

# LIBRARIAN'S REPORT September 2021 Pam Leffler, Executive Director

# Administration

Normal library operations continued throughout the month of September except for programming, which continues to be either virtual or outdoors, whenever possible. We are planning on reintroducing some indoor programming in October with limited capacity, and we are working on obtaining the appropriate AV equipment to provide hybrid programming. The first use of hybrid programming will be at our One Book One Village author visit at the end of October. If successful (and we anticipate that it will be), this will allow us to provide hybrid programming not only during the pandemic but also throughout the upcoming winter months and beyond when weather can sometimes make it difficult for some of our patrons to come to the library.

### Youth Services/Lower-Level Renovation

- End panels for the new shelving and the remainder of the furniture were finally delivered and/or installed in late September!
- While we made our final pay outs to SMC for the trades in August, invoices for furniture are still coming in. The cost of furniture has been factored into the final budget prepared by Jason last month.
- After much consideration and discussions with the Department Managers we have decided not to hold a big grand reopening celebration. It felt a bit odd to do that given that the department has been open to the public since mid-August. However, I would still like to do a ribbon cutting ceremony and photo op that will include Board members, representatives from SMC and Product Architecture+Design, and appropriate Library staff. The exact date still TBD.
- Feedback about the renovation continues to be unanimously positive. It is so fun to hear comments of patrons, particularly some of our young patrons, who are visiting the library for the first time since the renovation began.
- Updates and photographs of the renovation can be found on the library website at mgpl.org/renovation.

### Personnel

- Interviews of candidates to fill the open Technical Services Associate position took place during the month of September. Charlotte Dorsey was offered and accepted the position. Her first day will be October 4.
- Circulation Clerk Samrah Raza took a full-time position with the Skokie Public Library. While Samrah's hours at MGPL will be greatly reduced, she will still serve as a substitute clerk whenever possible. This job was posted in late September and interviews will take place in early October. We hope to have the position filled by the end of October at the latest.

• Youth Services School Liaison Librarian Brittany Drehobl submitted her resignation to pursue other personal and professional opportunities. Brittany offered to stay on through mid-November to assist the YS Department in the transition. The position was posted in mid-September and interviews scheduled for the first week of October. We hope to have the position filled by mid-November.

### **Automation & Technology**

• OSG continues routine and general maintenance of our computers and other automation systems.

### Legal/Financial/Policy

- The first reading of the 2022 budget took place at the September Board meeting. After the September meeting, I made some relatively minor adjustments to individual budget lines but have kept the levy request to the Village flat. The second and final reading of the 2022 budget will take place at the October meeting. Updated documentation is in the October Board packets.
- At the September Board meeting Trustees reviewed the 20 candidate applications for the two open trustee positions. The Board will conduct in-person interviews of five candidates at the October meeting.
- Admin Assistant Susanne Gilbert continued working on reorganization of administration and personnel files.

### Facilities

- As mentioned above, renovation activity is complete! Furniture and end panel delivery, installation of fire extinguisher cabinets, and some minor flooring/carpet repairs have all finally been completed.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

### Miscellaneous

• On September 9 we held a staff appreciation BBQ luncheon where we recognized our recent retirees and staff who have had significant anniversaries during the last 18 months of the pandemic. The weather was lovely which allowed us to get together outside and in person which was a nice change from Zoom! Thanks to the recently formed Staff Appreciation Committee as well as Jeff Ray and Helga Scherer for all their hard work in planning, coordinating, and cooking at the event. Finally, thank you to all of the staff, both current and past, who have shown good humor, flexibility, and dedication to the Library and to the Morton Grove community during truly unprecedented times.

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

CCS Executive Committee	September 8
CCS: Vega (online catalog overlay) demo	September 23
Department Manager meetings	September 8, 22
ECC Board meeting	September 29
HR Source: Employment Law Update	September 16
ILA Noon Networking	September 20
Library Board of Trustees Regular Mtg	September 9
Local Directors Networking meeting	September 7
North Suburban Directors meeting	September 13
RAILS: Strategic Planning 101	September 29
Vision Morton Grove meeting	September 16
Wellness Insurance Network (WIN) annual mtg	September 15

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 Sept 2021 Report Melissa Mayberry, Adult Services Manager

This was our first full month of having study room available to patrons. Patrons are happy to have accommodations for individual or small group study, a quiet place for online interviews and more.

