



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

April 2022

Pam Leffler, Executive Director

Administration

Masks continue to be recommended and not required while in the library, though most of our patrons and the staff continue to wear masks while in the building. There has been an uptick in COVID cases, and we have seen that among the library staff as well. Fortunately, no one has gotten extremely ill, and I believe that COVID exposures are happening in non-work settings, but absences due to COVID have had an impact on staffing levels. So far, we've been able to handle staff absences and continue to provide service, but it is something we're watching closely.

Personnel

- Gregory Alexander, a current Circulation employee, was promoted to the full-time Circulation Clerk II position that had been open due to the resignation of Amanda Herrmann. Gregory will start in his new role on May 9.
- On April 24, Chad Comello, Marketing & Engagement Manager, submitted his resignation to take a position outside of libraries. I offered the Manager position to Lead Graphic Designer Karina Guico. She accepted and her first day in her new role will be May 9.
- Other personnel news can be found in the Department reports.

Automation & Technology

- We continued to work with OSG on getting circulating and program laptops and staff PCs upgraded. This has, unfortunately, taken longer than expected due to supply chain issues and the amount of work needed on some of the older computers.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- Administrative Assistant Susanne Gilbert and I met with representatives from Wintrust on April 5 and April 27. I haven't made plans to switch banks yet but am leaning heavily towards Wintrust. I appreciate the fact that they have a municipal/government banking department, listened to our concerns and workflow processes, and seemed to really understand our needs.
- The annual audit was completed and will be presented to the Board at our May meeting. Audit documentation is in your packets.
- On April 14 I met with our new Paycom specialist. We discussed setting up additional training for me and Susanne on the personnel management modules in Paycom.

- While there had been an initial flurry of discussion regarding the delay in the 2nd installment of Cook County property tax bills, there has been virtually nothing in the last month or so. I remain very concerned about the potential impact of this delay on library finances. I've been doing some preliminary analysis and believe that the library should be able to continue normal operations through the month of November with no additional tax revenue. Should the delay in bills extend out further, we may need to look at transferring some of the funds currently at PMA into the library's operating account.

Facilities

- On April 11 I met with John Shales from Shales McNutt Construction (SMC) to discuss having them do another facilities assessment (our last assessment was done in 2014/2015). Since then, John and numerous engineers have toured the building. I hope to have the new facilities assessment available for the Board by our June meeting.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- On Sunday, April 10, we finally had the Youth Services Department dedication and ribbon cutting ceremony! This turned out to be a lovely event and was attended by many of the trustees and their families, trustees from the Village Board, library staff, Tiffany Nash and Dan Pohrte from Product Architecture + Design, and Jason Perkunas from SMC. It was nice to finally be able to 'book end' our renovation. Response to the renovation remains unanimously positive.
- On Friday, April 29 the library was closed to the public to allow us to hold a full-day staff inservice day. This was our first in-person inservice in a few years, and everyone found it beneficial and enjoyed interacting with their colleagues. In the morning, we focused on updated emergency procedures and staff recognition, and the library provided lunch. In the afternoon, representatives from each department provided an overview of department activities. We finished the day with department meetings and/or individual work time. Everyone seemed to really enjoy the day and found the information beneficial. Feedback from staff has been extremely positive and we look forward to scheduling another inservice day in late summer/early fall.

Events/Programs/Meetings

Wintrust Bank meetings	April 5, 27
CCS Governing Board	April 13
Department Manager meetings	April 27
ECC Executive Committee meeting	April 13
Library Board of Trustees Policy Committee	April 7
Library Board of Trustees Regular Mtg	April 14
Paycom review	April 14
RAILS Program: The Connected Library: Vetting and Partnering with Social Service Agencies	April 6
SMC – Facilities Assessment meeting	April 11
Staff Inservice/Training	April 29
YS Dedication and Ribbon Cutting Ceremony	April 10

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.

