



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT**

**January 2023**

**Pam Leffler, Executive Director**

**Administration**

**Personnel**

- Readers Services Librarian Rebecca Hayes submitted her resignation, effective February 5, 2023, to take a position with the Highland Park Public Library. Rebecca's actual last day of working at MGPL was January 31, 2023. Adult Services Manager Melissa Mayberry and I will begin interviewing for a full-time Adult Services Librarian in mid-February and hope to have the position filled by mid-late March.
- Former Technical Services Associate Sue Heidkamp will be returning to the library to fill the part-time TS Associate position she previously held prior to her retirement in July 2021. Her first day back will be February 2<sup>nd</sup>.
- 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 has not yet been scheduled, but it will take place in the first quarter of 2023. 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**

- I completed the Illinois Public Library Annual Report for 2022. Board President Macejak and Secretary Pelletier reviewed and 'signed off' on the report, and it will be sent to the Illinois State Library in early February. Hard copy of the report will be available for Board member review at the February meeting.
- The Policy Committee met on January 30 and reviewed the Exhibits and Displays, Public Comment, Public Posting, and Social Networking policies. There were no suggested revisions to the Public Comment and Public Posting policies and only small grammatical changes to the Social Networking policy. After discussions with the department managers, we are suggesting that the Board rescind the Exhibits and Displays policy and that the Library discontinue the practice of allowing/soliciting for artwork to be displayed in the Library. (Please see the Exhibits and Display policy notes and supporting documentation in your packets.) After extensive discussion of this at the Policy Committee meeting, the Committee felt strongly that this needed to be discussed by the full Board.
- As mentioned in my December report, all 5/3 accounts except for the Operating account have been zeroed out and closed as of February 6, 2023.
- We continued to receive tax receipts through the month of January and I believe we are 'caught up' with delayed taxes from 2022. We also received a significantly higher Personal Property Replacement Tax

check from the Village of Morton Grove than we have in previous years. I have included documentation from the Illinois Department of Commerce and Economic Opportunity that gives more information on the PPRT. These additional funds will be beneficial as we plan for building improvements in 2023.

- In June 2022 the Illinois legislature passed the Decennial Committees on Local Government Efficiencies Act. This act requires certain units of local government to establish a committee to study local efficiencies and report recommendations to the county board. The Board must establish this committee within one year of the passage of the act. I have been waiting for additional guidance from the state, the Illinois State Library, RAILS, or anyone else before bringing this to the Board's attention, however, no real guidance has been forthcoming. Please see the Fact Sheet on Decennial Committees on Local Government Efficiency from the Illinois Municipal League which has the most in depth discussion of the purpose and responsibility of the committee that I have found. This is a discussion item on the February agenda.

### **Facilities**

- Installation of the snow/ice melt system on the roof is completed and is functioning well. The final invoice for All American Roofing is included for approval at February's meeting.
- Facilities Manager Ed Tamras has been meeting with carpet cleaning companies for quotes on cleaning the carpets in the Baxter Auditorium and on the main and lower levels of the building. We would like to get this done on Friday, April 7. Due to Village noise ordinances, we are not able to have the carpets cleaned in the evenings after normal library hours; I have asked the Board to approve closing the library that day.
- 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**

- I, along with 8 other library staff members, took part in our first official volunteer event at the Meals on Wheels Northeast offices on Saturday, January 14, 2023. We hope to seek out and provide volunteer opportunities at a variety of organizations for MGPL staff on a quarterly or bi-monthly basis. Special thanks to Marketing & Engagement Manager Karina Guico for suggesting and seeking out these opportunities for staff to give back and support our local community.

### **Events/Programs/Meetings**

CCS Governing Board	January 11
Department Manager meeting(s)	January 11, 25
ECC/Digital Library of Illinois Executive Committee	January 6
Library Board of Trustees Policy Committee	January 30
Library Board of Trustees Regular Mtg	January 12
Paycom: January spotlight	January 27
RAILS: First Amendment and Illinois Libraries	January 18

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 January 2023 Report

Melissa Mayberry, Adult Services Manager

## Staffing

Rebecca Hays submitted her resignation this month. We wish her the best in her new job at an area library. A full-time AS librarian position has been posted and we will start interviewing mid-February.

