



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JANUARY 2025

At the Desk:

11 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

Department Highlights:

Circulation department took down holiday decorations at the front of the library.

Dora and Karen M. used the Cricut to create Valentine's Day decoration for the bulletin board.

Beth updated and posted Friends of the Library Book Sale posters and bookmarks, and posted Book Sale information to social media. Beth also worked the register on the preview night.

Dora helped set up the book sale.

Circulation clerks also placed Friends of the Library bookmarks in patron holds, promoting the February book sale.

Beth reached out to the Crisis Center for South Suburbia and set up a donation drive for March.

Beth and Dora began reviewing updates to the Simply Circ binder and shelving instructions.

Beth lead the Lunch Bunch Book Discussion of *The Book of Charlie: Wisdom from the Remarkable American Life of a 109-Year-Old* attended by 10 patrons.

Continuing Education:

Swan Learning

PS 100 Circulation Basics 1hr

PS 101 Patron Management 1hr 20min

PS 104 Patron Account Block & Notes 1hr 10min

PS 106 Lost Cards 45min

PS 108 Bill Patron Record 30min

PS 301 Resource Sharing in Swan 1hr

PS 304 Demand Management 1hr

Meetings:

January 6- 1 on 1 with Jesse

January 9- Friends of the Library

January 15- Summer Reading with Jesse & Mary Kate

January 20- 1 on 1 with Jesse

January 29- Summer Reading

Respectfully submitted,

Beth Stevens

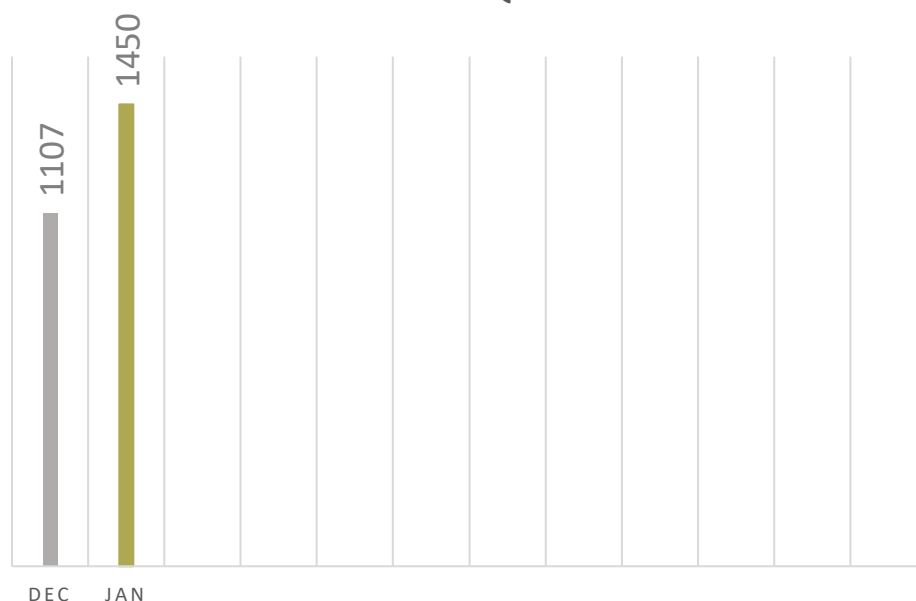
Head of Circulation

CIRCULATION STATISTICS FOR JANUARY 2025

	Jan-25	YTD 25	Jan-24	YTD 24
Adult Circulation				
Books	3,511	3,511	3,927	3,927
Video	471	471	525	525
Audio	326	326	322	322
Periodicals	176	176	174	174
Other Formats	7	7	7	7
In House	58	58	74	74
Total Adult Circulation	4,549	4,549	5,029	5,029
Youth Circulation				
Books	4,084	4,084	4,297	4,297
Audio	74	74	86	86
Teen Circulation				
Books	260	260	269	269
