



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, April 06, 2022**  
**5:30 PM**

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**AGENDA**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

*Members of the public who wish to attend may do so in-person, by calling 1-312-626-6799 and entering meeting ID 862 5221 5747 and passcode 039390, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions please call the library at 763-706-3690.*

**NOTICE THAT THIS MEETING WILL INCLUDE PARTICIPATION BY INTERACTIVE TECHNOLOGY**

*This meeting pursuant to Minn. Stat. § 13D.02 may include a member of the Library Board participating via interactive technology. The location of the member participating interactively is open and accessible to the public. The location is Westchester Public Library-Thomas Branch (200 W. Indiana Ave, Chesterton, IN 46304).*

**CALL TO ORDER**

- 1. Introduction of Rachelle Waldon (New Board Member)**
- 2. 2022 Library Board Membership Information and Orientation**
- 3. Oath of Office (Rachelle Waldon & Carrie Mesrobian)**
- 4. Election of Board Officers**
- 5. Review/Approve Minutes from March 2, 2022 Board Meeting.**
- 6. Review Operating Budget**

**COMMUNITY FORUM:** At this time, individuals may address the Library Board about any item not included on the regular agenda. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. Those in attendance virtually should send this information in the chat function to the moderator. The Board will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda.

**OLD BUSINESS**

- 7. Strategic Planning**

**NEW BUSINESS**

- 8. Approve State Annual Report**
- 9. City Survey**

**DIRECTOR'S UPDATE**

- 10. February Library Board Report (FYI)**

**ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*



# 2022 LIBRARY BOARD

# CITY ORGANIZATION

- Incorporated in 1921 as a Home Rule Charter City
- Weak Mayor- Council Organization
- City Manager



# CITY DEPARTMENTS & SERVICES

- Administration
  - Public Information and Records
  - Council Support
  - Human Resources
  - Communication
  - Elections
- Finance
  - Disbursements, receipts and billing
  - Payroll
  - Financial Reporting
  - Budgeting
  - Liquor Operations
- Community Development
  - Planning and Zoning
  - Economic Development
  - Building Inspections
- Public Works
  - Streets and Parks
  - Utilities
  - Public Improvement
- IT (Information and Technology)
  - Computer Networks, Telephone System, etc.
- Police
  - Public Safety and Policing
  - Community Oriented Policing
  - Crime Prevention
- Fire
  - Fire and Emergency Response
  - Emergency Management
  - Commercial Inspections
  - Rental Licensing
  - Property Maintenance
- Library
  - Public Library Services
  - Adult Enrichment Programming
  - Children Enrichment Programming
  - Public Computer Use
- Recreation
  - Murzyn Hall Management
  - Youth Sports and Enrichment Programming
  - Senior Fitness and Enrichment Programming
  - Adult and Family Sports and Enrichment Programming



# MAYOR & CITY COUNCIL



**John Murzyn, Jr., Councilmember**  
2022 Planning Commission Liaison



**Kt Jacobs, Councilmember**  
2022 Charter Commission Liaison



**Amáda Márquez Simula, Mayor**  
2022 Traffic and Youth Commission Liaison



**Connie Buesgens, Councilmember**  
2022 Park & Rec Commission Liaison



**Nick Novitsky, Council President**  
2022 Library Board Liaison



# CITY VISION

Columbia Heights is a thriving, historic, diverse, and eclectic community. The City offers housing and business opportunities for all, while providing small-town charm combined with all the advantages of big-city living. Columbia Heights is a destination that maintains a balance of urban style and suburban pace. We welcome everyone to rediscover the Heights, an All-American City.



# CITY MISSION

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively address changing citizen and community needs in a fiscally-responsible and customer-friendly manner.



# COLUMBIA HEIGHTS PUBLIC LIBRARY MISSION AND VISION STATEMENTS

## Mission

The Columbia Heights Public Library: serving the individual and the community with responsive collections, innovative programming, professional staff, and access to resources.

## Vision

To nurture diversity, community, creativity, opportunity, and knowledge in Columbia Heights.





# PURPOSE OF BOARDS AND COMMISSIONS

- Advise and make recommendations to City Council to inform its decisions.

## **Duties include:**

- Gather citizen input;
- Promote and inform;
- Explore alternatives; and
- Weigh in on proposed policy and provide input.



# CITY CODE: LIBRARY BOARD

- Five members appointed by Council. Members serve three-year terms. Members are city residents.
- Supervise and control the policy, program, use and physical plant of the city library, including all lands and equipment. Set levels of service and manpower. Recommend improvements for the library as may be necessary and desirable. Have the authority to make reasonable administrative rules and regulations, including the setting of fees, governing public use of the library and its facilities, subject to the direction and authority of the Council.
- Library Director has power to make expenditures from funds authorized and budgeted by the Council and approved by the Manager; provided, however, that no single expenditure shall be made in an amount in excess of that authorized by City Charter.
  - All monies received or expended shall be accounted for and audited in the Library Fund as though the library were a department under the control of the City Manager or subsidiary manager as delegated.
  - All claims and all bills incurred by the Board shall be presented to the Council for payment and paid in the same manner as other claims against the city are paid.
  - Annually approve and recommend to the Council a budget for the coming year and at least semi-annually, approve and make a comparison by line item of its performance against the current budget together with recommendations for transfers of funds between line items.



# LIBRARY BOARD BY-LAWS

- Meetings: First Wednesday of month at 5:30 pm.
- Agendas and related materials distributed 3 days in advance.
- All items for consideration must be submitted in writing 10 days in advance with contact info of submitter.
- 5 members plus non-voting Council Liaison.
- Quorum is 3 members.
- Officers (Chair, Vice-Chair, optional Secretary) elected annually.
- Chair may appoint ad hoc committees.
- Library Director considered executive officer charged with administration of library and attends all meetings.



# MEMBER DUTIES

## Attendance Requirements:

- Attempt to attend all meetings. Whenever possible, please notify your staff liaison if you will be absent so a quorum can be assured.
- Notification to City Council will occur if you miss three or more meetings during a year.

## Effective Members:

- Recognize that serving the community as a whole is the priority.
- Review meeting agenda and packet thoroughly prior to meeting.
- Advocate and inform.
- Are proactive.
- Compromise and work as a team.
- Do not let personal feelings impact judgment.
- Vote on all actions (unless conflict of interest).



# STAFF SUPPORT

- Develops and posts agendas, minutes, and support materials to the website.
- Resource on City policies and procedures.
- Helps the commission stay within scope.
- Provides technical assistance and prepares background memos.
- Keeps attendance and takes minutes.
- Meeting setup and coordination.
- Notifies interested parties of meeting changes.
- Does not work “for” or at the direction of the board.



# ROLE OF COUNCIL LIAISON

- Link between Commission and City Council
  - Helps increase Council familiarity of Board
  - Communicates topics that City Council would like discussed
- Non-voting and generally do not actively participate



# ROLE OF COMMISSION CHAIR

- Preside over all meetings.
- Maintain control and order at the meeting.
- Find ways to engage members.
- Encourage a positive tone.



# HOW A MEETING IS RUN

1. Commission Chair states the item.
2. Staff member provides overview and background information.
3. Members ask questions and make comments.
4. Item is opened for comment to the public if it is a public hearing.
5. If a public hearing, public hearing is closed after those who wish to speak have and there is another opportunity for member comments and questions.
6. Once discussion has concluded, the board chair will ask for a motion based on the general consensus during the discussion.
7. One member will make a motion and if another agrees they will second.
8. If a motion is made and seconded a vote is made.
9. Motion passes or fails. Additional motions may be proposed.





