



**MORTON GROVE
PUBLIC LIBRARY**

**Librarian's Report
July 2020**

Pam Leffler, Executive Director

Administration

My primary focus during the month of July was our plans to welcome patrons back into the building, as allowed in Phase 4 of the *Restore Illinois* plan. After relocation of the Computer Room to the former Quiet Study Room, on July 15 we began allowing users in for computer use appointments only. We only allowed in 3 patrons per time slot, appointments required, no drop-ins, and sessions limited to 60 minutes or less. All other parts of the library remained closed to the public until Monday, July 27, when we opened our doors to the public for general library services for the first time since March 14. While patrons encountered a much changed MGPL with plexiglass shields at all public service desks, no study rooms, mask use required, time limits on visits, and occupancy limits enforced throughout the Library, most of our patrons were absolutely thrilled that they were once again able to come into the building, choose their own materials, and see their favorite MGPL employees! Staff were initially concerned that we would have problems with occupancy and time limits and mask requirements, but, by and large, the reopening has gone very smoothly. And while some patrons are unhappy with the changes, everyone understands the necessity of them. We are continuing our curbside pick-up service for the convenience and safety of those patrons that are unable or unwilling to come into the building. Special thanks to Circulation Services Manager, Jeff Ray, and the Circulation staff who have seamlessly incorporated curbside into their more regular duties.

Unlike many of our neighboring libraries, MGPL chose to reopen our regular hours: Monday – Thursday 9 a.m. – 9 p.m.; Friday 9 a.m. – 6 p.m.; Saturday 9 a.m. – 5 p.m.; and Sunday 1 – 5 p.m. We felt this allowed patrons greater flexibility to time their visits when it was convenient for them, allowed visits throughout the day rather than bunching them up in shortened periods of time, and allowed staff to work a more regular schedule while still limiting contact with other employees. Staff that are able are working some hours in the building and some from home. 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. As mentioned previously, we will continue to provide virtual programming and reference services indefinitely.

While I am pleased that our general reopening has gone smoothly, I remain concerned about the rise in COVID cases throughout the state. I am continually monitoring 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.

My other focus this month has been two-fold: the continued development of the plans for the Youth Services Department and lower level renovation and the development of the 2021 budget. Youth Services Manager, Courtney Schroeder, and I have been meeting with representatives from product architecture+design, and the next step in the process is to hire a construction manager. You will see more information on that in your packets for this month's meeting.

Changes in personnel, services, and other planned expenses will allow us to move a substantial sum from our operating budget to the Special Reserve budget this year and will also allow us to budget for the YS renovation for next year. I have also been in discussions with our bankers from 5/3 and Brian LeFevre from Sikich to determine the potential amount of a line-of-credit (similar to what was done in the 2014/2015 renovation). The Village Administrator has also indicated that they are not seeing, nor expect, a significant drop off of property tax receipts for this year or next. As of July 31st, tax revenues for 2020 are only down slightly from tax revenues at the same point in 2019:

July 31, 2019	\$2,451,414.60
July 31, 2020	\$2,377,475.60

Since Cook County is allowing no-penalty payment of property taxes through the end of September, I anticipate that we will make up the relatively small difference by the end of 2020.

The 2021 budget will be presented to the Board for the first reading at our September meeting.

Personnel

- Adult Services Manager Natalya Fishman's last day was Friday, July 17, 2020. Fortunately, Melissa Mayberry had already assumed her duties as Interim AS Manager so this transition has gone as seamlessly as can be expected in this crazy time. I will continue to assist Melissa, as necessary, though so far, she is doing a great job!
- Melissa and I made the decision to fill the opening left by the departure of AS Librarian James Facer in June. The position was posted in mid-July and we began conducting interviews in early August. We hope to have the position filled by September 1. We are still figuring out what training a new staff person will look like during the pandemic!
- I continue to have weekly meetings with the Department Managers, as well as weekly All Staff meetings. 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

- OSG assisted with the cabling of the newly relocated Computer Room.
- Now that the library is once again open to the public and we continue to move forward with YS renovation plans, the disposal and/or recycling of obsolete, non-functioning automation and technology items will be scheduled.
- OSG continued work on a couple of outstanding projects in the building.
- OSG continued to provide routine remote and in-person technical support for computers (hardware and software) throughout the Library, as necessary.

