



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, April 07, 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.** Oath of Office for New Members
- 2.** Review/Approve Minutes from March 3, 2021 Board Meeting.
- 3.** Review/Approve Bill Lists from March 3rd, 17th, and 31st, 2021.
- 4.** Review of Accounting
- 5.** February Operational Reports (FYI)

OLD BUSINESS

- 6.** Checkout Limit Increasing to 100 Items (effective May 1, 2021)

NEW BUSINESS

- 7.** Library Board Orientation (Video/PowerPoint)
- 8.** Nomination and Election of Officers (April 2021–March 2022)
- 9.** Review/Approve 2020 Minnesota Public Library Annual Report (MPLAR) Data
- 10.** National Library Week – Mayoral Proclamation

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.

State of Minnesota,

City of Columbia Heights

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OATH OF OFFICE

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

_____ (signature)

Subscribed and sworn to before me this _____ day of _____, 2021.

Your Name, Title EX: Nicole Tingley, City Clerk



COLUMBIA HEIGHTS PUBLIC LIBRARY
 3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
 Wednesday, March 3rd, 2021

Drafted
 3/4/2021

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; Nick Novitsky (Council Liaison). **Members remotely present:** Christopher Polley. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary).

The **Minutes** of the **February 3rd, 2021**, Board Meeting were **moved and approved unanimously** via roll-call vote.

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

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

- **Board Officers:** Tricia inquired as to the protocol under our current circumstances--with no Chair/Vice-Chair does she take the interim lead as the only voted Officer (Secretary)? Yes, Tricia will Chair tonight's meeting; in April we should have a full roster again, and at that time members will nominate and vote on new Board Officers.
- **CH Centennial:** Novitsky was asked about Centennial plans at the last meeting; his update mainly addresses events planned for the year: including the Coloring Contest (ending March 6), Columbia Heights 2021 Calendars (created from last year's Photo Contest), a Music at Huset Park series (Jun, Jul, Aug), and also that planning is going forward with the Heights Jamboree.
- **TechLogic:** This \$9k charge is for maintenance is for the Library's Automated Materials Handler unit.
- **2020:** Bills have all been paid for last year, although Finance has not closed the books on it yet, as Renee has not seen the charge for new staff computers yet, and the City is still allocating lines affected by the CARES Act.
- **Annual Report:** Renee is working on the Library's Annual Report which needs to be submitted to the MN Dept. of Education. Financial data is not ready yet, which accounts for a large portion of the report.
- **Line 7100 (Operating Transfer Out):** This budget item is budget allocated from each dependent department for service/labor from administrative departments like Finance. IS & Public Works are compensated via other budget lines (4010, 4020, 4040) for IT service, landscaping, building maintenance, etc.
- **Kathy Super Donation:** Kathy's \$500 donation is much appreciated, as well as her continued volunteer work. She didn't specify how her donation should be spent, so Renee feels part of it should go towards a new subscription to BookPage, which were once paid for by the Friends of the Library, but our subscription has lapsed.

Old Business:

1. **FYI: Library Board Openings and Council Applicant Review:** The City was accepting applications for Board/Commission positions up until February 28th. Interviews with the City Council will take place March 8th and 15th, with final decisions on March 22nd. There have been 20+ received, and 9 of them ranked the Library Board as their 1st choice. Tricia, who joined mid-term, applied to be appointed for a first official full-term.
2. **FYI: 2020 Other Miscellaneous Revenue:** From the 2020 Revenue Sheet that was presented last month, it was unknown what the \$2,121 in Misc. Revenue was from; some inquiry revealed that \$1700 was a refund from Centerpoint Energy from a mistakenly charged tax that the Library is exempt from, and the remainder was a

Public Employee Retirement Association refund (overpayment related to an employee resignation).

New Business:

1. **Policy Review: Library Digital Sign:** This was our most recently created policy from 2018, and it was put together by the Community Development Department based on the City Hall digital sign; there weren't any updates made to the wording of the policy. Renee makes weekly updates to the digital sign messages, usually in rotation is our hours and upcoming programs/events. Have there been any congratulatory messages displayed? Yes, we congratulated the CHHS Class of 2020's graduation because they were cheated out of normal celebrations due to the pandemic. **A motion to approve the revised 2021 version of the Library Digital Sign Policy was made; it was seconded and approved via roll-call vote.**
2. **Policy Review: Organizational Borrowing:** Renee had red-lined the existing policy (just grammatical edits), and presented to the Board; there were no significant changes needed. This policy creates a way for schools, shelters, churches, jails, etc. to borrow up to 100 items at a time for 45 days (rather than 21), in order to provide their members with reading material. Only teachers are currently participating via our Bulk Loan option, where they request certain titles, genres, or subjects needed for their curriculum. No organization has applied for Deposit Collections, which would ideally require a staff member to track items and borrowers so they can be returned to the Library. **A motion to approve the revised 2021 version of the Organizational Borrowing Policy was made; it was seconded and approved via roll-call vote.**
3. **FYI: Upcoming March Library Programs:** Board Members were presented with the Library's Spring Events Calendar (available to the public). Family Discovery Days at Silverwood Park, Stay-At-Home Storytimes via Zoom, and our Birdscaping Basics online class were emphasized. Library events will remain online and/or outdoors at least through summer.