# OPEN MEETING LAW

- Gathering of a quorum or more of a public body where the public body discusses, decides, or receives information on issues relating to official business
- Chance or social gatherings are okay
- Proper notice
  - At least 3 days in advance
    - Date, Time, Place, Purpose (Agenda)
- Open to the public
- Be careful of serial meetings
  - $A \rightarrow B$  and  $A \rightarrow C$
  - $A \rightarrow B$  and  $B \rightarrow C$

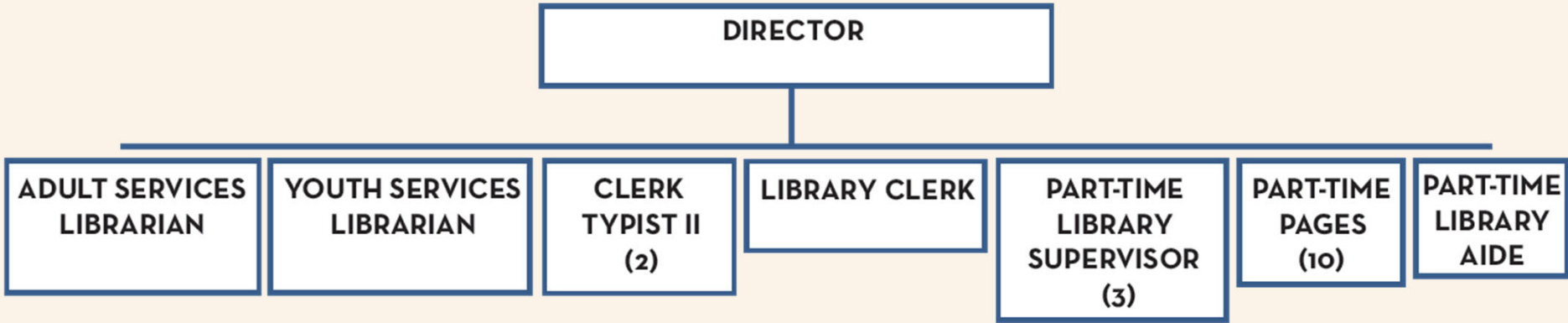


# LIBRARY HISTORY

- Founded 1928
- Silver Lake Mothers Club – Little Red Wagon Brigade
- Current facility opened in 2016



# LIBRARY ORGANIZATION CHART



# RELATIONSHIP WITH ANOKA COUNTY LIBRARY

- Reciprocal service to individual library patrons
- Interlibrary loan
- Delivery service (3x/week)
- Original cataloging of unique items
- Integrated Library System (ILS) software
- E-books and digital resources
- CHPL has access to MELSA resources as an Associate (II) member



# RECENT AND ONGOING PROJECTS

- Public PC and print management software implementation (Completed in 2021)
- E-cards for all Columbia Academy students (2020-2021) and two elementary classes (2021-2022)
- Kanopy streaming video added in 2021
- Migration of digital collection content from RB Digital and CloudLibrary to Overdrive/Libby (completed in 2021)
- Library Board review and revision of policies (Completed in 2022)
- Safely provide essential service during pandemic/pandemic preparedness plan (Ongoing)



# LONG RANGE PROJECTS

- Define future of library service in aftermath of pandemic
- Reach beyond building to underserved persons/groups
- Communication strategy for promoting library resources and services
- Furniture/fixture refresh in a building that experiences heavy public use



# VITAL REFERENCES FOR BOARD MEMBERS

- [Minnesota Public Library Trustee Handbook](#)
- [American Library Association Library Bill of Rights](#)
- [ALA Freedom to Read Statement](#)
- CHPL Strategic Plan
- Current calendar of Library programs



# QUESTIONS OR WANT TO KNOW MORE?

**Renee Dougherty**

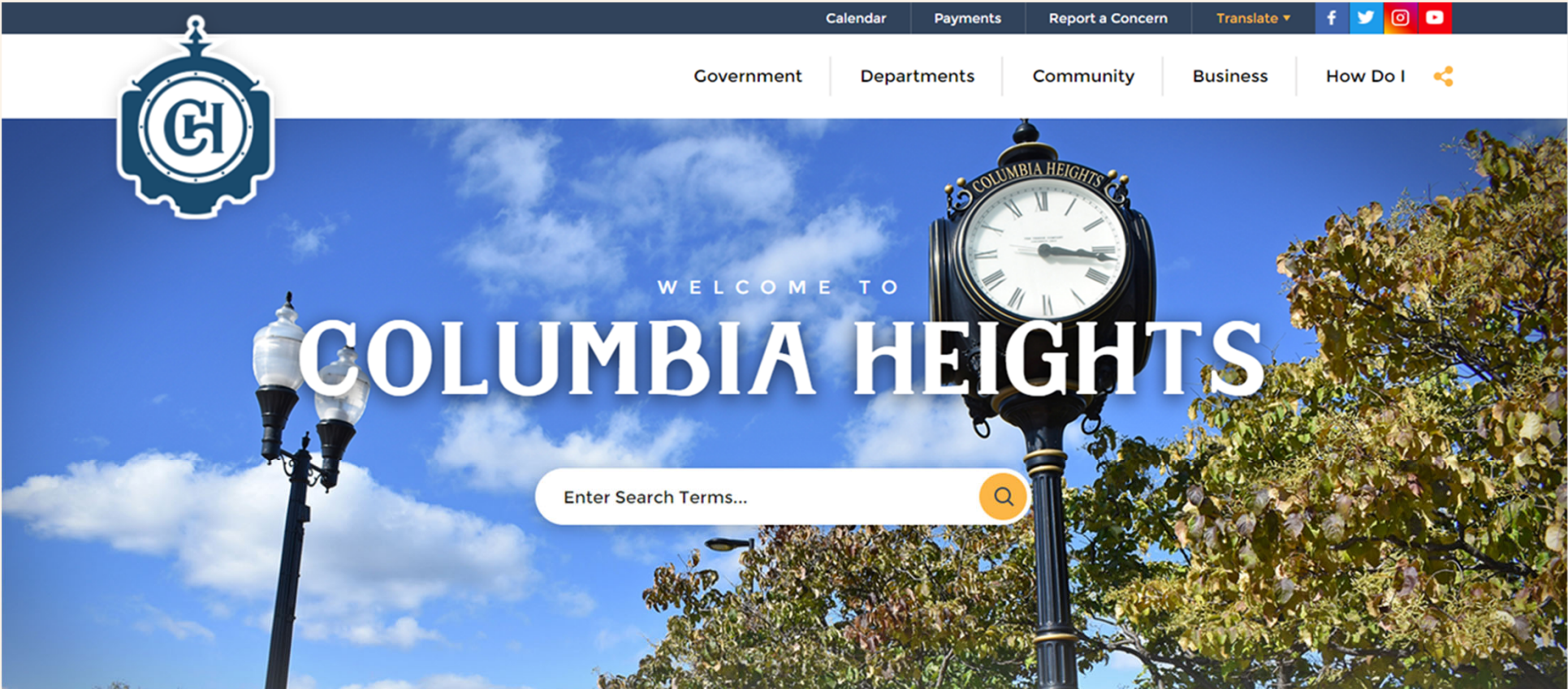
**763-706-3680**

**[rdougherty@columbiaheightsmn.gov](mailto:rdougherty@columbiaheightsmn.gov)**





# WEBSITE



**State of Minnesota,**

City of Columbia Heights

}  
} **ss.**

**OATH OF OFFICE**

I, \_\_\_\_\_ do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota, and that I will discharge faithfully the duties devolving upon me as a **Library Board of Trustees** member of the City of Columbia Heights, to the best of my judgment and ability.