Other

Staff conducted 6 Book a Librarian appointments this month. We helped patrons with tasks such as using smartphones and file management.

Blogs

- 3 Crafty Projects Coming Soon
- Calling All Plant People

Book/Media Displays

- National Poetry Month
- Celebrate Ramadan
- Gardening
- Celebrate Passover
- Houseplants
- Graphic Novel Classis
- Money Matters

Book Rivers and Record Sets

- National Poetry Month
- If You Like HBO's The Gilded Age
- Updates, Adaptations & Retelling
- Muslim Authentic Stories
- Books Based on Your Zodiac Sign
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- AS staff attended Staff Day
- Edmund and Rebecca attended an EDI Committee meeting
- Cailyn, Rebecca and Melissa met to discuss One Book. One Village program

MGPL Circulation Services
April 2022 Report
Jeffrey Ray, Head of Circulation Services

Patrons:

- 59 Library Cards Registered
- 15 Curbside Pickups

Staff:

- Hired Mary Simantz as a Circulation Clerk I
- Hired Althea Bibat as a Circulation Clerk I
- Hired Daniel Armando Russell as a Circulation Clerk I
- Amanda Herrmann resigned her full-time position as a Circulation Clerk II to take a full-time position with the Prospect Heights Public Library.

MGPL Facilities and Maintenance
April 2022 Report
Ed Tamras, Facilities Manager

- Daily duties of cleaning the library.
- Continue to make changes on our outdoor timers.
- Delivered Board packets to Trustee's.
- Glued down one of the stair treads that was coming off.
- Put some concrete mix to close a gap near the drain outside the patio.
- Patched, sanded, and painted a gouge on the wall next to the lower-level elevator, the wall across the elevator on the main floor, west wall in the café area, and the west wall next to the east bay window.
- Had a power outage early morning on 4/7/22, after power was restored the emergency light fixtures did not power back ON, had to do a "hard-reset" consisting of disconnecting fixture wires from live power and reconnect them back.
- HVAC in Baxter room not working, called Kevin from Midwest Mechanical, he fixed the issue and got it back ON.
- Installed the renovation plaque on the wall next to the elevator in YS.
- Installed the Suggestion Box in the staff lounge.
- Replaced some fluorescent fixtures to retro fit LED strips in the garage.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Manage day to day operations.

MGPL Marketing & Engagement
April 2022 Report
Chad Comello, Marketing & Engagement Manager

Chad Comello submitted his resignation as Marketing & Engagement Manager, effective May 13, 2022. He's immensely grateful for his nearly 7 years at MGPL, and excited that Lead Graphic Designer Karina Guico will replace him as manager!

Web

- Uploaded and promoted videos and various program recordings on our YouTube channel
- Updated webpage for Summer Reading
- Blog posts:
 - Calling All Plant People
 - 3 Crafty Projects Coming Soon to Creativebug

Design

- Began work on the June/July newsletter issue
- Karina and Bettina created many graphics, including for social media, print, and digital signage
- Karina created materials for AS programs, including designs for Poem In Your Pocket Day
- Karina designed the YS magnetic wall and play counter signage
- Karina helped Adult Services with Tomato Club planting events, which included screen-printing 50+ tote bags, setting up a grow station, and sending e-blasts to the Tomato Club mailing list
- Karina updated graphics for evacuation routes as part of the refresh of the library's Emergency Preparedness Plan
- Bettina worked on lots of graphics and materials for Summer Reading, including the program logs and decorations
- Bettina helped create and install the May StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

Promotion/Other

- Through both solicited and unsolicited donations, we were able to secure \$875 in donations for the 2022 Summer Reading sponsorship program from businesses, entrepreneurs, and private citizens/families
- Spirit Week/National Library Week
 - This was a fun way to engage with both patrons and staff throughout the week, online and in person.
 - Karina created print and digital materials, and took photos of patrons and staff

- For the YS Dedication & Ribbon Cutting ceremony on April 10, Karina helped set up, Chad created a brief photo slideshow, and published remarks from Pam and Emily to our YouTube channel
- Chad sent weekly e-news and promotional emails through Savannah
- Chad posted on social media accounts daily
- Bettina posted select events to Patch and Tribune Things to Do online calendars

Meetings/Training/Etc.

