



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, January 8th, 2020
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 December 4th, 2019, Board Meeting.

Review/approval of Bill Lists dated December 4th, 18th, & 25th, 2019.

Review of Accounting.

OLD BUSINESS:

1. Staffing Update
2. Policy Revisions

NEW BUSINESS:

1. PC Management Software
2. Fine Read-Down Approval

3. Items from the Floor

RLD/npo



The meeting was called to order in the History Room by Chair, Catherine Vesley at 5:32pm. **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 **November 6th, 2019** Board Meeting were **approved**. The Board wanted to add how appreciative they are for me making sense of all the discussions, and compiling it in to clear minutes. Thank you!

Bill Lists dated **November 6th & 20th, 2019** were reviewed. Each was moved, seconded, and **approved**.

Questions and discussions based on Bills and Accounting:

- **Lock Repair:** Tricia was worried this expense meant that there was an attempted break-in, but it was just the door lock between the library and lobby wore out and could not be unlocked with the key anymore. I had discovered it before we opened one morning when I went out to retrieve the newspapers and couldn't get back in until a fellow staff member let me back in.
- **Book Covers:** These are the plastic covers that are applied to all books with dust jackets.
- **2280 (Vehicle Repair/Parts):** Unbudgeted expense related to landscaping equipment, charged to us by the Public Works Department.

Old Business:

1. **Strategic Planning:** Last month, Renee expressed that she had some reservations with the new Mission Statement (felt our Collections should be mentioned in the mission, and could use some fine tuning to better encompass our full mission). Since then, Renee and Steve each re-wrote an alternate version for the Board to weigh in on.
 - **Steve:** The Columbia Heights Public Library works with the community to discover diverse learning opportunities through access to professional in-house staff and services, a state of the art facility, and quality programming.
 - **Renee:** The Columbia Heights Public Library: serving the individual and the community with responsive collections, innovative programming, professional staff, and access to resources.

The Board liked both, but ultimately preferred Renee's version which better conveyed our strengths and purposes. The Key Objectives and Values were then reviewed with no objections. With everything in order, Pat Sowada made a **motion to approve the Strategic Plan Vision, Mission, Key Objectives, and Values**; Tricia seconded, and all were in favor. Now it is up to the dedicated Library staff/stakeholders to move forward with these as our guidance.

New Business:

1. **Staffing Update:** The Library had posted a Page position from November 6-27, and received 6 applications (quite a few less than from previous postings). Renee was seeking advice from the Board as to whether it would be best to follow through and interview some or all of the candidates (some of which are highly overqualified; in the past this has generally been a job entry level for high school/college students), or to extend the application deadline by

reposting. The Board made some good points about the difficulty in finding applicants by many businesses due to low unemployment, increased minimum wages in Minneapolis, and it being the holiday season. Holiday season and the end-of-calendar/fiscal year also means that Renee and the staff are stretched thin and very busy; hiring takes a lot of time and investment, and we need to know we are making an offer to a solid good fitting candidate. Unfortunately, we've had multiple new hires leave soon after the 1-month of training (either because they don't heed our warning of how much work it really is, or they use us as a way-station while looking for full-time work elsewhere), which sets us further back than we were. After hearing the input from the Board, Renee will be taking a few days to take it under consideration, weigh the options, and decide what strategy to employ.