\_\_\_\_\_ (signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

Your Name, Title EX: Sara Ion, City Clerk



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
 3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
 Wednesday, March 2<sup>nd</sup>, 2022

Drafted  
 3/3/2022

**ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wished to attend could do so in-person, by calling 1-312-626-6799 and entering **meeting ID 862 5221 5747** and **passcode 039390**, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions, please call the library at 763-706-3690.

The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:33pm.

**Members physically present:** Tricia Conway; Teresa Eisenbise; Carrie Mesrobian; Christopher Polley; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** Gerri Moeller. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** N/A.

1. The **Minutes of the February 2, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Operating Budget Review:** Two months into the year and 11.6% of the budget is encumbered.
  - a. **4400 (Repair & Maintenance: Services):** 48.7% spent due to the annual maintenance contract for our Automated Materials Handler (AMH) being paid upfront.
  - b. **BS&A Finance Software:** The new system has exceeded expectations. Submitting and approving bills has been much more streamlined, and reporting is more comprehensive.

**Community Forum:** Opportunity for public input; **no correspondence, and no public in attendance at this meeting.**

**Old Business:**

3. **Strategic Planning:** Board Members were tasked with looking over previous Strategic Planning documents that were included in the February Meeting Packet. Renee solicited feedback from professional staff. Renee asked the Board to define what Strategic Planning means to them, and what data they would like to receive to inform decision-making. The City should have data from the scientific **Community Survey** and an informal online survey. Anoka County Library recently worked on a **diversity audit of its print collection**, and are also working with Wilder Research to conduct a **Community Needs Assessment and Strategic Planning Process**. MELSA will be currently conducting a metro-wide **Community Technology Survey**. All these data sources could contribute to our Strategic Planning process. Topics discussed tonight (based on previous SP sessions) are as follows:
  - a. **Workforce Development:** Potential partners: Anoka County CareerForce, Open-To-Business, Metro North Metro Adult Basic Education Center. Library computer technology for self-service job searching.
  - b. **Technology:** Consider community needs, inequality in internet access, emerging technologies, and the increase of government, work and retail interactions occurring online. Teresa asked about discounts or grants.
  - c. **Art:** programs/exhibitions/installations. The board indicated that art installations may be lower priority unless there is substantial outside investment.
  - d. **Communication/Outreach:** Need a proactive PR strategy through various channels, with help of the City Communications department. Determine how to reach non/ex users and promote library's value to all.
  - e. **Education/Homework Help/Tutoring:** Larger library systems have more resources available for these in-person services; we would need a robust volunteer pool to offer tutoring. Chris asked about opportunities to partner with ISD-13, which offers limited tutoring during the school year.
  - f. **Collection/Special Collections:** Continue developing the collection to reflect the overall community. Consider adding special collections like ACL? Promote ILL borrowing (from college, out-state, out-of-state libraries), and the variety of materials available (scholarly articles, media, sheet music, materials unavailable in Anoka County).
  - g. **Physical Library:** Attend to building maintenance and refurbishing damaged furniture and fixtures. Keep

the Library looking good and enhance customer experience in the building.

- h. Youth Commission:** Partnership opportunities or benefits from the City's newly established Youth Commission.

## New Business:

- 4. Consider Eliminating the Rental Fee for new DVDs, effective April 1<sup>st</sup>, 2022:** Anoka County's Library Board has voted to make all DVDs free, and CHPL should consider doing the same. Currently, newly released DVDs (less than one year old) have a \$1 rental fee for a three-week checkout. The Board **unanimously approved the following motions:**
- a. MOTION: Eliminate rental fees for all DVDs effective April 1, 2022.**
  - b. MOTION: Recommend that the City Council amend the City Fee Schedule to reflect the elimination of the rental fee for new DVDs.**
- 5. Bee Hotels:** Nick Novitsky discussed a pollinator initiative of the Lion's Club which will culminate with the Columbia Heights Jamboree. With the eventual reconstruction of 37<sup>th</sup> Avenue and the addition of trails, the Lions will not be devoting as much time to maintaining the Park on the corner of Stinson/37<sup>th</sup> Avenue. They would like to facilitate a project to add native bee habitat/hotels to city parks and private property. Nick asked for the Library Board's support to create and install a bee house near the stormwater retention pond behind the Library. The Board expressed their approval of the concept. In addition to installations on public land, the Lions will assemble kits for residents to create bee hotels and house to their own yards.
- 6. Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
- a. January Operational Reports:** Newly condensed format; Renee asked the Board to make comments and suggestions so that staff reports contains relevant and complete information and eliminate any unnecessary data. Tricia suggested adding brief details of building maintenance.
  - b. Overdue Fine-Free:** Overdue fine elimination is underway. Checkouts happening at Columbia Heights during February 2022 have a new rule that overdue fines will not be applied. Prior to opening on March 1, staff ran a program to erase 29,681 bills totaling \$35,432.65 from the accounts of 6,338 library patrons. Board was reminded that there is no direct correlation between bills generated on patron accounts and actual revenue collected. Action to erase fines did not occur on those accounts in Collections. Starting, March 1, daily reports eliminate any overdue fines from material being returned which was checked-out prior to the implementation of the new check-out rules in February. Fine-free has been featured in the recent City Newsletter.
  - c. Minnesota Public Library Annual Report:** Due by March 31; will be presented for Board review and approval at the April meeting.
  - d. 2022 Jamboree:** Nick Novitsky mentioned that the Staff/Library Board should start thinking about how to promote the Library in the 2022 Jamboree Booklet. As a City Department, the Library may be eligible for up to a full-page advertisement at potentially no cost. Carrie asked if it would be beneficial to be in the Jamboree parade, preferring not to be on a float, but some alternative way to include/promote the Library during the festivities.

There being no further business, a motion to adjourn was made at 6:50 pm, and seconded; **meeting adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

