



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT**

**November 2020**

**Pam Leffler, Executive Director**

**Administration**

Due to a dramatic increase in the number of COVID-19 cases and the Governor's order that the entire State of Illinois enter Tier 3 mitigations, the library once again closed the building to the public on Wednesday, November 18. We continue to offer virtual and telephone services and programs. Curbside service has been enhanced so is now available everyday of the week during the following hours:

Monday – Thursday	10 a.m. – noon; 2 – 4 p.m.; 6 – 8 p.m.
Friday – Saturday	10 a.m. – noon; 2 – 4 p.m.
Sunday	2 – 4 p.m.

At this time, I anticipate that the library will remain closed to the public through the holidays, and I do not plan on reopening until at least mid-January, depending on cases and direction from the Governor, IDPH, and the Cook County of Public Health. As stated last month, we are seeing an increase in the number of staff that have had to self-quarantine due to contact with someone diagnosed with COVID and not because s/he has been personally diagnosed. 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. We have adopted a near universal mask mandate (wearing of masks always required when anyone is in the building unless they are eating or are alone in an office or designated space) which I believe has been instrumental in keeping our staff safe.

**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 Perkunas.
- Jason has scheduled several pre-bid meetings on Wednesday, December 9 and Thursday, December 10 for interested subcontractors. All meetings will follow the guidelines outlined in the Tier 3 mitigations in the Restore Illinois plan. Everyone in the building is required to be correctly wearing facial covering(s) at all times.
- The line of credit loan from Fifth Third bank has officially been approved. I am working with bank personnel and library counsel to finalize the closing documents.
- We continue to receive positive feedback from our patrons about the upcoming renovation.

## Personnel

- Administrative Assistant Theresa Darga's last day was November 4. Since then, Bridget Rakowski, staff accountant with Sikich, has been out twice to pay invoices and prepare the monthly financial documents. While Bridget is still figuring out some of our internal procedures, this has gone very smoothly. After the holidays, I do still intend to hire an administrative assistant though with slightly different job responsibilities. In the interim, it is just me in the Admin office! Staff have stepped up and offered to help when and where they can, for which I am very appreciative.
- Health insurance and flex spending account open enrollment for 2021 went smoothly.
- The last payroll of 2020 runs from December 6 – December 19 with a final pay date of December 23 (earlier than usual due to the Christmas holiday). I will make changes to employee payroll records (pay, benefits, IMRF rate, etc.) for 2021 between December 24, 2020 and January 3, 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 per capita grant application due date has been pushed back from January 15, 2021 to March 15, 2021. This year we are required to review, in its entirety, the new edition of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. I have included a PDF of the latest edition in your packets for you to review. I have already begun reviewing all of the standards and discussing them with the department managers to determine what areas in which we still need to improve. We will be discussing in further detail at upcoming board meetings.
- The check register in the monthly financial reports will be a bit off for the next couple of months due to the time of the month that Bridget (Sikich accountant) is at the library. You will notice that for November you are only seeing checks written through the first part of the month. Invoices that came in and that were paid the second half of the month were not posted until December so those checks will show up on the December register. All other financial reports reflect the full month. The lag in the check register will continue as long as Bridget's second bi-weekly visit of each month takes place early in the following month.
- Now that we are approaching the end of the year and the expiration of FFCRA benefits, I wanted to have policy and procedures in place to discourage staff from coming into work while sick. To that end, I am suggesting the creation of a temporary sick leave policy that gives some paid time off to our non-benefit eligible staff. That policy draft is included in your November Board packets. The Board passed a resolution earlier in the year that did something similar but that resolution was superseded by the FFCRA.
- I had our annual review meeting with Impact Networking (copiers and supplies) early in November. After review of copier and printer usage, we were able to renegotiate the contract which will save us approximately \$400/month.
- I began preparing documentation for the preliminary fieldwork for our annual audit. So far, despite not having an administrative assistant, this has gone smoothly. The preliminary fieldwork is due December 11.
- As mentioned above, we have received official approval of the line-of-credit loan from Fifth Third Bank.

