



**MORTON GROVE
PUBLIC LIBRARY**

LIBRARIAN'S REPORT

December 2020

Pam Leffler, Executive Director

Administration

Well, we made it through 2020! We are all looking forward to the rollout of the vaccine and hope, with that, we get back to more normal activities sometime in 2021.

The library remained closed during the month of December to help mitigate the spread of COVID in the library and community. I am continuing to monitor cases and recommendations from local and state health authorities to help guide my decision on reopening. We have no firm date set for reopening the building to the public at this time. We continue to be fortunate that very few staff have been diagnosed with COVID and spread has not apparently occurred between employees. Our biggest challenge remains managing staffing levels due to quarantining required due to potential exposures. As has been the case all year, our virtual and curbside services remain extremely popular, and patrons are very appreciative of all that the library and our truly awesome staff are able to do for them during the building closure.

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.
- The pre-bid meetings were held on Wednesday, December 9 and Thursday, December 10 for interested subcontractors. All bids were due to the library by 1 p.m. Monday, December 21, at which time the bid opening took place. Jason and other staff from SMC and the architects were all in the building for the bid opening. Contractor attendance was virtual. As anticipated, there were some very competitive bids. SMC vetted all the lowest bidders to ensure that they understood the scope of the project, were able to perform work required, were appropriately bonded, checked all references, etc. The complete list of bidders, the bid sheets, and recommendations to award are all included in your packets and will be presented at the January Board meeting. SMC reps and architect reps will also be at our meeting to further explain the process and answer any questions.
- Additional information on the project timeline is in your packets and will be discussed at the January meeting.
- We closed on the line of credit loan from Fifth Third bank on December 29.

Personnel

- Long time MGPL employee Freeda Jayasinghe retired, effective December 31. Freeda had been employed by the library in various capacities for 26 years. Circulation Services Manager Jeff Ray will be filling her full-time position with 2 – 3 part time positions. We hope to have those positions filled by February.
- I revised the job description for the Administrative Assistant position to better reflect the needs of the department and the library. I hope to post an ad to fill the position by mid-January and have the position filled by mid-February. Bridget Rakowski, staff accountant with Sikich, will continue to come out twice a month for the foreseeable future. She has been really helpful and now that she has gotten more familiar with our processes has been making some suggestions to streamline our accounts payable processes.
- Health insurance and flex spending account open enrollment for 2021 went smoothly.
- All payroll changes for 2021 were processed in Paycom.
- I continue to have regular meetings with the Department Managers. All staff meetings take place every 3 – 4 weeks, as 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

- As mentioned previously, the per capita grant application due date has been pushed back to March 15, 2021. The Illinois Public Library Annual Report (IPLAR) is due by March 1, 2021. I will be working on getting both complete by the February Board meeting.
- The check register in the monthly financial reports will continue to reflect checks written from the middle of one month to the middle of the next month due to the timing of Bridget's visits. All other financial reports will reflect financial activity for complete months.
- I am continuing the preliminary fieldwork for our audit. Most of the fieldwork has been complete but Bridget and I have been gathering specific internal control information. This information is due by February 4. Once completed, Sikich will prepare the draft of the audit for my review and management response. The audit should be finalized in March and presentation of the audit to the full board will be scheduled after that.

Facilities

- We continued moving staff and collections in preparation for the YS renovation. This will be ongoing for the next few months.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- I attended a refresher meeting on Complying with the Open Meetings Act on December 8.
- On December 16 I attended Road to the Vaccine: What Employers Need to Know, COVID-19 Update provided through our health insurance cooperative provider.

