



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT

NOVEMBER 2024

At the Desk:

10 online library cards were issued to residents.

14 directional questions were answered by the Circulation staff.

4 patrons used Curveside pickup.

Department Highlights:

Circ decorated the front area of the library for Christmas and helped set up the Giving Tree materials and drawing for the upcoming activities.

Dora made ornaments in the Glowforge and Circ staff helped paint them for the Library Giving Tree.

Lorena painted the library doors and windows, and Mickey painted the Activity Room windows for the holiday season.

Meetings:

November 5 – Training with Susana

November 15 – Middle Managers meeting

November 15 – 1 on 1 with Jesse

November 20 – Department Head meeting

Respectfully submitted,

Lorena Rodriguez

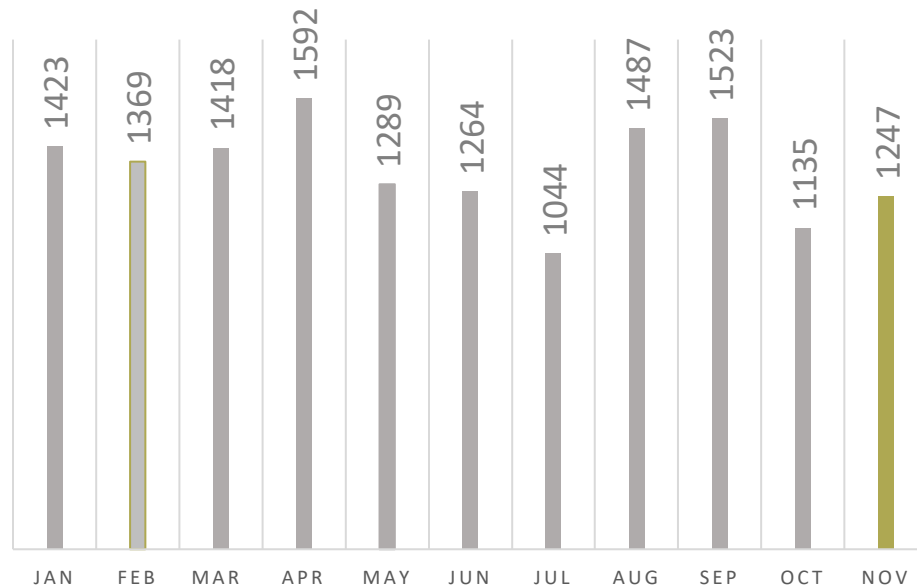
Head of Circulation

CIRCULATION STATISTICS FOR NOVEMBER 2024

	Nov-24	YTD 24	Nov-23	YTD 23	
Adult Circulation					
Books	3,246	41,004	3,574	41,787	
Video	439	4,978	566	6,438	
Audio	277	3,365	489	4,504	
Periodicals	222	1,900	146	2,181	
Other Formats	19	205	23	175	
In House	74	979	69	1,003	
Total Adult Circulation	4,277	52,431	4,867	56,088	
Youth Circulation					
Books	3,948	47,232	4,049	45,643	
Audio	57	610	139	1,304	
Teen Circulation					
Books	173	2,950	265	3,848	
Audio	1	38	1	29	
Youth & Teen Circulation					
Video	228	2,433	240	2,334	
Periodicals	5	140	11	129	
Other Formats	67	724	-	2	
In House Use	1,228	9,812	655	9,487	
Total Youth & Teen Circulation	5,707	63,939	5,360	62,776	
Gadgets & Gizmos	7	123	Collection started June 2024		
Electronic Circulation					
eBooks (Media On Demand)	1,126	13,630	1,097	13,692	
eBooks (e-Read IL)	80	1,001	104	1,109	
eAudio (e-Read IL)	65	818	53	598	
eAudio (Media On Demand)	922	9,727	803	8,273	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	263	3,133	362	1,617	
Periodicals (PressReader)	62	1,879	-	-	
Total Electronic Circulation	2,518	30,188	2,419	25,289	
TOTAL CIRCULATION	12,509	146,681	12,646	144,153	
ILL - Received	1,209	13,923	1,179	14,030	
ILL - Sent	950	11,125	1,001	11,429	
Reciprocal Borrowing	1,802	13,879	992	13,323	
Online Renewals	32	379	18	393	
Self-Checkout	3,567	45,449	3,994	47,076	
Computer Usage					
Library Workstation Sessions	483	5,402	884	4,703	
Wireless Sessions	1,082	10,663	434	9,075	
Total Sessions	1,565	16,065	1,318	13,778	
# of People Using the Library	9,804	109,541	8,967	102,617	
Homebound Deliveries					
			Current Month	Full Year	
Patrons Serviced			10	213	
Visits			23	1,406	
Items			152	1,406	
Museum Pass Program					
			Current Month	Full Year	
Total Passes			10	178	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,215	50	31	-	4,246
Non-Resident/Trinity/Business	29	3	1	-	30
Cards for Kids	74	-	1	-	75

