



## LIBRARY BOARD

Library—Community Room, 3939 Central Ave NE

Wednesday, January 03, 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, 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 December 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:
  - a. Library Supervisor
  - b. Library Page opening
5. Project: Website Re-vitalization
6. Project: Strategic Planning Farmework

### DIRECTOR'S UPDATE

7. November 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, December 6<sup>th</sup>, 2023

Drafted  
12/7/2023

#### 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 5:33pm.

**Members physically present:** Gerri Moeller; Rachelle Waldon; Melanie Magidow; Carrie Mesrobian; Chris Polley.

**Members remotely present:** N/A. **Members absent:** Justice Spriggs (Council Liaison). **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 **November 1<sup>st</sup>, 2023**, Board Meeting were **moved and approved**.
3. **Review 2023 Operating Budget:** 91.51% of the year and 80.80% of the budget encumbered; no concerns raised.
  - a. Under for the year and it should remain balanced at the end of the year.

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

#### Old Business:

4. **Project: Website Re-vitalization:** Renee and several staff members will be meeting with the City's IT Director and the Communications Director on December 14<sup>th</sup> to discuss the options for revitalizing the Library's section of the City website (as well as the website as a whole), or the possibility of creating a standalone Library website if the existing website is not capable.
5. **Project: Strategic Planning:** Given the option of hiring a facilitator or taking on strategic planning as a group, the Board feels that they would like to be self-sufficient for the time being. There are a lot of resources available to assist with the process, including framework and procedure documents and videos compiled online; also mentioned was a locally based entity called Adaptive Action. We will also supply the Board with all the notes from the previous 2019 strategic planning session, the strategic plan report commissioned by Anoka County Library, the results of last year's Columbia Heights City Survey, Library staff input, and any other relevant documentation for the project. The previous plan outlined seven categories of focus (which were somewhat derailed by the global pandemic, but are still relevant), plus Renee and the Board mentioned reaching new and underserved communities, deepening existing connections, being open more hours, and improving our web presence. **A MOTION was made to host a Board Strategic Planning Session on Saturday, January 13<sup>th</sup>, 2024, from 11am-1pm in the Library History Room; it was seconded and unanimously approved.**

#### New Business:

6. **Staffing Update: Library Supervisor:** An offer was made to a prospective Library Supervisor and the offer was accepted; we thought they could already be training at this point, but the process is being held up by the background check. We hope to have them onboard soon.
7. **Recommend Adoption: Proposed Fee Schedule for 2024:** Annually our fee schedule (price list of fines/fees for cards, retail, replacements, printing, etc) needs to be approved by the Library Board, and then the City Council. There are only minor changes this year; earbuds were reduced from \$5 to \$2, RFID replacement was updated to \$0.50, audio bags were eliminated, and the Community Room Rental fee was removed (as the fee was already cancelled earlier in 2023). **MOTION: A motion to approve the Fine/Fee Schedule for 2024 was made; it was**

**seconded and unanimously approved.**

- a. **Related Discussion:** What was the outcome of eliminating late fees on overdue items? While we do not have concrete data on the effects, outcomes have been positive. Item circulation has increased, and the number of items not returned has not noticeably changed (the number of patrons sent to collections for unreturned items has slightly decreased from month to month). Staff have appreciated not having to bother patrons about fines on their accounts every time they come to the front desk. Our fine-free status should be reflected prominently on a future Library website (Note: fine-free status only applies to items physically checked-out from CHPL—including ACL items, if CHPL items are sent for a request to an ACL Library and checked-out there, late fees still apply).
8. **Project: Merchandising:** Anoka County Library has started an initiative to help merchandise and promote their collection; CHPL will follow suit. Based on scientific and observational research by bookstores like Barnes & Noble, a set of guidelines and strategies have been developed for displaying, organizing, and promoting a library collection. With only partially implementing this so far there have already been multiple compliments from patrons on the appearance and a noticeable uptick in items being picked up from displays. The strategy dictates straight lines and pyramidal organization of books on display with minimal props and concise signage, and consistent even lines of spine-out shelved books with faced-out books to capture attention (ratio of 2/3 to 1/3). This will be an ongoing project which will take a while to fully implement.
9. **Project: Revision of Memorandum of Understanding with Anoka County:** The meeting between Renee and the Anoka County Library Director earlier this week was cancelled so there is not much information to share at this time. The agreement between CHPL and ACL has not been reviewed since 2009, so it probably time for a revision. Potential aspects needing attention are costs associated with ILS services, patron notices (eg. hold notifications), Kanopy, E-Book charges, and an upcoming Patron Engagement Software (which will also be used for card renewals, address verification, and online applications). Renee would like to discuss how payments for CHPL lost/damaged items are handled via the ACL website, a Digital Library Card option (potentially throughout MELSA), and the possibility of a Lucky Day Collection (a way for in-demand items to be available in-library for a designated amount of time for a lucky patron to find).

