



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## APRIL 2025

### At the Desk:

15 online library cards were issued to residents.

28 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

### Department Highlights:

For National Library Week Circ ran a raffle for a Pop's gift card patrons could enter to win when they checked out an item. Maryann Ferreri was the winner.

Circ department is working on making decorations in the FabLab. This month Joyce, Karen M., and Crys painted tulips to display on the bookshelves.

Beth held one on one meetings with each staff member.

Circ has change the way we're doing shelf reading going back to a running list of sections that everyone works on rather than each person taking small sections. I want to see if it gives me a better sense of how much shelf reading gets done each day.

Beth created new signs for the Friends of the Library requesting donations.

Beth created Kindness Corner signs and bookmarks for the May Kindness Corner drive with the South Suburban Humane Society.

Beth prepped giveaways for the Farmer's Market.

Beth started updating the Circ Manager's binder.

Beth lead the Lunch Bunch Book Discussion of *Walk in the Park: The True Story of a Spectacular Misadventure in the Grand Canyon* by Kevin Fedarko by attended by 11 patrons.

### Continuing Education:

4/17-OCLC: OCLC: Introduction to WorldShare ILL - Prepare and plan

## Meetings:

4/7- Summer Reading Committee

4/12- Summer Reading Committee

4/16- Circ Networking Meeting

4/23- Management Team meeting

Respectfully submitted,

Beth Stevens

Head of Circulation

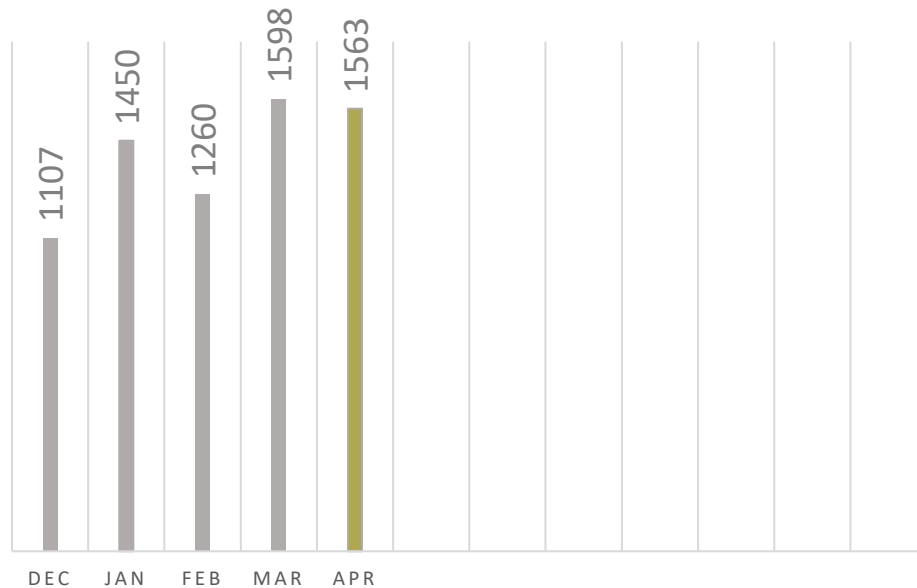
## CIRCULATION STATISTICS FOR APRIL 2025

