



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## FEBRUARY 2026

### At the Desk:

6 online library cards were issued to residents.

27 directional questions were answered by the Circulation staff.

9 patrons used Curveside pickup.

### Department Highlights:

Beth, Dora, Karen D., Joyce, Mickey and Crys attended the staff in-service on 2/13

Karen M. decorated the department for St Patrick's Day

Dora began LIC training.

Beth created board for PHWC for Women's History month

Beth lead Lunch Bunch Book Discussion of *Fever in the Heartland* by Timothy Egan attended by 10 people.

Beth & Dora worked on the Summer Reading Kickoff party.

### Meetings:

2/2- Summer Reading Kickoff meeting

2/2- One on One with Jesse

2/3- Met with PHWC Education & Libraries committee to choose the winner of the Palos Heights City Sticker Contest

2/3- Attended the PHWC meeting

2/16- One on One with Jesse

2/18- Circulation Networking meeting

2/24- State of the City luncheon

2/24- Social Media meeting

2/25- Management Team meeting

Respectfully submitted,

Beth Stevens

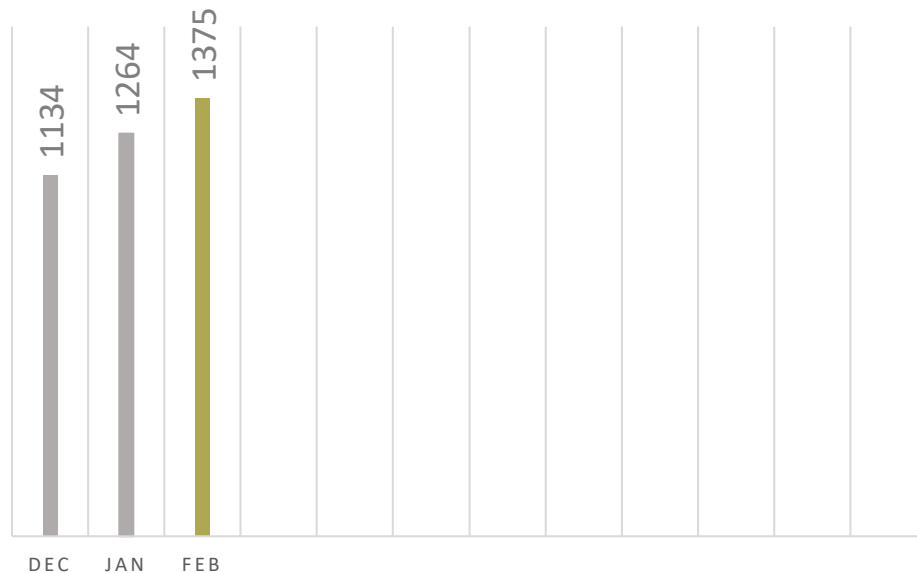
Head of Circulation

## CIRCULATION STATISTICS FOR FEBRUARY 2026

	Feb-26	YTD 26	Feb-25	YTD 25	
<b>Adult Circulation</b>					
Books	2,928	6,281	3,194	6,705	
Video	385	663	450	921	
Audio	243	600	284	326	
Periodicals	159	363	132	308	
Other Formats	12	17	22	29	
In House	185	277	66	124	
<b>Total Adult Circulation</b>	<b>3,912</b>	<b>8,201</b>	<b>4,148</b>	<b>8,413</b>	
<b>Youth Circulation</b>					
Books	3,781	7,883	3,904	7,988	
Audio	24	83	23	97	
<b>Teen Circulation</b>					
Books	212	437	224	484	
Audio	2	5	1	3	
<b>Youth &amp; Teen Circulation</b>					
Video	157	342	106	261	
Periodicals	10	22	23	39	
Other Formats	71	155	153	246	
In House Use	731	1,570	830	1,812	
<b>Total Youth &amp; Teen Circulation</b>	<b>4,988</b>	<b>10,497</b>	<b>5,264</b>	<b>10,930</b>	
<b>Gadgets &amp; Gizmos</b>	<b>12</b>	<b>22</b>	<b>7</b>	<b>14</b>	
<b>Electronic Circulation</b>					
eBooks (Media On Demand)	1,110	2,359	1,088	2,297	
eAudio (Media On Demand)	975	2,014	803	1,700	
