



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

JANUARY 2024

At the Desk:

16 online library cards were issued to residents.

31 directional questions were answered by the Circulation staff.

9 patrons used Curveside pickup.

11 birthday bookmarks were given out to patrons.

Continuing Education:

Member Meeting: *SWAN Quarterly (SWAN app)*

Department Highlights:

The Circulation department all helped take down the Christmas decorations around the front desk.

Circulation clerks also placed Friends of the Library bookmarks in patron holds, promoting the February book sale.

Chris, Dora, and Lorena helped with the Friends of the Library book sale, setting up tables and moving materials.

Crystine helped make Friends of the Library volunteer buttons.

Lorena updated signs and price lists for the Friends of the Library book sale, posted them throughout the library and on the library's social media platforms. She also worked the register during the members only preview night.

Lorena created and ordered welcome bags for the year to give to new patrons, welcoming them to the community and the library.

Lorena helped the Education Committee members of the Palos Heights Womans Club, searching and placing holds on materials for their volunteer reading group.

Lorena ran BCA reports and gathered Circulation statistical data for the yearly IPLAR report.

Meetings:

January 3 – Social Media meeting

January 9 – 1 on 1 with Jesse

January 17 – Management Team meeting

January 23 – 1 on 1 with Jesse

January 26 – Department Head meeting

January 31 – Meeting with Tina and Carla

Respectfully submitted,

Lorena Rodriguez

Head of Circulation

CIRCULATION STATISTICS FOR JANUARY 2024

	Jan-24	YTD 24	Dec-23	YTD 23
Adult Circulation				
Books	3,927	3,927	3,715	3,715
Video	525	525	461	461
Audio	322	322	372	372
Periodicals	174	174	196	196
Other Formats	7	7	8	8
In House	74	74	65	65
Total Adult Circulation	5,029	5,029	4,817	4,817
Youth Circulation				
Books	4,297	4,297	4,349	4,349
Audio	86	86	106	106
Teen Circulation				
Books	269	269	374	374
Audio	6	6	1	1
Youth & Teen Circulation				
Video	242	242	223	223
Periodicals	17	17	6	6
Other Formats	95	95	2	2
In House Use	1,036	1,036	799	799
Total Youth & Teen Circulation	6,048	6,048	5,860	5,860
Electronic Circulation				
eBooks (Media On Demand)	1,342	1,342	1,320	1,320
eBooks (e-Read IL)	108	108	88	88
Audio (e-Read IL)	55	55	50	50
Audio (Media On Demand)	943	943	737	737
Video (Media On Demand)	-	-	-	-
Periodicals (Overdrive)	338	338	111	111
Periodicals (PressReader)	1,091	1,091	984	984
Total Electronic Circulation	3,877	3,877	3,290	3,290
TOTAL CIRCULATION	14,954	14,954	13,967	13,967

ILL - Received	1,321	1,321	1,240	1,240
ILL - Sent	1,138	1,138	1,173	1,173
Reciprocal Borrowing	1,266	1,266	1,262	1,262
Online Renewals	36	36	21	21
Self-Checkout	4,384	4,384	4,398	4,398
Computer Usage				
Library Workstation Sessions	425	425	320	320
Wireless Sessions	976	976	625	625
Total Sessions	1,401	1,401	945	945
# of People Using the Library	10,255	10,255	9,110	9,110

Homebound Deliveries	Current Month	Full Year
Patrons Serviced	5	
Visits	9	9
Items	129	129

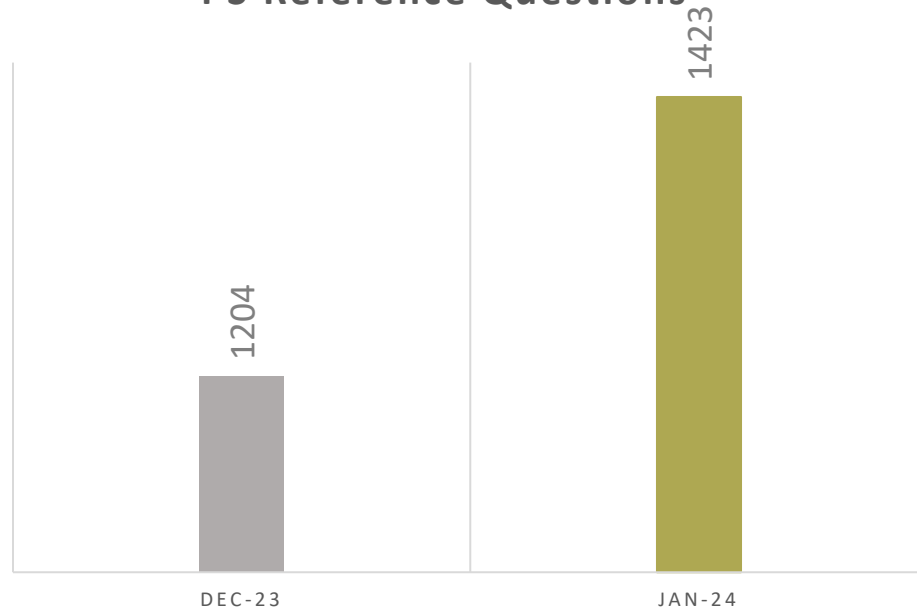
Museum Pass Program	Current Month	Full Year
Total Passes	7	7

Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	3,795	36	43	-	3,838
Non-Resident/Trinity/Business	18	-	1	-	19
Cards for Kids	57	-	4	-	61

Respectfully submitted by Lorena Rodriguez, Head of Circulation

Public Services Department Report January 2024

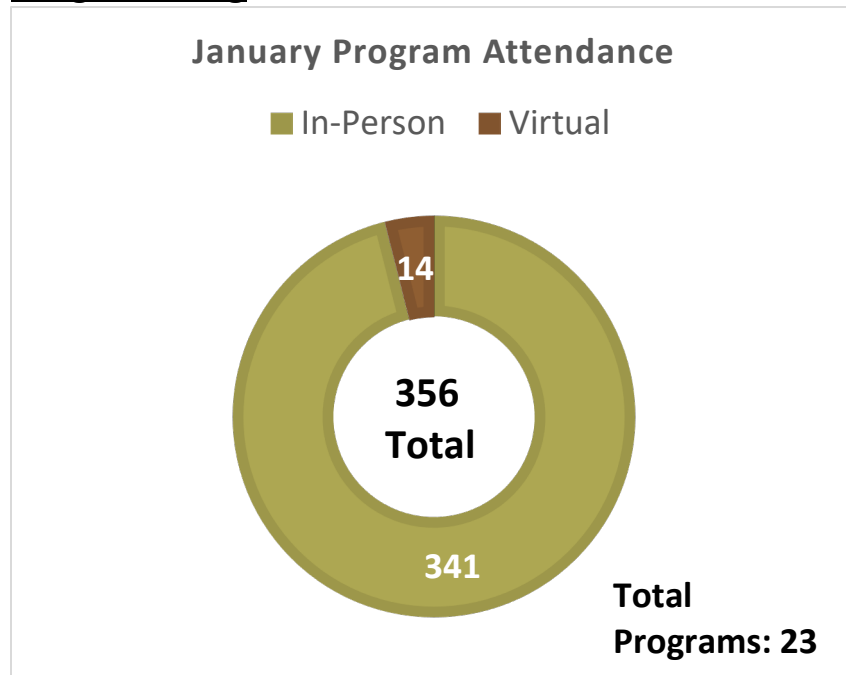
PS Reference Questions



Meetings & Trainings

- 1-3-24: Social Media Committee
- 1-4-24: Adult Reading Roundtable Meeting
- 1-8-24: Ch. 4 "At the Library" Filming
- 1-10-24: Niche Canva Webinar
- 1-10-24: LibraryAware Summer Reading Templates Webinar
- 1-15-24: Meeting with Director
- 1-16-24: ILA Conference Meeting
- 1-17-24: RAILS Management Webinar
- 1-17-24: Management Team Meeting
- 1-22-24: Ch. 4 "At the Library" Filming
- 1-26-24: Unite Against Book Bans Volunteer Webinar
- 1-31-24: Safety & Security Debriefing Webinar

