



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## FEBRUARY 2024

### At the Desk:

14 online library cards were issued to residents.

30 directional questions were answered by the Circulation staff.

12 patrons used Curveside pickup.

8 birthday bookmarks were given out to patrons.

### Continuing Education:

Wild Wisconsin Winter Web Conference: *Can't We All Just Get Along*

### Department Highlights:

Lorena, Chris, Crystine, Dora, Joyce, Karen D., and Mickey all attended Staff In-service day, participating in the activities planned for the day.

The Circulation staff helped take down the winter decorations around the library and set up Valentine's Day decorations.

Lorena set up Precious Moments figurines in the display case for patrons to view during the month of February.

Lorena created a monthly checklist of items for this year's Fan Con as she steps down as committee chair and hands it off to Christina in Public Services. Christina will do great in leading this committee and continue to provide a wonderful library event for the community.

Lorena reached out to a representative at *Facing Forward to End Homelessness* and prepared marketing materials for the March Kindness Corner donation request.

Lorena created a staff committee list for 2024.

Lorena ran reports and gathered Circulation statistics for the yearly ILLINET report.

Lorena completed the LIC schedules for the months of January, February, and March.

Lorena helped the Palos Heights Woman's Club set up a love display board for patrons to write down how they spread love throughout the month of February. The Woman's Club graciously donated laminated bookmarks for patrons to take.

## Meetings:

February 5 – ILA Noon Network: Training PIC's webinar

February 14 – 1 on 1 with Jesse

February 17 – Meeting with Linda Gray

February 21 – Management Team meeting

February 22 – 1 on 1 with Karen M.

February 26 – Department Head meeting

February 20 – 1 on 1 with Christina

February 29 – 1 on 1 with Jesse

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR FEBRUARY 2024

	Feb-24	YTD 24	Feb-23	YTD 23
<b>Adult Circulation</b>				
Books	3,778	7,705	3,391	7,106
Video	559	1,084	473	934
Audio	287	609	326	698
Periodicals	156	330	209	405
Other Formats	2	9	3	11
In House	73	147	113	178
<b>Total Adult Circulation</b>	<b>4,855</b>	<b>9,884</b>	<b>4,515</b>	<b>9,332</b>
<b>Youth Circulation</b>				
Books	3,938	8,235	3,949	8,298
Audio	49	135	90	196
<b>Teen Circulation</b>				
Books	223	492	316	690
Audio	3	9	1	2
<b>Youth &amp; Teen Circulation</b>				
Video	165	407	185	408
Periodicals	10	27	1	7
Other Formats	57	152	-	2
In House Use	778	1,814	823	1,622
<b>Total Youth &amp; Teen Circulation</b>	<b>5,223</b>	<b>11,271</b>	<b>5,365</b>	<b>11,225</b>
<b>Electronic Circulation</b>				
eBooks (Media On Demand)	1,266	2,608	1,268	2,588
eBooks (e-Read IL)	69	177	94	182
Audio (e-Read IL)	67	122	55	105
Audio (Media On Demand)	812	1,755	621	1,358
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	278	616	89	200
Periodicals (PressReader)	22	1,113	-	-
<b>Total Electronic Circulation</b>	<b>2,514</b>	<b>6,391</b>	<b>3,011</b>	<b>6,345</b>
<b>TOTAL CIRCULATION</b>	<b>12,592</b>	<b>27,546</b>	<b>12,891</b>	<b>26,902</b>

ILL - Received	1,307	2,628	1,100	2,340
ILL - Sent	1,090	2,228	1,025	2,198
Reciprocal Borrowing	1,249	2,515	1,172	2,434
Online Renewals	44	80	38	59
Self-Checkout	3,859	8,243	3,780	8,178
<b>Computer Usage</b>				
Library Workstation Sessions	493	918	333	653
Wireless Sessions	995	1,971	775	1,400
Total Sessions	1,488	2,889	1,108	2,053
# of People Using the Library	9,552	19,807	8,769	17,879

<b>Homebound Deliveries</b>		<b>Current Month</b>	<b>Full Year</b>
Patrons Served		5	
Visits		14	23
Items		62	191