## Programming

We had a total of 42 programs with 832 attendees this month.

Once again, we kicked off the new year with a luminaria display the evening of January 1st. This year we had over 120 lanterns with messages from the community. The weather was accommodating, and many patrons stop by to view the display.



We are continuing to offer hybrid programming whenever possible. The flexibility it allows patrons is immeasurable. The recent program, Julia Child: A Living Portrayal had 39 in-person attendees, 12 online attendees and 74 views of the video on our YouTube channel. Bob has begun training AS staff so everyone will all be able to run hybrid programs.

Technology training is still very much in need. This month we facilitated 5 Book a Librarian appointments and had 2 hands-on smartphone classes. The on-on-one appointments covered iPad basics, file management and managing emails. The hands-on device classes are always full and are both fun and challenging to teach. It is a great experience for the patrons, they enjoy interacting and are very supportive of each other.

We were very excited to hold our first-ever puzzle swap. We had a great selection of donated puzzles and patrons really loved the event, requesting that we do it again.

**Book/Media Displays**

- National Poverty in America Awareness Month
- YA New Year, New Series
- Snow My Goodness
- New Year Resolutions
- National Soup Month
- Lunar New Year
- Dreaming of the Tropics

**Book Rivers and Record Sets**

- Coming Soon to a Library Near You
- Staff Picks - The Best of 2022
- Best Graphic Novels of 2022
- Books for Reluctant Readers
- New Series for the New Year
- New YA Releases

**Library Aware Newsletters**

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

**Continuing Education/Meetings/Webinars**

- Cailyn attended the SAC meeting
- Rebecca attended the EDI meeting
- Nate attended the webinar De-escalation: A Crucial Tool in Libraries for Promoting Intellectual Freedom

**MGPL Circulation Services**  
**January 2023 Report**  
Jeffrey Ray, Circulation Services Manager

**Patrons:**

- 106 Library Cards registered.

**Staff:**

- 1/12/23 Attended LACONI CSS Kick off meeting to discuss programming for 2023 year.
- 1/13/23 Attended CCS Circulation Technical Group meeting.
- Begun training in Acquisitions by taking the CCS Acquisitions training course.
- Begun training in Cataloguing by starting the CCS Cataloguing training.

**MGPL Facilities**  
**January 2023 Report**  
Edmon Tamras, Facilities Manager

- Automatic Fire Systems completed the annual fire inspection, some deficiencies were noted. Repairs will be scheduled, possibly in February.  
\* UPDATE: Fire alarm went off two days after the inspection. After troubleshooting, the Tech found 2 low point ball valves cracked on the main floor near the non-fiction area. Valves were replaced and the system was drained of all moisture, the system was pressurized once again to check for any other leaks, none were found, alarm was put back into service.
- Took down the flat screen TV near the east entrance. Patched, sanded, and painted where the TV mounting bracket was screwed into the wall.
- YS office security door not locking. Door sagging because of weight, latch bolt not clearing through to lock. Used a crowbar to lift the door and tightened the hinge screws. This problem will re-occur with time and door usage.
- Replaced the battery on the east entrance handicap door opener inside the library.
- Installed a light fixture above the new snowmelt panel in the Cooperman Room attic. That area was always dark, making it difficult to see any of the panel controls and electrical circuits inside the electrical panel.
- The snowmelt for the gutters and on top of the shingles was installed. A new control panel for the system was also installed in the Cooperman Room attic.
- Cleared the Cooperman Room for the new floor carpet tile installation, then put everything back after tile had been installed. Got rid of a lot of old shelving and filing cabinets.
- Johnson Flooring Co. installed new carpet tiles in the Cooperman Room.
- Made adjustment to the bolt locking system on the wooden w/glass door that has a dummy handle in the activity room.
- Generator bi-annual preventative maintenance (PM) was completed.
- Snow removal duties.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Manage day to day operations.

