



Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ 763-706-3690 ▪ columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, July 10th, 2019
Regular Meeting at 5:30 p.m.
Library History Room

Board of Trustees

Catherine Vesley
Chair

Patricia Sowada
Vice-Chair

Tricia Conway
Secretary

Steve Smith

Christopher Polley
Members at Large

Connie Buesgens
Council Liaison

Renee Dougherty
Library Director

AGENDA:

Call to order.

Review/approval of the Minutes of the June 5th, 2019, Board Meeting.

Review/approval of Bill Lists dated June 5th & 19th, 2019.

Review of Accounting.

OLD BUSINESS:

1. N/A

NEW BUSINESS:

1. Request from Jane Polley of the Library Foundation
2. Proposed 2020 Budget
3. Staffing Update
4. Strategic Planning Update

5. Items from the Floor

RLD/npo



The meeting was called to order in the History Room by Chair, Catherine Vesley at 5:33pm. **Members present:** Catherine Vesley; Patricia Sowada; Tricia Conway; Stephen Smith; Christopher Polley; and City Council Liaison, Connie Buesgens. **Also in attendance:** Renee Dougherty (Library Director), and Nick Olberding (Recording Secretary).

The **Minutes** of the **May 1st, 2019** Board Meeting were **approved**.

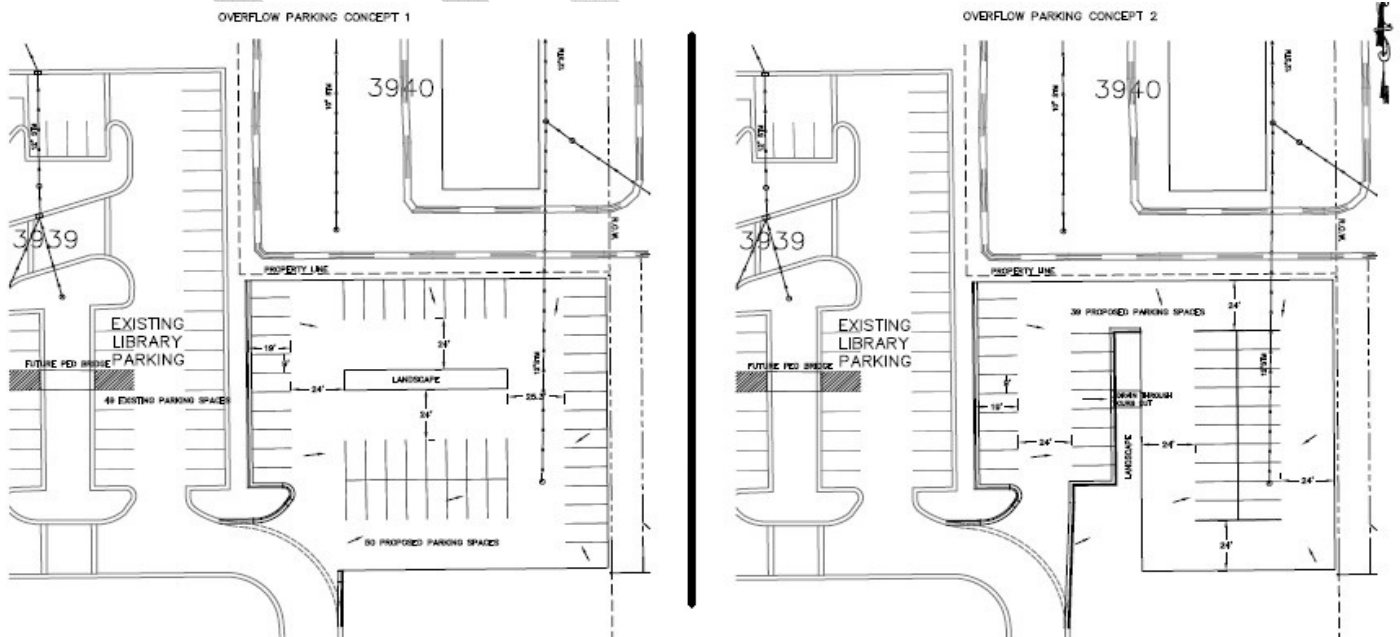
Bill Lists dated **May 8th & 22nd, 2019** were reviewed. Each was moved, seconded, and **approved**.