Public Services Department Report November 2024

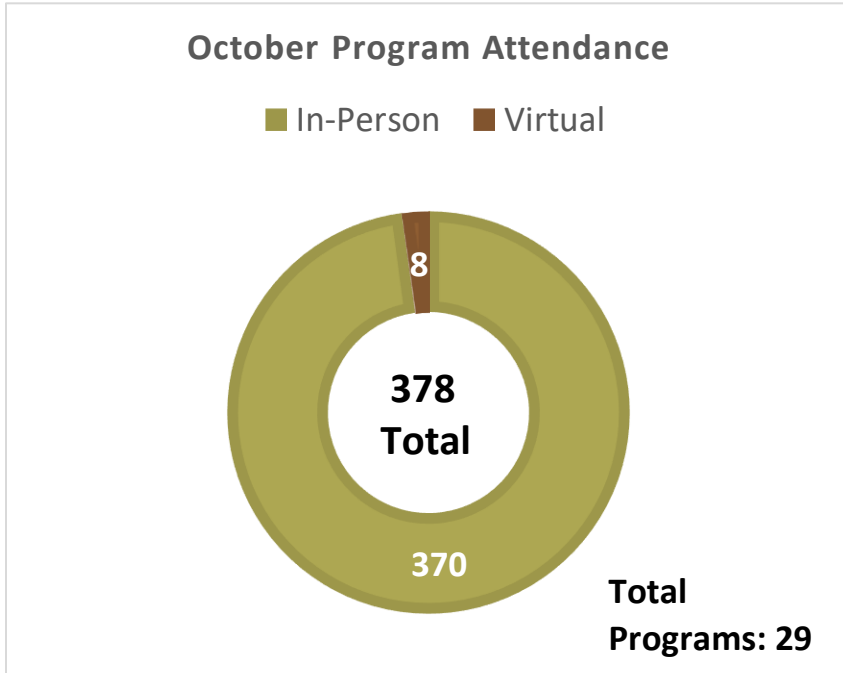
PS Reference Questions



Meetings & Trainings

- 11-4-24: Kringle Market Meeting
- 11-6-24: ILA Conference Committee Wrap-Up Meeting
- 11-7-24: WSAP Meeting
- 11-8-24: ARRTCon Meeting
- 11-13-24: ASMR Meeting
- 11-13-24: RAILS Member Update
- 11-14-24: ARRT Meeting
- 11-18-24: Channel 4 At the Library Taping
- 11-19-24: Reaching Forward Committee Meeting
- 11-21-24: SSAP Meeting

Programming

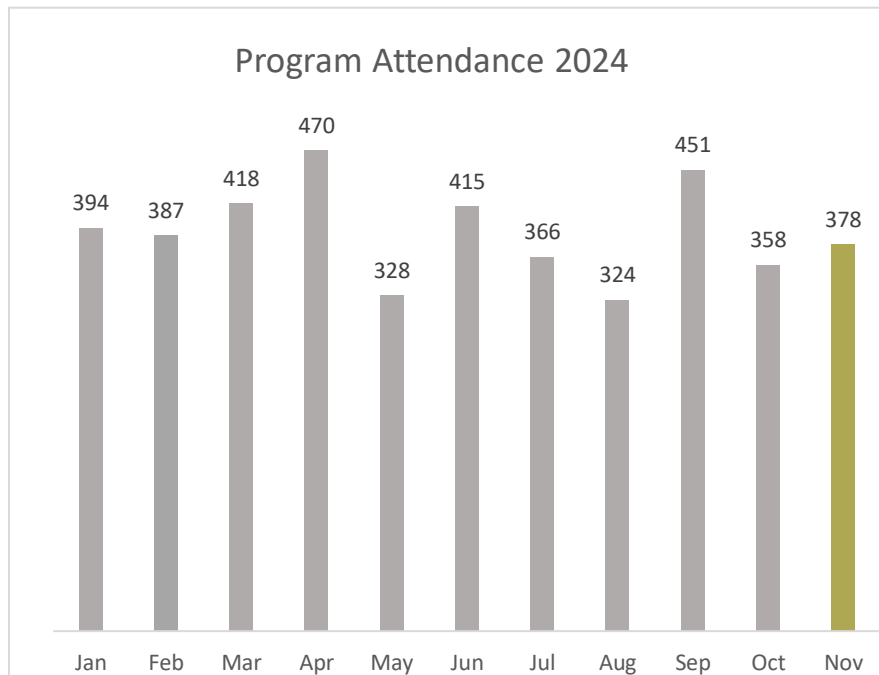


We kicked off November with the Middle Eastern cooking program that had been rescheduled from October due to the parking lot construction. It was worth the wait, as both the presenter and food were delicious. Patrons were very happy. This was our first time having this particular cooking presenter, we will definitely have her back in the future.

The Wild West Africa program was a bit of a mixed bag. The presenter had

billed it as a program where he would Zoom in from West Africa during his multi-year trip through the region, but actually was coming to us from Thailand. Turns out he abandoned the trip after visiting 4 countries in West Africa. He did show us a lot about those 4 countries, but one of the attendees who is from West Africa left feedback that he showed the worst of West Africa, while there are many other beautiful countries he could have gone to.

Healthy Winter Smoothies went over very well with an enthusiastic audience. I wasn't sure what to expect from our partnership with the Trinity counseling department's "Self-Care" series, but it was fairly well attended and people got a lot out of it. This was another abbreviated program month due to Thanksgiving.



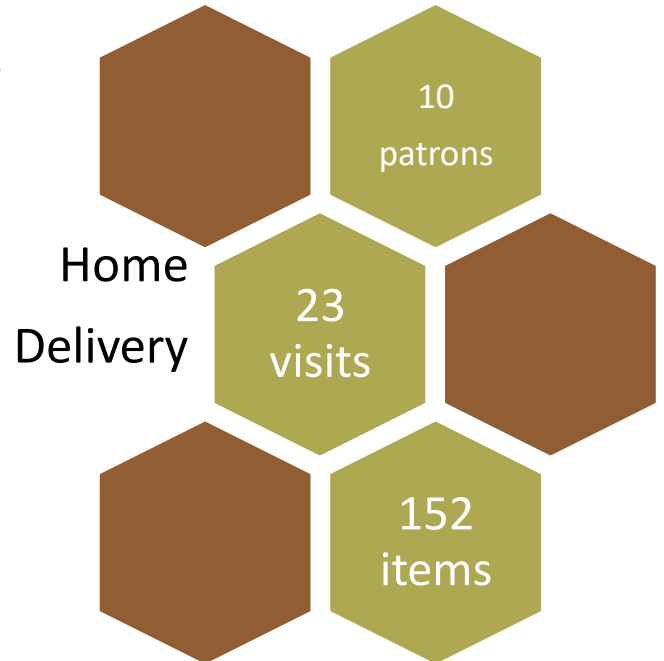
Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one.

Sue and Tina attended the Pumpkin Smash event at Lake Katherine. They were cold, but were out there representing the library. Thanks to moving tables around this year, they were in a much better spot to talk to people attending the event.

Local History

We are gearing up to transition from Beth being our local history expert to someone new taking those reigns. We are all going to learn as much as we can about it in the coming weeks, and Christina has volunteered to take over the digitization project.



