

LIBRARIAN'S REPORT August 2022 Pam Leffler, Executive Director

Administration

Personnel

- With the end of our very successful Summer Reading Program several staff took time off for vacation.
- Youth Services Manager Courtney Schroeder began her parental leave. I have been assisting with managing Youth Services schedules, and Courtney was able to delegate other essential responsibilities to members of the Youth Services Department.
- Adult Services Manager Melissa Mayberry and I conducted interviews in August to fill the vacant Adult Services Librarian/Volunteer Coordinator position. We had several strong candidates and are pleased to announce that Nathan Miller will be joining the staff on September 7.
- Other personnel news can be found in the Department reports.

Automation & Technology

- Jerry from OSG continues to make regular on-site visits to address any automation issues that cannot be addressed remotely.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- Our new accounts at Wintrust have been set up. Susanne and I are slowly transitioning funds and other
 accounting functions to the new accounts. I anticipate that we will be completely transitioned to using
 Wintrust as our primary banking institution by the end of the year.
- In August, I consulted with Library Attorney Frank Tennant on the resolution to transfer banking institutions and issues with copyright for the Stemonade Stand.
- I began working with John Shales from SMC to prepare the bid documents for the roofing project that we are hoping to complete in 2022. The bid was advertised beginning August 15 and bids were due by September 1. SMC has reviewed the bids and will be presenting documentation and making a recommendation to award at the September Board meeting.
- I continue to work with John Shales on the facility assessment and setting building and funding priorities for the next 3 5 years.
- At the August meeting, the Board accepted the recommendations from the Policy Committee to approve revisions to the following policies: capital assets, interlibrary loan, library card registration, and proctoring. Discussion of the Spending policy was tabled until the September meeting due to questions about the increase in spending limits. The current Spending policy and documentation showing the recommended changes are in your packets for discussion and action at the September meeting.

- The latest information I have heard about the delay in tax receipts is that bills should be going out by November 15. I continue to monitor our fund account balances and will adjust expenditures as necessary.
- On August 30 we received our Per Capita Grant funds in the amount of \$37,313.08 (award letter originally included in your June 2022 packets). These funds were deposited directly into our Illinois Funds account and transferred to our 5/3 Operating Account.
- Much of my focus this month was on preparing budget documentation for the first reading of the 2023
 Budget which will take place at the September meeting.

Facilities

- We had a major leak from a malfunctioning drainage pipe (since fixed and on the routine maintenance schedule) on one of the HVAC units above the Cooperman Room. A significant portion of the ceiling was damaged though we were fortunate that no computers or other library equipment stored in that room were affected by the leak. Library maintenance staff were able to pull down the wet drywall and insulation. After the affected areas were completely dry, SMC contractors were able to repair the ceiling.
- Additional information on the building and grounds can be found in the report from Facilities Manager,
 Ed Tamras.

Miscellaneous

• I helped staff the end of Summer Reading Program Bubble Bus event.

Events/Programs/Meetings

CCS Executive Committee

Department Manager meetings

ECC Executive Committee meeting

August 18, 24

ECC Executive Committee meeting

August 3

IMRF Pre-Retirement Workshop

Library Board of Trustees Regular Mtg

August 10

August 3

August 10

August 10

August 10

August 3

August 10

August 10

August 3

August 10

August 10

August 3

August 10

August 20

August 6

Wintrust Update / Training Meetings August 4, 11, 18, 30

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 Aug 2022 Report

Melissa Mayberry, Adult Services Manager

Staffing

Nathan Miller has been hired as a full-time Adult Services Librarian/Volunteer Coordinator. We are very excited to have him join our department. His first day will be Wednesday, Sept. 7.

Programming

We had a total of 30 programs with 606 attendees in August.

As I have noted in previous reports, we have been working on the technology set-up that will allow us to offer our programs as hybrid, when possible. A recent survey, given to library patrons on behalf of Age Options, indicated that patrons are almost evenly split between those wanting to attend programs in person and those wanting to attend virtually over Zoom. The hybrid program model proved to be a big success with the Princess Diana program we offered this month. 19 patrons attended in person, 17 attended the livestream on Zoom, and 255 viewed the recording later on our YouTube channel. Patrons attending in person as well as those at home raved about this program.

