



LIBRARY BOARD MEETING

Library—Community Room, 3939 Central Ave NE

Wednesday, June 02, 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 May 5, 2021 Board Meeting.
2. Review/Approve Bill Lists from May 12th, and 26th, 2021.
3. Operating Budget Review

OLD BUSINESS

4. Clarify Roles of the Friends of the Library and the CHPL Foundation
5. Informational Report from the Subcommittee on Seeking Community Feedback/Patron Survey
6. Informational Report from the Subcommittee on Promotion/Marketing/New Cardholder Orientation

NEW BUSINESS

7. Recommend Revision to Guidelines for Accepting Donations of Collection Materials
8. Recommend Revision to Policy on Use of Personal Electrical and Communications Equipment in the Library
9. Recommend Revocation of Procedure for Money/Cash Drawers
10. Recommend Revocation of Policy on Photography and Videography
11. Proposed 2022 Budget Update

ADJOURNMENT

12. April 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, May 5th, 2021

Drafted
 5/6/2021

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 5:31pm.

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

The **Minutes** of the **April 7th, 2021**, Board Meeting were **moved and approved**. Gerri abstained due to absence on 4/7.

The **Bill Lists** dated **April 14th, and 28th 2021**, were reviewed; **moved and approved unanimously via roll-call vote**.

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

- **Overdrive/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). The Board asked about how this will be promoted, and if there will be orientation material for patrons to get acquainted with the new platform, and how to get set up on it? There have been articles about it, and promotion through our normal channels. Tricia would like to test out the process if there is a set-up guide provided. Renee mentioned that there are only about 150 CHPL patrons who have been actively using our CloudLibrary E-Book service.
- **Downloadable Video/Kanopy:** Kanopy service started for CHPL patrons in January, and includes 10 streaming videos per month/per cardholder. We had budgeted \$2500 for the service for 2021, but ACL is offering it to us for free on a trial basis; they will assess our usage in order to charge us a fair share in future years. Gerri loves Kanopy, and so does Chris (who is able to use it in his classroom because Kanopy includes public viewing rights).
- **Automated Circulation System Supplies (2025):** This line item is already 62% spent for the year; is this a concern? The largest expenditure for this line was already purchased this year (material RFID Tags), and there are not that many other costs that will apply to this line (mainly just \$100/month to ACL for patron notices/mailings).
- **Repair & Maintenance (4000):** 63% spent--this mainly covers annual service agreements on technology like the Automated Materials Handler, Self-Checks, and Security Gate, Printers and Copiers. The AMH maintenance is a large portion of this budget, and has already been paid for the year so there shouldn't be much concern of going over-budget for this line item.

Oath of Office: Gerri Moeller recited the Oath and signed; Renee Dougherty served as the Witness.

New Business:

1. **Fine Read Down Program for Summer 2021:** This summer, along with Anoka County Library, the CHPL would like to offer a Youth Fine Read Down from June 1st – August 15th (ages 17 and under), during the entirety of the Summer Reading program. The Board asked about including adults, and promotion of the program:
 - a. As an independent Library/Library Board we could opt to include adults in the program, but administratively it could cause issues between ACL/CHPL (ie...there may be complaints from their adult patrons, or their adult patrons may swamp CHPL in an attempt to bypass ACL restrictions). Renee had asked ACL to include adults in this Read Down, and tried to extend the time period through the end of

August, but Anoka County rejected the suggestion. Adults have been offered their own Read-Down during the Winter Reads program for the last several years, so they are not completely excluded.

- b. Promotion of the Read-Down includes press releases in Life/Northeast, inclusion in the Library's Summer Events Calendar, the CH Newsletter, City website, City/Library Facebook Pages, the Library's electronic Sign, Library Cable Channel, Posters, and verbally by Library Staff.
 - c. **MOTION: Approve Fine Read Down for youth as part of the Summer Reading Program from June 1 – August 15, 2021; the motion was moved and approved unanimously via roll-call vote.**
2. **Resolution 2021-2: Recognizing Years of Service by Library Employees Graduating in Spring 2021:** This spring, two of our Library Pages (Samuel Rinne & Yuliana Morocho-Calderon) are graduating high school, and one supervisor (Katherine Estall) is graduating with a Library Sciences degree; Renee wishes to acknowledge their work at the Library and honor their educational accomplishments, as we used to in the past, with a Board Resolution and Certificate. The Board agreed! **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; the motion was moved and approved unanimously.**

