



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, April 03, 2024
5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or virtually via Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and entering Meeting ID **258 931 356 928** and passcode **DJhAgg** at the scheduled meeting time. For questions please call the library at 763-706-3690.

CALL TO ORDER

- 1. Approve the Agenda**
- 2. Oath of Office**
- 3. Orientation Information and Refresher**
- 4. Annual Election of Board Officers**
- 5. Review/Approve Library Board Minutes from March 6, 2024**
- 6. Review 2024 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.

NEW BUSINESS

- 7. Consider Approving 2023 Minnesota Public Library Annual Report Submission**

MOTION: To approve the submission of the 2023 Minnesota Public Library Annual Report.

- 8. Consider Adopting Proposed Change to Library Service Hours**

MOTION: To adopt the new schedule to provide 50 service hours per week for the Columbia Heights Public Library effective May 28, 2024.

DIRECTOR'S UPDATE

- 9. February 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.

OATH OF OFFICE

State of Minnesota)

ss.

County of Anoka)

I, Chris Polley, do solemnly swear that I will support the Constitution of the United States, and of the State of Minnesota, and discharge faithfully the duties devolved upon me as a Library Board member of the City of Columbia Heights, to the best of my judgment and ability.

Chris Polley

Subscribed and sworn to before me this 3rd Day of April, 2024

Sara Ion

(Seal)

My commission expires January 31, A.D. 2025

OATH OF OFFICE

State of Minnesota)

ss.

County of Anoka)

I, Amina Maameri, do solemnly swear that I will support the Constitution of the United States, and of the State of Minnesota, and discharge faithfully the duties devolved upon me as a Library Board member of the City of Columbia Heights, to the best of my judgment and ability.

Amina Maameri

Subscribed and sworn to before me this 3rd Day of April, 2024

Sara Ion

(Seal)

My commission expires January 31, A.D. 2025



2024 LIBRARY BOARD

CITY ORGANIZATION

- Incorporated in 1921 as a Home Rule Charter City
- Weak Mayor- Council Organization
- City Manager



CITY DEPARTMENTS & SERVICES

- **Administration**
 - Public Information and Records
 - Council Support
 - Human Resources
 - Communication
 - Elections
- **Finance**
 - Disbursements, receipts and billing
 - Payroll
 - Financial Reporting
 - Budgeting
 - Liquor Operations
- **Community Development**
 - Planning and Zoning
 - Economic Development
 - Building Inspections
- **Public Works**
 - Streets and Parks
 - Utilities
 - Public Improvement
- **IT (Information and Technology)**
 - Computer Networks, Telephone System, etc.
- **Police**
 - Public Safety and Policing
 - Community Oriented Policing
 - Crime Prevention
- **Fire**
 - Fire and Emergency Response
 - Emergency Management
 - Commercial Inspections
 - Rental Licensing
 - Property Maintenance
- **Library**
 - Public Library Services
 - Adult Enrichment Programming
 - Children Enrichment Programming
 - Public Computer Use
- **Recreation**
 - Murzyn Hall Management
 - Youth Sports and Enrichment Programming
 - Senior Fitness and Enrichment Programming
 - Adult and Family Sports and Enrichment Programming



MAYOR & CITY COUNCIL



Rachel James, Councilmember
2024 Charter Commission Liaison



Amada Márquez Simula, Mayor
2024 Park and Rec and Youth Commission Liaison



Kt Jacobs, Councilmember



Connie Buesgens, Council President
2024 Planning Commission and Sustainability Liaison



Justice Spriggs, Councilmember
2024 Library Board Liaison



CITY MISSION

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively address changing citizen and community needs in a fiscally-responsible and customer-friendly manner.



SHORT TERM GOALS

1. Develop architectural and financial plan for replacement of the Public Works building, especially as it relates to other priorities (before structural failure)
2. Update Parks Master Plan, develop financing plan, and establish interactive communications about the plans with the community
3. Develop Murzyn Hall renovation plan or identify an alternative new community center plan
4. Prepare long-term, comprehensive plans for single family homes transitioning to rental, including increased tenant/renter protections and new rental licensing program (following moratorium)
5. Update the five-year Capital Improvement Plan (CIP) focusing on long term maintenance and replacement of existing facilities
6. Finalize plans for Central Avenue improvements
7. Establish/Re-Establish the City Art Commission and invest in Public Art
8. Find external grants and evaluate establishing a city grant program for Naturally Occurring Affordable Housing (NOAH) properties
9. Develop a formal process to review goals, develop a system of accountability, and communicate with the public regarding the City Council's goals and strategic plan
10. Build End-to-End communications infrastructure for City buildings and sites
11. Educate staff and elected officials on National Incident Management System (NIMS)
12. Develop and implement integrated online services
13. Complete 43rd and Central PUD approval and initiate construction
14. Improve and expand code enforcement, evaluate point-of-sale program
15. Continue working towards creating a City workforce that accurately represents the community
16. Establish centralized translation services for all departments and provide language support services at all public meetings
17. Strengthen brand awareness across projects, activities, goals, and at the liquor store



COLUMBIA HEIGHTS PUBLIC LIBRARY MISSION AND VISION STATEMENTS

Mission

The Columbia Heights Public Library: serving the individual and the community with responsive collections, innovative programming, professional staff, and access to resources.

Vision

To nurture diversity, community, creativity, opportunity, and knowledge in Columbia Heights.



PURPOSE OF BOARDS AND COMMISSIONS

- Advise and make recommendations to City Council to inform its decisions.

Duties include:

- Gather citizen input;
- Promote and inform;
- Explore alternatives; and
- Weigh in on proposed policy and provide input.



CITY CODE: LIBRARY BOARD

- Five members appointed by Council. Members serve three-year terms. Members are city residents.
- Supervise and control the policy, program, use and physical plant of the city library, including all lands and equipment. Set levels of service and manpower. Recommend improvements for the library as may be necessary and desirable. Have the authority to make reasonable administrative rules and regulations, including the setting of fees, governing public use of the library and its facilities, subject to the direction and authority of the Council.
- Library Director has power to make expenditures from funds authorized and budgeted by the Council and approved by the Manager; provided, however, that no single expenditure shall be made in an amount in excess of that authorized by City Charter.
 - All monies received or expended shall be accounted for and audited in the Library Fund as though the library were a department under the control of the City Manager or subsidiary manager as delegated.
 - All claims and all bills incurred by the Board shall be presented to the Council for payment and paid in the same manner as other claims against the city are paid.
 - Annually approve and recommend to the Council a budget for the coming year and at least semi-annually, approve and make a comparison by line item of its performance against the current budget together with recommendations for transfers of funds between line items.



