

# Christine's Report

## April 13, 2021

### Curbside delivery:

March: 163 (79 phone calls, 48 e-mails, 4 walk-in, 32 staff)

### Appointments:

March: 30 computer  
18 browsing

**Requests for materials:** Staff put 222 items on hold for patrons

### Staff Activities:

- Attended Plain Language webinar
- Met with Diane Blanchard to discuss story walk; we have a book; working on getting it laminated and put in windows
- Learned about tockify which is a calendar add-on for our website. We hope to get it added soon.
- Created a new carousel for our website listing our new books on cd
- Posted policies on website
- Updated curbside procedure on website
- Joined in system-wide collaborative supply order. This saves us a lot of money.
- Cleaned scratched cds and dvds. Our Eco-Smart disc repair machine was definitely worth the money we spent on it. In the past I would have had to discard scratched items.
- Ordered and catalogued items
- Received money in memory of Dorothy Buhr and Thank you notes were sent to donors.
- Collaborated on Master Gardener programs with Amery, Augusta, and Ellsworth Public Libraries
- Participated in Money Smart Week
- Attended MORE Directors Council virtually
- Met virtually with the other Polk County Library Directors
- Met virtually with directors of small libraries in the IFLS System
- Met virtually with Youth Services Librarians working in IFLS Libraries
- Met virtually with Adult Services Librarians working in IFLS Libraries
- Attended Human Resources webinar