Morton Grove Public Library
Librarian's Report
July 2019
Pam Leffler, Director

Administration

Personnel
- Scott Sills, a custodial assistant in the Facilities and Maintenance Department, resigned his position this month. Facilities Manager Ed Tamras and Ganka Kuneva have been covering the weekend shifts as necessary. Ed and I will be discussing how we want to fill this position on a permanent basis.
- Other staff activities have been reported in the Department reports.

Automation & Technology
- Please see the list of current and completed projects attached.
- Upgraded internet service for faster download and upload speeds. OSG staff were able to help achieve significant savings as well. Beginning in August the cost for our faster internet and back up internet will be reduced by over half.
- In addition to project work, OSG continued to provide routine technical support for computers (hardware and software) throughout the Library.

Building & Grounds – General
- The new outdoor sign has been installed. It looks great and ties in really well with the main building. We will be working with our landscaping company to plant more flowers and perennials around the sign.
- Please see the monthly report of Facilities and Maintenance Manager Ed Tamras for more building and grounds related activity.
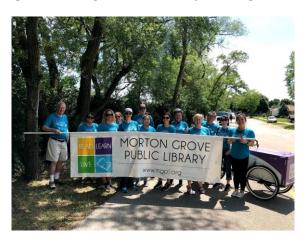
Legal/Financial/Policy
- The new buyer for 6200 Lincoln Avenue has submitted all documentation for waivers and special use applications to the Village. The buyer and architects will present the outside elevations to the Appearance Commission for approval on Monday, August 5. On August 19 the Plan Commission will consider the Special Use Permit for a 4-unit multi-family residential development on a zoning lot less than one acre
- I began preparation for the development of the 2020 budget and met with Department Heads as necessary to discuss their budget requests. All department budgets were due to me by the end of July.

- We received a total of 3 candidate applications for the open library trustee position. Interviews will take place in Executive Session at the regularly scheduled Board meeting on August 8.

Miscellaneous
- Karina continued to prepare for the switch to the new logo which will have a soft roll out in September.
- The Library once again participated in the 4th of July parade. Special thanks to all staff and trustees that walked in the parade and handed out candy. It's always gratifying to see people cheering for the Library as we pass!

- Cutover to self-administration of our OverDrive e-content by the Electronic Content Consortium went smoothly. We are currently trying to get a complete accounting of remaining consortium funds from the previous administrator, Libraries First.

Events/Programs/Meetings

July 1	Policy Committee meeting
July 2/9/16/30	Website Committee meetings
July 3	Department Head Budget meeting
July 3/10/24	Department Head meetings
July 10	HR Source Round Table @ Palatine PL
July 18	Finance Committee/Regular Board meetings
July 19	e-Content Task Force meeting @ CCS
July 19	OSG – Review and Project Update meeting
July 27	Farmer's Market
July 31	Electronic Content Consortium Executive Committee

Besides meetings listed above, I had a variety of meetings throughout the month with Department Heads and other staff on a variety of personnel, collection and building related issues.

MGPL Adult Services
July 2019 Report
Natalya Fishman, Head of Adult Services

Selected list of programs and services

A Universe of Stories Summer Reading Programs for Teens and Adults

The 2019 Adult and Teen Summer Reading Programs were very successful! Our patrons were excited to participate in the Reading Programs by reading, listening to audiobooks and CDs, attending programs and putting stickers on the *A Universe of Stories* board to create our Program's logo. In two months, we collected 1,168 Teen program logs and 1,477 Adult program logs that reflected patrons' activities during the Summer Reading Programs. Below is the breakdown for adult and teen activities:

Adult total – 1,147   Teen total – 1,168
       Books – 824   Books – 923
       Movies – 369   Movies – 159
       Programs – 150   Programs – 23
       Music – 126   Music – 35
       Videogames – 8   Videogames – 33

This year's Summer Reading Program prizes included passes to the Museum of Science and Industry, tickets to the Shedd Aquarium, Adler Planetarium membership, and gift cards.

