



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, November 01, 2023
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. Approve the Agenda**
- 2. Introduction of New Adult Services Librarian**
- 3. Review/Approve Library Board Minutes from October 4, 2023**
- 4. Review 2023 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

- 5. Ongoing Discussion on Dedicated Library Website**

NEW BUSINESS

- 6. Approve 2024 Library Board of Trustees Meeting Dates**
- 7. Approve 2024 Library Holiday/Closed Dates**

DIRECTOR'S UPDATE

- 8. September 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, October 4th, 2023

Drafted
10/5/2023

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 5:34pm.

Members physically present: Gerri Moeller; Rachelle Waldon; Melanie Magidow; Justice Spriggs (Council Liaison).

Members remotely present: Chris Polley. **Members absent:** Carrie Mesrobian. **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 **September 6th, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 74.79% of the year and 67.29% of the budget encumbered; no concerns raised.

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

Old Business:

4. **Staffing Update: Adult Services Librarian:** We have made an employment offer to one of the candidates, but we are currently waiting on a response; the candidate is currently participating in the MLA Conference at the Saint Paul RiverCentre on October 4-5, and will follow-up with us afterwards.
5. **Update on Library Volunteer Recognition Event – Mon, Sept 25, 5:30pm:** Only one VolunTeen was present, but we had a good turnout otherwise and those in attendance were appreciative of the recognition. One person commented to Renee that they should have had more time in the spotlight and been presented their certificates by the City Council, but the recognition was a nice moment and there was time for a group photo with the Council members during the meeting.
6. **Update on Funding Request to the CHPL Foundation:** Renee's submitted grant request for \$20,000 has been verbally approved; funds should be released in January 2024. We are very thankful for these funds because it will mean not having to cut programming that was previously funded by the 21st Century Learning Grant that we shared with Parks & Rec and ISD-13 (that 3-year grant is ending, and their re-application was not chosen for funding this next cycle). \$6,000 from the CHPL Foundation grant will cover the 21st Century style youth programming, \$10,000 will be used for SORA E-book access for the Columbia Heights School District students, and \$4,000 for an adult author series (like the 6-part Doug Ohman local history series we hosted in Winter 2022-Spring 2023). Thank you to the Columbia Heights Public Library Foundation for your support and generosity!
7. **Update on 2024 Budget Proposal:** City Departments are currently presenting their proposed budgets to the City Council. The main comments during the presentation were about our staffing challenges and e-book usage (as the actual costs for e-books this year are double what was budgeted); in Columbia Heights print book vs. e-book usage is about 80/20. The City Council has not said we need to make any cuts to the proposed budget at this time; Anoka County Libraries are currently under a hiring freeze and have been asked to cut their proposed 2024 budget by 2%.
8. **Communication Outreach Strategies (In-Person, Print, Cable, Web):** Most of the discussion at this meeting focused on the Library's need for a dedicated website; it being stated that many institutions are judged by their websites (as this is the first point of contact for many prospective), and a comprehensive dedicated website could improve our image and serve as a place for people to get acquainted with our Library before they first visit.
 - a. Currently we have a section of the City website (as a City department) that is not comprehensive and

does not have the functionality or ability to relay all the information and resources we'd like; additionally we are an affiliate of the Anoka County Library so our shared catalog is hosted on their website, but their webpage does not reflect our Library much as we are only a footnote on their page, with no ability to make changes.

- b. Things that could be included: embedded catalog, reader's advisory, photo gallery, local resources/social services information, hours, directions, mission/who we are, history, updates, alerts, how-tos, policies, library card registration, local partnerships, etc.
- c. Potentially the Library Foundation could help support the creation of a dedicated CHPL webpage. The SpringShare and Granicus platforms were mentioned. Other Library webpages to look at include Brooklyn, Stillwater, Willmar, Fergus Falls, Troy (MI)...with more to be found.
- d. Renee will have staff express their opinions on what a CHPL website could look like and contain; Library Board members should brainstorm the same, as well as check out the mentioned library websites and search for other impressive independent public library websites from around the country and beyond. What questions could be answered on a potential website rather than in-person or over the phone; what information and resources could benefit the Library and the Community; what could improve our image and attract more visitors, readers, and users; more discussion to come.

