



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, November 02, 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 October 5, 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**

- 3. Draft PowerPoint Presentation for Promoting Library Services**
- 4. Auto-Renewal Implementation Report**
- 5. CH Public Schools MOU for Columbia Academy E-Cards**

**NEW BUSINESS**

- 6. Gift of Public Art from Library Foundation**
- 7. Resolution of Fraud/Theft Case with Anoka County Sheriff**

**DIRECTOR'S UPDATE**

- 8. September Board Report (FYI)**

**ADJOURNMENT**

*Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.*



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
 3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
 Wednesday, October 5<sup>th</sup>, 2022

Drafted  
 10/6/2022

**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 Teresa Eisenbise at 5:30pm.

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

1. The **Minutes of the September 7, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Review Operating Budget:** 75% into the year and 72% of the budget encumbered.
  - a. **Utility Services (43800):** In 2022 and future years, this new line will show expenditures for budget estimates shown in lines 43820 for water and 43850 for sewer for 2022.
  - b. **E-Books (42183):** \$5,658 over budget (includes e-audiobooks and e-magazines). CHPL contracts with Anoka County Library for access to ebooks rather than purchasing collection items. ACL bills for this access based on patron usage patterns and actual collection expenditures from the previous year, approximately 4.14%. Collection expenditures and patron usage of electronic materials has grown over the last three years. Checkouts of electronic materials account for 19% of Columbia Heights circulation with 81% coming from checkout of physical items.
  - c. **Community Forum:** Opportunity for public input; **no correspondence, and no public in attendance at this meeting.**

**Old Business: N/A**

**New Business:**

3. **Examination of Community Room Use:** Dougherty provided the Board with data on use in 2021 and 2022. The room was not available for public rental until September 2021. Renee said that she has fielded roughly 30 calls for Community Room use in 2022 but doesn't know why there have only been a handful of reservations. Reasons could include rental fees, lack of availability, policy restrictions on charging admission fees, storing equipment, or having food or alcohol.
  - a. The Board expressed their aversion to charging a fee to local community groups especially book clubs and other literacy-based groups that share the Library's mission.
  - b. The Board observed that several groups already use the room for free (Northeast Business Council, CHPL Foundation).
  - c. Neither Councilmember Novitsky nor the Board was particularly comfortable with groups using the room while the building is closed, which is allowed under current policy.
  - d. Novitsky explained that the City Council has made an exception in the cost of library room rental which is significantly lower than rates for rooms at Murzyn Hall and park shelters.
  - e. Novitsky conveyed that the Park and Rec Commission in partnership with the CH Athletic Boosters, grants fee waivers or scholarship funds to cover the rental costs at Murzyn Hall. Applications are reviewed by the Parks and Rec Commission at regular meetings, allowing them to assess waiving rental fees on a case-by-case basis. Novitsky suggested the Board could investigate a similar process with the CHPL Foundation providing funding.
  - f. The Board will continue discussion at future meetings.
4. **Strategic Planning:** The Board discussed the previous idea of preparing a presentation template for promoting

the Library and its services to various types of groups (e.g. school districts, non-profits, community groups, PTA, etc). This would help guide any one of them to advocate and promote the library when the opportunity arises. Dougherty will gather information to help put this presentation together, starting with a PowerPoint used for building tours. Novitsky mentioned that Will Rottler has lists and contact info for local community groups nonprofits, and churches.

5. **Director's Update:** Operational reports, general updates, event reminders, and items from the floor.
  - a. **August Operational Report**
  - b. Board commented positively on increasing visits, circulation, and computer usage.
  - c. The Board expressed regret that Library staff has had to deal with multiple drunk and/or disorderly patrons verbally harassing them, which also required police calls. The Board is very appreciative of the staff for enduring this and being patient with the public and are concerned with staff mental health.
  - d. **Library Programs:**
    - i. Doug Ohman's next *Minnesota From the Road* presentation is November 5<sup>th</sup>.
    - ii. The Library hosted a Careerforce resume workshop, but registered people did not attend. Another workshop will be offered October 18<sup>th</sup> at 1pm. Polley would have promoted to seniors at the high school, but it is during the school day.
    - iii. Mental Health Awareness Workshop is Monday, October 10<sup>th</sup>.

