

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

Administration

Personnel

- Open enrollment for health insurance for 2020 runs from October 29, 2019 through November 8, 2019. There was a 4.5% increase in the cost of both health insurance plans. I planned for a 5% increase in the 2020 budget so we were able to keep employee costs flat.
- Several staff members experienced health issues or other personal tragedies this month. Our very awesome employees stepped up to help wherever and whenever they could to minimize disruptions of service to our patrons. All staff are to be commended for their empathy for their colleagues and their commitment to the Library.
- Former Circulation Clerk II Alissa Burke began her new position as part-time Adult Services Librarian on October 7, 2019.
- Computer Assistant Theresa Darga began training in the Admin office. She will move permanently to the Admin Assistant position, effective November 11, 2019.
- Lauren Sopanarat was hired to fill the newly created Youth Services Associate position. Her first day was October 16, 2019.
- Other staff activities have been reported in the Department reports.

Automation & Technology

- The new mgpl.org website went live on October 21, 2019! There seems to have been minimal disruption for patrons which we're taking as a sign that the site is user-friendly and intuitive to use.
- OSG staff are still working on getting new laptops set up. We had hoped to have those ready to go by the end of October but it looks like they won't be deployed until mid-November due to other unexpected IT issues.
- Installation of the new A T & T back up line was finally completed. As mentioned in previous reports, with the installation of this line and discontinuation of an expensive line through Comcast, we should 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

- Facilities Manager, Ed Tamras and I met with representatives of Complete Cleaning to discuss performance issues of the cleaning crew assigned to us. After numerous problems, they have assigned us a new crew and will more closely monitor their performance.
- Please see the monthly report of Facilities Manager Ed Tamras for building and grounds related activity.

Legal/Financial/Policy

- After almost 3 years, we FINALLY sold the 6200 Lincoln Avenue building. We closed on the sale on October 3, 2019. These funds will be deposited into our Special Reserve account and will go towards renovations to the Youth Services Department and lower level of the Library.
- The Board approved a 3% increase in the tax levy in the amount of \$3,438,617, with total anticipated revenues and expenditures of \$3,538,617 for 2020. Budget documentation was sent to the Village on October 11, 2019 for inclusion in the Village budget.
- I attended a workshop on Cannabis in the Workplace in preparation for the change in Illinois law allowing recreational use of cannabis, effective January 1, 2020. We will need to make some changes to the section in the Employee Handbook that discusses drug use.

Events/Programs/Meetings

October 1	Electronic Content Consortium (ECC) Collection Development Subcommittee meeting
October 2/9/16	Department Manager meetings
October 3	MG Complete Count Census Committee meeting
October 7	Complete Cleaning
October 8	Web Committee meeting
October 21	Outlook/Email Management Workshop follow-up
October 10	Finance Committee/Regular Board meetings
October 23	Electronic Content Consortium (ECC) Executive Committee meeting
October 25	Update meeting w/OSG
October 25	Census training
October 29	Electronic Content Consortium All Member Townhall Special 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 October 2019 Report

Natalya Fishman, Adult Services Manager

Selected list of programs and services

Healthy Living

To better serve our community's health information needs, we started a new series of programs devoted to healthy living. These programs were held in October:

- **Finding Trustworthy Health Information and Apps.** 10/9;
- **Introduction to Meditation and Essential Oils.** 10/12;
- **Chair Yoga,** 10/11; 10/25;
- **Bollywood Dance Therapy for Seniors**
Deepthi Chiruvuri, Program Director at Bolly DanceFit led a senior-friendly dance therapy session. 10/18;
- **Websites For A Healthier You.** 10/23;
- **Presentation: Medicare Made Clear**
Insurance specialist John Larson explained Medicare, Medicare Advantage, supplemental and prescription drug coverage, and more. 10/30;



College Essay Workshop

More Than Scores and Tests, the group that proctors our ACT/SAT programs, provided an hour-long presentation on crafting college essays for college applications. 10/3;

