



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2025

At the Desk:

7 online library cards were issued to residents.

28 directional questions were answered by the Circulation staff.

4 patrons used Curveside pickup.

Department Highlights:

The Circ department collected donation for the food pantry at the Palos United Methodist Church

Dora, Mickey & Beth decorated the desk for the spirit committee contest

Beth & Dora helped with the Veterans Day luncheon set up

Dora helped Mary Kate make decorations & decorate the Holiday tree for the city

Beth spoke to the Palos Heights Woman's club about Epsilon Sigma Omicron's reading initiative as well as some of our library services on Nov. 11

Beth interviewed with Channel 4 and spoke about the food drive on Nov. 13

Beth presented a book talk for the Friends' program on Nov. 12

Beth lead the Lunch Bunch Book Discussion of *The Bookshop: A History of the American Bookstore* by Evan Friss attended by 8 patrons.

Beth made signs for the Dec./ January displays

Beth wrote employee reviews

Meetings:

11/3- One on One with Jesse

11/11- Beth attended the PHWC November meeting

11/17- One on One with Jesse

11/18- Management Meeting

Respectfully submitted,

Beth Stevens

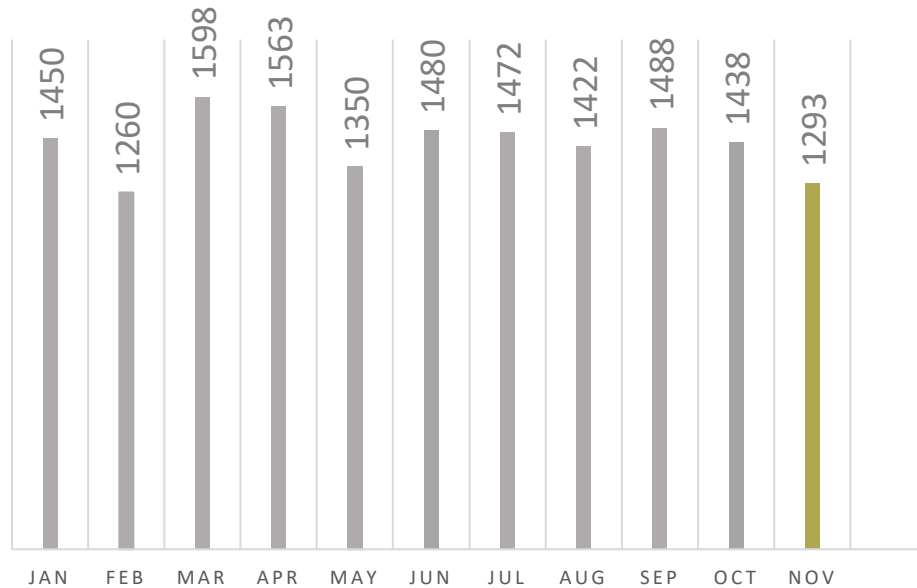
Head of Circulation

CIRCULATION STATISTICS FOR NOVEMBER 2025

	Nov-25	YTD 25	Nov-24	YTD 24	
Adult Circulation					
Books	3,204	38,805	3,246	41,004	
Video	335	4,825	439	4,978	
Audio	283	2,946	277	3,365	
Periodicals	148	1,789	222	1,900	
Other Formats	20	229	19	205	
In House	74	916	74	979	
Total Adult Circulation	4,064	49,510	4,277	52,431	
Youth Circulation					
Books	4,218	48,415	3,948	47,232	
Audio	49	503	57	610	
Teen Circulation					
Books	192	3,149	173	2,950	
Audio	-	28	1	38	
Youth & Teen Circulation					
Video	249	2,249	228	2,433	
Periodicals	14	210	5	140	
Other Formats	101	1,137	67	724	
In House Use	797	9,183	1,228	9,812	
Total Youth & Teen Circulation	5,620	64,874	5,707	63,939	
Gadgets & Gizmos	18	198	7	123	
Electronic Circulation					
eBooks (Media On Demand)	1,065	12,908	1,126	13,630	
eBooks (e-Read IL)	10	888	80	1,001	
eAudio (e-Read IL)	11	653	65	818	
eAudio (Media On Demand)	951	9,357	922	9,727	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	350	3,951	263	3,133	
Periodicals (PressReader)	-	100	-	1,879	
Chicago Tribune Website	181	604	-	-	
Chicago Tribune E-Edition	4,815	7,975	-	-	
Total Electronic Circulation	7,383	36,437	2,518	30,188	
TOTAL CIRCULATION	17,085	151,019	12,509	146,681	
ILL - Received	1,137	13,400	1,209	13,923	
ILL - Sent	954	10,100	950	11,125	
Reciprocal Borrowing	782	12,021	1,802	13,879	
Online Renewals	80	808	32	379	
Self-Checkout	3,584	45,374	3,567	45,449	
Computer Usage					
Library Workstation Sessions	400	5,146	483	5,402	
Wireless Sessions	1,111	12,115	1,082	10,663	
Total Sessions	1,511	17,909	1,565	6,465	
# of People Using the Library	7,982	106,953	8,000	107,737	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			13		
Visits			23	281	
Items			157	1,727	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			15	208	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,882	40	20	1	4,943
Non-Resident/Trinity/Business	114	-	1	-	115
Cards for Kids	100	2	1	-	103

