



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, September 06, 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 August 2, 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. Heights Pride Fest – Sat, Sept 23, 10:00am-4:00pm** (Kordiak Park)
- 5. Library Volunteer Recognition Event - Mon, Sept 25, 5:30pm** (Library & Council Chambers)
- 6. Communication Strategies** (Print, Cable, Website)

NEW BUSINESS

- 7. Staffing Update: Resignation of Adult Services Librarian**
- 8. Request for Funding from the CHPL Foundation:**
- 9. Summer Reading and Youth Programming Review**

DIRECTOR'S UPDATE

- 10. July 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, August 2nd, 2023

Drafted
8/3/2023

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 5:30pm.

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

1. Amended **Agenda** to include a discussion of the Rochester Library Wellness Corner (#7): it was **moved and approved**.
2. The **Minutes** of the **June 7, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 58% of the year and 53.7% of the budget encumbered; no concerns raised.
 - a. **41050:** The retirement of Kelly Olsen necessitated payouts for accrued vacation and sick leave.
 - b. **42183:** E-book expenses through Anoka County Library were higher than anticipated; Columbia Heights accounted for ~4.3% of their 756,338 e-checkouts.
 - c. **44020:** Boiler replacement costs will be covered through the capital equipment replacement fund, so the purchase order for repair currently encumbering this line will be removed/

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

Old Business:

4. **Staffing Update (Library Supervisor):** This position was previously posted; after the interviews, offers were made. Each candidate either declined or didn't respond. Renee will discuss the situation with HR soon to determine what to do.
5. **Staffing Update (Library Associate):** Kelly Olsen retired June 2. 89 people applied, 70 responded to a supplemental screening survey. Of the 39 qualified applicants, 5 were interviewed. An offer was made and accepted. We congratulate Farrah Brist on her appointment as new Library Associate, anticipating an August 14th start date!
6. **2022 State Annual Report Inquiry:** expenditures exceeded revenues in 2022 so Renee submitted an explanatory note.

New Business:

7. **Rochester Wellness Center:** Rochester Public Library had a Public Health Wellness Corner program which they are currently relaunching with a more focused mission; is this something CHPL should attempt? After discussion, the Board was concerned that a center would be outside the scope of the Library's mission and require too much staff time and training. If community organizations were to offer these services at the Library, it may be feasible in the future. The library currently distributes free food when grant programs allow, hosts homeless outreach social workers twice each week, and hosts the Anoka County Law Librarian for walk-in appointments once a month. The Board felt like we already offer a lot of services that are underutilized, and it may be a promotional problem (that people are generally unaware of them.) One main point was that the CHPL could use a dedicated website, rather than being buried within the City's website or a footnote on the Anoka County Library website.
8. **Council Action (HVAC Repair and 2023 Budget Amendment):** On July 10, 2023, the City Council adopted

Resolution 2023-42, being a resolution amending the budget and authorizing replacement of the heat exchangers and payment to Modern Heating and Air in the amount of \$17,800 from Fund 411.45500.4020 for the repair of the boiler #2 located at the library.

9. **Proposed 2024 Budget:** Included in the meeting packet, this document is still a working document and subject to change. The Board would really like us to consider adding more staff/staffing hours in the next budget year.
10. **Outreach Event (Pride Fest):** Due to the current understaffing situation, the Library cannot cover the building and an off-site table at this event, but would like to participate. Members of the Board (Chris, Gerri, and maybe Rochelle) said they would be interested in representing the Library at Pride Fest at Kordiak Park (Sat, September 23, 10am-4pm). We will send follow-up information.
11. **21st Century Community Learning Centers Grant:** The 3-year grant period has ended. The Columbia Heights Recreation Department, Library and School District re-applied for the next grant cycle, but were not chosen. Renee suggested requesting funding from the Library Foundation so we can continue hosting similar STEAM-related youth programming. We would discontinue Saturday youth programs (due to poor registration and attendance), and maintain a regular Tuesday program, and programs on school recess days.
12. **Sora E-Book Access for the Columbia Heights School District:** Columbia Heights School District signed on to access the MELSA: Twin Cities Metro eLibrary via Public Library Connect (PLC). PLC allows students to borrow age-appropriate eBooks and eAudiobooks from local public library digital collections via the Sora app (the school version of Libby) on their school devices! This is a free program from OverDrive for schools and puts control of digital content in the schools' hands. The Library Board was very supportive and excited to hear about this progress; hoping we can eventually extend to all students in the district.

