



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, April 05, 2023**  
**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.

**CALL TO ORDER**

- 1. Approve the Agenda**
- 2. Oath of Office**
- 3. Annual Election of Board Officers**
- 4. Review/Approve Library Board Minutes from March 1, 2023**
- 5. Review 2023 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**

- 6. Update on Recommended Changes to Meeting Room Usage Policy**
- 7. Staffing Update**

**NEW BUSINESS**

- 8. Approve Submission of the 2022 Minnesota Public Library Annual Report**

**DIRECTOR'S UPDATE**

- 9. February Board Report**

**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, March 1<sup>st</sup>, 2023

Drafted  
3/2/2023

#### 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 Teresa Eisenbise at 5:30pm.

**Members physically present:** Teresa Eisenbise; Gerri Moeller; Chris Polley; Rachelle Waldon; Justice Spriggs (Council Liaison). **Members remotely present:** N/A. **Members absent:** Carrie Mesrobian. **Also present:** Cortni O'Brien (Adult Services Librarian); Nick Olberding (Recording Secretary). **Public remotely/physically present:** Bob Odden.

1. The **Agenda** was **moved and unanimously approved.**
2. The **Minutes** of the **February 1, 2023** Board Meeting were **moved and unanimously approved.**
3. **Review Operating Budget (2023):** 16% of the year and 12% of the budget encumbered. At our next meeting Renee will have the 2022 year-end accounting, which also needs to be included in the Annual Report.

**Community Forum:** Opportunity for public input. Bob Odden (Friends of the Library) was in attendance and wanted to discuss some agenda items from our previous meeting. He is in support of a Library Book Sale, and said that between the Friends of the Library and Kiwanis Club (of which he is also involved), he believed we would be able to gain enough volunteer support to host one; he did have concerns that previously the City Attorney said it is not legal for the Library to take donations and sell them in a Book Sale (Justice Spriggs will look into this issue). The Board informed Bob that the idea of a Book Sale had morphed into a possible Book Exchange instead, but it will be discussed more in the future, as it wouldn't occur until this autumn at the earliest. Bob also mentioned that his granddaughter uses TikTok and he doesn't approve of the platform; he knows it's being debated at the Federal level (regarding use by government officials and on government equipment), which may bleed into restrictions at a state, county, and municipal level.

#### Old Business:

4. **Community Outreach:** The Board was provided with a list of local community groups by City Communications staff. Each of the present Board members chose one group to reach out to as a trial run of our Library Engagement PowerPoint Presentation. Chris Polley (CH Public Schools); Teresa Eisenbise (Eastside Neighborhood Services); Rachelle Waldon (Hope Community Church); Gerri Moeller (SACA); I will reach out to Carrie Mesrobian for her pick. By the next meeting they will each have reached out to their chosen group to gauge their interest and hopefully set a time for a presentation.
5. **Staffing Update:** For our posted part-time **Library Page Position** we had 51 applicants, after using the City grading system 9 interviews were held, 2 offers were made, and both were accepted. Background checks have been completed and Renee anticipates training to begin the week of March 20<sup>th</sup>.
6. **Review and Consider Approving Revised Meeting Room Use Policy:** Renee had drafted a revision of our Meeting Room Use Policy which removed the \$25 Rental Fee for our Community Room, and alters the available rental hours to be inline with Library Open Hours (previously there has been discussions on the concerns of allowing unsupervised groups in the building while the Library is closed). The Board looked over the new draft and are in favor of the fee removal and limiting rentals to open Library hours; in addition they would like to restrict the serving of food in the Community Room during rental events, and removing the requirement for proof of identification from the policy. A **MOTION was made to approve and adopt the revised Meeting Room Usage Policy with the Board's amendments; it was moved and unanimously approved.**

## New Business:

7. Review and Receive Donation of Art from the CHPL Foundation: The CHPL Foundation recently commissioned 3-piece set of textile art from Minneapolis artist Kelly Marshall at *Kelly Marshall Handwoven Textiles for Interiors*; the artwork is titled *Orchid Tryptych* and is valued at \$1791. The Foundation also generously contracted with Brian Ferguson at Fine Art Transfer to install the artwork. A **MOTION was made to accept the textile art installation from the CHPL Foundation and formally thank the Foundation for their generous art donation; it was moved and unanimously approved.**

