



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JULY 2025

At the Desk:

21 online library cards were issued to residents.

25 directional questions were answered by the Circulation staff.

8 patrons used Curveside pickup.

Department Highlights:

Beth, Dora, Joyce, Mickey, and Chrys marched in the 4th of July parade

Chris S. went to the Farmer's Market on 7/9. Beth attended the market on 7/23. We are handing out butterfly garden seeds along with PHPL promotional material.

Dora & Mickey worked on blankets for the Dog Adoption Event.

Dora & Beth reorganized the Launchpads

Dora relabeled the console games.

Beth worked on designs for new library cards

Beth created signage for display case, Friends of the Library Book Sale, 4th of July closings & Car Show early closing.

Beth created bookmarks for the Friends of the Library Book Sale and the Dog Adoption Event

Beth lead the Lunch Bunch Book Discussion of *Be Ready When the Luck Happens* by Ina Garten attended by 10 patrons.

Meetings:

7/7- 1 on 1 with Jesse

7/16- Strategic Planning Meeting

7/29- SWAN Fireside Chat

7/28- Manager's Meeting

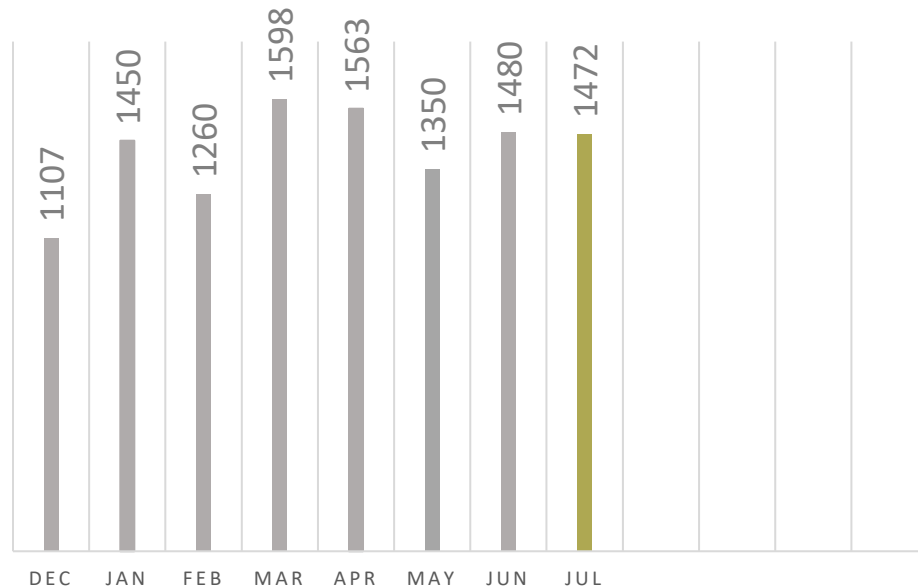
Respectfully submitted,
Beth Stevens
Head of Circulation

CIRCULATION STATISTICS FOR JULY 2025

	Jul-25	YTD 25	Jul-24	YTD 24	
Adult Circulation					
Books	4,142	24,853	4,199	26,838	
Video	521	3,264	449	3,433	
Audio	326	1,741	336	2,136	
Periodicals	162	1,054	114	1,168	
Other Formats	25	155	13	119	
In House	121	565	84	677	
Total Adult Circulation	5,297	31,632	5,195	34,371	
Youth Circulation					
Books	5,013	30,708	5,301	31,002	
Audio	47	348	78	430	
Teen Circulation					
Books	440	2,157	402	2,056	
Audio	-	20	8	30	
Youth & Teen Circulation					
Video	355	1,320	287	1,619	
Periodicals	26	138	23	103	
Other Formats	81	733	65	459	
In House Use	759	6,255	1,000	6,308	
Total Youth & Teen Circulation	6,721	41,679	7,164	42,007	
Gadgets & Gizmos	30	136	47	80	
Electronic Circulation					
eBooks (Media On Demand)	1,285	8,504	1,381	9,106	
eBooks (e-Read IL)	102	635	121	642	
eAudio (e-Read IL)	56	422	79	510	
eAudio (Media On Demand)	1,059	6,534	956	6,230	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	331	2,413	262	2,030	
Periodicals (PressReader)	-	100	24	1,749	
Chicago Tribune	260	260	-	-	
Total Electronic Circulation	2,754	18,608	2,746	17,444	
TOTAL CIRCULATION	14,802	92,055	15,229	96,725	
ILL - Received	1,629	8,111	1,412	9,052	
ILL - Sent	1,097	5,986	1,021	7,055	
Reciprocal Borrowing	1,203	8,399	1,125	8,678	
Online Renewals	101	560	26	271	
Self-Checkout	5,011	29,295	5,035	30,269	
Computer Usage					
Library Workstation Sessions	489	3,244	552	3,408	
Wireless Sessions	1,330	7,671	915	6,549	
Total Sessions	1,819	11,563	1,467	9,957	
# of People Using the Library	10,347	2/11-7/31- 53051	10,778	70,750	
Homebound Deliveries					
	Current Month		Full Year		
Patrons Serviced	9		179		
Visits	23		1,019		
Items	135		1,019		
Museum Pass Program					
	Current Month		Full Year		
Total Passes	26		126		
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	69	45	0	4,691
Non-Resident/Trinity/Business	30	-	2-Veteran	-	46
Cards for Kids	88	-	3	-	95

