



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, July 06, 2022
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. Review/Approve Library Board Minutes from June 1, 2022**
- 2. Review 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.

- 3. Email from Leigh Miller Regarding Overdue Fines (06-21-22)**

OLD BUSINESS: N/A

NEW BUSINESS

- 4. Introduction of Columbia Heights Youth Commissioner - Tsenat Mamo**
- 5. Proposed 2023 Library Budget**
- 6. Grant from CHPL Foundation of \$2,750 for “Minnesota On the Road with Doug Ohman” Program Series**

MOTION: Accept the \$2,750 Grant from the CHPL Foundation for “Minnesota On the Road with Doug Ohman” Program Series.

- 7. Grant from CHPL Foundation of \$3,000 for 2022 Refresh of Early Learning Play Space**

MOTION: Accept the \$3,000 Grant from the CHPL Foundation for an Early Learning Play Space Refresh.

DIRECTOR'S UPDATE

- 8. May Board Report (FYI)**

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
LIBRARY BOARD: MEETING MINUTES
 Wednesday, June 1st, 2022

Drafted
 6/2/2022

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 Chair Teresa Eisenbise at 5:30pm.

Members physically present: Teresa Eisenbise; Carrie Mesrobian; Gerri Moeller; Rachele Waldon; Nick Novitsky (Council Liaison). **Members remotely present:** N/A. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** Dan Spriggs (Father of 2022 Council Member-at-Large Candidate, Justice Spriggs); Cliff Johnson (2022 Mayoral Candidate).

1. **Review/Approve Minutes from May the 4th, 2022, Board Meeting:** **Moved and unanimously approved.**
2. **Review Operating Budget:** 5 months (~41%) into the year and 34% of the budget spent (plus 3% encumbered).
 - a. **General Supplies (42171):** This budget line has been encumbered by the cost HEPA filters for the HVAC system. Existing filters were installed when the building opened in 2016 and need to be replaced; average life expectancy of these filters is three to five years.
 - b. **Downloadable Video (42190):** This budget line was created for Kanopy streaming video. In 2021, CHPL patrons were included under ACL's service plan on a trial basis to assess usage and calculate CHPL's share of future costs in future years. Kanopy allows 10 streams/month per library card (plus unlimited Kanopy Kids.)

Community Forum: Opportunity for public input. Cliff Johnson (Mayoral Candidate) and Dan Spriggs (father of Council Member Candidate, Justice Spriggs) were in attendance. Spriggs inquired if more technology was needed for the Coding Club, and if there was the possibility of acquiring it. Coding Club has finished for the 2021-2022 school year. Youth Services Librarian Pope will be assessing the Club's outcomes, supply and technology needs, instructor availability, and student capacity for possible future sessions. Spriggs also asked whether the Board came to a decision on the Community Room rental fee. The Board will assess usage after one year under the new policy and rental fee before making any recommendations to the City Council who make the final decision on fees. Eisenbise reported that she replied to Paul Cram who raised concern over the Community Room rental fee on behalf of his Book Club which relocated due to the fee. She advised him that the Board will be reexamining the issue at the 12-month anniversary and advised him to contact the City Council; he approached Council Member Jacobs.

Old Business:

3. **Board Presence at Community Events:** It is assumed that Latino Fest at Kordiak Park has been cancelled. The Community Art & Info Fair will be held from 5-7:30pm on June 23rd at Huset Park West with staff and a trustee or two at the library booth. The City may also host a Board/Commission table to allow citizen feedback and provide information about serving on boards/commissions. August 17th from 5-8pm is the Monarch Fest at First Lutheran Church; Eisenbise tentatively agreed to read a story at this event. Other summer events will be discussed later.
4. **Update on MN State Park Passes:** The Columbia Heights and Fridley Libraries (ACL Mississippi branch) are participating in the DNR program to encourage park use by low-income individuals and first-time park users. The program started June 1; 3 passes are available for 7-day checkout. Passes are for entry to the parks, but not camping or equipment rentals. Park passes will be first come, first served (not reservable, renewable, or transferrable) and available to anyone with a library card registered with CHPL or ACL. The grant period is 2022-2025.

