



LIBRARY BOARD
Library—Community Room, 3939 Central Ave NE
Wednesday, August 07, 2024
5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting at columbiaheightsmn.gov/joinameeting: ID 258 492 181 742, Passcode GWNpxW. For questions, please contact Administration at 763-706-3610.

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

CALL TO ORDER

- 1. Approve the Agenda**
- 2. Review/Approve Library Board Minutes from June 5, 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. Mid-year Usage Comparison**
- 5. Parking Lot Extension Plan**
- 6. Draft Proposal from Anoka County Library to Increase Fees & Revise Memorandum of Understanding**
- 7. Discussion of Unstaffed Access at Metro Libraries**
- 8. Proposed 2025 Budget**

DIRECTOR'S UPDATE

- 9. May & June Board Report**
- 10. Board Books**

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, June 5th, 2024

Drafted
6/6/2024

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, or via Microsoft Teams at columbiaheightsmn.gov/join-a-meeting and entering Meeting ID 211 422 335 081 and passcode NfgDwf 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 Melanie Magidow at 5:34pm.

Members present: Melanie Magidow; Rachele Waldon; Amina Maameri; Chris Polley. **Members absent:** Carrie Mesrobian. **Others present:** Justice Spriggs (City Council Liaison); Renee Dougherty (Library Director); Nick Olberding (Board Secretary); Elizabeth Ripley (Adult Services Librarian). **Public present:** N/A.

1. The Meeting Agenda was **approved as-is**.
2. The **Minutes** of the **May 1st, 2024**, Board Meetings were **moved and approved**.
3. **Review 2024 Operating Budget:** 41.53% of the year and 36.67% of the budget expended.
 - a. **42010/42012 (Equipment):** This line reflects costs incurred for the replacement of an interior security camera and an exterior parking lot camera (plus wiring), and the installation of a rugged outdoor Wi-Fi access point in the parking lot for public usage.

Community Forum: Opportunity for public input. No correspondence and no public in attendance. The City website has a Contact Form for each Board/Commission as a new method for the public to submit questions or concerns: https://www.columbiaheightsmn.gov/government/boards_and_commissions/index.php after clicking desired group, scroll to the bottom of their page to find the contact form.

New Business:

4. **Informational Presentation from Adult Services Librarian:** Elizabeth Ripley gave an informational overview of the essential components of her job and her impression of the diverse and accommodating community that is Columbia Heights. Elizabeth talked about different programs such as the Tiny Art Show (that gives participating patrons a sense of pride and inclusion); COPAL Licenses for All Bilingual Information Session (inspired by the new state initiative and a surge of interest in Spanish driver's license manuals); the social aspects of the Puzzle Contests; all-ages involvement in Winter Reads/Summer Reading Programs; craft programs like Weaving Water with Indigo Dyes in partnership with the MWMO; local author visits as part of a Saturday Scribes series. It was also mentioned that Columbia Heights embraces the idea of the library being a "third space" of the community (a place away from home or work where people can come together and just be--without expectations). Elizabeth mentioned the effort to continue to diversify the collection (other languages, materials, and formats) to reflect community needs. Also mentioned was the At-Home Delivery program offered to homebound residents and the volunteer Technology Docent who can assist visitors with technology-related tasks.
 - a. The Board expressed their gratitude. Chris mentioned that he may know some upperclassmen at CHHS who may be willing to be Technology Docents. The Board brainstormed some ideas for how to promote some of the existing programs.
5. **Proposed Elimination of the \$2.00 Fee for Replacing a Library Card:** Anoka County Libraries have already made the decision to remove the fee and their Library Board has approved it; CHPL would like to follow suit. The fee may present a barrier to youth who tend to misplace their library cards more often, and staff would like to remove as many barriers to library use as possible. The Library Board agreed with the sentiment. **A Motion was made to eliminate the \$2.00 fee for replacement library cards effective July 1st, 2024; it was unanimously approved.**
6. **Minnesota Ban on Book Bans Bill ([HF4373/SF3567-Art.7-Sec.2](#)):** Renee made the Board aware of the recent

Minnesota legislation prohibiting the banning or removal of books on the basis of their viewpoint or the messages, ideas, or opinions conveyed. Because CHPL and Anoka County Libraries already have solid collection development policies and Reconsideration of Materials processes in place, CHPL is minimally affected by this legislation. In future any formal Requests for Reconsiderations must be reported to the Minnesota Department of Education/State Library.

7. **2-Day Book Sale during City-Wide Garage Sale:** With the help of some of the Friends, the Library will host a small book sale on Friday/Saturday of the city-wide garage sale this weekend. We did not solicit donations for the sale due to lack of storage space but will weigh the possibility in future years.

Reports:

8. **April Operational Report:** Provided as an FYI.
- a. No meeting in July; we should have 2025 proposed budget information ready for the August meeting.
 - b. New Friday/Saturday hours started last week. Went well, but there were a few issues with the automated lighting and badge readers that are now fixed.
 - c. Mississippi River Pearl artwork in the lobby provided by Art to Change the World will be here for one more week before it moves on to the next stop on its tour, the Stone Arch Bridge Festival.
9. **Board Books:**
- a. Chris: *Mutha: Stuff+Things* Vincent D’Onofrio; *Pluto Rocket (series)* Paul Gilligan
 - b. Amina: *Vitamin N: The Essential Guide to a Nature-Rich Life* Richard Louv
 - c. Rachelle: *Persepolis: The Story of an Iranian Childhood* and *Woman, Life, Freedom* Marjane Satrapi
 - d. Melanie: *Joy of Movement* Kelly McGonigal; *Shakespeare & Hathaway* BBC (streaming on Kanopy)
 - e. Nick: *Marvel’s Spider-Man 2* (PS5) Insomniac Games (available via Anoka County Library)
 - f. Justice: *The Color of Law: Forgotten History of How Our Government Segregated America* Richard Rothstein
 - g. Renee: *North Woods* Daniel Mason

