



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, March 06, 2024
5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or virtually via Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting> and entering Meeting ID **258 931 356 928** and passcode **DJhAgg** at the scheduled meeting time. For questions please call the library at 763-706-3690.

CALL TO ORDER

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from February 7, 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.

NEW BUSINESS

- 4. Spring Event Promotion**
- 5. 2023 Year in Review**

DIRECTOR'S UPDATE

- 6. January Board Report**

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, February 7th, 2024

Drafted
2/8/2024

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 Gerri Moeller at 5:37pm.

Members physically present: Gerri Moeller; Carrie Mesrobian; Melanie Magidow; Chris Polley; Justice Spriggs (Council Liaison). **Members remotely present:** N/A. **Members absent:** Rachelle Waldon. **Also present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public remotely present:** Ava Mein.

1. The Meeting's Agenda was **approved as-is**.
2. The **Minutes** of the **January 3rd and January 13th, 2024**, Board Meetings were **moved and approved**.
3. **Review 2024 Operating Budget:** 8.47% of the year and 5.93% expended; no concerns raised.

Community Forum: Opportunity for public input. No correspondence. One member of the public remotely in attendance.

Old Business:

4. **Strategic Directions:** The Board reviewed Version 2.0 of the Strategic Directions 2024-2026 document and agreed that it was a good framework to focus on in the coming years (see Agenda Packet for full list). Additional ideas brought up during this meeting were: organize our network of past/future partnerships to help (re)establish the connections for future collaboration; boost accessibility (eg. standing desk computer option, video conferencing access); niche/focused displays (eg. comedian memoirs); display suggestion box to gather insight from patrons; consider shelf-talkers to help merchandise the collection; and making "What is the Board reading?" an official item of future meetings (plus use for social media posts).
 - a. **Collections:** raising awareness, increasing appeal, and boosting circulation
 - b. **Communications:** revitalized website, collaboration with communications staff, patron input, promotions
 - c. **Outreach:** more events, more partnerships and renewed ones, more librarian outreach visits
 - d. **Space:** play/learning areas, repair/renewal of facility, custodial duties, parking, safety/accessibility

A motion to adopt the Strategic Directions 2024-2026 as the Library's guiding document was made; seconded, and unanimously approved.
5. **Website Redesign Process:** Revize (host of the City website) will be meeting with Renee and the City Communication team next week to discuss the steps of moving forward with the proposed Library micro-site.

New Business:

6. **City-wide Book Club:** Justice Spriggs would like the city to host a book club and wanted to get the Board's opinion on the subject; it is still in the feasibility and planning stages. The thought was to frame it around a book like *Walkable City: How Downtown Can Save America, One Step at a Time* by Jeff Speck to help gain support and educate people on the benefits of building community around people rather than automobiles. The Board liked the idea, but advised that when nonfiction books are chosen for Book Clubs they are generally narrative nonfiction that tells a story. Previous attempts at a city-wide Book Club, were not well attended, and many had not read the book.

7. **After-School Community Learning Grant:** The Library and Recreation were approached by the school district about applying for an after-school learning grant through the Minnesota Department of Education; after losing out on the last round of federal grants for 21st Century Learning Centers. Applications are due by February 22, and programming will begin in May, so it is a quick turn-around. The partners (Library, Recreation, School District) will focus on programming for youth in grades 1-5.
8. **Tri-Metro Arts Collective Exhibition Application:** In the absence of a defined CHPL Public Art Committee, the Library Board reviews and approves art exhibition applications. The current application has been submitted by Columbia Heights Public School art teacher, Sarah Honeywell, and would be comprised of student artwork (mostly 2D, but potentially some sculptures). The exhibition hopes to attract the area's teen population to the library; it will consist of a juried showcase event and continuing exhibition from April -May 2024. **The Board made a motion to approve the application by the Tri-Metro Arts Collective; it was seconded and unanimously approved.**

Director's Update:

9. **December Board Report:** Provided as an FYI.
10. **From the Floor:**

- a. **What is the Board Reading?:**

- i. Carrie: *Pig Earth* John Berger; *A Court of Thorns and Roses* Sarah J Maas
- ii. Chris: *The InvestiGATORS* John Patrick Green; *33^{1/3}: PJ Harvey's Rid of Me* Kate Schatz
- iii. Melanie: *The Turtle of Oman* Naomi Shihab Nye; *Remarkably Bright Creatures* Shelby Van Pelt
- iv. Gerri: *Nettle & Bone* T. Kingfisher; *This is Your Mind on Plants* Michael Pollan
- v. Justice: *Walkable City: How Downtown can Save America, One Step at a Time* Jeff Speck
- vi. Renee: *What You are Looking For is in the Library* Michiko Aoyama
- vii. Nick: *White Noise* Don DeLillo

There being no further business, the meeting was adjourned at 6:28 pm.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

Strategic Directions 2024 – 2026

Collections – Increase awareness, promote availability, and boost use of library resources

- Increase the appeal of physical collections:
 - Merchandising strategies, simplification, face out covers on shelves and displays
 - Weeding unattractive, outdated, and worn materials
- Boost circulation of physical and digital materials:
 - Expand SORA from Columbia Academy and High School to all CHPS schools and students
 - Increase number of library card holders
 - Consider other types of materials (Library of things, art, video games, table games, materials exclusive to Columbia Heights, eBooks)

Communications – Show and tell the breadth of library services and their impact on the community

- Map the customer journey to determine patterns of use
- Revitalize the Library website
- Use the expertise of city communications staff
- Conduct a patron survey
 - Routinize whiteboard questions in the library
- Determine library “brand” and have a consistent look and feel across print and digital platforms
- Take photographs – events, people, displays
- Raise awareness of underused collections (streaming video, large print, music)
- Communicate benefit and value (free resources, life-long learning, social connections)
- Quarterly Board member attendance and/or reports to the City Council

Outreach – Determine identify of community and how the library can connect

- Identify non-users and prospect for new customers
 - Demographic research
 - Increase number of open house events with targeted groups (ECFE, adults, ELL learners at CHPS elementaries, entrepreneurs/business owners)
- Re-establish partnerships and establish new partnerships (Existing: Metro North Adult Basic Education (ABE), Columbia Heights Public Schools, Early Childhood and Family Education, Heights Next)
- Expand active and passive programming (classes, cosplay, movies, book clubs, game contests)

Space – Ensure the building is welcoming, safe, comfortable, and accessible to all

- Address concerns about safety
 - Staff de-escalation training
- Address cleaning issues and custodial staff shortages
- Plan and budget for repair and replacement (HVAC, door access/card readers, video cameras, building security, self-check kiosks, furniture, community room AV, study room technology)
- Early literacy play and learning spaces for all ages
- Explore use of vacant lot (green space, parking lot)
- Conduct space and fixture evaluation and capture metrics of use