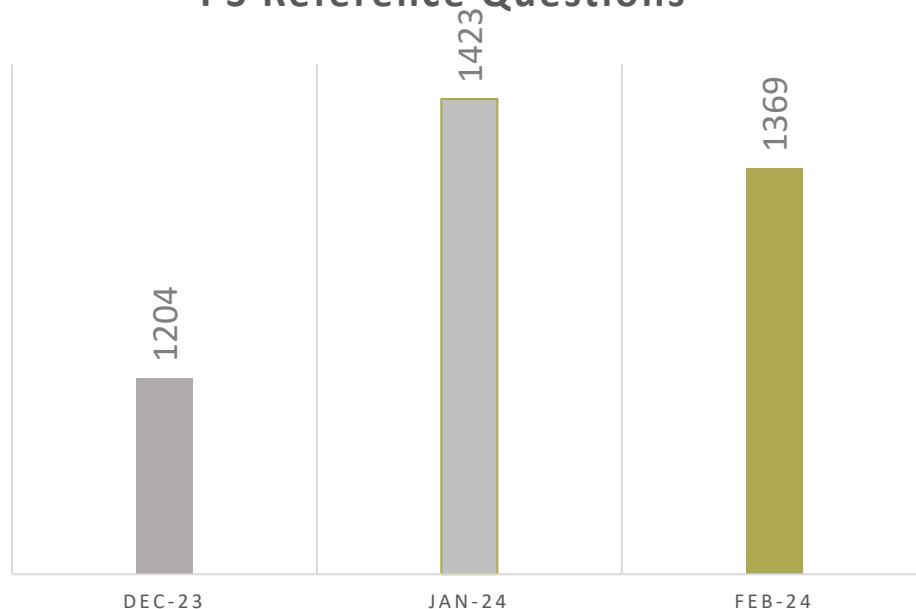
<b>Museum Pass Program</b>		<b>Current Month</b>	<b>Full Year</b>
Total Passes		15	22

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,838	39	56	-	3,894
Non-Resident/Trinity/Business	19	1	3	-	22
Cards for Kids	61	-	-	-	61

Respectfully submitted by Lorena Rodriguez, Head of Circulation

# Public Services Department Report February 2024

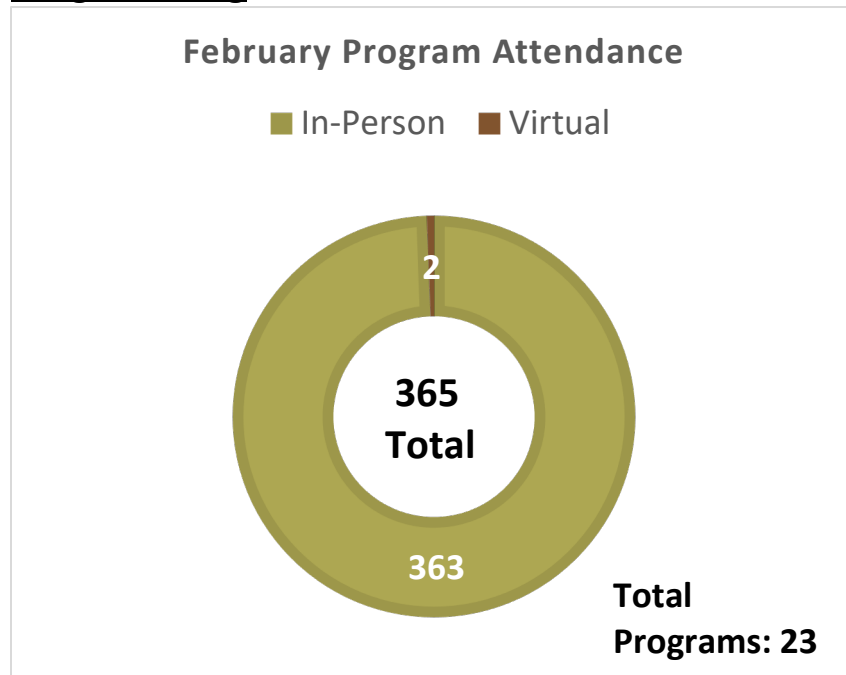
## PS Reference Questions



## Meetings & Trainings

- 2-1-24: WSAP Meeting
- 2-2-24: Reaching Forward Committee Meeting
- 2-5-24: One-on-One with Director
- 2-7-24: Green Team Meeting
- 2-14-24: ASMR Meeting
- 2-14-24: RAILS Update
- 2-19-24: Summer Reading Kickoff Planning Meeting
- 2-21-24: Management Team Meeting
- 2-22-24: ILA Annual Conference Committee Video Recording Meeting
- 2-26-24: Department Head Meeting
- 2-28-24: Making Decisions Centered Around EDI Webinar
- 2-29-24: TechSoup Webinar
- 2-29-24: SSAP Meeting

## Programming



February was an okay month for programming. I was definitely not expecting the Amazing Castles program on 2-29 to be the best-attended program of the month. I had tried my best to get a program about Leap Day on Leap Day, but I guess Plan B worked out well.

