



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

August 2023

Pam Leffler, Executive Director

Administration

Personnel

- Ashley Misceovich started as an Adult Services Associate on August 14.
- Other personnel news can be found in the Department reports.

Automation & Technology

- We rolled out multi-factor authentication (MFA) in mid-August. Personnel from OSG were on site for two days to assist staff with this process. We are still discussing how to handle MFA for those staff members that share a login and workstations (primarily Circulation staff). I have notified our insurance broker that MFA has been instituted, which should result in better/less expensive cyber insurance coverage.
- Business Manager Susanne Gilbert and I began reviewing our copier lease and meeting with copier companies in preparation for the end of our current lease/potential renewal in April 2024.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- The first reading of the 2024 budget will take place at the September Board meeting, with the second reading and approval at the October meeting.
- The Policy Committee and I are discussing possible dates for our next meeting. In addition to reviewing the next group of policies as per our current review cycle, we will be discussing making some changes to the overall policy review schedule.
- Strategic plan –
 - Staff and Board orientation/environmental scan/SOAR sessions took place on August 10.
 - The staff survey links were sent out to all staff on August 14. Staff had until August 31 to complete the survey. As mentioned previously, the survey responses are anonymous, and survey results will be aggregated before being shared with me and the Strategic Plan Planning team.
 - The next meeting of the planning team will take place on October 23 to prepare for the staff and Board retreats in early November.

Facilities

- Maintenance and renovation work on the exterior of the building began on August 1. The first part of this project has been focused on asbestos and lead paint abatement, masonry, and tuckpointing. Painting will begin in September. Ed and I have been sending daily updates to the staff (and Board, as necessary). Window replacement and sidewalk repair will begin towards the end of September. We fully anticipate that work will be complete by the end of October, if not sooner, weather permitting.
- Jason Perunas from SMC and I have been discussing maintenance projects for 2024. After we experienced some recent issues with our elevator, we have determined that replacing the elevator needed to be moved up from 2025 to 2024. We hope that we can replace the elevator (both the mechanism and the interior finishes) in the first quarter of 2024. The bid documents for elevator replacement have gone out, a pre-bid meeting has been scheduled for September 13 and the bid opening for September 27. This time frame will allow SMC to review bid documents and bidders, Board approval of recommendation to award, the ordering of parts, etc. I will be discussing this more at the September Board meeting.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- Unfortunately, along with a number of our neighboring libraries, the Library received three bomb threats in mid-August. Two of these came in through our online chat reference and one through the MG Police Department. Staff remained calm and followed our procedures, the MG Police were responsive, and none of the threats were deemed to be credible. Thankfully, after a flurry of threats made to area libraries, *none* of which were deemed to be credible, things seem to have gone back to normal.
- On a personal and much more positive note, my son and daughter-in-law welcomed their first baby (and my first grandchild) on August 10! Mama, Dad, and baby are all doing well.

Events/Programs/Meetings

CCS Governing Board meeting	August 9
Department Manager meeting(s)	August 23
ECC/Digital Library of Illinois Exec Committee mtg	August 16
IMRF Authorized Agent/Web User training	August 8 and 22
Library Board of Trustees Regular Mtg	August 10
SMC Building renovation review	August 21
SMC/Colley Elevator replacement review meeting	August 21
Social Media Records Retention webinar	August 24
North Suburban Directors Meet Up	August 28

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 August 2023 Report

Melissa Mayberry, Adult Services Manager

Staffing

We are happy to welcome Ashley Misceвич to the Adult Services department. As an Adult Services Associate, Ashley will work at the Info West desk, providing patrons with technical assistance, reference, and readers advisory. Ashley is attending an LIS program and is excited to get hands on experience at a public library.

Programming

This month we had a total of 31 programs with 1042 attendees.



In July we distributed 100 tiny art kits and this month 31 art pieces were brought back to the library to be put on display. This is the second year we have offered this program, and our community loves it! Whether they are one of the artists creating a unique piece of art or someone who has enjoyed viewing the display, this is a program that has been appreciated by many.

