



**MORTON GROVE
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT
July 2024**

Pam Leffler, Executive Director

Administration

Personnel

- Business Manager Susanne Bodner will be leaving the library, effective mid- to late September (exact date still TBD). We have posted ads for the position and hope to have it filled by September to allow for some overlap of Susanne and a new person for training purposes.
- Other personnel news can be found in the Department reports.

Automation & Technology

- The Board approved the planned server replacement and all components have been ordered. The server replacement should take place sometime in mid-August with no anticipated downtime of any of our computer/network systems.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- I have begun work on the 2025 Budget. As in previous years, the first reading of the budget will take place at our September meeting, second reading and final approval at the October meeting.
- Strategic plan – The Implementation Team will meet in August to discuss and determine priorities for the remainder of 2024, and to decide what we want to focus on in 2025 and 2026.
- Filing dates for the 2025 Consolidated Election have been moved up by approximately one month:
 - August 20, 2024 – first day to circulate petitions for the consolidated election.
 - November 12, 2024 – first day to file nomination papers for the consolidated election.
 - November 18, 2024 – last day to file nomination papers for the consolidated election.
 - April 1, 2025 – Consolidated Election.

We will have two trustee terms expiring in April 2025, Trustee Carlotta Gonzales and Trustee Mohammed Hussain. In early August I will be posting to our website information on filing and running for the Library Board of Trustees.

Facilities

- Phase II of the elevator modernization project will begin on Monday, August 5. We have been assured there should be minimal disruption to staff and patrons, though as always with this type of project, we will share as much information as possible with staff so they know what to expect.
- Disappointingly, we have had a few glitches with our new elevator resulting in the elevator getting stuck. One issue is a glitchy software related issue of which the elevator company is aware and monitoring, and one was an issue with the door closer. The elevator company has been extremely responsive, and we are hoping that the services performed on the elevator have resolved these problems.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Events/Programs/Meetings

- CCS Executive Committee meeting July 10
- Department Managers meetings July 10, 24
- ECC/DLIL Executive Committee meeting July 24
- HR Source: Compensation & Benchmarking Project meeting July 25
- Library Board of Trustees Policy Committee meeting July 1
- Library Board of Trustees Regular meeting July 11
- MG Chamber of Commerce: One-on-One w/Elected Officials prog. June 18
- North Suburban Directors Meet-Up July 23
- OSG: Server Replacement & Migration meeting July 29

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
July 2024 Report
Jeffrey Ray, Access Services Manager

Patrons:

- 128 Library Cards registered
- 43 License Plate Renewals

Staff/Department:

- 2,563 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 3,275 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 15,789 items were checked in by Circulation Staff.
- 7/12/24 Jeffrey Ray attended CCS Circulation Technical Group meeting.
- 7/30/24 Shawn Cherian attended Cataloging in LEAP at the CCS office.
- Jeffrey Ray began taking Cataloging class through RAILS as a refresher.
- Tech Services Staff are continually receiving and processing Youth and Adult print and A/V materials.
- Circulation Staff continue the inventory of the entire collection. This month staff inventoried the following collections: Adult College and Career, Adult DVDs, Adult Large Print, Adult New Fiction, Adult New Nonfiction, Adult New Graphic Novels, Adult New Music CD's, Adult Nonfiction. They are currently working on Youth Nonfiction.

MGPL Facilities and Maintenance
July 2024 Report
Edmon Tamras, Facilities Manager

- Contacted and met with Stanley Steemer for a quote on main floor carpet cleaning.
- Midwest Mechanical completed the quarterly PM. We are waiting for quotes on a couple of repairs to the system that will need to be made.
- Met with Nilfisk Company representative to determine the best carpet extractor for our needs.
- Met with a representative from Johnson Flooring for quotes on potential 2025 expenditures: replacing the carpet tiles on the east end of the building and in the Baxter Auditorium and replacing the tile on the east stairwell down to the YS Department.
- Replaced a motion sensor light switch in one of the Youth Services bathrooms.
- Replaced all filters on the air purifiers in the Study Rooms and Marketing & Engagement Manager office.
- Met with the Project Manager from CMFP (the company that will be installing the new fire alarm panel) in preparation of the alarm work which is scheduled to begin on Monday, August 5.
- Replaced a broken toilet paper dispenser.
- Cleaned/cleared the PVC p-trap for one of the Baxter Auditorium HVAC units located on the roof.
- 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 building and grounds operations.

