



LIBRARY BOARD MEETING

Library—Community Room, 3939 Central Ave NE

Wednesday, October 06, 2021

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 832 1433 7849 and passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> at the scheduled meeting time. For questions please call the library at 763-706-3690.

CALL TO ORDER

- 1. Review/Approve Minutes from September 1, 2021 Board Meeting**
- 2. Review/Approve Bill Lists from September 8th and 22nd, 2021**
- 3. Operating Budget Review**

OLD BUSINESS: N/A

NEW BUSINESS:

- 4. Conversation with Members of the Library Foundation**
- 5. Report from the Library Director**
 - A. Staffing Updates
 - B. City Projects

ADJOURNMENT

- 6. August Operational Reports (For Your Information)**

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: SPECIAL MEETING MINUTES
 Wednesday, September 1st, 2021

Drafted
 9/3/2021

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 832 1433 7849** and **passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> 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 Secretary Teresa Eisenbise at 5:30pm.

Members physically present: Tricia Conway; Christopher Polley; Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Ben Sandell (CH Communications Dept). **Public remotely present:** Paul Cram (Patron/Volunteer).

1. The **Minutes** of the **August 4th, 2021** Board Meeting were **moved and unanimously approved**.
2. The **Bill Lists** were reviewed, **moved, and unanimously approved**.
 - a. ACL Purchase Selectors are generally receptive to suggestions and requests; the public may submit requests through the ACL Catalog website.
 - b. Ear Buds: Item offered for re-sale; \$5.
 - c. 21st Century Grant: These expenses require no Board approval; financed by a 3-year grant program (currently the final school year) received by ISD-13, and shared with the CHPL/Parks & Recreation Dept.
 - d. Somali Books: Very happy to see these more diverse purchases for our community.
3. Operating Budget Review: We're in good shape in most categories; approximately 52% spent in 67% of the year.
 - a. If we under-spend, the remainder carries over in the Library fund. We are required to maintain a fund balance of 45% of our annual budget to cover expenses between bi-annual tax payments and unforeseen expenses.
 - b. Line 2025: was eliminated, and those funds were split up between Line 2170 and 3050.
 - c. Line 2170/3050: Close to used up, and may need to borrow from other Lines. With less standard programs, we are spending more on program supplies for take-home craft kits and self-directed programs such as story and poetry strolls.
 - d. Line 4000: almost spent due to the first year of ongoing support for Self-Check Stations (previous maintenance and support were included in the initial contract agreement).

Old Business: N/A

New Business:

4. **Conversation with City Communications Coordinator (Ben Sandell):** Introductions were made, and the Board expressed their intent to network with appropriate individuals/groups in order to promote the Library, improve engagement with the community, clarify roles as Board or Commission members, and discover channels to strengthen the Library's bond with the community (mainly via social media and online channels, in addition to receiving feedback via a community survey). **What are the social media platforms available to us from the city (CM)? What is the process/degree of difficulty involved in getting messaging through regarding either the library or the Board through the city's communications channels (CM)?** The City has accounts on Facebook, Twitter, Instagram, YouTube, and SurveyMonkey; additionally, individual departments (Library, Police, Fire, Parks/Rec, and Liquor) have their own Facebook Pages; departments may request that posts be cross-promoted on the main City Page, but only the most priority items (to avoid over-saturating the public). **Could we have our own social media presence/page to receive community feedback as Library Board members (CM)?** A Board Facebook Page could be created, but you need to be careful not to violate Open Meeting Laws, and fewer Pages

are better in regards to management and follower base. **Could we have our own city email addresses that could also be public for citizen communication (CM)?** No immediate answer and they were advised to not use their regular personal account, but could possibly create a dedicated Board e-mail address (which would be subject to public data requests, and could also violate Open Meeting Law if used incorrectly). **Would the Communications Department be able to assist with building a dedicated chpl.org library website?** It is not advised to build an external dedicated website because it would require a serious financial and management burden; the City is in the process of refining the City website and may be able to add in aspects that we feel are missing (e.g. accessible buttons for Catalog, Events, and MyAccount and being less text heavy and include more images. For a community survey, we should use SurveyMonkey, which the city already has an account for, rather than Google Forms. **How long will the survey be open (TE)?** Ben suggested a good timeframe is two weeks. **How will the Library Board access the data from the survey (TE)?** The Board would likely not have direct access, but receive a breakdown from the City/Library after the survey wraps up. **How will the survey be shared and advertised (TE)?** It is advised to time the survey with one of the City's print or digital newsletters (more likely the print version with QR Code, unless the e-newsletter boosts its subscriber numbers, which is only at around 200 so far).

