



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## FEBRUARY 2025

### At the Desk:

10 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

7 patrons used Curveside pickup.

### Department Highlights:

The entire Circ staff participated in the staff in-service on 2/21/25. Everyone appreciated the CPR training and felt that it was well presented and helpful.

Karen M. decorated Circ for St. Patrick's Day

Circulation collected diaper donations for Together We Cope

Beth updated the room rental procedure for Circulation. We now have a weekly printout of the meeting room and conference room events so that Circ staff can stay on top of upcoming rentals.

Dora and Beth are continuing updating the Circulation Manual

Beth gathered circulation statistics for the yearly IPLAR report

Beth attended the February board meeting and introduced herself.

Beth lead the Lunch Bunch Book Discussion of *Africa is Not a Country: Notes from a Bright Continent* by Dipo Faloyin attended by 10 patrons.

### Continuing Education:

2/13- OCLC: Worldshare ILL Managing Borrowing Requests

2/20-OCLC: Worldshare ILL Borrowing

### **SWAN Webinars**

Helpful Reports for Managing Circulation

## Meetings:

2/3- 1 on 1 with Jesse

3/10- Summer Reading Committee

2/17- 1 on 1 with Jesse

2/18- IMRF meeting

2/19- Circ Networking meeting

2/20-PHPL board meeting

2/21- In-service department meeting

Respectfully submitted,

Beth Stevens

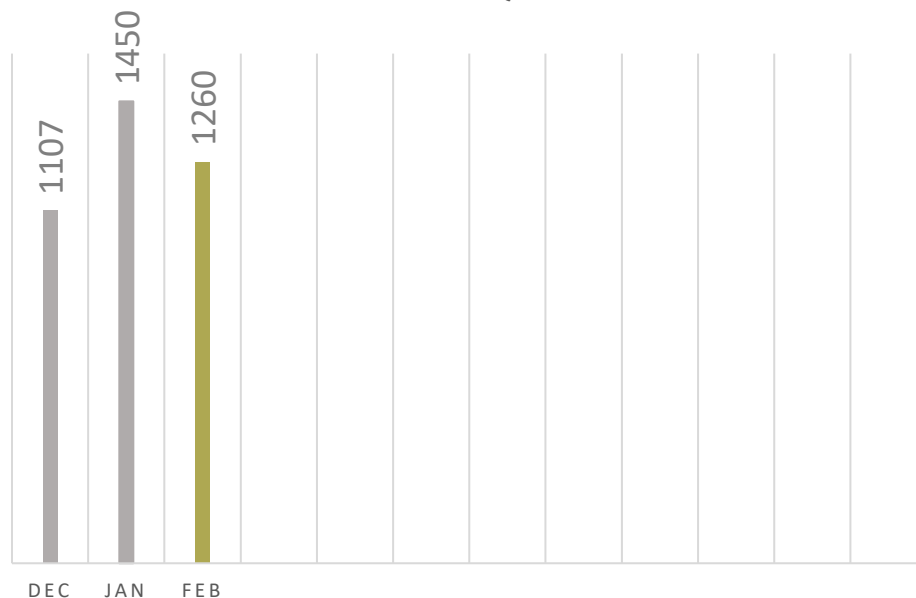
Head of Circulation

# CIRCULATION STATISTICS FOR FEBRUARY 2025

	Feb-25	YTD 25	Feb-24	YTD 24
Adult Circulation				
Books	3,194	6,705	3,778	7,705
Video	450	921	559	1,084
Audio	284	326	287	609
Periodicals	132	308	156	330
Other Formats	22	29	2	9
In House	66	124	73	147
Total Adult Circulation	4,148	8,413	4,855	9,884
Youth Circulation				
Books	3,904	7,988	3,938	8,235
Audio	23	97	49	135
Teen Circulation				
Books	224	484	223	492
Audio	1	3	3	9
Youth & Teen Circulation				