- Regular meetings for the Marketing department and managers
- April 4: Chad and Karina attended a Staff Appreciation Committee meeting
- April 22: Bettina attended the One Book, One Village meeting
- April 25: Bettina attended the EDI Committee meeting
- April 29: All-Staff Training Day – the Staff Appreciation Committee (including Chad and Karina) and managers planned an all-day staff in-service, which included emergency preparedness training, fun activities, breakfast and lunch, and department updates.

MGPL Technical Services
April 2022 Report
Helga Scherer, Technical Services Manager

Staff Projects:

- No special projects for April

Department Head Projects:

- Provided updated Emergency/Evacuation procedures for Staff Day presentation
- Working on adding training resources and Emergency/Evacuation narrative to website
- Updating TS Wiki page and training materials

Meetings

- Manager meetings
- *By Any Other Name: NAF: Name Authority File Ins and Outs*, Cataloging Maintenance Center, April 21. Helga Scherer and Charlotte Dorsey
- *Words Matter: Creating a more Inclusive Catalog*, LACONI TSS, April 8th. Helga Scherer and Charlotte Dorsey
- Participated in the interview process for Circulation Associates

Staff

- No changes

MGPL Youth Services
April 2022 Report
Courtney Schroeder, Youth Services Manager

As noted last month, we have been having issues with the AWE and statistics gathering. We had another issue with the date/time reverting back to 2017 mid-month, so this month's statistics are unavailable. I hope that next month we should be able to gather something meaningful for you all.

Programming

In April, we provided 40 programs for 940 people.

This month, **Wee Read** returned to the Library, inviting 6 babies and their caregivers into the Activity Room for early literacy fun. Debbie is beyond excited to be back in the saddle and families seem eager to attend the program.

Jessie brought **Battle of the Books** back to the library after a 3-year hiatus. Teams from three area schools gathered online to duke it out until a winner was declared. The winning team got a gift card to get pizza at Pequods and are invited to the library in May for a one-on-one competition with the winning team from Niles Maine District Library for ultimate bragging rights. Now that we are mimicking the format of Niles-Maine, we should be able to make this ultimate duel a yearly event.

At the end of April, our **STEMonade Stand** reached a whopping 10,000 kits given out since we began. It's a huge undertaking each week to get kits ready and out, but Jess and the YS Team work to make sure there's always something new for families. We're all really proud of how well it's worked out.

This month we began phasing in our passive programming throughout the department. Things we had planned for the department that were delayed due to Covid issues were finally put out on the floor; Stephanie has arranged the early literacy activities in the Activity Room and provided themed fun for families (this spring's theme: plants and growing), the tangram pillows are now available for some geometric fun over by the study booths, and our Nintendo Switch for middle schoolers is out in the Middle School Space. We're excited to see so many kids and families take advantage of all we have to offer and to finally open the space for play the way we had originally intended.

Outreach

In April, the outreach team visited 16 groups (374 kids/teachers) in the schools. Groups of Jerusalem Lutheran students continue to visit on Fridays and check out books and three groups from the school visited for a storytime and field trip. The YS Team also provided 5 book bags of 89 books for area classrooms.

As part of this month's outreach, Debbie represented the Library at the Early Childhood Alliance's Early Childhood Fair. They are hoping to make this a yearly event and it included tables from 25 area organizations and over 60 families attended.



