



LIBRARY BOARD MEETING
Library—Community Room, 3939 Central Ave NE
Wednesday, August 04, 2021
5:30 PM

AGENDA

NOTICE THAT THIS MEETING WILL INCLUDE PARTICIPATION BY INTERACTIVE TECHNOLOGY

This meeting pursuant to Minn. Stat. § 13D.02 may include a member of the Library Board of Trustees participating via interactive technology. The location of the member attending via interactive technology will not be disclosed or open and accessible to the public pursuant to Minn. Stat. § 13D.02(b)(2). For questions regarding this notice, please contact the Administration Department at (763) 706-3610.

ATTENDANCE INFORMATION FOR THE PUBLIC

*Members of the public who wish to attend may do so in-person, by calling 1-312-626-6799 and entering **meeting ID 832 1433 7849 and passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> at the scheduled meeting time. For questions please call the library at 763-706-3690.*

CALL TO ORDER

- 1. Review/Approve Minutes from June 23, 2021 Special Session Board Meeting.**
- 2. Review/Approve Bill Lists from June 9th, 23rd, 30th, and July 21st, 2021.**
- 3. Operating Budget Review**

OLD BUSINESS

- 4. Update on 2022 Budget Meeting with City Manager & Finance Director**

NEW BUSINESS

- 5. Foundation Spaghetti Dinner Fundraiser**
- 6. Revised Library Meeting Room Use Policy**
- 7. Proposed Change to Library Service Hours**

MOTION: To adopt Plan ___ service hours for the Columbia Heights Public Library effective September 7, 2021.

ADJOURNMENT

- 8. May/June 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: SPECIAL MEETING MINUTES
 Wednesday, June 23rd, 2021

Drafted
 6/24/2021

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 special meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:31pm.

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

1. The Minutes of the June 2nd, 2021, Board Meeting were **moved and approved unanimously** via roll-call vote.

Old Business:

2. **Change to Proposed 2022 Library Budget:** After looking over the proposed budget at the last meeting, it was brought to the Library's attention that the patron thin-client workstations need to be replaced in 2022, and several maintenance agreements relating to them and the virtual platform that they run on needs to be renewed (3-year maintenance agreements...paid up-front). The patron thin-clients were purchased in 2015 (6.5 years-old); they were designed for Windows 7, so performance is degraded on Windows 10 (and would be even more-so when Windows 11 is adopted). The Board agreed that the upgrades should be done, but strongly suggested that a replacement schedule be implemented; each year we could pre-budget a few thousand dollars to allocate towards the next replacement cycles (every 5-6 years). Due to the unexpected additional expenses, this will be the first time our budget will be submitted as unbalanced (expenditures exceed revenue); as a property tax funded institution we are required to maintain a 45% reserve fund balance, the library fund balance is approximately 60%, so a portion of these costs could be covered by these funds.
3. **Consider Changes to "Guidelines for Accepting Donations of Collection Materials":** See Item #4.
4. **Consider Changes to "Use of Personal Electrical and Communications Equipment in the Library":** Not much discussion needed on either of the two policies; they had not been revised for 14 and 18 years; each just requiring minor modifications. **A Motion to Approve Both Updated Policies was made; it was moved, seconded, and approved unanimously** via roll-call vote.
5. **Promotion and New Member Orientation:** The Library will be working with Will Rottler to produce a promotional/orientation video with a synopsis of what's available, and what people should know. Renee will be working with Cortni (Adult Librarian) and Bri (Youth Librarian) to put together an outline/script.

New Business:

6. **Planning for August Meeting/Board Goals for 2021:** The Community Survey will be the starting point; Board Members will be submitting questions to Nick (Recording Secretary) to compile...along with questions to ask Ben Sandell, the Library Friends, and the Library Foundation. Other areas of interest for the Board will be a dedicated Library website, E-Resources, youth community engagement, communication channels/platforms available, and the possibility of City provided Board E-mail addresses for public engagement/communication.
7. **Discussion of Fines and Fees:** The Board would like some up-to-date detailed stats on fines/fees owed by Columbia Heights Library patrons. Elimination of Library fines creates more community equity and equality; fines create a barrier for a number of patrons that identify as lower-income (making the Library inaccessible to those

who may need the Library services the most). It is not the Library’s place to teach people responsibility (teaching responsibility is one of the arguments of pro-fine advocates), according to the Board. Based on a graph that Renee presented, fine revenue has been steadily decreasing for the past 10 years, partially due to ACL accepting credit card payments through their website (of which Columbia Heights does not receive anything, even if payments are for our items or from our patrons). Fine revenue accounts for a very small part of the total. Other systems who have eliminated fines have seen material circulation increases of 10-15%. **It is the intention of the Columbia Heights Library Board to wipe-out and eliminate CHPL overdue fines as of January 1st, 2022.**

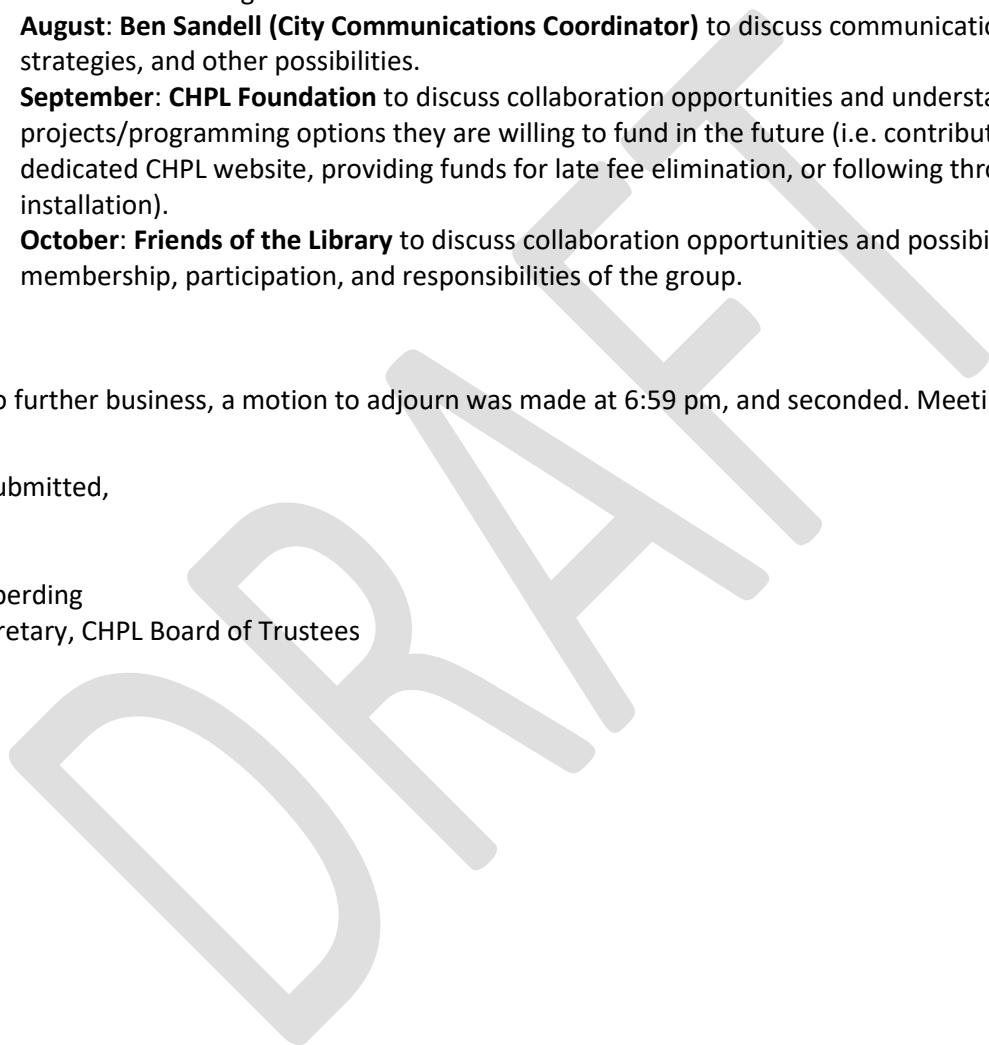
For Your Information:

- **Library Board Meeting Guests:** After the July hiatus and additional work on the survey/orientation opportunities, the Board will invite some guest attendees.
 - a. **August: Ben Sandell (City Communications Coordinator)** to discuss communications/promotion strategies, and other possibilities.
 - b. **September: CHPL Foundation** to discuss collaboration opportunities and understand what special projects/programming options they are willing to fund in the future (i.e. contributing to the build-out of a dedicated CHPL website, providing funds for late fee elimination, or following through on a public art installation).
 - c. **October: Friends of the Library** to discuss collaboration opportunities and possibilities of expanding membership, participation, and responsibilities of the group.

