



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

October 2024

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 or the Business Manager at (847)929-5121 / lshell@mgpl.org.



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LIBRARIAN'S REPORT

October 2024

Pam Leffler, Executive Director

Administration

Personnel

- We hired two new Access Services Clerks, Melanie Kerz and Ivy DeWitt. We will be filling a third Access Services Clerk position in November.
- Other personnel news can be found in the Department reports.

Automation & Technology

- We replaced the computers for the Adult and Teen Services staff. Replacement of the computers for Youth Services staff will take place during the first quarter of 2025.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- At the October meeting the Library Board of Trustees approved the 2025 levy request of \$3,908,828, a 4.85% increase over the 2024 levy request, with a total 2025 budget of \$4,086,844. Appropriate documentation was sent to the Village of Morton Grove Finance Manager and City Administrator.
- Just a reminder that the filing dates for the April 1, 2025, Consolidated Election have been moved up by approximately one month, and the final day to file petitions for candidacy is Monday, November 18, 2024. We have two trustee terms that will be expiring in April 2025. Links to information on running for the trustee positions can be found on the Library website.

Facilities

- Fire alarm panel work is complete, and we passed the final inspection at the beginning of October!
- I met briefly with reps from both SMC and Product at the Illinois Library Association conference held October 8 – 10 in Peoria and will be scheduling further meetings soon to discuss the anticipated work on the public multi-stall bathrooms, carpet and tile replacement at the east end of the library and Baxter Auditorium in 2025, and the redesign/configuration of administration offices and the main floor of the Library in 2026.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- We had a soft rollout of passport acceptance services in October. We will begin advertising this service in mid-November. After the first handful of passport applications were accepted, and based on feedback from patrons utilizing this service, we decided to begin offering passport photos. We believe offering photos will increase the attractiveness of using the library for this service, as opposed to the US Post Office, etc.
- The Illinois Library Association Annual Conference was held in Peoria from October 8 – 10, 2024. My report on the conference follows.

Events/Programs/Meetings

- | | |
|--|----------------|
| • CCS Bylaws and Policy Committee | October 15 |
| • CCS Executive Committee | October 16 |
| • Department Managers meetings | October 16, 30 |
| • Illinois Library Association Annual Conference | October 8 – 10 |
| • Library Board of Trustees Regular meeting | October 17 |
| • North Suburban Directors Meet-Up | October 28 |
| • Paycom – meeting with rep | October 24 |
| • StackMap – demo | October 30 |
| • Village of Morton Grove – Gateway Plaza Ribbon Cutting | October 24 |

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
October 2024 Report
Jeffrey Ray, Access Services Manager

Library Cards:

- 125 Library Cards registered

License Plate Sticker Renewals/Passport Acceptance:

- The library began processing passport applications in the month of October. The library originally began making appointments by phone or in person inquiries. After the first week, the library had their passport webpage go live where patrons and staff could make passport appointments through the website.
- 9 passport applications processed
- 17 license plate renewals

Other Department Activity:

- 2,587 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 3,245 hold items were processed by Access Services staff for patrons to pick up at MGPL.
- 14,036 items were checked in by Access Services staff.
- Melanie Kerz was hired as an Access Services Clerk.
- Ivy DeWitt was hired as an Access Services Clerk.
- Access Services Tech Services Staff are continually receiving and processing Youth and Adult print and A/V materials.
- Access Services Staff continue the inventory of the entire collection. This month staff inventoried the following collection areas: Adult College and Career, Adult DVDs, Adult Large Print, Adult New Fiction, Adult New Nonfiction, Adult New Graphic Novels, Adult New Music CDs, Adult Nonfiction, Youth Nonfiction, Youth Picture Books, Youth Blu-Ray, Youth DVD, and are currently working on Youth Readers.

MGPL Adult and Teen Services
October 2024 Report
Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 49 programs with a total of 860 attendees. There were many new and well-received programs that I would like to mention.

We coordinated with Illinois agencies for two successful programs. Over 50 patrons utilized the DMV services provided by the Illinois Secretary of State Mobile Drivers Express Unit, including Driver's License renewals and obtaining Real IDs. Planning this event required significant coordination, but the positive feedback from attendees has encouraged us to start booking another event for 2025. We also had a good turnout for State Representative Mike Kelly, who spoke with many patrons about a variety of topics.

