



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

May 2023

Pam Leffler, Executive Director

Administration

Personnel

- Youth Services Librarian Sarah Mitchell-Mace's last day was May 31. While we will miss Sarah, we are all excited to see what she does in her new position as the Youth Services Manager at the Lincolnwood Public Library District.
- Youth Services Manager Courtney Schroeder and I conducted several interviews to fill the YS librarian position. There were several good candidates, and an offer was made to and accepted by Katherine (Katie) Lenz. Katie is currently a YS Assistant at the Park Ridge Public Library. Her first day at MGPL will be Monday, June 26.
- Circulation Clerk Michael McNichols left Morton Grove this month to take a full-time interlibrary loan position at the University of Chicago. Circulation Services Manager Jeffrey Ray and Circulation Clerk II Gregory Alexander conducted interviews in May to fill that position. Mikayla Contreras accepted our offer and her first day will be in early June.
- I have revised the job description and changed Susanne Gilbert's title from Administrative Assistant to Business Manager to more accurately reflect her day-to-day work and increased responsibilities in administration and management of human resources, financial matters, report preparation, and file management.
- Other personnel news can be found in the Department reports.

Automation & Technology

- Server migration work is finally done! Jerry Goodman from OSG was out in early June to take care of the last few glitchy items from the migration, and as of this writing, the project has been marked complete. Staff appear to have made the transition to the new server with minimal confusion or downtime.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- We have finalized the agreement between MGPL and CCS to have CCS take over online payments (payments made through our online catalog) for any outstanding fines or fees. Once

the new link is live on our catalog, we will be able to cancel our contract with TSYS and Comprise (who we currently work with for online payments). As mentioned previously, Circulation Services Manager Jeff Ray and I have been working on transitioning the payment options for our online fees and overdue payments to CCS due to the small amount that we take in this way.

- All staff received a hard copy of the newly revised Employee Handbook. Staff are required to review the Handbook and confirm in writing that they have done so. Staff are also required **by law** to annually receive and review the Whistleblower Policy and confirm in writing that they have done so. An electronic copy of the Employee Handbook, including the Whistleblower Policy, is also available to all staff through our payroll staff portal.
- The Policy Committee met and reviewed the following policies: Children in the Library, Credit Card, Lost and Damaged Materials, Patron Privacy, and Public Services. There were either no changes or minor grammatical/formatting changes to the Credit Card, Patron Privacy, and Public Services policies. Changes to the Children in the Library policy were made to create consistent wording regarding age limits and to rescind the amendment referencing the Governor's Restore Illinois COVID-19 plan. There were no substantive changes to the Lost and Damaged Materials policy; however, changes were made to provide more detail and to outline more fully our procedures regarding lost/damaged materials. The Policy Committee recommended to the full Board that these policies be approved as revised and presented, and the Board approved them at their May meeting.
- The Strategic Plan Planning Team had their first meeting on May 23, 2023. At that meeting Amanda Standerfer from Fast Forward Libraries outlined the schedule and activities for the next several months. The planning team is currently in the process of reviewing, revising, and providing feedback on the survey that will go out to all residents of MG in July. Stakeholder interviews and staff and Board focus group meetings will take place in August.

Facilities

- At the May meeting, the Board approved the overall budget for our exterior maintenance projects and the recommendations to award made by SMC for the window replacement, painting, and masonry work. The Board also approved the recommendations to award made by Midwest Engineering for the lead paint abatement.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- We have begun working on our next staff inservice to be held Friday, November 3, 2023, and I am once again asking the Board's approval to close to the public on that day. A tentative agenda for the day is in the Board packets. The morning session will focus on staff recognition and customer service and the afternoon session will focus on the strategic plan.
- The EDI committee is planning their next round of conversations around the topic of microaggressions.
- I officially 'graduated' from the Morton Grove Citizens Police and Fire Academy on May 23, 2023. I found the academy extremely interesting and informative. It gave me a much greater appreciation for the level of training that our police and fire personnel go through. I was very impressed by how many members of both departments also serve on area and statewide task forces or are involved in training the police and fire departments of other communities. This was also an excellent way to meet more of the staff of the Police and Fire Departments and other members of the community. All in all, a really positive experience that I highly recommend.

