



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT**

**April 2025**

**Pam Leffler, Executive Director**

The monthly Librarian's Report includes the following reports and tables of information:

- Administration Report by Pam Leffler, Executive Director
- Access Services Report by Jeffrey Ray, Access Services Manager
- Adult and Teen Services Report by Melissa Mayberry, Adult and Teen Services Manager
- Business Office Report by Leighton Shell, Business Manager
- Facilities and Maintenance Report by Edmon Tamas, Facilities Manager
- Marketing and Engagement Report by Karina Guico, Marketing and Engagement Manager
- Youth Services Report by Courtney Schroeder, Youth Services Manager
- Programming statistics table for previous month
- Circulation statistics table for previous month
- Interlibrary Loan statistics table for previous month
- Library statistics table for year-to-date

If a more accessible digital version of this report is required, please contact either the Executive Director at (847) 929-5130 / [pleffler@mgpl.org](mailto:pleffler@mgpl.org) or the Business Manager at (847)929-5121 / [lshell@mgpl.org](mailto:lshell@mgpl.org).



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**April 2025**

**Pam Leffler, Executive Director**

**Administration**

**Personnel**

- Interviews to fill the open weekend Facilities Assistant position were conducted by Facilities Manager Ed Tamras and Business Manager Leighton Shell. The position should be filled by mid-May.
- Other personnel news can be found in the Department reports.

**Automation & Technology**

- Business Manager Leighton Shell worked with OSG to coordinate our annual electronics recycling.
- OSG continues routine and general maintenance of our computers and other automation systems.

**Legal/Financial/Policy**

- The audit has been finalized. The Auditor's Communication to the Board of Trustees and the Annual Financial Report for 2024 have been included in your packets.
- I am continuing to monitor the situation with IMLS funding. As mentioned previously, while the library receives no direct funding from IMLS, the Illinois State Library and our library system, RAILS, do. Cuts to funding for the state library and RAILS could potentially affect their services, which would in turn impact us.
- We have begun to pay more invoices using ACH payments. After questions last month from the Board about how those payments were reflected on the financial reports, we have been working with Sikich to tweak the financial reports to show ACH payments in addition to those payments made by check.
- The Policy Committee met on Friday, May 2<sup>nd</sup> and reviewed the following policies: Anti-Bullying, Credit Card, Investment, Lost and Damaged, Meeting Room, and Patron Privacy. The Policy Committee will make their recommendation for full Board approval at the May meeting.
- On April 16 I met with our insurance broker, Cook & Kocher, to discuss the renewal of our building, cyber, and workers comp insurance for the upcoming year. We will see only a small increase in insurance costs.

## **Facilities**

- Product Architecture + Design and SMC have been working on more detailed plans and cost projections for the bathroom renovation. I will be meeting with Product and SMC on May 19<sup>th</sup> to receive samples of chosen finishes, discuss the scope of the project, project costs, and timeline.
- We continue to get quotes for concrete repair work on the east side of the library and seal-coating and re-striping of the parking on the north side of the building.
- We have also been getting proposals and cost projections for the installation of security cameras for the interior and exterior of the library. Given the anticipated cost of this, we will more than likely have to bid out this project to take place in 2026.
- Additional information on the building and grounds can be found in the report by Facilities Manager, Ed Tamras.

## **Events/Programs/Meetings**

- |  |             |
|--|-------------|
| • CCS Executive Committee meeting                | April 9     |
| • Department Manager meeting(s)                  | April 9     |
| • Library Board of Trustees Regular meeting      | April 10    |
| • Morton Grove Chamber of Commerce Board meeting | April 3     |
| • Morton Grove Pride                             | April 10    |
| • North Suburban Directors meeting               | April 7     |
| • Product Architecture + Design meeting          | April 1     |
| • Strategic Plan Implementation Team meetings    | April 9, 16 |

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**  
**April 2025 Report**  
Jeffrey Ray, Access Services Manager

**Library Cards:**

- 81 Library Cards registered

**License Plate Sticker Renewals/Passport Acceptance:**

- 18 License Plate Renewals
- 73 Passport Applications Accepted

**Professional Development:**

- 4/11/25 Jeffrey Ray and Shawn Cherian attended CCS Circulation Technical Group

**Other Department Activity:**

- 2,379 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,008 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 16,387 items were checked in by Circulation Staff.
- 672 items were cataloged and added to the collection.
- Weeding and collecting materials for Summer Reading Kickoff Party

**MGPL Adult and Teen Services**  
**April 2025 Report**  
Melissa Mayberry, Adult and Teen Services Manager

**Programming**

This month, we had 46 programs with a total of 639 attendees.

