



LIBRARY BOARD MEETING
Library—Community Room, 3939 Central Ave NE
Wednesday, January 05, 2022
5:30 PM

AGENDA—AMENDED*

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 832 1433 7849 and passcode 654514, or by Zoom at <https://us02web.zoom.us/j/83214337849> at the scheduled meeting time. For questions please call the library at 763-706-3690.

CALL TO ORDER

- 1. Introduction of Eliza**
- 2. Review/Approve Minutes from December 1, 2021 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. Email from Jonathon Rehlander**
- 5. *Email from Rachel James (with attachment)**

OLD BUSINESS

- 6. Staffing Update**
- 7. Work Session Presentation on Overdue Fine Elimination**
- 8. Request for Reconsideration Form & Collection Development Policy**

NEW BUSINESS

- 9. Library Public Art Sub-Committee**

ADJOURNMENT

- 10. November Operational Reports (FYI)**

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, December 1st, 2021

Drafted
 12/2/2021

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 832 1433 7849** and **passcode 654514**, or by Zoom at <https://us02web.zoom.us/j/83214337849> 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 Tricia Conway at 5:32pm.

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

1. The **Minutes** of the **November 3rd, 2021**, Board Meeting were **moved and unanimously approved**.
2. **Operating Budget Review:** At 91% through the year, 77% of total budget has been expended.
 - a. Bill Lists and Operating Budget were merged into one spreadsheet with the new BS&A Financial Software.
 - b. The Board will no longer get detailed Bill Lists, but at the meetings we are able to explore the budget lines in more detail, and view the accompanying invoices and expenditures.
 - c. Past Bill Lists were always a summary of past expenses, not future purchases. As an advisory body, the Library Board is not required to approve expenditures.

Community Forum: An opportunity for community input. **No Public in Attendance at this meeting.**

Old Business:

3. **Staffing Update: Youth Services Librarian & Library Supervisor:** The position of Youth Services Librarian received 35 applications; 8 were interviewed; 2 will be offered a second interview, and we hope to have someone in place by January. The part-time Library Supervisor position garnered 7 applications; the hope is to hold interviews with all applicants who are still interested later this month.

New Business:

4. **Thank You Card from Brianna Belanger:** The Board received a card from previous Youth Services Librarian thanking them for their service, and for always supporting her programs and initiatives.
5. **Proposed Revision to Public Service Policy:** No substantial changes; updated to be more in-line with current practice. A paragraph regarding temporary residences was removed; so was a paragraph about account look-ups. **A motion was made to approve the revised Public Service Policy; it was moved and approved unanimously.**
6. **Proposed Revision to Unattended Children Policy:** The Director made updates to some of the language, but the underlying policy did not change much. The Board was kind of surprised by the need for such policy, and agreed that it is difficult to gauge at what age a child needs to be in order to be unaccompanied in the library. Children mature at different rates, and some are more well-behaved than others; this policy is mainly concerned with behavior (if a child appears too young to be unsupervised, but is quietly reading/studying, there isn't actually an issue). Staff will generally be more understanding and lenient with youth, and give more warnings for behavior than is stated in the policy, but it is important to have it as a guideline. The policy determines staff behavior if an unaccompanied child is still in the library at closing time. **A motion was made to approve the revised Unattended Children Policy; it was moved and approved unanimously.**
7. **Rescind the Telephone Look-Up Policy:** Recommend rescinding this policy as it is an outline of procedure. The policy is covered in the Data Privacy of Library Records Policy revised in 2020. **A motion was made to rescind the Telephone Look-Up Policy; it was moved and approved unanimously.**
8. **Proposed Revision of Request for Reconsideration:** The Board was thankful to be updating this request form due

to challenges occurring across the country in school libraries. On reconsideration request has been received in the last ten years but the policy should be reviewed for currency. **The revision of the Reconsideration Form was Tabled till the next meeting**, but these are some issues discussed:

- a. It is up to the Director to review these forms, and the Board made said they are more comfortable with the Library Director handling these situations, rather than the Board being the deciding body. They do not need to be involved in the decision, but should be informed of them.
 - b. The Board felt like there might be a need for an accompanying policy to go with this form (although the Collection Development policy somewhat applies here), or at least more information included on the form regarding the process of these requests and what to expect after submission.
 - c. The Library should respond to all such requests, regardless of outcome.
 - d. The questions on Page 2 should be REQUIRED.
 - e. Only residents of Columbia Heights should be able to submit Reconsideration Request Forms
9. **CHPL Public Arts Sub-Committee:** This was added to the Agenda because the Board expressed interest in discussing it at the November meeting. Most of the current Board Members were not involved in the formation of the Sub-Committee, and are not knowledgeable on the progress of the group, which has been dormant since 2018. More information will be compiled and the Art Sub-committee will be explored more at a future meeting. They haven't forgotten that a couple members of the CHPL Foundation expressed interest in joining the group, and they will be updated them when the Board makes a determination about the future of the sub-committee.

From the Floor:

- **City Council on Overdue Fines:** The Board's recommendation to eliminate overdue fines will be discussed at the January 2022 Council Work Session.
- **Fee Schedule 2022:** Unique Management (Collection Agency) has increased the cost per referral from \$8.95 to \$11.65, so the Director asked for approval to increase the fee charged back to patrons sent to collections from \$10 to \$12. The Board felt this was fair, as it is just to cover the cost; **a motion to approve the Collections Referral Fee from \$10 to \$12 was made; it was moved and unanimously approved.**
- If Board Members are interested in suggesting **Agenda items for future meetings**, or **submit research they've done for a meeting**, send Renee Dougherty (rdougherty@columbiaheightsmn.gov) an e-mail and CC: Nick Olberding (nolberding@columbiaheightsmn.gov) ahead of the meeting date.
- In order to find more direction for the Board over the next few years, at the next meeting Board Chair Conway would like the group to **revisit strategic planning** data from several years ago (those meetings were nearly 3 years ago, so it will be right on schedule with what the group had laid out). The Board, if possible, would like to know what goals the City and School District have as well; maybe there are ways to work together to more successfully attain some of these shared goals; Council Liaison Novitsky mentioned that budget planning documents submitted by each department include information on these types of goals and initiatives. Also, the City is still working on putting out the Community Survey which should provide some insight on what residents see as priorities.

There being no further business, a motion to adjourn was made at 6:37 pm, and moved. Meeting adjourned.

Respectfully submitted,

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Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