## Director's Update:

8. **2022 Year-in-Review Infographic:** The Board was provided with an infographic summary of the Library statistics from 2022; they were very happy to see service rebounding after the pandemic, especially the number of Library programs and associated attendance. The Library Board has advised that we post this infographic to the Library's social media accounts.
9. **January Board Report:** The mouse sightings have since decreased; one had previously been trapped and then released. A minor gas leak was detected, it was quickly fixed, and nothing was affected.
10. **From the Floor:**
  - a. **Puzzle Contest:** The *Friends of the Library* are hosting a Puzzle Contest on March 25<sup>th</sup>. The contest will consist of up to 12 groups of 2-4 attempting to complete a 300-piece puzzle in under 2 hours (to be eligible for the prize drawing). Interested groups may **register by calling Cortni at 763-706-3681 or e-mailing her at [cobrien@columbiaheightsmn.gov](mailto:cobrien@columbiaheightsmn.gov).**

There being no further business, a motion to adjourn was made and seconded at 6:27 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 3/31/2023  
 Fiscal Year Completed: 24.66%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	101,919.70	36,810.58	0.00	394,580.30	20.53
41011	PART-TIME EMPLOYEES	134,200.00	19,110.53	6,661.52	0.00	115,089.47	14.24
41020	OVERTIME-REGULAR	800.00	131.94	65.97	0.00	668.06	16.49
41070	INTERDEPARTMENTAL LABOR SERV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	45,300.00	9,373.05	3,149.89	0.00	35,926.95	20.69
41220	F.I.C.A. CONTRIBUTION	47,700.00	9,259.50	3,320.90	0.00	38,440.50	19.41
41300	INSURANCE	79,600.00	19,753.89	6,584.63	0.00	59,846.11	24.82
41510	WORKERS COMP INSURANCE PREM	4,600.00	1,020.50	337.98	0.00	3,579.50	22.18
42000	OFFICE SUPPLIES	1,200.00	135.45	0.00	0.00	1,064.55	11.29
42010	MINOR EQUIPMENT	100.00	68.37	0.00	0.00	31.63	68.37
42011	END USER DEVICES	3,600.00	300.51	0.00	0.00	3,299.49	8.35
42030	PRINTING & PRINTED FORMS	800.00	72.00	72.00	0.00	728.00	9.00
42170	PROGRAM SUPPLIES	1,600.00	60.92	0.00	0.00	1,539.08	3.81
42171	GENERAL SUPPLIES	7,300.00	1,333.77	580.00	0.00	5,966.23	18.27
42175	FOOD SUPPLIES	100.00	2.62	0.00	0.00	97.38	2.62
42180	BOOKS	53,000.00	2,766.56	0.00	0.00	50,233.44	5.22
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	581.01	124.00	0.00	7,218.99	7.45
42183	E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
42185	COMPACT DISCS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,500.00	0.00	0.00	0.00	6,500.00	0.00
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	979.31	123.30	1,200.00	4,120.69	34.59
43105	TRAINING & EDUCATION ACTIVITIES	800.00	0.00	0.00	0.00	800.00	0.00
43210	TELEPHONE	900.00	158.29	0.00	0.00	741.71	17.59
43220	POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00
43250	OTHER TELECOMMUNICATIONS	3,100.00	741.85	204.13	0.00	2,358.15	23.93
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	10,800.00	1,800.00	0.00	0.00	9,000.00	16.67
43800	UTILITY SERVICES	6,200.00	1,204.46	1,204.46	0.00	4,995.54	19.43
43810	ELECTRIC	39,000.00	4,623.22	2,315.46	0.00	34,376.78	11.85
43830	GAS	8,400.00	4,814.23	2,209.22	0.00	3,585.77	57.31
44000	REPAIR & MAINT. SERVICES	19,300.00	9,989.24	390.29	0.00	9,310.76	51.76
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	6,816.66	0.00	0.00	34,083.34	16.67
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	3,916.45	111.00	18,621.00	5,262.55	81.07
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	2,600.00	0.00	0.00	17,000.00	13.27
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	13,933.34	0.00	0.00	69,666.66	16.67
44050	GARAGE, LABOR BURD.	200.00	0.00	0.00	0.00	200.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	600.00	0.00	0.00	0.00	600.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	10,000.00	1,054.19	0.00	0.00	8,945.81	10.54
47100	OPER. TRANSFER OUT - LABOR	18,000.00	3,000.00	0.00	0.00	15,000.00	16.67