2. **2020 Fee Schedule:** The Board was presented with the list of fines/fees for the year 2020, which has not changed much over the years; the only updates this year are the **processing fee for damaged/lost items** (dictated by the Anoka County Library and already in effect...Books up from \$5-to-\$8, and Audio/Video media up from \$7.50-to-\$10), and the **afterhours price-per-hour for the Community Room** (from \$25-to-\$30). The Board had no problems with these increases, although they think the Community Room price is likely still too low (based on the price of other spaces resolvable by the public), but we'll see what kind of reaction we get from groups from this small increase. Catherine **motioned to approve the 2020 Fee Schedule, Pat Sowada seconded; all were in favor.**
 - This Fee Schedule also brought up a bit of discussion regarding fines and the **barriers** they may cause to would-be patrons. There was a practical back-and-forth discussion about fines being a barrier to lower income individuals; a reason why a child may stop reading altogether (does allowing children to check out 50-items at a time set them up for failure); fines being a motivator to return items; are fines a good responsibility-builder.
 - Fine Elimination: Anoka County Library has a group investigating fines, and are leaning towards eliminating them for juveniles as a possible first stage. We don't know what the group has found yet, or how long it will take them, but we would likely be following suit on whatever they decide.
 - Collection Services: Worth it? This procedure was prompted by ACL around 2011 (before Renee Dougherty became Director). We send individuals to Collections if they've sustained \$75 in fines for 90 days (ACL refers at \$25); the cost to us is currently \$8.95/patron (approximately \$7,800 for the 869 accounts over 8+ years); those 869 patrons accounted for \$167,893 in uncollected fees/material, of which we have successfully recovered \$21,667 in fees and \$41,578 in material (but it doesn't mean all recovered directly because of the Collection Service intervention).

Items from the Floor:

- **Aileen Sturdevant (83):** Passed away over the weekend; Memorial Services are scheduled for Monday, December 9th, 11am, at Immaculate Conception Church. Aileen is the wife of long-time Mayor Joseph Sturdevant.
- **Joint Library Board Meeting:** County Commissioner Mandy Meisner has expressed that she would like to hold a joint Library Board Meeting between Columbia Heights and the Anoka County Library Board. Details to come later, as we are not sure specifically whether it will be a full joint meeting, or members from each Board rotating attendance at each other's meetings, or how it will affect meetings in the future.
- Merry Christmas, and a Happy New Year. Till 2020, Happy Holidays...

There being no further business, a motion to adjourn was made at 6:41pm by Catherine Vesley, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

December 4th, 2019

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1614	2155	October Notices	<u>100.00</u>
				100.00

2170: Program Supplies

Cortni O'Brien (reimbursement)			Target	15.93
			USPS	<u>22.00</u>
				37.93

2180: Books

Baker & Taylor	2034810264	3956A	Books	256.25
	2034851380	3894JS	Book	4.54
	2034861153	3938A	Book	13.84
	2034861153	3944J	Book	15.97
	2034861153	3954A	Books	293.97
	2034861153	3955A	Book	14.96
	2034861153	3958A	Books	588.59
	2034867964	3894JS	Book	7.75
	2034868745	3954A	Book	10.39
	2034868745	3956A	Book	5.19
	2034868745	3957J	Book	4.54
	2034868745	3959A	Books	402.63
	2034869151	3960A	Books	583.73
	2034873253	3954A	Book	16.24
	2034873253	3959A	Book	17.17
	2034873253	3960A	Book	14.96
	2034873253	3961J	Books	455.84
	2034876014	3958A	Book	29.24
	2034876014	3959A	Book	16.06
	2034876014	3960A	Book	14.40
	2034876014	3962J	Books	360.84
	2034883535	3894JS	Books	20.28
	2034893401	3947A	Book	14.40
	2034893401	3949A	Books	56.45
	2034893401	3963A	Books	264.52
	2034893401	3964J	Books	710.61
	2034901164	3894JS	Books	14.79
	2034902825	3964J	Books	26.62
	2034902825	3965J	Books	363.40
	2034902825	3966A	Books	353.99
	2034915470	3969A	Books	617.28
	2034934999	3961J	Book	9.39
	2034934999	3963A	Book	11.05
	2034934999	3965J	Book	5.84
	2034934999	3966A	Books	106.92
	2034934999	3967J	Book	22.15
	2034934999	3968J	Book	4.54
	2034934999	3969A	Book	11.05
	2034934999	3970J	Books	214.68
	5015765821	3893AS	Book	108.16
	5015780586	3893AS	Books	58.08
	5015813232	3893AS	Books	77.18
	5015829268	3893AS	Book	<u>30.61</u>
				6,229.09

Cengage Learning Inc.	68850313	3895AS	Large Print Books	164.19
	68850881	3896AS	Large Print Books	<u>55.48</u>
				219.67

