

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

Administration

Personnel

- We bid farewell to long-time Administrative Assistant Blanche Miyamoto. Blanche's last day at the Library was December 23rd. As mentioned in previous reports, Theresa Darga has been hired as an Administrative Assistant, and she has been working with Blanche for over a month to smooth the transition process.
- Marketing & Engagement Coordinator Chad Comello attended the December Board meeting to discuss the responsibilities of the new Marketing & Engagement Department and encouraged Board suggestions and feedback on how we can better reach out and advocate for the Library.
- I continued working with Paylocity on the development of new HR modules. As mentioned in previous reports, initial set up is a pretty labor-intensive process. I have also met with representatives from Paycom (another payroll provider) and will be looking into their products to see if they will be easier for staff and admin and to compare costs.
- We have been having difficulty filling the Computer Assistant position that Theresa left when she moved to Administration. The current CAs have all taken on additional hours, and we will be advertising to fill this position again after the holidays.
- Other staff activities have been reported in the Department reports.

Automation & Technology

- All laptops were finally set up and rolled out by the end of the month. This includes laptops for computer classes, for in-house patron check-out, and use at public service desks for library programming.
- OSG began setting up a new computer for the Administration office.
- We continued to work with AT & T and Comcast to cancel lines we no longer need and to correct billing. This has been a disappointingly cumbersome and drawn out process. We hope to get everything disconnected by the end of January.
- OSG continued to work on completing priority projects by the end of 2019.
- In addition to project work, OSG continued to provide routine technical support for computers (hardware and software) throughout the Library.

Legal/Financial/Policy

- I met with Tiffany Nash and Dan Pohrte from Product Architecture + Design for a preliminary discussion on the renovation of the YS Department and other areas in the lower level of the building. They have given us a proposal (included in your packets) for the development of three sets of plans to be discussed and voted upon at the January Board meeting.
- Preliminary fieldwork for the annual audit went smoothly. I am still waiting for some MERF and IMRF documentation from the Village of Morton Grove and their auditors. Final fieldwork is tentatively scheduled for the end of January.
- I am working on revising/creating several policies and hope to meet with the Policy Committee sometime in late January with recommendations to the full Board in February.

Miscellaneous

- The Library participated in the first Winter Adopt-a-Planter program. Special thanks to Karina Guico and Helga Scherer for putting together a lovely planter!



Events/Programs/Meetings

December 4/11	Department Manager meetings
December 4	HR Roundtable at Palatine PL
December 4	Meeting w/rep from Paycom
December 4	Paylocity – telephone meeting re: development of new modules
December 5	Meeting w/Marketing & Engagement Dept.
December 10	Meeting w/Product Architecture + Design
December 12	Finance Committee/Regular Board meetings
December 30	Meeting w/Impact Networking (copier management)

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 December 2019 Report

Natalya Fishman, Adult Services Manager

Selected list of programs and services

Jazz Consortium Big Band



By popular demand, we brought Chicago Jazz group, led by Roy Vombrack, back to MGPL! The band played popular jazz pieces and holiday classics such as “In the Mood,” “Hark the Herald Angels Sing,” “The Dreidel Song,” and many more. 12/15.

The Random Ringers

This Chicagoland handbell choir rang in the season with traditional and modern holiday classics. 12/1.



Winter Theater Guide for the Holidays and New Year

Chicago theater critic and journalist Kris Vire (*Chicago* magazine, *Chicago Sun-Times*, *New York Times*) previewed this winter's top holiday shows and some best bets for the new year. 12/3.

Finals Study Night



Finals Study Night is a program we hold for teens preparing for their final exams. Teens who came to the Library to study for their exams, were offered pizza, coffee and an opportunity to pet the cute therapy dog Vern brought in by the American Therapy Dog Association. Vern was the star of the evening and enjoyed almost constant attention for the duration of his stay. 12/18.

Introduction to Electronic Cooking Devices

This program was focused on pros, cons and differences between pressure cookers, air fryers and instapots. The instructor, director and trainer with Pampered Chef Kristyn Slick, provided recipes, handouts and free samples. 12/5.



Healthy Living

As soon as we created a Healthy Living display featuring free booklets provided by the National Institute of Health (NIH) in the Baxter Room, it has become very popular among our patrons. We posted a picture of the display on the NIH's Facebook page: Libraries are Champions of Healthy Communities and received a lot of positive feedback from other health services librarians.



