



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MARCH 2024

At the Desk:

13 online library cards were issued to residents.

24 directional questions were answered by the Circulation staff.

8 patrons used Curveside pickup.

7 birthday bookmarks were given out to patrons.

Continuing Education:

Wild Wisconsin Winter Web Conference: *But We've Always Done It This Way!*

Department Highlights:

Circ welcomed the library intern, Amani and helped show her the ins and outs of the department.

Circ helped decorate the library for St. Patrick's Day, Easter, and spring.

Mickey filled the display case with beautiful Belleek items, fitting for the month of March.

The community generously donated toiletries during March for our Kindness Corner. Toothpaste, toothbrushes, floss, shampoo, body wash, deodorant, lotion, adult pads, and bars of soap were among the many items donated.

Meetings:

March 4 – Fan Con meeting

March 5 – Social Media meeting

March 5 – Palos Heights Woman's Club meeting

March 8 – LACONI Circulation Services: I'm A Manager, Now What?

March 12 – ATLAS: Friends, Foundations, and Fundraising

March 13 – 1 on 1 with Jesse

March 15 – Middle Managers Round Table

March 15 – RAILS BIPOC meeting

March 19 – Quarterly check-ins with Circ

March 20 – Management Team meeting

March 22 – Networking with Green Hills Library

March 26 – SWAN Fireside Chat

March 29 – SWAN MessageBee Demo

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR MARCH 2024

	Mar-24	YTD 24	Mar-23	YTD 23
Adult Circulation				
Books	3,766	11,471	3,830	10,936
Video	577	1,661	566	1,500
Audio	236	845	427	1,125
Periodicals	177	507	210	615
Other Formats	12	21	25	36
In House	92	239	115	293
Total Adult Circulation	4,860	14,744	5,173	14,505
Youth Circulation				
Books	4,493	12,728	4,628	12,926
Audio	53	188	135	331
Teen Circulation				
Books	282	736	312	1,002
Audio	2	11	3	5
Youth & Teen Circulation				
Video	243	650	211	619
Periodicals	12	39	5	12
Other Formats	75	227	-	2
In House Use	850	2,664	1,340	2,962
Total Youth & Teen Circulation	6,010	17,243	6,634	17,859
Electronic Circulation				
eBooks (Media On Demand)	1,294	3,902	1,345	3,933
eBooks (e-Read IL)	73	250	100	282
Audio (e-Read IL)	54	176	47	152
Audio (Media On Demand)	871	2,626	621	1,358
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	333	949	79	279
Periodicals (PressReader)	135	1,248	-	-
Total Electronic Circulation	2,760	9,151	3,325	9,670
TOTAL CIRCULATION	13,630	41,138	15,132	42,034

ILL - Received	1,400	4,028	1,441	3,781
ILL - Sent	936	3,164	1,216	3,370
Reciprocal Borrowing	1,346	3,861	1,598	4,032
Online Renewals	49	129	44	103
Self-Checkout	4,425	12,668	4,487	12,665
Computer Usage				
Library Workstation Sessions	537	1,455	473	1,126
Wireless Sessions	1,009	2,980	961	2,361
Total Sessions	1,546	4,435	1,434	3,487
# of People Using the Library	10,649	30,456	9,524	27,403

Homebound Deliveries		Current Month	Full Year
Patrons Served		8	
Visits		16	39
Items		69	260

Museum Pass Program		Current Month	Full Year
Total Passes		15	22

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,894	46	74	-	3,968
Non-Resident/Trinity/Business	22	1	3	-	25
Cards for Kids	61	4	7	-	68

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

APRIL 2024

At the Desk:

15 online library cards were issued to residents.

29 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

4 birthday bookmarks were given out to patrons.

Department Highlights:

Circulation staff helped pass out the solar eclipse sunglasses to patrons the week leading up to the big day and did a great job answering questions and phone calls.

During National Library Week, Circulation staff helped with the drawing of prizes to patrons and handed out free coffee and cookies for Patron Appreciation Day.

Lorena went through the local history room for library memorabilia to have in the display case and created signage for National Library Week during the month of April.

Dora and Lorena went to the Senior Living Center to provide library cards to residents. They also answered library related questions and how they can use online resources as well as our Homebound Delivery services.

Kindness Corner: Lorena dropped off the generous donation of toiletries from the community to Facing Forward to End Homelessness.

Meetings:

April 1 – Fan Con meeting

April 10 – 1 on 1 with Jesse

April 10 – Dog Adoption event meeting

April 18 – SWAN Circ/ILL/Billing Hours

April 22 – RAILS: Why Emotional Intelligence Matters at Work

April 22 – Social Media meeting

April 23 – 1 on 1 with Jesse

April 24 – Management Team meeting

April 30 – Circ/Tech Services Networking Group meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR APRIL 2024

	Apr-24	YTD 24	Apr-23	YTD 23
Adult Circulation				
Books	3,737	8,062	3,575	14,511
Video	468	2,129	611	2,111
Audio	397	1,242	394	1,519
Periodicals	218	725	207	822
Other Formats	27	48	5	41
In House	103	342	65	358
Total Adult Circulation	4,950	12,548	4,857	19,362
Youth Circulation				
Books	4,325	17,053	3,961	16,887
Audio	48	236	83	414
Teen Circulation				
Books	296	1,032	300	1,302
Audio	4	15	1	6
Youth & Teen Circulation				
Video	198	848	194	813
Periodicals	14	53	14	26
Other Formats	66	293	-	2
In House Use	842	3,506	878	3,840
Total Youth & Teen Circulation	5,793	23,036	5,431	23,290
Electronic Circulation				
eBooks (Media On Demand)	1,297	5,199	1,264	5,197
eBooks (e-Read IL)	79	329	77	359
Audio (e-Read IL)	87	263	71	223
Audio (Media On Demand)	828	3,454	716	2,851
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	239	1,188	90	369
Periodicals (PressReader)	287	1,535	-	-
Total Electronic Circulation	2,817	11,968	3,094	12,764
TOTAL CIRCULATION	13,560	47,552	13,382	55,416

