



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## JUNE 2024

### At the Desk:

13 online library cards were issued to residents.

15 directional questions were answered by the Circulation staff.

4 patrons used Curveside pickup.

### Department Highlights:

Lorena worked with Susana on displaying the Gadgets & Gizmos cards and titles on the slat wall.

Dora created a slip for missing and damaged items for the Gadgets & Gizmos collection. Lorena also created a guide for checking out and checking in this collection.

Dora worked with Beth on OCLC training to review items received and items returned.

Lorena was point of contact for the Tech Dept. while Susana was on vacation for a week.

Lorena created an image promoting the Summer Reading Program at the Circulation desk, updating it weekly with the total number of patrons registered and minutes read. At the end of June, we reached 652 registrants with a total of 85,710 minutes read!

Lorena has been working on updating various procedures and guides for the Circulation department.

Lorena has been working on ideas and plans with the committee for Fan Con while also helping guide Christina as chair.

Lorena met with some of the Friends of the Library to come up with ideas and plans for their 40<sup>th</sup> Anniversary celebrations. She updated the membership pamphlet and any marketing materials to display their new logo.

### Meetings:

June 7 – 1 on 1 with Jesse

June 10 – Friends of the Library 40<sup>th</sup> Anniversary event meeting

June 10 – Fan Con meeting

June 11 – RAILS: Working in the Gray Area

June 20 – BIPOC Library Workers meeting

June 24 – 1 on 1 with Jesse

June 24 – Management Team meeting

June 25 – Meeting with Beth and Dora: OCLC

June 25 – Fan Con meeting

June 25 – Quarterly check-ins with Joyce and Mickey

June 26 – Quarterly check-in with Chris

June 27 – Quarterly check-ins with Dora, Karen D., Karen M., and Crystine

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

## CIRCULATION STATISTICS FOR JUNE 2024

	Jun-24	YTD 24	Jun-23	YTD 23
Adult Circulation				
Books	3,762	22,639	3,960	22,047
Video	339	2,984	617	3,327
Audio	308	1,800	415	2,360
Periodicals	141	1,054	193	1,222
Other Formats	34	106	2	64
In House	149	593	98	556
Total Adult Circulation	4,733	29,176	5,285	29,576
Youth Circulation				
Books	5,312	25,701	4,707	24,674
Audio	75	352	126	635
Teen Circulation				
Books	395	1,654	449	2,042
Audio	5	22	3	12
Youth & Teen Circulation				
Video	313	1,332	292	1,246
Periodicals	20	80	16	50
Other Formats	55	394	-	2
In House Use	1,107	5,308	1,011	5,435
Total Youth & Teen Circulation	7,282	34,843	6,604	34,096
Gadgets & Gizmos	33	33	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,260	7,725	1,210	7,602
eBooks (e-Read IL)	97	521	102	552
eAudio (e-Read IL)	86	431	47	335
eAudio (Media On Demand)	895	5,274	655	4,254
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	308	1,768	104	589
Periodicals (PressReader)	84	1,725	-	-
Total Electronic Circulation	2,730	17,444	2,118	13,332
TOTAL CIRCULATION	14,778	81,496	14,007	77,004
ILL - Received	1,178	7,640	1,394	7,513
ILL - Sent	958	6,034	995	6,394
Reciprocal Borrowing	1,653	7,553	1,179	7,470
Online Renewals	29	245	55	233
Self-Checkout	5,156	25,234	5,946	25,519
Computer Usage				
Library Workstation Sessions	435	2,856	373	2,274
Wireless Sessions	825	5,634	738	4,967
Total Sessions	1,260	8,490	1,111	8,607
# of People Using the Library	10,077	59,972	9,890	53,939
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			7	
Visits			18	101
Items			127	615
Museum Pass Program			Current Month	Full Year
Total Passes			22	85
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,043	56	48	2
Non-Resident/Trinity/Business	26	-	-	-
Cards for Kids	68	-	2	

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## JULY 2024

### At the Desk:

15 online library cards were issued to residents.

10 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

### Department Highlights:

Mickey, Dora, Joyce, and Lorena joined the library in walking at the Fourth of July parade, tossing out candy, bubbles, and fans.

Karen M., Matt, Carla, and Christina promoted the library at the Farmers Market this month. They handed out programming information and re-usable cloth bags.

Lorena created the last image for the Summer Reading program at the Circulation desk. Public and Youth & Teen Services registrants totaled 716 with 169,423 minutes read!

Lorena and Circ staff have been helping prepare promotional materials and crafts for Fan Con.

Lorena recorded videos for Willy Wonka week and promoted library Olympics with the Social Media Committee.

Lorena prepared promotional materials, bookmarks, posters, and signs for the upcoming Dog Adoption Event.

Circ staff helped handout promotional bookmarks for the Dog Adoption event and the Friends of the Library August Book Sale.

