



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, December 7, 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 November 2, 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. CHPL Foundation Art Committee Update**

OLD BUSINESS

- 4. Update on E-Cards for Columbia Academy**
- 5. Review of PowerPoint for Board Public Presentations**

NEW BUSINESS

- 6. Approve 2023 Library Holiday/Closed Dates**
- 7. Approve 2023 Library Board of Trustees Meeting Dates**
- 8. Approve 2023 CHPL Fee Schedule**
- 9. Update on English Language Learner "Family Nights" for CHPS & ICS**
- 10. Update on Library CareerForce Corner initiatives**

DIRECTOR'S UPDATE

- 11. October 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
BOARD OF TRUSTEES: MEETING MINUTES
 Wednesday, November 2nd, 2022

Drafted
 11/3/2022

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 Teresa Eisenbise at 5:36pm.

Members physically present: Teresa Eisenbise; Chris Polley; Gerri Moeller; Nick Novitsky (Council Liaison). **Members remotely present:** Carrie Mesrobian. **Members absent:** Rachelle Waldon. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary). **Public physically/remotely present:** N/A.

1. The **Minutes of the October 5, 2022**, Board Meeting were **moved and unanimously approved**.
2. **Review Operating Budget:** 83% into the year and 82% of the budget encumbered.
 - a. **HVAC Issues:** Repairs to the HVAC system were costly this year, including replacing a pump (with another awaiting repair), and HEPA filter replacements (which required building and installing a custom mounting system for an alternative, less expensive filter style).
 - b. **E-Books (42183):** CHPL contracts with Anoka County Library for access to eBooks; ACL then bills for access based on patron usage patterns and actual collection expenditures from the previous year. Currently Columbia Heights accounts for approximately 4.14% of overall eBook usage. ACL will continue to expand the eBook collection over time.
 - c. **Vehicle Repair (42280):** Maintenance and oil for the building's back-up generator.
 - d. **Minor Equipment (42010):** Event Canopy/Table Cover, and other small miscellaneous items.
 - e. **Training/Education (43105):** used for training and professional development courses or conferences.

Community Forum: Opportunity for public input; **no correspondence, and no public in attendance at this meeting**.

Old Business:

3. **Draft PowerPoint Presentation for Promoting Library Services:** The Board reviewed the draft presentation based on one used for library tours with Adult Basic Education students and provided feedback on alterations and additions. The Board will use the slideshow for presentations to community groups. They want it to promote all available resources and include details on Library membership and services (especially ones that are not well-known.)
 - a. Customizable "Title Slide" for the presenter to tailor to their own use and to specific audiences.
 - b. Clarify difference between Columbia Heights and Anoka County Libraries; how to use MNLink to find items unavailable within the Anoka County Library collection; details on library cards and membership.
 - c. More information on free E-Resources such as: **Kanopy** video Streaming, **Libby** (e-books, audiobooks, & magazines), **E-Books MN**, **Pebble GO** (K-5 interactive learning), **Homework HelpNow** (online 1-on-1 tutoring), **Learning Express** (for study/practice testing), **Encyclopedia Britannica**, **BookFLIX** (video storybooks), **HealthSource** (medical reference), **Newsbank** (Minnesota digital newspaper archive), **AllData** (vehicle repair), **Ancestry.com** (genealogical research), **Transparent Language** (language learning), **CreativeBug** (crafting tutorials), **LinkedIn Learning** (video tutorials), **MN Reflections** (historical archive), **SAMS** (electronics schematics), **ValueLine** (investment research), and more!
 - d. **Special Collections:** BingeBoxes, Book-Club-In-A-Bag, Videogames, Board/Table Games, Bakeware/Cookware, Park Pack Nature Kits, Discovery Kits (microscopes, telescopes, pickleball, snowshoes, podcasting, metal detecting, video production, yoga, D&D, musical instruments, arts & crafts, birdwatching, geology, etc.), American Indian Collection, Memory Maker Kits (for Alzheimer's/dementia

patients and caregivers), Mobile Wi-Fi Hotspots, books in world languages, DNR State Park Passes and more.

