



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

February 2023

Pam Leffler, Executive Director

Administration

Personnel

- During the second half of February Adult Services Manager Melissa Mayberry and I interviewed six candidates for the full-time Adult Services Librarian. An offer was made to, and enthusiastically accepted by, Wynn Scoggins, currently a librarian at the Niles Maine District Library. We believe that Wynn will be a great addition to MGPL and the AS Department. Wynn's first day will be March 27.
- Technical Services Associate Sue Heidkamp slid seamlessly back into her role in the TS Department. It has been great having someone so knowledgeable back in the department and will be helpful as we further prepare for Helga's retirement at the end of April.
- 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 been slightly delayed until sometime in April due to the schedule of the lead service technician involved. Most staff have prepared their files for this transition, and we anticipate that it should not change the day-to-day workflow of staff too much. I will work with OSG on scheduling the exact dates of the migrations and staff training, as necessary.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- Circulation Services Manager Jeff Ray and I are working on transitioning the payment options for our online fee and overdue payments. Our current vendors TSYS and Comprise charge a monthly fee that we do not recoup in payments. We will probably be transitioning to using ePay through Illinois Funds though no firm decision has been made yet. Since most of the libraries in CCS are fine-free (including us), we receive very few payments through our online payment portal. If patrons have any type of outstanding fees or fines on their library accounts, most make in-person payments at the Circulation Desk. Those payments are run through our Square account.
- In the review and update of the Employee Handbook, it was recommended that the Library adopt an ethics policy which would apply to both staff and Board members. You will find a draft of the Ethics Policy in your packets for discussion and approval. This policy is based on the model policy for government workers and officials from the Illinois Attorney General and has been reviewed by Library counsel, Frank Tennant. If approved, the new policy will be incorporated into the Employee Handbook

and I would recommend incorporation into the MGPL Board of Trustees bylaws (slated to be reviewed sometime this year).

- Field work for the 2022 audit has been primarily concluded. We are waiting for a couple of reports from the Village and the actuary to pass onto the auditor, but all other documentation has been provided to Sikich. During this process a couple of trustees raised the question of timing of the questionnaires that Sikich sends out to the Board as part of the audit. Below I've outlined some general information about those letters:
 - The general template of the letters is created and dated by Sikich and then sent to me.
 - When I receive the letter template, I fill out each letter with the specific trustee information. I then print out hard copy, sign, and return them to Sikich. For the 2022 audit, I emailed the completed trustee questionnaire letters to Sikich on December 12, 2022.
 - Sikich attaches the questionnaires and forwards the letters to the trustees.
 - This back-and-forth process takes a few weeks, which is usually why trustees do not receive the letter from Sikich until January even though they are dated mid-December.

Facilities

- Carpet cleaning has been scheduled for Friday, April 7.
- Jason Perunas from SMC continues to meet with contractors and prepare budget estimates and bid documents for building maintenance work tentatively planned for this year: masonry work and repair; replacement/repair/painting of shutters; outside painting; bay window replacement.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- I applied for, and was selected as one of the citizens to attend the Morton Grove Citizens Police and Fire Academy. In my application I wrote that this would *"give me an excellent opportunity to better understand what the Police and Fire Departments do for the community (beyond simply responding to emergencies!) and how we can support Police and Fire safety initiatives through our work at the Library. This will also be a great way to enhance the relationship between units of local government, Police, Fire and Library personnel, as well as Morton Grove residents to better serve our community."* The classes meet every Tuesday for 12 weeks, and the first class is scheduled for Tuesday, March 7.

Events/Programs/Meetings

CCS Executive Committee	February 8
Department Manager meeting(s)	February 8
ECC/Digital Library of Illinois Executive Committee	February 8
Library Board of Trustees Regular Mtg	February 9

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 February 2023 Report

Melissa Mayberry, Adult Services Manager

Staffing

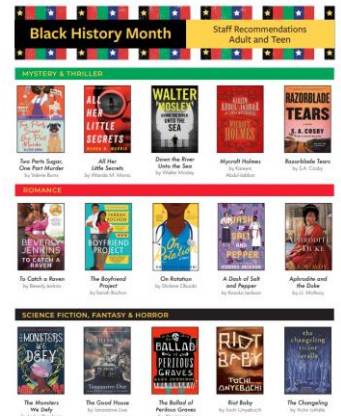
Wynn Scoggins has been hired as an Adult Services Librarian. His first day will be Monday, March 27.

