

LIBRARIAN'S REPORT September 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.



LIBRARIAN'S REPORT August 2025 Pam Leffler, Executive Director

Administration

Personnel

- Facilities Manager Ed Tamras left the employment of the Library, effective September 30, 2025. I
 will be posting for this position within the next week with the hope of having a new Facilities
 Manager in place by the end of the year, at the latest.
- Arabella Gomez joined MGPL as our newest Access Services Circulation Clerk.
- Other personnel news can be found in the Department reports.

Automation & Technology

• OSG, with onsite assistance from Business Manager Leighton Shell, as necessary, continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- I finalized the 2026 budget. The second reading and approval of the budget will take place at the October board meeting, after which the Library budget will be sent to the Village.
- On August 1, 2025, Governor Pritzker signed into law Public Act 104-0056. This act amends the Local Library Act to require that all "libraries open to the public" must maintain a supply of opioid antagonists for use in assisting individuals experiencing an opioid overdose. The Act will become effective on January 1, 2026. On September 16, Business Manager Leighton Shell and I attended Narcan Train the Trainer for Libraries offered through RAILS by the DuPage County Health Department. This was an online event that was also recorded. Online training, either live or recorded, is sufficient to train employees under the act. However, we will also have in-person training by a representative from the Cook County Department of Public Health at our upcoming staff inservice day on November 7, 2025. Going forward, new employees will be trained primarily via recorded sessions. For more information about the act and how it may apply to us, please see the Ancel Glink Memorandum in your packets.
- As you may be aware, tax bills for the second half of the year have not been sent out by the county.
 Based on information received at the MG Chamber of Commerce legislative breakfast, I am
 cautiously hopeful that the bills will be sent out by November 1, at which time we will begin to
 receive tax monies. I am carefully monitoring expenditures in case we must curtail spending while
 waiting for funding.

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.

Facilities

- On September 8 I met with Brent Barth from Pepper Construction regarding the asbestos abatement that will take place during the renovation of the east end bathrooms.
- Demolition of the east-end bathrooms is slated to begin on Monday, October 13. During demolition only the bathrooms will be unavailable. On October 20th the carpet tile removal and asbestos abatement will begin in the east lobby. At that time, the east lobby and bathrooms will be completely unavailable. Entrance to the building will only be available via the Lincoln Avenue entrance. Access to the Baxter Auditorium will be via the exterior emergency doors, if necessary. It is anticipated that abatement will take one week. After abatement, access to the building and Baxer Auditorium will be restored. Areas for recarpeting/retiling will be cordoned off with caution tape.
- I will be reporting on Facilities matters until a new Facilities Manager can be hired.

Miscellaneous

- On September 11, I attended a full day workshop on Reimagining Library Spaces on a Budget in
 anticipation of reconfiguration of the main floor in late 2026/early 2027. This was a great program,
 and I came away with a lot of ideas on steps to take to more effectively utilize our space and better
 market our collections and services. I will have a more detailed report on the workshop, along with
 my recommendations, for the Board at the November meeting.
- On Monday, September 22, the Library hosted the Morton Grove Chamber of Commerce Legislative Update breakfast program. This year was just as successful as last. This is a great collaboration between the Library, the Chamber and our local and state legislators, as well as providing important and timely information to area businesses and residents. I look forward to continuing this program and collaboration in the future.

Events/Programs/Meetings

•	CCS Governing Board	September 10
•	Department Manager meeting(s)	September 17, 24
•	ECC/Digital Library of Illinois Executive Committee meeting	September 3
•	Library Board of Trustees Regular meeting	September 11
•	Library Board of Trustees Special meeting	September 11
•	Morton Grove Chamber of Commerce Legislative Update	September 22
•	Morton Grove Pride	September 4
•	North Suburban Directors Networking meeting	September 23
•	RAILS – Building Stronger Multi-Generational Teams	September 18
•	RAILS Member Update	September 10
•	RAILS – Narcan Train the Trainer for Libraries	September 16
•	RAILS – Trustee Training: Robert's Rules of Order	September 27
•	Reimagining Library Spaces on a Budget	September 11
•	SMC Meetings – bathroom renovation	September 12
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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 September 2025 Report

Jeffrey Ray, Access Services Manager

Library Cards:

• 221 Library Cards registered

License Plate Sticker Renewals/Passport Acceptance:

- 14 License Plate Renewals
- 41 Passport Applications Accepted

Professional Development:

• 9/18/25 Shawn Cherian and Jeffrey Ray attended RAILS webinar "Building Stronger Multi-Generational Teams"

Other Department Activity:

- 2,458 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 3,100 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 18,270 items were checked in by Circulation Staff.
- Arabella Gomez was hired as an Access Services Clerk I position.

