



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, June 01, 2022
5:30 PM

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. Review/Approve Minutes from May 4, 2022 Board Meeting.**
- 2. Review 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

- 3. Board Presence at Community Events**
- 4. Update on MN State Park Passes**

NEW BUSINESS

- 5. City Survey Discussion**
https://www.columbiaheightsmn.gov/departments/city_manager_administration/public_survey_results.php
- 6. Library Usage Snapshot (Year-to-Date)**

DIRECTOR'S UPDATE

- 7. April Board Report (FYI)**

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, May the 4th, 2022

Drafted
 5/5/2022

ATTENDANCE INFORMATION FOR THE PUBLIC

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The meeting was called to order in the Library Community Room by Chair Teresa Eisenbise at 5:30pm.

Members physically present: Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller; Rachele Waldon; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** Dan Spriggs.

1. **Impact of Libraries Video** (<https://youtu.be/my7P1tbPcqk>): The Board watched this 4-minute video on libraries as the cornerstone of community and the popularity of them, especially during times of economic hardship.
2. **Review/Approve Minutes from April 6, 2022, Board Meeting:** **Moved and unanimously approved.**
3. **Review Operating Budget:** Four months (~33%) into the year and 28.8% of the budget used.
 - a. **Interdepartmental Labor Serv (41070):** This is the budget line that transfers funds to mainly Public Works for services and labor; each department has a similar budget line for this purpose.
 - b. **Minor Equipment (42010):** 99.99% spent due to an unforeseen expense; we couldn't remember what the expense was at the meeting, but it was for a new digital camera. We use for photographing programs and events, and for content in publications such as the City Newsletter and bi-weekly GreenSheet.

Community Forum: Opportunity for public input; Dan Spriggs (father of City Council candidate, Justice Spriggs was in attendance, and Paul Cram (CH Resident, Library Volunteer, Actor) submitted a letter.

4. **Letter from Paul Cram (4/13):** Paul Cram, a resident and volunteer, wrote to express his feelings on the mandatory \$25 rental fee for the Library Community Room. He has been personally affected by the fee with a "Men Who Read" Book Club he started in 2019; they are currently at 12 members which is the maximum occupancy for free space. They can either (1) not grow, (2) charge dues to cover the fees, (3) congregate in the general Library space, or (4) find a new location. His request is that the Library Board make a recommendation to the City Council to re-visit the Community Room Rental fee, and encourage the fee be removed during Library "open" hours.
 - a. The Board discussed the letter, agreeing with the resident. They expressed the belief that the library space should not follow parameters used for park buildings and Murzyn Hall, especially for groups such as Book Clubs which are made up of local residents and align with the library's mission. Council Liaison Novitsky noted that the City Council debated similar issues when they finalized the policy in August 2021, and they are not likely to re-visit the policy after less than a year of utilization. The Board would like to make a recommendation to the City Council but agreed to wait until August. In the meantime, the Library will estimate how many groups have been displaced, or don't reserve the room due to fees.
 - b. Dan Spriggs asked Renee if the rental fee has been a barrier for groups in the community room. She replied that groups who used the room before the implementation of fees have stopped reserving it, and that others who call to inquire about room use, often do not finalize a book and she attributes this to the barrier of the rental fee.

Old Business:

5. **Procedure for Filling Board Vacancy:** Due to the fact that the previous application period was so recent, the City will be reaching out to those applicants to gauge their continued interest; if none are still interested, they will re-open the position for applications. It is anticipated that we will have a new member in June or July.

New Business:

6. **Partnership Opportunity: DNR Minnesota State Parks Library Program:** In response to an invitation from the DNR Parks and Trails Outreach representative, the Columbia Heights and Fridley Libraries will participate in a program to encourage park use in low-income communities. Staff are currently planning how to deliver the program which should be in place in June or July. We will have between 1-3 passes available for checkout; they will be good for 7 days (for entry to the parks, but not camping or other equipment rentals). Park passes will be first come, first served (not reservable, renewable, or transferrable) and available to anyone with a library card registered at Columbia Heights or Anoka County Library.
7. **Strategic Planning (Staff Priorities):** Renee conveyed the priorities of the staff: **Building Patron Base, Technology, Communication, and Art** (in this order); these are generally aligned with the priorities named by the Board. Strategic Planning will be tabled until fall so that it may include results from Anoka County Library's Community Needs Assessment and MELSA's Library Technology Survey. The Board intends to schedule a special meeting to focus on planning (potentially with guidance from Phil Kern who will conduct Strategic Planning with the City Council over the summer).
8. **Outreach Events:** Renee listed six upcoming community events and invited Board members to attend to represent the Library. Events include Latino Fest, Jamboree Arts & Info Fair, Bilingual Monarch Festival, Police Department Neighborhood Eat & Greets, Lee Carlson Center events, and Pride Fest. Members were interested in getting involved, so Renee will reach out with more information as we get it (some events are still TBD).
9. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
 - a. **March Operational Reports:** For Your Information.
 - i. Teresa wondered why several March Storytimes on the list were cancelled, and it was because of COVID. FYI: Storytime will resume in June with no registration required (but there will be a cap on attendance); it's undetermined whether any will be held outdoors.