Public Services Department Report July 2025

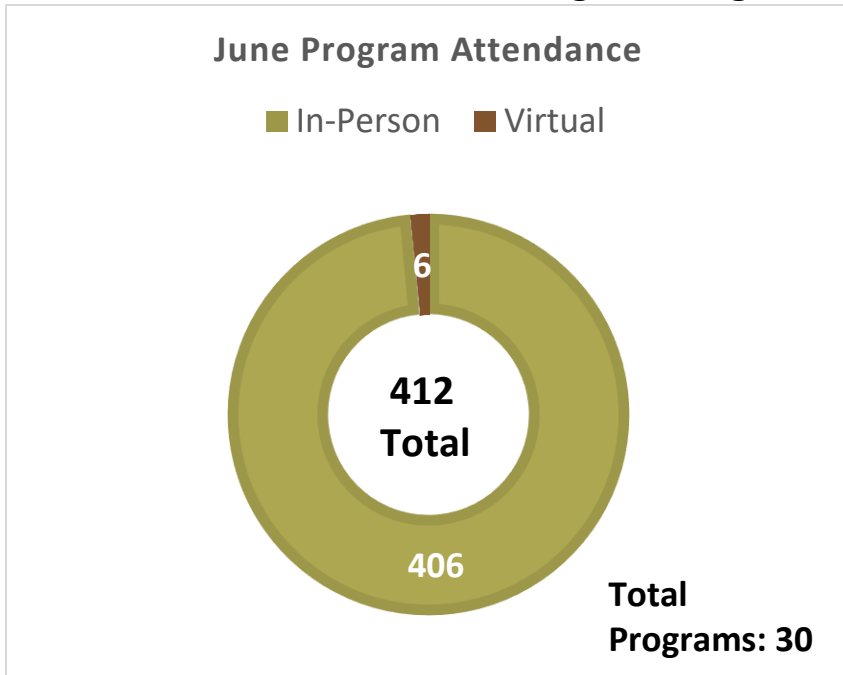
PS Reference Questions



Meetings & Trainings

- 7-7-25: 1 on 1 w/Director
- 7-9-25: RAILS IMRF Webinar
- 7-10-25: ARRT SC Meeting
- 7-14-25: Ch4 Shred Event Spot
- 7-15-25: Knowledge Exchange
- 7-15-25: ILA Kick-Off
- 7-16-25: Strategic Planning
- 7-17-25: LACONI Sustainability
- 7-22-25: Social Media Meeting
- 7-23-25: Generative AI Webinar
- 7-23-25: Library Standards Webinar
- 7-28-25: 1 on 1 w/Director
- 7-28-25: Management Team Meeting
- 7-30-25: Green Team Meeting
- 7-31-25: ELSUM Meeting