Audio	2	2	6	6
Youth & Teen Circulation				
Video	155	155	242	242
Periodicals	16	16	17	17
Other Formats	93	93	95	95
In House Use	982	982	1,036	1,036
Total Youth & Teen Circulation	5,666	5,666	6,048	6,048
Gadgets & Gizmos	7	7	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,209	1,209	1,320	1,320
eBooks (e-Read IL)	103	103	88	88
eAudio (e-Read IL)	70	70	50	50
eAudio (Media On Demand)	897	897	737	737
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	322	322	338	338
Periodicals (PressReader)	61	61	1,091	1,091
Total Electronic Circulation	2,662	2,662	3,624	3,624
TOTAL CIRCULATION	12,884	12,884	14,701	14,701
ILL - Received	1,419	1,419	1,321	1,321
ILL - Sent	1,259	1,259	1,138	1,138
Reciprocal Borrowing	1,286	1,286	1,266	1,266
Online Renewals			36	36
Self-Checkout	4,118	4,118	4,384	4,384
Computer Usage				
Library Workstation Sessions	504	504	425	425
Wireless Sessions	1,435	1,435	976	976
Total Sessions	1,939	1,939	1,401	1,401
# of People Using the Library	*people counter qui			
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			11	
Visits			30	30
Items			177	177
Museum Pass Program			Current Month	Full Year
Total Passes			8	8
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,246	42	34	-
Non-Resident/Trinity/Business	30	-	2	-
Cards for Kids	75	0	0	

Public Services Department Report January 2025

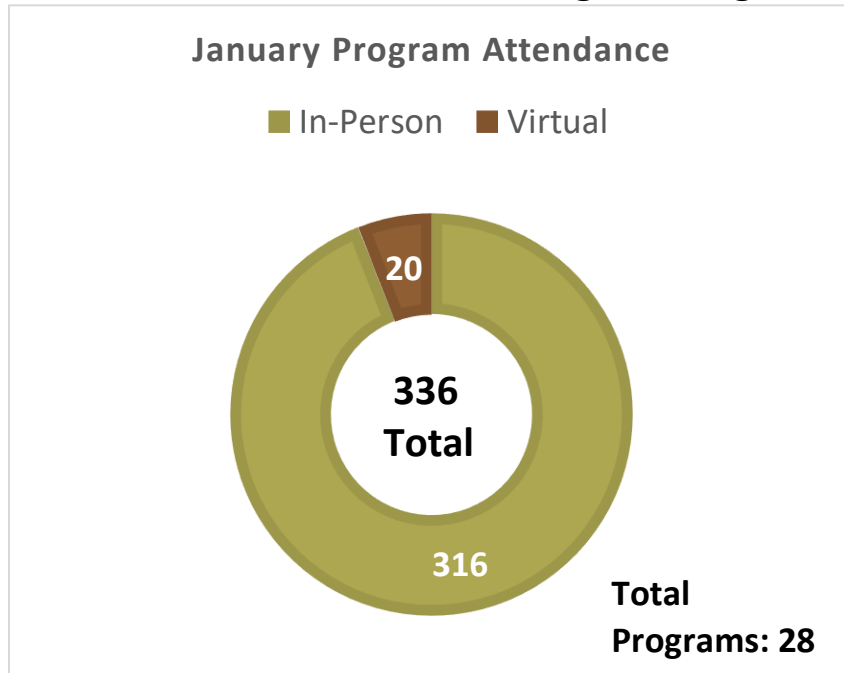
PS Reference Questions



Meetings & Trainings

- 1-6-25: ARRT Media Advisory Program Meeting
- 1-7-25: 1 on 1 w/Director
- 1-13-25: Channel 4 Taping
- 1-13-25: Shining a Light on Managing Employees Webinar
- 1-13-25: Kringle Market Wrap-Up
- 1-14-25: Upcoming Books Webinar
- 1-15-25: Green Team Meeting
- 1-17-25: Middle Managers Group
- 1-17-25: Reaching Forward North Meeting
- 1-20-25: 1 on 1 w/Director
- 1-23-25: LACONI Exhibits Webinar
- 1-23-25: One Earth Film Fest Meeting
- 1-29-25: Social Media for Libraries Webinar
- 1-29-25: Summer Reading Kickoff Meeting
- 1-30-25: ELSUM Meeting