	Apr-25	YTD 25	Apr-24	YTD 24	
<b>Adult Circulation</b>					
Books	3,293	13,471	3,737	15,208	
Video	416	1,812	468	2,129	
Audio	287	761	397	1,242	
Periodicals	153	614	218	725	
Other Formats	15	58	27	48	
In House	71	285	103	342	
<b>Total Adult Circulation</b>	<b>4,235</b>	<b>17,001</b>	<b>4,950</b>	<b>19,694</b>	
<b>Youth Circulation</b>					
Books	4,360	17,195	4,325	17,053	
Audio	49	215	48	236	
<b>Teen Circulation</b>					
Books	254	1,092	296	1,032	
Audio	3	10	4	15	
<b>Youth &amp; Teen Circulation</b>					
Video	139	400	198	848	
Periodicals	48	87	14	53	
Other Formats	168	414	66	293	
In House Use	844	3,736	842	3,506	
<b>Total Youth &amp; Teen Circulation</b>	<b>5,865</b>	<b>23,149</b>	<b>5,793</b>	<b>23,036</b>	
<b>Gadgets &amp; Gizmos</b>	<b>17</b>	<b>46</b>	<b>Collection started June 2024</b>		
<b>Electronic Circulation</b>					
eBooks (Media On Demand)	1,193	4,700	1,297	5,199	
eBooks (e-Read IL)	85	354	79	329	
eAudio (e-Read IL)	51	241	87	263	
eAudio (Media On Demand)	886	3,534	828	3,454	
Video (Media On Demand)	-		-	-	
Periodicals (Overdrive)	332	1,343	239	1,188	
Periodicals (PressReader)	1	63	287	1,535	
<b>Total Electronic Circulation</b>	<b>2,548</b>	<b>10,235</b>	<b>2,817</b>	<b>11,968</b>	
<b>TOTAL CIRCULATION</b>	<b>12,665</b>	<b>50,431</b>	<b>13,560</b>	<b>54,698</b>	
ILL - Received	1,347	5,096	1,251	5,279	
ILL - Sent	839	4,003	960	4,124	
Reciprocal Borrowing	1,143	5,090	1,160	5,021	
Online Renewals	79	281	43	172	
Self-Checkout	3,751	11,500	3,952	16,620	
<b>Computer Usage</b>					
Library Workstation Sessions	497	1,895	484	1,939	
Wireless Sessions	1,151	4,673	965	3,945	
Total Sessions	1,648	6,568	1,449	5,884	
# of People Using the Library	8,972	23987*	9,988	40,444	
<b>Homebound Deliveries</b>					
			<b>Current Month</b>	<b>Full Year</b>	
Patrons Serviced			10	101	
Visits			22	101	
Items			142	579	
<b>Museum Pass Program</b>					
			<b>Current Month</b>	<b>Full Year</b>	
Total Passes			16	51	
<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	48	32	0	4,394
Non-Resident/Trinity/Business	30	-	3	-	35
Cards for Kids	88	2		-	80

