



LIBRARY BOARD

Library—Community Room, 3939 Central Ave NE

Wednesday, November 06, 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 258 492 181 742, Passcode GWnPxW. For questions, please contact Administration at 763-706-3610.

Auxiliary aids or other accommodations for individuals with disabilities are available when a 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 October 2, 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.

OLD BUSINESS

4. Staffing Update
5. 2025 Budget Presentation to the City Council
6. New Website

NEW BUSINESS

7. Approve 2025 Library Holiday/Closed Dates
8. Discussion of Prayer Space and Equipment at the Library: <https://www.ala.org/advocacy/intfreedom/religionqa>
9. Approve 2025 Library Board of Trustees Meeting Dates

DIRECTOR'S UPDATE

10. September Board Report
11. Board Books

ADJOURNMENT



A COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, October 2, 2024

Drafted
10/3/2024

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 258 492 181 742 and passcode GWNpXW 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 5:34pm.

Members present: Melanie Magidow; Chris Polley; Carrie Mesrobian; Amina Maameri; Justice Spriggs (City Council Liaison). **Members remotely present:** N/A. **Members absent:** Rachelle Waldon. **Others present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The Meeting Agenda was **approved as-is**.
2. The **Minutes** of the **September 4, 2024**, Library Board Meeting were **moved and approved**.
3. **Review of 2024 Operating Budget:** 74.86% of the year and 58.59% of the budget expended.

Community Forum: Opportunity for public input. No correspondence and no public in attendance. The City website has a contact form for each Board/Commission for the public to submit 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.

Old Business:

4. **Staffing Update:** In addition to trouble covering shifts due to changes in schedules of two student Pages, another Page has requested a change in status to substitute without regularly scheduled shifts. The City published a posting for part-time Page positions and received 57 application submissions. Eleven qualified for interviews and 7 were interviewed. Two conditional employment offers were made. Training will begin based on the timing of acceptance of the conditional offers and passing a background check.
5. **Preview of New Website:** The Board was shown an interactive alpha build of the newly created Library website. When it goes live (tentatively November 1), it will replace the Library page of the City website and will be a stand-alone site. It is still a work-in-progress, but the Board was able to review, comment and make suggestions for additions and changes. No major changes were suggested, but additional collection promotion, more description for the links that take you outside the page and for various research databases, additional photos (with some patrons in them if possible), a different photo on the homepage, and removal of the Share icon which covers page options in some cases.
6. **Update on Parking Lot Extension:** Public Works Director, Kevin Hansen, attended the last CHPL Foundation meeting to explain the details of the parking lot extension. A grant request will be made to the Foundation for a portion of the cost of the project, which the Foundation may choose to fund as a multi-year gift. Costs are unknown currently as the City is still awaiting bids for the project.

New Business:

7. **Summer Adventures Reading and Learning Program Update:** We saw a 10% increase in registration this year over last year, with the largest increase in the teen age group. A total of 3,380 hours were logged this year, which was a 47% increase over the 2023 summer reading program.

Director's Update:

8. August Board Report: Provided as a FYI.

- a. **Prayer Space:** Amina mentioned that it would be appreciated if the Library provided a space for people to pray and consider some loanable mats. Discussion will occur at a future meeting.
- b. **Jigsaw Puzzle Swap Event:** Carrie would like to consider a puzzle swap event at the Library. The Friends already host puzzle competitions which have been successful so a swap may also be popular. Carrie and staff will explore the logistics of such an event and gather some information; this will be discussed further at a future meeting.

9. Board Books:

- a. Justice: ***Paved Paradise: How Parking Explains the World*** Henry Grabar
- b. Chris: ***That Way Madness Lies: Shakespeare's Most Notable Works Reimagined*** Dahlia Adler; ***Dirty Pretty Things (2002)*** Stephen Frears (streaming on Kanopy)
- c. Carrie: ***The Stones of Florence*** Mary McCarthy; ***Rules for Camouflage*** Kirsten Cronn-Mills
- d. Melanie: ***My Mother's Secret: A Novel Based on a True Holocaust Story*** J.L. Witterick
- e. Renee: ***Night Flyer: Harriet Tubman and the Faith Dreams of a Free People*** Tiya Miles
- f. Amina: ***Dewey: The Small-Town Library Cat Who Touched the World*** Vicki Myron
- g. Nick: ***God's Country*** Percival Everett

There being no further business, the meeting was adjourned at 6:30 pm.

