



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

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



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LIBRARIAN'S REPORT

June 2025

Pam Leffler, Executive Director

Administration

Due to scheduling issues and other time constraints, a more detailed June/July Library Director report will be given at the August Board meeting, all other department and statistical reports for the month of June 2025 can be found below.

Events/Programs/Meetings

- | | |
|---|---------|
| • CCS Executive Committee meeting | June 11 |
| • Department Manager meeting | June 4 |
| • ECC/Digital Library of Illinois Executive Committee meeting | June 25 |
| • Library Board of Trustees Regular meeting | June 12 |
| • Morton Grove Chamber of Commerce | June 5 |
| • Morton Grove Pride event | June 13 |
| • Summer Reading Kick-Off | June 6 |

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
June 2025 Report
Jeffrey Ray, Access Services Manager

Library Cards:

- 138 Library Cards registered

License Plate Sticker Renewals/Passport Acceptance:

- 30 License Plate Renewals
- 64 Passport Applications Accepted

Professional Development:

- 6/11/25 Shawn Cherian attended CCS Circ/ILL Advisory Group meeting virtually.

Other Department Activity:

- 2,343 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 3,323 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 19,848 items were checked in by Circulation Staff.
- Mary Simantz resigned as an Access Services Clerk. Her last day was 6/7/2025.
- Mel Kerz finished training and became a Passport Acceptance Agent. Passport Acceptance Agents within the library are Jeffrey Ray, Shawn Cherian, Gregory Alexander, Barira Barkat, Althea Bibat, Joanne Ceisel, Christian Castillo, Susan Poulos, Daniel Russell.

MGPL Adult and Teen Services
June 2025 Report
Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 41 programs with a total of 595 attendees.

The Adult and Teen Summer Reading Program is off to a good start with 217 participants submitting a total of 402 logs to date. This year's program features exciting new prizes for the drawings and as always, SRP t-shirts are a popular motivator. The range of activities that count, along with the simple log process, makes it easy for adults and teens to participate and stay engaged throughout the summer.

ESL Games & Gab (Conversation) continues to engage a dedicated group of attendees. This month's featured activity, Homograph Bingo, introduced words with identical spelling but different meanings and sometimes different pronunciations, for example "bow" and "bow". Participants explored each word's usage, pronunciation, and context while playing. It was a very effective and enjoyable way to tackle a challenging aspect of the English language.

Thanks to funding from Age Options, Cardio Drumming returned for the second time. The program uses drumsticks, stationary exercise balls, and lively movement set to an energetic playlist. This unique program is not offered at any other area libraries, and several attendees were participating in a program here for the first time.

We offered two sessions of the Custom Coozie Craft, where patrons created personalized drink coozies using a variety of pre-cut Cricut designs. This hands-on program appealed to patrons looking for a simple, low-pressure way to express their creativity.

Book/Media Displays

- Pride Month
- Teen Pride
- Never Been Checked Out
- Dog Days of Summer
- Italian Films
- Celebrate Juneteenth
- National Camping Month
- Ode to Dads

Book Rivers and Record Sets

- Lakeside Reads
- Level Up: Video Game History
- Juneteenth
- YA Pride

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Luke attended Data Storytelling: Advocating for the Library and Community
- Bobby attended the webinar Conducting the Reference Interview
- Marlene and Wynn attended Low Morale in Libraries: A Survey of Experiences
- Wynn attended Booklist's Thriller, Myster, and True Crime
- Marlene and Wynn attended Introducing the New NovelList Experience
- Mark attended Resources and Strategies to Protect Older Adults from Frauds and Scams
- Nate attended Grantseeking for Libraries: Strategies and Tips
- Melissa and Nate attended Age Options Q3 meeting

MGPL Business Office
June 2025 Report
Leighton Shell, Business Manager

Business Office

- Typical monthly invoice payment.

