



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

April 2023

Pam Leffler, Executive Director

Administration

Personnel

- Technical Services Manager Helga Scherer's last day was April 21, 2023. Her duties have been delegated to Circulation Services Manager Jeff Ray and other Department Managers, as appropriate. We will continue to monitor the workflows of the various managers as we look to the future and any organizational changes that may be necessary.
- Adult Services Manager Melissa Mayberry conducted interviews for the 2 part-time Adult Services Associate positions. Two candidates, Robert Hamill and Marianne Ryczek, accepted the offers of employment. Their first days will be in early June.
- Other personnel news can be found in the Department reports.

Automation & Technology

- OSG continues work on the server migration. Staff files and workflow have not yet been affected by this work, and I remain hopeful that it should not change the day-to-day workflow of staff too much.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- We are still waiting on word from CCS that our online payments have been set up with them. As mentioned last month, 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.
- Final revisions and formatting of the Employee Handbook have been completed. Hard copy of the newly revised Employee Handbook is taking place during the first half of May. Electronic copy of the Handbook will be made available on Paycom, our payroll system, to allow online and remote access. Special thanks to Administrative Assistant Susanne Gilbert for her assistance with this project.
- The Board approved the proposal from Amanda Standerfer at Fast Forward Libraries who will assist us with the creation of our next Strategic Plan. The first step is the formation of the Planning Team who will work with Amanda to guide and manage the planning process. Our planning team has representation from Administration, Adult Services, Marketing, and Youth Services. The first planning team meeting will be held on May 23, 2023.

Facilities

- On Friday, April 7, the Library closed for badly needed carpet cleaning in public areas and in the Circulation area.
- A pre-bid meeting for exterior renovation/maintenance work was held on Wednesday, April 5. All bids were due by 1:00 p.m. on April 18, and the bid opening was held directly after that. Jason Perkunas from SMC reviewed all bids and contractors and has made a Recommendation to Award (documentation in the May meeting Board packets). Jason will be attending the May Board meeting to discuss the recommendations and the overall budget for the anticipated work which is scheduled to begin in early August.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- After our last staff inservice which was focused on EDI initiatives, the MGPL EDI Committee planned and conducted 'conversations' around the topic of Ableism. Approximately a quarter of the staff participated in these voluntary meetings. Staff who participated reported that they found these conversation groups helpful and interesting and that talking through some of the concepts surrounding ableism helped them do their jobs more compassionately. Going forward the EDI Committee will schedule other 'conversations' focused on EDI topics selected by staff.
- I continued attending the Morton Grove Citizens Police and Fire Academy.

Events/Programs/Meetings

CCS Governing Board meeting	April 12
Department Manager meeting(s)	April 12, 19
ECC/Digital Library of Illinois Exec Committee mtg	April 5
EDI Conversations – Ableism	April 13
Fast Forward Libraries – <i>Core, Strategy, Culture Program</i>	April 17
Fast Forward Libraries Strategic Plan phone meetings	April 10, 18
LACONI – <i>Not Who but How: Creating a Solution Cntrd Team</i>	April 28
Library Board of Trustees Regular Mtg	April 13
RAILS – Overview of the Decennial Committee Act	April 14
SMC – Prebid Meeting	April 5
SMC – Bid Opening	April 18
Webjunction – <i>Proactive Planning for Library Staff Transitions</i>	April 19

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
April 2023 Report
Melissa Mayberry, Adult Services Manager

Staffing

This month we hired for two Adult Services Associate positions, one for 12 hrs/week and one for 16 hrs/week. These positions will staff the Info West desk, which is increasingly busy with patrons needing assistance with copying, printing, and other technology tasks.

Programming

We had a total of 38 programs with 694 attendees this month.

To celebrate National Library Week, we created Mini Library Take & Make kits. We handed out 33 kits over 2 days, and we are very excited to see the creativity of our patrons with this project.



April is Financial Literacy Month and this year we presented a series of Money Matters programs. Bob coordinated and facilitated all 5 of the programs. The programs covered topics such as Investing for Beginners and Credit Education. They were all well attended both in-person and with video views.

Tech Talk is a half-hour online program presented by AS staff on technology-related topics. This month Mark presented on ChatGPT, a timely topic that was of great interest to the 11 patrons who attended. This is a great example of how valuable the library can be for educating patrons on emerging technologies.

Cailyn was invited to participate in an event for Niles West freshmen. She invested a lot of time in preparation, and even though there were some last-minute changes it was a complete success. Cailyn was able to meet with over 150 students to talk about books and library programs.

