DEPARTMENT OF EDUCATION

Columbia Heights Public Library

2020 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2020, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2020.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative-entity level only and some that request only outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

CONTACT INFORMATION

G01) Library Name	Columbia Heights Public Library
G02) Regional System/Sequence Number	M0230
G03) Regional Public Library System	MELSA
G04) Street Address	3939 Central Avenue NE
G05) Location is a change from previous year	No
G06) City	Columbia Heights
G07) ZIP Code	55421
G08) Mailing Address	3939 Central Avenue NE
G09) City	Columbia Heights
G10) ZIP Code	55421
G11) County	Anoka
G12) Phone	763-706-3690
G13) Library Web Address	https://www.columbiaheightsmn.gov/departments/library/index.php
G14) Director's Name	Renee Dougherty
G15) Director's Phone	763-706-3680
G16) Director's Extension	
G17) Director's E-mail Address	rdougherty@columbiaheightsmn.gov

Report Filer

G18) Name of Person Who Prepared the Public Library Report	Renee Dougherty
G19) Phone	763-706-3680
G20) E-mail	rdougherty@columbiaheightsmn.gov

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code	**Member of a Federation or Cooperative**
G22) Legal Basis Code	**Municipal Government (city, town or village)**
G23) Administrative Structure Code	**Administrative Entity with a Single Direct Service Outlet**
G24) IMLS Public Library Definition	**Yes**
G25) Geographic Code	**Municipal Government (city, town or village) (exactly)**
G26) Did the legal service area boundary change?	**No**

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COVID-19 RESPONSE

Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) Were any of the library's outlets physically closed to the public for any period of time due to the pandemic?	**Yes**	[new in 2020]
V02) Did the library add or increase the number of mobile hotspots for circulation?	**No**	[new in 2020]
V03) Did the library add or increase distribution of mobile hotspots?	**No**	[new in 2020]
V04) Before the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	**Yes**	[new in 2020]
V05) During the pandemic, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?	**Yes**	[new in 2020]
V06) During the pandemic, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?	**Yes**	[new in 2020]

Services During Pandemic

Data Element	Current Year	Previous Year
V07) Did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?	**Yes**	[new in 2020]
V08) Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the pandemic?	**Yes**	[new in 2020]
V09) Did the library provide "outside" service for circulation of physical materials at one or more outlets during the pandemic?	**Yes**	[new in 2020]
V10) Did the library add or increase access to electronic collection materials due to the pandemic?	**Yes**	[new in 2020]
V11) Did the library provide live, virtual programs via the Internet during the pandemic?	**Yes**	[new in 2020]
V12) Did the library create and provide recordings of program content via the Internet during the pandemic?	**Yes**	[new in 2020]
V13) Before the pandemic, did the library allow users to complete remote registration for library cards?	**No**	[new in 2020]
V14) During the pandemic, did the library allow users to complete remote registration for library cards?	**Yes**	[new in 2020]

Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?	**No**	[new in 2020]
V19) Were any library staff furloughed due to the pandemic?	**Yes**	[new in 2020]
V20) Were any library staff laid off due to the pandemic?	**No**	[new in 2020]
V21) Did any library staff quit or choose early retirement due to the pandemic?	**Yes**	[new in 2020]
V18) Did any library staff work a reduced number of hours, whether by choice or by necessity, due to the pandemic?	**No**	[new in 2020]
V22) Was a hiring freeze instituted at any time due to the pandemic?	**No**	[new in 2020]
V23) Were any vacant library positions eliminated from the budget due to the pandemic?	**No**	[new in 2020]
V17) Were library staff placed on paid or administrative leave due to the pandemic?	**No**	[new in 2020]
V16) Did any library staff work remotely due to the pandemic?	**Yes**	[new in 2020]

