

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: August 2021 Operational Report
DATE: August 31, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. The eastside exterior door was vandalized and wouldn't lock securely. A locksmith reinforced the latch mechanism and doorframe.
- B. Orkin performed a bi-monthly inspection for pests.
- C. The facilities maintenance supervisor has sought bids for the repair of the air conditioning system that serves the lobby, restrooms, and community room.

II. TECHNOLOGY

- A. Clerks Nick Olberding, Kelly Olson and I met with Anoka County Library staff and a rep from Quipu to make configuration decisions for online card application software, which will automatically input online registrations into the integrated library system. The new application will be launched on the Anoka County website this fall.

III. COLLECTION

- A. Adult print materials were chosen from the May issues of *Booklist* and the May and June issues of *Library Journal*. Adult bestsellers with September publication dates were ordered. Juvenile print materials were selected from the May issues of *Booklist* and *School Library Journal* and the summer issue of *Growing Minds*. Youth music was added
- B. Weeding was completed in the adult western, audiobook, video, and music collections and the easy picture book collection.

IV. LIVE AND VIRTUAL PROGRAMS

- A. Summer Adventures, the summer reading program for all ages, continued through August 15.
- B. Youth Read Down continued through August 15; fifty-four youth eliminated \$496.70 of overdue fines this summer.
- C. A virtual Comics Creation program from teens was offered on August 3.
- D. Story Strolls for families were held at LaBelle Park on August 4-5 and Keyes Park on August 18-19.
- E. Intro to Birding for youth was taught on August 10 at LaBelle Park.
- F. A virtual class on low-tech movie-making was offered for teens on August 12.
- G. The adult book club discussed "The Yellow House" by Sarah M. Broom on August 18.
- H. Poems in the Park was offered at LaBelle Park on August 20.
- I. The final summer lunch was distributed on August 23.
- J. Materials were delivered to At-Home patrons.

V. STAFF

- A. The "Empowers Youth" worker from Anoka County continued working two days a week.
- B. Library Clerk Typist II Nick Olberding and I met for his annual performance review.
- C. Youth Services Librarian Bri Belanger promoted library programs and services at the orientation for ISD 13 new teachers on August 25.

VI. FOUNDATION

- A. Two members of the Foundation met on August 10 and decided to cancel the September Spaghetti Dinner event.

VII. MISC

- A. Study and meeting rooms reopened on August 23. Reservations are accepted for meeting rooms 60 days in advance.
- B. I staffed a table at an open house at the Lee Carlson Bridgeview Center along with staff from the Fridley branch of the Anoka County Library on the evening of August 19.
- C. I began working with ACL staff to clean up the Columbia Heights patron database, deleting patrons sent to a collections agency in the 2000s for whom the debt has been paid or is no longer collectible per Minnesota law.
- D. I met with the city manager and department heads on August 2, 9, 23 and 30.
- E. I met with the Anoka County Management Team on August 5, 26 and 31.
- F. I met with the Anoka County Library Public Service Team on August 25.

VIII. CIRCULATION (will be reported quarterly)

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>July 2020</u>	<u>July 2021*</u>
<i>Gate count</i>	3,747	5,244
<i>Library Programs</i>	10	15
<i>Room Use</i>	0	1

X. COMPUTER/INTERNET USE

	<u>July 2020</u>	<u>July 2021*</u>
<i>Patron Use (Logins):</i>	944	789
<i>Computer Use (Sessions):</i>	1,484	1,139
<i>Minutes Used:</i>	38,092	41,411

**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>July 2020</u>	<u>July 2021</u>
<i>Accounts Submitted</i>	896	951
<i>Dollars Submitted</i>	\$173,251.84	\$167,101.86
<i>Dollars Received</i>	\$21,830.38	\$23,705.02
<i>Materials Returned</i>	\$44,009.93	\$45,552.55