Events/Programs/Meetings

All Staff meetings	December 16
CCS Executive Committee	no meeting
CCS Long Range Planning Committee	December 11

Coming Together Executive Committee	December 3
Coming Together Planning Committee	December 17
Department Manager meetings	December 2
ECC Executive Committee meeting	no meeting
Library Board of Trustees Regular Mtg	December 10
Local Directors Check-in meetings	no meeting
Niles Township Administrators	December 1, 15
North Suburban Library Directors	December 7
OSG – Project Update meeting	December 23
RAILS: Complying with OMA	December 8
RAILS Member Update	December 8
Road to the Vaccine webinar	December 16
SMC – Bid Opening	December 21
Village of MG annual TIF review	December 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 December 2020 Report

Melissa Mayberry, Adult Services Interim Manager

AS staff has continued to assess how best to serve patrons while the building is closed. There has been a small but steady number of patrons who need to have documents printed, scanned, or faxed. We have been able to safely provide these services during the curbside hours and the patrons are extremely grateful. AS staff also have spent a significant amount of time assisting patrons with MyLibro, the library app. Although MyLibro is user-friendly, like all technology, there is a learning curve. We continue to schedule curbside appts for patrons who prefer to have us do it for them.

Winter Reading

It has been 5 years since we had a Winter Reading program for Adults and Teens, but the time seemed right to bring it back. With a minimum of 4 items needed to be read, listened, or watched to earn a Bingo, we are pleased to have 23 Bingo cards submitted by Adults and 5 submitted by Teens by the end of December. This program will continue until the end of January, so patrons have plenty of time left to get a Bingo!

Programming

This month we presented 14 programs with 262 attendees. We hosted our first online concert with Stu the Piano guy who played a versatile repertoire of music genres. The concert was live streamed through YouTube and patrons were even able to submit song requests during the performance.

Our most attended event this month was the pop-up program, Classic & Festive Cocktails, which had over 50 attendees. We are finding that the marketing emails and flyers in the curbside pickup bags are successfully getting the word out about pop-up programs. The flexibility of planning programs in a much shorter time frame is of great benefit during these unusual times.

Home Movie Converting

We began our new Home Movie Conversion service for Morton Grove residents. We made the decision to offer this, knowing that it might be some time before patrons will be able to spend the necessary time in the library to do the converting themselves. So far, we have converted a total of 9 VHS tapes for 5 patrons. They were all delighted to finally have their family memories on an accessible format. One patron told me she normally was not a boaster, but she found herself “bragging about this new service her library is providing” to her sister who lives in another town.

Take & Make Kit

The Take & Make craft this month was a painted snowflake kit, and it was a huge hit with our patrons! We handed out over 140 kits and many patrons emailed us or posted on social media pictures of their finished craft. Cailyn Heintzeman and Karina Guico had a busy month assembling the kits, while the rest of AS staff were involved with handling patron requests and managing a wait list when we ran out of kits for a short period of time. These Take & Make kits are a perfect way to have patrons participate in creative, guided activities in their home, on their schedule.



Teen Stress Kits

Unable to do our usually finals week activities, we instead created a small kit, containing an assortment of items with relaxing smells, tastes, and textures to help alleviate stress. 50 of these kits were distributed over finals week.

Website-Related Projects

Our new Books Pics readers advisory service was officially announced in the Dec/Jan newsletter and we have had a steady stream of requests. This month we provided 10 patrons with a customized list of reading suggestions.

Digital Spotlight Videos:

- Giving Smarter with Charity Navigator
- Travel with your Tastebuds with AtoZ Food Databases
- Research with Powerful Multimedia Tools in World Book Advanced

Book Rivers and Record Sets:

- In Memory of Authors (2020)
- Holiday Mysteries
- Too Cold to Go Outside Reads
- 2020 in Books
- New Ya Releases
- ALA Teens' Top Ten

Continuing Education/Meetings/Webinars

- Marlene attended the World Languages Networking Group
- Edmund attended Diversity, Inclusion, and More- RAILS
- Edmund attended Diversity Audits for Library Collections- RAILS
- Edmund attended NRVAN zoom meeting
- Rebecca attended the Author Event: Murder at the Library Virtual Event-*The Devil and the Dark Water* with Stuart Turton
- Rebecca attended the Author Event: Alyssa Cole & Courtney Milan Launch Celebration with Loyalty Bookstore

MGPL Circulation Services
December 2020 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 27 new patron cards registered

Staff:

- 1,202 Curbside Appointments filled
- After 26 years of employment with MGPL, Freeda Jayasinghe retired.
- Attended LACONI Governing Board meeting.
- Attended LACONI Circulation Services meeting.
- Attended CCS Database Management meeting.

