



LIBRARY BOARD MEETING
Library—Community Room, 3939 Central Ave NE
Wednesday, September 01, 2021
5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

*Members of the public who wish to attend may do so in-person, by calling 1-312-626-6799 and entering **meeting ID 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 August 4th, 2021 Board Meeting.**
2. **Review/Approve Bill Lists from August 4th, 18th, and 25th, 2021.**
3. **Operating Budget Review**

OLD BUSINESS: N/A

NEW BUSINESS:

4. **Conversation with City Communications Coordinator (Ben Sandell)**
5. **HYPERLINK "appISd543783fadab421ba8de490954b91530"[Talking Points for Eliminating Overdue Fines](#)**

ADJOURNMENT

6. **[July Operational Reports \(FYI-No Action Necessary\)](#)**

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, August 4th, 2021

Drafted
 8/5/2021

NOTICE THAT THIS MEETING WAS CONDUCTED BY A COMBINATION OF IN-PERSON AND ELECTRONIC MEANS

Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting did, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats whether solely in-person or a combination of in-person and electronic means, members of the public who wished to attend could do so by attending in-person or by calling 1-312-626-6799 and entering meeting ID 832 1433 7849 and passcode 654514 at the scheduled meeting time. If there are any questions about this notice or attending/calling in to a future meeting, please contact the City Clerk at (763) 706-3611.

The meeting was called to order in the Library Community Room by Vice-Chair Chris Polley at 5:32pm.

Members physically present: Tricia Conway; Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller. **Members remotely present:** Christopher Polley. **Members Absent:** Nick Novitsky (Council Liaison). **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Jane Polley (CHPL Foundation); K.T. Jacobs (CH Lion's Club).

1. The **Minutes** of the **June 23rd, 2021**, Board Meeting were **moved and approved unanimously via roll-call vote**.
2. The **Bill Lists** were reviewed; no objections, just a few questions:
 - a. RFID/Security Gate/Self-Check Maintenance: Planned yearly technology support expense. It's estimated that 75% of patrons use the Self-Service option to checkout (freeing up staff time).
 - b. Harris Directories include listings of all Minnesota Service and Manufacturing companies.
 - c. Quarterly Security Monitoring (\$117) contracted to USA Security Inc.
 - d. Mini Water Heater Replacement. Staff Room point-of-use water heater broke; needed replacement.
 - e. Books...lots of new books :)
3. Operating Budget Review: We're in good shape; approximately 43% spent in 58% of the year.

Old Business:

4. **Update on 2022 Budget Meeting with City Manager & Finance Director:** No substantial changes were advised; although the submitted budget reflects a 5% increase, it was only a 2.2% increase before IT suggested that our public PCs should be replaced this year. In response to the future implementation of a new ERP system (finance/payroll software), we were advised to dissolve the 2025 (automated circulation system supplies) line item (physical items moved to 2171, and ACL notices to 3050). Renee asked for a Board Member to accompany her to the City Council Budget Work Session later this fall (Carrie said she would likely be able to). It was also asked of the Board to write down some budget talking points for the Work Session, by the next meeting.

New Business:

5. **CHPL Foundation Spaghetti Dinner Fundraiser:** Jane Polley was in attendance to inform the Board of the upcoming fundraiser scheduled for September 8th from 4:30-7pm at Murzyn Hall. Jane asked whether any of the members could volunteer for the event: Tricia is unable; Teresa, Carrie, Gerri, and Renee volunteered; Chris Polley needs to check his schedule before committing to it.
6. **Revised Library Meeting Room Use Policy:** At the previous week's Council Meeting, the policy was scrutinized and thoroughly revised without input from the Library Board; the main changes are that all renters will be subject to a \$25/hour charge for use (regardless of whether during library open hours or not), and that room use does not necessarily permit use of the room's technology systems. The Library Board was somewhat perturbed by the City Council pushing this through without their input, and do not fully agree with the direction the revised policy. The Community Room is primarily a programming space for Library events, and secondly a meeting space for community groups and other community enriching events (without a financial barrier). The Board pretty consistently opposed an hourly charge for use, but supported the idea of a refundable damage deposit to hold

renters accountable, although the idea of the room being rented outside of Library hours (when there is no staff, security, or custodian on hand) made them nervous. Also, in pre-pandemic times parking space became an issue during events (a concern of the Council as well); external group events should not create parking issues for regular library users. The Board will be giving this new room use policy more thought, and may bring it back up for discussion at a later date, but as of now, the Council-revised will dictate room use in the interim.

