



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, December 06, 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. Review/Approve Library Board Minutes from November 1, 2023**
- 3. 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

- 4. Project: Website Re-vitalization**
- 5. Project: Strategic Planning**

NEW BUSINESS

- 6. Staffing Update: Library Supervisor**
- 7. Recommend adoption: Proposed Fee Schedule for 2024**
- 8. Project: Merchandising the Collection**
- 9. Project: Revision of Memorandum of Understanding with Anoka County Library**

DIRECTOR'S UPDATE

- 10. October 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, November 1st, 2023

Drafted
11/6/2023

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 5:33pm.

Members physically present: Gerri Moeller; Rachelle Waldon; Melanie Magidow; Carrie Mesrobian; Chris Polley; Connie Buesgens (back-up Council Liaison). **Members remotely present:** N/A. **Members absent:** N/A. **Also present:** Renee Dougherty (Library Director); Elizabeth Ripley (Adult Services Librarian); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The Meeting's **Agenda** was **approved as-is**.
2. New Adult Services Librarian, Elizabeth Ripley, was introduced to the Library Board and vice-versa. Elizabeth received her Master's degree from Simmons College in Boston; has previously worked for East Central Regional Libraries and more recently for the Anoka County Libraries.
3. The **Minutes** of the **October 4th, 2023**, Board Meeting were **moved and approved**.
4. **Review 2023 Operating Budget:** 83.29% of the year and 73.62% of the budget encumbered; no concerns raised.
 - a. **43810 (Electric):** The last two years electricity has been overspent, but could be right on this year.

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

Old Business:

5. **Ongoing Discussion on a Dedicated Library Website:** The Board Members were assigned the task of visiting other library websites and noting ones with the best aesthetic, functionality, and user friendliness. In addition to this they noted what features or items are a must have for a potential CHPL site, and what should be front and center on the homepage.
 - a. Favorite library websites found: Winona, Stillwater, Rochester (both PC/mobile), Duluth, Baraboo (WI), Menasha (WI), Neenah (WI), T.J. Jones (North Central University).
 - b. Items mentioned as being the most important to be front and center on the landing page (homepage) were a Catalog Search, Upcoming Events/Calendar, Banner Announcements (when applicable), "I Want To" Tab (essentially contains frequently clicked items like library card registration, search, hours, etc.), and a carousel cycling through pertinent info/resources/events.
 - c. Other important features to consider: Quick Links (updated in real time), Analytics for staff, Mobile Friendliness (if mobile users need to endlessly scroll to find what they are looking for, they'll likely move on), revamp and update the "About" Page (and review every 1-5 years), and Book Recommendations/Reader's Advisory.
 - d. Renee will have staff express their opinions on what a CHPL website could look like and contain and determine staff roles in ongoing maintenance and updates for the potential website. 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?
 - e. What could improve our image and attract more visitors, readers, and users? An institution's web presence strongly influences its perception by potential visitors; some may not even take an organization seriously if they have no website or a subpar or outdated web presence. More discussion to come...

New Business:

6. **Approve 2024 Library Board of Trustees Meeting Dates:** The proposed meeting dates were reviewed and it was unanimously agreed that the July meeting should be cancelled; a dedicated strategic planning session may be scheduled to make up for the cancelled July date. **MOTION: A Motion was made to approve all the 2024 Library Board of Trustees meeting dates, except for the cancellation of the July 3rd meeting date; the motion was seconded and unanimously approved.**
7. **Approve 2024 Library Holiday/Closed Dates:** The anticipated holiday/closed dates for 2024 were presented to the Library Board; all proposed dates are based on Columbia Heights official holidays except for May 16th (off-site staff in-service training day with Anoka County Library staff). Juneteenth (June 19) was added as a City holiday in 2023 (became a MN State holiday in 2023), it is yet unclear if Indigenous Peoples' Day (October 14) will also be added by the City (since it also became a MN State holiday in 2023); also unsure as to whether Good Friday (March 29) will remain or be removed as a city holiday. It was mentioned that the school will be closed on Eid (April 10) for the first time in 2024; it's anticipated that the City/Library will remain open that day, but it could be beneficial for the students who may opt to visit the Library while class is out. If the City makes any changes to 2024 holidays, we will review and amend the closed dates as needed. **MOTION: A motion to approve the 2024 CHPL Holiday/Closed days as proposed was made; it was seconded and unanimously approved.**

Director's Update:

8. **September Board Report:** Provided as an FYI.
9. **From the Floor:**
 - a. **Tiny Art on Display:** The 2023 Tiny Art Show is now on display in the display case through the end of December. These tiny artworks (3"x3") were done by patrons and residents who signed up to receive a kit in September (which were due October 31). Stop by and check it out!
 - b. **ESL Family Nights:** Last week's North Park family night was attended by 95 people and was very successful with some families using the library long after the event ended. It is our hope to host (in partnership with local teachers with assistance from Jen Blake) these for each of the Columbia Heights elementary/middle schools.
 - c. **Next Meeting:** Discussion of a potential Strategic Planning Session to be scheduled.