MGPL Adult and Teen Services

July 2024 Report

Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 39 programs with 871 attendees.

The Adult/Teen Summer Reading Program finished with a total of 288 participants, an increase of 50 participants compared to last year's program. Having the SRP t-shirt prominently displayed at the Info East desk seems to have generated increased interest in the program.

Since February, we have offered a Tuesday evening craft class for adults and teens. By using the same craft as our Wednesday morning Social Seniors craft program, we can offer this additional program without a significant increase in staff time. The response to this program has been overwhelmingly positive. This month we had several teens attend with a parent, and a stay-at-home mom shared how much she enjoys this opportunity for monthly night out for herself.



During the summer months, we traditionally have more patrons using the library in person. Families come in for YS summer reading programs and adults and teens come in looking for recommendations on “something good” to read. Finding books, assisting with devices and helping patrons in the Computer Room are just some of the ways that ATS staff spend their time at the Info desks. We are a friendly face that patrons see when they first enter, and I regularly receive compliments from patrons about the staff and the level of service we provide.

Book/Media Displays

- Summer Reads
- *Halfway Through 2024*
- Historical Fiction
- Beach Reads

- Colonial Chronicles
- Olympic Biographies
- Famous Flops
- Awe-Inspiring Anime

Book Rivers and Record Sets

- New Nonfiction
- Magical Realism
- Revolutionary History: America and Beyond
- New Fiction
- Adventure Awaits
- Summer Vacation
- Disability Pride
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Ashley, Bob, Cailyn, Mark, Marlene and Nate attended the Rails Membership update webinar
- Ashley, Bob, Cailyn, Mark, Marlene and Nate attended the The Modern eAccessibility Landscape
- Wynn attended Fall 2024/Winter 2025 Adult Book Buzz from HarperCollins Publishers
- Mark and Melissa attended Voter Engagement in the First AI Election: Fighting Misinformation & Disinformation
- Mark attended the Digital Equity Networking Group
- Nate Booklist webinar: Graphic Novels for All

MGPL Marketing & Engagement July 2024 Report

Karina Guico, Marketing & Engagement Manager

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

- Karina sent out weekly e-blast and a targeted adult newsletter about Ravinia passes and upcoming events.
- Bettina created 23 new graphics and updated multiple items for AS and YS staff
 - Finished newsletter layout of the August-September issue
 - Continue to design materials for different library events/services for the different departments: materials for 100 Books Before Graduation and Social Seniors Trivia
 - Rebranded the Cards for Kindness materials
- Jan posted on social media 68 times
 - Another month with a big increase in the number of followers: Gained 102 followers on Instagram and 73 followers on TikTok.
 - Instagram reach increased by 75% and profile visits increased by 38%. Most liked Instagram posts “If you don’t like libraries” reel (9,572 views, 435 likes) and “Here I am once again” reel (6,063 views and 206 likes). Last month’s “Looking for the girls in libraries” reel continues to gain views and likes and is up to 25,300 views and 1,974 likes.
- Jan took photos at events and the photos were uploaded to Flickr. Videos were posted on our YouTube channels.

Other Projects

- Karina created signs for Ravinia ticket give-away, printed the patron image for for AI event, update signs for YS
- Karina worked on updating the Request for Reconsideration Form and created a Program Proposal form
- Karina applied for the Live and Amplified Music Permit for the August and September front porch concerts
- Karina sent out letters to residents within 150 feet of the library about the front porch concerts.
- Karina and members of the Staff Appreciation Committee held a s’mores day for staff.

Community & Staff Engagement

- Pam and Karina worked the Library table at the Morton Grove Days Market where they interacted with 150 attendees about library services and upcoming events.
- Karina rode the Book Bike to the Vision Morton Grove picnic.

Meetings/Training/Etc.

- Karina attended managers meeting
- Jan attended “Social Media Strategies for Libraries” webinar
- Karina attended “Making Your Website More Accessible” webinar

MGPL Youth Services

July 2024 Report

Courtney Schroeder, Youth Services Manager

Programming

In the end, 946 kids signed up for Summer Reading, only a handful less than last year. We had many families who commented that they really enjoyed the program this year and that they appreciated the motivation it gave to their child to continue reading throughout the summer. In July we also offered 62 programs for 2501 people.

