



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

August 2026

At the Desk:

16 online library cards were issued to residents.

23 directional questions were answered by the Circulation staff.

3 patrons used Curveside pickup.

Department Highlights:

Beth attended the Farmers Market on 8/5 and Dora attended on 8/19. We sold children's picture books from the Friends Book Sale and made \$47 on 8/19. Carla presented Storytime on 8/5.

Beth attended the National Night Out with the Palos Heights Woman's Club on 8/4.

Beth led Lunch Bunch Book Discussion of *Murderland: Crime and Bloodlust in the Time of Serial Killers* by Caroline Fraser attended by 12 people.

Bethshan residents visited the library on 8/11 to read books to the dogs from the Furry Readers organization.

Beth helped Kara with the Shredding Event on 8/22

Social Media:

Beth created social media posts for the Lego display, Friends of the Library Book Sale, Farmers Market and Kindness Corner.

Beth updated MessageBee this month to promote the Lou Malnati's promotion.

Meetings:

8/3- One on One with Jesse.

8/4- Meet with PHWC Library and Education Committee.

8/12- Social Media meeting.

8/18 - One on One with Jesse.

Beth did one on one meetings with all Circ staff this month.

Continuing Education:

8/14- Beth, Dora, Crys, Karen M., Karen D., Joyce and Mickey attended our in-service.

8/22- Beth, Dora and Crys attended SWAN Expo.

Respectfully submitted,

Beth Stevens

Head of Circulation

CIRCULATION STATISTICS FOR August 2026

	Aug-26	YTD 26	Aug-25	YTD 25
Adult Circulation				
Books	3,773	27,289	3,831	28,684
Video	370	3,509	492	3,756
Audio	233	1,561	346	2,087
Periodicals	195	1,592	114	1,168
Other Formats	27	151	20	175
In House	83	793	99	664
Total Adult Circulation	4,681	34,895	4,902	36,534
Youth Circulation				
Books	3,948	32,208	4,439	35,147
Audio	34	283	33	381
Teen Circulation				
Books	251	1,533	320	2,477
Audio	4	26	2	22
Youth & Teen Circulation				
Video	222	1,507	251	1,571
Periodicals	7	110	23	161
Other Formats	86	557	97	830
In House Use	798	7,015	704	6,959
Total Youth & Teen Circulation	5,350	43,239	5,869	47,548
Gadgets & Gizmos	22	123	31	167
Electronic Circulation				
eBooks (Media On Demand)	1,206	9,666	1,156	9,660
eAudio (Media On Demand)	1,236	8,878	1,021	7,555
eBooks (Palace Project)	99	531	64	699
eAudio (Palace Project)	63	310	93	515
Kanopy (Visits)	506	5,043	-	
Kanopy (Plays)	145	1,024	-	
Periodicals (Overdrive)	338	2,922	371	2,784
Periodicals (PressReader)	-	-	-	100
Chicago Tribune Website (Views)	272	1,947	5,689	5,943
Chicago Tribune E-Edition (Views)	13,825	62,731	-	
Total Electronic Circulation	17,690	93,052	8,394	27,256
TOTAL CIRCULATION	27,743	171,309	19,165	111,338
ILL - Received	1,205	9,506	1,446	9,557
ILL - Sent	939	7,783	973	6,956
Reciprocal Borrowing	1,044	11,727	1,276	9,675
Online Renewals	79	536	61	621
Self-Checkout	3,673	25,543	4,211	33,506
Computer Usage				
Library Workstation Sessions	471	3,450	430	3,674
Wireless Sessions	1,185	8,555	937	8,608
Total Sessions	1,656	3,419	1,367	12,930
# of People Using the Library	9,444	76,966	9,007	79,829
Homebound Deliveries			Current Month	Full Year
Patrons Served			12	
Visits			25	181
Items			66	702
Museum Pass Program			Current Month	Full Year
Total Passes			40	164

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,713	57	35	1	4,804
Non-Resident/Trinity/Business/Bethshan	97	-	0		97
Cards for Kids	75	2	2	-	79

Public Services Monthly Report August 2026

Overview

This monthly report highlights the work of the Public Services team, including Librarians Christina, Emily, Lyndsey, and Sue, along with Department Head Kara. Together, we provide a broad range of services, programs, and resources that support the residents of Palos Heights and extend our reach to the wider community. Showcased below is our ongoing commitment to connecting people with information, opportunities, and exceptional public service.

