

**Christine's Report
June 7, 2022**

Patrons

May: 385 (106 juveniles, 279 adults)

Tour: 41 (38 juveniles, 3 adults)

Curbside delivery

May: 17 (e-mail: 10; phone: 7)

Walk-in/Browse

May: 179

Walk-in/Pick up at desk

May: 79

Walk-in/Browse/Pick up at desk

May: 18

Walk-in/Computer

May: 63

Walk-in/Browse/Computer

May: 4

Staff

May: 11

Other (get library card, renew items, use copy machine, book sale)

May: 14

Requests for materials:

May: 92

Circulation of materials:

April: 1400 items (951 adult, 414 juvenile, 35 young adult) + 397 over April, 2021

May: 1340 items (808 adult, 496 juvenile, 36 young adult) + 260 over May, 2021

Staff activities:

- Ordered and processed books
- Ordered and processed books on cd
- Purchased and processed dvds
- Processed donated books
- Processed donated puzzles

- 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 is going extremely well
- Met virtually with the MORE Operations Committee – Came up with a staff friendly description of what damage can be charged for and what damage should not be charged for – this will be voted on at the next Directors Council Meeting
- Met virtually with the MORE Resource Sharing and Collection Development Committee
- Met virtually with MORE Library Directors
- Pam posted to Facebook
- Pam updated website
- Worked on migrating library e-mail accounts to Microsoft Office. Transition should be finished Monday, June 13th
- Presented my “A Recipe for Grant Writing Success” part 2 webinar to librarians from across WI
- Met with Al Bannink, Becky Schramski, and Aaron Buhr: Booksale will be indoors on June 24th and 25th. People will use library back door, enter meeting room thru library, and access to restrooms will be blocked. Monday Madness will take place on afternoons in July and maybe August on grassy area in front of library and in part of the parking lot. Aaron will block off so nobody parks in the first few spots next to grassy area.
- Clear Lake Public Library is part of the MORE Consortium of Libraries. The 2023 Budget is currently being discussed. Cricket has been attending listening sessions reviewing the current budget, increase in costs of current services for 2023, and the possible purchase of new products to help with: 1) collection development and 2) training tutorials for patrons and staff. Clear Lake paid \$6,534 in 2022 to be a member of MORE. The proposed cost for 2023 with only an increase in the cost of current services is \$8,441. Potentially IFLS could pay a subsidy of \$1,600 which would lower our cost to \$6,841. The Budget Hearing is Friday, June 17th.
- Thinking ahead to July when Cricket is gone: Proposed schedule:
 - Thursday, July 21st, Thursday, July 28th, Friday July 22nd, Friday, July 29th: Karla: 9 – 1, Pam: 1 – 5
 - Monday, July 25th and Tuesday, July 26th: open 2 hours late: Karla: 11 – 3, Pam: 3 - 7
 - Wednesday, July 27th: open 1 hour late: Karla: 11 – 3, Pam 3 – 7

We can post on website and around library and in paper now so we give people enough notice.