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Comments

V24) Comments on COVID Response
The library building was closed to the public from March 17 through June 13, 2020. Staff continued to provide phone and email reference during closure. Curbside pick-up of holds was made available to patrons on April 13, 2020, and continues in 2021. Computers by appointment were offered to limited patrons from June 15 - July 3, 2020. During building closure, the WIFI signal was strengthened so it would extend outside and into the parking area. Two picnic tables were added to allow patrons to use laptops outside. Anoka County Library, our eBook content and platform provider, added additional content to the collection which was available to Columbia Heights patrons. Many library programs went virtual in a live or pre-recorded format. This included youth and adult cultural, educational, and literacy programs such as story times, conversation circles, classes, and book clubs. Adult and youth services librarians created monthly self-directed craft and activity kits for adults and youth. A limited number of live or self-directed outdoor programs for children and adults were held, including story strolls, poetry strolls, a bike fixit clinic, and cultural and STEM discovery classes held in city parks. Staff created virtual library cards to distribute to students enrolled in the city middle school to provide access to eBooks and online databases including encyclopedias, live homework help, and other learning applications during school years which included a variety of in-person and remote learning scenarios. The building was reopened to the public at limited capacity for limited hours on July 6, 2020, and remains open. Prior to reopening, the building was fitted with Plexiglas barriers at service desks, sanitizer dispensers, carpet and wall signage encouraging distancing, ionization equipment to kill viruses passing through the HVAC system, and a standalone HEPA air filter in the staff workroom. A detailed COVID preparedness plan was created and all staff were trained in its protocols, including masking, distancing, enhanced cleaning, and attendance prohibitions. The number of computers available for public use was reduced to insure distancing. Postings to Facebook increased to promote communication during building closure and afterward.

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VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area	**21,124**	**20,840**
P02) Registered Users – Residents	**12,307**	**13,098**
P03) Registered Users – Reciprocal	**7,099**	**7,514**
P04) Total Registered Users	**19,406**	**20,612**
P05) Last year Registered User Records Were Purged	**2020**	**2019**
P06) Visits	**50,380**	**118,650**
P60) Library Visits Reporting Method	**Annual Count**	[new in 2020]
P07) Reference Transactions	**10,413**	**15,730**
P61) Reference Transactions Reporting Method	**Annual Estimate Based on Typical Week(s)**	[new in 2020]
P59) Contactless Visits	**1,367**	[new in 2020]
P08) Public Internet Computer Sessions	**18,527**	**46,390**
P09) Public Internet Computer – Usage Type	**P08 tallies other computer usage in addition to Internet**	**P08 tallies other computer usage in addition to Internet**
P10) Wireless Sessions	**20,083**	**42,749**
P32) Website Visits	**18,970**	**5,022**

CIRCULATION

Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation	**43,537**	**63,977**
P14) Adult Circulation	**46,687**	**62,429**
P15) Other Physical Circulation (No Audience Designation)	**1**	**774**
P16) Total Physical Circulation	**90,225**	**127,180**
P17) Downloadable E-books and E-serials Circulation	**9,930**	**7,441**
P18) Downloadable Audio and Video Circulation	**3,619**	**3,357**
P19) Total Downloadable Circulation	**13,549**	**10,798**
P20) Total Circulation	**103,774**	**137,978**

Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections	**-1**	**-1**
P30) Electronic Content Use	**13,549**	**10,798**
P31) Total Collection Use	**103,774**	**137,978**

Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries	**419**	**465**
P12) ILL Received from Other Libraries	**430**	**898**

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	Current Year	Previous Year
P21) In-Person Programs: Children	**40**	[new in 2020]
P22) In-Person Programs: Young Adult	**7**	[new in 2020]
P23) In-Person Programs: Adult	**41**	[new in 2020]
P24) In-Person Programs - Total	**88**	[new in 2020]

Live Virtual Programs

Data Element	Current Year	Previous Year
P33) Live Virtual Programs - Children	**8**	[new in 2020]
P34) Live Virtual Programs - Young Adult	**0**	[new in 2020]
P35) Live Virtual Programs - Adult	**13**	[new in 2020]
P36) Total Live Virtual Programs	**21**	[new in 2020]

Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P21) Children's Programs	**48**	**184**
P22) Young Adult Programs	**7**	**41**
P23) Adult Programs	**54**	**192**
P24) Total Programs	**109**	**417**

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In-Person Program Attendance

Data Element	Current Year	Previous Year
P25) In-Person Children's Program Attendance	**1,102**	[new in 2020]
P26) In-Person Young Adult Program Attendance	**59**	[new in 2020]
P27) In-Person Adult Program Attendance	**475**	[new in 2020]
P28) Total In-Person Program Attendance	**1,636**	[new in 2020]

