



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, August 03, 2022**  
**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. Review/Approve Library Board Minutes from July 6, 2022**
- 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. Update on Proposed 2023 Budget**

**NEW BUSINESS**

- 4. Auto-Renewal of Eligible Materials**

**MOTION:** To approve auto-renewal of library materials effective at a date to be determined, but no later than January 1, 2023.

**DIRECTOR'S UPDATE**

- 5. 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  
**LIBRARY BOARD: MEETING MINUTES**  
 Wednesday, July 6<sup>th</sup>, 2022

Drafted  
 7/7/2022

**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 Chair Teresa Eisenbise at 5:30pm.

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

1. **Review/Approve Minutes from June 1, 2022, Library Board Meeting: Moved and approved.**
2. **Review Operating Budget:** 6 months (~50%) into the year and 44% of the budget spent.
  - a. **Minor Equipment (42010):** New digital camera (\$99.99) to replace a 12+ year old one.
  - b. **General Supplies (42171):** This budget line has been encumbered by the cost HEPA filters for the HVAC system. Existing filters were installed when the building opened in 2016 and need to be replaced; average life expectancy of these filters is 5-6 years.

**COMMUNITY FORUM:** Opportunity for public input.

- **Jane Polley:** The CHPL Foundation's Spaghetti Dinner Fundraiser will be held September 14, 4:30-7:00 pm @ Murzyn Hall; \$10 for adults, \$5 for ages 6-12, 5 and under free. Jane asked if any members of the Library Board would volunteer to help with the event; several members said they would be available to help serve the meals. For 1<sup>st</sup> Shift (4:30-5:45 pm): Teresa on salads, and Carrie on bread; for 2<sup>nd</sup> shift (5:45-7pm): Gerri on spaghetti noodles.
- **Dan/Justice Spriggs:** Asked whether there were any updates on groups deterred by the Community Room fee? There have been several bookings recently (ISD-13 & townhome associations), but mainly larger groups with more resources; Renee will keep count of groups that inquire with her and decide not to rent. The Men's Book Club has moved to Silverwood Park. Has the Library Board reached out to MN/DOT about a Central Avenue crosswalk for the Library? No, but during construction a request for a southbound turn lane into the parking lot was rejected. Dates of upcoming MN/DOT public input meetings (in-person & virtual) on the future of Central/University Avenues were shared with encouragement for those with ideas/concerns to attend. It was suggested that concerns raised in recent City surveys should be forwarded to MN/DOT.
- 3. **Leigh Miller (e-mail):** The Board reviewed her email regarding overdue fines and concern that requested items may be taking longer to receive because previous users are keeping them past the due date because there's no fear of overdue fines. The Board considered this possibility when contemplating their recommendation to eliminate overdue fines. Because the change occurred only a few months ago and CHPL is the only fine-free location within Anoka County; there is insufficient data to assess the impact on hold item wait times. The Board acknowledged that Renee's reply to Leigh had addressed everything that they would have.

**OLD BUSINESS:** N/A

**NEW BUSINESS:**

4. **Introduction of Columbia Heights Youth Commissioner (Tsenat Mamo):** Tsenat lives in Columbia Heights; recently graduated from Immaculate Conception School and will be attending DeLaSalle High School. Since beginning earlier in 2022, the Youth Commission has been finding its bearings, attending other

Commission/Board meetings to learn how they work, and figuring out their direction for the coming months. Tsenat is excited for the opportunity!