Video	106	261	165	407
Periodicals	23	39	10	27
Other Formats	153	246	57	152
In House Use	830	1,812	778	1,814
Total Youth & Teen Circulation	5,264	10,930	5,223	11,271
Gadgets & Gizmos	7	14	Collection started June 2024	
Electronic Circulation				
eBooks (Media On Demand)	1,088	2,297	1,266	2,608
eBooks (e-Read IL)	86	194	69	177
eAudio (e-Read IL)	63	133	67	122
eAudio (Media On Demand)	803	1,700	737	737
Video (Media On Demand)	-		-	-
Periodicals (Overdrive)	279	601	278	616
Periodicals (PressReader)	1	62	22	1,113
Total Electronic Circulation	2,320	4,982	2,514	6,391
TOTAL CIRCULATION	11,739	24,339	12,592	27,546
ILL - Received	1,218	2,637	1,307	2,628
ILL - Sent	960	2,219	1,090	2,228
Reciprocal Borrowing	1,153	2,439	1,249	2,515
Online Renewals	42	138	44	88
Self-Checkout	3,631	7,749	3,859	8,243
Computer Usage				
Library Workstation Sessions	416	920	493	918
Wireless Sessions	1,050	2,485	995	1,971
Total Sessions	1,466	3,405	1,488	2,889
# of People Using the Library	2.11-2.28--5021	5,021	9,552	19,807
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			12	
Visits			23	53
Items			133	310
Museum Pass Program			Current Month	Full Year
Total Passes			3	11
Library Cards Issued				
Patron Types	Month's Start	Renewed	New	Deleted
Resident	4,234	44	33	-
Non-Resident/Trinity/Business	30	2	2	-
Cards for Kids	88	2	0	

# Public Services Department Report February 2025

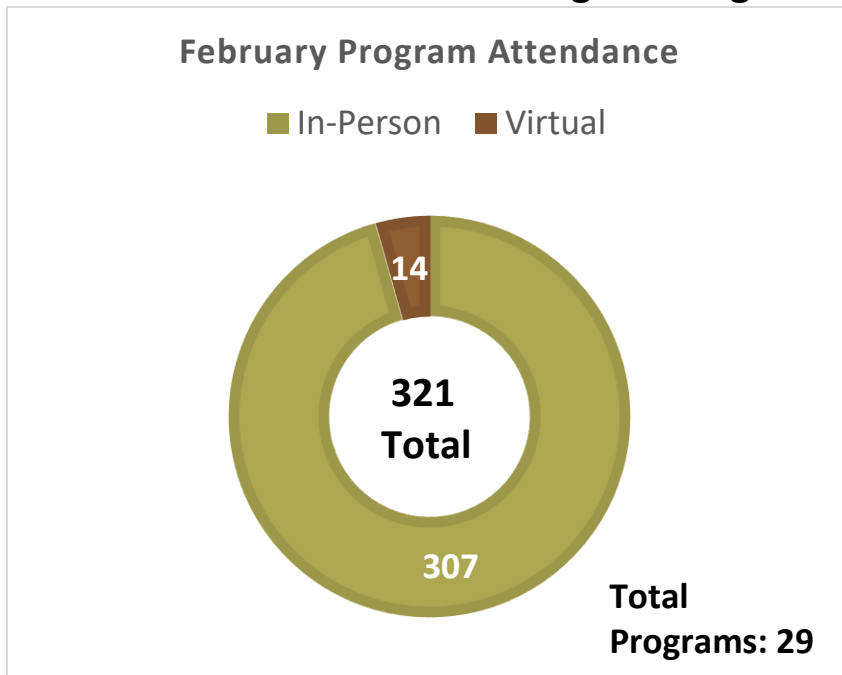
## PS Reference Questions



## Meetings & Trainings

- 2-3-25: ARRT Program Meeting
- 2-3-25: One on One with Director
- 2-6-25: ILA Webinar
- 2-6-25: WSAP Meeting
- 2-7-25: Collection Development Meeting
- 2-10-25: Channel 4 Taping
- 2-12-25: ASMR Meeting
- 2-14-25: ILA Panel Meeting
- 2-17-25: One on One with Director
- 2-18-25: OEFF Planning Meeting
- 2-19-25: PIC Collab Meeting
- 2-19-25: IRS Rep Visit
- 2-20-25: Autism in Libraries Webinar
- 2-27-25: OEFF Meeting
- 2-27-25: Local History Tour
- 2-27-25: SSAP Meeting

