



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, August 02, 2023**  
**5:30 PM**

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**AGENDA**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wish to attend may do so in-person, by calling 1-312-626-6799 and entering meeting ID 862 5221 5747 and passcode 039390, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions please call the library at 763-706-3690.

**CALL TO ORDER**

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from June 7, 2023**
- 3. Review 2023 Operating Budget**

**COMMUNITY FORUM:** At this time, individuals may address the Library Board about any item not included on the regular agenda. All speakers need to state their name and connection to Columbia Heights, and limit their comments to five (5) minutes. Those in attendance virtually should send this information in the chat function to the moderator. The Board will listen to brief remarks, ask clarifying questions, and if needed, request staff to follow up or direct the matter to be added to an upcoming agenda.

**OLD BUSINESS**

- 4. Staffing Update: Library Supervisor**
- 5. Staffing Update: Library Associate**
- 6. 2022 State Annual Report Inquiry**

**NEW BUSINESS**

- 7. Council Action: HVAC Repair and 2023 Budget Amendment**
- 8. Proposed 2024 Budget**
- 9. Outreach Event: Pride Fest**
- 10. 21st Century Community Learning Centers Grant**
- 11. Sora E-Book Access for the Columbia Heights School District**

**DIRECTOR'S UPDATE**

- 12. May & June Board Report**

**ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*



## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, June 7<sup>th</sup>, 2023

Drafted  
6/8/2023

#### ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, by calling 1-312-626-6799 and entering **meeting ID 862 5221 5747** and **passcode 039390**, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions, please call the library at 763-706-3690.

The meeting was called to order in the Library Community Room by Gerri Moeller at 5:31pm.

**Members physically present:** Gerri Moeller; Chris Polley; Rachelle Waldon; Melanie Magidow; Justice Spriggs (Council Liaison). **Members remotely present:** N/A. **Members absent:** Carrie Mesrobian. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. Amended **Agenda** to include ALA 2023 Conference discussion: it was **moved and unanimously approved**.
2. The **Minutes** of the **May 3, 2023**, Board Meeting were **moved and unanimously approved**.
3. **Review 2023 Operating Budget:** 41% of the year and 36% of the budget encumbered; no concerns raised.
  - a. FYI: We likely need a boiler repair or replacement this year, but it will be financed through the capital equipment replacement fund rather than the library's operating budget.

**Community Forum:** Opportunity for public input. No correspondence or members of the public in attendance.

#### Old Business:

4. **Staffing Update:** In the past month, a part-time Library Supervisor resigned to accept a job with Stillwater Public Library and Library Associate Kelly Olson retired after 31 years of dedicated service. Both positions were posted and closed on June 4. The supervisor position garnered 12 applicants; the associate position received 89 applications. City Human Resources is reviewing applications; hoping to onboard new staff quickly as the Library enters the busy season.
5. **Reception & Conversation with the Artist Jeffrey Berger on July 12<sup>th</sup> @ 5:30pm.**

#### New Business:

6. **Preliminary Draft of 2024 Budget:** A draft budget is due in early June with presentation to the City Manager in July. The proposed budget will include a 5% overall increase to \$1,262,000. Due to increases proposed from the compensation and pay equity study, personnel costs will increase 4.6%. The budget also includes a 4% increase to Supplies; and an 8.6% increase to Other Services (utilities, insurance, maintenance, and IT.) It will also set aside \$5,000 for furniture repair/replacement. In 2023, \$10,000 was set aside and \$2,500 has been encumbered so far.
7. **Approve Request to Close the Library for the Juneteenth Holiday:** As it is now an official state holiday, the City will be observing Juneteenth starting this year. Most city buildings and departments will be closed on Monday, June 19<sup>th</sup> in observance, except for Parks & Recreation, Police, Fire, and Liquor operations. The Board was in favor of this decision but noted that when workers have the day off, they may want to visit their library. **A MOTION was made to close the Library for Juneteenth (June 19 2023); it was seconded, and unanimously approved.**
8. **Update on City's Response to providing Narcan in City Buildings:** City Administration and the Council have researched and discussed the opioid epidemic and the availability of lifesaving, overdose-reversing drugs. Administration and Council have determined that emergency responders will be responsible for carrying, dispensing, and disposing of expired Narcan. Response time is generally less than 3 minutes. Library staff know that they can call 911 without hesitation for any situation that requires it, and not all staff would be comfortable administering Narcan. Emergency responders will try to bring a social worker and encourage ongoing treatment after an overdose event. They are also trained to handle potential aggressive/violent behavior after an abrupt

reversal of opioid effects.

