

# LIBRARIAN'S REPORT November 2022 Pam Leffler, Executive Director

#### Administration

#### Personnel

- Adult Services Assistant Grace Wechman submitted her resignation, effective November 30. After
  discussion with Adult Services Manager Melissa Mayberry, we decided that this position will not be
  advertised for and filled until early 2023.
- Staffing levels in all departments remained relatively steady throughout the month.
- 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.
- I notified and signed Statements of Work quotes for the following projects, scheduled for early 2023:
  - Server migration
  - Migrate staff shared data, currently located on the old server, to our existing SharePoint/Teams/OneDrive cloud platforms.
- Bryan Jones, our OSG rep, attended the November 16 Department Managers meeting to discuss the
  process of reconfiguring our network architecture, the reasons behind this change, impact on staff, next
  steps, etc. Bryan and OSG will work closely with us throughout this process to make sure that files and
  documents are saved appropriately, we do not lose critical data, and for ongoing staff training
  associated with this change to our server and network architecture.
- OSG continues routine and general maintenance of our computers and other automation systems.

#### Legal/Financial/Policy

- At their November meeting, the Library Board of Trustees approved the Finance and Purchasing Policy, which supersedes the Spending Policy.
- Susanne and I continued transitioning funds and other accounting functions to the new Wintrust bank accounts. All invoices are now being paid out of our Wintrust account. We are waiting for some final checks to clear 5/3 at which time we will close our 5/3 accounts and transfer any outstanding funds to our Wintrust accounts, with one exception. For now, we will leave the 5/3 Operating Account open and active with a balance that will cover the monthly debit for our outstanding construction loan, as per the instructions of a banker from 5/3. I still need to discuss this further with 5/3 as we'd like to get everything closed at 5/3 and have them bill us for our monthly loan payment.

- During the second half of November, tax bills finally went out to Cook County residents. We have seen a very small tax payment since then. I'm keeping my fingers crossed that we will see the bulk of the second half of our annual tax revenues get deposited to our account within the next couple of weeks.
- Staff have been instructed to pause purchasing unless given explicit permission to place order(s).

#### **Facilities**

- Roof and gutter work have been completed. We are still waiting for the installation of the ice melt system. There is some concern as the adhesive normally used for this requires temps of 45 degrees or higher. Jason from SMC is in discussions with the contractor about options.
- Railing replacement has not yet begun though is still slated to be complete before the end of this year.
- Additional information on the building and grounds can be found in the report from Facilities Manager,
   Ed Tamras.

#### Miscellaneous

• On Friday, November 4 we held a full day staff inservice. The morning session was presented by outside speakers from Praxis Chicago on *Exploring Power & Privilege and Creating a Culture of Feedback* workshop. The afternoon session focused on library business. I introduced the staff to the new forms and process we'll be using for the annual staff evaluation process (underway now), and the new sick leave policy that covers all employees. I also discussed the 2023 Budget and how the delay in property taxes was affecting the library. I also presented information to all staff on material challenges, the history of them in MG, formal process, etc. and how to respond to a First Amendment audit. We rounded out the day with a focus on staff well-being and wellness with a *Quick & Healthy Food Demo* presented by Chef Susan Maddox. Overall, staff comments on our latest inservice have been positive. Future planned inservices in 2023 will focus primarily on three things: 1) staff preparation for server migration and network and file architecture structure changes; 2) additional workshop(s)/presentation(s) on EDI focused topics identified at either the last inservice and/or staff survey data, and 3) strategic planning focused topics.

#### **Events/Programs/Meetings**

**BiblioInsiders** November 30 **CCS Executive Committee** November 9 Department Manager meeting(s) November 2, 16 Library Board of Trustees Regular Mtg November 10 MGPL Staff Inservice – full day November 4 North Suburban Directors Meet-up November 29 RAILS – Job Descriptions: Why, What and How? November 8 SMC/Roofing Contractor/Owner punchlist walkthrough November 16 Wintrust Banking Team lunch November 18

Besides the 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 November 2022 Report

Melissa Mayberry, Adult Services Manager

#### **Staffing**

Grace Wechman's last day was November 30. She has accepted a professional librarian position at another library. The part-time Adult Associate position will be posted in the beginning of 2023.

#### **Programming**

We had a total of 31 programs with 369 attendees in November.



