



**MORTON GROVE  
PUBLIC LIBRARY**

**Librarian's Report  
August 2020**

**Pam Leffler, Executive Director**

**Administration**

August was our first full month of patrons back in the building. While still very different from our pre-pandemic days, this month felt surprisingly normal. The first week that patrons were allowed back in the building we had staff stationed at the east entrance to welcome them back, take a head count, and remind them of the new rules: masks worn at all times, no food or drink, 45-minute time limit, etc. After that first week we realized that having a staff person stationed at the door was not necessary due to signage and patron behavior. Almost all patrons have been adhering to the mask, time limit, and social distancing rules with no prompting from staff. We have found that most people come in, pick up holds or browse the shelves, check out, and go. We continue to provide curbside for those patrons unable or unwilling to come into the building.

With things a bit calmer this month, I was able to focus on the budget and continued planning for the YS renovation. The first reading of the 2021 budget will be at our September meeting and you will find the budget spreadsheet and my notes in your packets. product architecture+design continued to fine tune the YS renovation plans and design choices. I issued a request for qualifications for construction management services and met with several potential respondents. We received 16 responses to the RFQ, and I narrowed our choice down to three. I will be interviewing these three firms the week of September 7 and hope to have a decision made by our September meeting for final approval by the Board.

We continue to allow staff that are able to work some hours in the building and some from home. As mentioned previously, this has worked out well and we have been able to staff the public service desks as necessary while keeping our staff as safe as possible. We will continue to provide virtual programming and reference services indefinitely, though we had a couple of pop up in-person storytime programs on the front lawn of the library. Patrons loved it and maintained appropriate social distancing. We will continue to take advantage of good weather while we can.

As always, I am monitoring the number of COVID cases throughout our area and the state and information from local and state health authorities, area libraries and schools, and Niles Township administrators for guidance on how to respond to the ongoing pandemic in a way that keeps our community, patrons, and staff healthy and safe, while still providing meaningful services and programs.

## **Personnel**

- We received a number of applications from well-qualified candidates for the open Adult Services position. After a round of interviews via Zoom and three in-person second interviews, we offered the position to MGPL Circulation Clerk Cailyn Heintzeman who recently completed her MLIS. Cailyn happily accepted the position and began training in the Adult Services Department on August 31. We were thrilled to be able to promote from within, and we feel Cailyn will be a real asset to the AS Department given her familiarity with the library, our patrons, and our public service philosophy.
- Since the start of the pandemic the Circulation Department has lost 5 positions due to retirements, staff moving out of the area, and promotions. Circulation Services Manager Jeff Ray and Circulation staff have really stepped up to continue to provide service, but we felt it was time to fill some of those positions. After careful consideration and discussion, Jeff proposed hiring three part-time Circulation Clerks. Ads were posted and, again, we received applications from a strong group of candidates. Interviews were conducted at the end of August and offers made. I am happy to report that we have three new people starting the week of September 7: Samrah Raza, Eric Chin, and Ilana Maitino.
- I continue to have weekly meetings with the Department Managers. I have reduced the frequency of All Staff meetings from weekly to bi-weekly. The All Staff meetings are recorded and posted to our Staff Intranet for staff to watch and listen to later, if necessary.
- Other staff activities have been reported in the Department reports.

## **Automation & Technology**

- Staff prepared for planned downtime of our online catalog at the beginning of September to allow the onboarding of two new libraries, Palatine and Grayslake, to the CCS consortium.
- OSG continued to provide routine remote and in-person technical support for computers (hardware and software) throughout the Library, as necessary. In addition to routine technical support, they also:
  - Coordinated the disposal and/or recycling of obsolete, non-functioning automation and technology items that had been stored in the lower level of the library.
  - Replaced the aging iMac computers that are used by Karina Guico and Bettina Maravolo.
  - Reconfigured some laptops originally purchased for computer classes for use by staff.
  - Replaced older, undersized monitors on public workstations with new, larger monitors.
  - Continued work on long-term projects such as reorganization of our network architecture, clean up of server room and IT office, etc.

