



LIBRARY BOARD OF TRUSTEES
Library Community Room, 3939 Central Ave NE
Wednesday, February 3rd, 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 847 2391 1303 and passcode 321568**, or by Zoom at <https://us02web.zoom.us/j/84723911303> at the scheduled meeting time. For questions regarding this notice, please contact the City Clerk at (763) 706-3611.*

CALL TO ORDER

1. Review/approve Minutes from the January 6th, 2021, Board Meeting.
2. Review/approval of Bill Lists dated January 13th, and 27th, 2021 (2020 Budget Expenditures).
3. Review of Accounting.

OLD BUSINESS

4. Policy Review: Lost and Damaged Materials

NEW BUSINESS

5. Art Exhibit Request: CH Centennial Quilt

ADJOURNMENT

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
Wednesday, January 6th, 2020

Drafted
1/7/2021

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 972 4084 9927 and passcode Wffdi0 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 Chair, Catherine Vesley at 5:34pm.

Members physically present: Catherine Vesley; Teresa Eisenbise; Tricia Conway; Nick Novitsky (Council Liaison). **Member remotely present:** Christopher Polley. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary).

The **Minutes** of the **November 4th, 2020**, Board Meeting were **moved and approved** unanimously via roll-call vote.

The **Bill Lists** dated **November 4th, 18th, and December 2nd, 18th, 23rd, 2020**, were reviewed; All were **moved, seconded, and approved** unanimously via roll-call vote.

Questions and discussions on Bills and Accounting:

- **Winter Newsletter:** Costs around \$75 per printing. This is the library's seasonal event/program calendar available to the public on a quarterly basis.
- **Oprah's O Magazine (subscription ended):** Ended their print version December 2020, and is now digital only.
- **Comprise Project:** Charged by Marco (printer/copier contractor) for configuring the public copier for connection to the Library's new Comprise Print Management kiosk.
- **MLA Membership Renewal (Dougherty, Belanger, O'Brien):** Yearly renewal of professional membership in the Minnesota Library Association. Catherine feels that these memberships are very important, and the reasonable price is well worth the professional affiliation.
- **Budget:** Not all December totals have been tabulated (including payroll/utilities), and there are a couple more Bill Lists for 2020 that will still be assessed in January. Part-time payroll will be under-spent due to furloughs at the beginning of the pandemic. Also, staff was transitioned from thin-clients to desktop computers, the cost of which will be transferred by IT/Finance in year-end accounting.

For Your Information:

- **New ACL Director:** Colleen Haubner was appointed in mid-December. Formerly employed by YMCA of Greater Twin Cities for over 30 years, most recently Executive Director of the New Hope location.
- **Kanopy:** Beginning January 1, Columbia Heights Library cardholders can now stream documentaries, classic films and independent films through Kanopy. ACL has negotiated a capped payment model for 2021, and is including CHPL at no charge for our first year to gauge usage. Each cardholder may use up to 10 user credits per month (most films are one credit). Thereafter, we will establish a Memorandum of Understanding on the cost to CH to continue service. Based upon the city's portion of the overall county population, I estimate this will result in a cost of \$1,250 (based on current contract).
- **Demise of RBdigital:** RB Digital (host of the library's digital audiobooks and magazines) was acquired by Overdrive in 2020. This prompted MELSA to review the consortia digital offerings shared by metro libraries. Overdrive will eventually take over as the provider of all our digital books, audiobooks, and magazines; audiobooks migrated in December, magazines will this month, and we wish to postpone the CloudLibrary e-book migration until after the school year ends, as to not disrupt the students who received eLibrary Cards during the pandemic. Overdrive has

two mobile apps: **Overdrive** (eBooks/eAudiobooks) is the only option for Kindle users, but **Libby** (eBooks/eAudiobooks/eMagazines) is available for all other devices.

Old Business:

1. **Update on Comprise PC/Print Management Upgrade:** Comprise SAM went live on December 22nd, and even though there were a few initial hiccups, it works much better than the system it replaced, and there are more features/capabilities (including wireless printing.) Other features we will utilize in the future are credit card payments (once we have a merchant account), the ability to pay fines, purchase merchandise, and make donations, and reserve computers ahead of time. The transition for patrons has been positive, with most users intuitively figuring out the new process. Printing and copying have now been merged into one device, which helps with social distancing in the print area.

