



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, June 05, 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 211 422 335 081, Passcode NfgDWf. 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 May 1, 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. **Informational Presentation from Adult Services Librarian**
5. **Proposed Elimination of the \$2.00 Fee for Replacing a Library Card.**
MOTION: To eliminate the \$2.00 fee to replace a library card, effective July 1, 2024.
6. **Minnesota Ban on Book Bans Bill ([HF4373](#)/[SF3567-Art.7-Sec.2](#))**
7. **2-Day Book Sale during City-Wide Garage Sale**

REPORTS

8. **April Board Report**
9. **Board Books**

ADJOURNMENT



COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, May 1st, 2024

Drafted
5/2/2024

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 211 422 335 081 and passcode NfgDWf 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 Melanie Magidow at 5:32pm.

Members present: Carrie Mesrobian; Melanie Magidow; Amina Maameri. **Members absent:** Rachelle Waldon; Chris Polley. **Others present:** Connie Buesgens (City Councilmember); Renee Dougherty (Library Director); Nick Olberding (Board Secretary); Eliza Pope (Youth Services Librarian). **Public present:** N/A.

1. The Meeting Agenda was **approved as-is**.
2. The **Minutes** of the **April 3rd, 2024**, Board Meetings were **moved and approved**.
3. **Review 2024 Operating Budget:** 33.06% of the year and 27.33% of the budget expended; no meaningful changes since last month and no concerns raised.

Community Forum: Opportunity for public input. No correspondence and no public in attendance. The City website has a Contact Form for each Board/Commission as a new method for the public to submit their 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.

New Business:

4. **Summer Events at the Library:** The Board was provided with a preview of the new Summer Events Calendar to supplement the focus on the youth programming on tonight's agenda. The metro-wide MELSA sponsored Summer Reading Program has a space exploration theme this summer so much of the youth programming relates to that. Additionally, there will be a Spanish/English bilingual puppet show, a visit from the University of Minnesota Raptor Center, and from July 1-August 19 the library will host the Minnesota Artists Penny Press (MAPP) featuring local artists' works; for 2 quarters you can turn a penny into a piece of art.
 - a. Thank you to the Minnesota Arts and Cultural Heritage Fund and the Columbia Heights Public Library Foundation for helping to fund summer programming. For ~10 years we've had grant funding through a federal 21st Century Community Learning Centers program (in partnership with Columbia Heights Public Schools and the Recreation department), but this year the grant was not renewed; the CHPLF stepped up to replace most of the lost funding to allow continuation of summer youth programs.
 - b. The Board mentioned comparing our programming to Hennepin/Ramsey County Legacy events provided by the MN Arts and Cultural Heritage Funds as they may have more diverse programs that would fit well in Columbia Heights. Our current Legacy programs are selected and provided through suburban Anoka County which may not reflect the diversity of the overall metro area. Amina voiced interest in providing support for Arabic storytimes.
5. **Informational Presentation from the Youth Services Librarian:** Eliza Pope gave an informational overview of the essential components of her job. Eliza talked about storytime, early literacy, and the early learning playspace at the library and how those programs and spaces help prepare children to read and write once they attend school and the importance of play. Through community outreach and partnerships with Columbia Heights Public Schools, Eliza and library staff share information about the library and registering for library cards. Next, Eliza gave a brief historical overview of program funding, discussed the program planning process for youth, and looked at upcoming summer programming. Finally, Eliza talked about how she performs collection maintenance

on the juvenile and young adult collections.