Programming is often about timing, and we did it right with Barbie: The History of America's Most Famous Doll. Leslie Goddard, Ph.D., an award-winning historian, author, actress, and public speaker, presented a nostalgic look at the history of Barbie and her inventor, the passionately creative – and intensely competitive – Ruth Handler. Patrons reacted very positively to her presentation and gave her a generous round of applause the end.



at



We launched a new program for teens, One Hundred Books Before Graduation. High school students are given the goal of reading 100 books between freshman and senior year. Participants will receive raffle prizes and rewards for various book milestones. With minimal publicity we already have 4 teens signed up.

Other

As a trusted source of information, Adult Services staff must stay informed with new technologies. One of the most impactful emerging technologies is Artificial Intelligence. We have already presented several programs for patrons, and we are continuing to educate ourselves about this powerful technology.

Book/Media Displays

- Debut Authors
- Essays
- National Language Month
- Back to school
- Tiny Art Show

Book Rivers and Record Sets

- Books like Barbie
- New Graphic Novels
- The Bomb
- 100 Books Recommendations
- Retellings
- New YA Releases
- Debut Authors

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- AS staff attended the Strategic Plan Kick Off meeting
- AS staff attended the AS Department meeting
- Cailyn attended Fall YA announcements
- Cailyn attended SLJ Teen Live! Virtual Conference
- Wynn attended Fall Adult Faves webinar by Book List
- Melissa attended LACONI programming Delivering on Yes

MGPL Circulation Services/Technical Services August 2023 Report

Jeffrey Ray, Circulation Services Manager/Acting Technical Services Manager

Patrons:

- 122 Library Cards registered

Staff:

- Mikayla Contreras resigned from her position as Circulation Clerk I position to accept a full-time position with the Winnetka-Northfield Public Library.
- Hired Joanne Ciesel for this open Circulation Clerk I position.

Department:

- 8/2/23 Attended LACONI programming "Delivering on Yes" at the Northbrook Public Library.
- 8/5/23 Rode MGPL Book Bike for a community block party. Signed up patrons for library cards and checked out numerous materials.
- 2,745 MGPL items were sent to other libraries to fill hold requests.
- 3,015 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 14,618 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 August 2023 Report

Ed Tamras, Facilities & Maintenance Manager

- The exterior renovations have started.
- Repaired a motion sensor that was damaged during the boarding up of the windows.
- Colley Elevator was called after the elevator door would not close and was parked on the main floor.
- The wheelchair lift in the Baxter Auditorium once again stopped functioning properly. Called for service, and we are now waiting for parts from Garavanta so that the repair can be done.
- Johnson Controls did their annual burglar alarm testing on our doors and motion sensors.
- Replaced a cracked motor belt on the HVAC return exhaust unit in the Activity Room closet.
- Started to make adjustments to the outdoor lighting timers.
- The toilet in the ladies' bathroom at the east end of the building was leaking, replaced the gasket under the tank.
- I've started to repair the loose wooden armrests on the Baxter Auditorium chairs by using machine screws with nuts for a tighter fit. This will be an ongoing project.
- 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 August 2023 Report

Karina Guico, Marketing & Engagement Manager

Karina attended two outreach events in August. The first was National Night Out (with Cailyn) where we interacted with many of the attendees and gave out prizes. The second was the longest running block party (with Jeff and Leslie) in Morton Grove. There Jeff signed people up for library cards and checked out materials, while Leslie gave out promotional items. Karina worked on messaging and signage for the exterior building maintenance and the CCS migration. To continue with the translation project we began last year, Karina had the library info handout translated into three more languages: Assyrian, Ukrainian, and Mandarin. This adds to the list of eight languages we have had this handout translated to. She worked on a variety of projects for the different departments and got things ready for new staff.

Sent out weekly e-blasts and several targeted e-mails to promote AS, Teen, and YS events.

