



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

August 2024

Pam Leffler, Executive Director

Administration

Personnel

- Business Manager Susanne Bodner and I conducted interviews to fill the Business Manager position. Leighton Shell was offered the position and will be starting on Wednesday, September 4. Susanne's final day will be September 19 so there will be some overlap to allow for Leighton's training.
- Other personnel news can be found in the Department reports.

Automation & Technology

- The server replacement went smoothly with no downtime, as anticipated.
- 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.
- Due to scheduling issues, the Strategic Plan Implementation Team will meet in September (rather than August) to discuss and determine priorities for the remainder of 2024, and to decide what we want to focus on in 2025 and 2026.
- Just a reminder that the 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. Information on running for the trustee position has been linked on our website. As of this writing, I'm aware of one potential candidate who will be filing.

Facilities

- Phase II of the elevator modernization project (alarm work) has been substantially complete with minimal disruption to staff and patrons. We are still working out a couple of glitches, but nothing that affects the functionality of the alarm.
- The glitches we were experiencing in August leading to the elevator getting stuck fortunately appear to have been resolved.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Events/Programs/Meetings

- Business Manager Interviews August 13 – 28
- CCS Governing Board August 26
- Department Managers meetings August 21
- ECC/DLIL Executive Committee meeting August 21
- HR Source: Straight from the Source – HR Hotline Topics August 15
- Library Board of Trustees Regular meeting August 8
- MG Chamber of Commerce Board meeting August 8
- North Suburban Directors Meet-Up August 26
- OSG: Copilot for Microsoft 365 August 20
- RAILS: Creating Accessible PDFs August 28
- The Safe Library: Security, Safety & Service August 7
- Wellness Insurance Network Fall Membership Meeting August 14

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

August 2024 Report

Jeffrey Ray, Access Services Manager

Patrons

- 150 Library Cards registered
- 32 License Plate Renewals

Department/Staff

- 2,436 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,882 hold items were processed by Access Services staff for patrons to pick up at MGPL.
- 13,294 items were checked in by Access Services staff.
- 8/9/24 Shawn Cherian, Kinnari Shah, and Jeffrey Ray attended the LACONI Circulation Services Section program “Managing Systems That Help” presented by Michelle Petersen at the Helen Plum Public Library.
- Jeffrey Ray completed a cataloging course thru RAILS.
- Access Services staff are continually receiving and processing Youth and Adult/Teen print and A/V materials.
- Access Services staff continue the inventory of the entire collection. This month staff inventoried the following collections: Adult College and Career, Adult DVD, Adult Large Print, Adult New Fiction, Adult New Nonfiction, Adult New Graphic Novels, Adult New Music CDs, Adult Nonfiction, Youth Nonfiction. Staff are currently working on Youth Picture Books.
- Access Services Clerk Ilana Maitino submitted her resignation to accept a full-time position Teacher’s Assistance position with the Skokie School District. Ilana will continue to work her Sunday shift through the end of September.

MGPL Facilities and Maintenance

August 2024 Report

Edmon Tamras, Facilities Manager

- Coordinated cleaning of the carpet on the main level with Stanley Steemer Co.
- Performed troubleshooting on the thermostat in the main level Café area that controls the east entry way and a couple of locations in the lower level. Contacted and coordinated replacement of the thermostat with Midwest Mechanical.
- Chicago Metropolitan Fire Protection completed phase II of the elevator modernization project, installation of a new fire alarm panel.
- Ordered and replaced exit sign battery in the Lincoln Avenue entry.
- Adjusted our outdoor lighting timers.
- Coordinated the annual inspection of the building alarm system with Johnson Control.
- Had regular contact with Colley Elevator to troubleshoot and determine why we’re having issues with the elevator alarms. Issues appear to have been with the outer elevator door on the lower level and have been addressed.
- Our service technician from Midwest Mechanical power washed all HVAC coils.
- 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

August 2024 Report

Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 35 programs with 561 attendees. Our Department also facilitated the all-ages event, Walk-Through Butterfly Tent, which had 472 attendees.

We had a great lineup of programs, including Explore the Mediterranean Diet and The Beatles: After the Breakup. We held another successful Front Porch Concert, receiving enthusiastic praise for the band. Our popular Tie Dye event allowed patrons to bring their own materials and create unique designs. We also had a significant number of patrons visit to view this year's Tiny Art display, which highlighted the creativity and talent within our community.