<b>TOTAL EXPENDITURES:</b>	<b>1,201,900.00</b>	<b>221,521.56</b>	<b>64,265.33</b>	<b>19,821.00</b>	<b>960,557.44</b>	<b>20.08</b>
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## Columbia Heights Public Library



### 2022 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2022, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2022.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. Some information is collected only at one or the other level. Information collected at the outlet level appears at the end of the report. In the case of a single-library location, the library is both the administrative entity and the outlet.

### 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	none
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

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>
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 2022, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	No	No
V02) In 2022, did the library add or increase the number of mobile hotspots for circulation?	No	No
V03) In 2022, did the library add or increase distribution of mobile hotspots?	No	No
V05) In 2022, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes	Yes
V06) In 2022, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	No	No

### Services During Pandemic

Data Element	Current Year	Previous Year
V07) In 2022, 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	Building did not close
V08) In 2022, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?	Building did not close	Building did not close
V09) In 2022, did the library provide 'outside' service for circulation of physical materials at one or more outlets?	Yes	Yes
V14) In 2022, 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 2022 due to the pandemic?	No	No
V17) Were library staff placed on paid or administrative leave in 2022 due to the pandemic?	No	No
V18) Did any library staff work a reduced number of hours in 2022, whether by choice or by necessity, due to the pandemic?	No	Yes
V19) Were any library staff furloughed in 2022 due to the pandemic?	No	No
V20) Were any library staff laid off in 2022 due to the pandemic?	No	No
V21) Did any library staff quit or choose early retirement in 2022 due to the pandemic?	Yes	No
V22) Was a hiring freeze instituted at any time in 2022 due to the pandemic?	No	No
V23) Were any vacant library positions eliminated from the 2022 budget due to the pandemic?	No	No

## Comments

V24) Comments on COVID Response
Steadily increasing numbers of visitors and attendance at programs, although not yet at pre-pandemic levels. Circulation exceeded pre-pandemic level.

## VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	<b>21,859</b>	<b>21,973</b>
P02) Registered Users – Residents	<b>10,898</b>	<b>11,845</b>
P03) Registered Users – Reciprocal	<b>6,469</b>	<b>6,915</b>
P04) Total Registered Users	<b>17,367</b>	<b>18,760</b>
P05) Year in Which Registered User Records Were Last Purged	<b>2022</b>	<b>2021</b>
P06) Visits	<b>71,909</b>	<b>58,861</b>
P60) Library Visits Reporting Method	<b>Annual Count</b>	<b>Annual Count</b>
P07) Reference Transactions	<b>9,373</b>	<b>10,777</b>
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P59) Contactless Visits	<b>10</b>	<b>17</b>

P08) Public Internet Computer Sessions	<b>14,774</b>	<b>14,537</b>
P09) Public Internet Computer – Usage Type	<small>P08 tallies other computer usage in addition to Internet</small>	<small>P08 tallies other computer usage in addition to Internet</small>
P62) Public Computer Sessions Reporting Method	<b>Annual Count</b>	<b>Annual Count</b>
P10) Wireless Sessions	<b>21,371</b>	<b>18,639</b>
P63) Wireless Sessions Reporting Method	<b>Annual Count</b>	<b>Annual Count</b>
P32) Website Visits	<b>10,022</b>	<b>2,132</b>

