023 preview.

12/7 – Attended Libraries & Substance Abuse Crisis webinar.

Reference Work:

Working with the public via phone, chat, answering emails, and in person, Public Services staff answered 1092 questions.

Marketing/Publicity/Outreach:

12/2 and 12/3 – The library provided free hot coco at their booth at the Kris Kringle Market and sold tickets for a drawing for 5 items that were created on the GlowForge in the Fablab. The market was a huge success this year and the library's participation in the market garnered a lot of positive attention especially for the Fablab. Jesse has the specific numbers on how much hot coco we gave away and on how much we sold in tickets.

Home Delivery Services – Home delivery made 7 deliveries this month to 4 patrons delivering over 122 items.

12/12 – Taped the best of books list for 2022 and what to expect in 2023 book shows with PHTV4.

Programming:

We typically do not schedule programs during the month of December because of the holiday's effect on attendance.

However, we did wrap up our Merry & Bright in the Heights holiday event with the Madrigal Singers and the Community Sing-a-Long. We had well over 65 people attend to enjoy the music, the hot coco and cookies, and to get in the holiday spirit. PHTV4 recorded the program and posted the concert along with the sing-a-long on their site.

Local History:

The Palos Heights Library's collection of 90 records and photographs from the local history collection at our library have been entered into the Illinois Digital Archive at the Illinois State Library.

Collection Development:

Continue to renew and manage the databases, their budgets, their marketing, and training staff on these products. Ordered the fiction, nonfiction and large print books, audio and DVDs for the collection along with e-books and e-audiobooks.

Respectfully submitted,
Jeannine Kacmar
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

December 2022

PROGRAMMING	Hybrid	In-person	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	0	2	\$100	65	Reference Computer Directional		
Free	0	0	0	N/A	0	471	315	306
Book Discussions	0	0	1	N/A	8	TOTAL		1,092
MOVIES			0	N/A	0	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			0	N/A	0	4	7	122
Needle Crafters			4	N/A	27	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	64			
COMPUTER TRAINING - LAB			0	N/A	0	0		
TOTAL PROGRAMMING			11	\$100	164			
DATE	TIME	TYPE	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/01/22	6:30 PM	IN-PERSON	MADRIGAL SINGERS CONCERT		N/A	\$100	62	
12/13/22	7:00 PM	HYBRID	SHAUNA SEVER (ILP PROG) (0 IN-PERSON)		16	ILP SUB	3	
DATE	TIME	TYPE	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
DATE	TIME	TYPE	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
12/12/22	12:00 PM	IN-HOUSE	Lunch Bunch		N/A	N/A	8	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
12/06/22	10:00 AM	NEEDLE CRAFTERS				N/A	8	
12/13/22	10:00 AM	NEEDLE CRAFTERS				N/A	5	
12/20/22	10:00 AM	NEEDLE CRAFTERS				N/A	8	
12/27/22	10:00 AM	NEEDLE CRAFTERS				N/A	6	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
12/06/22	10:00 AM	SCRABBLE				N/A	12	
12/13/22	10:00 AM	SCRABBLE				N/A	17	
12/20/22	10:00 AM	SCRABBLE				N/A	19	
12/27/22	10:00 AM	SCRABBLE				N/A	16	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

NOVEMBER 2022

Meetings and Training:

November 04, 2022 Susana attended LACONI Technical Services Section Program: Cataloging Books.

November 07, 2022 1-on-1 meeting with Jesse.

November 09, 2022 Department Head meeting.

November 23, 2022 Susana attended Management Team meeting.

Staff Related:

Susana and Marilyn completed SWAN's serial clean-up project.

Susana continues to review the status of items ordered for fiscal closing in December.

Technical Services has been working on processing a new audio & print book format, Wonderbook. Youth and Teen Services will be releasing 24 new titles, including read-along and sing-along Wonderbooks.

Susana and Marilyn completed updating the control id list for 2023 periodical titles, creating serial control records for 2023 weekly serial titles and creating serial title/published issue labels for magazine processing.

Susana continues to work on 2023 performance evaluations for Technical Services staff.