LIBRARY BOARD BY-LAWS

- Meetings: First Wednesday of month at 5:30 pm.
- Agendas and related materials distributed 3 days in advance.
- All items for consideration must be submitted in writing 10 days in advance with contact info of submitter.
- 5 members plus non-voting Council Liaison.
- Quorum is 3 members.
- Officers (Chair, Vice-Chair, optional Secretary) elected annually.
- Chair may appoint ad hoc committees.
- Library Director considered executive officer charged with administration of library and attends all meetings.



MEMBER DUTIES

Attendance Requirements:

- Attempt to attend all meetings. Whenever possible, please notify your staff liaison if you will be absent so a quorum can be assured.
- Notification to City Council will occur if you miss three or more meetings during a year.

Effective Members:

- Recognize that serving the community as a whole is the priority.
- Review meeting agenda and packet thoroughly prior to meeting.
- Advocate and inform.
- Are proactive.
- Compromise and work as a team.
- Do not let personal feelings impact judgment.
- Vote on all actions (unless conflict of interest).



STAFF SUPPORT

- Develops and posts agendas, minutes, and support materials to the website.
- Resource on City policies and procedures.
- Helps the commission stay within scope.
- Provides technical assistance and prepares background memos.
- Keeps attendance and takes minutes.
- Meeting setup and coordination.
- Notifies interested parties of meeting changes.
- Does not work “for” or at the direction of the board.



ROLE OF COUNCIL LIAISON

- Link between Commission and City Council
 - Helps increase Council familiarity of Board
 - Communicates topics that City Council would like discussed
- Non-voting and generally do not actively participate



ROLE OF COMMISSION CHAIR

- Preside over all meetings.
- Maintain control and order at the meeting.
- Find ways to engage members.
- Encourage a positive tone.



HOW A MEETING IS RUN

1. Commission Chair states the item.
2. Staff member provides overview and background information.
3. Members ask questions and make comments.
4. Item is opened for comment to the public if it is a public hearing.
5. If a public hearing, public hearing is closed after those who wish to speak have and there is another opportunity for member comments and questions.
6. Once discussion has concluded, the board chair will ask for a motion based on the general consensus during the discussion.
7. One member will make a motion and if another agrees they will second.
8. If a motion is made and seconded a vote is made.
9. Motion passes or fails. Additional motions may be proposed.



OPEN MEETING LAW

- Gathering of a quorum or more of a public body where the public body discusses, decides, or receives information on issues relating to official business
- Chance or social gatherings are okay
- Proper notice
 - At least 3 days in advance
 - Date, Time, Place, Purpose (Agenda)
- Open to the public
- Be careful of serial meetings
 - $A \rightarrow B$ and $A \rightarrow C$
 - $A \rightarrow B$ and $B \rightarrow C$

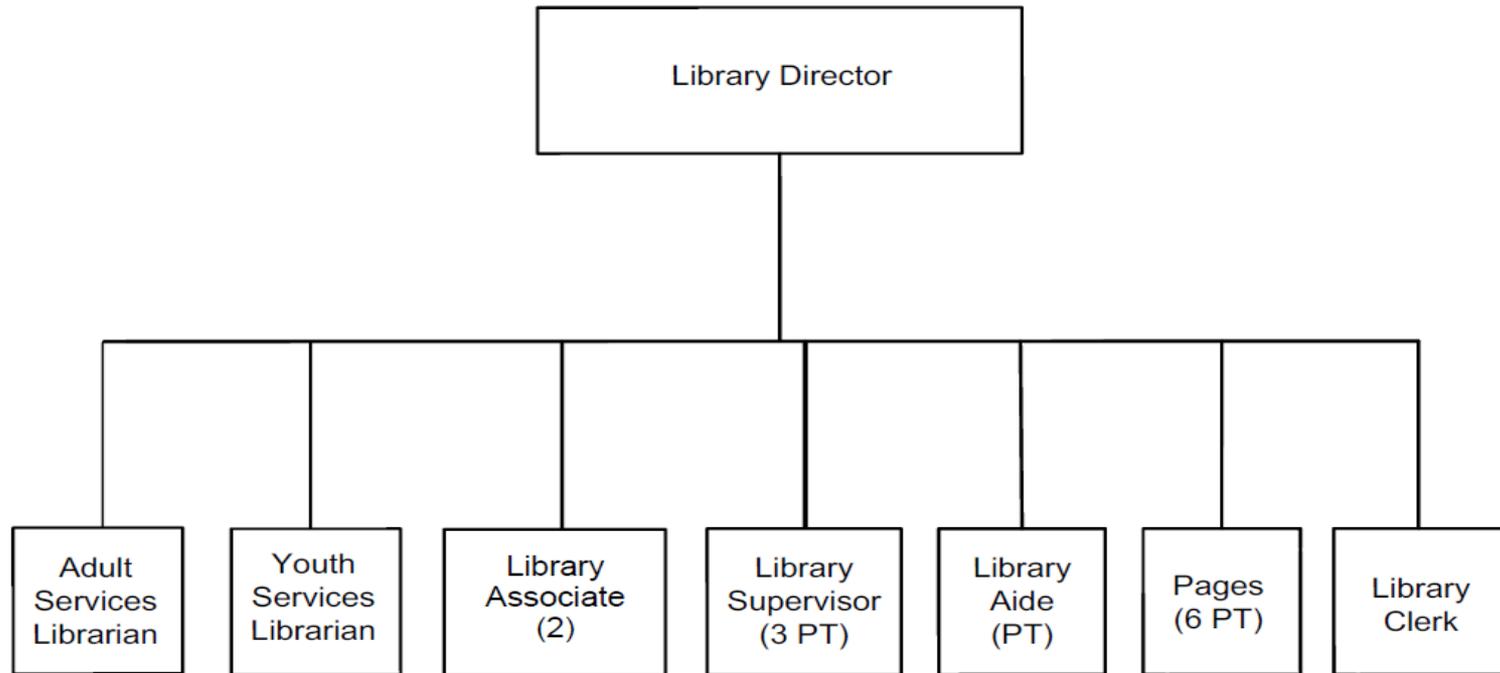


LIBRARY HISTORY

- Founded 1928
- Silver Lake Mothers Club – Little Red Wagon Brigade
- Current facility opened in 2016



LIBRARY ORGANIZATION CHART



RELATIONSHIP WITH ANOKA COUNTY LIBRARY

- Reciprocal service to individual library patrons
- Interlibrary loan
- Delivery service (4x/week)
- Original cataloging of unique items
- Integrated Library System (ILS) software
- E-books and digital resources
- Access MELSA resources as an Associate (II) member



