



LIBRARY BOARD

Library—Community Room, 3939 Central Ave NE

Wednesday, June 07, 2023

5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, by calling 1-312-626-6799 and entering meeting ID 862 5221 5747 and passcode 039390, or by Zoom at <https://us02web.zoom.us/j/86252215747> at the scheduled meeting time. For questions please call the library at 763-706-3690.

CALL TO ORDER

1. **Approve the Agenda**
2. **Review/Approve Library Board Minutes from May 3, 2023**
3. **Review 2023 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.

OLD BUSINESS

4. **Staffing Update**
5. **Artist Reception & Conversation with the Artist, Jeffrey Berger (July 12 @ 5:30pm)**

NEW BUSINESS

6. **Preliminary Draft of 2024 Budget**
7. **Approve Request to Close the Library for the Juneteenth Holiday**
8. **Update on City's Response to Narcan in City Buildings**
9. **Discussion of Wellness Center at the Rochester Public Library**
<https://www.kttc.com/2022/01/26/new-library-service-connects-individuals-local-resources/>
10. **Discussion of Service Hours**

DIRECTOR'S UPDATE

11. **April 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, May 3rd, 2023

Drafted

5/4/2023

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 Rachelle Waldon at 5:34pm.

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

1. No **Agenda** changes: it was **moved and unanimously approved**.
2. The **Minutes** of the **April 5, 2023**, Board Meeting were **moved and unanimously approved**.
3. **Review 2023 Operating Budget:** 33% of the year and 29% of the budget encumbered; no concerns raised.

Community Forum: Opportunity for public input. No correspondence, or members of the public in attendance.

Old Business:

4. **Update on Council Action on Meeting Room Usage Policy:** The City Council approved the motions on **removing the rental fee for the room** and **prohibiting food**. Justice informed the Board that the Council will continue discussing available hours at the next Council Work Session.
5. **Staffing Update:** The Library has hired and trained two new Library Pages in the last month, Millie and Brent; we are now fully staffed for Page positions. Unfortunately, recently one of our part-time Library Supervisors resigned to take a position at Stillwater Public Library (more hours, more pay, and a shorter commute). We are not yet sure about posting for the position, as the remaining two Supervisors will be offered more working hours to cover the absence first; if they are willing to cover the hours then we will hold off on rehiring for now.
6. **Book Sale during Citywide Garage Sale:** The Library has decided to go ahead with a small-scale book sale during the Citywide Garage Sale. Due to limited storage space, withdrawn/donated books are taking up more room than the current Book Sale Cart can alleviate. A bag sale, \$3 per bag, will be offered during the Citywide Garage Sale.
7. **Possible Program with Artist, Jeffrey Berger?:** Cortni (Adult Services Librarian) has been in contact with Artist, Jeffrey Berger, and is discussing the possibility of hosting a reception or community discussion around the art exhibition (*La Bestia*) currently on display in the Library's Community Room.

New Business:

8. **New Format for the Library Collection:** The Board was introduced to Read-Along Books. Produced by Vox and WonderBooks, these books have built-in speakers, headphone jacks, and navigation buttons that allow the book to read itself aloud. This new format will replace Mixed Media Picture Books (Book/CD sets) since circulation of them has declined as fewer people use CD players. Anoka County Library already has 125+ of these titles in their collection, and Columbia Heights has purchased 50+ to get our collection started—to be available soon.
9. **New Public Multifunction Printer/Copier:** The City is currently assessing copiers/printers and potential replacements in anticipation of moving into the new City Hall. With the heavy use of the public MFP at the Library it is time for a more capable replacement—one that can print faster and provide more functionality. The staff copier will remain in place for the foreseeable future until it can no longer be maintained—at that point staff may also use the public copier for printing. The replacement public MFP would be a capital expense, so it would not encumber the annual operating budget.