Chair Yoga and Yoga for All Skill Levels



All three yoga classes had great attendance. The patrons who participated gave our instructors rave reviews and commented on how they enjoyed coming to the Library for our health-related programs. 12/6; 12/14; 12/20.

Dementia & Aging

Representative Lorry Immergluck from the Auberge at Orchard Park discussed the warning signs of dementia and what to watch for when our brain encounters unexpected challenges. 12/4.

Book Talks / Book Discussions

- **Book Talk**
The Best of 2019. 12/4;
- **LitLounge**
End of Year Celebration featuring group's favorite reads. 12/11;
- **Walk 'N' Talk**
The Wangs Vs. The World by Jade Chang. 12/14;

Computer/Technology Workshops

- Test Drive the Oculus Quest. 12/14;
The program was a resounded success: patrons seemed to be having a good deal of fun while learning about virtual reality.
- Book a Librarian appointments with patrons covered downloading and checking out materials with Overdrive and Hoopla, updating a resume, basic editing in Photoshop, using Google Calendar and Gmail and getting acquainted with an Oculus Go. 12/6, 12/10, 12/12 (2), 12/17, 12/20, 12/30.

Other events held in December:

- Magic the Gathering Open Play. 12/4;
- Silver Screen: *His Girl Friday*. 12/6;
- Winter Card Making. 12/7;
- Dungeons & Dragons (Teens) 12/8;

- Film: *The Hustle*. 12/10;
- Film: *Holiday Inn*. 12/17;
- Scrabble for Adults. 12/18;
- Hot Ticket: *The Art of Racing in the Rain*. 12/19;
- Critics' Choice Cinema: *Styx*. 12/22;
- Sensory Friendly Film: *Shaun the Sheep*. 12/28;
- Knitting Roundtable. 12/2; 12/9; 12/16; 12/23; 12/30;
- ESL One-on-One Practice 12/2 (1); 12/4 (3); 12/5 (2); 12/6 (2); 12/7 (1); 12/9 (3); 12/10 (1); 12/11 (1); 12/12 (1); 12/13 (2); 12/14 (1); 12/16 (3); 12/17 (1); 12/18 (2); 12/21 (1); 12/23 (2); 12/28 (1)

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:

- We hosted another Census Applicant Day on 12/17, and received several yard signs promoting the census jobs. The Village provided a large census banner which is now hanging on the wall above the Info West desk;
- New circulating and Computer Lab laptops were deployed this month to replace extremely slow old laptops. Staff tested the laptops and updated the instructional wiki page;
- A list of reader's advisory resources for staff use was compiled and published on the Staff wiki;
- New BookRivers and record sets have been created to update the Recommendations page on the website;
- Significant time has been spent on evaluating Adult print collection. Many areas have been weeded to gain space for new materials;
- Staff participated in the Niles North High School's Volunteer Fair on 12/10 and engaged with teens who were looking to acquire volunteer hours during the school year and in summer;
- Staff facilitated booking rooms for Arbors of Morton Grove, Fungaam Art Group, Morton Grove Park District and Maine and Niles District Parents. 12/3; 12/8; 12/11; 12/16; 12/17;

Professional Development/Training/Meetings

- Census webinar. 12/4;
- 2020 Money Smart Week Chicago Planning Team Meeting. 12/5;
- CCS SimplyReports training 12/5;
- Literacy Advisory Committee meeting. 12/10;
- Metropolitan Mayor's Caucus meeting on the 2020 Census. 12/10;
- AgeOptions WITS training. 12/11;
- Adult Services Meeting. 12/11;
- Library Programs and Partnerships in the 2020 Census. 12/16;
- CCS Public Access Services meeting. 12/19;

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

Patrons:

- 41 new patron cards registered

Staff:

- Continuing to work with volunteer to clean A/V materials as they are returned.
- Completed redesign on the Circulation Department with Ed Tamras and Helga Scherer.
- Attended LACONI Governing Board Financial Committee meeting to discuss the duties of becoming the Treasurer of the LACONI Governing Board beginning in January.
- Attended webinar on Bibliotheca's Library Connect software.

