



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JUNE 2025

At the Desk:

13 online library cards were issued to residents.

22 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

Department Highlights:

Beth went to the Farmer's Market on 5/14. Dora attended the market on 6/25. We are handing out butterfly garden seeds along with PHPL promotional material.

Beth filled the display case with Gadgets & Gizmos items for June.

Beth started working on an updated informational pamphlet for new patrons.

Beth looked into pricing for new library cards and the cost of replacing our ILL carts.

Beth lead the Lunch Bunch Book Discussion of *The Blues Brothers: An Epic Friendship, the Rise of Improve, and the Making of an American Film Classic* by Daniel De Vise attended by 9 patrons.

Meetings:

6/17- Circ Managers Networking

6/20- 1 on 1 with Jesse

6/24- SWAN Fireside Chat

6/25-Manager's Meeting

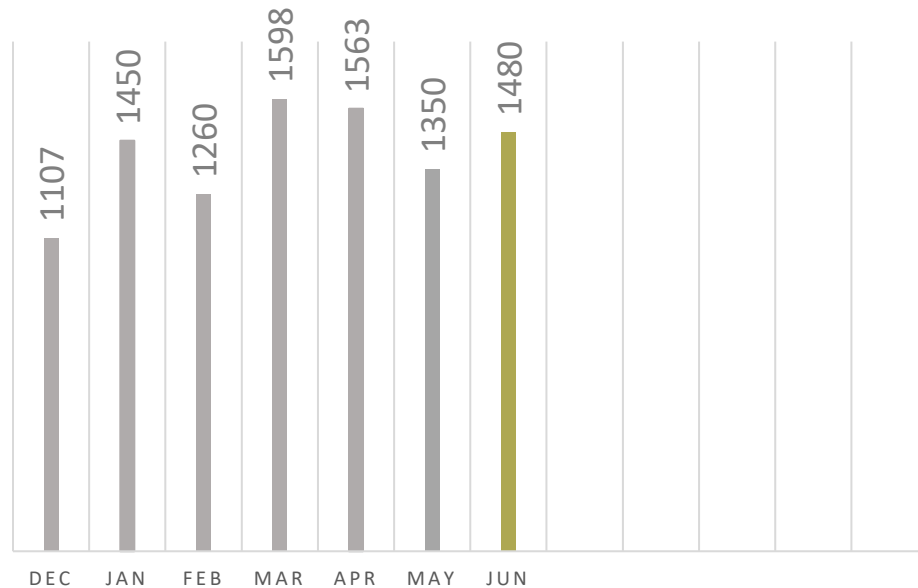
Respectfully submitted,
Beth Stevens
Head of Circulation

CIRCULATION STATISTICS FOR JUNE 2025

	Jun-25	YTD 25	Jun-24	YTD 24	
Adult Circulation					
Books	3,870	20,711	3,762	22,639	
Video	507	2,743	339	2,984	
Audio	381	1,415	308	1,800	
Periodicals	120	892	141	1,054	
Other Formats	37	132	34	106	
In House	84	444	149	593	
Total Adult Circulation	4,999	26,337	4,733	29,176	
Youth Circulation					
Books	4,824	25,695	5,312	25,701	
Audio	65	304	75	352	
Teen Circulation					
Books	367	1,717	395	1,654	
Audio	4	20	5	22	
Youth & Teen Circulation					
Video	174	695	313	1,332	
Periodicals	16	112	20	80	
Other Formats	104	652	55	394	
In House Use	1,013	5,496	1,107	5,308	
Total Youth & Teen Circulation	6,567	34,691	7,282	34,843	
Gadgets & Gizmos	46	106	33	33	
Electronic Circulation					
eBooks (Media On Demand)	1,252	7,219	1,260	7,725	
eBooks (e-Read IL)	105	533	97	521	
eAudio (e-Read IL)	53	366	86	431	
eAudio (Media On Demand)	974	5,475	895	5,274	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	366	2,082	308	1,768	
Periodicals (PressReader)	4	100	84	1,725	
Total Electronic Circulation	2,754	13,143	2,746	17,444	
TOTAL CIRCULATION	14,366	74,277	14,761	81,496	
ILL - Received	1,386	6,482	1,183	7,640	
ILL - Sent	889	4,892	952	6,034	
Reciprocal Borrowing	2,106	7,196	879	7,553	
Online Renewals	111	459	44	245	
Self-Checkout	4,853	24,284	3,458	25,234	
Computer Usage					
Library Workstation Sessions	484	2,755	482	2,856	
Wireless Sessions	1,029	6,341	864	5,634	
Total Sessions	1,513	9,744	1,346	8,490	
# of People Using the Library	9,521	2/11-4/31- 42704	10,077	59,972	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			7		
Visits			22	156	
Items			142	884	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			30	100	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	66	38	0	4,577
Non-Resident/Trinity/Business	30	-	8-Bethshan Residents	-	44
Cards for Kids	88	2	7	-	92