There being no further business, a motion to adjourn was made and seconded at 6:31 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

05/26/2022

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 05/31/2022

Fiscal Year Completed: 41.37 %

ACCT	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 240 - LIBRARY							
41010	REGULAR EMPLOYEES	442,600.00	170,276.45	18,210.05	0.00	272,323.55	38.47
41011	PART-TIME EMPLOYEES	113,300.00	35,935.50	3,971.68	0.00	77,364.50	31.72
41020	OVERTIME-REGULAR	900.00	262.32	64.37	0.00	637.68	29.15
41070	INTERDEPARTMENTAL LABOR SERV	2,000.00	0.00	0.00	0.00	2,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	41,900.00	14,743.64	3,176.05	0.00	27,156.36	35.19
41220	F.I.C.A. CONTRIBUTION	42,800.00	15,722.79	1,727.96	0.00	27,077.21	36.74
41300	INSURANCE	78,200.00	31,839.95	6,368.45	0.00	46,360.05	40.72
41510	WORKERS COMP INSURANCE PREM	2,700.00	1,465.96	335.27	0.00	1,234.04	54.29
41810	COLA ALLOWANCE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
42000	OFFICE SUPPLIES	1,200.00	296.41	0.00	0.00	903.59	24.70
42010	MINOR EQUIPMENT	100.00	99.99	0.00	0.00	0.01	99.99
42011	END USER DEVICES	30,100.00	306.69	0.00	3,402.00	26,391.31	12.32
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	141.97	0.00	0.00	(141.97)	100.00 1
42020	COMPUTER SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42030	PRINTING & PRINTED FORMS	900.00	76.50	0.00	0.00	823.50	8.50
42170	PROGRAM SUPPLIES	1,800.00	533.34	0.00	0.00	1,266.66	29.63
42171	GENERAL SUPPLIES	6,600.00	3,039.87	52.50	3,918.45	(358.32)	105.43 2
42175	FOOD SUPPLIES	200.00	41.29	0.00	0.00	158.71	20.65
42180	BOOKS	58,000.00	14,901.59	1,489.99	0.00	43,098.41	25.69
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	2,633.77	705.00	0.00	4,366.23	37.63
42183	E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
42185	COMPACT DISCS	5,000.00	670.45	0.00	0.00	4,329.55	13.41
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,300.00	1,524.97	213.65	0.00	4,775.03	24.21
42190	DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	19,200.00	4,860.09	3,485.71	10,944.33	3,395.58	82.31 3
43105	TRAINING & EDUCATION ACTIVITIES	500.00	0.00	0.00	266.16	233.84	53.23 4
43210	TELEPHONE	700.00	152.17	0.00	0.00	547.83	21.74
43220	POSTAGE	200.00	38.56	0.00	0.00	161.44	19.28
43250	OTHER TELECOMMUNICATIONS	2,300.00	558.72	0.00	0.00	1,741.28	24.29
43310	LOCAL TRAVEL EXPENSE	700.00	0.00	0.00	0.00	700.00	0.00
43600	PROP & LIAB INSURANCE	9,300.00	3,100.00	0.00	0.00	6,200.00	33.33
43800	UTILITY SERVICES	0.00	1,203.99	0.00	0.00	(1,203.99)	100.00 5
43810	ELECTRIC	37,100.00	11,477.75	3,065.59	0.00	25,622.25	30.94
43820	WATER	2,700.00	0.00	0.00	0.00	2,700.00	0.00
43830	GAS	8,000.00	7,939.61	1,506.89	0.00	60.39	99.25
43850	SEWER	3,200.00	0.00	0.00	0.00	3,200.00	0.00
44000	REPAIR & MAINT. SERVICES	19,600.00	10,573.18	94.86	4,649.54	4,377.28	77.66
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	13,115.32	0.00	0.00	26,184.68	33.37
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	14,396.79	111.00	3,221.28	9,481.93	65.01
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	24,766.68	0.00	0.00	49,533.32	33.33
44050	GARAGE, LABOR BURD.	500.00	0.00	0.00	0.00	500.00	0.00
44310	CREDIT CARD FEES	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	650.00	0.00	0.00	0.00	650.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
47100	OPER. TRANSFER OUT - LABOR	15,750.00	5,250.00	0.00	0.00	10,500.00	33.33