## Facilities

- We continued moving staff and collections in preparation for the YS renovation. This will be ongoing for the next few months.

- Closing the building to the public allowed Facilities staff to do some additional deep cleaning and spot carpet cleaning.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

**Miscellaneous**

- With the entire state of Illinois moving to Tier 3 mitigations, the Niles Township agencies restarted the bi-weekly Niles Township Administrator meetings.
- I attended a refresher meeting on 10 Tips for Complying with FOIA on November 10. In early December I will be attending a refresher meeting on Complying with the Open Meetings Act.

**Events/Programs/Meetings**

All Staff meetings	November 18
CCS Executive Committee	November 11
CCS Long Range Planning Committee	November 1
Coming Together Executive Committee	November 5, 24
Department Manager meetings	November 4, 16
ECC Executive Committee meeting	November 11
HR Source: Library Roundtable	November 7
Library Board of Trustees Regular Mtg	November 12
Local Directors Check-in meetings	November 24
Niles Township Administrators	November 17
North Suburban Library Directors	November 9, 12
RAILS: 10 Tips on Complying with FOIA	November 10
RAILS: Accidental Facilities Manager	November 10

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 November 2020 Report**

Melissa Mayberry, Adult Services Interim Manager

### **Programming**

This month we presented 16 programs with 294 attendees. We continue to offer popular and essential programs such as meditation, chair yoga and tai chi. We are also seeing good attendance with unique presentations such as Eating Beautiful: Grazing Boards & Platters. Programming during these unique times is challenging and we strive to provide entertaining and meaningful programs for the community.

### **Together Morton Grove**

We have had a terrific response with the Cards of Kindness. Close to 200 cards have been completed and returned to the library. It has been amazing to see the creativity and words of inspiration that our community have put on these cards. Cards were distributed to the residents of Bella Terra Morton Grove and The Auberge at Orchard Park twice in the month of November. We will continue to have cards available and plan on distributing to the Homestead in December.

### **E-Resources**

There were 4 new Digital Spotlight videos created this month. These engaging short videos are posted weekly on Friday and give our patrons a quick look at specific uses for our digital resources.

### **Outreach**

With the changes in Library services, homebound delivery was suspended on November 18. There were 7 visits delivering 59 items the before closing.

### **Website-Related Projects**

AS staff compiled "best of" lists for the annual Gift Guide. Covering books, music, movies, and video games this guide is a useful end of year resource for patrons looking for suggestions for gifts as well as ideas for what to check out from the library.

The new online Readers Advisory form, set to be announced in the Dec/Jan newsletter, was discovered, and filled out by two patrons in November. We are off to a great start as indicated by the feedback we received, "A special thanks goes to Rebecca Hayes. I completed a book recommendation request to find books for my father, and her suggestions made him very happy!"

A new webpage, Civic Engagement went live in November. This page provides resources curated by AS and YS staff on multiple topics. We hope that these resources will be a starting point for exploration and discussion of these topics, and we are planning programs to support these issues.

### **Blogs:**

- [Gobble Up These Cookbooks This Thanksgiving](#)

### **Book Rivers and Record Sets:**

- [Native American Heritage Month](#)
- [Veteran Stories](#)
- [At Home DIY](#)
- [15 Page Turners for When You Need a Break From the News](#)
- [New YA Releases](#)

- Transgender Awareness
- Books That Inspire Change

#### **Displays**

- Get Cooking
- Turning Back the Clock
- Surprises in History

#### **Continuing Education/Meetings/Webinars**

- Edmund attended CALVAN meeting
- Edmund attended NWVAN meeting
- Edmund and Rebecca completed a three-week Library Journal class “Equity in Action” for conducting a diversity audit on the collection
- Cailyn attended YALD meeting

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

**Patrons:**

- 44 new patron cards registered

**Staff:**

- 534 Curbside Appointments filled
- After the Board approved the elimination of library card expiration dates last month, staff began checking our patron accounts against the National Change of Address database to clean up our patron records.

