



# LIBRARY BOARD

Library—Community Room, 3939 Central Ave NE  
Wednesday, February 04, 2026  
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 **245 476 655 774 13**, Passcode **bY2b8Mf7**. 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 January 7, 2026
3. Review Operating Budgets

**COMMUNITY FORUM:** *The Community Forum is an opportunity to address the Library Board about items not scheduled for a public hearing. All speakers must provide their name and connection to Columbia Heights. Speakers should complete a form for Staff and introduce themselves when called on. Virtual speakers should send their information to the moderator via chat and turn on their camera when called. Comments are limited to five minutes. Disrespectful language is not allowed. The Board may ask questions or refer items for follow-up but typically does not take action during the forum.*

### OLD BUSINESS

4. Staffing Update

### NEW BUSINESS

5. City Comprehensive Plan Update
6. Community Messaging
7. Community Support

### DIRECTOR'S UPDATE

8. December Board Report
9. Board Books

### ADJOURNMENT



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
 3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
 Wednesday, January 7<sup>th</sup>, 2026

Drafted  
 1/8/2026

**ATTENDANCE INFORMATION FOR THE PUBLIC**

Members of the public who wished to attend could do so in-person, or via Microsoft Teams by entering **Meeting ID 245 476 655 774 13** and **passcode BY2b8Mf7** at the scheduled meeting time. For questions, please contact Administration at 763-706-3610.

The meeting was called to order in the Library Community Room by Melanie Magidow at 5:32pm.

**Members present:** Melanie Magidow; Theresa Strike; Chris Polley; Olga Herrera; Amina Maameri. **Members remotely present:** Amáda Márquez Simula (City Council Liaison). **Members absent:** N/A. **Others present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The **Agenda** was **approved** as is.
2. The **Minutes** from **December 3, 2025**, Library Board Meeting were **moved and approved**.
3. **Review of 2025 Operating Budget:** 100% of the year completed and 93.4% of the budget expended.
  - a. **Regular Employees (41010) & COLA Allowance (41810):** When last year's budget was approved union contracts had not finished negotiations yet, so deficits in the employment lines (41010 -> 41510) will be offset by the COLA Allowance addition.
  - b. We will **continue paying 2025 bills through the end of January**; these are not the final totals for the year. For example, Anoka County Library has yet to invoice us for ILS software, E-Books, and Kanopy streaming for the second half of the year, and some book orders submitted to Finance have not yet been paid.

**Community Forum:** Opportunity for public input. **No correspondence and no public in attendance.** The CHPL website hosts the contact form to submit questions or concerns: <https://chplmn.org/board>

**Old Business:**

4. **Review and Approve Revisions to the Collection Development and Management Policy & the Request for Reconsideration Form:** The Board reviewed the policy which Renee revised with additional input from last month's meeting and comments from our Librarians (who assist with Collection Development). Between the two documents, there were only a few suggestions related to grammar to still resolve. **A MOTION was made to approve the revisions to the Collections Development and Management Policy, as well as the Request for Reconsideration Form, it was seconded and approved.**

**New Business:**

5. **Staffing Update:** Recently our Library Supervisor, Rin, submitted his letter of resignation due to a decision to return to Florida; very unfortunate for us because he has been incredible in many areas including Collection Development, Weeding, Tech Support, Reference, and Customer Service; his last day will be next week. A job posting was published and drew in 13 applicants, 7 of which were offered interviews, 6 accepted; these will commence tomorrow morning, and we hope to bring someone onboard by early to mid-February.
6. **Upcoming Programs:** Renee wanted to highlight a few upcoming programs including the return of Storytime on February 2nd, Introduction to Chiropractic Care for Pain Management with Fulcrum Health (as an alternative to opioid painkillers) on January 22nd, and the Mayor's *Power of Bridging* Book Club which will span 3 sessions (January 14 & 28, and February 11). There will be limited copies of the book available at the first meeting, or community members may request a free copy of their own from the [Bush Foundation](#) website (but they are on back order due to high demand). Each session will engage in a discussion that explores themes of community, belonging, and meaningful action. The Mayor wanted to mention that she has received feedback on how

appreciative community members are of the types and volume of programs our Library provides people.