Collection Development

Huge thanks to both Beth and Emily for volunteering to work after hours on a Friday evening to complete the shifting project for both Fiction and Non-Fiction. Things were getting pretty tight in places, so this helped greatly. Doing this project after hours also let them move things around without any disruption to patrons browsing the collection.

We are also preparing for Beth's departure from the department. As she has long been the chief collection development person for us, in terms of ordering and weeding, we are all stepping up to some new tasks. Thankfully Beth is leaving us a lot of great guidelines and will be teaching us more of her ways before she goes.

Other

November seemed to fly by, but included some significant tidings, most notably the fact that Beth will be leaving the Public Services department to become the new Head of Circulation. She is an excellent choice for that position and will do great there. But, with all that Beth does for us, we will definitely need to find our footing in come January. I am not too worried, the other PS staff are also all excellent and I am confident will be able to adapt quickly.

Beth's departure is also an opportunity to bring some new ideas into the department. A job listing was posted on Nov. 26, and as of time of this writing, I have received 16 applications. I hope to have someone new come aboard by mid to late January.

Respectfully submitted,
Matt Matkowski
Head of Public Services

PUBLIC SERVICES - MONTHLY STATISTICS

November 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	3	4	\$1,015	85	Reference	Computer	Directional
Free	0	3	3	N/A	45	657	255	335
Book Discussions	0	3	3	N/A	19	TOTAL 1,247		
Movie			1		25	HOMEBOUND DELIVERIES		
Passive Programs			5		115			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	4	10	23	152
Needle Crafters			4	N/A	25	BOOK-A-LIBRARIAN # Sessions		
Scrabble			4	N/A	58			
COMPUTER TRAINING - LAB			1	N/A	2	4		
TOTAL PROGRAMMING			29	\$1,015	378			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/6/2024	6:30 PM	No	Cooking with Heifa		50	\$500	32	
11/12/2024	7:00 PM	No	Wild West Africa		19	\$325	16	
11/20/24	7:00 PM	Yes	ILP Chef Art Smith (6 virtual viewers)		24	ILP	13	
11/21/24	7:00 PM	No	Healthy Winter Smoothies		37	\$190	24	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
11/07/24	7:00 PM	No	Self-Care 101		9	N/A	12	
11/14/24	7:00 PM	No	Self-Care 102		25	N/A	12	
11/19/24	5:00 PM	No	Illinois State Treasurer I-Cash Event		N/A	N/A	21	
DATE	TIME	HYBRID	BOOK DISCUSSIONS		REGISTERED	COST	ATTENDANCE	
11/18/24	12:00 PM	No	Lunch Bunch		N/A	N/A	9	
11/13/24	7:00 PM	No	Horror Book Club		N/A	N/A	6	
11/19/24	2:00 PM	No	Teatime on Tuesdays		N/A	N/A	4	
DATE	TIME	MOVIES			REGISTERED	COST	ATTENDANCE	
11/17/24	2:00 PM	Sunday @ the Cinema: Knives Out			11	N/A	25	
DATE	TIME	MAH JONGG			REGISTERED	COST	ATTENDANCE	
11/05/24	12:00 PM	Mah Jongg			N/A	N/A	4	
11/12/24	12:00 PM	Mah Jongg			N/A	N/A	0	
11/19/24	12:00 PM	Mah Jongg			N/A	N/A	0	
11/26/24	12:00 PM	Mah Jongg			N/A	N/A	0	
DATE	TIME	NEEDLE CRAFTERS			REGISTERED	COST	ATTENDANCE	
11/05/24	10:00 AM	Needle Crafters			N/A	N/A	5	
11/12/24	10:00 AM	Needle Crafters			N/A	N/A	6	
11/19/24	10:00 AM	Needle Crafters			N/A	N/A	6	
11/26/24	10:00 AM	Needle Crafters			N/A	N/A	8	
DATE	TIME	SCRABBLE			REGISTERED	COST	ATTENDANCE	
11/05/24	10:00 AM	Scrabble			N/A	N/A	16	
11/12/24	10:00 AM	Scrabble			N/A	N/A	15	
11/19/24	10:00 AM	Scrabble			N/A	N/A	13	
11/26/24	10:00 AM	Scrabble			N/A	N/A	14	
DATE	TIME	COMPUTER TRAINING - LAB			REGISTERED	COST	ATTENDANCE	
11/11/24	2:00 PM	iPhone Basics			2	N/A	2	
Date	Time	Passive Programs			Registered	Cost	Attendance	
		Puzzle Table					65	
		Spice Club Kits					22	
		Extra Spice Club Kits					8	
		FabLab Project of the Month					0	
		FabLab Maker Fest					20	



PALOS HEIGHTS
PUBLIC LIBRARY

TECHNICAL SERVICES DEPARTMENT REPORT NOVEMBER 2024

Department Highlights:

Lorena continued training with Susana before taking over as Department Head for Tech Services. She trained on processing, ordering, invoicing, and learned about the many responsibilities of the role.

Lorena worked on the staff evaluations for the Circulation Department. She made sure to check-in with the Circ clerks and covered the front desk while she made her transition to the Tech Department. She also made sure to create Circ logs, Excel sheets, Google Forms, and other documents for the 2025 year.

Meetings and Training:

November 5 – Training with Susana

November 15 – Middle Managers meeting

November 15 – 1 on 1 with Jesse

November 20 – Department Head meeting

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	115	115	7	-	-	-	-	-
Received Items	164	175	26	6	-	-	-	-
Added Items	120	154	2	6	1	-	30	14

	Print DVD/Blu-ray	Audiobook/Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	350	2	175	-	-	64
Juvenile Discarded Items	146	-	1	-	1	8

Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.
Laminating Service*	0	1	0	0	0	1	0	1	1	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes	0 VHS tapes	0 VHS tapes	2 VHS tapes
DVD Format	0	0	1	1	0	0	3	0	0	0	3
USB Format	48	0	0	0	0	0	0	1	0	0	0

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

Respectfully submitted,
 Lorena Rodriguez
 Head of Technical Services



PALOS HEIGHTS
PUBLIC LIBRARY

YOUTH & TEEN SERVICES DEPARTMENT REPORT NOVEMBER 2024

Highlights of the Month:



Patrons of all ages enjoyed the library's Glicked week of making things in the FabLab to celebrate the release of *Wicked* and *Gladiator*! Everyone enjoyed designing mugs, pencil cases, 3D printed bookmarks, hats, and ornaments.

