

October 18, 2022 Board Meeting

agenda

<u>item</u>	<u>DOCUMENT</u>	<u>Section</u>
1,2	CTO, Additions (2 minutes)(7:02pm)	
	Document Summary	1A
	Agenda	2A-2B
3	Opportunity to Address Board (5 minutes per community member)(7:07pm)	
4	Consent Agenda	
	Minutes of September 20, 2022 Board of Trustees Meeting (action)(5 minutes)(7:12pm)	3A-3B
5	Financial Reports (White and Yellow) (5 minutes)(7:17pm)	
	September Detailed Revenue & Expense Report (action)(available at meeting)	4A-4E
	September Detailed Balance Sheet (action)(available at meeting)	5A-5C
6	Approval of Checks (Green) (5 minutes)(7:22pm)	
	September Check Disbursement Report (action)(available at meeting)	6A-6F
7	Committee Reports (15 minutes)(7:37pm)	
8	New Business	
	Review of budget timeline (5 minutes)(7:42pm)	7A
	Discussion of patron incident on 10/10/22 (15 minutes)(7:57pm)	8A
	Discussion of director interview process (15 minutes)(8:12pm)	
9	Old Business	
	Thanksgiving Eve closure for 2022 (5 minutes)(8:17pm)	
	Foundation Report (5 minutes)(8:22pm)	
10	Interim Director's Report (5 minutes)(8:27pm)	
	Interim Director's Narrative Report	9A-9C
11	Executive Session(s)	
12	Any and All Other Business ...	
13	Adjournment (1 minute)(8:28pm)	
14	Attachments	
	September 2022 statistics	10A - End
	Budget Timeline	
	Summary of Patron Incident on 10/10/22	

**Lake Bluff Public Library
Board of Library Trustees Meeting
Tuesday, October 18, 2022 at 7:00 PM
123 E. Scranton Ave, Lake Bluff, IL 60044**

NOTICE: Due to the COVID-19 emergency, this meeting will be held primarily virtually pursuant to Section 7(e) of the Open Meetings Act. Members of the public may view and participate in the meeting remotely via:

Join Zoom Meeting	+1 646 558 8656 US (New York)
https://us06web.zoom.us/j/87962051327?pwd=by9nY1dXM1JHRGJGYjNaRjdXUjlidz09	+1 646 931 3860 US
	+1 301 715 8592 US (Washington DC)
	+1 669 444 9171 US
Meeting ID: 879 6205 1327	+1 719 359 4580 US
Passcode: 058760	+1 720 707 2699 US (Denver)
One tap mobile	+1 253 215 8782 US (Tacoma)
+13126266799,,87962051327#,,,,*058760# US	+1 346 248 7799 US (Houston)
+13092053325,,87962051327#,,,,*058760# US	+1 386 347 5053 US
(Chicago)	+1 564 217 2000 US
	Meeting ID: 879 6205 1327
Dial by your location	Passcode: 058760
+1 312 626 6799 US (Chicago)	Find your local number:
+1 309 205 3325 US	https://us06web.zoom.us/j/87962051327?pwd=by9nY1dXM1JHRGJGYjNaRjdXUjlidz09

As required by law, at least one representative from the Library will be present at the Library and the virtual meeting will be simulcast for any members of the public who do not wish to view the virtual meeting from another location. Prior notification of intention to attend is not required but is appreciated. Questions related to the Library agenda can be sent before or during the meeting to Katie Horner at khorne@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, please contact Interim Director Katie Horner at 224-332-2103 or khorne@lakeblufflibrary.org

Agenda

- 1. Call to Order (7:00pm)**
- 2. Additions & Corrections to the Agenda (2 minutes)(7:02pm)**
- 3. Opportunity for Public to Address the Board (5 minutes)(7:07pm)** (limit 5 minutes per person per meeting)
- 4. Approval of Minutes**
 - a. Approval of Minutes of September 20, 2022 Board Meeting (**action**)(5 minutes)(7:12pm)
- 5. September Financial Reports – Detailed Balance and Revenue/Expense (action) (5 minutes)(7:17pm)**
 - a. September Detailed Revenue & Expense Report (**available at meeting**)
 - b. September Detailed Balance Sheet (**available at meeting**)

6. Approval of checks (action)(5 minutes)(7:22pm)

- a. September Monthly Checks (15360, 15362-15384)(available at meeting)

7. Committee Reports (15 minutes)(7:37pm)**(Met)**

- a. Human Resources Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch and Shaul.)

(Did Not Meet)

- b. Building and Grounds Committee (**CHAIR:** Jerch. **MEMBERS:** Meierhoff and Shaul.)
- c. Bylaw and Policy Committee (**MEMBERS:** Heintzelman and Meierhoff.)
- d. Campaign Planning Committee (AD HOC) (**MEMBERS:** Heintzelman, Meierhoff, and Jerch.)
- e. Finance Committee (CHAIR: Hayes. **MEMBERS:** Meierhoff and Zaute.)
- f. Outreach Committee (**CHAIR:** Graziano. **MEMBERS:** Jerch.)
- g. Request for Reconsideration Committee (AD HOC) (**MEMBERS:** Heintzelman, Jerch, Meierhoff, and Shaul)
- h. Intergovernmental Committee (**CHAIR:** Horner. **MEMBERS:** Jerch and Graziano.)
- i. Long Range Planning Committee (**MEMBERS:** Hayes, Heintzelman, and Zaute.)
- j. Technology Committee (**CHAIR:** Zaute. **MEMBERS:** Hayes and Shaul.)

8. New Business

- a. Review of budget timeline **(5 minutes)(7:42pm)**
- b. Discussion of patron incident on 10/10/22 **(15 minutes)(7:57pm)**
- c. Discussion of director interview process **(15 minutes)(8:12pm)**

9. Old Business

- a. Thanksgiving Eve Closure for 2022 **(5 minutes)(8:17pm)**
- b. Foundation Report **(5 minutes)(8:22pm)**

10. Interim Director's Narrative Report (5 minutes)(8:27pm)

- a. Interim Director's Narrative Report

11. Executive Session(s)

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

12. Any and all other business which may properly come before the Board**13. Adjournment (1 minute)(8:28pm)****Attachments:**

Budget Timeline

Summary of Patron Incident on 10/10/22

September 2022 Statistics

Upcoming Board Meetings: November 15, December 13, 2022, January 17, 2023

**Lake Bluff Public Library
Library Board of Trustees Meeting
Tuesday, September 20th, 2022, at 7 PM
123 E Scranton Avenue, Lake Bluff, IL 60044**

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published before the meeting so members of the public could log in. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

1. Call to Order: Interim Director Katie Horner called the meeting to order at 7:04 pm. Trustees Meierhoff, Graziano, Hayes, Heintzelman, Jerch, Shaul, and Zaute were present. Also present were Library Employees O'Hara, Chapman, and Jarvi.

2. Additions & Corrections to the Agenda: Shaul asked to talk about a community event under New Business.

3. Opportunity for Public to Address the Board: Chapman reminded everyone that the Lake Bluff Birthday Bash would be happening at Blair Park on Saturday.

4. Approval of Minutes: The amount of our reserve fund at the last meeting, given during the Financial Report, was \$434K, not \$34K. Heintzelman moved and Hayes seconded the motion to accept the amended minutes of Aug. 16th; all voted aye.

