

# **MORTON GROVE PUBLIC LIBRARY**

## **LIBRARIAN'S REPORT**

**DECEMBER 2006**

### **Activity Summary**

Well the end of the year calls for some summing up. Looking at the last 12 months some items stand out in the Library's effort to meet the needs of the residents of Morton Grove.

Expansion of the Teen Library with more books, videos, videogames, a DVD player and more space making the Library a much more appealing place for teens to hangout.

Hiring a dedicated (and fun) Teen Librarian.

Hiring a Readers Services Librarian who is expanding the reach of the Library to other book groups and organizations in Morton Grove.

Making the need for a new and larger Library a topic of serious public discussion.

Bringing downloadable e-books and audiobooks to the library via MyMediaMall.

Having the library's circulation stats for every month, except February, exceed the previous year's same month numbers. Often the improvement was greater than 10%. (February was a tie)

Addressing a key patron complaint with the addition of 20 parking spaces.

Adding two AWE Early Literacy Computers with flat screen monitors, color-coded rugged keyboards and a tiny mouse for smaller hands, and packed with 26 top-rated education titles for our younger YS patrons.

Remodeling the Adult Workroom to consolidate staff and free up room for two new public spaces to be built in 2007.

Removal of the Feature Film fee, which doubled circulation of those items.

A very successful Summer Reading Program with more than double the registrations of any previous program.

A year of very successful public programs like the Chicago Outskirts concert and the Talent Show.

Retaining the firm Peregrine, Stime, Newman, Ritzman and Bruckner, Ltd. as the Library's attorney.

Creating a more open and visually appealing Reference area.

Throughout 2006 the Board of Trustees and Library staff have worked to expand the Library's appeal and usefulness to a wider range of patrons than ever before. The Morton Grove Public Library offers educational, cultural and recreational services not available from any other village service or organization. The increase in circulation and the steady growth of other measures indicates the Library is increasing its audience.

## Statistical Summary

Circulation numbers still continue ahead of the same categories compared to last year.

Total circulation for December was 23,694 down from 25,120 last month, a 5.6% decrease. Year to date total circulation is 288,908 an 8.4% increase over 2005 total circulation.

Adult circulation was 12,900 up 24.37% compared to last December, but is down 509 items since November. For 2006 the Adult collection has circulated 155,159 items.

Youth Services circulation is up 11.1% compared to December of 2005. Youth Services circulated 10,747 items, down 1,921 items compared to the previous month. Year to date YS has circulated 133,506 items.

The Reciprocal Borrowing Program (RBP) accounted for 4,590 items loaned to other communities or 19.4% of total circulation for the month. A decrease of 340 items compared to November. RBP circulation for December 2005 was 4,385.

Patron registrations remain flat, with 8,628 active cards, with 53 new and 92 renewals. This represents 38.4% of the Morton Grove population with active cards. Last month's registration was 8,629.

Adult reference activity was up 5% compared to last November with 1,501 questions. Total for 2006 is 18,689 questions.

Youth Services reference activity for the month was 750, up 16% over last December with a year to date total of 10,090.

Morton Grove residents made 42 Interlibrary Loan requests (down by 45 from last month). 51 ILL requests were filled in December. Other libraries requested 116 items (down by 20 items from last month) from MGPL of which 41 were filled.

Website hits from non-staff users were 160,999 for the month (down from November by 2,432.) This is an average of 5,194 hits per day, a 26% increase over last December.

Adult Internet PC usage was 575 compared to 738 in November and down 11% compared to last December. Construction reduced the number of available PCs by one third for most of the month. Youth Services Internet use was 188, down from November and up 116% from last December. YS Mac/PC usage was up 56% from last year at 258 signups.

MyMedialMall downloads were 38 for the month, up from last month by 9 with 291 since the service began. Registration now totals 135 with 13 patrons joining in December.

MatchBook Select now has 748 subscribers: Children & Teen (184), Adult (460), Miscellaneous (104). Subscription increases by category are: Overall – 1%, Children & Teens – 3%, Adult – 0% and Miscellaneous – 3%. MatchBook Kids now has 32 registrations.

## Public Services Monthly Report

### Continuing Education/Workshops/Training/Professional Meetings:

Staff In Service Day, MGPL, 12/1, 9-5: All Staff (21 staff participated; other staff were unable to come, were ill, or were prevented from attending due to the overnight blizzard)

NSLS Supervisory Workshop Series: Employee Coaching, 12/5, 9:30-4:30: V. Castillo

E.R.XPO Illinois State Library Electronic Resources exposition, Schaumburg Township P.L., 12/6/06, 9-5: C. Ringel

Excel Workshop, MGPL, 12/5 & 12/6, 7-9: B. Keyser

AVID Meeting, NSLS, 12/13, 2-4:30: E. Bryant

LACONI/OPP Board Meeting, Woodridge P.L., 12/14, 9-1: N. Brothers

### Displays and Booklists: [Coordination/implementation of book displays for upcoming months/ongoing; ongoing kiosk and display features (K. Hansen)

