



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, October 04, 2023
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 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. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from September 6, 2023**
- 3. Review 2023 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: Adult Services Librarian**
- 5. Update on Volunteer Recognition**
- 6. Update on Funding Request to the CHPL Foundation**
- 7. Update on 2024 Budget Proposal**
- 8. Communication Outreach Strategies (In-Person, Print, Cable, Web)**

NEW BUSINESS: N/A

DIRECTOR'S UPDATE

- 9. August Board Report**

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, September 6th, 2023

Drafted
9/7/2023

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 Gerri Moeller at 5:32pm.

Members physically present: Rachele Waldon; Carrie Mesrobian; Chris Polley; Melanie Magidow; Justice Spriggs (Council Liaison). **Members remotely present:** N/A. **Members absent:** Gerri Moeller. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The Meeting's **Agenda** was approved as-is.
2. The **Minutes** of the **August 2nd, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 66.58% of the year and 60.44% of the budget encumbered; no concerns raised.
 - a. **42183:** E-book expenses through Anoka County Library were higher than anticipated; Columbia Heights accounted for ~4.3% of their 756,338 e-checkouts. Usage in Anoka County/Columbia Heights is still on the rise, as opposed to some other systems, which have plateaued.

Community Forum: Opportunity for public input. No correspondence or members of the public in attendance.

Old Business:

4. **Heights Pride Fest – Sat, Sept 23, 10am-4pm (Kordiak Park):** The Library does not currently have enough staff to additionally host a booth this event over the weekend, so the Board was asked to help represent us at Pride Fest. Chris and Gerri (at last month's meeting) offered to be there on our behalf at Kordiak Park. We will supply them with a canopy and supplies for the event.
5. **Library Volunteer Recognition Event – Mon, Sept 25, 5:30pm (Library & Council Chambers):** The Library will be recognizing the work and devotion of both our teen and adult volunteers in the form of a recognition event in the Library's Community Room, followed by a proclamation at the City Council Meeting in the new City Hall. Board Members are encouraged to attend and show their support if able.
6. **Communication Strategies (Print, Cable, Website):** This will be an ongoing discussion, possibly each month. We will update the Board Outreach Presentation to include Sora Student E-Book App information for use by the Board; Chris needs a copy sent to him (or copied to a flash drive) for a presentation to the School Board. The Board also talked about options for events in the future like more puzzle contests (with the Friends), Book Ambassador Awards, MailChimp for email outreach, Community FaceBook Groups to post Library Promotions (CH Buy Nothing, Peaceful Page, etc), and a dedicated Library website. The Library's page of the City website is not very robust and allows for only minimal features (no catalog, no e-book browsing, no news, no social media feeds, no dedicated calendar). We will research and compile information on what we would like to see in a potential website, and Rachele will research this as well.

New Business:

7. **Staffing Update: Resignation of Adult Services Librarian:** Cortni O'Brien has accepted a position with Anoka County Library Community Engagement & Programming and announced her resignation from CHPL. She will be greatly missed. Over the course of her time she connected the Library with local Community Groups/Organizations, curated great programming/events, and created positive relationships with Library visitors. The posting for the position garnered 30 applicants, 6 of which have signed up for interviews for

Thursday and Friday of this week; we hope to onboard someone no later than early October.

8. **Request for Funding from the CHPL Foundation:** Renee is in the process of requesting funds from the CHPL Foundation in the amount of \$17-20,000. \$10,000 would be to help under right the cost of providing SORA E-Book services to students in the Columbia Heights School District; \$7,000 will make up for the loss of 21st Century Grant funds (which we have received for the last several years via ISD-13) in order to continue offering youth STEM-related programming that the grant covered; and may request an additional \$3,000 for an author series (like the previous 6-part Doug Ohman history program.)
9. **Summer Reading and Youth Programming Review:** Provided in the packet was an overview of the Summer Reading Program activities and stats. A summary is that it felt like we were finally back to normal after the pandemic with lots of participation and full program attendance. Onsite summer lunch was not as well attended and due to the required staff involvement, we may discontinue it next year. Eliza met with Anoka County Library staff for a summer debriefing this morning, but we do not know what was revealed at the meeting.

Director's Update:

10. **July Board Report:** Provided as an FYI.

