



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, February 05, 2025
5:30 PM

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: ID 271 987 908 772, Passcode T2uo3T8N. 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 January 8, 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. Anoka County Library goes Fine-Free**
- 5. Upcoming Spring Programs and Events**
- 6. MNDOT Central Avenue Open House: Tuesday, February 4th, 5-7pm (CHPL Community Room)**

DIRECTOR'S UPDATE

- 7. December Board Report**
- 8. Board Books**

ADJOURNMENT



A COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, January 8, 2024

Drafted
1/9/2024

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 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 Rachelle Waldon at 5:32pm.

Members present: Rachelle Waldon; Melanie Magidow; Chris Polley; Carrie Mesrobian; Justice Spriggs (City Council Liaison).

Members remotely present: N/A. **Members absent:** Amina Maameri. **Others present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The Meeting Agenda was **approved**.
2. The **Minutes** of the **December 4, 2024**, Library Board Meeting were **moved and approved**.
3. **Review of 2024 Operating Budget:** 99% of the year and 88.85% of the budget expended; we will still be paying 2024 bills through the first week of February.
 - a. **E-Books (42183):** We have not been invoiced for e-books by Anoka County Library.

Community Forum: Opportunity for public input. No correspondence and no public in attendance. The City website has a contact form for each Board/Commission for the public to submit questions or concerns:

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. **2024 Year-End Highlights:** The Board was shown a preview of the year-end stats (see below). Most totals surpassed last year and some had significant gains. The Board was excited to see the numbers continuing to grow and they expressed hope of surpassing 100,000 visits in 2025. On a related note, it's great to be receiving the parking lot expansion in the spring because the lot has been frequently full over the last year (including tonight) and if visitors keep increasing, we'll need that space even more often.
5. **Update on Strategic Directions:** Renee provided the Board with a sample progress on the Strategic Directions set by the Library Board last year.
 - a. **Collections:** Implementation of merchandising strategies; more books on display; a 5.8% increase in library cardholders; and piloting one-on-one technology help by appointment...
 - b. **Communications:** New [website](#) launched in November; *All Are Welcome* signs added to entrances; prayer/meditation/sensory space table tents placed around building; Spanish language basic training for staff...
 - c. **Outreach:** Increased school visits and introductory open houses with CH Public Schools, Immaculate Conception, Metro North Adult Basic Ed, Prodeo Academy, Bultum Academy, and the Dwelling Place (domestic violence shelter)...
 - d. **Space:** Upcoming parking lot expansion (and the CHPL Foundation grant); headphones added to public computers; device charging stations; expansion of open hours on Friday/Saturday...

Director's Update:

6. **November Board Report:** Provided as an FYI.
 - a. **Puzzles:** Elizabeth Ripley and Carrie Mesrobian are working on planning our next Puzzle Contest with a puzzle swap session to follow.
7. **Board Books:**