We presented a Virtual Armchair Travel program using the Oculus Quest, taking attendees on a bus tour through cities such as Dubai and giving them up close and stunning views of National Parks. One attendee commented on how much they appreciate these types of programs being offered for adults, and not just children. We know that older adults are embracing technology now more than ever and we will continue to incorporate new technologies into our programs and services for adults.

Another exciting program this month was our first All Ages Chess Tournament. It was exciting to watch 16 players of different strengths and different ages play against each other during the 4-hour tournament to get to a final winner.



We had two other events to note. Throughout the whole month we promoted Mango Languages with a short questionnaire that patrons could fill out. This fun activity prompted patrons to explore this useful database and participating patrons had a chance to win a fun prize. This month we were also very excited to start offering Famished for Fiction to the older teens at MCC. We do not have many opportunities for outreach for the teens that we serve. This first event had 10 enthusiastic attendees!

#### **Book/Media Displays**

- Celebrity Book Club Books
- American Indian Heritage
- Dia de Muertos
- Remember the Brave (Veterans Day)
- Musicals
- Jewish Book Month
- Diabetes Awareness

#### **Book Rivers and Record Sets**

- Indigenous Heritage Month
- Native American Noir
- Dia de Muertos
- Home for the Holidays
- American Indian Heritage
- Found Family
- New YA Releases

#### **Library Aware Newsletters**

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

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

- Grace, Rebecca, Mark, Marlene, and Bob attended LACONI POP Presents: Intellectual Freedom and Social Justice
- Cailyn, Mark, and Melissa attended Novelist Crash Course in True Crime
- Grace attended Hachette Fall Book Buzz
- Nate attended Break Free from Misinformation in an Escape Room
- Nate and Rebecca attended the EDI Committee meeting
- Staff attended Staff day as well as a AS Dept meeting

### MGPL Circulation Services November 2022 Report

Jeffrey Ray, Circulation Services Manager

#### Patrons:

• Library Cards registered

#### Staff:

- Worked with District 67 to create over 50 library cards for students.
- 11/7/22 Attended LACONI CSS meeting to discuss upcoming programming.
- 11/29/22 Attended LACONI Governing Board meeting to discuss strategic planning.

# MGPL Facilities November 2022 Report

#### Edmon Tamras, Facilities Manager

- Due to the non-stop flow of water, I replaced the diaphragm and a vacuum breaker for the urinal in men's bathroom near the Baxter Auditorium.
- Did touch-up painting where necessary during Staff in-service day.
- National Plumbing Company repaired a crack in our floor drain system above the Middle School area.
- Turned ON the water fountain bubbler in the YS dept. per Courtney's request.
- Replaced bulbs in the Baxter Auditorium stairs and floor landings, looking into replacing the covers also.
- Plugged/capped old downspout drain lines that are not in service anymore because they're broken below the ground.
- The outdoor generator block heater went bad, called contractor, and they installed new heater.
- Stored all outdoor hoses and the 2 patio tables and chairs inside.
- Roof, gutters, and attic insulation projects were completed, roof and gutter de-icing system to follow.
- YS heating project: Electrical power was brought to the unit, Midwest Mechanical hooked up the control wires from the unit to the thermostat.
- Midwest Mechanical performed their quarterly preventative maintenance (PM) of HVAC.
- Adjusted clocks for standard daylight time, adjusting 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 Technical Services Oct/Nov 2022 Report

### Helga Scherer, Technical Services Manager

#### **Staff Projects:**

- The department is not involved in any additional projects at this time.
- Minimal ordering and receiving due to late receipt of property tax funding.

#### **Department Head Projects:**

- Discussed with Brenda Ross a project of designating Adult Christmas movies with a Christmas spine label (completed) classing all the Hallmark Channel movies under HALL so that patrons can more easily browse this genre of movies (in progress).
- Receiving, cataloging, and processing Youth Services materials.

#### Meetings

- Manager meetings
- CCS CAMM meeting, 11/16/22

#### Staff

• The open Technical Services position will not be filled in 2022.

## MGPL Marketing & Engagement November 2022 Report

Karina Guico, Marketing & Engagement Manager

Karina worked with members of the Staff Appreciation Committee to create activities for Staff Day. The committee planned a staff trivia slideshow and a baking contest. Karina scheduled the afternoon staff activity, a food demo with Chef Susan Maddox who shared quick and healthy food ideas with staff.