Tina enjoyed all of the Kindergarten Ready story times this month. A few of their favorite stories were about a magical cloud, a duck that refused to blink, and a pumpkin who learned that it was really squash.



Mary Kate's program that stood out was STEAM Activities for grades K-3. The kids decorated a coffee filter parachute and popsicle stick airplanes, and had a blast testing them out.

Claire's favorite program this month was Flying Turkeys. Children in grades 3-5 had a great time experimenting with different paper airplane designs to see which one flew the farthest.



Carla's most fun program was Thanksgiving Wreaths. Children in grades 3-5 enjoyed one another's company discussing their favorite Thanksgiving dishes as well as creating their own wreaths.



Jolie had fun with patrons at Scarecrow Day. Children in grades K-3 enjoyed making scarecrow crafts and having fun playing our bowling and ring toss games.

Meetings and Department News:

IYSI Meeting – Tina led a meeting for the selection of program proposals on 11/04.

Booklist: Graphic Novels for All – Claire watched this webinar on 11/05.

Booklist: Random House Children's Books 2025 Spring Preview – Carla watched this on 11/05.

Booklist: MacKids School & Library Winter 2025 Preview Event – Carla watched this on 11/06.

Mackin: Storyteller Spotlight with R.J. Palacio – Carla watched this on 11/12.

Laconi YSS: All About Tween & Teen Library Services – Tina and Mary Kate attended this workshop at the Arlington Heights Library on 11/15.

Booklist: DK Spring 2025 School & Library Preview – Claire and Carla watched this webinar on 11/17.

SLJ: Picture Books for All – Claire watched this webinar on 11/18.

Booklist: Teens Prevail: Love, Resilience, and Hope in Young Adult Novels – Mary Kate and Carla watched this on 11/23.

SLJ: Read Me in the Middle: Best Books for 7th & 8th Graders – Claire and Mary Kate watched this webinar on 11/27.

Outreach:

Lake Katherine Pumpkin Smash – Tina attended this event on 11/09 and shared information about library services.

Rec Center Preschool – Carla visited preschool classes on 11/12 and 11/13 and shared a story time about transportation.

Indian Hill Preschool – Carla visited classes on 11/13 and presented a transportation story time.

Reggio Academy – Mary Kate visited the preschool on 11/18 and presented a Thanksgiving story time.

Trusting Hearts – Claire visited the preschool class on 11/19 and presented a Thanksgiving story time.

Girl Scout Troop – Claire led this troop of 4th grade girls through a Wicked themed heat press project on 11/21. All girls had a great time learning how to use the heat press to create a one of a kind pencil case inspired by the new movie.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	18	291		Reference	Computer	Directional
Free Tween/Teen Programming	6	27		224	71	141
Youth Paid Programming	0	0		TOTAL	436	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	24	318		Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	395	211	40
TOTAL OUTREACH	1	40	1612	TOTAL	646	

DATE	TIME		FREE: YOUTH PROGRAMMING/CLUBS	ATTENDANCE
11/01/24	1:30	pm	Arabic Storytime	25
11/05/24	4:00	pm	STEAM Activities	12
11/06/24	11:30	am	Tales for Twos	12
11/06/24	1:00	pm	Kindergarten Ready!	20
11/07/24	11:30	am	Little Wiggles	34
11/12/24	4:00	pm	Dino Party	15
11/13/24	11:30	am	Tales for Twos	20
11/13/24	1:00	pm	Kindergarten Ready!	18
11/13/24	4:30	pm	Furry Readers	23
11/14/24	11:30	am	Little Wiggles	24
11/19/24	4:00	pm	Facts & Crafts: Woodland Creatures	10
11/20/24	11:30	am	Tales for Twos	20
11/20/24	1:00	pm	Kindergarten Ready!	23
11/20/24	4:00	pm	Graphic Novel Club	4
11/21/24	11:30	am	Little Wiggles	7
11/21/24	5:00	pm	Scarecrow Day!	5
11/25/24	4:00	pm	Thanksgiving Wreaths	7
11/26/24	4:00	pm	Turkey Games	12

DATE	TIME		TWEEN/TEEN - PROGRAMMING/CLUBS	ATTENDANCE
11/01/24	5:00	pm	Volunteens	4
11/06/24	4:00	pm	Flying Turkeys	3
11/07/24	4:00	pm	3D Mushroom Garden	7
11/10/24	4:00	pm	Teen Book Box	7
11/11/24	5:00	pm	Fox Shadow Box	2
11/14/24	4:00	pm	Video Game Club: Mario Kart Competition	4

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Teen Gaming - Nintendo Switch	18
Fab Lab - Napkin Rings	3
Craft - Hedgehog	125
Teen Craft - How to Draw a Hedgehog	90
Craft - Pumpkin Pie	160
Teen Craft - Thanksgiving Word Search	60
Maker Week - Glicked	40
Teen Craft - How to Draw Turkey	40
Craft - Turkey	110

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
11/12/24	Rec Center Preschool	2	14
11/13/24	Indian Hill Preschool	8	124
11/13/24	Rec Center Preschool	1	14
11/18/24	Reggio Academy Preschool	2	20
11/19/24	Trusting Hearts Preschool	1	30
11/21/24	Library Visit - Girl Scout Troop	1	14
11/30/24	Book Talks Grades K-1	8	154
11/30/24	Book Talks Grades 2-3	7	155
11/30/24	Book Talks Grades 4-5	4	87
11/30/24	Book Talks Grades 6-8	7	1000



PALOS HEIGHTS
PUBLIC LIBRARY

CIRCULATION DEPARTMENT REPORT DECEMBER 2024

At the Desk:

11 online library cards were issued to residents.

16 directional questions were answered by the Circulation staff.

6 patrons used Curveside pickup.

