



**LIBRARY BOARD**  
**Library—Community Room, 3939 Central Ave NE**  
**Wednesday, May 04, 2022**  
**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. **Impact of Libraries Video**  
<https://youtu.be/my7P1tbPcqk>
2. **Review/Approve Minutes from April 6, 2022, Board Meeting.**
3. **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.

4. **Letter from Paul Cram (4/13/2022)**

**OLD BUSINESS**

5. **Procedure for Filling Board Vacancy**

**NEW BUSINESS**

6. **Partnership Opportunity: DNR Minnesota State Parks Library Program**
7. **Strategic Planning: Staff Priorities**
8. **Outreach Events**

**DIRECTOR'S UPDATE**

9. **March Operational 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, April 6<sup>th</sup>, 2022

Drafted  
 4/7/2022

**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.

**NOTICE THAT THIS MEETING INCLUDED PARTICIPATION BY INTERACTIVE TECHNOLOGY**

This meeting pursuant to Minn. Stat. § 13D.02 included a Library Board member participating via interactive technology. The location of the member participating interactively was open and accessible to the public. The location was Westchester Public Library-Thomas Branch (200 W. Indiana Ave, Chesterton, IN 46304).

**The meeting was called to order in the Library Community Room by Chair Tricia Conway at 5:30pm.**

**Members physically present:** Tricia Conway; Teresa Eisenbise; Gerri Moeller; Rachelle Waldon; Nick Novitsky (Council Liaison). **Members remotely present:** Carrie Mesrobian. **Members Absent:** N/A. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Recording Secretary); Kelli Bourgeois (City Manager); Sara Ion (City Clerk). **Public physically/remotely present:** N/A.

1. **Introduction of Rachelle Waldon:** The newest Board Member has lived in Columbia Heights for six years and likes the small town feel with big city access and resources. She is a librarian at North Central University in downtown Minneapolis.
2. **2022 Library Board Membership Information and Orientation:** Included in the packet was an Orientation PowerPoint presentation which members could review. Sara Ion clarified aspects of Open Meeting Law, including scenarios which could create potential violations. Sara is the resource for meeting and governance information.
3. **Oath of Office:** Rachelle and Sara agreed to complete the Oath of Office after meeting's conclusion and Carrie will complete it in future.
4. **Election of Officers:** Will now occur annually at the April meeting. Tricia announced her resignation from the Board to pursue an out-of-state job opportunity and then nominated Teresa Eisenbise as Board Chair. Gerri Moeller was nominated as Vice-Chair; both members accepted the nominations. Tricia made a **MOTION to elect Teresa Eisenbise as Board Chair, and Gerri Moeller as Vice-Chair; it was seconded, and unanimously approved via roll-call vote.**
5. The **Minutes of the March 2, 2022**, Board Meeting were **moved and unanimously approved via roll-call vote.**
6. **Operating Budget Review:** Three months into the year and 19.7% of the budget is encumbered.
  - a. **Supply Chain:** Has the Library experienced any disruptions? In the latter part of 2021, there was an above-average amount of back-ordered materials (books); but supply chain disruptions has not impacted Library operations.

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

**Old Business:**

7. **Strategic Planning:** The City's **Community Survey** has been completed. Anoka County Library recently worked on a **diversity audit of its print collection** and is working with Wilder Research to conduct a **Community Needs Assessment and Strategic Planning Process** over the next few months. MELSA will be conducting a metro-wide **Community Technology Survey**. Findings from these assessments could contribute to Columbia Heights Library's strategic planning, and the Board agreed it could wait until we have results. In the meantime, Kelli Bourgeois will be speaking with Phil Kern about conducting a planning process with the City Council and will connect him with Renee to explore whether he could facilitate a planning session with the Library Board this fall. Additionally, Renee will consult staff to pinpoint 2-3 priority initiatives and will share them with the Board during summer meetings. Nick Novitsky has spoken with Anoka County CareerForce and ISD-13 about ways to collaborate on ways to bring their services (job search services and homework help tutoring) into the library; there will be more discussions in the future. Nick also attended the last Friends of the Library meeting.

