



LIBRARY BOARD MEETING
Library—Community Room, 3939 Central Ave NE
Wednesday, November 03, 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 October 6, 2021 Board Meeting.**
- 2. Review/Approve Bill Lists from October 13th, and 27th, 2021.**
- 3. Operating Budget Review**

COMMUNITY FORUM: At this time, individuals may address the Library Board about any item not included on the regular agenda. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. Those in attendance virtually should send this information in the chat function to the moderator. The Board will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda.

NEW BUSINESS:

- 4. Approve 2022 Library Holiday/Closed Dates**
- 5. Approve 2022 Library Board of Trustees Meeting Dates**

DIRECTOR'S UPDATE:

- 6. Budget Work Session**
- 7. Staffing (Page Training, Youth Services Librarian, Library Supervisor)**
- 8. Survey Questions**

ADJOURNMENT

- 9. September Operational Reports (FYI)**

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



COLUMBIA HEIGHTS PUBLIC LIBRARY
 3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
 Wednesday, October 6th, 2021

Drafted
 10/8/2021

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could 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.

The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:30pm.

Members physically present: Tricia Conway; Christopher Polley; Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Marlaine Szurek (CHPLF President); Sharon Shedlov (CHPLF Treasurer); David Larson (CHPLF Member). **Public remotely present:** N/A.

1. The **Minutes** of the **September 1st, 2021**, Board Meeting were **moved and unanimously approved**.
2. The **Bill Lists** were reviewed, **moved, and unanimously approved**.
3. Operating **Budget Review**: Some lines are overspent but it's the bottom line that matters. At 75% through the year, 59% of total budget has been expended, not including September payroll and utilities which haven't yet cleared on monthly expenditure report.

New Business:

4. **Conversation with CHPL Foundation** (President Marlaine Szurek, Treasurer Sharon Shedlov, Member-at-Large David Larson)
 All Library Board members are relatively new and unfamiliar with the Foundation's governing board, so introductions were made around the room. Chair Conway asked the Foundation to share information about its history and purpose. She explained that the Library Board set up the conversation in order to learn more about the Foundation and better understand how both groups might better serve the Library and the citizens of Columbia Heights. The Foundation was founded as a 501(c)3 organization in 2001 with the goal of advocating and funding quality library service and facilities within the city of Columbia Heights. The Foundation has supported a number of projects at the library over the years including:
 - **2012 – \$6,500** for a library space needs assessment for the City of Columbia Heights
 - **2016 – \$65,000** for RFID technology for collection management and security (tags for collection, hardware for staff workstations, software, security gates, and self-check kiosks for customers)
 - **2017 – \$37,600** for the new building's lobby interior finishes
 - **2017 – \$3,000** for play and learning fixtures within the children's area (with a supplement of **\$1,500 in 2019**)
 - **2017 – \$500** for the purchase of large-print books
 - **2019 – \$5,550** to upgrade the Windows Operating system in three Bibliotheca self-check kiosks
 - **2019 – \$3,300** to underwrite a U.S. Citizenship class delivered by Metro North Adult Basic Education at the Library
 - **2020 – \$5,700** to upgrade Windows Operating System on the TechLogic Automated Materials Handler (AMH)
 - **2020 -- \$14,700** to the Columbia Heights Police Department to work with the Constitution Center to create a curriculum at the MetroNorth Adult Education Center for English Language Learners and new immigrants.

In response to inquiries from the Council Liaison, the Foundation's Board described their meeting schedule and process for recruiting new trustees. Board Chair Conway asked what programs or initiatives were most exciting to the Foundation, and if there were any aspects of the Library they were most interested in funding. President Szurek deferred to the advice of the Library Director. Another person brought up public art, which was a major interest of previous members of the Library Board. Foundation President Szurek reminded the Board that it has a formal process for requesting funds. There was discussion of procuring or commissioning a sculpture for the Library property. Board Member Eisenbise mentioned that there is an artist group in Columbia Heights which might collaborate with or help design a process for commissioning art with a local connection. In closing, the

Board expressed appreciation for the Foundation's willingness to converse and expressed their continued interest in public art with a preference for work to enhance the interior of the building. They also expressed interest in resurrecting the Board's Art Subcommittee to select pieces or design a process for commissioning art. Foundation member Larson expressed happiness with the Board's drive and enthusiasm for the Library's work.

