

**Christine's Report  
December 5, 2023**

**Patrons:**

November: 613 (adults: 416, juveniles: 197)  
(walk-ins: 588, phone: 20, e-mail: 3, delivery: 2)

**Computer:** 61

**Requests for materials:** 164

**Circulation of materials:**

November: 1809 (adult: 1059, juvenile: 640, young adult: 110)  
25 higher than November, 2022

**Staff activities:**

- Met virtually with the other Polk County Library Directors
- Met with the MORE Director's Council
- Met with the MORE Operations Committee
- Met with the IFLS Marketing Committee: Based on feedback we are moving the start time for the Passport Program from National Library Week to the last week of May. It will run through the last week of August
- 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
- Webinars: State Park Pass program; Suicide: a conversation with Suicidologist Stephanie Weber; Crash course: crime, mysteries & thrillers
- Submitted 2024 closed dates to MORE
- Requested Tax Forms
- Submitted Polk Burnett Operation Round-up grant
- IFLS has sent out its list of end of year projects and have begun work on those
- I didn't like the language on the Circulation system generated bills so wrote a new letter with friendlier language and Kathy Setter (IFLS) has set it up for me to use
- Pam posted to Facebook
- Pam held story times
- Examples of reference transactions: books about the Irish potato famine, books on cd for 13 year old male, fiction books about the Holocaust, newly discovered Pearl S. Buck book, authors similar to Catherine Coulter