## **Legal/Financial/Policy**

- I submitted to the Village a list of expenditures the Library has made in response to COVID-19 for potential reimbursement through the CARES act. Village personnel will review the list and let me know next steps.
- I changed the way that eligible staff earn vacation time, effective with the September 4 pay date. Until now, eligible employees received a lump sum award at the start of each year that was based on their position, seniority, and expected continuation of their employment for the entire year. Employees still earn the same amount of vacation time, but it is now awarded on a per pay period basis rather than one lump sum. I have included in your packets the memo sent to staff outlining this change.
- I have continued to provide documentation to 5/3 for the line of credit application for the YS renovation. 5/3 is also working with Brian LeFevre from Sikich so that they have a clear understanding of our financials.
- The first reading of the 2021 budget will take place at our regularly scheduled September meeting and budget documentation can be found in your packets.

**Facilities**

- Facilities staff are now in the building daily and for all hours the library is ‘open’ (our regular hours). They continue to monitor all systems to ensure they are operating properly, perform any additional cleaning or disinfecting necessary, and meet with vendors to provide ongoing routine maintenance/upkeep of the building and grounds.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

**Miscellaneous**

- We once again started quarantining returned library material for 7 days (up from 3 days) based on the latest test results from the REALM study. A full discussion of the testing protocols and previous results can be found on the REALM Project website, <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>.

**Events/Programs/Meetings**

All Staff meetings	August 7, 21
CCS Executive Committee meeting	August 12
CCS Long Range Plan Committee	August 24
Department Manager meetings	August 12, 19
ECC Executive Committee meeting	August 14
HR Source: Library Roundtable	August 5
Library Board of Trustees Regular Mtg	August 13
Niles Township Administrators mtg	August 14
OSG Update/Project review meeting	August 14
P A+D/YS renovation meeting	August 12, 28
RAILS COVID-19 Employer Q & A	August 31
REALM: Materials Testing & Overview	August 4

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

## MGPL Adult Services

### August Report

Melissa Mayberry, Adult Services Interim Manager

Adult services staff continued to see a small but steady stream of patrons coming into the building to use computers, pick up holds and to browse the collection. In addition, we are providing assistance to patrons over the phone, by email and chat.

#### Staffing

Cailyn Heintzelman has been hired as a full-time professional librarian. Cailyn has been working in Circulation for several years and we are very excited to have her join our department.

#### Programming

Our first Take & Make craft was for teens, and we had over 30 participants! This is a great number for a teen program, and we are delighted to have found a way to engage with our teens outside of the library. We will be offering more Take & Make crafts in the future that will also include adults.



While we continued to offer our chair yoga and meditation programs, this month we also added a variety of entertaining and informational presentations. Overall, we had a good turnout for all the programs. Hosting programs via Zoom is both a challenge and an opportunity. We are finding that many in-person programs can successfully be shifted to online and having virtual programs allow patrons to attend that may not have otherwise.

In addition to our ongoing book discussions and book talks we add a new program called Book Chat. This monthly program gives patrons the opportunity to have casual conversations about what they are reading and to hear what others are enjoying. A list of all the recommendations was compiled and sent to the patrons after the program.

#### E-Resources

Staff is working to add two new databases. Scholastic Teachables was requested by Youth Services and will provide resources to support e-learning. The other database is A to Z foods and this resource offers a variety of information from recipes to "how to" videos.

### **Book a Librarian**

We had 1 appointment this month. While we are currently just offering this service over the phone or via Zoom, we are hoping at some point soon to be able to safely offer assistance in person.

### **Outreach**

This month we had 17 homebound deliveries and we have also resumed weekly trips to the Metra station to stock our bookshelf.

### **Website-Related Projects**

- Updated Voting and Elections page with a timeline of important dates in the upcoming election and relevant links for Cook County voters
- Blogs:
  - For the Love of Art
  - Introducing the Library of Things: A Collection of Gadgets, Tools, and Games
- Book Rivers and Record Sets:
  - Nonfiction Graphic Novels
  - For the Love of Art
  - Remembering John Lewis
  - New Ya Releases
  - Welcome Back to School
  - Long Goodbye to Summer

### **Continuing Education/Meetings/Webinars**

- Weekly staff meetings
- 8/12 Chicago Area Library Volunteer Administrators meeting
- 8/13 Homelessness Training Institute: How to Deal With Problem Behaviors Relating to COVID-19
- 8/27- Northwest Volunteer Administrators Network meeting
- 8/20- Illinois Conference of Volunteer Administrators webinar

**MGPL Circulation Services**  
**August 2020 Report**  
Jeff Ray, Circulation Services Manager

- There will be a two-month Circulation Services report next month.

