



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT**

**October 2020**

**Pam Leffler, Executive Director**

**Administration**

Our current procedures and protocols for allowing patrons in the building continue to work well for us, and October felt, dare I say, almost normal! Mask and visit time length restrictions are being followed with no issue by almost all patrons.

As has been the case throughout the pandemic, I am diligently monitoring patron and staff behavior as we continue to see alarming increases in COVID-19 cases across our area, the state, and the country. With that rise in cases, we have also begun to see an increase in the number of staff that have to self-quarantine. We are fortunate, at least so far, that is due to the staff person being in close contact with someone diagnosed for COVID and not because s/he has been personally diagnosed. I have asked the department managers to determine what is the minimum level of service they feel is essential in their departments and the minimal number of staff they would need to provide that service. However, now that we know more about the virus and how it is transmitted, it is unlikely that we would completely close the library to the public as we did during the earlier months of the pandemic.

There are several steps we will take between our current level of services and a complete shut-down that allow for some level of in-person and/or curbside service:

1. Close the computer room – currently, we allow one 1-hour appointment per day
2. Remove all seating from the public areas of the library – currently, we do have some tables with one chair
3. Reduce length of time patrons can be in the building to 30 minutes – currently, patrons can be in the library for up to 45 minutes, 60 minutes in the Computer Room.
4. Close the library to the public and allow access to materials via online resources and through curbside pick-up.
5. Reduce in-person staff as much as possible.

Circumstances under which we WOULD close the library to the public include, but are not limited to, the following:

1. State- or county-wide stay at home order for all non-essential businesses.
2. Not enough staff to provide adequate in-person services due to illness, exposure to COVID and/or quarantine measures.

Of course, we will follow any guidance and restrictions handed down by Governor Pritzker and the Illinois Department of Public Health, Cook County Department of Public Health, and the CDC.

### **Youth Services/Lower Level Renovation**

- I continued planning for the YS renovation and had several meetings with the architects and our project manager/site superintendent from SMC, Jason Perunas.
- Jason is preparing for the start of the bidding process (pre-bid meetings, scheduling walk-throughs, bid opening plans, etc.).
- Budget documents have been revised to reflect costs that are being paid out of 2020 operating funds as well as potential alternates, depending on how low bids come in and whether all contingency monies will be used.
- Display boards have been created and mounted near the east entrance of the library.
- We have started to publicize the renovation on our website (blog post, <https://mgpl.org/renovation> page), email blast, cover article of the December/January newsletter, and social media. So far, we've received nothing but positive feedback from our patrons!

### **Personnel**

- Administrative Assistant Theresa Darga submitted her resignation, effective November 4, 2020. I met with representatives from Sikich LLC who provide accounting services as well as auditing services. After meeting with them, I determined that our best solution in the short-term is to contract with Sikich to provide general accounting services for us (accounts payable and maintenance and reconciliation of the general ledger and preparation of monthly financial reports). A representative from Sikich was on-site on Monday, November 2 to go over procedures and expectations with me and Theresa. As of right now, Sikich is scheduled to be on-site bi-weekly through January 2021.
- I prepared for open enrollment of medical/dental insurance for eligible employees. Open enrollment is from November 2 – November 13, 2020 for coverage to begin January 1, 2021. I also switched providers for basic life and accidental death and dismemberment coverage so that health, dental, basic life, and AD&D will now be under the WIN umbrella (previously, we provided basic life and AD&D coverage through another company). Having everything under the WIN umbrella will not only make it easier to administer the program but also allows us to begin offering an Employee Assistance Program (EAP) that we have never been able to do before. This coverage is also effective January 1, 2021.
- I continue to have regular meetings with the Department Managers. I have reduced the frequency of All Staff meetings from weekly to once every 2-3 weeks. The All Staff meetings are recorded and posted to our Staff Intranet for staff to watch and listen to later, if necessary.
- Other staff activities have been reported in the Department reports.

### **Automation & Technology**

- OSG continued to provide routine remote and in-person technical support for computers (hardware and software) throughout the Library, as necessary.