Poetry and Art Workshop

The workshop attendees wrote and explored three different poetry forms: Haiga, Cherita and Ekphrastic and created art to go along with their poems. The workshop was presented by Michelle Kogan, artist, illustrator, poet, and writer. 7/6;

Film: Theodore Bikel – In the Shoes of Sholem Aleichem

Portraits of two cultural icons - Sholom Aleichem and Theodore Bikel – were featured in this enchanting documentary. This program was offered in conjunction with the Chicago YIVO Society. 7/19;

Presentation: Radio Goes to War

Radio host for "Those Were the Days" on WDCB – 90.9FM, Steve Darnall, talked about radio history and examined how it brought the war into the lives of its listeners, with presidential speeches, news broadcasts, entertainment shows for the troops and programs designed to boost morale at home. 7/23;

Dungeons & Dragons Quests (Teen Program)

Our Dungeons & Dragons programs continue to be popular among teens and gets a good turnout every time it is held. 7/14;
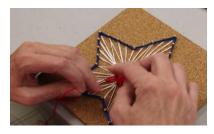
Concert: Sarah Marie Young in Concert

Semi-finalist in the 2010 Thelonious Monk Competition and award winning jazz artist/singer and songwriter, Sarah Marie Young, performed songs from her past three albums, shared new music and stories as well as her favorite covers loved by audiences worldwide. 7/21;

Get Hooked: Star String Art

During the class, the attendees created a star design using thread and other supplies.

Let's Get Together! Programs for Older Adults

The following programs were held as part of the series in July:

- **Chair Yoga.** 7/5; 7/19;
- **Creative Coloring.** 7/27;

Computer/Technology Workshops

- Google Maps and Earth 7/11;
- Using Google Calendar 7/16;
- Google Keep 7/24
- Excel Advanced Features and Formulas 7/31;
- Book-a-Librarian appointments to assist patrons with computer basics, Excel, iTunes as well as using an iPad and new Chromebook. 7/8; 7/15; 7/22;
- Book-a-Genealogist appointments.7/12; 7/23; 7/25;

Book Talks / Book Discussions

- **LitLounge Book Discussion at the Village Inn Pizzeria**
  Born a Crime by Trevor Noah. 7/10;
- **Walk'N Talk Book Group**
  The Wanderers by Meg Howrey. 7/31;

Other events held in July:
- Film: *Seeing in the Dark.* 7/2;
- Silver Screen: *Invasion of a Body Snatchers* 7/5;
- Crafting for Charity. 7/13; 7/27;
- Dungeons & Dragons (Teens). 7/14;
- Film: Storm Boy. 7/9;
- Dungeons and Dragons (Teen) 7/14;
- Film: *Welcome to Marwen.* 7/16;
- Scrabble for Adults. 7/17;
- Hot Ticket*: Captain Marvel.* 7/18;
- MGPL After Dark: Elaine Dame. 7/19;
- Sensory Friendly Film: A Bug's Life. 7/24;
- Power Edge Employment Workshop. 7/25;
- Critics' Choice: *A Man Called Ove.* 7/28;
- Film: The Front Runner. 7/30;
- Knitting Roundtable. 7/1; 7/8; 7/15; 7/22; 7/29;
- ESL One-on-One Practice. 7/1 (2); 7/3 (2); 7/5; 7/8 (2); 7/10 (3); 7/11; 7/12 (2); 7/13; 7/15 (2); 7/17 (3); 7/19; 7/20; 7/22 (2); 7/24 (3); 7/25; 7/26; 7/27; 7/29;

Other
Numerous other projects and duties have been worked on during this month: collection development, webpages, displays and newsletters, serving homebound patrons, recruiting and training volunteers, and more. Some of other projects are listed below:
- This month the iMac was moved into the Computer Room. In anticipation for the change, Computer Assistants were trained to assist patrons with the mac and answer questions. So far, the change in location has been beneficial: there are more new users on the iMac and the extra Study Room is constantly in use.
- To prepare proposals for the 2020 budget, all subscription databases were evaluated on their usage, easiness to use and cost per session/search.
- Staff participated in trials of CreativeBug and Rise Vision software.
- New software was purchased and downloaded to the new VR Oculus Quest. Staff started planning programs for different age groups to offer to patrons;
- Staff continued to explore how to use SharePoint as the new Staff Home Page and wiki.
- Staff participated in building of the MGPL planetarium and showed movies inside it.
- Music CDs circulation has been evaluated, and older CDs that have not circulated for several years have been removed from the collection.