ILL - Received	1,251	5,279	1,262	5,007
ILL - Sent	960	4,124	1,003	4,373
Reciprocal Borrowing	1,160	5,021	1,278	5,310
Online Renewals	43	172	36	139
Self-Checkout	3,952	16,620	3,607	16,272
Computer Usage				
Library Workstation Sessions	484	1,939	410	1,536
Wireless Sessions	965	3,945	867	3,228
Total Sessions	1,449	5,884	1,277	4,764
# of People Using the Library	9,988	40,444	8,787	36,190

Homebound Deliveries	Current Month	Full Year
Patrons Serviced	6	
Visits	22	61
Items	104	364

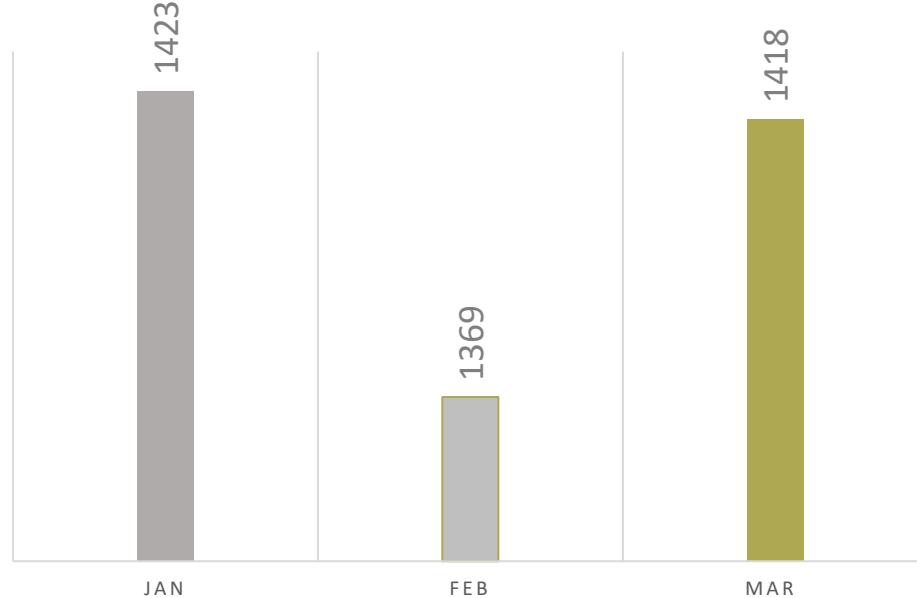
Museum Pass Program	Current Month	Full Year
Total Passes	17	39

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,968	64	51	4	4,015
Non-Resident/Trinity/Business	25	1	-	-	25
Cards for Kids	68	1	-	-	68

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report March 2024

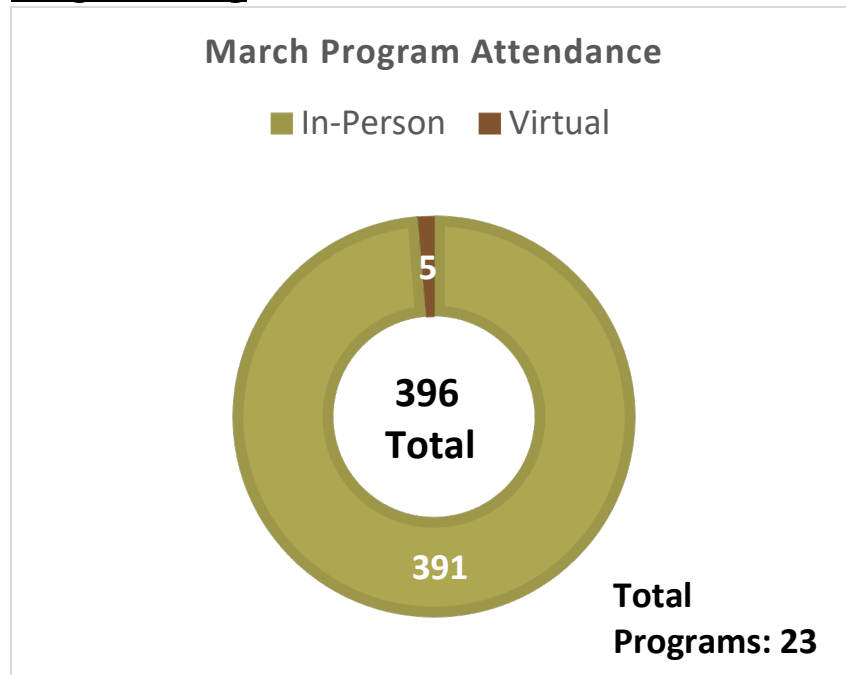
PS Reference Questions



Meetings & Trainings

- 3-1-24: Programming for Seniors
- 3-4-24: Channel 4 Taping
- 3-4-24: Director One on One
- 3-7-24: ARRT Meeting
- 3-8-24: Reaching Forward Meeting
- 3-8-24: Arranging Time Meeting
- 3-13-24: Green Team Meeting
- 3-20-24: Director One on One
- 3-20-24: Management Team Meeting
- 3-20-24: Summer Reading Kickoff Meeting
- 3-21-24: Problem Solving for Library Leaders Webinar
- 3-29-24: Arranging Time Meeting

Programming



March's programs confirmed two things: People like Irish music, and people like cooking programs.

