



Staff Report—Autumn Baumann, Circulation Services Supervisor

Circulation Refreshers: SCLS has begun to offer monthly Circulation Refresher sessions that are hour-long webinars. These sessions are going to be helpful for new and existing staff as each month a new topic relating to circulation procedure will be gone over in depth. These sessions are being recorded, so staff can go back and view them later. My goal is to participate in these refreshers and then offer the applicable sessions to my staff for some additional more in depth learning.

Traf-Sys vs Circulation: An interesting report I am able to run through Traf-Sys is the hourly traffic per day of the week. I like to take that report and compare it to the SCLS hourly circulation report. The hourly circ. report does include renewals, and a good portion of these renewals take place outside of the library, but I do still think the comparison is worth looking at. For March, we had the most traffic on Mondays, and our busiest time of day for the month was 11 a.m.-12 p.m. Our circulation was the highest on Fridays, and the second highest day of the week was Monday. The busiest hour for circulation was from 1 p.m.-2 p.m.

TRAF-SYS TRAFFIC DATA			
	February	March	Gain
Front Door	5,580	5,417	-3%
Children's Door	1,617	1,419	-12%
Total	7,197	6,836	-5%

Meeting Room Bookings:				
Meeting Room	Number of Meetings	Number of Attendees	Study Rooms	Number of Uses
Sanderson	5	23	Left	51
Bidwell	2	48	Right	43
Teen	4	65	Children's	13

March Circulation Data 2023-2024				
Year	Items Loaned	Items Borrowed	Total Circ.	Library Cards
2024	2877	2821	9056	66
2023	3364	3189	8181	71

Staff Report—Ann Vickman, Youth Services Librarian and Technology Coordinator

March was a whirlwind. We started out the month with a Craft Exchange program on Saturday, March 2 that was a great success. Angie organized, advertised and oversaw this brilliant program. There is already talk of bringing the program back in the fall.

We finished up the Winter II session of our regular story times on March 14 and then got to work preparing for the new furniture install. Once again, Angie's social media acumen helped us re-home the five large upholstered lounge chairs in the Children's Department. We also raffled off the larger play items from the department that were being replaced. We had the space cleared by the end of the day on Monday, March 25, in order to be ready for installation day on Wednesday, March 27.

The installation company had two employees assembling furniture. Tom assisted them while Angie and I tore off bubble wrap and packaging materials. Kaylyn and Judy joined us at noon and we were able to get most of the collection shifted by 4:30 pm that day. The library staff was great about coming and getting Children's materials for patrons throughout the day. I am thankful every day that we have a great team here, and that day everyone was beyond amazing. It was a very productive (and exhausting) day.

The new furniture looks amazing and the families who have visited since the installation love the updated look. It has been fun to see how the kids use some of the new items. So far the Incupods, which were intended to be cozy places to curl up and read, have served as part of an obstacle course for kids to dash through as they squeal with delight. Maybe once the newness wears off we'll occasionally get a child to settle into one and read for a while.

I invite all of you to stop down at the Children's Department and take a look at our incredible new space. Thank you for initiating and supporting this project. It is greatly appreciated.

Staff Report—Whitney Parrillo, Adult Services Librarian

Gloria is now on leave and I have both of my Adult Services LTE staff helping out by covering her Info Desk shifts. Debbie and I have also adjusted our Info Desk schedules as needed. I've taken on Gloria's displays and memorial book communication tasks, as well as PAWSC and book club responsibilities.

A few weeks ago, I helped Patti with a Book Tasting Program for Adults to "sample" different genres and expand their reading interests. It was a fun, interactive program that had attendees follow a map around the library to discover new books. I like to assist Patti with adult programming, especially when I can showcase our great library collection! I'm working hard to create a diverse and inclusive library collection that meets the needs and wants of our local community, keeping an eye on reading trends and local interests, and buying materials that fit those demands.

Next up, I'm assisting with the plans and preparation for the Volunteer Appreciation Luncheon. This year's theme is "Thanks for Helping Us Grow!" I have created invitations and mailed them to guests. I have also invited Ellen Swan from the Portage Area Literacy Council to speak at our upcoming PAWSC meeting this month. Finally, I have registered for a webinar through SCLS on Neurodivergent Library Workers. I am really excited for this webinar and hope to learn how to better support staff and create a functional work environment that meets individual and collective needs.