



## Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ 763-706-3690 ▪ [columbiaheightsmn.gov](http://columbiaheightsmn.gov)

### **COLUMBIA HEIGHTS PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, April 4<sup>th</sup>, 2018**  
**Regular Meeting at 5:30 p.m.**  
**Library History Room**

Auxiliary aids for persons with disabilities are available upon request when the request is made at least 96 hours in advance. Please call the City Council Secretary at 763-706-3611 to make arrangements.

### **AGENDA:**

Call to order.

Review/approval of the Minutes of the March 21<sup>st</sup>, 2018, Board Meeting.

Review/approval of Bill Lists dated March 7<sup>th</sup> and 21<sup>st</sup>, 2018.

Review of 2018 Accounting.

### **Old Business:**

1. Public Library Art Committee
2. 90th Anniversary: Jamboree Parade

### **New Business:**

1. National Library Week proclamation
2. Staffing Update
  
3. Items from the Floor

RLD/npo



The meeting was called to order in the History Room by Chair, Patricia Sowada, at 5:32pm. **Members present:** Patricia Sowada, Catherine Vesley, Nancy Hoium, Stephen Smith, Tricia Conway; also attending, Library Director, Renee Dougherty; Recording Secretary, Nick Olberding; and private citizen, Bryan Olson. **Not present:** Council Liaison, Robert "Bobby" Williams.

The Minutes of the **February 7<sup>th</sup>, 2018** Board Meeting were **approved**.

**Bill List** dated **February 17<sup>th</sup>, 2018** was reviewed. It was moved, seconded, and **passed** that the bills be paid.

**Bill List** dated **February 31<sup>st</sup>, 2018** was reviewed. It was moved, seconded, and **passed** that the bills be paid.

Year-end **Accounting Sheet** was reviewed, and approved.

- Questions and discussions based on Bills and Accounting:
  - **Large Print:** Are they popular? Yes.
  - **Star Tribune/People Weekly:** Charge of 461.76/year for daily delivery for Star Tribune. Peoply Weekly magazine is 118.26/year for 52 issues (subscription is separate from our EBSCO Periodical order).
  - **Unique Management Services:** Our Collections agency; each month our system automatically sends delinquent patrons (\$75+ in fines) to them for recovery.
  - **LED Lights:** Under warranty, replaced all the deadlights in February. Currently they are all working.
  - **Year-end Accounting:** Shows us finishing at 96% of the yearly budget, which is still considered preliminary until the city's audit review is complete.

## **New Business:**

- **Library Annual Report (City of Columbia Heights):** Excluding 2016 (due to being closed for a month, and dealing with preparing for the move, and adjusting to the new building) some highlights comparing 2015 to 2107 include: 20% increase in library visits; 13% increase in circulation; 104% increase in computer use; a 13% increase in children's program attendance, and 34% increase in teen program attendance.
  - Questions and discussions:
    - **Computer Use:** Are children able to access the computers? Yes, if they have a library card, they can use the computers and access the internet.
    - **At Home Delivery:** Costs are covered by the operating budget. Cortni O'Brien and a few volunteers provide a delivery of material to Outreach Patrons. These patrons receive a delivery about every 6 weeks, or as needed. Their checkout period is 45 days and are not subjected to fines. These patrons sign an agreement for us to keep track of their borrowing history so we may better select future titles and so we do not deliver them books they've already read (no borrowing history is tracked for standard patrons). We currently have about a dozen patrons participating in this program.
      - Other libraries have similar programs: Anoka County mails material to outreach patrons, while Ramsey County selects a volunteer to pair with each outreach patron.
- **Annual Report to the State Library:** The state (Minnesota Department of Education) collects this data from all libraries in Minnesota to submit to the Institute of Museum and Library Services.
  - A **motion** was made to approve the current year statistics (pending the addition of several totals still needed from Anoka County Library). The motion was seconded, and **approved**.

