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**City of Columbia Heights | Library]**

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To: Renee Dougherty, Library Director  
From: Winnie Coyne – Library Clerk  
Subject: February Operational Report  
Date: February 24<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- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company.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 February 24<sup>th</sup>.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount.
- C. **Public Works:** This month, Public Works was here to take care of snow and ice removal.
- 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 Friday, March 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 openings within the city, economic assistance programs, and CareerForce information.
- G. **Shelf Reading:** Shelf reading assignments were done by the pages. The new shelf reading assignments focus on areas that staff notice need attention.
- H. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed; including new hours that started this month. Both pages feature recurring and one-time events. Stay at Home Storytime premieres every Monday at 10:30 AM. We shared a short booklist each Wednesday on Facebook for Black History Month. Spring programs were added to the Library calendar and were added as Facebook events.