December displays — K. Hansen

*Had a good Laugh Today?*

*Holiday Books display*

*Staff Picks*

Displays to coordinate with programming events — N. Brothers

Hebrew and Jewish music

Holiday Music

Christmas Music

Excel

Solar System

Tuscany

*Lyric Opera of Chicago* booklist and display — B. Zeitlin

*New Teen Books display* (ongoing permanent display in Teen section);

regular maintenance of new and teen bookshelves — K. Opderbeck

End shelves displays — B. Zeitlin — and face-out displays in New Books and kiosk — K. Hansen

Range section display for ESL materials and Literacy display, continuing — B. Zeitlin

### Bookmarks:

March Bestseller Previews — K. Hansen

### Miscellaneous

*Holiday Film List* revised and printed — B. Sedam

January New Materials Showcase signs (audiobooks, CDs, DVDs, Large Print, Science Fiction/Fantasy, Teen/Graphic Novels) — K. Hansen

NYT Bestseller lists posted (weekly) — B. Sedam

Baxter Room: Paintings by Goldie Berman

Lincoln Avenue Display Case: Wreath Making; New Year's Resolutions book display

## **Programming/Public Relations (N. Brothers):**

### **\*\*Programming/Special Events for December (Adult programming): 587**

**Total Adult Program Attendance** for December: 587 (28 programs; 29 sessions)

**Teen: 51** was the attendance for programs whose target audience was teens or included Teens (38 attendance for programs specifically for Teens 4 programs, 4 sessions); 13 attendance — 1 program, 1 session for programs whose target included Teens.

**Outreach:** 23 attendance for outreach efforts; 8 events; 8 sessions.

**High Interest:** 403 attendance (8 programs; 9 sessions) were for high interest programs;

**Training:** 59 attendance for training (8 programs; 8 sessions); programs for training consisted of 10 tutorial sessions for the public by reference staff

**Personal Growth and Self-Education:** 125 attendance for personal growth & self-education, including outreach efforts to Bethany and home deliveries; 12 programs, 12 sessions

**Total Youth Services Program Attendance** for December: 1,072 (25 programs; 26 sessions)

**Preschoolers:** 171 attendance for programs aimed at preschoolers; 8 programs, 9 sessions

**Training:** 0 programs; 0 attendance

**Outreach:** 135 attendance in outreach efforts; 5 events; 5 sessions.

**High Interest:** 276 attendance for high interest programs; 4 programs, 4 sessions;

**Personal Growth & Self-Education:** 479 attendance for personal growth and self-education programs; 5 programs/events; 5 sessions; these figures for personal growth programs included offsite visits to community schools promoting the reading programs]; off-site school visits have been added to these totals as of March 2004.

**Youth Services:**  
Programs= 25  
Sessions = 26  
Attendance Total = 1,072

**Adult Services:**  
Programs = 28  
Sessions = 29  
Attendance Total = 587

**Total Adult and Youth Programming, November: 1, 659**

**Publicity/Programming — N. Brothers:**

Displays to coordinate with programs/activities

Ongoing program/calendar planning for 2007; scheduling and promoting future programs/exhibits; meeting with artists regarding potential exhibits; piano recital applicants

Calendar maintenance

Library holiday greeting cards addressed and mailed

Press releases, PSAs, flyers in literature racks (for upcoming programs)

*Books & Beyond* mailing list: 571 names

*Books & Beyond*: Jan/Feb issue edited, proofed, and bundled in preparation for bulk mailing in early January; B&B's first of six annual, eight-page color issues went out to all MG residents on Wednesday, Jan. 3; delayed due to closing of post office in honor for former President Gerald R. Ford

Brochure in progress - *Using Computers at MGPL*

Training of volunteers on new copiers

Downloading photos and other graphic functions

Planning, setting up, and clean-up for programming events and planning/scheduling of room use by community groups

**Outreach:**

Total adult volunteer hours for December 2006: 56 hrs

Homebound deliveries (5) — deliveries to Bethany (2 trips; 2 visits); homebound individuals on file: 2

School Visits: K. Opderbeck

Bethany visits regularly scheduled every other week – one volunteer

Library volunteers: clerical projects; Bethany, movies, PR projects, newsletter mailings, etc.

## Teen Services — K. Opderbeck

Teen Craft: *Beaded Snowflake Ornaments*, 12/2/06: 8 attended; photo from the program graced the cover of the MG Champion.

Coordinated planning for local YA Library meeting in January to brainstorm and focus creative energies for 2007: Lincolnwood, Morton Grove, Niles, Park Ridge, and Skokie YA librarians will attend session.

12 additional video games selected and ordered; collection of the original 20 titles circulated 78 times in December.

*R.E.A.D. Teen Book Club (Read, Eat, and Discuss, 12/7): The Haunting of Alaizabel Cray* by Chris Wooding. Attendance: 2

Preparation of Teen Zone flyers for upcoming events

Updating Teen Zone Blog (<http://mgplteenzone.blogspot.com/>) to promote Library activities/materials for Teens

Teen Feature Movie, 12/14: *Pirates of the Caribbean II: Dead Man's Chest*; attendance, 18 (mixed crowd with several families, teens and seniors)

*Holiday Gift Wrap Volunteer Event*, 12/16: TLC members worked as volunteers to represent MGPL at a gift-wrapping table located at the Old Orchard Lord & Taylor. The shoppers donated generously and talked with us about the Library and libraries in their own communities. The donations will provide refreshments and prizes at many future Library events that are open to all teens in the area. Ten teens worked as volunteers throughout the six-hour session and wrapped 90+ L&T packages. Sent thank you letter to L&T for gift-wrapping opportunity.