- 9. Discussion of Wellness Center at the Rochester Public Library:** The Board watched the attached video link from Justice Spriggs regarding the re-launched Wellness Corner at RPL, and discussed their opinion of similar offerings here. The City of Rochester hired a dedicated Social Worker to hold office hours to address mental health, physical health, substance abuse and other concerns of residents. The Columbia Heights Library hosts Guild Services to provide outreach to people experiencing homelessness each Tuesday and Wednesday; Hope4Youth who provide outreach to homeless teens. MN CareerForce Corner and the Anoka County Job Training Center provide employment resources. The Anoka County Law Librarian visits once per month to share legal resources and information. Justice mentioned that the Police Department's social workers started with grant funding and maybe the library could do the same. Justice will reach out to Rochester for more information on their program.
- 10. Discussion of Service Hours:** Renee provided two charts of service hours for comparably sized libraries around the state, including rural areas. CHPL fits near the upper middle level of service hours compared to the list of hours from libraries with similar populations areas. Anoka County Library is amid a strategic planning, which will include a look at service hours; this information will be valuable to us as we discuss service and hours of our own. The Board agreed that we should bring up this issue again closer to the end of the year, after we have more data.

### Director's Update:

**11. April Board Report:** Provided as an FYI; no discussion.

**12. From the Floor:**

- a. **ALA:** Gerri Moeller will be attending the ALA 2023 Conference & Exhibition in Chicago this June (22-27), and asked whether there were any specific vendors we'd like her to speak with or get information from. There was nothing we needed at the moment, but we can e-mail her with any requests if we think of some.

There being no further business, a motion to adjourn was made and seconded at 6:37 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 7/27/2023  
 Fiscal Year Completed: 58.08%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 07/27/2023	ACTIVITY FOR MONTH 07/27/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	257,423.66	32,438.04	0	239,076.34	51.85
41011	PART-TIME EMPLOYEES	134,200.00	53,739.16	7,290.47	0.00	80,460.84	40.04
41020	OVERTIME-REGULAR	800.00	318.87	0.00	0.00	481.13	39.86
41050	ACCRUED LEAVE ADJUSTMENT	0.00	18,310.34	0.00	0.00	(18,310.34)	100.00
41070	INTERDEPARTMENTAL LABOR SERV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	45,300.00	23,415.67	2,993.94	0.00	21,884.33	51.69
41220	F.I.C.A. CONTRIBUTION	47,700.00	24,270.94	3,072.49	0.00	23,429.06	50.88
41300	INSURANCE	79,600.00	45,077.41	5,569.63	0.00	34,522.59	56.63
41510	WORKERS COMP INSURANCE PREM	4,600.00	2,545.94	313.00	0.00	2,054.06	55.35
42000	OFFICE SUPPLIES	1,200.00	742.63	0.00	0.00	457.37	61.89
42010	MINOR EQUIPMENT	100.00	122.44	0.00	0.00	(22.44)	122.44
42011	END USER DEVICES	3,600.00	361.49	0.00	0.00	3,238.51	10.04
42030	PRINTING & PRINTED FORMS	800.00	205.00	0.00	0.00	595.00	25.63
42170	PROGRAM SUPPLIES	1,600.00	419.12	0.00	0.00	1,180.88	26.20
42171	GENERAL SUPPLIES	7,300.00	2,814.06	0.00	0.00	4,485.94	38.55
42175	FOOD SUPPLIES	100.00	2.62	0.00	0.00	97.38	2.62
42180	BOOKS	53,000.00	20,114.88	2,307.62	0.00	32,885.12	37.95
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,566.00	0.00	0.00	4,234.00	45.72
42183	E-BOOKS	8,000.00	0.00	0.00	16,284.08	(8,284.08)	203.55
42185	COMPACT DISCS	5,000.00	1,075.74	0.00	0.00	3,924.26	21.51
42187	BOOK/CD SET	500.00	1,029.65	0.00	0.00	(529.65)	205.93
42189	DVD	6,500.00	2,050.99	0.00	0.00	4,449.01	31.55
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	3,215.96	1,381.55	0.00	3,084.04	51.05
43105	TRAINING & EDUCATION ACTIVITIES	800.00	0.00	0.00	211.90	588.10	26.49
43210	TELEPHONE	900.00	238.75	0.00	0.00	661.25	26.53
43220	POSTAGE	200.00	124.48	0.00	0.00	75.52	62.24
43250	OTHER TELECOMMUNICATIONS	3,100.00	1,735.56	267.66	0.00	1,364.44	55.99
43310	LOCAL TRAVEL EXPENSE	500.00	299.67	0.00	0.00	200.33	59.93
43600	PROP & LIAB INSURANCE	10,800.00	5,400.00	0.00	0.00	5,400.00	50.00
43800	UTILITY SERVICES	6,200.00	2,603.92	0.00	0.00	3,596.08	42.00
43810	ELECTRIC	39,000.00	15,353.44	768.76	0.00	23,646.56	39.37
43830	GAS	8,400.00	7,832.84	65.00	0.00	567.16	93.25
44000	REPAIR & MAINT. SERVICES	19,300.00	15,800.38	0.00	0.00	3,499.62	81.87
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	20,449.98	0.00	0.00	20,450.02	50.00
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	10,806.32	0.00	19,120.28	(2,126.60)	107.65
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	9,546.26	3,473.13	6,946.26	3,107.48	84.15
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	41,800.02	0.00	0.00	41,799.98	50.00
44050	GARAGE, LABOR BURD.	200.00	0.00	0.00	0.00	200.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	600.00	0.00	0.00	0.00	600.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	10,000.00	1,054.19	0.00	0.00	8,945.81	10.54
47100	OPER. TRANSFER OUT - LABOR	18,000.00	9,000.00	0.00	0.00	9,000.00	50.00