MGPL Adult and Teen Services September 2025 Report

Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 42 programs with a total of 769 attendees.

September marks the conclusion of the Age Options grant for FY25. This year, we were awarded \$3,500 to present programs for older adults aimed at reducing social isolation, improving technology skills, and providing other informative offerings.

Over the course of the year, a total of 1,234 older adults attended programs facilitated by both staff and outside presenters. According to an Age Options survey completed by program participants, 52% strongly agree that the programs helped them feel more connected with the community, while 43% strongly agree that they felt more connected to fellow attendees.

It has been very rewarding to see the relationships that have formed among the patrons as they engage with one another. We look forward to continuing our partnership with Age Options in FY26.

Once again, Walk Morton Grove motivated the community to get outside and get moving. This year, we also had two scavenger hunts for patrons to participate in. Although participation in the Historical Scavenger Hunt was modest, several long-time Morton Grove residents shared that they discovered something new about the town's history.

Book/Media Displays

- Local History
- YA Hispanic Heritage
- Self-Care
- Up, Up, and Awat
- German Films
- Sustainability= using resources responsibly
- Banned Books and Censorship

Book Rivers and Record Sets

- Hispanic Heritage Month
- Small Town Horror
- Best of Batman
- YA Hispanic Heritage Month
- New in Non-Fiction

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Staff attended an ATS Dept meeting
- Cailyn attended LJ/SLJ Open Books, Open Minds
- Cailyn attended Hachette Book Group Kids and Young Adult Fall 2025/Winter 2026 Preview
- Wynn attended Library Love for LibraryReads presented by Booklist (September Edition)
- Wynn attended Meaningful Library Gatherings: Bringing Purpose to Every Meeting and Event (OCLC)
- Bob attended Meaningful Library Gatherings: Bringing Purpose to Every Meeting and Event (OCLC)

MGPL Business Office September 2025 Report

Leighton Shell, Business Manager

Business Office

Typical monthly invoice payment. Processed 115 invoices.

Human Resources

- Onboarded new Access Services staff members A. Gomez and D. Navarro. Offboarded staff member E. Tamras.
- Worked with Paycom to improve Talent Acquisition configuration for easier staff job posting.
- Prepared and uploaded Employee Benefits Corporations required Non-Discrimination Testing spreadsheet.
- Configured Paycom to process annual ACA filing and generate annual 1095-B/C documents, to avoid hiring an outside consultant to perform this function.
- Worked with P. Leffler developing digital accessibility statement and resolution.
- Working with Paycom to troubleshoot ongoing formatting issues in Paycom communications.
- Began preparation for open enrollment period for benefits eligible staff members.

IT Liaison

- Coordinated installation of new YS Dept Head and Admin computers and shifting of additional computers in YS. Decommissioned old YS OPAC computer which could not be updated to Windows 11.
- Performed Windows updates on computer lap computers and circulating laptops.
- Worked with OSG to get failing Windows 11 update completed on the Creation Station PC in the computer room. Ran a successful test of VHS to digital conversion software and audio cassette to digital conversion software.

Meetings/Training/Etc.

- On Friday, September 12th, I took part in the Illinois Library Association's Human Resources & Administration Forum (HRAF) Zoom call. The topic for this meeting was *HR Hot Seat: Answering Your Urgent HR Questions*.
- On Tuesday, September 16th, sat in on the RAILS webinar, *Virtual Narcan Training for Libraries*, hosted by the DuPage County Health Department.
- On Wednesday, September 17th, met with our Paycom Client Relations Representative, Nick Pastore, to learn more about the Benefits Administration module available in Paycom. Determined it is not something we need to consider acquiring at this time.
- On Wednesday, September 24th, attended the RAILS webinar, *Up or Out: Getting Employees Back on Track*. Recommended it to all department heads.
- On Wednesday, October 1st, sat in on the North Suburban Library Peer Hub Zoom call.
- On Thursday, October 2nd, attended the HR Source training *Retirement Readiness: Social Security & Medicare*.
- 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 Marketing & Engagement September 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 and a targeted e-blast for Teens.
- Bettina created 28 new graphics and updated multiple items for AS and YS staff
 - o Finished designing the October-November newsletter
 - o Worked on several projects with different departments updating STEM kit items, designing new tangram signs, creating flyers for AS events, and more.
- Jan posted on social media 50 times
 - o This month our Instagram reach increased by 124%, interactions increased by 38%, and views increased by 28%.
- 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 worked September's Front Porch Concert with Melissa.