New Business:

- 5. **City Survey Discussion:** We did not have time to watch it in the meeting, but Council Member Novitsky urged all to visit the City Survey webpage and watch the *2022 Citywide Survey Council Summary Presentation* by Peter Leatherman. Members also mentioned comments from the unofficial web survey, including safety of Central Avenue, patrons’ strong feelings on the early literacy play space, and comfortable furniture. Dougherty mentioned that some libraries are re-opening now after being closing for the pandemic, while Heights has been open since July 2020. In-person programming restarted in June 2021 (mostly outdoors in summer and inside in the fall) with good attendance and many programs filling fast. Mesrobian mentioned one of the responses about libraries not being needed in the age of the internet but asserted that many people don’t have home internet and much internet content (especially media or scholarly materials) requires subscriptions or is behind paywalls.
- 6. **Library Usage Snapshot (Year-to-Date):** Dougherty shared a few 2021 statistics with the Board, including:

| | |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Visitors: 58,861 | Circulation: 127,817 |
| Attendance @ 109 Programs: 1,305 | 42 Self-directed Activities: 1,440 |
| Computer Sessions: 14,537 | Wi-Fi Sessions: 18,639 |
| Active Library Cards: 18,760 (Includes reciprocal cards from other counties) | Reference Questions Answered: 10,777 (Estimation based on MELSA survey weeks) |

Director’s Update: Operational reports, general updates, event reminders, and items from the floor.

- 7. **April Board Report:** For Your Information.
 - a. Dougherty working on the proposed 2023 Operating Budget
 - b. Financial Fitness Classes: Were well-done, could have served a larger audience, and could be tailored to specific topics in the future. The “managing credit and debt” class generated a lot of interest.
 - c. Zoom chat with State Librarian and statewide Library Directors: It is valuable to hear experiences and best practices from libraries across the state, network with other staff, and know the City is not alone in current challenges.
 - d. Permanent cell tower being installed now, and then the City will plan for the empty lot.
 - e. Withdrawn items in good condition are offered for sale and donated to Better World Books if not sold.

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

Respectfully submitted,

Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 06/30/2022
 Fiscal Year Completed: 49.59%