Director's Update:

13. **May & June Board Report:** Provided as an FYI; visitors and services are feeling more pre-pandemic again.
14. **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 6:30 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 8/31/2023
 Fiscal Year Completed: 66.58%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	288,113.10	30,689.44	0	208,386.90	58.03
41011	PART-TIME EMPLOYEES	134,200.00	63,188.02	9,448.86	0.00	71,011.98	47.08
41020	OVERTIME-REGULAR	800.00	395.84	76.97	0.00	404.16	49.48
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	26,429.77	3,014.10	0.00	18,870.23	58.34
41220	F.I.C.A. CONTRIBUTION	47,700.00	27,380.62	3,109.68	0.00	20,319.38	57.40
41300	INSURANCE	79,600.00	50,670.64	5,593.23	0.00	28,929.36	63.66
41400	UNEMPLOYMENT COMPENSATION	0.00	21.72	0.00	0.00	(21.72)	100.00
41510	WORKERS COMP INSURANCE PREM	4,600.00	2,862.41	316.47	0.00	1,737.59	62.23
42000	OFFICE SUPPLIES	1,200.00	762.62	0.00	0.00	437.38	63.55
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	205.00	0.00	0.00	595.00	25.63
42170	PROGRAM SUPPLIES	1,600.00	569.11	0.00	0.00	1,030.89	35.57
42171	GENERAL SUPPLIES	7,300.00	3,236.09	338.97	0.00	4,063.91	44.33
42175	FOOD SUPPLIES	100.00	34.77	0.00	0.00	65.23	34.77
42180	BOOKS	53,000.00	23,537.38	478.74	0.00	29,462.62	44.41
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,566.00	0.00	0.00	4,234.00	45.72
42183	E-BOOKS	8,000.00	16,284.08	0.00	0.00	(8,284.08)	203.55
42185	COMPACT DISCS	5,000.00	2,411.81	129.97	0.00	2,588.19	48.24
42187	BOOK/CD SET	500.00	1,029.65	0.00	0.00	(529.65)	205.93
42189	DVD	6,500.00	2,641.73	559.25	0.00	3,858.27	40.64
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	3,421.82	205.86	0.00	2,878.18	54.31
43105	TRAINING & EDUCATION ACTIVITIES	800.00	211.90	211.90	0.00	588.10	26.49
43210	TELEPHONE	900.00	292.98	0.00	0.00	607.02	32.55
43220	POSTAGE	200.00	124.48	0.00	0.00	75.52	62.24
43250	OTHER TELECOMMUNICATIONS	3,100.00	1,735.56	0.00	0.00	1,364.44	55.99
43310	LOCAL TRAVEL EXPENSE	500.00	299.67	0.00	0.00	200.33	59.93
43600	PROP & LIAB INSURANCE	10,800.00	6,300.00	0.00	0.00	4,500.00	58.33
43800	UTILITY SERVICES	6,200.00	2,603.92	0.00	0.00	3,596.08	42.00
43810	ELECTRIC	39,000.00	23,865.20	4,783.36	0.00	15,134.80	61.19
43830	GAS	8,400.00	7,897.84	65.00	0.00	502.16	94.02
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	23,858.31	0.00	0.00	17,041.69	58.33
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	15,132.21	770.00	15,899.00	(3,231.21)	111.62
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	48,766.69	0.00	0.00	34,833.31	58.33
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	10,500.00	0.00	0.00	7,500.00	58.33
TOTAL EXPENDITURES:		1,201,900.00	703,574.30	59,791.80	22,845.26	475,480.44	60.44



COLUMBIA HEIGHTS

Pride



Join the annual community PRIDE celebration in Columbia Heights, MN! Each year neighbors and people from across the metro are drawn to this vibrant festival. The carnival atmosphere includes music performances, story tellers, vendor booths, activities, food trucks, and more. All are welcome to attend this family-friendly event!