For Your Information:

1. **Staff Day:** In previous years Staff Day was a joint meeting between full-time staff from all branches of the Anoka County Library System; since the pandemic began ACL has adopted a remote strategy with separate branches doing their own Staff Day activities. Staff Day is May 13th; the Library will be closed, and full-time staff will be meeting at Murzyn Hall (because the library will have its annual cleaning of carpet/selected upholstered furniture). Staff will be presenting information on e-books, integrated library systems, and reader's advisory, as well as some Library Database BINGO, and evaluating ourselves with the Clifton Strengths.
2. **2022 Budgeting:** It is already that time...proposed budgets for 2022 are due to Finance by June 15. Renee is working on it now, and will bring it to the June Board Meeting for evaluation before submission.
3. **Laserfiche:** archival content management software which the City is in the process of overhauling in order to house documents and adhere to a retention schedules for public information. The next meeting to review the Library's file structure and retention schedule is on May 12.
4. **ACL Hours Extending June 1st:** Extending to 46 hours/week, and a more consistent schedule across all of their branches. CHPL extended its hours in February, but should we again (currently open 40/wk)? We'll see what the Governor says tomorrow, and re-assess at the June Board Meeting (Renee would prefer any changes to hours to wait until July). The Board expressed interest in more open hours--potentially beyond pre-pandemic hours (possibly 10pm, and/or greatly expanding weekend hours including Sunday). Discussion to be continued; considering two-thirds of the budget is personnel, expanded hours would have associated costs.
5. **Patron/Citizen Poll & Feedback:** The last time the public was formally asked for input was during planning for this building back in 2013/2014. The Board has tasked themselves with compiling potential survey questions in which they would like local residents to answer (both patrons/non-patrons).
6. **Promotion/Marketing:** Request for Facebook Analytics data, and a meeting with City Communications Coordinator (Ben Sandell) about new ways we can promote the Library and its programs/services to boost circulation and attendance in the digital, post-pandemic world. Board members were tasked with researching websites and marketing of other Library Systems and independent libraries like South St. Paul.
7. **Library Friends vs. Library Foundation:** Who are they, and what do they do? How can we work together?

There being no further business, a motion to adjourn was made at 6:31pm, and seconded. Meeting adjourned.

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 May 12th, 2021

240-45500

2170: Program Supplies

Cortni O'Brien (reimbursement)	Michaels	Paint, Pots. Brushes	<u>38.34</u>
			38.34

2180: Books

Baker & Taylor	2035911802	4103J	Book	9.94
	2035911802	4117A	Books	31.01
	2035911802	4118J	Book	15.51
	2035911802	4120J	Books	41.95
	2035911802	4121A	Books	24.02
	2035911802	4123A	Books	243.05
	2035911802	4124J	Books	274.39
	2035911802	4125A	Books	455.57
	2035919055	4117A	Book	15.51
	2035919055	4118J	Books	20.77
	2035919055	4123A	Book	25.99
	2035919055	4124J	Book	3.89
	2035919055	4125A	Books	58.56
	2035919055	4126J	Books	427.24
	2035921632	4094JS	Book	7.14
	2035927650	4117A	Book	16.04
	2035927650	4121A	Book	5.19
	2035927650	4123A	Book	16.61
	2035927650	4124J	Book	3.89
	2035927650	4125A	Books	32.12
	2035927650	4127A	Books	446.27
	5016901176	4093AS	Books	194.52
	5016919410	4093AS	Book	<u>19.97</u>
				2,389.15

Cengage Learning Inc.	74173192	4095AS	Large Print Book	<u>28.49</u>
				28.49

2181: Periodicals, Magazines & Newspapers

Pioneer Press	10357622		Renewal (7-Day, 26-Week)	705.00
MPLS/STP Business Journal	508446525		MPLS/STP Biz Journal	<u>140.00</u>
				845.00

2189: DVDs

Midwest Tape	500323617	040821	DVDs (Adult)	<u>308.83</u>
				308.83

4000: Maintenance and Repair

Marco Inc.	INV8638339	2763	PtrMaint 041521-051421	38.23
	INV8664929	2763	CpyMaint 041521-051421	94.20
	INV8664929	2763	CpyOverage 031521-041421	<u>83.25</u>
				215.68