5. August 2022 Financial Reports: Detailed Balance and Revenue/Expense

As noted above, the reserve balance is \$434K. We received another \$49K in property tax payments, and the State Per Capita Grant was received in the amount \$8283.60. Horner noted that revenue from passports is lower, but still strong, and that 38.85% of our budget has been expended, which is on track for the year's spending. Meierhoff mentioned that we need a better system for keeping track of both donations for and payments done for work on capital improvements, particularly on the Stroh Reading Room. Jerch moved and Hayes seconded a motion to approve the August financial reports; all voted aye.

6. Approval of August monthly checks

With the plumbing issues we experienced in August which necessitated immediate replacement and repairs of two toilets, a total of \$2856.37 in checks were issued. No other checks were unusual. Shaul moved and Heintzelman seconded a motion to accept the August monthly checks numbered 15330, 15332-15359; all voted aye.

7. Committee Reports:

(Met)

a. **Building & Grounds** (Chair: Jerch, Members: Meierhoff and Shaul) Met on Sept. 9 at the Stroh Room with Shaun Kelly (Engberg Anderson) and Jason Perkunas (SMC Construction Services) to go over the punch list; they also told us that the \$8025 construction contingency was not used. Engberg Anderson has sent representatives to the Library to begin the Building Review process. Horner has an updated invoice from LFI that reflects installation of a power source to be included in the study table. We will need to address the replacement of a third toilet at our next meeting. Hayes asked for a statement of costs for the Finance Committee; Horner and Meierhoff will ask Shaun Kelly about that.

b. **Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Met to discuss plumbing problems and costs, SRR costs and donations, and decide upon a salary range for the Director position; \$90-105K was the decided-upon range.

c. Human Resources (Chair: Graziano, Members: Jerch and Shaul) Met on Aug. 30 to begin preparing to interview Director candidates. We asked for a listing of employee benefits to share with interviewees. Applications are still coming in; O'Hara is helping us to retrieve them.

(Did not meet)

d. Bylaw and Policy: (Members: Heintzelman and Meierhoff)

e. Campaign Planning (AD HOC): (Members: Heintzelman, Meierhoff, and Jerch)

f. Community Engagement: (Chair: Graziano, Members: Jerch)

g. Request for Reconsideration (AD HOC): (Members: Heintzelman, Jerch, Meierhoff and Shaul)

h. Intergovernmental: (Chair: Horner, Members: Jerch and Graziano)

i. Long Range Planning: (Chair: Heintzelman, Members: Hayes and Zaute)

j. Technology: (Chair: Zaute, Members: Hayes and Shaul)

8. New Business:

a. Trustee Elections: Terms are ending for Heintzelman, Jerch, and Meierhoff. Information was given for any seeking another term or to run for any openings. VotLakeBluff will host candidates for the Library Board on Dec. 5, 2022, for the April 2023 municipal elections.

b. Closings for the Calendar Year 2023: Horner proposed the same calendar as 2022, but asked about Juneteenth, which is now a national holiday. We decided to stay open on June 19 this year and re-evaluate in a year. We also determined to close at 2 pm on Wed. Nov. 22 (day before Thanksgiving). Zaute moved and Meierhoff seconded a motion to accept the agreed-upon calendar; all voted aye.

c. Board Meeting Dates for 2023: We will meet the third Tuesday of each month with the exception of November, in which we will meet Tues. Nov. 14 (2nd Tuesday) to accommodate Thanksgiving. Jerch moved and Shaul seconded a motion to accept the calendar as listed; all voted aye.

d. Library Closure for Staff In-Service and for the Mini-Golf that will be a part of 'It's A Wonderful Life' on November 18 and December 3, respectively. Hayes moved and Zaute seconded a motion to close for the two special events on Nov. 18 and Dec. 3; all voted aye.

e. Horner said six study tables on the first and second floors are delaminating and need to be replaced. She will look into pricing.

f. Shaul reported that Lindsay Bornhold has been elected the new President of Friends of the Library, and that their meeting schedule will likely change to weekday evenings, 4-5 times a year, rather than monthly on Saturday mornings. She also reported that the March Forth group will be having a rally and walk for gun safety this Thursday at 5:30 pm and will pass by the Library.

9. Old Business: Nothing new to report with the Capital Project, but Meierhoff will get a meeting together to discuss a fall campaign.

10. Director's Report: The Fall Story Walk has begun; O'Hara has started a 'document retention' project; both Anna Fifhause and Abby Ecklund have started classes with their MLS programs.

11. Executive Session(s): None

12. Any and all other business which may properly come before the Board: None

13. Adjournment: Shaul moved and Hayes seconded a motion to adjourn; all voted aye. Meeting was adjourned at 8:52 pm. Good job running the meeting, Ms. Horner!

Respectfully submitted,

Janie Jerch

Budget Assembly Timeline

- September – November
 - First draft assembled for levy process
 - Finance committee makes recommendation re: levy
 - Levy recommendation moves to full board vote for approval (October or November board meeting)
 - Request staff input on budget lines (early November)
- December
 - Staff input due early December
 - Ongoing conversation with Village & Village Finance Committee
- January
 - Early January: Second budget draft goes to Finance committee meeting
 - January Board Meeting: third budget draft goes to full board for first reading
- February
 - February Board Meeting: fourth draft and second reading
 - Possible budget approval; if another draft is needed, budget is usually approved during March board meeting

Incident Summary From 10/10/2022

On Monday, October 10, 2022 around 1:00, I was walking into the building from the staff entrance when a patron stopped me by the stairs leading up to the main floor. She said her niece had seen a man on a public computer at the top of the stairs looking at something really bad, which the woman assumed was pornographic material. I told her I would check. I confirmed that the patron was indeed looking at pornographic material, and had the patron end his session and leave the library immediately. I spoke with the patron afterwards, completed an incident report, and then informed staff and Kathy Meierhoff about what had happened.

Later that day, I spoke with a Lake Bluff Police Officer, who said that the families had filed a report. The officer explained that while there wasn't much the police could do besides filing a report based on the families' statements, the Library was free to set consequences that fall within our policy.

The girl who witnessed the event was at the library with her aunt and cousin, and I have spoken to both families about what occurred and what steps we were following to address the incident.

I also mailed a written notification to the patron, informing him that he was suspended from the Library building for the next week, at which point we would make a decision about final consequences, which would reflect the seriousness of this incident.

Follow-up actions under discussion:

- Updating incident report form and procedures
- Reviewing and possibly updating existing Computer Use policy
- Posting Computer Use policy prominently near public computers for reference
- Evaluating placement of adult public computers
- Routine monitoring of adult public computer area

RECOMMENDATION: No action needed at this time

Respectfully submitted,

Katie Horner

Interim Director's Narrative Report
October 18, 2022



127 Birthday Bash

Jill reports that the 127 Birthday Bash went extremely well, with an estimated 3200+ people in attendance, which is over 1200 more people than last year. The fireworks from ELCO Mutual were fantastic, and the Village, Park District, Police, and Fire were all pleased with the event. The photo here was taken by one of Jillian's friends, who watched the fireworks from Scranton Avenue, and the attachment here really doesn't do the photo justice! The Library got great feedback from attendees for our involvement, and we had a great team of staff and volunteers who helped pass out glowsticks, direct traffic, and manage the parking areas.

