

Christine's Report
April 11, 2023

Patrons:

March: 652 (adults: 478, juveniles: 174)

Phone/Other (Renew, Request, Did anything come in for me?):

March: 21

E-mail (Request):

March: 2

Walk-in/Browse

March: 304

Walk-in/Pick up at desk

March: 124

Walk-in/Browse/Pick up at desk

March: 38

Walk-in/Computer

March: 53

Walk-in/Browse/Computer

March: 16

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

March: 2

Walk-in/Computer/Pick up at desk)

March: 1

Staff

March: 14

Other (Get library card, renew items, use copy machine, browse book sale, get tax forms, use wifi)

March: 77

Requests for materials:

March: 176

Staff activities:

- With AI's assistance filled out a Facilities Survey for the state
- Met virtually with the IFLS Marketing Committee: 2nd Annual Passport Program kicks off April 24th
- Processed the Pilcrow Grant Books: Publicized on our website and in the paper. The final report is due later this month.
- Met virtually with the other Polk County Library Directors
- Ordered and processed books
- Ordered and processed books on cd
- Purchased and processed dvds
- Weeded several items – poor condition, no longer circulating, content no longer relevant
- Fixed spine labels – illegible; missing # in series
- Pam posted to Facebook
- Pam updated website
- Pam held story times
- Examples of reference transactions: funny fiction, shine-a-light books, books on traveling in Europe, book about Wisconsin State Parks
- 2,207 items were circulated in March (1104 adult, 1032 juvenile, 71 young adult) (506 over March, 2022)
- Had the carpet cleaned – lots of positive comments
- Library hours/schedule for May 1st – May 5th:
 - Monday and Tuesday: open at 10 instead of 9
 - 10 – 1: Karla 1 - 7: Pam
 - Wednesday: 10 – 7
 - 10 – 1: Karla 1 - 7: Pam
 - Thursday: close at 4 instead of 5
 - 9 – 11: Karla 9:30 – 4: Pam Pam holds story time 10 – 11
 - Friday: 9 – 5
 - 9 – 12: Karla 12 – 5: Pam

In summary: only open 3 hours less than a normal week