Professional Development/Training/Meetings

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

- Courtney attended part 2 of the CCS training: Unlocking the Power of Record Sets.
- Debbie attended a meeting of the Children's Music Network's Childhood Affinity Group.
- Debbie attended several ECA Event Committee and Steering Committee meetings to prepare for the Early Childhood Fair this month.
- Jess attended the LACONI Governing and Youth Services Board meetings.
- Debbie attended two ECA Parent Coaching workshops.
- Jessie and Jess attended the LACONI Library Ethics in Youth Services workshop.
- Debbie attended a meeting of the RAILS Preschool Outreach networking group.
- Jessie watched a webinar on examining Asian American/Pacific Islander representation in your collection.
- Sarah attended 4 sessions of the University of Wisconsin Early Childhood Conference.
- Jessie attended the Booklist webinar on Youth Authors and Advanced Readers Copies.

Programming Statistics - Apr 2022		
Program Name:	# of sessions	Total Attendance
Adult Programs	45	699
Chair Yoga (Zoom)	4	151
Tai Chi (Zoom)	2	26
Chrafting for Charity	1	10
Tuesday Movies	4	69
Social Seniors: Bingo	1	8
Social Seniors: Arts & Crafts	1	8
Social Seniors: Coloring & Brain Puzzles	1	2
Social Seniors: Wits Workout	1	6
Book a Librarian	6	6
Bird Bingo	1	15
Money Matters: The Ins and Outs of Bankruptcy	1	13
Backyard Birding	1	5
Tech Talk: Birding Apps (Zoom)	1	1
Make Your Own Kombucha	1	9
Intro to Tomato Club	1	8
Tomato Club Planting	1	13
Tomato Club Planting	1	23
Tomato Club Planting	1	19
Tomatoe Club Planting Kits	1	25
STEM for Adults (Zoom)	1	19
Money Matters: Saving & Investing Basics (Zoom)	1	19
Money Matters: Property Tax 101 (Zoom)	1	108
An Evening With Alice Wong (Zoom)	1	2
Genealogy: The 1950 US Census(Zoom)	1	15
Money Matters: Protect Your Piggy Bank (Zoom)	1	6
Bird Walk	1	8
Tomato Club Check-In (Zoom)	1	4
An Evening with Nick Offerman & Jeff Tweedy (Online)	1	35
Between the Lines (Zoom)	1	9
Book Chat (Zoom)	1	3
LitLounge (Zoom)	1	9
Senior Activity Kits	1	42
ESL Kits	1	3
Teen Programs	1	4
LitLoot	1	4
Youth Programs	40	940
Anime Club	1	3
Battle of the Books (Zoom)	1	20
Bedtime Stories & More (Facebook)	1	37
Chess Academy (Zoom)	1	10
Crafty Saturday	1	41
DIY Family Game Night	1	21
Doodle Inspiration	1	5
Drama Club	1	5
Family Engineering Night	1	19
Family Storytime	1	7
Kids Write On: Poetry	1	0
Lego Builders (Zoom)	1	12
Listen Up (Facebook)	4	157
Monday Morning Music	1	17
Preschool Storytime	6	60
Read to the Rainbow Dogs	1	10
STEMonade Stand	4	400
Toddler Time	3	54
Wee Read	8	57
Your Favorite Chraacters Trivia (Zoom)	1	5
Library-Wide Programs	0	0
Talks/Tours inside the Library		
Youth Services	3	26
Jerusalem Lutheran	3	26
Adult/Teen Services	0	0
Talks/Tours outside the Library		
Youth Services	16	374
Early Childhood Alliance	1	160
Edison	2	26
Gemini	3	43
Golf	1	14
Madison	3	32
Melzer	3	57
MG Park District	1	10
Park View	2	32
Adult/Teen Services	0	0

**Morton Grove Public Library
Monthly Statistics
For 04/2022**

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'