### Meetings:

July 1 – Department Head meeting

July 8 – 1 on 1 with Jesse

July 9 – Fan Con meeting

July 10 – Dog Adoption meeting

July 17 – Circ Advisory meeting

July 22 – Fan Con meeting

July 23 – 1 on 1 with Jesse

July 30 – SWAN Fireside chat

Respectfully submitted,  
Lorena Rodriguez  
Head of Circulation

# CIRCULATION STATISTICS FOR JULY 2024

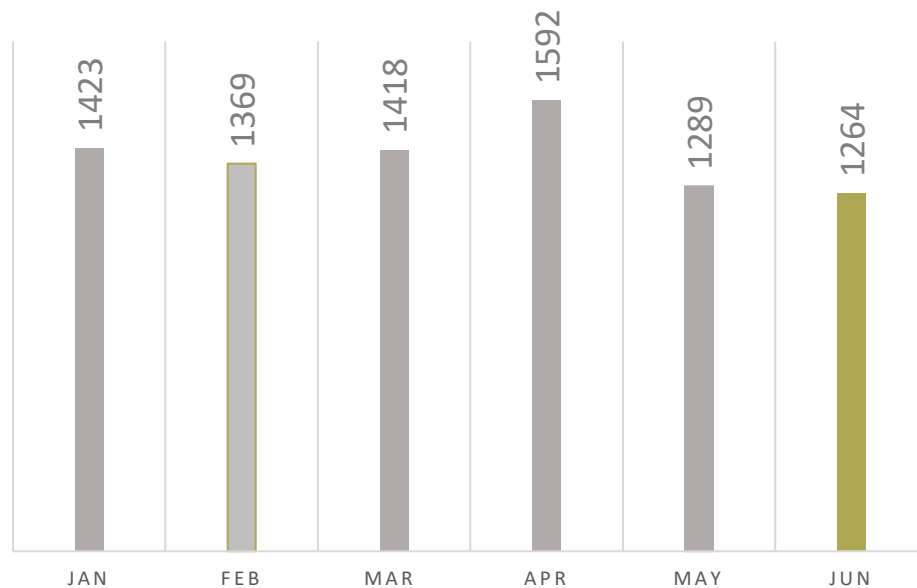
	Jul-24	YTD 24	Jul-23	YTD 23
Adult Circulation				
Books	4,199	26,838	4,229	26,276
Video	449	3,433	699	4,026
Audio	336	2,136	507	2,867
Periodicals	114	1,168	205	1,427
Other Formats	13	119	8	72
In House	84	677	109	665
Total Adult Circulation	5,195	34,371	5,757	35,333
Youth Circulation				
Books	5,301	31,002	4,712	29,386
Audio	78	430	132	767
Teen Circulation				
Books	402	2,056	561	2,603
Audio	8	30	3	15
Youth & Teen Circulation				
Video	287	1,619	239	1,485
Periodicals	23	103	10	60
Other Formats	65	459	-	2
In House Use	1,000	6,308	918	6,353
Total Youth & Teen Circulation	7,164	42,007	6,575	40,671
Gadgets & Gizmos	47	80	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,381	9,106	1,250	8,852
eBooks (e-Read IL)	121	642	133	685
eAudio (e-Read IL)	79	510	69	404
eAudio (Media On Demand)	956	6,230	804	5,058
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	262	2,030	92	681
Periodicals (PressReader)	24	1,749	-	-
Total Electronic Circulation	2,823	20,267	2,348	15,680
TOTAL CIRCULATION	15,229	96,725	14,680	91,684
ILL - Received	1,412	9,052	1,440	8,956
ILL - Sent	1,021	7,055	988	7,382
Reciprocal Borrowing	1,125	8,678	1,145	8,615
Online Renewals	26	271	38	271
Self-Checkout	5,035	30,269	4,802	30,321
Computer Usage				
Library Workstation Sessions	552	3,408	430	2,704
Wireless Sessions	915	6,549	724	5,691
Total Sessions	1,467	9,957	1,154	8,607
# of People Using the Library	10,778	70,750	9,726	63,665
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			6	
Visits			20	121
Items			131	746
Museum Pass Program			Current Month	Full Year
Total Passes			23	108
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,091	89	31	1
Non-Resident/Trinity/Business	26	-	-	-
Cards for Kids	70	2	3	

Respectfully submitted by Lorena Rodriguez, Head of Circulation

# Public Services Department Report

## June 2024

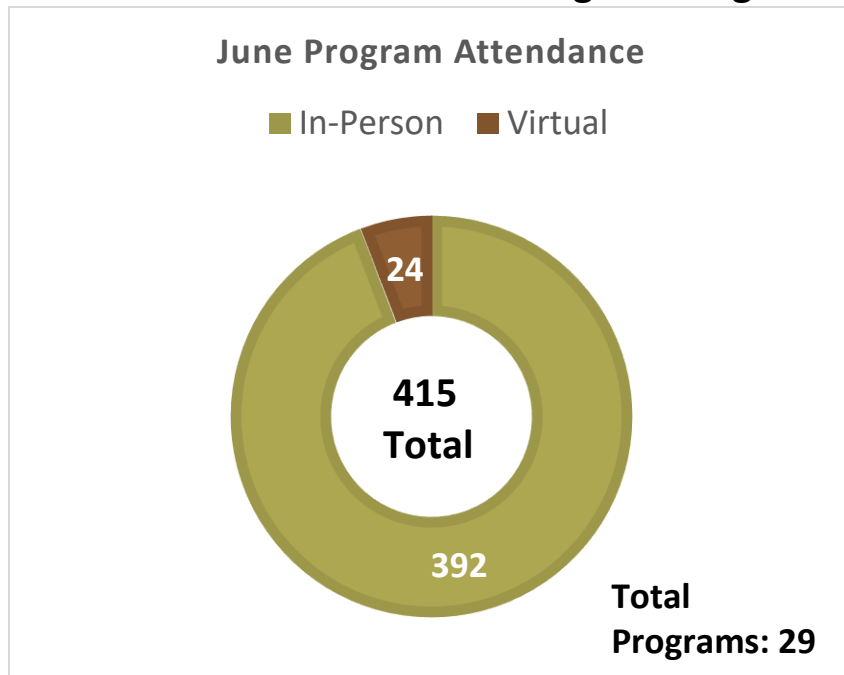
### PS Reference Questions



### Meetings & Trainings

- 6-7-24: Programs for Seniors Meeting
- 6-7-24: Reaching Forward Recap Meeting
- 6-10-24: Channel 4 “At the Library” Taping
- 6-11-24: Summer Reading Kickoff Meeting
- 6-12-24: RAILS eAccessibility Webinar
- 6-20-24: RAILS Employee Onboarding Webinar
- 6-24-24: RAILS Culture Webinar