Outreach
The bookshelf in the Metra Station has been replaced with a new one to give it a better appearance and representation of the Library.
- July 4th parade. 7/4;
- Muslim Education Center meeting. 7/10;
- Molloy School Movie showing. 7/17
- Coming Together in Skokie and Niles Township meeting. 7/18; 7/26;
- Book Bike at Moretti's. 7/26;
- Book Bike at the Farmer's Market. 7/27;

Professional Development/Training/Meetings
Adult Services staff attended various meetings and workshops in July. Among them:
- Booklist Webinar: The Art of the (Graphic) Novel Part I. 7/9;
- RAILS Census meeting. 7/19;
- Newsletter production. 7/19;
- Adult Services meeting. 7/23;
- NLM Webinar: Promoting Public Health through the Public Library. 7/25;
- OrangeBoy demo. 7/25;
- Booklist Webinar: The Art of the (Graphic) Novel Part II. 7/26;
- RAILS Online Round Table: Census 2020 Programming. 7/31;
- Website Committee meetings.7/2; 7/9; 7/16; 7/19; 7/30;
- Phone Conference with Library Market. 7/3; 7/10; 7/17; 7/23; 7/31;

MGPL Circulation Services
July 2019 Report
Jeffrey Ray, Head of Circulation Services

Patrons:

127 new patron cards registered

Staff:
- Continuing to work with volunteer to clean A/V materials as they are returned.
- July 12th Amanda Herrmann attended CCS Circ Technical Group meeting at Glenview Public Library.
- July 22nd Attended LACONI Governing Board meeting at Schaumburg Township District Public Library.
- July 27th Attended Morton Grove Farmers Market with Book Bike and Pam Leffler.
- Food For Fines was held this month and we collected 426 food items and waived $17.35 in overdue fines.

MGPL Facilities and Maintenance Department
July 2019 Report
Ed Tamras, Facilities and Maintenance Manager

- We have been having trouble with the main floor HVAC unit. Midwest Mechanical has been out to troubleshoot the problem, and it may be related to the motherboard for the unit. If the board is the problem, our contract will cover the charges.
- Staff door sticks and sometimes does not open during warm weather. Apparently, the frame of the door is not the right size for the door. We have one quote for replacement of the frame and the door and are waiting for a second quote before moving forward with replacement.
- Chris's Landscaping: Will start anytime this week.
- Computer room: A leak in the roof above the computer room was discovered. Wet insulation and drywall has been removed and replaced. Completion of the drywall patching on the ceiling will take place the week of August 5.
- Teen space: Removed a couple book shelves per Natalya and James, eliminated side outlets and put new outlet in the center and below the TV, installed the new game console, moved old table and chairs that were under the TV to the wall where the old book shelves were.
- Weekly check of 6200 bldg

MGPL Technical Services
July 2019 Report
Helga Scherer, Head of Technical Services

Projects

Staff Projects:

- Sue Heidkamp officially transitioned us from Rivistas to W.T. Cox for magazine subscriptions. While there was some financial incentive our move is mainly based on W.T. Cox appearing to have a much higher level of customer service. We will have a single rep at the company and have access to a robust customer service portal.

Department Head Projects:

- Ongoing training for myself and staff on cataloging within the consortium database and using Polaris
- Continued editing of adult foreign language item records so that they now have the language in the Prefix field. This change aids both staff and patrons when looking at the PAC or pick lists
- Ongoing Polaris maintenance: working on items records in which our record does not have a volume designation, verifying suspicious Type of Material (TOMS) designations, reviewing items without a statistical code
- Reviewing and testing Polaris upgrade 6.3 on training database
- Reviewed Technical Service job descriptions and updated as needed

Meetings
- 7/24/2019, Meeting with Hoopla customer service, MGPL
- 7/29/2019, Attended *Running Effective Meetings* training hosted by CCS

MGPL Youth Services
July 2019 Report
Courtney Schroeder, Head of Youth Services

We ended up with 861 kids signed up for Summer Reading this year. It's about 50 more than last year, which is great. Of those 861 kids: 724 earned their t-shirt, 638 earned their kite/bubble wand, and 544 earned their book! We scrambled to acquire extra prizes for all of the extra kids, but it's a great problem to have. One of the goals for this year's program was to make it easier on the parents. We heard from many of them how much they appreciated the changes.

Programming
This month, we hosted 71 programs for 1667 people.

Our July 3rd celebrations of **Firework Storytime** and **Red, White, and Bicycle** (bike decorating for the 4th) were well attended and such a hit with families!

Shortly after the 4th, staff worked to build the **MGPL Planetarium** (pictured above). This year, we held 5 programs and showed 15 films inside our planetarium. As always, the community really enjoys spending time under the dome.

This summer, we've had great attendance at our **Tiny Science** programs, where kids ages 3-5 explore scientific concepts. This particular program (pictured here - - >) focused on the chemical reaction of baking soda and vinegar was very fun (and mess) – the kids had a blast!

< - - **Block Party** has also been a fun program this summer, where we bring out all different types of block for open and self-directed play!