We hosted Morton Grove social worker Liz Schild for a program that provided patrons with an overview of the many ways she supports the community. The presentation was recorded and is available indefinitely on the Library's YouTube channel. Additionally, it was shared with the Village of Morton Grove for broadcast on the local access station.

ATS staff often assist patrons with selections for book discussion groups held outside of the library. This month Wynn went above and beyond for the longstanding group from Homestead. He compiled a list of forty potential titles, including information about what the books were about and why the readers might enjoy them. With Wynn's assistance, they were able to select the books for the remainder of 2025.

For the third year, we attended Break for Books at Niles West, where Cailyn book-talked 38 titles to 269 students. Barira from Access Services assisted in promoting teen programs like Volunteering, Summer Reading, and 100 Books Before Graduation. This event helps the library connect with students and strengthen ties with Niles West librarians.

Nate, alongside the Teen Librarian from Skokie PL, hosted resume workshops at Niles West and Niles North High School. The sessions included a PowerPoint presentation covering resume fundamentals, followed by workshoping accomplishment statements with the students. Each workshop concluded with one-on-one resume building for interested students. The Niles West workshop was featured in the school's newspaper and shared online. Both students and observing teachers provided positive feedback on the event.

**Book/Media Displays**

- Poetry Month
- Arab American Heritage Month
- Escape with Worldbuilding
- Jazz Appreciation Month
- Money Matters

**Book Rivers and Record Sets**

- National Gardening Month
- Autism Awareness
- Great Graphic Novels for Adults
- Autism Awareness
- Novels in Verse

### **Library Aware Newsletters**

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

### **Continuing Education/Meetings/Webinars**

- Wynn attended Summer Reading & Series Nonfiction presented by Booklist
- Cailyn attended SLJ Spring Teen & Young Adult Book Buzz
- Wynn attended Spring Audiobooks presented by Library Journal
- Bob and Cailyn attended Embracing Neurodiversity: Cultivating an Inclusive Workplace for Neurodivergent Staff
- Cailyn attended Information Literacy: Autism Awareness for Library Workers
- Bob, Cailyn and Nate attended Help Stop Hate: Supporting Individuals and Communities
- Marlene and Melissa attended LACONI POP: Libraries, Citizenship & Immigration Support
- Wynn attended Library Love for LibraryReads presented by Booklist

**MGPL Business Office**  
**April 2025 Report**  
Leighton Shell, Business Manager

**Business Office**

- In response to Trustee Gonzales's question at the April Board meeting, I spoke with the accountant about adding ACH payments to the financial report. The existing check register report had not been including automatic withdrawals or ACH payments. Going forward, I will assign sequential ACH numbers when making payments, and those will show up in the check register along with check payments.
- Created spreadsheet of vendors who are able to take payment by ACH. Started entering ACH into WinTrust iBanking system.
- Began incorporating ACH payments into standard weekly invoice payment procedures.

**Human Resources**

- Worked with the Facilities Department Manager to post the part-time Facilities and Maintenance Assistant position and reviewed applications. Interviewed candidates, and we are in the process of hiring a new Facilities staff member.
- Worked with Adult and Teen Services Department Manager to conduct individual meetings with department staff to assess department morale and staff concerns.
- Updated Library's employment law posters in break room and staff entrance.
- Prepared new trustee packets for two new board trustees.
- Communicated with Wellness Insurance Network and Blue Cross Blue Shield IL trying to get better Employee Assistance Program informational materials for sharing with staff.

**IT Liaison**

- Coordinated and completed old computer equipment and electronics recycling pick-up with Outsource Solutions Group.
- Performed troubleshooting on faulty OPAC computer and determined monitor needed replacement.
- Worked with Outsource Solutions Group on troubleshooting and repairing Baxter Room laptop.

