



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

May 2022

Pam Leffler, Executive Director

Administration

At the end of May Chicago and Cook County moved into the high community level for COVID-19. Most of the staff had already been wearing masks while in the building but with the move to high community level, I made it required of all staff. Masks continue to be recommended for patrons. As mentioned last month, we continue to see increased cases of COVID exposure in staff and have been following CDC guidelines in determining whether employees need to isolate and/or quarantine. So far, we've been able to accommodate any increased absences, but it is something we're watching closely.

Personnel

- Gregory Alexander began his full-time duties and new position of Circulation Clerk II on May 9.
- Karina Guico began her new duties as Marketing & Engagement Manager on May 9. Former M & E Manager Chad Comello's final day at the library was May 13. Graphic Designer Bettina Maravolo is taking on additional responsibility, and we will be hiring for a newly created position, Content Coordinator, sometime in June/July.
- Technical Services Associate Charlotte Dorsey submitted her resignation, effective June 10. Charlotte is leaving to take a full-time cataloging position at another library. We will not be refilling this position immediately due to the usual slowdown in ordering and processing of Youth Services materials that normally occurs during the summer months.
- Other personnel news can be found in the Department reports.

Automation & Technology

- Programming and installation of new computers for staff continues. I anticipate that we will have replaced all computers that were planned for replacement in 2020, 2021, and 2022 by the end of June.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- The annual audit was presented to the Board by Brian LeFevre from Sikich at the May meeting.
- Information on a potential delay in the bills for the 2nd installment of Cook County property taxes continues to receive scant coverage in local media or from local officials. While I have no official notification of this, I have heard through the grapevine that 2nd installment bills *should* go out before the end of the year to allow taxpayers to claim 2022 taxes, but probably not until

November. As mentioned in last month's report, I believe that the library will be able to continue normal operations through the month of November without these additional tax revenues. I am closely monitoring our current level of expenditures, and if it appears that the delay in bills will continue past November, we will need to look at significantly decreasing our normal expenditures and/or transferring some of the funds currently at PMA into the library's operating account.

Facilities

- In the course of various service engineers and technicians touring the building for the facilities report from SMC, we were informed that there are some roofing issues that need to be addressed sooner rather than later. We are currently in the process of getting quotes before proceeding with this repair work.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- After two years of no July 4th parade, the Village is once again hosting Morton Grove Days and the parade. The library has registered to be in the parade. All staff and Board members are invited to participate!

Events/Programs/Meetings

CCS Executive Committee	May 11
Cook Co. Emergency Management and Regional Security Community Advisory Group mtg.	May 25
Department Manager meetings	May 18
ECC Executive Committee meeting	May 18
Library Board of Trustees Regular Mtg	May 12
Village of MG Neighborhood Outreach program	May 19

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

May 22 Report

Melissa Mayberry, Adult Services Manager

This month Adult Services had much to do in preparation for our summer events. We worked with Marketing to finalize the Adult/Teen Summer Reading Program materials and onboarded over 20 new adult and teen volunteers who will be helping at various programs. We also communicated with area high schools to ensure that we have the books from their summer reading lists ready for students to check out.

Programming

This month we had 47 programs with 576 attendees. The weather was perfect for our second annual Plant Swap, and once again Plant Shop Chicago was on hand giving out advice to very enthusiastic plant lovers.



This month we hosted the 13th meeting of the Exploring Spices program. From the young parents who attend with their baby George, and eat their spice creation during the program, to the older couple looking to spice up their meals with new recipes, we have a core group of regulars who come to each program. They have gotten to know each other so well that it is not difficult to predict who might think the spice was too salty, too sweet, too mundane or just right!

Staff also continue to host multiple book discussions, teach computer classes on topics ranging from Google Drive to Windows Video Editor, the Social Senior programs as well as identify, book and facilitate educational and entertaining programs from outside presenters.