We were very happy to launch our first-ever seed library at the beginning of the month. Our seed library has 12 varieties of Illinois native prairie plants, and nearly 40 patrons have already selected seeds from the collection. Many participants shared their positive feedback with staff. One patron praised the variety of plants and expressed happiness that MGPL is helping to educate the community on native landscapes. Another patron mentioned she cannot wait to use our seed library to beautify and make her backyard more useful.

We recently hosted our second session of ESL Games and Gab (Conversation), a new program for ESL adults. Our approach is to keep it fun, uncomplicated, and inclusive for all ESL levels. We use various games to encourage conversation and learning simultaneously. Reaching the ESL population can be challenging, so we have been marketing the program at locations outside the library, such as the ELL Parent Center and Oakton Community College.

We concluded the final two programs in our 3-part series, "How to Be a Thoughtful Dead Person." Presented by an end-of-life doula, these online sessions provided valuable insights and guidance on navigating end-of-life planning with compassion and mindfulness. Over 50 patrons attended the live programs, and the recordings have been watched more than 60 times. We find that patrons are seeking information on serious topics like this and greatly appreciate it when we provide knowledgeable presenters.

Finally, we once again hosted an After Dark Murder Mystery. This program was cross-departmental and required hard work by dozens of staff members. The event went smoothly, and reception was overwhelmingly positive. Teen attendees requested that we do this program monthly, and just like last year, some attendees thought we had hired an outside theatre troupe for the event.

Nate, who hosted the event as Detective Dewey, stated, "I was able to see first-hand the joy and excitement that came from the patrons experiencing the program. From the moment they walked into the Baxter Auditorium and saw the 'dead body' to when they submitted their guesses at the end of the program, these patrons absolutely loved this event. I am very grateful that I get to work at a library where I can conduct programs like this."

Book/Media Displays

- Honoring Native American Heritage
- Never Been Checked Out
- International Documentaries
- Films with a Twist
- Seasonal Sweets
- Let's Get Cozy
- Hallmark Movies
- Musical Biographies

Book Rivers and Record Sets

- Plot Twist
- Dark & Moody Vibes
- New Cookbooks
- Indigenous Authors and Stories
- Found Family
- New YA Releases

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Mark attended Ethical Considerations for the Use of Artificial Intelligence in the Library.
- Cailyn attended Digital Library of IL Training
- Cailyn attended a Staff Appreciation Committee meeting
- Cailyn and Melissa attended a Summer Reading Program meeting
- Nate and Melissa attended Age Options Kickoff FY25 Meeting
- Melissa attended the 3-day ILA Annual Conference in Peoria

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

- We passed the final inspection for the new fire alarm panel.
- Shampooed the carpet in the Computer Room, east side entrance up to Info East, and the area rug in the Activity Room.
- Installed a whiteboard in Study Room #2.
- Coordinated and oversaw the cleaning and fire-retardant retreatment of the stage curtains in the Baxter Auditorium. We received the treatment certification, and it is now hanging on the wall by the east emergency exit door.
- Power scrubbed the floor tiles in the single use bathrooms across from the main Check-Out Desk and in the Youth Services Department.
- Performed troubleshooting on the vending machine. One of the slots on the vending machine was not working even after the installation of a new motor. After a diagnostic check was complete the slot began working, and the vending machine is back to normal.
- Drained both hot water tanks in mechanical rooms in the lower level of the building. It is recommended that the tanks be drained twice/year to remove any impurities.
- Replaced stained carpet tiles behind the main Check-Out Desk and in Study Room #1.
- Cleaned the Keurig coffee machine.
- Performed ongoing adjustments to outdoor lighting as we lose daylight.
- Cleaned/cleared the PVC p-trap for the Baxter Auditorium HVAC unit which is 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 ground operations.

