



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

February 2022

Pam Leffler, Executive Director

Administration

COVID cases in the Chicagoland area continued to drop which prompted us to begin once again offering some programs in-person, and effective February 15 all staff were working all hours in the library unless special permission was granted. The end of the month saw the Governor rescind the statewide masking mandate, and signage throughout the building was changed to indicate that mask wearing while in the building was now recommended rather than required. The only areas where mask usage is still required is during programs held in the Youth Services Activity Room and during Book-a-librarian sessions. Staff can continue to wear masks for as long as they wish, and in fact, all the staff have continued to wear masks while in the building. Anecdotally, we have noticed that most of our patrons have also continued to wear masks in the building. We remain extremely hopeful that COVID cases will continue to decrease and that we will continue our move towards normalcy.

Personnel

- No major personnel changes this month.
- Other personnel news can be found in the Department reports.

Automation & Technology

- Replacement computers approved at last month's meeting were ordered. Because of supply chain issues these will probably not be received and installed until April.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- We continued to provide documentation to Sikich and Lauterbach & Amen to complete our annual audit.
- The 2022 Illinois Public Library Annual Report was completed and sent to the Illinois State Library on February 25, 2022. A copy of the IPLAR is included in your packets.
- I appointed an ad hoc committee to review the patron complaint about the graphic novel *Gender Queer* and the Comics Plus database. After careful consideration of the patron's concerns and request for reconsideration, the committee recommended, and I agreed, that *Gender Queer* would remain in the Comics Plus database. Comics Plus will also create an additional separate and distinct url for us that will access directly material appropriate for our younger users. While the Board was copied on my email response to the patron, I have included this email and the complete committee report in your packets. As of this writing neither I nor the Board President have been asked to schedule a formal hearing to reconsider my final recommendation.

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.
- After careful consideration and discussion, Facilities Manager Ed Tamras and I decided not to renew our contract with Complete Cleaning Company, primarily due to cost. The new contact included an almost 9% increase. Maintenance staff will once again be responsible for the daily cleaning of the library facility.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

Events/Programs/Meetings

CCS Executive Committee	February 9
Department Manager meetings	February 9, 23
ECC Executive Committee	February 23
Library Board of Trustees Regular Mtg	February 10
Managing Finances in Times of Inflation program	February 15
OSG Quarterly meeting	February 11

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

Feb 2022 Report

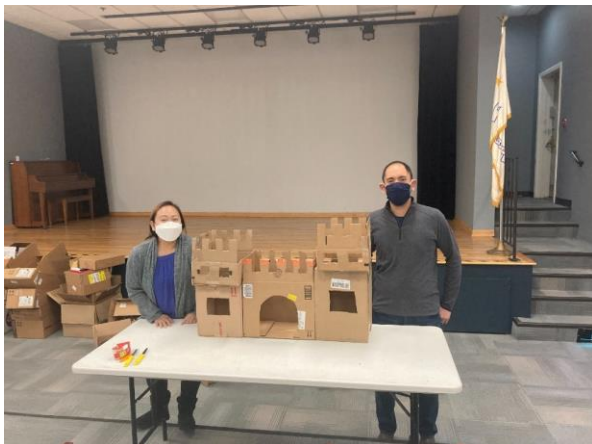
Melissa Mayberry, Adult Services Manager

Both patrons and staff were delighted to restart in-person programming this month. While we are seeing a good number of attendees for our in-person programming, we are aware that there are some patrons that would like us to continue to offer virtual programming. We are keeping this in mind as we map out our programming for the year. We are testing out various ways to offer hybrid programming and we are hoping to start offering more hybrid programs soon.

Programming

This month we hosted 29 programs with 598 attendees. We continue to offer our very popular Chair Yoga and Tai Chi, and our Tuesday movie has a steady group of attendees. AS staff facilitated several exceptional programs from outside presenters, including Pre-Civil War Quilts: Secret Codes to Freedom on the Underground Railroad and Transgender 101. The teen program, ACT/SAT Combo Test Prep, was so popular that we will be offering it again in the month of May.

AS staff also continue to design and present programs of their own. In addition to crafting, technology and book-related programs, this month we offered a Build Your Cat a Castle program. This program was lots of fun for the patrons, and very much appreciated by their pets!



Other

This month we resumed Homebound services and delivered over 170 items. We coordinated close to 50 Adult and Teen volunteer hours and managed over 150 Study Room reservations. Staff stocked books at Metra station and MG Village Little Free Library, created and handed out 35 Senior Activity kits and 8 ESL kits and weeded in several collection areas.