**MGPL Facilities Services**  
**November 2020 Report**  
Ed Tamras, Facilities Manager

- Finished removing drywall, drop ceiling tiles, and 1x1 acoustic ceiling tiles in certain areas of the lower level per architects' request
- Motor starter update: Purchased a used motor starter for the YS pump, working well and monitoring the pump. Daugherty Sales did submit a quote for a new starter. The cost was fairly high though we will consider if needed in the future
- The HVAC motor blower for YS workshop area went bad. Midwest Mechanical replaced the motor at no cost, covered by agreement plan
- 11/18: Library closes to patrons: extra cleaning in library, carpet spot cleaning/shampooing
- Replaced the thermostat in the garage as the garage heater was continuously ON even when turning the thermostat to lowest point
- Weekly: drain the fire sprinkler system, drain water from the drinking fountains
- Routine and ongoing maintenance and custodial work, as necessary

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

**Website/Calendar/Intranet**

- Finalized content and graphics for Civic Engagement at [mgpl.org/civics](http://mgpl.org/civics) and Winter Reading Program at [mgpl.org/winter](http://mgpl.org/winter)
- Launched webpage and webform for Book Picks at [mgpl.org/book-picks](http://mgpl.org/book-picks)
- Began developing webpage for forthcoming mobile app and Book Picks for Kids
- Blog posts:
  - Gobble Up These Cookbooks This Thanksgiving
  - We're Renovating the Youth Services Department! Here's What to Expect

**Design**

- Finished layout of the December/January issue of the newsletter
- Karina and Bettina created event graphics for social media
- Bettina created the first StoryWalk signs for the December book
- Bettina and Karina designed Winter Reading Program materials, including a Bingo card, book recommendation handouts, and graphics for the newsletter and website
- Karina finalized and installed the YS Renovation display
- Karina assembled the 2020 Holiday Gift Guide
- Karina worked with Adult Services on Community Art Project, Pandemic Postcards materials, and graphics for Finals Stress Kits and Senior Activity Kits
- Karina put together design boards for the Youth Services Renovation display
- Bettina created monthly community flyers for posting at our Metra station shelf

**Promotion**

- Sent weekly e-newsletter 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
- November 4-6: Chad and Bettina attended virtual Library Marketing & Communications Conference live and on-demand
- November 6: Chad attended Recharge Committee meeting

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

**Projects**

**Staff Projects:**

- Staff are cataloging full time in the library
- Inventory project is ongoing
- Work continued with tagging TV series DVDs with RFID Stingrays

**Department Head Projects:**

- Cataloged and processed new additions to the Library of Things (20 items)
- Completed editing call numbers and processing of the YS CD collection (850 CDs). We are no longer using ANSCR (difficult for patrons) and using a simplified subject identifier on the label:
  - Classical
  - Lullabies
  - Soundtrack
  - Music
  - Holiday
  - Karaoke
- Similar categories will be used for the adult CD collection. This work will begin in December.
- Working with managers as needed to clear out storage areas in the basement and coordinating movement of staff to new office areas.
- Weeding and shifting of the large print collection was completed. This shift will allow us to accommodate the current teen collection on the east end of adult fiction. During the renovation of Youth Services, a small collection will be shelved in the original Teen Space.

**Meetings**

- Weekly managers' meetings



# MGPL Youth Services

## November 2020 Report

Courtney Schroeder, Youth Services Manager

This month, the Youth Services team worked hard to get patrons signed up for Family Reading Night, to get patrons their books as the building closed to the public for the second time and held their first set of book clubs for the school year. Though we all completely understand why we had to close and believe it was the right call, it is still very hard not to interact with patrons in person on a regular basis; it's our favorite part of our jobs! We are encouraged by the number of families taking advantage of the curbside pickup and calling in for recommendations.

### Programming

In November, we provided 36 programs for 2199 people. As always, take note of the type of each program as Zoom program attendance numbers are taken from actual attendance at the Zoom event while 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.