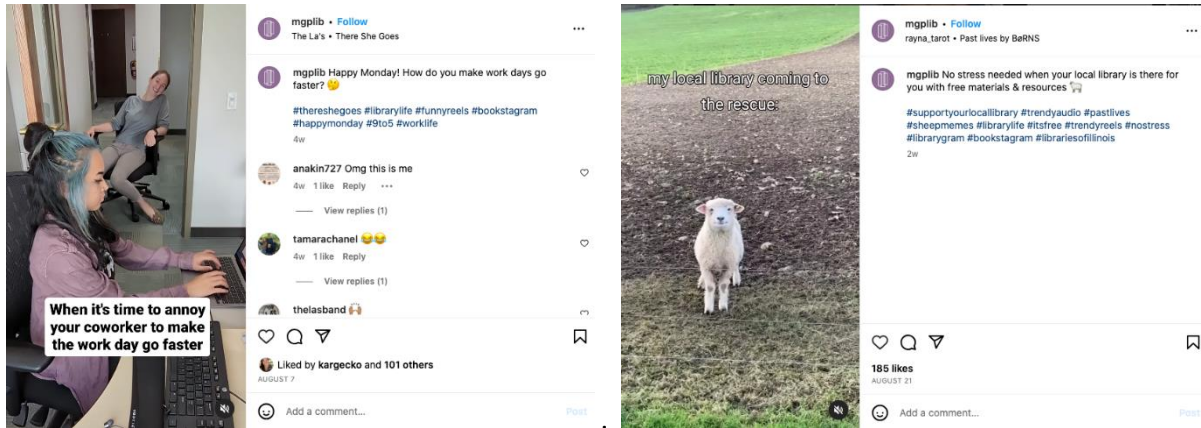


Bettina started laying out the next issue of the newsletter. Bettina created a button design for Banned Books and worked with YS on items needed for the Art Contest.

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 August, Bettina created 25 new designs for a variety of project.

Jan continues to create content for our social media accounts. The “There She Goes” reel has 3,128 views and 102 likes, the “Sheep meme” reel has 2,963 views and 185 likes. Jan posted a non-library related reel (about supporting local business) and that did really well. Our profile visits on Instagram increased by 11% and our followers increased by 10%. Our Facebook likes increased 25% and TikTok followers have increased.

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



Meetings/Training/Etc.

- Karina attended managers meeting (8/23)
- Karina met with Pam and Susanne about social media records retention (8/24)
- Karina met with Nate and Melissa about publicity for MGPL After Dark: Murder in the Library event (8/30)
- Karina attended the Staff Appreciation Committee meeting (8/30)
- Bettina attended EDI meeting (8/23)

Programming Statistics - August 2023		
Program Name:	# of sessions	Total Attendance
Adult Programs	29	1034
Chair Yoga (Online)	2	36
Chair Yoga (In person)	2	27
Tai Chi (Online)	2	24
Crafting for Charity	2	20
Tuesday Movies	5	145
Social Seniors: Bingo	1	6
Social Seniors: Arts & Crafts	1	6
Social Seniors: Games on the Lawn	1	1
Social Seniors: Wits Workout	1	7
Indie Movie Night	1	6
Meet Irena Sendler: Rescuer of Thousands During WWII (Hybrid)	1	392
Tech Talk: Online Grocery Shopping (Online)	1	3
Virtual Grocery Store Tour with Leilah Siegel (Online)	1	49
Barbie: The History of America's Most Famous Doll (Hybrid)	1	148
Beckie Menzie & Tom Michael Cabaret	1	78
What's the Buzz? All About Honey Bees (Hybrid)	1	7
Book a Librarian	1	1
LitLounge (Online)	1	6
Readpool (Online)	1	12
Between the Lines	1	7
Between the Lines (Online)	1	5
Senior Activity Kits	1	39
ESL Kits	1	9
Teen Programs	2	8
LitLoot	1	2
Teen Tie Dye	1	6
Youth Programs	39	1278
Anime Club	1	1
Bedtime Math	1	2
Bedtime Stories & More	1	2
Bubble Fest	1	63
Chess Academy	1	0
Crafternoon	1	7
Crafty Saturday	1	15
DIY Family Game Night	1	36
Drama Club	1	9
Family Engineering Night	1	27
Family Storytime	1	11
Kindergarten Rocks!	1	62
Lego Builders	1	4
Luca's Magic Show	1	57
Mini Music Makers	1	28
MGPD Back to School Bash (Ice Cream Giveaway Offsite)	1	256
Monday Morning Playgroup	4	103
Read to the Rainbow Dogs	1	15

