



# LIBRARY BOARD MEETING

Library—Community Room, 3939 Central Ave NE  
Wednesday, December 01, 2021  
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 832 1433 7849 and passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> at the scheduled meeting time. For questions please call the library at 763-706-3690.

### CALL TO ORDER:

- [1.](#) Review/Approve Minutes from November 3, 2021 Board Meeting.
- [2.](#) 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

- [3.](#) Staffing Update: Youth Services Librarian & Library Supervisor

### NEW BUSINESS

- [4.](#) Thank You Card from Brianna Belanger
- [5.](#) Proposed Revision to Public Service Policy
- [6.](#) Proposed Revision to Unattended Children Policy
- [7.](#) Rescind the Telephone Look-Up Policy  
Addressed by the previously approved Data Privacy of Patron Records Policy.
- [8.](#) Proposed Revision of Request for Reconsideration
- [9.](#) CHPL Public Arts Sub-Committee

### ADJOURNMENT

- [10.](#) October Operational Reports (FYI)

*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.*



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
 3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
 Wednesday, November 3<sup>rd</sup>, 2021

Drafted  
 11/4/2021

**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 832 1433 7849** and **passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> 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 5:30pm.**

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

1. The **Minutes** of the **October 3<sup>rd</sup>, 2021**, Board Meeting were **moved and unanimously approved**.
2. The **Bill Lists** (October 13<sup>th</sup> & 27<sup>th</sup>) were reviewed, **moved, and unanimously approved**.
  - a. Questions about "Dia De Los Muertos" crafting program supplies purchased through Etsy; NADA Used Car Guides and School Library Journal subscription; and drywall repair and painting in public restrooms.
3. Operating **Budget Review**: At 83% through the year, 66% of total budget has been expended, not including September payroll and utilities which are not reflected report.
  - a. Bill Lists and Operating Budget will look different starting next month due to the new BS&A Financial Software; it will output real-time data, and allow line item detail on-demand.

**Community Forum:** New opportunity for citizen input added to meeting agenda this month; Inspired by a letter written to the Library Board by Paul Cram. **No Public in Attendance at this meeting.** Conway mentioned that she had reached out to Paul thanking him for his concern and passion; he was thankful that the Board would add a forum for citizen input to the future meeting. Conway also thanked Foundation members for attending last month's meeting, and apologized for any misunderstandings arising from the discussion. The Foundation had met since then, and several members expressed interest in being involved in the Library Board's Public Art Sub-Committee; two submitted applications to the Board Chair. The Public Art Sub-Committee will be added to next month's Library Board Meeting Agenda.

**New Business:**

4. **Approve 2022 Library Holiday/Closed Dates:** There were no objections to the proposed dates; **the 2022 Holiday/Closed Dates were moved and unanimously approved.**
5. **Approve 2022 Library Board of Trustees Meeting Dates:** The meeting dates were reviewed; Polley noted that the June 1<sup>st</sup> Meeting may conflict with CHHS Graduation, but it was not necessary to cancel the meeting. Library Board By-Laws specify meetings occur at 5:30pm on the first Wednesday of each month; there being no cancellations or re-scheduling, no motion was needed to approve the 2022 Library Board Meeting schedule.

**Report from the Library Director:**

6. **Budget Work Session:** The budget as submitted (without revenue from overdue fines) was reviewed at a Council work session. The decision about going overdue fine free will occur as part of establishing the City fee schedule for 2022. Extensive discussion of the Board's recommendation to eliminate overdue fines occurred. Highlights of the discussion included:
  - a. The City Council could use additional data and statistics surrounding library usage and fines. It was noted that fine amounts billed do not equal dollars actually collected.
  - b. Library fine revenue has decreased over the past decade; 2020 fine revenue collected was \$4,300 (\$3700-overdue fines; \$120-damage fines \$480 lost item fines).