Community and Staff Engagement

- Karina attended the Sustainability Expo with Cailyn.
- Karina attended the Neighborhood Outreach meeting.
- Karina set-up the Staff Steps Challenge activity and updated staff participation throughout the month.

Meetings/Training

• Karina met with Nate to discuss promotional materials for the Zombie Librarian event.

MGPL Youth Services September 2025 Report

Courtney Schroeder, Youth Services Manager

Programming

In September we held 54 programs for 1047 people.

Many of our school-year programs started again this month as we began hosting **Toddler Time** storytime, **Goofball Science**, **Listen Up!**, **Family Reads Book Club**, **Middle School Hangout**, and more. Before school year programming began, the youth services team met to talk about adjusting our programming lineup to sunset some programs and offer up some new ones. One of our newest programs to come out of that discussion is **Motor Skills Morning**, which takes place on the one Wednesday morning in the month we do not have our Toddler Time storytime. We reallocated our Thursday mornings from a preschool-specific storytime to offer more of our "special storytimes/preschool classes" such as Fantasy Storytime or Tiny Science. So far it's been highly successful.

This month we held a magic show sponsored by local dentist office, Children's Dental World. After the show, the dentists and dental hygienists discussed good oral hygiene and passed out goodie bags filled with toothbrushes, floss, and more.

Outreach

In September Jessie and Debbie visited 28 groups (660 kids and their adults) at book talks, storytimes, and back to school events throughout Morton Grove. They also welcomed 4 classes of Park View students for a field trip and we welcomed Jerusalem Lutheran students back for their unfacilitated visits. The Youth Services team put together 4 book bags of 105 items for area schools.

Professional Development/Training/Meetings

In September the Youth Services staff attended the following professional development and training meetings in addition to each meeting with me at the beginning of the month to go over yearly goals and:

- Jess, Katie, and Debbie all attended the RAILS K-3/Emergent Literacy Meetup.
- Debbie attended a meeting for Advocate Health Care's Reading is a Right group.
- Jessie attended the RAILS school facilitators networking meeting.
- Debbie attended the Early Childhood Alliance's Outreach and Engagement committee meeting.
- Jess and Debbie watched part 14 of Sold a Story.
- Debbie attended a Dyslexia Basics event at Skokie Public Library following the K-3/Emergent Literacy group meeting.
- Stephanie watched the Booklist webinar, Getting to Know Graphic Novels: Graphic Novels 101.
- Debbie watched the webinar, Using Mr. Rogers to Repair Attachment.
- Stephanie watched the Booklist webinar, Fall 2025 Librarian Preview with HarperCollins Children's Books.

In addition to the above, Morton Grove hosted a clinical Speech Pathologist who specializes in serving neurodiverse youth populations. We opened it up to youth services staff all over the Chicagoland area and 34 people from libraries as far away as Joliet joined us for the continuing education opportunity. It was really successful, and attendees gave incredibly positive feedback.

