

**Christine's Report
December 7, 2021**

Curbside delivery:

November: 16 (e-mail: 2, phone: 14)

Walk-in/Browse

November: 129

Walk-in/Pick up at desk

November: 71

Walk-in/Browse/Pick up at desk

November: 18

Walk-in/Computer

November: 20

Walk-in/Browse/Computer

November: 4

Phone/Computer

November: 4

Staff

November: 22

Other (Get library card, renew items, use copy machine)

November: 11

Requests for materials:

November: 78

Staff activities:

- Met virtually with the other Polk County Library Directors
- Met virtually with IFLS System staff serving youth
- Ordered and processed books
- Ordered and processed books on cd
- Purchased and processed dvds
- Processed donated books
- Weeded several items – poor condition, no longer circulating, content no longer relevant
- Fixed spine labels – illegible; missing # in series

- Karla is going thru the dvds – crossing out dvds not in case label, switching out bad cases, and checking for scratches. So far, has discovered 3 missing dvds. Hopefully that is all because we don't want to go back to our old system of keeping the dvds in pockets at the front desk.
- Christine cleaned the scratched dvds
- Met virtually with IFLS Marketing & Advocacy Committee
- Christine presented twice at the Wisconsin Library Association Annual Conference – she has been asked to expand her “A Recipe For Grant Writing Success” presentation so she can offer it to other library systems
- Pam posted to Facebook
- Pam updated website
- Pam and Christine are working on revitalizing our 1000 Books Before Kindergarten program
- Trying out some new ways of displaying library materials so they are easier for patrons to find
- IFLS has given us a list of year end tasks and we are working our way thru that list