

LIBRARIAN'S REPORT March 2022 Pam Leffler, Executive Director

Administration

COVID cases in the Chicagoland area continued to drop in March. As mentioned last month, we removed the requirement for mask usage while in the building. Though masks remain recommended we have seen that most patrons and staff continue to wear masks while indoors. While COVID cases have started to creep up, it appears that hospitalizations and severe illness remain low. We are ever hopeful that we can continue our efforts to getting back to a more 'normal' library experience.

Personnel

- Circulation Clerk Eric Chin submitted his resignation in order to take a full-time job in his field.
 We hired 3 new Circulation Clerks to fill Eric's position and in anticipation of further resignations in the Circulation Department.
- Other personnel news can be found in the Department reports.

Automation & Technology

- All staff PCs not slated for replacement were upgraded with additional RAM.
- The thin client catalog computers will be replaced with regular PCs. These are on order, and we expect delivery in early April.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- Administrative Assistant Susanne Gilbert and I met with a representative from 5/3 Bank to discuss management of our accounts. We have plans to meet with representatives from WinTrust in early April.
- Sikich has received all the documentation for our annual audit. Once the audit is complete, I will arrange a time for it to be presented to the Board, probably at our May meeting.
- I completed the 2022 Library Survey from HR Source that tracks facilities, salaries, benefits, etc. for Chicagoland libraries and is a valuable comparison tool for making decisions in these areas.
- There has recently been quite a bit of discussion about the second installment of 2022 property taxes being seriously delayed, possibly into 2023. Obviously, this has the potential to impact us very negatively. I have already warned the Department Managers that as the year progresses,

we may have to limit purchases, etc. I will be doing a more thorough analysis of our finances over the next few weeks and will report on them to the Board in May or June.

Facilities

- In house cleaning seems to be going well so far. We will continue to monitor the cleanliness of the facility and the workload of maintenance staff and adjust as necessary, but so far so good.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- Leffler Progress towards Goals for 2022
 - Update Facilities Assessment (post renovation) and 3 5 year Facilities Plan.
 - Met with representatives from Shales McNutt regarding an updated facilities
 assessment. They will be sending a proposal which I fully anticipate signing.
 Once done, we will schedule a time for the assessment to take place. The
 assessment will help guide our decisions about facility priorities for the next few
 years.
 - Hire outside consultant and complete new strategic plan/update strategic plan.
 - Not yet begun.
 - O Develop a Library succession plan for key personnel.
 - In progress.
 - Complete transition to using our payroll provider platform for onboarding/offboarding process and performance management.
 - In progress. Every time a position becomes available both I and the staff get more comfortable using Paycom to handle all steps of the application process.
 Internal help documents continue to be updated as necessary.
 - With Administrative Assistant, complete reorganization of Administration offices and files; develop Administration Department procedures manual.
 - In progress.
 - With Department Managers and/or other relevant personnel or outside resources, plan and implement one full-day or two ½ day staff inservice training days.
 - In progress. Our first staff inservice day will be April 29, 2022. We will be focusing on updated emergency procedures and general library and department updates. We will schedule a second staff inservice day in the fall, date still TBD. Tentative topics include EDI and customer service.
 - Continue participation in professional committees (ECC, CCS, RAILS, ILA, ALA, etc.) and professional development opportunities.
 - Ongoing.
 - o Continue participation in meetings of local agencies and organizations.
 - Ongoing.
 - Continue sound overall management of library finances and fiscal policy; personnel, including staffing levels; services; and programs at all times taking into account the needs of the Morton Grove community.
 - Ongoing.

Events/Programs/Meetings

5/3 Bank meeting	March 11, 25
CCS Executive Committee	March 9
Department Manager meetings	March 21, 30
ECC Annual Meeting	March 3
ECC Executive Committee meeting	March 22
Golf School District #67 Phase 4 Community Mtg	March 3
HR Source: Altogether HR program	March 24
Library Board of Trustees Regular Mtg	March 10
RAILS Program: Ins and Outs of Material Challenges	March 17
Taking Care of Self, Staff, and Community program	March 10
Vision Morton Grove meeting	March 2

Besides meetings listed above, I had several meetings throughout the month with Department Managers and other staff on a variety of personnel, collection, and building related issues.