Items from the Floor:

- **Catherine Vesley Resignation:** Catherine Vesley penned a supplemental Letter of Resignation addressed to the Library Board and Staff of the CHPL. There wasn't much talk about it, but they were disappointed in losing Catherine, wish her the best, and would like a continued relationship. The Board understands the viewpoint of the Council, but emphasized how invaluable Catherine's experience, knowledge, and devotion to our Library; there is value in having consistency (not having constant member turnover), but also value in new members with fresh ideas and diversity.
- **Municode:** City Boards/Commissions are now using a platform called Municode to facilitate meetings. As of now the Library Board only uses it to create Agendas/Packets and publish them to the City website, but there may be more utilization in the future, although it's unlikely the Library will ever use the recording feature, and individual members can make their own decision to use City loaned tablets for future meeting (paperless option).
- **Are We Too Open?:** The CHPL is now open 40 hours/week as of February; in comparison to other surrounding Library Systems we are more open and welcoming, and have received many positive comments from patrons that we are the salvation for their sanity through the pandemic. City Administration urged us to be more open last summer, and with careful planning we have successfully done so.
- **E-Books/ISD Digital Cards:** Based on a slight decrease in e-book circulation this spring, it's assumed students are not taking full advantage of our available services, but our e-book platform migration is still postponed to summer as to not disrupt those that are using it during the school year.

There being no further business, a motion to adjourn was made at 6:13pm, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 March 3rd, 2021

240-45500

2000: Office Supplies				
Office Depot	152777366001		Paper, Laminating Pouches	<u>167.67</u>
				167.67
2025: Automated Circulation System Supplies				
Anoka County Library	1649	2155	January Notices	<u>100.00</u>
				100.00
2170: Program Supplies				
Office Depot	152796897001		Velcro Roll (Youth)	23.88
	153646826001		Laminating Pouches (Youth)	54.99
Blick Art Materials, LLC.	5804073	021221	Sculpey III (30-pk)	<u>59.47</u>
				138.34
2171: General Supplies				
Trio Supply Company, Inc.	659432-00		Liners, Tissues	<u>125.27</u>
				125.27
2181: Periodicals, Magazines & Newspapers				
Star Tribune	1268499		Star Tribune Renewal	<u>580.84</u>
				580.84
3050: Expert & Professional Services				
Anoka County Library	1647	2155	January Disc Cleaning	11.00
	1648	2155	January Cataloging	<u>31.54</u>
				42.54
4000: Maintenance and Repair				
Marco Inc.	INV8445442	2763	CpyMaint 021521-031421	94.20
	INV8445442	2763	CpyOverage 011521-021421	82.06
	INV8446910	2763	PtrMaint 021521-031421	38.23
	INV8446910	2763	PtrOverage 111520-021421	<u>340.73</u>
				555.22
4020: Building Repair and Maintenance Services				
Orkin, Inc.	206930924	1564	Pest Inspection (Feb)	<u>101.55</u>
				101.55

262-45017: 21st Century Grant

2170: Program Supplies				
Brianna Belanger (reimbursement)	Amazon.com		Flagging Tape, Laces	24.95
	Amazon.com		Kite Line (24x100')	15.89
	Dollar Tree		Bags, Tape, Streamers	<u>29.00</u>
				69.84

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 March 17th, 2021

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1650	2155	February Notices	100.00
				100.00

2030: Printing & Printed Forms

Church Offset Printing, Inc.	113559		Spring Events Calendar	76.50
				76.50

2180: Books

Baker & Taylor	2035763964	4061A	Book	14.93
	2035763964	4098A	Book	14.95
	2035763964	4104A	Book	458.39
	2035767378	4094JS	Book	3.24
	2035771738	4086J	Book	3.32
	2035771738	4087J	Book	11.7
	2035771738	4089J	Book	12.74
	2035771738	4099J	Book	9.97
	2035771738	4102J	Book	11.98
	2035771738	4104A	Book	16.24
	2035771738	4105A	Books	540.68
	2035776665	4098A	Book	10.37
	2035776665	4104A	Book	16.06
	2035776665	4105J	Books	45.4
	2035776665	4106J	Books	222.49
	2035776665	4107A	Books	106.42
	2035778259	4101A	Books	31.02
	2035778259	4108J	Books	449.09
	2035782113	4109A	Books	223.04
	2035806782	4088A	Book	14.96
	2035806782	4100J	Books	25.11
	2035806782	4103J	Books	23.78
	2035806782	4104A	Books	63.92
	2035806782	4106J	Books	50.14
	2035806782	4107A	Book	8.44
	2035806782	4109A	Book	5.84
	2035806782	4111A	Books	131.77
	2035806782	4112J	Books	347.39
	2035813861	4081J	Book	4.54
	2035813861	4098A	Book	14.95
	2035813861	4105A	Book	15.51
	2035813861	4106J	Books	69.49
	2035813861	4109A	Books	23.36
	2035813861	4111A	Books	76.44
	2035813861	4114A	Books	491.03
				3,568.70

Cengage Learning Inc.	73568377	4095AS	Large Print Books	131.95
	73568952	4096AS	Large Print Books	83.22
				215.17

2181: Periodicals, Magazines & Newspapers

Kirkus Media	101856		Kirkus Reviews Renewal	199.00
Kiplingers Washington Letter	017673344		Kiplinger Letter Renewal	124.00
				323.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 March 17th, 2021

2185: Compact Discs

Midwest Tape	99989150	12721	Music CDs (Adult)	113.11
	500034387	12721	Music CDs (Adult)	162.28
	500034389	20521	Audiobooks (Adult)	324.92
	500055455	20521	Audiobooks (Adult)	149.96
	500055456	12721	Music CD (Adult)	13.99
	500055457	282021	Music CDs (Youth)	28.78
	500055459	2102021	Audiobooks (Youth)	<u>74.97</u>
				868.01

2189: DVDs

Midwest Tape	500034490	20821	DVDs (Adult)	348.54
	500055490	20821	DVD (Adult)	<u>17.24</u>
				365.78