There being no further business, the meeting was adjourned at 6:27 pm.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS

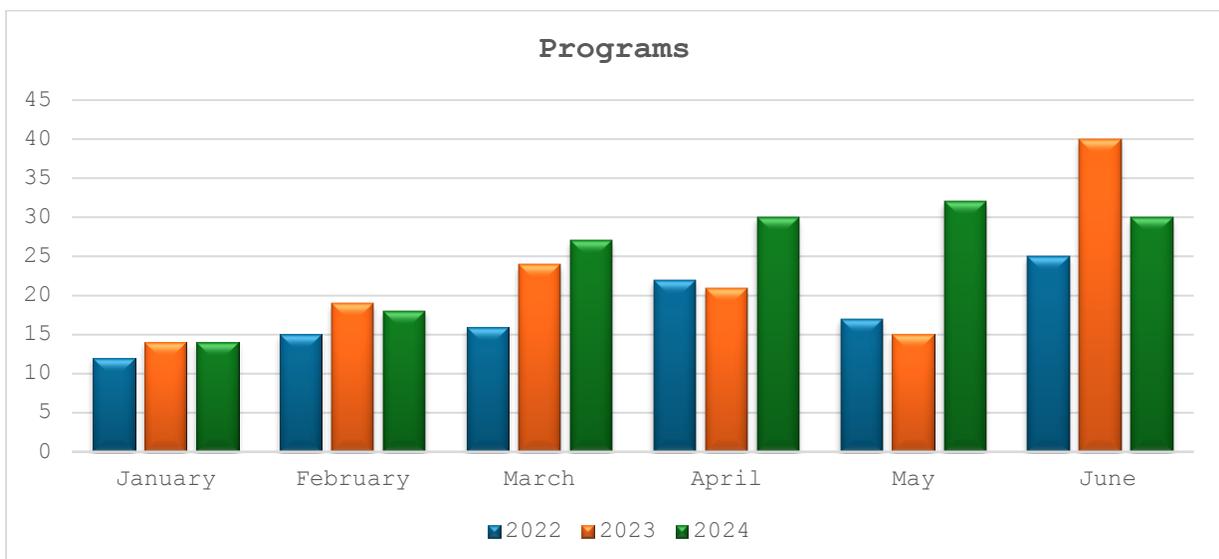
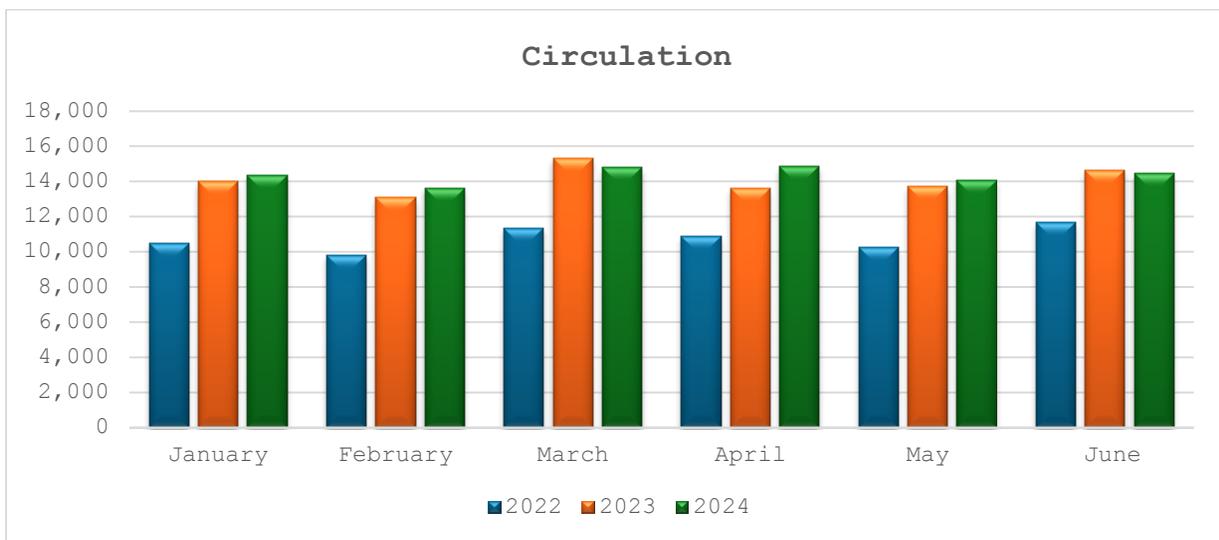
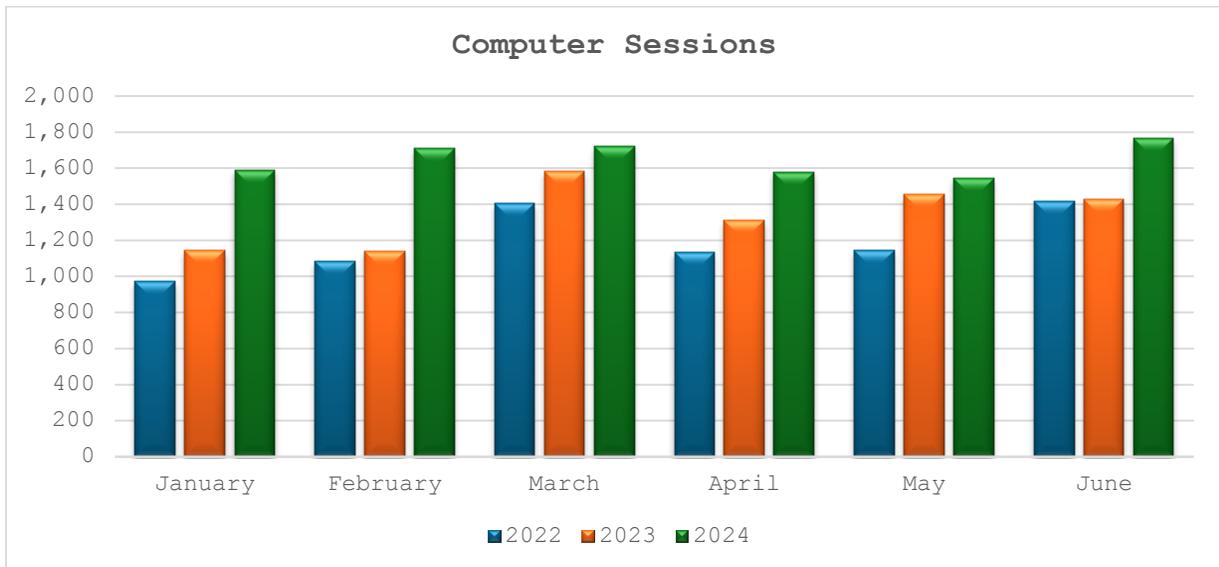
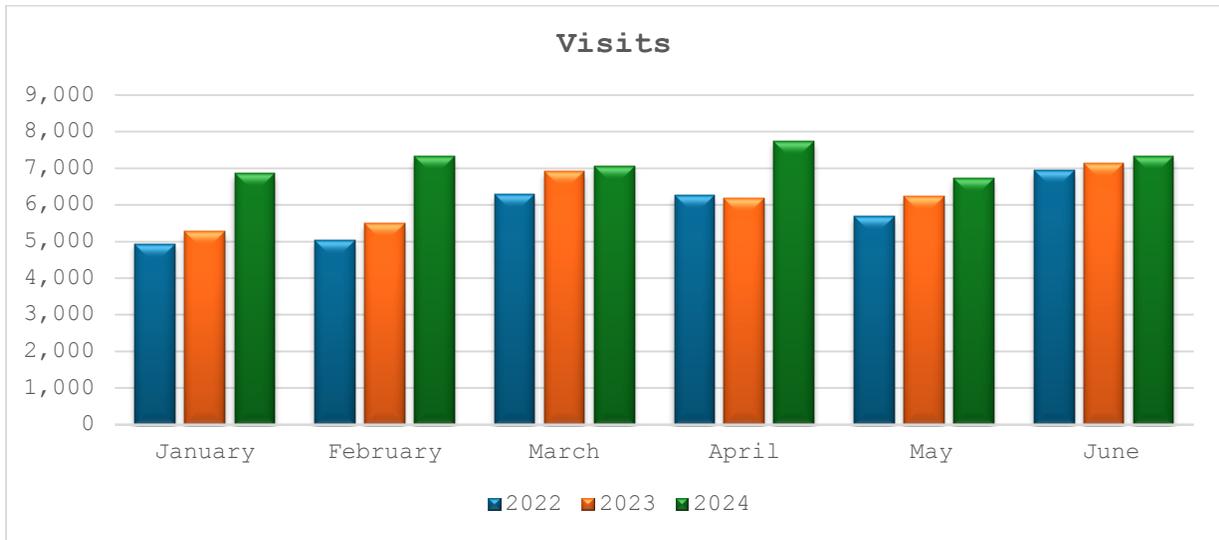
PERIOD ENDING 7/31/2024
 Fiscal Year Completed: 58.20%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	515,400.00	274,609.23	37,832.64	0.00	240,790.77	53.28
41011	PART-TIME EMPLOYEES	144,300.00	57,107.22	8,283.20	0.00	87,192.78	39.58
41020	OVERTIME-REGULAR	700.00	545.03	0.00	0.00	154.97	77.86
41050	ACCRUED LEAVE ADJUSTMENT	0.00	637.50	0.00	0.00	-637.50	
41070	INTERDEPARTMENTAL LABOR SERV	500.00	0.00	0.00	0.00	500.00	0.00
41210	P.E.R.A. CONTRIBUTION	48,000.00	25,219.45	3,393.94	0.00	22,780.55	52.54
41220	F.I.C.A. CONTRIBUTION	50,500.00	25,262.80	3,505.92	0.00	25,237.20	50.03
41300	INSURANCE	82,800.00	47,891.76	6,831.90	0.00	34,908.24	57.84
41510	WORKERS COMP INSURANCE PREM	5,000.00	1,801.84	164.98	0.00	3,198.16	36.04
42000	OFFICE SUPPLIES	1,200.00	776.96	114.78	0.00	423.04	64.75
42010	MINOR EQUIPMENT	100.00	917.50	0.00	0.00	-817.50	
42011	END USER DEVICES	3,300.00	2,490.06	0.00	0.00	809.94	75.46
42012	OTHER TECHNOLOGY EQUIPMENT	0.00	2,337.94	0.00	0.00	-2,337.94	
42030	PRINTING & PRINTED FORMS	700.00	644.00	0.00	0.00	56.00	92.00
42170	PROGRAM SUPPLIES	1,000.00	479.99	0.00	0.00	520.01	48.00
42171	GENERAL SUPPLIES	7,300.00	2,467.79	110.04	0.00	4,832.21	33.81
42175	FOOD SUPPLIES	100.00	13.97	0.00	0.00	86.03	13.97
42180	BOOKS	55,000.00	26,545.63	2,551.30	0.00	28,454.37	48.26
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,912.73	104.00	0.00	3,887.27	50.16