MGPL Marketing & Engagement

October 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
- Karina worked on a short video to promote the MGPL After Dark: Another Murder at the Library event. Karina took photos of at the event.
- Marketing Team proofed the copy for the December-January newsletter.
- Bettina created 27 new graphics and updated multiple items for AS and YS staff
 - Started layout of the December-January newsletter
 - Continue to design and print materials for different library events/services for the different departments
 - Scanned and digitized Art Contest designs and got them ready for ready for print.
 - Created branding for this year's YS Winter Reading Challenge and designed the log
- Jan posted on social media 104 times
 - Similar to last year, Jan once again posted one Spooky Book Recommendation a day for the month of October.
 - The "Terrifying Tales Display" post on Instagram has 7,022 views and 87 likes and has 923 views and 98 likes on TikTok.
 - Facebook comment about Cards of Kindness "Yes! Spread the kindness and getting kids involved with the idea. Yay Morton Grove Public Library!"
- 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 put together a list of items to discuss for the Staff Appreciation Committee meeting. Cailyn led the meeting, Karina was unable to attend.
- Karina put together welcome swag for new staff.
- Karina put together items to hand out on Halloween.

Community & Staff Engagement

- Karina attended the Village Neighborhood Outreach Event where she discussed upcoming events, the Seed Library, and answered questions.

Meetings/Training/Etc.

- Karina attended Managers meeting
- Karina attended the Summer Reading Program planning meeting.

MGPL Youth Services

October 2024 Report

Courtney Schroeder, Youth Services Manager

Programming

In October we offered 53 programs for 1676 people.

This month, we hosted Language Labs for **Worldwide Explorers: Arabic Language and Culture**. Typically, we have a local parent volunteer to host our Worldwide events, so it was definitely a different experience for us having an outside performer lead the program. We are welcoming them back in the winter for a program focused on Chinese.

We host **Cuddle Bugs**, an infant massage class three times a year, but October's class had our biggest attendance to date. Parents were excited to learn more and spent time after class asking the teacher for more information about different related topics. We are encouraged by the interest and hoping to provide this type of program again next year.

In response to patron requests and feedback, this month we hosted **Sound It Out to the Pup**, a program for kids just starting to learn phonics and in the first stages of reading. It's a program like **Read to the Rainbow Dog** that encourages kids to practice their pre-reading skills aloud in a low-stakes environment.

Amy's **Listen Up** storytime has gotten to be so well-attended this month that she expanded to offer two back-to-back storytimes on Tuesday mornings. We keep an eye on attendance each year and adjust as needed with a second storytime at 11am and after several weeks of room capacity attendance, the additional program was added. Overall, we're excited to see great attendance at our storytimes throughout the week.

Outreach

In October the outreach team visited 25 groups (919 kids/teachers/parents) at schools and welcomed three groups of 59 kids to the library. This month, Debbie offered her **Mini Music Makers** class to area in-home daycares that frequently attend programs in the library so that she could free up space in the main class due to its extensive waiting list. It worked out well and 11 people attended the daycare class and so she will continue to offer this to preschools and daycares who bring their kids to the library. This month's outreach included representing the library at the park district's Halloween Fest and the Oakton Community College preschool teachers' conference. This month we also created 6 book bags of 130 items for area classrooms.

Professional Development/Training/Meetings

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

- Debbie and Katie attended the webinar, Here Comes Kindergarten: How Public Libraries Can Promote School Readiness.

- Jess watched the webinar, Fall Graphic Novels for All Ages (part 2) from Booklist.
- Debbie attended a meeting of the ACH Initiative “Reading is a Right” group. She has recommended a webinar and podcast for all youth services staff to watch/listen to in the coming months.
- Jessie attended the webinar, Protecting the Privacy Rights of Trans Patrons
- Debbie met with other library staff to plan the GoAEYC Fall Conference (the local division of NAEYC).
- Jess attended the IYSI Conference Planning Committee and Sub-committee Meetings.
- Natalie watched the Booklist webinar, Spring 2025 Preview (for titles being released in the spring).
- Debbie watched the video from the IAFC, Engaging Parents When You Don’t Speak their Home Language or Understand Their Culture.
- Katie watched the Harper Collins Winter Preview webinar.
- Amy attended the 2nd virtual storytime training on Behavior Management with Children. This is a series of storytime trainings out of the western suburbs.
- Debbie attended a webinar on AI Ethics and Uses.
- Amy watched the Sesame Workshop, Build A Reader.
- Courtney attended the RAILS Networking Northeast Youth Managers group meeting.

