



LIBRARY BOARD

Library—Community Room, 3939 Central Ave NE

Wednesday, December 04, 2024

5:30 PM

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: ID 258 492 181 742, Passcode GWnPxW. For questions, please contact Administration at 763-706-3610.

Auxiliary aids or other accommodations for individuals with disabilities are available if 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. Library Board Photoshoot with CH Communications
3. Review/Approve Library Board Minutes from November 6, 2024
4. 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

5. Update on CHPL Foundation Grant
6. ALA CORE Forum (Makerspaces, Hybrid Spaces, Unstaffed Hours)
7. Discussion of Spiritual Care/Meditation/Prayer Space

NEW BUSINESS

8. Collection Location Practices: ACL/CHPL
9. Proposed 2025 Fee Schedule
10. Accept and Receive 2024 Gifts to the Library

DIRECTOR'S UPDATE

11. MLA Leadership Role
12. October Board Report
13. Board Books

ADJOURNMENT



A COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, November 6, 2024

Drafted
11/7/2024

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 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 5:32pm.

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

1. The Meeting Agenda was amended to include an update on unstaffed hours and was **approved**.
2. The **Minutes** of the **October 2, 2024**, Library Board Meeting were amended to include a title correction and book addition to the Board Books section of the Minutes, then **moved and approved with amended changes**.
3. **Review of 2024 Operating Budget:** 83.33% of the year and 72.37% of the budget expended.
 - a. **Gas (43830):** Due to another warm fall the gas budget for the year will likely be underspent.
 - b. **Building Maintenance (44020):** This budget line will be overspent due to some unforeseen plumbing problems, A/C system repair, and roof maintenance.
 - c. **E-Books (42183):** Still no word from Anoka County Library whether the pricing model for CHPL will be changing, but Renee will meet with their director in December.

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 After clicking desired group, scroll to the bottom of their page to find the contact form.

Old Business:

4. **Staffing Update:** Two new Pages began training on October 21st; Naati is a student at Columbia Heights High School who is bilingual in English and Oromo; Gordon comes with experience at St Paul libraries and Anoka County and is bilingual in English and Korean.
5. **2025 Budget Presentation to the City Council:** Renee gave a 2025 proposed budget presentation to the Council on October 7. The library's 2.5% increase over 2024 is a smaller percentage than some other departments, mainly due to the departure of two long-term employees earning at the top of the pay scales and replacement hires lower on the scales. Additionally, there were cuts to the physical print/audiobook budget due to decrease in demand in favor of e-books/e-audiobooks. Additional dollars were budgeted for youth programming after the loss of the federal 21st Century grant; replacement of five-year old staff computers; and increased City administration costs. The Council did not recommend any changes.
6. **New Website:** The new Library website (chplmn.org) quietly went live last Friday. The Board was excited to see it and were happy with the appearance. Staff will be trained on editing and updating the page later this month. The Board was advised to send thoughts, concerns, and suggestions going forward. They asked us if we would be soliciting feedback on website use; no current plans yet. Training will hopefully include access to analytics to understand the most popular sections of the new website. Redirects on the City website worked, but the link to the Library page of the City website in Google search results was broken; Renee will bring this to the attention of Communications staff who managed the site build.

New Business:

7. **Approve 2025 Library Holiday/Closed Dates:** The Board was presented with a list of the proposed closed dates for 2025 with the verbal addition of Saturday, July 5th (Anoka County Library notified us this week that they will be closed that day, so Heights will also close for consistency). Also of note, even though it is still a city holiday, the Library intends to be open on Good Friday in 2025. The Board had no concerns about the proposed closed dates for next year; they **moved and approved the list with amended changes.**
8. **Discussion of Prayer Space and Equipment at the Library** (<https://www.ala.org/advocacy/intfreedom/religionqa>): Amina wondered about the amount of demand for prayer space during open hours, and whether the Library could have several prayer rugs on hand to use in the building. There are occasional requests for a private room for prayer which are generally accommodated when space is available. She noted that patrons sometimes silently pray in the open spaces as well. The discussion included thoughts on what is expected in a public space like a library; expectations for privacy and ways of providing it; tax funding; religious materials; reflection spaces; and nursing spaces. The Board will consider policy needs, signage, and examples of other libraries that have these types of amenities. The discussion was tabled to allow the gathering of more research on what other local libraries are doing. The ALA states that libraries may provide religious texts and/or materials but should not prioritize or favor any specific faith or religion, and items of this nature should reflect its community.
9. **Approve 2025 Library Board of Trustees Meeting Dates:** The Board was presented with a list of the proposed meeting dates for 2025 continuing the standard of 5:30pm on the first Wednesday of each month, except for January 1 (which falls on New Year's Day) which was pushed to January 8. Members decided to cancel the July meeting, as has been tradition for the last several years. A **motion to approve the 2025 Library Board Meeting Dates with the amended cancellation of July was moved and approved.**