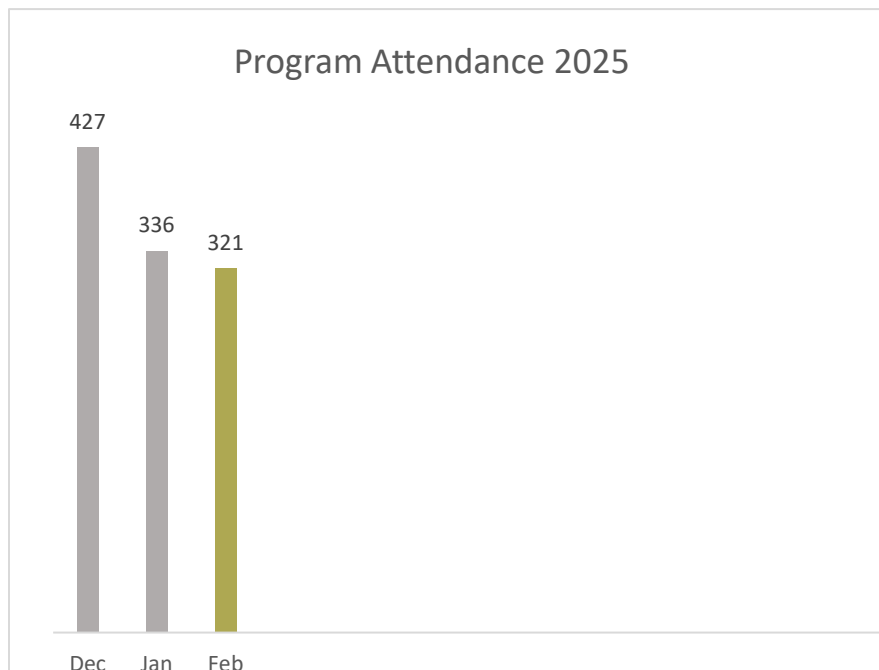
## Programming



February programs overall went well. The two ILP programs had decent attendance for not being the biggest-name guests. A good amount of people turned out for the Lincoln Family program, and that presenter certainly knew her stuff. She said she could go on about the Lincolns for hours and hours, and I believe her. We have previously had her to discuss a Disney topic, this was my first time seeing her and she was a great presenter. Will definitely have her back.

Our 3<sup>rd</sup> Oscar Preview event drew more people than last year. Emily hosted this one and I am told that there was actually a good discussion about the films this time. The Estate Planning program was done by a new presenter, an attorney who recently moved into town and has done similar programs at other libraries in the past. Knowledgeable, and notably did not use a PowerPoint.

The low attendance at our Black History Month program, Fiftyeleven Things to Say, was disappointing, but those who did attend found it to be informative. The Scrapbook program was over capacity this month, as everyone plus two waitlisters showed-up. These have varied recently, with either less people than expected showing up, or more.



## Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one. Lyndsey went along to see how it's done in case she ever needs to fill-in.

## Local History

We had a patron visit to the Local History Room this month. He was mostly interested in looking at the historical aerial photos of the area, and was specifically looking for a restaurant that was around in the 1940's and 50's. He found it and left satisfied.

We also had a visit from a librarian at the Downers Grove Public Library. They are interested in expanding their local history offerings and wanted to take a look to see what we are doing.



## Collection Development

Things continue to go well with collection development. We are devising a set weeding schedule, likely to take place ahead of the book sales.

