



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

FEBRUARY 2023

At the Desk:

9 online library cards were issued to residents.

39 directional questions were answered by the Circulation staff.

15 patrons used Curveside pickup.

Continuing Education:

InfoPeople – *Rekindling from Burnout: Lessons and Strategies for Public Library Workers*

Department Highlights:

Lorena helped set up the Friends of the Library Book Sale.

All Circulation Clerks attended the Staff In-service on Friday, February 10.

Kindness Corner collected a total of forty word puzzle books to be donated to the Palos Heights Senior Center.

Meetings:

February 6 – Fab Lab with Susana, Cricut mug

February 7 – Fab Lab with Joan Meyers

February 10 – Staff In-service

February 13 – 1 on 1 with Jesse

February 21 – Fan Con meeting

Respectfully submitted,
Lorena Rodriguez
Head of Circulation

CIRCULATION STATISTICS FOR FEBRUARY 2023

	Feb-23	YTD 23	Feb-22	YTD 22
Adult Circulation				
Books	3,391	7,106	4,273	7,762
Video	473	934	549	1,102
Audio	326	698	382	821
Periodicals	209	405	217	551
Other Formats	3	11	1	2
In House	113	178	20	51
Total Adult Circulation	4,515	9,332	5,442	10,289
Youth Circulation				
Books	3,949	8,298	2,539	5,115
Audio	90	196	91	158
Teen Circulation				
Books	316	690	Included in Youth totals for 2022	
Audio	1	2		
Youth & Teen Circulation				
Video	185	408	126	284
Periodicals	1	7	6	10
Other Formats	-	2	-	-
In House Use	823	1,622	427	799
Total Youth & Teen Circulation	5,365	11,225	3,189	6,366
Electronic Circulation				
eBooks (Media On Demand)	1,268	2,588	1,160	2,412
eBooks (e-Read IL)	94	182	90	159
Audio (e-Read IL)	55	105	41	91
Audio (Media On Demand)	621	1,358	522	1,089
Video (Media On Demand)	-	-	-	1
Periodicals (Overdrive)	89	200	82	188
Music Streaming (Freegal)	848	1,832	924	1,952
Music (Freegal)	36	80	40	92
Total Electronic Circulation	3,011	6,345	2,859	5,984
TOTAL CIRCULATION	12,891	26,902	11,490	22,639

ILL - Received	1,100	2,340	1,196	2,584
ILL - Sent	1,025	2,198	903	1,972
Reciprocal Borrowing	1,172	2,434	564	1,338
Online Renewals	38	59	33	70
Self-Checkout	3,780	8,178	1,995	4,368
Computer Usage				
Library Workstation Sessions	333	653	193	374
Wireless Sessions	775	1,400	491	1,009
Total Sessions	1,108	2,053	684	1,383
# of People Using the Library*	8,769	17,879	5,831	11,985

Homebound Deliveries		Current Month	Full Year
Patrons Serviced		6	
Visits		8	15
Items		65	159

Museum Pass Program		Current Month	Full Year
Total Passes		8	24

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,084	57	36	-	5,120
Non-Resident/Trinity/Business	135	-	2	-	137
Cards for Kids	8	-	1	-	9



PALOS HEIGHTS
PUBLIC LIBRARY

Public Services Department Report

February 2023

Employment

A new part-time Public Services Librarian was hired. Sue Pajor began on 2-20-23.

Meetings

2-3-23: Attended RAILS Collection Development Group meeting.

2-8-23: Filmed "At the Library" for Channel 4.

2-15-23: Met with StackMap rep.

2-16-23: Met with the Adult Reading Roundtable team to plan the 2023 ARRTCon.

2-21-23: First FanCon meeting of 2023.

2-22-23: Green Team meeting.

2-22-23: "Rapid Response Team Model" meeting with ILA/RAILS/IHLS/AISLE folks.

2-27-23: Met with Susana to go over ordering.

Reference Work

Working with the public via phone, chat, E-Mail, and in person, Public Services staff answered 1,258 questions in February 2023.

IPLAR was done, and I created a step-by-step guide and several spreadsheets that should make reporting next year much easier and faster.

Marketing/Publicity/Outreach

Home Delivery: This month we delivered to 6 patrons over 8 visits with 65 items delivered.

