MORTON GROVE
PUBLIC LIBRARY

LIBRARIAN'S REPORT
February 2025
Pam Leffler, Executive Director

Administration

Personnel

- Training of new staff continued throughout the month of February.
- Annual evaluations for 2024 continue to be finalized by the Department Managers.
- Other personnel news can be found in the Department reports.

Automation & Technology

- Business Manager Leighton Shell completed updating staff computers to Windows 11.
- Our next round of computer replacements will be the YS staff computers. As mentioned in an email to the trustees, after some further discussions with Trustee Puzzo and our rep from OSG, ultimately, we able to get better computers than originally quoted for the staff at a significant reduction in price (approximately $10,000 less!). These are scheduled to be replaced in early/mid-March.
- OSG continues routine and general maintenance of our computers and other automation systems.

Legal/Financial/Policy

- We are still occasionally fielding last minute requests from Sikich for further information and/or documentation, but the primary fieldwork for the 2024 audit has been complete.
- Business Manager Leighton Shell and I have been reviewing the Employee Handbook to make sure that any 2025 changes to Illinois law as they pertain to workers and working conditions in the state are accurately reflected. At the next Policy Committee meeting (to be scheduled in late March/early April) in addition to the regular review of policies, we will be reviewing a new Anti-Bullying policy.

Facilities

- Product Architecture + Design has produced 4 preliminary designs for the bathroom remodel. I met with Tiffany Nash and Dan Pohrte from Product on February 24 to discuss potential pros/cons of each design. The designs are included in your packet with the notes on the design that we agreed upon.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

Miscellaneous

- While we have had a relatively mild winter, we did have one day, Wednesday, February 12, where we closed the library early due to inclement weather.

Events/Programs/Meetings

• ECC/Digital Library of Illinois Executive Committee meeting	February 19
• ILA – What Your Library Needs to Know about Immigration Enforcement	February 6
• Library Board of Trustees Regular meeting	February 13
• Morton Grove Chamber of Commerce meeting	February 6
• North Suburban Directors Meet-Up	February 24
• RAILS Member Update	February 11
• RAILS – Neurodiversity-Affirming Practices for Library Workers and Patrons	February 20
• RAILS – Siloed No More: Creating a Library System Map	February 6
• RAILS – Social Media Best Practices for Library Trustees	February 7

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 Access Services
February 2025 Report

Jeffrey Ray, Access Services Manager

Library Cards:

- 84 Library Cards registered

License Plate Sticker Renewals/Passport Acceptance:

- 15 License Plate Renewals
- 119 Passport Applications Accepted

Professional Development:

- 1/23/25 Jeffrey Ray attended LACONI CSS Committee meeting.

Other Department Activity:

- 2,249 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 2,871 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 12,143 items were checked in by Circulation Staff.

MGPL Adult and Teen Services
February 2025 Report

Melissa Mayberry, Adult and Teen Services Manager

Programming

This month, we had 39 programs with a total of 560 attendees.

Food is always a popular theme for our patrons, and this month we offered two engaging programs centered around it. The first event, held just before Valentine's Day, featured an enlightening lecture on the history of chocolate that included samples, giving patrons a delicious connection to the topic. In the second event we were excited to host Chef Tony Cannon, who conducted a live cooking demonstration. Chef Cannon showcased his culinary expertise, sharing cooking tips and providing samples for attendees to savor. The demonstration was followed a short discussion on the African American experience.

We once again celebrated the Oscars with an Oscar Predication contest and an After Dark screening of an Oscar-nominated film. Although the movie we showed, Wicked, did not win in any major categories, it proved to be a great choice, as over 100 patrons came to the event.

Getting teens to attend programs in the library can be challenging, so it was encouraging to see their participation in two events this month: Teen Hangout and the Teen Volunteer Drop-in.

I was off in the month of February for medical reasons, and I would like to acknowledge the efforts of the ATS staff to ensure that the department ran smoothly in my absence. Many of the staff took on additional responsibilities and I am grateful to have a capable and supportive department.