- **Items from the Floor:** Several upcoming programs at the library include: Birdscaping Basics (in partnership with HeightsNEXT) is tonight. Mysteries of History (deducing the origin, age, and content of historical photos) will be at 6:30pm on April 9<sup>th</sup>. Also, a BookTalk with Rick Shefchik (author of “Everybody’s Heard About the Bird: The True Story of 1960’s Rock n’ Roll in Minnesota”) will take place at 1pm on Saturday, April 21<sup>st</sup>.

## Old Business:

- **Public Library Art Committee:** Meet-and-greet with the three applicants for the library Art Committee. Catherine started off by explaining the focus and limitations of the group. This is an advisory group (to the Library Board) that has no spending authority. It is mainly to review art exhibit applications and RFP’s on behalf of the Library Board, and make recommendations, with the option to offer hands-on help with exhibitions and art displays. There is no expectation to raise money. Finally, the group will likely meet 4 times/year (or as needed), and meeting will follow open meeting law.
  - Introductions:
    - **Denelle Bing (DB):** Has resided in Columbia Heights for 3 years, and has a 3yo child. Interested in art/music, and feels art has the ability to bring the community together. She also plays the baritone horn in a community band; has a business degree; is involved in HeightsNEXT; and is running for the Columbia Heights City Council (if elected, would not be eligible for the art committee).
    - **Lindsay Edwards (LE):** Moved to Columbia Heights from Des Moines four years ago. Graphic Designer by trade, who is active in HeightsNEXT (involved with the Huset Haunted House, Cheers for Beers, and Chili Cook-off events). Art is a huge part of life, and like art to inspire people. Currently is interested in the brutalist style (massive raw concrete structures).
    - **Walter Horishnyk (WH):** Has been a resident of Columbia Heights for many years, and was a IT Specialist for many of them. Has always been active in painting, photography, graphic design, and considers art, music, and culture a big part of his life. Feels art in the library has great potential and can inspire the community. He curated the inaugural art exhibition at the library last fall with his New York street photography, titled “The Manhattan Project”.
  - **Q: How would you like to see art displayed at the library?**
    - **DB:** Interactive displays would be the most engaging and would be great to see.
    - **LE:** Would like to see art made to fit the space, made specifically for the library space.
    - **WH:** Work with the artists, many of them have a vision for how their art should be viewed.
  - **Q: What would you most like to see in a library art display?**
    - **DB:** Local photography of the community, music, and youth created art.
    - **LE:** Interactive sculpture for hands-on engagement.
    - **WH:** Sculpture...ideally created by experienced and professional artists.
  - **Q: Example of a show we should exhibit?**
    - **DB:** Display featuring the history of Columbia Heights.
    - **LE:** Movie Posters/Fan Art (in collaboration with Heights Theater).
    - **WH:** Culturally diverse papier mâché hangings (e.g. piñatas).
    - Tricia Conway: Cultural Art Show showcasing the many diverse ethnicities of Columbia Heights.
  - **Q: How does art support literacy in the community?**
    - **DB:** Rotating series of art displays promotes learning by exposure to new things.
    - **LE:** Art naturally promotes various types of learning/interpretation.
    - **WH:** Art supports a strong foundation and symbolism.

**ART IS THE VISUALIZATION OF EDUCATIONAL EXPERIENCE**

**There being no further business, the meeting was adjourned at 6:45pm by Patricia Sowada, and seconded.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, Library Board of Trustees

**\*Mission Statement\***

To serve a diverse community's needs for access to resources, information, and technology in a welcoming environment.

The City of Columbia Heights does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Columbia Heights services, programs, and activities.