**Meetings/Training/Etc.**

- On Thursday, April 10<sup>th</sup>, I attended the HR Source one-day conference *Altogether HR*. This was an all-day conference that had sessions on the following topics.
  - Communication Techniques to Transform Your Relationships
  - The New Pay Transparency Regulations
  - Employment Law Update
- On Friday, April 11<sup>th</sup>, I attended the Illinois Library Association's HR Admin Forum meeting on Zoom where the topic was Budgeting for Salaries.
- On Thursday, April 17<sup>th</sup>, I watched some of the Paycom training webinar on Setting Up Enhanced ACA for Simplified Compliance. But it does not appear that the ACA functionality is enabled in our Paycom software. I have reached out to Paycom to see if this is something we have access to.
- In between meetings, I also participate in email lists for the North Suburban Library Peer Hub and the Library Administrative Assistant Networking Group (LAANG). I also participate in the Paycom Discussion Group on Facebook and the Niche Academy Users Group on Facebook.

**MGPL Facilities and Maintenance**  
**April 2025 Report**  
Edmon Tamras, Facilities Manager

- The annual fire sprinkler inspection was conducted by Automatic Fire Systems Inc.
- We started interviewing candidates for the weekend position.
- We continue to request quotes for the driveway concrete repairs and security cameras.
- The toilet in the men's bathroom behind the Baxter room started to leak due to cracks, a new toilet was installed by Parks Plumbing Co.
- Fire alarm panel started beeping, CMFP came and replaced a bad relay in one of the pieces of equipment.
- Glued the piping around the orange swivel chair at the lower level, also cleaned the rest of the chairs.
- Replaced the water filter for the fridge in the staff lounge.
- Replaced the battery for the emergency door at the lower level.
- Cleaned and stored the snow blower and salter.
- Continued maintenance and stocking of the vending machine.
- Continued to make changes to our outdoor light timers as the days get longer.
- 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 ground operations.



# **MGPL Marketing & Engagement**

## **April 2025 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
- The Marketing Team is working with Mark on actively promoting databases
  - To celebrate Financial Literacy Month, in April we promoted two financial online resources social media and the weekly e-blast
  - Database page views increased by 31.6% (from 323 views in March to 425 in April). Active users stayed about the same as last month (152 active users in March, 153 active users in April). The Database page also had 45 new users in April.
  - Database usage went up on the day of/days after the e-newsletters promoting the page were sent.
- Bettina created 27 new graphics and updated multiple items for AS and YS staff
  - Worked with Jan in proofing copy for the June-July newsletter and started layout.
  - Continues to work with staff on Summer Reading projects: desk wrap, logs, and designs for t-shirts, frisbee, and coozies.
- Jan posted on social media 61 times
  - Instagram reach increased by 39% and interactions increased by 58%.
  - Instagram “Men Holding Fish” reel had many positive comments “Hilarious! We may have to steal this to promote our Library of Things!” “This is pure gold”
  - Facebook reach increased by 129% and interactions increased by 102%.
  - We received many positive comments about the “Morton Grove has Pride” lawn signs. “LOVE THIS! Great initiative!” “Can’t wait to come pick up signs for our lawn!”
- Jan took photos at events throughout the month and the photos were uploaded to Flickr. Select event recordings were posted on our YouTube channels.

### **Other Projects**

- Karina started the process of soliciting donations for the Summer Reading Program. The Park District donated swim passes for the Teen prize. ProAuto is donating money and will be a Gold Sponsor this year.
- Karina scheduled and worked several events during National Library Week
  - Worked with Melissa on the Friendship Bracelet event
  - Chatted with one family during Hello Neighbor
  - Handed out treats to members of Crafting for Charity and patrons who visited the Library during Patron Appreciation Saturday.
- Karina ordered and dropped off patron and staff Summer Reading Program t-shirts.
- Karina made changes to the Kids Recommendation webpage and the ESL Learners webpage.
- Karina submitted the Special Events application for the Summer Reading Block Party.

