



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

June 2021

Pam Leffler, Executive Director

Administration

On June 11 the state of Illinois entered Phase of the Restore Illinois plan. At that time, we stopped requiring mask usage by fully vaccinated individuals, both staff and patrons. Unvaccinated patrons and staff are still required to wear a mask unless guidance from the CDC, IDPH, and other health authorities indicates otherwise. All other rules for use in the library put in place in May, and outlined in my May report, remain:

- No limit on time in the building.
- Additional seating throughout the library.
- Computer use allowed on a walk-up basis.
- Computer use limit is 2 hours.
- Maintenance staff will no longer regularly clean the computer room equipment throughout the day. Cleaning supplies will remain available to patrons in the Computer Room should they wish to wipe down the equipment prior to use.
- Kidspace rules and protocols will remain as they are currently. Visits to Kidspace are by appointment only.
- Study rooms remain closed.

Youth Services/Lower-Level Renovation

- YS and lower-level renovation activities continue. As of this writing, shelving has been installed, the collection is slated to be moved back into the department on July 8, furniture delivered within the next few weeks, and substantial completion is still scheduled for mid- to late July.
- The Board will once again be meeting in the lower level at the July Board meeting and will be able to walk-through the space at that time.
- Pay application #5 for June has been included in your packets for approval. As explained previously, the pay applications are reviewed by SMC, the architects, and then passed on to the Library for pay approval by the Board each month.
- I continue to have regular meetings with library staff, the architects, Jason Perkunas, project manager/site superintendent from SMC, throughout the month.
- Updates and photographs of the renovation can be found on the library website at mgpl.org/renovation.

Personnel

- Two employees submitted their resignations this month. Caroline Nakic, Circulation Clerk, is leaving effective July 5, to take another position at the Evanston Public Library, and Sue Heidkamp, Technical Services Associate is retiring, effective July 15. Circulation Services Manager, Jeff Ray, and Technical Service Manager, Helga Scherer will be hiring replacements later in the year, once renovation activities are complete.
- After discussions with Adult Services Manager Melissa Mayberry, we will be replacing the vacant part-time Adult Services Librarian with an Adult Services Associate. Interviews for this position will begin in mid-July, and we hope to have it filled by mid-August at the latest.
- Other staff activities have been reported in the Department reports.

Automation & Technology

- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- We received our 2021 Per Capita Grant in the amount of \$34,323.25. In the past we have typically received approximately \$29,000 annually. This past year, the per capita amount was raised from \$1.25 to \$1.475, which has resulted in a larger Per Capita grant award.
- We have received permission to dispose of old records so Admin Assistant Susanne Gilbert and I will be working on the continued disposal and reorganization of files for the next several months.

Facilities

- Renovation activity continues and has been discussed above.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- The EDI Committee held their first meeting on June 23.

Events/Programs/Meetings

CCS Executive Committee	June 9
Department Manager meetings	June 9
ECC Board meeting	June 23
EDI Committee Meeting	June 23
HR Harassment Prevention Training	June 2
Library Board of Trustees Special Mtg	June 10
Library Board of Trustees Regular Mtg	June 10
SMC – Owner/Architect/CM meeting	June 1, 15, 29

Besides meetings listed above, I had several meetings throughout the month with Department Managers and other staff on a variety of personnel, collection, and building related issues.

MGPL Adult Services June 2021 Report Melissa Mayberry, Adult Services Manager

Adult Services was excited to have patrons in the building to kick-off the Summer Reading program! We kept the online component for submitting entries that we had last year, as well as our usual printed option. For the month of June, we had a total of 873 entries from 173 adult participants and 138 entries from 28 teens.

Programming

This month we started Seniors on the Lawn, a series of programs for older adults. Bingo and crafts are just a few of the different activities we are offering. Patrons expressed their happiness in having outdoor programming and being able to see and talk to fellow patrons and staff in person.



Another successful outdoor program was a Native Prairie Walk, led by a representative from The Grove of Glenview. Our patrons were so enthusiastic to learn, the walk was extended an additional 30 minutes.



For June we had a total of 34 programs with 326 attendees. In addition to our usual monthly programs, we presented virtual programs covering unique topics such as Juneteenth and Covid -related scams. We also have an increased interest in our Book a Librarian service, now that we have resumed in-person meetings. This month we met with 4 patrons to help with downloading ebooks, using smartphones and getting acquainted with a new laptop.

