

Columbia Heights Public Library

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**TO:** Columbia Heights Public Library Board of Trustees  
**FROM:** Renee Dougherty, Library Director  
**SUBJECT:** April 2021 Operational Report  
**DATE:** April 30, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. Exterior windows were washed.
- B. Fire extinguishers were professionally inspected and refilled as necessary.
- C. The HVAC system received the quarterly inspection and filter changes throughout the building.
- D. The breakroom water heater failed and will be replaced in May.

II. TECHNOLOGY

- A. IT continued to unsuccessfully troubleshoot connection issues with the Workflows ILS on staff computers; public computers defaulting to “OneNote” rather than a physical printer; and intermittent issues with public computers #6, #12, and #20.

III. COLLECTION

- A. Adult print materials were selected from the February issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult bestsellers with May publication dates were ordered. Juvenile print materials were selected from the January issue of *Growing Minds*, the January and February editions of *School Library Journal*, and the February 1<sup>st</sup> issues of *Booklist* and *Kirkus Reviews*. Juvenile graphic novels and a World Book encyclopedia of the solar system were ordered.
- B. Weeding was completed in adult nonfiction 930-970 and in young adult and juvenile audiobooks.

IV. PROGRAMS AND VIRTUAL EVENTS

- A. A collage and postcard art class for teens was offered on April 1.
- B. The Library Board met on April 7.
- C. A simple sewn binding book course for teens was offered on April 8.
- D. Family Discovery: Branching Out into Art was offered at Silverwood Park on April 10.
- E. A Story Stroll for families was offered at Sullivan Park on April 13 and 14.
- F. Taking Your Photography to the Next Level, a virtual class for adults, was held on April 14.
- G. Naturalist Amber Burnette taught a virtual Bird Identification class for adults on April 20.
- H. The adult book club met virtually to discuss “The Handmaid’s Tale” on April 21.
- I. Family Discovery: Mucky, Mucky Mud was held at Silverwood Park on April 24.
- J. Planting for Pollinators, a virtual class for adults, was offered in support of the Mayor’s Monarch Pledge on April 27.
- K. The Resilience Book Club met virtually to discuss “Man’s Search for Meaning” on April 28.
- L. Four live virtual Storytimes were offered via Zoom this month.
- M. The city’s Centennial Quilt was installed in the community room.
- N. “Grab and Go” activity kits were distributed for children birth-K, grades 1-5, and grades 6-12.
- O. Adult “Take and Make” craft kits were distributed.
- P. Deliveries of materials were made to At-Home patrons.
- Q. Curbside pickup of materials was available upon request.

V. STAFF

- A. Youth Services Librarian Bri Belanger continues to participate in Project Ready: Reimagining

- Equity and Access for Diverse Youth, a curriculum for educators and youth librarians.
- B. Adult Services Librarian Cortni O'Brien participated in the city Centennial Committee and the first city senior services consortium gathering.
- C. I met with Library Page Yuliana Morocho-Calderon for her first annual performance evaluation.
- D. I met with Library Supervisor Kaytee Estall for her 6-month performance evaluation.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the Anoka County Library Management Team on April 1.
- B. On April 8, I meet with the city communications coordinator to discuss print marketing materials for the library.
- C. The library closed early, at 6 pm, in advanced of the metro-area curfew on April 12.
- D. On April 14, Bri Belanger, Nick Olberding and I met with consultants from Sciens about library information technology needs to inform a strategic plan for city IT needs.
- E. I participated in a meeting of library directors facilitated by State Library Services on April 20.
- F. I met with the youth services librarian, staff of the city recreation department, and school district staff to review foundational principles of the 21<sup>st</sup> Century Community Learning Centers grant.
- G. Nick Olberding and I met with the City Clerk to review expectations around the city's upgrade to the Laserfiche content management system.
- H. I met with the city manager and department heads on April 5, 12, 19, and 26.
- A. I met with the Anoka County Library Public Service Team on April 28.

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

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>March 2020</u>	<u>March 2021*</u>
<i>Gate count</i>	5,068	5,380
<i>Library Programs</i>	12	11
<i>Room Use</i>	214	1

X. COMPUTER/INTERNET USE

	<u>March 2020</u>	<u>March 2021*</u>
<i>Patron Use (Logins):</i>	1,275	901
<i>Computer Use:</i>	2,098	1,422
<i>Minutes Used:</i>	56,266	52,800

*\*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>March 2020</u>	<u>March 2021</u>
<i>Accounts Submitted</i>	896	935
<i>Dollars Submitted</i>	\$173,251.84	\$168,924.63
<i>Dollars Received</i>	\$21,830.38	\$23,475.38
<i>Materials Returned</i>	\$44,009.93	\$44,760.04