## CIRCULATION

### Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children’s Circulation	<b>60,845</b>	<b>55,312</b>
P14) Adult Circulation	<b>50,857</b>	<b>52,193</b>
P15) Physical Circulation (No Age Designation)	<b>671</b>	<b>751</b>
P16) Total Physical Circulation	<b>112,373</b>	<b>108,256</b>
P69) Physical Circulation – Not Print or Audiovisual	<b>546</b>	<b>332</b>
P17) Downloadable E-books and E-serials Circulation	<b>15,623</b>	<b>12,710</b>
P18) Downloadable Audio and Video Circulation	<b>10,503</b>	<b>6,871</b>
P19) Total Downloadable Circulation	<b>26,126</b>	<b>19,581</b>
P20) Total Circulation	<b>138,499</b>	<b>127,837</b>

### Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	<b>-1</b>	<b>-1</b>
P30) Electronic Content Use	<b>26,126</b>	<b>19,581</b>
P31) Total Collection Use	<b>138,499</b>	<b>127,837</b>

### Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries	<b>418</b>	<b>352</b>
P12) ILL Received from Other Libraries	<b>767</b>	<b>865</b>

## PROGRAMS, RECORDINGS, ACTIVITIES

### In-Person Programs

Data Element	Current Year	Previous Year
P82) In-Person Programs for Ages 0-5	<b>56</b>	<b>21</b>
P83) In-Person Programs for Ages 6-11	<b>39</b>	<b>18</b>
P84) In-Person Programs for Young Adults	<b>19</b>	
P85) In-Person Programs for Adults	<b>118</b>	
P86) In-Person Programs for All Ages	<b>1</b>	<b>2</b>
P75) Total Onsite In-Person Programs	<b>210</b>	<b>39</b>
P81) Total Offsite In-Person Programs	<b>23</b>	<b>21</b>

## Live Virtual Programs

Data Element	Current Year	Previous Year
P87) Live Virtual Programs Intended for Ages 0-5	0	8
P88) Live Virtual Programs Intended for Ages 6-11	1	12
P34) Live Virtual Programs Intended for Young Adults	0	4
P35) Live Virtual Programs Intended for Adults	3	25
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	4	49

## Total Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P90) Total Programs for Ages 0-5	56	29
P91) Total Programs for Ages 6-11	40	30
P52) Total Programs for Young Adults	19	7
P53) Total Programs for Adults	121	41
P92) Total Programs for All Ages	1	2
P54) Total Programs	237	109

## In-Person Program Attendance

Data Element	Current Year	Previous Year
P105) Attendees at In-Person Programs for Ages 0-5	1,104	444
P106) Attendees at In-Person Programs for Ages 6-11	1,026	170
P107) Attendees at In-Person Programs for Young Adults	174	
P108) Attendees at In-Person Programs for Adults	962	
P109) Attendees at In-Person Programs for All Ages	36	38
P98) Total Onsite Attendance	2,779	486
P104) Total Offsite Attendance	523	366

## Live Virtual Attendance

Data Element	Current Year	Previous Year
P110) Live Virtual Views of Programs for Ages 0-5	0	74
P111) Live Virtual Views of Programs for Ages 6-11	7	120
P38) Live Virtual Views of Programs for Young Adults	0	40
P39) Live Virtual Views of Programs for Adults	37	219
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	44	453

## Total Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P113) Total Attendance at Programs for Ages 0-5	1,104	518
P114) Total Attendance at Programs for Ages 6-11	1,033	290
P56) Total Attendance at Programs for Young Adults	174	58
P57) Total Attendance at Programs for Adults	999	401
P115) Total Attendance at Programs for All Ages	36	38
P58) Total Program Attendance	3,346	1,305

### Recordings of Program Content

Data Element	Current Year	Previous Year
P116) Recorded Programs for Ages 0-5	0	15
P117) Recorded Programs for Ages 6-11	0	2
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	0	0
P44) Total Recorded Programs	0	17

### Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	85
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	6
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	0
P122) On-Demand Views of Recorded Programs for Adults	0	0
P123) On-Demand Views of Recorded Programs for All Ages	0	0
P124) Total On-Demand Views of Recorded Programs	0	91

### Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total	20	42
P50) Participation in Self-Directed Activities	1,129	1,440

### 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	47.00	47.00
H16) Weekly Hours of Limited Service	0.00	40.00
H18) Weekly Hours of Curbside Service	55.00	54.00
H12) Annual Public Service Hours	2,333	2,056

## FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	1	1
F12) Staff Internet Computers	14	14
F13) Public Internet Stationary Computers	22	24
F14) Public Internet Mobile Devices for Onsite Use	0	0
F15) Total Public Internet Computers/Devices	22	24
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	2,316	761

## STAFF INFORMATION

### Staff Full Time Equivalent

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

### Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director	\$0.00	\$0.00
S07) Library Director	\$54.61	\$64.24
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	\$32.06	\$45.97
S13) Technology Support		
S14) Library Support Staff	\$19.93	\$28.61
S15) Administrative Support Staff	\$0.00	\$0.00
S16) Pages	\$16.90	\$19.88

### 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)	41,826	43,611
C02) Audio Materials, Physical	3,574	3,921
C03) Video Materials, Physical	3,345	4,208
C04) Multi-format Materials	1	
C05) Other Physical Materials	6	1
C06) Total Physical Materials	48,752	51,741
C07) Print Serial Subscriptions	81	81

### Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	3,680	3,285
C10) Total Electronic Serial Subscriptions	3,680	3,285

C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	73,340	71,903
C13) Electronic Books Licensed Statewide	9,265	9,071
C14) Total Electronic Books	82,605	80,974

C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	40,691	25,822
C17) Total Audio Downloadable Units	40,691	25,822

C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0

C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally	18	16
C24) Total Licensed Electronic Collections Local/Regional/Other	18	16
C25) Electronic Collections Licensed Statewide	57	57
C26) Total Licensed Electronic Collections	75	73

## 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>2021</b>
D04) Records Retention Schedule	<b>2018</b>	<b>2018</b>
D05) Building Accessibility Plan	<b>2016</b>	<b>1995</b>
D06) Technology Plan	<b>2007</b>	<b>2007</b>
D07) Internet Acceptable Use Policy	<b>2021</b>	<b>2021</b>
D08) Overdue Fine Policy?	<b>No</b>	[new in 2022]

## 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>No</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>Yes</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>No</b>
Veterans Organization	<b>No</b>	<b>No</b>
Social Services Organizations	<b>Yes</b>	<b>Yes</b>
Other	<b>none</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?	<b>Yes</b>	<b>Yes</b>
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?	<b>No</b>	<b>No</b>

## 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?	<b>Yes</b>	<b>Yes</b>
O20) Total Number of Volunteers	<b>25</b>	<b>7</b>
O21) Total Number of Volunteer Hours	<b>383</b>	<b>121</b>

## BOARD, FOUNDATION, FRIENDS

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

I04) Does this library have a foundation?	<b>Yes</b>
I05) Foundation name	<b>olumbia Heights Public Library Foundation</b>

I06) Does this library have a Friends group?	<b>Yes</b>
I07) Friends group name	<b>nds of the Columbia Heights Public Library</b>

## FINANCIAL DATA

### Operating Revenue

Data Element	Current Year	Previous Year
<b>LOCAL GOVERNMENT</b>		
<b>City</b>		
R01) City Direct	<b>\$1,058,800</b>	<b>\$1,032,936</b>
R02) City Indirect	<b>\$0</b>	<b>\$0</b>
R03) City Operating Revenue Total	<b>\$1,058,800</b>	<b>\$1,032,936</b>
<b>County</b>		
R04) County Direct	<b>\$0</b>	<b>\$0</b>
R05) County Indirect	<b>\$0</b>	<b>\$0</b>
R06) County Total	<b>\$0</b>	<b>\$0</b>
<b>Other Local Government</b>		
R07) Other Local Government Direct	<b>\$0</b>	<b>\$0</b>
R08) Other Local Government Indirect	<b>\$0</b>	<b>\$0</b>
R09) Other Local Government Operating Revenue Total	<b>\$0</b>	<b>\$0</b>
R10) Total Local Government Operating Revenue	<b>\$1,058,800</b>	<b>\$1,032,936</b>
<b>STATE</b>		
R11) Arts & Cultural Heritage Fund	<b>\$0</b>	<b>\$0</b>
R12) Regional Library Basic System Support	<b>\$0</b>	<b>\$0</b>
R13) Regional Library Telecommunications Aid	<b>\$0</b>	<b>\$0</b>
R14) Other State	<b>\$0</b>	<b>\$0</b>
R15) Total State Government Operating Revenue	<b>\$0</b>	<b>\$0</b>