Book Picks

- 2 Adult- 13 titles
- 1 YA- 5 titles

Book/Media Displays

- Happy Pride
- Juneteenth: Celebrate Freedom
- 90s Throwbacks
- Inclusive Graphic Novels

Book Rivers and Record Sets

- Books About Cults That Will Keep You Up At Night
- Read Local
- Juneteenth: Celebrate Freedom
- LGBTQ+ Pride
- New Ya Releases
- HS Summer Reading Niles North
- HS Summer Reading Niles West
- HS Summer Reading Maine East

Library Aware Newsletters

- Bestseller Preview
- New Fiction
- New Non-Fiction

Videos

- One Minute Book Talk- River of Teeth

Continuing Education/Meetings/Webinars

- Marlene attended World Languages Networking Group
- Bob attended Museum of Bad Art (MOBA) Programmers Meeting
- Bob attended South Suburban Adult Programmers (SSAP) Meeting
- Edmund attended United Way: The Price We All Pay for Racism discussion with Heather McGhee
- Edmund met with a representative from Advocate General hospital to discuss potential partnerships
- Edmund and Melissa attended LACONI: How to Set Up Your Hybrid Library Programming for Success
- Edmund and Rebecca attended MGPL EDI committee meetings
- Melissa and Rebecca attended a meeting with a Ingram representative about iCurate (a tool for conducting diversity audits)
- Cailyn attended Booklist webinar: Inspiring SF&F for Teens: From Invasions and Revolution to Hope and Resilience

MGPL Circulation Services
June 2021 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 105 new patron cards registered
- 218 curbside appointments

Staff:

- Circulation Staff is currently shifting the Adult Non-Fiction collection.
- Circulation Staff is currently shifting the Adult Fiction collection.
- Effective June 5, Ruchi Sharma resigned from her Circulation Clerk 1 position to work a full-time position at another library.

MGPL Facilities
JUNE 2021 REPORT
Ed Tamras, Facilities Manager

- Cleaning, moving, and storing extra material away from the renovation.
- Installed new LED exit sign for garage door.
- Attached wireless router on wall and cable concealer near Lincoln entrance.
- Changing the HVAC filter and filter cover on a weekly basis in the basement due to the amount of dust in the air.
- Day to day operations of cleaning the library and checking outdoor grounds.
- Weekly: Drain the drip tube from the fire sprinkler system.

MGPL Marketing & Engagement
June 2021 Report
Chad Comello, Marketing & Engagement Manager

Web

- Uploaded and promoted videos for One Minute Book Talks and various program recordings
- Chad worked on the Digital Magazines webpage and updated other pages to account for post-reopening service changes
- Published 1 blog post:
 - Changes to Library Services in Phase 5

Design

- All began work on the August/September newsletter issue
- Karina and Bettina created event graphics for social media
- Karina created various graphics and print materials for Adult Services programs
- Karina started updating endcap signs in the collection
- Karina updated the Library of Things display for items added to the collection
- Karina screen-printed Summer Reading t-shirts for staff by hand (!) and installed a balloon arch at the East Entrance to celebrate the start of the Summer Reading Program
- Karina updated our prize wheel and got things ready for the French Market
- Bettina continued producing materials for the summer reading program
- Bettina finalized design proposals for the elevator doors and presented them to managers
- Bettina created the July StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

Promotion

- Chad sent weekly e-news and promotional emails through Savannah
- Chad posted on social media accounts daily
- Chad posted photo updates from the YS renovation to the Facebook photo album
- Bettina posted select events to Patch and Tribune Things to Do online calendars

Meetings/Training/Etc.

- Weekly meetings for the Marketing department and managers
- June 2: Chad attended the webinar “Harassment Prevention Training for Managers” (HR Source)
- June 17: Chad attended a Coming Together meeting

MGPL Technical Services
June 2021 Report
Helga Scherer, Technical Services Manager

Staff Projects:

- Staff continue relabeling the YS picture book collection. Labels are being applied to the front cover of each book to enable them to be used in the new face-out shelving post remodeling. Baxter Room picture books totaled 6,320 and re-labeling was completed as of June 30, 2021 . Picture books in Kidspace will be relabeled in early July.

Department Head Projects:

- Meeting with Jeff and Courtney to discuss the movement of books from Kidspace to the new Youth Services shelving. Reshelving of this material will occur in July after Hallett has reshelved all materials currently in the Baxter Room.
- Continue working on CD relabeling project. This is completed through Gospel music with the largest collection, Rock, remaining.
- Coordinating and working on the picture book project as described above
- Reviewing features in the Polaris 6.6/6.7 upgrade. Documentation available from both Innovative and CCS. This upgrade includes changes to LEAP that could impact Technical Services. At this time Technical Services staff work almost entirely in the Polaris client, using LEAP only for the creation of record sets.