There being no further business, a motion to adjourn was made at 6:59 pm, and seconded. Meeting adjourned.

Respectfully submitted,

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
June 9th, 2021

240-45500

2010: Minor Non-Consumable Items

| | | | |
|--------------|--------------|----------------------|--------------|
| Office Depot | 170384149001 | Portable P.A. System | 60.49 |
| | | | 60.49 |

2030: Printing & Printed Forms

| | | | |
|------------------------------|--------|----------------------|--------------|
| Church Offset Printing, Inc. | 115171 | Summer 2021 Calendar | 54.00 |
| | | | 54.00 |

2170: Program Supplies

| | | | |
|--------------|--------------|-------------------------|---------------|
| Office Depot | 170387233001 | First Aid Kit | 11.17 |
| Lakeshore | 2132480521 | Rainbow Bookmarks (300) | 96.89 |
| | | | 108.06 |

2171: General Supplies

| | | | |
|---------------------------|--------|--------------------|---------------|
| Trio Supply Company, Inc. | 681044 | Towels, Can Liners | 190.84 |
| | | | 190.84 |

2180: Books

| | | | | |
|----------------|------------|-------|-------|---------------|
| Baker & Taylor | 2035988049 | 4117A | Book | 10.40 |
| | 2035988049 | 4123A | Book | 12.99 |
| | 2035988049 | 4126J | Book | 12.78 |
| | 2035988049 | 4129A | Books | 58.45 |
| | 2035988049 | 4131J | Books | 265.36 |
| | 2035988274 | 4132A | Books | 516.04 |
| | | | | 876.02 |

3050: Expert & Professional Services

| | | | | |
|----------------------------------|--------|------|------------------|--------------|
| Unique Management Services, Inc. | 601376 | 2307 | April Placements | 44.75 |
| | | | | 44.75 |

4000: Maintenance and Repair

| | | | | |
|------------------|---------------|------|----------------------------|-----------------|
| Marco Inc. | INV8770037 | 2763 | CpyMaint 051521-061421 | 107.58 |
| | INV8770037 | 2763 | CpyOverage 041521-051421 | 59.80 |
| Bibliotheca, LLC | US-26089-W8L3 | | RFID/Gate/SelfCheck Maint. | 4,429.70 |
| | | | | 4,597.08 |

4020: Building Repair and Maintenance Services

| | | | |
|------------------------------|--------|------------------------|---------------|
| Setpoint Systems Corporation | T20327 | Tech Support 0321-0421 | 184.00 |
| | | | 184.00 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 June 23rd, 2021

240-45500

2000: Office Supplies

| | | | | |
|--------------|--------------|--|----------------------|---------------|
| Office Depot | 177107039001 | | Paper (Letter), Tape | 173.28 |
| | 177847367001 | | Paper (Ledger) | <u>43.86</u> |
| | | | | 217.14 |

2025: Automated Circulation System Supplies

| | | | | |
|----------------------|------|------|-------------|---------------|
| Anoka County Library | 1654 | 2155 | May Notices | <u>100.00</u> |
| | | | | 100.00 |

2170: Program Supplies

| | | | | |
|--------------|--------------|--|--------------|--------------|
| Office Depot | 177847367001 | | Storage Bags | <u>25.96</u> |
| | | | | 25.96 |

2180: Books

| | | | | |
|----------------|------------|--------|-------|-----------------|
| Baker & Taylor | 2035969323 | 4094JS | Book | 4.54 |
| | 2035981938 | 4125A | Books | 31.01 |
| | 2035981938 | 4100J | Book | 14.37 |
| | 2035981938 | 4104A | Book | 16.07 |
| | 2035981938 | 4108J | Book | 6.49 |
| | 2035981938 | 4110J | Book | 14.37 |
| | 2035981938 | 4116J | Book | 9.39 |
| | 2035981938 | 4123A | Books | 14.77 |
| | 2035981938 | 4124J | Book | 22.77 |
| | 2035981938 | 4127A | Books | 74.17 |
| | 2035981938 | 4128J | Books | 19.38 |
| | 2035981938 | 4129A | Books | 35.63 |
| | 2035981938 | 4130A | Book | 5.19 |
| | 2035984673 | 4094JS | Book | 6.49 |
| | 2036001726 | 4123A | Book | 12.99 |
| | 2036001726 | 4128J | Book | 13.58 |
| | 2036001726 | 4131J | Book | 5.53 |
| | 2036001726 | 4132A | Books | 27.93 |
| | 2036001726 | 4133J | Books | 181.18 |
| | 2036003137 | 4134A | Books | 545.22 |
| | 2036011226 | 4125A | Book | 14.95 |
| | 2036011226 | 4123A | Book | 14.95 |
| | 2036011226 | 4128J | Book | 11.07 |
| | 2036011226 | 4131J | Books | 17.17 |
| | 2036011226 | 4132A | Book | 8.44 |
| | 2036011226 | 4133J | Books | 36.81 |
| | 2036011226 | 4134A | Books | 40.96 |
| | 2036011226 | 4135A | Books | 509.27 |
| | 2036015970 | 4128J | Book | 9.97 |
| | 2036015970 | 4132A | Books | 29.23 |
| | 2036015970 | 4133J | Books | 55.30 |
| | 2036015970 | 4134A | Book | 14.96 |
| | 2036015970 | 4135A | Books | 16.24 |
| | 2036015970 | 4136J | Books | 266.00 |
| | 5016993765 | 4093AS | Books | 192.79 |
| | 5017012535 | 4093AS | Book | <u>27.50</u> |
| | | | | 2,326.68 |

| | | | | |
|-----------------------|------------|--------|--------------------|---------------|
| Cengage Learning Inc. | 74258596 | 4096AS | Large Print Book | 28.49 |
| Mergent, Inc. | 1673006307 | 4141RD | Harris Directories | 422.00 |
| World Book, Inc. | 0001623447 | 4140JD | Outer Space Books | <u>150.00</u> |
| | | | | 600.49 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 June 23rd, 2021

| | | | | |
|---|------------|-------|--------------------------|---------------|
| 2185: Compact Discs | | | | |
| Midwest Tape | 500454912 | 42221 | Audiobook (Adult) | 36.99 |
| | 500492135 | 42221 | Audiobook (Adult) | 114.98 |
| | 500508778 | 42821 | Audiobook (Youth) | <u>26.99</u> |
| | | | | 178.96 |
| 2189: DVDs | | | | |
| Midwest Tape | 500429607 | 40821 | DVD (Adult) | 14.99 |
| | 500454910 | 42821 | DVDs (Youth) | 67.45 |
| | 500454911 | 40821 | DVD (Adult) | 19.49 |
| | 500492134 | 42821 | DVDs (Youth) | 56.2 |
| | 500508777 | 40821 | DVD (Adult) | 4.49 |
| | 500516890 | 42821 | DVD (Adult) | 12.74 |
| | 500516891 | 52421 | DVD (Adult) | <u>80.96</u> |
| | | | | 256.32 |
| 3050: Expert & Professional Services | | | | |
| Anoka County Library | 1655 | 2155 | May Disc Cleaning (16) | 16.00 |
| | 1656 | 2155 | May Cataloging (22) | 58.24 |
| Unique Management Services, Inc. | 602171 | 2307 | May Placements | <u>17.90</u> |
| | | | | 92.14 |
| 4000: Maintenance and Repair | | | | |
| Marco Inc. | INV8541479 | 2763 | PtrMaint 051521-061421 | 43.21 |
| | INV8541480 | 2763 | PtrOverage 021521-051421 | <u>21.93</u> |
| | | | | 65.14 |
| 4020: Building Repair and Maintenance Services | | | | |
| AMS, Inc. dba USA Security, Inc. | 12401905 | | Monitoring 070121-093021 | 116.97 |
| Orkin, Inc. | 211912630 | 1564 | Pest Inspection (June) | <u>103.00</u> |
| | | | | 219.97 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 June 30th, 2021