Programming

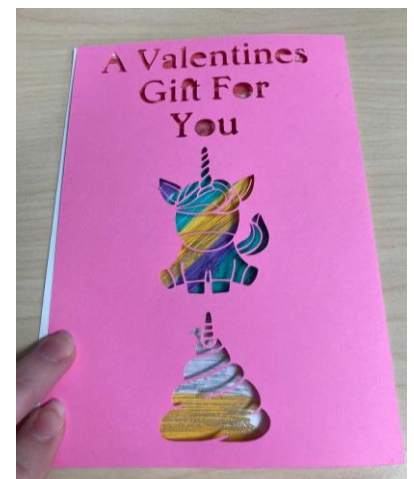
We had a total of 41 programs with 806 attendees this month.

We offered a month-long reading challenge to celebrate Black History Month. To help patrons select books to read, AS staff created a recommended list of Adult and Teen titles for different genres.

This is our first time doing this type of reading challenge and we were pleased to have a total of 92 entries for adult, teens, and kids. We plan on offering similar reading challenges for other Heritage months in the future.



We had lots of fun at the Un-Valentine's Day event at Moretti's Restaurant. Patrons created fun greeting cards, decorated cookies, and socialized while enjoying pizza generously donated by Morretti's. Everyone had a great time and there were many compliments to the library staff about the fun activities.



True Crime was also highlighted this month. In addition to several well-attended programs on the topic, we created take home murder mystery kits. A total of 56 kits were picked up (and hopefully solved!) by patrons.

Book/Media Displays

- Black History Month
- Romance by Black Authors
- Romance
- Comics Aren't Just For Kids
- The Loaf of my Life

Book Rivers and Record Sets

- Dewey belong together?
- Comics Just Aren't for Kids
- The Loaf of My Life
- Black History Month
- YA Romance
- New YA Releases
- Celebrating Black Authors

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Marlene attended the World Languages Networking Group meeting
- Nate attended Graphic Novels for Adults and Young Adults
- Nate attended Managing Escalated Patron Situations Face to Face: Your Questions Answered

MGPL Circulation Services
February 2023 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 112 Library Cards registered

Staff:

- 2/1/23 Attended CCS EPAY demo
- 2/6/23 Attended LACONI Governing Board Meeting
- Continuing training on Acquisitions and Cataloging

MGPL Facilities
February 2023 Report
Edmon Tamras, Facilities Manager

- Alarm panel issue, called ASI alarm company and they found a smoke detector in the furnace mechanical room that was bad, they installed a new detector.
- Fire sprinkler company came and started working on extending down the sprinkler heads that were obstructed by the light fixtures in and around the Admin. Area, will return again due to part shortages.
- Getting quotes for carpet cleaning and evening cleaning crew companies.
- Added a few partition/cubical panels in Helga's dept. and also installed a wall shelving unit.
- Removed plexi-glass from east & west info desks.
- A small section of the metal bottom trim at the YS desk separated and came apart from the panel, used a longer screw and screwed back on.
- Installed an offset for the downspout at east entrance.
- Garaventa lift co. was called due to lift override issue in the Baxter room.
- 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 February 2023 Report

Karina Guico, Marketing & Engagement Manager

Karina is still waiting to hear back from local businesses about sponsoring this year's Summer Reading Program. We did receive a donation of \$500 from Partnership Financial Credit Union in Morton Grove. Karina represented the library at the MG Neighborhood Outreach meeting where she talked to patrons talk about streaming/downloadable services and upcoming events. With the help of Bettina and Jeff, Karina worked on a list of 85 things to do at the library, which will be featured alongside anniversary celebrations this year. Karina worked with staff on changes to webpages and designed the March Madness Book Bracket Challenge poster.