We are confident that our community loves to talk about books and our Books & Brew program proved us right. 36 patrons attended this unique event held at the Sketchbook Brewing Company. Following an engaging beer presentation by the owners of the brewery, staff then talked books with the attendees, providing recommendations, promoted our upcoming One Book, One Village program and checking out books for patrons to take home with them.





We discovered that we have very talented artists in Morton Grove! In July we handed out over 90 Tiny Art Take and Make kits, and this month 21 completed paintings came back for us to display in our Tiny Art Show. We have had a steady flow of patrons coming into the library specifically to see the display as well as patrons in the library who are just coming across it. Everyone has been delighted and amazed with the art and I anticipate this will become a yearly event.



Book/Media Displays

- Around the World in 80 Books
- Love the Body You're In
- Short and Sweet
- MARVELous Movies
- Health & Wellness

Book Rivers and Record Sets

- What's New in Romance
- Relaxing Reads
- Take Flight
- Summer Fun
- New YA Releases

Library Aware Newsletters

- Best Seller Preview
- New Fiction
- New Non-Fiction
- New AV

Continuing Education/Meetings/Webinars

- Rebecca attended an EDI committee meeting
- Cailyn attended Bookriots YA Fall announcements
- Grace attended Sourcebooks 2022 Fall Preview

MGPL Circulation Services August 2022 Report

Jeffrey Ray, Circulation Services Manager

Patrons:

169 Library Cards registered

Staff:

- 8/29/22 Jeff attended LACONI CSS meeting to discuss upcoming programming in September and November.
- 8/30/22 Jeff attended LACONI Governing Board Strategic Planning retreat to discuss a strategic plan for LACONI GB.
- Collaborated with Karina Guico to create a video for September Library Card Sign up month
- NCOA submission (address verification for library card holders) completed through CCS.

MGPL Facilities August 2022 Report

Edmon Tamras, Facilities Manager

- Over the summer YS staff taped fish to the walls for SRP using painters' tape.
 Unfortunately, we discovered that painters' tape should only be kept on painted walls for a short amount of time! Upon removal of the fish from the walls, paint had peeled and/or bubbled. During August, maintenance staff finished priming, patching, painting the green and blue walls in the YS Department near the elevator.
- Also touched up the wall right by the opening of the light blue wall due to scuff marks from children's shoes.
- Cooperman Room ceiling leaked due to HVAC drip pan clog. Got on the roof and unclogged PVC pipe coming out of the unit, sucked up water on the floor with shop-vac.
 The new ceiling drywall and insulation was replaced by SMC contractors; taping, patching, sanding, and paint was followed by a paint contractor.
- Cleaned up the Cooperman Room after the repairs, carpet tiles peeling off easily, no adhesive left after the leak. We will need to address this.
- Replaced 8 carpet tiles in study room 3, stain was beyond cleaning. More rooms to follow.
- Did some touch-up painting on the yellow walls in the YS area and both stairwells.
- Midwest Mechanical finished their quarterly PM.
- Tyco completed the annual alarm PM.
- Buckeye Generator Services completed their semi-annual PM.
- Monitor and make adjustments to our timers controlling the outdoor lights.
- Daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary drain/drip tubes.
- Monthly check/clean-out of HVAC unit drip tube on the roof.
- Manage day to day operations.

MGPL Marketing & Engagement August 2022 Report

Karina Guico, Marketing & Engagement Manager

Karina worked with Jeff on the concept for this year's Library Card Sign Up video. The video features staff saying "hello" in different languages and focuses on the spaces available in the library, our events, and our digital/streaming collections. Karina helped shoot scenes and edited the video. Karina created the new "Hello" webpage which has links to a library information document that has been translated into 8 different languages. This is the first year of the translation project, the document will be translated into more languages in the future. She also took photos of Bubble Bus and Books & Brew events

August in photos:



The department made slight changes to the newsletter workflow, adding days for the department to edit the copy given to us by managers. Bettina worked with Sarah on finding a presenter for the EDI training on staff day. She also worked on graphics for the new "Hello" webpage and finalized design for the translated document. Bettina designed and put in the print order for the referral cards. Jan continues to create social media posts. Number of followers increased for all our social media accounts. Most popular post was an Instagram reel with 5,146 views and 132 likes. Jan started to put image descriptions in our social media posts to help with accessibility and we received this comment "I LOVE how y'all include image descriptions in your socials! Thanks for ensuring access to this content."