RECENT PROJECTS

- Library Board defined Strategic Directions: 2024-2026
- Collection merchandising (2024)
- SORA for Columbia Academy/High School for age-appropriate digital library materials with student ID (2023-24)
- English Language Learner events with elementary schools (2022, 2023)
- Installed a CareerForce Corner (2022) and hosted 2 hiring events (2023)
- Provided EveryMeal food kits during school breaks (2022, 2023)
- MN DNR State Park Passes added to collection (2022)
- Replacement of 24 public computers (2022)
- Elimination of overdue fines (2022)
- Implementation of automatic renewal for borrowed items (2022)
- Elimination of rental fees for new DVDs (2022)
- Library Board review/revision of policies (2022)
- Early Literacy Play Space (2022)



LONG-RANGE AND ONGOING PROJECTS

- Define future of library service
- Outreach to underserved persons/groups
- Communication strategy for promoting resources and services
- Dedicated library website
- Routinize user feedback
- Address sustainable staffing
- Building system and fixture maintenance/replacement



VITAL REFERENCES FOR BOARD MEMBERS

- [Minnesota Public Library Trustee Handbook](#)
- [American Library Association Library Bill of Rights](#)
- [ALA Freedom to Read Statement](#)
- CHPL Strategic Plan
- Current calendar of Library programs



QUESTIONS OR WANT TO KNOW MORE?

Renee Dougherty

763-706-3680

rdougherty@columbiaheightsmn.gov



WEBSITE





COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, March 6th, 2024

Drafted
3/7/2024

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, or via Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and entering Meeting ID 258 931 356 928 and passcode DJhAgg 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 5:35pm.

Members physically present: Gerri Moeller; Carrie Mesrobian; Melanie Magidow; Chris Polley; Rachelle Waldon.

Members remotely present: N/A. **Members absent:** Justice Spriggs (Council Liaison). **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public remotely present:** N/A.

1. The Meeting's Agenda was **approved as-is**.
2. The Minutes of the February 7th, 2024, Board Meetings were **moved and approved**.
3. **Review 2024 Operating Budget:** 16.39% of the year and 12.88% expended; no concerns raised.
 - a. Renee mentioned a few budget lines: **42010 (minor equipment)** is overspent due to purchasing some additional bookends and easels for material display/merchandising; **42012 (other technology equipment)** is overspent due to an unforeseen CCTV camera replacement; **43210 (telephone)** is an expenditure determined by City administration; **44000 (repair/maintenance services)** is half-spent due to contracts being paid upfront for the year of service.

Community Forum: Opportunity for public input. No correspondence. FYI: The City Communication Department has added a Contact Form to each of the Board/Commission pages of the City website as an additional method for the public to engage with the groups with their comments, concerns, questions, etc. The Boards/Commissions can be found here: https://www.columbiaheightsmn.gov/government/boards_and_commissions/index.php after clicking desired group, scroll to the bottom of their page to find the submittable contact form.

New Business:

4. **Spring Event Promotion:** As part of the meeting packet, the Spring Events Calendar was included; Renee wanted to make sure the Board knew of everything being offered this spring, specifically the multilingual Driver's Licenses for All info-session with COPAL-MN, the Financial Literacy Series, and the Saturday Scribes Author Series featuring Kao Kalia Yang and Chad Corrie.
 - a. Now that Adult Services Librarian Elizabeth Ripley is sending out press releases, we should have her copy Chris Polley (and other school district contacts) with a listing of programs students may be interested in.
 - b. We should continue soliciting feedback after our programs, as it can be invaluable information for improving future offerings.
 - c. Suggestion Board
5. **2023 Year in Review:** With inspiration from other libraries, Nick crafted an infographic to convey important service statistics from last year. Renee emphasized that visits, checkouts, # of cardholders, and program attendance all increased from the previous year.

Director's Update:

6. **December Board Report:** Provided as an FYI.
 - a. Carrie was initially skeptical of the planned merchandising approach of more face-out display books throughout the Library (similar to what a book store might do), but after several visits since it began, she

is convinced that it was the right move and it does improve the look and visibility of the collection.

- b. Renee mentioned that it is great to have adequate staff in that it allows her more time to focus on neglected tasks and bigger picture items, as opposed to day-to-day front desk tasks.

7. From the Floor:

a. The Board is Currently Reading/Watching and Recommends:

- i. Carrie: *Clockers* Richard Price
- ii. Chris: *Hollywood Black* Donald Bogle; *Four Daughters* (documentary) available on Kanopy
- iii. Melanie: *Arab Blues* (comedy/drama) available on Kanopy
- iv. Gerri: *Liberty's Daughter* Naomi Kritzer
- v. Justice: *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life* Eric Klinenberg
- vi. Renee: *Signal Fires* Dani Shapiro; *The Librarianist* Patrick deWitt

There being no further business, the meeting was adjourned at 6:30 pm.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