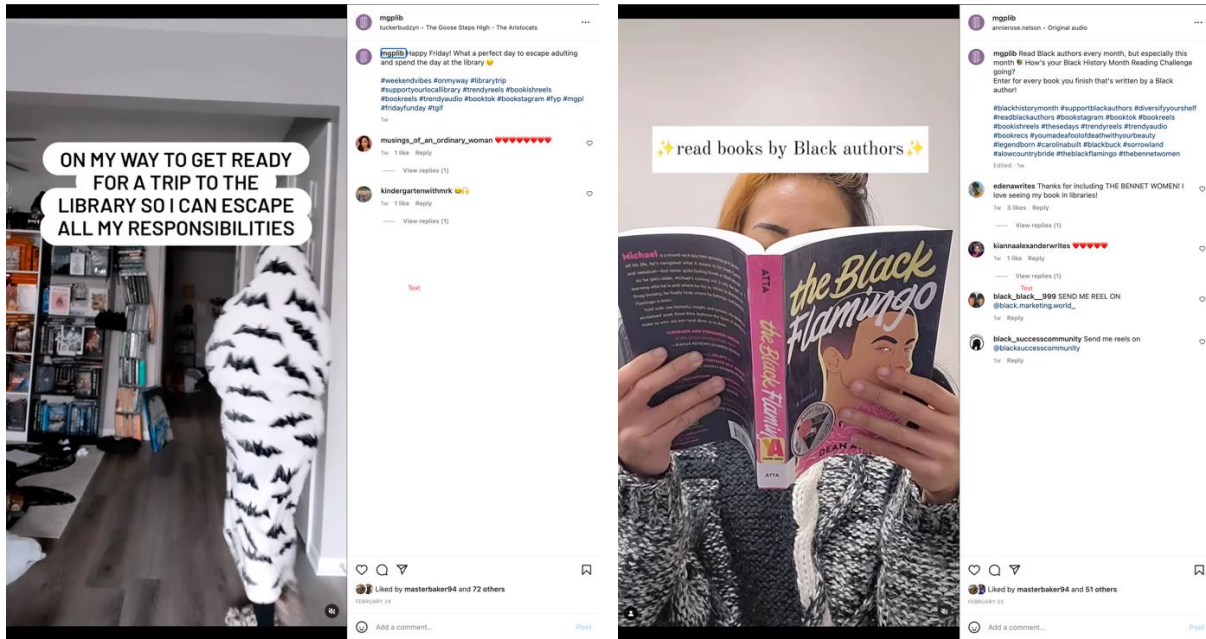


Karina continues to send out weekly e-blasts and uploaded several event videos to YouTube.



Bettina started the layout of the April/May newsletter. She designed a unique cover featuring the library's 85th anniversary. She worked with Brenda on mini library cards and other materials needed for the Mini Library kits. Bettina continues to create print materials to promote AS and YS events, designing flyers, posters, bookmarks, and more.

Jan continues to create content for our social media accounts. Our "On My Way to the Library" reel had 1,188 views and 67 likes. Our "Black History Month Reading Challenge Reel" had 1,108 views and 52 likes and also connected us with author Kianna Alexander, who started following us and offered to host a workshop/lecture. Our World Hijab Day Facebook post had 64 likes, 14 comments, and 2 shares. Author Ethan Joella started following us on Twitter.



Jan took photos at events and uploaded event videos while Karina was on vacation.

Meetings/Training/Etc.

- Karina attended webinar "Tired of Hearing, "I didn't know the Library Did That"? Here's Your Fix! (2/2)
- Karina attended managers meetings (2/8)
- Karina attended the MG Neighborhood Outreach meeting (2/16)

MGPL Technical Services
Jan. and Feb. 2023 Report
Helga Scherer, Technical Services Manager

Staff Projects:

- The department is not involved in any projects at this time.
- Ordering for both AS and YS has ramped up for 2023 so we are beginning to see a more normal pattern of deliveries and level of work for TS.

Department Head Projects:

- Reviewed copy cataloging guidelines with Sue Heidkamp.
- Began training Jeff Ray on acquisitions responsibilities; ordering of materials from B&T and Midwest. Jeff will also be cataloging multimedia materials after April and we have begun training for this as well.
- Rearranged the TS department to better accommodate circulation access to the Library of Things shelving and in anticipation of Melissa Mayberry using the office space in Technical Services.
- Received, cataloged, and processed Youth Services materials.
- Weeded of large print materials and travel books.

Meetings:

- Manager meetings

Staff:

- Sue Heidkamp returned in a part-time capacity filling our open Technical Services Associate position. Sue will be responsible for copy cataloging of Youth Services materials.