Marketing & Engagement

- Karina sent weekly e-news and promotional emails
- Karina sent out targeted eblasts to promote teen event
- Jan created reels and stories to post on social media accounts
- Jan posted select events to Patch and Tribune Things to Do online calendars
- Karina attended National Night Out with Cailyn and rode the book bike to a MG block party
- Karina sent two event descriptions for inclusion in the Village newsletter

Design

- Bettina started laying out the October/November newsletter
- Bettina created graphics for social media, website, and digital signage
- Bettina created print materials for AS and YS: half sheet flyers, bookmarks, labels and stickers, signs
- Bettina created graphics for the "Hello" page
- Bettina helped put together the September StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

Other

- Uploaded program recording on our YouTube channel
- Updated webpage for Walk Morton Grove and Children's Art Contest
- Updated book rivers on website

Meetings/Training/Etc.

- Bettina trained Jan on posting event on online calendars
- Karina attended HR Source Harassment Prevention Training for Managers (8/17)
- Karina attended ILA Marketing Round Table (8/19)
- Jan, Bettina, Karina met to discuss Library Card Sign Up project (8/22)
- Bettina attended EDI Committee meeting (8/25)
- Karina attended managers meetings

MGPL Technical Services August 2022 Report

Helga Scherer, Technical Services Manager

Staff Projects:

- The department is not involved in any additional projects at this time.
- Ordering and receiving through Baker & Taylor has been suspended since Aug. 21st due
 to a ransom ware attack on the Baker & Taylor system. As of Sept. 1st they are still
 offline with no definite date for TS360 to be up for ordering. A limited number of small
 orders have been received.

Department Head Projects:

- Emergency/Evacuation narrative still needs to be reviewed by the department heads.
- Discussed creating a library disaster plan with the Director. I have been gathering
 resources and attending webinars to make this happen. This plan will be separate from
 the Emergency plan. It will focus on what resources the library would need to protect
 the collection, computers, and personnel data in the event of fire, tornado etc.
- Cataloging of Polish language materials.
- Updating TS Wiki page and training materials.
- Nominated to CCS Database Management group.

Meetings

- Manager meetings
- CAMM Networking meeting, 8/17/2022
- ILA Noon Network: Disaster Planning and Response for Libraries of Any Size, 8/22/2022
- RAILS Workshop: Emergency Preparedness: the Basics, 8/25/2022

Staff

The open Technical Services position will not be filled in 2022

MGPL Youth Services August 2022 Report

Courtney Schroeder, Youth Services Manager

August tends to be fairly quiet, both out in the department and also in the back office with staff on their vacations. Since summer is so busy, many staff put off vacation time until the Summer Reading Program ends. This year, I'm fairly pleased with the attendance at our programs in August. While we have fewer programs in August, it wasn't the drop-off in attendance I was expecting, especially considering that we returned to fully in-person programming this month as well (meaning that we didn't have online 'views' affecting our attendance numbers).

Programming

In August, we provided 35 programs for 1216 people.

We hosted both the **Brookfield Zoo's Next Door Nature** and the **Cook County Farmer's Bureau 's Farm to Table** programs out on the front lawn. Both programs were fairy well-attended and welcome additions to our calendar. **Chess Club** and **LEGO Club** were the final two programs to return to in-person events. For the first time since March 2020, kids gathered to enjoy LEGO challenges and challenge each other at Chess Club with our chess boards. For the staff (and I am sure for the kids too), it feels really good to finally bring these two popular programs back into the Library.

