



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

September 2025

At the Desk:

10 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

12 patrons used Curveside pickup.

Department Highlights:

Dog Adoption event was on 9/6 and about 45 people attended with one adoption.

September was Library Card Sign-up Month and we raffled a family pass to the Brookfield Zoo which was won by Amy Reynolds.

Dora & Mickey painted pumpkins made on the Glowforge for the Circulation Desk.

Beth put together a care basket for Chris Sankey with items donated by the staff and delivered it on 9/26.

Dora created a new library card registration form which we will start using in October.

Beth created an updated information handout for new card holders which we began using in September.

Beth lead the Lunch Bunch Book Discussion of *The Great Air Race* by John Lancaster attended by 6 patrons.

Meetings:

9/2- Beth attended the PHWC September meeting

9/15- One on One with Jesse

9/24- Management Meeting

9/30- SWAN Fireside Chat

Respectfully submitted,

Beth Stevens

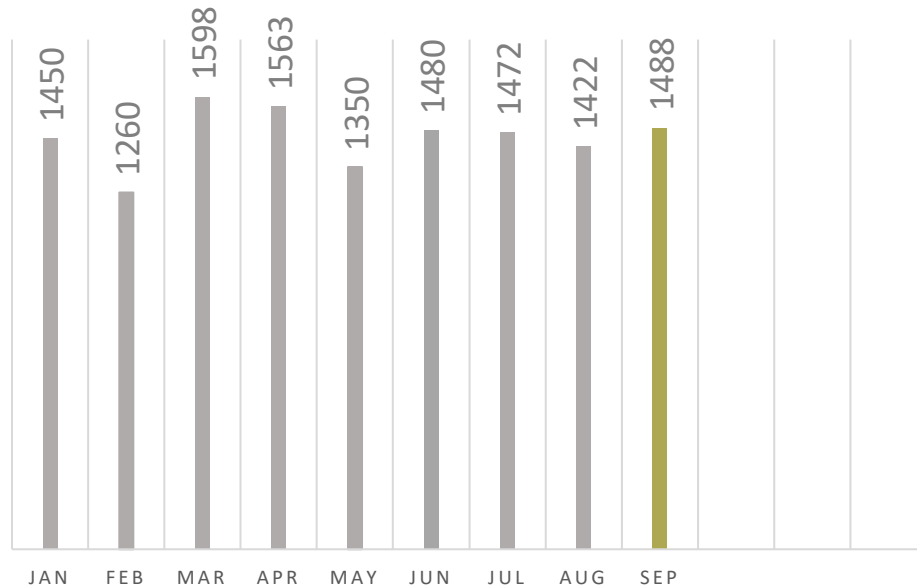
Head of Circulation

CIRCULATION STATISTICS FOR SEPTEMBER 2025

	Sep-25	YTD 25	Sep-24	YTD 24	
Adult Circulation					
Books	3,448	32,132	3,478	34,324	
Video	353	4,109	358	4,185	
Audio	245	2,332	280	2,761	
Periodicals	156	1,324	220	1,542	
Other Formats	14	189	29	160	
In House	92	756	55	813	
Total Adult Circulation	4,308	40,842	4,420	43,785	
Youth Circulation					
Books	4,581	39,728	4,001	39,265	
Audio	45	426	39	514	
Teen Circulation					
Books	252	2,729	205	2,599	
Audio	4	26	-	36	
Youth & Teen Circulation					
Video	216	1,787	156	2,028	
Periodicals	24	185	12	131	
Other Formats	101	931	66	603	
In House Use	734	7,693	865	8,017	
Total Youth & Teen Circulation	5,957	53,505	5,344	53,193	
Gadgets & Gizmos	13	180	18	116	
Electronic Circulation					
eBooks (Media On Demand)	1,119	10,779	1,082	11,448	
eBooks (e-Read IL)	93	792	107	845	
eAudio (e-Read IL)	59	574	69	664	
eAudio (Media On Demand)	8,429	7,555	842	8,003	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	374	3,158	326	2,611	
Periodicals (PressReader)	-	100	67	1,817	
Chicago Tribune	150	226	-	-	
Total Electronic Circulation	2,669	23,184	2,493	25,388	
TOTAL CIRCULATION	12,947	117,698	12,275	122,482	
ILL - Received	1,295	10,852	1,126	11,520	
ILL - Sent	1,096	8,055	1,058	9,179	
Reciprocal Borrowing	782	10,457	1,131	11,054	
Online Renewals	82	703	23	324	
Self-Checkout	4,190	37,696	3,820	38,372	
Computer Usage					
Library Workstation Sessions	544	4,218	485	4,451	
Wireless Sessions	1,196	9,804	1,038	8,502	
Total Sessions	1,740	14,670	1,523	12,953	
# of People Using the Library	10,002	89,831	10,453	91,268	
Homebound Deliveries					
		Current Month	Full Year		
Patrons Serviced		9			
Visits		20	227		
Items		157	1,358		
Museum Pass Program					
		Current Month	Full Year		
Total Passes		35	161		
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	49	43	0	4,812
Non-Resident/Trinity/Business	30	-	8	-	113
Cards for Kids	88		2	-	99

