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

## Administration

**Personnel**
- Computer Assistant Theresa Darga began her new permanent position as Administrative Assistant on November 11, 2019.  Theresa has caught on quickly to many of the Admin office procedures and processes.  We are fortunate that we were able to have significant overlap between Blanche's retirement and Theresa taking over the Admin duties.  I believe this will minimize many of the disruptions that we may have otherwise experienced when Blanche retires at the end of the year.
- Effective November 1, Karina Guico and Bettina Maravolo became official Marketing & Engagement Department employees.  I am continuing to meet with Chad, Karina, and Bettina to finalize their new, more focused job descriptions, workflow, and department charter.  Marketing & Engagement Coordinator Chad Comello will be at the December meeting to introduce himself to the Board and to discuss some of our Marketing initiatives and opportunities for Board involvement.
- I began working with Paylocity, our payroll provider, on the development of HR modules to assist us with applicant tracking, onboarding, and evaluation and compensation management.  The initial start up of using these new modules is quite labor intensive but ultimately will save us time in all of these areas.
- Other staff activities have been reported in the Department reports.

**Automation & Technology**
- New laptops were rolled out in late November.  OSG staff are working on upgrading all of the Computer Room computers to the Windows 10 operating system.  In 2020 we will upgrade the Office suite applications on those computers.
- We continued to work with AT & T and Comcast to cancel lines we no longer need and to correct billing.  We should see significant savings for our internet beginning in December (finally).
- OSG continued to work on completing priority projects by the end of 2019.
- In addition to project work, OSG continued to provide routine technical support for computers (hardware and software) throughout the Library.

**Building & Grounds – General**
- The new HVAC unit above the Admin office was installed on November 20th.  After a few adjustments, the unit is working well.  Replacement of the last 'old' unit is slated for 2020.
- The long overdue, and anxiously awaited Baxter Auditorium kitchen remodel was complete this month.  The kitchen is now clean and modern looking and more easily secured.  This will make providing snacks, etc during programs much easier for our staff.
- Countertops in the Women's and Men's bathrooms near the east entrance of the building have been replaced.
- Please see the monthly report of Facilities Manager Ed Tamras for building and grounds related activity.

**Legal/Financial/Policy**
- With the sale of 6200 Lincoln Avenue complete, I have scheduled a meeting in early December with representatives from Product Architecture + Design for a VERY preliminary discussion on the renovation of the YS Department
- Preliminary fieldwork for the annual audit has been scheduled for December 11th.  Admin staff and I have been uploading relevant documentation to the Sikich portal throughout November.
- I have begun gathering information on paid parental leave policies.  These policies have become increasingly common throughout libraries in the northern Illinois area.  I hope to have a recommendation for the Policy Committee by February 2020.

**Events/Programs/Meetings**

| | |
|---|---|
| November 6/13 | Department Manager meetings |
| November 6 | MG Complete Count Census Committee meeting |
| November 6 | HR Roundtable at Palatine PL |
| November 7 | Paylocity – telephone meeting re: development of new modules |
| November 12 | CCS – Bylaws & Policy Committee meeting |
| November 14 | Finance Committee/Regular Board meetings |
| November 13 | ECC Executive Committee meeting |
| November 14 | Introduction to Online Fundraising for Small and Medium Nonprofits webinar |
| November 20 | CCS Governing Board meeting @ Northbrook PL |
| November 22 | Update meeting w/OSG |
| November 25 | Coming Together in Niles Township Core Committee |
| November 25 | ECC Collection Development Subcommittee meeting |

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

# MGPL Adult Services
# November 2019 Report
Natalya Fishman, Adult Services Manager

## Selected list of programs and services

## Hooray for Bollywood – Let's Dance!
Chiruvuri, Program Director at Bolly DanceFit, provided an energizing and interactive workshop filled with easy to learn Bollywood dance moves. 11/16.



## Storytelling @ MGPL
## Stories My Family Left Behind: From New York to Hollywood
Storyteller Carol Kaufman-Kerman shared stories about her father, a World War II veteran, and her brother, performer Andy Kaufman. 11/10.

## Healthy Living: Tools for Researching Doctors and Hospitals.
Tools for Researching Doctors and Hospitals, presented by the Adult Services librarian, was a big success. The attendees learned how to find reputable medical information online and left with the list
of resources compiled specifically for this workshop. Many patrons commented that they appreciate
our health-related programming very much! 10/18.

## Keep Talking and Nobody Explodes
Virtual Reality finally made its debut in the Teen Space. The attendees got into the experience and did
a great job supporting each other and trying to diffuse the bomb in Virtual Reality. 11/16.

## Book Talks / Book Discussions
- **Book Talk**
  Books About Food. 11/6;
- **Between the Lines Book Discussion**
  *Killers of the Flower Moon* by David Grann. 11/19; 11/21;

- **LitLounge**
- *Far From the Tree* by Robin Benway. 11 /13
- **YA Book Club**
  The Prince and the Dressmaker by Jen Wang. 11/13;

## Computer/Technology Workshops
- Microsoft Excel Advanced Features and Formulas, 11/5;
- Questions & Answers with Quora, 11/7;
- Mail Merge, 11/12;
- Virtual Reality, 11/15
- Book a Librarian appointments with patrons covered setting up a LinkedIn account, editing a website, using Gmail and Google maps, creating business cards in photoshop using an android smartphone. 11/18 (3), 11/20 (2), 11/22, 11/25;

