|  |  |
| --- | --- |
| |  | | --- | | **C:\Users\Annette\Desktop\logo color 1.jpgLibrarian Report**  **September 10, 2024** | |

|  |
| --- |
|  |

**Automated Material Handling System**: Steps have begun working on barcode placing. Due to circulation numbers and the number of materials we share with other libraries, we received 9,000 barcodes. We are using a process to complete the most circulated items to begin with. The actual changeover won’t begin until 2025, but the sharing of the equipment has required us to begin early.

**New HVAC System:** We have hit a couple of bumps but the project is close to being complete. A repair to drywall still needs to take place as well as some duct work. We have also had some problems with another older unit and repairs were made today.

**Book Sale:** Friends of the Library will be having their book sale during Festifall on October 6th. The past couple of years I have kept the library open to encourage patron visits. We will do this again this year. I will work as well as Stephanie.

**Document Shred Event:** This will take place on Saturday October 5th from 10:00 to Noon and will be held at Turner Hall parking lot.

**IHLS:** Our library system is looking for an intern. If you know of anyone that is interested in Marketing, this would be a great opportunity for them.

I have recently been taking some vacation time to help with our Columbia Rotary Club Mouse Race fund raising event. If you are interested in attending, please see me for tickets. Kids love the event too.

I will be focusing on office items for a smoother transition for the next director.

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | August | July | June | May | April | March | February | January |
| Physical Items Circulated | 6171 | 8261 | 7610 | 6845 | 6005 | 6473 | 5959 | 6072 |
| Physical Items Circulated 2023 | 6921 | 8560 | 8189 | 6990 | 5701 | 6720 | 5708 | 5585 |
| Online Items Circulated | 2274 | 2392 | #’s not available | 1948 | 1905 | 2105 | 1866 | 1838 |
| Online Items Circulated 2023 | 1895 | 1574 | 1488 | 1458 | 1474 | 1433 | 1315 | 1366 |
| Online Newspapers | NA | NA | 77 | 2731 | 2711 | 3006 | 94 | 2862 |
| Online Newspapers 2023 | 2946 | 3042 | 2450 | 3265 | 2355 | 2704 | 1999 | 2432 |
| New Items Added To Collection | 264 | 273 | 243 | 217 | 247 | 202 | 281 | 224 |
| New Items Cataloged | 4 | 6 | 3 | 7 | 42 | 10 | 43 | 41 |
| Library Website Visits | 3223 | 3180 | 3587 | 4161 | 3257 | 2845 | 3497 | 3005 |
| New Patrons | 37 | 54 | 54 | 75 | 65 | 57 | 35 | 27 |
| New Patrons 2023 |  | 60 | 66 | 68 | 38 | 59 | 40 | 77 |
| Program attendance | 155 | 1864 | 967 | 263 | 128 | 376 | 66 | 90 |
| Notary Service | 11 | 17 | 11 | 19 |  |  |  |  |
| Door Count | 3718 | 4685 | 4554 | 3616 |  |  |  |  |