Public Services Department Report September 2025

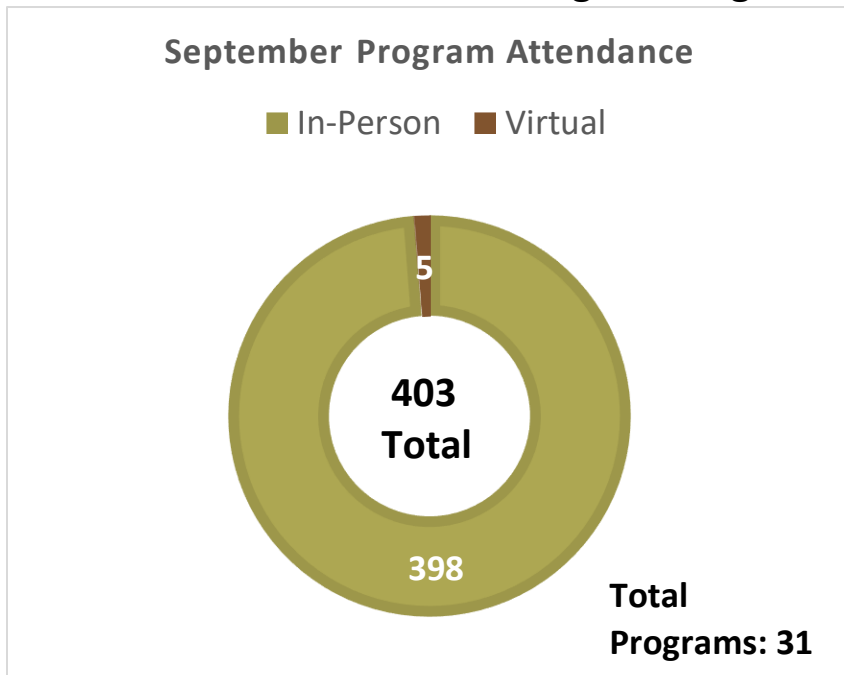
PS Reference Questions



Meetings & Trainings

- 9-8-25: Channel 4 “At the Library” Taping
- 9-12-25: LACONI Unconference
- 9-15-25: ILA Planning Meeting
- 9-16-25: Narcan Training Webinar
- 9-18-25: RAILS Building Stronger Multi-Generational Teams Webinar
- 9-24-25: RAILS Getting Employees Back on Track Webinar
- 9-24-25: Management Team Meeting