- c. Fines for lost and damaged items would continue to be billed and collected even if overdue fines were eliminated.
  - d. It's difficult to quantify who or how many patrons avoid using the library due to actual or potential overdue fines.
  - e. Patrons use libraries throughout the metro area and different systems have different rules and fines.
  - f. Standardized test scores show low reading proficiency for ISD-13 students. There is a scarcity of libraries and dedicated school library media specialists with the system schools. The Board envisions the public library supporting the district and student learning by making books available through the public library.
  - g. Polley reminded the Board that Heights has some of the lowest per capita income in Anoka County.
  - h. Community parents have many responsibilities in addition to monitoring their children's library borrowing in order to avoid fines.
- 7. Staffing (Page Training, Youth Services Librarian, Library Supervisor):**
- a. Two new Pages finished their training will join the regular schedule in November. Both are Columbia Heights residents; one is a college student who speaks Somali/Arabic/English and the other is a K-12 Spanish teacher.
  - b. The Youth Services Librarian posting garnered 35 applications. Interviews will be scheduled after Veteran's Day.
  - c. A Library Supervisor resigned October 30 to accept a full-time position at Mackin Publishing. The job has been posted.
  - d. The Library Aide has taken over some additional tasks in the interim without a youth services librarian and will receive additional compensation for working out of job class.
  - e. The Library Director participate in second interviews for the City IT Director, as the Library is a major consumer of technology in the City. The City anticipates hiring an IT Director before yearend.
- 8. Survey Questions:** The Library Board wanted to solicit feedback via a community. However, the City has decided to contract out a more comprehensive and statistically significant survey of residents. The prepared questions about library use and awareness have been submitted for inclusion in the city survey.

### For Your Information:

- 9. August Operational Reports:** Included in Agenda Packet for informational purposes; no review. There was interest in the "Coding Club" mentioned in the Reports. A kick-off event "Hour of Code" occurred in September to share information with interested kids, then "Coding Club" started in October; hosted by Code Savvy, and funded by the 21<sup>st</sup> Century Grant. There is a core group of about 5-10 youth involved, and they help guide the direction of the activities (coding, programming, robotics, video games, etc).

### From the Floor:

- 10. Agenda Additions from the Board:** Board members were interested in the best way to suggest Agenda item for future meetings; it was advised to send Renee Dougherty ([rdougherty@columbiaheightsmn.gov](mailto:rdougherty@columbiaheightsmn.gov)) an e-mail and CC: Nick Olberding ([nolberding@columbiaheightsmn.gov](mailto:nolberding@columbiaheightsmn.gov)) at least a week ahead of the meeting date if they want something added to the agenda.

There being no further business, a motion to adjourn was made at 6:36 pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