240-45500

2180: Books

| | | | | |
|----------------|------------|--------|-------|-----------------|
| Baker & Taylor | 2036015455 | 4094JS | Book | 9.75 |
| | 2036018349 | 4137J | Books | 284.64 |
| | 2036018349 | 4118J | Book | 11.05 |
| | 2036018349 | 4134A | Book | 14.96 |
| | 2036018349 | 4135A | Book | 14.40 |
| | 2036018349 | 4136J | Book | 14.37 |
| | 2036022265 | 4137J | Book | 14.37 |
| | 2036022265 | 4124J | Book | 13.99 |
| | 2036022265 | 4133J | Books | 23.36 |
| | 2036022265 | 4135A | Books | 31.57 |
| | 2036022265 | 4138A | Books | 317.59 |
| | 2036027781 | 4094JS | Book | 3.24 |
| | 2036035838 | 4137J | Books | 21.41 |
| | 2036035838 | 4123A | Book | 9.74 |
| | 2036035838 | 4132A | Books | 37.04 |
| | 2036035838 | 4133J | Book | 6.49 |
| | 2036035838 | 4134A | Books | 41.78 |
| | 2036035838 | 4135A | Books | 17.69 |
| | 2036035838 | 4136J | Books | 13.62 |
| | 2036035838 | 4138A | Books | 57.29 |
| | 5017027000 | 4093AS | Books | <u>48.65</u> |
| | | | | 1,007.00 |

| | | | | |
|-----------------------|----------|--------|-------------------|---------------|
| Cengage Learning Inc. | 74455104 | 4095AS | Large Print Books | 219.67 |
| | 74506731 | 4096AS | Large Print Books | <u>110.96</u> |
| | | | | 330.63 |

2185: Compact Discs

| | | | | |
|--------------|-----------|--------|-------------------|--------------|
| Midwest Tape | 500576439 | 042221 | Audiobook (Adult) | <u>34.99</u> |
| | | | | 34.99 |

2189: DVDs

| | | | | |
|--------------|-----------|--------|--------------|---------------|
| Midwest Tape | 500545354 | 052421 | DVD (Adult) | 13.49 |
| | 500576437 | 052421 | DVDs (Adult) | 96.70 |
| | 500576436 | 042821 | DVDs (Youth) | 95.21 |
| | 500576438 | 040821 | DVD (Adult) | <u>14.99</u> |
| | | | | 220.39 |

3050: Expert & Professional Services

| | | | | |
|------------|----------|--|--------------------------|---------------|
| The Bakken | Contract | | Youth Program (06/22/21) | 120.00 |
| The Works | Contract | | Youth Program (06/24/21) | <u>230.00</u> |
| | | | | 350.00 |

4000: Maintenance and Repair

| | | | | |
|------------|------------|------|--------------------------|---------------|
| Marco Inc. | INV8840159 | 2763 | CpyMaint 061521-071421 | 107.58 |
| | INV8840159 | 2763 | CpyOverage 051521-061421 | 39.06 |
| | INV8840160 | 2763 | PtrMaint 061521-071421 | <u>43.21</u> |
| | | | | 189.85 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 July 21st, 2021

240-45500

2000: Office Supplies

| | | | | |
|--------------|--------------|--|--------------------------|--------------|
| Office Depot | 179428091001 | | Double-Sided Tape | 7.84 |
| | 179437256001 | | Sticky Notes (3x3) | 13.56 |
| | 180307695001 | | Yellow Paper, Paperclips | 8.62 |
| | 180342846001 | | Cardstock (11x17) | <u>38.49</u> |
| | | | | 68.51 |

2025: Automated Circulation System Supplies

| | | | | |
|----------------------|------|------|--------------|---------------|
| Anoka County Library | 1657 | 2155 | June Notices | 100.00 |
| | | | | <u>100.00</u> |

2170: Program Supplies

| | | | | |
|------------------------------|--------------|--|--------------------|--------------|
| Bri Belanger (reimbursement) | Amazon.com | | Bird Books | 33.98 |
| Office Depot | 180307695001 | | Ziploc Bags (Gal.) | <u>14.18</u> |
| | | | | 48.16 |

2171: General Supplies

| | | | | |
|--------------|--------------|--|------------------|--------------|
| Office Depot | 179428091001 | | Transparent Tape | <u>29.47</u> |
| | | | | 29.47 |

2180: Books

| | | | | |
|----------------|------------|--------|-------|-----------------|
| Baker & Taylor | 2036040805 | 4119J | Book | 15.17 |
| | 2036040805 | 4123A | Books | 12.98 |
| | 2036040805 | 4132A | Books | 30.49 |
| | 2036040805 | 4135A | Books | 45.98 |
| | 2036040805 | 4136J | Books | 35.64 |
| | 2036040805 | 4137J | Books | 14.92 |
| | 2036040805 | 4138A | Books | 29.76 |
| | 2036040805 | 4142A | Books | 122.03 |
| | 2036041509 | 4136J | Book | 7.75 |
| | 2036041509 | 4143J | Books | 431.95 |
| | 2036047073 | 4094JS | Book | 4.54 |
| | 2036049795 | 4123A | Book | 6.49 |
| | 2036049795 | 4129A | Book | 12.19 |
| | 2036049795 | 4133J | Book | 8.44 |
| | 2036049795 | 4134A | Books | 31.01 |
| | 2036049795 | 4136J | Books | 19.42 |
| | 2036049795 | 4137J | Books | 18.82 |
| | 2036049795 | 4143J | Book | 15.14 |
| | 2036049795 | 4144J | Books | 229.29 |
| | 2036052599 | 4138A | Book | 14.40 |
| | 2036052599 | 4143J | Book | 9.41 |
| | 2036052599 | 4145A | Books | 356.29 |
| | 2036052599 | 4146J | Books | 242.71 |
| | 2036058259 | 4094JS | Books | 10.07 |
| | 5017074936 | 4093AS | Books | <u>156.10</u> |
| | | | | 1,880.99 |

| | | | | |
|-----------------------|----------|--------|-------------------|---------------|
| Cengage Learning Inc. | 74646135 | 4095AS | Large Print Books | 133.45 |
| | 74646680 | 4096AS | Large Print Book | <u>28.49</u> |
| | | | | 161.94 |

| | | | | |
|--------------------------------|---------|--------|-----------------------|---------------|
| National Fire Protection Assn. | 6797939 | 4139RD | Electrical Code Books | <u>285.95</u> |
| | | | | 285.95 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 July 21st, 2021