Programming



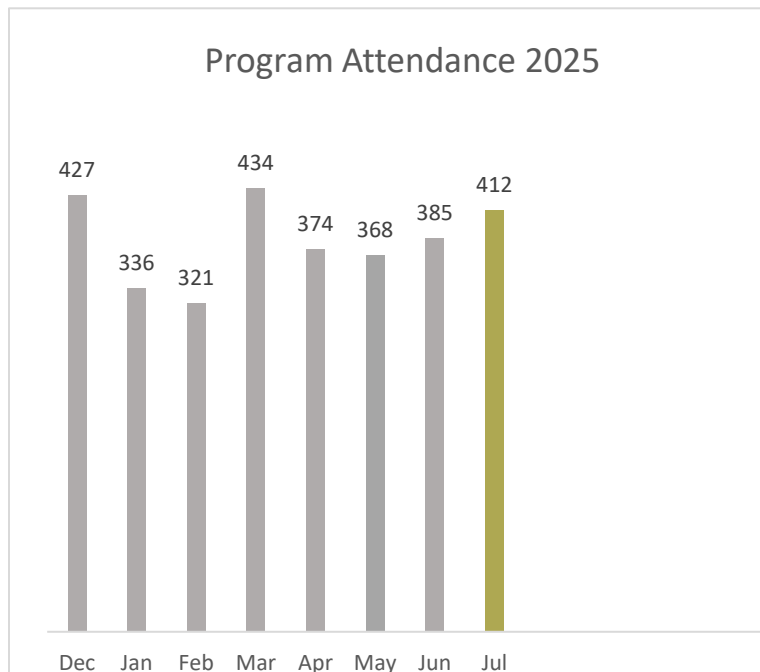
Another solid month for programs. We even continued our recent trend of having a few programs see more people attend than had registered, something that is not very common for library events.

Our annual presentation from art historian Jeff Mishur talking about the year's summer exhibit at the Art Institute went well. He is definitely an expert, and the art community in the area loves to hear his insights.

Owls of Illinois was a great time, I am happy to have heard of the presenter from some other libraries. People enjoyed the return of musician Katie Kostner. I was a little nervous about Car Repair Basics, which was presented by a couple guys from the Tinley Midas. I thought it had potential to edge too far into "commercial" territory, but they have been to other libraries and recommended, and it turned out okay. The presenters were nice, answered questions, and didn't get too into promoting their own business.

One of my favorites of the month was the Northern Illinois & Driftless Wisconsin presentation. I have seen a great number of library programs over the years, and this was easily one of the best. Our patrons loved it. The presenter, a fellow librarian, offers a number of other local travel programs, so I predict he will return in the future.

August is traditionally a lighter month of programs for us, but we are looking forward to being action-packed again starting in September.



Marketing/Publicity/Outreach

Monthly Channel 4 filming and Farmers Market duties continue apace.

Emily began has book discussion at the Senior Center and by all accounts it went very well. 9 residents attended and the discussion was lively. We are eager to see if the momentum carries into next month.

Local History

We have a lot of exciting ideas for how to move forward with our Local History room, and will be discussing which ones to proceed with during our In-Service department meeting.

Collection Development

Ordering is going well, weeding is going well. Happy to be able to pull off a good amount of weeding for the book sale. We are plotting out an update to our Polish, Spanish, and Arabic language collections.

Other

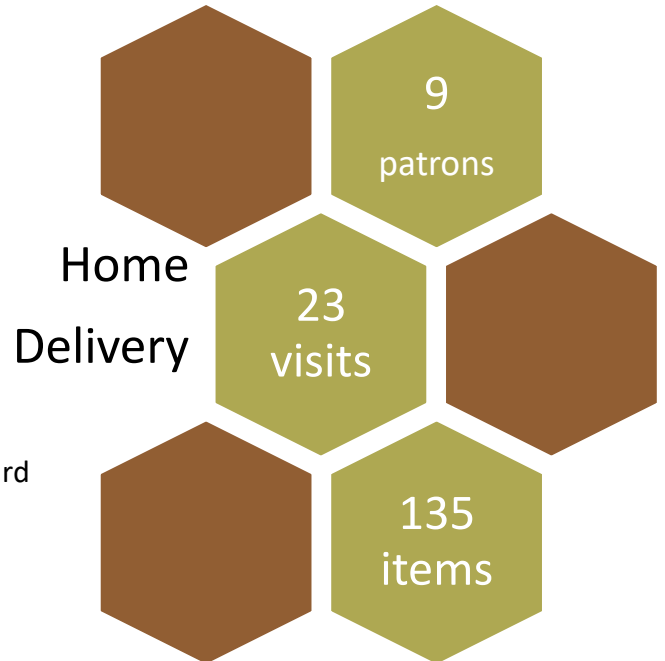
We went from 4 passes per Museum Adventure location to 8 this month, and it has surely been a boon for our patrons seeking to go to Brookfield Zoo. All 8 passes have been in use the vast majority of time since we got them mid-month.