This year's Tie Dye your T! were scheduled later (including one in August) to allow for more families to earn their shirts before starting the events. It seems to have been a successful move as more kids dyed their shirts this year than last. I think we will continue offering one event in August shortly after the program ends so that kids who can't check in to earn their shirt until later in July can decorate it. This year we gave out 677 shirts and nearly 400 kids dyed their shirts in the month of July.

This summer we had tons of fun and successful programs: a weekend magician that brought in a room-capacity crowd, a STEAM stop that had families doing shifts of 'volcano' building because there were too many bodies for the number of seats in the room, kids learning about and touching bugs in the Baxter Room, families making messy art on the lawn, and stuffed animals who came (with their person) to a make-believe campout in the Activity Room.

In my reports I try to highlight the events the great staff in the Youth Services Department put on since, honestly, they are the most talented and incredible people around... but this month I wanted to write about something I found most endearing; the adults who attended our all-ages programs without any kids. In particular, the two adults who attended **Bubble Fest** on the lawn simply because they wanted to blow bubbles and watch kids having innocent fun were my favorite of the month. There really is nothing like reaching an unintended audience and watching people enjoy your event in a way you never imagined.



Outreach

In July the outreach team visited 6 groups (175 kids/teachers/parents). Debbie and Jessie continued to visit campers at the Morton Grove Park District's day camps. This month we also created 3 book bags of 73 items for area preschool classrooms.

Professional Development/Training/Meetings

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

- Jess attended an IYSI Conference Planning Committee Meeting.
- Amy watched the Booklist webinar: Page-Turning Picture Books.
- Debbie attended a meeting of the ACH Initiative "Reading is a Right" group.
- Amy watched the webinar, Reader's Advisory: Ideas and Practice.

Programming Statistics - July 2024		
Program Name:	# of sessions	Total Attendance
Adult Programs	39	849
Chair Yoga (Online)	2	26
Chair Yoga (In person)	2	35
Tai Chi (Online)	1	10
Crafting for Charity	2	31
Tuesday Movies	5	107
Social Seniors: Bingo	1	14
Social Seniors: Arts & Crafts	2	7
Social Seniors: Trivia	1	3
Social Seniors: Wits Workout	1	7
Indie Movie Night	1	4
Evening Crafts for Adults and Teens	2	5
Try Your Hand at AI Art	1	6
Knitting Group	2	0
Intro to Microsoft Word	1	3
The Inky Sea: Tattoos and the Navy (Hybrid)	1	4
Aging Well: Finding Your Get Up and Go (Hybrid)	1	42
Summer Reading T-Shirt Bleaching	1	5
Chicago YIVO Society: Concert: An Afternoon of Yiddish Nostalgia	1	75
iCASH Table: Find Your Unclaimed Property (Hybrid)	1	12
Exploring Spices: Shawarma Seasoning Spice (Online)	1	13
Book a Librarian	1	4
LitLounge (Online)	1	10
Between the Lines (In Person)	1	8
Between the Lines (Online)	1	8
Tiny Art Kits	1	100
Senior Activity Kits	1	35
ESL Kits	1	8
Job Searching Kits	1	1
Summer Reading Program	1	266
Teen Programs	1	22
Summer Reading Program	1	22
Youth Programs	63	3447
1000 Books Before Kindergarten Storytime	1	0
Bedtime Stories & More	1	2
Block Party	1	22
Bubble Fest	1	81
Bugs Galore	1	71
Button Making	2	82
Candy Creations	1	11
Crafternoon	1	18
Crafty Saturday	1	39
Drama Club	1	0
Family Dance Party	1	16
Family Engineering Night	1	32
Family Lawn Games	1	16
Family Storytime	1	10

