



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

January 2022

Pam Leffler, Executive Director

Administration

Due to COVID, programming remained online through the month of January. The end of the month saw cases start to trend downward and some in-person programming was slated to begin at the beginning of February. Staff absences due to potential COVID exposure started to decline slightly towards the end of the month as well. Work from home continues to be allowed, with an anticipated return to all staff in the building in mid-February. Patrons continue to be supportive of COVID mitigation efforts and masking requirements. This was particularly noticeable as many of our western and southern school and library neighbors saw protests regarding masking requirements.

Personnel

- Stephanie Klamm started in her role as Youth Services Associate on Tuesday, January 11.
- Other personnel news can be found in the Department reports.

Automation & Technology

- At the January meeting the Board approved the purchase of new computers as outlined in our lifecycle replacement spreadsheet.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- We continued to provide documentation to Sikich and Lautherbach & Amen to complete our annual audit.
- W-2s, 1094s, and 1099 tax documents were prepared and sent out to staff and vendors.
- The Per Capital Grant application and Expenditures reports were completed and sent to the Illinois State Library on January 6.
- Department Managers and I met to discuss the Loans, Renewals, Fines, Services Policy. We are recommending that we make permanent the loan period changes that were instituted at the beginning of the COVID pandemic which standardized most loan periods to 3 weeks. The 'current' policy (pre-COVID) and our 2022 recommended changes are included in your packets.
- With the release of the February/March newsletter, which highlighted the new Comics Plus database on the front cover, we received emails from three concerned residents about one of the titles shown on the cover, *Gender Queer*. Both President Macejak and I responded to these concerns via email, emphasizing the library's role in serving *all* of our increasingly diverse Morton Grove community and creating a safe space for everyone. In these emails I also outlined the steps for filing a formal Request for Reconsideration of material should any of them wish to do so. In early February one patron made a

formal request for reconsideration. You will find these emails, the completed Request for Reconsideration form, and our Collection Development Policy in your packets. As outlined in the Collection Development Policy, I have appointed an ad hoc committee to review the request for reconsideration and make a recommendation for disposition of this title to me by Wednesday, February 16. I will notify the patron of our decision at that time. To appeal the decision of the Executive Director a written request for hearing before the Board of Trustees would need to be made to the President of the Library Board of Trustees. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Morton Grove Public Library. The Board may vote to uphold or override the decision of the Executive Director. All decisions of the Library Board of Trustees are final.

Facilities

- Maintenance staff continued to do a great job of keeping the library sidewalks and parking places clear of ice and snow. Staff at St. Martha's have also been very responsive about keeping the lot between the church and the library clear.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- On January 27 I attended the virtual program "Confronting the Rise of School Board Disruptions." Speakers included Jennifer Berkshire, a national education journalist and author of *A Wolf at the Schoolhouse Door*; State Senator Cristina Pacione-Zayas, Former VP of Policy for Erikson Institute and an Illinois State Board of Education secretary and member; Nathaniel Rouse, Director of Equity, Race, and Cultural Diversity Initiatives at Barrington School District 220; and Julie Harris, educator from Tinley Park CCD146. While this was a program primarily geared towards school boards, we have seen an increase in the number of disruptions to library board meetings and library services at several of our northern Illinois library neighbors which prompted my interest in attending. I found the program interesting (and alarming!), however, it was very much geared towards board and community members, and I was hoping to get more concrete examples of ways that I, as an administrator, could better deal with disruptions at meetings. We have been extremely fortunate that the Morton Grove community is supportive of the library but having mechanisms to effectively address concerns of residents while keeping meetings respectful and attendees safe are always useful to have. A recording of the event can be found at https://www.ilfps.org/school_board_disruptions_event.
- On a personal note, I would like to give a special thanks to the Department Managers and Administrative staff for the support I received this month when both my mother and my husband had medical emergencies that required me to be out of the building for extended periods of time.

