



## Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ 763-706-3690 ▪ columbiaheightsmn.gov

### **COLUMBIA HEIGHTS PUBLIC LIBRARY BOARD OF TRUSTEES**

**Wednesday, January 6<sup>th</sup>, 2021**

**Regular Meeting at 5:30 p.m.**

**Library Community Room (with Social Distancing)**

### **Board of Trustees**

Catherine Vesley  
**Chair**

Patricia Sowada  
**Vice-Chair**

Tricia Conway  
**Secretary**

Teresa Eisenbise  
Christopher Polley

**Members at Large**

Nick Novitsky

**Council Liaison**

Renee Dougherty  
**Library Director**

#### **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 whether solely in-person or a combination of in-person and electronic means, members of the public who wish to attend may do so by attending in-person or by calling 1-312-626-6799 and entering **meeting ID 847 2391 1303 and passcode 321568** at the scheduled meeting time. If there are any questions about this notice or attending/calling in to the meeting, please contact the City Clerk at (763) 706-3611.*

#### **AGENDA:**

Call to order.

Review/approval of Minutes from the November 4<sup>th</sup>, 2020, Board Meeting.

Review/approval of Bill Lists dated November 4<sup>th</sup>, 18<sup>th</sup>; and December 2<sup>nd</sup>, 16<sup>th</sup>, and 23<sup>rd</sup>, 2020.

Review of Accounting.

Informational Update (FYI):

- New ACL Library Director
- Kanopy
- Demise of RBDigital: MELSA's Decision on Consortial Digital Collections (eAudiobooks, eMagazines, eBooks)

#### **OLD BUSINESS:**

1. Update on Comprise PC/Print Management Upgrade

#### **NEW BUSINESS:**

1. Proposed Change in Service Hours (Effective Feb. 1, 2021)
2. Proposed Increase in Maximum Items for Checkout
3. Policy Review: Internet Policy
4. Items from the Floor

RLD/npo



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**The meeting was called to order in the Library Community Room by Chair, Catherine Vesley at 5:30pm.**

**Members physically present:** Catherine Vesley; Teresa Eisenbise; Tricia Conway. **Member remotely present:** Christopher Polley. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Absent:** Nick Novitsky (Council Liaison); the late, great, Pat Sowada.

The **Minutes** of the **October 7<sup>th</sup>, 2020**, Board Meeting were **moved and approved** unanimously via roll-call vote.

The **Bill Lists** dated **October 7<sup>th</sup>, and 21<sup>st</sup>, 2020**, were reviewed; All were **moved, seconded, and approved** unanimously via roll-call vote.

Questions and discussions on Bills and Accounting:

- **Mayo Health Letter:** This is a monthly newsletter put out by the Mayo Clinic, and a popular reference item.
- **Hex Bugs (pictured):** Programmable robotic bugs; Brianna Belanger purchased these for a future youth STEAM program; Teresa was curious because they were also on her children's Christmas wish list. 
- **Book/CD Set (2187):** These are youth Read-Along-CD/Book combo sets.
- **Computer Equipment (2011):** Currently overspent, and will see more overspending in this line. When the new Library opened we were chosen for an IT pilot program to test virtual thin-client workstations as an alternative to standard computers. Over 4 years they have proven to be effective for use by patrons for lightweight tasks like internet and word-processing. For staff, they are slow to boot up (10-30+ minutes), they struggle to handle multi-tasking (and heavier tasks like photo/video editing and virtual meetings), and don't work consistently with peripherals like RFID pads, printers, and other accessories. City IT is now in the process of replacing staff thin-clients with computers; Public workstations will remain as thin-clients.

**Old Business:**

1. **Update on E-Cards for Columbia Academy:** Brianna Belanger created an informational handout for parents, but the school asked if they could be translated into Spanish/Somali; the Library does not have translation capability, so it was asked as to whether the school district would be able to help out with this. Principal, Duane Berkas, has made a school-wide announcement about the E-Cards, but we don't currently know the status of distribution. The E-Cards consist of a Library Barcode (not physical cards), and do not contain any personal student information; they grant access to all digital resources that the Library offers, some of which (like CloudLibrary) have the option to change languages if desired. If students then wish to get a full library card for physical material, they are able to stop in the Library with their parent/guardian to apply for one.
2. **Update on Proposed 2021 Budget:** Renee had recorded (due to COVID) a budget presentation for the Monday, November 2<sup>nd</sup> City Council Work Session. In the hours leading up to the work session, Mayor Schmitt also send

Renee a series of questions to answer in addition (under normal circumstances these would be asked in person during the work session). Some of the questions lead the Library Board to believe that City Administration may not fully understand all the work that goes into running a library, or the level of devotion and service it provides patrons and the community (and surrounding community members), and the value it provides. It was determined that the Library should be represented more often at City Council meetings in the future (not solely at budget time) to promote programs and services, communicate victories/challenges, request feedback, and impart knowledge. The budget and budget-related questions will be discussed further at the next Board Meeting.

