



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2023

At the Desk:

22 online library cards were issued to residents.

19 directional questions were answered by the Circulation staff.

15 patrons used Curveside pickup.

Continuing Education:

Practicing Inclusion: Welcoming Transgender Customers and Colleagues

Department Highlights:

Lorena used the Glowforge to make the library giving tree ornaments and Santa's Reindeer barn. Karen M., Chris, Crystine, and Mickey helped paint these items. Lorena also made red and green donation tags on the Cricut machine.

Joyce and Chris used their creativity to decorate the Circ wreath for the wreath drawing.

Lorena painted the front doors and the windows on the first floor while Mickey painted the windows on the second floor for the season.

Lorena brought the Christmas trees out and decorated the library for the holidays.

Karen D., Karen M., Dora, and Lorena all shared their holiday favorites with Channel 4.

Lorena created and posted the library giving tree information on social media. She also helped record the Grinch videos for the library social media.

Some Circ staff brought in appetizers and sweet treats for the Veteran's Day reception at the library.

Meetings:

November 1 – Management Team meeting

November 7 – RAILS: Conflict De-escalation in the Workplace

November 7 – Palos Heights Woman's Club meeting

November 8 – SWAN Circ/ILL/Outreach Office Hours

November 8 – Social Media meeting

November 8 – Friends meeting

November 15 – SWAN Circ Advisory

November 17 – LACONI & Recharge Present: Networking Unconference

November 17 – Itasca Circ Department Head meeting

November 29 – Department Head meeting

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR NOVEMBER 2023

	Nov-23	YTD 23	Nov-22	YTD 22
Adult Circulation				
Books	3,574	41,787	3,438	40,693
Video	566	6,438	530	6,414
Audio	489	4,504	459	4,986
Periodicals	146	2,181	185	2,350
Other Formats	23	175	17	119
In House	69	1,003	109	990
Total Adult Circulation	4,867	56,088	4,738	55,552
Youth Circulation				
Books	4,049	45,643	4,011	29,864
Audio	139	1,304	60	746
Teen Circulation				
Books	265	3,848	Included in Youth totals for 2022	
Audio	1	29		
Youth & Teen Circulation				
Video	240	2,334	281	1,755
Periodicals	11	129	18	171
Other Formats	-	2	-	-
In House Use	655	9,487	659	4,574
Total Youth & Teen Circulation	5,360	62,776	5,029	37,110
Electronic Circulation				
eBooks (Media On Demand)	1,097	13,692	1,026	12,294
eBooks (e-Read IL)	104	1,109	59	868
Audio (e-Read IL)	53	598	26	486
Audio (Media On Demand)	803	8,273	592	6,592
Video (Media On Demand)	-	-	-	1
Periodicals (Overdrive)	362	1,617	92	1,054
Music Streaming (Freegal)	841	9,985	1,901	11,395
Music (Freegal)	77	542	58	500
Total Electronic Circulation	3,337	35,816	3,754	33,190
TOTAL CIRCULATION	13,564	154,680	13,521	125,852

ILL - Received	1,179	14,030	1,094	13,880
ILL - Sent	1,001	11,429	1,058	8,845
Reciprocal Borrowing	992	13,323	981	7,134
Online Renewals	18	393	40	452
Self-Checkout	3,994	47,076	3,957	27,236
Computer Usage				
Library Workstation Sessions	884	4,703	307	2,794
Wireless Sessions	434	9,075	643	6,571
Total Sessions	1,318	13,778	950	9,365
# of People Using the Library*	8,967	102,617	7,733	76,513

Homebound Deliveries		Current Month	Full Year
Patrons Served		4	
Visits		9	115
Items		84	1,337

Museum Pass Program		Current Month	Full Year
Total Passes		14	186

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,504	44	29	-	5,533
Non-Resident/Trinity/Business	137	-	2	-	139
Cards for Kids	46	-	5	-	51

Respectfully submitted by Lorena Rodriguez, Head of Circulation



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

DECEMBER 2023

At the Desk:

14 online library cards were issued to residents.

11 directional questions were answered by the Circulation staff.

11 patrons used Curveside pickup.

Continuing Education:

The Grinch Reads "*How the Grinch Stole Christmas!*"

Department Highlights:

Joyce, Dora, and Lorena helped make and serve hot chocolate at the Kris Kringle market.

Joyce and Dora helped decorate the tree as a snowman for the city's annual tree decorating contest.

Karen M. attended the annual ATLAS Multi-library Staff Day: Let's Talk De-escalation training.

Lorena helped create content and record videos of the Grinch for the Social Media Committee to post throughout the month of December.

Lorena updated marketing materials for the February Friends book sale to handout and post in January.

Lorena created the LIC schedule for the month of January.

The Kindness Corner displayed a Library Giving Tree throughout the month of December. Patrons received an ornament as a thank you for donating to the library. The Circ, Youth and Teen, and Public Services departments all helped make and decorate ornaments in the Glowforge.

Meetings:

December 7 – Karen M. and Crystine evaluations

December 7 – SWAN Quarterly meeting

December 11 – Joyce, Chris, Karen D., and Mickey evaluations

December 12 – Department Head meeting

December 14 – Dora evaluation

December 14 – PLA Leadership Purposeful Service: Maintaining Your Motivation

December 21 – 1 on 1 with Jesse

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR DECEMBER 2023

	Dec-23	YTD 23	Dec-22	YTD 22
Adult Circulation				
Books	3,428	45,215	3,247	44,131
Video	575	7,013	527	6,944
Audio	374	4,878	450	5,445
Periodicals	147	2,328	112	2,535
Other Formats	23	198	7	136
In House	50	1,053	48	1,099
Total Adult Circulation	4,597	60,685	4,391	60,290
Youth Circulation				
Books	3,372	49,015	3,633	33,875
Audio	116	1,420	60	806
Teen Circulation				
Books	268	4,116	Included in Youth totals for 2022	
Audio	4	33		
Youth & Teen Circulation				
Video	179	2,513	119	2,036
Periodicals	12	141	5	189
Other Formats	-	2	-	-
In House Use	583	10,070	432	5,233
Total Youth & Teen Circulation	4,534	67,310	4,249	42,139
Electronic Circulation				
eBooks (Media On Demand)	1,228	14,920	1,098	13,320
eBooks (e-Read IL)	92	1,201	75	927
Audio (e-Read IL)	51	649	45	512
Audio (Media On Demand)	845	9,118	592	7,184
Video (Media On Demand)	-	-	-	1
Periodicals (Overdrive)	348	1,965	116	1,146
Music Streaming (Freegal)	663	10,648	974	13,296
Music (Freegal)	59	601	44	558
Total Electronic Circulation	3,286	39,102	2,944	36,944
TOTAL CIRCULATION	12,417	167,097	11,584	139,373