Other

Staff conducted 7 Book a Librarian appointments this month, helping patrons with their devices. They also continued ordering in their collection areas, including additional items for the Library of Things collection, gathered and assembled material for our monthly kits, and added books to the shelf at the Metra Station as well as MG Little Free Library.

Book/Media Displays

- Celebrate AAPI Month
- Women's Health Month
- Grillin out
- To Beach Their Own

Book Rivers and Record Sets

- Celebrate Asian American and Pacific Islander Heritage Month
- Books Like Euphoria
- Women's Health Month

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Staff attended an AS meeting
- Edmund and Rebecca attended an EDI Committee meeting
- Cailyln attended PW US Book Show: TikTok and Books: Has the Social Media Platform Become One of the Most Powerful Digital Marketing Tools for Books?
- Book Buzz: Comics & Graphic Novels (Young Adult)
- PW Presents: Authors Chat About Children's Books
- Mark attended Novellist: Crash Course in Graphic Novels
- Marlene attended Engaging People Living with Dementia with Library Materials (ODLOS)
- Marlene attended Mental Illness (Part 1): How to handle problematic behaviors

MGPL Circulation Services
May 2022 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 80 Library Cards Registered

Staff:

- Promoted Gregory Alexander to the full-time Circulation Clerk II position made available when Amanda Herrmann left.
- 5/6 – I attended a LACONI CSS meeting to discuss upcoming program.
- 5/23 – I attended a LACONI strategic planning meeting.
- 5/16 – Gregory Alexander and Kinnari Shah attended a LACONI program entitled “Reader’s Advisory for the Circulation Department: making a big impact in little time”.

MGPL Facilities
May 2022 Report
Edmon Tamras, Facilities Manager

- Daily duties of cleaning the library.
- Put out the outdoor patio furniture.
- Annual MGF D inspection: Fire inspector has requested an Exit sign to be placed inside the YS office door exiting out, and a fire extinguisher near that door, both requests have been completed.
- Johnson Controls installed a new 5G wireless communicator for our entry/burglar alarm system.
- Midwest Mechanical replaced the thermostat in the YS office because the old one was not working properly.
- Staircase handrail on the eastside is loose, used concrete screws to hold rail tight.
- Fixed outdoor spigot pipe that burst due to weather.
- Water pressurized our lawn sprinklers, cleaned off sod and roots covering the sprinkler heads. **NOTE:** Our sprinklers are in need of repairs, heads are old and pop-out on an angle, etc.
- Installed “fire extinguisher” signs on the main floor and mezzanine level. Also patched, sanded, and painted a column that had an extinguisher removed.
- One of our ejector pumps that’s connected to the Village main drain line has a crack in the pipe, I had a bucket to collect the drips but due to the heavy amount of rain, the Village drainpipe started to backup. Purchased and installed a small ejector pump with a hose to eject the water from the bucket into the drain. I’ve made a couple calls to plumbing contractors for quotes.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Manage day to day operations.

**MGPL Marketing & Engagement
May 2022 Report**
Karina Guico, Marketing & Engagement Manager

Karina Guico took over as manager on May 9 and is getting into the flow of her new position. Karina and Bettina are in the process of figuring out the transition of responsibilities and projects. Karina took photos at programs and outreach events this month.

May in photos:



Bettina designed materials for Summer Reading – working closely with both AS and YS staff on their various projects. Bettina worked with Natalie on the desk wraps (Natalie did the initial design sketch,

which Bettina digitized, printed, and cut to fit). Bettina worked with the screen printer to finalize the designs for the Summer Reading shirts.



Marketing & Engagement

- Chad and Karina sent weekly e-news and promotional emails through Savannah
- Karina sent targeted emails to promote Tomato Club and Bike Safety events
- Chad and Karina posted on social media accounts
- Bettina posted select events to Patch and Tribune Things to Do online calendars
- Karina submitted the MG French Market application. We will be at the market 4 Saturdays this season.
- Karina ordered promotional materials for outreach events

Design

- Finished 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 the new items for the Library of Things

- Bettina worked on lots of graphics and materials for Summer Reading, including AS and YS logs, book plates, different signage, graphics for YS bags, just to name a few
- Bettina helped create the June StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

Other

- Uploaded videos and various program recordings on our YouTube channel
- Updated webpage for Summer Reading
- Karina handled the ordering of shirts for staff, dropped off and picked up shirts at the screen printer

Meetings/Training/Etc.

