



# **LIBRARY BOARD**

**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, January 08, 2025**  
**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, or by using Microsoft Teams Meeting at [columbiaheightsmn.gov/joinameeting](https://columbiaheightsmn.gov/joinameeting): ID 271 987 908 772, Passcode T2uo3T8N. *For questions, please contact Administration at 763-706-3610.*

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.

### **CALL TO ORDER**

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from December 4, 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.

### **NEW BUSINESS**

- 4. 2024 Year-End Highlights**
- 5. Update on Strategic Directions**

### **DIRECTOR'S UPDATE**

- 6. November Board Report**
- 7. Board Books**

### **ADJOURNMENT**



## A COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, December 4, 2024

Drafted  
12/5/2024

#### ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, or via Microsoft Teams at [columbiaheightsmn.gov/join-a-meeting](https://columbiaheightsmn.gov/join-a-meeting) and entering Meeting ID 258 492 181 742 and passcode GWNpXW 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 Rachelle Waldon at 5:37pm.

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

1. The Meeting Agenda was **approved**.
2. **Library Board Photoshoot with CH Communications:** This was done before the meeting was called to order so that Communications staff could be on their way--members were asked to choose a book of their liking from the collection to hold for their group photos.
3. The **Minutes** of the **November 6, 2024**, Library Board Meeting were **moved and approved**.
4. **Review of 2024 Operating Budget:** 91.53% of the year and 81.62% of the budget expended.
  - a. **Gas (43830):** A warm end to last winter and beginning of this one means the gas budget is underspent.
  - b. **Building Maintenance (44020):** This budget line will be overspent due to unforeseen plumbing problems, A/C system repair, roof maintenance, and boiler repair.
  - c. Individual lines may be over/under without issue--it's the bottom line that matters. Under certain circumstances the Board may reallocate funds from one line to another, but it's generally unnecessary. Remaining funds in the budget roll over into a mandated fund balance account to ensure continuous operation in between property tax disbursements.

**Community Forum:** Opportunity for public input. No correspondence and no public in attendance. The City website has a contact form for each Board/Commission for the public to submit questions or concerns: [https://www.columbiaheightsmn.gov/government/boards\\_and\\_commissions/index.php](https://www.columbiaheightsmn.gov/government/boards_and_commissions/index.php) After clicking desired group, scroll to the bottom of their page to find the contact form.

#### Old Business:

5. **Update on CHPL Foundation Grant:** The Foundation will donate funds for approximately half the cost of the parking lot expansion—gifted over three years (the first being \$29,086 received this month). The Library Board expressed its gratitude to the Library Foundation for its support in making this possible.
6. **ALA CORE Forum (Makerspaces, Hybrid Spaces, Unstaffed Hours):** Renee was able to attend the American Library Association's CORE Forum in Minneapolis last month. She attended sessions on promotion strategies, artificial intelligence, Makerspaces/CreatorLabs, Open Libraries, physical space usage, and DEI aspects of library programming. The experience will help make more informed choices in future planning and strategic planning. The Board asked if there is any one thing she saw that could be implemented immediately—Renee said one thing would be putting up a Welcome (in many languages) sign to more firmly express that the library is open to everyone.
7. **Discussion of Spiritual Care/Meditation/Prayer Space:** Continued from the previous meeting. Staff get the occasional request for a private room for prayer, which we happily accommodate if space is available. We're unsure if anyone has ever asked whether we have prayer rugs to loan out. The Board discussed the topic a little more and concluded that having rugs to loan out is not necessary, but in addition to simply providing the private space by request, we should have signage to inform visitors of the option to ask for a room. Some visitors may wish to take a few minutes for quiet reflection but don't want to ask for a room or know that they can.