MGPL Adult Services March 22 Report

Melissa Mayberry, Adult Services Manager

This month we saw more patrons coming in to use the library, as well as an increased interest in inperson programming. We are aware that there are still many patrons who are unable or uncomfortable to attend programs in person and we are continuing to work on the technology setup for hybrid (patrons can attend in person or virtually over Zoom) programs.

Programming

In March we hosted 39 programs with 473 attendees. Our first hybrid music event, Irish Traditional Music, was attended by 18 patrons in person and 15 virtually. The concert featured Ireland's traditional music and language through jigs, reels, polkas, and slow airs.



The 2022 Coming Together season kicked off with the theme of Sharing Experiences of Disability. We are participating with a number of programs including an Illinois Assistive Technology Program which gave an overview of the different assistive technologies available, and EveryBody Can Dance, a movement workshop by MOMENTA Dance Company.

A new take-home kit, Teen Break-in Bags generated a lot of interest. We are finding that the older teens that we serve really appreciate activities that they can do on their own time.



Other

This month we had 2 Book Picks forms submitted and selected 7 tiles for each. We resumed our inperson Book a Librarian service and this month staff facilitated 4 appointments. Staff also worked on ESL and Senior Activity kits, adding to the Library of Things collection, and managing databases.

Book/Media Displays

- Reflections of Ukraine
- Women's History Month
- Girls on Fire
- Women Directors
- Women in Science
- Small Business

Book Rivers and Record Sets

- Girls on Fire
- Spring is Coming
- New YA Releases

Library Aware Newsletters

- Best Seller Preview
- New Fiction
- New Non-Fiction
- New AV

Continuing Education/Meetings/Webinars

- Staff attended a AS Dept meeting
- Marlene attended the Novelist webinar, Ready, set, reader's advisory
- Cailyn attended the YALD Meeting
- Cailyn attended HarperCollins Children's Books Summer 2022 Librarian Preview
- Bob attended LACONI: Best of the Best/Harvest of Performers Database Listening Session
- Edmund attended the EDI committee meeting

Three staff members attended Public Library Conference in Portland, OR. They attended the following programs:

- Opening Session with Luvvie Ajayi Jones
- Queering the Library: Strategically Creating Space for the LGBTQ Community
- Digital Books: Where Do We Go From Here?
- Privacy Field Guides: Take Action on Privacy in Your Library
- Programming for Neurodiverse Adults and Others: Ten Best Practices
- Mystery Authors Panel, Book Buzz Stage: Adult Publishers
- Representation Matters: Readers' Advisory and Programming Using Diverse Books
- APA Presents Press Play
- Big Ideas with Amy Schneider
- After the Collection Diversity Audit, YA Crossover Panel
- How to Respond to a First Amendment Audit at the Library
- Horrible Evil Library Books: Intellectual Freedom Standards in Customer Service
- Find the First Amendment: A Library Puzzle
- Effective Security Strategies: Empowering Staff to Address Disruptive Behaviors
- Removing Bias and Barriers from Your Cataloging

- Librarians Lead in Times of Crisis: Stop, Drop, and Roll, Mystery Authors Panel, The Library's Role in Equitable College Prep for Teens
- A Black History Month Taxonomy: Programming in Public Libraries
- YA Crossover Panel
- Rising Circulation in the Time of COVID-19, Message Dissemination During A Crisis
- Find the First Amendment: A Library Puzzle
- Offering Dementia-Friendly Service
- Big Ideas with Brittany K. Barnett
- Doing the Work: Race, Equity, Diversity and Inclusion
- How to Kick-Start Health Programming at Your Library
- Leveraging Staff Talent to Create Your Strategic Vision
- How to Organize a Library Bike Ride
- How to Throw a Murder Mystery Party
- Creating Meaningful Connections within a Hybrid Environment
- Information Power: Get Your Staff to Love Library Data
- Tools to Tackle Digital Literacy Skilling
- How to Embracer Business Librarianship
- Partnership-Driven Progress: Social Justice Programming in Public Libraries
- Closing Session with Kal Penn

