



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

OCTOBER 2025

At the Desk:

11 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

5 patrons used Curveside pickup.

Department Highlights:

Dora, Karen M., Joyce, Crys and Mickey painted ornaments for the giving tree made on the Glowforge by Beth.

Jesse, Beth & Dora attended the Trunk or Treat at Bethshan on 10/29. We decorated the car as the Cookie Monster.

Beth order new library cards & new book carts for ILL

Beth lead the Lunch Bunch Book Discussion of *The Barn: The Secret History of a Murder in Mississippi* by Wright Thompson attended by 9 patrons.

Beth made signs for the November/ December Kindness Corner donation drive & Thanksgiving closure days.

Meetings:

10/6- One on One with Jesse

10/7- Met with Dora & Mary Kate to work on the Holiday Tree Decorating Contest

10/7- Beth attended the PHWC October meeting

10/22- Swan Circulation Networking Group

10/22- Management Meeting

10/28- SWAN Fireside Chat

Respectfully submitted,

Beth Stevens

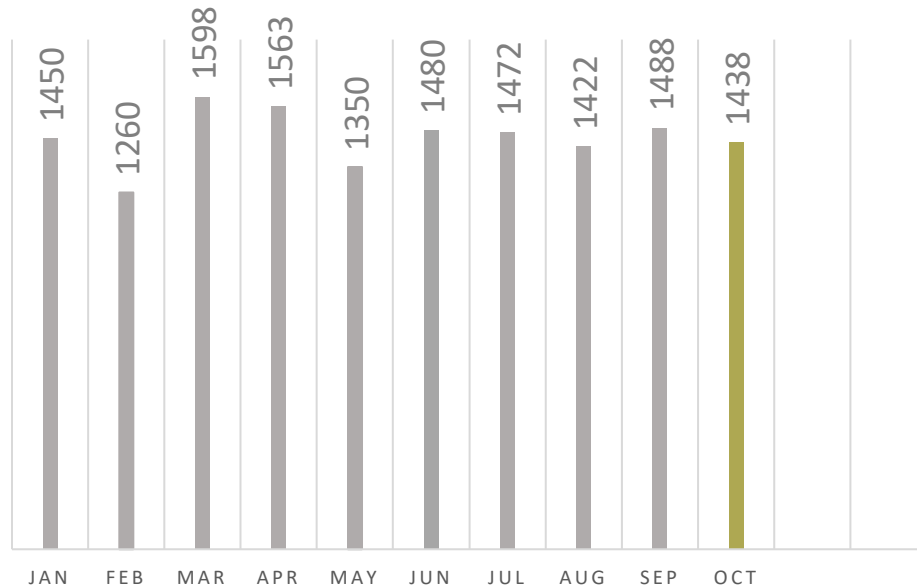
Head of Circulation

CIRCULATION STATISTICS FOR OCTOBER 2025

	Oct-25	YTD 25	Oct-24	YTD 24	
Adult Circulation					
Books	3,469	35,601	3,434	37,758	
Video	381	4,490	354	4,539	
Audio	331	2,663	327	3,088	
Periodicals	182	1,506	136	1,678	
Other Formats	20	209	26	186	
In House	86	842	92	905	
Total Adult Circulation	4,469	45,311	4,369	48,154	
Youth Circulation					
Books	4,469	44,197	4,019	43,284	
Audio	28	454	39	553	
Teen Circulation					
Books	228	2,957	178	2,777	
Audio	2	28	1	37	
Youth & Teen Circulation					
Video	213	2,000	177	2,205	
Periodicals	11	196	4	135	
Other Formats	105	1,036	54	657	
In House Use	693	8,386	567	8,584	
Total Youth & Teen Circulation	5,749	59,254	5,039	58,232	
Gadgets & Gizmos	22	180	7	123	
Electronic Circulation					
eBooks (Media On Demand)	1,064	11,843	1,056	12,504	
eBooks (e-Read IL)	87	879	76	921	
eAudio (e-Read IL)	68	642	89	753	
eAudio (Media On Demand)	851	8,406	802	8,805	
Video (Media On Demand)	-		-	-	
Periodicals (Overdrive)	443	3,601	259	2,870	
Periodicals (PressReader)	-	100	-	1,814	
Chicago Tribune Website	161	423	-	-	
Chicago Tribune E-Edition	3,160	3,160	-	-	
Total Electronic Circulation	5,834	29,054	2,493	27,670	
TOTAL CIRCULATION	16,074	133,799	11,908	134,179	
ILL - Received	1,411	12,263	1,194	12,714	
ILL - Sent	1,091	9,146	996	10,175	
Reciprocal Borrowing	782	11,239	1,023	12,077	
Online Renewals	25	728	29	375	
Self-Checkout	4,094	41,790	3,510	41,882	
Computer Usage					
Library Workstation Sessions	528	4,746	468	4,919	
Wireless Sessions	1,200	11,004	1,079	9,581	
Total Sessions	1,728	16,398	1,547	14,500	
# of People Using the Library	9,140	98,971	8,469	99,737	
Homebound Deliveries					
		Current Month	Full Year		
Patrons Serviced		10			
Visits		31	258		
Items		212	1,570		
Museum Pass Program					
		Current Month	Full Year		
Total Passes		32	193		
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,234	45	26	1	4,882
Non-Resident/Trinity/Business	30	-	1	-	114
Cards for Kids	88		2	-	101