Channel 4: I recorded a look at the upcoming programs for March.

Attendance at the FabLab tours slowed down in February, but FabLab usage was up. The GlowForge and Cricut were the most used machines, but we did have two 3D print projects.

Programming

I mentioned last month that programming attendance appears to be bouncing back to pre-pandemic numbers, and February has done nothing to challenge that notion. In-person program attendance has continued to grow.

We had several hybrid programs last month. Most of them went well. We still need to figure out how to properly light a presenter for the at-home audience when the lights in the Meeting Room are off so in-person attendees can see the screen better. We also learned a valuable lesson in YouTube copyright algorithms, and that we will no longer broadcast any programs with sound or video clips via YouTube Live. The vast majority of our presenters going forward are set to be here in the library, so we shall see.

The Puzzle Table has been doing well, with an unofficial tally of 47 people stopping by over February. It's hard to monitor that table at all times, as it is directly behind our desk, but that is the number we observed.

Trivia finally returned, thanks to the trivia company finally having their schedule available. There was a full house at Harvest Room f

January programs by the numbers:

Total Programs: 22

Virtual Attendees: 77

In-Person Attendees: 422

Total Attendees: 499 (up 147 from January)

Local History

Digitizing and archiving the Regional photo collection continues. We are communicating with the State Library to discuss next steps.

Collection Development

Placed orders for print and digital books and audiobooks. Discovered some new and more efficient ways to do ordering, after meeting with Susana. We will shortly be "diversifying" our ordering, in that everyone in the department will take a few genres/subjects, so that all of our eggs are not just in the Beth basket when it comes to ordering. Plus, ordering and collection development is a valuable skill for PS staff to develop. We plan to make this switch when we "go live" with Ingram.

Respectfully submitted,
Matt Matkowski

Public Services - Monthly Statistics

February 2023

Programming	Hybrid	In-person	Programs	Cost	Attendance	Reference Questions		
Paid	2	2	4	\$1,100	170	Reference	Computer	Directional
Free	1	0	1	N/A	32	694	220	344
Book Discussions	0	2	2	N/A	18	Total		1,258
Movies			1	N/A	41	Homebound Deliveries		
Passive Programs			2	N/A	133	# Patrons	# Visits	# Items
Clubs						6	8	65
Needle Crafters			4	N/A	28	Book-A-Librarian # Sessions		
Scrabble			4	N/A	56			
Computer Training - Lab			11	N/A	21			
						0		
Total Programming			29	\$1,100	499			
Date	Time	TYPE	Paid: Adult Programming		Registered	Cost	Attendance	
02/07/23	6:30 pm	hybrid	James Herriot (19 in-person)		46	\$225	49	
02/09/23	6:30 pm	hybrid	Dali (13 in-person)		38	\$350	33	
02/21/23	6:30 pm	in-person	Blues in America		48	\$400	59	
02/27/23	6:30 pm	In-person	Trivia Night @ Harvest Room		29	\$125	29	
Date	Time	Type	Free: Adult Programming		Registered	Cost	Attendance	
02/16/23	6:30 pm	hybrid	Movie Music Romance (16 in-person)		36	n/a	32	
Date	Time	Type	Book Discussions		Registered	Cost	Attendance	
02/13/23	12:00 pm	in-house	Lunch Bunch		n/a	n/a	11	
02/21/23	2:00 pm	in-house	Teatime on Tuesdays		n/a	n/a	7	
Date	Time	Movies			Registered	Cost	Attendance	
02/19/23	2:00 pm	Sunday @ the Cinema: Mrs Harris Goes to Paris			27	n/a	41	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table			n/a	n/a	47	
		Palos Heights Women's Club "Show Love" Poster			n/a	n/a	86	
Date	Time	Needle Crafters			Registered	Cost	Attendance	
02/07/23	10:00 am	Needle Crafters			n/a	n/a	6	
02/14/23	10:00 am	Needle Crafters			n/a	n/a	7	
02/21/23	10:00 am	Needle Crafters			n/a	n/a	6	
02/28/23	10:00 am	Needle Crafters			n/a	n/a	9	
Date	Time	Scrabble			Registered	Cost	Attendance	
02/07/23	10:00 am	Scrabble			n/a	n/a	14	
02/14/23	10:00 am	Scrabble			n/a	n/a	15	
02/21/23	10:00 am	Scrabble			n/a	n/a	15	
02/28/23	10:00 am	Scrabble			n/a	n/a	12	
Date	Time	Computer Training - Lab			Registered	Cost	Attendance	
2/1/2023	6:00 pm	Tech Time			n/a	n/a	1	
2/5/2023	2:00 pm	Fab Lab Tour			n/a	n/a	8	
02/07/23	2:00 pm	Tech Time			n/a	n/a	0	
02/08/23	6:00 pm	Tech Time			n/a	n/a	0	
02/13/23	2:00 pm	iPhone Basics			10	n/a	8	
02/14/23	2:00 pm	Tech Time			n/a	n/a	0	
02/15/23	6:00 pm	Tech Time			n/a	n/a	0	
02/20/23	6:30 pm	Fab Lab Tour			n/a	n/a	0	
02/21/23	2:00 pm	Tech Time			n/a	n/a	2	
02/22/23	6:00 pm	Tech Time			n/a	n/a	1	
02/28/23	2:00 pm	Tech Time			n/a	n/a	1	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

