

**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:** July 2021 Operational Report  
**DATE:** August 3, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
  - A. SetPoint adjusted the building HVAC automation systems to maximize energy efficiency.
  - B. A leak was discovered in cooling unit #2 which serves the community room.
  - C. Public works and police department staff and a vendor reviewed the building and made informal recommendations for updating interior and exterior cameras.
  - D. Exterior windows were washed on July 31.
  
- II. TECHNOLOGY
  - A. TechLogic performed preventative maintenance and cleaning of the automated materials handler on July 27.
  - B. IT continued to troubleshoot connection issues with the Workflows ILS on staff computers.
  
- III. COLLECTION
  - A. Adult print materials were chosen from the April 15 issues of *Kirkus Reviews* and *Booklist*, and both May issues of *Kirkus Review*. Adult bestsellers with August publication dates were ordered. Juvenile print materials were selected from the April and May issues of *Growing Minds* and both April issues of *Booklist*.
  - B. Weeding was completed in adult mysteries, large print and paperback romance collections.
  
- IV. PROGRAMS AND VIRTUAL EVENTS
  - A. Summer Adventures, the summer reading program for all ages, continued.
  - B. Youth Read Down continued.
  - C. Story Strolls for families were held at Ramsdell Park on July 7-8 and Prestemon Park on July 21-22.
  - D. In-person Storytimes were offered at Prestemon Park on July 12 and 26.
  - E. Mandalas of India, a program for young adults, was offered on July 13.
  - F. Hand Built Ceramic Mugs, a program for adults, was offered on July 14.
  - G. Poems in the Park was offered at Huset West Park on July 16.
  - H. Be an Engineer, a STEM class for youth, was taught on July 16 and 23.
  - I. Wine and Words, a book club for adults, was offered on July 16.
  - J. The Library offered a fishing pond game at the City's Centennial Celebration on July 17.
  - K. Green Leaders Youth Day Camp was offered July 20-22 at Sullivan Park.
  - L. The adult book club met virtually to discuss "News of the World" on July 21.
  - M. Backyard Birdfeeders, a class for youth, was offered on July 27.
  - N. The Mayor's Book Club discussed "Flight Behavior" on July 29.
  - O. Chemistry of Color, a STEM class for youth, was taught on July 29.
  - P. ISD 13's Mini-Adventures class visited on July 14.
  - Q. A summer group from the Immaculate Conception School visited on July 14 and 28.
  - R. Adult "Take and Make" craft kits were distributed.
  - S. Materials were delivered to At-Home patrons.

V. STAFF

- A. The “Empowers Youth” worker from Anoka County Careerforce continued working two days a week.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I presented the proposed 2022 library budget to the city manager and finance director on July 15.
- B. Youth Services Librarian Bri Belanger and I staffed a booth at the City Centennial Celebration on July 17.
- C. I presented the revised library meeting room use policy to the City Council on July 26.
- D. I participated in an informational webinar from the state library about changes to the 2021 Minnesota Public Library Annual Report on July 29.
- E. I met with the city manager and department heads on July 12, 19, and 26.
- F. I met with the Anoka County Library Public Service Team on July 28.

VIII. CIRCULATION

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>June 2020</u>	<u>June 2021*</u>
<i>Gate count</i>	1,090	5,417
<i>Library Programs</i>	8	13
<i>Room Use</i>	0	1

X. COMPUTER/INTERNET USE

	<u>June 2020</u>	<u>June 2021*</u>
<i>Patron Use (Logins):</i>	160	805
<i>Computer Use (Sessions):</i>	262	1,214
<i>Minutes Used:</i>	7,797	42,763

\*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>June 2020</u>	<u>June 2021</u>
<i>Accounts Submitted</i>	896	946
<i>Dollars Submitted</i>	\$173,251.84	\$166,783.95
<i>Dollars Received</i>	\$21,830.38	\$23,615.61
<i>Materials Returned</i>	\$44,009.93	\$45,319.90