



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

December 2022

Pam Leffler, Executive Director

Administration

Personnel

- Circulation Clerk Diane Raucci submitted her resignation, effective Monday, January 9, 2023. At this point, we will not be filling this position directly and instead will cover these hours with slight schedule changes of current employees.
- Technical Services Manager/Special Projects Coordinator Helga Scherer notified me of her planned retirement, effective April 21, 2023. I have a number of ideas on how to move forward but in the short term, Helga will work with Jeff Ray on overseeing activity in the TS Department for the remainder of 2023.
- Other staffing remained relatively steady throughout the month.
- Other personnel news can be found in the Department reports.

Automation & Technology

- The server and data migration will take place at the end of January/beginning of February. I will work with OSG on scheduling the migrations and staff training.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- At their November meeting, the Library Board of Trustees approved the Finance and Purchasing Policy, which supersedes the Spending Policy.
- Susanne and I continued transitioning funds and other accounting functions to the new Wintrust bank accounts. All invoices are now being paid out of our Wintrust account. All 5/3 accounts except for the Operating account have been zeroed out and will be closed. The 5/3 Operating account will remain active for now to continue to pay down the construction loan. I will ask the Board to ratify by resolution all of the account balance transfers so that we have documentation for auditing purposes (copy of the resolution in your Board packets).
- We have finally started to see substantial property tax payments come in during the month of December/beginning of January. Almost all of the expected outstanding tax revenue has been received as of this writing. I am still closely monitoring our fund balances in order to build our operating reserves back up and to accommodate the expected delay in the spring tax bills. The spring tax bills will be due on April 3 (a month later than normal).
- Staff have been instructed to focus purchasing on high demand items and critical building-related expenses for now.

Facilities

- Installation of the ice melt system on the roof is scheduled to begin Wednesday, January 10.
- Railing replacement is complete.
- Jason Perunas from SMC has begun getting budget estimates for the building work tentatively planned for this year: masonry work and repair; replacement/repair/painting of shutters; outside painting; bay window replacement. Once this is complete, we will have a better idea of what projects need to go out to bid. SMC will assist us with the bid documents, as necessary.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- A number of staff took time off during the holiday season. We also had our first weather-related closure of the year right before the Christmas holidays. Luckily, since the library was already scheduled to be closed on December 24 and 25, closing early on December 22 and staying closed on December 23 were less disruptive to library services than they could have been. Special thanks to the managers and staff who were onsite and helped me coordinate the closing while I was on vacation.

Events/Programs/Meetings

CCS Executive Committee	December 14
Department Manager meeting(s)	December 14
Library Board of Trustees Regular Mtg	December 8

Besides the 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 December 2022 Report

Melissa Mayberry, Adult Services Manager

Programming

We had 31 programs with 373 attendees in December.



The purchase of a Cricut machine with Age Options stipend money has enabled us to expand the projects we offer in our popular senior craft programs. This month the attendees created beautiful winter-themed winter signs. We are planning to utilize the Cricut in more programs in the new year.

This month was the second meeting of Famished for Fiction at MCC. Twelve students attended, and we later received a wonderful message and photo from one of the students:



"Hello. This is a student from MCC Academy. Our school was recently visited by one of your librarians, who spoke with us about this month's selection of novels. Afterwards, she offered some students a small bag containing a "DIY Faux Leather Journal Kit." I had the joy of receiving one, and wanted to thank you, first, for visiting us, and second, for the gift of this journal. It was very nice to work with it, and I wanted to share what I had made. Many thanks."

Adult Services staff continue to provide patrons with various assistance when working on the Info Desk. We spend a significant amount of time helping patrons with technology in the Computer Room, at the copy machine and with patron's own devices. Daily, we manage busy study rooms and help patrons locate materials. We also answer questions ranging from simple to complex. One of most exciting patron requests we had this year required research in genealogy databases and then extensive searching the MG champion on microfilm. In the end, we successfully found the image of MG resident Harriet Hill featured on the Champion's cover on her 107th birthday. Her relative who made the request was elated to have the picture and was so grateful for the effort we made to find it.