Lego Builders	2	53
LitLoot Middle School	1	15
Mess-terpiece Mondays	2	68
Mini Masterpieces	1	15
Minute to Win It Games	1	15
Monday Morning Playgroup	5	165
Pop-in Flower Pounding	1	11
Read to a Rainbow Dog	1	16
Ready, Set, Alphabet	1	22
Red, White, and Bicycle	1	27
STEAM Stop	2	89
STEMonade Stand	3	384
Stories in the Park	5	84
Stuffed Animal Campout	1	32
Summer Reading Program	1	946
Summer Storytime	5	158
The Great Boodini (Magician)	1	170
Tie Dye your T!	4	617
Tiny Science: Colors	1	21
Tots Dealing with Big Feelings	1	20
Water Babies	6	98
Young Olympians	1	10
Zentangle Art	1	11
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	175
MGPD Happy Campers	2	54
MGPD Junior Camp	2	86
MGPD Kidventure Camp	2	35
Adult/Teen Services	0	0
MCC Famished for Fiction		
Marketing & Engagement	2	170
Morton Grove Days Market	1	150
Vision Morton Grove Picnic	1	20

08/01/2024

Morton Grove Public Library
Monthly Statistics
For 07/2024

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>

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	13813
Checkins at your stations	Checkin Leap In Hous	1912
Checkins at your stations	Quick Check in	39
Checkins at your stations	Self Check in	18
Checkins at your stations	Checkin Leap Invento	7
	Total Checkins	15789
Checkouts at your stations	Self check Check out	8018
Checkouts at your stations	Leap Checkout and Renewal	5678
	Total Checkouts	13696
Renewals at your stations	Leap Checkout and Renewal	333
Renewals at your stations	Self check Check out	67
Renewals at your stations	Third party renewal	67
Renewals at your stations	Power PAC Renewal	141
Renewals at your stations	Auto-renewal	9170
Renewals at your stations	Inbound Telephony Checkout	2
	Total Renewals	9780
Number of your Library's items checked out system-wide		13589

Number of your Library's unique items checked out system-wide		12116
Holds Placed through your interface		2925
Holds placed for/by your patrons		3125
Holds Held		3275
Holds Located		0
Holds Checkedout		2857
Holds Expired		0
Holds Cancelled		472
Holds Unclaimed		302
Number Of Items Currently Out		12687
Existing "MortonGrove" patron received new barcode		30
Patron Expiration Date Extended More Than 30 Days:		12
Count of physical patron records at beginning of 07/2024		9996
Minus Patron records physically deleted		101
Minus Patron library was changed from "MortonGrove" to some other CCS librar		6
Plus Patron records physically added		128
Plus Patron library was changed from some CCS library to "MortonGrove"		4
Count of physical patron records at end of 07/2024		10021
Minus In-House and Test Cards		9
Minus Expired Cards		257
Unexpired Patrons on file		9755
Leap Registration	Patron Lib=MortonGrove	128
Leap Registration	Patron Lib=CCSL	9
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2223
Number of items lent by your library to a CCS library		2563

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
07/2024 - 07/2024

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*

Lending Library	Intra-CCS	Other Ill.	Outside Ill.	Total	Percent Held	Percent Intra-CCS
Algonquin	3,219	173	22	3,414	3.09	4.51
Cary	1,332	74	19	1,425	3.02	1.87
CCSL	0	1	0	1	0.00	0.00
Crystal Lake	1,941	163	38	2,142	2.92	2.72
Des Plaines	3,783	317	302	4,402	5.21	5.30
Ela	3,248	108	0	3,356	3.24	4.55
Evanston	3,521	105	52	3,678	6.44	4.93
Fox River Valley	2,765	82	25	2,872	2.85	3.87
Fremont	2,131	86	25	2,242	1.96	2.99
Glencoe	1,388	98	21	1,507	2.35	1.94
Glenview	4,519	250	75	4,844	4.68	6.33
Grayslake	2,477	93	27	2,597	3.23	3.47
Highland Park	2,621	159	40	2,820	4.22	3.67
Huntley	1,649	73	2	1,724	2.80	2.31
Indian Trails Public Library	2,689	115	76	2,880	3.22	3.77
Lake Forest	1,402	16	2	1,420	3.07	1.96
Lake Villa	2,040	79	28	2,147	2.32	2.86
Lincolnwood	1,013	29	7	1,049	2.21	1.42
McHenry	538	35	6	579	2.66	0.75
Morton Grove	1,881	92	18	1,991	3.54	2.64
Mount Prospect	0	0	0	0	0.00	0.00
Niles	4,126	158	55	4,339	4.92	5.78
Northbrook	3,774	202	137	4,113	4.66	5.29
Palatine Public Library	3,863	117	39	4,019	4.17	5.41
Park Ridge	2,280	129	77	2,486	3.36	3.19
Prospect Heights	1,954	83	20	2,057	2.79	2.74
Round Lake	1,630	61	70	1,761	3.08	2.28
Warren-Newport Public Library	1,722	1	0	1,723	3.42	2.41
Waukegan	0	0	0	0	0.00	0.00
Wilmette	3,837	173	78	4,088	4.86	5.38
Winnetka-Northfield	2,743	100	20	2,863	3.06	3.84
Zion-Benton	1,282	103	46	1,431	2.65	1.80
Total	71,368	3,275	1,327	75,970	100.00	100.00

