**Librarian Report**

**July 9, 2024**

**Aspen Discovery:** Staff training will take place on July 11th.

Aspen will bring all of our existing platforms into one place with more clarity of material types offered. This will also encourage use of a variety items such as Nintendo games, movies and digital platforms. Additional cost of $1,000.00 was added to our yearly fee to bring our cost for our card catalog to $10,248.38. Implementation will take place between July and August.

**New HVAC System:** I have reached out to five different companies for quotes. I have only received two returned calls. I reached out to Doll, Bello and Inman. The existing unit is 22 years old. I am still waiting to hear back from Vernier to inquire about warranty on unit they quoted a price for. My thoughts are to go with Reinhold here in town since we use them for yearly maintenance and they also installed our unit last year, but we could also go with the other company in Waterloo.

**Illinois Public Library Annual Report:** Crystal completed report and needed very little assistance.

**Per Capita Grant Check:** Check was received last week in the amount of $16,333.52

**New Hire:** Two new staff have been hired. Madison McLean is now doing shelving on our busier days and Cassandra Sanders is our new circulation clerk. Both are doing very well.

**Outreach:** Since last September I have been a frequent visitor at the American Legion. I will be scaling back during the months of July and August. Since partnering with them I have brought in over ten speakers to the group, helped to promote the event, presented weekly information about area happenings, provided prizes, desserts and above all, fellowship. I have found this to be a very rewarding project.

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | June | May | April | March | February | January | December |
| Physical Items Circulated  | 7610 | 6845 | 6005 | 6473 | 5959 | 6072 | 5197 |
| Physical Items Circulated 2023 | 8189 | 6990 | 5701 | 6720 | 5708 | 5585 | 5042 |
| Online Items Circulated | #’s not available | 1948 | 1905 | 2105 | 1866 | 1838 | 1581 |
| Online Items Circulated 2023 | 1488 | 1458 | 1474 | 1433 | 1315 | 1366 | 1260 |
| Online Newspapers | 77 | 2731 | 2711 | 3006 | 94 | 2862 | 2924 |
| Online Newspapers 2023 | 2450 | 3265 | 2355 | 2704 | 1999 | 2432 | 923 |
| New Items Added To Collection  | 243 | 217 | 247 | 202 | 281 | 224 | 298 |
| New Items Cataloged | 3 | 7 | 42 | 10 | 43 | 41 | 63 |
| Library Website Visits | 3587 | 4161 | 3257 | 2845 | 3497 | 3005 | 2545 |
| New Patrons | 54  | 75 | 65 | 57 | 35 | 27 | 25 |
| New Patrons 2023 | 66 | 68 | 38 | 59 | 40 | 77 | 24 |
| Program attendance | 967 | 263 | 128 | 376 | 66 | 90 | 570  |
| Notary Service | 11 | 19 |  |  |  |  |  |
| Door Count | 4554 | 3616 |  |  |  |  |  |