4020: Building Repair and Maintenance Services

Orkin, Inc.	209738995	1564	Pest Inspection (April)	<u>103.00</u>
				103.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
May 12th, 2021

262-45017: 21st Century Grant

3050: Expert & Professional Services

Silverwood Park (David Donovan)

Contract

Discovery Days (4/24)

130.00
130.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 May 26th, 2021

240-45500

2000: Office Supplies				
Office Depot	170998323001		Stapler	<u>5.97</u>
				5.97
2025: Automated Circulation System Supplies				
Anoka County Library	1653	2155	April Notices	<u>100.00</u>
				100.00
2030: Printing & Printed Forms				
Rapid Graphics & Mailing, Inc.	216		SRP Field Guides	<u>185.00</u>
				185.00
2170: Program Supplies				
Office Depot	170996325001		Velcro, Color Wheel	<u>44.20</u>
				44.20
2171: General Supplies				
Menards Cashway Lumber-Fridley	49626		Batteries	<u>6.99</u>
				6.99
2180: Books				
Baker & Taylor	2035940074	4125A	Books	43.20
	2035940074	4110J	Book	9.97
	2035940074	4119J	Book	13.82
	2035940074	4120J	Book	6.49
	2035940074	4121A	Book	15.56
	2035940074	4123A	Book	183.18
	2035940074	4124J	Book	11.98
	2035940074	4126J	Books	24.65
	2035940074	4127A	Books	79.26
	2035940074	4128J	Books	370.18
	2035943357	4111A	Book	17.17
	2035943357	4119J	Book	5.53
	2035943357	4123A	Books	75.85
	2035943357	4124J	Book	12.97
	2035943357	4126J	Book	3.24
	2035943357	4129A	Books	540.03
	2035946432	4094JS	Books	34.72
	2035957338	4125A	Book	15.51
	2035957338	4104A	Book	11.04
	2035957338	4117A	Books	31.02
	2035957338	4118J	Books	10.39
	2035957338	4123A	Books	179.26
	2035957338	4127A	Books	42.59
	2035957338	4128J	Book	4.98
	2035957338	4130A	Books	33.11
	5016943140	4093AS	Book	<u>27.47</u>
				1,803.17
Cengage Learning Inc.	74233825	4095AS	Large Print Books	133.45
	74234393	4096AS	Large Print Books	<u>169.44</u>
				302.89

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 May 26th, 2021

2185: Compact Discs

Midwest Tape	500386717	042221	Audiobooks (Adult)	399.90
	500407828	042221	Audiobooks (Adult)	234.94
	500412770	42821	Audiobooks (Youth)	235.91
	500412771	282021	Music CD (Youth)	<u>10.39</u>
				881.14

2189: DVDs

Midwest Tape	500356829	40821	DVDs (Adult)	56.23
	500386716	40821	DVDs (Adult)	108.69
	500407829	42821	DVDs (Youth)	<u>85.46</u>
				250.38

4000: Maintenance and Repair

Trugreen Chemlawn	137667254	4635097159	Lawn Service 4/13/21	<u>57.01</u>
				57.01