## New Business:

- 8. Approve MN Public Libraries Annual Report:** The report was submitted to the Department of Education at the end of March but requires Board review and approval. Renee shared some key data from the report (which can be viewed in the meeting packet). After reviewing the Report, the Board made a **MOTION to approve the 2021 Minnesota Public Library Annual Report as submitted; it was seconded, and unanimously approved via roll-call vote.**
- a. A section of the Annual Report lists Policies and Plans including Disaster, Records Retention, Building Accessibility, and Technology. The Board inquired whether revisions of these plans were their responsibility?
    - i. The Disaster Plan has been reviewed more recently than reported all City buildings by the Public Safety Department. This will be noted in future reports.
    - ii. The City follows the general records retention schedule for Minnesota cities.
    - iii. Building Accessibility was addressed in planning for the Central Avenue building so 2016 should be considered the most recent update.
    - iv. The Technology Plan is broadly covered by the City IT Department; The 2011 library plan created with Anoka County Library has not been updated.
- 9. City Survey:** The City of Columbia Heights hired the Morris Leatherman Survey Company to conduct a scientific survey of residents regarding public services, facilities, utilities, events, and other topics. The surveyors spoke with a random sample of four hundred residents over three weeks in February 2022. Results were received in early March and have a +/- 5% margin of error. In addition to the scientific survey, an online survey was also created for any resident who wished to participate, available on the City website. Renee summarized some of the results and encouraged the Board to review Peter Leatherman’s Council presentation and survey results. ([https://www.columbiaheightsmn.gov/departments/city\\_manager\\_administration/public\\_survey\\_results.php](https://www.columbiaheightsmn.gov/departments/city_manager_administration/public_survey_results.php)).
- 10. Director’s Update:** Operational reports, general updates, event reminders, and items from the floor.
- a. **February Operational Reports:** For Your Information.
  - b. Gerri made a **MOTION to acknowledge ten years of work and dedication by Tricia Conway on the planning groups that made the new library possible and on the Library Board;** the Board seconded and unanimously agreed. Tricia expressed thanks, acknowledged how much the Library meant to her, and her desire to continue hearing of its success!
  - c. **Library Programs:**
    - i. Coding Club has just re-started and is full.
    - ii. A series of financial literacy classes presented by Northeast State Bank will be held in April with “Finance Basics” on the April 4th, “Financial Planning and Saving” on the 11th, and “Managing Credit and Debt” on the 25th.

There being no further business, a motion to adjourn was made and seconded at 6:45 pm and the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, CHPL Board of Trustees

REVENUE AND EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS  
 PERIOD ENDING 04/30/2022  
 Fund 240 - LIBRARY

ACCT	DESCRIPTION	2022 BUDGET	YTD BALANCE 4/30/2022	ACTIVITY FOR MONTH	ENCUMBERED YEAR-TO-DATE	BUDGET BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	442,600.00	134,031.48	19,663.27	0	308,568.52	30.28
41011	PART-TIME EMPLOYEES	113,300.00	27,859.26	4,717.83	0	85,440.74	24.59
41020	OVERTIME-REGULAR	900	197.95	64.37	0	702.05	21.99
41070	INTERDEPARTMENTAL LABOR SERV	2,000.00	0	0	0	2,000.00	0
41210	P.E.R.A. CONTRIBUTION	41,900.00	11,567.59	3,175.57	0	30,332.41	27.61
41220	F.I.C.A. CONTRIBUTION	42,800.00	12,347.09	1,891.49	0	30,452.91	28.85
41300	INSURANCE	78,200.00	25,471.50	6,368.45	0	52,728.50	32.57
41510	WORKERS COMP INSURANCE PREM	2,700.00	1,130.69	335.21	0	1,569.31	41.88
41810	COLA ALLOWANCE	21,200.00	0	0	0	21,200.00	0
42000	OFFICE SUPPLIES	1,200.00	296.41	0	0	903.59	24.7
42010	MINOR EQUIPMENT	100	99.99	0	0	0.01	99.99
42011	END USER DEVICES	30,100.00	26.69	0	0	30,073.31	0.09
42012	OTHER TECHNOLOGY EQUIPMENT	0	141.97	0	0	-141.97	100
42020	COMPUTER SUPPLIES	100	0	0	0	100	0
42030	PRINTING & PRINTED FORMS	900	76.5	0	0	823.5	8.5
42170	PROGRAM SUPPLIES	1,800.00	533.34	0	0	1,266.66	29.63
42171	GENERAL SUPPLIES	6,600.00	2,987.37	1,494.08	0	3,612.63	45.26
42175	FOOD SUPPLIES	200	41.29	0	0	158.71	20.65
42180	BOOKS	58,000.00	11,219.43	2,487.62	0	46,780.57	19.34
42181	PERIODICALS, MAG, NEWSPAPERS	7,000.00	1,753.77	157.99	0	5,246.23	25.05
42183	E-BOOKS	8,000.00	0	0	0	8,000.00	0
42185	COMPACT DISCS	5,000.00	395.1	299.15	0	4,604.90	7.9
42187	BOOK/CD SET	500	0	0	0	500	0
42189	DVD	6,300.00	868.27	0	0	5,431.73	13.78
42190	DOWNLOADABLE VIDEO	2,500.00	0	0	0	2,500.00	0
42990	COMM. PURCHASED FOR RESALE	300	0	0	0	300	0
43050	EXPERT & PROFESSIONAL SERV.	19,200.00	1,339.38	173.88	14,272.44	3,588.18	81.31
43105	TRAINING & EDUCATION ACTIVITIES	500	0	0	0	500	0
43210	TELEPHONE	700	152.17	0	0	547.83	21.74
43220	POSTAGE	200	0	0	0	200	0
43250	OTHER TELECOMMUNICATIONS	2,300.00	558.72	0	0	1,741.28	24.29
43310	LOCAL TRAVEL EXPENSE	700	0	0	0	700	0
43600	PROP & LIAB INSURANCE	9,300.00	2,325.00	0	0	6,975.00	25
43800	UTILITY SERVICES	0	1,203.99	1,203.99	0	-1,203.99	100
43810	ELECTRIC	37,100.00	8,412.16	3,026.11	0	28,687.84	22.67
43820	WATER	2,700.00	0	0	0	2,700.00	0
43830	GAS	8,000.00	6,432.72	1,751.34	0	1,567.28	80.41
43850	SEWER	3,200.00	0	0	0	3,200.00	0
44000	REPAIR & MAINT. SERVICES	19,600.00	10,281.09	0	4,649.54	4,669.37	76.18
44010	BUILDING MAINT:INTERNAL SVCS	39,300.00	9,836.49	0	0	29,463.51	25.03
44020	BLDG MAINT CONTRACTUAL SERVICES	27,100.00	11,342.29	368	2,722.00	13,035.71	51.9
44040	INFORMATION SYS:INTERNAL SVC	74,300.00	18,575.01	0	0	55,724.99	25
44050	GARAGE, LABOR BURD.	500	0	0	0	500	0
44310	CREDIT CARD FEES	300	0	0	0	300	0
44330	SUBSCRIPTION, MEMBERSHIP	650	0	0	0	650	0
44375	VOLUNTEER RECOGNITION	200	0	0	0	200	0
47100	OPER. TRANSFER OUT - LABOR	15,750.00	3,937.50	0	0	11,812.50	25
<b>TOTAL EXPENDITURES</b>		<b>1,135,800.00</b>	<b>305,442.21</b>	<b>47,178.35</b>	<b>21,643.98</b>	<b>808,713.81</b>	<b>28.8</b>



