

Morton Grove Public Library
Librarian's Report
January 2020
Pam Leffler, Director

Administration

Personnel

- Long-time Adult Services Manager, Natalya Fishman, announced her retirement effective July 17, 2020. As I stated in an email sent out to all staff and trustees at the end of January announcing Natalya's retirement, *"I am excited and pleased for Natalya, but she will take with her years of experience at all levels of the library, from a shelver in the Youth Services Department to Reference Librarian to Head of Adult Services, and even a year as Co-Director. Her decades of institutional knowledge have been an invaluable resource, and she has been involved with or instrumental in the development and provision of many of the outstanding services, programs, and staff that the Morton Grove Public Library has been known for. Personally, she has been a great source of support and assistance to me in my years as Director at MGPL."*

Natalya and I have been working on updating the job description for Adult Services Manager. I anticipate posting an ad for this position in mid-May and would like to have the position filled by August 1, 2020.

- I continued online meetings with Paylocity on the development of new HR modules. However, as mentioned in earlier reports, I have been in discussions with Paycom about potentially switching to them as a payroll provider. Representatives from Paycom came and presented to the Department Managers, and after further discussions with the Managers, we made the decision to switch payroll providers. Paycom has begun pulling relevant data from our current provider, and the kick-off meeting with Paycom will be Wednesday, February 12. The Paycom solution provides greater mobile functionality for employees and supervisors, is a single database solution, and will ultimately save us approximately \$2300 annually, not counting the staff time that I WON'T have to spend on set-up of various HR modules. Paycom ties their employee pay to not only the sale of the solution, but to module usage so they are incentivized to get us up and running on all of the modules and to have a minimum of 95% employee/supervisor usage of all modules. They also provide in-person onsite training. Finally, our sales rep is a resident of Morton Grove and a patron of the library so she understands our needs very well and is very responsive.
- On January 20 we welcomed Shaina Rubin to the Library as our newest Computer Assistant.
- Other staff activities have been reported in the Department reports.

Automation & Technology

- One of the final projects from 2019 that was not completed was the replacement of the old public computers in the Youth Services Department. Those computers have been ordered and OSG will begin configuration and set-up in mid-February.
- Priority projects for this year include YS computer replacement, upgrade Computer Room PCs to the latest Microsoft Office suite (these computers are currently running Office 2010 applications), electronic recycling, and server room organization. I have also informed OSG of the planned upcoming YS renovation and have discussed potential projects associated with that.
- We continued to work with AT & T and Comcast to cancel internet lines we no longer need and to correct billing. I finally heard back from them that they have received the cancellation order, but I am still waiting to get final confirmation that this has been done. I am holding out hope that we get everything disconnected soon.
- In addition to project work, OSG continued to provide routine technical support for computers (hardware and software) throughout the Library.

Legal/Financial/Policy

- Youth Services Manager Courtney Schroeder and I met with Product Architecture + Design to begin the design process of the YS renovation. We discussed the needs of the YS Department and potential improvement of other spaces in the lower level of the library. Tiffany Nash and Dan Pohrte from Product Architecture + Design will be attending the February meeting to meet the Board and present information on other library projects they have completed. Courtney and I are making arrangements to tour a few area libraries to look at renovation projects that had similar challenges and space/budgetary constraints to MGPL.
- Sikich was out at the end of January conducting the final fieldwork for our annual audit. Everything went smoothly and I anticipate that I will get the first draft of the annual financial report at the end of February for review and response. I am tentatively planning on Sikich presenting the audit to the Board at our April meeting.
- The Policy Committee met in late January and will be recommending full Board approval of several policies at the February meeting. Drafts of these policies have been included in your packets.

Miscellaneous

- This year we will have our first One Book One Village program! The book has been chosen and the author booked. We will be working with the Community Relations Commission to present programs related to the book and the book topic in the early fall. A special thanks to Rebecca Hayes, Reader's Services Librarian, for her expertise in selecting a title and working with the author rep. More information will follow throughout the spring and summer.