Library Resources Highlights

Museum Adventure Pass

40 passes

Most Popular Pass

Brookfield Zoo
22 passes

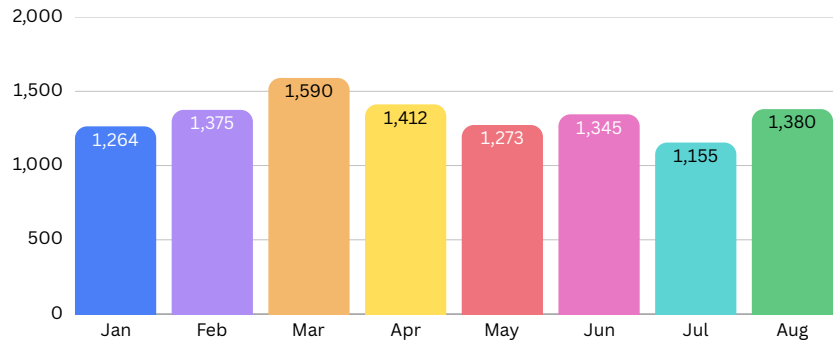
Kanopy Streaming Video

85 plays

Visits **320**

New users **5**

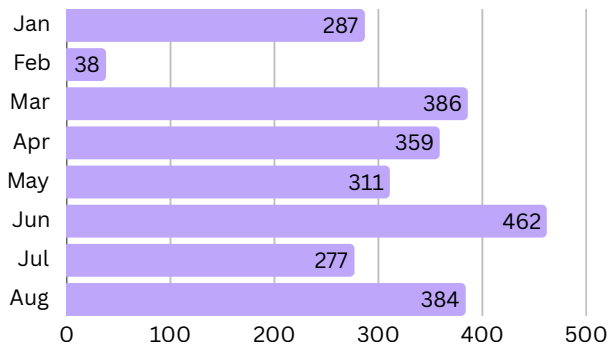
Reference Questions Asked



Increase over previous month

↑ **+19% reference questions**

Program Attendance



Homebound Deliveries

Items

66

Visits

25

Patrons

12

Featured Adult Programs



Sharing Seinfeld

Attendees shared their favorite episodes, scenes, and characters with other like-minded Seinfeld fans. Presented at **no cost to the Library** by a local community member.



Weekly Mah Jongg

27 players in August



Paper Shredding & Pill Drop Off Event

167 cars passed through

Sponsored by
Palos Heights Public Library,
Lake Katherine,
and the City of Palos Heights

Staff Activities

- One of our regular patrons shared that he doesn't know what he would do without the computer assistance **Lyndsey** provides, which was especially meaningful feedback.
- Inspired by the loss of several notable figures this year, **Emily** created a thoughtful display, In Memoriam, featuring works by and about individuals whose contributions left a lasting impact on literature, culture, and public life.
- Christina** presented LinkedIn Basics to a smaller audience which allowed for individual help. As economic uncertainty and workforce changes continue to affect many community members, the library remains committed to supporting job seekers through practical workforce development programs.
- Several first-time attendees at **Lyndsey's** Vinyl Record Club expressed how much they enjoyed the program and said they planned to spread the word to others, suggesting continued growth and interest in the group.
- At the August 19 Farmers Market, **Sue** engaged with attendees, shared information about library programs and services, and strengthened the library's presence in the community. One memorable interaction came when a regular patron enthusiastically recommended a book to her, making her feel like a familiar and trusted part of the library family.
- Kara's** first month with the library has been focused on building a strong foundation through an in-depth exploration of library policies, procedures, and services. At the same time, she has begun cultivating relationships with key community partners, including the Women's Club, Kris Kringle Committee, and Green Team, helping to strengthen the library's connections and visibility throughout the community.



In Memoriam Display

Patron Feedback

Monthly Spice Club

Researched, prepared and organized by
PS Librarian Emily

"Just wanted to let you know that today I made Al Roker's Shrimp Tikka Masala. It turned out fantastic and it is a recipe that I will be keeping and will make quite often...This dish was truly delicious. I can definitely understand why his family requests that it be made for them so often. Thank you so much for this great recipe."



PUBLIC SERVICES - MONTHLY STATISTICS

August 2026

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	0	0	\$0.00	0	Reference	Computer	Directional
Free	0	3	3	N/A	177	594	435	351
Book Discussions	0	6	6	N/A	31	TOTAL		1,380
Movie			1	\$0	5	HOMEBOUND DELIVERIES		
Passive Programs			3		62			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			3	N/A	27	12	25	66
Needle Crafters			3	N/A	23	BOOK-A-LIBRARIAN # Sessions		
Scrabble			3	N/A	54			
COMPUTER TRAINING - LAB			2	N/A	5	2		
TOTAL PROGRAMMING			15	\$0	384			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	

DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE
08/03/26	2:00 pm	Computer Basics	2	N/A	3
08/10/26	2:00 pm	LinkedIn Basics	2	N/A	2
Date	Time	Passive Programs	Registered	Cost	Attendance
		Puzzle Table		N/A	41
		Project of the Month		N/A	1
		Spice Club	8	N/A	20



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

AUGUST 2026

Department Highlights:

Tech Services has started processing print materials in-house and Lorena developed a new workflow for each staff member to have designated tasks. This new workflow should allow for streamlined efficiency and will adjust as needed.

Lorena created a flyer for staff to join in on saying farewell to Carla on her last day.

Lorena replaced the Gadgets & Gizmos Connect4 bag with a rolling bag to make it easier for patrons to checkout.

Lorena edited the Fan Con images and scheduled each post on the library's social media platforms. She also helped Nikki and Dora create an oversized banner for the Circulation desk and the poster schedule of activities. Lorena also ordered items for crafts and different activities.

