



**MORTON GROVE
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT
December 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.



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

December 2025

Pam Leffler, Executive Director

Administration

Personnel

- New Facilities and Maintenance Manager, Tim Murphy, started on December 1. Unfortunately, full-time Facilities Assistant Ganka Kuneva has been out for most of that time since then for medical reasons, so not only has Tim had to do quite a bit of on-the-job training, but we remain short staffed. Tim and I have been discussing the long-term staffing needs of the Facilities and Maintenance Department and will be addressing those as soon as possible.
- Managers conducted annual reviews for their departments and made merit increase recommendations based on employee performance. As outlined in the 2026 budget, we did an across-the-board cost-of-living increase for all employees of 2%, with potential .25% merit increases up to a total 3% wage/salary increase.
- 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

- Cook County tax bills were finally sent out on November 14 with a due date of December 15, 2025. Unfortunately, as of this writing, we have yet to receive any funds. I am closely monitoring our accounts and have instructed managers that all expenditures must be approved by me before they are made.
- We have been working with Sikich to prepare for the Library's annual audit.
- Various staff and I worked on wrapping up end-of-year activity (roll over of fund accounts in CCS for collection development, finalizing 2025 payroll activity, making wage/earnings/deductions changes for the first payroll of 2026, etc.)

Facilities

- Renovation of the multi-stall bathrooms on the main floor continues. Recarpeting in the Baxter Auditorium is scheduled to begin on Tuesday, January 6, 2026.

- The Garaventa lift in the Baxter Auditorium has stopped working. In order to have someone from Garaventa out to even attempt to diagnose the problem will cost the Library over \$1,000! Unfortunately, we have no choice as there are no other companies who service this lift. Once the issue has been diagnosed, we will decide on repair. I believe that how we provide full access to the Baxter Auditorium by users with mobility issues is something that the Board and next Administration will need to address within the next year or two. As the lift continues to age, the exorbitant repair costs may make long-term reliance on it less tenable.
- Building priorities for the first quarter of 2026 include getting an updated facilities assessment from SMC and installation of security cameras). We will hold off moving forward with these initiatives until the county funding situation has been rectified.

Events/Programs/Meetings

- | | |
|---|-------------|
| • Department Manager meeting(s) | December 3 |
| • Dolly Parton Imagination Library Outreach Committee mtg | December 12 |
| • Joint Review Board meeting – Village of MG | December 16 |
| • Library Board of Trustees Regular meeting | December 9 |
| • MG Pride meeting | December 11 |
| • North Suburban Directors Meeting | December 3 |
| • RAILS – Generative AI and Collection Development | December 10 |

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
December 2025 Report
Jeffrey Ray, Access Services Manager

Library Cards:

- 65 Library Cards registered

License Plate Sticker Renewals/Passport Acceptance:

- 15 License Plate Renewals
- 60 Passport Applications Accepted

Professional Development:

Other Department Activity:

- 2,020 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,751 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 14,109 items were checked in by Circulation Staff.
- Access Services staff shifted the entire Adult Non-Fiction collection after an extensive weeding project was completed.

MGPL Adult and Teen Services

December 2025 Report

Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 30 programs with a total of 364 attendees.

For the Maine East High School Winter Reading event, Cailyn engaged with just over 100 students to promote the library and showcase our teen programs and services. This was our third time attending this event, and it continues to be a great opportunity to connect with students.

Our third Finals Exam Cram was our most successful event yet. We had requested two therapy dogs, but the Read to Rainbow organization generously sent four, which the students all absolutely loved. Pizza was also a major draw, and we saw teens talking, sharing notes, and even exchanging phone numbers. The evening fostered a strong sense of community and support, making it a truly outstanding program.

Although we offered slightly fewer programs this month, staff remained busy assisting patrons both in person and over the phone. This year we saw significant increases in both computer use and study reservations, highlighting the need for access to technology, quiet study spaces, and other one-on-one support. ATS staff remain committed to supporting these needs and delivering strong customer service.

