



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

June 2023

Pam Leffler, Executive Director

Administration

Personnel

- The new Youth Services Librarian, Katie Clatch (nee Lenz), started on Monday, June 26.
- The new Circulation Clerk, Mikayla Contreras, started on June 5.
- Several staff members attended the ALA Annual Conference held in Chicago from June 22 – 27.
- Other personnel news can be found in the Department reports.

Automation & Technology

- We will be instituting multifactor authentication (MFA) for all staff at the conclusion of the summer reading program. This move is in response to the increasing likelihood and severity of cyber-attacks that we have been seeing at area libraries and in the news lately and is **strongly** encouraged and recommended both by OSG and our cyber security insurance issuer.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- The Strategic Plan Planning Team finalized the community survey. The survey will run from June 29 to the end of July. Several initial staff and trustee sessions (conduct process orientation, environmental scan, and SOAR analysis) are currently scheduled for August 10.

Facilities

- I have had several meetings with Jason Perkunas from SMC to discuss various aspects of the exterior renovation/maintenance work that will begin in early August. The pre-construction kick-off meeting will be held July 13.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- We held our first Decennial Committee meeting on June 8, 2023. Committee members were assigned oversight to various portions of the items to be considered in our final report. The next meeting of the Decennial Committee will be held in October.

- On June 9 we held our Summer Reading Front Porch Concert. This was extremely successful and busy! We estimate that we had over 400 people that attended the event throughout the course of the evening! We had live music, popcorn, Kona ice, and much more. We were also happy to welcome Linda Cooperman, daughter of former trustee Estelle Cooperman, to the event. Estelle recently passed away and her family asked that in lieu of flowers donations be made to the library. The donations in Estelle's memory were put towards this event, and it was nice to be able to publicly thank Linda and her family for their generosity and support of MGPL.
- After much discussion with the Department Managers and a lack of interest from staff, we decided against participating in the Morton Grove 4th of July parade.

Events/Programs/Meetings

ALA: Trauma Informed Supervision	June 7, 13
Decennial Committee meeting	June 8
Department Manager meeting(s)	June 14, 28
ECC/Digital Library of Illinois Exec Committee mtg	June 14
Library Board of Trustees Regular Mtg	June 8

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 Adult Services June 2023 Report

Melissa Mayberry, Adult Services Manager

Programming

We had a total of 43 programs with 867 attendees this month. Summer reading was off to a great start with a total of 215 adult and teen participants. This is the second year we have given out SRP t-shirts. We increased the number of t-shirts to 175, and they were all given out by the end of June. The t-shirts are a great incentive for patrons to participate, we are finding that many patrons inquire about SRP for adults when they see the t-shirts at the Info Desk.

New this year is tie-dye bleaching for the SRP shirts. At the first event we had 18 attendees attend. This is a fun alternative to the tie-dye events held for the YS SRP shirts.



This month we once again offered a Catalytic Converter Marking Event. This time, 136 cars were able to be marked by MG Public Works and MG Police Department. This has been a great community builder for MGPL and MGPD to work together on. Residents were very appreciative of this opportunity to make their catalytic converter less desirable to thieves.





It took quite a bit of legwork to find an instructor, but we are very pleased to offer chair yoga once again in person. Before covid, this was one of our most popular ongoing programs. We plan on continuing to offer the online chair yoga as well, so patrons can choose the option that works best for them.

Book/Media Displays

- Pride Month
- Juneteenth
- Page to Screen
- YA Librarian Picks

Book Rivers and Record Sets

- Weird Fiction
- Juneteenth
- Page to Screen
- Pride Month
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

Mark Knox, Nate Miller, Bob Palas and Wynn Scoggins all attended the ALA conference in Chicago. Some of the timely and meaningful programs they attended covered book banning, technology trends, collection development, programing for older adults and creating welcoming spaces. Conferences are always a great opportunity to hear different perspectives and get fresh ideas. We are excited to explore what can be implemented at MGPL.

MGPL Circulation Services/Technical Services June 2023 Report

Jeffrey Ray, Circulation Services / Acting Technical Services Manager

Patrons:

- 145 Library Cards registered.

Department:

- 6/30/23 Attended LACONI Governing Board subcommittee meeting on hiring an Operations and Event Coordinator
- 2,569 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 3,214 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 15,064 items were checked in by Circulation Staff.
- Tech Services Staff are continually receiving and processing Youth and Adult print and A/V materials.