Book/Media Displays

- Books You May Have Missed
- 2022 Top YA Reads
- Best books of the Year
- Cozy Christmas
- Staff Picks
- Celebrity Memoirs
- Let it Snow

Book Rivers and Record Sets

- Staff Picks- Best of 2022
- Coming Soon to a Library Near You
- Season Reading
- Great Audiobooks for Traveling
- YALSA Teens' Top Ten
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Melissa attended ATLAS Annual Multi-Library Staff Day
- Melissa attended Data in Libraries webinar
- Nate attended LJ-Resisting Book Bans: Tactical Approaches to Defend Intellectual Freedom webinar
- Nate and Rebecca attended the EDI Committee meeting

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

Patrons:

- 90 Library Cards registered.

Staff:

- Diane Raucci submitted her resignation as a Circulation Clerk, effective 1/9/22.
- 12/1/22 Attended CCS UX Group meeting to discuss Vega.
- 12/16/22 Attended LACONI Governing Board subcommittee meeting on hiring Systems/Operation position for LACONI.
- 12/20/22 Attended LACONI Governing Board meeting.

MGPL Facilities
December 2022 Report
Edmon Tamras, Facilities Manager

- Installed First-Aid kit in the Staff lounge area.
- Replaced water filter in the fridge.
- Installed the dispensers for diaper bags in both bathrooms across YS info desk.
- Midwest Environmental Services finished the asbestos and lead testing on our exterior window caulking and paint for future projects.
- New railings were installed.
- Replaced battery for outside handicap door opener on the east side entrance.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Manage day to day operations.

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

Staff Projects:

- The department is not involved in any additional projects at this time.
- Due to delayed property tax funds, minimal ordering and receiving took place in December.

Department Head Projects:

- Performed end of fiscal year cleanup
- Reviewed Technical Service Associate job description in advance of January 2023 job posting
- Received, cataloged, and processed Youth Services materials
- Weeded of large print materials

Meetings:

- Manager meetings

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

Karina worked with Courtney on the Winter Break Reading Program webpage, updating the information and adding/linking activities. Karina updated the Summer Reading Program Sponsorship letter. She plans on giving the letters to Morton Grove businesses starting mid-January. Sponsorship/donations will be mentioned in the February/March newsletter. At the end of the year, Karina updated and printed the 2022 staff thank you cards. Susanne purchased the gift cards and distributed the cards to staff.

Bettina started laying out the February/March newsletter. She worked with YS staff on materials for Winter Break Reading Program and printed logs, activity sheets, and bag labels as needed. Bettina worked with Melissa and Nate on the Job Seeker Toolkits; designing the logo, formatted and laid out pages and charts, and created folder labels. Bettina also started sketching designs for the Summer Reading Program logo.

Jan planned and published many stories, reels, and posts this month. There was an increase across all our platforms: 131.8% increase on accounts reached on Instagram, 7% increase on page visits on Facebook, and 26% increase on profile visits on Twitter. The reel Jan created with the help of Cailyn about stocking up for the snowstorm has 7,991 views & 321 likes. Authors Zabe Ellor & Keely Parrack started following us on Instagram and author Sarah Pearse started following us on Twitter. Jan also took photos of the December adult craft event. Jan and Karina brainstormed ideas for “2023 resolutions” posts.

Marketing & Engagement

- Karina sent weekly e-news emails
- Jan created reels and stories to post on social media accounts
- Jan posted select events to Patch and Tribune Things to Do online calendars

Design

- Bettina created graphics, including for social media, website, print, and digital signage
- Bettina helped create the January StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf
- Bettina designed handouts, event flyers, and bookmarks for AS events
- Karina printed and posted signs for closings, worked on signage for YS magnetwall

Other

- Karina uploaded program recordings on our YouTube channel
- Karina submitted help tickets for LibraryMarket issues

Meetings/Training/Etc.

- Bettina and Karina met with our AmericanLitho rep (12/6)
- Karina attended managers meeting (12/14)

MGPL Youth Services December 2022 Report

Courtney Schroeder, Youth Services Manager

This year, with schools choosing different days and weeks for their winter breaks and with the holiday closures, we decided to extend our Winter Break Reading Program from December 17 to January 8 (we would typically have done only the two weeks of December 24 to January 8.) As we ended up being closed on December 23rd for the weather, we are especially happy that we planned to begin the program the weekend before area schools started their breaks. This year's program was a great success and we had 150 kids signed up before the holiday. As of December 31, we had 215 kids signed up for the program. I will have a full recap of Winter Break Reading Program in January.

Programming

In December we provided 43 programs for 1053 people.

