



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MAY 2025

At the Desk:

14 online library cards were issued to residents.

24 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

Department Highlights:

Dora, Crys B., Karen D., Joyce and Beth participated in the Summer Reading Kickoff Party.

Dora worked with Mary Kate on the summer reading decorations.

Circ department is working on making decorations in the FabLab. This month Beth & Dora painted stars to display on the bookshelves.

Beth went to the Farmer's Market on 5/14. We are handing out butterfly garden seeds along with PHPL promotional material.

Beth created a new letter explaining the reasons for the nonresident library card fee to be handed out to patrons inquiring about why they need to pay for a card.

Beth worked on updating Circ Manager's binder.

Beth lead the Lunch Bunch Book Discussion of *Challenger: A True Story of Heroism and Disaster on the Edge of Space* by Adam Higginbotham by attended by 9 patrons.

Continuing Education:

5/1-Crys B. went to the Reaching Forward conference. She found the session *Community Impact: Identify, Adapt, Engage* particularly meaningful and is willing to help with any of our community outreach programs.

Meetings:

5/5- Summer Reading Committee

5/12- Summer Reading Committee

5/19- Circ Networking Meeting

5/28- Management Team meeting

Respectfully submitted,

Beth Stevens

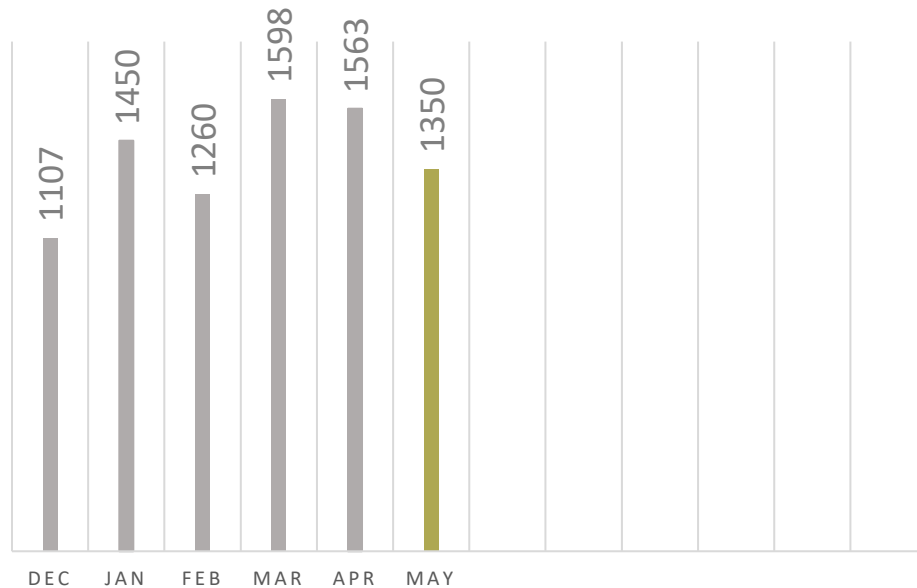
Head of Circulation

CIRCULATION STATISTICS FOR MAY 2025

	May-25	YTD 25	May-24	YTD 24	
Adult Circulation					
Books	3,370	16,841	3,669	18,877	
Video	424	2,236	516	2,645	
Audio	273	1,034	250	1,492	
Periodicals	149	772	188	913	
Other Formats	37	95	24	72	
In House	75	360	102	444	
Total Adult Circulation	4,328	21,338	4,749	24,443	
Youth Circulation					
Books	3,676	20,871	3,336	20,389	
Audio	24	239	41	277	
Teen Circulation					
Books	258	1,350	227	1,259	
Audio	6	16	2	17	
Youth & Teen Circulation					
Video	121	521	171	1,019	
Periodicals	9	96	7	60	
Other Formats	134	548	46	339	
In House Use	747	4,483	695	4,201	
Total Youth & Teen Circulation	4,975	28,124	4,525	27,561	
Gadgets & Gizmos	14	60	Collection started June 2024		
Electronic Circulation					
eBooks (Media On Demand)	1,267	5,967	1,266	6,465	
eBooks (e-Read IL)	74	428	95	424	
eAudio (e-Read IL)	72	313	82	345	
eAudio (Media On Demand)	967	4,501	925	4,379	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	373	1,716	272	1,460	
Periodicals (PressReader)	3	66	106	1,641	
Total Electronic Circulation	2,756	12,991	2,746	14,714	
TOTAL CIRCULATION	12,073	62,513	12,020	66,718	
ILL - Received	1,292	5,096	1,183	6,462	
ILL - Sent	1,002	4,003	952	5,076	
Reciprocal Borrowing	1,118	5,090	879	5,900	
Online Renewals	67	348	44	216	
Self-Checkout	3,452	11,500	3,458	20,078	
Computer Usage					
Library Workstation Sessions	430	2,325	482	2,421	
Wireless Sessions	1,158	5,831	864	4,809	
Total Sessions	1,588	8,156	1,346	7,230	
# of People Using the Library	9,196	2/11-4/31- 33183	9,451	49,895	
Homebound Deliveries			Current Month	Full Year	
Patrons Serviced			12		
Visits			33	134	
Items			163	742	
Museum Pass Program			Current Month	Full Year	
Total Passes			19	70	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	40	39	0	4,473
Non-Resident/Trinity/Business	30	-	1	-	36
Cards for Kids	88	1	2	-	83