### **Legal/Financial/Policy**

- The construction management contract between SMC and the Library was approved at the October meeting. I sent the fully executed contract to SMC on October 9, 2020.
- Sent final documentation needed (draw down schedule and updated budget) to 5/3 Bank for the line-of-credit loan.
- The budget documentation including our levy request was sent to the Village of Morton Grove on October 9, 2020. The Village will hold meetings on the 2021 Village budget at their meetings in November.
- Worked with 5/3 to change the type of account that contains our operating funds. We previously kept these funds in an interest-bearing account. Because interest rates were high, the interest earned more than offset the fees associated with the account. Unfortunately, due to low interest rates, the library is

no longer earning any appreciable interest on this account but is still paying high fees. We have now moved those funds to a non-interest-bearing account with no fees.

### Facilities

- We continued moving staff and collections in preparation for the YS renovation. This will be ongoing for the next few months.
- Cleaned out the pits and replaced the pumps behind the bathrooms in Youth Services. This was a planned project that we wanted to get done before renovation activities began in earnest. Youth Services Librarian Jess Alexander requested that we take pictures of the pit clean out for a Wimpy Kid program she and Brittany Drehobl were hosting that afternoon. Jess reported that the pictures and videos of the clean out were the highlight of the program!
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

### Miscellaneous

- On October 26 we were notified that RAILS was once again reducing the length of time for quarantining returned library materials from 7 days down to 3 days. This was welcome news for both staff and patrons. At the end of the Librarian's Report, I have included the official communication from RAILS Executive Deirdre Brennan regarding the change.
- On Saturday, October 24, Adult Services Librarian Edmund Balzer and I handed out candy and other library treats at the MG Park District Trunk or Treat Halloween event.



### Events/Programs/Meetings

All Staff meetings	October 2, 23
CCS Governing Board meeting	October 14
CCS Long Range Planning Committee	October 5
Department Manager meetings	October 14, 21, 28
ECC Executive Committee meeting	October 21
HR Source: Library Roundtable	October 7

HR Source: Unemployment Update      October 27

Library Board of Trustees Regular Mtg      October 8

Local Directors Check-in meetings      October 13, 27

OSG Update/Project review meeting      October 23

Besides 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 Adult Services October Report

Melissa Mayberry, Interim Adult Services Manager

As part of the Morton Grove Complete Count Committee, the Library had planned programs, outreach, and in-house support for the 2020 Census. The Covid-19 pandemic disrupted much of these efforts, but we were still able to publicize the census with a virtual exhibit, online trivia, promotional materials in the library and social media posts. The Census Bureau has published the final numbers on self-response rates in each census tract. Illinois saw a 1.28% increase across the entire state, with a self-response rate of 71.4%. Morton Grove had a total increase of 6.89% for a self-response rate of 85.3%.

## Programming

This month we offered 22 programs with 300 attendees. Here are some of the standout programs:

Hops @ Home had 50 participants, learning about beer alongside the owner and brew master of Sketchbook Brewery. Participants had the opportunity to purchase a "Library Sample" from the brewery, so they could follow along with the tasting.

A new ongoing program, Exploring Spices had a great start with 14 patrons, attending and discussing the featured spice, Chinese 5 Spice. A small sample of the spice was available for patrons to pick up and use before the program. Almost every patron who attended had made something with the spice and shared what recipes they made, how they worked out, and what they will do with the spice in the future.

In response to the death of Ruth Bader Ginsburg, we arranged the "pop-up" program, Supreme Court Nomination: What Comes Next? Two College of DuPage professors discussed the Supreme Court nomination process, with an emphasis on recent nominations and its political context. Although we had limited time to promote the program, we had 9 patrons attend this timely presentation.

In addition to our always popular weekly Chair Yoga, we are now also offering Tai Chi twice a month. This online program is a great alternative for those looking for something a bit more challenging.

Finally, we had an extremely successful Take & Make Craft that was for both Adults and Teens. We gave out over 60 kits to make a Macrame Hanging Planter. Patrons commented on how happy they were to have a fun, easy craft to do at home.

## Together Morton Grove

In October we unveiled a new initiative, Together Morton Grove, in response to the pandemic. Our goal with this program is to bring support and encouragement to the members of our community with a variety of activities. In October we had:

### Simple Embroidery Project

Create an embroidered gift at home for a friend or loved one. This take-home craft was so popular that the kits were gone in a week. We created a waitlist and assembled a second batch of kits. All together, we gave 60 kits to patrons.



## Cards of Kindness

Spread joy around the community by encouraging MGPL patrons to send uplifting and caring messages to senior community members. The creativity and effort that our patrons have put into the cards has been amazing. We have received over 75 cards and have begun distributing to seniors.