Events/Programs/Meetings

CCS Executive Committee meeting	May 10
Cook & Kocher Insurance Coverage meeting	May 3
Department Manager meeting(s)	May 10
ECC/Digital Library of Illinois Exec Committee mtg	May 3, 17
Fast Forward Libraries Strategic Plan Planning Team	May 23
HR Leaders Bootcamp	May 24
HR Source – Benchmarking Fundamentals	May 25
HR Source – Onboarding Overhaul	May 4
Library Board of Trustees Policy Committee meeting	May 8
Library Board of Trustees Regular Mtg	May 11
OSG Quarterly Business meeting	May 10

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 May 2023 Report

Melissa Mayberry, Adult Services Manager

Programming

We had a total of 42 programs with 790 attendees this month.

Elvis was in the building! A very talented, young Elvis impersonator performed hits from Memphis to the Las Vegas era. We had over 90 attendees, the highest number for an adult program since before covid. The audience loved the concert and requested that we bring him back soon.

We held our 3rd annual plant swap and 27 people attended from all age ranges. Many stayed to mingle with other plant enthusiasts and get care tips for their new plants. One patron even brought cuttings from a plant they received the previous year.



May is Mental Health Awareness Month, and to support and educate about this important topic we hosted a presentation on self-help techniques by a representative from Turning Point Behavioral Health Care Center. We also distributed 90 Self Care kits containing resources and tools to support mental wellbeing.



We had a total of 6 Book a Librarian appointments this month. One appointment was to assist with creating a photo slide show to be shown at a wake. The patrons were very grateful, and we are always happy when we can assist patrons with important, timely tasks.

Outreach

Cailyn facilitated her last Famished for Fiction event for the 22-23 school year. She was asked to start this program back in November and went to MCC a total of 4 times. This last event she had the biggest turnout with a total of 19 students!

Book/Media Displays

- Spring has Sprung
- Asian Pacific American Heritage Month
- Books like John Wick
- Mental Health Awareness
- We Anderson
- Books about Libraries
- Page to Screen

Book Rivers and Record Sets

- Mental Health Awareness
- Books like John Wick
- It's Gonna be May
- YA Mental Health Awareness
- YA AAPI
- 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 Spring/Summer YA Announcements
- Cailyn attended the Strategic Planning Team meeting
- Marlene attended the outreach meeting with the Serving Patrons with Dementia group

MGPL Circulation Services/Technical Services May 2023 Report

Jeffrey Ray, Circulation Services / Acting Technical Services Manager

Patrons:

- 93 Library Cards registered

Staff:

- Hired Mikayla Contreras as a Circulation Clerk I
- Michael McNichols submitted his resignation as a Circulation Clerk I to take a position with the University of Chicago Library.

Department Activity

- 2,266 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,830 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 13,249 items were checked in by Circulation Staff.
- Tech Services staff continue to receive and process Youth and Adult print and A/V materials.

MGPL Facilities May 2023 Report

Edmon Tamras, Facilities Manager

- Put patio furniture outside and cleaned.
- Turned on the lawn sprinklers, cleared grass where necessary for heads to pop-up. Sprinkler or irrigation company is much needed for repairs and basic preventative maintenance.
- Colley Elevator was called to correct an issue where the elevator was not going down to the basement floor.
- Anderson Lock Co. installed a new door arm for the garage door; the one I installed last month was faulty.
- The wheelchair lift in the Baxter Room stopped working when a patron was trying to use it, called the lift company to assess and repair, unit is back to normal.
- Midwest Mechanical performed the quarterly preventative maintenance on our HVAC units
- Miscellaneous
 - Put up new US flag,
 - Had duplicate keys made,
 - Put out the outdoor hoses and opened water valves.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Monthly check/clean-out of HVAC unit drip tube on the roof.
- Manage day to day operations.

