



City of Columbia Heights | *Library*

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To: Renee Dougherty, Library Director
From: Winnie Coyne – Library Clerk
Subject: March Operational Report
Date: April 6th, 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:** No paperback orders were 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- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company.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.
- 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 by Tuesday, April 5th.
- 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. Right now our notices are mainly job openings within the city, economic assistance programs, and CareerForce information.
- F. **Shelf Reading:** Shelf reading assignments were done by the pages. The new shelf reading assignments focus on areas that staff notice need attention.
- G. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. A Stay at Home Storytime video from the past year is posted on Facebook Wednesday mornings and stays up for a week. This month we shared some posts from the Recreation Department and City Facebook page. We also created events for some of our upcoming spring programs.