- May 12: Karina met with the Public Relations & Marketing Supervisor at the Nilas-Main District Library
- May 17: Karina met with Co-Chair of the Outreach Committee at MCC
- May 18: Karina attended Managers meeting
- May 19: Karina and Bettina met with Pam to discuss department positions and the transition
- May 25: Karina attended the AS meeting
- May 26: Bettina attended EDI meeting

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

Staff Projects:

- Charlotte Dorsey continued to work with Youth Services (Sarah) to complete the face-out Parenting collection.

Department Head Projects:

- Reviewing impact of Polaris 7.1 update. Polaris was updated 5/10/22 and provides acquisition and serials options in Leap.
- Working on adding training resources and Emergency/Evacuation narrative to website
- Reviewing and editing "Suspicious TOMs" record set provided by CCS. These are specifically large print material where the item type and location may be a mismatch.
- Weeding travel guides and 910s with intent to move all 910s from the stacks to the shelving on the east wall of the nonfiction room.
- Updating TS Wiki page and training materials

Meetings

- Manager meetings
- *Taking the Leap: cataloging in Leap overview*, Innovative, 5/12/2022
- *CAMM meeting*, CCS Zoom, 5/25/2022

Staff

- Charlotte Dorsey handed in her resignation letter with her last day being June 10, 2022. Charlotte was offered a full-time job at Elmhurst Public Library.

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

As with every year, we spend a lot of time in May doing behind-the-scenes work as we gear up for the launch of Summer Reading. We were definitely busy getting ready (and with outreach as well), but as I went to pull the statistics for this month, I was shocked to find that instead of our typical drop-off in number of programs and attendance at programs here in the Library, we had MORE in May than in April.

Programming

In May, we provided 48 programs for 1018 people.



This month, we brought back **Storytime on the Lawn** since we were able to enjoy such great weather. Each program was attended by a large group of families who were excited to attend live storytimes again. There is a definite need in our community to continue to host outdoor events/programs for kids as families with young children as many families seem hesitant to attend indoor storytimes currently. We have many of our programs for younger audiences outdoors this summer for this reason.

We continue to host **Preschool Storytime** and **Toddler Time** in person in the Activity Room as well as our **Listen Up!** weekly storytime on Facebook.

This month's **DIY Family Game Night** had four games to play, Dice Time, Funny Face Off, Skee-Put (a mashup of skee-ball and mini golf), and Pass-ketball (a team game of moving foam balls with colanders). While there were many people who did not show up to the program, those that did had a fantastic time running around. In addition, **Family Engineering Night** was full of creativity as families created and launched slingshot cars. According to Jess, the kids particularly loved launching toward the ramp to create flying slingshot cars.

May's **LitLoot Middle School** was also a hit as 9 kids participated and picked up their subscription boxes. We will continue LitLoot Middle School in the fall.

Outreach

In May, the outreach team visited 59 groups (1445 kids/teachers) in the schools. This month was incredibly busy with so many Summer Reading promotional visits. Several schools invited us to large-scale reading events to read stories and promote the summer program. The YS Team also provided 1 book bag of 15 books for area classrooms.

In addition, Jess and Amy went to the Reaching Forward to present on the STEMonade Stand and its successes. They brought a few of our most popular kits as samples, but also facilitated hands-on kit making with library staff from all over the area. It was a successful day, both in increasing our “notoriety” but also served as a huge confidence boost for Jess and Amy, who are the two staff members contributing the most kits to the stand.