As we all know, nothing is as it was last year, but that doesn't mean we aren't providing great opportunities for families to have fun. This year's **Family Reading Night** was a hit even though we closed the building mid-month. Families picked up bags either curbside or in person to read together at home on Thursday, November 19th. 230 people (55 families) participated in the fun.

This year's **Art Contest Reception** was held online, but because of that was able to be "attended" by 228 people throughout the month. The two winners of the contest were

so incredibly excited that one showed up within an hour after the announcement to claim her prize.

Our online **storytimes** continue to be well attended, both on Zoom and on Facebook. Not all libraries in the area are having the same amount of success with their online programming, so it's really exciting that our patrons continue to attend programs and support the Library as much as we try to support them.

Of all of our programs, it seems that the best attended on Zoom are Amy's **LEGO builders**, where kids can show off their creations and challenge each other to a theme-related build, and the **Escape Room** programs. Jess has even been contacted by several local school districts and parents to help facilitate escape rooms for other groups in the community. In December, Jess will partner with a Girl Scout troop

for a program. We hope the community continues to have fun with us as we head into the colder months.

The **STEMonade Stand** continues to be a huge hit with our community as we sent out another 400 kits this month. In addition, Jess has been chosen to present on the STEMonade Stand at an Illinois Library Association webinar in January.

### **Outreach**

This month, Debbie and Brittany worked with the schools to provide support as they bounced from at-home learning to in-person and then back again. We know it's so hard for the schools, teachers, and for the families, so we are doing our best to make things a bit easier for them all. With such great weather earlier in the month, we were able to squeeze in one more outdoor, socially distanced visit with Jerusalem Lutheran's Kindergarten class. In addition, we filled one book bag request with 13 items.

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

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

- Brittany finished up her 5-week long ALA training series, Resilient Together about partnering with schools.
- Amy and Sarah watched one of Laurie Berkner (children's musician)'s Music in the Classroom webinars.
- Debbie attended a meeting of the Children's Music Network's Early Childhood Affinity sub-group.
- Sarah and Debbie attended the RAILS webinar, Zoom Storytime Basics
- Debbie attended the RAILS Preschool Outreach networking meeting
- Debbie attended virtual meetings of the Early Childhood Alliance and the Advocate Literacy Committee.

## November 2020

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>16</b>	<b>294</b>
Between The Line book discussion (Phone)	1	11
Book Chat (Online)	1	4
LitLounge: Neverwhere by Neil Gaiman (Online)	1	13
Eating Beautiful: Grazing Boards & Platters (Online)	1	17
Wills & Trusts (Online)	1	22
Storytelling @ MGPL: Love Makes the World Go 'Round (Online)	1	39
Cut the Cable Cord (Online)	1	14
Windows 10 Basics (Online)	1	6
Exploring Spices: Smoked Spanish Sweet Paprika (Online)	1	14
Tai Chi (Online)	2	31
Chair Yoga (Online)	4	115
Meditation (Phone)	1	8
<b>Teen Programs</b>	<b>0</b>	<b>0</b>
<b>Youth Programs</b>	<b>36</b>	<b>2199</b>
Art Contest Reception ( Facebook Live)	1	228
Bedtime Stories & More (Facebook Live)	1	80
Book Bash (Zoom)	1	3
Books & Beyond Bookclub	1	2
Brain Bytes (YouTube)	2	210
Chess Academy (Zoom)	1	21
Crafty Saturday	1	50
Drama Club (Zoom)	1	13
Escape Room (Zoom)	1	17
Family Engineering Night (Zoom)	1	8
Family Reading Night	1	230
Family Reads Bookclub (Zoom)	1	14
Family Yoga (Zoom)	1	5
Famished for Fiction (Zoom)	1	1
Folk & Fairy Tales (Facebook Live)	1	80
Jr. Escape Room (Zoom)	1	10
LEGO Builders (Zoom)	1	12
Listen Up (Facebook Live)	4	434
Mini Masterpiece (Zoom)	1	1
Mother-Daughter Bookclub (Zoom)	1	16
Preschool Storytime (Zoom)	3	38
STEMonade Stand	1	400
Toddler Time (Zoom)	3	20
Tots Dealing with Big Feelings (Zoom)	1	16
Tween Survival Club (Zoom)	1	1
Wee Read (Facebook Live)	3	289