- 10. 21st Century Community Learning Centers (Cohort 9) Grant Application:** Parks & Recreation and the Library are serving as community partners to Columbia Heights Public Schools on a grant application which would provide funding for STEAM programming during school recesses. In a previously awarded grant, the Library received ~\$10,000/year (3-year cycle) for such programs.
- 11. 2024 Budget:** It is time to plan for next year's budget; budget guidance and prep materials have been received from the City. Renee asked the Board to think about what they would like to see the Library budget for in 2024 (and beyond); in turn the Board asked that Renee and the Library Staff compile a wish list of materials, supplies, services, etc. that they would support if money, staffing, and resources were unlimited so practical options could be ranked, prioritized and potentially planned and budgeted for.
- a. One question brought up in the meeting is should we extend hours? We are still not open as many hours as before the pandemic; is now the time to increase hours? The Board asked that we compile a chart of comparable libraries' open hours to see how we measure up and see what hours would make sense for Columbia Heights.
 - b. Do we have enough staff for current or increased hours? Should any positions be expanded to full-time to increase coverage for illness/vacation? Do we need more of certain positions?

Director's Update:

12. March Board Report: Provided as an FYI; not much discussion.

13. From the Floor:

- a. Renee was invited to attend the May 22 **Anoka County Library Board Meeting** to present the history and mission of the Columbia Heights Public Library; Carrie will attend the meeting with Renee.
- b. Should the Library have Narcan (**Naloxone--Opioid overdose treatment**) on-hand in case of an overdose at the library? Justice will ask the City. City Police/Fire are only minutes away, but in these situations every second can count. Narcan is a simple nasal spray that immediately reverses an opioid-related overdose and does not have any adverse side-effects.
- c. The Board asked about whether the City's **social workers** have much of a presence at the Library? City social workers are tied to the Police Department. However, Guild Services has social workers available for partial days on Tuesdays and Wednesdays at the Library. They interact with those who may need support and take appointments. Their focus is homeless outreach.

There being no further business, a motion to adjourn was made and seconded at 6:35 pm; the **meeting was adjourned.**

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS
 PERIOD ENDING 5/31/2023
 Fiscal Year Completed: 41.37%