## MGPL Marketing & Engagement January 2023 Report

Karina Guico, Marketing & Engagement Manager

Karina updated the support page on the Library's website as well as our online donation page to get ready for the Summer Reading Program Sponsorship program. She started talking to local businesses about sponsoring this year's program. Karina set up new digital signage equipment for the three screens in the library. The new devices will allow for better display quality and will also lessen the amount of trouble shooting needed to do by staff. Karina worked with Helga on adding new Library of Things items to the collection. She created all the necessary print materials and redid the in-library display.

Karina continues to send out weekly e-blasts. We continue to see an increase in registration for events after the eblast is sent. Karina edited photos from the Drop-in LinkedIn Head Shot event and uploaded several event videos to YouTube.

At the beginning of the year, Karina helped Melissa set up for our New Year's Luminaria event. Setting up over 100 lanterns on the front lawn of the Library. Many people came to see the lanterns lit up and to find the lanterns they decorated.



Our first staff volunteer event happened mid-January with Meals on Wheels Northeastern Illinois. Cailyn, Jeff, Karina, Kinnari, Melissa, Nate, Pam, Stephanie, and Susan packed 394 meals and put together blizzard boxes. Karina plans on scheduling opportunities for staff in a quarterly basis.



Bettina finalized layout and created new graphics for the February/March newsletter. Bettina finalized the 2023 Summer Reading Program logo. She designed two logos and asked staff for feedback, which she took constructively and came up with a logo that balanced what people liked about the original two

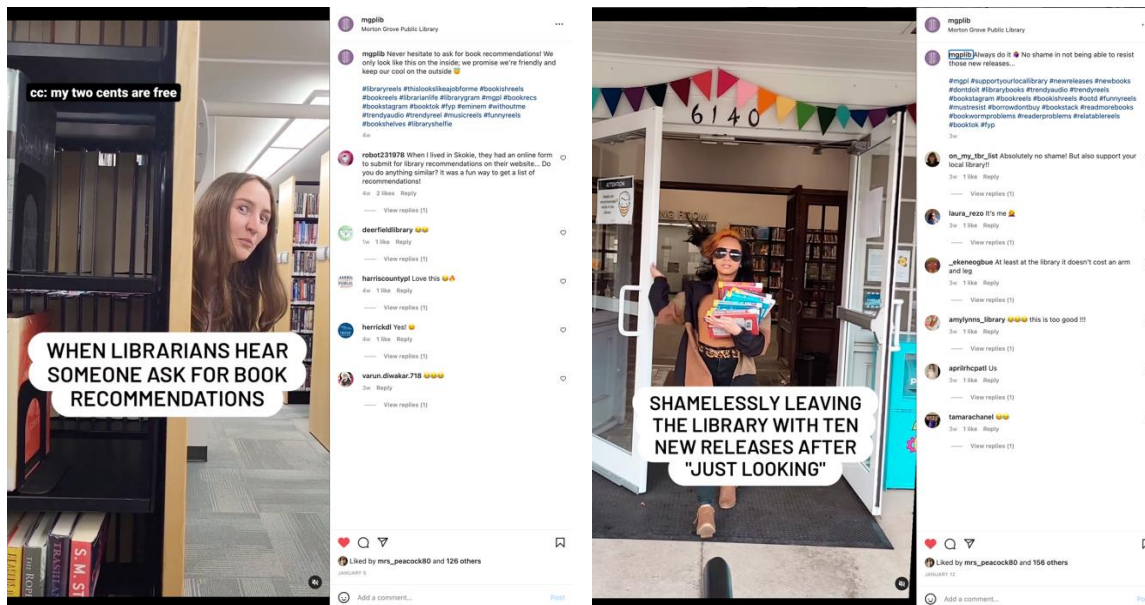


designs. Bettina worked with Adult Services staff on designing materials for the Murder Mystery Kits, her input streamlined the look and readability of the kits. Bettina finalized all the print materials needed for the Black History Reading Challenge, working with AS and YS staff on the staff recommendations book lists.