Of note, while the youth services team meets every other month to discuss regular business and planning of the winter/summer reading programs, we have begun to do short training-centered meetings in the opposite months. In October, Melissa from Adult Services came to refresh knowledge and go over Find More Illinois and placing ILLs through WorldShare so that YS staff can continue to provide good customer service and get things into the system the way that Melissa needs for the process to run smoothly. We were supposed to do this training in September, but because of vacations and conferences it ended up being pushed into October.

Programming Statistics - October 2024				
Program Name:			# of sessions	Total Attendance
Adult Programs			46	826
	Chair Yoga (Online)		2	35
	Chair Yoga (In person)		2	39
	Crafting for Charity		2	33
	Tuesday Movies		5	86
	Social Seniors: Bingo		1	9
	Social Seniors: Arts & Crafts		1	10
	Social Seniors: Trivia		1	5
	Social Seniors: Wits Workout		1	9
	Evening Crafts for Adults and Teens		1	9
	Indie Movie Night		1	6
	Digital Death Cleaning (Online)		1	44
	Tech Talk: AI, Deepfakes and the Election (Online)		1	0
	Design Your Fall Native Landscape		1	21
	Name That Tune (Online)		1	5
	Memes and Misinformation (Hybrid)		1	26
	Meet the Author: Erika Sanchez (Online)		1	2
	Understanding Medicare (Hybrid)		1	105
	Meet Your State Representative: Mike Kelly		1	18
	ESL Games and Gab (Conversation)		1	2
	The Wonderful World of Bats (Online/Watch Party)		1	67
	MGPL After Dark: Another Murder in the Library		1	55
	The History of Coffee (and Some Other Stuff)		1	16
	Introduction to Machine Sewing		1	2
	Author Talk: Gardening Can Be Murder(Online/Watch Party)		1	6
	Building Your Death Binder (Online)		1	40
	Apple Device Drop-in		1	8
	Illinois Secretary of State Mobile Drivers Express Unit		1	53
	Readpool		1	3
	LitLounge		1	4
	Between the Lines		1	9
	Between the Lines (Online)		1	7
	Creative Space BAL		2	2
	Book a Librarian		2	2
	Senior Activity Kits		1	35
	ESL Kits		1	13
	Job Searching Kits		1	3
	Seed Library		1	37
Teen Programs			2	30
	LitLoot		1	12
	Terrarium Take & Make		1	18
Youth Programs			53	1676
	Anime Club		1	3
	Apples & Pumpkins		1	20
	Arabic Storytime (Language Labs)		1	13
	Art Contest		1	297
	Bedtime Stories & More		1	18
	Chess Academy		1	14

Costume Repair Clinic	1	0
Crafty Saturday	1	54
Cuddle Bugs Infant Massage	1	21
Diary of a Wimpy Kid Book Release Party	1	52
Drama Club	1	7
Fall Preschool Concert	1	58
Family Engineering Night	1	24
Family Storytime	1	13
Foam Pumpkin Craft	1	10
Goofball Science Club	1	10
Halloween Storytime	1	38
Lego Builders	1	21
Listen Up	5	233
Mad Math Society	1	8
Make & Take Playgroup	1	9
Math Brigade	1	4
Mathematics Circus	1	6
Middle School Survival Club	1	0
Mini Masterpieces	1	11
Mini Music Makers	1	33
Monday Morning Playgroup	3	78
Preschool Storytime	3	59
Puppet Craft Storytime	1	16
Read to a Rainbow Dog	1	15
Sound It Out to the Pup	1	4
STEMonade Stand	3	346
Toddler Time	3	68
Wee Read	8	113
Library-Wide Programs	1	1
An Evening with Jason Reynolds (Online)	1	1
Talks/Tours inside the Library		
Youth Services	3	59
Mini Music Makers (two preschool classes)	1	11
Park View	2	48
Adult/Teen Services	0	0
Talks/Visits outside the Library		
Youth Services	25	919
Children's Bright Beginnings	2	28
Golf	2	55
Hynes	3	180
Jerusalem Lutheran	1	27
MCC/MEC	1	15
Melzer	3	54
MGPD Preschool	3	45
MGPD Halloween Fest	1	232
Oakton Community College Preschool Teachers' Conference	1	150
Park View	3	49
Poko Loko	4	75

Sunny Bunny	1	9
Adult/Teen Services	1	4
MCC Famished for Fiction	1	4
Marketing & Engagement	1	20
Village Neighborhood Outreach Event	1	20