Meetings

- Ingram presentation of iCurate
- Weekly manager's meetings
- Construction meetings

Staff

- Sue Heidkamp has submitted her intent to retire as Technical Services Associate as of July 15, 2021. Sue has been with Morton Grove Public Library since 2012.

MGPL Youth Services June 2021 Report

Courtney Schroeder, Youth Services Manager

June brings our favorite time of year – Summer Reading! It's a lot of work, but well worth it. This year, we set up pick-up on the front porch so that everyone (including the kids) could come and grab their materials from us. We actually got to see many of our regulars and it was wonderful. Last year's program had 585 participants; this year's count is at 741! What a spectacular turnout. We couldn't be more proud of the program we created and the community seems to be responding well. Hopefully next year will be a bit more 'back to normal', but in the meantime, we're sure making lemonade out of lemons!

We're all getting excited about moving back down into our new department. The staff love seeing the pictures and all got to tour the new space a few times now that it's all coming together.



Programming

In June we provided 43 programs for 1586 people (Zoom programs are actual attendance numbers, Facebook Live/Streaming program numbers are of views as of the end of the month). This includes the 653 **STEMonade Stand** kits we gave out this month.

As part of our Summer Reading programming lineup, we offered a mix of online and in-person programs. We've had success with our **Mess-terpiece Mondays**, making messy art on the front lawn. Just a few days ago, one of our young patrons

left us a note that read,

“Dear MGPL YS, Thank you for the pendulum painting program! It was super messy and fun!”

Another huge hit, **Reading Colors your World Storytime**, brings in 20+ people each week. Staff have enjoyed bringing a different color-themed storytime to the community each week. We've also been on the go with **Stories in the Park** at a different Morton Grove Park District location each time. Families even showed up in the pouring rain hoping to participate in a storytime.

Jess' **StoryWalk**® continues to be a huge hit now that it's moved from the Library's front lawn out into the community. Don't worry, it will be back onsite in the fall. Until then – it's enjoying a vacation at various parks around town.

Outreach

This month, the outreach team visited with 3 groups (60 kids/teachers) in the schools. Brittany and Debbie both visited with groups at Morton Grove Park District camps. Debbie also visited with Sunny Bunny, a local preschool. The YS Team also provided 6 summer school classrooms with 87 books.

Professional Development/Training/Meetings

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

- Sarah, Amy, and Courtney attended the ALSC webinar, Giving Storytime a Tune-up: Embedding Music Activities to Support Texts and Engage Participants
- Debbie attended the Illinois Action for Children Partner Plan Act Conference
- Brittany attended the Ryan Dowd webinar on what to do when you get hit on by a customer.
- Brittany and Jess attended the RAILS EDI meeting on Equity, Diversity, and Inclusion in Youth Services.
- Debbie attended the Advocate Literacy Committee meeting.

MGPL STATS

JUNE 2021

CHECKOUTS



15,687
books



167
audiobooks



2,194
movies



280
albums



565
magazines

4,456

total econtent checkouts

2,116
ebooks

1,390
eaudiobooks

680
movies

91
albums

179
magazines



READING COLORS YOUR WORLD

2021 Summer Reading Program

741 participants in the kids program

173 adults and **28** teens participants in the adult and teen program with a total of 1,011 entries