Concert: Music Around the World

Evelyn Monzingo (vocals) and George Lawler (percussion) dazzled our audience with the folk dances of Greece, the drum language of Egypt, and the evolution of music from the Balkans, Turkey, and Lebanon. 10/20;



Computer/Technology Workshops

- Introduction to Excel. 10/8;
- Do More with Excel. 10/15;
- Tech Help: iOS13. 10/17;
- Book a Librarian appointments with patrons covered editing and formatting a website, using Microsoft Excel, basic tasks with Android devices, using a CD player as well as using our Microfilm machine to access the digitized local newspaper. 10/8; 10/14 (2); 10/16; 10/21; 10/31;

Watercolor Painting Workshop

Michelle Kogan, professional watercolor artist showed the attendees how to blend and paint with watercolors. 10/5;



Book Talks / Book Discussions

- **Book Talk at the Senior Center**
New Books @ MGPL. 10/2;
- **Between the Lines Book Discussion**
The Art Forger by B.A. Shapiro. 10/24; 10/29;
- **LitLounge**
My Sister, The Serial Killer by Oyinkan Braithwaite. 10/2;
- **Walk N Talk Book Discussion:**
A Voyage Long and Strange by Tony Horwitz. 10/19;
- **YA Book Club**
Coraline by Neil Gaiman. 10/30;

Census 2020

MGPL continued working with the Morton Grove Complete Count Committee in planning for the Census 2020 promotion and events: Theresa Le from the Census Bureau came on October 25 for a staff training event and then stayed for an Applicant Day event to encourage people to apply for jobs with the Census.

Other events held in October:

- Film: *The Sun is also a Star*. 10/1;
- Silver Screen: *House on Haunted Hill*. 10/4;
- Anime Club (Teens). 10/7;
- Film: *Fast Color*. 10/8;
- Silent Film with Live Accompaniment. 10/11;
- Crafting for Charity. 10/12; 10/24;
- Sensory Friendly Film: *Ferdinand*. 10/13;
- Film: *Free Solo*. 10/15;
- Scrabble for Adults. 10/16;
- Hot Ticket: *Rocketman*. 10/17;
- Early College Awareness. 10/17;
- Film: *A Dog's Journey*. 10/22;
- Power Edge Employment Workshop. 10/24;
- Critics Choice Cinema: *Eighth Grade*. 10/27;
- Film: *Breakthrough*. 10/28;
- Knitting Roundtable. 10/7; 10/14; 10/21; 10/28;
- ESL One-on-One Practice. 10/1; 10/2; 10/3 (2); 10/4 (2); 10/5; 10/7 (3); 10/9; 10/10 (3); 10/11; 10/14 (3); 10/15; 10/16 (3); 10/21 (3); 10/22; 10/28 (2); 10/29; 10/30 (3); 10/31;

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:

- Staff continued looking into One Book, One Village series of program to be held in 2020. A short list of book titles has been developed, and the Community Relations Commission has been updated on the progress of the project.
- A new digital subscription has been added to our online resources collection: we subscribed to Creativebug that has thousands of award-winning art & craft video classes taught by recognized design experts and artists.
- Staff started working with the new events calendar.
- We started working with the Chicago Behavioral and Lutheran General Hospitals to arrange a mental health awareness and the peer pressure talk-type programs for our young adult patrons.