eBooks (Palace Project)	74	129	86	194	
eAudio (Palace Project)	20	44	63	133	
Kanopy (Visits)	785	2,021	-	-	
Kanopy (Plays)	90	326	-	-	
Periodicals (Overdrive)	279	648	279	601	
Periodicals (PressReader)	-	-	1	62	
Chicago Tribune Website (Views)	387	691	-	-	
Chicago Tribune E-Edition (Views)	2,262	3,604	-	-	
<b>Total Electronic Circulation</b>	<b>5,197</b>	<b>9,815</b>	<b>2,662</b>	<b>2,662</b>	
<b>TOTAL CIRCULATION</b>	<b>14,109</b>	<b>28,535</b>	<b>12,081</b>	<b>22,019</b>	
ILL - Received	1,093	2,352	1,218	2,637	
ILL - Sent	1,116	2,562	960	2,219	
Reciprocal Borrowing	1,026	2,371	1,153	2,439	
Online Renewals	40	125	42	138	
Self-Checkout	3,250	7,249	3,631	7,749	
<b>Computer Usage</b>					
Library Workstation Sessions	404	797	416	920	
Wireless Sessions	1,185	2,242	1,050	2,485	
Total Sessions	1,589	3,039	1,466	3,405	
# of People Using the Library	9,021	17,835	8,311	17,771	
<b>Homebound Deliveries</b>			<b>Current Month</b>	<b>Full Year</b>	
Patrons Serviced			9		
Visits			20	50	
Items			94	305	
<b>Museum Pass Program</b>			<b>Current Month</b>	<b>Full Year</b>	
Total Passes			8	15	
<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,303	42	30	65	4,310
Non-Resident/Trinity/Business/Bethshan	93	-	0	-	93
Cards for Kids	52		0	-	52

# Public Services Department Report February 2026

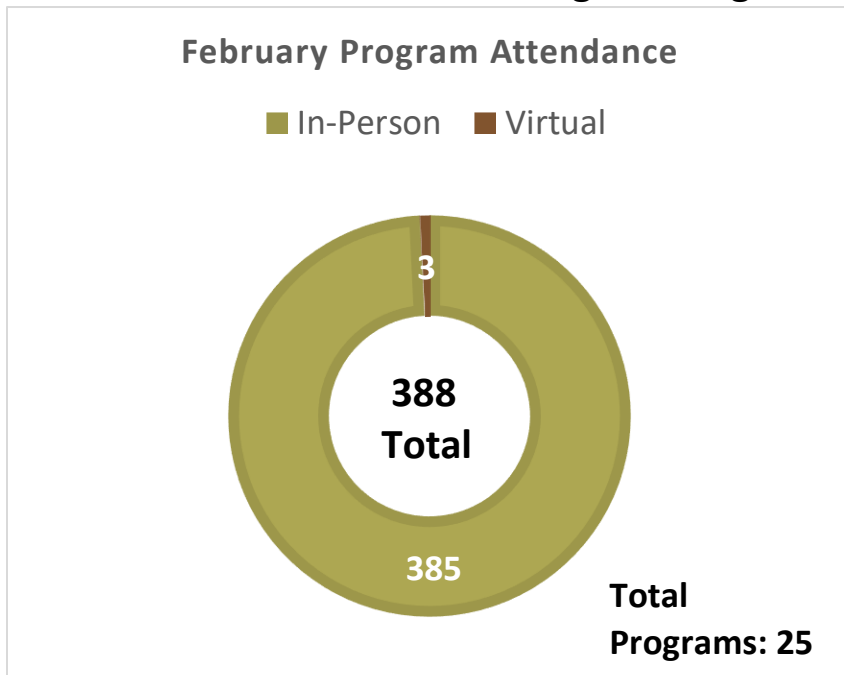
## PS Reference Questions



## Meetings & Trainings

- 2-4-26: “How Not to Panic” Crisis Training Webinar
- 2-5-26: ARRT Genre Study
- 2-6-26: ILA RFN Meeting
- 2-9-26: RFN Panel Meeting
- 2-11-26: ASMR Meeting
- 2-16-26: One on One w/Director
- 2-18-26: Accessible PDF Webinar
- 2-19-26: ARRT Book Club Study
- 2-25-26: Management Team Meeting
- 2-26-26: SSAP Meeting

## Programming



February programs brought some great experiences for our patrons. Trivia continues attract many people. 58 attended our trivia this month at Jullianni’s, an attendance record for our trivia events. In fact, it might be a little “too successful”, as Jullianni’s called and wants to take some time to reconsider how they are staffing the event. We will definitely bring it back when we can.