ILL - Received	1,077	15,107	886	14,974
ILL - Sent	944	12,373	939	9,903
Reciprocal Borrowing	925	14,248	779	8,115
Online Renewals	20	413	38	492
Self-Checkout	3,445	50,521	3,169	34,393
Computer Usage				
Library Workstation Sessions	470	5,173	229	3,101
Wireless Sessions	887	9,962	685	7,214
Total Sessions	1,357	15,135	914	10,315
# of People Using the Library*	8,209	110,826	6,336	84,246

Homebound Deliveries		Current Month	Full Year
Patrons Served		4	
Visits		9	124
Items		141	1,478

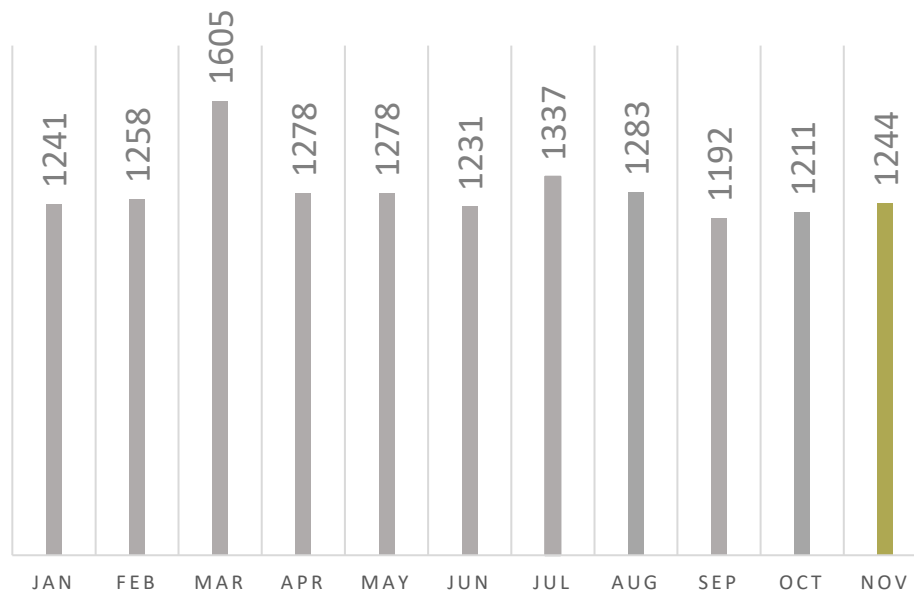
Museum Pass Program		Current Month	Full Year
Total Passes		17	203

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	5,533	25	13	-	5,546
Non-Resident/Trinity/Business	139	-	2	-	141
Cards for Kids	51	1	-	-	51

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report November 2023

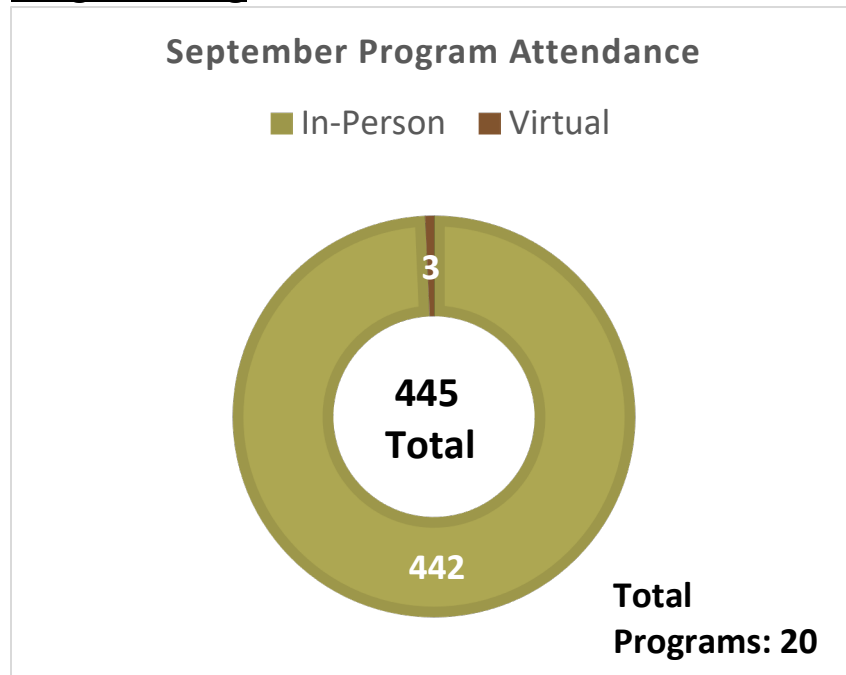
PS Reference Questions



Meetings & Trainings

- 11-1-23: Management Team Meeting
- 11-2-23: West Side Area Programmers Meeting
- 11-2-23: ARRT Meeting
- 11-8-23: ASMR Meeting (Adult Services Managers Roundtable)
- 11-8-23: Social Media Committee Meeting
- 11-13-23: Channel 4 Taping
- 11-13-23: ILA Annual Committee 2024 Meeting
- 11-15-23: Social Media & The First Amendment Webinar
- 11-15-23: RAILS Update Webinar
- 11-15-23: Green Team Meeting
- 11-17-23: Middle Managers Roundtable Meeting
- 11-27-23: ARRTCon Panel Check-In
- 11-28-23: ARRTCon Panel Meeting
- 11-30-23: ARRTCon