| ACCOUNT DESCRIPTION | 2022 AMENDED BUDGET | YTD BALANCE 06/30/2022 | ACTIVITY FOR MONTH 06/2022 | ENCUMBERED YEAR-TO-DATE | UNENCUMBERED BALANCE | % BDGT USED |
|---------------------|---------------------------------|------------------------------|----------------------------------|----------------------------|-------------------------|---------------------|
| Fund 240 - LIBRARY | | | | | | |
| 41010 | REGULAR EMPLOYEES | 442,600.00 | 206,346.30 | 32,462.80 | 0.00 | 236,253.70 46.62 |
| 41011 | PART-TIME EMPLOYEES | 113,300.00 | 43,649.93 | 7,081.71 | 0.00 | 69,650.07 38.53 |
| 41020 | OVERTIME-REGULAR | 900.00 | 305.24 | 34.35 | 0.00 | 594.76 33.92 |
| 41070 | INTERDEPARTMENTAL LABOR SERV | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 0.00 |
| 41210 | P.E.R.A. CONTRIBUTION | 41,900.00 | 17,899.68 | 3,156.04 | 0.00 | 24,000.32 42.72 |
| 41220 | F.I.C.A. CONTRIBUTION | 42,800.00 | 19,055.68 | 3,016.78 | 0.00 | 23,744.32 44.52 |
| 41300 | INSURANCE | 78,200.00 | 38,208.40 | 6,368.45 | 0.00 | 39,991.60 48.86 |
| 41510 | WORKERS COMP INSURANCE PREM | 2,700.00 | 1,797.10 | 331.14 | 0.00 | 902.90 66.56 |
| 41810 | COLA ALLOWANCE | 21,200.00 | 0.00 | 0.00 | 0.00 | 21,200.00 0.00 |
| 42000 | OFFICE SUPPLIES | 1,200.00 | 296.41 | 0.00 | 0.00 | 903.59 24.70 |
| 42010 | MINOR EQUIPMENT | 100.00 | 99.99 | 0.00 | 0.00 | 0.01 99.99 |
| 42011 | END USER DEVICES | 30,100.00 | 306.69 | 0.00 | 3,402.00 | 26,391.31 12.32 |
| 42012 | OTHER TECHNOLOGY EQUIPMENT | 0.00 | 141.97 | 0.00 | 0.00 | (141.97) 100.00 |
| 42020 | COMPUTER SUPPLIES | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 0.00 |
| 42030 | PRINTING & PRINTED FORMS | 900.00 | 76.50 | 0.00 | 0.00 | 823.50 8.50 |
| 42170 | PROGRAM SUPPLIES | 1,800.00 | 533.34 | 0.00 | 0.00 | 1,266.66 29.63 |
| 42171 | GENERAL SUPPLIES | 6,600.00 | 3,523.02 | 145.28 | 5,218.60 | (2,141.62) 132.45 1 |
| 42175 | FOOD SUPPLIES | 200.00 | 41.29 | 0.00 | 0.00 | 158.71 20.65 |
| 42180 | BOOKS | 58,000.00 | 17,933.89 | 1,793.75 | 0.00 | 40,066.11 30.92 |
| 42181 | PERIODICALS, MAG, NEWSPAPERS | 7,000.00 | 2,626.27 | (7.50) | 0.00 | 4,373.73 37.52 |
| 42183 | E-BOOKS | 8,000.00 | 0.00 | 0.00 | 0.00 | 8,000.00 0.00 |
| 42185 | COMPACT DISCS | 5,000.00 | 1,149.00 | 40.97 | 0.00 | 3,851.00 22.98 |
| 42187 | BOOK/CD SET | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 0.00 |
| 42189 | DVD | 6,300.00 | 1,918.52 | 393.55 | 0.00 | 4,381.48 30.45 |
| 42190 | DOWNLOADABLE VIDEO | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 0.00 |
| 42990 | COMM. PURCHASED FOR RESALE | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 0.00 |
| 43050 | EXPERT & PROFESSIONAL SERV. | 19,200.00 | 5,306.69 | 146.60 | 10,944.33 | 2,948.98 84.64 2 |
| 43105 | TRAINING & EDUCATION ACTIVITIES | 500.00 | 0.00 | 0.00 | 266.16 | 233.84 53.23 |
| 43210 | TELEPHONE | 700.00 | 195.71 | 21.99 | 0.00 | 504.29 27.96 |
| 43220 | POSTAGE | 200.00 | 38.56 | 0.00 | 0.00 | 161.44 19.28 |
| 43250 | OTHER TELECOMMUNICATIONS | 2,300.00 | 966.98 | 0.00 | 0.00 | 1,333.02 42.04 |
| 43310 | LOCAL TRAVEL EXPENSE | 700.00 | 0.00 | 0.00 | 0.00 | 700.00 0.00 |
| 43600 | PROP & LIAB INSURANCE | 9,300.00 | 3,875.00 | 0.00 | 0.00 | 5,425.00 41.67 |
| 43800 | UTILITY SERVICES | 0.00 | 2,398.01 | 1,194.02 | 0.00 | (2,398.01) 100.00 3 |
| 43810 | ELECTRIC | 37,100.00 | 15,123.88 | 3,646.13 | 0.00 | 21,976.12 40.77 |
| 43820 | WATER | 2,700.00 | 0.00 | 0.00 | 0.00 | 2,700.00 0.00 |
| 43830 | GAS | 8,000.00 | 8,556.76 | 617.15 | 0.00 | (556.76) 106.96 |
| 43850 | SEWER | 3,200.00 | 0.00 | 0.00 | 0.00 | 3,200.00 0.00 |
| 44000 | REPAIR & MAINT. SERVICES | 19,600.00 | 15,639.13 | 4,892.28 | 0.00 | 3,960.87 79.79 |
| 44010 | BUILDING MAINT:INTERNAL SVCS | 39,300.00 | 16,394.15 | 0.00 | 0.00 | 22,905.85 41.72 |
| 44020 | BLDG MAINT CONTRACTUAL SERVICES | 27,100.00 | 19,812.63 | 3,789.35 | 0.00 | 7,287.37 73.11 |
| 44040 | INFORMATION SYS:INTERNAL SVC | 74,300.00 | 30,958.35 | 0.00 | 0.00 | 43,341.65 41.67 |
| 44050 | GARAGE, LABOR BURD. | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 0.00 |
| 44310 | CREDIT CARD FEES | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 0.00 |
| 44330 | SUBSCRIPTION, MEMBERSHIP | 650.00 | 0.00 | 0.00 | 0.00 | 650.00 0.00 |
| 44375 | VOLUNTEER RECOGNITION | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 0.00 |
| 47100 | OPER. TRANSFER OUT - LABOR | 15,750.00 | 6,562.50 | 0.00 | 0.00 | 9,187.50 41.67 |
| TOTAL EXPENDITURES | | 1,135,800.00 | 481,737.57 | 69,124.84 | 19,831.09 | 634,231.34 44.16 |