MGPL Marketing & Engagement May 2023 Report

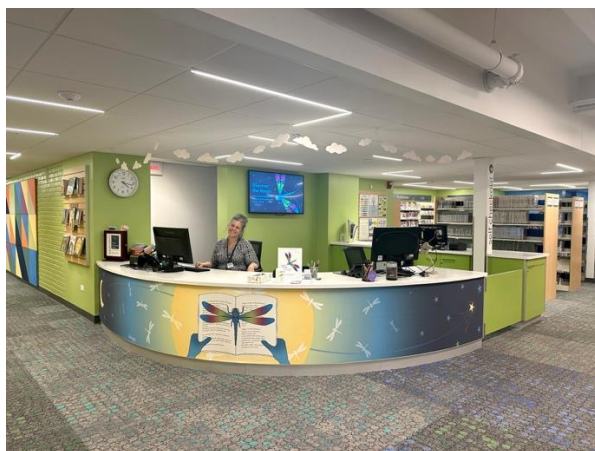
Karina Guico, Marketing & Engagement Manager

Karina attended a few community events in May. She rode the Book Bike to the Park District's Mental Health Awareness Walk and the Go Green Morton Grove Compost-Palooza event where she promoted upcoming events and checked out books. Karina also attended the Morton Grove Chamber of Commerce Spring Holiday Fair. Karina dropped off t-shirts to the screen printer and continue to coordinate items for the front porch concert event. Karina worked with Stephanie on the play counter summer activities and coordinated the goodbye party of Sarah with the Staff Appreciation Committee. Karina continues to send out weekly e-blasts and updated many pages on the website.



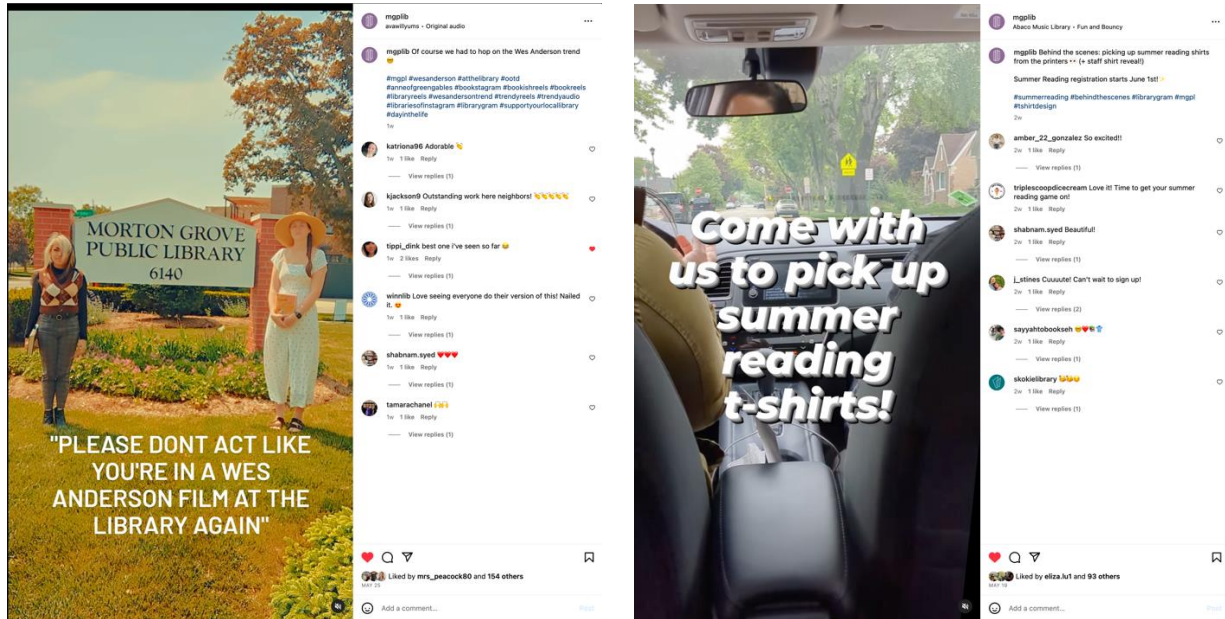
The marketing team went on a tour of the warehouse where our T-shirts are screen printed. We got to meet their team who we have been working closely with for the last few years.