- e. Updated information on Fine-Free (CHPL only) and Auto-Renewal (ACL & CHPL).
 - f. More details on Room Reservations, City Public Wi-Fi access, Public PCs, and Wireless Printing (including the Mobile App and online printing portal).
 - g. Programming: examples of events geared for youth, adults, job seekers, families, etc.
 - h. Volunteer opportunities for teens and adults.
4. **Auto-Renewal Implementation Report:** Auto-renewal began November 1, 2022. Eligible items (those with no waiting list, available renewals, non-ILL, and the patron below fine threshold) will renew 3 days prior to their due dates. Items not eligible include e-books, DNR Park Passes, bike locks, and Inter-Library Loans (ILL). Patrons can elect to receive a courtesy notice via e-mail/text. Approximately 2,000 items auto renewed on the first day of implementation.
5. **Memorandum of Understanding with Columbia Heights Public Schools:** The MOU is signed; staff are waiting on a count of cards needed for Columbia Academy for the 2022-2023 school year. These digital cards provide students access to all available e-resources including eBooks, research databases, homework help; eCards cannot be used to borrow physical materials.

New Business:

6. **Gift of Public Art from the Library Foundation:** The Board was provided with background on the artist and the artwork, then were asked where they would like to see it displayed in the library. The consensus was within the inverted-V shaped beams at the north end of the building in the youth area. The Board was very thankful to the Foundation and would like a formal “thank you” issued.
7. **Resolution of Fraud/Theft Case:** In August, our collection agency inquired about the accuracy of a high-balance account which alerted staff to multiple instances involving expensive books borrowed from CHPL and multiple ACL locations but not returned. An individual with similar behavior in 2018 began applying for library cards online using numerous addresses, then using those cards to borrow items. The Anoka County Library Director consulted with the Anoka County Sheriff, using video evidence from multiple locations. The Sheriff’s office identified the individual, determined a current residence, executed a search warrant, and recovered 28 books. The case has been referred to the Anoka County Attorney for prosecution.
8. **Director’s Update:** Operational reports, general updates, event reminders, and items from the floor.
- a. September Operational Report
 - b. The Board expressed regret that Library staff has had to deal with multiple drunk and/or disorderly patrons verbally harassing them, which also required police calls. The Board is very appreciative of the staff for enduring this and being patient with the public and are concerned with staff mental health.
 - c. **Library Programs:**
 - i. Doug Ohman’s next *Minnesota from the Road* presentation is November 5th@ 11am.
 - ii. The 2022 Tiny Art Show is on exhibit in the Library Display Case now till the end of December.
 - iii. We received a glowing compliment of Eliza’s “Tinker Time” after-school program from a patron who regularly brings her grandchildren. She was enthusiastic about how engaging they are, and how eager the kids are to try something new each week (metalworking, slime-making, dioramas, book art, etc.).

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

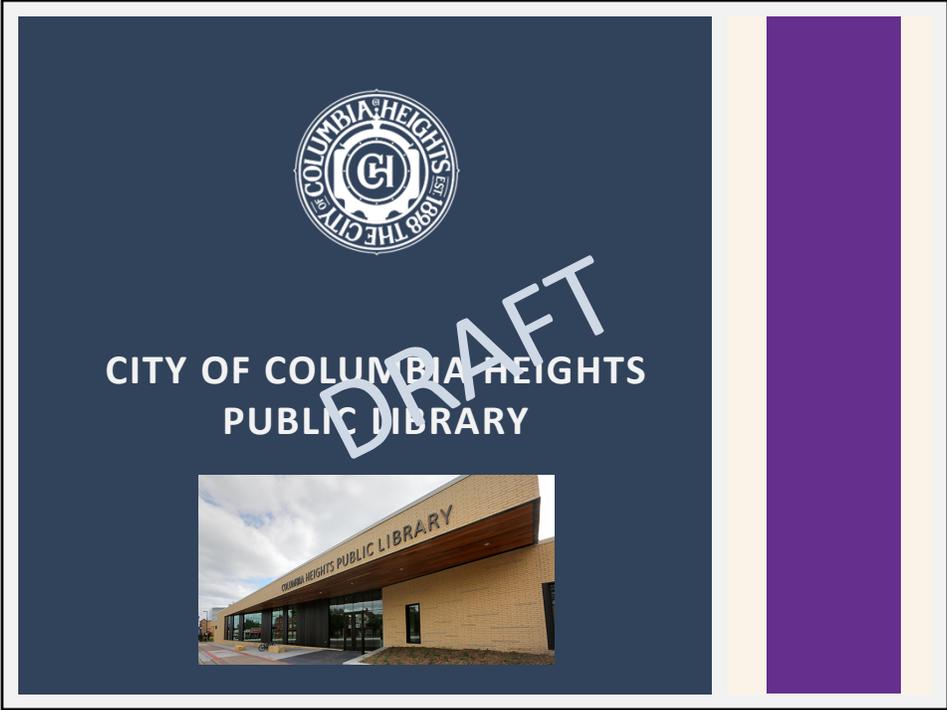
EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 11/30/2022

