



**MORTON GROVE
PUBLIC LIBRARY**

**Librarian's Report
September 2020**

Pam Leffler, Executive Director

Administration

Our current procedures and protocols for allowing patrons in the building continued to work well for us through the month of September. We have only had isolated instances of patrons either forgetting to wear their masks or having to be reminded to pull them up over their nose and mouth. Of course, we continue to diligently monitor mask usage, patron door counts, and time in the building. Staff whose positions allow them to do so continue to perform some work from home.

We continued to take advantage of nice weather and provided some in-person programming outdoors while maintaining social distancing and wearing masks. All other programming is either passive, such as take and make crafts, STEMonade stand projects, etc., or virtual. This will continue through the end of the year and possibly beyond, depending what happens with the coronavirus.

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 already shown himself to be very involved and hands on, taking various potential subcontractors through the lower level and working with me and other staff on planning asbestos and lead testing and preliminary demolition work. This preliminary demolition work will consist of removing some drywall in the former Cooperman Room and the Activity Room and ceiling tiles at various locations throughout the lower level. We will begin bi-weekly meetings on October 8 between the representatives of the owner (me), SMC (Jason Perkunas and John Shales) and Product Architecture + Design. As of right now, we are still slated to start full demolition and construction work in December. The full contract for SMC has been reviewed by Frank Tennant, library counsel, and official approval of the contract is on the agenda for our meeting.

Courtney and I have been working closely with the designers from Product Architecture + Design to finalize the design of the YS Department. Design boards showing the latest renderings, layout of the department, furniture choices, and swatch samples of paint, fabrics, etc. will be available for you to see at our meeting.

I am finalizing the line of credit loan from the bank. The only thing outstanding is a draw down schedule with estimates of amounts of the draw downs. I will be working with the architects and Jason on that over the next couple of weeks.

There were no major changes to the 2021 budget documents. I have updated the 2020 Anticipated Revenues and Expenditures, but the 2021 numbers remain the same. In your packets you will find the updated budget spreadsheet as well as a copy of the letter sent to the Village. Official copy of the letter will be signed by the Board President at our meeting on Thursday once the 2021 budget has received final approval.

As always, I am monitoring the number of COVID cases throughout our area and the state and information from local and state health authorities, area libraries and schools, and Niles Township administrators for guidance on how to respond to the ongoing pandemic in a way that keeps our community, patrons, and staff healthy and safe, while still providing meaningful services and programs.

Personnel

- Theresa Darga, Administrative Assistant, submitted her resignation effective November 4, 2020, as she and her husband will be moving out-of-state. I have contacted our auditor, Sikich, who also provides accounting services, about options for filling this position and/or handling the responsibilities inherent in the position. In the interim, Theresa and I will be reviewing her critical job responsibilities. I have had some experience with paying invoices, etc. during previous long-term absences of Admin Assistant Blanche Miyamoto so this will be a refresher for me. At a minimum, I want to make sure that our bills and employees get paid. While there is a lot going on right now, I don't want to rush into filling this position without fully determining that it is what the Administration Department and Library need long-term.
- I am happy to report that our three new Circulation Clerks have all been successfully on-boarded and trained and have been working out well.
- I continue to have regular meetings with the Department Managers. I have reduced the frequency of All Staff meetings from weekly to bi-weekly. 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

- The downtime of our online catalog associated with the onboarding of two new libraries to CCS went smoothly.
- 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 above, the contract between SMC and the Library for construction management services during the YS renovation has been reviewed by Frank Tennant.
- I will be working with the architects and SMC to prepare the final documentation needed (draw down schedule) for the line-of-credit loan from 5/3.
- The second and final reading of the 2021 budget will take place at our regularly scheduled October meeting and budget documentation can be found in your packets.
- The 4th quarter Policy Committee meeting was cancelled. The policies scheduled to be reviewed by the committee were Meeting Rooms, Exhibits and Displays, Public Posting, and Public Comment. I recommended cancelling the meeting and postponing the review of these policies until January 2021 (the next scheduled quarterly review of policies) as 3 of these policies are not currently applicable due to the pandemic, and we still don't know if the pandemic and/or our response to the coronavirus will necessitate more long-term changes to them.
- We received our 2020 Per Capita Grant check in the amount of \$29,087 on September 30, 2020. This will be reflected on October financial reports presented in November.

