



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## JANUARY 2026

### At the Desk:

8 online library cards were issued to residents.

31 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

### Department Highlights:

Dora started working fulltime this month.

Cheryl Kaunas was hired for the open clerk position and her first day was 1/19.

In connection with Lee Hofmann's rubber duck display, the Circ department hid ducks each day from 1/4- 1/31 for patrons to find and win a prize. 37 ducks were found.

Mickey and Karen M. took staff photos for the Spirit Committee this month and Mickey turned the photos into caricatures for the staff bulletin board.

Crys will be working some 4 hour shifts in YTS this year to help better maintain the section. This month she worked in YTS on 1/9 and 1/23 straightening & shelf reading.

Karen M. decorated the department for Valentine's day.

Beth lead Lunch Bunch Book Discussion of *Funny in Farsi* by Firoozah Dumas attended by 10 people.

Beth began working on the Summer Reading Kickoff party.

Beth has created new straightening and cleaning checklists.

### Meetings:

1/19- One on One with Jesse

Respectfully submitted,

Beth Stevens

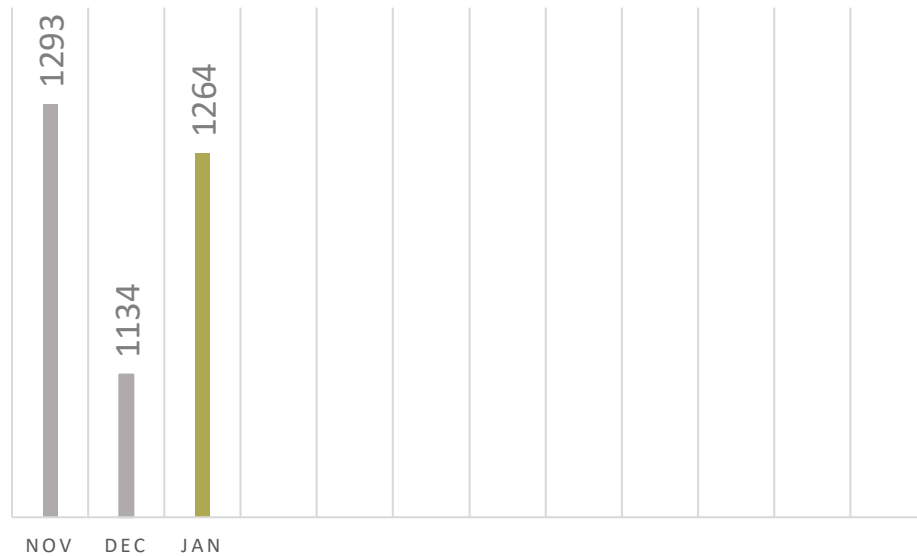
Head of Circulation

## CIRCULATION STATISTICS FOR JANUARY 2026

	Jan-26	YTD 26	Jan-25	YTD 25	
<b>Adult Circulation</b>					
Books	3,353	3,353	3,511	3,511	
Video	278	278	471	471	
Audio	357	357	326	326	
Periodicals	204	204	176	176	
Other Formats	5	5	7	7	
In House	92	92	58	58	
<b>Total Adult Circulation</b>	<b>4,289</b>	<b>4,289</b>	<b>4,549</b>	<b>4,549</b>	
<b>Youth Circulation</b>					
Books	4,102	4,102	4,084	4,084	
Audio	59	59	74	74	
<b>Teen Circulation</b>					
Books	225	225	260	260	
Audio	3	3	2	2	
<b>Youth &amp; Teen Circulation</b>					
Video	185	185	155	155	
Periodicals	12	12	16	16	
Other Formats	84	84	93	93	
In House Use	839	839	982	982	
<b>Total Youth &amp; Teen Circulation</b>	<b>5,509</b>	<b>5,509</b>	<b>5,666</b>	<b>5,666</b>	