STEMonade Stand	3	310
Summer Storytime	5	120
The Magic and Science of Corn	1	24
Tots Dealing with Big Feelings	1	30
Wee Read	8	96
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	4	285
Hynes	1	200
MGPD Camps	3	85
Adult/Teen Services	0	0
Marketing & Engagement	2	395
National Night Out	1	350
Book Bike: Block Party	1	45

**Morton Grove Public Library
Monthly Statistics
For 08/2023**

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	12595
Checkins at your stations	Checkin Leap In Hous	1980
Checkins at your stations	Self Check in	18
Checkins at your stations	Quick Check in	23
Checkins at your stations	Checkin Leap Invento	2
	Total Checkins	14618
Checkouts at your stations	Leap Checkout and Renewal	4905
Checkouts at your stations	Self check Check out	7047
Checkouts at your stations	Circ Checkout and Renewal	1
	Total Checkouts	11953
Renewals at your stations	Power PAC Renewal	72
Renewals at your stations	Auto-renewal	10491
Renewals at your stations	Leap Checkout and Renewal	292
Renewals at your stations	Third party renewal	32
Renewals at your stations	Self check Check out	70
Renewals at your stations	Inbound Telephony Checkout	2
	Total Renewals	10959
Number of your Library's items checked out system-wide		12250
Number of your Library's unique items checked out system-wide		11009

Holds Placed through your interface		2983
Holds placed for/by your patrons		3104
Holds Held		3015
Holds Located		0
Holds Checkedout		2594
Holds Expired		0
Holds Cancelled		476
Holds Unclaimed		338
Number Of Items Currently Out		11949
Existing "MortonGrove" patron received new barcode		31
Patron Expiration Date Extended More Than 30 Days:		6
Count of physical patron records at beginning of 08/2023		9593
Minus Patron records physically deleted		14
Minus Patron library was changed from "MortonGrove" to some other CCS librar		4
Plus Patron records physically added		122
Plus Patron library was changed from some CCS library to "MortonGrove"		7
Count of physical patron records at end of 08/2023		9704
Minus In-House and Test Cards		8
Minus Expired Cards		306
Unexpired Patrons on file		9390
Leap Registration	Patron Lib=MortonGrove	122
Leap Registration	Patron Lib=CCSL	3
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2005
Number of items lent by your library to a CCS library		2745