Events/Programs/Meetings

CCS Governing Board	January 12
Department Manager meetings	January 26
ECC Executive Committee	January 26
Golf D67 Phase 3 Community Committee	January 10
Library Board of Trustees Policy Committee	January 6
Library Board of Trustees Regular Mtg	January 13
RAILS Member Update	January 19

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
Jan 2022 Report
Melissa Mayberry, Adult Services Manager

Over 100 patrons decorated and wrote positive affirmations on homemade paper lanterns for our New Year's Luminaria display. While there was significant snow on the day, we did have many come by the library to see the beautiful collection of hopes and wishes for 2022.



Programming

Patrons were very understanding when we informed them that in-person programs were suspended in January. We did have a lineup of entertaining and informative online programming already scheduled. Patrons had the opportunity to learn how to use Excel to create a household budget, hear about TV's greatest game shows from historian Tim Wilsey, attend an author talk with Silvia Moreno-Garcia and much more.

Our book discussion groups were the first programs that we restarted at the beginning of the pandemic, and they have been consistently attended by a core group of patrons. This month a regular attendee from before Covid was able to attend for the first time in almost a year. He told the group that he's specifically requested Tuesday nights off going forward so he wouldn't have to miss *Between the Lines* anymore, as he looks forward to the discussion every month as a way of decompressing from his very stressful job as a nurse.

We cohosted the second International Book talk with Inspire: Culture, Learning and Libraries, located in Nottinghamshire, England. Attendees shared what they are reading and discussed differences with books written in the UK verses America. Patrons thoroughly enjoyed this opportunity to have a conversation with readers across the pond and have asked for this to be offered more frequently.

Website

This month we launched Comics Plus, a digital collection offering over 20,000 titles for readers of all ages. AS staff worked with the vendor to onboard the resource, familiarized themselves with the website and app and worked with the Marketing dept to promote.

- **Book/Media Displays**
- New Year, New You
- Coming-of-Age
- Armchair Travel

Book Rivers and Record Sets

- New Books for the New Year
- New Year, Worse You
- Manga Series
- MGPL Most Read in 2021
- New YA Releases
- Health & Fitness

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Marlene attended Promote Community Engagement and Challenge Prejudice with a Human Library
- Melissa attended Gender 101 presented by Lurie Children's Hospital
- Rebecca and Edmund attended the MGPL EDI committee
- Cailyn attended Comics Plus Library Pass Manga Webinar
- Edmund attended CALVAN meeting
- Edmund attended NRVAN meeting

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

Patrons:

- 71 new library cards registered

Staff:

- 1/20/22 attended LACONI Gender 101: Presented by Lurie's Children Hospital program
- 1/24/22 attended 1st session of Library Director Crash Course seminar
- 1/31/22 attended 2nd session of Library Director Crash Course seminar

MGPL Facilities
January 2022 Report
Edmon Tamras, Facilities Manager

- Continued/ongoing removal of snow and ice around the building:
 - Parking lot behind the library and a couple car spaces that continue to get icy due to downspout. We continue to try to break the ice areas and salt.
 - Broke off massive amounts of ice that was formed on the gutters near main entrance on Lincoln Ave, used heat gun and gas torch to melt off ice inside down spout. Poured some anti-freeze on gutters, down spout, and the new underground PVC piping to avoid blockage from ice buildup.
 - Scraped snow off the roof using a roof scraper to avoid time melting the snow and weight off the gutters.
 - Extra vacuuming in the entire building due to ice melt rock coming into the library because of patron traffic; also cleaning of white salt spots left on the carpet tiles also due to patrons.
- The "ground fault" issue on our fire panel continues. To date, HRSS has not been able to fix the problem. We will most likely reach out to other fire protection companies to do an extensive "troubleshoot" to determine what is causing the ground fault issues and to fix and bring back the fire panel back to normal.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Manage day to day operations.

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

- Helga will prepare a combined January/February report for next month.