Fiscal Year Completed: 91.51%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2022	YTD	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		AMENDED	BALANCE	MONTH			
		BUDGET	11/30/2022	11/30/22	YEAR-TO-DATE	BALANCE	USED
41010	REGULAR EMPLOYEES	442,600.00	401,844.52	33,756.32	0.00	40,755.48	90.79
41011	PART-TIME EMPLOYEES	113,300.00	89,004.68	7,476.86	0.00	24,295.32	78.56
41020	OVERTIME-REGULAR	900.00	584.18	48.27	0.00	315.82	64.91
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	35,703.75	3,060.65	0.00	6,196.25	85.21
41220	F.I.C.A. CONTRIBUTION	42,800.00	37,188.95	3,077.77	0.00	5,611.05	86.89
41300	INSURANCE	78,200.00	70,050.65	6,368.45	0.00	8,149.35	89.58
41400	UNEMPLOYMENT COMPENSATION	0.00	709.38	0.00	0.00	(709.38)	100.00
41510	WORKERS COMP INSURANCE PREM	2,700.00	3,596.09	321.65	0.00	(896.09)	133.19
41810	COLA ALLOWANCE	101,200.00	0.00	0.00	0.00	101,200.00	0.00
42000	OFFICE SUPPLIES	1,200.00	944.81	54.72	0.00	255.19	78.73
42010	MINOR EQUIPMENT	100.00	1,091.87	0.00	0.00	(991.87)	1,091.87
42011	END USER DEVICES	30,100.00	34,448.69	0.00	0.00	(4,348.69)	114.45
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	386.77	0.00	0.00	513.23	42.97
42170	PROGRAM SUPPLIES	1,800.00	1,175.18	0.00	0.00	624.82	65.29
42171	GENERAL SUPPLIES	6,600.00	10,760.56	374.57	0.00	(4,160.56)	163.04
42175	FOOD SUPPLIES	200.00	67.21	0.00	0.00	132.79	33.61
42180	BOOKS	58,000.00	39,093.04	2,569.23	0.00	18,906.96	67.40
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	3,590.96	705.00	0.00	3,409.04	51.30
42183	E-BOOKS	8,000.00	13,658.70	0.00	0.00	(5,658.70)	170.73
42185	COMPACT DISCS	5,000.00	2,859.26	0.00	0.00	2,140.74	57.19
42187	BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189	DVD	6,300.00	4,859.10	45.73	0.00	1,440.90	77.13
42190	DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42280	VEHICLE REPAIR AND PARTS	0.00	128.43	0.00	0.00	(128.43)	100.00
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	19,200.00	13,985.86	204.85	3,328.11	1,886.03	90.18
43105	TRAINING & EDUCATION ACTIVITIES	500.00	716.16	0.00	0.00	(216.16)	143.23
43210	TELEPHONE	700.00	308.14	0.00	0.00	391.86	44.02
43220	POSTAGE	200.00	122.95	0.00	0.00	77.05	61.48
43250	OTHER TELECOMMUNICATIONS	2,300.00	1,988.53	0.00	0.00	311.47	86.46
43310	LOCAL TRAVEL EXPENSE	700.00	95.72	0.00	0.00	604.28	13.67
43600	PROP & LIAB INSURANCE	9,300.00	7,750.00	0.00	0.00	1,550.00	83.33
43800	UTILITY SERVICES	0.00	4,749.95	0.00	0.00	(4,749.95)	100.00
43810	ELECTRIC	37,100.00	36,260.03	3,319.40	0.00	839.97	97.74
43820	WATER	2,700.00	0.00	0.00	0.00	2,700.00	0.00
43830	GAS	8,000.00	10,330.72	898.79	0.00	(2,330.72)	129.13
43850	SEWER	3,200.00	0.00	0.00	0.00	3,200.00	0.00
44000	REPAIR & MAINT. SERVICES	19,600.00	18,392.47	214.66	0.00	1,207.53	93.84
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	32,788.30	0.00	0.00	6,511.70	83.43
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	28,417.21	663.00	0.00	(1,317.21)	104.86
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	0.00	4,292.16	0.00	0.00	(4,292.16)	100.00
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	61,916.70	0.00	0.00	12,383.30	83.33
44050	GARAGE, LABOR BURD.	500.00	279.25	0.00	0.00	220.75	55.85
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	127.59	0.00	0.00	72.41	63.80
47100	OPER. TRANSFER OUT - LABOR	15,750.00	13,125.00	0.00	0.00	2,625.00	83.33
47270	TRANSFER TO CAP EQP REPL FD	150,000.00	150,000.00	0.00	0.00	0.00	100.00
47370	TRANSFER OUT TO INFO TECHNOLOGY	700.00	700.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES:		1,366,500.00	1,138,235.49	63,159.92	3,328.11	224,936.40	83.54