When:

Saturday September 23, 2023 @ 10am-4pm

Where:

Kordiak Park - [1845 49th Ave NE Columbia Heights, MN 55421](#)

Community of Respect

We are striving to create a sustainable community for everyone. That means respect for all cultures, genders, skin colors, sexual orientations, ages, body types, and abilities. We are an organization that strives for inclusion, equality, and safety for everyone to be themselves and work together as a community.

Sponsorships

Become a sponsor by donating any amount to support Columbia Heights PRIDE!

- First Lutheran Community Church of Columbia Heights
- United Church of Christ in New Brighton – Open & Affirming Since 1994
- All Are Welcome Here
- Amáda and Frost Simula
- [Sponsor PRIDE](#)



Stay up to date on the latest details by following [Columbia Heights PRIDE on Facebook](#). Questions? Comments? Looking for ways to help? Just [send us an email](#).

CHPL Summer 2023

385 youth and 82 adults registered for 2023 Summer Adventures, a self-directed reading and learning program. Youth received a free book for signing up. Adults received a coupon for the sale cart.

Youth read for a total of 2,320 hours; adults read for 296 hours.

Thirty (30) special programs for youth were offered ; 590 youth participated. Programs included a visit from residents of the University of Minnesota Raptor Center; classes about computer coding, electricity, fungi, pollinators and astronomy; and creative explorations using clay, fabric dye, glass, natural objects, paint and wool.

Youth Services Librarian Eliza Pope presented seventeen additional programs offsite at Summer Encore, Mini Adventures, and Adventure Club programs at the CH Public Schools. An additional 287 students were reached at these offsite programs.

There were seven (7) teen volunteers this summer who together contributed a total of 60 hours of service to the city library.

Through a partnership with Youthprise, 177 lunches were distributed to youth and families with another 113 unused lunches donated to the community.

Have a fantastic new school year and we'll see you next summer!



Columbia Heights Public Library Library Board Report – July 2023

BUILDING

- Horowitz cleaned rooftop air handling units and attic filters in the community room.
- There was a leak from a condensate line in the children’s storage room. Ceiling tiles and carpet were soaked but toys and books stayed dry in plastic bins. Horowitz diagnosed and re-established drainage for the cooling system.

TECHNOLOGY

- TechLogic performed annual cleaning and maintenance on the automated materials handler and exterior book return.
- The west self-check barcode reader was repaired.
- A cooling fan in public computer #22 was replaced.

COLLECTION

- Book displays included Creative Bug/crafting books and AV, soccer World Cup, vegetable gardening/planting, and new books.
- Adult audiobooks and DVDs were ordered.
- Weeding was completed in adult fiction H-L, and nonfiction 400s.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Storytime	7/3	Children (0-5)	23
English Language Conversation Circle	7/3	Adult	7
English Language Conversation Circle	7/6	Adult	4
Storytime	7/10	Children (0-5)	47
English Language Conversation Circle	7/10	Adult	9
Family Book Club	7/11	Children (6-12)	8
Reception with Artist Jeffrey Berger	7/12	Adult	6
Summer Code Explorers	7/13	Young Adult	7
English Language Conversation Circle	7/13	Adult	3
Master Gardener Plant Clinic	7/15	Adult	18
Storytime	7/17	Children (0-5)	25
English Language Conversation Circle	7/17	Adult	3
Legacy: Fluid Painting	7/17	Adult	19
DIY Teen: Into to Fused Glass	7/18	Young Adult	9
Book Club: <i>“Fried Green Tomatoes at the Whistle-Stop Café”</i>	7/19	Adult	9
Encore at the Library: It’s Sun-sational!	7/19	Children	27
Summer Code Explorers	7/20	Young Adult	7
English Language Conversation Circle	7/20	Adult	1
Wine and Words Book club (offsite) <i>“The Invention of Wings”</i>	7/21	Adult	10
Family Discovery: Bees and Butterflies	7/22	Children (6-11)	10
Storytime	7/24	Children (0-5)	
English Language Conversation Circle	7/24	Adult	8
Mayor’s Monarch Pledge	7/25	Adult	13
Encore at the Library: Wet Felted Bugs	7/26	Children (6-11)	17
Summer Code Explorers	7/27	Young Adult	7
English Language Conversation Circle	7/27	Adult	1
Storytime	7/31	Children (0-5)	40
English Language Conversation Circle	7/31	Adult	4

