|  |  |
| --- | --- |
|

|  |
| --- |
| **C:\Users\Annette\Desktop\logo color 1.jpgLibrarian Report** **November 12, 2024** |

 |

|  |
| --- |
|  |

**Book Ordering:** Anna will be out during the month of December for a procedure. During this time, we will only put out new releases and high demand items.

**Community gifts:** Next week I will be taking small giftbags with leftover Halloween candy and popcorn to local businesses. A tag stating that we are “Thankful for Our Community” will be included as well as library information.

**Banners:** Banners will be placed throughout town once again.

**Girl Scouts:** I received a letter from a student that is working on her Silver Award Project. She has approached the library about creating a community butterfly garden. Her goal is to increase the dangerously low numbers of pollinators.

**Building Maintenance:** The hot water heater went out sometime on Sunday. We are currently getting things dried out. We were closed today and possibly most of the day tomorrow.

**EIN:** Currently working with Edward Jones on an EIN number for the library.

**Board Meeting Dates 2025:** Please review and approve.

**Director Retirement:** Advertisement has not been placed yet. If needed I can push back the retirement date. I believe the new hire will more than likely only need a few weeks to become familiar with the needs of the position. There is also a great number of resources that can help problem solve many tasks that transpire.

**Per Capita Grant:** I have summarized “Serving Our Public 4.0 Standards for Illinois Public Libraries” Chapters 5 thru 13. Our library strives towards meeting suggested standards and always working on others. To obtain per capita grant funds, we are required to review Serving Our Public 4.0: Standards for Illinois Public Libraries. The manual is not a one size fits all guide, but it is a great resource to steer us into becoming the ideal library for our community.

Chapter 5 Building Infrastructure and Maintenance

Chapter 6 Safety

Chapter 7 Collection Management

Chapter 8 System Membership & Resource Sharing)

Chapter 9 Public Services; Reference and Reader’s Advisory

Chapter 10 Programming

Chapter 11 Youth Services

Chapter 12 Technology

Chapter 13 Marketing, Promotion and Collaboration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | October | September | August | July | June |
| Physical Items Circulated  | 5742Ren. 6302 | 5922Ren.6489 | 6171 | 8261 | 7610 |
| Physical Items Circulated 2023 | 6417 | 6320 | 6921 | 8560 | 8189 |
| Online Items Circulated | 2038 | 2064 | 2274 | 2392 | 2160 |
| Online Items Circulated 2023 | 1615 | 1584 | 1895 | 1574 | 1488 |
| Online Newspapers | 2105 | 1904 | NA | NA | 77 |
| Online Newspapers 2023 | 1674 | 2897 | 2946 | 3042 | 2450 |
| New Items Added To Collection  | 258 | 139 | 264 | 273 | 243 |
| New Items Added  | 305 | 315 | 4 | 6 | 3 |
| Library Website Visits | 2938 | 3153 | 3223 | 3180 | 3587 |
| New Patrons | 38 | 27 | 37 | 54 | 54  |
| New Patrons 2023 |  |  |  | 60 | 66 |
| Program attendance | 890 | 535 | 155 | 1864 | 967 |
| Notary Service | 26 | 16 | 11 | 17 | 11 |
| Door Count | 4432 | 3546 | 3718 | 4685 | 4554 |