1: Building HEPA Filters...replaced every 5/6 years (\$3,918.45)

2: 2022 ILS Operating Costs-Blanket PO (\$13,312.44...only \$3,328.11 spent so far)

3: Water, Sewer, Stormwater Base Charge (usage excluded)

From: leigh.miller <[REDACTED]>
Sent: Tuesday, June 21, 2022 9:20 PM
To: Renee Dougherty <RDougherty@columbiaheightsmn.gov>
Subject: Library Member input

Hello!

My name is Leigh Miller. I live in Columbia Heights quite close to the library. With 4 children, homeschooled, and with my husband and I being rather regular readers, we are pretty avid and regular users of the library system. I have been so grateful to the Anoka County system - we get books not just browsing in CH but regularly find the books we want so easily ordered to CH at Rum River, Northtown or Crooked Lake (thank you!). And, if not, we also regularly utilize the ILL system (thanks even more!).

Though I 100% understand the reasoning behind the decision to drop the fees, I want to just give a little voice in to hoping you may re-think that decision and figure out other ways to maybe achieve the goal you are looking for. We ourselves are a one-income family on public assistance - by no means struggling, we think, but we hardly have very much expendable income. And with children, we not infrequently have found ourselves slapped with late fees. Still, I have considered this a rather reasonable "membership" rate for the usage volume we have.

Since you have instituted the no fee system I have found two related and detrimental results. One, getting items that have hold lines is taking far, far longer than before. I was 3rd in line for a hold DVD I had hoped to take on a trip in mid-July. By my calculations - a 3 week rental period and a one week hold pick-up period - we should pretty safely have been able to have that DVD in time for the trip. Now, however, the wait has been far longer than that. I won't be able to get the item. I wonder how much it has to do with the incentive of the fine for return.

And I wonder because I myself have now tarried returning 2 items...because the fines won't rack up! With children it can be hard to get out to return a rogue book that somehow didn't make it back (or didn't get found) for our weekly library trip. My husband has literally said, late in the evening when I was contemplating hopping in the car to make a trip to return a book "There aren't fines anymore, why don't you just wait." I confess, it was needing to be returned because someone else wanted it. This is terrible. But the fines really are rather modest and they are a building incentive to do something that otherwise wouldn't happen - to move along the circulation of high-demand materials. I realize the fines may be a barrier to certain communities to using the library system, but I also know that you all and other systems we have been a part of have urged and used a lot of grace filled ways to cancel and erase fines for those who most need it. I am concerned the lack of any extrinsic incentive for a timely return of highly used materials may clog up the system.

Thanks a lot for listening.

Best,
Leigh Miller

(m): [REDACTED]
(h): [REDACTED]

Sent with [Proton Mail](#) secure email.

Friday, 6/24/2022; 4:19 pm

Leigh,

Thank you for your very thoughtful email. I will forward it to the Library Board at their July meeting.