Programming



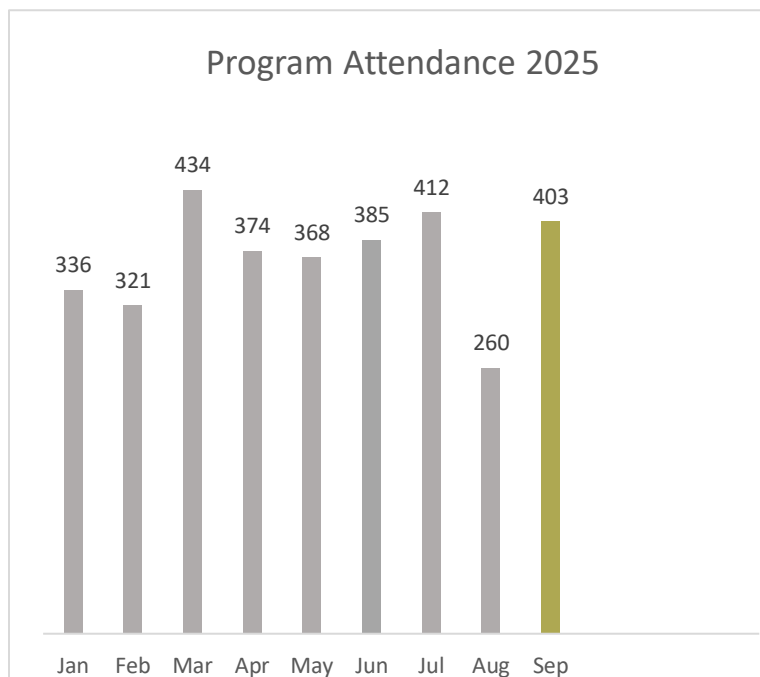
September kicks off our busy fall/winter programming season. This was also “Gatsby Month”, celebrating the 100th anniversary of the publication of *The Great Gatsby*. Big thanks to the Friends of the Library for generously sponsoring both of our Gatsby-related programs this month. Both of them were very well received.

Given the success of our scrapbook programs, we have been thinking about branching out with our

crafting programs, and this month marked one of our first with the “Create a Mini Library” event. Lyndsey has been spearheading booking these crafting programs, so kudos for her for coming up with a great line-up in the coming months. This one also proved popular, and patrons were happy with it. Speaking of crafts, Emily’s FabLab Halloween Banner class also went well.

Tech classes were “up” this month. One can never really tell what will be a hit and what won’t, but compared to previous months, the attendance numbers were fairly solid in September. Christina’s iPhone Intermediate was a good class for people to take after her Basics course, and Lyndsey offered what was I believe our first class on Google Workspace, which proved popular with patrons.

My annual “Cord Cutting” class also saw a good amount of attendance, and with all the changes to the screaming landscape each year, I’m happy to explain things to patrons.



Marketing/Publicity/Outreach

Mary Kate handled Channel 4 for YTS this month, and all went great with the taping.

Fan Con happened, and I am very proud of Christina, who chaired the Fan Con committee again this year. There were a variety of activities, and everything appeared to me to be well-staffed and well-run. Kudos to the Fan Con committee!

Local History

The department discussed some good ideas on how to proceed with Local History projects at our in-service meeting and we look forward to getting them started in the fall.

Collection Development

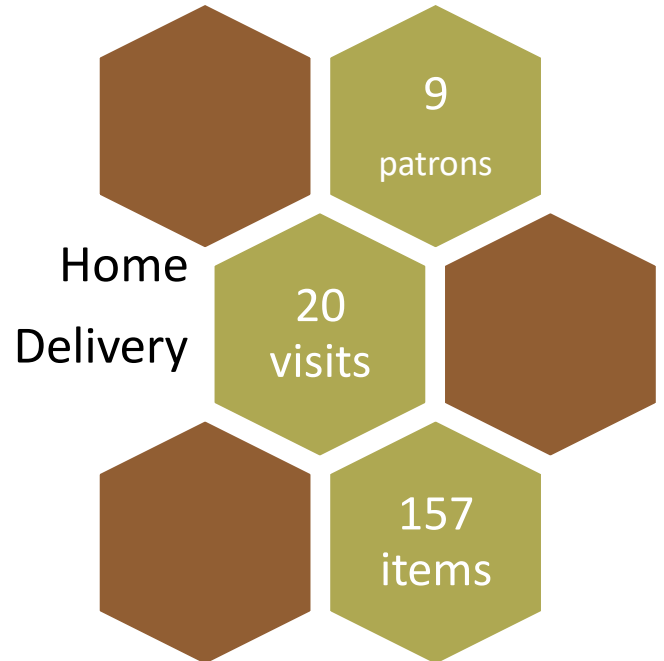
We are plotting out our next round of weeding to help fuel the February 2026 Friends book sale. We're also continuing to plan our Arabic/Spanish/Polish language purchase.

