

**Morton Grove Public Library**  
**Librarian's Report**  
**May 2019**  
**Pam Leffler, Director**

**Administration**

**Personnel**

- New Adult Services Library and Volunteer Coordinator Edmund Balzer started on May 1.
- There were no other major personnel changes this month.
- Other staff changes have been reported in the Departmental reports.

**Automation & Technology**

- All staff Mac computers were replaced with PCs. Staff computers were updated to run the Windows 10 operating system, and we are in the process of migrating all users to Office 365, Microsoft's cloud-based Office suite of applications. OSG staff were on-site for 5 days during the migration and were extremely responsive to staff questions and issues.
- As part of the migration to Windows 10 and Office 365, I received a new laptop computer for my office. My old laptop was over 7 years old and had started to crash on a fairly regular basis.
- OSG continues preparation work on the replacement of the servers and setting priorities for other projects that need to be done.
- All outstanding issues related to our new copiers and printers have been addressed. The automatic toner replacement program alone has made management of these units much easier.

**Building & Grounds – General**

- Due to noise ordinances in place in the Village of Morton Grove, the Library will have to close in order to get the carpets cleaned. I will be discussing this more at our June meeting.
- Please see the monthly report of Facilities and Maintenance Manager Ed Tamras for more building and grounds related activity.

**Legal/Financial**

- The buyer of 6200 Lincoln Avenue has applied for a Special Use Permit with the Village asking them to waive the parking requirements. With assistance from Library attorney Frank Tennant the Library supplied the buyer with the relevant owner documentation.

- Brian LeFevre from Sikich presented the final audit to the Board at the May meeting. The audit did not identify any deficiencies in internal control that are considered material weaknesses. The final audit will be posted to our website.
- I have completed our annual Workers' Comp audit. Due to a decrease in payroll for covered positions, the Library will be receiving a credit on our next Workers' Comp insurance invoice.

### **Miscellaneous**

- The Library once again is participating in the Adopt-a-Planter program with the Village. Special thanks to Helga Scherer for doing the actual planting this year!
- I continued with the work I've been doing with the Electronic Content Consortium in preparation for us to take over administration of the OverDrive service on July 1.

### **Events/Programs/Meetings**

May 7/13/14/28	Website Committee meetings
May 8/15/21	Department Head meetings
May 9	Finance Committee/Regular Board meetings
May 17	Paylocity HR modules presentation
May 22	CCS Governing Board @Zion-Benton PLD
May 22/29	Electronic Content Consortium Executive Committee
May 31	CCS eContent Task Force @CCS Administration offices

Besides meetings listed above, I had a variety of meetings throughout the month with Department Heads and other staff on a variety of personnel, collection and building related issues.

# MGPL Adult Services May 2019 Report

Natalya Fishman, Head of Adult Services

## Selected list of programs and services

### Battle of the Books

We hosted a competitive final battle between Golf JV and the MCC Academy that ended with MCC taking home the trophy. Library staff received a lot of positive feedback and praise for the tournament. 5/20.



### Let's Get Together! Programs for Older Adults

The following programs were held as part of the series in May:

- **Bingosize**  
The series of Bingosize programs ended with a total of 43 patrons attending four sessions. Many patrons attended all the sessions, and everyone seemed to enjoy both the social and the health aspects of these programs. 5/2; 5/16;
- **Creative Coloring for Adults**  
This popular program is always well-attended. 5/4;
- **What's the Deal With...?**  
Attendees enjoyed a spirited discussion about current events, technology and other topics. 5/7;
- **Presentation: Norway – Fairy Through the Fjords**  
Travel experts, Barbara Sugden and Ron Vargason took us on a journey to Norway! Photos and stories about the deep blue fjords, Oslo, Bergen, and the popular Norway-in-a-Nutshell mountains were enjoyed by all attendees. 5/9;

### Computer/Technology Workshops

In May, we held:

- Creating Photobooks Online. 5/2;
- Book a Genealogist. 5/2;
- 7 Day Excel Challenge for Beginners. 5/14;
- Book-a-Librarian appointments covering topics such as Excel spreadsheets, Oculus Go, Google Photos and other technology questions. 5/6; 5/7; 5/13; 5/14; 5/15; 5/20 (2); 5/21 (2); 5/22;