3050: Expert & Professional Services

Unique Management Services, Inc.	599777	2307	February Placements	<u>26.85</u>
				26.85

262-45017: 21st Century Grant**2170: Program Supplies**

Barnes & Noble	4083815		Tween Book Club Books	71.90
Brianna Belanger (reimbursement)	Michaels		Beads, Smiley Faces	<u>39.14</u>
				111.04

883-45500: Donation Fund**2170: Program Supplies**

Book Page	S52669		Book Page (50/month)	<u>354.00</u>
				354.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 March 31st, 2021

240-45500

2000: Office Supplies				
Office Depot	155069074001		Batteries, Bandages, Pens	<u>52.08</u>
				52.08
2170: Program Supplies				
Scholastic, Inc.	27664905		Activity Kit Books (Youth)	<u>50.92</u>
				50.92
2180: Books				
Baker & Taylor	2035793990	4088A	Book	15.51
	2035793990	4089J	Book	14.37
	2035793990	4097A	Book	11.04
	2035793990	4101A	Books	40.39
	2035793990	4104A	Book	32.66
	2035793990	4105A	Book	17.73
	2035793990	4106J	Books	31.71
	2035793990	4108J	Book	15.17
	2035793990	4109A	Books	30.44
	2035793990	4110J	Books	365.18
	2035794354	4094JS	Books	43.11
	2035807784	4094JS	Books	19.80
	2035816999	4106J	Books	37.44
	2035816999	4108J	Book	9.72
	2035816999	4111A	Books	31.58
	2035816999	4112J	Book	9.41
	2035816999	4115J	Books	286.68
	2035819777	4106J	Books	49.54
	2035819777	4111A	Books	29.05
	2035819777	4116J	Books	<u>343.70</u>
				1,434.23
Cengage Learning Inc.	73902583	4095AS	Large Print Book	26.99
	73903066	4096AS	Large Print Books	<u>84.72</u>
				111.71
2181: Periodicals, Magazines & Newspapers				
The New York Times	804458941		New York Times Renewal	<u>500.00</u>
				500.00
2185: Compact Discs				
Blackstone Audio, Inc.	1208326		Audiobooks (Adult)	412.79
Midwest Tape	500091774	20521	Audiobook (Adult)	39.99
	500091775	12721	Music CDs (Adult)	25.98
	500091778	282021	Music CDs (Youth)	25.38
	500091779	2102021	Audiobooks (Youth)	29.98
	500132310	282021	Music CDs (Youth)	48.56
	500132312	22521	Audiobook (Youth)	11.99
	500132313	20521	Audiobook (Adult)	<u>29.99</u>
				624.66
2189: DVDs				
Midwest Tape	500091777	20821	DVDs (Adult)	33.72
(Y: \$215.15; A: \$27.73; Binge: \$1,271.06)	500132312	22521	DVDs (Youth/Adult/Binge)	<u>1,513.94</u>
				1,547.66
3050: Expert & Professional Services				
Amber Burnette	Contract		Birdscaping Class (3/18)	<u>35.00</u>
				35.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 March 31st, 2021

3105: Training and Educational Activities

Brianna Belanger (reimbursement)	ALA	Youth Services Webinar	<u>25.00</u>
			25.00

4000: Maintenance and Repair

Marco Inc.	INV8541479	2763	CpyMaint 031521-041421	94.20
	INV8541479	2763	CpyOverage 021521-031421	57.71
	INV8541480	2763	PtrMaint 031521-041421	<u>38.23</u>
				190.14

262-45017: 21st Century Grant**2170: Program Supplies**

Brianna Belanger (reimbursement)	Family Dollar	Filters, Glue, Bags, Dye	55.00
	Michaels	Yarn, PomPom Maker	63.49
	Target	Glue, Tape, Yarn, Bags	<u>12.90</u>
			131.39

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		4/7/2021	February	March		25%
1000	ACCRUED SALARIES		10,251.46			
1010	REGULAR EMPLOYEES	442,600	61,858.62		380,741	14%
1011	PART-TIME EMPLOYEES	114,100	12,738.78		101,361	11%
1020	OVERTIME REG. EMPLOYEES	1,000	63.30		937	6%
1070	INTERD. LABOR SERVICE	2,000	0.00		2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	5,342.59		36,457	13%
1220	F.I.C.A. CONTRIBUTION	42,800	5,501.75		37,298	13%
1225	FLEX BENEFIT FICA	0	40.18		-40	#DIV/0!
1300	INSURANCE	82,100	12,854.90		69,245	16%
1510	WORKERS COMP. INS. PREMIUM	4,500	470.41		4,030	10%
2000	OFFICE SUPPLIES	1,200	15.68	219.75	965	20%
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	1,197.00	200.00	1,203	54%
2030	PRINTING & PRINTED FORMS	900	0.00	76.50	824	9%
2161	CHEMICALS	0	-477.00		477	#DIV/0!
2170	PROGRAM SUPPLIES	1,500	319.34	189.26	991	34%
2171	GENERAL SUPPLIES	5,000	498.86	125.27	4,376	12%
2175	FOOD SUPPLIES	200	0.00		200	0%
2180	BOOKS	56,000	4,155.03	5,329.81	46,515	17%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	275.56	1,112.84	5,112	21%
2183	E-BOOKS	8,000	0.00		8,000	0%
2185	COMPACT DISCS	5,500	29.99	1,492.67	3,977	28%
2187	BOOK/CD SET	500	0.00		500	0%
2189	DVD	6,300	56.96	1,913.44	4,330	31%
2190	DOWNLOADABLE VIDEO	2,500	0.00		2,500	0%
2990	PURCHASE FOR RESALE	300	0.00		300	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,700	438.85	104.39	18,157	3%
3105	TRAINING & EDUCATION	500	0.00	25.00	475	5%
3210	TELEPHONE	1,350	25.99		1,324	2%
3220	POSTAGE	250	0.00		250	0%
3250	OTHER COMMUNICATIONS	2,650	201.03		2,449	8%
3310	LOCAL TRAVEL EXPENSE	700	0.00		700	0%
3600	INSURANCE & BONDS	8,700	1,450.00		7,250	17%
3810	ELECTRIC	34,200	1,731.56		32,468	5%
3820	WATER UTILITIES	2,800	0.00		2,800	0%
3830	GAS	9,100	1,416.78		7,683	16%
3850	SEWER UTILITIES	3,000	0.00		3,000	0%
4000	REPAIR & MAINTENANCE	16,300	9,529.78	745.36	6,025	63%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	6,366.66		31,833	17%
4020	BUILDING MAINTENANCE	27,100	2,997.00	101.55	24,001	11%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	72,100	0.00		72,100	0%
4050	GARAGE, LABOR BURDEN	400	60.90		339	15%
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	2,525.00		12,625	17%
	TOTAL	1,081,750	142,096.57	11,635.84	928,018	14%



