



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, October 05, 2022**  
**5:30 PM**

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**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. Review/Approve Library Board Minutes from September 7, 2022.**
- 2. Review 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**

**NEW BUSINESS**

- 3. Examination of Community Room Use**
- 4. Strategic Planning**

**DIRECTOR'S UPDATE:**

- 5. August Board Update**

**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  
**LIBRARY BOARD: MEETING MINUTES**  
 Wednesday, September 7<sup>th</sup>, 2022

Drafted  
 9/8/2022

#### **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 Vice-Chair Gerri Moeller at 5:31pm.

**Members physically present:** Gerri Moeller; Carrie Mesrobian; Rachele Waldon; Chris Polley; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members absent:** Teresa Eisenbise. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** N/A.

1. **Review/Approve Minutes from August 3, 2022, Library Board Meeting: Moved and approved.**
2. **Review Operating Budget:** 8 months (~66%) into the year and 64% of the budget spent.
  - a. **Minor Equipment (42010):** Each department was encouraged to get matching shade canopies with Columbia Heights branding for outreach events like the Community Art & Info Fair; the shade canopy, plus weighted stabilizer bags, costed \$700.
  - b. **End User Devices (42011):** New Laptop+Docking Station and Departmental Microsoft Licenses (\$4,348); also encumbering this line will be replacement Public PC Workstations (see New Business, Item #4).
  - c. **Have you noticed price increases due to inflation?** Some small increases, but more noticeable are the delivery delays and more items on backorder.

**COMMUNITY FORUM:** Opportunity for public input. **No comments or concerns submitted this month, and no members of the public in attendance.**

#### **OLD BUSINESS:**

3. **Automatic Renewal of Eligible Library Checkouts:** Anoka County Library is moving forward with implementing auto-renewals in November; with Columbia Heights being an affiliate Library that uses the Anoka County Integrated Library System, it makes sense to follow suit. This initiative will not cost the Columbia Heights Library anything and will be beneficial to our patrons while also avoiding the confusion that would occur from having differing renewal policies.
  - a. **MOTION: To approve automatic renewal of library materials effective November 1, 2022. Motion moved and unanimously approved.**

#### **NEW BUSINESS:**

4. **Approve Purchase of New Public Access Computers and Related Software:** \$30,000 was budgeted to replace the public workstations this year. IT has come up with a strategy that will cost a few thousand extra this year but save ~\$30,000 next year by not having to replace a server. The plan is to move away from thin-clients controlled by a server and move towards individual micro-PC workstations which are cheaper upfront and require less time and maintenance overall. This has already been approved by the City Council.
  - b. **MOTION: Approve the purchase of Dell computers and monitors from Everyday Technology in the amount of \$29,543.76, Windows Enterprise and Microsoft Office from TechSoup in the amount of \$4,292.16 and DeepFreeze from Faronics in the amount of \$1,580.16. Motion moved and unanimously approved.**
5. **MELSA Library Technology and Digital Services Survey Results:** This survey by MELSA (via Wilder Research) was sent to a diverse sampling of 20,000 residents, with a response rate of 16% (3,230). Items of note include 12% of respondents not having internet access (or unreliable access); most respondents were satisfied with services

provided by their library, but some would like more access to charging ports, scanners, wi-fi hotspots, and fax service); some appreciate the availability of quiet spaces to work and would like support in learning new technology skills. The Board will use survey results in their future strategic planning; ideas mentioned include:

- a. Workstations that cater to parents with children (more PCs near children’s area, or built-in playpen).
- b. Workstations with specialization (Adobe Creative Suite, Remote Meeting equipment, etc).
- c. Tutorials available, or “Book a Tech Tutor/Librarian” type program.

- 6. **Board & Commission Ice Cream Social:** Several members will try to attend this event, but Renee, Carrie, and Gerri will all be out-of-town and unable.
- 7. **Conversation about Strategic Planning & Goal Setting:** General consensus was that the Library needs to increase its marketing of the services and materials it already has to those would-be patrons that are unaware. Additionally, we need to build stronger relationships with the school district and local community groups and perform more outreach at events that these groups host. Renee and the Library Staff will put together some presentation materials and scripts for use at such events (including hand-outs). Nick Novitsky mentioned that he would be happy to connect us with representatives from the various organizations he’s involved with. More discussion to occur at future meetings.

**DIRECTOR’S UPDATE:** Operational reports, general updates, event reminders, and items from the floor.

- 8. **July Board Report:** For Your Information.
  - a. **Visitors and Computer Usage:** These totals are increasing, but not quite back to pre-pandemic levels yet.
  - b. **Résumé Workshops:** We have two of these scheduled with Minnesota CareerForce (one evening, and one daytime) and we hope to have a good attendance. The workshops will help determine if state libraries can serve job seekers beyond the 50 statewide CareerForce locations. Library staff helps many people using computers to create resumes and apply for work.
  - c. **Next Agenda:** More strategic planning and revisiting the Community Room rental fee.