Outreach

In July, our outreach team visited 6 groups of 214 kids and adults/teachers outside of the library and were visited by 1 classroom of students from the MCC/MEC Summer Camp. In addition, we delivered 26 books to 1 classroom. Here are some highlights:

- Debbie visited three times with the MGPD's Kidventure Camp.
- Brittany visited three times with the MGPD Junior Camp.

Professional Development/Training/Meetings

In July the Youth Services staff attended the following professional development and training meetings:

- Amy watched the Webinar: Big Picture Reading, a review of upcoming picture books.
- Debbie attended both the Skokie area EDI meeting with people from the Early Childhood Alliance and the Advocate Literacy Partnerships meeting.
- Brittany represented MGPL at both the Coming Together in Skokie meeting and the Core Texts subcommittee meeting.

Programming Statistics -July 2019

Program Name:	# of sessions	Total Attendance
Adult Programs	**75**	**775**
Technology Classes	4	15
Book a Geanealogist	3	3
Book-A-Librarian (one-on-one tutorials)	7	7
ESL one-on-one practice sessions	30	30
Book Discussions On Site	1	1
Book Discussions Off Site	1	23
Chair Yoga	2	55
Movies	10	365
Sensory Friendly Movie	1	15
Concerts, presentations	3	147
Crafting for Charity, Knitting, Get Hooked Crafts, Scrabble	9	105
Poetry and Art Workshop	1	5
Proctoring	1	1
Backyard Astrophotography	1	2
Power Edge Employment Workshop	1	1
Teen Programs	**1**	**6**
Dungeons & Dragons: Quests	1	6
Youth Programs	**71**	**1667**
Art Step by Step: Abstract Art	1	10
Bedtime Stories and More	1	13
Block Party	1	23
Chess Academy	1	8
Chopped: Arts & Crafts Edition	2	30
Cook County Farm Bureau: It's Showtime!	1	10
Craftin' Around: Marbled Stationery	1	5
Cratin' Around Jr.: Snow Globes	1	10
Crafty Saturday	1	75
Creative Writing Crew	1	7
Family Storytime	1	14
Firework Storytime	1	45
Idea Lab	3	41
Jr. Idea Lab	3	43
LEGO Builders	2	28
Make & Take Playgroup: Popsicle Patterns	1	26
Mammals & More Animal Show	1	140
MGPD Summer Concert (ice cream day)	1	40
Monday Morning Playgroup	5	60
Mother-Daughter Book Club (Grades 3-7)	1	18
Nintendo Switch Gaming	1	14
Om My Yoga	1	19
Paint the Planetarium	2	75

Planetarium: Constellation Storytelling	1	23
Planetarium: Moon Tales	1	10
Read to the Rainbow Dogs	1	12
Scratch 'n Code	1	3
Storytime From Space	1	12
Subway Storytime	1	12
Summer Movies	3	91
Summer Storytime	10	208
Tie Dye your T!	2	235
Tiny Science	3	71
Water Babies	8	177
Yarn Gang	5	59
Yoga Kids	1	14
Library-Wide Programs	**17**	**167**
Planetarium Films	15	140
Moon Landing Celebration	2	27
Talks/Tours inside the Library		
Youth Services	**1**	**15**
MCC/MEC Summer Camp	1	15
Adult/Teen Services	**1**	**13**
Molloy Educational Center Movie	1	13
Talks/Tours outside the Library		
Youth Services	**6**	**214**
MGPD Jr. Camp	3	178
Kidventure Camp	3	36
Adult/Teen Services	**2**	**100**
Book Bike at Moretti's	1	50
MGPL on the Go at the Farmer's Market	1	50

08/01/2019

Morton Grove Public Library
Monthly Statistics
For 07/2019

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	2140
Checkins at your stations	Leap Check in	16733
Checkins at your stations	Normal	3
Checkins at your stations	NULL	2
Checkins at your stations	Power PAC Checkin	787
Checkins at your stations	Quick Check in	13
Checkins at your stations	Self Check in	22
Checkins at your stations	Third party Checkin	565
	Total Checkins	20265
Checkouts at your stations	Circ Checkout and Renewal	24
Checkouts at your stations	Leap Checkout and Renewal	7524
Checkouts at your stations	Self check Check out	9246
	Total Checkouts	16794
Renewals at your stations	Auto-renewal	9174
Renewals at your stations	Leap Checkout and Renewal	322
Renewals at your stations	Power PAC Renewal	456
Renewals at your stations	Self check Check out	174
Renewals at your stations	Third party renewal	2
	Total Renewals	10128
Number of your Library's items checked out system-wide		18215