### Programming

For September, we had a total of 30 programs with 458 attendees. We had our final two Let's Dance programs, Salsa and Rumba and Country Line dancing. We had many patrons attend several of the dance programs and many asked us to repeat these programs next year.



Two other successful outdoor programs were Beginners Bird Walk and Let's Walk on the Prairie. While different with the focus, these two programs show that we have many patrons who enjoy participating in informative outdoor activities.

With our Walk Morton Grove program, as a community we recorded 1,534,617 steps! (approx. 760 miles). One patron reached out with the comment, "Thank you so much! This was a fun challenge and encouraged me to take more steps than I normally would. I love walking around our community and watching this month as our group total ticked up."



This month we kicked off our One Book, One Village with a Screen-Printing event. This unique program gave us the opportunity to discuss our first OBOV with attendees and give away copies of The Great Believers. Close to 40 participants attended and created their own promotional tote bag.

Additionally, this month AS staff assembled and distributed 38 Senior Activity kits, 4 ESL kits, 8 LitLoot boxes and onboarded 6 new volunteers.



#### **Book Picks**

• 1 Adult- 7 titles

#### Book/Media Displays

- 90's Throwbacks
- National Sewing Month
- Cooking From A to Z
- Grab a Book for Labor Day Weekend
- Back to School
- Sept 15<sup>th</sup>- Oct 15<sup>th</sup> is Hispanic Heritage Month

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

- New YA Releases
- Working Teens
- Six of Crows read-alikes
- National Sewing Month
- #BiWeek 2021: Celebrate Bisexuality
- Digital Magazines: Business & Current Affairs

### Library Aware Newsletters

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

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

- AS staff attended Department meeting
- Edmund attended Vision Morton Grove Meeting
- Edmund attended Richard Rothstein Color of Law Coordinator Meeting
- Edmund and Rebecca attended EDI committee meeting
- Rebecca attended the Politics & Prose & Harvard Book Store
- Bob and Grace attended the webinar Kicked Out!: How to Safely ask Someone to Leave
- Cailyn attended Setting kids and teens up for success with your digital library
- Cailyn attended S.A.C meeting

# MGPL Circulation Services September 2021 Report

Jeffrey Ray, Circulation Services Manager

### Patrons:

- 242 new patron cards registered
- 30 curbside appointments

### Staff:

- Circulation Staff is currently shifting the Adult Non-Fiction collection.
- Circulation Staff is currently shifting the Adult Fiction collection.
- 9/9/21 Attended LACONI Governing Board meeting
- 9/24/21 Attended LACONI CSS meeting
- 9/28/21 Attended LACONI program: Automated Library Services
- Collaborated with Karina Guico in creating the "5 things you don't know about your library card" video campaign for September Library Card Sign Up month. The idea was to have library users help market the library by having them share or like this video on our social media. The winner of this promotion received a \$250 gift card to Cooper's Hawk.

## MGPL Facilities September 2021 Report

# Edmon Tamras, Facilities Manager

- Started taking down old bookshelves from temp Teen Space room.
- We continue to remove table, chairs, and other material from the Baxter room to their original places.
- Replaced the "dusk to dawn" outdoor light sensor behind the library, lights were on 24/7 because of a bad sensor. Also adjusted the outdoor light timers because of shorter daylight.
- Finished pressure washing the patio.
- HRSS was not able to fix the issue with our fire panel, they will continue to try to figure out what the problem is.
- I have started changing carpet tiles all around the library. Majority of the computer room tiles have been replaced.
- Moved and rearranged some tables in Karina's old cubicle, removed a divider, and replaced 3 carpet tiles.
- Ordered and installed plastic grate for outdoor patio drain.
- Installed first-aid kit and bodily fluid cleanup behind YS desk.
- Landscapers came and trenched two of our gutter down spouts. One was behind the library, when snow or ice was melting, it created a sheet of ice for at least 3 parking spaces, making it very hazardous to walk, and the other was front of library due to downspout washing away dirt, mud, and mulch all over our sidewalks during heavy rain.
- Drain fire sprinkler drip tubes on a weekly basis.