The **Accounting Sheet** was reviewed, and **approved**. Thus far at 30% spent in 42% of the year.

- Questions and discussions based on Bills and Accounting:
 - **Polish American Journal:** Library already paid for this year's renewal, but the SisterCities (Pat Sowada) are welcome to make a donation to offset the cost, and/or cover future subscription renewals.
 - **Glass Glazing Charge (2011):** In regards to a repair to the parking lot facing external doors, where the door frame was bent; it seems the double-paned door glass is too heavy, and were advised we may need address it.
 - **Solar Panels:** Steve was wondering what the lifespan of the roof is, because at some point we may need to do repairs, and the panels may need to be temporarily removed (just thinking ahead). Catherine mentioned, cheaper and more efficient panels will exist when the time comes to replace our current panels.

New Business:

- **Staffing Update:** The position of Library Aide was posted; 22 applicants applied; 6 were interviewed; 1 was offered a conditional offer, which has been accepted—pending paperwork. The Library Aide position has been vacant since mid-2016 when the previous Aide resigned for outside reasons. This position was not budgeted in 2019, but running lean on staff and overtime for the first half-year, we should be able to accommodate the salary in the second half of 2019 (if necessary, we will propose Library funds be transferred to cover the difference). The Library Aide position is included in the 2020 budget, and going forward.



- **Concept Plans for Parking Lot Extension:** Public Works provided two parking lot design options. Both were generally the same size/cost, but with different layouts and number of additional parking spots (Concept One:50/Two:39). Consensus agreed that Concept 1 was the preferred option due to the number of spots and a more logical layout.
 - With a price tag of around \$80,000 (the City will likely require the Library to cover 50% of the cost), the Board seemed split on the necessity of it, and on proceeding without data to back the additional need. Steve commented that this overflow lot “is more of a want than a need”; there are other better uses for the funds.
 - The city owns the land with the intention of selling it in the future; even if the library builds the overflow lot, it does not protect the parcel from being demolished and sold off.
 - Signs in the parking lot about overflow parking in the Municipal Ramp may help in some situations, along with encouraging more people to take MetroTransit.
 - We need to justify the expense, and put together numbers on how frequently the current lot is filled to capacity. Tricia wouldn’t want to fund an overflow lot that is vacant and un-used 75%+ of the year.

Items from the Floor:

- **Strategic Planning Facilitator:** Catherine wondered what the status was on searching for a facilitator for Strategic Planning? Renee has 3 recommendations, but has not yet had time to weigh the options.
 - **Phil Kern** (assisted with the City’s Comprehensive Plan), **Library Solutions**, and **Imagine Design**.
 - **Citizenship Class:** In partnership with Adult Education Center/Kathy Moriarty is one Strategic goal.
 - Tricia was concerned about putting so much pressure on Renee, and would like the Board to take on more responsibility in between meetings--related to strategic planning at this time.
 - In the meantime, the Board-members should look over the official **Library Guide to Strategic Planning** packet, and create a personal set of goals they would like to address in the planning process.
 - Renee would like to come up with a new Library **Mission Statement** and several directions/directives for the Library to fulfill in the future.
 - The Board would like to discuss aspects of Strategic Planning at each future meeting.
- **Board Expansion:** Catherine brought up to possibility of expanding the Library Board from 5 to 7 members, which has its advantages and disadvantages when it comes to scheduling, quorums, perspective, and compromise. Could it be a possibility? Would it require a Charter change? Could it be a youth member?
- **Spaghetti Dinner (September 11):** Conflicts with September Board Meeting. The Board opted to change the date of the September meeting from the 11th to September 4th.