Legal/Financial/Policy

- Information and next steps for the YS renovation and funding have been discussed above and will be discussed further at the August meeting.
- The Policy Committee met on July 2 and recommended approval by the full Board of the following policies: Donations; Naming; Recording of Public Meetings; FMLA Leave Expansion and Emergency Paid Sick Leave Due to COVID-19; Use of Face Coverings; and amendments to the Children in the Library, and Patron Code of Conduct. The full Board approved all policies at the regular meeting on July 9.
- Development of the Morton Grove Public Library Reopening Plan has been ongoing, and I continue to make revisions based on the latest recommendations and procedures.
- I spoke with Ralph Czerwinski, Village Administrator, and Hanna Sullivan, Village Finance Director, on tracking expenditures to receive reimbursement for them as part of the CARES act. The Village has indicated that they will not be able to fully expend their CARES allocation so is adding our expenditures to theirs. We anticipate that these expenditures will total around \$15,000.
- I discussed the 2020 and 2021 budget above. As mentioned, the first reading of the 2021 budget will take place at our regularly scheduled September meeting.

Facilities

- With the completion of the new Computer Room Facilities Manager Ed Tamras has been working on cleaning up and repainting the old Computer Room. This room was formerly the Cooperman Room and was where the Board met. With social distancing requirements, I'm not sure that the room can be used for Board meetings at this time, so we are looking at potentially turning it into space for the Marketing & Engagement Department or other staff space. For the foreseeable future, if the Board meets in person, those meetings will take place in the Baxter Auditorium to allow for appropriate social distancing. We will continue to offer remote meeting attendance as an option.
- Facilities staff prepared the library building for the reintroduction of patrons, installing additional plexiglass shields, removal of seating, installing arrows and signage to guide patron and staff movement throughout the building, etc.
- 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.

Miscellaneous

- We had a lovely Zoom retirement party for Natalya Fishman on the evening of Friday, July 24, attended by many current and past MGPL staff. Special thanks to Karina Guico and Melissa Mayberry for assistance in planning this event.
- We continue to have a strict in-library schedule to track which staff are in the building at any given time. So far, even with more staff in the building to provide service to patrons, we have been able to easily maintain social distancing. As mentioned previously, staff that can still have scheduled work from home hours. All staff are required to wear masks at all times they are in the building unless they are eating. The consumption of any food/drink can only be done at an individual's workstation, at one of the socially distant tables in the staff kitchen/lounge, outside, or off-site.
- We continue to obtain PPE (wipes, gloves, non-surgical masks, etc.) for staff and patrons, as necessary.
- I continue to meet regularly with administrators from other Niles Township (Lincolnwood, Morton Grove, Niles, and Skokie) agencies, organizations, and schools to discuss and further develop our regional response to COVID-19.
- My meeting schedule appears to be getting a little bit back to 'normal' (whatever that looks like nowadays!). A complete listing of all meetings for July follows:

Events/Programs/Meetings

All Staff meetings	July 10, 17, 24, 31
CCS Governing Board meeting	July 8
Department Manager meetings	July 1, 8, 13, 22
ECC Executive Committee meeting	July 8
ECC All Member Informational mtg	July 16
HR Source: Library Roundtable	July 8
HR Source: Straight from the Source	July 16
Library Board of Trustees Policy Comm	July 2
Library Board of Trustees Regular Mtg	July 9
North Suburban Directors meeting	July 2
OSG Update/Project review meeting	July 24
P A+D/YS renovation meeting	July 21
RAILS Member Update	July 23