New Business:

1. **Proposed Change in Service Hours:** Given the availability of staff, our diligence in adhering to COVID protocols (no staff infections yet), the current decline in community spread, and vaccine distribution, Renee proposes that we consider returning, in increments, to pre-pandemic service levels. Currently at 32 open-hours/week (since July 6); our next increment should be 40 hours (while maintaining an hour of cleaning/shelving time after the daily close). **A motion to approve an increase in open-hours of (M-W: 11am-7pm; T-F: 10am-4pm; Sat: 11am-3pm) starting in February 2021 was seconded, and approved by roll-call vote.**
2. **Proposed Increase in Maximum Items for Checkout:** ACL is considering increasing the maximum check-outs per cardholder from 50 to 100 items; if this occurs, CHPL should also increase for consistency. This would not make any difference for the majority of patrons, but would be a benefit for families that share a library card, homeschoolers/teachers, and some other patrons (as well as potentially increasing circulation and freeing up shelf-space). The downside is that an individual could accrue more fines by having more items at a time, or we could lose more items at once if an individual does not return their items; the pros outweigh the cons. In the event that ACL does increase the maximum checkouts, we would like pre-approval in order to follow suit. **A motion was made to increase maximum checkouts to 100 items per card, contingent on Anoka County's decision with a start date to be determined; it was seconded and unanimously approved via roll-call vote.**
3. **Policy Review: Internet Policy:** Renee Dougherty updated and red-lined the 2005 CHPL Internet Policy and presented the changes to the Board. Changes were made to include the wireless network. Filters exist on the network to block illegal, predatory, and pornographic content, but otherwise access is mostly unrestricted for users. Patrons may choose from multiple internet browsers (Chrome, Firefox, Edge); not stated in the policy, but was asked by a Board Member. **A motion was made to approve the 2021 revised CHPL Internet Policy, it was seconded and unanimously approved via roll-call vote.**

Items from the Floor:

- **Pat Sowada "Citizen of the Year":** Catherine Vesley's effort to nominate Pat, with the help of Margo Ashmore, M. Rebecca Loader, and former Board members, were successful. Catherine also made a monetary donation to the CHPL Foundation in Pat Sowada's name on behalf of the Library Board. She passed around the thank you card she received from the Sowada Family. (CV)

There being no further business, a motion to adjourn was made at 6:29pm by Tricia Conway, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2020 Expenditures
 January 13th, 2021

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1634	2155	December Notices	<u>100.00</u>
				100.00

2180: Books

Baker & Taylor	2035651883		Book	9.75
	2035661571		Book	15.51
	2035661571		Book	9.97
	2035661571		Book	9.41
	2035661571		Book	10.50
	2035661571		Books	572.80
	2035661571		Books	21.56
	2035663362		Books	14.92
	2035664274		Book	3.24
	2035664274		Book	14.29
	2035664274		Book	19.39
	2035664274		Book	9.41
	2035664274		Book	14.40
	2035664274		Book	14.37
	2035664274		Books	303.23
	2035674335		Book	19.94
	2035674335		Book	3.24
	2035674335		Book	6.49
	2035674335		Books	20.70
	2035674335		Books	33.44
	2035674335		Book	7.75
	2035674335		Books	29.30
	2035674335		Books	58.13
	2035674335		Books	32.36
	2035674335		Books	51.94
	2035674354		Book	9.41
	2035684051		Books	21.70
	2035687336		Book	14.40
	2035687336		Book	8.44
	2035687336		Book	16.62
	2035687336		Book	5.19
	2035687336		Book	10.39
	2035687336		Books	16.57
	2035687336		Book	9.41
	2035687336		Books	27.27
	2035687336		Books	27.54
	2035687336		Books	72.00
	2035687336		Book	9.97
	5016612396		Books	61.72
	5016627181		Books	<u>206.76</u>
				1,823.43

Cengage Learning Inc.	72709799	3989AS	Large Print Books	165.69
	72710358	3990AS	Large Print Books	<u>83.22</u>
				248.91