218

curbside pickup
appointments



7,260

people visited
the Library



404

computer
appointments



4,692

questions
answered



8,285

total active
library cards



11,166

website
visits



36 adult programs

435 viewers

43 kids programs

1,586 viewers

Programming Statistics - June 2021

Program Name:	# of sessions	Total Attendance
Adult Programs	36	435
Chair Yoga (Zoom)	4	127
Tai Chi (Zoom)	2	20
Meditation (Zoom)	1	3
Crafting for Charity	1	8
Chicago Transit Hikes with Lindsay Welbers (Zoom)	1	13
Native Prairie Walk	1	15
Navigating Your Job Search: Looking for a Job Today (Zoom)	1	2
Navigating Your Job Search: Resumes and Marketing Material (Zoom)	1	2
Navigating Your Job Search: Informational Interviewing (Zoom)	1	1
Navigating Your Job Search: Interviewing in the Virtual Age (Zoom)	1	2
COVID-Related Scams: What You Need to Know (Zoom)	1	8
Epic Tomato Growing Techniques: Varieties, Stories, and Demos (Zoom)	1	52
How to Use Google Photos (Zoom)	1	6
Paper Flower Wreaths (Zoom)	1	15
Juneteenth (Zoom)	1	23
MOBA 101: Intro to the Museum of Bad Art (Zoom)	1	5
Backyard Wildlife: If You Build It, They Will Come (Zoom)	1	24
Introduction to Outlook (Zoom)	1	3
Seniors on the Lawn: Bingo	1	4
Seniors on the Lawn: Arts & Crafts	1	4
Seniors on the Lawn: Coloring & Brain Puzzles	1	6
Book a Librarian	4	4
Exploring Spices(Zoom)	1	13
Between the Lines (Zoom)	1	8
Book Chat (Zoom)	1	3
LitLounge (Zoom)	1	13
International Book Talk (Phone)	1	13
Senior Activity Kits	1	35
ESL Kits	1	3
Teen Programs	0	0
LitLoot		
Teens Finals Study Break		
Youth Programs	43	1586
Absolute Science Streaming STEM Videos (YouTube)	4	36
Bedtime Stories (Facebook)	1	46
Bedtime Yoga (Zoom)	1	5
Chess Academy (Zoom)	1	9
Crafty Saturday	1	55
Cuddle Bugs Infant Massage (Zoom)	1	13
Drama Club (Zoom)	1	11

Family Lawn Games	3	58
Franken-Apples: The Game (Zoom)	1	4
Frog Lady Presents: My Animals are Green (Zoom)	1	13
Lego Builders (Zoom)	1	12
LGBT+ Storytime Celebrating All Types of Families (Zoom)	1	16
Mess-terpiece Mondays	2	83
Nintendo Switch Gaming (Zoom)	2	7
Reading Colors Your World Storytime	4	96
STEMonade Stand	5	653
Stories in the Park	4	46
Summer Storytime (Facebook)	5	305
Wee Read (Facebook)	4	118
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	3	60
Sunny Bunny PreK	1	11
MGPD Kidventure/Jr. Camp	2	49
Adult/Teen Services	0	0

2021 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
CIRCULATION															
														2020	Apr-20
Total Checkouts (physical material)	6689	5,857	9,034	9,070	9,208	12,043							51,901	27,312	0
Total Renewals (physical material)	5237	5,532	5,220	7426	6941	7,575							37,931	18,466	0
Downloads/Streaming															
ebooks	2,197	2,129	2,255	2,076	2,050	2,116							12,823	6,355	3,445
eAudiobooks	1,320	1267	1,326	1,216	1,240	1390							7,759	3,466	1,442
Movies	868	802	753	707	656	680							4,466	2,222	1,294
Music	127	98	86	73	90	91							565	330	164
Magazines	222	300	301	146	161	179							1,309	380	189
TOTAL	16,660	15,985	18,975	20,714	20,346	24,074	0	0	0	0	0	0	116,754	58,531	6,534
In House Use	80	0	109	86	201	299							775	1,979	0
COLLECTIONS															
Adult/Teen Collection															
Books	52,649	52,409	52,912	52,472	52,197	51,915									52,463
CDs (music)	4,847	4,525	4,561	4,575	4,579	4,588									5,247
Audiobooks	2,018	2,024	2,032	1,948	1,988	2,001									1,985
DVDs/Blu-ray	9,948	9,900	9,930	9,886	9,853	9,878									9,676
Videogames	647	651	574	529	534	552									581
Laptops	7	7	7	7	7	7									5
Hotspots	20	20	20	20	20	20									20
Serials (Title count)	185	185	185	185	185	185									231
Microforms	209	209	209	209	209	209									209
Library of Things	55	55	59	61	61	67									n/a
Youth Collection															
Books	41,745	42,126	42,303	42,078	42,462	42,448									43,612
CDs (music)	848	848	847	847	847	847									828
Audiobooks	593	593	593	601	603	605									683
DVDs/Blu-Ray	4,440	4,451	4,451	4,154	4,286	4,185									3,968
Videogames	533	531	531	530	532	547									471
Serials (Title count)	23	23	23	23	23	23									26
Multimedia Kits (STEM kits)	39	39	39	39	39	39									39
Laptops	1	1	1	1	1	1									1
Tablets	4	4	4	4	4	4									4
TOTAL	118,811	118,601	119,281	118,169	118,430	118,121	0	0	0	0	0	0	0		120,049