Live Virtual Attendance

Data Element	Current Year	Previous Year
P37) Live Virtual Attendance - Children	**39**	[new in 2020]
P38) Live Virtual Attendance - Young Adult	**0**	[new in 2020]
P39) Live Virtual Attendance - Adult	**108**	[new in 2020]
P40) Total Live Virtual Attendance	**147**	[new in 2020]

Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P55) Children's Program Attendance	**1,141**	**6,981**
P56) Young Adult Program Attendance	**59**	**383**
P57) Adult Program Attendance	**583**	**1,636**
P58) Total Attendance	**1,783**	**9,000**

Recordings of Program Content

Data Element	Current Year	Previous Year
P41) Recordings of Program Content - Children	**40**	[new in 2020]
P42) Recordings of Program Content - Young Adult	**0**	[new in 2020]
P43) Recordings of Program Content - Adult	**3**	[new in 2020]
P44) Total Recordings of Program Content	**43**	[new in 2020]

Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P45) Views of Recordings of Program Content - Children	**489**	[new in 2020]
P46) Views of Recordings of Program Content - Young Adult	**0**	[new in 2020]
P47) Views of Recordings of Program Content - Adult	**58**	[new in 2020]
P48) Total Views of Recordings of Program Content	**547**	[new in 2020]

Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total	**24**	[new in 2020]
P50) Participation in Self-Directed Activities	**888**	[new in 2020]

HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service	**54**	[new in 2020]
H16) Weekly Hours of Limited Service	**32**	[new in 2020]
H18) Weekly Hours of Curbside Service	**22**	[new in 2020]
H12) Annual Public Service Hours	**1,450**	**2,681**

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FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries	**1**	**1**
F02) Branch Libraries	**0**	**0**
F03) Bookmobiles	**0**	**0**
F04) Supplementary Services	**1**	**1**
F12) Staff Internet Computers	**15**	**12**
F13) Public Internet Stationary Computers	**24**	**24**
F14) Public Internet Mobile Devices for On-Site Use	**0**	**0**
F15) Total Number of Public Internet Computers/Devices	**24**	**24**
F22) Number of Outlets with Wi-Fi Available to Public	**1**	**1**
F23) Number of Outlets with a Meeting Room	**1**	**1**
F24) Non-Library Sponsored Events	**968**	**4,155**

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians	**3.56**	**3.56**
S02) Total Other Librarians	**0.00**	**0.00**
S03) Total Librarians	**3.56**	**3.56**
S04) Total Other Staff	**5.66**	**5.47**
S05) Total Paid Employees	**9.22**	**9.03**

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director	**$46.91**	**$56.52**
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian	**$23.00**	**$37.43**
S13) Technology Support		
S14) Library Support Staff	**$17.80**	**$25.60**
S15) Administrative Support Staff		
S16) Pages	**$12.62**	**$15.77**

Union

S17) Do Any Library Staff Belong to a Union?	**Yes**	**Yes**

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COLLECTIONS

Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)	**44,480**	**45,406**
C02) Audio Materials, Physical	**4,048**	**4,038**
C03) Video Materials, Physical	**4,244**	**4,130**
C04) Multi-format Materials	**0**	**0**
C05) Other Physical Materials	**13**	**4**
C06) Total Physical Materials	**52,785**	**53,578**
C07) Print Serial Subscriptions	**85**	**87**

Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	**0**	**0**
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	**0**	**0**
C10) Total Electronic Serial Subscriptions	**0**	**0**
C11) Electronic Books Licensed Locally	**25,451**	**20,893**
C12) Electronic Books Licensed Regionally	**86,449**	**67,548**
C13) Electronic Books Licensed Statewide	**10,375**	**23,299**
C14) Total Electronic Books	**122,275**	**111,740**
C15) Audio Downloadable Units, Licensed Locally	**8,079**	**6,477**
C16) Audio Downloadable Units, Licensed Regionally	**21,943**	**18,178**
C17) Total Audio Downloadable Units	**30,022**	**24,655**
C18) Video Downloadable Units, Licensed Locally	**0**	**0**
C19) Video Downloadable Units, Licensed Regionally	**0**	**0**
C20) Total Video Downloadable Units	**0**	**0**
C21) Electronic Collections Licensed Locally	**11**	**10**
C22) Electronic Collections Licensed Regionally	**15**	**16**
C24) Total Licensed Electronic Collections Local/Regional/Other	**26**	**26**
C25) Electronic Collections Licensed Statewide	**57**	**50**
C26) Total Licensed Electronic Collections	**83**	**76**