**Director's Update:**

10. **October Board Report:** Provided as an FYI.
11. **From the Floor:**
  - a. **ESL Family Nights:** These have been a huge success; very well attended and a great way to reach new communities and promote our value and services. Valley View Elementary's Family Night is tomorrow.
  - b. **Next Meeting:** Include time to prepare for the January 13<sup>th</sup> Strategic Planning Session.

There being no further business, a motion to adjourn was made and seconded at 6:46 pm; the **meeting was adjourned.**

Respectfully submitted,

N

Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

## EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 12/31/2023

Fiscal Year Completed: 100.00%

## Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	424,956.82	47,474.20	0	71,543.18	85.59
41011	PART-TIME EMPLOYEES	134,200.00	107,170.88	13,914.52	0.00	27,029.12	79.86
41020	OVERTIME-REGULAR	800.00	789.46	87.96	0.00	10.54	98.68
41050	ACCRUED LEAVE ADJUSTMENT	0.00	21,460.44	0.00	0.00	(21,460.44)	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	39,691.00	4,340.05	0.00	5,609.00	87.62
41220	F.I.C.A. CONTRIBUTION	47,700.00	41,210.23	4,463.23	0.00	6,489.77	86.39
41300	INSURANCE	79,600.00	77,273.65	6,457.45	0.00	2,326.35	97.08
41400	UNEMPLOYMENT COMPENSATION	0.00	212.07	0.00	0.00	(212.07)	100.00
41510	WORKERS COMP INSURANCE PREM	4,600.00	4,258.90	454.01	0.00	341.10	92.58
42000	OFFICE SUPPLIES	1,200.00	1,185.68	0.00	0.00	14.32	98.81
42010	MINOR EQUIPMENT	100.00	122.44	0.00	0.00	(22.44)	122.44
42011	END USER DEVICES	3,600.00	1,505.71	0.00	0.00	2,094.29	41.83
42030	PRINTING & PRINTED FORMS	800.00	826.00	0.00	0.00	(26.00)	103.25
42170	PROGRAM SUPPLIES	1,600.00	885.93	0.00	0.00	714.07	55.37
42171	GENERAL SUPPLIES	7,300.00	4,947.24	0.00	0.00	2,352.76	67.77
42175	FOOD SUPPLIES	100.00	34.77	0.00	0.00	65.23	34.77
42180	BOOKS	53,000.00	44,406.10	0.00	0.00	8,593.90	83.79
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	7,287.81	0.00	0.00	512.19	93.43
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	2,005.44	0.00	0.00	(1,505.44)	401.09
42189	DVD	6,500.00	4,994.02	0.00	0.00	1,505.98	76.83
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	4,499.48	0.00	0.00	1,800.52	71.42
43105	TRAINING & EDUCATION ACTIVITIES	800.00	211.90	0.00	0.00	588.10	26.49
43210	TELEPHONE	900.00	373.68	0.00	496.23	30.09	96.66
43220	POSTAGE	200.00	205.60	0.00	0.00	(5.60)	102.80
43250	OTHER TELECOMMUNICATIONS	3,100.00	2,806.20	0.00	0.00	293.80	90.52
43310	LOCAL TRAVEL EXPENSE	500.00	299.67	0.00	0.00	200.33	59.93
43600	PROP & LIAB INSURANCE	10,800.00	9,900.00	0.00	0.00	900.00	91.67
43800	UTILITY SERVICES	6,200.00	7,116.52	2,018.47	0.00	(916.52)	114.78
43810	ELECTRIC	39,000.00	31,456.63	0.00	0.00	7,543.37	80.66
43830	GAS	8,400.00	8,712.20	0.00	0.00	(312.20)	103.72
44000	REPAIR & MAINT. SERVICES	19,300.00	17,334.66	0.00	0.00	1,965.34	89.82
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	37,491.63	0.00	0.00	3,408.37	91.67
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	25,125.47	0.00	10,455.00	(7,780.47)	127.99
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	13,439.27	0.00	3,473.13	2,687.60	86.29
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	76,633.37	0.00	0.00	6,966.63	91.67
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	112.90	0.00	0.00	87.10	56.45
45180	OTHER EQUIPMENT	10,000.00	1,479.57	0.00	0.00	8,520.43	14.80
47100	OPER. TRANSFER OUT - LABOR	18,000.00	16,500.00	0.00	0.00	1,500.00	91.67
TOTAL EXPENDITURES:		1,201,900.00	1,057,654.41	79,209.89	14,424.36	129,821.23	89.20