Bettina continues to create print materials to promote AS and YS events, designing flyers, posters, bookmarks, and more. Bettina also created many feature boxes for the homepage.

Jan continues to create unique reels for our social media accounts. We saw a 26% increase in profile visits on our Instagram account and a 116% increase in page visits on Facebook. Our “This looks like a job for me” reel has 2,920 views and 127 likes. Many authors, Amor Towles, Stacy Willingham, Lisa Jewell, Onyi Nwabineli just to name a few, have interacted with us on Twitter.



Jan also assisted AS with their event Drop-in LinkedIn Profile Head Shot and took photos of YS events Craft Bonanza, Close-Up Card Magic with Luca Silvio, and Crosstown Animal Exotic Show. She posted events to Patch and Tribune Things to DO online calendars.

**Meetings/Training/Etc.**

- Karina met with myLIBRO rep (1/11)
- Karina attended managers meetings (1/11, 1/25)
- Karina attended the Staff Appreciation Committee meeting (1/17)
- Bettina, Jan, and Karina met to discuss Feb/March event promotions (1/18)
- Bettina attended EDI meeting (1/26)



## MGPL Youth Services January 2023 Report

Courtney Schroeder, Youth Services Manager

This year's Winter Break Reading Program was a huge success. In the end, we had 267 kids register for the program and 167 finish it (earning their book). When we planned out the program, I guesstimated at 275 kids signed up, so we were right on track with expectations. Since it ran three weeks instead of two, the program seemed much less overwhelming to parents as we transitioned back to a more traditional reading program. Previous years we had been using a 'pick up a bag of materials to participate' style of program since we were trying to limit interactions during the worst of Covid.

### Programming

In January we provided 48 programs for 1146 people.

The first week of the month we focused on providing fun experiences to kids who were on break from school.

**The Button-making and Crafting Bonanza** programs were a bit hit and we'll be bringing back more drop-in programs featuring the button maker over the summer.

This month, Jessie and Natalie had a ton of fun at **Frozen Storytime**, playing real-life Anna and Elsa and reading stories to the children in attendance.

On Martin Luther King Day, we hosted two **Crosstown Exotics Animal Shows** where 216 people came to check out and touch (!) the animals. It was a packed house and a fun day, to be sure.



### Outreach

In January the outreach team visited 11 groups (351 kids/teachers/parents) out in the schools. As typical, we welcomed Molloy and Jerusalem Lutheran students weekly on Fridays. The YS Team also provided 3 book bags of 61 items for area classrooms.

### Professional Development/Training/Meetings

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

- Jess attended the LACONI Governing and Youth Services Board meetings.
- Debbie attended the Early Childhood Alliance's full council meeting and the family engagement subcommittee.
- Debbie attended the Advocate Literacy Initiative meeting.
- Courtney attended her fourth Project Ready meeting (an EDI cohort with other YS managers).
- Debbie attended Booklist's Middle Grade Latest and Greatest webinar.
- Leslie attended the RAILS YS Programmers networking meeting.
- Jessie attended the RAILS School Facilitators networking meeting.

- Debbie attended Booklist's Authors & ARCs webinar.
- Natalie and Sarah attended A Discussion of Gerber/Hart Librarian and Archivist Erin Bell, a webinar focused on the Gerber/Hart Library collection of LGBTQ+ materials in Chicago.
- Jessie attended the 3-day ALA LibLearnX conference, a hands-on library learning experience.

In addition to Jessie attending the LibLearnX conference, she also presented at it. Jessie did a wonderful job discussing the role of Discord Servers in the library and with young adult programming. Jessie and her former colleague from Gencoe Public Library presented on this same topic at a different conference last year, but this was her first time presenting at a national conference. Congrats, Jessie!