<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>	<b>1</b>	<b>11</b>
Jerusalem Lutheran School	1	11
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
LitLounge (Online)		

12/01/2020

**Morton Grove Public Library  
Monthly Statistics  
For 11/2020**

*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	10882
Checkins at your stations	Checkin Leap In Hous	530
Checkins at your stations	Self Check in	8
Checkins at your stations	Quick Check in	2
	Total Checkins	11422
Checkouts at your stations	Leap Checkout and Renewal	6545
Checkouts at your stations	Self check Check out	3612
Checkouts at your stations	Circ Checkout and Renewal	11
	Total Checkouts	10168
Renewals at your stations	Auto-renewal	8960
Renewals at your stations	Power PAC Renewal	309
Renewals at your stations	Self check Check out	46
Renewals at your stations	Leap Checkout and Renewal	388
Renewals at your stations	Inbound Telephony Checkout	9
Renewals at your stations	Third party renewal	2
	Total Renewals	9714
Number of your Library's items checked out system-wide		10570

Number of your Library's unique items checked out system-wide		10226
Holds Placed through your interface		4245
Holds placed for/by your patrons		4559
Holds Held		4052
Holds Located		0
Holds Checkedout		3532
Holds Expired		1
Holds Cancelled		386
Holds Unclaimed		360
Number Of Items Currently Out		12773
Existing "MortonGrove" patron received new barcode		13
Patron Expiration Date Extended More Than 30 Days:		9746
Count of physical patron records at beginning of 11/2020		12654
Minus Patron records physically deleted		63
Minus Patron library was changed from "MortonGrove" to some other CCS librar		3
Plus Patron records physically added		44
Plus Patron library was changed from some CCS library to "MortonGrove"		6
Count of physical patron records at end of 11/2020		12638
Minus In-House and Test Cards		14
Minus Expired Cards		2824
Unexpired Patrons on file		9800
Leap Registration	Patron Lib=MortonGrove	44
Leap Registration	Patron Lib=CCSL	4
Pac Registrations from 11/2019 thru 10/2020 - All		1
Pac Registrations from 11/2019 thru 10/2020 - Converted		0
Pac Registrations from 11/2019 thru 10/2020 - Conversion Rate		0.00%

12/01/2020

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**11/2020 - 11/2020**

*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

Lending Library	Intra-CCS	Other Ill.	Outside Ill.	Total	Percent Held	Percent Intra-CCS
Algonquin	3,046	206	31	3,283	3.44	5.01
Cary	1,438	69	15	1,522	2.98	2.37
CCSL	3	0	0	3	0.00	0.00
Crystal Lake	10	1	1	12	2.98	0.02
Des Plaines	4,339	326	311	4,976	5.56	7.14
Ela	3,327	117	0	3,444	3.39	5.47
Evanston	2,672	57	24	2,753	7.65	4.39
Fox River Valley	2,751	49	12	2,812	2.92	4.52
Fremont	2,505	64	23	2,592	1.98	4.12
Glencoe	805	55	17	877	2.29	1.32
Glenview	3,482	164	99	3,745	5.25	5.73
Grayslake	3,027	91	62	3,180	3.18	4.98
Highland Park	1,955	77	45	2,077	4.17	3.22
Huntley	2,017	62	9	2,088	2.83	3.32
Indian Trails Public Library	2,301	120	45	2,466	3.34	3.78
Lake Forest	1,241	11	0	1,252	3.14	2.04
Lake Villa	2,631	68	14	2,713	2.88	4.33
Lincolnwood	1,510	16	3	1,529	2.02	2.48
McHenry	1,593	1	0	1,594	2.65	2.62
Morton Grove	1,775	25	0	1,800	3.50	2.92
Niles	2,917	4	5	2,926	5.18	4.80
Northbrook	3	2	1	6	4.82	0.00
Palatine Public Library	5,007	123	1	5,131	4.32	8.24
Park Ridge	2,192	88	94	2,374	3.45	3.61
Prospect Heights	1,690	20	26	1,736	2.46	2.78
Round Lake	1,431	35	49	1,515	3.42	2.35
Wilmette	2,897	95	45	3,037	5.17	4.77
Winnetka-Northfield	1,088	21	3	1,112	1.66	1.79
Zion-Benton	1,144	69	37	1,250	3.36	1.88
Total	60,797	2,036	972	63,805	100.00	100.00