Programming

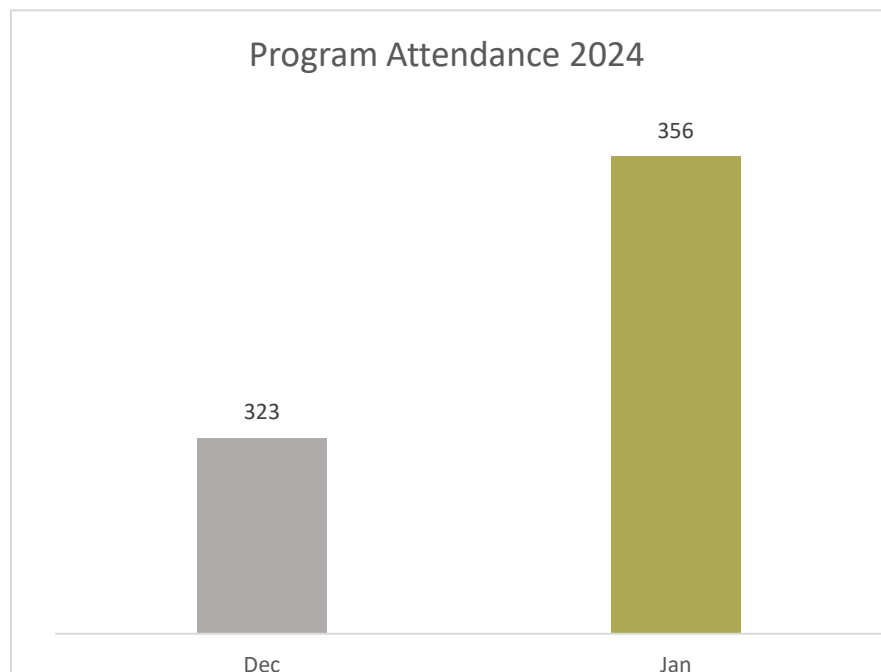


January started off with a bit of a whimper, as the presenter for our first program of the year canceled due to the active snowstorm that evening. Alas, we cannot account for weather, and that program has been rescheduled.

The rest of the month went quite well, I am pleased to report. People continue to love the scrapbook programs, and we had an unheard of 10 out of 10 people attend January's session.

After that came Steve Dolinsky and the pizza program, which had both a full registration of 80 and a full waitlist of 20 almost from the moment it went up on the calendar. Emily and I both worked this event, since we knew we'd need someone on the door to check registration and allocate seats to unregistered people, and someone else would need to sling the pizza we ordered for the crowd. I will admit that I was a little nervous about this one, given the numbers and moving pieces involved, but it all went surprisingly smoothly. And we learned that when Aurelio's says you need 13 18" pizzas to feed 80 people, that's likely an overestimation.

Then we had our iCash event with a rep from the Illinois State Treasurer's office. This was different than a typical program, in that patrons could drop-in any time during the event and go have a one on one meeting with the rep to see if the Treasurer's office was holding any funds for them. We had 22



people come through, and the rep said he has never seen nearly that number of people come to a library event. He has already contacted me about coming back, so there you have it.

We ended the month with the Colleen Moore Fairy Castle program, for which I have received more compliments than any other program in my time here. The only thing people didn't like was that this presenter only does this one program, since she is the curator of the exhibit itself at the Museum of Science and Industry. Finally, since the Meeting Room was blocked off for the last Tuesday of the month, seemed like a great time to have a FabLab class. We made valentines on the Cricut, and while these classes always fill-up in the calendar, generally only about half of the people show-up. This time we had 7 out of 8 attend.

We celebrated the first anniversary of the Puzzle Table in late January. That is something that evolved in a way I did not expect. I presumed we would be buying puzzles every couple of months. But, the puzzle table regulars have increased the number of puzzles out from one to three at a time, sometimes more depending on sizes, and generally bring their own puzzles. The ones we have purchased or had donated for the table have been languishing on a shelf, so we had the main Puzzler take a look at them and decide which they would do, then put the rest into the Friends Book sale.

Marketing/Publicity/Outreach

We filmed January and February "At the Library" segments with Channel 4 this month.

Beth covered the Green Team meeting this month, the Team continues to plan a number of events.

Local History

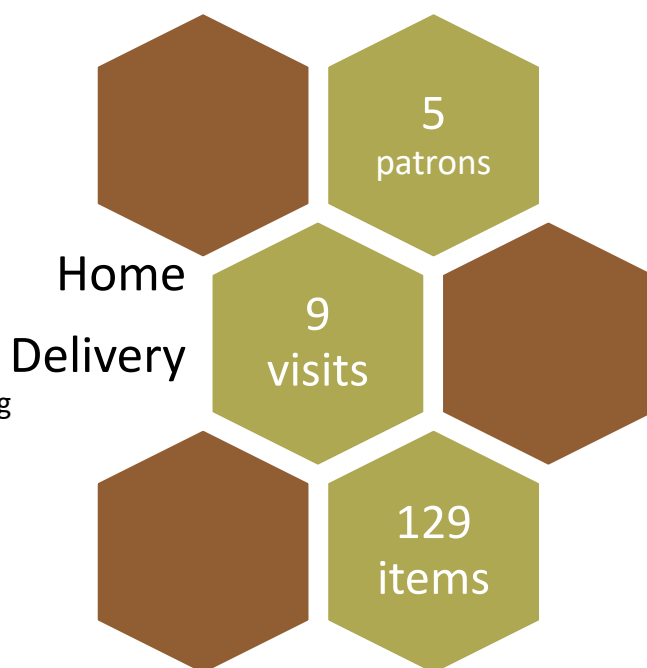
We are busy planning ways to bring the local history collection to more people next year, as well as working on additional photo displays.