April 13, 2022

Dear library board,

My name is Paul Cram. I've written in the past, so hello again!

As a reminder, in addition to being a resident of Columbia Heights for over 19 years, I've been volunteering at the library since Barb Kondrich was the Adult Services Librarian at the old library location off of 40<sup>th</sup> Avenue. I first began volunteering with the Buddy up-and-read literacy program and now host the Monday evening ESL Conversation Circle.

Why I am writing is to ask that the \$25/hour Community Room rental fee be reconsidered and/or evaluated by the board and the board give City Council an official recommendation. It's my understanding that this fee was implemented by City Council without input from you, and possibly without input from us tax-paying residents - which seems to be an oversight.

Here's an example of how this fee impacts me:

I started a non-fiction book club "Men-Who-Read" back in 2019 with an eye on fostering a love of reading for men, pursuing knowledge, having it in a neutral and sober place, for us to come together and dialogue. The library has been such an asset for us as it is neutral and welcoming - we've grown to the max capacity of 12 that the History



room provides. (Jay growth!) But now if we want to continue growing we are faced with the hurdle of location. We have these options:

1. Charge participants a fee to attend so we can cover the \$25 Community Room fee
2. Limit the book club to only 12 people so we can remain in the history room
3. Congregate in the library without a meeting room. (We wound up doing this once because of a mix-up in reserving the History Room... I think general library patrons were bothered by how loud we were?)
4. Go somewhere else.

And how sad would it be to do #4 and not meet at the library?!

It is my request that the library Board make an official recommendation to City Council on the Community Room Rental fee. (Hopefully residents will have access to it during normal business hours for "free")

I'll write City Council about this too.

With warm regards,

Paul Crain  
612 423-1360, Paul@PaulCrainActor.com



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	05/04/2022

ITEM:	Strategic Planning: Staff Priorities	
DEPARTMENT:	Library	BY/DATE: 4/29/2022

**BACKGROUND:**

**Strategic Planning: Staff Priorities**

- a. Building Customer Base
- b. Technology
- c. Communication
- d. Art

**ATTACHMENT(S): N/A**



LIBRARY BOARD

AGENDA SECTION	NEW BUSINESS
MEETING DATE	05/04/2022

ITEM:	Outreach Events	
DEPARTMENT:	Library	BY/DATE: 4/29/2022

**BACKGROUND:**

**Outreach Events**

1. Latino Fest @ Kordiak Park (Sun, June 5, Time TBD)
2. Jamboree Arts & Info Fair @ Huset Park West (Thu, June 23, 5-7:30pm)
  - a. Booth/Tabling
3. Bilingual Monarch Festival @ TBD (Wed, August 17, 5-8pm)
  - a. Storytelling
4. CH Police Eat & Greet Picnic @ TBD (Date TBD)
5. Lee Carlson Center @ TBD (Date TBD)
6. Pride Fest @ TBD (Date TBD)

**ATTACHMENT(S): N/A**



# Columbia Heights Public Library Library Board Report - March 2022

## BUILDING

- Horwitz performed quarterly preventative maintenance including filter changes on the heating, ventilation, and air-conditioning system and re-checked the boiler repair made in February
- Marco performed cleaning and maintenance on the public multifunction printer/copier.
- The riding vacuum cleaner was repaired.