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POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan	**2019**	**2019**
D02) Disaster Plan	**2009**	**2009**
D03) Policy Manual	**2020**	**2010**
D04) Records Retention Schedule	**2018**	**2018**
D05) Building Accessibility Plan	**1995**	**1995**
D06) Technology Plan	**2007**	**2007**
D07) Internet Acceptable Use Policy	**2005**	**2005**

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	Current Year	Previous Year
Adult Basic Education	**Yes**	**Yes**
Adult Literacy Organization	**Yes**	**Yes**
Early Childhood Organization	**Yes**	**Yes**
Correctional Facility	**No**	**No**
Cultural Communities	**Yes**	**Yes**
Service to Homebound	**Yes**	**Yes**
School (K12)	**Yes**	**Yes**
Senior-Centered Organization	**Yes**	**Yes**
Workforce Development	**No**	**No**
Youth Development Organization	**No**	**No**
Arts Organization	**No**	**No**
Disability Organization	**No**	**No**
Homeschool Organization	**Yes**	**Yes**
Veterans Organization	**No**	**No**
Social Services Organizations	**Yes**	**Yes**
Other	**n.c.**	

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	**Yes**	**Yes**
O13a) Communicative: O13b) Cooperative: O13c) Collaborative:		
O14) If *Yes*, does this library measure the impact on the community due to the partnership's efforts?	**No**	**No**

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	**Yes**	**Yes**
O20) Total Number of Volunteers	**19**	**40**
O21) Total Number of Volunteer Hours	**304**	**855**

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	**Both reading and learning programs**
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	**Yes**
U03) Children, 5 to 11 years old	**Yes**
U04) Young adults, 12 to 18 years old	**Yes**

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BOARD, FOUNDATION, FRIENDS

Library Board of Trustees

I01) Does this library have a governing board?	**Yes**
I02) Are this library's trustees elected or appointed officials?	**Appointed**
I03) Is this library's board of trustees the governing authority or advisory?	**Advisory**

Library Foundation

I04) Does this library have a foundation?	**Yes**
I05) Foundation name	**CHPL Foundation**

Library Friends

I06) Does this library have a Friends group?	**Yes**
I07) Friends group name	**Friends of the CHPL**

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct	**$1,002,850**	**$955,095**
R02) City Indirect	**$0**	**$0**
R03) City Operating Revenue Total	**$1,002,850**	**$955,095**
County		
R04) County Direct	**$0**	**$0**
R05) County Indirect	**$0**	**$0**
R06) County Total	**$0**	**$0**
Other Local Government		
R07) Other Local Government Direct	**$0**	**$0**
R08) Other Local Government Indirect	**$0**	**$0**
R09) Other Local Government Operating Revenue Total	**$0**	**$0**
R10) Total Local Government Operating Revenue	**$1,002,850**	**$955,095**
STATE		
R11) Arts & Cultural Heritage Fund	**$0**	**$0**
R12) Regional Library Basic System Support	**$0**	**$0**
R13) Regional Library Telecommunications Aid	**$0**	**$0**
R14) Other State	**$0**	**$0**
R15) Total State Government Operating Revenue	**$0**	**$0**
FEDERAL		
R31) Did your library receive CARES funding in 2020?	**Yes**	[new in 2020]
R32) Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act	**$17,070**	[new in 2020]
R16) Federal Library Services and Technology Act	**$0**	**$0**
R17) Federal Direct	**$0**	**$0**
R18) Federal Indirect	**$7,922**	**$8,691**
R19) Total Federal Operating Revenue	**$24,992**	**$8,691**
OTHER		

