MORTON GROVE
PUBLIC LIBRARY

LIBRARIAN'S REPORT
December 2024
Pam Leffler, Executive Director

Administration

Personnel

- Interviews for the new part-time Facilities and Maintenance Assistant were conducted at the end of December by Facilities Manager Ed Tamras and Business Manager Leighton Shell. We anticipate making an offer and having the position filled by mid- to late January.
- Adult and Teen Services Associate Ashley Miscevich resigned her position, though she agreed to help out with some weekend shifts to maintain adequate Info Desk coverage. A job posting for the position went live at the end of December, and we hope to have someone in the position by mid-January.
- Other personnel news can be found in the Department reports.

Automation & Technology

- Business Manager Leighton Shell and I met with Bryan Jones, our sales representative from OSG for our quarterly business review. We discussed the computer replacement schedule and determined that we will replace the staff computers in the Youth Services Department and a few others throughout the Library in the first quarter of 2025. The next batch of potential replacements won't come until sometime in 2026.
- Business Manager Leighton Shell and I met with Michael Slevin, of Impact Networking, for the quarterly review of our copier and maintenance contracts and overall copier/printer usage.
- Business Manager Leighton Shell continued his work on creating templates for reports and documents that we normally post on our website in order to ensure our compliance with the *Title II of the Americans with Disabilities Act*. He presented the template for Department Reports and the statistics charts to the managers at the December 11 Manager meeting. We will begin using the new templates for reporting starting with the January 2025 reports which will be distributed to the Board for the February 2025 meeting.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- Fieldwork on the 2024 audit continued.
- All departments wrapped up spending for 2024.

- I attended an Illinois Library Association Library Legislative meet-up on December 4 during which ILA legislative priorities were presented and discussed. A summary from the meet-ups will be included with my report.

Facilities

- I met with John Shales from SMC in early December to discuss our 2025 building priorities: renovation of the public multi-stall bathrooms, carpet and tile replacement at the east end of the library and Baxter Auditorium, and removal and retiling of the east stairs to the Youth Services Department. The tile and carpet removal may require asbestos abatement. At that meeting, John recommended that given the issues that need to be addressed with the bathroom renovation that we would need the services of the architect to ensure ADA compliance, etc. Given our previous relationship with Product Architecture + Design, I reached out to them. I met with Tiffany Nash from Product on December 12. The proposal from Product Architecture + Design for work related to the bathroom renovation and potential redesign of administrative spaces on the 2nd floor is in your packets for discussion at the January meeting.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- I was sworn in as Secretary of the Morton Grove Chamber of Commerce Board of Directors on Wednesday, December 4, 2024.

Events/Programs/Meetings

• Department Manager Meetings	December 11, 18
• ECC/Digital Library of Illinois Executive Committee meeting	December 18
• ILA Library Legislative Meetup	December 4
• Impact Networking meeting	December 18
• Library Board of Trustees Regular meeting	December 12
• Morton Grove Chamber of Commerce meeting/networking	December 4
• North Suburban Directors meeting	December 3
• OSG Quarter Business Update meeting	December 20
• Product Architecture + Design/Tiffany Nash meeting	December 12
• Shales McNutt/John Shales meeting	December 9
• Village of Morton Grove TIFF Joint Review Board meetings	December 19

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 Business Office
December 2024 Report
Leighton Shell, Business Manager

Since the last department report, I have worked on the following tasks. (since this is my first report, there may be some information that had been included in previous Executive Director reports)

Business Office

- Revised Accounts Payable process to include attaching PDF scans of invoices and checks to the bill records in the Sage 50 software for better accessibility.
- Shifted 2023 invoices into storage and 2024 invoices into secondary filing cabinet. Prepared folders and primary filing cabinet for 2025 invoices.
- Created Word document templates for department reports and Board packet documents to streamline conversion to digitally accessible PDFs.
- Assisted Executive Director with annual audit preliminary fieldwork.
- Begun process of converting past Board packet documents into digitally accessible versions.
- Performed weekly invoice payments, bi-weekly payroll, and monthly financial reconciliation work.

Human Resources

- Onboarded three new staff members: M. Kerz, I. Dewitt, and B. Barkat.
- Offboarded three staff members: S. Bodner, A. Solorzano, and K. Shah.
- Assisted with interviewing candidates for Facilities and Adult and Teen Services Departments.
- Audited current and recent employee I-9 documentation and resolved all Paycom incomplete I-9 records.