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
08/2023 - 08/2023

*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	2,899	239	47	3,185	3.16	4.23
Cary	1,300	66	8	1,374	3.04	1.89
CCSL	4	0	0	4	0.00	0.01
Crystal Lake	1,424	153	39	1,616	3.04	2.08
Des Plaines	5,082	327	366	5,775	5.30	7.41
Ela	2,984	127	0	3,111	3.23	4.35
Evanston	3,513	160	91	3,764	6.83	5.12
Fox River Valley	2,440	71	9	2,520	2.92	3.56
Fremont	2,117	77	25	2,219	1.82	3.09
Glencoe	1,415	41	19	1,475	2.32	2.06
Glenview	4,666	135	92	4,893	4.88	6.80
Grayslake	2,723	94	13	2,830	3.45	3.97
Highland Park	2,673	128	65	2,866	4.25	3.90
Huntley	1,559	86	6	1,651	2.80	2.27
Indian Trails Public Library	2,358	210	168	2,736	3.34	3.44
Lake Forest	1,312	6	0	1,318	3.08	1.91
Lake Villa	2,130	121	26	2,277	2.99	3.10
Lincolnwood	813	20	3	836	2.16	1.18
McHenry	796	0	0	796	2.65	1.16
Morton Grove	2,057	52	11	2,120	3.68	3.00
Niles	3,781	141	79	4,001	4.95	5.51
Northbrook	3,318	161	115	3,594	4.78	4.84
Palatine Public Library	4,128	132	82	4,342	4.15	6.02
Park Ridge	2,531	69	51	2,651	3.50	3.69
Prospect Heights	1,996	34	32	2,062	2.68	2.91
Round Lake	1,443	44	100	1,587	3.06	2.10
Warren-Newport Public Library	1	0	0	1	1.12	0.00
Wilmette	3,764	135	89	3,988	5.05	5.49
Winnetka-Northfield	2,228	86	9	2,323	2.99	3.25
Zion-Benton	1,160	72	45	1,277	2.78	1.69
Total	68,615	2,987	1,590	73,192	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	11,953					100,731	99,568	12,634
Total Renewals (physical material)	9,412	9,590	10,204	9,821	9,042	8,376	10,764	10,959					78,168	76,938	9,601
Downloads/Streaming															
ebooks	2,263	2,005	2,342	2,073	2,054	2,118	2,245	2,100					17,200	17,309	2,170
eAudiobooks	1,875	1,600	1,855	1,829	1,929	1,858	1,937	2,085					14,968	11,744	1,627
Movies	607	488	508	702	762	685	752	595					5,099	4,976	617
Music	88	72	114	102	107	85	68	62					698	811	69
Magazines	248	241	233	250	233	199	272	202					1,878	1,536	166
TOTAL	27,177	26,209	28,830	26,081	24,909	27,679	29,901	27,956	0	0	0	0	218,742	212,882	26,884
In House Use	1,545	1,559	2,212	1,577	1,663	2,384	1,878	1,980					14,798	7,684	1,079
PATRONS															
Gate Count	10,056	8,653	9,540	9,238	9,424	12,845	11,942	10,812					82,510	71,357	9,348
Curbside Appointments													0	73	0
Active Cards	9,075	9,076	9,077	9,052	9,092	9,205	9,279	9,390							9,088
Other (NR Fee, Org, etc)													0	0	0
% of MG pop w/active cards	40%	40%	40%	40%	40%	41%	41%	41%					n/a	n/a	40%
REFERENCE															
Adult															
Technology and Reference	811	881	952	876	875	781	932	800					6,908	6,911	1,013
Directional/General Library Info	747	772	746	720	925	932	1,027	977					6,846	6,335	949
Reading Program	0	12	0	0	1	236	135	0					384	507	1
Youth															
Technology and Reference	567	510	652	418	283	648	539	474					4,091	4,451	586
Directional/General Library Info	612	479	583	465	299	668	573	367					4,046	3,619	485
Reading Program	162	14	8	2	11	1346	562	9					2,114	2,258	18
Circulation															
General Info	98	105	116	105	118	151	139	109					941	604	77
Directional	115	123	135	112	129	171	159	134					1,078	644	89
TOTAL	3,112	2,896	3,192	2,698	2,641	4,933	4,066	2,870	0	0	0	0	26,408	25,329	3,218

2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
SOCIAL MEDIA															
Facebook															
posts	26	22	19	33	19	28	25	25					197	264	14
total page likes as of 1st of the month	2,432	2,443	2,447	2,454	2,457	2,475	2,487	2,496					n/a	n/a	2180
interactions (engagements+clicks)	371	377	196	282	276	629	321	303					2,755	6,839	190
page reach	4,806	6,722	3,085	3,289	2,350	4,795	3,319	2,921					31,287	did not gather this stat previously	
Twitter															
posts	67	43	25	25	21	18	4	12					215	235	44
total followers as of the 1st of the month	783	785	788	795	798	801	808	810					n/a	n/a	783
profile visits	408	312	517	421	427	420	90	n/a					2595	5412	2829
interactions (engagements+clicks)	141	66	67	57	24	24	16	18					413	50	5
Instagram															
posts	91	57	66	93	62	65	53	55					542	164	22
total followers as of the 1st of the month	1,266	1,272	1,297	1,340	1,351	1,375	1,388	1,400					n/a	n/a	1178
engagements	998	582		916	999	1,200	1,245	1,233					7173	3782	852
YouTube															
videos	7	4	4	7	3	3	3	4					35	26	1
views	334	394	162	402	160	165	56	493					2,166	1,219	254
subscribers	221	226	225	232	237	236	234	238					n/a	n/a	209
TikTok															
posts	n/a	n/a	n/a	8	8	5	1	9						we were not on TikTok last year	
total followers as of the 1st of the month	n/a	n/a	n/a	57	109	158	179	231							