MGPL Facilities and Maintenance June 2023 Report

Edmon Tamras, Facilities & Maintenance Manager

- Midwest Mechanical completed the quarterly PMs on our HVAC units. A bad condenser fan motor was replaced, and the cost was covered by our contract agreement. All condensers were also power washed.
- Installed a switch on the wall inside the snack closet because the pull chain on the fixture kept coming off.
- Patched, sanded, and painted walls that were damaged by the hanger for the book tote bags near the self-checkout stands.
- ASI (alarm company) was here to check the pressure switch connected to the air compressor that was not sending a signal to the fire alarm panel. After checking the system, the Tech commented that the pressure switch was never connected or wired to the fire alarm panel. I will check with the fire sprinkler company if this is a code requirement or not.
- Naturescape Design was called to check our outdoor lawn sprinklers and to give us a quote for repairs and future maintenance services.
- Johnson Floor Co. was called to get an idea of what it would cost to replace the carpet tiles in the heavy traffic area of the main floor.
- Installed new water filter for YS water fountain and the fridge in the staff room.
- Put corner guards on chair dollies in activity room, dollies were scuffing the walls.
- Put up the "Summer Reading" outdoor sign.
- Turning on the lawn sprinklers early in the mornings 3-4 times a week.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Monthly check/clean-out of HVAC unit drip tube on the roof.
- Manage day to day operations.

MGPL Marketing & Engagement June 2023 Report

Karina Guico, Marketing & Engagement Manager

Karina coordinated items for the Front Porch Concert: was in contact with Kona Ice and our sponsors, assigned staff/volunteer duties, purchased items needed for event, worked with Courtney, Melissa, and Ed on layout and event details. Karina handled the planting of plants for the Village's Adopt-A-Planter program. The library's planter is located at the Metra Station. Karina participated in strategic planning conversations with the planning team. She created the paper version of the community survey for distribution in the library and designed the postcard that will be mailed to all households in Morton Grove. Karina got items ready for new staff and helped with projects for AS, YS, Circ, and Admin.



This year's Summer Reading Program Front Porch Concert was a huge success! We had over 400 people enjoy live music, lawn games, crafts, and free popcorn and shaved ice. We invited our Gold Sponsors to the event and the representatives from ProAuto and Partnership Financial Credit Union chatted with attendees. Linda Cooperman also attended the event.



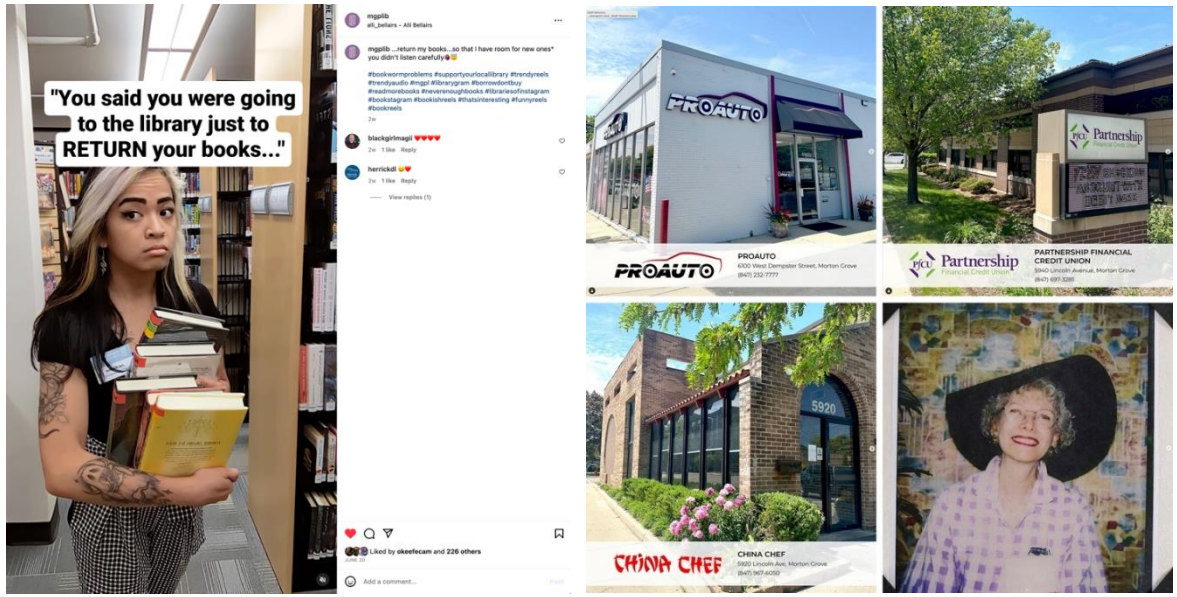


Bettina started to lay out the August/September issue of the newsletter and came up with the “Renew” messaging to the cover story featuring the upcoming exterior renovations (written by Pam). Bettina continues to work with YS staff on Summer Reading Projects. She worked with Melissa on the designs for SRP mug program and prizes. Bettina also worked on items needed for the Tiny Art Contest.