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: February 2021 Operational Report
DATE: February 25, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Orkin visited for a bi-monthly pest inspection and treatment as needed.
- II. TECHNOLOGY
 - A. IS staff continued to work with Comprise to fix numerous issues with the integration of the new pc and print management software with Windows 10 and the multifunction copier/printer.
- III. COLLECTION
 - A. Adult print materials were selected from the December issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult bestsellers with March publication dates and replacement copies of worn or outdated adult books were ordered. Juvenile print materials were selected from October and November issues of *Booklist*, *Growing Minds*, or *School Library Journal*. Replacement copies of well-loved juvenile books, new graphic novels, music and spoken word CDs for youth, and youth videos were ordered. Adult spoken word CDs were ordered.
 - B. The Youth Services Librarian has reactivated “book bundles,” a set of 4-6 picture books on a single theme, such as dinosaurs, school, or cats. The objective is to save time for parents and increase circulation.
 - C. Weeding was completed in adult nonfiction 800s and continued in young adult fiction.
- IV. PROGRAMS AND VIRTUAL EVENTS
 - A. Library hours changed on February 1; the library is now open for 40 hours each week.
 - B. The Library Board met on February 3.
 - C. Poems in the Park was offered at Sullivan Park on February 3.
 - D. Lovely Luminations, a virtual class for adults, was taught by ArtStart on February 4.
 - E. Virtual LEGO Challenge premiered on February 10.
 - F. The adult book club met virtually to discuss “Burial Rites” on February 17.
 - G. The resilience book club met virtually to discuss “The Blue Zones of Happiness” on February 18.
 - H. Tween Book Club met virtually on February 23.
 - I. A Story Stroll for families was offered at LaBelle Park on February 23 and 24.
 - J. Three virtual pre-recorded Storytimes were premiered on Facebook.
 - K. Winter Reads, a reading program for all ages, ended on February 27.
 - L. Read Down for all ages was offered this month.
 - 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. I met with Winnie Coyne (Library Clerk) for her annual performance evaluation.

- B. Nick Olberding (Clerk Typist) and I were trained in the Municode content management software for preparing and publishing Library Board agendas, minutes, and meeting packets.
- C. Youth Services Librarian Bri Belanger participated in an M3 continuous improvement webinar for recipients of 21st Century Community Learning Centers grants.
- D. Adult Services Librarian Cortni O'Brien participated in the city Centennial Committee.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the city manager and department heads on February 8, 16, and 22.
- B. I met with the Anoka County Library Management Team on February 4
- C. I attended the Columbia Heights Centennial program on streetcars in the Heights on February 20.
- D. I met with library leaders and constituents from Anoka and Ramsey counties and Representative Sandra Feist (41B) on February 23 as part of Library Legislative Week.
- E. I met with the Anoka County Library Public Service Team on February 24.
- F. I participated in the kickoff meeting for the Mayor's Monarch Pledge on February 27.

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

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>January 2020</u>	<u>January 2021*</u>
<i>Gate count</i>	8,627	3,913
<i>Library Programs</i>	27	11
<i>Room Use</i>	390	0

X. COMPUTER/INTERNET USE

	<u>January 2020</u>	<u>January 2021*</u>
<i>Patron Use (Logins):</i>	2,233	0
<i>Computer Use:</i>	3,681	1,049
<i>Minutes Used:</i>	95,657	38,711
<i>Internet Access:</i>	4,218	0
<i>Word:</i>	407	0
<i>PowerPoint:</i>	15	0
<i>Excel:</i>	29	0
<i>Calculator:</i>	21	0
<i>Catalog/Databases:</i>	127	0
<i>Microfilm Reader:</i>	1	0
<i>Burlington English</i>	67	0

*Library open to the public for 32 hours per week at 50% capacity, including computers. Meeting and study rooms are not available for use. New public computer management software installed 12/22/20; thereafter there is no data on usage of individual software packages.

