



LIBRARY BOARD MEETING (SPECIAL SESSION)

Library—Community Room, 3939 Central Ave NE
Wednesday, June 23, 2021
5:30 PM

AGENDA

NOTICE THAT THIS MEETING MAY BE CONDUCTED BY A COMBINATION OF IN PERSON AND ELECTRONIC MEANS
*Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting may, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats, members of the public who wish to attend may do so by attending in-person, by calling 1-312-626-6799 and entering **meeting ID 882 8390 9009 and passcode 133262**, or by Zoom at <https://us02web.zoom.us/j/88283909009> at the scheduled meeting time. For questions regarding this notice, please contact the City Clerk at (763) 706-3611.*

CALL TO ORDER

- 1. Review/Approve Minutes from June 2, 2021 Board Meeting.**

OLD BUSINESS

- 2. Change to Proposed 2022 Library Budget**
- 3. Consider Changes to "Guidelines for Accepting Donations of Collection Materials"**
- 4. Consider Changes to "Use of Personal Electrical and Communications Equipment in the Library"**
- 5. Promotion and New Member Orientation**

NEW BUSINESS

- 6. Planning for August Meeting/Board Goals for 2021**
 - Identify key asks/needs from the City (i.e. receiving feedback).
 - How do Boards and Commissions interact with the Community?
- 7. Discussion of Fines and Fees**

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, June 2nd, 2021

Drafted
 6/4/2021

NOTICE THAT THIS MEETING WAS CONDUCTED BY A COMBINATION OF IN-PERSON AND ELECTRONIC MEANS

Following a determination by City Manager Kelli Bourgeois, and emergencies declared by the United States, The State of Minnesota, and the Columbia Heights Mayor & City Council, this meeting did, pursuant to Minn. Stat. § 13D.021, occur by a combination of in-person and electronic means. In all meeting formats whether solely in-person or a combination of in-person and electronic means, members of the public who wished to attend could do so by attending in-person or by calling 1-312-626-6799 and entering meeting ID 832 1433 7849 and passcode 654514 at the scheduled meeting time. If there are any questions about this notice or attending/calling in to a future meeting, please contact the City Clerk at (763) 706-3611.

The meeting was called to order in the Library Community Room by Secretary Tricia Conway at 5:31pm.

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

1. The **Minutes** of the **May 5th, 2021**, Board Meeting were **moved and approved unanimously via roll-call vote.**
2. The **Bill Lists** from **May 12th, and 26th 2021**, were reviewed, **moved, and approved unanimously via roll-call vote.**

General questions and discussions on Bills (2), Accounting (3), and Miscellaneous:

- **SRP:** Rapid Graphics & Printing \$185 charge for Summer Reading Program Explorer Field Guides. The program is mostly hosted online through the BeanStack App (first introduced last summer) for tracking reading and prize entries, but for those without the internet or who prefer a physical tracker we provide printed Explorer Guides (0-K, Grade 1-6, Grade 7+).
- **Trugreen Lawn Service:** The city contracts weed control out for City-owned properties.
- **Setpoint Tech Support:** HVAC control system maintenance and support.
- **Automated Circulation Supplies (2025):** 65% spent; largest expense has been purchased (RFID Tags).
- **Chemicals (2160):** \$444 reimbursement for permeable paver sealant from last year.
- **DVDs (2189):** 51% spent; included Binge Box purchases; not worried about overspending this item.
- **Repair & Maintenance (4000):** 65% spent; largest expense has been paid for 2021 (AMH Maintenance).