11. **From the Floor:**

- a. **Volunteer Recognition:** Honoring of volunteers will occur at a Council Meeting later this month.
- b. **Next Meeting:** Continued discussion and ideas on Board Outreach to local community groups; Library Promotion (communications, services, materials); Future opportunities for collaboration/special events (i.e. more book sales, puzzle contests).

There being no further business, a motion to adjourn was made and seconded at 6:31 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 9/30/2023
 Fiscal Year Completed: 74.79%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	319,554.62	31,441.52	0	176,945.38	64.36
41011	PART-TIME EMPLOYEES	134,200.00	72,797.81	9,609.79	0.00	61,402.19	54.25
41020	OVERTIME-REGULAR	800.00	461.81	65.97	0.00	338.19	57.73
41050	ACCRUED LEAVE ADJUSTMENT	0.00	18,310.34	0.00	0.00	(18,310.34)	100.00
41070	INTERDEPARTMENTAL LABOR SERV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	45,300.00	29,491.20	3,061.43	0.00	15,808.80	65.10
41220	F.I.C.A. CONTRIBUTION	47,700.00	30,540.95	3,160.33	0.00	17,159.05	64.03
41300	INSURANCE	79,600.00	57,992.31	7,321.67	0.00	21,607.69	72.85
41400	UNEMPLOYMENT COMPENSATION	0.00	21.72	0.00	0.00	(21.72)	100.00
41510	WORKERS COMP INSURANCE PREM	4,600.00	3,185.82	323.41	0.00	1,414.18	69.26
42000	OFFICE SUPPLIES	1,200.00	1,058.42	0.00	0.00	141.58	88.20
42010	MINOR EQUIPMENT	100.00	122.44	0.00	0.00	(22.44)	122.44
42011	END USER DEVICES	3,600.00	389.75	0.00	0.00	3,210.25	10.83
42030	PRINTING & PRINTED FORMS	800.00	568.00	363.00	0.00	232.00	71.00
42170	PROGRAM SUPPLIES	1,600.00	612.33	0.00	0.00	987.67	38.27
42171	GENERAL SUPPLIES	7,300.00	4,626.05	175.36	0.00	2,673.95	63.37
42175	FOOD SUPPLIES	100.00	34.77	0.00	0.00	65.23	34.77
42180	BOOKS	53,000.00	29,443.54	1,253.93	0.00	23,556.46	55.55
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,818.00	0.00	0.00	3,982.00	48.95
42183	E-BOOKS	8,000.00	16,284.08	0.00	0.00	(8,284.08)	203.55
42185	COMPACT DISCS	5,000.00	2,446.99	0.00	0.00	2,553.01	48.94
42187	BOOK/CD SET	500.00	1,029.65	0.00	0.00	(529.65)	205.93
42189	DVD	6,500.00	3,194.95	209.87	0.00	3,305.05	49.15
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	3,521.82	100.00	0.00	2,778.18	55.90
43105	TRAINING & EDUCATION ACTIVITIES	800.00	211.90	0.00	0.00	588.10	26.49
43210	TELEPHONE	900.00	320.21	0.00	0.00	579.79	35.58
43220	POSTAGE	200.00	124.48	0.00	0.00	75.52	62.24
43250	OTHER TELECOMMUNICATIONS	3,100.00	2,207.35	204.13	0.00	892.65	71.20
43310	LOCAL TRAVEL EXPENSE	500.00	299.67	0.00	0.00	200.33	59.93
43600	PROP & LIAB INSURANCE	10,800.00	7,200.00	0.00	0.00	3,600.00	66.67
43800	UTILITY SERVICES	6,200.00	5,098.05	0.00	0.00	1,101.95	82.23
43810	ELECTRIC	39,000.00	24,917.69	1,052.49	0.00	14,082.31	63.89
43830	GAS	8,400.00	7,962.84	65.00	0.00	437.16	94.80
44000	REPAIR & MAINT. SERVICES	19,300.00	15,800.38	0.00	0.00	3,499.62	81.87
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	27,266.64	0.00	0.00	13,633.36	66.67
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	19,438.35	334.97	13,177.00	(4,815.35)	117.32
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	9,546.26	0.00	6,946.26	3,107.48	84.15
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	55,733.36	0.00	0.00	27,866.64	66.67
44050	GARAGE, LABOR BURD.	200.00	0.00	0.00	0.00	200.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	600.00	0.00	0.00	0.00	600.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	10,000.00	1,054.19	0.00	0.00	8,945.81	10.54
47100	OPER. TRANSFER OUT - LABOR	18,000.00	12,000.00	0.00	0.00	6,000.00	66.67
TOTAL EXPENDITURES:		1,201,900.00	788,688.74	58,742.87	20,123.26	393,088.00	67.29

Columbia Heights Public Library Library Board Report – August 2023

BUILDING

- Viking Automated Sprinkler Company tested controls, emergency lights, and sprinklers on 8/2.
- Windows were washed on 8/11.
- Adams Pest Control visited on 8/28.
- The library was not cleaned on two nights this month because of a lack of backup custodians.

