



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT**

**July/August 2021**

**Pam Leffler, Executive Director**

**Administration**

Throughout the months of July and August we took more steps towards normal library operations. Traffic in the library has been edging up, we've reopened the study rooms, and began planning for the reintroduction of some indoor programming in the fall (though most programming will remain virtual through at least the end of the year). Unfortunately, due to the resurgence of the Delta variant of the COVID-19 virus, I reinstated mask requirements, first for staff beginning July 29 and then for patrons beginning August 2. The Governor reinstated mask mandates for the state on August 30. Despite this, we are tentatively moving forward with programming plans and staff working all hours in the building. Obviously, we are ready to make adjustments as necessary and recommended. At this point, making changes on the fly due to the pandemic feels almost normal!

**Youth Services/Lower-Level Renovation**

- The lower-level renovation was substantially complete by the end of July, and we had a soft re-opening of the department on August 11. Patron feedback has been overwhelmingly positive and staff continue to fully settle into their new space.
- We are still waiting on the delivery of several pieces of furniture, as well as the end panels. Our next delivery of furniture is scheduled for September 8. The delivery date for the end panels is still not set. Originally it was supposed to be mid-September and now has been moved back to the end of September. While it would have been nice to get everything at once, the important thing is that these delays have not affected service to our patrons.
- The Board will continue to meet in the YS Activity Room for the foreseeable future.
- Pay applications #6 for July and #7 for August (and the final pay application) have been included in your packets for approval. As explained previously, the pay applications are reviewed by SMC, the architects, and then passed on to the Library for pay approval by the Board each month.
- With substantial completion of the project our bi-weekly meetings with SMC and Product have ended. Jason has moved on to the next project he is overseeing and stops by periodically to check on punch list work or to address other items that may come up during these final stages of the renovation.
- Updates and photographs of the renovation can be found on the library website at [mgpl.org/renovation](http://mgpl.org/renovation).

**Personnel**

- We welcomed Grace Wechman, our new Adult Services Associate, to the library on August 11.
- TS Associate Sue Heidkamp retired, effective July 15. We will be posting to fill this position at the end of August/beginning of September.

## Automation & Technology

- OSG continues routine and general maintenance of our computers and other automation systems.

## Legal/Financial/Policy

- Department managers have been working on their 2022 budget requests and submitted them to me at the beginning of August.
- The draft of the 2022 budget will have its first reading at the September Board meeting and has been included in the packets. Unless something drastically changes, I am happy to report that I will once again be able to keep our levy request to the Village flat.
- Admin Assistant Susanne Gilbert has been working on the disposal and reorganization of files in the Admin office. She has also begun work on the personnel files to make sure that they are all up-to-date and in compliance with any laws requiring document retention.

## Facilities

- As mentioned above, renovation activity is substantially complete! There are still a few outstanding punch list items, though that list gets shorter every week. We are waiting for delayed furniture and end panel delivery, installation of fire extinguisher cabinets, and some minor flooring/carpet repairs.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

## Miscellaneous

- We were all devastated to learn of the passing of Trustee Erich Monzon on July 17, 2021. Erich was a strong supporter of the library and was excited about the YS renovation. It is heartbreaking that he was not able to see the renovations in person before his death. He will be greatly missed.
- Applications for the two open trustee positions left by Trustee Monzon's death and the earlier resignation of Trustee Swanson were accepted during the month of August. In total, we received 20 (!!!) applications from a very strong group of candidates. The Board will decide how they want to proceed with interviews and appointments at the September meeting.

## Events/Programs/Meetings

AS Associate Interviews	July 15, 16
AS Associate 2 <sup>nd</sup> Interviews	July 22, 23
CCS Executive Committee	August 11
CCS Governing Board	July 14
Department Manager meetings	July 21, August 11, 25
ECC Board meeting	July 27, August 25
EDI Committee	August 5
Farmer's Market	July 10
HR Source: Latest guidance on vaccines & masking	July 9
HR Source: I-9 Update	August 19
Library Board of Trustees Regular Mtg	July 8
North Suburban Directors meeting	July 12, August 9
OSG Quarterly meeting	August 6
RAILS: Dos and Don'ts of Library Fundraising	August 19
SMC – Owner/Architect/CM meeting	July 28

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**  
**July/Aug 2021 Report**  
Melissa Mayberry, Adult Services Manager

In August we restarted our volunteer program. In addition to 7 previous volunteers who have returned, we have added an additional 13 new volunteers. Our volunteers provide a valuable service to the library, and we are fortunate to have these community members back in the building.

**Programming**

We had great participation in this year's Summer Reading program. A total of 231 adults and teens submitted 2072 entries.

We had a total of 31 programs with 353 attendees in July and 23 programs with 394 attendees in Aug.

Our Crafting for Charity group, which has been regularly meeting on the lawn, successfully completed a project to create soapsacks to donate to shelters.



In August we started Let's Dance, a series of instructional dance programs held outside in the parking lot. Attendees learned beginning hip-hop moves at the first program and sampled Square Dancing at the second program.