Human Resources

- Onboarded new Access Services Clerks Rachel Baltazar and Danielle O'Donovan.
- Offboarded Facilities and Maintenance Assistant Polivia Jara.
- Participated in staff PIP counseling with department head and staff member.
- Created new naloxone training module in Niche Academy in anticipation of pending Illinois law requiring libraries to have staff trained in administering naloxone to opioid overdoses.
- Worked with Paycom to identify and add new staff training courses to our Paycom Learning system.

IT Liaison

- Coordinated with Outsource Solutions Group to troubleshoot the library's Cricut laptop.

Meetings/Training/Etc.

- On Friday, June 13th, I took part in the Illinois Library Association's Human Resources & Administration Forum (HRAF) Zoom call. The topic for this meeting was *Job Descriptions: A Tool for Recruitment*.
- The HR Source peer hub did not have a meeting this month.
- 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
June 2025 Report
Edmon Tamras, Facilities Manager

- Power washed the lower-level patio.
- Two new toilets were installed in the bathrooms across from Circ desk.
- New concrete was poured in a couple areas of the east driveway.
- All exterior windows of the front entrance and the west bay window were washed.
- Midwest Mechanical made a couple repairs on one of the rooftop HVAC units.
- Replaced a couple of carpet tiles on the main floor.
- Maintaining the vending machine by restocking and making any small repairs needed.
- Continue to make changes to our outdoor light timers.
- 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

June 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
 - In June, we played with the “Level Up” theme for marketing a few of our online resources.
 - Overall database page stats were down from May but we do continue to see that page visits go up on the day of/days after we promote our resources. Page views in June were 243 (325 in May), 117 active users (136 in May), and 19 new users (40 new users in May).
- Bettina created 33 new graphics and updated multiple items for AS and YS staff
 - Started newsletter cycle: proofed copy and started layout.
 - Continues to work with staff on Summer Reading projects.
 - Created new graphic for YS event and helped with print materials for Bluey Bash
 - Started designing items for Library Card Sign Up projects
- Jan posted on social media 65 times
 - Instagram profile visits increased by 50%. Many positive comments on Pride-related posts.
 - Facebook profile visits increased by 169%, reach increased by 110%, and content interactions increased by 148%.
- 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 finalized layout and plans for the Summer Reading Block Party and worked with staff on day-of details. The Book Sale was, once again, a big hit this year and the event went smoothly because of the help staff and volunteers provided.

Community and Staff Engagement

- Karina rode the Book Bike to the Park District’s Movie in the Park: Wizard of Oz event.
- Karina finalized plans for the June staff outing to see a Chicago Dogs game.
- Karina worked with Cailyn on finalizing details for the Staff Summer Activity Challenge (for July).
- Karina and Katie attended the Park District’s Library Pool Day where they interacted with patrons and signed a few people for cards.

MGPL Youth Services

June 2025 Report

Courtney Schroeder, Youth Services Manager

Programming

In June we held 58 programs for 1985 people.

As of June 30, we had 848 people signed up for the **Summer Reading Program**, which is fairly typical of most years' participation numbers. This year we tweaked the Summer Reading Program so that children count the days that they read instead of the number of minutes they read, encouraging kids to read every day to earn their prizes. It seems that most families find this easier for their kids to track themselves, alleviating some of the additional adult responsibility of Summer Reading participation.

This year, the Library is partnering with several other Morton Grove organizations and Morton Grove Pride. In Youth Services, we did not do more programming than we typically do to celebrate Pride Month with Natalie's successful **Pride Storytime** and her and Jess' **Rainbow Pride Chainmail Bracelet** programs, which he hold most years. However, we found that the supportive comments for our programs seemed to have increased, which was very encouraging. This year, we did an additional craft **Make & Take Pride Craft** with Adult Services and kids took kits to make rainbow flag star wands.