# MGPL Marketing & Engagement September 2021 Report

## Chad Comello, Marketing & Engagement Manager

### Web

- Karina shot and edited a video with Jeff for Library Card Signup Month called "5 Things You Might Not Know About Your Library Card"; uploaded to social media and YouTube
- Uploaded and promoted videos for Brain Bytes and various program recordings
- Created webpage for our Little Free Libraries of Morton Grove newsletter feature (mgpl.org/LFL)

### Design

- Finalized the October/November newsletter issue
- Karina and Bettina created many graphics for social media, print, and signage
- Karina put together Puzzle Art displays and installed the panels in the Lincoln Avenue entrance
- Bettina helped create and install the October StoryWalk
- Bettina created monthly community flyers for posting at our Metra station shelf

### Promotion

- Created a giveaway for a \$250 gift card to Cooper's Hawk as part of Library Card Signup Month; entrants had to either share our "5 Things" video on social media or sign up for a library card throughout September
- Did a book giveaway on social media for free paperback copies of *The Great Believers*
- Chad created a "Feature It!" promotion in our PowerPAC to show a link to our One Book One Village page when patrons search with a specific list of related keywords
- Pam brought the Book Bike to the Morton Grove Sustainability Expo and Karina brought it to the French Market, where they talked to patrons, signed up library cards, and checked out books
- Chad sent weekly e-news and promotional emails through Savannah
- Chad posted on social media accounts daily
- Bettina posted select events to Patch and Tribune Things to Do online calendars

### Meetings/Training/Etc.

- Weekly meetings for the Marketing department and managers
- September 9: Staff Appreciation Committee hosted a barbecue for staff on the front lawn, where Pam distributed staff milestone certificates
- September 20: Met with Staff Appreciation Committee to debrief staff cookout and brainstorm future staff appreciation opportunities
- September 23: Chad attended CCS webinar for Vega Discover demo
- September 29: Bettina began "Fostering an Antiracist Library Culture" course

# MGPL Technical Services September 2021 Report

Helga Scherer, Technical Services Manager

### Staff Projects:

• The only items left in the temporary Kidspace are picture books. These need to be relabeled as Face Out. The Kidspace books and picture books returned to Technical Services by Youth Services for additional updating number about 2500. This is several weeks of work. UPDATE: this project is delayed since there is currently a lack of shelving space for additional picture books.

### **Department Head Projects:**

- Continue working on CD relabeling project. This is completed through Gospel music with the largest collection, Rock, remaining.
- Creating training materials in anticipation of an October hire of a new Technical Services Associate
- Updating Technical Services wiki pages
- Arranged for pickup of the desk suite that was previously used by the Youth Services staff
- Working with managers and maintenance to empty the Baxter Room of extraneous furniture and other items stored there during the renovation. Working with an October 1 deadline for this to be completed. *Completed on time*!

### Meetings

- Manager meetings
- 9/15 Acquisitions Technical Group

### Staff

- The Technical Service Associate position was posted and 12+ applications were received
- Charlotte Dorsey was hired to fill the Technical Service Associate position. Her start date is October 4.

# MGPL Youth Services September 2021 Report

### Courtney Schroeder, Youth Services Manager

### Programming

This September, we provided 36 programs for 1311 people.

We returned to our regular Toddler Time and Preschool Storytimes on Wednesdays and Thursdays, a staple in our school year programming schedule. This month, Sarah also held our **1000 Books before Kindergarten** storytime. A year into the program, now have 124 kids participating and four finishers.



After we had to cancel last month's Girl Scout program (twice) due to weather, we held out virtual program put on by the Boy Scouts, **Hovercraft Construction**, which had 11 participants.

Jess's **Family Engineering Night** returned in person with a front lawn Newton's Cradles build. 21 participants gathered to stretch their STEM muscles. We're excited to bring this popular program back to the community.