2181: Periodicals, Magazines & Newspapers

Booklist			Booklist Renewal	<u>169.50</u>
				169.50

COLUMBIA HEIGHTS PUBLIC LIBRARY
2020 Expenditures
 January 13th, 2021

2185: CDs				
Midwest Tape	99764019	111020	Audiobooks (Adult)	<u>241.94</u>
				241.94
2189: DVDs				
Midwest Tape	99705382	110920	DVDs (Adult)	53.23
	99764017	101320	DVD (Youth)	7.49
	99764018	110920	DVDs (Adult)	104.19
	99764041	113020	DVDs (Adult)	28.47
	99787818	110920	DVDs (Adult)	65.96
	99787819	113020	DVDs (Adult)	<u>153.65</u>
				412.99
3050: Expert & Professional Services				
Anoka County Library	1644	2155	December Cataloging	49.22
	1645	2155	ILS Operating Cost (Q4)	3,329.34
	1646	2155	ACL Sharepoint (AA/KE)	<u>290.00</u>
				3,668.56
3310: Local Travel Expense				
Brianna Belanger	Reimbursement		Mileage Q4	26.74
Renee Dougherty	Reimbursement		Mileage Q4	19.09
Cortni O'Brien	Reimbursement		Mileage Q4	<u>16.22</u>
				62.05
4000: Maintenance and Repair				
Marco Inc.	INV8253038	2763	PtrMaint 121520-011421	38.23
	INV8262091	2763	CpyMaint 121520-011421	94.20
	INV8262091	2763	CpyOverage 111520-121420	<u>34.57</u>
				167.00

262-45017: 21st Century Grant

2170: Program Supplies				
Brianna Belanger (reimbursement)	Home Depot		Eyelets, Hooks, Wire	<u>53.54</u>
				53.54
3050: Expert & Professional Services				
The Works Museum	Contract		Super Circuits (12/29)	<u>180.00</u>
				180.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2020 Expenditures
 January 27th, 2021

240-45500

2170: Program Supplies

Cortni O'Brien (reimbursement)	Dollar Tree		Bags, Brushes	10.00
	Quick Candles		Votives	<u>23.98</u>
				33.98

2180: Books

Baker & Taylor	2035693340	4094JS	Books	30.41
	2035702936	4094JS	Book	4.54
	2035705284	4048A	Book	16.06
	2035705284	4063A	Book	15.51
	2035705284	4067J	Book	12.78
	2035705284	4075J	Book	14.37
	2035705284	4080J	Book	5.19
	2035705284	4085A	Book	11.02
	2035705284	4086J	Books	8.30
	2035705284	4087J	Book	5.19
	2035705284	4088A	Books	109.15
	2035705284	4089J	Books	18.80
	2035705284	4090A	Book	9.74
	2035705284	4091J	Book	9.41
	5016642285	4093AS	Books	39.18
	5016654242	4093AS	Book	141.62
	5016667948	4093AS	Book	<u>26.04</u>
				477.31

Cengage Learning Inc.	72832683	4095AS	Large Print Books	194.18
	72833253	4096AS	Large Print Books	<u>54.73</u>
				248.91

2185: CDs

Midwest Tape	99875281	111020	Audiobooks (Adult)	<u>29.99</u>
				29.99

2189: DVDs

Midwest Tape	99823567	113020	DVD (Adult)	4.49
	99875283	110920	DVD (Adult)	<u>11.24</u>
				15.73

3050: Expert & Professional Services

Unique Management Services, Inc.	598346	2307	December Placements	<u>35.80</u>
				35.80

4020: Building Repair and Maintenance Services

LVC Companies, Inc.	50980		Troubleshoot Fire System	265.00
	50981		Troubleshoot Cell Dialer	690.75
Aid Electric Service, Inc.	64329		Replace Ballast	<u>139.00</u>
				1,094.75