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>January 2020</u>	<u>January 2021</u>
<i>Accounts Submitted</i>	884	931
<i>Dollars Submitted</i>	\$171,336.36	\$169,353.72
<i>Dollars Received</i>	\$21,778.90	\$22,775.71
<i>Materials Returned</i>	\$42,592.65	\$44,614.67



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 – February Operational Report
 DATE: February 24, 2021

I. Adult Programs and Displays

- a. The February take and make craft kit for adults was a 3-D valentines kit. Thirty kits were distributed.
- b. The library displayed winter poems at Sullivan Park as part of our “Poems in the Park” series on Feb. 3. Thirty-one people reported attendance.
- c. “Lovely Luminations,” a luminary craft program, was presented by ArtStart via Zoom on Feb. 4. This was a Legacy funded program. Sixteen adults attended.
- d. The adult book club met via Zoom on Feb. 17. Six adults discussed “Burial Rights” by Hannah Kent.
- e. A new book club offering, “Resilience Book Club,” met via Zoom on Feb. 18. Four adults discussed “The Blue Zones of Happiness” by Dan Buettner.
- f. The 2021 Winter Reads program kicked off on Jan. 11. Patrons submit mini book reviews for prizes through Feb. 27. Weekly prizes include socks and COH centennial mugs.
- g. Adult displays included “Black History Month,” “Winter Reads 2021,” and new books.
- h. Local bird expert Amber Burnette recorded a short video promoting the “Great Backyard Bird Count,” which was posted to the library’s Facebook page. To date there have been over 500 views. Amber and I also recorded a video promoting the spring birding programs at the library (Birdscaping on March 18 and Bird Identification on April 20).
- i. The Centennial Celebration glass display case this month highlighted the 1970s and was created by the Friends of the Library. Among many items on display are the MN Twins 1976 yearbook, the program from the dedication of Keyes Park, and a copy of the Minneapolis Tribune from the day of the Nixon resignation.
- j. Curbside materials pickup continued throughout the month, offered in some capacity on Monday-Friday each week.
- k. 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, 2/3/21
- b. Anoka County Libraries Summer planning mtg, 2/17/21
- c. Renee Dougherty, check-in, 2/11/21 and 2/25/21
- d. Will Rottler, Centennial programming collaboration, 2/22/21

III. Projects

- a. Youth DVDs were ordered.
- b. Adult Audio Books were ordered.

IV. Other

- a. Library Journal Winter Summit (virtual conference), 2/23/21
- b. Three 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: February Operational Report
Date: February 24, 2021

I. PROGRAMS

- a. Virtual storytime ended February 22nd. Prerecorded videos premiered every Monday at 10:30 am on our Facebook page. Spring storytimes via Zoom will begin starting March 1st.
- b. In this month's virtual LEGO Challenge guinea pig encourages kids to use their imaginations and build a character. Moving forward LEGO Challenges will be in text format on our Facebook page rather than video. Thank you Farrah for her creativity in offering these fun and educational videos for our patrons.
- c. Our February story stroll title was *The Snowy Day*. The stroll moved from 2/16 to 2/23 due to very cold temperatures. 35 people participated at Labelle Park.
- d. Tween Book Club met on February 23rd. Eight youth talked about this month's book, *The Parker Inheritance*, and participated in activities.
- e. The Winter Reads program ended this month. More information on participation will come next month.

II. COLLECTION

- a. Book orders from *Booklist* 10/1, 10/15, and 11/1/20, *Growing Minds* 10/20, *SLJ* 10/20 and 11/20, Graphic Novels, Music CDs, Spoken Word, and Replacements/Addds were placed this month.
- b. Weeding of YA Fiction continues.

III. PROJECTS

- a. Monitored and managed winter 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. Finalized summer programming.
- e. Prepared and installed February story strolls.
- f. Planned March Tween Book Club.
- g. Worked on Project Ready curriculum and meeting preparation.
- h. Managed youth winter reads program.
- i. Prepared bulk loans for ICS.
- j. Watched Supervising Youth Services webinar.
- k. Created video for Highland Elementary's I Love to Read Month.
- l. Revamped and prepared Book Bundle program. Themed selections of picturebooks will be available for checkout.

IV. GRANTS, MEETINGS, COMMUNITY

- 2/3: 21CCLC M3 Huddle Prep
- 2/4: 21CCLC Summer Programming Check-in
- 2/4: Biweekly check-in w. Renee
- 2/5: Project Ready check-in
- 2/11: 21CCLC M3 Huddle Day 1
- 2/12: 21CCLC M3 Huddle Day 2
- 2/17: ACL Summer 2021 Program Planning meeting
- 2/18: Biweekly check-in w. Renee
- 2/19: Project Ready check-in
- 2/24: ACL YES (Youth Services) 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 videos, early literacy elements in library play space and J Fiction book displays. Additionally, she is working on a spring bulletin board and decorations for the children's 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: February Operational Report
 Date: February 24th, 2021

I. COLLECTION PROJECTS

- A. **Magazines:** Magazine labels were typed for newly received magazines.
- B. **Damaged Shelf:** Items older than 1 month were cleared from the shelf.
- C. **Paperback order:** One paperback order was sent this month.
- D. **Book Display:** There was no display this month.
- E. **Weeding Projects:** Renee and Bri are regularly giving me books to withdraw.
- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company. If not or if they are in very bad shape they are recycled.

II. MAINTENANCE

- A. **Fire extinguisher:** The fire extinguishers were checked February 24th.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount.
- C. **Public Works:** This month, Public Works was here to take care of snow and ice removal.
- 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 Friday, March 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 openings within the city, economic assistance programs, and CareerForce information.
- G. **Shelf Reading:** Shelf reading assignments were done by the pages. The new shelf reading assignments focus on areas that staff notice need attention.
- H. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed; including new hours that started this month. Both pages feature recurring and one-time events. Stay at Home Storytime premieres every Monday at 10:30 AM. We shared a short booklist each Wednesday on Facebook for Black History Month. Spring programs were added to the Library calendar and were added as Facebook events.

2020 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2020, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2020.