6. **Staffing Update:** One of our Library Supervisors has submitted their resignation due to an expanded opportunity at another employer which does not leave time for consistent hours at Columbia Heights. It is the Library's current intention not to hire right away and provide our other two supervisors with additional hours. If it's determined later that we need another supervisor, we will hire someone at that time. Also of note, we still have an unfilled part-time Library Aide position that will remain in the budget. In prior years, the Aide supported programming and documentation related to 21st Century Grand funding. Connie mentioned that the City plans on performing a staffing study in 2025 on the various departments to determine their workforce needs.
7. **Preliminary Website Design:** The Board was shown Revision #2 from the vendor providing our Library microsite; it was still missing much of what has been laid out on the drafted sitemap, but it showed generally how the new site will appear. It is our hope that once it is ready we can demo it and make changes before it goes live; then Library staff should have access to alter the site as needed going forward.
 - a. Alerts should be visible, but not obstruct important page items; if it overlays the site when visited, it should only pop-up once (not with every refresh or re-visit to the homepage).
 - b. The search bar needs to default to Catalog Search (preferably with advanced options: Author, Title, etc), and if it sends you outside our site to the ACL Website Catalog, it should open in a new tab.
 - c. The Event Section of the site could have tabs for separately viewing Adult/Teen/Youth programs. Potentially Event Calendar Items should allow an embedded picture, and a carousel that cycles.
 - d. The top picture on the homepage should not be so tall (for mobile optimization), and this should carousel relevant images as well.

Reports (formerly known as Director's Update):

8. **March Operational Report** (formerly known as Board Report): Provided as an FYI.
9. **Board Books:**
 - a. Carrie: ***On Animals*** Susan Orlean
 - b. Chris: ***Crook Manifesto*** Colson Whitehead; ***Columbus*** directed by Kogonada (streaming on Kanopy)
 - c. Melanie: ***Little Witch Hazel*** Phoebe Wahl; ***The Enchanted April*** Elizabeth von Arnim
 - d. Amina: ***The Montessori Child*** Simone Davies & Junnifa Uzodike
 - e. Justice: ***Arbitrary Lines: How Zoning Broke the American City and How to Fix It*** M. Nolan Gray
 - f. Connie: ***Hard Choices*** Hillary Rodham Clinton
 - g. Renee: ***House in the Cerulean Sea*** (CHPL Book Club Pick) TJ Klune
 - h. Eliza: ***Crazy Rich Asians*** Kevin Kwan
 - i. Nick: ***DREDGE*** (PS4/5, XBOX, Switch) Black Salt Games (available by request via Anoka County Library)

There being no further business, the meeting was adjourned at 6:47 pm.

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 5/31/2024

Fiscal Year Completed: 41.53%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 05/31/2024	ACTIVITY FOR MONTH 05/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	179,530.72	50,787.68	0	335,869.28	34.83
41011	PART-TIME EMPLOYEES	144,300.00	61,617.15	17,859.97	0	82,682.85	42.70
41020	OVERTIME-REGULAR	700.00	499.61	90.84	0.00	200.39	71.37
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	100.00
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	18,565.81	5,076.31	0.00	29,434.19	38.68
41220	F.I.C.A. CONTRIBUTION	50,500.00	18,374.74	5,210.18	0.00	32,125.26	36.39
41300	INSURANCE	82,800.00	34,227.96	6,831.90	0.00	48,572.04	41.34
41510	WORKERS COMP INSURANCE PREM	5,000.00	1,477.57	244.04	0.00	3,522.43	29.55
42000	OFFICE SUPPLIES	1,200.00	526.12	0.00	0.00	673.88	43.84
42010	MINOR EQUIPMENT	100.00	917.50	0.00	0.00	-817.50	917.50
42011	END USER DEVICES	3,300.00	2,490.06	(4.27)	0.00	809.94	75.46
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	100.00
42030	PRINTING & PRINTED FORMS	700.00	72.00	0.00	0.00	628.00	10.29
42170	PROGRAM SUPPLIES	1,000.00	479.99	0.00	0.00	520.01	48.00
42171	GENERAL SUPPLIES	7,300.00	1,898.99	380.05	0.00	5,401.01	26.01
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	20,029.85	2,284.84	0.00	34,970.15	36.42
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,479.73	0.00	0.00	4,320.27	44.61
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	0.00	0.00	0.00	800.00	0.00
42189	DVD	6,500.00	1,970.00	108.68	0.00	4,530.00	30.31
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	1,417.48	69.90	1,848.00	2,134.52	60.47
43105	TRAINING & EDUCATION ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00
43210	TELEPHONE	900.00	715.00	0.00	0.00	185.00	79.44
43220	POSTAGE	200.00	5.74	0.00	0.00	194.26	2.87
43250	OTHER TELECOMMUNICATIONS	3,200.00	1,282.73	136.60	0.00	1,917.27	40.09
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	4,100.00	0.00	0.00	8,200.00	33.33
43800	UTILITY SERVICES	7,000.00	1,261.35	0.00	0.00	5,738.65	18.02
43810	ELECTRIC	46,300.00	10,901.56	3,331.60	0.00	35,398.44	23.55
43830	GAS	16,600.00	4,409.99	640.07	0.00	12,190.01	26.57
44000	REPAIR & MAINT. SERVICES	18,700.00	10,435.26	22.11	800.00	7,464.74	60.08
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	14,600.00	0.00	0.00	29,200.00	33.33
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	10,573.89	90.00	11,086.40	7,339.71	74.69
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	2,779.92	0.00	0.00	16,020.08	14.79
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	29,266.68	0.00	0.00	58,533.32	33.33
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	181.00	0.00	0.00	519.00	25.86
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	100.00
47100	OPER. TRANSFER OUT - LABOR	18,600.00	6,200.00	0.00	0.00	12,400.00	33.33
TOTAL EXPENDITURES:		1,262,000.00	449,042.10	93,160.50	13,734.40	799,223.50	36.67