Ordering is quickly coming to a close, so we are planning our final pushes for all of our materials, from books to movies to ebooks.

Other

As always, the Public Services staff is on top of things and doing a great job!

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

September 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$1,181.00	98	Reference	Computer	Directional
Free	0	1	1	N/A	6	727	432	329
Book Discussions	0	3	3	N/A	16	TOTAL 1,488		
Movie			0	\$0	9	HOMEBOUND DELIVERIES		
Passive Programs			4		112			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			5	N/A	12	9	20	157
Needle Crafters			5	N/A	37	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	75			
COMPUTER TRAINING - LAB			3	N/A	38	8		
TOTAL PROGRAMMING			31	\$1,181	403			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
9/9/2025	7:00 pm	No	Spin Around the World	15	\$375	14		
09/11/25	7:00 pm	No	Writing Gatsby	17	\$325	18		
09/16/25	7:00 pm	Yes	ILP: Steve Burns (4 in-person)	3	ILP	9		
09/18/25	6:00 pm	No	Craft: Create a Mini Library	15	\$181	13		
09/30/25	7:00 pm	No	Zelda Fitzgerald	49	\$300	44		
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
09/25/25	7:00 pm	No	FabLab: Halloween Banner	7	N/A	6		
					N/A			
					N/A			
					N/A			
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
09/08/25	12:00 pm	No	Lunch Bunch Book Discussion	N/A	N/A	5		
09/10/25	7:00 pm	No	Horror Book Club	N/A	N/A	6		
09/16/25	2:00 pm	No	Teatime on Tuesdays	N/A	N/A	5		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
09/21/25	2:00 pm	Sunday @ the Cinema: A Complete Unknown	6	N/A	9			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
09/02/25	12:00 pm	Mah Jongg	N/A	N/A	0			
09/09/25	12:00 pm	Mah Jongg	N/A	N/A	7			
09/16/25	12:00 pm	Mah Jongg	N/A	N/A	0			
09/23/25	12:00 pm	Mah Jongg	N/A	N/A	2			
09/30/25	12:00 pm	Mah Jongg	N/A	N/A	3			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
09/02/25	10:00 am	Needle Crafters	N/A	N/A	9			
09/09/25	10:00 am	Needle Crafters	N/A	N/A	8			
09/16/25	10:00 am	Needle Crafters	N/A	N/A	6			
09/23/25	10:00 am	Needle Crafters	N/A	N/A	6			
09/30/25	10:00 am	Needle Crafters	N/A	N/A	8			
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
09/02/25	10:00 am	Scrabble	N/A	N/A	18			
09/09/25	10:00 am	Scrabble	N/A	N/A	17			
09/16/25	10:00 am	Scrabble	N/A	N/A	12			
09/23/25	10:00 am	Scrabble	N/A	N/A	14			
09/30/25	10:00 am	Scrabble	N/A	N/A	14			
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
09/08/25	2:00 pm	iPhone Intermediate	2	N/A	4			
09/15/25	2:00 pm	Google Workspace	6	N/A	5			
09/23/25	7:00 pm	Cutting the Cord	28	N/A	29			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			72			
		Spice Club Kits			32			
		Extra Spice Club Kits			8			
		Project of the Month			0			



TECHNICAL SERVICES DEPARTMENT REPORT

SEPTEMBER 2025

Department Highlights:

Lorena helped Beth host our annual Dog Adoption event with Traveling Tails Dog Rescue. Overall, it was a well-attended event with perfect weather and adorable dogs up for adoption.