In the meantime, I want to share a little of the history of the Board's recommendation to the City Council to eliminate overdue fines at the Columbia Heights Library. The CH Library Board spent over six months pondering ways to remove barriers to using the library for all members of our community, especially those with limited incomes, and those children who may not be able to control when library materials get returned. During the Board's deliberation, they researched the experience of other libraries across Minnesota and the United States and heard from many CH residents and library users in support of and opposed to the proposal. The City Council then spent three meetings considering the Board's recommendation, also taking feedback from residents, before voting to eliminate overdue fines in March 2022.

It has been three months since we eliminated overdue fines, so we don't yet have a lot of data on the overall impact on wait times for items placed on hold. In addition, the Anoka County Library still applies fines to items returned after their due dates that are checked out at their branches. Because holds are pulled from both the Columbia Heights and the Anoka County Library collections, it's difficult to determine whether the elimination of fines at one location is increasing wait times for hold items across both systems. Also, when there are eight or more holds for an item, an additional copy is purchased to minimize wait times and frustration for patrons.

Thank you for your feedback and for being such an active and supportive library user! Let's continue the conversation about how to provide the highest level of service to our community and motivate people to return library items promptly. I would love to meet you when you next visit the library.

Renee



Renee Dougherty, MLIS | Director

City of Columbia Heights | Library

3939 Central Avenue NE | Columbia Heights, MN 55421

rdougherty@columbiaheightsmn.gov

Main: 763-706-3690 | Direct: 763-706-3680

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2023

| DEPARTMENT: LIBRARY | | | | | | | |
|---------------------|---------------------------|-------------------|-------------------|-------------------|------------------------|--------------------------|--------------------|
| 240 5500 | LIBRARY LIBRARY | Actual Expense | Actual Expense | Adopted Budget | Department Proposed | City Manager Proposed | Council Adopted |
| Description | | 2020 | 2021 | 2022 | 2023 | 2023 | 2023 |
| | Personnel Services | 674,600 | 690,800 | 745,600 | 809,700 | - | - |
| | Supplies | 97,500 | 89,700 | 128,600 | 95,800 | - | - |
| | Other Services & Charges | 222,500 | 243,100 | 245,900 | 269,300 | - | - |
| | Capital Outlay | - | - | - | - | - | - |
| | Contingencies & Transfers | 14,500 | 15,200 | 15,800 | 18,000 | - | - |
| | TOTALS: LIBRARY | 1,009,100 | 1,038,800 | 1,135,900 | 1,192,800 | - | - |

Activity Description

The Columbia Heights Public Library serves the individual and community with responsive collections, innovative programming, professional staff, and access to resources in order to nurture community, creativity, opportunity, and knowledge.

The Library collects and lends materials in multiple physical and digital formats including print, audio, and video. It provides educational classes and programs including literacy-based storytimes and STEM workshops, adult language learning and literacy programs, reading programs, arts and cultural events, and services such as a volunteer program, youth summer meals, and home delivery of materials. The Library provides free access to computer hardware and software, the internet, and online research and instructional databases. It provides space for individual work, study and public meetings. Library staff provide one-on-one and class-based computer instruction as well as research and reference assistance. The Library contracts with Anoka County Library for inclusion in integrated library system software to manage patron information and collection inventory, delivery of materials, and access to electronic resources. It participates in the Metropolitan Library Service Agency (as an Associate Library), the Minitex multi-state interlibrary loan program, the Statewide Borrowers' Compact, and METRONET. These cooperative agreements enable Columbia Heights residents to gain access to library materials, special services, and electronic resources throughout the state of Minnesota and provide staff with professional development and training opportunities.

Comments on Proposed Budget

The library budget proposed for 2023 includes a 5% overall increase over adopted 2022. This is mostly due to an increase in personnel costs for implementing recommendations of the compensation study as well as anticipated increases for utilities, building maintenance, maintenance contracts for library software and equipment, and internal services for IT support.