Karina, Bettina, Melissa, and Courtney met to discuss the 2023 Summer Reading Program. They settled on a theme and discussed the kick-off event. Like last year, we will be asking for donations. Letters to businesses will be given out mid-January and a short blurb will be in the February/March newsletter.

In the new year we will be offering volunteer opportunities to interested staff members (quarterly). Karina scheduled the January volunteer event and is working to fill the group of 10 volunteers.

The Library is participating in the Village's Adopt-a-Planter program. For this year's decorations staff gave Karina bookish quotes that she put on circular ornaments to hang on the tree. The library tree is located at the Metra station.

Bettina worked with a local printer to get the Art Contest winning bookmarks printed. Bettina is working with YS staff on different elements needed for Winter Break Reading Program. Projects include the program log, bookplates, bag stickers, game and instructions, activity sheets, and promotional materials. Bettina also created this year's "Books You Might Have Missed" handout, working with members of AS and YS on the lists and book covers.



Jan continues to create unique reels for our social media accounts. On Instagram, her "StoryWalk" reel had 2,485 views, the "Beautiful View" reel had 91 likes, and her "7

Library Resources to Be Thankful For" reel had 48 likes. Her Facebook post about the Art Contest winners had 51 likes, 4 comments, and 1 share. We also often see registration for events increase after she features it on social media.

#### **Marketing & Engagement**

- Karina sent weekly e-news emails and targeted emails for Teen event
- Jan created reels and stories to post on social media accounts
- Karina uploaded the Art Contest entries onto Flickr
- Jan posted select events to Patch and Tribune Things to Do online calendars

#### Design

- Bettina started completed layout and designed new graphics for the December/January newsletter
- Bettina created graphics, including for social media, website, print, and digital signage
- Bettina helped create the December StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf
- Bettina designed handouts, event flyers, and bookmarks for AS events
- · Karina updated forms for Admin, created and posted signs for roof repair and closings

#### Other

- Karina uploaded program recordings on our YouTube channel
- Karina updated the Voting & Elections webpage
- Karina submitted help tickets for LibraryMarket issues

#### Meetings/Training/Etc.

- Karina met with Nate to discuss passive program idea for March (11/2)
- Karina attended managers meetings (11/2, 11/16)
- Bettina, Karina, and Jan had a department meeting to discuss publicity of Dec/Jan events (11/10)
- Karina met with Melissa and Nate to discuss Job Seeker kits (11/15)
- Bettina and Karina attended the 2023 Summer Reading Program planning meeting (11/16)
- Bettina met with EDI Committee (11/17)
- Karina attended the ILA Marketing Forum Roundtable (11/18)

### MGPL Youth Services November 2022 Report

### Courtney Schroeder, Youth Services Manager

Early this month I returned to the library for my full-time schedule. I am incredibly lucky to work with such an awesome team in the Youth Services Department. In my absence, several staff members took on an additional task and everything ran very smoothly. During my first week of my very first maternity leave back in 2016, a pipe burst in our youth bathrooms, and it has left me a little on edge when I step away. But as with every other time, I never worried that the department wouldn't run smoothly. It really is a wonderful team to work with.

#### **Programming**

In November we provided 52 programs for 1162 people.

We had a fantastic **Family Reading Night** this year with 62 families participating and held the **Art Contest Reception** where 26 people cheered on the winners. Winning entries in three age categories have been printed into real bookmarks and are being distributed at the Youth Services Desk.







Thank you Ellen!

From the squidges at

Morton Grove Public Library, IL

11/28/2022





But the COOLEST thing to happen this month (and really... in my entire career) is that the author of our **Family Reads Book Club** book selection, Ellen Potter, called us one day just before Thanksgiving to ask if we'd like her to zoom into the book club and chat with our readers. Of course we said yes! It was such an incredible experience for the kids and we're incredibly grateful for her kindness. For those of you wondering about the thank you note above, squidges are what young sasquatches are called.

#### Outreach

In November the outreach team visited 27 groups (669 kids/teachers/parents) out in the schools, and we welcomed 1 group of Sunny Bunny kiddos for a storytime in addition to the 3 groups of Molloy students and 2 groups of Jerusalem Lutheran students who visited the library. A few homeschooling families approached Jessie at the beginning of the school year to schedule monthly visits and storytimes/book talks. However, there has not been any attendance at these events in the past few months. The YS Team also provided 4 book bags of 85 items for area classrooms.