TOTAL EXPENDITURES 1,135,800.00 391,946.31 44,579.02 31,051.30 712,802.39 37.24

- 1: 500GB SSD Hard Drive
- 2: Building HEPA Filters (\$3,918.45)
- 3: 2022 ILS Operating Costs-Blanket PO (\$13,312.44...only \$3,328.11 spent so far)
- 4: IT mandated Online Security Training
- 5: Water, Sewer, Stormwater Base Charge (usage excluded)

Columbia Heights Public Library Library Board Report - April 2022

BUILDING

- Fire extinguishers received annual professional inspection and certification.
- Orkin inspected for pests and applied preventative treatment.

COLLECTION

- Book displays featured financial fitness, spring cleaning, and new books.
- Adult and juvenile print books were selected from regular review journals. Adult audiobooks, replacement copies, new releases by bestselling authors, and patron requests for Minecraft chapter books, mindfulness for children, and children’s poetry were purchased.
- Weeding was completed in adult nonfiction 200-699, adult DVDs, and adult books on CD.

FACILITY USAGE	2022	2021
Visitors	6,248	4,610
Public Uses of Study and Meeting Rooms	196	0

PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES

NAME	DATE	INTENDED AUDIENCE	ATTENDANCE
Family Storytime	4/4	Children (0-5)	28
Financial Fitness: Basics	4/4	Adult	10
English Language Conversation Circle	4/4	Adult	4
Coding Club	4/5	Young Adult (12-18)	13
Baby Read, Baby Grow	4/7	Children (0-5)	3
Let’s Clay: Miniature Snacks	4/8	Children (6-11)	13
Adopt-a-Drain	4/9	All Ages	36
Family Storytime	4/11	Children (0-5)	13
Financial Fitness: Planning and Saving	4/11	Adults	11
English Language Conversation Circle	4/11	Adult	2
Coding Club	4/12	Young Adult (12-18)	13
Daycare Storytime	4/13	Children (0-5)	13
Friends of the Library	4/13	Adult	6
Baby Read, Baby Grow	4/14	Children (0-5)	7
Birdscaping Basics	4/18	Adult	23
English Language Conversation Circle	4/18	Adult	5
Coding Club	4/19	Young Adult (12-18)	10
Adult Book Club: <i>The Whistling Season</i>	4/20	Adult	7
Tinker Time	4/21	Children (6-11)	7
Story Stroll at Huset Park West (self directed)	4/20-21	Self Directed	
Financial Fitness: Managing Credit and Debt	4/25	Adult	10
English Language Conversation Circle	4/25	Adult	8
Coding Club	4/26	Young Adult (12-18)	13
Tinker Time	4/28	Children (6-11)	7
TOTAL Programs =24			256

STAFF

- Eliza Pope, Youth Services Librarian, attended the Valley View Elementary Carnival, where she helped kids and parents make buttons and shared information about the library.
- Cortni O’Brien, Adult Services Librarian,
 - Facilitated the Columbia Heights Senior Consortium on April 5.
 - Met with the Friends of the Library on April 13.
 - Delivered materials to four “At-Home” patrons.
- Renee Dougherty, Director
 - Participated in Anoka County Library Management Team and Public Service Team, and City department head meetings.
 - Met with the City Manager for her annual performance evaluation.
 - Met with Anoka County and Sirsi Dynix staff to customize reports for the 2023 Minnesota Public Library Annual Report.
 - Met with Jane Polley from the Library Foundation about art for the library.
 - Met with Eliza Pope and Cortni O’Brien for regular check-ins, strategic planning and the 2021 city annual report.
 - Met with the Columbia Heights community development director, city manager, and public works director to plan development of additional parking for the library.
 - Was interviewed by a University of Minnesota student about project planning and management of a public institution.
 - Met with the State Librarian and statewide library directors.
 - Met with Arielle Courtney from the Minnesota Department of Natural Resources and staff from Anoka County Libraries about a program to lend state park passes in Columbia Heights and Fridley.
 - Met with Ben Sandell about the 2021 city annual report.
- Nicole Swanson, director of the Anoka Job Training Center, oriented day staff to resources and services for job seekers available at the Blaine Human Service Center.
- Staff completed training for Microsoft Outlook and Teams.
- Staff tracked reference interactions during the week of March 28 – April 2: 224.

VOLUNTEERS	Total	Hours Served
Adult	5	22
Teen	1	9

TECHNOLOGY

PUBLIC COMPUTER USAGE	2022	2021
Users	941	704
Sessions	1,136	1,166
Minutes	48,913	44,688