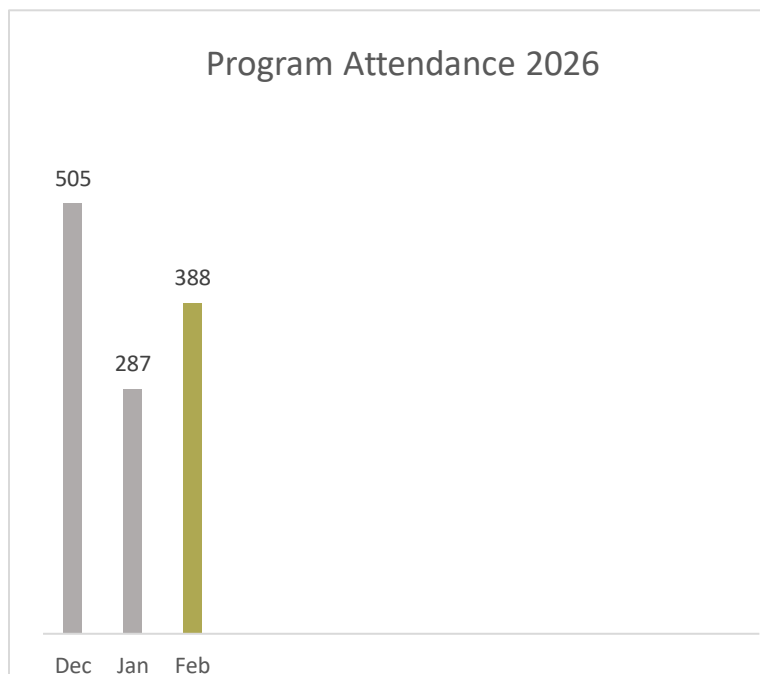
Our limited-space programs this month also did well. We

had our second session with Desueno Dance, this time a “Latin sampler” class. Scrapbooking also filled-up immediately, as per usual.

The movies have been doing okay. Was not sure what to expect from the new “Friday Matinees”, but since it is intended to be something there for people to do on a Friday afternoon and not a main focus of programming, I think it is performing pretty well.

We capped the month off with a blues performance from Fruteland Jackson. We previously had him a few years ago and he did a blend of songs and explaining the history of blues music. Many patrons expressed interest in having him back, but for a full concert. That’s what we did this time, and based on patron feedback they loved every minute of it.

I was interested to see how many people we would get for the RL Stine ILP presentation, since YTS was also promoting it. Turns out, not very many.



## Marketing/Publicity/Outreach

We taped another Channel 4 “At the Library” video, this time focused on our Gadgets & Gizmos collection, as well as talking about how we book programs, and some info about the upcoming Novel Ideas meeting.

## Local History

Beth and I met with the Trinity library director about possibly taking in some of their local history items, as they will be closing in May. We are planning to head over to Trinity next Month to see exactly what is available.

The department is devising a rotation list for the photos in our local history displays.

## Collection Development

Selecting, ordering, and weeding as-needed continues.

My staff elected to keep their current ordering assignments when we discussed it at in-service. This is fine for now, but next year I will jostle things up to give staff an opportunity to grow and order in different areas.

## Other

Our home delivery numbers may be a lot lower than usual going forward. The patron who was driving a lot of those numbers was discharged from his facility, and he has not responded to any phone calls or E-Mails since then. Even so, we have a growing number of patrons taking advantage of the service, and Emily does a great job keeping track of it all.