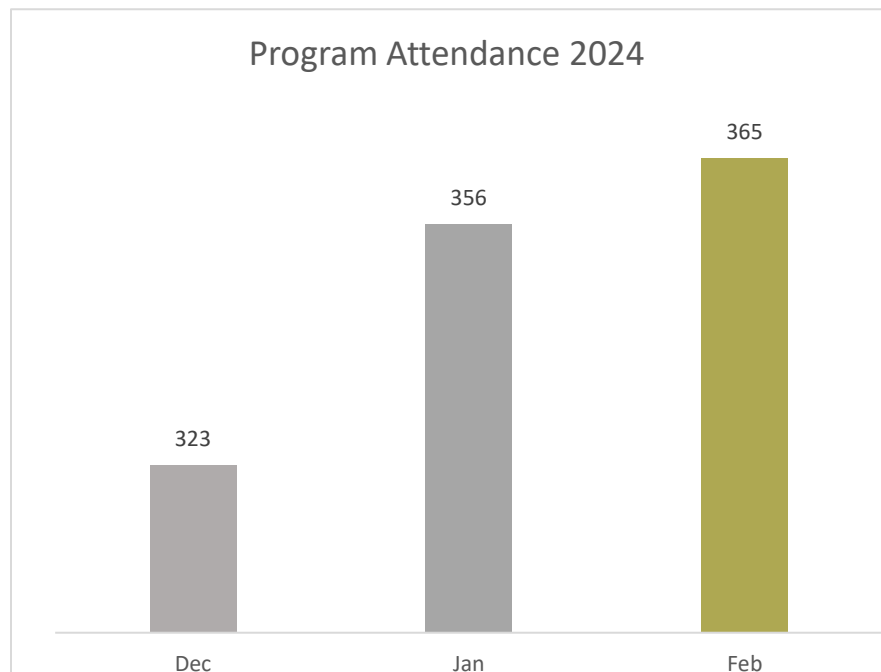
Otherwise, a fairly solid month. Not as many people came out to see Abe Lincoln as I would have expected. The traveling Grandma did well. I will say, given that we tend to have a fairly high

average attendance for our programs compared to other libraries, I was disappointed that our Black History Month program only had 5 registrants and 4 attendees.

The FabLab classes continue to defy prediction. Registration for them always fills up quickly, but actual attendance varies from a handful to a full-house. This month we were lucky enough to have 8 out of 8 attend. This was also the first time someone other than me taught a class, and I am told Emily knocked it out of the park, as expected.

The Horror Book Club continues to grow, which is great to see. There are generally 1-2 new people each time. This one is still led by the community member who suggested it, and he continues to be very enthusiastic about it.

Spice Club and the Puzzle Table continue to do well. Looking forward to seeing how the rest of the year goes.



## Marketing/Publicity/Outreach

Tina and I filmed the March “At the Library” segment for Channel 4.

Green Team continues to go well with some big things planned for this year, including another community clean-up day, pumpkin smash event, community composting, and we have confirmed the paper shredding event for August 24.

## Local History

There is some talk of using the front display case as a way to bring more of the local history collection out for people to look at.

We have given the go-ahead for using the open source Collective Access software as our archive tool going forward. We look forward to it being set-up and continuing with the photo archive project.

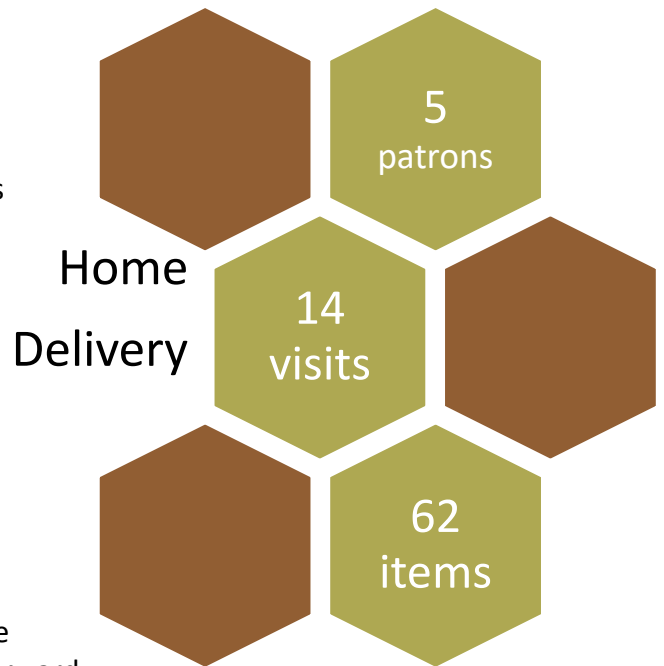
## Collection Development

Nothing big to report on the collection development front, things are continuing as they have. Every month it seems like the staff is getting better at selecting books after our transition to having all staff select, which is, of course, the goal.