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Regional System		
R20) Regional System Direct	**$0**	**$0**
R21) Regional System Indirect	**$0**	**$0**
R22) Regional System Operating Revenue Total	**$0**	**$0**
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	**$0**	**$0**
R24) Multicounty, Multitype Indirect	**$0**	**$0**
R25) Multicounty, Multitype Operating Revenue Total	**$0**	**$0**
R26) Other Operating Direct	**$31,875**	**$42,850**
R27) Other Operating Indirect	**$0**	
R28) Other Operating Total	**$31,875**	**$42,850**
R29) Total Regional and Other Operating Revenue	**$31,875**	**$42,850**
R30) Total Operating Revenue	**$1,059,717**	**$1,006,636**

Operating Expenditures

Data Element	Current Year	Previous Year
Personnel Expenditures		
E01) Salaries & Wages	**$519,199**	**$490,107**
E02) Employee Benefits	**$157,430**	**$143,028**
E03) Total Personnel Costs	**$676,629**	**$633,135**
Collection Expenditures		
E04) Print Materials	**$57,345**	**$53,875**
E05) Electronic Materials Electronic Books (E-books)	**$7,267**	**$7,215**
E06) Electronic Collections	**$0**	**$0**
E07) Other Electronic Materials	**$0**	**$0**
E08) Electronic Materials Expenditures Total	**$7,267**	**$7,215**
E09) Other Materials - Audio & Video Physical Materials	**$10,032**	**$12,952**
E10) Other Materials - Other Physical Materials	**$0**	
E11) Other Materials Expenditures Total	**$10,032**	**$12,952**
E16) Physical Materials Expenditures Total	**$67,377**	**$66,827**
E12) Total Collection Expenditures	**$74,644**	**$74,042**
Other Operating Expenditures		
E13) Other Operating Expenditures	**$289,321**	**$279,413**
E14) Total Operating Expenditures	**$1,040,594**	**$986,590**
E15) Expenditures Equal To or Less than Income?	**Yes**	**Yes**

Capital Revenue

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct	**$0**	**$0**
R32) City Indirect	**$0**	
R33) City Capital Revenue Total	**$0**	**$0**
County		
R34) County Direct	**$0**	**$0**
R35) County Indirect	**$0**	**$0**
R36) County Capital Revenue Total	**$0**	**$0**

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Other Local Government		
R37) Other Local Government Direct	**$0**	**$0**
R38) Other Local Government Indirect	**$0**	**$0**
R39) Other Local Government Capital Revenue Total	**$0**	**$0**
R40) Total Local Government Capital Revenue	**$0**	**$0**
STATE		
R41) Library Construction Grant	**$0**	**$0**
R42) Other State	**$0**	**$0**
R43) Total State Government Capital Revenue	**$0**	**$0**
FEDERAL		
R44) Federal Government LSTA	**$0**	**$0**
R45) Other Federal Direct	**$0**	**$0**
R46) Other Federal Indirect	**$0**	**$0**
R47) Total Federal Government Capital Revenue	**$0**	**$0**
OTHER		
Regional System		
R48) Regional System Direct	**$0**	**$0**
R49) Regional System Indirect	**$0**	**$0**
R50) Regional System Capital Revenue Total	**$0**	**$0**
Multicounty, Multitype		
R54) Other Capital Direct	**$0**	**$0**
R55) Other Capital Indirect	**$0**	**$0**
R56) Other Capital Revenue Total	**$0**	**$0**
R57) Total Regional System and Other Capital Revenue	**$0**	**$0**
R58) Total Capital Revenue	**$0**	**$0**

Capital Expenditures

EC01) Total Capital Expenditures	**$0**	**$0**

In-Kind

Data Element	Current Year	Previous Year
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	**$12,000**	**$12,000**
R60) In-Kind Operating Contributions County	**$0**	**$0**
R61) In-Kind Operating Contributions All Other	**$0**	**$0**
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel	**$6,000**	**$6,874**
EKA02) Collection	**$0**	**$0**
EKA03) All Other Operating Expenditures	**$0**	**$0**
EKA04) Total In-Kind Operating Contributions	**$6,000**	**$6,874**
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City	**$0**	**$0**
R64) In-Kind Capital Contributions County	**$0**	**$0**
R65) In-Kind Capital Contributions All Other	**$0**	**$0**
R67) Total In-Kind Capital Contributions	**$0**	**$0**

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ANNOTATIONS

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Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