Public Services Department Report October 2025

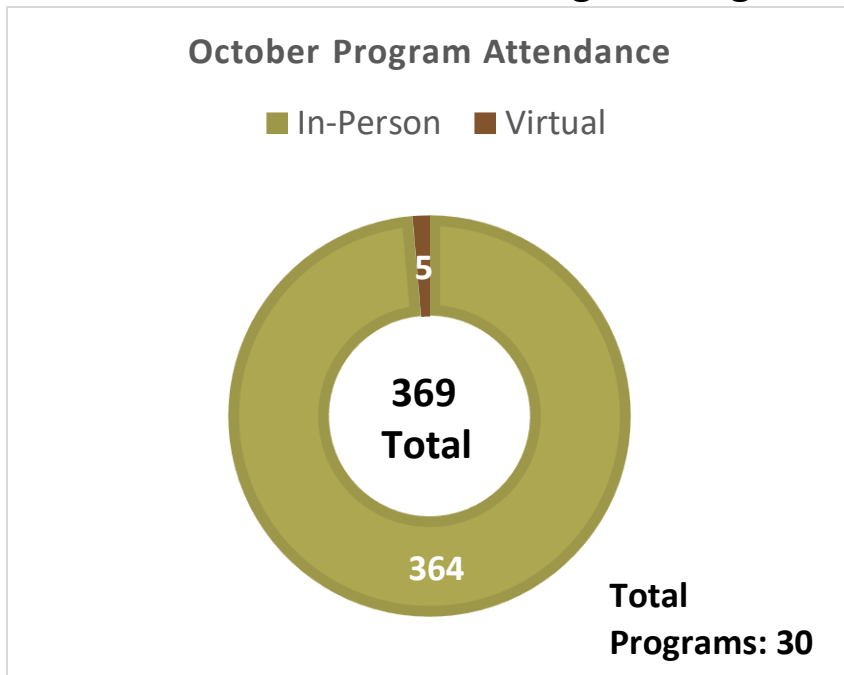
PS Reference Questions



Meetings & Trainings

- 10-3-25: RFN Meeting
- 10-6-25: ILA Panel Meeting
- 10-10-25: ILA Panel Meeting
- 10-13-25: Kanopy Rep Meeting
- 10-14 – 16-25: ILA Annual Conference
- 10-23-25: Graphic Novel Collection Meeting