Personnel Services
As in other city departments, personnel expenses account for two-thirds of the overall budget. This section anticipates an 8.6% increase over 2022. Compensation changes implemented by the Council in 2022 resulted in substantial pay increases for all part-time staff, and the resetting of their pay levels to step one of the six-step scale. Annual hours for Pages have been reduced from 3,900 to 3,200. Experience over the last two years has shown that unplanned absences among this group of employees are rarely coverable by a substitute so a bank of hours intended for substitute coverage has been eliminated. Total annual hours for Library Supervisors have been increased from 1,410 to 1,560 as these employees are responsible for building coverage during busy weekend and evening shifts as well as coverage for regular staff vacation and sick leaves. Hours for the Aide have been increased from 14 to 16 hours per week.

Supplies
Supplies were reduced 25.5% from 2022 adopted levels. Much of this decrease was due to a one-time upgrade of public computer equipment which occurred in 2022 and will not be repeated until at least 2028. Slight adjustments to individual lines were made to reflect actual expenditures in recent years, in areas such as book, audio, and video collections.

Other Services and Charges
This section incorporates a 9.5% increase, primarily due to anticipated increases for property and liability insurance; utilities (which were estimated at 5% over 2021 actual expenditures;) repair and maintenance contracts for library equipment (printer/copiers, public computer/printer management software, security gates, self check kiosks, book return automated materials handler;) and information technology internal support.

Capital Outlay
No capital outlay is anticipated for 2023.

Other Financing Uses
Charges for the library share of city administrative staff have increased by 14%.

Columbia Heights Library Foundation Grant Application

May 13, 2022

Organization Name: Columbia Heights Public Library

Contact Name: Cortni O'Brien/Renee Dougherty

Organization Address: 3939 Central Avenue Northeast

City State Zip: Columbia Heights, MN 55421

Phone 763-706-3680

Email: rdougherty@columbiaheightsmn.gov

Amount Requested: \$2,750

Is there additional funding needed: No

If yes, what is the total budget: \$2,750

Project Description :

Author and photographer Doug Ohman presented one of the highest-attended adult programs at the library in May of 2019. His "Minnesota from the Road: North Shore" presentation in the library's community room had 58 attendees. He is currently the television host of a series of Pioneer PBS programs called "[Landmarks.](#)"

A 2022-2023 speaking series with Doug would include seven presentations over a period of seven months, starting in September 2022 and concluding in March 2023. The subject would be Minnesota Road Trips (his entire "Minnesota from the Road" 6-part speaking series). The final presentation in March of 2023 would be an interactive presentation with the audience called "Name that Town."

Dates and times for each presentation will be determined to meet the Libraries and Pioneer Photography's schedule. It will be a consistent date throughout the series, such as "Second Saturdays with Doug." Each presentation will be approximately 1 hour in length. Doug will also make available for sale his books and DVD programs related to Minnesota.

Compensation will be \$250.00 for each of the seven presentations for a total of \$1,750.00. This fee includes all travel expenses; \$750 to cover refreshments over the course of the series

(coffee, tea, and baked goods); and \$250 to purchase Doug’s books to raffle off or give at a door prize at each session.

[Doug Ohman](#) is a Minnesota history enthusiast, and he can’t help but spread the word wherever he goes. A historian, photographer and storyteller all rolled into one, Doug has published 14 books all about Minnesota, including ‘Prairie, Lake, Forest: Minnesota’s State Parks,’ and ‘Cabins of Minnesota.’ He is currently the television host of a series of Pioneer PBS programs called ‘Landmarks.’ His full-time job for over two decades has been traveling all around the state of Minnesota, taking photos and sharing his historic, interactive presentations.

Who will benefit from this project:

Citizens of Columbia Heights, Library patrons and visitors, local and Minnesota history enthusiasts.

Certification: As the duly authorized representative the above organization, I hereby certify that the project proposal, if funded, will be executed as described. Include documentation stating organizations compliance for the C.H. Library Foundation eligibility.

