



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

MAY 2023

At the Desk:

15 online library cards were issued to residents.

23 directional questions were answered by the Circulation staff.

13 patrons used Curveside pickup.

Continuing Education:

SWAN – *MessageBee Rollout and Training*

Department Highlights:

Lorena presented a panel with five other libraries at the Oak Lawn Fan Fest on May 6, discussing the Palos Heights Library Fan Con.

Lorena created an outreach schedule for staff to attend and promote the Palos Heights Farmer's Market this year.

Lorena has been helping organize donations for the Friends of the Library, boxing and shelving materials for the sale.

Lorena applied for the Free Comic Book Day supply of 50 comics from Diamond Comics and free giveaways provided to patrons on May 6. She also set up the display case promoting Free Comic Book Day.

Lorena trained Circ clerks on the Cricut machine and everyone in the department helped make bookmarks to give out during the Summer Reading Kickoff Party at registration.

Lorena helped make flyers and posters promoting Summer Reading and the Summer Reading Kickoff Party.

Lorena created a library card guide binder for Circ clerks to refer to when registering new patron cards.

Kindness Corner has been collecting donations of gently worn gym shoes throughout the months of May and June for Share Your Soles. This organization helps provide shoes and resources to children in need around the world.

Meetings:

May 5 – Reaching Forward Conference

May 10 – SWAN Circ Meeting

May 10 – Palos Heights Woman’s Club installation dinner

May 11 – SWAN MessageBee training

May 15 – Fan Con meeting

May 24 – Management Team meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR MAY 2023

	May-23	YTD 23	May-22	YTD 22
Adult Circulation				
Books	3,576	18,087	2,810	12,165
Video	599	2,710	438	2,142
Audio	426	1,945	355	1,740
Periodicals	207	1,029	60	214
Other Formats	21	62	18	24
In House	100	458	2	2
Total Adult Circulation	4,929	24,291	3,683	16,287
Youth Circulation				
Books	3,080	19,967	2,211	9,204
Audio	95	509	54	340
Teen Circulation				
Books	291	1,593	Included in Youth totals for 2022	
Audio	3	9		
Youth & Teen Circulation				
Video	141	954	201	735
Periodicals	8	34	2	2
Other Formats	-	2	-	2
In House Use	584	4,424	0	0
Total Youth & Teen Circulation	4,202	27,492	2,468	10,283
Electronic Circulation				
eBooks (Media On Demand)	1,195	6,392	1,112	6,080
eBooks (e-Read IL)	91	450	82	428
Audio (e-Read IL)	65	288	48	223
Audio (Media On Demand)	748	3,599	536	2,357
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	116	485	57	434
Music Streaming (Freegal)	579	4,185	372	3,819
Music (Freegal)	55	214	79	401
Total Electronic Circulation	2,849	15,613	2,286	13,742
TOTAL CIRCULATION	11,980	67,396	8,437	40,312

ILL - Received	1,112	6,119	1,057	6,532
ILL - Sent	1,026	5,399	799	5,180
Reciprocal Borrowing	981	6,291	263	670
Online Renewals	39	178	32	162
Self-Checkout	3,301	19,573	2,293	7,767
Computer Usage				
Library Workstation Sessions	365	1,901	101	358
Wireless Sessions	1,001	4,229	83	297
Total Sessions	1,366	7,496	184	655
# of People Using the Library*	7,859	44,049	3,876	15,567

Homebound Deliveries	Current Month	Full Year
Patrons Served	2	
Visits	6	47
Items	123	614

Museum Pass Program	Current Month	Full Year
Total Passes	19	78

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,214	15	28	-	5,242
Non-Resident/Trinity/Business	137	-	-	-	137
Cards for Kids	16	-	1	-	17