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

December 4th, 2019

Cole Information Services	0771084-IN	3037RD	MPLS Cole Directories	537.95
Omnigraphics, Inc.	1924808446-9401	3950RD	Headquarters USA 2020	<u>224.70</u>
				762.65
2181: Periodicals, Magazines & Newspapers				
Minnesota Conservation Volunteer	03045752		MN Conservation Mag	<u>25.00</u>
				25.00
2185: Compact Discs				
Midwest Tape	98036865	066506	Audiobooks (Adult)	44.99
	98067303	066506	Audiobooks (Adult)	44.99
	98099427	066506	Audiobooks (Adult)	34.99
	98196733	066738	Audiobooks (Adult)	334.91
	98209101	066738	Audiobooks (Adult)	<u>129.97</u>
				589.85
2189: DVDs				
Midwest Tape	98099429	066627	DVDs (Adult)	458.78
	98127336	066627	DVDs (Adult)	432.50
	98155979	066627	DVDs (Adult)	61.45
	98208299	066627	DVDs (Adult)	26.23
	98196732	066739	DVDs (Youth)	293.10
	98209100	066739	DVDs (Youth)	<u>29.98</u>
				1,302.04
3050: Expert & Professional Services				
Anoka County Library	1615	2155	October Disc Cleaning	14.00
	1616	2155	October Cataloging	31.23
Unique Management Services	560633	2307	October Placements	<u>44.75</u>
				89.98
4000: Maintenance and Repair				
Marco Inc.	INV6994172	2763	PtrMaint 111519-121419	33.90
	INV6994172	2763	PtrOverage 081519-111419	490.22
	INV6995189	2763	CpyMaint 111519-121419	82.56
	INV6995189	2763	CpyOverage 101519-111419	<u>20.30</u>
				626.98
4020: Building Repair and Maintenance Services				
City Wide Window Service	673200	065030	Monthly Window Cleaning	<u>128.00</u>
				128.00

262-45021: 21st Century Grant

2170: Program Supplies

Brianna Belanger (reimbursement)			Target	<u>53.60</u>
				53.60

883-45500: Donation Fund

2170: Program Supplies

Constructive Playthings	5170015800	066790	Program Supplies	140.36
Lakeshore	3486571119	066794	Children's Games	<u>342.18</u>
				482.54

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
December 18th, 2019

240-45500

2000: Office Supplies					
Office Depot	411226726001	066883	Pens, Paper, Sanitizer		<u>196.10</u>
					196.10
2010: Minor Non-consumable Items					
Wheeler Hardware Company	SPI104436	066887	Family Bathroom Lock		621.68
	SPI104436	066887	Tax Exempt		<u>-43.58</u>
					578.10
2171: General Supplies					
Trio Supply Company	574363	066886	TP, Towels, Liners, Cleaner		<u>352.34</u>
					352.34
2181: Periodicals, Magazines & Newspapers					
Booklist			Booklist Renewal		<u>169.50</u>
					169.50
3050: Expert & Professional Services					
Unique Management Services	569403	2307	November Placements		<u>35.80</u>
					35.80
4020: Building Repair and Maintenance Services					
Orkin, Inc.	188025102	1564	Pest Inspection		<u>101.55</u>
					101.55

262-45021: 21st Century Grant

3050: Expert & Professional Services					
Regents of University of MN	0300024039	066706	Tech Wizards 10/1-12-31		<u>922.25</u>
					922.25

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
December 25th, 2019

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1617	2155	November Notices	<u>100.00</u>
				100.00