## New Business:

8. **Collection Location Practices (ACL/CHPL):** The Anoka County Library decided to change up some of their shelving and labelling strategies; we will be following suit on some of it, but not all. The Board agreed that the stance we are taking here at Columbia Heights was logical and preferred; with the fiction sections it makes sense to keep the genres separated to make it easier for browsing. If the new genres become numerous enough to warrant their own separate shelving, we will make the decision at that time. We have received one complaint from a patron not happy with ACL interfiling all the fiction genres together, so we will solicit feedback from ACL as this project continues to see how it's working in their 8 buildings.
  - a. **Youth Media (CD/DVD):** Youth media was separated by Easy/Juvenile, but will now be interfiled together, which we have already been doing. Going forward, new youth media will all be designated as Juvenile.
  - b. **Youth E/J-Nonfic:** ACL will be interfiling these two nonfiction classifications together; we will be keeping them separate, but they are already close to each other in the building.
  - c. **Fiction (all ages):** ACL is adding new genres to include Thriller, Horror, Historical, and Urban in addition to the longstanding Fiction, Mystery, Sci-Fi, Fantasy, Romance, and Western. They will be interfiling all these genres together alphabetically by author within Fiction; we intend on keeping our existing genres shelved separately, but the new genres will initially be interfiled within the Fiction section.
9. **Proposed 2025 Fee Schedule:** Renee updated the 2025 Fee Schedule to reflect the waived new library card fee that the Board had previously approved, but they need to approve the whole list officially so the City Council can also approve it for the new year. **A motion was made to approve the revised Fine/Fee Schedule for 2025, it was seconded and approved.**
10. **Accept and Receive 2024 Gifts to the Library:** The Board was presented with a list of gifts received by the Library in 2024, which included: **Nadine Snead/James J. Lipka** (\$150), **Elisabeth Porvaznik** (\$50), **CHPL Foundation** (\$20,000) for E-books & programming and (\$29,086) for the parking lot expansion, **Northeast Bank** (\$1,500), **Friends of the Columbia Heights Public Library** (\$300) in memorial of **Rita Norberg**. The Board was very thankful; **a motion to formally accept the 2024 gifts to the Columbia Heights Public Library was moved and approved.**

## Director's Update:

11. **MLA Leadership Role:** Renee has been selected as the MLA Secretary for 2025--congratulations Renee!
12. **October Board Report:** Provided as a FYI.
  - a. **Immaculate Conception** student field trips to the library have resumed, and **English Language Family Nights** at the schools have spurred interest in visiting the library by several new families.
  - b. **Puzzles:** Elizabeth Ripley has connected with Carrie to facilitate a puzzle-related program.
13. **Board Books:**
  - a. Chris: **Beautiful Country** Qian Julie Wang; **Showing Up (2022)** Kelly Reichardt (streaming on Kanopy)
  - b. Carrie: **Witches are Coming** Lindy West
  - c. Melanie: **Last Train to Istanbul** Ayşe Kulin; **Tuesdays at the Castle (juvenile series)** Jessica Day George
  - d. Renee: **Small Things Like These / Foster** Claire Keegan; **Bluebird, Bluebird / Heaven My Home** Attica Locke
  - e. Rachelle: **The Metamorphosis** Franz Kafka; **The Book of Delights** Ross Gay; **Dog Songs (poetry)** Mary Oliver; **Fire Emblem: Three Houses** (Switch) Nintendo of America (available via ACL)
  - f. Amina: **A Whale of the Wild** Rosanne Parry
  - g. Nick: **The War of the Worlds** H.G. Wells

There being no further business, the meeting was adjourned at 6:37 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 12/31/2024