MGPL Youth Services February 2023 Report

Courtney Schroeder, Youth Services Manager

February is a short month, but you wouldn't know it based on our stats! We had an incredibly packed month of both programming in-house and outreach to the schools. I find that especially impressive considering we had a string of illnesses in the department that had different people out at different times. We still managed to provide awesome experiences to a ton of people.

Programming

In February we provided 48 programs for 1341 people.

This year, like many years before it, we held our open **Valentine Card Making** craft. From February 1 to 14 kids could come to the library and make as many valentines as they like. I think this year we had more kids at the craft table than any of the last five. It was a huge hit and families really enjoyed it.

Jess and Natalie decided to replace their Middle School Comics Club, which ran from September-January, with **Goofball Science Club** this month. This is a great example of how the Youth Services team tries different things to see what families respond to and attend. Based on patron feedback, they adjusted their program mid-school year so that more kids were interested in attending their teen/tween program. It was a ton of fun and 8 kids made active volcanoes, which was this month's project.

This month **Monday Morning Playgroup** really hit its stride. We are seeing more and more families come in on Monday specifically to play at the Library; lots of grandparents as well as moms/dads with their kids looking for a place to play while they talk with other parents from the area. We're averaging about 15 kids (and their corresponding adult) each week during the hour and a half. We're at least back to pre-pandemic attendance; I would dare to say it's better attended now than before the pandemic.

In general, our preK programming is booming. We're bringing back old favorites and creating new, fun experiences too. This month, **Movin' & Groovin'** returned, and in April our Build-A-Reader storytime comes back. Also this month, Sarah's **Puppet Storytime** was a huge hit with families. Kids created a fox puppet which they then used to act out the stories as they were read during the second half of the program.

Outreach

In February the outreach team visited 31 groups (587 kids/teachers/parents) out in the schools and welcomed one family to the homeschool group storytime at the Library. As typical, we welcomed Molloy and Jerusalem Lutheran students weekly on Fridays. The YS Team also provided 10 book bags of 212 items for area classrooms.

Professional Development/Training/Meetings

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

- Jess attended the IYSI Conference Steering Committee meeting.
- Jessie watched the Disney Publishing preview for Spring 2023 releases.
- Natalie and Amy attended the Storytime Boot Camp program put on by the YSS LACONI group.

- Debbie attended the Advocate Literacy Initiative meeting.
- Stephanie watched the webinar, Assessing Underrepresented Students' Perceptions of Library Welcomeness.
- Debbie attended the ECA Steering Committee and Events subcommittee meetings.
- Debbie attended the Kids Academy's campaign meeting for their literacy initiative in Morton Grove.
- Jess attended the LACONI Governing and Youth Services Board meetings.
- Debbie attended the Preschool Outreach Programmers Networking Meeting.
- Courtney attended the fifth Project Ready meeting (an EDI cohort with other YS managers.)