<b>Gadgets &amp; Gizmos</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>7</b>	
<b>Electronic Circulation</b>					
eBooks (Media On Demand)	1,249	1,249	1,209	1,209	
eAudio (Media On Demand)	1,039	1,039	897	897	
eBooks (Palace Project)	55	55	103	103	
eAudio (Palace Project)	24	24	70	70	
Kanopy (Visits)	1,236	1,236	-	-	
Kanopy (Plays)	236	236	-	-	
Periodicals (Overdrive)	369	369	322	322	
Periodicals (PressReader)	-	-	61	61	
Chicago Tribune Website (Views)	304	304	-	-	
Chicago Tribune Website (Users)	11	11	-	-	
Chicago Tribune E-Edition (Views)	1,342	1,342	-	-	
Chicago Tribune E-Edition (Users)	9	9	-	-	
<b>Total Electronic Circulation</b>	<b>4,618</b>	<b>4,618</b>	<b>2,662</b>	<b>2,662</b>	
<b>TOTAL CIRCULATION</b>	<b>14,426</b>	<b>14,426</b>	<b>12,884</b>	<b>12,884</b>	
ILL - Received	1,259	1,259	1,419	1,419	
ILL - Sent	1,446	1,446	1,259	1,259	
Reciprocal Borrowing	1,345	1,345	1,286	1,286	
Online Renewals	85	85	96	96	
Self-Checkout	3,999	3,999	4,118	4,118	
<b>Computer Usage</b>					
Library Workstation Sessions	393	393	504	504	
Wireless Sessions	1,057	1,057	1,435	1,435	
Total Sessions	1,450	1,450	1,939	1,939	
# of People Using the Library	8,814	8,814	9,460	9,460	
<b>Homebound Deliveries</b>			<b>Current Month</b>	<b>Full Year</b>	
Patrons Serviced			11		
Visits			30	30	
Items			211	211	
<b>Museum Pass Program</b>			<b>Current Month</b>	<b>Full Year</b>	
Total Passes			7	7	
<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,193	61	49	0	4,303
Non-Resident/Trinity/Business/Bethshan	90	-	0	0	93
Cards for Kids	51	0	1	0	52

# Public Services Department Report January 2026

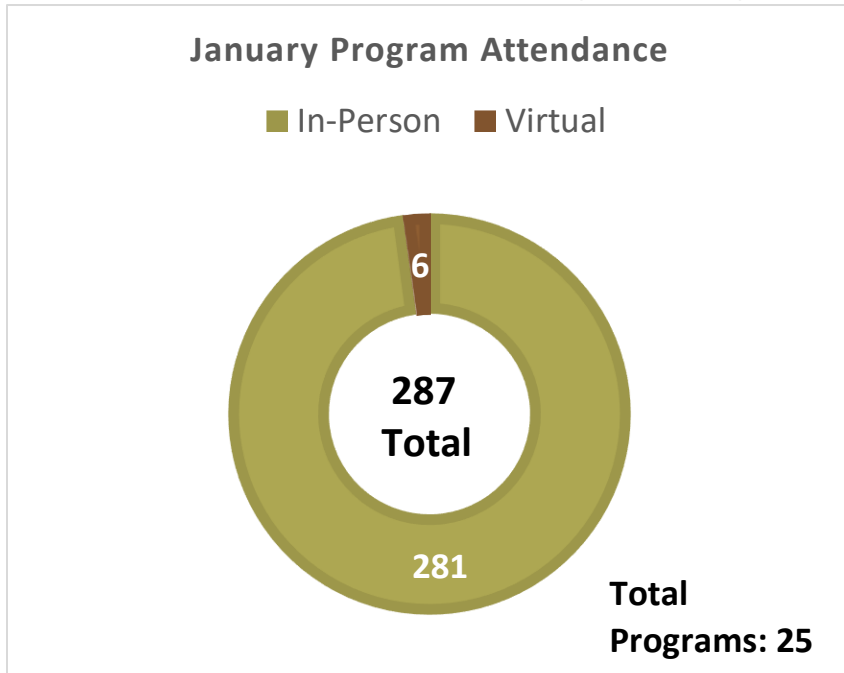
## PS Reference Questions



## Meetings & Trainings

- 1-7-26: Management Team Meeting
- 1-9-26: Reaching Forward North Meeting
- 1-14-26: E-Resources Webinar
- 1-21-26: Management Team Meeting
- 1-22-26: Green Team/Parks & Rec Meeting
- 1-27-26: Path to Leadership Webinar
- 1-29-26: One on One with Director
- 1-29-26: ELSUM (Electronic Resources Group) Meeting