Book/Media Displays

- Celebrate Muslim Voices This World Hijab Day
- Black Voices Matter
- Valentines Day
- Black History Month
- True Crime

Book Rivers and Record Sets

- The Harlem Renaissance
- Lunar New Year: Year of the Tiger
- New Books by Black Authors
- Love is in the Air
- Black Voices Matter
- Year of the Tiger
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Mark and Melissa attended the webinar: Copyright for Librarians: What You Need to Know
- Cailyn attended the webinar: Getting Started with Library Programs for 20-30somethings
- Rebecca attended the webinar: Dismantling Racial Inequity in the Workplace and Diversity in Collection Management Webinar
- Grace attended the webinar: NovelList: Narrative Nonfiction
- Cailyn, Melissa and Rebecca attended the webinar: Freedom to Read Roundtable
- Rebecca and Edmund attended the MGPL EDI committee
- Marlene attended the World Languages Networking Group (WLNG) meeting
- Edmund attended NWWAN meeting

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

Patrons:

- 65 new library cards registered

Staff:

- 2/7/22 Attended 3rd session of Library Director Crash Course
- 2/22/22 Attended LACONI Governing Board Meeting
- 2/17/22 Attended LACONI Governing Board Financial Meeting
- Circulation shifted Juvenile Non-fiction and Juvenile Fiction collection

MGPL Facilities
February 2022 Report
Ed Tamras, Facilities Manager

- Working with icy area's:
 - 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 patron traffic.
- Johnson Flooring was here to take care of the toe kick plate at the YS desk that was popping out and a carpet tile that was popped up.
- Lighting sensors in the lower-level basement were reprogrammed by the technician due to a glitch in the system.
- The first semi-annual preventative maintenance (PM) on our generator was completed.
- Met with Alarm Security Inc. (ASI) Rep regarding the fire alarm panel issues we've been experiencing. They have been working to get it corrected and have replaced two pull stations that were faulty and causing the panel to go into trouble; they also did the annual fire equipment inspection.
- Installed 2 new batteries for the fire alarm panel in the attic room next to the "Cooperman Room".
- Added 5 outlets to the east wall of the quiet reading room.
- The east YS bathroom floor drain backed-up, used a water pressure balloon to clear; may have to call a plumber if this continues in the future.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Manage day to day operations.

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

Web

- Uploaded and promoted videos and various program recordings on our YouTube channel
- Updated web pages: Academy Award Nominees, Roku Streaming Devices, Wi-Fi Hotspots, ESL Learners, Print Copy Scan Fax
- Blog posts:
 - Coming Together with Kids Book Clubs

Design

- Began work on the April/May newsletter issue
- Karina and Bettina created many graphics, including for social media, print, and digital signage
- Karina completed the 2021 annual review (PDF and web versions), which are now available at mgpl.org/about
- Karina and Bettina finalized the Summer Reading Sponsorship form
- Karina updated signage for curbside and changes to mask policy
- Karina finished putting up picture book range signs and worked on other signage for picture books and board books
- Bettina created 1000 Books Before Kindergarten book plates and completion certificates
- Bettina helped create and install the March 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 gathered comments and stats from the Patron Satisfaction Survey results
- Chad posted on social media accounts daily
- Bettina posted select events to Patch and Tribune Things to Do online calendars

Meetings/Training/Etc.

- Regular meetings for the Marketing department and managers
- February 18: Chad attended the ILA Marketing Forum
- February 22: Bettina attended a meeting for One Book One Village
- February 24: Bettina attended the EDI Committee meeting

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

Staff Projects:

- Charlotte is working with Courtney to label YS fiction and picture books with the following award stickers:
 - Stonewall Book Award (Gay/lesbian/bisexual/transgender experience)
 - Pura Belpré Award (Latinx writers)
 - Coretta Scott King (African American experience)
- Stonewall Book Awards stickers were added to Teen and Adult collection as well
- Working with Sara to reclassify a portion of the Parenting Collection into a Face-out collection by subject
- Repackaging YS audiobooks to thinner cases to save some shelf space

Department Head Projects:

- Technical Services staff are now trained on ordering from B&T one day a week. Training on ordering from Midwest Tape is in process
- Updating TS Wiki page and training materials
- January and February saw the cancellation of 8 magazine titles. Publishers are either going fully digital or have ceased publishing all together. I anticipate seeing additional titles cancelled as 2022 progresses.