Department Highlights:

Beth started as Department Head 12/9- continued to help cover Public Services until the end of the month

Dora, Joyce & I made ornaments and decorated the tree for the village contest

Giving Tree sold 16 ornaments for \$162.00

Meetings:

December 18 – Management team meeting

December 20 – Training with Lorena

Respectfully submitted,

Beth Stevens

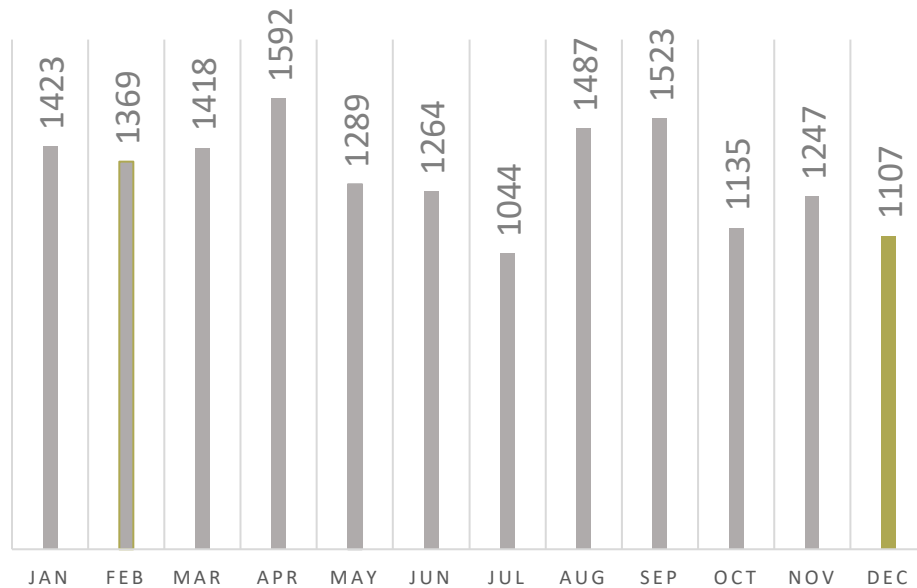
Head of Circulation

CIRCULATION STATISTICS FOR DECEMBER 2024

	Dec-24	YTD 24	Dec-23	YTD 23	
Adult Circulation					
Books	3,237	44,241	3,428	45,215	
Video	467	5,445	575	7,013	
Audio	276	3,641	374	4,878	
Periodicals	148	2,048	147	2,328	
Other Formats	20	225	23	198	
In House	44	1,023	50	1,053	
Total Adult Circulation	4,192	56,623	4,597	60,685	
Youth Circulation					
Books	3,654	50,886	3,372	49,015	
Audio	42	652	116	1,420	
Teen Circulation					
Books	172	3,122	268	4,116	
Audio	3	41	4	33	
Youth & Teen Circulation					
Video	168	2,601	179	2,513	
Periodicals	1	141	12	141	
Other Formats	78	802	-	2	
In House Use	752	10,564	583	10,070	
Total Youth & Teen Circulation	4,870	68,809	4,534	67,310	
Gadgets & Gizmos	9	132	Collection started June 2024		
Electronic Circulation					
eBooks (Media On Demand)	1,037	14,667	1,228	14,920	
eBooks (e-Read IL)	87	1,088	92	1,201	
eAudio (e-Read IL)	51	869	51	649	
eAudio (Media On Demand)	822	10,549	845	9,118	
Video (Media On Demand)	-	-	-	-	
Periodicals (Overdrive)	314	3,447	348	1,965	
Periodicals (PressReader)	72	1,951	-	-	
Total Electronic Circulation	2,383	32,571	2,564	27,853	
TOTAL CIRCULATION	11,454	158,135	11,695	155,848	
ILL - Received	1,061	14,984	1,077	15,107	
ILL - Sent	901	12,026	944	12,373	
Reciprocal Borrowing	1,001	14,880	925	14,248	
Online Renewals	25	404	20	413	
Self-Checkout	3,117	48,566	3,445	50,521	
Computer Usage					
Library Workstation Sessions	465	4,919	470	5,173	
Wireless Sessions	1,115	9,581	887	9,962	
Total Sessions	1,580	14,500	1,357	15,135	
# of People Using the Library	8,629	108,366	8,209	110,826	
Homebound Deliveries			Current Month	Full Year	
Patrons Serviced			10		
Visits			18	231	
Items			122	1,528	
Museum Pass Program			Current Month	Full Year	
Total Passes			19	197	
Library Cards Issued					
Patron Types	Month's Start	Renewed	New	Deleted	Cards to Date
Resident	4,246	19	23	-	4,288
Non-Resident/Trinity/Business	30	-	0	-	31
Cards for Kids	75	2	0	-	75

Public Services Department Report December 2024

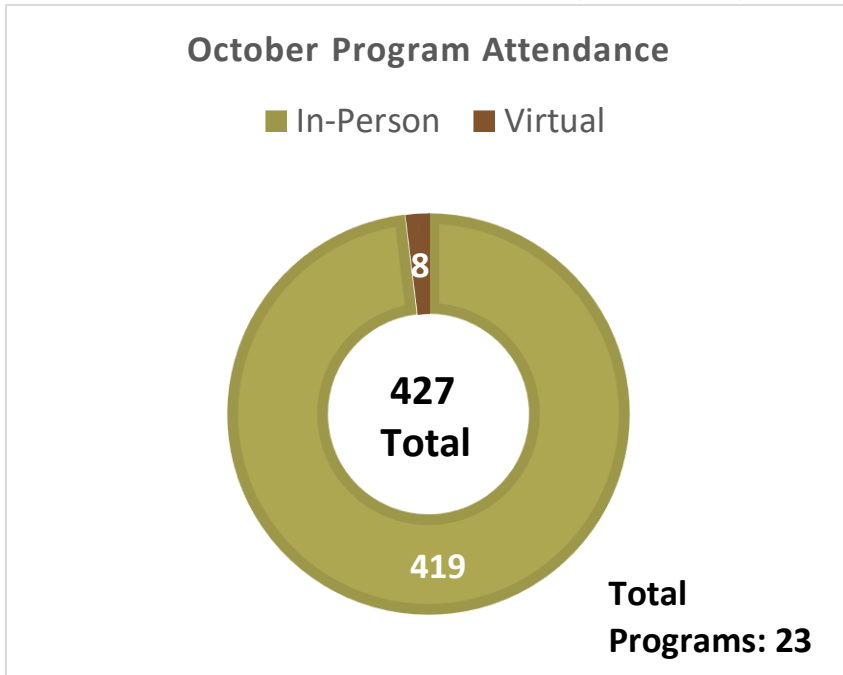
PS Reference Questions



Meetings & Trainings

- 12-2-24: 1 on 1 with Director
- 12-3-24: Udemy Training Webinar
- 12-9-24: Channel 4 Taping
- 12-18-24: Management Team Meeting
- 12-20-24: Reaching Forward North Committee Meeting