Morton Monarchs: A Successful Series of Butterfly Events

The Morton Monarchs series, dedicated to educating the community about butterflies, began last fall with the distribution of Butterfly Garden Kits. This year, Youth Services and Adult and Teen Services collaborated to offer a diverse range of butterfly-related programs, culminating in the highly anticipated Butterfly Tent event.

The staff from Salt Creek Butterfly Farm were exceptionally knowledgeable and dedicated, assisting patrons in handfeeding and interacting with over 100 Monarch butterflies. Volunteers played a crucial role in managing the flow of patrons entering and exiting the tent, while ensuring none of the butterflies escaped.

Due to the high temperature on the day of the event, we arranged for patrons to wait inside the library until it was their turn to enter the tent. This decision resulted in a larger than usual number of patrons inside the library. Staff members working that day did an excellent job managing the increased foot traffic. The adaptability and enthusiasm of everyone involved in this event were key factors in its success.

Book/Media Displays

- Before the Movie
- Celebrity Book Club Picks
- Tiny Books

Book Rivers and Record Sets

- Best of 2024 So Far
- House of the Dragon Fans
- Galactic Giants
- New in Self Help
- 250 Pages or Less
- Back to School
- New YA Releases

Library Aware Newsletters

- Best Seller Preview
- New Fiction
- New Non-Fiction

- New AV
- New Graphic Novels

Continuing Education/Meetings/Webinars

- ATS staff attended the Department meeting
- Melissa attended the webinar Training Patrons on Telehealth Services
- Melissa attended the Collection Development Networking Group Meeting
- Melissa attended the Business Interest Group Meeting
- Nate attended the webinar Impartial and Effective Election Messaging for Libraries
- Cailyn attended SLJTeen Live! Virtual Event
- Wynn attended the webinar Library Journal Fall Mystery Preview
- Bob attended NSAP (North Suburban Adult Programmers) meeting
- Cailyn attended YALD (Young Adult Librarian Discussion Group) meeting

MGPL Marketing & Engagement

August 2024 Report

Karina Guico, Marketing & Engagement Manager

Publicity/Promotion

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

- Karina sent out weekly e-blast
- Marketing team started the newsletter cycle, edited copy, set up proof for staff, started layout.
- Bettina created 24 new graphics and updated multiple items for AS and YS staff
 - Continue to design and print materials for different library events/services for the different departments: Cards for Kindness, Front Porch Concert, LitLoot, and more.
 - Worked with Natalie on materials needed for the Children's Art Contest: form, flyer, certificates, posters, signage, etc
- Jan posted on social media 72 times
 - Instagram reels from July continue to gain traction "If you don't like libraries" reel now has 11,100 views and 518 likes and "Social Media Content" reel now has 24,400 views and 765 likes.
 - TikTok followers continue to grow. We gained 61 followers in August.
 - Patron comment: "Thank you for the memorable experience Morton Grove Public Library. You guys are simply the best!" – Facebook post about the Butterfly Tent event.
- Jan took photos at events and the photos were uploaded to Flickr. Videos were posted on our YouTube channels.

Other Projects

- Karina with the help of the managers and members of the Staff Appreciation Committee held a cookout for staff to celebrate their work
- In the past few years, we have heard patrons talk about how much they enjoy the front porch concert (Summer Reading Kick-off). This year we decided to schedule two more front porch concerts in August and September. The first concert, featuring Judson Brown Band, was such a hit! We had an all-ages crowd of over 100 people, who sang and danced along with the band.
- Karina and Jan both helped with the Walk-Through Butterfly Tent event.

Community & Staff Engagement

- Karina and Jeff attended the longest running block party in Morton Grove where they chatted with attendees, talked about new services at the library, put items on hold, checked out materials, and more. Jeff rode the Book Bike to the event.
- Karina and Cailyn attended National Night Out where they interacted with over 400 community members. Cailyn rode the Book Bike to the event.
- Karina rode the Book Bike to a block party where she checked books out to attendees and signed people up for library cards.

Meetings/Training/Etc.