Public Services Department Report June 2025

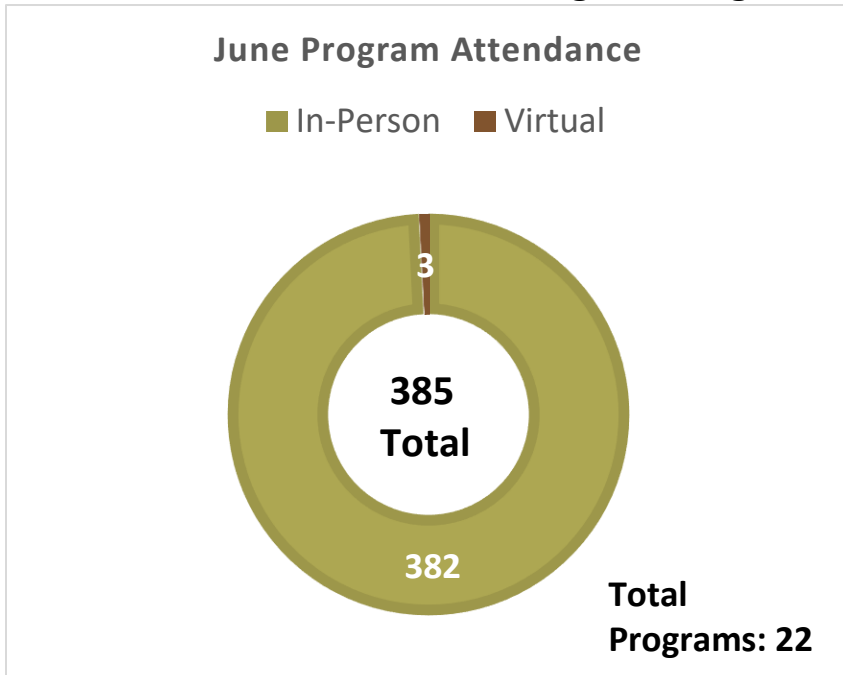
PS Reference Questions



Meetings & Trainings

- 6-9-25: Channel 4 Filming
- 6-17-25: Meeting w/Novelist
- 6-18-25: Green Team
- 6-23-25: One on One w/Director
- 6-25-25: Management Team

Programming



It was a good month for programs as we kicked off our summer reading “Level Up”-themed events.

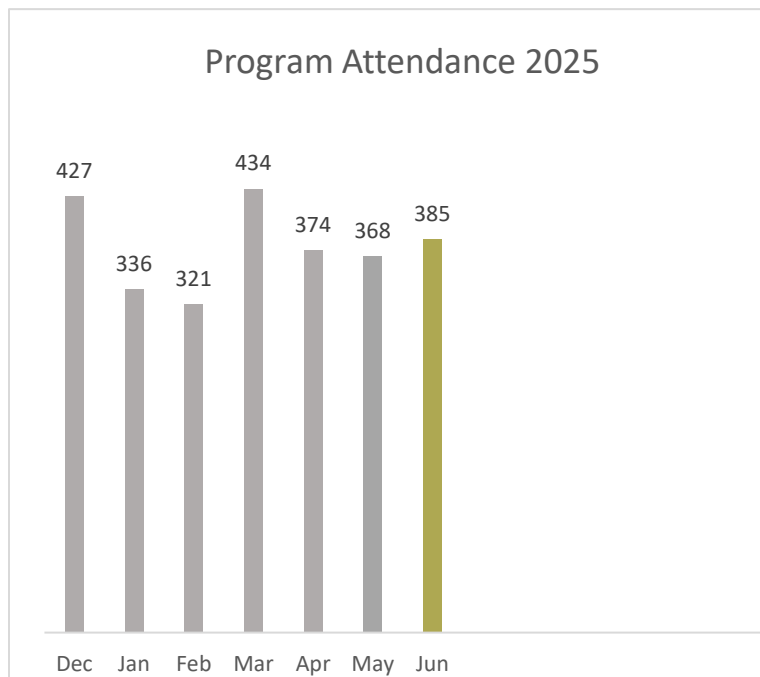
We began with the return of Chef Susan Maddox, who creatively interpreted the theme and did “Cuisine in Layers” for us. Delicious, as always.