PERIOD ENDING 12/31/2021

ACCOUNT DESCRIPTION	2021 AMENDED BUDGET	YTD BALANCE 12/31/2021	ACTIVITY FOR MONTH 12/31/21	ENCUMBERED YEAR-TO-DATE	BUDGET BALANCE	% BDGT USED
Fund 240 - LIBRARY						
41010 REGULAR EMPLOYEES	442,600.00	422,828.27	27,646.22	0.00	19,771.73	95.53
41011 PART-TIME EMPLOYEES	114,100.00	92,988.32	6,902.14	0.00	21,111.68	81.50
41020 OVERTIME-REGULAR	1,000.00	587.40	39.56	0.00	412.60	58.74
41050 SEVERANCE PAY	0.00	876.76	345.46	0.00	(876.76)	100.00
41070 INTERDEPARTMENTAL LABOR SERV	2,000.00	549.49	0.00	0.00	1,450.51	27.47
41210 P.E.R.A. CONTRIBUTION	41,800.00	37,752.15	2,463.59	0.00	4,047.85	90.32
41220 F.I.C.A. CONTRIBUTION	42,800.00	38,294.73	2,651.99	0.00	4,505.27	89.47
41300 INSURANCE	82,100.00	75,437.24	5,195.01	0.00	6,662.76	91.88
41510 WORKERS COMP INSURANCE PREM	4,500.00	2,610.17	243.42	0.00	1,889.83	58.00
42000 OFFICE SUPPLIES	1,200.00	1,190.37	93.33	0.00	9.63	99.20
42010 MINOR EQUIPMENT	500.00	181.29	0.00	0.00	318.71	36.26
42011 END USER DEVICES	900.00	1,281.12	0.00	0.00	(381.12)	142.35
42020 COMPUTER SUPPLIES	100.00	76.39	35.40	0.00	23.61	76.39
42030 PRINTING & PRINTED FORMS	900.00	438.50	71.00	0.00	461.50	48.72
42161 CHEMICALS	0.00	(444.07)	0.00	0.00	444.07	100.00
42170 PROGRAM SUPPLIES	1,500.00	1,675.65	0.00	0.00	(175.65)	111.71
42171 GENERAL SUPPLIES	6,400.00	4,974.28	90.19	0.00	1,425.72	77.72
42175 FOOD SUPPLIES	200.00	38.50	0.00	0.00	161.50	19.25
42180 BOOKS	56,000.00	47,712.63	5,705.94	0.00	8,287.37	85.20
42181 PERIODICALS, MAG, NEWSPAPERS	6,500.00	7,162.46	0.00	0.00	(662.46)	110.19
42183 E-BOOKS	8,000.00	7,125.14	0.00	0.00	874.86	89.06
42185 COMPACT DISCS	5,500.00	4,956.75	557.50	0.00	543.25	90.12
42187 BOOK/CD SET	500.00	0.00	0.00	0.00	500.00	0.00
42189 DVD	6,300.00	6,208.84	292.31	0.00	91.16	98.55
42190 DOWNLOADABLE VIDEO	2,500.00	0.00	0.00	0.00	2,500.00	0.00
42280 VEHICLE REPAIR AND PARTS	0.00	2.05	0.00	0.00	(2.05)	100.00
42990 COMM. PURCHASED FOR RESALE	300.00	253.84	0.00	0.00	46.16	84.61
43050 EXPERT & PROFESSIONAL SERV.	19,900.00	14,762.51	217.64	3,390.87	1,746.62	91.22
43105 TRAINING & EDUCATION ACTIVITIES	500.00	676.04	0.00	0.00	(176.04)	135.21
43210 TELEPHONE	1,350.00	336.86	23.42	0.00	1,013.14	24.95
43220 POSTAGE	250.00	124.00	0.00	0.00	126.00	49.60
43250 OTHER TELECOMMUNICATIONS	2,650.00	1,980.11	142.02	0.00	669.89	74.72
43310 LOCAL TRAVEL EXPENSE	700.00	143.36	0.00	0.00	556.64	20.48
43600 PROP & LIAB INSURANCE	8,700.00	7,975.00	0.00	0.00	725.00	91.67
43800 UTILITY SERVICES	0.00	1,506.44	1,506.44	0.00	(1,506.44)	100.00
43810 ELECTRIC	34,200.00	35,355.71	1,073.94	0.00	(1,155.71)	103.38
43820 WATER	2,800.00	1,649.55	0.00	0.00	1,150.45	58.91
43830 GAS	9,100.00	7,607.88	1,656.20	0.00	1,492.12	83.60
43850 SEWER	3,000.00	2,476.23	0.00	0.00	523.77	82.54
44000 REPAIR & MAINT. SERVICES	16,300.00	16,581.63	206.00	0.00	(281.63)	101.73
44010 BUILDING MAINT:INTERNAL SVCS	38,200.00	35,016.63	0.00	0.00	3,183.37	91.67
44020 BLDG MAINT CONTRACTUAL SERVICES	27,100.00	24,982.21	4,151.98	2,722.00	(604.21)	102.23
44040 INFORMATION SYS:INTERNAL SVC	72,100.00	0.00	0.00	0.00	72,100.00	0.00
44050 GARAGE, LABOR BURD.	400.00	182.70	0.00	0.00	217.30	45.68
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	15,150.00	15,150.00	0.00	0.00	0.00	100.00

Fund 240 - LIBRARY:

TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	1,081,750.00	921,265.13	61,310.70	6,112.87	154,372.00	85.73
NET OF REVENUES & EXPENDITURES	(1,081,750.00)	(921,265.13)	(61,310.70)	(6,112.87)	(154,372.00)	85.73

On Wed, Dec 22, 2021, 09:10 AM Jonathon Rehlander <xxxxxxxxxxx@gmail.com> wrote:

Renee,

Thank you for the information and for setting up these appointments. Unfortunately we will not need them; we found a facility that will do it for free and obviously that saves us \$300. I do appreciate you sending the information about the policy and if you ever desire to bring it up with the council again please let me know; I feel it is a waste to have that nice room and the community at large not willing to use it because of cost.