I attended the State of the City address with a few other staff members and was able to reconnect with some Palos Heights officials I already knew, and meet some new ones.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services



## PUBLIC SERVICES - MONTHLY STATISTICS

### February 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	5	6	\$1,411.00	165	Reference	Computer	Directional
Free	0	1	1	N/A	3	570	426	379
Book Discussions	0	3	3	N/A	18	<b>TOTAL 1,375</b>		
Movie			2	\$0	26	<b>HOMEBOUND DELIVERIES</b>		
Passive Programs			2		60			
<b>IN HOUSE CLUBS</b>						# Patrons	# Visits	# Items
						9	20	94
Needle Crafters			4	N/A	29	<b>BOOK-A-LIBRARIAN # Sessions</b>		
Scrabble			4	N/A	67			
<b>COMPUTER TRAINING - LAB</b>			2	N/A	20	5		
<b>TOTAL PROGRAMMING</b>			<b>25</b>	<b>\$1,411</b>	<b>388</b>			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
02/05/26	7:00 pm	No	Latin Dance Sampler Class	24	\$250.00	18		
02/09/26	7:00 pm	No	Trivia @ Jullianni's	n/a	\$150.00	58		
02/17/26	7:00 pm	No	Scrapbook: Mini-Scrapbooks	12	\$114.00	9		
02/18/26	7:00 pm	No	Love Stories from History	26	\$397.00	28		
02/24/26	7:00 pm	Yes	ILP: R.L Stine (1 in-person)	4	ILP	4		
02/26/26	6:30 pm	No	Blues with Fruteland Jackson	70	\$500.00	48		
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING	REGISTERED	COST	ATTENDANCE		
02/12/26	7:00 pm	No	FabLab: Mini Lanterns	6	N/A	3		
DATE	TIME	HYBRID	BOOK DISCUSSIONS	REGISTERED	COST	ATTENDANCE		
02/11/26	7:00 pm	No	Horror Book Club	N/A	N/A	7		
02/09/26	12:00 pm	No	Lunchbunch Book Club	N/A	N/A	10		
02/17/26	2:00 pm	No	Tea Time Book Club	N/A	N/A	1		
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
02/06/26	2:00 pm	Friday Matinee: Love & Friendship	14	N/A	10			
02/15/26	2:00 pm	Sunday @ the Cinema: Fly Me to the Moon	9	N/A	16			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
02/03/26	10:00 am	Needle Crafters	N/A	N/A	7			
02/10/26	10:00 am	Needle Crafters	N/A	N/A	8			
02/17/26	10:00 am	Needle Crafters	N/A	N/A	7			
02/24/26	10:00 am	Needle Crafters	N/A	N/A	7			
	10:00 am		N/A	N/A				
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
02/03/26	10:00 am	Scrabble	N/A	N/A	17			
02/10/26	10:00 am	Scrabble	N/A	N/A	18			
02/17/26	10:00 am	Scrabble	N/A	N/A	17			
02/24/26	10:00 am	Scrabble	N/A	N/A	15			
			N/A	N/A				
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
02/02/26	2:00 pm	Palace Project	8	N/A	9			
02/09/26	2:00 pm	iPhone Basics	10	N/A	11			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			59			
		Project of the Month			1			



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# TECHNICAL SERVICES DEPARTMENT REPORT

## FEBRUARY 2026

### Department Highlights:

All of Technical Services attended the Staff In-service, learning and discussing different approaches to helping our patrons and community members. I think the social media presentation and hour of fun were great ways for staff to get to know one another and facilitated team building.

The Spirit Committee: Lorena is working on getting a March Madness bracket ready for staff to have fun filling out.

Lorena helped Circulation update various guides like the repair kit list, a Gadgets & Gizmos list, a status change guide, and the VHS Conversion FAQ.

Lorena created record information for the new Gadgets & Gizmos item while Nikki labeled and created checkout artwork.

Nikki helped work on cleaning up item information in Workflows, correcting about 93 video records. She also included the recent Gadgets & Gizmos additions to the staff information guide.

Nikki worked on updating the 13 Bags to Go from YTS, modifying the bags for easier checkout and check-in.

Marilyn and Nikki started working on the YA fiction series project, updating item information in Workflows and replacing spine labels to reflect series volume.