### **New Business:**

- 1. 2021 Library Holiday/Closed Dates:** Closed Days and Holidays mirror those of previous years, although dates shift slightly from year-to-year. Most dates are dictated by City of Columbia Heights closed dates, with the exception of Staff Day (which is chosen by Anoka County Library, and consists of an all-staff training day for ACL/CHPL). **A motion to approve 2021 Library Holiday and Closed Dates was made, seconded, and approved via roll-call vote.**
- 2. 2021 Library Board of Trustees Meeting Dates:** All proposed meeting dates were set for the first Wednesday of every month, with none postponed for holidays this year. The Board had no objections to any, but discussed cancelling one during summer to make way for busy vacation schedules; July was chosen to be cancelled. **A motion was made to approve the 2021 Library Board Meeting dates, with no July meeting; the motion was seconded, and unanimously approved via roll-call vote.**
- 3. 2021 Fine Read Down:** ACL/CHPL usually holds a winter Fine Read Down, but this year it took a little persuasion by Renee for ACL to participate. Read Down will occur for the whole month of February (during some of the Winter Reads reading program), and will have rules similar to previous ones: \$1 off fines for every 15 minutes of reading; will not cover DVD rental fees, damaged/lost materials costs, or purchase of taxable items; patrons in Collections are ineligible. This year patrons will be allowed to read at home due to the pandemic, and ACL may be using the Beanstack app (used for the Summer Reading Program) for tracking read-down reading time. **A motion was made to approve a February Fine Read Down for All Ages, it was seconded and approved via roll-call.**
- 4. Policy Review: Guidelines for Accepting Donation of Used Books and Magazines:** Renee had determined that this policy is unnecessary due to it being more of an internal procedure, and that it should be replaced with a more comprehensive policy that covers all donations, whether it be books/materials, monetary gifts, equipment/furnishings, art, or memorials. The Library Board agreed with this assessment, and decided to table this policy until proper research and discussion can be performed. **Tabled.**

### **Items from the Floor:**

- **Comprise:** The Public PC Management Project is moving forward; a computer lab has been set up in our small meeting room for testing, staff training is planned to start in mid-November, and the system should launch in early December.
- **Pat Sowada "Citizen of the Year":** Catherine Vesley, with the advice of Margo Ashmore, and other community members (like former Library Director, M. Rebecca Loader, former Board members, and other associates of Pat Sowada) have posthumously nominated Pat Sowada for the 2020 Citizen of the Year Award. The Board members were flabbergasted that she hadn't won it already with all the volunteering and service she had provided the community her whole life; she deserves to win, and wished she had received the honor in life! (cv)
- **Be well, and stay safe.**

There being no further business, a motion to adjourn was made at 6:13pm by Catherine Vesley, and seconded.

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, Library Board of Trustee

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

November 4<sup>th</sup>, 2020

**240-45500**

**2025: Automated Circulation System Supplies**

Anoka County Library	1636	2155	September Notices	<u>100.00</u>
				<b>100.00</b>

**2030: Printing & Printed Forms**

Rapid Graphics & Mailing, Inc.	9666		Winter Youth Flyer	<u>100.00</u>
				<b>100.00</b>

**2170: Program Supplies**

Office Depot	120947658003		Washable Markers (Broad)	<u>24.25</u>
				<b>24.25</b>

**2180: Books**

Baker & Taylor	2035536498	4058J	Books	38.23
	2035536498	4059A	Book	11.02
	2035536498	4060J	Books	125.27
	2035536498	4064A	Book	11.04
	2035536498	4065J	Books	285.06
	2035539429	4053A	Book	14.40
	2035539429	4057A	Book	14.96
	2035539429	4058J	Book	4.98
	2035539429	4063A	Book	14.40
	2035539429	4065J	Book	6.49
	2035539429	4066J	Books	472.14
	2035541601	3988JS	Books	8.43
	2035544255	4063A	Book	15.51
	2035544255	4066J	Books	19.91
	2035544255	4067J	Books	312.39
	2035546226	4063A	Books	62.59
	2035546226	4068J	Books	<u>299.25</u>
				<b>1,716.07</b>