FEBRUARY 2023

Meetings and Training:

February 09, 2023 Susana attended SWAN Cataloging Advisory virtual meeting.

February 14, 2023 Susana attended Sustainable Thinking Builds Strong Libraries and Resilient Communities webinar.

February 16, 2023 Susana attended BIPOC (Black, Indigenous, People of Color) Library Workers virtual meeting. Nikki completed the annual sexual harassment training.

February 21, 2023 Susana attended Resources and Technical Services Forum virtual meeting, and Fan Con 5th annual planning meeting.

February 23, 2023 Susana attended 1-on-1 with Jesse, and SWAN Acquisitions and Cataloging Users virtual meeting.

February 27, 2023 Susana met with Matt for Collections Materials & More meeting.

February 28, 2023 Susana attended SWAN Members Fireside Chat virtual meeting. Susana met with Mary Kate for BLUEcloud Analytics training.

Staff Related:

Technical Services staff continue to work on revising fiction/mystery adult books that belong to a series.

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	260	258	19	0	8	0	-	-
Received	268	196	16	0	10	0	-	-
Added	73	90	12	0	9	0	72	13
Discarded	1,170	477	10	0	1	0	81	17



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	0	8	2	0	0	1
Juvenile	0	0	0	0	0	0

Respectfully submitted,
Susana Leyva
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

February 2023

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.

Virtual Author Visit: Shannon Hale & LeUyen Pham – The library partnered with 35 other libraries to bring patrons this virtual author event. The children enjoyed listening to the author and illustrator discuss their friendship and collaborative process. LeUyen Pham even drew several audience members in different 80's styles!

Mo Willems Day – Claire and Tina worked together to plan this event for toddlers ages 2-5 to celebrate Mo Willems' books. The children enjoyed listening to some of his stories, creating Elephant and Piggie and Pigeon and Duckling crafts, and playing Pin the Cookie on the Pigeon, as well as a life-size board game based on the Pigeon books!



Bubble Wrap Picture Frames – Audrey planned this program for children grades 3-5. We had so much fun getting creative and using paint to make cool patterns using the bubble wrap as the paint brush!

Heart Wreaths – Jolie planned this program for children in grades K-3. The kids enjoyed making cute heart wreaths using paper plates, tissue paper, glitter and their creativity!

Minute to Win it – Mary Kate played short games with the 3-5th graders. The kids enjoyed the Oreo on the Face, Bounce into the Tin, and an M&M and straw game.



Popcorn Party! – Carla provided tasty toppings for teens in grades 6-12 to enjoy on their popcorn while watching the movie Bad Guys based on books by Aaron Blabey.

Meetings and Department News:

Booklist: Me and You: Celebrating the Importance of Relationships with Albert Whitman & Company – Carla watched this webinar on 02/04. She listened to three authors discuss their books and answered questions in a panel.

Channel 4: Tina shared library programs on 02/08.

Wednesdays with Ingram: Top Tips for Searching and Browsing – Carla watched this webinar on 02/08.