Book/Media Displays

- Cozy Reads for Cold Nights
- Quick Picks for YA
- Pop Science
- Best Graphic Novels of 2025
- Holiday Favorites
- Holiday Backing

Book Rivers and Record Sets

- Winter Pages, Cold Places
- Best Reads of 2025
- Best Graphic Novels of 2025
- Best YA Reads of 2025

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Melissa attended the Age Options FY26 meeting
- Melissa and Brenda attended the Northstar Digital Literacy Meeting
- Marlene attended See What You've Been Missing - ProLiteracy/NewReadersPress
- Melissa attended the CCS Public Access Services meeting
- Marlene attended Genres and Their Uses in Cultural Documentation
- Wynn attended Library Love Fest Presents December Galley Gab Fest
- Wynn attended Library Love Fest Presents Writers to Watch

MGPL Marketing & Engagement December 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
- Karina printed and cut two large walruses to promote the Winter Reading Program.
- Karina wrote two features for the next issue of the newsletter, one for The Palace Project and the other, a Year in Review.
- Bettina created 25 new graphics and updated multiple items for AS and YS staff
 - Started the newsletter cycle by editing copy, sending the proof to staff, and starting layout.
 - Worked with Youth Services staff on Winter Reading Program materials.
 - Designed materials for the Board Game Bandit activity.
 - Updated Download & Stream flyers and reprinted labels and stickers for Tonies.
- Jan posted on social media 55 times
 - Instagram reach increased by 395% and interactions increased by 56%
 - Best Instagram post “Coworker can’t control her face” reel has 19,300 views and 416 likes.
- Jan took photos at events throughout the month and the photos were uploaded to Flickr.

Other Projects

- Karina worked with Jeff on the initial BiblioCore surveys.
- Karina edited photos from the Awkward Photos Shoot event and sent files to the participants.

Community and Staff Engagement

- Karina planned a staff end of the year gathering with the members of the Staff Appreciation Committee.

Meetings and Training

- Karina attended the meeting with Deiters & Todd with the other managers.

MGPL Youth Services
December 2025 Report
Courtney Schroeder, Youth Services Manager

Programming

In December we held 49 programs for 1124 people.

As of December 31, we have 254 kids signed up for our Winter Reading Program, which will be counted in our program stats for January. Signups will continue throughout the program, which runs until January 31st.

This month, besides preparing for and beginning the **Winter Reading Program**, our staff have been busy both in the Library and outside of it. We welcomed the **Saber Guild** who led 30 kids in two Lightsaber trainings and built mini lightsabers out of glowstick bracelets.

Over Winter Break we hosted **Measner Magic** for an audience of 121 people as our last program in the Baxter Room before it closed for renovation. Staff members who hosted the event or snuck in to take pictures mentioned how impressed they were with the magic tricks performed. When even the parents and staff are entertained, you know it was a hit!

Throughout the month we also continued to provide our typical monthly programs of **Family Crafting**, **Family Engineering Night**, **Goofball Science Club**, various storytimes, and the early literacy program **Ready, Set, Alphabet**.

Outreach

In December Jessie and Debbie visited 53 groups (1264 kids and their adults) at book talks, storytimes, and winter reading promotion events throughout Morton Grove. We also welcomed Jerusalem Lutheran students for their monthly unfacilitated visits. The Youth Services team also put together 6 book bags of 138 items for area schools. This month's outreach included Debbie representing the Library at the Park District's Light Up the Park holiday event and Jessie getting students excited for our Winter Reading Program at schools around town.

Professional Development/Training/Meetings

In December the Youth Services staff attended the following professional development and training meetings in addition to our Youth Services meeting.

- Debbie watched the webinar, Unlocking Secrets of Language with the Planet Word Museum.
- Courtney attended the RAILS Managers of Children and Teen Services Northeast networking group meeting.
- Debbie attended the RAILS Emergent Readers & Lower Elementary networking group meeting.
- Debbie attended the Advocate Childrens' Health "Reading is a Right" initiative meeting.
- Debbie also watched a Live conversation with the creators of Sold a Story, a documentary series Debbie recommended to the department that many other YS staff have now begun to watch.