Communication with MCC part-time librarian about scheduling presentations in January for 7<sup>th</sup> and 8<sup>th</sup> grade students

Upcoming review of responsibilities/duties for Battle of Books for 7<sup>th</sup> and 8<sup>th</sup> graders

Contact list for Teen Zone e-reminders: 31 teens

## Book and Reading Promotion Projects:

**"Books in Your E-Mail":** (November data 13, 884 clicks on homepage; in November there were 1,888 members and 37,760 excerpts were sent by DearReader.Com

Clarification of DearReader.com statistics began with Jan. data since the vendor-supplied statistics do not actually reflect actual subscriptions to individual clubs. The count of individual members is "collective versus unique" – based on counting only the first club that a subscriber signs up for.

1916 members; 38,320 excerpts sent by DearReader.com

Maintenance of Web pages for “Books in Your E-Mail” — K. Hansen

Cummulative count for MGPL's book clubs:  
Nonfiction Book Club – 336 members  
Audio Club – 73 members  
Teen Club – 210 members  
Good News Club – 65 members  
Business Club – 78 members  
Mystery Club - 249 members  
Romance Club – 319 members  
Horror Club – 90 members  
Fiction Club – 283 members  
PrePub Club – 115 members  
Science Fiction Club – 98 members

**MatchBook:**

Continued work on marketing MatchBook materials for the Library — C. Ringel

Reported continuing spelling/display problems with database to Bookletters — C. Ringel

Training on MatchBook editing and printing for K. Hansen for back-up — C. Ringel

Fiction annotations for all fiction, except paperbacks, large print, and Teen titles —K. Hansen, B. Sedam, R. Dillow (K. Hansen edits annotations).

Monthly e-mailed schedule of MatchBook tasks for staff involved in production — C. Ringel

Genre headings for fiction (including paperbacks and Teen titles) — K. Hansen.

December MatchBook letter: K. Hansen

December New Materials Showcase signs (Audiobooks, CDs, DVDs, Large Print, Science Fiction/Fantasy, Teen/Graphic Novels) — K. Hansen

March Bestseller Preview: K. Hansen

Maintenance of MatchBook Select customized newsletters (young adult/graphic novels, new adult fiction, new adult romance, new adult mysteries, new suspense and thrillers, MGPL book discussion group titles) — C. Ringel

Maintenance of MatchBook Select customized newsletters (all sent during the 4<sup>th</sup> week of each month) (Biographies and Memoirs, Home and Living, Philosophy & Religion, Art & Literature, Finance,

Business & Law, Travel & History, Social Sciences, Science & Technology, and large print) — C. Ringel

**MatchBook Classic** (December) printed 11/30/2006 — C. Ringel

Total patrons (317; Breakdown by type of delivery: 92 mail; 4 pickup; 1 inactive; 201 patron e-mail and 19 staff e-mail; 314 patrons; MG residents: 151 (48%); MGPL staff: 19 (6%); Illinois residents: 37 (12%); US other than IL: 95 (30%); Foreign: 14 (4%); inactive: 1 (0%).

**Mailing stats:**

524 items;  
484 pages printed  
\$44.91 postage

**MatchBook Select stats** (first notification of this service April 2005)

**December 2006:**

753 subscribers  
185 Children & Teen  
464 Adult  
104 Miscellaneous

**November 2006:**

748 subscribers  
184 Children & Teen  
460 Adult  
104 Miscellaneous

**Increase in subscriptions for MatchBook Select categories since November 2006:**

Overall: 1%  
Children & Teen: 1% increase  
Adult: 1% increase  
Miscellaneous: 0% increase

**Book Discussions and other Library Staffed Programs:**

Staff Day, Friday, Dec. 1 — N. Brothers:

Introduction; Status of Library/Questions/Answers: Ben Schapiro

Staff Recognition: Renee Miller, President, MGPL Board of Trustees

PolyTalk presentation: N. Fishman

Evacuation Drill Exercise: B. Keyser

Dept. Head mini-meetings

Teen R.E.A.D. discussion group: *The Haunting of Alaizabel* Cray by Chris Wooding, 2 teen attendees by K. Opderbeck, 12/7/06.

Ongoing collaboration and brainstorming about RA/Teen presentations, ideas, etc., in particular, Movies, Munchies and More book talking on 1/9/07: K. Hansen and K. Opderbeck

Updates for book discussion displays/signs, ongoing — K. Hansen

Book Discussion title selection for upcoming discussion year and review of tally of titles for 2007 book discussions; new ballot will be distributed by mail in January and voting conducted by mail; selections for the upcoming year will be announced in February — K. Hansen

New nonfiction book discussion group and title preview and discussion dates will be discussed at the January TOL and ABU meetings — K. Hansen

Correspondence for upcoming book discussions (January and February 2007) —K. Hansen

Marketing of book discussion and related RA services — K. Hansen:

Planning to make discussions more attractive to Library community members and thereby increase attendance; developing a new nonfiction book discussion group is one of the options

Created Web pages outlining MGPL services to book discussion groups, and a Web page with a full, annotated list of discussion kits; essential tools for building the Library's Web presence for discussion groups and for serving as a foundation block for marketing support services