New Business: N/A

Director's Update:

9. **August Board Report:** Provided as an FYI.

10. From the Floor:

- a. **MPR Article:** Last Friday we were contacted and visited by MPR Journalist, Regina Medina, about our participation in the DNR State Park Pass Program; we were not included in the broadcast story, but were mentioned in the print article: <https://www.mprnews.org/story/2023/10/03/some-minnesota-libraries-offer-users-chance-to-check-out-the-great-outdoors>
- b. **Brooklyn Public Library and PEN America's Freedom to Read Advocacy Institute** will be hosting a four-week (Oct 19-Nov 9) online education and training program for high school students called **Books Unbanned** to prepare and certify the next generation of free expression advocates to combat book banning and fight for the freedom to read in their schools, libraries, and communities across the country.
- c. **Next Meeting:** Strategic Planning

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

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 10/31/2023 (Produced 10/26/2023)
 Fiscal Year Completed: 83.29%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	345,314.62	25,760.00	0	151,185.38	69.55
41011	PART-TIME EMPLOYEES	134,200.00	83,239.11	10,441.30	0.00	50,960.89	62.03
41020	OVERTIME-REGULAR	800.00	538.78	76.97	0.00	261.22	67.35
41050	ACCRUED LEAVE ADJUSTMENT	0.00	21,460.44	3,150.10	0.00	(21,460.44)	100.00
41070	INTERDEPARTMENTAL LABOR SERV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	45,300.00	32,197.22	2,706.02	0.00	13,102.78	71.08
41220	F.I.C.A. CONTRIBUTION	47,700.00	33,502.91	2,961.96	0.00	14,197.09	70.24
41300	INSURANCE	79,600.00	63,014.76	5,022.45	0.00	16,585.24	79.16
41400	UNEMPLOYMENT COMPENSATION	0.00	21.72	0.00	0.00	(21.72)	100.00
41510	WORKERS COMP INSURANCE PREM	4,600.00	3,472.40	286.58	0.00	1,127.60	75.49
42000	OFFICE SUPPLIES	1,200.00	1,129.62	0.00	0.00	70.38	94.14
42010	MINOR EQUIPMENT	100.00	122.44	0.00	0.00	(22.44)	122.44
42011	END USER DEVICES	3,600.00	389.75	0.00	1,115.96	2,094.29	41.83
42030	PRINTING & PRINTED FORMS	800.00	568.00	0.00	0.00	232.00	71.00
42170	PROGRAM SUPPLIES	1,600.00	687.28	0.00	0.00	912.72	42.96
42171	GENERAL SUPPLIES	7,300.00	4,830.74	176.81	0.00	2,469.26	66.17
42175	FOOD SUPPLIES	100.00	34.77	0.00	0.00	65.23	34.77
42180	BOOKS	53,000.00	34,299.43	2,199.31	0.00	18,700.57	64.72
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,818.00	0.00	0.00	3,982.00	48.95
42183	E-BOOKS	8,000.00	16,284.08	0.00	0.00	(8,284.08)	203.55
42185	COMPACT DISCS	5,000.00	2,446.99	0.00	0.00	2,553.01	48.94
42187	BOOK/CD SET	500.00	1,075.60	45.95	0.00	(575.60)	215.12
42189	DVD	6,500.00	3,611.80	0.00	0.00	2,888.20	55.57
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	3,713.73	191.91	0.00	2,586.27	58.95
43105	TRAINING & EDUCATION ACTIVITIES	800.00	211.90	0.00	0.00	588.10	26.49
43210	TELEPHONE	900.00	346.89	0.00	0.00	553.11	38.54
43220	POSTAGE	200.00	205.60	0.00	0.00	(5.60)	102.80
43250	OTHER TELECOMMUNICATIONS	3,100.00	2,207.35	0.00	0.00	892.65	71.20
43310	LOCAL TRAVEL EXPENSE	500.00	299.67	0.00	0.00	200.33	59.93
43600	PROP & LIAB INSURANCE	10,800.00	8,100.00	0.00	0.00	2,700.00	75.00
43800	UTILITY SERVICES	6,200.00	5,098.05	0.00	0.00	1,101.95	82.23
43810	ELECTRIC	39,000.00	28,400.59	3,482.90	0.00	10,599.41	72.82
43830	GAS	8,400.00	8,122.88	160.04	0.00	277.12	96.70
44000	REPAIR & MAINT. SERVICES	19,300.00	15,800.38	0.00	0.00	3,499.62	81.87
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	30,674.97	0.00	0.00	10,225.03	75.00
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	24,311.97	1,714.87	10,455.00	(6,966.97)	125.06
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	13,019.39	3,473.13	3,473.13	3,107.48	84.15
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	62,700.03	0.00	0.00	20,899.97	75.00
44050	GARAGE, LABOR BURD.	200.00	0.00	0.00	0.00	200.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	600.00	0.00	0.00	0.00	600.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	10,000.00	1,054.19	0.00	0.00	8,945.81	10.54
47100	OPER. TRANSFER OUT - LABOR	18,000.00	13,500.00	0.00	0.00	4,500.00	75.00
TOTAL EXPENDITURES:		1,201,900.00	869,828.05	61,850.30	15,044.09	317,027.86	73.62