## Programming



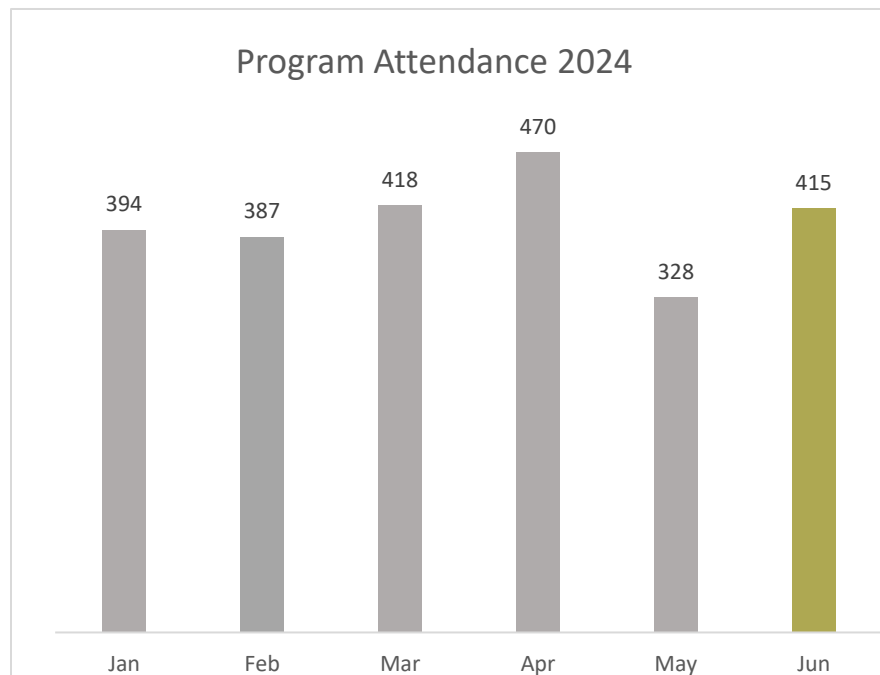
June kicked off summer reading, featuring our “Adventure Begins” theme, which is represented in a few of our summer program offerings.

The biggest program of the month was our D-Day program on June 6, which happened to be the 80<sup>th</sup> anniversary of D-Day. I booked that one months ago, before we learned that June 6 would also be the first night of the Palos Heights Concert in the Park series.

There was some anxiety over

whether anyone would choose our program over the concert, and thankfully many did choose to come to the library. Dr. Temple Grandin’s rescheduled Illinois Libraries Present program happened early in the month and resulted in one of the highest ILP attendance rates we’ve had so far for this season of ILP.

Speaking of anxiety, we had our Pride month LGBTQ+ program. The presenter tipped me off to an anti-LGBTQ group that had been going around to libraries having Pride programs, so PS did our best to prepare for the worst. Luckily, the program went off without a hitch. All 14 registered patrons attended, with many of them telling me on the way in that they did not have a good foundation of knowledge on the topic and were





pleased we were offering the program. It turned out to be very informative for our patrons and many questions were answered.

Rounding out the month, Chef Susan Maddox was back to teach us how to make picnic cuisine, Jeff Mishur told us all about Georgie O’Keeffe to provide a good foundation for her exhibit at the Art Institute this summer, and we had our double dose of Beatles with Prof. Moptop telling a pretty full room about “A Hard Day’s Night” on its 60<sup>th</sup> anniversary, followed by a screening of the film. We had popcorn on hand and fun was had.

We did have to cancel one program this month. Hiking Basics, presented by Lake Katherine’s own Garth Blakesly only had two registrants, which did not meet Gareth’s minimum threshold. I presume the residents of Palos Heights are already well versed in hiking.

### Marketing/Publicity/Outreach

Aside from the monthly Channel 4 taping, we had some fun social media posts and, of course, helped to promote the launch of the Gadgets & Gizmos collection. We also received a demo unit of a book reader from the National Library Service for the Blind and Print Disabled, which will be handy to have on hand to show patrons who are potential users how easy it is to use. They can get their own free from the Library on Congress. In fact, thanks to our popular social media post about it, we have had some inquiries.



### Local History

Beth responded to a request from the police department for some historical information about former personnel.

### Collection Development

This month was all about databases, and what a month it was. From the drama of the RAILS database package failing to garner enough participants to deciding to go with the new EBSCO package provided by the Illinois State Library along with some ala carte selections, it was busy.

### Other

June was a big month. From the Summer Reading Kickoff Party, to the launch of Gadgets & Gizmos, to the dramatic turns of the EBSCO database saga, the library and staff as a whole got a lot done and put a lot of great offerings out there for our patrons.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services