**Community and Staff Engagement**

- Karina arranged activities for staff to celebrate National Library Workers Day. Members of the Staff Appreciation Committee helped with the gatherings where staff were invited to make friendship bracelets, have treats, and pick up their new MGPL shirts.
- Karina worked with Courtney on book bundles to donate to the District 69 PTO fundraiser
- Karina designed a large banner for the Chamber of Commerce Spring Market Faire for the Park District to print and hang.
- Karina attended the PJ Party at Madison School.

**Meetings and Training**

- Karina met with Mark to discuss the two financial databases that were promoted in April.
- Karina attended two Strategic Planning meetings with the Implementation Team to set goals for this year and next year.
- Karina met with Marlene to discuss changes to the ESL Learners webpage.
- Karina watched “4 Simple Ways to Beef Up Your Library Marketing” webinar 1hr (recording)

**MGPL Youth Services**  
**April 2025 Report**  
Courtney Schroeder, Youth Services Manager

**Programming**

In April we held 61 programs for 1587 people.

Every April, we invite schools to participate in what was previously known as Battle of the Books. This year, there were two changes. One was the name, which we changed to **Caudill Cup** because both Glenview and Niles-Maine call their competition for Grades 3-5 The Battle of the Books and their 6<sup>th</sup>-8<sup>th</sup> grade competitions something else. The other is that we put a call out to area families to see if kids not associated with a school team wanted to compete. There were a few groups that reached out to participate, and we hope that as time goes on it builds to become something that kids who are not on a school team look forward to competing in. Jessie and the school liaison at Niles-Maine do a great job of facilitating the programs at their respective libraries. Next week the winning teams from each library battle it out to see which library reigns supreme.

This month we held the rescheduled **MGPL on the Go Storytime** at our local McDonald's. Amy presented a fun food-centered storytime and kids enjoyed cookies and milk as they listened. The Bear Family McDonald's on Dempster continues to support many Library initiatives throughout the year, providing coupons for our Winter and Summer Reading Programs and special extras as they pop up. We're grateful to have their support and for the opportunity to partner with them in this way.

We also had our **Spring Preschool Concert with Miss Katie Sings!** in the auditorium. We continue to provide fun, engaging concerts for preschool kids twice a year, but in the fall we are adjusting the concert to a different day of the week since our preschools and preschool families indicated that Monday mornings are more difficult for them to get here.

This month's **World Wide Storytime** featured a local library-loving family presenting Korean and Mongolian language and culture. We continue to be overwhelmingly impressed by the education and experiences our local residents provide to families in the area. It's one of my favorite things about this community – both their willingness to share and their willingness to learn about various cultures represented in town.

**Outreach**

In April the outreach team visited 26 groups (910 kids/teachers/parents) at schools and welcomed two preschool groups from the Morton Grove Park District (19 kids/teachers/parents) for a storytime and tour here in the building. In addition, we invited all our area preschools to join us for the Spring Preschool Concert in the Baxter Auditorium and several of our in-home preschools for a special Mini Music Makers class. We also continue to welcome classes from Molloy and Jerusalem Lutheran for unfacilitated visits to the building as they use our collection and spaces and enjoy the Library. This month's outreach included Katie heading to Melzer for their Family Literacy Night

event and Karina representing the Library at District 69's Pajama Party Literacy Night. This month we also created 2 book bags of 55 items for area classrooms.

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

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

- Amy attended the online workshop, Readers Advisory: Hot Tips for Hand-Selling.
- Katie watched the Booklist webinar, Reading, Learning, Growing: SEL Titles for Young Readers.
- Courtney attended a workshop on Employment Law.
- Jessie attended the Baker & Taylor Children and Teen Services (CATS) TitleTalk event, held at Northbrook Public Library.
- Debbie attended the ECA Events Committee Meeting.
- Jessie watched the webinar, Belonging at Work: An Inspiring Environment for Neurodivergent Employees.
- Debbie represented the library in a panel of early childhood educators at Oakton College for students in local high schools looking into careers in education.
- Jessie watched the webinar, The Right to Inclusion.
- Courtney attended the RAILS Networking meeting of youth managers.
- Jess watched parts 9-13 of the web documentary series, Sold a Story.
- Debbie attended the Children's Music Network's Affinity Meeting.
- Jessie watched parts 4,5, & 6 of the web documentary series, Sold a Story.
- Jessie watched one of the recorded sessions from the Power Up conference, Giving Great Service.