Respectfully submitted by Lorena Rodriguez, Head of Circulation



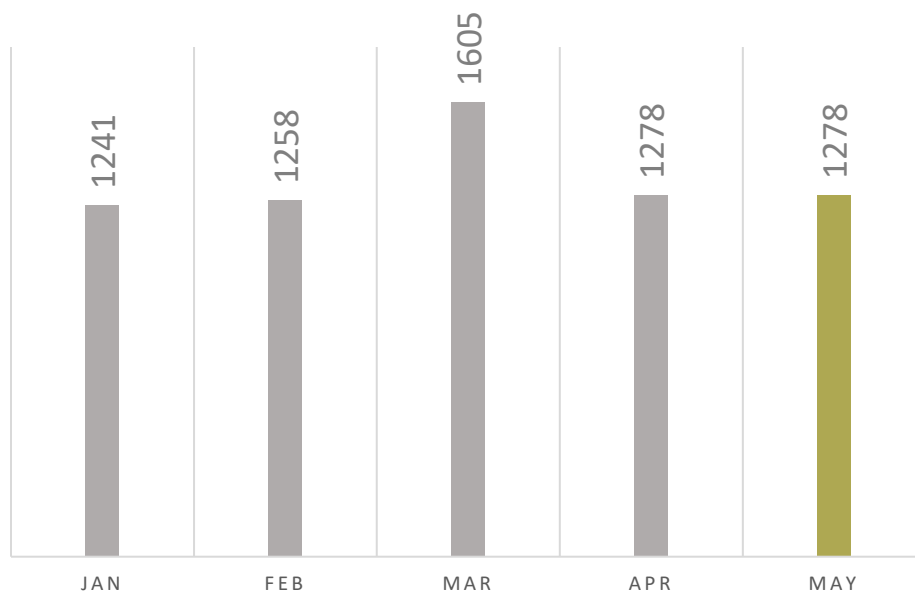
Public Services Department Report

May 2023

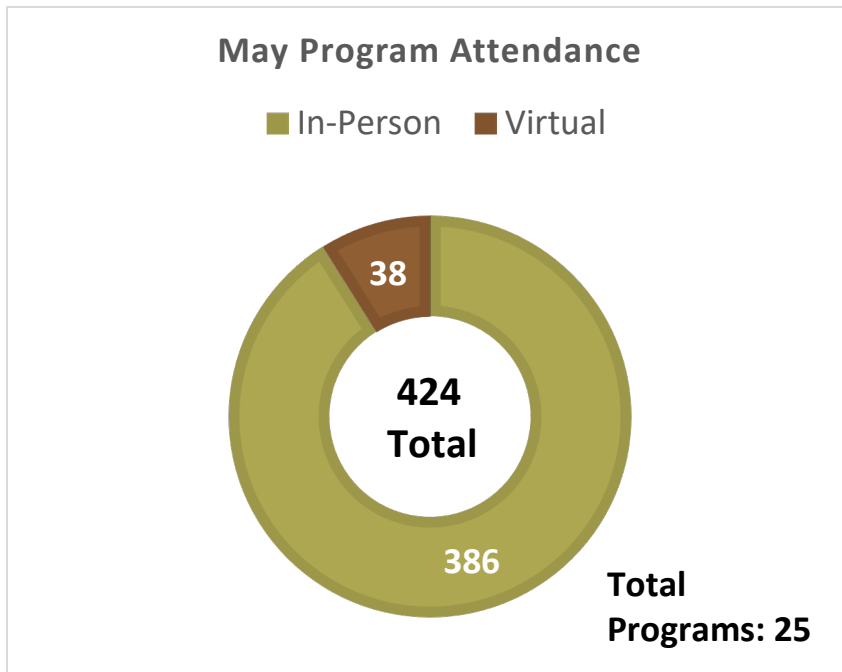
Meetings

5-3-23: Gale Adult Education & Business webinar
5-4-23: WSAP Meeting
5-4-23: ARRT Meeting
5-10-23: ILA Intellectual Freedom Committee Meeting
5-15-23: Fan Con Meeting
5-17-23: Adult Services Managers Roundtable (ASMR) inaugural meeting
5-17-23: Disability Accommodations webinar
5-17-23: Green Team meeting
5-19-23: Middle Managers Roundtable Meeting
5-22-23: Kris Kringle Market meeting
5-23-23: Regional Response Team meeting
5-24-23: Management Team meeting
5-25-23: RAILS Serving Patrons With Dementia Group meeting

PS Reference Questions



Programming



May is traditionally a slower month for programs here at PHPL, so I was interested to see what the attendance would look like. We did have a dip in attendance compared to previous month, however, we also didn't have as many big-name headlining programs. Still, a respectable turnout.