Old Business:

4. **Clarify Roles of the Friends of the Library and the CHPL Foundation:** The current iteration of the **Friends** was formed in 1979 and is currently only a handful of members that nearly disbanded the group in 2018 but decided to postpone this action (haven't had a meeting since February 2020). The Friends are more of a social group rather than a fundraising body, with only 2 members who actively volunteer their time to the Library. The **Foundation** was formed in 2001 as a non-profit fundraising entity governed by IRS code 501(c)3. The Foundation has donated approximately \$150,000 to the Library over the last 8 years (usually earmarked for programming and special projects). The Foundation has not met since March 2020. Both groups are autonomous organizations in which the City of Columbia Heights has no oversight, although the Foundation does have a Board of Directors and needs to file a financial statement with the IRS every year. The Board would like to interface with both groups before the end of the year in order to discuss collaboration opportunities and plan for the future.
5. **Informational Report from the Subcommittee on Seeking Community Feedback/Patron Survey:** Chris and Teresa had compiled a list of potential patron/non-patron questions into a draft Google Form. Questions such as do you have a library card; visit frequency; reasons for infrequent visits; services used, and which ones do we lack; do you know how to access e-material (Libby), streaming video (Kanopy), and databases (Ancestry, CreativeBug, AllData, Homework Help, LinkedIn Learning, Academic Journals, etc); and accessibility of open hours. Members then suggested other questions related to events and presenters, and ways to add tiered questions (if-then). Potential survey questions will be discussed more at a special session on June 23rd.

6. **Informational Report from the Subcommittee on Promotion/Marketing/New Cardholder Orientation:** Ideas of a coordinated campaign for new users was discussed (South St Paul Library was cited), along with a set of posters/literature for new user orientation (plus digital versions), and the possibility of a new user drive. More research will be done, and this will be revisited at the June 23rd meeting if there's time.

New Business:

7. **Recommend Revision to Guidelines for Accepting Donations of Collection Materials:** Tabled.
8. **Recommend Revision to Policy on Use of Personal Electrical and Communications Equipment:** Tabled.
9. **Recommend Revocation of Procedure for Money/Cash Drawers:** More of a procedure than a policy, and applied to previous building with two Circulation Desks. **A MOTION was made to revoke the policy on procedure for Money/Cash Drawers; the motion was seconded and approved unanimously via roll-call vote.**
10. **Recommend Revocation of Policy on Photography and Videography:** From 2007; much harder to enforce now with everyone carrying a camera/camcorder around in their pocket. **A MOTION was made to revoke the policy on Photography and Videography; the motion was seconded and approved unanimously via roll-call vote.**
11. **Proposed 2022 Budget Update:** Renee presented a draft of the 2022 estimated Revenue and Budget Worksheets which proposes a 2.37% increase, and will be presented to the Finance Department before the end of June. The Board did not have any arguments against any of the proposed budget items, although they did have strong opinions on the cost of City IT Support being too high and disproportionate to the level of service received. On the revenue side the Board understands that the estimates may not reflect the actual year-end totals due to the variables and effects of these unstable times. The group would also like to discuss the possibilities around eliminating fine revenue and going fine-free; to be discussed at the June 23 meeting.

For Your Information:

- **June 23rd Special Meeting:** Due to there being no July meeting, and the excitement of discussing the community survey, member drive/orientation, and fine alternatives the Board would like to meet a second time in June. **A MOTION was made to schedule a Library Meeting on June 23rd at 5:30pm in the Library Community Room; the motion was seconded and approved unanimously via roll-call vote.**
- **Joint CHPL/ACL Library Board Meeting:** Renee mentioned the idea of a joint meeting between the CHPL Board and Anoka County Board. No date has been set, but the Board was very interested in a face-to-face with the ACL Board, and it could be moderated by someone like County Commissioner Mandy Meisner.
- **Library Board Meeting Guests:** After the July hiatus and additional work on the survey/orientation opportunities, the Board would like to invite some guest attendees.
 - a. In **August** the Board would like to invite **Ben Sandell (City Communications Coordinator)** to discuss communications/promotion strategies in which the City could provide or assist with.
 - b. In **September** they would like to invite several members of the **CHPL Foundation** to discuss collaboration opportunities and understand what special projects/programming options they are willing to fund in the future (i.e. contributing to the build-out of a dedicated CHPL website, providing funds for late fee elimination, or following through on a public art installation).
 - c. In **October** they would like to invite members of the **Friends of the Library** to discuss collaboration opportunities and possibilities of expanding membership, participation, and responsibilities of the group.