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2018 Expenditures**  
 March 7<sup>th</sup>, 2018

**240-45500**

**2170: Program Supplies**

Bri Belanger (reimbursement)

Cub Foods	6.98
Dollar Tree Stores	10.18
Target	<u>53.25</u>
	<b>70.41</b>

**2171: General Supplies**

General Book Covers

18021

063480

Dust Jackets (2000)

431.85  
**431.85**

**2180: Books**

Baker & Taylor

2033457652	3782JS	Books	13.49
2033459499	3787A	Book	5.19
2033459499	3789A	Book	11.66
2033459499	3791A	Books	194.94
2033459499	3792J	Books	533.43
2033467871	3789A	Books	93.21
2033467871	3790J	Book	8.44
2033467871	3791A	Book	10.52
2033467871	3792J	Book	12.78
2033467871	3793J	Books	136.23
2033470072	3794J	Books	95.98
2033474203	3782JS	Book	6.49
2033488763	3752J	Book	25.53
2033488763	3786A	Book	16.06
2033488763	3787A	Books	23.45
2033488763	3790J	Book	10.52
2033488763	3793J	Book	7.76
2033488763	3795J	Books	347.77
2033494053	3782JS	Book	3.24
2033499796	3773J	Book	11.95
2033499796	3790J	Book	14.37
2033499796	3796A	Books	288.95
2033500055	3881A	Book	14.95
2033500055	3797A	Books	419.63
2033507777	3793J	Book	8.43
2033507777	3796A	Book	5.19
2033507777	3798J	Books	395.88
2033514837	3789A	Book	14.40
2033514837	3799A	Books	296.15
2033514837	3795J	Books	18.91
2033514837	3796A	Books	27.26
2033514837	3797A	Book	14.40
2033514837	3798J	Book	15.79
5014853273	3781AS	Book	44.60
5014863724	3781AS	Book	33.34
5014873541	3781AS	Book	<u>24.54</u>

**3205.43**

Cengage Learning Inc.

62965735  
63137192

3783AS  
3784AS

Large Print Book  
Large Print Book

25.49  
26.99  
**52.48**

Cole Information Services

0725412-IN

3800RD

Cole Directory Set

537.95  
**537.95**

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2018 Expenditures**

March 7<sup>th</sup>, 2018

**2181: Periodicals, Magazines & Newspapers**

NADA Appraisal Guides	R1-952-159808		NADA Older Car Guide	<u>80.00</u>
				<b>80.00</b>

**2185: Compact Discs**

Midwest Tape	95790209	063411	Music CDs (Adult)	231.86
	95820015	063411	Music CDs (Adult)	<u>56.96</u>
				<b>288.82</b>

**4000: Maintenance and Repair**

Marco Inc.	INV5016115	2763	CpyMaint 021518-031418	63.65
	INV5016115	2763	CpyOverage 011518-021418	<u>34.37</u>
				<b>98.02</b>

**883-45500**

**2010: Minor Non-Consumable Items**

Constructive Playthings	5158154100	063397	Play/Learning Space	<u>962.44</u>
				<b>962.44</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2018 Expenditures**

March 21<sup>st</sup>, 2018

**240-45500**

**2025: Automated Circulation System Supplies**

Anoka County Library	1561	2155	February Notices	63.01
Paper Roll Products	35383	063537	Thermal Receipt Paper	<u>108.77</u>
				<b>171.78</b>

**2170: Program Supplies**

Constructive Playthings	5158152500	063364	Stepping Domes	51.94
Bri Belanger (reimbursement)			Target	18.27
			Family Dollar	<u>6.30</u>
				<b>76.51</b>

**2180: Books**

Baker & Taylor	2033508708	3782JS	Books	16.20
	2033524462	3556JS	Book	3.24
	2033524463	3782JS	Book	4.54
	2033539740	3801A	Books	437.28
	2033545754	3792J	Book	12.97
	2033545754	3802A	Books	577.74
	2033545925	3803J	Books	410.99
	2033557551	3782JS	Book	6.49
	5014892163	3781AS	Book	50.04
	5014902206	3781AS	Book	<u>27.08</u>
				<b>1,546.57</b>