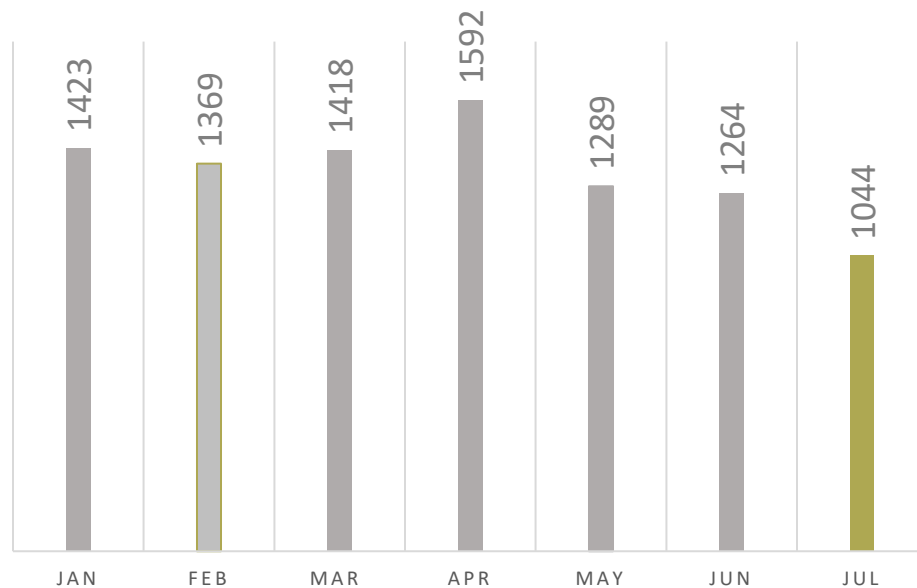
# PUBLIC SERVICES - MONTHLY STATISTICS

June 2024

PROGRAMMING		HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid		2	4	6	\$1,660	181	Reference	Computer	Directional
Free		0	2	2	N/A	17	718	259	287
Book Discussions		0	3	3	N/A	24	TOTAL		1,264
Movie				1		13	HOMEBOUND DELIVERIES		
Passive Programs				4		83			
IN HOUSE CLUBS							# Patrons	# Visits	# Items
Mah Jongg				4	N/A	13	7	18	127
Needle Crafters				4	N/A	25	BOOK-A-LIBRARIAN # Sessions		
Scrabble				4	N/A	57			
COMPUTER TRAINING - LAB				1	N/A	2			
						6			
TOTAL PROGRAMMING				29	\$1,660	415			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE	
6/4/2024	7:00 PM	No	What Should We Do This Weekend?			24	\$300	22	
6/4/2024	7:00 PM	Yes	ILP Temple Grandin (0 in-library)			16	ILP	11	
6/6/2024	7:00 PM	No	The Men of Omaha Beach			45	\$200	44	
06/11/24	7:00 PM	No	Chef Maddox: Picnic Cuisine			50	\$350	30	
06/22/24	1:00 PM	No	A Hard Day's Night Lecture/Screening			60	\$450	42	
06/25/24	7:00 PM	Yes	Georgia O'Keeffe (21 in-library)			38	\$360	32	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE	
06/13/24	7:00 PM	No	PFLAG LGBTQ+ Terminology			14	N/A	14	
06/27/24	7:00 PM	No	Maintaining Healthy Boundaries			8	N/A	3	
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE	
06/10/24	12:00 PM	No	Lunch Bunch			N/A	N/A	8	
06/12/24	7:00 PM	No	Horror Book Club			N/A	N/A	12	
06/18/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	4	
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE	
06/12/24	2:00 PM	Lunch Bunch Movie: Green Book				N/A	N/A	9	
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE	
06/04/24	12:00 PM	Mah Jongg				N/A	N/A	3	
06/11/24	12:00 PM	Mah Jongg				N/A	N/A	4	
06/18/24	12:00 PM	Mah Jongg				N/A	N/A	2	
06/25/24	12:00 PM	Mah Jongg				N/A	N/A	4	
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE	
06/04/24	10:00 AM	Needle Crafters				N/A	N/A	7	
06/11/24	10:00 AM	Needle Crafters				N/A	N/A	6	
06/18/24	10:00 AM	Needle Crafters				N/A	N/A	6	
06/25/24	10:00 AM	Needle Crafters				N/A	N/A	6	
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE	
06/04/24	10:00 AM	Scrabble				N/A	N/A	11	
06/11/24	10:00 AM	Scrabble				N/A	N/A	16	
06/18/24	10:00 AM	Scrabble				N/A	N/A	15	
06/25/24	10:00 AM	Scrabble				N/A	N/A	15	
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE	
06/10/24	2:00 PM	Windows 11 Basics				5	N/A	2	
Date	Time	Passive Programs				Registered	Cost	Attendance	
		Puzzle Table						56	
		Spice Club Kits						14	
		Extra Spice Club Kits						12	
		FabLab Project of the Month						1	

# Public Services Department Report July 2024

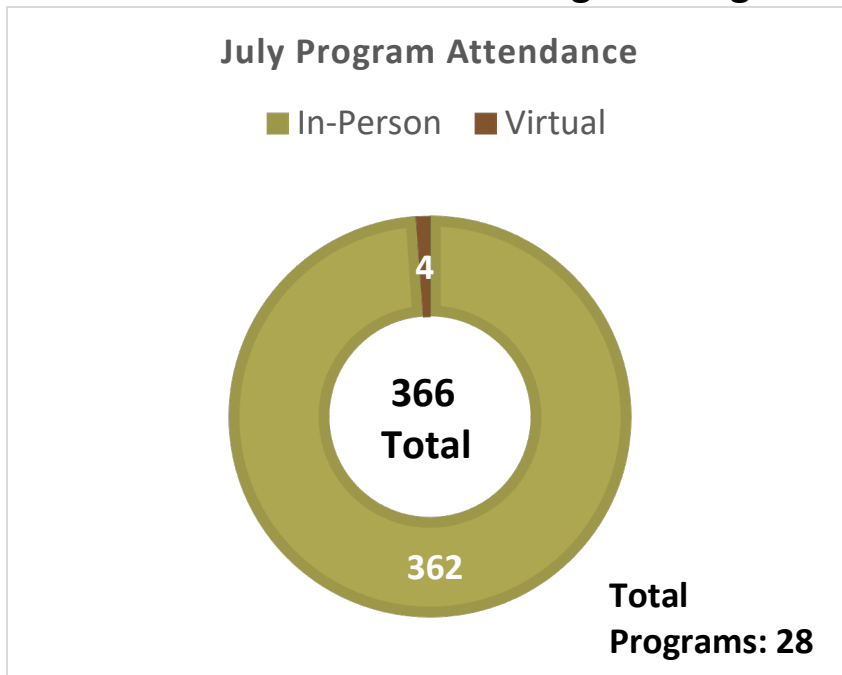
## PS Reference Questions



## Meetings & Trainings

- 7-1-24: Director Meeting
- 7-1-24: Department Head Meeting
- 7-8-24: Channel 4 "At the Library" Taping"
- 7-10-24: Farmers Market
- 7-10-24: Digital Safety & Privacy Webinar
- 7-11-24: ARRT Steering Committee Meeting
- 7-17-24: Comics Plus Demo Webinar
- 7-17-24: ILA Orientation Meeting
- 7-17-24: Green Team Meeting
- 7-18-24: RAILS Crisis Communication Workshop