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

PERIOD ENDING 2/29/2024

Fiscal Year Completed: 16.39%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	69,355.65	33,968.43	0	446,044.35	13.46%
41011	PART-TIME EMPLOYEES	144,300.00	22,078.07	12,023.04	0.00	122,221.93	15.30%
41020	OVERTIME-REGULAR	700.00	283.88	79.49	0.00	416.12	40.55%
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	
41070	INTERDEPARTMENTAL LABOR SERVICES	500.00	0.00	0.00	0.00	500.00	0.00%
41210	P.E.R.A. CONTRIBUTION	48,000.00	6,690.19	3,369.50	0.00	41,309.81	13.94%
41220	F.I.C.A. CONTRIBUTION	50,500.00	6,971.40	3,502.06	0.00	43,528.60	13.80%
41300	INSURANCE	82,800.00	13,660.61	6,830.84	0.00	69,139.39	16.50%
41510	WORKERS COMP INSURANCE PREM	5,000.00	711.76	357.64	0.00	4,288.24	14.24%
42000	OFFICE SUPPLIES	1,200.00	121.47	0.00	0.00	1,078.53	10.12%
42010	MINOR EQUIPMENT	100.00	493.40	339.85	0.00	-393.40	493.40%
42011	END USER DEVICES	3,300.00	73.97	0.00	2,420.36	3,226.03	2.24%
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	969.94	0.00	0.00	-969.94	
42030	PRINTING AND PRINTED FORMS	700.00	72.00	72.00	0.00	628.00	10.29%
42170	PROGRAM SUPPLIES	1,000.00	50.00	0.00	0.00	950.00	5.00%
42171	GENERAL SUPPLIES	7,300.00	518.18	39.34	0.00	6,781.82	7.10%
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97%
42180	BOOKS	55,000.00	7,650.48	3,096.13	0.00	47,349.52	13.91%
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	860.52	855.02	0.00	6,939.48	11.03%
42183	EBOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
42185	COMPACT DISCS	4,700.00	0.00	0.00	0.00	4,700.00	0.00%
42187	BOOK/CD SET	800.00	0.00	0.00	0.00	800.00	0.00%
42189	DVD	6,500.00	516.49	309.60	0.00	5,983.51	7.95%
42990	COMM. PURCH FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00%
43050	EXPERT AND PROFESSIONAL SERVICES	5,400.00	732.68	732.68	1,848.00	4,667.32	13.57%
43105	TRAINING AND EDUCATIONAL ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00%
43210	TELEPHONE	900.00	624.56	0.00	0.00	275.44	69.40%
43220	POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00%
43250	OTHER TELECOMMUNICATIONS	3,200.00	275.12	13.10	0.00	2,924.88	8.60%
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00%
43600	PROP & LIAB INSURANCE	12,300.00	1,025.00	0.00	0.00	11,275.00	8.33%
43800	UTILITY SERVICES	7,000.00	0.00	0.00	0.00	7,000.00	0.00%
43810	ELECTRIC	46,300.00	1,669.12	1,669.12	0.00	44,630.88	3.61%
43830	GAS	16,600.00	1,837.66	1,837.66	0.00	14,762.34	11.07%
44000	REPAIR & MAINT. SERVICES	18,700.00	10,135.63	199.15	800.00	8,564.37	54.20%
44010	BUILDING MAINT: INTERNAL SVCS	43,800.00	3,650.00	0.00	0.00	40,150.00	8.33%
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	1,820.00	90.00	3,631.86	27,180.00	6.28%
44030	SOFTWARE AND SOFTWARE SUBSCRIPTION	18,800.00	0.00	0.00	0.00	18,800.00	0.00%
44040	INFORMATION SYSTEMS INTERNAL SERVICE	87,800.00	7,316.67	0.00	0.00	80,483.33	8.33%
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00%
44330	SUBSCRIPTION, MEMBERSHIP	700.00	181.00	0.00	0.00	519.00	25.86%
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00%
47100	OPER. TRANSFER OUT - LABOR	18,600.00	1,550.00	0.00	0.00	17,050.00	8.33%
TOTAL EXPENDITURES:		1,262,000.00	162,546.92	69,384.65	8,700.22	1,099,453.08	12.88%

Columbia Heights Public Library

SPRING EVENTS

March, April, May, 2024

Columbia Heights Public Library

3939 Central Ave NE
Columbia Heights, MN 55421

Reference/Information:
(763) 706-3690
Renewal: (763) 324-1590

www.columbiaheightsmn.gov
www.anokacountylibrary.org
www.facebook.com/chplibrary

Library Hours:

Monday - Thursday:
10 am - 7 pm
Friday: 10 am - 4 pm
Saturday: 10 am - 3 pm
Sunday: CLOSED

Library Closed

Good Friday: Mar 29
Staff Day: May 16
Memorial Weekend: May 25-27

MWMO Weaving Water: Why Knot?

Sat, Apr 20, 10 am
Make a cotton macramé plant hanger with Mississippi Watershed Management Organization Artist in Residence Sarah Nassif. Learn about the chemistry of organic indigo and dip your creation in an indigo vat to dye it shades of blue. All ages and abilities welcome! Registration required.

Financial Literacy Series

How to Improve Credit and What to Do if You Have None
Mon, Apr 1, 5-6 pm

Discover proven techniques to build a solid credit history, establish healthy financial habits, and open doors to better opportunities. Registration required.