## Other

The computer lab has been getting close to capacity lately, with at least one time of having it be at capacity. A good problem, and one we are addressing by adding another computer to the lab. We are still down from the number of computers we had pre-COVID, but it is nice to see the gradual increase of use over time.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## February 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,360	115	Reference	Computer	Directional
Free	0	1	1	N/A	10	766	278	325
Book Discussions	0	3	3	N/A	22	TOTAL		1,369
					HOMEBOUND DELIVERIES			
Passive Programs			4		118			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	5	14	62
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	57			
COMPUTER TRAINING - LAB			2	N/A	10	9		
TOTAL PROGRAMMING			23	\$1,360	365			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
2/8/2024	7:00 PM	No	The Political Lincoln			34	\$375	22
2/13/2024	7:00 PM	No	Movie Music Romance II			14	\$175	16
02/25/24	7:00 PM	No	Grandma in Antartica			22	\$300	24
02/20/24	7:00 PM	No	Emancipation to Inauguration			5	\$335	4
02/29/24	7:00 PM	No	Amazing Castles			63	\$175	49
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
02/27/24	7:00 PM	No	Adult Onset Type II Diabetes			20	N/A	10
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
02/12/24	12:00 PM	No	Lunch Bunch			N/A	N/A	11
02/21/24	7:00 PM	No	Horror Book Club			N/A	N/A	7
02/20/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
02/18/24	2:00 PM	Sunday @ the Cinema: Love Again				23	N/A	22
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
02/06/24	12:00 PM	Mah Jongg				N/A	N/A	0
02/13/24	12:00 PM	Mah Jongg				N/A	N/A	0
02/20/24	12:00 PM	Mah Jongg				N/A	N/A	0
02/27/24	12:00 PM	Mah Jongg				N/A	N/A	4
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
02/06/24	10:00 AM	Needle Crafters				N/A	N/A	7
02/13/24	10:00 AM	Needle Crafters				N/A	N/A	6
02/20/24	10:00 AM	Needle Crafters				N/A	N/A	8
02/27/24	10:00 AM	Needle Crafters				N/A	N/A	8
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
02/06/24	10:00 AM	Scrabble				N/A	N/A	15
02/13/24	10:00 AM	Scrabble				N/A	N/A	13
02/20/24	10:00 AM	Scrabble				N/A	N/A	14
02/27/24	10:00 AM	Scrabble				N/A	N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
02/12/24	2:00 PM	PowerPoint Basics				2	N/A	2
02/22/24	7:00 PM	Fablab Glowforge Tea Light Holder				8	N/A	8
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						81
		Spice Club Kits						22
		Extra Spice Club Kits						14
		Project of the Month						1



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# TECHNICAL SERVICES DEPARTMENT REPORT

## FEBRUARY 2024

### Meetings and Training:

On February 02, Susana attended LACONI Technical Services Section program on Delving into Dewy Decimal Classification System.

On February 08, Susana co-chaired the SWAN Acquisition and Cataloging Users Meeting.

On February 09, Staff attended the staff in-service day.

On February 14, Susana met with Nikki to recap the staff in-service day department meeting.

On February 21, Susana attended the management team meeting.

On February 23, Susana met with Jesse at our 1-on-1 meeting to discuss Gadgets & Gizmos collection plan in technical services.

On February 26, Susana met with the department heads to discuss Gadgets & Gizmos collection update.

On February 28, Marilyn completed SWAN online learning training course on Adding Call Numbers and Item Records in Workflows.

On February 29, Susana watched SWAN Fireside Chat 02/27 recorded webinar.

### Staff Related:

During the month of February, the Technical Services department began to work on cleaning up all the current kits to transfer kits into plastic mesh zipper bags. The cleaning up of kits consists of replacing damaged bags, torn accompanied material, and re-marking all pieces with library initials. While clerks are taking care of the physical aspect of this project, Susana has been working with the management team with all the details regarding location, storage, maintenance of the collection, and other specifics to this collection. Susana has also been working on the checkout cards for patrons to use to process their checkout for a specific item.