Susana helped Jeannine set up and clean up for Veteran's Day luncheon event.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	0	203	0	0	0	0	-	-
Received	79	204	8	13	6	30	-	-
Added	144	248	19	19	10	0	107	23
Discarded	190	4	5	54	3	108	92	1



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	1	0	5	0	0	2
Juvenile	3	0	54	0	1	105

Respectfully submitted,
Susana Leyva
Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

DECEMBER 2022

Meetings and Training:

December 02, 2022 Marilyn attended ATLAS Academy 2022.

December 13, 2022 End-of-Year Technical Services department meeting.

December 27, 2022 Susana attended SWAN Fireside Chat.

Staff Related:

Susana conducted performance evaluations for Technical Services staff.

Susana completed the 2022 fiscal closing and set up 2023 fiscal year in Workflows.

Marilyn completed processing all cancelled ordered items.

Susana and Marilyn completed transferring 2022 weeklies into 2023 serial records.

Susana trained Christina as Librarian in Charge.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	0	0	0	0	0	0	-	-
Received	10	14	7	0	0	0	-	-
Added	95	146	7	2	1	0	53	7
Discarded	681	31	1	0	0	0	101	25



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	0	0	1	0	0	0
Juvenile	0	0	0	1	0	0

Respectfully submitted,
Susana Leyva
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

November 2022

Highlights of the Month:

The YTS department planned and prepared the following programs in addition to the weekly Tales for Twos, Little Wiggles, and Kindergarten Ready weekly story times.

Thanksgiving Origami – Carla planned several Thanksgiving themed origami crafts and teens enjoyed making them.

3D Pumpkin Craft – Carla planned pumpkin trivia and a 3D pumpkin craft.

Bad Art Show – Claire planned this program for tweens in grades 4-8, who enjoyed using their creativity to make wild works of art with various craft materials.

STEAM: Candy Cane Coding – Claire planned candy cane trivia and a corresponding craft for children in grades 3-5. Children enjoyed learning about binary code and challenging themselves on the trivia questions.

Bedazzled Gourds – Jolie planned a program for children in grades K-3 to decorate fake gourds and pumpkins with gems. The children had fun using the gems to decorate the gourds and pumpkins and can reuse them as cute fall decorations.

Elf on the Shelf Scavenger Hunt – Children of all ages, including many adults, enjoyed participating in this scavenger hunt. Patrons searched high and low for elves that would help them complete the lyric to, “later we’ll have some pumpkin pie....” Participants also received a small goodie bag.

Reindeer Games – Tina had a blast with the children at this program. They made snowpeople, played reindeer toss, marshmallow pong, and put their gift wrapping skills to the test!





Meetings and Department News:

At the Library – Tina shared youth and teen programs with Channel 4 on 11/03.

ILA YS Forum – Tina attended this on 11/04. Attendees recapped the ILA conference and shared plans for next year.

Bookshelf – Tina shared 9 of her favorite books that were published in 2022 on Channel 4. She went to the studio and participated in a recording on 11/07.

Department Head Meeting – Tina attended a department head meeting on 11/09.

Holiday Party Planning – Tina attended meetings with Jesse and Lorena on 11/17 to plan the library's holiday party.

Booklist: Winter 2023 Librarian Preview with HarperCollins Children's Books featuring Lois Lowry, Loren Long, and Ibi Zoboi – Carla and Claire watched this webinar on 11/08 and 11/25. They learned about upcoming books for children and teens and listened to a panel of authors and illustrators discuss their books.

MackKids School & Library Winter 2023 Preview Event – Carla watched this webinar on 11/08 to learn about upcoming books for youth and teens from Mackin.

Management Meeting – Tina attended a management meeting on 11/23. Then we went to decorate the library's Christmas tree at city hall.

DK School & Library Spring 2023 Preview – Claire watched this webinar on 11/25. She learned about upcoming nonfiction books and series for children and teens from DK Publishing.

Library Market Meeting – Tina attended this kick-off meeting on 11/28.

Outreach:

Book Talks – Claire shared her book recommendations for November with Dist. 128.