Meetings/Training/Etc.

- Sept. 12, 2024, attended HR Source training *Your Employee Handbook: Are You Up To Date?*
- Oct. 1-3, 2024, attended HR Source training *HR Essentials*.
- Nov. 7, 2024, attended HR Source 2024 Employment Law Conference.
- Nov. 21, 2024, participated in the RAILS webinar *Ask the Web Accessibility Expert*.
- Completed various Paycom online training courses including General System 101 for Administrators, Self-Onboarding 101 for Administrators, Report Center 101 for Administrators.

MGPL Access Services
December 2024 Report

Jeffrey Ray, Access Services Manager

Library Cards:

- 188 Library Cards registered

License Plate Sticker Renewals/Passport Acceptance:

- 25 License Plate Renewals
- 47 Passport Applications Accepted

Professional Development:

- 12/13/2024 Shawn Cherian attended CCS Circulation/ILL Advisory Committee meeting through Zoom.

Other Department Activity:

- 2,338 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,819 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 12,504 items were checked in by Circulation Staff.
- 775 items were added to the physical collection by Access Services staff.
- Access Services Circulation Staff completed inventory of the Morton Grove Public Library's physical collection. By doing this Access Services staff located materials that had been missing, cataloged incorrectly, and items with incorrect labels. Access Services Clerks did this by using lists created by Shawn Cherian to search our inventory. Items that were missing, cataloged incorrectly, and items needing label corrections were brought to Shawn to correct.

MGPL Adult and Teen Services
December 2024 Report

Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 34 programs with a total of 471 attendees.

While this month had fewer programs, several had high attendance, and we continued to see strong interest in our newer offerings. At the beginning of the month, The Full Swing Jazz Orchestra concert brought in 100 patrons on a Sunday afternoon. This confirms what we already know; our patrons love live music! Our hands-on sewing classes continue to generate high interest, with patrons signing up early and consistently filling the wait list. As a result, we have purchased two additional machines to increase class size. We will continue to offer programs with this popular instructor throughout 2025.

I am thrilled by our success in engaging with teens this month. At the Maine East High School Winter Reading event, Cailyn promoted library programs and handed out swag to over 200 students. On the two evenings that we hosted Teen Exam Cram, we welcomed over 35 teens into the library. They were very grateful for designated spaces to study, along with food and beverages. While only a handful stayed for the extra hour that we remained open for this program, it was easy to accommodate, and we anticipate larger numbers in the future. We are happy that we were able to support teens in a meaningful way.

Book/Media Displays

- Aids Awareness Month
- Read Between the Lyrics
- Let's Get Cozy
- Musical Biographies
- 2024 in Books
- Hallmark Movies

Book Rivers and Record Sets

- Best Graphic Novels of 2024
- Best Memoirs of 2024
- Let's Get Cozy
- New YA Releases

Library Aware Newsletters

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

- Favorite Reads of 2024

Continuing Education/Meetings/Webinars

- Melissa completed the course, AI Literacy for Library Workers, available through Infopeople.

MGPL Facilities and Maintenance
December 2024 Report
Edmon Tamras, Facilities Manager

- Installed new cables on both electronic charging stations.
- Changed the water filter on the water fountain across from YS info desk.
- Handrail fell off the wall in the stairwell by Lincoln entrance, fastened back on the wall.
- The bathroom across Circ desk needed attention, replaced the toilet seat and disinfected the area; also, the men's bathroom behind Baxter room toilet tank needed a new tank flapper due to water continuing to flow in the toilet bowl.
- The generator semi-annual Preventive Maintenance was completed by Buckeye Power Co.
- Midwest Mechanical installed a new heat exchanger for one of our rooftop units and a new inducer motor inside the furnace for the same unit. Midwest was called back on a later date because one of our furnaces was making loud noises; a new motor and bearings were installed.
- Ordered a new Dyson vacuum battery because the old one is not holding charge.
- CMFP, our fire alarm company was called out to fix an issue we had on 12/2/24.
- Continued to perform daily and weekly tasks:
    - Daily cleaning of the library and grounds.
    - Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Managed day-to-day building and ground operations.

MGPL Marketing & Engagement
December 2024 Report

Karina Guico, Marketing & Engagement Manager

Publicity/Promotion

The Marketing Team continues to promote and publicize library events, services, and news.