December Programming Statistics – Morton Grove Public Library

Adult Programs

Program Name	No. of Sessions	Total Attendance
Tuesday Movies	5	80
Chair Yoga	1	16
Chair Yoga (Online)	1	12
Crafting for Charity	2	32
Social Seniors: Bingo	1	10
Social Seniors: Arts & Crafts	1	8
Social Seniors: Trivia	1	10
Discover Kwanzaa	1	1
Indie Movie Night	1	10
Evening Craft for Adults and Teens	1	7
Back to Mayberry: The Life of Andy Griffith	1	13
Improvised Jane Austen	1	30
Performance: The Roots of Tap	1	20
Book a Librarian	3	3
Readpool	1	8
LitLounge	1	9
Between the Lines	1	7
Between the Lines (Online)	1	6
Senior Activity Kits	1	30
ESL Activity Kits	1	13
Seed Library	1	1
Total Adult Programs	28	326

Teen Programs

Program Name	No. of Sessions	Total Attendance
LitLoot	1	3
Finals Exam Cram	1	35
Total Teen Programs	2	38

Youth Programs

Program Name	No. of Sessions	Total Attendance
Bedtime Stories & More	2	4
Build-a-Reader Storytime: Transportation	1	15
Crafty Saturday	1	33
Creative Lettering Workshop: Gift Tags	1	4

Family Crafting	1	16
Family Engineering Night	1	18
Family Storytime	1	11
Goofball Science Club	1	10
Lego Builders	2	26
Listen Up	10	177
Measner Magic	1	121
Middle School Hangout	1	9
Mini Music Makers	1	35
Monday Morning Playgroup	5	136
Ready, Set, Alphabet	1	19
Saber Guild Presents: Youngling Lightsaber Training	2	30
Shining Light Votive Craft	1	6
STEAM Stop: Sail Car Challenge	1	13
STEMonade Stand	3	278
Toddler Time	3	46
Wee Read	6	81
Winter Break Movies	2	21
Winter Storytime	1	15
Total Youth Programs	49	1124

Library Wide Programs

Program Name	No. of Sessions	Total Attendance
<i>None</i>	0	0
Total Library Wide Programs	0	0

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
By Your Side Autism Center	1	10
Children's Bright Beginnings	2	18
Gemini	1	19
Golf	2	44
Hynes	5	219
Jerusalem Lutheran	1	27
Melzer	22	448
Morton Grove Park District	5	149
Nature Pals Preschool	1	8
Park View	8	186
Poko Loko	5	136
Total YS Talks/Visits Outside the Library	53	1264

ATS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Maine East High School Winter Reading	1	103
Total ATS Talks/Visits Outside the Library	1	103

Marketing & Engagement Outreach

Program Name	No. of Sessions	Total Attendance
Park View PTO Fun Fair	1	70
Total Marketing & Engagement Outreach	1	70

01/01/2026

**Morton Grove Public Library
Monthly Statistics
For 12/2025**

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	10411
Checkins at your stations	Checkin Leap In Hous	1517
Checkins at your stations	Self Check in	18
Checkins at your stations	Quick Check in	141
Checkins at your stations	Checkin Leap Invento	8
	Total Checkins	12095
Checkouts at your stations	Self check Check out	5656
Checkouts at your stations	Leap Checkout and Renewal	4401
	Total Checkouts	10057
Renewals at your stations	Auto-renewal	8189
Renewals at your stations	Power PAC Renewal	95
Renewals at your stations	Third party renewal	42
Renewals at your stations	Leap Checkout and Renewal	296
Renewals at your stations	Self check Check out	35
Renewals at your stations	Inbound Telephony Checkout	2
	Total Renewals	8659
Number of your Library's items checked out system-wide		9771
Number of your Library's unique items checked out system-wide		8921