We are testing out the Collective Access open source software to possibly use for scanning/archiving.

Collection Development

Working on some weeding projects and will be going over the collection development process during our in-service time to see if there is anything we can do to make the process better.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

January 2024

PROGRAMMING	HYBRID	IN HOUSE	PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	3	4	\$811	136	Reference Computer		Directional
Free	0	2	2	N/A	29	894	244	285
Book Discussions	0	4	4	N/A	15	TOTAL		1,423
						HOMEBOUND DELIVERIES		
Passive Programs			4		95			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	5	9	129
Needle Crafters			5	N/A	29	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	47			
COMPUTER TRAINING - LAB			1	N/A	5			
			12					
TOTAL PROGRAMMING			23	\$811	356			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
1/11/2024	7:00 pm	Yes	ILP: Our AI Future (2 in-person)			11	ILP	13
1/16/2024	6:30 pm	No	Scrapbooking: Card Making Class			10	\$161	10
01/18/24	7:00 pm	No	Pizza City			80	\$400	64
01/25/24	7:00 pm	No	Colleen Moore's Fairy Castle			60	\$250	49
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING			REGISTERED	COST	ATTENDANCE
01/23/24	6:00 pm	No	IL Treasurer iCash Event			N/A	N/A	22
01/30/24	7:00 pm	No	FabLab Cricut Class			8	N/A	7
DATE	TIME	HYBRID	BOOK DISCUSSIONS			REGISTERED	COST	ATTENDANCE
01/08/24	12:00 pm	No	Lunch Bunch			N/A	N/A	9
01/10/24	7:00 pm	No	Horror Book Club			N/A	N/A	4
01/16/24	2:00 PM	No	Teatime on Tuesdays			N/A	N/A	2
01/30/24	11:00 am	No	Senior Center			N/A	N/A	0
DATE	TIME	MOVIES				REGISTERED	COST	ATTENDANCE
01/21/24	2:00 pm	Sunday @ the Cinema: My Big fat Greek Wedding 3				32	N/A	38
DATE	TIME	MAH JONGG				REGISTERED	COST	ATTENDANCE
01/02/24	12:00 pm	Mah Jongg				N/A	N/A	0
01/09/24	12:00 pm	Mah Jongg				N/A	N/A	0
01/16/24	12:00 pm	Mah Jongg				N/A	N/A	0
01/23/24	12:00 pm	Mah Jongg				N/A	N/A	0
DATE	TIME	NEEDLE CRAFTERS				REGISTERED	COST	ATTENDANCE
01/02/24	10:00 am	Needle Crafters				N/A	N/A	8
01/09/24	10:00 am	Needle Crafters				N/A	N/A	6
01/16/24	10:00 am	Needle Crafters				N/A	N/A	4
01/23/24	10:00 am	Needle Crafters				N/A	N/A	4
01/30/24	10:00 am	Needle Crafters				N/A	N/a	7
DATE	TIME	SCRABBLE				REGISTERED	COST	ATTENDANCE
01/02/24	10:00 am	Scrabble				N/A	N/A	19
01/09/24	10:00 am	Scrabble				N/A	N/A	10
01/16/24	10:00 am	Scrabble				N/A	N/A	13
01/23/24	10:00 am	Scrabble				N/A	N/A	5
DATE	TIME	COMPUTER TRAINING - LAB				REGISTERED	COST	ATTENDANCE
01/08/24	2:00 PM	iPhone Basics				8	N/A	5
Date	Time	Passive Programs				Registered	Cost	Attendance
		Puzzle Table						57
		Spice Club Kits						19
		Extra Spice Club Kits						14
		Project of the Month						5



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TECHNICAL SERVICES DEPARTMENT REPORT

JANUARY 2024

Meetings and Training:

January 05, 2024 Susana met with Ingram to discuss Ingram Express service.