Programming



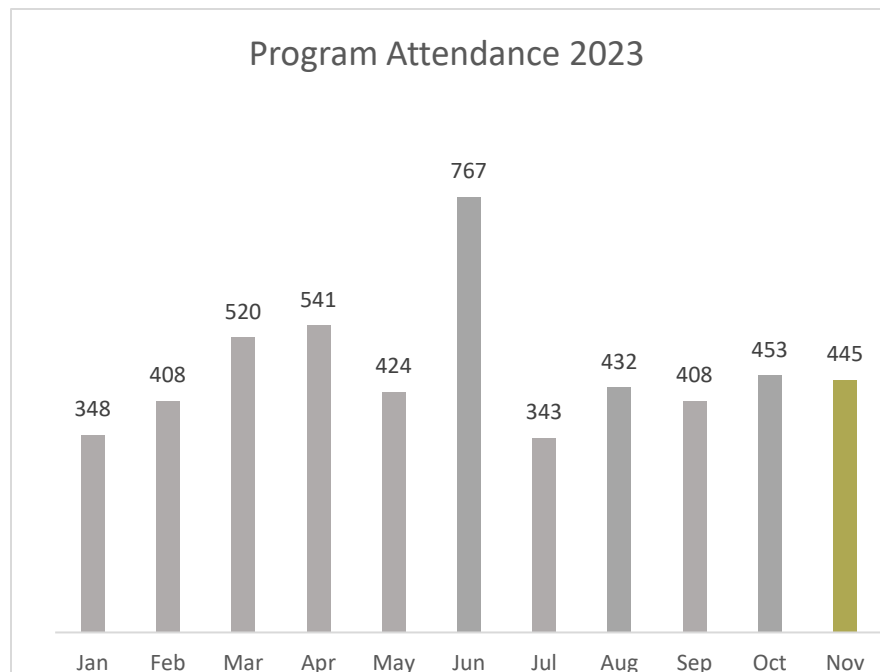
Programming in November remained fairly steady, and this was the first month where none of the presenters wanted to be virtual, except the ones that were presenting virtually. Not sure if that is going to become more common the further we get from lockdowns, but it is an interesting development.

In any event, given that we had two weeks “off” from programming due to Thanksgiving, the numbers are pretty good. We kicked

off November with Leslie Goddard, who was great but drew far less people than she usually does. Not sure if it’s because people just got the newsletter and she was on November 2 or if there was some other factor, but it was a reminder that I should not schedule “big” programs the week a new newsletter comes out. Another lesson from this month was that a lot of people are very passionate about their viewpoint of the JFK assassination.

We had our first FabLab class, this one was making holiday placecards on the Cricut. We had 6 register and 3 attend. Less people than we would have liked, but the December Glowforge program is full and has a full waiting list, so we’re probably going to run that one twice.

Beth’s Spice Club Meet & Greet went well and was quite charming. Merry & Bright in the Heights programs were well-attended, as always.



Marketing/Publicity/Outreach

Tina and I held down the library table at the Lake Katherine Pumpkin Smash event. It went well and we had a fair number of visitors stop by the table to talk about the FabLab.

Speaking of the FabLab, we once again produced a number of items for the Kris Kringle Market. It was a somewhat challenging process this year, but it turned out well.

Finally, Tina and I also filmed the December “At the Library” for Channel 4.

Local History

We received our new photo displays and Beth has started organizing them to be put out next year. We will have a healthy rotation of a number of photo displays throughout the library over the course of the year.

Beth’s slideshow of local veterans also went over very well at the Veterans Day event this year.

Collection Development

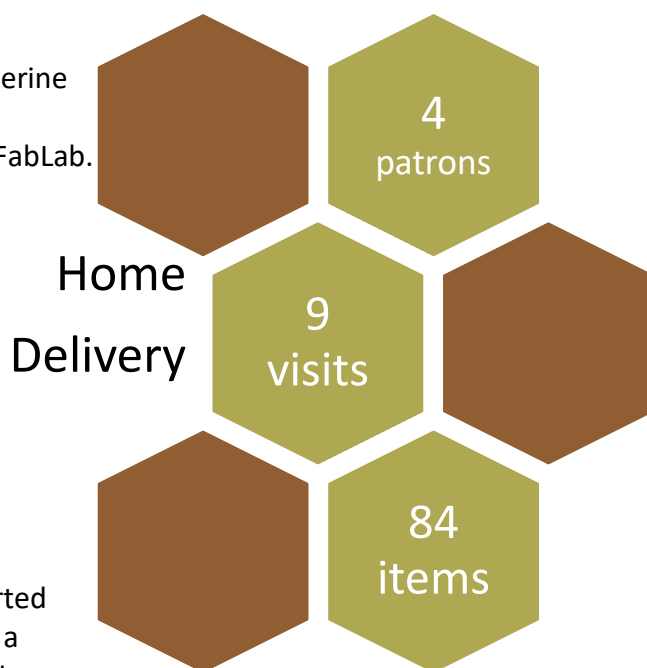
We wrapped-up our first year of having the whole staff participate in ordering, rather than having all of it done by Beth. Overall, it went well. We are in the process of going over how things went to see if we need to make any adjustments in 2024.

Other

My staff continues to be one of the best in the business, I remain very happy to have them.

I attended ARRTCon on November 30 and got a lot of great ideas for adult readers advisory, hopefully we’ll be able to put some into place. I also presented a panel about writing book reviews (my piece was specifically audiobook reviews) with Becky Spratford (!), LibraryReads executive director Rebecca Vnuk, NovelList’s Yaika Sabat, and Annabelle Mortensen from LibraryReads.

Respectfully submitted,
Matt Matkowski



A couple of Madrigal Singers photos:



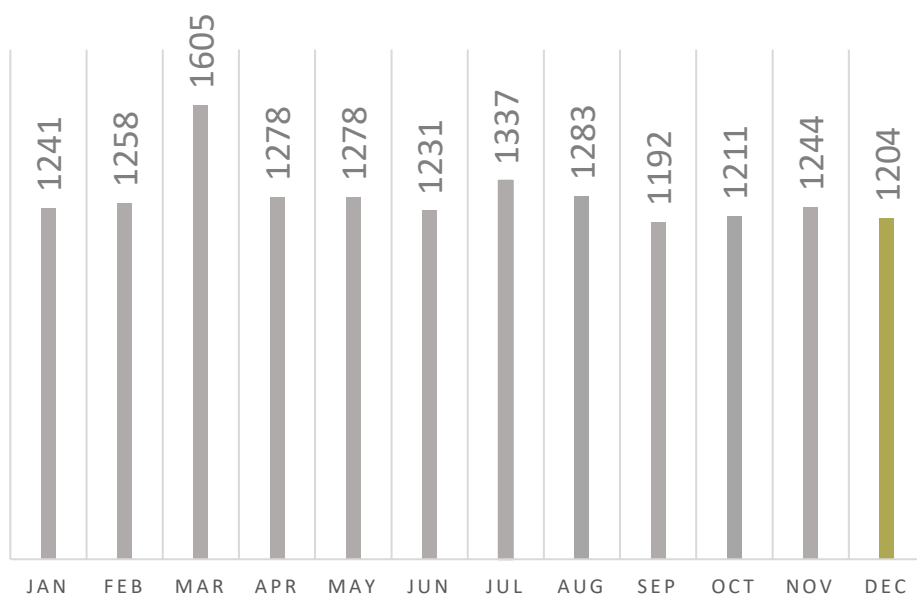
PUBLIC SERVICES - MONTHLY STATISTICS

November 2023

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	0	5	5	\$1,195	95	Reference	Computer	Directional
Free	0	4	4	N/A	121	682	288	274
Book Discussions	0	4	4	N/A	22	TOTAL		1,244
						HOMEBOUND DELIVERIES		
Passive Programs			4		112			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	10	4	9	84
Needle Crafters			4	N/A	26	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	59			
COMPUTER TRAINING - LAB			1	N/A	0	5		
TOTAL PROGRAMMING			20	\$1,195	445			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/2/2023	7:00 pm	No	Flying High: Betty the Pan Am Stewardess			37	\$400	34
11/04/23	1:00 pm	No	Self-Care for Busy People			3	\$200	5
11/07/23	7:00 pm	No	The Kennedy Assassination			31	\$260	34
11/08/23	7:00 pm	No	Taste of Love (0 in-person)			3	ILP	3
11/28/23	7:00 pm	No	It's Christmastime in the City			30	\$335	19
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
11/01/23	6:30 pm	No	Spice club Meet & Greet			8	N/A	11
11/16/23	7:00 pm	No	FabLab Holiday Place Cards			6	N/A	3
11/29/23	6:30 pm	No	Madrigal Singers			34	n/a	67
11/30/23	7:00 pm	No	Baking with Beth			53	n/a	40
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
11/13/23	12:00 pm	No	Lunch Bunch Book Discussion				N/A	10
11/08/23	7:00 pm	No	Horror Book Club				N/A	4
11/21/23	2:00 pm	No	TeaTime on Tuesdays Book Discussion				N/A	6
11/28/23	11:00 am	No	Senior Center				n/a	2
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
11/19/23	2:00 pm	Sunday @ the Cinema: Book club				15	n/a	13
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
11/07/23	12:00 pm	Mah Jongg				N/A	N/A	4
11/14/23	12:00 pm	Mah Jongg				N/A	N/A	2
11/21/23	12:00 pm	Mah Jongg				N/A	N/A	4
11/28/23	12:00 pm	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
11/07/23	10:00 am	Needle Crafters				N/A	N/A	6
11/14/23	10:00 am	Needle Crafters				N/A	N/A	8
11/21/23	10:00 am	Needle Crafters				N/A	N/A	6
11/28/23	10:00 am	Needle Crafters				N/A	N/A	6
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
11/07/23	10:00 am	Scrabble				N/A	N/A	14
11/14/23	10:00 am	Scrabble				N/A	N/A	16
11/21/23	10:00 am	Scrabble				N/A	N/A	14
11/28/23	10:00 am	Scrabble				N/A	N/A	15
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
11/13/23	2:00 pm	LinkedIn Basics				0	N/A	0
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						84
		Spice Club Kits						13
		Extra Spice Club Kits						7
		Project of the Month						8

Public Services Department Report December 2023

PS Reference Questions



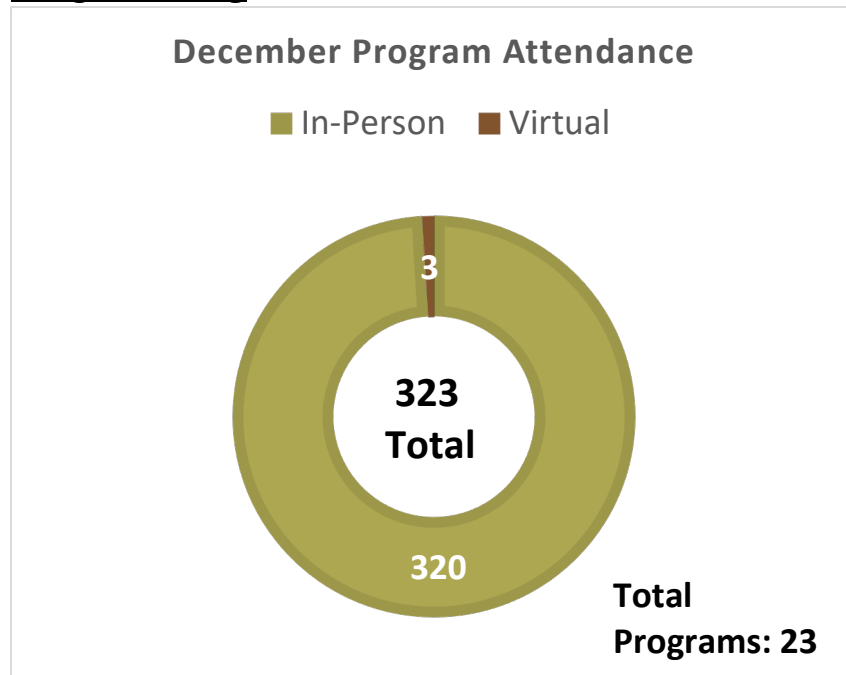
2023 Stats

- Total
 - Questions Answered: 15,362
 - Program Attendees: 4,497
 - Home Delivery Items: 1,548
 - Puzzle Tablers (At Least): 1,053
 - Spice Kits Handed Out: 348
 - Number of Programs: 331
 - Book Discussion Patrons: 233
 - Tech Time w/Emily Patrons: 80

Top Ten Programs By Attendance in 2023

1. Julia Child w/Leslie Goddard (April): 78
2. Madrigal Singers (Nov): 67
3. Celtic Christmas (Dec): 66
4. Wills & Trusts (Sep): 65
5. Irish Music (March): 60
6. Blues in America (Feb): 59
7. Grilling w/Chef Maddox (July): 53
8. Beatles Revolver (Aug): 52
9. New Year, New You Cooking (Jan): 50
10. James Herriot / All Creatures Great & Small (Feb): 49