- 7. Proposed Change to Library Service Hours:** Renee included some pre-pandemic library usage stats, current hours from other library systems, and some hypothetical options for expanded Library service hours. The Board appreciated the included information to help inform their decision, and quickly narrowed it down to two options (from the 5 suggested). They agreed that it is beneficial to both staff and patrons that we have consistent opening times (10am on all open days), and agreed that it would be better to close on the hour (instead of on the half-hour). **A MOTION was made to adopt Plan "B" Service Hours for the Columbia Heights Public Library effective September 7, 2021; the motion was seconded and approved unanimously via roll-call vote.** Plan "B" Service Hours are as follows: Monday-Thursday (10am-7pm), Friday (10am-4pm), Saturday (10am-3pm), and Sunday (Closed); 47 total open hours per week (up from 40).

For Your Information:

- 8. May/June Operational Reports:** Included in Agenda Packet for informational purposes; no review.
- 9. CH Lion's Club Heights' Speakeasy:** The CH Lion's Club will be hosting the Heights' Speakeasy event at Murzyn Hall on September 18th; a 1920's Extravaganza celebrating Columbia Heights' 100 years as a Charter City (established 1921). Tickets will be sold in advanced: \$50 for Dinner (6pm) and Dance, or \$15 for the Dance (8pm) only. The dinner will consist of hors d'oeuvres, multi-course meal, and champagne; also during the night there will be trivia, dance lessons, drawings, and Prohibition-era specialty drinks; music will be provided by the "The Mouldy Figs", Twin Cities' renowned traditional jazz band (started in 1959).
- 10. Library Board Meeting Guests (postponed):** Ben Sandell intended to come to tonight's Library Board meeting, but other obligations surfaced; due to this, our guest attendees will be pushed out one month each.
- ~~August~~ **September: Ben Sandell (City Communications Coordinator)** to discuss communications/promotion strategies, and other possibilities.
 - ~~September~~ **October: 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).
 - ~~October~~ **November: 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 6:46 pm, and seconded. Meeting adjourned.

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 August 4th, 2021

240-45500

2171: General Supplies

Demco	6979865	072021	Labels (5,000)	119.93
				119.93

2180: Books

Baker & Taylor	2036070427	4129A	Books	26.00
	2036070427	4135A	Books	32.30
	2036070427	4137J	Book	14.37
	2036070427	4144J	Books	18.21
	2036070427	4145A	Books	55.85
	2036073039	4094JS	Books	14.27
	2036076694	4123A	Book	12.99
	2036076694	4135A	Book	14.96
	2036076694	4136J	Book	9.41
	2036076694	4144J	Books	46.72
	2036076694	4145A	Books	74.11
	2036076694	4147A	Books	486.92
	2036089691	4137J	Books	40.94
	2036089691	4143J	Book	9.97
	2036089691	4144J	Book	6.49
	2036089691	4147A	Books	30.47
	2036089691	4149J	Books	306.26
	2036089691	4150A	Books	<u>206.25</u>
				1,406.49

Cengage Learning Inc.	74654917	4096AS	Large Print Book	28.49
				28.49

2183: E-Books

Anoka County Library	1659	2155	eBook Services 0720-0621	7,125.14
				7,125.14

2189: DVDs

Midwest Tape	500674982		DVD (Adult)	11.24
	500674983	052421	DVDs (Adult)	<u>20.98</u>
				32.22

4000: Maintenance and Repair

Marco Inc.	INV8923007	2763	PtrMaint 071521-081421	43.21
	INV8930540	2763	CpyMaint 071521-081421	107.58
	INV8930540	2763	CpyOverage 061521-071421	<u>43.81</u>
				194.60