PERIOD ENDING 11/30/2021

ACCOUNT DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 11/30/2021	ACTIVITY FOR MONTH 11/30/21	ENCUMBERED YEAR-TO-DATE	BUDGET BALANCE	% BDGT USED
Fund 240 - LIBRARY						
41010 REGULAR EMPLOYEES	442,600.00	381,322.47	13,976.01	0.00	61,277.53	86.16
41011 PART-TIME EMPLOYEES	114,100.00	82,746.42	3,540.56	0.00	31,353.58	72.52
41020 OVERTIME-REGULAR	1,000.00	547.84	49.44	0.00	452.16	54.78
41070 INTERDEPARTMENTAL LABOR SERV	2,000.00	549.49	0.00	0.00	1,450.51	27.47
41210 P.E.R.A. CONTRIBUTION	41,800.00	34,065.20	1,265.83	0.00	7,734.80	81.50
41220 F.I.C.A. CONTRIBUTION	42,800.00	34,374.35	1,363.91	0.00	8,425.65	80.31
41300 INSURANCE	82,100.00	70,242.23	5,195.01	0.00	11,857.77	85.56
41510 WORKERS COMP INSURANCE PREM	4,500.00	2,366.75	180.16	0.00	2,133.25	52.59
42000 OFFICE SUPPLIES	1,200.00	944.90	16.38	0.00	255.10	78.74
42010 MINOR EQUIPMENT	500.00	181.29	0.00	0.00	318.71	36.26
42011 END USER DEVICES	900.00	283.24	0.00	0.00	616.76	31.47
42020 COMPUTER SUPPLIES	100.00	40.99	0.00	0.00	59.01	40.99
42030 PRINTING & PRINTED FORMS	900.00	367.50	0.00	0.00	532.50	40.83
42161 CHEMICALS	0.00	(444.07)	0.00	0.00	444.07	100.00
42170 PROGRAM SUPPLIES	1,500.00	1,675.65	0.00	0.00	(175.65)	111.71
42171 GENERAL SUPPLIES	6,400.00	4,854.12	511.92	0.00	1,545.88	75.85
42175 FOOD SUPPLIES	200.00	31.47	0.00	0.00	168.53	15.74
42180 BOOKS	56,000.00	40,467.92	2,081.84	0.00	15,532.08	72.26
42181 PERIODICALS, MAG, NEWSPAPERS	6,500.00	3,063.85	0.00	0.00	3,436.15	47.14
42183 E-BOOKS	8,000.00	7,125.14	0.00	0.00	874.86	89.06
42185 COMPACT DISCS	5,500.00	4,225.80	0.00	0.00	1,274.20	76.83
42187 BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189 DVD	6,300.00	5,667.09	335.84	0.00	632.91	89.95
42190 DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42280 VEHICLE REPAIR AND PARTS	0.00	2.05	0.00	0.00	(2.05)	100.00
42990 COMM. PURCHASED FOR RESALE	300.00	253.84	0.00	0.00	46.16	84.61
43050 EXPERT & PROFESSIONAL SERV.	19,900.00	14,406.88	3,390.87	0.00	5,493.12	72.40
43105 TRAINING & EDUCATION ACTIVITIES	500.00	676.04	0.00	0.00	(176.04)	135.21
43210 TELEPHONE	1,350.00	313.44	0.00	0.00	1,036.56	23.22
43220 POSTAGE	250.00	124.00	0.00	0.00	126.00	49.60
43250 OTHER TELECOMMUNICATIONS	2,650.00	1,565.51	0.00	0.00	1,084.49	59.08
43310 LOCAL TRAVEL EXPENSE	700.00	143.36	0.00	0.00	556.64	20.48
43600 PROP & LIAB INSURANCE	8,700.00	7,250.00	0.00	0.00	1,450.00	83.33
43810 ELECTRIC	34,200.00	32,341.74	0.00	0.00	1,858.26	94.57
43820 WATER	2,800.00	1,649.55	0.00	0.00	1,150.45	58.91
43830 GAS	9,100.00	5,342.54	0.00	0.00	3,757.46	58.71
43850 SEWER	3,000.00	2,476.23	0.00	0.00	523.77	82.54
44000 REPAIR & MAINT. SERVICES	16,300.00	16,318.62	235.41	0.00	(18.62)	100.11
44010 BUILDING MAINT:INTERNAL SVCS	38,200.00	31,833.30	0.00	0.00	6,366.70	83.33
44020 BLDG MAINT CONTRACTUAL SERVICES	27,100.00	18,005.23	1,135.50	6,597.00	2,497.77	90.78
44040 INFORMATION SYS:INTERNAL SVC	72,100.00	0.00	0.00	0.00	72,100.00	0.00
44050 GARAGE, LABOR BURD.	400.00	182.70	0.00	0.00	217.30	45.68
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	15,150.00	12,625.00	0.00	0.00	2,525.00	83.33

Fund 240 - LIBRARY:

TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,081,750.00	820,209.67	33,278.68	6,597.00	254,943.33	76.43
NET OF REVENUES & EXPENDITURES	(1,081,750.00)	(820,209.67)	(33,278.68)	(6,597.00)	(254,943.33)	76.43