August Programming Statistics – Morton Grove Public Library

Adult Programs

Program Name	Adult Programs	N	T
Tuesday Movies	Program Name	No. of	Total
Chair Yoga (Online)			
Chair Yoga (Online)			
Crafting for Charity		1	16
ESL Games & Gab (Conversation) 1 3 3 Social Seniors: Bingo 1 16 Social Seniors: Arts & Crafts 1 9 Social Seniors: Trivia 1 6 Social Seniors: Wits Workout 1 8 Evening Craft for Adults and Teens 1 10 Indie Movie Night 1 4 4 The Gut-Mind Connection 1 27 Front Porch Concert: The McNary Experience 1 84 Introduction to Water Canning 1 25 Self Defense Simplified 1 16 Navigating Hearing Aid Ads and Offers (Online) 1 27 Finding the Clues:Then and Now (Online) 1 3 Money Smarts for Older Adults 1 11 Antique Appraisal: Old Coins, Currency and Gold or Silver Jewelry 1 6 Living Landmarks of Chicago 1 36 Cut the Cable Cord 1 13 Exploring Spices (Online) 1 8 Creative Space 3 3 Creative Space 3 3 LitLounge 1 7 Between the Lines 1 8 Between the Lines 1 8 Between the Lines 1 8 Between the Lines 1 7 Senior Activity Kits 1 30 ESL Activity Kits 1 30 ESL Activity Kits 1 31 Malk MG Historical Scavenger Hunt 1 93 Walk MG Nature Color Scavenger Hunt 1 18	Chair Yoga (Online)	1	11
Social Seniors: Bingo		2	31
Social Seniors: Arts & Crafts 1 9	, , ,	1	
Social Seniors: Trivia	5	1	
Social Seniors: Wits Workout 1 8	Social Seniors: Arts & Crafts	1	9
Evening Craft for Adults and Teens	Social Seniors: Trivia	1	6
Indie Movie Night	Social Seniors: Wits Workout	1	8
The Gut-Mind Connection	Evening Craft for Adults and Teens	1	10
Front Porch Concert: The McNary Experience Introduction to Water Canning Self Defense Simplified Navigating Hearing Aid Ads and Offers (Online) Finding the Clues: Then and Now (Online) Money Smarts for Older Adults Money Smarts for Older Adults Antique Appraisal: Old Coins, Currency and Gold or Silver Jewelry iPhone Accessibility Jewelry iPhone Accessibility Living Landmarks of Chicago Cut the Cable Cord Exploring Spices (Online) Exploring Spices (Online) Creative Space Setween the Lines Between the Lines Between the Lines Senior Activity Kits Seed Library Walk MG Nature Color Scavenger Hunt Walk MG Nature Color Scavenger Hunt Walk MG Nature Color Scavenger Hunt 1 18	Indie Movie Night	1	4
Introduction to Water Canning Self Defense Simplified Navigating Hearing Aid Ads and Offers (Online) Finding the Clues:Then and Now (Online) Money Smarts for Older Adults Money Smarts for Older Adults Into to Machine Sewing Into to Machine Sewing Living Landmarks of Chicago Cut the Cable Cord Exploring Spices (Online) Serior Activity Kits Between the Lines Between the Lines (Online) Seed Library Seed Library Malk MG Nature Color Scavenger Hunt Walk MG Nature Color Scavenger Hunt 1 26 27 28 29 20 20 21 22 33 24 25 26 27 28 29 20 20 20 20 20 20 20 20 20	The Gut-Mind Connection	1	27
Self Defense Simplified	Front Porch Concert: The McNary Experience	1	84
Navigating Hearing Aid Ads and Offers (Online) Finding the Clues:Then and Now (Online) Money Smarts for Older Adults Antique Appraisal: Old Coins, Currency and Gold or Silver Jewelry iPhone Accessibility iPhone Accessible iPhone Accessible iPhone Accessible iPhone Accessible iPhone Accessible iPho	Introduction to Water Canning	1	25
Finding the Clues:Then and Now (Online) Money Smarts for Older Adults Antique Appraisal: Old Coins, Currency and Gold or Silver Jewelry iPhone Accessibility iPhone Accessib	Self Defense Simplified	1	16
Money Smarts for Older Adults	Navigating Hearing Aid Ads and Offers (Online)	1	27
Antique Appraisal: Old Coins, Currency and Gold or Silver Jewelry	Finding the Clues:Then and Now (Online)	1	3
Jewelry	Money Smarts for Older Adults	1	11
iPhone Accessibility 2 10 Into to Machine Sewing 1 6 Living Landmarks of Chicago 1 36 Cut the Cable Cord 1 13 Exploring Spices (Online) 1 8 Creative Space 3 3 LitLounge 1 7 Between the Lines 1 8 Between the Lines 1 8 Between the Lines 1 7 Senior Activity Kits 1 30 ESL Activity Kits 1 15 Seed Library 1 65 Walk MG Nature Color Scavenger Hunt 1 93 Walk MG Historical Scavenger Hunt 1 18	Antique Appraisal: Old Coins, Currency and Gold or Silver	1	26
Into to Machine Sewing	Jewelry		
Into to Machine Sewing	iPhone Accessibility	2	10
Living Landmarks of Chicago 1 36 Cut the Cable Cord 1 13 Exploring Spices (Online) 1 8 Creative Space 3 3 LitLounge 1 7 Between the Lines 1 8 Between the Lines (Online) 1 7 Senior Activity Kits 1 30 ESL Activity Kits 1 15 Seed Library 1 65 Walk MG 1 31 Walk MG Nature Color Scavenger Hunt 1 93 Walk MG Historical Scavenger Hunt 1 18			
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Walk MG Nature Color Scavenger Hunt 1 93 Walk MG Historical Scavenger Hunt 1 18			
Walk MG Historical Scavenger Hunt 1 18			
	Total Adult Programs	41	746