4020: Building Repair and Maintenance Services

Setpoint Systems Corporation	T20200		Tech Support 0121, 0221	<u>184.00</u>
				184.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		6/2/2021	April	May		42%
1000	ACCRUED SALARIES		20,651.49			
1010	REGULAR EMPLOYEES	442,600	130,010.70		312,589	29%
1011	PART-TIME EMPLOYEES	114,100	28,318.83		85,781	25%
1020	OVERTIME REG. EMPLOYEES	1,000	152.30		848	15%
1070	INTERD. LABOR SERVICE	2,000			2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	11,987.43		29,813	29%
1220	F.I.C.A. CONTRIBUTION	42,800	11,680.79		31,119	27%
1225	FLEX BENEFIT FICA	0	80.36		-80	#DIV/0!
1300	INSURANCE	82,100	25,874.92		56,225	32%
1510	WORKERS COMP. INS. PREMIUM	4,500	872.69		3,627	19%
2000	OFFICE SUPPLIES	1,200	330.29	5.97	864	28%
2010	MINOR OFFICE EQUIPMENT	500			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	1,602.50	100.00	898	65%
2030	PRINTING & PRINTED FORMS	900	76.50	185.00	639	29%
2160	CHEMICALS	0	-444.07		444	#DIV/0!
2170	PROGRAM SUPPLIES	1,500	647.59	82.54	770	49%
2171	GENERAL SUPPLIES	5,000	1,105.60	6.99	3,887	22%
2175	FOOD SUPPLIES	200			200	0%
2180	BOOKS	56,000	13,415.86	4,523.70	38,060	32%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	1,862.39	845.00	3,793	42%
2183	E-BOOKS	8,000			8,000	0%
2185	COMPACT DISCS	5,500	1,553.03	881.14	3,066	44%
2187	BOOK/CD SET	500			500	0%
2189	DVD	6,300	2,626.32	559.21	3,114	51%
2190	DOWNLOADABLE VIDEO	2,500			2,500	0%
2280	VEHICLE REPAIR	0	2.05			#DIV/0!
2990	PURCHASE FOR RESALE	300	0.00		300	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,700	4,478.06		14,222	24%
3105	TRAINING & EDUCATION	500	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	603.09		2,047	23%
3310	LOCAL TRAVEL EXPENSE	700	0.00		700	0%
3600	INSURANCE & BONDS	8,700	2,900.00		5,800	33%
3810	ELECTRIC	34,200	6,534.25		27,666	19%
3820	WATER UTILITIES	2,800	167.03		2,633	6%
3830	GAS	9,100	3,845.32		5,255	42%
3850	SEWER UTILITIES	3,000	825.40		2,175	28%
4000	REPAIR & MAINTENANCE	16,300	10,275.14	272.69	5,752	65%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	12,733.32		25,467	33%
4020	BUILDING MAINTENANCE	27,100	3,215.52	287.00	23,597	13%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	72,100			72,100	0%
4050	GARAGE, LABOR BURDEN	400	121.80		278	30%
4310	CREDIT CARD FEES	300			300	0%
4330	SUBSCRIPTION, MEMBERSHIP	650			650	0%
4375	VOLUNTEER RECOGNITION	200			200	0%
7100	OPERATING TRANSFER OUT	15,150	5,050.00		10,100	33%
	TOTAL	1,081,750	303,510.88	7,749.24	770,490	29%

COLUMBIA HEIGHTS PUBLIC LIBRARY

Formatted: Left: 0.5", Right: 0.5", Top: 0.5"

**GUIDELINES FOR ACCEPTING DONATIONS
OF USED ~~BOOKS AND MAGAZINES~~ COLLECTION MATERIALS**

PURPOSE: Due to limited storage space and concern for the internal environment ~~containing the permanent materials collection~~ at the Columbia Heights Public Library, the following guidelines have been developed for accepting donations of materials used books and magazines either for inclusion in the collection ~~or for disposal as seen fit.~~

GUIDELINES: The Columbia Heights Public Library will accept donations of ~~used books, DVDs, CDs or books on CD in excellent condition, and magazines in the following categories:~~

- ~~• Paperbacks~~
- ~~• Adult~~
- ~~• Children~~
- ~~• Hardcover books~~
- ~~• Adult: fiction, non-fiction~~
- ~~• Children's: fiction, non-fiction~~
- ~~• Magazines published within the last 3 years.~~
 - ~~• All donations must be in good physical condition. All must be free of odor, mildew, and mold.~~

Formatted: Indent: Left: 0", Hanging: 1.25", No bullets or numbering, Tab stops: 3.88", Left + Not at 1.38" + 1.75"

The Library does not accept the following items:

- Reader's Digest condensed books
- High school and college text books
- Encyclopedias and other reference books
- Materials that are mildewed, moldy, or have an odor
- Material that has been written in or highlighted.
- ~~Weekly magazines (e.g. Time, Newsweek, and U.S. News & World Reports)~~
- ~~Reader's Digest~~
- Materials withdrawn from other libraries

Donors may complete a form ~~provided in the Library's donations brochures so that a letter~~ detailing the nature of the donation ~~can be mailed to them which can be used~~ as a receipt for tax purposes. All donations ~~of used books and magazines~~ become the property of the Library, and the Library is free to use and/or dispose ~~of them. of them as seen fit.~~

Formatted: Indent: Left: 0.5"

~~Approved:~~ _____

~~Columbia Heights Public Library Board of Trustees~~ _____
~~Barbara Miller, Chair~~

Adopted August 1, 1989.
Revised 1/9/96; 9/7/99; 6/3/03; 2/6/07, 11/4/2020

COLUMBIA HEIGHTS PUBLIC LIBRARY

USE OF PERSONAL ELECTRICAL AND COMMUNICATIONS EQUIPMENT IN LIBRARY

PURPOSE: To set guidelines for use of personal electrical and communications equipment in the library.