Number of your Library's unique items checked out system-wide		15522
Holds Placed through your interface		2276
Holds placed for/by your patrons		2452
Holds Held		2146
Holds Located		0
Holds Checkedout		1804
Holds Expired		0
Holds Cancelled		373
Holds Unclaimed		276
Number Of Items Currently Out		12320
Existing "MortonGrove" patron received new barcode		52
Patron Expiration Date Extended More Than 30 Days:		158
Count of physical patron records at beginning of 07/2019		13121
Minus Patron records physically deleted		133
Minus Patron library was changed from "MortonGrove" to some other CCS librar		16
Plus Patron records physically added		128
Plus Patron library was changed from some CCS library to "MortonGrove"		10
Count of physical patron records at end of 07/2019		13110
Minus In-House and Test Cards		14
Minus Expired Cards		4551
Unexpired Patrons on file		8545
Leap Registration	Patron Lib=MortonGrove	127
PAC Registration	Patron Lib=MortonGrove	1
Leap Registration	Patron Lib=CCSL	12
Pac Registrations from 07/2018 thru 06/2019 - All		0
Pac Registrations from 07/2018 thru 06/2019 - Converted		0
Pac Registrations from 07/2018 thru 06/2019 - Conversion Rate		0%

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
07/2019 - 07/2019

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	3,784	173	21	3,978	3.84	6.38
Cary	1,416	108	30	1,554	3.10	2.39
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	2,869	323	56	3,248	4.45	4.84
Des Plaines	5,277	52	25	5,354	6.14	8.89
Ela	3,324	226	0	3,550	3.74	5.60
Evanston	3,187	246	118	3,551	8.33	5.37
Fox River Valley	3,031	56	15	3,102	3.16	5.11
Fremont	2,009	99	33	2,141	2.28	3.39
Glencoe	1,011	104	19	1,134	2.46	1.70
Glenview	2,853	233	94	3,180	5.69	4.81
Highland Park	2,523	245	64	2,832	4.82	4.25
Huntley	2,359	114	5	2,478	3.03	3.98
Indian Trails Public Library	0	0	0	0	0.00	0.00
Lake Forest	1,483	67	0	1,550	3.51	2.50
Lake Villa	311	70	13	394	3.19	0.52
Lincolnwood	1,628	29	5	1,662	2.02	2.74
McHenry	1,915	140	59	2,114	2.93	3.23
Morton Grove	2,372	67	0	2,439	3.73	4.00
Niles	4,220	192	103	4,515	5.72	7.11
Northbrook	3,299	289	89	3,677	5.51	5.56
Park Ridge	1,574	142	96	1,812	3.75	2.65
Prospect Heights	1,828	40	22	1,890	2.80	3.08
Round Lake	1,739	100	140	1,979	3.51	2.93
Wilmette	3,102	184	55	3,341	6.22	5.23
Winnetka-Northfield	1,150	77	15	1,242	2.33	1.94
Zion-Benton	1,073	94	56	1,223	3.72	1.81
Total	59,337	3,470	1,133	63,940	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														2018	Jun-18
Books	See attachments from CCS for MGPL statistics.												0	14,196	4,827
CDs (music)													0	1,517	614
Audiobooks													0	768	267
DVDs/Blu-Ray													0	10,709	3,827
Videogames													0	855	336
Magazines													0	798	228
Youth															
Books													0	25,134	9,138
CDs (music)													0	142	52
Audiobooks													0	210	114
DVDs/Blu-Ray													0	3,843	1,556
Videogames													0	754	334
Multimedia Kits													0	83	26
Magazines													0	120	29
Downloads/Streaming															
ebooks	1,392	1,281	1,435	1,226	1,192	1,211	1,337						**9,074**	8,508	1,386
eAudiobooks	810	710	816	811	851	847	937						**5,782**	4,906	876
Movies	398	336	344	225	270	260	452						**2,285**	824	144
Music	101	112	79	114	99	62	97						**664**	398	59
Magazines	99	85	110	62		161							**517**		
TOTAL	**2,800**	**2,524**	**2,784**	**2,438**	**2,412**	**2,541**	**2,823**	**0**	**0**	**0**	**0**	**0**	**18,322**	73,765	23,813
In House Use		1,959	2,226	1,908	1,428	2,530	2,140						**12,191**	16,489	3,195
COLLECTIONS															
Adult/Teen Collection															
Books	56,566	56,406	55,285	55,568	56,399	55,598	56,340						n/a	n/a	55,910
CDs (music)	6,268	6,291	5,556	5,261	5,154	5,164	5,175						n/a	n/a	6,154
Audiobooks	2,779	2,781	2,731	2,740	2,753	2,767	2,640						n/a	n/a	3,067
DVDs/Blu-ray	9,311	9,419	9,668	9,687	9,780	9,633	9,314						n/a	n/a	9,297
Videogames	537	544	564	568	573	575	546						n/a	n/a	520
Laptops	9	9	9	9	9	9	9						n/a	n/a	9
Hotspots	20	20	20	20	20	20	20						n/a	n/a	11
Serials (Title count)	246	246	246	246	246	246	246						n/a	n/a	247
Microforms	209	209	209	209	209	209	209						n/a	n/a	209