<b>TOTAL EXPENDITURES:</b>	<b>1,201,900.00</b>	<b>602,868.38</b>	<b>59,941.29</b>	<b>42,562.52</b>	<b>556,469.10</b>	<b>53.70</b>
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## Renee Dougherty

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**From:** Getahun, Verena (MDE) <Verena.Getahun@state.mn.us>  
**Sent:** Friday, June 16, 2023 3:41 PM  
**To:** Renee Dougherty  
**Subject:** RE: following up on 2022 MPLAR for Columbia Heights Public Library

Thanks, Renee! I added this as a note to your 2022 report.

Have a great weekend!

Verena

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**From:** Renee Dougherty <RDougherty@columbiaheightsmn.gov>  
**Sent:** Saturday, June 10, 2023 11:11 AM  
**To:** Getahun, Verena (MDE) <Verena.Getahun@state.mn.us>  
**Subject:** RE: following up on 2022 MPLAR for Columbia Heights Public Library

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Verena,

Here is the requested explanatory note for the 2022 budget discrepancy.

In 2022, the Columbia Heights City Council took two formal actions which resulted in expenditures exceeding revenue in the amount of \$226,593 in the library operation. The first action was to accept the findings of a citywide compensation and pay equity study conducted in 2021. Following study recommendations, the Council approved wage increases for numerous city staff, adjustments to pay scales for all positions, and the resetting of current employees within pay scales. This action was taken after the 2022 budget and the tax levy had been approved so there was no opportunity to adjust the levy or generate sufficient additional revenue to fund the salary and benefit increases. The second Council action was to transfer \$150,000 of Library Fund balance to a citywide capital equipment replacement fund. Both actions were taken with the awareness that the 2022 budget shortfall would result in a drawdown of the Library Fund balance.

Renee

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**From:** Getahun, Verena (MDE) <[Verena.Getahun@state.mn.us](mailto:Verena.Getahun@state.mn.us)>  
**Sent:** Friday, June 9, 2023 11:51 AM  
**To:** Renee Dougherty <[RDougherty@columbiaheightsmn.gov](mailto:RDougherty@columbiaheightsmn.gov)>  
**Subject:** following up on 2022 MPLAR for Columbia Heights Public Library

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Hello Renee!

Thanks so much for completing the 2022 Minnesota Public Library Annual Report for **Columbia Heights Public Library**. I've reviewed your report, and I just need to follow up with a question for you.

Apologies if we already talked about this, but I noticed that your total expenditures (E14) are about \$200,000 more than revenue for the year (R30). Do you have an explanatory note I could add?

If you could possibly respond by **Friday, June 16**, that would be terrific.

Thank you!

Verena

**Verena Getahun**  
Library Data Coordinator  
651-582-8714 | [verena.getahun@state.mn.us](mailto:verena.getahun@state.mn.us)

**Minnesota Department of Education**  
1500 Highway 36 West, Roseville, MN 55113  
[education.mn.gov](http://education.mn.gov)



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**CITY COUNCIL MEETING**

Item 7.  
Item 3.