September is always a hard month for programming as many families

need time to settle in to their new 'back-to-school' routines, but we observed a definite dip in attendance at our virtual programs. We held as many programs outside as we could as it seems that families are really craving those in-person experiences. We're looking forward to providing more inperson programs in the coming months.

Regardless of in-person or virtual programming, every month, our **STEMonade Stand** is a star. This month, we gave away almost 500 kits and surpassed 6,000 kits total. Our **Storywalk** also continues to shine. In September, we brought the stands back home in front of the Library where they'll live at least until the spring. As we took down the September walk and put up the one for October, several adults walked by to tell me how much they've enjoyed the stories even though they don't have little kids anymore.

### **Outreach**

In September, the outreach team visited with 10 groups (155 kids/teachers) in the schools and daycares. Brittany worked to get teachers and MG students their library cards and Debbie has been busy bringing storytimes to daycares and preschools. The YS Team also provided 10 book bags of 248 books total.

### Professional Development/Training/Meetings

In September, the Youth Services staff virtually attended the following professional development and training meetings:

- Amy watched the webinar, Titles for Tough Times: How books can help educators support social emotional learning.
- Debbie attended the ECA Steering Committee and the Advocate Literacy Initiative meetings.
- Brittany attended the RAILS School Facilitators networking group meeting.

- Courtney attended the CCS Public Access Services group meeting.
- Debbie attended the Childrens' Music Network Childhood Affinity Group workshop.
- Debbie attended an Equity training with the PPACI
- Debbie Attended the general meeting of the ECA and also the ECA Coaching training.
- Amy watched the webinar, Magnificent Middle Grades on middle grade fiction/nonfiction.

# Programming Statistics - Sept 2021

Brogram Namo:	# of	Total
Program Name:	sessions	Attendance
Adult Programs	28	410
Chair Yoga (Zoom)	4	124
Tai Chi (Zoom)	1	10
Crafting for Charity	2	20
Walk Morton Grove	1	27
Seniors on the Lawn: Bingo	1	9
Seniors on the Lawn: Arts & Crafts	1	8
Seniors on the Lawn: Coloring & Brain Puzzles	1	6
Seniors on the Lawn: Wits Workout	1	5
Leaving Lightly: How to Get Your Affairs In Order (Zoom)	1	45
Mind Games 2: The Science of Curious Thinking (Zoom)	1	22
Afghanistan Then and Now: A Community Conversation (Zoom)	1	
Let's Dance: Salsa & Rumba	1	33
Let's Dance: Country Line Dancing	1	10
Beginners Bird Walk	1	13
Let's Walk on the Prairie	1	8
Exploring Spices: Vietnamese Sweet Lemon Curry (Zoom)	1	15
Kanopy Club: Loving Vincent (Zoom)	1	6
One Book, One Village: DIY Tote Bag Screen Printing	3	37
Fall Prevention	1	6
File Management in Windows 10 (Zoom)	1	2
Introduction to Excel 365 (Zoom)	1	1
Do More with Excel 365	1	3
Book a Librarian	2	3
Book Chat (Zoom)	1	4
LitLounge (Zoom)	1	5
Book Talk (Zoom)	1	1
Senior Activity Kits	1	38
ESL Kits	1	4
Teen Programs	2	48
LitLoot	1	8
How to Identify, Talk to, and Help Teens with Depression (Zoom)	1	40
Youth Programs	36	1311
1000 Books Before Kindergarten Storytime	1	8
Brain Bytes (Facebook/Instagram/YouTube)	2	110
Chess Academy (Zoom)	1	15
Crafty Saturday	1	42
Doodle Inspiration (Zoom)	1	4
Drama Club (Zoom)	1	8
Escape Room (Zoom)	1	4
Family Engineering Night	1	21
Folk & Fairy Tales Storytime (Facebook/YouTube)	1	61

1	11
1	4
1	13
4	250
3	13
1	0
5	494
2	47
3	6
1	0
4	200
0	0
0	0
0	0
0	0
10	155
2	27
3	56
3	41
1	21
1	10
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#### Morton Grove Public Library Monthly Statistics For 09/2021