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Youth Collection															
Books	45,543	45,277	44,690	44,324	44,100	44,826	45,001						n/a	n/a	45,161
CDs (music)	797	797	797	796	799	809	818						n/a	n/a	824
Audiobooks	635	635	635	655	655	656	646						n/a	n/a	649
DVDs/Blu-Ray	3,945	3,968	4,021	4,041	4,065	4,096	3,979						n/a	n/a	3,770
Videogames	497	500	510	516	517	521	523						n/a	n/a	530
Serials (Title count)	26	26	26	26	26	26	26						n/a	n/a	31
Multimedia Kits	53	53	64	64	64	64	64						n/a	n/a	61
Tablets	4	4	4	4	4	4	4						n/a	n/a	4
TOTAL	127,445	127,185	125,035	124,734	125,373	125,223	125,560	0	0	0	0	0	n/a	n/a	126,454
PATRONS															
Gate Count	13,658	15,668	16,743	17,566	16,615	18,770	17,950						116,970	94,933	17,512
Active Cards	9,199	8542	8,551	8,520	8,509	8,499	8,545								
Adult													n/a	n/a	6,805
Youth													n/a	n/a	1,827
Other (NR Fee, Org, etc)													n/a	n/a	1
% of MG pop w/active cards	39%	39%	39%	38%	38%	38%	38%						n/a	n/a	38%
REFERENCE															
Adult															
Technology and Reference	1,421	1,348	1,598	1,603	1,579	1,654	1,750						**10,953**	9,322	1,566
Directional/General Library Info	968	946	1,139	1,299	1,377	1,198	1,353						**8,280**	6,525	1,240
Reading Program	0	0	0	0	0	297	137						**434**	373	373
Youth															
Technology and Reference	586	663	644	563	512	846	721						**4,535**	3,425	727
Directional/General Library Info	295	296	392	338	432	954	554						**3,261**	4,179	1,369
Reading Program	202	0	0	0	0	2338	1444						**3,984**	3,118	2,702
Circulation															
General Info	159	126	118	92	74	76	82						**727**	548	95
Directional	68	82	77	64	52	94	99						**536**	476	70
TOTAL	3,699	3,461	3,968	3,959	4,026	7,457	6,140	0	0	0	0	0	**32,710**	27,966	8,142
INTERLIBRARY LOAN (ILL)															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												**0**	445	155
Filled													**0**	399	126
Requests OF MGPL													**0**	889	327
Filled													**0**	174	69
OUTREACH															
Offsite Visits	27	30	34	27	44	10	9						**181**	144	6
Audience	646	803	879	474	1123	489	337						**4,751**	3,763	177
In Library Visits	0	0	1	9	1	2	2						**15**	14	0
Audience	0	0	27	251	51	26	28						**383**	354	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
School Deliveries	5	6	5	6	1	1	1						**25**	28	2
Items	126	236	85	157	17	28	26						**675**	494	41
Homebound Deliveries	21	23	19	17	28	21	24						**153**	102	16
Items	108	118	121	126	191	128	150						**942**	704	106
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	1,149	1,091	1,352	1,314	1,340	1,374	1,615						**9,235**	7,147	1,233
Total time (hrs)	1,044	1,029	1,404	1,124	1,104	1,191	1,264						**8,160**	6403	1246
Digital Media Lab computers															
Sessions	48	38	54	65	47	61	69						**382**	250	51
Total time (hrs)	95	86.5	119	111	104	132	119						**766.5**	416	91
AWE Early Learning computers															
Sessions	438	480	533	445	425	709	617						**3647**	3095	723
Total time (hrs)	140	160	180	142	139	234	206						**1201**	1018	235
Public Scan Stations															
Scans	1,142	1,202	1,722	2,034	1,735	2,074	5,665						**15,574**	7,251	1,904
Faxes (pages)	147	118	138	71	86	62	154						**776**	509	97
Public WiFi Use	Unable to obtain at this time.														
Devices													**0**	9,209	1,655
Sessions													**0**	20,438	3,744
Tablet Checkouts	See attachments from CCS for MGPL statistics.												**0**	132	15
Laptop Checkouts													**0**	295	76
Hotspot Checkouts													**0**	123	21
Website Visits															
mgpl.org	8,438	6,445	7,549	6,663	7,089	6,962	6,295						**49,441**	45,915	8,494
Databases/Online Resources															
Sessions	1,374	794	1,177	1,298	1,237	905	566						**7,351**	7,011	1184
Searches	2,636	2,896	2,467	2,591	2,627	2,025	1,985						**17,227**	14,272	1764
MEETING/STUDY ROOM USAGE															
Activity Room															
Library	55	50	57	60	52	65	59						**398**	344	63
Outside Use	0	0	0	0	0	0	0						**0**	0	0