03/31/2022

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
PERIOD ENDING 03/31/2022

ACCT	DESCRIPTION (240-LIBRARY)	2022 AMENDED BUDGET	YTD BALANCE 03/31/2022	ACTIVITY FOR MARCH 2022	ENCUMBERED YEAR-TO-DATE	BUDGET BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	442,600.00	98,280.02	29,416.81	0.00	344,319.98	22.21
41011	PART-TIME EMPLOYEES	113,300.00	19,299.86	5,759.25	0.00	94,000.14	17.03
41020	OVERTIME-REGULAR	900.00	133.58	25.74	0.00	766.42	14.84
41070	INTERDEPARTMENTAL LABOR SERV	2,000.00	0.00	0.00	0.00	2,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	41,900.00	8,392.02	2,530.17	0.00	33,507.98	20.03
41220	F.I.C.A. CONTRIBUTION	42,800.00	8,972.23	2,722.65	0.00	33,827.77	20.96
41300	INSURANCE	78,200.00	19,103.05	6,728.45	0.00	59,096.95	24.43
41510	WORKERS COMP INSURANCE PREM	2,700.00	795.48	361.86	0.00	1,904.52	29.46
41810	COLA ALLOWANCE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
42000	OFFICE SUPPLIES	1,200.00	106.76	14.39	0.00	1,093.24	8.90
42010	MINOR EQUIPMENT	100.00	0.00	0.00	0.00	100.00	0.00
42011	END USER DEVICES	30,100.00	26.69	26.69	0.00	30,073.31	0.09
42020	COMPUTER SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42030	PRINTING & PRINTED FORMS	900.00	76.50	76.50	0.00	823.50	8.50
42170	PROGRAM SUPPLIES	1,800.00	483.34	390.00	0.00	1,316.66	26.85
42171	GENERAL SUPPLIES	6,600.00	749.33	132.99	0.00	5,850.67	11.35
42175	FOOD SUPPLIES	200.00	41.29	41.29	0.00	158.71	20.65
42180	BOOKS	58,000.00	7,282.30	3,002.06	0.00	50,717.70	12.56
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	956.78	323.00	0.00	6,043.22	13.67
42183	E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
42185	COMPACT DISCS	5,000.00	95.95	69.97	0.00	4,904.05	1.92
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,300.00	762.36	754.87	0.00	5,537.64	12.10
42190	DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	19,200.00	1,138.65	402.15	960.00	17,101.35	10.93
43105	TRAINING & EDUCATION ACTIVITIES	500.00	0.00	0.00	0.00	500.00	0.00
43210	TELEPHONE	700.00	130.58	0.00	0.00	569.42	18.65
43220	POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00
43250	OTHER TELECOMMUNICATIONS	2,300.00	558.72	204.13	0.00	1,741.28	24.29
43310	LOCAL TRAVEL EXPENSE	700.00	0.00	0.00	0.00	700.00	0.00
43600	PROP & LIAB INSURANCE	9,300.00	1,550.00	0.00	0.00	7,750.00	16.67
43810	ELECTRIC	37,100.00	5,386.05	2,838.43	0.00	31,713.95	14.52
43820	WATER	2,700.00	0.00	0.00	0.00	2,700.00	0.00
43830	GAS	8,000.00	4,681.38	2,255.69	0.00	3,318.62	58.52
43850	SEWER	3,200.00	0.00	0.00	0.00	3,200.00	0.00
44000	REPAIR & MAINT. SERVICES	19,600.00	9,855.82	312.75	4,649.54	5,094.64	74.01
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	6,557.66	0.00	0.00	32,742.34	16.69
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	8,125.27	116.97	0.00	18,974.73	29.98
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	12,383.34	0.00	0.00	61,916.66	16.67
44050	GARAGE, LABOR BURD.	500.00	0.00	0.00	0.00	500.00	0.00
44310	CREDIT CARD FEES	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	650.00	0.00	0.00	0.00	650.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
47100	OPER. TRANSFER OUT - LABOR	15,750.00	2,625.00	0.00	0.00	13,125.00	16.67
TOTAL EXPENDITURES		1,135,800.00	218,550.01	58,506.81	5,609.54	911,640.45	19.74



**2021 Minnesota Public Library Annual Report**

This report reflects information for January 1 through December 31, 2021, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2021.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative-entity level only and some that request only outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

**CONTACT INFORMATION**

G01) Library Name	Columbia Heights Public Library
G02) Regional System/Sequence Number	M0230
G03) Regional Public Library System	MELSA
G04) Street Address	3939 Central Avenue NE
G05) Location is a change from previous year	No
G06) City	Columbia Heights
G07) ZIP Code	55421
G08) Mailing Address	3939 Central Avenue NE
G09) City	Columbia Heights
G10) ZIP Code	55421
G11) County	Anoka
G12) Phone	763-706-3690
G13) Library Web Address	<a href="https://www.columbiaheightsmn.gov/departments/library/index.php">https://www.columbiaheightsmn.gov/departments/library/index.php</a>
G14) Director's Name	Renee Dougherty
G15) Director's Phone	763-706-3680
G16) Director's Extension	
G17) Director's E-mail Address	rdougherty@columbiaheightsmn.gov

**Report Filer**

G18) Name of Person Who Prepared the Public Library Report	Renee Dougherty
G19) Phone	763-706-3680
G20) E-mail	rdougherty@columbiaheightsmn.gov

**IMLS Administrative Entity Codes**

G21) Interlibrary Relationship Code	<b>Member of a Federation or Cooperative</b>
G22) Legal Basis Code	<b>Municipal Government (city, town or village)</b>
G23) Administrative Structure Code	<b>Administrative Entity with a Single Direct Service Outlet</b>
G24) IMLS Public Library Definition	<b>Yes</b>
G25) Geographic Code	<b>Municipal Government (city, town or village) (exactly)</b>
G26) Did the legal service area boundary change?	<b>No</b>

## COVID-19 RESPONSE

### Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) In 2021, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	No	Yes
V02) In 2021, did the library add or increase the number of mobile hotspots for circulation?	No	No
V03) In 2021, did the library add or increase distribution of mobile hotspots?	No	No
V05) In 2021, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes	Yes
V06) In 2021, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	No	Yes

### Services During Pandemic

Data Element	Current Year	Previous Year
V07) In 2021, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	Building did not close	Yes
V08) In 2021, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Building did not close	Yes
V09) In 2021, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes	Yes
V14) In 2021, did the library allow users to complete remote registration for library cards?	Yes	Yes

### Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?	No	No
V16) Did any library staff work remotely in 2021 due to the pandemic?	No	Yes
V17) Were library staff placed on paid or administrative leave in 2021 due to the pandemic?	No	No
V18) Did any library staff work a reduced number of hours in 2021, whether by choice or by necessity, due to the pandemic?	Yes	No
V19) Were any library staff furloughed in 2021 due to the pandemic?	No	Yes
V20) Were any library staff laid off in 2021 due to the pandemic?	No	No
V21) Did any library staff quit or choose early retirement in 2021 due to the pandemic?	No	Yes
V22) Was a hiring freeze instituted at any time in 2021 due to the pandemic?	No	No
V23) Were any vacant library positions eliminated from the 2021 budget due to the pandemic?	No	No

**Comments**

V24) Comments on COVID Response
In 2021 the Columbia Heights Public Library remained open and continued to deliver service throughout the year. Gradual returns to pre-pandemic service levels occurred in February with an increase in weekly public service hours from 32 to 40 and in September when weekly public service hours were increased to 47. Curbside delivery of library materials was made available upon request throughout the year. Library programs were delivered either virtually or in-person at outdoor venues through the end of August. In-person, in-building programming was resumed in September. Some programs continued to be offered virtually throughout the year. Many of the self-directed activity kits distributed in 2020 were discontinued in 2021. However, touch-free, self-directed programs such as story strolls and poems in city parks were continued. Library furniture was reinstalled, and patrons were encouraged to linger in the building beginning in the summer. Public meeting and study rooms were made available in September. However, numbers of public computers continued to be limited to allow for social distancing.

