



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, September 04, 2024**  
**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, or by using Microsoft Teams Meeting at [columbiaheightsmn.gov/joinameeting](https://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 upon request when the 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 August 7, 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.

**NEW BUSINESS**

- 4. Staffing Update**
- 5. Organizational Borrowing Policy Review**
- 6. MakerSpace Discussion**

**DIRECTOR'S UPDATE**

- 7. July Board Report**

**ADJOURNMENT**

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## COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

### BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, August 7<sup>th</sup>, 2024

Drafted  
8/7/2024

#### 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](https://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 5:31pm.

**Members present:** Rachelle Waldon; Melanie Magidow; Amina Maameri; Chris Polley. **Members remotely present:** Carrie Mesrobian. **Members absent:** Justice Spriggs (City Council Liaison). **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 **June 5<sup>th</sup>, 2024**, Board Meetings were **moved and approved**.
3. **Review 2024 Operating Budget:** 58.20% of the year and 50.35% of the budget expended.
  - a. **42010/42012 (Equipment):** These lines reflect costs incurred for the unplanned replacement of an interior security camera and an exterior parking lot camera (plus wiring), and the installation of a rugged outdoor Wi-Fi access point in the parking lot for public usage.

**Community Forum:** Opportunity for public input. No correspondence and no public in attendance. The City website has a Contact Form for each Board/Commission as a new method for the public to submit questions or concerns: [https://www.columbiaheightsmn.gov/government/boards\\_and\\_commissions/index.php](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.

#### New Business:

4. **Mid-year Usage Comparison:** Provided with some graphs that compared library usage in January through June of 2024 with the same period in 2023. They show a 15% increase in visits, a 23% increase in sessions of public computer usage, a steady level of item borrowing, and a 13% increase in programs (which would have been higher had the 21<sup>st</sup> Century Learning Centers Grant not concluded). Insight gleaned from this is that many visitors to our Library are here to use the amenities and resources on the premises but are not all borrowing things to take home with them. Computer usage may have increased due to the end of the Federal Connectivity Grant causing some households to cancel or reduce their home internet subscriptions.
5. **Parking Lot Extension Plan:** The City has not forgotten about the initiative to expand the parking lot into the empty lot behind the building and have provided some preliminary design drawings showing about 40 additional parking spaces, stormwater management, and native plantings. The City would like to have this area paved at the same time as a smaller plot is done on the east side of the City Hall building. They will be going out for bids soon, but current estimates suggest the Library portion would cost around \$100k; funding may come partially from the CHPL Foundation and/or the Capital Improvement Fund, but this is still unknown. The Board is happy to see the proposal design matches the aesthetic of the current parking lot and that stormwater and pollinators are being considered. They suggested that a pedestrian walkway at the NW corner would allow patrons a more direct route to the building (in addition to allowing access for the adjacent neighborhood). They would also like to know how construction may affect the existing parking access.
6. **Draft Proposal from Anoka County Library to Increase Fees & Revise Memorandum of Understanding:** We do not yet have any written proposal from Anoka County Library for a new contract, but Renee wanted to bring the Board into the loop. Our previous contract originated in 2009, and a lot has changed since then (including e-books and Kanopy streaming video). Currently we are being charged based on a predictive formula for e-book usage

from July-June, so charges are merely estimates and span two budget years. We would like to be charged based on actual usage during a single calendar/budget year if possible. Items to consider provided through Anoka County Library are services such as weekly deliveries, ILS software access, public catalog access, e-materials, streaming video, mailed overdue/damage notices, CD/DVD polishing service, and cataloging. One item included on the previous contract which we will remove is reference help services. Renee has added some estimated numbers to the proposed 2025 budget for certain aspects of the hypothetical contract, but we do not have enough information for accurate figures. The Board will be updated as we receive more information.