Lorena created and printed poster sized schedule of activities and helped decorate the library for Fan Con. She also scheduled posts promoting activities on our Facebook and Instagram. The Arcade room with the Nintendo Switch 2 setup, arcade games and an air hockey table was a hit. Bluey and Bingo danced with a crowd of children, and Bobalicious had a line for bubble teas. It is safe to say that Fan Con was a great success with the help of Christina, Carla, Claire, Lyndsey, and Dora.

Lorena helped with ideas on ways to promote Library Card Sign-up Month. She dressed up as D.D. Dino while Emily dressed up as Ms. Frizzle the Unicorn to showcase their great pickleball abilities and how patrons can checkout a pickleball set from the library.

Lorena has been working on checklists for the Fan Con Committee chair and co-chair, and a checklist to help support Jalal's daily work routine.

Nikki and Jalal lent a hand, prepping crafts and activities for Fan Con.

Nikki has been working on the 11 new Penworthy Phonics Kits for YTS, listing and labeling all pieces. She has also been working on creating checkout cards in Canva.

Jalal is about done working on the juvenile graphic novel project, helping to re-label around 795 items to include series titles and volume numbers. This will be ongoing as remaining items are currently checked out. He has also started training on a specific type of book repairs which has been added to his daily routine.

Marilyn has been reviewing start and expiration dates for periodicals to renew our adult and youth magazines with Rivistas.

Meetings and Training:

September 5 – LACONI Tech Services: Book repair workshop

September 12 – LACONI Unconference

September 15 – 1 on 1 with Jesse

September 16 – Narcan training for libraries

September 17 – RAILS Learning Lab: Library of things

September 17 – Fan Con meeting

September 24 – Periodicals overview with Marilyn

September 24 – Management Team meeting

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	159	13	3	-	-	-
Added Items	133	7	4	-	59	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	378	-	-	11	-	1
Added Items	127	-	-	-	13	1

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	18	-	-	-	-	-	67
Juvenile Discarded Items	409	-	1	-	-	-	16

Library Services:

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

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT SEPTEMBER 2025

Highlights of the Month:



At Nature Hour, we read stories, made a craft, learned about butterflies, and were able to go in the tent before they were released! We also had our first Library Playdate with soft play and sensory items for our young library patrons.



At Geometric Pumpkins, kids in grades 3-5 created pumpkins with cardstock cut and scored on the Cricut.



The program, Wednesday Mystery, was an escape room for teens. Mary Kate had a great time creating the escape room from scratch based off the Netflix show, *Wednesday*. The teens had a great time and saved Thing in less than 45 minutes!

Jolie enjoyed showing kids in grades 3-5 how to cut out Fall coasters on the Glowforge. They also enjoyed painting and decorating their coasters together.

Claire had a fantastic time teaching tweens in grades 4-8 to use the Cricut to cut out and fold 3D boxes shaped to look like witch's hats. Tweens also greatly enjoyed decorating their hats with the spookiest materials they could find.

Meetings and Department News:

Laconi YSS Meeting – Tina attended on 09/05. They discussed the upcoming workshop at the DuPage Children’s Museum on 09/26.

Laconi Recharge Networking Unconference – Tina attended this workshop at the Gail Borden Public Library on 09/12. Topics of discussion included management practices, Narcan, and AI.

One-on-One Meeting – Tina met with Jesse on 09/15.

Fan Con Meetings – Carla and Claire attended the meeting on 09/10, and Claire attended the meeting on 09/17.

Booklist: A Pura Belpré Picture Book Celebration! – Claire watched this webinar on 09/16.

Meeting with Mentee – Carla met with her mentee on 09/22.

Booklist: Must-Add Middle Grade – Mary Kate, Carla and Claire watched this webinar on 09/23.

Management Meeting – Tina attended on 09/24.

Booklist: Comics to the Core: Graphic Novels & Manga Essentials – Mary Kate watched this webinar on 09/24.

Booklist: Hachette Book Group Kids and Young Adult Fall 2025/Winter 2026 Preview – Claire watched this on 09/28.

SLJ: The Best in Fall Nonfiction - Part 2 – Claire watched this webinar on 09/28.

SLJ Teen Live – Carla watched this event on 09/30.