There being no further business, a motion to adjourn was made at 6:33pm by Patricia Sowada, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

June 5th, 2019

240-45500

2030: Printing & Printed Forms

Church Offset Printing, Inc.	103338	065739	SRP Letters & Bookmarks	114.00
	103339	065890	Summer Event Calendars	<u>82.00</u>
				196.00

2170: Program Supplies

Office Depot	312946559001	065818	Pens, Feathers, Paper	24.26
	312949487001	065818	Scotch Washi Tape	6.38
	312949488001	065818	Scotch Washi Tape	6.48
	312949489001	065818	Scotch Washi Tape	3.49
	312949490001	065818	Scotch Washi Tape	2.99
	312949491001	065818	Glue Sticks	7.85
	317125281001	065913	Paper, Post-its, Wipes	198.76
Cortni O'Brien (reimbursement)	-----	-----	Michaels (5/10)	24.81
Brianna Belanger (reimbursement)	-----	-----	Michaels (5/10)	<u>8.06</u>
				283.08

2171: General Supplies

Rosedrew, Inc. (aka Showcases)	311950	065819	DVD Cases (102)	<u>82.19</u>
				82.19

2180: Books

Baker & Taylor	2034271906	3879J	Book	5.19
	2034271906	3890J	Book	6.49
	2034271906	3870A	Books	280.63
	2034271906	3897A	Books	411.64
	2034494039	3900J	Book	4.54
	2034494039	3914J	Book	3.24
	2034494039	3915A	Books	62.55
	2034494039	3916J	Book	12.71
	2034494039	3917J	Books	17.16
	2034504438	3907A	Books	30.47
	2034504438	3910J	Book	7.20
	2034504438	3914J	Book	27.53
	2034504438	3918A	Books	257.61
	2034504438	3919J	Books	<u>403.53</u>
				1530.49

2181: Periodicals, Magazines & Newspapers

MPLS/STP Business Journal	9142406		Business Journal Renewal	<u>120.00</u>
				120.00

2185: Compact Discs

Midwest Tape	97325604	065697	Audiobooks (Adult)	461.88
	97358316	065744	Audiobooks (Youth)	<u>114.97</u>
				576.85

2187: Book/CD Sets

Weston Woods	19317985	065703	Mixed Media Books/CDs	142.25
	19395096	065703	Mixed Media Books/CDs	<u>28.45</u>
				170.70

2189: DVDs

Midwest Tape	97325603	065515	DVDs (Adult)	29.99
	97358315	065766	DVDs (Youth)	<u>475.20</u>
				505.19

3050: Expert & Professional Services

Jessica Lee (Ensemble Music)	Contract	065894	Program 5/6 & 5/13 (Youth)	110.00
Pioneer Photography (Ohman)	Contract	065808	Program 5/18 (Adult)	<u>250.00</u>
				360.00

4000: Maintenance and Repair

Marco Inc.	INV6352204	2763	PtrMaint 051519-061419	33.90
	INV6352204	2763	PtrOverage 021519-051419	<u>453.41</u>
				487.31

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

June 5th, 2019

4020: Building Repair and Maintenance Services

City Wide Window Service	663376	065030	Monthly Window Cleaning	120.00
Setpoint Systems Corp.	181415	065300	Service Call 111918	<u>975.00</u>
				1095.00

262-45021: 21st Century Grant

2170: Program Supplies

Scholastic, Inc.	19389167	065668	SRP Book Incentives	<u>498.58</u>
				498.58

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
June 19th, 2019

240-45500

2000: Office Supplies

Cortni O'Brien (reimbursement)		Dollar Tree (dish soap)	4.00
			4.00

2030: Printing & Printed Forms

Church Offset Printing, Inc.	103442	065799	SRP Adventure Guides	333.00
	103442	065938	SRP Adventure Guides	<u>113.00</u>
				446.00

