

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

**Administration**

**Personnel**

- Prepared documentation on current job descriptions, comparable libraries, and employee wages to assist with the compensation study that HR Source is doing for us. The study was completed at the end of the month. Copies of portions of the *Market Benchmarking & Compensation Structure Development Project* are included in your packets. This will be discussed further when we go over the draft of the 2020 budget.
- As part of the new logo and branding efforts, we revised the names of a number of job titles. I have included in your packets a list of old and new job titles. Staff effected will begin using these new titles when we get new name badges, business cards, etc.
- Other staff activities have been reported in the Department reports.

**Automation & Technology**

- Work on the design and layout of the Library's new website continued this month with weekly meetings of the Web Committee (me, Chad Comello, Natalya Fishman, Karina Guico, and Courtney Schroeder). Once the design work is completed, Library Market will develop the actual site. Go live date for the new site will be October 21, 2019.
- We are still waiting on AT & T to come on-site to finish the installation of our back up internet line. Until then we will continue to pay Comcast for two lines. Once the AT& T line is installed, we will reduce the cost of our internet service by over 50%.
- Please see the list of current and completed projects attached.
- In addition to project work, OSG continued to provide routine technical support for computers (hardware and software) throughout the Library.

**Building & Grounds - General**

- Perennial plantings have been installed in the area around the new sign. We also had the landscape company remove and replace dying bushes in the front of the Library and lay sod in the area where the tree had been removed last year.
- Please see the monthly report of Facilities Manager Ed Tamras for more building and grounds related activity.

### **Legal/Financial/Policy**

- On Monday, August 5 the Village of MG Appearance Commission unanimously approved the exterior elevation plans for 6200 Lincoln Avenue prepared by the buyer's architect.
- On Monday, August 19 the Village of MG Plan Commission unanimously approved the Special Use Permit for 6200 Lincoln Avenue as requested by the buyer. The Plan Commission will make a recommendation to the Village Board to move forward with the project. The Village Board will meet on September 9 for the first reading of plans and Special Use Permit and on September 23 for the second reading and (hopefully) approval. Assuming the Village Board approves the plans, our broker has indicated to me that the buyer would like to close quickly on the property. I will be attending the September 9 meeting and will have more to report at the Library Board meeting.
- I continued development of the 2020 budget, paying particular attention to salaries and related expenses in an effort to implement some of the recommendations made by HR Source in the *Market Benchmarking & Compensation Structure Development Project* mentioned above. I met with individual managers, as necessary, to discuss specific department budget requests.

### **Miscellaneous**

- We began receiving marketing and PR materials branded with the new library logo. An article about the new logo and branding will be featured in the next issue of the Library newsletter.
- In April 2019 I applied to the Illinois State Board of Education to allow the Library to become a professional development provider. We were notified in August that our application has been approved. This will allow us to develop programs for area teachers that meet professional development criteria. Special thanks to Jess Alexander, Youth Services Librarian, who brought this to my attention and assisted with information gathering.
- Adult Services Librarian Edmund Balzer and I attended the first meeting of the Morton Grove Complete Count Committee which will be focused on promoting and assisting residents with the Census in 2020. Edmund had been actively exploring programming and marketing opportunities for the Library before we were invited to be on the committee, and we presented those ideas at this meeting. The Library has earmarked funds for these efforts and we're asking the Village to match that. I anticipate that the Library will be an essential partner with the Village in educating the MG community about the importance of completing the Census and providing training and assistance in doing so. The next meeting of the Committee will be in September and will be attended by Edmund. I will also be attending if my schedule allows.

**Events/Programs/Meetings**

August 2/16/30	OSG – Review and Project Update meeting
August 6	Electronic Content Consortium (ECC) Executive Committee meeting
August 6/13/20/27	Website Committee meetings
August 7	HR Source Round Table @ Palatine PL
August 7/14/21/28	Department Head meetings
August 8	Finance Committee/Regular Board meetings
August 12	ECC Collection Development meeting
August 14	MG Complete Count Committee meeting @ Village of MG
August 22	Special Board meeting

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 August 2019 Report**

Natalya Fishman, Head of Adult Services

### **Selected list of programs and services**

#### **Presentation: Silent Heroes: An Important Look at the Resistance Movement in Nazi Germany**

German Historian Annette Isaacs, M.A. paid homage to Sophie and Hans Scholl, George Else, Baron von Stauffenberg, the women of Rosenstrasse, and other groups who made up the German Resistance. This program was offered in conjunction with the Chicago YIVO Society. 8/21.