2024 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)	11,675	11,305	11,559	11,180	10,689	13,643	13,696						83,747	88,778	13,863
Total Renewals (physical material)	9,298	9,097	9,767	9,291	8,861	8,739	9,780						64,833	67,209	10,764
Downloads/Streaming															
ebooks	2,456	2,074	2,141	2,039	2,138	2,234	2,391						15,473	15,100	2,245
eAudiobooks	2,118	1,950	2,102	2,049	2,117	1,985	2,198						14,519	12,883	1,937
Movies	657	716	791	665	676	910	737						5,152	4,504	752
Music	146	112	141	165	122	115	134						935	636	68
Magazines	911	754	1,006	520	843	645	696						5,375	1,676	272
TOTAL	27,261	26,008	27,507	25,909	25,446	28,271	29,632	0	0	0	0	0	190,034	190,786	29,901
In House Use	1,136	1,549	1,356	1,534	1,351	1,847	1,919						10,692	12,818	1,878
PATRONS															
Gate Count	9,312	10,065	10,720	11,627	10,186	12,135	11,865						75,910	71,698	11,942
Curbside Appointments													0	0	0
Active Cards	9,528	9,564	9,608	9,650	9,666	9,718	9,755								9,279
Other (NR Fee, Org, etc)													0	0	0
% of MG pop w/active cards	40%	40%	40%	40%	40%	40%	40%						n/a	n/a	40%
REFERENCE															
Adult															
Technology and Reference	712	772	863	885	824	1,137	867						6,060	6,108	932
Directional/General Library Info	883	908	882	1,214	993	1,171	1,154						7,205	5,869	1,027
Reading Program	0	0	0	0	16	195	72						283	384	135
Youth															
Technology and Reference	461	491	513	537	446	661	690						3,799	3,617	539
Directional/General Library Info	447	395	419	559	380	656	697						3,553	3,679	573
Reading Program	174	6	3	5	8	1701	651						2,548	2,105	562
Circulation															
General Info	105	120	128	130	88	85	96						752	832	139
Directional	96	106	115	127	101	106	121						772	944	159
TOTAL	2,878	2,798	2,923	3,457	2,856	5,712	4,348	0	0	0	0	0	24,972	23,538	4,066

2024 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	25	21	20	20	25	25	31						167	172	25
total page likes as of 1st of the month	2,516	2,525	2,533	2,536	2,536	2,557	2,567						n/a	n/a	2487
interactions (engagements+clicks)	385	176	60	204	237	381	276						1,719	2,452	321
page reach	27,300	6,138	8,278	4,635	4,324	8,219	3,800						62,694	28,366	3391
X (formerly known as Twitter)															
posts	8	4	1	** we are no longer posting to X (Twitter)								13	203	4	
total followers as of the 1st of the month	831	831	836										n/a	n/a	808
interactions (engagements+clicks)	9	3	0										12	395	16
Instagram															
posts	41	37	38	38	33	48	33						268	487	53
total followers as of the 1st of the month	1,486	1,526	1,564	1,573	1,592	1,648	1,741						n/a	n/a	1388
engagements	1,421	735	611	608	364	364	1,419						5522	5940	1245
YouTube															
videos	1	2	4	5	2	4	1						19	31	3
views	87	162	121	176	75	151	22						794	1,673	56
subscribers	244	244	251	255	256	259	258						n/a	n/a	234
TikTok															
posts	8	5	5	6	4	4	4						36	22	1
total followers as of the 1st of the month	373	381	394	408	408	408	481						n/a	337	179
													Started posting on TikTok 04/2024		