GUIDELINES: Staff and Office Areas:
Only equipment owned and supplied by the City of Columbia Heights may be used in the Columbia Heights Public Library. No personal electrical equipment, cords, appliances, heaters, or fans are allowed without written permission of the Library Director. Any non-approved equipment may be removed without notice.

Public Areas of Libraries:

Permitted: battery powered or electrical equipment that does not create noise, distraction, or safety hazards (e.g. calculators, laptop computers, etc.). ~~If in doubt check for UL label. Staff should encourage use of battery driven power sources.~~

Not permitted: televisions, portable fax machines, radios, tape players, razors, typewriters, heaters, fans, hair dryers, curling irons, or other equipment that creates noise, distraction/annoyance or safety hazards. ~~Personal ed players may be used only with headphones.~~

Floor outlets:Receptacles: ~~The public may use only wall receptacles or receptacles designated for use in study carrels.~~ Cords may not cross aisles or create a tripping hazard. No extension cords may not be used. ~~Public may not use floor outlets because of safety concerns (i.e. not closing the outlet properly after use).~~

Cellular Phones: Should patron use of cellular phones and/or pagers create either a public distraction or a disturbance, staff ~~should will~~ ask patron to move to a more private area, to talk quietly, or to turn off the ringer/buzzer to reduce the distraction.

Approved: _____

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

Adopted May 2, 1995
Revised 1/9/96; 9/7/99; 7/1/03; 6/2/2021

Revised: 7/1/2003

COLUMBIA HEIGHTS PUBLIC LIBRARY

MONEY/CASH DRAWERS

Recommend rescinding this policy; it is a procedure.

PURPOSE: To clearly define the way cash collected for various fees is to be handled by Library staff.

- GUIDELINES:**
1. ~~Two cash tills operate in the library during regular business hours: one at the main circulation desk and one at the children's department circulation desk.~~
 - a. ~~The cash till at the main circulation desk has three separate funds: copy machine change, book bags, all other transactions.~~
 - b. ~~The children's department cash till handles only general transactions. Items requiring use of the other funds must be transacted at the main circulation desk.~~
 2. ~~Only supervisors have access to the money locker.~~
 - a. ~~Up to twenty dollars in change will be available in the money locker. This change will be replenished every morning.~~
 - b. ~~All additional money will be kept in the safe until deposited.~~
 - c. ~~Supervisors are responsible for placing the cash tills in the money locker at the close of the business day.~~
 3. ~~Change for the copier, which has a dollar bill changer, is not given out.~~
 4. ~~Change will be given out for use in the pay phone but not for bus fare, etc. Please refer the patron to the bank and credit union for change.~~

Formatted: Indent: Left: 0", Hanging: 1.5", No bullets or numbering, Tab stops: Not at 2"

Approved: _____

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

Adopted September 12, 1990
Revised 9/7/99; 7/1/03

Revised: 7/1/2003

COLUMBIA HEIGHTS PUBLIC LIBRARY

**STATEMENT OF POLICY ON
PHOTOGRAPHY AND VIDEOGRAPHY
Recommend Rescinding this Policy.**

POLICY STATEMENT

~~In order to provide all library patrons with the safest possible library experience, those wishing to use cameras and/or recording equipment within the Columbia Heights Public Library must have his/her request approved in advance by the Library Director, or his/her designated representative.~~

GUIDELINES

~~Those photographing or videotaping children must have both the approval of the Library Director, or his/her designated representative, and a written release signed in advance by each child's legal guardian or parent.~~

~~————— Those photographing or videotaping adults must have verbal permission from the subject of the photograph or videotaping as well as from the Library Director, or his/her designated representative.~~

~~————— Those not following this policy may be asked to put away their equipment or leave the facility.~~

Approved _____

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

Adopted 7/10/2007
Revised 9/4/07



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: April 2021 Operational Report
DATE: April 30, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. Exterior windows were washed.
- B. Fire extinguishers were professionally inspected and refilled as necessary.
- C. The HVAC system received the quarterly inspection and filter changes throughout the building.
- D. The breakroom water heater failed and will be replaced in May.