**VISITS, REFERENCE, USERS**

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	<b>21,973</b>	<b>21,124</b>
P02) Registered Users – Residents	<b>11,845</b>	<b>12,307</b>
P03) Registered Users – Reciprocal	<b>6,915</b>	<b>7,099</b>
P04) Total Registered Users	<b>18,760</b>	<b>19,406</b>
P05) Year in Which Registered User Records Were Last Purged	<b>2021</b>	<b>2020</b>
P06) Visits	<b>58,861</b>	<b>50,380</b>
P60) Visits Reporting Method	<b>Annual Count</b>	<b>Annual Count</b>
P07) Reference Transactions	<b>10,777</b>	<b>10,413</b>
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P59) Contactless Visits	<b>17</b>	<b>1,367</b>
P08) Public Internet Computer Sessions	<b>14,537</b>	<b>18,527</b>
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet	P08 tallies other computer usage in addition to Internet
P62) Public Computer Sessions Reporting Method	<b>Annual Count</b>	[new in 2021]
P10) Wireless Sessions	<b>18,639</b>	<b>20,083</b>
P63) Wireless Sessions Reporting Method	<b>Annual Count</b>	[new in 2021]
P32) Website Visits	<b>2,132</b>	<b>18,970</b>



## CIRCULATION

### Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	55,312	43,537
P14) Adult Circulation	52,193	46,687
P15) Physical Circulation (No Age Designation)	751	1
P16) Total Physical Circulation	108,256	90,225
P69) Physical Circulation – Not Print or Audiovisual	332	[new in 2021]
P17) Downloadable E-books and E-serials Circulation	12,710	9,930
P18) Downloadable Audio and Video Circulation	6,871	3,619
P19) Total Downloadable Circulation	19,581	13,549
P20) Total Circulation	127,837	103,774

### Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	-1	-1
P30) Electronic Content Use	19,581	13,549
P31) Total Collection Use	127,837	103,774

### Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries	352	419
P12) ILL Received from Other Libraries	865	430

## PROGRAMS, RECORDINGS, ACTIVITIES

### In-Person Programs

Data Element	Current Year	Previous Year
P82) In-Person Programs for Ages 0-5	21	[new in 2021]
P83) In-Person Programs for Ages 6-11	18	[new in 2021]
P84) In-Person Programs for Young Adults	3	7
P85) In-Person Programs for Adults	16	41
P86) In-Person Programs for All Ages	2	[new in 2021]
P75) Total Onsite In-Person Programs	39	[new in 2021]
P81) Total Offsite In-Person Programs	21	[new in 2021]

### Live Virtual Programs

Data Element	Current Year	Previous Year
P87) Live Virtual Programs Intended for Ages 0-5	8	[new in 2021]
P88) Live Virtual Programs Intended for Ages 6-11	12	[new in 2021]
P34) Live Virtual Programs Intended for Young Adults	4	0
P35) Live Virtual Programs Intended for Adults	25	13
P89) Live Virtual Programs Intended for All Ages	0	[new in 2021]
P36) Total Live Virtual Programs	49	21

**Programs (In-Person and Live Virtual)**

Data Element	Current Year	Previous Year
P90) Total Programs for Ages 0-5	<b>29</b>	[new in 2021]
P91) Total Programs for Ages 6-11	<b>30</b>	[new in 2021]
P52) Total Programs for Young Adults	<b>7</b>	<b>7</b>
P53) Total Programs for Adults	<b>41</b>	<b>54</b>
P92) Total Programs for All Ages	<b>2</b>	[new in 2021]
P54) Total Programs	<b>109</b>	<b>109</b>

**In-Person Program Attendance**

Data Element	Current Year	Previous Year
P105) Attendees at In-Person Programs for Ages 0-5	<b>444</b>	[new in 2021]
P106) Attendees at In-Person Programs for Ages 6-11	<b>170</b>	[new in 2021]
P107) Attendees at In-Person Programs for Young Adults	<b>18</b>	<b>59</b>
P108) Attendees at In-Person Programs for Adults	<b>182</b>	<b>475</b>
P109) Attendees at In-Person Programs for All Ages	<b>38</b>	[new in 2021]
P98) Total Onsite Attendance	<b>486</b>	[new in 2021]
P104) Total Offsite Attendance	<b>366</b>	[new in 2021]

**Live Virtual Attendance**

Data Element	Current Year	Previous Year
P110) Live Virtual Views of Programs for Ages 0-5	<b>74</b>	[new in 2021]
P111) Live Virtual Views of Programs for Ages 6-11	<b>120</b>	[new in 2021]
P38) Live Virtual Views of Programs for Young Adults	<b>40</b>	<b>0</b>
P39) Live Virtual Views of Programs for Adults	<b>219</b>	<b>108</b>
P112) Live Virtual Views of Programs for All Ages	<b>0</b>	[new in 2021]
P40) Total Attendance at Live Virtual Programs	<b>453</b>	<b>147</b>

**Program Attendance (In-Person and Live Virtual)**

Data Element	Current Year	Previous Year
P113) Total Attendance at Programs for Ages 0-5	<b>518</b>	[new in 2021]
P114) Total Attendance at Programs for Ages 6-11	<b>290</b>	[new in 2021]
P56) Total Attendance at Programs for Young Adults	<b>58</b>	<b>59</b>
P57) Total Attendance at Programs for Adults	<b>401</b>	<b>583</b>
P115) Total Attendance at Programs for All Ages	<b>38</b>	[new in 2021]
P58) Total Program Attendance	<b>1,305</b>	<b>1,783</b>

**Recordings of Program Content**

Data Element	Current Year	Previous Year
P116) Recorded Programs for Ages 0-5	<b>15</b>	[new in 2021]
P117) Recorded Programs for Ages 6-11	<b>2</b>	[new in 2021]
P42) Recorded Programs for Young Adults	<b>0</b>	<b>0</b>
P43) Recorded Programs for Adults	<b>0</b>	<b>3</b>
P118) Recorded Programs for All Ages	<b>0</b>	[new in 2021]
P44) Total Recorded Programs	<b>17</b>	<b>3</b>

## Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P119) On-Demand Views of Recorded Programs for Ages 0-5	<b>85</b>	[new in 2021]
P120) On-Demand Views of Recorded Programs for Ages 6-11	<b>6</b>	[new in 2021]
P121) On-Demand Views of Recorded Programs for Ages 12-18	<b>0</b>	[new in 2021]
P122) On-Demand Views of Recorded Programs for Adults	<b>0</b>	[new in 2021]
P123) On-Demand Views of Recorded Programs for All Ages	<b>0</b>	[new in 2021]
P124) Total On-Demand Views of Recorded Programs	<b>91</b>	[new in 2021]

## Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total	<b>42</b>	<b>24</b>
P50) Participation in Self-Directed Activities	<b>1,440</b>	<b>888</b>

## SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	<b>Both reading and learning programs</b>
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	<b>Yes</b>
U03) Children, 6 to 11 years old	<b>Yes</b>
U04) Young adults, 12 to 18 years old	<b>Yes</b>

## HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service	<b>47</b>	<b>54</b>
H16) Weekly Hours of Limited Service	<b>40</b>	<b>32</b>
H18) Weekly Hours of Curbside Service	<b>54</b>	<b>22</b>
H12) Annual Public Service Hours	<b>2,056</b>	<b>1,450</b>

## FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	<b>1</b>	<b>1</b>
F02) Branch Libraries	<b>0</b>	<b>0</b>
F03) Bookmobiles	<b>0</b>	<b>0</b>
F04) Supplementary Services	<b>1</b>	<b>1</b>
F12) Staff Internet Computers	<b>14</b>	<b>15</b>
F13) Public Internet Stationary Computers	<b>24</b>	<b>24</b>
F14) Public Internet Mobile Devices for Onsite Use	<b>0</b>	<b>0</b>
F15) Total Public Internet Computers/Devices	<b>24</b>	<b>24</b>
F22) Outlets with Wi-Fi Available to Public	<b>1</b>	<b>1</b>
F23) Outlets with a Meeting Room	<b>1</b>	<b>1</b>
F24) Non-Library Sponsored Events	<b>761</b>	<b>968</b>

## STAFF INFORMATION

### Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarian FTE	3.64	3.56
S02) Total Other Librarian FTE	0.00	0.00
S03) Total Librarian FTE	3.64	3.56
S04) Total Other Staff FTE	5.43	5.66
S05) Total Paid Employee FTE	9.07	9.22