Public Services Department Report November 2025

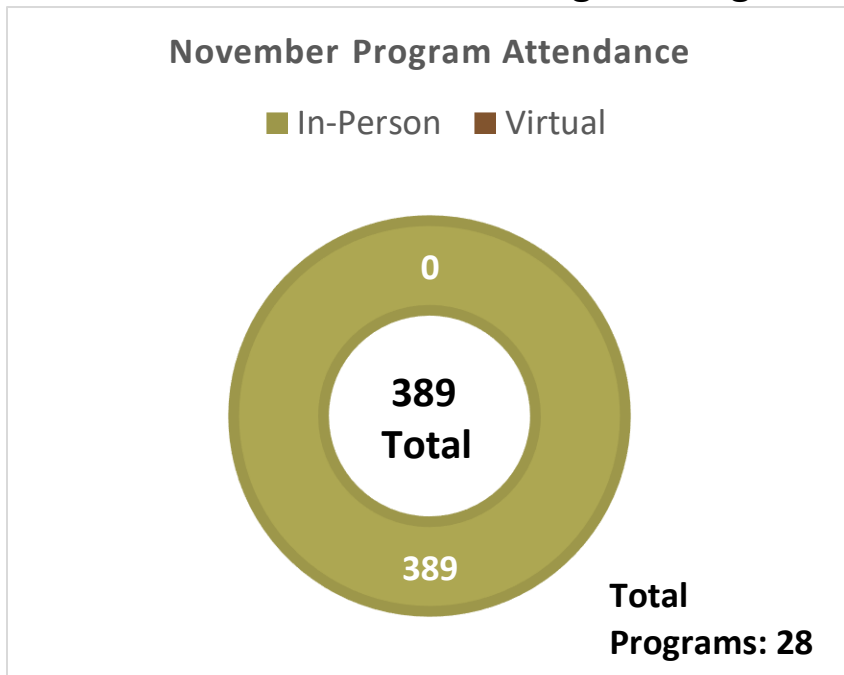
PS Reference Questions



Meetings & Trainings

- 11-6-25: ARRT Steering Committee Meeting
- 11-7-25: Reaching Forward North Meeting
- 11-12-25: Adult Services Managers Roundtable Meeting
- 11-12-25: Kringle Market Meeting
- 11-18-25: Management Team Meeting
- 11-19-25: Midwest Tape Rep Meeting

Programming



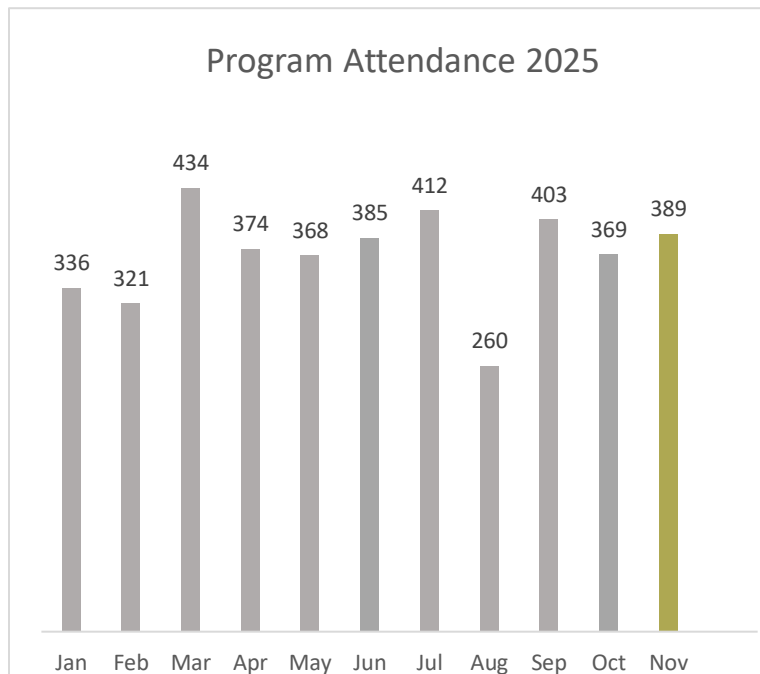
Programming was solid for November, especially considering that we didn't have anything scheduled for Thanksgiving week. The star of the show was definitely the trivia night at Jullianni's. I didn't know they could fit 55 people into the section of the restaurant they have trivia in, but I guess they did it. Julliani's was also kind enough to give us the gift card prizes for free. I would say this is indicative of a strong appetite for trivia, and now that the trivia company is back on track

and has a host for us, it will hopefully become a regular event again in 2026.

Another program of note was Fisher-Price Toys Remembered, which we had at 2PM on a Thursday. Some of our program attendees have been asking for afternoon programs, so we thought we'd give this one a shot. Attendance was a bit lackluster at 13, but worth another shot since we are probably getting some people who have a hard time getting out in the evening.

Crafting programs, scrapbook and FabLab, were also down attendance-wise this month. Emily started a spreadsheet of people who register but "no-show" to programs, and we are thinking about adopting a 3-strikes model and then they are waitlisted.

In-person computer classes continue to do well. Lyndsay's revitalized Ancestry course had 8 out of 8 attendees. She has added some fresh classes to the mix and patrons are responding favorably.



Marketing/Publicity/Outreach

Not much to report on this front since the switch of the Channel 4 “At the Library” segment, though something was filmed without my involvement.

Local History

The new photo display has arrived. We will also be doing a “Local History Open House” in January 2026 to open the room up for people to see what is in it.

The quilt in the room will be 50 years old in 2026, we want to bring it out of the room and put it on display and are trying to come up with the best way and place to do that.

Collection Development

We finished ordering our materials for the year, which included a fairly large expansion of our Arabic, Polish, and Spanish collections.