DEPARTMENT OF EDUCATION

Columbia Heights Public Library

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Physical Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation	**43,537**	**63,977**
P14m) Adult Circulation	**46,687**	**62,429**
P15m) Other Physical Circulation (No Audience Designation)	**1**	**774**
P16m) Total Physical Circulation	**90,225**	**127,180**

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In-Person Programs

Data Element	Current Year	Previous Year
P21m) In-Person Programs: Children	**40**	**184**
P22m) In-Person Programs: Young Adult	**7**	**41**
P23m) In-Person Programs: Adult	**41**	**192**
P24m) Total In-Person Programs	**88**	**417**

In-Person Program Attendance

Data Element	Current Year	Previous Year
P25m) In-Person Children's Program Attendance	**1,102**	**6,981**
P26m) In-Person Young Adult Program Attendance	**59**	**383**
P27m) In-Person Adult Program Attendance	**475**	**1,636**
P28m) Total In-Person Program Attendance	**1,636**	**9,000**

Self-Directed Activities

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities	**24**	[new in 2020]
P50m) Participation in Self-Directed Activities	**888**	[new in 2020]

FULL-TIME EQUIVALENT STAFF

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarians	**3.56**	**3.56**
S02m) Other Librarians	**0.00**	**0.00**
S03m) Total Librarians	**3.56**	**3.56**
S04m) Other Staff	**5.66**	**5.47**
S05m) Total Paid Employees	**9.22**	**9.03**

VOLUNTEERS

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers	**1**	**16**
O17m) Number of Adult Volunteers	**18**	**24**
O18m) Number of Teen Volunteer Hours	**20**	**266**
O19m) Number of Adult Volunteer Hours	**284**	**589**

PUBLIC SERVICE HOURS

Number of Weeks Open to the Public

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19	**13**	[new in 2020]
H15m) Weeks of Regular Service	**10**	[new in 2020]
H14m) Weeks of Limited Service	**29**	[new in 2020]
H11m) Weeks Library was Open	**39**	**52**

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Weekly Hours Open to the Public

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service	**54**	**54**
H16m) Weekly Hours of Limited Service	**32**	[new in 2020]

Annual Hours Open to the Public

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours	**1,450**	**2,681**

Curbside Service

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service	**38**	[new in 2020]
H18m) Weekly Hours of Curbside Service	**22**	[new in 2020]

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)	**44,480**	**45,406**
C02m) Audio Materials, Physical	**4,048**	**4,038**
C03m) Video Materials, Physical	**4,244**	**4,130**
C04m) Multi-format Materials	**-1**	**-1**
C05m) Other Physical Materials	**13**	**4**
C06m) Total Physical Materials	**52,785**	**53,578**
C07m) Print Serial Subscriptions	**85**	**87**

FACILITIES

Outlet Types

Data Element	Current Year	Previous Year
F05m) Outlet Type Code	**Central Library**	**Central Library**
F06m) Number of Bookmobiles	**0**	**0**

Buildings

Data Element	Current Year	Previous Year
F07m) Facility Type	**L**	**L**
F08m) Square Feet	**22,600**	**22,600**
F09m) Year Built	**2016**	**2016**
F10m) Latest Year Remodeled	**N/A**	
F11m) Previous Year(s) Remodeled		

Computers

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers	**15**	**12**
F13m) Public Internet Stationary Computers	**24**	**24**
F14m) Public Internet Mobile Devices for On-Site Use	**0**	**0**
F15m) Total Number of Public Internet Computers/Devices	**24**	**24**

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Internet Connections

Data Element	Current Year	Previous Year
F16m) Fiber Optic to Library Building	**Yes**	**Yes**
F17m) Category 6 Wiring within Library?	**Category 6**	**Category 6**
F19m) Typical Internet Download Speed for Public Computers	**50.1 Mbps - 100 Mbps**	**50.1 Mbps - 100 Mbps**
F21m) Typical Internet Upload Speed for Public Computers	**50.1 Mbps - 100 Mbps**	**50.1 Mbps - 100 Mbps**
F22m) Number of Outlets with Wi-Fi Available to Public	**Yes**	**Yes**

Meeting Rooms

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use	**Yes**	**Yes**
F24m) Non-Library Sponsored Events	**968**	**4,155**

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?	**Yes**
I07/I07m) Friends Group Name	**Friends of the Columbia Heights Public Library**

ANNOTATIONS

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