7. **Discussion of Unstaffed Access at Metro Libraries:** Chris has suggested a discussion of unstaffed access based on an article published by MinnPost on July 15, 2024 (see Board Meeting Packet); even if we do not pursue this service, it should be discussed due to its implementation at several public libraries in the state. The idea of allowing access to the building outside of normal operating hours for patrons to utilize is a nice theory; in practice there are a lot of things to consider: Related costs, building modifications necessary, safety/security issues, behavior/vandalism/theft, liability/insurance implications, etc. The Board would like to gather first-hand information and experiences from librarians/staff at libraries that have implemented service like this, and would like to know if it seems to devalue the benefit having staff on the premises. Certain patrons would be plenty self-sufficient to not need assistance or would only need access to browse and check-out items at times convenient to their schedule. Many other patrons visit the library for the assistance they receive from staff. CHPL would likely not offer this option any time soon but will keep it in mind as we go forward.
8. **Proposed 2025 Budget:** The Board was provided an overview of the proposed budget for 2025 which would be approved by the City Council in December but needs to be compiled to set the City's tax levy by September. So far Finance or the City Manager have not proposed any changes to the Library's proposed budget which contains a \$30,900 (2.45%) increase. Items of note include new staff computers (which IT suggests need replacement due to age), adding \$3000 for anticipated Kanopy streaming video costs (from Item 6), a \$3000 reduction to the print book budget, and \$3,700 reduction for music/audiobook CDs. At this time health insurance costs and collective bargaining contracts have not been negotiated for 2025 so these costs are still variable. However, the personnel budget has been eased somewhat by the resignation of two full-time employees at the top level of the pay scale resigned and replacement by staff at the lower end of the pay scale. More information on the proposed 2025 budget will be relayed at a future meeting as needed.

## Reports:

9. **May & June Board Report:** Provided as an FYI. No comments.
  - a. **MakerSpaces:** Melanie proposed that we discuss this at our next meeting.
10. **Board Books:**
  - a. Chris: *The Parking Lot Attendant* Nafkote Tamirat; *Slam (1998)* Mark Levin (streaming on Kanopy)
  - b. Amina: *The Boy Who Harnessed the Wind* William Kamkwamba; *English* (Guthrie Theater)
  - c. Rachele: *Forty-Five: Poems* Frieda Hughes
  - d. Melanie: *The Comfort of Ghosts* Jacqueline Winspear; *Max & the Midnights (series)* Lincoln Peirce
  - e. Nick: *1984* George Orwell; *Prince of Persia: The Lost Crown* (PS4/5) Ubisoft (available via ACL)
  - f. Carrie: *Madness: Race and Insanity in a Jim Crow Asylum* Antonia Hylton; *The Bookseller of Florence* Ross King
  - g. Renee: *James* Percival Everett

There being no further business, the meeting was adjourned at 6:56 pm.

