**Librarian Report**

**May 14, 2024**

**Library Director Update:** Please find in your folder a letter that officially states that I am no longer planning to retire.

**Policy for new equipment:** I have included information last month to add to our Library Use Policy, Additional Services category. Items that need to be included are an oversize laminator and an electric comb binding machine. Please discuss and let me know of any needed changes and then we can move forward to approve.

**AARP Tax Service:** The services provided for the 2024 tax year assisted 166 taxpayers.

**Board of Trustee Rodney Schreckenberger:** Please find in your folder Rodney’s letter of resignation.

**New Treasurer:** Sara Joergens. Sara will be meeting with Doug Brimm and Bob Hill on Friday, May 17th. Doug Brimm is placing her on the agenda of the May 20th City Council meeting for approval.

**Illinois Public Library Annual Report:** It is that time of year again for the annual report. This report collects data from libraries across the state that eventually is added to the Institute of Museums and Library Services statistics. Report includes expenditures of our collection, operation costs, programs, users, digital content and more. It is due to be completed by the end of June.

**New Hire:** We are currently advertising for a part-time position that will include Saturday’s and Wednesday nights. I have received two applications as of today.

**Weekly Review:** I included a report that is submitted every couple of weeks to Doug Brimm to share with the city council.

**Building Maintenance:** The roof had two individual repairs the week of May 6th. More caulking took place as well as roof patch from Geissler roofing.

**Memorial Endowment Meeting:** Regular meeting will be suspended.Review of current officers. Review the investment strategy.

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|  | April | March | February | January | December |
| Physical Items Circulated | 6005 | 6473 | 5959 | 6072 | 5197 |
| Physical Items Circulated 2023 | 5701 | 6720 | 5708 | 5585 | 5042 |
| Online Items Circulated | 1905 | 2105 | 1866 | 1838 | 1581 |
| Online Items Circulated 2023 | 1474 | 1433 | 1315 | 1366 | 1260 |
| Online Newspapers | 2711 | 3006 | 94 | 2862 | 2924 |
| Online Newspapers 2023 | 2355 | 2704 | 1999 | 2432 | 923 |
| New Items Added To Collection | 247 | 202 | 281 | 224 | 298 |
| New Items Cataloged | 42 | 10 | 43 | 41 | 63 |
| Library Website Visits | 3257 | 2845 | 3497 | 3005 | 2545 |
| New Patrons | 65 | 57 | 35 | 27 | 25 |
| New Patrons 2023 | 38 | 59 | 40 | 77 | 24 |
| Program attendance | 128 | 376 | 66 | 90 | 570 |