Bettina continues to create print and digital materials to promote AS and YS events, designing flyers, posters, bookmarks, graphics for screens and online, and more. In June, Bettina created 20 new designs for a variety of projects, including the logo for the new “100 Books Before Graduation” program for teens.

Jan continues to create content for our social media accounts. The “Running Away” reel has 2,762 views and 225 likes, “I Know You” reel has 1,613 views and 78 likes, and our “Library Holds” reel has 1,204 views and 63 likes. Our Instagram reach increased by 79% in June. Our TikTok followers and interactions continue to grow. In June the Summer Reading T-shirt Bleaching post got 1,010 views and 73 likes. Every week this month we highlighted a Summer Reading Program Sponsor.



Jan posted event videos on YouTube and took photos of events and posted them on Flickr.

Meetings/Training/Etc.

- Karina attended managers meetings (6/14, 6/28)
- Karina met with Melissa and Cailyn to discuss 100 Books Before Graduation (6/28)

MGPL Youth Services

June 2023 Report

Courtney Schroeder, Youth Services Manager

After the quietness of May, June sure packs a punch! This year we had 922 kids sign up for the Summer Reading Program in the month of June. While we were sad to lose Sarah at the end of May, we were able to hire Katie Clatch, who joined our team on June 26th. Katie comes to us from the Park Ridge Public Library where she was already familiar with our library software and part of the consortium. Katie is already out at the desk and covering programs and we're excited to have her on our team.

Programming

In June we provided 64 programs for 1915 people in addition to the statistics for **Summer Reading** and the library-wide **Summer Reading Kickoff Concert** (which was a HUGE success).

We had quite a few successful programs this month including **Bubble Fest**, **Family Lawn Games**, and **Science Magic**. Due to the frustration of registrations filling quickly and then patrons not attending the program/others who want to attend thinking it is a full program and not coming, we decided that this year we would try to offer more drop-in programs that were open ended. These included **Button-Making**, **LEGO**

Builders, **Crafternoon**, **Switch Gaming**, and **Stories in the Park** and **Summer Storytime** on the lawn. It's been really a great way to allow families the flexibility to attend programs if/when they think they can and we are getting a lot of positive feedback from the community.



This summer, instead of having STEM/STEAM classes for only a few kids, we are holding

weekly STEAM Stops where families can explore scientific concepts and spend as much (or as little) time as they want playing around. One week it was learning about aerodynamics with airplane making, another week it was creating photographs out of paper and pins. It's been fun to see everyone get creative!



In addition to our in-person programming, the **STEMonade Stand** continues to be a huge success. This past month we celebrated its third anniversary. We've given away 15,000 kits in that time.

Outreach

In June the outreach team visited 4 groups (334 kids/teachers/parents) out in the camps and at outreach events and welcomed one group of 47 students from MCC Academy to the Library. This month Debbie participated in the Say Yes to Childcare resource fair. The YS Team also provided 13 book bags of 305 items for an area classroom.

Professional Development/Training/Meetings

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

- Jessie attended the CCS Diversity Audit Tool webinar to learn about the capabilities of the new collection development software.
- Debbie attended two ECA Steering Committee meetings.
- Jessie and Natalie both attended two days of the ALA Conference as it was held here in Chicago.
- Debbie attended the Advocate Literacy Initiative meeting.