Programming

Some of the popular programs from the last month:

- Mad Hatters – 9/24 (20 attendees)
- Art for All Ages: Tie-Dye – 9/28 (12 attendees)
- Puzzle Swap – 10/2 (10 attendees)
 - Anna was very pleased with the turnout for our inaugural puzzle swap, and she said several people asked if this would be a recurring event.
- Adult Crafternoons: Plush Pumpkins – 10/12 (7 attendees)

Passport-Palooza

We have set a new personal best for passports: in September, we processed 85 applications, earning a total of \$2,975. Our previous record was 79 apps in a month and that was set in May of 2022. In both cases, we set these records with only 3 of our 4 agents available.

We are also way ahead on other metrics for passports. The comparisons below use data from the 2021-2022 fiscal year, which was our busiest year for passports:

- Our average number of apps per day is 2.01; our average last year was 1.64 apps/day.
- As of this writing on October 12, 2022, we have processed 341 passports; last year, we had processed 206. This represents an increase of 65.5% compared to last year.

As of this writing on October 12, we have made \$11,935 from passports since the start of the fiscal year. We will almost certainly surpass the \$15,000 budgeted for passport revenue this year. The current

projection is \$25,705.79 for this year. It is still too early to say anything definitively, but the numbers look really good so far.

Trivia Waitlist

The October session of Trivia was completely filled within 15 minutes of registration opening. We ended up with 58 people attending and over 40 people on the waitlist. This is similar to the waitlist we saw for September. We haven't finalized anything yet, but we are discussing options with the Brewing Company for how to expand on this success and address the waitlist.

Totally BOOOOked 5

Speaking of Totally Booked: the 5th edition is now on sale at the Brewing Company. It is a pumpkin flavored beer and the Brewing Company is donating a dollar to the Library for every pint sold.

Fall StoryWalk

Eliza reports that with the success of our Fall StoryWalk, two area schools reached out to us for information on how to get set up with their own StoryWalks, which she was excited to do.

Winter StoryWalk

Winter StoryWalk planning is underway, and the Friends have agreed to annually fund the Winter StoryWalk for \$350. The chosen book is *Winter Dance* by Marion Dane Bauer, and the signs will be up in downtown Lake Bluff for the entire month of December. The author has also agreed to do a 15min author talk on 12/8 at 10:30am with the schools.

IGA Cards

There was a slight delay in terms of getting student information from the districts, but we've finished updating the IGA student cards for the next school year! This is always a big undertaking, and the Circulation staff, as usual, have been a big help in getting this finished quickly.

Mystery Readers

Mystery Reader Storytime continues to have a strong presence on Saturdays. Jenny Graziano has gotten many local teachers to participate, which is fun for their students, but we've also had interest from a local police officer!

Toys!

Toys have returned to the Children's department! Eliza has brought out the puppet theatre again, and she's bought some magna-tiles for the main room. She says it's really nice to have some more interactive elements for the kids.

Record Destruction

Martha is continuing work on our record retention and destruction procedures, and in her words, "If this were the NFL, I would probably be fined for excessive celebration due to my exuberance about the

amount of stuff we're going to be able to get rid of." We should receive permission from the State by Thanksgiving at the latest to get rid of about 20 cubic feet worth of old documents. Part of this record destruction process also includes retrieving information that's been saved as outdated files (eg. floppy discs with WordPerfect files) and working with Laurence to identify ways to reduce paper in our bookkeeping procedures, among many other follow-up actions.

Another Notary & Voter Registrar

Anna is now a notary and a voter registrar! Having another notary on staff to replace Eric is going to be a huge help for us, as we typically receive multiple notary requests each week.

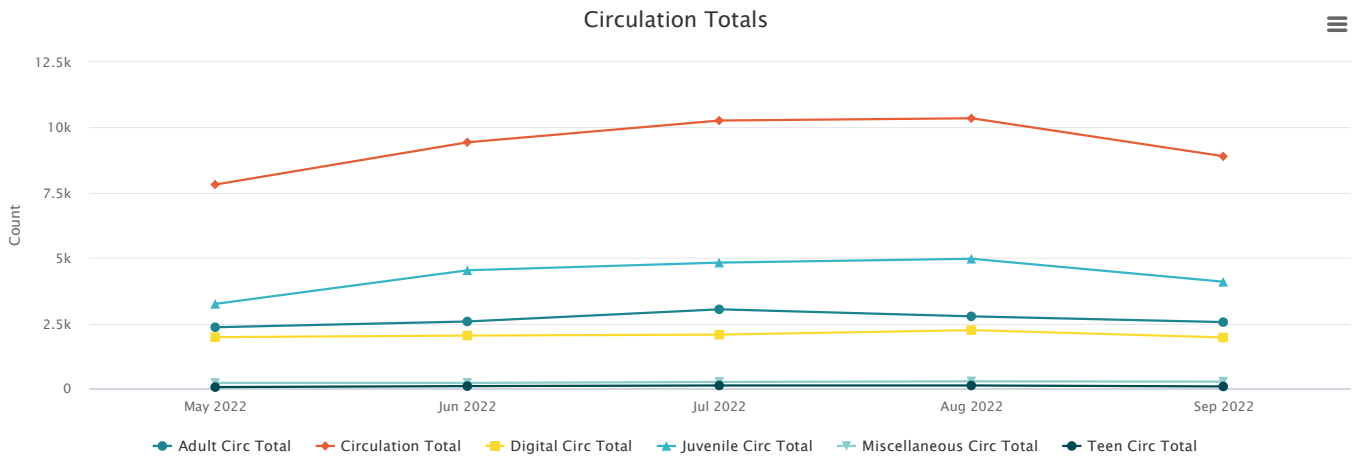
Respectfully submitted,

Katie Horner

FY 22-23 Graphs

FY 22-23 Circulation Totals

46,735
TOTAL CIRCS



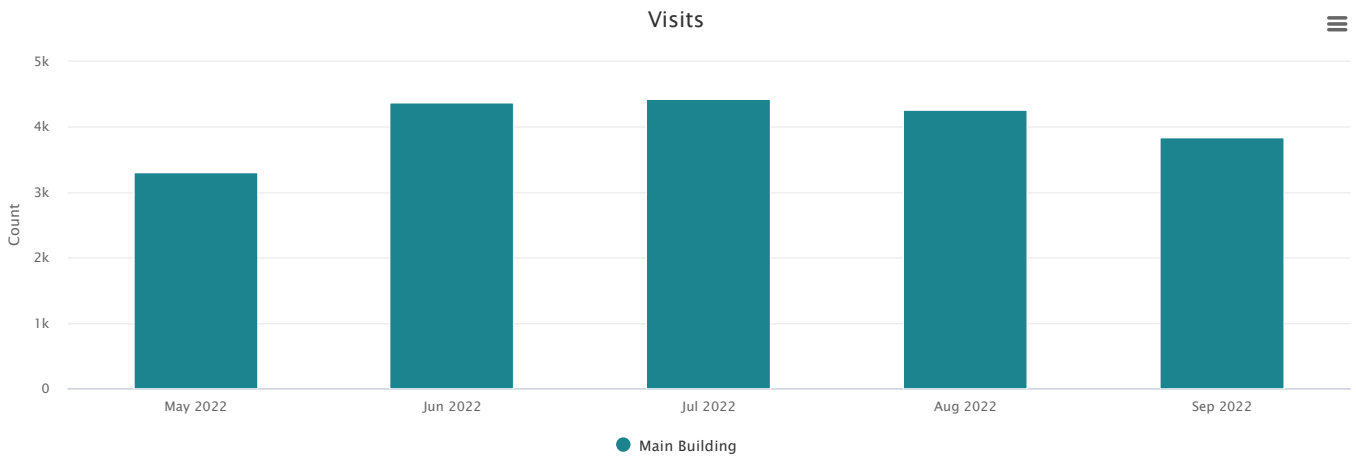
Category Adult Circ Total Circulation Total Digital Circ Total Juvenile Circ Total Miscellaneous Circ Total Teen Circ Total

