



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, March 02, 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 February 2, 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. Strategic Planning**

NEW BUSINESS

- 4. Consider eliminating the rental fee for new DVDs effective April 1, 2022.**

MOTION: Recommend that the Library Board approve the elimination of rental fees for all DVDs effective April 1, 2022.

MOTION: Recommend that the City Council amend the City Fee Schedule to reflect the elimination of the Library rental fee for all DVDs.

DIRECTOR'S UPDATE

- 5. January Operational Report (FYI): New condensed format**

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.



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

Members physically present: Tricia Conway; Teresa Eisenbise; Gerri Moeller; Christopher Polley; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** Carrie Mesrobian. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Georgia Cook (Library Supervisor). **Public physically/remotely present:** N/A.

- 1. Introduction of Georgia Cook:** The new part-time Library Supervisor introduced herself to the Library Board, and highlighted her recently completed Library Sciences master's degree. She resides in the southwest metro area, and hopes to learn the needs of the community and how the Library fits into the residents' daily lives while working here.
- 2. The Minutes of the January 5, 2022, Board Meeting were moved and unanimously approved.**
- 3. Operating Budget Review:** \$51k remaining unspent, but the financials will not be finalized until later this month. Most of the surplus is due to underspending in personnel; there was no Youth Services Librarian for 2.5 months and part-time staff did not work all anticipated hours. To date in 2022, three part-time Pages have resigned and one will be studying abroad for the spring semester continuing a pattern of understaffing.

Community Forum: Opportunity for public input; **no public in attendance at this meeting.**

Old Business:

- 4. Fine-Free Implementation Update:** As the Board is already aware, the City Council unanimously voted to eliminate overdue fines at CHPL. Thanks are due to everyone involved in the effort: former Board members for starting the conversation, current Board members for continuing to advocate and seek support on social media and in the community; library staff for support and logistics; citizens for voicing support and communicating with the City Council; and the Council for listening and asking the questions needed to make the decision. Implementation will happen in three phases. The first phase is programming the Integrated Library System (ILS) to eliminate overdue fines on any items checked-out on March 1, 2022 and after. The next step will be to change the status of any items previously borrowed so that they, too, will not incur overdue fines. Lastly, any existing overdue fines on patron accounts will be expunged (overdue fines only, not lost/damaged costs, rental fees, or purchases.) Steps two and three will require the assistance of ILS vendor SirsiDynix and will likely happen after March 1 because many other libraries are also eliminating fines at this time and ACL/CHPL will need to wait for an available programmer. In the interim, patrons that may be blocked by fines in excess of \$10 can contact staff to have overdue fines forgiven. Council Liaison Novitsky wondered if there is an efficient way to message patrons (especially blocked patrons), and welcome/invite them back to the Library.
- 5. Review of Library Policy Manual for Submission to the City Council:** After 18 months of review, updating, and approving various policies (some of which had not been reviewed in 10-20 years), the Board is ready to forward them to the City Council for final approval. Board Staff Secretary Olberding has compiled and reformatted all the revised policies into one CHPL Policy Manual document, which will be submitted at an upcoming City Council meeting. Realizing that some of the policies reviews were done in 2020, the Board discussed a review cycle. Now that policies are up-to-date, subsequent reviews should take much less time and could be done more often. Every three (3) years was the consensus of the Board members in attendance, to coincide with Board/Commission term limits, meaning that fewer members will be starting from scratch understanding the reasoning and implications of the policies. No motion was made to enact the review cycle, but 2025 was suggested as a target next review date.

New Business:

6. **Preliminary Strategic Planning:** The Board Meeting packet included previous Library strategic planning documentation; a Goalsetting Report prepared by the City of Columbia Heights in 2020; and research done by Carrie Mesrobian into the goals of ISD13 and other groups. The Board assigned themselves the task of looking over the strategic planning documentation, doing their own research, and compiling goals they might have for the future of the Library. The Director will seek staff suggestions for strategic planning before next month. A progress report on the current strategic plan was distributed at the meeting.
7. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
 - a. **January Operational Reports: FYI**
 - b. **Compensation Study:** The City commissioned a compensation and pay equity study for all positions and is in the process of approving and implementing its recommendations. Employees with the lowest wages will be getting the largest pay increases. Compensation increases will benefit the Library and other departments in staff recruitment and retention. The study will add ~\$30,000 of unbudgeted personnel expense to the 2022 budget and a percentage increase in subsequent years. The Board said at the next meeting they would like to discuss the possibility of re-structuring PT/FT positions and whether there would be a benefit to decreasing the amount of PT positions to add an additional FT position, or other potential options.
 - c. **IT Department:** The City IT department will increase from 3 to 5 persons in order to adequately serve all departments. A new position of IT Director was created and Jesse Hauf was hired. New Help Desk Technician Jessica Lundberg will focus on the library and liquor operations. New staffing will allow the IT Department to quickly implement changes/upgrades, fix issues, and adapt to new technologies.
 - d. **Annual Report:** The 2021 Annual Report will be presented for approval at the March meeting.
 - e. **2022 Snow Blast Winter Fest:** The 2nd annual Snow Blast family-friendly community event will take place Saturday, February 5, 2021, from 3-6:30pm at Huset Park, featuring story stroll, skating, pony rides, fire pits, food trucks, beer garden, and free hot beverages/popcorn/s'mores while supplies last.