Presenter to give personal background/role on the Library Board, etc.

THIS IS HOW I USE THE LIBRARY



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Our Columbia Heights Public Library is a hub of the community and has so much to offer! Let's begin with some of the things you can do at the library, even if you don't have a library card. Any person that visits our library can:

- Use computers at the library with internet, Microsoft Word, Excel, and Powerpoint.
- Free public WIFI
- Use study rooms in the library
- Print, copy, (10 cents a page for black and white prints, 50 cents a page for color prints)
- Scan documents (no cost)
- Attend free events for children and adults
- Hang out, study, and read!

WHAT CAN I DO WITH A LIBRARY CARD?

Check out materials to take home

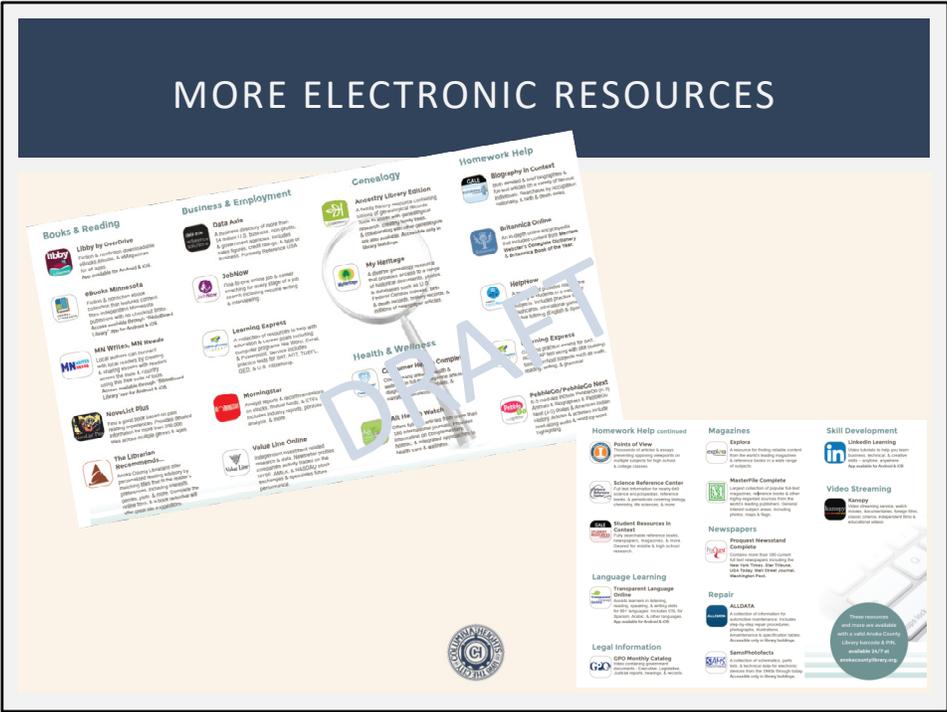
- Books, movies, music, audio books and magazines (up to 100 items at a time!)
- Request books and materials from other libraries

Access electronic resources from anywhere!

Download ebooks and e-audiobooks, or access online resources



Of course, you can also get a library card at the library! In addition to being able to check out up to 100 items at a time with your card, the library so many online resources available to you with your library card. You can stream movies with Kanopy, listen to audiobooks on your phone with Libby, get online homework help, take practice tests, or learn a new hobby. Pictured here are some of our most popular electronic resources...