5. Report from the Library Director:

Staffing Updates: Two Library Pages resigned over the summer, so the position was advertised. Twenty-one applications were received; seven people were interviewed; two conditional offers of employment were extended. If the candidates accept the offers and pass a background check, they will begin training in mid-October. Youth Services Librarian Brianna Belanger announced her resignation to accept a position with the Duluth Public Library. This open position will be advertised soon. Positions at the Library are posted on the websites of the City of Columbia Heights, Metronet, the Minnesota Library Association and the League of Minnesota Cities.

City Projects:

- The City is currently undertaking a compensation study and pay equity audit for all staff; recommendations from the study may impact future library budgets in the personal services area.
- The City also commissioned a technology audit during 2021. A primary recommendation from the technology audit was to restructure and augment the IT Department, which will allow it to be more forward-thinking and proactive rather than reactive. A restructured department may be able to deliver more timely and effective technology support and planning for library staff and patron needs.
- The City's document management and archival system, Laserfiche, is being upgraded to include more automated retention and functionality.
- The City's outdated accounting software is being migrated to an enterprise resource planning system. The new system will change how purchase requisitions, invoice payment, payroll, and financial reporting happens. Monthly bill lists and budget updates presented to the Board will look different soon.

Library staff are involved in all of these projects in evaluating, planning, learning and implementing new procedures. Although this work puts pressure on library staffing and accomplishing regular public service in the short-term, the long term impact will be greater efficiency and transparency for staff and customers.

For Your Information:

6. **August Operational Reports:** Included in Agenda Packet for informational purposes; no review.

From the Floor:

7. **Letter from Patron:** Resident Paul Cram sent a letter to the Board about the importance of the Library as a meeting place for the community, and the lack of public meeting space during the pandemic. He urged the reopening of the study and meeting rooms. The rooms were reopened August 23 so Chair Conway will reply letting him know of the room re-opening and thanking him for their interest and passion. Cram mentioned that he has volunteered at the Library in the past leading ESL conversation circles which use the rooms in question. The Board also proposed that future meetings include a "Public Comment" period.
8. **NYPL Fine-Free/BookRiot Fine-Free Article:** Trustee Moeller mentioned that New York Public Library has recently gone fine-free and also eliminated existing fines from library accounts. She mentioned that "BookRiot" recently published an article on the subject of fines which cites a professional study of impact.
9. **November meeting:** Conversation with the Friends of the Library, and discussion of future plans for the CHPL Arts Subcommittee.

There being no further business, a motion to adjourn was made at 6:36 pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

COLUMBIA HEIGHTS PUBLIC LIBRARY

2021 Expenditures

October 13th, 2021

240-45500

2170: Program Supplies

Belanger, Brianna (reimbursement)	Michaels.com		Tissue, Twine, Lights	61.52
O'Brien, Cortni (reimbursement)	Amazon.com		Mini Paint Cups	11.88
	Etsy.com		Wooden Sugar Skulls	<u>37.50</u>
				110.90

2171: General Supplies

Paper Roll Products	172231		Receipt Paper Rolls	<u>245.00</u>
				245.00

2180: Books

Baker & Taylor	2036185050	4094JS	Books	66.89
	2036184421	4162J	Books	604.44
	2036194433	4158J	Book	4.54
	2036194433	4161A	Book	15.51
	2036194433	4163J	Books	378.49
	2036200081	4094JS	Book	7.78
	2036205402	4144J	Book	6.49
	2036205402	4160A	Book	11.04
	2036205402	4164A	Books	429.46
	2036214893	4094JS	Books	9.08
	5017216299	4093AS	Books	178.55
	5017245612	4093AS	Book	<u>35.95</u>
				1,748.22

Cengage Learning Inc.	75808969	4095AS	Large Print Books	106.46
	75809535	4096AS	Large Print Books	<u>168.69</u>
				275.15

2181: Periodicals, Magazines & Newspapers

J.D. Power & Associates	ORDUS095994		Used Car Guides	187.47
Mayo Clinic Health Letter			Mayo Health Letter Renewal	32.00
School Library Journal			School Library Jrnl Renewal	<u>136.99</u>
				356.46

2185: Compact Discs

MicroMarketing, LLC.	859234	485182	Audiobooks (Adult)	93.47
	859543	485182	Audiobook (Adult)	25.49
	860040	485182	Audiobooks (Adult)	59.45
	861042	485182	Audiobook (Adult)	34.00
Midwest Tape	500918720	8132021	Music CDs (Youth)	33.37
	500940127	8132021	Music CDs (Youth)	<u>10.99</u>
				256.77

