

**Christine's Report  
April 5, 2022**

**Patrons**

February: 353 (285 adults; 68 juveniles)

March: 404 (333 adults; 71 juveniles)

**Curbside delivery**

February: 19 (e-mail: 9; phone: 10)

March: 21 (e-mail: 8; phone: 13)

**Home delivery**

February: 1

**Walk-in/Browse**

February: 150

March: 190

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

February: 67

March: 83

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

February: 30

March: 20

**Walk-in/Computer**

February: 44

March: 47

**Walk-in/Browse/Computer**

February: 3

March: 6

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

February: 1

March: 1

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

March: 1

**Phone/Computer**

February: 2

**Phone/Computer/Pick up at desk**

February: 1

**Staff**

February: 17

March: 18

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

February: 18

March: 17

**Requests for materials:**

February: 167

March: 198

**Staff activities:**

- Turned in Annual Report
  - Materials owned: Books: 14,691; Electronic E-books: 173,888; Audios: 1,882; Downloadable Electronic Audio Materials: 68,715; Video Materials: 3,650; and Downloadable Electronic Video Materials: 592
  - Circulation: 15,501 (4,881 Children's Materials) 2020: 12,734 (3,583 Children's Materials +2,767 (1,298)
  - Loaned 6,603 items to patrons at other libraries 2020: 5,626
  - Borrowed 4,618 items from other libraries for our patrons 2020: 3,568
  - 10,883 Clear Lake items were checked out in 2021 9,166 Clear Lake items were checked out in 2020
  - Operating Expenses: \$120,506 2020: \$108,110 +\$12,396
- Mailed ACT 150 letters – these are requests to Barron, Dunn, Polk, and St Croix Counties for funds to reimburse Clear Lake Public Library for serving people that don't live in the municipality of Clear Lake. Village of Clear Lake gave us \$74,313 for 2022 and as you can see above, it costs more than that to operate the library.
- Met virtually with the other Polk County Library Directors
- Met virtually with my program collaborators – trivia night, and Badger Talks series (these are free programs offered by UW – staff). We have done 5 programs and several more are planned. Clear Lake has planned the April talk and it is on Gardening with native plants.
- Ordered \$1500 worth of Juvenile Non-Fiction books from ABDO books. We will receive an additional \$600 worth of free Juvenile Non-Fiction books.
- Ordered and processed books
- Ordered and processed books on cd
- Purchased and processed dvds
- Processed donated books, dvds
- Added puzzles to our collection and they have been circulating

- Weeded several items – poor condition, no longer circulating, content no longer relevant
- Fixed spine labels – illegible; missing # in series
- Met virtually with IFLS Marketing & Advocacy Committee – Library Passport Program kicked off April 4<sup>th</sup>
- Met virtually with the MORE Operations Committee – trying to come up with a consistent way of assessing damage to items and what should be charged back to a patron
- Met virtually with MORE Library Directors
- Pam posted to Facebook
- Pam updated website
- Received \$250 from Clear Lake Lions Club to purchase Large Print Books
- IFLS is migrating our library e-mails from Gmail to Microsoft Office 365 because G Suite free legacy edition is being discontinued. As a result, we are doing a lot of data cleanup.
- The Elementary School, the Library and the Museum are once again collaborating for National Poetry month
- Finished Winter Reading Challenge
- Attended webinar on Page Turner Adventures (Our Summer Reading Program)
- Attended series of webinars on race and inclusivity
- Presented my “A Recipe for Grant Writing Success” webinar to 90+ library employees
- Working on a follow up webinar that I will present in May
- Created list of Upcoming Adult Fiction Releases – Patrons can place their own holds or ask us to – This has proven to be popular so working on Juvenile list
- As time permits, moving materials – spreading them out so easier for patrons to see what we have