#### **Presentation: A Father's Sacrifice, a War Hero and the Naming of an Airport**

Crime author, journalist and research historian Richard Lindberg presented the true story of Naval Aviator Edward "Butch" O'Hare, who received the Congressional Medal of Honor and was honored in death by naming of O'Hare Field by the City of Chicago. 8/27.

#### **Computer/Technology Workshops**

- Book-a-Genealogist appointment. 8/15;
- Book a Librarian appointments with patrons covered such topics as computer and email basics, pop-up issues with a MacBook, converting videos, Facebook groups and using a Nook. 8/5; 8/7; 8/8; 8/12 (2); 8/14; 8/15; 8/22; 8/26; 8/28;

#### **Book Talks / Book Discussions**

- **Book Talk at the Senior Center**  
*The Best of 2019 So Far.* 8/7;
- **Between the Lines Book Discussion**  
*The Secret History* by Donna Tartt. 8/22; 8/27;

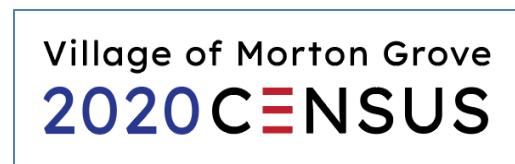
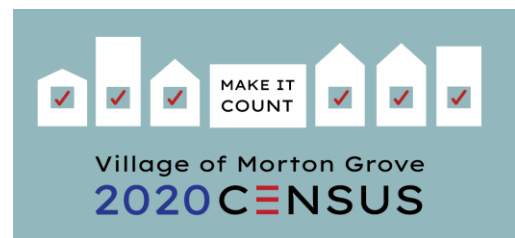
#### **Other events held in August:**

- Chair Yoga. 8/2; 8/15
- Silver Screen: *Hard Day's Night.* 8/2;
- Film: *They Shall Not Grow Old.* 8/6;
- New Game Wednesday. 8/7;
- Crafting for Charity. 8/10; 8/24;
- Presentation: *Traditional Chinese Music: A Short Lecture on the Music of Shen Yun.* 8/11;

- Film: *Words and Pictures*. 8/13;
- Presentation: *Abbey Road Turns 50!* 8/14;
- Hot Ticket: *Little*. 8/15;
- Anime Club (Teen). 8/15;
- Film: *Dumbo*. 8/20;
- Scrabble for Adults. 8/21;
- Bingosize. 8/21;
- Magic the Gathering Open Play (Teen), 8/21
- Sensory Friendly Film: *Moana*. 8/24;
- Dungeons & Dragons (Teens). 8/25;
- Critics' Choice Film: *The Public*. 8/25;
- Knitting Roundtable. 8/5; 8/12; 8/19; 8/26;
- ESL One-on-One Practice. 8/1; 8/2 (2); 8/3; 8/5 (2); 8/7; 8/8; 8/10; 8/12 (2); 8/14; 8/17; 8/19; 8/21; 8/23 (2); 8/24; 8/26; 8/28 (2); 8/30 (2);

## Census 2020

The Library started preparing for its role in supporting Census 2020 in the community. Staff attended the Morton Grove Complete Count Committee meeting and RAILS webinars and began planning activities to assist community members in filling out the forms. Staff started developing its marketing plan to highlight the importance of community members' participation in Census 2020. An attractive new logo for the Village and Library's Census-related materials has been created.



## 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:

- Continued leading the weekly Web Committee meetings to tackle all things website and digital happenings.
- Continued communicating feedback and sending necessary info and documents to Library Market.
- The work on rebranding paper materials continued and a new Welcome to the Library brochure was developed.
- 'Library Transforms' display/photobooth was created; it will be used for the Library Card Sign-Up Month activities.
- Staff started working on the Healthy Living project to highlight current health-oriented Library resources and collection and to enhance its health-related program offerings to the community. We reached out to several community organizations to discuss the possible partnership with them for programs and events.