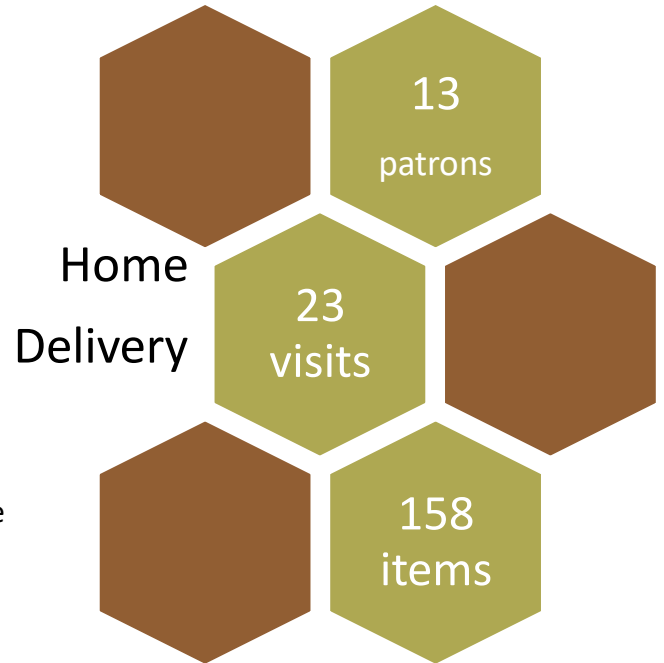
Preparation has begun for moving some graphic novel and manga series from the Youth and Teen Department to Public Services. These are titles that are traditionally checked out by people over 18 and better belong in our collection. We will also be taking over ordering these titles, with some transition guidance from YTS.

Other

We bid farewell to eRead Illinois’ Boundless program this month, so the final stats for that are included on this month’s stats sheet. Boundless has always been our “secondary” resource for eBooks and eAudiobooks, behind Libby. We are excited to see what its replacement, The Palace Project, will have to offer.

Speaking of stats for things, this month we were able to capture the stats for both the Chicago Tribune website use, and now the E-Edition of the paper, as well. Something tells me the stats for the E-Edition may be a bit off, at 4,815 views, which is perhaps a bit inflated. Same thing happened with the first couple months of the website stats.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

November 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	4	4	\$925.00	121	Reference	Computer	Directional
Free	0	2	2	N/A	7	634	309	350
Book Discussions	0	3	3	N/A	16	TOTAL		1,293
Movie			0	\$0	27	HOMEBOUND DELIVERIES		
Passive Programs			4		101			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	13	23	158
Needle Crafters			4	N/A	28	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	65			
COMPUTER TRAINING - LAB			2	N/A	12	4		
TOTAL PROGRAMMING			27	\$925	377			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/10/2025	6:30 pm	No	Tirvia Night @ Jullianni's		N/A	\$150	55	
11/11/25	7:00 pm	No	Chicago and WW2		35	\$200	35	
11/13/25	7:00 pm	No	How Corn Changed Itself...		21	\$225	18	
11/18/25	2:00 pm	No	Fisher-Price Toys Remembered		11	\$350	13	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/04/25	6:30 pm	No	Scrapbook: Cards for Veterans		4	N/A	4	
11/06/25	7:00 pm	No	FabLab: Personalized Puzzle		8	N/A	3	
						N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
11/12/25	7:00 pm	No	Horror Book Club		N/A	N/A	5	
11/10/25	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	6	
11/18/25	2:00 pm	No	Tea Time Book Club		N/A	N/A	5	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
11/16/25	2:00 pm	Sunday @ The Cinema: Wicked			26	N/A	27	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
11/04/25	12:00 pm	Mah Jongg			N/A	N/A	0	
11/11/25	12:00 pm	Mah Jongg			N/A	N/A	0	
11/18/25	12:00 pm	Mah Jongg			N/A	N/A	0	
11/25/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
11/04/25	10:00 am	Needle Crafters			N/A	N/A	7	
11/11/25	10:00 am	Needle Crafters			N/A	N/A	6	
11/18/25	10:00 am	Needle Crafters			N/A	N/A	8	
11/25/25	10:00 am	Needle Crafters			N/A	N/A	7	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
11/04/25	10:00 am	Scrabble			N/A	N/A	14	
11/11/25	10:00 am	Scrabble			N/A	N/A	13	
11/18/25	10:00 am	Scrabble			N/A	N/A	17	
11/25/25	10:00 am	Scrabble			N/A	N/A	21	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
11/03/25	2:00 pm	Ancestry			8	N/A	8	
11/10/25	2:00 pm	Excel Basics			6	N/A	4	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					70	
		Spice Club Kits					13	
		Extra Spice Club Kits					17	
		Project of the Month					1	



TECHNICAL SERVICES DEPARTMENT REPORT

NOVEMBER 2025

Department Highlights:

The Spirit Committee held a department decorating contest for the fall season. Tech Services painted their windows depicting Charlie Brown and Snoopy playing in leaves and won the contest!

Lorena, Marilyn, and Nikki made ornaments on the Glowforge and decorated them for the Library Giving Tree during the holidays.

Lorena helped record a fun Wicked themed video for the Social Media Committee.

Lorena checked all vendors for any backorders and cancellations, and cleaned up orders in Workflows, receiving items and verifying payment to being ending the fiscal year.

Lorena started working on the Technical Services evaluations for the year and included goals for the 2026 year.

Nikki helped work the library's first holiday picture day program, headed by Tina and Lorena. The day was a great success! There were multiple families registered, dressed in holiday attire, and ready to say cheese for pictures.

Nikki started working on labeling all items and pieces for the new Lake Katherine Nature-To-Go Bags: Winter Bird and Tracks & Scat. She also started the replacement parts list and began the artwork design in Canva.

Jalal and Marilyn worked on placing book jackets on non-processed materials and created an efficient processing workflow for the department.

Marilyn worked on a periodicals list, looking into and cleaning up any magazines not on shelf to mark items missing in Workflows. This helped keep our library catalog up to date for patrons.