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

In November, the Youth Services staff attended the following professional development and training meetings in addition to the All Staff training day:

- Debbie met with a resident from Advocate for their workshop on the importance of early literacy. She also met with the Advocate committee to discuss resident interviews and how to improve the experience and impact of them.
- Jessie attended the RAILS School Facilitators Networking Group meeting.
- Leslie participated in a training webinar on Kid's Drama Games.
- Jess attended the LACONI Governing and Youth Services Board meetings.
- Debbie attended the Early Childhood Alliance's steering committee meeting.
- Courtney attended her second Project Ready meeting (an EDI cohort with other YS managers).
- Jess attended a Diversity, Equity, Inclusion training with the LACONI YSS board.
- Debbie attended the Advocate Literacy Initiative meeting.
- Natalie and Sarah met with MGPL's EDI Committee.
- Debbie attended a meeting of the Children's Music Network's early childhood affinity group.
- Jess attended the IYSI Steering Committee meeting to plan the IYSI conference.
- Debbie attended the RAILS Preschool Outreach Programmers meeting.

Programming Statistics - November 2022	# of	Total
Program Name:	# or sessions	Attendanc
dult Programs	29	36
Chair Yoga (Zoom)	2	(3)
Tai Chi (Zoom)	2	2
Crafting for Charity	2	1
Tuesday Movies	1	4
Social Seniors: Bingo Social Seniors: Arts & Crafts	1	
Social Seniors: Coloring & Brain Puzzles	1	
Social Seniors: Wits Workout	1	
Name That Tune (Zoom)	1	
Mail Merge with Word (Zoom)	1	
Identity Theft Scams and Prevention Tips (Hybrid)	1	2
Classroom Kitchen: Sharing is Caring (Zoom)	1	3
Don't Forget! The Science of Memory (Hybrid)	1	
Senator Ram Villivalam Constituent Service Hours	1	
Illinois Libraries Present: A Conversation with Caitlin Doughty (Zoom)	1	:
Google Photos App (Zoom) Exploring Spices: Grains of Paradise	1	
Exploring spices: Grains of Paradise  Virtual Reality Travel	1	
Meet Mango Languages Month	1	:
Book a Librarian	1	
Between the Lines	1	
Between the Lines (Zoom)	1	
LitLounge (Zoom)	1	
Senior Activity Kits	1	
ESL Kits	1	
en Programs	2	
Teen Service Project: Tie Blankets	1	
Anime Club High School	1	-
outh Programs	52	11
Anime Club	1	
Bedtime Stories & More	0	
Bookmark Art Contest Reception	1	
Books & Beyond	1	
Chess Academy	1	
Crafternoon	1	
Craftin' Around	1	
Crafty Saturday	1	
Drama Club	2	
Family Reading Night	1	2
Family reads Book Clubs	1	
Family Storytime Guys Read	1	
Lego Builders	1	
Listen Up	10	
Mathematics Circus	1	
Middle School Comics Club	1	
Mini Music Makers	1	
Molecular Gastronomy Lab / Jr. Molecular Gastronomy Lab	2	
Monday Morning Playgroup	4	
Mother-Daughter Bookclub	1	
Preschool Storytime	3	
Puzzle Gauntlet / Jr. Puzzle Gauntlet	2	
Read to the Rainbow Dogs	1	2
STEMonade Stand	3	3
Toddler Time Tots Dealing with Big Feelings	3 1	
Wee Read	4	
wee nead		
orary-Wide Programs	2	1
The Great Library Mystery	1	
All Ages Chess Tournament	1	
lks/Tours inside the Library		
Youth Services	1	
Sunny Bunny	1	
Adult/Teen Services	0	
readily reality settings	-	
lks/Tours outside the Library		
Youth Services	27	6
Hynes	3	1
Jerusalem Lutheran	1	
Kids Academy	3	
MCC/MEC	1	
Melzer	3	
Park View	8	1
Poko Loko	8	1
Addition of the second		
Adult/Teen Services	1	
MCC	1	