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	12444
Checkins at your stations	Checkin Leap In Hous	909
Checkins at your stations	Quick Check in	15
Checkins at your stations	Normal	5
Checkins at your stations	Self Check in	11
	Total Checkins	13384
Checkouts at your stations	Leap Checkout and Renewal	5115
Checkouts at your stations	Self check Check out	6397
Checkouts at your stations	Circ Checkout and Renewal	8
	Total Checkouts	11520
Renewals at your stations	Auto-renewal	9694
Renewals at your stations	Leap Checkout and Renewal	249
Renewals at your stations	Self check Check out	39
Renewals at your stations	Power PAC Renewal	225
Renewals at your stations	Circ Checkout and Renewal	1
	Total Renewals	10208
Number of your Library's items checked out system-wide		11925
Number of your Library's unique items checked out system-wide		10868
Holdings Placed through your interface		2748

Holds placed for/by your patrons		2857
Holds Held		2750
Holds Located		10
Holds Checkedout		2288
Holds Expired		0
Holds Cancelled		377
Holds Unclaimed		267
Number Of Items Currently Out		12048
Existing "MortonGrove" patron received new barcode		16
Patron Expiration Date Extended More Than 30 Days:		15
Count of physical patron records at beginning of 04/2022		9565
Minus Patron records physically deleted		14
Minus Patron library was changed from "MortonGrove" to some other CCS library		3
Plus Patron records physically added		59
Plus Patron library was changed from some CCS library to "MortonGrove"		3
Count of physical patron records at end of 04/2022		9610
Minus In-House and Test Cards		11
Minus Expired Cards		622
Unexpired Patrons on file		8977
Leap Registration	Patron Lib=MortonGrove	59
Leap Registration	Patron Lib=CCSL	9
Pac Registrations from 04/2021 thru 03/2022 - All		0
Pac Registrations from 04/2021 thru 03/2022 - Converted		0
Pac Registrations from 04/2021 thru 03/2022 - Conversion Rate		0%
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1438
Number of items lent by your library to a CCS library		2168

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
04/2022 - 04/2022

*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 Ill. - To Other Libraries or Systems in Illinois
4. Outside Ill. - 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 Ill.	Outside Ill.	Total	Percent Held	Percent Intra-CCS
Algonquin	2,544	157	24	2,725	3.26	4.04
Cary	1,185	55	9	1,249	3.07	1.88
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,322	140	20	1,482	3.08	2.10
Des Plaines	4,237	357	341	4,935	5.42	6.73
Ela	3,038	138	0	3,176	3.30	4.82
Evanston	2,625	170	119	2,914	7.07	4.17
Fox River Valley	2,455	52	9	2,516	2.84	3.90
Fremont	2,125	71	28	2,224	1.84	3.37
Glencoe	1,342	46	23	1,411	2.30	2.13
Glenview	3,304	174	79	3,557	4.96	5.24
Grayslake	3,188	90	52	3,330	3.41	5.06
Highland Park	2,360	108	23	2,491	4.14	3.75
Huntley	1,471	62	5	1,538	2.82	2.34
Indian Trails Public Library	2,272	187	97	2,556	3.41	3.61
Lake Forest	1,288	10	0	1,298	3.04	2.04
Lake Villa	2,180	81	19	2,280	2.91	3.46
Lincolnwood	717	24	2	743	2.07	1.14
McHenry	1,751	80	33	1,864	2.64	2.78
Morton Grove	1,677	45	10	1,732	3.56	2.66
Niles	3,742	126	76	3,944	4.92	5.94
Northbrook	2,926	228	127	3,281	4.92	4.64
Palatine Public Library	4,035	72	26	4,133	4.24	6.41
Park Ridge	2,122	115	56	2,293	3.45	3.37
Prospect Heights	1,612	28	12	1,652	2.61	2.56
Round Lake	1,747	37	69	1,853	3.26	2.77
Wilmette	3,318	115	55	3,488	5.06	5.27
Winnetka-Northfield	1,377	36	8	1,421	2.95	2.19
Zion-Benton	1,034	88	53	1,175	3.43	1.64
Total	62,994	2,892	1,375	67,261	100.00	100.00