2175: Food Supplies

Cortni O'Brien (reimbursement)		Walgreens (lemonade)	4.29
			4.29

2180: Books

Baker & Taylor	2034500193	3894JS	Books	12.02
	2034516555	3894JS	Book	4.54
	2034522108	3920A	Books	31.02
	2034522108	3922J	Books	441.52
	2034537965	3919J	Books	58.98
	2034537965	3920A	Books	45.97
	2034537965	3924A	Books	311.71
	2034546891	3918A	Book	16.62
	2034546891	3919J	Book	13.29
	2034546891	3920A	Books	31.55
	2034546891	3923J	Books	241.17
	2034570252	3899A	Book	11.05
	2034570252	3919J	Books	66.34
	2034570252	3921J	Books	84.61
	2034570252	3922J	Book	12.71
	2034570252	3923J	Books	26.63
	2034570252	3926J	Books	534.24
	2034578972	3928A	Books	236.27
	5015488068	3893AS	Books	33.57
	5015499204	3893AS	Book	<u>25.03</u>
				2,238.84

Cengage Learning	67038989	3895AS	Large Print Books	190.43
	67072071	3895AS	Large Print Books	<u>109.46</u>
				299.89

3050: Expert & Professional Services

Unique Management Services	553754	2307	May Placements	62.65
Z Puppets Rosenschnoz, LLC	Contract	065817	Program 6/12/2019	<u>525.00</u>
				587.65

4000: Maintenance and Repair

Marco Inc.	INV6417893	2763	CpyMaint 051519-061419	82.56
	INV6417893	2763	CpyOverage 041519-051419	<u>38.93</u>
				121.49

4020: Building Repair and Maintenance Services

Orkin	178990863	1564	Pest Inspection	100.54
Aid Electric Service, Inc.	58567	065962	Replace Sensor Switch	246.39
Commercial Steam Team	20098	065740	Steam Clean Furniture	<u>750.00</u>
				1,096.93

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2019

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2019	Yr to Date			
		7/10/2019	May	June		50%
1000	ACCRUED SALARIES		19,122			
1010	REGULAR EMPLOYEES	400,300	155,570		244,730	39%
1011	PART-TIME EMPLOYEES	99,300	28,264		71,036	28%
1020	OVERTIME REG. EMPLOYEES	800	221		579	28%
1070	INTERD. LABOR SERVICE	2,500	206		2,294	8%
1210	P.E.R.A. CONTRIBUTION	37,600	13,082		24,518	35%
1220	F.I.C.A. CONTRIBUTION	38,500	14,035		24,465	36%
1225	FLEX BENEFIT FICA		70			
1300	INSURANCE	66,800	27,869		38,931	42%
1510	WORKERS COMP. INS. PREMIUM	3,700	1,176		2,524	32%
1810	COLA ALLOWANCE	20,700	0		20,700	0%
2000	OFFICE SUPPLIES	1,000	222	4.00	774	23%
2010	MINOR OFFICE EQUIPMENT	500	0		500	0%
2011	COMPUTER EQUIPMENT	100	159		-59	159%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,400	501		1,899	21%
2030	PRINTING & PRINTED FORMS	1,000	75	642.00	283	72%
2170	PROGRAM SUPPLIES	1,600	261	283.08	1,056	34%
2171	GENERAL SUPPLIES	5,700	1,463	82.19	4,155	27%
2175	FOOD SUPPLIES	100	107	4.29	-11	111%
2180	BOOKS	60,000	11,600	4,069.22	44,331	26%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,340	120.00	4,040	38%
2182	ELECTRONIC DATABASES	100	0		100	0%
2183	E-BOOKS	6,000	0		6,000	0%
2185	COMPACT DISCS	6,500	1,766	576.85	4,157	36%
2187	BOOK/CD SET	100	0	170.70	-71	171%
2188	MICROFORM	100	0		100	0%
2189	DVD	6,500	2,273	505.19	3,722	43%
2990	PURCHASE FOR RESALE	500	105		395	21%
3050	EXPERT & PROFESSIONAL SERVICE	18,000	934	947.65	16,118	10%
3105	TRAINING & EDUCATION	500	200		300	40%
3210	TELEPHONE	600	158		442	26%
3220	POSTAGE	300	43		257	14%
3250	OTHER COMMUNICATIONS	2,500	1,023		1,477	41%
3310	LOCAL TRAVEL EXPENSE	600	172		428	29%
3600	INSURANCE & BONDS	8,300	3,458		4,842	42%
3810	ELECTRIC	33,800	8,596		25,204	25%
3820	WATER UTILITIES	2,300	180		2,120	8%
3830	GAS	7,300	4,994		2,306	68%
3850	SEWER UTILITIES	2,800	709		2,091	25%
4000	REPAIR & MAINTENANCE	10,000	19,226	608.80	-9,835	198%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	15,917		22,283	42%
4020	BUILDING MAINTENANCE	26,000	11,633	2,191.93	12,175	53%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	66,700	27,792		38,908	42%
4050	GARAGE, LABOR BURDEN	100	222		-122	222%
4310	CREDIT CARD FEES	300	0		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600	0		600	0%
4375	VOLUNTEER RECOGNITION	200	0		200	0%
7100	OPERATING TRANSFER OUT	14,700	6,125		8,575	42%
	TOTAL	1,002,700	381,870	10,205.90	610,624	39%