As far as selecting goes, Lyndsey has been very dedicated to completing training on our various vendors and going in and familiarizing herself with them. At in-service, we went back over the genres and subjects assigned to everyone for monthly ordering and re-divvied them up.

## Other

As mentioned briefly above, we had a very productive couple of department meetings during in-service. With Beth's departure and Lyndsey's arrival to the department, it was the perfect time to refresh on some items and take a look at each librarian's responsibilities to make sure things were equitable and also switch some things up if need be.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services

# PUBLIC SERVICES - MONTHLY STATISTICS

## February 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAM S	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	2	4	6	\$1,178	79	Reference	Computer	Directional
Free	0	2	2	N/A	19	628	367	265
Book Discussions	0	3	3	N/A	14	TOTAL		1,260
Movie			1	N/A	4	HOMEBOUND DELIVERIES		
Passive Programs			4		110			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	3	12	23	133
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	57			
COMPUTER TRAINING - LAB			1	N/A	6	10		
TOTAL PROGRAMMING			29	\$1,178	321			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
2/4/2025	7:00 pm	Yes	ILP: James McBride (0 inperson)			7	ILP	3
02/06/25	7:00 pm	No	Fiftyeven Things to Say			8	\$325	6
02/11/25	7:00 pm	No	The Lincoln Family after 1865			36	\$200	31
02/18/25	7:00 pm	No	The History of Bob Marley			23	\$300.00	15
02/19/25	7:00 pm	Yes	ILP: Amy Tan (2 inperson)			4	ILP	7
02/20/25	6:30 pm	No	Scrapbooking: Card Class			15	\$353	17
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
02/13/25	7:00 pm	No	Estate Planning Basics			16	N/A	9
02/27/25	7:00 pm	No	Oscar Preview			13	N/A	10
	pm						N/A	
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
02/10/25	12:00 pm	No	Lunch Bunch Book Discussion			N/A	N/A	10
02/12/25	7:00 pm	No	Horror Book Club			N/A	N/A	Cancelled
02/18/25	2:00 pm	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
02/16/25	2:00 pm	Sunday @ The Cinema: Groundhog Day				5	N/A	4
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
02/04/25	12:00 pm	Mah Jongg				N/A	N/A	0
02/11/25	12:00 pm	Mah Jongg				N/A	N/A	0
02/18/25	12:00 pm	Mah Jongg				N/A	N/A	0
02/25/25	12:00 pm	Mah Jongg				N/A	N/A	3
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
02/04/25	10:00 am	Needle Crafters				N/A	N/A	7
02/11/25	10:00 am	Needle Crafters				N/A	N/A	8
02/18/25	10:00 am	Needle Crafters				N/A	N/A	6
02/25/25	10:00 am	Needle Crafters				N/A	N/A	8
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
02/04/25	10:00 am	Scrabble				N/A	N/A	15
02/11/25	10:00 am	Scrabble				N/A	N/A	16
02/18/25	10:00 am	Scrabble				N/A	N/A	12
02/25/25	10:00 am	Scrabble				N/A	N/A	14
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
02/10/25	2:00 pm	Microsoft OneDrive				7	N/A	6
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						80
		Spice Club Kits						15
		Extra Spice Club Kits						15
		Project of the Month						0



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# TECHNICAL SERVICES DEPARTMENT REPORT

## FEBRUARY 2025

### Department Highlights:

Lorena gathered data for the annual IPLAR report for Tech Services.

Lorena met the Ingram representative and learned more about the library processing accounts.

Lorena updated the National Library Week promotional flyer for the PageTurner.

Tech Services took a tour and learned about the ordering and processing procedures at the Oak Lawn Public Library. Lorena plans to reach out to other libraries in hopes to bring new ideas to the department and the library.

Jalal attended staff in-service day and participated in the CPR training.

Jalal is finishing up the Public Services series project and will move on to Youth & Teen Services juvenile fiction project.

