

To: Renee Dougherty, Library Director  
From: Winnie Coyne – Library Clerk  
Subject: October Operational Report  
Date: October 26<sup>th</sup>, 2021

I. COLLECTION PROJECTS

- A. **Magazines:** Magazine labels were typed for newly received magazines.
- B. **Damaged Shelf:** Items older than 1 month were cleared from the shelf.
- C. **Paperback order:** One paperback order was sent this month.
- D. **Book Display:** There was no display this month.
- E. **Weeding Projects:** Renee and Bri are regularly giving me books to withdraw.
- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company. If not or if they are in very bad shape they are recycled.

II. MAINTENANCE

- A. **Fire extinguisher:** The fire extinguishers were checked \_\_\_\_\_
- B. **Security gates:** Security gates were checked twice daily to record the gatecount. The security gates stopped working earlier this month; we are waiting for Bibliotecha to install a new part.
- C. **Public Works:** This month, Public Works was here to do lawn maintenance.
- D. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff Wednesday, November 3<sup>rd</sup>.
- E. **Bulletin Board:** Old notices are removed once they have expired or have been up for thirty days and new notices are put up as we receive them. We have lots of city job opening notices, information about economic assistance programs, and some upcoming Recreation Department programs.
- F. **Shelf Reading:** The pages are continuing the fall shelf reading assignments; the two new pages have started doing shelf reading each shift.
- G. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. The redesigned website went live this month, and updates were made so that patrons have the most up-to-date information. Facebook posts included several about the Chalk Art Walk, upcoming library programs, and author-read audiobooks that are available in multiple formats from the Anoka County Library.