



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

July 2023

Pam Leffler, Executive Director

Administration

Personnel

- Many staff received mid-year pay adjustments in July as we continue to adjust to minimum wage increases, efforts towards internal pay equity, and remaining competitive with our neighboring libraries. This will have no overall impact on the budget, though we will need to adjust funds between the Exempt and Nonexempt fund lines. I will be asking the Board to officially approve moving those funds at our September meeting.
- Adult Services Associate Marianne Ryzcek submitted her resignation at the beginning of July. Though Marianne enjoyed her short time with us, she found that she really missed working with children (she is a retired children's librarian). At the end of the month, I assisted Adult Services Manager Melissa Mayberry with interviews to fill this vacancy. The position was offered to and accepted by Ashley Misceovich who is currently in school for her MLIS degree. Ashley's first day will be August 14.
- Other personnel news can be found in the Department reports.

Automation & Technology

- I met with personnel from OSG to discuss the steps necessary to enable multi-factor authentication (MFA), as required by our insurance carrier. We will be starting the process in mid-August with staff who have a dedicated workstation and then roll it out to our staff that share a workstation later in the year.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- I began work on the 2024 budget. As we have in the past, the first reading of the budget will take place at our September meeting, with the second and final reading and approval at the October meeting.
- Strategic plan –
 - The community survey ran from June 29 – July 31, and we received over 600 responses (~2.5% response rate).
 - Staff and Board orientation/environmental scan/SOAR sessions have all been scheduled for August 10.

- Planning team members gave feedback on the staff survey, which has been completed and will be live for staff beginning August 14. This survey will be completely anonymous.

Facilities

- The pre-construction kick-off meeting was held on July 13, and preparatory work (boarding of windows, lead paint abatement, etc.) will begin on August 1.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- On Saturday, July 22 I assisted Youth Services Manager Courtney Schroeder with one of our tie-dying events. This was so much fun, and people seem to really love tie-dying their Summer Reading t-shirts!

Events/Programs/Meetings

Department Manager meeting(s)	July 12
ECC/Digital Library of Illinois Exec Committee mtg	July 19
Library Board of Trustees Regular Mtg	July 13
Preconstruction Meeting	July 13
Wellness Insurance Network (WIN) Annual mtg	July 26

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 July 2023 Report

Melissa Mayberry, Adult Services Manager

Staffing

Marianne Ryczek submitted her resignation; her last day was July 20. Marianne was only with us for a short time, she decided to pursue another job opportunity that would allow her to work with children. Pam and I have concluded interviewing for the position and are in the process of hiring.

Programming



We had a total of 37 programs with 661 attendees this month. We ended Summer Reading with a total of 238 participants and over 2,500 items read/watched/played/listened to, or programs attended. This is an increase of 42 participants from last year. Participants were entered in prize drawings for a chance to win book bundles, gift certificates, and Summer Reading mugs designed and created by staff.

A Thursday afternoon Klezmer Concert and the Friday MGPL After Dark Magician both had a large enthusiastic audience. Two smaller programs, Forest Bathing and Korean Lotus Lanterns also had several compliments from patrons. From an attendee of the Forest Bathing program, “...Thanks so much for offering this. It was terrific! What a great library system that you work for that you are allowed to create such great programming!”



Other

Staff conducted two Book a Librarian appointments and compiled two books lists for Book Pick requests. We handed out 100 Tiny Art Kits and are looking forward to having the finished art displayed during the month of August.