DRAFT

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 3/31/2024
 Fiscal Year Completed: 24.86%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	94,767.36	34,181.52	0.00	420,632.64	18.39
41011	PART-TIME EMPLOYEES	144,300.00	31,532.27	11,637.95	0.00	112,767.73	21.85
41020	OVERTIME-REGULAR	700.00	329.28	79.49	0.00	370.72	47.04
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	
41070	INTERDEPARTMENTAL LABOR SERV	500.00	0.00	0.00	0.00	500.00	0.00
41210	P.E.R.A. CONTRIBUTION	48,000.00	10,077.91	3,387.72	0.00	37,922.09	21.00
41220	F.I.C.A. CONTRIBUTION	50,500.00	9,646.10	3,490.91	0.00	40,853.90	19.10
41300	INSURANCE	82,800.00	20,564.16	6,903.55	0.00	62,235.84	24.84
41510	WORKERS COMP INSURANCE PREM	5,000.00	1,068.08	356.32	0.00	3,931.92	21.36
42000	OFFICE SUPPLIES	1,200.00	146.45	0.00	0.00	1,053.55	12.20
42010	MINOR EQUIPMENT	100.00	598.31	0.00	0.00	-498.31	
42011	END USER DEVICES	3,300.00	2,494.33	0.00	0.00	805.67	75.59
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,067.94	0.00	0.00	-2,067.94	
42030	PRINTING & PRINTED FORMS	700.00	72.00	0.00	0.00	628.00	10.29
42170	PROGRAM SUPPLIES	1,000.00	464.00	414.00	0.00	536.00	46.40
42171	GENERAL SUPPLIES	7,300.00	735.54	209.24	0.00	6,564.46	10.08
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	9,981.61	404.47	0.00	45,018.39	18.15
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	1,419.18	558.66	0.00	6,380.82	18.19
42183	E-BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
42185	COMPACT DISCS	4,700.00	786.99	24.88	0.00	3,913.01	16.74
42187	BOOK/CD SET	800.00	0.00	0.00	0.00	800.00	0.00
42189	DVD	6,500.00	700.14	183.65	0.00	5,799.86	10.77
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	1,277.68	150.00	1,848.00	2,274.32	57.88
43105	TRAINING & EDUCATION ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00
43210	TELEPHONE	900.00	654.73	0.00	0.00	245.27	72.75
43220	POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00
43250	OTHER TELECOMMUNICATIONS	3,200.00	610.99	136.60	0.00	2,589.01	19.09
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	2,050.00	0.00	0.00	10,250.00	16.67
43800	UTILITY SERVICES	7,000.00	0.00	0.00	0.00	7,000.00	0.00
43810	ELECTRIC	46,300.00	4,385.02	2,715.90	0.00	41,914.98	9.47
43830	GAS	16,600.00	2,949.17	1,111.51	0.00	13,650.83	17.77
44000	REPAIR & MAINT. SERVICES	18,700.00	10,135.63	0.00	800.00	7,764.37	58.48
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	7,300.00	0.00	0.00	36,500.00	16.67
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	5,804.66	0.00	9,969.20	13,226.14	54.39
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	2,779.92	0.00	0.00	16,020.08	14.79
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	14,633.34	0.00	0.00	73,166.66	16.67
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	181.00	0.00	0.00	519.00	25.86
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	3,100.00	0.00	0.00	15,500.00	16.67
TOTAL EXPENDITURES:		1,262,000.00	244,457.12	65,946.37	12,617.20	1,004,925.68	20.37

2023 Minnesota Public Library Annual Report

This report reflects the library’s data covering January 1 through December 31, 2023, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2023.

Please note that this document contains information collected at two levels: **library administrative entity** and **locations (outlets)**. In the case of a single-location library, the library is both the administrative entity and the outlet. The totals for the administrative entity are presented first, followed by separate reports for each outlet.

CONTACT INFORMATION

G01) Library Name	Columbia Heights Public Library
G02) Regional System/Sequence Number	M0230
G03) Regional Public Library System	MELSA
G04) Street Address	3939 Central Avenue NE
G05) Location is a change from 2022 Data	No
G06) City	Columbia Heights
G07) ZIP Code	55421
G08) Mailing Address	3939 Central Avenue NE
G09) City	Columbia Heights
G10) ZIP Code	55421
G11) County	Anoka
G12) Phone	763-706-3690
G13) Library Web Address	https://www.columbiaheightsmn.gov/departments/library/index.php
G14) Director’s Name	Renee Dougherty
G15) Director’s Phone	763-706-3680
G16) Director’s Extension	
G17) Director’s E-mail Address	rdougherty@columbiaheightsmn.gov

Report Filer

G18) Name of Person Who Prepared This Report	Renee Dougherty
G19) Phone	763-706-3680
G20) E-mail	rdougherty@columbiaheightsmn.gov

IMLS Administrative Entity Codes

G22) Legal Basis Code	Municipal Government (city, town or village)
G23) Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
G25) Geographic Code	Place (e.g., incorporated city or village, censusdesignated), entirety
G26) Did the legal service area boundary change?	No

VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01) Population of the Legal Service Area	21,592	21,859
P02) Registered Users – Residents	11,072	10,898
P03) Registered Users – Reciprocal	6,628	6,469
P04) Total Registered Users	17,700	17,367
P05) Year in Which Registered User Records Were Last Purged	2023	2022
P06) Visits	78,912	71,909
P60) Visits Reporting Method	Annual Count	Annual Count
P07) Reference Transactions	17,238	9,373
P61) Reference Transactions Reporting Method	Annual Estimate Based on Typical Week(s)	Annual Estimate Based on Typical Week(s)
P59) Contactless Visits	0	10
P08) Public Internet Computer Sessions	16,951	14,774
P09) Public Internet Computer – Usage Type	P08 tallies other computer usage in addition to Internet Annual Count	P08 tallies other computer usage in addition to Internet Annual Count
P62) Public Computer Sessions Reporting Method	Annual Count	Annual Count
P10) Wireless Sessions	23,279	21,371
P63) Wireless Sessions Reporting Method	Annual Count	Annual Count
P32) Website Visits	20,213	10,022

CIRCULATION

Physical and Downloadable Circulation

Data Element	2023 Data	2022 Data
P13) Children’s Circulation	77,958	60,845
P14) Adult Circulation	56,933	50,857
P15) Physical Circulation (No Age Designation)	744	671
P16) Total Physical Circulation	135,635	112,373
P69) Physical Circulation – Not Print or Audiovisual	881	546
P17) Downloadable E-books and E-serials Circulation	22,751	15,623
P18) Downloadable Audio and Video Circulation	15,206	10,503
P19) Total Downloadable Circulation	37,957	26,126
P20) Total Circulation	173,592	138,499

Collection Use Including Electronic Collections

Data Element	2023 Data	2022 Data
P29) Number of Information Retrievals from Electronic Collections	-1	-1
P30) Electronic Content Use	37,957	26,126
P31) Total Collection Use	173,592	138,499

Interlibrary Loan

Data Element	2023 Data	2022 Data
P11) ILL Provided to Other Libraries	533	418
P12) ILL Received from Other Libraries	863	767

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	2023 Data	2022 Data
P82) In-Person Programs for Ages 0-5	44	56
P83) In-Person Programs for Ages 6-11	44	39
P84) In-Person Programs for Young Adults	20	19
P85) In-Person Programs for Adults	132	118
P86) In-Person Programs for All Ages	3	1
P75) Total Onsite In-Person Programs	219	210
P81) Total Offsite In-Person Programs	24	23

In-Person Program Attendance

Data Element	2023 Data	2022 Data
P105) Attendees at In-Person Programs for Ages 0-5	1,300	1,104
P106) Attendees at In-Person Programs for Ages 6-11	902	1,026
P107) Attendees at In-Person Programs for Young Adults	268	174
P108) Attendees at In-Person Programs for Adults	1,269	962
P109) Attendees at In-Person Programs for All Ages	341	36
P98) Total Onsite Attendance	3,537	2,779
P104) Total Offsite Attendance	543	523