This month, we focused on a lot of fun during the school closures providing drop-in family fun **Bonanzas** on most of the days of the week. Block play, board games, crafting, and more – all of them, while perhaps not super well-attended, deemed a success because of the fun attendees had. As we come out of Covid and its necessary pre-registration and restrictions, we're looking to provide more drop-in activities for kids. Our hope is that it puts less pressure on parents since they can't predict whether or not their child will be sick and don't want to take a spot from someone else.

This year, the Morton Grove Park District held a huge Noon Year's Eve party, so we chose not to bring back our annual bash and conflict with their event (we did not have one in 2020 and 2021 for obvious reasons). Instead, we provided a 2-day **New Year's Eve Drop-in Craft** where kids could create their own Wish Wand for 2023, sending their good intentions out into the world. Sarah also held a **New Year's Eve Storytime** in the morning before the noon party at the Park District. We'll be sure to talk with them about next year so that we can coordinate efforts (though next year's NYE falls on a Sunday and we'll be closed in the morning/at noon.)



In addition to our passive and drop-in programs, we hosted the **Trent James Magic Show**. We held two programs back-to-back so that we could keep the audience size down and it worked really well. Over the two shows, we had 179 patrons attend.

Though our **Winter Break Movie** got canceled on Dec. 23 (*Elf*), *Abominable* was a hit with those who attended. We heard from a few families that our movies in the Baxter Room are their kids' first "movie theater" experience and how much they appreciate

the lack of pressure for their child to behave as they would in a real theater. We can't wait to bring back more movies!

Outreach

In December the outreach team visited 23 groups (541 kids/teachers/parents) out in the schools. As typical, we welcomed Molloy and Jerusalem Lutheran students weekly on Fridays. The YS Team also provided 5 book bags of 102 items for area classrooms.

Professional Development/Training/Meetings

In December, the Youth Services staff attended the following professional development and training meetings:

- Jess attended the LACONI Governing and Youth Services Board meetings.
- Debbie attended the Early Childhood Alliance's full council meeting and the PPA cohort meeting.
- Debbie attended the Advocate Literacy Initiative meeting.

Programming Statistics - December 2022		
Program Name:	# of sessions	Total Attendance
Adult Programs	28	347
Chair Yoga (Zoom)	2	40
Tai Chi (Zoom)	2	14
Crafting for Charity	1	7
Tuesday Movies	4	83
Social Seniors: Bingo	1	5
Social Seniors: Arts & Crafts	1	10
Social Seniors: Wits Workout	1	5
Classroom Kitchen: Appetizers for the Holidays (Zoom)	1	27
The Science of Climate Change (Hybrid)	1	6
Indie Movie Night: Good Time	1	2
Using Google Maps on your Smartphone	2	12
The Life of Alex Trebek (Hybrid)	1	20
Listening Session for Older Adults	1	3
Concert: 2 Voices 2 Pianos	1	43
Illinois Libraries Present: A Conversation with Shauna Sever (Zoom)	1	2
Tech Talk: E-Readers vs. Tablets (Zoom)	1	2
Book a Librarian	3	3
Book Talk: The Best Books of 2022	1	5
Between the Lines (Zoom)	1	7
LitLounge (Zoom)	1	6
Senior Activity Kits	1	39
ESL Kits	1	6
Teen Programs	3	26
High School Lit Loot	1	5
Anime Club High School	1	0
DIY Journal Kits	1	21
Youth Programs	43	1053
1000 Books Before Kindergarten Storytime	1	13
Anime Club	1	3
Bedtime Stories & More	1	0
Block Play Bonanza	1	2
Board Game Bonanza	1	8
Chess Academy	1	16
Crafternoon	1	4
Crafty Saturday	1	31
DIY Family Game Night	1	16
Family Engineering Night	1	31
Family Storytime	2	23
Lego Builders	1	16
Listen Up	4	53
Mad Math Society	1	2
Math Brigade	1	7
Middle School Comics Club	1	1
Mini Masterpieces	1	9

Monday Morning Playgroup	3	79
NYE Family Storytime	1	30
NYE Craftastic Fun	1	100
Preschool Storytime	3	27
STEMonade Stand	3	300
Toddler Time	3	18
Trent James Magic Show	2	179
Wee Read	6	85
Winter Break Movie: Abominable	1	15
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	23	541
Children's Bright Beginnings	2	30
Children's Learning World	4	25
Gemini	2	17
Golf	2	40
Hynes	3	180
Jerusalem Lutheran	1	12
MCC/MEC	1	11
Melzer	3	68
MG Park District Preschools	3	33
MG Park District: Holly Days	2	125
Montessori Academy of Morton Grove	3	39
Park View	8	218
Adult/Teen Services	1	12
MCC	1	12