5. **Talking Points for Eliminating Overdue Fines:** It is the intention of the CHPL Board to eliminate overdue fines starting January 1st, 2021. This would only include existing overdue fees currently on the books, and eliminate fines in future. Replacement costs for lost and damaged items would still be assessed and collected from patrons. In 2020, fine revenue was \$4,403 (~0.42% of the annual budget). Members discussed that overdue fines cause more harm individual library users for very little revenue. Overdue fines can create a barrier to learning, and in many cases, they bar library use to the community members who need our services the most. Additionally, some feel a stigma related to late fees, which may result in a patron just keeping the late item and never coming back; it's our mission to circulate materials with equity. Getting items back so they may go to the next patron is more important than punishing someone for being tardy. Renee has put together a document with key points to present to the City Council at a November City Council Work Session about the Library Budget; there will likely be additional statistics and map of current fine-free library systems included.

For Your Information:

6. **May/June Operational Reports:** Included in Agenda Packet for informational purposes; no review.
7. **Library Board Guests:** We'll know at a later date if guests will be able to attend, but it's our hope that we will have a representative(s) from the CHPL Foundation in October, and from the Friends of the Library in November.

There being no further business, a motion to adjourn was made at 6:46 pm, and seconded. Meeting adjourned.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
September 8th, 2021

240-45500

2000: Office Supplies

Office Depot

185794857001

Planners, Paper, Tape

283.62

283.62

2180: Books

Baker & Taylor

2036128437

4143J

Book

9.97

2036128437

4153A

Book

16.06

2036128437

4154J

Books

338.91

2036138505

4153A

Books

44.01

2036138505

4124J

Book

11.98

2036138505

4151A

Books

21.45

2036138505

4155A

Books

30.46

2036138505

4157A

Books

400.68

2036141766

4094JS

Book

6.49

2036153332

4148J

Book

23.91

2036153332

4153A

Books

93.64

2036153332

4157A

Books

16.86

2036153332

4158J

Books

141.12

5017157700

4093AS

Book

25.25

5017184726

4093AS

Books

222.81

1,403.60

2185: Compact Discs

Midwest Tape

500828923

Audiobooks (Youth)

72.97

500859884

Audiobook (Youth)

34.99

107.96

4000: Maintenance and Repair

Marco Inc.

INV9027632

2763

CpyMaint 081521-091421

107.58

INV9027632

2763

CpyOverage 071521-081421

62.42

INV9032872

2763

PtrMaint 081521-091421

43.21

INV9032872

2763

PtrOverage 051521-081421

21.88

235.09

COLUMBIA HEIGHTS PUBLIC LIBRARY
2021 Expenditures
September 22nd, 2021

240-45500

2030: Printing & Printed Forms

Church Offset Printing, Inc.	117160		Fall Events Calendar (250)	<u>52.00</u>
				52.00

2170: Program Supplies

Office Depot	191523286001		Blank Signs w/ Stakes	40.58
	191523716001		Velcro	<u>12.18</u>
				52.76

2171: General Supplies

Rosedrew Inc, aka Showcases	321189	082621	CD Jewel Cases (100)	<u>317.52</u>
				317.52

2180: Books

Baker & Taylor	2036158745	4094JS	Books	55.62
	2036162409	4131J	Book	3.89
	2036162409	4148J	Book	25.05
	2036162409	4154J	Books	25.13
	2036162409	4157A	Books	20.70
	2036162409	4158J	Books	17.19
	2036162409	4159J	Books	399.89
	2036182060	4150A	Book	16.06
	2036182060	4157A	Books	32.10
	2036182060	4158J	Book	3.89
	2036182060	4160A	Book	151.10
	2036182060	4161A	Books	<u>607.68</u>
				1,358.30