Book/Media Displays

- Celebrating Black Voices
- Listen to Me (audiobook bios)
- A Day in the Life
- Oscars: Movies and Actor Biographies
- Romance Showmance
- Teen Romance

Book Rivers and Record Sets

- Black History Month - Graphic Novels
- Head Over Heels
- If You Like Squid Game

Library Aware Newsletters

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

Continuing Education/Meetings/Webinars

- Mark attended Library Customer Service and Adult Programs for People Living with Dementia
- Mark and Nate attended Low Morale in Libraries: Impacts and Countermeasures
- Wynn attended Keeping Up with Books: 2024 Year in Review Presented by Novelist
- Wynn attended Author Events for Adults Networking Group Kickoff Meeting presented by RAILS
- Wynn attended ALMA Book Buzz
- Cailyn attended CamCat Books' Spring Highlights!
- Nate attended Booklist - Graphic Novels for All
- Bobby attended AI technology in libraries

MGPL Business Office
February 2025 Report
Leighton Shell, Business Manager

Business Office

- Continued assisting Executive Director with compiling information for 2024 audit walkthrough requests.
- Performed standard weekly invoice processing and bill paying and standard bi-weekly payroll processing.
- Started assessing business office filing cabinets for reorganization.

Human Resources

- Started work on creating Personnel Action Forms in Paycom system to take advantage of Paycom functionality. Waiting on results of initial testing by Department Heads.
- Finalized draft Anti-Bullying Policy for consideration by the Policy Committee

IT Liaison

- Completed project of updating 21 library computers from Windows 10 to Windows 11.
- Assisted Access Services with reinstalling Polaris on ILL staff computer.
- Assisted Marketing with initial integration of Niche Academy with library website.
- Assisted Maintenance staff with setting Info East printer as default printer.
- Outsource Solutions performed a successful test restore of library servicers from backup files.
- Outsource Solutions will begin round two of staff computer replacement on Tuesday, March 11th.

Meetings/Training/Etc.

- On Wednesday, February 19th, I provided some simple training for YS staff on the new Niche Academy product to give them an idea of what the software is capable of.
- On Monday, February 24th, I met with Karina G./Marketing to plan out the integration of the new Niche Academy software with our website.
- On Wednesday, February 26th, I sat in on a webinar from Blue Cross Blue Shield Illinois titled, "Meeting Your Employees Wellness Needs in 2025". Topics included the AlwaysOn Wellness app, Fitness Program updates, and health education offerings.
- On Tuesday, March 11th, I sat in on a HR Source Member Benefits Review webinar.
- In between meetings, I also participate in email lists for the North Suburban Library Peer Hub and the Library Administrative Assistant Networking Group (LAANG). I also participate in the Paycom Discussion Group on Facebook and the Niche Academy Users Group on Facebook.

MGPL Facilities and Maintenance
February 2025 Report
Edmon Tamras, Facilities Manager

- Training our new weekend maintenance assistant on job duties.
- Midwest Mechanical performed the quarterly preventive maintenance on the HVAC units. A new pully was installed on the unit that serves the YS area, it's covered by our contract. During the PM's, Kevin and I noticed a furnace that was connected to a higher amperage circuit breaker than what its rated for, not very safe; I went and purchased new breakers with correct amps and installed, Kevin installed a new toggle switch that was damaged.
- Installed a new light fixture in the elevator room.
- The elevator went out of service, called the company and had a technician fix the problem.
- Replaced some outdoor light fixture bulbs that were out.
- YS info desk: the baseboard strip of metal that was wrapped around the desk was sticking out, I unscrewed half of the strip and made necessary bends and screwed back on.
- Tightened the YS bathroom door handles as they started to get loose.
- Installed the new electronic equipment charging stations.
- I continue to make changes to our outdoor lighting timer as we gain more daylight.
- Used the carpet extractor to spot clean carpet where salt stains were very apparent.
- Maintaining the vending machine by restocking and making any small repairs needed.
- Snow removal and salting around the library.
- Continue to make changes to our outdoor lights timers.
- 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
February 2025 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 and a targeted kids e-blast to promote Caudill Cup and other event.
- Karina created a library account on Meetup.com to promote Board Game Night event.
- The Marketing Team proofread the newsletter copy and Bettina started layout of the April-May issue.
- Bettina created 12 new graphics and updated multiple items for AS and YS staff
- Jan posted on social media 49 times
    - The "Have You Seen Reality" reel on Instagram has 3,078 views and 101 likes and the "Libraries are Boring" reel has 1, 494 views and 74 likes.
    - On Facebook, content interactions increased by 4.3%, reach increased by 52.5%, and profile visits increased by 6.5%.
- 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 trained Luke on LibraryAware. Luke will start compiling the monthly New Fiction e-newsletter.

