
City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

To: Renee Dougherty, Library Director
From: Winnie Coyne – Library Clerk
Subject: December Operational Report
Date: January 5th, 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 is 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- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company.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 November 24th.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount.
- C. **Public Works:** This month, Public Works was here to check on the boilers.
- D. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff Thursday, January 6th.
- 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 information about free law help classes, job openings, and local events.
- F. **Shelf Reading:** The pages are continuing the fall shelf reading assignments. They will be given new assignments for winter sometime this month. A volunteer is also doing shelf reading right now.
- G. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. The Facebook page has been sharing posts from the Recreation, City, Fire, and Police Department pages. We are also creating events for our winter programs to help with advertising them.