Events/Programs/Meetings

January 8/22/29	Department Manager meetings
January 8	HR Roundtable at Palatine PL
January 9	Meeting w/rep from Paycom
January 9	Special Board meeting - Annual Walk-through
January 9	Regular Board meeting
January 21	Paylocity - telephone meeting re: development of new modules
January 22	CCS Governing Board meeting @ Niles-Maine District Library
January 23	Meeting w/Product Architecture + Design
January 23	Paycom - conference call
January 27	Policy Committee meeting
January 29	Electronic Content Consortium Executive Committee

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

MGPL Adult Services January 2020 Report

Natalya Fishman, Adult Services Manager

Selected list of programs and services

Build Your Cat a Castle



We printed the templates from the *Cat Castles* book and had a variety of cardboard boxes prepared for the program. Using instruction provided by the librarians, the patrons built castles, airplanes and other cozy houses for their cats. 1/14.

In Full Swing Jazz Orchestra Concert

Jazz pianist Ron Surace led his orchestra in a celebration of the best hits of Count Basie, Glenn Miller, and more. 1/19.



Night (H)owls: Late Night TV Pioneers

Robert Burton, Professor Emeritus of Communications at Oakton Community College, highlighted memorable moments from the pioneering days of late night television and discussed its evolution over the years. Entertaining and informative video clips of past talk show icons such as Steve Allan, Johnny Carson, Merv Griffin, Dick Cavett, and David Letterman were shared. 1/21.

Healthy Living

- **Bingosize.** 1/9; 1/23;
- **Fitness Resolutions for New Year.** 1/12;
Presentation by registered dietician Susan Stein covered healthy choices in diet and exercise
- **Medical & Recreational Cannabis: What You Need to Know.** 1/15;
Presentation by cannabis dispensary GreenGate Chicago discussed medical and recreational cannabis use in Illinois.

ACT/SAT Combo Test

ACT/SAT Workshop

The test and workshop programs have seen a significant increase since last year. We had students from the three local high schools attending: Niles North, Niles West and Maine East. 1/11; 1/18



Book Talks / Book Discussions

- **Book Talk**
The Best of 2019. 12/4;
- **Between the Lines Book Discussion:**
A Gentleman in Moscow by Amor Towles. 1/23; 1/28;
- **LitLounge**
South Pole Station by Ashley Shelby. 1/8;

Computer/Technology Workshops

- Streaming Videos and More with Kanopy & Hoopla. 1/9;
- Excel for Beginners: Creating a Budget. 1/22;
- Power Searching with Google. 1/29;
- Book a Librarian appointments with patrons. 1/2 (2); 1/9; 1/10; 1/14; 1/15; 1/23 (2); 1/24;
Appointments covered Photoshop, Microsoft Office basics, iPhone and Android phone basics, editing a website and file management on an Apple computer.

Other events held in January:

- Silver Screen: *The Pajama Game*. 1/3;
- Dungeons & Dragons (Teens) 1/5;
- Film: *Tolkien*. 1/7;
- Magic the Gathering Open Play. 1/8;
- Crafting for Charity. 1/11; 1/25;
- Film: *Selma*. 1/14;
- Scrabble for Adults. 1/15;
- Hot Ticket: *Downton Abbey*. 1/16;
- ACT/SAT Workshop. 1/18;
- Creative Coloring for Adults. 1/25;
- Critics' Choice Cinema: *The Sower*. 1/26;
- Film: *Strange But True*. 1/28;
- Knitting Roundtable. 1/6; 1/13; 1/20; 1/27;
- ESL One-on-One Practice. 1/4; 1/6 (2); 1/7; 1/8; 1/9; 1/10; 1/13 (3); 1/14; 1/15; 1/18; 1/20 (2); 1/21; 1/22; 1/27; 1/28; 1/29;