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

July Report

Melissa Mayberry, Adult Services Interim Manager

On July 15 we welcomed patrons into the building for computer use by appointment. Although following social distance protocols makes its much more challenging, the Adult Services staff has proven to be very capable of assisting our patrons needing technology help. A few weeks later, when the library reopened to the public, we found ourselves at both Info Desks once again placing holds, scheduling computer appointments, placing ILL requests, assisting with the copier and scanner, offering Readers Advisory and more. In anticipation of having patrons once again in the building staff put up six new book displays, created New A/V bookmarks for April, May, June & July and Bestseller bookmarks for May, June, July, & August. I can say we are as happy to see our patrons in person as they are to be back in the library!

Summer Reading Program

We are very pleased that over 100 adults and teens submitted a total of 1,069 entries for our online Summer Reading program. Over half of the entries were books, followed by movies. The online entry form on our website was user-friendly and is an option we are considering keeping even when we can resume our traditional reading program.

Programming

Book Talk Just for Laughs (Phone)

This program, hosted by Mather Telephone topics, was attended by many MGPL book discussion regulars. 7/1.

Chair Yoga (Zoom)

Chair yoga continues to be in high demand by our patrons. Going on its second year with the same instructor, this program provides the health benefits of yoga and combats social isolation, which is even more crucial at the present time. 7/1; 7/8; 7/15; 7/22; 7/29.

Meditation (Phone)

This program has a dedicated group of attendees, including many who do not have access to the internet. 7/13.

LitLounge (Zoom)

The transition to Zoom has been smooth and there continues to be regular attendees as well as some newcomers. 7/8.

Between the Lines Book Discussion (Phone)

Participants are noticeably more comfortable with the phone format, creating a more relaxed atmosphere that promotes robust discussions. 7/28.

Book a Librarian

While it takes a good amount of determination and teamwork from both the patron and the staff member, we continue to be successful with our Book a Librarian requests conducted over the phone.

- 7/21 Download an eBook on a Kindle eReader
- 7/27 Setting up a Kindle eReader

- 7/28 Setting up a Kindle Fire
- 7/30 Download an eBook for an upcoming Book Discussion

A bittersweet reminder of how things used to be, we received the following in an email from a patron who we worked with in person over multiple appointments at the end of last year. She was recently hired into a position that she loves and said, "I wanted you to know that you have played a big role in my beginning of learning computer. You have encouraged me, and always made me feel, I can do it, and I did."

Outreach

With new protocols in place we resumed our Homebound deliveries. We were off to a big start with 20 deliveries of 140 items. Three new patrons have been added to this service.

Website-Related Projects

- Morton Grove and the Census: A Visual History was created for the Census 2020 page
- Emmy Nominees page created with links to the catalog
- Blogs:
 - Alternatives to Amazon for Your Book-Buying Needs
 - Discover Your Family History from Home with Ancestry.com
 - For the Love of Art
- Book Rivers and Record Sets:
 - Practicing Kindness
 - Biographies & Memoirs
 - Remembering John Lewis
 - New Ya Releases
 - America the Beautiful
 - Summer Reading Mysteries
 - Nonfiction Graphic Novels
 - Welcome Back to School
 - Long Goodbye to Summer
- Videos:
 - Bob's Art Nook
 - Getting Started with Ancestry.com

Continuing Education/Meetings/Webinars

- 7/1 Providing Library Senior Services in a COVID-19 World'
- 7/15 Booklist Graphic Novels webinar
- 7/16 NWWAN zoom meeting
- 7/16 DLIL All Member Meeting: Lucky Day & Cost Per Circ collections
- 7/26- State of Volunteerism in Illinois webinar
- 7/27 RAILS E-Content Networking Group meeting
- Weekly All Staff meetings via Zoom
- Various meetings pertaining to new procedures, projects, staffing or operational issues

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

Patrons:

- 29 new patron cards registered

Staff:

- 1040 curbside appointments were filled in July.
- Processed 4,838 holds for curbside service.
- Ely Sieber-Claus announced her retirement after almost 20 years of service as a circulation clerk.