01/01/2023

**Morton Grove Public Library
Monthly Statistics
For 12/2022**

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	11529
Checkins at your stations	Checkin Leap In Hous	1153
Checkins at your stations	Self Check in	10
Checkins at your stations	Normal	7
Checkins at your stations	Quick Check in	22
Checkins at your stations	Checkin Leap Invento	14
	Total Checkins	12735
Checkouts at your stations	Leap Checkout and Renewal	5074
Checkouts at your stations	Self check Check out	6244
Checkouts at your stations	Circ Checkout and Renewal	15
	Total Checkouts	11333
Renewals at your stations	Leap Checkout and Renewal	380
Renewals at your stations	Self check Check out	41
Renewals at your stations	Auto-renewal	9183
Renewals at your stations	Power PAC Renewal	108
Renewals at your stations	Inbound Telephony Checkout	14
	Total Renewals	9726
Number of your Library's items checked out system-wide		11318
Number of your Library's unique items checked out system-wide		10311

Holds Placed through your interface		2697
Holds placed for/by your patrons		2838
Holds Held		2652
Holds Located		0
Holds Checkedout		2411
Holds Expired		0
Holds Cancelled		344
Holds Unclaimed		0
Number Of Items Currently Out		11808
Existing "MortonGrove" patron received new barcode		27
Patron Expiration Date Extended More Than 30 Days:		12
Count of physical patron records at beginning of 12/2022		9531
Minus Patron records physically deleted		139
Minus Patron library was changed from "MortonGrove" to some other CCS librar		7
Plus Patron records physically added		90
Plus Patron library was changed from some CCS library to "MortonGrove"		6
Count of physical patron records at end of 12/2022		9481
Minus In-House and Test Cards		8
Minus Expired Cards		410
Unexpired Patrons on file		9063
Leap Registration	Patron Lib=MortonGrove	90
Leap Registration	Patron Lib=CCSL	5
Pac Registrations from 12/2021 thru 11/2022 - All		0
Pac Registrations from 12/2021 thru 11/2022 - Converted		0
Pac Registrations from 12/2021 thru 11/2022 - Conversion Rate		0%
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1683
Number of items lent by your library to a CCS library		1956

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
12/2022 - 12/2022

*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	2,266	182	21	2,469	3.24	3.81
Cary	1,074	67	18	1,159	3.04	1.81
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,360	124	33	1,517	3.12	2.29
Des Plaines	4,476	241	277	4,994	5.48	7.53
Ela	2,906	100	0	3,006	3.31	4.89
Evanston	2,795	118	89	3,002	7.07	4.70
Fox River Valley	2,109	82	30	2,221	2.92	3.55
Fremont	1,897	77	15	1,989	1.84	3.19
Glencoe	1,172	37	18	1,227	2.30	1.97
Glenview	3,996	152	91	4,239	5.01	6.72
Grayslake	2,844	77	13	2,934	3.45	4.78
Highland Park	1,984	102	38	2,124	4.23	3.34
Huntley	1,393	61	5	1,459	2.82	2.34
Indian Trails Public Library	2,339	174	99	2,612	3.42	3.93
Lake Forest	1,136	12	0	1,148	3.07	1.91
Lake Villa	2,361	64	25	2,450	2.98	3.97
Lincolnwood	616	24	3	643	2.09	1.04
McHenry	1,369	66	26	1,461	2.68	2.30
Morton Grove	1,526	38	12	1,576	3.63	2.57
Niles	3,159	115	75	3,349	4.92	5.31
Northbrook	2,467	188	100	2,755	4.84	4.15
Palatine Public Library	3,537	103	49	3,689	4.19	5.95
Park Ridge	1,990	62	50	2,102	3.51	3.35
Prospect Heights	1,733	35	26	1,794	2.67	2.92
Round Lake	1,475	19	38	1,532	3.12	2.48
Wilmette	3,009	130	72	3,211	5.27	5.06
Winnetka-Northfield	1,442	52	8	1,502	2.99	2.43
Zion-Benton	1,012	54	42	1,108	2.82	1.70
Total	59,443	2,556	1,273	63,272	100.00	100.00