MGPL Facilities Services
December 2020 Report
Ed Tamras, Facilities Manager

- Moved YS desks upstairs to the old computer room
- Midwest Mech. made a repair on a faulty crank case on one of our roof top unit and installed a phase protection monitor on a different unit
- Annual fire alarm inspection (smoke & heat detectors) done by Johnson Controls
- Replaced 2 expired batteries from the fire panel with new
- Weekly: drain the fire sprinkler system, drain water from the drinking fountains
- Routine and ongoing maintenance and custodial work, as necessary

MGPL Technical Services
December 2020 Report
Helga Scherer, Technical Services Manager

- Routine cataloging and processing activities continued during December
- Prepared for end of year rollover
- A more detailed December/January report will be included for the February board meeting.

MGPL Marketing & Engagement
December 2020 Report
Chad Comello, Marketing & Engagement Manager

Website/Calendar/Intranet

- Launched webpage for:
 - Civic Engagement at mgpl.org/civics
 - Winter Reading Program at mgpl.org/winter
 - Book Picks for Kids at mgpl.org/book-picks-kids
 - myLIBRO app at mgpl.org/app
- Developed revamped webpage and online archive for STEMonade Stand with Jess from YS
- Blog posts:
 - Introducing MyLIBRO, the Library's New App

Design

- Began content editing and layout of the February/March issue of the newsletter
- Karina and Bettina created event graphics for social media
- Bettina finalized the StoryWalk signs for the January book
- Karina photographed and created print materials for new Library of Things items
- Karina prepared more Take & Make kits and Pandemic Postcards with AS
- 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
- Karina helped Jeff plan and create Freeda's retirement gift
- December 4: Chad attended ILA Marketing Roundtable
- December 17: Chad attended the Coming Together meeting

MGPL Youth Services December 2020 Report

Courtney Schroeder, Youth Services Manager

I am just going to come right out and say it... this Youth Services team exceeds my expectations on a daily basis, but this month was over the top. Last year we had 185 registrations for Winter Reading, and that was 20 more than any other year in the past 10 years. This year, we had 259. We consistently attend meetings where other libraries lament their lack of circulation and/or program attendance, and we see none of that. I am just in awe and so very proud of all we have been able to accomplish this year. As I have told my staff many times over the past 9 months, what we've been able to do is to meet families where THEY are at, not ask them to meet us even halfway. We make sure that people who want to attend or participate in what we offer can do so no matter their comfort level with pandemic exposure, and we make it easy and stress-less for parents who are already likely at their maximum threshold for stress. I told my staff in March that our goal this year was to be kind; kind to ourselves and kind to patrons. I think we more than succeeded.

Programming

In December, we provided 37 programs for 2094 people. As always, 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 I mentioned above, our **Winter Reading** Program was a huge hit with families in Morton Grove. We had record participation and hope we provided a little bit of fun for the kids participating throughout their school break. We even got a bit of snow and several families made snowmen with their included kits!

As part of our winter break programming, we had **Bill Cook Magic** and also our virtual **Rock, Paper, Scissors, Zoom!** tournament, which were a lot of fun. At Rock, Paper, Scissors, participants were allowed to get creative with their 'weapons' such as peanut butter and much discussion ensued on which 'weapon' was better or worse than another.

but it was still a lot of fun.

At the end of the month, our annual **Noon Year's Eve** program went virtual, bringing in 51 participants. It wasn't our usual huge crowd,

If you haven't had the chance to check out this month's **Kids in the Kitchen**, do so! Debbie provided a great example of how even in a lockdown, you can still bake with your kids or grandkids. The cookies looked delicious!