Programming

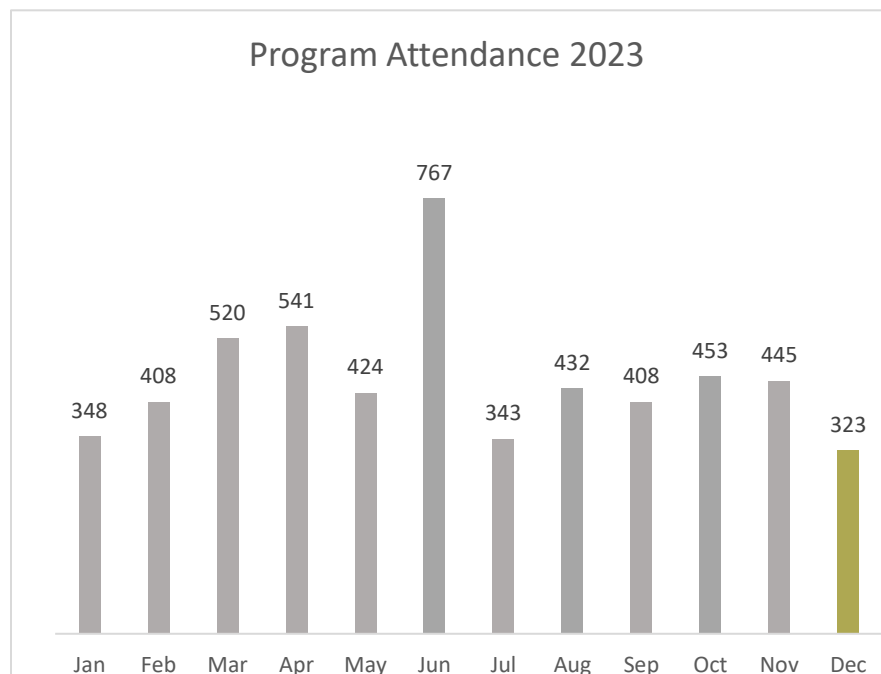


We did not have many programs in December (aside from the typical weekly Scrabble Club, etc), and historically we tend not to have any programs in December, so I was curious to see how it would go. One of them, the Billy Joel presentation, had been rescheduled to December since it was originally planned for Merry & Bright in the Heights week.

The others were purposely scheduled for December. We had the people who came in

to do our March Irish music concert back for a “Celtic Christmas” performance. They let me know in March that they also happen to play music in months other than March, and since our patrons loved them, I figured they were worth having back. Glad I did, it was a great performance and many people attended. They even closed out with a lyrically-modified cover of “Fairytale of New York”.

I decided to give “Adult Coloring and Cocoa” a go, wherein the idea is that people drop-in, grab an adult coloring book page (holiday-themed, of course), and a cup of hot chocolate. I put a yule log up on the Meeting Room projector screen with a classic holiday playlist in the background. It went pretty well. Most of the attendees were special needs adults who were VERY excited about the whole thing, which warmed my heart. It was an experiment to see if something like that might work on a random



Saturday, and since it is a pretty low effort thing staff-wise, I think we'll do it again at some point.

The FabLab class, our second, was interesting. This one was making ornaments on the Glowforge. It filled-up quickly and the waitlist filled-up, so we added a second class the hour before and offered for the waitlisted people to come to that one. In an interesting turn of events, 5 of the waitlisted people showed-up for the extra class, but only 3 of the 8 registered for the original class appeared for that one. In any event, I'm glad we added the second class and accommodated as many people as possible.

Marketing/Publicity/Outreach

PS created 3 items in the FabLab for Kris Kringle Market. YTS created an additional "kids" item. There were some challenges with creating the items, but in the end they turned out okay.

I filmed the January & February segments of "Book Talk" for Channel 4.

Local History

We are busy planning ways to bring the local history collection to more people next year, as well as working on additional photo displays.

We will be testing out the open source alternative for collection software.

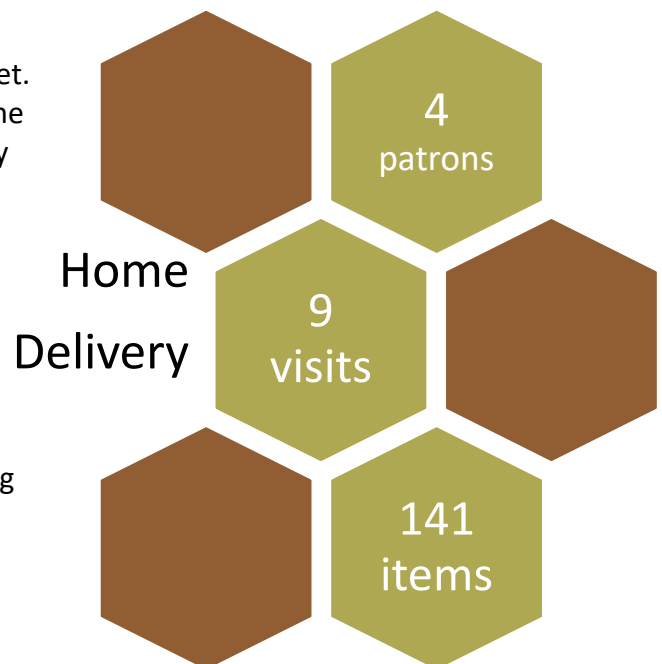
Collection Development

We wrapped-up our first year of having the whole staff participate in ordering, rather than having all of it done by Beth. Overall, it went well. We are in the process of going over how things went to see if we need to make any adjustments in 2024.