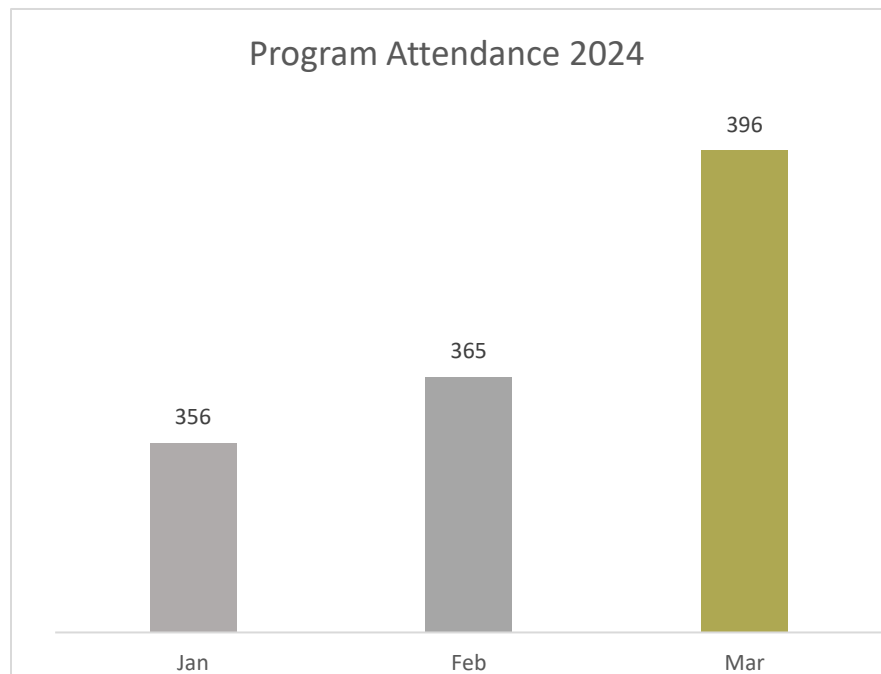
Unsurprisingly, the concert and street tacos program were the two best attended programs this month. It was our first time using the chef that presented this cooking program, Violeta Trujeque. Based on patron response, we will definitely be adding her to the rotation of cooking presenters.

We had another scrapbook program this month, a

return of the "Make a Mini Scrapbook" program that we had last year. These are taught by a local scrapbook enthusiast, and once again, people love them. They always fill-up and there are usually very few no-shows. We will certainly be having more of these this year.

The Horror Book Club continues to impress, with 8 attendees this month. There was also a front page write-up about it in the Daily Southtown, so I will be interested to see if that does anything to attract some more people.

March Spice Club did much better than I thought it would. Since Ramadan is in March, we chose za'atar. Definitely "different" for most of our spice audience, it got more sign-ups than the last couple months, and most everyone seemed to really like it and said they'd be adding it to their grocery lists.

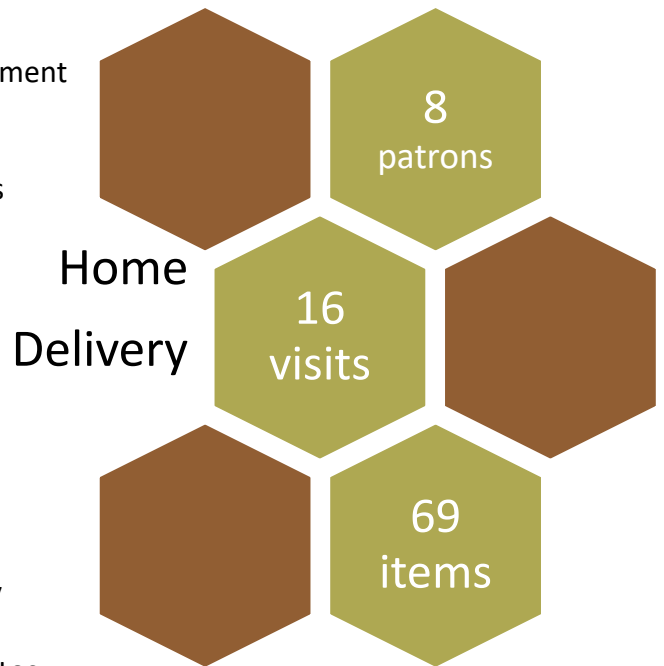


Marketing/Publicity/Outreach

Mary Kate 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.

We have been adding more and more home delivery patrons the past couple months.



Local History

Beth helped Lorena select items from the local history room to use in the April display case. It's all about the history of the library and features some historical photos and documents.

Our new open source archival software, Collective Access, is being worked on and should soon be added to all PS Surfaces.

Collection Development

The DVDs have been successfully weeded. Generally I'd say this is good because we can fit many new DVDs onto the shelves, but the drought of DVD purchases continues into 2024. I presume with last year's strikes, it'll remain fairly slow for a while yet.

Our intern, Amani, took a close look at our current Arabic language collection and provided me with a healthy list of additional books to order for the collection, complete with links to a variety of vendors we had not previously used, as well as reviews for them.

Other

Two new computers were added to the public computer lab in March. We have been getting pretty close to capacity these days, so they are a welcome addition. We are still only at about half the stations we had pre-COVID, but the usage numbers have been accelerating at a fairly steady pace over the course of the last year.