| | | | | |
|---|---------------|--------|---------------------------|-----------------|
| 2185: Compact Discs | | | | |
| Midwest Tape | 500614884 | 061421 | Audiobooks (Adult) | 149.95 |
| | 500631297 | 061421 | Audiobooks (Adult) | <u>194.95</u> |
| | | | | 344.90 |
| 2189: DVDs | | | | |
| Midwest Tape | 500614882 | 040821 | DVD (Adult) | 13.49 |
| | 500614883 | 052421 | DVDs (Adult) | 277.41 |
| | 500631295 | 052421 | DVD (Adult) | 29.99 |
| | 500631297 | 042821 | DVDs (Youth) | <u>26.23</u> |
| | | | | 347.12 |
| 3050: Expert & Professional Services | | | | |
| Anoka County Library | 1658 | 2155 | ILS Operating Costs (Q2) | 3,390.87 |
| Unique Management Services, Inc. | 600552 | 2307 | June Placements | <u>35.80</u> |
| | | | | 3,426.67 |
| 3310: Local Travel Expense | | | | |
| Brianna Belanger | Reimbursement | | Mileage Q1/2 | 29.96 |
| Renee Dougherty | Reimbursement | | Mileage Q1/2 | 38.58 |
| Cortni O'Brien | Reimbursement | | Mileage Q1/2 | <u>41.22</u> |
| | | | | 109.76 |
| 4020: Building Repair and Maintenance Services | | | | |
| Crock's Plumbing, Inc. | 261448 | | Replace Mini Water Heater | 890.00 |
| Setpoint Systems Corporation | T20435 | | Tech Support 0521-0621 | <u>184.00</u> |
| | | | | 1,074.00 |

262-45017: 21st Century Grant

| | | | | |
|---|----------|--|----------------------|---------------|
| 3050: Expert & Professional Services | | | | |
| Parcel Arts | Contract | | Youth Program (6/29) | <u>425.00</u> |
| | | | | 425.00 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

| Line Item | Description | Adopted Budget | Encumbered & | Expended | Balance | % |
|-----------|--|----------------|--------------|----------|---------|---------|
| | | 2021 | Yr to Date | | | |
| | | 8/4/2021 | June | July | | 58% |
| 1000 | ACCRUED SALARIES | | 25,944.05 | | | |
| 1010 | REGULAR EMPLOYEES | 442,600 | 198,162.78 | | 244,437 | 45% |
| 1011 | PART-TIME EMPLOYEES | 114,100 | 43,026.54 | | 71,073 | 38% |
| 1020 | OVERTIME REG. EMPLOYEES | 1,000 | 261.08 | | 739 | 26% |
| 1070 | INTERD. LABOR SERVICE | 2,000 | 0.00 | | 2,000 | 0% |
| 1210 | P.E.R.A. CONTRIBUTION | 41,800 | 18,005.34 | | 23,795 | 43% |
| 1220 | F.I.C.A. CONTRIBUTION | 42,800 | 17,794.57 | | 25,005 | 42% |
| 1225 | FLEX BENEFIT FICA | 0 | 120.54 | | -121 | #DIV/0! |
| 1300 | INSURANCE | 82,100 | 38,894.94 | | 43,205 | 47% |
| 1510 | WORKERS COMP. INS. PREMIUM | 4,500 | 1,270.94 | | 3,229 | 28% |
| 2000 | OFFICE SUPPLIES | 1,200 | 553.40 | 68.51 | 578 | 52% |
| 2010 | MINOR OFFICE EQUIPMENT | 500 | 60.49 | | 440 | 12% |
| 2011 | COMPUTER EQUIPMENT | 900 | 283.24 | | 617 | 31% |
| 2020 | COMPUTER SUPPLIES | 100 | 40.99 | | 59 | 41% |
| 2025 | AUTOMATED CIRCULATION SYSTEM SUPPLIES | 2,600 | 1,802.50 | 100.00 | 698 | 73% |
| 2030 | PRINTING & PRINTED FORMS | 900 | 315.50 | | 585 | 35% |
| 2161 | CHEMICALS | 0 | -444.07 | | 444 | #DIV/0! |
| 2170 | PROGRAM SUPPLIES | 1,500 | 864.15 | 48.16 | 588 | 61% |
| 2171 | GENERAL SUPPLIES | 5,000 | 1,325.12 | 29.47 | 3,645 | 27% |
| 2175 | FOOD SUPPLIES | 200 | 31.47 | | 169 | 16% |
| 2180 | BOOKS | 56,000 | 21,742.75 | 2,328.88 | 31,928 | 43% |
| 2181 | PERIODICALS, MAGS. NEWSPAPERS | 6,500 | 2,707.39 | | 3,793 | 42% |
| 2183 | E-BOOKS | 8,000 | | | 8,000 | 0% |
| 2185 | COMPACT DISCS | 5,500 | 2,613.13 | 344.90 | 2,542 | 54% |
| 2187 | BOOK/CD SET | 500 | 0.00 | | 500 | 0% |
| 2189 | DVD | 6,300 | 3,441.85 | 347.12 | 2,511 | 60% |
| 2190 | DOWNLOADABLE VIDEO | 2,500 | 0.00 | | 2,500 | 0% |
| 2280 | VEHICLE REPAIR AND PARTS | 0 | 2.05 | | -2 | #DIV/0! |
| 2990 | PURCHASE FOR RESALE | 300 | | | 300 | 0% |
| 3050 | EXPERT & PROFESSIONAL SERVICE | 18,700 | 4,629.26 | 3,426.67 | 10,644 | 43% |
| 3105 | TRAINING & EDUCATION | 500 | 224.90 | | 275 | 45% |
| 3210 | TELEPHONE | 1,350 | 188.98 | | 1,161 | 14% |
| 3220 | POSTAGE | 250 | 80.58 | | 169 | 32% |
| 3250 | OTHER COMMUNICATIONS | 2,650 | 845.91 | | 1,804 | 32% |
| 3310 | LOCAL TRAVEL EXPENSE | 700 | 0.00 | 109.76 | 590 | 16% |
| 3600 | INSURANCE & BONDS | 8,700 | 4,350.00 | | 4,350 | 50% |
| 3810 | ELECTRIC | 34,200 | 13,791.18 | | 20,409 | 40% |
| 3820 | WATER UTILITIES | 2,800 | 544.04 | | 2,256 | 19% |
| 3830 | GAS | 9,100 | 4,741.25 | | 4,359 | 52% |
| 3850 | SEWER UTILITIES | 3,000 | 1,648.75 | | 1,351 | 55% |
| 4000 | REPAIR & MAINTENANCE | 16,300 | 15,236.15 | | 1,064 | 93% |
| 4010 | BUILDING MAINTENANCE: LABOR & BURDEN | 38,200 | 19,099.98 | | 19,100 | 50% |
| 4020 | BUILDING MAINTENANCE | 27,100 | 10,601.33 | 1,074.00 | 15,425 | 43% |
| 4040 | INFORMATION SYSTEMS: INTERNAL SERVICES | 72,100 | 0.00 | | 72,100 | 0% |
| 4050 | GARAGE, LABOR BURDEN | 400 | 182.70 | | 217 | 46% |
| 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 | 7,575.00 | | 7,575 | 50% |
| | TOTAL | 1,081,750 | 462,560.75 | 7,877.47 | 611,312 | 43% |

VOLUNTEERS NEEDED

SPONSORED BY: CHPL FOUNDATION (501c3)
DINNER PROVIDED BY: TASTY PIZZA
DESSERT PROVIDED BY: CULVER'S



2021 LIBRARY FOUNDATION Spaghetti Dinner FUNDRAISER

WEDNESDAY
SEPTEMBER 8TH
4:30 - 7PM

MURZYN HALL

530 MILL STREET NE, COLUMBIA HEIGHTS, MN 55421
(NEXT TO THE HUSSET PARK SPLASHPAD, ACROSS FROM CITY HALL)

ADULTS: **\$10**
CHILDREN (6-12): **\$5**
5 & UNDER: **FREE**

TICKETS MAY BE PURCHASED AT THE DOOR.
TAKE-OUT/CURBSIDE PICK-UP AVAILABLE.