**MGPL Facilities**  
**August 2020 Report**  
Ed Tamras, Facilities Manager

- Fire dept. did their building inspection on 8/4/20, no issues found
- A 4" pipe on our fire sprinklers has an air leak, Johnson Controls came in and clamped the hole temporarily, but we will need to replace the entire length of the pipe because there are other areas of concern that were pointed out. JC will quote us on the replacement. UPDATE: JC will install new pipe on Sept. 10th
- Working on the former Computer Room: patching, sanding, 2 coats of paint, reconfiguration of tables, etc
- Johnson Control did their annual burglar alarm inspection on 8/21/20
- Got in touch with Daugherty Sales again to go ahead with replacing the pumps behind YS bathrooms; lead time for the pumps is 4-5 weeks and another 2 weeks for Daugherty to fit us into their schedule
- Weekly: drain the fire sprinkler system, drain water from the drinking fountains

**MGPL Marketing & Engagement**  
**August 2020 Report**  
Chad Comello, Marketing & Engagement Manager

**Website/Calendar/Intranet**

- Began work on webpages for Civic Engagement and 1000 Books Before Kindergarten
- Blog posts:
  - Introducing the Library of Things: A Collection of Gadgets, Tools, and Games
  - Art Starts at Home: This Year's Spin on Our Annual Children's Art Contest
  - How the Library Can Support Your School Year
  - For the Love of Art

**Design**

- Began work on the Oct/Nov newsletter issue
- Karina and Bettina created event graphics for social media
- Karina created wall display for Library of Things, working with Tech and AS
- Bettina created monthly community flyers for posting at our Metra station shelf
- Bettina worked with Sarah on 1000 Books Before Kindergarten graphics for October rollout
- Karina handled printing and distribution of new staff photo badges

**Promotion**

- Sent weekly e-newsletters through Savannah
- Posted on social media accounts
- Bettina posted select events to Patch and Tribune Things to Do online calendars
- Resumed creating event posters and monthly calendars for in-library distribution
- Created promo video and graphics for Library of Things

**Meetings/Training**

- Weekly meetings for the Marketing department, managers, and all staff

**MGPL Technical Services**  
**August 2020 Report**  
Helga Scherer, Technical Services Manager

**Projects**

**Staff Projects:**

- Staff are cataloging full time in the library with limited at home work
- Inventory project is ongoing: midway through Adult Fiction collection and beginning Adult Nonfiction
- Work continued with tagging TV series DVDs with RFID Stingrays. This will allow us to remove TV series from security cases which will create more shelf space and allow for easier browsing.
- Due the large number of magazine cancellations (our decisions and cancelled by publisher) we are reconsidering how the magazines are displayed. Sue H. is working on a layout that may allow us to take down shelving on the south west corner of the magazine/newspaper area.

**Department Manager Projects:**

- Worked with both Adult and Youth Service managers to update fund allocations for a second time.
- Participating in inventory
- Planning workflow for library wide CD call number update. The library will no long use the ANSCR classification and will move to a more user-friendly label using standard music genre terms (Rock, Country etc.) to replace the two letter terms used in ANSCR (MR, MC, MG etc.)
- Completed work on the Library of Things collection for September 1 rollout.
- Began cross training Martin on the workflow of receiving, cataloging, and processing of continuations material.

**Meetings**

- Weekly managers meetings
- Weekly staff meetings
- 8/12 CAMM meeting, Zoom



## MGPL Youth Services August 2020 Report

Courtney Schroeder, Youth Services Manager

We survived our first full month of having patrons in the building and the youth services staff are brushing off their rusty readers' advisory skills. We're excited to have patrons back in the building and to be able to interact with them face-to-face, but are also very happy to continue serving patrons curbside and pull books for families to pick up. Overall, it was a great month getting back into the swing of things and finding new ways to serve patrons safely.

### Programming

In August, we provided 34 programs for an audience of 2067 people/families. Again, when looking at the statistics for each month, it is important to note the difference between a Facebook program and a Zoom program. Zoom program attendance numbers are taken from actual attendance at the Zoom event. Facebook program attendance numbers are taken from 'views' as of the end of the month. This means that Facebook programs will appear to have many more participants as patrons can watch at any time and it also means that Facebook programs at the beginning of the month will likely have many more views than those toward the end of the month simply because they've been available longer.