Respectfully submitted,
Matt Matkowski
Head of Public Services

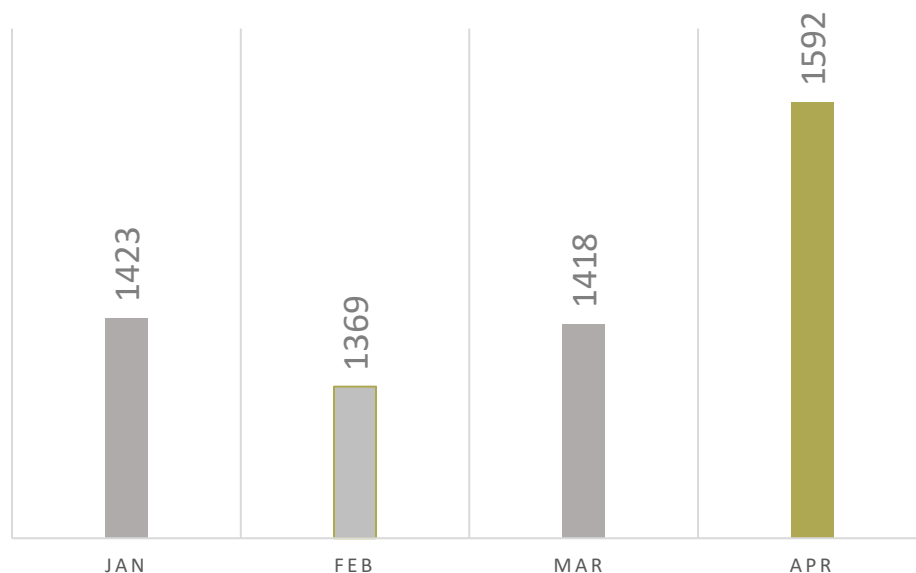
PUBLIC SERVICES - MONTHLY STATISTICS

March 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$957	118	Reference	Computer	Directional
Free	0	2	2	N/A	32	808	295	315
Book Discussions	0	3	3	N/A	26	TOTAL		1,418
					HOMEBOUND DELIVERIES			
Passive Programs			4	115				
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	2	8	16	69
Needle Crafters			4	N/A	28	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	70			
COMPUTER TRAINING - LAB			2	N/A	5	13		
TOTAL PROGRAMMING			23	\$957	396			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
3/14/2024	7:00 PM	No	Irish Music concert: Dr. Murphy			51	\$300	50
3/19/2024	7:00 PM	No	Mini Scrapbook			10	\$120	8
3/20/2024	7:00 PM	Yes	ILP: Ruth E. Carter			5	ILP	5
03/21/24	7:00 PM	No	Mexican Street Tacos			50	\$387	42
03/26/24	7:00 PM	No	Women of the Vietnam War			16	\$150	13
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
03/07/24	7:00 PM	No	Oscar Preview			11	N/A	9
03/28/24	7:00 PM	No	Eclipses: Why and Where?			24	N/A	23
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
03/11/24	12:00 PM	No	Lunch Bunch			N/A	N/A	12
03/13/24	7:00 PM	No	Horror Book Club			N/A	N/A	8
03/19/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	6
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
03/17/24	2:00 PM	Sunday @ the Cinema: The Quiet Man			11	N/A	22	
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
03/05/24	12:00 PM	Mah Jongg				N/A	N/A	0
03/12/24	12:00 PM	Mah Jongg				N/A	N/A	2
03/19/24	12:00 PM	Mah Jongg				N/A	N/A	0
03/26/24	12:00 PM	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
03/05/24	10:00 AM	Needle Crafters				N/A	N/A	7
03/12/24	10:00 AM	Needle Crafters				N/A	N/A	8
03/19/24	10:00 AM	Needle Crafters				N/A	N/A	7
03/26/24	10:00 AM	Needle Crafters				N/A	N/A	6
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
03/05/24	10:00 AM	Scrabble				N/A	N/A	15
03/12/24	10:00 AM	Scrabble				N/A	N/A	17
03/19/24	10:00 AM	Scrabble				N/A	N/A	18
03/26/24	10:00 AM	Scrabble				N/A	N/A	20
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
03/05/24	7:00 PM	FabLab Cricut: Shamrock			5	N/A	3	
03/11/24	2:00 PM	Microsoft Word: Basics			3	N/A	2	
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						75
		Spice Club Kits						19
		Extra Spice Club Kits						20
		Project of the Month						1

Public Services Department Report April 2024

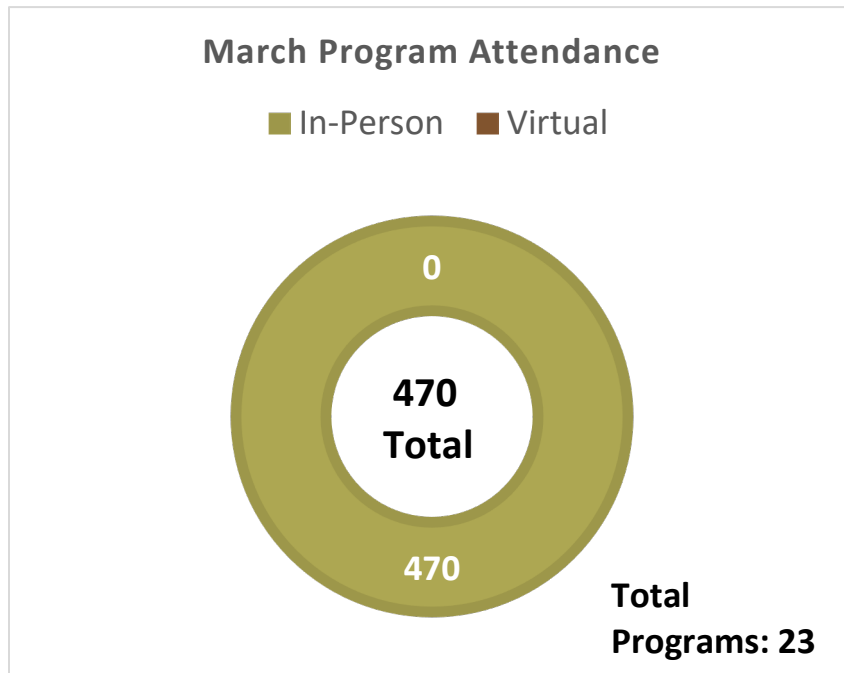
PS Reference Questions



Meetings & Trainings

- 4-8-24: Channel 4 Taping
- 4-8-24: Director Meeting
- 4-10-24: Green Team
- 4-24-24: When Generations Connect Webinar
- 4-25-24: Reaching Forward Meeting
- 4-29-24: LACONI Mental Health First Aid
- 4-30-24: OCLC LendingKey Webinar