\*Door count stats don't include 1/1 - 2/14

# Public Services Department Report April 2025

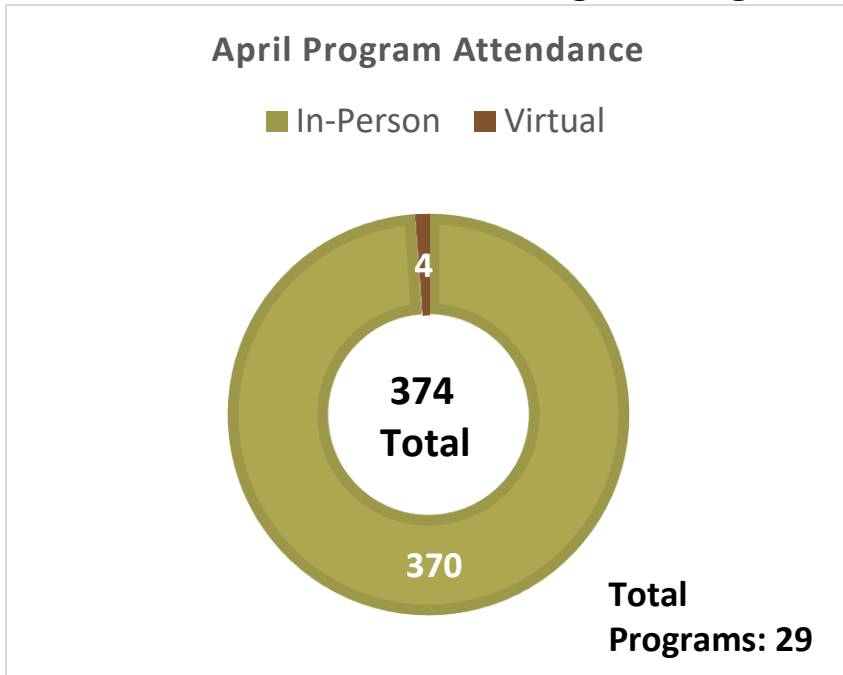
## PS Reference Questions



## Meetings & Trainings

- 4-4-25: OEFF Planning Meeting
- 4-7-25: ARRT Webinar Practice
- 4-7-25: Summer Reading Meeting
- 4-8-25: RFN Awards Meeting
- 4-8-25: One on One w/Director
- 4-9-25: OEFF Meeting @ LK
- 4-10-25: OEFF Planning Meeting
- 4-10-25: ARRT Webinar
- 4-14-25: Ch4 Taping
- 4-18-25: RFN Meeting
- 4-23-25: RAILS Update
- 4-23-25: Management Meeting
- 4-28-25: One on One w/Director
- 4-29-25: Dept. Head Meeting
- 4-30-25: RFN Set-Up

## Programming



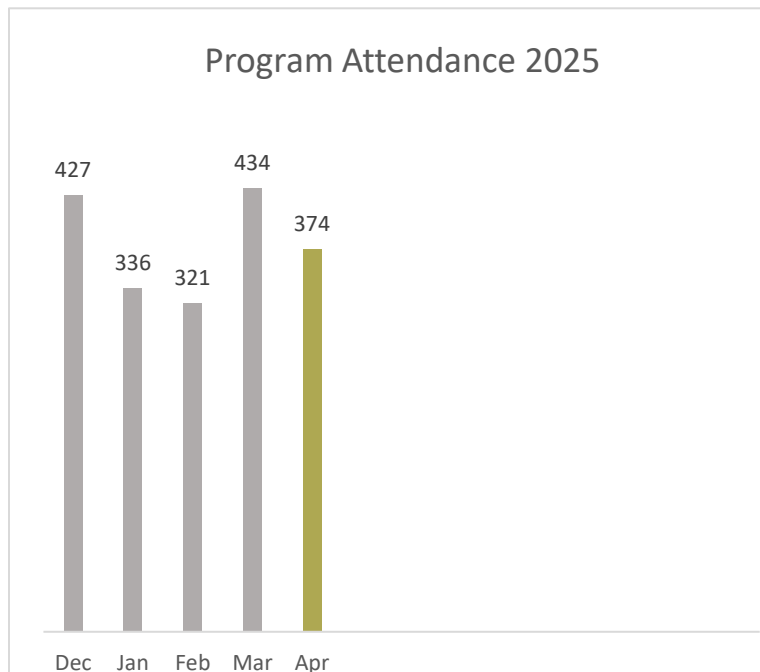
What better way to kick off April than a program about the “All Time Best Comedians” on Aprils Fools Day? Presenter Tim Wilsey was back, and this one was a blast.

Other notable programs in April included a Middle Eastern embroidery class led by our own staff member, Amani. She even went so far as to get donations of snacks and tea from local merchants. The program went well and she did a great job instructing on

beginning efforts for doing this style of embroidery. Patrons went home with a guide on how to continue the project, and were invited to come back and finish up with Amani if they needed.

“Monet Lives!” was another well-loved program. The presenter, an artist himself, portrayed Claude Monet and brought in 70 4”x4” recreations of Monet paintings the audience was able to choose, and he used those to talk about not only Monet’s art, but also his life and times. The program was enjoyed by all, and my only regret is it’s this presenter’s only program.

Finally, we hosted the One Earth Film Festival. This was done in partnership with Lake Katherine, PH Parks & Rec, and the PH Green Team. We showed *Food Inc. 2* on a Saturday evening at the Rec Center. We had a fair turnout, especially for a Saturday evening showing of an environmental documentary. Pass Health Foods donated light refreshments for the crowd, which were a hit. I’m not sure if we’ll do this exact thing again, as One Earth was not easy to work with, but we will surely do something like it.



## Marketing/Publicity/Outreach

Double duty at Channel 4 this month, I did the usual “At the Library” spot, and also a special One Earth Film Festival promotion that included a taste-test of the snacks provided by Pass Health Foods.

## Local History

It has come to my attention that the quilt in the Local History Room will turn 50 years old next year. We are brainstorming ways to celebrate this milestone.

## Collection Development

Things are working well, our carts are getting filled faster so orders can go in sooner, and Emily is doing a great job spearheading the operation.