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2020

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2020	Yr to Date			
		Feb 3 2021	12/31/2020	Jan-21		100%
1000	ACCRUED SALARIES		27,558.61			
1010	REGULAR EMPLOYEES	428,800	406,634.70		22,165	95%
1011	PART-TIME EMPLOYEES	114,000	70,473.86		43,526	62%
1020	OVERTIME REG. EMPLOYEES	900	431.59		468	48%
1070	INTERD. LABOR SERVICE	2,500	0.00		2,500	0%
1210	P.E.R.A. CONTRIBUTION	40,800	36,500.92		4,299	89%
1220	F.I.C.A. CONTRIBUTION	41,800	35,657.29		6,143	85%
1225	FLEX BENEFIT FICA	0	309.96		-310	#DIV/0!
1300	INSURANCE	73,900	74,750.02		-850	101%
1400	UMEMPLOYMENT COMPENSATION	0	4,016.76		-4,017	#DIV/0!
1510	WORKERS COMP. INS. PREMIUM	4,000	3,221.22		779	81%
2000	OFFICE SUPPLIES	1,200	1,127.71		72	94%
2010	MINOR OFFICE EQUIPMENT	500	1,619.95		-1,120	324%
2011	COMPUTER EQUIPMENT	200	278.59		-79	139%
2020	COMPUTER SUPPLIES	100	68.86		31	69%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,600	2,643.50	100.00	-144	106%
2030	PRINTING & PRINTED FORMS	900	605.35		295	67%
2161	CHEMICALS	0	-459.32		459	#DIV/0!
2170	PROGRAM SUPPLIES	1,800	1,862.33	33.98	-96	105%
2171	GENERAL SUPPLIES	5,000	2,801.44		2,199	56%
2175	FOOD SUPPLIES	100	35.04		65	35%
2180	BOOKS	58,000	47,785.53	2,798.56	7,416	87%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,000	6,781.73	169.50	-951	116%
2183	E-BOOKS	8,000	7,267.27		733	91%
2185	COMPACT DISCS	5,500	4,102.62	271.93	1,125	80%
2187	BOOK/CD SET	400	547.61		-148	137%
2189	DVD	6,000	5,274.01	428.72	297	95%
2190	DOWNLOADABLE VIDEO	1,800			1,800	0%
2280	VEHICLE REPAIR AND PARTS	0	583.61		-584	#DIV/0!
2990	PURCHASE FOR RESALE	400	0.00		400	0%
3050	EXPERT & PROFESSIONAL SERVICE	17,000	12,588.06	3,704.36	708	96%
3105	TRAINING & EDUCATION	500	0.00		500	0%
3210	TELEPHONE	700	634.77		65	91%
3220	POSTAGE	200	193.05		7	97%
3250	OTHER COMMUNICATIONS	2,650	2,430.54		219	92%
3310	LOCAL TRAVEL EXPENSE	700	238.69	62.05	399	43%
3600	INSURANCE & BONDS	8,100	8,100.00		0	100%
3810	ELECTRIC	35,600	32,435.46		3,165	91%
3820	WATER UTILITIES	2,700	2,562.50		138	95%
3830	GAS	10,100	6,003.74		4,096	59%
3850	SEWER UTILITIES	3,000	3,053.60		-54	102%
4000	REPAIR & MAINTENANCE	15,000	14,354.65	167.00	478	97%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	38,199.96		0	100%
4020	BUILDING MAINTENANCE	27,000	20,041.23	1,094.75	5,864	78%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	70,200	70,200.00		0	100%
4050	GARAGE, LABOR BURDEN	200	695.18		-495	348%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600	630.00		-30	105%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	14,500	14,499.96		0	100%
	TOTAL	1,052,650	969,342.15	8,830.85	74,477	93%

RESPONSIBILITY FOR REPLACEMENT OF LOST AND/OR DAMAGED LIBRARY MATERIALS BY A PATRON

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PURPOSE: To clearly state patron’s responsibility for items borrowed on [his/her/their](#) library cards as supported by MN State Statute 609.541.1-4

GUIDELINES: Borrowers are responsible for all materials checked out on [his/her/their](#) library card. This responsibility includes, but is not limited to:

1. Paying fines if item is returned after the date due
2. Paying for damage to item (e.g. damaged/missing barcode, water damaged, stains, etc.)
3. Paying for replacement if item is lost or damaged beyond repair
 - a. Charges assessed for a lost item include a replacement charge and a service charge
 - b. After payment for a lost or damaged item has been received, the patron may retain the item.
 - i. All [indications](#) library ownership should be removed (e.g. barcode, etc.)
 - ii. Item should be marked as paid [and withdrawn](#)

Patron is held responsible for items borrowed on card and should report loss immediately to issuing library.