There being no further business, the meeting was adjourned at 6:24 pm.

Respectfully submitted,

Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 09/30/2022  
 Fiscal Year Completed: 74.79%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	442,600.00	330,838.36	35,849.69	0.00	111,761.64	74.75
41011	PART-TIME EMPLOYEES	113,300.00	72,961.13	7,855.18	0.00	40,338.87	64.40
41020	OVERTIME-REGULAR	900.00	466.17	42.92	0.00	433.83	51.80
41070	INTERDEPARTMENTAL LABOR SERV	2,000.00	0.00	0.00	0.00	2,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	41,900.00	29,556.27	3,129.67	0.00	12,343.73	70.54
41220	F.I.C.A. CONTRIBUTION	42,800.00	30,692.17	3,286.46	0.00	12,107.83	71.71
41300	INSURANCE	78,200.00	57,313.75	6,368.45	0.00	20,886.25	73.29
41510	WORKERS COMP INSURANCE PREM	2,700.00	2,950.17	326.65	0.00	(250.17)	109.27
41810	COLA ALLOWANCE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
42000	OFFICE SUPPLIES	1,200.00	885.53	59.27	0.00	314.47	73.79
42010	MINOR EQUIPMENT	100.00	885.67	0.00	0.00	(785.67)	885.67 1
42011	END USER DEVICES	30,100.00	5,168.69	0.00	29,280.00	(4,348.69)	114.45 2
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	141.97	0.00	0.00	(141.97)	100.00
42020	COMPUTER SUPPLIES	100.00	0.00	0.00	0.00	100.00	0.00
42030	PRINTING & PRINTED FORMS	900.00	386.77	180.27	0.00	513.23	42.97
42170	PROGRAM SUPPLIES	1,800.00	1,018.70	0.00	0.00	781.30	56.59
42171	GENERAL SUPPLIES	6,600.00	10,079.50	160.38	0.00	(3,479.50)	152.72 3
42175	FOOD SUPPLIES	200.00	67.21	0.00	0.00	132.79	33.61
42180	BOOKS	58,000.00	28,121.44	1,733.99	0.00	29,878.56	48.49
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	2,583.77	210.00	0.00	4,416.23	36.91
42183	E-BOOKS	8,000.00	0.00	0.00	13,658.70	(5,658.70)	170.73 4
42185	COMPACT DISCS	5,000.00	2,175.42	0.00	0.00	2,824.58	43.51
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,300.00	4,230.41	1,451.26	0.00	2,069.59	67.15
42190	DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	19,200.00	10,155.92	204.85	6,656.22	2,387.86	87.56 5
43105	TRAINING & EDUCATION ACTIVITIES	500.00	266.16	0.00	0.00	233.84	53.23
43210	TELEPHONE	700.00	261.95	22.10	0.00	438.05	37.42
43220	POSTAGE	200.00	75.97	0.00	0.00	124.03	37.99
43250	OTHER TELECOMMUNICATIONS	2,300.00	1,580.27	0.00	0.00	719.73	68.71
43310	LOCAL TRAVEL EXPENSE	700.00	95.72	0.00	0.00	604.28	13.67
43600	PROP & LIAB INSURANCE	9,300.00	6,200.00	0.00	0.00	3,100.00	66.67
43800	UTILITY SERVICES	0.00	2,398.01	0.00	0.00	(2,398.01)	100.00 6
43810	ELECTRIC	37,100.00	28,939.34	4,347.17	0.00	8,160.66	78.00
43820	WATER	2,700.00	0.00	0.00	0.00	2,700.00	0.00
43830	GAS	8,000.00	8,892.04	0.00	0.00	(892.04)	111.15
43850	SEWER	3,200.00	0.00	0.00	0.00	3,200.00	0.00
44000	REPAIR & MAINT. SERVICES	19,600.00	17,747.16	48.95	0.00	1,852.84	90.55
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	26,230.64	0.00	0.00	13,069.36	66.74
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	24,733.35	116.97	0.00	2,366.65	91.27
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	49,533.36	0.00	0.00	24,766.64	66.67
44050	GARAGE, LABOR BURD.	500.00	0.00	0.00	0.00	500.00	0.00
44310	CREDIT CARD FEES	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	650.00	0.00	0.00	0.00	650.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	127.59	0.00	0.00	72.41	63.80
47100	OPER. TRANSFER OUT - LABOR	15,750.00	10,500.00	0.00	0.00	5,250.00	66.67
<b>TOTAL EXPENDITURES</b>		<b>1,135,800.00</b>	<b>768,260.58</b>	<b>65,394.23</b>	<b>49,594.92</b>	<b>317,944.50</b>	<b>72.01</b>

- 1: Outreach Event Shade Canopy + Weight Bags (\$700.73)
- 2: Laptop+Docking Station, Department-wide Microsoft Licenses
- 3: Building HEPA Filters...replaced every 5/6 years (\$3,918.45)
- 4: 7/2022-6/2023 E-Book Costs (from ACL) higher than anticipated
- 5: 2022 ILS Operating Costs-Blanket PO (\$13,312.44...\$6,656.22 spent so far)
- 6: Water, Sewer, Stormwater Base Charge (usage excluded)