Programming



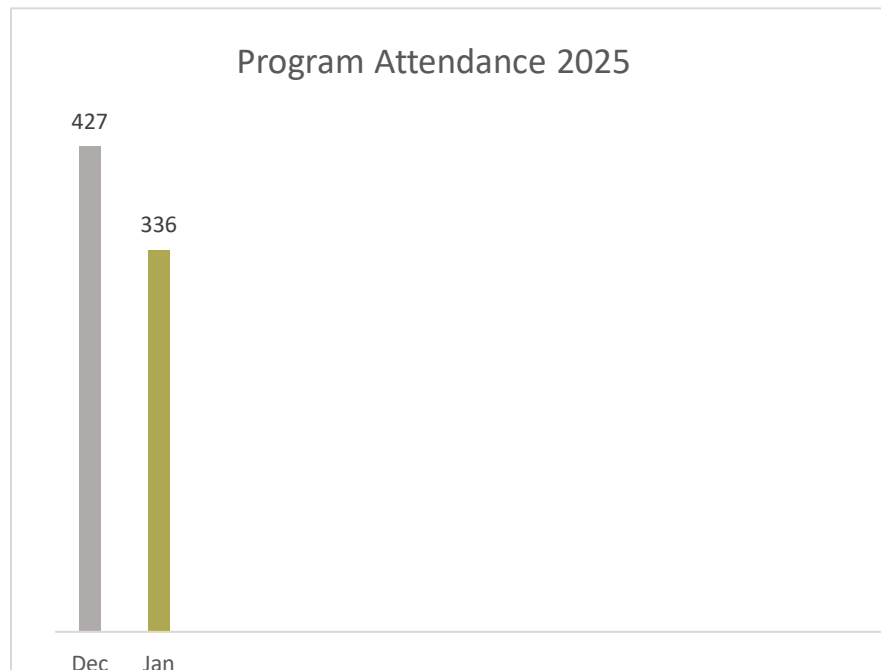
January programming started off pretty well. We had more people than usual virtually attend the January ILP programs, which was a pleasant surprise.

The first (annual?) Palos Heights Pizza Showdown took place in the middle of the month and seemed to be enjoyed by all who attended. We had pizzas in from 6 restaurants in Palos Heights, and there were definitely clear favorites.

Scrapbook classes continue to be popular, though perhaps a tad less popular than they have been in the past few years. Whether it's the December and January weather leading them to not be completely filled as they have in the past, or if supply of classes has finally exceeded demand is yet to be determined. However, based on the success of these classes, I am certainly willing to try out other types of crafting classes in the future.

The month was slightly abbreviated for programs due to the Meeting Room being used for the Friends Book Sale during the last week of the month, but that left us with an opportunity to slide a FabLab class into one of those days.

Looking forward to what is hopefully an interesting slate of programs coming up in the next few months.



Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one.

Emily has taken over Home Delivery duties, at least for now. The numbers on what we deliver tend to fluctuate each month, but January seems to be the most we've had in a while.

Local History

The Local History Room will be a priority for Public Services this year. Once our new staff member is trained up and things are back to operating close to normal, we'll be turning our attention to some ongoing and new projects regarding Palos Heights local history.