Other

All staff performed regular duties including collection development, webpages, displays and newsletters, serving homebound patrons, recruiting and training volunteers, and more. Some of other projects are listed below:

Advisory Council of Older Adults

- The first meeting of the Advisory Council of Older Adults was held at two different days/times to accommodate the schedules of everyone who expressed interest in attending the meetings. A total of eight people attended both meetings; they suggested new programs and services and provided good insight into the Library's current practices. The attendees enjoyed the lively discussions at the meetings and promised that they will have even more suggestions for the Council's next meeting in March. 1/21; 1/24;

- **Census Outreach**

We had our first Census outreach event this month. Melissa Mayberry, Assistant Adult Services Manager, attended the second Annual Asian Lunar New Year Celebration hosted by Commissioner Josina Morita of the Metropolitan Water Reclamation District. She interacted with many of the attendees and the Census and MGPL was mentioned in several of the speeches that took place before the entertainment. 1/19;



Two librarians visited the Morton Grove Historical Museum and Education Center to discuss using some of their photos for a census display at the Library. 1/27;



- **One Book, One Village**

We started planning our first One Book, One Village community read program. We chose the book: *The Great Believers* by Rebecca Makkai and booked the author for the program wrap up event on Sunday, October 11. We are now in the planning stage for more One Book, One Village activities.

- Outside mtgs: Huron Workshop, Scotland Yarders and MCC Academy. 1/7 (2); 1/8; 1/25

Professional Development/Training/Meetings

- NWVAN meeting. 1/16;
- 2020 Money Smart Week Chicago Planning Team webinar. 1/16;
- ELSUM meeting. 1/22;
- PULSE Meeting. 1/24;
- 2020 Census Peer Advisory Network web meeting. 1/29;
- Responding Online to the 2020 Census: What Libraries Need to Know. 1/30;
- Adult Services meeting. 1/30;
- Online course: Food for Thought: Exploring Nutrition Information Resources from NNLM

Staffing

Shaina Rubin has been hired as the new Computer Assistant. Her first workday was 1/20.

MGPL Circulation Services
January 2020 Report
Jeffrey Ray, Circulation Services Manager

Patrons:

- 66 new patron cards registered

Staff:

- Attended LACONI Governing Board meeting, January 20, through Zoom to discuss changes to financial procedures and upcoming programming.
- Attended LACONI CSS meeting to discuss March program and future programming.
- Amanda Herrmann attended CCS Circulation Technical Group meeting on January 10 at Crystal Lake Public Library.
- Continuing to work with volunteer to clean A/V materials as they are returned.

MGPL Facilities
January 2020 Report
Ed Tamras, Facilities Manager

- Ordered and received new lighting fixtures for the Baxter Auditorium. I am currently working on getting them all installed and set up correctly.
- Looking into purchasing 2 sump pump motors for the pumps located behind Youth Services family bathrooms. The motors are very old, have begun malfunctioning occasionally, and sound bad when running. I would like to perform any necessary preventative maintenance on these before they stop working!
- Tried to troubleshoot problem we've been having with the water cooler in the staff kitchen area. We reached out to the manufacturer who has informed us that the issue with the unit is not repairable so we have purchased a replacement.
- Johnson Controls came out and replaced two smoke heads that were defective per inspection report. They were unable to complete the repair work at that time, and they will be back at a later date.

MGPL Marketing & Engagement

January 2020 Report

Chad Comello, Marketing & Engagement Manager

Website/Calendar/Intranet

- 6 blog posts published:
 - [More Than A Month series celebrates Black history all year round](#)
 - [Lifting Up Early Childhood Education in Our Community](#)
 - [Share Your Story for Coming Together 2020: Journeys to Niles Township](#)
 - [How to Help Your Child Deal with Big Feelings](#)
 - [4 Reasons Graphic Novels Are Great for Reluctant Readers](#)
 - [Best Books of 2019 and the 2010s](#)
- Updated Health and Exhibits webpages, and updated branding on Policies PDFs.
- Created spreadsheet for staff to track Staff Recommendations webpage content.
- Worked with CCS to create auto-updated catalog lists for New & Coming Soon items.
- Fielded questions, issues, and requests from staff and submitted support requests.