**Community Room Use  
2021**

<b>Date</b>	<b>User/Group Name</b>	<b>Library Use</b>	<b>City Use</b>	<b>Community Use</b>	<b>Rental Fee?</b>	<b>Amount Paid</b>
1/28/2021	Library Program Recording	1				
2/9/2021	Community Development Planner Interviews		7			
2/10/2022	Community Development Planner Interviews		7			
2/11/2022	Community Development Planner Interviews		8			
2/18/2022	Community Development Planner 2nd Interviews		7.5			
3/3/2021	Library Board	1				
3/8/2021	Storytime	1				
3/15/2021	Storytime	1				
3/22/2022	Storytime	1				
3/23/2021	Police Department training		4.25			
3/29/2021	Storytime	1				
3/30/2021	Tween Book Club	1				
4/1/2022	Collage and Postcard Art	2.5				
4/7/2021	Library Board	1				
4/8/2021	Book Binding program	2.5				
4/12/2021	Stay at Home Storytime	1				
4/19/2021	Stay at Home Storytime	1				
4/26/2021	Stay at Home Storytime	1				
4/30/2021	21CCLC presentation planning/practice	1				
5/5/2021	Library Board	1				
5/22/2021	Bike Fix-it Clinic	1				
6/2/2021	Library Board	1				
6/7/2021	O'Brien mtg	0.5				
6/8/2021	Of Bees and Butterflies program	2				
6/10/2021	Neighborhood Mtg - proposed housing (Chirpich, Hark)		2			
6/14/2021	Summer Lunch distribution	1				
6/15/2021	Make Your Own Planter Pots	2				
6/21/2021	Summer Lunch distribution	1				
6/22/2021	Science of Sound (backup location)	2				
6/23/2021	Library Board special meeting	1				
6/24/2021	Lights and Kaleidoscopes (backup location)	2				
6/28/2021	Summer Lunch distribution	1				
6/29/2021	Art of Indigo Dye (backup location)	2				
7/2/2021	O'Brien mtg	0.5				
7/7/2021	K. Hansen mtg		1.5			
7/12/2021	Summer Lunch distribution	1				
7/13/2021	Mandalas of India	2				
7/16/2021	Be an Engineer	1				
7/19/2021	Summer Lunch distribution	1				
7/20/2021	Growing Green Hearts camp (backup location)	3				
7/21/2021	Growing Green Hearts camp (backup location)	3				
7/22/2021	Growing Green Hearts camp (backup location)	3				
7/23/2021	Be an Engineer	1				
7/26/2021	Summer Lunch distribution	1				
7/27/2021	Backyard Birdfeeders	2				
7/29/2021	Mayor's Book Club	1.5				
7/29/2021	Color Chemistry	2				
8/2/2021	Summer Lunch distribution	1				
8/3/2021	Comics Creation	2				
8/4/2021	Library Board	1				

**Community Room Use  
2021**

8/9/2021 Summer Lunch distribution	1			
8/9/2021 Dougherty mtg	1			
8/10/2021 Birds youth program	2			
8/12/2021 Mini movies youth program	1			
8/16/2021 Summer Lunch distribution	1			
8/18/2021 Adult Book Club	1			
8/23/2021 Summer Lunch distribution	1			
8/24/2021 O'Brien mtg	1			
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9/1/2021 Library Board Mtg	1			
9/3/2021 Heights Business Council		1.5	waived	0
9/15/2021 Adult Book Club	1			
9/18/2021 Bike Fixit Clinic	1.5			
9/20/2021 Family Storytime	1.5			
9/21/2021 Building a Better Backyard for Pollinators	2.5			
9/23/2021 Baby Read Baby Grow Storytime	1.5			
9/24/2021 Dougherty PR/marketing mtg	1			
9/27/2021 Family Storytime	1.5			
9/28/2021 Hour of Code	2			
9/30/2021 Baby Read Baby Grow Storytime	1.5			
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10/1/2021 Sowada Family setup		3.5	waived	0
10/2/2021 Celebration of Life: Pat Sowada		5	waived	0
10/4/2021 Family Storytime	1.5			
10/5/2021 Coding Club	2.5			
10/6/2021 Daycare Storytime	1.5			
10/6/2021 Library Board	1			
10/7/2021 Baby Read Baby Grow Storytime	1.5			
10/9/2021 MN Pollinate (backup rain location)	2			
10/11/2021 Family Storytime	1.5			
10/11/2021 Tree Identification	2			
10/12/2021 CHPL Foundation		1.5	waived	0
10/12/2021 Coding Club	2.5			
10/13/2021 Friends of the Library	1			
10/14/2021 Baby Read Baby Grow Storytime	1.5			
10/14/2021 Modern Heating - AC Repair	6			
10/15/2021 program set up	2			
10/16/2021 Die de los Muertos	3.5			
10/18/2021 Family Storytime	1.5			
10/18/2021 Watercolor Lemon Branch	2.5			
10/20/2021 Adult Book Club	1			
10/21/2021 Baby Read Baby Grow Storytime	1.5			
10/21/2021 St. Anthony Friends Book Club		1	yes	\$25
10/21/2021 Zombie FX	3			
10/22/2021 Exploring West Africa	3			
10/25/2021 Family Storytime	1.5			
10/26/2021 Coding Club	2.5			
10/26/2021 Mayor's Book Club	1			
10/27/2021 Hart Lake Seniors Visit	3			
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11/1/2021 Family Storytime	1.5			
11/1/2021 Art of Indigo Dye	2.5			
11/2/2021 Coding Club	2.5			
11/3/2021 Library Board	1			
11/8/2021 Family Storytime	1.5			

