
Olean Public Library

**December 2021 Report to the Board**Sheryl Soborowski, Head of Circulation and Outreach Librarian **Circulation / Customer Service Activities:**

* 12 Memorial acknowledgements sent in December.
* Hired a new Page to fill the upcoming vacancy.
* Large shifting project in Nonfiction complete. We await plans on what collection areas are to be shifted into the open space.
* Circulation training for new Clerk and 2 new Pages continues.
* Ordered library card blanks and book covers to refill stock.
* Performed regular ordering of books, ordering eBooks, CIRC Staff scheduling, social media posts, and remedying patron KOHA issues.

 **Outreach Activities:**

**Display Cases for the month:
Lobby case-** Warming House / Franciscan Center for Social Concern
**Small case-** Healthy Community Alliance

* English as a Second Language One-on-One tutoring continues with 4 students.
* Prepared for and attended the December 18, REAP Holiday Market where we hosted an Outreach Table that offered promo items, library programming information, and books to be gifted in the Icelandic tradition of Jolabokaflod.
* Regularly posting and sharing advertisements of our outreach partner organizations.
* Compiled newsletter Outreach submissions.
* Scheduled Facebook posts for Outreach events and programs. Made flyers of same.

**Outreach / Program Stats:**

* 4 LawNY Outreach Tables in library
* 7 Patrons attended the Crochet, Knitting and Crafting Group meeting.
* Outreach Table at the Holiday Farmer’s Market Dec. 18th. (135 people reached)
* Red Cross Blood Drive (29 patron appointments)
* 2 adults and 2 teen volunteers thru the month of December