## Programming



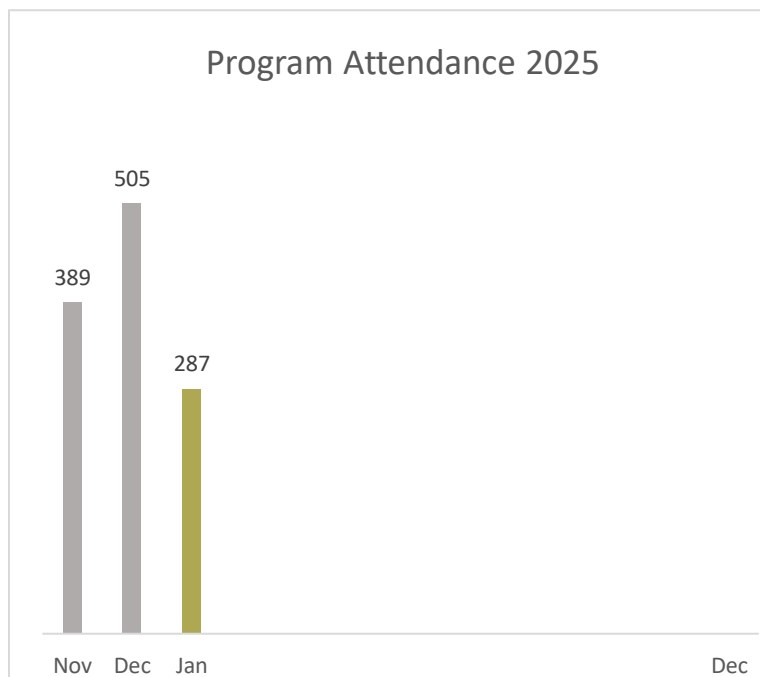
Things started off pretty well for programming in January. Our attendance numbers were down a bit year over year for January, but between New Year’s Day and set-up for the book sale, we lost 3 program days. A couple of them also by design had a limited number of attendee slots. Still, the programs we did have were strong.

In particular, the AI 101 program we had was well-attended despite the cold that evening. This one had

been a big patron request for a while, and I’m glad we were able to bring in one of the best local speakers on the subject. Patron feedback was very positive.

We also had our inaugural Local History Room Tour this month, and we ended up with more attendees than registrants. The basic premise of this program was to open up the Local History Room, which is usually locked, and get patrons inside to see what we have. I had been expecting to give a tour of the room and then let people look around at the collection for a while, but I underestimated patron interest in the collection. I had thought maybe they’d stick around for 15 minutes after the tour ended, but instead every one of them stuck around in the room digging through files and maps and things for 45 minutes! They also offered some good ideas about how to help the room get some more use.

We also showed our inaugural “Friday Matinee” movie, *Bridge of Spies*, and also had more attendees



than registrants. We are excited to see how this new regular monthly program progresses. The idea is to show random movies from the past on a Friday afternoon, unlike Sunday @ The Cinema, which features recent releases.

### Marketing/Publicity/Outreach

I participated in a Channel 4 taping featuring the FabLab. It was great to talk about the 3D printer.

### Local History

The Local History Room Tour went well, and we are planning more ways to promote the room and open it up to the public.

### Collection Development

Weeding for the book sale was completed, and we were able to add a good amount of books to the sale.

Ordering for the new year continues and we will be looking at staff genre/subject assignments at our in-service department meeting.

### Other

The Kanopy launch appears to have gone smoothly. We saw over 100 accounts created in its first month, with a good number of videos viewed. The Public Services desk had a number of questions regarding how to login or install the Kanopy app, but to my knowledge all feedback has been positive and enthusiastic.