The **STEMonade Stand** continues to be a huge hit with our community as we sent out another 4504 kits this month. We're on track to shortly meet the milestone of 3,000 kits. Jess and Chad are working on getting the STEMonade Stand website up so that our previous kit instructions can be used by families and schools in Morton Grove and also libraries throughout the country. We regularly get calls and e-mails from librarians at other libraries asking about the stand. Three other libraries in the area now have near-exact replicas of our stand.

Outreach

This month, Debbie and Brittany worked with the schools to provide support as they settled into e-learning for the second time this school year. Brittany spent much of the month zoom visiting with Melzer kids to promote our Winter Reading program along with a librarian from Niles Maine, and Debbie virtually visited with two different preschools. Debbie also recorded several of her Folk and Fairy Tales programs so that the schools can use them in their curriculum – you can catch them on our YouTube channel! Both of them are excited to be connecting more with the schools and with kids they don't see in programs! In addition, we filled one book bag request with 20 items.

Professional Development/Training/Meetings

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

- Natalie, Sarah, and Debbie attended a 3-day Media Mentorship Forum and Workshop.
- Jess attended the LACONi YSS Board Meeting to plan virtual continuing education for the 2021 year.
- Jess and Brittany attended the district 69 Expanded Learning Opportunities meeting to offer up help from MGPL as the school year progresses.
- Debbie attended virtual meetings of the Early Childhood Alliance and the Advocate Literacy Committee.

December 2020

Program Name:	# of sessions	Total Attendance
Adult Programs	15	431
Between The Line book discussion (Phone)	1	9
Book Chat (Online)	1	3
LitLounge (Online)	1	9
Book a Librarian	1	1
Vintage Holidays (Online)	1	19
MGPL After Dark: Stu the Piano Guy (Online)	1	47
The Secret Origins of Sci-Fi Cinema (Online)	1	14
Classic & Festive Cocktails (Online)	1	46
Take and Make	1	147
Tai Chi (Online)	2	29
Chair Yoga (Online)	3	84
Winter Reading Program	1	23
Teen Programs	3	56
Stress Kits	1	50
Winter Reading Program	1	5
College Application Workshop	1	1
Youth Programs	37	2094
Bedtime Stories & More (Facebook Live)	1	101
Bill Cook Magic (Zoom)	1	63
Book Bash (Zoom)	1	4
Brain Bytes (YouTube)	2	142
Chess Academy (Zoom)	1	17
Crafty Saturday	1	24
Cuddle Bugs (Zoom)	1	5
Drama Club (Zoom)	1	7
Drawn from Memory (Zoom)	1	7
Escape Room (Zoom)	1	10
Family Yoga (Zoom)	1	5
Famished for Fiction (Zoom)	1	3
Folk & Fairy Tales (Facebook Live)	1	100
Jr. Escape Room (Zoom)	1	14
Kids in the Kitchen: Holiday Cookies (Facebook)	1	269
LEGO Builders (Zoom)	1	16
Listen Up (Facebook Live)	5	365
Mini Masterpiece (Zoom)	1	6
NOON Year's Eve (Zoom)	1	51
Preschool Storytime (Zoom)	3	68
Rock, Paper, Scissors, Zoom! (Zoom)	1	16
Snowy Storytime (Zoom)	1	19
STEMonade Stand	1	504
Toddler Time (Zoom)	3	33

Tween Game Party (Zoom)	1	2
Wee Read (Facebook Live)	3	243
Winter Break Reading Program	1	259
Library-Wide Programs	0	0
Talks/Tours inside the Library	0	0
Talks/Tours outside the Library		
Youth Services	6	152
Melzer	4	127
Montessori Acaemy of Morton Grove	2	25
Adult/Teen Services	0	0

01/01/2021

Morton Grove Public Library
Monthly Statistics
For 12/2020

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>

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	8872
Checkins at your stations	Checkin Leap In Hous	88
Checkins at your stations	Quick Check in	3
Checkins at your stations	Normal	3
	Total Checkins	8966
Checkouts at your stations	Leap Checkout and Renewal	6164
Checkouts at your stations	Circ Checkout and Renewal	26
Checkouts at your stations	Self check Check out	7
	Total Checkouts	6197
Renewals at your stations	Auto-renewal	8883
Renewals at your stations	Leap Checkout and Renewal	472
Renewals at your stations	Power PAC Renewal	344
	Total Renewals	9699
Number of your Library's items checked out system-wide		6565
Number of your Library's unique items checked out system-wide		6331