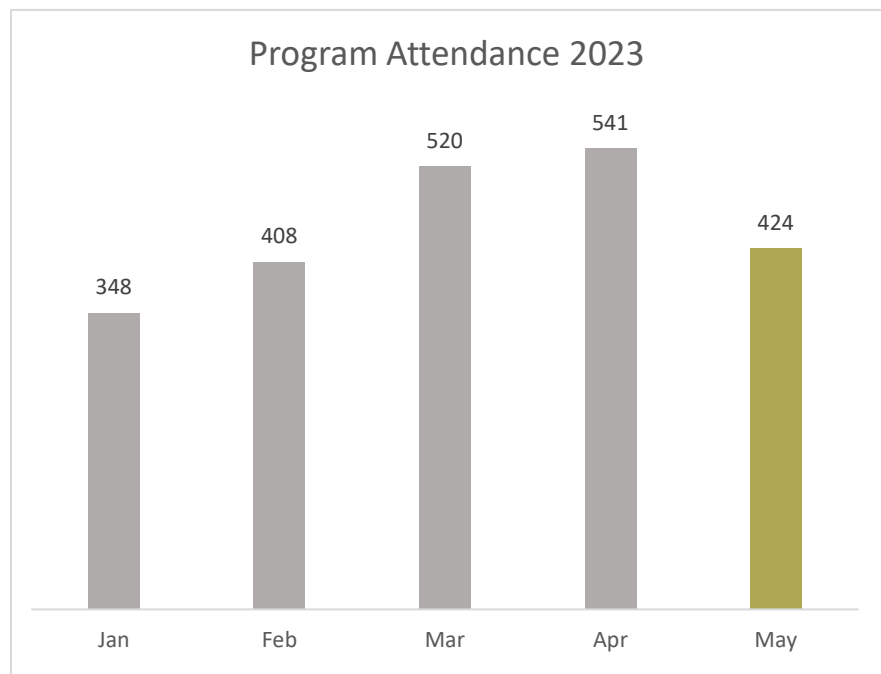
As with every month, lessons were learned. We usually get 40-70 people for Sunday @ The Cinema, this month we had 10. I thought showing the new Top Gun would be a

great way to cap the series before summer break, but in retrospect, it was a movie that had been out for a while that most people had likely already seen, and it was a very nice day out. Things to consider for the future.

We also had more educational than entertaining programs this month, like the program about ticks. The program itself was excellent, the presenter and the information were great. The people who came out thought it was great and said they got a lot out of it, but at the end of the day it was a program about ticks.

It was interesting to see the different crowds that came out for some of

these programs. For example, the sports program this month attracted many patrons who are not regular program-goers. Same for the scams program presented by the Palos Heights Police Department. Another lesson there, they were almost unable to make it due to police business.



Marcin is still working on the new layout for the YouTube Live streams.

The Puzzle Table had least 100 puzzlers in May. We have seen one of our regulars rotate out to take a break, and a couple others rotate in, plus some new occasional puzzlers stopping by. These days there are frequently 2 to 4 puzzles going at once on the table. The new Puzzle Exchange is running fine with some rotation in and out.

Spice Club continues apace. We are in a fairly steady rhythm with it now. Whatever extras we have, whether they were not picked-up by a registrant or we just happened to make some more, we put out on the table in front of our desk, and they all get claimed. I was very glad of that this month, because it was VERY pungent cumin that permeated the area back by my desk while the extras were still stored nearby.

We did have to cancel a program, the National Scrapbooking Day event. The presenter had a family emergency and let us know a couple days ahead of time, but there were not many people registered for it, so it was not a disaster.

Marketing/Publicity/Outreach

Beth's senior book discussion was postponed due to illness.

Channel 4: I recorded the June edition of "At the Library".

Beth and I appeared on the front page of the Sunday, May 14, 2023 Daily Southtown talking about our home delivery program.

We had less delivery patrons than normal this month, with people being out of town, ill, or just not reading as fast as usual.



Local History

Digitizing and archiving the Regional photo collection continues, as well as historical photos of PHPL throughout the years.

Collection Development

The new ordering process, where everyone orders instead of just Beth, continues to go well. We are tweaking some things here and there, as we knew it would be a learning process. Most of the tweaks are coming on the non-fiction side of things, where we are learning to avoid certain publishers and price points, and to step back and consider our population.