Looking at the Fine Print for Loans, Credit Cards, etc.
Mon, Apr 8, 5-6 pm

Gain clarity and confidence in your financial decisions as we unveil the terms and conditions, fees, and potential risks associated with borrowing and credit. Registration required.

Managing Credit Cards and Debt
Mon, Apr 15, 5-6 pm

Learn the ins and outs of managing credit cards and debt, and gain the knowledge and skills needed to make informed financial decisions. This session will empower you to navigate the complex world of personal finance with confidence. Registration required.

Saturday Scribes Author Series

Join the Library for the Saturday Scribes Author Series, featuring local Minnesota authors. Learn about the author's inspirations, writing process, and more. Registration Required.

Kao Kalia Yang

Sat, Apr 13, 10:30 am-12 pm

Hmong American teacher, speaker, and the award-winning author of the memoirs; *The Latehomecomer*, *The Song Poet*, *Somewhere in the Unknown World*, and *Where Rivers Part*.

Chad Corrie

Sat, May 11, 10:30 am-12 pm

Author and creator of the Wizard King Trilogy – *Return of the Wizard King*, *Trial of the Wizard King*, and *Triumph of the Wizard King* – the first of which was published in 2020.

**Registration for all library programs opens four weeks
in advance**

Adults

Conversation Circle

Mondays, 5:30-6:30 pm

Wednesdays, 5:30-6:30 pm

Thursdays, 2-3 pm

Conversation Circle is a casual gathering of adult English-language learners who meet at the library to practice their speaking skills in a group setting with help from an English-speaking volunteer. No registration required.

Library Book Club

The third Wednesday of the month, 10-11 am

The library's Adult Book Club meets monthly in the library's community room. Join us each month or drop in for a discussion!
No registration is required.

Mar 20: *Signal Fires* by Dani Shapiro

Apr. 17: *House in the Cerulean Sea* by T.J. Klune

May 15: *The Seven Husbands of Evelyn Hugo* by Taylor Jenkins Reid

June 19: Juneteenth Holiday, Library Closed

Mystery Book Club

Third Wednesday of the Month, 5:30 pm

Join library staff and fellow mystery lovers for a bi-monthly mystery book discussion.

No registration is required.

April 17: *The Dry* by Jane Harper

June 19: Juneteenth Holiday, Library Closed

Consult with the Law Librarian

The fourth Thursday of the month, 5-7 pm

Mar 28, Apr 25, May 23

The Anoka County Law Library Director will be at the Columbia Heights Public Library each month to answer legal reference questions, help locate legal forms, and provide referral services where possible. Please note that law library staff are not attorneys and cannot provide legal opinions, interpretations, or advice.

No registration required.

Pet Beds for Animal Shelters

Sat, Feb 24, 11 am-2 pm

Offered in partnership with the HeightsNEXT community group. Drop in between 11 am-2 pm to make a pet bed for an animal in need. All supplies will be provided, but we will accept clean fleece and stuffing donations on site that day. No registration required.

Puzzle Contest

Sat, Mar 9, 10 am-12 pm

This contest is brought to you by the Friends of the Columbia Heights Library. Register in teams of two to four people for a puzzle contest at the library! Call or email Adult Services Librarian Elizabeth to register: 763-706-3681 or eripley@columbiaheightsmn.gov

Driver's Licenses for All with COPAL

Thu, Mar 14, 5-7 pm

An information session for members of the Columbia Heights Community. COPAL-MN is a grassroots organization focused on leading "social impact initiatives to improve the quality of life for Latin American families." Registration preferred but not required.

Start Writing Your Life at 55 Plus

Wed, Mar 13, 5:30-7 pm

With creative writing prompts and exercises, you'll learn simple tips for starting—and staying with— your writing project, no matter what it is! This program is funded by the Minnesota Arts and Cultural Heritage Fund. Registration required.

Photography Basics: Bring your own Smartphone

Wed, Apr 24, 5:30-7 pm

We'll talk about things like visual composition, timing, light at different times of day, getting natural expressions, backgrounds, etc. This program is funded by the Minnesota Arts and Cultural Heritage Fund. Registration required.