## Outreach

- MGPL-on-the-Go at the American Legion Memorial Civic Center. 8/7;
- Book Bike outings:

- National Night Out. 8/6;
- Popsicles in the Park (YS staff) 8/7;
- Bark in the Park. 8/17;

This event provided the opportunity to promote the Library and its services, answer questions about the library and just be seen in the community! A photo taken at Bark in the Park was featured in an article in the Morton Grove Champion.



( <https://www.chicagotribune.com/suburbs/morton-grove/ct-mgc-bark-park-tl-0822-20190819-zbfqcs273rbs7l5rtbagg2f5vku-story.html> )

- MCC Fun Fest. 8/18;
- Farmers Market. 8/24.

Staff promoted Library programs and services, registered patrons for library cards, and checked out library materials. Six new cards were registered, including 4 for one family (a mom and three kids) who were new to the area and had never had library cards before.

## Professional Development/Training/Meetings

- August 7<sup>th</sup>: Graphic Public Health: Comics for Health Literacy, Health Promotion, and Advocacy. 8/7;
- Recharge Committee meeting. 8/9;
- NLM Webinar: Why Wikipedia Matters for Health and Medical Information. 8/14;
- CALVAN networking meeting. 8/14;
- RAILS Online Round Table: Census 2020 Services & Resources. 8/15;
- Online course: Beyond an Apple a Day: Providing Consumer Health Information at Your Library
- AgeOptions Library Funding Opportunity Introduction. 8/20;
- Coming Together in Skokie and Niles Township. 8/21; 8/23;
- Crash Course Romance Fiction webinar. 8/27;
- Library Technology Planning for Today and Tomorrow. 8/27;
- Web committee meetings. 8/6; 8/20;
- Marketing meetings. 8/21; 8/28;

On August 16, Adult Services staff attended a meeting with the Director of Advocate Aurora Library Network and the Coordinator of the Children's Health Resource Center. The meeting was very beneficial; staff learned of additional resources and discussed potential programming ideas. In the afternoon, staff visited the Morton Grove Historical Society and Education Center for a tour and a meeting that gave them a glimpse into the history of the Village and confirmed the benefits of continuing to develop meaningful collaboration between the two organizations.

## **MGPL Circulation Services**

### **August 2019 Report**

Jeffrey Ray, Head of Circulation Services

#### **Patrons:**

89 new patron cards registered

#### **Staff:**

- Continuing to work with volunteer to clean A/V materials as they are returned.
- August 30 participated in LACONI Governing Board meeting via Skype.
- Carolyn Nakic resigned her position as a circulation clerk to accept a position with the Niles Public Library. She will stay on as a substitute.

## **MGPL Facilities and Maintenance Department**

### **August 2019 Report**

Ed Tamras, Facilities and Maintenance Manager

- Coordinated and oversaw the cleaning of the carpets in all public areas on August 16
- Working with Midwest Mechanical regarding new rooftop HVAC unit, pending board approval
- E&J Construction completed the computer room ceiling that was damaged from the leak on the HVAC rooftop unit
- Laforce Door Company will be installing new external staff entrance door in October
- Soliciting bids for work in the Baxter room kitchenette and countertops and sinks in both bathrooms on the east side across from Baxter room
- Looking into adding security cameras and new outside railing for the coming new year, more info to follow
- Generator follow-up: Gas line has been re-piped, pending village inspector's approval
- Weekly check of 6200 bldg

**MGPL Technical Services**  
**August 2019 Report**  
Helga Scherer, Head of Technical Services

**Projects**

**Staff Projects:**

- No special projects month
- Unlike previous years staff has not seen any down time due to lack of ordering/receiving of books for Teen, Youth, or Adult collections

**Department Head Projects:**

- Ongoing training for myself and staff on cataloging within the consortium database and using Polaris.
- Editing of adult foreign language item records is completed (language prefix added)
- Began and completed similar project with Adult World language books. Korean is the only outstanding language. Korean could not be edited in bulk due to the way the call number information migrated to Polaris. Each item will need manual editing.
- 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

**Meetings**

- 8/14/2019, CAMM meeting at Algonquin Public Library



# MGPL Youth Services August 2019 Report

Courtney Schroeder, Head of Youth Services

In August, we take deep breaths and recover from the hustle and bustle of Summer Reading. In case you didn't notice (or you are new to the board), this summer our desk stats nearly quadrupled in June and tripled in July when compared to the remaining months of the year. It is honestly incredible how many more people we see in the library in June and July. In August, many area families take vacations and breaks and so do our YS staff.

