

To: Renee Dougherty, Library Director  
From: Winnie Coyne – Library Clerk  
Subject: April Operational Report  
Date: April 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:** 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- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company.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 April 26th.
- 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. **ILL Drawer:** The ILL drawer is no longer needed; the Anoka County Libraries now generate a report that tallies the ILLs for each month.
- E. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff by Wednesday, May 5<sup>th</sup>.
- F. **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 opening and CareerForce information.
- G. **Shelf Reading:** The pages completed their shelf reading assignments. A new shelf reading sheet will be set out at the beginning of May.
- H. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. This month we shared events from the Recreation Department and the City, local interviews and events with authors, and information about the countywide curfew on April 12<sup>th</sup>.