Public Services Department Report May 2025

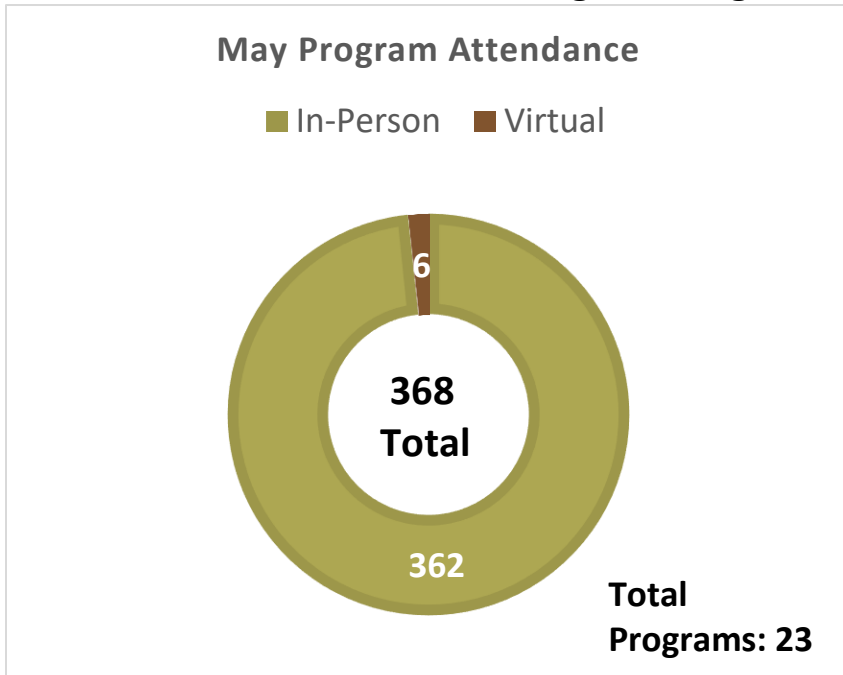
PS Reference Questions



Meetings & Trainings

- 5-1-25: Reaching Forward North
- 5-5-25: One on One w/Director
- 5-5-25: Summer Reading Meeting
- 5-8-25: WSAP Meeting
- 5-12-25: Channel 4 Taping
- 5-12-25: ILA Panel Meeting
- 5-14-25: ASMR
- 5-16-25: RFN Meeting
- 5-19-25: One on One w/Director
- 5-19-25: Summer Reading
- 5-21-25: TBS Webinar
- 5-28-25: Management Meeting
- 5-29-25: B&T Meeting

Programming



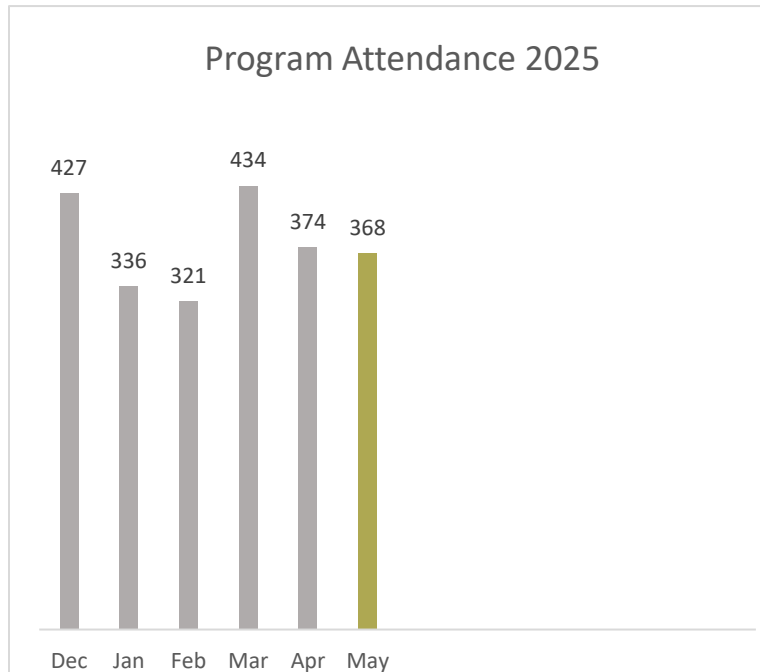
May tends to be a lighter programming month for us, as we take a week off from programs for Memorial Day and keep it light in general as people get their summers going, but even so, we had a strong turnout for most of our programs.