Fiscal Year Completed:100%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	483,653.79	38,169.76	0.00	31,746.21	93.84
41011	PART-TIME EMPLOYEES	144,300.00	101,413.29	8,700.74	0.00	42,886.71	70.28
41020	OVERTIME-REGULAR	700.00	987.89	90.84	0.00	-287.89	141.13
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	43,941.24	3,472.34	0.00	4,058.76	91.54
41220	F.I.C.A. CONTRIBUTION	50,500.00	44,541.87	3,570.62	0.00	5,958.13	88.20
41300	INSURANCE	82,800.00	82,051.26	6,831.90	0.00	748.74	99.10
41400	UNEMPLOYMENT COMPENSATION	0.00	66.54	0.00	0.00	-66.54	
41510	WORKERS COMP INSURANCE PREM	5,000.00	2,707.48	167.82	0.00	2,292.52	54.15
42000	OFFICE SUPPLIES	1,200.00	1,203.61	0.00	0.00	-3.61	100.30
42010	MINOR EQUIPMENT	100.00	2,108.78	0.00	0.00	-2,008.78	2108.78
42011	END USER DEVICES	3,300.00	2,954.44	0.00	2,979.69	-2,634.13	179.82
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	882.00	0.00	0.00	-182.00	126.00
42170	PROGRAM SUPPLIES	1,000.00	701.33	0.00	0.00	298.67	70.13
42171	GENERAL SUPPLIES	7,300.00	7,064.46	323.21	0.00	235.54	96.77
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	47,084.07	2,905.62	0.00	7,915.93	85.61
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	7,102.09	0.00	0.00	697.91	91.05
42183	E-BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
42185	COMPACT DISCS	4,700.00	1,394.35	121.92	0.00	3,305.65	29.67
42187	BOOK/CD SET	800.00	794.57	0.00	0.00	5.43	99.32
42189	DVD	6,500.00	5,475.88	248.87	0.00	1,024.12	84.24
42280	VEHICLE REPAIR AND PARTS	0.00	656.06	0.00	0.00	-656.06	
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	5,126.02	46.60	300.00	-26.02	100.48
43105	TRAINING & EDUCATION ACTIVITIES	700.00	709.00	0.00	0.00	-9.00	101.29
43210	TELEPHONE	900.00	805.41	0.00	571.78	-477.19	153.02
43220	POSTAGE	200.00	15.45	0.00	0.00	184.55	7.73
43250	OTHER TELECOMMUNICATIONS	3,200.00	3,015.46	199.27	0.00	184.54	94.23
43310	LOCAL TRAVEL EXPENSE	500.00	107.60	0.00	0.00	392.40	21.52
43600	PROP & LIAB INSURANCE	12,300.00	11,275.00	0.00	0.00	1,025.00	91.67
43800	UTILITY SERVICES	7,000.00	5,129.42	0.00	0.00	1,870.58	73.28
43810	ELECTRIC	46,300.00	38,567.89	2,535.79	0.00	7,732.11	83.30
43830	GAS	16,600.00	6,503.89	1,141.43	0.00	10,096.11	39.18
44000	REPAIR & MAINT. SERVICES	18,700.00	17,292.23	356.74	800.00	607.77	96.75
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	40,150.00	0.00	0.00	3,650.00	91.67
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	27,904.40	116.97	2,493.20	-1,397.60	104.82
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	14,509.56	0.00	3,717.48	572.96	96.95
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	80,483.37	0.00	0.00	7,316.63	91.67
44050	GARAGE, LABOR BURD.	300.00	1,128.00	0.00	0.00	-828.00	376.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	411.00	0.00	0.00	289.00	58.71
44375	VOLUNTEER RECOGNITION	200.00	35.72	0.00	0.00	164.28	17.86
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	17,050.00	0.00	0.00	1,550.00	91.67
TOTAL EXPENDITURES:		1,262,000.00	1,110,485.69	69,000.44	10,862.15	140,652.16	88.85

## Columbia Heights Public Library

### Library Board Report – November 2024

#### BUILDING

- Electrical repairs were made to ceiling lights in the youth area.
- Adams Pest Control made a regular monthly inspection.
- Northland Refrigeration made repairs to one of the heating boilers.

#### TECHNOLOGY

A new library website was launched November 1. It took a couple of weeks for Google to incorporate the changed site into its search algorithms.