January 17, 2024 Susana attended RAILS Program: I'm a Manager – Now What, SWAN Acquisitions and Cataloging Users co-chair meeting, and Management Team meeting.

January 18, 2024 1-on-1 meeting with Jesse.

January 26, 2024 Department Head Meeting.

January 27, 2024 SWAN Fireside Chat webinar.

Staff Related:

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	285	530	15	0	6	0	-	-
Received	237	497	15	0	3	0	-	-
Added	198	251	15	0	2	0	74	11
Discarded	413	92	13	2	7	11	12	0



	AUDIOBOOK	CONSOLE GAME	DVD/ BLU-RAY	KITS	LAUNCHPAD	MUSIC CD
Adult	5	0	0	0	0	2
Juvenile	1	13	2	10	0	0

Library Services			
	January	February	March
Laminating Service*	0	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	0 VHS tapes
DVD Format	0	0	0
USB Flash drive Format	48	0	0

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

Respectfully submitted,
Susana Leyva
Head of Technical Services



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YOUTH & TEEN SERVICES DEPARTMENT REPORT

JANUARY 2024

Highlights of the Month:

Volunteers – Mary Kate had 14 hours of volunteering helping in the Youth and Teen Department.

Teen Book Box – Mary Kate created 5 boxes that included a library book, a treat, and other goodies.

Dungeons & Dragons – Mary Kate helped teens go on a fun adventure through playing Dungeons & Dragons with them.

Fun With Snowflakes – Mary Kate prepared a fun STEAM crafts to teach K-3 kids how snowflakes are unique.

3D T-Rex – Mary Kate provided the supplies for teens to make a 3D t-rex head using the Cricut machine.

LEGO Builders – Carla provided LEGOS for children of all ages to design and build their own creations!

Colorful Playtime – Tina and Carla provided various stations of water, paint, toys, and sensory play for children ages birth-5 years. Messy fun was had by all!

Hawaii Fluid Art – The Tinley Park location has taken their paint pouring technique on the road! Teens and tweens had fun creating their own masterpieces. The presenters had great energy and played relaxing music to create a space for participants to decompress. Parents and their children have been asking when we're going to have them come again.

Penguin Storytime – Carla read stories, sang songs, and shared rhymes about penguins for children ages 2-5 years.

STEAM: Art Aliens!—Carla provided paint, stickers, foam pieces, pipe cleaners, and more for children in grades 3-5 to create their own aliens.



Baby Playtime – Carla provided toys, musical instruments and paint for children ages birth-23 months to enjoy playing together.

Winter Games – Carla planned winter themed games for children in grades K-3. Children enjoyed playing pin the nose on the snowman, winter bingo, snowman bowling, completing a scavenger hunt, and more.

Polar Bear Day – Jolie read stories about polar bears and prepped a few different crafts for children in grades K-3. Children enjoyed learning about polar bears while making their crafts and playing mini bowling together.

New Year Vision Boards – Claire provided magazines and cardstock for tweens and teens to create their visions for the new year. Teens greatly enjoyed expressing their creativity and interests!

Word Puzzle Day – Claire provided word searches, scrambles, crosswords, and a Scrabble game for children in grades 3-5 to stretch their puzzling skills.

Trivia Day – Claire led a group of children in grades 3-5 in playing various trivia games themed around Disney and Christmas movies. Children enjoyed testing their knowledge in familiar subjects.

Frozen Party – Claire prepared several games and crafts themed around the *Frozen* movies for children ages 2-5 and their caregivers. Tons of fun was had by all!



Friendship Storytime – Claire read stories, sang songs, and prepared a craft all about friendship for children ages 2-5.

Meetings and Department News:

Lincoln Award – Tina completed her required reading as a Lincoln Award member. She will attend a meeting on February 10th where the list of 20 titles for next year's list will be chosen.

Caudill Award – Laura completed her required reading as a Caudill Award member. She will attend a meeting on February 3rd where the list of 20 titles for next year's list will be chosen.

Social Media Committee Meeting – Tina and Mary Kate attended this meeting on 01/03. They scheduled events and posts up to Library Week in April.

Illinois Youth Services Institute – Tina led a meeting to kick off the planning of the next IYSI Conference for 2025 on 01/10. They discussed themes, scheduling, dates, and possible venue options.

Management Team Meeting – Tina and Carla attended this meeting on 01/17.