- Jan and Karina attended LACONI event Insights & Strategies to Advance Program Marketing
- Karina attended the Murder at the Library planning meeting with Nate, Melissa, Brenda, and Susanne

MGPL Youth Services

August 2024 Report

Courtney Schroeder, Youth Services Manager

Programming

In August we also offered 42 programs for 1309 people. It tends to be quieter in the department with many area families heading out of town on vacations and getting ready for the beginning of the school year. We pull back on programming in August to both ward off staff burnout and allow a break before our school year programming kicks off and because we see so much less participation from patrons and the return on energy is low.

This year we were unfortunately unable to have our typical end of summer reading pool party but held the **End of Summer Reading Party** on the front lawn. It was a lot of fun: chalk, bubbles, ice cream, and water play. We got to see so many families show off their awesome tie-dyed SRP t-shirts and just enjoy a lazy late afternoon having fun with neighbors.

Though a quieter month, we found success with Amy's **Puppet Craft Storytime** and Katie's **Ready, Set, Alphabet** program. Debbie also hosted our annual **Kindergarten Rocks!** Program for 65 people (a huge increase in participation over last year when we brought it back post-Covid). Leslie also arranged a **Worm Composting** program with the Cook County Farm Bureau that was a lot of fun for both the kids and the adults they brought with them. Everyone got their hands dirty.

Outreach

In August the outreach team visited 3 groups (234 kids/teachers/parents). This month's outreach focused on back-to-school events where we encouraged library card sign-ups and talked to families about what we can do for them throughout the school year. This month we also created 1 book bag of 27 items for an area preschool classroom.

Professional Development/Training/Meetings

In August the Youth Services staff attended the following professional development and training meetings in addition to the Youth Services staff meeting:

- Jess attended the IYSI Conference Planning Committee and Sub-committee Meetings.
- Jessie and Katie watched the MAC Kids(publisher) School & Library Fall 2024 Preview webinar.
- Debbie watched the webinar, Advancing Equity in Times of Polarization and Division.
- Jess watched the webinar, Project Management for the Rest of Us: An Introduction.
- Katie watched the Booklist webinar on Amazing Picture Books for Fall 2024.
- Amy attended a half day workshop, Storytime Training: Storytime 101.
- Courtney attended a RAILS webinar on Creating Accessible PDFs.
- Debbie attended the RAILS LELA Networking Group meeting.
- Courtney attended the RAILS Northeast YS Managers Networking Group meeting.
- Debbie attended a meeting of the ACH Initiative "Reading is a Right" group.

Programming Statistics - August 2024		
Program Name:	# of sessions	Total Attendance
Adult Programs	34	556
Chair Yoga (Online)	2	34
Chair Yoga (In person)	2	37
Tai Chi (Online)	1	5
Crafting for Charity	2	34
Tuesday Movies	4	87
Social Seniors: Bingo	1	10
Social Seniors: Arts & Crafts	1	9
Social Seniors: Trivia	1	2
Social Seniors: Wits Workout	1	10
Evening Crafts for Adults and Teens	1	6
Tie-Dye	1	16
Hasidism: A Social and Religious Revolution in Modern Judaism	1	23
Summer T-Shirt Bleaching	1	1
The Value of Humor	1	21
Front Porch Concert: The Judson Brown Band	1	125
MGPL After Dark: Karaoke & Mocktails	1	14
The Beatles: After the Breakup	1	33
Tech Talk: Health Apps (Online)	1	1
Explore the Mediterranean Diet	1	16
Voter Registration with League of Women Voters	1	4
LitLounge (Online)	1	3
Between the Lines	1	8
Between the Lines (Online)	1	7
Readpool (Online)	1	3
Book a Librarian	1	1
Senior Activity Kits	1	38
ESL Kits	1	6
Job Searching Kits	1	2
Teen Programs	1	5
LitLoot	1	5
Youth Programs	42	1309
Anime Club	1	1
Bedtime Stories & More	1	19
Chess Academy	1	15
Crafty Saturday	1	18
Drama Club	2	13
End of Summer Reading Party	1	103
Family Engineering Night	1	24
Family Storytime	1	17
Kindergarten Rocks!	1	65
Lego Builders	2	47
Make & Take Playgroup	1	24
Mathematics Circus	1	22
Mini Masterpieces	1	4