Professional Development/Training/Meetings

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

- Debbie attended training number 2 for the PPA (Plan*Partner*Act) group of Illinois Action for Children and the ECA.
- Jess and Amy attended several sessions at the Reaching Forward conference
- Debbie attended a Booklist webinar on Windows and Mirrors (in books)
- Jessie attended the RAILS School Facilitators networking meeting
- Debbie attended a meeting of the PPA Coaching and Parent Engagement groups
- Jess attended the LACONI Governing and Youth Services Board meetings.
- Debbie attended a meeting of the Children’s Music Network’s Childhood Affinity Group.
- Jess attended various sessions of the 2022 National Math Festival
- Debbie attended several ECA Event Committee and Steering Committee meetings as well as the membership meeting.

Programming Statistics - May 2022		
Program Name:	# of sessions	Total Attendance
Adult Programs	45	563
Chair Yoga (Zoom)	4	122
Tai Chi (Zoom)	2	16
Crafting for Charity	2	12
Tuesday Movies	5	63
Social Seniors: Bingo	1	9
Social Seniors: Arts & Crafts	1	10
Social Seniors: Coloring & Brain Puzzles	1	1
Social Seniors: Wits Workout	1	5
Chicago: The First Hollywood (Zoom)	1	29
Tech Talk: PressReader (Zoom)	1	3
The Breakup of The Beatles (Hybrid)	1	28
Plant Swap	1	36
Savvy Cycling: What You Need to Know About Ebikes	1	7
Name That Tune (Zoom)	1	5
Tomato Club Check-In	1	4
Savvy Cycling: Best Bicycle Trails in Illinois and Surrounding States (Zoom)	1	41
Savvy Cycling: Preparing Your Bike for Safe Riding (Zoom)	1	25
Create Films in Windows Video Editor (Zoom)	1	5
Why Mindfulness Matters	1	6
Exploring Spices (Zoom)	1	16
Savvy Cycling: Bike Safety Tips for Older Adults	1	44
Tomato Club Check-In (Zoom)	1	5
Savvy Cycling: Bike Safety Tips for Parents	1	1
Introduction to Google Drive Zoom	1	6
Book a Librarian	7	7
Between the Lines (Zoom)	1	9
Book Chat (Zoom)	1	3
LitLounge (Zoom)	1	7
Senior Activity Kits	1	34
ESL Kits	1	4
Teen Programs	2	13
ACT/SAT Combo Test Prep	1	2
Take & Make Origami Bookmark	1	11
Youth Programs	48	1018
1000 Books before Kindergarten Storytime (Zoom)	1	5
Anime Club	1	1
Battle of the Books - Niles Challenge	1	20
Bedtime Stories & More (Facebook)	1	25
Books & Beyond	1	0
Chess Academy (Zoom)	1	9
Craftin' Around	1	6
Crafty Saturday	1	13
DIY Family Game Night	1	5
Doodle Inspiration	1	2
Drama Club	1	2
Escape Room/Jr. Escape Room	2	16
Family Engineering Night	1	32
Family Reads	1	7
Family Storytime	1	3
Guys Read	1	0
Lego Builders (Zoom)	1	7
Listen Up (Facebook)	5	148
LitLoot Middle School	1	9
Mini-Masterpieces	1	4
Monday Morning Music	1	16
Mother-Daughter Book Club	1	4
Preschool Storytime	3	61
Read to the Rainbow Dogs	1	9
STEMonade Stand	1	405
Storytime on the Lawn	4	98
Toddler Time	3	38
Tots Dealing with Big Feelings	1	14
Wee Read	8	59
Library-Wide Programs	0	0
Talks/Tours inside the Library		
Youth Services	0	0
Adult/Teen Services	0	0
Talks/Tours outside the Library		
Youth Services	59	1445
Golf	2	30
Hynes	9	220
Jerusalem Lutheran	1	16
Kids Academy	3	53
Melzer	19	379
MG Park District Preschool	1	11
Montessori Academy of Morton Grove	3	41
Park View	21	695

