



PALOS HEIGHTS  
PUBLIC LIBRARY

# CIRCULATION DEPARTMENT REPORT

## JANUARY 2023

### At the Desk:

18 online library cards were issued to residents.

35 directional questions were answered by the Circulation staff.

13 patrons used Curveside pickup.

### Continuing Education:

*Cricut – Press Your First Mug, Design Your Custom Mug, and Cricut Mug Press Overview*

### Department Highlights:

Lorena trained Karen M. and Crystine on how to use the GlowForge in the Zanardo Fab Lab. Both of them were able to make their own creations with some guidance.

### Meetings:

January 11 – Friends of the Library meeting

January 20 – ATLAS Middle Managers meeting

January 25 – Management meeting

January 26 – 1 on 1 with Jesse

January 30 – Fab Lab meeting

January 30 – Department Head meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

# CIRCULATION STATISTICS FOR JANUARY 2023

	Jan-23	YTD 23	Jan-22	YTD 22
Adult Circulation				
Books	3,715	3,715	3,489	3,489
Video	461	461	553	553
Audio	372	372	439	439
Periodicals	196	196	334	334
Other Formats	8	8	1	1
In House	65	65	31	31
Total Adult Circulation	4,817	4,817	4,847	4,847
Youth Circulation				
Books	4,349	4,349	2,576	2,576
Audio	106	106	67	67
Teen Circulation				
Books	374	374	Included in Youth totals for 2022	
Audio	1	1		
Youth & Teen Circulation				
Video	223	223	158	158
Periodicals	6	6	4	4
Other Formats	2	2	-	-
In House Use	799	799	372	372
Total Youth & Teen Circulation	5,860	5,860	3,177	3,177
Electronic Circulation				
eBooks (Media On Demand)	1,320	1,320	1,252	1,252
eBooks (e-Read IL)	88	88	69	69
Audio (e-Read IL)	50	50	50	50
Audio (Media On Demand)	737	737	567	567
Video (Media On Demand)	-	-	1	1
Periodicals (Overdrive)	111	111	106	106
Music Streaming (Freegal)	984	984	1,028	1,028
Music (Freegal)	44	44	52	52
Total Electronic Circulation	3,334	3,334	3,125	3,125
TOTAL CIRCULATION	14,011	14,011	11,149	11,149
ILL - Received	1,240	1,240	1,388	1,388
ILL - Sent	1,173	1,173	1,069	1,069
Reciprocal Borrowing	1,262	1,262	774	774
Online Renewals	21	21	37	37
Self-Checkout	4,398	4,398	2,373	2,373
Computer Usage				
Library Workstation Sessions	320	320	181	181
Wireless Sessions	625	625	518	518
Total Sessions	945	945	699	699
# of People Using the Library*	9,110	9,110	6,154	6,154
Homebound Deliveries			Current Month	Full Year
Patrons Serviced			5	
Visits			7	7
Items			94	94
Museum Pass Program			Current Month	Full Year
Total Passes			16	16

<b>Library Cards Issued</b>					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,047	60	41	4	5,084
Non-Resident/Trinity/Business	135	-	-	-	135
Cards for Kids	5	-	3	-	8

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS  
PUBLIC LIBRARY

# Public Services Department Report

## January 2023

### Employment

I was honored to take over as Head of Public Services this month after Jeannine's retirement on January 6, 2023.

A job ad for a part-time Public Services Librarian was posted. Several promising responses were received. Interviews will be scheduled for February 2023.

### Meetings

1-18-23: Met with the Crisis Center of South Suburbia to discuss and schedule quarterly domestic violence-related programs.

1-18-23: Chaired the January ILA Intellectual Freedom Committee meeting.

1-20-23: Attended the Middle Managers Roundtable meeting.

1-26-23: Met with librarians from Moraine Valley Community College to discuss partnerships.

### Reference Work

Working the the public via phone, chat, E-Mail, and in person, Public Services staff answered 1,241 questions in January 2023.

### Marketing/Publicity/Outreach

The PS department completed a FabLab project commissioned by Lake Katherine for 3D printed and Glowforge-cut leaves. They will be used as part of a decorative tree in their nature center.

Home Delivery: This month we delivered to 5 patrons over 7 visits with 94 items delivered.

Channel 4: I recorded a look at the upcoming programs for February, and Jeannine put in her final appearances for "Best of 2022" and "2023 Book Preview" segments.

### Programming

In-person attendance for programs appeared to, at long last, be getting nearer to pre-pandemic levels in the back half of the month. The virtual option also remains popular. While some of our

virtual viewers are from out of town, it will be interesting to see whether the warmer months bring any shift in attendance numbers from virtual to in-person.