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 05/31/2023	ACTIVITY FOR MONTH 05/31/2023	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
41010	REGULAR EMPLOYEES	496,500.00	175,931.30	37,090.60	0.00	320,568.70	35.43
41011	PART-TIME EMPLOYEES	134,200.00	34,994.14	7,625.86	0.00	99,205.86	26.08
41020	OVERTIME-REGULAR	800.00	241.90	54.98	0.00	558.10	30.24
41070	INTERDEPARTMENTAL LABOR SERV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
41210	P.E.R.A. CONTRIBUTION	45,300.00	15,848.27	3,215.73	0.00	29,451.73	34.99
41220	F.I.C.A. CONTRIBUTION	47,700.00	16,125.37	3,415.24	0.00	31,574.63	33.81
41300	INSURANCE	79,600.00	32,923.15	6,584.63	0.00	46,676.85	41.36
41510	WORKERS COMP INSURANCE PREM	4,600.00	1,718.74	347.35	0.00	2,881.26	37.36
42000	OFFICE SUPPLIES	1,200.00	466.33	0.00	0.00	733.67	38.86
42010	MINOR EQUIPMENT	100.00	68.37	0.00	0.00	31.63	68.37
42011	END USER DEVICES	3,600.00	350.50	0.00	0.00	3,249.50	9.74
42030	PRINTING & PRINTED FORMS	800.00	72.00	0.00	0.00	728.00	9.00
42170	PROGRAM SUPPLIES	1,600.00	162.77	0.00	0.00	1,437.23	10.17
42171	GENERAL SUPPLIES	7,300.00	2,580.55	0.00	0.00	4,719.45	35.35
42175	FOOD SUPPLIES	100.00	2.62	0.00	0.00	97.38	2.62
42180	BOOKS	53,000.00	10,125.15	227.92	0.00	42,874.85	19.10
42181	PERIODICALS, MAG, NEWSPAPERS	7,800.00	3,566.00	0.00	0.00	4,234.00	45.72
42183	E-BOOKS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
42185	COMPACT DISCS	5,000.00	715.83	59.98	0.00	4,284.17	14.32
42187	BOOK/CD SET	500.00	980.70	0.00	0.00	(480.70)	196.14
42189	DVD	6,500.00	1,227.11	0.00	0.00	5,272.89	18.88
42990	COMM. PURCHASED FOR RESALE	300.00	0.00	0.00	0.00	300.00	0.00
43050	EXPERT & PROFESSIONAL SERV.	6,300.00	1,375.12	144.38	1,200.00	3,724.88	40.87
43105	TRAINING & EDUCATION ACTIVITIES	800.00	0.00	0.00	0.00	800.00	0.00
43210	TELEPHONE	900.00	211.61	0.00	0.00	688.39	23.51
43220	POSTAGE	200.00	68.56	0.00	0.00	131.44	34.28
43250	OTHER TELECOMMUNICATIONS	3,100.00	996.11	50.13	0.00	2,103.89	32.13
43310	LOCAL TRAVEL EXPENSE	500.00	0.00	0.00	0.00	500.00	0.00
43600	PROP & LIAB INSURANCE	10,800.00	3,600.00	0.00	0.00	7,200.00	33.33
43800	UTILITY SERVICES	6,200.00	1,204.46	0.00	0.00	4,995.54	19.43
43810	ELECTRIC	39,000.00	10,249.47	3,183.75	0.00	28,750.53	26.28
43830	GAS	8,400.00	7,501.22	1,091.27	0.00	898.78	89.30
44000	REPAIR & MAINT. SERVICES	19,300.00	15,656.07	5,068.78	0.00	3,643.93	81.12
44010	BUILDING MAINT:INTERNAL SVCS	40,900.00	13,633.32	0.00	0.00	27,266.68	33.33
44020	BLDG MAINT CONTRACTUAL SERVICES	27,800.00	9,547.35	0.00	19,120.28	(867.63)	103.12
44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	19,600.00	6,073.13	0.00	10,419.39	3,107.48	84.15
44040	INFORMATION SYS:INTERNAL SVC	83,600.00	27,866.68	0.00	0.00	55,733.32	33.33
44050	GARAGE, LABOR BURD.	200.00	0.00	0.00	0.00	200.00	0.00
44330	SUBSCRIPTION, MEMBERSHIP	600.00	0.00	0.00	0.00	600.00	0.00
44375	VOLUNTEER RECOGNITION	200.00	0.00	0.00	0.00	200.00	0.00
45180	OTHER EQUIPMENT	10,000.00	1,054.19	0.00	0.00	8,945.81	10.54
47100	OPER. TRANSFER OUT - LABOR	18,000.00	6,000.00	0.00	0.00	12,000.00	33.33

TOTAL EXPENDITURES:	1,201,900.00	403,138.09	68,160.60	30,739.67	768,022.24	36.10
----------------------------	---------------------	-------------------	------------------	------------------	-------------------	--------------