2170: Program Supplies

Brianna Belanger (reimbursement)			Target	<u>28.76</u>
				28.76

2171: General Supplies

Nick Olberding (reimbursement)			Menards	10.83
			Menards	<u>11.59</u>
				22.42

2180: Books

Baker & Taylor	2034915363	3958A	Book	11.04
	2034915363	3964J	Book	7.20
	2034915363	3965J	Books	42.05
	2034915363	3966A	Books	30.47
	2034915363	3967J	Books	389.80
	2034915395	3968J	Books	454.08
	2034956258	3954A	Book	16.24
	2034956258	3964J	Book	23.96
	2034956258	3965J	Book	9.41
	2034956258	3966A	Books	91.95
	2034956258	3970A	Books	18.26
	2034956582	3894JS	Book	7.14
	2034963386	3959A	Book	10.39
	2034963386	3966A	Book	14.95
	2034963386	3969A	Books	34.44
	2034963386	3971A	Books	116.84
	2034965557	3972J	Books	332.49
	2034965586	3973J	Books	431.78
	2034971089	3894JS	Books	26.62
	2034974800	3971A	Books	266.76
	2034974800	3972J	Book	11.69
	2034974242	3977A	Books	561.53
	2034974178	3964J	Books	92.28
	2034974178	3972J	Book	5.19
	2034974178	3974J	Books	988.76
	2034982100	3894JS	Book	7.20
	2034986819	3964J	Book	14.37
	2034986819	3967J	Book	31.96
	2034986819	3969A	Book	14.95
	2034986819	3972J	Books	52.47
	2034986819	3977A	Book	13.85
	2034986819	3980A	Books	407.57
	5015843080	3893AS	Books	153.96
	5015843080	3893AS	Books	111.44
	5015873308	3893AS	Books	45.65
	5015883929	3893AS	Books	<u>107.46</u>
				4,956.20

Cengage Learning Inc.	68987934	3976AD	Large Print Books	448.61
	68993977	3976AD	Large Print Book	23.09
	69016236	3895AS	Large Print Books	50.98
	69016779	3896AS	Large Print Books	169.44

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

December 25th, 2019

	69021435	3976AD	Large Print Book	<u>20.99</u>
				713.11
2185: Compact Discs				
Midwest Tape	98317900	066914	Audiobooks (Adult)	<u>84.98</u>
				84.98
2189: DVDs				
Midwest Tape	98317749	066627	DVDs (Adult)	14.99
	98317902	066915	DVDs (Youth)	<u>388.32</u>
				403.31
4000: Maintenance and Repair				
Marco Inc.	INV7101200	2763	PtrMaint 121519-011420	33.90
	INV7102144	2763	CpyMaint 121519-011420	82.56
	INV7102144	2763	CpyOverage 111519-121419	<u>34.10</u>
				150.56
4020: Building Repair and Maintenance Services				
City Wide Window Cleaning	674844	065030	Monthly Window Cleaning	<u>128.00</u>
				128.00
4375: Volunteer Recognition				
Bri Belanger (reimbursement)			City of Columbia Heights	<u>9.33</u>
				9.33

883-45500: Donation Fund

3050: Expert & Professional Services

TeaSource	Contract	066957	Tea 101 Program (12/3)	<u>100.00</u>
				100.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2019