Facilities

- Both in preparation for the YS renovation and to better meet the needs of the community we have been moving collections and shelving around:
 - Weeding of current Teen Collection is being done by Adult and Youth Services in coordination. Some titles will ultimately end up in the new middle school/tween area of YS, and some will be interfiled in the Adult collection either in fiction or in the appropriate Dewey area.
 - We will be moving a core collection of YS materials to the current Teen Room as well as a service desk for YS librarians to staff during the renovation. This will allow us to continue to serve the families of MG, while closing off the lower level.
 - Audiobooks are being weeded and the collection shifted to allow us to move holds to the shelves along the wall across from the Circulation Desk. We will also be moving the self-check currently near the Lincoln Avenue entrance to the area directly across from Circulation.
 - Due to the discontinuation of a number of print magazines (either going completely virtual or discontinuing publication altogether), we have been able to consolidate the magazine shelving. We are removing the magazine shelving on the southwest corner of the magazine area. The CD shelves (currently across from Circulation) will be moved to that area.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- We are still quarantining returned library material for 7 days. While there has been a lot of discussion among library directors throughout the state about the necessity of this length of quarantine, because there is still so much we don't know about the virus (particularly the viral load necessary to get COVID-19), RAILS is still recommending 7 days out of an abundance of caution.

Events/Programs/Meetings

All Staff meetings	September 11
CCS Executive Committee meeting	September 9
Department Manager meetings	September 2, 16, 23
ECC Executive Committee meeting	September 23
HR Source: Law & Employment Conf.	September 24 - 25
Library Board of Trustees Regular Mtg	September 10
OSG Update/Project review meeting	September 11, 25
Construction Manager Interviews	September 8, 9
SMC/YS Reno Preliminary Demo mtg	September 25
Project Management webinar	September 29

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

September Report

Melissa Mayberry, Interim Adult Services Manager

As we navigate this new normal, we are continuously evaluating how best to serve the community. After a discussion with AS staff, it was determined that having an Internet Express computer available for walk-up use would be beneficial to patrons. At the beginning of the month, with assistance from Maintenance and OSG, an Express computer was positioned to a location just outside the computer room. With over 60 sessions for the month, it appears that this was a good adjustment.

Programming

We are still feeling our way with programming. Not surprising, Chair Yoga continues to be a crowd favorite. We recently received a thank you note saying in part, "Just a note to tell you how much I am enjoying your chair yoga. I have back issues due to a fall and your class really helps me! I love the library!"

This month we also hosted several informative programs. One standout, How to Spot Fake News, was presented by Edmund Balzer. This presentation was timely and well attended. A video of the presentation will be available on YouTube.

Collection

Delayed due to Covid-19, Library of Things finally went live on Sept 1. Even before the newsletter hit mailboxes, we had patrons enthusiastic about this new collection. There are 26 items in the collection (not counting hotspots and Roku), and as of the end of the month there have been 29 checkouts and currently there are 23 holds.

E-Resources

A to Z Foods database is now available on our website. This new database will be a great resource for the many who find themselves doing more cooking as well patrons who are attending our new programming series Exploring Spices.

With the Census scheduled to conclude at the end of the month, we wanted to reach out to the community to convey the importance of the count. We created a trivia contest that was promoted on Facebook. Over 60 participants answered questions about the Census for a chance to win Census swag.

Outreach

Homebound delivery is more important than ever. This month we delivered 158 items in 23 visits. As Marlene detailed in her blog post this is vital service for our patrons.

Website-Related Projects

Blogs:

- Job Searching in a Pandemic: How the Library Can Help
- Celebrate Jewish Life & Culture This Holiday Season
- Homebound Services Continue to Deliver, Even During a Pandemic

Book Rivers and Record Sets:

- September is Library Card Sign Up Month
- Celebrate National Hispanic Heritage Month

- Embrace Your Inner Geek
- Celebrate Jewish Life & Culture
- Honoring Ruth Bader Ginsburg
- Banned/Challenged Books Week
- Is It Fake?