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	JUNE 5, 2024

ITEM:	Proposed Elimination of the \$2.00 fee for Replacing a Library Card.
DEPARTMENT: Library	BY/DATE: Renee Dougherty/May 30, 2024

BACKGROUND:

The Anoka County Library Advisory Board approved the removal of the \$2 Library Card Replacement Fee at their April 22, 2024, meeting. County staff cited the desire to improve the customer experience for patrons, the relatively low cost of the physical cards, and the labor of collecting and documenting a relatively small amount of revenue.

The Columbia Heights Library collected \$184.00 in revenue from fees for replacement cards in 2023; and has collected \$44.00 through April 30, 2024.

In the interest of providing consistent library service throughout the county, staff recommend that Columbia Heights follows ACL's lead and eliminate the fee to replace a library card.

RECOMMENDED MOTION(S): To eliminate the \$2.00 fee for replacing a library card, effective July 1, 2024.

MOTION: To eliminate the \$2.00 fee to replace a library card, effective July 1, 2024.

Columbia Heights Public Library

Library Board Report – April 2024

BUILDING

- A locksmith was called to extract a key stuck in a study room door.

TECHNOLOGY

- The Sirsi Dynix Symphony ILS staff interface (Work Flows) was updated; the first software upgrade in over a year.

COLLECTION

- Shifting continued to better highlight books in the collection.
- New books were selected from reviews in the December and January issues of *School Library Journal* and the January and February issues of *Booklist*, *Kirkus Reviews*, and *Library Journal*.
- Weeding was completed in adult mysteries for condition, series orphans, and lack of use.
- Adult displays featured financial literacy, Earth Day, National Library month, general space/eclipse, and titles by Kao Kalia Yang. Youth book displays featured the communities and neighborhoods and space and eclipse books.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Family Storytime	4/1	Children (0-5)	41
EL Conversation Circle	4/1	Adult	4
Financial Literacy: How to Improve Credit & What to Do If You Have None	4/1	Adult	6
EL Conversation Circle	4/3	Adult	2
EL Conversation Circle	4/4	Adult	5
Family Storytime	4/8	Children (0-5)	54
EL Conversation Circle	4/8	Adult	6
Financial Literacy: Looking at the Fine Print for Loans & Credit Cards	4/8	Adult	6
Highland Elementary Kindergarten Field Trip	4/9	Children xx -xx	89
Tinker Time: Design Your Own Library Tote Bag	4/9	Children (6-11)	30
EL Conversation Circle	4/10	Adult	4
EL Conversation Circle	4/11	Adult	4
Saturday Scribes: Kao Kalia Yang	4/13	Adult	50
Family Storytime	4/15	Children (0-5)	28
EL Conversation Circle	4/15	Adult	7
Financial Literacy: Managing Credit Cards and Debt	4/15	Adult	1
DIY Teen: Pop Tart Plush	4/16	Teen (12-18)	8
Book Club: "House in the Cerulean Sea"	4/17	Adult	9
EL Conversation Circle	4/17	Adult	3
Mystery Book Club: "The Dry"	4/17	Adult	6
EL Conversation Circle	4/18	Adult	4
Why Knot? Weaving Water with MWMO	4/20	Adult	30
Richard Scarry' Busy World Anniversary with Eastside Coop	4/20	Children (6-11)	89
Family Storytime	4/22	Children (0-5)	32
EL Conversation Circle	4/22	Adult	5
EL Conversation Circle	4/24	Adult	6
Adult Photography Basics (Legacy)	4/24	Adult	15
EL Conversation Circle	4/25	Adult	3
Family Storytime	4/29	Children (0-5)	40
EL Conversation Circle	4/29	Adult	5