- Karina sent out weekly e-blast
- Bettina and Jan worked through projects, took on new tasks, and kept up with promotional and graphic requests in Karina's absence.
- Bettina created 23 new graphics and updated multiple items for AS and YS staff
    - Handled the start of the newsletter process and got the first proof to staff ready.
    - Continue to design and print materials for different library events/services for the different departments
    - Continued designing materials for the Winter Reading Challenge: log design, sticker design, bookplates, drawing slips, and prize box signs.
- Jan posted on social media 43 times
    - The "Nothing in My Brain" posts has 1,725 views and 96 likes on Instagram and has 1,856 views and 205 likes on TikTok. Followers left a few comments about how relatable the reel was.
    - We received a couple comments about how much they enjoyed the our Masterson Magic event.
- Jan took photos at events throughout the month and the photos were uploaded to Flickr. Select event recordings were posted on our YouTube channels.

Other Projects

- Karina edited the photographs from the Awkward Photo Shoot event and sent copies to the participants.

MGPL Youth Services
December 2024 Report

Courtney Schroeder, Youth Services Manager

Programming

In December we offered 42 programs for 1212 people.

As of December 31, we had 243 kids signed up for the **Winter Reading Challenge**. This year, the program runs from December 15 to January 31, which gives families who travel during the school break extra time to participate. So far, the reaction to the program has been positive and people seem excited to participate.

During the school break, we hosted a few **Winter Break Movies**, **New Year's Eve** events, and the **Sean Masterson Magic Show**, which attracted a room-capacity crowd. Our storytimes continue to bring many families into the library as well.

Katie's Drop-in **Snowman Craft** event was successful, and she mentioned that the drop-in format seemed to work well. Kids dropped by to make a snowman out of a sock and craft materials. She'll be looking to continue to provide those types of programs in the future.

Outreach

In December the outreach team visited 40 groups (1041 kids/teachers/parents) at schools. This month's outreach included representing the library at the Morton Grove Park District's Light Up the Park event where Debbie read stories and Jessie heading to the schools to promote the Winter Reading Challenge. This month we also created 5 book bags of 159 items for area classrooms.

Professional Development/Training/Meetings

In December the Youth Services staff attended the following professional development and training meetings:

- Natalie, Jessie, Debbie, and Amy all watched the webinar, Managing Your Own Emotions During Conflict.
- Debbie attended a webinar on Streaming Music Services for Libraries.
- Katie attended the Booklist webinar, Picture Books for Winter, Spring, and Beyond.
- Jessie watched the RAILS training on The Modern eAccessibility Landscape
- Courtney attended the RAILS YS Managers networking meeting.
- Debbie attended a meeting of the Advocate Health "Reading is a Right" initiative.
- Debbie attended the ECA Event Planning Committee and General Group meetings.
- Jess attended the IYSI Conference Planning Committee and Sub-committee Meetings.
- Debbie attended the ALA/ALSC training, Reaching Expectant and New Parents Through Community Partners.
- Amy watched the Right to Read documentary.

December Programming Statistics – Morton Grove Public Library

Adult Programs

Program Name	No. of Sessions	Total Attendance
Chair Yoga (Online)	1	25
Chair Yoga (In person)	2	35
Crafting for Charity	2	26
Tuesday Movies	4	75
Social Seniors: Bingo	1	14
Social Seniors: Arts & Crafts	1	11
Social Seniors: Trivia	1	5
Sew a Tote Bag	1	4
Indie Movie Night	1	7
Using Google Maps on Your Smartphone	1	2
In Full Swing Jazz Orchestra Concert	1	95
Board Game Night	1	2
Adult and Teen Arts & Craft	1	7
DNA and Genealogy Research Simplified	1	8
Name That Tune (Online)	1	5
Someday is Today (Hybrid)	1	39
ESL Games and Gab (Conversation)	1	4
Virtual Screening: Little Women: The Musical (Online)	1	0
Readpool (Online	1	3
LitLounge	1	7
Between the Lines	1	6
Between the Lines (Online)	1	5
Senior Activity Kits	1	29
ESL Kits	1	9
Seed Library	1	3
Total Adult Programs	**30**	**426**