MGPL Circulation Services March 2022 Report

Jeffrey Ray, Circulation Services Manager

Patrons:

• 198 new library cards registered

Staff:

- 3/3/22 Attended LACONI CSS Program meeting
- 3/22/22 Attended LACONI Governing Board Meeting
- 3/17/22 Attended LACONI Governing Board Officers Meeting

MGPL Facilities and Maintenance March 2022 Report

Ed Tamras, Facilities Manager

- The library chose not to renew the overnight cleaning contract, the maintenance dept. has taken over the library cleaning duties as of 3/14/2022.
- All clocks and outdoor timers were changed to daylight savings time.
- Replaced the cracked plexi-glass in the STEMonade stand outside the library.
- Patched, sanded, and painted wall outside the projection room in the Baxter room.
- Changed a few carpet tiles in the Quiet Reading room and cleaned up; getting ready to open the room for patrons.
- Disconnected the light sensor in the Quiet Reading room per Melissa's request.
- Got rid of old slatwalls that were bowed and cracked.
- Turned ON the drinking water fountain bubblers on the main floor only.
- Installed window privacy film in Chad's office. Also, per Chad's request, disconnected the light fixture over his desk because the light output was too bright.
- Installed a sheet metal corner guard in the YS office per Courtney's request.
- ASI alarm company has corrected the problem with our fire alarm panel. On the
 evening of 3/31, we had troubles showing in the system once again, ASI was able to
 track down the wire causing it and corrected the issue.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Manage day to day operations.

MGPL Marketing & Engagement March 2022 Report

Chad Comello, Marketing & Engagement Manager

Web

- Uploaded and promoted videos and various program recordings on our YouTube channel
- Created/updated webpages for Birding, Tomato Club, and Museum Passes
- Blog posts:
 - o Spirit Week: Fun Daily Activities (and a Prize) for National Library Week
 - Meet the New Library Trustees
 - o How Are We Doing? Results from the Patron Satisfaction Survey
 - o 5 household tools you should borrow instead of buy

Design

- Completed work on the April/May newsletter issue
- Karina and Bettina created many graphics, including for social media, print, and digital signage
- Karina created materials for AS programs, including the Poet-Tree and the Bird Bingo logo, journal pages, and Bingo card
- Karina designed and ordered dedication plaque for YS department and ordered custom MGPL logo cookies for the ribbon cutting event
- Bettina worked on graphics for Summer Reading, including logs, decorations, and logo
- Bettina created tangram activity sheets for forthcoming Youth Services activity
- Bettina helped create and install the April StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

Promotion/Other

- Chad sent weekly e-news and promotional emails through Savannah
- Chad posted on social media accounts daily
- Chad contacted various local businesses about becoming SRP sponsors and thus far Inland Bank (Gold) and Advocacy & Education Consulting (Silver) have committed
- Prepared promotional materials for the MG Park District's Wellness Fair on March 12, which Debbie Wiedeman and Dianne Raucci attended on behalf of the library
- Bettina posted select events to Patch and Tribune Things to Do online calendars

Meetings/Training/Etc.

- Regular meetings for the Marketing department and managers
- March 9: Bettina attended "Designing Effective Library Signage" webinar
- March 15: Chad attended the Community Engagement Virtual Discussion
- March 18: Chad attended the Middle Managers Roundtable
- March 31: Bettina attended the EDI Committee meeting

MGPL Technical Services March 2022 Report

Helga Scherer, Technical Services Manager

Staff Projects:

- Charlotte is working with Sarah to reclass and label a selected portion of the Parenting collection for face-out shelving
- Adult CD collection is fully reclassified. We have stopped using ANSCR as our classification system and are now using a patron friendly, genre-based system.