May 2022	2344	7810	1963	3242	213	48
Jun 2022	2564	9421	2024	4527	214	92
Jul 2022	3026	10266	2058	4822	247	113
Aug 2022	2760	10344	2232	4969	270	113
Sep 2022	2535	8894	1949	4083	256	71

Circulation Totals

FY 22-23 Visits

20,221
TOTAL VISITS



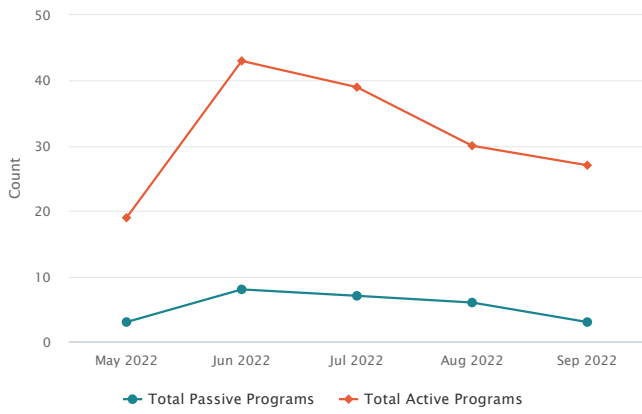
Category Main Building

May 2022	3315
Jun 2022	4380
Jul 2022	4425
Aug 2022	4261
Sep 2022	3840

Visits

FY 22-23 Programming

Number of Programs

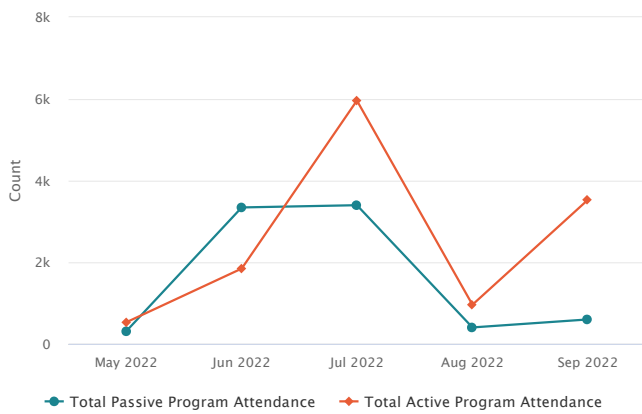


Category Total Passive Programs Total Active Programs

May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27

Number of Programs

Program Attendance



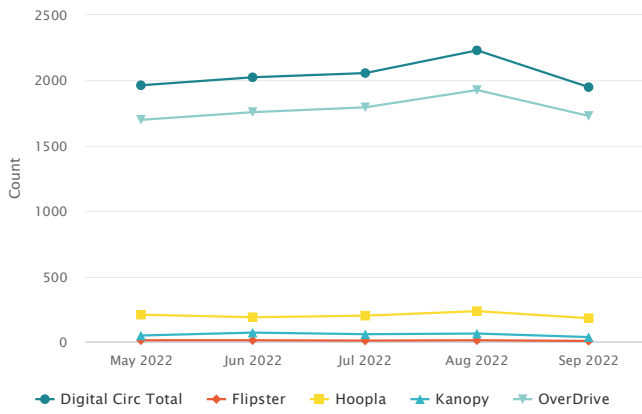
Category Total Passive Program Attendance Total Active Program Attendance

May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960
Aug 2022	400	960
Sep 2022	601	3529

Program Attendance

FY 22-23 Digital Collections

Monthly Usage

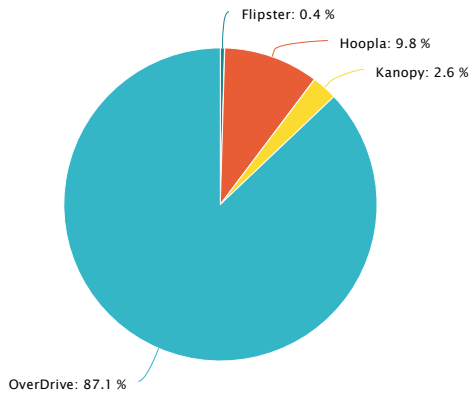


Category Digital Circ Total Flipster Hoopla Kanopy OverDrive

May 2022	1963	11	206	47	1699
Jun 2022	2024	10	187	69	1758
Jul 2022	2058	7	198	58	1795
Aug 2022	2232	11	233	61	1927
Sep 2022	1949	6	180	35	1728