## Other

All in all, the department is doing well. It feels like we are back firing on all cylinders thanks to how well Lyndsey acclimated to the job. The rest of the team is still performing well, as always, and coming up with new ways to serve our patrons. For example, Emily will be restarting a library-led book club at a local senior living center, and Christina and Lyndsey are bringing back in-person computer classes.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## April 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	6	6	\$1,007.65	129	Reference	Computer	Directional
Free	0	2	0	N/A	0	786	426	351
Book Discussions	0	3	3	N/A	23	<b>TOTAL</b>		<b>1,563</b>
Movie			1	\$300	4	<b>HOMEBOUND DELIVERIES</b>		
Passive Programs			4		103			
<b>IN HOUSE CLUBS</b>						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	10	22	142
Needle Crafters			5	N/A	36	<b>BOOK-A-LIBRARIAN # Sessions</b>		
Scrabble			5	N/A	79			
<b>COMPUTER TRAINING - LAB</b>			1	N/A	0	2		
<b>TOTAL PROGRAMMING</b>			<b>29</b>	<b>\$1,308</b>	<b>374</b>			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
4/1/2025	7:00 pm	No	The All-Time Best Comedians			28	\$175	27
04/03/25	7:00 pm	No	Songs of the Silver Screen			30	\$175	26
04/08/25	6:30 pm	No	Scrapbook Class: Card Making			15	\$311	12
04/10/25	7:00 pm	No	ILP Alexis Nelson (3 inperson)			0	ILP	7
04/15/25	7:00 pm	No	Middle Eastern Embroidery			25	\$71.65	12
04/17/25	7:00 pm	No	Monet Lives!			56	\$275.00	45
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
03/05/25	1:00 pm	No					N/A	
03/20/25	7:00 pm	No					N/A	
	pm						N/A	
	pm						N/A	
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
04/14/25	12:00 pm	No	Lunch Bunch Book Discussion			N/A	N/A	11
04/09/25	7:00 pm	No	Horror Book Club			N/A	N/A	8
04/15/25	2:00 pm	No	Teatime on Tuesdays			N/A	N/A	4
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
04/26/25	2:00 pm	Saturday @ the Cinema: One Earth "Food, Inc. 2"				N/A	\$300	41
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
04/01/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/08/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/15/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/22/25	12:00 pm	Mah Jongg				N/A	N/A	0
04/29/25	12:00 pm	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
04/01/25	10:00 am	Needle Crafters				N/A	N/A	8
04/08/25	10:00 am	Needle Crafters				N/A	N/A	9
04/15/25	10:00 am	Needle Crafters				N/A	N/A	3
04/22/25	10:00 am	Needle Crafters				N/A	N/A	8
04/29/25	10:00 am	Needle Crafters				N/A	N/A	8
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
04/01/25	10:00 am	Scrabble				N/A	N/A	11
04/08/25	10:00 am	Scrabble				N/A	N/A	16
04/15/25	10:00 am	Scrabble				N/A	N/A	17
04/22/25	10:00 am	Scrabble				N/A	N/A	18
04/29/25	10:00 am	Scrabble				N/A	N/A	17
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
04/14/25	2:00 pm	Gmail Basics				0	N/A	0
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						78
		Spice Club Kits						10
		Extra Spice Club Kits						15
		Project of the Month						0



# TECHNICAL SERVICES DEPARTMENT REPORT

## APRIL 2025

### Department Highlights:

Jalal was offered more hours in his position as clerk in the Tech Services Department to which he accepted. He begins his new hours Monday, May 5!

Lorena met with the Social Media Committee for ideas on promoting National Library Week. She created a post highlighting the most circulated PH books for adults and kids. She also dressed up as D.D. the dinosaur.

Lorena completed the annual harassment training webinar.

Nikki has started to process a new library collection item: Nature-To-Go Bags in partnership with Lake Katherine. She came up with different ideas on how to bundle and label items included in each of the three bags.

Marilyn, Nikki, and Lorena have been working more on items needing repairs, while Jalal has been working on the project of replacing labels on juvenile fiction materials.