## E-Resources

This month we began a series of videos called Digital Spotlight. These weekly short videos showcase our online resources by focusing on a specific feature in one of our databases, such as Setting up Your Personal Newsstand in PressReader. The videos can be found on our YouTube page and are promoted on Facebook.

## Outreach

Homebound delivery is more important than ever. This month we delivered 143 items in 20 visits

## Website-Related Projects

### Blogs:

- Spread Joy Around Our Community with 'Together Morton Grove'
- Spice Up Your Cooking with AtoZ Food Databases

### Book Rivers and Record Sets:

- Horror Reads for Halloween
- Is It Fake?
- New YA Releases
- Books to Inspire Costumes
- Chills and Thrills
- Voting

### Book Displays:

- National Hispanic Heritage Month
- Feel Good Fiction
- Classic Horror
- Trees in Fiction
- Killer Thrillers

### Continuing Education/Meetings/Webinars

- Edmund attended a NWWAN meeting
- Mark attended an AVID meeting
- Cailyn attended a YALD meeting
- Cailyn attended Getting Hit On By Customers: Women (and Men) Share Their Tools for Stopping Unwanted Attention" by Ryan Dowd
- Cailyn, Bob, and Mark attended Illinois Library Association (ILA) 3-day virtual conference
- Edmund and Rebecca started a three-week Library Journal class "Equity in Action" for conducting a diversity audit on the collection
- AS staff also attended AS meetings and All Staff meetings



**MGPL Circulation Services**  
**October 2020 Report**  
Jeffrey Ray, Circulation Services Manager

**Patrons:**

- **338 new patron cards registered**

**Staff:**

- Worked with YS School Liaison Librarian Brittany Drehobl to create almost 300 library cards for students in the Golf School District.
- 10/8 Attended Webinar “Collections and Facilities: Caring for Your Resources During COVID-19”.
- 10/9 Attended LACONI Zoom meeting with other Circulation Managers to discuss topics within circulation and relating to COVID.

**MGPL Facilities**  
**October 2020 Report**  
Ed Tamras, Facilities Manager

- Started moving desks, tables, and chairs to old computer lab or Baxter room as temp storage area.
- Removing drywall, drop ceiling tiles, and 1x1 acoustic ceiling tiles in certain YS areas per architects’ request.
- Johnson Controls did their sprinkler inspection report: tamper switch module needs replacing, waiting to hear from our Rep.
- A&J Service did the pit clean-out behind the YS bathrooms and rodded the east floor drain and vacuumed the blockage from the west floor drain.
- Daugherty Sales Inc. installed 2 new pumps behind YS bathrooms; one of the motor starters needs replacing, waiting for a quote.
- Getting a quote for elevator cab wall protectors by PSI for renovations.
- Weekly: drain the fire sprinkler system, drain water from the drinking fountains.
- Routine maintenance and custodial tasks, as necessary.

**MGPL Marketing & Engagement**  
**October 2020 Report**  
Chad Comello, Marketing & Engagement Manager

**Website/Calendar/Intranet**

- Karina worked on icons for Your Library at Home page
- Developed webpages for Civic Engagement with Adult Services
- Blog posts:
  - Kids Book Clubs Are Back! Here's How They Benefit You and Your Kids
  - Spice Up Your Cooking with AtoZ Food Databases
  - 7 Free Tools for Managing Remote & At-Home Early Childhood Education
  - Spread Joy Around Our Community with 'Together Morton Grove'

**Design**

- Began work on the December/January newsletter issue
- Karina and Bettina created event graphics for social media
- Karina designed stickers, created decoration, and put together giveaway bags for the Park District's Trunk or Treat event
- Karina put together design boards for the Youth Services Renovation display
- Bettina created monthly community flyers for posting at our Metra station shelf
- Bettina worked with Sarah on 1000 Books Before Kindergarten graphics and materials
- Karina helped Adult Services with handouts for embroidery kits and continued to print Cards for Kindness materials as needed

**Promotion**

- Sent weekly e-newsletters through Savannah
- Posted on social media accounts
- Bettina posted select events to Patch and Tribune Things to Do online calendars
- Created event posters and monthly calendars for in-library distribution

**Meetings/Training**

- Weekly meetings for the Marketing department, managers, and all staff
- 10/28 - myLIBRO admin training session
- 10/26-28 – Bettina attended Adobe After Effects Bootcamp