Book Displays

- In Memory of 9/11
- Remembering RBG
- Feel Good Fiction

Continuing Education/Meetings/Webinars

- All staff meetings
- AS Staff meeting
- NWWAN zoom meeting
- Form Based Readers Advisory
- "Getting Hit On By Customers: Women (and Men) Share Their Tools for Stopping Unwanted Attention" by Ryan Dowd
- Booklist Webinar - "What's Cooking: Fall 2020"

MGPL Circulation Services
August/September 2020 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 74 new patron cards registered in August
- 158 new patron cards registered in September

Staff:

- Hired and trained Eric Chin as a Circulation/Customer Service Clerk I
- Hired and trained Ilana Maitino as a Circulation/Customer Service Clerk I
- Hired and trained Samrah Raza as a Circulation/Customer Service Clerk I
- 233 Curbside Appointments in August
- 152 Curbside Appointments in September

MGPL Facilities
September 2020 Report
Ed Tamras, Facilities Manager

- Johnson Controls replaced the leaking pipe to our fire sprinkler system
- Installed the new Computer Room sign letters
- Eliminated floor outlet by southeast bay windows on main floor
- The two new pumps needed behind the YS restrooms are in (Daugherty Warehouse) and ready to be installed, more details in Oct.
- Weekly: drain the fire sprinkler system, drain water from the drinking fountains
- Miscellaneous maintenance and building-related tasks, as necessary

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

Website/Calendar/Intranet

- Debuted page for 1000 Books Before Kindergarten and continued work on revamping Your Library At Home page
- Blog posts:
 - Start Your Child's Reading Journey with 1000 Books Before Kindergarten
 - Homebound Services Continue to Deliver, Even During a Pandemic
 - Celebrate Jewish Life & Culture This Holiday Season
 - Job Searching in a Pandemic: How the Library Can Help

Design

- Finalized and shipped the October/November newsletter issue
- Karina and Bettina created event graphics for social media
- Karina created materials for Adult Services events (stickers for Take & Make bags, envelope labels for Cards of Kindness, handout template for Spices program, handout for embroidery)
- Updated the Library Services promotional trifold
- Karina created intros for Digital Spotlight and Tech Tips video series and logo for Book Picks
- 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 ordered or developed new library facemasks for staff, rubber logo stamps, staff business cards, and staff desk nameplates

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
- Resumed creating event posters and monthly calendars for in-library distribution

Meetings/Training

- Weekly meetings for the Marketing department, managers, and all staff
- 9/25 - Recharge Committee webinar "Personality Tests for Staff Development" (Chad)
- 9/30 - Demo of myLIBRO app (Chad)

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

Projects

Staff Projects:

- Staff are cataloging full time in the library
- Inventory project is ongoing: Adult Fiction, Adult Nonfiction, YS Fiction
- Work continued with tagging TV series DVDs with RFID Stingrays
- Adult magazines have been consolidated to the East side of the bay window area enabling the removal of some magazine shelving

Department Head Projects:

- Working on Adult Fiction inventory
- Planning workflow for library wide CD call number update
- Completed work on the Library of Things collection for September 1 rollout.
- Ongoing training with Martin on receiving, cataloging, and processing of continuations material.
- Worked with Cengage rep to reconfigure Large Print standing order profile
- Participating in review of CCS Cataloging Wiki (SCRAP member task)
- Reviewed and provided feedback on new, online cataloging training created by Rachel Fischer from CCS
- Ongoing planning re: clearing out the storage area in the basement, providing staff office area for Marketing department, and YS staff during renovations

Meetings

- Weekly manager's meetings
- Weekly staff meetings
- Met with M. Mayberry, C. Schroeder and C. Heintzelman to discuss weeding and interfiling of the Teen collection into the Adult Fiction collection

Morton Grove Public Library	
Monthly Tech Statistics	
For 09/2020	
	Number Of Items
Count of physical item records at beginning of 09/2020	255,859
Minus Item records physically deleted	626
Plus Item records physically add	1,801
Count of physical item records at end of 09/2020	257,034
Minus RecordStatus = Deleted	1,413
Minus ItemStatus = On-Order	694
Minus ItemStatus = Withdrawn	64
Minus ItemStatus = In-Process	291
Available Items at end of 09/2020	254,572

MGPL Youth Services September 2020 Report

Courtney Schroeder, Youth Services Manager

Well, this month was unexpected. We thought that with school being back in session, we'd see a significant decrease in attendance at programs and views of programs online as parents adjust their routines to include more mandatory (school) screen time. As it turns out, patrons are still VERY excited for our programs and to interact with us both virtually and in-person.

