

Columbia Heights Public Library

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TO: Columbia Heights Public Library Board of Trustees
FROM: Renee Dougherty, Library Director
SUBJECT: September 2021 Operational Report
DATE: October 11, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Three public restrooms and a damaged wall in the children’s reading nook were repainted.
- II. TECHNOLOGY
 - A. Nick Olberding, Kelly Olson and I continued to meet with Anoka County Library and Quipu staff to make configuration decisions for online card application software, which will import online registrations into the integrated library system. The new application will launch on the Anoka County website this fall.
- III. COLLECTION
 - A. Adult print materials were chosen from the June issues of *Booklist* and *Kirkus Reviews* and the July issue of *Library Journal*. Adult bestsellers with October publication dates were also ordered. Juvenile print materials were selected from the June issues of *Booklist* and June and July issues of *School Library Journal*. Juvenile graphic novels were ordered.
 - B. Weeding was completed in adult fiction A-S, easy readers, young adult nonfiction, and young adult audiobooks.
- IV. LIVE AND VIRTUAL PROGRAMS
 - A. The adult book club met in person on September 15 for the first time since February 2020. They discussed “Salt to the Sea” by Ruta Sepetys.
 - B. Poems in the Park was offered at Huset Park West on September 17.
 - C. Wine and Words, a book club for adults, was held at Murzyn Hall on September 17.
 - D. A Bike Fix-it Clinic was offered on September 18.
 - E. A Walking Tour of Architect Avenue was presented by Kathleen Kullberg on September 18.
 - F. Building a Better Backyards for Pollinators was taught by Amber Burnette on September 21.
 - G. A Story Stroll was held at LaBelle Park on September 22 and 23.
 - H. Hour of Code, an introduction to coding for youth, was held on September 28.
 - I. Two family Storytimes were offered in person this month.
 - J. Two Baby Read, Baby Grow classes were offered this month.
 - K. Materials were delivered to At-Home patrons.
- V. STAFF
 - A. The “Empowers Youth” worker from Anoka County ended her work experience at the Library on September 3.
 - B. Adult Services Librarian Cortni O’Brien and I interviewed seven applicants for Library Page on September 22, 23 and 24.
 - C. Adult Services Librarian Cortni O’Brien and I met for her annual performance evaluation.
 - D. The staff bid farewell to Alison Marzolf (Library Page) on September 3; Alison started work for the library in 2007.

VI. FOUNDATION

VII. MISC

- A. New service hours began on September 7. Hours are Monday through Thursday: 10 am - 7 pm; Friday: 10 am – 4 pm; and Saturday: 10 am – 3 pm.
- B. The adult services and youth services librarians and I met with Communications Coordinator Ben Sandell to strategize and prioritize promotion of library programs.
- C. The Library collaborated with the League of Women Voters to promote National Voter Registration Day on September 28.
- D. Robbin Lofton, a social worker with Guild Services has been meeting with clients and doing outreach with persons experiencing homelessness on Wednesday mornings at the Library.
- E. I participated in a conversation with Minnesota librarians about diversity, equity, and inclusion efforts on September 9.
- F. I met with the city manager and department heads on September 13 and 20.
- G. I met with the Anoka County Library Public Service Team on September 22.

VIII. CIRCULATION (will be reported quarterly)

	<u>2020</u>	<u>2021*</u>
July	10,207	11,404
August	11,877	11,520
<u>September</u>	<u>11,275</u>	<u>10,018</u>
Total	33,359	32,942

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>August 2020</u>	<u>August 2021*</u>
<i>Gate count</i>	4,678	5,787
<i>Library Programs</i>	2	9
<i>Room Use</i>	0	26

X. COMPUTER/INTERNET USE

	<u>August 2020</u>	<u>August 2021*</u>
<i>Patron Use (Logins):</i>	1,180	933
<i>Computer Use (Sessions):</i>	1,848	1,355
<i>Minutes Used:</i>	48,274	47,200

*Library open to the public for 40 hours per week at 50% capacity, including computers. Meeting and study rooms available for use starting August 23, 2021. Library open for 47 hours per week starting September 7, 2021.

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>August 2020</u>	<u>August 2021</u>
<i>Accounts Submitted</i>	896	956
<i>Dollars Submitted</i>	\$167,981.80	\$167,363.89
<i>Dollars Received</i>	\$22,116.63	\$23,811.13
<i>Materials Returned</i>	\$44,009.93	\$45,683.20