Programming

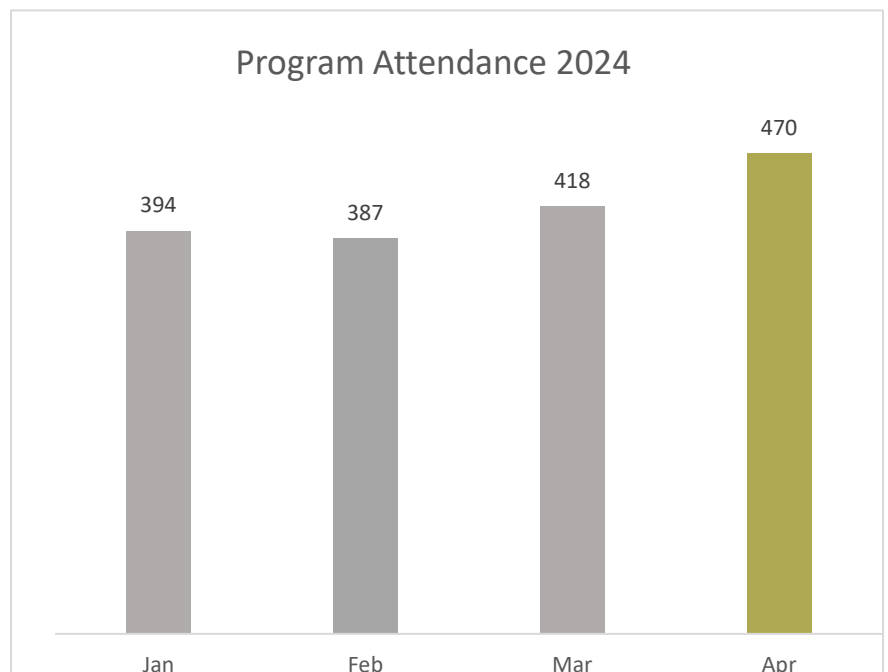


A good month for programs. Noteworthy that we had 0 virtual attendees this month for the first time we started doing virtual programs. This can be attributed to the fact that the April ILP program got rescheduled, but also, the continued trend of presenters preferring to not do hybrid. We have a couple of virtual presenters coming up that we'll be offering in the library on the screen in the Meeting Room, and have the option to watch virtually from home. I will be very interested to see how the

numbers break down for those.

Our second Puzzle-Palooza took place this month, where teams of up to 4 each receive the same puzzle and compete to see who can put it together fastest. The first time we did this we used a 500-piece puzzle. The winning team finished very near to closing time, taking nearly 2 hours. This time we used a 300-piece puzzle and started half an hour earlier. The winning team finished in 28 minutes. Speaking to some repeat teams, they seem to prefer the 300-piece puzzle. Overall, people had a great time and we'll definitely be doing it again.

Another experiment this month was a program we had on Monday afternoon. It was the same speaker that did our JFK program back in November. People liked him, and given his schedule these days, we went with 2PM on a Monday. I was not sure what to expect, but 21 people attended, including a group of 6 from a local senior home who said it's much easier for them to get



out during afternoons than evenings. Patron feedback was they wanted him back for part 2 of the presentation. Overall, seems like a success that suggests we'll need to have more programs in that timeframe.

Sports programs continue to have a moderate turnout. We hosted a local resident who presented on airline safety from his experience as a 30-year airline pilot. He did great. The drop-in all day scrapbooking program was a runaway success, we'll definitely be having more scrapbook programs.

We capped the month off with The History of Willie Nelson, which occurred 1 day after his 91st birthday, and saw a strong turnout that included some people in their 30s and 40s.

Marketing/Publicity/Outreach

Tina and I filmed the May Channel 4 segment.

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

We are brainstorming ways to get more of the local history collection out of the room and in front of the eyes of patrons.

Beth continues to digitize and organize in the room.

Collection Development

Another round of Arabic language books has been ordered and is starting to come in. These titles were selected by our former intern, Amani.

Other

An odd month for me, what with a week-long vacation followed by disease. The Public Services staff did great while I was gone. I am very grateful to them!

In other news, we installed nice looking glass whiteboards in both adult study rooms in April. I am pleased to report that at least one person/group uses the board in each room every day.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

April 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$975	112	Reference	Computer	Directional
Free	0	5	5	N/A	94	927	280	385
Book Discussions	0	3	3	N/A	27	TOTAL		1,592
Movie					25	HOMEBOUND DELIVERIES		
Passive Programs				4	77			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	14	6	22	104
Needle Crafters			5	N/A	32	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	89			
COMPUTER TRAINING - LAB			1	N/A	0	8		
TOTAL PROGRAMMING			23	\$975	470			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
4/16/2024	7:00 PM	No	White Sox & Cubs Legends			19	\$175	15
4/18/2024	7:00 PM	No	Gardening for Pollinators			31	\$200	18
4/29/2024	2:00 PM	No	Forgotten Women in History			29	\$260	21
04/25/24	6:30 PM	No	Puzzla-Palooza			20	\$40	19
04/30/24	7:00 PM	No	The History of Willie Nelson			42	\$300	39
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
04/04/24	7:00 PM	No	Managing Stress & Anxiety			37	N/A	19
04/06/24	9:30 AM	No	Scrapbooking: Open Crop			16	N/A	30
04/09/24	7:00 PM	No	Airline Safety			11	n/a	8
04/11/24	7:00 PM	No	Sustainability			18	n/a	18
04/23/24	7:00 PM	No	Fraud Awareness			22	N/A	19
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
04/08/24	12:00 PM	No	Lunch Bunch			N/A	N/A	9
04/10/24	7:00 PM	No	Horror Book Club			N/A	N/A	14
04/16/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
04/21/24	2:00 PM	Sunday @ the Cinema: The Holdovers				10	N/A	25
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
04/02/24	12:00 PM	Mah Jongg				N/A	N/A	3
04/09/24	12:00 PM	Mah Jongg				N/A	N/A	4
04/16/24	12:00 PM	Mah Jongg				N/A	N/A	0
04/23/24	12:00 PM	Mah Jongg				N/A	N/A	3
04/30/24	12:00 PM	Mah Jongg				N/A	N/A	4
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
04/02/24	10:00 AM	Needle Crafters				N/A	N/A	7
04/09/24	10:00 AM	Needle Crafters				N/A	N/A	7
04/16/24	10:00 AM	Needle Crafters				N/A	N/A	7
04/23/24	10:00 AM	Needle Crafters				N/A	N/A	4
04/30/24	10:00 AM	Needle Crafters				N/A	N/A	7
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
04/02/24	10:00 AM	Scrabble				N/A	N/A	18
04/09/24	10:00 AM	Scrabble				N/A	N/A	15
04/16/24	10:00 AM	Scrabble				N/A	N/A	15
04/23/24	10:00 AM	Scrabble				N/A	N/A	19
04/30/24	10:00 AM	Scrabble				N/A	N/A	22
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
04/08/24	2:00 PM	Internet Basics				1	N/A	0
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						52
		Spice Club Kits						16
		Extra Spice Club Kits						9
		Project of the Month						0



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MARCH 2024

Meetings and Training:

On March 04, Susana attended Fan Con 6th annual event planning meeting.