**COLUMBIA
-HEIGHTS-
PUBLIC LIBRARY**

CHPL Board of Trustees 2024 Meeting Dates

Columbia Heights Public Library • 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690 • www.columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING DATES 2024

Board of Trustees

Gerri Moeller

Chair

Rachelle Waldon

Vice-Chair

Carrie Mesrobian

Chris Polley

Melanie Magidow

Members at Large

Justice Spriggs

Council Liaison

Renee Dougherty

Library Director

WHEN: First Wednesdays of each month at 5:30pm (*unless noted otherwise).

WHERE: Columbia Heights Public Library Community Room

- January 3
- February 7
- March 6
- April 3
- May 1
- June 5
- July 3
- August 7
- September 4
- October 2
- November 6
- December 4

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Drafted: September 2023

Approved:



COLUMBIA -HEIGHTS- PUBLIC LIBRARY

HOLIDAY/CLOSED DATES 2024

<u>DATE/DAY</u>	<u>HOURS</u>
January 1, 2024, Monday; NEW YEAR'S DAY	CLOSED
January 15, Monday; MARTIN LUTHER KING JR. DAY	CLOSED
February 19, Monday; PRESIDENTS' DAY	CLOSED
March 29, Friday; GOOD FRIDAY (CITY HOLIDAY)	CLOSED
May 16, Thursday; STAFF DAY (IN-SERVICE TRAINING)	CLOSED
<u>Memorial Day Weekend</u>	
May 25, Saturday	CLOSED
May 27, Monday; MEMORIAL DAY	CLOSED
June 19, Wednesday; JUNETEENTH	CLOSED
July 4, Thursday; INDEPENDENCE DAY	CLOSED
<u>Labor Day Weekend</u>	
August 31, Saturday	CLOSED
September 2, Monday; LABOR DAY	CLOSED
November 11, Monday; VETERAN'S DAY	CLOSED
<u>Thanksgiving Weekend</u>	
November 28, Thursday; THANKSGIVING DAY	CLOSED
November 29, Friday; THANKSGIVING FRIDAY	CLOSED
<u>Christmas Weekend</u>	
December 24, Tuesday; CHRISTMAS EVE	CLOSED
December 25, Wednesday; CHRISTMAS DAY	CLOSED
<u>New Year's Day 2024</u>	
January 1, 2025, Wednesday; NEW YEAR'S DAY	CLOSED

Drafted: September 2023
Approved:

Columbia Heights Public Library Library Board Report – September 2023

BUILDING

- Parking lot lines were repainted.
- Modern Air repaired the heat exchanger of one of the main building boilers.
- Another coolant line leak in the ceiling of the children’s storage room was repaired.
- Adams Pest Control visited.
- The building was not cleaned twice because of a shortage of city custodial staff.
- The air conditioning unit for the community room was reset manually numerous times.