Wednesdays with Ingram: Top Tips for Building and Ordering – Carla watched this webinar on 02/08.

Booklist: Discover 2023 YA Debuts – Tina and Carla watched this webinar on 02/08 and listened to a panel of new YA authors discuss their novels.

Staff In-Service – Tina, Carla, Claire, Mary Kate, Audrey, Jolie, and Laura attended staff in-service on 02/10.

One-on-One – Tina attended a meeting with Jesse on 02/13.

Booklist: Disney Publishing Preview – Claire and Carla watched this webinar on 02/14 about upcoming youth titles.

Fan Con Meeting – Claire met with the Fan Con committee on 02/21 to discuss potential attractions for this year's event.

Social Media – Tina held a meeting with the social media committee on 02/22 to discuss upcoming events.

Booklist: Magnificent Middle Grade – Tina, Carla, and Claire watched this webinar on 02/21.

Booklist: MacKids School & Library Spring 2023 Preview Event – Claire watched this webinar on 02/21 about upcoming titles for all ages from Macmillan Publishing.

Laconi YSS Board Meeting – Tina attended on 02/24. The board discussed this month's workshop event and IYSI.

Booklist: Terrific Teen and Dazzling Debuts: Four 2023 Debuts from Bloomsbury – Claire watched this webinar on 02/28, where she listened to a panel of upcoming debut YA authors discuss their books and writing processes.

Preschool Outreach Programmers – Carla attended this meeting on 02/27. The group discussed: the frequency of outreach visits, preschool fairs/nights, relationships with child care centers, and tips for keeping a preschooler's attention during storytime.

Outreach:

Indian Hill Preschool – Carla presented a storytime about the ocean to six preschool classes on 02/15.

Rec Center – Carla presented a storytime about the ocean to the 4 year-old preschool class on 02/15.

Sandbox School – Mary Kate read stories and sang songs on 02/21 about Community Helpers to Pre-K to third graders.

Reggio Academy – Claire presented a cookie-themed storytime to the 2- and 3-year old preschool classes on 02/27.

Rec Center – Carla presented a storytime about the ocean to the 3 year-old preschool class on 02/28.

Book Talks – Audrey and Tina shared their book recommendations for February with Dist. 128.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	19	297		Reference	Computer	Directional
Free Tween/Teen Programming	1	5		273	14	56
Youth Paid Programming	1	4	\$69	TOTAL	343	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	21	306	\$69	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	316	114	21
TOTAL OUTREACH	0	29	608	TOTAL	451	

DATE	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
02/01/23	Tales for Twos		10
02/01/23	Kindergarten Ready!		21
02/02/23	Little Wiggles		18
02/02/23	Heart Wreaths		2
02/06/23	Bubble Wrap Picture Frames		4
02/08/23	Tales for Twos		8
02/08/23	Kindergarten Ready!		14
02/08/23	Furry Readers		27
02/09/23	Little Wiggles		23
02/15/23	Tales for Twos		15
02/15/23	Kindergarten Ready!		17
02/16/23	Little Wiggles		13
02/17/23	Mo Willems Day		36
02/21/23	Night Sky Studies		4
02/22/23	Tales for Twos		21
02/22/23	Kindergarten Ready!		11
02/22/23	Lego Builders		35
02/23/23	Little Wiggles		12
02/23/23	Minute to Win It Competition		6

DATE	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
02/13/23	Popcorn Party!		5

DATE	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
02/11/23	Virtual Author Visit: Shannon Hale & LeUyen Pham	\$69	4

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Love Bird	170
Teen Craft - Penguin	50
Craft - Heart Bear Card	146
Teen Craft - Fortune Cookie	64
Teen Gaming - Nintendo Switch	21

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
02/08/23	Grades K-1 Virtual Booktalks	6	161
02/08/23	Grades 2-3 Virtual Booktalks	7	154
02/08/23	Grades 4-5 Virtual Booktalks	5	126
02/15/23	Indian Hill	6	82
02/15/23	Rec Center	1	16
02/20/23	Sandbox	1	17
02/27/23	Reggio Academy	1	14
02/27/23	Trusting Hearts	1	26
02/28/23	Rec Center	1	12