262-45017: 21st Century Grant

2170: Program Supplies

Brianna Belanger (reimbursement)	Target	071921	SkinnyPop, Motts, Quaker	25.77
	Target	072221	Motts	<u>4.80</u>
				30.57

3050: Expert & Professional Services

Growing Green Hearts/Heidi Ferris	Contract		Youth Program 7/20-22	750.00
				750.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
August 18th, 2021

240-45500

2170: Program Supplies

The Bakken Museum	17837	Sound Kits	20.00
Janway	138473	Digital Stickers (500)	<u>283.56</u>
			303.56

2990: Commodities Purchased for Resale

Janway	138483	Soft Ear Buds (250)	<u>253.84</u>
			253.84

3050: Expert & Professional Services

Anoka County Library	1660	2155	July Notices	100.00
	1661	2155	July Cataloging	71.78
Unique Management Services	603920	2307	July Placements	<u>44.75</u>
				216.53

3105: Training and Educational Activities

Minnesota Library Association	200005826	2021 MLA Conf. (Renee)	100.00
	200005826	2021 MLA Conf. (Brianna)	<u>100.00</u>
			200.00

3220: Postage

USPS		Postage on Returned Book	<u>6.60</u>
			6.60

4020: Building Repair and Maintenance Services

AID Electric Service, Inc.	66385	Replace Switch	<u>90.78</u>
			90.78

262-45017: 21st Century Grant

2170: Program Supplies

The Bakken Museum	17838	Color Chemistry Kits	<u>60.00</u>
			60.00

3050: Expert & Professional Services

The Bakken Museum	Contract	Youth Program (7/29)	200.00
Parcel Arts	Contract	Youth Program (8/3)	350.00
Amber Burnette	Contract	Youth Program (8/10)	<u>50.00</u>
			600.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 August 25th, 2021

240-45500

2170: Program Supplies

Cortni O'Brien (reimbursement)	Amazon.com		You, Me, & the Sea	8.67
	Michaels		Cords & Felt	15.97
Blick Art Materials, LLC	6810406	080321	ClassPack, Acrylic Paint	<u>157.81</u>
				182.45

2171: General Supplies

Demco, Inc.	6987505	80521	Tape, Sign Holders, DVD	202.89
	6989025	80521	Multi-Disc DVD Cases	0.00
Trio Supply Company, Inc.	696480		Soap, TP, Bowl Cleaner	<u>211.73</u>
				414.62

2180: Books

Baker & Taylor	2036084514	4133J	Book	14.37
	2036084514	4134A	Book	12.99
	2036084514	4144J	Books	31.08
	2036084514	4147A	Books	89.57
	2036084514	4148J	Books	1,106.60
	2036094483	4094JS	Book	3.89
	2036102076	4134A	Book	11.04
	2036102076	4135A	Book	12.99
	2036102076	4137A	Book	9.97
	2036102076	4144J	Book	6.49
	2036102076	4147A	Books	31.58
	2036102076	4148J	Book	10.52
	2036102076	4150A	Book	22.46
	2036102076	4151A	Books	495.48
	2036116556	4128J	Book	9.97
	2036116556	4143J	Book	6.49
	2036116556	4148J	Books	239.2
	2036116556	4150A	Books	16.87
	2036116556	4151A	Books	47.35
	2036124750	4144J	Book	6.49
	2036124750	4148J	Books	53.47
	2036124750	4153A	Books	525.26
	2036128870	4155A	Books	344.79
	2036128870	4156A	Books	118.23
	5017143964	4093AS	Book	32.94
	5017171390	4093AS	Books	<u>52.28</u>
				3,312.37

Cengage Learning Inc.	74782627	4095AS	Large Print Books	161.19
	74809618	4095AS	Large Print Book	28.49
	74810095	4096AS	Large Print Book	<u>26.99</u>
				216.67