Planning for presentations to smaller community groups, using a community organization contact list, MM&M book talks, Web pages and handouts for book group support and discussion kits as tangible resources for marketing Library book group services

Restocked *All Booked Up* and *Thinking Out Loud* flyers — K. Hansen

*Thinking Out Loud* (Tuesday evening): *no meeting in December*

*All Booked Up* (Thursday morning): *No meeting in December*

### **Collection Development and Weeding Projects:**

Planning for comprehensive weeding of the fiction collection, starting with removing *unnneeded* duplicate titles; assignments for fiction sections will be made to K. Hansen, E. Bryant, S. McGowan, C. Ringel, and B. Zeitlin in consultation with H. Scherer on workflow issues; targeted completion is end of March 2007 — K. Hansen

12 additional video games selected and ordered; collection of the original 20 titles circulated 78 times in December — K. Opderbeck

Ongoing shifting books on mezzanine to fill in empty shelves resulting from weeding projects, allowing more space for tight collection areas — C. Ringel

Discard shelf withdrawals — C. Ringel

Reviewing donated fiction/paperback materials for collection —K. Hansen

Older circ editions of new titles, ongoing — all selectors; reference titles — S. McGowan

Maintenance weeding and ongoing selection in assigned areas; selectors regularly research and submit purchase request for replacements and new editions of weeded materials (adult professional staff); nonfiction videos regularly purchased with PPR for use in Library programming — S. McGowan

Selection of *DearReader/Books in Your E-Mail* titles, *NYT*, and *Publishers Weekly* bestsellers — K. Hansen

#### **NSLS Reciprocal Borrowing Statistics:**

November statistics (available on NSLS Web site)

#### **Local History:**

Local paper/microfilm filing; hardcopy disposal — B. Zeitlin

Reshelving materials after reference use — B. Zeitlin

Obituary File maintenance — R. Dillow

Review of local newspapers and compilation of MGPL references — R. Dillow

#### **Policies and Procedures and Other Projects:**

Policies currently being updated include: Collection areas: Teen, Video (Foreign Language films, Anime, TV shows), Graphic Novels, Video Games — EB, KO, NF

Staff Dress Code final version submitted to B. Schapiro for implementation approval — S. McGowan, T. Carey, and V. Castillo

*Emergency Preparedness Plan*: various sections being reviewed for updates — B. Keyser, B. Zeitlin; evacuation route maps to be updated as a consequence of the office remodeling project: K. Justie, T. Carey, S. McGowan

*Employee Handbook* revision project (currently on hold) — E. Bryant

#### **Special Projects/Grants:**

Review and planning for 24-hour Library Web page design — N. Fishman, C. Ringel

Staff Day — B. Schapiro; N. Brothers; K. Hansen, K. Zawrazky, B. Keyser, N. Fishman, H. Scherer, S. McGowan, R. Rund and Maintenance staff

Photo digitization project in cooperation with Morton Grove Historical Museum in planning stages — C. Ringel

### **Reference/Public Services**

December *What's New* — S. McGowan

Electronic subscription database correspondence, review, and maintenance/reporting of statistics; review renewals and processing of licensing agreements and invoices as needed; initiated subscription of *Wilson Standard Catalogs* in mid-December — C. Ringel

Bus/train schedules restocking as needed — B. Zeitlin

Updating Song Index as needed — B. Sedam

Play Index additions as needed — B. Sedam

Election/Government officials updating/changes — B. Zeitlin

Checking in and processing of phone books as needed — B. Zeitlin

MG Government loose leaf filing as needed; indexing of Resolutions, Ordinances, etc. — B. Zeitlin

Village Board Meeting Minutes, Resolutions, Ordinances; School Board Minutes — B. Zeitlin/Reference staff

Filing and special projects as needed: Reference staff

### **Technical Services and Automation Notes:**

Installation of new mail server/transfer of staff accounts, etc. — K. Justie

End of fiscal year reports, clean-up routines, etc., in preparation for funds rollover for FY2007

General mail list troubleshooting (N. Fishman) and help with mail problems for Circ staff, shelvers, and custodial staff following mail server problems — N. Fishman

H. Scherer & C. Wonderlich coordinating weeding/discard process for adult/YS materials to facilitate workflow, availability of carts, and storage space, etc. – ongoing management of TS workflow.

TS procedures and policies in MaPP — N. Fishman

### **Serials/Continuations/Microfilming Updates — N. Fishman:**

2004 issues of the magazines have been removed from the collection and updates made in serials holdings records in WorkFlows.

Continued processing continuations and revising procedures to facilitate efficient workflow for serials

Created serial control records

Trained B. Sclafani in checking in Village documents in WorkFlows

Bar coding of all currently bar coded magazines — B. Sclafani

Magazine title labels have been removed from the new magazine binders — Circulation staff, N. Fishman

New magazine label position and information as of Jan. 1 issues: title and chronology information for every issue now slightly to the left and towards the bottom of the magazine cover. More visible, easier to read, facilitating patron access to individual magazine titles.

Compiling a file of titles currently being ordered on firm orders but which could possibly be switched to standing orders through B&T Continuation Service. Discussions on these options with all involved in collection development will be conducted.

