



LIBRARY BOARD MEETING

Library—Community Room, 3939 Central Ave NE
Wednesday, May 05, 2021
5:30 PM

AGENDA

NOTICE THAT THIS MEETING MAY BE CONDUCTED BY A COMBINATION OF IN PERSON AND ELECTRONIC MEANS

*Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting may, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats, members of the public who wish to attend may do so by attending 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 regarding this notice, please contact the City Clerk at (763) 706-3611.*

CALL TO ORDER

1. Review/Approve Minutes from April 7, 2021 Board Meeting.
2. Review/Approve Bill Lists from April 14th, and 28th, 2021.
3. Operating Budget Review

NEW BUSINESS

4. **Fine Read Down Program for Summer 2021**

MOTION: Approve fine “Read Down” for youth as part of the Summer Reading Program from June 1 – August 15, 2021.

5. **Resolution 2021-2: Recognizing Years of Service by Library Employees Graduating in Spring 2021**

MOTION: NOW, THEREFORE, BE IT RESOLVED that the Columbia Heights Public Library and the Board of Trustees wishes to recognize the outstanding service given to the library by Mr. Rinne, Ms. Morocho-Calderon, and Ms. Estall on the occasion of their graduations.

FOR YOUR INFORMATION

6. Library Director's Update
7. March Operational Reports

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.



COLUMBIA HEIGHTS PUBLIC LIBRARY
 3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
 Wednesday, April 7th, 2021

Drafted
 4/8/2021

NOTICE THAT THIS MEETING WAS CONDUCTED BY A COMBINATION OF IN-PERSON AND ELECTRONIC MEANS

Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting did, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats whether solely in-person or a combination of in-person and electronic means, members of the public who wished to attend could do so by attending in-person or by calling 1-312-626-6799 and entering meeting ID 832 1433 7849 and passcode 654514 at the scheduled meeting time. If there are any questions about this notice or attending/calling in to a future meeting, please contact the City Clerk at (763) 706-3611.

The meeting was called to order in the Library Community Room by Secretary Tricia Conway at 5:32pm.

Members physically present: Tricia Conway; Teresa Eisenbise; Carrie Mesrobian; K.T. Jacobs (Council Liaison substitute)

Members remotely present: Christopher Polley. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Members Absent:** Gerri Moeller (previously planned family vacation); Nick Novitsky (Council Liaison).

Oath of Office: Tricia Conway recited the Oath and signed; Carrie Mesrobian, arriving a few minutes later, also recited the Oath and signed; Renee Dougherty, Library Director, signed off on both as a Witness. Coincidentally upon reviewing the Oath, both members joked that it's difficult to say "I solemnly swear" without following it up with "...that I am up to no good"; a reference to the incantation from the *Harry Potter* series which reveals the Marauder's Map--an indication that they both truly belong on the Library Board :)

The Minutes of the March 3rd, 2021, Board Meeting were **moved and approved.**

The Bill Lists dated February 3rd, 17th, and 31st 2021, were reviewed; **moved and approved unanimously via roll-call vote.**

General questions and discussions on Bills, Accounting, and Miscellaneous:

- **Newspaper Subscriptions:** \$580 for the Star Tribune seems overpriced; but it's the Pioneer Press that's overpriced at nearly double (although both are for a full year of every day delivery). The New York Times is \$500 just for the Sunday edition.
- **Kirkus Review:** Annual renewal at a cost of \$200 (24-issues/year); this is one of the literary review journals which we use to inform our book purchase decisions.
- **ACL Notices:** Anoka County Library charges us \$100/month to cover all notices sent to patrons (i.e. automated overdue/lost item notices).
- **21st Century Learning Center Grant:** Currently in the 2nd of a 3-year grant cycle, and helps fund youth program series. This was granted to the ISD-13 School District in partnership with the CH Parks & Recreation Department, but in recognizing that they would struggle to expend the grant money, the Library was invited to join. In the future the Library will be a partner in applying for the grant.
- **Binge Boxes:** DVD Collections now offered by the Library (curated by Midwest Tape...our DVD Vendor). Each Binge Box contains 4-6 DVDs based on a common theme (i.e. Disney Princesses, Tom Hanks, Viruses), and are loanable for 21-days. CHPL has 20, while another 80 collections may be requested through the County.
- **Programs:** Both Tricia and Teresa praised our Bike Clinics; Tricia was surprised to see the large turnout at the clinic held last summer, and Teresa has our upcoming clinic (May 22, 10am-noon) marked on her calendar. Our Birdscaping classes were also appreciated; Teresa attended a past class, and had only positive things to say about our instructor Amber Burnette's knowledge, visual aids, and overall presentation—she will be attending future iterations...although they will be virtual for the foreseeable future (**Beginning Bird Identification:** April 20, 6pm; **Planting for Pollinators:** April 27, 6pm...hosted by the Mississippi Watershed Management Organization).
- **CHPL Foundation:** Currently no scheduled meetings due the pandemic.