Sha Dor, LLC	0004	4152JD	Somali Books	<u>40.98</u>
				40.98

2185: Compact Discs

Midwest Tape	500785433		Audiobooks (Youth)	109.97
	500785435	061421	Audiobook (Adult)	39.99
MicroMarketing, LLC	858516		Audiobooks (Adult)	169.98
	858941		Audiobooks (Adult)	<u>140.17</u>
				460.11

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
August 25th, 2021

2189: DVDs

Midwest Tape	500733903	052421	DVD (Adult)	22.49
MicroMarketing, LLC	857532	071421	DVDs (Youth)	294.43
	857872	071421	DVDs (Youth)	<u>31.97</u>
				348.89



262-45017: 21st Century Grant

3050: Expert & Professional Services

Compas, Inc.	Contract	Youth Program (8/12/21)	<u>525.00</u>
			525.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		9/1/2021	July	August		67%
1000	ACCRUED SALARIES		10,085.84			
1010	REGULAR EMPLOYEES	442,600	249,068.92		193,531	56%
1011	PART-TIME EMPLOYEES	114,100	53,324.23		60,776	47%
1020	OVERTIME REG. EMPLOYEES	1,000	320.41		680	32%
1070	INTERD. LABOR SERVICE	2,000	0.00		2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	22,411.86		19,388	54%
1220	F.I.C.A. CONTRIBUTION	42,800	22,337.44		20,463	52%
1225	FLEX BENEFIT FICA	0	0.00		0	
1300	INSURANCE	82,100	45,404.95		36,695	55%
1510	WORKERS COMP. INS. PREMIUM	4,500	1,563.06		2,937	35%
2000	OFFICE SUPPLIES	1,200	621.91		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	line eliminated, rev & exp moved to 2170 and 3050				
2030	PRINTING & PRINTED FORMS	900	315.50		585	35%
2161	CHEMICALS	0	-444.07		444	#DIV/0!
2170	PROGRAM SUPPLIES	1,500	985.95	486.01	28	98%
2171	GENERAL SUPPLIES	6,400	2,657.09	534.55	3,208	50%
2175	FOOD SUPPLIES	200	31.47		169	16%
2180	BOOKS	56,000	25,409.26	5,005.00	25,586	54%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,707.39		3,793	42%
2183	E-BOOKS	8,000	0.00	7,125.14	875	89%
2185	COMPACT DISCS	5,500	2,993.02	460.11	2,047	63%
2187	BOOK/CD SET	500	0.00		500	0%
2189	DVD	6,300	4,009.36	381.11	1,910	70%
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	0.00	253.84	46	85%
3050	EXPERT & PROFESSIONAL SERVICE	19,900	10,308.56	216.53	9,375	53%
3105	TRAINING & EDUCATION	500	476.04	200.00	-176	135%
3210	TELEPHONE	1,350	213.15		1,137	16%
3220	POSTAGE	250	80.58	6.60	163	35%
3250	OTHER COMMUNICATIONS	2,650	1,155.30		1,495	44%
3310	LOCAL TRAVEL EXPENSE	700	109.76		590	16%
3600	INSURANCE & BONDS	8,700	5,075.00		3,625	58%
3810	ELECTRIC	34,200	19,401.89		14,798	57%
3820	WATER UTILITIES	2,800	544.04		2,256	19%
3830	GAS	9,100	4,861.59		4,238	53%
3850	SEWER UTILITIES	3,000	1,648.75		1,351	55%
4000	REPAIR & MAINTENANCE	16,300	15,426.00	194.60	679	96%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	22,283.31		15,917	58%
4020	BUILDING MAINTENANCE	27,100	11,917.10	90.78	15,092	44%
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	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	650	0.00		650	0%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	15,150	8,837.50		6,313	58%
	TOTAL	1,081,750	546,711.63	14,954.27	520,084	52%



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: July 2021 Operational Report
DATE: August 3, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. SetPoint adjusted the building HVAC automation systems to maximize energy efficiency.
- B. A leak was discovered in cooling unit #2 which serves the community room.
- C. Public works and police department staff and a vendor reviewed the building and made informal recommendations for updating interior and exterior cameras.
- D. Exterior windows were washed on July 31.