42183	E-BOOKS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
42185	COMPACT DISCS	4,700.00	1,272.43	0.00	0.00	3,427.57	27.07
42187	BOOK/CD SET	800.00	0.00	0.00	0.00	800.00	0.00
42189	DVD	6,500.00	2,894.20	220.39	0.00	3,605.80	44.53
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	5,400.00	3,070.68	46.60	688.00	1,641.32	69.61
43105	TRAINING & EDUCATION ACTIVITIES	700.00	0.00	0.00	0.00	700.00	0.00
43210	TELEPHONE	900.00	775.22	0.00	0.00	124.78	86.14
43220	POSTAGE	200.00	12.78	0.00	0.00	187.22	6.39
43250	OTHER TELECOMMUNICATIONS	3,200.00	2,017.14	199.27	0.00	1,182.86	63.04
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	12,300.00	6,150.00	0.00	0.00	6,150.00	50.00
43800	UTILITY SERVICES	7,000.00	2,605.39	1,344.04	0.00	4,394.61	37.22
43810	ELECTRIC	46,300.00	19,310.32	4,237.62	0.00	26,989.68	41.71
43830	GAS	16,600.00	4,602.44	74.10	0.00	11,997.56	27.73
44000	REPAIR & MAINT. SERVICES	18,700.00	16,108.79	216.20	800.00	1,791.21	90.42
44010	BUILDING MAINT:INTERNAL SVCS	43,800.00	21,900.00	0.00	0.00	21,900.00	50.00
44020	BLDG MAINT CONTRACTUAL SERVICES	29,000.00	17,694.45	0.00	4,985.20	6,320.35	78.21
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	18,800.00	2,779.92	0.00	0.00	16,020.08	14.79
44040	INFORMATION SYS:INTERNAL SVC	87,800.00	43,900.02	0.00	0.00	43,899.98	50.00
44050	GARAGE, LABOR BURD.	300.00	0.00	0.00	0.00	300.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	700.00	411.00	230.00	0.00	289.00	58.71
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	0.00	491.86	0.00	0.00	-491.86	
47100	OPER. TRANSFER OUT - LABOR	18,600.00	9,300.00	0.00	0.00	9,300.00	50.00
TOTAL EXPENDITURES:		1,262,000.00	628,958.04	69,460.92	6,473.20	626,568.76	50.35