### Meetings and Training:

April 1 – Fan Con meeting

April 7 – Meeting with Tina and Tara (Lake Katherine)

April 7 – Summer Reading Kick-off Party meeting

April 8 – 1 on 1 with Jalal

April 8 – 1 on 1 with Jesse

April 9 – 1 on 1 with Marilyn

April 9 – 1 on 1 with Nikki

April 15 – LACONI: Mental Health First Aid Training

April 15 – Palos Heights Woman's Club meeting

April 18 – RAILS: Tech Services Networking Group

April 21 – Summer Reading Kick-off Party meeting

April 23 – Management Team meeting

April 29 – Dept. Head meeting

April 30 – 1 on 1 with Jesse

## Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	168	11	4	-	-
Added Items	131	13	2	58	-

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	291	-	-	-	-
Added Items	194	1	-	13	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	302	1	-	-	-	-	125
Juvenile Discarded Items	472	-	-	-	-	1	24

## Library Services:

	Jan	Feb	Mar	Apr
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

## APRIL 2025

### Highlights of the Month:

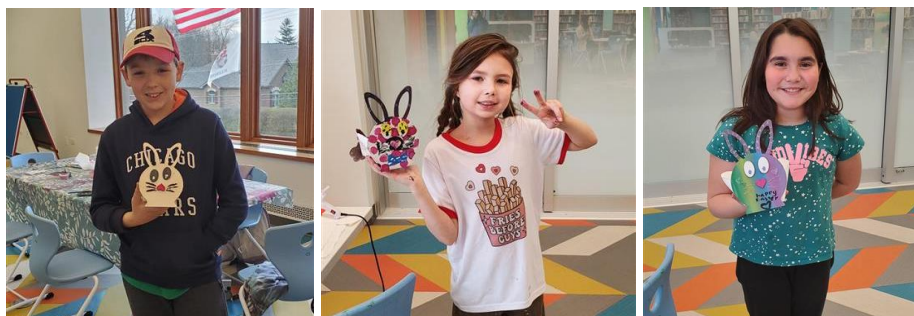


Tina had fun at this month's Nature Hour where they talked about rain. Participants heard stories, sang a song about the water cycle, popped bubbles, saw a raincloud demo, played at the sensory table, and made rain sticks!

Carla enjoyed helping teens in grades 6-12 build their own robots, cut on the Glowforge. The robot offered the teens an opportunity to complete a more challenging project, which they greatly appreciated!



Claire had a great time guiding children ages 2-5 and their caregivers through an Easter egg scavenger hunt. Kids loved listening to a pop-up story and finding all the egg printouts hidden throughout the library!



Jolie enjoyed helping kids in Grades 3-5 make their own Bunny baskets. They put them together and used their creativity to paint each piece. They had a great time painting their baskets!



Mary Kate and kids in grades K-3 had the best time working on Lego Boats and celebrating graphic novels. The kids were able to create boats out of Legos and test if they would sink or float. They also enjoyed celebrating some of their favorite graphic novels like *Dog Man* and *Narwhal and Jelly* through a themed obstacle course and creating their own page in a graphic novel.



Amani celebrated Eid Storytime with lantern suncatchers craft with ages from birth to 5 years. There was bubbles, playdoh, and parachute fun mixed with laughter and joy. They had a wonderful time creating their own suncatchers and catching bubbles.

## Meetings and Department News:

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

SLJ: DK's Summer 2025 School & Library Preview – Carla and Claire watched this webinar on 04/03.

ILA YS Forum Meeting – Carla attended this meeting on 04/04.

Laconi YSS – Tina attended this board meeting on 04/04.

Summer Reading Kickoff Party Meeting – Mary Kate and Tina attended this meeting on 04/07 and 04/21.

Prairie State Story League Meeting – Claire attended this meeting on 04/11.

Mackin's Storyteller Spotlight: Dan Santat & Lisa Yee – Carla and Claire watched this on 04/12.

SLJ: Spring Teen & Young Adult Book Buzz – Mary Kate watched this webinar on 04/15.

Laconi SAAM: Mental Health First Aid – Tina attended on 04/15 and is now certified.

Mackin's Storyteller Spotlight: Kimberly Brubaker Bradley – Carla watched this on 04/21.

Social Media Meeting – Tina and Mary Kate attended on 04/21.

Booklist: Memorable Manga – Mary Kate watched this webinar on 04/22.