Book/Media Displays

- Embrace Your Geekness
- Grab a Tissue
- National Grilling Month
- Plot Twist
- World Watercolor Month

Book Rivers and Record Sets

- Super Powered Stories
- Grab a Tissue
- Painting with Watercolors

- Historical Fiction
- Beach Reads
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Cailyn attended the Strategic Planning committee
- Mark and Melissa attended Overview: Census 101
- Melissa, Nate, Wynn and Cailyn attended Libraries in the Age of AI: A Primer

MGPL Circulation/Technical Services July 2023 Report

Jeffrey Ray, Circulation Services/Acting Technical Services Manager

Patrons:

- 108 Library Cards registered

Department:

- 7/13/23 Attended LACONI Governing Board subcommittee meeting on hiring an Operations and Event Coordinator.
- 7/31/23 Attended LACONI Governing subcommittee interviews for an Operations and Event Coordinator.
- 2,347 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,684 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 16,241 items were checked in by Circulation Staff.
- Tech Services Staff are continually receiving and processing Youth and Adult print and A/V materials.

MGPL Facilities & Maintenance Dept. July 2023 Report

Edmon Tamras , Facilities & Maintenance Manager

- Removed the old exterior cable raceway that was obsolete so the tuck-pointing crew can fill the joints and any holes for a cleaner look.
- Called ComEd to cover the power lines coming into our building for next month's exterior work.
- Called the electrician about one of the new fixtures next to the elevator in the YS area that is out, installed a new starter on the fixture.
- Turning on the lawn sprinklers early in the mornings 3-4 times a week.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Monthly check/clean-out of HVAC unit drip tube on the roof.
- Manage day to day operations.

**MGPL Marketing & Engagement
July 2023 Report**
Karina Guico, Marketing & Engagement Manager

Karina rode the Book Bike to two events in July. The first event was a block party where she signed one person up for a card and checked out materials. The second was the picnic for the community group Vision Morton Grove. A few attendees checked out materials. Karina designed bookmarks publicizing the community survey which was handed out at the Circulation Desk with every check out. A postcard was sent out mid-month and a short blurb reminding people about the survey was in the new issue of the newsletter. Karina worked on the 100 Books Before Graduation webpage and worked on printed materials for the items we are adding to the Library of Things collection. Karina worked on library signage for the exterior maintenance work.

Karina helped with projects for AS, YS, Circ, and Admin and trained Katie on how to send eblasts using Savannah.