Director's Update:

10. **September Board Report:** Provided as a FYI.
 - a. **Jane Austen Tea:** It was mentioned that this looked like a very awesome event.
11. **Board Books:**
 - a. Justice: ***A People's History of the Supreme Court: The Men and Women Whose Cases and Decisions Have Shaped Our Constitution*** Peter Irons
 - b. Chris: ***Everyone's Awake: Read-Aloud Bedtime Book*** Colin Meloy; ***Cuckoo*** Gretchen Felker-Martin
 - c. Carrie: ***The Familiar*** Leigh Bardugo
 - d. Melanie: ***Kitchen Table Wisdom: Stories that Heal*** Rachel Naomi Remen
 - e. Renee: ***North Woods*** Daniel Mason
 - f. Rachelle: ***The Namesake*** Jhumpa Lahiri; ***Fahrenheit 451*** Ray Bradbury
 - g. Amina: ***Hold Onto Your Kids: Why Parents Need to Matter More Than Peers*** Gordon Neufeld/Gabor Maté MD
 - h. Nick: ***I, Robot*** Isaac Asimov

There being no further business, the meeting was adjourned at 6:42 pm.

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 11/30/2024

Fiscal Year Completed: 91.53%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 11/27/2024	ACTIVITY FOR MONTH 11/27/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	445,484.03	57,158.88	0.00	69,915.97	86.43
41011	PART-TIME EMPLOYEES	144,300.00	92,775.66	12,888.23	0.00	51,524.34	64.29
41020	OVERTIME-REGULAR	700.00	897.05	90.84	0.00	-197.05	128.15
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	40,473.63	5,171.55	0.00	7,526.37	84.32
41220	F.I.C.A. CONTRIBUTION	50,500.00	40,976.08	5,317.22	0.00	9,523.92	81.14
41300	INSURANCE	82,800.00	75,219.36	6,831.90	0.00	7,580.64	90.84
41400	UNEMPLOYMENT COMPENSATION	0.00	22.18	0.00	0.00	-22.18	
41510	WORKERS COMP INSURANCE PREM	5,000.00	2,539.88	248.94	0.00	2,460.12	50.80
42000	OFFICE SUPPLIES	1,200.00	1,203.61	71.98	0.00	-3.61	100.30
42010	MINOR EQUIPMENT	100.00	2,108.78	1,191.28	0.00	-2,008.78	2108.78
42011	END USER DEVICES	3,300.00	2,954.44	0.00	0.00	345.56	89.53
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	772.00	0.00	0.00	-72.00	110.29
42170	PROGRAM SUPPLIES	1,000.00	666.38	0.00	0.00	333.62	66.64
42171	GENERAL SUPPLIES	7,300.00	6,295.83	0.00	0.00	1,004.17	86.24
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	42,397.85	2,717.75	0.00	12,602.15	77.09
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	6,917.14	15.00	0.00	882.86	88.68
42183	E-BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
42185	COMPACT DISCS	4,700.00	1,272.43	0.00	0.00	3,427.57	27.07
42187	BOOK/CD SET	800.00	794.57	0.00	0.00	5.43	99.32
42189	DVD	6,500.00	4,898.64	131.17	0.00	1,601.36	75.36
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	4,571.62	370.87	772.85	55.53	98.97
43105	TRAINING & EDUCATION ACTIVITIES	700.00	380.00	0.00	0.00	320.00	54.29
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	2,616.92	0.00	0.00	583.08	81.78
43310	LOCAL TRAVEL EXPENSE	500.00	107.60	107.60	0.00	392.40	21.52
43600	PROP & LIAB INSURANCE	12,300.00	10,250.00	0.00	0.00	2,050.00	83.33
43800	UTILITY SERVICES	7,000.00	5,129.42	0.00	0.00	1,870.58	73.28
43810	ELECTRIC	46,300.00	36,032.10	3,422.03	0.00	10,267.90	77.82
43830	GAS	16,600.00	5,362.46	563.53	0.00	11,237.54	32.30
44000	REPAIR & MAINT. SERVICES	18,700.00	16,935.49	0.00	800.00	964.51	94.84
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	36,500.00	0.00	0.00	7,300.00	83.33
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	26,004.43	2,492.00	2,493.20	502.37	98.27
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	13,932.36	0.00	3,717.48	1,150.16	93.88
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	73,166.70	0.00	0.00	14,633.30	83.33
44050	GARAGE, LABOR BURD.	300.00	1,128.00	0.00	0.00	-828.00	
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	15,500.00	0.00	0.00	3,100.00	83.33
TOTAL EXPENDITURES:		1,262,000.00	1,021,691.55	98,790.77	8,355.31	231,953.14	81.62