## Programming

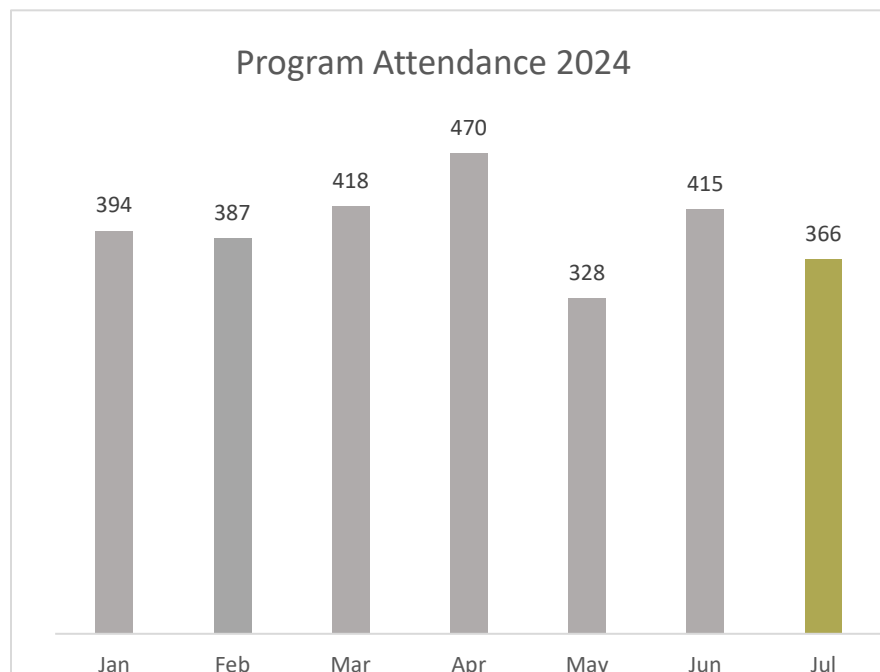


July was an interesting month for program attendance in that only one program did not meet or exceed its number of registered attendees. Usually we would expect to have around 25% fewer attendees than registrants, because that's generally how it works: some number of people sign-up for a program, then for whatever reason don't actually attend. We may still be seeing that here, but it is supplemented by folks attending who didn't register in the first place. It is

not a huge issue, since we generally only have "full to capacity" programs a couple times a year, but could be worth reminding folks they should be registering ahead of time.

As for the programs themselves, we kicked things off with Introduction to Birding, presented by Sophia Shukin from Lake Katherine. Since the program from Gareth of Lake Katherine had to be canceled for lack of attendance in June, I was worried this one might share the same fate, but this was one we had 15 out of 15 people for, and they were very engaged. There had been some buzz among attendees of other programs and at the desk for Women Spies of WWII, and it turned out to be founded, far exceeding the number of registrants. I was not there for this one, but I am told it went very well. This presenter does a couple other talks, so I'm sure we will have her back at some point.

There was some concern regarding the "Sherlock Holmes: The Speckled



Band" program, which was a one-woman performance of Arthur Conan Doyle's favorite Sherlock Holmes story - "an audiobook come to life". The presenter, well-known in the library world and someone we have had before, had stopped responding to me to the point that I was wondering if everything was okay. I ended up sending her a message saying we would have to presume she wanted the program canceled if she didn't respond before a certain date. She responded quickly to that. Showtime came and I thought okay, we will do this, and then I probably won't book her again. But then, of course, the performance was amazing and just about every attendee implored I bring her back. We shall see.

### Marketing/Publicity/Outreach

I think we made a lot of people happy with our offerings at the July 4 parade this year, as well as delighting many with the bubbles from the van.

Tina and I filmed the August Channel 4 spot.

Staff attended our second and final Concert in the Park of 2024, and I am told it went well. People (and not just our regulars) came by the table pretty consistently throughout the entire concert, not just before the show like usual. We also had nearly the perfect amount of little 3D-printed lizards available as giveaways for kids.

Staff also attended the Farmers Market, we spoke to many curious people.

Advertisement for the shredding event began in earnest.

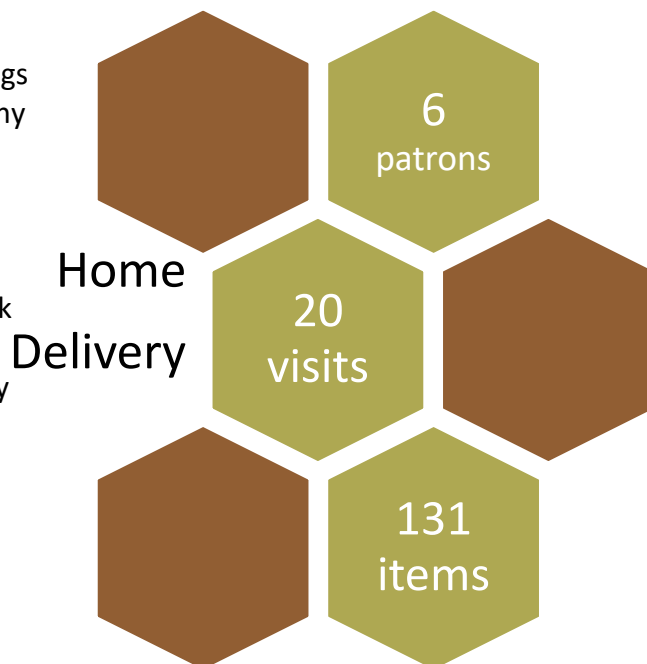
### Local History

We have realized that, with the number of photo displays Beth has already created from the Regional photo stock, there aren't that many left to be done. Given that, we are considering reducing the Local History budget next year since we won't have as much need for it.

