

To: Renee Dougherty, Library Director
From: Winnie Coyne – Library Clerk
Subject: May Operational Report
Date: May 26th, 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- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company.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 May 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 and adjust the building temperature.
- 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 Thursday, June 3rd.
- 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. We have job opening notices, information about economic assistance programs, and some upcoming local events.
- G. **Shelf Reading:** The pages completed about half of the shelf reading sheet. Having them focus on problem areas and choose their own sections helps shelf reading get done faster than assignments did.
- 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 Stay-at-Home Storytime videos on Mondays, Mayor Márquez Simula's Native American Land Acknowledgment statement, and announcements about Asian Pacific American Heritage and Mental Health Awareness month (both during May).