On March 06, Susana met with Marilyn for a 1-on-1 meeting to discuss annual goal progress.

On March 08, Susana completed part 1 of the project management course.

On March 12, Susana attended ATLAS Friends, Foundations, & Fundraising.

On March 13, Susana met with Jalal and Nikki for a 1-on-1 meeting to discuss annual goal progress.

On March 15, Susana attended ATLAS Middle Managers Round Table.

On March 19, Susana met with Jesse for a 1-on-1 meeting to discuss Gadgets & Gizmos collection, Amani's intern work and department training updates.

On March 20, Susana attended the Management Team meeting.

On March 25, Susana attended LACONI: Four Strategies for Smooth Task Management.

On March 26, Jalal completed SWAN's Workflows Circulation basic training webinar.

Staff Related:

During March, the Technical Services department has been working on scanning instruction manuals and other documentation for possible reprinting. Staff have also been working on two new kits, Rocks & Minerals and Spy Science. Susana continues to work on the information cards for checkout.

Susana continues training Nikki on the different functions within the Acquisitions module in Workflows. Training continues to focus on modifying invoices and manually entering invoices.

Jalal continues to work on modifying item records on Workflows and removing labels for all 2024 and 2025 award books.

Our intern, Amani, worked in Tech and learned how to receive items in acquisitions, create item records, copy catalog juvenile items, and create a brief bibliographic record.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	204	140	38	14	0	0	-	-
Received Items	136	347	24	23	3	0	-	-
Added Items	136	140	13	5	5	0	49	10

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	75	222	5	1	N/A	0	0	1
Juvenile Discarded Items	576	184	1	0	1	0	0	0

Library Services:

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

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

Respectfully submitted,
 Susana Leyva
 Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

APRIL 2024

Meetings and Training:

On April 01, Marilyn and Nikki completed SWAN's Workflows Circulation basic training webinar.

On April 01, Susana attended Fan Con 6th annual event planning meeting.

On April 16, Susana met with Jesse for a 1-on-1 meeting and discussed department updates.

On April 24, Susana attended the Management Team meeting.

On April 26, Susana attended LACONI: Public Speaking as a Library Presenter at Oak Park PL.

On April 26, Jalal watched the recorded webinar for LACONI: Four Strategies for Smooth Task Management.

On April 29, Marilyn watched the recorded webinar for LACONI: Four Strategies for Smooth Task Management.

On April 30, Susana attended the Circulation/Technical Services Networking meeting at Alsip-Merrionette Park PLD.

On April 30, Nikki watched the recorded webinar for LACONI: Four Strategies for Smooth Task Management.

Staff Related:

During April, the Technical Services department finalized the first 27 Gadgets & Gizmos kits. Susana created brief bibliographic records for all items in the collection to improve results when searching for items in the collection. The second phase has begun, which is starting to process ten new items that will be added to the G&G collection. New items include 3-hotspots, a digital converter, giant connect-4-yard game, bag toss yard game, 3Doodler, 2-pickleball sets, and giant Jenga.

Susana started training Jalal on how to set up packing slip/invoice paperwork when receiving shipments. As well as learning how to print cataloging slips for items already received in acquisitions.

Susana is creating brief bibliographic records for Arabic language print materials using Google translate images.

Susana continues training Nikki on the different functions within the Acquisitions module in Workflows. Training continues to focus on modifying invoices and manually entering invoices.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	240	566	26	12	6	0	-	-
Received Items	238	324	13	2	2	0	-	-
Added Items	204	329	40	19	2	0	84	11

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	119	5	127	8	N/A	0	0	70
Juvenile Discarded Items	120	85	135	51	42	0	0	14

Library Services:

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

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

Respectfully submitted,
 Susana Leyva
 Head of Technical Services

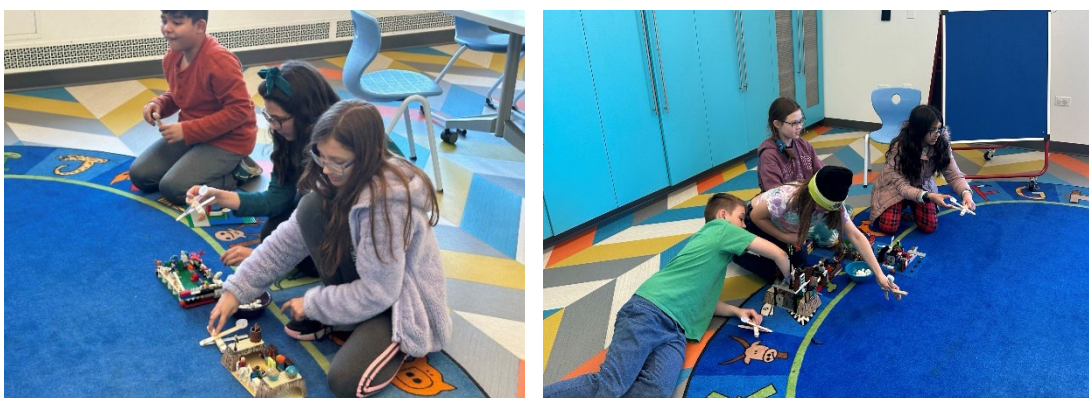
YOUTH & TEEN SERVICES DEPARTMENT REPORT

MARCH 2024

Highlights of the Month:



Mary Kate had three programs that stood out from the rest. Both Monster Straw Painting, grades 3-5, and Abstract Watercolor, grades 4-12, gave kids the opportunity to show their creativity and get a little messy. It was the first meeting of the Video Game Club, and the 4-8 graders had a blast racing against the librarians in Mario Kart.



Carla's favorite program of the month was STEAM: Attack on the Fort! Children in grades 4-8 enjoyed building their own catapults out of popsicle sticks, building Lego forts, and then battling it out! Her other favorite was the Ladybug Craft for children in grades 3-5. The children learned how to cut and weed their own ladybugs on the Cricut machine.