In other news, check out those home delivery numbers, they are a lot higher than usual! Perhaps more patrons were choosing to stay in due to the cold.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



# PUBLIC SERVICES - MONTHLY STATISTICS

## January 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$921.40	88	Reference	Computer	Directional
Free	0	2	2	N/A	23	575	351	338
Book Discussions	0	4	4	N/A	25	<b>TOTAL</b>		<b>1,264</b>
Movie			2	\$0	19	<b>HOMEBOUND DELIVERIES</b>		
Passive Programs			2		47			
<b>IN HOUSE CLUBS</b>						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	11	30	211
Needle Crafters			4	N/A	19	<b>BOOK-A-LIBRARIAN # Sessions</b>		
Scrabble			4	N/A	59			
<b>COMPUTER TRAINING - LAB</b>			2	N/A	7	7		
<b>TOTAL PROGRAMMING</b>			<b>25</b>	<b>\$921</b>	<b>287</b>			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
01/06/26	7:00 pm	No	Crowned in Brilliance	19	\$200.00	12		
01/08/26	7:00 pm	No	Beading for Beginners	10	\$175.00	7		
01/13/26	7:00 pm	Yes	ILP: Jonathan Eig (4 in-person)	3	ILP	10		
01/15/26	7:00 pm	No	Timeless Movie Moments	15	\$175.00	17		
01/22/26	7:00 pm	No	AI 101	49	\$371.40	42		
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
01/03/26	9:00 am	No	Scrapbook: Open Crop	21	N/A	16		
01/20/26	7:00 pm	No	Local History Room Tour	6	N/A	7		
					N/A			
					N/A			
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
01/27/26	3:00 pm	No	Senior Center Book Club	N/A	N/A	6		
01/14/26	7:00 pm	No	Horror Book Club	N/A	N/A	7		
01/12/26	12:00 pm	No	Lunchbunch Book Club	N/A	N/A	10		
01/20/26	2:00 pm	No	Tea Time Book Club	N/A	N/A	2		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
01/09/26	2:00 pm	Friday Matinee: Bridge of Spies	3	N/A	8			
01/18/26	2:00 pm	Sunday @ the Cinema: Downton Abbey	12	N/A	11			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
01/06/26	12:00 pm	Mah Jongg	N/A	N/A	0			
01/13/26	12:00 pm	Mah Jongg	N/A	N/A	0			
01/20/26	12:00 pm	Mah Jongg	N/A	N/A	0			
01/27/26	12:00 pm	Mah Jongg	N/A	N/A	0			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
01/06/26	10:00 am	Needle Crafters	N/A	N/A	5			
01/13/26	10:00 am	Needle Crafters	N/A	N/A	5			
01/20/26	10:00 am	Needle Crafters	N/A	N/A	5			
01/27/26	10:00 am	Needle Crafters	N/A	N/A	4			
	10:00 am		N/A	N/A				
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
01/06/26	10:00 am	Scrabble	N/A	N/A	13			
01/13/26	10:00 am	Scrabble	N/A	N/A	15			
01/20/26	10:00 am	Scrabble	N/A	N/A	15			
01/27/26	10:00 am	Scrabble	N/A	N/A	16			
			N/A	N/A				
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
01/05/26	2:00 pm	Introduction to Libby	6	N/A	5			
01/12/26	2:00 pm	Microsoft Word: Basics	3	N/A	2			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			46			
		Project of the Month			1			



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# TECHNICAL SERVICES DEPARTMENT REPORT

## JANUARY 2026

### Department Highlights:

The Spirit Committee: Lorena and Tina came up with different ideas on boosting staff morale with fun activities each month for the 2026 year. For February, Lorena created a document for staff to match the love song with the artist.

Lorena rolled over previous orders from FY2025 to FY2026 and verified the updated year with vendors. She also worked with Nikki to create a new and efficient work flow in acquisitions.