Columbia Heights Public Library
Fine/Fee Schedule 2025

Cards	Replacement Library Card	\$2.00
	Out-of-State/Non-resident Library Card	\$60.00 (annually)
Retail	Earbud Headphones	\$2.00
	Flash Drive (2-4GB)	\$5.00
Retail (used sale cart)	Hardcover Book	\$1.00
	Trade/Oversize Paperback	\$.75
	Mass Market Paperback	\$.50
	Children's Hardcover Book	\$1.00
	Children's Paperback	\$0.25
	DVD	\$1.00
	Audiobook	\$2.00
	Audio CD	\$1.00
Print	Print/Copy (black & white)	\$0.10/page
	Print/Copy (color)	\$0.50/page
Replacement	Lost or Damaged Materials	List (depreciated) 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 (if 5 or more barcodes are missing/damaged)
	RFID tag	\$0.50 (if 5 or more tags are missing/damaged)
	Book Jacket	\$0.50 (if 3 or more are missing/damaged)
	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
Misc	Referral to Collection Agency	\$12.00
	Dishonored check fee	\$30.00
	Misc.	Variable

Columbia Heights Public Library

Library Board Report – October 2024

BUILDING

- Central Roofing completed recommended repairs.

TECHNOLOGY

COLLECTION

- New books were selected from reviews in the June and July issues of *Booklist*, *Kirkus Reviews* and *School Library Journal*. Recent adult nonfiction in the 600s, 800s, and 900s (health, parenting, gardening, cooking; literature; and biographies and histories) as well as adult and youth DVDs were ordered. Easy non-fiction on construction and vehicles, missing titles in series, “I Spy...” and “Splatoon” books were purchased.
- Weeding was completed in adult fiction L-Z, romance, and western.
- Adult displays celebrated book month, cat month, painting and drawing techniques, and Hispanic Heritage month.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	10/2	Children (0-5)	11
English Language Conversation Circle	10/2	Adult	6
EL Conversation Circle	10/3	Adult	2
Storytime	10/7	Children (0-5)	35
EL Conversation Circle	10/7	Adult	7
Walk & Talk Book Club	10/8	Adult	
Social Media: Finding Authenticity	10/8	Adult	2
EL Conversation Circle	10/9	Adult	8
ICS 1 st Grade Field Trip	10/10	Children (6-11)	14
Saturday Scribes: Alison McGhee	10/12	Adult	12
Storytime	10/14	Children (0-5)	47
EL Conversation Circle	10/14	Adult	5
Tinker Time: Leaf Suncatchers	10/15	Children (6-11)	43
Book Club: “Heaven and Earth Grocery Store”	10/16	Adult	12
Mystery Book Club: “Once There Were Wolves”	10/16	Adult	4
EL Conversation Circle	10/16	Adult	4
Mayor’s Monarch Pledge: Seed Paper and Citizen Science	10/17	Adult	8
EL Conversation Circle	10/17	Adult	6
Storytime	10/21	Children (0-5)	56
EL Conversation Circle	10/21	Adult	5
ICS 2 nd Grade Field Trip	10/22	Children (6-11)	23
DIY Teen: Candy Shaker Charm Keychain	10/22	Young Adult	9
North Park ELL Family Night at the Library	10/23	All Ages	106
EL Conversation Circle	10/23	Adult	4
EL Conversation Circle	10/24	Adult	3
Somali Kebed Weaving	10/26	Children (6-11)	29
Storytime	10/28	Children (0-5)	49
EL Conversation Circle	10/28	Adult	5
EL Conversation Circle	10/30	Adult	2
EL Conversation Circle	10/31	Adult	3
Tiny Art		Self-Directed	60

