



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, February 07, 2024**  
**5:30 PM**

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**AGENDA**

**ATTENDANCE INFORMATION FOR THE PUBLIC**

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

**CALL TO ORDER**

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from January 3 and January 13, 2024**
- 3. 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.

**OLD BUSINESS**

- 4. Strategic Directions**
- 5. Website Redesign Process**

**NEW BUSINESS**

- 6. City-wide Book Club**
- 7. After-School Community Learning Grant**
- 8. Tri-Metro Arts Collective Exhibition Application**

**DIRECTOR'S UPDATE**

- 9. December Board Report**

**ADJOURNMENT**

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



## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, January 3<sup>rd</sup>, 2024

Drafted  
1/4/2024

#### ATTENDANCE INFORMATION FOR THE PUBLIC

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

The meeting was called to order in the Library Community Room by Gerri Moeller at 5:33pm.

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

1. The Meeting's Agenda was **approved as-is**.
2. The **Minutes** of the **December 6<sup>th</sup>, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 100% of the year and 89.20% of the budget encumbered, although there are still December utilities, payroll, ILS Q4, minor expenditures, and interdepartmental transfers that need to occur before the final accounting is done for 2023; no concerns raised.

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

#### Old Business:

4. **Staffing Update:**
  - a. **Library Supervisor:** Introduction of Rin Gorman to the Library Board. Rin comes from Gainesville, Florida and is very pleased with the atmosphere of Library so far. The Boardmembers also introduced themselves and expressed their excitement for the addition of him to the staff; Rin started training with yesterday but he does have previous library education and experience so is already well versed.
  - b. **Library Page opening:** We will be posting an opening for Library Page in the hopes of them working part-time 2 evenings a week and an every-other Saturday shift.
5. **Project: Website Re-vitalization:** Revize (the host of the City website) quoted us an upfront \$6,000 cost to create and host a CHPL microsite with no yearly cost for as long as the City contracts with Revize for its website. The roll-out would take up to 20 weeks once the contract is signed; we will be moving forward, but nothing has been signed as of yet. The cost could likely be covered by donation funds rather than the operating budget.
  - a. A patron feedback board was created and will be placed in the Library going forward; this month's question will be "What are the most important aspects to include on a potential new library website?" This interactive display will also inform strategic planning directives to be discussed at the January 13<sup>th</sup> strategic planning retreat. The Board was asked to think about potential future questions. An immediate suggestion was what other types of programming/events the community might be interested in.
6. **Project: Strategic Planning Framework:** Renee supplied the Board with a draft of potential Strategic Directions that were compiled with data from staff brainstorming sessions and previous strategic planning from 2019. The upcoming strategic planning session will not be starting from scratch. The 4 main directions provided were:
  - a. **Collections:** raising awareness, increasing appeal, and boosting circulation
  - b. **Communications:** revitalized website, collaboration with communications staff, patron input, promotions
  - c. **Outreach:** more events, more partnerships and renewed ones, more librarian outreach visits
  - d. **Space:** play/learning areas, repair/renewal of facility, custodial duties, parking, safety/accessibility

#### Director's Update:

7. **November Board Report:** Provided as an FYI.

8. **From the Floor:**

- a. **Winter Reads:** Winter Reads (for All Ages) has begun; patrons may work through a reading BINGO Card and adults may submit book reviews for prize drawings during January/February (weekly prizes of Winter Reads hats and 2 grand prizes of Heights Theater gift cards).
- b. **Next Meeting:** Will be the special Saturday, January 13<sup>th</sup> Strategic Planning Session.

There being no further business, the meeting was adjourned at 6:17 pm.

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

DRAFT



## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, January 13<sup>th</sup>, 2024

Drafted  
1/17/2024

#### 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 429 831 7754** and **passcode 039390**, or by Zoom at <https://us02web.zoom.us/j/4298317754> at the scheduled meeting time. For questions, please call the library at 763-706-3690.

#### STRATEGIC PLANNING WORK SESSION

The meeting was called to order in the Library Community Room by Gerri Moeller at 11:11am.