Programming

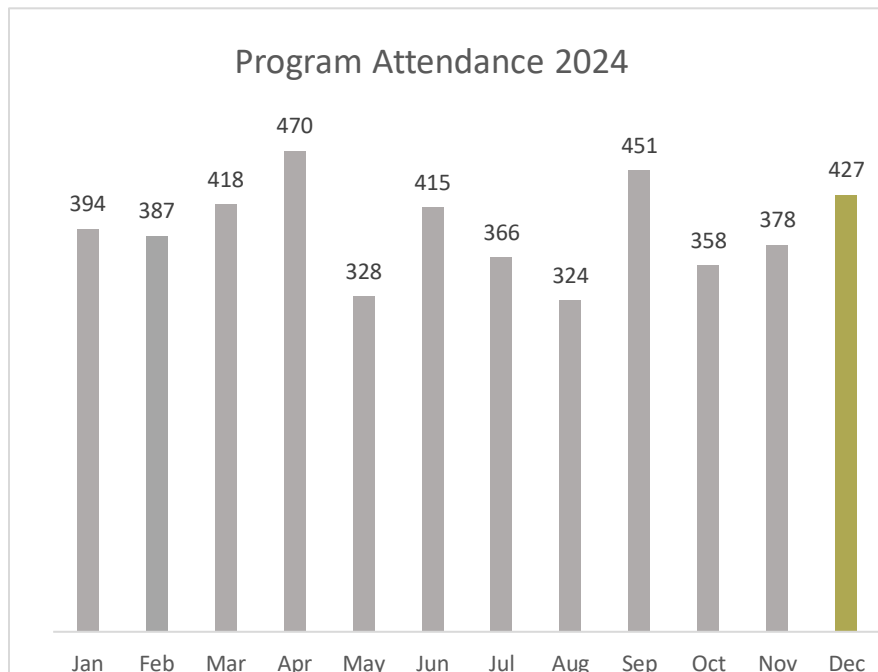


December turned in some better-than-expected attendance numbers for programs. Merry & Bright in the Heights week is always big, but this year we added a trivia program to the mix. Not sure if it's because it has been a while since we've had trivia (as the company we use for it was having personnel issues), but we hosted it at Jullianni's and they indicated pretty early on that it was full-up, and there was still so much demand that they were considering moving it to a

different part of the restaurant. In total, 56 people attended. By coincidence, we also had 56 attendees at our Madrigal Singer event the next day. Presumably there would have been more had I not unwittingly scheduled it on a City Council meeting day. Lesson learned. The rest of the week didn't have as great of a turnout, but still did well.

After the success of last year's post-Merry & Bright week program (before that we stopped December programs after the first week), we added a couple more this year for mid-December.

The Dave Rudolph Christmas concert did pretty well, and had some good feedback despite it being a pretty whacky "Christmas song parody" concert. The scrapbooking and FabLab classes also filled-up. Our second shot at the Adult Coloring & Cocoa did not get a great turnout, with only 2 stopping by, so perhaps we will discontinue that in the future.



Marketing/Publicity/Outreach

Tina and I recorded our spot for Channel 4 and set the date to record the next one.

Our table at the Palos Heights Kris Kringle Market was also a success. I have heard it was the most attended Kringle Market yet, with around 6,500 people passing through the tents. I'll have some more info after the wrap-up meeting in January, but I think the new way of contributing FabLab items went well.

Local History

I have started taking a longer look at the Local History Room to get a greater understanding of everything in there now that Beth is no longer in the department.

Christina has expressed an interest in taking over the digitization projects. We also have a librarian from another library stopping by in January to tour the room, they are considering starting one at their library.

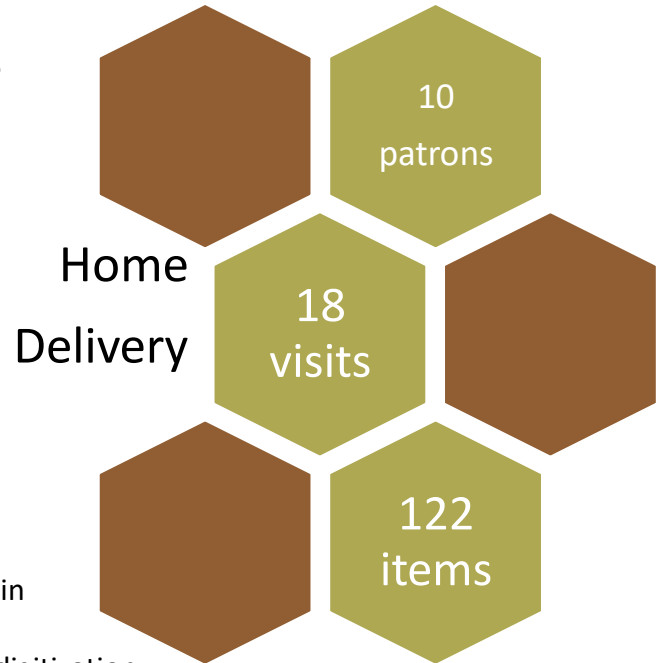
Collection Development

Shifting to "life after Beth" will likely have the biggest impact in the Collection Development space. For many years, she was the sole selector of books in all formats. We have now had two years of spreading that out to having everyone in the department take different genres, so we are definitely better prepared than we might have been, but Beth remained the arbiter of carts, so we will all need to step-up and really take a good look at everything we're ordering. Emily, in particular, has been eager to assist in this area.