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	10,010	11,799			117,114	123,108	11,542
Total Renewals (physical material)		9,298	9,097	9,767	9,291	8,861	8,739	9,780	10,251	9195	8,978			93,257	95,163	9,557
Downloads/Streaming																
ebooks		2,456	2,074	2,141	2,039	2,138	2,234	2,391	2,429	2,376	2,425			22,703	21,277	2,028
eAudiobooks		2,118	1,950	2,102	2,049	2,117	1,985	2,198	2,209	2,114	2,219			21,061	18,925	2,033
Movies		657	716	791	665	676	910	737	734	893	749			7,528	6,425	607
Music		146	112	141	165	122	115	134	124	106	143			1,308	919	110
Magazines		911	754	1,006	520	843	645	696	569	762	725			7,431	3,084	908
	TOTAL	27,261	26,008	27,507	25,909	25,446	28,271	29,632	27,874	25,456	27,038	0	0	270,402	268,901	26,785
In House Use		1,136	1,549	1,356	1,534	1,351	1,847	1,919	1,536	1,022	1,552			14,802	17,918	1,629
PATRONS																
Gate Count		9,312	10,065	10,720	11,627	10,186	12,135	11,865	10,727	8,649	10,123			105,409	102,468	10,496
Curbside Appointments		6	3	8	3	0	2	3	3	4	1			33	0	0
Active Cards		9,528	9,564	9,608	9,650	9,666	9,718	9,755	9,792	9,495	9,626					9,273
Other (NR Fee, Org, etc)														0	0	0
% of MG pop w/active cards		40%	40%	40%	40%	40%	40%	40%	40%	39%	40%			n/a	n/a	40%
REFERENCE																
Adult																
Technology and Reference		712	772	863	885	824	1,137	867	1,015	885	846			8,806	8,742	969
Directional/General Library Info		883	908	882	1,214	993	1,171	1,154	1,012	997	1,195			10,409	8,442	805
Reading Program		0	0	0	0	16	195	72	0	0	0			283	384	0
Youth																
Technology and Reference		461	491	513	537	446	661	690	561	540	677			5,577	4,872	412
Directional/General Library Info		447	395	419	559	380	656	697	452	372	539			4,916	4,729	378
Reading Program		174	6	3	5	8	1701	651	33	5	7			2,593	2,121	3
Circulation																
General Info		105	120	128	130	88	85	96	87	81	78			998	1,160	115
Directional		96	106	115	127	101	106	121	118	100	91			1,081	1,324	130
	TOTAL	2,878	2,798	2,923	3,457	2,856	5,712	4,348	3,278	2,980	3,433	0	0	34,663	31,774	2,812

2024 Statistics -- Morton Grove Public Library

[illegible]

2024 Statistics -- Morton Grove Public Library

[illegible]

2024 Statistics -- Morton Grove Public Library

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<u>SOCIAL MEDIA</u>																
Facebook																
posts		25	21	20	20	25	25	31	26	17	22			232	242	20
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	2,584	2,592			n/a	n/a	2502
interactions (engagements+clicks)		385	176	60	204	237	381	276	233	467	242			2,661	3,131	201
page reach		27,300	6,138	8,278	4,635	4,324	8,219	3,800	5,400	4,500	5,800			78,394	36,808	2609
X (formerly known as Twitter)																
posts		8	4	1	** we are no longer posting to X (Twitter)									13	243	11
total followers as of the 1st of the month		831	831	836										n/a	n/a	820
interactions (engagements+clicks)		9	3	0										12	463	27
Instagram																
posts		41	37	38	38	33	48	33	43	35	79			425	699	95
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	1,814	1,831			n/a	n/a	1430
engagements		1,421	735	611	608	364	364	1,419	591	669	785			7567	9368	1300
YouTube																
videos		1	2	4	5	2	4	1	1	1	5			26	43	6
views		87	162	121	176	75	151	22	6	12	768			1,580	2,598	227
subscribers		244	244	251	255	256	259	258	259	260	263			n/a	n/a	237
TikTok																
posts		8	5	5	6	4	4	4	3	7	3			49	44	5
total followers as of the 1st of the month		373	381	394	408	408	408	481	542	595	607			n/a		276
														Started posting on TikTok 04/2024		