II. TECHNOLOGY

- A. TechLogic performed preventative maintenance and cleaning of the automated materials handler on July 27.
- B. IT continued to troubleshoot connection issues with the Workflows ILS on staff computers.

III. COLLECTION

- A. Adult print materials were chosen from the April 15 issues of *Kirkus Reviews* and *Booklist*, and both May issues of *Kirkus Review*. Adult bestsellers with August publication dates were ordered. Juvenile print materials were selected from the April and May issues of *Growing Minds* and both April issues of *Booklist*.
- B. Weeding was completed in adult mysteries, large print and paperback romance collections.

IV. PROGRAMS AND VIRTUAL EVENTS

- A. Summer Adventures, the summer reading program for all ages, continued.
- B. Youth Read Down continued.
- C. Story Strolls for families were held at Ramsdell Park on July 7-8 and Prestemon Park on July 21-22.
- D. In-person Storytimes were offered at Prestemon Park on July 12 and 26.
- E. Mandalas of India, a program for young adults, was offered on July 13.
- F. Hand Built Ceramic Mugs, a program for adults, was offered on July 14.
- G. Poems in the Park was offered at Huset West Park on July 16.
- H. Be an Engineer, a STEM class for youth, was taught on July 16 and 23.
- I. Wine and Words, a book club for adults, was offered on July 16.
- J. The Library offered a fishing pond game at the City's Centennial Celebration on July 17.
- K. Green Leaders Youth Day Camp was offered July 20-22 at Sullivan Park.
- L. The adult book club met virtually to discuss "News of the World" on July 21.
- M. Backyard Birdfeeders, a class for youth, was offered on July 27.
- N. The Mayor's Book Club discussed "Flight Behavior" on July 29.
- O. Chemistry of Color, a STEM class for youth, was taught on July 29.
- P. ISD 13's Mini-Adventures class visited on July 14.
- Q. A summer group from the Immaculate Conception School visited on July 14 and 28.
- R. Adult "Take and Make" craft kits were distributed.
- S. Materials were delivered to At-Home patrons.

V. STAFF

A. The “Empowers Youth” worker from Anoka County Careerforce continued working two days a week.

VI. FOUNDATION

A. The Foundation did not meet this month.

VII. MISC

- A. I presented the proposed 2022 library budget to the city manager and finance director on July 15.
- B. Youth Services Librarian Bri Belanger and I staffed a booth at the City Centennial Celebration on July 17.
- C. I presented the revised library meeting room use policy to the City Council on July 26.
- D. I participated in an informational webinar from the state library about changes to the 2021 Minnesota Public Library Annual Report on July 29.
- E. I met with the city manager and department heads on July 12, 19, and 26.
- F. I met with the Anoka County Library Public Service Team on July 28.

VIII. CIRCULATION

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>June 2020</u>	<u>June 2021*</u>
<i>Gate count</i>	1,090	5,417
<i>Library Programs</i>	8	13
<i>Room Use</i>	0	1

X. COMPUTER/INTERNET USE

	<u>June 2020</u>	<u>June 2021*</u>
<i>Patron Use (Logins):</i>	160	805
<i>Computer Use (Sessions):</i>	262	1,214
<i>Minutes Used:</i>	7,797	42,763

*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>June 2020</u>	<u>June 2021</u>
<i>Accounts Submitted</i>	896	946
<i>Dollars Submitted</i>	\$173,251.84	\$166,783.95
<i>Dollars Received</i>	\$21,830.38	\$23,615.61
<i>Materials Returned</i>	\$44,009.93	\$45,319.90



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 – July Operational Report
 DATE: July 30, 2021