## March Programming Statistics – Morton Grove Public Library

### Adult Programs

Program Name	No. of Sessions	Total Attendance
Tuesday Movies	5	111
Social Seniors: Bingo	1	8
Indie Movie Night	1	0
Caregiver Resources in Your Community	1	15
Financial Fitness Series: Planning for Retirement (Online)	1	9
ESL Games & Gab (Conversation)	1	6
Financial Fitness Series: Navigating Student Loans (Online)	1	1
Evening Craft for Adults and Teens	1	10
Social Seniors: Arts & Crafts	1	13
Money Matters: Wills, Trusts, and Estate Planning Basics	1	20
LitLounge	1	12
The Art of Foraging with Alexis Nikole Nelson (Online)	1	15
Chair Yoga	1	16
Crafting for Charity	2	25
I-PASS on Demand	1	30
Concert: The James Callen Trio	1	53
Board Game Night	1	0
Social Seniors: Trivia	1	8
Between the Lines	1	8
Meet the Morton Grove Social Worker	1	48
Sustainability at Home: Recycling and Green Cleaning	1	13
Readpool	1	1
Between the Lines (Online)	1	9
Social Seniors: Wits Workout	1	8
Financial Fitness Series: Terry Savage Talks Money (Online)	1	19
Chair Yoga (Online)	1	17
MGPL After Dark: Open Mic Night	1	10
Art+Poetry Workshop	1	4
Laughter Therapy	1	4
Book a Librarian	3	3
Creative Space	2	4
Senior Activity Kits	1	30
ESL Kits	1	10
Job Searching Kits	1	23
Seed Library	1	67
<b>Total Adult Programs</b>	<b>43</b>	<b>630</b>

**Marketing & Engagement Outreach**

Program Name	No. of Sessions	Total Attendance
<i>None</i>	0	0
<b>Total Marketing &amp; Engagement Outreach</b>	<b>0</b>	<b>0</b>

**Teen Programs**

Program Name	No. of Sessions	Total Attendance
Teen Volunteer Drop-In	1	3
LitLoot	1	3
Teen Hangout	1	3
<b>Total Teen Programs</b>	<b>3</b>	<b>9</b>

**Youth Programs**

Program Name	No. of Sessions	Total Attendance
Anime Club	1	1
Bedtime Stories & More	1	14
Caudill Cup	4	330
Chess Academy	1	17
Crafty Saturday	1	36
Drama Club/Homeschool Drama Club	2	18
Family Engineering Night	1	21
Family Reads Book Club	1	10
Family Storytime	1	24
Fearless Readers	1	2
Goofball Science	1	3
Lego Builders	1	11
Listen Up	10	212
Make & Take Playgroup	1	11
Mathematics Circus	1	7
McDonald's Storytime	1	6
Mini Music Makers	2	41
Monday Morning Playgroup	3	87
Officer Friendly Storytime	1	44
Poetry Creation Station	2	6
Preschool Storytime	3	96
Puzzle Gauntlet / Jr. Puzzle Gauntlet	2	7
Puzzles & Prose	1	2
Read to the Rainbow Dogs	1	12
Sound it Out to the Pup	1	10

Spring Preschool Concert	1	45
STEMonade Stand	3	290
Toddler Time	3	62
Wee Read	8	134
Worldwide Storytime: Mongolia & Korea	1	28
<b>Total Youth Programs</b>	<b>61</b>	<b>1587</b>

#### Library Wide Programs

Program Name	No. of Sessions	Total Attendance
Friendship Bracelet Making	1	35
Hello Neighbor	1	4
Patron Appreciation Saturday	1	65
<b>Total Library Wide Programs</b>	<b>3</b>	<b>104</b>

#### YS Talks/Tours Inside the Library

Program Name	No. of Sessions	Total Attendance
Morton Grove Park District	2	19
<b>Total YS Talks/Tours Inside the Library</b>	<b>2</b>	<b>19</b>

#### ATS Talks/Tours Inside the Library

Program Name	No. of Sessions	Total Attendance
<i>None</i>	0	0
<b>Total ATS Talks/Tours Inside the Library</b>	<b>0</b>	<b>0</b>