Collection Development

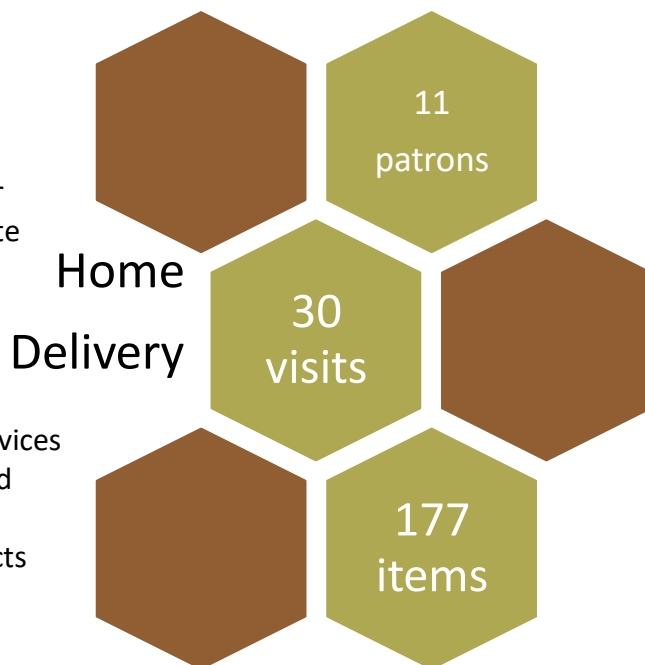
So far so good with collection development since Beth has left. We're into our third month and, so far as I can tell, book selections from staff are what they should be and are meeting the needs and demand levels of our patrons.

We are also starting to draft a new Collection Development policy. We are looking at what other libraries of all sizes, from small to large, are doing with their policies, and compiling language that seems like the best fit for our library and patron base.

Other

Our new full-time Public Services librarian, Lyndsey Caliendo, started on February 3. She has taken quite readily to training, not much of a surprise given her past experience, and is eager to learn how we do things around here. She has already sat at the desk for a while and has been great interacting with our patrons. Looking forward to seeing how she grows with us.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

January 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	2	4	6	\$936	97	Reference	Computer	Directional
Free	0	2	2	N/A	20	836	326	288
Book Discussions	0	3	3	N/A	23	TOTAL		1,450
						HOMEBOUND DELIVERIES		
Passive Programs			5		131			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	11	30	177
Needle Crafters			4	N/A	26	BOOK-A-LIBRARIAN # Sessions		
Scrabble			3	N/A	33			
COMPUTER TRAINING - LAB			1	N/A	2	7		
TOTAL PROGRAMMING			28	\$936	336			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
1/7/2025	7:00 pm	No	Grandma Goes to the South Pacific		10	\$300	17	
01/09/25	7:00 pm	Yes	ILP: Chicago Pizza Steve Dolinky (0 inperson)		14	ILP	13	
01/11/25	12:00 pm	No	Scrapbooking: Trio Card		n/a	\$145.50	13	
01/14/25	7:00 pm	No	Palos Heights Pizza Showdown		50	\$328.35	39	
01/16/25	6:30 pm	No	Scrapbooking: Mini Scrapbooks		11	\$162.50	10	
01/23/25	7:00 pm	Yes	ILP: Michelle Buteau (0 inperson)		6	ILP	5	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
01/23/25	2:00 pm	No	Tools for Aging in Place		22	N/A	15	
01/28/25	7:00 pm	No	FabLab Class: Valentines		7	N/A	5	
	1:00 pm					N/A		
	7:00 pm					N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
01/13/25	12:00 pm	No	Lunch Bunch Book Discussion		N/A	N/A	10	
01/08/25	7:00 pm	No	Horror Book Club		N/A	N/A	10	
01/21/25	2:00 pm	No	Teatime on Tuesdays		N/A	N/A	3	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
01/19/25	2:00 pm	Sunday @ The Cinema: Field of Dreams			4	N/A	3	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
01/07/25	12:00 pm	Mah Jongg			N/A	N/A	4	
01/14/25	12:00 pm	Mah Jongg			N/A	N/A	0	
01/21/25	12:00 pm	Mah Jongg			N/A	N/A	0	
01/28/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
01/07/25	10:00 am	Needle Crafters			N/A	N/A	8	
01/14/25	10:00 am	Needle Crafters			N/A	N/A	7	
01/21/25	10:00 am	Needle Crafters			N/A	N/A	3	
01/28/25	1-:00 am	Needle Crafters			N/A	N/A	8	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
01/07/25	10:00 am	Scrabble			N/A	N/A	13	
01/14/25	10:00 am	Scrabble			N/A	N/A	13	
01/21/25	10:00 am	Scrabble			N/A	N/A	7	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
01/13/25	2:00 pm	Microsoft Word: Intermediate			2	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					84	
		Spice Club Kits					30	
		Extra Spice Club Kits					11	
		Project of the Month					3	
		Sundav @ The Cinema: Field of Dreams			4		3	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

JANUARY 2025

Department Highlights:

Lorena has been watching training webinars and has read through several SWAN guides in regards to acquisitions and cataloging procedures.