Community and Staff Engagement

- Karina put together staff treats for Valentine's Day. Cailyn dressed up as cupid and distributed them to staff working that day.
- Karina attended the Villages Neighborhood Outreach Event and chatted with community members about library services.
- Karina put together items for Debbie to bring to an outreach event.

Meetings and Training

- Karina attended managers meeting
- Karina watched the recording for the RAILS webinar "Top 10 Tips for Library Grand Sucess"
- Karina attended webinar "From Insights to Action: Using Public Library Data for Decision-Making, Strategic Planning, and Advocacy"
- Karina attended webinar "Boost Your Library's Reach: Let's Talk E-Resources Marketing!"
- Karina met with Leighton to discuss Niche Academy on the website
- Marketing Team met with Mark to discuss publicity and marketing needs for library databases.

MGPL Youth Services
February 2025 Report

Courtney Schroeder, Youth Services Manager

Programming

In February we held 50 programs for 1214 people.

This month, Natalie's **Candy Creations** class explored Cookie Decorating with all types of frostings and candy embellishments. Kids seem to be having fun with this series as the same kids return for subsequent classes.

This year we ran the 10th of our annual (except for 2021) **Valentine's Card Making** out in the department. It's always fun to see people come in to decorate cards for loved ones and many adults without kids come down to have a bit of fun. We especially love with our littlest patrons create special cards for the staff at the desk and show off their creativity.

This month's **Worldwide Storytime** brought several members of Morton Grove's Lake Street Church, Tzedek Chicago, and the Muslim Community Center Interfaith Committee. It focused on faith and ways people of all faiths express kindness throughout the world. The event welcomed 33 attendees and was a huge success.

Outreach

In February the outreach team visited 27 groups (570 kids/teachers/parents) at schools and welcomed two preschool groups for a Mini Music Makers class here at the Library. We also welcomed classes from Molloy and Jerusalem Lutheran for unfacilitated visits to the building. This month we also created 4 book bags of 94 items for area classrooms.

Professional Development/Training/Meetings

In February the Youth Services staff attended the following professional development and training meetings in addition to the staff introduction to Niche Academy with Leighton:

- Jess attended the Illinois Youth Services Institute (conference).
- Stephanie watched the Booklist webinar, Disney Publishing 2025 Preview.
- Katie and Debbie watched the Booklist webinar, MacKids Spring Preview 2025.
- Debbie attended a workshop on Early Childhood Education and Care Information.
- Jessie, Natalie, and Courtney attended the 2-day virtual Power Up conference for leaders in Youth Services.
- Jessie watched the first three segments from the documentary Sold a Story on The Science of Reading from RAILS.
- Debbie attended the RAILS Preschool Outreach Programmers networking meeting.
- Jess watched segments 2-7 of The Science of Reading webinar from RAILS.
- Jess attended the IYSI Subcommittee Meeting, finalizing plans for the conference.
- Debbie attended the ECA Events Committee Meeting.

- Courtney represented MGPL at the FCCLA Storytelling Competition, judging high schoolers at the regional competition for preschool storytelling.
- Debbie attended a meeting of the Advocate Health “Reading is a Right” initiative.

This month, in addition to planning and attending the conference, Jess presented at the Illinois Youth Services Institute on their Puzzle Gauntlet and Jr. Puzzle Gauntlet programs, encouraging librarians from across the state to provide these entertaining and educationally engaging programs. Before leaving the conference, Jess messaged me with the following:

> The ILA rep started reading closing remarks at lunch, stopped, and then declared, "I just attended Jess Alexander's session, and it restored my faith in libraries. This conference is great."

We are so proud of all of our staff but knowing that librarians throughout the state can see how great they are too is always incredibly affirming.