## COLUMBIA HEIGHTS PUBLIC LIBRARY

### PUBLIC SERVICE POLICY

#### PURPOSE:

To define who may use the Library

#### GUIDELINES

Columbia Heights Public Library and Anoka County Library cards shall be issued without charge to all persons who live in or own property in the City of Columbia Heights or Anoka County. The library ~~may~~ will require persons to present identification to verify identity and address at the time of registration and thereafter on a periodic basis. Individuals who are unable to provide current verification of address will be issued a library card which restricts borrowing privileges. Once verification of name and current address are provided, a regular library card will be issued. Any of the following may be used as the basis for initial card application or as ID to confirm/update/extend privilege:

1. Minnesota driver's license or identification card with current address, expired Minnesota driver's license or ID accompanied by ~~paper~~ application for replacement, ~~picture-photo~~ ID with current address issued by a government or tribal agency. ~~Tribal ID.~~
2. Check blanks imprinted with name and mailing address, rental agreement listing the address, or a utility bill dated within 60 days of the current date will be accepted as proof of current residency. Utility bills accepted for proof of residency are electric, gas, water/sewer, solid waste, telephone, cell phone, or cable television. A photo identification card or driver's license will be required along with the utility bill to verify identity.
3. Property tax statements may be used as proof of eligibility for a card in Columbia Heights or Anoka County, and may or may not be used as a mailing address. A photo identification card or driver's license will be required along with the property tax statement to verify identity.

Minor children, aged sixteen and under, must be accompanied by a parent with identification as defined above, when applying for a library card. Parents are responsible for all materials borrowed and fees incurred on the minor's card.

Library cards will periodically ~~expire every four years~~. The borrower's privilege may be extended by producing an accepted form of identification and proof of residency, as listed above.

#### Residents of other Minnesota Library Districts

Residents of other Minnesota library districts may use the Columbia Heights Public Library as provided by the MELSA Agreement and the Minnesota Statewide Borrowers Compact. A valid

library card issued from their local public library will be required. Loans will be made under the regulations stated in these agreements.

**Temporary Residents**

~~In order to provide library services to persons without proof of current residence; residents of transitional housing, shelters, or health care facilities; or minors with no legal guardian, the library may issue a provisional library card. Provisional cards, also known as "Basic 2," have a 2-item borrowing limit and expire six months from date of issue. Applicants must present photo identification and have a functional cellular telephone number or email address to receive a "Basic 2" library card.~~

**Non-residents**

Non-residents not qualified as described above may obtain a library card and may borrow materials upon payment of an annual non-resident fee. The fee will be the same as that adopted by MELSA. This fee is non-refundable.

All registered borrowers, whether resident or non-resident, are provided with the same level of service, except as provided within contractual agreements with vendors or other service providers. Other specialized services may be designated as limited to residents should the Library Board so determine, including interlibrary loan, document delivery, access to digital resources, and internet access.

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~~Card look-up: If a patron wishes to checkout material or use the Internet and is registered for a library card but does not have it in his possession, a lookup may be done if the patron has appropriate photo ID as listed above. A current school ID with photo may be used as appropriate ID for a lookup for Internet only. School IDs will not be used for a lookup for checkout, for initial card registration, or to confirm/update/extend privilege.~~

Approved: \_\_\_\_\_

Columbia Heights Public Library Board of Trustees \_\_\_\_\_  
Patricia Sowada, Chair

Adopted February 12, 2009  
Revised: 3/6/13; 12/1/21

## COLUMBIA HEIGHTS PUBLIC LIBRARY

### STATEMENT OF LIBRARY POLICY ON UNATTENDED CHILDREN

#### POLICY

#### STATEMENT:

~~The intent of this policy is to ensure the safety and well-being of all children who use the library.~~ Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or caregiver. ~~Alt~~Though staff will ~~always~~ respond with care and concern, they cannot assume responsibility for unattended or vulnerable children's safety and comfort ~~when they are unattended.~~ Disruptive children aged 8 and older will may be asked by staff to leave the building after ~~one~~ verbal warning.