Marilyn worked with Lorena to transfer weekly serial control records to the new year in Workflows.

Nikki has been working with Lorena processing two new Gadgets and Gizmos items: a USB disk drive and a 1950s memory kit.

Lorena has been training Jalal on receiving packing slips for Ingram, Baker & Taylor, and Midwest Tape.

Lorena met with Tina and Tara (Lake Katherine) to help with a new and future collection of nature kits provided by Lake Katherine. These nature kits will have a theme with various items and will be available for checkout by patrons similar to that of our Gadgets and Gizmos collection.

Lorena continues to work and train with Beth in the Circulation Dept.

Meetings and Training:

January 3 – 1 on 1 with Jesse

January 13 – SWAN serials standards and practices (3)

January 17 – Middle Managers meeting

January 20 – 1 on 1 with Jesse

January 27 – Department Head meeting

January 29 – Summer Reading meeting

January 31 – Lake Katherine meeting

January 31 – RAILS BIPOC meeting

Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	182	14	4	-	-
Received Items	133	13	2	-	-
Added Items	127	8	2	74	2

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	250	-	-	-	-
Received Items	116	-	-	-	-
Added Items	103	-	-	16	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	179	-	266	-	-	-	68
Juvenile Discarded Items	325	1	-	-	-	-	11

Library Services:

	Jan.
Laminating Service*	-
VHS Conversion:	-
DVD Format	-
USB Format	-

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

JANUARY 2025

Highlights of the Month:



In celebration of Chinese New Year, Tina and Tara from Lake Katherine provided a snake themed Nature Hour event. Children heard stories, played games, made a craft, and learned about snakes. Then, they even got to see some up close!



Carla's favorite programs of the month were Dog Man Celebration for grades 3-5 and Avengers Assemble for grades 4-12. The kids enjoyed making Dog Man buttons and discussing their favorite characters. The older kids loved using our Autopress for their Spider-Man pencil cases!



Mary Kate had three favorite programs in January. The first was Letter Sensory, for ages 2-5, where kids made crafts and found letters in a sensory bin. Then in the program, Tape Snowflakes, for kids in grades 3-5, kids used washi tape and water color paints to make fun designs. Then the last program was 3D Football for grades 4-12 and made a box in the shape of a football with cardstock cut from the Cricut.

Claire's favorite program this month was Snowy Lanterns for grades 4-8. Tweens had a great time assembling their paper lanterns and cutting and assembling winter bookmarks on the Cricut.



Jolie's favorite program was Penguin day for grades K-3. Children enjoyed making different penguin and fish crafts, learning about penguins, and playing games. They especially loved our fishing game where they competed in different teams "hunting" for fish.



Amani's Arabic story time program for age's birth to five years, children had a great time with bubbles, dance movements, and parachute time. The children listened to Elmer's Weather by David McKee and created elephant puppets. The little ones also played on the parachute with kid-friendly soft toys.

Meetings and Department News:

The library came in 4th place for Kidlist's 10 Best Children's Libraries with Play Areas 2025!

<https://mykidlist.com/best-libraries-for-kids/>

IYSI – Tina held meetings for the upcoming conference on 01/06, 01/13, and 01/27.

Laconi YSS – Tina attended a board meeting on 01/10 to welcome new members and share committee assignments.

Prairie State Story League – Claire attended this meeting on 01/10.

At the Library – Tina shared upcoming programs with Channel 4 on 01/13.