Programming

In September, we provided 36 programs for an audience of 2038 people/families. You'll get sick of reading this, but I want to be sure everyone reading our stats understands that when looking at the statistics for each month, there is a difference between attendance at a Facebook program and a Zoom program. 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.

We continued the success of our outdoor, in-person pop-up programming with **Stroller Brigade** and **Storytime on the Lawn** and also added in an **Autumn Leaves Storytime and Walk** this month, all of which have been very well attended and appreciated. Again, we plan to continue outdoor programming as long as it is safe to do so according to Restore Illinois guidelines and, of course, the weather.

Our **STEMonade Stand** continues to be a big hit as we gave out another 457 STEM projects this month bringing us over 1500 kits since it started in June.

This month's **Scratch 'n Code** class was really fun. At the end of the class, one child yelled out, "I had so much fun coding with all my new friends!", which really was icing on the cake. We continue to try to meet people where they are at and provide both virtual and in-person programming for our community members.

This month, in particular, I have heard from several Morton Grove residents (some without knowing who I was) and librarians from other libraries who are impressed with our programming and our effort to support the community. Other libraries are asking us to show them how we do what we do, and I couldn't be prouder of what Morton Grove Public Library is doing to serve patrons during the pandemic. I knew staff were creative before, but they really have outdone themselves these past months.

Outreach

We continue to support the schools and their teachers through library card signups, book suggestions, and through direct outreach events. This past month, Debbie visited Sunny Bunny Daycare in their backyard, and hosted Jerusalem Lutheran's Kindergarten class and their PreK classes out on the front lawn for storytimes. In addition, we filled one book bag request with 28 items.



Professional Development/Training/Meetings

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

- Amy watched An Afternoon of Art about book illustrations
- Debbie attended the parent-teacher workshop, Anti-racist Teacher
- Jess attended the webinar, Storytelling Math: Celebrate Diversity, Math, and the Power of Storytelling through School Library Journal
- Amy watched the Booklist webinar, Diverse Titles for Youth
- Brittany attended the ILA Noon Networking meeting on the Battle of the Books
- Jess watched the webinar, Fall Graphic Novels for All Levels
- Amy watched the Booklist webinar, Feminine Reads, a reading list for readers in grades K-12.
- Debbie planned for the Lifting Up Early Childhood Event on Oct. 7
- Debbie watched the webinar, Children's Mental Health in the time of Covid
- Amy participated in the online training, Virtual Storytimes for Beginners
- Debbie attended virtual meetings of the ECA and the Advocate Literacy Committee

September 2020

Program Name:	# of sessions	Total Attendance
Adult Programs	18	185
Between The Line book discussion (Phone)	1	11
Book Chat (Online)	1	3
Book Talk (Phone)	1	5
Practicing Mindfulness (Online)	1	9
Preparing Your Child for the School Year (Online)	1	2
Job Search Like a Pro: Resumes (Online)	1	4
Job Search Like a Pro: Interviewing (Online)	1	7
How to Spot Fake News (Online)	1	18
How to Reduce Your Utility Costs (Online)	1	3
Cyber Sleuthing Your Family Tree (Online)	1	14
ESL Conversation Group (Online)	1	2
Chair Yoga (Online)	4	102
Meditation (Phone)	1	3
Book A Librarian Tech Help	2	2
Teen Programs	1	0
Standardized Test Prep Resources for High School Students (Zoom)	1	0
Youth Programs	36	2038
Autumn Leaves Storytime Walk	1	16
Brain Bytes (YouTube)	2	175
Chess Academy (Zoom)	1	11
Crafty Saturday	1	32
Escape Room (Zoom)	1	10
Family Engineering Night (Zoom)	1	4
Folk & Fairy Tales (Facebook Live)	1	103
Happy Harmonies (Facebook)	1	128
Jr. Escape Room (Zoom)	1	5
Leaf Rubbings Kit Pickup	1	8
Listen Up (Facebook Live)	5	594
Mini Masterpieces (Zoom)	1	3
Preschool Storytime (Zoom)	3	50
Scratch 'n Code (Zoom)	1	9
STEMonade Stand	1	457
Storytime on the Lawn	3	49
Stroller Brigade	1	7
Toddler Time (Zoom)	3	13
Tots Dealing with Big Feelings (Zoom)	1	4
Tween Survival Club (Zoom)	2	2
Wee Read (Facebook Live)	4	358