There being no further business, a motion to adjourn was made at 6:59pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

City of Columbia Heights, Minnesota
2022 Budget Worksheet

Draft 06/11/2021

240 45500	LIBRARY LIBRARY	Actual Expense 2019	Actual Expense 2020	Adopted Budget 2021	Department Proposed 2022	City Manager Proposed 2022	Council Adopted 2022
Line Item	Description						
PERSONAL SERVICES							
1000	ACCRUED SALARIES	-	-	-	-	-	-
1010	REGULAR EMPLOYEES	407,770	430,075	442,600	442,600	-	-
1011	PART-TIME EMPLOYEES	81,626	75,057	114,100	113,300	-	-
1020	OVERTIME-REGULAR	450	447	1,000	900	-	-
1030	VACATION & SICK	5,797	12,334	-	-	-	-
1050	SEVERANCE PAY	-	-	-	-	-	-
1070	INTERDEPARTMENTAL LABOR SERVICE	261	-	2,000	2,000	-	-
1210	P.E.R.A. CONTRIBUTION	33,129	37,932	41,800	41,900	-	-
1220	F.I.C.A. CONTRIBUTION	36,865	37,749	42,800	42,800	-	-
1225	FLEX BENEFIT FICA	167	310	-	-	-	-
1300	INSURANCE	68,602	75,260	82,100	78,300	-	-
1400	UNEMPLOYMENT COMPENSATION	-	2,118	-	-	-	-
1510	WORKERS COMP INSURANCE PREM	2,578	3,350	4,500	2,700	-	-
1700	ALLOCATED FRINGE	-	-	-	-	-	-
1810	COLA ALLOWANCE	-	-	-	21,200	-	-
0999	TOTALS: PERSONAL SERVICES	637,244	674,632	730,900	745,700	-	-
SUPPLIES							
2000	OFFICE SUPPLIES	1,190	1,128	1,200	1,200	-	-
2010	MINOR EQUIPMENT	1,680	1,620	500	100	-	-
2011	COMPUTER EQUIPMENT	1,069	11,607	900	30,100	-	-
2020	COMPUTER SUPPLIES	-	69	100	100	-	-
2025	ACS SUPPLIES	1,432	2,744	2,600	3,000	-	-
2030	PRINTING & PRINTED FORMS	903	605	900	900	-	-
2161	MAINT. & CONSTRUCT MATERIALS	2,013	-	-	-	-	-
2161	CHEMICALS	459	-15	-	-	-	-
2170	PROGRAM SUPPLIES	1,052	1,896	1,500	1,800	-	-
2171	GENERAL SUPPLIES	4,053	2,801	5,000	4,800	-	-
2175	FOOD SUPPLIES	180	35	200	200	-	-
2180	BOOKS	47,365	49,858	56,000	58,000	-	-
2181	PERIODICALS, MAG, NEWSPAPERS	6,140	6,782	6,500	7,000	-	-
2182	ELECTRONIC DATABASES	-	-	-	-	-	-
2183	E-BOOKS	7,215	7,267	8,000	8,000	-	-
2184	VIDEO CASSETTES	-	-	-	-	-	-
2185	COMPACT DISCS	5,636	4,345	5,500	5,000	-	-
2187	BOOK/CD SET	370	548	500	500	-	-
2188	MICROFORM	-	-	-	-	-	-
2189	DVD	7,317	5,687	6,300	6,300	-	-
2190	DOWNLOADABLE VIDEO	-	-	2,500	2,500	-	-
2280	VEHICLE REPAIR AND PARTS	105	574	-	-	-	-
2990	COMM. PURCHASED FOR RESALE	-	-	300	300	-	-
1999	TOTALS: SUPPLIES	88,179	97,549	98,500	129,800	-	-
OTHER SERVICES & CHARGES							
3050	EXPERT & PROFESSIONAL SERV.	17,918	16,292	18,700	18,000	-	-
3105	TRAINING & EDUC ACTIVITIES	425	-	500	500	-	-
3120	EDUCATIONAL REIMBURSEMENT	-	-	-	-	-	-
3210	TELEPHONE & TELEGRAPH	645	660	1,350	700	-	-
3220	POSTAGE	226	193	250	200	-	-