Respectfully submitted,

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Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 8/31/2024  
 Fiscal Year Completed: 66.67%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	312,423.87	37,814.64	0	202,976.13	60.62
41011	PART-TIME EMPLOYEES	144,300.00	65,682.00	8,574.78	0	78,618.00	45.52
41020	OVERTIME-REGULAR	700.00	647.23	102.20	0.00	52.77	92.46
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	100.00
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	28,641.07	3,421.62	0.00	19,358.93	59.67
41220	F.I.C.A. CONTRIBUTION	50,500.00	28,797.41	3,534.61	0.00	21,702.59	57.02
41300	INSURANCE	82,800.00	54,723.66	6,831.90	0.00	28,076.34	66.09
41400	UNEMPLOYMENT COMPENSATION	0.00	22.18	0.00	0.00	-22.18	100.00
41510	WORKERS COMP INSURANCE PREM	5,000.00	1,968.02	166.18	0.00	3,031.98	39.36
42000	OFFICE SUPPLIES	1,200.00	897.70	120.74	0.00	302.30	74.81
42010	MINOR EQUIPMENT	100.00	917.50	0.00	0.00	-817.50	917.50
42011	END USER DEVICES	3,300.00	2,890.50	0.00	0.00	409.50	87.59
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	100.00
42030	PRINTING & PRINTED FORMS	700.00	644.00	0.00	0.00	56.00	92.00
42170	PROGRAM SUPPLIES	1,000.00	590.61	0.00	0.00	409.39	59.06
42171	GENERAL SUPPLIES	7,300.00	3,990.13	0.00	0.00	3,309.87	54.66
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	31,307.41	3,323.39	0.00	23,692.59	56.92
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,912.73	0.00	0.00	3,887.27	50.16
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	0.00	0.00	0.00	800.00	0.00
42189	DVD	6,500.00	3,466.93	518.03	0.00	3,033.07	53.34
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	3,800.64	341.96	300.00	1,299.36	75.94
43105	TRAINING & EDUCATION ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00
43210	TELEPHONE	900.00	805.41	0.00	0.00	94.59	89.49
43220	POSTAGE	200.00	12.78	0.00	0.00	187.22	6.39
43250	OTHER TELECOMMUNICATIONS	3,200.00	2,218.38	201.24	0.00	981.62	69.32
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	7,175.00	0.00	0.00	5,125.00	58.33
43800	UTILITY SERVICES	7,000.00	2,605.39	0.00	0.00	4,394.61	37.22
43810	ELECTRIC	46,300.00	24,270.56	4,960.24	0.00	22,029.44	52.42
43830	GAS	16,600.00	4,676.54	74.10	0.00	11,923.46	28.17
44000	REPAIR & MAINT. SERVICES	18,700.00	16,175.09	0.00	800.00	1,724.91	90.78
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	25,550.00	0.00	0.00	18,250.00	58.33
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	19,689.62	1,085.92	4,985.20	4,325.18	85.09
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	2,779.92	0.00	14,869.92	1,150.16	93.88
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	51,216.69	0.00	0.00	36,583.31	58.33
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	411.00	0.00	0.00	289.00	58.71
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	100.00
47100	OPER. TRANSFER OUT - LABOR	18,600.00	10,850.00	0.00	0.00	7,750.00	58.33
<b>TOTAL EXPENDITURES:</b>		<b>1,262,000.00</b>	<b>718,513.67</b>	<b>71,071.55</b>	<b>20,955.12</b>	<b>522,531.21</b>	<b>58.59</b>

## ORGANIZATION BORROWING POLICY

**PURPOSE:** To define who qualifies for an organization card, the ~~two~~ types of organization borrowing ~~(bulk loan and deposit collection,)~~ and ~~to outline the~~ procedures for circulation ~~and statistic gathering~~.

**GUIDELINES:** Holders of organization cards may choose to manage their own borrowing or request a bulk loan selected by library staff. ~~qualify for either or both of two programs: bulk loan and deposit collection.~~ An Organization Card is available to the following organizations within the city of ~~in~~ Columbia Heights:

- 1. Government Agencies ~~\_\_\_\_\_~~ 5. Civic groups
- 2. Group housing facilities ~~\_\_\_\_\_~~ 6. Schools (public, private, home, charter)
- 3. Churches ~~\_\_\_\_\_~~ 7. Licensed childcare facilities
- 4. Businesses
- 5. Civic groups
- 6. Schools (public, private, charter)
- 7. Licensed childcare or adult daycare facilities

The Organization card application form must be completed and signed by staff authorized ~~to~~ commit the organization to any expenditures necessary to ensure return of library materials and to reimburse Columbia Heights Public Library for late fees/fines as well as any fees for lost or damaged materials checked out borrowed on the card. The organization may include the names of up to five authorized borrowers on the application. It is the responsibility of the organization to notify the library of any change in the list of authorized borrowers.

- 1. The card must be presented by an authorized borrower at the time of check out.
- 2. Agencies are responsible for all ~~overdue fines~~, damaged fees, and/or replacement costs incurred on materials borrowed on the Organization Card.
- 3. Notices of overdue, lost or damaged materials will be mailed to the corporate address. If the organization provides an email address, these notices will also be sent by email. A courtesy notice of materials due in three days is sent to organizations providing an email address.