Every August, we host **Kindergarten Rocks!**, a program to help kids transition and provide some extra support for families making the jump to school. Families gathered in the Baxter Room to create personalized beaded backpack charms and read stories about starting school and spending time away from family. Attendees were grateful for the event and Debbie did a great job helping them navigate the upcoming change.

This year, the Library joined forces with the Niles-Maine District Library to provide patrons with a huge **End of Summer Reading Celebration** at St. Paul Woods down the street featuring The Bubble Bus. 350 people came out to dance, pop bubbles, enjoy a popsicle, and do fun crafts (leftovers from the kickoff and projects throughout the summer). It was a huge hit – several families asked us to have The Bubble Bus back again next year and the staff from Niles-Maine asked if we could partner again next year. Overall, it was a huge success and enjoyed by a lot of people in our community. It was particularly awesome to see how many kids came in their tie-dyed SRP t-shirts.





In addition, this month, the **STEMonade Stand** reached 12,000 kits since we began in 2020. Congrats to Jess on all their success with the STEMonade Stand initiative and for being recognized as the Youth Services Librarian of the year for the state of Illinois. They will be recognized at a luncheon during the ILA conference in October.

Outreach

In August, the outreach team visited 12 groups (508 kids/teachers/parents) in the schools and day camps as well as at back-to-school events. It's been awesome being back in the schools for back-to-school events this year! The YS Team also provided 3 book bags of 69 books for area classrooms.

Professional Development/Training/Meetings

In August, the Youth Services staff attended the following professional development and training meetings in addition to the Youth Services staff meeting:

- Debbie attended a webinar on the Birth to Five IL initiative.
- Jessie watched a webinar on how to respond to sexual harassment from customers at work.
- Jess attended the LACONI Governing and Youth Services Board meetings and the governing board's mini retreat.
- Jessie watched the webinar: Celebrate Hispanic and Latinx Heritage Month with Random House Children's Books.
- Jess attended the Illinois Youth Services Institute committee meeting.
- Debbie attended the RAILS POP (Preschool Outreach Programmers) networking meeting.

Programming Statistics - August 2022				
Program Name:	# of sessions	Total		
Adult Programs	28	Attendance 592		
Chair Yoga (Zoom)	28	38		
Tai Chi (Zoom)	2	18		
Crafting for Charity	2	18		
Tuesday Movies	5	107		
Social Seniors: Bingo	1	6		
Social Seniors: Arts & Crafts	1	7		
Social Seniors: Coloring & Brain Puzzles	1	1		
Social Seniors: Wits Workout	1	4		
The Reluctant Princess: Lady Diana Reflects on Her Life (Hybrid)	1	291		
Sketchbook Brewing Company: Books & Brews	1	36		
Preventing Medicare Fraud with Bingo	1	9		
Book a Librarian	6	6		
Book Talk	1	4		
LitLounge (Zoom) Between the Lines	1	8		
Between the Lines (Zoom)	1 1	7		
Senior Activity Kits	1	27		
ESL Kits	1	27		
ESL NIS				
Teen Programs	2	14		
LitLoot	1	14		
Back to School Craft: DIY Calendars	1	0		
Youth Programs	35	1216		
Anime Club	1	6		
Bedtime Stories & More	1	4		
Chess Academy	1	11		
Crafty Saturday	1	27		
Drama Club	1	10		
Drop Everything & Doodle	1	5		
End of Summer Reading Party: Bubble Bus	1	350		
Family Storytime	2	12		
Farm to Table w/ Cook County Farmers Bureau	1	17		
Kindergarten Rocks!	1	15		
Lego Builders	1	10		
Mess-terpiece Monday	1	8		
Monday Morning Music		14		
Next Door Nature w/ Brookfield Zoo	1	17		
Read to the Rainbow Dogs	1	17		
STEMonade Stand	5	509		
Summer Storytime Tots Dealing with Big Feelings		110		
Water Babies	8	68		
water bables	8	08		
Library-Wide Programs	0	0		
Talks/Tours inside the Library				
Youth Services	0	0		
Adult/Teen Services	0	0		
- 11 /				
Talks/Tours outside the Library				
v .1.6 :	12	508		
Youth Services		40		
D.67 Back-to-School Night				
D.67 Back-to-School Night Edison	2	135		
D.67 Back-to-School Night Edison Lincoln Jr. High	2	44		
D.67 Back-to-School Night Edison Lincoln Jr. High Melzer	2 2 1	44 100		
D.67 Back-to-School Night Edison Lincoln Jr. High Melzer MGPD Back to School Bash	2 2 1 1	44 100 77		
D.67 Back-to-School Night Edison Lincoln Jr. High Melzer	2 2 1	44 100		