Teen Programs

Program Name	No. of Sessions	Total Attendance
Take and Make Felt Pocket Cat	1	23
Total Teen Programs	1	23

Youth Programs

Program Name	No. of Sessions	Total Attendance
Bedtime Stories & More	2	15
Build-A-Reader: Farms	1	15
Chess Academy	1	14
Children's Dental World Presents: Total T Magic	1	65
Crafty Saturday	1	29
Creative Lettering Workshop	1	3
Drama Club	1	5
Family Crafting	1	4
Family Engineering Night	1	15
Family Reads Book Club	1	18
Family Storytime	1	27
Fantasy Storytime	1	8
Goofball Science	1	7
Lego Builders	1	10
Listen Up	10	189
LitLoot Middle School	1	13
Mathematics Circus	1	12
Middle School Hangout	1	4
Mini Music Makers	1	24
Mini Masterpieces	1	7
Monday Morning Playgroup	4	71
Motor Skills Morning	1	17
Puzzle Gauntlet / Jr. Puzzle Gauntlet	2	9
Puzzles & Prose	1	2
Read to the Rainbow Dogs	1	10
STEMonade Stand	3	261
Tiny Science	1	20
Toddler Time	3	44
Wee Read	8	129
Total Youth Programs	54	1047

Library Wide Programs

Dragram Nama	No. of	Total
Program Name	Sessions	Attendance
None	0	0
Total Library Wide Programs	0	0

YS Talks/Tours Inside the Library

Program Name	No. of	Total
	Sessions	Attendance
Park View	4	105
Total YS Talks/Tours Inside the Library	4	105

ATS Talks/Tours Inside the Library

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

YS Talks/Visits Outside the Library

Dua dua na Marana	No. of	Total
Program Name	Sessions	Attendance
Children's Learning World	5	37
Gemini	3	19
Golf	2	51
Hynes	2	126
Jerusalem Lutheran	1	27
Kids Academy	4	72
Melzer	3	58
Morton Grove Park District	1	12
Montessori Academy of Morton Grove	3	42
Park View	3	208
Sunny Bunny	1	8
Total YS Talks/Visits Outside the Library	28	660

ATS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
T . 14TO T II. 05 O		
Total ATS Talks/Visits Outside the Library		

Marketing & Engagement Outreach

Drogram Nama	No. of	Total
Program Name	Sessions	Attendance
Sustainability Expo	1	150
Neighborhood Outreach Meeting	1	30
Total Marketing & Engagement Outreach	2	180

Morton Grove Public Library Monthly Statistics For 09/2025

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	Offline quick Check	4
Checkins at your stations	Leap Check in	11258
Checkins at your stations	Checkin Leap In Hous	1141
Checkins at your stations	Normal	1
Checkins at your stations	Self Check in	29
Checkins at your stations	Quick Check in	40
Checkins at your stations	Checkin Leap Invento	17
	Total Checkins	12490
Checkouts at your stations	Offline Check out	866
Checkouts at your stations	Self check Check out	6067
Checkouts at your stations	Leap Checkout and Renewal	3945
	Total Checkouts	10878
Renewals at your stations	Auto-renewal	8183
Renewals at your stations	Offline Check out	19
Renewals at your stations	Self check Check out	28
Renewals at your stations	Power PAC Renewal	94
Renewals at your stations	Third party renewal	84
Renewals at your stations	Leap Checkout and Renewal	311
Renewals at your stations	Inbound Telephony Checkout	3
	Total Renewals	8722
Number of your Library's items checked out system-wide		10783
Number of your Library's unique items checked out system-wide		9871