But those are just a few of the many electronic resources available with a library card—there are actually more than 70! You can find them on the Anoka county website under the “research” tab, where they have been categorized under topic headings such as: books and reading, business and employment, genealogy, health and wellness, homework help, language learning, legal information, magazines, newspaper, repair, skill development, and more. {Board member might mention their favorite databases here, or even give a quick demo of one of their favorites}

HOW DO I GET A LIBRARY CARD?

- It's easy! Go to the "Ask Me" desk
- You will need a **photo identification with current mailing address**
- A parent or guardian is required for youth age 16 and under, but there is no minimum age for a library card
- You are responsible for all items borrowed on your card. If your card is lost or stolen, let the library know right away
- There is no cost for a library card




You may be wondering--how does a person get a library card?

- You can come to the CHPL or any Anoka County Library and sign up for a free library card; If you don't live in Anoka County, you can register your library card from another Minnesota library.
- Staff will ask you for photo identification and proof of your current address. This can be a driver's license, passport, or green card. Proof of your current address can be a piece of mail.
- If you do not have proof of your current address, staff will create a Welcome Card for you, which gives you access to computers, online materials, and you can check out 2 items.
- A parent or guardian is required for youth under 16 years of age.
- You are responsible for all items checked out on your card, so if you lose your card, let the library know so they can prevent anyone else from being able to use it.
- Patrons can also apply for a library card online and we will mail your card to you.

BORROWING PRIVILEGES



- Check out up to 100 items at a time
- All items check out for 3 weeks
- The Columbia Heights Library is FINE FREE! There are no fines for overdue items.
- If an item is 30 days late, you are billed for the item.
- Autorenewal: Many items will automatically renew if no one is waiting for the items



Highlight FINE FREE and new autorenewal service, offered as customer service initiatives in 2022.

YOUTH PROGRAMS



- ▶ Family Storytime
- ▶ After School activities for kids
- ▶ Out of school activities for kids
- ▶ Evening programs for teens
- ▶ Saturday programs for families
- ▶ More!



The library offers an array of programs for all ages, birth to adult. Some of our most popular youth programs are listed here. XX children attended library programs in 2021. (Board member might mention a favorite library program they have attended).

ADULT PROGRAMS



- ▶ Book clubs
- ▶ Conversation Circles for English Language Learners
- ▶ Art and craft programs
- ▶ Author events
- ▶ Cultural heritage programs
- ▶ More!



Some of our most popular adult programs are listed here. We strive to be responsive to community needs. XX adults attended library programs in 2021. One of the more popular programs in recent years have been the Bike Fix-it Clinics, which are run completely by volunteer bike enthusiasts, who love to share their knowledge and expertise with the community.

VOLUNTEERS (AND VOLUNTEENS!)

The library has roles for adult volunteers and teen volunteers (aka **volunteens**)



And speaking of volunteers! We have roles for community members who are interested in volunteering at the library. Adults serve as ESL tutors, shelf straighteners, dusters, and program leaders. Teen volunteers help with youth summer reading program, perform miscellaneous tasks in support of programs, and help shelve books. Volunteer positions require an application process and a background check.

NEW AND NOTEWORTHY

TINY ART SHOW

MINNESOTA STATE PARKS
GET YOUR FREE 7-DAY PARK PASS
Check out a pass for access to all Minnesota state parks and recreation areas.
Ask a librarian for more information.

m MINNESOTA STATE PARKS AND TRAILS

BINGE BOX
The only ticket you need is your library card!

A slide for the latest news, programs, collections, etc.

LIBRARY STAFF ARE HERE TO HELP!



Visit the Ask Me desk for help. Staff are here to help you navigate library services and programs. See you at the library!