Programming Statistics - June 2023		
Program Name:	# of sessions	Total Attendance
Adult Programs	41	859
Chair Yoga (Online)	2	29
Chair Yoga (In person)	2	19
Tai Chi (Online)	2	13
Crafting for Charity	2	19
Tuesday Movies	4	83
Social Seniors: Bingo	1	5
Social Seniors: Arts & Crafts	1	5
Social Seniors: Games on the Lawn	1	2
Social Seniors: Wits Workout	1	5
Indie Movie Night	1	11
Renter's Rights & Responsibilities (Online)	1	30
Concert: In Full Swing Jazz Orchestra	1	91
Apple Photography	1	5
How LGBTQ+ History Can Illuminate Today's Challenges (Online)	1	25
Cricut 101: Papercraft	2	6
Navigate Your Stars: A Conversation with Jesmyn Ward (Online)	1	3
Oh, My Aching Back, (or) Neck! (Hybrid)	1	30
Test Drive ChatGPT	1	5
Catalytic Converter Marking Event with MGPD	1	136
Tech Talk: Google Translate (Online)	1	4
Angels, Demons, Rabbis & Fools: Tales From Jewish Tradition (Hybrid)	1	219
Android Photography	1	5
Braiding Sweetgrass: A Conversation with Robin Wall Kimmerer (Online)	1	5
Summer Reading T-shirt Bleaching	1	18
Book a Librarian	5	9
LitLounge (Online)	1	8
Between the Lines	1	7
Between the Lines (Online)	1	8
Readpool	1	2
Senior Activity Kits	1	42
ESL Kits	1	10
Teen Programs	2	8
Anime Club High School	1	0
LitLoot	1	8
Youth Programs	64	1915
Anime Club	1	2
Bedtime Stories & More	1	2
Brookfield Zoo Presents: Recycled Gardening	1	9
Bubble Fest	1	66
Button-Making Fun	1	38
Chess Academy	1	8
Crafternoon	1	25

Crafty Saturday	1	53
Cuddle Bugs Infant Massage	1	12
Diggable Science	1	24
Drama Club	1	7
Family Lawn Games	2	54
Family Storytime	1	3
Friday Family Films	4	75
Lego Builders	2	59
Let's Potty Storytime	1	27
Mathematics Picnic	1	11
Messterpiece Monday	2	69
Mini-Masterpieces	1	9
Monday Morning Playgroup	4	113
Movin' & Groovin'	1	21
Nintendo Switch Gaming	2	22
Pride Storytime	1	22
Rainbow Pride Chainmail	1	1
Read to the Rainbow Dogs	1	16
Science Magic	1	52
STEAM Stop	4	108
STEMonade Stand	3	371
Stories in the Park	4	75
Storytime on the Lawn	4	146
Tie Dye your T!	2	202
Water Babies	8	160
Wee Read	2	30
World-Wide Storytime: Pakistan	1	23
Library-Wide Programs	1	400
Summer Reading Kickoff Concert	1	400
Talks/Tours inside the Library		
Youth Services	1	47
MCC/MEC	1	47
Adult/Teen Services	0	0
Talks/Tours outside the Library		
Youth Services	4	334
MGPD	3	84
Say Yes to Childcare	1	250
Adult/Teen Services	0	0
MCC		

Morton Grove Public Library
Monthly Statistics
For 06/2023

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	12388
Checkins at your stations	Checkin Leap In Hous	2384
Checkins at your stations	Quick Check in	174
Checkins at your stations	Self Check in	10
Checkins at your stations	Checkin Leap Bulk	106
Checkins at your stations	Checkin Leap Invento	2
	Total Checkins	15064
Checkouts at your stations	Leap Checkout and Renewal	5815
Checkouts at your stations	Self check Check out	8543
	Total Checkouts	14358
Renewals at your stations	Power PAC Renewal	90
Renewals at your stations	Auto-renewal	7830
Renewals at your stations	Leap Checkout and Renewal	328
Renewals at your stations	Self check Check out	87
Renewals at your stations	Third party renewal	34
Renewals at your stations	Inbound Telephony Checkout	7
	Total Renewals	8376
Number of your Library's items checked out system-wide		14274
Number of your Library's unique items checked out system-wide		12649

Holds Placed through your interface		3046
Holds placed for/by your patrons		3184
Holds Held		3214
Holds Located		0
Holds Checkedout		2723
Holds Expired		0
Holds Cancelled		556
Holds Unclaimed		319
Number Of Items Currently Out		13135
Existing "MortonGrove" patron received new barcode		52
Patron Expiration Date Extended More Than 30 Days:		11
Count of physical patron records at beginning of 06/2023		9411
Minus Patron records physically deleted		30
Minus Patron library was changed from "MortonGrove" to some other CCS librar		5
Plus Patron records physically added		145
Plus Patron library was changed from some CCS library to "MortonGrove"		9
Count of physical patron records at end of 06/2023		9530
Minus In-House and Test Cards		8
Minus Expired Cards		317
Unexpired Patrons on file		9205
Leap Registration	Patron Lib=MortonGrove	145
Leap Registration	Patron Lib=CCSL	13
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2253
Number of items lent by your library to a CCS library		2569