Holds Placed through your interface		3294
Holds placed for/by your patrons		3591
Holds Held		3100
Holds Located		0
Holds Checkedout		2600
Holds Expired		0
Holds Cancelled		468
Holds Unclaimed		255
Number Of Items Currently Out		11875
Existing "MortonGrove" patron received new barcode		41
Patron Expiration Date Extended More Than 30 Days:		173
Count of physical patron records at beginning of 09/2025		10470
Minus Patron records physically deleted		237
Minus Patron library was changed from "MortonGrove" to some other CCS li	ibraı	8
Plus Patron records physically added		207
Plus Patron library was changed from some CCS library to "MortonGrove"		3
Count of physical patron records at end of 09/2025		10435
Minus In-House and Test Cards		8
Minus Expired Cards		290
Unexpired Patrons on file		10137
Offline Registration	Patron Lib=MortonGrove	4
Leap Registration	Patron Lib=MortonGrove	221
Leap Registration	Patron Lib=CCSL	6
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2090
Number of items lent by your library to a CCS library		2458
		2 100

Morton Grove Public Library MONTHLY CCS INTERLIBRARY LOAN ACTIVITY 09/2025 - 09/2025

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 III. To Other Libraries or Systems in Illinois
- 4. Lent Outside III. 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 III.	Lent Outside III.	Lent Total	Percent Held	Percent Intra- CCS	Borrowed Intra-CCS	Borrowed Inter-CCS
Algonquin	3,304	106	16	3,426	2.73	4.36	2,227	32
Cary	1,435	186	36	1,657	2.74	1.89	2,075	31
CCSL	0	0	0	0	0.00	0.00	330	0
Crystal Lake	2,003	154	29	2,186	2.56	2.64	3,247	43
Des Plaines	4,263	291	288	4,842	4.70	5.63	2,917	169
Ela	3,030	179	0	3,209	2.80	4.00	3,103	17
Evanston	2,923	117	53	3,093	3.97	3.86	4,349	49
Fox River Valley	2,535	102	15	2,652	2.57	3.35	1,889	46
Fremont	2,131	107	24	2,262	1.85	2.81	2,754	30
Glencoe	1,446	61	25	1,532	2.16	1.91	774	11
Glenview	4,271	193	112	4,576	4.14	5.64	2,801	49
Grayslake	2,549	59	6	2,614	2.77	3.36	2,054	23
Highland Park	2,328	145	59	2,532	3.89	3.07	2,768	101
Huntley	1,669	88	10	1,767	3.05	2.20	2,298	25

Lending/Borrowing Library	Lent Intra- CCS	Lent Other III.	er Lent Outside III. Lent Tota		Percent Held	Percent Intra- CCS	Borrowed Intra-CCS	Borrowed Inter-CCS
Indian Trails Public Library	2,851	101	46	2,998	2.86	3.76	3,410	66
Lake Forest	1,351	51	0	1,402	2.78	1.78	1,232	10
Lake Villa	2,110	99	24	2,233	2.04	2.78	2,877	0
Lincolnwood	1,095	39	4	1,138	2.11	1.45	694	7
McHenry	606	58	6	670	2.39	0.80	1,338	0
Morton Grove	1,752	80	15	1,847	3.15	2.31	1,847	23
Mount Prospect	5,130	165	1	5,296	6.04	6.77	2,388	109
Niles	3,582	145	64	3,791	4.63	4.73	2,506	18
Northbrook	3,021	179	129	3,329	4.23	3.99	3,471	71
Palatine Public Library	3,505	110	41	3,656	3.59	4.63	5,665	18
Park Ridge	2,196	148	83	2,427	2.92	2.90	2,987	26
Prospect Heights	1,689	74	31	1,794	2.38	2.23	748	13
Round Lake	1,296	66	58	1,420	2.79	1.71	708	0
Vernon Area Library	1,736	2	0	1,738	3.46	2.29	2,434	12
Warren-Newport Public Library	1,488	5	0	1,493	2.73	1.96	2,304	63
Waukegan	1,415	0	0	1,415	2.64	1.87	678	0
Wilmette	3,102	128	76	3,306	4.16	4.09	3,940	59
Winnetka-Northfield	2,482	112	14	2,608	2.75	3.28	1,914	50
Zion-Benton	1,471	132	55	1,658	2.42	1.94	1,158	1
Total	75,765	3,482	1,320	80,567	100.00	100.00	75,885	1,172