2022 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
CIRCULATION															
														2021	Dec-21
Total Checkouts (physical material)	11,319	11,626	13,517	11,520	10,665	14,858	13,429	12,634	11,222	12,235	11,661	11,333	146,019	121,136	11,441
Total Renewals (physical material)	9,640	8,661	10,493	10,208	9,476	8,637	10,222	9601	8988	9,263	9,607	9,726	114,522	91,076	8,955
Downloads/Streaming															
ebooks	2,390	2,202	2,184	2,026	2,097	2,019	2,221	2,170	1,887	1,965	1,183	2335	24,679	24,367	1,940
eAudiobooks	1,479	1,221	1,460	1,462	1,454	1496	1,545	1,627	1,550	1,540	1,467	1630	17,931	15,684	1,344
Movies	819	712	595	554	603	512	564	617	525	560	507	641	7,209	8,268	635
Music	103	108	140	74	133	106	78	69	74	112	101	96	1,194	1,314	135
Magazines	236	183	220	173	171	185	202	166	160	222	245	247	2,410	2,372	165
TOTAL	25,986	24,713	28,609	26,017	24,599	27,813	28,261	26,884	24,406	25,897	24,771	26,008	313,964	264,217	24,615
In House Use	460	831	1,134	909	937	1,087	1,247	1,079	1,186	1,257	1,471	1,153	12,751	4,438	797
PATRONS															
Gate Count	6,912	7,370	9,172	8,281	8,235	11,668	10,371	9,348	8,692	9,607	8,814	8,476	106,946	65,806	7,582
Curbside Appointments	29	15		15	9	2	3						73	5,169	30
Active Cards	8,779	8,798	8,924	8,977	8,998	9,015	9,063	9,088	9,127	9,058	9,107	9,063			8,766
Other (NR Fee, Org, etc)													0		0
% of MG pop w/active cards	39%	39%	40%	40%	40%	40%	40%	40%	40%	40%	40%	40%	n/a		39%
REFERENCE															
Adult															
Technology and Reference	809	752	908	850	717	866	996	1,013	847	760	941	946	10,405	10,107	845
Directional/General Library Info	608	568	791	837	749	893	940	949	804	843	929	953	9,864	8,914	555
Reading Program	0	0	0	0	0	192	314	1	0	0	0	0	507	51	0
Youth															
Technology and Reference	473	453	635	507	474	673	650	586	517	554	522	378	6,422	6,061	513
Directional/General Library Info	326	291	408	414	395	745	555	485	571	529	472	488	5,679	4,163	395
Reading Program	5	7	2	1	8	1674	543	18	13	5	34	307	2,617	2,356	654
Circulation															
General Info	71	79	92	84		103	98	77	81	88	76	82	931	765	84
Directional	96	85	101	87		96	90	89	97	109	115	106	1,071	757	69
TOTAL	2,388	2,235	2,937	2,780	2,343	5,242	4,186	3,218	2,930	2,888	3,089	3,260	37,496	33,174	3,115

2022 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
SOCIAL MEDIA															
Facebook															
posts	38	39	48	51	39	15	14	20	20	19	22	30	355	818	39
total page likes as of 1st of the month	2109	2098	2101	2117	2124	2141	2153	2180	2,228	2,238	2,238	2,241	n/a	n/a	2,085
post likes/shares/comments/views	1043	773	1363	1504	691	463	812	190	359	323	225	270	8,016	19,178	584
Twitter															
posts	33	33	50	52	17	2	4	44	43	51	36	49	414	724	39
total followers as of the 1st of the month	755	755	753	758	763	762	768	783	787	789	778	777	n/a	n/a	744
profile visits	371	494	477	1241				2,829	1,999	923	478	746	9558	5542	553
mentions	8	4	8	25				5					50	84	2
Instagram															
posts	20	22	22	26	23	15	14	22	25	25	26	68	308	415	22
total followers as of the 1st of the month	1037	1054	1067	1087	1093	1107	1138	1178	1196	1,205	1,217	1,236	n/a	n/a	1035
likes/comments/views	396	397	441	566	422	338	370	852	666	991	637		6076	6997	266
YouTube															
videos	5	3	3	6	5	2	1	1	3	8	3	2	42	73	1
views	101	73	176	196	83	303	33	254	233	437	78	32	1,999	1,811	10
subscribers				207	208	207	208	209	211	216	216	217			