



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT  
March 2024**

**Pam Leffler, Executive Director**

**Administration**

**Personnel**

- Staffing remained stable.
- Other personnel news can be found in the Department reports.

**Automation & Technology**

- OSG continues routine and general maintenance of our computers and other automation systems.

**Legal/Financial/Policy**

- The 2024-2026 Strategic Plan was introduced to the public. Paper copies of the one-page highlights of the plan and the full plan were made available at all of the public service desks during the week of March 18. The About the Library and Policy pages of the MGPL website were also updated with the new Vision and Mission statements and the strategic directions.
- The Decennial Committee held their final meeting on March 14, 2024, where they reviewed and approved the final draft of the required report. The report was emailed to the Cook County Board on March 15, 2024.
- The audit is in its final stages and should be substantially complete by the end of March. Presentation of the audit will be scheduled once the final audit documents are produced.

**Facilities**

- The elevator modernization project which began on February 5<sup>th</sup> was fully complete on March 21, 2024, and the elevator was put back into public service. I am extremely happy with the way the elevator turned out and that we didn't encounter any additional issues during the project. Pricing for the second phase of the alarm work has been received (see your April packets for more info).
- Roof repair work on the eyebrow roof around the south bay window took place on March 11. The trim around the south bay window that was damaged from the leak has been repaired and repainted and window shades cleaned and reinstalled.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

**Miscellaneous**

- On March 19, the Library hosted a program sponsored by the Morton Grove and Niles Chambers of Commerce on Employee Happiness and Retention.

**Events/Programs/Meetings**

- Jack Cook, Cook & Kocher Insurance – insurance updates March 4
- Decennial Committee meeting March 14
- Department Managers meetings March 6, 13, 20
- ECC/DLIL Annual All Member meeting March 7
- Friends, Foundations, & Fundraising program March 12
- HR Source: Employee Onboarding March 14
- Library Board of Trustees Policy Committee meeting March 20
- Library Board of Trustees Regular meeting March 14
- Morton Grove/Niles Chamber of Commerce program March 19
- North Suburban Directors meeting March 26
- Wellness Insurance Network HR Overview March 20

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 Access Services**  
**March 2024 Report**  
Jeffrey Ray, Access Services Manager

**Patrons:**

- 88 Library cards registered

**Staff/Department Activity:**

- 1,876 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,965 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 13,432 items were checked in by Circulation Staff.
- Tech Services Staff are continually receiving and processing Youth and Adult print and A/V materials.
- 3/8/24 LACONI CSS presents “I am a manager, now what?” was hosted by the Morton Grove Public Library and attended by Shawn Cherian, Jeffrey Ray, Gregory Alexander, and Kinnari Shah.



**MGPL Facilities and Maintenance**  
**March 2024 Report**  
Edmon Tamras, Facilities Manager

- The elevator modernization project has been completed.
  - Chicago Metro Fire Prevention installed a new fire alarm panel.
  - Anchor electric pulled new CAT6 cable's also for the elevator.
  - Johnson Flooring installed the new carpet tiles in the elevator cab and replaced stained tiles in the lower level caused during the elevator modernization project.
- MG Fire inspector and personnel from CMFP toured the library to make sure that we have enough fire equipment coverage before beginning phase II of the project (installation of new alarm equipment).
- The annual fire sprinkler inspection was performed by Automatic Fire Systems.
- Replaced a soap dispenser in one of the bathrooms on the main floor.
- Installed shades on the windows in the wooden double doors in both entrances of the library for privacy during lockdowns and other events such as staff inservices, etc.
- Replaced the door closer on one of the doors to the lower level.
- Installed a new keyed lockset for the elevator equipment room door per state elevator inspection.

- Roof work that was necessary due to ice damming back in January was completed at the beginning of the month.
- Rehung the shades on the south bay window and started to clean away the stain caused by the roof leak (see above).
- Adjusted all clocks and outdoor lighting timers for Daylight Savings Time.
- Delivered packets to Board of Trustees prior to their monthly meeting.
- Continued to monitor downspouts and manually turning ON the heat trace electrical cord when they are frozen.
- Continued to perform daily and weekly tasks:
  - Daily cleaning of the library and grounds.
  - Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Managed day-to-day operations.