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2019	Yr to Date			
		Jan 8 2020	November	December		100%
1000	ACCRUED SALARIES		18,647.29			
1010	REGULAR EMPLOYEES	400,300	354,019.46		46,281	88%
1011	PART-TIME EMPLOYEES	99,300	71,534.19		27,766	72%
1020	OVERTIME REG. EMPLOYEES	800	431.62		368	54%
1070	INTERD. LABOR SERVICE	2,500	206.24		2,294	8%
1210	P.E.R.A. CONTRIBUTION	37,600	30,358.59		7,241	81%
1220	F.I.C.A. CONTRIBUTION	38,500	32,081.46		6,419	83%
1225	FLEX BENEFIT FICA	0	153.01		-153	#DIV/0!
1300	INSURANCE	66,800	62,596.41		4,204	94%
1510	WORKERS COMP. INS. PREMIUM	3,700	2,386.14		1,314	64%
1810	COLA ALLOWANCE	20,700			20,700	0%
2000	OFFICE SUPPLIES	1,000	1,010.58	196.10	-207	121%
2010	MINOR OFFICE EQUIPMENT	500	1,086.23	578.10	-1,164	333%
2011	COMPUTER EQUIPMENT	100	193.99	0.00	-94	194%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,400	1,132.39	200.00	1,068	56%
2030	PRINTING & PRINTED FORMS	1,000	851.29	0.00	149	85%
2170	PROGRAM SUPPLIES	1,600	540.29	66.69	993	38%
2171	GENERAL SUPPLIES	5,700	3,601.31	374.76	1,724	70%
2175	FOOD SUPPLIES	100	130.45	0.00	-30	130%
2180	BOOKS	60,000	30,607.95	12,880.72	16,511	72%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	5,945.77	194.50	360	94%
2182	ELECTRONIC DATABASES	100	0.00		100	0%
2183	E-BOOKS	6,000	7,215.32		-1,215	120%
2185	COMPACT DISCS	6,500	4,778.83	674.83	1,046	84%
2187	BOOK/CD SET	100	369.85		-270	370%
2188	MICROFORM	100	0.00		100	0%
2189	DVD	6,500	5,419.38	1,705.35	-625	110%
2280	VEHICLE REPAIR AND PARTS	0	104.58		-105	#DIV/0!
2990	PURCHASE FOR RESALE	500	0.00		500	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,000	14,340.21	125.78	3,534	80%
3105	TRAINING & EDUCATION	500	425.00		75	85%
3210	TELEPHONE	600	562.38		38	94%
3220	POSTAGE	300	194.33		106	65%
3250	OTHER COMMUNICATIONS	2,500	2,229.51		270	89%
3310	LOCAL TRAVEL EXPENSE	600	607.95	0.00	-8	101%
3600	INSURANCE & BONDS	8,300	7,608.37		692	92%
3810	ELECTRIC	33,800	28,452.31		5,348	84%
3820	WATER UTILITIES	2,300	1,988.04		312	86%
3830	GAS	7,300	6,266.21		1,034	86%
3850	SEWER UTILITIES	2,800	2,155.58		644	77%
4000	REPAIR & MAINTENANCE	10,000	21,138.92	777.54	-11,916	219%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	35,016.63		3,183	92%
4020	BUILDING MAINTENANCE	26,000	25,947.12	357.55	-305	101%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	66,700	61,141.63		5,558	92%
4050	GARAGE, LABOR BURDEN	100	391.89		-292	392%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600	630.00	0.00	-30	105%
4375	VOLUNTEER RECOGNITION	200	0.00	9.33	191	5%
7100	OPERATING TRANSFER OUT	14,700	13,475.00		1,225	92%
	TOTAL	1,002,700	857,973.70	18,141.25	126,585	87%



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: December Operational Report
DATE: December 31, 2019

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. A lock was installed on the unisex family restroom in the children's area; the key is available upon request at the "ask me" desk.
- II. TECHNOLOGY
 - A. Printing issues, patron authentication issues on public computers, and operation of the microfilm viewer computer continue to vex staff.
- III. COLLECTION
 - A. Staff continued to receive materials from outstanding orders but placed no additional new orders this month.
 - B. Weeding in adult mysteries was completed in A-Q. Weeding of EJ fiction was begun.
- IV. PROGRAMS
 - A. Tea 101, a class for adults, was offered on December 3.
 - B. A Senior Surf computer class was offered on December 4.
 - C. The Library Board met on December 4.
 - D. Canta y Baila Conmigo, a bilingual music and movement storytime, was offered on December 10.
 - E. One session of 4-H Tech Wizards was offered on December 10.
 - F. The Friends of the Library met on December 11.
 - G. LEGO Challenge was offered on December 11.
 - H. The Anoka County Law Librarian was available for consultation on December 11.
 - I. A Pet Bed Service Event was held with HeightsNext on December 14.
 - J. Graphic Novel Book Club for teens was offered on December 17 at Columbia Academy.
 - K. The Adult Book Club met for a holiday celebration on December 18.
 - L. Teen Craft Lab: Smart Phone Photography was held on December 27.
 - M. STEAM Saturday: Science Storytellers was presented on December 28.
 - N. A "Puttin on the Ritz" program for kids was offered with funding from the Minnesota Arts and Cultural Heritage Fund on December 30.
 - O. A Noon Year's Eve Dance Party for preschoolers was held on December 31.
 - P. 4H Junior Kitchen was offered on three Monday evenings.
 - Q. Four classes from the Immaculate Conception School visited.
 - R. "Buddy Up and Read" volunteers met with adults learning English.
 - S. English Conversation Circles for adult learners were offered on five Monday evenings and five Thursday afternoons.
 - T. Deliveries of materials were made to At-Home patrons.
 - U. An outreach/housing support consultant was present in the library on Tuesday mornings or Friday afternoons throughout the month.
 - V. Project Bookshelf collected books for children and teens which were distributed as holiday gifts by Southern Anoka Community Assistance.
 - W. Fifteen adult volunteers donated 37.5 hours of service; two teens volunteered 12 hours.