Other

As always, and especially after having been to a couple of meetings with other managers this month, I am grateful for the staff that we have. Their enthusiasm, knowledge, and customer service skills are out there on display every day.

Respectfully submitted,
Matt Matkowski
Head of Public Services

May 2023

Programming	Hybrid	In-person	Total # Programs	Cost	Attendance	Reference Questions		
Paid	4	1	5	\$815	69	Reference	Computer	Directional
Free	3	0	3	N/A	71	687	254	337
Book Discussions	0	3	3	N/A	17	Total		1,278
Movies			1	N/A	10	Homebound Deliveries		
Passive Programs			2	N/A	134	# Patrons	# Visits	# Items
Clubs						2	6	123
Mah Jongg			5	N/A	7	Book-A-Librarian # Sessions		
Needle Crafters			5	N/A	29			
Scrabble			5	N/A	86			
Computer Training - Lab			1	N/A	1	4 (Tech Time Sessions)		
Total Programming			30	\$815	424			
Date	Time	TYPE	Paid: Adult Programming			Registered	Cost	Attendance
05/04/23	7:00 pm	HYBRID	Tour du Mont Blanc (16 Inperson)			26	\$330	23
05/16/23	7:00 pm	HYBRID	Black Sox (10 Inperson)			17	\$335	16
05/17/23	7:00 pm	HYBRID	Yamaguchi (1 inperson)			6	ILP SUB	5
05/23/23	7:00 pm	HYBRID	Immune System (20 inperson)			28	\$150	25
05/06/23	9:00 am	In-person	Scrapbooking Day (CANCELLED)			1	n/a	n/a
Date	Time	Type	Free: Adult Programming			Registered	Cost	Attendance
05/09/23	2:00 pm	HYBRID	Medicare Made Easy (20 inperson)			12	n/a	20
05/09/23	7:00 pm	HYBRID	Ticked off (4 inperson)			13	n/a	13
05/30/23	7:00 pm	HYBRID	Scams & Common Concerns (32 Inperson)			37	n/a	38
Date	Time	Type	Book Discussions			Registered	Cost	Attendance
05/08/23	12:00 pm	In-person	Lunch Bunch			2	n/a	10
05/16/23	2:00 pm	In-person	Teatime			0	n/a	7
05/30/23	2:00 pm	In-person	Senior Center (CANCELLED)			n/a	n/a	n/a
Date	Time	Movies				Registered	Cost	Attendance
05/21/23	2:00 pm	Sunday at the Cinema				9	n/a	10
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						100
		Spice Club				30		34
Date	Time	Mah Jongg				Registered	Cost	Attendance
05/02/23	12:00 pm	Mah Jongg				n/a	n/a	4
05/09/23	12:00 pm	Mah Jongg				n/a	n/a	3
05/16/23	12:00 pm	Mah Jongg				n/a	n/a	0
05/23/23	12:00 pm	Mah Jongg				n/a	n/a	0
05/30/23	12:00 pm	Mah Jongg				n/a	n/a	0
Date	Time	Needle Crafters				Registered	Cost	Attendance
05/02/23	10:00 am	Needle Crafters				n/a	n/a	6
05/09/23	10:00 am	Needle Crafters				n/a	n/a	6
05/16/23	10:00 am	Needle Crafters				n/a	n/a	5
05/23/23	10:00 am	Needle Crafters				n/a	n/a	7
05/30/23	10:00 am	Needle Crafters				n/a	n/a	5
Date	Time	Scrabble				Registered	Cost	Attendance
05/02/23	10:00 am	Scrabble				n/a	n/a	20
05/09/23	10:00 am	Scrabble				n/a	n/a	17
05/16/23	10:00 am	Scrabble				n/a	n/a	16
05/23/23	10:00 am	Scrabble				n/a	n/a	14
05/30/23	10:00 am	Scrabble				n/a	n/a	19
Date	Time	Computer Training - Lab				Registered	Cost	Attendance
05/08/23	2:00 pm	Internet Basics				2	n/a	1



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

MAY 2023

Meetings and Training:

May 02, 2023 Summer Reading block party committee meeting.

May 11, 2023 SWAN Acquisitions and Cataloging Users.

May 15, 2023 Fan Con 2023 meeting.

May 16, 2023 CoverOne Training session at Alsip-Merrionette Park PLD.