Cengage Learning Inc.	63136653	3783AS	Large Print Books	161.19
	63213726	3784AS	Large Print Book	28.49
	63341947	3784AS	Large Print Books	83.22
	63341434	3783AS	Large Print Books	<u>49.48</u>
				<b>322.38</b>

Omnigraphics	1732005038-8062	3772RD	Holidays Around the World	<u>170.13</u>
				<b>170.13</b>

**2185: Compact Discs**

Midwest Tape	95864445	063411	Music CDs (Adult)	31.98
	95875827	063411	Music CDs (Adult)	14.99
	95877021	063550	Music CDs (Youth)	<u>43.95</u>
				<b>90.92</b>

**2189: DVDs**

Midwest Tape	95864447	063484	DVDs (Adult/Youth)	692.68
(Adult: \$567.75 Youth: \$186.90)	95877020	063484	DVDs (Adult/Youth)	<u>61.97</u>
				<b>754.65</b>

**3050: Expert & Professional Services**

Anoka County Library	1562	2155	February Cataloging	29.34
Unique Management Services	458858	2307	February Placements	<u>44.75</u>
				<b>74.09</b>

**4000: Maintenance and Repair**

Marco Inc.	INV5037308	2763	PtrMaint 021518-031418	26.85
	INV5037308	2763	PtrOverage 011518-021418	<u>324.27</u>
				<b>351.12</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2018 Expenditures**  
 March 21<sup>st</sup>, 2018

**883-45500**

**2010: Minor Non-Consumable Items**

Bri Belanger (reimbursement)

Ikea	16.99
Target	33.00
Target	3.80
Target	50.93
Play/Learning Space	<u>592.05</u>
	<b>696.77</b>

Lakeshore

3306420218

063434



COLUMBIA HEIGHTS PUBLIC LIBRARY  
Accounting 2018

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2018	Yr to Date			
		4-Apr-18	February	March		25%
1000	ACCRUED SALARIES		22,780.81			
1010	REGULAR EMPLOYEES	390,572	45,334.05		322,457	12%
1011	PART-TIME EMPLOYEES	99,284	7,114.46		92,170	7%
1020	OVERTIME REG. EMPLOYEES	784	103.84		680	13%
1050	SEVERANCE PAY	0			0	
1070	INTERD. LABOR SERVICE	2,500			2,500	0%
1210	P.E.R.A. CONTRIBUTION	36,828	3,852.36		32,976	10%
1220	F.I.C.A. CONTRIBUTION	37,724	3,999.16		33,725	11%
1225	FLEX BENEFIT F.I.C.A.	0	0			
1300	INSURANCE	66,840	14,661.09		52,179	22%
1510	WORKERS COMP. INS. PREMIUM	3,613	539.19		3,074	15%
2000	OFFICE SUPPLIES	1,400			1,400	0%
2010	MINOR OFFICE EQUIPMENT	1,000	40.00		960	4%
2011	COMPUTER EQUIPMENT	400			400	0%
2020	COMPUTER SUPPLIES	100			100	0%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,275	100.00	171.78	2,003	12%
2030	PRINTING & PRINTED FORMS	1,200	42.00		1,158	4%
2170	PROGRAM SUPPLIES	2,000	154.46	146.92	1,789	15%
2171	GENERAL SUPPLIES	5,650	64.31	431.85	5,218	9%
2175	FOOD SUPPLIES	75			75	0%
2180	BOOKS	62,000	2,495.67	5,834.94	53,669	13%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	559.23	80.00	5,861	10%
2182	ELECTRONIC DATABASES	250			250	0%
2183	E-BOOKS	9,000			9,000	0%
2185	COMPACT DISCS	6,500		379.74	6,120	6%
2187	BOOK/CD SET	125			125	0%
2188	MICROFORM	100			100	0%
2189	DVD	7,000		754.65	6,245	11%
2280	VEHICLE REPAIR & MAINTENANCE	25			25	0%
2990	PURCHASE FOR RESALE	500			500	0%
3050	EXPERT & PROFESSIONAL SERVICE	17,650	517.07	74.09	17,059	3%
3105	TRAINING & EDUCATION	750			750	0%
3210	TELEPHONE	641	63.83		577	10%
3220	POSTAGE	300			300	0%
3250	OTHER COMMUNICATIONS	2,508	146.79		2,361	6%
3310	LOCAL TRAVEL EXPENSE	600			600	0%
3320	OUT OF TOWN TRAVEL	0			0	
3430	ADVERTISING OTHER	50			50	0%
3600	INSURANCE & BONDS	7,800	1,300.00		6,500	17%
3810	ELECTRIC	27,500	3,897.89		23,602	14%
3820	WATER UTILITIES	1,515			1,515	0%
3830	GAS	4,930	1,851.63		3,078	38%
3850	SEWER UTILITIES	1,854			1,854	0%
4000	REPAIR & MAINTENANCE	8,140	11,870.05	449.14	-4,179	151%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	34,200	5,700.00		28,500	17%
4020	BUILDING MAINTENANCE	26,000	1,302.38		24,698	5%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	58,000	6,666.66		51,333	11%
4050	GARAGE, LABOR BURDEN	100	52.75		47	53%
4310	CREDIT CARD FEES	300			300	0%
4330	SUBSCRIPTION, MEMBERSHIP	550			550	0%
4375	VOLUNTEER RECOGNITION	300			300	0%
7100	OPERATING TRANSFER OUT	14,711	2,451.84		12,259	17%
	TOTAL	952,644	137,661.52	8,323.11	806,659	15%