There being no further business, a motion to adjourn was made and seconded at 6:42 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

## EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 10/31/2022

Fiscal Year Completed: 83.29%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2022	YTD	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		AMENDED	BALANCE	MONTH			
		BUDGET	10/31/2022	10/31/22	YEAR-TO-DATE	BALANCE	USED
41010	REGULAR EMPLOYEES	442,600.00	366,341.44	18,036.15	0.00	76,258.56	82.77
41011	PART-TIME EMPLOYEES	113,300.00	81,154.28	4,114.99	0.00	32,145.72	71.63
41020	OVERTIME-REGULAR	900.00	530.54	64.37	0.00	369.46	58.95
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	32,643.10	3,086.83	0.00	9,256.90	77.91
41220	F.I.C.A. CONTRIBUTION	42,800.00	33,954.12	1,670.89	0.00	8,845.88	79.33
41300	INSURANCE	78,200.00	63,682.20	6,368.45	0.00	14,517.80	81.44
41510	WORKERS COMP INSURANCE PREM	2,700.00	3,274.44	324.27	0.00	(574.44)	121.28
41810	COLA ALLOWANCE	21,200.00	0.00	0.00	0.00	21,200.00	0.00
42000	OFFICE SUPPLIES	1,200.00	890.09	0.00	0.00	309.91	74.17
42010	MINOR EQUIPMENT	100.00	1,091.87	0.00	0.00	(991.87)	1,091.87 1
42011	END USER DEVICES	30,100.00	34,448.69	0.00	0.00	(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	0.00	0.00	513.23	42.97
42170	PROGRAM SUPPLIES	1,800.00	1,175.18	134.52	0.00	624.82	65.29
42171	GENERAL SUPPLIES	6,600.00	10,385.99	11.95	0.00	(3,785.99)	157.36 3
42175	FOOD SUPPLIES	200.00	67.21	0.00	0.00	132.79	33.61
42180	BOOKS	58,000.00	33,978.80	5,138.66	0.00	24,021.20	58.58
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	2,752.76	168.99	0.00	4,247.24	39.33
42183	E-BOOKS	8,000.00	13,658.70	13,658.70	0.00	(5,658.70)	170.73 4
42185	COMPACT DISCS	5,000.00	2,859.26	683.84	0.00	2,140.74	57.19
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,300.00	4,566.00	335.59	0.00	1,734.00	72.48
42190	DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42280	VEHICLE REPAIR AND PARTS	0.00	119.67	0.00	0.00	(119.67)	100.00
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	19,200.00	13,781.01	3,625.09	3,328.11	2,090.88	89.11 5
43105	TRAINING & EDUCATION ACTIVITIES	500.00	716.16	0.00	0.00	(216.16)	143.23 6
43210	TELEPHONE	700.00	284.20	0.00	0.00	415.80	40.60
43220	POSTAGE	200.00	122.95	0.00	0.00	77.05	61.48
43250	OTHER TELECOMMUNICATIONS	2,300.00	1,988.53	204.13	0.00	311.47	86.46
43310	LOCAL TRAVEL EXPENSE	700.00	95.72	0.00	0.00	604.28	13.67
43600	PROP & LIAB INSURANCE	9,300.00	6,975.00	0.00	0.00	2,325.00	75.00
43800	UTILITY SERVICES	0.00	4,749.95	0.00	0.00	(4,749.95)	100.00 7
43810	ELECTRIC	37,100.00	32,940.63	4,001.29	0.00	4,159.37	88.79
43820	WATER	2,700.00	0.00	0.00	0.00	2,700.00	0.00
43830	GAS	8,000.00	9,431.93	421.01	0.00	(1,431.93)	117.90
43850	SEWER	3,200.00	0.00	0.00	0.00	3,200.00	0.00
44000	REPAIR & MAINT. SERVICES	19,600.00	18,128.86	381.70	0.00	1,471.14	92.49
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	29,509.47	0.00	0.00	9,790.53	75.09
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	25,032.21	298.86	2,722.00	(654.21)	102.41
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	55,725.03	0.00	0.00	18,574.97	75.00
44050	GARAGE, LABOR BURD.	500.00	197.00	0.00	0.00	303.00	39.40
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	11,812.50	0.00	0.00	3,937.50	75.00
47270	TRANSFER TO CAP EQP REPL FD	150,000.00	150,000.00	150,000.00	0.00	0.00	100.00
47370	TRANSFER OUT TO INFO TECHNOLOGY	700.00	700.00	0.00	0.00	0.00	100.00
<b>TOTAL EXPENDITURES</b>		<b>1,286,500.00</b>	<b>1,050,421.82</b>	<b>212,730.28</b>	<b>6,050.11</b>	<b>230,028.07</b>	<b>82.12</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)