Teen Programs

Program Name	No. of Sessions	Total Attendance
LitLoot	1	9
Finals Exam Cram	2	36
Pop-up Teen Hangout	1	0
Total Teen Programs	**4**	**45**

Youth Programs

Program Name	No. of Sessions	Total Attendance
Anime Club	1	1
Bedtime Stories & More	1	12
Build-a-Reader Storytime: Things That Go	1	18
Crafty Saturday	1	37
Family Dance Party	1	26
Family Engineering Night	1	36
Family Storytime	1	0
Lego Builders	1	23
Listen Up	6	158
Mathematics Circus	1	15
Middle School Hangout	1	5
Monday Morning Playgroup	5	102
New Year's Craft: Crown	1	78
New Year's Eve Storytime	1	23
Preschool Storytime	3	50
Sean Masterson Magic Show	1	166
Snowman Drop-in Craft	1	20
STEMonade Stand	3	277
Toddler Time	3	68
Wee Read	6	73
Winter Break Movie	2	24
Total Youth Programs	**42**	**1,212**

Library Wide Programs

Program Name	No. of Sessions	Total Attendance
The Magic of Raina Telgemeier (Online)	1	8
Total Library Wide Programs	**1**	**8**

YS Talks/Tours Inside the Library

Program Name	No. of Sessions	Total Attendance
None	0	0
Total YS Talks/Tours Inside the Library	**0**	**0**

ATS Talks/Tours Inside the Library

Program Name	No. of Sessions	Total Attendance
None	0	0
Total ATS Talks/Tours Inside the Library	**0**	**0**

YS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Children's Bright Beginnings	2	25
Golf	2	47
Hynes	3	180
Jerusalem Lutheran	1	27
Melzer	18	380
Morton Grove Park District Preschool	2	29
MGPD Light Up the Park	1	125
Nature Pals Preschool	1	3
Park View	5	90
Poko Loko	5	135
Total YS Talks/Visits Outside the Library	**40**	**1,041**

ATS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Maine East High School Winter Reading	1	200
Total ATS Talks/Visits Outside the Library	**1**	**200**

Marketing & Engagement Outreach

Program Name	No. of Sessions	Total Attendance
Village Neighborhood Outreach Event		
Total Marketing & Engagement Outreach	**0**	**0**

01/01/2025

Morton Grove Public Library
Monthly Statistics
For 12/2024

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	Checkin Leap In Hous	1281
Checkins at your stations	Self Check in	11
Checkins at your stations	Checkin Leap Invento	1
Checkins at your stations	Quick Check in	21
	Total Checkins	12504
Checkouts at your stations	Leap Checkout and Renewal	4724
Checkouts at your stations	Self check Check out	6094
	Total Checkouts	10818
Renewals at your stations	Auto-renewal	8413
Renewals at your stations	Power PAC Renewal	94
Renewals at your stations	Leap Checkout and Renewal	286
Renewals at your stations	Third party renewal	66
Renewals at your stations	Self check Check out	27
	Total Renewals	8886
Number of your Library's items checked out system-wide		10764
Number of your Library's unique items checked out system-wide		9810

Holds Placed through your interface		2814
Holds placed for/by your patrons		3008
Holds Held		2819
Holds Located		0
Holds Checkedout		2435
Holds Expired		0
Holds Cancelled		514
Holds Unclaimed		323
Number Of Items Currently Out		12081
Existing "MortonGrove" patron received new barcode		26
Patron Expiration Date Extended More Than 30 Days:		42
Count of physical patron records at beginning of 12/2024		9992
Minus Patron records physically deleted		56
Minus Patron library was changed from "MortonGrove" to some other CCS librar		2
Plus Patron records physically added		188
Plus Patron library was changed from some CCS library to "MortonGrove"		2
Count of physical patron records at end of 12/2024		10124
Minus In-House and Test Cards		9
Minus Expired Cards		347
Unexpired Patrons on file		9768
Leap Registration	Patron Lib=MortonGrove	188
Leap Registration	Patron Lib=CCSL	6

Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		1868
Number of items lent by your library to a CCS library		2338

01/01/2025

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
12/2024 - 12/2024

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/Borrowing Library*
2. *Lent Intra-CCS - To CCS Libraries*
3. *Lent Other Ill. - To Other Libraries or Systems in Illinois*
4. *Lent Outside Ill. - To Libraries Outside of Illinois*
5. *Total Lent - 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*
8. *Borrowed Intra-CCS - From CCS Libraries*
9. *Borrowed Inter-CCS - From Non-CCS Libraries*
10. *Total Borrowed -*