Bettina finished designing the June/July issue of the newsletter. Bettina worked the Summer Reading desk wraps: digitizing the design created by Natalie R. She worked on other Summer Reading Program projects for YS and AS: handled the print order for YS logs, finalized t-shirt design, created publicity materials, designed the banners that are hanging at the Civic Center and in front of the library.



Bettina continues to create print and digital materials to promote AS and YS events, designing flyers, posters, bookmarks, graphics for screens and online, and more. In March, Bettina created 32 new designs for a variety of projects, including a logo for the new Act It Out Storytime.

Jan continues to create content for our social media accounts. The “Wes Anderson” reel has 1,519 views and 155 likes, “Picking up Summer Reading Shirts” reel has 743 views and 94 likes, and our “Summer Reading Shirt Prep” reel has 744 views and 55 likes. An author commented on our #bookfacefriday post of their book. Our TikTok account hit over 100 followers in May. Jan took over posting of events to our YouTube account.



Meetings/Training/Etc.

- Karina attended managers meetings (5/10)
- Bettina, Jan, and Karina met to discuss promotion of June/July events (5/18)
- Jan and Karina attended “Incorporating TikTok Into Your Library’s Marketing Strategy (5/23)
- Karina joined the planning team at the strategic plan kick off meeting (5/23)
- Bettina attended EDI meetings (5/25)

MGPL Youth Services May 2023 Report

Courtney Schroeder, Youth Services Manager

May. It's an odd month when every year it appears that we slow down as our program lineup is minimized and we see fewer people in the building, but the behind-the-scenes work ramps up with Summer Reading prep and promotion at the schools.

At the end of April, we realized that we had amassed 26(ish) StoryWalks worth of book pages. While when we started, we thought we'd re-use some of them, after 2.5 years we realized that we likely wouldn't. So, this month, we offered the panels to other area YS managers so that they might be able to start their own StoryWalk at their own library. Pam drove the pages to two libraries in the southwest and west suburbs and they were incredibly grateful to be able to use them.

This month, in addition to all of the normal craziness of getting ready for summer, one of our staff members left to become the head of youth services in another library. We're so happy for Sarah as she embarks on this new phase of her career and we're so proud to have been part of the journey.

Programming

In May we provided 51 programs for 1042 people.

While this month is quieter in the library and we held less programs as we prep for Summer Reading, we had a lot of fun. We hosted the **Battle of the Books Crosstown Smackdown** and crowned the Niles Main Library District's Battle winner for supreme bragging rights. After getting beaten last year, it was exciting to win this time around.

We held two incredibly successful programs this month, bringing in 37 people to our **Officer Friendly Storytime** (complete with police officer visit and police car tour) and **Purrfect Crafts**, a craft program for 5- to 9-year olds that was Gabby's Dollhouse-themed (a TV show), during which 17 kids made cat ears and their own cat discovery box.



This month's **Tots Dealing with Big Feelings** was well-attended as well as 16 kids and grownups joined Amy to talk and learn about being patient.

Outreach

In May the outreach team visited 45 groups (1723 kids/teachers/parents) out in the schools. This month was busy with Summer Reading Program promotions out at the schools and the Early Childhood Alliance's resource fair. As always, we welcomed groups of students from Molloy and Jerusalem Lutheran to the Library weekly on Fridays. The YS Team also provided 1 book bag of 1 item for an area classroom.