February Programming Statistics – Morton Grove Public Library

Adult Programs

Program Name	No. of Sessions	Total Attendance
Tuesday Movie	4	74
An Evening with James McBride (Online)	1	16
Indie Movie Night	1	4
ESL Games & Gab (Conversation)	1	3
Crafting for Charity	2	25
Chocolate: History, Health Benefits and Romance	1	35
Board Game Night	1	7
Adult and Teen Arts & Crafts	1	10
Social Seniors: Arts & Crafts	1	8
Job Search Like a Pro: Interviewing (Online)	1	15
Chair Yoga (In Person)	1	18
Social Seniors: Trivia	1	8
Cooking Presentation: I'm More Than You Think I Am!	1	23
Slowing Down with Amy Tan (Online)	1	19
Social Seniors: Wits Workout	1	8
Job Search Like a Pro: AI, ATS, LinkedIn, Video Interviewing & Biometrics (Online)	1	19
Tech Talk: Wireless Printing (Online)	1	5
Using Google Translate on Your Smartphone	1	4
Chair Yoga (Online)	1	24
MGPL After Dark Movie: Wicked	1	105
Between the Lines	1	8
Between the Lines (Online)	1	8
Readpool (Online)	1	4
Book a Librarian	3	3
Creative Space	1	1
Oscar Prediction Ballots	1	55
Senior Activity Kits	1	28
ESL Kits	1	9
Job Searching Kits	1	2
Total Adult Programs	**35**	**548**

Marketing & Engagement Outreach

Program Name	No. of Sessions	Total Attendance
Neighborhood Outreach Meeting	1	20
Total Marketing & Engagement Outreach	**1**	**20**

Teen Programs

Program Name	No. of Sessions	Total Attendance
Teen Volunteer Drop-In	1	3
LitLoot	1	3
Teen Hangout	1	3
Total Teen Programs	**3**	**9**

Youth Programs

Program Name	No. of Sessions	Total Attendance
Anime Club	1	2
Bedtime Stories & More	1	8
Candy Creations: Cookie Decorating	1	15
Chess Academy	1	10
Cozy Afternoon: Puzzles and Playaways	1	0
Crafty Saturday	1	35
Drama Club/Homeschool Drama Club	2	16
Family Engineering Night	1	19
Family Reads Book Club	1	8
Family Storytime	1	10
Fearless readers Book Club	1	7
Goofball Science	1	2
Lego Builders	1	6
Listen Up	8	184
Make & Take Playgroup	1	30
Mathematics Circus	1	11
Middle School Hangout	1	7
Mini Music Makers	1	26
Monday Morning Playgroup	4	105
Preschool Storytime	3	61
Puzzle Gauntlet/Jr. Puzzle Gauntlet	2	14
STEMonade Stand	2	139
Toddler Time	3	73
Valentine Card Making	1	229
Wee Read	8	164
Worldwide Storytime: Faith Around the World	1	33
Total Youth Programs	**50**	**1214**

Library Wide Programs

Program Name	No. of Sessions	Total Attendance
Total Library Wide Programs	**0**	**0**

YS Talks/Tours Inside the Library

Program Name	No. of Sessions	Total Attendance
Daycare Mini Music Makers	1	14
Total YS Talks/Tours Inside the Library	**1**	**14**

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	43
Hynes	3	180
Jerusalem Lutheran	1	23
MCC/MEC	1	13
Melzer	3	54
MG Park District Preschool	3	35
Nature Pals Daycare	1	3
Park View	5	95
Poko Loko	5	89
Sunny Bunny	1	10
Total YS Talks/Visits Outside the Library	**27**	**570**

ATS Talks/Visits Outside the Library

Program Name	No. of Sessions	Total Attendance
Famished for Fiction	1	3
Total ATS Talks/Visits Outside the Library	**1**	**3**

Morton Grove Public Library
Monthly Statistics
For 02/2025

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	10479
Checkins at your stations	Checkin Leap In Hous	1592
Checkins at your stations	Quick Check in	37
Checkins at your stations	Self Check in	17
Checkins at your stations	Checkin Leap Invento	18
	Total Checkins	12143
Checkouts at your stations	Self check Check out	6353
Checkouts at your stations	Leap Checkout and Renewal	4125
	Total Checkouts	10478
Renewals at your stations	Auto-renewal	8304
Renewals at your stations	Power PAC Renewal	93
Renewals at your stations	Leap Checkout and Renewal	280
Renewals at your stations	Third party renewal	64
Renewals at your stations	Self check Check out	19
	Total Renewals	8760
Number of your Library's items checked out system-wide		10388
Number of your Library's unique items checked out system-wide		9621