Programming



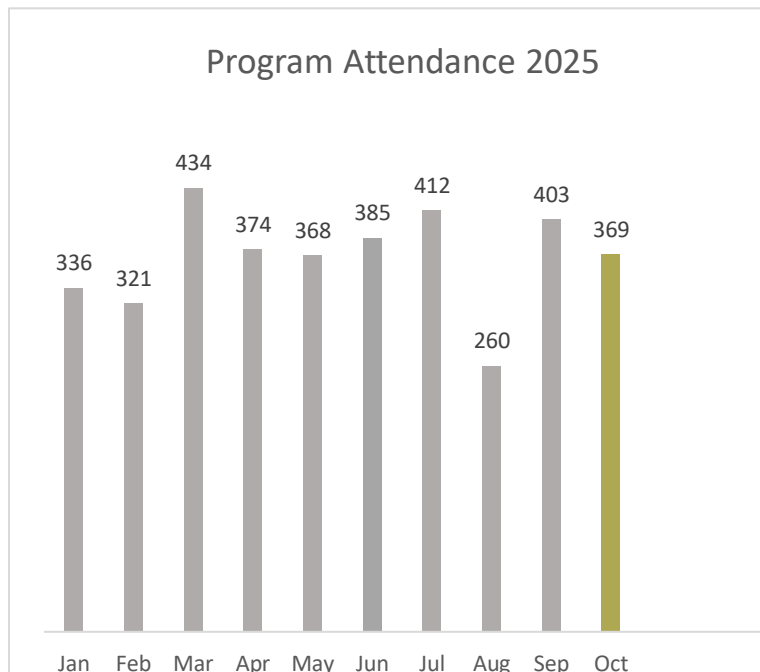
October was a pretty good month for programming. Hands-on crafting programs continue to go well, with both our Scrapbook class and Handlettering class being well-attended. This was the first year we started branching out these types of programs beyond scrapbook classes, and we have more lined up for 2026.

We were happy to host Martina Mathisen one last time, as she is giving up her program portrayals and lectures and focusing on

giving inspirational talks to library staff in-service days and corporate retreats and the like. This talk was also more inspirational, as opposed to the portrayals Martina usually does for us, and while I wasn't there personally, I am told the patrons really enjoyed it.

We did have one unexpected programming hiccup this month. Lyndsey had developed a brand new class about the Boundless app, which serves up our eRead Illinois collection of eBooks and eAudiobooks. Then about a week before the class was scheduled, we learned that the parent company of Boundless, Baker & Taylor, was shutting down and the Boundless app would be going away by Mid-November. We ended up canceling the class because at that point, our objective was more to tell people to stop using that app than teach them how to use something that would only be available for a couple more weeks at most.

Since then, the replacement app for eRead Illinois has been announced, and Lyndsey is looking forward to developing a timely class about it for early 2026.



Marketing/Publicity/Outreach

Our typical Channel 4 taping did not happen in October, as Channel 4 staff are plotting a bold reimagining of “At the Library” that will take place here at the library, with segments and interviews filmed at various locales throughout the building.

Local History

Staff chose photos from the Regional photo archives to use in a new photo display exhibit that will hopefully be arriving next month. We are also brainstorming a “Local History Room Open House” idea for 2026.

Collection Development

We are putting the finishing touches on the final book and movie orders of the year. This includes a pretty large order of fresh books for our Arabic, Polish, and Spanish collections.

Through October, we have ordered about 200 less print books than we have in the past few years, but we have ordered pretty much everything there is to order and with enough copies to keep up with demand, and at the same time our new book shelves are overflowing. Curious.

Other

October was another challenging month for me personally, I remain very grateful to PHPL staff for being extremely supportive and helpful.

That being said, I did make it out to ILA and it was a great experience. Not only did I learn a lot, I got to once again help present the award for Readers Advisory at the annual awards luncheon thanks to my position on the Adult Reading Roundtable steering committee.

I was also lucky enough to present, if I may say so myself, a rather well-attended panel with librarians from a variety of other sized libraries, ranging from tiny to large. Our topic was *Spice Up Your Passive Programming* and we talked about different ways to do spice clubs and other fun passive things libraries can do like puzzle tables and exchanges, seed libraries, and much more. I must say I am intrigued by Skokie’s public whiteboard questions of the day and “Skokie Guesser Game”.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