#### YS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Children's Bright Beginnings	2	26
Children's Learning World	2	16
Gemini	1	3
Golf	2	25
Hynes	3	180
Jerusalem Lutheran School	1	27
Madison/Edison School District 69	1	250
MCC/MEC	1	24
Melzer	4	168
Morton Grove Park District Preschool	1	10
Nature Pals Preschool	1	5
Park View	1	15
Poko Loko	5	152

Sunny Bunny	1	9
<b>Total YS Talks/Visits Outside the Library</b>	<b>26</b>	<b>910</b>

**ATS Talks/Visits Outside the Library**

Program Name	No. of Sessions	Total Attendance
Break 4 Books Niles West	1	269
Niles West Resume Workshop	1	26
Niles North Resume Workshop	1	29
<b>Total ATS Talks/Visits Outside the Library</b>		



05/01/2025

**Morton Grove Public Library  
Monthly Statistics  
For 04/2025**

*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	10941
Checkins at your stations	Quick Check in	27
Checkins at your stations	Checkin Leap In Hous	1451
Checkins at your stations	Self Check in	8
Checkins at your stations	Normal	1
	Total Checkins	12428
Checkouts at your stations	Self check Check out	6184
Checkouts at your stations	Leap Checkout and Renewal	4519
Checkouts at your stations	Circ Checkout and Renewal	1
	Total Checkouts	10704
Renewals at your stations	Auto-renewal	8849
Renewals at your stations	Power PAC Renewal	48
Renewals at your stations	Self check Check out	31
Renewals at your stations	Third party renewal	50
Renewals at your stations	Leap Checkout and Renewal	253
Renewals at your stations	Inbound Telephony Checkout	10
	Total Renewals	9241
Number of your Library's items checked out system-wide		10611
Number of your Library's unique items checked out system-wide		9786

Holds Placed through your interface		3305
Holds placed for/by your patrons		3464
Holds Held		3040
Holds Located		0
Holds Checkedout		2628
Holds Expired		0
Holds Cancelled		480
Holds Unclaimed		286
Number Of Items Currently Out		12040
Existing "MortonGrove" patron received new barcode		23
Patron Expiration Date Extended More Than 30 Days:		12
Count of physical patron records at beginning of 04/2025		10221
Minus Patron records physically deleted		62
Minus Patron library was changed from "MortonGrove" to some other CCS librar		1
Plus Patron records physically added		81
Plus Patron library was changed from some CCS library to "MortonGrove"		7
Count of physical patron records at end of 04/2025		10246
Minus In-House and Test Cards		9
Minus Expired Cards		325
Unexpired Patrons on file		9912
Leap Registration	Patron Lib=MortonGrove	81
Leap Registration	Patron Lib=CCSL	4
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2008
Number of items lent by your library to a CCS library		2379

05/01/2025

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**04/2025 - 04/2025**

*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/Borrowing Library*
- 2. Lent Intra-CCS - To CCS Libraries*
- 3. Lent Other Ill. - To Other Libraries or Systems in Illinois*
- 4. Lent Outside Ill. - To Libraries Outside of Illinois*
- 5. Total Lent - 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*
- 8. Borrowed Intra-CCS - From CCS Libraries*
- 9. Borrowed Inter-CCS - From Non-CCS Libraries*
- 10. Total Borrowed -*

<b>Lending/Borrowing Library</b>	<b>Lent Intra-CCS</b>	<b>Lent Other Ill.</b>	<b>Lent Outside Ill.</b>	<b>Lent Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>	<b>Borrowed Intra-CCS</b>	<b>Borrowed Inter-CCS</b>
Algonquin	2,932	201	15	3,148	2.79	4.33	1,788	48
Cary	1,382	112	38	1,532	2.82	2.04	1,946	53
CCSL	0	0	0	0	0.00	0.00	0	0
Crystal Lake	2,035	194	40	2,269	2.64	3.01	2,983	36
Des Plaines	4,215	305	234	4,754	4.80	6.22	2,927	169
Ela	2,595	165	0	2,760	2.82	3.83	3,131	26
Evanston	3,134	107	49	3,290	5.44	4.63	3,967	50
Fox River Valley	2,325	101	33	2,459	2.60	3.43	1,663	32
Fremont	1,889	102	23	2,014	1.85	2.79	2,784	25
Glencoe	1,304	81	29	1,414	2.20	1.93	668	16
Glenview	3,865	231	110	4,206	4.35	5.71	2,645	41
Grayslake	2,238	63	15	2,316	2.85	3.31	2,158	23
Highland Park	2,185	188	84	2,457	3.97	3.23	2,708	71