## Columbia Heights Public Library

### Library Board Report – November 2023

#### BUILDING

- Horowitz changed HVAC filters as part of their quarterly inspection/planned maintenance visit.
- Adams Pest Control inspected the building and noted mouse scat in the staff breakroom.
- A shortage of custodial staff resulted in one instance when the building was not cleaned.
- Aid Electric repaired wire to an external pole at north parking/staff entrance. A new camera and enhanced Wi-Fi access point were installed.
- A plumber was required to clear an obstruction in the men's toilet. Signage was added to discourage flushing of plastic or trash.

#### TECHNOLOGY

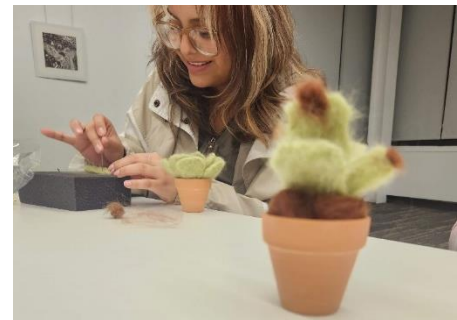
#### COLLECTION

- Adult book displays included Native American heritage, National Novel Writing Month, and new books.
- Book requests added to the juvenile collection included "Dork Diaries," "Wild Robot" and "Calvin and Hobbes."
- Weeding was completed in easy picture books, juvenile and adult DVDs, adult audiobooks, and adult nonfiction 800-900.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
Daycare Storytime	11/1	Children (0-5)	12
English Language (EL) Conversation Circle	11/2	Adult	5
EL Learner Family Night for Highland Elementary	11/2	All Ages	98
Family Storytime	11/6	Children (0-5)	45
EL Conversation Circle	11/6	Adult	6
EL Conversation Circle	11/9	Adult	4
Family Storytime	11/13	Children (0-5)	38
EL Conversation Circle	11/13	Adult	3
Anishinaabe Beadwork	11/13	Adult	14
Book Club "The Personal Librarian"	11/15	Adult	11
EL Conversation Circle	11/16	Adult	2
DIY Teen: Needle-Felted Succulents	11/16	Young Adult (12-18)	8
EL Conversation Circle	11/20	Adult	5
EL Conversation Circle	11/27	Adult	4
Tinker Time: Shrinky Dinks	11/28	Children (6-11)	13
EL Conversation Circle	11/30	Adult	3

#### STAFF

- Eliza Pope, Youth Services Librarian,
  - Wrapped up the fall session of Family Storytime.
  - Provided a special storytime for Cathy Miske's daycare.
  - Contracted Parcel Arts to provide a "DIY Teen: Needle Felted Succulents" program. Jenny taught six teens to use needle felting tools and wool roving to create faux succulents. Each teen created a unique succulent and experimented with using their felting needle to create different leaf shapes.