2018 Statistics -- Morton Grove Public Library

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Baxter Room																
Library		25	24	28	26	33	33	48						**217**	140	25
Outside Use		2	2	2	1	3	4	0						**14**	13	2
Cooperman Room																
Library Use		25	26	31	32	30	31	31						**206**	150	22
Outside Use		1	0	1	2	0	1	0						**5**	5	0
Study Rooms																
Reservations		222	279	294	267	206	202	273						**1743**	1571	274
Total time		487	595	633	605	573	402	567						**3862**	3530.5	609
OTHER/MISCELLANEOUS																
Volunteer Hours																
Adult		123	152.5	165.5	181.25	169.5	196	184						**1171.75**	1196.5	183.5
Teen		23	23	15	22.5	16	141	150						**390.5**	355	184.5
SOCIAL MEDIA																
Facebook																
posts		43	21	60	38	27	39	35						**263**	129	21
total page likes as of 1st of the month		1710	1719	1731	1774	1789	1807	1812						**n/a**	n/a	n/a
post likes/shares/comments		1527	1000	2204	1434	912	2563	1300						**10,940**	7,190	989
Twitter																
posts		47	19	52	26	27	28	28						**99**	127	17
total followers as of the 1st of the month		628	631	631	635	641	644	646						**n/a**	597	n/a
profile visits		276	92	337	195	100	82	73						**1155**	1056	299
mentions		9	7	23	14	12	3	5						**73**	34	2
Instagram																
posts		25	11	20	18	19	18	20						**131**	62	17
total followers as of the 1st of the month		475	498	522	540	557	569	580						**n/a**	315	302
likes/comments		404	189	523	275	339	325	308						**2363**	904	223
GoodReads																
posts		0	0	0	0	0	0	0						**0**	4	0
total friends as of the 1st of the month		93	93	101	102	102	102	102						**n/a**	n/a	70
shares/comments		0	0	0	0	0	0	0						**0**	13	0
YouTube																
videos		1	0	0	0	0	0	0						**1**	5	1
views		7	0	0	0	0	0	0						**7**	607	3

