

**Christine's Report  
October 1, 2024**

**Patrons:**

August: 773 (adults: 554; juveniles: 219)  
(walk-ins: 731; phone: 41; e-mail: 1)

New Library Patrons: 2

September: 621 (adults: 469; juveniles: 152)  
(walk-ins: 591; phone: 25; e-mail: 4; delivery: 1)

New Library Patrons: 4

**Computer:** August: 47  
September: 40

**Requests for materials:** August: 124  
September: 99

**Circulation of materials:**

August: 1,840 (adult: 1014; juvenile: 742; young adult: 84)  
(89 less than in 2023)  
OverDrive: 432 (34 more than in 2023)

September: 1,720 (316 more than in 2023)  
OverDrive: 427 (12 more than in 2023)

**Staff activities:**

- Christine met virtually with the other Polk County Library Directors
- Christine met in person with the MORE Operations Committee – clarified Courier Procedures
- Christine ordered and processed books
- Christine ordered and processed books on cd
- Christine purchased and processed dvds
- Christine weeded several items – poor condition, no longer circulating, content no longer relevant
- Christine fixed spine labels – illegible; missing # in series
- Christine cleaned scratched dvds and books on cd
- Christine participated in the Open House at the Clear Lake Elementary School
- Christine attended several webinars: “DK School & Library Fall 2024 Preview Event”, “Amazing Picture Books”, Organizational and Governance Best Practices for Boards: Bylaws, Operational Standards, Committees, and More”, Graphic Novels & Manga Showcase”, “Creating the Annual Budget”, “The Americans with Disabilities Act and the

Public Library Website”, “Website Accessibility Essentials”, “Nonfiction is Non-Negotiable: Why Nonfiction Books Are Important to Library Collections”, “From Basics to Breakthroughs: AI Strategies for Library Leaders”, Navigating Artificial Intelligence Through a Public Librarian’s Lens”, “Empowering Lifelong Learning: AI Guidance for Enhancing K12 and Library Education”, “Trends in Emerging Tech with Laura Solomon”, and “Learning, Growing, Reading: Books for Early Readers”.

- Christine submitted a Donation Request to Royal Credit Union
- Erin organized materials used in our youth programs
- Erin created shelf labels for non-fiction books to ease patron browsing
- Pam attended website training
- Pam worked on the library website
- Pam offered a Take & Make craft and 40 left the library
- Pam and Colleen posted to Facebook
- Pam and Erin held story times and Monday Marvels science programs
- Examples of reference transactions: Medicare, Health Insurance, Mediterranean Diet, and Poetry
- Colleen attended a Book Repair Workshop and has been fixing damaged items
- Colleen met virtually with other Adult Services Librarians
- Colleen is working with Sally Johnson, retired Public Health Nurse, to provide a Green Cleaning Program to be held on Tuesday, October 22<sup>nd</sup> at 6 pm.
- Colleen is working with Pillar Bank to provide a Fraud program in conjunction with the Senior Luncheon offered at the Community Center on October 24<sup>th</sup>. Pillar will also do a story time at the Library.
- Colleen will offer a Porch Pot Program on Tuesday, November 19<sup>th</sup> at 6 pm.
- Colleen received a scholarship to attend the Wisconsin Library Association Conference being held in November in Green Bay.
- Colleen met with Deb McMahan, a member of the Ridgeview Board of Directors, to discuss Badger Talks (free programs offered by UW-Madison on a variety of topics).
- Colleen and Christine revised the Library Welcome Brochure, designed a Friends Recruitment flier, revised the Support Clear Lake Public Library flier, created a 1000 Books Before Kindergarten flier, put together 1000 Books Before Kindergarten packets, designed a Silent Auction flier, held informational meetings for potential Friends of the Library, created the First Annual Literary Pumpkin Contest, and submitted a Donation Request to St. Croix Casino.
- Colleen, Christine, and Erin have begun working on the Holiday Silent Auction Fundraiser. It will begin Monday, November 18<sup>th</sup> and conclude on Thursday, December 12<sup>th</sup>.