Jalal continues to receive training for invoices and packing slips from Ingram, Midwest Tape, and Baker & Taylor.

Marilyn completed cleaning up serial items that are no longer published and removed them from Workflows.

Nikki completed the processing of newly added Gadgets & Gizmos items: USB disk drive and 1950s memory kit.

### Meetings and Training:

February 3 – 1 on 1 with Jesse

February 5 – Management Team meeting

February 6 – ILA Immigration Enforcement webinar

February 8 – Palos Heights Woman's Club meeting

February 10 – Ingram meeting

February 10 – Summer Reading Kickoff Party meeting

February 17 – 1 on 1 with Jesse

February 18 – IMRF presentation

February 19 – Oak Lawn Public Library meeting

February 26 – SWAN Help Desk orientation



## Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	190	15	4	-	-
Received Items	38	8	2	-	-
Added Items	60	8	1	58	2

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	266	10	-	-	-
Received Items	124	5	-	-	-
Added Items	120	3	-	11	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	343	-	1	-	-	-	69
Juvenile Discarded Items	90	-	-	-	-	-	15

## Library Services:

	Jan.	Feb.
Laminating Service*	-	10
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

## FEBURARY 2025

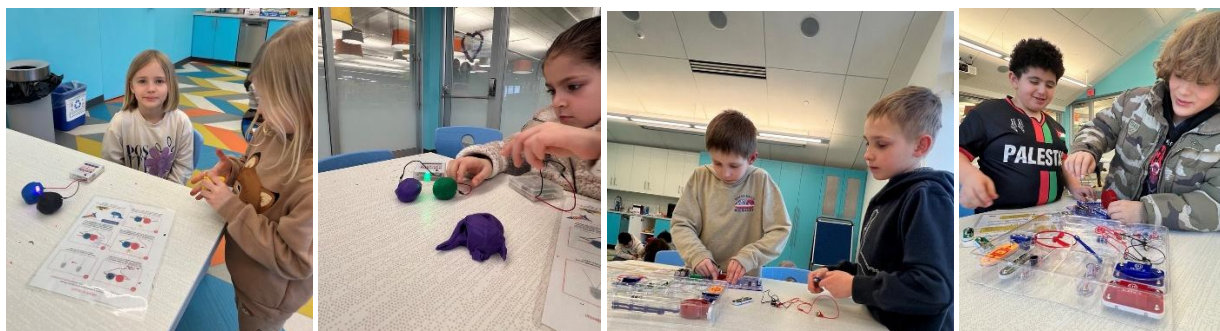
### Highlights of the Month:



The library brought back the Preschool Fair after seven years! We had a wonderful turn out of parents and prospective preschool students, as well as five preschools and two non-preschools in attendance for parents to learn about the resources available to them.



Carla adored the Winter Coasters program for grades 4-8. Kids enjoyed a creative atmosphere of painting winter themed stencils on their coasters.



Mary Kate's favorite program was STEAM Circuits. Kids in grades K-3 were able to explore Snap Circuits and Squishy Play Dough Circuits.



Jolie's favorite program was STEAM Heart Buddies for ages 2-5. Kids enjoyed exploring and feeling shapes in the sand and water tables. This program was also a popular request by parents to have again, kids had a great time!

Claire's favorite program was 3D Shark Cards. Kids in grades 3-5 used the Cricut to cut out their card pieces and watching a step-by-step video to put their cards together. They especially enjoyed watching their sharks chomp, chomp, chomp!



Amani's favorite program was "Welcome Ramadan," for ages ranging from birth, and grades K-3. Her favorite moments were the interactive storytelling, hands-on activity, bubble-time, and the excited children ready to celebrate!

## Meetings and Department News:

IYSI Committee Meeting – Tina held meetings on 02/03 and 02/18.

Mackin's Storyteller Spotlight: Jason Reynolds – Carla and Mary Kate watched this webinar on 02/14.

SLJ: HarperCollins Children's Books Spring Librarian Preview – Mary Kate and Claire watched this webinar on 02/18.