## Other events held in November:
- Silver Screen: *Catch-22.* 11/1;
- Coloring for Adults. 11/2;
- Film: *Discovering France.* 11/5;
- Chair Yoga. 11/8;
- Crafting for Charity. 11/9; 11/23;
- Dungeons & Dragons (Teens) 11/10;
- Film: *Five Feet Apart.* 11/12;
- Film: *Sense and Sensibility.* 11/19;
- Scrabble for Adults. 11/20;
- Hot Ticket*: Yesterday.* 11/21;
- Critics Choice Cinema: *Amazing Grace*. 11/24;
- Film: *Isn't it Romantic.* 11/26;
- Knitting Roundtable. 11/4; 11/11; 11/18; 11/25;
- ESL One-on-One Practice. 11/1 (1); 11/2 (1); 11/4 (3); 11/5 (1); 11/6 (3); 11/9 (1); 11/11 (2); 11/13 (2); 11/14 (2); 11/15 (1); 11/16 (1); 11/18 (3); 11/20 (3); 11/21 (3); 11/22 (1); 11/25 (3); 11/29 (1);

## Other
Numerous other projects and duties have been worked on during this month: collection development, webpages, displays and newsletters, serving homebound patrons, recruiting and training volunteers, and more. Some of other projects are listed below:

### Library of Things
The Library is starting a new collection: Library of Things. Among the items purchased for this collection are a microscope with the slide set, recording kit, water quality tester, karaoke machine, blood pressure kit and other. We are working on packaging and processing the items so they are available for patron's checkout at the beginning of 2020.

**Holiday Gift Guide**
Staff selected best titles in 8 different categories to be included in our annual Holiday Gift Guide and submitted the draft to the Marketing Department for producing the Guide.

**Census 2020**
MGPL continued working on planning the Census 2020 events: we scheduled several programs for January-March and created a Census gamecard to encourage patrons to attend library census programs and to fill out their census forms.

We also received an email from a librarian in the North Olympic Library System in Washington who found our census webpage very helpful, and wanted to utilize the resources we have put together on their own website.

## Professional Development/Training/Meetings
- Facilitating Civic Engagement *with Pop-Up Programming* webinar. 11/6;
- Library of Things meeting. 11/11;
- Technology Classes Development. 11/12;
- AgeOptions: Time Sip Training. 11/13;
- ARRT Con. 11/14;
- Money Smart Week meeting. 11/14;
- RBG Digital: Unlimited Audiobooks. 11/18;
- NWVAN meeting, 11/21;
- ELSUM meeting. 11/21;

## Staffing:
Computer Assistant Theresa Darga's last day in the Adult Services Department was November 8. A vacant position has been posted.

# MGPL Circulation Services
# November 2019 Report
Jeffrey Ray, Circulation Services Manager

## Patrons:

- 158 new patron cards registered

## Staff:

- Continuing to work with volunteer to clean A/V materials as they are returned.
- Working with Ed Tamras and Helga Scherer on redesigning the Circulation Department office area.
- Attended LACONI Governing Board meeting to discuss budget requests for each section and was nominated for Treasurer for the LACONI Governing Board.
- Worked with volunteer (Ron Fine) to box up and donate over 1,354 A/V materials that had been withdrawn and donated to the library that didn't sell in our booksale to Wings.

# MGPL Facilities Department
# November 2019 Report
Edmon Tamras, Facilities Manager

- New Baxter room kitchenette and flooring, new counter tops in the bathrooms behind Baxter room completed
- The new HVAC rooftop installed on Wednesday Nov. 20th
- The new staff entrance door installed
- Working on installing wall mounted emergency lights where needed
- Both exhaust fans in restrooms behind Baxter room are not working, looking to replace
- Looking to replace old ceiling fixtures in Baxter room with LED flat panels, replaced 1 emergency light in that room
- Fire sprinkler inspection test was performed by Johnson Controls

# MGPL Marketing & Engagement
# November 2019 Report
### Chad Comello, Marketing & Engagement Coordinator

## Website/Calendar/Intranet
- Oversaw entry of library events into new calendar by staff.
- Created webpages for Winter Reading, Hotspots, and Battle of the Books.
- Created wiki pages related to the new website and calendar.
- Created blog publishing schedule for staff.
- Published 3 blog posts:
  - [How a Simple Volunteer Gig Became a "Heart-Opening" Experience](#) by Chad Comello/Jody Wilson
  - [The Narwhal and the Newsletter](#) by Karina Guico
  - [Digital Resources to Help You De-Stress During the Holidays](#) by Mark Knox
- Fielded questions, issues, and requests from staff and submitted support requests to Library Market.

## Design/Publicity
- Published December/January newsletter, featuring the Winter Break Reading Program, 2019 In Review, Coming Together, and more.
- Created signs, handouts, and forms by staff request.
- Created annual Holiday Gift Guide in print and digital format.
- Prepared materials for Youth Services' Winter Break Reading Program.
- Prepared online forms for publicity and graphics requests from staff, which are ready to deploy pending final feedback from managers.
- Updated Library's social media accounts.

## Staff Engagement
- Began planning Blanche's retirement party.
- Added staff birthdays and work anniversaries to M&E's SharePoint calendar.

## Meetings
- Met weekly as a department to discuss marketing updates and projects.
- November 13-14: Chad attended the Library Marketing & Communications Conference in St. Louis.
- November 21: Chad attended Coming Together committee meeting.
- Karina attended a demo of Bibliotheca's CloudLibrary app.

# MGPL Technical Services
# November 2019 Report
Helga Scherer, Technical Services Manager

## Projects

### Staff Projects:

- Sue Heidkamp cataloged new Youth Services collection of VOX books. These books are a read-along format with a self-contained, rechargeable MP3 player attached to the book. The first group of titles were picture books and will be shelved in the face out shelving area.