Meetings and Training:

November 6 – Lake Katherine meeting

November 7 – RAILS Practical Strategies for Speaking to Power

November 11 – Periodicals training with Dora

November 13 - Introduction to the Palace Project

November 14 – LACONI Technical Services Unconference

November 18 – Management Team meeting

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	237	9	3	1	-	-
Added Items	75	12	1	-	50	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	-	-	-	-	-	-
Added Items	233	-	-	-	13	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	36	-	-	-	-	-	61
Juvenile Discarded Items	39	-	-	-	-	-	9

Library Services:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Laminating Service*	-	10	-	-	13	2	-	-	2	2	-
VHS Conversion:											
DVD Format	-	-	-	-	-	-	4	11	-	-	-
USB Format	-	-	-	-	11	1	-	-	4	-	6

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

Respectfully submitted,
 Lorena Rodriguez
 Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT NOVEMBER 2025

Highlights of the Month:



Tina had fun with families getting into the Christmas spirit with the Holiday Pictures event. Many families took advantage and appreciated that the library offered this program. Due to the popularity of the event, the library may consider offering it more times in the fall.



This month, Arabic story time was about thankfulness through a playful, interactive story, joyful dancing with instruments, and a fun turkey craft. Amani led and danced with the children complete with bubbles and big smiles.

Children in grades 3-5 glued and painted their own turkeys made on the Glowforge. Carla really appreciated the kids' creativity and comradery as they worked on their projects and shared what they are thankful for this year.

Jolie enjoyed helping children in grades K-3 while making their own "kindness trees" and writing about all of the things they are thankful for this year. We talked about family, friends we are thankful for and foods we enjoy at thanksgiving.

Claire had a great time helping tweens and teens in grades 4-12 decorate their own Thanksgiving signs to hang on their bedroom doors. The kids were very excited to have something festive to brighten their home as well.



Kids enjoyed Mary Kate's programs for grades K-3. They learned facts and created crafts on hedgehogs, played animal themed games like animal relay and animal yoga. The kids also made thankful wreaths.

Meetings and Department News:

Booklist: Macmillan Children's Publishing Group Winter 2026 Preview – Carla and Claire watched this webinar on 11/04.

Social Media Committee – Tina and Mary Kate attended this meeting on 11/04.

Nature-To-Go Meeting – Tina met with Lorena and Tara from Lake Katherine to discuss winter bags on 11/06.

Booklist: Fall and Winter Picture Books – Carla watched this webinar on 11/06.

LACONI: Everything Babies and Toddlers – Mary Kate and Tina attended this mini conference on 11/07.

LibraryCon 2025 – Mary Kate attended this online event on 11/13, 11/17, 11/20, and 11/26.

Library Administrators Seminar 2025 – Tina attended this at Moraine Valley Community College on 11/14.

Booklist: DK Spring 2026 Season Preview – Claire watched this webinar on 11/18.

Management Team Meeting – Tina and Carla attended on 11/18.

C.L.A.S.S Meeting – Carla attended this meeting on 11/19.

Booklist: Random House Children's Books Spring 2026 Preview – Carla watched this webinar on 11/19.

ATLAS Middle Manager's Round Table – Carla attended this meeting on 11/21.

SLJ: Picture Book Buzz – Claire watched this webinar on 11/25.

Booklist: Celebrate Native American and Indigenous Voices! – Carla and Claire watched this webinar on 11/28.

Outreach:

Reggio Academy – Mary Kate presented a story time on friendship to kids ages 2-4 on 11/10.

Trusting Hearts Preschool – Claire presented a story time about bears to kids aged 4-5 on 11/11.

Rec Center Preschools – Carla visited these classes on 11/18 and 11/19 and presented a story time about colors.

Library Visit: Girl Scout Troop – Mary Kate provided a tour and made Wicked-themed mugs with 5th graders on 11/26.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	19	324	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	5	28	\$0	176	42	101
Youth Paid Programming	0	0	\$0	TOTAL	319	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	24	352	\$0	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	312	132	105
TOTAL OUTREACH	1	41	812	TOTAL	549	

DATE	TIME	FREE: YOUTH PROGRAMMING/CLUBS	ATTENDANCE
11/04/25	4:00 pm	Facts & Crafts: Hedgehogs	18
11/05/25	11:30 am	Tales for Twos	16
11/05/25	1:00 pm	Kindergarten Ready!	20
11/06/25	11:30 am	Little Wiggles	30
11/07/25	1:00 pm	Arabic Story Time	21
11/10/25	4:00 pm	Thankful Turkeys	5
11/11/25	4:00 pm	Animal Games	7
11/12/25	11:30 am	Tales for Twos	22
11/12/25	1:00 pm	Kindergarten Ready!	12
11/12/25	4:30 pm	Furry Readers	18
11/13/25	11:30 am	Little Wiggles	23
11/18/25	4:00 pm	Thankful Wreath	9
11/19/25	11:30 am	Tales for Twos	18
11/19/25	1:00 pm	Kindergarten Ready!	23
11/19/25	4:00 pm	Pinecone Forest	8
11/20/25	11:30 am	Little Wiggles	11
11/22/25	All Day	Holiday Pictures	43
11/24/25	5:00 pm	Kindness Trees	7
11/25/25	4:00 pm	Lego Builders	13

DATE	TIME	TWEEN/TEEN - PROGRAMMING/CLUBS	ATTENDANCE
11/01/25	5:00 pm	Volunteens	19
11/06/25	4:00 pm	Thanksgiving Door Signs	5
11/10/25	4:00 pm	Teen Book Box	2
11/13/25	4:00 pm	Video Game Club: Mario Kart Competition	1
11/20/25	4:00 pm	Gonna Be Golden	1

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	37
Fab Lab - Thanksgiving Napkin Rings	0
Craft - Red Panda	122
Teen Craft - How to Draw Minecraft	50
Craft - Turkey	190
Teen Craft - Origami Turkey	45
Maker Week - Wicked Things	20
Activity - Thankful Turkey Feathers	75
Tonies Listening Station	10
Travel Kits	0

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/10/25	Reggio Academy	1	22
11/11/25	Trusting Hearts Preschool	1	25
11/18/25	Rec Center Preschool	2	20
11/19/25	Rec Center Preschool	1	21
11/26/25	Library Visit - Girl Scout Troop	1	8
11/30/25	Book Talks Grades K-1	9	179
11/30/25	Book Talks Grades 2-3	9	179
11/30/25	Book Talks Grades 4-5	9	179
11/30/25	Teen Book Talks	9	179



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

DECEMBER 2025

At the Desk:

10 online library cards were issued to residents.