		Jan	Feb	Mar	Anr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Droy VTD	Prev YrMo
CIRCULATION		Jan	reb	IVIAI	Apr	iviay	June	July	Aug	Sept	OCI	NOV	Dec	TID TOTAL	Prev 11D	Prev mivio
Total Checkouts (physical material)		11,661	10,478	11,425	10,704	10,901	14,472	12,649	10,051	10,878				103,219	105,315	10,010
Total Checkouts (physical material)		11,001	10,476	11,423	10,704	10,901	14,472	12,049	10,031	10,676				103,219	105,515	10,010
Total Renewals (physical material)		9,430	8,760	9,128	9,241	9,007	8,625	10,513	9,869	8722				83,295	84,279	9,195
Total Nellewals (physical material)		3,430	0,700	3,120	3,271	3,007	0,023	10,515	3,003	0722				03,233	04,273	3,133
Downloads/Streaming																
ebooks		2,673	2,374	2,477	2,287	2,326	2,487	2,616	2,451	2,215				21,906	20,278	2,376
eAudiobooks		2,595	2,313	2,342	2,428	2,597	2,356	2,506	2,542	2,444				22,123	18,842	2,114
Movies		910	700	702	656	669	829	748	681	597				6,492	6,779	893
Music		159	210	211	259	195	90	67	137	141				1,469	1,165	106
Magazines		855	815	857	861	930	883	863	932	871				7,867	6,706	762
	TOTAL	28,283	25,650	27,142	26,436	26,625	29,742	29,962	26,663	25,868	0	0	0	246,371	243,364	25,456
In House Use		1,581	1,592	1,654	1,451	1,358	1,880	1,950	1,592	1,141		_		14,199	13,250	1,022
<u>PATRONS</u>																
Gate Count		8,808	8,646	9,441	9,824	9,478	11,906	12,023	10,024	9,497				89,647	95,286	8,649
Curbside Appointments		6	2	3	2	0	1	0	3	2				19	32	
Active Cards		9,931	9,968	9,890	9,912	9,926	9,990	10,034	10,159	10,137						9,495
Other (NR Fee, Org, etc)														0	0	
% of MG pop w/active cards		39.25%	39.40%	39.09%	39.18%	39.20%	39.40%	41.00%	41.00%	41.00%				n/a	n/a	38.14%
REFERENCE																
Adult																
Technology and Reference		726	725	965	734	716	809	779	875	760				7,089	7,960	885
Directional/General Library Info		886	1,079	1,088	1,067	945	979	1,098	972	899				9,013	9,214	
Reading Program		0	0	0	0	0	230	26	0	0				256	283	0
nedding i rogidin		J	J	0	J		250	20						230	203	
Youth																
Technology and Reference		540	485	489	591	518	700	663	407	473				4,866	4,900	540
Directional/General Library Info		439	416	352	405	466	639	569	409	401				4,096	4,377	372
Reading Program		232	9	3	2	14	1371	826	26	12				2,495	2,586	5
Circulation																
General Info		143	84	132	138	91	86	81	73	n/a				828	920	81
Directional		145	95	154	155	93	104	99	92	n/a				937	990	100
	TOTAL	3,111	2,893	3,183	3,092	2,843	4,918	4,141	2,854	2,545				29,580	31,230	2,980