I. Adult Programs and Displays

- a. The July take and make craft kit for adults was “Button Bracelets.” Twenty-five kits were distributed.
- b. Hand-Built Ceramic Mugs, a Legacy arts program, was presented by Artistry via Zoom on July 14. The program was full with 15 participants. The mugs were sent back to Artistry for firing.
- c. The Poems in the Park poetry walk was at Huset Park West on July 16. The theme was “A Midsummer’s Day.” Twenty-five people reported attendance.
- d. I hosted the first “Wine and Words” book club with Delynn Mulligan at the Murzyn Hall Senior Center on July 16. We discussed “You, Me and the Sea” by Meg Donohue. We had 8 participants at the program and have planned for two more in 2021.
- e. The July 26 “Landscape Features” collaboration with the Mississippi watershed management organization was cancelled due to low registration.
- f. I collaborated with Mayor Marquez Simula to host the first Mayor’s Book Discussion via Zoom on July 29. Six adults discussed “Flight Behavior” by Barbara Kingsolver, in celebration of the Mayor’s Monarch Pledge.
- g. Adult book displays included “Summer Olympics,” “Summer Reads,” and new books.
- h. The Centennial Celebration glass display case this month highlighted the entire 100 years of Columbia Heights’ history and was created by Kathy Super from the Friends of the Library.

II. Meetings/Outreach

- a. Check in with Mississippi Watershed Management/Adam Flett, 7/7
- b. Donation accepted from Tibetan American Foundation of MN, along with Councilmember Jacobs, 7/7
- c. Former volunteer/potential future volunteer Pat Tollefson, 7/23
- d. Former volunteer/potential future volunteer Mary Claire Wahlburg, 7/28

III. Projects

- a. Adult audiobooks order
- b. Youth DVDs order
- c. Book supplies order

IV. Other

- a. Three At-Home-Deliveries



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: July Operational Report
Date: July 30, 2021

I. PROGRAMS

- a. 50 people attended our Ramsdell Park story stroll on 7/7 and another 41 enjoyed the story stroll at Prestemon Park on 7/21.
- b. Outdoor story time at Prestemon Park continued this month. We had 34 total participants on 7/12 and 47 at our last session on 7/26. We will be on hiatus until 9/20 when we'll start up again with regularly scheduled indoor storytimes.
- c. Teens learned about the history and art of mandalas with a teaching artist from ArtStart on 7/13. This virtual, kit-based program reached 11 youth.
- d. We were invited to participate in a virtual, grant funded science camp in partnership with the Bakken Museum this year called Be an Engineer. 24 youth picked up supply kits in advance of the program and spent the week leading up to the virtual meeting solving two design challenges. Throughout the process, they learned about the design process and were introduced to different engineering careers. We were so grateful to be invited to participate.
- e. The library had a fishing booth activity at the Centennial Celebration on 7/17 and handed out 175 prizes.
- f. Growing Green Hearts offered a 3-day Growing Green Leaders day camp at Sullivan Park on 7/20, 7/21 and 7/22. 10 youth learned about prairie plants, made their own paper, and tested the water quality of Sullivan Lake while learning leadership skills and making new friends.
- g. 12 youth learned about birds while creating birdfeeders with ArtStart educators in a virtual program on 7/27.
- h. 7 youth came out to Ramsdell Park for Chemistry of Color put on by the Bakken Museum. Many of the kids at this program were also at the Growing Green Leaders program and a few made connections to the Art of Indigo Dye class we offered earlier this summer.

II. COLLECTION

- a. Book orders from *Growing Minds* 4/21 and 5/21, *Booklist* 4/1 and 4/15, Audiobooks, and Adds and Replacements.
- b. Weeding of picture books continues.

III. PROJECTS

- a. Planning fall programs.
- b. Managed summer program registration and reminder emails.
- c. Prepared and installed July story strolls.
- d. Managed Empower Youth Worker.
- e. Created Summer Reads book display.
- f. Finalized fall Heights Happenings copy.
- g. Prepared grab and go activity kits for youth.
- h. Took care of monarch caterpillar on display for public viewing.
- i. Worked on fall vendor contracts.
- j. Fall early literacy space plan.

IV. GRANTS, MEETINGS, COMMUNITY

- 7/6: Phone call with Erin from Pollinate MN

7/12: Centennial Celebration Final Planning Meeting

7/14: Mini Adventure Library Visit

7/17: City Centennial Celebration

7/28: 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 bulletin board and youth space fall ideas. She is also processing, working on selection tools, and creating monthly J Fiction book displays. Additionally, she is managing the summer lunch program.