Data Element	Current Year	Previous Year
<b>FEDERAL</b>		
R67) Did your library receive ARPA funding in 2022?	No	No
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$9,725	\$5,404
R19) Total Federal Operating Revenue	\$9,725	\$5,404
<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	\$29,047	\$28,571
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$29,047	\$28,571
R29) Total Regional and Other Operating Revenue	\$29,047	\$28,571
<b>R30) Total Operating Revenue</b>	<b>\$1,097,572</b>	<b>\$1,066,911</b>

## Operating Expenditures

Data Element	Current Year	Previous Year
<b>Personnel Expenditures</b>		
E01) Salaries & Wages	\$580,024	\$527,388
E02) Employee Benefits	\$164,795	\$155,479
E03) Total Personnel Costs	\$744,819	\$682,867
<b>Collection Expenditures</b>		
E04) Print Materials	\$56,152	\$57,235
E05) Electronic Materials Electronic Books (E-books)	\$13,659	\$7,125
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$13,659	\$7,125
E09) Other Materials - Audio & Video Physical Materials	\$10,460	\$11,481
E10) Other Materials - Other Physical Materials	\$0	\$0
E11) Other Materials Expenditures Total	\$10,460	\$11,481
E16) Physical Materials Expenditures Total	\$66,612	\$68,716
E12) Total Collection Expenditures	\$80,271	\$75,841
<b>Other Operating Expenditures</b>		
E13) Other Operating Expenditures	\$499,076	\$274,990
<b>E14) Total Operating Expenditures</b>	<b>\$1,324,166</b>	<b>\$1,033,698</b>
E15) Expenditures Equal To or Less than Income?	No	Yes

## Capital Revenue

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

## Capital Expenditures

<b>EC01) Total Capital Expenditures</b>	<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>\$5,200</b>	<b>\$10,400</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>\$0</b>	
EKA02) Collection	<b>\$315</b>	<b>\$500</b>
EKA03) All Other Operating Expenditures	<b>\$0</b>	<b>\$0</b>
EKA04) Total In-Kind Operating Contributions	<b>\$315</b>	<b>\$500</b>
<b>In-Kind Capital Contributions</b>		
R63) In-Kind Capital Contributions City		<b>\$0</b>
R64) In-Kind Capital Contributions County		<b>\$0</b>
R65) In-Kind Capital Contributions All Other	<b>\$3,500</b>	<b>\$0</b>
R67) Total In-Kind Capital Contributions	<b>\$3,500</b>	<b>\$0</b>

## ANNOTATIONS

### Total Attendance at Programs for Ages 6-11

In 2021, there were very few onsite, in person programs for children 6-11. The virtual programs which were offered had very low attendance. With the return of in-person programs for children for the entirety of 2022, attendance levels rebounded.--2023-03-28

### Total Program Attendance

In 2022, the Library offered roughly five times the number of programs compared to 2021. The number of youth programs, especially onsite, in-person programs doubled for each age category. Adult programs were quadrupled. Attendance at all programs steadily increased throughout the year as vaccine uptake increased and patrons became more comfortable returning to public events.--2023-03-28



*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

### 2022 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2022, unless otherwise specified.

#### 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>21,859</b>	<b>21,973</b>
P02m) Registered Users – Residents	<b>10,898</b>	<b>11,845</b>
P03m) Registered Users – Reciprocal	<b>6,469</b>	<b>6,915</b>
P04m) Total Registered Users	<b>17,367</b>	<b>18,760</b>
P06m) Visits	<b>71,909</b>	<b>58,861</b>
P07m) Reference Transactions	<b>9,373</b>	<b>10,777</b>
P59m) Contactless Visits	<b>10</b>	<b>17</b>
P08m) Public Internet Computer Sessions	<b>14,774</b>	<b>14,537</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>21,371</b>	<b>18,639</b>

#### CIRCULATION

Data Element	Current Year	Previous Year
P13m) Children’s Circulation	<b>60,845</b>	<b>55,312</b>
P14m) Adult Circulation	<b>50,857</b>	<b>52,193</b>
P15m) Physical Circulation (No Age Designation)	<b>671</b>	<b>751</b>
P16m) Total Physical Circulation	<b>112,373</b>	<b>108,256</b>