Cengage Learning Inc.	72411427	3989AS	Large Print Books	<u>186.68</u>
				<b>186.68</b>

**2189: DVDs**

Midwest Tape	99500616		DVD (Adult)	<u>18.74</u>
				<b>18.74</b>

**3050: Expert & Professional Services**

Anoka County Library	1636	2155	ILS Operating Costs (Q3)	3,329.34
	1637	2155	September Disc Cleaning	<u>18.00</u>
				<b>3,347.34</b>

**4000: Maintenance and Repair**

Marco Inc.	INV8050561	2763	PtrMaint 101520-111420	38.23
	INV8063991	2763	CpyMaint 101520-111420	94.20
	INV8063991	2763	CpyOverage 091520-101420	<u>57.96</u>
				<b>190.39</b>

COLUMBIA HEIGHTS PUBLIC LIBRARY

2020 Expenditures

November 4<sup>th</sup>, 2020

**262-45017: 21<sup>st</sup> Century Grant**

**2170: Program Supplies**

Blick Art Materials	4741597	09222020	Journaling Pens	10.99
Office Depot	123691719002		Colored Pencils	5.25
	126657926002		Washable Markers (Fine)	17.25
	126657926003		Washable Markers (Broad)	24.25
Brianna Belanger (reimbursement)	Michaels		Beads, Pastels	9.33
	Target		Cereal, Smartly, Tape	<u>45.03</u>
				<b>112.10</b>

**3050: Expert & Professional Services**

Rebecca Krueger Art		Contract	Mural Camp (10/15-16)	500.00
Regents of the University of MN	0150016257	Contract	Raptor Center (10/17)	<u>395.00</u>
				<b>895.00</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

November 18<sup>th</sup>, 2020

**240-45500**

**2000: Office Supplies**

Office Depot	132590380001	Paper, Labels	<u>144.95</u>
			<b>144.95</b>

**2171: General Supplies**

Trio Supply Company, Inc.	642698-00	Towels, Gloves (S/M/L)	<u>367.40</u>
			<b>367.40</b>

**2180: Books**

Baker & Taylor	2035556534	4037A	Book	9.97
	2035556534	4049J	Book	6.47
	2035556534	4061A	Book	14.94
	2035556534	4063A	Books	72.55
	2035556534	4064A	Books	17.53
	2035556534	4065J	Books	16.23
	2035556534	4069A	Books	242.10
	2035559444	4063A	Book	11.69
	2035559444	4068J	Book	7.17
	2035559444	4070A	Books	451.44
	2035561878	3988JS	Book	5.53
	2035565733	4058J	Book	8.44
	2035565733	4064A	Books	21.42
	2035565733	4069A	Books	22.08
	2035565733	4070A	Books	29.91
	2035565733	4071J	Books	85.67
	2035573526	3988JS	Book	8.30
	2035575237	4062J	Book	9.41
	2035575237	4065J	Book	19.49
	2035575237	4068J	Book	4.43
	2035575237	4069A	Book	6.49
	2035575237	4072A	Books	<u>391.95</u>
				<b>1,463.21</b>

**2181: Periodicals, Magazines & Newspapers**

EBSCO Publishing*	1605187	Periodical Renewals	2,602.16
	2100323	Credit Memo	<u>-87.72</u>
			<b>2,514.44</b>

**262-45017: 21<sup>st</sup> Century Grant**

**3050: Expert & Professional Services**

Growing Green Hearts/Heidi Ferris	Contract	MN Geochemistry (11/12)	<u>250.00</u>
			<b>250.00</b>

\*See reverse for summary of periodical subscriptions.