26 directional questions were answered by the Circulation staff.

5 patrons used Curveside pickup.

Department Highlights:

Christ Sankey announced her retirement on 12/1. We will miss her!

The Circ Department collected donations for the food pantry at the Palos United Methodist Church. We made 4 deliveries

Circ collected \$200 in donations for the Giving Tree

Beth, Dora and Mickey worked at the Kringle market

Bethshan residents came in for cookie decorating on 12/30. Beth and Dora worked with them and it was attended by 20 residents

Beth presented her Baking with Beth program on 12/2. 27 people attended

Beth helped with the PHWC holiday cookie fundraising drive 12/12

Beth led the Lunch Bunch Book Discussion of *Bethlehem: A Biography of a Town* by Nicholas Blincoe attended by 8 patrons

Beth made signs for the duck display and 2026 library closings

Beth delivered employee reviews

Beth conducted interviews for the part-time circ position

Respectfully submitted,

Beth Stevens

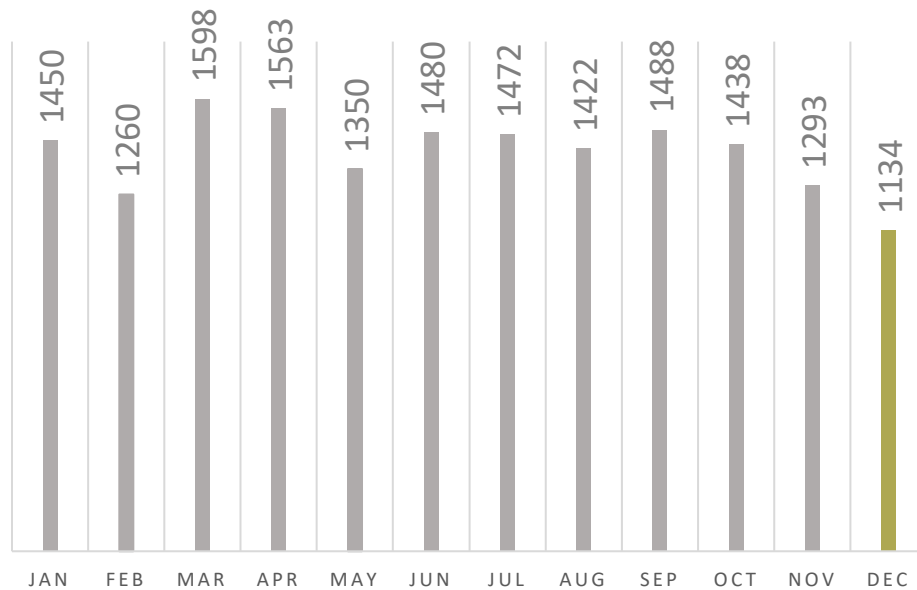
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Books	3,846	52,261	3,654	50,886	
Audio	35	538	42	652	
Teen Circulation					
Books	182	3,331	172	3,122	
Audio	-	28	3	41	
Youth & Teen Circulation					
Video	117	2,366	168	2,601	
Periodicals	23	233	1	141	
Other Formats	80	1,217	78	802	
In House Use	651	9,834	752	10,564	
Total Youth & Teen Circulation	4,934	69,808	4,870	68,809	
Gadgets & Gizmos	13	211	9	132	
Electronic Circulation					
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eBooks (e-Read IL)	-	888	87	1,088	
eAudio (e-Read IL)	-	653	51	869	
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Video (Media On Demand)	-	-	-	-	
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eAudio (Palace Project)	11	11	-	-	
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Chicago Tribune E-Edition	2,280	10,255	-	-	
Total Electronic Circulation	4,956	41,392	2,383	32,571	
TOTAL CIRCULATION	14,220	165,238	11,454	158,135	
ILL - Received	1,194	14,594	1,061	14,984	
ILL - Sent	962	11,062	901	12,026	
Reciprocal Borrowing	1,194	13,215	1,001	14,880	
Online Renewals	97	906	25	404	
Self-Checkout	3,486	48,860	3,117	48,566	
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Museum Pass Program					
			Current Month	Full Year	
Total Passes			20	228	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,943	42	13	1	4,943
Non-Resident/Trinity/Business	115	-	1	-	116
Cards for Kids	103	0	1	-	104

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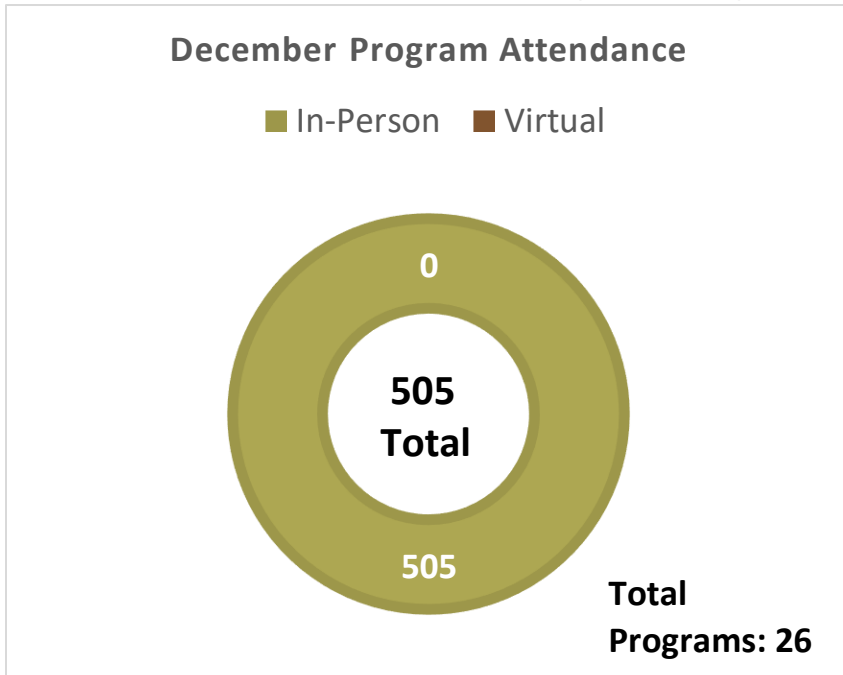
PS Reference Questions