STAFF

- Elizabeth Ripley, Adult Services Librarian
 - Met with the Friends of the Library.
 - Made two deliveries to At-Home patrons.
 - Met with the Columbia Heights Senior Consortium.
 - Launched a new volunteer initiative, Tech Docents, and trained the first volunteer, Emily Wolfe.

- Eliza Pope, Youth Services Librarian,
 - Attended the Valley View Elementary Carnival.
 - Designed and taught “Design Your Own Library Tote Bag” where thirty kids and grown-ups decorated a library tote bag with stencils, fabric markers, and puff paint. Kids commented they couldn’t wait to use their bags to take home library books. An adult care facility attended the event; fortunately, there were enough supplies for the adults to participate.
 - Conducted a “DIY Teen: Pop Tart Plush” program where seven teens sampled a variety of pop tart flavors and learned basic sewing stitches. The program was planned as a no-sew activity, but all expressed a desire to learn how to hand sew!
 - Partnered with Eastside Food Coop to offer a 50th anniversary celebration of Richard Scarry’s “Busyworld: Cars and Trucks and Things That Go.” The day’s activities included a Goldbug scavenger hunt, a raffle to win copies of books, a community collage of houses and cars, activity sheets, and a reading. The event reached library patrons, as well as Eastside regulars unfamiliar with the library. A huge thank you to Eastside Food Co-Op for approaching the library with the idea and helping make it very successful!
 - Welcomed 80 kindergarteners from Highland Elementary for a visit April 9. Each class spent 20 minutes with Eliza learning about the library, reading books, singing songs, and playing games and another 20 minutes with Farrah in the youth area doing a scavenger hunt, coloring a bookmark, looking at books, and playing with toys. The library was part of a two-stop field trip that also included the CH Fire Department and was the first ever field trip for kindergartners!
 - The library received solar eclipse viewing glasses from SEAL (Solar Eclipse Activities for Libraries). Glasses were distributed to Family Storytime participants on the day of the eclipse and to anyone asking for glasses at the library. To celebrate the eclipse, there was a special moon- and space-themed storytime and eclipse coloring sheets and information available in English and Spanish in the youth area.
 - Provided bulk loans for Immaculate Conception School grade 1-5 classes.
 - Completed planning for the summer reading program and special programs for youth.
- Renee Dougherty, Library Director,
 - Staffed a table at the City Expo on April 11.
 - Met with Adult Services Librarian Elizabeth Ripley for her 6-month performance review.
 - Facilitated the book club discussion of “The House in the Cerulean Sea.”
 - Participated in four interviews for City Manager finalists on April 17 and 18.
 - Met with Will Rottler about the website revision.
 - Participated in a division head lunch with Lenny Austin as well as his retirement party.
 - Attended the swearing-in ceremony for new Police Chief Matt Markham.
 - Trained in the public and staff interfaces of new interlibrary loan software on 4/24.
 - Participated in the Anoka County Library public service team and city division head meetings.

All Staff

- Completed mandatory safety training for city employees on 4/9.

MISCELLANEOUS

- The Anoka County Law Librarian met with one person.
- A display of juried student art, coordinated by CHPS teacher Sarah Honeywell, was installed in the community room and a reception was held on April 11.

VOLUNTEERS

9 adult volunteers donated 34 hours.