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 Ioan 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	10662
Checkins at your stations	Checkin Leap In Hous	658
Checkins at your stations	Self Check in	10
Checkins at your stations	Normal	2
Checkins at your stations	Quick Check in	41
	Total Checkins	11373
Checkouts at your stations	Leap Checkout and Renewal	6442
Checkouts at your stations	Self check Check out	5261
Checkouts at your stations	Circ Checkout and Renewal	10
	Total Checkouts	11713
Renewals at your stations	Auto-renewal	8200
Renewals at your stations	Power PAC Renewal	248
Renewals at your stations	Leap Checkout and Renewal	317
Renewals at your stations	Self check Check out	33
	Total Renewals	8798
Number of your Library's items checked out system-wide		11775
Number of your Library's unique items checked out system-wide		10848

Holds Placed through your interface		3087
Holds placed for/by your patrons		3259
Holds Held		2938
Holds Located		0
Holds Checkedout		2635
Holds Expired		2
Holds Cancelled		401
Holds Unclaimed		300
Number Of Items Currently Out		11545
Existing "MortonGrove" patron received new barcode		39
Patron Expiration Date Extended More Than 30 Days:		13
Count of physical patron records at beginning of 09/2021		9192
Minus Patron records physically deleted		137
Minus Patron library was changed from "MortonGrove" to some other CCS librar		12
Plus Patron records physically added		242
Plus Patron library was changed from some CCS library to "MortonGrove"		11
Count of physical patron records at end of 09/2021		9296
Minus In-House and Test Cards		14
Minus Expired Cards		792
Unexpired Patrons on file		8490
Leap Registration	Patron Lib=MortonGrove	242
Leap Registration	Patron Lib=CCSL	3
Pac Registrations from 09/2020 thru 08/2021 - All		0
Pac Registrations from 09/2020 thru 08/2021 - Converted		0
Pac Registrations from 09/2020 thru 08/2021 - Conversion Rate		0%

#### Morton Grove Public Library MONTHLY CCS INTERLIBRARY LOAN ACTIVITY 09/2021 - 09/2021

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	2,719	199	45	2,963	3.36	4.20
Cary	1,385	79	11	1,475	3.02	2.14
CCSL	3	0	0	3	0.00	0.00
Crystal Lake	1,138	162	37	1,337	3.04	1.76
Des Plaines	4,988	332	338	5,658	5.48	7.70
Ela	3,146	134	0	3,280	3.29	4.85
Evanston	2,564	144	67	2,775	7.15	3.96
Fox River Valley	2,863	59	23	2,945	2.86	4.42
Fremont	2,124	80	28	2,232	1.84	3.28
Glencoe	1,167	38	14	1,219	2.32	1.80
Glenview	3,695	180	108	3,983	4.98	5.70
Grayslake	2,981	108	64	3,153	3.41	4.60
Highland Park	2,151	117	49	2,317	4.20	3.32
Huntley	1,539	65	5	1,609	2.82	2.37
Indian Trails Public Library	2,499	102	80	2,681	3.45	3.86
Lake Forest	1,388	6	0	1,394	3.00	2.14
Lake Villa	2,491	86	19	2,596	2.84	3.84
Lincolnwood	1,168	20	7	1,195	2.03	1.80
McHenry	1,847	102	42	1,991	2.65	2.85
Morton Grove	1,535	53	19	1,607	3.54	2.37
Niles	4,274	152	73	4,499	4.95	6.59
Northbrook	2,517	203	165	2,885	4.91	3.88
Palatine Public Library	4,511	100	2	4,613	4.36	6.96
Park Ridge	2,122	84	63	2,269	3.45	3.27
Prospect Heights	1,661	45	15	1,721	2.54	2.56
Round Lake	1,536	24	49	1,609	3.26	2.37
Wilmette	2,435	110	51	2,596	4.98	3.76
Winnetka-Northfield	1,271	35	5	1,311	2.91	1.96
Zion-Benton	1,090	85	50	1,225	3.37	1.68
Total	64,808	2,904	1,429	69,141	100.00	100.00