Meetings & Trainings

- 12-1-25: 1:1 w/Director
- 12-4-25: South Suburban Area Programmers Meeting
- 12-5-25: Reaching Forward North Committee Meeting
- 12-8-25: 1:1 w/Director
- 12-10-25: Photovoice Exhibit Planning Meeting
- 12-23-25: 1:1 w/Director

Programming

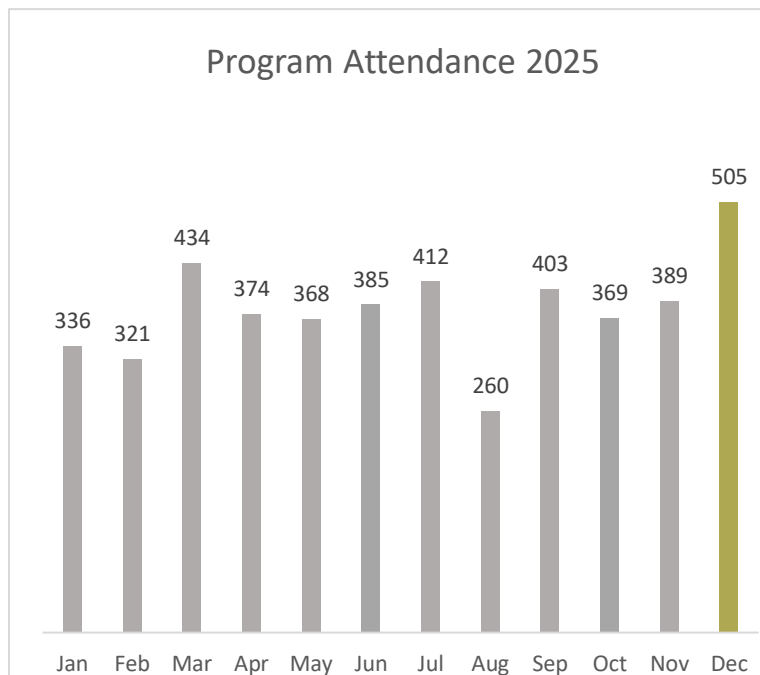


I certainly did not expect December, a month we generally cut back on programs for the holidays, to be by far our best-attended month of 2025, but here we are. There were definitely a couple of outliers in terms of popularity. Of course the holiday carolers were a big draw. Who knew the side room at Harvest Room could pack-in so many people for trivia, but they managed it. And the Elvis concert was a bit hit, rightfully so because that guy put on a great show.

Our other holiday-themed programs also went reasonably well. Baking With Beth is always a big draw, to the point she has to cap attendance to ensure an optimal experience for attendees. The Classic Hollywood Christmas was the first program we've had from the presenter, who is a fellow library person and also a film historian. It was great and filled with a lot of interesting tidbits, so I doubt it will be the last time we have her.

The Jane Austen Improv program also happened. Booked originally to celebrate Jane Austen's 250th birthday, it did evolve into an interesting question over the language in one of the clauses in our program agreement, but the program happened and all was well.

Overall, it was a great year for programming and we've got some exciting things planned for 2026!



Marketing/Publicity/Outreach

Prepping for a forthcoming local history-focused Channel 4 taping. Otherwise, things are quiet on this front at the moment.

Local History

Not only are we getting prepped for the Channel 4 taping, we are doing a Local History Open House in January, so we are prepping for that, as well.

Collection Development

The year ended nicely with our final orders going out and expanding our various language collections by a healthy margin.

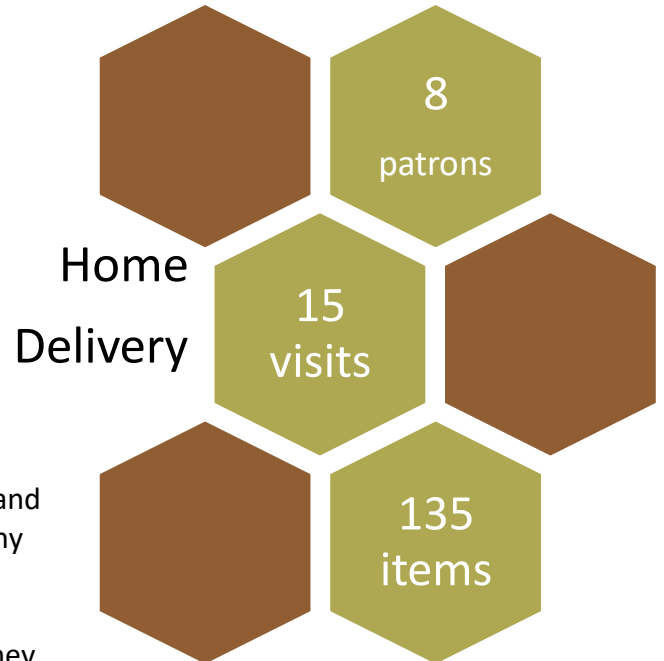
Tech moved our existing graphic novels from where they were in the non-fiction collection over to the new space for graphic novels, and the YTS graphic novels should start transferring down next month.