Design

- Karina completed the layout and design of the February/March newsletter, which features the 2020 Census, programming for Coming Together and More Than A Month, an article by Sarah Mitchell-Mace about VOX books, and more. Bettina built 4 new graphics for this issue.
- Karina designed and printed material for the Census, including a large sign for outreach visits, a handout with library Census events, and general Census timeline.
- Karina prepared files and submitted the print order for "A Place for All People" poster exhibit. Installed the exhibit in the Baxter Auditorium.
- Bettina worked on designs for the Summer Reading Program.
- Created flyers, signs, handouts, bookmarks, and forms, and fielded staff requests.

Promotion

- Sent press release for More Than A Month programming series in February and March to local media. Chad and Natalya spoke with a reporter for a story about the series, which was published on January 20 in the *Morton Grove Champion*: [Morton Grove Library plans year-long celebration of black history and culture](#)
- Updated Library's social media accounts.

Staff Engagement

- Organized and hosted the first monthly Staff Social to celebrate January staff birthdays, anniversaries, and other milestones.

Meetings/Training

- Met weekly as a department to discuss marketing updates and projects.
- January 20: OrangeBoy/Savannah training (Chad, Karina, Bettina)
- January 24: RAILS/ILA Marketing Group meeting (Chad)

MGPL Technical Services
January 2020 Report
Helga Scherer, Technical Services Manager

Projects

Staff Projects:

- No special projects in January

Department Head Projects:

- Created new fiscal year and continued cleanup of 2019 orders
- Cataloged and processed new collection of Library of Things for the adult collection
- Cataloged Korean materials for Adult World Language collection

Meetings

- 1/16/2020, *Rare book cataloging*, online with the CMC

Staffing

- No changes

MGPL Youth Services January 2020 Report

Courtney Schroeder, Youth Services Manager

We truly have the best patrons, and they really came out for some fun over Winter Break. In the end, we had 185 kids sign up for the Winter Break Reading Program – a record for us! We love that families know that when there's a break from school, there's always something great going on at the Library.

Programming

This month, the Youth Services Department hosted 68 programs for 1,161 people.

In addition to the Winter Break Reading Program, we also hosted the **Total-T Magic Show** for the day off of school celebrating Martin Luther King Jr. It's always a busy day and a busy program, but 203 people in the program was incredible. Families were buzzing as they exited the program and left happy.



Lego Builders is always a fun class, this month drawing in 11 eager builders, but kids build anytime here in the library. We had a family come in to build an elaborate compound/castle last month, and this month, a young boy designed a house that included a train line and water tower! It's always fun to see older kids getting creative at the play tables.



As we look to Summer Reading (yes, we're ALREADY planning), we are excited for the new adventures that await us this year and hope to continue to bring great programming and lifelong learning opportunities to the people in Morton Grove.

Outreach

In January, our outreach team visited 39 groups of 935 kids and adults/teachers outside of the library. In addition, we visited with 3 groups from schools (111 people) in the library and delivered 70 books to 4 classrooms. Here are some highlights:

- Debbie's Folk & Fairy Tales Storytime at Hynes focused on *Goldilocks and the Three Bears* this month.
- Brittany has done a great job of regulating Jerusalem Lutheran's visits to the library so that we can coordinate with their curriculum and teach the kids where to find the resources they are looking for. It seems to be working really well this year.
- 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 January, the Youth Services staff attended the following professional development and training meetings:

- Brittany attended the Coming Together meeting.
- Debbie attended the Opening Minds 4-day conference in Chicago focusing on early learning.
- Debbie met with the groups from the ECA and the Advocate Literacy Partnerships. With the merge of Advocate and North Shore pediatrics, more libraries will be involved in the initiatives going forward.

