

# Christine's Report

## July 6, 2021

### Curbside delivery:

June: 71 (39 phone calls, 9 e-mails, 1 delivery, 22 staff)

### Appointments:

June: 12 (12 computer)

### Walk-ins:

June: 306 (163 browsing, 88 pick up, 17 browsing/pick up, 28 computer, 1 pickup/computer/browse, 9 other)

**Requests for materials:** Staff put 127 items on hold for patrons; Staff pulled 115 Clear Lake items for Summer School teachers

### Staff Activities:

- Revised Welcome Brochure to give to new cardholders and any one else who wants information about the Clear Lake Public Library
- Posted policy on website
- Ordered and catalogued items
- 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 Executive Committee meeting virtually: Discussed 2022 budget
- Attended Webmaster hours
- Met virtually with CARES ACT personnel: Christine has submitted a request to be reimbursed for \$1402.91 for COVID expenses
- Attended webinar: Eliminating library fines: improving community access, equity and usage
- Attended webinar: Meet your partners: workforce resources and libraries
- Attended webinar: Passive-aggressive behavior: sources and solutions for library workspaces
- Attended webinar: Defining accessibility – services, programs & technology
- Attended webinar: CCBC (Cooperative Children's Book Center)
- Attended webinar on Disaster Planning (The Library does not have a plan and the Village doesn't really have one either. I checked the IFLS website and there was no information there. I contacted Leah Langby at IFLS and she says there are some things being worked on in regards to this topic)

- Attended “Charting our course towards library success: IFLS planning survey results and next steps” presentation by John Thompson, IFLS Director.
- Set up for Book and Plant Sale
- Sat at Book and Plant Sale
- We made \$525.25 at the sale
- Packed up 6 boxes of book sale items for Polk County Fair: Debbie Johnson, our Usborne Book Representative has a booth. She sells our items and we get money to purchase Usborne and Kane Miller Books.
- Packed up remaining items for Goodwill
- Reduced quarantine time for returned items down to 24 hours from 72 hours

### **Staff Schedule**

- Christine is taking July 9<sup>th</sup> – 12<sup>th</sup> off. Pam and Karla normally work Friday and Monday so the library is covered.
- Pam is going on vacation July 23<sup>rd</sup> – August 2<sup>nd</sup>. Karla and I have the week covered
- Karla will be having knee surgery on August 4<sup>th</sup>. She will be out at least 4 weeks and maybe up to 8. Pam and I will work out a schedule. It may mean some extra hours for us. The budget can handle the change if you all agree.