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

CONTACT INFORMATION

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

Report Filer

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

IMLS Administrative Entity Codes

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

COVID-19 RESPONSE

Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) Were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	Yes	[new in 2020]
V02) Did the library add or increase the number of mobile hotspots for circulation?	No	[new in 2020]
V03) Did the library add or increase distribution of mobile hotspots?	No	[new in 2020]
V04) Before the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes	[new in 2020]
V05) During the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	Yes	[new in 2020]
V06) During the pandemic, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	Yes	[new in 2020]

Services During Pandemic

Data Element	Current Year	Previous Year
V07) Did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	Yes	[new in 2020]
V08) Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the pandemic?	Yes	[new in 2020]
V09) Did the library provide "outside" service for circulation of physical materials at one or more outlets during the pandemic?	Yes	[new in 2020]
V10) Did the library add or increase access to electronic collection materials due to the pandemic?	Yes	[new in 2020]
V11) Did the library provide live, virtual programs via the Internet during the pandemic?	Yes	[new in 2020]
V12) Did the library create and provide recordings of program content via the Internet during the pandemic?	Yes	[new in 2020]
V13) Before the pandemic, did the library allow users to complete remote registration for library cards?	No	[new in 2020]
V14) During the pandemic, did the library allow users to complete remote registration for library cards?	Yes	[new in 2020]

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	[new in 2020]
V19) Were any library staff furloughed due to the pandemic?	Yes	[new in 2020]
V20) Were any library staff laid off due to the pandemic?	No	[new in 2020]
V21) Did any library staff quit or choose early retirement due to the pandemic?	Yes	[new in 2020]
V18) Did any library staff work a reduced number of hours, whether by choice or by necessity, due to the pandemic?	No	[new in 2020]
V22) Was a hiring freeze instituted at any time due to the pandemic?	No	[new in 2020]
V23) Were any vacant library positions eliminated from the budget due to the pandemic?	No	[new in 2020]
V17) Were library staff placed on paid or administrative leave due to the pandemic?	No	[new in 2020]
V16) Did any library staff work remotely due to the pandemic?	Yes	[new in 2020]

Comments

V24) Comments on COVID Response

The library building was closed to the public from March 17 through June 13, 2020. Staff continued to provide phone and email reference during closure. Curbside pick-up of holds was made available to patrons on April 13, 2020, and continues in 2021. Computers by appointment were offered to limited patrons from June 15 - July 3, 2020. During building closure, the WIFI signal was strengthened so it would extend outside and into the parking area. Two picnic tables were added to allow patrons to use laptops outside. Anoka County Library, our eBook content and platform provider, added additional content to the collection which was available to Columbia Heights patrons. Many library programs went virtual in a live or pre-recorded format. This included youth and adult cultural, educational, and literacy programs such as story times, conversation circles, classes, and book clubs. Adult and youth services librarians created monthly self-directed craft and activity kits for adults and youth. A limited number of live or self-directed outdoor programs for children and adults were held, including story strolls, poetry strolls, a bike fixit clinic, and cultural and STEM discovery classes held in city parks. Staff created virtual library cards to distribute to students enrolled in the city middle school to provide access to eBooks and online databases including encyclopedias, live homework help, and other learning applications during school years which included a variety of in-person and remote learning scenarios. The building was reopened to the public at limited capacity for limited hours on July 6, 2020, and remains open. Prior to reopening, the building was fitted with Plexiglas barriers at service desks, sanitizer dispensers, carpet and wall signage encouraging distancing, ionization equipment to kill viruses passing through the HVAC system, and a standalone HEPA air filter in the staff workroom. A detailed COVID preparedness plan was created and all staff were trained in its protocols, including masking, distancing, enhanced cleaning, and attendance prohibitions. The number of computers available for public use was reduced to insure distancing. Postings to Facebook increased to promote communication during building closure and afterward.

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	21,124	20,840
P02) Registered Users – Residents	12,307	13,098
P03) Registered Users – Reciprocal	7,099	7,514
P04) Total Registered Users	19,406	20,612
P05) Last year Registered User Records Were Purged	2020	2019
P06) Visits	50,380	118,650
P60) Library Visits Reporting Method	Annual Count	[new in 2020]
P07) Reference Transactions	10,413	15,730
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	[new in 2020]
P59) Contactless Visits	1,367	[new in 2020]
P08) Public Internet Computer Sessions	18,527	46,390
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet	P08 tallies other computer usage in addition to Internet
P10) Wireless Sessions	20,083	42,749
P32) Website Visits	18,970	5,022

CIRCULATION

Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	43,537	63,977
P14) Adult Circulation	46,687	62,429
P15) Other Physical Circulation (No Audience Designation)	1	774
P16) Total Physical Circulation	90,225	127,180
P17) Downloadable E-books and E-serials Circulation	9,930	7,441
P18) Downloadable Audio and Video Circulation	3,619	3,357
P19) Total Downloadable Circulation	13,549	10,798
P20) Total Circulation	103,774	137,978

Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	-1	-1
P30) Electronic Content Use	13,549	10,798
P31) Total Collection Use	103,774	137,978

Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries	419	465
P12) ILL Received from Other Libraries	430	898

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	Current Year	Previous Year
P21) In-Person Programs: Children	40	[new in 2020]
P22) In-Person Programs: Young Adult	7	[new in 2020]
P23) In-Person Programs: Adult	41	[new in 2020]
P24) In-Person Programs - Total	88	[new in 2020]

Live Virtual Programs

Data Element	Current Year	Previous Year
P33) Live Virtual Programs - Children	8	[new in 2020]
P34) Live Virtual Programs - Young Adult	0	[new in 2020]
P35) Live Virtual Programs - Adult	13	[new in 2020]
P36) Total Live Virtual Programs	21	[new in 2020]

Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P21) Children's Programs	48	184
P22) Young Adult Programs	7	41
P23) Adult Programs	54	192
P24) Total Programs	109	417

In-Person Program Attendance

Data Element	Current Year	Previous Year
P25) In-Person Children's Program Attendance	1,102	[new in 2020]
P26) In-Person Young Adult Program Attendance	59	[new in 2020]
P27) In-Person Adult Program Attendance	475	[new in 2020]
P28) Total In-Person Program Attendance	1,636	[new in 2020]

Live Virtual Attendance

Data Element	Current Year	Previous Year
P37) Live Virtual Attendance - Children	39	[new in 2020]
P38) Live Virtual Attendance - Young Adult	0	[new in 2020]
P39) Live Virtual Attendance - Adult	108	[new in 2020]
P40) Total Live Virtual Attendance	147	[new in 2020]

Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P55) Children's Program Attendance	1,141	6,981
P56) Young Adult Program Attendance	59	383
P57) Adult Program Attendance	583	1,636
P58) Total Attendance	1,783	9,000

Recordings of Program Content

Data Element	Current Year	Previous Year
P41) Recordings of Program Content - Children	40	[new in 2020]
P42) Recordings of Program Content - Young Adult	0	[new in 2020]
P43) Recordings of Program Content - Adult	3	[new in 2020]
P44) Total Recordings of Program Content	43	[new in 2020]

Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P45) Views of Recordings of Program Content - Children	489	[new in 2020]
P46) Views of Recordings of Program Content - Young Adult	0	[new in 2020]
P47) Views of Recordings of Program Content - Adult	58	[new in 2020]
P48) Total Views of Recordings of Program Content	547	[new in 2020]

Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total	24	[new in 2020]
P50) Participation in Self-Directed Activities	888	[new in 2020]

HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service	54	[new in 2020]
H16) Weekly Hours of Limited Service	32	[new in 2020]
H18) Weekly Hours of Curbside Service	22	[new in 2020]
H12) Annual Public Service Hours	1,450	2,681

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	15	12
F13) Public Internet Stationary Computers	24	24
F14) Public Internet Mobile Devices for On-Site Use	0	0
F15) Total Number of Public Internet Computers/Devices	24	24
F22) Number of Outlets with Wi-Fi Available to Public	1	1
F23) Number of Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	968	4,155

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians	3.56	3.56
S02) Total Other Librarians	0.00	0.00
S03) Total Librarians	3.56	3.56
S04) Total Other Staff	5.66	5.47
S05) Total Paid Employees	9.22	9.03

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	\$46.91	\$56.52
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	\$23.00	\$37.43
S13) Technology Support		
S14) Library Support Staff	\$17.80	\$25.60
S15) Administrative Support Staff		
S16) Pages	\$12.62	\$15.77

Union

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

Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	44,480	45,406
C02) Audio Materials, Physical	4,048	4,038
C03) Video Materials, Physical	4,244	4,130
C04) Multi-format Materials	0	0
C05) Other Physical Materials	13	4
C06) Total Physical Materials	52,785	53,578
C07) Print Serial Subscriptions	85	87

Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	0	0
C10) Total Electronic Serial Subscriptions	0	0
C11) Electronic Books Licensed Locally	25,451	20,893
C12) Electronic Books Licensed Regionally	86,449	67,548
C13) Electronic Books Licensed Statewide	10,375	23,299
C14) Total Electronic Books	122,275	111,740
C15) Audio Downloadable Units, Licensed Locally	8,079	6,477
C16) Audio Downloadable Units, Licensed Regionally	21,943	18,178
C17) Total Audio Downloadable Units	30,022	24,655
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	11	10
C22) Electronic Collections Licensed Regionally	15	16
C24) Total Licensed Electronic Collections Local/Regional/Other	26	26
C25) Electronic Collections Licensed Statewide	57	50
C26) Total Licensed Electronic Collections	83	76

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	2019	2019
D02) Disaster Plan	2009	2009
D03) Policy Manual	2020	2010
D04) Records Retention Schedule	2018	2018
D05) Building Accessibility Plan	1995	1995
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2005	2005

COMMUNITY ENGAGEMENT

Outreach Services

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

Community Partnerships

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

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	19	40
O21) Total Number of Volunteer Hours	304	855

SUMMER LEARNING PROGRAM

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

BOARD, FOUNDATION, FRIENDS**Library Board of Trustees**

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

Library Foundation

I04) Does this library have a foundation?	Yes
I05) Foundation name	CHPL Foundation

Library Friends

I06) Does this library have a Friends group?	Yes
I07) Friends group name	Friends of the CHPL

FINANCIAL DATA**Operating Revenue**

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	\$1,002,850	\$955,095
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,002,850	\$955,095
County		
R04) County Direct	\$0	\$0
R05) County Indirect	\$0	\$0
R06) County Total	\$0	\$0
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$1,002,850	\$955,095
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R31) Did your library receive CARES funding in 2020?	Yes	[new in 2020]
R32) Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act	\$17,070	[new in 2020]
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$7,922	\$8,691
R19) Total Federal Operating Revenue	\$24,992	\$8,691
OTHER		

Regional System		
R20) Regional System Direct	\$0	\$0
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$0	\$0
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$31,875	\$42,850
R27) Other Operating Indirect	\$0	
R28) Other Operating Total	\$31,875	\$42,850
R29) Total Regional and Other Operating Revenue	\$31,875	\$42,850
R30) Total Operating Revenue	\$1,059,717	\$1,006,636