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

November 18<sup>th</sup>, 2020

AARP Bulletin	10 Issues	31.00	Mother Earth News	6 Issues	17.00
AARP: The Magazine	6 Issues		Motor Trend	12 Issues	10.00
Atlantic Monthly	<del>10</del> 12 Issues	59.99	Mpls-St. Paul	12 Issues	19.95
Better Homes and Gardens	12 Issues	22.00	National Geographic	12 Issues	39.00
<b>Bicycling</b>	<b>6 Issues</b>	<b>19.98</b>	National Geographic Kids	10 Issues	24.00
Bloomberg Business Week	50 Issues	75.00	New Yorker	47 Issues	99.99
Bon Appetit	10 Issues	24.00	<del>O: The Oprah Magazine</del>	<del>12 Issues</del>	<del>28.00</del>
Car & Driver	12 Issues	22.00	Outdoor Life	4 Issues	19.97
Catster	6 Issues	24.95	People	54 Issues	118.26
Consumer Reports	13 Issues	30.00	People en Espanol	10 Issues	19.97
CR Buying Guide	1 Issue		Popular Mechanics	6 Issues	24.00
Country Living	10 Issues	24.00	Popular Science	4 Issues	19.97
Discover	8 Issues	29.95	Prevention	12 Issues	▲48.00
Dogster	6 Issues	24.95	Quiltmaker	6 Issues	19.97
Esquire	6 Issues	12.00	Reader's Digest	10 Issues	19.98
Family Handyman	9 Issues	19.98	Real Simple	12 Issues	28.95
Field & Stream	<del>6</del> 4 Issues	19.97	Rolling Stone	12 Issues	59.95
Fine Woodworking	7 Issues	34.95	Runner's World	6 Issues	24.00
Forbes	<del>14</del> 8 Issues	▼29.95	Saturday Evening Post	6 Issues	29.94
Fortune	<del>14</del> 12 Issues	69.95	Scientific American	12 Issues	84.00
Fur, Fish & Game	12 Issues	19.95	Shape	10 Issues	24.00
Good Housekeeping	10 Issues	22.00	Smithsonian	12 Issues	39.00
Harper's	12 Issues	25.00	Sports Illustrated	<del>39</del> 16 Issues	88.95
Health	10 Issues	15.97	Sports Illustrated for Kids	<del>12</del> 6 Issues	31.95
Highlights For Children	12 Issues	39.99	Taste of Home	6 Issues	17.98
Hot Rod	12 Issues	14.00	This Old House	6 Issues	19.95
House Beautiful	8 Issues	24.00	Threads	6 Issues	32.95
Instyle	12 Issues	30.00	Time	<del>52</del> 50 Issues	76.13
Kiplinger's	12 Issues	▲34.95	Travel & Leisure	12 Issues	45.00
MAD Magazine	6 Issues	24.99	<b>Treasures</b>	<b>6 Issues</b>	<b>32.00</b>
Martha Stewart Living	10 Issues	24.00	TC Consumer Checkbook	2 Issues	49.00
Men's Health	10 Issues	24.94	USA Today	260 Issues	▼347.00
<b>Mid Mod Treasures</b>	<b>4 Issues</b>	<b>32.00</b>	US Weekly	52 Issues	125.00
Midwest Living	6 Issues	19.97	Writer	12 Issues	<u>28.95</u>
Minnesota History	4 Issues	43.00			

**Total: \$2,602.16**

Reflects this year's **additions/cancellations**, changes in # of issues, and changes in price ▲up/down▼.

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2020 Expenditures**  
December 2<sup>nd</sup>, 2020

**240-45500**

<b>2000: Office Supplies</b>				
Office Depot	134179675001		WhiteOut, Ink, PostIts	<u>24.28</u>
				<b>24.28</b>
<b>2010: Minor Non-Consumable Items</b>				
Weldon Company, LLC	2009	CORTNI	Library Shelving	<u>725.00</u>
				<b>725.00</b>
<b>2025: Automated Circulation System Supplies</b>				
Anoka County Library	1639	2155	October Notices	<u>100.00</u>
				<b>100.00</b>
<b>2170: Program Supplies</b>				
Office Depot	135774234001		Staked Signs	59.97
	135774565001		Industrial Tape	22.86
Scholastic, Inc.	25458179		Youth Books (25)	<u>56.75</u>
				<b>139.58</b>
<b>2171: General Supplies</b>				
Office Depot	134185656001		Plastic Bags	<u>26.99</u>
				<b>26.99</b>
<b>2180: Books</b>				
Baker & Taylor	2035580529	4063A	Book	22.16
	2035580529	4069A	Books	27.26
	2035580529	4070A	Books	31.02
	2035580529	4071J	Book	7.14
	2035580529	4073A	Books	176.32
	2035584939	4027A	Book	16.06
	2035584939	4063A	Book	16.07
	2035584939	4065J	Book	11.04
	2035584939	4066J	Book	10.52
	2035584939	4071J	Books	35.70
	2035584939	4073A	Books	31.57
	2035584939	4074J	Books	203.62
	2035585494	4075J	Books	519.83
	2035590107	3988JS	Book	5.19
	2035599705	4039A	Book	16.61
	2035599705	4054A	Book	16.04
	2035599705	4069A	Book	14.93
	2035599705	4071J	Books	92.17
	2035599705	4072A	Books	29.91
	2035599705	4073A	Books	59.80
	2035599705	4075J	Books	28.21
	2035605133	3988JS	Book	15.09
	2035605721	4069A	Book	24.26
	2035605721	4072A	Book	17.73
	2035605721	4073A	Books	60.79
	2035605721	4074J	Books	38.30
	2035605721	4077A	Books	271.34
	5016525728	3987AS	Book	32.44
	5016542208	3987AS	Book	25.31
	5016559516	3987AS	Books	<u>130.80</u>
				<b>1,987.23</b>
Cengage Learning Inc.	72591656	3989AS	Large Print Books	188.93
	72592217	3990AS	Large Print Books	<u>85.47</u>
				<b>274.40</b>