<b>AGENDA SECTION</b>	<b>CONSENT</b>
<b>MEETING DATE</b>	JULY 10, 2023

<b>ITEM:</b>	<b>Resolution 2023-42 Amending the Budget and Accepting the Proposal for Library Boiler #2 Heat Exchangers Replacement.</b>							
<b>DEPARTMENT:</b>	Public Works	<b>BY/DATE:</b> Facilities Maintenance Supervisor / July 6, 2023						
<p><b>CITY STRATEGIES:</b> <i>(please indicate areas that apply by adding an "X" in front of the selected text below)</i></p> <table> <tr> <td><input type="checkbox"/> Healthy and Safe Community</td> <td><input type="checkbox"/> Thriving and Vibrant Destination Community</td> </tr> <tr> <td><input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly</td> <td><input checked="" type="checkbox"/> Strong Infrastructure and Public Services</td> </tr> <tr> <td><input type="checkbox"/> Trusted and Engaged Leadership</td> <td><input type="checkbox"/> Sustainable</td> </tr> </table>			<input type="checkbox"/> Healthy and Safe Community	<input type="checkbox"/> Thriving and Vibrant Destination Community	<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly	<input checked="" type="checkbox"/> Strong Infrastructure and Public Services	<input type="checkbox"/> Trusted and Engaged Leadership	<input type="checkbox"/> Sustainable
<input type="checkbox"/> Healthy and Safe Community	<input type="checkbox"/> Thriving and Vibrant Destination Community							
<input type="checkbox"/> Equitable, Diverse, Inclusive, and Friendly	<input checked="" type="checkbox"/> Strong Infrastructure and Public Services							
<input type="checkbox"/> Trusted and Engaged Leadership	<input type="checkbox"/> Sustainable							

**BACKGROUND:** On March 1<sup>st</sup>, 2023 low heat was reported from the library. A Horwitz technician found that there were holes in the heat exchangers in boiler #2. The boiler was isolated, and glycol was added to the system to get pressure back to normal range. Currently the library is running on one boiler. Estimates for the repair were received from Horwitz in the amount of \$22,570 and Modern Heating & Air in the amount of \$17,800.

**SUMMARY OF CURRENT STATUS:** The boiler is currently locked out and will not run until the heat exchangers are replaced.

**STAFF RECOMMENDATION:** Staff recommends Modern Heating & Air replace both heat exchangers on boiler #2 at the library for a cost of \$17,800.

<b>RECOMMENDED MOTION(S):</b>
<p>MOTION: Move to waive the reading of Resolution 2023-42, there being ample copies available to the public.</p> <p>MOTION: Move to adopt Resolution 2023-42, being a resolution amending the budget and authorizing replacement of the heat exchangers and payment to Modern Heating &amp; Air in the amount of \$17,800 from Fund 411.45500.4020 for repair of the boiler located at the library.</p>

**ATTACHMENTS:** Resolution 2023-42  
Horwitz Proposal  
Modern Heating & Air Proposal

**RESOLUTION NO. 2023-42**

A resolution of the City Council for the City of Columbia Heights, Minnesota,

WHEREAS the City of Columbia Heights Library boiler #2 is currently locked out and will not operate until the heat exchangers are replaced; and,

WHEREAS, the price of the repair/replacement of the heat exchangers was not included in the 2023 budget;

NOW, THEREFORE in accordance with the foregoing, and all ordinances and regulations of the City of Columbia Heights, the City Council of the City of Columbia Heights makes the following:

**FINDINGS OF FACT**

1. The City of Columbia Heights hereby approves the budget amendment of \$17,800 to Fund 411-44550 and also accepts the proposal from Modern Heating & Air in the amount of \$17,800 to replace two heat exchangers in boiler #2 at the Library.

**ORDER OF COUNCIL**

Passed this 10<sup>th</sup> day of July, 2023

Offered by:  
Seconded by:  
Roll Call:

\_\_\_\_\_  
Amáda Márquez Simula, Mayor

Attest:

\_\_\_\_\_  
Sara Ion, City Clerk/Council Secretary



# PROPOSAL

**Building on 100 Years of  
Innovation and Excellence**

Columbia Heights Library  
3939 Central Ave NE  
Columbia Heights, MN 55421  
**Attention:** Eric Hanson

**Date:** 3/3/2023  
**Proposal No:** AJ-23-134  
**Regarding:** Boiler #2 Leaking Heat  
Exchanger and Venting

While onsite during a recent service call, we found that the heat exchanger and vending on boiler #2 is leaking and will require replacement. As requested, another company also found that the other heat exchanger leaks and will require replacement. We will need to isolate and drain the boiler to complete the repairs. Replacement parts have a 7-10 day lead time from purchase. If additional troubleshooting, labor, or materials are needed, this will be billed on a time and material basis. The proposal for repairs excludes the original service call.