In addition to our planned programming from the newsletter, we began doing outdoor in-person pop-up programming mid-month. We started with **Stroller Brigade** and **Storytime on the Lawn** and have had a good response. Families seem eager to attend programs that are safe and we've gotten calls from parents asking for more outdoor programs. We plan to continue outdoor programming as long as it is safe to do so according to Restore Illinois guidelines and, of course, the weather.



Since we put the **STEMonade Stand** out on the porch in the middle of June, we have given away over a thousand kits to kids in Morton Grove. We are so proud of this awesome and appreciated passive program and all of the YS staff are now helping to keep it stocked with fun activities.

Our Facebook Live storytimes continue to be watched by many families and our registered/Zoom storytimes are a lot of fun - we get to SEE patrons and interact with kids! We are also having success with our virtual **LEGO Builders** club where kids get to show off the things they are creating at home. Overall, staff are enjoying programming with our patrons and we're glad to have found ways to connect with them even when they can't join us in (or at) the building.

## **Outreach**

In the month of August as schools figured out what their plans were for the 2020-2021 school year, we continued to support the schools and their teachers in several ways including getting teachers and students library cards, getting them access to our online databases and offering to host preschool groups for a storytime on the lawn. We filled two book bag requests with 45 items.

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

In August, the Youth Services staff attended the following professional development and training meetings in addition to the four all-staff Friday meetings:

- Librarian's Guide to Homelessness Webinar and follow-up trainings (6)
- Debbie participated in Laurie Berkner's Music in the Classroom webinar training.
- Debbie attended the webinar, Closing the Opportunity Gap in the time of COVID
- Jess attended the virtual meeting of the LACONi YSS Board
- Debbie attended virtual meetings of the ECA and the Advocate Literacy Committee

## August 2020

Program Name:	# of sessions	Total Attendance
<b>Adult Programs</b>	<b>13</b>	<b>162</b>
Between The Line book discussion (Phone)	1	7
Book Chat (Online)	1	6
Hometowns to Hollywood: The History of the Hollywood Musical (Online)	1	25
Senior Medicare Patrol: Types of Healthcare Fraud (Online)	1	5
Digital Newspapers & Magazines (Online)	1	7
Getting Started with Kanopy (Online)	1	5
ESL Conversation Group (Online)	1	5
Chair Yoga (online - Zoom)	4	97
Meditation (Phone)	1	4
Book A Librarian Tech Help	1	1
<b>Teen Programs</b>	<b>1</b>	<b>31</b>
Take & Make Craft:Totebags	1	31
<b>Youth Programs</b>	<b>34</b>	<b>2067</b>
Bedtime Stories & More (Facebook Live)	3	271
Brain Bytes (YouTube)	4	425
Chess Academy (Zoom)	1	13
Crafty Saturday	1	32
Creative Writing Crew (Zoom)	1	0
Curious About Homeschool? (Zoom)	1	18
Drama Club (Zoom)	1	4
Escape Room (Zoom)	1	13
Family Engineering Night (Zoom)	1	5
Folk & Fairy Tales (Facebook Live)	1	103
Jr. Escape Room (Zoom)	1	8
Kindergarten Rocks!	3	20
LEGO Builders (Zoom)	1	10
Monday Morning Playgroup (Zoom)	3	2
STEMonade Stand	1	404
Storytime on the Lawn	1	28
Stroller Brigade	1	2
Summer Storytime (Facebook Live)	4	357
Wee Read (Facebook Live)	4	352
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>1</b>	<b>13</b>
LitLounge	1	13

09/01/2020

**Morton Grove Public Library  
Monthly Statistics  
For 08/2020**

*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	Leap Check in	9221
Checkins at your stations	Quick Check in	6
Checkins at your stations	Checkin Leap In Hous	426
Checkins at your stations	Self Check in	4
Checkins at your stations	Normal	6
	Total Checkins	9663
Checkouts at your stations	Leap Checkout and Renewal	6692
Checkouts at your stations	Self check Check out	4076
Checkouts at your stations	Circ Checkout and Renewal	23
	Total Checkouts	10791
Renewals at your stations	Auto-renewal	6392
Renewals at your stations	Leap Checkout and Renewal	574
Renewals at your stations	Power PAC Renewal	431
Renewals at your stations	Self check Check out	42
Renewals at your stations	Circ Checkout and Renewal	2
	Total Renewals	7441
Number of your Library's items checked out system-wide		11128