Monthly Usage

Distribution by Platform



Category Series 1

Flipster	45
Hoopla	1004
Kanopy	270
OverDrive	8907

Distribution by Platform

FY 22-23 Website Usage

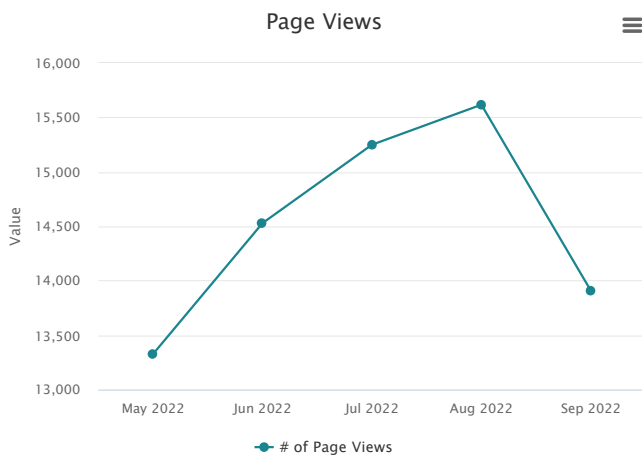
19,438
TOTAL SESSIONS



Category # of Visitors

May 2022 2851
Jun 2022 3270
Jul 2022 3261
Aug 2022 3540
Sep 2022 3020

Visitors



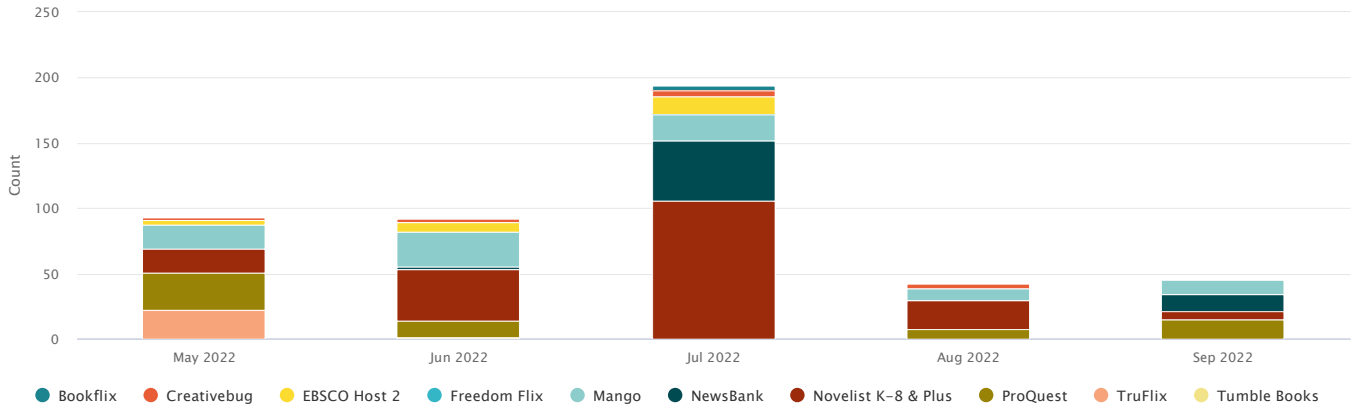
Category # of Page Views

May 2022 13326
Jun 2022 14530
Jul 2022 15248
Aug 2022 15616
Sep 2022 13907

Page Views

FY 22-23 Database Usage

Usage by Platform



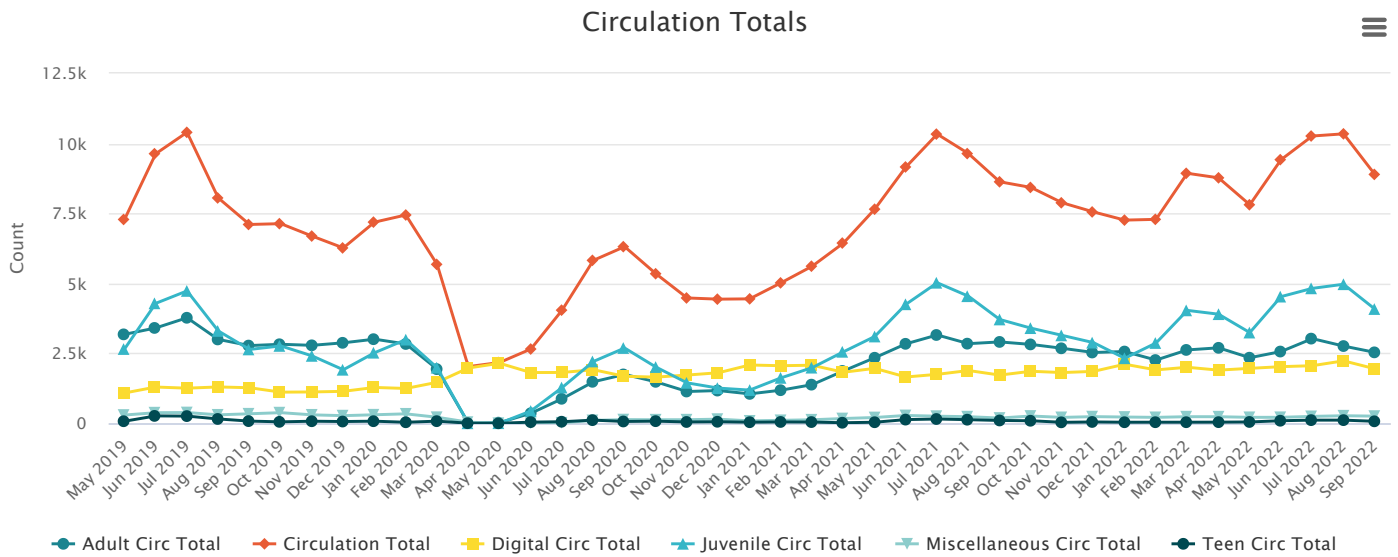
Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	3	0	0	10	0	22	7	0	0
Sep 2022	0	1	0	0	11	13	6	15	0	0

Usage by Platform

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3 Year Comparison Graphs

3 Year Circulation Totals



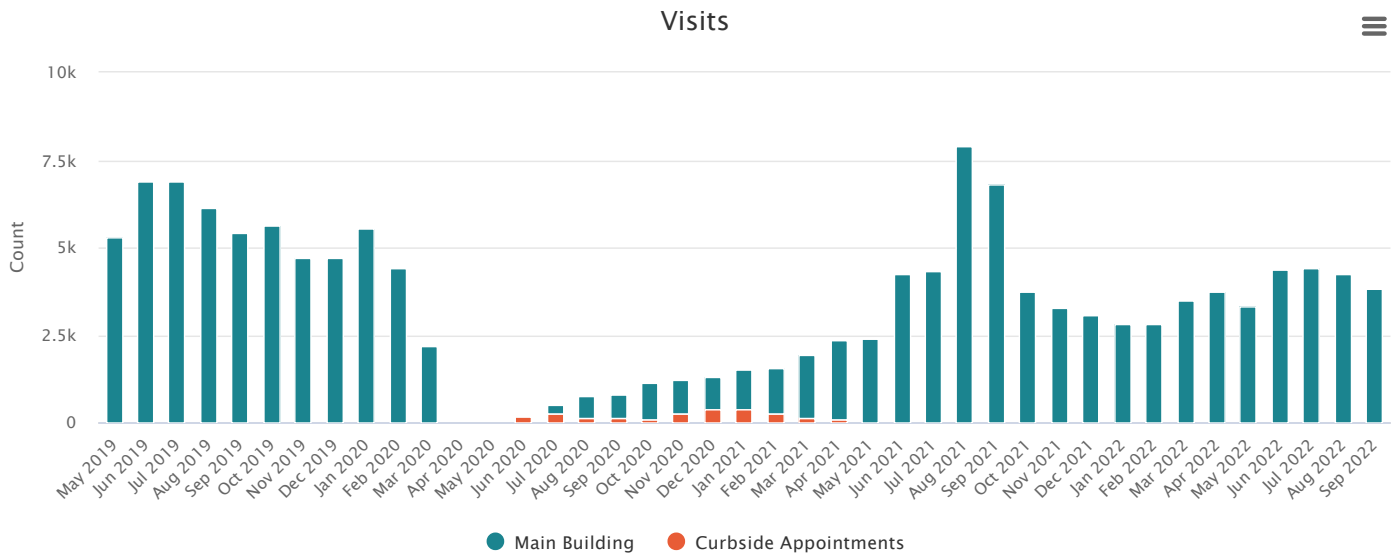
Category Adult Circ Total Circulation Total Digital Circ Total Juvenile Circ Total Miscellaneous Circ Total Teen Circ Total

Category	Adult Circ Total	Circulation Total	Digital Circ Total	Juvenile Circ Total	Miscellaneous Circ Total	Teen Circ Total
May 2019	3178	7284	1083	2654	295	74
Jun 2019	3408	9634	1296	4287	379	264
Jul 2019	3771	10398	1255	4730	385	257
Aug 2019	2997	8053	1299	3300	302	155
Sep 2019	2777	7105	1271	2639	340	78
Oct 2019	2824	7134	1113	2765	380	52
Nov 2019	2786	6691	1120	2409	302	74
Dec 2019	2876	6267	1142	1913	273	63
Jan 2020	3006	7189	1281	2522	305	75
Feb 2020	2835	7444	1245	2989	338	37
Mar 2020	1937	5680	1464	1987	216	76
Apr 2020	5	2026	1976	0	41	4
May 2020	23	2173	2145	3	2	0
Jun 2020	358	2654	1814	439	1	42
Jul 2020	876	4043	1816	1277	18	56
Aug 2020	1483	5823	1914	2209	104	113
Sep 2020	1746	6312	1679	2690	132	65
Oct 2020	1482	5345	1650	2010	127	76
Nov 2020	1136	4479	1724	1444	128	47
Dec 2020	1170	4436	1806	1257	148	55
Jan 2021	1051	4447	2083	1187	87	39
Feb 2021	1183	5018	2058	1623	106	48
Mar 2021	1381	5614	2075	1988	126	44
Apr 2021	1871	6441	1824	2555	171	20
May 2021	2342	7651	1963	3101	207	38
Jun 2021	2840	9160	1655	4253	280	132
Jul 2021	3156	10334	1749	5022	254	153
Aug 2021	2846	9638	1886	4541	236	129
Sep 2021	2908	8630	1723	3710	188	101
Oct 2021	2819	8429	1859	3400	260	91
Nov 2021	2680	7880	1813	3141	211	35
Dec 2021	2530	7553	1855	2882	238	48