II. TECHNOLOGY

- A. IT continued to unsuccessfully troubleshoot connection issues with the Workflows ILS on staff computers; public computers defaulting to “OneNote” rather than a physical printer; and intermittent issues with public computers #6, #12, and #20.

III. COLLECTION

- A. Adult print materials were selected from the February issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult bestsellers with May publication dates were ordered. Juvenile print materials were selected from the January issue of *Growing Minds*, the January and February editions of *School Library Journal*, and the February 1st issues of *Booklist* and *Kirkus Reviews*. Juvenile graphic novels and a World Book encyclopedia of the solar system were ordered.
- B. Weeding was completed in adult nonfiction 930-970 and in young adult and juvenile audiobooks.

IV. PROGRAMS AND VIRTUAL EVENTS

- A. A collage and postcard art class for teens was offered on April 1.
- B. The Library Board met on April 7.
- C. A simple sewn binding book course for teens was offered on April 8.
- D. Family Discovery: Branching Out into Art was offered at Silverwood Park on April 10.
- E. A Story Stroll for families was offered at Sullivan Park on April 13 and 14.
- F. Taking Your Photography to the Next Level, a virtual class for adults, was held on April 14.
- G. Naturalist Amber Burnette taught a virtual Bird Identification class for adults on April 20.
- H. The adult book club met virtually to discuss “The Handmaid’s Tale” on April 21.
- I. Family Discovery: Mucky, Mucky Mud was held at Silverwood Park on April 24.
- J. Planting for Pollinators, a virtual class for adults, was offered in support of the Mayor’s Monarch Pledge on April 27.
- K. The Resilience Book Club met virtually to discuss “Man’s Search for Meaning” on April 28.
- L. Four live virtual Storytimes were offered via Zoom this month.
- M. The city’s Centennial Quilt was installed in the community room.
- N. “Grab and Go” activity kits were distributed for children birth-K, grades 1-5, and grades 6-12.
- O. Adult “Take and Make” craft kits were distributed.
- 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.
- B. Adult Services Librarian Cortni O’Brien participated in the city Centennial Committee and the first city senior services consortium gathering.
- C. I met with Library Page Yuliana Morocho-Calderon for her first annual performance evaluation.
- D. I met with Library Supervisor Kaytee Estall for her 6-month performance evaluation.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the Anoka County Library Management Team on April 1.
- B. On April 8, I meet with the city communications coordinator to discuss print marketing materials for the library.
- C. The library closed early, at 6 pm, in advanced of the metro-area curfew on April 12.
- D. On April 14, Bri Belanger, Nick Olberding and I met with consultants from Sciens about library information technology needs to inform a strategic plan for city IT needs.
- E. I participated in a meeting of library directors facilitated by State Library Services on April 20.
- F. I met with the youth services librarian, staff of the city recreation department, and school district staff to review foundational principles of the 21st Century Community Learning Centers grant.
- G. Nick Olberding and I met with the City Clerk to review expectations around the city’s upgrade to the Laserfiche content management system.
- H. I met with the city manager and department heads on April 5, 12, 19, and 26.
- A. I met with the Anoka County Library Public Service Team on April 28.

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

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>March 2020</u>	<u>March 2021*</u>
<i>Gate count</i>	5,068	5,380
<i>Library Programs</i>	12	11
<i>Room Use</i>	214	1

X. COMPUTER/INTERNET USE

	<u>March 2020</u>	<u>March 2021*</u>
<i>Patron Use (Logins):</i>	1,275	901
<i>Computer Use:</i>	2,098	1,422
<i>Minutes Used:</i>	56,266	52,800

*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 community room.

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>March 2020</u>	<u>March 2021</u>
<i>Accounts Submitted</i>	896	935
<i>Dollars Submitted</i>	\$173,251.84	\$168,924.63
<i>Dollars Received</i>	\$21,830.38	\$23,475.38
<i>Materials Returned</i>	\$44,009.93	\$44,760.04



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 – April Operational Report
 DATE: April 30, 2021