Jonathon Rehlander

On Tue, Dec 21, 2021, 11:55 AM Renee Dougherty <RDougherty@columbiaheightsmn.gov> wrote:

Hi Jon,

Great to speak with you today. I've attached the City's new library meeting room use policy. It will provide relevant information and, hopefully, answer any questions you have about use of the space. Also attached is a responsibility form for name and contact information of the person or group plus a signature. Please complete and email back to me. I'll create a tentative reservation for 1-4 pm on each Saturday in January 2022. We can finalize details in the new year.

My contact information is below if you have further questions.

Renee Dougherty, MLIS | Library Director

City of Columbia Heights

3939 Central Avenue NE

Columbia Heights, MN 55421

rdougherty@columbiaheightsmn.gov

[100 Years of Columbia Heights](#)

Direct: (763) 706-3680

Main: (763) 706-3690

From: [Rachel James](#)
To: [Nick Olberding](#); [Renee Dougherty](#); [Nick Novitsky](#)
Subject: Letter to the Library Board in advance of 1/5/22 meeting
Date: Tuesday, January 04, 2022 10:36:19 AM
Attachments: [ALA CD 38 RESOLUTION ON MONETARY LIBRARY FINES AS A FORM OF SOCIAL JUSTICE Revised 1_27_0.pdf](#)

This message originated from outside the City of Columbia Heights email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments. If necessary, contact sender by phone. WHEN IN DOUBT, THROW IT OUT!

Please send this email to the Library Board for the 1/5/22 meeting.

To the Library Board and the Council Liaison Mr. Novitsky,

I am writing to voice my support for your effort to eliminate fines at the Columbia Heights Library.

I believe that by eliminating fines, our library can improve access for children, teens and low-income residents. I have personally heard several stories of youth and kids in our community who have been unable to use the library due to fines. Sometimes the fines are outside of their control due to split custody arrangements, inability to transport themselves to the library, or other factors.

My family members are heavy users of the library. My kids probably rack up about \$10-20 of fines each year on average, which we are able to pay due to our financial position. If we couldn't pay that amount, they would miss their bi-weekly haul of 15 books each. The wonderful community asset of our library would no longer benefit us.

A recent report showed that eliminating overdue fines removed barriers to access for children. <https://www.cde.state.co.us/cdelib/removingbarrierstoaccess>

The American Library Association recommends public libraries eliminate fines. I've attached their resolution as a pdf and here below.

Thank you for your work as a Library Board. I greatly appreciate it!

Rachel James, Columbia Heights resident

Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by “Promoting the removal of barriers to library and information services, particularly fees, and overdue charges”;

Whereas ALA Policy B.4.2 (Free Access to Information) “asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services”;

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states “All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

2018-2019 ALA CD# 38 (Rev.1/27)
2019 ALA Midwinter Meeting

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

Version: Final. 1.27.19 4:51 PM

overdue fines. More cities and counties are eliminating fines every day; in December, Dakota County announced the elimination of fines for juveniles.

On November 17, 2021, I met with Anoka library staff and a consultant from Sirsi Dynix, the integrated library system software vendor, to determine how to allow Columbia Heights to eliminate fines while the county retains them. Sirsi Dynix confirmed that Columbia Heights could eliminate fines independently of the county and outlined the steps necessary to enable this functionality, namely changing the system map and circulation rules within the software and defining the libraries, user profiles, and item types to be excluded from fines.

The Library Board requests Council consideration of the recommendation to eliminate overdue fines at the January 10, 2022, meeting.

ATTACHMENT(S):

COLUMBIA HEIGHTS PUBLIC LIBRARY
820 40TH AVE. N.E. 3939 CENTRAL AVE NE
COLUMBIA HEIGHTS, MN 55421-2996

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The library respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the library. Persons wishing to express their opinions may complete this form; by completing it, you are asking that the Library reconsider its selection of a library resource or material.

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The material will be reviewed by one of the professional staff members. The professional staff member and the director will have a conversation about the item and a written response will be supplied to the complainant. If necessary, the material may also be reviewed by the Board of Trustees and the City Manager.