Lorena worked on updating the Circulation Loan Rules list, Serials Control ID list, and created a New Kit Checklist. She also ran reports and gathered information for the IPLAR report.

Nikki helped work on cleaning up item records in Workflows, updating non-English materials to include the specific language in the cataloging record. She updated 499 items of Arabic, Polish, and Spanish languages which will help create clear and concise reports. She also labeled and created the artwork for the new Gadgets & Gizmos item, the Film to Digital Converter.

Marilyn completed the graphic novel project, pulling and updating about 132 items from the Young Adult collection relocating them to the Public Services collection. She and Nikki updated about 43 leveled readers in the Youth Services collection.

Jalal and Nikki have been working on the EASYS on-going project, updating call numbers and spine labels to allow for easier browsing and searching of picture books.

### Meetings and Training:

January 7 – Management Team meeting

January 21 – Management Team meeting

January 28 – RAILS: Path to Leadership

January 29 – 1 on 1 with Jesse

## Processing Statistics:

<b>Adult</b>	<b>Ordered Items</b>	<b>Added Items</b>
Print	227	124
Audiobook	5	2
Video	15	1
Kit	-	1
Periodical	-	60

<b>Youth &amp; Teen</b>	<b>Ordered Items</b>	<b>Added Items</b>
Print	505	12
Audiobook	-	-
Video	-	-
Kit	-	-
Periodical	-	15

<b>Discarded Items</b>	<b>Adult</b>	<b>Youth &amp; Teen</b>
Print	572	1,121
Audiobook/CD	3	1
Video	81	94
Kit	-	-
Periodical	49	11

## Library Services:

	<b>Jan.</b>
<b>Laminating Service*</b>	1
<b>VHS Conversion</b>	-

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

Respectfully submitted,  
Lorena Rodriguez  
Head of Technical Services

# YOUTH & TEEN SERVICES DEPARTMENT REPORT JANUARY 2026

## Highlights of the Month:



Anna, Elsa, and Olaf brought a blizzard with them when they joined our young patrons at the Library's Frozen Gala! They read a story, participated in an epic sing-along, played a game, and took plenty of pictures with starstruck participants.



At Carla's Love Bug program, children in grades 3-5 crafted awesome bugs to gift family and friends for Valentine's Day!



Mary Kate had a blast at her programs Edible Playdough and Cake Pops! At Edible Playdough, kids ages 2-5 had fun mixing frosting with powder sugar to create their own tasty playdough. At the Cake Pop program, tweens and teens mixed, decorated, and devoured plenty of cake pops!

It was all about colors and fish during Amani's Arabic story time for our young patrons. Children learned different colors in Arabic through play. They made a foil fish craft, sang songs, played with the parachute, popped bubbles, and played with scarves.

Claire used the library's Creative Bug account to assist with teaching tweens how to crochet in her Learn to Crochet program. Kids in grades 3-5 weeded their Cricut designs and used the Mug Press at her Winter Mugs and Cakes program.



Amani enjoyed her evening exploring colorful threads, patterns, and hot chocolate topped with marshmallows and Oreos for grades 4-8. The kids had a great time creating their own bookmarks to keep for their next reading adventure.

## Meetings and Department News:

Laconi YSS – Tina attended a publicity committee meeting on 01/05.

Management Team Meeting – Tina attended a meeting on 01/07. Tina and Carla attended a meeting on 01/21.

Prairie State Story League – Claire attended this meeting on 01/09.

Mackin: Storyteller Spotlight Welcome's Jeff Kinney – Carla and Claire watched this webinar on 01/15.

ATLAS Middle Managers Round Table – Carla attended this meeting on 01/16.

CLASS Meeting – Claire attended this meeting on 01/21.

Penguin Random House Winter Book & Author Festival: Magic & Love in YA Lit – Mary Kate watched this on 01/26.

Penguin Random House Winter Book & Author Festival: Heart of the Story Middle Grade Authors – Mary Kate and Claire watched this webinar on 01/26.

Booklist: Chapter Books & Early Readers – Mary Kate and Claire watched this webinar on 01/27.