**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

December 2<sup>nd</sup>, 2020

**2181: Periodicals, Magazines & Newspapers**

Wall Street Journal	010760509271	WSJ Renewal (1yr)	<u>539.88</u>
			<b>539.88</b>

**2189: DVDs**

Midwest Tape	99532740	073120	DVD (Youth)	7.49
	99556846	101320	DVDs (Youth)	278.07
	99587028	101320	DVDs (Youth)	33.72
	99616137	101320	DVDs (Youth)	<u>67.44</u>
				<b>386.72</b>

**3050: Expert & Professional Services**

Anoka County Library	1639	2155	October Cataloging	49.60
Marco, Inc.	INV8143769		Comprise Project	155.00
Unique Management Services	597134	2307	October Placements	<u>187.95</u>
				<b>392.55</b>

**4000: Maintenance and Repair**

Marco, Inc.	INV8166679	2763	CpyMaint 111520-121420	94.20
	INV8166679	2763	CpyOverage 101520-111420	<u>36.92</u>
				<b>131.12</b>

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**262-45017: 21<sup>st</sup> Century Grant**

**2170: Program Supplies**

Blick Art Materials, LLC	4952542	11102020-21	Totes, Fabric, Clay	172.54
	4982380	11102020-21	Fine Sharpies (75)	70.35
Brianna Belanger (reimbursement)	Amazon		1.5" Circle Stickers	9.98
	Etsy		White Pop Sockets	13.70
	Family Dollar		Food Coloring	34.45
	Michaels		Brushes, Pads, Needles	<u>60.01</u>
				<b>361.03</b>

**883-45500: Donation Fund**

**2180: Books**

Baker & Taylor	2035580529	4050DON	Book (Michael Magnuson)	<u>15.51</u>
				<b>15.51</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

December 16<sup>th</sup>, 2020

**240-45500**

**2030: Printing & Printed Forms**

Church Offset Printing, Inc.	112070		Winter 2020 Newsletter	<u>76.50</u>
				<b>76.50</b>

**2170: Program Supplies**

Baker & Taylor	2035610316	4076J2170	Books	62.28
Scholastic, Inc.	25458179		Paperback Books (25)	<u>56.75</u>
				<b>119.03</b>

**2180: Books**

Baker & Taylor	2035610316	4043A	Book	10.40
	2035610316	4058J	Books	15.25
	2035610316	4069A	Book	9.75
	2035610316	4070A	Book	14.95
	2035610316	4073A	Books	46.52
	2035610316	4074J	Book	12.74
	2035610316	4077A	Books	47.64
	2035610316	4079A	Books	546.85
	2035625599	4072A	Book	19.39
	2035625599	4077A	Book	15.51
	2035625599	4081J	Books	276.88
	2035637330	3988JS	Books	27.25
	2035638026	4070A	Book	14.95
	2035638026	4073A	Book	11.04
	2035638026	4074J	Book	4.54
	2035638026	4077A	Book	14.40
	2035638026	4080J	Book	9.97
	2035638026	4081J	Books	43.20
	2035638026	4082A	Books	99.86
	2035655774	4082A	Books	15.56
	2035655774	4086J	Books	286.93
	5016574424	3987AS	Books	206.55
	5016589198	3987AS	Book	<u>35.42</u>
				<b>1,785.55</b>

Cengage Learning, Inc.	72636351	3990AS	Large Print Book	<u>28.49</u>
				<b>28.49</b>