### Department Head Projects:

- Received and cataloged Binge Box collection for the Adult Services DVD collection. Collaborated with Karina to create matching art work so we can create additional Binge Box sets in-house.
- Reviewing Library of Things cataloging and ordering packaging for the items that have been ordered so far.
- Cataloged and processed six new Early Literacy Kits for Youth Services.
- Reviewing and reimaging our processing workflow. Ongoing discussions with B&T regarding increased processing (outsourced) and with MGPL volunteer coordinator to add a volunteer for minor in-house processing.

## Meetings
- 11/5/2019, Data Base Management advisory group, CCS
- 11/11/2019, MGPL Library of Things meeting
- 11/13/2019, CAMM networking meeting, Niles Public Library
- 11/19/2019, *Cannabis in the Workplace: what you need to know* webinar, HR Source. Documents and recording access shared with Department Heads.
- 11/21/2019, *Cataloging Kits*, online with the CMC

## Staffing
- The position of processing clerk was eliminated in the FY 2020 budget and Sue Doman's final day was December 3, 2019.

# MGPL Youth Services
# November 2019 Report
Courtney Schroeder, Youth Services Manager

This month we had several ongoing programs happening at once and with all of the school days off, we had quite a fun time. Clearly, as you can see, even the bigger kids get in on the fun when school isn't in session! This family created an entire village and castle out of our many types of blocks. They were incredibly proud of their creation.

## Programming
This month, the Youth Services Department hosted 63 programs for 1196 people.

The **Art Contest**, which runs typically through September and October, culminated in a reception this month, bringing together kids from all over the area who submitted art. We announced the three winners (one in grades K-2, one in grades 3-4, and one in grades 5-6) at the reception and put every entry on display for families to take pictures of. Even if they didn't win the contest, everyone enjoyed the cake! Next year, the art contest will be open to kids through 8th grade as we incorporate our new age range into the program. We can't wait to see what the 7th and 8th graders have for us!

Every year in November, the library offers a **Family Reading Night** take-home program. Families come in to pick up a bag filled with hot chocolate and popcorn for their family and then pick a book to read and keep. This year, we had 61 families participate (261 people!). Families from all over Morton Grove read together on Thursday, November 21st in celebration. One family even read with their pet parrot!

**<u>Outreach</u>**
In November, our outreach team visited 42 groups of 1026 kids and adults/teachers outside of the library. In addition, we visited with 1 classroom and 50 people in the library and delivered 26 books to 2 classrooms.  Here are some highlights:
- Jess visited with two classes during Niles Township High School's Ask the Expert Day. This year, she visited with two classrooms at Niles North to talk about what it means to be a librarian and what we do all day at the library.
- Brittany attended the ELL Open House and visited with 25 people. 150-200 people came through the event, and she is already making plans for next year to entice more visitors to stop by the library's table. She also attended the Melzer Parent-Teacher conferences and Book Fair, helping people pick good books to buy and support the school's PTO.
- Debbie's Folk & Fairy Tales storytime visits focused on The Three Little Pigs this month.

**<u>Professional Development/Training/Meetings</u>**
In November, the Youth Services staff attended the following professional development and training meetings:
- Debbie attended the No Small Matter documentary showing as part of the Lifting Up Early Childhood in Niles Township series.
- Jess attended the LACONi workshop at the Brookfield Zoo on 'New Ways to Incorporate Nature Play'.
- Debbie attended Simply Reports training at CCS Headquarters.
- Jess attended the LACONi Youth Services board meeting.
- Debbie attended the ECA kickoff meeting as their charter is finally finished and the group can officially begin.

12/01/2019

**Morton Grove Public Library**
**Monthly Statistics**
**For 11/2019**

*The Checkout numbers and Renewal numbers exclude in-house cards as well as test cards*
*The line that reads "Number Of Items Currently Out" counts items with these Item Statuses :*
*'Checked Out', 'On loan to another library', 'Awaiting Pickup', 'In transit to another library', 'In-Transit to Home Library'*
*For More Information: https://www.learning.ccslib.org*

| Transaction Type | Transaction SubType | NUMBER OF PATRONS ITEMS TRANSACTIONS |
|---|---|---:|
| Checkins at your stations | Checkin Leap In Hous | 1665 |
| Checkins at your stations | Leap Check in | 13036 |
| Checkins at your stations | Normal | 2 |
| Checkins at your stations | Power PAC Checkin | 802 |
| Checkins at your stations | Quick Check in | 33 |
| Checkins at your stations | Self Check in | 8 |
| Checkins at your stations | Third party Checkin | 627 |
| | Total Checkins | 16173 |
| | | |
| Checkouts at your stations | Circ Checkout and Renewal | 25 |
| Checkouts at your stations | Leap Checkout and Renewal | 6575 |
| Checkouts at your stations | Self check Check out | 6808 |
| | Total Checkouts | 13408 |
| | | |
| Renewals at your stations | Auto-renewal | 9169 |
| Renewals at your stations | Leap Checkout and Renewal | 221 |
| Renewals at your stations | Power PAC Renewal | 328 |
| Renewals at your stations | Self check Check out | 76 |
| Renewals at your stations | Third party renewal | 1 |
| | Total Renewals | 9795 |
| | | |
| Number of your Library's items checked out system-wide | | 14613 |