Live Virtual Programs

Data Element	2023 Data	2022 Data
P87) Live Virtual Programs Intended for Ages 0-5	0	0
P88) Live Virtual Programs Intended for Ages 6-11	0	1
P34) Live Virtual Programs Intended for Young Adults	0	0
P35) Live Virtual Programs Intended for Adults	0	3
P89) Live Virtual Programs Intended for All Ages	0	0
P36) Total Live Virtual Programs	0	4

Live Virtual Attendance

Data Element	2023 Data	2022 Data
P110) Live Virtual Views of Programs for Ages 0-5	0	0
P111) Live Virtual Views of Programs for Ages 6-11	0	7
P38) Live Virtual Views of Programs for Young Adults	0	0
P39) Live Virtual Views of Programs for Adults	0	37
P112) Live Virtual Views of Programs for All Ages	0	0
P40) Total Attendance at Live Virtual Programs	0	44

Total Programs (In-Person and Live Virtual)

Data Element	2023 Data	2022 Data
P90) Total Programs for Ages 0-5	44	56
P91) Total Programs for Ages 6-11	44	40
P52) Total Programs for Young Adults	20	19
P53) Total Programs for Adults	132	121
P92) Total Programs for All Ages	3	1
P54) Total Programs	243	237

Total Program Attendance (In-Person and Live Virtual)

Data Element	2023 Data	2022 Data
P113) Total Attendance at Programs for Ages 0-5	1,300	1,104
P114) Total Attendance at Programs for Ages 6-11	902	1,033
P56) Total Attendance at Programs for Young Adults	268	174
P57) Total Attendance at Programs for Adults	1,269	999
P115) Total Attendance at Programs for All Ages	341	36
P58) Total Program Attendance	4,080	3,346

Recordings of Program Content

Data Element	2023 Data	2022 Data
P116) Recorded Programs for Ages 0-5	0	0
P117) Recorded Programs for Ages 6-11	0	0
P42) Recorded Programs for Young Adults	0	0
P43) Recorded Programs for Adults	0	0
P118) Recorded Programs for All Ages	0	0
P44) Total Recorded Programs	0	0

Views of Recordings of Program Content

Data Element	2023 Data	2022 Data
P119) On-Demand Views of Recorded Programs for Ages 0-5	0	0
P120) On-Demand Views of Recorded Programs for Ages 6-11	0	0
P121) On-Demand Views of Recorded Programs for Ages 12-18	0	0
P122) On-Demand Views of Recorded Programs for Adults	0	0
P123) On-Demand Views of Recorded Programs for All Ages	0	0
P124) Total On-Demand Views of Recorded Programs	0	0

Self-Directed Activities

Data Element	2023 Data	2022 Data
P49) Number of Self-Directed Activities	10	20
P50) Participation in Self-Directed Activities	975	1,129
What kinds of activities do you count as self-directed?	adult reading program, youth reading program, youth scavenger hunts	[new in 2023]

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs	Both reading and learning programs
Intended age-groups for the program	
U02) Preschoolers, birth to 5 years old	Yes
U03) Children, 6 to 11 years old	Yes
U04) Young adults, 12 to 18 years old	Yes

HOURS OF PUBLIC SERVICE

Data Element	2023 Data	2022 Data
H08) Weekly Hours of Regular Service	47.00	47.00
H16) Weekly Hours of Limited Service	0.00	0.00
H18) Weekly Hours of Curbside Service	55.00	55.00
H12) Annual Public Service Hours	2,299	2,333

FACILITIES

Data Element	2023 Data	2022 Data
F01) Central Libraries	1	1
F02) Branch Libraries	0	0
F03) Bookmobiles	0	0
F04) Supplementary Services	1	1
F12) Staff Internet Computers	12	14
F13) Public Internet Stationary Computers	24	22
F14) Public Internet Mobile Devices for Onsite Use	0	0
F15) Total Public Internet Computers/Devices	24	22
F22) Outlets with Wi-Fi Available to Public	1	1
F23) Outlets with a Meeting Room	1	1
F24) Non-Library Sponsored Events	3,133	2,316

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	2023 Data	2022 Data
S01) Total ALA/MLS Librarian FTE	3.64	3.64
S02) Total Other Librarian FTE	0.00	0.00
S03) Total Librarian FTE	3.64	3.64
S04) Total Other Staff FTE	5.43	5.43
S05) Total Paid Staff FTE	9.07	9.07

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director	\$0.00	\$0.00
S07) Library Director	\$55.98	\$65.84
S08) Assistant Director	\$0.00	\$0.00
S09) Branch Manager	\$0.00	\$0.00

S10) Central Library Manager	\$0.00	\$0.00
S11) Department Head	\$0.00	\$0.00
S12) Other Librarian	\$32.06	\$47.12
S13) Technology Support		
S14) Library Support Staff	\$19.93	\$29.32
S15) Administrative Support Staff	\$0.00	\$0.00
S16) Pages	\$16.90	\$19.88

Union

S17) Do Any Library Staff Belong to a Union?	Yes	Yes
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COLLECTIONS

Physical Materials

Data Element	2023 Data	2022 Data
C01) Print Materials (Books and Periodicals)	42,145	41,826
C02) Audio Materials, Physical	3,547	3,574
C03) Video Materials, Physical	3,290	3,345
C04) Multi-format Materials	1	1
C05) Other Physical Materials	9	6
C06) Total Physical Materials	48,992	48,752
C07) Print Serial Subscriptions	78	81

Electronic Materials

Data Element	2023 Data	2022 Data
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable	0	0
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable	4,643	3,680
C10) Total Electronic Serial Subscriptions	4,643	3,680
C11) Electronic Books Licensed Locally	0	0
C12) Electronic Books Licensed Regionally	83,881	73,340
C13) Electronic Books Licensed Statewide	9,528	9,265
C14) Total Electronic Books	93,409	82,605
C15) Audio Downloadable Units, Licensed Locally	0	0
C16) Audio Downloadable Units, Licensed Regionally	47,084	40,691
C17) Total Audio Downloadable Units	47,084	40,691
C18) Video Downloadable Units, Licensed Locally	0	0
C19) Video Downloadable Units, Licensed Regionally	0	0
C20) Total Video Downloadable Units	0	0
C21) Electronic Collections Licensed Locally	0	0
C22) Electronic Collections Licensed Regionally	16	18
C24) Total Licensed Electronic Collections Local/Regional/Other	16	18
C25) Electronic Collections Licensed Statewide	59	57
C26) Total Licensed Electronic Collections	75	75