No material will be arbitrarily removed from the collection because of a complaint from a patron. No material will be reconsidered without a written Request for Reconsideration. Please read the Collection Development policy for more information about how library materials are selected.

(HCL: The Library Board, upon request, hears appeals of the Library's response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Library Board and will be taken up at Board meetings.)

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Request initiated by:

First Name, Last Name _____
Email _____
Phone: cell _____, home or work _____

Are you a resident of Columbia Height? y/n
Address
Street, Apt #
City, State, Zip

- What would you like reconsidered: _____
- Printed Material
 - Video
 - Audio Recording
 - Electronic Resource

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Author/Producer: _____
Title: _____
1

Revised 8/8/07; 1/03/2022

Publisher ~~or product~~: _____

Publication date: _____ Call number: _____

~~Request initiated by:~~ _____

~~Address:~~ _____

~~City:~~ _____ ~~Zip code:~~ _____

~~Telephone:~~ _____

Complaint represents (check one):

~~_____~~ Himself/Herself

~~_____~~ Organization Name: _____

~~_____~~ Other group Identify: _____

Check one item: ~~_____~~ Book ~~_____~~ Periodical ~~_____~~ Audio cassette _____

~~_____~~ Video/DVD _____ ~~_____~~ Other _____

~~1.~~ Did you read or view the entire item? _____

~~10-2.~~ If not, which parts did you read/view?

~~11-3.~~ Specifically, to what do you object?

~~12-4.~~ What do you feel might be the result of reading, hearing, or seeing the material?

~~13-5.~~ What is there about this material that you consider good or useful?

~~14-6.~~ Are you aware of the judgment or evaluation of this material by professional reviewers?

~~15-7.~~ What do you believe to be the theme or message of this material?

7. What would you like your library to do about this ~~book~~ resource?

2

Revised 8/8/07; 1/03/2022

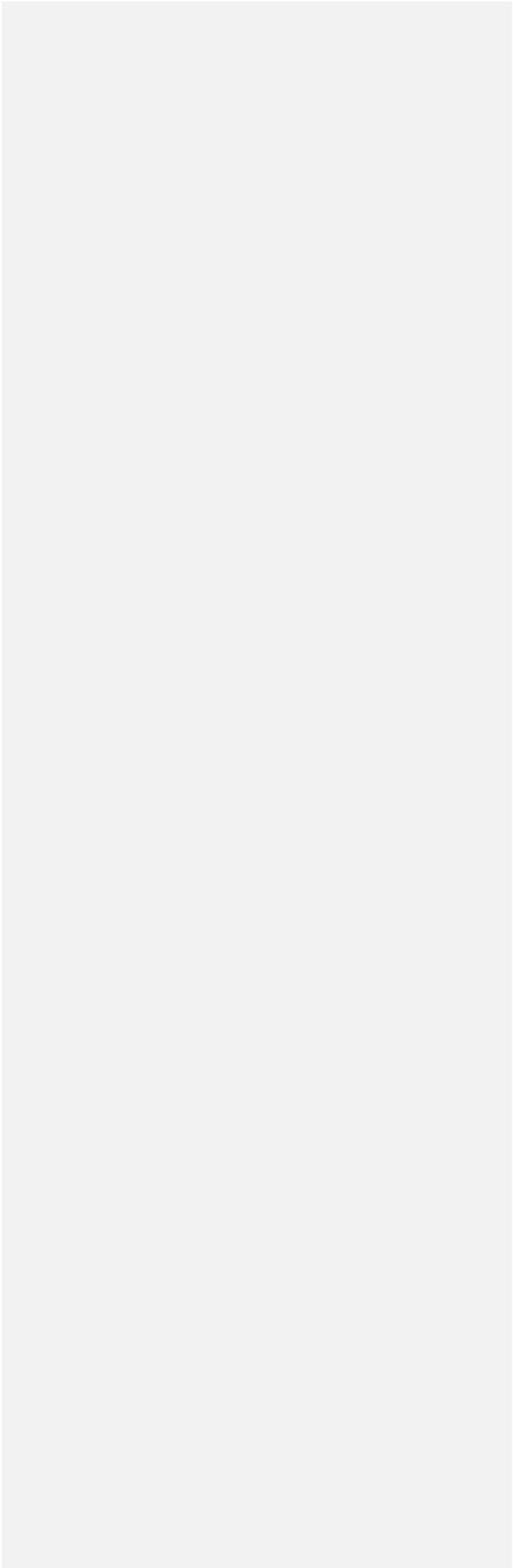
Attach additional sheets if necessary.