I was unsure whether the FabLab Tours would attract any patrons, but they have proven to be very popular. We had two in January. The first one, even with an attendance cap of 10, had 15 people show up. The second one had 10 people. Attendees were extremely enthusiastic about the room and everything they can do in it. We have already had a couple of tour attendees sign-up for time in the room for projects.

The Puzzle Table made its debut as a passive program on January 30, 2023. We took our least used table and put a puzzle on it for patrons to put together as many pieces as they please, whether it's one or two while they're walking by or a more dedicated session. Instructions on the table inform patrons that if they need to use the table, they just need to ask us and we'll move the puzzle. It is on a puzzle mat that can be rolled up and moved without breaking apart the ongoing puzzle.

January programs by the numbers:

Total Programs: 22

Virtual Attendees: 89

In-Person Attendees: 263

Total Attendees: 352

## Local History

We once again partnered with Lake Katherine to find some photos and news articles of Lake Katherine throughout the years for a project they are doing. This will be ongoing in February as they want to look through some more of the pictures we have.

Digitizing and archiving the Regional photo collection continues apace.

## Collection Development

Placed orders for print and digital books and audiobooks. Renewed several databases. Assisted newer staff with collection development best practices and ordering.

Respectfully submitted,  
Matt Matkowski  
Head of Public Services

# PUBLIC SERVICES - MONTHLY STATISTICS

## January 2023

PROGRAMMING	Hybrid	In-person	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	3	0	3	\$600	101	Reference	Computer	Directional
Free	2	0	2	N/A	54	740	225	276
Book Discussions	0	2	2	N/A	17	TOTAL		1,241
MOVIES			1	N/A	42	HOMEBOUND DELIVERIES		
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			0	N/A	0	5	7	94
Needle Crafters			4	N/A	30	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	77			
COMPUTER TRAINING - LAB			6	N/A	31	0		
TOTAL PROGRAMMING			22	\$600	352			
DATE	TIME	TYPE	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
01/11/23	7:00 PM	HYBRID	Ross Gay (0 In-person)		N/A	ILP SUB	12	
01/26/23	6:30 PM	HYBRID	Lost Restaurants of Chicago (20 In-person)		43	\$250	39	
01/31/23	6:30 PM	HYBRID	New Year, New You (35 In-person)		56	\$350	50	
DATE	TIME	TYPE	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
01/10/23	6:30 PM	HYBRID	Mediterranean Diet Meals (8 In-person)		N/A	N/A	37	
01/17/23	6:30 PM	HYBRID	Self-Coaching (3 In-person)		30	N/A	17	
DATE	TIME	TYPE	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
01/09/23	12:00 PM	IN-HOUSE	Lunch Bunch		N/A	N/A	10	
01/17/23	2:00 PM	IN-HOUSE	Teatime on Tuesdays		N/A	N/A	7	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
01/22/23	2:00 PM	Sunday @ The Cinema: Elvis			22	N/A	42	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
01/03/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	6	
01/10/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	6	
01/17/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	7	
01/24/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	6	
01/31/23	10:00 AM	NEEDLE CRAFTERS			N/A	N/A	5	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
01/03/23	10:00 AM	SCRABBLE			N/A	N/A	16	
01/10/23	10:00 AM	SCRABBLE			N/A	N/A	16	
01/17/23	10:00 AM	SCRABBLE			N/A	N/A	18	
01/24/23	10:00 AM	SCRABBLE			N/A	N/A	14	
01/31/23	10:00 AM	SCRABBLE			N/A	N/A	13	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
1/9/2023	2:00 PM	LinkedIn Basics			1	N/A	2	
1/15/2023	2:00 PM	FabLab Tour			10	N/A	15	
01/24/23	2:00 PM	Tech Time			N/A	N/A	1	
01/24/23	6:30 PM	FabLab Tour			10	N/A	10	
01/25/23	3:00 PM	Tech Time			N/A	N/A	0	
01/31/23	2:00 PM	Tech Time			N/A	N/A	3	



PALOS HEIGHTS  
PUBLIC LIBRARY

# TECHNICAL SERVICES DEPARTMENT REPORT

## JANUARY 2023

### Meetings and Training:

January 20, 2023 ATLAS Middle Managers Round Table meeting.

January 24, 2023 Susana attend Onboarding iPage training with Ingram.

January 25, 2023 Management Team meeting.

January 26, 2023 1-on-1 meeting with Jesse.

January 30, 2023 Susana attended FabLab committee meeting and Department Head meeting.