Other

Speaking of our post-Beth department, we ended up with a total of 23 applications for our full-time librarian position. Seemed like about half of those applications took advantage of the "MLIS preferred but not required" language in the posting. After creating a hiring rubric, I narrowed the field down to 4 top contenders and conducted phone interviews. All of them seem like promising candidates, so all of them were invited for an in-person interview. These will be taking place the week of January 6, 2025, so hopefully we can have someone in place by the first or second week of February.

Respectfully submitted,
Matt Matkowski
Head of Public Services



PUBLIC SERVICES - MONTHLY STATISTICS

December 2024

PROGRAMMING	HYBRID	IN HOUSE	TOTAL # PROGRAMS	COST	ATTENDANCE	REFERENCE QUESTIONS		
Paid	1	4	5	\$1,162	139	Reference	Computer	Directional
Free	0	4	4	N/A	80	602	263	242
Book Discussions	0	2	2	N/A	16	TOTAL		1,107
HOMEBOUND DELIVERIES								
Passive Programs			4		131			
IN HOUSE CLUBS						# Patrons	# Visits	# Items
Mah Jongg			4	N/A	0	10	18	122
Needle Crafters			3	N/A	19	BOOK-A-LIBRARIAN # Sessions		
Scrabble			3	N/A	42			
COMPUTER TRAINING - LAB			0	N/A	0	6		
TOTAL PROGRAMMING			23	\$1,162	427			
DATE	TIME	HYBRID	PAID: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/2/2024	7:00 pm	No	Holiday Trivia @ Jullianni's		N/A	\$200	56	
12/04/24	7:00 pm	No	The Legend of St. Nick		30	\$300	27	
12/10/24	7:00 pm	No	Dave Rudolph Christmas Concert		43	\$500	40	
12/12/24	6:30 pm	No	Scrapbook Class: Christmas Cards		12	\$162	8	
12/20/24	7:00 pm	Yes	ILP: Little Women Performance		17	ILP	8	
DATE	TIME	HYBRID	FREE: ADULT PROGRAMMING		REGISTERED	COST	ATTENDANCE	
12/03/24	7:00 pm	No	Madrigal Singers		N/A	N/A	56	
12/05/24	7:00 pm	No	Baking With Beth		27	N/A	18	
12/14/24	1:00 pm	No	Adult Coloring & Cocoa		N/A	N/A	2	
12/17/24	7:00 pm	No	FabLab Class: Ornaments		7	N/A	4	
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	6	
DATE	TIME	MOVIES	REGISTERED	COST	ATTENDANCE			
12/15/24	2:00 pm	Sunday @ The Cinema: White Christmas	4	N/A	9			
DATE	TIME	MAH JONGG	REGISTERED	COST	ATTENDANCE			
12/03/24	12:00 pm	Mah Jongg	N/A	N/A	0			
12/10/24	12:00 pm	Mah Jongg	N/A	N/A	0			
12/17/24	12:00 pm	Mah Jongg	N/A	N/A	0			
DATE	TIME	NEEDLE CRAFTERS	REGISTERED	COST	ATTENDANCE			
12/03/24	10:00 am	Needle Crafters	N/A	N/A	6			
12/10/24	10:00 am	Needle Crafters	N/A	N/A	7			
12/17/24	10:00 am	Needle Crafters	N/A	N/A	6			
DATE	TIME	SCRABBLE	REGISTERED	COST	ATTENDANCE			
12/03/24	10:00 am	Scrabble	N/A	N/A	11			
12/10/24	10:00 am	Scrabble	N/A	N/A	16			
12/17/24	10:00 am	Scrabble	N/A	N/A	15			
DATE	TIME	COMPUTER TRAINING - LAB	REGISTERED	COST	ATTENDANCE			
Date	Time	Passive Programs	Registered	Cost	Attendance			
		Puzzle Table			80			
		Spice Club Kits			18			
		Extra Spice Club Kits			32			
		Project of the Month			1			



TECHNICAL SERVICES DEPARTMENT REPORT DECEMBER 2024

Department Highlights:

Lorena helped train Beth as she transitioned from a Public Services Librarian to the Head of Circulation.

Lorena learned more about the Tech Department and the role of each clerk. She met with each of them 1 on 1, discussing expectations for the upcoming year. Nikki, Marilyn, and Jalal took the time to demonstrate their daily tasks and responsibilities.

Lorena also met with SWAN to learn more about the end of year fiscal rollover. She completed the rollover for 2025.

Lorena evaluated and met with all seven Circulation clerks, discussing goals of the previous year and provided goals for the new year with Beth as manager.

Lorena helped the Social Media Committee record holiday videos to post for the holiday season.

Lorena also promoted and concluded the Kindness Corner Giving Tree and the Library Holiday item drawing for Circulation.

Meetings and Training:

December 4 – SWAN Acquisitions consultation

December 6 – Training with Beth

December 9 – 1 on 1 with Terry

December 11 – Nikki evaluation

December 11 – Marilyn evaluation

December 11 – Jalal evaluation

December 16 – Poster printer training with Carla

December 16 – Joyce evaluation

December 16 – Karen D. evaluation

December 16 – Dora evaluation

December 18 – Oak Lawn Public Library acquisitions manager meeting

December 18 – Chris evaluation

December 18 – Mickey evaluation

December 18 – Management Team meeting

December 19 – Karen M. evaluation

December 19 – Crystine evaluation

Statistics:

	Adult Print	Juvenile Print	Adult Video	Juvenile Video	Adult Audio	Juvenile Audio	Adult Periodical	Juvenile Periodical
Ordered Items	-	-	-	-	-	-	-	-
Received Items	31	10	7	1	-	-	-	-
Added Items	90	50	27	4	3	-	43	2

	Print	DVD/ Blu-ray	Audiobook/ Music CD	Console Game	Kits	Launchpad	Other Formats
Adult Discarded Items	50	-	75	-	-	-	72
Juvenile Discarded Items	777	-	1	-	-	-	12

Library Services:

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Laminating Service*	0	1	0	0	0	1	0	1	1	0	0	0
VHS Conversion:	48 VHS tapes	0 VHS tapes	1 VHS tapes	1 VHS tapes	0 VHS tapes	0 VHS tapes	1 VHS tapes	4 VHS tapes	0 VHS tapes	0 VHS tapes	2 VHS tapes	3 VHS tapes
DVD Format	0	0	1	1	0	0	3	0	0	0	3	0
USB Format	48	0	0	0	0	0	0	1	0	0	0	1

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

Respectfully submitted,
Lorena Rodriguez
Head of Technical Services

YOUTH & TEEN SERVICES DEPARTMENT REPORT DECEMBER 2024

Highlights of the Month:



Patrons of all ages enjoyed the oversize snow globe! The department welcomed over 100 patrons who were eager to climb in and take pictures. This would not have been possible without the Friends of the Library. Gingerbread House Decorating was also a holiday favorite.