Library-Wide Programs	0	0
Talks/Tours inside the Library	2	31
Precious Child Early Learning Center	1	19
JELS Kindergarten	1	12
Talks/Tours outside the Library		
Youth Services	1	10
Sunny Bunny	1	10
Adult/Teen Services	1	13
LitLounge	1	13

10/01/2020

**Morton Grove Public Library
Monthly Statistics
For 09/2020**

*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	Checkin Leap In Hous	481
Checkins at your stations	Leap Check in	9567
Checkins at your stations	Normal	9
Checkins at your stations	Quick Check in	5
Checkins at your stations	Self Check in	3
	Total Checkins	10065
Checkouts at your stations	Self check Check out	4346
Checkouts at your stations	Leap Checkout and Renewal	6473
Checkouts at your stations	Circ Checkout and Renewal	26
Checkouts at your stations	Offline Check out	511
	Total Checkouts	11356
Renewals at your stations	Power PAC Renewal	453
Renewals at your stations	Auto-renewal	10049
Renewals at your stations	Leap Checkout and Renewal	449
Renewals at your stations	Self check Check out	59
Renewals at your stations	Offline Check out	6
	Total Renewals	11016
Number of your Library's items checked out system-wide		11619
Number of your Library's unique items checked out system-wide		11203

Holds Placed through your interface		3519
Holds placed for/by your patrons		3637
Holds Held		3310
Holds Located		0
Holds Checkedout		2995
Holds Expired		2
Holds Cancelled		382
Holds Unclaimed		341
Number Of Items Currently Out		13948
Existing "MortonGrove" patron received new barcode		31
Patron Expiration Date Extended More Than 30 Days:		516
Count of physical patron records at beginning of 09/2020		12554
Minus Patron records physically deleted		195
Minus Patron library was changed from "MortonGrove" to some other CCS librar		7
Plus Patron records physically added		160
Plus Patron library was changed from some CCS library to "MortonGrove"		6
Count of physical patron records at end of 09/2020		12518
Minus In-House and Test Cards		14
Minus Expired Cards		4712
Unexpired Patrons on file		7792
Leap Registration	Patron Lib=MortonGrove	158
Offline Registration	Patron Lib=CCSL	1
Leap Registration	Patron Lib=CCSL	8
Pac Registrations from 09/2019 thru 08/2020 - All		1
Pac Registrations from 09/2019 thru 08/2020 - Converted		0
Pac Registrations from 09/2019 thru 08/2020 - Conversion Rate		0.00%