Holds Placed through your interface		2654
Holds placed for/by your patrons		2803
Holds Held		2751
Holds Located		0
Holds Checkedout		2444
Holds Expired		0
Holds Cancelled		514
Holds Unclaimed		284
Number Of Items Currently Out		11321
Existing "MortonGrove" patron received new barcode		16
Patron Expiration Date Extended More Than 30 Days:		10
Count of physical patron records at beginning of 12/2025		10162
Minus Patron records physically deleted		62
Minus Patron library was changed from "MortonGrove" to some other CCS librar		6
Plus Patron records physically added		65
Plus Patron library was changed from some CCS library to "MortonGrove"		0
Count of physical patron records at end of 12/2025		10159
Minus In-House and Test Cards		8
Minus Expired Cards		242
Unexpired Patrons on file		9909
Leap Registration	Patron Lib=MortonGrove	65
Leap Registration	Patron Lib=CCSL	5
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1776
Number of items lent by your library to a CCS library		2020

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
12/2025 - 12/2025

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	2,686	20	0	2,706	2.73	3.97	1,579	27
Cary	1,206	74	14	1,294	2.73	1.78	1,840	39
CCSL	10	0	0	10	0.00	0.01	282	0
Crystal Lake	1,875	138	17	2,030	2.21	2.77	2,776	34
Des Plaines	4,047	238	211	4,496	4.73	5.98	2,386	138
Ela	2,393	87	0	2,480	2.81	3.54	2,789	14
Evanston	2,712	99	62	2,873	3.91	4.01	4,167	39
Fox River Valley	2,345	67	15	2,427	2.57	3.47	1,868	40
Fremont	1,908	106	25	2,039	1.87	2.82	2,335	33
Glencoe	1,225	45	8	1,278	2.17	1.81	680	8
Glenview	3,294	127	57	3,478	4.05	4.87	2,667	50
Grayslake	2,588	65	14	2,667	2.78	3.83	1,941	11
Highland Park	2,047	123	34	2,204	3.98	3.03	2,575	58
Huntley	1,616	67	3	1,686	3.04	2.39	1,781	14

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	943	43	0	986	2.78	1.39	1,076	15
Lake Villa	2,032	67	29	2,128	2.04	3.00	2,329	0
Lincolnwood	857	15	3	875	2.13	1.27	657	4
McHenry	1,319	61	19	1,399	2.38	1.95	1,000	0
Morton Grove	1,388	65	10	1,463	3.15	2.05	1,674	21
Mount Prospect	4,562	130	0	4,692	5.98	6.75	2,163	51
Niles	3,340	136	65	3,541	4.71	4.94	2,724	12
Northbrook	2,511	136	96	2,743	4.25	3.71	3,487	42
Palatine Public Library	3,473	78	26	3,577	3.63	5.14	5,026	44
Park Ridge	2,077	99	84	2,260	2.93	3.07	2,326	25
Prospect Heights	1,675	50	28	1,753	2.40	2.48	868	23
Round Lake	1,190	33	48	1,271	2.78	1.76	673	1
Vernon Area Library	1,524	74	49	1,647	3.62	2.25	2,491	2
Warren-Newport Public Library	1,235	27	0	1,262	2.74	1.83	2,279	40
Waukegan	1,132	2	0	1,134	2.62	1.67	548	0
Wilmette	2,637	89	60	2,786	4.17	3.90	3,496	32
Winnetka-Northfield	2,210	59	9	2,278	2.78	3.27	1,425	35
Zion-Benton	1,144	75	36	1,255	2.41	1.69	838	10
Total	67,631	2,565	1,075	71,271	100.00	100.00	68,076	945