POLICIES/PLANS

Data Element	2023 Data	2022 Data
D01) Strategic Plan	2019	2019
D02) Disaster Plan	2009	2009
D03) Policy Manual	2023	2021
D04) Records Retention Schedule	2018	2018
D05) Building Accessibility Plan	2016	2016
D06) Technology Plan	2007	2007
D07) Internet Acceptable Use Policy	2021	2021
D09) Collection Development Policy	2020	[new in 2023]
D08) Overdue Fine Policy?	No	No

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	2023 Data	2022 Data
Adult Basic Education	Yes	Yes
Adult Literacy Organization	No	Yes
Early Childhood Organization	Yes	Yes
Correctional Facility	No	No
Cultural Communities	Yes	No
Service to Homebound	Yes	Yes
School (K12)	Yes	Yes
Senior-Centered Organization	Yes	Yes
Workforce Development	Yes	Yes
Youth Development Organization	No	No
Arts Organization	No	No
Disability Organization	No	No
Homeschool Organization	Yes	No
Veterans Organization	No	No
Social Services Organizations	Yes	Yes
Other	none	none

Community Partnerships

Data Element	2023 Data	2022 Data
O12) Does this library partner with one or more community organizations/groups in order to address a community need?	Yes	Yes
O13a) Communicative: Yes O13b) Cooperative: Yes O13c) Collaborative: Yes		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?	No	No

Volunteers

Data Element	2023 Data	2022 Data
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?	Yes	Yes
O20) Total Number of Volunteers	26	25
O21) Total Number of Volunteer Hours	406	383

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?	Yes
I02) Are this library's trustees elected or appointed officials?	Appointed
I03) Is this library's board of trustees the governing authority or advisory?	Advisory
I04) Does this library have a foundation?	Yes
I05) Foundation name	olumbia Heights Public Library Foundation
I06) Does this library have a Friends group?	Yes
I07) Friends group name	nds of the Columbia Heights Public Library

FINANCIAL DATA

Operating Revenue

Data Element	2023 Data	2022 Data
LOCAL GOVERNMENT		
City		
R01) City Direct	\$1,166,100	\$1,058,800
R02) City Indirect	\$0	\$0
R03) City Operating Revenue Total	\$1,166,100	\$1,058,800
County		
R04) County Direct	\$0	\$0
R05) County Indirect	\$0	\$0
R06) County Total	\$0	\$0
Other Local Government		
R07) Other Local Government Direct	\$0	\$0
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$1,166,100	\$1,058,800
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	\$0
R13) Regional Library Telecommunications Aid	\$0	\$0
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0

Data Element	2023 Data	2022 Data
FEDERAL		
R67) Did your library receive ARPA funding in 2023?	No	No
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)	0	
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$5,110	\$9,725
R19) Total Federal Operating Revenue	\$5,110	\$9,725
OTHER		
Regional System		
R20) Regional System Direct	\$0	\$0
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$0	\$0
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$30,333	\$29,047
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$30,333	\$29,047
R29) Total Regional and Other Operating Revenue	\$30,333	\$29,047
R30) Total Operating Revenue	\$1,201,543	\$1,097,572

Operating Expenditures

Data Element	2023 Data	2022 Data
Personnel Expenditures		
E01) Salaries & Wages	\$554,378	\$580,024
E02) Employee Benefits	\$162,646	\$164,795
E03) Total Personnel Costs	\$717,024	\$744,819
Collection Expenditures		
E04) Print Materials	\$55,290	\$56,152
E05) Electronic Materials Electronic Books (E-books)	\$16,284	\$13,659
E06) Electronic Collections	\$0	\$0
E07) Other Electronic Materials	\$0	\$0
E08) Electronic Materials Expenditures Total	\$16,284	\$13,659
E09) Other Materials - Audio & Video Physical Materials	\$11,997	\$10,460
E10) Other Materials - Other Physical Materials	\$0	\$0
E11) Other Materials Expenditures Total	\$11,997	\$10,460
E16) Physical Materials Expenditures Total	\$67,287	\$66,612
E12) Total Collection Expenditures	\$83,571	\$80,271
Other Operating Expenditures		
E13) Other Operating Expenditures	\$320,237	\$499,076
E14) Total Operating Expenditures	\$1,120,832	\$1,324,166
E15) Expenditures Equal To or Less than Income?	Yes	No

Capital Revenue

Data Element	2023 Data	2022 Data
LOCAL		
City		
R31) City Direct	\$0	\$0
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$0	\$0
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$0	\$0
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government LSTA	\$0	\$0
R45) Other Federal Direct	\$0	\$0
R46) Other Federal Indirect	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R54) Other Capital Direct	\$0	\$0
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional System and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$0	\$0

Capital Expenditures

EC01) Total Capital Expenditures	\$0	\$0
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In-Kind

Data Element	2023 Data	2022 Data
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City	\$2,600	\$5,200
R60) In-Kind Operating Contributions County		\$0
R61) In-Kind Operating Contributions All Other		\$0
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel		\$0
EKA02) Collection		\$315
EKA03) All Other Operating Expenditures	\$160	\$0
EKA04) Total In-Kind Operating Contributions	\$160	\$315
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other	\$2,041	\$3,500
R67) Total In-Kind Capital Contributions	\$2,041	\$3,500

Comments

Is there anything you would like to add that is not reflected in the rest of the report?

ANNOTATIONS



Minnesota’s public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2023 Minnesota Public Library Annual Report – Location-Specific

This section reflects the data for one library location (outlet). For libraries with multiple locations, the data from each location “rolls up” to the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet.

This report contains information from January 1 through December 31, 2023, unless otherwise specified.

CONTACT INFORMATION

G01m) Library Name	Columbia Heights Public Library
G02m) Regional System/Sequence Number	M0230
G03m) Regional Public Library System	MELSA
G05m) Location is a change from 2022 Data	No
G04m) Street Address	3939 Central Avenue NE
G06m) City	Columbia Heights
G07m) ZIP Code	55421
G12m) Phone	763-706-3690
G08m) Mailing Address	3939 Central Avenue NE
G09m) City	Columbia Heights
G10m) ZIP Code	55421
G11m) County	Anoka

VISITS, REFERENCE, USERS

Data Element	2023 Data	2022 Data
P01m) Population of the Legal Service Area	21,592	21,859
P02m) Registered Users – Residents	11,072	10,898
P03m) Registered Users – Reciprocal	6,628	6,469
P04m) Total Registered Users	17,700	17,367
P06m) Visits	78,912	71,909
P07m) Reference Transactions	17,238	9,373
P59m) Contactless Visits	-1	10
P08m) Public Internet Computer Sessions	16,951	14,774
P09m) Public Internet Computer Sessions – Usage Type	P08m tallies other computer usage in addition to Internet	P08m tallies other computer usage in addition to Internet
P10m) Wireless Sessions	23,279	21,371