Professional Development/Training/Meetings

- Counted In webinar. 10/15;
- Scams, Fraud and Identity Theft webinar. 10/17;
- Census Training, presented by Theresa Le from the U.S. Census Bureau. 10/25;
- Adult Services meeting. 10/25;
- Age Options Kick Off meeting. 10/29;
- Counted in Forum workshop held on the campus of the University of Maryland. 10/31; The Forum featured keynote speakers from ALA and U.S. Census Bureau, hands-on Design Thinking workshop devoted to Libraries and Census 2020;
- ILA: Make your marketing a well-oiled machine: Creating structure for success. 10/22;
- ILA: Telling your library Story: Articulating Library Value Across Type. 10/22;
- ILA: Programming for Intellectual Freedom: How (and why) Libraries can Host Challenging Conversations on Controversial Topics. 10/22;
- ILA: Implementing and Assessing a Collection Mapping Tool. 10/22;
- ILA: Community Engagement in One Year or Less. 10/23;
- ILA: Change of Direction or Course Correction? 10/23;
- ILA: In the Drawer No More: How a One-Page Strategic Plan Can Transform Your Library. 10/23;
- ILA: Shake up the Creativity Tree - Practices to help you harvest new ideas. 10/24;
- ILA: Libraries and Local Elections. 10/24;
- ILA: Painless Promotion: Encouraging All Staff to Hype the Whole Library. 10/24;
- ILA: Get your Geek On: Fandom at the Library. 10/24;
- CHIS (Consumer Health Information Specialization) with the course Stand Up for Health: Health and Wellness Services for Your Community

Staffing:

Alissa Burke has been hired as a part-time professional librarian. Her first day in the Adult Services was 10/7. Previously, Alissa worked at the Circulation desk

Karina Guico and Chad Comello left Adult Services for the newly created Marketing Department, effective 10/1;

MGPL Circulation Services
October 2019 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 106 new patron cards registered

Staff:

- Continuing to work with volunteer to clean A/V materials as they are returned.
- Amanda Herrmann promoted to full-time Circulation Clerk II position.
- Cailyn Heintzelmann promoted to part-time Circulation Clerk II position.
- 10/4 visited Arlington Heights Public Library to discuss with staff their Library of Things collection.
- Circulation staff along with the help of reference staff shift the back end of the adult non-fiction collection, and then moved 650's Business Collection from the Quiet Reading Room back the adult non-fiction collection.
- Working with Ed Tamras and Helga Scherer on redesigning the Circulation Department office area.

MGPL Facilities
October 2019 Report
Ed Tamras, Facilities Manager

- Working on renovations for the new Baxter room kitchenette and new counter tops in the bathrooms.
- Removed east wall bookshelves from quiet room
- Due to the low temps, our dry sprinkler system is being drained weekly
- Upcoming –
 - The new HVAC rooftop will be installed on Wednesday Nov. 20.
 - The new staff entrance door should be coming in the week of November 18 or November 25.
- Performed general maintenance tasks throughout the building and grounds.

MGPL Marketing & Engagement October 2019 Report

Chad Comello, Marketing & Engagement Coordinator

Website/Calendar

- Coordinated launch of new website and calendar on October 22, communicating with Library Market, OSG, and staff.
- Coordinated and attended teleconference staff trainings for website and calendar, which included sessions on calendar admin, website admin, event creation, reservations, and book rivers.
- Oversaw entry of library events into new calendar by staff.
- Fielded questions, concerns, and requests from staff.

Intranet

- Adjusted homepage links and layout based on staff feedback.
- Created wiki pages related to the new website and calendar.
- Fielded questions, concerns, and requests from staff.

Other

- Continued developing online forms for publicity and graphics requests from staff.
- Met weekly with Bettina and Karina to discuss newsletter updates and other marketing projects.
- Attended the Morton Grove Community Relations Committee meeting on October 15 to provide an update on plans for One Book One Village in 2020. They expressed support and enthusiasm for the plans. I also inquired about their Welcome Neighbor program. It's still in the planning stages but I expressed a desire for the Library to be involved.
- Book Bike outings:
 - October 4: Muslim Community Center – Rescheduled from 9/27, this was a joint event with Skokie Public Library in conjunction with Library Card Sign-Up Month. I registered 19 people for cards.
- Attended meetings for Coming Together.
- Updated Library's Facebook, Instagram, Twitter, and Flickr accounts.

MGPL Technical Services

October 2019 Report

Helga Scherer, Technical Services Manager

Projects

Staff Projects:

- No special projects this month
- Sue Heidkamp viewed several W.T. Cox online training webinars. W.T. Cox is our new magazine vendor and they provide a robust online interface for claiming and other related tasks.