Nikki has been attending Fan Con meetings, helping with items before the big event. She has been prepping crafts, creating images in Canva, and helping develop superhero activities with Lorena. Nikki has also been working with Dora, creating large action signs for the library windows.

Marilyn and Nikki completed the YA fiction series project. Nikki has been working on the second half of the YA graphic novels series project, updating call numbers and spine labels to include series titles and volume.

Marilyn has continued working on a periodical binder for our magazine collection in Adult and YTS. This will include detailed information for any periodical that has had claims, credits, and/or account extensions.

Jalal has been learning and adjusting to the new workflow and has been focusing on perfecting his designated tasks.

The Tech Services department all attended the Staff In-service. They learned new information regarding cybersecurity, trained on encounters with unhoused library patrons, and had fun doing team building exercises.

Meetings and Training:

August 4 – Fan Con meeting

August 17 – Dept. Head lunch

August 18 – RAILS: Invisible Labor to Line Items

August 18 – Fan Con meeting

August 25 – SWAN Fireside Chat

Processing Statistics:

Adult	Ordered Items	Added Items
Print	170	116
Audiobook	3	1
Video	8	4
Kit	-	-
Periodical	-	53

Youth & Teen	Ordered Items	Added Items
Print	40	291
Audiobook	-	-
Video	-	5
Kit	-	-
Periodical	-	9

Discarded Items	Adult	Youth & Teen
Print	160	80
Audiobook/CD	2	-
Video	8	17
Kit	-	1
Periodical	103	13

Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.
Laminating Service*	1	-	1	-	-	1	4	3
VHS Conversion	-	11	-	-	4	-	4	33

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

AUGUST 2026

Highlights of the Month:



This month's Nature Hour was about sounds found in nature. We read stories, made animal sounds, and went on a hike to listen for more sounds.



Mary Kate had a great time with some tweens making a 3D Heart with cardstock on the Cricut. She also had a fun time with littles making Paw Patrol and dinosaur crafts for the new movie.



Arabic Story time was a fun-filled morning of creativity, movement, and learning. Amani had a wonderful time with the children creating their own bears using noodles and glue. We read all about bears, danced with bubbles, and practiced learning our colors using colorful scarves.

Meetings and Department News:

This month, the library welcomed Alison to the Youth and Teen Department! She has experience with children in a school setting and will be the department's Outreach Coordinator.

Booklist: Fall Youth Preview Part I – Mary Kate watched this webinar on 08/08, Yasmin on 08/24.

Social Media Meeting – Mary Kate attended this meeting on 08/12.

Staff In-Service – Everyone in YTS attended on 08/14.

Fan Con Meeting – Mary Kate attended this meeting on 08/18.

Booklist: Challenging Minds, Changing Hearts: The Power of Middle Grade Coming of Age Tales – Mary Kate watched this webinar on 08/19, Alison on 8/20, Yasmin on 8/24.

Booklist: Great Graphic Novels: Graphic Novels Book Buzz Part 1 – Mary Kate watched this webinar on 08/22.

Booklist: Graphic Jam: Graphic Novels Book Buzz Part 2 – Mary Kate watched this webinar on 08/22.

Booklist: Fall & Winter Picture Books – Yasmin and Alison watched this webinar on 8/21.

IYSI – Tina led a board meeting on 08/21.

Booklist: Random House Children's Books Fall 2026 Preview – Yasmin watched this webinar on 8/24.

Article: Public Libraries: A Space for Family Engagement – Alison read on 8/24.

Article: Get Out of the Library: Embedding Librarians in Our Communities – Alison read on 8/24.

Article: Bridgebuilding Case Study: District of Columbia Public Library – Alison read on 8/24.

WebJunction: Messy on Purpose – The Power of Playful Learning for Children – Yasmin watched this webinar on 8/26.

WebJunction: Teen Services That Matter: Designing Supportive Library Experiences – Yasmin watched this webinar on 8/26 & 8/27.

Outreach:

Farmer's Market Story Time – Carla provided her last story time on 08/05.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	8	126		Reference	Computer	Directional
Free Tween/Teen Programming	2	37		233	48	128
Youth Paid Programming	0	0		TOTAL	409	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	10	163		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	0	46	3
TOTAL OUTREACH	0	2	12	TOTAL	49	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
08/06/26	11:30 am	Frog Story Time	25
08/07/26	10:00 am	Nature Hour	34
08/07/26	11:30 am	Arabic Story Time	24
08/10/26	5:00 pm	Tween Book Box	8
08/10/26	4:00 pm	3D Bird	2
08/11/26	4:00 pm	Chalk Art	3
08/12/26	4:30 pm	Furry Readers	8
08/13/26	11:30 am	Pups & Dinos	22

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
08/01/26	5:00 pm	Volunteens	32
08/04/26	4:00 pm	Cricut 3D Heart	5

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	45
Tonies Listening Station	3
Travel Kit	0
FabLab - Plant Marker	3

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
08/05/26	Farmer's Market & Story Time	2	12