**Bulk Loans:** Make a large quantity of library materials available to groups beyond the limits of the library building

- ~~1. Overdue fines, as well as damage and replacement fees will be assessed.~~
- 1. A maximum of 100 items may be checked out, for 45 days. Materials are not renewable.
- 2. Materials are selected by library staff after arrangements with the agency have been made for size of the loan and pickup and return dates.
- 3. Materials are eligible for, but not guaranteed, automatic renewal based on the Library's current procedure for renewals.

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~~4. Applicable Agencies will be responsible for any damage and replacement fees.  
2.5.~~

**Deposit Collections:** Make library materials available off-site to persons who either have limited or no access to the library building (e.g. senior citizen housing).

- ~~2. No overdue fines will be assessed; agencies will be responsible for damage and replacement fees.~~
- ~~3. Materials are selected by a librarian after arrangements with the agency have been made for pickup and delivery of the collection. The size of the collection will also be determined at this time.~~
- ~~4.1. Agencies must provide space for materials, and one staff member will serve to oversee the collection and communicate with library staff.~~
- ~~5. The borrowing agency will provide a format for recording the use of the collection within the off-site facility. The library requires these statistics for annual reports.~~

Adopted: 10/5/1999

Revised: 6/3/2003; 5/31/2007; 9/4/2007; 3/3/2021; 9/4/2024

## Columbia Heights Public Library Library Board Report – July 2024

### BUILDING

- Adams Pest visited for the regular monthly inspection and maintenance.
- Exterior windows were washed.
- Six ceiling lights were repaired.
- A coolant leak was discovered in the AC unit for the server room and repair was completed.
- Plexiglass panels were removed from the service desk.

### TECHNOLOGY

- IT staff solved numerous issues with the print management kiosk and public copier.

### COLLECTION

- New books were selected from reviews in the April issues of *Booklist*, *Kirkus Reviews* and *School Library Journal*. Adult titles from bestselling authors to be published in August, replacement copies of popular youth titles, and newly published young adult graphic novels were purchased.
- Weeding was completed in adult nonfiction 600-700s for condition, datedness, and lack of use.
- Adult slatwall displays featured Disability Pride Month, author Mindy Mejia, summer books, Olympics, and missed connections science fiction and fantasy titles. Larger displays featuring day celebrations including “Macaroni and Cheese Day,” “Lake Superior Appreciation Day,” “Collector Car Day,” and “International Joke Day”. Youth book displays featured outer space and the Olympics.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Family Storytime	7/1	Children (0-5)	55
English Language Conversation Circle	7/1	Adult	3
EL Conversation Circle	7/3	Adult	4
Family Storytime	7/8	Children (0-5)	31
EL Conversation Circle	7/8	Adult	4
Bultum Academy Field Trip	7/9	Children (6-11)	35
Walk and Talk Book Club	7/9	Adult	2
Tinker Time: Galaxy Slime	7/9	Children (6-11)	54
Youth Services Librarian visits Valley View Summer School (4 classes)	7/10	Children (6-11)	60
EL Conversation Circle	7/10	Adult	4
EL Conversation Circle	7/11	Adult	7
Saturday Scribes: Mindy Mejia	7/13	Adult	14
Family Storytime	7/15	Children (0-5)	38
EL Conversation Circle	7/15	Adult	5
Book Club: “The River We Remember”	7/17	Adult	14
EL Conversation Circle	7/17	Adult	4
Science in the Summer with the Bakken Museum: Be a Space Scientist	7/18	Children (6-11)	30
EL Conversation Circle	7/18	Adult	4
Active Agers Book Club: “The Hundred Foot Journey”	7/19	Adult	8
Family Storytime	7/22	Children (0-5)	34
EL Conversation Circle	7/22	Adult	6
Youth Services Librarian visits Valley View Summer School (4 classes)	7/23	Children (6-11)	48
DIY Teen: Trivia	7/23	Youth (12-18)	8
EL Conversation Circle	7/24	Adult	6
Summer Luminaries	7/24	Adult	9
Radical Reptile Adventure	7/25	Children (6-11)	48
EL Conversation Circle	7/25	Adult	5
Family Storytime	7/29	Children (0-5)	37
EL Conversation Circle	7/29	Adult	6
Youth Services Librarian visit to CHPS Adventure Club (2 classes)	7/30	Children 6-11)	43
Youth Services Librarian visit to CHPS Mini-Adventure Club	7/30	Children (0-5)	18
EL Conversation Circle	7/31	Adult	5