Department Head Projects:

- Review of Library's emergency preparedness guidelines in ongoing. Changes and updates to the process will be presented during Staff Day at the end of April.
- Cataloging of Chinese materials
- Five Russian titles sent to RAILS World Language Cataloging Services
- Cataloging of new LOT items
- Updating TS Wiki page and training materials
- Received renewal letter from W.T. Cox (magazine vendor) Watched training video and began reviewing our subscriptions with Melissa Mayberry.
- Per April 2022 article in LJ the average prince increase for periodicals, for 2023, is forecast to be in the 3-4 percent range. Possible drift upward to 4.5 percent.

Meetings

- Manager meetings
- Acquisitions meeting CCS, 3/16/2022.
- Participated in the interview process for Circulation Associates

Staff

 Minor change to Charlotte's schedule to accommodate another part-time job that she will be starting March 21. Her new hours are Thursday & Friday 9-5 pm

MGPL Youth Services March 2022 Report

Courtney Schroeder, Youth Services Manager

As you'll notice if you compare month-to-month, we provided a lot more programs this month and had a substantial increase in attendance due to Spring Break. Our statistics at the desk also reflect just how busy it's been in the department as we increase the number of in-person programs and welcome back families who during the Pandemic surges have been staying safe at home. As things continue to progress and (hopefully) continue to improve in our area, we look forward to shifting more and more back to 'normal'.

I have been having trouble collecting the statistics from the AWE machine for the past few months and reached out to the company. They were having trouble with their statistics portal for a month, but it is back working. However, after several attempts to gather data and not getting any, I reached out again. As it turns out, sometime in December, a power surge caused the computer to reset the date/time to when the machine was built (in 2016) and so that is why the statistics are not generating correctly. Since I was able to fix the date/time issue on April 1, I should be able to pull April's AWE statistics just fine, but the company is working on gathering the statistics from January, February, or March of this year.

Programming

In February, we provided 45 programs for 1424 people.

While most of our programs are included in the monthly statistics, we really can only evaluate passive events/programs such as the **Storywalk** by the verbal/written feedback that we get. While we are putting up and taking down the monthly boards, we regularly get stopped by adults who thank us for the wonderful stories we share. It's really exciting considering they aren't exactly the intended audience, but an added bonus audience. As Jess was putting up the newest Storywalk, an elderly couple stopped by to thank them for their hard work and to express their gratitude for the February book, Don't Hug Doug (He Doesn't Like It). Apparently, they have a grandchild who does not like to be hugged, a concept that tends to be difficult for older adults to understand and not be hurt by. They said the book helped them feel like their grandchild wasn't alone and that it also helped them understand him a little bit better. My heart overflows (and so do my eyes).

This month, Debbie's **Monday Morning Music** class was a huge hit, bringing 19 people into the Activity Room for some musical fun on a day off of school.

During Spring Break at the end of the month, we added a fun bunny-themed **Spring Break Scavenger Hunt,** which was a lot of fun. Statistics will be in next month's report since it ended April 3. Kids left saying how fun it was to search for the bunnies hidden throughout the department and solve the riddle: What's a bunny's favorite kind of bedtime story? One with a HOPPY ending!

Outreach

In March, the outreach team visited 17 groups (256 kids/teachers) in the schools. Groups of Jerusalem Lutheran students continue to visit on Fridays and check out books. The YS Team also provided 6 book bags of 128 books for area classrooms.

Professional Development/Training/Meetings

In March, the Youth Services staff attended the following professional development and training meetings in addition to the Youth Services staff meeting:

- Jess attended meetings of the YSS LACONI and governing boards.
- Sarah and Courtney watched the webinar Harper Collins Spring/Summer Preview from Booklist.
- Sarah attended the CATS Coffee Break on Winter/Spring 2022 book highlights.
- Debbie attended six meetings of the ECA committees.
- Jess attended a meeting of the Illinois Youth Services Institute conference planning committee.
- Courtney attended the webinar Magnificent Middle Grades from Booklist.
- Debbie attended the CMN meeting on Racism in Children's Music.
- Jess attended both sessions of the LACONI YSS Summer Reading and Networking meeting.
- Courtney attended four Power Up conference Sessions
- Jessie attended the RAILS School Facilitators Networking Meeting.
- Debbie attended the RAILS Preschool Partnerships Meeting
- Jessie watched the webinar Strong Women and Girls focused on books being released in the coming months.
- Courtney attended the CCS training: Unlocking the Power of Record Sets (part 1).
- Debbie attended a workshop on Practical Steps to Engage Parents as Family and Community Experts.