06/01/2022

**Morton Grove Public Library
Monthly Statistics
For 05/2022**

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 PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	11088
Checkins at your stations	Checkin Leap In Hous	937
Checkins at your stations	Quick Check in	14
Checkins at your stations	Normal	1
Checkins at your stations	Self Check in	7
	Total Checkins	12047
Checkouts at your stations	Self check Check out	5663
Checkouts at your stations	Leap Checkout and Renewal	4991
Checkouts at your stations	Circ Checkout and Renewal	11
	Total Checkouts	10665
Renewals at your stations	Auto-renewal	8992
Renewals at your stations	Leap Checkout and Renewal	235
Renewals at your stations	Power PAC Renewal	212
Renewals at your stations	Self check Check out	37
	Total Renewals	9476
Number of your Library's items checked out system-wide		10707
Number of your Library's unique items checked out system-wide		9821

Holds Placed through your interface		2773
Holds placed for/by your patrons		2923
Holds Held		2733
Holds Located		1
Holds Checkedout		2312
Holds Expired		0
Holds Cancelled		370
Holds Unclaimed		286
Number Of Items Currently Out		11543
Existing "MortonGrove" patron received new barcode		24
Patron Expiration Date Extended More Than 30 Days:		22
Count of physical patron records at beginning of 05/2022		9610
Minus Patron records physically deleted		77
Minus Patron library was changed from "MortonGrove" to some other CCS librar		5
Plus Patron records physically added		80
Plus Patron library was changed from some CCS library to "MortonGrove"		3
Count of physical patron records at end of 05/2022		9611
Minus In-House and Test Cards		10
Minus Expired Cards		603
Unexpired Patrons on file		8998
Leap Registration	Patron Lib=MortonGrove	80
Leap Registration	Patron Lib=CCSL	2
Pac Registrations from 05/2021 thru 04/2022 - All		0
Pac Registrations from 05/2021 thru 04/2022 - Converted		0
Pac Registrations from 05/2021 thru 04/2022 - Conversion Rate		0%
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1439
Number of items lent by your library to a CCS library		1842

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
05/2022 - 05/2022

*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	2,107	169	25	2,301	3.22	3.86
Cary	1,034	64	9	1,107	3.06	1.90
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,118	117	26	1,261	3.08	2.05
Des Plaines	4,126	309	306	4,741	5.43	7.57
Ela	2,616	130	0	2,746	3.31	4.80
Evanston	2,702	148	115	2,965	7.07	4.96
Fox River Valley	2,168	56	11	2,235	2.84	3.98
Fremont	1,623	69	21	1,713	1.85	2.98
Glencoe	1,083	58	25	1,166	2.31	1.99
Glenview	3,267	189	84	3,540	4.95	5.99
Grayslake	2,618	112	36	2,766	3.42	4.80
Highland Park	2,024	99	27	2,150	4.15	3.71
Huntley	1,237	60	12	1,309	2.83	2.27
Indian Trails Public Library	1,976	144	83	2,203	3.41	3.62
Lake Forest	1,108	14	0	1,122	3.04	2.03
Lake Villa	1,900	72	17	1,989	2.91	3.49
Lincolnwood	609	26	3	638	2.08	1.12
McHenry	1,519	78	34	1,631	2.64	2.79
Morton Grove	1,317	28	9	1,354	3.55	2.42
Niles	2,943	115	64	3,122	4.90	5.40
Northbrook	2,614	191	130	2,935	4.92	4.79
Palatine Public Library	3,316	132	41	3,489	4.24	6.08
Park Ridge	1,795	96	64	1,955	3.45	3.29
Prospect Heights	1,495	31	13	1,539	2.62	2.74
Round Lake	1,298	32	60	1,390	3.24	2.38
Wilmette	2,854	109	55	3,018	5.12	5.23
Winnetka-Northfield	1,147	39	13	1,199	2.95	2.10
Zion-Benton	904	68	47	1,019	3.44	1.66
Total	54,518	2,755	1,330	58,603	100.00	100.00