City of Columbia Heights, Minnesota
2022 Budget Worksheet

Draft 06/11/2021

240 45500	LIBRARY LIBRARY	Actual Expense 2019	Actual Expense 2020	Adopted Budget 2021	Department Proposed 2022	City Manager Proposed 2022	Council Adopted 2022
Line Item	Description						
3250	OTHER COMMUNICATIONS	2,431	2,431	2,650	2,300	-	-
3310	LOCAL TRAVEL EXPENSE	809	301	700	700	-	-
3320	OUT OF TOWN TRAVEL EXPENSE	-	-	-	-	-	-
3430	ADVERTISING OTHER	-	-	-	-	-	-
3500	LEGAL NOTICE PUBLISHING	-	-	-	-	-	-
3600	PROP & LIAB INSURANCE	8,300	8,100	8,700	9,300	-	-
3810	ELECTRIC	32,291	35,704	34,200	37,100	-	-
3820	WATER	2,626	2,563	2,800	2,700	-	-
3830	GAS	8,577	7,621	9,100	8,000	-	-
3850	SEWER	2,876	3,054	3,000	3,200	-	-
4000	REPAIR & MAINT. SERVICES	22,138	14,522	16,300	19,600	-	-
4010	BUILDING MAINT:LABOR & BURDEN	38,200	38,200	38,200	39,300	-	-
4020	BUILDING MAINTENANCE	26,952	21,320	27,100	27,100	-	-
4040	INFORMATION SYS:INTERNAL SVC	66,700	70,200	72,100	74,300	-	-
4050	GARAGE, LABOR BURD.	392	695	400	500	-	-
4100	RENTS & LEASES	-	-	-	-	-	-
4300	MISC. CHARGES	-	-	-	-	-	-
4310	CREDIT CARD FEES	-	-	300	300	-	-
4330	SUBSCRIPTION, MEMBERSHIP	630	630	650	650	-	-
4375	VOLUNTEER RECOGNITION	30	-	200	200	-	-
4380	COMMISSION & BOARDS	-	-	-	-	-	-
4390	TAXES & LICENSES	-	-	-	-	-	-
4395	STATE SALES TAX	-	-	-	-	-	-
2999	TOTALS: OTHER SERVICES & CHARGES	232,165	222,485	237,200	244,650	-	-
	CAPITAL OUTLAY						
5180	OTHER EQUIPMENT	-	-	-	-	-	-
4999	TOTALS: CAPITAL OUTLAY	-	-	-	-	-	-
	OTHER FINANCING USES						
7100	OPER. TRANSFER OUT - LABOR	14,700	14,500	15,150	15,750	-	-
7370	TRANSFER OUT TO INFO SYSTEMS	-	-	-	-	-	-
7435	TRANSFER OUT TO: OTHER	-	-	-	-	-	-
8100	CONTINGENCIES	-	-	-	-	-	-
6999	TOTALS: OTHER FINANCING USES	14,700	14,500	15,150	15,750	-	-
	TOTALS: LIBRARY	972,288	1,009,754	1,081,750	1,135,900	-	-