**MGPL Technical Services**  
**October 2020 Report**  
Helga Scherer, Technical Services Manager

**Staff Projects:**

- Staff are cataloging full time in the library
- Ongoing inventory project is ongoing:
  - Adult Fiction (3/4 done)
  - Adult Nonfiction (1/3 done)
  - YS Fiction (completed)
  - YS nonfiction
- Work continued with tagging TV series DVDs with RFID Stingrays

**Department Head Projects:**

- Met with AS staff to discuss new items for the Library of things collection
- Worked with Cengage rep to reconfigure Large Print standing order profile
- Ongoing planning re: clearing out the storage area in the basement, providing staff office area for Marketing department, and YS staff during renovations
- Review of Serving Our Public

**Meetings**

- Weekly manager's meetings
- Weekly staff meetings
- 10/14 SCRAP meeting

11/02/2020

**Morton Grove Public Library**  
**Monthly Tech Statistics**  
**For 10/2020**

**Number Of Items**

Count of physical item records at beginning of 10/2020	257,034
Minus Item records physically deleted	1,436
Plus Item records physically add	1,921
Count of physical item records at end of 10/2020	257,519
Minus RecordStatus = Deleted	2,307
Minus ItemStatus = On-Order	690
Minus ItemStatus = Withdrawn	460
Minus ItemStatus = In-Process	394
Available Items at end of 10/2020	253,668

## MGPL Youth Services October 2020 Report

Courtney Schroeder, Youth Services Manager

This month, the YS team began preparations for moving into our new temporary workspace up on the 2<sup>nd</sup> floor. We spent a lot of time weeding through program supplies, craft supplies, and extra things that seem to just accumulate over time in our workspaces. Everyone in youth services is really excited about the new space and feel it will allow us to serve patrons better. Now that we are advertising the renovation more, we hear from a lot of patrons who are very excited as well.

### Programming

In October, we provided 45 programs for an audience of 2216 people/families. Again, Zoom program attendance numbers are taken from actual attendance at the Zoom event. Facebook program attendance numbers are taken from 'views' as of the end of the month. This means that Facebook programs will appear to have many more participants as patrons can watch at any time and it also means that Facebook programs at the beginning of the month will likely have many more views than those toward the end of the month simply because they've been available longer.

Although it was disappointing to not be able to have trick-or-treating in the Library, our annual Halloween storytime in costume, or provide storytime/entertainment at the annual Fall Fest at the park district, we sure did have a blast as Sarah's **Boo! It's Halloween** storytime attracted 52 people (nearly all of the kids in fun costumes) and Pam and Edmund connected with families at the park district's drive-through Trunk or Treat event.

We hit another milestone with our **STEMonade Stand** this month as we surpassed 2000 kits given out. This month, we gave out 452 STEM projects including the crystal spider and a fun catapult.

This month Jess and Brittany held a virtual **Diary of a Wimpy Kid** release party as the latest book was released at the beginning of the month. We didn't let the pandemic get in the way of our annual fun – this year's program featured a video of that day's cleaning of the toilet pits (EW!!!) - the kids LOVED it and they ended up spending almost a quarter of the program talking about it. Five kids won a copy of the book, which they were eager to get their hands on.

With our **1000 Books Before Kindergarten** program off to an awesome start (61 kids are already signed up), Sarah held her first 1000 Books storytime. She will continue these every other month throughout the year as a special incentive for kids in the program and it allows her to bring attention to kids who are meeting the 100-book milestones and encourage them to continue reading.

### Outreach

This month, Brittany worked with School District 67 to get 286 Library cards to students in Hynes and Golf schools. She already has worked to get District 70 (Park View) to put a library card on the school supply list, and we work with Skokie Public Library to get cards to kids in District 69. So far this year, that accounts for almost 400 students receiving Library cards. We continue to support the schools and their teachers as best we can. Heading into the colder months means that we won't be able to visit with

school classrooms outside, but Debbie was able to squeeze in a visit to Sunny Bunny in their backyard again this month. We hope for unusually warm weather to stick around so that we can continue to visit with classes. In addition, we filled one book bag request with 48 items.