Susana started training Nikki on the different functions within the Acquisitions module in Workflows. Training has been focusing on modifying invoices and manually entering invoices.

Susana trained Jalal on the award book procedures; this includes modifying item records on Workflows and removing labels from books. As well as modifying item records for items that are on the new 2025 award lists.



## Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered Items</b>	236	355	0	0	5	0	-	-
<b>Received Items</b>	139	105	3	0	1	0	-	-
<b>Added Items</b>	71	171	1	0	2	0	65	19

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	702	2	1	0	5	0	0	1
<b>Juvenile Discarded Items</b>	524	3	2	0	0	1	0	0

## Library Services:

	January	February	March	April	May	June
<b>Laminating Service*</b>	0	1	0	0	0	0
<b>VHS Conversion:</b>	48 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes	0 VHS tapes
<b>DVD Format</b>	0	0	0	0	0	0
<b>USB Flash drive Format</b>	48	0	0	0	0	0

\* Data for laminating services are total number of pieces laminated.

Respectfully submitted,  
 Susana Leyva  
 Head of Technical Services



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# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## FEBRUARY 2024

### Highlights of the Month:



Tina and Tara from Lake Katherine provided a Nature Hour story time with the topic of geese. Tina read stories and led a matching game. Then the children made a goose craft with real feathers and learned facts from Tara. The program ended with a scavenger hunt of the children finding the goslings and bringing them back to her mother.



Carla had a great time with STEAM: Volcanic Blast! Children in grades 4-8 had fun making their own volcanoes explode using different supplies. The children worked well in groups and helped clean up, which was an added bonus.



Mary Kate had three programs where the patrons showed just how creative our patrons are. In the first program, Celebrate Mardi Gras, K-3 graders were able to paint with Mardi Gras beads. The next program was Northern Lights art, a seventh grader showed her appreciation of the library. Lastly, patrons showed their creativity in Snowmen That Never Melt. Two third graders painted their own version of a snowman with a marshmallow as the paint brush.

Claire had lots of fun teaching children in grades 4-8 how to make heart-shaped pillows with no sewing required. Children enjoyed watching their pillows come together as they tied their knots and were excited to take their creations home to show their parents.

Jolie had lots of fun doing Groundhog Day Celebration for children in grades K-3. She read stories and shared facts about groundhogs. They made crafts and played a ring toss game as a fun end to the program.

## **Meetings and Department News:**

Laconi YSS – Tina attended a board meeting at Downers Grove Public Library on 02/02. They inducted new board members, discussed committee assignments, and Tina shared an IYSI update.

Caudill Award – Laura attended this nominating committee on 02/03. They put together their list of 20 books for 2025.

SLJ: Fact Finding and Black History – Carla watched this webinar on 02/05 and listened to a panel of authors discuss their process when writing books about black history.

Staff In-Service – Tina, Carla, Mary Kate, Claire, and Laura attended the in-service on 02/09. They also attended a meeting regarding LIC duties and a YTS department meeting.

Booklist: Graphic Novels for Adults and Young Adults – Mary Kate watched this webinar on 02/10 to help strengthen our young adult graphic novel collection and listened for great options for readers advisory.

Lincoln Award – Tina attended a nominating committee meeting on 02/10. The committee met with teens who also read the books and wrote reviews. The committee discussed 75 books and narrowed it down to a list of 20 for 2025.

Illinois Youth Services Institute – Tina led a meeting for the IYSI 2025 conference on 02/12. The committee finalized the schedule, logo, and venue for the conference.

PHTV Channel 4 – Tina shared the upcoming March programs on 02/12.

Booklist: Disney Publishing Spring 2024 Preview – Tina, Carla, and Claire watched this webinar on 02/17 to learn about upcoming titles for youth and listened to the authors discuss their books.

Mackin's Storyteller Spotlight: Mac Barnett & Jon Klassen – Carla watched this webinar on 02/17 and listened to Mac Barnett and Jon Klassen discuss their works for children.

MacKids School & Library Spring 2024 Preview Event – Carla, Mary Kate, and Claire watched this webinar on 02/17 and learned about new upcoming titles for youth and teens from Mackin.

Management Team Meeting – Tina and Carla attended this meeting on 02/21.

Laconi YSS – Tina met with the programming committee on 02/23. They selected a date for May's workshop and discussed possible venue options. They also discussed possible workshops for the remainder of the year based on feedback.