### Free Comic Book Day

Our first Free Comic Book Day included a give-away of comics received through Diamond Publishing, a raffle for giveaways that were donated by BOOM! Studios and screening of Aquaman in the Baxter Auditorium. We handed out all of the comic books we had and received 80 individual entries for our BOOM! Studios giveaway. 5/4;

## Documentary Film Fest

The following films were included in the Fest:

- *RBG: The Life and Career of Ruth Bader Ginsburg*. 5/18;
- *The Map to Paradise: The Birth of the Movement to Protect the Sea*. 5/19;
- *Life Itself: The Life of Roger Ebert*. 5/20;
- *We Were Here: The Aids Years in San Francisco*. 5/21;
- *Kefi: The Cats of an Ancient City*. 5/22;
- *Bombshell: The Hedy Lamarr Story*. 5/23

The discussion after the film was led by Kathleen Carot, Professor of Speech, Theater and Humanities from Oakton Community College.

- *After Auschwitz: Profiling Survivors and Their Lives After the War*. 5/24;

## MGPL After Dark Concert: Tammi Savoy and the Chris Casello Combo

Tammi Savoy and the Chris Casello Combo kicked off MGPL After Dark series with a tremendous show that had 83 people attended. They are an incredible, energetic group that we were lucky to have perform here before their European Tour!



## Concert: Con Fuoco presents Liebesgarten



Tenor Nicholas Metzger and Mezzo-Soprano Melissa Piantedosi celebrated the lives of Robert and Clara Schumman told in song and prose. 5/5

## Presentation: Smoky the War Dog

Public speaker and storyteller, Adrian Brighman brought the amazing story of Smoky, a decorated war hero and the world's first official Therapy Dog on record. Patrons also had the delight of meeting the storyteller's own Yorkie, Hairy Pawter, so they could see just what Smoky looked like. Little Hairy is a certified Therapy Dog with the Alliance of Therapy. 5/21;



## Book Talks / Book Discussions

- **American Legion Memorial Civic Center Book Talks**  
*Beach Reads*. 5/1;
- **LitLounge Book Discussion at the Village Inn Pizzeria**  
*Freedom Hospital* by Hamid Sulaiman. 5/18;
- **Between the Lines Book Discussion**  
*Little Fires Everywhere* by Celeste Ng. 5/23; 5/28;
- **Walk N' Talk**  
*The Sun Is Also A Star* by Nicola Yoon. 5/15;

## Other events held in May

- New Game Wednesday: Choose Your Adventure (Teens) 5/1;
- Poetry Café: Readings Performed by Oakton Community College Students. 5/2;
- Silver Screen: *Royal Wedding*. 5/3;
- Dungeons & Dragons (Teens) 5/5;
- Film: *Dog Days*. 5/7;
- Crafting for Charity. 5/11; 5/25
- Film: *Unbroken: Path to Redemption*. 5/14
- Sensory Friendly Film: *Finding Dory*. 5/14;
- Scrabble for Adults. 5/15;
- Hot Ticket: *Vice* 5/16;
- Silver Screen: *Breathless*. 5/17;
- Get Hooked: Glass Etching. 5/18;
- Finals Study Night. 5/19;
- Power Employment Workshop. 5/23;
- Film: *Project Nim*. 5/28;
- Knitting Roundtable. 5/6; 5/13; 5/20;
- ESL One-on-One Practice. 5/1 (2); 5/5; 5/6; 5/8 (2); 5/10; 5/11; 5/13; 4/15 (2); 5/17 (2); 5/18; 5/20 (2); 5/22 (2); 5/23; 5/24 (2); 5/29 (2); 5/30; (2) 5/31;

## Outreach

In May, staff made the following outreach visits:

- MGPL on the Go. 5/1;
- Famished for Fiction Golf Middle School. 5/1;
- Famished for Fiction Gemini Junior High. 5/7;
- Famished for Fiction MCC Academy. 5/21;

## Other

Numerous other projects and duties have been worked on during this month: collection development, webpages, displays and newsletters, serving homebound patrons, recruiting and training volunteers, and more. Some of other projects are listed below:

- Renewed MGPL subscription to Flipster (e-magazines) and added more magazines to our digital collection;
- Added Roku Express devices to our electronic devices collection. Patrons can now borrow Roku Express and stream video content on their devices;
- Received and organized the free Ravinia tickets for distribution to Morton Grove patrons;
- Proctored an exam for a student;
- Implemented a new volunteer database system, Volgistics, to digitize our volunteer records and enable the easy creation of reports and statistics. Set up an iPad kiosk for volunteers to sign in, replacing the multiple paper sign in various locations;