City of Columbia Heights, Minnesota
2022 Revenue Budget Worksheet

Draft 06/11/2021

240 00	LIBRARY REVENUE	Actual Revenue 2019	Actual Revenue 2020	Adopted Budget 2021	Department Proposed 2022	Manager Proposed 2022	Council Adopted 2022
Line Item	Description						
31010	Current Ad Valorem	955,095	1,002,850	1,032,936	1,058,800	-	-
33401	Local Government Aid	-	-	-	-	-	-
33641	Other Government Grants	-	-	-	-	-	-
34110	Library-Photocopies and Prints	11,898	6,150	13,000	13,000	-	-
34120	Library-Other	999	253	1,500	1,000	-	-
34130	Library-Video Rentals	1,158	537	1,300	1,500	-	-
34140	Library-Collections	110	40	100	100	-	-
34150	Library-Earbuds, USB drives	305	121	400	500	-	-
34160	Library-Printer Copies (recorded under 34:	-	-	-	-	-	-
34170	Library-Sales Cart	808	246	1,000	1,000	-	-
35103	Library Fines	9,344	4,403	11,000	-	-	-
36210	Interest on Investments	7,700	5,300	8,014	8,500	-	-
36219	Change in Fair Value	4,300	1,600	-	-	-	-
36220	Gen. Government Rents	300	180	1,000	500	-	-
36230	Contributions - 883 fund	-	-	-	11,000	-	-
36290	Other Miscellaneous Revenue	804	2,121	500	500	-	-
37640	Cash Over/Short	-	-	-	-	-	-
39101	Gain/Loss Sale Fixed Asset	-	-	-	-	-	-
39140	Other Refunds & Reimbursements	-	-	-	-	-	-
39203	Transfer In-General Fund	-	-	-	-	-	-
39208	Transfer In-Cable TV	11,000	11,000	11,000	11,000	-	-
	Total Revenue	1,003,822	1,034,800	1,081,750	1,107,400	-	-

COLUMBIA HEIGHTS PUBLIC LIBRARY

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**GUIDELINES FOR ACCEPTING DONATIONS
OF USED ~~BOOKS AND MAGAZINES~~ COLLECTION MATERIALS**

PURPOSE: Due to limited storage space and concern for the internal environment ~~containing the permanent materials collection~~ at the Columbia Heights Public Library, the following guidelines have been developed for accepting donations of materials used books and magazines either for inclusion in the collection ~~or for disposal as seen fit.~~

GUIDELINES: The Columbia Heights Public Library will accept donations of ~~used books, DVDs, CDs or books on CD in excellent condition, and magazines in the following categories:~~

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- ~~• Paperbacks~~
- ~~• Adult~~
- ~~• Children~~
- ~~• Hardcover books~~
- ~~• Adult: fiction, non-fiction~~
- ~~• Children's: fiction, non-fiction~~
- ~~• Magazines published within the last 3 years.~~
 - ~~• All donations must be in good physical condition. All must be free of odor, mildew, and mold.~~

The Library does not accept the following items:

- Reader's Digest condensed books
- High school and college text books
- Encyclopedias and other reference books
- Materials that are mildewed, moldy, or have an odor
- Material that has been written in or highlighted.
- ~~Weekly magazines (e.g. Time, Newsweek, and U.S. News & World Reports)~~
- ~~Reader's Digest~~
- Materials withdrawn from other libraries

Donors may complete a form ~~provided in the Library's donations brochures so that a letter~~ detailing the nature of the donation ~~can be mailed to them which can be used~~ as a receipt for tax purposes. All donations ~~of used books and magazines~~ become the property of the Library, and the Library is free to use and/or dispose ~~of them. of them as seen fit.~~

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~~Approved:~~ _____

~~Columbia Heights Public Library Board of Trustees~~ _____
~~Barbara Miller, Chair~~

Adopted August 1, 1989.
Revised 1/9/96; 9/7/99; 6/3/03; 2/6/07, 11/4/2020

Revised: 2/6/2007

COLUMBIA HEIGHTS PUBLIC LIBRARY

USE OF PERSONAL ELECTRICAL AND COMMUNICATIONS EQUIPMENT IN LIBRARY

PURPOSE: To set guidelines for use of personal electrical and communications equipment in the library.