Columbia Heights Public Library Usage Comparison

07/16/2024



LIBRARY

COLOMBIA HEIGHTS
PUBLIC LIBRARY

3939

EXISTING
LIBRARY
PARKING

- L - CARDINAL FLOWER, LOBELIA CARDINALS
- L - GREAT BLUE, LOBELIA SYPHILITIC
- E - PURPLE CONEFLOWER, ECHINACEA PURPUREA
- E - WHITE CONEFLOWER, ECHINACEA PURPUREA "WHITE SWAN"
- EU - JOE PYE WEED, EUPATORIUM
- M - BEE BALM, MONARDA
- R - BLACK EYED SUSAN, RUDBECKIA
- P - PRAIRIE PHLOX / SWAMP MILKWEED
- ERC - EASTERN RED CEDAR

1000

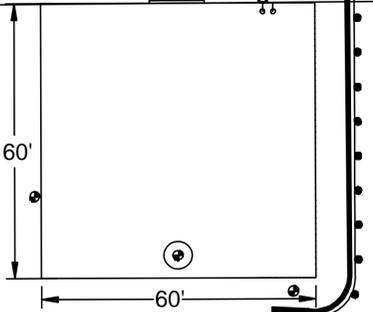
2" DOMESTIC
6" FIRE LINE

12" STM

3939 CENTRAL AVE

3901

COLOMBIA HEIGHTS
RENTAL



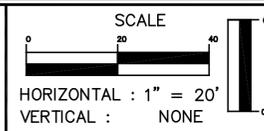
971

3900

39TH AVE., NE

10" WAT

DESIGNED BY :
DRAWN BY : LAUREN LETSCHE
DATE : JULY 2024
CONSTRUCTED :
ASBUILT :



COLUMBIA HEIGHTS LIBRARY
PARKING LOT

PROJECT NO. 2006
2019_Library_Parking-1.dwg
SHEET 1 OF 1

LIBRARY

COLOMBIA HEIGHTS PUBLIC LIBRARY

3939

EXISTING LIBRARY PARKING

1000

WV 2" DOMESTIC
WV 6" FIRE LINE

12" STM

INSTALL CLEANOUT
TOP OF PIPE: 234.00'
BOTTOM OF PIPE: 232.50'

INSTALL 85'
6" PVC PERFORATED
DRAIN PIPE @ 0.50%

CONSTRUCT CB WITH
CASTING
TYPE Y
RIM: 233.50'
INVERT (W): 232.00'
INVERT (N): 230.70'
INVERT (SW): 230.00'
SUMP: 228.00'
BUILD: 5.5'

INSTALL SILT FENCE

234.00

234.00

234.00

CONSTRUCT CB WITH
CASTING
TYPE X
RIM: 233.00'
INVERT: 230.50'
BUILD: 2.50'

INSTALL 51'
12" STORM PIPE @ 1.00%

ABANDON STORM
SEWER PIPE

235.16

GRADE RAIN
GARDEN, MEDIANS,
AND PERIMETER
PERVIOUS AREAS
AS DIRECTED
BY CITY ENGINEER

CONSTRUCT B618
CURB AND GUTTER

234.80

235.00

235.16

SALVAGE CB CASTING
ABANDON CB

CONSTRUCT 4"
CONCRETE WALK

233.60

236.12

236.59

237.3

237.57

PROTECT
BITUMINOUS
SURFACE
SAWCUT
BITUMINOUS

REMOVE CONCRETE
CURB AND GUTTER

237.70

3939 CENTRAL AVE

REMOVE BITUMINOUS
PAVEMENT (IMMEDIATELY
PRIOR TO PAVING)

PROTECT
CURB AND GUTTER

238.60

3901

COLOMBIA HEIGHTS RENTAL

971

CONSTRUCT BITUMINOUS
PARKING LOT AND DRIVE
3" WEAR COURSE
6" CLASS 5
AGGREGATE BASE
EXISTING CONTOUR
X PROPOSED ELEVATION

TV-BUR

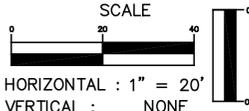
TV-BUR

100' X 100' ANTENNA
LEASE AREA

3900

WV 39TH AVE, NE WV 10" WAT

DESIGNED BY :
DRAWN BY : LAUREN LETSSCHE
DATE : JULY 2024
CONSTRUCTED :
ASBUILT :



COLUMBIA HEIGHTS LIBRARY
PARKING LOT

PROJECT NO. 2006
2019_Library_Parking-1.dwg
SHEET 1 OF 1

Twin Cities libraries accessible beyond posted hours

 minnpost.com/metro/2024/07/twin-cities-libraries-accessible-beyond-posted-hours/

By H. Jiahong Pan

July 15, 2024

Just after noon one cloudy Sunday, Burnsville resident Fay Li found herself in a study room at the Burnhaven library studying for an exam to become a registered nurse.