Holds Placed through your interface		2924
Holds placed for/by your patrons		3091
Holds Held		2871
Holds Located		0
Holds Checkedout		2580
Holds Expired		2
Holds Cancelled		446
Holds Unclaimed		293
Number Of Items Currently Out		12495
Existing "MortonGrove" patron received new barcode		23
Patron Expiration Date Extended More Than 30 Days:		4
Count of physical patron records at beginning of 02/2025		10292
Minus Patron records physically deleted		36
Minus Patron library was changed from "MortonGrove" to some other CCS librar		4
Plus Patron records physically added		84
Plus Patron library was changed from some CCS library to "MortonGrove"		0
Count of physical patron records at end of 02/2025		10336
Minus In-House and Test Cards		9
Minus Expired Cards		359
Unexpired Patrons on file		9968
Leap Registration	Patron Lib=MortonGrove	84
Leap Registration	Patron Lib=CCSL	8

Monthly ILLINET numbers

Number of items borrowed by your library and supplied by a CCS library	1889
Number of items lent by your library to a CCS library	2249

Morton Grove Public Library
MONTHLY CCS INTERLIBRARY LOAN ACTIVITY
02/2025 - 02/2025

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	2,889	185	7	3,081	2.80	4.22	2,026	36
Cary	1,317	72	23	1,412	2.79	1.92	2,150	46
CCSL	3	0	0	3	0.00	0.00	2	0
Crystal Lake	1,690	181	38	1,909	2.66	2.47	3,131	38
Des Plaines	4,178	282	227	4,687	4.80	6.10	2,525	128
Ela	2,515	140	0	2,655	2.88	3.67	3,201	19
Evanston	3,153	75	58	3,286	5.46	4.61	3,750	43
Fox River Valley	2,344	111	22	2,477	2.61	3.42	1,667	24
Fremont	1,876	108	21	2,005	1.85	2.74	2,754	24
Glencoe	1,309	63	30	1,402	2.20	1.91	636	20
Glenview	3,781	195	98	4,074	4.34	5.52	2,502	52
Grayslake	2,258	65	23	2,346	2.86	3.30	2,255	21
Highland Park	2,402	173	84	2,659	3.95	3.51	2,894	47
Huntley	1,472	99	8	1,579	2.62	2.15	2,214	18

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
Indian Trails Public Library	2,436	159	65	2,660	2.97	3.56	3,268	102
Lake Forest	1,168	81	1	1,250	2.81	1.71	1,248	11
Lake Villa	1,801	112	25	1,938	2.10	2.63	2,712	0
Lincolnwood	981	49	11	1,041	2.10	1.43	582	7
McHenry	814	44	8	866	2.44	1.19	1,234	0
Morton Grove	1,653	57	27	1,737	3.26	2.41	1,743	33
Mount Prospect	5,200	21	0	5,221	6.29	7.60	2,375	58
Niles	3,270	160	73	3,503	4.52	4.78	2,372	23
Northbrook	2,835	202	146	3,183	4.31	4.14	3,065	42
Palatine Public Library	3,186	177	46	3,409	3.80	4.65	5,224	38
Park Ridge	2,020	129	50	2,199	3.07	2.95	2,652	37
Prospect Heights	1,522	55	26	1,603	2.43	2.22	697	10
Round Lake	1,242	36	47	1,325	2.86	1.81	757	8
Warren-Newport Public Library	1,279	0	0	1,279	2.87	1.87	2,351	89
Waukegan	1,385	6	0	1,391	2.81	2.02	502	0
Wilmette	2,995	151	64	3,210	4.26	4.38	3,384	63
Winnetka-Northfield	2,236	85	15	2,336	2.80	3.27	1,732	45
Zion-Benton	1,242	96	41	1,379	2.46	1.81	1,045	4
Total	68,452	3,369	1,284	73,105	100.00	100.00	68,650	1,086