We are also very excited to add 4 more Roku's to the Library of Things collection. Roku's enable Morton Grove patrons to access streaming services such as Netflix and HBO Max at no cost for them. This is particularly beneficial since more and more we find that patrons are interested in movies or series that are not available in DVD/Blu-ray format.

Book/Media Displays

- Money Matters
- Novels in Verse
- Poetry Month
- Earth Day
- Spring Reads

Book Rivers and Record Sets

- Arab American Heritage Month
- Poetry Month
- Books Like the Last of Us
- Hug a Tree on Arbor Day
- Poetry and Novels in Verse
- YA Arab American Heritage
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- All staff attended AS staff meeting
- Marlene and Wynn attended the Laconi workshop- Not Who, But How: Moving Beyond Blame to Finding a Solution
- Cailyn attended the Preventing Discrimination and Harassment Training through Paycom

MGPL Circulation/Technical Services

April 2023 Report

Jeffrey Ray

Circulation Services Manager/Interim Technical Services Manager

Patrons:

- 89 Library Cards registered

Staff:

- 4/11/23 Attended LACONI Governing Board meeting
- 4/14/23 Attended CCS Circulation Technical Group meeting
- 4/23/23 Became interim manager of the Technical Services department.
- 4/26/23 Jeffrey Ray rode the book bike to 9 parks for “Cake Bike” promotion. Traveled 10 miles covering both the East and West side of Morton Grove.
- 4/28/23 Hosted LACONI CSS Program “Not who, but how: creating a solution centered team”
- 4/28/23 Gregory Alexander, Jeffrey Ray, Kinnari Shah attended LACONI CSS program “Not who, but how: creating a solution centered team”
- Began training Circulation Staff on aspects of the Technical Services department.



MGPL Facilities
April 2023 Report
Edmon Tamras, Facilities Manager

- Library carpets were shampooed on the main and lower-level floors, and the Baxter room. Tables, chairs, and other furniture were moved the night before cleaning and put back the day after cleaning.
- Spot cleaning on carpet tiles in all areas of the library.
- Sealed bids for exterior work for later this year were opened and read by Jason from SMC.
- The garage door arm was replaced because the door mechanism that holds the door open on its own was worn out.
- Replaced the broken auger on our salt spreader.
- Installed coat racks in the Activity room and YS area.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Manage day to day operations.

MGPL Marketing & Engagement April 2023 Report

Karina Guico, Marketing & Engagement Manager

We received a \$2,000 donation from ProAuto for the Summer Reading Program. Their donation will cover a portion of the cost of the Summer Reading t-shirts. This year, participant's shirts will have ProAuto's logo on a sleeve. Karina submitted the application for Special Events Permit for June's Front Porch Concert Event, which the Village approved. Karina worked on a few projects for AS, YS, and Tech. Karina planned two events with the Staff Appreciation Committee: Helga's retirement party and treats for National Library Worker's Day.

To celebrate the Library's 85th anniversary, Karina planned on doing a free cupcake giveaway, converting the book bike into a "Cake Bike" and ride to two locations in Morton Grove (one on the east side and one on the west side). After mentioning the idea to Jeff, he suggested we visit more locations and post our locations on social media throughout the day, which would encourage patrons to follow us and increase our numbers. His idea worked. In the two weeks we promoted the event, we gained 40 followers. Many people who visited us did find us through our social posts, there were others who saw the schedule on the weekly e-blast. Both days (full day on a Wednesday and a Saturday afternoon), Jeff rode the bike to parks throughout the Village, 9 locations total. It was a lot of fun being out in the community and hearing our patrons say how much they loved their library. We also signed up a few people for cards.



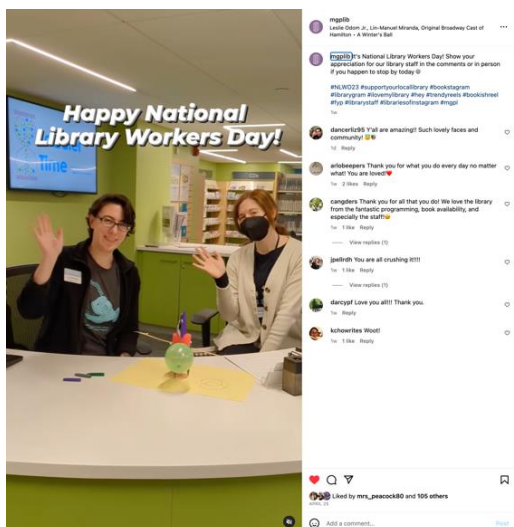
Karina continues to send out weekly e-blasts. She also uploaded event videos to YouTube.