## Director's Update:

7. **November Board Report:** Provided as an FYI.
  - a. The Board asked if there has been a decrease in **Conversation Circle** participation with the threat of ICE activity rising, but it hasn't been noticed yet. As a public space there is no way to prevent ICE from entering this building if they decide to do so. Conversation Circles is promoted in the seasonal event flyer, city newsletter, and on the digital display along Central. There was a question about reducing its visibility in advertising.
  - b. This is **Mayor Amáda's last meeting** as Library Board liaison as she is rotating to the Sustainability Commission, not yet sure who is replacing her on the Library Board.
  - c. It was mentioned that the **Library's new website** has reached the top of web search results now that it's gaining regular visitors. It was asked if we can gather web traffic statistics; we will investigate.
  - d. Helsinki's [Helmet Reading Challenge](#) was promoted by Theresa, who participates each year with her friend group; this challenge doesn't dictate specific books, but instead lets you pick your own books matching certain prompts or details, for example: a British classic, story featuring a hockey player, part of a trilogy, the book's protagonist is over 60, or the book cover is mostly blue.
8. **Board Books** (what we're reading, watching, playing, listening to, or simply recommend):
  - a. Amáda: ***The Power of Bridging: How to Build a World Where We All Belong*** John A. Powell
  - b. Theresa: ***The Witch of Willow Hall*** Hester Fox
  - c. Chris: ***I Want to Burn This Place Down: Essays*** Maris Kreizman; ***This Book Won't Burn*** Samira Ahmed
  - d. Melanie: ***Mrs. Endicott's Splendid Adventure*** Rhys Bowen; ***The Jasmine Sneeze (youth book)*** Nadine Kaadan
  - e. Amina: ***There's No Such Thing as Bad Weather: A Scandinavian Mom's Secrets for Raising Healthy, Resilient, and Confident Kids*** Linda Åkeson McGurk; ***The Great Stink: How Joseph Bazalgette Solved London's Poop Pollution Problem (youth book)*** Colleen Paeff & Nancy Carpenter
  - f. Olga: ***Daughters of Arraweelo: Stories of Somali Women*** Ayaan Adan
  - g. Renee: ***The Lager Queen of Minnesota*** J. Ryan Stradal
  - h. Nick: ***Mal Goes to War*** Edward Ashton; ***Indiana Jones and the Great Circle (Playstation 5)*** Machine Games Sweden (available via Anoka County Library)

There being no further business, the meeting was adjourned at 6:31pm.

Respectfully submitted,

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Nick Olberding  
Recording Secretary, CHPL Board of Trustees

**EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS**

PERIOD ENDING 12/31/2025

Fiscal Year Completed: 100%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 12/31/2025	ACTIVITY FOR MONTH 12/31/2025	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	493,700.00	507,464.41	40,314.30	0.00	-13,764.41	102.79
41011	PART-TIME EMPLOYEES	148,700.00	105,654.01	9,028.61	0.00	43,045.99	71.05
41020	OVERTIME-REGULAR	700.00	883.75	70.88	0.00	-183.75	126.25
41050	ACCRUED LEAVE ADJUSTMENT	0.00	2,182.80	0.00	0.00	-2,182.80	
41070	INTERDEPARTMENTAL LABOR SERV	500.00	0.00	0.00	0.00	500.00	0.00
41210	P.E.R.A. CONTRIBUTION	47,400.00	46,264.15	3,259.40	0.00	1,135.85	97.60
41220	F.I.C.A. CONTRIBUTION	49,200.00	46,637.41	3,757.17	0.00	2,562.59	94.79
41300	INSURANCE	83,500.00	85,392.00	7,116.00	0.00	-1,892.00	102.27
41510	WORKERS COMP INSURANCE PREM	2,500.00	2,250.63	176.95	0.00	249.37	90.03
41810	COLA ALLOWANCE	31,900.00	0.00	0.00	0.00	31,900.00	0.00
42000	OFFICE SUPPLIES	1,500.00	1,586.94	63.18	0.00	-86.94	105.80
42010	MINOR EQUIPMENT	100.00	1,564.98	0.00	0.00	-1,464.98	1564.98
42011	END USER DEVICES	13,300.00	13,181.51	0.00	0.00	118.49	99.11
42030	PRINTING & PRINTED FORMS	1,000.00	1,002.00	87.00	0.00	-2.00	100.20
42170	PROGRAM SUPPLIES	1,000.00	994.24	78.28	0.00	5.76	99.42
42171	GENERAL SUPPLIES	7,000.00	7,764.43	754.19	0.00	-764.43	110.92
42175	FOOD SUPPLIES	100.00	160.68	0.00	0.00	-60.68	160.68
42180	BOOKS	52,000.00	46,504.75	3,508.15	0.00	5,495.25	89.43
42181	PERIODICALS, MAG, NEWSPAPERS	8,000.00	8,092.05	0.00	0.00	-92.05	101.15
42183	E-BOOKS	16,300.00	28,723.16	16,295.53	(16,295.53)	3,872.37	76.24
42185	COMPACT DISCS	1,000.00	1,026.11	84.50	0.00	-26.11	102.61
42187	BOOK/CD SET	1,500.00	1,375.61	0.00	0.00	124.39	91.71
42189	DVD	6,700.00	6,473.21	757.91	0.00	226.79	96.62
42190	DOWNLOADABLE VIDEO	3,000.00	3,347.00	1,409.00	(1,409.00)	1,062.00	64.60
42280	CENT. GARAGE REPAIR AND PARTS	0.00	3,883.67	0.00	0.00	-3,883.67	
42990	COMM. PURCHASED FOR RESALE	200.00	0.00	0.00	0.00	200.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	11,300.00	6,643.90	1,136.45	0.00	4,656.10	58.80
43105	TRAINING & EDUCATION ACTIVITIES	800.00	364.00	0.00	0.00	436.00	45.50
43210	TELEPHONE	1,200.00	111.74	0.00	571.78	516.48	56.96
43220	POSTAGE	300.00	59.70	14.06	0.00	240.30	19.90
43250	OTHER TELECOMMUNICATIONS	2,800.00	2,494.08	215.96	0.00	305.92	89.07
43310	LOCAL TRAVEL EXPENSE	500.00	254.27	0.00	0.00	245.73	50.85
43600	PROP & LIAB INSURANCE	13,500.00	13,500.00	1,125.00	0.00	0.00	100.00
43800	UTILITY SERVICES	7,500.00	7,493.02	0.00	0.00	6.98	99.91
43810	ELECTRIC	39,600.00	41,828.54	5,777.48	0.00	-2,228.54	105.63
43830	GAS	11,800.00	9,911.86	1,591.25	0.00	1,888.14	84.00
44000	REPAIR & MAINT. SERVICES	20,000.00	21,326.01	385.77	800.00	-2,126.01	110.63
44010	BUILDING MAINT:INTERNAL SVCS	46,400.00	46,400.04	3,866.67	0.00	-0.04	100.00
44020	BLDG MAINT CONTRACTUAL SERVICES	30,700.00	42,014.19	6,347.84	2,491.70	-13,805.89	144.97
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	24,600.00	20,845.87	7,815.08	0.00	3,754.13	84.74
44040	INFORMATION SYS:INTERNAL SVC	90,900.00	90,900.00	7,575.00	0.00	0.00	100.00
44050	GARAGE, LABOR BURD.	0.00	3,879.19	0.00	0.00	-3,879.19	
44330	SUBSCRIPTION, MEMBERSHIP	800.00	230.00	0.00	0.00	570.00	28.75
44375	VOLUNTEER RECOGNITION	200.00	43.10	0.00	0.00	156.90	21.55
45180	OTHER EQUIPMENT	0.00	745.02	0.00	0.00	-745.02	
47100	OPER. TRANSFER OUT - LABOR	19,300.00	19,299.96	1,608.33	0.00	0.04	100.00

<b>TOTAL EXPENDITURES:</b>	<b>1,293,000.00</b>	<b>1,250,753.99</b>	<b>124,219.94</b>	<b>-13,841.05</b>	<b>56,087.06</b>	<b>95.66</b>
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**EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS**