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: June Operational Report
DATE: July 2, 2019

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. One of the HVAC boiler circulating pumps was removed, repair, and replaced.
- II. TECHNOLOGY
 - A. City IS continues to troubleshoot the microfilm reader.
 - B. Tech Logic performed annual maintenance on the automated materials handler and replaced the incline belt. The belt replacement is intended to address frequent jams of light-weight items.
- III. COLLECTION
 - A. Adult print materials were selected from the March 15th issues of *Booklist* and *Kirkus Reviews* and the March issue of *Library Journal*. Adult popular fiction with July publication dates, paperback romances and paperback westerns were ordered. Juvenile materials were selected from the December issues of *Booklist* and *School Library Journal*. Replacements of worn juvenile titles were ordered in anticipation of summer demand.
 - B. Weeding in large print Fiction S-Z, large print nonfiction, romance paperbacks, and nonfiction 000-199 was completed. Weeding of the young adult collection was completed. Weeding in adult DVDs and juvenile fiction was begun.
- IV. PROGRAMS
 - A. A Bike Fixit Clinic was offered on June 1.
 - B. A Senior Surf computer class was offered on June 5.
 - C. The Library Board met on June 5.
 - D. An orientation for teen volunteers was held on June 11.
 - E. The Summer Reading Kickoff was held on June 12.
 - F. The Friends of the Library met on June 12.
 - G. Improv 101, a teen program, was taught by Lyric Arts on June 13.
 - H. Summer lunches for kids were offered each Tuesday, Wednesday, and Thursday starting June 18.
 - I. Birding Day Camps for various age groups were held on June 18, 19, and 20.
 - J. An author talk with Colin Mustful was held on June 19.
 - K. The Adult Book Club discussed “The Turtle Catcher” by Nicole Helget on June 20.
 - L. Library Live: Schiffelly Puppets was held on June 26.
 - M. A Hardanger Embroidery workshop for adults was held on June 26.
 - N. A Printmaking for Apparel course for teens was offered on June 27.
 - O. Three sessions of Family Storytime were offered.
 - P. “Buddy Up and Read” volunteers met with adults learning English.
 - Q. English Conversation Circles for adult learners were offered on three Monday evenings and four Thursday afternoons.
 - R. Deliveries of materials were made to At-Home patrons.
 - S. 19 adult volunteers donated 55 hours of service; 11 teen volunteers contributed 43.5 hours.

V. STAFF

- A. Adult Services Librarian Cortni O'Brien and I staffed a table at the Community Picnic on June 27.
- B. I interviewed six of the applicants for the Library Aide position. An offer of employment was extended to Farrah Briest who began on June 24.
- C. I arranged a schedule to cover the Youth Services Librarian's 12-week family leave.
- D. Library Page Jacqueline Olson resigned the position on June 29.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the city manager and department heads on June 3, 17, and 24.
- B. I met with the Anoka County Library Management Team on June 20.
- C. I attended the Anoka County Library Public Service Team meeting on June 26.
- D. The Library participated in the Citywide garage sale on June 7 and 8.