Department Head Projects:

- Ongoing training for myself and staff on cataloging within the consortium database, using Polaris client and LEAP interface.
- Ordered Binge Boxes from Midwest for the adult DVD collection. Binge Boxes are themed collections of up to 6 DVDs that circulate together. Discussed processing and cataloging details with Natalya Fishman. Coordinated processing for these items with Midwest.
- Ordered Vox Books (printed books with attached MP3 player) for the Youth Services department. Discussed processing and cataloging details with Courtney Schroeder.

Meetings

- 10/3/2019, CCS training workshop *LEAP for Technical Services*
- 10/4/19, visited Arlington Heights, with Jeff Ray, to speak with librarians regarding their experience with a Library of Things collection.

MGPL Youth Services October 2019 Report

Courtney Schroeder, Youth Services Manager

This month, the Youth Services Department gained a team member in Youth Services Associate Lauren Soplanarat. This position was created to alleviate some of the additional programming needs of the department and demands on staff time as we incorporate serving 7th and 8th graders into our repertoire. She is settling in nicely, learning the ropes, and getting excited about starting programs in the winter.

Programming

This month, the Youth Services Department hosted 68 programs for 1136 people. Without realizing it, we hosted almost as many programs in October as in June



during summer reading! It was a busy month, but well worth our efforts as families came from all around to enjoy the various events.

The month started off with our bi-annual preschool concert, **Tall Tales & Silly Songs with Todd Downing**. 90 people came to sing and dance along with Todd and several preschool classes walked over from their school!

Jess and Sarah's **Tween Survival Club** continues to be a success, drawing repeat attendees and providing tweens with a stress-free place to just be themselves.

Amy's **Little Tots with Big Feelings** storytime focused on keeping calm this month. Kids were taught to practice paced breathing using a figure 8 diagram and made their own calm down bottles using leftover beads, sequins, and mini hair ties!

The month ended with our (now) annual **Boo! It's Halloween** storytime. It was an incredible success with 59 people showing up and 30 kids parading through the library in their costumes to trick-or-treat at the Info Desks. We saw many families with grandparents in tow so that they could have a fun experience with their grandchildren in costume on the holiday. What a fun day for everyone!



Outreach

In October, our outreach team visited 38 groups of 928 kids and adults/teachers outside of the library. In addition, we visited with 3 classrooms and 105 people in the library and delivered 88 books to 4 classrooms. Here are some highlights:

- Jess performed storytimes several times over at Halloween Family Fest, visiting with 50 people throughout the event.
- We have been working for years to establish a regular visit from Jerusalem Lutheran as they used to just show up unannounced with anywhere from 12 to 35 kids. We finally have them on a rotation and they come in to meet specifically with Brittany and discuss a certain genre before heading into the stacks to pick a book. It has been really successful so far this school year.
- Debbie's Folk & Fairy Tales storytime visits focused on Cinderella this month.



Professional Development/Training/Meetings

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

- Brittany watched the Fierce Fighting Girls Webinar for middle grade fiction.
- Many of the staff attended training on the website and new calendar software. Those who did not attend the formal training sessions were trained individually.
- Jess watched the Fall Graphic Novels for All Levels webinar through School Library Journal.
- Amy attended one day of the ILA Conference in Tinley Park.
- Debbie met with the Advocate group to discuss future plans for their committee and working to host parent programs at the hospital.
- Bettina attended the AIGA Design Camp in Minnesota.
- Debbie attended both the Skokie area EDI meeting with people from the Early Childhood Alliance and the Advocate Literacy Partnerships meeting. She is working on presenting the findings from the survey at various events including staff meetings, board meetings, and community meetings.