Number of your Library's unique items checked out system-wide		10424
Holds Placed through your interface		3351
Holds placed for/by your patrons		3574
Holds Held		3448
Holds Located		0
Holds Checkedout		3247
Holds Expired		8
Holds Cancelled		627
Holds Unclaimed		566
Number Of Items Currently Out		12002
Existing "MortonGrove" patron received new barcode		33
Patron Expiration Date Extended More Than 30 Days:		162
Count of physical patron records at beginning of 08/2020		12596
Minus Patron records physically deleted		108
Minus Patron library was changed from "MortonGrove" to some other CCS librar		12
Plus Patron records physically added		74
Plus Patron library was changed from some CCS library to "MortonGrove"		4
Count of physical patron records at end of 08/2020		12554
Minus In-House and Test Cards		14
Minus Expired Cards		3436
Unexpired Patrons on file		9104
Leap Registration	Patron Lib=MortonGrove	74
Leap Registration	Patron Lib=CCSL	18
Pac Registrations from 08/2019 thru 07/2020 - All		1
Pac Registrations from 08/2019 thru 07/2020 - Converted		0
Pac Registrations from 08/2019 thru 07/2020 - Conversion Rate		0.00%

09/01/2020

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**08/2020 - 08/2020**

*Circulation between a library's branches is excluded from these numbers.  
 For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.  
 The columns are labeled as follows:*

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

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	3,097	217	18	2	3.75	6.02
Cary	1,555	63	15	1	3.17	3.02
CCSL	5	0	0	2	0.00	0.01
Crystal Lake	7	2	1	1	3.80	0.01
Des Plaines	5,119	357	283	6	5.94	9.95
Ela	3,422	119	0	0	3.66	6.65
Evanston	16	50	21	1	8.34	0.03
Fox River Valley	3,356	83	14	1	3.12	6.52
Fremont	2,390	75	22	1	2.17	4.64
Glencoe	288	69	16	0	2.42	0.56
Glenview	3,279	222	139	0	5.58	6.37
Grayslake	0	0	0	0	0.00	0.00
Highland Park	2,240	105	69	1	4.50	4.35
Huntley	2,636	70	6	0	3.02	5.12
Indian Trails Public Library	2,425	202	1	6	3.62	4.71
Lake Forest	6	0	0	2	3.44	0.01
Lake Villa	2,449	96	11	0	3.17	4.76
Lincolnwood	1,067	26	6	0	2.15	2.07
McHenry	2,030	0	2	1	2.82	3.94
Morton Grove	1,741	25	0	0	3.76	3.38
Niles	3,843	44	34	3	5.59	7.47
Northbrook	10	15	35	2	5.19	0.02
Palatine Public Library	0	0	0	0	0.00	0.00
Park Ridge	2,148	4	9	2	3.70	4.17
Prospect Heights	1,949	36	22	1	2.61	3.79
Round Lake	1,821	28	30	0	3.67	3.54
Wilmette	3,125	126	73	3	5.46	6.07
Winnetka-Northfield	379	37	8	0	1.75	0.74
Zion-Benton	1,066	39	19	0	3.61	2.07
<b>Total</b>	<b>51,469</b>	<b>2,110</b>	<b>854</b>	<b>36</b>	<b>100.00</b>	<b>100.00</b>