**2018 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>CIRCULATION</b>															
<b>Adult/Teen</b>														<u>2019</u>	<u>Jan-19</u>
Books	See attachments from CCS for MGPL statistics.												0	n/a	n/a
CDs (music)													0	n/a	n/a
Audiobooks													0	n/a	n/a
DVDs/Blu-Ray													0	n/a	n/a
Videogames													0	n/a	n/a
Magazines													0	n/a	n/a
<b>Youth</b>														n/a	n/a
Books													0	n/a	n/a
CDs (music)													0	n/a	n/a
Audiobooks													0	n/a	n/a
DVDs/Blu-Ray													0	n/a	n/a
Videogames													0	n/a	n/a
Multimedia Kits													0	n/a	n/a
Magazines													0	n/a	n/a
<b>Downloads/Streaming</b>															
ebooks	1,553	1,377	2,058	3,445	3,341	3,316	2,854	2,541	2,167	2,181	2,188		<b>27,021</b>	14,810	1,408
eAudiobooks	1,105	919	1,157	1,442	1,406	1,335	1,302	1,204	1,213	1,224	1,300		<b>13,607</b>	9,523	881
Movies	594	334	896	1,294	1,346	1,125	944	866	842	687	801		<b>9,729</b>	3,947	365
Music	77	89	114	164	169	139	141	88	108	98	112		<b>1,299</b>	1,002	91
Magazines	118	73	130	189	199	235	202	151	144	184	226		<b>1,851</b>	1,035	114
<b>TOTAL</b>	<b>3,447</b>	<b>2,792</b>	<b>4,355</b>	<b>6,534</b>	<b>6,262</b>	<b>6,150</b>	<b>5,443</b>	<b>4,850</b>	<b>4,474</b>	<b>4,374</b>	<b>4,627</b>	<b>0</b>	<b>53,308</b>	30,317	2,859
<b>In House Use</b>	1,979	1,878					199	426	481	608	530		<b>6,101</b>	18,903	1,665
<b>COLLECTIONS</b>															
<b>Adult/Teen Collection</b>															
Books	53,467	52,463				52,270				53,489	53,066	53,147		n/a	54,751
CDs (music)	5,243	5,247				5,248				5,284	5,296	5,296		n/a	5,199
Audiobooks	1,979	1,985				1,996				2,031	2,039	2,041		n/a	1,952
DVDs/Blu-ray	9,594	9,676				9,713				9,934	9,951	9,728		n/a	9,603
Videogames	575	581				582				595	601	606		n/a	571
Laptops	5	5				6				7	7	7		n/a	7
Hotspots	20	20				20				20	20	20		n/a	19
Serials (Title count)	231	231				215				186	186	186		n/a	246
Microforms	209	209								209	209	209		n/a	209
Library of Things						6				33	43	64			n/a
<b>Youth Collection</b>															
Books	43,438	43,612				35,286				42,917	41,905	41,623		n/a	44,250
CDs (music)	827	828				829				850	948	846		n/a	837
Audiobooks	675	683				689				706	587	593		n/a	675
DVDs/Blu-Ray	3,954	3,968				3,980				4,064	4,092	4,121		n/a	3,601
Videogames	475	471				475				496	498	527		n/a	449
Serials (Title count)	26	26				31				26	26	26		n/a	26
Multimedia Kits (STEM kits)	39	39				38				38	38	38		n/a	34
Laptops	1	1				1				1	1	1		n/a	n/a
Tablets	4	4				4				4	4	4		n/a	4