#### GUIDELINES AND PROCEDURES:

1. ~~Disruptive~~ Unattended Children aged 8 and Older
  - a. Staff will ask children who are being disruptive to correct the behavior.
  - b. If the disruptive behavior continues, the child will be asked to leave the building.
2. Unattended Children aged 7 and Younger
  - a. Staff will ask children who are being disruptive to correct the behavior and will attempt to locate a parent or caregiver.
  - b. If a child becomes frightened or appears lost, staff should comfort him-them and attempt to locate a parent/-caregiver.
  - c. When the parent or caregiver is located, staff will explain that parent/caregiver is responsible for their children ~~and describe the library's unattended children policy.~~
  - d. If the parent or caregiver is not found in the building within fifteen minutes staff will notify the police and stay with the child until the situation is resolved.
  - e. If the library is closing and no parent or caregiver is located, 2 staff members will remain with the child for up to fifteen minutes. ~~At If a parent is not located within fifteen minutes, that time~~ staff will call the police and remain with the child until the situation is resolved.

- f. Under no circumstances is a staff member to accompany a child outside of the building, ~~to~~ leave a child alone outside a closed building after dark or in inclement weather, or to transport a child in a personal vehicle.

Approved: \_\_\_\_\_

Columbia Heights Public Library Board of Trustees \_\_\_\_\_  
Barbara E. Miller, chair

Adopted 3/97

Revised 9/7/99; 7/1/03; 6/15/07; 9/4/07; 12/1/2021

## COLUMBIA HEIGHTS PUBLIC LIBRARY

### TELEPHONE LOOK-UP POLICY

#### GUIDELINES:

In accordance with the Minnesota Government Practices Act, Minnesota Statute 13.40:2, information contained in library records cannot be released to anyone other than the library cardholder. A parent or guardian who lives in the same household as a minor cardholder may have access to the minor’s record.

Library staff may provide the following information over the telephone regarding a specific library card only when the patron provides the barcode number as a means of identification:

1. Materials checked out on the card;
2. Fines or bills associated with the card;
3. Requests placed on the card.

Approved: \_\_\_\_\_

Columbia Heights Public Library Board of Trustees \_\_\_\_\_  
Barbara E. Miller, Chair

Adopted June 2, 1998  
Revised 7/1/03, 5/22/07  
Revised 8/8/07

Recommend Rescinding Telephone Look-Up Policy. It is a procedure related to the “Data Privacy of Library Records” policy last revised October 7, 2020.

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**820 40TH AVE. N.E. 3939 CENTRAL AVE NE**  
**COLUMBIA HEIGHTS, MN 55421-2996**

**CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

By completing this form, you are asking that the Library reconsider its selection of a library resource or material.

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Request initiated by:

First Name, Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone: cell \_\_\_\_\_, home or work \_\_\_\_\_

Are you a resident of Columbia Height? y/n

Address

Street, Apt #

City, State, Zip

What would you like reconsidered: \_\_\_\_\_

Printed Material

Video

Audio Recording

Electronic Resource

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Author/Producer: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher ~~or product~~: \_\_\_\_\_

Publication date: \_\_\_\_\_ Call number: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Complaint represents (check one):

\_\_\_\_\_ Himself/Herself

\_\_\_\_\_ Organization Name: \_\_\_\_\_

\_\_\_\_\_ Other group Identify: \_\_\_\_\_

Check one item: \_\_\_\_\_ Book \_\_\_\_\_ Periodical \_\_\_\_\_ Audio cassette \_\_\_\_\_

\_\_\_\_\_ Video/DVD \_\_\_\_\_ Other

1

Revised 8/8/07; 12/1/2021

1. Did you read or view the entire item? \_\_\_\_\_  
1-2. If not, which parts did you read/view?

2-3. Specifically, to what do you object?

3-4. What do you feel might be the result of reading, hearing, or seeing the material?

4-5. What is there about this material that you consider good or useful?

5-6. Are you aware of the judgment or evaluation of this material by professional reviewers?