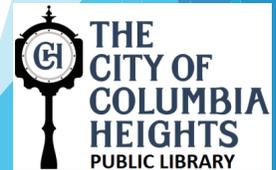
4: 7/2022-6/2023 E-Book Costs (from ACL) higher than anticipated

5: 2022 ILS Operating Costs-Blanket PO (\$13,312.44...\$9,984.33 spent so far)

6: Staff IT Security Training/Management Strategies Courses

7: Water, Sewer, Stormwater Base Charge (usage excluded)

# Welcome to the Columbia Heights Public Library!



## What can I do at the library?

- Get a free library card
- Use the computers
- Ask questions
- Use a study room
- Read books and magazines
- Attend free programs for children and adults



## A library card will allow me to:

- Check out materials to take home
  - Books, movies, music, audio books (up to 100 at a time!)
  - Request books and materials from other libraries
- Use the library computers



## How do I get a library card?

- Go to the main desk at the library, the "Ask Me" desk
- You will need a photo identification with current mailing address
- Your first card is free!
- A parent or guardian is required for youth age 16 and under
- You are responsible for all items borrowed on your card. If your card is lost or stolen, let us know right away.

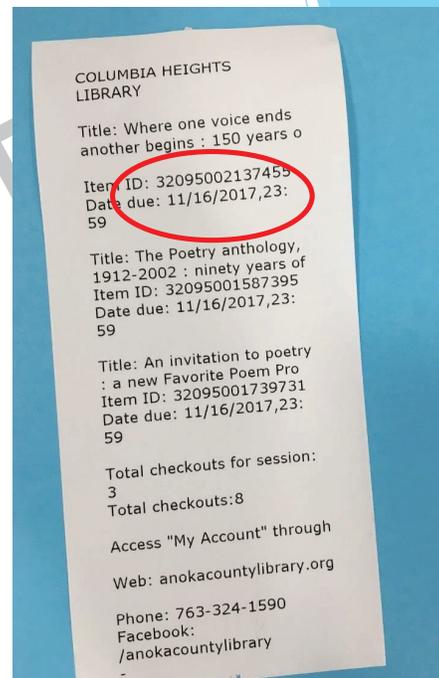
## Checking out books and materials

- Materials can be checked out for three weeks
- Most materials may be renewed by calling the library renewal phone number (763) 324-1590 or renewing online



## Checking out books and materials

- The checkout receipt lists the title of each item and when the item is due back to the library.
- There is no charge for books or materials, as long as they are returned to the library before the day they are due back.