### **Professional Development/Training/Meetings**

In October, the Youth Services staff virtually attended the following professional development and training meetings in addition to the two all-staff Friday meetings:

- Debbie attended the week-long Children's Music Network conference
- Brittany and Sarah attended the virtual ALSC (Association of Library Services to Children) Institute
- Debbie, Courtney, Natalie, and Sarah all watched the SECE Lifting Up Early Childhood event about the impact of racism and racial injustice on early learning environments
- Amy watched one of Laurie Berkner's Music in the Classroom webinars
- Brittany is participating in a 5-week long training through ALA called, Resilient Together about partnering with schools
- Sarah and Debbie attended the RAILS webinar, Zoom Storytime Basics
- Debbie attended the RAILS Preschool Partnerships networking meeting
- Jess attended the RAILS SNAILS (special needs services) board meeting
- Brittany attended the School Library Journal Virtual Summit: Culture Shifts
- Debbie attended virtual meetings of the Early Childhood Alliance and met with two residents to propel the Advocate Literacy Committee during the pandemic.

11/02/2020

**Morton Grove Public Library  
Monthly Statistics  
For 10/2020**

*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>*

<b>Transaction Type</b>	<b>Transaction SubType</b>	<b>NUMBER OF PATRONS ITEMS TRANSACTIONS</b>
Checkins at your stations	Leap Check in	12927
Checkins at your stations	Checkin Leap In Hous	602
Checkins at your stations	Quick Check in	8
Checkins at your stations	Normal	8
Checkins at your stations	Self Check in	3
	Total Checkins	13548
Checkouts at your stations	Leap Checkout and Renewal	7080
Checkouts at your stations	Self check Check out	5140
Checkouts at your stations	Circ Checkout and Renewal	53
	Total Checkouts	12273
Renewals at your stations	Auto-renewal	10133
Renewals at your stations	Power PAC Renewal	463
Renewals at your stations	Leap Checkout and Renewal	360
Renewals at your stations	Self check Check out	60
Renewals at your stations	Third party renewal	4
	Total Renewals	11020
Number of your Library's items checked out system-wide		12746

Number of your Library's unique items checked out system-wide		12108
Holds Placed through your interface		3301
Holds placed for/by your patrons		3425
Holds Held		3287
Holds Located		0
Holds Checkedout		3130
Holds Expired		6
Holds Cancelled		422
Holds Unclaimed		318
Number Of Items Currently Out		13320
Existing "MortonGrove" patron received new barcode		28
Patron Expiration Date Extended More Than 30 Days:		1694
Count of physical patron records at beginning of 10/2020		12518
Minus Patron records physically deleted		208
Minus Patron library was changed from "MortonGrove" to some other CCS librar		8
Plus Patron records physically added		338
Plus Patron library was changed from some CCS library to "MortonGrove"		14
Count of physical patron records at end of 10/2020		12654
Minus In-House and Test Cards		14
Minus Expired Cards		3081
Unexpired Patrons on file		9559
Leap Registration	Patron Lib=MortonGrove	338
Leap Registration	Patron Lib=CCSL	9
Pac Registrations from 10/2019 thru 09/2020 - All		1
Pac Registrations from 10/2019 thru 09/2020 - Converted		0
Pac Registrations from 10/2019 thru 09/2020 - Conversion Rate		0.00%

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**10/2020 - 10/2020**

*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 Library
2. Intra-CCS - To CCS Libraries
3. Other Ill. - To Other Libraries or Systems in Illinois
4. Outside Ill. - To Libraries Outside of Illinois
5. Total - 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

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	3,170	304	48	3,522	3.45	4.88
Cary	1,630	89	17	1,736	2.97	2.51
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	2	2	2	6	3.02	0.00
Des Plaines	5,263	383	370	6,016	5.56	8.10
Ela	3,661	121	0	3,782	3.41	5.64
Evanston	2,862	0	0	2,862	7.67	4.41
Fox River Valley	3,189	82	22	3,293	2.91	4.91
Fremont	2,431	60	16	2,507	1.98	3.74
Glencoe	3	58	12	73	2.28	0.00
Glenview	3,738	180	91	4,009	5.23	5.76
Grayslake	3,136	137	95	3,368	3.19	4.83
Highland Park	2,003	109	48	2,160	4.17	3.08
Huntley	2,391	65	4	2,460	2.83	3.68
Indian Trails Public Library	2,370	199	4	2,573	3.34	3.65
Lake Forest	2	0	0	2	3.13	0.00
Lake Villa	2,523	77	14	2,614	2.87	3.88
Lincolnwood	1,517	29	5	1,551	2.02	2.34
McHenry	2,081	3	0	2,084	2.65	3.20
Morton Grove	1,931	39	0	1,970	3.50	2.97
Niles	3,877	15	10	3,902	5.18	5.97
Northbrook	2	7	6	15	4.81	0.00
Palatine Public Library	4,984	135	0	5,119	4.38	7.67
Park Ridge	2,506	72	70	2,648	3.45	3.86
Prospect Heights	1,849	23	18	1,890	2.43	2.85
Round Lake	1,925	50	58	2,033	3.42	2.96
Wilmette	3,412	112	56	3,580	5.18	5.25
Winnetka-Northfield	1,128	40	5	1,173	1.64	1.74
Zion-Benton	1,366	74	40	1,480	3.35	2.10
<b>Total</b>	<b>64,952</b>	<b>2,465</b>	<b>1,011</b>	<b>68,428</b>	<b>100.00</b>	<b>100.00</b>