**PROGRAMS, ATTENDANCE, ACTIVITIES****Onsite In-Person Programs**

Data Element	Current Year	Previous Year
P70m) Onsite In-Person Programs Intended for Ages 0-5	49	16
P71m) Onsite In-Person Programs Intended for Ages 6-11	32	9
P72m) Onsite In-Person Programs Intended for Young Adults	19	2
P73m) Onsite In-Person Programs Intended for Adults	109	12
P74m) Onsite In-Person Programs Intended for All Ages	1	0
P75m) Total Onsite Programs	210	39

**Offsite In-Person Programs**

Data Element	Current Year	Previous Year
P76m) Offsite In-Person Programs Intended for Ages 0-5	7	5
P77m) Offsite In-Person Programs Intended for Ages 6-11	7	9
P78m) Offsite In-Person Programs Intended for Young Adults	0	1
P79m) Offsite In-Person Programs Intended for Adults	9	4
P80m) Offsite In-Person Programs Intended for All Ages	0	2
P81m) Total Offsite Programs	23	21

**Onsite In-Person Program Attendance**

Data Element	Current Year	Previous Year
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	988	264
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	715	78
P95m) Attendees at Onsite In-Person Programs for Young Adults	174	9
P96m) Attendees at Onsite In-Person Programs for Adults	866	135
P97m) Attendees at Onsite In-Person Programs for All Ages	36	0
P98m) Total Onsite In-Person Attendance	2,779	486

**Offsite In-Person Program Attendance**

Data Element	Current Year	Previous Year
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	116	180
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	311	92
P101m) Attendees at Offsite In-Person Programs for Young Adults	0	9
P102m) Attendees at Offsite In-Person Programs for Adults	96	47
P103m) Attendees at Offsite In-Person Programs for All Ages	0	38
P104m) Total In-Person Offsite Attendance	523	366

**Self-Directed Activities**

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities	20	42
P50m) Participation in Self-Directed Activities	1,129	1,440

**FULL-TIME EQUIVALENT STAFF**

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

**VOLUNTEERS**

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers	<b>7</b>	<b>0</b>
O17m) Number of Adult Volunteers	<b>18</b>	<b>7</b>
O18m) Number of Teen Volunteer Hours	<b>123</b>	<b>0</b>
O19m) Number of Adult Volunteer Hours	<b>260</b>	<b>121</b>
O20m) Total Number of Volunteers	<b>25</b>	<b>7</b>
O21m) Total Number of Volunteer Hours	<b>383</b>	<b>121</b>

**PUBLIC SERVICE HOURS****Number of Weeks Open to the Public**

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

**Weekly Hours Open to the Public**

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service	<b>47.00</b>	<b>47.00</b>
H16m) Weekly Hours of Limited Service	<b>0.00</b>	<b>40.00</b>

**Annual Hours Open to the Public**

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours	<b>2,333</b>	<b>2,056</b>

**Curbside Service**

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service	<b>52</b>	<b>52</b>
H18m) Weekly Hours of Curbside Service	<b>55.00</b>	<b>54.00</b>

**LIBRARY COLLECTION**

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	<b>41,826</b>	<b>43,611</b>
C02m) Audio Materials, Physical	<b>3,574</b>	<b>3,921</b>
C03m) Video Materials, Physical	<b>3,345</b>	<b>4,208</b>
C04m) Multi-format Materials	<b>1</b>	<b>-1</b>
C05m) Other Physical Materials	<b>6</b>	<b>1</b>
C06m) Total Physical Materials	<b>48,752</b>	<b>51,741</b>
C07m) Print Serial Subscriptions	<b>81</b>	<b>81</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>14</b>
F13m) Public Internet Stationary Computers	<b>22</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>22</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>100.1 Mbps - 500 Mbps</b>
F21m) Typical Internet Upload Speed for Public Computers	<b>100.1 Mbps - 500 Mbps</b>	<b>100.1 Mbps - 500 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>2,316</b>	<b>761</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**



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## Columbia Heights Public Library Library Board Report – February 2023

**BUILDING**

- Foot-operated pulls were installed on restroom doors.
- Orkin performed a bi-monthly inspection for pests. Mouse sightings continued but none were caught.