# MGPL Adult and Teen Services March 2024 Report

Melissa Mayberry, Adult and Teen Services Manager

## Programming

This month, we had 42 programs with 836 attendees.

After Dark programs, scheduled on Friday evenings after the library closes, are a great alternative for patrons who may have limited availability during the week. This month, we hosted two events, both of which received numerous positive comments from patrons.

Early in the month, we showed the film *Oppenheimer*. Patrons appreciated being able to watch this Oscar contender on the big screen, along with popcorn and door prizes. At the second event, patrons participated in a drumming circle, where they learned basic drumming techniques. This distinctive hands-on experience was a great way to alleviate stress at the end of the week.



We also continue to offer a variety of technology help and training. While many patrons take advantage of our Book a Librarian service, we consistently have a great turnout for our device classes. We find that patrons enjoy the group experience, and the opportunity to learn and share with their peers. With the abundance of features on our smart devices, we will never run out of topics to cover!

This month we completed the second quarter with the FY24 Age Options Library CARES Program. The funds we receive from Age Options enable us to expand our programming and services for older adults. Our ongoing Chair Yoga classes are funded through Age Options, as well as two other popular programs we offered this month. We have collaborated with Age Options since 2019, and we hope to continue our partnership with them in the future.

**Book/Media Displays**

- Women's History Month
- The Baddest Women
- Darkly Humorous Fiction
- National Craft Month
- Past Oscar Winners
- Back to Basics

**Book Rivers and Record Sets**

- Books like Dune
- Irish American Heritage Month
- Women's History Month
- Experimental Fiction
- The Baddest Women
- So Lucky
- New YA releases

**Library Aware Newsletters**

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

**Continuing Education/Meetings/Webinars**

- Bob and Nate attended the LACONI presentation: I'm a Manager, Now What?
- Cailyn and Wynn attended the ALA webinar: Readers' Advisory Ideas & Practice: Swoons & Screams
- Cailyn and Wynn attended the ALA webinar: Readers' Advisory Ideas & Practice: Crafty & Concise Book Blurbs
- Cailyn attended the ALA webinar: Readers' Advisory Conversation
- Cailyn and Nate completed training to become a passport acceptance agent
- Mark attended the all-day workshop: Solar Science for Librarians, presented by The Illinois State Library, in collaboration with Star Net and SEAL

**MGPL Marketing & Engagement**  
**March 2024 Report**  
Karina Guico, Marketing & Engagement Manager

The Marketing Team continues to promote and publicize library events, services, and news.

- Sent out weekly e-blast and a few targeted emails
- Updated website to reflect new strategic plan
- Created 35 new graphics and updated multiple items for AS and YS staff
  - Continue to design materials for different library events/services for the different departments: AAPI Reading Challenge, Nanni Nikki events, signs for free magazine
  - Continue to work with YS staff on Sumer Reading Program materials
  - Designed one page handout of the Strategic Plan to distribute to patrons
  - Created template for the butterfly wings mural
  - Worked on a fillable PDF for new presenter contracts
  - Finished layout of newsletter
- Posted on social media 68 times
  - Instagram top post is “That’s Like Exactly What I’m Going For” (3,732 views, 158 likes).
  - TikTok top posts are “Taylor Swift – Nice to Meet You ,Where’ve You Been” (2,549 views, 203 likes) and “Oh No” (1,917 views, 114 likes)
- Took photos at events and the photos were uploaded to Flickr. Videos posted on our YouTube channels.