We have commenced a non-fiction weeding project to help provide materials for the upcoming Friends book sale.

Other

The Palace Project has launched, replacing Boundless. So far the collection leaves something to be desired compared to what we had from Boundless, but this was a quick deployment from RAILS to replace Boundless, and I am hoping that they will work to expand things in the new year. Luckily most of our patrons use Libby as a primary source for electronic resources, so this should not be too much of an impact on us.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

December 2025

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,732.39	205	Reference	Computer	Directional
Free	0	1	1	N/A	85	484	347	303
Book Discussions	0	2	3	N/A	14	TOTAL		1,134
Movie			0	\$0	6	HOMEBOUND DELIVERIES		
Passive Programs			4		70			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	8	15	135
Needle Crafters			5	N/A	33	BOOK-A-LIBRARIAN # Sessions		
Scrabble			5	N/A	80			
COMPUTER TRAINING - LAB			2	N/A	12	5		
TOTAL PROGRAMMING			29	\$1,732	505			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERE	COST	ATTENDANCE	
12/1/2025	6:30 pm	No	Trivia @ Harvest Room		N/A	\$150	55	
12/02/25	7:00 pm	No	Baking with Beth		30	\$57.39	27	
12/04/25	7:00 pm	No	Classic Hollywood Christmas		49	\$400	29	
12/11/25	7:00 pm	No	Improvised Jane Austen		22	\$600	20	
12/16/25	6:30 pm	No	Christmas Concert with Elvis		75	\$525	74	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING		REGISTERE	COST	ATTENDANCE	
12/03/25	7:00 pm	No	Carols with the Shepard Choir		N/A	N/A	85	
						N/A		
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERE	COST	ATTENDANCE	
12/10/25	7:00 pm	No	Horror Book Club		N/A	N/A	6	
12/08/25	12:00 pm	No	Lunchbunch Book Club		N/A	N/A	8	
	2:00 pm		Tea Time Book Club		N/A	N/A	n/a	
DATE	TIME	MOVIES			REGISTERE	COST	ATTENDANCE	
12/13/25	2:00 pm	Saturday @ The Cinema: Clue the Movie			11	N/A	6	
DATE	TIME	MAH JONGG			REGISTERE	COST	ATTENDANCE	
12/02/25	12:00 pm	Mah Jongg			N/A	N/A	0	
12/09/25	12:00 pm	Mah Jongg			N/A	N/A	0	
12/16/25	12:00 pm	Mah Jongg			N/A	N/A	0	
12/23/25	12:00 pm	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERE	COST	ATTENDANCE	
12/02/25	10:00 am	Needle Crafters			N/A	N/A	6	
12/09/25	10:00 am	Needle Crafters			N/A	N/A	5	
12/16/25	10:00 am	Needle Crafters			N/A	N/A	7	
12/23/25	10:00 am	Needle Crafters			N/A	N/A	8	
12/30/25	10:00 am	Needle Crafters			N/A	N/A	7	
DATE	TIME	SCRABBLE			REGISTERE	COST	ATTENDANCE	
12/02/25	10:00 am	Scrabble			N/A	N/A	16	
12/09/25	10:00 am	Scrabble			N/A	N/A	16	
12/16/25	10:00 am	Scrabble			N/A	N/A	21	
12/23/25	10:00 am	Scrabble			N/A	N/A	13	
12/30/25	10:00 am	Scrabble			N/A	N/A	14	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERE	COST	ATTENDANCE	
12/01/25	2:00 pm	Designing with Canva for Beginners			8	N/A	7	
12/08/25	2:00 pm	Microsoft OneDrive			6	N/A	5	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					45	
		Spice Club Kits					11	



TECHNICAL SERVICES DEPARTMENT REPORT DECEMBER 2025

Department Highlights:

Lorena met with Marilyn, Nikki, Jalal for yearly evaluations and discussed new goals for the 2026 year.

Lorena and Nikki painted the first-floor library windows for the holiday season.

Lorena, Nikki, and Jalal made and provided hot chocolate at the Kris Kringle Market this year.

Nikki completed the new Lake Katherine Nature-To-Go Bags: Winter Bird and Tracks & Scat for patrons to checkout. She also completed the extensive replacement parts list for Circulation to bill accordingly.

Marilyn started the graphic novel project for Public Services, pulling and updating titles interfiled with non-fiction materials for the new collection which will include graphic novel titles currently shelved in Young Adult.

Tech Services received all items to end FY2025 and prepared for rollover in Workflows by running reports for funds, vendors, and open orders. Lorena updated funds for FY2026 and adjusted future reports to reflect the new year.

Meetings and Training:

December 1 – 1 on 1 with Jesse

December 2 – 1 on 1 with Matt

December 11 – 1 on 1 with Tina

December 16 – 1 on 1 with Beth

December 18 – Periodicals with Marilyn

Statistics:

Adult	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	-	-	-	-	-	-
Added Items	317	13	5	-	52	-

Juvenile	Print	Video	Audio	Kits	Periodical	Other Format
Ordered Items	-	-	-	-	-	-
Added Items	87	-	-	-	6	-

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Format
Adult Discarded Items	15	-	-	-	-	-	54
Juvenile Discarded Items	10	-	-	-	-	-	14

Library Services:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Laminating Service*	-	10	-	-	13	2	-	-	2	2	-	-
VHS Conversion:												
DVD Format	-	-	-	-	-	-	4	11	-	-	-	3
USB Format	-	-	-	-	11	1	-	-	4	-	6	3

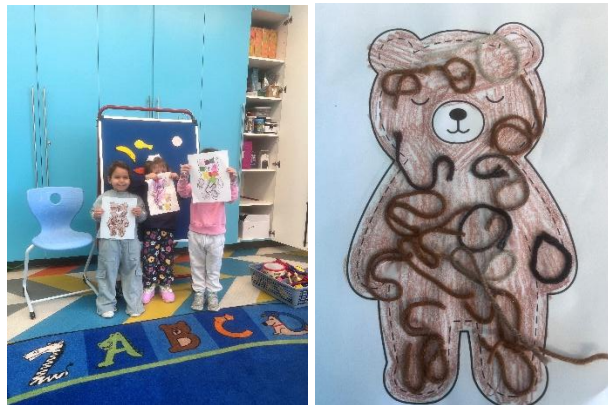
* Data for laminating services are total number of pieces laminated.

