



Columbia Heights Public Library

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TO: Columbia Heights Public Library Board of Trustees
FROM: Renee Dougherty, Library Director
SUBJECT: December 2021 Operational Report
DATE: December 30, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. RM Cotton completed maintenance and necessary repairs on building and snowmelt boilers.
 - B. NSI/Horwitz performed quarterly inspection and filter changes on the HVAC system.
- II. TECHNOLOGY
 - A. I participated in five interviews for the IT technician position as technology at the library is a major focus for this city position.
- III. COLLECTION
 - A. Adult print materials were chosen from the September 1, 2021, issue of *Kirkus Reviews*. Large print bestsellers and paperbacks were also purchased. Juvenile replacement books were ordered.
 - B. Weeding was completed in adult nonfiction 700-900s, large print fiction, and mysteries A-H.
- IV. LIVE AND VIRTUAL PROGRAMS
 - A. Amber Burnette taught “Feeding Birds in Winter,” a class for adults, on December 6.
 - B. The Adult Book Club discussed “Eleanor Oliphant is Completely Fine” on December 15
 - C. The Friends of the Library collected new books for Project Bookshelf, a holiday gift-giving project with SACA.
 - D. Materials were delivered to At-Home patrons.
 - E. Five adult volunteers contributed 26 hours of service.
- V. STAFF
 - A. I interviewed two finalists for the youth services librarian position. Eliza Pope was offered the position.
 - B. I interviewed four applicants for the library supervisor position.
 - C. I met with Library Supervisor Katherine Estall for her annual performance evaluation.
 - D. Staff attended the city’s holiday party for employees on December 21st.
- VI. FOUNDATION
 - A. The Foundation met on December 14. They reviewed their grant application materials, discussed how to promote availability of funds to potential grantees, and their desire to add donor names to the recognition wall in the lobby.
- VII. MISC
 - A. I met with the City Manager and Human Resources Director to discuss the findings of the compensation study and pay equity review. If the Council adopts the proposed changes, there will be a substantial impact to the budget in 2022 and beyond.
 - B. I met with the city manager and city department heads on December 6 and 20.
 - C. I met with the Anoka County Library Management Team on December 2.

VIII. CIRCULATION (reported quarterly)

	<u>2020</u>	<u>2021*</u>
October	11,243	11,297
November	10,151	10,611
<u>December</u>	<u>10,259</u>	<u>10,106</u>
Total	31,653	32,014

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>November 2020</u>	<u>November 2021*</u>
<i>Gate count</i>	3,850	5,515
<i>Library Programs</i>	3	10
<i>Room Use</i>	0	207

X. COMPUTER/INTERNET USE

	<u>November 2020</u>	<u>November 2021*</u>
<i>Patron Use (Logins):</i>	902	857
<i>Computer Use (Sessions):</i>	1,388	1,246
<i>Minutes Used:</i>	34,920	45,947

**Library open to the public for 32 hours per week at 50% capacity July 6-January 31, 2021; 40 hours per week February 1 – September 3, 2021; and 47 hours per week September 7-December 31. Meeting and study rooms available for use starting August 23, 2021.*

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>November 2020</u>	<u>November 2021</u>
<i>Accounts Submitted</i>	924	963
<i>Dollars Submitted</i>	\$169,684.10	\$165,461.36
<i>Dollars Received</i>	\$22,357.58	\$24,359.25
<i>Materials Returned</i>	\$44,287.13	\$45,996.70