**2018 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>TOTAL</b>	<b>120,762</b>	<b>120,049</b>	<b>0</b>	<b>0</b>	<b>111,389</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,890</b>	<b>119,517</b>	<b>119,083</b>	<b>0</b>		n/a	122,433
<b><u>PATRONS</u></b>															
Gate Count	16,445	15,432						*3,352	5,674	5,968	3,089		46,608	181,050	16,239
Curbside Appointments						735	1,040	233	152	127	543				
Active Cards	8,634	8,622	8,862	8,915	8,955	8,990	9,029	9,104	7,792	9,559	9,800				8,664
Adult													n/a	n/a	
Youth													n/a	n/a	
Other (NR Fee, Org, etc)													n/a	n/a	
% of MG pop w/active cards	38%	38%	39%	39%	39%	39%	39%	39%	35%	41%	42%		n/a	n/a	38%
<b><u>REFERENCE</u></b>															
<b>Adult</b>															
Technology and Reference	1,322	1,301	610	86	76	532	844	1,235	1,075	1,019	783		<b>8,883</b>	16,748	1,252
Directional/General Library Info	1,443	1,227	484	151	199	1,075	1,197	1,248	986	1,157	1,028		<b>10,195</b>	13,151	1,107
Reading Program	0	0	0	0	2	14	1	1	0	0	0		<b>18</b>	434	
<b>Youth</b>															
Technology and Reference	574	672	422	5	3	63	126	313	454	418	322		<b>3,372</b>	7,029	628
Directional/General Library Info	510	418	184	0	12	226	72	157	118	170	116		<b>1,983</b>	4,916	384
Reading Program	100	0	0	0	0	1135	12	0	0	49	46		<b>1,342</b>	3,984	0
<b>Circulation</b>															
General Info	102	106	41				15		40	43	25		<b>372</b>	1,041	83
Directional	86	83	36				20		43	48	21		<b>337</b>	910	91
<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>2,341</b>	<b>0</b>	<b>26,502</b>	48,213	3,545
<b><u>INTERLIBRARY LOAN (ILL)</u></b>															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												<b>0</b>		
Filled													<b>0</b>		
Requests OF MGPL													<b>0</b>		
Filled													<b>0</b>		
<b><u>OUTREACH</u></b>															
Offsite Visits	42	41	28	0	0	0	0	0	1	1	0		<b>113</b>	295	42
Audience	963	1,263	721	0	0	0	0	0	10	11	0		<b>2,968</b>	7,815	1,026
In Library Visits	5	1	0	0	0	0	0	0	2	0	1		<b>9</b>	23	1
Audience	131	23	0	0	0	0	0	0	31	0	11		<b>196</b>	658	50
School Deliveries	4	6	7	0	0	0	1	2	1	1	1		<b>23</b>	37	2
Items	70	79	116	0	0	0	23	45	28	48	13		<b>422</b>	939	26
Homebound Deliveries	23	15	8	0	0	0	20	17	23	20	7		<b>133</b>	237	21
Items	156	113	44	0	0	0	140	164	158	143	59		<b>977</b>	1,575	158
<b><u>TECHNOLOGY/INTERNET USE</u></b>															
<b>Public Access computers</b>															
Sessions	1,166	1,114	633	0	0	0	142	325	345	419	163		<b>4,307</b>	14,161	1,091
Total time (hrs)	1,629	1,044	450	0	0	0	80	198	186	238	89		<b>3,914</b>	12023	1029