## Outreach:

Reggio Academy – Mary Kate presented a story time on winter on 01/12.

Trusting Hearts Preschool – Claire presented a story time about snowmen on 01/13.

Rec Center Preschool – Carla presented a story time about space on 01/27 and 01/28.

Indian Hill Preschool – Carla presented a story time about space on 01/28.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING		TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	15	246			Reference	Computer	Directional
Free Tween/Teen Programming	10	80			204	39	103
Youth Paid Programming	1	75	\$625		<b>TOTAL</b>	<b>346</b>	
Tween/Teen Paid Programming	0	0			<b>PASSIVE PROGRAMMING</b>		
<b>TOTAL PROGRAMMING</b>	<b>26</b>	<b>401</b>	<b>\$625</b>		Craft	Teen	Activity
<b>OUTREACH/SCHOOL VISITS</b>		<b># VISITS</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>	404	93	422
<b>TOTAL OUTREACH</b>		<b>0</b>	<b>50</b>	<b>1496</b>	<b>TOTAL</b>	<b>919</b>	
DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS			ATTENDANCE		
01/02/26	1:30 pm	Arabic Story Time			15		
01/06/26	4:00 pm	Chilly Games			11		
01/07/26	11:30 am	Feelings Story Time			14		
01/13/26	4:00 pm	Snow Globes			17		
01/14/26	4:30 pm	Furry Readers			14		
01/15/26	11:30 am	Snowflake Story Time			20		
01/20/26	11:30 am	Winnie the Pooh Story Time			20		
01/20/26	5:00 pm	STEAM: Polar Bear Fun!			38		
01/21/26	11:30 am	Winter Animals Story Time			22		
01/22/26	11:30 am	Edible Fun			30		
01/23/26	11:30 am	Nature Hour - Library Closure			Closure		
01/26/26	4:00 pm	Love Bugs			3		
01/28/26	4:00 pm	Winter Mugs & Mug Cakes			11		
		Winter Reading Ages 0-3			12		
		Winter Reading Ages 4-17			19		
DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS			ATTENDANCE		
01/01/26	5:00 pm	Volunteens			30		
01/07/26	4:00 pm	Wicked Games			2		
01/08/26	4:00 pm	Video Game Club: Mario Cart Competition			7		
01/10/26	4:00 pm	Teen Book Box			1		
01/12/26	5:00 pm	Winter Wonderland			4		
01/15/26	4:00 pm	Snowman Paint Along			4		
01/19/26	4:00 pm	Winter Olympics Shirts			0		
01/19/26	5:00 pm	Threading Artwork			10		
01/22/26	4:00 pm	Learn to Crochet			7		
01/27/26	4:00 pm	Cake Pops!			15		
DATE	TIME	PAID YOUTH - PROGRAMMING			COST	ATTENDANCE	
01/19/26	11:00 am	Frozen Gala			\$625	75	

<b>FREE: YOUTH PASSIVE PROGRAMMING</b>	<b>ATTENDANCE</b>
Craft - Winter Mug	150
Teen Craft- Winter Word Search	40
Craft - Winter Hat	254
Teen Craft - Fill in the Quote	30
Activity - Guess How Many	285
Tonies Listening Station	20
Travel Kits	0
Fab Lab- Winter Bookmarks	8
Winter Mini Golf	109
Teen Gaming - Nintendo Switch	23

<b>OUTREACH &amp; SCHOOL VISITS</b>			
<b>DATE</b>	<b>ORGANIZATION</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>
01/12/26	Reggio Academy Preschool	2	18
01/13/26	Trusting Hearts Preschool	1	29
01/27/26	Rec Center Preschool	2	19
01/28/26	Rec Center Preschool	1	19
01/28/26	Indian Hill Preschool	8	110
01/30/26	Book Talks Grades K-1	9	179
01/30/26	Book Talks Grades 2-3	9	154
01/31/26	Book Talks Grades 4-5	9	87
01/30/26	Teen Book Talks	9	900