Kids & Families

Family Storytime

Mondays, Mar 4 – Apr 29, 10:30-11 am

Share books, songs, and rhymes with your children at this storytime designed to promote school readiness in 2- to 5-year-olds. Librarians, caregivers, and children will sing, talk, read, write and play together to build early literacy skills. Siblings are also welcome! No registration required.

Tinker Time: Fingerprint Art Magnets

Tue, Mar 12, 4:30-6 pm

Transform your fingerprints into one-of-a-kind glass magnets! We'll have a rainbow of colorful ink pads waiting for you to explore. Using stamp pads and drawing supplies, create silly monsters, blooming flowers, or even your favorite animal – all using just the magic of your fingerprints. Ages 7+. Drop in anytime between 4:30-6, no registration required.

Learn-to-Play Dungeons and Dragons Family Edition*

Sat, Mar 16, 12:30-2:30 pm

Join us for a special Learn-to-Play session, designed for kids and their grown-ups to enjoy together! Participants will learn the ins and outs of this classic tabletop role-playing game with a hands-on instructor. They'll then create a character and enjoy a short segment of game-play using what they've learned. Math, team-building, and critical thinking skills will be highlighted throughout the session. You need nothing to play. Simply show up and we'll take care of the rest! This class is most appropriate for kids 8 years old and up and their grown-ups. Registration required.

***Registration for all library programs
opens four weeks in advance**

Let's Clay: Gnomes*

Tue, Mar 26, 3-4:30 pm

Learn different sculpting techniques to form the sweetest little gnomes and mushrooms out of polymer clay. Once your gnomes are complete, add moss to a wooden base to create their forever home. Ages 7+. This program is funded by the Minnesota Arts and Cultural Heritage Fund. Registration required.

Static Electricity with the Bakken Museum

Wed, Mar 27, 4-5 pm

This engaging and energizing presentation has a hands-on focus allowing youth to learn about electricity by experiencing its effects, asking questions, and creating their own experiments to try, leaving youth excited to learn more about science! Ages 8-12. No registration required.

Tinker Time: Design Your Own Library Tote Bag

Tue, Apr 9, 4:30-6 pm

Transform a plain tote bag into a one-of-a-kind masterpiece perfect for carrying your next library haul. We'll provide blank canvas totes and a treasure trove of colorful supplies. Ages 7+. Drop in anytime between 4:30-6, no registration required.

Richard Scarry's Busy World: Celebrating 50 Years of Cars and Trucks and Things That Go

Sat, Apr 20, 1-3 pm

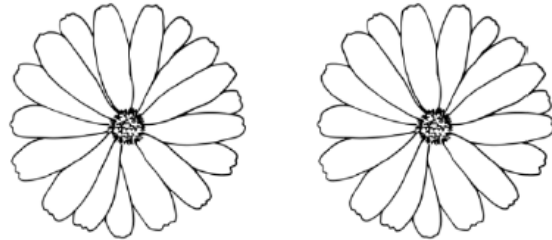
In partnership with Eastside Food Co-op we are celebrating the 50th anniversary of Richard Scarry's classic, *Cars and Trucks and Things That Go*. Join in on the nostalgia and fun with book readings, art activities, complimentary snacks and more. Drop in anytime between 1-3 pm. Registration recommended.

Clay Flowers**Sat, May 4, 1-2:30 pm*

Have flowers in your life all year long when you make yourself a colorful, hand built centerpiece out of clay. We will work with a ceramic teaching artist who will show us how to create pinch pots and then shape them to create the textural layers of petals that will compose our flowers. We will use colorful underglazes to finish our work, then our teaching artist will take everything away to be fired and clear glazed. Finished work will be returned after 2-3 weeks. Ages 7+. Registration required.

Tinker Time: LEGO*Tue, May 14, 4:30-6 pm*

Unleash your imagination and build whatever you can dream up, using a variety of LEGO bricks and elements. Ages 7+. Drop in anytime between 4:30-6, no registration required.