**Other Projects**

- Updated signage needed for shifting YS collection
- Updated the Book Bracket and other materials weekly

**Community & Staff Engagement**

- Held the first “Hello Neighbor” event. Worked with Ganache Bakery, who donated donuts for the event. Sent out targeted post cards to new residents about the event.
- Put together baskets of promotional materials and books for the District 69 Fundraiser (with the help of Courtney)

**Meetings/Training/Etc.**

- Jan attended webinar “Thank You For Being a Follower”
- Karina attended webinar “Start Planning Now (Yes Now!) for Your Library’s Annual Giving Campaign”
- Karina attended the managers meetings
- Karina attended a Strategic Plan Implementation meeting

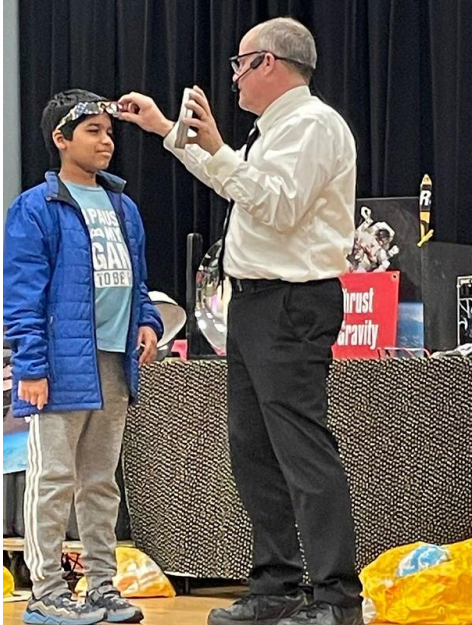
# MGPL Youth Services

## March 2024 Report

Courtney Schroeder, Youth Services Manager

### Programming

In March we provided 52 programs for 1191 people.



This month we had a lot of fun preparing for the Eclipse in April. A local scientist brought his **Getting Excited About Science: Solar Eclipse** program to entertain and educate those in attendance. Katie also led **Tiny Science** for preschoolers to learn about the phases of the moon and Jess' **Family Engineering Night** focused on Space-themed circuits.

Our bookclubs this month also dealt with outerspace as Katie's **Family Reads Book Club** featured *CatStonauts: Mission Moon* and Jess and Debbie's **Fearless Readers Book Club** hosted discussion of *The Total Eclipse of Nestor Lopez*.

This month also featured Jess and Natalie's hugely successful **Dog Man Book Release Party**, which was attended by 80 people eager to share in their love of fun comic adventures.

### Outreach

In March the outreach team visited 28 groups (520 kids/teachers/parents) as well as facilitating 2 school visits of 104 people at the Library. We also hosted several unfacilitated visits from Jerusalem Lutheran students. This month we also created 3 book bags of 19 items for area classrooms.

### Professional Development/Training/Meetings

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

- Leslie attended the RAILS YS Programmers Meeting
- Debbie attended the Children's Music Network Early Childhood Affinity Group meeting.
- Natalie attended the LACONI event at MGPL with the presentation, I'm a Manager, Now What?
- Debbie watched the Ryan Dowd webinar, "Supporting Transgender Individuals: A Conversation with Ben Greene".
- Debbie attended several Early Childhood Alliance meetings.
- Courtney watched the Booklist webinar, "Amazing Audio" on new and upcoming audiobooks releases.
- Jessie attended the RAILS School Facilitators Networking Meeting.
- Debbie attended the seminar, "An Introduction to the Science of Reading for Librarians."
- Courtney and Leslie watched the webinar, Magnificent Middle Grade from Booklist.
- Jess attended the IYSI Steering Committee.
- Debbie attended two meetings of the ACH, Reading is a Right and Resident Interviews.
- Courtney attended her monthly Project Ready EDI cohort meeting.