- 5. **Proposed 2023 Library Budget:** This is the first budget created with the City’s new financial software (BS&A). The proposed 2023 budget includes a 5% increase, mostly for increased personnel costs resulting from pay increases in all city departments recommended by the pay study. Other proposed increases include building and technology maintenance agreements, utility rates, and administrative costs. Renee will be meeting with the City Manager and Finance Director in July.
- 6. **Grant from Columbia Heights Public Library Foundation of \$2,750 for “Minnesota on the Road with Doug Ohman” Program Series:** Doug Ohman has presented historical and regional travel programs at the Library in the past which were very well attended; and he has been a very engaging presenter. **MOTION: To recommend that the City Council accept a \$2,750 grant from the CHPL Foundation for a “Minnesota on the Road with Doug Ohman” seven program Series. Gerri Moeller motioned; Carrie Mesrobian seconded; Motion approved.**
- 7. **Grant from CHPL Foundation of \$3,000 for 2022 Refresh of Early Learning Play Space:** The Foundation made a 2017 grant to establish a play learning space, which acknowledges that the “work” of children is play. Play is a vital component of brain development and school readiness and supports the library’s mission of lifelong learning. Because the original play space was not part of the annual operating budget, it seemed appropriate to request additional funds from the Foundation for a refresh. Eliza Pope (Youth Services Librarian) notes that patrons are very passionate and vocal about the value of early literacy games, tools, and toys and a public, indoor space; although some continue to be concerned about shared spaces and objects during a pandemic. The 2022 refresh will focus on Science, Technology, Engineering and Math (STEM) toys. **MOTION: To recommend that the City Council accept a \$3,000 grant from the CHPL Foundation to refresh the Early Learning Play Space. Gerri Moeller motioned; Carrie Mesrobian seconded; Motion approved.**

**DIRECTOR’S UPDATE:** Operational reports, general updates, event reminders, and items from the floor.

- 8. **May Board Report:** For Your Information.
  - a. Kristal Leebrick’s Author Talk (*Thank You for Shopping*) on the history of department stores in the Twin Cities downtown areas was well attended and engaging. Quite a few attendees shared stories from when they worked and/or shopped at these establishments.
  - b. Joe Kimball’s Author Talk (*Secrets of the Congdon Mansion*) was also well attended and very interesting.
  - c. Storywalks and Poems in the Park are unstaffed, self-directed programs which are offered along trails in city parks for 1-2 days at a time. During the pandemic, socially distanced and self-directed programs were added to library program offerings. Because these programs are not staffed, it is difficult to measure success, but attendance is estimated by asking participants to drop a popsicle stick in a bucket.

There being no further business, a motion to adjourn was made and seconded at 6:33 pm and the **meeting was adjourned.**

Respectfully submitted,

Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 07/31/2022  
 Fiscal Year Completed: 58.08%