**TECHNOLOGY**

**COLLECTION**

- Book displays included African American History month, Winter Reads, and new materials.
- The glass display case continued the “Whittle Away the Winter” display, and promotional material for the Doug Ohman series, both created by the Friends of the Library.
- Youth Media Award winners, missing titles from juvenile series, and baby board books about consent, gender and love were added to the collection.
- Weeding was completed in adult nonfiction 000 - 099.

PROGRAMS, VIRTUAL EVENTS,	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	02/01	Children (0-5)	15
English Language Conversation Circle	02/02	Adult	3
Doug Ohman’s MN from the Road: Bluff Country	02/04	Adult	53
Getting Started with Libby	02/04	Adult	2
Family Storytime	02/06	Children (0-5)	38
English Language Conversation Circle	02/06	Adult	5
Tinker Time: DIY Play Dough	02/07	Children (6-11)	14
English Language Conversation Circle	02/09	Adult	3
Pet Beds for Animal Shelters	02/11	Adult	50
Family Storytime	02/13	Children (0-5)	16
English Language Conversation Circle	02/13	Adult	6
Legacy: Pet Portraits	02/13	Adult	14
Teen DIY: Boba Tea	02/14	Teen (12-18)	17
Book Club: <i>Winterdance</i>	02/15	Adult	5
Finger Knitting	02/17	Children (6-11)	16
Tinker Time: Engineer-a-thon	02/21	Children (6-11)	15
Cozy Clay Cocoa Mugs	02/25	Children (6-11)	22
Family Storytime	02/27	Children (0-5)	36
English Language Conversation Circle	02/27	Adult	3
Children’s Area Scavenger Hunt (self-directed)			34
Winter Reads (self-directed)			117

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Installed a veterinarian clinic in the early literacy play space.
  - Welcomes new and returning families at storytime each week.
  - Planned and facilitated Tinker Time programs featuring the chemistry of homemade play dough, and an engineering event where kids created balloon cars, catapults, and straw rockets.
  - Notes that the sixteen kids who took Parcel Art’s “Finger Knitting” class left with impressively long scarves.
- Cortni O’Brien, Adult Services Librarian,
  - Created and delivered the “Getting Started with Libby” program.
  - Coordinated with HeightsNEXT to host a Pet Bed Maker event. One hundred and sixteen completed beds were donated to Midwest Animal Rescue.
  - Delivered materials to four “At-Home” patrons.

- Renee Dougherty, Library Director,
  - Participated in strategic planning with City Council members and department heads.
  - With Cortni O’Brien, interviewed nine candidates for the Library Page position.
  - Visited the library at Valley View Elementary School with the Library Foundation.

**MISCELLANEOUS**

- During the week of January 30 through February 4, staff tracked the number, duration, and category of reference transactions. Sample data from four weeks each year is used to estimate total annual reference questions.
- Winter Reads, a reading program for adults, ended on February 28. One hundred and seventeen book reviews were submitted. Winners of the grand prize drawings were Jaimee Leibfried and Melanie Magidow
- The Foundation met on February 8. The Foundation donated three pieces of textile art “Orchid Triptych” created by Kelly Marshall which has been installed over the laptop counter. The Foundation also donated \$10,000 to Columbia Heights Public Schools for their libraries.
- The Friends of the Library met on February 9.
- The library closed early (5 pm) on February 22 and remained closed on February 23 for a winter storm.
- “Save Your Food!” an educational exhibit from the Minnesota Pollution Control Agency was installed.
- The patron who was trespassed in January for inappropriate behavior returned on February 24 and was ticketed by the police.



PUBLIC COMPUTER USE	2023	2022
Users	792	797
Sessions	1,142	1,083
Minutes	45,029	43,779

VOLUNTEERS	Total	Hours
Adult	7	25
Teen	0	0

FACILITY USE	2023	2022
Visitors	5,495	5,037
Study & Meeting Room Use	234	180

