

**Christine's Report  
February 1, 2022**

**Curbside delivery**

December: 20 (e-mail: 13, phone: 7)

January: 23 (e-mail: 16, phone: 7)

**Home delivery**

December: 1

**Walk-in/Browse**

December: 100

January: 152

**Walk-in/Pick up at desk**

December: 66

January: 95

**Walk-in/Browse/Pick up at desk**

December: 16

January: 22

**Walk-in/Computer**

December: 21

January: 29

**Walk-in/Browse/Computer**

December: 7

January: 8

**Walk-in/Computer/Pick up at desk**

January: 1

**Phone/Computer**

December: 4

January: 4

**Phone/Computer/Browse**

January: 1

**Staff**

December: 22

January: 20

**Other (Get library card, renew items, use copy machine, pick up tax forms)**

December: 11

January: 11

**Requests for materials:**

December: 82

January: 258

**Staff activities:**

- Met virtually with the other Polk County Library Directors
- Met virtually with my program collaborators – we are planning another gardening series, trivia night, and Badger Talks series (these are free programs offered by UW – staff)
- Ordered and processed books
- Ordered and processed books on cd
- Purchased and processed dvds
- Processed donated books, dvds
- 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.
- Christine cleaned the scratched dvds
- Participated in community Elf Escape – our elf was named Paige
- Met virtually with IFLS Marketing & Advocacy Committee – we have a Tell Your Library Love Story campaign happening now and a Library Passport Program kicking off in April during National Library Week
- Met virtually with MORE Directors
- Pam posted to Facebook
- Pam updated website
- Trying out some new ways of displaying library materials so they are easier for patrons to find - shelved YA cds with their matching books, browsing bin in children's section of theme related books (currently winter, snow, ice), working on Read Alikes
- Picked up shelves from the Amery Public Library – thank you to Allan LaFond, Aaron Buhr and Al Bannink – we moved New Arrivals to middle of the library, spread out picture books, removed dvds from bottom shelves
- Applied for and received \$1,000 from Polk Burnett Operation Round Up to purchase Large Print Books
- Received \$500 from Clear Lake Lions Club to purchase Large Print Books
- IFLS tech came out and removed obsolete equipment and updated the rest
- Christine attended several webinars during the Wild Wisconsin Winter Web Conference
- Christine has begun filling out the Annual Report
- Pam and Christine are working on Winter Reading Bingo Games (Birth – 6, 6 – 18, 18 and up) - participants can win some Library swag