As expected, there was a strong turnout for the movie *Conclave*, which we had decided to show in May well before current events made it a hot topic. Also of interest to the community was the program about the various

ways to go about downsizing and getting rid of personal property. I believe that was our first time hosting that presenter, and she was great. Engaging and knowledgeable, we will definitely have her back for other programs.

Our latest partner program with Pathlights, regarding fall prevention and safety at home, also went well, and I look forward to continuing that partnership in the future. We have one more program planned with them this year, and then we'll do at least two next year.

I was disappointed at the low turnout for the homebrewing program, but I guess it is what it is. Whether it was that the topic doesn't get much traction in this community or maybe it was a bad day for people, it's hard to tell. It was worth a shot, anyway.



Marketing/Publicity/Outreach

Tina and I filmed our usual Channel 4 spot, and we began lending some staff to the Farmers Market booth.

Local History

We will be turning our attention to some local history projects here in the back half of the year. Nothing is solidified just yet, but we have some exciting ideas for getting things back into action.

Collection Development

Things continue to roll along in terms of collection development. Staff has weeded in anticipation of the upcoming August book sale and our ordering has been on point. We have been trying some new things and ordering from some genres we typically hadn't before, but they seem to be working out well enough.

Other

The Summer Reading Kick Off Party was a great success. While our numbers pale in comparison to YTS, we had a significant number of registrations that day, and of course the event itself went well.

We have started trying to breathe some new life into computer classes. Christina has returned to in-person classes, as virtual attendance had been falling off, and Lyndsey has developed a couple classes we've never had before or haven't covered in a while, such as how to get the most out of the catalog, an introduction to our e-resources, and media literacy. We are hoping that these offerings appeal to the community.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS May 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	4	4	\$600.00	65	Reference	Computer	Directional
Free	0	1	1	N/A	13	688	413	249
Book Discussions	0	4	4	N/A	28	TOTAL		1,350
Movie			1	\$0	43	HOMEBOUND DELIVERIES		
Passive Programs			4		117			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	12	33	163
Needle Crafters			4	N/A	28	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	60	4		
COMPUTER TRAINING - LAB			2	N/A	11			
TOTAL PROGRAMMING			29	\$600	365			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
5/1/2025	7:00 pm	No	Public Enemy: Dillinger in Chicago	17	\$340	21		
05/13/25	7:00 pm	No	ILP: Matthew Desmond	1	ILP	1		
05/20/25	7:00 pm	No	My Kids Don't Want My Stuff	46	\$100	41		
05/22/25	6:30 pm	No	You Can Brew It	2	\$160	2		
	7:00 pm							
	7:00 pm							
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
05/06/25	1:00 pm	no	Fall Prevention & Safety At Home	14	N/A	13		
	pm				N/A			
	pm				N/A			
	pm				N/A			
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
05/12/25	12:00 pm	No	Lunch Bunch Book Discussion	N/A	N/A	8		
05/14/25	7:00 pm	No	Horror Book Club	N/A	N/A	6		
05/20/25	2:00 pm	No	Teatime on Tuesdays	N/A	N/A	4		
05/28/25	3:00 pm	no	Senior Book Club	N/A	N/A	10		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
05/18/25	2:00 pm	Sunday @ the Cinema: Conclave	38	N/A	43			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
05/06/25	12:00 pm	Mah Jongg	N/A	N/A	0			
05/13/25	12:00 pm	Mah Jongg	N/A	N/A	0			
05/20/25	12:00 pm	Mah Jongg	N/A	N/A	0			
05/27/25	12:00 pm	Mah Jongg	N/A	N/A	0			
	12:00 pm	Mah Jongg	N/A	N/A				
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
05/06/25	10:00 am	Needle Crafters	N/A	N/A	8			
05/13/25	10:00 am	Needle Crafters	N/A	N/A	7			
05/20/25	10:00 am	Needle Crafters	N/A	N/A	6			
05/27/25	10:00 am	Needle Crafters	N/A	N/A	7			
	10:00 am	Needle Crafters	N/A	N/A				
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
05/06/25	10:00 am	Scrabble	N/A	N/A	15			
05/13/25	10:00 am	Scrabble	N/A	N/A	16			
05/20/25	10:00 am	Scrabble	N/A	N/A	15			
05/27/25	10:00 am	Scrabble	N/A	N/A	14			
	10:00 am	Scrabble	N/A	N/A				
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
05/05/25	2:00 pm	Intro to Libby	3	N/A	4			
05/12/25	2:00 pm	Windows 11	7	N/A	7			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			89			
		Spice Club Kits			17			
		Extra Spice Club Kits			11			
		Project of the Month			0			