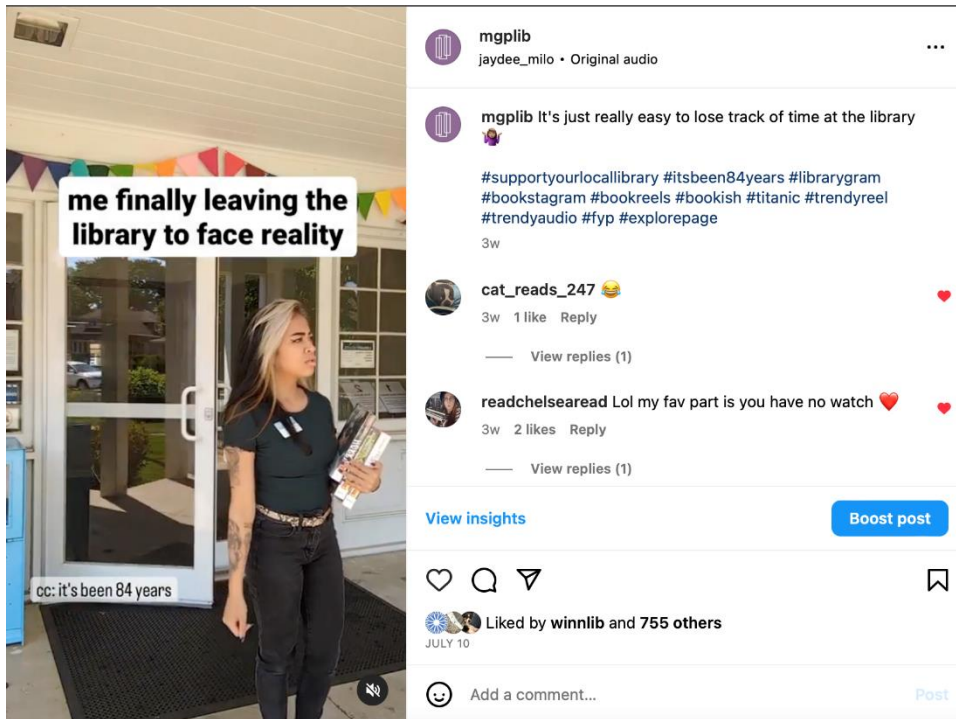


Bettina finished designing the October/November issue of the newsletter. Bettina continues to work with YS staff on SRP activity wall signs. She redesigned the volunteer handbook and worked on materials for the Tiny Art Show. She also updated materials for the Children's Art Contest.

Bettina continues to create print and digital materials to promote AS and YS events, designing flyers, posters, bookmarks, graphics for screens and online, and more. In June, Bettina created 28 new designs for a variety of project.

Jan continues to create content for our social media accounts. The “It’s been 84 years” reel has 12,558 views and 756 likes. Our reach on Instagram increased by 171%. Our TikTok followers and interactions continue to grow.

Jan posted event videos on YouTube and took photos of events and posted them on Flickr.



Meetings/Training/Etc.

- Karina attended managers meetings (7/12)
- Karina met with Melissa and Nate to discuss passive program in the fall (7/25)
- Bettina attended EDI meeting (7/25)

MGPL Youth Services July 2023 Report

Courtney Schroeder, Youth Services Manager

When summer reading ended on July 31, we had 956 kids signed up. It was a wonderful summer and the first year we all felt 'back to normal'. We had a great lineup of programs that allowed us to really interact with our families once again. From Tie Dye to the Summer Reading Pool Party to Storytime from Space – this year was so fun!

Programming

In July we provided 63 programs for 2103 people in addition to the kids who participated in the **Summer Reading Program**.

We had a lot of success this summer with our drop-in programs such as Crafternoon and LEGO Builders, inviting families to participate when they were able without having to register beforehand. **Red, White, and Bicycle** continues to be an annual favorite with many families telling Jess that they come every year to get their bikes decorated for the holiday.

We also had huge audiences at our evening Magic and Juggling programs. For the first time in many years, we had to turn people away at the door for **Rebecca Spectre Magic** when all seats and even standing room were filled.

This year we had 161 attend the **Summer Reading Pool Party**. Families joined us for an evening of fun and many families commented that they were excited that we brought the pool party back this year.

Outreach

In July the outreach team visited 6 groups (162 kids/teachers/parents) out in the camps. The YS Team also provided 5 book bags of 108 items for area preschools and classes.

Professional Development/Training/Meetings

In July the Youth Services staff attended the following professional development and training meetings:

- Debbie attended the ECA Steering Committee meeting.
- Debbie attended two Advocate Literacy Initiative meetings.
- Debbie attended a webinar, Three Illustrators Discuss the Art Behind Storytelling.



Programming Statistics - July 2023		
Program Name:	# of sessions	Total Attendance
Adult Programs	36	661
Chair Yoga (Online)	2	36
Chair Yoga (In person)	2	26
Tai Chi (Online)	2	20
Crafting for Charity	2	16
Tuesday Movies	3	79
Social Seniors: Bingo	1	4
Social Seniors: Arts & Crafts	1	5
Social Seniors: Wits Workout	1	5
Indie Movie Night	1	8
Cricut 101: Vinylcraft	2	4
Forest Bathing	1	9
Name That Tune (Online)	1	4
Health Literacy with MGPL and Advocate Health (Hybrid)	1	9
MGPL After Dark: Discover the Magic of Mister Danny	1	77
Craft Joy: Joan Mitchell & Nature as a Muse	1	9
Tech Talk: AI Image Generators (Online)	1	5
Concert: Chicago Klezmer Ensemble	1	67
Adult/Teen T-shirt Bleaching	2	9
Korean Lotus Lantern Craft and Documentary Viewing (Hybrid)	1	15
The Windy City? Myths, Lies & Legends about Chicago (Hybrid)	1	64
Support when Living with a Serious Illness (Hybrid)	1	18
Exploring Spices (Online)	1	8
Book a Librarian	2	2
LitLounge (Online)	1	7
Between the Lines	1	6
Between the Lines (Online)	1	5
Tiny Art Kits	1	100
Senior Activity Kits	1	33
ESL Kits	1	11
Teen Programs	1	0
Anime Club High School	1	0
Youth Programs	64	3059
1000 Books Before Kindergarten Storytime	1	6
Act it Out Storytime	1	4
Anime Club	1	2
Bedtime Stories & More	1	0
Block Party	1	11
Button-Making Fun	1	12
Chess Academy	1	9
Crafternoon	1	18
Crafty Saturday	1	13
Drama Club	1	9
Family Engineering Night	1	18