PERIOD ENDING 1/31/2026  
 Fiscal Year Completed: 8.49%

Fund 240 - LIBRARY

ACCOUNT DESCRIPTION	2026 AMENDED BUDGET	YTD BALANCE 1/29/2026	ACTIVITY FOR MONTH 1/29/2026	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED	
41010	REGULAR EMPLOYEES	550,200.00	43,009.93	43,009.93	0.00	507,190.07	7.82
41011	PART-TIME EMPLOYEES	113,200.00	8,883.18	8,883.18	0.00	104,316.82	7.85
41020	OVERTIME-REGULAR	800.00	85.97	85.97	0.00	714.03	10.75
41050	ACCRUED LEAVE ADJUSTMENT	0.00	886.23	886.23	0.00	-886.23	
41070	INTERDEPARTMENTAL LABOR SERV	500.00	0.00	0.00	0.00	500.00	0.00
41210	P.E.R.A. CONTRIBUTION	49,700.00	3,631.45	3,631.45	0.00	46,068.55	7.31
41220	F.I.C.A. CONTRIBUTION	50,800.00	3,912.34	3,912.34	0.00	46,887.66	7.70
41300	INSURANCE	90,000.00	7,450.45	7,450.45	0.00	82,549.55	8.28
41410	MN PAID LEAVE TAX	2,900.00	258.73	258.73	0.00	2,641.27	8.92
41510	WORKERS COMP INSURANCE PREM	2,300.00	185.48	185.48	0.00	2,114.52	8.06
42000	OFFICE SUPPLIES	1,400.00	0.00	0.00	0.00	1,400.00	0.00
42010	MINOR EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00	0.00
42011	END USER DEVICES	6,500.00	0.00	0.00	0.00	6,500.00	0.00
42030	PRINTING & PRINTED FORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
42170	PROGRAM SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
42171	GENERAL SUPPLIES	7,700.00	238.99	238.99	0.00	7,461.01	3.10
42175	FOOD SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42180	BOOKS	50,000.00	1,764.27	1,764.27	0.00	48,235.73	3.53
42181	PERIODICALS, MAG, NEWSPAPERS	8,000.00	222.00	222.00	0.00	7,778.00	2.78
42183	E-BOOKS	28,000.00	0.00	0.00	0.00	28,000.00	0.00
42185	COMPACT DISCS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
42187	BOOK/CD SET	1,000.00	0.00	0.00	0.00	1,000.00	0.00
42189	DVD	6,000.00	31.48	31.48	0.00	5,968.52	0.52
42190	DOWNLOADABLE VIDEO	4,000.00	0.00	0.00	0.00	4,000.00	0.00
42280	CENT. GARAGE REPAIR AND PARTS	700.00	0.00	0.00	0.00	700.00	0.00
42990	COMM. PURCHASED FOR RESALE	200.00	0.00	0.00	0.00	200.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	10,000.00	0.00	0.00	0.00	10,000.00	0.00
43105	TRAINING & EDUCATION ACTIVITIES	800.00	0.00	0.00	0.00	800.00	0.00
43210	TELEPHONE	2,900.00	0.00	0.00	571.78	2,328.22	19.72
43220	POSTAGE	100.00	0.00	0.00	0.00	100.00	0.00
43250	OTHER TELECOMMUNICATIONS	3,100.00	192.60	192.60	0.00	2,907.40	6.21
43310	LOCAL TRAVEL EXPENSE	200.00	0.00	0.00	0.00	200.00	0.00
43600	PROP & LIAB INSURANCE	13,400.00	0.00	0.00	0.00	13,400.00	0.00
43800	UTILITY SERVICES	7,700.00	1,917.35	1,917.35	0.00	5,782.65	24.90
43810	ELECTRIC	44,800.00	193.44	193.44	0.00	44,606.56	0.43
43830	GAS	12,200.00	2,536.27	2,536.27	0.00	9,663.73	20.79
44000	REPAIR & MAINT. SERVICES	22,400.00	11,271.70	11,271.70	800.00	10,328.30	53.89
44010	BUILDING MAINT:INTERNAL SVCS	47,800.00	0.00	0.00	0.00	47,800.00	0.00
44020	BLDG MAINT CONTRACTUAL SERVICES	31,000.00	0.00	0.00	2,491.70	28,508.30	8.04
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	25,000.00	932.00	932.00	0.00	24,068.00	3.73
44040	INFORMATION SYS:INTERNAL SVC	90,900.00	0.00	0.00	0.00	90,900.00	0.00
44050	GARAGE, LABOR BURD.	1,100.00	0.00	0.00	0.00	1,100.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	900.00	0.00	0.00	0.00	900.00	0.00
44375	VOLUNTEER RECOGNITION	300.00	0.00	0.00	0.00	300.00	0.00
47100	OPER. TRANSFER OUT - LABOR	24,100.00	0.00	0.00	0.00	24,100.00	0.00
<b>TOTAL EXPENDITURES:</b>	<b>1,317,000.00</b>	<b>87,603.86</b>	<b>87,603.86</b>	<b>3,863.48</b>	<b>1,225,532.66</b>	<b>6.95</b>	

## Columbia Heights Public Library Library Board Report – December 2025

### BUILDING

- The workroom fire panel was alarming at random. It was inspected by fire suppression and low-voltage electrical techs; one tightened a loose wire. If the minor repair doesn't correct the false alarms, the panel will need replacement.

