

**Christine's Report
June 6, 2023**

Patrons

April: 629 (adults: 474, juveniles: 155)
(walk-in: 612, phone: 15, e-mail: 2)
May: 583 (adults: 440, juveniles: 143)
(walk-in: 543, phone: 38, e-mail: 2)

Computer

April: 58
May: 40

Requests for materials:

April: 90
May: 184

Circulation of materials:

April: 1952 (adult: 1036, juvenile: 853, youth: 63) 552 higher than April, 2022
May: 1542 (adult: 902, juvenile: 579, youth: 61) 202 higher than May, 2022

Staff activities:

- 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
- Examples of assistance to patrons: how to watch Brewers on YouTube, Driver's License Manual; author like Melody Carlson, books on starting a small business, fantasy books for juvenile boy, graphic novels for 4th grade girl, historical books
- Met virtually with the Polk County Library Directors
- Met virtually with Librarians from the MORE Consortium
- Met virtually with MORE Operations Committee – discussion on using some new features of the Sierra Circulation System – if implement then need to change some procedures
- Moved office bookshelves to Juvenile/Young Adult section -able to spread out collections for better visibility
- Mark Nelson did a wonderful job of cleaning the office floor tile
- Re-arranged the office for better functionality
- Participated in IFLS bulk buying of spine labels, barcodes, and printer ribbons
- IFLS has hired a new webmaster – unfortunately, she also works for 2 other systems so is responsible for 90+ websites – as a result Pam and now me will be responsible for

more parts of our website – we are attending weekly training sessions which is taking up a lot of time and because neither one of us has had true formal training as webmasters, it does take a chunk of time to get on the website what we want - may need to simplify what we offer until we can get a better handle on things

- Pam has Summer Reading Program planned and has given this information to Marci Meyer so she can give information out at school
- We are the only Polk County Library participating in the Check out the State Parks program – a library patron can get a free day pass to the state parks at our circulation desk – this is a pilot program and we are excited to be a participant – we got several likes on our Facebook page when we posted that we were offering the passes
- Attended Build Skills and Take Action to Stand Up For Diversity, Equity, and Inclusion webinar