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

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

#### 1. Strategic Planning

- a. **Idea Generating Questions:** The Board went around the room asking rapid-fire questions (without expecting answers) to prime imaginations and inform subsequent discussion. **Those able to be captured are as follows (loosely sorted into the strategic direction categories):**

**COLLECTIONS (AND PROGRAMMING):** What is the age of our library's collection, and how does it compare to other libraries? •What platforms is Kanopy is available on? •What is the average turnover of a collection? •What are the reasons to weed a collection? •Do we have statistics on student digital resource/e-book usage? •How can the Library promote more non-book materials and create engaging displays for them? •Has the community voiced any objections to the Library or its collections; do we need any policies in place to address them? •How to get people to associate the Library with ideas, not only books? •Could we have Conversation Circles for everyone? •Have we done or could we do Books n' Brews events? •Could we have a Library of Things collection? •Could we host movie nights? •Could we do yoga sessions...goat yoga? •How much time and work does it take to create a display from scratch? •Literary cosplay events (Jane Austen night, Great Gatsby, etc)?

**COMMUNICATIONS (AND DEMOGRAPHICS):** Translation options, or bilingual staff/volunteers available? •Patron preferences of communication/updates, website, Facebook, Instagram, etc? •What demographic groups are missing from feedback and community survey results? •How to optimize communication methods (email/social media)? •Does staff have time for more social media platforms and online promotion; does it require mostly manual work or use automation? •What demographic shifts are occurring in the community, and how do they effect the Library? •Which social media platforms are the most prevalent in Columbia Heights? •Are there categories/classifications of patrons studied in the library schools—mainly from a marketing perspective? •What differences are there in our community compared to other cities in Anoka County and the wider metro?

**OUTREACH (AND PARTNERS):** How to attract the growing non-English-speaking population? •Could school outreach go beyond ECFE and family education events? •Are there any current or historic barriers between the Library Board, Staff, Council, City, Friends, Foundation? •What do we know about library non-users/non-members? •What percent of residents are not library users; why; how do we reach them? •What partnerships has the Library had in the past, what presently, and which should we pursue in the future; who/what have we never partnered with, and what promotions and events could they facilitate? •What can help grow stronger connections to the Library with the different youth age groups (toddlers, elementary age, tweens, teens)? •What kind of collaboration or partner events/initiates could be created with the CHPD? •Are there

partnerships we can create with social workers and other health and wellness organizations? ▪Are there creative ways other libraries have increased membership that we could utilize? ▪Do patrons fall into distinguishable groups? ▪Are the Friends of the Library invited to Board meetings? ▪What organizations do we partner with?

**SPACE (AND SAFETY):** Could the Juvenile and YA areas have more dedicated seating and socializing space? ▪How can we utilize the vacant lot behind the building in a way that enhances the Library or fits its vision/mission? ▪What are the most concerning safety issues for staff and patrons? ▪How do we create a more inviting environment? ▪Are there guidelines or plans for specific threats and situations (eg, gun violence, bomb threats, weather)? ▪Do we have enough custodial staff? ▪Should we provide Open Access (24/7 unsupervised library use)?

**MISCELLANEOUS:** What is the Library’s role in workforce development in 2024? ▪What increase in workload, visitors, circulation, communications can the current staffing level handle? ▪How can Library facilitate and enhance social and emotional learning and development? ▪What is the scope of the Library’s role in the community—our perspective vs. the community’s view? ▪Not counting our City Council Liaison, how much of a priority is the Library to the Council? ▪Does the staff position “Library Page” still make sense? ▪What will be the role of artificial intelligence at the Library? ▪Should taxes be our primary funding source, or should we generate additional revenue? ▪Does Columbia Heights have any type of literacy coalition unaffiliated with the schools (generally a non-profit or community group)? ▪Should city residents automatically get a library card? ▪How are libraries unique as a public service? ▪Is there a synergy between CH Library and the little free libraries? ▪What tasks cannot be automated?

**b. Strategic Directions:**

**COLLECTIONS – Increase awareness, promote availability, and boost use of library resources**

- Increase the appeal of physical collections:
  - Merchandising strategies on shelves/displays; increase number of face-out books
  - Simplified displays
  - Weeding unattractive, outdated, worn materials
  - Other types of collections? Art? Interactive Displays?
- Boost circulation of physical and digital materials
  - Expanded SORA access from Columbia Academy and the High School to all schools and students in the CHPS district
  - Increase number of library card holders
  - Acquire e-purchasing power?
- Raise awareness of Kanopy

**COMMUNICATIONS – show and tell how great the city library is can improve your life**

- Revitalize the Library website
- Coordinate and use the expertise of city communications staff
- Patron survey
  - Whiteboard questions in the library
- Consistent look and feel across platforms
  - Integration with social media
- Photographs – events, people, displays
- Videos
- Value; connection; mapping the patron’s journey; brand loyalty; word of mouth