| | | |
|---|---|---|
| Number of  your Library's unique items checked out system-wide | | 12801 |
| | | |
| Holds Placed through your interface | | 2413 |
| Holds placed for/by your patrons | | 2731 |
| Holds Held | | 2263 |
| Holds Located | | 0 |
| Holds Checkedout | | 1985 |
| Holds Expired | | 0 |
| Holds Cancelled | | 434 |
| Holds Unclaimed | | 315 |
| | | |
| Number Of Items Currently Out | | 12168 |
| | | |
| Existing "MortonGrove" patron received new barcode | | 59 |
| Patron Expiration Date Extended More Than 30 Days: | | 206 |
| | | |
| Count of physical patron records at beginning of 11/2019 | | 13052 |
| Minus Patron records physically deleted | | 24 |
| Minus Patron library was changed from "MortonGrove" to some other CCS librar | | 6 |
| Plus Patron records physically added | | 158 |
| Plus Patron library was changed from some CCS library to "MortonGrove" | | 5 |
| Count of physical patron records at end of 11/2019 | | 13185 |
| Minus In-House and Test Cards | | 14 |
| Minus Expired Cards | | 4507 |
| Unexpired Patrons on file | | 8664 |
| | | |
| Leap Registration | Patron Lib=MortonGrove | 158 |
| Leap Registration | Patron Lib=CCSL | 15 |
| | | |
| | | |
| Pac Registrations from 11/2018 thru 10/2019 - All | | 0 |
| Pac Registrations from 11/2018 thru 10/2019 - Converted | | 0 |
| Pac Registrations from 11/2018 thru 10/2019 - Conversion Rate | | 0% |

**Morton Grove Public Library**
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**
**11/2019 - 11/2019**

*Circulation between a library's branches is excluded from these numbers.*
*For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.*
*The columns are labeled as follows:*
  *1. Lending Library*
  *2. Intra-CCS - To CCS Libraries*
  *3. Other Ill. - To Other Libraries or Systems in Illinois*
  *4. Outside Ill. - To Libraries Outside of Illinois*
  *5. Total - Total Sent by Lending Library*
  *6. Percent Held - Lending Library Holdings to System Wide Holdings*
  *7. Percent Intra-CCS - Lending Library Intra-CCS ILL to System Wide Total Intra-CCS ILL*

| Lending Library | Intra-CCS | Other Ill. | Outside Ill. | Total | Percent Held | Percent Intra-CCS |
|---|---|---|---|---|---|---|
| Algonquin | 3,370 | 222 | 34 | 3,626 | 3.74 | 5.50 |
| Cary | 1,430 | 97 | 28 | 1,555 | 3.05 | 2.33 |
| CCSL | 0 | 0 | 0 | 0 | 0.00 | 0.00 |
| Crystal Lake | 2,077 | 298 | 44 | 2,419 | 4.17 | 3.39 |
| Des Plaines | 5,182 | 197 | 152 | 5,531 | 6.05 | 8.45 |
| Ela | 3,456 | 157 | 0 | 3,613 | 3.71 | 5.64 |
| Evanston | 3,052 | 161 | 111 | 3,324 | 8.22 | 4.98 |
| Fox River Valley | 2,977 | 76 | 18 | 3,071 | 3.11 | 4.86 |
| Fremont | 1,983 | 68 | 32 | 2,083 | 2.20 | 3.23 |
| Glencoe | 955 | 61 | 8 | 1,024 | 2.39 | 1.56 |
| Glenview | 3,408 | 217 | 105 | 3,730 | 5.56 | 5.56 |
| Highland Park | 2,237 | 153 | 47 | 2,437 | 4.59 | 3.65 |
| Huntley | 2,273 | 98 | 6 | 2,377 | 2.93 | 3.71 |
| Indian Trails Public Library | 2,281 | 261 | 0 | 2,542 | 3.08 | 3.72 |
| Lake Forest | 1,279 | 42 | 0 | 1,321 | 3.44 | 2.09 |
| Lake Villa | 1,905 | 148 | 29 | 2,082 | 3.10 | 3.11 |
| Lincolnwood | 1,404 | 26 | 1 | 1,431 | 2.03 | 2.29 |
| McHenry | 1,747 | 118 | 39 | 1,904 | 2.86 | 2.85 |
| Morton Grove | 2,282 | 55 | 9 | 2,346 | 3.66 | 3.72 |
| Niles | 4,379 | 149 | 86 | 4,614 | 5.62 | 7.14 |
| Northbrook | 3,236 | 224 | 163 | 3,623 | 5.22 | 5.28 |
| Park Ridge | 1,608 | 125 | 71 | 1,804 | 3.66 | 2.62 |
| Prospect Heights | 1,838 | 43 | 24 | 1,905 | 2.71 | 3.00 |
| Round Lake | 1,639 | 81 | 98 | 1,818 | 3.44 | 2.67 |
| Wilmette | 3,212 | 165 | 53 | 3,430 | 5.61 | 5.24 |
| Winnetka-Northfield | 993 | 45 | 11 | 1,049 | 2.27 | 1.62 |
| Zion-Benton | 1,102 | 68 | 62 | 1,232 | 3.55 | 1.80 |
| Total | 61,305 | 3,355 | 1,231 | 65,891 | 100.00 | 100.00 |