2025 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)		11,661	10,478	11,425	10,704	10,901	14,472	12,649	10,051	10,878	11,068	10,028	10,057	134,372	139,275	10,818
Total Renewals (physical material)		9,430	8,760	9,128	9,241	9,007	8,625	10,513	9,869	8722	9,013	8,259	8,659	109,226	111,266	8,886
Downloads/Streaming																
ebooks		2,673	2,374	2,477	2,287	2,326	2,487	2,616	2,451	2,215	2,234	2,291	2202	28,633	25,254	2,565
eAudiobooks		2,595	2,313	2,342	2,428	2,597	2,356	2,506	2,542	2,444	2,494	2,518	2507	29,642	25,706	2,387
Movies		910	700	702	656	669	829	748	681	597	897	716	764	8,869	9,087	760
Music		159	210	211	259	195	90	67	137	141	94	92	80	1,735	1,611	135
Magazines		855	815	857	861	930	883	863	932	871	1,025	890	946	10,728	9,024	785
TOTAL		28,283	25,650	27,142	26,436	26,625	29,742	29,962	26,663	25,868	26,825	24,794	25,215	323,205	297,341	26,336
In House Use		1,581	1,592	1,654	1,451	1,358	1,880	1,950	1,592	1,141	1,590	1,403	1,517	18,709	17,607	1,281
PATRONS																
Gate Count		8,808	8,646	9,441	9,824	9,478	11,906	12,023	10,024	9,497	9,922	8,418	8,153	116,140	122,284	8,128
Curbside Appointments		6	2	3	2	0	1	0	3	2	4	4	1	28	36	1
Active Cards		9,931	9,968	9,890	9,912	9,926	9,990	10,034	10,159	10,137	10,198	9,911	9,909			9,768
Other (NR Fee, Org, etc)														0	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%	41.00%	39.00%	39.00%	n/a	n/a	40.00%
REFERENCE																
Adult																
Technology and Reference		726	725	965	734	716	809	779	875	760	854	805	671	9,419	10,514	888
Directional/General Library Info		886	1,079	1,088	1,067	945	979	1,098	972	899	1,026	1,090	945	12,074	12,192	916
Reading Program		0	0	0	0	0	230	26	0	0	0	0	0	256	283	0
Youth																
Technology and Reference		540	485	489	591	518	700	663	407	473	515	458	412	6,251	6,575	400
Directional/General Library Info		439	416	352	405	466	639	569	409	401	438	408	409	5,351	5,753	386
Reading Program		232	9	3	2	14	1371	826	26	12	1	2	292	2,790	2,852	223
Circulation																
General Info		143	84	132	138	91	86	81	73	103	104	100	164	1,299	1,178	108
Directional		145	95	154	155	93	104	99	92	109	127	146	189	1,508	1,279	119
TOTAL		3,111	2,893	3,183	3,092	2,843	4,918	4,141	2,854	2,757	3,065	3,009	3,082	38,948	40,626	3,040

2025 Statistics -- Morton Grove Public Library

	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	25	22	21	239	273	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	2,635	2,650	2,654	n/a	n/a	2,595
interactions (engagements+clicks)	187	172	320	638	349	475	271	309	179	219	506	211	3,836	3,173	95
page reach	2,100	3,100	3,600	6,800	3,000	5,462	4,017	3,726	**	**	**		31,805	85,294	2,200
										**Facebook no longer reporting on page reach.					
Instagram															
posts	35	29	28	33	33	41	28	32	31	57	27	32	406	480	24
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	1,977	2,012	2,045	n/a	n/a	1,842
engagements					532	760	519	384	551	944	818	1,274	5782	8,871	375
YouTube															
videos	0	1	2	1	2	1	1	1	1	3	0	1	14	30	1
views	0	6	84	31	102	8	9	5	16	221	0	16	498	1,855	30
subscribers	268	268	272	274	279	282	282	283	282	285	286	285	n/a	n/a	267
TikTok															
posts	4	3	5	2	4	3	3	3	5	3	2	2	39	55	2
total followers as of the 1st of the month	665	682	706	749	773	781	803	816	832	838	853	866		n/a	654
													Started posting on TikTok 04/2024		