TECHNOLOGY

- The coin changer on the printing kiosk was jammed and malfunctioning for a couple of days.

COLLECTION

- Adult book displays included banned books week, learn something new, and Barbie/pink books.
- Duplicate copies of Star of the North and Maud Hart Lovelace Award nominees were ordered. Eliza analyzed the current youth manga collection and placed a special order. Manga remains consistently popular, and the collection has not acquired new titles in a few years. New purchased were chosen based on popularity in neighboring library systems, favorable reviews in library journals, or popularity in Anoka County. Purchases also ensured that COH owns complete runs of popular series. Eliza also created a weeding plan for the remaining manga series.
- Weeding was completed in adult fiction S-U.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
Daycare Storytime	9/6	Children (0-5)	11
Conversation Circle	9/7	Adult	5
Storytime	9/11	Children (0-5)	53
English Language Conversation Circle	9/11	Adult	3
English Language Conversation Circle	9/14	Adult	5
Storytime	9/18	Children (0-5)	32
English Language Conversation Circle	9/18	Adult	7
Adult Book Club “Death on the Nile”	9/20	Adult	9
Race and Racism class	9/20	Adult	12
English Language Conversation Circle	9/21	Adult	4
Storytime	9/25	Children (0-5)	28
English Language Conversation Circle	9/25	Adult	4
Tinker Time: Perler Beads	9/26	Children (6-11)	15
Race and Racism class	9/27	Adult	10
Conversation Circle	9/28	Adult	2
Clay Haunted Houses	9/30	Children (6-11)	17

STAFF

Eliza Pope, Youth Services Librarian,

- Kicked off the Fall session of Family Storytime. Many kids have graduated to kindergarten but about half of attendees are returning families. New families are learning storytime rhythms.
- Relunched Tuesday Tinker Times with a Perler bead activity. Kids chose from fall-themed patterns or created their own designs and turned them into keychains and magnets. A parent commented that they enjoyed having a reason to get out of the house after school and spend the afternoon at the library.

- Hosted Mak from Rum River Art Center for a Legacy-funded program, Clay Haunted Houses. A roomful of kids and teens sculpted cute and creepy houses. They learned how to carve windows and doors without losing structural integrity and a technique called sgraffito. Potters use sgraffito to paint with an underglaze and then carve over the top, allowing the base color of the clay to show through.
- Met with Jodi Gadiant from Columbia Heights Public Schools and Katie Holznagel from Recreation to write final reports for the 21st Century Community Learning Centers grant. Eliza, Jodi, & Katie reflected on the past six years that CHPS, CH Recreation and Library have received the grant, the many positive outcomes, and the lasting partnerships that were formed.
- Began providing bulk loans for Immaculate Conception School. Teachers sign up to receive a bin of 30 books each month for grades 1-5.



Cortni O’Brien, Adult Services Librarian,

- Resigned her position on 9/8.

Renee Dougherty, Library Director,

- Interviewed seven candidates for the adult services librarian position with Human Resources Director Kelli Wick; invited two finalists for second interviews.
- Met with the CHPL Foundation and requested supplemental funding (\$20,000) for 2024.
- Met with the Director of Anoka County Libraries and the ACL Public Services Team.

MISCELLANEOUS

- The glass display case featured CH High School sports memorabilia and baskets/weaving.
- Sixty Tiny Art kits were distributed to community artists for completion by 10/31.
- A new schedule for Pages began on 9/5.
- Eliza and Renee participated in a reception for volunteers and a presentation to the City Council on 9/25.
- The Anoka County Law Librarian met with four people on 9/28.
- A Pitbull was loose in the parking lot and charging visitors on 9/27. She was friendly but had no identification, so a community service officer was called to transport her.

PUBLIC COMPUTER USE	2023	2022
Users	950	880
Sessions	1396	1,266
Minutes	60,080	48,540

FACILITY USE	2023	2022
Visitors	6,637	5,974
Study & Meeting Room Use	320	213

VOLUNTEERS	Total	Hours
Adult	6	20.75
Teen	0	0