- **Libby App:** Will be our provider of e-books, e-magazines, and e-audiobooks going forward in a collaboration with other metro Library systems (allowing resource sharing). Magazines and audiobooks have already been migrated from RBdigital, and e-books will be migrating from CloudLibrary in June following the end of the current school year (to not disrupt students using who might be using their CHPL-issued digital Library Cards). Also, Tricia stated there were articles about this in the Star Tribune ([Feb 18](#); [Mar 27](#)).
- **Columbia Academy Digital Cards:** We still don't have statistics on this; we're under the impression that the cards were distributed to students, but we haven't seen significant increases in e-book usage, and Columbia Academy's unexpected loss of their Assistant Principal, Rick Ostby, may have affected data collection on the school side.
- **Repair & Maintenance (4000):** 63% spent--this mainly covers annual service agreements on technology like the Automated Materials Handler, Self-Checks, and Security Gate. The AMH counts for a large portion of this budget, and it has already been paid for the year (\$9,180 paid in February).

Old Business:

1. **Checkout Limit Increasing to 100 Items (effective May, 1, 2021):** The Board already moved and approved this action in January in anticipation of Anoka County Library making this change. The checkout limit per card will be increasing from 50 to 100; most users will not need 100 items at-a-time, but it is useful for home-schooling and families using a shared Library Card. Item Hold limits remain the same: 30 concurrent requests per card.

New Business:

1. **Library Board Orientation:** The Board Members were presented a Board & Commissions Orientation [video](#) produced by City Clerk, Nicole Tingley; followed by a PowerPoint Presentation by Renee Dougherty.
2. **Nomination and Election of Officers (effective April 2021-March 2022):** And the winners are:
 - a. **Chair:** Teresa nominated **Tricia Conway** for Chair; all ayes; Tricia accepted.
 - b. **Vice-Chair:** Tricia nominated **Christopher Polley** for Vice-Chair; all ayes; Chris accepted.
 - c. **Secretary:** Tricia nominated **Teresa Eisenbise** for Secretary, all ayes; Teresa accepted.

Tricia suggested that if other members are interested, during some of the future meetings they could rotate taking the lead in order to get comfortable and gain experience in the meeting procedure.
3. **Review/Approve 2020 Minnesota Public Library Annual Report (MPLAR) Data:** Board Members were presented with the Library's MPLAR submission for review. 2020 consisted of a lot of changes; data has become more segmented in order to account for virtual programming, self-directed activities, and curbside services due to the pandemic. Although gate count, circulation, and program attendance were down across the country's libraries, CHPL still adapted pretty well to changes, and strived to reach the community in new ways (i.e. virtual storytimes, outdoor activities, take-home crafts, remote programs, recorded tutorials, story-strolls, poems in the park, curbside pick-up, computers-by-appt (while closed to the public), and extending Wi-Fi range. **A motion to approve the MPLAR Data for submission was made; it was seconded and approved via roll-call vote.** As the new Library Board Chair, Tricia will sign off on the MPLAR data submission.
4. **National Library Week—Mayoral Proclamation (City Council Meeting-April 12):** Although this week is National Library Week, a mayoral proclamation has been submitted for next week's Council Meeting in order to continue raising awareness of the resources and services the Library has to offer. Tricia will try to be in attendance to accept the Proclamation.