### Website-Related Projects

- Created a Great Believers Chicago Storymap. The storymap offers a visual representation of locations mentioned in our One Book, One Village selection.
- Created a new webpage to promote our digital magazines
- Added a new Library resource, Niche Academy. In addition to being listed on our Database page there is a widget accessible throughout the website to give patron quick access to instructional video tutorials.



### Book Picks

- 2 Adult- 20 titles
- 1 YA- 3 titles

### Book/Media Displays

- Beat the Heat
- Red, White & Blue (titles with)
- August is Read a Romance Month
- MASK UP!
- National Immunization Awareness Month
- #trending

### Book Rivers and Record Sets

- For the Garden Lover
- Six of Crows Read-Alikes
- Cool for the Summer
- Every Body is a Beach Body
- Dear Diary
- Back to School
- August 9<sup>th</sup> is National Book Lovers Day
- Adult Books for Young Adults
- Need Some Space
- New YA Releases

### Library Aware Newsletters

- Best Seller Preview
- New Fiction
- New Non-Fiction
- New AV

### Videos

- One Minute Book Talk- Red, White & Royal Blue

**Continuing Education/Meetings/Webinars**

- Cailyn attended Booklist Webinar. Fall YA Announcements
- Edmund attended Webinar. Reading Graphic Novels
- Edmund attended NWWAN meeting
- Rebecca attended Collection HQ Webinar. DEI Analysis Reporting
- Marlene attended Webinar. Help! The Correct Way for Staff to Provide Backup in Crisis
- Cailyn attended YALD meeting
- Cailyn attended S.A.C meeting
- Cailyn attended Novelist Webinar. The State of Readers Advisory
- Edmund attended CALVAN meeting
- Edmund attended NWWAN meeting
- Edmund and Rebecca attended ongoing EDI committee meetings

# MGPL Circulation Services July/August 2021 Report

Jeffrey Ray, Circulation Services Manager

## Patrons:

- 118 new patron cards registered in July
- 126 new patron cards registered in August
- 93 Curbside Appointments in July
- 142 Curbside Appointments in August

## Staff:

- 7/9 Attended CCS Circulation Technical Group Meeting.
- 8/7 Attended Morton Grove Farmer's Market with the Book Bike. Gregory Alexander of circulation was also in attendance.
- 8/23 Attended LACONI CSS meeting to discuss fall programming.
- Circulation moved most materials out of the temporary KidSpace back down to the Youth Services Department for the soft opening in August within a 2 day period.



**MGPL Facilities**  
**July/August 2021 Report**  
Ed Tamras, Facilities Manager

- Cleaning, moving, and storing extra/attic stock material away leftover from renovation.
- Pressure washed and wiped down hard seats, shampoo vacuumed and wiped down fabric seats.
- Installed back shelving units that was removed from YS workshop before renovation started.
- Old IT room: Removed wire shelving, patched holes in the wall and sanded, touched up on paint.
- Hung flat screen TVs on wall.
- Installed new door alarm in the basement, old one was broken during renovation, SMC will reimburse the cost of the alarm and mortise lock, Jason from SMC is aware.
- Generator: The generator failed to start for weekly startup run, called BPS for service and they got it running again.
- New sump pumps were installed behind the new teen space mechanical room on 7/14, rerouting of electrical wires was necessary for the pumps, had Jeff the electrician come out to do the work, I gave him a hand.
- Cut out opening in the new IT server closet door and installed louver panel to let out heat.
- Installed Kiddie toilet seats in both patron YS bathrooms.
- Patching, sanding, and painting in Chad's new office.
- Outdoor patio: Pulled bushes and cutoff small trees, pressure washed the walls and floor, and put in the new patio furniture.
- Installed aluminum angle on the Lincoln entrance doors to release the latch and for the doors to lock, its working so far but will continue to monitor. This has been an ongoing problem with both patron entrance doors, side/east entrance has not been resolved yet.
- Spot carpet shampooing.
- HRSS is working to get our fire panel fixed.
- Pulled electrical power, conduit, and installed switched lighting for the vending machine closet that Ganka uses. For whatever reason, that closet never had lights.
- Fire sprinkler system PM was conducted in Aug. by CSA INC., some minor issues will have to be taken care of at a later date.
- Johnson Control did their burglar alarm testing in August.
- Day to day operations of cleaning the library and checking outdoor grounds.
- Weekly: Drain the drip tube from the fire sprinkler system.