|

|

Signature of Complainant

Date



3

|

Revised 8/8/07: 1/03/2022

COLLECTION DEVELOPMENT

PURPOSE The purpose of the following policy is to provide guidelines for librarian selectors and to inform the public as to the principles upon which decisions are made concerning the library's permanent collection. The Columbia Heights Public Library affirms the principles of the Library Bill of Rights (Appendix 1); the Freedom to Read statement (Appendix 2); the Freedom to View statement (Appendix 3) of the American Library Association.

DEFINITIONS The words "library materials", or other synonyms that occur in this policy have the widest possible meaning to include every format of permanent record.

SELECTION The library, as a major source of informational, educational, and recreational materials for the community, accepts the responsibility to provide an extensive balanced collection for its patrons. Every effort will be made to select a full range of materials representative of all points of view concerning a subject.

A material under consideration for inclusion in the collection will be judged on its merits in relation to the following:

- A. Materials will be considered regardless of the writer's race, nationality, or political and religious views.
- B. Materials of sound factual authority will be considered regardless of either partisan or doctrinal disapproval.
- C. No book will be excluded because certain passages may prove offensive to some patrons.
- D. Materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner will not be selected.
- E. Textbooks used in the schools and colleges will not be supplied on demand, but a book will not be excluded because it is a textbook.
- F. Materials under consideration will be judged in reference to reader interest and the need for the particular item in the library's collection.
- G. Materials on subjects of high current interest should meet the same requirements as other materials under consideration.
- H. Materials of an ephemeral nature will be considered for selection if there is either a high demand or if the item contributes to the record of local history.
- I. Physical format of materials under consideration should be suitable for heavy wear received through circulation.

- J. Expensive or low-demand materials will be considered on the basis of availability elsewhere in the metropolitan area.
- K. Basic religious books will be selected.
- L. Materials of local and regional history and events of interest will be a focus of the collection.

The library will attempt to provide the best library materials available within the limitations of its budget, and if the requested materials are not available on-site, the library will either institute inter-library loan procedures or make a referral to another institution.

The library will attempt to select children's materials which represent a wide range of interests and viewpoints, and the staff will not restrict the reading of these books by any child on the premises. The censorship, if any, of child's reading shall be and remain a parent or guardian responsibility.

The following reputable reviewing services may be consulted for book reviews.

- A. Booklist
- B. Kirkus Reviews
- C. Library Journal
- D. School Library Journal
- E. New York Times Book Review
- F. Minneapolis Tribune book review section
- G. VOYA
- H. Numerous individual lists of a special nature, publisher's catalogs, award winners, etc. Recommendations from patrons will be accepted, but a recommendation must meet the same standards for purchase as a professionally-selected material.

Systematic removal from the collection of materials outdated in factual content or physically in need of replacement is essential in maintaining the quality of the resources available for use.

USE OF MATERIALS The library recognizes that many books are controversial and that any given item may offend some patrons. Materials will not be marked to show either approval or disapproval of the contents, and no catalogued materials will be sequestered, except for the express purpose of protecting them from theft and/or physical defacement.

The use of rare items of value may be controlled to the extent required to preserve them from harm.

Materials will be stored in their usual classified location on open shelves with related materials. Free access to materials on open shelves will be maintained.

GIFTS

The library welcomes gifts, and the collection has been enriched by many donations of materials. Gift materials must meet the same standards as items purchased by the library, and the library reserves the right to reject, to evaluate, or to dispose of gift materials in accordance with the criteria applied to purchased materials.

Two types of gifts are encouraged:

- A. Monetary: The selection of materials to be purchased will be made the library staff.
- B. Informal: Certain materials (paperbacks, periodicals, audiovisual materials, old hardcover books) are donated on an informal basis for use in the catalogued collection, for replacement of missing issues of periodicals,
Materials not of general use are added to the library’s book sale cart.