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
OUTREACH							,				1101				
Offsite Visits	36	29	31	29	49	6	6	5	30				221	235	34
Audience	793	593	798	1,234	2,523	262	159	1,033	840				8,235	6,610	743
								·							
In Library Visits	1	1	0	2	1	0	0	1	4				10	9	5
Audience	17	14	0	19	78	0	0	8	105				241	278	105
School Deliveries	4	4	3	2	0	13	1	1	4				32	36	4
Items	93	94	46	55	0	475	20	20	105				908	810	53
Homebound Deliveries	15	13	16	15	19	10	13	8	11				120	116	
Items	112	97	131	123	172	91	85	78	88				977	1,121	123
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	580	615	751	734	888	1,014	1,007	1,029	898				7,516	7,022	
Total time (hrs)	459	557	702	739	828	1,042	1,096	1,193	1,062				7,678	6,260	689
AWE Early Learning computers															
Sessions	473	336	438	651	408	489	503	472	363				4,133	3,832	
Total time (hrs)	158	112	146	217	136	163	168	157	121				1,378	1,158	115
Public Scan Stations															
Scans	668	1,073	2,499	883	1,046	1,323	1,974	2,142	1,613				13,221	12,361	
Faxes (pages)	230	158	333	186	275	115	329	455	910				2,991	1,988	181
Public WiFi Use															
Sessions	3,175	3,288	3,469	3,598	3,590	3,913	3,954	3,493	3,621				32,101	28,655	3,101
	12 225	40.000			10.010	10.001	40.00=	44.0=0							44.004
Website Visits	12,206	10,593	12,043	11,449	12,616	12,834	12,805	11,373	15,643				111,562	107,416	11,221
Databassa (Online Bessumes															
Databases/Online Resources	1,215	1,045	1 200	1,214	1,048	1 100	1,267	1 200	n/a				0.260	10 102	1 216
Sessions		2,685	1,200	4,017		1,100 2,851		1,280	n/a n/a				9,369	10,403	· ·
Searches	3,369	2,685	2,823	4,017	3,098	2,851	3,571	3,876	n/a				26,290	26,101	2,654
					l						l	L			

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
LIBRARY PROGRAMMING					,						1101				
Adult															
Number of Program Sessions	39	35	46	43	44	39	41	34	41				362	349	45
Total Attendance	493	548	726	630	557	580	543	655	746				5,478	6,398	
101017111011100	.55	3.0	, 20		337	300	3.5		, .0				5,	0,000	, 00
Teen															
Number of Program Sessions	2	3	2	3	4	2	1	1	1				19	14	1
Total Attendance	5	9	0		15	15	0	4	23				80	82	
			-		_										
Youth															
Number of Program Sessions	54	50	55	61	51	58	67	45	54				495	450	45
Total Attendance	1,550	1,214	1,510	1,587	1,115	1,985	3,192	1,353	1,047				14,553	13,719	
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Library-wide															
Number of Program Sessions	1	0	0	3	1	1	0	0	0				6	10	C
Total Attendance	109	0	0		16	375	0	0	0				604	1,517	C
														•	
MEETING ROOM USAGE															
Activity Room															
Library	36	44	46	46	44	32	38	35	46				367	338	38
Outside Use	0	0	0		0	0	0	0	0				0	0	
Baxter Auditorium															
Library	35	26	29	39	36	36	33	24	34				292	288	32
Outside Use	2	6	8		4	1	1	0	4				30	26	
Cooperman Room															
Library Use	79	123	95	75	59	69	46	65	45				656	45	7
Outside Use	0	0	0		0	0	0	0					0	0	C
STUDY ROOM USAGE															
Reservations	343	350	360	399	378	340	395	373	402				3,340	2,960	358
Total time	767.5	760.0	799.5	873.5	772.5	773.5	826.5	824.0	830.5				7,227.5	6,521.5	
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	130.0	123.3	109.4	122.1	90.6	98.6	125.2	128.4	96.6				1,024.2	1,021.7	94.5
Teen	0.5	6.5	0.0	10.5	4.5	59.3	61.3	13.8	0.0				156.3	188.2	1.0

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
SOCIAL MEDIA															
Facebook															
posts	19	17	20	26	21	21	17	16	14				171	210	17
total page likes as of 1st of the month	2,601	2,590	2,596	2,597	2,595	2,610	2,618	2,621	2,628				n/a	n/a	2,584
interactions (engagements+clicks)	187	172	320	638	349	475	271	309	179				2,900	2,419	467
page reach	2,100	3,100	3,600	6,800	3,000	5,462	4,017	3,726	593				32,398	72,594	4,500
Instagram															
posts	35	29	28	33	33	41	28	32	31				290	346	35
total followers as of the 1st of the month	1,844	1,850	1,861	1,874	1,890	1,906	1,919	1,945	1,959				n/a	n/a	1,814
engagements					532	760	519	384	551				2746	6,782	669
YouTube															
videos	0	1	2	1	2	1	1	1	1				10	21	1
views	0	6	84	31	102	8	9	5	16				261	812	12
subscribers	268	268	272	274	279	282	282	283	282				n/a	n/a	260
TikTok															
posts	4	3	5	2	4	3	3	3	5				32	46	7
total followers as of the 1st of the month	665	682	706	749	773	781	803	816	832						595
				St						Started post	ting on TikTol	k 04/2024			