MGPL Facilities
December 2019 Report
Ed Tamras, Facilities Manager

- Fire alarm inspection and smoke head tests were performed by Johnson Controls. Some deficiencies were found and repairs will be performed in the upcoming month or so.
- Inspection for the new HVAC unit was completed and passed by the Village of Morton Grove.
- Installed 2 exhaust fans public bathrooms by Baxter Auditorium.
- Working on removing the display case in the Lincoln Avenue entrance.
- Reconfigured Circulation area workspace:
 - Put up new partitions behind circulation;
 - Installed 2 new desks;
 - Patch and painted walls;
 - Re-routed computer cables using cable concealer; and
 - Pulled power from existing outlet to the new desk area.

MGPL Marketing & Engagement December 2019 Report

Chad Comello, Marketing & Engagement Coordinator

Website/Calendar/Intranet

- Published 4 blog posts:
 - [Inspiration at Your Fingertips with Creativebug](#) by Karina Guico
 - [New Exhibit: A Photographic Adventure in Tapestry and Flowers](#) by Bob Palas
 - [Bingo! It's the Winter Break Reading Program](#) by Courtney Schroeder
 - [Boost Your Movie Watching with Binge Boxes](#) by Brenda Ross
- Created or updated wiki pages for creating record sets, submitting events to Patch, managing book rivers, and other procedures.
- Fielded questions, issues, and requests from staff and submitted support requests to Library Market.

Design/Publicity/Promotion

- Worked on February/March newsletter, which included event info editing, design layout, and online calendar quality control.
- Created signs, handouts, and forms by staff request.
- Ordered library-branded items for sale, giveaways, and other marketing purposes, including mugs, kids' t-shirts, onesies, a popup tent, table throw, magnets, and tote bags.
- Updated Library's social media accounts.

Staff Engagement

- Karina organized Hawaiian-themed retirement party for Blanche celebrating her 29 years at MGPL.
- Prepared and distributed end-of-year employee gifts, which consisted of a custom MGPL coffee mug, Dunkin Donuts gift card, and Year in Review handout created by Karina.

Meetings/Training

- Met weekly as a department to discuss marketing updates and projects.
- December 9: Web meeting with OrangeBoy and CCS to discuss Polaris data integration with Savannah.
- December 10: Chad attended RAILS webinar PR + Media Relations 101.
- December 19: Chad attended Coming Together committee meeting.

MGPL Technical Services
December 2019 Report
Helga Scherer, Technical Services Manager

Projects

Staff Projects:

- Concentration was on receiving and cataloging of material received in December

Department Head Projects:

- Worked on end of year clean-up of open purchase orders in anticipation of end of FY2019 and rollover to 2020
- Updated Polaris fund structure as requested by Adult and Youth Services managers
- Assisted Head of Circulation with remodeling of circulation department

Meetings

- 12/11/2019, CCS Acquisitions networking meeting, Indian Trails Public Library
- 12/19/2019, *Cataloging Foreign Language*, online with the CMC

Staffing

- No changes

MGPL Youth Services December 2019 Report

Courtney Schroeder, Youth Services Manager

What a great Winter Break Reading Program and a wonderful end to our year! So far we have 172 kids signed up for the program, which is more than any other year since I have been here and running the program over break. We are very proud to provide quality “entertainment” for families looking for something to do throughout the school break and this year sure didn’t disappoint.

Programming

This month, the Youth Services Department hosted 57 programs for 1,311 people.

We had a busy month gearing up for Winter Break Reading Club, during which we run a bunch of fun, family-friendly programs. This break’s biggest hits seemed to be **Family Engineering Night**, **The Jason Kullum Juggling Show**, and **Noon Year’s Eve**.

Family Engineering Night brought together 40 “engineers”. Teams created pendulums to knock down colorful cups and worked on ways to get the cups to knock down, but not crack (the finesse).



The **Jason Kullum Juggling Show** was a huge hit with families, attracting 154 people. Kids got involved, learning to juggle and even balance feathers on their chins!



To cap off an incredible year, we hosted our (mostly) annual **Noon Year's Eve** program. This year, Jess and Natalie had a blast with 260 people attending the celebration. You read that right... it wasn't a typo. 260! Families thanked us many times for hosting such a fun (and FREE) event here at the library, and most of them took the time to head downstairs and sign up for Winter Break Reading Club and earn some prizes!