Category	Adult Circ	Total Circulation	Digital Circ	Total Juvenile Circ	Miscellaneous Circ	Teen Circ	Total
Jan 2022	2564	7261	2111	2324	224	38	
Feb 2022	2260	7288	1908	2869	212	39	
Mar 2022	2622	8934	2002	4035	236	39	
Apr 2022	2697	8772	1900	3899	235	41	
May 2022	2344	7810	1963	3242	213	48	
Jun 2022	2564	9421	2024	4527	214	92	
Jul 2022	3026	10266	2058	4822	247	113	
Aug 2022	2760	10344	2232	4969	270	113	
Sep 2022	2535	8894	1949	4083	256	71	

Circulation Totals

3 Year Visits



Category Main Building Curbside Appointments

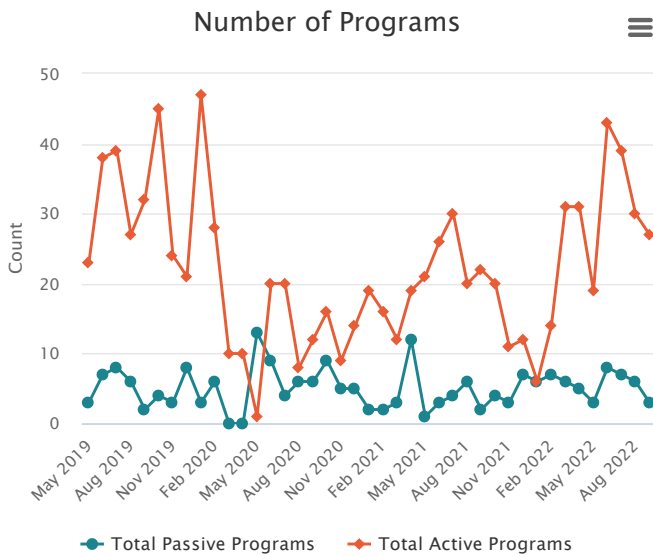
May 2019	5308	0
Jun 2019	6907	0
Jul 2019	6900	0
Aug 2019	6140	0
Sep 2019	5415	0
Oct 2019	5630	0
Nov 2019	4724	0
Dec 2019	4700	0
Jan 2020	5558	0
Feb 2020	4412	0
Mar 2020	2165	0
Apr 2020	0	0
May 2020	0	0
Jun 2020	0	154
Jul 2020	287	233
Aug 2020	622	145
Sep 2020	681	132
Oct 2020	1061	77
Nov 2020	965	256
Dec 2020	899	397
Jan 2021	1127	368
Feb 2021	1324	233
Mar 2021	1795	133

Category Main Building Curbside Appointments

Apr 2021	2259	73
May 2021	2370	16
Jun 2021	4252	0
Jul 2021	4333	5
Aug 2021	7909	5
Sep 2021	6792	0
Oct 2021	3726	2
Nov 2021	3266	0
Dec 2021	3052	2
Jan 2022	2810	0
Feb 2022	2828	6
Mar 2022	3497	0
Apr 2022	3730	0
May 2022	3315	0
Jun 2022	4380	0
Jul 2022	4425	0
Aug 2022	4261	0
Sep 2022	3840	0

Visits

3 Year Programming

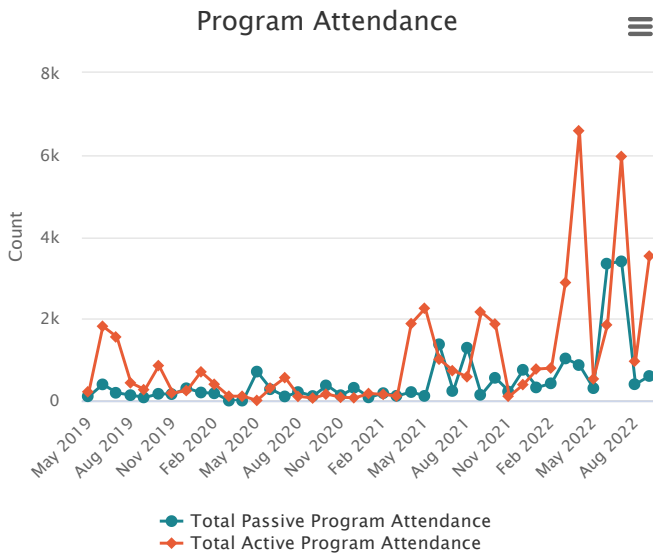


Category Total Passive Programs Total Active Programs

May 2019	3	23
Jun 2019	7	38
Jul 2019	8	39
Aug 2019	6	27
Sep 2019	2	32
Oct 2019	4	45
Nov 2019	3	24
Dec 2019	8	21
Jan 2020	3	47
Feb 2020	6	28
Mar 2020	0	10
Apr 2020	0	10
May 2020	13	1
Jun 2020	9	20

Category	Total Passive Programs	Total Active Programs
Jul 2020	4	20
Aug 2020	6	8
Sep 2020	6	12
Oct 2020	9	16
Nov 2020	5	9
Dec 2020	5	14
Jan 2021	2	19
Feb 2021	2	16
Mar 2021	3	12
Apr 2021	12	19
May 2021	1	21
Jun 2021	3	26
Jul 2021	4	30
Aug 2021	6	20
Sep 2021	2	22
Oct 2021	4	20
Nov 2021	3	11
Dec 2021	7	12
Jan 2022	6	6
Feb 2022	7	14
Mar 2022	6	31
Apr 2022	5	31
May 2022	3	19
Jun 2022	8	43
Jul 2022	7	39
Aug 2022	6	30
Sep 2022	3	27

Number of Programs



Category	Total Passive Program Attendance	Total Active Program Attendance
May 2019	106	215
Jun 2019	396	1815
Jul 2019	191	1554
Aug 2019	133	434
Sep 2019	78	267
Oct 2019	166	855
Nov 2019	158	187
Dec 2019	301	245
Jan 2020	198	702

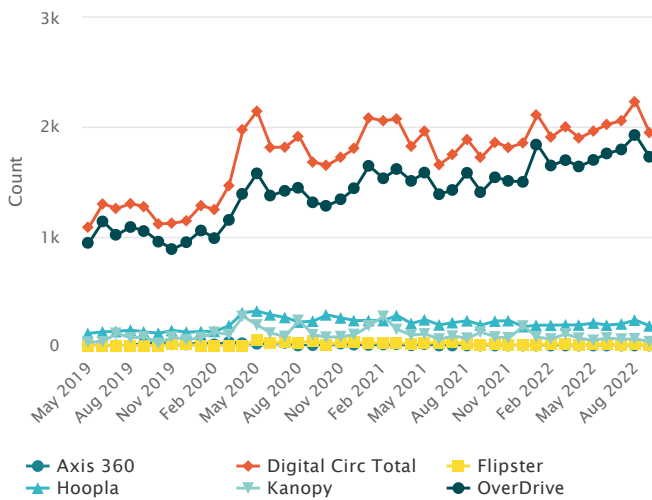
Category Total Passive Program Attendance Total Active Program Attendance