### Collection Development

We have been busily weeding in anticipation of the upcoming booksale.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## July 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	4	4	\$1,135	93	Reference	Computer	Directional
Free	0	1	1	N/A	15	500	237	307
Book Discussions	0	3	3	N/A	23	TOTAL		1,044
Movie			1		13	HOMEBOUND DELIVERIES		
Passive Programs			4		88			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	15	6	20	131
Needle Crafters			5	N/A	31	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	84			
COMPUTER TRAINING - LAB			1	N/A	4	10		
TOTAL PROGRAMMING			28	\$1,135	366			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
7/11/2024	7:00 PM	No	Women Spies of WWII			35	\$200	42
7/16/2024	7:00 PM	No	Death Defying Acts: History of the Circus			13	\$325	14
7/23/2024	7:00 PM	No	Sherlock Holmes: The Speckled Band			25	\$400	29
07/30/24	7:00 PM	No	Seeking Spiceland			10	\$210	8
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
07/09/24	7:00 PM	No	Introduction to Birding			15	N/A	15
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
07/08/24	12:00 PM	No	Lunch Bunch			N/A	N/A	10
07/10/24	7:00 PM	No	Horror Book Club			N/A	N/A	11
07/16/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	2
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
07/02/24	12:00 PM	Mah Jongg				N/A	N/A	3
07/09/24	12:00 PM	Mah Jongg				N/A	N/A	3
07/16/24	12:00 PM	Mah Jongg				N/A	N/A	0
07/23/24	12:00 PM	Mah Jongg				N/A	N/A	4
07/30/24	12:00 pm	Mah Jongg				N/A	N/A	5
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
07/02/24	10:00 AM	Needle Crafters				N/A	N/A	5
07/09/24	10:00 AM	Needle Crafters				N/A	N/A	7
07/16/24	10:00 AM	Needle Crafters				N/A	N/A	7
07/23/24	10:00 AM	Needle Crafters				N/A	N/A	6
07/30/24	10:00 AM	Needle Crafters				N/A	N/A	6
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
07/02/24	10:00 AM	Scrabble				N/A	N/A	13
07/09/24	10:00 AM	Scrabble				N/A	N/A	16
07/16/24	10:00 AM	Scrabble				N/A	N/A	19
07/23/24	10:00 AM	Scrabble				N/A	N/A	18
07/30/24	10:00 AM	Scrabble				N/A	N/A	18
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
07/08/24	2:00 PM	iPhone Intermediate				7	N/A	4
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						54
		Spice Club Kits						16
		Extra Spice Club Kits						9
		FabLab Project of the Month						9



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## JUNE 2024

### Meetings and Training:

On June 20, Susana met with Nikki, Marilyn and Jalal for a 1-on-1 meeting to check-in and discuss annual goal updates.

On June 20, Susana met with Jesse for a 1-on-1 meeting and discussed department updates.

On June 24, Susana attended the Management Team meeting.

On June 25, Susana attended SWAN Fireside Chat and Fan Con meeting.

On June 26, Susana attended Niche Academy: Managing Effective Library Boards webinar.

On June 27, Susana attended Create a Culture Where Everyone Matters with Simon Sinek's The Optimism Company webinar.

On June 28, Susana watched the recording webinar for RAILS: Employee Onboarding: Don't Lost Them at Hello.

### Staff Related:

During the month of June, preparing Fan Con event has been keeping the committee busy. Susana and Lorena continue to work on following up on sponsors for our event. As of June, we have added one more sponsor, Image Comic, who is sending donations by the end of August.

The department staff is working on an acquisition cleanup project per SWAN request to delete old fiscal years. The staff is currently working on cleaning up over 5,000 order records.

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
<b>Ordered Items</b>	214	0	14	3	8	17	-	-
<b>Received Items</b>	137	499	15	3	11	7	-	-
<b>Added Items</b>	190	583	5	9	13	0	88	10

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	128	0	0	0	N/A	0	0	0
<b>Juvenile Discarded Items</b>	127	0	0	0	0	0	0	0

### Library Services:

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





PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## JULY 2024

### Meetings and Training:

On July 01, Susana attended the department head meeting.

On July 09, Susana attended the Fan Con meeting.

On July 11, Susana watched webinar recording for Leadership Strategies for Building Connection and Defusing Difficult Situations.

On July 17, Susana met with Jesse for a 1-on-1 meeting and discussed department updates and attended WebJunction webinar: Cultural humility in library work.

On July 22, Susana attended the Fan Con meeting and watched a recording for Webjunction webinar: Revitalizing Morale: Cultivating a Supportive Library Culture.

On July 30, Susana attended SWAN Fireside Chat.

### Staff Related:

Through the weeks of July 15 – August 12, Susana is attending a 4-week ALA course on Who Manages, Who Leads: Part Two. Topics that will be discussed throughout this course are The Five Practices by Kouzes and Posner, Six Goleman Leadership Styles, Learning Organizations, Transactional VS Transformation Leadership and Management, Leadership styles and Born vs made for Managers and Leaders.

During the month of July, preparing Fan Con event has been keeping the committee busy. Susana and Lorena continue to work on following up on sponsors for our event. The committee continues to work on the details of the event. The committee is very honored for the ten sponsors who donated zoo passes, comics, graphic novels, fidget toys, bags, and more.

The department staff is working on an acquisition cleanup project per SWAN request to delete old fiscal years. The staff is currently working on cleaning up over 5,000 order records. Thanks to the help of Dora from the Circ department, she was able to finish fiscal year 2022. The Tech department is currently working on the order from fiscal year 2023.

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	177	114	0	0	0	0	-	-

<b>Received Items</b>	250	115	12	0	4	10	-	-
<b>Added Items</b>	294	351	0	15	6	3	48	10

	Print	DVD/Blu-ray	Audiobook	Music CD	Console Game	Kits	Launchpad	Other Formats
<b>Adult Discarded Items</b>	587	4	1	0	N/A	0	0	0
<b>Juvenile Discarded Items</b>	57	1	1	0	0	0	1	1

### Library Services:

	January	February	March	April	May	June	July
<b>Laminating Service*</b>	0	1	0	0	0	1	0
<b>VHS Conversion:</b>	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes
<b>DVD Format</b>	0	0	1	1	0	0	3
<b>USB Flash drive Format</b>	48	0	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  
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# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## JUNE 2024

### Highlights of the Month:



Tina had Nature Hour at Lake Katherine and shared stories about worms. They saw worms up close and moved a huge log to see even more creepy crawlies. T-Rexplorers also came to the library to talk about dinosaurs!