Meetings

- Manager meetings
- February CAMM meeting attended by C Dorsey and M Saganski

Staff

- No staffing changes

MGPL Youth Services February 2022 Report

Courtney Schroeder, Youth Services Manager

This month, we transitioned back into in-person programs. We had a slow start, but by the end of the month people began to come back and the department seemed a lot busier than it was in January. It was great to see families enjoying the space on days off school. In all of the January craziness, I failed to mention that we have a new YS staff member. Stephanie joined us in January. Stephanie is a Morton Grove resident and can be found on the desk Mondays, Wednesdays, and Fridays.

Programming

In February, we provided 36 programs for 1253 people.

We were able to bring back some of our previously popular in-person programs like **Toddler/Preschool Storytimes**, **Anime Club**, and **Craftin' Around**, but left a few programs online for patrons who are not yet comfortable joining us in person. This month's **Chocolate Spoon Making** virtual program was supposed to be hosted by the Girl Scouts, but after staffing changes, the YS team pulled together a really fun program for the 22 attendees.

We also held our annual (except for last year) **Valentine Card Making** event from February 1-14, where kids can stop by to get creative and make valentines for whomever they want. It's always fun to see how creative they can get, and this year we were pleasantly surprised with several valentines for the YS Staff.



In addition to some of our 'tried and true' programs, Jess' **DIY Family Game Night** was a huge success, bringing 19 people into the Baxter room for family fun. It was such a great success that they'll be bringing it back in the coming months. Any opportunity to get families together and get creative is a win for us – this definitely was a hit!



Outreach

In February, the outreach team visited with 10 groups (181 kids/teachers) in the schools and daycares and hosted three homeschool groups of 16 kids for Monarch booktalks, a Famished for Fiction program, as well as a Fairytale Storytime. Groups of Jerusalem Lutheran students came for their Friday visits and checked out books. The YS Team also provided 5 book bags of 193 books for area classrooms.

Professional Development/Training/Meetings

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

- Debbie attended both a general and a parenting committee meeting of the ECA (Early Childhood Alliance) as well as meetings of the PPA coaching and events committees.
- Natalie and Sarah attended the MGPL EDI committee meeting.
- Debbie attended a meeting of the CMN (Children's Music Network) Early Childhood Affinity Group.
- Jess attended a meeting of the YSS LACONI board.
- Debbie attended a meeting of the Advocate Literacy Initiative partners council.
- Natalie attended a RAILS TWILL Meeting (for serving tweens and teens).
- Sarah, Jessie, and Stephanie attended a Ryan Dowd training focused on Unattended Children and how to approach parents when behavior isn't great.
- Amy, Jessie, Debbie, and Natalie attended the Booklist webinar on trends in Middle Grade fiction.
- Jessie attended a webinar on creating safe and inclusive spaces for 2SLGBTQIA+ youth in public and school libraries.
- Natalie attended a webinar called Becoming an Upstander that focused on the importance of taking what she learns on the EDI committee and in EDI-focused continuing education and actually doing something with the knowledge and resources.
- Courtney attended 5 sessions of the Power Up 2022 Conference. Typically, this conference is a 2-day event in Madison every other year, but this year they have spread out the virtual sessions over 2 weeks.