From there it was into Dave Rudolf’s “British Re-Invasion” concert, where he played songs from the British invasion, mostly based on audience suggestions. The

guy had just had a COVID booster and was feeling it, but you couldn’t tell with the performance he turned in. The crowd certainly loved it. With the success of the scrapbooking, we tried another crafty program, junk journaling, and it went over very well. 15 out of 15 people showed up for it. The presenter, a librarian herself, was great. We will definitely be having her back.

Our lecture on food rationing during WW2 was more interesting than one might have thought, and the speaker is definitely passionate about the subject. Patrons had rave reviews for this one, as well.

We capped the month with our first dance class, a line dance class. I have never before had a patron tell me they’d pay for a program, but almost everyone in this class liked it so much they said they’d pay for another one. We also weren’t quite sure how many people we should limit it to, turns out with our turnout of 22, 25 people is probably the limit for comfortable dancing in the Meeting Room. This program was very inexpensive for what it was, so we will definitely be having more session in different styles in 2026.



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 now have access to our new archival software, CollectiveAccess. It is a web-based platform, and thus accessible from any of our computers, not just the one designated "local history" device. We are learning it and are excited to start using it.

In other local history news, we are evaluating ideas for new projects to start.

Collection Development

Ordering is going well, weeding is going well. We are plotting out an update to our Polish, Spanish, and Arabic language collections.

Other

We are halfway through summer reading and currently have 108 patrons registered, which exceeds our 2024 total of 96.

We have been through our first month now of having checks for presenters in the safe instead of mailing them and it went very well. Less stressful for all involved, I think.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

June 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,735.00	160	Reference	Computer	Directional
Free	0	1	1	N/A	4	718	417	345
Book Discussions	0	4	4	N/A	29	TOTAL		1,480
Movie			1	\$0	3	HOMEBOUND DELIVERIES		
Passive Programs			4		87			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	7	22	142
Needle Crafters			4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	66			
COMPUTER TRAINING - LAB			2	N/A	3	4		
TOTAL PROGRAMMING			29	\$1,735	385			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
6/3/2025	7:00 pm	No	Level Up Cuisine		50	\$375	42	
06/10/25	7:00 pm	No	Dave Rudolf's British Re-Invasion Concert		51	\$500	52	
06/12/25	6:30 pm	No	Art of Junk Journaling		15	\$360	15	
06/17/25	7:00 pm	No	War in My Kitchen: Food Rationing in WW2		30	\$250	29	
06/24/25	7:00 pm	No	Dance Class: Line Dancing		40	\$250.00	22	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
06/26/25	7:00 pm	No	FabLab class: Bookmark		7	N/A	4	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
06/09/25	12:00 pm	No	Lunch Bunch Book Discussion		N/A	N/A	9	
06/11/25	7:00 pm	No	Horror Book Club		N/A	N/A	8	
06/17/25	2:00 pm	No	Teatime on Tuesdays		N/A	N/A	3	
06/25/25	3:00 pm	No	Senior Book Club		N/A	N/A	9	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
06/18/25	2:00 pm	Wednesday Movie: Blues Brothers			4	N/A	3	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
06/03/25	12:00 pm	Mah Jongg			N/A	N/A	0	
06/10/25	12:00 pm	Mah Jongg			N/A	N/A	4	
06/17/25	12:00 pm	Mah Jongg			N/A	N/A	0	
06/24/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
06/03/25	10:00 am	Needle Crafters			N/A	N/A	8	
06/10/25	10:00 am	Needle Crafters			N/A	N/A	7	
06/17/25	10:00 am	Needle Crafters			N/A	N/A	5	
06/24/25	10:00 am	Needle Crafters			N/A	N/A	9	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
06/03/25	10:00 am	Scrabble			N/A	N/A	17	
06/10/25	10:00 am	Scrabble			N/A	N/A	16	
06/17/25	10:00 am	Scrabble			N/A	N/A	18	
06/24/25	10:00 am	Scrabble			N/A	N/A	15	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
06/02/25	2:00 pm	Intro to the Library Catalog (Aspen)			2	N/A	1	
06/09/25	2:00 pm	YouTube Basics			3	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					56	
		Spice Club Kits					20	
		Extra Spice Club Kits					10	
		Project of the Month					1	



TECHNICAL SERVICES DEPARTMENT REPORT

JUNE 2025

Department Highlights:

Lorena added three new kit items: PHS Travel Kits for the YTS collection and Nikki completed the processing for each.

Lorena continues to attend SWAN webinars regarding acquisitions, cataloging, and serials information.

Lorena is creating a Google Form to develop a streamline request process for new YTS and PS collection items.

Lorena reached out to Bobalicious for a pop-up shop and face painting for Fan Con this year. She also helped come up with different prize and giveaway ideas for the event.