MGPL Facilities
July 2020 Report
Ed Tamras, Facilities Manager

- Finished converting the Quiet Study Room into the newly relocated Computer Room
- Started working on the old Computer Room – patching, sanding, and painting
- Additional plexiglass was added to the Info desks, Circulation desk, and YS desk
- Continue to search for PPE equipment
- Extra cleaning to the entire Library by maintenance staff since opening, moved furniture to the Baxter room
- Although all water fountains been have shut off, we drain them a couple times a week for a few minutes to eliminate stagnant water
- Continue to check our pumps in the building and drain our fire sprinkler lines
- General day to day operations

MGPL Marketing & Engagement
July 2020 Report
Chad Comello, Marketing & Engagement Manager

Website/Calendar/Intranet

- Created webpage for the Children's Art Contest
- Added updated policy documents to website
- Posted open Adult Services Librarian position on website
- Blog posts:
 - Discover Your Family History from Home with Ancestry.com
 - Alternatives to Amazon for Your Book-Buying Needs
 - More Than A Month: Continuing to celebrate Black history through film

Design

- Completed the Aug/Sep newsletter issue, including layout and graphics from Karina and Bettina
- Karina updated production schedule for the Oct/Nov issue
- Karina and Bettina created event graphics for social media
- Bettina worked with Sarah on 1000 Books Before Kindergarten graphics for October rollout
- Prepared building for reopening, including signage and social media graphics

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 monthly community flyers for posting at our Metra station shelf
- Resumed creating event posters and monthly calendars for in-library distribution
- Edited/uploaded/promoted videos for Brain Bytes and Getting Started with Ancestry.com

Meetings/Training

- Weekly meetings for the Marketing department, managers, and all staff
- 7/7 - Meeting on Teams with AS staff to discuss future of Library At Home page
- Karina planned the Zoom retirement party for Natalya Fishman, including invites, RSVPs, collected messages, scanned photos, created the slideshow, emceed event, and bought gifts
- 7/20 - Chad had a phone call with the office of Morton Grove's state representative Jennifer Gong-Gershowitz to discuss the library's offerings
- 7/23 - Bettina participated in an AIGA Portfolio Critique with Stephen Frykholm, the in-house graphic designer for Herman Miller with posters on display at MoMA. "For my critique, I presented this year's summer reading program graphics and select library graphics and posters. Stephen gave positive and encouraging feedback. It was an honor to meet him and have him critique my work."

MGPL Technical Services
June/July 2020 Report
Helga Scherer, Technical Services Manager

Projects

Staff Projects:

- Cataloging continued at home for the beginning of June and transitioned into working in the office late June
- Participated in early stages of inventory project
- Worked on 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.
- Confirmed renewal list for 2021 magazine subscriptions

Department Head Projects:

- Participated in reopening planning
- Participated in Contactless Pickup planning
- Created workflow for and began inventory of adult fiction collection
- Worked on scheduling and department layout to make sure social distancing guidelines were met
- Updated fund allocations in response to increased spending on streaming platforms and purchases for E-books and E-audiobooks.
- Updated Teen Summer Reading record sets and processed material for the Teen Awards bookshelf
- Met with interim Adult Services head to discuss weeding and shifting plans

Meetings

- Weekly manager's meetings
- Weekly staff meetings
- 6/14/2020 and 7/14/2020 OCLC Dewey Updates
- 7/23/2020 RAILS Member update
- 7/29/2020 CCS SCRAP Advisory Group online meeting

MGPL Youth Services

July 2020 Report

Courtney Schroeder, Youth Services Manager

I am extremely proud to report that this summer, we had 584 kids sign up for our socially distant Summer Reading Program. Other libraries are reporting dismal participation numbers for their 'online only' programs – often less than 50% participation over previous years. This year's program exceeded our expectations with 70% of previous participants returning. We are already coming up with ways to continue that success into the winter months.