Community Room Use  
2021

11/9/2021 Post 65 Retiree Mtg		1			
11/9/2021 Coding Club	2.5				
11/10/2021 Friends of the Library	1				
11/15/2021 Family Storytime	1.5				
11/16/2021 Regional Council of Mayors		1.5			
11/16/2021 Coding Club	2.5				
11/17/2021 Adult Book Club	1				
11/18/2021 St. Anthony Friends Book Club			1	yes	\$25
11/18/2021 Sullivan Shores Townhome Association			2	yes	\$50
11/20/2021 Edina Realty Homeowner Basics			3	yes	\$75
11/23/2021 Coding Club	2.5				
11/30/2021 Coding Club	2.5				
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12/1/2021 Library Board	1				
12/6/2021 Feeding Birds in Winter	2.5				
12/8/2021 Friends of the Library	2				
GRAND TOTALS (Hours Used and Rent Collected)	163	39.75	18.5		\$175

**Community Room Use  
2022**

Date	User/Group Name	Library Use	City Use	Community Use	Rental Fee?	Amount Paid
1/5/2022	Library Board	1				
1/10/2022	Adult Legacy Program: Embroidery	2.5				
1/11/2022	O'Brien mtg	1				
1/11/2022	Sullivan Shores Townhome Association			2	yes	\$50
1/12/2022	Friends of the Library			1	waived	
1/19/2022	Adult Book Club	1				
1/21/2022	Public Managers Assoc.		1			
1/24/2022	Family Storytime	1.5				
1/27/2022	Baby Read, Baby Grow Storytime	1.5				
1/27/2022	Artist Trading Cards (Zoom)	1.5				
1/31/2022	Family Storytime	1.5				
1/31/2022	Adult Legacy: Art from the Heart	2.5				
2/2/2022	Daycare Storytime	1.5				
2/2/2022	Library Board	1				
2/3/2022	Baby Read, Baby Grow	1.5				
2/3/2022	O'Brien, Smith mtg	0.5				
2/7/2022	Family Storytime	1.5				
2/7/2022	Organize your Important Documents	2.5				
2/9/2022	Friends of the Library			1	waived	
2/10/2022	Baby Read, Baby Grow	1.5				
2/14/2022	Family Storytime	1.5				
2/15/2022	Sullivan Shores THA			2	yes	\$50
2/16/2022	Adult Book Club	1				
2/16/2022	Pope, O'Brien, Pestich mtg	1				
2/17/2022	Baby Read, Baby Grow	1.5				
2/21/2022	Family Storytime	1.5				
2/24/2022	Baby Read, Baby Grow	1.5				
2/28/2022	Family Storytime	1.5				
2/28/2022	Emerald Ash Borer	1				
3/1/2022	Daycare Storytime	1.5				
3/1/2022	Library Board	1				
3/2/2022	Baby Read, Baby Grow	1.5				
3/4/2022	Northeast Business Council			1	waived	0
3/7/2022	Family Storytime	1.5				
3/9/2022	Friends of the Library	1				
3/10/2022	Baby Read, Baby Grow	1.5				
3/14/2022	Family Storytime	1.5				
3/15/2022	CH Public Library Foundation			1.5	waived	0
3/16/2022	Adult Book Club	1				
3/17/2022	OS365 training		1			
3/17/2022	Baby Read, Baby Grow	1.5				
3/21/2022	Family Storytime	1.5				
3/22/2022	Land Before Time	2.5				
3/23/2022	String Art	3				
3/24/2022	Baby Read, Baby Grow	1.5				
3/28/2022	Family Storytime	1.5				
3/31/2022	Baby Read, Baby Grow	1.5				
4/4/2022	Family Storytime	1.5				
4/4/2022	Financial Fitness: Basics	2.5				
4/5/2022	Coding Club	2.5				
4/6/2022	Daycare Storytime	1.5				
4/6/2022	Library Board	1				
4/7/2022	Baby Read, Baby Grow	1.5				