<b>Programming Statistics - March 2024</b>		
<b>Program Name:</b>	<b># of sessions</b>	<b>Total Attendance</b>
<b>Adult Programs</b>	<b>41</b>	<b>836</b>
Chair Yoga (Online)	2	55
Chair Yoga (In person)	2	35
Tai Chi (Online)	2	18
Crafting for Charity	2	27
Tuesday Movies	4	122
Social Seniors: Bingo	1	13
Social Seniors: Arts & Crafts	1	8
Social Seniors: Trivia	1	7
Social Seniors: Wits Workout	1	9
Indie Movie Night	1	5
Concert: The Saddle Shoe Sisters	1	85
Composting for Beginners (Online)	1	26
Women in History with Martina Mathisen	1	29
MGPL After Dark Movie: Oppenheimer	1	23
Evening Crafts for Adults and Teens	1	9
The Netherlands and Belgium: Windmills, Tulips, and More (Hybrid)	1	70
Tech Talk: There is an AI for That (Online)	1	6
Accessorizing Your Home (Hybrid)	1	56
Early Springtime in Paris (Hybrid)	1	69
Managing Your Stuff on iPhone	1	8
Meet The Costume Designer Ruth E. Carter (Online)	1	5
MGPL After Dark: A Night of Rhythm	1	20
Exploring Spices: Dutch Caraway Seeds (Online)	1	13
Canva 201	1	3
Managing Your Stuff on Android	1	5
Oscar Prediction Ballots	1	43
Book a Librarian	2	2
LitLounge (Online)	1	8
Between the Lines (In Person)	1	5
Between the Lines (Online)	1	4
Senior Activity Kits	1	40
ESL Kits	1	8
Job Searching Kits	1	0
<b>Teen Programs</b>	<b>1</b>	<b>0</b>
Teen Hangout	1	0
<b>Youth Programs</b>	<b>52</b>	<b>1191</b>
1000 Books Before Kindergarten Storytime	1	5
Anime Club	1	4
Bedtime Stories & More	1	5
Chess Academy	1	7
Crafternoon	1	15
Crafty Saturday	1	53
Dog Man Party	1	80
Drama Club	1	7
Family Dance Party	1	30

Family Engineering Night	1	18
Family Reads Book Club	1	14
Family Storytime	1	13
Fearless Readers Book Club	1	4
Getting Excited about Science	1	63
Goofball Science Club	1	7
Lego Builders	2	33
Listen Up!	4	126
LitLoot Middle School	1	12
Mad Math Society	1	4
Math Brigade	1	5
Mathematics Circus	1	7
Mini Masterpieces	1	8
Mini Music Makers	1	23
Monday Morning Playgroup	4	105
Preschool Storytime	3	46
Read to a Rainbow Dog	1	12
Ready, Set, Alphabet	1	16
Spring Break Movie: Teenage Mutant Ninja Turtles	1	16
STEMonade Stand	3	293
Tiny Science	1	10
Toddler Time	3	45
Wee Read	8	105
<b>Library-Wide Programs</b>	<b>1</b>	<b>149</b>
March Madness Bracket Challenge	1	149
<b>Talks/Tours inside the Library</b>		
<b>Youth Services</b>	<b>2</b>	<b>104</b>
Golf	1	44
Hynes	1	60
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>28</b>	<b>520</b>
Children's Bright Beginnings	2	25
Children's Learning World	5	42
Hynes	5	209
Jerusalem Lutheran	1	19
Kids Academy	4	54
MCC/MEC	1	3
Melzer	4	75
Montessori Academy of Morton Grove	3	42
Park View	2	43
Sunny Bunny	1	8
<b>Adult/Teen Services</b>	<b>1</b>	<b>5</b>
MCC Famished for Fiction	1	5
<b>Marketing &amp; Engagement</b>	<b>1</b>	<b>2</b>
Hello Neighbor	1	2

04/01/2024

**Morton Grove Public Library  
Monthly Statistics  
For 03/2024**

*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>*

<b>Transaction Type</b>	<b>Transaction SubType</b>	<b>NUMBER OF PATRONS ITEMS TRANSACTIONS</b>
Checkins at your stations	Leap Check in	12032
Checkins at your stations	Checkin Leap In Hous	1356
Checkins at your stations	Self Check in	10
Checkins at your stations	Quick Check in	34
	Total Checkins	13432
Checkouts at your stations	Leap Checkout and Renewal	4903
Checkouts at your stations	Self check Check out	6656
	Total Checkouts	11559
Renewals at your stations	Third party renewal	47
Renewals at your stations	Auto-renewal	9202
Renewals at your stations	Leap Checkout and Renewal	325
Renewals at your stations	Power PAC Renewal	139
Renewals at your stations	Self check Check out	54
	Total Renewals	9767
Number of your Library's items checked out system-wide		11003
Number of your Library's unique items checked out system-wide		9981