2189: DVDs

MicroMarketing, LLC.	860396	484518	DVDs (Youth)	44.16
	861232	484518	DVD (Youth)	14.98
Midwest Tape	500940129	083021	DVDs (Adult)	638.78
	500982557	083021	DVDs (Adult)	52.47
	500993278	083021	DVD (Adult)	26.24
	501017084	083021	DVDs (Adult)	<u>113.19</u>
				889.82

3050: Expert & Professional Services

Burnette, Amber	Contract		Adult Program 9/21/21	50.00
Kullberg, Kathleen	Contract		Adult Program 9/25/21	<u>100.00</u>
				150.00

4000: Maintenance and Repair

Marco Inc.	INV9124760	2763	PtrMaint 091521-101421	43.21
	INV9177140	2763	CpyMaint 091521-101421	107.58
	INV9177140	2763	CpyOverage 081521-091421	<u>33.52</u>
				184.31

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
 October 27th, 2021

240-45500

2170: Program Supplies				
Cortni O'Brien (reimbursement)	Oriental Trading		Pride Giveaway Items	<u>40.03</u>
				40.03
2171: General Supplies				
Blick Art Materials	7247360	100521	Archival Boxes (4)	<u>107.68</u>
				107.68
2180: Books				
Baker & Taylor	2036218862	4158J	Books	10.38
	2036218862	4163J	Books	22.74
	2036218862	4164A	Books	26.58
	2036218862	4165A	Books	309.96
	2036219323	4147A	Book	16.62
	2036219323	4158J	Book	3.89
	2036219323	4166J	Books	364.41
	2036224395	4161A	Book	11.63
	2036224395	4166J	Book	3.24
	2036224395	4167A	Books	119.05
	2036224395	4168J	Books	391.79
	2036229808	4151A	Book	22.46
	2036229808	4163J	Book	3.24
	2036229808	4169A	Books	104.17
	2036244020	4157A	Book	11.04
	2036244020	4163J	Book	3.89
	2036244020	4168J	Books	26.56
	2036244020	4169A	Books	39.27
	2036244020	4170A	Book	14.38
	2036244020	4171J	Books	360.75
	2036248161	4163J	Books	15.56
	2036248161	4165A	Book	16.62
	2036248161	4172J	Books	546.26
	5017277158	81336167	Books	156.54
	5017290844	4093AS	Books	<u>47.57</u>
				2,648.60
Cole Information Services, Inc.	INV40071900	4175RS	2021 Cole Directories	<u>537.95</u>
				537.95
2185: Compact Discs				
MicroMarketing, LLC	863174		Audiobooks (Adult)	335.70
	863926		Audiobooks (Adult)	<u>72.24</u>
				407.94
2189: DVDs				
MicroMarketing, LLC	862611	071421	DVD (Youth)	14.98
Midwest Tape	501048081	083021	DVDs (Adult)	<u>35.98</u>
				50.96
3050: Expert & Professional Services				
Anoka County Library	1664	2155	September Notices	100.00
Unique Management, Inc.	605816	2307	September Placements	<u>17.90</u>
				117.90
3310: Local Travel Expense				
Brianna Belanger	Reimbursement		Mileage Q3	<u>33.60</u>
				33.60

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
October 27th, 2021

4000: Maintenance and Repair

Marco Inc.	INV9224635	2763	PtrMaint 101521-111421	<u>43.21</u>
				43.21

4020: Building Repair and Maintenance Services

Allen Luciw-Allens Perfect Painting	09202021		Drywall, Doorstop, Painting	<u>702.00</u>
				702.00

262-45017: 21st Century Grant

2170: Program Supplies

Bri Belanger (reimbursement)	Target		Coding Club Treats	41.93
	Target		Coding Club Treats	<u>27.23</u>
				69.16