Programming

In July, we provided 39 programs for an audience of 3338 people/families. Again, when looking at the statistics for July, 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.

The **STEMonade Stand** continues to be a huge success with many different YS staff coming up with kit ideas. This month we gave away 427 kits! We've even had a few patrons come in asking us when we stock the stand so that they don't miss one. I am so pleased with the response we are getting and how we can use the stand to help the families of Morton Grove endure this time.



Kids enjoyed participating in the **Summer Reading** program and though registration technically ended June 30th, we had a few families come into the building after it opened and ask to sign up (which we happily did). The suggested weekly activities continued on until the end of July and families sent in pictures of how they participated.

As previously stated, I am really happy with the program we put together and the way we were able to serve the community in a way that meant something to them. I hope that families have enjoyed all of the fun suggestions we included in the summer reading bags and that we can continue to serve the families of Morton Grove in a way that doesn't add additional stress as the pandemic continues.

Outreach

In the month of July we continued to serve schools from afar, by offering up help with online resources to interested teachers and discussing school needs as they develop their plans for the new school year. We filled one book bag request for a preschool with 23 items.

Professional Development/Training/Meetings

In July, 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 (3)
- Sarah attended the Booklist webinar, "A Novel Form: Graphic Novels pt1"
- Jess, Debbie, and Sarah attended the webinar "Library Grants: Funding Options in Challenging Times"
- Library's COVID procedures (9)
- Sarah attended the Webjunction webinars: "Encouraging Early Literacy" and "Basic Developmental Milestones of Early Childhood"
- Amy watched the webinar, "Working on Wellness: Books for Social Emotional Learning" from School Library Journal
- Debbie attended virtual meetings of the ECA and the Advocate Literacy Committee

MGPL STATS

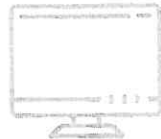
JULY 2020

WELCOME BACK!

The Library reopened to the public on July 27.



1,040
curbside pickup
appointments

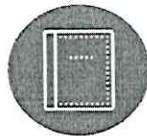


142
computer
appointments

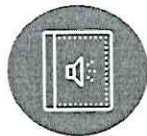


2,287
questions
answered

CHECKOUTS



9,227
books



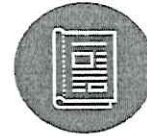
178
audiobooks



1,803
movies



174
albums



304
magazines

5,443
total econtent
checkouts



2,854
ebooks



1,302
eaudiobooks



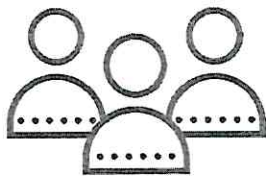
944
movies



141
albums



202
magazines



13 adult online programs

176 viewers

39 kids online programs

3,338 viewers



9,029
total active library cards



12,461 website visits



SUMMER READING PROGRAM

584 kids signed up

1,069 adult & teen entries

Programs - July 2020

Program Name:	# of sessions	Total Attendance
Adult Programs	12	160
Between The Line book discussion (phone)	1	10
Book Talk: Just for Laughs (Phone)	1	6
Chair Yoga (online - Zoom)	5	132
Meditation (Phone)	1	8
Book A Librarian Tech Help	4	4
Teen Programs	0	0
Youth Programs	39	3338
Bedtime Stories & More (Facebook Live)	5	667
Brain Bytes (YouTube)	5	509
Brain Bytes Live (Zoom)	1	3
Chess Academy (Zoom)	1	7
Crosstown Exotics (Zoom)	1	35
Digging Up History (Zoom)	1	46
Dinosaur Encounter (Zoom)	1	36
Drama Club (Zoom)	1	11
Family Engineering Night (Zoom)	1	8
Firework Storytime (Zoom)	1	26
Mini Masterpieces (Zoom)	1	10
LEGO Builders	2	9
Monday Morning Playgroup (Zoom)	4	3
Mother-Daughter Bookclub: The Sec(Zoom)	1	2
Scratch'n'Code (Zoom)	1	4
STEAM Storytime (Zoom)	2	18
STEMonade Stand	1	427
Summer Storytime (Facebook Live)	4	1075
Tots Dealing with Big Feelings: Sharing (Zoom)	1	9
Wee Read (Facebook Live)	4	433
Library-Wide Programs	0	0
Talks/Tours inside the Library	0	0
Youth Services	0	0
Adult/Teen Services	0	0
Talks/Tours outside the Library	1	16
Youth Services	0	0
Adult/Teen Services	1	16
LitLounge	1	16