#### Morton Grove Public Library Monthly Statistics For 11/2022

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	11190
Checkins at your stations	Normal	6
Checkins at your stations	Checkin Leap In Hous	1471
Checkins at your stations	Checkin Leap Invento	22
Checkins at your stations	Quick Check in	16
Checkins at your stations	Self Check in	8
	Total Checkins	12713
Checkouts at your stations	Leap Checkout and Renewal	4818
Checkouts at your stations	Self check Check out	6829
Checkouts at your stations	Circ Checkout and Renewal	14
	Total Checkouts	11661
Renewals at your stations	Auto-renewal	9054
Renewals at your stations	Power PAC Renewal	74
Renewals at your stations	Leap Checkout and Renewal	414
Renewals at your stations	Self check Check out	64
Renewals at your stations	Third party renewal	1
	Total Renewals	9607
Number of your Library's items checked out system-wide		11857
Number of your Library's unique items checked out system-wide		10782

Holds Placed through your interface		2559
Holds placed for/by your patrons		2664
Holds Held		2647
Holds Located		0
Holds Checkedout		2278
Holds Expired		0
Holds Cancelled		398
Holds Unclaimed		203
Number Of Items Currently Out		12047
Existing "MortonGrove" patron received new barcode		25
Patron Expiration Date Extended More Than 30 Days:		11
Count of physical patron records at beginning of 11/2022		9502
Minus Patron records physically deleted		126
Minus Patron library was changed from "MortonGrove" to some other CCS librar		9
Plus Patron records physically added		154
Plus Patron library was changed from some CCS library to "MortonGrove"		10
Count of physical patron records at end of 11/2022		9531
Minus In-House and Test Cards		8
Minus Expired Cards		416
Unexpired Patrons on file		9107
Leap Registration	Patron Lib=MortonGrove	154
Leap Registration	Patron Lib=CCSL	5
Pac Registrations from 11/2021 thru 10/2022 - All		0
Pac Registrations from 11/2021 thru 10/2022 - Converted		0
Pac Registrations from 11/2021 thru 10/2022 - Conversion Rate		0%
1 do Nogionationo nom 11/2021 titta 10/2022 - Oonversion Nate		0 /0
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1658
Number of items lent by your library to a CCS library		2251

# Monton Grove Public Library MONTHLY CCS INTERLIBRARY LOAN ACTIVITY 11/2022 - 11/2022

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	2,332	210	17	2,559	3.25	3.84
Cary	1,171	90	16	1,277	3.05	1.93
CCSL	0	0	0	0	0.00	0.00
Crystal Lake	1,298	141	29	1,468	3.13	2.14
Des Plaines	4,811	321	304	5,436	5.49	7.92
Ela	2,953	99	0	3,052	3.31	4.86
Evanston	2,940	147	98	3,185	7.09	4.84
Fox River Valley	2,332	71	19	2,422	2.91	3.84
Fremont	1,750	56	20	1,826	1.85	2.88
Glencoe	1,139	54	28	1,221	2.29	1.87
Glenview	4,145	160	100	4,405	5.02	6.82
Grayslake	2,953	57	14	3,024	3.44	4.86
Highland Park	2,098	107	39	2,244	4.21	3.45
Huntley	1,394	71	7	1,472	2.83	2.29
Indian Trails Public Library	2,254	196	127	2,577	3.43	3.71
Lake Forest	930	8	1	939	3.06	1.53
Lake Villa	2,243	72	22	2,337	2.98	3.69
Lincolnwood	657	24	3	684	2.08	1.08
McHenry	1,601	57	20	1,678	2.68	2.63
Morton Grove	1,634	58	16	1,708	3.62	2.69
Niles	3,108	127	65	3,300	4.92	5.11
Northbrook	2,825	177	130	3,132	4.84	4.65
Palatine Public Library	3,869	153	50	4,072	4.20	6.37
Park Ridge	2,051	74	53	2,178	3.49	3.37
Prospect Heights	1,717	27	22	1,766	2.65	2.82
Round Lake	1,395	27	46	1,468	3.11	2.30
Wilmette	2,880	126	86	3,092	5.26	4.74
Winnetka-Northfield	1,277	59	8	1,344	3.00	2.10
Zion-Benton	1,026	103	63	1,192	2.83	1.69
Total	60,783	2,872	1,403	65,058	100.00	100.00