ATTACHMENT: SS609.541.1-4

Approved _____

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

Adopted May 2, 1995
Revised 1/9/96; 9/7/99; 7/1/03; 5/24/07; 8/8/07; [2/3/21](#)

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City of Columbia Heights | Library

3939 Central Ave NE, Columbia Heights, MN 55421 • Ph: 763-706-3690 • www.columbiaheightsmn.gov

Art Exhibit Application

Attached contract must be completed before submitting application. Reservation of exhibit space will only be complete when you have signed a returned contract, and it has been approved by library administration.

Name (first middle last) William David Rottler

Address 590 40th Ave Columbia Heights, MN 55421

Email Wrotter@³columbiaheightsmn.gov

Phone (home, work, cell) 763 706 3614

If group display, provide

Group name _____

Authorized representative _____

Address _____

Website _____

Phone _____

Your relationship to group _____

Before completing, please schedule space and dates with Library Director.

Space requested (Community Room, Teen Area)

Dates of exhibit From: April 2021 To: Jan 2022

Artistic medium Quilt

Total number of pieces 1

Description of items to be exhibited Centennial Quilt

Describe the purpose of exhibit and its benefit to library customers History of the City

Set up requirements (equipment, special needs, etc) Need to figure out how to hang it

Contact information to share for inquiries about the exhibit Will Rottler

I grant permission to the Library and the City of Columbia Heights to use, edit, broadcast, or publish video, audio or photographic recordings of this artwork without restriction or limitation, for any purpose.

Approved by: _____

Date _____



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

Exhibit Space Contract

Contract between the Columbia Heights Public Library, 3939 Central Avenue NE, Columbia Heights, MN 55421, herein referred to as Library, and Will Rother (name of individual or group) of CH ANOKA MN (City, County, State), herein referred to as Exhibitor.

1. Exhibit Space, Installation and Removal

Library shall provide at its facility, for the use of Exhibitor, space to exhibit, at the discretion of the Library Administration, the following articles: Art

(Attach a list of all items to be exhibited. Include title, medium, dimensions, creator, year created.)

Exhibitor shall exhibit no other items in space without the written consent of the Library. Subject to the discretion of the Director, unless modified by mutual agreement, Exhibitor shall install the exhibit on 4/1/2021 (month, day, year) and remove exhibit on or before 1/1/2022 (month, day, year). If for any reason the Director deems it necessary, upon written notification, Exhibitor shall remove the exhibit from the library facility and shall have no claim against the City of Columbia Heights or the Library for failure to permit the exhibit to remain at the Library for the aforesaid period. All exhibits will be approved in accordance with the Public Art in the Columbia Heights Library Policy available in the Columbia Heights Library Policy Manual.

2. Charge for Use of Space

Exhibitor shall not pay any fee to the Library for the use of space.

3. Failure to Provide Space

Shall the Library fail to furnish to Exhibitor the space herein described, it shall not be liable for any loss of damage suffered by Exhibitor.

4. Assignment and Use by Others

No Exhibitor may assign the contract for exhibit space or permit any other person to use any part of such space.



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

5. Rejection of Exhibits

Library reserves the right to reject or prohibit any exhibit, proposed exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalog, or souvenir, that, in its opinion, is not suitable to and in keeping with the character of the Library.

6. Liability

Each Exhibitor must make provision for the safe-guarding of Exhibitor's goods from the time they are placed in the library facility until they are removed by Exhibitor. Library will not be responsible for, or guarantee to the Exhibitor, the injury whatsoever. Exhibitor hereby voluntarily waives all claims for damage or loss to such property, which may be caused by an act or failure to act of Library, its officers, agents, employees, or other unknown third persons, during the period of display.

It is agreed that Exhibitor shall assume all liability for damages, and shall indemnify, hold harmless, and defend Library, its board members, officials, employees and agents against any claim, loss, judgments, costs, injury, death or damages, including attorney's fees, that Library may incur as a result of or related to the Exhibitor's use of the exhibit space provide for herein.