# Returning books and materials

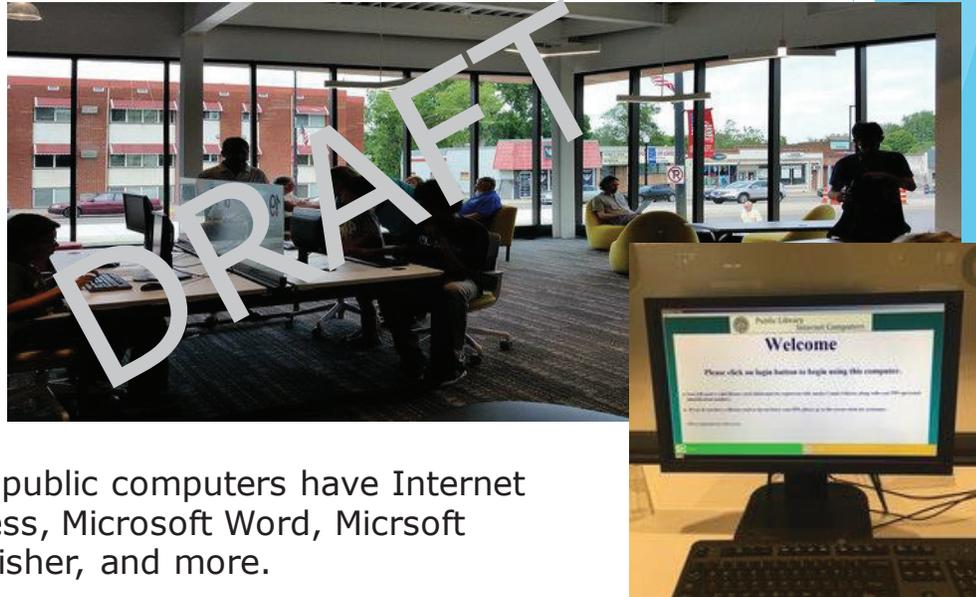
- Return books **inside** the library or at the drive-through book return **outside**
- Overdue fines
  - The Columbia Heights Library does not charge overdue fines
  - If an item is more than 30 days late, you will be charged for that item and will need to pay for it.
- You are responsible for items borrowed on your card.



## The library has books, DVDs, audiobooks, and magazines



# Library Computers



Our public computers have Internet access, Microsoft Word, Microsoft Publisher, and more.

## Computers Basics

- Sign in with your library card to use a computer up to 90 minutes hours each day
- Print pages in black-and-white (\$0.10 per page) or color (\$0.50 per page)
- Scan documents for free

## We are here to help!



Visit the “Ask Me”  
desk with questions

### Go to the “Ask Me” desk to:

- Get a library card
- Ask questions about your library card account
- Pay library fines
- Get help finding a book
- Change your address or phone number
- Get help with computers, printing, & photocopying

## Go to the “Ask Me” desk to:

- Get help finding immigration, citizenship, & tax forms online
- Get help finding community resources
  - Immigration services, child care, tutoring, health

## The library has more than books!

- Programs for adults
  - Conversation Circles for practice speaking English: Mondays at 5:30 pm
- Storytimes for children
- Programs for teens
- Book discussion groups

# Children's Storytime



# Questions?



**Rachel Klismith - Painter**

Rachel graduated from the University of Minnesota Twin Cities with a degree in Elementary Education. She taught first and second grade children. After more than 20 years of teaching first and second grade, she earned a graduate degree in Art Education from the University of Minnesota Twin Cities and then taught K-12 art. She is now retired and focuses on painting and teaching specialty classes.

**Honors**

Rachel has shared her art at the Saint Paul Art Crawl for many years, exhibiting at Virginia Street Church. Her work has been showcased at the Banfill Locke Center for the Arts and won honorable mentions, fan favorites, and artist of distinction awards. Three of Rachel's paintings were finalists in the State Fair Fine Arts Contest with "Entering the Ouroboros" winning an Award of Excellence from the Plymouth Arts Council. This painting was purchased by the Fine Arts Committee for the Columbia Heights Public Foundation to be displayed at the Columbia Heights Library.

**Information about Painting**

The archetype of the ouroboros represented by a snake or dragon devouring its tail is an image of renewal. The ouroboros also represents a type of recursion, which is key to learning. One way humans learn is by repeatedly forming a mental image of the world and seeing if it lines up with reality, constantly correcting and rebuilding our internal world in order to understand the external world. We are defined by this constant act of self reference, an especially active process in childhood. Using the frame itself as an abstract image of the ouroboros with the pensive gaze of the young boy focused out beyond it, brings this internal processes into the painted image. But that is a lot to ask

of a painting. I was just drawn to the casual photo and read more into it as the painting revealed itself to me.

Dear Committee Members,

Thank you so much for selecting "Entering the Ouroboros" to be displayed at the Columbia Heights Library. I am humbled that you considered it worthy of putting it before the public. As a former teacher, who knows the importance of reaching out to touch the lives of others, I hope that now my art can affect lives. I want to thank the Arts Committee for the Columbia Heights Public Foundation for putting original art up on the walls of your library. It makes me feel valued as an artist and will perhaps inspire a young artist in the making.

Thank you,

Rachel Klismith

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

**BUILDING**

- The windows were cleaned for the first time in months!