October 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	5	6	\$1,407.00	103	Reference	Computer	Directional
Free	0	2	2	N/A	27	719	407	312
Book Discussions	0	4	4	N/A	22	TOTAL 1,438		
Movie			0	\$0	19	HOMEBOUND DELIVERIES		
Passive Programs			4		111			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	3	9	31	212
Needle Crafters			4	N/A	24	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	58			
COMPUTER TRAINING - LAB			2	N/A	2	2		
TOTAL PROGRAMMING			30	\$1,407	369			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
10/7/2025	6:30 pm	No	Scrapbook: Pink Power Cards	12	\$82	11		
10/09/25	7:00 pm	No	Handlettering	15	\$300	12		
10/16/25	7:00 pm	Yes	LIFT	21	\$325	21		
10/21/25	7:00 pm	No	ILP: Melissa Bode (1 in-person)	10	ILP	6		
10/23/25	2:00 pm	No	Time Warp Game Show	20	\$300	19		
10/28/25	7:00 pm	No	Ghost Stories	36	\$400.00	34		
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
10/02/25	1:00 pm	No	Medicare Made Easy	17	N/A	17		
10/30/25	5:00 pm	No	IL Treasurer iCash Event	N/A	N/A	10		
					N/A			
					N/A			
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
10/01/25	3:00 pm	No	Senior Book Club	N/A	N/A	10		
10/08/25	7:00 pm	No	Horror Book Club	N/A	N/A	3		
10/13/25	12:00 pm	No	Lunchbunch Book Club	N/A	N/A	7		
10/21/25	2:00 pm	No	Tea Time Book Club	N/A	N/A	2		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
10/19/25	2:00 pm	Sunday @ The Cinema: Here	13	N/A	19			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
10/07/25	12:00 pm	Mah Jongg	N/A	N/A	0			
10/14/25	12:00 pm	Mah Jongg	N/A	N/A	0			
10/21/25	12:00 pm	Mah Jongg	N/A	N/A	0			
10/28/25	12:00 pm	Mah Jongg	N/A	N/A	3			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
10/07/25	10:00 am	Needle Crafters	N/A	N/A	8			
10/14/25	10:00 am	Needle Crafters	N/A	N/A	6			
10/21/25	10:00 am	Needle Crafters	N/A	N/A	5			
10/28/25	10:00 am	Needle Crafters	N/A	N/A	5			
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
10/07/25	10:00 am	Scrabble	N/A	N/A	14			
10/14/25	10:00 am	Scrabble	N/A	N/A	15			
10/21/25	10:00 am	Scrabble	N/A	N/A	14			
10/28/25	10:00 am	Scrabble	N/A	N/A	15			
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
10/13/25	2:00 pm	Facebook Basics	3	N/A	2			
10/20/25	2:00 pm	Boundless (Canceled because Boundless ended)	N/A	N/A	0			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			81			
		Spice Club Kits			14			
		Extra Spice Club Kits			16			
		Project of the Month			0			



TECHNICAL SERVICES DEPARTMENT REPORT

OCTOBER 2025

Department Highlights:

Lorena, Marilyn, and Nikki attended the copier training and learned more about the new machines.

Lorena created a video with Beth demonstrating how the 3D printer works and providing information for patrons to use the Fab Lab that will be on the library website.

Lorena created a daily task list for Jalal to follow as a guide and a list of webinars to continue Workflows training. She is also working on a collection list stating the loan rules for Gadgets & Gizmos and all YTS kits: Dream Machines, Lake Katherine Nature Bags, Phonics, Sensory, Tonies, and Travel kits.

Nikki completed processing 11 YTS Penworthy kits as well as the Nintendo Switch and controllers for the Gadgets & Gizmos collection.

Jalal has continued to update remaining items from the YTS graphic novel project to include series volume numbers and is still working on PS series novel updates.

Marilyn has begun reviewing the periodical lists for YTS and PS to update records for the 2026 year. She is also working on developing a new process to track magazines for the purpose of claiming through Rivistas.