Programming Statistics - Feb 2022

Program Name:	# of sessions	Total Attendance
Adult Programs	27	581
Chair Yoga (Zoom)	4	174
Tai Chi (Zoom)	2	37
Chrafting for Charity	2	16
Tuesday Movies	4	41
Social Seniors: Arts & Crafts	1	4
Social Seniors: Coloring & Brain Puzzles	1	2
Social Seniors: Wits Workout	1	4
Civil War Quilts: Secret Codes to Freedom on the Underground Railroad (Zoom)	1	26
Build Your Cat A Castle	1	8
Let's Talk Downsizing (Zoom)	1	44
An Evening with Jasmine Guillory (Zoom)	1	2
Movie Music Romance (Zoom)	1	52
Transgender 101 (Zoom)	1	99
Google Calendar (Zoom)	1	3
Between the Lines (Zoom)	1	11
Book Chat (Zoom)	1	4
LitLounge (Zoom)	1	11
Senior Activity Kits	1	35
ESL Kits	1	8
Teen Programs	2	17
LitLoot	1	8
ACT/SAT Combo Test Prep	1	9
Youth Programs	36	1253
Anime Club	1	2
Bedtime Stories & More (Facebook)	1	49
Chess Academy (Zoom)	1	16
Chocolate Spoon Making (Zoom)	1	22
Craftin' Around	1	4
Crafty Saturday	1	35
DIY Family Game Night	1	19
Drama Club	1	5
Escape Room (Zoom)	1	5
Family Engineering Night	1	18
Family Storytime	1	5
Jr. Escape Room (Zoom)	1	7
Lego Builders (Zoom)	1	15
Listen Up (Facebook)	4	178
Mini-Masterpieces: Kandinsky	1	9
Monday Morning Music	1	19
Preschool Storytime	6	31
STEMonade Stand	4	352
Toddler Time	2	37
Valentine Card Making	1	253
Wee Read (Facebook)	4	172
Library-Wide Programs	0	0
Talks/Tours inside the Library		
Youth Services	3	16
Homeschool	3	16
Adult/Teen Services	0	0
Talks/Tours outside the Library		
Youth Services	10	181
Gemini	3	61
Golf	3	48
Jerusalem Lutheran	1	17
Melzer	3	55
Adult/Teen Services	0	0

03/01/2022

**Morton Grove Public Library
Monthly Statistics
For 02/2022**

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'

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	10905
Checkins at your stations	Checkin Leap In Hous	831
Checkins at your stations	Self Check in	25
Checkins at your stations	Quick Check in	17
Checkins at your stations	Normal	2
	Total Checkins	11780
Checkouts at your stations	Self check Check out	6096
Checkouts at your stations	Leap Checkout and Renewal	5522
Checkouts at your stations	Circ Checkout and Renewal	8
	Total Checkouts	11626
Renewals at your stations	Auto-renewal	8019
Renewals at your stations	Leap Checkout and Renewal	253
Renewals at your stations	Self check Check out	25
Renewals at your stations	Power PAC Renewal	362
Renewals at your stations	Inbound Telephony Checkout	1
Renewals at your stations	Third party renewal	1
	Total Renewals	8661
Number of your Library's items checked out system-wide		11657

Number of your Library's unique items checked out system-wide		10795
Holds Placed through your interface		3220
Holds placed for/by your patrons		3392
Holds Held		3008
Holds Located		0
Holds Checkedout		2678
Holds Expired		0
Holds Cancelled		430
Holds Unclaimed		287
Number Of Items Currently Out		12430
Existing "MortonGrove" patron received new barcode		32
Patron Expiration Date Extended More Than 30 Days:		25
Count of physical patron records at beginning of 02/2022		9458
Minus Patron records physically deleted		60
Minus Patron library was changed from "MortonGrove" to some other CCS librar		6
Plus Patron records physically added		65
Plus Patron library was changed from some CCS library to "MortonGrove"		4
Count of physical patron records at end of 02/2022		9461
Minus In-House and Test Cards		11
Minus Expired Cards		652
Unexpired Patrons on file		8798
Leap Registration	Patron Lib=MortonGrove	65
Leap Registration	Patron Lib=CCSL	6
Pac Registrations from 02/2021 thru 01/2022 - All		0
Pac Registrations from 02/2021 thru 01/2022 - Converted		0

Pac Registrations from 02/2021 thru 01/2022 - Conversion Rate	0%
Monthly ILLINET numbers	
Number of items borrowed by your library and supplied by a CCS library	1644
Number of items lent by your library to a CCS library	2226