Programming Statistics -October 2019

Program Name:	# of sessions	Total Attendance
Adult Programs	77	605
Computer/Technology workshops	3	11
Book-A-Librarian (one-on-one tutorials)	6	6
ESL one-on-one practice sessions	36	36
Book Discussions On Site	3	20
Book Talk	1	15
Presentation: Medicare Made Clear	1	18
Bollywood Dance Therapy for Seniors	1	20
Power Edge Employment Workshop	1	5
Movies	10	211
Silent Film with Live Accompaniment	1	42
Concert "Music Around Mediterranean"	1	39
Crafting for Charity, Knitting, Get Hooked Crafts, Scrabble	7	72
Chair Yoga	2	78
Watercolor Painting Workshop	1	8
Introduction to Meditation & Essential Oils	1	20
Finding Trustworthy Health Information	1	15
Apps & Websites for a Healthier You	1	7
Teen Programs	4	10
College is Possible: What Parents Need to Know	1	0
Anime Club	1	0
College Essay Workshop	1	3
YA Book Club: Coraline by Neil Gaiman	1	7
Youth Programs	68	1136
Art Adventure: Georgia O'Keeffe	1	7
Art Contest Bookmark Workshop	1	0
Bedtime Stories and More	1	3
Boo! It's Halloween Storytime & Costume Parade	1	59
Chess Academy	1	15
Craftin' Around: Paint Chip Monsters	1	10
Crafty Saturday	1	26
Creative Writing Crew	1	3
Drama Club	1	11
Family Dance Party	1	31
Family Engineering Night	1	50
Family Reads Bookclub	1	8
Family Storytime	1	10
Folk & Fairytales Storytime	1	8
Franken-Toys	1	10
Guys Read Bookclub	1	21
Homeschool Book Bash	1	3
Homeschool Engineering Club	1	7

Homeschool Famished for Fiction	1	2
Kids Flicks: ALADDIN	1	9
LEGO Builders	1	10
Listen Up	10	213
Mad Math Society	1	9
Make & Take Playgroup: Paperclip Fun	1	14
Math Brigade	1	9
Mathematics Tea Party	1	11
Monday Morning Playgroup	3	38
Mother-Daughter Bookclub	2	21
Movin' & Groovin'	1	9
Nature Night	1	6
Nintendo Switch Gaming	1	15
Om My! Yoga	1	8
Preschool Storytime	3	66
Read to the Rainbow Dogs	1	7
Tall Tales & Silly Songs with Todd Downing	1	90
Toddler Time	3	66
Tots Dealing with Big Feelings: Feeling Calm	1	18
Tween Survival Club	2	9
Wee Read	8	188
Yarn Gang	4	24
Yoga Kids	1	12
Library-Wide Programs		
Sensory Friendly Film: Ferdinand	1	0
Talks/Tours inside the Library		
Youth Services	3	105
Jerusalem Lutheran	1	45
Park View 1st Grade Field Trips	2	60
Adult/Teen Services	1	20
2020 Census Applicant Day	1	20
Talks/Tours outside the Library		
Youth Services	38	928
Children's Learning World	5	57
Edison	1	10
First Steps Preschool	1	23
Gemini	3	43
Golf	2	26
Hynes	8	337
Jerusalem Lutheran	1	8
MCC/MEC	1	32
Melzer	12	281
Morton Grove Park District	1	50

Park View	3	61
Adult/Teen Services	2	75
MGPL On the Go: Muslim Community Center	1	50
Litlounge Book Discussion offsite	1	25

11/01/2019

**Morton Grove Public Library
Monthly Statistics
For 10/2019**

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	2063
Checkins at your stations	Leap Check in	13600
Checkins at your stations	Normal	1
Checkins at your stations	Offline quick Check	1
Checkins at your stations	Power PAC Checkin	891
Checkins at your stations	Quick Check in	52
Checkins at your stations	Self Check in	9
Checkins at your stations	Third party Checkin	677
	Total Checkins	17294
Checkouts at your stations	Circ Checkout and Renewal	26
Checkouts at your stations	Leap Checkout and Renewal	6388
Checkouts at your stations	Offline Check out	759
Checkouts at your stations	Self check Check out	6797
	Total Checkouts	13970
Renewals at your stations	Auto-renewal	9542
Renewals at your stations	Leap Checkout and Renewal	210
Renewals at your stations	Offline Check out	21
Renewals at your stations	Power PAC Renewal	423
Renewals at your stations	Self check Check out	94
Renewals at your stations	Third party renewal	1
	Total Renewals	10291