Summer Reading Kick-Off Party Co-Chairs – Mary Kate and Emily met to discuss the Summer Reading Party on 02/12 and 02/26. The committee met as a whole on 02/19.

Department Head Meeting – Tina and Carla attended this meeting on 02/26.

IYSI Co-Chairs – Tina met with her IYSI co-chair on 02/27 to bring her up to speed on everything going on with the planning committee.

Booklist: Magnificent Middle Grade – Tina, Carla, and Claire watched this webinar on 02/27 to learn about upcoming titles from various publishers for middle grade youth.

Spirit Committee – Carla and Claire attended this meeting to discuss ideas for the upcoming year on 02/28.

Amani Rashid started interning at the library on 02/06. She has been very eager to learn about how the Palos Heights Public Library works and everything it has to offer her patrons. During her time in the Youth and Teen Department, she has made a Ramadan display, added Arabic and Superhero topics to our “Books to Go” collection, created passive crafts, and learned how to use some of the machines in the FabLab. Amani also started planning her Ramadan Celebration program for next month. It has been a pleasure having her in the department this month.

## Outreach:

Book Talks – Jolie shared her book recommendations with students in districts 128 and 118.

Reggio Academy – Claire presented two storytimes about polar bears to the preschool and toddler classes.

Trusting Hearts Preschool – Tina provided a rainy and Valentine’s Day story time.

Rec Center Preschools – Carla presented a storytime about the ocean.

Stagg High School Library Visit – Claire provided a tour and craft for Stagg High School’s special education class. Children and teachers had a great time crumpling and sticking tissue paper onto their rainbows for their craft, and teachers were very impressed with the library’s recent renovation.

Sandbox School – Claire presented two storytimes about community helpers for the morning preschool class and the after school program.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	21	358		Reference	Computer	Directional
Free Tween/Teen Programming	6	54		234	41	128
Youth Paid Programming	0	0		TOTAL	403	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	27	412		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	428	140	36
TOTAL OUTREACH	1	32	1648	TOTAL	604	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
02/01/24	5:00 pm	Groundhog Day Celebration	10
02/06/24	4:00 pm	Celebrate Mardi Gras	12
02/07/24	11:30 am	Tales for Twos	25
02/07/24	1:00 pm	Kindergarten Ready!	9
02/07/24	4:30 pm	Furry Readers	21
02/08/24	11:30 am	Little Wiggles	33
02/12/24	4:00 pm	Heartstrings	6
02/13/24	4:00 pm	Valentine's Day Activities	12
02/14/24	11:30 am	Tales for Twos	18
02/14/24	1:00 pm	Kindergarten Ready!	11
02/15/24	11:30 am	Little Wiggles	33
02/16/24	10:00 am	Nature Hour Storytime	23
02/20/24	4:00 pm	Snowmen that Never Melt	7
02/21/24	11:30 am	Tales for Twos	23
02/21/24	1:00 pm	Kindergarten Ready!	13
02/22/24	11:30 am	Little Wiggles	29
02/22/24	4:00 pm	Coffee Filter Flowers	6
02/27/24	4:00 pm	Make Your Own Buttons	5
02/28/24	11:30 am	Tales for Twos	11
02/28/24	1:00 pm	Kindergarten Ready!	19
02/29/24	11:30 am	Little Wiggles	32

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
02/02/24	5:00 pm	Volunteens	11
02/01/24	4:00 pm	Snowflake Art	4
02/08/24	4:00 pm	Heart Pillows	11
02/10/24	5:00 pm	Teen Book Box	9
02/15/24	4:00 pm	Northern Lights Art	9
02/26/24	4:00 pm	STEAM: Volcanic Explosion	10

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	9
FabLab - Geometric Bookmark	4
Craft - Valentine's Heart	230
Teen Craft - Heart Bouquet	57
Activity - Dragon Scavenger Hunt	36
Craft - Heart Buddy	90
Craft - Unicorn	108
Teen Craft - Origami Heart	70

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
02/13/24	Trusting Hearts Preschool	1	22
02/19/24	Reggio Academy Preschool	2	38
02/20/24	Sandbox School	2	51
02/20/24	Rec Center Preschool	1	13
02/21/24	Rec Center Preschool	1	14
02/27/24	Library Visit- Stagg High School	1	18
02/29/24	Book Talks Grades K-1	6	148
02/29/24	Book Talks Grades 2-3	7	177
02/29/24	Book Talks Grades 4-5	5	167
02/29/24	Book Talks Grades 6-8	7	1000