I. Adult Programs and Displays

- a. The April take and make craft kit for adults was a Brush Lettering Kit. Thirty kits were distributed.
- b. “Take Your Photography from Good to Great” was presented via Zoom by Jay Grammond, a professional photographer from Elk River, on April 14. Twelve adults attended the workshop.
- c. “Beginning Bird Identification” was presented by local bird expert Amber Burnette via Zoom on April 20. Twelve adults attended.
- d. The adult book club met via Zoom on April 21. Five adults discussed “The Handmaid’s Tale” by Margaret Atwood.
- e. In support of the Mayors Monarch Pledge, a “Planting for Pollinators” class was presented via Zoom by Adam Flett of the Mississippi Watershed Management Organization on April 27. Fourteen adults attended the workshop.
- f. The Resilience Book Club met via Zoom on April 28. Six adults discussed “Man’s Search for Meaning” by Viktor Frankl.
- g. Adult book displays included “Financial Literacy,” “Planting for Pollinators,” and new books.
- h. The Centennial Celebration glass display case this month highlighted the 1990s and was created by the Friends of the Library.

II. Meetings/Outreach

- a. City Centennial Committee, 4/7/21
- b. Delynn Mulligan program planning mtg, 4/13/21
- c. Amada Marquez Simula (community ed) and Delynn Mulligan (recreation), and 15 other community members interested in supporting senior services in Columbia Heights met via Zoom for the first “Senior Services Consortium,” 4/20/21

III. Projects

- a. First senior consortium meeting planning, invitations, and RSVP
- b. Summer library newsletter/City newsletter compilation
- c. Summer program planning
- d. Take and make craft supplies ordered
- e. Office and ILS supplies ordered

IV. Other

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



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: Brianna Belanger, Youth Services Librarian
Subject: April Operational Report
Date: April 26, 2021

I. PROGRAMS

- a. Zoom storytime concluded this month. The results from the storytime survey are in with an overwhelming request for in-person, outdoor storytimes. We will begin to offer these in June.
- b. We offered two kit-based virtual programs during ISD 13 out of school days in partnership with Artistry. Postcard Collage Art was offered for younger students and 9 total youth participated. Book Binding was offered to 8 older students.
- c. This month's story stroll at Sullivan Park was Guess Who Haiku. 30 people participated in the stroll.
- d. Our final 2 Silverwood Park Saturday programs ran this month. 17 people participated in Branch Out Into Art and 21 people participated in Melty, Muddy, Mucky Spring.
- e. The last set of Grab and Go Discovery Kits were distributed at the beginning 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.

II. COLLECTION

- a. Book orders from *SLJ* 1/21, 2/1, *Growing Minds* 1/21, *Booklist* 2/1, *Kirkus* 2/1, *Adds and Replacements*, and *Graphic Novels*.
- b. Weeding of YA and J audiobooks was completed. Weeding of J fiction has begun.

III. PROJECTS

- a. Monitored and managed spring program registration.
- b. Created a Summer Reading Program Binder for staff reference.
- c. Updated and managed book displays.
- d. Prepared and installed April story stroll.
- e. Planned and began preparing summer make and takes.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Prepared bulk loans for ICS.
- h. Finalized summer lunch dates and details.
- i. Published summer LibCal programs.
- j. Finalized Heights Happenings copy for summer programs.
- k. Planned new pre-recorded storytime content.
- l. Worked on Annual Report.
- m. Planned for virtual Kindergarten visit.
- n. Filmed and edited storytime videos.
- o. Reserved parks for summer programs.

IV. GRANTS, MEETINGS, COMMUNITY

- 4/14: Sciens IT Meeting
- 4/14: ACL Project Ready Check-in
- 4/16: Project Read check-in
- 4/16: 21CCLC Presentation Planning
- 4/20: 21CCLC Presentation Planning
- 4/22: Check-in with Renee
- 4/23: 21CCLC Presentation Planning

4/27: Facebook Reader's Advisory Strategy Meeting

4/30: 21CCLC Presentation Planning

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 working on summer decorations and bulletin board ideas for the youth space.



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: April Operational Report
Date: April 26th, 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 April 26th.
- 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. **ILL Drawer:** The ILL drawer is no longer needed; the Anoka County Libraries now generate a report that tallies the ILLs for each month.
- E. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff by Wednesday, May 5th.
- F. **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 opening and CareerForce information.
- G. **Shelf Reading:** The pages completed their shelf reading assignments. A new shelf reading sheet will be set out at the beginning of May.
- H. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. This month we shared events from the Recreation Department and the City, local interviews and events with authors, and information about the countywide curfew on April 12th.