# Programming Statistics -November 2019

| Program Name: | # of sessions | Total Attendance |
|---|---|---|
| **Adult Programs** | **34** | **411** |
| Computer/Technology workshops | 3 | 8 |
| Book-A-Librarian (one-on-one tutorials) | 7 | 7 |
| ESL one-on-one practice sessions | | |
| Book Discussions On Site | 2 | 15 |
| Book Talk | 1 | 7 |
| Tools for Researching Doctors and Hospitals | 1 | 17 |
| Movies | 8 | 168 |
| Keep Talking and Nobody Explodes (in Virtual Reality) | 1 | 3 |
| Crafting for Charity, Scrabble | 8 | 82 |
| Chair Yoga | 2 | 72 |
| Presentation: Stories My Family Left Behind: From New York to Hollywood | 1 | 32 |
| | | |
| | | |
| **Teen Programs** | **2** | **7** |
| Dungeons & Dragons | 1 | 6 |
| YA Book Club: The Prince and The Dressmaker | 1 | 1 |
| | | |
| **Youth Programs** | **63** | **1196** |
| Art Contest Reception | 1 | 51 |
| Bedtime Stories and More | 1 | 11 |
| Black Friday Movie: Grinch | 1 | 11 |
| Black Friday Open Crafting | 1 | 16 |
| Block Party | 1 | 12 |
| Craftin' Around: Emoji Bookmarks | 1 | 7 |
| Crafty Saturday | 1 | 35 |
| Creative Writing Crew | 1 | 4 |
| Diary of a Wimpy Kid Book Release Party | 1 | 65 |
| Drama Club | 1 | 7 |
| Family Engineering Night | 1 | 40 |
| Family Reading Night | 1 | 261 |
| Family Reads Bookclub | 1 | 12 |
| Family Storytime | 1 | 10 |
| Folk & Fairytales Storytime | 1 | 6 |
| Guys Read Bookclub | 1 | 13 |
| Homeschool Book Bash | 1 | 3 |
| Homeschool Engineering Club | 1 | 12 |
| Homeschool Famished for Fiction | 1 | 2 |
| K-2 Craftsters | 1 | 17 |
| LEGO Builders | 1 | 7 |
| Listen Up | 8 | 149 |
| Mad Math Society | 1 | 2 |
| Math Brigade | 1 | 12 |
| Mathematics Tea Party | 1 | 10 |

| | | |
|---|---:|---:|
| Monday Morning Playgroup | 4 | 73 |
| Mother-Daughter Bookclub | 2 | 28 |
| Movin' & Groovin' | 2 | 33 |
| Nature Night | 1 | 1 |
| Nintendo Switch Gaming | 1 | 8 |
| Preschool Storytime | 3 | 32 |
| Read to the Rainbow Dogs | 1 | 4 |
| Scratch 'n Code | 1 | 9 |
| Toddler Time | 3 | 52 |
| Tween Survival Club | 1 | 1 |
| Wee Read | 8 | 159 |
| Yarn Gang | 4 | 21 |
| | | |
| **Library-Wide Programs** | | |
| Hooray for Bollywood: Let's Dance! | 1 | 16 |
| | | |
| **Talks/Tours inside the Library** | | |
| **Youth Services** | **1** | **50** |
| Jerusalem Lutheran | 1 | 50 |
| | | |
| **Adult/Teen Services** | **0** | **0** |
| | | |
| | | |
| **Talks/Tours outside the Library** | | |
| **Youth Services** | **42** | **1026** |
| Edison | 1 | 26 |
| ELL Open House | 1 | 25 |
| Golf | 2 | 53 |
| Hynes | 6 | 302 |
| Jerusalem Lutheran | 1 | 8 |
| Kids Academy | 3 | 44 |
| MCC/MEC | 1 | 17 |
| Melzer | 12 | 296 |
| MGPD Preschool | 2 | 31 |
| Morton Grove Montessori Academy | 3 | 33 |
| Niles North Ask the Expert Day | 2 | 30 |
| Park View | 4 | 52 |
| Poko Loko Early Learning Center | 3 | 97 |
| Sunny Bunny | 1 | 12 |
| | | |
| **Adult/Teen Services** | **1** | **20** |
| Litlounge Book Discussion offsite | 1 | 20 |
| | | |

**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** | | | | | | | | | | | | | | | 2018 | Sep-18 |
| Books | | See attachments from CCS for MGPL statistics. | | | | | | | | | | | | 0 | 45,505 | 4,744 |
| CDs (music) | | | | | | | | | | | | | | 0 | 4,456 | 445 |
| Audiobooks | | | | | | | | | | | | | | 0 | 2,443 | 234 |
| DVDs/Blu-Ray | | | | | | | | | | | | | | 0 | 32,024 | 3,038 |
| Videogames | | | | | | | | | | | | | | 0 | 2,538 | 203 |
| Magazines | | | | | | | | | | | | | | 0 | 2,765 | 288 |
| | | | | | | | | | | | | | | | | |
| **Youth** | | | | | | | | | | | | | | | | |
| Books | | | | | | | | | | | | | | 0 | 76,315 | 7,737 |
| CDs (music) | | | | | | | | | | | | | | 0 | 534 | 58 |
| Audiobooks | | | | | | | | | | | | | | 0 | 621 | 51 |
| DVDs/Blu-Ray | | | | | | | | | | | | | | 0 | 12,642 | 1,086 |
| Videogames | | | | | | | | | | | | | | 0 | 2,020 | 145 |
| Multimedia Kits | | | | | | | | | | | | | | 0 | 224 | 19 |
| Magazines | | | | | | | | | | | | | | 0 | 370 | 67 |
| | | | | | | | | | | | | | | | | |
| **Downloads/Streaming** | | | | | | | | | | | | | | | | |
| ebooks | | 1,392 | 1,281 | 1,435 | 1,226 | 1,192 | 1,211 | 1,337 | 1,396 | 1,410 | 1,522 | 1,408 | | **14,810** | 14,204 | 1,380 |
| eAudiobooks | | 810 | 710 | 816 | 811 | 851 | 847 | 937 | 941 | 880 | 1039 | 881 | | **9,523** | 8,457 | 901 |
| Movies | | 398 | 336 | 344 | 225 | 270 | 260 | 452 | 494 | 449 | 354 | 365 | | **3,947** | 1,816 | 287 |
| Music | | 101 | 112 | 79 | 114 | 99 | 62 | 97 | 66 | 81 | 100 | 91 | | **1,002** | 761 | 109 |
| Magazines | | 99 | 85 | 110 | 62 | | 161 | | 140 | 143 | 121 | 114 | | **1,035** | 465 | 0 |
| | TOTAL | **2,800** | **2,524** | **2,784** | **2,438** | **2,412** | **2,541** | **2,823** | **3,037** | **2,963** | **3,136** | **2,859** | **0** | **30,317** | 208,160 | 20,792 |
| | | | | | | | | | | | | | | | | |
| **In House Use** | | | 1,959 | 2,226 | 1,908 | 1,428 | 2,530 | 2,140 | 1,632 | 1,379 | 2,063 | 1,665 | | **18,930** | 26,948 | 2,672 |
| | | | | | | | | | | | | | | | | |
| **COLLECTIONS** | | | | | | | | | | | | | | | | |
| **Adult/Teen Collection** | | | | | | | | | | | | | | | | |
| Books | | 56,566 | 56,406 | 55,285 | 55,568 | 56,399 | 55,598 | 56,340 | 55,615 | 55,260 | 55,233 | 54,751 | | n/a | n/a | 55,457 |
| CDs (music) | | 6,268 | 6,291 | 5,556 | 5,261 | 5,154 | 5,164 | 5,175 | 5,188 | 5,202 | 5,199 | 5,199 | | n/a | n/a | 6,213 |
| Audiobooks | | 2,779 | 2,781 | 2,731 | 2,740 | 2,753 | 2,767 | 2,640 | 2,651 | 2,654 | 2,277 | 1,952 | | n/a | n/a | 2,907 |
| DVDs/Blu-ray | | 9,311 | 9,419 | 9,668 | 9,687 | 9,780 | 9,633 | 9,314 | 9,410 | 9,295 | 9,340 | 9,603 | | n/a | n/a | 9,583 |
| Videogames | | 537 | 544 | 564 | 568 | 573 | 575 | 546 | 550 | 563 | 568 | 571 | | n/a | n/a | 520 |
| Laptops | | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 7 | 7 | 7 | 7 | | n/a | n/a | 9 |
| Hotspots | | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 19 | 19 | 19 | 19 | | n/a | n/a | 20 |
| Serials (Title count) | | 246 | 246 | 246 | 246 | 246 | 246 | 246 | 246 | 246 | 246 | 246 | | n/a | n/a | 247 |
| Microforms | | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | | n/a | n/a | 209 |