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:** March 2018 Operational Report  
**DATE:** March 29, 2018

- I. BUILDING MAINTENANCE AND EQUIPMENT
  - A. Horwitz performed a quarterly review and routine maintenance on the HVAC system.
  - B. Archetype removed the gratitude wall in the lobby for refabrication. It will be reinstalled in April.
- II. TECHNOLOGY
- III. COLLECTION
  - A. Adult book selections were made from December and January issues of *Booklist*, *Kirkus Reviews* and *Library Journal*. Adult hardcover fiction with March publication dates and replacement copies of popular items were ordered. Juvenile selections were made from the November and December issues of *Booklist*, *Kirkus Reviews*, and *School Library Journal*. Juvenile and adult videos were ordered.
  - B. Weeding in adult fiction D-F was completed. Weeding in easy and juvenile nonfiction continued.
- IV. PROGRAMS
  - A. The Library celebrated ‘Read Across America’ day on March 2 with passive programming. Library staff were costumed as children’s book characters.
  - B. Scrabble Club for adults, hosted by the Friends, was held on March 6 and 20.
  - C. Senior Surf was held on March 7.
  - D. Family Night, an evening storytime program, was held on March 7.
  - E. Open to Business consultant Kathleen DuChene was available on March 13.
  - F. The Friends of the Library met on March 14.
  - G. LEGO Club for kids was held on March 14.
  - H. The Teen Advisory Board met on March 17.
  - I. Early Childhood and Family Education classes visited the library the week of March 19.
  - J. The Adult Book Club met to discuss Ayana Mathis’ “The Twelve Tribes of Hattie” on March 21.
  - K. The Library Board met on March 21 and interviewed candidates for the Library Public Arts Committee.
  - L. Amber Burnette taught “Birdscaping Basics” for adults on March 21.
  - M. A “Forecast Calls for Art” program for kids was taught by Silverwood naturalists on March 27.
  - N. A Maker Club for kids was held on March 28.
  - O. An “Escape the Library” program for teens was held on March 28.
  - P. Four Tuesday afternoon sessions of 4-H Tech Wizards for teens were offered in partnership with University of Minnesota Extension staff.
  - Q. Three sessions of Family Storytime were offered on Monday mornings.
  - R. Four sessions of Baby Read, Baby Grow storytime were offered on Thursday mornings.
  - S. Three classes from the Immaculate Conception School visited.
  - T. Bulk loans were prepared for ISD 13’s Adventure Club and Mini Adventure Club and the

Immaculate Conception School.