Holds Placed through your interface		5495
Holds placed for/by your patrons		5943
Holds Held		6002
Holds Located		0
Holds Checkedout		5743
Holds Expired		5
Holds Cancelled		463
Holds Unclaimed		360
Number Of Items Currently Out		10030
Existing "MortonGrove" patron received new barcode		5
Patron Expiration Date Extended More Than 30 Days:		3
Count of physical patron records at beginning of 12/2020		12638
Minus Patron records physically deleted		69
Minus Patron library was changed from "MortonGrove" to some other CCS librar		2
Plus Patron records physically added		27
Plus Patron library was changed from some CCS library to "MortonGrove"		3
Count of physical patron records at end of 12/2020		12597
Minus In-House and Test Cards		14
Minus Expired Cards		2751
Unexpired Patrons on file		9832
Leap Registration	Patron Lib=MortonGrove	27
Leap Registration	Patron Lib=CCSL	3
Pac Registrations from 12/2019 thru 11/2020 - All		1
Pac Registrations from 12/2019 thru 11/2020 - Converted		0
Pac Registrations from 12/2019 thru 11/2020 - Conversion Rate		0.00%

01/01/2021

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
12/2020 - 12/2020

*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	3,886	208	35	4,129	3.43	4.57
Cary	1,894	63	22	1,979	2.98	2.23
CCSL	1	0	0	1	0.00	0.00
Crystal Lake	1	0	0	1	2.97	0.00
Des Plaines	5,727	321	343	6,391	5.56	6.73
Ela	4,360	123	0	4,483	3.35	5.12
Evanston	3,069	111	52	3,232	7.64	3.61
Fox River Valley	3,653	48	6	3,707	2.92	4.29
Fremont	3,680	67	15	3,762	1.98	4.32
Glencoe	1,588	66	11	1,665	2.29	1.87
Glenview	4,387	142	114	4,643	5.25	5.15
Grayslake	4,279	91	53	4,423	3.17	5.03
Highland Park	2,646	59	39	2,744	4.18	3.11
Huntley	2,463	76	6	2,545	2.83	2.89
Indian Trails Public Library	3,456	84	65	3,605	3.33	4.06
Lake Forest	1,809	1	0	1,810	3.10	2.13
Lake Villa	3,257	78	15	3,350	2.86	3.83
Lincolnwood	1,806	25	0	1,831	2.00	2.12
McHenry	1,534	0	0	1,534	2.65	1.80
Morton Grove	2,575	23	0	2,598	3.50	3.03
Niles	4,470	2	0	4,472	5.17	5.25
Northbrook	3,233	33	30	3,296	4.81	3.80
Palatine Public Library	5,836	83	0	5,919	4.54	6.86
Park Ridge	3,502	46	44	3,592	3.45	4.11
Prospect Heights	2,296	12	23	2,331	2.46	2.70
Round Lake	2,210	3	10	2,223	3.40	2.60
Wilmette	4,073	101	49	4,223	5.12	4.79
Winnetka-Northfield	1,786	32	3	1,821	1.72	2.10
Zion-Benton	1,636	79	46	1,761	3.34	1.92
Total	85,113	1,977	981	88,071	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	
CIRCULATION																
Adult/Teen														2019	Jan-19	
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
Youth															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
Downloads/Streaming																
ebooks	1,553	1,377	2,058	3,445	3,341	3,316	2,854	2,541	2,167	2,181	2,188	2,215	29,236	16,165	1,355	
eAudiobooks	1,105	919	1,157	1,442	1,406	1,335	1,302	1,204	1,213	1,224	1,300	1,276	14,883	19,972	10,449	
Movies	594	334	896	1,294	1,346	1,125	944	866	842	687	801	803	10,532	4,345	398	
Music	77	89	114	164	169	139	141	88	108	98	112	113	1,412	1,072	70	
Magazines	118	73	130	189	199	235	202	151	144	184	226	262	2,113	1,116	81	
TOTAL	3,447	2,792	4,355	6,534	6,262	6,150	5,443	4,850	4,474	4,374	4,627	4,669	57,977	42,670	12,353	
In House Use	1,979	1,878					199	426	481	608	530	88	6,189	20,607	1,677	
COLLECTIONS																
Adult/Teen Collection																
Books	53,467	52,463	52,493	52,517	52,270	52,300	52,898	53,140	53,489	53,066	53,147	53,225	53,467	n/a	54,248	
CDs (music)	5,243	5,247	5,247	5,248	5,248	5,248	5,263	5,264	5,284	5,296	5,296	5,304	5,243	n/a	5,201	