VIII. CIRCULATION

	<u>May 2018</u>	<u>May 2019</u>
<i>Physical items</i>	9,182	9,514
<i>E-books</i>	660	666
<i>E-audio</i>	253	283
Total Circulation	10,095	10,463

IX. GATE COUNT AND MEETING ROOM USE

	<u>May 2018</u>	<u>May 2019</u>
<i>Gate count</i>	8,952	9,182
<i>Library Programs</i>	28	24
<i>Room Use</i>	332	338

X. COMPUTER/INTERNET USE

	<u>May 2018</u>	<u>May 2019</u>
<i>Patron Use (Logins):</i>	2,336	2,086
<i>Computer Use:</i>	3,838	3,521
<i>Minutes Used:</i>	100,020	92,176
<i>Internet Access:</i>	4,455	3,960
<i>Word:</i>	395	250
<i>PowerPoint:</i>	21	15
<i>Excel:</i>	64	28
<i>Calculator:</i>	34	13
<i>Catalog/Databases:</i>	164	133
<i>Microfilm Reader:</i>	0*	0* removed for repair
<i>Burlington English</i>	58	65

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>May 2018</u>	<u>May 2019</u>
<i>Accounts Submitted</i>	753	842
<i>Dollars Submitted</i>	\$149,121.34	\$164,283.99
<i>Dollars Received</i>	\$16,272.04	\$21,024.82
<i>Materials Returned</i>	\$35,417.24	\$40,540.82



Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690 ▪ TDD: 763-706-3692

TO: Renee Dougherty, Library Director
FROM: Cortni O'Brien, Adult Services Librarian
SUBJECT: Adult Services –June 2019 Operational Report
DATE: June 28, 2019

I. Adult Programs and Displays

- a. The library hosted its first Bike Fix-it Clinic with the help of three volunteer bike enthusiasts on Saturday, June 1. Twenty people brought bikes and all but one bike (beyond repair) was ridden away by a happy customer. Attendees were taught how to use the library's new bike fix-it station.
- b. The library participated in the citywide garage sale the weekend of June 7. Items for sale included used books and toys.
- c. Four adults attended Senior Surf, a basic internet instruction class in partnership with the Metropolitan Area Agency on Aging, on June 5.
- d. June displays included a LGBTQ+ Pride book display and a hot summer reads display. The glass display case featured rocks and minerals organized by the Friends of the Library.
- e. Renee and I staffed an information table at the Community Picnic on June 27. Over 180 adults and children stopped at the library table for information, children's prizes, and/or an anniversary library pen.
- f. Sixteen members of the adult book club discussed "The Turtle Catcher" by Nicole Helget on June 19.
- g. Local author Colin Mustful returned to the library to discuss his latest historical novel, "Resisting Removal: The Sandy Lake Tragedy of 1850." Thirty people attended the program.
- h. Seven attendees attended a two-hour Hardanger Embroidery workshop on June 26. Instructor Janna Bereuter led the group in a basic block stitch and offered an overview of the Norwegian technique.
- i. Fall program planning was underway.

II. Meetings, etc.

- a. I met with the Friends of the Library on June 12.
- b. I met with the Anoka County Library tabletop games team on June 19.
- c. I met with HeightsNEXT community group to discuss partnership opportunities on June 20.
- d. I met with a local book club on June 25 to help plan their 2019-2020 reading list.

III. Projects

- a. Books and DVDs were delivered to the library's at-home patrons.
- b. Weeding was done on the nonfiction adult DVDs.

IV. Other

- a. Nineteen adult volunteers donated 55 hours to the library: working with adult English Language learners, organizing the display case, cleaning, organizing magazines, and performing miscellaneous tasks at the library.