Programming Statistics -January 2020

Program Name:	# of sessions	Total Attendance
Adult Programs	56	521
Technology Classes	3	16
Book-A-Librarian (one-on-one tutorials)	9	9
ESL one-on-one practice sessions	20	20
Book Discussion on site	2	19
Movies	7	204
Knitting Roundtable, Crafting for Charity, Scrabble	9	109
Bingosize	2	8
Concerts, Presentations	2	125
Healthy Living Presentations	2	11
Teen Programs	4	28
Dungeons & Dragons	1	3
Magic the Gathering Open Play	1	4
ACT/SAT Combo Test	1	14
ACT/SAT Workshop	1	7
Youth Programs	68	1161
Anime Club	1	2
Art Adventure	1	5
Bedtime Stories and More	1	12
Books & Beyond	1	9
Chess Academy	1	10
Chopped: Arts & Crafts	1	16
Craftin' Around: Snowman Bowling	1	5
Crafty Saturday	1	35
Creative Writing Crew	1	6
Drama Club	1	19
Family Dance Party	1	12
Family Engineering Night	1	36
Family Reads Bookclub	1	6
Family Storytime	1	10
Folk & Fairytales Storytime	1	2
Guys Read	1	11
Homeschool Book Bash	1	6
Homeschool Engineering Club	1	9
Homeschool Famished for Fiction	1	6
K-2 Craftsters	1	4
LEGO Builders	1	11
Listen Up	8	155
Mad Math Society	1	11
Make & Take Playgroup	1	9
Math Brigade	1	6
Mathematics Tea Party	1	10
Monday Morning Playgroup	4	45

Movin' & Groovin'	1	25
Mother-Daughter Bookclub	2	14
Mr. T Magic Show	1	203
Nature Night	1	2
Preschool Storytime	3	30
Toddler Time	3	73
Tots Dealing with Big Feelings	1	21
Tween Survival Club	2	9
Wee Read	10	181
Winter Break Movie	1	54
Winter Reading Signups (in January)	1	13
Yarn Gang	4	51
Yoga Kids	1	17
Library-Wide Programs	0	0
Talks/Tours inside the Library		
Youth Services	3	111
Jerusalem Lutheran	2	100
Sunny Bunny	1	11
Adult/Teen Services	2	20
2020 Census Applicant Day	2	20
Talks/Tours outside the Library		
Youth Services	39	935
Edison	1	10
Golf	2	41
Hynes	6	327
Jerusalem Lutheran	1	7
Kids Academy	3	48
MCC/MEC	1	19
Melzer	7	133
Morton Grove Montessori Academy	3	37
Park View	12	204
Poko Loko	3	109
Adult/Teen Services	3	28
Litlounge Book Discussion offsite	1	20
Advisory Council of Older Adults	2	8

02/01/2020

Morton Grove Public Library
Monthly Statistics
For 01/2020

*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>*

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Checkin Leap In Hous	1942
Checkins at your stations	Checkin Leap Invento	37
Checkins at your stations	Leap Check in	13432
Checkins at your stations	Normal	2
Checkins at your stations	Power PAC Checkin	911
Checkins at your stations	Quick Check in	28
Checkins at your stations	Self Check in	10
Checkins at your stations	Third party Checkin	677
	Total Checkins	17039
Checkouts at your stations	Circ Checkout and Renewal	25
Checkouts at your stations	Leap Checkout and Renewal	7103
Checkouts at your stations	Self check Check out	6606
	Total Checkouts	13734
Renewals at your stations	Auto-renewal	8904
Renewals at your stations	Leap Checkout and Renewal	223
Renewals at your stations	Power PAC Renewal	250
Renewals at your stations	Self check Check out	69
	Total Renewals	9446
Number of your Library's items checked out system-wide		15217