Lending/Borrowing Library	Lent Intra-CCS	Lent Other Ill.	Lent Outside Ill.	Lent Total	Percent Held	Percent Intra-CCS	Borrowed Intra-CCS	Borrowed Inter-CCS
Algonquin	2,234	146	25	2,405	2.82	3.44	1,724	28
Cary	1,110	54	10	1,174	2.80	1.71	1,855	45
CCSL	0	0	0	0	0.00	0.00	0	0
Crystal Lake	1,778	134	36	1,948	2.67	2.74	2,705	36
Des Plaines	3,980	215	230	4,425	4.83	6.12	2,361	108
Ela	2,552	118	0	2,670	2.93	3.93	3,038	14
Evanston	2,788	94	83	2,965	5.54	4.29	3,884	38
Fox River Valley	2,336	86	25	2,447	2.62	3.59	1,743	33
Fremont	1,803	82	15	1,900	1.86	2.77	2,618	15
Glencoe	1,167	66	26	1,259	2.20	1.80	641	39
Glenview	3,546	189	80	3,815	4.35	5.46	2,754	31
Grayslake	2,270	75	9	2,354	2.89	3.49	1,935	21
Highland Park	2,084	137	51	2,272	3.95	3.21	2,718	55

Lending/Borrowing Library	Lent Intra-CCS	Lent Other Ill.	Lent Outside Ill.	Lent Total	Percent Held	Percent Intra-CCS	Borrowed Intra-CCS	Borrowed Inter-CCS
Huntley	1,431	72	5	1,508	2.62	2.20	1,935	33
Indian Trails Public Library	2,207	101	55	2,363	2.98	3.40	3,629	73
Lake Forest	1,086	61	0	1,147	2.81	1.67	1,195	8
Lake Villa	1,914	84	30	2,028	2.12	2.94	2,322	0
Lincolnwood	873	37	6	916	2.09	1.34	602	3
McHenry	399	16	2	417	2.47	0.61	933	0
Morton Grove	1,638	30	12	1,680	3.26	2.52	1,692	22
Mount Prospect	4,685	178	0	4,863	5.99	7.21	2,174	86
Niles	3,401	132	54	3,587	4.46	5.23	2,166	24
Northbrook	2,700	152	142	2,994	4.33	4.15	3,088	35
Palatine Public Library	3,301	110	38	3,449	3.83	5.08	4,968	15
Park Ridge	1,983	76	61	2,120	3.08	3.05	2,392	25
Prospect Heights	1,533	60	18	1,611	2.44	2.36	836	15
Round Lake	1,431	23	57	1,511	2.86	2.20	622	2
Warren-Newport Public Library	1,378	0	0	1,378	3.00	2.12	2,170	72
Waukegan	1,179	11	0	1,190	2.62	1.81	557	0
Wilmette	2,829	128	57	3,014	4.31	4.35	3,360	36
Winnetka-Northfield	2,220	50	9	2,279	2.80	3.42	1,466	25
Zion-Benton	1,158	86	52	1,296	2.46	1.78	910	6
Total	64,994	2,803	1,188	68,985	100.00	100.00	64,993	943

2025 Library Statistics – Morton Grove Public Library

CIRCULATION

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Total Checkouts (physical material)	11,675	11,305	11,559	11,180	10,689	13,643	13,696	11,558	10,010	11,799	11,343	10,818	**139,275**	145,096	11,577
Total Renewals (physical material)	9,298	9,097	9,767	9,291	8,861	8,739	9,780	10,251	9,195	8,978	9,123	8,886	**111,266**	113,085	8,975
Downloading/Streaming															
eBooks	2	2,074	2,141	2,039	2,138	2,234	2,391	2,429	2,376	2,425	2,440	2,565	**25,254**	25,447	2,168
eAudiobooks	2,118	1,950	2,102	2,049	2,117	1,985	2,198	2,209	2,114	2,219	2,258	2,387	**25,706**	22,750	1,910
Movies	657	716	791	665	676	910	737	734	893	749	799	760	**9,087**	7,781	629
Music	146	112	141	165	122	115	134	124	106	143	168	135	**1,611**	1,170	95
Magazines	911	754	1006	520	843	645	696	569	762	725	808	785	**9,024**	4,683	783
Total Circulation	**24,807**	**26,008**	**27,507**	**25,909**	**25,446**	**28,271**	**29,632**	**27,874**	**25,456**	**27,038**	**26,939**	**26,336**	**321,223**	320012	26137
In-House Use	1,136	1,549	1,356	1,534	1,351	1,847	1,919	1,536	1,022	1,552	1,524	1,281	**17,607**	20,954	1,644