Bettina started laying out the June/July of the newsletter. Bettina worked with Sarah on designing a materials for the Mo Willems event: photobooth frame and a handout. She worked with AS staff on materials needed for the self-care kits: created a logo, designed the handout, stickers, and journal cover. Bettina continues to work on materials for Summer Reading Program: designing flyers, digitizing the YS Desk wrap design, finalizing t-shirt design, and worked with the screen printer on quotes for our order. Bettina also helped lead one session of the EDI Committee’s Conversations about Ableism.



Bettina continues to create print materials to promote AS and YS events, designing flyers, posters, bookmarks, and more. In March, Bettina created 22 new designs for a variety of projects.

Jan continues to create content for our social media accounts. The “Returning Books” reel Jan posted in March continues to do well, going from 3,669 views to 9,223 views and from 455 likes to 1,772 likes. This month Jan’s “Reader Brain” reel has 2,426 views and 74 likes, “Library Worker’s Day” reel has 961 views and 105 likes, “Cake Bike, Daisy Me Rolling” reel has 1,005 views and 94 likes. Also, our profile visits on Facebook increased 153%, Danny Trajo liked our tweet about his event, and Jan started posting our reels to TikTok.



Jan worked the Cake Bike events with Karina and Jeff and posted and updated on the bike's location on social media. She took photos of events and posted them on Flickr.

Meetings/Training/Etc.

- Karina attended managers meetings (4/12, 4/19)
- Karina and Bettina attended Summer Reading Program meeting (4/12)
- Bettina attended EDI meetings (4/13, 4/20)
- Karina attended the LACONI CSS Not Who But How: Creating a Solution Centered Team (3/28)

MGPL Youth Services
April 2023 Report
Courtney Schroeder, Youth Services Manager

Programming

In April we provided 56 programs for 1345 people.

This month we brought back **Build-A-Reader storytime** and on two separate Sundays, groups of families enjoyed building and playing together.

Sarah hosted a **celebration of Mo Willems** and the 20th anniversary of the first Don't Let the Pigeon book being released. Families enjoyed playing games and creating art as well as winning copies of the anniversary addition of *Don't Let the Pigeon Drive the Bus*.

This month, Natalie and Jess's **Goofball Science Club** tackled robotics and groups of kids created robots that made art, music, traveled, and engaged in robot war. Jess' report noted that

"We count it as a success that robot building elicited giggling from 8th grade boys [as well as] 5th grade girls."

I'd call that a win as well.

This month we brought back our **Preschool Concert** for the first time since the beginning of the Covid Pandemic. It felt wonderful to be so normal. 94 people attended the concert with Sarah Jayne Lane and jumped, clapped, and danced their way through the program. Debbie and Leslie did a great job working together to provide such a wonderful experience. We're really looking forward to the next preschool concert in the fall.



Outreach

In April the outreach team visited 23 groups (474 kids/teachers/parents) out in the schools and invited one group of 21 people to the Library. All of the Morton Grove Park District classes were supposed to visit the Library, but bad weather kept all but one from visiting. Instead, Debbie switched things up on a moment's notice and went to visit them. As always, we welcomed groups of students from Molloy and Jerusalem Lutheran to the Library weekly on Fridays. The YS Team also provided 4 book bags of 81 items for area classrooms.

Professional Development/Training/Meetings

In April the Youth Services staff attended the following professional development and training meetings in addition to Sarah and Natalie's EDI committee meetings:

- Debbie attended the ECA Steering Committee, General Membership, and Events subcommittee meetings.
- Jess attended the LACONI Governing and YSS Board meeting.
- Sarah, Debbie, Natalie, Leslie, Jess, Jessie, Amy, and Stephanie all attended the EDI Conversations on Ableism.
- Debbie attended the Advocate Literacy Initiative meeting.
- Jess and Leslie completed the Preventing Discrimination and Harassment training on PayCom.
- Jess attended the IYSI Conference debrief meeting.
- Courtney attended the seventh Project Ready meeting (an EDI cohort with other YS managers.)