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director	\$0.00	\$0.00
S07) Library Director	\$48.32	\$58.22
S08) Assistant Director	\$0.00	\$0.00
S09) Branch Manager	\$0.00	\$0.00
S10) Central Library Manager	\$0.00	\$0.00
S11) Department Head	\$0.00	\$0.00
S12) Other Librarian	\$23.00	\$38.55
S13) Technology Support		
S14) Library Support Staff	\$17.80	\$26.37
S15) Administrative Support Staff	\$0.00	\$0.00
S16) Pages	\$12.62	\$15.77

### Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
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## COLLECTIONS

### Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	43,611	44,480
C02) Audio Materials, Physical	3,921	4,048
C03) Video Materials, Physical	4,208	4,244
C04) Multi-format Materials		
C05) Other Physical Materials	1	13
C06) Total Physical Materials	51,741	52,785
C07) Print Serial Subscriptions	81	85

### Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	3,285	0
C10) Total Electronic Serial Subscriptions	3,285	0
C11) Electronic Books Licensed Locally	0	25,451
C12) Electronic Books Licensed Regionally	71,903	86,449

C13) Electronic Books Licensed Statewide	<b>9,071</b>	<b>10,375</b>
C14) Total Electronic Books	<b>80,974</b>	<b>122,275</b>
C15) Audio Downloadable Units, Licensed Locally	<b>0</b>	<b>8,079</b>
C16) Audio Downloadable Units, Licensed Regionally	<b>25,822</b>	<b>21,943</b>
C17) Total Audio Downloadable Units	<b>25,822</b>	<b>30,022</b>
C18) Video Downloadable Units, Licensed Locally	<b>0</b>	<b>0</b>
C19) Video Downloadable Units, Licensed Regionally	<b>0</b>	<b>0</b>
C20) Total Video Downloadable Units	<b>0</b>	<b>0</b>
C21) Electronic Collections Licensed Locally	<b>0</b>	<b>11</b>
C22) Electronic Collections Licensed Regionally	<b>16</b>	<b>15</b>
C24) Total Licensed Electronic Collections Local/Regional/Other	<b>16</b>	<b>26</b>
C25) Electronic Collections Licensed Statewide	<b>57</b>	<b>57</b>
C26) Total Licensed Electronic Collections	<b>73</b>	<b>83</b>

## POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	<b>2019</b>	<b>2019</b>
D02) Disaster Plan	<b>2009</b>	<b>2009</b>
D03) Policy Manual	<b>2021</b>	<b>2020</b>
D04) Records Retention Schedule	<b>2018</b>	<b>2018</b>
D05) Building Accessibility Plan	<b>1995</b>	<b>1995</b>
D06) Technology Plan	<b>2007</b>	<b>2007</b>
D07) Internet Acceptable Use Policy	<b>2021</b>	<b>2005</b>

## COMMUNITY ENGAGEMENT

### Outreach Services

Data Element	Current Year	Previous Year
Adult Basic Education	<b>Yes</b>	<b>Yes</b>
Adult Literacy Organization	<b>Yes</b>	<b>Yes</b>
Early Childhood Organization	<b>Yes</b>	<b>Yes</b>
Correctional Facility	<b>No</b>	<b>No</b>
Cultural Communities	<b>No</b>	<b>Yes</b>
Service to Homebound	<b>Yes</b>	<b>Yes</b>
School (K12)	<b>Yes</b>	<b>Yes</b>
Senior-Centered Organization	<b>Yes</b>	<b>Yes</b>
Workforce Development	<b>Yes</b>	<b>No</b>
Youth Development Organization	<b>No</b>	<b>No</b>
Arts Organization	<b>No</b>	<b>No</b>
Disability Organization	<b>No</b>	<b>No</b>
Homeschool Organization	<b>No</b>	<b>Yes</b>
Veterans Organization	<b>No</b>	<b>No</b>
Social Services Organizations	<b>Yes</b>	<b>Yes</b>
Other	<b>n.c.</b>	<b>n.c.</b>

### Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: <b>Yes</b> O13b) Cooperative: <b>Yes</b> O13c) Collaborative: <b>Yes</b>		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

### Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	7	19
O21) Total Number of Volunteer Hours	121	304

### BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Advisory

I04) Does this library have a foundation?	Yes
I05) Foundation name	Columbia Heights Public Library Foundation

I06) Does this library have a Friends group?	Yes
I07) Friends group name	Friends of the Columbia Heights Public Library

### FINANCIAL DATA

#### Operating Revenue

Data Element	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct	\$1,032,936	\$1,002,850
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,032,936	\$1,002,850
<b>County</b>		
R04) County Direct	\$0	\$0
R05) County Indirect	\$0	\$0
R06) County Total	\$0	\$0
<b>Other Local Government</b>		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$1,032,936	\$1,002,850

<b>STATE</b>		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
<b>FEDERAL</b>		
R67) Did your library receive CARES or ARPA funding in 2021?	No	Yes
R68) Federal Operating Revenue-Coronavirus Aid, Relief, and Economic Security (CARES) Act		\$17,070
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		[new in 2021]
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$5,404	\$7,922
R19) Total Federal Operating Revenue	\$5,404	\$24,992
<b>OTHER</b>		
<b>Regional System</b>		
R20) Regional System Direct	\$0	\$0
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$0	\$0
<b>Multicounty, Multitype</b>		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$28,571	\$31,875
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$28,571	\$31,875
R29) Total Regional and Other Operating Revenue	\$28,571	\$31,875
<b>R30) Total Operating Revenue</b>	<b>\$1,066,911</b>	<b>\$1,059,717</b>

### Operating Expenditures

Data Element	Current Year	Previous Year
<b>Personnel Expenditures</b>		
E01) Salaries & Wages	\$527,388	\$519,199
E02) Employee Benefits	\$155,479	\$157,430
E03) Total Personnel Costs	\$682,867	\$676,629
<b>Collection Expenditures</b>		
<b>E04) Print Materials</b>	<b>\$57,235</b>	<b>\$57,345</b>
E05) Electronic Materials Electronic Books (E-books)	\$7,125	\$7,267
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
<b>E08) Electronic Materials Expenditures Total</b>	<b>\$7,125</b>	<b>\$7,267</b>
E09) Other Materials - Audio & Video Physical Materials	\$11,481	\$10,032
E10) Other Materials - Other Physical Materials	\$0	\$0
<b>E11) Other Materials Expenditures Total</b>	<b>\$11,481</b>	<b>\$10,032</b>
<b>E16) Physical Materials Expenditures Total</b>	<b>\$68,716</b>	<b>\$67,377</b>



<b>E12) Total Collection Expenditures</b>	<b>\$75,841</b>	<b>\$74,644</b>
Other Operating Expenditures		
E13) Other Operating Expenditures	<b>\$274,990</b>	<b>\$289,321</b>
<b>E14) Total Operating Expenditures</b>	<b>\$1,033,698</b>	<b>\$1,040,594</b>
E15) Expenditures Equal To or Less than Income?	<b>Yes</b>	<b>Yes</b>