Teens

Teen DIY: Boba Tea**Tue, Mar 19, 5-6:30 pm*

Get hands-on and create your own custom boba tea concoction. Explore the different types of boba pearls and flavors, and experiment with fun ingredients like popping boba and jellies. We'll have all the supplies you need to get creative. After you make your custom boba tea, design a matching Shrinky Dink boba tea key-chain. Ages 12-18. Drop in anytime between 5-6:30, registration recommended.

Teen DIY: Pop Tart Plush**Tue, Apr 16, 5-6:30 pm*

Sweeten up your space with a simple no-sew Pop Tart plush and taste test a variety of pop tart flavors. Ages 12-18. Drop in anytime between 5-6:30 pm, registration recommended.

Job Fair for Teens*Tue, May 7, 3-6 pm*

The Anoka County Job Training Center, part of Career Force in Blaine, will be hosting a Youth Job Fair at the Columbia Heights Public Library. Employers will have applications and information related to summer jobs or internships available and youth/parents can ask them questions in person. Encourage young people to attend – friends and family welcome – as employers have jobs for all ages. Staff from the Anoka County Youth Program, Empowers, will also be there to share about employment services. To learn about the Empowers youth program prior to the event, please contact Darcy Hokkanen at 763.324-2306 or Darcy.Hokkanen@co.anoka.mn.us

Summer Volunteering for Teens

Pick up an application for volunteering at the library this summer! Volunteering at the library is a fun way to learn more about the library, help your community, meet new people, and earn volunteer hours for school. For teens ages 13 and older who are self-motivated and reliable. There are a limited number of teen volunteer spots available and will be available on a first come basis. Deadline to turn in applications June 3, 2024.

2023 YEAR IN REVIEW



**COLUMBIA
HEIGHTS-
PUBLIC LIBRARY**



78,912

VISITORS TO THE LIBRARY



173,592

**ITEMS WERE
CHECKED OUT**



CARDHOLDERS

11,072

(RESIDENTS)

6,628

(RECIPROCAL)

243

**PROGRAMS
OFFERED**



4,080

**PROGRAM
ATTENDANCE**



23,279

**WIFI
SESSIONS**



16,951

**PUBLIC PC
SESSIONS**

SELF-DIRECTED ACTIVITIES

10



975

ACTIVITY PARTICIPANTS



2,299

**PUBLIC SERVICE
HOURS**



3,133

**STUDY/MEETING
ROOM USES**

17,238

REFERENCE QUESTIONS



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 CENTRAL AVE NE
COLUMBIA HEIGHTS, MN 55421
763-706-3690

Columbia Heights Public Library

Library Board Report – January 2024

BUILDING

- Access card readers at the telecom room and north workroom doors were repaired on 1/9.
- Adams Pest Control inspected the building on 1/17.
- A shortage of custodial staff resulted in one evening, 1/10, when the building was not cleaned.

TECHNOLOGY

COLLECTION

- Shifting continues in adult, juvenile, and young adult fiction to align with merchandising rules and better highlight books in the collection.
- Weeding was completed in adult science fiction and large print collections.
- Slatwall endcap displays included New Year's resolutions, short stories for short days, and books related to tea in honor of National Hot Tea month.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED	ATTENDANCE
English Language (EL) Conversation Circle	1/4	Adult	2
Daycare Storytime	1/5	Children (0-5)	12
EL Conversation Circle	1/8	Adult	6
EL Conversation Circle	1/11	Adult	4
Tinker Time: Polymer Clay	1/16	Children (6-11)	15
Book Club: <i>Klara and the Sun</i>	1/17	Adult	12
EL Conversation Circle	1/18	Adult	5
Active Agers Book Club at Murzyn Hall	1/19	Adult	8
EL Conversation Circle	1/22	Adult	7
DIY Teen: Candle making	1/23	Young Adult (12-18)	15
EL Conversation Circle	1/25	Adult	1
Family Storytime	1/29	Children (0-5)	27
EL Conversation Circle	1/29	Adult	6
Contemporary Tapestry Weaving	1/31	Adult	7

STAFF

- Eliza Pope, Youth Services Librarian,
 - Launched the winter session of Family Storytime and welcomed at least one new family as a result of outreach visits in December.
 - Helped youth and grownups explore polymer clay at Tinker Time. Kids learned how to work with clay to avoid color transfer, how to warm clay to make it easier to work and experimented with using tools to create texture and detail. Each participant went home with instructions to bake their creations or returned the next day to pick up those baked in the toaster oven.
 - Taught "DIY Teen: Candles" for fifteen teens who made and decorated candles. Teens took turns learning to safely use a hotplate to melt wax in a double boiler and a digital thermometer to know when to add color and scent.



