



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: June 2021 Operational Report
DATE: July 15, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Horowitz inspected backflow preventers in both mechanical rooms.
 - B. Orkin inspected for pests.
- II. TECHNOLOGY
 - A. IT continued to troubleshoot connection issues with the Workflows ILS on staff computers. The issues of the copier not communicating with the print kiosk and the public computers defaulting to “OneNote” rather than a physical printer were resolved.
 - B. A computer was replaced in one of the Bibliotheca self-check kiosks.
- III. COLLECTION
 - A. Adult print materials were chosen from the March 15 issue of *Kirkus Reviews* and the April issues of *Booklist*, *Kirkus* and *Library Journal*. Adult romance paperbacks, mathematics books, and bestsellers with July publication dates were ordered. Juvenile print materials were selected from the March issues of *Booklist* and *Growing Minds* and the March and April issues of *School Library Journal*.
 - B. Weeding was completed in adult nonfiction 972-999, the adult science fiction and fantasy collections, and EJ fiction.
- IV. PROGRAMS AND VIRTUAL EVENTS
 - A. Summer Adventures, the summer reading program for all ages began on June 1.
 - B. Youth Read Down began on June 1.
 - C. The Library Board met on June 2 and 23.
 - D. Of Bees and Butterflies, a virtual program for youth, was offered on June 8.
 - E. Story Strolls for families were held at Huset Park on June 9-10 and Sullivan Park on June 23-24.
 - F. In-person Storytimes were offered at Prestemon Park on June 14 and 28.
 - G. Make Your Own Planter Pot, a program for youth, was offered virtually on June 15.
 - H. The adult book club met virtually to discuss “H is for Hawk” on June 16.
 - I. Poems in the Park was offered at Sullivan Park on June 18.
 - J. Painting on Glass, a virtual class for adults, was offered on June 21.
 - K. The Science of Sound, a STEM class for young children, was held at Ramsdell Park on June 22.
 - L. Light and Kaleidoscopes, a STEM program for youth, was offered on June 24.
 - M. The Art of Indigo Dye, an in-person class for teens, was held at Ramsdell Park on June 29.
 - N. A summer group from the Immaculate Conception School visited on June 30.
 - O. Adult “Take and Make” craft kits were distributed.
 - P. Materials were delivered to At-Home patrons.
- V. STAFF
 - A. I met with the City Manager for my annual performance evaluation.
 - B. I met with Clerk Typist II Kelly Olson for her annual performance evaluation.
 - C. On June 15, Chloe Bengtson, an “Empowers Youth” worker from Anoka County Careerforce, began working for six hours per week with wages covered by the county.

- D. Cortni O'Brien and I staffed a booth at the City Jamboree Arts and Information Fair on June 24.
- E. Adult Services Librarian Cortni O'Brien participated in the city senior services consortium meetings and completed two professional development webinars.
- F. Youth Services Librarian continued to participate in Project Ready (Reimagining Equity and Access for Diverse Youth) and provided supervision of the Empowers Youth worker.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. The eBook collection was transferred from CloudLibrary to Overdrive/Libby on June 8.
- B. I participated in two meetings of city staff, council members, and community leaders on the use of the Bruce Nawrocki Park facility.
- C. I participated in a webinar with other city supervisors on a citywide compensation study. I also reviewed and updated all position descriptions for library staff as part of this study.
- D. I participated in a meeting of library directors facilitated by State Library Services on June 15.
- E. Adult Services Librarian Cortni O'Brien and I staffed a booth at the City Art and Information Fair on June 24.
- F. I met with the city manager and department heads on June 1, 14, and 21.
- G. I met with the Anoka County Library Public Service Team on June 23.
- H. I met with the Anoka County Library Management Team on June 24.

VIII. CIRCULATION

	<u>2020</u>	<u>2021*</u>
<i>January</i>	11,064	10,030
<i>February</i>	11,108	9,530
<i>March</i>	7,526	11,751
<i>April</i>	2,142	9,983
<i>May</i>	2,986	9,429
<i>June</i>	<u>3,930</u>	<u>11,328</u>
	38,756	62,051

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>May 2020</u>	<u>May 2021*</u>
<i>Gate count</i>	0	4,124
<i>Library Programs</i>	4	7
<i>Room Use</i>	0	0

X. COMPUTER/INTERNET USE

	<u>May 2020</u>	<u>May 2021*</u>
<i>Patron Use (Logins):</i>	0	744
<i>Computer Use:</i>	0	1,089
<i>Minutes Used:</i>	0	40,092

*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>May 2020</u>	<u>May 2021</u>
<i>Accounts Submitted</i>	896	942
<i>Dollars Submitted</i>	\$173,251.84	\$167,292.90
<i>Dollars Received</i>	\$21,830.38	\$23,615.61
<i>Materials Returned</i>	\$44,009.93	\$45,198.26