Summer reading went pretty well. We ended up with a total of 112 participants, up from 96 in 2024. 48 patrons returned a total of 100 logs. Winners were selected for prizes and just about all of them have been picked up.

Not the most important issue, but we put out 8 additional garbage cans around the department a couple of months back, and I am pleased to see that they are getting a good amount of use.

PS staff remains one of the best in the business.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

July 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,482.00	128	Reference	Computer	Directional
Free	0	1	1	N/A	9	801	332	339
Book Discussions	0	4	4	N/A	26	TOTAL 1,472		
Movie			0	\$0	0	HOMEBOUND DELIVERIES		
Passive Programs			4		111			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	8	9	23	135
Needle Crafters			5	N/A	46	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	78			
COMPUTER TRAINING - LAB			2	N/A	6	2		
TOTAL PROGRAMMING			30	\$1,482	412			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERE	COST	ATTENDANCE	
7/8/2025	7:00 pm	No	Gustave Calliebotte and Impressionism		36	\$360	40	
07/10/25	7:00 pm	No	Owls of Illinois		23	\$225	19	
07/15/25	6:30 pm	No	Scrapbook: Christmas Cards in July		16	\$197	10	
07/22/25	7:00 pm	No	Evening of Music with Katie Kostner		35	\$400	29	
07/29/25	7:00 pm	No	Discover Northern Illinois & Driftless Wisconsin		27	\$300.00	30	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERE	COST	ATTENDANCE	
07/31/25	7:00 pm	No	Car Repair Basics		10	N/A	9	
	pm					N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERE	COST	ATTENDANCE	
07/14/25	12:00 pm	No	Lunch Bunch Book Discussion		N/A	N/A	9	
07/09/25	7:00 pm	No	Horror Book Club		N/A	N/A	7	
07/15/25	2:00 pm	No	Teatime on Tuesdays		N/A	N/A	2	
07/30/25	3:00 pm	No	Senior Book Club		N/A	N/A	8	
DATE	TIME	MOVIES			REGISTERE	COST	ATTENDANCE	
DATE	TIME	MAH JONGG			REGISTERE	COST	ATTENDANCE	
07/01/25	12:00 pm	Mah Jongg			N/A	N/A	0	
07/08/25	12:00 pm	Mah Jongg			N/A	N/A	0	
07/15/25	12:00 pm	Mah Jongg			N/A	N/A	0	
07/22/25	12:00 pm	Mah Jongg			N/A	N/A	5	
07/29/25	12:00 pm	Mah Jongg			N/A	N/A	3	
DATE	TIME	NEEDLE CRAFTERS			REGISTERE	COST	ATTENDANCE	
07/01/25	10:00 am	Needle Crafters			N/A	N/A	9	
07/08/25	10:00 am	Needle Crafters			N/A	N/A	10	
07/15/25	10:00 am	Needle Crafters			N/A	N/A	8	
07/22/25	10:00 am	Needle Crafters			N/A	N/A	9	
07/29/25	10:00 am	Needle Crafters			N/A	N/A	10	
DATE	TIME	SCRABBLE			REGISTERE	COST	ATTENDANCE	
07/01/25	10:00 am	Scrabble			N/A	N/A	18	
07/08/25	10:00 am	Scrabble			N/A	N/A	14	
07/15/25	10:00 am	Scrabble			N/A	N/A	15	
07/22/25	10:00 am	Scrabble			N/A	N/A	14	
07/29/25	10:00 am	Scrabble			N/A	N/A	17	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERE	COST	ATTENDANCE	
07/07/25	2:00 pm	Media Literacy			4	N/A	4	
07/14/25	2:00 pm	PowerPoint Basics			3	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					71	
		Spice Club Kits					20	
		Extra Spice Club Kits					20	
		Project of the Month					0	



TECHNICAL SERVICES DEPARTMENT REPORT

JULY 2025

Department Highlights:

Lorena updated the Fan Con schedule handout and posters for the upcoming event. She's also been working on ideas for different craft activities, ordering materials, and ensuring tasks are completed.