COLUMBIA -HEIGHTS- PUBLIC LIBRARY

HOLIDAY/CLOSED DATES 2023

<u>DATE/DAY</u>	<u>HOURS</u>
January 2, 2023, Monday; NEW YEAR'S DAY (OBSERVED)	CLOSED
January 16, Monday; MARTIN LUTHER KING JR. DAY	CLOSED
February 20, Monday; PRESIDENTS' DAY	CLOSED
April 7, Friday; GOOD FRIDAY (CITY HOLIDAY)	CLOSED
May 18, Thursday; STAFF DAY (IN-SERVICE TRAINING)	CLOSED
<u>Memorial Day Weekend</u>	
May 27, Saturday	CLOSED
May 29, Monday; MEMORIAL DAY	CLOSED
July 4, Tuesday; INDEPENDENCE DAY	CLOSED
<u>Labor Day Weekend</u>	
September 2, Saturday	CLOSED
September 4, Monday; LABOR DAY	CLOSED
November 10, Friday; VETERAN'S DAY (OBSERVED)	CLOSED
November 11, Saturday; VETERAN'S DAY	CLOSED
<u>Thanksgiving Weekend</u>	
November 23, Thursday; THANKSGIVING DAY	CLOSED
November 24, Friday; THANKSGIVING FRIDAY	CLOSED
<u>Christmas Weekend</u>	
December 25, Monday; CHRISTMAS EVE DAY (OBSERVED)	CLOSED
December 26, Tuesday; CHRISTMAS DAY (OBSERVED)	CLOSED
<u>New Year's Day 2024</u>	
January 1, 2024, Monday; NEW YEAR'S DAY	CLOSED

Drafted: November 2022
Approved:



**COLUMBIA
-HEIGHTS-
PUBLIC LIBRARY**

CHPL Board of Trustees 2023 Meeting Dates

Columbia Heights Public Library • 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690 • www.columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING DATES 2023

WHEN: First Wednesdays of each month at 5:30pm (*unless noted otherwise).

WHERE: Columbia Heights Public Library Community Room

Board of Trustees

Teresa Eisenbise

Chair

Gerri Moeller

Vice-Chair

Carrie Mesrobian

Chris Polley

Rachelle Waldon

Members at Large

Nick Novitsky

Council Liaison

Renee Dougherty

Library Director

- January 4
- February 1
- March 1
- April 5
- May 3
- June 7
- July 5
- August 2
- September 6
- October 4
- November 1
- December 6

ATTENDANCE INFORMATION FOR THE PUBLIC:

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Drafted: November 2022

Approved:

**Columbia Heights Public Library
Fine/Fee Schedule 2023**

Video rental (for new releases)	\$1.00 (21 day loan period)
Replacement library card	\$2.00
Out-of-State/Non-resident library card	\$60.00 (annually)
Earbuds	\$5.00
Flash Drive	\$5.00
Hardcover adult sale book	\$1.00
Trade/Oversize paperback sale book	\$.75
Mass Market paperback sale book	\$.50
Children's hardcover sale book	\$1.00
Children's paperback sale book	\$0.25
Sale DVD	\$1.00
Sale audiobook	\$2.00
Sale audio CD	\$1.00
Print/Copy (black and white)	\$0.10
Print/Copy (color)	\$0.50
Misc.	Variable
Dishonored check fee	\$30.00
Replacement of lost or damaged materials	List price of item, plus: <ul style="list-style-type: none"> • \$8.00 processing charge for print material • \$10.00 processing charge for media material Magazines = \$6.00 or list price (if higher)
Barcode	\$0.50 (if 5 or more barcodes are missing/damaged)
RFID tag	\$0.25 (if 5 or more tags are missing/damaged)
Book Jacket	\$0.50 (if 3 or more are missing/damaged)
Audio bags, all sizes	\$1.00
Compact disc Jewel case (CD)	\$0.75
CD book case (up to 10 in a case)	\$2.50
CD book case (11-24/case)	\$5.00
CD book case (25+/case)	\$15.00
DVD case (1-4 in case)	\$1.00
DVD case (5+/case)	\$2.50
Compact disc or DVD insert (1 page)	\$1.00
Compact disc or DVD insert (multiple pages)	\$3.00
Overdue fine: Adult (hardbound and paperback books, audio discs, magazines, video discs)	\$0.30 per day (\$7.00 maximum fine)
Overdue fine: Juvenile (hardbound and paperback books, audio discs, magazines, video discs)	\$0.10 per day (\$2.00 maximum)
Referral to Collection Agency	\$12.00
Community room rental	\$25.00 per hour

Columbia Heights Public Library Library Board Report - October 2022

BUILDING

- Exterior windows were washed.
- Modern Heating retrofitted the HVAC system to accept less expensive HEPA filters.
- Orkin visited for bi-monthly pest inspection.
- Horowitz replaced HVAC filters. A boiler pump has failed and will be repaired in November.