PATRONS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Gate Count	9,312	10,065	10,720	11,627	10,186	12,135	11,865	10,727	8,649	10,123	8,747	8,128	**122,284**	121507	9808
Curbside Appointments	6	3	8	3	0	2	3	3	4	1	2	1	**36**	0	0
Active Cards	9,528	9,564	9,608	9,650	9,666	9,718	9,755	9,792	9,495	9,626	9,594	9,768	**n/a**	n/a	9,483
Other (NR Fee, Org, etc)	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0
% of MG pop w/ active cards	40%	40%	40%	40%	40%	40%	40%	40%	39%	40%	40%	40%	**n/a**	n/a	40%

REFERENCE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Adult															
Technology and Reference	712	772	863	885	824	1,137	867	1,015	885	846	820	888	**10,514**	10,159	725
Directional/General Library Info	883	908	882	1,214	993	1,171	1,154	1,012	997	1,195	867	916	**12,192**	9,908	762
Reading Program	0	0	0	0	16	195	72	0	0	0	0	0	**283**	386	2
Youth															
Technology and Reference	461	491	513	537	446	661	690	561	540	677	598	400	**6,575**	4,521	536
Directional/General Library Info	447	395	419	559	380	656	697	452	372	539	451	386	**5,753**	5,512	393
Reading Program	174	6	3	5	8	1,701	651	33	5	7	36	223	**2,852**	2,420	278
Circulation															
General Info	105	120	128	130	88	85	96	87	81	78	72	108	**1,178**	1,387	124
Directional	96	106	115	127	101	106	121	118	100	91	79	119	**1,279**	1,572	130
Total Reference Questions	**2,878**	**2,798**	**2,923**	**3,457**	**2,856**	**5,712**	**4,348**	**3,278**	**2,980**	**3,433**	**2,923**	**3,040**	**40,626**	**37,165**	**2,950**

OUTREACH

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Offsite Visits	24	38	29	34	56	6	8	6	34	27	34	41	**337**	308	52
Audience	592	1,007	525	897	1,627	150	345	724	743	943	752	1,412	**9,717**	8,687	1,166
In Library Visits	0	0	2	1	0	1	0	0	5	3	0	0	**12**	13	2
Audience	0	0	104	11	0	58	0	0	105	59	0	0	**337**	341	49
School Deliveries	5	5	3	4	2	9	3	1	4	6	4	5	**51**	52	2
Items	68	82	19	71	16	401	73	27	53	130	104	159	**1,203**	1,193	159
Homebound Deliveries	11	12	13	14	9	15	15	15	12	10	19	13	**158**	193	17
Items	88	130	138	113	87	165	134	143	123	122	198	128	**1,569**	1,626	151

TECHNOLOGY/INTERNET USE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Public Access Computers															
Sessions	707	768	813	694	704	880	909	820	727	735	637	593	**8,987**	9835	761
Total Time (hrs)	543	662	704	577	677	777	842	789	689	630	514	515	**7,919**	7968	646
AWE Early Learning Computers															
Sessions	469	459	573	412	346	428	419	401	325				**3,832**	0	n/a
Total Time (hrs)	125	114	185	125	112	109	139	135	115				**1,158.15**	0	n/a
Public Scan Stations															
Scans	981	1,644	1,493	1,263	756	962	1,880	1,361	2,021	2,373	1,025	968	**16,727**	16363	2585
Faxes (pages)	262	188	203	150	242	251	227	284	181	229	250	171	**2,638**	1627	159
Databases/Online Resources															
Sessions	840	1,251	1,160	1,208	1,051	1,025	1,366	1,299	1,216	1,251	1,085	1,055	**13,807**	8,483	703
Searches	2,414	2,946	3,045	3,002	2,720	2,944	2,821	3,639	2,654	2,646	2,471	2,910	**34,212**	31,441	2337
Public WiFi Use															
Sessions	3,034	3,360	3,202	3,416	2,989	3,268	3,333	2,952	3,101	3,488	3,281	3,173	**38,597**	40,403	3,549
Website															
Website Visits	12,804	10,418	1,098	10,692	10,565	13,955	15,159	11,504	11,221	12,422	11,069	9,787	**140,694**	143,075	9,400