2021 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
PATRONS															
Gate Count				5,888	5,364	7,260							18,512	31,877	0
Curbside Appointments	1,648	1,554	932	248	235	218							4,835	n/a	n/a
Active Cards	9,863	9,822	9,118	8,800	8,243	8,285									8,915
Other (NR Fee, Org, etc)	0												0		0
% of MG pop w/active cards	44%	44%	40%	39%	38%	38%%							n/a		39%
REFERENCE															
Adult															
Technology and Reference	573	443	672	836	867	1,050							4,441	2,709	86
Directional/General Library Info	655	558	704	806	784	882							4,389	2,821	151
Reading Program	3	0	0	0	0	29							32	0	0
Youth															
Technology and Reference	325	234	416	460	442	577							2,454	1,251	5
Directional/General Library Info	64	105	256	308	268	634							1,635	928	0
Reading Program	3	0	0	0	6	1385							1,394	100	0
Circulation															
General Info	0	0	58	67	71	68							264	208	0
Directional	0	0	69	55	63	67							254	169	0
TOTAL	1,623	1,340	2,175	2,532	2,501	4,692	0	0	0	0	0	0	14,863		
OUTREACH															
Offsite Visits	23	14	29	6	10	3							85	83	0
Audience	374	280	825	94	997	60							2,630	2,226	0
In Library Visits	0	0	0	0	1	0							1	6	0
Audience	0	0	0	0	12	0							12	154	0
School Deliveries	3	1	0	2	0	6							12	10	0
Items	93	27	0	58	0	87							265	149	0
Homebound Deliveries	0	15	19	21	19	17							91	38	0
Items	0	153	135	165	155	133							741	269	0
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	0	0	169	268	305	404							1,146	2,280	0
Total time (hrs)	0	0	69	128	172	362							731	2,673	0

2021 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
AWE Early Learning computers															
Sessions	0	0	0	0	0	0	0						0	882	0
Total time (hrs)	0	0	0	0	0	0	0						0	301	0
Public Scan Stations															
Scans	276	131	656	1,099	1,372	1,212							4,746	5,351	0
Faxes (pages)	26	33	56	69	55	60							299	108	0
Public WiFi Use															
Unable to obtain at this time.															
Devices													0		n/a
Sessions													0		n/a
Website Visits															
mgpl.org	12,824	12,820	12,055	10,342	9,834	11,166							69,041	27,191	6,590
Databases/Online Resources															
Sessions	1,191	1,269	1,478	1,142	1,273	810							7,163	2,540	1,000
Searches	3,677	3,753	3,549	3,721	2,280	2,356							19,336	11,165	4,791
LIBRARY PROGRAMMING															
Adult															
Number of Program Sessions	27	22	21	34	30	36							170	123	12
Total Attendance	584	934	356	599	291	435							3199	2508	1385
Teen															
Number of Program Sessions	1	1	1	1	2	0							6	9	0
Total Attendance	5	12	12	8	8	0							45	101	0
Youth															
Number of Program Sessions	37	33	43	36	39	43							231	142	7
Total Attendance	1839	1694	1900	1588	1503	1586							10110	4561	1938
Library-wide															
Number of Program Sessions	0	0	0	0	0	0							0	0	0
Total Attendance	0	0	0	0	0	0							0	0	0
MEETING ROOM USAGE															
Activity Room															
Library	0	0	0	0	0	0							0	123	0
Outside Use	0	0	0	0	0	0							0	0	0

2021 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Baxter Room															
Library	0	0	0	0	0	0	0						0	45	0
Outside Use	0	0	0	0	0	0	0						0	4	0
Cooperman Room															
Library Use	0	0	0	0	0	0	0						0	41	0
Outside Use	0	0	0	0	0	0	0						0	5	0
STUDY ROOM USAGE															
Reservations	0	0	0	0	0	0	0						0	831	0
Total time	0	0	0	0	0	0	0						0	1776	0
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	0	0	0	0	0	0	0						0	148.5	0
Teen	0	0	0	10	1.5	0.5							12	11.5	0
SOCIAL MEDIA															
Facebook															
posts	67	66	81	73	72	77							436	157	54
total page likes as of 1st of the month	1990	2005	2023	2037	2043	2034							n/a		1,882
post likes/shares/comments	1816	1684	3084	1561	976	1247							10,368	3,850	953
Twitter															
posts	65	47	68	66	63	79							388	124	41
total followers as of the 1st of the month	704	712	721	725	719	726							n/a		692
profile visits	564	244	491	362	260	492							2413	274	69
mentions	12	4	15	13	3	4							51	30	6
Instagram															
posts	36	21	35	37	32	44							205	69	26
total followers as of the 1st of the month	926	948	962	966	970	979							n/a		765
likes/comments	645	437	622	612	421	938							3675	1457	605
YouTube															
videos	6	5	7	11	14	5							48	12	11
views	100	119	205	263	181	94							962	508	491