Jalal continued 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:

February 2 – Processing meeting with Marilyn and Jalal

February 2 – Department Head meeting

February 4 – 1 on 1 with Jalal

February 6 – LACONI Tech Services Acquisitions

February 24 – SWAN Fireside Chat

February 24 – State of the City Luncheon

February 24 – Social Media meeting

February 25 – Management Team meeting

## Processing Statistics:

<b>Adult</b>	<b>Ordered Items</b>	<b>Added Items</b>
Print	209	159
Audiobook	4	4
Video	10	11
Kit	-	1
Periodical	-	57

<b>Youth &amp; Teen</b>	<b>Ordered Items</b>	<b>Added Items</b>
Print	-	215
Audiobook	-	-
Video	-	-
Kit	-	-
Periodical	-	11

<b>Discarded Items</b>	<b>Adult</b>	<b>Youth &amp; Teen</b>
Print	79	950
Audiobook/CD	2	1
Video	3	12
Kit	-	-
Periodical	121	34

## Library Services:

	<b>Jan.</b>	<b>Feb.</b>
<b>Laminating Service*</b>	1	-
<b>VHS Conversion</b>	-	11

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

Respectfully submitted,  
Lorena Rodriguez  
Head of Technical Services



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# YOUTH & TEEN SERVICES DEPARTMENT REPORT FEBRUARY 2026

## Highlights of the Month:



Nature Hour this month was a hit! Tina and Tara taught kids about maple trees and how to make syrup. They even sampled two different kinds of syrup with mini pancakes!



Mary Kate had fun at her kindergarten to third grade programs. The kids really enjoyed making a monster and dinosaur at Valentines Creatures. They liked playing pencil hockey at Winter Games. At Make a Mess, the kids made fake snow and ate most of their edible playdough.



Amani had a wonderful time celebrating the “Welcoming Ramadan” program with families of all ages. The children especially enjoyed story time, bubbles with music, and face painting. They also had fun exploring the different craft stations, where they created lanterns, bookmarks, and moon ornaments.

Jolie enjoyed celebrating Valentine’s Day with kids ages 2-5. They made 3 different cards with various animals to gift to a loved one!

Claire had a great time playing Valentine's Day games with children ages 2-5! Everyone had a wonderful time playing with Play Doh, pinning the wings on Cupid, and finding all the hearts hidden throughout the library. She also enjoyed guiding kids in grades 3-5 through using the Cricut to print and cut out their own cute capybara stickers.

## Meetings and Department News:

Department Head Meeting – Tina met with the department heads on 02/02.

Mackin's Storyteller Spotlight Welcomes Man One – Carla watched this on 02/10.

SLJ: YALSA Nonfiction Award Finalists – Mary Kate watched this webinar on 02/11.

Staff In-service – Tina, Carla, Mary Kate, Claire, Amani, and Laura attended on 02/13.

One-On-One – Tina met with the library director on 02/16.

Booklist: Spring 2026 Graphic Novels & Manga Preview – Mary Kate and Claire watched this webinar on 02/19.

Illinois Youth Services Institute (IYSI) Committee – Tina led an IYSI meeting on 02/20. She has been asked to return as co-chair for 2027.

Emergent Readers in Lower Elementary (ERLE): Addressing Caregiver Questions about Emergent Literacy – Carla watched this on 02/21.

Mackin: MacKids School & Library Spring 2026 Preview – Carla and Mary Kate watched this webinar on 02/21.

Niche Academy: COACHING: How to coach your staff on de-escalation – Carla watched this training on 2/22.

Niche Academy: Mental Illness Parts 1&2, Mistakes 1-4, and Repeat Offender – Carla watched these trainings on 02/22.

Management Team Meeting – Tina and Carla attended on 02/25.

Canva: Graphic Design Essentials – Claire watched this webinar on 02/24.

SLJ: ¡Libros, Niños y Más!: Spanish Books for Kids – Claire watched this webinar on 02/26.

Niche Academy: Homeless De-Escalation 201, 301, 401 – Mary Kate watched this training on 2/28.

## Outreach:

Library Visit: ELIM – Carla presented a story time, provided a craft, and gave a tour of the YTS department.