Programming Statistics - Mar 2022

	# of sessions	Total Attendance	
dult Programs	38	4	
Chair Yoga (Zoom)	3	1	
Tai Chi (Zoom)	2		
Chrafting for Charity	2		
Tuesday Movies	6		
Social Seniors: Bingo	1		
Social Seniors: Arts & Crafts	1		
Social Seniors: Coloring & Brain Puzzles	1		
Social Seniors: Wits Workout	1		
Book a Librarian	4		
Beginning Genealogy (Zoom)	1		
An Evening with Jenny Lawson (Zoom)	1		
Tech Talk: Get to Know the Libby App (Zoom)	1		
Name That Tune (Zoom)	1		
Introduction to Windows 11 (Zoom)	1		
Irish Traditional Music (Hybrid)	1		
Illinois Assistive Technology Program (Zoom)	1		
EveryBody Can Dance Workshop (Zoom)	1		
Maintaining Brain Health As You Age (Zoom)	1		
Kanopy Club: Eighth Grade (Zoom)	1		
Exploring Spices: Cuban Island Spice (Zoom)	1		
Between the Lines (Zoom)	1		
Book Chat (Zoom)	1		
LitLounge (Zoom)	1		
Book Talk	1		
Senior Activity Kits	1		
ESL Kits	1		
en Programs	1		
Break in Bags	1		
outh Programs	45	14	
1000 Books Before Kindergarten (Online)	1		
Anime Club	1		
Bedtime Stories & More (Facebook)	1		
Books & Beyond	1		
Chess Academy (Zoom)	1		
Coming Together Storytime	2		
Crafty Saturday	1		
Dances of India (Streaming)	1	1	
DIY Family Game Night	1		
Doodle Inspiration	1		
Drama Club	1		
Escape Room (Zoom)	1		
Family Engineering Night	1		
Family Reads Book Club	1		
Guys Read	1		
Jr. Escape Room (Zoom)	1		
Lego Builders (Zoom)	1		
Listen Up (Facebook)	5	1	
Monday Morning Music	1		
Mother-Daughter Book Club	1		
Preschool Storytime	6		
Read to the Rainbow Dogs	1		
STEMonade Stand	5		
7.447	3		
Toddler Time	1		
Tots Dealing with Big Feelings		1	
	4		
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Morton Grove Public Library Monthly Statistics For 03/2022

The Checkout numbers and Renewal numbers exclude in-house cards as well as test cards
The line that reads "Number Of Items Currently Out" counts items with these Item Statuses:
'Checked Out', 'On loan to another library', 'Awaiting Pickup', 'In transit to another library', 'In-Transit to Home Library'
For More Information: https://www.learning.ccslib.org

Transaction Type	Transaction SubType NUMBER OF PATRO ITEMS TRANSACTION		
Checkins at your stations	Leap Check in	12764	
Checkins at your stations	Checkin Leap In Hous	1134	
Checkins at your stations	Self Check in	8	
Checkins at your stations	Quick Check in	44	
Checkins at your stations	Normal	1	
	Total Checkins	13951	
Checkouts at your stations	Leap Checkout and Renewal	6066	
Checkouts at your stations	Self check Check out	7445	
Checkouts at your stations	Circ Checkout and Renewal	6	
	Total Checkouts	13517	
Renewals at your stations	Auto-renewal	9940	
Renewals at your stations	Leap Checkout and Renewal	329	
Renewals at your stations	Power PAC Renewal	173	
Renewals at your stations	Self check Check out	48	
Renewals at your stations	Inbound Telephony Checkout	3	
	Total Renewals	10493	
Number of your Library's items checked out system-wide		13761	