**OUTREACH – who is our community and how can the library be useful?**

- Increase number of open house events
  - English Language Learner events for CHPS elementary schools
- Re-establish partnership with Adult Basic Education (ABE)

- Class visits from librarians
- Tours/open house event
- Programs related to MN Driver's License for All
- Continue librarian visits to Early Childhood and Family Education (ECFE) classes
- **Partnerships; expanding events/types; demographic data; identify non-users ; passive programs**

**SPACE – ensure that the building is welcoming, safe, comfortable, and accessible to all**

- Address concerns about safety
  - Staff de-escalation training
- Address cleaning issues and custodial staff shortages
- Planning and budgeting for systems repair and replacement (HVAC system, door access/card readers, building security)
- Early literacy play and learning space
- Parking lot
- **Seating areas; furniture; space evaluation; feedback forms; capturing metrics**

**c. From the Floor:**

- Need more microphones connected to the Community Room A/V System (for Zoom)
- Discuss a “big picture” idea at each future Library Board Meeting?
- Publish the occasional “What is the Board reading” posts to social media?
- Quarterly Library Board representation at City Council meetings?

There being no further business, the meeting was adjourned at 12:51 pm.

Respectfully submitted,

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Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 1/31/2024  
 Fiscal Year Completed: 8.47%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 1/31/2024	ACTIVITY FOR MONTH 1/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	35,387.22	35,387.22	0	480,012.78	6.87%
41011	PART-TIME EMPLOYEES	144,300.00	10,055.03	10,055.03	0.00	134,244.97	6.97%
41020	OVERTIME-REGULAR	700.00	204.39	204.39	0.00	495.61	29.20%
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	637.50	0.00	(637.50)	#DIV/0!
41070	INTERDEPARTMENTAL LABOR SERVICES	500.00	0.00	0.00	0.00	500.00	0.00%
41210	P.E.R.A. CONTRIBUTION	48,000.00	3,320.69	3,320.69	0.00	44,679.31	6.92%
41220	F.I.C.A. CONTRIBUTION	50,500.00	3,469.34	3,469.34	0.00	47,030.66	6.87%
41300	INSURANCE	82,800.00	6,829.77	6,829.77	0.00	75,970.23	8.25%
41510	WORKERS COMP INSURANCE PREM	5,000.00	354.12	354.12	0.00	4,645.88	7.08%
42000	OFFICE SUPPLIES	1,200.00	0.00	0.00	0.00	1,200.00	0.00%
42010	MINOR EQUIPMENT	100.00	0.00	0.00	0.00	100.00	0.00%
42011	END USER DEVICES	3,300.00	0.00	0.00	0.00	3,300.00	0.00%
42030	PRINTING AND PRINTED FORMS	700.00	0.00	0.00	0.00	700.00	0.00%
42170	PROGRAM SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
42171	GENERAL SUPPLIES	7,300.00	478.84	478.84	0.00	6,821.16	6.56%
42175	FOOD SUPPLIES	100.00	13.97	13.97	0.00	86.03	13.97%
42180	BOOKS	55,000.00	3,121.31	3,121.31	0.00	51,878.69	5.68%
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	5.50	5.50	0.00	7,794.50	0.07%
42183	EBOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
42185	COMPACT DISCS	4,700.00	0.00	0.00	0.00	4,700.00	0.00%
42187	BOOK/CD SET	800.00	0.00	0.00	0.00	800.00	0.00%
42189	DVD	6,500.00	18.73	18.73	0.00	6,481.27	0.29%
42990	COMM. PURCH FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00%
43050	EXPERT AND PROFESSIONAL SERVICES	5,400.00	0.00	0.00	0.00	5,400.00	0.00%
43105	TRAINING AND EDUCATIONAL ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00%
43210	TELEPHONE	900.00	496.23	496.23	0.00	403.77	55.14%
43220	POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00%
43250	OTHER TELECOMMUNICATIONS	3,200.00	262.02	262.02	0.00	2,937.98	8.19%
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00%
43600	PROP & LIAB INSURANCE	12,300.00	0.00	0.00	0.00	12,300.00	0.00%
43800	UTILITY SERVICES	7,000.00	0.00	0.00	0.00	7,000.00	0.00%
43810	ELECTRIC	46,300.00	0.00	0.00	0.00	46,300.00	0.00%
43830	GAS	16,600.00	0.00	0.00	0.00	16,600.00	0.00%
44000	REPAIR & MAINT. SERVICES	18,700.00	9,936.48	9,936.48	800.00	8,763.52	53.14%
44010	BUILDING MAINT: INTERNAL SVCS	43,800.00	0.00	0.00	0	43,800.00	0.00%
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	295.00	295.00	10,455.00	28,705.00	1.02%
44030	SOFTWARE AND SOFTWARE SUBSCRIPTION	18,800.00	0.00	0.00	0.00	18,800.00	0.00%
44040	INFORMATION SYSTEMS INTERNAL SERVICE	87,800.00	0.00	0.00	0.00	87,800.00	0.00%
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00%
44330	SUBSCRIPTION, MEMBERSHIP	700.00	0.00	0.00	0.00	700.00	0.00%
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00%
47100	OPER. TRANSFER OUT - LABOR	18,600.00	0.00	0.00	0.00	18,600.00	0.00%
<b>TOTAL EXPENDITURES:</b>		<b>1,262,000.00</b>	<b>74,886.14</b>	<b>74,886.14</b>	<b>11,255.00</b>	<b>1,187,113.86</b>	<b>5.93%</b>