There being no further business, a motion to adjourn was made at 6:45pm, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 April 14th, 2021

240-45500

2000: Office Supplies

Office Depot	162780985001		Clipboards (2-pk)	3.62
	162782526001		Magic Tape	<u>96.29</u>
				99.91

2025: Automated Circulation System Supplies

Paper Roll Products	149073		Thermal Receipt Rolls (50)	<u>105.50</u>
				105.50

2170: Program Supplies

Blick Art Materials, LLC.	6045945	031721	Tombow Dual Brush-Pens	60.50
Baker & Taylor	2035841555	4113J	Books	<u>57.50</u>
				118.00

2180: Books

Baker & Taylor	2035831892	4094JS	Books	17.58
	2035841555	4106J	Books	40.26
	2035841555	4108J	Book	12.99
	2035841555	4111A	Books	93.61
	2035841555	4112J	Books	46.92
	2035841555	4114A	Books	49.05
	2035841555	4115J	Books	41.86
	2035841555	4116J	Book	10.52
	2035857265	4094JS	Book	8.30
	2035861168	4106J	Book	9.74
	2035861168	4111A	Books	76.44
	2035861168	4114A	Books	40.85
	2035861168	4115J	Book	5.53
	2035861168	4116J	Books	43.11
	2035861168	4117A	Books	282.36
	2035865960	4112J	Book	9.94
	2035865960	4117A	Book	15.51
	2035865960	4118A	Books	387.78
	2035872602	4114A	Book	14.96
	2035872602	4117A	Books	31.58
	2035872602	4119J	Books	378.32
	5016830074	4093AS	Books	49.37
	5016848878	4093AS	Books	<u>269.34</u>
				1,935.92

Cengage Learning Inc.	73978902	4095AS	Large Print Book	27.74
	73979473	4096AS	Large Print Books	55.48
	74021744	4095AS	Large Print Book	28.49
	74022290	4096AS	Large Print Books	<u>55.48</u>
				167.19

Mergent, Inc.	1673011771	4122RD	Harris MN Directories	<u>422.00</u>
				422.00

2185: Compact Discs

Midwest Tape	500167960	282021	Music CDs (Youth)	<u>21.38</u>
				21.38

2189: DVDs

Midwest Tape	500167962	022521	DVDs (Youth)	68.95
	500205586	020821	DVDs (Adult)	31.47
	500205587	022521	DVDs (Youth)	<u>107.91</u>
				208.33

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 April 14th, 2021

3050: Expert & Professional Services

Artistry (Erin Holt)

Contract

Postcard Art (Youth) 4/1

375.00

375.00

262-45017: 21st Century Grant

2170: Program Supplies

Scholastic, Inc.

30512096

SRP Prize Books

390.71

390.71

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 April 28th, 2021

240-45500

2000: Office Supplies				
Office Depot	164598964001		Copy Paper, Envelopes	<u>15.84</u>
				15.84
2025: Automated Circulation System Supplies				
Anoka County Library	1651	2155	March Notices	<u>100.00</u>
				100.00
2170: Program Supplies				
Office Depot	164598964001		Premium Paper	<u>20.99</u>
				20.99
2171: General Supplies				
General Book Covers	21073	040521	Book Jackets (1,500)	347.00
Office Depot	164598964001		Spray Cleaner	<u>13.58</u>
				360.58
2180: Books				
Baker & Taylor	2035871379	4094JS	Books	38.45
	2035880461	4103J	Book	14.37
	2035880461	4117A	Books	46.52
	2035880461	4118J	Books	19.59
	2035880461	4120J	Books	434.99
	2035884731	4112J	Book	11.07
	2035884731	4117A	Books	31.03
	2035884731	4120J	Books	19.92
	2035884731	4121A	Books	265.70
	2035885851	4094JS	Book	6.49
	2035905375	4101A	Book	10.37
	2035905375	4103J	Book	13.84
	2035905375	4108J	Book	6.07
	2035905375	4112J	Book	8.28
	2035905375	4117A	Books	56.34
	2035905375	4118J	Books	61.90
	2035905375	4120J	Books	45.43
	2035905375	4121A	Books	21.42
	5016867864	4093AS	Book	25.97
	5016884491	4093AS	Book	<u>27.50</u>
				1,165.25
Cengage Learning Inc.	74117559	4095AS	Large Print Books	130.45
	74118166	4096AS	Large Print Books	<u>110.21</u>
				240.66
2181: Periodicals, Magazines & Newspapers				
Library Journal			Library Journal Renewal	157.99
Polish American Journal			Pol Am Journal Renewal	<u>25.00</u>
				182.99
2185: Compact Discs				
Midwest Tape	500295305	012721	Music CD (Adult)	<u>8.99</u>
				8.99
2189: DVDs				
Midwest Tape	500232595	022521	DVDs (Adult/Youth)	410.12
(Y: \$348.62; A: \$29.98; Binge: \$68.99)	500295303	022521	DVD (Youth)	7.49
	500295304	020821	DVDs (Adult)	<u>29.98</u>
				447.59