Claiming for ceased subscriptions/missing issues/ongoing

Preparing periodicals/microfilms invoices for payment

### **WWW Projects:**

Completion of two Web pages: one outlines detailed information about book discussion kits ([http://www.webrary.org/rs/bookdisc\\_support.html#book\\_disc\\_kit](http://www.webrary.org/rs/bookdisc_support.html#book_disc_kit)) and the second provides Internet and print resources for book discussion groups ([http://www.webrary.org/rs/bookdisc\\_support.html](http://www.webrary.org/rs/bookdisc_support.html)) — K. Hansen

Added *Starting a Small Business* pathfinder (<http://www.webrary.org/rs/bibsmallbiz.html>) to the Reader's Corner Bibliographies and Pathfinders page — C. Ringel

Teen Zone Blog entries and e-mail reminders for upcoming events: <http://mgplteenzone.blogspot.com> — K. Opderbeck

Worked with T. Carey and R. Metz on setting up a YS Blog (<http://mgplparents.blogspot.com/> for parents of children, birth through grade 6, and <http://www.mgplateen.blogspot.com/> for children in grades 5 — 6) on blogger.com — K. Opderbeck

Sunshine Times Blog: <http://mgplsunshinetimes.blogspot.com> (staff newsletter) — E. Bryant

Tech Services Blog: <http://mgpltechserv.blogspot.com>

Review by reference staff of all MaPP pages for errors and needed additions/revisions; reports to be reviewed by E. Bryant and S. McGowan before updates are generated — S. McGowan

Maintenance and additions to Reader's Advisory Web pages; March Bestseller Preview Web page and bookmarks — K. Hansen  
New Materials list updated for MatchBook pages — K. Hansen  
Updates and changes to remote database pages as needed — C. Ringel  
Updates and additions to Senior Web pages as needed — C. Ringel  
Updates and additions to Teen Web pages as needed — K. Opderbeck  
Updates to Book Lovers/Genre Fiction Web pages as needed — C. Ringel  
Updates to online booklists as assigned — B. Sedam, R. Dillow  
Updates to MaPP pages as needed— E. Bryant  
Government changes/updates as needed — B. Zeitlin  
Updating Russian Webrary, ongoing as time allows — N. Fishman  
Web checks: reference and YS staff as assigned; S. McGowan made changes to the Webrary Links based on the early November reports: 5 URL changes; 5 editorial changes; 4 dead links; updated assignments and assigned next round of Web checks.  
Selected 10 new websites, 4 new website sublinks, and 5 website replacements for the Webrary Links; when approved will write annotations and add websites to the Webrary in the HTML Editor — S. McGowan  
DearReader book upcoming and past title lists updates/weekly (K. Hansen); monthly changes; now showing only current year and previous years' titles; earlier titles masked.

### **Fiction\_L (N. Fishman)**

Maintenance and posting of Fiction\_L booklists — K. Hansen  
Fiction\_L subscription membership: 2,979 as of 12/31/06  
Troubleshooting ongoing Fiction\_L mailing problems — N. Fishman and K. Justie  
Managing Fiction\_L maillist; daily maintenance of Fiction L postings; H. Scherer back-up for vacations

### **NorthStarNet — C. Ringel**

Monthly statistics for NSN (NorthStarNet): Statistics for November 2006:

December 2006 statistics are:

Monthly Visits – 2,663

Monthly Pages viewed – 11,631

Average Daily Visits – 88

Average Daily Pages Viewed – 387

Busiest Days:

Tuesdays  
Monday  
Referring URLs

[www.aboutmortongrove.info](http://www.aboutmortongrove.info) - 47,011

[www.google.com](http://www.google.com) - 10,140

[www.webrary.org](http://www.webrary.org) - 5,434

Successful Requests for pages from Browsers

MSIE – 1,081,416

Netscape – 31,795

Safari – 6,570

Firefox – 3,759

Statistics are available for each website listed on our NSN site.

Top 10 most visited websites in December were Wyndham Suites – Glenview (20 visits); North Suburban Public Libraries (19 visits); Hawthorne Race Course (18 visits); Hynes Elementary School (18 visits); National Multiple Sclerosis Society (18 visits); Illinois STARNET Region II (17 visits); North Suburban Academic Libraries (17 visits); Channel 20 – WYCC-Chicago (17 visits); Niles North High School (17 visits); and Extended Stay America – Skokie (17 visits).

Domain name for the NSN site activated on 9/29/05  
(aboutmortongrove.info)

## **Personnel Matters**

### **Staffing:**

Interviewed five candidates for three open positions as part-time Reference Services Librarian — E. Bryant and S. McGowan

Three part-time librarians hired in this process: B. Sedan (daytime hours); K. Tucker and A. Mansfield (evening and weekend hours — E. Bryant

Correspondence associated with the hiring process and updating various staff lists/forms, etc. — EB

December: librarians in Adult and Tech Services have been a great help in covering gaps in the schedule, due to this vacancy.