LIBRARY PROGRAMMING

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Adult															
Number of Program Sessions	38	39	41	39	35	39	39	34	45	46	32	30	**457**	446	34
Total Attendance	625	762	836	781	625	596	849	556	768	826	521	440	**8185**	8854	445
Teen															
Number of Program Sessions	2	1	1	5	0	2	1	1	1	2	0	4	**20**	20	2
Total Attendance	9	8	0	23	0	8	22	5	7	30	0	45	**157**	100	12
Youth															
Number of Program Sessions	51	45	52	53	48	51	63	42	45	53	48	42	**593**	604	44
Total Attendance	1,378	1,321	1,191	1,410	1,013	1,630	3,447	1,309	1,020	1,676	1,436	1,212	**18,043**	16758	1221
Library Wide															
Number of Program Sessions	0	1	2	2	2	2	0	1	0	1	0	1	**12**	5	0
Total Attendance	0	33	151	211	148	502	0	472	0	1	0	8	**1,526**	860	0

SOCIAL MEDIA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Facebook															
Posts	25	21	20	20	25	25	31	26	17	22	24	17	**273**	285	24
Total Page Likes	2,516	2,525	2,533	2,536	2,536	2,557	2,567	2,578	2,584	2,592	2,598	2,595	**n/a**	n/a	2,502
Engagements + Clicks	385	176	60	204	267	381	276	233	467	242	417	95	**3,173**	3,650	285
Page Reach	27,300	6,138	8,278	4,635	4,324	8,219	3,800	5,400	4,500	5,800	4,700	2,200	**85,294**	42,025	2,580
X (formerly Twitter)															
Posts	8	4	1	** we are no longer posting to X (Twitter) **									**13**	253	1
Total Followers	831	831	836										**n/a**	n/a	824
Engagements + Clicks	9	3	0										**12**	482	0
Instagram															
Posts	41	37	38	38	33	48	33	43	35	79	31	24	**480**	735	36
Total Followers	1,486	1,526	1,564	1,573	1,592	1,648	1,741	1,803	1,814	1,831	1,839	1,842	**n/a**	n/a	1,447
Engagements + Clicks	1,421	735	611	608	364	364	1,419	591	669	785	929	375	**8,871**	10,260	892
YouTube															
Videos	1	2	4	5	2	4	1	1	1	5	3	1	**30**	46	1
Views	87	162	121	176	75	151	22	6	12	768	245	30	**1,855**	2,911	74
Subscribers	244	244	251	255	256	259	258	259	260	263	266	267	**n/a**	n/a	242
TikTok															
Posts	8	5	5	6	4	4	4	3	7	3	4	2	**55**	55	5
Total Followers	373	381	394	408	408	408	481	542	595	607	640	654	**n/a**	n/a	322

MEETING ROOM USAGE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Activity Room															
Library	39	37	42	42	39	38	32	31	38	41	40	32	**451**	459	34
Outside Use	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0
Baxter Auditorium															
Library	34	28	34	41	31	34	30	24	32	33	28	29	**378**	372	30
Outside Use	2	7	4	4	2	4	2	0	1	5	5	3	**39**	29	6
Cooperman Room															
Library Use	0	0	4	7	7	7	7	6	7	13	22	50	**130**	0	0
Outside Use	0	0	0	0	0	0	0	0	0	0	0	0	**0**	0	0

STUDY ROOM USAGE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Reservations	306	370	354	317	323	308	311	313	358	414	315	285	**3,974**	3578	272
Total Time	681.5	867.5	784	689.5	675.5	682.5	651.5	737	752.5	885.5	650	601	**8,658**	7928.5	573

OTHER/MISCELLANEOUS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Volunteer Hours															
Adult	132.4	196.51	89.21	99.4	90.32	95.46	107.6	116.3	94.53	149.29	125.04	99.52	**1,395.58**	1119.29	119.29
Teen	26.5	0.5	1.5	3	18	36.7	63.4	37.55	1	0	0	0	**188.15**	116.98	0