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 April 28th, 2021

3050: Expert & Professional Services

Anoka County Library	1652	2155	ILS Operating Costs (Q1)	3,390.87
Unique Management Services, Inc.	600552	2307	March Placements	8.95
Jay Grammond	Contract		Photography Class (4/14)	125.00
Amber Burnette	Contract		Bird ID Class (4/20)	<u>35.00</u>
				3,559.82

262-45017: 21st Century Grant**3050: Expert & Professional Services**

Artistry (Erin Holt)	Contract	Sewn Binding Class (4/8)	400.00
Silverwood Park (David Donovan)	Contract	Branch Out Program (4/10)	<u>130.00</u>
			530.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		5/5/2021	March	April		33%
1000	ACCRUED SALARIES		16,825.12			
1010	REGULAR EMPLOYEES	442,600	95,934.66		346,665	22%
1011	PART-TIME EMPLOYEES	114,100	20,794.12		93,306	18%
1020	OVERTIME REG. EMPLOYEES	1,000	92.97		907	9%
1070	INTERD. LABOR SERVICE	2,000	0.00		2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	8,389.28		33,411	20%
1220	F.I.C.A. CONTRIBUTION	42,800	8,610.42		34,190	20%
1225	FLEX BENEFIT FICA	0	60.27		-60	#DIV/0!
1300	INSURANCE	82,100	19,364.91		62,735	24%
1510	WORKERS COMP. INS. PREMIUM	4,500	672.74		3,827	15%
2000	OFFICE SUPPLIES	1,200	183.35	167.83	849	29%
2010	MINOR OFFICE EQUIPMENT	500	0.00		500	0%
2011	COMPUTER EQUIPMENT	900	118.62		781	13%
2020	COMPUTER SUPPLIES	100	40.99		59	41%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,600	1,397.00	205.50	998	62%
2030	PRINTING & PRINTED FORMS	900	76.50		824	9%
2161	CHEMICALS	0	-444.07		444	#DIV/0!
2170	PROGRAM SUPPLIES	1,500	457.68	189.91	852	43%
2171	GENERAL SUPPLIES	5,000	724.13	360.58	3,915	22%
2175	FOOD SUPPLIES	200	0.00		200	0%
2180	BOOKS	56,000	7,938.90	5,476.96	42,584	24%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	1,179.40	682.99	4,638	29%
2183	E-BOOKS	8,000	0.00		8,000	0%
2185	COMPACT DISCS	5,500	898.00	655.03	3,947	28%
2187	BOOK/CD SET	500	0.00		500	0%
2189	DVD	6,300	422.74	2,203.58	3,674	42%
2190	DOWNLOADABLE VIDEO	2,500	0.00		2,500	0%
2280	VEHICLE REPAIR AND PARTS	0	2.05		-2	#DIV/0!
2990	PURCHASE FOR RESALE	300	0.00		300	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,700	508.24	3,969.82	14,222	24%
3105	TRAINING & EDUCATION	500	0.00	25.00	475	5%
3210	TELEPHONE	1,350	116.62		1,233	9%
3220	POSTAGE	250	53.15		197	21%
3250	OTHER COMMUNICATIONS	2,650	402.06		2,248	15%
3310	LOCAL TRAVEL EXPENSE	700	0.00		700	0%
3600	INSURANCE & BONDS	8,700	2,175.00		6,525	25%
3810	ELECTRIC	34,200	2,092.42		32,108	6%
3820	WATER UTILITIES	2,800	167.03		2,633	6%
3830	GAS	9,100	3,072.98		6,027	34%
3850	SEWER UTILITIES	3,000	825.40		2,175	28%
4000	REPAIR & MAINTENANCE	16,300	10,085.00	190.14	6,025	63%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	9,549.99		28,650	25%
4020	BUILDING MAINTENANCE	27,100	3,098.55		24,001	11%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	72,100	0.00		72,100	0%
4050	GARAGE, LABOR BURDEN	400	121.80		278	30%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	650	0.00		650	0%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	15,150	3,787.50		11,363	25%
	TOTAL	1,081,750	219,795.52	14,127.34	847,827	22%



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	MAY 5, 2021

ITEM:	Read Down Program for Summer 2021		
DEPARTMENT:	Library	BY/DATE:	Renee Dougherty/April 27, 2021

BACKGROUND:

The Columbia Heights Public Library, in partnership with the Anoka County Library, has periodically offered an opportunity for youth to exchange time spent reading for elimination of overdue fines on their library accounts.