Number of your Library's items checked out system-wide		15087
Number of your Library's unique items checked out system-wide		13199
Holds Placed through your interface		2409
Holds placed for/by your patrons		2529
Holds Held		2398
Holds Located		63
Holds Checkedout		2132
Holds Expired		0
Holds Cancelled		373
Holds Unclaimed		313
Number Of Items Currently Out		11823
Existing "MortonGrove" patron received new barcode		77
Patron Expiration Date Extended More Than 30 Days:		101
Count of physical patron records at beginning of 10/2019		13020
Minus Patron records physically deleted		73
Minus Patron library was changed from "MortonGrove" to some other CCS librar		6
Plus Patron records physically added		107
Plus Patron library was changed from some CCS library to "MortonGrove"		4
Count of physical patron records at end of 10/2019		13052
Minus In-House and Test Cards		14
Minus Expired Cards		4524
Unexpired Patrons on file		8514
Leap Registration	Patron Lib=MortonGrove	106
Offline Registration	Patron Lib=MortonGrove	1
Leap Registration	Patron Lib=CCSL	13
Pac Registrations from 10/2018 thru 09/2019 - All		0
Pac Registrations from 10/2018 thru 09/2019 - Converted		0
Pac Registrations from 10/2018 thru 09/2019 - Conversion Rate		0%