V. STAFF

- A. Youth Services Librarian Bri Belanger attended Storytime Palooza on December 2. She also participated in a Youth Advisory Council meeting as part of the 21st Century Grant on December 11. She and I met for her annual performance evaluation.
- B. Library Page Sam Rinne and I met for his first performance evaluation at the 6-month anniversary of employment.
- C. Cortni O'Brien met with the Anoka County Library Adult Services Team and the City Centennial Celebration Planning Committee.
- D. Library staff attended the City Holiday party on December 11.
- E. I attended de-escalation training for library staff working with patrons experiencing mental illness provided by MELSA on December 3. I also attended a presentation on social infrastructure by sociologist Eric Klinenberg on December 11. Kelli Bourgeois and I met for my annual performance evaluation.

VI. FOUNDATION

VII. MISC

- A. I met with the city manager and department heads on December 2 and 9.
- B. I met with the Anoka County Library Management Team on December 19.

VIII. CIRCULATION

	<u>November 2018</u>	<u>November 2019</u>
<i>Physical items</i>	10,004	9,477
<i>E-books</i>	745	631
<i>E-audio</i>	231	245
Total Circulation	10,980	10,353

IX. GATE COUNT AND MEETING ROOM USE

	<u>November 2018</u>	<u>November 2019</u>
<i>Gate count</i>	8,929	8,529
<i>Library Programs</i>	43	33
<i>Room Use</i>	311	381

X. COMPUTER/INTERNET USE

	<u>November 2018</u>	<u>November 2019</u>
<i>Patron Use (Logins):</i>	2,024	1,917
<i>Computer Use:</i>	3,506	3,256
<i>Minutes Used:</i>	94,214	89,001
<i>Internet Access:</i>	3,604	3,528
<i>Word:</i>	338	296
<i>PowerPoint:</i>	20	15
<i>Excel:</i>	34	27
<i>Calculator:</i>	16	11
<i>Catalog/Databases:</i>	145	129
<i>Microfilm Reader:</i>	1	0
<i>Burlington English</i>	35	49

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>November 2018</u>	<u>November 2019</u>
<i>Accounts Submitted</i>	808	873
<i>Dollars Submitted</i>	\$157,535.96	\$168,726.36
<i>Dollars Received</i>	\$20,206.20	\$21,704.58
<i>Materials Returned</i>	\$38,435.43	\$41,788.88

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 – December 2019 Operational Report
DATE: December 30, 2019

I. Adult Programs and Displays

- a. The Friends of the Library sponsored a “Tea 101” class and tasting with the TeaSource of St. Anthony on December 3. Eighteen adults attended the “sold out” class. One attendee evaluation said: “So fun, educational, and interesting!” Another wrote, “I would have stayed all night! So much to learn about tea!”
- b. Over 65 people attended “Making Pet Beds,” a service project offered in partnership with HeightsNEXT, on Dec. 14. Attendees filled the community, history, and craft rooms to hand-tie fleece beds for shelter dogs and cats. The event resulted in 106 pet beds donated to SACA (Columbia Heights) and Midwest Animal Rescue (Brooklyn Park). HeightsNEXT provided cookies and cider.
- c. Adult book displays included “winter romance,” “documentary DVDs,” “Native American heritage,” and a tea-related display sponsored by the Friends of the Library.
- d. Six “Buddy Up and Read” partners met a total of 11 times to practice their English language reading and speaking skills.
- e. Conversation Circles for adult English language learners met twice a week, on Mondays at 6 p.m. and Thursdays at 1 p.m., facilitated by 3 adult library volunteers. Total attendance was 16 adults.
- f. The Library Book Club met on Wednesday, Dec. 18, for a holiday party and book exchange.
- g. Deliveries were made to At-Home Patrons.
- h. Spring and summer program planning was underway.