## October 2020

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>23</b>	<b>420</b>
Between The Line book discussion (Phone)	1	9
Book Chat (Online)	1	3
Take & Make Craft: Macrame Hanging Planter	1	74
Together Morton Grove: Simple Embroidery	1	60
Book A Librarian Tech Help	2	2
Secret Chicago (Online)	1	14
Hops @ Home (Online)	1	50
Watercolor Basics (Online)	1	13
North of Chicago: The History of Black Communities (Online)	1	5
Supreme Court Nomination: What Comes Next? (Online)	1	9
Understanding Medicare (Online)	1	9
Excel Q&A (Online)	1	2
Intro to Word 365 (Online)	1	5
Exploring Spices: Chinese Five Spice (Online)	1	14
ESL Conversation Group (Online)	1	2
Tai Chi (Online)	2	35
Chair Yoga (Online)	4	107
Meditation (Phone)	1	7
<b>Teen Programs</b>	<b>0</b>	<b>0</b>
<b>Youth Programs</b>	<b>45</b>	<b>2216</b>
1000 Books Before Kindergarten Storytime (Zoom)	1	39
Apples & Pumpkins (Zoom)	1	9
Bedtime Stories & More (Facebook Live)	1	56
Boo! It's Halloween Storytime (Zoom)	1	52
Book Bash	1	2
Brain Bytes (YouTube)	1	84
Chess Academy (Zoom)	1	14
Crafty Saturday	1	35
Creative Writing Crew (Zoom)	1	2
Cuddle Bugs (Zoom)	1	12
Diary/Journal Workshop (Zoom)	1	1
Diary of a Wimpy Kid Book Release Party (Zoom)	1	24
Drama Club (Zoom)	1	6
Escape Room (Zoom)	1	7
Family Engineering Night (Zoom)	1	7
Family Yoga (Zoom)	1	15
Famished for Fiction (Zoom)	1	1
Firefly Theater Production (Zoom)	1	87

Folk & Fairy Tales (Facebook Live)	1	103
Jr. Escape Room (Zoom)	1	6
Kids in the Kitchen: Soups On!	1	157
LEGO Builders (Zoom)	1	7
Listen Up (Facebook Live)	4	527
Preschool Storytime (Zoom)	3	42
Scratch 'n Code (Zoom)	1	8
STEMonade Stand	1	452
Storytime on the Lawn	2	14
Stroller Brigade	1	2
Toddler Time (Zoom)	3	28
Tots Dealing with Big Feelings (Zoom)	1	4
Tween Survival Club (Zoom)	2	1
Wee Read (Facebook Live)	5	412
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>1</b>	<b>11</b>
Sunny Bunny	1	11
<b>Adult/Teen Services</b>	<b>1</b>	<b>14</b>
LitLounge (Online)	1	14