**2181: Periodicals, Magazines & Newspapers**

School Library Journal			SLJ Renewal	<u>136.99</u>
				<b>136.99</b>

**2185: Compact Discs**

Midwest Tape	99646630	111020	Audiobooks (Adult)	234.94
	99673162	111020	Audiobooks (Adult)	<u>567.86</u>
				<b>802.80</b>

**2189: DVDs**

Midwest Tape	99643258	101320	DVD (Youth)	11.24
	99643259	110920	DVDs (Adult)	329.11
	99673160	101320	DVDs (Youth)	26.23
	99673161	110920	DVDs (Adult)	<u>176.16</u>
				<b>542.74</b>

**4000: Maintenance and Repair**

Marco Inc.	INV8190428	2763	PtrMaint 111520-121420	38.23
	INV8190428	2763	PtrOverage 081520-111420	<u>1.43</u>
				<b>39.66</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

December 16<sup>th</sup>, 2020

**4330: Subscription, Membership**

Minnesota Library Association	300003767		MLA Mbr – Dougherty	230.00
	300003775		MLA Mbr – O’Brien	200.00
	300003779	1272020	MLA Mbr – Belanger	<u>200.00</u>
				<b>630.00</b>

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**262-45017: 21<sup>st</sup> Century Grant**

**2170: Program Supplies**

Blick Art Materials, LLC.	5035620	11192020-21	Art Tissue/Craftsticks	25.11
Lakeshore	2675571120	111320	Tangrams Tub	<u>31.98</u>
				<b>57.09</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2020 Expenditures**  
December 23<sup>rd</sup>, 2020

**240-45500**

<b>2000: Office Supplies</b>				
Office Depot	140760911001		Pens, Markers, Dry Erase	<u>42.20</u>
				<b>42.20</b>
<b>2025: Automated Circulation System Supplies</b>				
Anoka County Library	1642	2155	November Notices	<u>100.00</u>
				<b>100.00</b>
<b>2170: Program Supplies</b>				
Baker & Taylor	2035645737	4076J2170	Books	30.34
Cortni O'Brien (reimbursement)	Michaels		Beads, Foil, Cards, Rope	<u>44.13</u>
				<b>74.47</b>
<b>2180: Books</b>				
Baker & Taylor	2035620499	4054A	Book	15.51
	2035620499	4063A	Book	14.93
	2035620499	4069A	Book	9.72
	2035620499	4070A	Book	14.96
	2035620499	4073A	Book	16.06
	2035620499	4074A	Books	31.11
	2035620499	4077A	Book	14.96
	2035620499	4079A	Books	44.00
	2035620499	4080J	Books	327.64
	2035645737	4045J	Book	14.37
	2035645737	4074J	Books	16.74
	2035645737	7079A	Book	11.04
	2035645737	7081J	Books	36.11
	2035645737	7083A	Books	148.65
	2035649821	4072A	Book	15.51
	2035649821	4079A	Book	15.51
	2035649821	4081J	Books	16.05
	2035649821	4084A	Books	402.18
	2035652181	4081J	Book	9.97
	2035652181	4084A	Books	31.57
	2035652181	4085A	Books	598.87
	2035655869	4088A	Books	590.02
	2035658060	4081J	Books	48.74
	2035658060	4085A	Book	22.16
	2035658060	4086J	Book	3.32
	2035658060	4089J	Books	284.85
	5016599477	3987AS	Books	<u>36.98</u>
				<b>2,791.53</b>
World Book	001617983	4078RD	WB Encyclopedia 2021	<u>999.00</u>
				<b>999.00</b>
<b>2181: Periodicals, Magazines &amp; Newspapers</b>				
EBSCO	2102642		Business Week (price adj.)	<u>26.40</u>
				<b>26.40</b>
<b>2185: Compact Discs</b>				
Midwest Tape	98896221		Audiobooks (Youth)	59.98
	99731822	111020	Audiobooks (Adult)	<u>184.95</u>
				<b>244.93</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

December 23<sup>rd</sup>, 2020

**2189: DVDs**

Midwest Tape	98896222	042420	DVDs (Adult)	401.81
	99731820	110920	DVDs (Adult)	170.92
	99731821	101320	DVDs (Youth)	23.97
	99731824	113020	DVDs (Adult)	<u>119.16</u>
				<b>715.86</b>

**3050: Expert & Professional Services**

Unique Management Services	597730	2307	November Placements	<u>62.65</u>
				<b>62.65</b>