“Read Down” demonstrates the value of reading and provides a financial incentive for doing so. It provides an opportunity for patrons to take responsibility for their overdue fines. It eliminates barriers to the library for youth and allows them to regain full access to library resources. Read Down “payments” cannot be used for taxable purchases such as sale items, video rental fees, or lost and damaged materials. “Read Down” generates a lot of goodwill for a very small cost.

Summer Read Down	2018	2019	2020
\$ of fines forgiven	\$259.50	\$372.40	\$38.20
# of patrons	64	82	7

RECOMMENDED MOTION(S):

MOTION: Approve fine “Read Down” for youth as part of the Summer Reading Program from June 1 – August 15, 2021.

ATTACHMENT(S):



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	MAY 5, 2021

ITEM:	Resolution 2021-2: Recognizing Years of Service by Library Employees Graduating in Spring 2021	
DEPARTMENT:	Library	BY/DATE: Renee Dougherty/April 30, 2021

BACKGROUND:

WHEREAS, the Columbia Heights Public Library exists as an independent library serving the city of Columbia Heights and operating under the guidance of the Library Board of Trustees; and,

WHEREAS, Sam Rinne has worked as a Library Page for 2 years; Yuliana Morocho-Calderon has worked as a Library Page for 15 months; and Katherine Estall has worked as a Library Page for 7 months and as Library Supervisor for 8 months,

WHEREAS, the above persons have respectively completed requirements for graduation at the Academy of Sciences and Agriculture, De La Salle High School, and St. Catherine University in May 2021,

WHEREAS, Mr. Rinne, Ms. Morocho-Calderon, and Ms. Estall have been outstanding employees who have used their talents and capabilities in superior service to the library;

NOW, THEREFORE, BE IT RESOLVED that the Columbia Heights Public Library and the Board of Trustees wish to recognize the outstanding service given to the library by Mr. Rinne, Ms. Morocho-Calderon, and Ms. Estall.

RECOMMENDED MOTION(S):
MOTION: NOW, THEREFORE, BE IT RESOLVED that the Columbia Heights Public Library and the Board of Trustees wishes to recognize the outstanding service given to the library by Mr. Rinne, Ms. Morocho-Calderon, and Ms. Estall on the occasion of their graduations.

ATTACHMENT(S): CERTIFICATE FOR EACH GRADUATE



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: March 2021 Operational Report
DATE: March 30, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. Horowitz performed quarterly inspection of heating, ventilation, and air conditioning system and changed filters.

II. TECHNOLOGY

- A. The city switched internet service providers on March 25. Advanced planning minimized disruption to library patrons' access to online databases and staff access to cloud-based integrated library system software, self check, and automated materials handling equipment.

III. COLLECTION

- A. Adult print materials were selected from the January issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult bestsellers with April publication dates and replacement copies of worn or outdated adult books were ordered. Juvenile print materials were selected from December and January *Booklist*, November and December *Growing Minds*, and December *Kirkus* and *School Library Journal*. Replacement copies of well-loved juvenile books, baby board books, and additional copies of popular items were ordered in anticipation of summer demand.
- B. Weeding was completed in adult nonfiction 900-929 and in young adult fiction and nonfiction.