The scope of work includes the following:

- Isolate and drain boiler #2.
- Removal and replacement of leaking heating exchangers and venting listed above.
- Start, test, and verify operations of new components.

**WE OFFER THIS WORK FOR THE TOTAL SUM OF..... \$ 22,570.00 plus shipping**

**This quote reflects your discount on both parts and labor.**

**EXCLUSIONS:**

- 1) Overtime
- 2) Any unforeseen additional repairs
- 3) Isolation valves not holding
- 4) Glycol
- 5) Shipping

We hereby propose to furnish material and labor – complete in accordance with above specification,  
**Twenty Two Thousand Five Hundred Seventy Dollars and No Cents As Outlined Above**

**Payment to be made as the work progresses to the value of 100% of all work complete and material on job site. The entire amount of contract to be paid within 30 days after completion. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen’s Compensation insurance.

Authorized Signature:   
Amanda Jurek

Please note this proposal may be withdrawn by us if not accepted within **30 days**.

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



2318 First Street Northeast • Minneapolis, MN 55418 • Phone: (612) 781-3358

<b>PROPOSAL SUBMITTED TO:</b> City of Columbia Heights	<b>PHONE:</b> 612-965-6497	<b>DATE:</b> March 29, 2023
<b>STREET:</b> 590 40 <sup>th</sup> Ave NE	<b>JOB NAME:</b> Boiler #2 - Both Heat Exchangers	
<b>CITY, STATE AND ZIP CODE:</b> Columbia Heights, MN 55421	<b>JOB LOCATION:</b> Library, 3939 NE Central Ave	
<b>ATTENTION:</b> Mr. Eric Hanson	<b>MISCELLANEOUS JOB INFORMATION:</b> Unit Serial 14090937	

Modern Heating and Air is pleased to provide a proposal to replace both heat exchangers on boiler #2. Includes all necessary gaskets and seals and one draft high-temp sensor. Also includes one new burner assembly. After new parts are installed proper operation of the unit will be checked and confirmed and unit will be put back into operation.

**Price for the scope of work above is \$17,800**

The following items are not included in this proposal:

- Overtime labor
- Additional repairs not mentioned above

Payment terms are net 30 days. All amounts past due are subject to a 1.5% per month service charge. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

AUTHORIZED SIGNATURE:

*Luke Maus*

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Luke Maus – Service Representative

**ACCEPTANCE OF PROPOSAL** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE:

SIGNATURE:

CITY OF COLUMBIA HEIGHTS, MINNESOTA  
BUDGET 2024

DEPARTMENT: LIBRARY							
240 5500	LIBRARY LIBRARY	Actual Expense	Actual Expense	Adopted Budget	Department Proposed	City Manager Proposed	Council Adopted
Description		2021	2022	2023	2024	2024	2024
	Personnel Services	690,800	744,400	809,700	847,200	-	-
	Supplies	89,700	132,100	95,800	99,600	-	-
	Other Services & Charges	243,000	270,900	268,400	291,600	-	-
	Capital Outlay	-	-	10,000	5,000	-	-
	Contingencies & Transfers	15,100	166,400	18,000	18,600	-	-
	<b>TOTALS: LIBRARY</b>	<b>1,038,600</b>	<b>1,313,800</b>	<b>1,201,900</b>	<b>1,262,000</b>	<b>-</b>	<b>-</b>

Activity Description

The Columbia Heights Public Library serves the individual and community with responsive collections, innovative programming, professional staff, and access to resources in order to nurture community, creativity, opportunity, and knowledge.

The Library collects and lends materials in multiple physical and digital formats including print, audio, and video. It provides educational classes and programs including literacy-based storytimes and STEM workshops, adult language learning and literacy programs, reading programs, arts and cultural events, and services such as a volunteer program, youth summer meals, and home delivery of materials. The Library provides free access to computer hardware and software, the internet, and online research and instructional databases. It provides space for individual work, study and public meetings. Library staff provide one-on-one and class-based instruction as well as research and reference assistance. The Library contracts with Anoka County Library for inclusion in integrated library system software to manage patron information and collection inventory, delivery of materials, and access to electronic resources. It participates in the Metropolitan Library Service Agency (as an Associate Library), the Minitex multi-state interlibrary loan program, the Statewide Borrowers' Compact, and METRONET. These cooperative agreements enable Columbia Heights residents to gain access to library materials, special services, and electronic resources throughout the state of Minnesota and provide staff with professional development and training opportunities.