MGPL Marketing & Engagement
January 2022 Report
Chad Comello, Marketing & Engagement Manager

Web

- Uploaded and promoted videos for Brain Bytes and various program recordings
- Created webpage and webform for Patron Satisfaction Survey at mgpl.org/survey
- Updated Teens webpage in consultation with Cailyn

Design

- Completed work on the February/March newsletter issue, which was the first with our new printer American Litho
- Karina and Bettina created many graphics, including for social media, print, and digital signage
- Karina finished collecting data for the 2021 annual review and created draft of paper and web versions
- Karina created a Summer Reading Sponsorship form we can use for soliciting donations from individuals and local businesses
- Karina prepped kits for and taught a Simple Decorative Wreath class
- Bettina drafted and finalized the Summer Reading Program logo
- Bettina helped create and install the February StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

Promotion/Other

- Chad sent weekly e-news and promotional emails through Savannah
- Chad posted on social media accounts daily
- Bettina posted select events to Patch and Tribune Things to Do online calendars
- Karina helped Melissa set up the New Year's Luminaria event and took photos
- Chad developed and began distributing a short Patron Satisfaction Survey online and in print (paper form designed by Karina) throughout the month
- Chad worked with Library Market to develop a webpage for our archive of 50+ oral history interviews, and began adding them to the website
- Karina purchased cookies for monthly staff celebrations and for staff who graduated from library school

Meetings/Training/Etc.

- Regular meetings for the Marketing department and managers
- January 12: All met with Courtney and Melissa to discuss Summer Reading Program sponsorship model and SRP plans
- January 27: Bettina attended the EDI Committee meeting

MGPL Youth Services January 2022 Report

Courtney Schroeder, Youth Services Manager

Programming

In January, we provided 34 programs for 1322 people.



This month we went back to completely virtual programming, changing most of our previously scheduled in-person programs into Zoom events. As expected, there was a drop in attendance as families adjusted to the spike in cases after the holidays and while people were grateful to still have programs available to them, it's very hard to go back to virtual programming after months of successful in-person events. We're looking forward to getting back to our 'new normal' of in-person programming soon.

This month, Jess's **Family Engineering Night** switched to a fun at-home family activity with most families picking up supplies to make their laser mazes.

This month was Natalie's first **LitLoot Middle School** pickup and seven kids picked up their boxes of goodies.

Sarah hosted a virtual **MLK Jr. Day Storytime** focused on peace and kindness and 21 people joined in on the day off from school.

Kids continue to read through their **1000 Books before Kindergarten** and attend the bi-monthly storytime. By the time they finish reading their 1,000 books, participating kids will have received a bag with shaker egg and scarf for participating in storytimes from home, a t-shirt, a book, and a certificate of completion. They even get to put their name on a nameplate in their favorite book in our collection. In addition, they collect stars along the way for every 100 books they read and decorate a bookmark they can use for reading in the future. We're glad people are so excited to participate (and eager to finish). We currently have 140 kids signed up for the program.

Outreach

In January, the outreach team visited with 9 groups (124 kids/teachers) in the schools and daycares and hosted three groups of Jerusalem Lutheran students for their monthly visits. The YS Team also provided 9 book bags of 167 books for area classrooms.

Professional Development/Training/Meetings

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

- Jessie attended the School Facilitators meeting.
- Debbie attended the RAILS Preschool Outreach networking meeting.

- Jess attended the IYSI Conference planning committee meeting.
- Debbie an event planning committee meeting of the ECA (Early Childhood Alliance).
- Natalie and Sarah attended the MGPL EDI committee meeting.
- Jessie attended the webinar, Authors and ARCs, Part 2
- Debbie attended a meeting of the CMN (Children's Music Network) Early Childhood Affinity Group.
- Jessie began training with Ryan Dowd's Librarian's Guide to Homelessness with the Core Training and Covid Behaviors webinar.
- Debbie attended a LELA meeting that focused on Spring and Summer program plans for kids ages 0-5.
- Sarah attended the RAILS networking meeting of the EDIT-YS group (an EDI-focused group).
- Debbie attended a meeting of the Niles Township ECA Coaching group.
- Jess attended a meeting of the YSS LACONI board.
- Jessie watched the webinar of Randon House Children's Books Spring 2022 preview.
- Debbie attended a meeting of the Advocate Literacy Initiative and resident training.