Printed name: Title: Renee Dougherty, Library Director

Signature:

Columbia Heights Library Foundation
3939 Central Avenue NE, Columbia Heights, MN 55421
The Columbia Heights Public Library Foundation is a 501C3 non-profit organization.
All donations are tax deductible as allowed by law.

Columbia Heights Library Foundation Grant Application

June 9, 2022

Organization Name: Columbia Heights Public Library

Contact Name: Eliza Pope/Renee Dougherty

Organization Address: 3939 Central Avenue Northeast

City State Zip: Columbia Heights, MN 55421

Phone 763-706-3680

Email: rdougherty@columbiaheightsmn.gov

Amount Requested: \$3,000

Is there additional funding needed: No

If yes, what is the total budget: \$3,000

Project Description :

I would like to request funds to refresh the Early Learning Play space at the Columbia Heights Public Library. With new toys, activities, and early learning experiences we can offer even more opportunities to learn, play, explore, and make the library a destination for self-directed play.

Play is learning! Play is one of the five early literacy practices (talking, singing, reading, writing, and playing) and is part of the early literacy experience. When children play, they learn about their world, practice social and emotional skills, and stretch their imaginations. The library provides a safe environment for children to experiment, think critically, and problem solve with their caregiver and other children. As in the past, the play space will provide early literacy prompts for caregivers. These prompts will help model questions caregivers can ask to start conversations that help build vocabulary.

Some possibilities for a refresh include:

Science and engineering activities such as:

- Magnetic design a roller coaster activity that encourages children to learn about engineering through trial and error. Children need to predict how they should build a track that will land the wheel into the correct bin at the bottom of the coaster.
- Simple machine toys such as a fulcrum balance and inclined plane to learn about physical science. With a fulcrum balance, children can experiment with weighing different objects to see which is heavier. With an inclined plane, children can test out different textured mats and race a friend's car to see which can reach the finish line the fastest.

- A large, clear wind tunnel for children to experiment with the wind flow, drag, and force. Children can test out different fabrics to see which ones fly the highest or which are too heavy for the wind to lift.

Opportunities for sensory exploration:

- Textured floor mats allow children to feel bumpy, squiggly, and rough textures. Textured activities help children with their motor skills and language acquisition.
- Gel bead shapes and letters are small handheld toys that help children learn their letters, shapes, and colors all while feeling an interesting texture.
- Translucent color paddles for the light table for learning about color theory.

Dollhouse and pretend kitchen

- Dollhouses and pretend kitchen will foster collaboration and imagination.
- New pretend food that reflects the diverse community of Columbia Heights.

New themed toys and activities for the Imagination Station.

- Our Imagination Station is an open-ended piece of furniture that allows endless dramatic play opportunities. Some of our current themes include Post Office, Bakery, Farmer’s Market, Restaurant, and Veterinarian, allowing children to experience delivering mail, preparing a creative plate of food for a friend, or counting change for a basket of fruits and vegetables.
- New themes could include a science lab that allows children to weigh items on a scale or look at plastic encased insect specimens with a magnifying glass and outdoor exploration with pretend fishing, binoculars, and toys to learn about the natural world.

Outcome: Provide play opportunities for children and their caregivers that will promote school readiness and prepare children to read.

Who will benefit from this project:

Preschool children of Columbia Heights; parents, grandparents, and caregivers; ECFE (Early Childhood and Family Education) students and families.

Certification: As the duly authorized representative the above organization, I hereby certify that the project proposal, if funded, will be executed as described. Include documentation stating organizations compliance for the C.H. Library Foundation eligibility.

Printed name: Title: Renee Dougherty, Library Director

Signature:

Columbia Heights Library Foundation
 3939 Central Avenue NE, Columbia Heights, MN 55421
 The Columbia Heights Public Library Foundation is a 501C3 non-profit organization.
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Columbia Heights Public Library Library Board Report - May 2022

BUILDING

- The landscape irrigation system was inspected and restarted for the season.
- A leak from the coolant system for the server room was discovered and repaired.