Claire's favorite program this month was Jingle Bell Rock! Children aged 2-8 and their parents had a blast moving and grooving along to their favorite Christmas songs.



Mary Kate had three favorite programs in December. First, was Frosty's Winter Wonderland, painting an ornament from the Glowforge. Next, kids ages 2-5 created festive crafts in Yuletide Art. Last but not least, SWIFTmas, where kids grades 4-12 could make two different ornaments featuring Taylor Swift elements.



Carla had a great time leading teens in grades 6-12 in making their own Christmas mugs using the mug press. The teens enjoyed designing their own designs as well as coloring the Christmas Movie Mug slogan.

Meetings and Department News:

Booklist: Penguin Random House Editors' Picks Spring & Summer 2025 – Mary Kate watched this webinar on 12/08.

Channel 4 At the Library – Tina shared library programs for January on 12/09.

Booklist: Picture Books for Winter, Spring, and Beyond – Claire watched this webinar on 12/10.

Mackin: Storyteller Spotlight with Christina Soontornvat – Carla watched this webinar on 12/14.

Libraries as Community Building Spaces – Carla watched this webinar on 12/14.

IYSI Meeting – Tina held this meeting about the upcoming conference on 12/16.

SLJ: Holiday Books – Mary Kate watched this webinar on 12/17.

Management Team Meeting – Tina and Carla attended this meeting on 12/18.

Booklist: MacKids School & Library Winter 2025 Preview Event – Claire watched this webinar on 12/21.

SLJ: Picture Books for Fall – Claire watched this webinar on 12/21.

Outreach:

Rec Center Preschools – Carla visited these classes on 12/03 and 12/04.

Indian Hill Preschool – Carla visited these classes on 12/04.

Kringle Market – Tina, Claire, and Mary Kate attended this event and served hot chocolate.

Reggio Academy – Claire visited the preschool on 12/9 and presented a jingle bell story time.

Trusting Hearts – Claire visited this preschool on 12/10 and presented a Christmas story time.

Respectfully submitted,
Tina Ruzala
Head of Youth & Teen Services

Statistics:

PROGRAMMING	TOTAL	ATTENDANCE	COST	REFERENCE QUESTIONS		
Free Youth Programming/Training	11	229		Reference	Computer	Directional
Free Tween/Teen Programming	8	68		143	47	139
Youth Paid Programming	1	111	\$900	TOTAL	329	
Tween/Teen Paid Programming	0	0		PASSIVE PROGRAMMING		
TOTAL PROGRAMMING	20	408	\$900	Craft	Teen	Activity
OUTREACH/SCHOOL VISITS	# VISITS	# SESSIONS	ATTENDANCE	423	134	105
TOTAL OUTREACH	0	40	1595	TOTAL	662	

DATE	TIME	FREE: YOUTH PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/03/24	5:00 pm	Reindeer Games	18
12/04/24	4:00 pm	Jingle Bell Rock	50
12/05/24	11:30 am	Jingle Bell Storytime	22
12/05/24	4:00 pm	Frosty's Winter Wonderland	4
12/06/24	1:30 pm	Arabic Storytime	25
12/10/24	11:30 am	Sensory Friendly Stories and Play	3
12/11/24	11:30 am	Holly Jolly Storytime	26
12/12/24	11:30 am	Yuletide Art	25
12/17/24	11:30 am	Santa's Scavenger Hunt	30
12/18/24	11:30 am	Reindeer Storytime	25
12/18/24	4:00 pm	Graphic Novel Club	1

DATE	TIME	TWEEN/TEEN - PROGRAMMING / TRAINING /CLUBS	ATTENDANCE
12/01/24	4:00 pm	Volunteens	6
12/02/24	4:00 pm	Hot Cocoa and Christmas Movies Mug	13
12/10/24	5:00 pm	Teen Book Box	6
12/10/24	4:00 pm	Video Game Club: Mario Cart Competition	1
12/11/24	5:00 pm	Gingerbread House Making	13
12/12/24	4:00 pm	SWIFTmas	13
12/16/24	5:00 pm	Holiday Ornaments	8
12/19/24	4:00 pm	Cricut Layered Snowflakes	8

DATE	TIME	PAID YOUTH - PROGRAMMING	COST	ATTENDANCE
12/04/24	4:00 pm	Giant Snow Globe - Friends of the Library	\$900	111

FREE: YOUTH PASSIVE PROGRAMMING	ATTENDANCE
Craft - Christmas Tree	323
Teen Craft - How to Draw Winter	30
Teen Gaming -Nintendo Switch	12
Fab Lab - Ornament Hooks	1
Teen Craft - Gingerbread House	61
Elf on the Shelf Scavenger Hunt	105
Craft - Reindeer	100
Teen Holiday Word Search	30

OUTREACH & SCHOOL VISITS

DATE	ORGANIZATION	# SESSIONS	ATTENDANCE
12/3/2024	Rec Center Preschool	2	16
12/04/24	Rec Center Preschool	1	14
12/04/24	Indian Hill Preschool	8	120
12/09/24	Reggio Academy Preschool	2	20
12/10/24	Trusting Hearts Preschool	1	29
12/31/24	Book Talks Grades K-1	8	154
12/31/24	Book Talks Grades 2-3	7	155
12/31/24	Book Talks Grades 4-5	4	87
12/31/24	Book Talks Grades 6-8	7	1000