Respectfully submitted,

N

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 10/31/2024

Fiscal Year Completed: 83.33%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 10/31/2024	ACTIVITY FOR MONTH 10/31//2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	388,325.15	37,950.64	0.00	127,074.85	75.34
41011	PART-TIME EMPLOYEES	144,300.00	79,887.43	7,807.68	0.00	64,412.57	55.36
41020	OVERTIME-REGULAR	700.00	806.21	79.49	0.00	-106.21	115.17
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	
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	35,302.08	3,378.64	0.00	12,697.92	73.55
41220	F.I.C.A. CONTRIBUTION	50,500.00	35,658.86	3,484.66	0.00	14,841.14	70.61
41300	INSURANCE	82,800.00	68,387.46	6,831.90	0.00	14,412.54	82.59
41400	UNEMPLOYMENT COMPENSATION	0.00	22.18	0.00	0.00	-22.18	
41510	WORKERS COMP INSURANCE PREM	5,000.00	2,290.94	163.93	0.00	2,709.06	45.82
42000	OFFICE SUPPLIES	1,200.00	1,037.23	0.00	0.00	162.77	86.44
42010	MINOR EQUIPMENT	100.00	917.50	0.00	0.00	-817.50	917.50
42011	END USER DEVICES	3,300.00	2,954.44	0.00	0.00	345.56	89.53
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	772.00	0.00	0.00	-72.00	110.29
42170	PROGRAM SUPPLIES	1,000.00	666.38	56.46	0.00	333.62	66.64
42171	GENERAL SUPPLIES	7,300.00	5,881.53	229.87	0.00	1,418.47	80.57
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	36,717.42	855.95	0.00	18,282.58	66.76
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	6,872.09	2,621.36	0.00	927.91	88.10
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	794.57	0.00	0.00	5.43	99.32
42189	DVD	6,500.00	4,397.90	113.93	0.00	2,102.10	67.66
42280	VEHICLE REPAIR AND PARTS	0.00	656.06	0.00	0.00	-656.06	
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	4,100.75	215.16	300.00	999.25	81.50
43105	TRAINING & EDUCATION ACTIVITIES	700.00	380.00	0.00	0.00	320.00	54.29
43210	TELEPHONE	900.00	805.41	0.00	0.00	94.59	89.49
43220	POSTAGE	200.00	15.45	0.00	0.00	184.55	7.73
43250	OTHER TELECOMMUNICATIONS	3,200.00	2,616.92	199.27	0.00	583.08	81.78
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	9,225.00	0.00	0.00	3,075.00	75.00
43800	UTILITY SERVICES	7,000.00	5,129.42	0.00	0.00	1,870.58	73.28
43810	ELECTRIC	46,300.00	32,610.07	3,913.67	0.00	13,689.93	70.43
43830	GAS	16,600.00	4,798.93	121.65	0.00	11,801.07	28.91
44000	REPAIR & MAINT. SERVICES	18,700.00	16,735.46	0.00	800.00	1,164.54	93.77
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	32,850.00	0.00	0.00	10,950.00	75.00
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	21,854.13	0.00	4,985.20	2,160.67	92.55
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	10,214.88	0.00	7,434.96	1,150.16	93.88
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	65,850.03	0.00	0.00	21,949.97	75.00
44050	GARAGE, LABOR BURD.	300.00	1,128.00	0.00	0.00	-828.00	376.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	411.00	0.00	0.00	289.00	58.71
44375	VOLUNTEER RECOGNITION	200.00	35.72	0.00	0.00	164.28	17.86
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	13,950.00	0.00	0.00	4,650.00	75.00
TOTAL EXPENDITURES:		1,262,000.00	899,812.30	68,024.26	13,520.16	348,667.54	72.37



**COLUMBIA
-HEIGHTS-
PUBLIC LIBRARY**

**HOLIDAY/CLOSED DATES
2025**

<u>DATE/DAY</u>	<u>HOURS</u>
January 1, 2025, Wednesday; NEW YEAR'S DAY	CLOSED
January 20, Monday; MARTIN LUTHER KING JR. DAY	CLOSED
February 17, Monday; PRESIDENTS' DAY	CLOSED
May 15, Thursday; STAFF DAY (IN-SERVICE TRAINING)	CLOSED
<u>Memorial Day Weekend</u>	
May 24, Saturday	CLOSED
May 26, Monday; MEMORIAL DAY	CLOSED
June 19, Thursday; JUNETEENTH	CLOSED
July 4, Friday; INDEPENDENCE DAY	CLOSED
<u>Labor Day Weekend</u>	
August 30, Saturday	CLOSED
September 1, Monday; LABOR DAY	CLOSED
November 11, Tuesday; VETERAN'S DAY	CLOSED
<u>Thanksgiving Weekend</u>	
November 27, Thursday; THANKSGIVING DAY	CLOSED
November 28, Friday; THANKSGIVING FRIDAY	CLOSED
<u>Christmas Weekend</u>	
December 24, Wednesday; CHRISTMAS EVE	CLOSED
December 25, Thursday; CHRISTMAS DAY	CLOSED
<u>New Year's Day 2026</u>	
January 1, 2026, Thursday; NEW YEAR'S DAY	CLOSED

Drafted: October 2024
Approved:



CHPL Board of Trustees 2025 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 2025**

Board of Trustees

Rachelle Waldon

Chair

Melanie Magidow

Vice-Chair

Carrie Mesrobian

Chris Polley

Amina Maameri

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 8*
- February 5
- March 5
- April 2
- May 7
- June 4
- July 2
- August 6
- September 3
- October 1
- November 5
- December 3

ATTENDANCE INFORMATION FOR THE PUBLIC:

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Drafted: October 2024

Approved:

Columbia Heights Public Library

Library Board Report – September 2024

BUILDING

- Repeated clogs in men's room toilet required plumbing repair.