May 18, 2023 Summer Reading block party committee meeting.

May 19, 2023 ATLAS Middle Managers meeting.

May 23, 2023 Summer Reading block party committee meeting.

May 24, 2023 Management Team meeting.

May 25, 2023 Core: Library Leaders & Managers - Leadership Development webinar.

May 26, 2023 Technical Services Networking Group meeting.

Staff Related:

Susana continues to work on VHS conversion format file issues. The original conversion file format does not play on any Apple products. Susana has been working on reformatting all VOB files to MOV files. This has been a learning curve as I, Susana, continue to learn more on what video formats are compatible to Windows product versus Apple products.

Marilyn and Nikki completed working on two new Science to Go kits for the collection, a Hexeum Telescope and a Bug kit. In addition, Susana completed working on two new collection formats, Toniebox and eight Tonie characters. The Toniebox has a variety of content types such as education, literary, nap time, song, stories and more. This new collection is only available to Palos Heights cardholders.

The department completed working on revising the board book collection. The board book collection cataloging is now shelved by category.

Technical Services staff continue to work on revising fiction and mystery adult books that belong to a series.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	160	0	11	0	6	0	-	-
Received	191	43	14	0	6	14	-	-
Added	133	304	14	14	8	3	76	15
Discarded	25	265	3	1	1	0	71	11



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	0	1	2	0	0	0
Juvenile	0	0	1	0	0	0

Library Services					
	January	February	March	April	May
Laminating Service*	11	18	0	0	3
VHS Conversion:	0 VHS tapes	6 VHS tapes	41 VHS tapes	1 VHS tapes	0 VHS tapes
DVD Format	0	6	20	1	0
USB Flash drive Format	0	7	3	0	0

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

Respectfully submitted,
 Susana Leyva
 Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT

MAY 2023

Highlights of the Month:

Volunteers – Throughout the month of May, the teens who have come to volunteer have helped the Youth department with craft preparing crafts, helped keep the supplies clean and in order, and helped prepare some supplies for our Summer Reading Program.

Garden Terrariums – Carla planned this program for children in grades 3-5. They designed their own garden scenes.

Teen Book Club – Carla discussed #MurderTrending by Gretchen McNeil with teens in grades 6-12.

Teen Book Box – Mary Kate crafted boxes for teens with a book and goodies based on their questionnaire responses.

Mother Goose on the Loose Story time – Carla planned this story time for children ages birth-23 months. Stories and songs were all inspired from our favorite nursery rhyme bird, Mother Goose!

Stressbusters – Tina prepared kits for teens preparing for finals. The kits had stress balls, highlighters, index cards, post-its, pencils, and a snack.

Furry Readers – Children of all ages enjoyed reading stories to the service dogs.

Lego Builders – Jolie provided Legos and children of all ages enjoyed using their imagination to build creations.

Painted Flower Pots – Claire planned this program for children in grades K-3, who enjoyed using their creativity to spruce up flower pots for Mother's Day.

Pet Story Time – Claire planned and presented this story time for children ages 2-5, who enjoyed stories and songs all about their favorite furry friends.

Cherry Blossom – Jolie planned this painting program for children in grades 4-12. They enjoyed painting a cherry blossom tree using Q-tips to dot the blossom petals using their creativity.

Meetings and Department News:

Booklist: New & Notable Nonfiction Picture Books from Random House Children's Books – Claire watched this webinar on 05/02 to learn about upcoming nonfiction books for younger readers from a panel of authors.

Mackin: Lifting Voices Authentic Representation: A Conversation with Neurodivergent Authors – Tina and Carla watched this webinar on 05/02. They listened to a panel of authors discuss neurodiversity and the importance of children seeing themselves in books.

Lake Katherine Meeting – Tina met with Tara from Lake Katherine on 05/02. We will be partnering for the Nature Story Time. A monthly program that incorporates a story, songs, and activities about nature. The topic for August is Kingfisher birds, based on the book, *Mel Fell*.

118 Materials Drop-Off – Carla dropped off information about summer reading on 05/04 to district 118 to share with their ELL students.

Reaching Forward Conference – Carla attended this conference on 05/05 and networked with other Illinois librarians.

SRP Kick Off Committee – Carla and Mary Kate attended meetings on 05/02, 05/18/ and 05/23 to finalize planning for the Summer Reading Kickoff Party.

