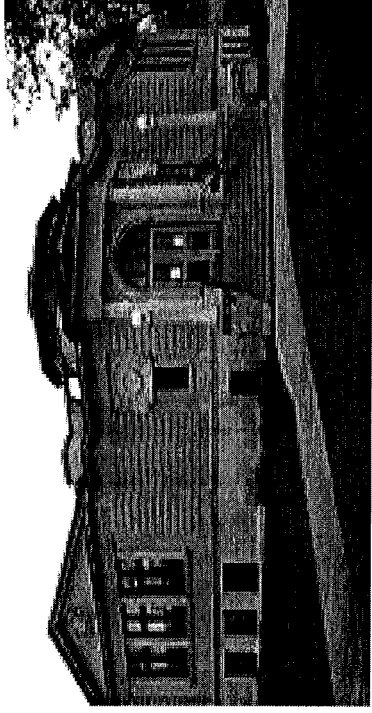


Coleraine Library Monthly Report



October 2020

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 October 8, 2020

September 2020 - Circulation & Attendance*

Circulation	Sep-19	Sep-20	% Chg
Adult	1,019	926	-9.1%
Adult (Year-to-Date)	9,093	8,054	-11.4%
Juvenile	2,432	450	-81.5%
Juvenile (Year-to-Date)	16,288	8,191	-49.7%
Media	292	97	-66.8%
Media (Year-to-Date)	3,919	1,762	-55.0%
Total circulation	3,743	1,473	-60.6%
Total Circulation YTD	29,300	18,007	-38.5%

	Sep-19	Sep-20	% Chg
Attendance	1,851	314	-83.0%
New Borrowers	21	1	-95.2%
New Books/Items	79	45	-43.0%
Computer Usage	186	38	-79.6%
Club Room Usage	55	90	63.6%
Reference	236	152	-35.6%

Programming: NOTE The library was closed to the public throughout September due to the COVID-19 library pandemic. We had advertised no-contact curbside pick-up throughout September. We also allowed computer use by appointment in September and allowed a limited number of patrons to browse on a test basis. The basement was also used for 1 Census training and 4 church services.

Month	eBook	Audio	Magazines Newspaper	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				
Nov				
Dec				
Total	451	582	0	1033

E-materials – 96 were checked out in September 2020 vs 111 in September 2019.

Library Account

September 2020

First National Bank of Coleraine	Amount
Balance on 8/31/2020	\$6,003.68
Deposits	
Basement rental (8 Sundays) 9/16/2020	\$200.00
Total Deposits	\$200.00
Disbursements	
Baker & Taylor 9/9/2020	-\$146.46
Withdrawal to Petty Cash (book order) 9/25/2020	-\$50.00
The Library Store (book covers) 9/30/2020	-\$104.70
Total Disbursements	-\$301.16
Balance on 9/30/2020	\$5,902.52

MPL	\$91.77
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Library Expenses

Petty Cash Account	
Cash On-Hand 8/31/2020	\$89.91
Deposits	
Deposit from FNBC account	\$50.00
Donation	\$25.00
Total Deposits	\$75.00
Disbursements	
Home Ice (book) 9/5/2020	-\$55.00
Hand wipes 9/14/2020	-\$9.00
TP, Hand soap, Kleenex 9/25/2020	-\$22.50
3 books 9/30/2020	-\$5.00
Total Disbursements	-\$91.50
Total from below	\$3.75
Balance on 9/30/2020	\$77.16

Petty Cash Deposits	
Copies	\$3.75
Total	\$3.75

October 2020 Library Board Minutes

The regular meeting of the Coleraine Library Board was called to order by Kathy LaFond at 4:08 PM on October 8, 2020.

Present: Mostad-Jensen, LaFond, Inglebret, Patnaude

Absent: Dezelske, Savich, Sutherland,

Motion was made by LaFond and seconded by Inglebret to approve the September minutes.

Motion was made by LaFond and seconded by Inglebret to approve the September librarian's report and bills. Roll call vote passed.

Received a donation of \$25. Roll call vote passed. Donation accepted.

Old Business

- There was a discussion about summer fundraising ideas. Among the ideas were selling t-shirts and tote bags, developing an adopt-a-book program, etc. It was decided to do some groundwork on the ideas and to further develop them during the August library board meeting. *Jennifer will contact GT Graphics concerning the tote bags. Possibly save the t-shirt sales until spring. We'll continue to research types of tote bags.*
- The deadline for the MNHS grant deadline was Friday, July 10th which Liv did not realize until Monday, July 13th. Liv will reapply during the October grant round and will look for other options in the meantime. *Liv will continue to tweek the application for October submission. Liv shared the grant document with the board today. Liv will submit the paperwork tomorrow.*
- Liv will contact Nature's Edge to get more details concerning the front door materials. The board approved Liv to move forward with Nature's Edge to repair the front doors contingent the cost of the materials are within budgeted funds. Roll call vote passed. *Nature's Edge will come to get the doors soon. Liv has not heard from Nature's Edge. She will contact Theresa.*
- Legacy Events will offer online teaser programs with real time performances in 2021. **Legacy has offered "Make & Take" birdhouses for families.**
- CARES act funds are available. The CARE criteria includes items that are necessary, not within typical budget, and needed due to COVID-19. The funds must be spent by November 15th. *Library is looking to purchase a PA system for future programs, concerts, as well as school use. Liv is working Elise on to go about purchasing the PA system and other items. The PA System is on back order by the Company.*
- At this time, the library will not be open to the school. The staff is brainstorming ideas on how it would look with the school children coming into the library such as displaying

books at student interest level and only taking books off the shelves if truly serious about checking the book out. Another idea was to have a class library card, check out the books and deliver to the school. **Liv has provided books to a 6th grade teacher. A teacher has visited the library as well. The visit went well. Liv will continue to wait and see if the school staff needs the library. Perhaps once things settle down a plan can be worked out.**

New Business

- The Children's section has new book shelves, stools, and chairs.
- Liv will submit the MNHS grant tomorrow.

Upcoming Legacy Events

No Legacy events scheduled in person at this time.

Motion to adjourn at 4:40 PM by LaFond and seconded by Patnaude. The next meeting is scheduled for Thursday, November 12, 2020.

Respectfully submitted by: Jennifer Inglebret