Programming Statistics - January 2023		
Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>41</b>	<b>830</b>
Chair Yoga (Zoom)	2	45
Tai Chi (Zoom)	2	22
Crafting for Charity	2	18
Tuesday Movies	5	122
Social Seniors: Bingo	1	5
Social Seniors: Arts & Crafts	1	8
Social Seniors: Coloring & Brain Games	1	0
Social Seniors: Wits Workout	1	3
New Year's Luminaria	1	120
Indie Movie Night	1	4
Elder Fraud (Hybrid)	1	41
Name That Tune (Online/Phone)	1	5
Illinois Libraries Present: A Conversation with Ross Gay (Online)	1	5
Customize Your Apple Device	1	6
Julia Child: A Living History Portrayal (Hybrid)	1	125
Drop-in LinkedIn Profile Head Shot	1	1
Energy Efficiency with CUB (Hybrid)	1	30
Customize Your Android Device	1	7
Jigsaw Puzzle Swap	1	28
Tech Talk: Libby App (Online)	1	2
Get What You're Worth: Negotiating Job Offers, Salaries, and Raises (Online)	1	61
Organizing Your Life with School Age Children (Hybrid)	1	30
Seeking Spiceland (Hybrid)	1	35
Exploring Spices: Ground Nutmeg (Online)	1	16
Listening Session for Older Adults (Online)	1	2
Book a Librarian	5	5
Between the Lines	1	9
Between the Lines (Zoom)	1	8
LitLounge (Zoom)	1	11
Senior Activity Kits	1	29
ESL Kits	1	7
Job Seeking Kits	1	20
<b>Teen Programs</b>	<b>1</b>	<b>2</b>
Teen Craft: DIY Calendar	1	2
<b>Youth Programs</b>	<b>48</b>	<b>1146</b>
1000 Books Before Kindergarten Storytime	1	12
Anime Club	1	2
Bedtime Stories & More	1	0
Button-Making Bonanza	1	18
Chess Academy	1	6
Craft Bonanza	1	32
Craftin' Around	1	4
Crafty Saturday	1	34
Crosstown Exotics Animal Shows	2	216
Drama Club	1	19
Family Engineering Night	1	18
Family Storytime	1	4
Frozen Storytime	1	20
Lego Builders	1	13
Listen Up	4	64
LitLoot Middle School	1	11
Mathematics Circus	1	11
Middle School Comics Club	1	2
Mini Music Makers	1	11
Monday Morning Playgroup	4	106
Preschool Storytime	3	33
Puzzle Gauntlet / Jr. Puzzle Gauntlet	2	18
STEMonade Stand	2	273
Toddler Time	3	17
Tots Dealing with Big Feelings	1	11
Up-Close Magic Card Tricks	2	64
Wee Read	8	127
Winter Break Movie: The Bad Guys	1	30
Winter Reading Program	1	267
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>11</b>	<b>351</b>
Golf	1	34
Hynes	2	185
Jerusalem Lutheran	1	11
Kids Academy	2	37
Melzer	3	69
Park View	1	8
Sunny Bunny	1	7
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
MCC		

**Morton Grove Public Library**  
**Monthly Statistics**  
**For 01/2023**

*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	11946
Checkins at your stations	Normal	9
Checkins at your stations	Quick Check in	36
Checkins at your stations	Checkin Leap In Hous	1545
Checkins at your stations	Self Check in	10
Checkins at your stations	Checkin Leap Invento	36
	Total Checkins	13582
Checkouts at your stations	Leap Checkout and Renewal	5409
Checkouts at your stations	Self check Check out	7256
Checkouts at your stations	Circ Checkout and Renewal	19
	Total Checkouts	12684
Renewals at your stations	Auto-renewal	8890
Renewals at your stations	Power PAC Renewal	76
Renewals at your stations	Leap Checkout and Renewal	366
Renewals at your stations	Self check Check out	42
Renewals at your stations	Third party renewal	33
Renewals at your stations	Inbound Telephony Checkout	5
	Total Renewals	9412
Number of your Library's items checked out system-wide		12618
Number of your Library's unique items checked out system-wide		11631
Hold Placed through your interface		3607
Hold placed for/by your patrons		3758