6-7. What do you believe to be the theme or message of this material?

7. What would you like your library to do about this ~~book~~ resource?

Attach additional sheets if necessary.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

2

Revised 8/8/07; 12/1/2021

Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690

**TO:** Columbia Heights Public Library Board of Trustees  
**FROM:** Renee Dougherty, Library Director  
**SUBJECT:** October 2021 Operational Report  
**DATE:** November 5, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. Existing building cameras were upgraded and additional cameras installed in the teen area and on the exterior of the building. We await upgraded software to allow staff to view camera output.
- B. Necessary upgrades were made to the dialer for the fire and security alarms.
- C. A leak was repaired in the air conditioner for the community room.

II. TECHNOLOGY

- A. A Bibliotheca technician was sent to repair a malfunctioning visitor counter and alarm in the security gate. At month end, we await replacement parts.

III. COLLECTION

- A. Adult print materials were chosen from the July issues of *Kirkus Reviews* and the August issue of *Booklist*. Adult bestsellers with November publication dates were ordered. Juvenile print materials were selected from the August issues of *Booklist*, *Growing Minds*, and *School Library Journal*.
- B. Weeding was completed in adult fiction M-Z and nonfiction 000-500.

IV. LIVE AND VIRTUAL PROGRAMS

- A. Family Discovery: MN Pollinate was offered on October 9.
- B. The City's Urban Forestry Specialist Liam Genter taught a tree identification class for adults on October 11.
- C. The Friends of the Library met on October 13.
- D. Poems in the Park were offered in Sullivan Park on October 15.
- E. A Dia de los Muertos/Day of the Dead celebration was held on October 16.
- F. Parcel Arts taught a watercolor course for adults on October 18.
- G. The adult book club discussed "The Great Alone" by Kristin Hannah on October 20.
- H. A Story Stroll was held at Huset Park on October 20 and 21.
- I. A Zombie FX class for teens was held on October 21.
- J. A drumming and movement class exploring West Africa was offered for youth on October 22.
- K. The Mayor's Book Club discussed Barbara Kingsolver's "Flight Behavior" on October 26.
- L. A Storytime especially for daycares was introduced this month.
- M. Four family Storytimes were offered this month.
- N. Three Baby Read, Baby Grow classes were offered this month.
- O. Three sessions of Coding Club for youth were offered this month.
- P. Materials were delivered to At-Home patrons.

V. STAFF

- A. Two new Library Pages, Nadira Hussein and Allison Muotka, began training on October 18.
- B. Nick Olberding, Kelly Olson, Cortni O'Brien and I were trained in the fundamentals of the new BS& A financial accounting software. Nick created the first batch of payment vouchers in the new system on October 20.
- C. Kelly Olson and Cortni O'Brien staffed a booth at Heights Next's PrideFest on October 9.

- D. The staff bid farewell to Youth Services Librarian Brianna Belanger on October 22. Bri started work for the library in 2015. She resigned to accept a position at the Duluth Public Library.
- E. Library Supervisor Alexandre Adrian announced his resignation in order to accept a full-time position with Mackin Publishing; his last day was October 30.

VI. FOUNDATION

- A. The Foundation met on October 12 for a report from their investment manager.

VII. MISC

- A. Robbin Lofton, a social worker with Guild Services continues to meet with clients and do outreach with persons experiencing homelessness on Wednesday mornings at the Library.
- B. I participated in the Minnesota Library Association Conference on October 6-8.
- C. I met with the city manager and department heads on October 4, 11, and 25.
- D. I met with the Anoka County Library Public Service Team on October 27.
- E. A celebration of life for Library Board member Patricia Sowada was held on October 2.