**2018 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
AWE Early Learning computers															
Sessions	480	402		0	0	0	0	0	0	0	0	0	882	5381	395
Total time (hrs)	160	141.4		0	0	0	0	0	0	0	0	0	301.4	1802	128
Public Scan Stations															
Scans	2,627	2,724	1,408	0	0	0	100	1,322	3,934	3,582	1,760		17,457	21,267	1,043
Faxes (pages)	42	66	49	0	0	0	3	81	69	44	24		378	1190	55
Public WiFi Use	Unable to obtain at this time.														
Devices													0		n/a
Sessions													0		n/a
Tablet Checkouts	See attachments from CCS for MGPL statistics.														
Laptop Checkouts													0		
Hotspot Checkouts													0		
Website Visits															
mgpl.org	10,658	9,943	10,353	6,590	6,393	12,212	12,461	10,933	10,847	11,707	11,395		113,492	83,896	9,447
Databases/Online Resources															
Sessions	820	720	884	1,000	769	985	1,003	1,641	1,404	1,519	1,462		12,207	11,388	779
Searches	2,858	3,516	5,539	4,791	4,991	3,577	6,679	3,879	2,683	4,606	3,878		46,997	26,643	2200
<b>LIBRARY PROGRAMMING</b>															
Adult															
Number of Program Sessions	56	55	25	12	22	8	13	14	19	24	16		264		55
Total Attendance	521	602	155	1385	1305	137	176	175	198	434	294		5382		662
Teen															
Number of Program Sessions	4	5	1	0	0	0	0	1	1	0	0		12		5
Total Attendance	28	73	4	0	0	0	0	31	0	0	0		136		30
Youth															
Number of Program Sessions	68	67	26	7	12	28	39	34	36	45	36		398		57
Total Attendance	1161	1462	372	1938	1920	3161	3338	2067	2038	2216	2199		21872		1279
Library-wide															
Number of Program Sessions	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Total Attendance	0	0	0	0	0	0	0	0	0	0	0		0	0	0
<b>MEETING ROOM USAGE</b>															
Activity Room															
Library	59	64	28	0	0	0	0	0	0	0	0		151	616	57
Outside Use	0	0	0	0	0	0	0	0	0	0	0		0	0	0

**2018 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>Baxter Room</b>															
Library	21	24	9	0	0	0	0	0	0	0	0	0	54	305	19
Outside Use	1	3	4	0	0	0	0	0	0	0	0	0	8	19	1
<b>Cooperman Room</b>															
Library Use	15	26	7	0	0	0	0	0	0	0	0	0	48	298	21
Outside Use	3	2	0	0	0	0	0	0	0	0	0	0	5	6	0
<b>STUDY ROOM USAGE</b>															
Reservations	390	441	164	0	0	0	0	0	0	0	0	0	995	2996	376
Total time	853	923	359	0	0	0	0	0	0	0	0	0	2135	6383	662
<b>OTHER/MISCELLANEOUS</b>															
<b>Volunteer Hours</b>															
Adult	148.5	166.5	70.5	0	0	0	0	0	0	0	0	0	385.5	1825.5	185.5
Teen	11.5	13	16	0	0	0	0	0	0	0	0	0	40.5	477	19
<b>SOCIAL MEDIA</b>															
<b>Facebook</b>															
posts	33	29	41	54	61	66	67	76	63	69	68	627	379	30	
total page likes as of 1st of the month	1842	1847	1867	1882	1896	1915	1927	1937	1951	1960	1975	n/a	n/a	1,836	
post likes/shares/comments	1170	568	1159	953	996	1086	773	649	453	370	907	9,084	15,871	881	
<b>Twitter</b>															
posts	27	25	31	41	39	50	51	55	50	51	53	473	324	23	
total followers as of the 1st of the month	673	678	689	692	693	689	693	690	693	694	700	n/a	n/a	666	
profile visits	60	33	112	69	42	116	152	56	17	38	72	767	1435	70	
mentions	4	3	17	6	1	17	13	5	8	4	5	83	88	4	
<b>Instagram</b>															
posts	14	12	17	26	22	29	26	28	28	30	32	264	196	18	
total followers as of the 1st of the month	679	700	744	765	789	812	834	851	873	892	901	n/a	n/a	636	
likes/comments	300	168	384	605	260	613	355	392	419	508	469	4473	3395	255	
<b>YouTube</b>															
videos	0	0	1	11	9	7	6	6	3	7	13	63	2	0	
views	0	0	17	491	194	159	101	136	71	194	162	1,525	40	0	