Later in June, we held our first **Tie Dye your T!** program of the summer on the lawn. All day we went back and forth as the forecast changed from storms to rain to completely clear. In the end, 168 people joined us and we tie dyed 98 shirts. Several families commented that tie dying their Summer Reading shirt is an activity they look forward to doing each year.

Katie and Natalie's **Bluey Bash** was a huge success, bringing in 115 people to celebrate all things Bluey and have a dance party, play keepy uppy, and decorate Bluey/Bingo ear hats. While on the desk during the program, I interacted with several families who mentioned that they had never been to our Library before but were visiting because of the event; every person was impressed with both the program and the welcoming atmosphere in our Library.

Outreach

In June Jessie and Debbie visited 5 groups (122 kids/teachers/parents) at Sunny Bunny Preschool/Daycare and the Morton Grove Park District day camps and the youth services team put together 13 book bags of 475 items for area schools. Each June, Jessie works hard to get book bags together for the summer school programs running at our schools and the schools are grateful for our help and generosity.

In addition to the typical outreach we do, this month also included the Wizard of Oz event as part of the Morton Grove Has Pride initiative and our partnership with the Morton Grove Park District as Katie provided storytimes during the safety breaks at Harrer Pool while they provided free entry to the pool for Morton Grove Card Holders. Both events were successful and are reflected in Karina's Marketing and Engagement Outreach numbers.

Professional Development/Training/Meetings

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

- Amy watched the RAILS webinar, The Science of Reading.
- Debbie attended the ACH Literacy Initiative interview with Mary Beth Sammons of Columbia University to share how to re-create the initiative elsewhere in the country.

- Courtney attended the RAILS Canva software training.
- Katie watched the Random House webinar on Fall 2025 Children's Book Preview.
- Debbie watched the documentary Free for all: The Public Library.
- Amy watched the Booklist webinar, Top of the Pops: The Best Children's Books of 2024.
- Debbie attended the ACH "Reading is a Right" Initiative meeting.
- Debbie attended the Early Childhood Alliance meeting and post debrief.

June Programming Statistics – Morton Grove Public Library

Adult Programs

Program Name	No. of Sessions	Total Attendance
Tuesday Movies	3	79
Chair Yoga	1	10
Chair Yoga (Online)	1	14
Crafting for Charity	2	33
ESL Games & Gab (Conversation)	1	4
Social Seniors: Bingo	1	9
Social Seniors: Arts & Crafts	1	10
Social Seniors: Wits Workout	1	6
Evening Craft for Adults and Teens	1	8
Tech Tuesday Drop-in	1	3
Storm Chasers 101	1	7
Fix Your Posture	1	25
Indie Movie Night	1	6
Nature Wellness Walk at Linne Woods	1	10
Custom Coozie Craft	2	18
I-Pass on Demand Table	1	34
PowerPoint Basics	1	4
History of LGBTQ+ Activism (Online)1	1	16
Book Talk: Summer Reads	1	2
Cardio Drumming	1	19
Risking it All: The Signers of the Declaration of Independence	1	18
Jekyll and Hyde Revisited	1	5
Concert: An Afternoon of Yiddish Nostalgia	1	101
Book a Librarian	2	2
Creative Space	2	3
LitLounge	1	6
ReadPool	1	3
Between the Lines	1	9
Between the Lines (Online)	1	7
DIY Pride Flags	1	36
Senior Activity Kits	1	40
ESL Kits	1	10
Seed Library	1	23
Total Adult Programs	39	580

Teen Programs

Program Name	No. of Sessions	Total Attendance
LitLoot	1	12
Teen Hangout	1	3
Total Teen Programs	2	15