**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><u>CIRCULATION</u></b>															
<b>Adult/Teen</b>														2019	Jan-19
Books	See attachments from CCS for MGPL statistics.												0	n/a	n/a
CDs (music)													0	n/a	n/a
Audiobooks													0	n/a	n/a
DVDs/Blu-Ray													0	n/a	n/a
Videogames													0	n/a	n/a
Magazines													0	n/a	n/a
<b>Youth</b>														n/a	n/a
Books													0	n/a	n/a
CDs (music)													0	n/a	n/a
Audiobooks													0	n/a	n/a
DVDs/Blu-Ray													0	n/a	n/a
Videogames													0	n/a	n/a
Multimedia Kits													0	n/a	n/a
Magazines													0	n/a	n/a
<b>Downloads/Streaming</b>															
ebooks	1,553	1,377	2,058	3,445	3,341	3,316	2,854	2,541						10,470	1,396
eAudiobooks	1,105	919	1,157	1,442	1,406	1,335	1,302	1,204						6,723	941
Movies	594	334	896	1,294	1,346	1,125	944	866						2,779	494
Music	77	89	114	164	169	139	141	88						730	66
Magazines	118	73	130	189	199	235	202	151						657	140
<b>TOTAL</b>	<b>3,447</b>	<b>2,792</b>	<b>4,355</b>	<b>6,534</b>	<b>6,262</b>	<b>6,150</b>	<b>5,443</b>	<b>4,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,833</b>	21,359	3,037
<b>In House Use</b>	1,979	1,878					199	426						<b>4,482</b>	n/a
<b><u>COLLECTIONS</u></b>															
<b>Adult/Teen Collection</b>															
Books	53,467	52,463			52,270								53,467	n/a	55,615
CDs (music)	5,243	5,247			5,248								5,243	n/a	5,188
Audiobooks	1,979	1,985			1,996								1,979	n/a	2,651
DVDs/Blu-ray	9,594	9,676			9,713								9,594	n/a	9,410
Videogames	575	581			582								575	n/a	550
Laptops	5	5			6								5	n/a	7
Hotspots	20	20			20								20	n/a	19
Serials (Title count)	231	231			215								231	n/a	246
Microforms	209	209			209								209	n/a	209
Library of Things					6										
<b>Youth Collection</b>															
Books	43,438	43,612			35,286								43,438	n/a	44,888
CDs (music)	827	828			829								827	n/a	814
Audiobooks	675	683			689								675	n/a	664
DVDs/Blu-Ray	3,954	3,968			3,980								3,954	n/a	3,889
Videogames	475	471			475								475	n/a	522
Serials (Title count)	26	26			31								26	n/a	26
Multimedia Kits	39	39			38								39	n/a	64
Laptops	1	1			1								1	n/a	n/a
Tablets	4	4			4								4	n/a	4
<b>TOTAL</b>	<b>120,762</b>	<b>120,049</b>	<b>0</b>	<b>0</b>	<b>111,598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,762</b>	n/a	124,766

**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><u>PATRONS</u></b>															
Gate Count	16,445	15,432						*3,352					31,877	133,782	16,870
Curbside Appointments						735	1,040	233							
Active Cards	8,634	8,622	8,862	8,915	8,955	8,990	9,029	9,104						8,487	
Adult													n/a	n/a	
Youth													n/a	n/a	
Other (NR Fee, Org, etc)													n/a	n/a	
% of MG pop w/active cards	38%	38%	39%	39%	39%	39%	39%	39%					n/a	n/a	38%
<b><u>REFERENCE</u></b>															
<b>Adult</b>															
Technology and Reference	1,322	1,301	610	86	76	532	844	1,235					6,006	12,539	1,586
Directional/General Library Info	1,443	1,227	484	151	199	1,075	1,197	1,248					7,024	9,438	1,158
Reading Program	0	0	0	0	2	14	1	1					18	434	0
<b>Youth</b>															
Technology and Reference	574	672	422	5	3	63	126	313					2,178	5,210	675
Directional/General Library Info	510	418	184	0	12	226	72	157					1,579	3,698	437
Reading Program	100	0	0	0	0	1135	12	0					1,247	3,984	0
<b>Circulation</b>															
General Info	102	106	41					15					264	805	78
Directional	86	83	36					20					225	625	89
<b>TOTAL</b>	<b>4,137</b>	<b>3,807</b>	<b>1,777</b>	<b>242</b>	<b>292</b>	<b>3,045</b>	<b>2,287</b>	<b>2,954</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,541</b>	<b>36,733</b>	<b>4,023</b>
<b><u>INTERLIBRARY LOAN (ILL)</u></b>															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0		
Filled													0		
Requests OF MGPL													0		
Filled													0		
<b><u>OUTREACH</u></b>															
Offsite Visits	42	41	28	0	0	0	0	0					111	188	7
Audience	963	1,263	721	0	0	0	0	0					2,947	5,059	308
In Library Visits	5	1	0	0	0	0	0	0					6	15	0
Audience	131	23	0	0	0	0	0	0					154	383	0
School Deliveries	4	6	7	0	0	0	1	2					20	27	2
Items	70	79	116	0	0	0	23	45					333	736	61
Homebound Deliveries	23	15	8	0	0	0	20	17					83	174	21
Items	156	113	44	0	0	0	140	164					617	1,109	167
<b><u>TECHNOLOGY/INTERNET USE</u></b>															
<b>Public Access computers</b>															
Sessions	1,166	1,114	633	0	0	0	142	325					3,380	10,644	1,409
Total time (hrs)	1,629	1,044	450	0	0	0	80	198					3,401	9159	999