COLLECTION

- Book displays featured Asian American/Pacific Islander Heritage Month, spring cleaning, and new books.
- Adult and juvenile print books were selected from regular review journals. Replacement copies, new paperbacks, new releases by bestselling authors, and requests for juvenile *BOB* books and *Naruto* graphic novels were ordered. Adult music and youth and adult DVDs were purchased.
- Weeding was completed in adult fiction A-B.
- The glass display case featured a “Thank You for Shopping” department store display in promotion of the upcoming (June 15) author talk.

| | | |
|-----------------------------------------------|--------------|--------------|
| FACILITY USAGE | 2022 | 2021 |
| Visitors | 5,696 | 4,124 |
| Public Uses of Study and Meeting Rooms | 117 | 2 |

PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES

| NAME | DATE | INTENDED AUDIENCE | ATTENDANCE |
|-------------------------------------------------------|---------|---------------------|------------|
| English Language Conversation Circle | 5/2 | Adult | 4 |
| Coding Club | 5/3 | Young Adult (12-18) | 13 |
| Daycare Storytime | 5/4 | Children (0-5) | 7 |
| Tinker Time | 5/5 | Children (6-11) | 10 |
| English Language Conversation Circle | 5/9 | Adult | 7 |
| Coding Club | 5/10 | Young Adult (12-18) | 9 |
| Friends of the Library | 5/11 | Adult | 5 |
| Tinker Time | 5/12 | Children (6-11) | 2 |
| Poems in the Park | 5/13 | Adult | 15 |
| English Language Conversation Circle | 5/16 | Adult | 8 |
| Coding Club | 5/17 | Young Adult (12-18) | 8 |
| Adult Book Club: <i>Gentleman in Moscow</i> | 5/18 | Adult | 6 |
| Story Stroll at LaBelle Park | 5/18-19 | Self Directed | 35 |
| Wine and Words Book Club: <i>Before We Were Yours</i> | 5/20 | Adult | 6 |
| Author Talk by Joe Kimball | 5/21 | Adult | 35 |
| Bike Fix-it Clinic | 5/21 | Adult | 27 |
| English Language Conversation Circle | 5/23 | Adult | 9 |
| Coding Club | 5/24 | Young Adult (12-18) | 8 |
| Tinker Time | 5/26 | Children (6-11) | 9 |
| TOTAL Programs =19 | | | 223 |

STAFF

- Eliza Pope, Youth Services Librarian,
 - attended the City Career Fair at the Hylander Center on May 12.
 - Retired the post office play/learning space. See participant post card addressed “To my beautiful and amazing family and this loving community I live in.”

- Concluded the initial sessions of “Tinker Time” (see photo below) which attracted a small, but consistent cohort of kids to experiment with LEGOs, salt painting, button making and creating with polymer clay.
- Cortni O’Brien, Adult Services Librarian,
 - Conducted a virtual library orientation with an English-as-a-second language class from the MetroNorth Adult Basic Education Center on May 10.
 - Participated in leadership training for new supervisors at the City of Columbia Heights.
 - Met with the Friends of the Library on May 11 at Tasty Pizza.
 - Delivered materials to three “At-Home” patrons.
- Renee Dougherty, Director
 - Participated in Graci Leadership training for city supervisors with Cortni O’Brien.
 - Met with ACL staff about the county library’s collection procedure.
 - Was oriented to the DNR state park pass library program on May 24.
 - Met with Eliza Pope and Cortni O’Brien for regular check-ins.
 - Met with the State Librarian and statewide library directors on May 12.
- Full-time staff and Library Supervisors participated in training with ACL staff on May 19.
- Full-time staff participated in an info blitz on public computer needs at the library on May 18 and received orientation on voter registration from Cynthia Wetzell from the League of Women Voters on May 25.

| VOLUNTEERS | Total | Hours Served |
|------------|-------|--------------|
| Adult | 10 | 29.5 |
| Teen | 1 | 3 |

| PUBLIC COMPUTER USAGE | 2022 | 2021 |
|-----------------------|--------|--------|
| Users | 764 | 744 |
| Sessions | 1,147 | 1,089 |
| Minutes | 39,034 | 40,092 |