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
CIRCULATION																
															2020	Oct-20
Total Checkouts (physical material)		6689	5,857	9,034	9,070	9,208	12,043	10,439	11,982	11,713				86,035	27,312	11,356
Total Renewals (physical material)		5237	5,532	5,220	7426	6941	7,575	8495	7977	8798				63,201	18,466	0
Downloads/Streaming																
ebooks		2,197	2,129	2,255	2,076	2,050	2,116	1,954	1,942	1,916				18,635	22,652	2,541
eAudiobooks		1,320	1267	1,326	1,216	1,240	1390	1,336	1,387	1,260				11,742	11,083	1,204
Movies		868	802		707	656	680	735						6,448	8,241	866
Music		127	98	86	73	90	91	132						915	1,089	88
Magazines		222	300		146	161		111						1,822	1,441	151
	TOTAL	4,734	4,596		4,218	4,197		4,268						39,562	44,506	16,206
In House Use		80	0	109	86	201	299	341	633	658				2,407	4,482	426
<u>COLLECTIONS</u>																
Adult/Teen Collection																
Books		52,649	52,409		52,472	52,197	51,915	51,663		51,660						53,489
CDs (music)	_	4,847	4,525	,	4,575	4,579	,	4,285		4,296						5,284
Audiobooks		2,018	2,024		1,948	1,988		1,951		1,952						2,031
DVDs/Blu-ray		9,948	9,900	,	9,886	9,853		9,947		9,978						9,934
Videogames		647	651		529	534		560		564						595
Laptops		7	7	-	7	7		7		7						7
Hotspots		20	20	-	20	20				20						20
Serials (Title count)		185	185		185	185		185		185						149
Microforms		209	209		209	209		209		209						209
Library of Things		55	55	59	61	61	67	68		72						33
Youth Collection																
Books		41,745	42,126	42,303	42,078	42,462	42,448	43,042		42,078						42,917
CDs (music)		848	848		847	847	847	847		847						850
Audiobooks		593	593		601	603	605	605		605						706
DVDs/Blu-Ray		4,440	4,451		4,154	4,286		4,005		3,856						4,064
Videogames		533	531		530	532		564		570						496
Serials (Title count)		23	23		23	23		23		23						22
Multimedia Kits (STEM kits)		39	39		39	39		39		39						38
Laptops		1			1	1		1		1						1
Tablets		1	4		1	4	1	4		1			+	+		1
I aDIELS	TOTAL		•		-			-		4						120.940
	TOTAL	118,811	118,601	119,281	118,169	118,430	118,121	118,025	0	116,966	0		0 0	0 0		120,849
														+		

		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
PATRONS																
Gate Count					5,888	5,364	7,260	7,522	8,045	8,474				42,553	40,903	5,674
Curbside Appointments		1,648			-			93						5,100	2,160	152
Active Cards		9,863	9,822	9,118	8,800	8,243	8,285	8,300	8,338	8,490						7,792
Other (NR Fee, Org, etc)		0												0		0
% of MG pop w/active cards		44%	44%	40%	39%	38%	38%%	38%	38%	38%				n/a		38%
REFERENCE																
Adult															łł	
Technology and Reference		573	443	672	836	867	1,050	1,024	1,182	878				7,525	7,081	1,075
Directional/General Library Info		655						1,024						7,525	8,010	986
		3						_						7,011		986
Reading Program		3	0	0	0	0	29	18	1	0				51	18	0
Youth																
Technology and Reference		325	234	416	460	442	577	632	649	578				4,313	2,632	454
Directional/General Library Info		64	105	256	308	268	634	372	486	420				2,913	1,697	118
Reading Program		3	0	0	0	6	1385	188	74	14				1,670	1,247	0
Circulation															<u> </u>	
General Info		0	0	58	67	71	68	71	82					417	304	40
Directional		0						85						417		40
Directional	TOTAL	1,623		2,175					3,488		0	0	0	21,126		2,716
		1,023	1,340	2,173	2,552	2,501	4,052	•	3,400	2,773				21,120	21,237	2,710
OUTREACH																
Offsite Visits		23	14	29	6	10	3	3	4	10				102	112	1
Audience		374	280	825	94	997	60	77	117	155				2,979	2,957	10
In Library Visits		0	0	0	0	1	0	0	0	0				1	8	2
Audience		0		-	-		-	_	-	-				12	-	31
Addience		0	0	0	0	12	0	0	0	0				12	103	
School Deliveries		3	1	0	2	0	6	4	3	10				29	21	1
Items		93	27	0	58	0	87	58	87	248				658	361	28
Homebound Deliveries		0	15	19	21	19	17	25	23	30				169	106	23
Items		0	153	135	165	155	133	177	168	189				1,275	775	158
TECHNOLOGY/INTERNET USE															<u>├</u>	
Public Access computers															<u>├</u> ──┤	
Sessions		0	0	169	268	305	404	502	643	548				2,839	3,725	345
Total time (hrs)		0						447						2,839		
		0	0	09	120	1/2	302	447	444	411				2,033	5,587	100