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
06/2023 - 06/2023

*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	2,714	159	34	2,907	3.18	3.95
Cary	1,334	62	10	1,406	3.05	1.94
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,603	129	45	1,777	3.05	2.33
Des Plaines	5,148	318	319	5,785	5.37	7.49
Ela	3,102	117	0	3,219	3.30	4.51
Evanston	3,675	148	130	3,953	6.94	5.35
Fox River Valley	2,708	54	13	2,775	2.94	3.94
Fremont	2,136	83	25	2,244	1.84	3.11
Glencoe	1,418	31	15	1,464	2.34	2.06
Glenview	4,618	147	88	4,853	4.99	6.72
Grayslake	2,592	68	16	2,676	3.44	3.77
Highland Park	2,691	119	33	2,843	4.29	3.91
Huntley	1,590	63	8	1,661	2.85	2.31
Indian Trails Public Library	2,601	196	125	2,922	3.37	3.78
Lake Forest	1,424	8	1	1,433	3.12	2.07
Lake Villa	2,195	79	30	2,304	3.01	3.19
Lincolnwood	842	27	2	871	2.17	1.22
McHenry	138	0	0	138	2.67	0.20
Morton Grove	1,923	44	21	1,988	3.70	2.80
Niles	3,775	139	80	3,994	5.01	5.49
Northbrook	3,286	145	139	3,570	4.84	4.78
Palatine Public Library	3,820	129	74	4,023	4.19	5.56
Park Ridge	2,469	76	46	2,591	3.55	3.59
Prospect Heights	2,042	41	24	2,107	2.71	2.97
Round Lake	1,694	46	72	1,812	3.11	2.46
Warren-Newport Public Library	0	0	0	0	0.00	0.00
Wilmette	3,718	116	89	3,923	5.15	5.41
Winnetka-Northfield	2,434	75	18	2,527	3.03	3.54
Zion-Benton	1,053	46	37	1,136	2.81	1.53
Total	68,743	2,665	1,494	72,902	100.00	100.00

2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<u>CIRCULATION</u>															
Total Checkouts (physical material)	12,684	12,213	13,574	11,304	10,782	14,358							74,915	73,505	14,858
Total Renewals (physical material)	9,412	9,590	10,204	9,821	9,042	8,376							56,445	57,115	8,637
<u>Downloads/Streaming</u>															
ebooks	2,263	2,005	2,342	2,073	2,054	2,118							12,855	12,918	2,019
eAudiobooks	1,875	1,600	1,855	1,829	1,929	1,858							10,946	8,572	1,496
Movies	607	488	508	702	762	685							3,752	3,795	512
Music	88	72	114	102	107	85							568	664	106
Magazines	248	241	233	250	233	199							1,404	1,168	185
TOTAL	27,177	26,209	28,830	26,081	24,909	27,679	0	0	0	0	0	0	160,885	157,737	27,813
In House Use	1,545	1,559	2,212	1,577	1,663	2,384							10,940	5,358	1,087
<u>PATRONS</u>															
Gate Count	10,056	8,653	9,540	9,238	9,424	12,845							59,756	51,638	11,668
Curbside Appointments													0	70	2
Active Cards	9,075	9,076	9,077	9,052	9,092	9,205									9,063
Other (NR Fee, Org, etc)													0	0	
% of MG pop w/active cards	40%	40%	40%	40%	40%	41%							n/a	n/a	40%
<u>REFERENCE</u>															
Adult															
Technology and Reference	811	881	952	876	875	781							5,176	4,902	866
Directional/General Library Info	747	772	746	720	925	932							4,842	4,446	893
Reading Program	0	12	0	0	1	236							249	192	192
Youth															
Technology and Reference	567	510	652	418	283	648							3,078	3,215	673
Directional/General Library Info	612	479	583	465	299	668							3,106	2,579	745
Reading Program	162	14	8	2	11	1346							1,543	1,697	1,674
Circulation															
General Info	98	105	116	105	118	151							693	598	103
Directional	115	123	135	112	129	171							785	648	96
TOTAL	3,112	2,896	3,192	2,698	2,641	4,933	0	0	0	0	0	0	19,472	18,277	5,242