COLUMBIA HEIGHTS PUBLIC LIBRARY MEETING ROOM USE POLICY

PURPOSE

Providing space for community meetings and to groups or individuals furthers the Columbia Heights Public Library’s role in the community as a resource accessible to all residents and the public in general. This policy guides the reservations and use of the Library’s study rooms, conference room, craft room, history room, and community room.

PRINCIPLES

As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs and groups. The Library encourages use of its facilities within the policies established by the Library Board and City Council.

DEFINITIONS

Study Rooms: Study rooms are available for individual use or one-on-one discussions. Study rooms are intended for quiet study or consultation by students and other community users. The Library provides three Study Rooms (Rooms 133, 134, and 135) with a capacity of one to three persons per room. Sign-up is required at the time of use; advance reservations are not permitted. Study rooms are not intended for commercial purposes.

Meeting Rooms: Meeting Rooms are intended for groups of four or more people. Meeting rooms include the History Room, Conference Room, Craft Room, and Community Room. These rooms are available for public use when not being used by the library.

History Room: The History Room is located in the main area of the library, has a fixed table and chair setup, has a capacity of 12 persons, and is available on a reservation basis.

Conference Room: The Conference Room is located in the main area of the library, has a fixed table and chair setup, has a capacity of 6 persons, and is available on a reservation basis.

Craft Room: The Craft Room is located in the main area of the library, has moveable tables and chairs and a sink, has a capacity of 8 persons, and is available on a reservation basis.

Community Room: The Community Room is located across the vestibule from the main library space. The Community Room is a flexible use space with tables, chairs, a whiteboard, and limited AV equipment, including a ceiling mounted projector, and screen. Presenters must bring their own laptops. Library staff does not provide technical support for audio-visual equipment.

The Community Room has a capacity of 100 people, and is available on a reservation basis for \$25 per hour. The Community Room may be reserved between the hours of 7 am and 9 pm Monday through Saturday.

NON-ENDORSEMENT

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval of the Library Board, Library Director, or the City Manager in the Library Director's absence.

RESERVATIONS AND USE LIMITATIONS

Rooms that can be reserved are as follow: Craft Room, Conference Room, History Room, and Community Room. Priority for reserving all rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Columbia Heights departments
3. General Public

Rooms may be reserved by any person or group that is open to the general public and appropriate to the facility.

1. Appropriate use would not include activities that might damage the facilities, and those which may interfere with the regular use of the library.
2. Because of implied endorsement of the library's institutional standing and potential liability to the library, health screening activities will not be a permitted use of meeting rooms except for outreach programs provided by Anoka County, by local hospitals, or by recognized non-profit health organizations.
3. The rooms may not be used for commercial or fundraising purposes or functions.
 - a. No fees or admission may be charged to individuals attending meetings or programs.
 - b. No commercial transactions may occur, including the provision of fee-based services.
 - c. No fundraising may occur as either a primary or incidental use of the rooms.
 - d. Exceptions may be made for library-related activities.
4. Reservations will not be accepted more than sixty (60) days in advance of meetings. Rooms are available on a first-come, first-served basis. No provisions will be made to reserve rooms on a constant or recurring basis – rooms will be booked for each meeting as appropriate. The Library may limit the number of confirmed reservations for any individual or group to no more than once per month.
5. Reservation form and all fees due are to be submitted at least three days prior to the reservation. Access will not be granted to the facility until all fees are paid and the completed reservation form is submitted. Proof of identification is required to be provided at the time the reservation form is submitted.
6. No alcoholic beverages are allowed.
7. Covered beverages are allowed in all rooms. Light refreshments may be served in the Community Room. No cooking, refrigeration, or electrical appliances are available or may be used. The refrigerator in the Community Room is not to be used by any persons or groups reserving the room without prior approval by the Library Director.

- a. Persons or groups are required to provide all supplies and are responsible for cleaning up all food and beverage waste.
 - b. Exceptions to this policy are possible for library or City sponsored events.
8. Storage of equipment or supplies for groups using the rooms is not permitted.
9. Nothing may be affixed to library walls or windows (e.g. tape, tacks, putty, temporary hangers, etc.).
10. Furniture must remain in the space and put away when done.
11. Rooms must be picked up and cleaned before the person or group leave. Chairs and tables must be returned to their original places. The room must be vacant by the hour specified on the application or 15 minutes before the library closing time for the Conference Room, Craft Room, History Room, and Study Rooms. User will be responsible for any damage to room, furniture, or equipment.
12. Smoking, including the use of e-cigarettes, is not allowed in any of the rooms of the library building.
13. No keys will be issued for the library facilities.
14. The library reserves the right to revoke a reservation to use any room if the room is needed for library purposes at the specified time. All attempts will be made to provide a minimum two-week notice of the cancellation.

RESPONSIBILITIES

1. Patrons shall comply with all federal, state, and local laws. Entrance onto Library property and use of its facilities indicates acceptance of and willingness to abide by all applicable policies and procedures. Future reservations may be denied if an individual or group is out of compliance.
2. The Library retains the right to monitor all meetings, programs, and events conducted on the premises to ensure Library policies are followed. Library staff shall have free access to any meeting or event at all times.
3. The person or group reserving the room is responsible for leaving the room in good condition. If the room requires additional tear down or cleaning after a meeting, the contact person for the group will be charged a fee of \$100. In addition, the person or group may be denied future reservations of the Library rooms.
4. All clean-up must be completed within the time specified on the application and no later than 15 minutes prior to closing for all rooms except the Community Room.

CANCELLATIONS

1. Persons or groups reserving the rooms should notify the Library as soon as possible if it is necessary to cancel a reservation.
2. Repeated cancellations or failure to show may affect the ability to reserve meeting rooms in the future.
3. If meeting room users are 10 or more minutes late for their booked time, library staff may allow other patrons to book the room.

INDEMNIFICATION

The person or group reserving the room shall indemnify, defend, and hold harmless the City of Columbia Heights, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission, or error of the person or group resulting in or relating to personal injuries or property damage arising from the person or groups' use of the library.

PARKING

To ensure adequate parking for Library patrons, persons or groups renting the Community Room that anticipate attendance to exceed 15 people should direct their attendees to park at the municipal parking ramp located at 4025 Van Buren Avenue NE or the municipal parking lot located on the south side of 40th Avenue between Central Avenue and Van Buren Avenue. If the Library experiences parking capacity issues during a large group reservation the Library may deny future room reservations to that group.

Adopted: 12/7/1993

Revised: 1/9/1996; 9/7/1999; 6/3/2003; 5/8/2007; 7/13/2016; 6/13/2018; 3/9/2020; 7/26/2021



LIBRARY BOARD

| | |
|-----------------------|----------------|
| AGENDA SECTION | NEW BUSINESS |
| MEETING DATE | AUGUST 4, 2021 |

| | | |
|--------------------|---|---|
| ITEM: | Proposed Change to Library Service Hours | |
| DEPARTMENT: | Library | BY/DATE: Renee Dougherty/July 20, 2021 |

BACKGROUND:

At the onset of the Coronavirus-19 Pandemic in March of 2020, the Library building was closed to the public from March 17 through June 13, 2020; all programs and services were delivered virtually or at curbside. The building was reopened for the public to use computers by appointment from June 15 – July 2, 2020. From July 6, 2020 – January 31, 2021, the building was open with capacity limits, enforced distancing, required masking for patrons and staff, and periodic surface de-sanitizing. During this period, the library was open six days a week for a total of 32 hours. On February 1, 2021, weekly service hours were increased to 40 over six days.

As of July 12, 2021, the city has repealed the emergency pandemic declaration and other metropolitan libraries are reopening facilities and restarting in-person programming. It is time to increase library service hours to pre-pandemic levels.

The attached document provides an overview of service hours for libraries within MELSA, the Metropolitan Library Service Area. Please review it and the proposed plans for a change of hours at CHPL and come prepared to discuss and vote on a change of hours to take effect after Labor Day.