- U. "Buddy Up and Read" volunteers met with adults learning English throughout the month.
- V. English Conversation Circles for adult learners were offered on five Thursday afternoons.
- W. Deliveries to At-Home patrons were made by volunteers and the adult services librarian.
- X. Fifteen adult volunteers donated 66 hours of service.

V. STAFF

- A. Adult Services Librarian Cortni O'Brien participated in the Anoka County Library Arts and Cultural Heritage Team meeting. She also attended a meeting of the Friends of the Library.
- B. Youth Services Librarian Bri Belanger participated in Teen Tech Week activities at the Columbia Heights High School and attended the ECFE Community Baby Shower.
- C. Library Supervisor Nancy Soldatow announced her retirement effective July 2, 2018.
- D. Library Page Farrah Briest resigned to relocate to the East Coast.

VI. FOUNDATION

- A. The Foundation met on March 14 and received a report from Paul King of RBC Wealth Management.
- B. Youth Services Librarian began installing the play/learning space funded by the Foundation in the children's section of the library. Parents and children were using the greenhouse equipment by month-end. Play space elements will be changed quarterly to encourage exploration and play which build early literacy.

VII. MISC

- A. The library lost one of its most loyal advocates in Cliff Shedlov this month. I attended his funeral on March 1.
- B. I participated in a webinar, "Working with Individuals Affected by Homelessness" on March 1.
- C. I met with the Columbia Heights city manager and department heads on March 12, 19, and 26.
- D. I met with the management team of the Anoka County Library on March 15.
- E. I participated in the Anoka County Public Service Team meeting on March 28.

VIII. CIRCULATION

	<u>February 2017</u>	<u>February 2018</u>
<i>Physical items</i>	8,429	8,064
<i>E-books</i>	551	640
<i>E-audio</i>	164	185+
<b><i>Total Circulation</i></b>	<b>9,144</b>	<b>8,889</b>

IX. GATE COUNT AND MEETING ROOM USE

	<u>February 2017</u>	<u>February 2018</u>
<i>Gate count</i>	9,671	8,098
<i>Library Programs</i>	48	35
<i>Room Use</i>	260	296

X. COMPUTER/INTERNET USE

	<u>February 2017</u>	<u>February 2018</u>
<i>Patron Use (Logins):</i>	2,464	2,033
<i>Computer Use:</i>	4,102	3,350
<i>Minutes Used:</i>	106,680	87,780
<i>Internet Access:</i>	4,528	3,212
<i>Word:</i>	336	331
<i>PowerPoint:</i>	13	3
<i>Excel:</i>	30	14
<i>Calculator:</i>	11	9
<i>Catalog/Databases:</i>	292	142
<i>Microfilm Reader:</i>	11	NA
<i>Burlington English</i>	N/A	33

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>February 2017</u>	<u>February 2018</u>
<i>Accounts Submitted</i>	639	742
<i>Dollars Submitted</i>	\$126,702.14	\$146,611.03
<i>Dollars Received</i>	\$8,748.40	\$13,209.48
<i>Materials Returned</i>	\$28,801.14	\$34,964.08

+RB Digital e-audio downloads unavailable

**Columbia Heights Public Library**

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690

TO: Renee Dougherty, Library Director  
FROM: Cortni O'Brien, Adult Services Librarian  
SUBJECT: Adult Services – March 2018 Operational Report  
DATE: March 30, 2018