Nikki completed the PS World Language spine label update for Polish materials.

Nikki and Lorena downloaded seven new Tonie characters to the YTS collection and completed the processing.

Nikki has been working on updating the replacement cost list to include all new Gadgets & Gizmos kits and completed processing a donated yard game to the collection.

Jalal has begun to be in charge of VHS conversions, taking time to review, record, and upload to different formats.

Jalal completed the YTS project for the relabeling of second and third grade fiction books.

Marilyn has been updating periodical records, reaching out to Rivistas to keep our accounts current in regards to extended and replaced issues.

Meetings and Training:

June 5 – RAILS: Making DEI Fair

June 13 – Downers Grove Tech Services meeting

June 17 – Fan Con meeting

June 24 – SWAN Fireside Chat

June 24 – SWAN Expo panel meeting

June 25 – Management Team meeting

June 25 – 1 on 1 with Jesse

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	189	12	4	-	-	-
Added Items	203	15	7	1	59	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	367	10	29	10	-	-
Added Items	336	7	27	10	6	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	68	5	-	-	-	-	69
Juvenile Discarded Items	21	63	5	3	-	-	1

Library Services:

	Jan	Feb	Mar	Apr	May	Jun
Laminating Service*	-	10	-	-	13	2
VHS Conversion:						
DVD Format	-	-	-	-	-	-
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

JUNE 2025

Highlights of the Month:



At this month's Nature Hour, Tina shared stories about bees at Lake Katherine and Tara shared some facts. Then, they made a bee craft and buzzed around the garden while pretending to be bees.



Amani's Arabic story time they read Eric Carle's *The Very Hungry Caterpillar's Eid* for age's birth to 5 years. Children had a wonderful time pasting cotton on their lamb baskets and later filling it with gifts from Boba Heaven, stickers, squishes, and pop tubes. Also, they danced to the freeze dance, played with games, and applied henna body art on their hands.



Carla enjoyed watching children in grades K-3 decorate and throw their own homemade Frisbees. Although it was a bit hot, the kids loved testing whose could go farther in front of the library. Children in grades K-5 laughed and cheered for Science Heroes: Adventure of the Missing Color! Science Heroes shared a story and led the children in science experiments with things found around your house.



Jolie enjoyed helping children in grades 3-5 put together their own dinosaur boxes with wood cut from the Glowforge. They had a great time decorating as we shared our thoughts about the new Jurassic park movie!



Mary Kate was delighted to bring dragons, Pokémon, and donuts to kids this month. In Glowforge Dragons, kids in grades 4-12 painted and put together a dragon ornament. At Pokémon Training Day, kids in grades K-3 enjoyed crafts, an obstacle course and games, like trying to capture a Pokémon. In Watercolor Donuts, Audrey Ra did a workshop on watercolors and how the kids could make their own donuts.



Claire was so excited to welcome juggler and storyteller extraordinaire Chris Fascione to PHPL! Children of all ages had a blast watching and participating in his show and adults had nothing but great things to say. Additionally, in Library Games, children in grades 4-8 had a fantastic time flexing their skills in book organizing, stacking, and trivia as well as a library scavenger hunt.

Meetings and Department News:

Summer Reading got off to a great start as we ended the month with over 600 registrants in the Youth and Teen Department! We received a lot of great coupons and prizes from generous sponsors. This year, we added an extra Summer Bingo component for kids that still want to complete challenges after they finish their summer reading. It has been a hit and we are seeing lots of happy families excited about summer reading!

Mackin's Storyteller Spotlight Welcomes Katherine Paterson – Carla and Claire watched this webinar on 06/03.

At the Library – Tina shared a few of the July's upcoming programs at Channel 4 on 06/09.

Booklist & YALSA Present: Twenty-Five Years of the Printz Award – Claire watched this webinar on 06/10.

Booklist: Junie B. Jones: Celebrate the Mischief and Magic of Childhood – Carla watched this webinar on 06/12.

Fan Con Meeting – Carla and Claire attended this meeting on 06/17.

Booklist: Graphic Jam: Graphic Novels Book Buzz Pt 1 – Mary Kate and Claire watched this webinar on 06/17.

Booklist: Spotlight on Early Reading – Carla watched this webinar on 06/20.

Booklist: 2025 Fall Youth Preview – Carla and Mary Kate watched this webinar on 06/20.

Booklist: Fall 2025 Librarian Preview with HarperCollins Children's Books – Mary Kate and Claire saw this on 06/24.

Management Team Meeting – Tina and Carla attended this meeting on 06/25.