The library reserves the right to add those materials deemed proper into the permanent collection.

If it is so desired, the items may be identified by a bookplate,

COMPLAINTS

The library respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the library. Persons wishing to express their opinions may complete a Request for Reconsideration Form. Materials in question will be reviewed by one of the professional staff. The materials will then be discussed by the staff member and the director, and a written response will be supplied to the complainant. If necessary, the material may also be reviewed by the Board of Trustees and the City Manager.

No material will be arbitrarily removed from the collection because of a negative complaint from a patron. No material will be reconsidered without a written Request for Reconsideration.

Approved: August 8, 2007

Revised: 10/7/2020

Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690

TO: Columbia Heights Public Library Board of Trustees
FROM: Renee Dougherty, Library Director
SUBJECT: November 2021 Operational Report
DATE: November 30, 2021

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. The AED (automated external defibrillator) in the lobby was replaced with a newer model.
 - B. Marco finished installation of new servers for the security cameras.
 - C. Aid Electric replaced numerous drivers in LED ceiling lights.
- II. TECHNOLOGY
 - A. Bibliotheca repaired a malfunctioning self-check kiosk.
- III. COLLECTION
 - A. Adult print materials were chosen from the July and September 1 issues of *Booklist*; the August issues of *Kirkus Reviews*; and the August and September issues of *Library Journal*. Adult bestsellers with December publication dates and popular paperbacks were ordered. Juvenile print materials were selected from the July issue of *Booklist*, and the September issues of *Growing Minds* and *Booklinks*. Final orders of audiobooks and videos were placed.
 - B. Weeding was completed in adult nonfiction 600-746.
- IV. LIVE AND VIRTUAL PROGRAMS
 - A. The Art of Indigo Dye, a class for adults, was held on November 1.
 - B. The Tiny Art Show was on display throughout the month.
 - C. A “Print and Repeat Bags” class for youth was held on November 12.
 - D. The quarterly MELSA survey of reference questions was completed November 15-20.
 - E. Tapestry Weaving, a class for adults, was held on November 16.
 - F. The adult book club discussed “The Vanishing Half” by Brit Bennett on November 17.
 - G. A Story Stroll was held at Sullivan Park on November 17-18.
 - H. The Friends of the Library met on November 18.
 - I. Poems in the Park were offered in LaBelle Park on November 19.
 - J. The Wine and Words book club was held on November 19 at Murzyn Hall.
 - K. Three sessions of family storytime were offered this month.
 - L. Five sessions of Coding Club for youth were offered this month.
 - M. Materials were delivered to At-Home patrons.
 - N. Adult volunteers contributed eight hours of service.
- V. STAFF
 - A. Human Resources Director Kelli Wick and I interviewed eight of the thirty-five applicants for the Youth Services Librarian position. Two finalists will be invited to a second interview on December 3.
- VI. FOUNDATION
 - A. The Foundation did not meet this month.
- VII. MISC
 - A. I presented the proposed 2022 Library Budget at a City Council work session on November 3.

- B. I met with the assistant finance director to communicate reporting needs from new financial software.
- C. I trained in the timecard portion of the BS&A financial software on November 9.
- D. Cortni O'Brien and I participated in a consultation about going overdue fine-free with Anoka County Library staff and a consultant from ILS software vendor Sirsi Dynix on November 17.
- E. I met with the city manager and department heads on November 1, 15, 22, and 29.
- F. I met with the Anoka County Library Management Team on November 4.
- G. I met with the Anoka County Library Public Service Team on November 24.