**Strategic Directions 2024 – 2026; version 2.0**

**Collections** – Increase awareness, promote availability, and boost use of library resources

- Increase the appeal of physical collections:
  - Merchandising strategies, simplification, face out covers on shelves and displays
  - Weeding unattractive, outdated, worn materials
- Boost circulation of physical and digital materials:
  - Expand SORA from Columbia Academy and High School to all CHPS schools and students
  - Increase number of library card holders
  - Consider other types of materials (Library of things, art, video games, table games, materials exclusive to Columbia Heights, eBooks)

**Communications** – Show and tell the breath of library services and impact on the community

- Map the customer journey to determine patterns of use
- Revitalize the Library website
- Use the expertise of city communications staff
- Conduct a patron survey
  - Routinize whiteboard questions in the library
- Determine our “brand” and have a consistent look and feel across print and digital platforms
- Take photographs – events, people, displays
- Raise awareness of Kanopy and other underused collections (large print, music CDs)
- Communicate benefit and value (free resources, life-long learning, social connections)
- Quarterly Board attendance and/or report to the City Council

**Outreach** – Determine our community and how the library can connect

- Identify non-users and prospect for new customers
  - Demographic research
  - Increase number of open house events with targeted groups (ECFE, adults, ELL learners at CHPS elementaries, entrepreneurs/business owners)
- Re-establish partnerships
  - Metro North Adult Basic Education (ABE)
  - CHPS ECFE
  - CHPS
  - Heights Next
  - Others?
- Expand active and passive programming (new “MN Driver’s License for All” class, Cosplay, Movies, Book Clubs: Wine and Words, Books and Brews, Game Contests)

**Space** – ensure the building is welcoming, safe, comfortable, and accessible to all

- Address concerns about safety
  - Staff de-escalation training
- Address cleaning issues and custodial staff shortages

- Plan and budget for systems repair and replacement (HVAC, door access/card readers, video cameras, building security)
- Early literacy play and learning spaces for all ages
- Vacant lot (green space, parking lot)
- Seating areas: furniture; space evaluation; capturing metrics of use
- Community room AV for interactive meetings and events



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

### Art Exhibit Application

**Attached contract must be completed before submitting application. Reservation of exhibit space will only be complete when you have signed a returned contract, and it has been approved by library administration.**

Name (first middle last) Sarah Honeywell

Address 1440 49th ave NE Columbia Heights, MN  
55421

Email Honeywes@apps.isd13.org

Phone (home, work, cell) 612-964-0217

**If group display, provide**

Group name Tri metro Arts Collective

Authorized representative Sarah Honeywell

Address As stated above

<https://docs.google.com/document/d/1ugRkVGNAHZ1FRuSFDGgZloS5lqUx7lg8smESf2yS36E/edit>  
Website \_\_\_\_\_

Phone \_\_\_\_\_

Your relationship to group I am spear heading the starting of this group

**Before completing, please schedule space and dates with Library Director.**

Space requested (Community Room)

Dates of exhibit From: April 4 2024 To: May 3, 2024

Artistic medium Drawings, paintings and Digital Art

Total number of pieces 25  
Description of items to be exhibited This show will have a theme, and a variety of 2-D Mediums

Describe the purpose of exhibit and its benefit to library customers We hope to get the teen population of the area to the library