Rec Center and Indian Hill Preschools – Carla shared a story time about friendship on 02/17, 02/18, and 02/25.

Trusting Hearts Preschool – Claire presented a story time about bunnies on 02/17.

Library Visit: Girl Scout Troop – Carla showed the girls how to make a keychain on the Glowforge, and the girls enjoyed decorating them with Sharpies.

Reggio Academy – Mary Kate presented a story time on funny animals on 02/23.

Respectfully submitted,  
Tina Ruzala  
Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming	24	487	\$0	Reference	Computer	Directional
Free Tween/Teen Programming	5	25	\$0	198	46	96
Youth Paid Programming	0	0	\$0	<b>TOTAL</b>	<b>340</b>	
Tween/Teen Paid Programming	0	0	\$0	PASSIVE PROGRAMMING		
<b>TOTAL PROGRAMMING</b>	<b>29</b>	<b>512</b>	<b>\$0</b>	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	302	100	37
<b>TOTAL OUTREACH</b>	<b>1</b>	<b>50</b>	<b>1658</b>	<b>TOTAL</b>	<b>439</b>	
DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS			ATTENDANCE	
02/02/26	5:00 pm	Gnome Buttons			5	
02/03/26	4:00 pm	Facts & Crafts: Winter Olympics			13	
02/04/26	11:30 am	Tales for Twos			26	
02/05/26	1:00 pm	Kindergarten Ready!			20	
02/05/26	11:30 am	Little Wiggles			23	
02/09/26	4:00 pm	Valentine Cards			1	
02/09/26	5:00 pm	Make a Friend			23	
02/10/26	10:00 am	Valentine's Games			33	
02/10/26	4:00 pm	Valentine Creatures			12	
02/11/26	11:30 am	Tales for Twos			15	
02/11/26	1:30 pm	Kindergarten Ready!			24	
02/11/26	4:30 pm	Furry Readers			16	
02/12/26	11:30 am	Little Wiggles			25	
02/12/26	4:00 pm	Capybara Stickers			6	
02/14/26	2:00 pm	Welcome Ramadan!			81	
02/17/26	4:00 pm	Winter Games			6	
02/18/26	11:30 am	Tales for Twos			17	
02/18/26	1:00 pm	Kindergarten Ready!			12	
02/19/26	11:30 am	Little Wiggles			36	
02/20/26	10:00 am	Nature Hour - Maple Trees and Syrup			16	
02/24/26	4:00 pm	Make a Mess!			12	
02/25/26	11:30 am	Tales for Twos			22	
02/25/26	1:00 pm	Kindergarten Ready!			20	
02/26/26	11:30 am	Little Wiggles			23	
DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS			ATTENDANCE	
02/01/26	5:00 pm	Volunteens			18	
02/05/26	4:00 pm	Loving Words			3	
02/10/26	5:00 pm	Teen Book Box			0	
02/16/26	4:00 pm	STEAM: Attack on the Fort!			1	
02/19/26	4:00 pm	Video Game Club: Mario Kart Competition			3	
FREE: YOUTH PASSIVE PROGRAMMING				ATTENDANCE		
Teen Gaming - Nintendo Switch				26		
Fab Lab - Heart Puzzles				5		
Craft - Dinosaur				160		
Teen Craft - Valentine Word Search				40		
Tonies Listening Station				32		
Craft - Penguin				142		
Teen Craft - How to Draw Penguin				34		
Travel Kits				0		

**OUTREACH & SCHOOL VISITS**

<b>DATE</b>	<b>ORGANIZATION</b>	<b># SESSIONS</b>	<b>ATTENDANCE</b>
02/09/26	Library Visit-ELIM	1	8
02/17/26	Trusting Hearts Preschool	1	31
02/17/26	Rec Center Preschool	2	19
02/18/26	Rec Center Preschool	1	21
02/19/26	Library Visit-Girl Scout Troop	1	9
02/23/26	Reggio Academy	1	22
02/25/26	Indian Hill Preschool	8	112
02/28/26	Book Talks Grades K-1	9	179
02/28/26	Book Talks Grades 2-3	9	179
02/28/26	Book Talks Grades 4-5	9	179
02/28/26	Teen Book Talks	9	900