IV. PROGRAMS AND VIRTUAL EVENTS

- A. The Library Board met on March 3.
- B. Poems in the Park was offered at LaBelle Park on March 8.
- C. Family Discovery: Nordic Walking was offered at Silverwood Park on March 13.
- D. A Story Stroll for families was offered at Huset Park on March 16-17.
- E. The adult book club met virtually to discuss "Odd Child Out" on March 17.
- F. Amber Burnette taught Birdscaping Basics for adults on March 18.
- G. Family Discovery: Survival Skills was held at Silverwood Park on March 27.
- H. Tiffany Carlson taught Bullet Journaling for adults on March 29.
- I. Tween Book Club met virtually on March 30.
- J. Four live virtual Storytimes were offered.
- K. A service project creating pet beds for area animal shelters was cosponsored with Heights Next from March 15-31.
- L. A LEGO Challenge was posted on the library's Facebook page.
- M. "Grab and Go" activity kits were distributed for children birth-K, grades 1-5, and grades 6-12.
- N. Adult "Take and Make" craft kits were distributed.
- O. The adult ESL conversation circle met virtually on Monday evenings facilitated by MetroNorth Adult Basic Education.
- P. Deliveries of materials were made to At-Home patrons.
- Q. Curbside pickup of materials was available upon request.

V. STAFF

- A. Youth Services Librarian Bri Belanger continues to participate in Project Ready: Reimagining Equity and Access for Diverse Youth, a curriculum for educators and youth librarians. She also

participated in a webinar on youth program evaluation and an Anoka County Library Youth Engagement-School Age Team meeting.

- B. Adult Services Librarian Cortni O'Brien participated in the city Centennial Committee as well as planning for a city senior service consortium, and planning library programming related to the mayor's monarch pledge.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the city manager, police chief and police staff about safety concerns, including belligerent patrons and odd behavior in restrooms. We brainstormed measures that staff can take to increase their own and patrons' safety and security in a public building in the wake of local and national mass shootings.
- B. I met with city manager and department heads on March 1, 8 and 29.
- A. I met with the Anoka County Library Public Service Team on March 24.
- B. I met with the Anoka County Library Management Team on March 25.

VIII. CIRCULATION (No data available at time of preparation.)

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>February 2020</u>	<u>February 2021*</u>
<i>Gate count</i>	9,508	4,041
<i>Library Programs</i>	37	4
<i>Room Use</i>	364	4

X. COMPUTER/INTERNET USE

	<u>February 2020</u>	<u>February 2021*</u>
<i>Patron Use (Logins):</i>	2,210	0
<i>Computer Use:</i>	3,540	1,063
<i>Minutes Used:</i>	90,990	39,894

*Library open to the public for 40 hours per week at 50% capacity, including computers. Meeting and study rooms are not available for use by public; city departments may use the community room.

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>February 2020</u>	<u>February 2021</u>
<i>Accounts Submitted</i>	893	934
<i>Dollars Submitted</i>	\$174,512.53	\$169,487.88
<i>Dollars Received</i>	\$21,830.38	\$22,888.65
<i>Materials Returned</i>	\$43,781.94	\$44,676.85



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 – March Operational Report
 DATE: March 29, 2021

I. Adult Programs and Displays

- a. Two adult winners in the library's Winter Reads program were drawn at random from 80 entries. The winners were Roxanne Nawara and Nancy Nies. Winners each received a Barnes and Noble gift card.
- b. The March take and make craft kit for adults was a Polymer Clay Pinch Pot kit. Thirty kits were distributed.
- c. In partnership with HeightsNEXT, 27 pet bed take and make kits were distributed. The deadline for completion of the beds is April 1. Pet beds will be donated to Midwest Animal Resuce (MARS) on April 6.
- d. The library displayed "March into Spring" poems at LaBelle Park as part of our "Poems in the Park" series on March 8. Twenty-seven people reported attendance.
- e. The adult book club met via Zoom on March 17. Five adults discussed "Odd Child Out" by Gilly MacMillan.
- f. "Birdscaping Basics" was presented by local bird expert Amber Burnette via Zoom on March 18. Fifteen adults attended.
- g. "Learn to Bullet Journal" was presented by Tiffany Carlson, a librarian from the University of Minnesota, on March 29. Sixteen adults attended the workshop.
- h. Adult displays included "Women's History Month," "How to Make a Pet Bed," "Bird Identification," and new books.
- i. The Centennial Celebration glass display case this month highlighted the 1980s and was created by the Friends of the Library. Among many items on display are a Wheaties box from the Twins' 1987 World Series, Rainbow Brite and Mr. T. dolls, a "Sampler" Columbia Heights library newsletter from 1982, and a "Salad Shooter."
- j. The virtual ESL conversation circle continues, Monday evenings at 6 pm. The program is offered in partnership with the Adult Basic Education Center.