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MAY 2025

Department Highlights:

Nikki graduated from UIC with her Bachelors in Psychology!

Nikki completed processing the Lake Katherine Nature-To-Go Bags: Bird, Bug, and Plant bags.

Jalal is training and learning the process of adding record items into Workflows for youth, teen, and adult books.

Lorena updated the Gadgets & Gizmos handout and created social media posts for SRP Kick-off food vendors: Cervantinos, Nicky V's, and Sno Daze.

Lorena completed her Sertoma Star Services certification for mental health first aid training.

Lorena attended the Reaching Forward Conference, networking and learning about library staff training opportunities, information on current cover letters and resume trends, managing a library of things, and tips for workplace resilience.

Lorena worked with Rose Zubik to have HobbyTown Orland Park, as well as the PH Police and Fire Departments here for the Summer Reading Kick-off Party. She also created the bounce house and directional signs.

Lorena reached out and booked arcade games from Castle Party Chicago for Fan Con. This year we will have Marvel vs Capcom and Mario Bros games, and an air hockey table for attendees!

Marilyn has been working on getting periodical information together, focusing on credits received for issues not received. She and Lorena met with Tony Howell from Rivistas to get an overview of the platform.

Jalal, Nikki, and Lorena all helped work the Summer Reading Kick-off Party and had a blast! Each helped set up, decorate, and work different stations throughout the event. Lorena also dressed as D.D. Dino who gave high-fives and hugs.

Meetings and Training:

May 2 – Rivistas meeting

May 8 – SWAN Acquisitions & Cataloging Networking Group meeting

May 9 – LACONI TSS: World Language Vendor Panel

May 12 – Summer Reading Kick-off Party meeting

May 13 – Fan Con meeting

May 14 – SWAN Acquisitions consultation

May 15 – SWAN Acquisitions consultation continued

May 19 – Lake Katherine Nature-To-Go Bags meeting

May 19 – 1 on 1 with Jesse

May 19 – Summer Reading Kick-off Party meeting

May 27 – SWAN Fireside Chat

May 27 – RAILS: Exploring Morale in Library Workplaces

Statistics:

Adult	Print	Video	Audio	Periodical	Other Format
Ordered Items	187	12	3	-	-
Added Items	186	11	1	44	-

Juvenile	Print	Video	Audio	Periodical	Other Format
Ordered Items	12	-	-	-	-
Added Items	48	-	-	13	3

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	6	-	-	-	-	-	-
Juvenile Discarded Items	115	-	-	-	-	-	13

Library Services:

	Jan	Feb	Mar	Apr	May
Laminating Service*	-	10	-	-	13
VHS Conversion:					
DVD Format	-	-	-	-	-
USB Format	-	-	-	-	11

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT MAY 2025

Highlights of the Month:



The library held its first Polish Story Time. Children created in a spring time craft and sang songs in Polish and English.



Mary Kate and 6th grader, Katie, enjoyed the program, April Showers bring May Flowers. We painted a white paper parasol and sang along to Taylor Swift!



Claire had lots of fun guiding children in grades 3-5 through her Junk Journals program. Kids enjoyed decorating their composition books with stickers and duct tape that showed off their personalities. They can't wait to fill them up with their summer memories!



Carla had a great time leading children in grades 3-5 in making Mother's Day cards on the Cricut.

Meetings and Department News:

LACONI YSS – Tina attended this board meeting on 05/02.

SLJ: Spring Graphic Novels for All Ages-Parts 1 & 2 – Mary Kate watched this webinar on 05/03-04.