08/02/2020

Morton Grove Public Library
Monthly Statistics
For 07/2020

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	Leap Check in	6792
Checkins at your stations	Checkin Leap In Hous	199
Checkins at your stations	Normal	3
Checkins at your stations	Self Check in	1
	Total Checkins	6995
Checkouts at your stations	Circ Checkout and Renewal	24
Checkouts at your stations	Leap Checkout and Renewal	5550
Checkouts at your stations	Self check Check out	979
	Total Checkouts	6553
Renewals at your stations	Power PAC Renewal	680
Renewals at your stations	Auto-renewal	3940
Renewals at your stations	Leap Checkout and Renewal	778
Renewals at your stations	Inbound Telephony Checkout	2
Renewals at your stations	Self check Check out	2
	Total Renewals	5402
Number of your Library's items checked out system-wide		6623
Number of your Library's unique items checked out system-wide		6280

Holds Placed through your interface		3998
Holds placed for/by your patrons		4293
Holds Held		4838
Holds Located		0
Holds Checkedout		4351
Holds Expired		3
Holds Cancelled		553
Holds Unclaimed		554
Number Of Items Currently Out		10939
Existing "MortonGrove" patron received new barcode		7
Patron Expiration Date Extended More Than 30 Days:		126
Count of physical patron records at beginning of 07/2020		12733
Minus Patron records physically deleted		166
Minus Patron library was changed from "MortonGrove" to some other CCS librar		3
Plus Patron records physically added		29
Plus Patron library was changed from some CCS library to "MortonGrove"		3
Count of physical patron records at end of 07/2020		12596
Minus In-House and Test Cards		14
Minus Expired Cards		3553
Unexpired Patrons on file		9029
Leap Registration	Patron Lib=MortonGrove	29
Leap Registration	Patron Lib=CCSL	3
Pac Registrations from 07/2020 thru 06/2020 - All		0
Pac Registrations from 07/2020 thru 06/2020 - Converted		0
Pac Registrations from 07/2020 thru 06/2020 - Conversion Rate		0%