Operating Expenditures

Data Element	Current Year	Previous Year
Personnel Expenditures		
E01) Salaries & Wages	\$519,199	\$490,107
E02) Employee Benefits	\$157,430	\$143,028
E03) Total Personnel Costs	\$676,629	\$633,135
Collection Expenditures		
E04) Print Materials	\$57,345	\$53,875
E05) Electronic Materials Electronic Books (E-books)	\$7,267	\$7,215
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$7,267	\$7,215
E09) Other Materials - Audio & Video Physical Materials	\$10,032	\$12,952
E10) Other Materials - Other Physical Materials	\$0	
E11) Other Materials Expenditures Total	\$10,032	\$12,952
E16) Physical Materials Expenditures Total	\$67,377	\$66,827
E12) Total Collection Expenditures	\$74,644	\$74,042
Other Operating Expenditures		
E13) Other Operating Expenditures	\$289,321	\$279,413
E14) Total Operating Expenditures	\$1,040,594	\$986,590
E15) Expenditures Equal To or Less than Income?	Yes	Yes

Capital Revenue

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0

Other Local Government		
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
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
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
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
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
R58) Total Capital Revenue	\$0	\$0

Capital Expenditures

EC01) Total Capital Expenditures	\$0	\$0
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In-Kind

Data Element	Current Year	Previous Year
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$12,000	\$12,000
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	\$6,000	\$6,874
EKA02) Collection	\$0	\$0
EKA03) All Other Operating Expenditures	\$0	\$0
EKA04) Total In-Kind Operating Contributions	\$6,000	\$6,874
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions	\$0	\$0

ANNOTATIONS

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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

2020 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2020, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2020.

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

CONTACT INFORMATION

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

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area	21,124	20,840
P02m) Registered Users – Residents	12,307	13,098
P03m) Registered Users – Reciprocal	7,099	7,514
P04m) Total Registered Users	19,406	20,612
P06m) Visits	50,380	118,650
P07m) Reference Transactions	10,413	15,730
P59m) Contactless Visits	1,367	[new in 2020]
P08m) Public Internet Computer Sessions	18,527	46,390
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	20,083	42,749

Physical Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	43,537	63,977
P14m) Adult Circulation	46,687	62,429
P15m) Other Physical Circulation (No Audience Designation)	1	774
P16m) Total Physical Circulation	90,225	127,180

In-Person Programs

Data Element	Current Year	Previous Year
P21m) In-Person Programs: Children	40	184
P22m) In-Person Programs: Young Adult	7	41
P23m) In-Person Programs: Adult	41	192
P24m) Total In-Person Programs	88	417

In-Person Program Attendance

Data Element	Current Year	Previous Year
P25m) In-Person Children's Program Attendance	1,102	6,981
P26m) In-Person Young Adult Program Attendance	59	383
P27m) In-Person Adult Program Attendance	475	1,636
P28m) Total In-Person Program Attendance	1,636	9,000

Self-Directed Activities

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities	24	[new in 2020]
P50m) Participation in Self-Directed Activities	888	[new in 2020]

FULL-TIME EQUIVALENT STAFF

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarians	3.56	3.56
S02m) Other Librarians	0.00	0.00
S03m) Total Librarians	3.56	3.56
S04m) Other Staff	5.66	5.47
S05m) Total Paid Employees	9.22	9.03

VOLUNTEERS

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers	1	16
O17m) Number of Adult Volunteers	18	24
O18m) Number of Teen Volunteer Hours	20	266
O19m) Number of Adult Volunteer Hours	284	589

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

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19	13	[new in 2020]
H15m) Weeks of Regular Service	10	[new in 2020]
H14m) Weeks of Limited Service	29	[new in 2020]
H11m) Weeks Library was Open	39	52

Weekly Hours Open to the Public

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service	54	54
H16m) Weekly Hours of Limited Service	32	[new in 2020]

Annual Hours Open to the Public

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours	1,450	2,681

Curbside Service

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service	38	[new in 2020]
H18m) Weekly Hours of Curbside Service	22	[new in 2020]

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	44,480	45,406
C02m) Audio Materials, Physical	4,048	4,038
C03m) Video Materials, Physical	4,244	4,130
C04m) Multi-format Materials	-1	-1
C05m) Other Physical Materials	13	4
C06m) Total Physical Materials	52,785	53,578
C07m) Print Serial Subscriptions	85	87

FACILITIES**Outlet Types**

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

Buildings

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

Computers

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers	15	12
F13m) Public Internet Stationary Computers	24	24
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Total Number of Public Internet Computers/Devices	24	24

Internet Connections

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

Meeting Rooms

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	968	4,155

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	Yes
I07/I07m) Friends Group Name	Friends of the Columbia Heights Public Library

ANNOTATIONS

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**National Library Week 2021
Proclamation**

WHEREAS, libraries of all types are at the heart of their cities, towns, schools, and campuses, serving their communities;

WHEREAS, libraries are accessible and inclusive places that foster a sense of belonging and community;

WHEREAS, today’s libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources;

WHEREAS, for people lacking broadband at home, libraries provide access to computers and wi-fi, even checking out internet hotspots and laptops;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, libraries offer opportunities for everyone to explore new worlds and become their best selves through access to technology, multimedia content, and educational programs;

WHEREAS, in times of crisis, libraries, librarians, and library workers play an invaluable role in supporting their communities both in person and virtually;

WHEREAS, to adapt to our changing world, libraries are expanding their resources and continuing to meet the needs of their patrons;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I, Amáda Márquez Simula, Mayor of Columbia Heights, proclaim National Library Week, April 4-10, 2021. I encourage all residents to visit our library to access resources and services. Because of you, Libraries Transform lives and communities.