#### COLLECTION

- New books were selected from reviews in the July and August issues of *Booklist*, *Kirkus Reviews*, *Library Journal*, and *School Library Journal*. Patron requests, series titles or books by bestselling authors with December publication dates, youth holiday books and series replacements were added. Adult and youth DVDs were ordered.
- Weeding was completed in adult fiction C-K and the large print collection.
- Adult displays celebrated Native American Heritage month and featured large print missed connections, football, presidents, and cookbooks.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	11/1	Children (0-5)	12
Storytime	11/4	Children (0-5)	40
English Language Conversation Circle	11/4	Adult	6
Youth Services Librarian Visit to Prodeo Academy Classrooms (offsite)	11/5	Children (6-11)	84
Adult Basic Education class tour of library	11/6	Adult	16
Adult Services Librarian visit to Metro North ABE class (offsite)	11/6	Adult	15
EL Conversation Circle	11/6	Adult	5
Youth Services Librarian visit to ECFE	11/7	Children (0-5)	9
EL Conversation Circle	11/7	Adult	3
Puzzle Contest	11/9	Adult	38
<del>Walk and Talk Book Club</del>	<del>11/12</del>	<del>Adult</del>	
Tinker Time: Tic, Tac, Toe	11/12	Children (6-11)	23
EL Conversation Circle	11/13	Adult	4
Needle Felted Pumpkins	11/13	Adult	15
ICS 1 <sup>st</sup> Grade Field Trip	11/14	Children (6-11)	13
EL Conversation Circle	11/14	Adult	4
Active Agers Book Club (offsite)	11/15	Adult	7
Clay Gingerbread Houses	11/16	Children (6-11)	22
Storytime	11/18	Children (0-5)	51
EL Conversation Circle	11/18	Adult	3
ICS 2 <sup>nd</sup> Grade Field Trip	11/19	Children (6-11)	23
Book Club: "North Woods"	11/20	Adult	10
EL Conversation Circle	11/20	Adult	5
Loft class: Writing Better Presentations	11/21	Adult	2
EL Conversation Circle	11/21	Adult	3
Storytime	11/25	Children (0-5)	33
EL Conversation Circle	11/25	Adult	5
DIY Teen	11/26	Young Adult	5
EL Conversation Circle	11/27	Adult	3

#### STAFF

Elizabeth Ripley, Adult Services Librarian:

- Led a library tour for an Adult Basic Education class and visited another class at Metro North.

- Facilitated display of a karst and water pollution display from the Minnesota Pollution Control Agency.
- Met with the Friends of the Library.
- Made deliveries to two At-Home patrons.

Eliza Pope, Youth Services Librarian:

- Engaged 23 adults and kids in creating unique tic-tac-toe sets. Even those new to the game learned to play with help from their grown-ups. Many families who have aged out of storytime continue to attend the monthly Tinker Times.
- Contracted with Mak from Rum River Art Center to offer “Gingerbread Clay Houses” for 22 enthusiastic participants who explored their creativity and had fun while transforming clay into whimsical houses.
- Gathered with a group of four teens for a cozy night of fun and creativity. They sipped hot chocolate while crafting Perler bead designs. They were so wrapped up in their Perler bead creations, the teens stayed until the library closed.
- Welcomed first and second graders from Immaculate Conception School. Both groups were very adept at checking out materials and submitted many requests for books to borrow in the future.
- Made an outreach visit to three first-grade classrooms at Prodeo Academy to deepen students’ understanding of libraries and librarianship. Building on their recent reading of "Tomas and the Library Lady" by Pat Mora, Eliza shared additional books about libraries, discussed library cards, and answered students' questions about the daily work of a librarian.
- Visited an Infant ECFE session at the ISD 13 Family Center to present a storytime that highlighted the early literacy practices of talk, sing, read, write, and play specifically for babies.



Renee Dougherty, Library Director:

- Participated in the Anoka County Library public service team and city division head meetings.
- Attended the American Library Association CORE Leadership Forum conference on November 15-16.
- Met with the adult book club for a discussion of “North Woods” by Daniel Mason.
- Met with the CHPL Foundation; requested and received a grant for \$89,000 toward the expansion of the parking lot.

## MISCELLANEOUS

- Anoka County Law Librarian John Murphy held office hours on November 21 to accommodate the library closure on Thanksgiving.
- Staff attended health insurance open enrollment meetings and the Public Safety appreciation luncheon.
- A Tiny Art Show, consisting of 32 pieces returned by community artists, was displayed.
- A karst and water pollution exhibit from the Minnesota Pollution Control Agency was installed and will be displayed through the end of December.
- Eight adult volunteers donated 32 hours.