**MGPL Marketing & Engagement**  
**July 2021 Report**  
**Chad Comello, Marketing & Engagement Manager**

**Web**

- Uploaded and promoted videos for One Minute Book Talks and various program recordings
- Chad and Karina created new webpages for One Book One Village and Walk Morton Grove, and updated webpage for Children's Art Contest

**Design**

- All finished work on the August/September newsletter issue
- Karina and Bettina created event graphics for social media
- Karina created various graphics and print materials for Adult Services programs
- Karina and Bettina worked on new signage and graphics needed for Youth Services
- Bettina submitted finalized elevator door wrap designs to Speed Pro for production
- Bettina created the August StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf
- Karina worked on route maps for Walk Morton Grove handout
- Karina redesigned ad graphic for Chamber of Commerce guide

**Promotion**

- Chad sent weekly e-news and promotional emails through Savannah
- Karina sent Tomato Club update
- Chad posted on social media accounts daily
- Chad posted photo updates from the YS renovation to the Facebook photo album
- Chad discussed upcoming library programs in promotional video for Community Connection/Community 411 program (part of Comcast network)
- Bettina posted select events to Patch and Tribune Things to Do online calendar

**Meetings/Training/Etc.**

- Weekly meetings for the Marketing department and managers
- July 15: Chad attended Coming Together meeting
- July 16: Chad attended ATLAS Middle Managers roundtable
- July 16: Chad attended and presented at ILA Marketing Roundtable
- July 26: First meeting of Staff Appreciation Committee



**MGPL Marketing & Engagement  
August 2021 Report  
Chad Comello, Marketing & Engagement Manager**

**Web**

- Uploaded and promoted videos for One Minute Book Talks and various program recordings
- Updated webpages for One Book One Village, Walk Morton Grove, and Digital Magazines

**Design**

- All worked on the October/November newsletter issue
- Karina and Bettina created event graphics for social media
- Karina created various graphics and print materials for Adult Services programs
- Had three elevator door designs successfully installed by Speed Pro
- Bettina helped create and install the September StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf
- Karina created, printed, cut, laminated, and installed new signage for Youth Services
- Karina worked with Jeff on Library Card Signup video: filmed the content, created animated transitions in After Effect, and edited the video.

**Promotion**

- Chad sent weekly e-news and promotional emails through Savannah
- Chad posted on social media accounts daily
- Bettina posted select events to Patch and Tribune Things to Do online calendars

**Meetings/Training/Etc.**

- Weekly meetings for the Marketing department and managers
- August 9: Met with Staff Appreciation Committee to plan staff cookout. Original August 26 date delayed due to heat. Finally rescheduled to September 9.
- August 19: Chad attended Coming Together meeting
- August 19: Karina presented in the virtual Recharge Committee program “Show Us Your Stuff”
- August 20: Chad attended and presented at ILA Marketing Roundtable

**MGPL Technical Services**  
**July/August 2021 Report**  
Helga Scherer, Technical Services Manager

**Staff Projects:**

- The only items left in the temporary Kidspace are picture books. These need to be relabeled as Face Out. The Kidspace books and picture books returned to Technical Services by Youth Services for changes to location, number about 2500. This is several weeks of work.

**Department Head Projects:**

- Meeting with Jeff and Courtney to discuss the movement of books from Kidspace to the new Youth Services shelving for soft opening schedule 8/11/2021
- Continue working on CD relabeling project. This is completed through Gospel music with the largest collection, Rock, remaining.
- Reviewing Technical Services Associate position and discussing the move of some task to circulation staff (magazine check-in) and an adult services librarian (oversight of magazine fund and selection) with associated department heads.
- Continue with listing of furniture (on RAILS and Craigslist) that the library no longer needs. Working to empty the Baxter Room and Board Room of extraneous items by mid-September.

**Meetings**

- CollectionHQ/Diversity Analysis webinar from B&T, 7/14/2021
- Innovative webinar New Features for Polaris 7.0, 7/20/2021
- Innovative webinar Overview of Vega, 7/21/2021
- “Using Homosaurus in a Public Library Consortium” CORE/ALA presentation 7/28/2021
  - Homosaurus is an international linked data vocabulary of LGBTQ+ terms. This vocabulary is intended to function as a supplement to other controlled vocabularies, such as the Library of Congress Subject Headings.
- Mandatory Harassment Prevention Training for managers
- Weekly manager’s meetings
- Construction meetings

**Staffing**

- I will be posting a Technical Service Associate position the end of August. This position has been restructured to focus on copy-cataloging and will be 16 hours per week.

**MGPL Youth Services**  
**July & August 2021 Report**  
Courtney Schroeder, Youth Services Manager

In all, we ended up with 760 participants in Summer Reading. I am so incredibly proud of all of the hard work that went into pulling off such a successful program. Staff did a great job getting kids enthusiastic about participating, reading, and coming to programs. We've enjoyed having kids back in the building and getting to interact with them at the desk and now in the department.

We reopened the department to the public early in August and it has been incredibly successful. Word of mouth got out quickly and within an hour of opening, we had about 10 families rush in to see the transformation. It's pretty nice to get to sit at the desk all day and watch people's faces light up as they re-enter the department and take it all in. Everyone is so excited to see the space and we have received endless compliments on how bright and light and big the space feels. I can't wait until all of our additional furniture arrives and when we can actually put out all of our toys and play things so that patrons can really enjoy the space as it was designed to be. A huge THANK YOU to Pam and the board for being so supportive and for making this happen for us and for our community.

**Programming**



In July we provided 41 programs for 1317 people and in August, we provided 27 programs for 1266 people (Zoom programs are actual attendance numbers, Facebook Live/Streaming program numbers are of views as of the end of the month). This includes the nearly a thousand (998 to be exact) **STEMonade Stand** kits we gave out during the two-month period.

