

To: Renee Dougherty, Library Director  
From: Winnie Coyne – Library Clerk  
Subject: November Operational Report  
Date: November 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:** Two 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. The nonfiction section is being weeded right now.
- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company.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 24<sup>th</sup>.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount. The gate was broken until November 3<sup>rd</sup> so staff manually kept track of the number of patrons who came into the library.
- 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, December 2<sup>nd</sup>.
- 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. An adult volunteer will also be shelf reading starting in December.
- 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 also shared information about closures for Veteran's Day and Thanksgiving.