Girl Scout Troop – Tina and Carla planned a tour, scavenger hunt, and Glowforge craft for a girl scout troop on 11/07. They learned about the new Youth and Teen Department and decorated ornaments they made on the Glowforge.

Rec Center Preschool – Carla visited the Rec Center on 11/15 and 11/16 and presented a story time.

Indian Hill Preschool – Carla visited six preschool classes on 11/16 and presented a story time.

Sandbox Preschool – Tina provided a tour and showed students around the interactive space on 11/21.

Trusting Hearts Preschool – Jolie visited this preschool on 11/22 and presented a story time.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	19	175		Reference	Computer	Directional
Free Tween/Teen Programming	3	7		176	12	68
Youth Paid Programming	0	0		TOTAL	256	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	22	182		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	97	76	50
TOTAL OUTREACH	3	32	661	TOTAL	223	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
11/01/22	4:00 pm	Bottle Scuba Diver Experiment		0
11/02/22	11:30 am	Tale for Twos		13
11/02/22	1:00 pm	Kindergarten Ready!		15
11/03/22	11:30 am	Little Wiggles		11
11/09/22	11:30 am	Tales for Twos		12
11/09/22	1:00 pm	Kindergarten Ready!		11
11/09/22	4:00 pm	Thankful Wreaths		6
11/10/22	11:30 am	Little Wiggles		11
11/14/22	4:00 pm	3D Pumpkin Craft		5
11/15/22	4:00 pm	DIY Instruments		7
11/16/22	11:30 am	Tales for Twos		11
11/16/22	1:00 pm	Kindergarten Ready!		12
11/17/22	11:30 am	Little Wiggles		7
11/17/22	4:00 pm	Bedazzled Gourds		9
11/22/22	4:00 pm	STEAM: Ice Magnet Painting		18
11/23/22	11:30 am	Tales for Twos		7
11/23/22	1:00 pm	Kindergarten Ready!		12
11/29/22	4:00 pm	STEAM: Candy Cane Coding		2
11/30/22	4:00 pm	Reindeer Games		6

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
11/07/22	4:00 pm	Thanksgiving Origami		1
11/08/22	4:00 pm	Bad Art Show		6
11/16/22	4:00 pm	Tween Graphic Novel Club		0

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Elf Scavenger Hunt - Activity	50
Corn - Craft	67
Pumpkin - Teen Craft	36
Turkey Gate - Craft	30
Yarn Pumpkin - Teen Craft	40

OUTREACH & SCHOOL VISITS						
DATE	ORGANIZATION				# SESSIONS	ATTENDANCE
11/07/22	Girl Scout Troop - Library Visit and Tour				1	17
11/08/22	November K-1 Virtual Booktalks				6	144
11/08/22	November 2-3 Virtual Booktalks				10	166
11/08/22	November 4-5 Virtual Booktalks				7	154
11/15/22	Rec Center Preschool				2	29
11/16/22	Indian Hill Preschool				6	88
11/21/22	Sandbox Preschool - Library Visit and Tour				2	35
11/22/22	Trusting Hearts Preschool				1	28

YOUTH & TEEN SERVICES DEPARTMENT REPORT

December 2022

Highlights of the Month:

Holiday Escape Room –Claire led the fun event for teens.

Ugly Sweater Day DIY – Claire helped children of all ages use various craft supplies to create festive designs on their shirts and sweaters. Children enjoyed using their creativity and putting a new spin on an old shirt.

Coffee Filter Snowflakes – Claire planned this program for children in grades 3-5, who enjoyed following a simple guide to color and cut their own snowflakes out of coffee filters.

Santa Story Time – Claire planned this story time for children who enjoyed singing Christmas songs and listening to stories about Santa Claus in preparation for the holiday.

Teen Paint Party – Tina invited teens and tweens to unwind, de-stress, and create a holiday masterpiece!



Jingle Bell Ornaments – Jolie helped tweens create adorable ornaments for their tree or as gifts.

Arthur Christmas Craft – Jolie planned this program for children in grades K-3 and provided a short story time reading the book, *Arthur's Christmas* and making Arthur and Buster ornaments.