# 2018 Statistics -- Morton Grove Public Library

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | YTD Total | Prev YTD | Prev YrMo |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Youth Collection** | | | | | | | | | | | | | | | |
| Books | 45,543 | 45,277 | 44,690 | 44,324 | 44,100 | 44,826 | 45,001 | 44,888 | 45,606 | 44,638 | 44,250 | | n/a | n/a | 44,574 |
| CDs (music) | 797 | 797 | 797 | 796 | 799 | 809 | 818 | 814 | 820 | 830 | 837 | | n/a | n/a | 791 |
| Audiobooks | 635 | 635 | 635 | 655 | 655 | 656 | 646 | 664 | 664 | 671 | 675 | | n/a | n/a | 651 |
| DVDs/Blu-Ray | 3,945 | 3,968 | 4,021 | 4,041 | 4,065 | 4,096 | 3,979 | 3,889 | 3,918 | 3,955 | 3,601 | | n/a | n/a | 3,895 |
| Videogames | 497 | 500 | 510 | 516 | 517 | 521 | 523 | 522 | 527 | 531 | 449 | | n/a | n/a | 556 |
| Serials (Title count) | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | | n/a | n/a | 31 |
| Multimedia Kits | 53 | 53 | 64 | 64 | 64 | 64 | 64 | 31 | 31 | 34 | 34 | | n/a | n/a | 62 |
| Tablets | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | | n/a | n/a | 4 |
| **TOTAL** | 127,445 | 127,185 | 125,035 | 124,734 | 125,373 | 125,223 | 125,560 | 124,733 | 125,051 | 123,787 | 122,433 | 0 | n/a | n/a | 125,729 |
| **PATRONS** | | | | | | | | | | | | | | | |
| Gate Count | 13,658 | 15,668 | 16,743 | 17,566 | 16,615 | 18,770 | 17,950 | 16,812 | 14,468 | 16,561 | 16,239 | | 181,050 | 163,032 | 16,223 |
| Active Cards | 9,199 | 8542 | 8,551 | 8,520 | 8,509 | 8,499 | 8,545 | 8,487 | 8,521 | 8,514 | 8,664 | | | | |
| Adult | | | | | | | | | | | | | n/a | n/a | 6,784 |
| Youth | | | | | | | | | | | | | n/a | n/a | 1,735 |
| Other (NR Fee, Org, etc) | | | | | | | | | | | | | n/a | n/a | 0 |
| % of MG pop w/active cards | 39% | 39% | 39% | 38% | 38% | 38% | 38% | 38% | 38% | 38% | 39% | | n/a | n/a | 38% |
| | | | | | | | | | | | | | | | |
| **REFERENCE** | | | | | | | | | | | | | | | |
| **Adult** | | | | | | | | | | | | | | | |
| Technology and Reference | 1,421 | 1,348 | 1,598 | 1,603 | 1,579 | 1,654 | 1,750 | 1,586 | 1,497 | 1,460 | 1,252 | | **16,748** | 15,098 | 1,360 |
| Directional/General Library Info | 968 | 946 | 1,139 | 1,299 | 1,377 | 1,198 | 1,353 | 1,158 | 1,296 | 1,310 | 1,107 | | **13,151** | 11,105 | 1,093 |
| Reading Program | 0 | 0 | 0 | 0 | 0 | 297 | 137 | 0 | 0 | 0 | 0 | | **434** | 441 | 0 |
| **Youth** | | | | | | | | | | | | | | | |
| Technology and Reference | 586 | 663 | 644 | 563 | 512 | 846 | 721 | 675 | 594 | 597 | 628 | | **7,029** | 5,565 | 461 |
| Directional/General Library Info | 295 | 296 | 392 | 338 | 432 | 954 | 554 | 437 | 391 | 443 | 384 | | **4,916** | 6,670 | 495 |
| Reading Program | 202 | 0 | 0 | 0 | 0 | 2338 | 1444 | 0 | 0 | 0 | 0 | | **3,984** | 5,174 | 0 |
| **Circulation** | | | | | | | | | | | | | | | |
| General Info | 159 | 126 | 118 | 92 | 74 | 76 | 82 | 78 | 72 | 81 | 83 | | **1,041** | 887 | 94 |
| Directional | 68 | 82 | 77 | 64 | 52 | 94 | 99 | 89 | 94 | 100 | 91 | | **910** | 740 | 45 |
| **TOTAL** | 3,699 | 3,461 | 3,968 | 3,959 | 4,026 | 7,457 | 6,140 | 4,023 | 3,944 | 3,991 | 3,545 | 0 | 48,213 | 45,680 | 3,548 |
| | | | | | | | | | | | | | | | |
| **INTERLIBRARY LOAN (ILL)** | | | | | | | | | | | | | | | |
| Requests BY MGPL | See attachments from CCS for MGPL statistics. | | | | | | | | | | | | **0** | 1,726 | 173 |
| Filled | | | | | | | | | | | | | **0** | 1,589 | 166 |
| Requests OF MGPL | | | | | | | | | | | | | **0** | 2,708 | 248 |
| Filled | | | | | | | | | | | | | **0** | 647 | 63 |
| | | | | | | | | | | | | | | | |
| **OUTREACH** | | | | | | | | | | | | | | | |
| Offsite Visits | 27 | 30 | 34 | 27 | 44 | 10 | 9 | 7 | 25 | 40 | 42 | | **295** | 221 | 35 |
| Audience | 646 | 803 | 879 | 474 | 1123 | 489 | 337 | 308 | 727 | 1003 | 1026 | | **7,815** | 7,151 | 1,819 |
| | | | | | | | | | | | | | | | |
| In Library Visits | 0 | 0 | 1 | 9 | 1 | 2 | 2 | 0 | 3 | 4 | 1 | | **23** | 18 | 0 |
| Audience | 0 | 0 | 27 | 251 | 51 | 26 | 28 | 0 | 100 | 125 | 50 | | **658** | 454 | 0 |