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)	11,661	10,478											**22139**	22980	11305
Total Renewals (physical material)	9,430	8,760											**18190**	18395	9097
Downloading/Streaming															
eBooks	2673	2374											**5047**	4530	2074
eAudiobooks	2595	2313											**4908**	4068	1950
Movies	910	700											**1610**	1373	716
Music	159	210											**369**	258	112
Magazines	855	815											**1670**	1665	754
Total Circulation	**28283**												**53933**	53269	26008
In-House Use	1,581	1,592											**3173**	2685	1549

PATRONS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Gate Count	8,808	8,646											**17454**	19377	10065
Curbside Appointments	6												**6**	0	0
Active Cards	9,931	9,968											**n/a**	n/a	9564
Other (NR Fee, Org, etc)	0	0											**0**	0	0
% of MG pop w/ active cards	39.2%	39%													37.6%

STUDY ROOM USAGE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Reservations	343	350											**693**	676	370
Total Time	767.5	760											**1527.5**	1549	867.5

REFERENCE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Adult															
Technology and Reference	726	725											**1451**	1484	772
Directional/General Library Info	886	1079											**1965**	1791	908
Reading Program														0	0
Youth															
Technology and Reference	540	485											**540**	461	491
Directional/General Library Info	439	416											**439**	447	395
Reading Program	232	9											**232**	174	174
Circulation															
General Info	143	84											**143**	105	105
Directional	145	95											**145**	96	105
Total Reference Questions	**3111**												**3111**	**2878**	**2878**

OUTREACH

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Offsite Visits	36	29											**65**	62	38
Audience	793	593											**1386**	1599	1007
In Library Visits	1	1											**2**	0	0
Audience	17	14											**31**	0	0
School Deliveries	4	4											**8**	10	5
Items	93	94											**187**	150	6
Homebound Deliveries	15	13											**28**	23	12
Items	112	97											**209**	218	130

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	580	615											**1195**	1475	768
Total Time (hrs)	459	557											**1016**	1205	662
AWE Early Learning Computers															
Sessions	473	336											**809**	928	459
Total Time (hrs)	158	112											**270**	239	114
Public Scan Stations															
Scans	668	1073											**1741**	2625	1644
Faxes (pages)	230	158										5	**388**	450	188
Databases/Online Resources															
Sessions	1215	1045											**2260**	2091	1251
Searches	3369	2685											**6054**	5360	2946
Public WiFi Use															
Sessions	3175	3288											**6463**	6394	3360
Website															
Website Visits	12,206	10,593											**22799**	23222	10418

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	36	44											**80**	76	37
Outside Use	0	0											**0**	0	0
Baxter Auditorium															
Library	35	26											**61**	62	28
Outside Use	2	6											**8**	9	7
Cooperman Room															
Library Use	79	123												0	0
Outside Use	n/a	n/a												0	0

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	39	35											**74**	77	39
Total Attendance	493	548											**1041**	1387	762
Teen															
Number of Program Sessions	2	3											**5**	3	1
Total Attendance	5	9											**14**	17	8
Youth															
Number of Program Sessions	54	50											**104**	96	45
Total Attendance	1550	1214											**2764**	2699	1321
Library Wide															
Number of Program Sessions	1	0											**1**	1	1
Total Attendance	109	0											**109**	33	33

SOCIAL MEDIA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Facebook															
Posts	19	17											**36**	46	21
Total Page Likes	2,601	2,590											**n/a**	n/a	2525
Engagements + Clicks	187	172											**359**	561	176
Page Reach	2,100	3,100											**5200**	8868	6138
Instagram															
Posts	35	29											**64**	78	37
Total Followers	1,844	1,850											**n/a**	n/a	1526
Engagements + Clicks	506	549											**1055**	1421	735
YouTube															
Videos	0	1											**1**	1	2
Views	0	6											**6**	87	162
Subscribers	268	268											**268**	n/a	244
TikTok															
Posts	4	3											**4**	13	5
Total Followers	665	682											**n/a**	n/a	381

OTHER/MISCELLANEOUS

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	**YTD Total**	Prev. YTD	Prev. Yr/Mo
Volunteer Hours															
Adult	130.02	123.32											**253.34**	328.91	196.51
Teen	.5	6.5											**7**	27	05