Family Lawn Games	1	19
Family Storytime	2	25
Friday Family Films	4	34
Jared Janssen Juggling	1	112
Lego Builders	2	29
Litloot Middle School	1	13
Magic of Soil	1	19
Mathematics Picnic	1	15
Messterpiece Monday	2	52
Mini Masterpieces	1	13
Monday Morning Playgroup	5	86
Movin' & Groovin'	1	4
Nintendo Switch Gaming	2	14
Read to the Rainbow Dogs	1	16
Rebecca Spectre Magic	1	156
Red, White, and Bicycle	1	32
STEAM Stop	4	69
STEMonade Stand	3	430
Stories in the Park	2	15
Storytime from Space	1	26
Storytime on the Lawn	3	75
Summer Reading Program	1	956
Summer Reading Pool Party	1	161
Tie Dye your T!	3	452
Water Babies	8	134
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	6	162
MGPD Camps	6	162
Adult/Teen Services	0	0
Marketing & Engagement	2	40
Book Bike: Block Party	1	25
Book Bike: Vision Morton Grove Picnic	1	15

08/01/2023

**Morton Grove Public Library
Monthly Statistics
For 07/2023**

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	14247
Checkins at your stations	Quick Check in	40
Checkins at your stations	Checkin Leap In Hous	1878
Checkins at your stations	Self Check in	14
Checkins at your stations	Checkin Leap Invento	62
	Total Checkins	16241
Checkouts at your stations	Leap Checkout and Renewal	5976
Checkouts at your stations	Self check Check out	7885
Checkouts at your stations	Circ Checkout and Renewal	2
	Total Checkouts	13863
Renewals at your stations	Power PAC Renewal	120
Renewals at your stations	Third party renewal	35
Renewals at your stations	Leap Checkout and Renewal	430
Renewals at your stations	Self check Check out	61
Renewals at your stations	Auto-renewal	10102
Renewals at your stations	Inbound Telephony Checkout	16
	Total Renewals	10764
Number of your Library's items checked out system-wide		13853
Number of your Library's unique items checked out system-wide		12366

Holds Placed through your interface		2835
Holds placed for/by your patrons		2989
Holds Held		2684
Holds Located		0
Holds Checkedout		2482
Holds Expired		0
Holds Cancelled		367
Holds Unclaimed		263
Number Of Items Currently Out		12681
Existing "MortonGrove" patron received new barcode		38
Patron Expiration Date Extended More Than 30 Days:		12
Count of physical patron records at beginning of 07/2023		9530
Minus Patron records physically deleted		47
Minus Patron library was changed from "MortonGrove" to some other CCS librar		3
Plus Patron records physically added		108
Plus Patron library was changed from some CCS library to "MortonGrove"		5
Count of physical patron records at end of 07/2023		9593
Minus In-House and Test Cards		8
Minus Expired Cards		306
Unexpired Patrons on file		9279
Leap Registration	Patron Lib=MortonGrove	108
Leap Registration	Patron Lib=CCSL	8
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1776
Number of items lent by your library to a CCS library		2347