**Community Room Use  
2022**

4/8/2022	Miniature Snacks: Let's Clay	2.5			
4/9/2022	Adopt a Drain	3			
4/11/2022	Family Storytime	1.5			
4/11/2022	Financial Fitness: Planning and Saving	1			
4/12/2022	Coding Club	2.5			
4/13/2022	Daycare Storytime	1.5			
4/13/2022	Friends of the Library	1			
4/14/2022	Baby Read, Baby Grow	1.5			
4/18/2022	Birdscaping Basics	3			
4/19/2022	Coding Club	2.5			
4/20/2022	Adult Book Club	1			
4/25/2022	Financial Fitness: Managing Credit and Debt	1			
4/26/2022	Coding Club	2.5			
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5/3/2022	Pope World Book mtg	0.5			
5/3/2022	Coding Club	2.5			
5/4/2022	Daycare Storytime	1.5			
5/4/2022	Library Board mtg	1			
5/5/2022	Central Avenue for Residents - C. Buesgens		1		
5/10/2022	O'Brien meeting	1			
5/10/2022	Coding Club	2.5			
5/14/2022	Mayor's East African Listening Session		???		
5/17/2022	Coding Club	2.5			
5/18/2022	Adult Book Club	1			
5/21/2022	Author Joe Kimball	2.5			
5/21/2022	Backup for Bike Fixit Clinic	1.5			
5/24/2022	Coding Club	2.5			
5/25/2022	CH Active Agers 500		2		
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6/1/2022	Library Board	1			
6/2/2022	Central Avenue for Resident - C. Buesgens		2		
6/3/2022	Northest Business Council		1.5	waived	0
6/4/2022	Central Avenue for Resident - C. Buesgens		2		
6/6/2022	Family Storytime	1.5			
6/8/2022	Library Foundation Art Committee		1	waived	0
6/8/2022	Friends of the Library		1	waived	0
6/13/2022	Family Storytime	1.5			
6/14/2022	Library Foundation Board		1.5	waived	0
6/15/2022	Adult Book Club	1			
6/15/2022	Summer Lunch setup/serve/teardown	2.5			
6/15/2022	SRP: Ollivander's Wand Workshop	2.5			
6/15/2022	Author Kristal Leebrick	2.5			
6/16/2022	Summer Lunch setup/serve/teardown	2.5			
6/16/2022	SRP Teen: Young Punks	3			
6/18/2022	SRP: Clay Garden Tiles	3			
6/20/2022	Family Storytime	1.5			
6/20/2022	Adult Watercolor class	2			
6/21/2022	Adult Android class	2			
6/22/2022	Summer Lunch setup/serve/teardown	2.5			
6/22/2022	SRP Encore: Animation Flipbooks	2.5			
6/23/2022	Summer Lunch setup/serve/teardown	2.5			
6/27/2022	Family Storytime	1.5			
6/27/2022	Backup location for adult Tree ID class	2.5			
6/27/2022	Innsbruck Villages Townhome Association		2	yes	\$50
6/28/2022	CHPS Literacy Curriculum Workshop		8	yes	\$200
6/29/2022	Summer Lunch setup/serve/teardown	2.5			
6/29/2022	SRP Encore: Clay Creatures 1	2.5			

**Community Room Use  
2022**

6/30/2022	Summer Lunch setup/serve/teardown	2.5			
6/30/2022	SRP Teen: Needle Felted Toadstools	2			
7/1/2022	Daycare Storytime	1.5			
7/6/2022	Summer Lunch setup/serve/teardown	2.5			
7/6/2022	SRP Encore: Clay Creatures II	2.5			
7/6/2022	Library Board meeting	1.5			
7/7/2022	Summer Lunch setup/serve/teardown	2.5			
7/8/2022	Adult Charcoal au plein air program	2			
7/11/2022	Family Storytime	1.5			
7/12/2022	Adult Android class	2			
7/13/2022	Summer Lunch setup/serve/teardown	2.5			
7/13/2022	SRP Encore: Gyotaku Fish Prints	2.5			
7/14/2022	Summer Lunch setup/serve/teardown	2.5			
7/14/2022	SRP Teen: Screen Printing	3.5			
7/16/2022	SRP: Polymer Clay Steampunk Bugs	3			
7/18/2022	Family Storytime	1.5			
7/18/2022	Adult Map Art	3			
7/19/2022	Science in Summer	3.5			
7/20/2022	Adult Book Club	1			
7/20/2022	Summer Lunch setup/serve/teardown	2.5			
7/20/2022	SRP Encore: Ink Painting with Bamboo Brush	2.5			
7/21/2022	Summer Lunch setup/serve/teardown	2.5			
7/21/2022	SRP Teen: Screen Printing	2.5			
7/24/2022	Family Storytime	1.5			
7/26/2022	37th Ave Reconstruction Public Mtg		3		
7/27/2022	Summer Lunch setup/serve/teardown	2.5			
7/27/2022	SRP Encore: Acrylic Painting	2.5			
7/28/2022	Summer Lunch setup/serve/teardown	2.5			
7/28/2022	SRP Teen: Screen Printing	2.5			
8/1/2022	Family Storytime	1.5			
8/3/2022	Summer Lunch setup/serve/teardown	2.5			
8/3/2022	SRP Encore: Weaving Wild Wallhanging	2.5			
8/3/2022	Library Board mtg	1.5			
8/4/2022	Summer Lunch setup/serve/teardown	2.5			
8/4/2022	SRP Teen: Screen Printing	2.5			
8/8/2022	Family Storytime	1.5			
8/8/2022	Set up for Primary Election		7		
8/9/2022	Primary Election		11		
8/10/2022	Summer Lunch setup/serve/teardown	1.5			
8/10/2022	SRP Encore: Tangling and Meditative Drawing	2.5			
8/11/2022	Summer Lunch setup/serve/teardown	1.5			
8/16/2022	Library Foundation Board			1.5	waived
8/17/2022	Adult Book Club	1			
8/23/2022	CHPS Teacher Training			4	yes \$100
9/1/2022	Northeast Business Council			1	waived
9/7/2022	Daycare Storytime	1.5			
9/7/2022	Library Board meeting	1.5			
9/12/2022	Family Storytime	1.5			
9/13/2022	Employee Benefits Info: Short-term Disability		3		
9/14/2022	Friends of the Library			1	waived
9/17/2022	Bike Fix-it Clinic (overflow)	2			
9/17/2022	Adult Legacy: Tradition and Folk Art of India	2			
9/18/2022	Family Storytime	1.5			
9/20/2022	Employee Benefits Info: Health Savings Accounts		3		
9/20/2022	Tinker Time: Repujado	2.5			