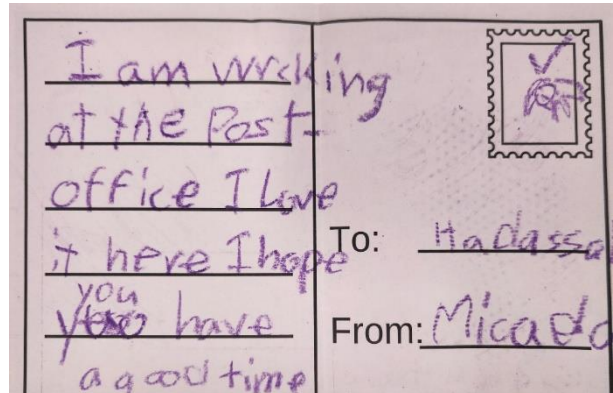




- Lead a Tinker Time: Shrinky Dinks program for 12 youth and grown-ups who made winter themed Shrinky Dink keychains. Kids can choose from pre-printed patterns to trace or design their own Shrinky Dinks and then watch them magically shrink in the toaster oven. Adults love Shrinky Dinks just about as much as the kids do!



- Hosted a second Family EL Night on November 2 in partnership with Highland Elementary. Teachers provided a quick overview about EL services at Highland and Eliza provided information about library cards and the library. Approximately 98 students, family members, and teachers attended. Most of the families were Spanish speaking. If Yuliana was not able to make a library card on the spot, she helped families understand what they needed to bring back to get a card. One very excited child checked out a pair of snowshoes and birdwatching kit.
- Engaged with approximately 300 people at the CHPS Resource Fair for new families. The Resource Fair was held at the Family Center and connected families to a wide variety of resources and agencies in Columbia Heights. Families could get information about adult basic education classes and immigration law, get vaccines, and pick up clothes, toys, COVID tests and more. Almost all the families at the event spoke Spanish and Page Yuliana Morochó-Calderon was again a vital point of contact for families to learn about the library.
- The Early Literacy Play Space changed from a restaurant to a Post Office. Children practiced pre-writing and writing skills on postcards, practiced counting with money, and pretended to deliver mail throughout the youth area. Additional play space changeups included light table rainbow pegs, community helper garages, cars, and road signs, new puzzles, and castle blocks. See a postcard a child wrote while playing in the Post Office!



- Elizabeth Ripley, Adult Services Librarian,
  - Made three deliveries to At-Home patrons and added one new person to the program.
  - Met with instructor Joan Wing from Metro North Adult Basic Education to plan for visits to Level 1 English classes.
  - Met with Senior Coordinator Candy Lack and the Wine and Words Book Club to plan the future of the program.
  - Met with the Friends of the Library on November 19.
- Renee Dougherty, Library Director,
  - Attended the city's communication committee and division head meetings.
  - Met with Captain Matt Markham about the Police Department's 2024 strategic plan.
  - Met with Sarah Hawkins of Anoka County Library to plan for the processing of online library card applications through Patron Point.
  - Met with Page Millie Onofre-Giles for her annual performance review.
  - Attended the CHPS Communication Advisory Council meeting.

- Met with the Anoka County Library director and attended the monthly ACL Public Services Team meeting.

#### MISCELLANEOUS

- Full-time staff and supervisors trained with the Police Department's embedded social workers on recognizing mental illness and de-escalation techniques to use with patrons.
- Thirty-eight pieces of Tiny Art by community artists were on display in the glass case.
- The Anoka County Law Librarian met with one person on 11/16.

PUBLIC COMPUTER USE	2023	2022
Users	930	716
Sessions	1,323	1,020
Minutes	60,771	41,964

FACILITY USE	2023	2022
Visitors	6,147	5,343
Study & Meeting Room Use	239	199

VOLUNTEERS	Total	Hours
Adult	5	22.5
Teen	0	0