CIRCULATION

Data Element	2023 Data	2022 Data
P13m) Children’s Circulation	77,958	60,845
P14m) Adult Circulation	56,933	50,857
P15m) Physical Circulation (No Age Designation)	744	671
P16m) Total Physical Circulation	135,635	112,373

PROGRAMS, ATTENDANCE, ACTIVITIES

Onsite In-Person Programs

Data Element	2023 Data	2022 Data
P70m) Onsite In-Person Programs Intended for Ages 0-5	40	49
P71m) Onsite In-Person Programs Intended for Ages 6-11	34	32
P72m) Onsite In-Person Programs Intended for Young Adults	16	19
P73m) Onsite In-Person Programs Intended for Adults	126	109
P74m) Onsite In-Person Programs Intended for All Ages	3	1
P75m) Total Onsite Programs	219	210

Onsite In-Person Program Attendance

Data Element	2023 Data	2022 Data
P93m) Attendees at Onsite In-Person Programs for Ages 0-5	1,217	988
P94m) Attendees at Onsite In-Person Programs for Ages 6-11	631	715
P95m) Attendees at Onsite In-Person Programs for Young Adults	188	174
P96m) Attendees at Onsite In-Person Programs for Adults	1,160	866
P97m) Attendees at Onsite In-Person Programs for All Ages	341	36
P98m) Total Onsite In-Person Attendance	3,537	2,779

Offsite In-Person Programs

Data Element	2023 Data	2022 Data
P76m) Offsite In-Person Programs Intended for Ages 0-5	4	7
P77m) Offsite In-Person Programs Intended for Ages 6-11	10	7
P78m) Offsite In-Person Programs Intended for Young Adults	4	0
P79m) Offsite In-Person Programs Intended for Adults	6	9
P80m) Offsite In-Person Programs Intended for All Ages	0	0
P81m) Total Offsite Programs	24	23

Offsite In-Person Program Attendance

Data Element	2023 Data	2022 Data
P99m) Attendees at Offsite In-Person Programs for Ages 0-5	83	116
P100m) Attendees at Offsite In-Person Programs for Ages 6-11	271	311
P101m) Attendees at Offsite In-Person Programs for Young Adults	80	0
P102m) Attendees at Offsite In-Person Programs for Adults	109	96
P103m) Attendees at Offsite In-Person Programs for All Ages	0	0
P104m) Total In-Person Offsite Attendance	543	523

Self-Directed Activities

Data Element	2023 Data	2022 Data
P49m) Self-Directed Activities	10	20
P50m) Participation in Self-Directed Activities	975	1,129

FULL-TIME-EQUIVALENT STAFF

Data Element	2023 Data	2022 Data
S01m) ALA/MLS Librarian FTE	3.64	3.64
S02m) Other Librarian FTE	0.00	0.00
S03m) Total Librarian FTE	3.64	3.64
S04m) Other Staff FTE	5.43	5.43
S05m) Total Paid Staff FTE	9.07	9.07

VOLUNTEERS

Data Element	2023 Data	2022 Data
O16m) Number of Teen Volunteers	9	7
O17m) Number of Adult Volunteers	17	18
O18m) Number of Teen Volunteer Hours	69	123
O19m) Number of Adult Volunteer Hours	337	260
O20m) Total Number of Volunteers	26	25
O21m) Total Number of Volunteer Hours	406	383

PUBLIC SERVICE HOURS**Number of Weeks Open to the Public**

Data Element	2023 Data	2022 Data
H13m) Weeks Closed Due to COVID-19	0	0
H15m) Weeks of Regular Service	52	52
H14m) Weeks of Limited Service	0	0
H11m) Weeks Library was Open	52	52

Weekly Hours Open to the Public

Data Element	2023 Data	2022 Data
H08m) Weekly Hours of Regular Service	47.00	47.00
H16m) Weekly Hours of Limited Service	0.00	0.00

Annual Hours Open to the Public

Data Element	2023 Data	2022 Data
H12m) Annual Public Service Hours	2,299	2,333
H20m) Non-Staffed Service Hours at this Location?	No	[new in 2023]

Curbside Service

Data Element	2023 Data	2022 Data
H17m) Weeks of Curbside Service	52	52
H18m) Weekly Hours of Curbside Service	55.00	55.00

LIBRARY COLLECTION

Data Element	2023 Data	2022 Data
C01m) Print Materials (Books and Periodicals)	42,145	41,826
C02m) Audio Materials, Physical	3,547	3,574
C03m) Video Materials, Physical	3,290	3,345
C04m) Multi-format Materials	1	1
C05m) Other Physical Materials	9	6
C06m) Total Physical Materials	48,992	48,752
C07m) Print Serial Subscriptions	78	81

FACILITIES**Outlet Types**

Data Element	2023 Data	2022 Data
F05m) Outlet Type Code	Central Library	Central Library
F06m) Number of Bookmobiles	0	0

Buildings

Data Element	2023 Data	2022 Data
F07m) Facility Type	L	L
F08m) Square Feet	22,600	22,600
F09m) Year Built	2016	2016
F10m) Latest Year Remodeled	N/A	N/A
F11m) Previous Year(s) Remodeled		

Computers

Data Element	2023 Data	2022 Data
F12m) Staff Internet Computers	12	14
F13m) Public Internet Stationary Computers	24	22
F14m) Public Internet Mobile Devices for On-Site Use	0	0
F15m) Public Internet Computers/Devices	24	22

Internet Connections

Data Element	2023 Data	2022 Data
F16m) Fiber Optic to Library Building	Yes	Yes
F17m) Category 6 Wiring within Library?	Category 6	Category 6
F19m) Typical Internet Download Speed for Public Computers	100.1 Mbps - 500 Mbps	100.1 Mbps - 500 Mbps
F21m) Typical Internet Upload Speed for Public Computers	<small>500.1 Mbps - 1 Gbps (billions of bits per second)</small>	100.1 Mbps - 500 Mbps
F22m) Number of Outlets with Wi-Fi Available to Public	Yes	Yes

Meeting Rooms

Data Element	2023 Data	2022 Data
F23m) Meeting Room Available for Public Use	Yes	Yes
F24m) Non-Library Sponsored Events	3,133	2,316

LIBRARY FRIENDS

106/106m) Does This Library Have a Friends Group?	Yes
107/107m) Friends Group Name	Friends of the Columbia Heights Public Library

ANNOTATIONS



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LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	APRIL 3, 2024

ITEM:	Proposed Change to Library Service Hours	
DEPARTMENT: Library	BY/DATE: Renee Dougherty/March 25, 2024	

BACKGROUND:

Prior to March 2020, the Library was open for a total of 54 hours per week. After the onset of the COVID-19 pandemic, the library experienced the following changes to available service and hours.