Overall, it was a great year for Youth Services. There were a lot of changes, both in personnel and in workflow, but the staff really have taken it in stride and they work hard to make it look seamless to the public.

Outreach

In December, our outreach team visited 27 groups of 668 kids and adults/teachers outside of the library. In addition, we visited with 1 group of homeschool families (6 people) in the library and delivered 178 books to 6 classrooms. Here are some highlights:

- Debbie's Folk & Fairy Tales Storytime at Hynes focused on *The Gingerbread Man* this month.
- Brittany ran a book club with the Famished for Fiction group through MCC/MEC and discussed *When You Reach Me* by Rebecca Stead.
- Lauren represented the library at the Park District's Holly Days festival, reading books to 50 kids (both young and old).

Professional Development/Training/Meetings

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

- Amy watched the webinar, *Mad About Middle Grades* highlighting upcoming middle grade books.
- Brittany attended the Coming Together meeting.
- Debbie attended the Advocate Literacy Committee meeting. With the merge of NorthShore and Advocate pediatrics, they are looking to expand their reach to many more kids through many more area libraries.
- Courtney put together and attended a 1-day mini conference for RAILS YS Managers in the Chicagoland area focusing on advocacy, diversity, and coaching staff.

Programming Statistics -December 2019

Program Name:	# of sessions	Total Attendance
Adult Programs	63	503
Test Drive the Oculus Quest	1	15
Book-A-Librarian (one-on-one tutorials)	8	9
ESL one-on-one practice sessions	28	28
Book Talk	1	11
Movies	7	120
Knitting Roundtable, Crafting for Charity, Scrabble	10	73
Chair Yoga; Yoga for all Skill Levels	3	78
Concerts, Presentations	5	169
Teen Programs	3	28
Dungeons & Dragons	1	6
Finals Study Night	1	21
YA Book Club: The Prince and The Dressmaker	1	1
Magic the Gathering Open Play	1	5
Youth Programs	57	1311
Anime Club	1	2
Bedtime Stories and More	1	2
Block Party	1	6
Bookworms	1	3
Crafty Saturday	1	64
Creative Writing Crew	1	5
Drama Club	1	12
Family Dance Party	1	17
Family Engineering Night	1	40
Family Storytime	1	7
Folk & Fairytales Storytime	1	6
Homeschool Book Bash	1	7
Homeschool Engineering Club	1	7
Homeschool Famished for Fiction	1	4
Jason Kullum Juggling Show	1	154
K-2 Craftsters	1	4
LEGO Builders	1	4
Listen Up	6	89
Mathematics Tea Party	1	17
Monday Morning Playgroup	5	44
Noon Year's Eve	1	260
Nintendo Switch Gaming	2	23
Preschool Storytime	3	40
Scratch 'n Code	1	8
Toddler Time	3	53
Tween Survival Club	1	0
Wee Read	8	114

Winter Break Movie	3	111
Winter Reading Signups (as of 12/31)	1	172
Yarn Gang	5	36
Library-Wide Programs	1	21
Sensory Friendly Movie: Shaun the Sheep Movie	1	21
Talks/Tours inside the Library		
Youth Services	1	6
Homeschool Group	1	6
Adult/Teen Services	1	10
2020 Census Applicant Day	1	10
Talks/Tours outside the Library		
Youth Services	27	668
Children's Learning World	5	52
Edison	1	20
First Steps at MCC	1	23
Golf	2	27
Hynes	8	347
Jerusalem Lutheran	1	8
MCC/MEC	1	19
Melzer	5	93
Morton Grove Park District (Holly Days)	1	50
Park View	2	29
Adult/Teen Services	3	37
Litlounge Book Discussion offsite	1	20
Niles North High School – Volunteer Fair	1	14
Walk 'N' Talk Book Discussion	1	3

01/01/2020

**Morton Grove Public Library
Monthly Statistics
For 12/2019**

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	1677
Checkins at your stations	Leap Check in	13818
Checkins at your stations	Normal	2
Checkins at your stations	Power PAC Checkin	777
Checkins at your stations	Quick Check in	45
Checkins at your stations	Self Check in	10
Checkins at your stations	Third party Checkin	610
	Total Checkins	16939
Checkouts at your stations	Circ Checkout and Renewal	35
Checkouts at your stations	Leap Checkout and Renewal	6302
Checkouts at your stations	Self check Check out	6942
	Total Checkouts	13279
Renewals at your stations	Auto-renewal	9381
Renewals at your stations	Leap Checkout and Renewal	232
Renewals at your stations	Power PAC Renewal	331
Renewals at your stations	Self check Check out	104
	Total Renewals	10048
Number of your Library's items checked out system-wide		14392
Number of your Library's unique items checked out system-wide		12409