Lorena has also been working with Oak Lawn, Alsip-Merrionette, and Tinley Park Libraries on a mini-con library presentation for SWAN Expo in August.

Nikki has been working on updating the Gadgets & Gizmos list of replacement items to include the Lake Katherine nature to go bags, and Tonie kits. She has started the process to document new kits for the Youth and Teen Services department, and creating checkout card artwork in Canva.

Jalal was trained on taping spines and edges of books with the new tape dispenser. He also started working on a new Tech project: re-labeling juvenile graphic novels to include author along with series and volume number.

Marilyn completed a report for outdated periodicals, marking items missing. She also helped develop a process for tracking new periodicals to be updated at month end.

Meetings and Training:

July 1 – Fan Con meeting

July 11 – Meeting with Downers Grove Access Services Manager

July 14 – 1 on 1 with Jesse

July 15 – Fan Con meeting

July 16 – 1 on 1 with Nikki

July 16 – Strategic Planning meeting

July 17 – 1 on 1 with Marilyn

July 17 – 1 on 1 with Jalal

July 18 – Middle Managers meeting

July 22 – Social Media meeting

July 28 – Management Team meeting

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	178	7	-	-	-	-
Added Items	227	16	3	-	48	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	502	-	-	15	-	-
Added Items	347	9	16	-	15	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	17	1	1	-	-	-	13
Juvenile Discarded Items	538	225	30	7	-	3	5

Library Services:

	Jan	Feb	Mar	Apr	May	Jun	Jul
Laminating Service*	-	10	-	-	13	2	
VHS Conversion:							
DVD Format	-	-	-	-	-	-	4
USB Format	-	-	-	-	11	1	

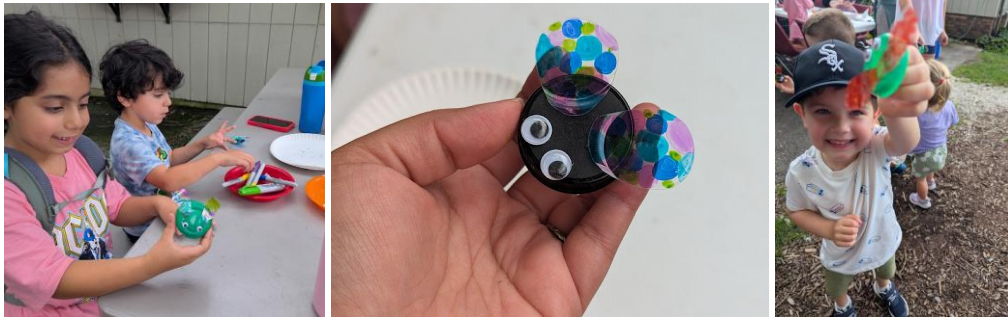
* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

JULY 2025

Highlights of the Month:



At this month's Nature Hour, Tina shared stories about fireflies. The kids sang songs and made their own fireflies out of recycled materials.



Mary Kate's teen program, Diamond Art was a hit! The teens had a great time making art, talking with friends, and singing to the latest hits!



Claire had a fantastic time helping tweens use the new Cricut Autopress to iron a spooky design inspired by Netflix's hit show *Wednesday* onto their T shirts. Everyone was so happy with their shirts and loved working with the new machine!



Tweens and teens loved working on the Librarian Lockbox program! Carla had a blast watching the kids solve the puzzles and working together as they opened each locked box to eventually get a full-size candy bar. There were four sessions, 17 kids, and a whole lot of fun! She also enjoyed watching kid's paint their sea turtle puzzles.

Meetings and Department News:

Summer reading was very successful this year! We had over 700 registrants! More than 50% of participants completed halfway and over 40% completed the program. This was also the first year that we added Summer Reading Bingo for the children that wanted to complete additional challenges. Our Tonies Listening Station was a big hit this summer and our Travel Kits have circulated every month.



Fan Con Meeting – Claire and Carla attended these meetings on 07/01 and 07/15.