Staff recommends the adoption of Plan C or D.

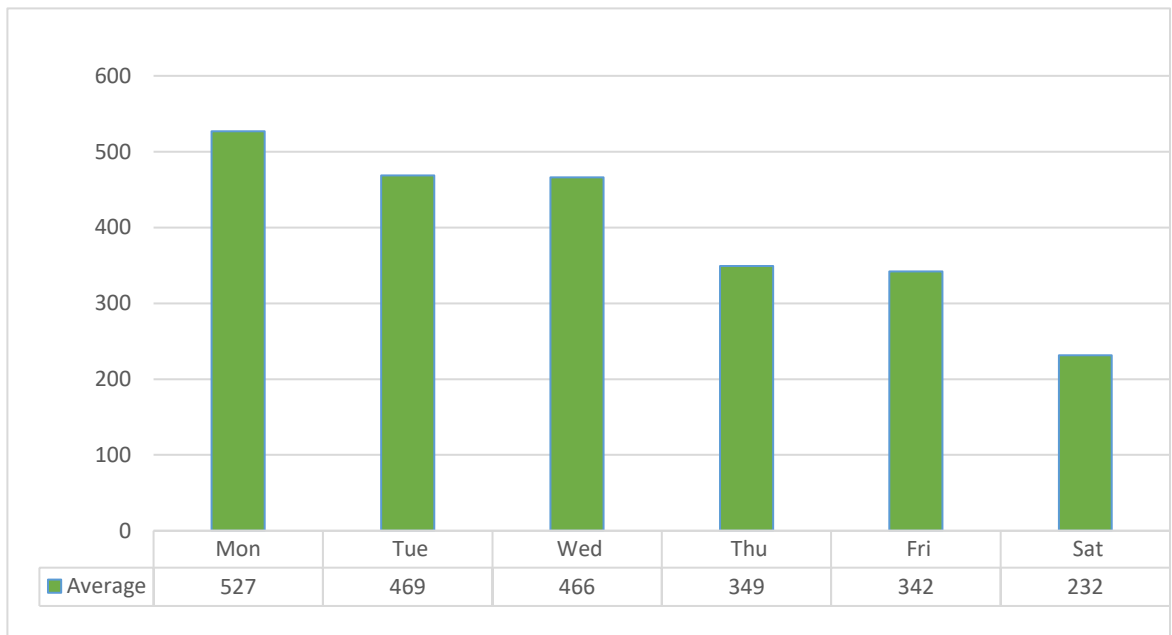
| |
|---|
| RECOMMENDED MOTION(S): To approve a change in service hours for the Columbia Heights Public Library effective September 7, 2021. |
| MOTION: To adopt service hours for the Columbia Heights Public Library effective September 7, 2021 Plan _____ |

ATTACHMENT(S):

**Comparison of Service Hours for Metropolitan Libraries – July 2021,
CHPL Daily Visit Average - 2019**

**Columbia Heights Public Library
Average Visits by Day - 2019**

| | Mon | Tue | Wed | Thu | Fri | Sat |
|----------------|------------|------------|------------|------------|------------|------------|
| Jan | 478 | 403 | 386 | 387 | 337 | 260 |
| Feb | 410 | 372 | 370 | 274 | 282 | 263 |
| Mar | 549 | 512 | 456 | 337 | 310 | 254 |
| Apr | 595 | 551 | 472 | 324 | 436 | 247 |
| May | 517 | 478 | 464 | 316 | 299 | 215 |
| Jun | 614 | 506 | 581 | 392 | 365 | 219 |
| Jul | 603 | 565 | 581 | 412 | 368 | 201 |
| Aug | 524 | 452 | 491 | 372 | 338 | 199 |
| Sep | 575 | 476 | 500 | 342 | 357 | 249 |
| Oct | 516 | 488 | 510 | 377 | 396 | 228 |
| Nov | 553 | 428 | 393 | 336 | 343 | 242 |
| Dec | 388 | 395 | 388 | 322 | 274 | 201 |
| Average | 527 | 469 | 466 | 349 | 342 | 232 |



Monday 9 am - 8 pm
 Tuesday 9 am - 8 pm
 Wednesday 9 am - 8 pm
 Thursday 9 am - 5 pm
 Friday 9 am - 5 pm
 Saturday 11 am - 4 pm

Comparison of Service Hours for Metropolitan Libraries – July 2021

Neighboring Library Systems

| | | Anoka Cty | Dakota Cty | Hennepin Cty | Ramsey Cty | St. Paul | Washington Cty |
|------------------------------|--------------|-----------|------------|--------------|-------------|--------------------|----------------|
| # of Branch locations | | 8 | 9 | 41 | 7 | 13 + bookmobile | 7 |
| Hours/Days per week | small | 46 / 6 | 48 / 6 | 40 / 5 | 35 - 45 / 6 | 36 - 41 / 5 - 6 | 24 - 45 / 5-6 |
| | large | 50 / 7 | 60 / 6 | 45 / 6 | 63 / 7 | 49 - 59 / 6 - 7 | 49 - 61 / 7 |
| Sundays | | 1 branch | CLOSED | 21 branches | 3 branches | 2 branches | 4 branches |

Independent City Libraries

| | Bayport (WCL) | South St. Paul (DCL) | Stillwater (WCL) |
|----------------------------|-----------------|----------------------|------------------|
| Hours/Days per week | 50 hrs / 6 days | 40 hrs / 5 days | 50 hrs / 6 days |
| Sundays | CLOSED | CLOSED | CLOSED |

CHPL Proposed Service Hours

| | Current | Plan A | Plan B | Plan C | Plan D | Plan E |
|-----------------------|--------------|--------------|--------------|--------------|-----------------|--------------|
| Monday | 11 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7:30 pm | 10 am – 8 pm |
| Tuesday | 11 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7:30 pm | 10 am – 8 pm |
| Wednesday | 11 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7:30 pm | 10 am – 8 pm |
| Thursday | 10 am – 4 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7 pm | 10 am – 7:30 pm | 10 am – 8 pm |
| Friday | 10 am – 4 pm | 10 am – 4 pm | 10 am – 4 pm | 10 am – 4 pm | 10 am – 4:30 pm | 10 am – 4 pm |
| Saturday | 11 am – 3 pm | 10 am – 2 pm | 10 am – 3 pm | 10 am – 4 pm | 10 am – 2:30 pm | 10 am – 2 pm |
| Sunday | CLOSED | CLOSED | CLOSED | CLOSED | CLOSED | CLOSED |
| Hours per week | 40 | 46 | 47 | 48 | 49 | 50 |

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: May 2021 Operational Report
DATE: June 1, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Carpets and selected pieces of upholstered furniture were cleaned.
 - B. The breakroom water heater was replaced.

- II. TECHNOLOGY
 - A. IT continued to troubleshoot connection issues with the Workflows ILS on staff computers; public computers defaulting to “OneNote” rather than a physical printer; intermittent issues with Comprise software loading on all public computers; and issues with the kiosk/copier communication.

- III. COLLECTION
 - A. Adult print materials were chosen from the March issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult books on equity, diversity, and inclusion; legal subjects; and bestsellers with June publication dates were ordered. Juvenile print materials were selected from the March 1 issue of *Booklist*. Maud Hart Lovelace award titles and juvenile replacements were ordered.
 - B. Weeding was completed in adult nonfiction 970 – 972, juvenile fiction, and juvenile and young adult graphics.

- IV. PROGRAMS AND VIRTUAL EVENTS
 - A. The Library Board met on May 5.
 - B. A Story Stroll for families was offered at LaBelle Park on May 11 and 12.
 - C. Poems in the Park was offered at Prestemon Park on May 14.
 - D. The adult book club met virtually to discuss “Where the Crawdads Sing” on May 19.
 - E. A Bike Fix-it Clinic was held on May 22.
 - F. The Resilience Book Club met virtually to discuss “Beginners” on May 26.
 - G. Adult “Take and Make” craft kits were distributed.
 - H. Four story time videos were premiered on Facebook.
 - I. Materials were delivered to At-Home patrons.