Regional System	Library System	Location (Pop: 12,000-23,999)	Total Librarian FTE	Other Staff FTE	Total Paid Employee FTE	Number of Weeks of Regular Service	Number of Weeks of Limited Service	Number of Weeks Library is Open	Weekly Hours of Regular Service	Weekly Hours of Limited Service	Total Public Service Hours Per Year
REGSYS	SYSTEM	LIBNAME	OUT_LIBRARI	OUT_OTHPAI	OUT_TOTSTA	COV_RGLR W	C19WKSLO	OUT_WKS_O	OUT_WKLY_H	COVWHL	OUT_HRS_OPEN
ALS	Cloquet Public Library	CLOQUET PUBLIC LIBRARY	4.00	4.75	8.75	52	-	52	50	-	2,501
ALS	Grand Rapids Area Library	GRAND RAPIDS AREA LIBRARY	4.00	3.50	7.50	52	-	52	36	-	1,792
ALS	Hibbing Public Library	HIBBING PUBLIC LIBRARY	3.00	4.59	7.59	52	-	52	35	-	1,861
ECRL	East Central Regional Library	CHISAGO LAKES AREA LIBRARY	1.00	1.55	2.55	52	-	52	50	-	2,520
ECRL	East Central Regional Library	MORA PUBLIC LIBRARY	1.00	1.13	2.13	52	-	52	43	-	2,144
ECRL	East Central Regional Library	NORTH BRANCH AREA LIBRARY	1.00	1.70	2.70	52	-	52	54	-	2,722
ECRL	East Central Regional Library	PRINCETON AREA LIBRARY	1.00	0.78	1.78	52	-	52	36	-	1,814
ECRL	East Central Regional Library	SANDSTONE COMMUNITY LIBRARY	0.50	0.75	1.25	52	-	52	29	-	1,479
GRRL	Great River Regional Library	ALBANY PUBLIC LIBRARY	0.46	1.36	1.82	52	-	52	39	-	1,969
GRRL	Great River Regional Library	BECKER PUBLIC LIBRARY	0.40	1.11	1.51	52	-	52	33	-	1,633
GRRL	Great River Regional Library	BIG LAKE PUBLIC LIBRARY	0.60	1.62	2.22	52	-	52	33	-	1,669
GRRL	Great River Regional Library	LITTLE FALLS PUBLIC LIBRARY	0.58	3.04	3.62	52	-	52	45	-	2,276
GRRL	Great River Regional Library	MONTICELLO PUBLIC LIBRARY	0.85	3.13	3.98	52	-	52	43	-	2,158
GRRL	Great River Regional Library	WAITE PARK: AL RINGSMUTH PUBLIC LIBRARY	0.63	2.10	2.73	52	-	52	32	-	1,605
KRLS	Kitchigami Regional Library	BEMIDJI PUBLIC LIBRARY	1.00	6.10	7.10	52	-	52	54	-	2,632
KRLS	Kitchigami Regional Library	BRAINERD PUBLIC LIBRARY	1.00	7.46	8.46	52	-	52	46	-	2,892
LARL	Lake Agassiz Regional Library	DETROIT LAKES PUBLIC LIBRARY	2.00	5.20	7.20	52	-	52	55	-	2,717
MELSA	Anoka County Library	ST. FRANCIS BRANCH LIBRARY	1.60	1.10	2.70	52	-	52	46	-	2,286
MELSA	Carver County Library System	NORWOOD YOUNG AMERICA PUBLIC LIBRARY	1.45	1.65	3.10	52	-	52	35	-	1,748
MELSA	Columbia Heights Public Library	COLUMBIA HEIGHTS PUBLIC LIBRARY	3.64	5.43	9.07	52	-	52	47	-	2,333
MELSA	Dakota County Library	FARMINGTON COMMUNITY LIBRARY	3.52	3.11	6.63	52	-	52	48	-	2,400
MELSA	Dakota County Library	HASTINGS: PLEASANT HILL LIBRARY	4.42	4.40	8.82	52	-	52	64	-	3,232
MELSA	Dakota County Library	WEST ST. PAUL: WENTWORTH COMM LIBRARY	5.03	5.76	10.79	52	-	52	64	-	3,232