STAFF

Eliza Pope, Youth Services Librarian,

- Concluded the summer storytime session.
- Hosted Anoka County 4-H educator Sarah Devine for Encore at Your Library: It's Sun-Sational! on July 19. Sarah taught kids about the sun and how it provides power for almost everything on earth. Youth safely looked at the sun in a variety of ways: through pinhole cameras they made, solar viewer glasses, and a telescope with a special filter.
- Contracted with Jenny from Parcel Arts to provide Encore at the Library: Wet Felted Bugs on July 26. Jenny taught the process of wet felting wool roving. Kids used their felted wool to create insects and then added decorative elements with dyed coffee filters, pipe cleaners, and beads.
- Enlisted Chuck from eHolt Art for DIY Teen: Intro to Fused Glass on July 18. Chuck taught participants how to arrange pieces of glass to create a suncatcher or coaster. The pieces were fired in a kiln to fuse the glass.
- Invited Mayor Amáda Márquez Simula to co-lead a Family Book Club for *Solimar: The Sword of the Monarchs* by Pam Muñoz Ryan. Five books were distributed prior to the event, but no one attending had read it. The families made Shrinky Dink butterfly keychains, watched a short video about monarch migration and got a free copy of the book. Families who dropped in were excited to meet Amáda!
- Worked with Terry and Tara from Art Start to offer Family Discovery: Bees & Butterflies on July 22. Families learned about pollinators and created upcycled planter pots from tin cans and mylar stickers.
- Youth continued to register for Summer Adventures and appreciated having fresh books to choose from. Lots of kids turned in reading logs to get prize drawing entries and have been winning tickets to Bunker Beach Water Park, Minnesota Twins games, and the State Fair.
- With Aide Farrah Briest, served lunch on Tuesdays, Wednesdays, and Thursdays from 12:30-1:30 pm. Lunches are provided in partnership with Youthprise and intended for youth under the age of 18. The library received permission from Youthprise to distribute any leftover meals to the community. 177 meals were served to children and families and 113 meals were donated to the community. Meal service ended on July 27, slightly earlier than planned due to low attendance.

Cortni O'Brien, Adult Services Librarian,

- Met with community contacts in the Senior Consortium on July 11.



- Hosted a Plant/Insect Diagnostic Clinic on July 15. The Anoka County Master Gardeners were extremely pleased with the turnout, as they usually get 5 or fewer people at Bunker Hills Activity Center events.
- Delivered materials to five “At-Home” patrons.



Renee Dougherty, Library Director,

- And Human Resources Director Kelli Wick, interviewed five finalists for the Library Associate position. The position was offered to and accepted by Library Aide Farrah Briest.
- Staffed the reference desk numerous times to cover vacations, programs and to keep the building open to the public despite staffing shortages.
- Met with Colleen Haubner of the Anoka County Library about potential changes to ACL services and expectations for additional fees from Columbia Heights. Anoka County requests a revision of the memorandum of understanding from 2012.
- Met with the Anoka County Library Public Service team.
- Presented a proposed 2024 budget to the City Manager and Finance Director.

MISCELLANEOUS

- The glass display case featured summer sports.
- The Anoka County Law Librarian met with one person on July 27.
- Staff completed the RFID collection scanning project.
- Many shifts this month were missing a Page due to vacation leaves without available substitutes.
- Staff learned to work with a family of a child who experienced seizures while visiting the library. The family didn’t want to call 911 but other patrons wanted staff to intervene.

PUBLIC COMPUTER USE	2023	2022
Users	1,076	911
Sessions	1,601	1,421
Minutes	69,326	48,655

FACILITY USE	2023	2022
Visitors	7,465	6,671
Study & Meeting Room Use	239	172

VOLUNTEERS	Total	Hours
Adult	6	33.75
Teen	7	38