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		11/3/2021	September	October		83%
1000	ACCRUED SALARIES		17,854.66			
1010	REGULAR EMPLOYEES	442,600	316,920.00		125,680	72%
1011	PART-TIME EMPLOYEES	114,100	67,810.18		46,290	59%
1020	OVERTIME REG. EMPLOYEES	1,000	439.07		561	44%
1070	INTERD. LABOR SERVICE	2,000			2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	28,384.62		13,415	68%
1220	F.I.C.A. CONTRIBUTION	42,800	28,411.95		14,388	66%
1300	INSURANCE	82,100	58,424.97		23,675	71%
1510	WORKERS COMP. INS. PREMIUM	4,500	1,958.92		2,541	44%
2000	OFFICE SUPPLIES	1,200	928.52		271	77%
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%
2030	PRINTING & PRINTED FORMS	900	367.50		533	41%
2161	CHEMICALS	0	-444.07		444	#DIV/0!
2170	PROGRAM SUPPLIES	1,500	1,524.72	150.93	-176	112%
2171	GENERAL SUPPLIES	6,400	3,772.92	352.68	2,274	64%
2175	FOOD SUPPLIES	200	31.47		169	16%
2180	BOOKS	56,000	33,176.16	5,209.92	17,614	69%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,707.39	356.46	3,436	47%
2183	E-BOOKS	8,000	7,125.14		875	89%
2185	COMPACT DISCS	5,500	3,561.09	664.71	1,274	77%
2187	BOOK/CD SET	500	0.00		500	0%
2189	DVD	6,300	4,390.47	940.78	969	85%
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	253.84		46	85%
3050	EXPERT & PROFESSIONAL SERVICE	19,900	10,728.02	267.90	8,904	55%
3105	TRAINING & EDUCATION	500	676.04		-176	135%
3210	TELEPHONE	1,350	260.42		1,090	19%
3220	POSTAGE	250	124.00		126	50%
3250	OTHER COMMUNICATIONS	2,650	1,429.02		1,221	54%
3310	LOCAL TRAVEL EXPENSE	700	109.76	33.60	557	20%
3600	INSURANCE & BONDS	8,700	6,525.00		2,175	75%
3810	ELECTRIC	34,200	28,688.92		5,511	84%
3820	WATER UTILITIES	2,800	1,649.55		1,150	59%
3830	GAS	9,100	5,165.77		3,934	57%
3850	SEWER UTILITIES	3,000	2,476.23		524	83%
4000	REPAIR & MAINTENANCE	16,300	15,855.69	227.52	217	99%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	28,649.97		9,550	75%
4020	BUILDING MAINTENANCE	27,100	16,167.73	702.00	10,230	62%
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	11,362.50		3,788	75%
	TOTAL	1,081,750	708,037.61	8,906.50	364,806	66%



COLUMBIA -HEIGHTS- PUBLIC LIBRARY

HOLIDAY/CLOSED DATES 2022

<u>DATE/DAY</u>	<u>HOURS</u>
<u>New Year's Weekend 2022</u>	
December 31, 2021, Friday; NEW YEAR'S DAY (OBSERVED)	CLOSED
January 1, 2022, Saturday; NEW YEAR'S DAY	CLOSED
January 17, Monday; MARTIN LUTHER KING JR. DAY	CLOSED
February 21, Monday; PRESIDENTS' DAY	CLOSED
April 15, Friday; GOOD FRIDAY (CITY HOLIDAY)	CLOSED
May 19, Thursday; STAFF DAY (IN-SERVICE TRAINING)	CLOSED
<u>Memorial Day Weekend</u>	
May 28, Saturday	CLOSED
May 30, Monday; MEMORIAL DAY	CLOSED
July 4, Monday; INDEPENDENCE DAY	CLOSED
<u>Labor Day Weekend</u>	
September 3, Saturday	CLOSED
September 5, Monday; LABOR DAY	CLOSED
November 11, Friday; VETERAN'S DAY	CLOSED
<u>Thanksgiving Weekend</u>	
November 24, Thursday; THANKSGIVING DAY	CLOSED
November 25, Friday; THANKSGIVING FRIDAY	CLOSED
<u>Christmas Weekend</u>	
December 23, Friday; CHRISTMAS EVE (OBSERVED)	CLOSED
December 24, Saturday; CHRISTMAS EVE	CLOSED
December 26, Monday; CHRISTMAS DAY (OBSERVED)	CLOSED
<u>New Year's Weekend 2023</u>	
January 2, 2023, Monday; NEW YEAR'S DAY (OBSERVED)	CLOSED

Drafted: October 7, 2021
Approved:



CHPL Board of Trustees 2022 Meeting Dates

Columbia Heights Public Library • 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690 • www.columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY **BOARD OF TRUSTEES** **MEETING DATES 2022**

Board of Trustees

- Tricia Conway
Chair
- Christopher Polley
Vice-Chair
- Teresa Eisenbise
Secretary
- Carrie Mesrobian
Gerri Moeller
Members at Large
- Nick Novitsky
Council Liaison
- Renee Dougherty
Library Director

First Wednesdays of the month at 5:30pm (*unless noted otherwise).
Columbia Heights Public Library Community Room