TECHNOLOGY

- MS Office was not activated on some public computers, but IT staff resolved the problem.

COLLECTION

- Book displays included World Cup soccer, Learn Something New, and Barbie/pink books.
- New juvenile books by local author Nasra Noor, “Cat Kid Comic Club” additional books on aliens, space exploration, Disney princesses, and early readers.
- Youth DVDs were ordered.
- Weeding was completed in adult fiction M-R, and nonfiction 600s.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
Tie-Dye Tote Bags	8/1	Young Adult	11
Encore at the Library: Summer Science with Bakken Museum	8/2	Children (6-11)	27
Youth Services Librarian visits Mini Adventure Club	8/7	Children (0-5)	16
Youth Services Librarian visits Adventure Club	8/7	Children (6-11)	41
English Language Conversation Circle	8/7	Adult	6
Family Craft Night: Bubble Wands	8/8	Children (6-11)	12
Encore at the Library: Clay Pokémon	8/9	Children (6-11)	18
English Language Conversation Circle	8/14	Adult	7
Adult Book Club “The Library Book”	8/16	Adult	8
Mystery Book Club “Murder on Orient Express”	8/17	Adult	5
English Language Conversation Circle	8/21	Adult	7
English Language Conversation Circle	8/28	Adult	5
Summer Reading (Self Directed)			467
Scavenger Hunt (Self Directed)			54

STAFF

Eliza Pope, Youth Services Librarian,

- Visited Columbia Heights Public Schools’ Adventure Club and Mini-Adventure Club.
- Visited Immaculate Conception School to meet new teachers and promote library services like monthly library visits and bulk loans for classrooms.
- Contracted the Bakken Museum to present Encore at the Library: Science in the Summer. Will from Bakken connected youth to science careers through hands-on experiments. They learned about conductors and insulators, tested how a variety of materials reacted to heat, used hand cranks to generate electricity to test which materials worked as



- conductors, and experimented with lasers.
- Contracted with Erin from eHolt to teach Encore at the Library: Clay Pokémon. Youth learned basic hand building techniques to create their favorite Pokémon out of clay. While building their Pokémon, youth learned about how clay is fired, how hot a kiln gets, and how to assemble their creations so they don't explode!
- Hosted Sam from eHolt Art to lead teens in creating tie-dyed tote bags and bandanas. Teens learned techniques for tying their pieces to get the desired effects and when and how to rinse to get pastels or vibrant colors.
- Planned and delivered a family craft night to create giant bubble wands. Each family left with a container of bubble solution and a recipe to mix at home.



Cortni O'Brien, Adult Services Librarian,

- Announced her resignation, effective 9/8.
- Delivered materials to five "At-Home" patrons.

Renee Dougherty, Library Director,

- Staffed the reference desk numerous times to cover vacations leaves this month.
- Met with staff from City IT and Comprise Technologies about potential options for the print management kiosk.
- Attended the grand opening of the new City Hall.
- Met with the HR Director to plan for hiring an adult services librarian.
- Attended a memorial service for Denis Polley, spouse of Foundation trustee Jane Polley.

MISCELLANEOUS

- The glass display case featured summer sports.
- The Anoka County Law Librarian met with two people on 8/24.
- Staff attended the city employee picnic on 8/15.
- Amelia, a new outreach worker from Guild, is now providing services on Wednesdays.
- EveryMeal delivered an additional pallet of food bags on 8/15 which were distributed by month end.

PUBLIC COMPUTER USE	2023	2022
Users	1,247	1,037
Sessions	1,812	1,535
Minutes	78,561	55,700

FACILITY USE	2023	2022
Visitors	8,238	7,561
Study & Meeting Room Use	292	225

VOLUNTEERS	Total	Hours
Adult	4	29.25
Teen	7	60