STAFF

- Elizabeth Ripley, Adult Services Librarian
 - Met with the Friends of the Library.
 - Led a “Seed Paper and Citizen Science” program with Mayor Marquez Simula sharing National Wildlife Federation Mayor’s Monarch Pledge initiatives in Columbia Heights.
 - Met with the MELSA Jobs and Small Business team.
 - Met with the Columbia Heights Senior Consortium.
 - Met with the MELSA Adult Programming team.

- Attended the 55+ Hiring Event sponsored by Anoka County Career Force.
- Met with the Director for a yearly Performance Evaluation.
- Eliza Pope, Youth Services Librarian,
 - Hosted Sahra from Child and Teen Check Ups at a storytime.
 - Assisted kids and grownups paint leaf suncatchers at Tinker Time.
 - Contracted the Somali Museum of Minnesota to teach a Kebed Weaving class with grandmothers sharing a traditional weaving technique.
 - Taught a DIY Teen class on candy shaker charms.
 - Hosted the first Immaculate Conception field trips of the 2024-2025 school year. First and second-grade classes visited for a brief tour with time to independently explore the collection. Staff assisted students in finding books that piqued their interest. Nearly all first graders arrived with library cards ready to check out books on the self-check kiosks. While many second-graders did not yet have library cards, several students and families visited the library after the field trip to obtain cards and prepare for future visits.
 - North Park School for Innovation sponsored an English Language Family Night at the library again this year. Dinner was provided, books and gift cards were raffled off, Eliza gave a brief overview of library cards and library services, and families had time to explore the library. Unfortunately, parking constraints led to a delayed start and logistical challenges. Eliza created a form in English and Spanish to help with library card applications, but there was still difficulty communicating how MELSA applications differ from those for residents of Columbia Heights. After the event, two families came to the library the following Saturday to check out books with their new cards and to use computers.
 - Attended Columbia Academy EL Family Night at McKenna Park to make buttons with families and pass out information about the library.
 - Attend Prodeo Academy's Family Night to greet families as they made their way to sample lessons by Prodeo teachers. Many families took library info cards, but some said they lived in Hennepin County or already had cards in different library systems.
 - Attended the Minnesota Library Association conference on October 24 including keynote addresses from Mychal Threets and Cindy Hohl, ALA president. Outstanding breakout sessions included "Games in Libraries", "Custom AI Chatbots", and "Extroverting Like a Professional" sessions.
- Renee Dougherty, Library Director,
 - Participated in the ACL public service team and city division head meetings.
 - Met Will Rottler and Winnie Coyne numerous times about the new library website. The new site launched November 1.
 - Met with the adult book club for discussion of "The Heaven and Earth Grocery Store."



- Attended the Columbia Heights Public Schools Communication Advisory Council meeting.
- Met with Library Supervisor Al Mamaril and Adult Services Librarian Elizabeth Ripley for their annual performance reviews.
- Attended a lunch in honor of Fire Chief Charlie Thompson with city division heads and a formal reception upon his retirement.
- Attended a pinning ceremony for new Fire Chief Dan O'Brien.
- Presented the proposed 2025 Library budget to the City Council at a work session on 10/7.
- Extended conditional offers of employment to Naatii Ahmed and Gordon Silva who began training as Pages on 10/21.

MISCELLANEOUS

- The Law Librarian held office hours on the fourth Thursday.
- Eight adult volunteers donated 32 hours.