Feb 2020	179	399
Mar 2020	0	108
Apr 2020	0	107
May 2020	708	5
Jun 2020	278	307
Jul 2020	102	561
Aug 2020	208	103
Sep 2020	112	62
Oct 2020	371	158
Nov 2020	132	80
Dec 2020	313	69
Jan 2021	80	174
Feb 2021	182	152
Mar 2021	117	111
Apr 2021	209	1879
May 2021	115	2254
Jun 2021	1375	1010
Jul 2021	235	731
Aug 2021	1291	581
Sep 2021	141	2164
Oct 2021	556	1871
Nov 2021	222	107
Dec 2021	752	391
Jan 2022	322	771
Feb 2022	422	794
Mar 2022	1029	2881
Apr 2022	868	6587
May 2022	304	530
Jun 2022	3343	1848
Jul 2022	3399	5960
Aug 2022	400	960
Sep 2022	601	3529

Program Attendance

3 Year Digital Collections

Monthly Usage



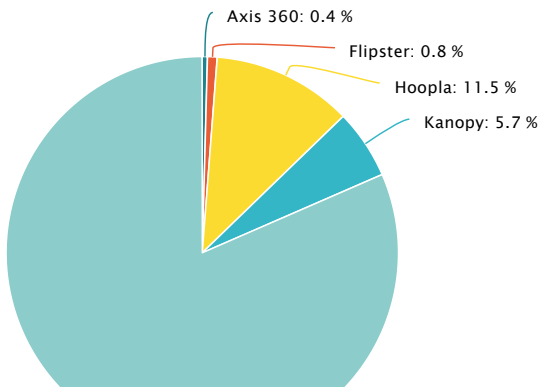
Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

Category Axis 360 Digital Circ Total Flipster Hoopla Kanopy OverDrive

Category	Axis 360	Digital	Circ	Total	Flipster	Hoopla	Kanopy	OverDrive
May 2019	1083	0	111	31	940			
Jun 2019	1296	0	126	34	1136			
Jul 2019	1255	0	129	112	1014			
Aug 2019	1299	0	142	70	1085			
Sep 2019	1271	0	125	78	1048			
Oct 2019	1113	0	113	21	951			
Nov 2019	1120	10	138	78	883			
Dec 2019	1142	10	123	53	946			
Jan 2020	1281	0	128	72	1053			
Feb 2020	1245	0	130	121	983			
Mar 2020	1464	0	182	100	1150			
Apr 2020	1976	0	300	267	1388			
May 2020	2145	49	316	188	1576			
Jun 2020	1814	25	281	114	1373			
Jul 2020	1816	35	257	83	1416			
Aug 2020	1914	25	215	230	1444			
Sep 2020	1679	44	223	98	1311			
Oct 2020	1650	7	281	76	1279			
Nov 2020	1724	33	253	81	1339			
Dec 2020	1806	28	229	101	1440			
Jan 2021	2083	24	229	180	1645			
Feb 2021	2058	21	229	267	1531			
Mar 2021	2075	24	275	147	1616			
Apr 2021	1824	18	202	95	1507			
May 2021	1963	25	236	106	1583			
Jun 2021	1655	22	189	59	1385			
Jul 2021	1749	29	210	86	1424			
Aug 2021	1886	11	227	67	1581			
Sep 2021	1723	8	188	123	1404			
Oct 2021	1859	17	224	78	1540			
Nov 2021	1813	7	228	71	1507			
Dec 2021	1855	6	173	178	1498			
Jan 2022	2111	9	186	77	1839			
Feb 2022	1908	15	186	59	1648			
Mar 2022	2002	10	189	106	1697			
Apr 2022	1900	6	188	67	1639			
May 2022	1963	11	206	47	1699			
Jun 2022	2024	10	187	69	1758			
Jul 2022	2058	7	198	58	1795			
Aug 2022	2232	11	233	61	1927			
Sep 2022	1949	6	180	35	1728			

Monthly Usage

Distribution by Platform



OverDrive: 81.5 %

Category Series 1

Axis 360 305
Flipster 563
Hoopla 8165
Kanopy 4044
OverDrive 57706

Distribution by
Platform

3 Year New Website Usage



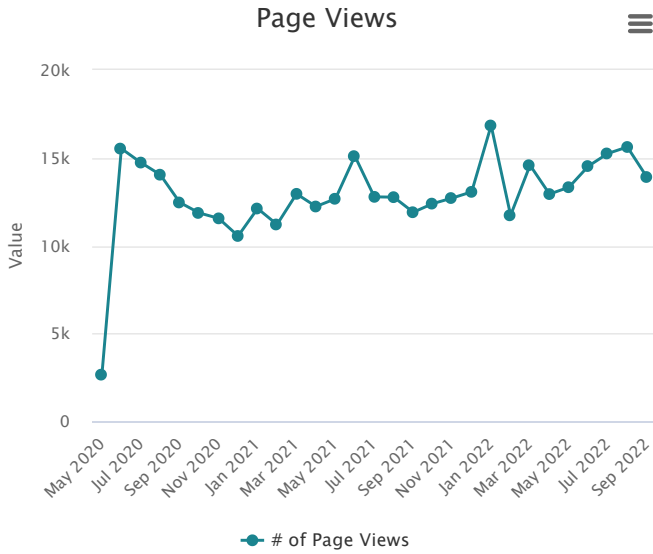
Category # of Visitors

May 2020 540
Jun 2020 2732
Jul 2020 2935
Aug 2020 3162
Sep 2020 2721
Oct 2020 2509
Nov 2020 2314
Dec 2020 2180
Jan 2021 2365
Feb 2021 2412
Mar 2021 2619
Apr 2021 2716
May 2021 2551
Jun 2021 3346
Jul 2021 3086
Aug 2021 2908
Sep 2021 2767
Oct 2021 2734
Nov 2021 2706
Dec 2021 2702
Jan 2022 3244
Feb 2022 2607
Mar 2022 3125

Category # of Visitors

Apr 2022 2917
May 2022 2851
Jun 2022 3270
Jul 2022 3261
Aug 2022 3540
Sep 2022 3020

Visitors



Category # of Page Views

May 2020 2653
Jun 2020 15525
Jul 2020 14729
Aug 2020 14039
Sep 2020 12457
Oct 2020 11861
Nov 2020 11552
Dec 2020 10550
Jan 2021 12112
Feb 2021 11204
Mar 2021 12948
Apr 2021 12227
May 2021 12667
Jun 2021 15095
Jul 2021 12777
Aug 2021 12759
Sep 2021 11901
Oct 2021 12392
Nov 2021 12709
Dec 2021 13061
Jan 2022 16840
Feb 2022 11726
Mar 2022 14578
Apr 2022 12935
May 2022 13326
Jun 2022 14530
Jul 2022 15248
Aug 2022 15616
Sep 2022 13907