Set up requirements (equipment, special needs, etc) \_\_\_\_\_

Contact information to share for inquiries about the exhibit Sarah Honeywell

**I grant permission to the Library and the City of Columbia Heights to use, edit, broadcast, or publish video, audio or photographic recordings of this artwork without restriction or limitation, for any purpose.**

Approved by: \_\_\_\_\_

Date \_\_\_\_\_



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

## Exhibit Space Contract

Contract between the Columbia Heights Public Library, 3939 Central Avenue NE, Columbia Heights, MN 55421, herein referred to as Library, and Trimetro Arts Collecitve (name of individual or group) of Columbia Heights (City, County, State), herein referred to as Exhibitor.

### 1. Exhibit Space, Installation and Removal

Library shall provide at its facility, for the use of Exhibitor, space to exhibit, at the discretion of the Library Administration, the following articles: Hanging wires and large white board (Attach a list of all items to be exhibited. Include title, medium, dimensions, creator, year created. )

Exhibitor shall exhibit no other items in space without the written consent of the Library. Subject to the discretion of the Director, unless modified by mutual agreement, Exhibitor shall install the exhibit on 04/05/2024 (month, day, year) and remove exhibit on or before 05/06/2024 (month, day, year). If for any reason the Director deems it necessary, upon written notification, Exhibitor shall remove the exhibit from the library facility and shall have no claim against the City of Columbia Heights or the Library for failure to permit the exhibit to remain at the Library for the aforesaid period. All exhibits will be approved in accordance with the Public Art in the Columbia Heights Library Policy available in the Columbia Heights Library Policy Manual.

### 2. Charge for Use of Space

Exhibitor shall not pay any fee to the Library for the use of space.

### 3. Failure to Provide Space

Shall the Library fail to furnish to Exhibitor the space herein described, it shall not be liable for any loss of damage suffered by Exhibitor.

### 4. Assignment and Use by Others

No Exhibitor may assign the contract for exhibit space or permit any other person to use any part of such space.



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

**5. Rejection of Exhibits**

Library reserves the right to reject or prohibit any exhibit, proposed exhibit, or part thereof, including, without limitation, any person, article, conduct, printed matter, catalog, or souvenir, that, in its opinion, is not suitable to and in keeping with the character of the Library.

**6. Liability**

Each Exhibitor must make provision for the safe-guarding of Exhibitor’s goods from the time they are placed in the library facility until they are removed by Exhibitor. Library will not be responsible for, or guarantee to the Exhibitor, the injury whatsoever. Exhibitor hereby voluntarily waives all claims for damage or loss to such property, which may be caused by an act or failure to act of Library, its officers, agents, employees, or other unknown third persons, during the period of display.

It is agreed that Exhibitor shall assume all liability for damages, and shall indemnify, hold harmless, and defend Library, its board members, officials, employees and agents against any claim, loss, judgments, costs, injury, death or damages, including attorney’s fees, that Library may incur as a result of or related to the Exhibitor’s use of the exhibit space provide for herein.

By Sarah Honeywell  
(Exhibitor)

By \_\_\_\_\_  
(Library Administration)

Date 01/31/24

Date \_\_\_\_\_

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

### BUILDING

- A catastrophic failure of door locks and access card readers occurred the week after Thanksgiving. Card readers at the children’s area and telecom room remained unrepaired.
- Hillyard installed new batteries in the riding vacuum cleaner.
- Modern inspected and fine-tuned of the boiler heating element replacement installed earlier.
- Spark Electric inspected the rooftop solar array.
- Cronk Plumbing repaired the men’s room sink.
- Assured Security repaired the lobby door and handicap access button.
- Adams Pest Control inspected the building.
- A shortage of custodial staff resulted in five evenings when the building was not cleaned.

### TECHNOLOGY

- Four public computers were adjusted to accommodate visually impaired users. Display font-size was increased. Large font keyboards (bold yellow and black) will be added to these PCs to make it easier for patrons to recognize.
- Malfunctions when printing on ledger and legal-sized paper continued to vex patrons.