VIII. CIRCULATION (reported quarterly)

IX. GATE COUNT, PROGRAMS AND MEETING ROOM USE

	<u>October 2020</u>	<u>October 2021*</u>
<i>Gate count</i>	4,938	5,039
<i>Library Programs</i>	5	20
<i>Room Use</i>	0	229

X. COMPUTER/INTERNET USE

	<u>October 2020</u>	<u>October 2021*</u>
<i>Patron Use (Logins):</i>	1,112	936
<i>Computer Use (Sessions):</i>	1,742	1,353
<i>Minutes Used:</i>	42,840	48,333

**Library open to the public for 32 hours per week at 50% capacity July 6-January 31, 2021; 40 hours per week February 1 – September 3, 2021; and 47 hours per week September 7-December 31. Meeting and study rooms available for use starting August 23, 2021. October 2021 gate count is estimate based on daily averages because the gate counter was broken.*

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>October 2020</u>	<u>October 2021</u>
<i>Accounts Submitted</i>	917	960
<i>Dollars Submitted</i>	\$169,622.11	\$164,936.32
<i>Dollars Received</i>	\$22,144.63	\$24,359.25
<i>Materials Returned</i>	\$44,043.29	\$45,966.70



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TO: Renee Dougherty, Library Director
 FROM: Cortni O'Brien, Adult Services Librarian
 SUBJECT: Adult Services - November 2021 Operational Report
 DATE: November 30, 2021

I. Adult Programs and Displays

- a. Library book displays throughout the month included Native American Heritage month, painting, new books, and Project Bookshelf.
- b. The glass display case exhibited the library's first "Tiny Art Show," with 22 local art submissions on 3x3 inch canvases.
- c. Parcel Arts offered an "Art of Indigo Dye" program in person on Nov. 1. Fifteen adults attended the Legacy-funded program.
- d. The MN Textile Center offered a "Tapestry Weaving" program via Zoom on Nov. 16. Eighteen adults attended the Legacy-funded program.
- e. The Library Book Club met on Nov. 17 to discuss "The Vanishing Half" by Britt Bennett. Thirteen adults participated and voted on the book selections for 2020.
- f. The Wine and Words book club met at Murzyn Hall to discuss "The Lightkeeper's Daughters" by Jean Pendziwol on Nov. 19. Eight adults attended.
- g. The last "Poems in the Park" of 2021 was held at LaBelle Park on Nov. 19. Twelve people reported attendance.
- h. Deliveries were made to At-Home Patrons.
- i. Spring program planning is underway.

II. Meetings/Outreach

- a. BS & A timesheet training on Nov. 10
- b. Renee and I attended Sirsi Dynix training on Nov. 17.
- c. I met with the Friends of the Library on Nov. 18.
- d. I met with the Columbia Heights Senior Consortium on Nov. 23
- e. I met with local artist/printmaker Natasha Pestich to discuss partnership opportunities on Nov. 30.

III. Projects

- a. With assistance from the Friends of the Library, a collection box is place in the library for Project Bookshelf, an annual collection of new, donated books for children and teens, to be distributed through SACA's holiday store. Donated books will be accepted through Wed, Dec. 8.
- b. Final orders were written for office supplies, DVDs and audio books.

IV. Other

- a. One adult volunteer donated 8 hours to the library, performing miscellaneous tasks under my supervision.



City of Columbia Heights | *Library*

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To: Renee Dougherty, Library Director
 From: Winnie Coyne – Library Clerk
 Subject: November Operational Report
 Date: November 24th, 2021

I. COLLECTION PROJECTS

- A. **Magazines:** Magazine labels were typed for newly received magazines.
- B. **Damaged Shelf:** Items older than 1 month were cleared from the shelf.
- C. **Paperback order:** Two paperback orders were sent this month.
- D. **Book Display:** There was no display this month.
- E. **Weeding Projects:** Renee is regularly giving me books to withdraw. The nonfiction section is being weeded right now.
- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company. If not or if they are in very bad shape they are recycled.

II. MAINTENANCE

- A. **Fire extinguisher:** The fire extinguishers were checked November 24th.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount. The gate was broken until November 3rd so staff manually kept track of the number of patrons who came into the library.
- C. **Public Works:** This month, Public Works was here to check on the boilers.
- D. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff Thursday, December 2nd.
- E. **Bulletin Board:** Old notices are removed once they have expired or have been up for thirty days and new notices are put up as we receive them. We have information about free law help classes, job openings, and local events.
- F. **Shelf Reading:** The pages are continuing the fall shelf reading assignments. An adult volunteer will also be shelf reading starting in December.
- G. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. The Facebook page has been sharing posts from the Recreation, City, Fire, and Police Department pages. We also shared information about closures for Veteran's Day and Thanksgiving.