**I. Adult Programs and Displays**

- a. Library displays throughout the month featured a 1920s/1930s display in commemoration of the library's 90<sup>th</sup> anniversary year, a "Mysteries of History" photo exhibit featuring photos from the Anoka County Historical Society, and a Birdscaping books display.
- b. Six adults attended Senior Surf, an introductory computer class for seniors, age 55+, on Wednesday, March 7, instructed by a certified trainer from the Minnesota Board on Aging and Metropolitan Area Agency on Aging and assisted by a library volunteer computer tutor.
- c. Thirty-one adults attended a Birdscaping Basics class presented by local birding expert Amber Burnette on Wednesday, March 21. The program was offered in partnership with the HeightsNEXT community organization.
- d. Conversation Circles for adult English language learners met each Thursday from 1 to 2 p.m., facilitated by two adult library volunteers. The largest group in March included 6 adult ESL language learners.
- e. Five "Buddy Up and Read" partners met a total of 20 times to practice their English language reading and speaking skills.
- f. Scrabble Club, sponsored by the Friends of the Library, met twice, on March 7 and 21. The group has grown to about 9 regulars.
- g. The Library Book Club met on Wednesday, March 21, to discuss "The Twelve Tribes of Hattie" by Ayana Mathis. Sixteen adults were in attendance.
- h. Deliveries were made to At-Home Patrons.

**II. Meetings**

- a. Cortni met with the Friends of the Library on Wednesday, March 14.
- b. Cortni met with the Anoka County Library ARCH committee on Monday, March 19.

**III. Projects**

- a. Adult and children's DVDs, office supplies, and program supplies were ordered.
- b. Contracts for spring and summer programs were written.

**IV. Other**

- a. Fifteen adult volunteers donated 66 hours to the library, planning the 90<sup>th</sup> anniversary celebration, working with adult English Language learners, delivering materials to At-Home Patrons, working as computer tutors, creating displays, and performing miscellaneous tasks at the library.
- b. Summer program and anniversary event planning was in process.



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

**To:** Renee Dougherty, Library Director  
**From:** Brianna Belanger, Youth Services Librarian  
**Subject:** March Operational Report  
**Date:** March 29, 2018

I. PROGRAMS

- a. Bulk loans of materials were prepared for ICS, Adventure Club, and Mini Adventures.
- b. Play pieces purchased with a grant from the Library Foundation were introduced to the children’s space this month. Families linger in the children’s area and children make friends while playing with the greenhouse installation. Play pieces will be swapped out seasonally to keep things fresh for families. They support the library’s initiative to support early literacy skill building.
- c. 30 kids and parents participated in the drop-in activities planned for Read Across America Day. Families could do a scavenger hunt, make a hat, and create story stones to facilitate storytelling at home.
- d. 21 parents and kids joined us at our Family Night event on 3/7. This month we focused on games and basic math skills by learning about Guinness World Records and then attempting to break them ourselves.
- e. LEGO Club met on 3/14 and 11 kids spent the hour creating and building. Kids are learning social emotional skills like cooperating, sharing, and teamwork as well as valuable engineering skills.
- f. TAB met on 3/17 to discuss summer programs and help create spring decorations for the teen area.
- g. ECFE (Early Childhood Family Education) classes visited the library on 3/20, 3/21, and 3/22. Families participated in storytime, got a tour of the library, signed up for library cards, and played together.
- h. ICS students visited the library on 3/12 and 3/14.
- i. Silverwood Park delivered the Forecast Calls for Art program to 15 kids. Kids learned about different types of weather and storms in particular and then created a take-home craft.
- j. Maker Club met on 3/28 and 15 kids created papier-mâché bird’s nests.
- k. Our Escape the Library program had 7 kids and teens racing against the clock to solve problems and riddles in order to break out.
- l. Program counts are as follows:

Community Room- Baby Storytime	3/1/2018	25
Craft Room- Read Aross America	3/2/2018	30
Community Room- Tech Wizards	3/6/2018	12
Community Room- Family Night	3/7/2018	21
Community Room- Family Storytime	3/12/2018	48
ICS- 1st Grade	3/12/2018	10
Community Room- Tech Wizards	3/13/2018	12
ICS 2nd/4th	3/14/2018	33
Community Room- LEGO Club	3/14/2018	11
Community Room- Baby Storytime	3/15/2018	38
Craft Room- Teen Advisory Board	3/17/2018	3

Community Room- Family Storytime	3/19/2018	55
Community Room- ECFE	3/20/2018	38
Community Room- Tech Wizards	3/20/2018	7
Community Room- ECFE	3/21/2018	58
Community Room- Baby Storytime	3/22/2018	27
Community Room- ECFE	3/22/2018	18
Community Room- Family Storytime	3/26/2018	30
Community Room- Forecast Calls for Art	3/27/2018	15
Community Room- Maker Club	3/28/2018	15
Community Room- Escape the Library	3/28/2018	7
Community Room- Baby Storytime	3/29/2018	47

II. COLLECTION

- a. Book orders were placed from the following: SLJ 11/17; Kirkus 11/1, 11/15, 12/1; Booklist 11/1, 11/15, 12/1, 12/15; Booklinks 11/17, Series Made Simple Fall, PW 12/11/17 and Replacements and Adds.
- b. Weeding of juvenile and easy nonfiction continues.

III. PROJECTS

- a. Prepared and promoted for summer volunteer applications.
- b. Created, implemented, and maintained spring early literacy space.
- c. Planned for ECFE library visits.
- d. Planned and promoted April Family Night.
- e. Planned and implemented Read Across America Day activities.
- f. Created summer event promotional materials.
- g. Planned for High School Drop-in Teen Tech Week event.
- h. Imputed summer events into evanced.
- i. Created TAB agenda.
- j. Managed Teen Volunteers.
- k. Planned for summer programs and storytime.

IV. GRANTS, MEETINGS, COMMUNITY

- a. 3/9: Drop in Activities at High School for Teen Tech Week.
- b. 3/22: ECFE Community Baby Shower

V. STAFF

- a. This month the major projects page staff worked on are as follows: selection tools, processing, and various cutting projects.
- b. Kelly Olson worked on book orders. She also fulfilled the many bulk loan bins we had this month. She completed her usual tasks including month end reports, performer contracts, magazines, counting money, receiving books, and purchase requests.

To: Renee Dougherty, Library Director  
From: Winnie Coyne – Library Clerk  
Subject: March Operational Report  
Date: March 29th, 2018

I. COLLECTION PROJECTS

- A. **Magazines:** Magazine labels were typed for newly received magazines.
- B. **Damaged Shelf:** Items older than 1 month were cleared from the shelf this month.
- C. **Paperback order:** One paperback order was sent this month.
- D. **Paperback Display:** There was no room for a paperback display this month.
- E. **Weeding Projects:** Renee and Bri are both giving me books to withdraw semiregularly.
- F. **Last copy/withdrawn items:** We no longer get a Last Copy list each week but we are still weeding and withdrawing items. Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company. Any books in good condition that are not sent to Better World Books are prepared to go on our sale-cart. We may stop sending books to Better World Books after the next shipment.

II. MAINTENANCE

- A. **Fire extinguisher:** The fire extinguishers were checked Monday, March 12th.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount.
- C. **Public Works:** This month, Eric Hanson from Public Works was here to change our clocks for Daylight Saving Time.

III. MISCELLANEOUS

- A. **ILL Drawer:** The ILL drawers were maintained and a weekly count of filled requests has been kept.
- B. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff on Tuesday, April 3<sup>rd</sup>.
- C. **Bulletin Board:** Old notices are removed once they have expired or been up for thirty days and new notices are put up as we receive them.
- D. **Shelf Reading:** Shelf reading is almost completed. The pages will get new shelf reading assignments for April.
- E. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. Special programs like Forecast Calls for Art and Escape the Library for youth, and Birdscaping Basics for adults were featured this month.