11/01/2019

**Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
10/2019 - 10/2019**

*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	3,785	192	33	4,010	3.74	6.02
Cary	1,517	143	28	1,688	3.04	2.41
CCSL	1	0	0	1	0.00	0.00
Crystal Lake	2,558	373	93	3,024	4.20	4.07
Des Plaines	5,361	150	95	5,606	6.06	8.53
Ela	3,564	192	1	3,757	3.69	5.67
Evanston	3,058	251	136	3,445	8.18	4.86
Fox River Valley	3,105	103	19	3,227	3.11	4.94
Fremont	2,072	121	35	2,228	2.21	3.30
Glencoe	995	99	23	1,117	2.40	1.58
Glenview	3,596	235	86	3,917	5.55	5.72
Highland Park	2,383	156	52	2,591	4.61	3.79
Huntley	2,081	81	10	2,172	2.92	3.31
Indian Trails Public Library	581	63	0	644	2.97	0.92
Lake Forest	1,507	74	0	1,581	3.45	2.40
Lake Villa	2,055	167	39	2,261	3.11	3.27
Lincolnwood	1,543	34	4	1,581	2.01	2.45
McHenry	1,923	131	39	2,093	2.86	3.06
Morton Grove	2,190	68	10	2,268	3.66	3.48
Niles	4,743	173	73	4,989	5.63	7.54
Northbrook	3,445	196	151	3,792	5.23	5.48
Park Ridge	1,594	159	96	1,849	3.65	2.54
Prospect Heights	1,773	54	21	1,848	2.72	2.82
Round Lake	1,793	106	118	2,017	3.42	2.85
Wilmette	3,331	196	61	3,588	5.68	5.30
Winnetka-Northfield	1,135	71	21	1,227	2.25	1.81
Zion-Benton	1,190	98	74	1,362	3.67	1.89
Total	62,879	3,686	1,318	67,883	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
Youth Collection															
Books	45,543	45,277	44,690	44,324	44,100	44,826	45,001	44,888	45,606	44,638			n/a	n/a	44,574
CDs (music)	797	797	797	796	799	809	818	814	820	830			n/a	n/a	791
Audiobooks	635	635	635	655	655	656	646	664	664	671			n/a	n/a	651
DVDs/Blu-Ray	3,945	3,968	4,021	4,041	4,065	4,096	3,979	3,889	3,918	3,955			n/a	n/a	3,895
Videogames	497	500	510	516	517	521	523	522	527	531			n/a	n/a	556
Serials (Title count)	26	26	26	26	26	26	26	26	26	26			n/a	n/a	31
Multimedia Kits	53	53	64	64	64	64	64	31	31	34			n/a	n/a	62
Tablets	4	4	4	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	124,733	125,051	123,787	0	0	n/a	n/a	125,729
PATRONS															
Gate Count	13,658	15,668	16,743	17,566	16,615	18,770	17,950	16,812	14,468	16,561			164,811	163,032	16,223
Active Cards	9,199	8542	8,551	8,520	8,509	8,499	8,545	8,487	8,521	8,514					
Adult													n/a	n/a	6,784
Youth													n/a	n/a	1,735
Other (NR Fee, Org, etc)													n/a	n/a	0
% of MG pop w/active cards	39%	39%	39%	38%	38%	38%	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	1,586	1,497	1,460			15,496	15,098	1,360
Directional/General Library Info	968	946	1,139	1,299	1,377	1,198	1,353	1,158	1,296	1,310			12,044	11,105	1,093
Reading Program	0	0	0	0	0	297	137	0	0	0			434	441	0
Youth															
Technology and Reference	586	663	644	563	512	846	721	675	594	597			6,401	5,565	461
Directional/General Library Info	295	296	392	338	432	954	554	437	391	443			4,532	6,670	495
Reading Program	202	0	0	0	0	2338	1444	0	0	0			3,984	5,174	0
Circulation															
General Info	159	126	118	92	74	76	82	78	72	81			958	887	94
Directional	68	82	77	64	52	94	99	89	94	100			819	740	45
TOTAL	3,699	3,461	3,968	3,959	4,026	7,457	6,140	4,023	3,944	3,991	0	0	44,668	45,680	3,548
INTERLIBRARY LOAN (ILL)															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0	1,726	173
Filled													0	1,589	166
Requests OF MGPL													0	2,708	248
Filled													0	647	63
OUTREACH															
Offsite Visits	27	30	34	27	44	10	9	7	25	40			253	221	35
Audience	646	803	879	474	1123	489	337	308	727	1003			6,789	7,151	1,819
In Library Visits	0	0	1	9	1	2	2	0	3	4			22	18	0
Audience	0	0	27	251	51	26	28	0	100	125			608	454	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	4	4			35	38	3
Items	126	236	85	157	17	28	26	61	89	88			913	772	143
Homebound Deliveries	21	23	19	17	28	21	24	21	20	22			216	162	17
Items	108	118	121	126	191	128	150	167	147	161			1,417	1,095	93
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	1,149	1,091	1,352	1,314	1,340	1,374	1,615	1,409	1,201	1,161			13,006	12,312	1,250
Total time (hrs)	1,044	1,029	1,404	1,124	1,104	1,191	1,264	999	914	1,007			11,080	10876	1047
Digital Media Lab computers															
Sessions	48	38	54	65	47	61	69	34	32	25			473	421	62
