



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, October 02, 2024
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 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 September 4, 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.

OLD BUSINESS

4. Staffing Update
5. Preview of New Website
6. Update on Parking Lot Extension

NEW BUSINESS

7. Summer Adventures Reading and Learning Program Update

DIRECTOR'S UPDATE

8. August Board Report
9. Board Books

ADJOURNMENT



A COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, September 4th, 2024

Drafted
9/5/2024

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; Justice Spriggs (City Council Liaison). **Members remotely present:** N/A. **Members absent:** Carrie Mesrobian; Amina Maameri. **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 **August 7th, 2024**, Board Meetings were **moved and approved**.
3. **Review 2024 Operating Budget:** 66.67% of the year and 58.59% of the budget expended.
 - a. **42183 (E-Books):** Anoka County would like to change to how e-Book access is billed for Columbia Heights cardholders. Renee would like billing to coincide with a single budget year. In the past, eBook charges were billed on a July – June billing cycle based on a formula calculated from the previous year's usage. No invoice for 2024 e-Books has yet been received.

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. **Staffing Update:** With two of the Pages in college we are having trouble covering shifts on certain days, so advertised for an additional Page position which closed last week. Renee is in the process of reviewing and scoring the 57 applications received. We hope to interview finalists starting next week.
5. **Organizational Borrowing Policy Review:** The Organizational Borrowing Policy was adopted back in 1999 and has not changed much over the years. The Youth Librarian and Youth Associate believe the policy needs changes to bring it in-line with Anoka County policy, to make it more cohesive with other borrowing policies, and to remove outdated language. At CHPL organizational borrowers are school classrooms and elder care facilities who receive a bin of books referred to as a "bulk loan." Organizations may request certain genres or subjects for deliveries, but if they want specific items, they must request and personally pick up those items. Bulk loans are selected by staff from the Columbia Heights collection only. Previously staff manually extended the due date to 45 days since bulk loans were distributed monthly and a standard 21-day checkout would result in overdue fines. However, since Columbia Heights no longer charges overdue fines and ACL and COH have implemented automatic renewal, this labor-intensive loan extension is no longer needed. The section covering deposit collections has never been utilized and has now been removed (this was intended to be a small collection of materials sent to an institution like a prison or hospital where items would then be loaned out to individuals in the facility). The Board reviewed revisions and agreed with the reasoning behind the changes. **A MOTION was made to approve the revision of the Organizational Borrowing Policy, it was seconded and unanimously approved.**
6. **MakerSpace Discussion:** MakerSpaces have been implemented in several libraries around the world. It is a space that provides the tools, supplies, equipment, and staff expertise needed so that patrons can create various types of crafts or useful items. MakerSpaces include equipment like sewing machines, 3D printers, engravers, Cricuts

cutting machines, laminators, and other things. The Board asked how much demand there seems to be for this type of space at our Library, to which Nick and Renee mentioned that there is an occasional inquiry about a 3D printer, but not much demand generally. A MakerSpace can require a lot of support and staff time to implement, keep supplies stocked, equipment maintained, space monitored, patrons trained/certified on equipment, etc. How would a MakerSpace be hosted? Is it available all the time, at certain hours, or only for specific crafts with coordinated programming? We already host an assortment of craft-related programming for various age groups. Is a MakerSpace within our scope/mission? Something akin to MakerSpaces that would likely get more use is specialty computer workstations for functions like online virtual meetings, video/photo editing, resume writing, etc. We are tabling the MakerSpace discussion for the time being, but it will be revisited in the future.

Director's Update:

7. July Board Report: Provided as an FYI.

- a. **OpenAccess:** No new information from Renee, but Melanie offered to connect her with a first-hand source with information about how this is working at a library that has implemented it.
- b. **Teen Trivia Night:** Chris wanted to express his support for more of these in the future based on the enthusiasm and interest from students who attended.
- c. **MN DNR Park Passes:** This has been a very popular program and our three park passes are constantly in use. The DNR expressed appreciation to library staff for encouraging survey participation which resulted in a more diverse range of respondents in the 2024 summer survey than in 2023.
- d. **Transportation Safety Action Plan Survey:** The city has created an interactive survey to gather input on the safety of transit areas in the city; it should be available for at least another month, and can be found at: arcg.is/OCjPT5
- e. **Penny Press:** Chris mentioned how excited his kids were to see that we had the Minnesota Artist Press Project penny press for the last couple months, it has moved on to its next location, but info can be found here: <https://cargocollective.com/alyssabaguss/Minnesota-Artists-Penny-Press>