Review of Performance Appraisal Form Project Proposal from the Management Association of Illinois; this proposal will be incorporated into the FY2007 budget planning process with implementation in early 2007; the reviews for 2006 are being conducted using the current performance appraisal forms, finishing by early January 2007

Schedule maintenance for Reference, Circulation, Technical Services, Adult Services and maintenance positions, etc. — EB and VC (Circulation); TC (Youth Services)

**Training/Supervision Projects (Public and Staff):**

Performance evaluations — All supervisors

Completion of training in MatchBook procedures for K. Hansen — C. Ringel

Staff Day, Friday, Dec. 1, 2006, planning and implementation — N. Brothers and assigned staff

Food Committee: K. Hansen and K. Zawrazky

Staff Recognition Committee: H. Scherer, S. McGowan, R. Rund

Staff Day planning for evacuation drill — B. Keyser and B. Zeitlin; implementation and evaluation — B. Keyser

Privacy training sessions as needed for new employees (after June 2006)— Department heads

Computer tutorials (6) by Reference Services staff as assigned

Documented detailed procedures for scheduling tutorials with staff and patrons for assignment to part-time reference librarian.

Training of K. Hansen on MatchBook tasks and procedures — C. Ringel

**Building/Equipment/Signs:**

Remodeling project completed early December with installation of furniture; punch list items to be corrected in upcoming weeks, including installation of new panels with wiring corrections.

Coordination of move to new offices — K. Justie

Staff move into new offices scheduled for early January: C. Wonderlich, B. Keyser, F. Jayasinghe, N. Fishman, H. Scherer, D. Rutkowski, B. Sclafani, E. Bryant, K. Opderbeck, K. Justie

**Works in Progress or Upcoming Projects:**

Training of two new part-time reference librarians in January — S. McGowan

Review part-time reference librarians regular duties and reassign after training of two new librarians — S. McGowan

Review nonfiction VHS weeding report to order DVD replacements for top circulating VHS titles — S. McGowan

Review the Webchecks schedule for possible changes to make assignments more equitable — S. McGowan

Weed adult Large Type collection — S. McGowan

Female Sleuths booklist — B. Zeitlin

Outreach activities: contacts with condo associations in Morton Grove planned for January; a broad presentation on Library services will be focus — K. Hansen

Outreach programming with Morton Grove Senior Center (book talking popular materials in February and May) — K. Hansen

Preparation for writing up collection development policy statement for Anime — K. Opderbeck

TLC Bowling Party, Jan 1/6/07 — K. Opderbeck

Teen Book Club upcoming titles — K. Opderbeck:

*How I Live Now* by Meg Rosoff, Jan 4

*Looking for Alaska* by John Green, 2/1

Training for YS staff on NoveList — C. Ringel

Coordinate efforts to instruct patrons in the use of MyMediaMall resources — S. McGowan

Editing booklists in progress and other proofreading projects — S. McGowan & E. Bryant & K. Justie

## Youth Services Department

### Special Events:

**12/7/06 Winter Wonderland** H Weiss, B Maravolo



35 children and 17 parents attended the Winter Wonderland event on Thurs. evening 12/7. The children enjoyed making a birdseed treat to hang outdoors, a marshmallow snowman, and holiday cards. We played some fun games including "cold snowball" (like hot potato) with a frozen water balloon (pictured above), icicle hunt, and a Frosty Dress-Up relay race. We read some winter stories and ended the evening by enjoying some "snowballs" (powdered sugar donut holes) and hot chocolate. Many children and parents commented on how much fun the evening was.

**12/8/06 Kidz Kartoonz:** *Ice Age The Meltdown*- S Sorokin 35 patrons attended

**12/9/06 Campanella Children's Choir L Marley**



146 patrons attended this hour long festival of choral and solo music a few adult performers were featured along with two children's choirs. The singing was accompanied by piano, violin and a guitar. The audience was made up of parents of the choir and their friends and relatives. Not many locals attended this concert. Everyone loved it. Some people from MG who never come to the library came to the concert this is a very good thing.

**12/16/06 Once On This Island L Marley**





119 patrons attended this musical extravaganza many of whom I had never seen before at an event. The kids in the play were so enthusiastic and the stage looked very exotic. The audience was very supportive of the program since they were all relatives of the performers.

**12/18/06 Adler Teleconference – Home Schoolers Final Project** T Carey; R Metz

K-4 Sun- Earth Connection – The Benson siblings presented on Global Warming showing a board game they created – 17 attended.



Benson Siblings

5-8 Alien Connection - Two presentations 20 attending.



Will, Ian and Keegan discussed searching for life on Titan.



Nathaniel presented his theory of proving life on Venus.

**12/29/06 Traveling World of Reptiles** L Marley- 186 patrons attended many of our regulars were there and many non residents came as well from as far as Kansas. Everyone loved the show very much and all of the people lavishly complemented the performer who was professional and easy to deal with. He loved our auditorium and begged to come back. His price was so reasonable and the reaction so strong I think we should have him back he said he would bring new animals. I had to turn away at least 20 more people from the show because there were no seats left. I put up some card chairs I had found in the coat closet

but I could not fit but one extra row in without closing of the space to traffic flow. A few people were standing and holding their children in their laps and we still had more who wanted to come in but I stopped when we ran out of seats. The auditorium was full at 2pm so the only patrons who were turned away were people who showed up right at 2pm or later. It was a great show a very positive experience.

Received a phone call on 1/8 from a patron thanking us profusely for the wonderful program.