Management Team Meeting – Tina and Carla attended this meeting on 04/23.

TWILL Meeting – Carla attended this meeting on 04/24.

Booklist: Reading, Learning, Growing: SEL Titles for Young Readers – Claire watched this webinar on 04/26.

Booklist: Imagining Our Future: The Essential Role of Climate Fiction and Nonfiction in Shaping Middle Grade Minds – Claire watched this webinar on 04/27.

One-On-One – Tina met with Jesse on 04/28.

Department Head Meeting – Tina and Carla attended on 04/30. The Strategic Plan and upcoming staff in-service were on the agenda.

### Outreach:

Reggio Academy – Mary Kate visited the preschool on 04/14 and read a story time about emotions.

Trusting Hearts Preschool – Claire visited the preschool class on 04/15 and presented a story time about Easter.

Rec Center Preschool – Carla visited these classes on 04/15 and 04/16.

SRP Video – Carla, Claire, Mary Kate, and Tina filmed a video to promote summer reading and shared it with the schools.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS			
Free Youth Programming/Training	23	448		Reference	Computer	Directional	
Free Tween/Teen Programming	6	38		212	49	93	
Youth Paid Programming	0	0		<b>TOTAL</b>	<b>354</b>		
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING			
<b>TOTAL PROGRAMMING</b>	<b>29</b>	<b>486</b>		Craft	Teen	Activity	
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	380	103	614
<b>TOTAL OUTREACH</b>	<b>0</b>	<b>31</b>	<b>1471</b>	<b>TOTAL</b>	<b>1097</b>		

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
04/01/25	4:00 pm	Homemade Kaleidoscopes	10
04/02/24	11:30 am	Tales for Twos	8
04/02/25	1:00 pm	Kindergarten Ready!	16
04/03/25	11:30 am	Little Wigglers	27
04/03/25	5:00 pm	Egg Games	23
04/04/25	1:30 pm	Eid Al-Fitr Story Time	42
04/08/25	4:00 pm	Graphic Novel Celebration	8
04/09/25	11:30 am	Tales for Twos	18
04/09/25	1:00 pm	Kindergarten Ready!	23
04/09/25	4:30 pm	Furry Readers	8
04/10/25	11:30 am	Little Wigglers	24
04/10/25	5:00 pm	Easter Baskets	7
04/15/25	11:30 am	Easter Egg Hunt	68
04/15/25	4:00 pm	Lego Boats	8
04/16/25	11:30 am	Tales for Twos	10
04/16/25	1:00 pm	Kindergarten Ready!	16
04/16/25	4:00 pm	Graphic Novel Club	0
04/17/25	11:30 am	Little Wigglers	26
04/22/25	4:00 pm	Facts & Crafts: Birds	16
04/23/25	11:30 am	Tales for Twos	21
04/23/25	1:00 pm	Kindergarten Ready!	24
04/24/25	11:30 am	Little Wigglers	20
04/25/25	10:00 am	Nature Hour	25

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
04/01/25	4:00 PM	Volunteers	20
04/09/25	4:00 PM	3D Paper Flowers	2
04/10/25	4:00 pm	Teen Book Boxes	3
04/14/25	4:00 pm	Bleep Bop Robot	2
04/17/25	4:00 pm	Video Game Club: Mario Cart Competition	3
04/24/25	4:00 pm	Neon Art	8

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	22
Craft - Bee	270
Teen Craft - Marvel Crossword	40
Fab Lab - Best Mom Bookmark	1
Activity - Summer Reading Log Voting: Minecraft vs Pokemon	614
Teen Craft - How to Draw Pikachu	40
Craft - Duck	110

**OUTREACH & SCHOOL VISITS**

<b>DATE</b>	<b>ORGANIZATION</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>
4/14/2025	Reggio Preschool	1	15
4/15/2025	Trusting Hearts Preschool	1	32
04/15/25	Rec Center Preschool	2	15
04/16/25	Rec Center Preschool	1	13
04/30/25	Book Talks Grades K-1	8	154
04/30/25	Book Talks Grades 2-3	7	155
04/30/25	Book Talks Grades 4-5	4	87
04/30/25	Book Talks Grades 6-8	7	1000