8. Board Books:

- a. Chris: *Earthdivers: Vol 1. (adult graphic novel series)* Stephen Graham Jones; *Slider* Pete Hautman
- b. Rachele: *A Study in Drowning* Ava Reid
- c. Renee: *The Underground Railroad* Colson Whitehead
- d. Justice: *On Call: A Doctor's Journey in Public Service* Anthony Fauci
- e. Melanie: *The Spellshop* Sarah Beth Durst; *The Tea Dragon Society (youth graphic novel series)* K. O'Neill
- f. Nick: *The Underground Railroad* Colson Whitehead

There being no further business, the meeting was adjourned at 6:25 pm.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 9/30/2024

Fiscal Year Completed: 74.86%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 09/27/2024	ACTIVITY FOR MONTH 09/27/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	350,374.51	37,950.64	0.00	165,025.49	67.98
41011	PART-TIME EMPLOYEES	144,300.00	72,079.75	6,397.75	0.00	72,220.25	49.95
41020	OVERTIME-REGULAR	700.00	726.72	79.49	0.00	-26.72	103.82
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	31,923.44	3,282.37	0.00	16,076.56	66.51
41220	F.I.C.A. CONTRIBUTION	50,500.00	32,174.20	3,376.79	0.00	18,325.80	63.71
41300	INSURANCE	82,800.00	61,555.56	6,831.90	0.00	21,244.44	74.34
41400	UNEMPLOYMENT COMPENSATION	0.00	22.18	0.00	0.00	-22.18	
41510	WORKERS COMP INSURANCE PREM	5,000.00	2,127.01	158.99	0.00	2,872.99	42.54
42000	OFFICE SUPPLIES	1,200.00	1,037.23	0.00	0.00	162.77	86.44
42010	MINOR EQUIPMENT	100.00	917.50	0.00	0.00	-817.50	917.50
42011	END USER DEVICES	3,300.00	2,954.44	0.00	0.00	345.56	89.53
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	772.00	0.00	0.00	-72.00	110.29
42170	PROGRAM SUPPLIES	1,000.00	590.61	0.00	0.00	409.39	59.06
42171	GENERAL SUPPLIES	7,300.00	4,849.78	774.43	0.00	2,450.22	66.44
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	34,065.88	2,134.89	0.00	20,934.12	61.94
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	4,215.73	303.00	0.00	3,584.27	54.05
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	3,763.75	18.74	0.00	2,736.25	57.90
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	3,835.59	34.95	300.00	1,264.41	76.59
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	2,417.65	199.27	0.00	782.35	75.55
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	8,200.00	0.00	0.00	4,100.00	66.67
43800	UTILITY SERVICES	7,000.00	5,129.42	2,524.03	0.00	1,870.58	73.28
43810	ELECTRIC	46,300.00	25,344.79	1,074.23	0.00	20,955.21	54.74
43830	GAS	16,600.00	4,677.28	0.74	0.00	11,922.72	28.18
44000	REPAIR & MAINT. SERVICES	18,700.00	16,426.33	251.24	800.00	1,473.67	92.12
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	29,200.00	0.00	0.00	14,600.00	66.67
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	20,483.62	134.00	4,985.20	3,531.18	87.82
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	10,214.88	7,434.96	7,434.96	1,150.16	93.88
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	58,533.36	0.00	0.00	29,266.64	66.67
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	35.72	0.00	0.00	164.28	17.86
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	12,400.00	0.00	0.00	6,200.00	66.67
TOTAL EXPENDITURES:		1,262,000.00	718,513.67	71,071.55	20,955.12	522,531.21	58.59

Columbia Heights Public Library

Library Board Report – August 2024

BUILDING

- Northland Refrigeration completed final repairs to the air conditioning unit on 8/8.
- Adams Pest visited for the regular monthly inspection and maintenance.
- Exterior windows were washed on 8/23.

TECHNOLOGY.