Tina has finished the deselection process for the young adult fiction collection. Tina and Mary Kate will now review the collection for which items are part of a series and need new call numbers.

Tina and Mary Kate along with other members of the social media committee shared the benefits of having a Palos Heights Library card on FaceBook and Instagram.

Outreach:

Sandbox School – Carla visited this school on 09/04 and presented a story time about libraries and books for Library Card Sign-Up Month.

Trusting Hearts – Claire visited this school on 09/09 and presented a story time about pets to the preschool class.

Reggio Academy – Mary Kate visited this school on 09/15 and presented a story time about fall to the 3 to 4-year-old and 2-year-old classes.

Rec Center Preschools – Carla visited these preschools on 09/16 and 09/17 and presented a story time about fall.

Sandbox School – Carla visited this preschool on 09/18 and presented a story time about community helpers.

Library Visit: Girl Scout Troop – Mary Kate presented a story time about fall and prepared a craft for this group on 09/24.

Respectfully submitted,
Tina Ruszala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	21	338	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	7	34	\$0	224	48	147
Youth Paid Programming	2	121	\$650	TOTAL	419	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	30	493	\$650	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	380	101	648
TOTAL OUTREACH	1	37	1449	TOTAL	1129	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
09/02/25	4:00 pm	Back to School Celebration	6
09/03/25	11:30 am	Tales for Twos	8
09/03/25	1:00 pm	Kindergarten Ready!	23
09/04/25	11:30 am	Little Wiggles	25
09/08/25	5:00 pm	Fall Coasters	6
09/09/25	4:00 pm	Facts & Crafts: Butterflies	13
09/10/25	11:30 am	Tales for Twos	8
09/10/25	1:00 pm	Kindergarten Ready!	20
09/10/25	4:30 pm	Furry Readers	8
09/11/25	11:30 am	Little Wiggles	18
09/15/25	4:00 pm	Geometric Pumpkins	6
09/16/25	4:00 pm	Life Sized Scarecrow	11
09/17/25	11:30 am	Tales for Twos	9
09/17/25	1:00 pm	Kindergarten Ready!	18
09/18/25	11:30 am	Little Wiggles	23
09/22/25	5:00 pm	Pumpkin Time	42
09/23/25	4:00 pm	Animals, Butt or Face?	12
09/24/25	11:30 am	Tales for Twos	13
09/24/25	1:00 pm	Kindergarten Ready!	24
09/25/25	11:30 am	Little Wiggles	17
09/26/25	10:00 am	Nature Hour	28

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
09/01/25	4:00 pm	Volunteens	16
09/10/25	4:00 pm	Teen Book Box	2
09/11/25	4:00 pm	Stranger Things Games	0
09/18/25	4:00 pm	Video Game Club: Mario Kart Competition	5
09/25/25	4:00 pm	3D Cricut Witch's Hat Box	9
09/30/25	4:00 pm	Wednesday Mystery	0
09/30/25	6:00 pm	Wednesday Mystery	2

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
09/05/25	10:00 am	Library Play Date	300	46
09/13/25	11:00 am	Crosstown Exotics Reptile Show	\$350	75

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Apple	130
Teen Craft - How to Draw Bowser	30
FabLab - Fall Bookmark	2
Teen Gaming - Nintendo Switch	37
Activity - Vote for Huntrix vs. Saja Boys	634
Tonies Listening Station	14
Craft - Fruit Pie	250
Teen Craft - Fall Crossword Puzzle	32

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
09/04/25	Sandbox School	1	20
09/09/25	Trusting Hearts Preschool	1	33
09/15/25	Reggio Academy Preschool	2	20
09/16/25	Rec Center Preschool	2	20
09/17/25	Rec Center Preschool	1	19
09/18/25	Sandbox School	1	7
09/24/25	Library Visit: Girl Scout Troop	1	10
09/31/25	Book Talks Grades K-1	9	179
09/31/25	Book Talks Grades 2-3	7	154
09/31/25	Book Talks Grades 4-5	4	87
09/31/25	Book Talks Grades 6-8	8	900