**2020 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>REFERENCE</b>															
<b>Adult</b>															
Technology and Reference	1,322	1,301	610	86	76	532	844	1,235	1,075	1,019			<b>8,100</b>	15,496	1,460
Directional/General Library Info	1,443	1,227	484	151	199	1,075	1,197	1,248	986	1,157			<b>9,167</b>	12,044	1,310
Reading Program	0	0	0	0	2	14	1	1	0	0			<b>18</b>	434	
<b>Youth</b>															
Technology and Reference	574	672	422	5	3	63	126	313	454	418			<b>3,050</b>	6,401	597
Directional/General Library Info	510	418	184	0	12	226	72	157	118	170			<b>1,867</b>	4,532	443
Reading Program	100	0	0	0	0	1135	12	0	0	49			<b>1,296</b>	3,984	0
<b>Circulation</b>															
General Info	102	106	41				15		40	43			<b>347</b>	1,958	81
Directional	86	83	36				20		43	48			<b>316</b>	819	100
<b>TOTAL</b>	<b>4,137</b>	<b>3,807</b>	<b>1,777</b>	<b>242</b>	<b>292</b>	<b>3,045</b>	<b>2,287</b>	<b>2,954</b>	<b>2,716</b>	<b>2,904</b>	<b>0</b>	<b>0</b>	<b>24,161</b>	45,668	3,991
<b>INTERLIBRARY LOAN (ILL)</b>															
	See attachments from CCS for MGPL statistics.														
<b>OUTREACH</b>															
Offsite Visits	42	41	28	0	0	0	0	0	0	1	1		<b>113</b>	253	40
Audience	963	1,263	721	0	0	0	0	0	0	10	11		<b>2,968</b>	6,789	1,003
In Library Visits	5	1	0	0	0	0	0	0	0	2	0		<b>8</b>	22	4
Audience	131	23	0	0	0	0	0	0	0	31	0		<b>185</b>	608	125
School Deliveries	4	6	7	0	0	0	1	2	1	1			<b>22</b>	35	4
Items	70	79	116	0	0	0	23	45	28	48			<b>409</b>	913	88
Homebound Deliveries	23	15	8	0	0	0	20	17	23	20			<b>126</b>	216	22
Items	156	113	44	0	0	0	140	164	158	143			<b>918</b>	1,417	161
<b>TECHNOLOGY/INTERNET USE</b>															
<b>Public Access computers</b>															
Sessions	1,166	1,114	633	0	0	0	142	325	345	419			<b>4,144</b>	13,006	1,161
Total time (hrs)	1,629	1,044	450	0	0	0	80	198	186	238			<b>3,825</b>	11,080	1,007
<b>AWE Early Learning computers</b>															
Sessions	480	402		0	0	0	0	0	0	0			<b>882</b>	4,986	469
Total time (hrs)	160	141.4		0	0	0	0	0	0	0			<b>301.4</b>	1,674	161
<b>Public Scan Stations</b>															
Scans	2,627	2,724	1,408	0	0	0	100	1,322	3,934	3,582			<b>15,697</b>	20,224	1,271
Faxes (pages)	42	66	49	0	0	0	3	81	69	44			<b>354</b>	1,135	84
<b>Public WiFi Use</b>															
	Unable to obtain at this time.														
<b>Tablet/Laptop/Hotspot Checkouts</b>															
	See attachments from CCS for MGPL statistics.														

**2020 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Website Visits															
mgpl.org	10,658	9,943	10,353	6,590	6,393	12,212	12,461	10,933	10,847	11,707			<b>102,097</b>	74,449	9,651
Databases/Online Resources															
Sessions	820	720	884	1,000	769	985	1,003	1,641	1,404	1,519			<b>10,745</b>	10,609	1460
Searches	2,858	3,516	5,539	4,791	4,991	3,577	6,679	3,879	2,683	4,606			<b>43,119</b>	24,443	2607
<b><u>LIBRARY PROGRAMMING</u></b>															
Adult															
Number of Program Sessions	56	55	25	12	22	8	13	14	19	24			<b>248</b>		
Total Attendance	521	602	155	1,385	1,305	137	176	175	198	434			<b>5,088</b>		
Teen															
Number of Program Sessions	4	5	1	0	0	0	0	1	1	0			<b>12</b>		
Total Attendance	28	73	4	0	0	0	0	31	0	0			<b>136</b>		
Youth															
Number of Program Sessions	68	67	26	7	12	28	39	34	36	45			<b>362</b>		
Total Attendance	1,161	1,462	372	1,938	1,920	3,161	3,338	2,067	2,038	2,216			<b>19,673</b>		
Library-wide															
Number of Program Sessions	0	0	0	0	0	0	0	0	0	0			<b>0</b>	0	0
Total Attendance	0	0	0	0	0	0	0	0	0	0			<b>0</b>	0	0
<b><u>MEETING ROOM USAGE</u></b>															
Activity Room															
Library	59	64	28	0	0	0	0	0	0	0			<b>151</b>	559	63
Outside Use	0	0	0	0	0	0	0	0	0	0			<b>0</b>	0	0
Baxter Room															
Library	21	24	9	0	0	0	0	0	0	0			<b>54</b>	288	29
Outside Use	1	3	4	0	0	0	0	0	0	0			<b>8</b>	18	3
Cooperman Room															
Library Use	15	26	7	0	0	0	0	0	0	0			<b>48</b>	277	30
Outside Use	3	2	0	0	0	0	0	0	0	0			<b>5</b>	6	0
<b><u>STUDY ROOM USAGE</u></b>															
Reservations	390	441	164	0	0	0	0	0	0	0			<b>995</b>	2,620	335
Total time	853	923	359	0	0	0	0	0	0	0			<b>2,135</b>	5,721	727
<b><u>OTHER/MISCELLANEOUS</u></b>															
Volunteer Hours															
Adult	149	167	71	0	0	0	0	0	0	0			<b>386</b>	1,640	174
Teen	12	13	16	0	0	0	0	0	0	0			<b>41</b>	458	19