Morton Grove Public Library Monthly Statistics For 08/2022

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	13309
Checkins at your stations	Checkin Leap In Hous	1079
Checkins at your stations	Self Check in	14
Checkins at your stations	Checkin Leap Invento	15
Checkins at your stations	Quick Check in	32
Checkins at your stations	Normal	1
	Total Checkins	14450
Checkouts at your stations	Leap Checkout and Renewal	5438
Checkouts at your stations	Self check Check out	7175
Checkouts at your stations	Circ Checkout and Renewal	21
	Total Checkouts	12634
Renewals at your stations	Auto-renewal	9199
Renewals at your stations	Leap Checkout and Renewal	189
Renewals at your stations	Power PAC Renewal	157
Renewals at your stations	Self check Check out	55
Renewals at your stations	Circ Checkout and Renewal	1
	Total Renewals	9601
Number of your Library's items checked out system-wide		13067
Number of your Library's unique items checked out system-wide		11688
Holds Placed through your interface		2688

Holds placed for/by your patrons Holds Held Holds Located Holds Checkedout Holds Expired Holds Cancelled Holds Unclaimed	2784 2686 0 2348 0 391 277
Number Of Items Currently Out	11957
Existing "MortonGrove" patron received new barcode Patron Expiration Date Extended More Than 30 Days:	32 47
Count of physical patron records at beginning of 08/2022 Minus Patron records physically deleted Minus Patron library was changed from "MortonGrove" to some other CCS librar Plus Patron records physically added Plus Patron library was changed from some CCS library to "MortonGrove" Count of physical patron records at end of 08/2022 Minus In-House and Test Cards Minus Expired Cards Unexpired Patrons on file Leap Registration Patron Lib=MortonGrove Leap Registration Patron Lib=CCSL	9664 180 6 169 5 9652 9 555 9088
Pac Registrations from 08/2021 thru 07/2022 - All Pac Registrations from 08/2021 thru 07/2022 - Converted Pac Registrations from 08/2021 thru 07/2022 - Conversion Rate Monthly ILLINET numbers Number of items borrowed by your library and supplied by a CCS library	0 0 0%
Number of items lent by your library to a CCS library	2281

Morton Grove Public Library MONTHLY CCS INTERLIBRARY LOAN ACTIVITY 08/2022 - 08/2022

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 III. To Other Libraries or Systems in Illinois
- 4. Outside III. 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 III.	Outside III.	Total	Percent Held	Percent Intra- CCS
Algonquin	2,875	247	35	3,157	3.23	4.18
Cary	1,264	74	23	1,361	3.01	1.84
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,423	138	14	1,575	3.14	2.07
Des Plaines	4,847	364	282	5,493	5.52	7.05
Ela	3,139	137	0	3,276	3.27	4.56
Evanston	3,509	199	97	3,805	7.16	5.10
Fox River Valley	2,463	66	10	2,539	2.92	3.58
Fremont	2,057	83	24	2,164	1.82	2.99
Glencoe	1,417	48	23	1,488	2.33	2.06
Glenview	4,504	185	102	4,791	5.05	6.55
Grayslake	3,314	78	24	3,416	3.46	4.82
Highland Park	2,389	73	27	2,489	4.23	3.47
Huntley	1,508	72	4	1,584	2.86	2.19
Indian Trails Public Library	2,245	227	181	2,653	3.36	3.26
Lake Forest	1,468	4	0	1,472	3.01	2.13
Lake Villa	2,745	88	16	2,849	2.97	3.99
Lincolnwood	845	30	0	875	2.10	1.23
McHenry	1,874	64	18	1,956	2.68	2.72
Morton Grove	1,810	58	12	1,880	3.53	2.63
Niles	4,022	167	82	4,271	4.85	5.85
Northbrook	3,126	199	170	3,495	4.87	4.54
Palatine Public Library	4,244	126	58	4,428	4.27	6.17
Park Ridge	2,158	91	72	2,321	3.45	3.14
Prospect Heights	1,816	41	29	1,886	2.67	2.64
Round Lake	1,753	26	56	1,835	3.06	2.55
Wilmette	3,315	146	75	3,536	5.28	4.82
Winnetka-Northfield	1,514	54	5	1,573	3.02	2.20
Zion-Benton	1,141	91	50	1,282	2.88	1.66
Total	68,785	3,176	1,489	73,450	100.00	100.00