02/01/2022

**Morton Grove Public Library
Monthly Statistics
For 01/2022**

The Checkout numbers and Renewal numbers exclude in-house cards as well as test cards

The line that reads "Number Of Items Currently Out" counts items with these Item Statuses :

'Checked Out', 'On loan to another library', 'Awaiting Pickup', 'In transit to another library', 'In-Transit to Home Library'

For More Information: <https://www.learning.ccslib.org>

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	10871
Checkins at your stations	Checkin Leap In Hous	460
Checkins at your stations	Quick Check in	8
Checkins at your stations	Self Check in	5
Checkins at your stations	Normal	1
	Total Checkins	11345
Checkouts at your stations	Leap Checkout and Renewal	5792
Checkouts at your stations	Self check Check out	5518
Checkouts at your stations	Circ Checkout and Renewal	9
	Total Checkouts	11319
Renewals at your stations	Auto-renewal	9055
Renewals at your stations	Power PAC Renewal	191
Renewals at your stations	Leap Checkout and Renewal	335
Renewals at your stations	Self check Check out	59
	Total Renewals	9640
Number of your Library's items checked out system-wide		11317
Number of your Library's unique items checked out system-wide		10491
Hold Placed through your interface		3798
Hold placed for/by your patrons		4001
Hold Held		3677
Hold Located		0
Hold Checkedout		3191

Holds Expired		0
Holds Cancelled		514
Holds Unclaimed		380
Number Of Items Currently Out		11858
Existing "MortonGrove" patron received new barcode		25
Patron Expiration Date Extended More Than 30 Days:		8
Count of physical patron records at beginning of 01/2022		9508
Minus Patron records physically deleted		120
Minus Patron library was changed from "MortonGrove" to some other CCS librar		3
Plus Patron records physically added		71
Plus Patron library was changed from some CCS library to "MortonGrove"		2
Count of physical patron records at end of 01/2022		9458
Minus In-House and Test Cards		12
Minus Expired Cards		667
Unexpired Patrons on file		8779
Leap Registration	Patron Lib=MortonGrove	71
Leap Registration	Patron Lib=CCSL	6
Pac Registrations from 01/2021 thru 12/2021 - All		0
Pac Registrations from 01/2021 thru 12/2021 - Converted		0
Pac Registrations from 01/2021 thru 12/2021 - Conversion Rate		0%
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2023
Number of items lent by your library to a CCS library		2474

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
01/2022 - 01/2022

*Circulation between a library's branches is excluded from these numbers.
For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.*

The columns are labeled as follows:

1. Lending Library
2. Intra-CCS - To CCS Libraries
3. Other Ill. - To Other Libraries or Systems in Illinois
4. Outside Ill. - To Libraries Outside of Illinois
5. Total - Total Sent by Lending Library
6. Percent Held - Lending Library Holdings to System Wide Holdings
7. Percent Intra-CCS - Lending Library Intra-CCS ILL to System Wide Total Intra-CCS ILL

Lending Library	Intra-CCS	Other Ill.	Outside Ill.	Total	Percent Held	Percent Intra-CCS
Algonquin	3,027	225	27	3,279	3.29	4.38
Cary	1,424	59	9	1,492	3.06	2.06
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,519	156	22	1,697	3.07	2.20
Des Plaines	4,673	354	336	5,363	5.45	6.77
Ela	3,551	112	1	3,664	3.26	5.14
Evanston	3,179	145	99	3,423	7.11	4.60
Fox River Valley	3,090	27	10	3,127	2.82	4.47
Fremont	2,249	80	31	2,360	1.84	3.26
Glencoe	1,467	54	12	1,533	2.32	2.12
Glenview	3,543	186	73	3,802	5.00	5.13
Grayslake	3,381	111	49	3,541	3.45	4.90
Highland Park	2,568	107	37	2,712	4.16	3.72
Huntley	31	2	0	33	2.82	0.04
Indian Trails Public Library	2,755	123	83	2,961	3.44	3.99
Lake Forest	1,588	6	0	1,594	3.02	2.30
Lake Villa	2,621	81	28	2,730	2.85	3.79
Lincolnwood	981	21	6	1,008	2.06	1.42
McHenry	1,919	77	43	2,039	2.65	2.78
Morton Grove	1,814	48	15	1,877	3.57	2.63
Niles	4,378	142	95	4,615	4.93	6.34
Northbrook	3,266	197	151	3,614	4.91	4.73
Palatine Public Library	4,375	86	1	4,462	4.26	6.33
Park Ridge	2,050	91	50	2,191	3.46	2.97
Prospect Heights	1,670	27	10	1,707	2.59	2.42
Round Lake	1,627	23	38	1,688	3.27	2.36
Wilmette	3,551	134	37	3,722	5.01	5.14
Winnetka-Northfield	1,569	44	14	1,627	2.93	2.27
Zion-Benton	1,201	96	42	1,339	3.41	1.74
Total	69,067	2,814	1,319	73,200	100.00	100.00