**2020 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>SOCIAL MEDIA</b>															
<b>Facebook</b>															
posts	33	29	41	54	61	66	67	76	63	69			559	349	
total page likes as of 1st of the month	1,842	1,847	1,867	1,882	1,896	1,915	1,927	1,937	1,951	1,960			n/a	n/a	1,829
post likes/shares/comments	1,170	568	1,159	953	996	1,086	773	649	453	370			8,177	14,990	
<b>Twitter</b>															
posts	27	25	31	41	39	50	51	55	50	51			420	301	
total followers as of the 1st of the month	673	678	689	692	693	689	693	690	693	694			n/a	n/a	662
profile visits	60	33	112	69	42	116	152	56	17	38			695	1,365	
mentions	4	3	17	6	1	17	13	5	8	4			78	84	6
<b>Instagram</b>															
posts	14	12	17	26	22	29	26	28	28	30			232	178	
total followers as of the 1st of the month	679	700	744	765	789	812	834	851	873	892			n/a	n/a	630
likes/comments	300	168	384	605	260	613	355	392	419	508			4,004	3,140	
<b>YouTube</b>															
videos	0	0	1	11	9	7	6	6	3	7			50	2	1
views	0	0	17	491	194	159	101	136	71	194			1,363	40	33

10 November 2020

**TO: RAILS**

**FROM: Deirdre Brennan**

**SUBJECT: Reduction of Quarantine for items in RAILS delivery**

RAILS staff have continued to monitor the updated information coming from the REALM study. The most recent results ([Test 5 and the Literature Review](#)) were released on October 14<sup>th</sup>. RAILS also continues to monitor the developing infection rates throughout our Illinois service area and guidance released by the Illinois Department of Public Health (IDPH) and other public health agencies.

The response of the literature review, as well as [a recent review of the REALM data by qualified staff from the Oregon Department of Health via the Oregon State Library](#) has led RAILS to determine that a shorter quarantine time for delivery materials is an appropriate response. After a careful review of this information, as well as our ongoing understanding of the most likely ways that the current iteration of the COVID-19 virus is transmitted, **RAILS is reducing the quarantine requirement for materials moving through delivery to 3 days (72 hours) effective Tuesday, October 27.**

The REALM literature review, which compared the results of the REALM study data with more than 500 scholarly articles that also study the COVID-19 virus, noted some important considerations for the information included in their study. As has been noted in other studies, the most likely way of transmitting COVID is through direct contact through people and through droplets passed between people. While there is a possibility of transmission through fomites, or infected objects, the risk is understood as considerably lower than person to person transmission. Other environmental conditions like air flow and quality, humidity, and temperature can also be a significant factor when it comes to how long the virus can survive on objects.

The most important tools for prevention and decontamination remain social distancing, hand washing and proper hygiene, mask and PPE usage, and when possible, fresh air and open spaces.

The Illinois State Library and State Archives have reached out to the Illinois Department of Public Health in hopes that they could help to issue guidance around the quarantine of library materials. They have not yet issued a response, but we are hopeful that some additional guidance could be offered in the future.

All of these factors played a part in RAILS' decision to move to a three day (72 hour) quarantine. This interpretation of the REALM results may differ from libraries' current practices, which are informed by local decisions about how best to protect their communities. Our recommendation when determining your own practice around handling and circulating materials safely is to continue to do so in consultation with local public health professionals and updated information as it becomes available.

Thank you for your continued attention and dedication to your library staff and communities during these times of uncertainty. We will continue to provide you with the best information and recommendations that we can.