	1	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct No	ov	Dec	YTD Total	Prev VTD	Prev YrMo
CIRCULATION		3011	100	iviai	ДР	iviay	June	July	AWB .	эсрі	Oct III	-	DCC	TTD Total	TICV TID	TTCV TTIVIO
CINCOLATION															2021	Aug-21
Total Checkouts (physical material)		11,319	11,626	13,517	11,520	10,665	14,858	13,429	12,634					99,568	74,322	11,982
Total Checkouts (physical material)		11,313	11,020	13,317	11,320	10,003	14,030	13,423	12,034					33,300	74,322	11,302
Total Renewals (physical material)		9.640	8.661	10,493	10,208	9.476	8.637	10,222	9601					76,938	54,403	7,977
(p., y.c.,		2,010	5,000			,,,,,								10,000	2 1,100	.,,,,,
Downloads/Streaming																
ebooks		2,390	2,202	2,184	2,026	2,097	2,019	2,221	2,170					17,309	4,326	1,942
eAudiobooks		1,479	1,221	1,460	1,462	1,454	1496	1,545	1,627					11,744	2,587	1,387
Movies		819	712	595	554	603	512	564	617	1				4,976	1,670	683
Music		103	108	140	74	133	106	78	69)				811	225	114
Magazines		236	183	220	173	171	185	202	166	5				1,536	522	207
	TOTAL	25,986	24,713	28,609	26,017	24,599	27,813	28,261	26,884	0	0	0	0	212,882	138,055	24,292
In House Use		460	831	1,134	909	937	1,087	1,247	1,079)				7,684	1,749	633
PATRONS																
Gate Count	<u> </u>	6,912	7,370	9,172	8,281	8,235	11,668	10,371	9,348	,				71,357	34,079	8,045
Curbside Appointments		29			15			3)				71,337	5,070	,
Active Cards		8,779			8,977			9,063)				/3	3,070	8,338
Other (NR Fee, Org, etc)		0,773	0,730	0,324	0,311	8,338	3,013	3,003	3,088)				0		0,330
% of MG pop w/active cards		39%	39%	40%	40%	40%	40%	40%	40%					n/a		38%
70 of find pop w/active cards		3370	3370	40/0	4070	40/0	40/0	4070	40/0	/				11/4		3670
REFERENCE																
Adult																
Technology and Reference		809	752	908	850	717	866	996	1,013					6,911	6,647	1,182
Directional/General Library Info		608	568	791	837	749	893	940	949					6,335	6,126	923
Reading Program		0	0	0	0	0	192	314	1					507	51	1
Youth																
Technology and Reference		473						650						4,451	3,735	649
Directional/General Library Info		326		408				555						3,619	2,493	486
Reading Program		5	7	2	1	8	1674	543	18	3				2,258	1,656	74
Circulation																
General Info		71	79	92	84		103	98	77	,				604	335	71
Directional	1	96			87		96	90						644	339	85
	TOTAL	+					1	4,186			0	0	0	1	21,382	3,471