Meetings and Training:

October 1 – Fan Con meeting

October 6 – 1 on 1 with Jesse

October 7 – Youth kits meeting

October 8 – Meeting with Carla and Christina

October 16 – 1 on 1 with Jalal

October 17 – RAILS BIPOC meeting

October 20 – 1 on 1 with Jesse

October 22 – Management Team meeting

October 28 – Fireside Chat

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	158	14	5	-	-	-
Added Items	165	11	4	2	66	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	160	-	-	-	-	-
Added Items	284	1	-	11	8	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	60	4	1	-	-	-	71
Juvenile Discarded Items	20	-	-	-	-	-	13

Library Services:

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

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

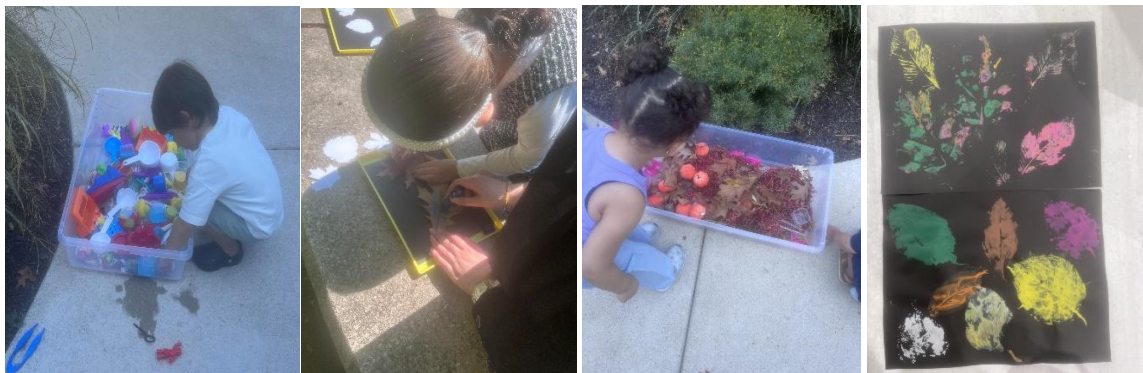
Respectfully submitted,
 Lorena Rodriguez
 Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT OCTOBER 2025

Highlights of the Month:



This month's Nature Hour was about fall colors. They read stories about leaves, sang songs about pumpkins, made leaf people, and went on a hayride!



At October's Arabic Story Time, Amani shared fall-themed stories outdoors and led activities with sensory bins, parachute play, and bubbles. Children painted leaves and sang fall and counting songs in both Arabic and English.



Mary Kate had two programs that stood out in October. The first was, Ghost Portraits, for kids in grades 4-8, created their own ghost portraits with paint and cardboard cutout on the Glowforge. The other program was, Cricut Haunted House, the kids, grades 4-12, glued cardstock cut out on the Cricut to make a 3D house.



Carla's favorite programs of the month were Trick or Treat bags and Ghost Tumblers and Spooky Art! The first program gave children in grades 4-12 the chance to weed vinyl that glows in the dark and use the Autopress to press it to their bags. Ghost Tumblers and Spooky Art was a co-lead program with Mary Kate. Kids had a blast using permanent vinyl and transfer tape to decorate their own tumblers. Kids also created their own ghost art using squeegees with Mary Kate.



Claire had a fantastic time welcoming the Museum of Science and Industry to the library to present their Mobile Crime Lab program. Kids in grades 4-8 enjoyed learning different forensic methods such as fingerprinting and chromatography to uncover a laptop thief. Kids ages 2-8 also had lots of fun dancing around in their costumes to their favorite Halloween songs and playing with shakers, scarves, streamers, and the parachute.



Jolie's favorite program from the month was Friendly Ghosts! Children ages 2-5 had a great time making ghost crafts and were very excited for our sensory bins. They had a blast as they played with the purple sand and "frozen ghosts" made from ice cubes and googly eyes!

Kids were really excited to make the October Project of the Month: Pumpkin Tic-Tac-Toe

Meetings and Department News:

Fan Con Meeting – Carla and Claire attended this meeting on 10/02.

Laconi YSS Board Meeting – Tina attended this on 10/03 to discuss next month's upcoming mini conference.

Library Narcan Training – Tina and Carla watched this training on 10/08.

Fan Con Committee - Carla met with Lorena and Christina on 10/09.

Prairie State Story League – Claire attended this meeting on 10/10.

Laconi YSS Programming and Publicity – Tina attended this meeting on 10/10.

Booklist: A Pura Belpré Picture Book Celebration! -- Carla watched this on 10/13.