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: June Operational Report
Date: June 28, 2019

I. PROGRAMS

- a. Summer Reading kicked off this month with activities and a juggling performance by Z Puppets attended by 120 kids and caregivers. This event provides a chance to get our reading program guides into kids' hands as early as possible. We want to encourage youth to keep reading and learning all summer long to prevent summer learning loss.
- b. Lyric Arts taught 7 teens improv techniques on Thursday, June 13.
- c. Local birder, Amber Burnette, taught three back to back birding day camps to youth ranging from grades K-9. Each day youth took a walk around Labelle Pond and we spotted a total of 16 unique species of birds throughout the three days.
- d. "Officer Bill" joined us from the Police Department for a very special storytime on Monday, June 24th. 65 kids and caregivers attended and had a chance to explore a squad car afterwards.
- e. Schiffelly Puppets put on a fairytale themed puppet show for 60 kids and caregivers on Wednesday, June 26th.
- f. We currently have 11 teen volunteers at the library. Teen volunteer hours total 43.5 hours this month.
- g. Program counts are as follows:

Community Room- Family Storytime	6/10/2019	60
Community Room- Volunteen Orientation	6/11/2019	10
Community Room- Summer Reading Kickoff	6/12/2019	120
Community Room- Improv 101	6/13/2019	7
Community Room- Family Storytime	6/17/2019	76
Community Room- Summer Lunch	6/18/2019	20
Community Room- Birding Day Camp K-2	6/18/2019	10
Community Room- Summer Lunch	6/19/2019	20
Community Room- Birding Day Camp 3-5	6/19/2019	16
Community Room- Summer Lunch	6/20/2019	27
Community Room- Birding Day Camp 6-12	6/20/2019	5
Community Room- Family Storytime	6/24/2019	65
Community Room- Summer Lunch	6/25/2019	25
Community Room- Summer Lunch	6/26/2019	27
Community Room- Library Live: Schiffelly Puppets	6/26/2019	60
Community Room- Summer Lunch	6/27/2019	20
Community Room- Printmaking for Apparel	6/27/2019	16

II. COLLECTION

- a. Book orders placed this month include: June Replacements, Booklist 12/15/19, SLJ 12/18.
- b. Weeding of YA Fiction was completed. Weeding of J Fiction has begun.

III. PROJECTS

- a. Prepared for maternity leave.
- b. Continued planning for fall.
- c. Managed teen volunteers.
- d. Put up summer early learning activities.
- e. Prepared items for rummage sale.
- f. Managed summer program registrations.
- g. Trained staff on various tasks for maternity leave.
- h. Prepared for and put out summer reading materials.
- i. Finalized volunteer binder, schedule, and nametags.
- j. Finalized Fall heights happenings copy.
- k. Created 2019-2020 Maude Hart Lovelace book display.
- l. Began work on winter programming.
- m. Trained Library Aid.

IV. GRANTS, MEETINGS, COMMUNITY

- a. 6/5; Met with Katie and Brit from Parks and Rec.
- b. 6/14; 40 1st through 6th graders visited library with Rec Plus program.

V. STAFF

- a. 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. Additionally, she helps with volunteer supervision, and ICS visits.

To: Renee Dougherty, Library Director
From: Winnie Coyne – Library Clerk
Subject: June Operational Report
Date: July 2nd, 2019

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:** Two paperback orders were sent this month, one adult order and one youth graphic novel order.
- D. **Book Display:** This month's display was 'Beach Reads'. It is all books with the words summer or beach in the title, or a beach-themed cover.
- E. **Weeding Projects:** Renee and Bri are both giving me books to withdraw semiregularly. I am doing the first stage of weeding in the Western section and giving books to Renee for a final decision.
- F. **Withdrawn 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. If not or if they are in very bad shape they are recycled.

II. MAINTENANCE

- A. **Fire extinguisher:** The fire extinguishers were checked on June 28th, 2019.
- 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 adjust the temperature.
- D. **ILL Drawer:** The ILL drawer is no longer needed; the Anoka County Libraries now generate a report that tallies the ILLs for each month.
- E. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff by Tuesday, July 2nd.
- F. **Bulletin Board:** Old notices are removed once they have expired or have been up for thirty days and new notices are put up as we receive them.
- G. **Shelf Reading:** There are new adult and youth lists with assignments for pages. These assignments will be the same for the whole summer.
- H. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. Our Facebook page added photo albums of the Bike-Fix-It Clinic and the Hardanger Embroidery class.