**TECHNOLOGY**

- Public computer session length was increased to three hours with one-hour extensions possible if less than 75% of computers are in use. Maximum computer time is five hours per day.

**COLLECTION**

- Requests for purchase included books on Disney princesses and Buzz Lightyear. Adult and juvenile print books, adult audiobooks and adult DVDs were ordered.
- Book displays included Banned Books Week and books set in Minnesota.
- Weeding continued in adult fiction.

PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Family Storytime	9/12	Children (0-5)	42
English Language Conversation Circle	9/12	Adult	3
English Language Conversation Circle	9/15	Adult	1
Wine and Words: Iron Lake (Murzyn)	9/16	Adult	10
Story Stroll at LaBelle Park	9/16-9/19	Self-Directed	50
<del>Poems in the Park at Huset Park West</del>	9/16	Self-Directed	Cancelled
Bike Fix-It Clinic	9/17	Adult	26
Traditions and Folk Art of India	9/17	Adult	3
Family Storytime	9/19	Children (0-5)	45
English Language Conversation Circle	9/19	Adult	3
Tinker Time: Repujado	9/20	Children (6-11)	9
Resume Writing Workshop	9/20	Adult	0
Book Club: <i>The Witch Elm</i>	9/21	Adult	7
English Language Conversation Circle	9/22	Adult	0
Consult the Law Librarian	9/22	Adult	2
Family Storytime	9/26	Children (0-5)	32
English Language Conversation Circle	9/26	Adult	6
Birding in the Heights, Part 1	9/26	Adult	15
Birding in the Heights, Part 2	9/28	Adult	16
English Language Conversation Circle	9/29	Adult	2
Scavenger Hunts		Self-Directed	49

**STAFF**

- Eliza Pope, Youth Services Librarian,
  - Kicked off the Fall session of family storytime. Babies, toddlers, and preschoolers attend with their parents, grandparents, great-grandparents, and nannies for a truly all-ages storytime. Registration has been discontinued and sessions are averaging 40 attendees each week. A storytime specifically for daycares is also offered once per month.
  - Launched youth encore programs, funded by the 21<sup>st</sup> Century Community Learning Centers grant, for the 2022-2023 school year. The Tinker Time series began with Gustavo Boada, teaching youth and parents Repujado, a Spanish metalworking technique.
  - Toured Bultum Academy, a new charter school with a STEM focus located at First Lutheran Church and discussed potential library services with administrators.

- Met with educators from the Early Childhood and Family Education (ECFE) department of Columbia Heights Public Schools. Planning to visit multiple ECFE classrooms this fall to share information about the library and storytime with ECFE families.
- Debriefed the screen-printing summer program with artist/instructor Natasha Pestich and brainstormed ways to connect a future class during the Monarch Festival.
- Worked with Recreation and school district staff to plan future programming which meets programming goals of 21CCLC grant.
- Cortni O’Brien, Adult Services Librarian,
  - Attended a Community Education Advisory Council meeting.
  - Prepared a proclamation for National Library Card signup month read at the September 26, 2022, City Council meeting.
  - Delivered materials to five “At-Home” patrons.
- Renee Dougherty, Library Director,
  - Gave a building tour to South St. Paul and Dakota county library staff and architects planning a new facility.
  - Said farewell to Tammie Poquette, Library Page since 2016, who asked to be removed from the regular schedule, effective September 11.
  - Attended a Columbia Heights Public Schools Communications Advisory Council meeting.
  - Attended a meeting for staff at libraries new to the DNR state park pass program.
  - Attended regular meetings of the Anoka County Library management team, ACL public service team, and Columbia Heights division heads.
- Staff were invited to informational meetings on benefit electives: short-term disability insurance and health savings accounts.

**Miscellaneous**

- The remaining food bags from Every Meal were distributed after Labor Day.
- An ice cream social for Board and Commission members and families was held September 29.

FACILITY USE	2022	2021
Visitors	5,974	5,136
Study & Meeting Room Use	213	145

PUBLIC COMPUTER USE	2022	2021
Users	880	1,035
Sessions	1,266	1,446
Minutes	48,540	49,413

VOLUNTEERS	Total	Hours
Adult	6	14
Teen	1	1.5