MELSA	Hennepin County Library	GOLDEN VALLEY LIBRARY	3.60	5.00	8.60	52	-	52	53	-	2,682
MELSA	Hennepin County Library	HOPKINS LIBRARY	3.90	5.40	9.30	52	-	52	53	-	2,682
MELSA	Hennepin County Library	ROCKFORD ROAD LIBRARY	4.30	4.00	8.30	48	-	48	53	-	2,478
MELSA	Hennepin County Library	ROGERS LIBRARY	1.80	1.80	3.60	52	-	52	48	-	2,432
MELSA	Hennepin County Library	ROOSEVELT LIBRARY	1.70	0.00	1.70	52	-	52	24	-	1,512
MELSA	Hennepin County Library	WALKER LIBRARY	2.80	4.50	7.30	52	-	52	48	-	2,432
MELSA	Ramsey County Library	MOUNDS VIEW LIBRARY	1.80	2.30	4.10	52	-	52	35	-	1,720
MELSA	Ramsey County Library	NORTH ST PAUL LIBRARY	1.30	1.30	2.60	52	-	52	35	-	1,757
MELSA	Saint Paul Public Library	DAYTON'S BLUFF BRANCH LIBRARY	1.00	4.40	5.40	52	-	52	51	-	2,414
MELSA	Saint Paul Public Library	HAMLIN MIDWAY BRANCH LIBRARY	1.00	4.90	5.90	52	-	52	51	-	2,549
MELSA	Saint Paul Public Library	RIVERVIEW BRANCH LIBRARY	1.00	5.90	6.90	52	-	52	51	-	2,549
MELSA	Saint Paul Public Library	ST. PAUL PUBLIC LIBRARY - CENTRAL	3.00	19.80	22.80	52	-	52	42	-	2,113
MELSA	Scott County Library	NEW PRAGUE BRANCH LIBRARY	1.42	1.00	2.42	52	-	52	36	-	1,804
MELSA	South Saint Paul Public Library	SOUTH SAINT PAUL PUBLIC LIBRARY	3.00	4.20	7.20	52	-	52	49	-	2,505
MELSA	Stillwater Public Library	STILLWATER PUBLIC LIBRARY	3.40	11.74	15.14	52	-	52	58	-	2,868
MELSA	Washington County Library	LAKE ELMO LIBRARY	1.00	2.50	3.50	52	-	52	40	-	1,998
MELSA	Washington County Library	WILDWOOD LIBRARY	2.83	2.75	5.58	52	-	52	45	-	2,228
NWRL	Northwest Regional Library	THIEF RIVER FALLS PUBLIC LIBRARY	3.00	0.00	3.00	52	-	52	61	61	3,015
PCLS	Marshall-Lyon County Library	MARSHALL	5.38	5.22	10.60	52	-	52	55	-	2,738
PCLS	Nobles County Library	WORTHINGTON	4.00	2.89	6.89	52	-	52	56	-	2,629
PLS	Pioneerland Library System	HUTCHINSON PUBLIC LIBRARY	2.00	3.33	5.33	52	-	52	58	-	2,914
PLS	Pioneerland Library System	WILLMAR PUBLIC LIBRARY	7.00	5.26	12.26	52	-	52	60	-	3,022
SELCO	Chatfield Public Library	CHATFIELD PUBLIC LIBRARY	1.00	1.69	2.69	52	-	52	41	-	2,200
SELCO	Kasson Public Library	KASSON PUBLIC LIBRARY	5.00	0.25	5.25	38	14	52	40	37	2,038
SELCO	Red Wing Public Library	RED WING PUBLIC LIBRARY	5.62	4.60	10.22	52	-	52	54	-	2,712
TDS	New Ulm Public Library	NEW ULM PUBLIC LIBRARY	5.00	4.50	9.50	52	-	52	57	-	2,860
TDS	North Mankato Taylor Library	NORTH MANKATO TAYLOR LIBRARY	6.50	1.00	7.50	52	-	52	54	-	2,808
TDS	St. Peter Public Library	ST. PETER PUBLIC LIBRARY	3.15	3.12	6.27	52	-	52	51	-	2,768
TDS	Waseca-Le Sueur Regional Library	WASECA PUBLIC LIBRARY	3.00	5.44	8.44	52	-	52	55	-	2,688
VLS	Fergus Falls Public Library	FERGUS FALLS PUBLIC LIBRARY	6.75	1.20	7.95	52	-	52	60	-	3,016