- Conducted four volunteer interviews, two volunteer trainings, and started one community service volunteer;
- Created and sent to printer 20-page June/July issue of Books & Beyond;
- Continued working on new logo, branding guide and the new website project;

### **Professional Development/Training/Meetings**

Adult Services staff attended various meetings and workshops in May. Among them:

- CALVAN networking meeting. 5/8;
- World Languages Networking Group meeting. 5/15;
- Coming Together in Skokie & Niles Township 5/16;
- Simply Reports training. 5/17
- Volgistics training webinar. 5/28;
- Website Committee meetings

On May 4, several staff members presented at the Reaching Forward conference. The presentation, *Patron Appreciation Week*, went very well and the feedback from the attendees was positive.



## **MGPL Circulation Services**

### **May 2019 Report**

Jeffrey Ray, Head of Circulation Services

#### **Patrons:**

83 new patron cards registered

#### **Department Head/Staff:**

- Continuing to work with volunteer to clean A/V materials as they are returned.
- 5/16 Attended Unique Management Annual Meeting with CCS libraries.
- 5/30 Attended LACONI Governing Board meeting.
- 5/31 Attended LACONI program "Minimum Wage Compliance."

## **MGPL Facilities and Maintenance Department**

### **May 2019 Report**

Ed Tamras, Facilities and Maintenance Manager

- General and routine maintenance tasks.
- Weekly check of 6200 Lincoln bldg.

## **MGPL Technical Services**

### **May 2019 Report**

Helga Scherer, Head of Technical Services

A May/June combined report will be available for the July Board meeting.

# MGPL Youth Services May 2019 Report

Courtney Schroeder, Head of Youth Services

Youth Services staff spent the month of May promoting Summer Reading to anyone who would listen and preparing for the uptick in programming we provide.

## Programming

This month, we hosted 56 programs for 1146 people.

Twice a year, we host a concert for preschoolers and their parents. This month, we hosted **Fox & Branch**, a fun duo that had kids wiggling and giggling! 107 people joined us for the fun, including two area preschools that arranged for their kids to attend. -->



<-- Jess' **Homeschool Engineering Club** and **Family Engineering Night** groups worked on creating bridges this month. They focused on the shape of Roman bridges and the shapes of the needed bricks to form the most stable bridge.

Brittany held her annual Famished for Fiction Meetup at the beginning of the month with help from James and Jess. Each year, kids who participate in the Famished for Fiction lunchtime book talk program at their schools (and the homeschool group that meets at the library) meet up all together for one big end-of-year celebration. This year, 29 kids came to the library for this after-hours event. Participants left with free copies of books (Advanced Readers Copies), and were really excited to meet other readers from all over town.





## **Outreach**

In May, our outreach team visited 38 groups of 1032 kids and adults/teachers outside of the library. In addition, we delivered 17 books to 1 classroom. Here are some highlights:

- Brittany worked with Mikey from Niles-Maine Library to go classroom to classroom at Melzer promoting SRP. They visited 28 classes and 686 people!
- Debbie attended the First Steps preschool graduation and led the children in a song during the ceremony.
- Jess visited Melzer Kindergarten classrooms with a storytime of counting (and SRP Promotion).
- Debbie visited Hynes and Sunny Bunny with her Folk & Fairytales Storytime on Little Red Riding Hood.
- Debbie visited Jerusalem Lutheran Preschool with a storytime about photographs and memories.
- Brittany visited with kids at Hynes to book talk/storytime about opposites.
- Debbie also attended the Madison School family fair to promote SRP.

## **Professional Development/Training/Meetings**

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

- Courtney attended (and presented at) the Reaching Forward Conference.
- Jess attended the LACONI YSS Board Meeting and is now on the programming committee.
- Natalie attended the 2-day Targeting Autism Forum.
- Brittany attended the RAILS School Facilitators networking group meeting.
- Debbie attended the Skokie area EDI meeting with people from the Early Childhood Alliance.
- Debbie continues to work with Advocate Children's Hospital and meet with the librarian there.