- March 17 - June 13, 2020: closed to the public; curbside pickup of materials only.
- June 15 - July 2, 2020: open by appointment for computer use and continued curbside service.
- July 6, 2020 - January 31, 2021: open 32 hours per week with capacity limits, distancing, and masking.
- February 1, 2021 - September 3, 2021: open 40 hours per week.
- September 7, 2021 – present: open 47 hours per week.

In response to customer requests for additional hours on Friday and Saturdays, and the stabilization of staffing after substantial upheavals in 2022 and 2023, I am proposing that service hours be increased to 50 per week for the summer of 2024.

In addition, I recommend that staff prepare a study of visits and budget to determine the feasibility of additional service hours for review and discussion by the Library Board in August 2024.

RECOMMENDED MOTION(S): To approve a change in service hours for the Columbia Heights Public Library effective May 28, 2024.

MOTION: To adopt the following schedule to provide 50 service hours per week for the Columbia Heights Public Library effective May 28, 2024.

Monday – Thursday: 10 am – 7 pm
Friday and Saturday: 10 am – 5 pm

Columbia Heights Public Library Library Board Report – February 2024

BUILDING

- The men’s room toilet and urinal had multiple issues on 2/3, 2/5, 2/6, and 2/15 requiring a plumber to repair.
- A consultant upgraded software and reactivated remote access for interior and exterior lighting controls.
- An electrician repaired four ceiling lights in the children’s area.
- Adams Pest Control inspected the building on 2/13.
- A shortage of custodial staff resulted in one instance, 2/6, when the building was not cleaned.

TECHNOLOGY

- A new printer was installed at the service desk and a refurbished printer was installed in the History room, after exploded ink cartridges rendered both eight-year-old printers unusable.

COLLECTION

- Shifting continued to better highlight books in the collection.
- New adult DVDs were ordered. Books were selected from reviews in September, October, and November editions of *Booklist*, *Kirkus Reviews*, *Library Journal*, and *School Library Journal*. Juvenile nonfiction, including books on states, sports, and medicine, was updated.
- Weeding was completed in the adult nonfiction 300s. Adult fiction was weeded for condition; books with broken spines, food and beverage stains, loose pages and worn covers were discarded or replaced. All juvenile nonfiction was assessed for relevancy, interest, and condition.
- Slatwall endcap and table displays featured titles by Black authors, Black history, and Valentine’s Day. A youth display highlighted African American athletes, musicians, civil rights activists, artists, scientists and writers.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
English Language (EL) Conversation Circle	2/1	Adult	7
Daycare Storytime	2/2	Children (0-5)	
Family Storytime	2/5	Children (0-5)	42
EL Conversation Circle	2/5	Adult	8
Tinker Time: Winter Lanterns	2/6	Children (6-11)	30
EL Conversation Circle	2/8	Adult	6
Family Clay Tiles	2/9	Children (6-11)	23
Family Storytime	2/12	(Children (0-5)	36
EL Conversation Circle	2/12	Adult	12
EL Conversation Circle	2/15	Adult	6
DIY Teen: Cozy Knit Accessories	2/20	Young Adult (12-18)	6
Book Club: <i>The Thursday Murder Club</i>	2/21	Adult	10
EL Conversation Circle	2/22	Adult	8
Pet Beds for Animal Shelters with HeightsNext	2/24	Adult	45
Family Storytime	2/26	Children (0-5)	48
EL Conversation Circle	2/26	Adult	10
EL Conversation Circle	2/29	Adult	7
Youth Winter Reads			3
Adult Winter Reads			67

STAFF

- Eliza Pope, Youth Services Librarian,
 - Designed and taught “Tinker Time: Mason Jar Lanterns” where used tissue paper and Mod Podge to create colorful lanterns, perfect for brightening up long winter nights.
 - Hosted a teaching artist from the Textile Center for “DIY Teen: Cozy Knit Accessories.” Some participants were frustrated, so the instructor taught them how to table knit without needles and presented them with a few balls of yarn to continue table knitting at home.
 - Contracted eHolt Art to teach “Clay Tiles for Families.” Seven families dreamed up collaborative designs that included pizza, zodiac animals, family crests, and Minecraft.
 - Prepared bulk loans for Adventure Club at Highland and Valley View Elementary Schools and Gr1-5 classes at Immaculate Conception School
 - Met with Jodi Gadiant and Katie Holznagel to develop goals and narratives for the Minnesota Department of Education Afterschool Community Learning Grant application.
 - Presented a storytime for a special ECFE session on Learning with Literature. Families learned about early literacy learning at Library storytimes and parents received early literacy calendars.
- Elizabeth Ripley, Adult Services Librarian,
 - Made three deliveries to At-Home patrons.
 - Worked with the Friends of the Library to plan a puzzle contest program.
 - Sorted, organized, and stored acrylic display pieces.
 - Ordered additional book stops for shelving carts.
 - Met with the Friends of the Library on 2/8.
- Renee Dougherty, Library Director,
 - Met with Eliza, Recreation and School District staff to prepare an application for an afterschool grant opportunity through the Minnesota Department of Education.
 - Met with Farrah Briest, new library associate, for her initial six-month performance evaluation and with Page Yuliana Morocho-Calderone for her annual evaluation.
 - Met twice with Revize and Communication Coordinator Will Rottler about the website rebuild.
 - Facilitated the Adult Book Club discussion of “The Thursday Murder Club.”
 - Participated in the Anoka County Library public service team meeting and weekly city division head meetings.
 - Met with the Library Foundation on 2/ 21. The Foundation has made a \$20,000 gift to underwrite programs for adults and children, and eBooks access for CHPS students in 2024.



MISCELLANEOUS

- Staff participated in the first of four annual survey weeks tracking reference interactions.

- New toys were added to the early literacy play space.
- The Anoka County Law Librarian met with one person.
- Winter Reads ended with 67 book reviews and/or BINGO sheets completed. Winners of the grand prizes were Jen Blake and Samara Bilyeu-Anderson, pictured below.
- The glass display case featured a puzzle and games display, highlighting HeightsNext CoHiCon on March 3 and the Friends Puzzle Content on March 9.
- Six Adult volunteers donated 20 hours.



Jen Blake and family after winning one of the Winter Reads Grand Prizes drawings.



Samara Bilyeu-Anderson after winning one of the Winter Reads Grand Prize drawings.