The library, however, wouldn't open for another hour. Li got access to the library as part of initiatives by two south metro libraries, called Extended Access, to allow patrons access to facilities during hours when the building is officially closed and when staff isn't present.

Fourteen such libraries in Dakota and Scott County are accessible to patrons with pre-registration, with the Galaxie library in Apple Valley and the Savage library being accessible as of this month. One more library branch each in Dakota and Scott County will be accessible after-hours later this summer.

For Li, who commuted from Shakopee to the Burnhaven library before relocating just to take advantage of extended access hours, it's given her time to study for the exam.

"One time I was just coming here to study and I really wanted to stay. One of the leaders said we have self access hours," Li said.

Full after-hours access years in the making

Scott County began its foray in making its libraries accessible in off hours shortly after the Great Recession of 2008. County officials said they made their library meeting rooms accessible off-hours between 2009 and 2010.

Scott County Library officials say the response to off-hours meeting room use inspired them to provide access to other library resources.

"The positive response to after-hours meeting room use inspired SCL (Scott County Libraries) to consider how we could similarly provide access to other desirable resources like Wi-Fi, computers, and study spaces," Scott County spokesperson Lisa Kohner said.

From 2018 to 2019, Scott County worked with the University of Minnesota's [Resilient Communities Project](#) to determine how to increase library access. The collaboration was part of a larger county effort to implement its 2040 comprehensive plan goals, which was crafted under the same state law that mandated [Minneapolis' controversial comprehensive plan](#).

Through the Resilient Communities Project collaboration, a research team of St. Catherine University library science students found enthusiastic interest in [libraries open to the public beyond staffed hours](#), particularly from those who live in Jordan, a town off of Highway 169

10 miles southwest of Shakopee.

Scott County Libraries launched extended access at the Jordan library in September 2021, making it accessible to those with a registered library card from the hours of 6 a.m. to 10 p.m. Since its launch, the branch has seen 11,619 extended-hours visitors. The Scott County library system has 1,370 registered users as of June 25.

Meanwhile, Dakota County Libraries launched extended access at the Farmington library early last year, making it accessible to users from 6 a.m. to 11 p.m. County spokesperson Mary Beth Schubert said it started with Farmington because the branch had limited hours and “the need for more access was greatest there.” Since its launch, 2,737 people have registered to access libraries countywide after hours.

Scott County soon began to expand to other branch locations, including to New Prague in June of 2023. Extended hours usage at the New Prague branch soared since it started, doubling from 122 visits in June of 2023 to 255 in May of this year. The New Prague library has the second-highest off-hours visits among Scott County libraries, after the library in Jordan.

During a recent four-hour visit to the New Prague library on a Friday afternoon, when it is closed, a MinnPost reporter saw a group of homeschooled children playing with toys in a meeting room, as well as people coming and going to browse books and use computers.

Jennifer A., a New Prague resident who declined to share her last name with MinnPost for privacy reasons, was one of those patrons.

“I don’t have internet access so that’s why I come here,” said Jennifer, adding she has a very old computer.

The initiative costs Scott County \$20,000 per branch annually, which includes software, security measures such as cameras, and staff time. For Dakota County, it spent \$275,000 for security cameras, speakers for automated announcements, building modifications, and software adjustments, and plans to spend \$150,000 annually on energy costs and utilities for all 10 locations.

“Ongoing software costs and staff time to support the process are needed whether we offer this service or not,” Dakota County spokesperson Mary Beth Schubert added.

Despite the lack of staff present off hours, Scott County librarian Kristy Rieger believes the initiative will require more staff, not less.

“Reducing staff would counterintuitively erode both the user experience and the sustainability of SCL’s overall operations. Many SCL, city, and county partners are working behind the scenes to ensure visitors have a great experience, regardless of when they visit the library.

Long term, we expect extended access to gradually increase the need for staff, contingent on impacts to basic operations (shelving, item processing, etc.) and community demands for programming,” Rieger said.

How to get extended access

Nine of 10 Dakota County library branches are now accessible for extended hours, with the Galaxie library in Apple Valley joining the roster on July 8. Dakota County expects the Wentworth Branch library in West St. Paul to be accessible sometime in August.

Meanwhile, five of seven Scott County library branches are accessible off-hours, with the addition of the Savage library on July 1. The county expects to make the Prior Lake branch accessible sometime in September.

Scott County library officials have no immediate plans to make its Shakopee branch accessible for extended hours.

“As our largest branch, and our only branch with two floors, the Shakopee Library would likely require extensive and costly facility modifications to safely support extended access. As a result, we felt it best to pause and revisit Shakopee at a later date,” Rieger said, adding they increased staffed hours at Shakopee library in March 2024.

Securing access to a Dakota or Scott County library is relatively simple. A person first needs to have a library card from a [Minnesota regional library system](#), which includes any library in the Twin Cities. They then need to register the library card in-person at a library associated with the system you wish to use after hours. They will also need to bring a state-issued identification card so library staff can verify the person’s identity.

After a library card is registered with their system, a person will need to [review a video](#) about the service, as well as complete an access form. The access form for Dakota County libraries can be [completed online](#), while the access form for Scott County must be completed in-person.

Rieger expects for patrons to obtain extended hours access on the same day they sign up. Indeed, the MinnPost reporter was granted extended hours access at Scott County Libraries the same day they registered their existing Hennepin County library card with the system last November. Meanwhile, Dakota County library officials expect to take one to three weeks to process applications for extended access, though the MinnPost writer was able to receive a proximity card to access Dakota County libraries in a little more than a week after registering their Hennepin County library card with Dakota County.