<b>Lending/Borrowing Library</b>	<b>Lent Intra- CCS</b>	<b>Lent Other III.</b>	<b>Lent Outside III.</b>	<b>Lent Total</b>	<b>Percent Held</b>	<b>Percent Intra- CCS</b>	<b>Borrowed Intra-CCS</b>	<b>Borrowed Inter-CCS</b>
Huntley	1,487	99	11	1,597	2.63	2.20	2,101	44
Indian Trails Public Library	2,264	134	74	2,472	2.96	3.34	3,338	106
Lake Forest	1,032	83	0	1,115	2.84	1.52	1,314	25
Lake Villa	1,882	92	37	2,011	2.10	2.78	2,469	0
Lincolnwood	950	54	6	1,010	2.12	1.40	568	5
McHenry	106	26	6	138	2.44	0.16	960	0
Morton Grove	1,716	48	21	1,785	3.26	2.53	1,809	35
Mount Prospect	4,984	109	1	5,094	6.27	7.36	2,115	72
Niles	3,407	143	58	3,608	4.68	5.03	2,224	25
Northbrook	2,773	256	188	3,217	4.33	4.10	3,481	52
Palatine Public Library	3,312	150	52	3,514	3.81	4.89	4,947	30
Park Ridge	1,974	141	47	2,162	3.03	2.92	2,614	26
Prospect Heights	1,483	45	52	1,580	2.44	2.19	899	9
Round Lake	1,323	44	63	1,430	2.87	1.95	623	5
Vernon Area Library	0	0	0	0	0.00	0.00	4	0
Warren-Newport Public Library	1,464	0	0	1,464	2.86	2.16	2,398	83
Waukegan	982	9	0	991	2.67	1.45	584	0
Wilmette	2,924	163	56	3,143	4.29	4.32	3,441	68
Winnetka-Northfield	2,255	136	34	2,425	2.82	3.33	1,586	45
Zion-Benton	1,294	143	79	1,516	2.46	1.91	1,018	7
<b>Total</b>	<b>67,711</b>	<b>3,725</b>	<b>1,455</b>	<b>72,891</b>	<b>100.00</b>	<b>100.00</b>	<b>67,861</b>	<b>1,227</b>

## 2025 Library Statistics – Morton Grove Public Library

### CIRCULATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
<b>Total Checkouts (physical material)</b>	11,661	10,478	11,425	10,704									<b>44268</b>	45719	11180
<b>Total Renewals (physical material)</b>	9,430	8,760	9,128	9,241									<b>36559</b>	37453	9291
<b>Downloading/Streaming</b>															
eBooks	2673	2374	2477	2287									<b>9811</b>	8710	2039
eAudiobooks	2595	2313	2342	2428									<b>9678</b>	8219	2049
Movies	910	700	702	656									<b>2968</b>	2829	665
Music	159	210	211	259									<b>839</b>	564	165
Magazines	855	815	857	861									<b>3388</b>	3191	520
<b>Total Circulation</b>	<b>28283</b>	<b>25660</b>	<b>27142</b>	<b>26436</b>									<b>107521</b>	106685	25909
<b>In-House Use</b>	1,581	1,592	1,654	1,451									<b>4827</b>	5575	1534

### PATRONS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
Gate Count	8,808	8,646	9,441	9,824									<b>36721</b>	41724	11627
Curbside Appointments	6	2	3	2									<b>6</b>	0	0
Active Cards	9,931	9,968	9,890	9,912									<b>n/a</b>	n/a	9650
Other (NR Fee, Org, etc)	0	0	0	0									<b>0</b>	0	0
% of MG pop w/ active cards	39.2%	39%	39%	39%											37.6%