Number of your Library's unique items checked out system-wide

13104

Holds Placed through your interface

2704

Holds placed for/by your patrons

3010

Holds Held

2598

Holds Located

0

Holds Checkedout

2166

Holds Expired

254

Holds Cancelled

453

Holds Unclaimed

343

Number Of Items Currently Out

11745

Existing "MortonGrove" patron received new barcode

40

Patron Expiration Date Extended More Than 30 Days:

98

Count of physical patron records at beginning of 01/2020

13075

Minus Patron records physically deleted

97

Minus Patron library was changed from "MortonGrove" to some other CCS librar

7

Plus Patron records physically added

66

Plus Patron library was changed from some CCS library to "MortonGrove"

4

Count of physical patron records at end of 01/2020

13041

Minus In-House and Test Cards

14

Minus Expired Cards

4393

Unexpired Patrons on file

8634

Leap Registration

Patron Lib=MortonGrove

Leap Registration

Patron Lib=CCSL

66

19

Pac Registrations from 01/2019 thru 12/2019 - All

0

Pac Registrations from 01/2019 thru 12/2019 - Converted

0

Pac Registrations from 01/2019 thru 12/2019 - Conversion Rate

0%

02/01/2020

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
01/2020 - 01/2020

*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

Lending Library	Intra-CCS	Other Ill.	Outside Ill.	Total	Percent Held	Percent Intra-CCS
Algonquin	4,209	196	49	4,454	3.75	5.90
Cary	1,661	153	44	1,858	3.07	2.33
CCSL	3	0	0	3	0.00	0.00
Crystal Lake	2,817	344	64	3,225	4.20	3.95
Des Plaines	5,624	333	216	6,173	6.03	7.88
Ela	3,767	236	0	4,003	3.71	5.28
Evanston	3,117	222	123	3,462	8.28	4.37
Fox River Valley	3,244	117	29	3,390	3.14	4.55
Fremont	2,313	122	27	2,462	2.16	3.24
Glencoe	1,019	83	22	1,124	2.42	1.43
Glenview	4,076	211	118	4,405	5.57	5.71
Highland Park	2,692	186	53	2,931	4.57	3.77
Huntley	2,544	124	9	2,677	2.96	3.56
Indian Trails Public Library	2,662	420	0	3,082	3.59	3.73
Lake Forest	1,715	52	0	1,767	3.47	2.40
Lake Villa	2,270	167	35	2,472	3.11	3.18
Lincolnwood	1,867	28	4	1,899	2.06	2.62
McHenry	2,169	141	41	2,351	2.86	3.04
Morton Grove	2,564	75	0	2,639	3.67	3.59
Niles	4,630	238	99	4,967	5.61	6.49
Northbrook	4,112	247	189	4,548	5.19	5.76
Park Ridge	1,819	173	107	2,099	3.67	2.55
Prospect Heights	1,989	49	16	2,054	2.72	2.79
Round Lake	1,964	90	90	2,144	3.47	2.75
Wilmette	3,845	214	73	4,132	5.53	5.39
Winnetka-Northfield	1,381	47	15	1,443	1.65	1.94
Zion-Benton	1,289	112	67	1,468	3.53	1.81
Total	71,362	4,380	1,490	77,232	100.00	100.00

CIRCULATION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Adult/Teen														2019	Jan-19
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
Magazines													0	n/a	n/a
Youth														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
Downloads/Streaming															
ebooks	1,553													1,392	
eAudiobooks	1,105													810	
Movies	594													398	
Music	77													101	
Magazines	118													99	
TOTAL	3,447	0	0	0	0	0	0	0	0	0	0	0	0	2,800	0
In House Use															
	1,979													1,979	n/a
COLLECTIONS															
Adult/Teen Collection															
Books	53,467												53,467	n/a	56,566
CDs (music)	5,243												5,243	n/a	6,268
Audiobooks	1,979												1,979	n/a	2,779
DVDs/Blu-ray	9,594												9,594	n/a	9,311
Videogames	575												575	n/a	537
Laptops	5												5	n/a	9
Hotspots	20												20	n/a	20
Serials (Title count)	231												231	n/a	246
Microforms	209												209	n/a	209

See attachments from CCS for MGPL statistics.