### Capital Revenue

Data Element	Current Year	Previous Year
<b>LOCAL</b>		
<b>City</b>		
R31) City Direct	<b>\$0</b>	<b>\$0</b>
R32) City Indirect	<b>\$0</b>	<b>\$0</b>
R33) City Capital Revenue Total	<b>\$0</b>	<b>\$0</b>
<b>County</b>		
R34) County Direct	<b>\$0</b>	<b>\$0</b>
R35) County Indirect	<b>\$0</b>	<b>\$0</b>
R36) County Capital Revenue Total	<b>\$0</b>	<b>\$0</b>
<b>Other Local Government</b>		
R37) Other Local Government Direct	<b>\$0</b>	<b>\$0</b>
R38) Other Local Government Indirect	<b>\$0</b>	<b>\$0</b>
R39) Other Local Government Capital Revenue Total	<b>\$0</b>	<b>\$0</b>
<b>R40) Total Local Government Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>STATE</b>		
R41) Library Construction Grant	<b>\$0</b>	<b>\$0</b>
R42) Other State	<b>\$0</b>	<b>\$0</b>
<b>R43) Total State Government Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>FEDERAL</b>		
R44) Federal Government LSTA	<b>\$0</b>	<b>\$0</b>
R45) Other Federal Direct	<b>\$0</b>	<b>\$0</b>
R46) Other Federal Indirect	<b>\$0</b>	<b>\$0</b>
<b>R47) Total Federal Government Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER</b>		
<b>Regional System</b>		
R48) Regional System Direct	<b>\$0</b>	<b>\$0</b>
R49) Regional System Indirect	<b>\$0</b>	<b>\$0</b>
R50) Regional System Capital Revenue Total	<b>\$0</b>	<b>\$0</b>
<b>Multicounty, Multitype</b>		
R54) Other Capital Direct	<b>\$0</b>	<b>\$0</b>
R55) Other Capital Indirect	<b>\$0</b>	<b>\$0</b>
R56) Other Capital Revenue Total	<b>\$0</b>	<b>\$0</b>
<b>R57) Total Regional System and Other Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>R58) Total Capital Revenue</b>	<b>\$0</b>	<b>\$0</b>

### Capital Expenditures

EC01) Total Capital Expenditures	<b>\$0</b>	<b>\$0</b>
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**In-Kind**

Data Element	Current Year	Previous Year
<b>In-Kind Operating Contributions</b>		
R59) In-Kind Operating Contributions City	<b>\$10,400</b>	<b>\$12,000</b>
R60) In-Kind Operating Contributions County	<b>\$0</b>	<b>\$0</b>
R61) In-Kind Operating Contributions All Other	<b>\$0</b>	<b>\$0</b>
R62) Total In-Kind Operating Contributions		
<b>In-Kind Contributions by Expenditure Area</b>		
EKA01) Personnel		<b>\$6,000</b>
EKA02) Collection	<b>\$500</b>	<b>\$0</b>
EKA03) All Other Operating Expenditures	<b>\$0</b>	<b>\$0</b>
EKA04) Total In-Kind Operating Contributions	<b>\$500</b>	<b>\$6,000</b>
<b>In-Kind Capital Contributions</b>		
R63) In-Kind Capital Contributions City	<b>\$0</b>	<b>\$0</b>
R64) In-Kind Capital Contributions County	<b>\$0</b>	<b>\$0</b>
R65) In-Kind Capital Contributions All Other	<b>\$0</b>	<b>\$0</b>
R67) Total In-Kind Capital Contributions	<b>\$0</b>	<b>\$0</b>

# ANNOTATIONS



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.*



## Columbia Heights Public Library

### 2021 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2021, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2021.

Please note that this section reflects the data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

#### CONTACT INFORMATION

G01m) Library Name	<b>Columbia Heights Public Library</b>
G02m) Regional System/Sequence Number	<b>M0230</b>
G03m) Regional Public Library System	<b>MELSA</b>
G05m) Location is a change from previous year	<b>No</b>
G04m) Street Address	<b>3939 Central Avenue NE</b>
G06m) City	<b>Columbia Heights</b>
G07m) ZIP Code	<b>55421</b>
G12m) Phone	<b>763-706-3690</b>
G08m) Mailing Address	<b>3939 Central Avenue NE</b>
G09m) City	<b>Columbia Heights</b>
G10m) ZIP Code	<b>55421</b>
G11m) County	<b>Anoka</b>

#### VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	<b>21,973</b>	<b>21,124</b>
P02m) Registered Users – Residents	<b>11,845</b>	<b>12,307</b>
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P59m) Contactless Visits	<b>17</b>	<b>1,367</b>
P08m) Public Internet Computer Sessions	<b>14,537</b>	<b>18,527</b>
P09m) Public Internet Computer Sessions – Usage Type	<small>P08m tallies other computer usage in addition to Internet</small>	<small>P08m tallies other computer usage in addition to Internet</small>
P10m) Wireless Sessions	<b>18,639</b>	<b>20,083</b>

#### Physical Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	<b>55,312</b>	<b>43,537</b>
P14m) Adult Circulation	<b>52,193</b>	<b>46,687</b>
P15m) Physical Circulation (No Age Designation)	<b>751</b>	<b>1</b>
P16m) Total Physical Circulation	<b>108,256</b>	<b>90,225</b>

**Onsite In-Person Programs**

Data Element	Current Year	Previous Year
P70m) Onsite In-Person Programs Intended for Ages 0-5	<b>16</b>	[new in 2021]
P71m) Onsite In-Person Programs Intended for Ages 6-11	<b>9</b>	[new in 2021]
P72m) Onsite In-Person Programs Intended for Young Adults	<b>2</b>	[new in 2021]
P73m) Onsite In-Person Programs Intended for Adults	<b>12</b>	[new in 2021]
P74m) Onsite In-Person Programs Intended for All Ages	<b>0</b>	[new in 2021]
P75m) Total Onsite Programs	<b>39</b>	[new in 2021]

**Offsite In-Person Programs**

Data Element	Current Year	Previous Year
P76m) Offsite In-Person Programs Intended for Ages 0-5	<b>5</b>	[new in 2021]
P77m) Offsite In-Person Programs Intended for Ages 6-11	<b>9</b>	[new in 2021]
P78m) Offsite In-Person Programs Intended for Young Adults	<b>1</b>	[new in 2021]
P79m) Offsite In-Person Programs Intended for Adults	<b>4</b>	[new in 2021]
P80m) Offsite In-Person Programs Intended for All Ages	<b>2</b>	[new in 2021]
P81m) Total Offsite Programs	<b>21</b>	[new in 2021]

**Onsite In-Person Program Attendance**

Data Element	Current Year	Previous Year
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	<b>264</b>	[new in 2021]
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	<b>78</b>	[new in 2021]
P95m) Attendees at Onsite In-Person Programs for Young Adults	<b>9</b>	[new in 2021]
P96m) Attendees at Onsite In-Person Programs for Adults	<b>135</b>	[new in 2021]
P97m) Attendees at Onsite In-Person Programs for All Ages	<b>0</b>	[new in 2021]
P98m) Total Onsite In-Person Attendance	<b>486</b>	[new in 2021]

**Offsite In-Person Program Attendance**

Data Element	Current Year	Previous Year
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	<b>180</b>	[new in 2021]
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	<b>92</b>	[new in 2021]
P101m) Attendees at Offsite In-Person Programs for Young Adults	<b>9</b>	[new in 2021]
P102m) Attendees at Offsite In-Person Programs for Adults	<b>47</b>	[new in 2021]
P103m) Attendees at Offsite In-Person Programs for All Ages	<b>38</b>	[new in 2021]
P104m) Total In-Person Offsite Attendance	<b>366</b>	[new in 2021]

**Self-Directed Activities**

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities	42	24
P50m) Participation in Self-Directed Activities	1,440	888

**FULL-TIME EQUIVALENT STAFF**

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarian FTE	3.64	3.56
S02m) Other Librarian FTE	0.00	0.00
S03m) Total Librarian FTE	3.64	3.56
S04m) Other Staff FTE	5.43	5.66
S05m) Total Paid Employee FTE	9.07	9.22