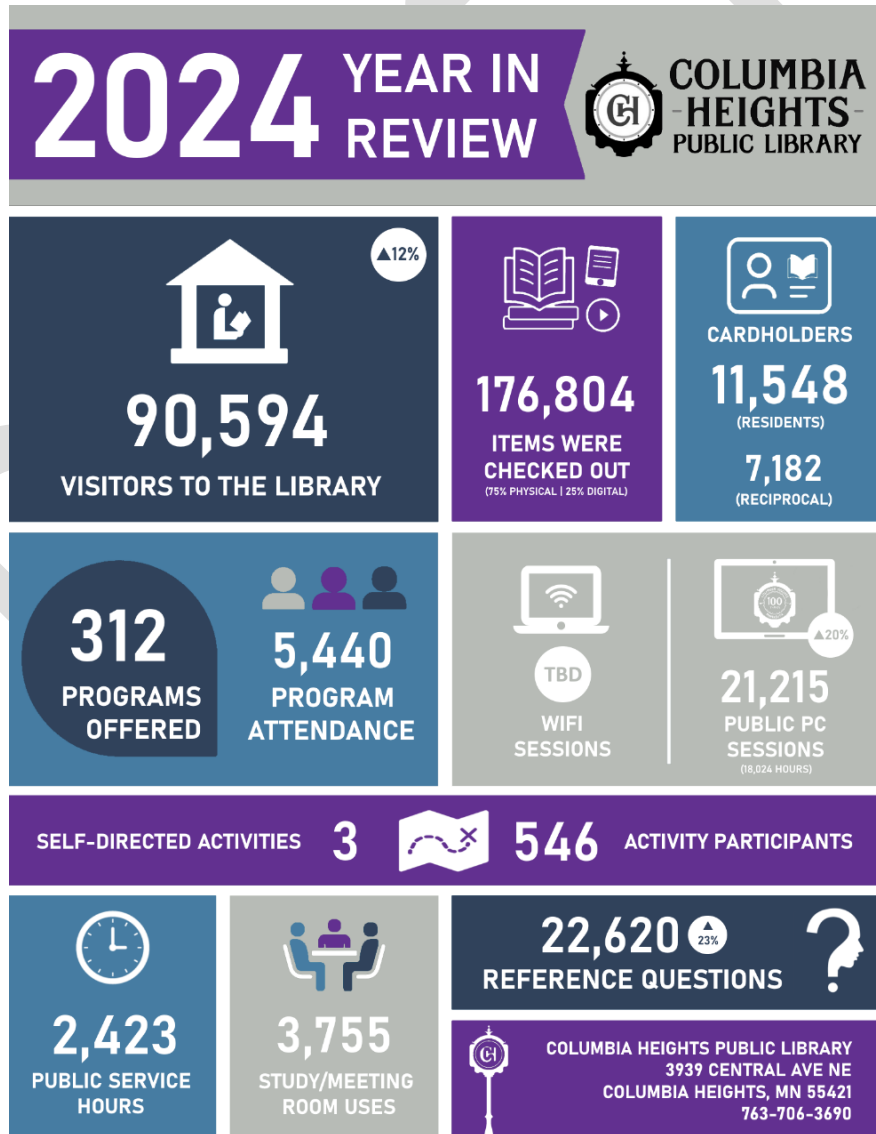
- a. Chris: *Gideon Green in Black & White* Katie Henry; *Peculiar Woods: The Mystery of the Intelligents* Andrés J. Colmenares; *The Hundred Years' War on Palestine* Rashid Khalidi; *You Hurt My Feelings (2023)* Nicole Holofcener (streaming on Kanopy)
- b. Carrie: *A Mind to Murder* P.D. James
- c. Melanie: *Emily's House* Amy Belding Brown
- d. Renee: *Remarkably Bright Creatures* Shelby Van Pelt
- e. Rachelle: *Everyone in My Family has Killed Someone* Benjamin Stevenson; *Brave New World* Aldous Huxley
- f. Justice: *Excluded: How Snob Zoning, NIMBYism, and Class Bias Build the Walls We Don't See* Richard Kahlenberg
- g. Nick: *If Beale Street Could Talk* James Baldwin

There being no further business, the meeting was adjourned at 6:21 pm.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees



EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 12/31/2024
 Fiscal Year Completed: 99.9%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	483,653.79	38,169.76	0.00	31,746.21	93.84
41011	PART-TIME EMPLOYEES	144,300.00	101,413.29	8,700.74	0.00	42,886.71	70.28
41020	OVERTIME-REGULAR	700.00	987.89	90.84	0.00	-287.89	141.13
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	
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	43,941.24	3,472.34	0.00	4,058.76	91.54
41220	F.I.C.A. CONTRIBUTION	50,500.00	44,541.87	3,570.62	0.00	5,958.13	88.20
41300	INSURANCE	82,800.00	82,051.26	6,831.90	0.00	748.74	99.10
41400	UNEMPLOYMENT COMPENSATION	0.00	66.54	0.00	0.00	-66.54	
41510	WORKERS COMP INSURANCE PREM	5,000.00	2,707.48	167.82	0.00	2,292.52	54.15
42000	OFFICE SUPPLIES	1,200.00	1,293.77	90.16	0.00	-93.77	107.81
42010	MINOR EQUIPMENT	100.00	2,108.78	0.00	0.00	-2,008.78	2108.78
42011	END USER DEVICES	3,300.00	2,954.44	0.00	2,979.69	-2,634.13	179.82
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	882.00	0.00	0.00	-182.00	126.00
42170	PROGRAM SUPPLIES	1,000.00	857.47	156.14	0.00	142.53	85.75
42171	GENERAL SUPPLIES	7,300.00	7,194.34	453.09	0.00	105.66	98.55
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	47,915.79	3,737.34	0.00	7,084.21	87.12
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	7,102.09	0.00	0.00	697.91	91.05
42183	E-BOOKS	15,000.00	0.00	0.00	10,301.52	4,698.48	68.68
42185	COMPACT DISCS	4,700.00	1,418.33	145.90	0.00	3,281.67	30.18
42187	BOOK/CD SET	800.00	794.57	0.00	0.00	5.43	99.32
42189	DVD	6,500.00	5,622.80	395.79	0.00	877.20	86.50
42280	VEHICLE REPAIR AND PARTS	0.00	752.00	95.94	0.00	-752.00	
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	5,408.57	329.15	300.00	-308.57	105.71
43105	TRAINING & EDUCATION ACTIVITIES	700.00	709.00	0.00	0.00	-9.00	101.29
43210	TELEPHONE	900.00	805.41	0.00	571.78	-477.19	153.02
43220	POSTAGE	200.00	24.42	8.97	0.00	175.58	12.21
43250	OTHER TELECOMMUNICATIONS	3,200.00	3,015.46	199.27	0.00	184.54	94.23
43310	LOCAL TRAVEL EXPENSE	500.00	210.25	102.65	0.00	289.75	42.05
43600	PROP & LIAB INSURANCE	12,300.00	12,300.00	1,025.00	0.00	0.00	100.00
43800	UTILITY SERVICES	7,000.00	5,129.42	0.00	0.00	1,870.58	73.28
43810	ELECTRIC	46,300.00	40,241.04	4,208.94	0.00	6,058.96	86.91
43830	GAS	16,600.00	8,892.06	3,529.60	0.00	7,707.94	53.57
44000	REPAIR & MAINT. SERVICES	18,700.00	17,292.23	356.74	800.00	607.77	96.75
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	43,800.00	3,650.00	0.00	0.00	100.00
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	32,369.18	4,581.75	2,493.20	-5,862.38	120.22
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	18,227.04	3,717.48	0.00	572.96	96.95
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	87,800.04	7,316.67	0.00	-0.04	100.00
44050	GARAGE, LABOR BURD.	300.00	1,135.50	7.50	0.00	-835.50	378.50
44330	SUBSCRIPTION, MEMBERSHIP	700.00	411.00	0.00	0.00	289.00	58.71
44375	VOLUNTEER RECOGNITION	200.00	86.43	50.71	0.00	113.57	43.22
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	18,600.00	1,550.00	0.00	0.00	100.00