There being no further business, a motion to adjourn was made at 6:27 pm, and seconded; **meeting adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

PERIOD ENDING 02/28/2022

ACCOUNT DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022	ACTIVITY FOR MONTH 02/28/22	ENCUMBERED YEAR-TO-DATE	BUDGET BALANCE	% BDGT USED
Fund 240 - LIBRARY						
41010 REGULAR EMPLOYEES	442,600.00	58,168.42	33,498.59	0.00	384,431.58	13.14
41011 PART-TIME EMPLOYEES	113,300.00	11,617.62	6,847.39	0.00	101,682.38	10.25
41020 OVERTIME-REGULAR	900.00	69.21	39.56	0.00	830.79	7.69
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	4,958.10	2,864.06	0.00	36,941.90	11.83
41220 F.I.C.A. CONTRIBUTION	42,800.00	5,303.33	3,056.68	0.00	37,496.67	12.39
41300 INSURANCE	78,200.00	12,374.60	6,187.36	0.00	65,825.40	15.82
41510 WORKERS COMP INSURANCE PREM	2,700.00	433.62	248.86	0.00	2,266.38	16.06
41810 COLA ALLOWANCE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
42000 OFFICE SUPPLIES	1,200.00	92.37	22.39	0.00	1,107.63	7.70
42010 MINOR EQUIPMENT	100.00	0.00	0.00	0.00	100.00	0.00
42011 END USER DEVICES	30,100.00	0.00	0.00	0.00	30,100.00	0.00
42020 COMPUTER SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42030 PRINTING & PRINTED FORMS	900.00	0.00	0.00	0.00	900.00	0.00
42170 PROGRAM SUPPLIES	1,800.00	93.34	93.34	0.00	1,706.66	5.19
42171 GENERAL SUPPLIES	6,600.00	378.45	348.48	0.00	6,221.55	5.73
42175 FOOD SUPPLIES	200.00	0.00	0.00	0.00	200.00	0.00
42180 BOOKS	58,000.00	2,691.52	2,691.52	0.00	55,308.48	4.64
42181 PERIODICALS, MAG, NEWSPAPERS	7,000.00	0.00	0.00	0.00	7,000.00	0.00
42183 E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
42185 COMPACT DISCS	5,000.00	13.99	13.99	0.00	4,986.01	0.28
42187 BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189 DVD	6,300.00	0.00	0.00	0.00	6,300.00	0.00
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	736.50	736.50	1,134.00	17,329.50	9.74
43105 TRAINING & EDUCATION ACTIVITIES	500.00	0.00	0.00	0.00	500.00	0.00
43210 TELEPHONE	700.00	45.00	21.58	0.00	655.00	6.43
43220 POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00
43250 OTHER TELECOMMUNICATIONS	2,300.00	150.15	0.00	0.00	2,149.85	6.53
43310 LOCAL TRAVEL EXPENSE	700.00	0.00	0.00	0.00	700.00	0.00
43600 PROP & LIAB INSURANCE	9,300.00	775.00	0.00	0.00	8,525.00	8.33
43810 ELECTRIC	37,100.00	2,547.62	2,547.62	0.00	34,552.38	6.87
43820 WATER	2,700.00	0.00	0.00	0.00	2,700.00	0.00
43830 GAS	8,000.00	2,425.69	2,425.69	0.00	5,574.31	30.32
43850 SEWER	3,200.00	0.00	0.00	0.00	3,200.00	0.00
44000 REPAIR & MAINT. SERVICES	19,600.00	9,543.07	0.00	0.00	10,056.93	48.69
44010 BUILDING MAINT:INTERNAL SVCS	39,300.00	3,278.83	0.00	0.00	36,021.17	8.34
44020 BLDG MAINT CONTRACTUAL SERVICES	27,100.00	3,542.80	710.80	3,994.50	19,562.70	27.81
44040 INFORMATION SYS:INTERNAL SVC	74,300.00	6,191.67	0.00	0.00	68,108.33	8.33
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	1,312.50	0.00	0.00	14,437.50	8.33
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Fund 240 - LIBRARY:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,135,800.00	126,743.40	62,354.41	5,128.50	1,003,928.10	11.61
NET OF REVENUES & EXPENDITURES	(1,135,800.00)	(126,743.40)	(62,354.41)	(5,128.50)	(1,003,928.10)	11.61



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	MARCH 2, 2022

ITEM:	Consider eliminating the rental fee for new DVDs effective April 1, 2022.	
DEPARTMENT: Library	BY/DATE: Renee Dougherty/February 25, 2022	

BACKGROUND:

The Columbia Heights and Anoka County Libraries have been charging a \$1 rental fee to borrow a DVD less than one year old. After the first year, the DVD is reclassified as a free borrow. The rental fee is considered a sale under Minnesota tax law and taxes are calculated and paid on rental fees and any overdue fines incurred on fee-DVD checkouts. The Anoka County Library will be discontinuing the rental fee on new DVDs for the following reasons:

- Fees collected for rental DVDs have been in decline over the last four years. ACL rental revenue has declined from \$24,512 in 2018 to \$7,067 in 2021. (Columbia Heights DVD rental revenue declined from \$1,319 in 2017 to \$331 in 2021.)
- There are hidden costs in the accounting necessary to calculate and submit taxes, staff labor to re-label and reclassify videos after one year, in addition to the sales tax paid to the state, which reduce the actual revenue netted from a \$1 rental fee.
- Charging rental fees to borrow physical DVDs is not consistent or fair when library cardholders can stream films digitally on Kanopy at no cost.
- County research indicates that circulation of DVDs increases when rental fees are removed.
- The cost of acquiring DVDs has decreased significantly since they were added to the collection and the rental fees were envisioned as a way to increase funds to build the video collection.

RECOMMENDED MOTION(S):
MOTION: Recommend that the Library Board approve the elimination of rental fees for all DVDs effective April 1, 2022.
MOTION: Recommend that the City Council amend the City Fee Schedule to reflect the elimination of the Library rental fee for all DVDs.

ATTACHMENT(S):

Columbia Heights Public Library Library Board Report - January 2022

COLLECTION

- Book displays focused on New Year’s resolutions, new books, and the Winter Reads adult reading program.
- Adult print books were purchased based on selections from *Booklist* 9/15, 10/1, 10/15; *Kirkus Reviews* 9/15/21, 10/1/21, 10/15/21; *Library Journal* 10/2021; January and February publications of bestselling authors or within popular series; patron requests and necessary replacements.
- Juvenile print books were purchased based on selections from *Booklist* 9/1/21, 10/1/21; *Growing Minds* 10/2021; *Kirkus Reviews* 9/2021; *School Library Journal* 9/2021, 10/2021; patron requests and replacements.
- Weeding was completed in adult mystery collection.



Marie Olofsdotter teaches Art from the Heart

PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES

NAME	DATE	INTENDED AUDIENCE	ATTENDANCE
English Language Conversation Circle	1/3	Adult	1
Winter Reads (1/10-2/25)	1/10	Adult	In process
English Language Conversation Circle	1/10	Adult	3
Embroidery: Experimenting with Stitches	1/10	Adult	9
Adult Book Club: <i>American Dirt</i>	1/19	Adult	9
Wine and Words Book Club: <i>The Music Shop</i>	1/21	Adult	8
Family Storytime	1/24	Children (0-5)	14
English Language Conversation Circle	1/24	Adult	5
Baby Read, Baby Grow	1/27	Children (0-5)	13
Artist Trading Cards	1/27	Children (6-11)	7
Family Storytime	1/31	Children (0-5)	21
English Language Conversation Circle	1/31	Adult	2
Art from the Heart Card making	1/31	Adult	10
TOTAL Programs = 14			102

FACILITY USAGE	2022	2021
Visitors	4,934	3,913
Public Uses of Study and Meeting Rooms	163	0

STAFF

- Eliza Pope, Youth Services Librarian, began 1/3. She
 - was trained and oriented.
 - began planning for the re-installation of the early learning play space this spring.
 - installed juvenile displays and shifted the juvenile graphic collection.
 - supervised and prepared bulk loans for Immaculate Conception School.
 - prepared and presented preschool storytime and baby read, baby grow classes.
- Georgia Cook, Library Supervisor, began training 1/19.
- Allison Muotka, Library Page, resigned 1/24.
- Maria Fink, Library Page, resigned 1/25.
- Rosa Boda, Library Page – Substitute, resigned 1/24.
- Winnie Coyne, Clerk, completed an annual performance evaluation.
- Cortni O’Brien, Adult Services Librarian
 - met with the Columbia Heights Public Schools Communication Committee.
 - served as the liaison to the Friends of the Library.
 - delivered library materials to four “At-Home” patrons
- Renee Dougherty, Director
 - Learned strategies for serving youth and adults experiencing homelessness from Anoka County Human Services, Hope 4 Youth, YMCA, and Guild Services staff.
 - participated in Anoka County Library Management Team and Public Service team meetings and weekly meetings of City department and division leadership.
 - served on an interview panel for the IT Help Desk Technician.

VOLUNTEERS	Total	Hours Served
Adult	4	18
Teen	0	0

TECHNOLOGY

The Director assisted the Information Technology Director with an initial application for E-Rate, a Federal Communications Commission program to make telecommunications and information services more affordable for schools and public libraries.

PUBLIC COMPUTER USAGE	2022	2021
Users	781	604
Sessions	971	1049
Minutes	33,534	38,711

MISCELLANEOUS

- The City Council approved the elimination of overdue fines for people borrowing materials at the Columbia Heights Public Library effective 3/1/22.
- The library hosted a traveling exhibit from the Minnesota State Library; “Fix-a-Leak” emphasized the importance of saving water by fixing drippy faucets and toilets.
- The glass display case featured a “Winter Reading” display as well as promotional material for the upcoming pet bed-making program.
- Ten patrons with \$75 or more in fines were referred to Unique Management compared to three in January 2021.