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD I	Prev YrMo
OUTREACH									•						
Offsite Visits	9	10	16	16	59	3	3	12	2				128	92	4
Audience	124	181	256	374	1445	82	115	508	3				3,085	2,824	117
In Library Visits	0	3	0	3	0	3	C	C)				9	1	0
Audience	0	16	0			129	C	C)				171	12	0
School Deliveries	9	5	6	5	1	10	2	. 3	3				41	19	3
Items	167	193	128	89	15	217	58	69)				936	410	87
Homebound Deliveries	0	19	19	20	17	16	20	16	5				127	139	23
Items	0	173	133	134	115	123	183	120)				981	1,086	168
TECHNOLOGY/INTERNET USE															
Public Access computers															
Sessions	487	572	622	692	721	935	915	1,017	,				5,961	2,291	643
Total time (hrs)	404	402	477	521	554	645	709	696	i				4,408	1,622	444
AWE Early Learning computers															
Sessions	Unable to	obtain at this	time.										0	85	85
Total time (hrs)													0	2,419	2,419
Public Scan Stations															
Scans	922	2,536	987	3,091	897	1,062	1,230	1,095	5				11,820	8,782	2,224
Faxes (pages)	115	61	79	58	47	52	64	42	2				518	362	32
Public WiFi Use	Unable to	obtain at this	time.												
Devices													0		n/a
Sessions													0		n/a
Website Visits															
mgpl.org	10,973	10,815	11,055	9,717	11,132	10,895	9,899	10,860)				85,346	89,462	10,260
Databases/Online Resources															
Sessions	1,122	689	1,050	903	1,026	742	829						6,361	9,249	956
Searches	2,879	2,289	2,401	2,334	2,809	2,248	2,400						17,360	25,090	3,754

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
LIBRARY PROGRAMMING							-								
Adult															
Number of Program Sessions	27	27	38	45	45	40	31	28	:				281	223	23
Total Attendance	567	581	459				443						4195	3932	394
Teen															
Number of Program Sessions	0	2	1	1	2	2	1	. 2					11	7	0
Total Attendance	0	17	19	4	13	6	2	14					75	59	0
Youth															
Number of Program Sessions	34	36	45	40	48	59	58	35					355	299	27
Total Attendance	1322	1253	1424	940	1		1528						10441	12693	1266
Library-wide															
Number of Program Sessions	0	0	0	0	0	1	0	0)				1	0	0
Total Attendance	0						0						105	0	0
MEETING ROOM USAGE															
Activity Room															
Library	0	16	23	24	29	17	18	20)				147	0	0
Outside Use	0												0	0	0
Baxter Auditorium															
Library	0	15	23	23	28	36	31	. 21					177	0	0
Outside Use	0						0						6	0	0
Cooperman Room															
Library Use	0	0	0	0	0	0	0	0)				0	0	0
Outside Use	0	0	0	0	0	0	0	0)				0	0	0
STUDY ROOM USAGE															
Reservations	155	157	216	263	205	234	250	275					1755	70	70
Total time	363.5		450.5				400						3271.5	158.5	158.5
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	22.04	34.45	53.58	51.19	42.1	48.21	68.1	40.32					359.99	56.67	52.17
Teen	18.23						9.52						99.54	24.22	11.22

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
SOCIAL MEDIA																
Facebook																
posts		38	39	48	51	39	15	14	20					264	582	77
total page likes as of 1st of the month		2109	2098	2101	2117	2124	2141	2153	2180					n/a	n/a	2,033
post likes/shares/comments/views		1043	773	1363	1504	691	463	812	190					6,839	14,282	2,357
Twitter																
posts		33	33	50	52	17	2	4	44					235	505	51
total followers as of the 1st of the mont	h	755	755	753	758	763	762	768	783					n/a	n/a	734
profile visits		371	494	477	1241				2,829					5412	3289	541
mentions		8	4	8	25				5					50	55	1
Instagram																
posts		20	22	22	26	23	15	14	22					164	276	34
total followers as of the 1st of the mont	h	1037	1054	1067	1087	1093	1107	1138	1178					n/a	n/a	1017
likes/comments/views		396	397	441	566	422	338	370	852					3782	4914	559
YouTube																
videos		5	3	3	6	5	2	1	1					26	59	5
views		101	73	176	196	83	303	33	254					1,219	1,132	77
subscribers					207	208	207	208	209							