By 
(Exhibitor)

By _____
(Library Administration)

Date 1/22/2021

Date _____

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: January 2021 Operational Report
DATE: January 27, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Horwitz staff performed a quarterly inspection and changed filters on the HVAC system.
- II. TECHNOLOGY
 - A. IS staff continued to work with Comprise to fix problems with the new pc and print management software.
 - B. I worked with TechLogic to reprogram the automated materials handler to recognize new ACL Library Lockers at Northtown, Mississippi, Johnsville, and St. Francis branches.
 - C. Bibliotheca resolved a problem with the security gate display.
 - D. Full-time staff were asked to complete network security awareness training.
- III. COLLECTION
 - A. Adult print materials were selected from the September, October and November issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult bestsellers with January and February publication dates were ordered. Juvenile print materials were selected from the September issues of *Booklist*, *Growing Minds*, and *School Library Journal*. Easy readers and replacement copies of well-loved juvenile books were also ordered. New adult music discs were ordered.
 - B. Weeding was completed in large print, westerns, and romance paperbacks; weeding continued in adult nonfiction 700s and young adult fiction.
 - C. Kanopy, a streaming video collection, was made available to Columbia Heights cardholders on January 1.
- IV. PROGRAMS AND VIRTUAL EVENTS
 - A. The Library Board met on January 6.
 - B. A Meditation for the New Year program for adults was offered on January 6.
 - C. Virtual Stay-at-Home Storytime resumed on January 11 and occurred twice this month.
 - D. Winter Reads, a reading program for all ages, began on January 11.
 - E. A Story Stroll for families was offered at Sullivan Park on January 12 and 13.
 - F. Virtual LEGO Challenge premiered on January 13.
 - G. An Anishinaabe Bead Arts course for adults was held on January 13.
 - H. A clay hand-building class for kids was offered virtually on January 19.
 - I. The adult book club met virtually to discuss “The Paris Wife” on January 20.
 - J. The adult services librarian facilitated a virtual discussion of “Happier at Home” on January 21.
 - K. Tween Book Club met virtually on January 26.
 - L. A felted pin class for teens was taught virtually on January 29.
 - M. “Grab and Go” activity kits were distributed for children in 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. Clerk Typist II Nick Olberding and I were trained in Municode meeting management software which will be implemented by the City for the Council, Boards and Commissions.
- B. Youth Services Librarian Bri Belanger began participating in Project READY: Reimagining Equity & Access for Diverse Youth, with a cohort of Minnesota librarians serving youth. She continues to participate in meetings about the 21st Century Community Learning Centers grant.
- C. Adult Services Librarian Cortni O'Brien participated in the MELSA adult programming interest group.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the city manager and department heads on January 4, 11, 19, and 25.
- B. I participated in the orientation session for the City Council on January 12 and 13 and presented an overview of the library staff, mission and operations.
- C. I met with the Anoka County Library Public Service Team on January 27.
- D. With other city division heads, I received an overview of a civil disturbance plan on January 28.

VIII. CIRCULATION

	<u>December 2019</u>	<u>November 2020</u>
<i>Physical Items</i>	9,359	9,168
<i>Ebooks</i>	658	836
<i>Eaudio</i>	<u>302</u>	<u>255</u>
Total Circulation	10,319	10,259

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>December 2019</u>	<u>December 2020*</u>
<i>Gate count</i>	7,871	3,501
<i>Library Programs</i>	31	9
<i>Room Use</i>	306	0

X. COMPUTER/INTERNET USE

	<u>December 2019</u>	<u>December 2020*</u>
<i>Patron Use (Logins):</i>	1,857	1,096
<i>Computer Use:</i>	3,162	1,408
<i>Minutes Used:</i>	83,303	42,398
<i>Internet Access:</i>	3,632	1,855
<i>Word:</i>	260	120
<i>PowerPoint:</i>	16	0
<i>Excel:</i>	18	1
<i>Calculator:</i>	10	2
<i>Catalog/Databases:</i>	102	0
<i>Microfilm Reader:</i>	17	0
<i>Burlington English</i>	49	9

*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>December 2019</u>	<u>December 2020</u>
<i>Accounts Submitted</i>	878	928
<i>Dollars Submitted</i>	\$171,352.55	\$168,598.75
<i>Dollars Received</i>	\$21,704.58	\$22,391.17
<i>Materials Returned</i>	\$41,896.56	\$44,600.82

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 – December Operational Report
DATE: January 27, 2021