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
07/2023 - 07/2023

*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	2,661	144	29	2,834	3.17	4.05
Cary	1,298	65	10	1,373	3.03	1.98
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,444	134	40	1,618	3.03	2.20
Des Plaines	4,448	311	326	5,085	5.31	6.77
Ela	3,098	120	0	3,218	3.25	4.72
Evanston	3,400	139	103	3,642	6.84	5.18
Fox River Valley	2,546	54	7	2,607	2.93	3.88
Fremont	2,118	81	20	2,219	1.82	3.23
Glencoe	1,344	38	13	1,395	2.32	2.05
Glenview	4,507	163	104	4,774	4.92	6.86
Grayslake	2,409	76	23	2,508	3.44	3.67
Highland Park	2,459	102	36	2,597	4.25	3.75
Huntley	1,513	76	3	1,592	2.80	2.30
Indian Trails Public Library	2,458	225	135	2,818	3.34	3.74
Lake Forest	1,176	11	0	1,187	3.09	1.79
Lake Villa	2,132	86	27	2,245	2.99	3.25
Lincolnwood	817	27	9	853	2.15	1.24
McHenry	555	0	0	555	2.65	0.85
Morton Grove	1,735	47	15	1,797	3.68	2.64
Niles	3,536	117	67	3,720	4.96	5.39
Northbrook	3,182	147	108	3,437	4.79	4.85
Palatine Public Library	3,948	142	55	4,145	4.16	6.01
Park Ridge	2,300	81	51	2,432	3.51	3.50
Prospect Heights	2,063	48	27	2,138	2.69	3.14
Round Lake	1,637	37	64	1,738	3.07	2.49
Warren-Newport Public Library	0	0	0	0	0.92	0.00
Wilmette	3,494	132	88	3,714	5.09	5.32
Winnetka-Northfield	2,349	74	15	2,438	3.00	3.58
Zion-Benton	1,027	56	30	1,113	2.79	1.56
Total	65,654	2,733	1,405	69,792	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	10,782	14,358	13,863						88,778	86,934	13,429
Total Renewals (physical material)	9,412	9,590	10,204	9,821	9,042	8,376	10,764						67,209	67,337	10,222
Downloads/Streaming															
ebooks	2,263	2,005	2,342	2,073	2,054	2,118	2,245						15,100	15,139	2,221
eAudiobooks	1,875	1,600	1,855	1,829	1,929	1,858	1,937						12,883	10,117	1,545
Movies	607	488	508	702	762	685	752						4,504	4,359	564
Music	88	72	114	102	107	85	68						636	742	78
Magazines	248	241	233	250	233	199	272						1,676	1,370	202
TOTAL	27,177	26,209	28,830	26,081	24,909	27,679	29,901	0	0	0	0	0	190,786	185,998	28,261
In House Use	1,545	1,559	2,212	1,577	1,663	2,384	1,878						12,818	6,605	1,247
PATRONS															
Gate Count	10,056	8,653	9,540	9,238	9,424	12,845	11,942						71,698	62,009	10,371
Curbside Appointments													0	73	3
Active Cards	9,075	9,076	9,077	9,052	9,092	9,205	9,279								9,063
Other (NR Fee, Org, etc)													0	0	
% of MG pop w/active cards	40%	40%	40%	40%	40%	41%	41%						n/a	n/a	40%
REFERENCE															
Adult															
Technology and Reference	811	881	952	876	875	781	932						6,108	5,898	996
Directional/General Library Info	747	772	746	720	925	932	1,027						5,869	5,386	940
Reading Program	0	12	0	0	1	236	135						384	506	314
Youth															
Technology and Reference	567	510	652	418	283	648	539						3,617	3,865	650
Directional/General Library Info	612	479	583	465	299	668	573						3,679	3,134	555
Reading Program	162	14	8	2	11	1346	562						2,105	2,240	543
Circulation															
General Info	98	105	116	105	118	151	139						832	527	98
Directional	115	123	135	112	129	171	159						944	555	90
TOTAL	3,112	2,896	3,192	2,698	2,641	4,933	4,066	0	0	0	0	0	23,538	22,111	4,186
OUTREACH															
Offsite Visits	11	32	22	23	46	4	6						144	116	3