January 31, 2023 Susana attended SWAN Fireside Chat.

### Staff Related:

Susana set up a new account with Ingram as a secondary vendor to order physical collection materials. I have set up user accounts for Admin, Public Services and Youth & Teen Services. As well as, provided training videos and documentation for staff.

New cataloging changes for fiction/mystery adult books, books part of a series will have a series label. Series label will contain series name and series number. Beth, Public Services Librarian, is assisting Technical Services by creating lists of authors and series. Susana is training Technical Services staff on how to revise item record, create series label and revise the physical book.

Assisted Terry and Lorena set up material for FOTL book sale.

Susana has been working on enhancing FabLab supply list.

Technical Services and Circulation continue to work on completing a detailed inventory of the Youth and Teen Services collection.

### Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
<b>Ordered</b>	236	119	15	0	16	0	-	-
<b>Received</b>	174	70	0	0	6	0	-	-
<b>Added</b>	152	0	0	0	0	0	65	17
<b>Discarded</b>	136	241	5	1	1	1	36	12

	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
<b>Adult</b>	1	0	3	2	0	0
<b>Juvenile</b>	241	0	1	0	0	0

Respectfully submitted,  
Susana Leyva  
Head of Technical Services



PALOS HEIGHTS  
PUBLIC LIBRARY

# YOUTH & TEEN SERVICES DEPARTMENT REPORT

## January 2023

### Highlights of the Month:

Happy New Year, Baby! – Carla planned this event celebrating the New Year aimed for babies and their caregivers.

Pirate Party – Carla planned this pirate program filled with games and crafts for children ages 2-5 and their caregivers.

Mini Pizzas – Carla planned this tasty program. Teens enjoyed making their own mini pizzas with different toppings.

Teen Book Club – Carla read *Wicked Saints* by Emily Duncan and discussed it with a group of teens. This is the first of many meetings, and good conversation was had by all!

Rubber Ducky Storytime – Carla planned this program for children ages 2-5 and their caregiver. Children enjoyed singing songs and reading stories about rubber ducks and bath time!

Fake Snow – Carla planned two different recipes for making fake snow. Children in grades 3-5 had a fun, messy time!

Winter Salt Shakers – Audrey planned a winter craft featuring salt shakers, mini wooden mushrooms, and hedgehogs! The tweens each created a very different winter scene which was a lot of fun!

Spa Day – Tina made sugar scrubs, Kool-Aid lip gloss, and painted nails with the tweens.

Sensory Play Time – The library has partnered with Key Autism Services to provide this program bi-monthly. Participants heard a few stories and enjoyed sensory play.

Pinecone Snowy Owls – Jolie planned this program using pinecones, cotton balls and felt to make snowy owls just in time for winter. Children in grades 3-5 enjoyed making these pinecone snowy owls using their creativity!

Sticker Day! – Claire planned this program for children in grades 3-5, who enjoyed visiting and learning about the Zanardo Fab Lab. The children especially appreciated learning to use the Cricut to make their own smiley face stickers.

Cricut Lab – Claire helped tweens and teens use Cricut Design Space and the Cricut Mug Press to press their own design onto a mug. Everyone enjoyed learning about the Zanardo Fab Lab and expressing their creativity through their designs.

Winnie the Pooh Storytime – Claire planned this storytime for children ages 2-5 and their caregivers, all of whom appreciated reading stories and singing songs about Winnie the Pooh and his friends.

Australian Safari – Claire planned this program for children in grades K-3, who enjoyed learning about life in Australia and putting together their own koala bookmarks.

Fitness Fun – Claire planned this program for children ages 2-5 and their caregivers. Children enjoyed learning simple exercises and imitating different animals to get their wiggles out!



Cricut Appointment – Mary Kate helped a patron and their child create multiple Cricut projects with heat on vinyl.

## Meetings and Department News:

CLASS – Tina met with other youth librarians in the south suburbs on 01/11.

At the Library – Tina shared library programs with channel 4 on 01/11.

YTS Grand Opening – The library drew in quite the crowd on 01/14 for the department's grand opening in celebration of the renovation. There were crafts, a face painter, and a hot cocoa bar. Everyone expressed their appreciation for the renovation and were excited to be in our new space.

ATLAS: Middle Managers Round Table – Tina attended this meeting on 01/20.

Booklist: Authors & ARCs – Carla and Claire watched this webinar on 01/24. They listened to a panel of authors discuss their upcoming novels.

Me and You: Celebrating the Importance of Relationships with Albert Whitman & Company – Claire watched this webinar on 01/24. She listened to a panel of authors discuss their picture books and why young children need strong relationships in their lives.