After-hours access elsewhere

In September, Hennepin County libraries converted its Osseo branch library into a self-service branch. Once open three days a week, the library is now open when Osseo City Hall is open.

Marnie Schuster, a Maple Grove resident, found herself visiting the Osseo City Hall to make copies one Monday in July. With the Osseo library open more often, Schuster thinks she may start visiting more.

“It’s right by my kids’ high school,” said Schuster.

Hennepin County Library also allows users to pick up reserved books at the Arvonne Fraser and Ridgedale libraries during certain hours when the library is not open. Holds at these libraries are kept in a separate room and can be accessed by scanning a library card.

Meanwhile, both the Carver County Library and Great River Regional Library systems, the latter serving central Minnesota, are considering following in Dakota and Scott County’s footsteps in allowing their patrons to use their libraries during off hours.

For the Great River Regional Library, it has not decided where to start the pilot. Because some of its libraries are located in city facilities, those cities would have to approve the pilot.

“It is too soon for us to name the specific location. We are discussing possible locations and will need city approval in order to move forward,” Executive Director Karen Pundsack said in an e-mail.

Libraries in Anoka, Carver and Washington counties, as well as the St. Paul Public Library, have lockers available for those who wish to pick up library materials either outside of library hours or outside of library facilities. For example, Carver County has three such lockers in municipal buildings in Cologne, Mayer, and Victoria, as well as one additional set of lockers at Southwest Transit’s Carver Station. The four Carver County lockers combined have a total circulation of 10,317 in 2023.

CITY OF COLUMBIA HEIGHTS, MINNESOTA
BUDGET 2025

DEPARTMENT: LIBRARY							
240 LIBRARY		Actual	Actual	Adopted	Department	City Manager	Council
5500 LIBRARY		Expense	Expense	Budget	Proposed	Proposed	Adopted
Description		2022	2023	2024	2025	2025	2025
	Personnel Services	744,400	720,500	847,200	858,100	-	-
	Supplies	132,100	94,900	103,800	112,700	-	-
	Other Services & Charges	270,900	281,300	292,400	302,800	-	-
	Capital Outlay	-	1,500	-	-	-	-
	Contingencies & Transfers	166,400	18,000	18,600	19,300	-	-
	TOTALS: LIBRARY	1,313,800	1,116,200	1,262,000	1,292,900	-	-

Activity Description

The Columbia Heights Public Library serves the individual and community with responsive collections, innovative programming, professional staff, and access to resources in order to nurture community, creativity, opportunity, and knowledge.

The Library collects and lends materials in multiple physical and digital formats including print, audio, and video. It provides educational classes and programs including literacy-based storytimes and STEM workshops, adult language learning and literacy programs, reading programs, arts and cultural events, and services such as a volunteer program, and home delivery of materials. The Library provides free access to computer hardware and software, the internet, and online research and instructional databases. It provides space for individual work, study and public meetings. Library staff provide one-on-one and class-based instruction as well as research and reference assistance. The Library contracts with Anoka County Library for inclusion in integrated library system software to manage patron information and collection inventory, delivery of materials, and access to electronic resources. It participates in the Metropolitan Library Service Agency (as an Associate Library), the Minitex multi-state interlibrary loan program, the Statewide Borrowers' Compact, and METRONET. These cooperative agreements enable Columbia Heights residents to gain access to library materials, special services, and electronic resources throughout the state of Minnesota and provide staff with professional development and training opportunities.

Comments on Proposed Budget

The proposed 2025 budget shows an overall increase of \$30,900 or a 2.45% increase over 2024.

Personnel services anticipates a 1.29% increase over adopted 2024. Two full-time staff retired or resigned in 2023 and were replaced by staff lower on the pay scales for their positions. In past years, a substantial portion of the budget for part-time staff remained unspent due to the inability to find part-time substitutes to cover absences. In these instances, the library was staffed by exempt employees or remained open with a skeleton crew. The library has been experimenting with scheduling and staffing balance to allow appropriate staffing levels with existing staff, including increasing hours for part-time employees. Library service hours were increased to from 47 to 50 hours per week in June 2024.

The Supplies portion of the budget incorporates an 8.57% increase over 2024. The majority of the increase is due to the need to replace staff computers which were purchased in 2020 and will be 5 years old in 2025. Replacement cost for staff computers, despite trimming total units from 13 to 10, will result in an increase of \$10,000 to the "end user devices" line. The remaining increase is \$3,000 for "downloadable video" as Anoka County Library will begin billing Columbia Heights for use of the Kanopy streaming video service. Substantial decreases were made to lines for the purchase of collection materials, including a \$3,000 reduction to books, and a \$3,700 reduction for compact discs. Use of CD audiobooks has declined as Libby downloadable audiobooks have become more popular. Similarly, use of adult and juvenile audio has declined in the era of music streaming.

Library Comments on Proposed Budget Continued

Other Services and Charges includes a 3.56% increase, primarily due to increases for expert and professional services. Anoka County Library will begin charging Columbia Heights for weekly delivery of materials. Additional dollars have been budgeted for childrens programs which were previously funded through a 21st Century Community Learning Centers grant from the the school district. This grant was not renewed in late 2023.

There are no Capital Outlay expenditures anticipated for 2025.

Other Financing Uses reflects at 3.76% increase for the library's share of city administration.

Columbia Heights Public Library Library Board Report – May 2024

BUILDING

- Adams Pest control visited for regular monthly inspection and preventative treatment.
- The carpets were cleaned.

TECHNOLOGY

- IT staff addressed the issue of PDF attachments opening in the internet browser rather than Adobe Reader. Printing from the browser is problematic.