Carla enjoyed showing kids in grades 3-5 how to make their own mini pizzas on the Cricut. Kids enjoyed cutting out their own boxes in various colors and designing their pizza logos.



Claire had lots of fun leading children ages 2-8 in a Disney Dance Party. Kids enjoyed moving and grooving to their favorite Disney songs and playing with scarves, streamers, shakers, and the parachute.



Mary Kate enjoyed helping teens personalize tote bags. The teens were able to use the Cricut Heat Press to place their initials on the bag and then used acrylic paint to design their bags.

## Meetings and Department News:

Booklist: Page-Turning Picture Books – Carla and Claire watched this webinar on 06/03.

Summer Reading Kick-Off – Mary Kate met with the committee on 06/11 and with Jesse for a wrap up on 06/13.

At the Library – Tina shared library programs with Channel 4 on 06/10.

Fan Con Meeting – Carla and Claire attended these meetings 06/10 and 06/25.

Mackin's Storyteller Spotlight: Grace Lin – Carla watched this webinar on 06/13.

SLJ: In Conversation with Neal Shusterman – Tina and Claire watched this webinar on 06/17.

Booklist: HarperCollins Children's Books – Carla and Claire watched this webinar on 06/18.

Celebrating LGBTQ+ Stories: New Titles For Pride Month and Beyond – Carla and Mary Kate saw this webinar on 06/18.

One-on-One – Tina met with Jesse on 06/24.

Management Team Meeting – Tina and Carla attended this meeting on 06/24.

Booklist: Audiobooks for Youth – Claire watched this webinar on 06/25.

Booklist: Random House Children's Books Fall 2024 Preview – Carla watched this webinar on 06/26.

## Outreach:

Farmer's Market – Carla attend this event on 06/05.

Sandbox School – Claire visited this preschool on 06/10. While there, she presented a summer-themed storytime and promoted the summer reading program.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services



## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	25	1383		Reference	Computer	Directional
Free Tween/Teen Programming	7	163		309	47	231
Youth Paid Programming	1	93	\$525	<b>TOTAL</b>	<b>587</b>	
Tween/Teen Paid Programming	0	0		<b>PASSIVE PROGRAMMING</b>		
<b>TOTAL PROGRAMMING</b>	<b>33</b>	<b>1639</b>	<b>\$525</b>	Craft	Teen	Activity
<b>OUTREACH/SCHOOL VISITS</b>	<b># VISITS</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>	571	172	104
<b>TOTAL OUTREACH</b>	<b>0</b>	<b>1</b>	<b>29</b>	<b>TOTAL</b>	<b>847</b>	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
06/01/24	10:00 am	SRP Kick Off Party	515
06/04/24	4:00 pm	Become a Superhero	9
06/05/24	11:30 am	Tales for Twos	16
06/05/24	1:00 pm	Kindergarten Ready!	16
06/06/24	11:30 am	Little Wiggles	34
06/11/24	10:00 am	The Swim Advantage: Water Safety Drowning and Prevention	31
06/11/24	2:00 pm	Let's Go on a Safari	15
06/12/24	11:30 am	Tales for Twos	7
06/12/24	1:00 pm	Kindergarten Ready!	15
06/12/24	4:30 pm	Furry Readers	8
06/13/24	11:30 am	Little Wiggles	17
06/13/24	2:00 pm	DIY Birthday Crowns	5
06/15/24	10:00 am	Daddy and Donuts Storytime	18
06/17/24	2:00 pm	Mini Cricut Pizza Box	1
06/17/24	3:00 pm	Mini Cricut Pizza Box	4
06/17/24	5:00 pm	Under the Sea Fun	42
06/18/24	2:00 pm	Disney Crafts	28
06/20/24	11:30 am	Little Wiggles	26
06/20/24	2:00 pm	Disney Dance Party	43
06/21/24	10:00 am	Nature Hour	19
06/25/24	2:00 pm	Crafts and Facts: Australia	14
06/26/24	11:30 am	Tales for Twos	10
06/26/24	1:00 pm	Kindergarten Ready!	10
06/27/24	11:30 am	Little Wiggles	21
June	0:00 pm	SRP Registrants Birth - Grade 5	459

DATE	TIME	FREE TWEEN/TEEN - PROGRAMMING /CLUBS	ATTENDANCE
06/06/24	4:00 pm	Marble Silhouette Art	6
06/10/24	5:00 pm	Teen Book Box	8
06/10/24	2:00 pm	3D Giraffe	1
06/24/24	5:00 pm	Doggone Fun	5
06/27/24	2:00 pm	Paint a Bag	8
06/30/24	5:00 pm	Volunteens	16
June	0:00 pm	SRP Teen Registrants	119

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
06/14/24	10:00 am	T-Rexplorers	\$525	93

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Book Talk Friday - Walking the Dog by Chris Lynch	2
Teen Book Talk Friday - Call Me Iggy by Jorge Aguirre & Rafael Rosado	3
Craft - Cape	110
Teen Craft - Batman	30
Teen Gaming - Nintendo Switch	35
FabLab - Father's Day Card	4
Activity - Find Tinkerbell	22
Craft - Giraffe	95
Teen Craft - How to Draw a Giraffe	55
Craft - Mickey Mouse Puppet	96
Teen Craft - How to Draw Mickey Mouse	32
Craft - Bluey	270
Teen Craft - Pig Corner Bookmark	43
Book Talk Friday - The One and Only Family by Katherine Applegate	21
Teen Book Talk Friday - Fake Famous by Dana L. Davis	6
Book Talk Friday - Sleeping Spells & Dragon Scales by Wendy S Swore	4
Teen Book Talk Friday - Sinner's Isle by Angela Montoya	3
Book Talk Friday - The Mystery of Locked Rooms by Lindsay Currie	12
Teen Book Talk Friday - Blood at the Root by Ladarrion Williams	4

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	Attendance
06/10/24	Sandbox Day Camp: SRP Promotion and Storytime	1	29

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## JULY 2024

### Highlights of the Month:



Mary Kate had three programs that stood out above the rest. Taylor Swift Album Cup, Video Game Club: Oculus, and Art for Littles. Teens were able to design cups with Taylor Swift album titles on the Cricut with permanent vinyl. Tweens were able to use our Oculus, virtual reality headset. Kids ages 2-5 were able to become artists for the day!