Meetings & Trainings

12-8-23: ILA Reaching Forward Committee
12-11-23: Channel 4 Jan/Feb 2024 Book Talk taping
12-13-23: ILA Subcommittee meeting
12-13-23: Niche AI in Libraries webinar
12-14-23: Southside Area Programmers Meeting

Respectfully submitted,
Matt Matkowski



PUBLIC SERVICES - MONTHLY STATISTICS

December 2023

PROGRAMMING		HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid		0	3	3	\$950	89	Reference	Computer	Directional
Free		0	2	2	N/A	21	637	223	344
Book Discussions		0	2	2	N/A	14	TOTAL 1,204		
							HOMEBOUND DELIVERIES		
Passive Programs				4		103			
IN HOUSE CLUBS							# Patrons	# Visits	# Items
Mah Jongg				4	N/A	4	4	9	141
Needle Crafters				4	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble				4	N/A	65			
COMPUTER TRAINING - LAB				0	N/A	0	12		
TOTAL PROGRAMMING				23	\$950	325			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE	
12/5/2023	7:00 pm	no	Billy Joel			22	\$300	20	
12/06/23	7:00 pm	no	ILP: Surviving the Holidays (0 in-person)				ILP	3	
12/12/23	7:00 pm	no	Celtic Christmas			80	\$650	66	
DATE	TIME	HYBIRD	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE	
12/07/23	7:00 pm	No	FabLab: Holiday Design			8	N/a	7	
12/09/23	1:00 pm	No	Adult Coloring and Cocoa			0	N/a	14	
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE	
12/11/23	12:00 pm	No	Lunch Bunch Book Discussion			N/A	N/A	10	
12/13/23	7:00 pm	No	Horror Book Club			N/a	N/A	4	
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE	
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE	
12/05/23	12:00 pm	Mah Jongg				N/A	N/A	4	
12/12/23	12:00 pm	Mah Jongg				N/A	N/A	0	
12/19/23	12:00 pm	Mah Jongg				N/A	N/A	0	
12/26/23	12:00 pm	Mah Jongg				N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE	
12/05/23	10:00 am	Needle Crafters				N/A	N/A	8	
12/12/23	10:00 am	Needle Crafters				N/A	N/A	7	
12/19/23	10:00 am	Needle Crafters				N/A	N/A	7	
12/26/23	10:00 am	Needle Crafters				N/A	N/A	7	
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE	
12/05/23	10:00 am	Scrabble				N/A	N/A	11	
12/12/23	10:00 am	Scrabble				N/A	N/A	20	
12/19/23	10:00 am	Scrabble				N/A	N/A	17	
12/26/23	10:00 am	Scrabble				N/A	N/A	17	
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE	
Date	Time	Passive Programs				Registered	Cost	Attendance	
		Puzzle Table						70	
		Spice Club Kits						17	
		Extra Spice Club Kits						13	
		Project of the Month							



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT

NOVEMBER 2023

Meetings and Training:

November 01, 2023 Management Team meeting.

November 17, 2023 ATLAS Middle Managers Round Table and RAILS Technical Services Networking group.

November 28, 2023 Department Head Meeting.

Staff Related:

Susana continues to work on fiscal year closing by reviewing all backordered items.

Susana worked on staff evaluations.

Susana worked on releasing a new adult video format, Binge Box.

Technical Services continues to work on the easy readers collection project. Technical Services completed level two and is moving forward with level three easy readers.

Susana trained Marilyn and Nikki on how to use the Glowforge for the Birthday Bookmarks for residents.

Susana continues to work on processing prototypes for the upcoming new collection Gadgets & Gizmos. In addition to creating a plan for Technical Services in transitioning current kits and technology items to this new collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	128	5	31	0	1	0	-	-
Received	230	49	32	13	4	0	-	-
Added	251	212	26	12	5	0	81	18
Discarded	42	294	0	2	0	1	1	0



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

Library Services											
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.
Laminating Service*	11	18	0	0	3	1	0	1	1	1	0
VHS Conversion:	0 VHS tapes	6 VHS tapes	41 VHS tapes	1 VHS tapes	0 VHS tapes	2 VHS tapes	0 VHS tapes	0 VHS tapes	4 VHS tapes	4 VHS tapes	24 VHS tapes
DVD Format	0	6	20	1	0	1	0	0	4	8	0
USB Flash drive Format	0	7	3	0	0	1	0	0	0	0	24

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

Respectfully submitted,
Susana Leyva
Head of Technical Services



TECHNICAL SERVICES DEPARTMENT REPORT

DECEMBER 2023

Meetings and Training:

December 02, 2023 Susana and Jalal helped at the Kris Kringle Market.

December 12, 2023 Department Head meeting.

December 13, 2023 Susana attended ALA Webinar: Empowering Future Managers through Cohort Mentoring.

December 18, 2023 Technical Services department meeting.

December 20, 2023 1-on-1 with Jesse.

Staff Related:

Susana closed fiscal year 2023 and prepared 2024 fiscal year in Workflows.

Technical Services completed the easy readers collection project and the juvenile non-fiction holiday project.

Susana continues to work with Marilyn and Nikki on how to use the Glowforge for the Birthday Bookmarks for residents.

Staff have been working on VHS conversion request slips, totaling up to 78 VHS tapes.

Susana continues to work on processing prototypes for the upcoming new collection Gadgets & Gizmos. In addition to creating a plan for Technical Services in transitioning current kits and technology items to this new collection.

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered	0	0	0	0	0	0	-	-
Received	54	0	25	3	0	0	-	-
Added	148	315	25	6	2	0	51	6
Discarded	636	322	153	5	198	0	69	15



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	195	0	153	0	0	3
Juvenile	0	0	5	0	0	0

Library Services												
	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
Laminating Service*	11	18	0	0	3	1	0	1	1	1	0	0
VHS Conversion:	0 VHS tapes	6 VHS tapes	41 VHS tapes	1 VHS tapes	0 VHS tapes	2 VHS tapes	0 VHS tapes	0 VHS tapes	4 VHS tapes	4 VHS tapes	24 VHS tapes	22 VHS tapes
DVD Format	0	6	20	1	0	1	0	0	4	8	0	0
USB Flash drive Format	0	7	3	0	0	1	0	0	0	0	24	22

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

Respectfully submitted,
Susana Leyva
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT

November 2023

Highlights of the Month:

Volunteers – Mary Kate had 10 hours of volunteering helping in the Youth and Teen Department.

The YTS department planned and prepared the following programs in addition to Tales for Twos, Little Wiggles, and Kindergarten Ready weekly story times.

Dungeons & Dragons – Mary Kate hosted a session of D&D, with returning and new teens joining the adventure!

Teen Book Box – Mary Kate created 7 boxes for teens that include a specially selected library book, treats, and goodies.

STEAM: Straw Airplane – Mary Kate helped kids, grades K-3, learn 4 ways to make straw airplanes and test which one works the best.