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT DECEMBER 2025

Highlights of the Month:

Tina held the annual Gingerbread House Decorating program. Teens and tweens enjoyed meeting up with their friends to decorate gingerbread houses and listen to Christmas carols.



At Arabic Story Time, Amani shared stories about hibernation, bears, and food. After dancing and playing with bubbles, the children used their fingers to glue strings onto their bear crafts.



Mary Kate was proud of her Yuletide Snuggle Workshop, where kids in grades kindergarten to third grade made their own stuffed animal. She was also proud of her two Cricut programs, which gave the kids a hands-on experience with the machine. The first program was Holiday Cards for grades 3-5, and the other was Chillin' Snowman for tweens in grades 4-8.



Claire had lots of fun guiding kids in grades 3-5 through her Save Santa! Escape Room, where kids worked together to solve puzzles and rescue Santa from the Grinch's claws. She also enjoyed hosting a Holiday Dance Party for kids ages 2-5 and their parents where kids played and danced along to their favorite Christmas songs.



Kids had lots of holiday fun this month during Carla’s Grinch Painting and Festive Wear for teens and during Reindeer Games for kids in grades K-3. Carla had a great time watching teens paint the Grinch with Juniper Canvas, leading kids in tossing antlers at a reindeer head, and assisting teens with heat pressing their own shirts or sweaters using the Autopress.

Meetings and Department News:

Laconi YSS – Tina had a board meeting on 12/05.

Booklist: Graphic Novels for All – Claire watched this webinar on 12/09.

Booklist: Page Turners & Heart Burners: The Art of YA Romance – Mary Kate and Claire watched this webinar on 12/10.

Booklist: DK Spring 2026 Season Preview – Mary Kate and Carla watched this webinar on 12/10.

Mackin: Storyteller Spotlight Welcomes Annie Barrows & Sophie Blackall – Carla watched this webinar on 12/16.

One-On-One – Tina had a meeting with Jesse on 12/18.

Booklist: Spanish Language & Bilingual Titles for Young Readers – Claire watched this webinar on 12/27.

Outreach:

Indian Hill Preschool – Carla presented a story time about community helpers on 12/03.

Kringle Market – Mary Kate, Jolie, and Carla worked at the Kringle Market on 12/05 and 12/06.

Reggio Academy – Claire presented a Christmas themed story time to the preschool class on 12/08.

Rec Center Preschool – Carla presented a holiday themed story time on 12/09/ and 12/10.

Trusting Hearts – Tina provided a holiday themed story time on 12/09.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	14	260		Reference	Computer	Directional
Free Tween/Teen Programming	6	44		148	37	94
Youth Paid Programming	0	0		TOTAL	279	
Tween/Teen Paid Programming	1	12				
TOTAL PROGRAMMING	21	316		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	250	29	88
TOTAL OUTREACH	0	50	917	TOTAL	367	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/03/25	4:00 pm	Yuletide Snuggle Workshop	11
12/04/25	11:30 am	Holiday Fun	21
12/05/25	4:00 pm	Save Santa!	4
12/05/25	5:30 pm	Save Santa!	3
12/05/25	1:00 pm	Arabic Story Time	15
12/09/25	11:30 am	Sensory Friendly Stories and Play	14
12/09/25	4:00 pm	Holiday Cricut Cards	3
12/10/25	11:30 am	Jingle Bell Storytime	40
12/11/25	11:30 am	Little Reindeer Tales Story Time	17
12/11/25	4:00 pm	Snowman Crafts	15
12/12/25	10:00 am	Holiday Dance Party	60
12/15/25	4:00 pm	Reindeer Games	12
12/16/25	5:00 pm	Fun with Penguins	14
12/15/25	11:30 am	Holly Jolly Story Time	31

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/01/25	4:00 pm	Volunteens	11
12/08/25	5:00 pm	Christmas Ornaments	5
12/10/25	5:00 pm	Teen Book Box	2
12/10/25	5:00 pm	Gingerbread House Making	14
12/18/25	4:00 pm	Chillin' Snowman on the Cricut	4
12/22/25	4:00 pm	Festive Wear	8

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
12/02/25	4:00 pm	Grinch Painting by Juniper Canvas		12

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Tree Ornament	86
Teen Craft - Scratch Ornament	6
Teen Gaming -Nintendo Switch	19
Tonies Listening Station	15
Travel Kits	0
Activity: Mission Elf Possible Scavenger Hunt	73
Craft - Snow Globe	158
Teen Craft - How to Draw a Yeti	10

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/03/25	Indian Hill Preschool	8	111
12/08/25	Reggio Academy Preschool	2	25
12/09/25	Trusting Hearts Preschool	1	24
12/09/25	Rec Center Preschool	2	20
12/10/25	Rec Center Preschool	1	21
11/30/25	Book Talks Grades K-1	9	179
11/30/25	Book Talks Grades 2-3	9	179
11/30/25	Book Talks Grades 4-5	9	179
11/30/25	Teen Book Talks	9	179