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

Mackin: Body Positivity and Justice: Powerful Middle Grade Stories of Girls Fighting for Their Rights – Carla watched this webinar on 01/26. She listened to two authors discuss their novels and body positivity in young girls.

Preschool Partnerships Meeting -- Carla attended this meeting on 01/26. The group discussed tips and tricks for getting back preschooler's attention in storytime, outreach in the summer, and how outreach has been going since returning to in-person visits.

Laconi YSS – Tina attended this board meeting on 01/27 in which members welcomed new members and gave committee assignments. They also discussed the upcoming story time workshop.

FabLab Meeting – Tina and Carla attended this meeting on 01/31 to discuss supplies and scheduling of the FabLab.

Mary Kate is the new full-time YTS librarian. She worked at the Itasca Public Library for 4 years in the Youth Department and she recently graduated from Dominican with her MLIS in the spring of 2022. Mary Kate is very excited to join the Youth and Teen Department at Palos Heights. She has already added a new service for our teen patrons!

## Outreach:

Kindergarten Girl Scouts – Tina and Claire provided these girl scouts with a tour of the library and a scavenger hunt on 01/06.

2<sup>nd</sup> Grade Girl Scouts – Tina and Mary Kate provided this troop with a library tour, scavenger hunt, and a parachute drop experiment! Everyone enjoyed designing their parachutes and timing their drops by the stairs. 01/19

Book Talks – Jolie shared her book recommendations for January with Dist. 128.

Reggio Academy – Tina visited this preschool on 01/23 and presented a story time about weather.

Trusting Hearts Preschool – Claire visited this preschool on 01/24 and presented a story time.

Rec Center Preschool – Carla visited the Rec Center's 3 and 4 year-old-classes on 01/24 and 11/25 and presented a story time.

Indian Hill Preschool – Carla visited six preschool classes on 01/25 and presented a story time.

Amos Alonzo Stagg High School – Mary Kate gave a tour of the Youth department and planned a hedgehog book craft.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

## Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	12	361		Reference	Computer	Directional
Free Tween/Teen Programming	5	32		259	12	68
Youth Paid Programming	0	0		TOTAL	339	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	17	393		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	425	140	0
TOTAL OUTREACH	2	33	636	TOTAL	565	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS			COST	ATTENDANCE
01/04/23	11:30 am	Happy New Year, Baby! Storytime				0
01/06/23	11:00 am	Pirate Party				30
01/11/23	1:00 pm	Sensory Friendly Playtime - Key Autism Services				5
01/11/23	4:00 pm	Sticker Day!				6
01/11/23	4:30 pm	Furry Readers				20
01/12/23	1:00 pm	Rubber Duck Storytime				19
01/14/23	11:00 am	YTS Grand Opening				130
01/17/23	4:00 pm	STEAM: Circus Bridges				5
01/18/23	11:30 am	Winnie the Pooh Storytime				37
01/23/23	4:00 pm	Fake Snow				1
01/24/23	4:00 pm	Australian Safari				16
01/25/23	4:00 pm	Pinecone Snowy Owls				6
01/27/23	11:00 am	Fitness Fun				24
		Winter Reading				62

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS			COST	ATTENDANCE
01/09/23	4:00 pm	Mini Pizzas				12
01/10/23	5:00 pm	Teen Book Club				5
01/12/23	4:00 pm	Cricut Lab				6
01/16/23	4:00 pm	Winter Salt Shakers				6
01/18/23	4:00 pm	DIY Spa				3

FREE: YOUTH PASSIVE PROGRAMMING		ATTENDANCE
Craft - Yarn Snowman		185
Teen Craft - Giant Snowflake		50
Craft - Bunny Finger Puppet		140
Teen Craft - Bunny Bookmark		90
Grand Opening Tissue Forest Tree Craft		50
Grand Opening Snowman Belly Craft		50

OUTREACH & SCHOOL VISITS						
DATE	ORGANIZATION				# SESSIONS	ATTENDANCE
01/11/23	January K-1 Virtual Booktalks				6	144
01/11/23	January 2-3 Virtual Booktalks				10	166
01/11/23	January 4-5 Virtual Booktalks				7	154
01/19/23	Girl Scout Troop-2nd graders - Library Visit				1	16
01/23/23	Reggio Academy				1	11
01/24/23	Trusting Hearts				1	34
01/24/23	Rec Center				2	30
01/25/23	Indian Hill				6	70
01/26/23	Amos Alonzo Stagg High School Special Services - Library Visit				1	11