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
09/2020 - 09/2020

*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	2,795	215	27	2	3.48	5.64
Cary	1,428	91	17	1	2.95	2.88
CCSL	0	0	0	2	0.00	0.00
Crystal Lake	2	1	1	1	3.24	0.00
Des Plaines	3,942	367	380	6	5.53	7.95
Ela	3,060	114	0	0	3.40	6.18
Evanston	236	1	0	1	7.66	0.48
Fox River Valley	2,735	66	10	1	2.90	5.52
Fremont	2,128	76	27	1	1.99	4.29
Glencoe	175	46	20	0	2.26	0.35
Glenview	3,002	203	114	0	5.19	6.06
Grayslake	1,487	151	90	0	3.14	3.00
Highland Park	1,648	115	30	1	4.17	3.33
Huntley	1,384	59	11	0	2.81	2.79
Indian Trails Public Library	2,261	168	0	6	3.35	4.56
Lake Forest	2	0	0	2	3.17	0.00
Lake Villa	2,183	73	12	0	2.89	4.41
Lincolnwood	1,081	41	5	0	2.01	2.18
McHenry	1,950	5	0	1	2.63	3.94
Morton Grove	1,636	33	0	0	3.50	3.30
Niles	3,344	35	20	3	5.19	6.75
Northbrook	3	12	13	2	4.80	0.01
Palatine Public Library	2,500	101	2	0	4.43	5.05
Park Ridge	2,034	45	46	2	3.44	4.10
Prospect Heights	1,843	34	14	1	2.39	3.72
Round Lake	1,744	53	80	0	3.41	3.52
Wilmette	2,999	139	61	3	5.07	6.05
Winnetka-Northfield	803	20	4	0	1.62	1.62
Zion-Benton	1,149	60	23	0	3.34	2.32
Total	49,554	2,324	1,007	36	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				22,652	11,880	1,410
eAudiobooks	1,105	919	1,157	1,442	1,406	1,335	1,302	1,204	1,213				11,083	7,603	880
Movies	594	334	896	1,294	1,346	1,125	944	866	842				8,241	3,228	449
Music	77	89	114	164	169	139	141	88	108				1,089	811	81
Magazines	118	73	130	189	199	235	202	151	144				1,441	800	143
TOTAL	3,447	2,792	4,355	6,534	6,262	6,150	5,443	4,850	4,474	0	0	0	44,506	24,322	2,963
In House Use	1,979	1,878					199	426	481				4,963	15,202	1,379
COLLECTIONS															
Adult/Teen Collection															
Books	53,467	52,463			52,270					53,489			n/a	n/a	55,260
CDs (music)	5,243	5,247			5,248					5,284			n/a	n/a	5,202
Audiobooks	1,979	1,985			1,996					2,031			n/a	n/a	2,654
DVDs/Blu-ray	9,594	9,676			9,713					9,934			n/a	n/a	9,295
Videogames	575	581			582					595			n/a	n/a	563
Laptops	5	5			6					7			n/a	n/a	7
Hotspots	20	20			20					20			n/a	n/a	19
Serials (Title count)	231	231			215					149			n/a	n/a	246
Microforms	209	209								209			n/a	n/a	209
Library of Things					6					33			n/a		
Youth Collection													n/a		
Books	43,438	43,612			35,286					42,917			n/a	n/a	45,606
CDs (music)	827	828			829					850			n/a	n/a	820
Audiobooks	675	683			689					706			n/a	n/a	664
DVDs/Blu-Ray	3,954	3,968			3,980					4,064			n/a	n/a	3,317
Videogames	475	471			475					496			n/a	n/a	527
Serials (Title count)	26	26			31					22			n/a	n/a	26
Multimedia Kits (STEM kits)	39	39			38					38			n/a	n/a	31
Laptops	1	1			1					1			n/a	n/a	n/a
Tablets	4	4			4					4			n/a	n/a	4
TOTAL	120,762	120,049	0	0	111,389	0	0	0	120,849	0	0	0	n/a	n/a	124,450

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<u>PATRONS</u>															
Gate Count	16,445	15,432						*3,352	5,674				37,551	148,250	14,468
Curbside Appointments						735	1,040	233	152						
Active Cards	8,634	8,622	8,862	8,915	8,955	8,990	9,029	9,104	7,792					8,521	
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%				n/a	n/a	38%
<u>REFERENCE</u>															
Adult															
Technology and Reference	1,322	1,301	610	86	76	532	844	1,235	1,075				7,081	14,036	1,497
Directional/General Library Info	1,443	1,227	484	151	199	1,075	1,197	1,248	986				8,010	10,734	1,296
Reading Program	0	0	0	0	2	14	1	1	0				18	434	0
Youth															
Technology and Reference	574	672	422	5	3	63	126	313	454				2,632	5,804	594
Directional/General Library Info	510	418	184	0	12	226	72	157	118				1,697	4,089	391
Reading Program	100	0	0	0	0	1135	12	0	0				1,247	3,984	0
Circulation															
General Info	102	106	41				15		40				304	877	72
Directional	86	83	36				20		43				268	719	94
TOTAL	4,137	3,807	1,777	242	292	3,045	2,287	2,954	2,716	0	0	0	21,257	40,677	3,944
<u>INTERLIBRARY LOAN (ILL)</u>															
Requests BY MGPL	See attachments from CCS for MGPL statistics.														
Filled															
Requests OF MGPL															
Filled															
<u>OUTREACH</u>															
Offsite Visits	42	41	28	0	0	0	0	0	1				112	213	25
Audience	963	1,263	721	0	0	0	0	0	10				2,957	5,786	727
In Library Visits	5	1	0	0	0	0	0	0	2				8	18	3
Audience	131	23	0	0	0	0	0	0	31				185	483	100
School Deliveries	4	6	7	0	0	0	1	2	1				21	31	4
Items	70	79	116	0	0	0	23	45	28				361	825	89
Homebound Deliveries	23	15	8	0	0	0	20	17	23				106	194	20
Items	156	113	44	0	0	0	140	164	158				775	1,256	147
<u>TECHNOLOGY/INTERNET USE</u>															
Public Access computers															
Sessions	1,166	1,114	633	0	0	0	142	325	345				3,725	11,845	1,201
Total time (hrs)	1,629	1,044	450	0	0	0	80	198	186				3,587	10,073	914