COLLECTION

- New books were selected from reviews in the April and May issues of *Booklist*, *Kirkus Reviews*, *Library Journal* and *School Library Journal*. Recent adult works on psychology and religion as well as manga were added. Replacement copies of youth materials from popular series like “Dog Man,” “Wings of Fire,” and manga were ordered. DVDs for youth and adults were purchased.
- Weeding was completed in adult nonfiction 800s-940s for condition, datedness, and lack of use.
- Adult slatwall displays featured dogs, summer, Olympics, back-to-school, and road trips. Larger displays featured romance awareness month, including adult and young adult titles in science fiction, fantasy, and graphics in addition to traditional mass-market romance paperbacks.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	8/2	Children (0-5)	20
Intro to Citizenship class with MetroNorth ABE	8/3	Adult	2
English Language Conversation Circle	8/5	Adult	1
Computers 101, 10 am	8/6	Adult	2
Computers 101, 11 am	8/6	Adult	2
Tinker Time: Perler Beads	8/6	Children (6-11)	15
EL Conversation Circle	8/7	Adult	3
Found Materials Windchimes	8/8	Children (6-11)	23
Saturday Scribes: Blue Delli quanti	8/10	Adult	7
Computers 101, 5 pm	8/12	Adult	3
Computers 101, 6 pm	8/12	Adult	4
EL Conversation Circle	8/12	Adult	5
Walk and Talk Book Club	8/13	Adult	1
DIY Teen: Japanese Book Binding	8/13	Youth (12-18)	8
EL Conversation Circle	8/14	Adult	4
Intro to Watercolor	8/14	Adult	15
EL Conversation Circle	8/19	Adult	8
Book Club: “The Underground Railroad”	8/21	Adult	16
Mystery Book Club: “Strike Me Down”	8/21	Adult	6
EL Conversation Circle	8/21	Adult	5
Clay Turtles for Families	8/24	Children (6-11)	19
EL Conversation Circle	8/26	Adult	4
EL Conversation Circle	8/28	Adult	6

STAFF

- Rin Gorman, Library Supervisor
 - Facilitated the Mystery Book Club discussion on 8/21.
- Elizabeth Ripley, Adult Services Librarian
 - Met with the MELSA Jobs and Small Business Task Force.
 - Made four deliveries to At-Home patrons.
 - Attended the Monarch Festival on 8/8 to share library resources on pollinators
 - Attended the city division head meeting on 8/14.
- Eliza Pope, Youth Services Librarian,
 - Taught Tinker Time on Perler Beads which coincided with National Night Out.
 - Hosted the Rum River Art Center for a “Found Materials” windchime program.
 - Enlisted Erin Holt for a teen program on Japanese bookbinding techniques. One teen told his parent that he love the program and couldn’t wait to attend another.

- Contracted with eHolt Art for a family clay program focusing on turtles. Some turtles were realistic, like a soft-shelled turtle, and some were fantastical, like a waffle turtle with butter on top, but all looked amazing.
- Brought giant bubbles and sidewalk chalk to the Jolly Pops Music in the Park event on 8/14.
- Attended a new teacher meet and greet at Columbia Heights Public Schools on 8/20 to share information about online library resources for students, families and teachers as well as information about organizational cards and bulk loans.
- Provided similar information for teachers at the Immaculate Conception School.
- Attended an open house at the CHPS Family Center on 8/29.
- Renee Dougherty, Library Director,
 - Participated in the monthly ACL public service team and weekly city division head meetings.
 - Met with Library Associate Farrah Briest for her annual performance evaluation.

MISCELLANEOUS

- Announced an opening for a Library Page with applications accepted through August 30.
- Staff attended the City Employee Picnic on 8/15.
- The Minnesota Artists Penny Press Project was removed in the final week of the month.

VOLUNTEERS

- Eight adult volunteers donated 28.5 hours.
- Seven teen volunteers contributed 82 hours of service over the summer. There were the same number of volunteers as last year, but they worked 22 more hours. The teens were exceptional, responsible, independent, with positive attitudes and adept at all assigned tasks.



Figure 1 Intro to Watercolor



Figure 2 Found Materials Windchimes



Figure 3 DIY Teen: Japanese Bookbinding



Figure 4 Clay Turtles