There being no further business, a motion to adjourn was made and seconded at 6:26 pm; the **meeting was adjourned.**

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



**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 (No Meeting)**
- **August 7**
- **September 4**
- **October 2**
- **November 6**
- **December 4**

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Drafted: September 2023

Approved: November 1, 2023



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: November 1, 2023

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 11/30/2023
 Fiscal Year Completed: 91.51%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	377,482.62	32,168.00	0	119,017.38	76.03
41011	PART-TIME EMPLOYEES	134,200.00	93,256.36	10,017.25	0.00	40,943.64	69.49
41020	OVERTIME-REGULAR	800.00	701.50	162.72	0.00	98.50	87.69
41050	ACCRUED LEAVE ADJUSTMENT	0.00	21,460.44	0.00	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	35,350.95	3,153.73	0.00	9,949.05	78.04
41220	F.I.C.A. CONTRIBUTION	47,700.00	36,747.00	3,244.09	0.00	10,953.00	77.04
41300	INSURANCE	79,600.00	70,816.20	7,801.44	0.00	8,783.80	88.97
41400	UNEMPLOYMENT COMPENSATION	0.00	212.07	0.00	0.00	(212.07)	100.00
41510	WORKERS COMP INSURANCE PREM	4,600.00	3,804.89	332.49	0.00	795.11	82.72
42000	OFFICE SUPPLIES	1,200.00	1,185.68	0.00	0.00	14.32	98.81
42010	MINOR EQUIPMENT	100.00	122.44	0.00	0.00	(22.44)	122.44
42011	END USER DEVICES	3,600.00	1,505.71	1,115.96	0.00	2,094.29	41.83
42030	PRINTING & PRINTED FORMS	800.00	826.00	258.00	0.00	(26.00)	103.25
42170	PROGRAM SUPPLIES	1,600.00	768.27	0.00	0.00	831.73	48.02
42171	GENERAL SUPPLIES	7,300.00	4,947.24	116.50	0.00	2,352.76	67.77
42175	FOOD SUPPLIES	100.00	34.77	0.00	0.00	65.23	34.77
42180	BOOKS	53,000.00	41,575.06	2,396.15	0.00	11,424.94	78.44
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	4,674.87	856.87	0.00	3,125.13	59.93
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	1,498.53	422.93	0.00	(998.53)	299.71
42189	DVD	6,500.00	3,866.64	254.84	0.00	2,633.36	59.49
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	3,978.23	264.50	0.00	2,321.77	63.15
43105	TRAINING & EDUCATION ACTIVITIES	800.00	211.90	0.00	0.00	588.10	26.49
43210	TELEPHONE	900.00	373.68	0.00	496.23	30.09	96.66
43220	POSTAGE	200.00	205.60	0.00	0.00	(5.60)	102.80
43250	OTHER TELECOMMUNICATIONS	3,100.00	2,806.20	267.66	0.00	293.80	90.52
43310	LOCAL TRAVEL EXPENSE	500.00	299.67	0.00	0.00	200.33	59.93
43600	PROP & LIAB INSURANCE	10,800.00	9,000.00	0.00	0.00	1,800.00	83.33
43800	UTILITY SERVICES	6,200.00	5,098.05	0.00	0.00	1,101.95	82.23
43810	ELECTRIC	39,000.00	31,456.63	3,056.04	0.00	7,543.37	80.66
43830	GAS	8,400.00	8,712.20	589.32	0.00	(312.20)	103.72
44000	REPAIR & MAINT. SERVICES	19,300.00	16,889.21	0.00	0.00	2,410.79	87.51
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	34,083.30	0.00	0.00	6,816.70	83.33
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	25,125.47	272.00	10,455.00	(7,780.47)	127.99
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	13,019.39	0.00	3,473.13	3,107.48	84.15
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	69,666.70	0.00	0.00	13,933.30	83.33
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	112.90	0.00	0.00	87.10	56.45
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	15,000.00	0.00	0.00	3,000.00	83.33
TOTAL EXPENDITURES:		1,201,900.00	956,661.63	66,750.49	14,424.36	230,814.01	80.80

**Columbia Heights Public Library
Fine/Fee Schedule 2024**

Cards	Replacement Library Card	\$2.00
	Out-of-State/Non-resident Library Card	\$60.00 (annually)
Retail	Earbud Headphones	\$5.00 \$2.00
	Flash Drive (2-4GB)	\$5.00
Retail (used sale cart)	Hardcover Book	\$1.00
	Trade/Oversize Paperback	\$.75
	Mass Market Paperback	\$.50
	Hardcover Book (children's)	\$1.00
	Paperback (children's)	\$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	\$0.25 \$0.50 (if 5 or more tags are missing/damaged)
	Book Jacket	\$0.50 (if 3 or more are missing/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	
Misc	Referral to Collection Agency	\$12.00
	Dishonored check fee	\$30.00
	Misc.	Variable
	Community room rental	\$25.00/hour

Columbia Heights Public Library Library Board Report – October 2023

BUILDING

- The rooftop solar array was inspected.
- Adams Pest Control inspected the building.
- A shortage of custodial staff resulted in one evening without cleaning.
- The air conditioning unit for the community room was manually reset.
- Modern Air restarted the boiler following the repair of the heat exchanger.
- Aid Electric repaired six ceiling lights which were dark, flickering intermittently, or flashing.
- A mechanical lift used for repair damaged the emergency exit door frame and security alarm.