**STAFF**

- Elizabeth Ripley, Adult Services Librarian
  - Met with the MELSA Jobs and Small Business Task Force.
  - Met with staff from MetroNorth ABE to promote the “Computers 101” class.
  - Made five deliveries to At-Home patrons.
- Eliza Pope, Youth Services Librarian,
  - Received a handwritten thank you note from a long-time storytime attendee and his grandma. He’ll be moving on to kindergarten in the Fall.
  - Helped kids learn the physical qualities of slime at a very popular Tinker Time. For example, too much food coloring liquifies the slime mixture.
  - Invited Caitlin from the Bakken Museum for Science in the Summer. Caitlin guided young scientists through the scientific method while encouraging independent thought. From predicting chemical reactions to innovating space retrieval tools, participants showcased critical thinking and creativity, impressing Caitlin with their unique approaches and experimental spirit.
  - Hosted seven enthusiastic teens for DIY Teen: Trivia Night. They enjoyed a mix of snacks, challenging questions, and guaranteed prizes. Attendees requested another round and suggested potential themes like movies or Stanley trivia (the thermos/cup brand, not hockey!)
  - Hired RADZoo to present Radical Reptile Adventure. Forty-eight attendees saw various types of turtles, lizards, and an alligator. Peter shared lots of facts and information about each of the reptiles and everyone got to touch the alligator.
  - Welcomed teachers from Bultum Academy who brought 35 students to the library to learn what is offered, to explore the kid’s area, and to sign up for the Summer Reading Program.
  - Visited Valley View Elementary’s English Language summer program twice in July to talk to kids about the library, read books, and do activities. Originally, the plan was to see two different groups of kids, but due to demand, many kids attended the program for 4 days instead of 2 each week. This meant Eliza got to see many of the same kids twice, which helped reinforce the library information and allowed more time for reading together.
  - Visited the Mini-Adventures and Adventure Club programs at the Columbia Heights Public School Family Center during their summer session. To complement afternoon activities, which included gardening at the Blooming Heights Garden with the CHPS agriculturalist specialist, she read gardening and nature-themed books to the kids.
  - Continued to help teen volunteers build competency and comfort with their tasks.
- Renee Dougherty, Library Director,
  - Met with the City Manager and Finance Director to present the proposed department budget for 2025.



- Participated in the quarterly city communication committee, monthly ACL public service team, and weekly city division head meetings.
- Met with Library Associate Nick Olberding for his annual performance evaluation.
- Attended a yearend summary meeting about the DNR/Library State Park Pass program
- Connected with Anoka County Library Director Colleen Haubner.
- Met with Eliza and Elizabeth about volunteer recognition.
- Staffed a table with Library Associate Farrah Brist at the Police Eat and Greet event in McKenna Park

**MISCELLANEOUS**

- Starting in July, the \$2 fee for replacement library cards was discontinued.
- The Anoka County Law Librarian met with two people.
- The Minnesota Artists Penny Press Project installed a penny press in the library. The press features the artwork of four Twin Cities artists that can be imprinted onto crushed copper coins. For just two quarters plus one penny, a curious buyer can turn the crank that turns the gears, churning out their own itty-bitty piece of collectible local art. All proceeds go towards supporting future experimental public art projects. The press will remain in the library through mid-August.

**VOLUNTEERS**

- Nine adult volunteers donated 30 hours.