2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Audience	351	597	754	474	1742	334	162						4,414	2,577	115
In Library Visits	0	1	0	1	0	1	0						3	9	0
Audience	0	3	0	21	0	47	0						71	171	0
School Deliveries	3	10	2	4	1	13	5						38	38	2
Items	61	212	15	81	1	305	108						783	867	58
Homebound Deliveries	16	19	17	9	17	22	15						115	111	20
Items	154	159	125	98	124	201	110						971	861	183
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	805	697	786	716	783	1,007	1,064						5,858	4,944	915
Total time (hrs)	741	560	663	557	556	700	931						4,708	3,712	709
AWE Early Learning computers															
Sessions	Unable to obtain at this time.												0	0	n/a
Total time (hrs)													0	0	n/a
Public Scan Stations															
Scans	972	748	1,932	1,063	1,220	1,168	3,279						10,382	10,725	1,230
Faxes (pages)	111	72	126	95	207	138	282						1,031	476	64
Public WiFi Use															
Sessions	3,257	3,164	3,523	3,579	3,681	4,200	3,969						25,373	0	n/a
Website Visits															
mgpl.org	12,676	12,695	14,192	13,242	14,604	14,040	11,167						92,616	74,486	9,899
Databases/Online Resources															
Sessions	853	579	637	601	553	494	572						4,289	6,361	829
Searches	3,262	2,035	2,426	1,796	1,988	2,068	1,953						15,528	17,360	2,400
LIBRARY PROGRAMMING															
Adult															
Number of Program Sessions	41	38	36	35	41	41	36						268	253	31
Total Attendance	830	767	681	681	788	859	661						5267	3603	443

2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Teen															
Number of Program Sessions	1	3	1	3	1	2	1						12	9	1
Total Attendance	2	39	2	13	2	8	0						66	61	2
Youth															
Number of Program Sessions	48	48	51	56	51	64	64						382	320	58
Total Attendance	1146	1341	1092	1345	1042	1915	3059						10940	9225	1528
Library-wide															
Number of Program Sessions	0	1	1	2	0	1	0						5	1	1
Total Attendance	0	92	170	198	0	400	0						860	105	105
MEETING ROOM USAGE															
Activity Room															
Library	39	42	43	51	42	37	27						281	127	18
Outside Use	0	0	0	0	0	0	0						0	0	0
Baxter Auditorium															
Library	33	27	26	36	30	39	31						222	156	31
Outside Use	1	0	2	3	6	0	1						13	6	0
Cooperman Room															
Library Use	0	0	0	0	0	0	0						0	0	0
Outside Use	0	0	0	0	0	0	0						0	0	0
STUDY ROOM USAGE															
Reservations	266	296	308	271	280	266	246						1933	1480	250
Total time	497.5	506.5	692	639	709.5	612	578.5						4235	2805	400
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	49.6	96.1	99.21	98.8	74.9	81.25	115.71						615.57	319.67	68.1
Teen	10.5	0	0	0	0	49.5	51						111	99.54	9.52
SOCIAL MEDIA															
Facebook															
posts	26	22	19	33	19	28	25						172	244	14
total page likes as of 1st of the month	2,432	2,443	2,447	2,454	2,457	2,475	2,487						n/a	n/a	2153
interactions (engagements+clicks)	371	377	196	282	276	629	321						2,452	6,649	812
page reach	4,806	6,722	3,085	3,289	2,350	4,795	3,319						28,366	did not gather this stat previously	

