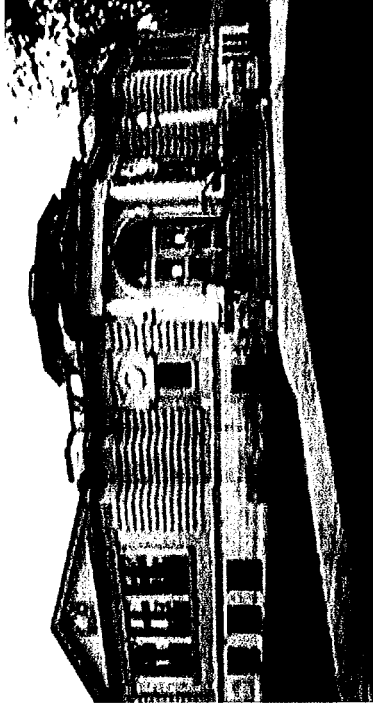


Coleraine Library Monthly Report



April 2021

Mission Statement

The Coleraine Carnegie Library is a community gathering place where children develop a love of reading, youth and adults expand their knowledge and enjoyment, and the public stays connected to our world-past, present and future.

Prepared for Board Meeting on March 11, 2021

March 2021 - Circulation & Attendance*

Circulation	Mar-20	Mar-21	% Chg
Adult	1,065	1,094	2.7%
Adult (Year-to-Date)	3,118	3,019	-3.2%
Juvenile	1,787	1,890	5.8%
Juvenile (Year-to-Date)	6,848	6,412	-6.4%
Media	252	107	-57.5%
Media (Year-to-Date)	896	302	-66.3%
Total circulation	3,104	3,091	-0.4%
Total Circulation YTD	10,862	6,714	-38.2%

	Mar-20	Mar-21	% Chg
Attendance	934	585	-37.4%
New Borrowers	4	10	150.0%
New Books/Items	9	48	433.3%
Computer Usage	93	12	-87.1%
Club Room Usage	35	80	128.6%
Reference	182	198	8.8%

Programming: NOTE The library was closed to the public throughout March due to the COVID-19 library pandemic, though we allowed browsing and computer use by appointment. All 5th and 6th grade classes are visiting the library. The basement was used by Children's Mental Health.

Month	eBook	Audio	Magazines	Total
Jan	38	68	0	106
Feb	57	50	25	132
Mar	44	66	13	123
Apr				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Total	139	184	38	361

E-materials – 123 were checked out in March 2021 vs 123 in March 2020.

Library Account

March 2021

First National Bank of Coleraine	<u>Amount</u>
Balance on 2/28/2021	\$6,725.13
Deposits	
Total Deposits	\$0.00
Withdrawals	
Total Withdrawals	\$0.00
Balance on 3/31/2021	\$6,725.13

MPL	\$128.96
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Library Expenses

Petty Cash Account	
Cash On-Hand 2/28/2021	\$80.26
Disbursements	
Total Disbursements	\$0.00
Total from below	\$17.90
Balance on 3/31/2021	\$98.16

Petty Cash Deposits	
Copies/printing	\$17.90
Total	\$17.90

Notes for Library Board Meeting on April 8, 2021 at 4:00 pm

What we are doing:

- We have advertised browsing by appointment on Facebook.
- Adult patrons are allowed to use computers for essential services by appointment. We request that they use masks and everyone has done so without complaint so far. We are averaging about 5 users inside a day and we are disinfecting the computer station after use.
- We have added Plexiglas to the circulation desk as an extra level of protection for patrons and staff.
- 5th and 6th grade classes have been visiting. It has been going very well and we are very happy to see them again.
- We will open M-Th from 9-5 and Fri from 9-4 until Covid-19 is not a problem. So that we only have one staff member working a day.
- We are considering opening the doors in May, but without advertising to begin with. We would, of course, continue to require masks and social distancing and would limit the number of people allowed in the library at the same time.

A Plan for the Future:

We are considering whether to move onto Phase 2 in May.

Phase 1

The no-contact curbside pick-up and printing is advertised. Staff return to the library building, maintaining social distance when more than one person is working at the same time. Interlibrary loan service and book delivery are restored to their normal M,W,F schedule. We explore the possibility of providing limited computer access by appointment for adults who need it for essential tasks (i.e. applying/managing unemployment, applying for jobs, etc.). We have a laptop at the library that could potentially be used outside the building.

Phase 1.5

We allow patrons to come into the library by appointment. We would allow patrons in for short periods of time to pick out books, requesting that they wear a mask (we would provide washable masks) and use hand sanitizer upon entrance to the building. We would also request that they bring us books that they take off the shelf so that we can quarantine them for 96 hours.

Phase 2

Library open to public. All Library services for the general public are provided on a limited schedule to allow for enhanced cleaning; social distancing accommodations in place, such as, moving public seating and computers 6 feet apart; perhaps limiting the number of people allowed at one time in the library; limiting computer time to 45 minutes or by appointment so that sanitation can take place between users. Extra precautions, including providing adequate public sanitation supplies, may be desired.

Phase 3

Library open to public, business as usual, all library services for the general public are provided as normal and as scheduled.

Old Business

- MNHS Grant – Coleraine Public Library Building Assessment
 - o Bill Hickey from Collaborative Design Group (CDG) made his first visit on March 26 to begin the building assessment. He reviewed our historical documents, digitized our original library blueprints and conducted a thorough initial walkthrough inside and out taking pictures. He was generally impressed with the good condition of the building. He of course noted the roof issues, but said the foundation and general building shell appears to be in good shape. He did point out that some of the stonework could be retucked at some point, but that it is in no way an immediate concern. He also pointed out some easy landscaping remedies that should improve dampness in the basement.
 - o We submitted our first Milestone report and it has been approved.
- Nature's Edge (update from Teresa). He will pick up the outer doors next week.
- Fundraising ideas
- The deadline for the MDE Library Construction Grant was extended to April 9, 2021. We are submitting a request for \$30,000 towards an estimated \$60,000 project. I will submit it as soon as I get the Letter of Support from Sue Hoeft or Friday at noon if I have not received it from her by that time.
- Cameras – I talked to Brad about installation of cameras. I think we need to look more at how they would be installed before ordering. I did contact the company to see if they had a version that did not have to be wired, but there are none that have an unwired power source. Note – we can use the library bank account for the cameras.
- NESC wireless – about \$900 for the wiring. I need to check with Briana and the tech guys to see if we should do this or go another route.
- Apparently, we do have fiber optic now.
- I submitted a grant request to GACF for \$2000 towards the roof repair.
- I submitted a grant request to the Baich Foundation for \$10,000 towards the roof repair.
- I was encouraged by Linda Gibeau at the Blandin Foundation to apply for a \$10,000 grant towards the roof repair. I will submit it on Tuesday after it is approved by city council.

New Business

- I have a new work laptop that was funded through the CARES Act. I am hoping to possibly get another one for Karla and Jean to use, both as a back room computer and for mobile library tasks.
- Artistic Bike Rack - \$3000 Legacy Grant via ALS