Professional Development/Training/Meetings

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

- Debbie attended and presented at the Illinois Action for Children conference.
- Courtney attended/hosted the RAILS Youth Managers networking meeting.
- Debbie attended the ECA Steering Committee, General Membership, and Events subcommittee meetings.
- Jess attended the LACONI Governing and YSS Board meeting.
- Jessie watched the webinar, Fall 2023 Librarian Preview with HarperCollins Publishers.
- Debbie attended the Advocate Literacy Initiative meeting.
- Courtney attended the eighth Project Ready meeting (an EDI cohort with other YS managers.)

Programming Statistics - May 2023		
Program Name:	# of sessions	Total Attendance
Adult Programs	41	788
Chair Yoga (Zoom)	2	26
Tai Chi (Zoom)	2	17
Crafting for Charity	2	17
Tuesday Movies	5	125
Social Seniors: Bingo	1	11
Social Seniors: Coloring & Brain Games	1	2
Social Seniors: Arts & Crafts	1	3
Social Seniors: Wits Workout	1	7
Indie Movie Night	1	8
Senator Ram Villivalam Constituent Service Hours	1	3
Using Safari on iPhone and iPad	1	1
Plant Swap	1	27
ILP: Drawing Comics with Jarrett J. Krosoczka (Online)	1	0
Kickstart Your Comic with Tim Seeley	1	26
Name That Tune (Online)	1	5
Mental Health Awareness Month: Self Help Techniques (Hybrid)	1	34
File Management	1	2
ILP: On Being Fabulous with Jonathan Van Ness and Kristi Yamaguchi (Online)	1	6
Cricut 101: Vinylcraft	2	4
Exploring Spices	1	10
Concert: Elvis Memphis to Vegas	1	92
Betty White: A Lifetime of Laughter (Hybrid)	1	164
Book a Librarian	6	7
LitLounge (Online)	1	6
Between the Lines	1	9
Between the Lines (Online)	1	4
Mini Library Take & Makes	1	32
Self Care Kits	1	90
Job Searching Kit	1	1
Senior Activity Kits	1	42
ESL Kits	1	7
Teen Programs	1	2
Anime Club High School	1	2
Youth Programs	51	1042
1000 Books Before Kindergarten Storytime	1	3
Anime Club	1	2
Battle of the Books, Crosstown Smackdown	1	30
Bedtime Stories & More	1	0
Chess Academy	1	16
Crafty Saturday	1	20
Drama Club	2	16

Family Engineering Night	1	27
Family Storytime	1	9
Famished for Fiction Meetup	1	4
Goofball Science Club	1	2
Homeschool Storytime	1	6
Lego Builders	1	14
Listen Up	5	147
LitLoot Middle School	1	15
Mathematics Circus	1	11
Mini Music Makers	1	17
Monday Morning Playgroup	4	94
Movin' & Groovin'	1	6
Officer Friendly Storytime	1	37
Preschool Storytime	3	52
Puzzle Gauntlet / Jr. Puzzle Gauntlet	2	13
Purrrfect Crafts	1	22
Read to the Rainbow Dogs	1	9
STEMonade Stand	3	290
Toddler Time	3	35
Tots Dealing with Big Feelings Storytime	1	16
T-shirt Tote Bag	1	4
Wee Read	8	125
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	45	1723
Early Childhood Alliance Resource Fair	1	325
Edison	6	480
Golf	1	31
Hynes	3	183
Jerusalem Lutheran	1	11
Kids Academy	3	42
Lincoln Jr. High	1	45
MCC	1	9
Melzer	20	425
Park View	8	172
Adult/Teen Services	1	19
MCC	1	19