- V. STAFF
 - A. Nine members of the library staff met for Staff Day on May 13. Staff took turns sharing areas of expertise with peers. Topics ranged from Libby/Overdrive applications; American Sign Language; CliftonStrengths; database bingo; Academic Search Premier; the Minnesota Digital Library; reader’s advisory for youth and parents; and how to combat compassion fatigue.
 - B. Youth Services Librarian Bri Belanger and I met with a potential “Empowers Youth” worker from the Anoka County workforce center. We will be exploring a first employment opportunity for the twelve weeks of summer.
 - C. Adult Services Librarian Cortni O’Brien participated in the city Centennial Committee and the first city senior services consortium gathering.
 - D. I met with Library Supervisor Alexandre Adrian for his 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 May 6, 20, and 27.
- B. I participated in a reunion of Minnesota Library Association Institute for Leadership Excellence participants.
- C. I participated in a meeting of library directors facilitated by State Library Services on May 18; there was discussion about rescinding the mask mandate and new pandemic guidance from the governor.
- D. I met with the City Clerk and a staff member from OPG-3 to review how library records would transfer into the Laserfiche records management software system.
- E. I met with Anoka County Library staff about the Comprise pc/print management software implementation on May 20.
- F. A vendor from Niche Academy made a presentation on their tutorial hosting platform on May 25.
- G. I met with the city manager and department heads on May 3, 10, and 24.
- A. I met with the Anoka County Library Public Service Team on May 26.

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

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

| | <u>April 2020</u> | <u>April 2021*</u> |
|-------------------------|-------------------|--------------------|
| <i>Gate count</i> | 0 | 4,610 |
| <i>Library Programs</i> | 3 | 14 |
| <i>Room Use</i> | 0 | 0 |

X. COMPUTER/INTERNET USE

| | <u>April 2020</u> | <u>April 2021*</u> |
|-----------------------------|-------------------|--------------------|
| <i>Patron Use (Logins):</i> | 0 | 704 |
| <i>Computer Use:</i> | 0 | 1,166 |
| <i>Minutes Used:</i> | 0 | 44,688 |

**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>April 2020</u> | <u>April 2021</u> |
|---------------------------|-------------------|-------------------|
| <i>Accounts Submitted</i> | 896 | 940 |
| <i>Dollars Submitted</i> | \$173,251.84 | \$169,317.43 |
| <i>Dollars Received</i> | \$21,830.38 | \$23,495.38 |
| <i>Materials Returned</i> | \$44,009.93 | \$44,867.74 |



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: June 2021 Operational Report
DATE: July 15, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Horowitz inspected backflow preventers in both mechanical rooms.
 - B. Orkin inspected for pests.

- II. TECHNOLOGY
 - A. IT continued to troubleshoot connection issues with the Workflows ILS on staff computers. The issues of the copier not communicating with the print kiosk and the public computers defaulting to “OneNote” rather than a physical printer were resolved.
 - B. A computer was replaced in one of the Bibliotheca self-check kiosks.

- III. COLLECTION
 - A. Adult print materials were chosen from the March 15 issue of *Kirkus Reviews* and the April issues of *Booklist*, *Kirkus* and *Library Journal*. Adult romance paperbacks, mathematics books, and bestsellers with July publication dates were ordered. Juvenile print materials were selected from the March issues of *Booklist* and *Growing Minds* and the March and April issues of *School Library Journal*.
 - B. Weeding was completed in adult nonfiction 972-999, the adult science fiction and fantasy collections, and EJ fiction.

- IV. PROGRAMS AND VIRTUAL EVENTS
 - A. Summer Adventures, the summer reading program for all ages began on June 1.
 - B. Youth Read Down began on June 1.
 - C. The Library Board met on June 2 and 23.
 - D. Of Bees and Butterflies, a virtual program for youth, was offered on June 8.
 - E. Story Strolls for families were held at Huset Park on June 9-10 and Sullivan Park on June 23-24.
 - F. In-person Storytimes were offered at Prestemon Park on June 14 and 28.
 - G. Make Your Own Planter Pot, a program for youth, was offered virtually on June 15.
 - H. The adult book club met virtually to discuss “H is for Hawk” on June 16.
 - I. Poems in the Park was offered at Sullivan Park on June 18.
 - J. Painting on Glass, a virtual class for adults, was offered on June 21.
 - K. The Science of Sound, a STEM class for young children, was held at Ramsdell Park on June 22.
 - L. Light and Kaleidoscopes, a STEM program for youth, was offered on June 24.
 - M. The Art of Indigo Dye, an in-person class for teens, was held at Ramsdell Park on June 29.
 - N. A summer group from the Immaculate Conception School visited on June 30.
 - O. Adult “Take and Make” craft kits were distributed.
 - P. Materials were delivered to At-Home patrons.

- V. STAFF
 - A. I met with the City Manager for my annual performance evaluation.
 - B. I met with Clerk Typist II Kelly Olson for her annual performance evaluation.
 - C. On June 15, Chloe Bengtson, an “Empowers Youth” worker from Anoka County Careerforce, began working for six hours per week with wages covered by the county.

- D. Cortni O’Brien and I staffed a booth at the City Jamboree Arts and Information Fair on June 24.
- E. Adult Services Librarian Cortni O’Brien participated in the city senior services consortium meetings and completed two professional development webinars.
- F. Youth Services Librarian continued to participate in Project Ready (Reimagining Equity and Access for Diverse Youth) and provided supervision of the Empowers Youth worker.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. The eBook collection was transferred from CloudLibrary to Overdrive/Libby on June 8.
- B. I participated in two meetings of city staff, council members, and community leaders on the use of the Bruce Nawrocki Park facility.
- C. I participated in a webinar with other city supervisors on a citywide compensation study. I also reviewed and updated all position descriptions for library staff as part of this study.
- D. I participated in a meeting of library directors facilitated by State Library Services on June 15.
- E. Adult Services Librarian Cortni O’Brien and I staffed a booth at the City Art and Information Fair on June 24.
- F. I met with the city manager and department heads on June 1, 14, and 21.
- G. I met with the Anoka County Library Public Service Team on June 23.
- H. I met with the Anoka County Library Management Team on June 24.

VIII. CIRCULATION

| | <u>2020</u> | <u>2021*</u> |
|-----------------|--------------|---------------|
| <i>January</i> | 11,064 | 10,030 |
| <i>February</i> | 11,108 | 9,530 |
| <i>March</i> | 7,526 | 11,751 |
| <i>April</i> | 2,142 | 9,983 |
| <i>May</i> | 2,986 | 9,429 |
| <i>June</i> | <u>3,930</u> | <u>11,328</u> |
| | 38,756 | 62,051 |

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

| | <u>May 2020</u> | <u>May 2021*</u> |
|-------------------------|-----------------|------------------|
| <i>Gate count</i> | 0 | 4,124 |
| <i>Library Programs</i> | 4 | 7 |
| <i>Room Use</i> | 0 | 0 |

X. COMPUTER/INTERNET USE

| | <u>May 2020</u> | <u>May 2021*</u> |
|-----------------------------|-----------------|------------------|
| <i>Patron Use (Logins):</i> | 0 | 744 |
| <i>Computer Use:</i> | 0 | 1,089 |
| <i>Minutes Used:</i> | 0 | 40,092 |

*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>May 2020</u> | <u>May 2021</u> |
|---------------------------|-----------------|-----------------|
| <i>Accounts Submitted</i> | 896 | 942 |
| <i>Dollars Submitted</i> | \$173,251.84 | \$167,292.90 |
| <i>Dollars Received</i> | \$21,830.38 | \$23,615.61 |
| <i>Materials Returned</i> | \$44,009.93 | \$45,198.26 |



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 – May Operational Report
 DATE: May 26, 2021

I. Adult Programs and Displays

- a. The May take and make craft kit for adults was a color-block terra cotta pot. Thirty kits were distributed.
- b. Poems in the Park was at Prestemon Park on May 14. The theme was “Springtime.” Twenty people reported attendance.
- c. The adult book club met via Zoom on May 19. Five adults discussed “Where the Crawdads Sing” by Delia Owen.
- d. The first bike fix-it clinic of 2021 was held on May 22. Twelve people attended, and 7 bikes were tuned and/or repaired.
- e. The Resilience Book Club met via Zoom on May 26. Six adults discussed “Beginners: The Joy and Transformative Power of Lifelong Learning” by Tom Vanderbilt.
- f. Adult book displays included “Asian American and Pacific Islander Heritage Month,” “Barbecue,” and new books.
- g. The Centennial Celebration glass display case this month highlighted the 2000s and was created by the Friends of the Library. Items on display included a GameBoy, a Build-a-Bear, and Avatar collectibles.

