

Christine's Report

June 1, 2021

Curbside delivery:

May: 92 (47 phone calls, 25 e-mails, 4 deliveries, 16 staff)

Appointments:

May: 37 (29 computer, 5 browsing, 3 computer/browsing)

Walk-ins:

May: 109 (56 browsing, 38 pick up, 4 browsing/pick up, 9 computer, 1 pickup/computer, 1 browsing/computer)

Requests for materials: Staff put 128 items on hold for patrons; Staff pulled 91 Clear Lake items for Summer School teachers

Staff Activities:

- Prepared for re-opening
- Posted policies on website
- Ordered and catalogued items
- Started weeding collection in preparation for Clear Lake Days
- Set up a small book sale in the Library
- Met virtually with the other Polk County Library Directors
- Met virtually with directors of libraries in the IFLS System
- Met virtually with Youth Services Librarians working in IFLS Libraries
- Attended MORE Directors Council meeting virtually: Discussed 2022 budget
- Attended Webmaster hours: Each library must have staff attend 6 of these sessions per IFLS
- Started preparing PageTurner materials for Summer Reading Program
- Prepared Summer Reading flier
- Attended Human Resources webinar
- Attended Juneteenth webinar
- Attended COVID webinar