- **January 5**
- **February 2**
- **March 2**
- **April 6**
- **May 4**
- **June 1**
- **July 6**
- **August 3**
- **September 7**
- **October 5**
- **November 2**
- **December 7**

January	February	March	April	May	June
Su M Tu W Th F Sa 1	Su M Tu W Th F Sa 1 2 3 4 5	Su M Tu W Th F Sa 1 2 3 4 5	Su M Tu W Th F Sa 1 2	Su M Tu W Th F Sa 1 2 3 4 5 6 7	Su M Tu W Th F Sa 1 2 3 4
2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
9 10 11 12 13 14 15	13 14 15 16 17 18 19	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
23 24 25 26 27 28 29	27 28	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30
30 31					

July	August	September	October	November	December
Su M Tu W Th F Sa 1 2	Su M Tu W Th F Sa 1 2 3 4 5 6	Su M Tu W Th F Sa 1 2 3	Su M Tu W Th F Sa 1	Su M Tu W Th F Sa 1 2 3 4 5	Su M Tu W Th F Sa 1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
31			30 31		

ATTENDANCE INFORMATION FOR THE PUBLIC:

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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: September 2021 Operational Report
DATE: October 11, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Three public restrooms and a damaged wall in the children’s reading nook were repainted.
- II. TECHNOLOGY
 - A. Nick Olberding, Kelly Olson and I continued to meet with Anoka County Library and Quipu staff to make configuration decisions for online card application software, which will import online registrations into the integrated library system. The new application will launch on the Anoka County website this fall.
- III. COLLECTION
 - A. Adult print materials were chosen from the June issues of *Booklist* and *Kirkus Reviews* and the July issue of *Library Journal*. Adult bestsellers with October publication dates were also ordered. Juvenile print materials were selected from the June issues of *Booklist* and June and July issues of *School Library Journal*. Juvenile graphic novels were ordered.
 - B. Weeding was completed in adult fiction A-S, easy readers, young adult nonfiction, and young adult audiobooks.
- IV. LIVE AND VIRTUAL PROGRAMS
 - A. The adult book club met in person on September 15 for the first time since February 2020. They discussed “Salt to the Sea” by Ruta Sepetys.
 - B. Poems in the Park was offered at Huset Park West on September 17.
 - C. Wine and Words, a book club for adults, was held at Murzyn Hall on September 17.
 - D. A Bike Fix-it Clinic was offered on September 18.
 - E. A Walking Tour of Architect Avenue was presented by Kathleen Kullberg on September 18.
 - F. Building a Better Backyards for Pollinators was taught by Amber Burnette on September 21.
 - G. A Story Stroll was held at LaBelle Park on September 22 and 23.
 - H. Hour of Code, an introduction to coding for youth, was held on September 28.
 - I. Two family Storytimes were offered in person this month.
 - J. Two Baby Read, Baby Grow classes were offered this month.
 - K. Materials were delivered to At-Home patrons.
- V. STAFF
 - A. The “Empowers Youth” worker from Anoka County ended her work experience at the Library on September 3.
 - B. Adult Services Librarian Cortni O’Brien and I interviewed seven applicants for Library Page on September 22, 23 and 24.
 - C. Adult Services Librarian Cortni O’Brien and I met for her annual performance evaluation.
 - D. The staff bid farewell to Alison Marzolf (Library Page) on September 3; Alison started work for the library in 2007.

VI. FOUNDATION

VII. MISC

- A. New service hours began on September 7. Hours are Monday through Thursday: 10 am - 7 pm; Friday: 10 am – 4 pm; and Saturday: 10 am – 3 pm.
- B. The adult services and youth services librarians and I met with Communications Coordinator Ben Sandell to strategize and prioritize promotion of library programs.
- C. The Library collaborated with the League of Women Voters to promote National Voter Registration Day on September 28.
- D. Robbin Lofton, a social worker with Guild Services has been meeting with clients and doing outreach with persons experiencing homelessness on Wednesday mornings at the Library.
- E. I participated in a conversation with Minnesota librarians about diversity, equity, and inclusion efforts on September 9.
- F. I met with the city manager and department heads on September 13 and 20.
- G. I met with the Anoka County Library Public Service Team on September 22.