TOTAL EXPENDITURES:	1,262,000.00	1,138,198.06	96,712.81	17,446.19	106,144.67	91.59
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Columbia Heights Public Library Library Board Report – December 2024

BUILDING

- Adams Pest Control made a regular monthly inspection.
- Northland Refrigeration was called to repair a leak on one of the heating boilers which resulted in no heat early in the month.

TECHNOLOGY

COLLECTION

- Final yearend book orders were placed, mostly for youth requests for *Pokémon*, *Minecraft*, *Ms. Rachel* and *Roblox* and series replacements. Some new books were selected from reviews in the August issues of *Kirkus Reviews* and *School Library Journal*. Adult and youth DVDs were ordered.
- Weeding was completed in adult fiction A-B. Weeding of mysteries began.
- Adult displays celebrated the Audubon Christmas Bird Count, baking, and crafting.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
English Language Conversation Circle	12/2	Adult	5
EL Conversation Circle	12/4	Adult	5
EL Conversation Circle	12/5	Adult	
Daycare Storytime	12/6	Children (0-5)	12
Clay Snowflakes	12/9	Children (0-5)	37
EL Conversation Circle	12/9	Adult	5
Adult Services Librarian visits the Dwelling Place (offsite)	12/10	Adult	16
Tinker Time: Waterless Snow Globes	12/10	Children (6-11)	54
EL Conversation Circle	12/11	Adult	4
EL Conversation Circle	12/12	Adult	1
ICS 1st Grade Field Trip	12/12	Children (6-11)	
EL Conversation Circle	12/16	Adult	5
Community Craft Evening	12/16	Adult	15
Book Club	12/18	Adult	11
Mystery Book Club	12/18	Adult	5
EL Conversation Circle	12/18	Adult	4
EL Conversation Circle	12/19	Adult	
EL Conversation Circle	12/23	Adult	1
EL Conversation Circle	12/26	Adult	
EL Conversation Circle	12/30	Adult	5

STAFF

Elizabeth Ripley, Adult Services Librarian:

- Led the Mystery Book Club discussion of “The Firekeeper’s Daughter.”
- Met with the Friends of the Library.
- Made deliveries to four At-Home patrons.
- Hosted a community craft night.
- With Library Supervisor Rin Gorman, launched a Tech Help program on Tuesday afternoons.

Eliza Pope, Youth Services Librarian:

- Hosted Erin from eHolt Art to teach a clay snowflake class for preschoolers and parents.
- Engaged 54 adults and kids in creating “waterless” snow globes with sculpted elements.
- Attended Valley View Elementary School’s English Language Family Night to share information about upcoming library programs and to engage kids in button-making.

Renee Dougherty, Library Director:

- Participated in the Anoka County Library public service team and city division head meetings.
- Attended the Columbia Heights Public Schools Communications Advisory Council meeting.
- Met with the Anoka County Library Director; the outgoing Minnesota Library Association Secretary; and a former Library Board member.
- Met with the adult book club for a discussion of “Remarkably Bright Creatures.”

All Staff:

- Began basic Spanish language lessons with Brenda Pliego-Geniz from the Police Department.
- Attended the City Holiday Luncheon.

MISCELLANEOUS

- Anoka County Law Librarian John Murphy held office hours on December 26.
- A Tiny Art Show, consisting of 32 pieces created by community artists, continued.
- A karst and water pollution exhibit from the Minnesota Pollution Control Agency continued.
- Eight adult volunteers donated 26.75 hours.