Holds Placed through your interface		3117
Holds placed for/by your patrons		3260
Holds Held		2965
Holds Located		0
Holds Checkedout		2663
Holds Expired		0
Holds Cancelled		421
Holds Unclaimed		241
Number Of Items Currently Out		12028
Existing "MortonGrove" patron received new barcode		28
Patron Expiration Date Extended More Than 30 Days:		0
Count of physical patron records at beginning of 03/2024		9858
Minus Patron records physically deleted		46
Minus Patron library was changed from "MortonGrove" to some other CCS librar		1
Plus Patron records physically added		88
Plus Patron library was changed from some CCS library to "MortonGrove"		5
Count of physical patron records at end of 03/2024		9904
Minus In-House and Test Cards		10
Minus Expired Cards		286
Unexpired Patrons on file		9608
Leap Registration	Patron Lib=MortonGrove	88
Leap Registration	Patron Lib=CCSL	12
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1960
Number of items lent by your library to a CCS library		1876

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**03/2024 - 03/2024**

*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*

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	3,199	252	57	3,508	3.11	4.54
Cary	1,378	61	10	1,449	2.98	1.96
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,116	142	36	1,294	2.98	1.58
Des Plaines	4,762	319	344	5,425	5.15	6.76
Ela	3,042	113	0	3,155	3.21	4.32
Evanston	3,655	80	70	3,805	6.49	5.19
Fox River Valley	2,381	56	17	2,454	2.87	3.38
Fremont	2,205	95	28	2,328	1.79	3.13
Glencoe	1,490	66	21	1,577	2.27	2.11
Glenview	4,505	166	94	4,765	4.63	6.39
Grayslake	2,773	83	15	2,871	3.30	3.94
Highland Park	2,766	49	30	2,845	4.15	3.93
Huntley	1,770	77	3	1,850	2.73	2.51
Indian Trails Public Library	2,658	131	81	2,870	3.26	3.77
Lake Forest	1,541	30	1	1,572	3.02	2.19
Lake Villa	2,153	93	27	2,273	2.97	3.06
Lincolnwood	951	31	7	989	2.14	1.35
McHenry	1,487	12	4	1,503	2.61	2.11
Morton Grove	1,316	70	15	1,401	3.58	1.87
Niles	3,716	83	57	3,856	4.82	5.27
Northbrook	3,353	182	145	3,680	4.60	4.76
Palatine Public Library	3,891	107	72	4,070	4.13	5.52
Park Ridge	2,312	83	65	2,460	3.42	3.28
Prospect Heights	1,812	59	23	1,894	2.74	2.57
Round Lake	1,614	51	68	1,733	3.03	2.29
Warren-Newport Public Library	1,578	0	0	1,578	3.48	2.24
Wilmette	3,445	135	87	3,667	4.91	4.89
Winnetka-Northfield	2,331	83	13	2,427	3.01	3.31
Zion-Benton	1,253	69	51	1,373	2.59	1.78
<b>Total</b>	<b>70,453</b>	<b>2,778</b>	<b>1,441</b>	<b>74,672</b>	<b>100.00</b>	<b>100.00</b>









2024 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>SOCIAL MEDIA</b>															
<b>Facebook</b>															
posts	25	21	20										66	67	19
total page likes as of 1st of the month	2,516	2,525	2,533										n/a	n/a	2447
interactions (engagements+clicks)	385	176	60										621	944	196
page reach	27,300	6,138	8,278										41,716	14,613	3085
<b>X (formerly known as Twitter)</b>															
posts	8	4	1										13	135	25
total followers as of the 1st of the month	831	831	836										n/a	n/a	788
interactions (engagements+clicks)	9	3	0										12	1237	517
<b>Instagram</b>															
posts	41	37	38										116	66	214
total followers as of the 1st of the month	1,486	1,526	1,564										n/a	1297	n/a
engagements	1,421	735	611										2767	1580	
<b>YouTube</b>															
videos	1	2	4										7	15	4
views	87	162	121										370	890	162
subscribers	244	244	251										n/a	n/a	225
<b>TikTok</b>															
posts	8	5	5										18	was not on TikTok until 2024	
total followers as of the 1st of the month	373	381	394										n/a		