Summer Reading Meeting – Mary Kate attended meetings on 01/08 and 01/29.

Libraries Connected Webinars: BookFlicks and TikTok – Mary Kate watched this webinar on 01/15 and learned how youth are connecting and engaging with literature through TikTok style films.

YALD Meeting – Mary Kate attended this meeting on 01/17 to discussing programs during finals, teen book boxes, and other successful programs.

SLJ: YALSA Nonfiction Awards Finalists in Conversation with SLJ – Claire watched this webinar on 01/23 and listened to a panel of young adult authors discuss the processes behind their award nominated nonfiction books, from idea to research to writing.

One-on-One Meeting – Tina attended a meeting with the director on 01/23.

SLJ: What's It Really Like? Join the 2024 Mock Newberry Live! – Claire watched this webinar on 01/25 and listened to a panel of librarians and one high school student discuss the best children's novels of the prior year and vote on the Mock Newberry winner.

Booklist: Black Voices in Celebration of Black History Month – Mary Kate watched this webinar on 01/31 and listened to representatives discuss their upcoming titles by Black creators.

Booklist: Meet the Artists! An Award-Winning Illustrator Webinar – Carla and Claire watched this webinar on 01/31 and listened to four illustrators discuss their children's books and process for designing the illustrations.

Outreach:

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

Trusting Hearts Preschool– Claire presented a storytime about winter to the 4-year-old preschool class on 01/16.

Indian Hill and Rec Center Preschools – Carla presented a storytime about penguins on 01/17.

Reggio Academy – Mary Kate presented a storytime about snow to 2 classes, ages 2-5, on 01/22.

Girl Scout Troop – Carla led a tour of the YTS department, provided a craft, and created a scavenger hunt for a Girl Scout Troop on 01/25.

Indian Hill Preschool – Mary Kate and Claire presented a storytime, provided a craft, and gave a tour of the YTS department on 01/31.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	16	329		Reference	Computer	Directional
Free Tween/Teen Programming	5	35		229	55	153
Youth Paid Programming	0	0		TOTAL	437	
Tween/Teen Paid Programming	1	10	\$500	PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	22	374	\$500	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	295	177	0
TOTAL OUTREACH	3	35	1773	TOTAL	472	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
01/03/23	4:00 pm	Lego Builders	25
01/05/24	11:00 am	Colorful Playtime	35
01/09/24	4:00 pm	Word Puzzle Day	3
01/10/24	1:00 pm	Sensory Friendly Playtime	0
01/10/24	4:30 pm	Furry Readers	22
01/11/24	11:30 am	Penguin Storytime	40
01/15/24	4:00 pm	STEAM: Art Aliens	7
01/16/24	4:00 pm	Fun with Snowflakes	9
01/17/24	4:00 pm	Trivia Day	3
01/18/24	11:30 am	Baby Playtime	21
01/18/24	5:00 pm	Polar Bear Day	14
01/19/24	10:00 am	Nature Hour Storytime	18
01/23/24	11:00 am	Frozen Party	43
01/29/24	4:00 pm	Winter Games	10
01/30/24	11:30 am	Friendship Storytime	18
		Winter Reading	61

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
01/02/24	5:00 pm	Volunteers	9
01/04/24	4:00 pm	New Year Vision Boards	12
01/10/24	5:00 pm	Teen Book Box	5
01/11/24	3:30 pm	Dungeons & Dragons	3
01/25/24	4:00 pm	3D T-Rex	6

DATE	TIME	PAID TWEEN/TEEN - PROGRAMMING	COST	ATTENDANCE
01/20/24	11:00 am	Hawaii Fluid Art	\$500	10

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Mitten	190
Teen Craft - Cabin	51
Teen Gaming - Nintendo Switch	37
FabLab - 3D Snowflake Keychain	37
Craft - Penguin	105
Teen Craft - Snowflake	52

OUTREACH & SCHOOL VISITS			
DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
01/16/24	Trusting Hearts Preschool	1	28
01/17/24	Rec Center Preschool	1	15
01/17/24	Indian Hill Preschool	6	78
01/22/24	Reggio Academy Preschool	2	38
01/25/24	Library Visit-Girl Scout Troop	1	12
01/31/24	Book Talks Grades K-1	6	148
01/31/24	Book Talks Grades 2-3	7	177
01/31/24	Book Talks Grades 4-5	5	167
01/31/24	Book Talks Grades 6-8	7	1000
01/31/24	Library Visit-Indian Hill Preschool	2	110