**Stories in the Park** continued to be a success in July. At our August meeting, when we discussed things we'd keep doing next year even if everything returns to pre-pandemic normal, all the YS staff indicated that **Stories in the Park** was a program to continue every summer. It was great meeting new families and bringing a bit of fun out into the community in this way.

Overall, programming outdoors was great. We only had to cancel a few programs, one of them being rescheduled and then ultimately canceled due to storms. Otherwise, the programs were messy, fun, and interactive with our **Family Lawn Games** series, **Messterpiece Mondays**, and **Reading Colors Your World Storytime**. Our favorite part of outdoor programming? Seeing so many families show up with their MGPL blanket to sit on. We hope families continue to use their blankets on their adventures for years to come.

In August, Debbie held our annual **Kindergarten Rocks!** program out on the front lawn. Last year's virtual version was disappointing, so it was great to see our eager soon-to-be Kindergarteners for one last hurrah before school started.

Jess' **StoryWalk**® got destroyed by some kids at the park in July. After setting it up and repairing it three different times, we pulled it back home for some TLC. In August it was put back up with a new title in a new park and was successful there. We really enjoyed hearing from adults who love walking by and reading the story. In September, the StoryWalk® gets moved back to the library for the school year.

All in all, it was a great summer and a Summer Reading Program we could be proud of.

### **Outreach**

In July and August, the outreach team visited with 7 groups (194 kids/teachers) in the schools and at camps. Brittany and Debbie both visited with groups at Morton Grove Park District camps. Debbie also began visiting with local preschools who are eager for her visits. The YS Team also provided 7 book bags of 145 books total.

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

In July and August, the Youth Services staff virtually attended the following professional development and training meetings in addition to the August youth services staff meeting:

- Debbie attended the RAILS Preschool Outreach networking group meeting.
- Brittany attended the RAILS School Facilitators networking group meeting.
- Jess attended the ALSO President's Program on using graphic novels to support youth literacy initiatives.
- Debbie attended the Advocate Literacy Committee meeting.
- Amy, Brittany, and Sarah attended the Ryan Dowd webinars on Homelessness in Children and Libraries.
- Debbie attended the Early Childhood Alliance steering committee and general committee meetings.
- Brittany watched the Coming Together 2022 disabilities training video.
- Debbie continued to watch portions of the Illinois Action for Children Partner Plan Act Conference
- Sarah watched the School Library Journal webinar on workplace injustice and diversifying collections.
- Jess attended the National Math Festival focus group meeting
- Amy watched the Ryan Dowd webinar on providing backup to other staff during a confrontation.
- Debbie attended the Childrens' Music Network Early Childhood Affinity group meeting.



## Programming Statistics - July 2021

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>30</b>	<b>339</b>
Chair Yoga (Zoom)	3	101
Online Yoga Resources (Zoom)	1	8
Tai Chi (Zoom)	1	11
Meditation (Zoom)	1	1
Crafting for Charity	2	19
Seniors on the Lawn: Bingo	1	9
Seniors on the Lawn: Arts & Crafts	1	6
Seniors on the Lawn: Coloring & Brain Puzzles	1	4
Seniors on the Lawn: Wits Workout	1	2
Doppelhangers: Intentionally or Not, They Resemble Famous People (Zoom)	1	27
A Visit to the MOBA Zoo (Zoom)	1	14
Tomato Club: Making Pizza with the Home Baking Association (Zoom)	1	37
Tech Talk: Apple vs. Android (Zoom)	1	9
Name That Tune (Zoom)	1	8
Mobile Device Safety (Zoom)	1	5
Beginning Photo Editing (Zoom)	1	10
Book a Librarian	5	5
Kanopy Club (Zoom)	1	5
Between the Lines (Zoom)	1	9
Book Chat (Zoom)	1	5
Book Talk (Zoom)	1	5
Senior Activity Kits	1	35
ESL Kits	1	4
<b>Teen Programs</b>	<b>1</b>	<b>14</b>
LitLoot	1	14
<b>Youth Programs</b>	<b>41</b>	<b>1317</b>
1000 Books Before Kindergarten Storytime (Zoom)	1	7
Absolute Science Streaming STEM Videos (YouTube)	4	47
Absolute Science Live Show (Zoom)	1	23
Chess Academy (Zoom)	1	8
Crafty Saturday	1	42
Drama Club (Zoom)	1	7
Family Lawn Games	5	74

Firework Storytime (Zoom)	1	10
Franken-Apples: The Game (Zoom)	1	3
Grow a Rainbow	1	9
Lego Builders (Zoom)	1	7
Let's Potty! Storytime (Zoom)	1	6
Mess-terpiece Mondays	2	54
Nintendo Switch Gaming (Zoom)	1	0
Reading Colors Your World Storytime	2	48
Red, White, and Bicycle	1	39
STEMonade Stand	5	479
Stories in the Park	3	73
Summer Storytime (Facebook)	4	221
Wee Read (Facebook)	4	160
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>3</b>	<b>77</b>
MGPD Jr. Camp	2	57
MGPD Kidventure Camp	1	20
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>