COLLECTION

- New books were selected from reviews in the January and February issues of *Booklist* and *Kirkus Reviews*. Youth replacements included the “Jannah Jewels” series, “Anna Banana” books, missing volumes in the “Click” and “Mythics” graphic novel series, and popular picture books.
- Weeding was completed in adult nonfiction 000s - 100s for condition, datedness, and lack of use. Review of the entire youth picture book collection was completed; books in poor condition and those not borrowed in two years were weeded.
- Adult displays featured Jewish American heritage, Asian American and Pacific Islander heritage, mental health awareness, authors Chad Corrie and Lorna Landvik, and pollinator garden resources. Youth book displays featured AAPI authors and illustrators.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
EL Conversation Circle	5/1	Adult	4
EL Conversation Circle	5/2	Adult	4
Daycare Storytime	5/3	Children (0-5)	14
Clay Flowers	5/4	Children (6-11)	26
EL Conversation Circle	5/6	Adult	2
Teen Job Fair with Anoka County Job Training Center	5/7	Teen (12-18)	42
Adult Basic Education Tour: 10:15 am and 6:30 pm	5/8	Adult	33
EL Conversation Circle	5/8	Adult	2
EL Conversation Circle	5/9	Adult	2
Saturday Scribes: Chad Corrie	5/11	Adult	4
EL Conversation Circle	5/13	Adult	4
Tinker Time: LEGO	5/14	Children (6-11)	16
Book Club: The Seven Husbands of Evelyn Hugo	5/15	Adult	13
EL Conversation Circle	5/15	Adult	5
Active Agers Book Club @ Murzyn Hall	5/17	Adult	7
EL Conversation Circle	5/20	Adult	7
Summer Reading promotion at Highland Elementary	5/21	Children (6-11)	420
EL Conversation Circle	5/22	Adult	4
EL Conversation Circle	5/23	Adult	6
Summer Reading promotion at Valley View Elementary	5/29	Children (6-11)	375
EL Conversation Circle	5/29	Adult	7
EL Conversation Circle	5/30	Adult	4

STAFF

- Elizabeth Ripley, Adult Services Librarian
 - Met with the Friends of the Library.
 - Made two deliveries to At-Home patrons.
 - Hosted two Adult Basic Education (ABE) classes for library visits.
- Eliza Pope, Youth Services Librarian,
 - Hosted Erin Holt for the clay flowers program. The program had more drop-ins and parents wanting



to participate than expected, but Erin quickly pivoted to making smaller flowers so everyone who wanted to work with clay could. Everyone loved sculpting fanciful and realistic flowers.

- Offered a Tinker Time program with LEGOs. Offered a prompt to build a marble maze if kids needed direction, but many were happy dreaming up their own creations and scenes.
- Worked with the Anoka County Job Training Center to host a Teen Job Fair. The ACJTC brought six local employers with jobs for teens. Teens had a chance to talk to employers, submit applications, and learn about positions.
- Visited Highland Elementary to talk to 420 students in grades K-5 about the library. Students learned how to get a library card, what they can find at the library, and how to sign up for the summer reading program. In addition to library information, Eliza played a planet guessing game with kids and answered a ton of questions. After the visit, Eliza was working when two families stopped in, talked about seeing her at their school, and registered for library cards.
- Visited Valley View Elementary to talk to 375 students about the library and summer reading. Students were full of questions and very excited about summer at the library. A student and his dad came to the library as soon as school was finished to sign up for a card.
- Interviewed 3 teen volunteers, registered 2 returning volunteers, and scheduled 1 additional volunteer interview.
- Began planning fall programs. MELSA-funded family programs will include stamp carving, Somali kebed weaving, and clay gingerbread houses.
- Renee Dougherty, Library Director,
 - Met with the Columbia Heights Public Library Foundation.
 - Met with Communications Coordinator Will Rottler about the website revision.
 - Met with Anoka County Library Director Colleen Haubner.
 - Viewed a training video from the MN Department of Natural Resources on evaluating the Park Pass program during summer 2024.
 - Participated in ACL public service team and city division head meetings.
- Other Staff Updates
 - Renee, Eliza, and Elizabeth met with Erin Straszewski and Dana Weigman from ACL about programming and Legacy funding.
 - Full-time staff and supervisors attended ACL Staff Day.
 - Library Supervisor Georgia Cook resigned her position to expand her duties at the Law Library of the Eighth District Court. Staff said farewell during her final shift on May 29.
 - Substitute Page Michelle Wermerskirchen was no longer able fulfill the duties of the position; so her final shift was May 11.



MISCELLANEOUS

- The Anoka County Law Librarian held open office hours but had no attendees this month.
- “Mississippi River Pearl” an interactive artwork created through the Mississippi River Watershed Management Organization with a grant from Art to Change the World, was installed in the lobby. The created piece is intended to demonstrate the impact of humans on the natural world and highlight trash issues in our communities and the river.
- New service hours took effect the week of May 28, extending open hours until 5 pm on Fridays and Saturdays. A couple of glitches with the programming of building lighting and employee access badges were corrected.



VOLUNTEERS

- Nine adult volunteers donated 34 hours.

Columbia Heights Public Library Library Board Report – June 2024

BUILDING

- Adams Pest control visited for the regular monthly inspection and maintenance.
- The building was not cleaned on 6/5.

TECHNOLOGY

- IT staff addressed issues with the print management kiosk nor charging for copies, and not displaying jobs when using the French or Spanish language option. A new coin op was shipped from the software vendor, but it didn't correct the failure to charge for copying.
- A massive internet disruption occurred in the city on 6/8. At the library it disrupted patron computer use and printing; use of the integrated library system for checking out, returning materials, and pulling holds; operation of the drive-up book return; and telephones.