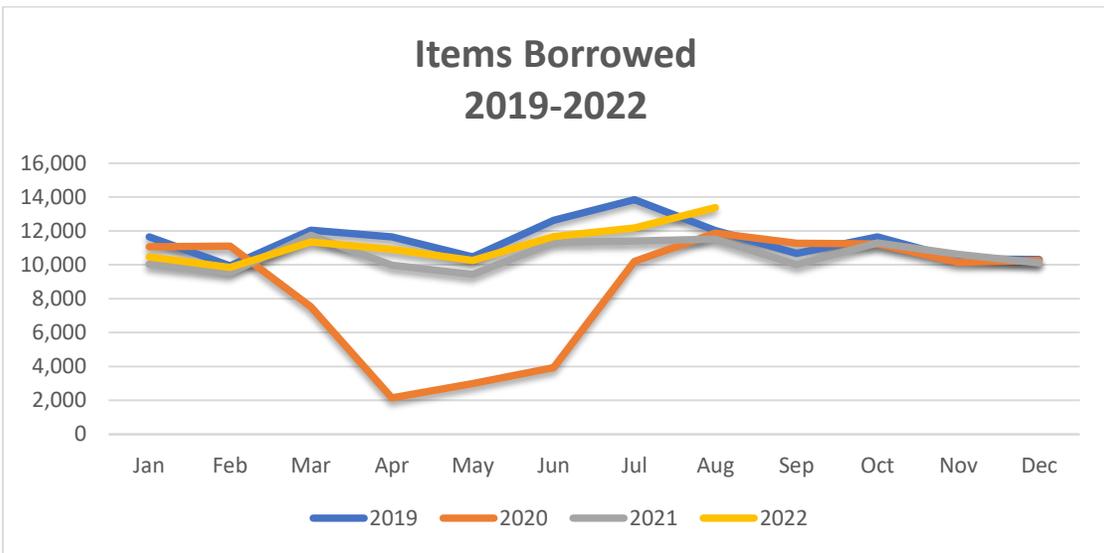
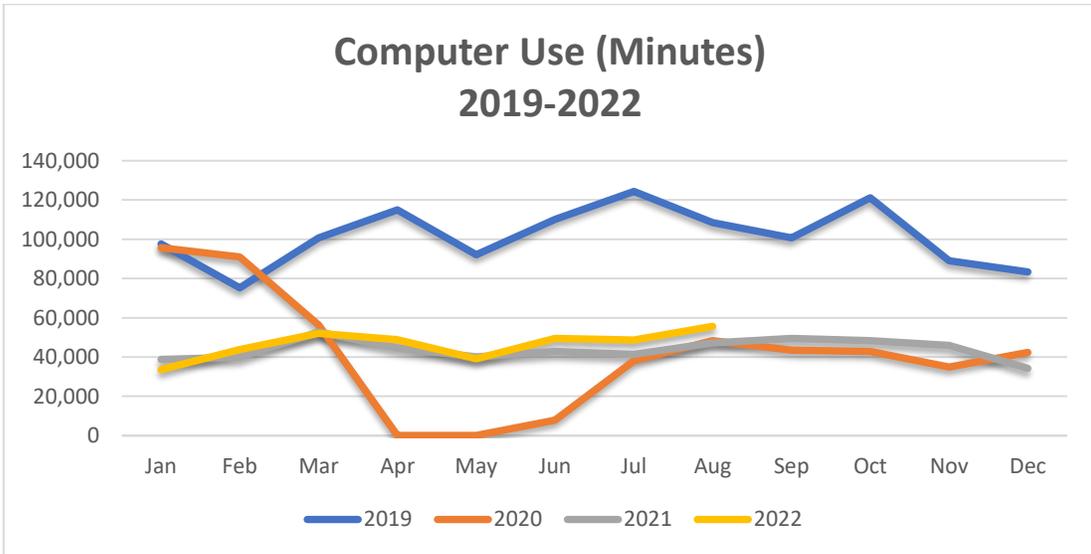
**Community Room Use  
2022**