## Programming Statistics - Aug 2021

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>23</b>	<b>394</b>
Chair Yoga (Zoom)	4	123
Tai Chi (Zoom)	2	20
Meditation (Zoom)	1	10
Crafting for Charity	2	21
Through the Eyes of Hubble (Zoom)	1	38
Spice Up Your Backyard Grilling (Zoom)	1	14
Pollinators to Plants (Zoom)	1	8
Tomato Club: Summer Preserving: Canning Tomatoes (Zoom)	1	17
Financial Health During COVID (Zoom)	1	19
Book a Librarian	1	1
Let's Dance: Hip-Hop	1	13
Let's Dance: Square Dancing	1	35
Between the Lines (Zoom)	1	9
Book Chat (Zoom)	1	3
LitLounge (Zoom)	1	10
Book Talk (Zoom)	1	5
Senior Activity Kits	1	43
ESL Kits	1	5
<b>Teen Programs</b>	<b>0</b>	<b>0</b>
<b>Youth Programs</b>	<b>27</b>	<b>1266</b>
Absolute Science Streaming STEM Videos (YouTube)	1	10
Bedtime Stories (Facebook)	1	60
Chess Academy (Zoom)	1	15
Crafty Saturday	1	15
Folk & Fairy Tales Storytime (Facebook)	1	74
Kindergarten Rocks!	2	25
Lego Builders (Zoom)	1	15

Mini Masterpieces: Keith Haring	1	9
STEMonade Stand	5	519
Storytime on the Lawn	4	83
Summer Storytime (Facebook)	5	263
Wee Read (Facebook)	4	178
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>4</b>	<b>117</b>
MGPD Jr. Camp	1	30
Montessori Academy of Morton Grove	3	87
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>



**Morton Grove Public Library**  
**Monthly Statistics**  
**For 07/2021**

*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	10707
Checkins at your stations	Checkin Leap In Hous	341
Checkins at your stations	Quick Check in	17
Checkins at your stations	Self Check in	5
Checkins at your stations	Normal	7
	Total Checkins	11077
Checkouts at your stations	Self check Check out	3539
Checkouts at your stations	Leap Checkout and Renewal	6895
Checkouts at your stations	Circ Checkout and Renewal	5
	Total Checkouts	10439
Renewals at your stations	Self check Check out	11
Renewals at your stations	Leap Checkout and Renewal	262
Renewals at your stations	Power PAC Renewal	253
Renewals at your stations	Auto-renewal	7968
Renewals at your stations	Third party renewal	1
	Total Renewals	8495
Number of your Library's items checked out system-wide		10079
Number of your Library's unique items checked out system-wide		9207

Holds Placed through your interface		3131
Holds placed for/by your patrons		3254
Holds Held		3050
Holds Located		0
Holds Checkedout		2939
Holds Expired		4
Holds Cancelled		391
Holds Unclaimed		310
Number Of Items Currently Out		9853
Existing "MortonGrove" patron received new barcode		38
Patron Expiration Date Extended More Than 30 Days:		14
Count of physical patron records at beginning of 07/2021		9190
Minus Patron records physically deleted		121
Minus Patron library was changed from "MortonGrove" to some other CCS librar		24
Plus Patron records physically added		118
Plus Patron library was changed from some CCS library to "MortonGrove"		20
Count of physical patron records at end of 07/2021		9183
Minus In-House and Test Cards		14
Minus Expired Cards		869
Unexpired Patrons on file		8300
Leap Registration	Patron Lib=MortonGrove	118
Leap Registration	Patron Lib=CCSL	4
Pac Registrations from 07/2020 thru 06/2021 - All		0
Pac Registrations from 07/2020 thru 06/2021 - Converted		0
Pac Registrations from 07/2020 thru 06/2021 - Conversion Rate		0%

**Morton Grove Public Library  
Monthly Statistics  
For 08/2021**

*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	11584
Checkins at your stations	Self Check in	3
Checkins at your stations	Checkin Leap In Hous	633
Checkins at your stations	Normal	3
Checkins at your stations	Quick Check in	23
	Total Checkins	12246
Checkouts at your stations	Leap Checkout and Renewal	6412
Checkouts at your stations	Self check Check out	5562
Checkouts at your stations	Circ Checkout and Renewal	8
	Total Checkouts	11982
Renewals at your stations	Auto-renewal	7308
Renewals at your stations	Power PAC Renewal	274
Renewals at your stations	Self check Check out	43
Renewals at your stations	Leap Checkout and Renewal	352
	Total Renewals	7977
Number of your Library's items checked out system-wide		11889
Number of your Library's unique items checked out system-wide		10821