Programming Statistics - February 2023		
Program Name:	# of sessions	Total Attendance
Adult Programs	38	767
Chair Yoga (Online)	2	50
Tai Chi (Online)	2	25
Crafting for Charity	2	19
Tuesday Movies	4	50
Social Seniors: Bingo	1	8
Social Seniors: Arts & Crafts	1	8
Social Seniors: Coloring & Brain Games	1	5
Social Seniors: Wits Workout	1	2
Indie Movie Night	1	8
Sick and Corrupt: The True Crimes at Edgewater Hospital (Hybrid)	1	124
Couponing 101 (Hybrid)	1	68
African Americansâ€™ Music at the Movies (Hybrid)	1	5
Streaming and Smart TVs (Online)	1	8
Saying Yes to Your Story: A Conversation with Kwame Alexander (Online)	1	2
Un-Valentine's Day Celebration	1	27
Central Illinois' True Crime Stories (Online)	1	26
Author Talk: One Hundred Sixty Minutes: The Race to Save the Titanic (Hybrid)	1	100
Understanding Social Security: A Look at the Big Picture (Hybrid)	1	88
Achieving Your Best Health in 2023 (Hybrid)	1	59
Tech Talk: Google Arts & Culture (Online)	1	6
Book a Librarian	8	8
Between the Lines	1	8
Between the Lines (Zoom)	1	8
LitLounge (Zoom)	1	7
Senior Activity Kits	1	39
ESL Kits	1	7
Job Seeking Kits	1	2
Teen Programs	3	39
LitLoot	1	6
Financial Strategies to Pay for College (Hybrid)	1	31
Anime Club High School	1	2
Youth Programs	48	1341
Anime Club	1	3
Bedtime Stories & More	1	7
Books & Beyond	1	0
Chess Academy	1	9
Craftenoon	1	24
Craftin' Around	1	0
Crafty Saturday	1	55
Cuddle Bugs	1	12
Drama Club	1	19
Family Engineering Night	1	17
Family Storytime	2	2
Goofball Science Club	1	8
Guys Read	1	6
Lego Builders	1	12
Listen Up	4	52
Mad Math Society	1	9
Math Brigade	1	8
Mathematics Circus	1	15
Mini Music Makers	1	29
Mini-Masterpieces	1	9
Monday Morning Playgroup	4	115
Mother-Daughter Bookclub	1	8
Movin' & Groovin'	1	12
Preschool Storytime	3	38
Puppet Craft Storytime	1	22
STEMonade Stand	2	283
Toddler Time	3	21
Valentine's Card Making	1	420
Wee Read	8	126
Library-Wide Programs	1	92
Black History Month Reading Challenge	1	92
Talks/Tours inside the Library		
Youth Services	1	3
Homeschool	1	3
Adult/Teen Services	0	0
Talks/Tours outside the Library		
Youth Services	31	587
Children's Bright Beginnings	2	30
Children's Learning World	5	32
Gemini	1	9
Golf	3	49
Hynes	5	215
Jerusalem Lutheran	1	11
MCC/MEC	1	9
Melzer	3	69
MG Park District	3	30
Montessori Academy of Morton Grove	3	39
Park View	4	94
Adult/Teen Services	1	10
MCC	1	10

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
02/2023 - 02/2023

*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

Lending Library	Intra-CCS	Other Ill.	Outside Ill.	Total	Percent Held	Percent Intra-CCS
Algonquin	2,636	276	39	2,951	3.22	4.11
Cary	1,247	72	11	1,330	3.01	1.94
CCSL	2	0	0	2	0.00	0.00
Crystal Lake	1,459	141	30	1,630	3.13	2.28
Des Plaines	4,738	351	288	5,377	5.42	7.39
Ela	2,831	109	0	2,940	3.32	4.42
Evanston	3,246	92	64	3,402	7.04	5.06
Fox River Valley	2,221	72	21	2,314	2.93	3.46
Fremont	2,067	76	19	2,162	1.85	3.22
Glencoe	1,345	53	36	1,434	2.30	2.10
Glenview	4,313	198	130	4,641	5.00	6.73
Grayslake	2,730	65	20	2,815	3.45	4.26
Highland Park	2,420	100	56	2,576	4.25	3.77
Huntley	1,367	71	9	1,447	2.83	2.13
Indian Trails Public Library	2,360	244	138	2,742	3.45	3.68
Lake Forest	1,327	11	1	1,339	3.08	2.07
Lake Villa	2,085	88	36	2,209	3.00	3.25
Lincolnwood	813	24	2	839	2.09	1.27
McHenry	1,456	40	9	1,505	2.67	2.27
Morton Grove	1,767	60	16	1,843	3.66	2.76
Niles	3,276	151	66	3,493	4.94	5.11
Northbrook	2,906	140	118	3,164	4.86	4.53
Palatine Public Library	3,856	136	55	4,047	4.13	6.01
Park Ridge	2,492	98	51	2,641	3.53	3.89
Prospect Heights	1,653	41	22	1,716	2.67	2.58
Round Lake	1,532	24	52	1,608	3.14	2.39
Wilmette	3,174	160	104	3,438	5.25	4.95
Winnetka-Northfield	1,666	101	15	1,782	2.98	2.60
Zion-Benton	1,136	89	52	1,277	2.80	1.77
Total	64,121	3,083	1,460	68,664	100.00	100.00