08/01/2020

**Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
07/2020 - 07/2020**

*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	1,007	146	13	2	3.71	5.71
Cary	721	51	18	1	3.16	4.09
CCSL	0	0	0	2	0.00	0.00
Crystal Lake	11	76	22	1	4.16	0.06
Des Plaines	1,149	272	217	6	5.94	6.51
Ela	1,477	78	0	0	3.64	8.37
Evanston	53	2	0	1	8.27	0.30
Fox River Valley	850	104	6	1	3.09	4.82
Fremont	1,003	66	18	1	2.18	5.69
Glencoe	2	42	13	0	2.40	0.01
Glenview	1,256	180	95	0	5.56	7.12
Grayslake	0	0	0	0	0.00	0.00
Highland Park	908	147	77	1	4.49	5.15
Huntley	1,039	60	6	0	3.00	5.89
Indian Trails Public Library	663	139	2	6	3.60	3.76
Lake Forest	5	11	0	2	3.48	0.03
Lake Villa	990	50	5	0	3.14	5.61
Lincolnwood	496	32	2	0	2.13	2.81
McHenry	648	3	2	1	2.79	3.67
Morton Grove	737	13	0	0	3.73	4.18
Niles	1,144	6	3	3	5.58	6.49
Northbrook	14	0	0	2	5.18	0.08
Palatine Public Library	1	0	0	0	0.00	0.01
Park Ridge	743	46	69	2	3.68	4.21
Prospect Heights	750	0	0	1	2.69	4.25
Round Lake	441	33	131	0	3.65	2.50
Wilmette	1,131	96	34	3	5.42	6.41
Winnetka-Northfield	10	0	0	0	1.73	0.06
Zion-Benton	390	15	4	0	3.58	2.21
Total	17,639	1,668	737	36	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	
CIRCULATION																
Adult/Teen															2019	
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
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	1,377	2,058	3,445	3,341	3,316	2,854							17,944	9,074	1,337
eAudiobooks	1,105	919	1,157	1,442	1,406	1,335	1,302							8,666	5,782	937
Movies	594	334	896	1,294	1,346	1,125	944							6,533	2,285	452
Music	77	89	114	164	169	139	141							893	664	97
Magazines	118	73	130	189	199	235	202							1,146	517	85
TOTAL	3,447	2,792	4,355	6,534	6,262	6,150	5,443	0	0	0	0	0	34,983	18,322	2,908	
In House Use	1,979	1,878					199							4,056	12,191	2,140
COLLECTIONS																
Adult/Teen Collection																
Books	53,467	52,463			52,270									53,467	n/a	56,406
CDs (music)	5,243	5,247			5,248									5,243	n/a	6,291
Audiobooks	1,979	1,985			1,996									1,979	n/a	2,781
DVDs/Blu-ray	9,594	9,676			9,713									9,594	n/a	9,419
Videogames	575	581			582									575	n/a	544
Laptops	5	5			6									5	n/a	9
Hotspots	20	20			20									20	n/a	20
Serials (Title count)	231	231			215									231	n/a	246
Microforms	209	209												209	n/a	209
Library of Things					6											
Youth Collection																
Books	43,438	43,612			35,286									43,438	n/a	45,277
CDs (music)	827	828			829									827	n/a	797
Audiobooks	675	683			689									675	n/a	635
DVDs/Blu-Ray	3,954	3,968			3,980									3,954	n/a	3,968
Videogames	475	471			475									475	n/a	500
Serials (Title count)	26	26			31									26	n/a	53
Multimedia Kits	39	39			38									39	n/a	53
Laptops	1	1			1									1	n/a	n/a
Tablets	4	4			4									4	n/a	4
TOTAL	120,762	120,049	0	0	111,389	0	0	0	0	0	0	0	120,762	n/a	127,212	

2018 Statistics – Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
PATRONS															
Gate Count	16,445	15,432											31,877	29,326	15,668
Curbside Appointments							735	1,040							8,545
Active Cards	8,634	8,622	8,862	8,915	8,955	8,990	9,029								
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%
REFERENCE															
Adult															
Technology and Reference	1,322	1,301	610	86	76	532	844						4,771	10,953	1,750
Directional/General Library Info	1,443	1,227	484	151	199	1,075	1,197						5,776	8,280	1,353
Reading Program	0	0	0	0	0	2	14	1					17	434	137
Youth															
Technology and Reference	574	672	422	5	3	63	126						1,865	4,535	721
Directional/General Library Info	510	418	184	0	12	226	72						1,422	3,261	554
Reading Program	100	0	0	0	0	1135	12						1,247	3,984	1,444
Circulation															
General Info	102	106	41					15					264	727	82
Directional	86	83	36					20					225	536	99
TOTAL	4,137	3,807	1,777	242	292	3,045	2,287	0	0	0	0	0	15,587	32,710	6,140
INTERLIBRARY LOAN (ILL)															
Requests BY MGPL	See attachments from CCS for MGPL statistics.												0		
Filled													0		
Requests OF MGPL													0		
Filled													0		
OUTREACH															
Offsite Visits	42	41	28	0	0	0	0						111	181	9
Audience	963	1,263	721	0	0	0	0						2,947	4,751	337
In Library Visits	5	1	0	0	0	0	0						6	15	2
Audience	131	23	0	0	0	0	0						154	383	28
School Deliveries	4	6	7	0	0	0	1						18	25	1
Items	70	79	116	0	0	0	23						288	675	26
Homebound Deliveries	23	15	8	0	0	0	20						66	153	24
Items	156	113	44	0	0	0	140						453	942	150
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	1,166	1,114	633	0	0	0	142						3,055	9,235	1,615
Total time (hrs)	1,629	1,044	450	0	0	0	80						3,203	8160	1264

