

Columbia Heights Public Library

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TO: Columbia Heights Public Library Board of Trustees
FROM: Renee Dougherty, Library Director
SUBJECT: May 2021 Operational Report
DATE: June 1, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Carpets and selected pieces of upholstered furniture were cleaned.
 - B. The breakroom water heater was replaced.

- II. TECHNOLOGY
 - A. IT continued to troubleshoot connection issues with the Workflows ILS on staff computers; public computers defaulting to “OneNote” rather than a physical printer; intermittent issues with Comprise software loading on all public computers; and issues with the kiosk/copier communication.

- III. COLLECTION
 - A. Adult print materials were chosen from the March issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*. Adult books on equity, diversity, and inclusion; legal subjects; and bestsellers with June publication dates were ordered. Juvenile print materials were selected from the March 1 issue of *Booklist*. Maud Hart Lovelace award titles and juvenile replacements were ordered.
 - B. Weeding was completed in adult nonfiction 970 – 972, juvenile fiction, and juvenile and young adult graphics.

- IV. PROGRAMS AND VIRTUAL EVENTS
 - A. The Library Board met on May 5.
 - B. A Story Stroll for families was offered at LaBelle Park on May 11 and 12.
 - C. Poems in the Park was offered at Prestemon Park on May 14.
 - D. The adult book club met virtually to discuss “Where the Crawdads Sing” on May 19.
 - E. A Bike Fix-it Clinic was held on May 22.
 - F. The Resilience Book Club met virtually to discuss “Beginners” on May 26.
 - G. Adult “Take and Make” craft kits were distributed.
 - H. Four story time videos were premiered on Facebook.
 - I. Materials were delivered to At-Home patrons.

- V. STAFF
 - A. Nine members of the library staff met for Staff Day on May 13. Staff took turns sharing areas of expertise with peers. Topics ranged from Libby/Overdrive applications; American Sign Language; CliftonStrengths; database bingo; Academic Search Premier; the Minnesota Digital Library; reader’s advisory for youth and parents; and how to combat compassion fatigue.
 - B. Youth Services Librarian Bri Belanger and I met with a potential “Empowers Youth” worker from the Anoka County workforce center. We will be exploring a first employment opportunity for the twelve weeks of summer.
 - C. Adult Services Librarian Cortni O’Brien participated in the city Centennial Committee and the first city senior services consortium gathering.
 - D. I met with Library Supervisor Alexandre Adrian for his 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 May 6, 20, and 27.
- B. I participated in a reunion of Minnesota Library Association Institute for Leadership Excellence participants.
- C. I participated in a meeting of library directors facilitated by State Library Services on May 18; there was discussion about rescinding the mask mandate and new pandemic guidance from the governor.
- D. I met with the City Clerk and a staff member from OPG-3 to review how library records would transfer into the Laserfiche records management software system.
- E. I met with Anoka County Library staff about the Comprise pc/print management software implementation on May 20.
- F. A vendor from Niche Academy made a presentation on their tutorial hosting platform on May 25.
- G. I met with the city manager and department heads on May 3, 10, and 24.
- A. I met with the Anoka County Library Public Service Team on May 26.

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

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>April 2020</u>	<u>April 2021*</u>
<i>Gate count</i>	0	4,610
<i>Library Programs</i>	3	14
<i>Room Use</i>	0	0

X. COMPUTER/INTERNET USE

	<u>April 2020</u>	<u>April 2021*</u>
<i>Patron Use (Logins):</i>	0	704
<i>Computer Use:</i>	0	1,166
<i>Minutes Used:</i>	0	44,688

**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>April 2020</u>	<u>April 2021</u>
<i>Accounts Submitted</i>	896	940
<i>Dollars Submitted</i>	\$173,251.84	\$169,317.43
<i>Dollars Received</i>	\$21,830.38	\$23,495.38
<i>Materials Returned</i>	\$44,009.93	\$44,867.74