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			882	4517	397
Total time (hrs)	160	141.4		0	0	0	0	0	0	0			301.4	1513	151
Public Scan Stations															
Scans	2,627	2,724	1,408	0	0	0	100	1,322	3,934				12,115	18,953	1,692
Faxes (pages)	42	66	49	0	0	0	3	81	69				310	1051	98
Public WiFi Use	Unable to obtain at this time.														
Devices															n/a
Sessions															n/a
Tablet Checkouts	See attachments from CCS for MGPL statistics.														
Laptop Checkouts															
Hotspot Checkouts															
Website Visits															
mgpl.org	10,658	9,943	10,353	6,590	6,393	12,212	12,461	10,933	10,847				90,390	64,798	8,191
Databases/Online Resources															
Sessions	820	720	884	1,000	769	985	1,003	1,641	1,404				9,226	9,149	849
Searches	2,858	3,516	5,539	4,791	4,991	3,577	6,679	3,879	2,683				38,513	21,836	2190
LIBRARY PROGRAMMING															
Adult															
Number of Program Sessions	56	55	25	12	22	8	13	14	19				224		55
Total Attendance	521	602	155	1385	1305	137	176	175	198				4654		662
Teen															
Number of Program Sessions	4	5	1	0	0	0	0	1	1				12		5
Total Attendance	28	73	4	0	0	0	0	31	0				136		30
Youth															
Number of Program Sessions	68	67	26	7	12	28	39	34	36				317		57
Total Attendance	1161	1462	372	1938	1920	3161	3338	2067	2038				17457		1279
Library-wide															
Number of Program Sessions	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
MEETING ROOM USAGE															
Activity Room															
Library	59	64	28	0	0	0	0	0	0				151	496	58
Outside Use	0	0	0	0	0	0	0	0	0				0	0	0
Baxter Room															
Library	21	24	9	0	0	0	0	0	0				54	259	22
Outside Use	1	3	4	0	0	0	0	0	0				8	15	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
Cooperman Room															
Library Use	15	26	7	0	0	0	0	0	0	0			48	247	20
Outside Use	3	2	0	0	0	0	0	0	0	0			5	6	1
STUDY ROOM USAGE															
Reservations	390	441	164	0	0	0	0	0	0	0			995	2285	235
Total time	853	923	359	0	0	0	0	0	0	0			2135	4994.5	501.5
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	148.5	166.5	70.5	0	0	0	0	0	0	0			385.5	1466	142
Teen	11.5	13	16	0	0	0	0	0	0	0			40.5	439	28
SOCIAL MEDIA															
Facebook															
posts	33	29	41	54	61	66	67	76	63				490	323	30
total page likes as of 1st of the month	1842	1847	1867	1882	1896	1915	1927	1937	1951				n/a	n/a	1,825
post likes/shares/comments	1170	568	1159	953	996	1086	773	649	453				7,807	13,522	
Twitter															
posts	27	25	31	41	39	50	51	55	50				369	274	24
total followers as of the 1st of the month	673	678	689	692	693	689	693	690	693				n/a	n/a	659
profile visits	60	33	112	69	42	116	152	56	17				657	1303	78
mentions	4	3	17	6	1	17	13	5	8				74	78	3
Instagram															
posts	14	12	17	26	22	29	26	28	28				202	162	16
total followers as of the 1st of the month	679	700	744	765	789	812	834	851	873				n/a	n/a	624
likes/comments	300	168	384	605	260	613	355	392	419				3496	2854	287
YouTube															
videos	0	0	1	11	9	7	6	6	3				43	1	0
views	0	0	17	491	194	159	101	136	71				1,169	7	0