

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:** October 2021 Operational Report  
**DATE:** November 5, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. Existing building cameras were upgraded and additional cameras installed in the teen area and on the exterior of the building. We await upgraded software to allow staff to view camera output.
- B. Necessary upgrades were made to the dialer for the fire and security alarms.
- C. A leak was repaired in the air conditioner for the community room.

II. TECHNOLOGY

- A. A Bibliotheca technician was sent to repair a malfunctioning visitor counter and alarm in the security gate. At month end, we await replacement parts.

III. COLLECTION

- A. Adult print materials were chosen from the July issues of *Kirkus Reviews* and the August issue of *Booklist*. Adult bestsellers with November publication dates were ordered. Juvenile print materials were selected from the August issues of *Booklist*, *Growing Minds*, and *School Library Journal*.
- B. Weeding was completed in adult fiction M-Z and nonfiction 000-500.

IV. LIVE AND VIRTUAL PROGRAMS

- A. Family Discovery: MN Pollinate was offered on October 9.
- B. The City's Urban Forestry Specialist Liam Genter taught a tree identification class for adults on October 11.
- C. The Friends of the Library met on October 13.
- D. Poems in the Park were offered in Sullivan Park on October 15.
- E. A Dia de los Muertos/Day of the Dead celebration was held on October 16.
- F. Parcel Arts taught a watercolor course for adults on October 18.
- G. The adult book club discussed "The Great Alone" by Kristin Hannah on October 20.
- H. A Story Stroll was held at Huset Park on October 20 and 21.
- I. A Zombie FX class for teens was held on October 21.
- J. A drumming and movement class exploring West Africa was offered for youth on October 22.
- K. The Mayor's Book Club discussed Barbara Kingsolver's "Flight Behavior" on October 26.
- L. A Storytime especially for daycares was introduced this month.
- M. Four family Storytimes were offered this month.
- N. Three Baby Read, Baby Grow classes were offered this month.
- O. Three sessions of Coding Club for youth were offered this month.
- P. Materials were delivered to At-Home patrons.

V. STAFF

- A. Two new Library Pages, Nadira Hussein and Allison Muotka, began training on October 18.
- B. Nick Olberding, Kelly Olson, Cortni O'Brien and I were trained in the fundamentals of the new BS& A financial accounting software. Nick created the first batch of payment vouchers in the new system on October 20.
- C. Kelly Olson and Cortni O'Brien staffed a booth at Heights Next's PrideFest on October 9.

- D. The staff bid farewell to Youth Services Librarian Brianna Belanger on October 22. Bri started work for the library in 2015. She resigned to accept a position at the Duluth Public Library.
- E. Library Supervisor Alexandre Adrian announced his resignation in order to accept a full-time position with Mackin Publishing; his last day was October 30.

VI. FOUNDATION

- A. The Foundation met on October 12 for a report from their investment manager.

VII. MISC

- A. Robbin Lofton, a social worker with Guild Services continues to meet with clients and do outreach with persons experiencing homelessness on Wednesday mornings at the Library.
- B. I participated in the Minnesota Library Association Conference on October 6-8.
- C. I met with the city manager and department heads on October 4, 11, and 25.
- D. I met with the Anoka County Library Public Service Team on October 27.
- E. A celebration of life for Library Board member Patricia Sowada was held on October 2.

VIII. CIRCULATION (reported quarterly)

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

GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>September 2020</u>	<u>September 2021*</u>
<i>Gate count</i>	5,373	5,136
<i>Library Programs</i>	7	10
<i>Room Use</i>	0	145

IX. COMPUTER/INTERNET USE

	<u>September 2020</u>	<u>September 2021*</u>
<i>Patron Use (Logins):</i>	1,076	1,035
<i>Computer Use (Sessions):</i>	1,088	1,446
<i>Minutes Used:</i>	43,454	49,413

\*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.

X. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>September 2020</u>	<u>September 2021</u>
<i>Accounts Submitted</i>	896	958
<i>Dollars Submitted</i>	\$167,348.06	\$165,190.24
<i>Dollars Received</i>	\$22,144.63	\$24,064.58
<i>Materials Returned</i>	\$44,009.93	\$45,836.75