9/20/2022 Resume Workshop for adults	1
9/21/2022 Adult Book Club	1
9/26/2022 Family Storytime	1.5
9/26/2022 Birding in the Heights 1	1.5
9/28/2022 Birding in the Heights 2	1.5

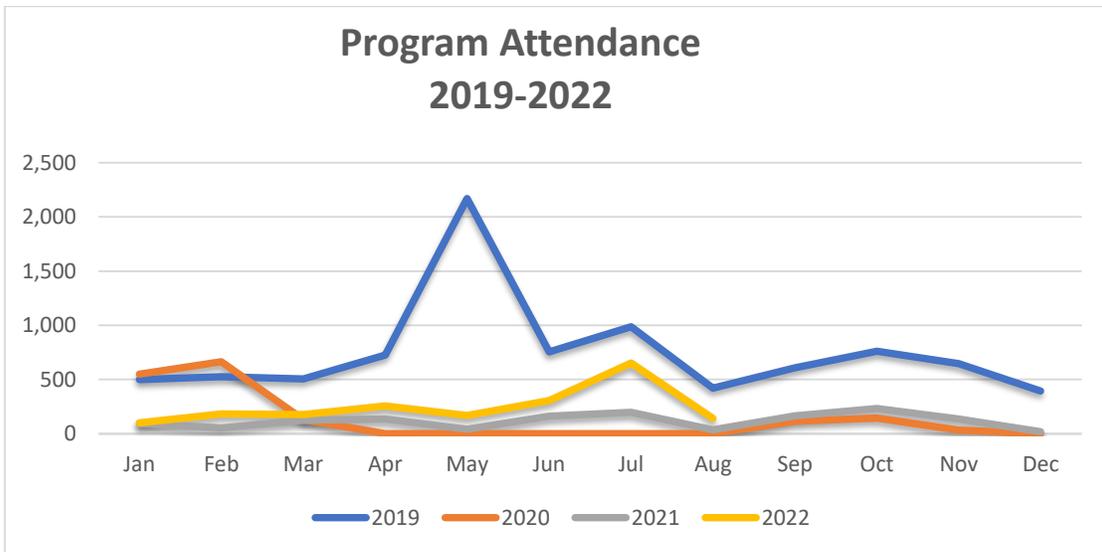
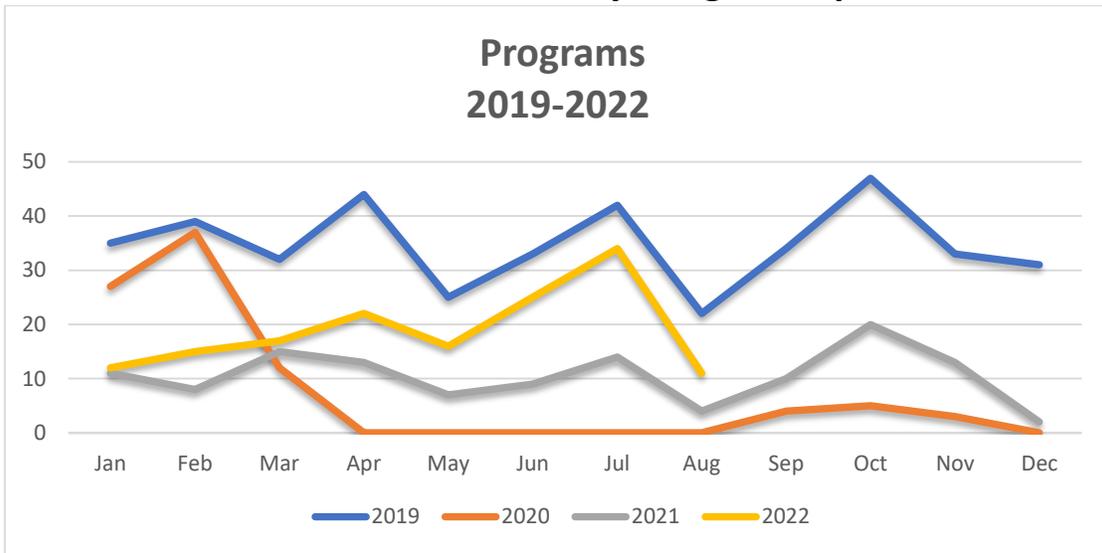
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GRAND TOTAL (Hours and Rental Fees Received)	260	36	31		\$450
	<b>Library</b>	<b>City</b>	<b>Community</b>	<b>Rental</b>	<b>Amount</b>
	<b>Use</b>	<b>Use</b>	<b>Use</b>	<b>Fee?</b>	<b>Paid</b>

