

**Christine's Report
May 3, 2022**

Patrons:

April: 378 (Adults: 308, Juveniles: 70)

Curbside delivery

April: 10 (e-mail: 4, phone: 6)

Walk-in/Browse

April: 188

Walk-in/Pick up at desk

April: 84

Walk-in/Browse/Pick up at desk

April: 23

Walk-in/Computer

April: 35

Walk-in/Browse/Computer

April: 5

Phone/Computer

April: 1

Staff

April: 14

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

April: 18

Requests for materials:

April: 122

Staff activities:

- Met virtually with the other Polk County Library Directors
- Met in person with the other Polk County Library Directors for a tour of the Amery Public Library – we are going to set up a time to visit each library – several have had extensive changes during COVID so it will be fun to see the changes
- Ordered and processed books – including ABDO order
- Ordered and processed books on cd
- Purchased and processed dvds

- Weeded several items – poor condition, no longer circulating, content no longer relevant
- Almost done moving the Adult Fiction section
- Fixed spine labels – illegible; missing # in series
- Met virtually with IFLS Marketing & Advocacy Committee – Passport Program has begun and has been well received
- Met virtually with the IFLS Operations Committee to continue working on Damaged Item form and procedure
- Met virtually with IFLS Library Directors
- Met virtually with Youth Services librarians – discussed Summer Reading
- Pam posted to Facebook
- Pam updated website
- Participated in IFLS Group Supply Order – saves us a lot of money
- Participated in IFLS Spring Delivery Study – we have had issues (called Pam on a Friday to say delivery would be at 5:15 pm so Pam waited – I came in early Monday to help Karla process; Monday delivery was at 4:55 pm; Wednesday delivery was at 2:10 pm and Friday was a no show and as a result we ran out of crates so had to use boxes)
- Pam virtually attended meetings with IFLS webmaster to keep learning new skills
- Christine attended several webinars (Mental Illness, Diversity, Science Week in Wisconsin, Funding of Public Libraries, Summer Reading Program for Adults, Patron Privacy)
- 397 more items circulated in April, 2022 (1,400) than in April, 2021 (1,003)