Project	Priority	Owner	Brief Description	Status	ETA	Notes
Server Infrastructure (PrePaid Project)						
DC Migration (HassleFree)	Medium	Jerry	Demote old DC and promote New DC	In Process	8/31/19	5/2 - On hold until new computers are deployed. MAC's fail to connect when DC is turned off. Sage is also on this server and needs to be migrated to new DC. 6/25 - Will run additional tests to confirm this is no longer an issue. 2 Users are still on MACS. JG-OSG 7/17/19 - Testing in the AM on 7/19/19 If testing passes this server will be demoted. This server still has the Sage software and we have the new license. This will be upgraded and migrated to the new host server. There are also just a couple of user shares that need to be moved. Kerry has this task on his schedule for 7/19/19 and Jerry will work on the Sage migration. Then this server can be removed and shutdown.
Backup Solution	Medium	Jerry	Repurpose VH01 as BDR	In Process	8/31/19	5/2 - EZ Proxy migration completed. On Hold until until Exchange 365 migration is completed and new server is purchased. 7/16/19 - All servers have been migrated off of this server. Nothing is running. We can move forward with rebuild as BDR after the Server migrations have been completed.
Replace Firewall	High	Nick	Firewall is expiring	Scheduled	8/16/19	5/2: Nick tasked to finish config and then need to schedule install 6/1: OnHold until completion of 365 migration ETA 7/12. Will need to arrange install time during period where library is not open. Nick is scheduled to install and complete on 8/16/19
Hassle Free Project						
Laptop Upgrades	Medium	Bryan	Replace Laptops in Circulation and Adult services	Ongoing	10/31/19	5/2 Quote created but has not been approved. 7/29/19 - Refreshed Quote sent to Pam again. She will update the status on 8/2/19 at our meeting
Win10 Upgrade	Low	Kerry	MS ending support of Windows 7. Need to upgrade to Win 10	Ongoing	12/31/19	6/25/19 - Patron PC's and Laptops are still running Windows 7. All other PC's have been replaced with Windows 10. - JG-OSG 7/16/19 - Patron desktops can be upgraded to Windows 10. Laptops need to be replaced.
Wireless AP	High	Jerry	Upgrade Wi-Fi Coverage	Ongoing	8/31/19	7/29/19 - Pam signed off on the quote, sent to purchasing for ordering, will schedule once we have an ETA on delivery
Intranet Site Audit	Low	Drew	Intranet Audit	Ongoing	10/31/19	5/2 Staff page intranet. Audit with customer for needs to determine if more viable options are availble. Current page is hosted internally. 6/25/19 - Briefly discussed with Pam. I have enabled SharePoint for all users and they will test internally to determine if this can be used for their needs. JG-OSG
TBS and My PC Upgrade	Low	Drew	Review MyPC and TBS for upgrades	In Process	9/30/19	5/2 TBS and My PC Version and upgrades availble. Create annual reoccuring to check for version upgrades. 6/25/19 - These are running Windows 7 - JG-OSG 7/16/19 - These PC's can be upgraded to Windows 10
ISP Performance	High	Nick	Verify Internet Connection Speed	In Process	8/31/19	Nick to verify ISP speed. To be tested when new firewall is installed 7/16/19 - We identified that Comcast line was being used for everything except the servers. The servers where using the ICN Fiber. Called and Comcast is upgrading the circuit to GB for a small price increase. We have also verified that the ICN Fiber circuit is no longer under contract and can be cancelled. The cost of the Fiber connection is $850+ a month. OSG will look for alternative backup ISP provider after the Comcast circuit is upgraded to GB. This is scheduled for 7/19/19. JG-OSG
Patron PC Updates	Medium	Kerry	Updates to Patron computers	In Process	8/31/19	5/2 Determine and outline process for monthly updates to Patron machines 6/25/19 - These are running Windows 7 - JG-OSG 7/16/19 - Discovered that these PC's are between 2-3 years old and are licensed for Windows 10. Kerry will run the upgrade on 1 PC and test.
Adobe Liscense Consolidation	Low	Kerry	Consolidate 4 Adobe cloud accounts into a primary account	Scheduled	8/2/19	5/2 MGPL has 4 different Adobe Creative clould accounts. Need to determine if adobe can merge for different accounts into a master account for easier managments of liscensing.
Sever Room Cleanup	Low	Jerry	Server Room Cleanup and Labeling	Ongoing	12/31/19	5/2 - Clean up will occur as servers are removed and new servers are added. Labeling will occur after new hardware is put in line. 6/25/19 - Cleaned off the top of Server Rack and moved things around to clear up space around the rack. Placed the new host server MGPL-VH01 on top until older servers are removed from rack. - JG-OSG

Project	Priority	Owner	Brief Description	Status	Notes
AV Upgrade	High	Kerry	AV is missing from server and multiple machines	Done	
LT Deployment	High	Kerry	Complete LT Deployment	Done	
MS Office Upgrades	High	Kerry	Office 2016 needs to be install on all workstations	Done	
Mac Upgrades	High	Drew	Mac replacments. Replace 22 PC's with MAX	Done	
Exchange 365 Migration	High	Jerry	Migration of exchange server of Office 365	Done	6/25/19 - Couple of shared mailboxes left that are being eliminated. Natayla to confirm. Once confirmed final DNS changes will be made and local Exchange server will be retired. - JG-OSG 7/16/19 - Last of the mailboxes have been migrated. Kerry will change scan to email settings on main copiers on 7/19/19 and Jerry will make final DNS changes and remove server from domain.
Server out of Warranty	Medium	Jerry	Virtual Host Migration	Done	5 /2 Current VH is out of warrany and end of life. Server was approved by board. Need to update quote to reflect needs based on recent migrations and consolidations. 6/25/19 - New Server has been purchased and initial setup completed. 1 VM has been setup. MGPL-DC02 and has been configured as a Domain Controller. - JG-OSG 7/16/19 - We have moved all the active Virtual Servers to this server. Just need to upgrade the EZProxy server that is still running Server 2008. All other servers are running 2012 and 2019.