SLJ: Celebrating LGBTQ+ Stories: New Titles for Pride Month and Beyond – Mary Kate and Claire watched this on 05/06.

LACONI RECHARGE & YSS: Youth Mental Health First Aid Training – Carla attended this training on 05/09.

Summer Reading Kickoff Party Committee – Mary Kate and Tina attended these meetings on 05/12 and 05/19.

Fan Con Meeting – Carla and Claire attended this meeting on 05/13.

Booklist: Imagining Our Future: The Essential Role of Climate Fiction and Nonfiction in Shaping Middle Grade Minds – Mary Kate and Carla watched this webinar on 05/14.

Booklist: MacKids School & Library Fall 2025 Preview Event – Claire and Carla watched this webinar on 05/17.

Booklist: Page-Turning Picture Books – Claire and Carla watched this webinar on 05/18.

SLJ: New Stories to Inspire, Comfort, and Enjoy! – Carla watched this webinar on 05/19.



Lake Katherine – Tina met with Tara and Garreth to look over the Nature-to-Go bags and scheduled future Nature Hour story times on 05/19. Everyone was excited to learn about them at the Summer Reading Kickoff!

ILA Mentor/Mentee Meeting – Carla will be mentoring a librarian who is newer to the field for the next six months. She met with her mentee on 05/20 to begin the relationship.

Booklist: Junie B. Jones: Celebrate the Mischief and Magic of Childhood – Mary Kate and Claire watched this on 05/21.

Booklist: Disney Publishing 2025 Preview – Mary Kate watched this webinar on 05/21.

Booklist: Reading, Learning, Growing: SEL Titles for Young Readers – Mary Kate and Carla watched this on 05/22.

Mackin's Storyteller Spotlight: Lauren Tarshis – Carla watched this webinar on 05/24.

Booklist: Spotlight on Early Reading – Claire watched this webinar on 05/27.

Management Team Meeting – Tina and Carla attended this meeting on 05/28.

Outreach:

St Al's Preschool – Mary Kate provided a tour, story, and craft for 23 preschoolers from St Al's on 05/05.

Reggio Academy Preschool – Mary Kate read summer themed stories to toddlers and preschoolers at Reggio Academy Preschool on 05/12.

Trusting Hearts Preschool – Jolie visited the preschool class on 5/13 and provided a frog themed story time.

Worth Township Resource Fair – Carla attended this event on 05/14 and promoted the library.

St. Alexander's School – Carla and Mary Kate promoted the summer reading program to grades Kindergarten-5th grade. Younger children heard a story and did a freeze dance while older kids decorated keychains made in the FabLab.

Indian Hill Preschool – Carla provided a story time to eight preschool classes on 05/21.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	10	357		Reference	Computer	Directional
Free Tween/Teen Programming	6	89		203	50	115
Youth Paid Programming	0	0		TOTAL	368	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	16	446		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	347	119	9
TOTAL OUTREACH	7	12	551	TOTAL	475	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
05/02/25	1:30 pm	Arabic Story Time	20
05/07/25	11:30 am	Mother's Day Story Time	35
05/07/25	4:00 pm	Mother's Day Cards	6
05/10/25	11:00 am	Polish Story Time	17
05/13/25	11:30 am	Sensory Friendly Stories and Play	10
05/14/25	4:30 pm	Furry Readers	13
05/15/25	11:30 am	Flower Story Time	12
05/19/25	5:00 pm	Fun with Frogs	12
05/22/25	4:00 pm	Junk Journals	8
05/31/25		Summer Reading Registrants Babies - 6th grade	224

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
05/01/25	4:00 pm	Volunteens	20
05/08/25	4:00 pm	April Showers Bring May Flowers	1
05/10/25	4:00 pm	Teen Book Box	1
05/12/25	4:00 pm	Stressbusters	20
05/28/25	4:00 pm	Video Game Controller Box	7
05/31/25		Teen Summer Reading Registrants 6-12grade	40

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	14
Tonies Listening Station	9
FabLab - Dragon Decal	1
Craft - Flower	120
Craft - Crab	60
Teen Craft - Comic	20
Teen Craft - Word Scramble	33
Teen Craft - May Word Search	51
Craft - Butterfly	167

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
05/05/25	Library Visit - St. Alexander's Preschool	1	28
05/12/25	Reggio Academy Preschool	2	28
05/13/25	Trusting Hearts Preschool	1	32
05/14/25	Worth Township Resource Fair	1	200
05/16/25	Library Visit - St. Alexander's School	6	153
05/21/25	Indian Hill Preschool	8	110