**VOLUNTEERS**

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers	0	1
O17m) Number of Adult Volunteers	7	18
O18m) Number of Teen Volunteer Hours	0	20
O19m) Number of Adult Volunteer Hours	121	284
O20m) Total Number of Volunteers	7	19
O21m) Total Number of Volunteer Hours	121	304

**PUBLIC SERVICE HOURS**

**Number of Weeks Open to the Public**

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19	0	0
H15m) Weeks of Regular Service	17	17
H14m) Weeks of Limited Service	35	35
H11m) Weeks Library was Open	52	52

**Weekly Hours Open to the Public**

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service	47.00	54.00
H16m) Weekly Hours of Limited Service	40.00	40.00

**Annual Hours Open to the Public**

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours	2,056	1,450

**Curbside Service**

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service	52	39
H18m) Weekly Hours of Curbside Service	54.00	54.00

**LIBRARY COLLECTION**

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	<b>43,611</b>	<b>44,480</b>
C02m) Audio Materials, Physical	<b>3,921</b>	<b>4,048</b>
C03m) Video Materials, Physical	<b>4,208</b>	<b>4,244</b>
C04m) Multi-format Materials	<b>-1</b>	<b>-1</b>
C05m) Other Physical Materials	<b>1</b>	<b>13</b>
C06m) Total Physical Materials	<b>51,741</b>	<b>52,785</b>
C07m) Print Serial Subscriptions	<b>81</b>	<b>85</b>

**FACILITIES****Outlet Types**

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	<b>Central Library</b>	<b>Central Library</b>
F06m) Number of Bookmobiles	<b>0</b>	<b>0</b>

**Buildings**

Data Element	Current Year	Previous Year
F07m) Facility Type	<b>L</b>	<b>L</b>
F08m) Square Feet	<b>22,600</b>	<b>22,600</b>
F09m) Year Built	<b>2016</b>	<b>2016</b>
F10m) Latest Year Remodeled	<b>N/A</b>	<b>N/A</b>
F11m) Previous Year(s) Remodeled		

**Computers**

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers	<b>14</b>	<b>15</b>
F13m) Public Internet Stationary Computers	<b>24</b>	<b>24</b>
F14m) Public Internet Mobile Devices for On-Site Use	<b>0</b>	<b>0</b>
F15m) Public Internet Computers/Devices	<b>24</b>	<b>24</b>

**Internet Connections**

Data Element	Current Year	Previous Year
F16m) Fiber Optic to Library Building	<b>Yes</b>	<b>Yes</b>
F17m) Category 6 Wiring within Library?	<b>Category 6</b>	<b>Category 6</b>
F19m) Typical Internet Download Speed for Public Computers	<b>100.1 Mbps - 500 Mbps</b>	<b>50.1 Mbps - 100 Mbps</b>
F21m) Typical Internet Upload Speed for Public Computers	<b>100.1 Mbps - 500 Mbps</b>	<b>50.1 Mbps - 100 Mbps</b>
F22m) Number of Outlets with Wi-Fi Available to Public	<b>Yes</b>	<b>Yes</b>

**Meeting Rooms**

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use	<b>Yes</b>	<b>Yes</b>
F24m) Non-Library Sponsored Events	<b>761</b>	<b>968</b>

### LIBRARY FRIENDS

106/106m) Does This Library Have a Friends Group?	<b>Yes</b>
107/107m) Friends Group Name	<b>Friends of the Columbia Heights Public Library</b>

### ANNOTATIONS



*Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Service.*



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	04-06-2022

ITEM:	City Survey	
DEPARTMENT:	Library	BY/DATE: 04-06-2022

BACKGROUND: City Survey Link

[https://www.columbiaheightsmn.gov/departments/city\\_manager\\_administration/public\\_survey\\_results.php](https://www.columbiaheightsmn.gov/departments/city_manager_administration/public_survey_results.php)

ATTACHMENT(S):



# Columbia Heights Public Library Library Board Report - February 2022

**BUILDING**

- Horwitz repaired a major leak in one of the boilers used to heat the building.
- Orkin inspected and applied preventative treatment for pests.

**COLLECTION**

- Book displays featured Black History month, new books, and the Winter Reads adult reading program.
- Adult and juvenile print books were selected from *Booklist*, *Kirkus Reviews*, *Library Journal* and *School Library Journal*. Updated editions of adult reference books, replacement copies and patron requests for youth books about dragons, helping children with depression, “Little Bear” and additional graphic novels were purchased. Youth DVDs and adult audiobooks were ordered.
- Weeding was completed in large print and reference.

**PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES**

NAME	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	2/2	Children (0-5)	13
Baby Read, Baby Grow	2/3	Children (0-5)	10
Family Storytime	2/7	Children (0-5)	19
English Language Conversation Circle	2/7	Adult	3
Organize Your Important Documents Class	2/7	Adult	17
Friends of the Library	2/9	Adult	7
Design Your Own Wrapping Paper Class	2/9	Adult	16
Baby Read, Baby Grow	2/10	Children (0-5)	15
Family Storytime	2/14	Children (0-5)	17
English Language Conversation Circle	2/14	Adult	4
Adult Book Club: <i>My Beloved World</i>	2/16	Adult	4
Baby Read, Baby Grow	2/17	Children (0-5)	10
Baby Read, Baby Grow	2/24	Children (0-5)	12
Family Storytime	2/28	Children (0-5)	30
English Language Conversation Circle	2/28	Adult	7
Emerald Ash Borer Class	1/27	Adult	4
Winter Reads (Self Directed)		Adult	82 (30 persons)
Take and Make Pet Beds (Self Directed)		All Ages	40
<b>TOTAL Programs = 18</b>			<b>304</b>

FACILITY USAGE	2022	2021
Visitors	5,037	4,041
Public Uses of Study and Meeting Rooms	180	4

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - attended M3 (Making Meaning of Multiple Datasets) Day with partners from the Columbia Heights Public Schools, Columbia Heights Recreation, and the Wilder Foundation to evaluate attendance and survey data from 21st Century Community

Learning Center grant-funded programs. Together, they generated ideas on how to better serve youth in the coming year, including better communication and advertisement of 21st CCLC grant programs and ways to support students' social emotional learning and mental well-being.

- Prepared bulk loans for six Immaculate Conception classes.
- Created a passive program for youth to cut and decorate snowflakes.
- Cortni O’Brien, Adult Services Librarian
  - served as the liaison to the Friends of the Library.
  - delivered library materials to three “At-Home” patrons
- Renee Dougherty, Director
  - participated in Anoka County Library Management Team and Public Service team meetings, weekly meetings of City department heads, and a meeting of Minnesota library directors convened by the State Library.
  - made a presentation to a joint meeting of the Columbia Heights City Council and Columbia Heights Public School Board on February 8.
  - attended the City Council meeting of February 14.
- Winnie Coyne, Nick Olberding, Kelly Olson and Renee Dougherty received training in the March Command software which operates the video cameras in building and parking lot.

VOLUNTEERS	Total	Hours Served
Adult	n/a	10.5
Teen	0	0

**TECHNOLOGY**

PUBLIC COMPUTER USAGE	2022	2021
Users	797	700
Sessions	1,083	1,063
Minutes	43,779	39,844

**MISCELLANEOUS**

- The City Council approved the updated manual of library policies.
- The glass case had displays on the “Winter Reads” program and facts about Presidents’ Day.
- Eleven patrons with \$75 or more in fines were referred to Unique Management compared to three in 2021.
- Mariana Mac and Emily Anderson won Winter Reads grand prizes



Columbia Heights Public Library



Library Board Monthly Update – February 2022