3050: Expert & Professional Services

Anoka County Library	1662	2155	August Notices	100.00
	1663	2155	August Disc Polishing	18.00
Unique Management Services, Inc.	604930	2307	August Placements	<u>44.75</u>
				162.75

4020: Building Repair and Maintenance Services

A.M.S. Inc. dba USA Security	12402091		Monitoring 1021-1221	116.97
Assured Security, Inc.	215094		Repair Lock Mounts	194.00
City Wide Window Service, Inc.	697576		Window Cleaning 0721	128.00
	693123		Window Cleaning 0421	128.00
Orkin, Inc.	214282849	1564	Pest Inspection 0821	103.00
Setpoint Systems Corporation	T20503		Tech Support 0721-0821	184.00
Viking Automatic Sprinkler	1025-F177275		Annual Sprinkler Inspection	300.00
	1025-F177280		Annual Fire Alarm Inspection	<u>283.88</u>
				1,437.85

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2021

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2021	Yr to Date			
		10/6/2021	August	September		75%
1000	ACCRUED SALARIES		14,660.05			
1010	REGULAR EMPLOYEES	442,600	283,006.96		159,593	64%
1011	PART-TIME EMPLOYEES	114,100	60,896.61		53,203	53%
1020	OVERTIME REG. EMPLOYEES	1,000	369.85		630	37%
1070	INTERD. LABOR SERVICE	2,000	0.00		2,000	0%
1210	P.E.R.A. CONTRIBUTION	41,800	25,411.31		16,389	61%
1220	F.I.C.A. CONTRIBUTION	42,800	25,400.08		17,400	59%
1300	INSURANCE	82,100	51,914.96		30,185	63%
1510	WORKERS COMP. INS. PREMIUM	4,500	1,762.53		2,737	39%
2000	OFFICE SUPPLIES	1,200	621.91	283.61	294	75%
2010	MINOR OFFICE EQUIPMENT	500	60.49		440	12%
2011	COMPUTER EQUIPMENT	900	283.24		617	31%
2020	COMPUTER SUPPLIES	100	40.99		59	41%
2030	PRINTING & PRINTED FORMS	900	315.50	52.00	533	41%
2161	CHEMICALS	0	-444.07		444	#DIV/0!
2170	PROGRAM SUPPLIES	1,500	1,471.96	52.76	-25	102%
2171	GENERAL SUPPLIES	5,000	3,191.64	317.52	1,491	70%
2175	FOOD SUPPLIES	200	31.47		169	16%
2180	BOOKS	56,000	30,414.26	2,761.90	22,824	59%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,707.39		3,793	42%
2183	E-BOOKS	8,000	7,125.14		875	89%
2185	COMPACT DISCS	5,500	3,453.13	107.96	1,939	65%
2187	BOOK/CD SET	500	0.00		500	0%
2189	DVD	6,300	4,390.47		1,910	70%
2190	DOWNLOADABLE VIDEO	2,500	0.00		2,500	0%
2280	VEHICLE REPAIR AND PARTS	0	2.05		-2	#DIV/0!
2990	PURCHASE FOR RESALE	300	253.84		46	85%
3050	EXPERT & PROFESSIONAL SERVICE	18,700	10,545.18	162.75	7,992	57%
3105	TRAINING & EDUCATION	500	676.04		-176	135%
3210	TELEPHONE	1,350	236.30		1,114	18%
3220	POSTAGE	250	87.18		163	35%
3250	OTHER COMMUNICATIONS	2,650	1,292.53		1,357	49%
3310	LOCAL TRAVEL EXPENSE	700	109.76		590	16%
3600	INSURANCE & BONDS	8,700	5,800.00		2,900	67%
3810	ELECTRIC	34,200	24,210.81		9,989	71%
3820	WATER UTILITIES	2,800	544.04		2,256	19%
3830	GAS	9,100	5,068.21		4,032	56%
3850	SEWER UTILITIES	3,000	1,648.75		1,351	55%
4000	REPAIR & MAINTENANCE	16,300	15,620.60	235.09	444	97%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	25,466.64		12,733	67%
4020	BUILDING MAINTENANCE	27,100	14,729.88	1,437.85	10,932	60%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	72,100	0.00		72,100	0%
4050	GARAGE, LABOR BURDEN	400	182.70		217	46%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	650	0.00		650	0%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	15,150	10,100.00		5,050	67%
	TOTAL	1,079,150	633,660.38	5,411.44	440,078	59%



Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690

TO: Columbia Heights Public Library Board of Trustees
FROM: Renee Dougherty, Library Director
SUBJECT: August 2021 Operational Report
DATE: August 31, 2021

I. BUILDING MAINTENANCE AND EQUIPMENT

- A. The eastside exterior door was vandalized and wouldn't lock securely. A locksmith reinforced the latch mechanism and doorframe.
- B. Orkin performed a bi-monthly inspection for pests.
- C. The facilities maintenance supervisor has sought bids for the repair of the air conditioning system that serves the lobby, restrooms, and community room.

II. TECHNOLOGY

- A. Clerks Nick Olberding, Kelly Olson and I met with Anoka County Library staff and a rep from Quipu to make configuration decisions for online card application software, which will automatically input online registrations into the integrated library system. The new application will be launched on the Anoka County website this fall.

III. COLLECTION

- A. Adult print materials were chosen from the May issues of *Booklist* and the May and June issues of *Library Journal*. Adult bestsellers with September publication dates were ordered. Juvenile print materials were selected from the May issues of *Booklist* and *School Library Journal* and the summer issue of *Growing Minds*. Youth music was added
- B. Weeding was completed in the adult western, audiobook, video, and music collections and the easy picture book collection.

IV. LIVE AND VIRTUAL PROGRAMS

- A. Summer Adventures, the summer reading program for all ages, continued through August 15.
- B. Youth Read Down continued through August 15; fifty-four youth eliminated \$496.70 of overdue fines this summer.
- C. A virtual Comics Creation program from teens was offered on August 3.
- D. Story Strolls for families were held at LaBelle Park on August 4-5 and Keyes Park on August 18-19.
- E. Intro to Birding for youth was taught on August 10 at LaBelle Park.
- F. A virtual class on low-tech movie-making was offered for teens on August 12.
- G. The adult book club discussed "The Yellow House" by Sarah M. Broom on August 18.
- H. Poems in the Park was offered at LaBelle Park on August 20.
- I. The final summer lunch was distributed on August 23.
- J. Materials were delivered to At-Home patrons.

V. STAFF

- A. The "Empowers Youth" worker from Anoka County continued working two days a week.
- B. Library Clerk Typist II Nick Olberding and I met for his annual performance review.
- C. Youth Services Librarian Bri Belanger promoted library programs and services at the orientation for ISD 13 new teachers on August 25.

VI. FOUNDATION

- A. Two members of the Foundation met on August 10 and decided to cancel the September Spaghetti Dinner event.

VII. MISC

- A. Study and meeting rooms reopened on August 23. Reservations are accepted for meeting rooms 60 days in advance.
- B. I staffed a table at an open house at the Lee Carlson Bridgeview Center along with staff from the Fridley branch of the Anoka County Library on the evening of August 19.
- C. I began working with ACL staff to clean up the Columbia Heights patron database, deleting patrons sent to a collections agency in the 2000s for whom the debt has been paid or is no longer collectible per Minnesota law.
- D. I met with the city manager and department heads on August 2, 9, 23 and 30.
- E. I met with the Anoka County Management Team on August 5, 26 and 31.
- F. I met with the Anoka County Library Public Service Team on August 25.