ACCOUNT DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 07/31/2022	ACTIVITY FOR MONTH 07/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 240 - LIBRARY						
41010	REGULAR EMPLOYEES	442,600.00	259,649.98	46,227.31	0.00	182,950.02 58.66
41011	PART-TIME EMPLOYEES	113,300.00	56,106.18	10,863.21	0.00	57,193.82 49.52
41020	OVERTIME-REGULAR	900.00	358.88	32.18	0.00	541.12 39.88
41070	INTERDEPARTMENTAL LABOR SERV	2,000.00	0.00	0.00	0.00	2,000.00 0.00
41220	P.E.R.A. CONTRIBUTION	41,900.00	23,270.63	4,704.45	0.00	18,629.37 55.54
41220	F.I.C.A. CONTRIBUTION	42,800.00	24,057.15	4,345.31	0.00	18,742.85 56.21
41300	INSURANCE	78,200.00	44,576.85	6,368.45	0.00	33,623.15 57.00
41510	WORKERS COMP INSURANCE PREM	2,700.00	2,290.92	493.82	0.00	409.08 84.85
41810	COLA ALLOWANCE	21,200.00	0.00	0.00	0.00	21,200.00 0.00
42000	OFFICE SUPPLIES	1,200.00	529.88	188.91	0.00	670.12 44.16
42010	MINOR EQUIPMENT	100.00	99.99	0.00	0.00	0.01 99.99
42011	END USER DEVICES	30,100.00	3,768.69	3,462.00	0.00	26,331.31 12.52
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	141.97	0.00	0.00	(141.97) 100.00
42020	COMPUTER SUPPLIES	100.00	0.00	0.00	0.00	100.00 0.00
42030	PRINTING & PRINTED FORMS	900.00	206.50	0.00	0.00	693.50 22.94
42170	PROGRAM SUPPLIES	1,800.00	972.91	439.57	0.00	827.09 54.05
42171	GENERAL SUPPLIES	6,600.00	8,912.07	124.25	0.00	(2,312.07) 135.03 1
42175	FOOD SUPPLIES	200.00	41.29	0.00	0.00	158.71 20.65
42180	BOOKS	58,000.00	20,869.68	1,687.95	0.00	37,130.32 35.98
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	2,373.77	0.00	0.00	4,626.23 33.91
42183	E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00 0.00
42185	COMPACT DISCS	5,000.00	1,804.64	188.08	0.00	3,195.36 36.09
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00 0.00
42189	DVD	6,300.00	2,767.91	195.67	0.00	3,532.09 43.94
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	9,785.47	4,478.78	6,656.22	2,758.31 85.63 2
43105	TRAINING & EDUCATION ACTIVITIES	500.00	266.16	266.16	0.00	233.84 53.23
43210	TELEPHONE	700.00	217.70	21.99	0.00	482.30 31.10
43220	POSTAGE	200.00	38.56	0.00	0.00	161.44 19.28
43250	OTHER TELECOMMUNICATIONS	2,300.00	1,376.14	204.13	0.00	923.86 59.83
43310	LOCAL TRAVEL EXPENSE	700.00	95.72	95.72	0.00	604.28 13.67
43600	PROP & LIAB INSURANCE	9,300.00	4,650.00	0.00	0.00	4,650.00 50.00
43800	UTILITY SERVICES	0.00	2,398.01	0.00	0.00	(2,398.01) 100.00 3
43810	ELECTRIC	37,100.00	19,936.28	4,812.40	0.00	17,163.72 53.74
43820	WATER	2,700.00	0.00	0.00	0.00	2,700.00 0.00
43830	GAS	8,000.00	8,777.90	221.14	0.00	(777.90) 109.72
43850	SEWER	3,200.00	0.00	0.00	0.00	3,200.00 0.00
44000	REPAIR & MAINT. SERVICES	19,600.00	15,943.64	304.51	0.00	3,656.36 81.35
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	19,672.98	0.00	0.00	19,627.02 50.06
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	21,179.55	1,366.92	2,722.00	3,198.45 88.20
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	37,150.02	0.00	0.00	37,149.98 50.00
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	7,875.00	0.00	0.00	7,875.00 50.00
TOTAL EXPENDITURES		1,135,800.00	602,163.02	91,092.91	9,378.22	524,258.76 53.84

1: Building HEPA Filters...replaced every 5/6 years (\$3,918.45)  
 2: 2022 ILS Operating Costs-Blanket PO (\$13,312.44...\$6,656.22 spent so far)  
 3: Water, Sewer, Stormwater Base Charge (usage excluded)



**LIBRARY BOARD**

<b>AGENDA SECTION</b>	<b>NEW BUSINESS</b>
<b>MEETING DATE</b>	<b>AUGUST 3, 2022</b>

<b>ITEM:</b>	<b>AUTO RENEWAL OF ELIGIBLE ITEMS</b>
<b>DEPARTMENT:</b> LIBRARY	<b>BY/DATE:</b> Renee Dougherty/July 29, 2022

**BACKGROUND:**

The Anoka County Library Board voted on July 25, 2022, to implement a new circulation rule: auto renewal of eligible items. Autorenewal will begin on January 1, 2023, or sooner if the necessary policy and software changes, and patron and staff education can be accomplished in 2022.

The change is envisioned as a customer service initiative.

Currently, a patron receives a courtesy email notice three days before borrowed items are due. The patron can renew eligible items for an additional three weeks online, by phone, or in person at a building.

With auto renew, at the time of the courtesy notice the integrated library system (ILS) will renew eligible items for an additional three weeks. The patron will receive a notice listing the items which have been renewed. Those items which cannot be renewed are due on the original due date. If the item becomes eligible for renewal within the 3-day window between notice and original due date, the patron can renew it manually.

Items won't be auto renewed if

- Another patron is waiting for it (it has a "hold")
- It has already been renewed four times
- A patron has \$10 in charges on their account
- The item normally cannot be renewed (for example, an interlibrary loan from another library)

Most items may be auto renewed up to four times.

The impacts of this change will be an improved patron experience of library service; increased circulation of library materials; a potential decrease in number of items available on the shelves for browsing; and a reduction in overdue fine revenue which is irrelevant for Columbia Heights as those fines were eliminated on March 1, 2022.