Monday Morning Playgroup	4	101
Nintendo Switch Gaming	2	2
Puppet Craft Storytime	1	22
Read to a Rainbow Dog	1	14
Ready, Set, Alphabet	1	32
STEAM Stop	1	35
STEMonade Stand	2	261
Summer Storytime	4	165
Tie Dye your T!	1	134
Tiny Science: Things that Go	1	13
Wee Read	8	124
Worm Composting	1	34
Library-Wide Programs	1	472
Butterfly Tent	1	472
Talks/Tours inside the Library		
Youth Services	0	0
Adult/Teen Services	0	0
MCC Famished for Fiction		
Talks/Tours outside the Library		
Youth Services	3	234
First Steps Preschool	1	150
Hynes	1	43
Melzer	1	41
Adult/Teen Services	0	0
Marketing & Engagement	3	490
National Night Out	1	450
Block Party	2	40

09/04/2024

**Morton Grove Public Library
Monthly Statistics
For 08/2024**

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	11701
Checkins at your stations	Checkin Leap In Hous	1536
Checkins at your stations	Self Check in	32
Checkins at your stations	Quick Check in	22
Checkins at your stations	Normal	3
	Total Checkins	13294
Checkouts at your stations	Self check Check out	6356
Checkouts at your stations	Leap Checkout and Renewal	5199
Checkouts at your stations	Circ Checkout and Renewal	3
	Total Checkouts	11558
Renewals at your stations	Auto-renewal	9768
Renewals at your stations	Power PAC Renewal	89
Renewals at your stations	Self check Check out	52
Renewals at your stations	Leap Checkout and Renewal	285
Renewals at your stations	Third party renewal	43
Renewals at your stations	Inbound Telephony Checkout	14
	Total Renewals	10251
Number of your Library's items checked out system-wide		11633

Number of your Library's unique items checked out system-wide		10513
Holds Placed through your interface		3131
Holds placed for/by your patrons		3330
Holds Held		2882
Holds Located		0
Holds Checkedout		2540
Holds Expired		0
Holds Cancelled		492
Holds Unclaimed		345
Number Of Items Currently Out		12722
Existing "MortonGrove" patron received new barcode		45
Patron Expiration Date Extended More Than 30 Days:		42
Count of physical patron records at beginning of 08/2024		10021
Minus Patron records physically deleted		98
Minus Patron library was changed from "MortonGrove" to some other CCS librar		6
Plus Patron records physically added		150
Plus Patron library was changed from some CCS library to "MortonGrove"		2
Count of physical patron records at end of 08/2024		10069
Minus In-House and Test Cards		9
Minus Expired Cards		268
Unexpired Patrons on file		9792
Leap Registration	Patron Lib=MortonGrove	150
Leap Registration	Patron Lib=CCSL	15
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1913
Number of items lent by your library to a CCS library		2436