2018 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
AWE Early Learning computers															
Sessions	480	402		0	0	0	0						882	3647	617
Total time (hrs)	160	141.4		0	0	0	0						301.4	1201	206
Public Scan Stations															
Scans	2,627	2,724	1,408	0	0	0	100						6,859	15,574	5,665
Faxes (pages)	42	66	49	0	0	0	3						160	776	154
Public WiFi Use	Unable to obtain at this time.														
Devices													0		n/a
Sessions													0		n/a
Tablet Checkouts	See attachments from CCS for MGPL statistics.												0		
Laptop Checkouts													0		
Hotspot Checkouts													0		
Website Visits															
mgpl.org	10,658	9,943	10,353	6,590	6,393	12,212	12,461						68,610	49,441	6,295
Databases/Online Resources															
Sessions	820	720	884	1,000	769	985	1,003						6,181	7,351	566
Searches	2,858	3,516	5,539	4,791	4,991	3,577	6,679						31,951	17,227	1985
LIBRARY PROGRAMMING															
Adult															
Number of Program Sessions	56	55	25	12	22	8	13						191		55
Total Attendance	521	602	155	1385	1305	137	176						4281		662
Teen															
Number of Program Sessions	4	5	1	0	0	0	0						10		5
Total Attendance	28	73	4	0	0	0	0						105		30
Youth															
Number of Program Sessions	68	67	26	7	12	28	39						247		57
Total Attendance	1161	1462	372	1938	1920	3161	3338						13352		1279
Library-wide															
Number of Program Sessions	0	0	0	0	0	0	0						0	0	0
Total Attendance	0	0	0	0	0	0	0						0	0	0
MEETING ROOM USAGE															
Activity Room															
Library	59	64	28	0	0	0	0						151	398	59
Outside Use	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	21	24	9	0	0	0	0						54	217	48
Outside Use	1	3	4	0	0	0	0						8	14	0
Cooperman Room															
Library Use	15	26	7	0	0	0	0						48	206	31
Outside Use	3	2	0	0	0	0	0						5	5	0
STUDY ROOM USAGE															
Reservations	390	441	164	0	0	0							995	1743	273
Total time	853	923	359	0	0	0							2135	3862	567
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	148.5	166.5	70.5	0	0	0							385.5	1171.75	184
Teen	11.5	13	16	0	0	0							40.5	390.5	150
SOCIAL MEDIA															
Facebook															
posts	33	29	41	54	61	66	67						351	263	35
total page likes as of 1st of the month	1842	1847	1867	1882	1896	1915	1927						n/a	n/a	1,812
post likes/shares/comments	1170	568	1159	953	996	1086	773						6,705	10,940	1,300
Twitter															
posts	27	25	31	41	39	50	51						264	99	28
total followers as of the 1st of the month	673	678	689	692	693	689	693						n/a	n/a	646
profile visits	60	33	112	69	42	116	152						584	1155	73
mentions	4	3	17	6	1	17	13						61	73	5
Instagram															
posts	14	12	17	26	22	29	26						146	131	20
total followers as of the 1st of the month	679	700	744	765	789	812	834						n/a	n/a	580
likes/comments	300	168	384	605	260	613	355						2685	2363	308
YouTube															
videos	0	0	1	11	9	7	6						34	1	0
views	0	0	17	491	194	159	101						962	7	0