TECHNOLOGY

- TechLogic performed annual maintenance on the automated materials handler, replacing various worn components of the conveyer belt.

COLLECTION

- New books were selected from reviews in the June issues of *Kirkus Reviews*, *Library Journal* and *School Library Journal*. Recent adult nonfiction in the social sciences, science, math, and decorating/handicrafts (300 – 700), September and October publications from bestselling fiction authors, Vox and Wonderbooks with built-in audio players, and new readers were ordered. Missing volumes in youth graphic novel and juvenile fiction series were replaced. DVDs for youth and adults were ordered.
- Weeding was completed in adult nonfiction 940-999, fantasy and romance, and nonfiction DVDs.
- Adult displays celebrated Historic Black Colleges and Universities week, Library Card Sign Up month, Cat month, and Hispanic Heritage month. Art books were displayed to encourage participation in the Tiny Art show. Youth displays celebrated libraries and highlighted the library's Spanish collection and books by Hispanic authors and illustrators.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
English Language Conversation Circle	9/4	Adult	5
EL Conversation Circle	9/5	Adult	2
Daycare Storytime	9/6	Children (0-5)	12
Storytime	9/9	Children (0-5)	34
EL Conversation Circle	9/9	Adult	5
Walk & Talk Book Club	9/10	Adult	0
Tinker Time: Mosaics	9/10	Children (6-11)	52
EL Conversation Circle	9/11	Adult	4
EL Conversation Circle	9/12	Adult	3
Saturday Scribes: David Housewright	9/14	Adult	11
Storytime	9/16	Children (0-5)	31
EL Conversation Circle	9/16	Adult	6
Book Club: "True Biz"	9/18	Adult	13
EL Conversation Circle	9/18	Adult	4
EL Conversation Circle	9/19	Adult	2
Active Agers Book Club (Murzyn Hall)	9/20	Adult	7
Jane Austen Tea	9/21	Adult	11
Storytime	9/23	Children (0-5)	32
EL Conversation Circle	9/23	Adult	6
DIY Teen: Diamond Painting	9/24	Young Adult	
EL Conversation Circle	9/25	Adult	5
Master Gardener: Clean Up Your Yard	9/25	Adult	8
EL Conversation Circle	9/26	Adult	3
Carve a Stamp for Families	9/28	Children (6-11)	19
Storytime	9/30	Children (0-5)	34
EL Conversation Circle	9/30	Adult	5

STAFF

- Elizabeth Ripley, Adult Services Librarian
 - Met with the Friends of the Library.
 - Met with the youth services librarian and director about programming and volunteer activities on Saturdays and utilizing supervisors to staff these events.

- Made four deliveries to At-Home patrons.
- Distributed Tiny Art kits to patrons who registered.
- Eliza Pope, Youth Services Librarian,
 - Welcomed Missy Roko, Parent Educator from CHPS Early Childhood and Family Education, to storytime to share information about ECCE classes available in English and Spanish.
 - Taught Tinker Time: Seed Mosaics. Many parents said they enjoy bringing their kids for seasonal activities and were particularly inspired by the seed mosaics after their recent visit to the State Fair to see the stunning seed art exhibits.
 - Hosted Erin Holt for a Carve a Stamp program. Participants learned the basics of carving vinyl erasers to create handmade stamps. Swords and other armaments were very popular, as well as initials, flowers, dragon eyes, and intricate skulls and pumpkins. Many asked how they could continue carving stamps at home.
 - DIY Teen: Diamond Painting was cancelled for low registration. This was the first year a teen program was offered in September. Low registration may have resulted from teens settling into school incorrect advertising, as there has been good attendance at teen programs in the last few months.
 - Toys and activities in the early learning play space were swapped. At the Farmer's Market children can sort vegetables and fruit, practice counting money, and pretend to shop at the market.
- Renee Dougherty, Library Director,
 - Participated in the monthly ACL public service team and weekly city division head meetings.
 - Met with Brenda Pliego-Geniz about an elementary Spanish course for library staff; Will Rottler about the new website; and Colleen Haubner about Anoka County Library activity.
 - Facilitated the adult book club discussion of "True Biz."
 - Reviewed 57 applications for the Library Page position and conducted seven interviews with Adult Services Librarian Elizabeth Ripley.
 - Met with the Columbia Heights Library Foundation.
 - Attended the social hour for city Boards and Commissions.
 - Met with Library Supervisor Rin Gorman for a six-month review.



MISCELLANEOUS

- Hosted a signboard soliciting citizen input on the redesign of city streets enabled through a federal "Safe Streets for All" grant.
- The Law Librarian consulted with two people this month.
- Eight adult volunteers donated 25 hours.