Mackin's Storyteller Spotlight: Nick Bruel – Carla watched this webinar on 01/16.

YALSA Nonfiction Awards Finalists in Conversation with SLJ – Claire and Mary Kate watched this webinar on 01/21.

SLJ: AI, Ethics, and Education: The Story of Book Talks with Benny – Claire and Mary Kate watched this on 01/25.

SLJ: What's It Really Like? Join the 2025 Mock Newbery LIVE! – Tina and Claire watched this webinar on 01/26.

Summer Reading Kickoff Party Committee Meeting – Mary Kate, Tina and Carla attended this meeting on 01/28.

Spirit Committee Meeting – Carla and Claire attended this meeting on 01/28.

Collection Meeting with Lake Katherine – Tina, Lorena, and Tara met to discuss the new collection on 01/31.

LACONI YSS- Music Play is Learning Play- Jim Gill Virtual Workshop – Carla attended this event on 01/31.

Outreach:

Rec Center Preschools – Carla visited these classes on 01/14 and 01/15.

Indian Hill Preschool – Carla visited these classes on 01/15.

Reggio Academy Preschool – Mary Kate did a winter story time for two classes on 01/27.

Trusting Hearts Preschool – Claire visited this preschool and did a Valentine's Day story time on 01/28.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training		17	350	\$0	Reference	Computer	Directional
Free Tween/Teen Programming		7	28	\$0	244	56	135
Youth Paid Programming		0	0	\$0	TOTAL	435	
Tween/Teen Paid Programming		0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING		24	378	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	619	237	0
TOTAL OUTREACH		0	40	1580	TOTAL	856	
DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS					ATTENDANCE
01/03/25	1:30 pm	Arabic Story Time					29
01/06/25	4:00 pm	Dog Man Celebration!					9
01/07/25	11:30 am	Key Autism Services: Sensory Story Time					11
01/08/25	4:30 pm	Furry Readers					16
01/09/25	11:30 am	Letter Sensory					32
01/14/25	11:30 am	Winnie the Pooh Story Time					27
01/14/25	4:00 pm	Snow Art					16
01/15/25	4:00 pm	Graphic Novel Club					1
01/16/25	11:30 am	Penguin Story Time					35
01/20/25	5:00 pm	Penguin Day					10
01/21/25	4:00 pm	Tape Snowflakes					7
01/22/25	11:30 am	Opposites Story Time					23
01/27/25	4:00 pm	Winter Games					24
01/30/25	11:30 am	Winter Story Time					21
01/30/25	5:00 pm	Fun with Polar Bears					18
01/31/25	10:00 am	Nature Hour					30
		Winter Reading					41
DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS					ATTENDANCE
01/01/25	5:00 pm	Volunteens					5
01/09/25	4:00 pm	Snowy Lanterns					8
01/10/25	5:00 pm	Teen Book Box					5
01/13/25	4:00 pm	Avengers Assemble					3
01/16/25	4:00 pm	Video Game Club: Mario Cart Competition					1
01/22/25	4:00 pm	Lego Pokemon					0
01/28/25	4:00 pm	3D Football					6
FREE: YOUTH PASSIVE PROGRAMMING				ATTENDANCE			
Craft - Reindeer				160			
Teen Craft- Christmas Word Search				47			
Craft - Mug				210			
Teen Craft - Winter Word Search				75			
Craft - Penguin				249			
Teen Craft - How to Draw a Penguin				80			
Fab Lab- Owl Bookmarks (Project of the Month)				13			
Teen Gaming - Nintendo Switch				22			

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
01/14/25	Rec Center Preschool	2	16
01/15/25	Rec Center Preschool	1	12
01/15/25	Indian Hill Preschool	8	104
01/27/25	Reggio Academy Preschool	2	22
01/28/25	Trusting Hearts Preschool	1	30
01/31/25	Book Talks Grades K-1	8	154
01/31/25	Book Talks Grades 2-3	7	155
01/31/25	Book Talks Grades 4-5	4	87
01/31/25	Book Talks Grades 6-8	7	1000