### COLLECTION

- Youth Services Librarian Eliza Pope began shifting in juvenile and YA fiction to align with merchandising guidelines and highlight books. She also began assessing the juvenile non-fiction collection for gaps and worn or out-of-date books.
- Adult Services Librarian Elizabeth Ripley Implemented new merchandising guidelines on all display kiosks. One was moved closer to media shelving, and features new DVDs, CDs, and CD Audiobooks. The new print books display is very popular, needing frequent refilling.
- Weeding was completed in adult DVD, audiobooks, romance, western, and fantasy.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
Wood Collage and the Science of Trees	12/4	Children (6-11)	16
English Language (EL) Conversation Circle	12/4	Adult	6
Hand-spinning with Shetland Wool	12/5	Adult	13
Daycare Storytime	12/6	Children (0-5)	11
Valley View English Language Family Night Open House	12/7	All Ages	135
EL Conversation Circle	12/11	Adult	8
Youth Services Librarian visits ECFE classes: Terrific Toddlers	12/12	Children (0-5)	20
Youth Services Librarian visits ECFE classes: Spanish Language	12/13	Children (0-5)	23
Youth Services Librarian visits ECFE classes: Ages 0-5	12/13	Children (0-5)	24
Adult Services Librarian visits Adult Basic Education classes	12/13	Adult	52
EL Conversation Circle	12/18	Adult	3
Book Club “Lessons in Chemistry”	11/20	Adult	10
Tinker Time: Wooden Gingerbread Houses	12/28	Children (6-11)	40
Consult the Law Librarian	12/28	Adult	1

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Hired an artist and naturalist from Silverwood Park to teach “Wood Collage and the Science of Trees.” Nine youth learned to count tree rings, analyze wood slices for evidence of wind damage, wildfire, and drought, and created a collage of wood scraps and pieces.
  - Planned and offered “Tinker Time: Wooden Gingerbread Houses” over winter break. Forty kids and their grown-ups assembled gingerbread houses and decorated them with paint pens, pom poms, glitter, and candy stickers. Hot chocolate and snacks were served, which excited many kids! Lots of regular Tinker Time families, as well as new families looking for something to do during break, and families from the EL Family Nights attended.



- Presented the final Multilingual Family Night on December 7, with Valley View Elementary. One hundred thirty-five kids, parents, and teachers attended, making it the largest 2023 open house. Staff stayed after close to make sure everyone who wanted them had library cards and could borrow materials. City Communications Specialist Kat Watson took photographs.



- Visited ECFE classrooms to present sample storytimes and tell families about the library and how to get a card. Classes included Terrific Toddlers, Spanish language, and 0-5 age groups. She recognized many from storytime or the library and reached a lot of new families.
- Participated in a “Reimagining School Readiness” webinar from Webjunction. The webinar reinforced the idea that school readiness is not a checklist to be completed but a robust developmental process. Skills like self-regulation, the ability to get along with peers and adults, and the ability to make and carry out plans are vital for preparing children for school. The library can help prepare children for school by offering directed, hands-on learning and opportunities for imaginative play.
- Elizabeth Ripley, Adult Services Librarian,
  - Visited a Level 1 English class at the Adult Basic Education Center to share information about the library and assist with online card applications.
  - Made three deliveries to At-Home patrons.
  - Worked with a local senior living center to create an institutional account, allowing them to receive bulk loans (approximately 40 titles) for their residents.

- Met with the Friends of the Library.
- Contacted several authors for a potential 2024 Saturday Scribes series of adult programs.
- Renee Dougherty, Library Director,
  - Attended weekly city division head meetings.
  - Met with Nick Olberding for his annual performance review.
  - Met with the communications coordinator and IT director about the potential of designing a micro-website for the library using the overall design of the city’s site.
  - Facilitated the Book Club discussion of “Lessons in Chemistry.”

**MISCELLANEOUS**

- Staff participated in the city’s holiday party on December 13.
- Thirty-eight pieces of Tiny Art by community artists were on display in the glass case through December 28.
- Staff began reviewing and implementing the merchandising strategy adopted by Anoka County Libraries. Shelves were looking neater with more face-out displays by the end of the month. Work will continue in January.
- The Anoka County Law Librarian met with one person.

<b>PUBLIC COMPUTER USE</b>	<b>2023</b>	<b>2022</b>
<b>Users</b>	831	665
<b>Sessions</b>	1,230	1,056
<b>Minutes</b>	56,885	42,033

<b>VOLUNTEERS</b>	<b>Total</b>	<b>Hours</b>
<b>Adult</b>	5	13.75
<b>Teen</b>	0	0

<b>FACILITY USE</b>	<b>2023</b>	<b>2022</b>
<b>Visitors</b>	6,075	4,846
<b>Study &amp; Meeting Room Use</b>	244	124