

**Columbia Heights Public Library**

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**TO:** Columbia Heights Public Library Board of Trustees  
**FROM:** Renee Dougherty, Library Director  
**SUBJECT:** February 2021 Operational Report  
**DATE:** February 25, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
  - A. Orkin visited for a bi-monthly pest inspection and treatment as needed.
- II. TECHNOLOGY
  - A. IS staff continued to work with Comprise to fix numerous issues with the integration of the new pc and print management software with Windows 10 and the multifunction copier/printer.
- III. COLLECTION
  - A. Adult print materials were selected from the December issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult bestsellers with March publication dates and replacement copies of worn or outdated adult books were ordered. Juvenile print materials were selected from October and November issues of *Booklist*, *Growing Minds*, or *School Library Journal*. Replacement copies of well-loved juvenile books, new graphic novels, music and spoken word CDs for youth, and youth videos were ordered. Adult spoken word CDs were ordered.
  - B. The Youth Services Librarian has reactivated “book bundles,” a set of 4-6 picture books on a single theme, such as dinosaurs, school, or cats. The objective is to save time for parents and increase circulation.
  - C. Weeding was completed in adult nonfiction 800s and continued in young adult fiction.
- IV. PROGRAMS AND VIRTUAL EVENTS
  - A. Library hours changed on February 1; the library is now open for 40 hours each week.
  - B. The Library Board met on February 3.
  - C. Poems in the Park was offered at Sullivan Park on February 3.
  - D. Lovely Luminations, a virtual class for adults, was taught by ArtStart on February 4.
  - E. Virtual LEGO Challenge premiered on February 10.
  - F. The adult book club met virtually to discuss “Burial Rites” on February 17.
  - G. The resilience book club met virtually to discuss “The Blue Zones of Happiness” on February 18.
  - H. Tween Book Club met virtually on February 23.
  - I. A Story Stroll for families was offered at LaBelle Park on February 23 and 24.
  - J. Three virtual pre-recorded Storytimes were premiered on Facebook.
  - K. Winter Reads, a reading program for all ages, ended on February 27.
  - L. Read Down for all ages was offered this month.
  - M. “Grab and Go” activity kits were distributed for children birth-K, grades 1-5, and grades 6-12.
  - N. Adult “Take and Make” craft kits were distributed.
  - O. The adult ESL conversation circle met virtually on Monday evenings facilitated by MetroNorth Adult Basic Education.
  - P. Deliveries of materials were made to At-Home patrons.
  - Q. Curbside pickup of materials was available upon request.
- V. STAFF
  - A. I met with Winnie Coyne (Library Clerk) for her annual performance evaluation.

- B. Nick Olberding (Clerk Typist) and I were trained in the Municode content management software for preparing and publishing Library Board agendas, minutes, and meeting packets.
- C. Youth Services Librarian Bri Belanger participated in an M3 continuous improvement webinar for recipients of 21<sup>st</sup> Century Community Learning Centers grants.
- D. Adult Services Librarian Cortni O'Brien participated in the city Centennial Committee.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the city manager and department heads on February 8, 16, and 22.
- B. I met with the Anoka County Library Management Team on February 4
- C. I attended the Columbia Heights Centennial program on streetcars in the Heights on February 20.
- D. I met with library leaders and constituents from Anoka and Ramsey counties and Representative Sandra Feist (41B) on February 23 as part of Library Legislative Week.
- E. I met with the Anoka County Library Public Service Team on February 24.
- F. I participated in the kickoff meeting for the Mayor's Monarch Pledge on February 27.

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

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>January 2020</u>	<u>January 2021*</u>
<i>Gate count</i>	8,627	3,913
<i>Library Programs</i>	27	11
<i>Room Use</i>	390	0

X. COMPUTER/INTERNET USE

	<u>January 2020</u>	<u>January 2021*</u>
<i>Patron Use (Logins):</i>	2,233	0
<i>Computer Use:</i>	3,681	1,049
<i>Minutes Used:</i>	95,657	38,711
<i>Internet Access:</i>	4,218	0
<i>Word:</i>	407	0
<i>PowerPoint:</i>	15	0
<i>Excel:</i>	29	0
<i>Calculator:</i>	21	0
<i>Catalog/Databases:</i>	127	0
<i>Microfilm Reader:</i>	1	0
<i>Burlington English</i>	67	0

\*Library open to the public for 32 hours per week at 50% capacity, including computers. Meeting and study rooms are not available for use. New public computer management software installed 12/22/20; thereafter there is no data on usage of individual software packages.

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>January 2020</u>	<u>January 2021</u>
<i>Accounts Submitted</i>	884	931
<i>Dollars Submitted</i>	\$171,336.36	\$169,353.72
<i>Dollars Received</i>	\$21,778.90	\$22,775.71
<i>Materials Returned</i>	\$42,592.65	\$44,614.67