SLJ: Spring Teen/YA Book Buzz – Tina and Claire watched this webinar on 05/09 and listened to a panel of publishers discuss upcoming titles for teens.

Friends of the Library Meeting – Carla attended the Friends of the Library Meeting on 05/10.

Fan Con Meeting – Claire attended this meeting on 05/15 to discuss plans for this year’s Fan Con, including a favorite movie bracket and helped determine where different events should be held.

Booklist: Summer Scares Middle-Grade Panel – On 05/15, Mary Kate watched this Booklist webinar that gave an overview of three summer scary books and how the authors began writing horror.

SLJ Day of Dialog – Claire attended this virtual program on 05/18, where she watched several authors discuss their writing processes and upcoming books from a variety of genres, for children of all ages.

Fall 2023 Librarian Preview with HarperCollins Children’s Books featuring Joanna Ho, Mac Barnett & Shawn Harris, and Elana K. Arnold – Carla watched this webinar on 05/18 and learned about upcoming fall titles.

Booklist: Summer Scares Middle-Grade Panel – Carla watched this webinar on 05/22 and learned about the “Summer Scares” program to promote horror as a genre to patrons. There was also a panel of three authors who wrote horror novels for middle grade readers.

Laconi YSS – Tina attended a board meeting and committee meeting on 05/23 about possible fall workshops.

Booklist: Random House Children’s Books Summer 2023 – On 05/24, Mary Kate watched this Booklist webinar that gave an overview of upcoming books for the summer and focused on *Invisible Son* by Kim Johnson.

Management Team Meeting – Tina and Carla attended management team meeting on 05/24.

Booklist: Page-Turning Picture Books – Carla and Claire watched this webinar on 05/25 about upcoming picture books.

Outreach:

Reggio Academy – Mary Kate presented a short story time about summer and promoted the SRP program on 05/08.

Rec Center and Indian Hill Preschools – Carla presented story times about summer and promoted the SRP program on 05/09, 05/10, and 05/17.

Navajo School – Carla, Tina, and Mary Kate promoted the summer reading program to the 4th and 5th grade classes on 05/22 and 05/24.

SRP Video – The YTS department filmed a fun video to promote SRP, and sent it to various schools in districts 128, 118, Trusting Hearts Preschool, and St. Alexander School.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	8	134		Reference	Computer	Directional
Free Tween/Teen Programming	5	48		205	26	134
Youth Paid Programming	1	3		TOTAL	365	
Tween/Teen Paid Programming				PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	14	185		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	235	132	0
TOTAL OUTREACH	2	9	344	TOTAL	367	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING / CLUBS	COST	ATTENDANCE
05/03/23	11:30 am	Mother Goose Storytime		28
05/08/23	4:00 pm	Garden Terrariums		5
05/10/23	1:00 pm	Sensory Friendly Playtime		2
05/10/23	4:30 pm	Furry Readers		20
05/11/23	4:00 pm	Painted Flower Pots		14
05/12/23	11:00 am	Mommy and Muffins Storytime		18
05/17/23	11:30 am	Pet Storytime		34
05/24/23	4:00 pm	Lego Builders		13

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING / CLUBS	COST	ATTENDANCE
05/01/23	4:00 pm	Volunteens		9
05/12/23	5:00 pm	Teen Book Box		5
05/15/23	4:00 pm	Stressbusters		20
05/15/23	5:00 pm	Cherry Blossom Painting		12
05/16/23	5:00 pm	Teen Book Club		2

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
05/06/23	10:00 am	Drawing Comics with Jarett J. Krosoczka - Zoom Author	ILP	3

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Mother's Day Card	127
Teen Gaming - Nintendo Switch	23
FabLab - Mario Star	6
Craft - Flower Pot	108
Teen Craft - Baby Groot	56
FabLab - Teacher Gift	7
Teen Craft - Flowers	40

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
05/08/23	Reggio Academy	1	20
05/09/23	Rec Center Preschool	1	13
05/09/23	Rec Center Preschool	1	21
05/17/23	Indian Hill Preschool	6	114
05/22/23	Navajo 5th Grade Classes (library visit)	1	78
05/24/23	Navajo 4th Grade Classes (library visit)	1	98