## Programming

We don't take the whole month off, however, as this month, we hosted 44 programs for 744 people.

At the beginning of the month, our **End of Summer Reading Pool Party** was a huge success with 150 people joining us for the celebration. As a tie-in to this year's prize, we hosted **Let's Go Fly Our Kites** right before the pool party. Even without wind, 41 people had a ton of fun trying to get their kite to fly (kids just kept running around keeping the kites in the air!) We also had kids coming in that first week to claim their drawing prizes – as always, they were very excited and cute!



In order to bridge the gap from Summer Reading to the school year, we created **Back to School Bookmarks** this year, a program where kids could continue to read and do activities in order to earn books. Kids who completed five of the ten activities listed on the bookmark (such as: read under a tree, read a book your friend recommends, or read before breakfast) were entered into a drawing for a pack of 9 books, one for every month of the school year. We had two K-1<sup>st</sup> winners, three 2<sup>nd</sup>-3<sup>rd</sup> winners, and four 4<sup>th</sup>-6<sup>th</sup> winners out of the 28 who participated. It's an easy-to-run program, and it continues the fun for those kids still in town in August.

This month we hosted another session of **Cuddle Bugs**, our infant massage class. Parents were very interested in what other classes for parents we offer, so we will be continuing this program and hopefully adding to the lineup of programs for parents of young children.



**Tots Dealing with Big Feelings** focused on Separation Anxiety this month. Amy's program is a huge hit and staff at libraries across the country continue to reach out to us for help in creating this program in their own library.

### **Outreach**

In August, our outreach team visited 1 group of 36 kids and parents at a TOPS Popsicles in the Park event. We also delivered 61 books to 2 classrooms.

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

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

- Debbie met twice with the Advocate group to plan next month's Railroads to Learning event.
- Courtney attended the RAILS YS Managers Networking Group meeting.
- 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 the Coming Together in Skokie meeting.

## Programming Statistics -August 2019

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>60</b>	<b>572</b>
Book a Geanealogist	1	1
Book-A-Librarian (one-on-one tutorials)	12	11
ESL one-on-one practice sessions	23	23
Book Discussions On Site	2	16
Chair Yoga	2	64
Bingosize	1	11
Movies	8	178
Concerts, presentations	4	192
Crafting for Charity, Knitting, Get Hooked Crafts, Scrabble	7	76
<b>Teen Programs</b>	<b>4</b>	<b>17</b>
Dungeons & Dragons: Quests	1	7
Magic The Gathering Open Play	1	5
New Game Wednesday	1	3
Anime Club	1	2
<b>Youth Programs</b>	<b>44</b>	<b>744</b>
Art Adventure	1	2
Back to School Bookmarks	1	28
Bedtime Stories and More	1	8
Block Party	1	44
Chess Academy	1	8
Craftin' Around: Duct Tape Designs	1	4
Crafty Saturday	1	44
Creative Writing Crew	1	5
Cuddle Bugs	1	17
Family Engineering Night	1	24
Family Storytime	1	9
Kids Flicks: DUMBO	1	10
Kindergarten Rocks!	2	58
LEGO Builders	1	13
Let's Go Fly Our Kites!	1	41
Monday Morning Playgroup	4	52
Movin' & Groovin'	1	11
Om My Yoga	1	7
Read to the Rainbow Dogs	1	12
Summer Storytime	8	186
Tots Dealing with Big Feelings: Separation Anxiety	1	21
Wee Read	8	108
Yarn Gang	4	32
Yoga Kids	1	12