**Morton Grove Public Library
Monthly Statistics
For 02/2023**

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	11837
Checkins at your stations	Quick Check in	20
Checkins at your stations	Checkin Leap In Hous	1559
Checkins at your stations	Self Check in	7
Checkins at your stations	Checkin Leap Invento	90
Checkins at your stations	Normal	7
	Total Checkins	13520
Checkouts at your stations	Leap Checkout and Renewal	5213
Checkouts at your stations	Self check Check out	6994
Checkouts at your stations	Circ Checkout and Renewal	6
	Total Checkouts	12213
Renewals at your stations	Auto-renewal	9075
Renewals at your stations	Leap Checkout and Renewal	308
Renewals at your stations	Self check Check out	50
Renewals at your stations	Power PAC Renewal	126
Renewals at your stations	Inbound Telephony Checkout	2
Renewals at your stations	Third party renewal	29
	Total Renewals	9590
Number of your Library's items checked out system-wide		12027
Number of your Library's unique items checked out system-wide		11056

Holds Placed through your interface		3229
Holds placed for/by your patrons		3382
Holds Held		3211
Holds Located		0
Holds Checkedout		2797
Holds Expired		0
Holds Cancelled		375
Holds Unclaimed		272
Number Of Items Currently Out		12805
Existing "MortonGrove" patron received new barcode		20
Patron Expiration Date Extended More Than 30 Days:		8
Count of physical patron records at beginning of 02/2023		9458
Minus Patron records physically deleted		116
Minus Patron library was changed from "MortonGrove" to some other CCS librar		5
Plus Patron records physically added		112
Plus Patron library was changed from some CCS library to "MortonGrove"		5
Count of physical patron records at end of 02/2023		9454
Minus In-House and Test Cards		8
Minus Expired Cards		370
Unexpired Patrons on file		9076
Leap Registration	Patron Lib=MortonGrove	112
Leap Registration	Patron Lib=CCSL	7
Leap Registration	Patron Lib=IndianTrails	1
Pac Registrations from 02/2022 thru 01/2023 - All		0
Pac Registrations from 02/2022 thru 01/2023 - Converted		0
Pac Registrations from 02/2022 thru 01/2023 - Conversion Rate		0%
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2121
Number of items lent by your library to a CCS library		2305

2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<u>CIRCULATION</u>															
Total Checkouts (physical material)	12,684	12,213											24,897	22,945	11,626
Total Renewals (physical material)	9,412	9,590											19,002	18,301	8,661
Downloads/Streaming															
ebooks	2,263	2,005											4,268	4,592	2,202
eAudiobooks	1,875	1,600											3,475	2,700	1,221
Movies	607	488											1,095	1,531	712
Music	88	72											160	211	108
Magazines	248	241											489	419	183
TOTAL	27,177	26,209	0	0	0	0	0	0	0	0	0	0	53,386	50,699	24,713
In House Use	1,545	1,559											3,104	1,291	831
<u>PATRONS</u>															
Gate Count	10,056	8,653											18,709	14,282	7,370
Curbside Appointments													0	29	0
Active Cards	9,075	9,076													8,798
Other (NR Fee, Org, etc)													0	0	
% of MG pop w/active cards	40%	40%											n/a	n/a	39%
<u>REFERENCE</u>															
Adult															
Technology and Reference	811	881											1,692	1,561	752
Directional/General Library Info	747	772											1,519	1,176	568
Reading Program	0	12											12	0	0
Youth															
Technology and Reference	567	510											1,077	926	453
Directional/General Library Info	612	479											1,091	617	291
Reading Program	162	14											176	12	7
Circulation															
General Info	98	105											203	71	71
Directional	115	123											238	96	96
TOTAL	3,112	2,896	0	0	0	0	0	0	0	0	0	0	6,008	4,459	2,238

2023 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	26	22											48	77	39
total page likes as of 1st of the month	2,432	2,243											n/a	n/a	2098
interactions (engagements+clicks)	371	377											748	1,816	773
page reach	4,806	6,722											11,528		
Twitter															
posts	67	43											110	66	33
total followers as of the 1st of the month	783	785											n/a	n/a	755
profile visits	408	312											720	865	494
interactions (engagements+clicks)	141	66											207	12	4
Instagram															
posts	91	57											148	42	22
total followers as of the 1st of the month	1,266	1,272											n/a	n/a	1054
engagements	998	582											1580	793	397
YouTube															
videos	7	4											11	8	3
views	334	394											728	174	73
subscribers	221	226											n/a	n/a	