TECHNOLOGY

- Public computers and software were purchased and are being configured for installation.
- IT staff is consulting Columbia Heights Public School staff to determine why student Chromebooks can't connect to the wireless network.
- Printing and billing problems with legal-sized paper have been resolved.
- The callbox at the staff entry failed and was repaired.

COLLECTION

- Book displays included horror fiction and Mercy Watson read-a-likes.
- Weeding continued in adult fiction.

PROGRAMS, VIRTUAL EVENTS,	DATE	INTENDED AUDIENCE	ATTENDANCE
Doug Ohman's MN from Road: Arrowhead	10/1	Adult	46
Family Storytime	10/3	Children (0-5)	28
English Language Conversation Circle	10/3	Adult	3
Tinker Time: Ocean Creature Diorama	10/4	Children (6-11)	9
Daycare Storytime	10/5	Children (0-5)	13
English Language Conversation Circle	10/6	Adult	1
Story Stroll @ Huset Park	10/7-10/10	Self-Directed	40
Sculpting Clay Pumpkin Luminaries	10/8	Children (6-11)	23
Family Storytime	10/10	Children (0-5)	26
English Language Conversation Circle	10/10	Adult	6
Mental Health Awareness- Make It OK	10/10	Adult	5
Spooky Terrariums	10/11	Young Adult (12+)	9
English Language Conversation Circle	10/13	Adult	2
Family Storytime	10/17	Children (0-5)	21
English Language Conversation Circle	10/17	Adult	3
Resume Writing with CareerForce	10/18	Adult	4
Tinker Time: Slime	10/18	Children (6-11)	25
Adult Book Club: "The Mothers"	10/19	Adult	9
Dia de los Muertos	10/19	Adult	25
English Language Conversation Circle	10/20	Adult	2
Family Storytime	10/24	Children (0-5)	23
English Language Conversation Circle	10/24	Adult	5
Needle Felted Pumpkins	10/24	Adult	14
English Language Conversation Circle	10/27	Adult	5
Consult the Law Librarian	10/27	Adult	1
Family Storytime	10/31	Children (0-5)	17
English Language Conversation Circle	10/31	Adult	4

STAFF

- Eliza Pope, Youth Services Librarian,
 - Reports that storytime features rhyming and music, which attendees are learning and sharing with families outside of the library, and parachute play on Halloween when attendance was lower than usual.
 - Planned and facilitated a hands-on Slime program for youth featuring experimentation and the addition of sensory elements to a basic clear or white base.

- Met with Renee. CHPS Director of Teaching and Learning Tara Thukral, Teaching and Learning Elementary Coordinator Emily Gartner, and Elementary Clericals Shari Alexon and Angie Fanning to discuss collaboration, ecards, and strategies to encourage families to use the public library.
- Met with Paula Abele from Prodeo Academy about library resources available to their students and ways the library can support families and students.
- Attended two meetings with Jodi Gadiant and Katie Holznagel to plan for the Advisory Council, Youth Advisory Council, and winter schedule of events for 21CCLC-funded programming.
- Cortni O'Brien, Adult Services Librarian,
 - Staffed an information booth at Columbia Heights Pride Festival (10/8) with Kelly Olson.
 - Served as the library liaison to the Friends of the Library at their meeting on 10/10.
 - Facilitated the quarterly Columbia Heights Senior Consortium meeting on 10/11.
 - Met with CHPS Community Education Director Melissa King about possible collaboration on technology programming.
 - Designed a mock voting booth providing ballot information and promoting election participation.
 - Coordinated distribution and collection of works for the Tiny Art Show.
 - Delivered materials to three "At-Home" patrons.
- Renee Dougherty, Library Director,
 - Met with the Library Foundation on 10/11 and received a donated painting "Entering the Ouroboros" by Rachel Klismith.
 - Met with Colleen Haubner about invoicing and partnering with the Anoka County Library.
 - Met with Maria Lourey-Bowen of the Anoka Job Training Center to plan a job fair in 2023.
 - Attended regular meetings of the ACL management team and public service teams, and Columbia Heights division heads.

Miscellaneous

- The local Sister Cities group installed a display for Polish American Heritage month.

FACILITY USE	2022	2021
Visitors	6,382	5,039
Study & Meeting Room Use	262	229

PUBLIC COMPUTER USE	2022	2021
Users	897	936
Sessions	1,314	1,353
Minutes	52,353	48,333

VOLUNTEERS	Total	Hours
Adult	5	25.5
Teen	1	3