Programming Statistics - April 2023		
Program Name:	# of sessions	Total Attendance
Adult Programs	35	681
Chair Yoga (Zoom)	2	30
Tai Chi (Zoom)	2	19
Crafting for Charity	2	19
Tuesday Movies	4	76
Social Seniors: Bingo	1	5
Social Seniors: Arts & Crafts	1	3
Social Seniors: Wits Workout	1	6
Indie Movie Night	1	3
Money Matters: Credit Education (Hybrid)	1	58
Money Matters: Stocks are Risky and So is Avoiding Them (Hybrid)	1	64
ILP: Danny Trejo (Zoom)	1	5
Money Matters: Investing for Beginners (Hybrid)	1	66
Skies Above Great Lakes (Hybrid)	1	41
Money Matters: Property Tax 101 (Hybrid)	1	78
Tech Talk: Chat GPT	1	11
Decoding the Mysteries of Cats (Zoom)	1	17
Jack Box Game Night (Hybrid)	1	5
Using Google Chrome on Andriod Devices	1	3
Cricut 101: Papercraft	2	7
Money Matters: Wills, Trusts, and Estate Planning (Hybrid)	1	68
ILP: Conversation with Will Shortz	1	17
Book a Librarian	4	4
Readpool	1	2
LitLounge (Zoom)	1	7
Senior Activity Kits	1	30
ESL Kits	1	4
Mini Library Kits	1	33
Teen Programs	3	13
Anime Club High School	1	2
ACT/SAT Practice Tests	1	7

	LitLoot	1	4
Youth Programs		56	1345
	Anime Club	1	1
	Battle of the Books	4	272
	Bedtime Stories & More	1	2
	Books & Beyond	1	0
	Build-A-Reader Storytime	2	30
	Chess Academy	1	15
	Craftenoon	1	6
	Craftin' Around	1	0
	Crafty Saturday	1	46
	Cuddle Bugs Infant Massage	1	13
	Don't Let the Pigeon!: A celebration of Mo Willems	1	48
	Drama Club	2	18
	Family Reads Bookclub	1	8
	Family Storytime	2	24
	Goofball Science Club	1	11
	Guys Read Bookclub	1	2
	Lego Builders	1	14
	Listen Up	4	86
	Lizard Science School	1	52
	Mad Math Society	1	3
	Math Brigade	1	4
	Mathematics Circus	1	8
	Mini Masterpieces	1	5
	Mini Music Makers	1	16
	Monday Morning Playgroup	3	75
	Mother-Daughter Bookclub	1	6
	Movin' & Groovin'	1	29
	Poetry Creation	1	0
	Preschool Storytime	3	42
	Puppet Craft Storytime	1	22
	Read to the Rainbow Dogs	1	12
	Special Preschool Storytime	1	94
	STEMonade Stand	2	261

Toddler Time	3	26
Wee Read	6	94
Library-Wide Programs	0	0
Talks/Tours inside the Library		
Youth Services	1	21
MG Park District PreK	1	21
Adult/Teen Services	0	0
Talks/Tours outside the Library		
Youth Services	23	474
Children's Learning World	4	46
Gemini	1	14
Golf	1	6
Hynes	4	215
Jerusalem Lutheran	1	10
Melzer	3	68
MG Park District PreK	3	31
Montessori Academy of MG	3	41
Park View	3	43
Adult/Teen Services	1	157
Niles West	1	157

**Morton Grove Public Library
Monthly Statistics
For 04/2023**

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	11958
Checkins at your stations	Checkin Leap In Hous	1577
Checkins at your stations	Quick Check in	45
Checkins at your stations	Self Check in	10
Checkins at your stations	Normal	1
Checkins at your stations	Offline quick Check	1
	Total Checkins	13592
Checkouts at your stations	Leap Checkout and Renewal	4553
Checkouts at your stations	Self check Check out	6664
Checkouts at your stations	Circ Checkout and Renewal	3
Checkouts at your stations	Offline Check out	84
	Total Checkouts	11304
Renewals at your stations	Auto-renewal	9295
Renewals at your stations	Leap Checkout and Renewal	371
Renewals at your stations	Self check Check out	42
Renewals at your stations	Power PAC Renewal	89
Renewals at your stations	Third party renewal	14
Renewals at your stations	Inbound Telephony Checkout	7
Renewals at your stations	Offline Check out	3
	Total Renewals	9821
Number of your Library's items checked out system-wide		11390
Number of your Library's unique items checked out system-wide		10388