**4020: Building Repair and Maintenance Services**

Orkin, Inc.	205378677	1564	Pest Inspection (Dec)	<u>101.55</u>
				<b>101.55</b>

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**262-45017: 21<sup>st</sup> Century Grant**

**2170: Program Supplies**

Office Depot	140770511001		Labels	14.39
Bri Belanger (reimbursement)	Michaels		Tacky Glue (10)	<u>11.90</u>
				<b>26.29</b>

COLUMBIA HEIGHTS PUBLIC LIBRARY  
Accounting 2020

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2020	Yr to Date			
		1/6/2021	November	December		
1000	ACCRUED SALARIES		22,170.18	22,162.30		
1010	REGULAR EMPLOYEES	428,800	373,747.84		55,052	87%
1011	PART-TIME EMPLOYEES	114,000	63,173.16		50,827	55%
1020	OVERTIME REG. EMPLOYEES	900	431.59		468	48%
1070	INTERD. LABOR SERVICE	2,500	0.00		2,500	0%
1210	P.E.R.A. CONTRIBUTION	40,800	33,598.22		7,202	82%
1220	F.I.C.A. CONTRIBUTION	41,800	32,720.48		9,080	78%
1225	FLEX BENEFIT FICA	0	284.13		-284	#DIV/0!
1300	INSURANCE	73,900	68,532.83		5,367	93%
1510	WORKERS COMP. INS. PREMIUM	4,000	2,959.00		1,041	74%
2000	OFFICE SUPPLIES	1,200	1,061.23	66.48	72	94%
2010	MINOR OFFICE EQUIPMENT	500	894.95	725.00	-1,120	324%
2011	COMPUTER EQUIPMENT	200	278.59		-79	139%
2020	COMPUTER SUPPLIES	100	68.86		31	69%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,600	2,443.50	200.00	-44	102%
2030	PRINTING & PRINTED FORMS	900	528.85	76.50	295	67%
2161	CHEMICALS	0	-459.32		459	#DIV/0!
2170	PROGRAM SUPPLIES	1,800	1,586.00	333.08	-119	107%
2171	GENERAL SUPPLIES	5,000	2,774.45	26.99	2,199	56%
2175	FOOD SUPPLIES	100	35.04		65	35%
2180	BOOKS	58,000	39,919.33	7,866.20	10,214	82%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,000	6,104.86	676.87	-782	113%
2183	E-BOOKS	8,000	7,267.27		733	91%
2185	COMPACT DISCS	5,500	3,054.89	1,047.73	1,397	75%
2187	BOOK/CD SET	400	547.61		-148	137%
2189	DVD	6,000	3,628.69	1,645.32	726	88%
2190	DOWNLOADABLE VIDEO	1,800	0.00		1,800	0%
2280	VEHICLE REPAIR AND PARTS	0	583.61		-584	#DIV/0!
2990	PURCHASE FOR RESALE	400			-184	146%
3050	EXPERT & PROFESSIONAL SERVICE	17,000	12,132.86	455.20	4,412	74%
3105	TRAINING & EDUCATION	500	0.00		500	0%
3210	TELEPHONE	700	608.40		92	87%
3220	POSTAGE	200	145.65		54	73%
3250	OTHER COMMUNICATIONS	2,650	2,229.51		420	84%
3310	LOCAL TRAVEL EXPENSE	700	238.69		461	34%
3600	INSURANCE & BONDS	8,100	7,425.00		675	92%
3810	ELECTRIC	35,600	30,936.04		4,664	87%
3820	WATER UTILITIES	2,700	1,900.21		800	70%
3830	GAS	10,100	5,010.74		5,089	50%
3850	SEWER UTILITIES	3,000	2,267.08		733	76%
4000	REPAIR & MAINTENANCE	15,000	14,183.87	170.78	645	96%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	35,016.63		3,183	92%
4020	BUILDING MAINTENANCE	27,000	19,727.71	101.55	7,171	73%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	70,200	64,350.00		5,850	92%
4050	GARAGE, LABOR BURDEN	200	695.18		-495	348%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600	0.00	630.00	-30	105%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	14,500	13,291.63		1,208	92%
	TOTAL	1,052,650	878,095.04	36,184.00	138,371	87%

## COLUMBIA HEIGHTS PUBLIC LIBRARY

### INTERNET POLICY

**INTRODUCTION:** ~~Anoka County Library, owner of the integrated library system (ILS) used by the Columbia Heights Public Library, may provide access to the Internet and World Wide Web for users of its catalog and electronic connections at the library and from remote sites. Such access will be provided for informational purposes, providing a means to use the data available through these networks. The library is not "a provider" of Internet services for individuals, for e-mail and file transfer services.~~

**PURPOSE:** The mission of the Columbia Heights Public Library ~~is to include~~ providing free access to informational and recreational materials resources, for the patrons in a barrier-free environment. The Library's materials collection is developed to make a balanced selection of such materials available. The Library recognizes that useful and reliable information is also available on the Internet, and access to the Internet is provided so that electronic resources may supplement the more traditional Library collection. Library Internet access is provided on both desktop computers and via a wireless network.