### Pre and Post COVID Library Usage Comparison



### Pre and Post COVID Library Usage Comparison



## Columbia Heights Public Library Library Board Report - August 2022

### BUILDING and EQUIPMENT

- Slashed footstools were taken to a local upholstery shop for repair; estimated return is eight weeks.
- The public printing/copying kiosk was not charging for making copies. Vendors Comprise and Marco and city IT staff spent weeks troubleshooting, eventually resolving the issue.
- The north “ask me” desk computer experienced spontaneous shutdowns and freezes. It was so sent to Dell to resolve hard-drive malfunction. The “book drop” computer is temporarily replacing it causing some delays in processing of new materials.
- An upgrade to the ILS software (WorkFlows) corrupted the AMH printer used to print “hold” slips; the issue was resolved.

### COLLECTION

- Requests for purchase included books on middle school math, youth portrait drawing, shark encyclopedias and youth nonfiction about Iran. Adult and juvenile print books and youth DVDs were ordered.
- Book displays included military veterans and “Vote in Honor of a Veteran,” books set in Minnesota, and hot summer reads.
- Weeding continued in adult fiction, adult audiobooks, and DVDs.
- Glass display case featured “Minnesota from the Road, to promote a fall program.

FACILITY USE	2022	2021
Visitors	7,561	5,787
Study & Meeting Room Use	225	26

PUBLIC COMPUTER USE	2022	2021
Users	1,037	933
Sessions	1,535	1,355
Minutes	55,700	47,200

PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Family Storytime	8/1	Children (0-5)	29
English Language Conversation Circle	8/1	Adult	4
Weaving a Wild Wall Hanging	8/3	Children (6-11)	19
Screen Printing	8/4	Young Adult (12-18)	8
Family Storytime	8/8	Children (0-5)	45
English Language Conversation Circle	8/8	Adult	4
Story Stroll: <i>Paletero Man</i> at Prestemon Park	8/9-8/12	Self-Directed	40
Tangling and Meditative Drawing	8/10	Children (6-11)	12
English Language Conversation Circle	8/15	Adult	6
Book Club: <i>Anxious People</i>	8/17	Adult	9
Poems in the Park @ LaBelle	8/19	Self-Directed	cancelled
English Language Conversation Circle	8/22	Adult	4
English Language Conversation Circle	8/29	Adult	3
<b>TOTAL =12</b>			?

### STAFF

- Eliza Pope, Youth Services Librarian,
  - Visited North Park School for Innovation’s summer Encore classes. In six Pre-K to 5<sup>th</sup> grade classes, she read stories, played games, and told students about the summer reading program.

- Transformed the Imagination Station from a farmer’s market into an ice cream shop with the assistance of teen volunteer Natalie. Kids can dish up fake ice cream, practice counting dollars, talk about their favorite flavors and color a dream ice cream cone.
- Created and oversaw the 2022 Summer Reading Program which ended on August 15. 302 youth registered for summer reading (82 in Birth-Kindergarten group, 179 in Grades 1-6, and 41 teens). Registered youth read over 1,889 hours during the summer! Those who read 20 or more hours and returned a completed reading log were entered into prize drawings for State Fair and Twins tickets.
- Successfully concluded the program to distribute summer lunches to youth; 263 lunches were distributed during the summer.
- Spoke at new teacher orientations for Columbia Heights Public Schools and the Immaculate Conception School. She shared information on applying for an institutional borrower accounts, library databases for teachers and learners, and new initiatives such as the MN State Park passes and the elimination of overdue fines.
- Cortni O’Brien, Adult Services Librarian,
  - Oversaw the twenty-eight adults registered for the Summer Reading Program who logged 286 hours of reading.
  - Delivered materials to five “At-Home” patrons.
- Renee Dougherty, Library Director,
  - Met with Nick Olberding and Cortni O’Brien for their annual performance evaluations.
  - Met with the Library Foundation on August 16. The Foundation decided to cancel the 2022 Spaghetti Dinner fundraiser.

**Miscellaneous**

- Partnered with Every Meal to distribute free food bags from July 29 through September 5.
- Monarch Bus recruited drivers (in the lobby) on August 8 and 10.
- The community room was the Precinct 3 polling site for the August 9 Primary Election.
- Library Board Chair Teresa Eisenbise read a story at the Monarch Festival at Sullivan Park on August 17.
- Staff attended the City Employee Picnic on August 17.
- Numerous incidents with drunk/disorderly/mentally ill patrons verbally harassing staff and other patrons. Police were called multiple times. The public telephone was removed.
- Paper towels were removed from public restrooms to prevent vandalism. Electric dryers continue to be available.



*In the custom screen-printing workshop for teens, participants wrapped up their t-shirt printing and swapped designs amongst themselves.*

VOLUNTEERS	Total	Hours
Adult	2	13
Teen	4	17