## COLLECTION

- Book displays featured women’s history month, new books, and financial fitness.
- Adult and juvenile print books were selected from *Booklist* and *Kirkus Reviews*. Replacement copies, new releases by bestselling authors, and patron requests for books on potty training, medieval life, and teen suspense were purchased. Adult DVDs were ordered.
- Weeding was completed in westerns and adult nonfiction 000s and 100s.

## PROGRAMS, VIRTUAL EVENTS, SELF DIRECTED ACTIVITIES

NAME	DATE	INTENDED AUDIENCE	ATTENDANCE
Daycare Storytime	3/2	Children (0-5)	12
Baby Read, Baby Grow	3/3	Children (0-5)	14
Family Storytime	3/7	Children (0-5)	33
English Language Conversation Circle with Paul Cram	3/7	Adult	4
Friends of the Library	3/9	Adult	
Baby Read, Baby Grow	3/10	Children (0-5)	9
Wine and Words (Murzyn)	3/11	Adult	8
Family Storytime	3/14	Children (0-5)	19
English Language Conversation Circle with Paul Cram	3/14	Adult	2
Adult Book Club: <i>Vacationland</i> with author Sarah Stonich	3/16	Adult	9
Baby Read, Baby Grow	3/17	Children (0-5)	20
<del>Family Storytime - Cancelled</del>	3/21	Children (0-5)	
English Language Conversation Circle with Paul Cram	3/21	Adult	2
Land Before Time	3/22	Children (6-11)	8
Meditation for Stress Reduction with Shiray Neth	3/22	Adult	4
String Art	3/23	Young Adult (12-18)	8
<del>Baby Read, Baby Grow Cancelled</del>	3/24	Children (0-5)	
<del>Family Storytime Cancelled</del>	3/28	Children (0-5)	
English Language Conversation Circle with Paul Cram	3/28	Adult	5
Baby Read, Baby Grow	3/31	Children (0-5)	11
<b>TOTAL Programs = 17</b>			<b>168</b>

FACILITY USAGE	2022	2021
Visitors	6,274	5,380
Public Uses of Study and Meeting Rooms	217	2

## STAFF

- Eliza Pope, Youth Services Librarian, and Farrah Briest, Library Aide,
  - Installed a Post Office Early Learning Play Space. Activities include a pretend post office and community helper, town toys and puzzles. Youth decorated postage stamps and

postcards as an extension activity. Children and their families have really enjoyed having the play space back in operation!

- Cortni O’Brien, Adult Services Librarian,
  - Met with Kristen Stuenkel from CHPS Community Education to discuss Operation Pollination partnership opportunities.
  - Met with Coyce Slebodnik from Target Tech to discuss an Android Smartphone Workshop.
  - Met with Lauren Letsche and Will Rottler to plan the upcoming Adopt a Drain Program.
  - Met with the Friends of the Library on 3/9. The Friends were joined by Councilman Novitsky.
  - Delivered materials to two “At-Home” patrons
- Renee Dougherty, Director
  - Participated in conversations with Representative Sandra Feist and Senator Mary Kunesh during Library Legislative Week. Library staff and supporters thanked elected officials for supporting libraries and asked them to support library bonding requests and an increase to regional library basic system support (RLBSS.)
  - Met with the Library Foundation on March 15.
  - Participated in Anoka County Library Management Team meetings and meetings of City department heads.
  - Met with Cynthia Wentzell of the League of Women Voters – Anoka, Blaine, and Coon Rapids to brainstorm ways to mutually support voter registration efforts in 2022.
- Library staff participated in training for the migration to Office 365 and Microsoft Teams which occurred this month.

VOLUNTEERS	Total	Hours Served
Adult	2	11.5

**TECHNOLOGY**

PUBLIC COMPUTER USAGE	2022	2021
Users	962	901
Sessions	1,406	1,422
Minutes	51,999	52,800

**MISCELLANEOUS**

- The collaboration with HeightsNEXT resulted in the creation of 48 pet beds which were donated to Midwest Animal Rescue Service (MARS) in Brooklyn Park on March 16.
- The glass case featured a display on the City’s “Adopt a Storm Drain” initiative.
- Four patrons with \$75 or more in fines were referred to Unique Management.