Mackin's Storyteller Spotlight: Avi – Carla and Claire watched this webinar on 02/20.

Staff In-Service – Tina, Carla, Claire, Mary Kate, Amani, and Laura attended on 02/21.

MackKids School & Library Spring 2025 Preview Event – Carla and Mary Kate watched this webinar on 02/26.

SLJ: Spanish Books for Kids – Claire watched this webinar on 02/28.

IYSI Conference: Find a New Narrative – Tina co-chaired and presented at the conference. Mary Kate attended this conference and presented for the first time. Tina and Mary Kate were asked to present their session two more times as webinars. Tina also had the opportunity to interview New York Times bestselling and award winning author Samira Ahmed! The conference was a great success and Tina has been invited to serve on the planning committee for IYSI 2027.





## Outreach:

Community Fair at Indian Hill -- Mary Kate and Carla attended this event on 02/03.

Reggio Academy – Mary Kate visited two classes on 02/10.

Rec Center Preschools – Carla visited these classes on 02/11 and 02/12.

Indian Hill Preschool – Carla visited these classes on 02/12.

Trusting Hearts Preschool – Claire visited this preschool on 02/18.

Library Visit: Daisy Troop – Claire provided a craft, tour, and scavenger hunt to a Daisy Troop on 02/26.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	24	416		Reference	Computer	Directional
Free Tween/Teen Programming	6	43		216	65	137
Youth Paid Programming	0	0		TOTAL	418	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	30	459	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	350	106	165
TOTAL OUTREACH	1	42	1651	TOTAL	621	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
02/03/25	5:00 pm	Heart Buddies	17
02/04/25	4:00 pm	Facts & Crafts: Winter Animals	12
02/05/25	11:30 am	Tales for Twos	12
02/05/25	1:00 pm	Kindergarten Ready!	17
02/05/25	4:00 pm	3D Shark Cards	8
02/06/25	11:30 am	Little Wiggles	22
02/11/25	4:00 pm	Valentine's Party	22
02/12/25	11:30 am	Tales for Twos	8
02/12/25	1:00 pm	Kindergarten Ready!	13
02/12/25	4:30 pm	Furry Readers - Cancelled due to closure	0
02/13/25	11:30 am	Little Wiggles	24
02/17/25	5:00 pm	STEAM: Dino Fun	16
02/18/25	4:00 pm	STEAM: Circuits	12
02/19/25	11:30 am	Tales for Twos	15
02/19/25	1:00 pm	Kindergarten Ready!	23
02/19/25	4:00 pm	Graphic Novel Club	0
02/20/25	11:30 am	Little Wiggles	26
02/22/25	10:00 am	Preschool Fair	34
02/25/25	4:00 pm	Fun Day	6
02/26/25	11:30 am	Tales for Twos	5
02/26/25	1:00 pm	Kindergarten Ready!	16
02/27/25	11:30 am	Little Wiggles	17
02/28/25	10:00 am	Nature Hour	16
02/28/25	3:30 pm	Welcome Ramadan! Story Time	75

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	18
Fab Lab - Personalized Glowforge Heart Keychains	5
Craft - Love Pieces	240
Teen Craft - Word Search	33
Passive Activity - Find the Shadow	165
Craft - Teddy Bear	110
Teen Craft - How to Draw a Bear	50

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
02/03/25	Community Fair at Indian Hill	2	50
02/10/25	Reggio Academy	2	20
02/11/25	Rec Center Preschool	2	15
02/12/25	Indian Hill Preschool	8	112
02/12/25	Rec Center Preschool	1	12
02/18/25	Trusting Hearts Preschool	1	30
02/26/25	Library Visit - Daisy Troop	1	16
02/28/25	Book Talks Grades K-1	8	154
02/28/25	Book Talks Grades 2-3	7	155
02/28/25	Book Talks Grades 4-5	4	87
02/28/25	Book Talks Grades 6-8	7	1000