ILA Mentor/Mentee Meeting – Carla met with her mentee on 06/30.

Outreach:

Sandbox – Claire visited this school on 06/09 and presented a story time about cookies to the daycare class.

Farmer's Market – Carla attended the Farmer's Market on 06/11 to promote the library.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING			TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training			27	916	\$0	Reference	Computer	Directional
Free Tween/Teen Programming			5	167	\$0	242	58	132
Youth Paid Programming			2	135	\$800	TOTAL		
Tween/Teen Paid Programming			1	20	\$375	432		
TOTAL PROGRAMMING			35	1238	\$1,175	PASSIVE PROGRAMMING		
						Craft	Teen	Activity
OUTREACH/SCHOOL VISITS			# VISITS	# SESSIONS	ATTENDANCE	343	213	68
TOTAL OUTREACH			0	2	22	TOTAL	624	

DATE	TIME		FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	ATTENDANCE
06/02/25	11:00	am	Movie Mondays: Moana 2	6
06/03/25	4:00	pm	DIY Frisbees	10
06/04/25	11:30	am	Tales for Twos	22
06/04/25	1:00	pm	Kindergarten Ready!	23
06/05/25	11:30	am	Little Wiggles	20
06/09/25	11:00	am	Movie Mondays: Super Mario Bros	14
06/09/25	5:00	pm	Dinosaur Boxes	5
06/10/25	4:00	pm	Dragon Trainer	7
06/11/25	11:30	am	Tales for Twos	22
06/11/25	1:00	pm	Kindergarten Ready!	16
06/11/25	4:30	pm	Furry Readers	11
06/12/25	11:30	am	Little Wiggles	15
06/13/25	1:30	pm	Arabic Story Time	27
06/16/25	11:00	am	Movie Mondays: Sonic the Hedgehog 3	7
06/16/25	3:00	pm	Sports Day!	2
06/17/25	4:00	pm	Pokemon Training Day	12
06/18/25	11:30	am	Tales for Twos	18
06/18/25	1:00	pm	Kindergarten Ready!	23
06/20/25	10:00	am	Nature Hour	23
06/23/25	11:00	am	Movie Mondays: How to Train Your Dragon (library closure)	0
06/23/25	5:00	pm	Dolphin Day!	10
06/24/25	4:00	pm	Rocket Ships	15
06/25/25	11:30	am	Tales for Twos	8
06/25/25	1:00	pm	Kindergarten Ready!	28
06/26/25	11:30	am	Little Wiggles	20
06/30/25	11:00	am	Movie Mondays: Ralph Breaks the Internet	15
June			SRP Registrants Birth - Grade 5	537

DATE	TIME		FREE TWEEN/TEEN - PROGRAMMING / CLUBS	ATTENDANCE
06/10/25	5:00	pm	Teen Book Box	5
06/12/25	4:00	pm	Glowforge Dragon	7
06/25/25	4:00	pm	Library Games	10
06/30/25	5:00	pm	Volunteens	20
June			SRP Teen Registrants	125

DATE	TIME		PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
06/06/25	11:00	am	Juggling Funny Stories!	\$400	60
06/27/25	11:00	am	Science Heroes: Adventure of the Missing Color	\$400	75

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
06/26/25	4:00 pm	Watercolor Donuts	\$375	20

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	31
FabLab - Dinosaur Lacing Card	11
Passive Activity - Find Mario Star	31
Tonies Listening Station	13
Book Talk Friday - Way Off Track by Carl Brundtland	9
Teen Book Talk Friday - You're Dead to Me by Amy Christine Parker	8
Book Talk Friday - Tumble by Celia Perez	6
Teen Book Talk Friday - Secrets of the Nile Duology by Isabel Ibanez	4
Book Talk Friday - A Study in Secrets by Debbi Michiko Florence	2
Teen Book Talk Friday - Hunger's Bite by Taylor Robin	7
Book Talk Friday - Sword of the Dragon by Eric Lide	4
Teen Book Talk Friday - The Thrashers by Julie Soto	2
Book Talk Friday - Ruby Lost and Found by Christina Li	3
Teen Book Talk Friday - Meet Me at the Blue Hour by Sarah Suk	6
Craft - Cherries	69
Teen Craft - Summer Word Search	27
Craft - Ladybug	80
Teen Craft - How to Draw Pokemon	27
Craft - Weaving Sea Turtle	70
Teen Craft - Bracelet	50
Craft - Lemonade Cup	124
Teen Craft - How to Draw a Dinosaur	40

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	Attendance
06/09/25	Sandbox Day Camp: SRP Promotion and Storytime	1	20
06/11/25	Farmer's Market	1	12