Total time (hrs)	95	86.5	119	111	104	132	119	28	19	18			831.5	824	130
AWE Early Learning computers															
Sessions	438	480	533	445	425	709	617	473	397	469			4986	5193	521
Total time (hrs)	140	160	180	142	139	234	206	161	151	161			1674	1702	175
Public Scan Stations															
Scans	1,142	1,202	1,722	2,034	1,735	2,074	5,665	1,687	1,692	1,271			20,224	16,638	2,375
Faxes (pages)	147	118	138	71	86	62	154	177	98	84			1,135	847	101
Public WiFi Use	Unable to obtain at this time.														
Devices													0	14,174	1,647
Sessions													0	30,901	3,656
Tablet Checkouts	See attachments from CCS for MGPL statistics.												0	179	4
Laptop Checkouts													0	483	41
Hotspot Checkouts													0	228	40
Website Visits															
mgpl.org	8,438	6,445	7,549	6,663	7,089	6,962	6,295	7,166	8,191	9,651			74,449	76,482	7,663
Databases/Online Resources															
Sessions	1,374	794	1,177	1,298	1,237	905	566	949	849	1,460			10,609	11,963	378
Searches	2,636	2,896	2,467	2,591	2,627	2,025	1,985	2,419	2,190	2,607			24,443	23,589	1997
MEETING/STUDY ROOM USAGE															
Activity Room															
Library	55	50	57	60	52	65	59	40	58	63			559	544	61
Outside Use	0	0	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
Baxter Room															
Library	25	24	28	26	33	33	48	20	22	29			288	238	28
Outside Use	2	2	2	1	3	4	0	1	0	3			18	20	1
Cooperman Room															
Library Use	25	26	31	32	30	31	31	21	20	30			277	230	25
Outside Use	1	0	1	2	0	1	0	0	1	0			6	7	0
Study Rooms															
Reservations	222	279	294	267	206	202	273	307	235	335			2620	2642	320
Total time	487	595	633	605	573	402	567	631	501.5	726.5			5721	5768.5	647
<u>OTHER/MISCELLANEOUS</u>															
Volunteer Hours															
Adult	123	152.5	165.5	181.25	169.5	196	184	152.25	142	174			1640	1987.95	215.4
Teen	23	23	15	22.5	16	141	150	20.5	28	19			458	581	12
<u>SOCIAL MEDIA</u>															
Facebook															
posts	43	21	60	38	27	39	35	30	30	26			349	222	30
total page likes as of 1st of the month	1710	1719	1731	1774	1789	1807	1812	1822	1825	1829			n/a	n/a	1,638
post likes/shares/comments	1527	1000	2204	1434	912	2563	1300	1057	1525	1468			14,990	12,292	1,172
Twitter															
posts	47	19	52	26	27	28	28	23	24	27			301	210	30
total followers as of the 1st of the month	628	631	631	635	641	644	646	656	659	662			n/a	n/a	610
profile visits	276	92	337	195	100	82	73	70	78	62			1365	1944	288
mentions	9	7	23	14	12	3	5	2	3	6			84	49	4
Instagram															
posts	25	11	20	18	19	18	20	15	16	16			178	119	15
total followers as of the 1st of the month	475	498	522	540	557	569	580	597	624	630			n/a	n/a	406
likes/comments	404	189	523	275	339	325	308	204	287	286			3140	1741	171
GoodReads															
posts	0	0	0	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	102	102	102			n/a	n/a	74
shares/comments	0	0	0	0	0	0	0	0	0	0			0	13	0
YouTube															
videos	1	0	0	0	0	0	0	0	0	1			2	5	0
views	7	0	0	0	0	0	0	0	0	33			40	607	0

Outsource Solutions Group - October 2019

Project	Priority	Brief Description	Status	ETA
Server Infrastructure (PrePaid Project)				
Backup Solution	Medium	Repurpose VH01 as BDR	In Process	10/31/19
Replace Firewall	High	Firewall is expiring	In Process	10/16/19
Hassle Free Project				
Laptop Upgrades	HIGH	Replace Laptops in Circulation and Adult services	Ongoing	11/15/19
Win10 Upgrade	Low	MS ending support of Windows 7. Need to upgrade to Win 10	In Process	12/31/19
Intranet Site Audit	Low	Intranet Audit	Ongoing	10/31/19
TBS and My PC Upgrade	Low	Review MyPC and TBS for upgrades	In Process	12/31/19
ISP Performance	High	Verify Internet Connection Speed	In Process	10/25/19
OPAC	Medium	OPAC -This is configured on an older desktop and is not properly documented. A diagram should be created.	Scheduled	12/31/19
Sever Room Cleanup	Low	Server Room Cleanup and Labeling	Ongoing	12/31/19
Department File Folder Creation	High	Jerry to create folders for each department -Work with all department heads to move data to folders Kerry to delete download folders/roaming profiles	Ongoing	12/31/19