Booklist: Graphic Jam: Graphic Novels Book Buzz Part 1 – Carla watched this webinar on 07/11.

Mackin: She Persisted: Telling Stories of Resilience, Strength, and Sisterhood – Claire watched this webinar on 07/08.

One-On-One – Tina met with Jesse on 07/14.

Strategic Planning Meeting – Tina and Carla attended on 07/16.

Booklist: Random House Children's Book Fall 2025 Preview – Mary Kate, Carla and Claire watched this webinar on 07/15.

Social Media Committee – Tina and Mary Kate attended a meeting on 07/22.

RAILS: Assessing Your Technology Environment Without IT Staff – Claire watched this webinar on 07/22.

Booklist: Getting to Know Graphic Novels – Mary Kate watched this webinar on 07/28.

Management Team Meeting – Tina and Carla attended this meeting on 07/28.

Meeting with Mentee – Carla met with her mentee on 07/29.

Outreach:

Farmer's Market – Mary Kate attended the Farmer's Market on 07/09 to promote the library.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training		17	842		Reference	Computer	Directional
Free Tween/Teen Programming		9	225		236	52	131
Youth Paid Programming		0	0		TOTAL	419	
Tween/Teen Paid Programming		0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING		26	1067		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS		# VISITS	# SESSIONS	ATTENDANCE	441	228	76
TOTAL OUTREACH		1			TOTAL	745	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
07/07/25	2:00 pm	Bad Guys Celebration	2
07/07/25	5:00 pm	Rocketship Art!	8
07/08/25	11:30 am	Sensory Friendly Stories and Play	18
07/09/25	11:30 am	Bathtime Story Time	30
07/09/25	4:30 pm	Furry Readers	23
07/10/25	11:30 am	Ocean Sensory	30
07/11/25	12:00 pm	Arabic Story Time	15
07/15/25	4:00 pm	Bee Art	8
07/16/25	11:30 am	Silly Stories	30
07/21/25	5:00 pm	Sensory: Butterflies!	25
07/22/25	4:00 pm	Bubble Painting	17
07/23/25	4:00 pm	Drama Games	5
07/24/25	11:30 am	Farm Story Time	25
07/25/25	10:00 am	Nature Hour	23
07/29/25	4:00 pm	Facts & Crafts: Fruit	10
07/30/25	4:00 pm	Dinosaur Puzzles	5
		Summer Reading Participants Babies - 5th Grade	568

DATE	TIME	FREE TWEEN/TEEN - PROGRAMMING /CLUBS	ATTENDANCE
07/01/25	4:00 pm	Volunteens	20
07/10/25	5:00 pm	Teen Book Box	6
07/10/25	4:00 pm	Video Game Club: Mario Cart Competition	9
07/17/25	2:00 pm	Wednesday T-Shirts	8
07/24/25	4:00 pm	Diamond Art	16
07/28/25	3:00 pm	Sea Turtle Puzzle	7
07/31/25	2:00 pm	Librarian Lockbox	9
07/31/25	3:30 pm	Librarian Lockbox	8
		Summer Reading Participants Grades 6-12	142

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	59
Tonies Listening Station	22
Passive Activity - Find the Creeper	33
FabLab - Acrylic Bubble Wand	12
Craft - Sun	61
Teen Craft - Frog	20
Craft - Toad	100
Teen Craft - Minecraft Bookmark	40
Book Talk Friday - Huda F Wants to Know by Huda Fahmy	9
Teen Book Talk Friday - The Encanto's Curse by Melissa De la Cruz	12
Book Talk Friday - Creepy Campfire Stories: Frights to Tell at Night by A	4
Teen Book Talk Friday - If Only, Amelia by Becky Albertalli	2
Craft - Pac Man	80
Teen Craft - Mario Word Search	30
Craft - Firefly	90
Teen Craft - Origami Star	40
Book Talk Friday - The Girl in the Walls by Meg Eden Kuyatt	3
Teen Book Talk Friday - Deadstream by Mar Romasco-Moore	1
Travel Kit	2
Book Talk Friday - Snoop by Gordon Korman	3
Teen Book Talk Friday - Always Be My Bibi by Priyanka Taslim	2
Craft - Surfboard	110
Teen Craft - How to Draw Ice Cream	10

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
07/09/25	Farmer's Market	1	