2.62	3.61	6.23	52	0	52	47	2	2,373
7.00	19.80	22.80	52	14	52	64	61	3,232
0.40	0.00	1.25	38	-	48	24	-	1,479

Library Hours Comparison

City	Population	County	Library	Name	Administrative Entity	Regional Library System	Service Hours Per Week	Open Days per Week	Open Sundays?
Bemidji	15,147	Beltrami	yes	Bemidji Public Library	Kitchigami Library System	Kitchigami	58	6	closed
Hibbing	16,064	St. Louis	yes	Hibbing Public Library	City of Hibbing	Arrowhead Library System	35	5	closed
Hugo	16,071	Washington		WCL - Express	Washington County Library	MELSA			
Buffalo	16,378	Wright	yes	GRRL- Buffalo	Great River Regional Library	GRRL	50	6	closed
Ham Lake	16,489	Anoka	yes	ACL - North Central	Anoka County Library	MELSA	46	6	closed
Red Wing	16,588	Goodhue	yes	Red Wing Public Library	City of Red Wing	SELCO	54	6	closed
Anoka	18,041	Anoka	yes	ACL - Rum River	Anoka County Library	MELSA	46	6	closed
Albert Lea	18,301	Freeborn	yes	Albert Lea Public Library	City of Albert Lea	SELCO	46	6	yes
Hopkins	18,926	Hennepin	yes	HCL - Hopkins	Hennepin County Library	MELSA	53	7	yes
Saint Michael	19,029	Wright	yes	GRRL- St. Micheal	Great River Regional Library	GRRL	46	6	closed
Stillwater	19,464	Washington	yes	Stillwater Public Library	City of Stillwater	associate of WCL	58	7	yes
Sartell	19,522	Benton/Stearns		GRRL 2GO Sartell (lockers)	Great River Regional Library	GRRL			
Northfield	20,547	Dakota/Rice	yes	Northfield Public Library	City of Northfield	SELCO	65	7	yes
South Saint Paul	20,745	Dakota	yes	South St. Paul Public Library	City of South St. Paul	associate of DCL	55/49	6	closed
West Saint Paul	20,882	Dakota	yes	DCL - Wentworth	Dakota County Library	MELSA	64	7	yes
Forest Lake	20,991	Washington	yes	WCL - Hardwood Creek	Washington County Library	MELSA	61	7	yes
Willmar	21,076	Kandiyohi	yes	Willmar Public Library	Pioneerland Library System	Pioneerland	59.5	6	closed
Lino Lakes	21,236	Anoka	no						
Otsego	21,289	Wright	no						
Columbia Heights	21,859	Anoka	yes	Columbia Heights Public Library	City of Columbia Heights	associate of ACL	47	6	closed
New Hope	21,870	Hennepin	no						
Hastings	22,303	Dakota/Washington	yes	DCL - Pleasant Hill	Dakota County Library	MELSA	64	7	yes
Golden Valley	22,334	Hennepin	yes	HCL - Golden Valley	Hennepin County Library	MELSA	53	7	yes
Crystal	23,083	Hennepin	yes	HCL - Rockford Road	Hennepin County Library	MELSA	closed for renovation		
Farmington	23,654	Dakota	yes	DCL - Farmington	Dakota County Library	MELSA	48	6	closed
New Brighton	23,705	Ramsey	yes	RCL-New Brighton	Ramsey County Library	MELSA	45	6	closed
Champlin	23,786	Hennepin	yes	HCL - Champlin	Hennepin County Library	MELSA	48	6	closed
Faribault	24,298	Rice	yes	Buckham Memorial Library	City of Faribault	SELCO	60	6	closed

Columbia Heights Public Library Library Board Report – April 2023

BUILDING

- Orkin provided bi-monthly inspection and treatment for pests.
- The exterior windows were washed.
- The sanitizer dispenser in the youth area was totaled in a collision and replaced by the Fire Department.



TECHNOLOGY

- Maintenance contracts with Marco for two laser printers and two multifunction printer/copiers were cancelled. A new public MFP will be purchased and installed in May. Printers will be maintained by city staff or replaced as needed.
- Patrons encountered frustrating issues with opening/printing PDFs from public computers; IT staff are troubleshooting.

COLLECTION

- Book displays included financial fitness and new materials.
- Staff purchased replacements for popular juvenile titles like *Harry Potter*, *Lightning Thief*, and the *Babysitter’s Club* graphic novels. Additional copies *One of Us is Lying*, a popular and much requested young adult title and multiple read-a-likes were purchased.
- Adult audiobooks were ordered.
- Weeding was completed in adult nonfiction 300s, large print, romance, and western.

PROGRAMS, VIRTUAL EVENTS,	DATE	INTENDED AUDIENCE	ATTENDANCE
Doug Ohman’s MN from the Road: St. Paul Gems	04/01	Adult	40
Family Butterfly Storytime with the Mayor	04/03	Children (0-5)	36
English Language Conversation Circle	04/03	Adult	5
Bird scaping Basics	04/03	Adult	10
Tinker Time: Batteries, Bulbs and Wires	04/04	Children (6-11)	33
English Language Conversation Circle	04/06	Adult	4
Clay Bird & Nest	04/06	Children (6-11)	16
Family Storytime	04/10	Children (0-5)	43
English Language Conversation Circle	04/10	Adult	4
English Language Conversation Circle	04/13	Adult	3
Getting Started with Libby	04/14	Adult	2
Family Storytime	04/17	Children (0-5)	39
English Language Conversation Circle	04/17	Adult	6
Legacy: Clay Gnomes	04/17	Adult	16
Tinker Time: Fairy Doors	04/18	Children (6-11)	13
Book Club: <i>The River</i>	04/19	Adult	8
English Language Conversation Circle	04/20	Adult	2
Family Storytime	04/24	Children (0-5)	45
English Language Conversation Circle	04/24	Adult	5
English Language Conversation Circle	04/27	Adult	2
Family Discovery: Birding at LaBelle	04/29	Children (6-11)	9
Children’s Area Scavenger Hunt (self-directed)			56