**Public Relations:**

12/20/06 – T Carey emailed Youth Services November Monthly report to Parent Advisors.

**Publicity:** Oaklee's Guide- L Marley  
Chicago Parent-L Marley  
Pioneer Press-L Marley

YS Calendar for school distribution (1/2 sheet refrigerator size) for Jan & Feb – T Carey

**Outreach [include numbers in attendance]:**

School Visits out of the Library: R.Metz

- 12/11/06** Visited Pre-School @ MCC (20 students) Read/Sang Songs,
- 12/14/06** Visited Melzer 5th/6th Grade 26 students (10:00 - 11:00)  
Book Talk - Promoted Current Reading Program
- 12/14/06** Visited Melzer 5th/6th Grade 26 students, (12:30 - 1:00)  
Book Talk -Promoted Current Reading Program
- 12/14/06** Visited Melzer 5th/6th Grade 26 students, (1:00 - 2:00)  
Book Talk -Promoted Current Reading Program

**Outreach:**

School Visits to the Library:

Boy Scout CSI – R Button

12/7: 6 kids 1 Parent; Had the kids make self contained biomes that they took home with them to grow and had them build atoms and molecules with clay and toothpicks. Wanted to set up another meeting to help them earn their badges.

12/21: 6 Kids 2 Parents Cub Scouts; Worked on several optical illusions and explanation and also taught them the Bernoulli effect. Cub scout leader was grateful that I was able to help the troop get their badge.

**Displays/Booklists:**

YS Display Cases: Matthew Pusateri, Small Case, Anime and Lego Collection, Large Case, Pig Collection.- Collection coordinator –L Marley

Large Cork Bulletin Board: Read To Succeed Score Board

Fire Truck: Monarch Awards and Rebecca Caudill

Top Picture Book Case: Author Birthdays December 06, Winter Holidays- signs S Sorokin

Other Displays: Bins- Winter Books, Books About Theater, Music and Reptiles Inspired by December Programs

**Collection Topics:** PlayStation 2 Video games added 12/2/06

**Weeding**

J Fiction Pub Date <2001 Circ <10 (total fiction weeded – 382) R Rund  
12/5/06 - 63

12/6/06 - 133

12/12/06 – 64

12/15/06 - 122

**Art Projects/Craft Projects/Signs, etc.:**

12/9/06 Crafty Saturday – Created by S Sorokin/R Rund Facilitated by B Maravolo, R Button and H Weiss along with our teen volunteer votive “candle holders” using baby food jars – 31.

**Classes/Story Times in the Library:**

**Library Playtime:** 2 year-olds R Rund worked on Winter session lesson plans.

**Preschool Story Time:** R Rund worked on Winter session lesson plans.

**Stories 'n' Stuff:** R Rund worked on Winter session lesson plans.

**Listen Up!: RM**

12/5/06 12 Children/9 Caregivers "Sharing" Craft-Sharing booklets

12/12/06 13 Children/9 Caregivers "Snowmen" Craft - Snow/Winter Books

12/19/06 17 Children/10 Caregivers Craft "Ginger Bread Houses"



12/26/06 9 Children, 11 Caregivers New Year's Theme, Craft - Noise Makers, Music Parade

**Wee Read:** R Rund

12/8/06 9 babies, 11 caregivers, 3 siblings

12/15/06 9 babies, 11 caregivers, 3 siblings

12/22/06 7 babies, 10 caregivers, 1 sibling

12/29/06 6 babies, 8 caregivers, 5 siblings

**Sat. Wee Read:** HW

12/23/06 2 babies, 3 caregivers, 1 sibling

**Sing to Me a Story:** DW

20 children and approx. 8 adults joined me for holiday songs and fun. Dancing the hora, doing puppet shows, and singing made for lots of holiday cheer.



**Drop In Classes and Clubs:**

**Drama Club:** L Marley 12/1/06- Cancelled due to Staff Day  
**12/15/06-** 11 participants, made up pantomime and improvised skits and practiced voice tones and body movements also made up Holiday commercials.

<b>Chess Club</b>	<b>K. Smith</b>		
Date	Children	Adults	Volunteer
12/6/06	2	1	Marvin Cohen
12/13/06	4	1	Marvin Cohen
12/20/06	4	1	Marvin Cohen
12/27/06	8	1	Marvin Cohen

Notes from K Smith: Starting in January, Ely from circulation will be taking over chess club as a volunteer. This is mostly due to my difficulty in getting here from Lincoln School in Highland Park on time thanks to the frustrating traffic patterns on the highways. This change will also allow me to get a dinner break. Ely and her kids have been regulars at chess club since the beginning of the summer. I always considered her my 'right hand man'. She knows all of the regular players and interacts well with them. She is very patient in teaching new moves to the young players and is gracious when she doesn't win! ☺ I wish her well in this new adventure.

**Knitting Club:** R Rund  
 12/4 - 13 knitters, 3 adults  
 12/11 - 10 knitters, 2 adults  
 12/18 - 13 knitters, 2 adults

**CSI :** R Button

12/14: 13 Kids; Tag teaming with K Smith, we had the kids make exploding rockets with film canisters. After having the kids wrap the canister in construction to simulate a rocket, we used baking soda and vinegar to have the rocket fly off the lid.