Claire had lots of fun helping children ages 2-5 and their caregivers learn to paint spring trees with cotton balls in her Spring Tree Cotton Ball Painting program. Both children and adults enjoyed the chance to get messy and the children especially had fun practicing their fine motor skills by gripping their cotton balls with clothespins.



This month's Nature Hour event was about all things "green". Tina read stories about frogs and the kids enjoyed leaping on colorful leap pads. Then they created their own pond complete with animals and plant life.



Amani and patrons Welcomed Ramadan at this story time! They read stories, sang songs, did crafts, and walked around the library to receive treats in celebration of Ramadan.

Meetings and Department News:

Laconi YSS: An Introduction to the Science of Reading for Librarians – Tina and other members of the Laconi board organized this workshop for youth staff on 03/01. Dr. Heidi Beverine-Curry, a co-founder and Chief Academic Officer for The Reading League clarified some basic understandings about the science of reading, including what it is, what it is not, and how librarians may use this knowledge to support library patrons.

IYSI Planning Committee – Tina led a meeting on 03/04. They discussed budgeting and timelines.

PHTV Channel 4 – Mary Kate shared April programs on 03/04.

Fan Con Meeting – Carla and Claire attended this meeting on 03/04.

Booklist: Summer 2024 Preview with HarperCollins Children's Books—Carla and Claire watched this webinar on 03/05 about upcoming youth titles from HarperCollins.

Social Media Committee – Tina and Mary Kate attended this meeting on 03/05.

Booklist: Disney Publishing Spring 2024 Preview – Mary Kate watched this webinar on 03/10 about upcoming titles for youth and listened to the authors discuss their books.

ATLAS: Friends, Foundations, and Fundraising – Tina attended this meeting at the Oak Lawn Public Library on 03/12.

SLJ: Ink and Imagination – Mary Kate watched this webinar on 03/13 about six new graphic novels coming out and about the authors' reasons for writing the stories.

SLJ: Middle Grade Magic – Tina and Carla watched this event on 03/14 and listened to panels of authors discuss their upcoming middle grade novels.

Laconi YSS: Tina attended this board meeting on 03/15.

Booklist: DK Summer 2024 School & Library Preview – Carla watched this webinar on 03/16 about upcoming youth titles from DK publishing.

Booklist: New by Newberry! Spring into These New Middle Grade Reads by Newbery Authors! – Carla watched this webinar on 03/16 and listened to a panel of Newberry authors discuss their new middle grade novels.

Mackin: Storyteller Spotlight with Kate DiCamillo – Carla watched this webinar on 03/17 and listened to author Kate DiCamillo discuss her newest upcoming middle grade novel.

Summer Reading Kick-Off Party – Mary Kate attended meetings on 03/18 and 03/20.

Management Meeting – Tina attended on 03/20.

YALD Meeting – Mary Kate attended this meeting on 03/20 about popular programming for teens at other libraries.

Booklist: Picture Books – Claire watched this webinar on 03/21 about upcoming picture book titles.

Booklist: Summer Scares Middle Grade – Claire watched this webinar on 03/26 and listened to a panel of authors discuss their upcoming horror novels for middle grade readers and their writing processes.

Outreach:

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

Indian Hill and Rec Center Preschools – Carla presented a storytimes about spring.

Trusting Hearts Preschool – Claire presented a storytime about the sun.

St. Alexander's Preschool Visit – Tina gave students a tour of the library, shared a story time about rain, did a freeze dance, and completed a craft. They enjoyed their time so much that another class is coming in May!

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	16	273		Reference	Computer	Directional
Free Tween/Teen Programming	6	51		243	64	184
Youth Paid Programming	1	56	\$500	TOTAL	491	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	23	380	\$500	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	566	80	90
TOTAL OUTREACH	1	34	1654	TOTAL	736	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
03/05/24	11:00 am	Spring Tree Cotton Ball Painting	35
03/05/24	4:30 pm	Ramadan Celebration	40
03/06/24	4:00 PM	STEAM: Fruit and Veggie Art	12
03/07/24	4:00 PM	Monster Straw Painting	8
03/11/24	4:00 PM	Ladybug Craft	5
03/12/24	4:00 pm	Hopping Like a Frog	7
03/13/24	4:30 PM	Furry Readers	20
03/14/24	11:30 AM	Spring Storytime	42
03/14/24	4:00 pm	Spring Terrariums	9
03/19/24	11:30 am	Sensory Friendly Stories and Play	6
03/20/24	11:30 am	Sunshine Storytime	25
03/22/24	10:00 am	Nature Hour	17
03/25/24	5:00 pm	Let's Fly a Kite!	9
03/27/24	11:00 am	Fine Motor Skills Playtime	15
03/28/24	11:30 am	Space Storytime	18
03/28/24	4:00 pm	Cricut Bunny Boxes	5

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
03/01/24	5:00 PM	Volunteens	21
03/10/24	5:00 PM	Teen Book Boxes	9
03/18/24	4:00 PM	STEAM: Attack on the Fort!	7
03/19/24	4:00 PM	Abstract Watercolor	8
03/26/24	4:00 PM	Spring Has Sprung	2
03/27/24	2:00 pm	Video Game Club	4

DATE	TIME	PAID YOUTH - PROGRAMMING	ATTENDANCE
03/26/24	10:30 am	Firefly Family Theatre: Grow!	56

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	17
Fab Lab - Arcylic Shamrock Bookmark	3
Craft - Baby Chick	196
Teen Craft - Bird Bookmark	60
Activity - Spring Caterpillar	90
Craft - Easter Eggs	370

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
03/12/24	Rec Center Preschool	1	13
03/13/24	Indian Hill Preschool	6	80
03/13/24	Rec Center Preschool	1	17
03/18/24	Library Visit - St. Alexander's Preschool	1	24
03/19/24	Trusting Hearts Preschool	1	28
03/31/24	Book Talks Grades K-1	6	148
03/31/24	Book Talks Grades 2-3	7	177
03/31/24	Book Talks Grades 4-5	5	167
03/31/24	Book Talks Grades 6-8	7	1000

YOUTH & TEEN SERVICES DEPARTMENT REPORT

APRIL 2024

Highlights of the Month:



Tina and Mary Kate planned a whole week of fun for any Swifties looking forward to the release of her new album! Taylor Swift fans made bracelets, buttons, designed their own hats, created guitar keychains, designed their own totes, had fun with the green screen, and watched the Eras Tour. It was all hands on deck in the Youth and Teen Department and the Public Services Department helped out during peak times to make sure we had desk coverage.