<b>Library-Wide Programs</b>	<b>2</b>	<b>155</b>
End of Summer Reading Pool Party	1	152
Sensory Friendly Film: Moana	1	3
<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>MGPL on the Go at the Farmer's Market</b>	<b>1</b>	<b>55</b>
<b>Youth Services</b>	<b>1</b>	<b>36</b>
TOPS Popsicles in the Park	1	36
<b>Adult/Teen Services</b>	<b>5</b>	<b>217</b>
Book Talk at the Senior Center	1	7
MGPL on the Go at the Senior Center	1	15
MGPL On the Go: MCC Fun Fest	1	45
MGPL On the Go: National Night Out	1	100
MGPL On the Go: Bark in the Park	1	50

09/03/2019

**Morton Grove Public Library**  
**Monthly Statistics**  
**For 08/2019**

*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>*

<b>Transaction Type</b>	<b>Transaction SubType</b>	<b>NUMBER OF PATRONS ITEMS TRANSACTIONS</b>
Checkins at your stations	Checkin Leap In Hous	1632
Checkins at your stations	Checkin Leap Invento	4
Checkins at your stations	Leap Check in	15131
Checkins at your stations	Normal	4
Checkins at your stations	Power PAC Checkin	781
Checkins at your stations	Quick Check in	24
Checkins at your stations	Self Check in	25
Checkins at your stations	Third party Checkin	601
	Total Checkins	18202
Checkouts at your stations	Circ Checkout and Renewal	25
Checkouts at your stations	Leap Checkout and Renewal	6944
Checkouts at your stations	Self check Check out	7481
	Total Checkouts	14450
Renewals at your stations	Auto-renewal	9276
Renewals at your stations	Inbound Telephony Checkout	2
Renewals at your stations	Leap Checkout and Renewal	211
Renewals at your stations	Power PAC Renewal	361
Renewals at your stations	Self check Check out	123
	Total Renewals	9973
Number of your Library's items checked out system-wide		15775

Number of your Library's unique items checked out system-wide		13686
Holds Placed through your interface		2295
Holds placed for/by your patrons		2467
Holds Held		2173
Holds Located		0
Holds Checkedout		1903
Holds Expired		0
Holds Cancelled		388
Holds Unclaimed		289
Number Of Items Currently Out		11300
Existing "MortonGrove" patron received new barcode		96
Patron Expiration Date Extended More Than 30 Days:		348
Count of physical patron records at beginning of 08/2019		13121
Minus Patron records physically deleted		263
Minus Patron library was changed from "MortonGrove" to some other CCS librar		24
Plus Patron records physically added		218
Plus Patron library was changed from some CCS library to "MortonGrove"		17
Count of physical patron records at end of 08/2019		13069
Minus In-House and Test Cards		14
Minus Expired Cards		4568
Unexpired Patrons on file		8487
Leap Registration	Patron Lib=MortonGrove	89
Leap Registration	Patron Lib=CCSL	8
Pac Registrations from 08/2018 thru 07/2019 - All		0
Pac Registrations from 08/2018 thru 07/2019 - Converted		0
Pac Registrations from 08/2018 thru 07/2019 - Conversion Rate		0%

09/03/2019

**Morton Grove Public Library  
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY  
08/2019 - 08/2019**

*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	3,802	265	38	4,105	3.85	6.23
Cary	1,569	111	26	1,706	3.11	2.57
CCSL	3	0	0	3	0.00	0.00
Crystal Lake	2,807	329	57	3,193	4.44	4.60
Des Plaines	5,467	68	27	5,562	6.17	8.95
Ela	3,264	230	1	3,495	3.76	5.35
Evanston	3,189	220	114	3,523	8.34	5.22
Fox River Valley	3,106	94	21	3,221	3.17	5.09
Fremont	2,011	120	32	2,163	2.27	3.29
Glencoe	967	84	12	1,063	2.46	1.58
Glenview	3,180	219	87	3,486	5.69	5.21
Highland Park	2,637	194	64	2,895	4.80	4.32
Huntley	2,246	114	4	2,364	3.01	3.68
Indian Trails Public Library	0	0	0	0	0.00	0.00
Lake Forest	1,409	35	0	1,444	3.51	2.31
Lake Villa	1,176	114	22	1,312	3.22	1.93
Lincolnwood	1,603	32	3	1,638	2.04	2.63
McHenry	2,022	151	40	2,213	2.96	3.31
Morton Grove	2,312	65	0	2,377	3.75	3.79
Niles	4,283	223	81	4,587	5.76	7.01
Northbrook	3,543	262	149	3,954	5.42	5.80
Park Ridge	1,633	111	95	1,839	3.74	2.67
Prospect Heights	1,902	71	29	2,002	2.81	3.12
Round Lake	1,530	87	127	1,744	3.51	2.51
Wilmette	3,106	224	54	3,384	6.11	5.09
Winnetka-Northfield	1,127	78	13	1,218	2.33	1.85
Zion-Benton	1,165	100	66	1,331	3.74	1.91
Total	61,059	3,601	1,162	65,822	100.00	100.00