Swiftie Week was such a fun experience for both staff and patrons! Kids in grades 4-12 could come to the library and do different Taylor Swift themed projects every day that week. They worked with most of the machines in the FabLab and even enjoyed watching the Eras movie.



Carla's favorite programs of the month were Unicorn Keychain and Minute to Win It Games. Kids in grades 3-5 enjoyed watching the Glowforge cut a unicorn keychain and painting it afterwards! Kids in grades K-3 shared many laughs cheering each other on playing different minute to win it games.



Claire had a blast starting her monthly Bluestem Book Club, Bluestem Battle of the Books, this month. Kids in grades 3-5 enjoyed discussing the graphic novel *Invisible* by Christina Diaz Gonzalez & Gabriela Epstein and designing medals for themselves and their favorite characters.

## Meetings and Department News:

At the Library – Tina shared youth and teen programs for August on 07/08.

IYSI – Tina led this planning committee meeting on 07/08.

Booklist: Fall 2024 Preview – Carla and Claire watched this event on 07/11.

Fan Con Meetings: Carla and Claire attended these meetings on 07/09 and 07/22.

Booklist: Fall Series Nonfiction – Claire watched this event on 07/16.

Booklist: Graphic Jam: Graphic Novels Book Buzz Part 1 – Mary Kate watched this event on 07/16.

Booklist: Discover New Sci-Fi, Fantasy & Horror Titles – Mary Kate and Claire watched this event on 07/24.

YA Midwest Conference – Mary Kate attended this event on 07/27.

ILA 2024 Presentation Meeting – Mary Kate and Tina met with fellow panelists from Arlington Heights, Indian Prairie, and Palatine to discuss their presentation on 07/15 and 07/17.

IYSI: Publicity and Marketing Committee – Tina led this meeting on 07/29. The committee worked on a schedule for August to the end of October.

## Outreach:

Palos South Middle School Registration Night – Carla attended this event on 07/16.

Farmer's Market – Carla attended this event on 07/24.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services



## Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training		16	787		Reference	Computer	Directional
Free Tween/Teen Programming		9	221		260	64	185
Youth Paid Programming		1	109	\$465	TOTAL	509	
Tween/Teen Paid Programming		0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING		26	1117	\$465	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	460	251	319
TOTAL OUTREACH		0	2	21	TOTAL	1030	

DATE	TIME		FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
07/02/24	11:00	am	Barbie Storytime	35
07/02/24	2:00	pm	Fourth of July Celebration	13
07/08/24	2:00	pm	Unicorn Keychain	17
07/09/24	11:30	am	Sensory Friendly Stories and Play	16
07/09/24	2:00	pm	Training Camp	15
07/10/24	4:30	pm	Furry Readers	24
07/17/24	11:30	am	Swimming Storytime	20
07/17/24	2:00	pm	Bluestem Battle of the Books	5
07/17/24	5:00	pm	Fun with Chalk	10
07/18/24	11:30	am	Art for Littles	21
07/18/24	2:00	pm	Taylor Swift Karaoke	40
07/22/24	5:00	pm	Fun with Chocolate	18
07/24/24	2:00	pm	Chocolate Championship Games	15
07/26/24	10:00	am	Nature Hour	37
07/29/24	2:00	pm	Minute to Win It Games	13
			Summer Reading Participants Babies - 5th Grade	488

DATE	TIME		FREE TWEEN/TEEN - PROGRAMMING /CLUBS	ATTENDANCE
07/09/24	4:00	pm	3D Printed Keychain	7
07/10/24	5:00	pm	Teen Book Box	6
07/10/24	2:00	pm	Percy Jackson T-Shirts	5
07/11/24	3:30	pm	Dungeons & Dragons	7
07/15/24	3:00	pm	Swiftie Week	39
07/16/24	2:00	pm	TS Album Cup	12
07/25/24	2:00	pm	Video Game Club: Oculus	4
07/31/24	5:00	pm	Volunteens	13
			Summer Reading Participants Grades 6-12	128

DATE	TIME		PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
07/19/24	11:00	am	John Measner Magic Show	\$465	109

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION		ATTENDANCE
07/16/24	Outreach: Palos South Middle School Registration Night		11
07/24/24	Farmer's Market		10

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	22
FabLab - Gecko	9
Craft - Star	140
Teen Craft - How to Draw Apple Pie	30
Craft - Unicorn	110
Teen Craft - Percy Jackson	50
Book Talk Friday - Bat Cat: Sink or Swim! By Meggie Ramm	5
Teen Book Talk Friday - Cursed Princess by LambCat	5
Book Talk Friday - Marshmallow and Jordan by Alina Chau	7
Teen Book Talk Friday - Love and Olives by Jenna Evans Welch	10
Craft - Guitar Pick	110
Teen Craft - Word Search	50
Craft - Gumball Machine	100
Teen Craft - Candy Bar	53
Passive Activity - Guess How Many Candy	239
Book Talk Friday - The New Girl by Cassandra Calin	57
Teen Book Talk Friday - Two Sides to Every Murder by Danielle Valenti	9
Book Talk Friday - The Secret Library by Kekla Magoon	11
Teen Book Talk Friday - Heiress Takes All by Emily Wibberley & Austin	6