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
												_			
AWE Early Learning computers															
Sessions	0		_				-						85	882	
Total time (hrs)	0	0	0	0	0	0	0	2419					2419	301	0
Public Scan Stations															
Scans	276	131	656	1,099	1,372	1,212	1,812	2,224	1,397				10,179	12,115	3,934
Faxes (pages)	26	33	56	69	55	60	31	32	71				433	310	69
Public WiFi Use	Unable to	obtain at th	nis time.												
Devices													0		n/a
Sessions													0		n/a
Website Visits															
mgpl.org	12,824	12,820	12,055	10,342	9,834	11,166	10,161	10,260	10,450				99,912	90,390	10,847
Databases/Online Resources															
Sessions	1,191												10,440	9,226	
Searches	3,677	3,753	3,549	3,721	2,280	2,356	2,000	3,754	3,276				28,366	38,513	2,683
LIBRARY PROGRAMMING															
Adult															
Number of Program Sessions	27	22	21	34	30	36	30	23	28				251	224	19
Total Attendance	584	934	356			435	339						4342	4654	198
															ļ
Teen															
Number of Program Sessions	1							-				_	9	12	
Total Attendance	5	12	12	8	8	0	14	0	48				107	136	0
Youth												_			
Number of Program Sessions	37	33	43	36	39	43	41	27	36				335	317	36
Total Attendance	1839	1694	1900	1588	1503	1586	1317	1266	1311				14004	17457	2038
Library-wide															
Number of Program Sessions	0		_				_					_	0	0	
Total Attendance	0	0	0	0	0	0	0	0	0				0	0	0
MEETING ROOM USAGE												_			
Activity Room															
Library	0	0	0	0	0	0	0	0	0				0	151	0
Outside Use	0	0	0	0	0	0	0	0	0				0	0	0

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
Baxter Room															
Library	(	0	0	0	0	0	0	0	0				0	54	0
Outside Use	(	0	0	0	0	0	0	0	0				0	8	0
Cooperman Room															
Library Use	0	0	0	0	0	0	0	0	0				0	48	0
Outside Use	0	0	0	0	0	0	0	0	0				0	5	0
STUDY ROOM USAGE															
Reservations	0	0	0	0	0	0	0	70					208	995	0
Total time	0	0	0	0	0	0	0	158.5	232.5				391	2135	0
OTHER/MISCELLANEOUS															
Volunteer Hours															
Adult	0		-		-		4.5						106.88	385.5	0
Teen	C	0	0	10	1.5	0.5	1	11.22	13.37				37.59	40.5	0
SOCIAL MEDIA															
Facebook															
posts	67												650	490	63
total page likes as of 1st of the month	1990		2023		2043		2041						n/a		1,951
post likes/shares/comments	1816	1684	3084	1561	976	1247	1557	2357	1834				16,116	7,807	453
Twitter											-	_			
posts	65											_	559	369	50
total followers as of the 1st of the month	704		721	725	719						-	-	n/a		693
profile visits	564			362	260		335				-	-	3851	657	17
mentions	12	4	15	13	3	4	3	1	6		-	_	61	74	8
											-	_			
Instagram											_	_			
posts	36						37				-	-	315	202	28
total followers as of the 1st of the month	926				970								n/a		873
likes/comments	645	437	622	612	421	938	680	559	627				5541	3496	419
YouTube															
videos	6				14		6						66		3
views	100	119	205	263	181	94	93	77	596				1,728	1,169	71