Holds Placed through your interface		3100
Holds placed for/by your patrons		3216
Holds Held		3037
Holds Located		0
Holds Checkedout		2679
Holds Expired		2
Holds Cancelled		467
Holds Unclaimed		335
Number Of Items Currently Out		10735
Existing "MortonGrove" patron received new barcode		32
Patron Expiration Date Extended More Than 30 Days:		7
Count of physical patron records at beginning of 08/2021		9183
Minus Patron records physically deleted		119
Minus Patron library was changed from "MortonGrove" to some other CCS librar		8
Plus Patron records physically added		126
Plus Patron library was changed from some CCS library to "MortonGrove"		10
Count of physical patron records at end of 08/2021		9192
Minus In-House and Test Cards		14
Minus Expired Cards		840
Unexpired Patrons on file		8338
Leap Registration	Patron Lib=MortonGrove	126
Leap Registration	Patron Lib=CCSL	2
Pac Registrations from 08/2020 thru 07/2021 - All		0
Pac Registrations from 08/2020 thru 07/2021 - Converted		0
Pac Registrations from 08/2020 thru 07/2021 - Conversion Rate		0%

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**07/2021 - 07/2021**

*Circulation between a library's branches is excluded from these numbers.  
For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.*

*The columns are labeled as follows:*

1. *Lending Library*
2. *Intra-CCS - To CCS Libraries*
3. *Other Ill. - To Other Libraries or Systems in Illinois*
4. *Outside Ill. - To Libraries Outside of Illinois*
5. *Total - Total Sent by Lending Library*
6. *Percent Held - Lending Library Holdings to System Wide Holdings*
7. *Percent Intra-CCS - Lending Library Intra-CCS ILL to System Wide Total Intra-CCS ILL*

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	3,211	185	22	3,418	3.43	4.61
Cary	1,498	74	8	1,580	3.04	2.15
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	383	20	0	403	3.06	0.55
Des Plaines	4,567	307	301	5,175	5.54	6.56
Ela	3,431	117	0	3,548	3.35	4.92
Evanston	3,591	99	94	3,784	7.29	5.15
Fox River Valley	3,153	63	29	3,245	2.93	4.53
Fremont	2,420	73	30	2,523	1.92	3.47
Glencoe	1,174	45	26	1,245	2.34	1.69
Glenview	3,635	166	103	3,904	5.06	5.22
Grayslake	3,316	107	47	3,470	3.43	4.76
Highland Park	2,232	115	43	2,390	4.19	3.20
Huntley	1,652	69	8	1,729	2.82	2.37
Indian Trails Public Library	2,279	123	66	2,468	3.48	3.27
Lake Forest	1,642	11	0	1,653	3.04	2.36
Lake Villa	2,856	75	33	2,964	2.86	4.10
Lincolnwood	1,238	22	5	1,265	2.02	1.78
McHenry	2,039	105	44	2,188	2.68	2.93
Morton Grove	1,438	30	16	1,484	3.57	2.06
Niles	4,535	138	66	4,739	5.01	6.51
Northbrook	3,060	189	150	3,399	4.94	4.39
Palatine Public Library	4,545	133	0	4,678	4.45	6.52
Park Ridge	2,395	64	58	2,517	3.49	3.44
Prospect Heights	1,624	41	13	1,678	2.54	2.33
Round Lake	1,751	46	77	1,874	3.32	2.51
Wilmette	3,380	102	46	3,528	4.99	4.85
Winnetka-Northfield	1,459	34	9	1,502	1.75	2.09
Zion-Benton	1,164	64	60	1,288	3.42	1.67
<b>Total</b>	<b>69,668</b>	<b>2,617</b>	<b>1,354</b>	<b>73,639</b>	<b>100.00</b>	<b>100.00</b>

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**08/2021 - 08/2021**

*Circulation between a library's branches is excluded from these numbers.  
For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.*

*The columns are labeled as follows:*

1. Lending Library
2. Intra-CCS - To CCS Libraries
3. Other Ill. - To Other Libraries or Systems in Illinois
4. Outside Ill. - To Libraries Outside of Illinois
5. Total - Total Sent by Lending Library
6. Percent Held - Lending Library Holdings to System Wide Holdings
7. Percent Intra-CCS - Lending Library Intra-CCS ILL to System Wide Total Intra-CCS ILL