VIII. CIRCULATION (will be reported quarterly)

	<u>2020</u>	<u>2021*</u>
July	10,207	11,404
August	11,877	11,520
<u>September</u>	<u>11,275</u>	<u>10,018</u>
Total	33,359	32,942

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>August 2020</u>	<u>August 2021*</u>
<i>Gate count</i>	4,678	5,787
<i>Library Programs</i>	2	9
<i>Room Use</i>	0	26

X. COMPUTER/INTERNET USE

	<u>August 2020</u>	<u>August 2021*</u>
<i>Patron Use (Logins):</i>	1,180	933
<i>Computer Use (Sessions):</i>	1,848	1,355
<i>Minutes Used:</i>	48,274	47,200

*Library open to the public for 40 hours per week at 50% capacity, including computers. Meeting and study rooms available for use starting August 23, 2021. Library open for 47 hours per week starting September 7, 2021.

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>August 2020</u>	<u>August 2021</u>
<i>Accounts Submitted</i>	896	956
<i>Dollars Submitted</i>	\$167,981.80	\$167,363.89
<i>Dollars Received</i>	\$22,116.63	\$23,811.13
<i>Materials Returned</i>	\$44,009.93	\$45,683.20



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: September 30, 2021

I. Adult Programs and Displays

- a. Five members of the Adult Book Club met on Sept. 15 to discuss “Salt to the Sea” by Ruta Sepetys.
- b. The Poems in the Park poetry walk was at Huset Park on Sept. 17. The theme was “September.” Twelve people reported attendance.
- c. The Wine and Words book club met at Murzyn Hall to discuss “My Grandmother Asked me to Tell You She’s Sorry” by Fredrik Backman. Nine adults attended.
- d. The library hosted a Bike Fix-It Clinic on Sept. 18. Twenty people attended and 11 bikes were repaired. We had two volunteers, fewer than usual, but they ran through the line of people so smoothly!
- e. The library hosted architectural historian Kathy Kullberg for a fascinating tour of the 6 original 1905 homes on Architect Ave in NE Minneapolis. Attendance was full with 22 participants.
- f. Local bird expert Amber Burnette shifted gears this month to present a new program for us—“Building a Better Backyard for Pollinators.” There were 18 people in attendance.
- g. Adult book displays included “Library Card Sign Up Month,” “Banned Books Week,” and new books.
- h. The glass display case featured Pollinators was put together by Kathy Super from the Friends of the Library.
- i. The League of Women Voters brought a sign display and voter registration forms for National Voter Registration day on Sept. 28.

II. Meetings/Outreach

- a. Annual employment review with Renee, 9/2
- b. Check-in with Renee, 9/23
- c. Public Relations with Ben Sandell (communications), 9/24
- d. Program planning with Delynn Mulligan (recreation), 9/27
- e. Winter program planning with Steve Smith (former board member/presenter), 9/29

III. Projects

- a. Library page interviews (7)
- b. Winter legacy programs planning
- c. 30 take home kits distributed for the Tiny Art Contest

IV. Other

- a. Four 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: September Operational Report
Date: September 29, 2021

I. PROGRAMS

- a. Fall storytime session started on Monday, September 20th. We are requiring registration for both Family and Baby storytimes and they are full.
- b. At least 52 people walked through the LaBelle Park Story Stroll on 9/22-9/23. All of the popsicle sticks were used and I had a note saying 2 more people participated and that our sticks ran out.
- c. Our 9/25 Pollinate MN program was cancelled due to low registration. We will be offering two more programs with Pollinate MN this October.
- d. 3 teens dropped by for our Hour of Code program that is kicking off our Fall Coding Club program in partnership with Code Savvy.

II. COLLECTION

- a. Book orders from *SLJ* 6/21, *Booklist* 6/1 and 6/15, *Kirkus* 6/15, Graphic Novels and Adds and Replacements.
- b. Weeding of easy readers completed. Weeding of YA Nonfiction completed. Weeding of YA Audiobooks completed. Weeding of YA Fiction began.

III. PROJECTS

- a. Continued winter planning.
- b. Managed fall program registration and reminder emails.
- c. Prepared and installed September story stroll.
- d. Created October book displays.
- e. Pulled Bulk Loans for ICS.
- f. Compiled SRP statistics.
- g. Compiled Dia Day Los Muertos grab and go kits.
- h. Went through Project Ready modules 14 and 15 curriculum.

IV. GRANTS, MEETINGS, COMMUNITY

- 9/14: 21CCLC Joint Partners Meeting
- 9/20: Project READY Cohort Meeting
- 9/22: Reimaging School Readiness Training
- 9/24: PR/Marketing Strategy Session
- 9/24: Met with Natasha regarding potential teen program

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, and purchase requests along with fulfilling bulk loans.
- 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 fulfilling bulk loan requests.