Page Views

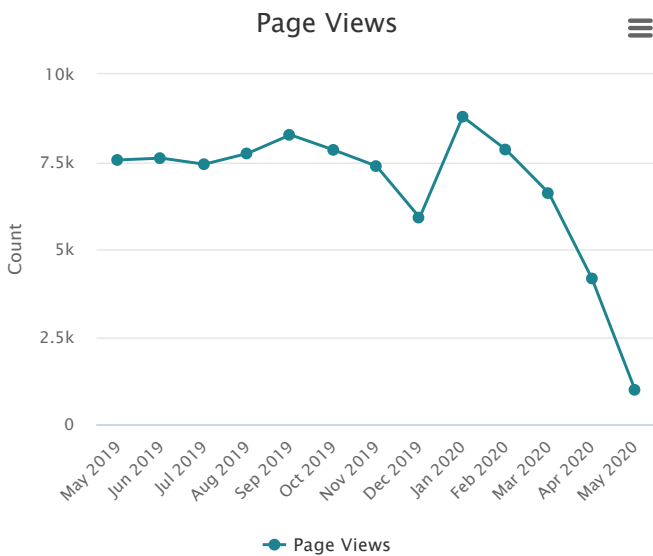
3 Year Previous Website Usage



Category Unique Visitors

- May 2019 4944
- Jun 2019 5073
- Jul 2019 5314
- Aug 2019 5254
- Sep 2019 5756
- Oct 2019 5537
- Nov 2019 5305
- Dec 2019 4561
- Jan 2020 5880
- Feb 2020 5582
- Mar 2020 4530
- Apr 2020 2769
- May 2020 632

Visitors



Category Page Views

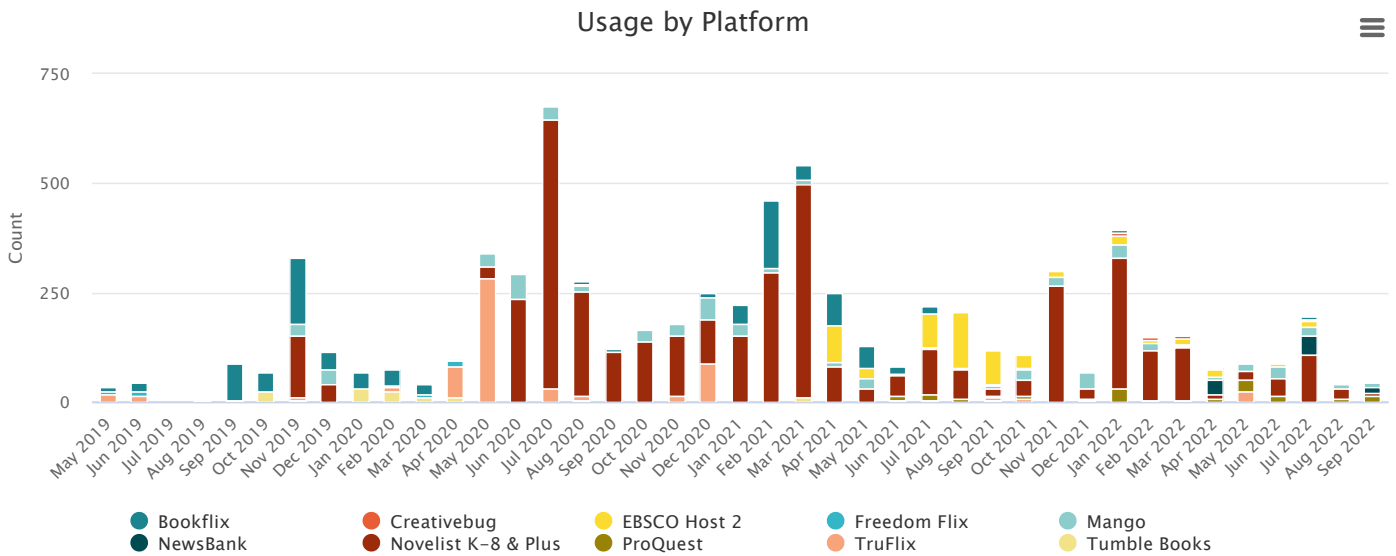
- May 2019 7553

Category Page Views

Jun 2019 7605
Jul 2019 7431
Aug 2019 7738
Sep 2019 8271
Oct 2019 7841
Nov 2019 7377
Dec 2019 5905
Jan 2020 8789
Feb 2020 7851
Mar 2020 6605
Apr 2020 4164
May 2020 981

Page Views

3 Year Database Usage



Category	Bookflix	Creativebug	EBSCO Host 2	Freedom Flix	Mango	NewsBank	Novelist K-8 & Plus	ProQuest	TruFlix	Tumble Books
May 2019	10	0	0	8	0	0	0	0	15	1
Jun 2019	22	0	0	10	0	0	0	0	13	0
Jul 2019	0	0	0	0	0	0	0	0	0	0
Aug 2019	0	0	0	0	0	0	0	0	3	0
Sep 2019	84	0	0	0	0	0	0	0	0	3
Oct 2019	43	0	0	0	0	0	0	0	0	24
Nov 2019	152	0	0	1	25	0	142	0	8	3
Dec 2019	40	0	0	0	34	0	39	0	0	0
Jan 2020	37	0	0	0	0	0	0	0	0	30
Feb 2020	36	0	0	2	0	0	0	0	11	24
Mar 2020	25	0	0	5	0	0	0	0	1	10
Apr 2020	4	0	0	13	0	0	0	0	70	10
May 2020	6	0	0	1	31	0	29	0	281	0
Jun 2020	0	0	0	0	55	0	236	0	0	1
Jul 2020	0	0	0	3	32	0	615	0	30	0
Aug 2020	9	0	0	3	12	0	238	0	13	2
Sep 2020	7	0	0	0	0	0	115	0	0	0
Oct 2020	0	0	0	0	27	0	139	0	0	0
Nov 2020	4	0	0	1	28	0	138	0	13	0
Dec 2020	10	0	0	0	51	0	100	0	88	0

Category Bookflix Creativebug EBSCO Host 2 Freedom Flix Mango NewsBank Novelist K-8 & Plus ProQuest TruFlix Tumble Books

Jan 2021	45	0	0	0	24	0	152	0	0	1
Feb 2021	156	0	0	0	10	0	296	0	0	0
Mar 2021	33	0	0	0	11	0	486	0	0	11
Apr 2021	74	0	83	0	12	0	80	0	0	0
May 2021	52	0	24	0	22	0	31	0	0	0
Jun 2021	16	0	3	0	0	0	49	10	0	3
Jul 2021	17	0	78	3	0	0	104	14	3	0
Aug 2021	0	0	127	0	5	0	68	6	0	0
Sep 2021	0	0	80	3	6	0	17	4	4	5
Oct 2021	0	0	29	3	23	0	38	6	8	0
Nov 2021	0	0	16	0	20	0	265	0	0	0
Dec 2021	0	0	3	0	36	0	25	3	0	3
Jan 2022	5	9	18	0	33	0	299	29	0	0
Feb 2022	0	6	8	0	14	0	116	0	3	0
Mar 2022	0	7	13	0	2	4	122	2	0	0
Apr 2022	0	1	19	0	7	33	10	6	0	0
May 2022	0	2	4	0	18	0	18	29	22	0
Jun 2022	0	3	7	0	27	2	39	13	0	1
Jul 2022	4	4	14	0	20	46	106	0	0	0
Aug 2022	0	3	0	0	10	0	22	7	0	0
Sep 2022	0	1	0	0	11	13	6	15	0	0

Usage by Platform