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
08/2024 - 08/2024

*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	3,014	152	16	3,182	3.10	4.31
Cary	1,376	76	11	1,463	3.03	1.97
CCSL	0	1	0	1	0.00	0.00
Crystal Lake	1,906	172	34	2,112	2.93	2.73
Des Plaines	4,144	258	288	4,690	5.25	5.93
Ela	2,914	106	0	3,020	3.23	4.17
Evanston	3,331	88	44	3,463	6.07	4.77
Fox River Valley	2,682	91	29	2,802	2.86	3.84
Fremont	2,094	104	21	2,219	1.99	3.00
Glencoe	1,363	87	16	1,466	2.37	1.95
Glenview	4,357	213	92	4,662	4.72	6.23
Grayslake	2,507	85	32	2,624	3.23	3.59
Highland Park	2,641	135	67	2,843	4.26	3.78
Huntley	1,594	70	5	1,669	2.83	2.28
Indian Trails Public Library	2,672	129	84	2,885	3.22	3.82
Lake Forest	1,350	37	3	1,390	3.09	1.93
Lake Villa	2,138	106	37	2,281	2.32	3.06
Lincolnwood	976	23	6	1,005	2.24	1.40
McHenry	554	26	3	583	2.68	0.79
Morton Grove	1,818	89	9	1,916	3.55	2.60
Mount Prospect	0	0	0	0	0.00	0.00
Niles	3,820	91	50	3,961	4.93	5.46
Northbrook	3,468	175	152	3,795	4.68	4.96
Palatine Public Library	3,705	108	43	3,856	4.20	5.30
Park Ridge	2,381	118	51	2,550	3.38	3.41
Prospect Heights	1,902	46	21	1,969	2.81	2.72
Round Lake	1,811	70	60	1,941	3.11	2.59
Warren-Newport Public Library	1,598	1	0	1,599	3.34	2.29
Waukegan	0	0	0	0	0.00	0.00
Wilmette	3,761	144	82	3,987	4.84	5.38
Winnetka-Northfield	2,744	125	12	2,881	3.07	3.93
Zion-Benton	1,280	79	47	1,406	2.67	1.83
Total	69,901	3,005	1,315	74,221	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	11,558					95,305	100,731	11,953
Total Renewals (physical material)	9,298	9,097	9,767	9,291	8,861	8,739	9,780	10,251					75,084	78,168	10,959
Downloads/Streaming															
ebooks	2,456	2,074	2,141	2,039	2,138	2,234	2,391	2,429					17,902	17,200	2,100
eAudiobooks	2,118	1,950	2,102	2,049	2,117	1,985	2,198	2,209					16,728	14,968	2,085
Movies	657	716	791	665	676	910	737	734					5,886	5,099	595
Music	146	112	141	165	122	115	134	124					1,059	698	62
Magazines	911	754	1,006	520	843	645	696	569					5,944	1,878	202
TOTAL	27,261	26,008	27,507	25,909	25,446	28,271	29,632	27,874	0	0	0	0	217,908	218,742	27,956
In House Use	1,136	1,549	1,356	1,534	1,351	1,847	1,919	1,536					12,228	14,798	1,980
PATRONS															
Gate Count	9,312	10,065	10,720	11,627	10,186	12,135	11,865	10,727					86,637	82,510	10,812
Curbside Appointments													0	0	0
Active Cards	9,528	9,564	9,608	9,650	9,666	9,718	9,755	9,792							9,390
Other (NR Fee, Org, etc)													0	0	0
% of MG pop w/active cards	40%	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	1,015					7,075	6,908	800
Directional/General Library Info	883	908	882	1,214	993	1,171	1,154	1,012					8,217	6,846	977
Reading Program	0	0	0	0	16	195	72	0					283	384	0
Youth															
Technology and Reference	461	491	513	537	446	661	690	561					4,360	4,091	474
Directional/General Library Info	447	395	419	559	380	656	697	452					4,005	4,046	367
Reading Program	174	6	3	5	8	1701	651	33					2,581	2,114	9
Circulation															
General Info	105	120	128	130	88	85	96	87					839	941	109
Directional	96	106	115	127	101	106	121	118					890	1,078	134
TOTAL	2,878	2,798	2,923	3,457	2,856	5,712	4,348	3,278	0	0	0	0	28,250	26,408	2,870

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	26					193	197	25	
total page likes as of 1st of the month	2,516	2,525	2,533	2,536	2,536	2,557	2,567	2,578					n/a	n/a	2496	
interactions (engagements+clicks)	385	176	60	204	237	381	276	233					1,952	2,755	303	
page reach	27,300	6,138	8,278	4,635	4,324	8,219	3,800	5,400					68,094	31,287	2921	
X (formerly known as Twitter)																
posts	8	4	1	** we are no longer posting to X (Twitter)										13	215	12
total followers as of the 1st of the month	831	831	836										n/a	n/a	810	
interactions (engagements+clicks)	9	3	0										12	413	18	
Instagram																
posts	41	37	38	38	33	48	33	43					311	542	55	
total followers as of the 1st of the month	1,486	1,526	1,564	1,573	1,592	1,648	1,741	1,803					n/a	n/a	1400	
engagements	1,421	735	611	608	364	364	1,419	591					6113	7173	1233	
YouTube																
videos	1	2	4	5	2	4	1	1					20	35	4	
views	87	162	121	176	75	151	22	6					800	2,166	493	
subscribers	244	244	251	255	256	259	258	259					n/a	n/a	238	
TikTok																
posts	8	5	5	6	4	4	4	3					39	31	9	
total followers as of the 1st of the month	373	381	394	408	408	408	481	542					n/a		231	
													Started posting on TikTok 04/2024			