Comments on Proposed Budget

The library budget proposed for 2024 includes a 5% overall increase over adopted 2023. Due to the elimination of overdue fines, video and community room rental fees, and declining revenue from sales of discards and printing/copying, an increase of 7% to ad valorem is incorporated.

Personnel Services  
Personnel accounts for two-thirds of the overall budget and anticipates a 4.6% increase over 2023. Compensation changes implemented by the Council in 2022 resulted in pay increases for many library staff and the resetting of pay scales. Consequently, all part-time and roughly half of full-time staff continue to progress through the new salary scales. Annual hours for all staff remain consistent with 2023.

Supplies  
Supplies were increased 4% over 2023 levels. Slight increases were made for purchase of print and electronic books.

Other Services and Charges  
This section incorporates a 8.6% increase, primarily due to anticipated increases for property and liability insurance; utilities (which were estimated at 5% over 2022 actual expenditures;) wages for building maintenance and custodial staff; and increased costs for information technology internal support.  
A sum of \$5,000 is earmarked for furniture replacement, an attempt to regularize updating of furniture and fixtures for a building which has seen heavy use since opening in 2024.

Capital Outlay  
No capital outlay is anticipated for 2024. One of two heating boilers was replaced in 2023 .

Other Financing Uses  
This section anticipates a 3.3% increase for the Library's share of city administrative expense.

## [Columbia Heights School District joins Public Library Connect!](#)

Thursday, July 6, 2023

Columbia Heights School District just signed on to access the MELSA: Twin Cities Metro eLibrary via [Public Library Connect](#) (PLC). PLC allows students to borrow age-appropriate eBooks and eAudiobooks from local public library digital collections via the Sora app (the school version of Libby) on their school devices! This is a free program from OverDrive for schools and puts control of digital content in the schools' hands.

Earlier this year, Spring Lake Park Schools joined PLC. Since January 9th, 479 Spring Lake Park students have checked out 3,741 eBooks and eAudiobooks, including 288 since school let out! That's 288 checkouts helping prevent the summer slide.

Kudos to the NTN and COH teams for building partnerships with those school districts! We'd love to see all K-12 students in Anoka County have access to the MELSA: Twin Cities Metro eLibrary collection! If you're working with a public or private K-12 school and have questions about introducing Public Library Connect to them, please let me know.

**To Learn More, Contact: Sarah Hawkins**

by Sarah Hawkins at 8:00 AM

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## Columbia Heights Public Library Library Board Report – May 2023

**BUILDING**

**TECHNOLOGY**

- IT staff restricted available internet browsers on public computers to Microsoft Edge in an attempt to force PDFs to automatically open in Adobe Acrobat rather than the browser window.
- The self-check kiosks are emailing receipts again.
- A new public multifunction printer/copier/scanner was installed, and staff trained in its use.

**COLLECTION**

- Book displays included Asian American/Pacific Islander awareness month, gardening, and new materials.
- Requests for juvenile books on Ramadan, Scratch coding were purchased.
- Adult DVDs were ordered.
- Weeding was completed in adult fiction A-B, mysteries, and nonfiction 500s as well as in juvenile graphics.

PROGRAMS, VIRTUAL EVENTS,	DATE	INTENDED AUDIENCE	ATTENDANCE
English Language Conversation Circle	05/01	Adult	4
Tinker Time: LEGOs	05/02	Children (6-11)	15
English Language Conversation Circle	05/04	Adult	3
Doug Ohman’s MN from the Road: Name that Town	05/06	Adult	56
English Language Conversation Circle	05/08	Adult	5
Job Fair for Teens	05/09	Young Adults	60
English Language Conversation Circle	05/11	Adult	4
Daycare Storytime	05/12	Children (0-5)	15
Bike Fix-It Clinic	05/13	Adult	20
English Language Conversation Circles	05/15	Adult	6
Tinker Time: LEGOs	05/16	Children (6-11)	11
Book Club: <i>Dead Wake</i>	05/17	Adult	8
Creating a Vigil Plan	05/17	Adult	12
Wine and Words Book Club	05/19	Adult	8
English Language Conversation Circle	05/22	Adult	5
English Language Conversation Circle	05/25	Adult	3
Children’s Area Scavenger Hunt (self-directed)			37