Holds Placed through your interface		2901
Holds placed for/by your patrons		3072
Holds Held		2622
Holds Located		0
Holds Checkedout		2337
Holds Expired		0
Holds Cancelled		419
Holds Unclaimed		313
Number Of Items Currently Out		12046
Existing "MortonGrove" patron received new barcode		22
Patron Expiration Date Extended More Than 30 Days:		3
Count of physical patron records at beginning of 04/2023		9439
Minus Patron records physically deleted		125
Minus Patron library was changed from "MortonGrove" to some other CCS librar		5
Plus Patron records physically added		89
Plus Patron library was changed from some CCS library to "MortonGrove"		5
Count of physical patron records at end of 04/2023		9403
Minus In-House and Test Cards		8
Minus Expired Cards		343
Unexpired Patrons on file		9052
Leap Registration	Patron Lib=MortonGrove	89
Leap Registration	Patron Lib=CCSL	8
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1668
Number of items lent by your library to a CCS library		2252

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
04/2023 - 04/2023

*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	2,501	183	45	2,729	3.19	4.09
Cary	1,193	60	18	1,271	3.02	1.95
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,505	128	35	1,668	3.13	2.46
Des Plaines	4,852	321	310	5,483	5.38	7.93
Ela	2,866	135	0	3,001	3.32	4.68
Evanston	2,985	189	90	3,264	6.98	4.88
Fox River Valley	2,252	68	15	2,335	2.93	3.68
Fremont	1,883	67	11	1,961	1.85	3.08
Glencoe	1,211	47	20	1,278	2.32	1.98
Glenview	4,103	164	101	4,368	4.99	6.70
Grayslake	2,369	74	18	2,461	3.47	3.87
Highland Park	2,342	112	53	2,507	4.27	3.83
Huntley	1,341	73	5	1,419	2.85	2.19
Indian Trails Public Library	2,388	207	114	2,709	3.42	3.90
Lake Forest	1,270	9	1	1,280	3.10	2.08
Lake Villa	1,921	80	13	2,014	3.01	3.14
Lincolnwood	704	23	1	728	2.13	1.15
McHenry	410	3	0	413	2.66	0.67
Morton Grove	1,681	54	20	1,755	3.68	2.75
Niles	3,535	125	61	3,721	4.96	5.78
Northbrook	2,889	186	134	3,209	4.85	4.72
Palatine Public Library	3,493	118	73	3,684	4.14	5.71
Park Ridge	2,211	77	62	2,350	3.55	3.61
Prospect Heights	1,646	50	25	1,721	2.71	2.69
Round Lake	1,365	38	62	1,465	3.16	2.23
Warren-Newport Public Library	0	0	0	0	0.00	0.00
Wilmette	3,263	126	87	3,476	5.22	5.33
Winnetka-Northfield	1,873	140	8	2,021	2.97	3.06
Zion-Benton	1,146	82	53	1,281	2.77	1.87
Total	61,198	2,939	1,435	65,572	100.00	100.00

2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
CIRCULATION															
Total Checkouts (physical material)	12,684	12,213	13,574	11,304									49,775	47,982	11,520
Total Renewals (physical material)	9,412	9,590	10,204	9,821									39,027	39,002	10,208
Downloads/Streaming															
ebooks	2,263	2,005	2,342	2,073									8,683	8,802	2,026
eAudiobooks	1,875	1,600	1,855	1,829									7,159	5,622	1,462
Movies	607	488	508	702									2,305	1,531	554
Music	88	72	114	102									376	425	74
Magazines	248	241	233	250									972	812	173
TOTAL	27,177	26,209	28,830	26,081	0	0	0	0	0	0	0	0	108,297	104,176	26,017
In House Use	1,545	1,559	2,212	1,577									6,893	3,334	909
PATRONS															
Gate Count	10,056	8,653	9,540	9,238									37,487	31,735	8,281
Curbside Appointments													0	59	15
Active Cards	9,075	9,076	9,077	9,052											8,977
Other (NR Fee, Org, etc)													0	0	
% of MG pop w/active cards	40%	40%	40%	40%									n/a	n/a	40%
REFERENCE															
Adult															
Technology and Reference	811	881	952	876									3,520	3,319	850
Directional/General Library Info	747	772	746	720									2,985	2,804	837
Reading Program	0	12	0	0									12	0	0
Youth															
Technology and Reference	567	510	652	418									2,147	2,068	507
Directional/General Library Info	612	479	583	465									2,139	1,439	414
Reading Program	162	14	8	2									186	15	1
Circulation															
General Info	98	105	116	105									424	326	84
Directional	115	123	135	112									485	369	87
TOTAL	3,112	2,896	3,192	2,698	0	0	0	0	0	0	0	0	11,898	10,340	2,780