Dino-Mite! – Mary Kate helped kids, grades K-3, in creating a STEAM dinosaur skeleton and two other crafts.

Turkey Crafts and Facts – Mary Kate lead K-3 kids in creating 3 turkey crafts while learning fun facts about turkeys.

Thankful Shadowbox – Tina used the Cricut machine with our tweens to create shadowboxes.



Holiday Crafts – 'Tis the season! Mary Kate prepared crafts for kids in K-3 to enjoy while listening to music.

Christmas Tree Puzzle – Mary Kate prepared Christmas tree puzzles on the Glowforge for kids in middle and high school for them to put together and decorate.

Thanksgiving Scavenger Hunt – Claire planned and prepared this program for children ages 2-5 and their caregivers, who enjoyed searching through the library for different Thanksgiving foods.

Holiday Dance Party – Claire led a dance party to classic holiday songs and incorporated props like the parachute, scarves, jingle bells, and streamers. Both kids and adults enjoyed getting in the festive spirit and letting off some steam!

Christmas Ornaments – Carla led children in grades 3-5 in assembling an ornament cut on the Cricut machine. Children enjoyed weeding and decorating simple ornaments off the mats themselves!



Pumpkin Pie Day – Jolie prepared this program for kids in grades K-3 with pumpkin pie stories, crafts and games to get ready for Thanksgiving.

Meetings and Department News:

Management Team Meeting – Tina and Carla attended the management team meeting on 11/01.

Booklist: MacKids School & Library Winter 2024 Preview Event – Claire and Carla watched this webinar on 11/04 to learn about upcoming fiction and nonfiction titles for children of all ages.

Mackin: Magical Realism Reimagined – Carla watched this webinar on 11/03 and listened to a panel of Latinx authors discuss magical realism and its role in their middle grade novels.

Social Media Meeting – Tina and Mary Kate attended meetings on 11/08.

At the Library – Tina shared December programs with channel 4 on 11/13.

Bookshelf – Tina talked about the best books of 2023 and suggested titles as gifts for 3 different age groups on 11/13.

Booklist: DK School & Library Spring 2024 Preview – Claire and Mary Kate watched this webinar on 11/14 and 11/24 to learn about upcoming nonfiction and picture books.

Booklist: New and Notable Novels in Verse from Random House Children's Books – Carla watched this webinar on 11/14 and listened to a panel of authors discuss their novels for children.

YALD (Young Adult Librarian Discussion) Meeting – Mary Kate attended this meeting on 11/15, to learn about other librarian's successful teen programs, the struggles with outreach, and other relevant library issues.

Laconi & Recharge Present: Networking Unconference – Tina attended this event at the Oak Park Public Library on 11/17. She joined discussions on leadership, management, and career goals. It was a great networking opportunity and she learned a lot. Going forward, Recharge will be joining Laconi for other workshops and continuing education opportunities.

SLJ: Native Storytelling in Children's Books – Claire watched this webinar on 11/21 and listened to a panel of authors discuss current Native American representation in children's books, along with the future of the genre.

Mackin -- She Persisted: Telling Stories of Resilience, Strength and Sisterhood – Carla watched this webinar on 11/20 and listened to a panel of authors discuss their contributions to the "She Persisted" series for youth.

Department Head Meeting – Tina and Carla attended this meeting on 11/29.

Outreach:

Book Talks – Mary Kate shared her book recommendations with students in districts 128 and 118.

Reggio Academy Preschool – Mary Kate visited two preschool classes on 11/13 and shared a story time about things starting with the letter “M”.

Trusting Hearts Preschool – Claire visited this preschool on 11/14 and shared a story time about bears and hibernation.

Rec Center and Indian Hill Preschools – Carla visited these preschools and shared a story time about transportation.

Girl Scout Troop – Claire and Tina gave a girl scout troop a tour of the YTS space and the FabLab. The girls also made a snowmen with the Cricut machine.

Respectfully submitted,

Tina Ruzala

Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	20	331		Reference	Computer	Directional
Free Tween/Teen Programming	5	36		174	42	172
Youth Paid Programming	0	0		TOTAL	388	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	25	367		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	460	125	0
TOTAL OUTREACH	1	11	180	TOTAL	585	

DATE	TIME	FREE: YOUTH PROGRAMMING/CLUBS	ATTENDANCE
11/01/23	11:30 am	Tales for Twos	18
11/01/23	1:00 pm	Kindergarten Ready!	14
11/02/23	11:30 am	Little Wiggles	22
11/07/23	4:00 pm	STEAM: Straw Airplane	16
11/08/23	11:30 am	Tales for Twos	17
11/08/23	1:00 pm	Kindergarten Ready!	14
11/08/23	4:30 pm	Furry Readers	28
11/09/23	11:30 am	Little Wiggles	19
11/13/23	5:00 pm	Pumpkin Pie Day	8
11/14/23	4:00 pm	Dino-Mite!	18
11/15/23	11:30 am	Tales for Twos	18
11/15/23	1:00 pm	Kindergarten Ready!	16
11/16/23	11:30 am	Little Wiggles	26
11/21/23	11:30 am	Thanksgiving Scavenger Hunt	14
11/21/23	4:00 pm	Turkey Crafts and Facts	7
11/22/23	11:30 am	Tales for Twos	11
11/22/23	1:00 pm	Kindergarten Ready!	12
11/27/23	4:00 pm	Christmas Ornaments	5
11/28/23	4:00 pm	Holiday Crafts	14
11/29/23	4:00 pm	Holiday Dance Party	34

DATE	TIME	TWEEN/TEEN - PROGRAMMING/CLUBS	ATTENDANCE
11/01/23	5:00 pm	Volunteens	10
11/09/23	3:30 pm	Dungeons & Dragons	3
11/10/23	5:00 pm	Teen Book Box	7
11/15/23	4:00 pm	Thankful Shadow Box	10
11/30/23	5:00 pm	Christmas Tree Puzzle	6

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	15
Fab Lab - Cookie Cutters and Christmas Ornaments	0
Craft - Candy Corn	170
Teen Craft - Sugar Skull	80
Craft - Turkey Feathers	220
Teen Craft - Turkey Corner Bookmark	30
Craft - Popsicle Stick Turkey	70

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/13/23	Reggio Academy Preschool	2	28
11/14/23	Rec Center Preschool	1	15
11/14/23	Trusting Hearts Preschool	1	28
11/15/23	Rec Center Preschool	1	13
11/15/23	Indian Hill Preschool	6	78
11/29/23	Girl Scout Troop - Library Visit and Tour	1	18

YOUTH & TEEN SERVICES DEPARTMENT REPORT

DECEMBER 2023

Highlights of the Month:

Volunteers – Mary Kate had 9 hours of volunteering helping in the Youth and Teen Department.