VIII. CIRCULATION (reported quarterly)

	<u>2020</u>	<u>2021*</u>
<i>July</i>	10,207	11,404
<i>August</i>	11,877	11,520
<i>September</i>	<u>11,275</u>	<u>10,018</u>
	<b>33,359</b>	<b>32,942</b>

GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>September 2020</u>	<u>September 2021*</u>
<i>Gate count</i>	5,373	5,136
<i>Library Programs</i>	7	10
<i>Room Use</i>	0	145

IX. COMPUTER/INTERNET USE

	<u>September 2020</u>	<u>September 2021*</u>
<i>Patron Use (Logins):</i>	1,076	1,035
<i>Computer Use (Sessions):</i>	1,088	1,446
<i>Minutes Used:</i>	43,454	49,413

\*Library open to the public for 40 hours per week at 50% capacity, including computers. Meeting and study rooms available for use starting August 23, 2021. Library open for 47 hours per week starting September 7, 2021.

X. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>September 2020</u>	<u>September 2021</u>
<i>Accounts Submitted</i>	896	958
<i>Dollars Submitted</i>	\$167,348.06	\$165,190.24
<i>Dollars Received</i>	\$22,144.63	\$24,064.58
<i>Materials Returned</i>	\$44,009.93	\$45,836.75



## Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690

TO: Renee Dougherty, Library Director  
 FROM: Cortni O'Brien, Adult Services Librarian  
 SUBJECT: Adult Services –October 2021 Operational Report  
 DATE: October 29, 2021

### **I. Adult Programs and Displays**

- a. The Sister Cities organization set up a Polish culture and history display in recognition of National Polish-American Heritage Month (October).
- b. Monthly book displays included Polish books and new books.
- c. On Oct. 11, Urban Forestry Specialist Liam Genter presented a program on basic tree identification. Thirteen adults were in attendance.
- d. On Oct. 16, the library partnered with the HeightsNEXT community group to bring a “Dia de los Muertos/Day of the Dead” cultural celebration to the library. Total attendance included 14 adults and youth. Attendees made a traditional ofrenda, painted sugar skulls, and learned about the Mexican holiday traditions through a slide presentation.
- e. Parcel Arts presented a Legacy Amendment program on October 18. Ten adults attended “Watercolor Lemon Branch.”
- f. The Adult Book Club met on Oct. 20 to discuss “The Great Alone” by Kristin Hannah. Five adults attended.
- g. Mayor Marquez Simula and I hosted the second Mayor’s Book Discussion of “Flight Behavior” by Barbara Kingsolver. Four adults participated in the discussion.
- h. Thirty take and make “Tiny Art Kits” were distributed throughout the month—art will be displayed in November.
- i. Six deliveries were made to At-Home Patrons.

### **II. Meetings**

- a. Check in with Renee, Oct. 7
- b. The Friends of the Library met on Oct. 13, for the first time since February of 2020.
- c. I attended training on the new BS and A software with the Finance Department on Oct. 13.

### **III. Projects**

- a. Copy for the winter edition of Heights Happenings was submitted and finalized.
- b. Year-end orders were placed for the adult audiobook collection.



City of Columbia Heights | *Library*]

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

To: Renee Dougherty, Library Director  
From: Winnie Coyne – Library Clerk  
Subject: October Operational Report  
Date: October 26<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:** One paperback order was sent this month.
- D. **Book Display:** There was no display this month.
- E. **Weeding Projects:** Renee and Bri are regularly giving me books to withdraw.
- 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 \_\_\_\_\_
- B. **Security gates:** Security gates were checked twice daily to record the gatecount. The security gates stopped working earlier this month; we are waiting for Bibliotecha to install a new part.
- C. **Public Works:** This month, Public Works was here to do lawn maintenance.
- D. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff Wednesday, November 3<sup>rd</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 lots of city job opening notices, information about economic assistance programs, and some upcoming Recreation Department programs.
- F. **Shelf Reading:** The pages are continuing the fall shelf reading assignments; the two new pages have started doing shelf reading each shift.
- G. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. The redesigned website went live this month, and updates were made so that patrons have the most up-to-date information. Facebook posts included several about the Chalk Art Walk, upcoming library programs, and author-read audiobooks that are available in multiple formats from the Anoka County Library.