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

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>Youth Collection</b>															
Books	45,543	45,277	44,690	44,324	44,100	44,826	45,001	44,888					n/a	n/a	45,343
CDs (music)	797	797	797	796	799	809	818	814					n/a	n/a	770
Audiobooks	635	635	635	655	655	656	646	664					n/a	n/a	650
DVDs/Blu-Ray	3,945	3,968	4,021	4,041	4,065	4,096	3,979	3,889					n/a	n/a	3,809
Videogames	497	500	510	516	517	521	523	522					n/a	n/a	542
Serials (Title count)	26	26	26	26	26	26	26	26					n/a	n/a	31
Multimedia Kits	53	53	64	64	64	64	64	64					n/a	n/a	61
Tablets	4	4	4	4	4	4	4	4					n/a	n/a	4
<b>TOTAL</b>	<b>127,445</b>	<b>127,185</b>	<b>125,035</b>	<b>124,734</b>	<b>125,373</b>	<b>125,223</b>	<b>125,560</b>	<b>124,766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	n/a	n/a	126,203
<b>PATRONS</b>															
Gate Count	13,658	15,668	16,743	17,566	16,615	18,770	17,950	16,812					133,782	130,912	16,870
Active Cards	9,199	8542	8,551	8,520	8,509	8,499	8,545	8,487							
Adult													n/a	n/a	6,829
Youth													n/a	n/a	1,741
Other (NR Fee, Org, etc)													n/a	n/a	1
% of MG pop w/active cards	39%	39%	39%	38%	38%	38%	38%	38%					n/a	n/a	38%
<b>REFERENCE</b>															
<b>Adult</b>															
Technology and Reference	1,421	1,348	1,598	1,603	1,579	1,654	1,750	1,586					12,539	12,556	1,578
Directional/General Library Info	968	946	1,139	1,299	1,377	1,198	1,353	1,158					9,438	9,042	1,173
Reading Program	0	0	0	0	0	297	137	0					434	441	0
<b>Youth</b>															
Technology and Reference	586	663	644	563	512	846	721	675					5,210	4,592	539
Directional/General Library Info	295	296	392	338	432	954	554	437					3,698	5,745	534
Reading Program	202	0	0	0	0	2338	1444	0					3,984	5,174	0
<b>Circulation</b>															
General Info	159	126	118	92	74	76	82	78					805	714	89
Directional	68	82	77	64	52	94	99	89					625	633	65
<b>TOTAL</b>	<b>3,699</b>	<b>3,461</b>	<b>3,968</b>	<b>3,959</b>	<b>4,026</b>	<b>7,457</b>	<b>6,140</b>	<b>4,023</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36,733</b>	<b>38,897</b>	<b>3,978</b>
<b>INTERLIBRARY LOAN (ILL)</b>															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0	1,171	182
Filled													0	1,054	142
Requests OF MGPL													0	1,914	268
Filled													0	434	75
<b>OUTREACH</b>															
Offsite Visits	27	30	34	27	44	10	9	7					188	160	5
Audience	646	803	879	474	1123	489	337	308					5,059	4,452	265
In Library Visits	0	0	1	9	1	2	2	0					15	14	0
Audience	0	0	27	251	51	26	28	0					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	2					27	32	2
Items	126	236	85	157	17	28	26	61					736	587	51
Homebound Deliveries	21	23	19	17	28	21	24	21					174	132	17
Items	108	118	121	126	191	128	150	167					1,109	922	123
<b>TECHNOLOGY/INTERNET USE</b>															
Public Access computers															
Sessions	1,149	1,091	1,352	1,314	1,340	1,374	1,615	1,409					10,644	9,957	1,450
Total time (hrs)	1,044	1,029	1,404	1,124	1,104	1,191	1,264	999					9,159	8871	1143
Digital Media Lab computers															
Sessions	48	38	54	65	47	61	69	34					416	330	44
Total time (hrs)	95	86.5	119	111	104	132	119	28					794.5	618	90
AWE Early Learning computers															
Sessions	438	480	533	445	425	709	617	473					4120	4293	574
Total time (hrs)	140	160	180	142	139	234	206	161					1362	1409	191
Public Scan Stations															
Scans	1,142	1,202	1,722	2,034	1,735	2,074	5,665	1,687					17,261	13,410	4,638
Faxes (pages)	147	118	138	71	86	62	154	177					953	663	90
Public WiFi Use	Unable to obtain at this time.														
Devices													0	12,527	1,687
Sessions													0	27,245	3,627
Tablet Checkouts	See attachments from CCS for MGPL statistics.												0	175	31
Laptop Checkouts													0	442	96
Hotspot Checkouts													0	188	43
Website Visits															
mgpl.org	8,438	6,445	7,549	6,663	7,089	6,962	6,295	7,166					56,607	61,661	7,523
Databases/Online Resources															
Sessions	1,374	794	1,177	1,298	1,237	905	566	949					8,300	10,131	1106
Searches	2,636	2,896	2,467	2,591	2,627	2,025	1,985	2,419					19,646	18,997	1722
<b>MEETING/STUDY ROOM USAGE</b>															
Activity Room															
Library	55	50	57	60	52	65	59	40					438	435	36
Outside Use	0	0	0	0	0	0	0	0					0	0	0