## Programming Statistics -May 2019

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>72</b>	<b>720</b>
Technology Classes	3	10
Book-A-Librarian (one-on-one tutorials)	9	10
Book a Genealogist	1	1
Book Discussions On Site	2	21
Book Discussions Off Site	1	16
Bingosize	2	24
Movies	5	101
Documentary Film Fest	7	132
Concerts, presentations	5	208
Crafting for Charity, Knitting, Get Hooked Crafts, Scrabble	8	91
ESL one-on-one practice sessions	25	25
Proctoring	1	1
Power Employment Workshop	1	2
What's The Deal With...	1	3
Free Comic Book Day	1	75
<b>Teen Programs</b>	<b>5</b>	<b>66</b>
Dungeons & Dragons: Exploring Enemy Castles	1	7
New Game Wednesday - Choose Your Game	1	9
Finals Study Night	1	11
Mini Battle Royale	1	31
Teen Summer Volunteer Training	1	8
<b>Youth Programs</b>	<b>56</b>	<b>1146</b>
1-2-3 Painting	1	4
Art Step by Step: Flowers	1	8
Bedtime Stories and More	1	5
Chess Academy	1	7
Craftin' Around: Pencil Pouches	1	3
Crafty Saturday	1	51
Creative Writing Crew	1	6
Family Dance Party	1	52
Family Engineering Night	1	14
Famished for Fiction Meetup	1	29
Fire Prevention Storytime	1	38
Folk & Fairy Tales Storytime: Little Red Riding Hood	1	6
Fox & Branch Preschool Concert	1	107
Homeschool Engineering Club	1	8
K2 Craftsters	1	6
Kids Flicks: Freaky Friday	1	4
Learn to Code with Scratch	1	3
LEGO Builders	1	13
Listen Up	8	204

Mad Math Society	1	3
Math Brigade	1	3
Monday Morning Playgroup	2	46
Movin' & Groovin'	1	32
Nintendo Switch Gaming	1	0
Om My! Yoga	1	4
Origami Workshop	1	10
Preschool Storytime	3	58
Read to the Rainbow Dogs	1	5
Subway Storytime	1	10
Toddler Time	3	37
Tots Dealing with Big Feelings	1	35
Wee Read	10	320
Yarn Gang	3	15
Yoga Kids	1	11
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>1</b>	<b>51</b>
2019 Teen Battle of the Books Final	1	51
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>38</b>	<b>1032</b>
First Steps (MCC)	1	75
Hynes	4	147
Jerusalem Lutheran	1	16
Madison	1	55
Melzer	30	729
Sunny Bunny	1	10
<b>Adult/Teen Services</b>	<b>5</b>	<b>75</b>
Book Talk at the Senior Center: Beach Reads	1	12
MGPL on the Go at the Senior Center	1	15
Famished for Fiction MCC Academy	1	19
Famished for Fiction Golf Middle School	1	11
Famished for Fiction Gemini Junior High	1	18



**2018 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>Youth Collection</b>															
Books	45,543	45,277	44,690	44,324	44,100								n/a	n/a	44,994
CDs (music)	797	797	797	796	799								n/a	n/a	814
Audiobooks	635	635	635	655	655								n/a	n/a	649
DVDs/Blu-Ray	3,945	3,968	4,021	4,041	4,065								n/a	n/a	3,737
Videogames	497	500	510	516	517								n/a	n/a	525
Serials (Title count)	26	26	26	26	26								n/a	n/a	31
Multimedia Kits	53	53	64	64	64								n/a	n/a	61
Tablets	4	4	4	4	4								n/a	n/a	4
<b>TOTAL</b>	<b>127,445</b>	<b>127,185</b>	<b>125,035</b>	<b>124,734</b>	<b>125,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>126,635</b>
<b>PATRONS</b>															
Gate Count	13,658	15,668	16,743	17,566	16,615								80,250	77,421	15,204
Active Cards	9,199	8542	8,551	8,520	8,509										
Adult													n/a	n/a	6,828
Youth													n/a	n/a	1,834
Other (NR Fee, Org, etc)													n/a	n/a	1
% of MG pop w/active cards	39%	39%	39%	38%	38%								n/a	n/a	38%
<b>REFERENCE</b>															
<b>Adult</b>															
Technology and Reference	1,421	1,348	1,598	1,603	1,579								7,549	7,756	1,416
Directional/General Library Info	968	946	1,139	1,299	1,377								5,729	5,285	1,178
Reading Program	0	0	0	0	0								0	0	0
<b>Youth</b>															
Technology and Reference	586	663	644	563	512								2,968	2,698	372
Directional/General Library Info	295	296	392	338	432								1,753	2,810	515
Reading Program	202	0	0	0	0								202	416	0
<b>Circulation</b>															
General Info	159	126	118	92	74								569	453	117
Directional	68	82	77	64	52								343	406	71
<b>TOTAL</b>	<b>3,699</b>	<b>3,461</b>	<b>3,968</b>	<b>3,959</b>	<b>4,026</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,113</b>	<b>19,824</b>	<b>3,669</b>
<b>INTERLIBRARY LOAN (ILL)</b>															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0	445	155
Filled													0	399	126
Requests OF MGPL													0	889	327
Filled													0	174	69
<b>OUTREACH</b>															
Offsite Visits	27	30	34	27	44								162	138	35
Audience	646	803	879	474	1123								3,925	3,586	1,074
In Library Visits	0	0	1	9	1								11	14	1
Audience	0	0	27	251	51								329	354	33