Holds Placed through your interface		2341
Holds placed for/by your patrons		2587
Holds Held		2220
Holds Located		0
Holds Checkedout		1889
Holds Expired		0
Holds Cancelled		396
Holds Unclaimed		284
Number Of Items Currently Out		11367
Existing "MortonGrove" patron received new barcode		34
Patron Expiration Date Extended More Than 30 Days:		109
Count of physical patron records at beginning of 12/2019		13185
Minus Patron records physically deleted		154
Minus Patron library was changed from "MortonGrove" to some other CCS librar		2
Plus Patron records physically added		41
Plus Patron library was changed from some CCS library to "MortonGrove"		5
Count of physical patron records at end of 12/2019		13075
Minus In-House and Test Cards		14
Minus Expired Cards		4399
Unexpired Patrons on file		8662
Leap Registration	Patron Lib=MortonGrove	41
Leap Registration	Patron Lib=CCSL	3
Pac Registrations from 12/2018 thru 11/2019 - All		0
Pac Registrations from 12/2018 thru 11/2019 - Converted		0
Pac Registrations from 12/2018 thru 11/2019 - Conversion Rate		0%

01/01/2020

**Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
12/2019 - 12/2019**

*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	3,091	160	32	3,283	3.72	5.58
Cary	1,283	103	28	1,414	3.04	2.32
CCSL	4	0	0	4	0.00	0.01
Crystal Lake	2,176	291	42	2,509	4.16	3.93
Des Plaines	4,643	164	151	4,958	6.01	8.38
Ela	3,151	153	0	3,304	3.71	5.69
Evanston	2,444	215	105	2,764	8.23	4.41
Fox River Valley	2,641	78	21	2,740	3.11	4.77
Fremont	1,779	94	21	1,894	2.18	3.21
Glencoe	752	73	12	837	2.39	1.36
Glenview	2,983	180	80	3,243	5.53	5.38
Highland Park	2,003	117	48	2,168	4.56	3.61
Huntley	1,675	86	8	1,769	2.93	3.02
Indian Trails Public Library	2,160	345	0	2,505	3.54	3.90
Lake Forest	1,260	45	0	1,305	3.45	2.27
Lake Villa	1,867	137	23	2,027	3.09	3.37
Lincolnwood	1,393	35	2	1,430	2.03	2.51
McHenry	1,683	118	46	1,847	2.86	3.04
Morton Grove	1,978	51	5	2,034	3.66	3.57
Niles	4,039	167	68	4,274	5.57	7.29
Northbrook	2,777	216	164	3,157	5.18	5.01
Park Ridge	1,530	111	79	1,720	3.64	2.76
Prospect Heights	1,677	46	21	1,744	2.70	3.03
Round Lake	1,435	72	76	1,583	3.43	2.59
Wilmette	2,990	141	64	3,195	5.53	5.40
Winnetka-Northfield	992	35	6	1,033	2.25	1.79
Zion-Benton	1,015	79	53	1,147	3.50	1.83
Total	55,421	3,312	1,155	59,888	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	44,250	44,415	n/a	n/a	44,590
CDs (music)	797	797	797	796	799	809	818	814	820	830	837	839	n/a	n/a	795
Audiobooks	635	635	635	655	655	656	646	664	664	671	675	675	n/a	n/a	650
DVDs/Blu-Ray	3,945	3,968	4,021	4,041	4,065	4,096	3,979	3,889	3,918	3,955	3,601	3,942	n/a	n/a	3,935
Videogames	497	500	510	516	517	521	523	522	527	531	449	476	n/a	n/a	493
Serials (Title count)	26	26	26	26	26	26	26	26	26	26	26	25	n/a	n/a	27
Multimedia Kits	53	53	64	64	64	64	64	64	31	31	34	34	n/a	n/a	62
Tablets	4	4	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	122,433	122,405	n/a	n/a	125,982
PATRONS															
Gate Count	13,658	15,668	16,743	17,566	16,615	18,770	17,950	16,812	14,468	16,561	16,239	14,784	195,834	193,291	15,296
Active Cards	9,199	8542	8,551	8,520	8,509	8,499	8,545	8,487	8,521	8,514	8,664	8,662			
Adult													n/a	n/a	6,748