Holds Held		3232
Holds Located		0
Holds Checkedout		2848
Holds Expired		1
Holds Cancelled		490
Holds Unclaimed		345
Number Of Items Currently Out		12681
Existing "MortonGrove" patron received new barcode		38
Patron Expiration Date Extended More Than 30 Days:		12
Count of physical patron records at beginning of 01/2023		9481
Minus Patron records physically deleted		128
Minus Patron library was changed from "MortonGrove" to some other CCS librar		1
Plus Patron records physically added		106
Plus Patron library was changed from some CCS library to "MortonGrove"		0
Count of physical patron records at end of 01/2023		9458
Minus In-House and Test Cards		8
Minus Expired Cards		375
Unexpired Patrons on file		9075
Leap Registration	Patron Lib=MortonGrove	106
Leap Registration	Patron Lib=CCSL	10
Leap Registration	Patron Lib=Niles	1
Pac Registrations from 01/2022 thru 12/2022 - All		0
Pac Registrations from 01/2022 thru 12/2022 - Converted		0
Pac Registrations from 01/2022 thru 12/2022 - Conversion Rate		0%
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2087
Number of items lent by your library to a CCS library		2547

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**01/2023 - 01/2023**

*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

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	2,984	216	26	3,226	3.24	4.15
Cary	1,512	101	18	1,631	3.04	2.11
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,668	145	31	1,844	3.13	2.32
Des Plaines	5,067	306	333	5,706	5.46	7.05
Ela	3,326	129	0	3,455	3.31	4.63
Evanston	3,694	188	108	3,990	7.04	5.14
Fox River Valley	2,494	87	20	2,601	2.92	3.47
Fremont	2,235	86	16	2,337	1.84	3.11
Glencoe	1,516	70	47	1,633	2.31	2.11
Glenview	4,702	195	105	5,002	5.00	6.55
Grayslake	3,075	96	21	3,192	3.45	4.28
Highland Park	2,685	118	61	2,864	4.25	3.74
Huntley	1,726	71	10	1,807	2.83	2.40
Indian Trails Public Library	2,805	229	164	3,198	3.44	3.91
Lake Forest	1,391	8	1	1,400	3.07	1.94
Lake Villa	2,813	66	23	2,902	2.99	3.92
Lincolnwood	926	26	5	957	2.10	1.29
McHenry	1,915	78	21	2,014	2.69	2.67
Morton Grove	1,813	53	15	1,881	3.63	2.52
Niles	3,432	150	86	3,668	4.92	4.78
Northbrook	3,098	186	149	3,433	4.86	4.31
Palatine Public Library	4,067	143	60	4,270	4.11	5.66
Park Ridge	2,632	108	43	2,783	3.52	3.66
Prospect Heights	1,983	44	31	2,058	2.67	2.76
Round Lake	1,683	46	69	1,798	3.13	2.34
Wilmette	3,486	177	109	3,772	5.26	4.85
Winnetka-Northfield	1,884	63	12	1,959	2.98	2.62
Zion-Benton	1,213	101	49	1,363	2.82	1.69
<b>Total</b>	<b>71,825</b>	<b>3,286</b>	<b>1,633</b>	<b>76,744</b>	<b>100.00</b>	<b>100.00</b>









2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>SOCIAL MEDIA</b>															
<b>Facebook</b>															
posts	26												26	355	38
total page likes as of 1st of the month	2,432												n/a	n/a	2109
interactions (engagements+clicks)	371												371	8,016	1043
page reach	4,806												4,806		
<b>Twitter</b>															
posts	67												67	414	33
total followers as of the 1st of the month	783												n/a	n/a	755
profile visits	408												408	9558	371
interactions (engagements+clicks)	141												141	50	8
<b>Instagram</b>															
posts	91												91	308	20
total followers as of the 1st of the month	1,266												n/a	n/a	1037
engagements	998												998	6076	396
<b>YouTube</b>															
videos	7												7	42	5
views	334												334	1,999	101
subscribers	221												n/a	n/a	