II. Meetings/Outreach

- a. City Centennial Committee, 5/5/21
- b. Columbia Heights Library Staff Day 5/13/21
- c. Fall program planning meeting with Amber Burnette 5/17/21
- d. MELSA adult services committee 5/18/21
- e. Library outreach presentation at Murzyn Hall Senior Center—overview of library services for seniors, upcoming programs, and Q and A—5/19/21.

III. Projects

- a. Staff training program for staff day “Overview of Libby by Overdrive”
- b. Adult DVDs weeded (all)
- c. Math collection development
- d. Summer program planning
- e. Adult DVDs order
- f. Youth DVDs order

IV. Other

- a. Five At-Home-Deliveries were made.



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 – June Operational Report
 DATE: June 26, 2021

I. Adult Programs and Displays

- a. The June take and make craft kit for adults was garden gnome plant stakes. Thirty kits were distributed.
- b. Summer reading is for all ages in 2021, Twenty-five adults have registered so far.
- c. Poems in the Park was at Sullivan Park on June 18. The theme was “Summer at is Here.” Ten people reported attendance.
- d. The adult book club met via Zoom on June 16. Three adults discussed “H is for Hawk” by Helen Macdonald.
- e. Painting on Glass, a Legacy arts program, was presented by ArtStart via Zoom on June 21. The program was full with 12 participants.
- f. Adult book displays included “Pride Month,” “Cats,” and new books.
- g. The Centennial Celebration glass display case this month highlighted the 2010s and was created by the Friends of the Library.

II. Meetings/Outreach

- a. Fall program planning with Liam Genter (city arborist) 6/7/21
- b. Columbia Heights Senior Consortium Meeting 6/15/21
- c. Fall program planning with Delynn (rec dept) 6/18/21
- d. ALA fall book buzz webinar 6/22/21
- e. MALF webinar: Making New Friends 6/23/21
- f. Community Art and Info Fair 6/24/21-- 143 people visited our table.
- g. Division heads meeting (for Renee) 6/28/21

III. Projects

- a. Fall program planning
- b. Community art and info fair table

IV. Other

- a. Five At-Home-Deliveries were made.



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: May Operational Report
Date: May 26, 2021

I. PROGRAMS

- a. We premiered four new Stay at Home storytimes on Facebook this month while taking a break from Zoom storytime.
- b. This month's story stroll at LaBelle Park was Painting the Rainbow. 40 people participated in the stroll.

II. COLLECTION

- a. Book orders from *Growing Minds 2/21*, *Booklist 2/15* and *3/1*, *Adds and Replacements*, *Maude Hart Lovelace Nominees* and *World Languages*.
- b. Weeding of J fiction, J graphic novels, and YA graphic novels was completed. Weeding of EJ fiction has begun.

III. PROJECTS

- a. Created summer storytime plans.
- b. Prepared summer reading program signage, forms, and supplies.
- c. Created program kit for in-person programs.
- d. Prepared and installed May story stroll.
- e. Continued preparing summer make and takes.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Planned and prepared a staff day presentation on youth reader's advisory.
- h. Planned and prepared a staff day presentation on beanstack and the summer reading program.
- i. Sent summer reading guides to printer.
- j. Filmed and edited May Stay at Home Storytimes.
- k. Prepared, filmed, and edited Summer Reading Video for schools.
- l. Managed registration of summer programs.
- m. Prepared for 21CCLC advisory meeting.
- n. Prepared June books displays.
- o. Planned for City Centennial booth.

IV. GRANTS, MEETINGS, COMMUNITY

- 5/3: 21CCLC Presentation Planning
- 5/4: Highland Kindergarten Virtual Visit
- 5/5: 21CCLC Grantee Presentation
- 5/6: ACL Summer Reading Review Training
- 5/13: Staff Day
- 5/14: Project Ready Check-in
- 5/18: Interviewed ACL Youth Worker
- 5/20: 21CCLC Advisory Meeting

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, 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 has installed summer decorations and bulletin board in the youth space.



City of Columbia Heights | Library

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To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: June Operational Report
Date: June 29, 2021

I. PROGRAMS

- a. Our summer reading program kicked off with a kit-based virtual program celebrating pollinators on 6/8. 12 youth worked with ArtStart educators to learn about pollinators while creating a planter.
- b. Over 75 people enjoyed each of our 2 story strolls this month. One was located at Huset Park and the other at Sullivan Park.
- c. We kicked off our 4 part series of storytime at Prestemon Park with 44 kids and caregivers on 6/14. Folks were excited to start connecting in person again. We had 38 return on 6/28.
- d. Teens learned how to make their own planter pots out of pottery with the help of Artistry on 6/15. This virtual, kit-based program reached 11 youth.
- e. 17 kids ages 3-6 and their caregivers attended the Science of Sound program at Ramsdell Park on 6/22. A Bakken educator guided the group through experiments while we learned about sound.
- f. On 6/24, The Works Museum taught 14 kids about light and helped them create their own kaleidoscopes at Sullivan Park.
- g. Parcel Arts taught 9 teens about the art of indigo dye on 6/29 at Ramsdell Park. Teens left with their own hand-dyed bandanas.

II. COLLECTION

- a. Book orders from *SLJ* 3/21 and 4/21, *Growing Minds* 3/21, *Booklist* 3/15 and *Adds and Replacements*.
- b. Weeding of EJ fiction was completed. Weeding of picturebooks has begun.

III. PROJECTS

- a. Planning fall programs.
- b. Managed summer program registration and reminder emails.
- c. Planned and implemented Pride Book Display.
- d. Prepared and installed June story strolls.
- e. Created fishing booth for Centennial Carnival and ordered prizes.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Prepared for summer lunch program.
- h. Managed Empower Youth Worker.
- i. Reviewed job description.
- j. Ordered books for ICS class visits.

IV. GRANTS, MEETINGS, COMMUNITY

- 6/7: Summer Lunch Training/Meeting
- 6/8: 4-H Virtual Meeting
- 6/25: Project Ready Check-in
- 6/30: Code Savvy Meeting
- 6/30: ICS Summer Camp visit

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, 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 managing the summer lunch program.



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: May Operational Report
 Date: May 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:** 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 May 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 and adjust the building temperature.
- 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 Thursday, June 3rd.
- 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. We have job opening notices, information about economic assistance programs, and some upcoming local events.
- G. **Shelf Reading:** The pages completed about half of the shelf reading sheet. Having them focus on problem areas and choose their own sections helps shelf reading get done faster than assignments did.
- 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 Stay-at-Home Storytime videos on Mondays, Mayor Márquez Simula's Native American Land Acknowledgment statement, and announcements about Asian Pacific American Heritage and Mental Health Awareness month (both during May).