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec YTD Total	Prev VTD	Prev YrMo
CIRCULATION		Juli	100	iviai	Apı	iviay	Julic	July	Aug	эсрі	Oct	1101	Dec 11D Total	TICVIID	1100 111010
<u> </u>														2021	Nov-21
Total Checkouts (physical material)		11,319	11,626	13,517	11,520	10,665	14,858	13,429	12,634	11,222	12,235	11,661	134,686		11,490
(projection)		11,010	11,020	20,027	11,515	20,000	2 1,000	10,115	12,00	,	12,200	11,001		200,000	11,100
Total Renewals (physical material)		9.640	8.661	10,493	10,208	9.476	8.637	10,222	9601	8988	9,263	9.607	104,796	82,121	9,212
(р. устания)			5,002	20,100		2,	5,551				0,200			5-7	
Downloads/Streaming															
ebooks		2,390	2,202	2,184	2,026	2,097	2,019	2,221	2,170	1,887	1,965	1,183	22,344	22,427	1,842
eAudiobooks		1,479	1,221	1,460		1,454	1496	1,545		1	1,540	1,467	16,301	14,340	1,309
Movies		819	712	595	554	603	512	564	617	525	560	507	6,568	7,633	609
Music		103	108	140	74	133	106	78	69	74	112	101	1,098	1,179	115
Magazines		236	183	220	173	171	185	202	166	160	222	245	2,163	2,207	200
	TOTAL	25,986	24,713	28,609	26,017	24,599	27,813	28,261	26,884	24,406	25,897	24,771	0 287,956	239,602	24,777
In House Use		460	831	1,134	909	937	1,087	1,247	1,079	1,186	1,257	1,471	11,598	3,641	661
<u>PATRONS</u>															
Gate Count		6,912	7,370	9,172	8,281	8,235	11,668	10,371	9,348	8,692	9,607	8,814	98,470	58,224	7,775
Curbside Appointments		29	15		15	9	2	3					73	5,114	
Active Cards		8,779	8,798	8,924	8,977	8,998	9,015	9,063	9,088	9,127	9,058	9,107			8,757
Other (NR Fee, Org, etc)													0		0
% of MG pop w/active cards		39%	39%	40%	40%	40%	40%	40%	40%	40%	40%	40%	n/a		38%
<u>REFERENCE</u>															
Adult															
Technology and Reference		809		908			866	996	,	1		_	-,	,	
Directional/General Library Info		608	568	791	837	749	893	940	949	804	843	929	8,911	8,359	594
Reading Program		0	0	0	0	0	192	314	1	. 0	0	0	507	51	0
Youth															
Technology and Reference		473	453	635		474	673	650				_	-,-		
Directional/General Library Info		326		408			745	555					· · · · ·	3,768	
Reading Program		5	7	2	1	8	1674	543	18	13	5	34	2,310	1,702	23
Circulation							400		<del></del>					661	2.
General Info		71	79				103	98			88				81
Directional	TOTA	96	85	101	87		96	90							
	TOTAL	2,388	2,235	2,937	2,780	2,343	5,242	4,186	3,218	2,930	2,888	3,089	0 34,236	30,059	2,504
									-					-	$\vdash$
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	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec YTD T	tal Prev Y	TD Prev YrMo
OUTREACH					,		,	7.4-6	-				11011	
Offsite Visits		9 10	16	16	59	3	3	12	2 30	40	28		<b>226</b> 1	28 13
Audience	12	-				82	115						<b>137</b> 3,7	
													,	
In Library Visits		0 3	0	3	0	3	0	(	) 4	0	1		14	5 3
Audience		0 16	0	26	0	129	0	(	100	0	11		282	76 56
School Deliveries		9 5	6	5	1	10	2	3	3	4	4		52	41 6
Items	16	7 193	128	89	15	217	58	69	53	60	85	1	<b>134</b> 9	10 181
Homebound Deliveries		0 19	19	20	17	16	20	16	5 14	19	14		<b>174</b> 2	10 19
Items		0 173	133	134	115	123	183	120	121	171	144	1	<b>417</b> 1,5	73 135
TECHNOLOGY/INTERNET USE														
Public Access computers														
Sessions	48					935	915	· · · · · ·					<b>120</b> 3,9	
Total time (hrs)	40	4 402	477	521	554	645	709	696	542	533	572	6	<b>055</b> 2,9	89 512
AWE Early Learning computers														
Sessions	Unable t	o obtain at th	is time.											35 172
Total time (hrs)													0 2	18 71
Public Scan Stations														
Scans	92				897	1,062	1,230					15		
Faxes (pages)	11	5 61	. 79	58	47	52	64	42	2 49	69	57		<b>693</b> 5	29 62
D. H. W.C. II		1												
Public WiFi Use	Unable t	o obtain at th	is time.											
Devices													0	n/a
Sessions													U	n/a
Website Visits														
mgpl.org	10,9	3 10,815	11,055	9,717	11,132	10,895	9,899	10,860	9,930	9,831	9,737	114	<b>844</b> 118,2	67 8,747
підрі.огд	10,5	10,013	11,055	3,717	11,132	10,033	3,033	10,000	, 3,330	3,031	3,737	114	110,2	37 0,747
Databases/Online Resources														
Sessions	1,12	2 689	1,050	903	1,026	742	829	544	558	717	219	8	<b>399</b> 12,3	91 822
Searches	2,87					2,248	2,400	1					<b>829</b> 34,1	
Searches	2,0.	2,203	2,101	2,331	2,003	2,210	2,100	2,000	2,032	2,321	1,077		31,1	2,303
														+
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			1	1				l	1	1				