Booklist: Read On: Tools to Help You Prepare for and Respond to Book Challenges: Author Panel – Mary Kate and Claire watched with webinar on 10/14.

Booklist: Read On: Tools to Help You Prepare for and Respond to Book Challenges: Be Prepared! – Mary Kate watched with webinar on 10/15.

Booklist: Read On: Tools to Help You Prepare for and Respond to Book Challenges: You've Received a Challenge, Now What? – Mary Kate watched with webinar on 10/16.

ILA – Carla and Claire attended the ILA conference from 10/14-10/15.

Booklist: Hachette Book Group Kids and Young Adult Fall 2025/Winter 2026 Preview – Carla saw this webinar on 10/18.

Mackin's Storyteller Spotlight – Carla and Claire watched this webinar on 10/18.

One-on-One – Tina met with Jesse on 10/20.

Booklist: 2026 Spring Youth Preview – Carla watched this webinar on 10/20.

Management Team Meeting – Tina and Carla attended this meeting on 10/22.

Graphic Novels and Manga – Tina met with Jesse and Matt to discuss this collection on 10/23.

Booklist: Fall and Winter Picture Books – Claire watched this webinar on 10/26.

Booklist: Random House Children's Books Spring 2026 Preview – Claire watched this webinar on 10/26.

Meeting with Mentee – Carla met with her mentee on 10/30.

Outreach:

Reggio Academy Preschool – Claire visited the preschool class on 10/06 and presented a story time about Halloween.

Trusting Hearts Preschool – Tina visited these classes on 10/07 and shared her favorite Halloween books and games.

Rec Center Preschool – Carla visited these classes on 10/21 and 10/22 and presented a story time about monsters.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	13	323	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	7	54	\$0	191	33	112
Youth Paid Programming	0	0	\$0	TOTAL	336	
Tween/Teen Paid Programming	1	19	\$298	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	21	396	\$298	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	292	69	27
TOTAL OUTREACH	0	42	807	TOTAL	388	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
10/02/25	4:00 pm	Halloween Door Hangers	11
10/03/25	12:00 pm	Arabic Storytime	20
10/06/25	5:00 pm	Friendly Ghosts	35
10/08/25	11:30 am	Monster Storytime	30
10/08/25	4:30 pm	Furry Readers	11
10/09/25	11:30 am	Pumpkin Storytime	19
10/14/25	11:30 am	Tina's Impromptu Storytime	18
10/22/25	11:30 am	Fall Tree Painting	26
10/24/25	10:00 am	Nature Hour	39
10/27/25	4:00 pm	Ghost Tumblers and Spooky Art	20
10/28/25	5:00 pm	Halloween Games	14
10/30/25	4:00 pm	Spooky Dance Party	50
10/31/25	11:00 am	Halloween Storytime	30

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
10/01/25	4:00 pm	STEAM: Balloon Rocket Cars	1
10/07/25	4:00 pm	Ghosts Portraits	6
10/10/25	5:00 pm	Teen Book Box	2
10/16/25	4:00 pm	Video Game Club: Mario Kart Competition	5
10/21/25	4:00 pm	Trick or Treat Bags	16
10/23/25	4:00 pm	Cricut Haunted House	6
10/31/25	4:00 pm	Volunteens	18

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
10/09/25	4:00 pm	Museum of Science and Industry Mobile Crime Lab	298.2	19

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Fab Lab - Pumpkin Tic-Tac-Toe Board	7
Teen Gaming - Nintendo Switch	19
Tonies Listening Station	20
Travel Kits	0
Craft - Cat Pumpkin	152
Teen Craft - Word Scramble	20
Craft - Mummy	140
Teen Craft - Halloween Word Search	30

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
10/06/25	Reggio Academy	2	21
10/07/25	Trusting Hearts Preschool	1	30
10/21/25	Rec Center Preschool	2	21
10/22/25	Rec Center Preschool	1	19
10/31/25	Book Talks Grades K-1	9	179
10/31/25	Book Talks Grades 2-3	9	179
10/31/25	Book Talks Grades 4-5	9	179
10/31/25	Book Talks Grades 6-8	9	179