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

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>Baxter Room</b>															
Library	25	24	28	26	33	33	48	20					<b>237</b>	190	29
Outside Use	2	2	2	1	3	4	0	1					<b>15</b>	17	1
<b>Cooperman Room</b>															
Library Use	25	26	31	32	30	31	31	21					<b>227</b>	188	20
Outside Use	1	0	1	2	0	1	0	0					<b>5</b>	7	1
<b>Study Rooms</b>															
Reservations	222	279	294	267	206	202	273	307					<b>2050</b>	2095	275
Total time	487	595	633	605	573	402	567	631					<b>4493</b>	4629.5	606
<b><u>OTHER/MISCELLANEOUS</u></b>															
<b>Volunteer Hours</b>															
Adult	123	152.5	165.5	181.25	169.5	196	184	152.25					<b>1324</b>	1569	197
Teen	23	23	15	22.5	16	141	150	20.5					<b>411</b>	535	36.5
<b><u>SOCIAL MEDIA</u></b>															
<b>Facebook</b>															
posts	43	21	60	38	27	39	35	30					<b>293</b>	168	24
total page likes as of 1st of the month	1710	1719	1731	1774	1789	1807	1812	1822					<b>n/a</b>	n/a	1,618
post likes/shares/comments	1527	1000	2204	1434	912	2563	1300	1057					<b>11,997</b>	9,940	1,267
<b>Twitter</b>															
posts	47	19	52	26	27	28	28	23					<b>250</b>	168	24
total followers as of the 1st of the month	628	631	631	635	641	644	646	656					<b>n/a</b>	n/a	606
profile visits	276	92	337	195	100	82	73	70					<b>1225</b>	1525	257
mentions	9	7	23	14	12	3	5	2					<b>75</b>	43	5
<b>Instagram</b>															
posts	25	11	20	18	19	18	20	15					<b>146</b>	89	15
total followers as of the 1st of the month	475	498	522	540	557	569	580	597					<b>n/a</b>	n/a	346
likes/comments	404	189	523	275	339	325	308	204					<b>2567</b>	1361	229
<b>GoodReads</b>															
posts	0	0	0	0	0	0	0	0					<b>0</b>	4	0
total friends as of the 1st of the month	93	93	101	102	102	102	102	102					<b>n/a</b>	n/a	70
shares/comments	0	0	0	0	0	0	0	0					<b>0</b>	13	0
<b>YouTube</b>															
videos	1	0	0	0	0	0	0	0					<b>1</b>	5	0
views	7	0	0	0	0	0	0	0					<b>7</b>	607	0