Audiobooks	1,979	1,985	1,985	1,996	1,996	1,996	2,010	2,021	2,031	2,039	2,041	2,045	1,979	n/a	1,974	
DVDs/Blu-ray	9,594	9,676	9,676	9,715	9,713	9,713	9,885	9,799	9,934	9,951	9,728	9,784	9,594	n/a	9,528	
Videogames	575	581	581	582	582	582	587	588	595	601	606	631	575	n/a	575	
Laptops	5	5	5	5	6	6	6	6	7	7	7	7	5	n/a	5	
Hotspots	20	20	20	20	20	20	20	20	20	20	20	20	20	n/a	20	
Serials (Title count)	231	231	231	231	215	215	215	186	186	186	186	186	231	n/a	230	
Microforms	209	209	209	209	209	209	209	209	209	209	209	209	209	n/a	209	
Library of Things					6	6	6	6	33	43	64	65			n/a	
Youth Collection																
Books	43,438	43,612	43,612	43,066	43,205	42,371	42,611	42,815	42,917	41,905	41,623	41,675	43,438	n/a	44,415	
CDs (music)	827	828	828	829	829	829	829	840	850	848	846	848	827	n/a	839	
Audiobooks	675	683	683	689	689	689	703	699	706	587	593	593	675	n/a	675	
DVDs/Blu-Ray	3,954	3,968	3,968	3,981	3,980	3,980	4,024	4,029	4,064	4,092	4,121	4,131	3,954	n/a	3,942	
Videogames	475	471	471	475	475	475	480	588	496	498	527	529	475	n/a	476	
Serials (Title count)	26	26	26	26	26	26	26	26	26	26	26	26	26	n/a	25	
Multimedia Kits (STEM kits)	39	39	38	38	38	38	38	38	38	38	38	38	39	n/a	39	
Laptops	1	1	1	1	1	1	1	1	1	1	1	1	1	n/a	n/a	
Tablets	4	4	4	4	4	4	4	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
TOTAL	120,762	120,049	120,078	119,632	119,512	118,708	119,815	120,279	120,890	119,417	119,083	119,321	120,762	n/a	122,405
<u>PATRONS</u>															
Gate Count	16,445	15,432						*3,352	5,674	5,968	3,089		46,608	195,834	14,784
Curbside Appointments						735	1,040	233	152	127	543	1,102	3,932		
Active Cards	8,634	8,622	8,862	8,915	8,955	8,990	9,029	9,104	7,792	9,559	9,800	9,832		8,662	
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%	42%	n/a	39%	
<u>REFERENCE</u>															
Adult															
Technology and Reference	1,322	1,301	610	86	76	532	844	1,235	1,075	1,019	783	539	9,422	18,014	1,266
Directional/General Library Info	1,443	1,227	484	151	199	1,075	1,197	1,248	986	1,157	1,028	631	10,826	14,221	1,070
Reading Program	0	0	0	0	2	14	1	1	0	0	0	3	21	434	0
Youth															
Technology and Reference	574	672	422	5	3	63	126	313	454	418	322	273	3,645	7,613	584
Directional/General Library Info	510	418	184	0	12	226	72	157	118	170	116	165	2,148	5,419	503
Reading Program	100	0	0	0	0	1135	12	0	0	49	46	346	1,688	4,338	354
Circulation															
General Info	102	106	41				15	28	40	43	25		400	1,117	76
Directional	86	83	36				20	21	43	48	21		358	997	87
TOTAL	4,137	3,807	1,777	242	292	3,045	2,287	3,003	2,716	2,904	2,341	1,957	28,508	52,153	3,940
<u>INTERLIBRARY LOAN (ILL)</u>															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0		
Filled													0		
Requests OF MGPL													0		
Filled													0		
<u>OUTREACH</u>															
Offsite Visits	42	41	28	0	0	0	0	0	1	1	0	6	119	325	30
Audience	963	1,263	721	0	0	0	0	0	10	11	0	152	3,120	8,520	705
In Library Visits	5	1	0	0	0	0	0	0	2	0	1	0	9	25	2
Audience	131	23	0	0	0	0	0	0	31	0	11	0	196	674	16
School Deliveries	4	6	7	0	0	0	1	2	1	1	1	1	24	43	6
Items	70	79	116	0	0	0	23	45	28	48	13	20	442	1,117	178
Homebound Deliveries	23	15	8	0	0	0	20	17	23	20	7	0	133	259	22
Items	156	113	44	0	0	0	140	164	158	143	59	0	977	1,712	137
<u>TECHNOLOGY/INTERNET USE</u>															
Public Access computers															
Sessions	1,166	1,114	633	0	0	0	142	325	345	419	163	0	4,307	15,177	1,016
Total time (hrs)	1,629	1,044	450	0	0	0	80	198	186	238	89	0	3,914	12,741	718