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec YTD Total	Droy VTD	Prev YrMo
LIBRARY PROGRAMMING	Jan	ren	IVIAI	Apı	iviay	Julie	July	Aug	зері	OCI	IVOV	Dec 11D Iotal	PIEV TID	PIEV IIIVIO
Adult														
Number of Program Sessions	27	27	38	45	45	40	31	28	32	39	29	381	302	25
	567	581	459				443						5080	25 379
Total Attendance	507	581	459	699	503	291	443	592	419	963	360	5937	5080	3/9
Took														
Teen		2	4	-	2	2	4	_		- 1	_	45	11	0
Number of Program Sessions	0								l	1			11	0
Total Attendance	0	17	19	4	13	6	2	14	. 2	14	9	100	118	0
Youth														
Number of Program Sessions	34	36	45	40	48	59	58	35	54	52		461	417	38
Total Attendance	1322	1253	1424			1740	1528			899		12091	16881	1607
Library-wide														
Number of Program Sessions	0	0	0	0	0	1	0	0	0	0	2	3	0	0
Total Attendance	0						0	1					0	
MEETING ROOM USAGE														
Activity Room														
Library	0	16	23	24	29	17	18	20	46	45	46	284	30	14
Outside Use	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Baxter Auditorium														
Library	0	15	23	23	28	36	31	21	. 27	29	25	258	24	13
Outside Use	0	0	0	1	2	3	0	0	0	1	2	9	0	0
Construction Brown														
Cooperman Room		0	0		0	0	0			0				0
Library Use	0							<u> </u>	_	_	_		0	
Outside Use	0	0	0	0	0	0	0	0	0	0	U	0	0	0
STUDY ROOM USAGE														
Reservations	155	157	216	263	205	234	250	275	248	264	229	2496	519	147
Total time	363.5	239.5	450.5	482.5	398.5	470.5	400	466.5	462	490	510.5	4734	1030	312.5
OTHER/MISCELLANEOUS														
Volunteer Hours								-						
Adult	22.04	34.45	53.58	51.19	42.1	48.21	68.1	40.32	. 55	54.9	55.09	524.98	238.43	53.04
Teen	18.23		20.88										77.07	13.02
10011	10.23	12.09	20.00	22.40	10.10	0.2	3.32		. 0		<b>'</b>	100.54	77.07	13.02

	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	20	19	22	325	779	59
total page likes as of 1st of the month	2109	2098	2101	2117	2124	2141	2153	2180	2,228	2,238	2,238	n/a	n/a	2,089
post likes/shares/comments/views	1043	773	1363	1504	691	463	812	190	359	323	225	7,746	18,594	1,309
Twitter														
posts	33	33	50	52	17	2	4	44	43	51	36	365	685	57
total followers as of the 1st of the month	755	755	753	758	763	762	768	783	787	789	778	n/a	n/a	742
profile visits	371	494	477	1241				2,829	1,999	923	478	8812	4989	643
mentions	8	4	8	25				5				50	82	12
Instagram														
posts	20	22	22	26	23	15	14	22	. 25	25	26	240	393	34
total followers as of the 1st of the month	1037	1054	1067	1087	1093	1107	1138	1178	1196	1,205	1,217	n/a	n/a	1035
likes/comments/views	396	397	441	566	422	338	370	852	666	991	637	6076	6731	421
YouTube														
videos	5	3	3	6	5	2	1	1	. 3	8	3	40	72	3
views	101	73	176	196	83	303	33	254	233	437	78	1,967	1,801	49
subscribers				207	208	207	208	209	211	216	216			