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	3,026	248	35	3,309	3.37	4.91
Cary	1,230	71	12	1,313	3.03	2.00
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,098	155	25	1,278	3.04	1.78
Des Plaines	4,614	307	318	5,239	5.48	7.49
Ela	2,961	137	0	3,098	3.30	4.81
Evanston	2,915	120	74	3,109	7.18	4.73
Fox River Valley	2,762	52	24	2,838	2.87	4.49
Fremont	2,096	78	27	2,201	1.86	3.40
Glencoe	1,059	46	12	1,117	2.31	1.72
Glenview	3,207	174	92	3,473	5.00	5.21
Grayslake	2,863	88	43	2,994	3.41	4.65
Highland Park	2,017	108	35	2,160	4.18	3.28
Huntley	1,544	76	3	1,623	2.81	2.51
Indian Trails Public Library	2,145	142	79	2,366	3.45	3.48
Lake Forest	1,530	19	0	1,549	3.00	2.48
Lake Villa	2,467	79	29	2,575	2.84	4.01
Lincolnwood	1,150	18	3	1,171	2.01	1.87
McHenry	1,805	71	33	1,909	2.65	2.93
Morton Grove	1,509	38	15	1,562	3.55	2.45
Niles	3,915	140	77	4,132	4.96	6.36
Northbrook	2,766	200	145	3,111	4.91	4.49
Palatine Public Library	4,298	122	1	4,421	4.38	6.98
Park Ridge	2,141	88	45	2,274	3.46	3.48
Prospect Heights	1,601	28	10	1,639	2.53	2.60
Round Lake	1,568	45	57	1,670	3.29	2.55
Wilmette	823	82	18	923	4.95	1.34
Winnetka-Northfield	1,347	35	11	1,393	2.80	2.19
Zion-Benton	1,115	113	45	1,273	3.36	1.81
<b>Total</b>	<b>61,572</b>	<b>2,880</b>	<b>1,268</b>	<b>65,720</b>	<b>100.00</b>	<b>100.00</b>

2021 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>															
Total Checkouts (physical material)	6689	5,857	9,034	9,070	9,208	12,043	10,439	11,982					74,322	27,312	0
Total Renewals (physical material)	5237	5,532	5,220	7426	6941	7,575	8495	7977					54,403	18,466	0
<b>Downloads/Streaming</b>															
ebooks	2,197	2,129	2,255	2,076	2,050	2,116	1,954	1,942					16,719	20,845	2,541
eAudiobooks	1,320	1267	1,326	1,216	1,240	1390	1,336	1,387					10,482	9,870	1,204
Movies	868	802	753	707	656	680	735	683					5,884	7,399	866
Music	127	98	86	73	90	91	132	114					811	981	88
Magazines	222	300	301	146	161	179	111	207					1,627	1,297	151
<b>TOTAL</b>	<b>16,660</b>	<b>15,985</b>	<b>18,975</b>	<b>20,714</b>	<b>20,346</b>	<b>24,074</b>	<b>23,202</b>	<b>24,292</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164,248</b>	86,170	4,850
In House Use	80	0	109	86	201	299	341	633					1,749	4,482	426
<b>COLLECTIONS</b>															
<b>Adult/Teen Collection</b>															
Books	52,649	52,409	52,912	52,472	52,197	51,915									52,270
CDs (music)	4,847	4,525	4,561	4,575	4,579	4,588									5,248
Audiobooks	2,018	2,024	2,032	1,948	1,988	2,001									1,996
DVDs/Blu-ray	9,948	9,900	9,930	9,886	9,853	9,878									9,713
Videogames	647	651	574	529	534	552									582
Laptops	7	7	7	7	7	7									6
Hotspots	20	20	20	20	20	20									20
Serials (Title count)	185	185	185	185	185	185									215
Microforms	209	209	209	209	209	209									209
Library of Things	55	55	59	61	61	67									6
<b>Youth Collection</b>															
Books	41,745	42,126	42,303	42,078	42,462	42,448									43,612
CDs (music)	848	848	847	847	847	847									829
Audiobooks	593	593	593	601	603	605									689
DVDs/Blu-Ray	4,440	4,451	4,451	4,154	4,286	4,185									3,980
Videogames	533	531	531	530	532	547									475
Serials (Title count)	23	23	23	23	23	23									31
Multimedia Kits (STEM kits)	39	39	39	39	39	39									38
Laptops	1	1	1	1	1	1									1
Tablets	4	4	4	4	4	4									4
<b>TOTAL</b>	<b>118,811</b>	<b>118,601</b>	<b>119,281</b>	<b>118,169</b>	<b>118,430</b>	<b>118,121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		119,924

**2021 Statistics -- Morton Grove Public Library**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>PATRONS</b>															
Gate Count				5,888	5,364	7,260	7,522	8,045					34,079	31,877	0
Curbside Appointments	1,648	1,554	932	248	235	218	93	142					5,070	3,352	n/a
Active Cards	9,863	9,822	9,118	8,800	8,243	8,285	8,300	8,338							9,104
Other (NR Fee, Org, etc)	0												0		0
% of MG pop w/active cards	44%	44%	40%	39%	38%	38%	38%	38%	38%				n/a		39%
<b>REFERENCE</b>															
<b>Adult</b>															
Technology and Reference	573	443	672	836	867	1,050	1,024	1,182					6,647	6,006	1,235
Directional/General Library Info	655	558	704	806	784	882	814	923					6,126	7,024	1,248
Reading Program	3	0	0	0	0	29	18	1					51	18	1
<b>Youth</b>															
Technology and Reference	325	234	416	460	442	577	632	649					3,735	2,178	313
Directional/General Library Info	64	105	256	308	268	634	372	486					2,493	1,579	157
Reading Program	3	0	0	0	6	1385	188	74					1,656	1,247	0
<b>Circulation</b>															
General Info	0	0	58	67	71	68	71						335	264	0
Directional	0	0	69	55	63	67	85						339	225	0
<b>TOTAL</b>	<b>1,623</b>	<b>1,340</b>	<b>2,175</b>	<b>2,532</b>	<b>2,501</b>	<b>4,692</b>	<b>3,204</b>	<b>3,315</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,382</b>		
<b>OUTREACH</b>															
Offsite Visits	23	14	29	6	10	3	3	4					92	111	0
Audience	374	280	825	94	997	60	77	117					2,824	2,947	0
In Library Visits	0	0	0	0	1	0	0	0					1	6	0
Audience	0	0	0	0	12	0	0	0					12	154	0
School Deliveries	3	1	0	2	0	6	4	3					19	20	2
Items	93	27	0	58	0	87	58	87					410	333	45
Homebound Deliveries	0	15	19	21	19	17	25	23					139	83	17
Items	0	153	135	165	155	133	177	168					1,086	617	164
<b>TECHNOLOGY/INTERNET USE</b>															
<b>Public Access computers</b>															
Sessions	0	0	169	268	305	404	502	643					2,291	3,380	325
Total time (hrs)	0	0	69	128	172	362	447	444					1,622	3,401	198