COLLECTION

- New books were selected from reviews in the March issues of *Booklist*, *Kirkus Reviews* and *Library Journal*. Adult romance, westerns and trade fiction paperbacks were ordered, as well as nonfiction titles on Africa and African history. Youth replacements included patron requests, new graphic novels, new books in Spanish, and new non-fiction titles on sports ADHD, video games, and LEGOs. DVDs for youth and adults were also ordered.
- Weeding was completed in adult nonfiction 200 - 500 for condition, datedness, and lack of use. Review of the young adult collection is progressing with the help of teen volunteers.
- Adult displays featured Juneteenth, Pride, graphic novels, audiobook month, and titles by Mindy Mejia. Youth book displays featured Juneteenth and Pride.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	INTENDED AUDIENCE	ATTENDANCE
Family Storytime	6/3	Children (0-5)	53
English Language Conversation Circle	6/3	Adult	5
Youth Services Librarian promotes Summer Reading at Immaculate Conception School	6/4	Children (6-11)	155
Getting Started with Libby	6/4	Adult	2
EL Conversation Circle	6/5	Adult	6
Getting Started with Libby	6/6	Adult	2
EL Conversation Circle	6/6	Adult	4
Daycare Storytime	6/7	Children (0-5)	20
Saturday Scribes: Lorna Landvik	6/8	Adult	25
Family Storytime	6/10	Children (0-5)	42
EL Conversation Circle	6/10	Adult	4
Walk and Talk Book Club	6/11	Adult	0
Martina the Beautiful Cockroach and the Mouse Perez	6/11	Children (0-5)	40
EL Conversation Circle	6/12	Adult	3
EL Conversation Circle	6/13	Adult	6
Raptor Encounter	6/13	Children (6-11)	63
Clay Animal Vases	6/15	Children (6-11)	17
Family Storytime	6/17	Children (0-5)	58
EL Conversation Circle	6/17	Adult	3
Mystery Book Club – cancelled	6/18	Adult	
EL Conversation Circle	6/20	Adult	6
Painting Planets	6/20	Children (6-11)	27
Family Storytime	6/24	Children (0-5)	52
EL Conversation Circle	6/24	Adult	4
DIY Teen: Art of Indigo Dye	6/25	Youth (12-18)	14
Experimenting with Stitches	6/26	Adult	11
EL Conversation Circle	6/26	Adult	4
EL Conversation Circle	6/27	Adult	5
Mars Exploration	6/27	Children (6-11)	27

STAFF

- Elizabeth Ripley, Adult Services Librarian

- Met with the Friends of the Library, who held a meeting despite the lack of a quorum.
- Met with the mayor about the Mayors' Monarch Pledge.
- Made four deliveries to At-Home patrons.
- Eliza Pope, Youth Services Librarian,
 - Hosted Julia and Gustavo Boada for a bilingual puppet show based on the folk tale "Martina the Beautiful Cockroach" with Perez the Mouse. Families were enchanted by puppet theatre and enjoyed being able to talk to Julie and Gustavo about how the puppets worked.
 - Welcomed Madison from the Rum River Art Center for Clay Animal Vases. Families sculpted wall vases and chose an animal to decorate them.
 - Contracted with educator Judy Moran from the Raptor Center who brought a red-tailed hawk, a merlin, a great horned owl, and a bald eagle to the library. Kids and families learned about what makes a raptor a raptor, what to do if you find an injured raptor (call the Raptor Center!) and all sorts of facts and information about the birds.
 - Worked with Erin from Parcel Arts to present DIY Teen: Indigo Dye. After learning the science of indigo dye, teens used a variety of tools like poker chips, popsicle sticks, and rubber bands, to tie up their bandanas before dunking them in the dye. After 20 minutes, teens unbound their bandanas to reveal the designs.
 - Assisted kids learn to use metallic and iridescent paints with Erin from eHolt Art. Erin taught participants how to sketch out their ideas and then how to work with the watercolor paints to create vibrant images of shimmering planets and galaxies on black paper.
 - Invited Sarah from Anoka County Extension/4-H to present a fun and educational Mars exploration program! Kids learned about the different kinds of spacecraft that have travelled to Mars and then worked to design their own Mars helicopter. Next, participants flexed their observational skills with candy bar geology, writing down their observations of the exterior and interior of a candy bar. Kids that attended the program were very curious and had lots of questions for Sarah.
 - Visited Immaculate Conception School to talk to students about Summer Reading and the library. Many students were familiar with the library and Eliza has seen many visit the library to sign up for Summer Reading or attend a program.
 - Dropped off bookmarks advertising Summer Reading to Valley View Elementary and Highland Elementary. This is the first year of trying this approach! The bookmarks were in English and Spanish. Eliza designed the bookmarks to be colored on one side with Summer Reading information on the other. They arrived on the day before school ended (just in time!) and were distributed by the media specialists at the schools. Library staff have seen a few students bring the bookmarks with them when they come to sign up for Summer Reading. Ideally, Eliza will have the bookmarks designed and printed in time to take them along on her school visits in May 2025.
 - Attended the Columbia Academy end-of-year carnival. She distributed summer event flyers and information about the library while making space-themed buttons with families.
 - Began supervising a group of enthusiastic teen volunteers, six who started in June with three additional volunteers scheduled to start in July. Teens have helped pull hold lists, laminated and cut storytime supplies, stickered new user guides and info cards with updated hours, folded booklists, and changed out scavenger hunts.

- Renee Dougherty, Library Director,
 - Attended a quarterly CareerForce Corner update.
 - Met with City Finance Director Joseph Kloiber and ACL Director Colleen Haubner about various aspects of the 2025 budget.
 - Participated in ACL public service team and city division head meetings.
- Other Staff Updates
 - Renee, Eliza, and Elizabeth staffed a table at the City Art and Information Fair.

MISCELLANEOUS

- The Anoka County Law Librarian held open office hours with three attendees.
- “Mississippi River Pearl” an interactive piece of art was removed on June 11.
- The library participated in the Citywide Garage Sale on June 7-8.

VOLUNTEERS

- Nine adult volunteers donated 34.75 hours.



Martina the Beautiful Cockroach & Perez the Mouse



Clay Animal Vases



The UMN Raptor Center



Painting Planets



DIY Teen: Indigo Dye