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Baxter Room															
Library	21	24	9	0	0	0	0	0	0	0	0	0	54	331	26
Outside Use	1	3	4	0	0	0	0	0	0	0	0	0	8	23	4
Cooperman Room															
Library Use	15	26	7	0	0	0	0	0	0	0	0	0	48	312	14
Outside Use	3	2	0	0	0	0	0	0	0	0	0	0	5	7	1
<u>STUDY ROOM USAGE</u>															
Reservations	390	441	164	0	0	0	0	0	0	0	0	0	995	3279	283
Total time	853	923	359	0	0	0	0	0	0	0	0	0	2135	7028	645
<u>OTHER/MISCELLANEOUS</u>															
Volunteer Hours															
Adult	148.5	166.5	70.5	0	0	0	0	0	0	0	0	0	385.5	1972.5	147
Teen	11.5	13	16	0	0	0	0	0	0	0	0	0	40.5	494	17
<u>SOCIAL MEDIA</u>															
Facebook															
posts	33	29	41	54	61	66	67	76	63	69	68	76	703	405	26
total page likes as of 1st of the month	1842	1847	1867	1882	1896	1915	1927	1937	1951	1960	1975	1981	n/a	n/a	1,840
post likes/shares/comments	1170	568	1159	953	996	1086	773	649	453	370	907	1241	10,325	17,094	1,223
Twitter															
posts	27	25	31	41	39	50	51	55	50	51	53	67	540	345	21
total followers as of the 1st of the month	673	678	689	692	693	689	693	690	693	694	700	700	n/a	n/a	666
profile visits	60	33	112	69	42	116	152	56	17	38	72	204	971	1470	35
mentions	4	3	17	6	1	17	13	5	8	4	5	9	92	94	6
Instagram															
posts	14	12	17	26	22	29	26	28	28	30	32	40	304	209	13
total followers as of the 1st of the month	679	700	744	765	789	812	834	851	873	892	901	922	n/a	n/a	648
likes/comments	300	168	384	605	260	613	355	392	419	508	469	532	5005	3635	240
YouTube															
videos	0	0	1	11	9	7	6	6	3	7	13	8	71	2	0
views	0	0	17	491	194	159	101	136	71	194	162	114	1,639	40	0