Youth Programs

Program Name	No. of Sessions	Total Attendance
Anime Club	1	5
Bedtime Stories & More	1	14
BINGO!	1	42
Bluey Bash	1	115
Build-A-Reader: The Jungle	1	14
Chess Academy	1	22
Crafty Saturday	1	69
Drama Club	1	11
Energy & Transportation on the Farm	1	27
Everything Butt Art	1	10
Family Lawn Games	1	13
Family Storytime	1	12
Flyswatter Embroidery	1	7
Juggle Up with Jared Janssen	1	52
Lego Builders	2	32
Let's Potty Storytime	1	33
Mess-terpiece Monday: Spin Art	1	33
Morton Grove Has Pride Make & Take Craft	1	83
Mini Music Makers	1	28
Monday Morning Playgroup	4	108
Nintendo Switch Gaming	2	15
Pop-up Project: Fairy Gardens	1	22
Pride Storytime	1	24
Rainbow Pride Chainmail Bracelets	1	3
Read to the Rainbow Dogs	1	17
STEAM Stop	2	105
STEMonade Stand	2	314
Stories in the Park	3	54
Summer Movies	3	139
Summer Storytime	8	220
Tie Dye your T!	1	168
Tiny Science	1	15
Water Babies	8	159
Total Youth Programs	58	1985

Library Wide Programs

Program Name	No. of Sessions	Total Attendance
Summer Reading Kick Off	1	375
Total Library Wide Programs	1	375

YS Talks/Tours Inside the Library

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

ATS Talks/Tours Inside the Library

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

YS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Morton Grove Park District	4	114
Sunny Bunny	1	8
Total YS Talks/Visits Outside the Library	5	122

ATS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Total ATS Talks/Visits Outside the Library		

Marketing & Engagement Outreach

Program Name	No. of Sessions	Total Attendance
MGPL on the Go: Oriole Pool	1	140
Morton Grove Pride: The Wizard of Oz	1	140
Total Marketing & Engagement Outreach	2	280

Morton Grove Public Library
Monthly Statistics
For 06/2025

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	12368
Checkins at your stations	Checkin Leap In Hous	1880
Checkins at your stations	Quick Check in	574
Checkins at your stations	Self Check in	23
	Total Checkins	14845
Checkouts at your stations	Self check Check out	8130
Checkouts at your stations	Leap Checkout and Renewal	6342
	Total Checkouts	14472
Renewals at your stations	Auto-renewal	8183
Renewals at your stations	Third party renewal	58
Renewals at your stations	Leap Checkout and Renewal	246
Renewals at your stations	Self check Check out	43
Renewals at your stations	Power PAC Renewal	94
Renewals at your stations	Inbound Telephony Checkout	1
	Total Renewals	8625
Number of your Library's items checked out system-wide		13794
Number of your Library's unique items checked out system-wide		12433

Holds Placed through your interface		3284
Holds placed for/by your patrons		3485
Holds Held		3323
Holds Located		0
Holds Checkedout		2963
Holds Expired		0
Holds Cancelled		466
Holds Unclaimed		306
Number Of Items Currently Out		13212
Existing "MortonGrove" patron received new barcode		35
Patron Expiration Date Extended More Than 30 Days:		6
Count of physical patron records at beginning of 06/2025		10243
Minus Patron records physically deleted		68
Minus Patron library was changed from "MortonGrove" to some other CCS librar		4
Plus Patron records physically added		138
Plus Patron library was changed from some CCS library to "MortonGrove"		5
Count of physical patron records at end of 06/2025		10314
Minus In-House and Test Cards		9
Minus Expired Cards		315
Unexpired Patrons on file		9990
Leap Registration	Patron Lib=MortonGrove	138
Leap Registration	Patron Lib=CCSL	20
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2267
Number of items lent by your library to a CCS library		2343