Number of your Library's unique items checked out system-wide		12438
Holds Placed through your interface		3128
Holds placed for/by your patrons		3322
Holds Held		3188
Holds Located		0
Holds Checkedout		2768
Holds Expired		0
Holds Cancelled		472
Holds Unclaimed		398
Number Of Items Currently Out		12872
Existing "MortonGrove" patron received new barcode		37
Patron Expiration Date Extended More Than 30 Days:		10
Count of physical patron records at beginning of 03/2022		9461
Minus Patron records physically deleted		95
Minus Patron library was changed from "MortonGrove" to some other CCS librar		3
Plus Patron records physically added		198
Plus Patron library was changed from some CCS library to "MortonGrove"		4
Count of physical patron records at end of 03/2022		9565
Minus In-House and Test Cards		11
Minus Expired Cards		630
Unexpired Patrons on file		8924
Leap Registration	Patron Lib=MortonGrove	198
Leap Registration	Patron Lib=DesPlaines	1
Leap Registration	Patron Lib=CCSL	13
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1829
Number of items lent by your library to a CCS library		2349

Morton Grove Public Library MONTHLY CCS INTERLIBRARY LOAN ACTIVITY 03/2022 - 03/2022

Circulation between a library's branches is excluded from these numbers.

For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.

The columns are labeled as follows:

- 1. Lending Library
- 2. Intra-CCS To CCS Libraries
- 3. Other III. To Other Libraries or Systems in Illinois
- 4. Outside III. To Libraries Outside of Illinois
- 5. Total Total Sent by Lending Library
- 6. Percent Held Lending Library Holdings to System Wide Holdings
- 7. Percent Intra-CCS Lending Library Intra-CCS ILL to System Wide Total Intra-CCS ILL

Lending Library	Intra-CCS	Other III.	Outside III.	Total	Percent Held	Percent Intra- CCS
Algonquin	2,873	302	56	3,231	3.28	4.22
Cary	1,322	77	20	1,419	3.07	1.94
CCSL	9	0	0	9	0.00	0.01
Crystal Lake	1,458	134	21	1,613	3.05	2.14
Des Plaines	4,789	330	370	5,489	5.45	7.03
Ela	3,283	126	0	3,409	3.26	4.82
Evanston	2,830	147	107	3,084	7.09	4.16
Fox River Valley	2,596	43	3	2,642	2.79	3.81
Fremont	2,261	83	26	2,370	1.84	3.32
Glencoe	1,485	56	15	1,556	2.31	2.18
Glenview	3,796	190	103	4,089	4.98	5.58
Grayslake	3,373	100	53	3,526	3.43	4.95
Highland Park	2,572	109	41	2,722	4.16	3.78
Huntley	1,484	81	2	1,567	2.83	2.18
Indian Trails Public Library	2,620	146	108	2,874	3.43	3.85
Lake Forest	1,490	2	0	1,492	3.03	2.19
Lake Villa	2,452	97	29	2,578	2.87	3.60
Lincolnwood	863	25	2	890	2.07	1.27
McHenry	1,927	81	38	2,046	2.65	2.83
Morton Grove	1,828	42	15	1,885	3.55	2.68
Niles	4,248	138	68	4,454	4.94	6.24
Northbrook	2,934	203	151	3,288	4.92	4.31
Palatine Public Library	4,253	119	2	4,374	4.26	6.25
Park Ridge	2,205	120	76	2,401	3.46	3.24
Prospect Heights	1,759	45	14	1,818	2.61	2.58
Round Lake	1,379	38	63	1,480	3.27	2.03
Wilmette	3,454	170	64	3,688	5.03	5.07
Winnetka-Northfield	1,402	66	10	1,478	2.95	2.06
Zion-Benton	1,138	103	53	1,294	3.43	1.67
Total	68,083	3,173	1,510	72,766	100.00	100.00