II. Meetings/Outreach

- a. City Centennial Committee, 3/3/21
- b. Amber Burnette program planning mtg, 3/15/21
- c. Amada Marquez Simula (community ed) and Delynn Mulligan (recreation), senior services consortium, 3/16/21
- d. Kelli Bourgeois, Amada Marquez Simula, Renee Dougherty, Mayors Monarch pledge supporting programs, 3/24
- e. Amada Marquez Simula (mayor), book discussion group for the Mayors Monarch Pledge, 3/26

III. Projects

- a. Adult Graphic Novel collection development
- b. Summer program planning

- c. Mayors Monarch Pledge program planning
- d. Take and make craft supplies ordered
- e. Office and ILS supplies ordered
- f. LinkedIn Learning course

IV. Other

- a. Four At-Home-Deliveries were made, following safe, curbside procedures.



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To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: March Operational Report
Date: March 30, 2021

I. PROGRAMS

- a. We started offering storytime via Zoom this month. We've met 4 times and have had three families meeting consistently. It's been wonderful connecting with kids and families again. I am currently surveying families to determine what format storytime should take this summer.
- b. In this month's virtual LEGO Challenge, kids were tasked with creating LEGO food. We've moved away from videos but will continue to post a monthly challenge on the Facebook page.
- c. This month's story stroll at Huset Park was *Head to Toe*. Twelve people participated in the stroll.
- d. We began offering Family Discovery days again in partnership with the Rec Department. This month we offered a Nordic Walking class and an Outdoor Survival Skills class both at Silverwood Park.
- e. Tween Book Club met on March 30. Five kids discussed *Hello, Universe* and learned about zodiac constellations.
- f. Activity Kits were distributed at the beginning and end of the month. The kits have been very popular with families and sell out each month. We will be sun setting the kits in preparation for summer programming.
- g. The Winter Reads program ended last month. We had 121 youth entries and 39 unique entries. The winners were Aria Brown and Christian Tong.

II. COLLECTION

- a. Book orders from *Booklist* 12/1 and 1/1 and 1/15, *Growing Minds* 11 & 12/20, *SLJ* 12/20, *Kirkus* 12/1/20, Summer Reading, and Replacements/Additions were placed this month.
- b. Weeding of YA Fiction and Nonfiction was completed. Weeding of YA audiobooks was started.

III. PROJECTS

- a. Monitored and managed spring program registration.
- b. Created and compiled Activity Kits for Birth-K, 1-5, and Grades 6 and up.
- c. Updated and managed book displays.
- d. Prepared and installed March story stroll.
- e. Prepared activities for March Tween Book Club.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Prepared bulk loans for ICS.
- h. Ordered summer reading prize books.
- i. Began work on summer program handouts for schools.
- j. Prepared Heights Happenings copy for summer programs.
- k. Prepared vendor contracts for summer programs.
- l. Created a book review video for Highland Elementary.
- m. Created summer program events in LibCal.
- n. Watched a webinar and read materials related to program evaluation.

IV. GRANTS, MEETINGS, COMMUNITY

- 3/10: 21CCLC Advisory Planning
- 3/18: 21CCLC Advisory Meetings
- 3/18: Biweekly check-in w. Renee

3/19: Project Ready check-in
3/23: Summer youth space planning meeting w. Farrah
3/23: Library Programs meeting with Cortni and Renee
3/23: Project READY all cohort check-in
3/24: Summer Lunch call with Maggie Maggio
3/24: YES Team meeting

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, fulfilling bulk loans and purchase requests.
- b. Farrah Briest has been working on selection tools and processing. She is also brainstorming and creating content such as LEGO Challenge posts, early literacy elements in library play space and J Fiction book displays. Additionally, she is brainstorming summer decorations and bulletin board ideas for the youth space.



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To: Renee Dougherty, Library Director
From: Winnie Coyne – Library Clerk
Subject: March Operational Report
Date: April 6th, 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:** No paperback orders were 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.
- 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 by Tuesday, April 5th.
- 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. Right now our notices are mainly job openings within the city, economic assistance programs, and CareerForce information.
- F. **Shelf Reading:** Shelf reading assignments were done by the pages. The new shelf reading assignments focus on areas that staff notice need attention.
- G. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. A Stay at Home Storytime video from the past year is posted on Facebook Wednesday mornings and stays up for a week. This month we shared some posts from the Recreation Department and City Facebook page. We also created events for some of our upcoming spring programs.