### STUDY ROOM USAGE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
Reservations	343	350	360	399									<b>1452</b>	1347	317
Total Time	767.5	760	799.5	873.5									<b>3200.5</b>	3022.5	689.5

**REFERENCE**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
<b>Adult</b>															
Technology and Reference	726	725	965	734									3150	3232	885
Directional/General Library Info	886	1079	1088	1067									4120	3887	1214
Reading Program													0	0	0
<b>Youth</b>															
Technology and Reference	540	485	489	591									1514	2002	537
Directional/General Library Info	439	416	352	405									1207	1820	559
Reading Program	232	9	3	2									244	188	5
<b>Circulation</b>															
General Info	143	84	132	138									497	483	130
Directional	145	95	154	155									549	444	127
<b>Total Reference Questions</b>	<b>3111</b>	<b>2893</b>	<b>3183</b>	<b>3092</b>									<b>12279</b>	<b>12056</b>	<b>2878</b>

**OUTREACH**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
Offsite Visits	36	29	31	29									125	125	34
Audience	793	593	798	1234									3418	3021	897
In Library Visits	1	1	0	2									4	3	1
Audience	17	14	0	19									50	115	11
School Deliveries	4	4	3	2									13	17	4
Items	93	94	46	55									288	240	71
Homebound Deliveries	15	13	16	15									59	50	14
Items	112	97	131	123									463	469	113

### TECHNOLOGY/INTERNET USE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
<b>Public Access Computers</b>															
Sessions	580	615	751	734									2680	2982	694
Total Time (hrs)	459	557	702	739									2457	2486	577
<b>AWE Early Learning Computers</b>															
Sessions	473	336	438	651									1898	1913	412
Total Time (hrs)	158	112	146	217									633	548.58	125
<b>Public Scan Stations</b>															
Scans	668	1073	2499	883									5123	5381	1263
Faxes (pages)	230	158	333	186									907	803	150
<b>Databases/Online Resources</b>															
Sessions	1215	1045	1200	566									4026	4459	1208
Searches	3369	2685	2823	1730									10607	11407	3002
<b>Public WiFi Use</b>															
Sessions	3175	3288	3469	n/a									n/a	13012	3416
<b>Website</b>															
Website Visits	12,206	10,593	12,043	11,449									46291	45012	10692

## MEETING ROOM USAGE

[illegible]

**LIBRARY PROGRAMMING**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
<b>Adult</b>															
Number of Program Sessions	39	35	46	43									163	118	41
Total Attendance	493	548	726	630									2397	2223	836
<b>Teen</b>															
Number of Program Sessions	2	3	2	3									10	4	1
Total Attendance	5	9	0	9									23	17	0
<b>Youth</b>															
Number of Program Sessions	54	50	55	61									220	148	52
Total Attendance	1550	1214	1510	1587									5861	3890	1191
<b>Library Wide</b>															
Number of Program Sessions	1	0	0	3									4	3	2
Total Attendance	109	0	0	104									213	184	151

**SOCIAL MEDIA**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
<b>Facebook</b>															
Posts	19	17	20	26									82	86	20
Total Page Likes	2,601	2,590	2,596	2,597									n/a	n/a	2536
Engagements + Clicks	187	172	320	638									1317	825	204
Page Reach	2,100	3,100	3,600	6,800									15600	46351	4635
<b>Instagram</b>															
Posts	35	29	28	33									125	154	38
Total Followers	1,844	1,850	1,861	1,874									n/a	n/a	1573
Engagements + Clicks	506	549	441	784									2280	3375	608
<b>YouTube</b>															
Videos	0	1	2	1									4	12	5
Views	0	6	84	31									121	546	176
Subscribers	268	268	272	274									n/a	n/a	255
<b>TikTok</b>															
Posts	4	3	5	2									24	24	6
Total Followers	665	682	706	749									n/a	n/a	408

**OTHER/MISCELLANEOUS**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Prev. YTD	Prev. Yr/Mo
<b>Volunteer Hours</b>															
Adult	130.02	123.32	109.43	122.14									484.91	517.52	99.4
Teen	.5	6.5	0	10.5									17.5	31.5	3