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
06/2025 - 06/2025

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 -*

Lending/Borrowing Library	Lent Intra-CCS	Lent Other Ill.	Lent Outside Ill.	Lent Total	Percent Held	Percent Intra-CCS	Borrowed Intra-CCS	Borrowed Inter-CCS
Algonquin	3,245	163	26	3,434	2.80	4.56	2,045	30
Cary	1,315	204	36	1,555	2.82	1.85	2,157	45
CCSL	0	0	0	0	0.00	0.00	402	0
Crystal Lake	2,146	201	32	2,379	2.63	3.02	3,026	26
Des Plaines	4,211	301	271	4,783	4.81	5.92	2,640	110
Ela	2,517	152	0	2,669	2.81	3.54	3,276	13
Evanston	3,041	125	46	3,212	5.42	4.28	3,815	50
Fox River Valley	2,460	90	22	2,572	2.62	3.46	1,776	22
Fremont	1,967	70	27	2,064	1.89	2.77	3,049	21
Glencoe	1,313	62	26	1,401	2.22	1.85	725	24
Glenview	4,007	214	91	4,312	4.34	5.63	2,687	41
Grayslake	2,300	75	8	2,383	2.84	3.23	1,938	17
Highland Park	2,350	220	65	2,635	3.98	3.30	2,835	78
Huntley	1,607	109	14	1,730	2.64	2.26	2,122	52

Lending/Borrowing Library	Lent Intra- CCS	Lent Other III.	Lent Outside III.	Lent Total	Percent Held	Percent Intra- CCS	Borrowed Intra-CCS	Borrowed Inter-CCS
Lake Forest	1,157	47	0	1,204	2.84	1.63	1,366	17
Lake Villa	1,972	101	24	2,097	2.10	2.77	2,704	0
Lincolnwood	984	44	9	1,037	2.14	1.38	691	1
McHenry	718	72	13	803	2.44	1.01	1,181	0
Morton Grove	1,683	99	38	1,820	3.27	2.37	2,361	36
Mount Prospect	4,985	208	0	5,193	6.25	7.01	2,399	71
Niles	3,261	137	62	3,460	4.71	4.58	2,072	27
Northbrook	2,847	168	119	3,134	4.34	4.00	3,689	44
Palatine Public Library	3,413	130	46	3,589	3.76	4.80	5,701	28
Park Ridge	2,053	149	46	2,248	3.01	2.89	2,695	22
Prospect Heights	1,590	70	36	1,696	2.46	2.24	702	10
Round Lake	1,529	46	60	1,635	2.86	2.15	754	6
Vernon Area Library	0	0	0	0	0.00	0.00	0	0
Warren-Newport Public Library	1,551	0	0	1,551	2.81	2.18	2,220	48
Waukegan	1,162	64	0	1,226	2.69	1.63	698	0
Wilmette	3,191	149	54	3,394	4.26	4.49	3,584	35
Winnetka-Northfield	2,293	75	25	2,393	2.83	3.22	1,800	56
Zion-Benton	1,397	103	61	1,561	2.47	1.96	887	8
Total	71,131	3,749	1,329	76,209	100.00	100.00	71,365	1,005

2025 Statistics -- Morton Grove Public Library

[illegible]

2025 Statistics -- Morton Grove Public Library

[illegible]

2025 Statistics -- Morton Grove Public Library

[illegible]

2025 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		19	17	20	26	21	21							124	136	25
total page likes as of 1st of the month		2,601	2,590	2,596	2,597	2,595	2,610							n/a	n/a	2,557
interactions (engagements+clicks)		187	172	320	638	349	475							2,141	1,443	381
page reach		2,100	3,100	3,600	6,800	3,000	5,462							24,062	58,894	8,219
Instagram																
posts		35	29	28	33	33	41							199	235	48
total followers as of the 1st of the month		1,844	1,850	1,861	1,874	1,890	1,906							n/a	n/a	1,648
engagements						532	760							1292	4,103	364
YouTube																
videos		0	1	2	1	2	1							7	18	4
views		0	6	84	31	102	8							231	772	151
subscribers		268	268	272	274	279	282							n/a	n/a	259
TikTok																
posts		4	3	5	2	4	3							21	32	4
total followers as of the 1st of the month		665	682	706	749	773	781									408
														Started posting on TikTok 04/2024		