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Interviewed three teen volunteers and reviewed applications and facilitated background checks for an additional five teens.
  - Installed a Café featuring a toy refrigerator and stove in the early literacy play space. Learning toys were purchased with a grant from the Columbia Heights Library Foundation.
- Cortni O’Brien, Adult Services Librarian,
  - Met with the Friends of the Library for lunch at Tasty Pizza on May 11.
  - Delivered materials to four “At-Home” patrons.
- Renee Dougherty, Library Director,
  - Participated in the Anoka County Library Management Team meeting and weekly city division head meetings.
  - Facilitated the book club discussion of “Dead Wake.”
- Staff were invited to attend a Public Employees Retirement Association (MNPORA) “Hire to Retire” seminar on May 10.

- Eliza and Renee attended Diversity, Equity, and Inclusion training with Dr. Shawn Moore on May 22 or 31.
- Eliza and Aide Farrah Briest attended training for summer youth lunch distribution partners provided by Youthprise. Lunch will be served on Tuesdays, Wednesdays, and Thursdays, beginning June 13.
- Library Pages and full-time staff attended an all-Page meeting on May 5. Pages selected shifts, reviewed procedures, learned about the summer reading program, and shared best practices.
- Full-time and supervisory staff attended Anoka County Library Staff Day on May 18. Topics included strategic planning and serving diverse patrons.

**MISCELLANEOUS**

- The glass display case featured LEGO builds from two Tinker Time programs and postcards from around the world installed by the Friends of the Library.
- Metro Transit staff sought public feedback on the proposed F-Line Bus Rapid Transit route on May 4.
- All copies of the periodical, “Mayo Clinic Health Newsletter”, were stolen.
- The Anoka County Job Training Center hosted a teen job fair on May 9; 60 people attended. Employers featured were Crest View Senior Communities, Crisp & Green, FedTech, National Sports Center, and Urban Air Adventure Park.
- Hope4Youth, an Anoka County non-profit serving homeless youth, 18-24, visited on May 26.
- Coordinated Business Systems provided staff training on the new multifunction printer/copier.

PUBLIC COMPUTER USE	2023	2022
Users	942	764
Sessions	1,455	1,147
Minutes	58,267	39,034

FACILITY USE	2023	2022
Visitors	6,227	5,696
Study & Meeting Room Use	271	171

VOLUNTEERS	Total	Hours
Adult	11	44
Teen	0	0



*May 9 Teen Job Fair with the Anoka County Job Training Center*

## Columbia Heights Public Library Library Board Report – June 2023

**BUILDING**

- City buildings transitioned from Orkin to Adam’s Pest Control. The inaugural visit with the new service technician occurred on June 12.
- There were multiple evenings when the library was not cleaned this month (June 3, 26, 27.)
- The exterior windows were washed on June 29.

**TECHNOLOGY**

**COLLECTION**

- Book displays included Pride month, vegetable gardening/planting, and new books.
- Purchases included the original *Amelia Bedelia*, *Demon Slayer* manga, missing volumes from the *Dragon Master* series, *Creepy Pair of Underpants*, *Creepy Carrots*, and juvenile Spanish books.
- Adult music CDs were ordered.
- Weeding was completed in adult fiction D-G.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
English Language Conversation Circle	6/1	Adult	4
Storytime	6/5	Children (0-5)	33
English Language Conversation Circle	6/5	Adult	5
Daycare Storytime	6/7	Children (0-5)	15
Getting Started with Libby	6/7	Adult	6
Youth Service Librarian (YSL) visit to Columbia Academy	6/7	Young Adult	230
English Language Conversation Circle	6/8	Adult	5
Storytime	6/12	Children (0-5)	28
English Language Conversation Circle	6/12	Adult	8
Encore at the Library: Clay Fish	6/14	Children (6-11)	21
YSL visits Summer Encore Classes at CHPS (3)	6/15	Children (6-11)	80
Summer Code Explorers	6/15	Young Adult	9
English Language Conversation Circle	6/15	Adult	7
Mystery Book Club: <i>The Word is Murder</i>	6/15	Adult	6
Family Discovery: Clay Planter Pots	6/17	Children (6-11)	20
YSL visits Summer Encore Classes at CHPS (6)	6/20	Children (6-11)	150
DIY Teen: Needle Felted Strawberries	6/20	Young Adult	16
Book Club: <i>This Tender Land</i>	6/21	Adult	15
Encore at the Library: Raptor Center	6/21	Children (6-11)	25
Author Talk with Dr. Jody Lulich	6/21	Adult	29
Summer Code Explorers	6/22	Young Adult	13
English Language Conversation Circle	6/22	Adult	6
YSL visits Summer Encore classes at Columbia Academy	6/23	Young Adult	80
Storytime	6/26	Children (0-5)	55
Botanical Illustrations	6/26	Adult	16
English Language Conversation Circle	6/26	Adult	15
Family Craft Night: Rock Painting	6/27	Children (6-11)	28
Encore at the Library: Fungi Printmaking	6/28	Children (6-11)	23
Summer Code Explorers	6/29	Young Adult	9
English Language Conversation Circle	6/29	Adult	8
Tree Identification at LaBelle Park	6/29	Adult	17
Children’s Area Scavenger Hunt (self-directed)			55