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
02/2022 - 02/2022

*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	2,684	236	37	2,957	3.28	4.21
Cary	1,302	57	12	1,371	3.07	2.04
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,459	129	20	1,608	3.06	2.29
Des Plaines	4,534	288	318	5,140	5.45	7.12
Ela	3,101	117	0	3,218	3.27	4.87
Evanston	3,002	137	97	3,236	7.10	4.71
Fox River Valley	2,527	21	6	2,554	2.80	3.97
Fremont	2,217	69	24	2,310	1.83	3.48
Glencoe	1,356	44	10	1,410	2.32	2.13
Glenview	3,447	158	85	3,690	4.99	5.41
Grayslake	3,165	104	62	3,331	3.46	4.97
Highland Park	2,408	116	35	2,559	4.17	3.78
Huntley	1,084	58	0	1,142	2.82	1.70
Indian Trails Public Library	2,511	139	84	2,734	3.42	3.94
Lake Forest	1,414	10	0	1,424	3.03	2.22
Lake Villa	2,297	97	25	2,419	2.86	3.61
Lincolnwood	766	24	3	793	2.07	1.20
McHenry	1,776	86	22	1,884	2.66	2.79
Morton Grove	1,633	44	9	1,686	3.56	2.56
Niles	3,967	137	59	4,163	4.94	6.23
Northbrook	2,982	199	133	3,314	4.91	4.68
Palatine Public Library	3,602	105	1	3,708	4.25	5.66
Park Ridge	1,926	88	71	2,085	3.45	3.02
Prospect Heights	1,518	24	23	1,565	2.59	2.38
Round Lake	1,428	19	35	1,482	3.28	2.24
Wilmette	3,067	138	54	3,259	5.01	4.82
Winnetka-Northfield	1,375	36	14	1,425	2.94	2.16
Zion-Benton	1,134	77	29	1,240	3.42	1.78
Total	63,682	2,757	1,268	67,707	100.00	100.00

2021 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	7,370											14,282		0
Curbside Appointments	29												29	3,202	1,554
Active Cards	8,779	8,798													9,822
Other (NR Fee, Org, etc)													0		0
% of MG pop w/active cards	39%	39%											n/a		44%
<u>REFERENCE</u>															
Adult															
Technology and Reference	809	752											1,561	1,061	443
Directional/General Library Info	608	568											1,176	1,213	558
Reading Program	0	0											0	3	0
Youth															
Technology and Reference	473	453											926	559	234
Directional/General Library Info	326	291											617	169	105
Reading Program	5	7											12	3	0
Circulation															
General Info	71												71	0	0
Directional	96												96	0	0
TOTAL	2,388	2,071	0	0	0	0	0	0	0	0	0	0	4,459	3,008	1,340
<u>OUTREACH</u>															
Offsite Visits	9	10											19	37	14
Audience	124	181											305	654	280
In Library Visits	0	3											3	0	0
Audience	0	16											16	0	0
School Deliveries	9	5											14	4	1
Items	167	193											360	120	27
Homebound Deliveries	0	19											19	15	15
Items	0	173											173	153	153
<u>TECHNOLOGY/INTERNET USE</u>															
Public Access computers															
Sessions	487	572											1,059	0	0
Total time (hrs)	404	402											806	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
AWE Early Learning computers															
Sessions		0	unable to obtain										0	0	0
Total time (hrs)		0											0	0	0
Public Scan Stations															
Scans		922	2,536										3,458	407	131
Faxes (pages)		115	61										176	59	33
Public WiFi Use	Unable to obtain at this time.														
Devices													0		n/a
Sessions													0		n/a
Website Visits															
mgpl.org		10,973	10,815										21,788	25,644	12,820
Databases/Online Resources															
Sessions		1,122	689										1,811	2,460	1,269
Searches		2,879	2,289										5,168	7,430	3,753
LIBRARY PROGRAMMING															
Adult															
Number of Program Sessions		27	27										54	27	
Total Attendance		567	581										1148	584	
Teen															
Number of Program Sessions		0	2										2	1	
Total Attendance		0	17										17	5	
Youth															
Number of Program Sessions		34	36										70	70	33
Total Attendance		1322	1253										2575	3533	1694
Library-wide															
Number of Program Sessions													0	0	0
Total Attendance													0	0	0
MEETING ROOM USAGE															
Activity Room															
Library		0	16										16	0	0
Outside Use		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	15											15	0	0
Outside Use	0	0											0	0	0
Cooperman Room															
Library Use	0	0											0	0	0
Outside Use	0	0											0	0	0
STUDY ROOM USAGE															
Reservations	155	157											312	0	0
Total time	363.5	239.5											603	0	0
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	22.04	34.45											56.49	0	0
Teen	18.23	12.09											30.32	0	0
SOCIAL MEDIA															
Facebook															
posts	38	39											77	133	66
total page likes as of 1st of the month	2109	2098											n/a	n/a	2,005
post likes/shares/comments	1043	773											1,816	3,500	1,684
Twitter															
posts	33	33											66	112	47
total followers as of the 1st of the month	755	755											n/a		712
profile visits	371	494											865	808	244
mentions	8	4											12	16	4
Instagram															
posts	20	22											42	57	21
total followers as of the 1st of the month	1037	1054											n/a		948
likes/comments	396	397											793	1082	437
YouTube															
videos	5	3											8	11	5
views	101	73											174	219	119