**Morton Grove Public Library
Monthly Statistics
For 05/2023**

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	11533
Checkins at your stations	Checkin Leap In Hous	1663
Checkins at your stations	Quick Check in	33
Checkins at your stations	Self Check in	15
Checkins at your stations	Normal	3
Checkins at your stations	Checkin Leap Invento	2
	Total Checkins	13249
Checkouts at your stations	Leap Checkout and Renewal	4909
Checkouts at your stations	Self check Check out	5862
Checkouts at your stations	Circ Checkout and Renewal	11
	Total Checkouts	10782
Renewals at your stations	Auto-renewal	8557
Renewals at your stations	Power PAC Renewal	87
Renewals at your stations	Leap Checkout and Renewal	322
Renewals at your stations	Third party renewal	36
Renewals at your stations	Self check Check out	29
Renewals at your stations	Inbound Telephony Checkout	11
	Total Renewals	9042
Number of your Library's items checked out system-wide		10959
Number of your Library's unique items checked out system-wide		10027

Holds Placed through your interface		3183
Holds placed for/by your patrons		3275
Holds Held		2830
Holds Located		0
Holds Checkedout		2528
Holds Expired		0
Holds Cancelled		430
Holds Unclaimed		315
Number Of Items Currently Out		11569
Existing "MortonGrove" patron received new barcode		39
Patron Expiration Date Extended More Than 30 Days:		14
Count of physical patron records at beginning of 05/2023		9403
Minus Patron records physically deleted		90
Minus Patron library was changed from "MortonGrove" to some other CCS librar		2
Plus Patron records physically added		93
Plus Patron library was changed from some CCS library to "MortonGrove"		7
Count of physical patron records at end of 05/2023		9411
Minus In-House and Test Cards		8
Minus Expired Cards		311
Unexpired Patrons on file		9092
Leap Registration	Patron Lib=MortonGrove	93
Leap Registration	Patron Lib=CCSL	6
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1768
Number of items lent by your library to a CCS library		2266

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
05/2023 - 05/2023

*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	2,326	126	25	2,477	3.18	3.88
Cary	1,216	65	11	1,292	3.04	2.03
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,480	149	38	1,667	3.07	2.47
Des Plaines	4,590	266	307	5,163	5.38	7.65
Ela	2,692	128	0	2,820	3.31	4.49
Evanston	3,097	108	80	3,285	6.97	5.16
Fox River Valley	2,184	38	8	2,230	2.94	3.64
Fremont	1,736	55	27	1,818	1.83	2.89
Glencoe	1,167	31	23	1,221	2.33	1.95
Glenview	3,973	173	103	4,249	5.00	6.62
Grayslake	2,435	91	33	2,559	3.49	4.06
Highland Park	2,196	125	55	2,376	4.29	3.66
Huntley	1,419	67	3	1,489	2.85	2.37
Indian Trails Public Library	2,325	277	135	2,737	3.39	3.88
Lake Forest	1,041	9	0	1,050	3.11	1.74
Lake Villa	1,868	79	24	1,971	3.01	3.11
Lincolnwood	682	29	7	718	2.15	1.14
McHenry	229	0	0	229	2.66	0.38
Morton Grove	1,705	49	17	1,771	3.69	2.84
Niles	3,450	144	78	3,672	4.99	5.75
Northbrook	2,721	177	145	3,043	4.85	4.54
Palatine Public Library	3,702	116	60	3,878	4.18	6.17
Park Ridge	2,271	101	54	2,426	3.54	3.79
Prospect Heights	1,653	34	16	1,703	2.69	2.76
Round Lake	1,528	49	54	1,631	3.12	2.55
Warren-Newport Public Library	0	0	0	0	0.00	0.00
Wilmette	3,195	155	80	3,430	5.14	5.33
Winnetka-Northfield	2,055	81	17	2,153	3.01	3.43
Zion-Benton	1,062	67	40	1,169	2.80	1.77
Total	59,998	2,789	1,440	64,227	100.00	100.00