12/28: 12 Kids 1 Parent; Kids worked on making a glitter globe with oil, rubbing alcohol, and glitter/confetti and made a thaumatrope otherwise known as a flip stick. Several parents asked when is the next session and I sadly :( has to tell them I was not sure yet.

Also see, **Outreach** (above) where Robina held two CSI classes for Boy Scouts.

### **Reading Programs/Contests:**

Winter Reading Program: As of 1/2/07, we had 284 registered readers. \$946 dollars have been earned with children reading over 15,000 minutes – over 15 weeks!

Four schools are eligible for the pizza party. Each school library has a chart with each teacher listed and the librarians report that the students are very eager to have their class on top. Rosetta has worked hard to get Melzer and Hynes on board.

**Awards Book Club:** One new registration this month: 149 children registered - 97 have read at least one book; 50 – at least five books; 17 – at least ten books; 11 – at least 15; 7 – at least 20; 3 – at least 25; 3 – at least 30; 1 – read 73 books!!!

### **Battle of the Books:** R Rund

12/5 Golf (101) vs. Park View (103): attendance 20

12/6 Plato (44) vs. East Prairie (120): attendance 42

12/12 Plato (53) vs. Jerusalem (96): attendance 27

12/13 East Prairie (68) vs. Golf (129): attendance 31

12/19 Golf (142) vs. Plato (52): attendance 27

Final totals: Golf Middle School, 473; Park View, 455; East Prairie, 354; Jerusalem Luth., 348; Plato Academy, 198. Golf students knew when they came into their last meet that they needed a score of at least 124 to top Park View. About two thirds of the way through the second half of the meet there was lots of exhaling of breath. I didn't need to look at the scoreboard to realize what had happened. The kids were ecstatic! They told me it's the first time in 17 years they had ever been the high-scoring team. Usually they are at the very bottom!

### **Webrary/Internet Use:**

Internet PCs – 188

IMacs – 119

AWE – 139

Total Game - 258

N Boyce Registration:

With parent 163, up from 156 (7);  
 Without parent 322, up from 310 (12)

TumbleBooks Usage  
 Total 2006 - 770

Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
--	--	--	25	60	50	91	116	119	113	132	64

AWE Early Literacy Computers

<b>Program</b>	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Between The Lions: Shooting Stars	28	33	20	28	17	22	13	31	192
Crazy Artroom	41	121	105	66	28	65	29	11	466
Encarta Dictionary	1	4	2	3	3	2	2	1	18
Encarta Kids	5	13	14	13	7	4	3	4	63
Green Eggs And Ham	26	31	13	20	16	16	9	21	152
Jump Start Advanced Kindergarten	45	77	109	118	71	67	32	80	599
Kidspiration	43	57	27	25	30	20	12	45	259
Microsoft Paint	36	32	31	21	10	19	14	27	190
Millie's Math House	10	25	20	17	12	17	9	21	131
My First Amazing History Explorer	6	5	2	11	0	5	4	11	44
My First Amazing Human Body	37	44	47	81	32	27	19	58	345
Peep Floats	34	47	25	59	37	45	20	37	304
Reader Rabbit Learn To Read Phonics	16	25	26	34	15	25	18	30	189
Reader Rabbit Math	9	33	21	24	7	11	9	48	162
Reader Rabbit Toddler	88	120	131	112	114	94	56	168	883
Reader Rabbit Word Factory	14	20	18	18	11	26	16	18	141
Sammy's Science House	11	18	17	24	13	24	9	16	132
Spongebob Typing	112	104	104	115	62	76	31	98	702
Stellaluna	18	19	25	21	13	13	11	27	147
The Cat In The Hat	27	26	10	29	11	22	11	21	157
USA Explorer	23	28	6	38	13	13	5	12	138
Wordpad	10	17	53	38	6	10	10	40	184
World Explorer	9	26	10	39	3	8	11	21	127
<b>TOTAL</b>	649	925	836	954	541	631	353	846	5735

**Bookletters/Match Book for Kids:**

Bookletters (TC, RM)

Newsletter	Published	Registrants	Change from last month
Fiction	12/4; 12/19	32	No change
NonFiction	12/4; 12/19	26	No change
Genre of the Month	12/4 Christ. & Hanuk.	26	No change

Special Events	12/4 Reptiles	23	No change
Picture Books	12/4; 12/19	28	No change

**Building/Equipment/Furnishings:**

Claude working on a bookcase for hardcover Comics.

**Staffing/Personnel:** No outside meetings.

**Special Projects:** R.Metz 12/04/06 Met with Ruth Dahl (District 63).

Discussing Inservice Presentation for teachers in District 63.

T Carey and R Metz creating Blogs – one for Parents with children birth – grade 6 and An “Almost Teen” Blog for 5<sup>th</sup> and 6<sup>th</sup> graders.

L Marley and R Rund reorganized posters and room displays, tossing little-used items, on shelf in pump room.

**Upcoming Projects:**

L Marley booking spring 2007 events.

T Carey - Preschool Fair 7 responses – 6 confirmed. This includes schools we have not had participate before.

**General Comments:**

R.Metz Delivered “January February Events Calendar BookMarks” to Park View, Hynes, Golf, MCC, Plato, Jerusalem, & Melzer. Weekly – Deliver new Reading Minute Stats to Participating Schools.