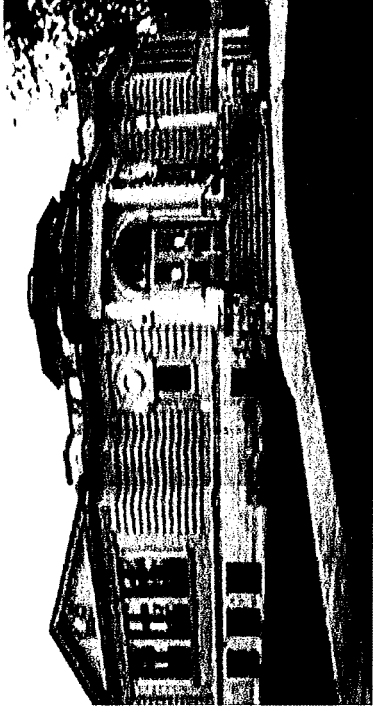


Coleraine Library Monthly Report



January 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 January 14, 2021

December 2020 - Circulation & Attendance*

Circulation	Dec-19	Dec-20	% Chg
Adult	901	934	3.7%
Adult (Year-to-Date)	11,810	11,010	-6.8%
Juvenile	1,932	479	-75.2%
Juvenile (Year-to-Date)	23,283	9,733	-58.2%
Media	333	101	-69.7%
Media (Year-to-Date)	5,645	2,018	-64.3%
Total circulation	3,166	1,514	-52.2%
Total Circulation YTD	40,738	22,761	-44.1%

	Dec-19	Dec-20	% Chg
Attendance	1,195	188	-84.3%
New Borrowers	5	2	-60.0%
New Books/Items	76	26	-65.8%
Computer Usage	190	8	-95.8%
Club Room Usage	60	80	33.3%
Reference	141	168	19.1%

Programming: NOTE The library was closed to the public throughout December due to the COVID-19 library pandemic. We had advertised no-contact curbside pick-up throughout December. We also allowed computer use by appointment in December and allowed a limited number of patrons to browse on a test basis. The basement was also used by Children's Mental Health, and for 4 church services.

Month	eBook	Audio	Magazines	Total
Jan	59	68	0	127
Feb	58	63	0	121
Mar	58	65	0	123
Apr	74	76	0	150
May	56	66	0	122
June	38	70	0	108
July	34	53	0	87
Aug	32	67	0	99
Sept	42	54	0	96
Oct	44	59	0	103
Nov	50	49	0	99
Dec	53	61	0	114
Total	598	751	0	1349

E-materials – 114 were checked out in December 2020 vs 80 in December 2019.

Library Account

December 2020

First National Bank of Coleraine	<u>Amount</u>
Balance on 11/30/2020	\$6,276.55
Deposits	
Basement rental 12/22/2020	\$500.00
Total Deposits	\$500.00
Balance on 12/31/2020	\$6,776.55

MPL	\$137.05
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Library Expenses

Petty Cash Account	
Cash On-Hand 11/30/2020	\$61.89
Total from below	\$13.05
Balance on 12/31/2020	\$74.94

Petty Cash Deposits	
Copies/printing	\$13.05
Total	\$13.05

What we are doing:

- We are considering advertising browsing by appointment in the next week or two as long as cases are stable in the county.
- 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 1 user 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.
- The 6th grade class has not been visiting, but we are still getting some students ordering books and getting them picked up. We have a student visiting the library Monday mornings.
- 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 still considering the following:
 - o When we should open our doors.

A Plan for the Future:

We are still thinking about when to open the doors to the public. We still are not advertising browsing by appointment, though we are expanding who we allow in and are considering advertising this month or next.

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 RFP
- Nature's Edge (update from Teresa)
- Fundraising ideas
- We have received all CARES Act purchases.
- The Library Construction grant application process has just opened. The deadline will be April 2, 2021.
- Cameras – I did touch base with Lonnie. He has been pleased with the new cameras from a company called Backstreet Surveillance. However, it seems
- Any potential new library board members?

New Business

Misc.

- Adult circulation has actually been higher this October, November, and December than in October, November, and December 2019, so that is positive.