I. Adult Programs and Displays

- a. The December take and make craft kit for adults was a Stained Glass Votive Holder. Twenty-four kits were distributed.
- b. "Meditation for the New Year," offered in partnership with the Center for Spirituality, was presented via Zoom on Jan 6. Six adults attended.
- c. The adult book club met via Zoom on Dec. 16. Five adults discussed "The Paris Wife" by Paula McLain.
- d. Anishinaabe Bead Arts was presented by ArtStart via Zoom on Jan. 13. This was a Legacy funded program. Fifteen adults attended.
- e. 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.
- f. A new book club offering, "Resilience Book Club," met via Zoom on Jan 21. Four adults discussed "Happier at Home" by Gretchen Rubin.
- g. Adult displays included "Reading Resolutions," "Winter Reads 2021," and new books.
- h. The Centennial Celebration glass display case this month highlighted the 1960s and was presented by the Friends of the Library. Among many items on display are an original "Chatty Cathy" doll and Beatles trading cards.
- i. Curbside materials pickup continued throughout the month, offered in some capacity on Monday-Friday each week.
- j. The virtual ESL conversation circle continues, Monday evenings at 6 pm. The program is offered in partnership with the Adult Basic Education Center.

II. Meetings/Outreach

- a. Jay Grammond, program presenter, 1/4/21
- b. Amber Burnette, program presenter, 1/5/21
- c. MELSA adult programming committee, 1/12/21
- d. Renee Dougherty, check-in, 1/14/21 and 1/28/21
- e. Becky Groseth, HeightsNEXT collaboration planning, 1/20/21
- f. Will Rottler and Amber Burnette, video content recording, 1/28/21

III. Projects

- a. Kanopy video streaming added to library digital offerings.
- b. Spring programming planned and submitted to City Newsletter.
- c. Adult music was ordered.
- d. Take and make crafts for spring planned and supplies ordered.

IV. Other

- a. IS security online training, 1/8/21
- b. Four At-Home-Deliveries were made, following safe, curbside procedures.



City of Columbia Heights | Library

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: January Operational Report
Date: January 27, 2021

I. PROGRAMS

- a. Virtual storytime began on January 11th. Prerecorded videos will premiere every Monday at 10:30 am on our Facebook page.
- b. In this month's virtual LEGO Challenge guinea pig encourages kids to use their imaginations and build a scene from the highest peak of a mountain or the bottom of the ocean.
- c. *A Big Bed for Little Snow* was our January story stroll title. 60 people participated at Sullivan Park from Tuesday, January 12th through Wednesday, January 13th.
- d. 11 youth participated in a virtual, kit-based Chilly Clay Animals program in collaboration with Parcel Arts on Tuesday, January 19th. Parcel Arts will offer another class to older youth on Friday, January 29th.
- e. Tween Book Club met on January 26th. 9 youth talked about this month's book, *The Jumbies*, and participated in activities.
- f. February Activity Kits were released for pick up on Wednesday, January 27th. Registration for kits is full with a lengthy waitlist. Feedback from parents has been overwhelmingly positive.

II. COLLECTION

- a. Book orders from *Booklist* 9/1 and 9/15/20, *Growing Minds* 9/20, SLJ 9/20, and Easy Readers 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. Planned summer programming.
- e. Prepared and installed January story strolls.
- f. Planned February Tween Book Club.
- g. Worked on Project Ready curriculum and meeting preparation. Project READY is a cohort of librarians from around the metro working through curriculum to help us learn about systemic racism as it pertains to libraries. We work through content and then meet to discuss on a biweekly basis. So far, we have been learning about the history of racism.
- h. Managed youth winter reads program.
- i. Compiled spring heights happenings content.
- j. Updated LibCal with spring programming.
- k. Sent out spring vendor contracts.
- l. Planned spring storytimes.

IV. GRANTS, MEETINGS, COMMUNITY

- 1/7: Biweekly check-in w. Renee
- 1/8: Project Ready check-in
- 1/13: Statewide Youth Services Meeting
- 1/20: Zoom call with Amy Commers – goal setting/independent librarianship
- 1/21: Biweekly check-in w. Renee
- 1/21: 21CCLC Advisory Meeting

1/22: Project Ready check-in

1/26: 21CCLC Joint partners check-in

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.