**STAFF**

Eliza Pope, Youth Services Librarian,

- Resumed storytimes and consistently welcomed large crowds of new and returning attendees. Each session features a letter of the week, consistent welcome songs, books, new songs, fingerplays, and rotating egg shakers, scarves, or parachutes.
- Hosted an educator from the Raptor Center who brought a red-tailed hawk, merlin, and great horned owl for youth to see and learn about. Youth learned what raptors like to eat, what adaptations help them hunt, why they are at the Center, and what to do if you find an injured raptor. The highlight was watching the great horned owl swallow a mouse whole!
- Welcomed an artist and naturalist from Silverwood Park to lead an amazing program on fungi. The naturalist led youth in dissecting mushrooms and basic identification techniques while the artist taught them to create a form on Styrofoam plate to make prints.
- Planned a weekly coding club with instructors Marie and Alex from Code Savvy. Code Savvy provides laptops for teens to use to experiment and learn about Scratch coding in a relaxed atmosphere.
- Reports that 250 kids have registered for the Summer Adventures Reading program by the end of June.
- Visited Columbia Academy for their End of Year celebration.
- Visited Encore summer classes at elementary and middle schools to share summer library programs and activities with over 230 students. After Eliza’s visit, one student brought his mom and grandma to the library immediately after school to get a library card, sign up for Summer Reading, check out a Minecraft book, and request a video game. His mom said he told her everything he learned about the library at school on their way!
- Attended the Valley View Elementary Fun Run.
- Coordinated the offering of free summer lunches to youth on Tuesdays, Wednesdays, and Thursdays starting June 13.

Cortni O’Brien, Adult Services Librarian,

- Met with the Friends of the Library on June 8.
- Planned summer reading for adults. Fifteen adults had registered by month end.
- Delivered materials to five “At-Home” patrons.



*Dr. Jody Lulich talks about his memoir, "In the Company of Grace"*

Renee Dougherty, Library Director,

- Met weekly with city division heads and biweekly with the adult services and youth services librarians.
- Attended webinars with staff from state agencies about library partnerships: DEED for the CareerForce Corner initiative and the DNR for the State Park Pass program.
- With the human resources director, interviewed six applicants for the library supervisor position.
- Facilitated the book club discussion of “This Tender Land.”

Staff (Cortni, Eliza, Yuliana, and Renee) provided information and ran a wheel spinning game at the Columbia Heights Arts and Information Fair.

**MISCELLANEOUS**

- The glass display case featured LEGO builds from youth programs.

- Hope4Youth, an Anoka County non-profit serving homeless youth ages 18-24, did outreach at the library on June 9.
- The **Minnesota’s Changing Climate** exhibit was on loan from the MN Pollution Control Agency through June 23. The exhibit showcases what communities and organizations are doing throughout Minnesota to address climate change and illustrates the effects that climate change is already having on Minnesota.
- Guild Services outreach to homeless individuals experienced staff transitions. Torre has relocated but Nouda will continue to be at the library on Tuesday afternoons.
- The library participated in the Citywide Garage Sale on June 9-10 with a \$3 per bag book sale.
- The library was closed for the Juneteenth holiday.
- The Anoka County Law Librarian met with two patrons on June 22.
- Staff began a collection scanning project with an RFID wand and tablet to identify on shelf items with incorrect statuses (missing, assumed lost, or still checked out to the previous patron.)

PUBLIC COMPUTER USE	2023	2022
Users	951	990
Sessions	1,429	1,419
Minutes	55,368	49,457

FACILITY USE	2023	2022
Visitors	7,130	6,943
Study & Meeting Room Use	249	194

VOLUNTEERS	Total	Hours
Adult	6	26
Teen	5	25



*Encore at the Library: Raptor Center*



*Family Discovery: Clay Planter Pots*