**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>AWE Early Learning computers</b>															
Sessions	480	402		0	0	0	0	0	0				<b>882</b>	4120	473
Total time (hrs)	160	141.4		0	0	0	0	0	0				<b>301.4</b>	1362	161
<b>Public Scan Stations</b>															
Scans	2,627	2,724	1,408	0	0	0	100	1,322					<b>8,181</b>	17,261	1,687
Faxes (pages)	42	66	49	0	0	0	3	81					<b>241</b>	953	177
<b>Public WiFi Use</b>	Unable to obtain at this time.														
Devices													<b>0</b>		n/a
Sessions													<b>0</b>		n/a
<b>Tablet Checkouts</b>	See attachments from CCS for MGPL statistics.												<b>0</b>		
Laptop Checkouts													<b>0</b>		
Hotspot Checkouts													<b>0</b>		
<b>Website Visits</b>															
mgpl.org	10,658	9,943	10,353	6,590	6,393	12,212	12,461	10,933					<b>79,543</b>	56,607	7,166
<b>Databases/Online Resources</b>															
Sessions	820	720	884	1,000	769	985	1,003	1,641					<b>7,822</b>	8,300	949
Searches	2,858	3,516	5,539	4,791	4,991	3,577	6,679	3,879					<b>35,830</b>	19,646	2419
<b>LIBRARY PROGRAMMING</b>															
<b>Adult</b>															
Number of Program Sessions	56	55	25	12	22	8	13	14					<b>205</b>		55
Total Attendance	521	602	155	1385	1305	137	176	175					<b>4456</b>		662
<b>Teen</b>															
Number of Program Sessions	4	5	1	0	0	0	0	1					<b>11</b>		5
Total Attendance	28	73	4	0	0	0	0	31					<b>136</b>		30
<b>Youth</b>															
Number of Program Sessions	68	67	26	7	12	28	39	34					<b>281</b>		57
Total Attendance	1161	1462	372	1938	1920	3161	3338	2067					<b>15419</b>		1279
<b>Library-wide</b>															
Number of Program Sessions	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>	0	0
Total Attendance	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>	0	0
<b>MEETING ROOM USAGE</b>															
<b>Activity Room</b>															
Library	59	64	28	0	0	0	0	0					<b>151</b>	438	40
Outside Use	0	0	0	0	0	0	0	0					<b>0</b>	0	0
<b>Baxter Room</b>															
Library	21	24	9	0	0	0	0	0					<b>54</b>	237	20
Outside Use	1	3	4	0	0	0	0	0					<b>8</b>	15	1

**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>Cooperman Room</b>															
Library Use	15	26	7	0	0	0	0	0	0				48	227	21
Outside Use	3	2	0	0	0	0	0	0	0				5	5	0
<b>STUDY ROOM USAGE</b>															
Reservations	390	441	164	0	0	0	0	0	0				995	2050	307
Total time	853	923	359	0	0	0	0	0	0				2135	4493	631
<b>OTHER/MISCELLANEOUS</b>															
<b>Volunteer Hours</b>															
Adult	148.5	166.5	70.5	0	0	0	0	0	0				385.5	1324	152.25
Teen	11.5	13	16	0	0	0	0	0	0				40.5	411	20.5
<b>SOCIAL MEDIA</b>															
<b>Facebook</b>															
posts	33	29	41	54	61	66	67	76					427	293	30
total page likes as of 1st of the month	1842	1847	1867	1882	1896	1915	1927	1937					n/a	n/a	1,822
post likes/shares/comments	1170	568	1159	953	996	1086	773	649					7,354	11,997	1,057
<b>Twitter</b>															
posts	27	25	31	41	39	50	51	55					319	250	23
total followers as of the 1st of the month	673	678	689	692	693	689	693	690					n/a	n/a	656
profile visits	60	33	112	69	42	116	152	56					640	1225	70
mentions	4	3	17	6	1	17	13	5					66	75	2
<b>Instagram</b>															
posts	14	12	17	26	22	29	26	28					174	146	15
total followers as of the 1st of the month	679	700	744	765	789	812	834	851					n/a	n/a	597
likes/comments	300	168	384	605	260	613	355	392					3077	2546	204
<b>YouTube</b>															
videos	0	0	1	11	9	7	6	6					40	1	0
views	0	0	17	491	194	159	101	136					1,098	7	0