Because of the transient nature of online sources, the same selection criteria used for traditional library materials cannot be applied to resources available on the Internet. The Library recognizes that while useful and reliable information is available on the Internet, some sites are not suitable for all library users and may contain misleading, controversial, offensive, or inaccurate information or graphics.

All users of the Internet should be aware that they may find unsuitable Internet sites. Parents or guardians of minor children are responsible for their children's library use, including the use of the Internet.

In compliance with the federal Children's Internet Protection Act (CIPA), the Library applies a technology protection measure called a "filter." CIPA was designed by Congress to enforce Internet safety by protecting against access to visual depictions of child pornography, obscenity, and material harmful to minors. No filter product is perfect, however, nor is it capable of keeping every harmful or offensive Internet site from computer screens. The library's use of filters does not change parental responsibility to monitor their children's Internet use. Adult users, defined here as age 17 or older, as required by law, may request and receive non-filtered internet access.

**Disclaimer:** The Library upholds the right of individuals to have access to constitutionally protected material on the Internet and supports library users' rights to privacy and confidentiality in accordance with the Minnesota Government Data Practices Act. The Columbia Heights Public Library complies with state laws and regulations including those governing obscenity, child pornography, and materials harmful to minors (including but not limited to Minnesota Statutes sections 134.50, 617.241, 617.245, 617.291, 617.292, and 617.293).

The Columbia Heights Pubic Library is not liable for any direct, indirect, or consequential damages related to the use of online information transmitted or accessed through the Library's Internet connection.

**GUIDELINES:** Guidelines for Internet use at the Columbia Heights Public Library

The Library upholds the right of individuals to have access to constitutionally protected material on the Internet. The library supports the right to privacy and confidentiality of library users in accordance with the Minnesota Government Data Practices Act.

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1. Parents and their children are encouraged to read various publications on safe use of the Internet. ~~The Anoka~~ County Library has provided links to current sites regarding children and safe use of the Internet on its web page and staff can help parents find additional information. Parents must work with their children to understand what is inappropriate behavior and material and that through that understanding, they assure the safety and security of minor children when using the Internet, and other forms of electronic resources or communications.

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2. All Library users should be aware that unlawful conduct is not allowed at the Library. Unlawful conduct in relation to the Internet includes "hacking" and other unauthorized access to electronic resources, unauthorized disclosure, use and dissemination of personal information about minors, behaviors which endanger safety of self or others or the security of data and actions which violate copyright laws.

3. ~~All Library users may not~~ It is also unlawful and unacceptable behavior to display or print text or graphics that are obscene, include child pornography, or are harmful to minors.

4. ~~All Library users may note~~ Users are prohibited from actions that degrade, alter, or disrupt equipment or system performance.

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5. ~~Columbia Heights Public Library is not an Internet Service Provider , nor does it provide email accounts. Web based e-mail accounts are accessible through the browser~~ Email accounts may be set up through other websites. The Library does not assure the security of these accounts and will not support them or advise users. Users handling financial transactions or other actions that require confidentiality do so at their own risk.

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6. Internet workstations are available on a first-come, first served basis. Sign-up is required. Please see staff at individual libraries for details.

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**FAILURE TO COMPLY:**

1. ~~Library staff is authorized to monitor use of Library resources and to take prompt and appropriate actions to enforce these policies and to prohibit use by persons who fail to comply with these policies.~~

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2. Failure to comply with the guidelines will result in a request for the activity to stop. If the activity does not stop, the person will be asked to leave the building. If the person refuses to leave, the police will be called.

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These guidelines are posted on public internet stations and the access page for the public wireless network.

Approved \_\_\_\_\_

Columbia Heights Board of Trustees \_\_\_\_\_  
Barbara E. Miller, Chair

Adopted 6/3/97  
Revised 9/7/99; 9/9/00; 5/4/02; 7/1/03; 12/6/05; 01/06/21

Revised: 12/6/05