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev Yr/Mo
Youth Collection															
Books	43,438												43,438	n/a	45,543
CDs (music)	827												827	n/a	797
Audiobooks	675												675	n/a	635
DVDs/Blu-Ray	3,954												3,954	n/a	3,945
Videogames	475												475	n/a	497
Serials (Title count)	26												26	n/a	53
Multimedia Kits	39												39	n/a	53
Laptops	1												1	n/a	n/a
Tablets	4												4	n/a	4
TOTAL	120,762	0	0	0	0	0	0	0	0	0	0	0	120,762	n/a	127,472
PATRONS															
Gate Count	16,445												16,445	13,658	
Active Cards	8,634													9,199	
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%												n/a	n/a	
REFERENCE															
Adult															
Technology and Reference	1,322												1,322	1,421	
Directional/General Library Info	1,443												1,443	968	
Reading Program	0												0	0	
Youth															
Technology and Reference	574												574	586	
Directional/General Library Info	510												510	295	
Reading Program	100												100	202	
Circulation															
General Info	102												102	159	
Directional	86												86	68	
TOTAL	4,137	0	0	0	0	0	0	0	0	0	0	0	4,137	3,699	0
INTERLIBRARY LOAN (ILL)															
Requests BY MGPL														0	
Filled														0	
Requests OF MGPL														0	
Filled														0	
OUTREACH															
Offsite Visits	42												42	27	
Audience	963												963	646	
In Library Visits	5												5	0	
Audience	131												131	0	

See attachments from CCS for MGPL statistics.

2018 Statistics -- Mc) Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
School Deliveries	4												4	5	
Items	70												70	126	
Homebound Deliveries	23												23	21	
Items	156												156	108	
<u>TECHNOLOGY/INTERNET USE</u>															
Public Access computers															
Sessions	1,166												1,166	1,149	
Total time (hrs)	1,629												1,629	1044	
AWE Early Learning computers															
Sessions	480												480	438	
Total time (hrs)	160												160	140	
Public Scan Stations															
Scans	2,627												2,627	1,142	
Faxes (pages)	42												42	147	
Public WiFi Use															
Devices	Unable to obtain at this time.														
Sessions													0	0	n/a
													0	0	n/a
Tablet Checkouts													0		
Laptop Checkouts													0		
Hotspot Checkouts													0		
Website Visits															
mgpl.org	10,658												10,658	8,438	
Databases/Online Resources															
Sessions	820												820	1,374	
Searches	2,858												2,858	2,636	
<u>MEETING ROOM USAGE</u>															
Activity Room															
Library	59												59	55	
Outside Use	0												0	0	
Baxter Room															
Library	21												21	25	
Outside Use	1												1	2	
Cooperman Room															
Library Use	15												15	25	
Outside Use	3												3	1	

See attachments from CCS for MGPL statistics.

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
STUDY ROOM USAGE															
Reservations	390												390	222	
Total time	853												853	487	
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	148.5												148.5	123	
Teen	11.5												11.5	23	
SOCIAL MEDIA															
Facebook															
posts	33												33	43	
total page likes as of 1st of the month	1842												n/a	n/a	1,710
post likes/shares/comments	1170												1,170	1,527	
Twitter															
posts	27												27	47	
total followers as of the 1st of the month	673												n/a	n/a	628
profile visits	60												60	276	
mentions	4												4	9	
Instagram															
posts	14												14	25	
total followers as of the 1st of the month	679												n/a	n/a	475
likes/comments	300												300	404	
YouTube															
videos	0												0	1	
views	0												0	7	