Youth													n/a	n/a	1,744
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%	39%	39%	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	1,252	1,266	18,014	17,318	1,203
Directional/General Library Info	968	946	1,139	1,299	1,377	1,198	1,353	1,158	1,296	1,310	1,107	1,070	14,221	12,876	1,058
Reading Program	0	0	0	0	0	297	137	0	0	0	0	0	434	441	0
Youth															
Technology and Reference	586	663	644	563	512	846	721	675	594	597	628	584	7,613	6,711	536
Directional/General Library Info	295	296	392	338	432	954	554	437	391	443	384	503	5,419	7,424	386
Reading Program	202	0	0	0	0	2338	1444	0	0	0	0	354	4,338	5,536	362
Circulation															
General Info	159	126	118	92	74	76	82	78	72	81	83	76	1,117	1,140	100
Directional	68	82	77	64	52	94	99	89	94	100	91	87	997	921	68
TOTAL	3,699	3,461	3,968	3,959	4,026	7,457	6,140	4,023	3,944	3,991	3,545	3,940	52,153	52,367	3,713
INTERLIBRARY LOAN (ILL)															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0	1,968	124
Filled													0	1,805	97
Requests OF MGPL													0	3,161	201
Filled													0	760	53
OUTREACH															
Offsite Visits	27	30	34	27	44	10	9	7	25	40	42	30	325	283	30
Audience	646	803	879	474	1123	489	337	308	727	1003	1026	705	8,520	9,172	842
In Library Visits	0	0	1	9	1	2	2	0	3	4	1	2	25	18	0
Audience	0	0	27	251	51	26	28	0	100	125	50	16	674	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
Baxter Room															
Library	25	24	28	26	33	33	48	20	22	29	17	26	331	279	19
Outside Use	2	2	2	1	3	4	0	1	0	3	1	4	23	23	1
Cooperman Room															
Library Use	25	26	31	32	30	31	31	21	20	30	21	14	312	274	18
Outside Use	1	0	1	2	0	1	0	0	1	0	0	1	7	11	1
Study Rooms															
Reservations	222	279	294	267	206	202	273	307	235	335	376	283	3279	3154	251
Total time	487	595	633	605	573	402	567	631	501.5	726.5	662	645	7028	6829	520
<u>OTHER/MISCELLANEOUS</u>															
Volunteer Hours															
Adult	123	152.5	165.5	181.25	169.5	196	184	152.25	142	174	185.5	147	1972.5	2310.2	169
Teen	23	23	15	22.5	16	141	150	20.5	28	19	19	17	494	629.5	17.5
<u>SOCIAL MEDIA</u>															
Facebook															
posts	43	21	60	38	27	39	35	30	30	26	30	26	405	284	30
total page likes as of 1st of the month	1710	1719	1731	1774	1789	1807	1812	1822	1825	1829	1836	1840	n/a	n/a	1,688
post likes/shares/comments	1527	1000	2204	1434	912	2563	1300	1057	1525	1468	881	1223	17,094	14,745	1,317
Twitter															
posts	47	19	52	26	27	28	28	23	24	27	23	21	345	253	30
total followers as of the 1st of the month	628	631	631	635	641	644	646	656	659	662	666	666	n/a	n/a	619
profile visits	276	92	337	195	100	82	73	70	78	62	70	35	1470	2461	300
mentions	9	7	23	14	12	3	5	2	3	6	4	6	94	61	8
Instagram															
posts	25	11	20	18	19	18	20	15	16	16	18	13	209	160	15
total followers as of the 1st of the month	475	498	522	540	557	569	580	597	624	630	636	648	n/a	n/a	406
likes/comments	404	189	523	275	339	325	308	204	287	286	255	240	3635	1955	171
GoodReads															
posts	0	0	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	102	102	n/a	n/a	74
shares/comments	0	0	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	0	0	2	6	0
views	7	0	0	0	0	0	0	0	0	33	0	0	40	760	0