<b>RECOMMENDED MOTION(S):</b>
MOTION: To approve auto renewal of library materials effective at a date to be determined but no later than January 1, 2023.

**ATTACHMENT(S):**

# Columbia Heights Public Library Library Board Report - June 2022

**BUILDING**

- Orkin inspected for pests and deployed preventative ant traps in staff breakroom.
- Ballasts and drivers were replaced in ceiling LED light fixtures.

**COLLECTION**

- Book displays featured Read with Pride, hot summer reads, and new books.
- Adult and juvenile print books were selected from regular review journals. Replacement copies, new releases by bestselling authors and paperbacks, and requests for young adult manga, “I Spy” books and additional copies of Maud Hart Lovelace award nominees were ordered.
- Weeding continued in adult fiction.
- The glass display case featured “Thank You for Shopping” department store memorabilia to promote the author talk on June 15<sup>th</sup>.

FACILITY USAGE	2022	2021
Visitors	6,943	5,417
Public Uses of Study and Meeting Rooms	194	2

**PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES**

NAME	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	6/1	Children (0-5)	9
Family Storytime	6/6	Children (0-5)	25
English Language Conversation Circle	6/6	Adult	8
Family Storytime	6/13	Children (0-5)	17
English Language Conversation Circle	6/13	Adult	3
Book Club: <i>Dark Matter</i>	6/15	Adult	6
Ollivander’s Wand Workshop	6/15	Children (6-11)	17
Author Talk: Kristal Leebrick <i>Thank You for Shopping</i>	6/15	Adult	26
English Language Conversation Circle	6/16	Adult	2
Young Punks: Art of the Patch	6/16	Young Adult (12-18)	0
Pop Up Storytime @ Sullivan Park	6/17	Children (0-5)	15
Poems in the Park	6/17	Self-Directed	24
Clay Garden Tiles	6/18	Children (6-11)	14
Family Storytime	6/20	Children (0-5)	35
English Language Conversation Circle	6/20	Adult	4
Watercolor: Pen and Floral Art	6/20	Adult	7
Story Stroll: “I Got The Rhythm” at Huset Park	6/21-24	Self-Directed	???
Android Smart Phone Workshop	6/21	Adult	11
Animation Flip Books	6/22	Children (6-11)	18
English Language Conversation Circle	6/23	Adult	2
Family Storytime	6/27	Children (0-5)	23
English Language Conversation Circle	6/27	Adult	7
Tree Identification @ Sullivan Park	6/27	Adult	16
Clay Creatures	6/29	Children (6-11)	25
English Language Conversation Circle	6/30	Adult	1
Needle Felted Toadstools	6/30	Young Adult (12-18)	9
<b>TOTAL Programs =26</b>			



**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Reinvigorated the early learning play space with a Farmer’s Market with produce and flowers. Children guessed how tall a sunflower will grow and estimated how big a green bean bush will grow. The light table was brought out with Magnatiles and translucent pegs. Children were invited to name and create their own mixed-up vegetables, which were displayed in the craft room and display case.
  - The Summer Reading Program started June 1. By month end, 144 youth had registered.
  - Summer Lunch was served on Wednesdays and Thursdays to youth under the age of 18. While attendance started slowly, all lunches are consistently being distributed.
- Cortni O’Brien, Adult Services Librarian,
  - Met with Ryane Leifheit from Metro HRA/Housing Authority about how library staff could assist patrons with the opening of the Section 8 housing voucher waitlist.
  - Met with author and program presenter Doug Ohman.
  - Met with the Friends of the Library on June 8.
  - Delivered materials to four “At-Home” patrons.
- Renee Dougherty, Director
  - Staffed a table at the City’s Art and Info Fair on June 23 with Cortni, Eliza and Board member Carrie Mesrobian.
  - Met with Eliza Pope and Cortni O’Brien for regular check-ins

PUBLIC COMPUTER USAGE	2022	2021
Users	990	805
Sessions	1,419	1,214
Minutes	49,457	42,763

VOLUNTEERS	Total	Hours Served
Adult	11	32.5
Teen	6	37