- Met with Tucker and Sophie from Eastside Food Co-op to discuss a partnership event to celebrate the 50th Anniversary of Richard Scarry's "Cars, Trucks, and Things That Go." Eastside will be releasing a line of Richard Scarry themed items at the Co-op and asked to partner with a library to offer a free, drop-in event for kids and families to celebrate the anniversary on April 20 from 1-3 pm.
- Met with Kristen Stunkel, Jodi Gadiant, Katie Holznagel, Keith Windschitl and Renee about the possibility of applying for an Afterschool Community Learning Grant from the Minnesota Department of Education.
- Installed a new Imagination Station, "Party Planners" for the early literacy play space. Kids can develop fine motor skills by cutting wooden vegetables, practice writing by addressing pretend invitations, use a party planning worksheet to plan and initiate conversations with caregivers, and engage in lots of pretend play. Additional new toys were also rotated into the youth area. They included wooden trains for the train table, Mega blocks for building, a new sensory puzzle, search and find alphabet bags, and window blocks for the light table.
- Elizabeth Ripley, Adult Services Librarian,
 - Made three deliveries to At-Home patrons.
 - Prepared a bulk loan for a new institutional borrower, Personal Care Senior Living.
 - Facilitated the Active Agers book club discussion of "There, There" by Tommy Orange.
 - Met with the Friends of the Library on 1/11.
 - Attended the Division Head meeting on 1/8.
 - Met with Friend Veronica Johnson to plan the March puzzle contest.
 - Met with Emma Bute, CHPS Communications Coordinator, to discuss adult enrichment programs and community engagement opportunities.
 - Hosted the Contemporary Tapestry Weaving class for adults.
- Renee Dougherty, Library Director,
 - Met individually with Georgia Cook, Eliza Pope and Winnie Coyne for annual performance evaluations.
 - Participated in a Library Board retreat on strategic objectives on 1/13.
 - Facilitated Adult Book Club discussion of "Klara and the Sun."
 - Participated in the Anoka County Library public service team meeting and weekly city division head meetings.



- Met with ACL Director Colleen Haubner, City Manager Kevin Hansen, Communications Coordinator Will Rottler, and CHPS teacher Sarah Honeywell on various topics.
- Made a presentation about library and school partnership activities at the joint City Council/ISD 13 School Board meeting on 1/29.
- Completed a webinar: Building Authentic Relationships with Underserved Communities.
- Began meeting with Recreation and school district staff about a potential afterschool learning centers grant from the MN Department of Education.
- Matthias “Rin” Gorman began work on January 2 as a part-time Library Supervisor.

MISCELLANEOUS

- One incident of indecent exposure/public masturbation occurred on 1/3. The individual was asked to stop the behavior and other patrons called the police.
- The Anoka County Law Librarian met with one person.
- Traditionally, Winter Reads has focused on adults, but in 2024 includes a component for youth. While Anoka County requests that patrons participate via Beanstack, Columbia Heights patrons typically prefer paper forms. Youth can pick up a BINGO card at the Ask Me desk, complete it, and win a snowman sticker sheet, scratch off bookmark, and CHPL temporary tattoo. Youth can participate as many times as they would like.
- Adult participants in Winter Reads were also encouraged to decorate and write cards for seniors through ACCAP’s senior kinship program. Five finished cards were created and delivered to ACCAP.
- By month end, 31 Winter Reads book reviews and/or BINGO sheets were completed. Every adult participant gets a notebook and is eligible for a weekly prize drawing for a hat.
- One half of the glass display case featured a weaving display by Library Friend Kaye Reiners; the other half featured a Winter Reads promotion by Friend Kathy Super.