Elf Parachutes – Carla planned this program for children in grades 3-5 to design their own parachutes with coffee filters and string. They enjoyed launching them over the stairwell!



Jingle Bell Storytime – Carla read stories and sang songs about jingle bells to get children ages 2-5 in the holiday spirit! Children enjoyed making a Rudolph craft with a bell for his nose.



3D Christmas Tree Ornaments – Carla created two ornaments on the Glowforge and provided paint for teens in grades 6-12 to decorate their ornaments.

Snow Much Fun Storytime – Carla read stories and sang songs about snow for young children and their caregivers.

Wooden Gingerbread Houses – Tina painted festive wooden gingerbread themed houses with tweens and teens.



Santa Storytime – Claire led this storytime full of stories and songs all about jolly old St. Nick for children ages 2-5 and their caregivers.

Holiday Snow Globes – Claire guided children in grades 3-5 in decorating their own snow globes out of small jars.

STEAM: Holiday Slime – Claire led children in grades 3-5 in mixing up sparkly red and green slime. Children enjoyed experimenting with the ingredients to find the best slime mixture.

Winter Ice Skating Rink – Jolie prepared this program for teens in grades 4-12 to make a winter ice skating rink using cardboard and other craft supplies to make their own winter masterpiece.



Winter Salt Shakers – Jolie guided children in grades 3-5 to make a fun winter salt shaker with mini figures and letters. Children enjoyed using their creativity to make their own salt shaker just in time for the holiday.

Christmas Wrap Party – Claire guided tweens in grades 4-12 in wrapping gifts for their friends and family. Children enjoyed learning to wrap their own gifts and listening to festive music to set the mood.

3D Christmas Lights – Mary Kate guided teens, 6-12 grade, in making a 3D Christmas light with a design from the Cricut.

Teen Book Box – Mary Kate curated 4 boxes for teens that included a specially selected library book and goodies.

Follow Along Christmas Painting – Mary Kate provided the supplies for tweens in grades 4-8 to follow a painting tutorial.

Reindeer Games – Mary Kate created an obstacle course, reindeer toss, and other games for kids in grades K-3 to play.



Meetings and Department News:

Social Media – Tina met with the social committee, circulation, public services, and youth services throughout the month to create content each week. This year's holiday theme was the Grinch.

LACONI YSS – Tina and the board hosted a workshop on The Anatomy of a Meltdown via Zoom on 12/8.

Booklist: Spring Youth Preview – Claire, Carla, and Mary Kate watched this webinar on 12/14 and learned about upcoming youth and teen titles from various publishers.

Booklist: Dazzling Debuts – Mary Kate watched this webinar on 12/17 and learned about upcoming debut titles and listened to a debut author discussing their book.

SLJ: Found in Translation – Claire watched this webinar on 12/23 and listened to a panel of authors discuss their experiences with bringing other cultures to life for children through translating books.

Scholastic Presents: Picture Books that Inspire — Claire and Carla watched this webinar on 12/23 and listened to two authors discuss their picture books.

Outreach:

Book Talks – Tina shared her book recommendations with students in districts 128 and 118.

Rec Center and Indian Hill Preschools – Carla visited these schools and shared holiday songs and stories.

Kringle Market – Tina and Carla passed out hot cocoa at the Kringle Market this year.

Girl Scout Troop – 12/07 – Mary Kate assisted a group of 1st grade Girl Scouts in 3 different activities including melting ice, fake snow, and a snow craft.



Girl Scout Troop – 12/14 – Claire and Mary Kate assisted a group of 3rd grade Girl Scouts in decorating wooden ornaments created with the Glowforge, and provided a tour of the Fab Lab.

Reggio Academy – Claire visited this preschool on 12/18 and presented a story time with snowman songs and stories.

Trusting Hearts Preschool – Tina shared a few of her favorite holiday books and songs on 12/18.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	9	122		Reference	Computer	Directional
Free Tween/Teen Programming	7	43		177	41	114
Youth Paid Programming	0	0		TOTAL	332	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	16	165		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	270	182	68
TOTAL OUTREACH	2	11	206	TOTAL	520	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/04/23	4:00 pm	Elf Parachutes	10
12/05/23	11:30 am	Santa Storytime	19
12/06/23	11:30 am	Jingle Bell Storytime	31
12/06/23	4:00 pm	Holiday Snow Globes	11
12/13/23	1:00 pm	Sensory Friendly Playtime	4
12/13/23	4:00 pm	STEAM: Holiday Slime	12
12/18/23	5:00 pm	Winter Salt Shakers	11
12/19/23	4:00 pm	Reindeer Games	6
12/21/23	11:30 am	Snow Much Fun Storytime	18

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/05/23	5:00 pm	Winter Ice Skating Rink	7
12/05/23	5:00 pm	Voluteens	7
12/07/23	5:00 pm	3D Christmas Light	4
12/11/23	4:00 pm	3D Christmas Ornaments	5
12/14/23	5:00 pm	Follow Along Christmas Painting	12
12/20/23	5:00 pm	Wooden Gingerbread House	5
12/21/23	5:00 pm	Christmas Wrap Party	3

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Ornament	98
Teen Craft - Gingerbread Cat	24
Teen Gaming -Nintendo Switch	73
Fab Lab - Holiday Gift Tags and Sled	0
Craft - Christmas Tree	172
Teen Craft - Grinch Doodle	85
Elf on the Shelf Scavenger Hunt	68

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/7/2023	Girl Scout Troop @ the library	1	12
12/12/23	Rec Center Preschool	1	14
12/13/23	Rec Center Preschool	1	17
12/13/23	Indian Hill Preschool	6	75
12/14/23	Girl Scout Troop @ the library	1	16
12/18/23	Trusting Hearts Preschool	1	23
12/18/23	Reggio Academy Preschool	2	49