2021 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>AWE Early Learning computers</b>															
Sessions	0	0	0	0	0	0	0	85					85	882	0
Total time (hrs)	0	0	0	0	0	0	0	2419					2419	301	0
<b>Public Scan Stations</b>															
Scans	276	131	656	1,099	1,372	1,212	1,812	2,224					8,782	8,181	1,322
Faxes (pages)	26	33	56	69	55	60	31	32					362	241	81
<b>Public WiFi Use</b>															
Unable to obtain at this time.															
Devices													0		n/a
Sessions													0		n/a
<b>Website Visits</b>															
mgpl.org	12,824	12,820	12,055	10,342	9,834	11,166	10,161	10,260					89,462	79,543	10,933
<b>Databases/Online Resources</b>															
Sessions	1,191	1,269	1,478	1,142	1,273	810	1,130	956					9,249	7,822	1,641
Searches	3,677	3,753	3,549	3,721	2,280	2,356	2,000	3,754					25,090	35,380	3,879
<b>LIBRARY PROGRAMMING</b>															
<b>Adult</b>															
Number of Program Sessions	27	22	21	34	30	36	30	23					223	205	14
Total Attendance	584	934	356	599	291	435	339	394					3932	4456	175
<b>Teen</b>															
Number of Program Sessions	1	1	1	1	2	0	1	0					7	11	1
Total Attendance	5	12	12	8	8	0	14	0					59	136	31
<b>Youth</b>															
Number of Program Sessions	37	33	43	36	39	43	41	27					299	281	34
Total Attendance	1839	1694	1900	1588	1503	1586	1317	1266					12693	15419	2067
<b>Library-wide</b>															
Number of Program Sessions	0	0	0	0	0	0	0	0					0	0	0
Total Attendance	0	0	0	0	0	0	0	0					0	0	0
<b>MEETING ROOM USAGE</b>															
<b>Activity Room</b>															
Library	0	0	0	0	0	0	0	0					0	151	0
Outside Use	0	0	0	0	0	0	0	0					0	0	0

2021 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	0	0	0	0	0	0	0	0	0				0	54	0
Outside Use	0	0	0	0	0	0	0	0	0				0	8	0
<b>Cooperman Room</b>															
Library Use	0	0	0	0	0	0	0	0	0				0	48	0
Outside Use	0	0	0	0	0	0	0	0	0				0	5	0
<b><u>STUDY ROOM USAGE</u></b>															
Reservations	0	0	0	0	0	0	0	0	70				70	995	0
Total time	0	0	0	0	0	0	0	0	158.5				158.5	2135	0
<b><u>OTHER/MISCELLANEOUS</u></b>															
<b>Volunteer Hours</b>															
Adult	0	0	0	0	0	0	0	4.5	52.17				56.67	385.5	0
Teen	0	0	0	10	1.5	0.5	1	11.22					24.22	40.5	0
<b><u>SOCIAL MEDIA</u></b>															
<b>Facebook</b>															
posts	67	66	81	73	72	77	69	77					582	427	76
total page likes as of 1st of the month	1990	2005	2023	2037	2043	2034	2041	2033					n/a		1,937
post likes/shares/comments	1816	1684	3084	1561	976	1247	1557	2357					14,282	7,354	649
<b>Twitter</b>															
posts	65	47	68	66	63	79	66	51					505	319	55
total followers as of the 1st of the month	704	712	721	725	719	726	730	734					n/a		690
profile visits	564	244	491	362	260	492	335	541					3289	640	56
mentions	12	4	15	13	3	4	3	1					55	66	5
<b>Instagram</b>															
posts	36	21	35	37	32	44	37	34					276	174	28
total followers as of the 1st of the month	926	948	962	966	970	979	989	1017					n/a		851
likes/comments	645	437	622	612	421	938	680	559					4914	3077	392
<b>YouTube</b>															
videos	6	5	7	11	14	5	6	5					59	40	6
views	100	119	205	263	181	94	93	77					1,132	1,098	136