STAFF

- Eliza Pope, Youth Services Librarian,
 - Concluded the spring session of Family Storytime on April 24. The spring session focused on learning letters A-M, singing counting and color songs, playing with scarves, parachutes, and shaker eggs, and practicing early literacy skills.
 - Invited an educator from the Bakken Museum to conduct *Tinker Time: Batteries, Bulbs, and Wires*. Families explored circuits and created increasingly difficult circuits with wires, batteries, fans, noisemakers, and alligator clips. Youth learned about the properties of electricity and had opportunities to show off their knowledge.
 - Met with Jodi Gadiant and Katie Holznagel to complete the co-applicant portion of a 21st Century Community Learning Centers Cohort 9 grant application. The completed application was submitted by Kristen Stuenkel and Jodi Gadiant of Columbia Heights Public Schools.
 - Met with Sarah Devine from Anoka County 4-H about a summer astronomy event.
 - Deployed new early literacy toys funded by the Library Foundation including a wooden dollhouse, sensory toys, and a white board. The white board encourages letter knowledge and allows exploratory building of a roller coaster.



- Cortni O’Brien, Adult Services Librarian,
 - Led the Senior Consortium community discussion on April 11.
 - Prepared a Council proclamation and an interactive display for National Library Week.
 - Assembled content for the summer city newsletter.
 - Met with the Friends of the Library.
 - Participated in the MELSA Adult Services team.
 - Delivered materials to two “At-Home” patrons.



- Renee Dougherty, Library Director,
 - Attended the City Council work session (4/3) and regular meeting (4/24) to discuss the library community room use policy. Received the mayoral proclamation of National Library Week on 4/24.
 - Met with outgoing City Manager Kelli Bourgeois for an annual performance review.
 - Met with Jeffrey Berger about a potential art exhibit in the community room.
 - Provided a reference interview to Hennepin County Library staff interested in hiring a current CHPL employee.
 - Met with Cindy Wetzell of the League of Women Voters – Anoka, Blaine, and Coon Rapids, about ways to promote voter registration.
 - Conducted a performance review of Library Page Yuliana Morocho-Calderon.
 - Participated in a second strategic planning session with Anoka County Library branch managers and senior management, and Wilder Research facilitators.

- Participated in the Anoka County Library Public Service Team monthly meeting.
- New Library Page Brent Buchanan began training on April 10. Many staff helped to train him in procedures, routines, and best practices.
- Full-time staff completed Employee Workplace Right-to-Know, bloodborne pathogen, and general safety training on April 20. Part-time staff will be trained online during May.

MISCELLANEOUS

- In celebration of National Poetry month, an interactive display of Shel Silverstein’s “Poet-tree” encouraged patrons to add a poem on a leaf.
- The glass display case featured birds of spring, fairies, and gnomes in promotion of three library programs.
- Public relations firm New Publica sought citizen input on April 3 and 4, around the PEL (planning and environmental linkages) study of safety and mobility along the Central Avenue/Highway 65 corridor.
- NouDa, a new social work from Guild Services, began meeting with patrons on Tuesday afternoons.
- Metro Transit staff engaged patrons on the proposed F-Line Bus Rapid Transit route on April 27.

PUBLIC COMPUTER USE	2023	2022
Users	882	941
Sessions	1,314	1,136
Minutes	52,937	48,913

FACILITY USE	2023	2022
Visitors	6,172	6,248
Study & Meeting Room Use	227	196

VOLUNTEERS	Total	Hours
Adult	7	31
Teen	0	0