II. Meetings

- a. I met with a new Buddy Up and Read tutor on Dec. 3
- b. I attended the Friends of the Library holiday celebration and meeting on Dec. 11.
- c. I met with the City of Columbia Heights Centennial Celebration planning committee on Dec. 12.
- d. I attended the Anoka County Libraries’ Adult Services Committee meeting on Dec. 18

III. Projects

- a. Adult volunteers were thanked with a year-end recognition gift from the library: hand warmers.
- b. The Friends of the Library delivered 287 new, donated books for children and teens to SACA as part of Anoka County’s Project Bookshelf on Dec. 11.

IV. Other

- a. Fifteen adult volunteers donated 37.5 hours to the library, hosting programs, working with adult English Language learners, delivering materials to At-Home Patrons, creating displays 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: December Operational Report
Date: December 31, 2019

I. PROGRAMS

- a. Tech Wizards continued this month meeting once. We'll take a break in January and begin meeting again in February.
- b. LEGO Challenge met on 11/11 and 20 kids built creations that incorporated slime.
- c. 4-H Teen Teachers taught 3 Junior Kitchen sessions this month. They taught younger kids about nutrition and healthy eating and then worked together to cook real recipes.
- d. Graphic Novel Book Club continued this month. We discussed Dugout and participated in zombie themed activities.
- e. Due to icy road conditions a small crew of 4 joined us for an interactive Science Storytelling STEAM Saturday program. Kids listened to an engaging story and afterwards did hands on experiments that helped them learn the science behind the story. Parents gave positive feedback about the program.
- f. 8 school age children joined us at the library to create New Year's Eve party hats and shakers at Puttin' on the Ritz a legacy funded program.
- g. 80 parents, caregivers, and children joined together at the library to ring in the Noon Year with crafts, stories, a balloon drop, and an apple juice toast. Parents shared positive feedback as they left the program.
- h. We currently have 2 teen volunteer at the library. Teen volunteer hours total 12 hours this month.
- i. Program counts are as follows:

Community Room- 4-H Junior Kitchen	12/2/2019	16
ICS-5th	12/4/2019	20
ICS- 1st	12/4/2019	15
ICS- K	12/5/2019	17
ICS- 4th	12/5/2019	23
Community Room- 4-H Junior Kitchen	12/9/2019	12
Community Room- Canta y Baila Conmigo	12/10/2019	4
Community Room- 4-H Tech Wizards	12/10/2019	8
Community Room- LEGO Challenge	12/11/2019	20
Community Room- 4-H Junior Kitchen	12/16/2019	19
Columbia Academy- Graphic Novel Book Club	12/17/2019	2
Community Room- Craft Lab: Smart Phone Photos	12/27/2019	0
Community Room- STEAM Saturday: Science Storytellers	12/28/2019	4
Community Room- Puttin' on the Ritz	12/30/2019	8
Community Room- Noon Year's Eve	12/31/2019	80

II. COLLECTION

- a. Book orders are on hold until the new year.

- b. Weeding of EJ Fiction began.

III. PROJECTS

- a. Managed teen volunteers
- b. Worked on summer programming
- c. Updated early literacy space for new season
- d. Updated book displays
- e. Planned and delivered December Graphic Novel Book Club
- f. Prepared Spring Heights Happening's copy
- g. Developed a resume introduction for teens
- h. Prepared a dentist themed storytime
- i. Worked on garden bed proposal
- j. Identified and ordered new baby storytime collection materials
- k. Planned January and February Play Dates

IV. GRANTS, MEETINGS, COMMUNITY

- a. 12/2: Storytime Palooza at Roseville Library
- b. 12/11: Youth Advisory Council Meeting- 21st Century Grant
- c. 12/30: Meeting with Jy to discuss 4-H Tech Wizards program transition

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.
- b. Farrah Briest took over LEGO Club duties. She also helps with ICS visits, cleans toys, develops and maintains teen passive activities, maintains early literacy activities, and markets events. She has been working on processing materials while staffing the mobile desk.