TECHNOLOGY

- Coordinated Business Systems picked up the old public copier for disposal.
- Public Wi-Fi access points were upgraded throughout the building.
- IT worked on enabling printing to ledger-sized paper and allowing CHPS student Chromebooks to connect to the library Wi-Fi.

COLLECTION

- Adult book displays included fire safety, horror, and new books.
- Book requests added to the juvenile collection included Bluey, Spiderman, Transformers, Disney princesses, I Spy, Minecraft and “I Survived...” graphic novels. Additional read-along books with embedded audio players were ordered in response to high demand.
- Weeding was completed in adult fiction V-Z and nonfiction 700s.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
Family Storytime	10/2	Children (0-5)	27
English Language Conversation Circle	10/2	Adult	6
Daycare Storytime	10/4	Children (0-5)	12
Discussing Race and Racism (Even When It’s Uncomfortable)	10/4	Adult	9
Conversation Circle	10/5	Adult	6
Painting Mushrooms in Acrylic	10/6	Children (6-11)	17
Family Storytime	10/9	Children (0-5)	38
English Language Conversation Circle	10/9	Adult	5
Tinker Time: Salt Dough Leaves	10/10	Children (6-11)	17
Discussing Race and Racism	10/11	Adult	9
English Language Conversation Circle	10/12	Adult	4
Family Storytime	10/16	Children (0-5)	32
English Language Conversation Circle	10/16	Adult	7
DIY Teen: Fall Glass Mosaics	10/17	Young Adult (12-18)	7
Adult Book Club “Mad Honey”	10/18	Adult	8
Illustrated Nature Poems	10/18	Adult	4
English Language Conversation Circle	10/19	Adult	1
Family Storytime	10/23	Children (0-5)	35
English Language Conversation Circle	10/23	Adult	4
Tinker Time: Mini Pumpkin Painting	10/24	Children (6-11)	20
Organizing Your Important Documents	10/25	Adult	21
North Park Elementary English Language Learner Family Night	10/26	All Ages	108
Family Storytime	10/30	Children (0-5)	36
English Language Conversation Circle	10/30	Adult	7

STAFF

Eliza Pope, Youth Services Librarian,

- Continued to offer a weekly family storytime with at least 30 children and grown-ups attending each week. Afterwards, many families move to the children’s area to continue playing and socializing. Some spend hours playing and reading after storytime.
- Hosted Erin Holt from eHolt Art to teach a class on mushroom painting in acrylics. Kids could draw from a reference photo or dream up their own mushrooms. They learned about composition, how painting on a wooden panel is different than canvas, and how to mix colors.



- Planned and led two Tinker Times. One taught kids and their grown-ups how to mix salt dough to create leaf ornaments. Kids added a rainbow of colors to their leaves and experimented with adding cinnamon and modifying the recipe to see what happened. A second session allowed kids to paint mini pumpkins with paint markers. Some of their creations included black cats, rainbows, Frankenstein, golden robots, and Pokémon.
- Hosted Mak from Rum River Art Center for a Legacy-funded program, Fall Glass Mosaics. Mak taught teens how to design a glass mosaic and how to cut the glass to fit their design. Unfortunately, this class did not have a lot of teens register, but one teen’s family stayed and made a mosaic with him, and everyone really enjoyed learning how to use the glass cutting tools.
- Hosted an English Language Family Night on October 26 in partnership with North Park School for Innovation. North Park provided pizza, snacks, drinks, and door prizes and I provided a brief overview of how to get a library card and library services. One hundred and eight (108) students, family members, and teachers attended the event. Most of the families were Spanish-speaking and one of the EL teachers translated the event. The families were very appreciative of Spanish-speaking Library Page Yuliana, who made over 15 new library cards.



Elizabeth Ripley, Adult Services Librarian,

- o Started on October 23.
- o Made one delivery to an At-Home patron.

Renee Dougherty, Library Director,

- o Presented the proposed 2024 departmental budget to the City Council work session.
- o Met with Library Supervisor Al Mamaril and Library Page Brent Buchanan for their annual performance evaluations.
- o Facilitated the Adult Book Club’s discussion of “Mad Honey.”
- o Met with the Anoka County Library Public Services Team.
- o Contracted Twin Cities Upholstery for the repair of a vandalized chair.

MISCELLANEOUS

- o A patron with a seizure disorder hit their head on 10/5 so staff called 911; the individual was not transported but assisted to the family’s car.
- o The glass display case featured a display for Polish American Heritage month.
- o Thirty-eight pieces of Tiny Art were submitted by community artists for display.
- o The Anoka County Law Librarian met with one person on 10/27.

PUBLIC COMPUTER USE	2023	2022
Users	1,043	897
Sessions	1,520	1,314
Minutes	63,723	52,353

FACILITY USE	2023	2022
Visitors	7,134	6,382
Study & Meeting Room Use	315	262

VOLUNTEERS	Total	Hours
Adult	4	19
Teen	0	0