GUIDELINES: Staff and Office Areas:
Only equipment owned and supplied by the City of Columbia Heights may be used in the Columbia Heights Public Library. No personal electrical equipment, cords, appliances, heaters, or fans are allowed without written permission of the Library Director. Any non-approved equipment may be removed without notice.

Public Areas of Libraries:
Permitted: battery powered or electrical equipment that does not create noise, distraction, or safety hazards (e.g. calculators, laptop computers, etc.). ~~If in doubt check for UL label. Staff should encourage use of battery driven power sources.~~

Not permitted: televisions, portable fax machines, radios, tape players, razors, typewriters, heaters, fans, hair dryers, curling irons, or other equipment that creates noise, distraction/annoyance or safety hazards. ~~Personal ed players may be used only with headphones.~~

Floor outlets:Receptacles: ~~The public may use only wall receptacles or receptacles designated for use in study carrels.~~ Cords may not cross aisles or create a tripping hazard. No extension cords may not be used. ~~Public may not use floor outlets because of safety concerns (i.e. not closing the outlet properly after use).~~

Cellular Phones: Should patron use of cellular phones and/or pagers create either a public distraction or a disturbance, staff ~~should~~will ask patron to move to a more private area, to talk quietly, or to turn off the ringer/buzzer to reduce the distraction.

Approved: _____

Columbia Heights Public Library Board of Trustees _____
Barbara E. Miller, Chair

Adopted May 2, 1995
Revised 1/9/96; 9/7/99; 7/1/03; 6/2/2021

Revised: 7/1/2003

**Columbia Heights Public Library
Fine/Fee Schedule 2020**

Video rental (for new releases)	\$1.00 (21-day loan period)
Replacement library card	\$2.00
Out-of-State/Non-resident library card	\$60.00 (annually)
Earbuds	\$5.00
Flash Drive	\$5.00
Hardcover adult sale book	\$1.00
Trade/Oversize paperback sale book	\$.75
Mass Market paperback sale book	\$.50
Children’s hardcover sale book	\$1.00
Children’s paperback sale book	\$0.25
Sale DVD	\$1.00
Sale audiobook	\$2.00
Sale audio CD	\$1.00
Print/Copy (black and white)	\$0.10
Print/Copy (color)	\$0.50
Misc.	Variable
Dishonored check fee	\$30.00
Replacement of lost or damaged materials	List price of item, plus: <ul style="list-style-type: none"> • \$8.00 processing charge for print material • \$10.00 processing charge for media material Magazines = \$6.00 or list price (if higher)
Barcode	\$0.50 (charged if 5 or more barcodes are missing or damaged.)
RFID tag	\$0.25 (charged if 5 or more tags are missing or damaged.)
Book Jacket	\$0.50 (charged if 3 or more are missing or damaged)
Audio bags, all sizes	\$1.00
Compact disc Jewel case (CD)	\$0.75
CD book case (up to 10 in a case)	\$2.50
CD book case (11-24/case)	\$5.00
CD book case (25+/case)	\$15.00
DVD case (1-4 in case)	\$1.00
DVD case (5+/case)	\$2.50
Compact disc or DVD insert (1 page)	\$1.00
Compact disc or DVD insert (multiple pages)	\$3.00
Overdue fine: Adult (hardbound and paperback books, audio discs, magazines, video discs)	\$0.30 per day (\$7.00 maximum fine)
Overdue fine: Juvenile (hardbound and paperback books, audio discs, magazines, video discs)	\$0.10 per day (\$2.00 maximum)
Referral to Collection Agency	\$10.00
Community room rental (outside of normal operating hours)	\$30.00 per hour

Bold prices have changed.