2022 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<u>PATRONS</u>															
Gate Count	6,912												6,912		0
Curbside Appointments	29												29	1,648	1,648
Active Cards	8,779														9,863
Other (NR Fee, Org, etc)													0		0
% of MG pop w/active cards	39%												n/a		44%
<u>REFERENCE</u>															
Adult															
Technology and Reference	809												809	573	573
Directional/General Library Info	608												608	655	655
Reading Program	0												0	3	3
Youth															
Technology and Reference	473												473	n/a	n/a
Directional/General Library Info	326												326	n/a	n/a
Reading Program	5												5	n/a	n/a
Circulation															
General Info	71												71	0	0
Directional	96												96	0	0
TOTAL	2,388	0	0	0	0	0	0	0	0	0	0	0	2,388	0	0
<u>OUTREACH</u>															
Offsite Visits															
Audience	124												124	0	0
In Library Visits															
Audience	0												0	0	0
School Deliveries															
Items	167												167	0	0
Homebound Deliveries															
Items	0												0	0	0
<u>TECHNOLOGY/INTERNET USE</u>															
Public Access computers															
Sessions	487												487	0	0
Total time (hrs)	404												404	0	0

2022 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
Total time (hrs)	0												0	0	0
Public Scan Stations															
Scans	922												922	276	276
Faxes (pages)	115												115	76	76
Public WiFi Use	Unable to obtain at this time.														
Devices													0		n/a
Sessions													0		n/a
Website Visits															
mgpl.org	10,973												10,973	12,824	12,824
Databases/Online Resources															
Sessions	1,122												1,122	1,191	1,191
Searches	2,879												2,879	3,677	3,677
<u>LIBRARY PROGRAMMING</u>															
Adult															
Number of Program Sessions	27												27	27	27
Total Attendance	495												495	584	584
Teen															
Number of Program Sessions	0												0	1	1
Total Attendance	0												0	5	5
Youth															
Number of Program Sessions	34												34	n/a	n/a
Total Attendance	1322												1322	n/a	n/a
Library-wide															
Number of Program Sessions													0	0	0
Total Attendance													0	0	0
<u>MEETING ROOM USAGE</u>															
Activity Room															
Library													0	0	0
Outside Use													0	0	0

2022 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
Outside Use	0												0	0	0
Cooperman Room															
Library Use	0												0	0	0
Outside Use	0												0	0	0
<u>STUDY ROOM USAGE</u>															
Reservations	155												155	0	0
Total time	363.5												363.5	0	0
<u>OTHER/MISCELLANEOUS</u>															
Volunteer Hours															
Adult	22.04												22.04	0	0
Teen	18.23												18.23	0	0
<u>SOCIAL MEDIA</u>															
Facebook															
posts	38												38	67	67
total page likes as of 1st of the month	2109												n/a		1,990
post likes/shares/comments	1043												1,043	1,861	1,861
Twitter															
posts	33												33	65	65
total followers as of the 1st of the month	755												n/a		704
profile visits	371												371	564	564
mentions	8												8	12	12
Instagram															
posts	20												20	36	36
total followers as of the 1st of the month	1037												n/a		926
likes/comments	396												396	645	645
YouTube															
videos	5												5	6	6
views	101												101	100	100