### TECHNOLOGY

- IT staff programmed the history room computer to clear cached downloads daily and to disallow video gaming. Public patron computers are available for gaming.
- Staff also Initiated changes to increase fees on the print kiosk which will start in 2026.

### COLLECTION

- New adult books were selected from reviews in the August issues of *Kirkus Reviews* and *Library Journal*. Updated adult reference books were ordered. Juvenile purchases included young adult manga series *Black Clover* and *Apothecary Diaries*.
- Weeding was completed in adult audiobooks, adult DVDs and Reference.
- Adult displays featured books on Native American heritage, aging, mysteries, family relationships/dealing with conflict/boundaries, football and card making. Juvenile displays highlighted books about snow, winter sports, Christmas and Hannukah.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	AUDIENCE	ATTENDANCE
Family Storytime	12/1	Children (0-5)	28
EL Conversation Circle	12/1	Adult	6
Community Craft Night: macrame key chains	12/1	Adult	5
Tinker Time: Snowflakes	12/2	Children (6-11)	25
EL Conversation Circle	12/3	Adult	8
Daycare Storytime	12/5	Children (0-5)	12
EL Conversation Circle	12/6	Adult	3
Family Storytime	12/8	Children (0-5)	32
EL Conversation Circle	12/8	Adult	8
Cardmaking Open House with ACCAP	12/8	Adult	12
EL Conversation Circle	12/10	Adult	6
Evening Storytime	12/11	Children (0-5)	6
EL Conversation Circle	12/13	Adult	5
Needle-Felted Ornaments	12/13	Children (6-11)	23
EL Conversation Circle	12/15	Adult	6
Mystery Book Club: <i>Lightning</i>	12/16	Adult	3
Book Club: <i>The Women</i>	12/17	Adult	9
EL Conversation Circle	12/17	Adult	6
EL Conversation Circle	12/20	Adult	4
EL Conversation Circle	12/22	Adult	4
EL Conversation Circle	12/27	Adult	4
EL Conversation Circle	12/29	Adult	3
EL Conversation Circle	12/30	Adult	1

### STAFF

Elizabeth Ripley, Adult Services Librarian:

- Met with the Friends of the Library.
- Met with community members about hosting programs related to gardening and food security.

- Facilitated discussion of *Lightning* by Dean Koontz at the Mystery Book Club.
- Partnered with the Anoka County Community Action Program to host a card making session. While making cards, ACCAP staff talked about ACCAP services, ways to volunteer to help in the community (Chores and More,) and how to sign up to be a recipient of volunteer help. Participants also learned about the ACCAP Senior Kinship program, which is where the cards were sent.
- Made three deliveries to At-Home patrons.

Renee Dougherty, Library Director:

- Attended regular meetings with city division heads, library staff, and the city communications coordinator.
- Joined Elizabeth and Eliza and Anoka County Library staff to determine how to handle Columbia Heights patron suggestions within the Aspen Discovery public catalog which launched in September.
- Attended the adult book club discussion of *The Women* by Kristin Hannah.
- Attended online meetings of the CHPS Communications Advisory Council meeting and the MN DNR/Library State Park Pass program.

Eliza Pope, Youth Services Librarian:

- Reports that although the Tinker Time group was slightly smaller this month, participants still had a great time creating beaded snowflakes to hang in windows or on trees, as well as cutting paper snowflakes. One family shared that they attended last year’s snow globe program, which became part of their winter decorations, and returned this year to make additional seasonal decorations to add to their growing family collection.
- Contracted with eHolt Art to teach a full house of kids and their grown-ups how to create needle felted ornaments and baubles.
- Notes that K, a teen volunteer, learned to complete the hold list quickly, asked thoughtful questions when needed, and consistently demonstrated kindness and professionalism. Her help was invaluable to the Columbia Heights Library.



Staff attended the city’s holiday lunch for employees.

**MISCELLANEOUS**

- Anoka County Law Librarian John Murphy held office hours on December 18.
- Nine adult volunteers donated 31 hours. One teen volunteered for 2.5 hours.
- There were loads of weather-related newspaper delivery issues.
- A couple of cars were abandoned in the parking lot for extended periods.
- The sports section of the local newspaper was repeatedly stolen.