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | YTD Total | Prev YTD | Prev YrMo |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| School Deliveries | 5 | 6 | 5 | 6 | 1 | 1 | 1 | 2 | 4 | 4 | 2 | | **37** | 38 | 3 |
| Items | 126 | 236 | 85 | 157 | 17 | 28 | 26 | 61 | 89 | 88 | 26 | | **939** | 772 | 143 |
| | | | | | | | | | | | | | | | |
| Homebound Deliveries | 21 | 23 | 19 | 17 | 28 | 21 | 24 | 21 | 20 | 22 | 21 | | **237** | 162 | 17 |
| Items | 108 | 118 | 121 | 126 | 191 | 128 | 150 | 167 | 147 | 161 | 158 | | **1,575** | 1,095 | 93 |
| | | | | | | | | | | | | | | | |
| **TECHNOLOGY/INTERNET USE** | | | | | | | | | | | | | | | |
| Public Access computers | | | | | | | | | | | | | | | |
| Sessions | 1,149 | 1,091 | 1,352 | 1,314 | 1,340 | 1,374 | 1,615 | 1,409 | 1,201 | 1,161 | 1,155 | | **14,161** | 12,312 | 1,250 |
| Total time (hrs) | 1,044 | 1,029 | 1,404 | 1,124 | 1,104 | 1,191 | 1,264 | 999 | 914 | 1,007 | 943 | | **12,023** | 10876 | 1047 |
| | | | | | | | | | | | | | | | |
| Digital Media Lab computers | | | | | | | | | | | | | | | |
| Sessions | 48 | 38 | 54 | 65 | 47 | 61 | 69 | 34 | 32 | 25 | 37 | | **510** | 421 | 62 |
| Total time (hrs) | 95 | 86.5 | 119 | 111 | 104 | 132 | 119 | 28 | 19 | 18 | 22 | | **853.5** | 824 | 130 |
| | | | | | | | | | | | | | | | |
| AWE Early Learning computers | | | | | | | | | | | | | | | |
| Sessions | 438 | 480 | 533 | 445 | 425 | 709 | 617 | 473 | 397 | 469 | 395 | | **5381** | 5193 | 521 |
| Total time (hrs) | 140 | 160 | 180 | 142 | 139 | 234 | 206 | 161 | 151 | 161 | 128 | | **1802** | 1702 | 175 |
| | | | | | | | | | | | | | | | |
| Public Scan Stations | | | | | | | | | | | | | | | |
| Scans | 1,142 | 1,202 | 1,722 | 2,034 | 1,735 | 2,074 | 5,665 | 1,687 | 1,692 | 1,271 | 1,043 | | **21,267** | 16,638 | 2,375 |
| Faxes (pages) | 147 | 118 | 138 | 71 | 86 | 62 | 154 | 177 | 98 | 84 | 55 | | **1,190** | 847 | 101 |
| | | | | | | | | | | | | | | | |
| Public WiFi Use | Unable to obtain at this time. | | | | | | | | | | | | | | |
| Devices | | | | | | | | | | | | | **0** | 14,174 | 1,647 |
| Sessions | | | | | | | | | | | | | **0** | 30,901 | 3,656 |
| | | | | | | | | | | | | | | | |
| Tablet Checkouts | See attachments from CCS for MGPL statistics. | | | | | | | | | | | | **0** | 179 | 4 |
| Laptop Checkouts | | | | | | | | | | | | | **0** | 483 | 41 |
| Hotspot Checkouts | | | | | | | | | | | | | **0** | 228 | 40 |
| | | | | | | | | | | | | | | | |
| Website Visits | | | | | | | | | | | | | | | |
| mgpl.org | 8,438 | 6,445 | 7,549 | 6,663 | 7,089 | 6,962 | 6,295 | 7,166 | 8,191 | 9,651 | 9,447 | | **83,896** | 76,482 | 7,663 |
| | | | | | | | | | | | | | | | |
| Databases/Online Resources | | | | | | | | | | | | | | | |
| Sessions | 1,374 | 794 | 1,177 | 1,298 | 1,237 | 905 | 566 | 949 | 849 | 1,460 | 779 | | **11,388** | 11,963 | 378 |
| Searches | 2,636 | 2,896 | 2,467 | 2,591 | 2,627 | 2,025 | 1,985 | 2,419 | 2,190 | 2,607 | 2,200 | | **26,643** | 23,589 | 1997 |
| | | | | | | | | | | | | | | | |
| **MEETING/STUDY ROOM USAGE** | | | | | | | | | | | | | | | |
| Activity Room | | | | | | | | | | | | | | | |
| Library | 55 | 50 | 57 | 60 | 52 | 65 | 59 | 40 | 58 | 63 | 57 | | **616** | 544 | 61 |
| Outside Use | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | **0** | 0 | 0 |

