

Columbia Heights Public Library

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

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. The AED (automated external defibrillator) in the lobby was replaced with a newer model.
 - B. Marco finished installation of new servers for the security cameras.
 - C. Aid Electric replaced numerous drivers in LED ceiling lights.
- II. TECHNOLOGY
 - A. Bibliotheca repaired a malfunctioning self-check kiosk.
- III. COLLECTION
 - A. Adult print materials were chosen from the July and September 1 issues of *Booklist*; the August issues of *Kirkus Reviews*; and the August and September issues of *Library Journal*. Adult bestsellers with December publication dates and popular paperbacks were ordered. Juvenile print materials were selected from the July issue of *Booklist*, and the September issues of *Growing Minds* and *Booklinks*. Final orders of audiobooks and videos were placed.
 - B. Weeding was completed in adult nonfiction 600-746.
- IV. LIVE AND VIRTUAL PROGRAMS
 - A. The Art of Indigo Dye, a class for adults, was held on November 1.
 - B. The Tiny Art Show was on display throughout the month.
 - C. A “Print and Repeat Bags” class for youth was held on November 12.
 - D. The quarterly MELSA survey of reference questions was completed November 15-20.
 - E. Tapestry Weaving, a class for adults, was held on November 16.
 - F. The adult book club discussed “The Vanishing Half” by Brit Bennett on November 17.
 - G. A Story Stroll was held at Sullivan Park on November 17-18.
 - H. The Friends of the Library met on November 18.
 - I. Poems in the Park were offered in LaBelle Park on November 19.
 - J. The Wine and Words book club was held on November 19 at Murzyn Hall.
 - K. Three sessions of family storytime were offered this month.
 - L. Five sessions of Coding Club for youth were offered this month.
 - M. Materials were delivered to At-Home patrons.
 - N. Adult volunteers contributed eight hours of service.
- V. STAFF
 - A. Human Resources Director Kelli Wick and I interviewed eight of the thirty-five applicants for the Youth Services Librarian position. Two finalists will be invited to a second interview on December 3.
- VI. FOUNDATION
 - A. The Foundation did not meet this month.
- VII. MISC
 - A. I presented the proposed 2022 Library Budget at a City Council work session on November 3.

- B. I met with the assistant finance director to communicate reporting needs from new financial software.
- C. I trained in the timecard portion of the BS&A financial software on November 9.
- D. Cortni O'Brien and I participated in a consultation about going overdue fine-free with Anoka County Library staff and a consultant from ILS software vendor Sirsi Dynix on November 17.
- E. I met with the city manager and department heads on November 1, 15, 22, and 29.
- F. I met with the Anoka County Library Management Team on November 4.
- G. I met with the Anoka County Library Public Service Team on November 24.

VIII. CIRCULATION (reported quarterly)

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>October 2020</u>	<u>October 2021*</u>
<i>Gate count</i>	4,938	5,039
<i>Library Programs</i>	5	20
<i>Room Use</i>	0	229

X. COMPUTER/INTERNET USE

	<u>October 2020</u>	<u>October 2021*</u>
<i>Patron Use (Logins):</i>	1,112	936
<i>Computer Use (Sessions):</i>	1,742	1,353
<i>Minutes Used:</i>	42,840	48,333

**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. October 2021 gate count is estimate based on daily averages because the gate counter was broken.*

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>October 2020</u>	<u>October 2021</u>
<i>Accounts Submitted</i>	917	960
<i>Dollars Submitted</i>	\$169,622.11	\$164,936.32
<i>Dollars Received</i>	\$22,144.63	\$24,359.25
<i>Materials Returned</i>	\$44,043.29	\$45,966.70