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
School Deliveries	5	6	5	6	1								23	26	1
Items	126	236	85	157	17								621	453	15
Homebound Deliveries	21	23	19	17	28								108	86	16
Items	108	118	121	126	191								664	598	143
<b>TECHNOLOGY/INTERNET USE</b>															
Public Access computers															
Sessions	1,149	1,091	1,352	1,314	1,340								6,246	5,914	1,109
Total time (hrs)	1,044	1,029	1,404	1,124	1,104								5,705	5157	964
Digital Media Lab computers															
Sessions	48	38	54	65	47								252	199	32
Total time (hrs)	95	86.5	119	111	104								515.5	325	70
AWE Early Learning computers															
Sessions	438	480	533	445	425								2321	2372	369
Total time (hrs)	140	160	180	142	139								761	783	119
Public Scan Stations															
Scans	1,142	1,202	1,722	2,034	1,735								7,835	5,347	1,211
Faxes (pages)	147	118	138	71	86								560	412	114
Public WiFi Use	Unable to obtain at this time.														
Devices													0	7,554	1,594
Sessions													0	16,694	2,999
Tablet Checkouts	See attachments from CCS for MGPL statistics.												0	97	33
Laptop Checkouts													0	138	73
Hotspot Checkouts													0	59	26
Website Visits															
mgpl.org	8,438	6,445	7,549	6,663	7,089								36,184	37,421	7,424
Databases/Online Resources															
Sessions	1,374	794	1,177	1,298	1,237								5,880	5,827	1223
Searches	2,636	2,896	2,467	2,591	2,627								13,217	12,508	2001
<b>MEETING/STUDY ROOM USAGE</b>															
Activity Room															
Library	55	50	57	60	52								274	281	48
Outside Use	0	0	0	0	0								0	0	0

**2018 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>Baxter Room</b>															
Library	25	24	28	26	33								136	96	25
Outside Use	2	2	2	1	3								10	11	3
<b>Cooperman Room</b>															
Library Use	25	26	31	32	30								144	128	25
Outside Use	1	0	1	2	0								4	5	1
<b>Study Rooms</b>															
Reservations	222	279	294	267	206								1268	1297	264
Total time	487	595	633	605	573								2893	2921.5	624.5
<b><u>OTHER/MISCELLANEOUS</u></b>															
<b>Volunteer Hours</b>															
Adult	123	152.5	165.5	181.25	169.5								791.75	1013	203.5
Teen	23	23	15	22.5	16								99.5	170.5	33
<b><u>SOCIAL MEDIA</u></b>															
<b>Facebook</b>															
posts	43		60	38	27								168	108	11
total page likes as of 1st of the month	1710		1731	1774	1789								n/a	n/a	n/a
post likes/shares/comments	1527		2204	1434	912								6,077	6,201	818
<b>Twitter</b>															
posts	47		52	26	27								99	110	12
total followers as of the 1st of the month	628		631	635	641								n/a	n/a	591
profile visits	276		337	195	100								908	757	70
mentions	9		23	14	12								58	32	7
<b>Instagram</b>															
posts	25		20	18	19								82	45	5
total followers as of the 1st of the month	475		522	540	557								n/a	n/a	302
likes/comments	404		523	275	339								1541	681	66
<b>GoodReads</b>															
posts	0		0	0	0								0	4	0
total friends as of the 1st of the month	93		101	102	102								n/a	n/a	70
shares/comments	0		0	0	0								0	13	0
<b>YouTube</b>															
videos	1		0	0	0								1	4	1
views	7		0	0	0								7	604	544