For this month's Nature Hour, Tina planned an Earth Day themed program, complete with stories and songs. Children learned about the importance of recycling and Lake Katherine brought flowers for them to plant.



Mary Kate's favorite program in April was Paper Plate Frisbee's for grades K-3. The kids were able to decorate 2 paper plates, have target practice, and test how well their frisbee's work outside.



In honor of the eclipse, Carla and tweens made Moon Lanterns for grades 4-8. The kids had a great time creating a 3D moon using material printed on the Cricut machine. We also enjoyed discussing the eclipse together!

Claire enjoyed the Paper Flower Bouquets for grades 4-12. The kids had fun using their creativity to put together some beautiful paper flowers perfect for Mother's Day.

Jolie's favorite program was Rainy Day for grades K-3. The kids enjoyed a short story time followed by two rain crafts.

Meetings and Department News:

Illinois Youth Services Institute – Tina held this conference planning meeting on 04/01.

Fan Con Meeting – Carla and Claire attended this meeting on 04/01.

Booklist: Middle Grade Graphic Novel Debuts from Random House Children's Books – Carla watched this on 04/03.

Booklist: Picture Books – Carla watched this webinar on 04/06.

Booklist: Strong Women & Girls – Carla watched this webinar on 04/06.

One-on-One Meeting – Tina and Carla met with Jesse on 04/08. Tina also met with Jesse on 04/23.

Booklist: Lee & Low Fall Showcase 2024 – Carla and Claire watched this webinar on 04/09 about new fall titles for youth.

Laconi: Four Strategies for Smooth Task Management – Tina, Carla, and Claire watched this webinar on 04/11 for strategies on organization and productivity.

Laconi YSS – Tina attended the programming committee on 04/11. They finalized plans for the upcoming workshop, Youth Services Day at the Morton Arboretum.

Booklist: Random House Children's Books Summer 2024 Preview – Carla and Claire watched this webinar on 04/11.

Makerspace Networking Group Meeting – Mary Kate attended this meeting on 04/12 to hear what other libraries are focusing on when it comes to their makerspaces.

Laconi YSS – Tina attended this board meeting on 04/12. The workshop and marketing was presented to the board. Tina also provided the board with an update on the IYSI 2025 conference.

Booklist: Prepare for a Summer of Scares – Carla and Mary Kate watched this on 04/16 about spooky new titles.

SRP Kick-Off Meeting – Mary Kate and Jolie attended this meeting on 04/17.

Booklist: Summer Scares YA– Mary Kate watched this webinar on 04/20 and heard authors share their love for YA scares.

Social Media Committee – Tina and Mary Kate attended this meeting on 04/22.

Management Meeting – Tina attended on 04/24 and Mary Kate provided the management team with an update on the Summer Reading Kick-Off Party.

Outreach:

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

Rec Center and Indian Hill Preschools – Carla visited and presented a storytime about transportation.

Trusting Hearts Preschool – Claire visited this preschool on 04/16 and presented a storytime about rainbows.

Reggio Academy Preschool – Mary Kate visited this preschool on 04/22 and presented a storytime about spring.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	20	382		Reference	Computer	Directional
Free Tween/Teen Programming	9	70		208	58	137
Youth Paid Programming	0	0		TOTAL	403	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	29	452		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	140	75	6
TOTAL OUTREACH	0	36	1687	TOTAL	221	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
04/02/24	4:00 pm	Outer Space		12
04/03/24	11:30 am	Tales for Twos		27
04/03/24	1:00 pm	Kindergarten Ready!		14
04/04/24	11:30 am	Little Wiggles		32
04/09/24	4:00 pm	Facts & Crafts: Ocean Animals		13
04/10/24	11:30 am	Tales for Twos		21
04/10/24	1:00 pm	Kindergarten Ready!		14
04/10/24	4:30 pm	Furry Readers		21
04/11/24	11:30 am	Little Wiggles		26
04/11/24	4:00 pm	3D Gemstones		8
04/16/24	4:00 pm	STEAM: Spring Weather		11
04/17/24	11:30 am	Tales for Twos		25
04/17/24	1:00 pm	Kindergarten Ready!		13
04/18/24	11:30 am	Little Wiggles		22
04/22/24	5:00 pm	Rainy Day		4
04/23/24	4:00 pm	Paper Plate Frisbee		11
04/24/24	11:30 am	Tales for Twos		23
04/24/24	1:00 pm	Kindergarten Ready!		28
04/25/24	11:30 am	Little Wiggles		26
04/26/24	10:00 am	Nature Hour		31

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	COST	ATTENDANCE
04/01/24	5:00 PM	Volunteens		1
04/08/24	4:00 pm	Moon Lanterns		4
04/10/24	4:00 pm	Teen Book Boxes		6
04/18/24	4:00 pm	Paper Flower Bouquets		11
04/15-04/19		TAYLOR SWIFT WEEK - 5 Days/Programs		48

FREE: YOUTH PASSIVE PROGRAMMING - Supplies Provided	ATTENDANCE
Teen Gaming - Nintendo Switch	15
Activity - SRP Bookmark Contest	6
Craft - Ladybug	140
Teen Craft - Fox	50
Teen Activity - Blackout Poetry	10

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
04/16/24	Trusting Hearts Preschool	1	32
04/16/24	Rec Center Preschool	1	13
04/17/24	Rec Center Preschool	1	18
04/17/24	Indian Hill Preschool	6	92
04/22/24	Reggio Academy Preschool	2	40
04/30/24	Book Talks Grades K-1	6	148
04/30/24	Book Talks Grades 2-3	7	177
04/30/24	Book Talks Grades 4-5	5	167
04/30/24	Book Talks Grades 6-8	7	1000