VIII. CIRCULATION (will be reported quarterly)

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>July 2020</u>	<u>July 2021*</u>
<i>Gate count</i>	3,747	5,244
<i>Library Programs</i>	10	15
<i>Room Use</i>	0	1

X. COMPUTER/INTERNET USE

	<u>July 2020</u>	<u>July 2021*</u>
<i>Patron Use (Logins):</i>	944	789
<i>Computer Use (Sessions):</i>	1,484	1,139
<i>Minutes Used:</i>	38,092	41,411

**Library open to the public for 40 hours per week at 50% capacity, including computers. Meeting and study rooms are not available for use by public; city departments may use community room.*

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>July 2020</u>	<u>July 2021</u>
<i>Accounts Submitted</i>	896	951
<i>Dollars Submitted</i>	\$173,251.84	\$167,101.86
<i>Dollars Received</i>	\$21,830.38	\$23,705.02
<i>Materials Returned</i>	\$44,009.93	\$45,552.55



Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690

TO: Renee Dougherty, Library Director
 FROM: Cortni O'Brien, Adult Services Librarian
 SUBJECT: Adult Services – July Operational Report
 DATE: August 31, 2021

I. Adult Programs and Displays

- a. The Adult Book Club met on Aug. 18 to discuss “The Yellow House” by Sarah M. Broom.
- b. The Poems in the Park poetry walk was at LaBelle Park on Aug. 20. The theme was “Summer’s End.” Nine people reported attendance.
- c. Adult book displays included “Laugh Out Loud,” “Louise Penny Read Alikes,” “Math,” and new books.
- d. The glass display case featured Anoka County Childcare Licensing information, and was put together by Anoka County.

II. Meetings/Outreach

- a. Fall planning with Delynn Mulligan (Rec Dept), 8/9
- b. Senior Consortium Meeting (community ed, senior living directors, rec depts., ACCAP), 8/24

III. Projects

- a. Compiled and submitted content for City Newsletter
- b. Submitted Sept-Oct press releases to local newspapers
- c. Adult audiobooks order
- d. Adult DVDs weeded
- e. Adult Music CDs weeded
- f. Fall vendor contracts

IV. Other

- a. Five At-Home-Deliveries



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: August Operational Report
Date: August 24, 2021

I. PROGRAMS

- a. 13 teens attended a virtual Comics Creation class put on by Parcel Arts on 8/3.
- b. 30 people walked through the LaBelle Park Story Stroll on 8/4-8/5. The story was Bird Watch and it helped advertise the upcoming Intro to Birding program.
- c. 10 kids and their caregivers learned about birding as we walked through LaBelle Park on 8/10. Our 8/11 session for older kids was cancelled due to low registration.
- d. 10 teens participated in a virtual Low-Tech Mini Movies program on 8/12. Youth made thaumatropes and learned about old movie technology.
- e. 23 people walked through our final story stroll of the summer at Keyes Park on 8/18-8/19.
- f. The Summer Reading Program ended on 8/15. Final stats will be included in next month's operational report.
- g. The Read Down ended on 8/15. We had 54 participants read down \$496.70 of fines.

II. COLLECTION

- a. Book orders from *SLJ* 5/21, *Booklist* 5/1 and 5/15, Music CDs, and Adds and Replacements.
- b. Weeding of picture books completed.

III. PROJECTS

- a. Began winter planning.
- b. Managed summer program registration and reminder emails.
- c. Prepared and installed August story strolls.
- d. Managed Empower Youth Worker.
- e. Created September book displays.
- f. Prepared grab and go activity kits for youth.
- g. Worked on fall vendor contracts.
- h. Fall early literacy space activities prepped.
- i. Planned fall storytimes.
- j. Fall events into LibCal.
- k. Created coding display for glass display case.
- l. Reviewed diversity audit resources.
- m. Reached out to ICS with bulk loan and class visit materials.
- n. Created a publication schedule for in-house program PR.
- o. Created large lyric sheets for baby storytime.

IV. GRANTS, MEETINGS, COMMUNITY

- 8/5: 21CCLC/ Fall Planning Meeting with Katie from Rec Department
- 8/10: Diversity Audit Team Meeting
- 8/16: Phone Call w. Kayli from Lyric Arts
- 8/18: 21CCLC Grant Meeting
- 8/20: Early Childhood and the Somali Community Training
- 8/23: Early Childhood and the Somali Community Training
- 8/25: ISD 13 New Teacher Orientation
- 8/27: Early Childhood and the Somali Community Training

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, and purchase requests.
- b. Farrah Briest has been working on bulletin board and youth space fall ideas. She is also processing, working on selection tools, and creating monthly J Fiction book displays. Additionally, she is managing the summer lunch program.