Pinecone Christmas Tree – Carla planned this craft program for teens grades 6-12. Teens enjoyed designing their own mini Christmas trees expressing their creativity.

Paper Ornaments – Carla planned a few different paper ornaments for tweens and teens in grades 4-12. Teens enjoyed making their own crafts to put on their trees at home.

Pajama Story time – Carla planned this snow theme story time for children ages 2-5. Many children wore their pajamas!

Snow Much Fun Story time – Carla planned this snow story time for babies and their caregivers, learning an early literacy tip along the way.

Gingerbread Bread House Decorating – Tina helped teens and tweens get in the holiday spirit by decorating gingerbread houses. Many of the teens participated after working on a large assignment for school.



Elf Parachutes – Carla planned this exciting activity for children in grades 3-5. Children created their own parachutes to help Santa deliver presents. They loved testing them on the stairs!

Reindeer Day! – Carla planned this reindeer program for children in grades K-3. She read one story and then the children made two different ornaments for their Christmas trees at home.

Meetings and Department News:

At the Library – Tina shared youth and teen programs with Channel 4 on 12/05.

Social Media – Tina had a meeting with the social media committee on 12/05. We brought back D.D. Dino!

Library Calendar – Tina attended meetings regarding the new library calendar throughout the month.

SLJ: Library Con Live! -- Carla watched this event on 12/01. She listened to a variety of graphic novel panelists discuss their works for youth and teens.

Penguin Random House Winter Book and Author Festival – Claire watched this event on 12/08. She listened to various children's and young adult authors discuss their upcoming books and the inspirations behind them.

Winter 2023 Librarian Preview with HarperCollins Children's Books featuring Lois Lowry, Loren Long, and Ibi Zoboi – Claire watched this webinar on 12/17. She listened the featured authors discuss their upcoming books and learned about other upcoming children's and young adult books from the publisher.

Mackin: New Perspectives on Fantasy in Middle Grade – Carla watched this webinar on 12/20 and listened to authors Julie Abe and Laekan Zea Kemp discuss their approaches to writing for a middle grade audience.

This month, the library wished Lauren Bobysud well on her new position. The library also welcomed part-time Youth and Teen Assistant, Audrey Fetcho. She has programming experience with children at the Brookfield Library and is in college to become a social worker.

Outreach:

Book Talks – Lauren shared her book recommendations for November with Dist. 128.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	9	135		Reference	Computer	Directional
Free Tween/Teen Programming	5	33		172	24	87
Youth Paid Programming	0	0		TOTAL	283	
Tween/Teen Paid Programming	1	7	\$377	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	15	175	\$377	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	349	157	
TOTAL OUTREACH	0	23	464	TOTAL	506	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
12/06/22	4:00 pm	Ugly Sweater Day DIY		14
12/07/22	11:00 am	Alphabet Yoga		21
12/08/22	4:00 pm	Coffee Filter Snowflakes		5
12/13/22	6:00 pm	Pajama Storytime		25
12/14/22	1:00 pm	Santa Storytime		33
12/15/22	11:30 am	Snow Much Fun Storytime		13
12/15/22	4:00 pm	Arthur Christmas Craft		9
12/19/22	4:00 pm	Elf Parachutes		4
12/20/22	4:00 pm	Reindeer Day!		11

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
12/01/22	4:00 pm	Holiday Escape Room		9
12/05/22	4:00 pm	Pinecone Christmas Tree		3
12/07/22	4:00 pm	Jingle Bell Ornaments		7
12/13/22	4:00 pm	Paper Ornaments		2
12/14/22	4:00 pm	Gingerbread House Making		12

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
12/10/22	11:00 am	Teen Painting Party	\$377	7

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Craft -- Snowglobe	55
Craft -- Ornament	118
Teen Craft-- Penguin Corner Bookmark	28
Craft -- Winter Hat	81
Craft -- Grinch Gingerbread	150
Teen Craft -- Snowman Card	74

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/07/22	December K-1 Virtual Booktalks	6	144
12/07/22	December 2-3 Virtual Booktalks	10	166
12/07/22	December 4-5 Virtual Booktalks	7	154