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | YTD Total | Prev YTD | Prev YrMo |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Baxter Room** | | | | | | | | | | | | | | | |
| Library | 25 | 24 | 28 | 26 | 33 | 33 | 48 | 20 | 22 | 29 | 17 | | **305** | 238 | 28 |
| Outside Use | 2 | 2 | 2 | 1 | 3 | 4 | 0 | 1 | 0 | 3 | 1 | | **19** | 20 | 1 |
| | | | | | | | | | | | | | | | |
| **Cooperman Room** | | | | | | | | | | | | | | | |
| Library Use | 25 | 26 | 31 | 32 | 30 | 31 | 31 | 21 | 20 | 30 | 21 | | **298** | 230 | 25 |
| Outside Use | 1 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | | **6** | 7 | 0 |
| | | | | | | | | | | | | | | | |
| **Study Rooms** | | | | | | | | | | | | | | | |
| Reservations | 222 | 279 | 294 | 267 | 206 | 202 | 273 | 307 | 235 | 335 | 376 | | **2996** | 2642 | 320 |
| Total time | 487 | 595 | 633 | 605 | 573 | 402 | 567 | 631 | 501.5 | 726.5 | 662 | | **6383** | 5768.5 | 647 |
| | | | | | | | | | | | | | | | |
| **OTHER/MISCELLANEOUS** | | | | | | | | | | | | | | | |
| Volunteer Hours | | | | | | | | | | | | | | | |
| Adult | 123 | 152.5 | 165.5 | 181.25 | 169.5 | 196 | 184 | 152.25 | 142 | 174 | 185.5 | | **1825.5** | 1987.95 | 215.4 |
| Teen | 23 | 23 | 15 | 22.5 | 16 | 141 | 150 | 20.5 | 28 | 19 | 19 | | **477** | 581 | 12 |
| | | | | | | | | | | | | | | | |
| **SOCIAL MEDIA** | | | | | | | | | | | | | | | |
| **Facebook** | | | | | | | | | | | | | | | |
| posts | 43 | 21 | 60 | 38 | 27 | 39 | 35 | 30 | 30 | 26 | 30 | | **379** | 222 | 30 |
| total page likes as of 1st of the month | 1710 | 1719 | 1731 | 1774 | 1789 | 1807 | 1812 | 1822 | 1825 | 1829 | 1836 | | **n/a** | n/a | 1,638 |
| post likes/shares/comments | 1527 | 1000 | 2204 | 1434 | 912 | 2563 | 1300 | 1057 | 1525 | 1468 | 881 | | **15,871** | 12,292 | 1,172 |
| **Twitter** | | | | | | | | | | | | | | | |
| posts | 47 | 19 | 52 | 26 | 27 | 28 | 28 | 23 | 24 | 27 | 23 | | **324** | 210 | 30 |
| total followers as of the 1st of the month | 628 | 631 | 631 | 635 | 641 | 644 | 646 | 656 | 659 | 662 | 666 | | **n/a** | n/a | 610 |
| profile visits | 276 | 92 | 337 | 195 | 100 | 82 | 73 | 70 | 78 | 62 | 70 | | **1435** | 1944 | 288 |
| mentions | 9 | 7 | 23 | 14 | 12 | 3 | 5 | 2 | 3 | 6 | 4 | | **88** | 49 | 4 |
| **Instagram** | | | | | | | | | | | | | | | |
| posts | 25 | 11 | 20 | 18 | 19 | 18 | 20 | 15 | 16 | 16 | 18 | | **196** | 119 | 15 |
| total followers as of the 1st of the month | 475 | 498 | 522 | 540 | 557 | 569 | 580 | 597 | 624 | 630 | 636 | | **n/a** | n/a | 406 |
| likes/comments | 404 | 189 | 523 | 275 | 339 | 325 | 308 | 204 | 287 | 286 | 255 | | **3395** | 1741 | 171 |
| **GoodReads** | | | | | | | | | | | | | | | |
| posts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | **0** | 4 | 0 |
| total friends as of the 1st of the month | 93 | 93 | 101 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | | **n/a** | n/a | 74 |
| shares/comments | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | **0** | 13 | 0 |
| **YouTube** | | | | | | | | | | | | | | | |
| videos | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | **2** | 5 | 0 |
| views | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 | 0 | | **40** | 607 | 0 |