



Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ 763-706-3690 ▪ columbiaheightsmn.gov

COLUMBIA HEIGHTS PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, January 10, 2018
Regular Meeting at 5:30 p.m.
Library History Room

Auxiliary aids for persons with disabilities are available upon request when the request is made at least 96 hours in advance. Please call the City Council Secretary at 763-706-3611 to make arrangements.

AGENDA:

Call to order.

Review/approval of the Minutes of the December 6, 2017, Board Meeting.

Review/approval of Bill Lists dated December 13 and 27, 2017, and January 3, 2018

Review of 2017 Accounting.

Old Business:

1. Applications for the Public Library Art Committee
 - a. Membership Applications Received (two as of December 29, 2017)

New Business:

1. Proposed Adult Read-Down in February
2. CHPL 90th Anniversary Planning
3. Items from the Floor

RLD/npo



COLUMBIA HEIGHTS PUBLIC LIBRARY
3939 Central Ave NE, Columbia Heights, MN 55421
BOARD OF TRUSTEES: MEETING MINUTES
Wednesday, December 6th, 2017

Drafted
12/7/2017

The meeting was called to order in the History Room by Chair, Patricia Sowada, at 5:35pm. Members present: Patricia Sowada, Catherine Vesley, Nancy Hoiium, Stephen Smith, Tricia Conway; and Council Liaison, Robert "Bobby" Williams. Also present: Library Director, Renee Dougherty; Recording Secretary, Nick Olberding.

- **Minutes of the November 1st, 2017 Board Meeting were approved.**
- **Bill List dated November 1st, 2017** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Bill List dated November 15th, 2017** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Bill List dated November 29th, 2017** was reviewed. It was moved, seconded, and **passed** that the bills be paid.
- **Accounting Sheet as of November** was reviewed, and **approved.**
- Questions and discussions based on Bills and Accounting:
 - **Electric:** \$14,291 over-budget, but overall we are under-budget; will even out in the end.
 - **LED Lights:** Lighting is a work in progress. Still under warrant; monitoring them as they burn out (currently 3 out).
 - **Severance:** This is unused vacation time and a percentage of sick time paid out if/when an employee leaves.
 - **Overtime:** Is not in danger of going over-budget. Majority of overtime is allotted for the Board Secretary to attend the monthly Board meeting.
 - **ILS Payment:** Paid to Anoka County quarterly for use of the Library System (and other services like tri-weekly deliveries). Our percentage (5% on average) is based on the number of COH patrons, and the amount of items they check out. The current quarterly charge is \$2,862, which would add up to less than \$12000 annually.
 - **Book Budget:** Currently \$18,408 remaining in this line, but foresee it only being 3-5 thousand under-budget once all fiscal-year book orders are processed and paid. The remaining budget will rollover to the library's operating reserve fund.
 - **Available Space:** The shelving was planned with room for the Collection to grow and expand. There is more unused shelf space in Juvenile/YA, than there is in Adult, but we are constantly weeding item in poor shape or not circulating. If necessary, there is room to add extra rows of shelving as well.

Old Business:

- **Continued Discussion of Public Art Committee:** The press release and membership application for the Public Library Arts Committee was halted at the request of City administration. There were some concerns that the City Council would need to approve creation of the body and review membership applications. Kelli Bourgeois (Assistant to the City Manager) wanted to consult with the City attorney before we started actively seeking members.
 - **The Library Board doesn't need Council approval to create this group as long as it functions as an Advisory Group to the Library Board.** This will be the function...to oversee art related opportunities for the consideration of the Library Board, and help coordinate and ease the burden on library staff.
 - **The arts committee will have no spending authority. Spending decisions are made by the Council** (in reference to City funds). The Committee was not intending on spending City funds, and will operate through the Library Board with partnerships with the Library Foundation, and donors via the Foundation.
 - **Jim recommends naming the group a working group or task force to clarify their advisory role.** Taken into advisement, but the name will remain the same. Either way it is a sub-group of the Library Board, and only serves the Columbia Heights Library, not the City as a whole. The name of the group is just a matter of

semantics, and the limitations of the group will be expressed to the necessary parties.

- **Meetings must follow public open meeting law.** Dates need to be announced in advance, meetings and agendas made public, actions recorded in formal minutes, etc...
- A motion to approve the Committee Application “as-is” was made by Catherine Vesley; Seconded by Tricia Conway...**Approved.**

New Business:

- **Library Board Meeting Dates for 2018:** The meeting time will remain at 5:30pm for 2018, with the majority of dates occurring on the first Wednesday of the month; with the exception of January 10th and July 11th, due to the proximity to New Year’s and Independence Day. Motion to approve was made and seconded...**Approved.**
- **CHPL 90th Anniversary Planning:** Official date is December 3, 2018. Will include anniversary celebration, participation in the Jamboree parade, guest speakers (historian), Mayor proclamation, etc.
 - Renee spoke with M. Rebecca Loader (former director), who was happy to participate in the anniversary; she has a wealth of knowledge on the history of the Library.
 - Installation of the LED Sign in front of Library. Bobby Williams brought this construction budget item up with the City, and it has not been forgotten. It is planned to be installed in the spring of 2018.
 - Friends of the Library are debating the future of their group, as they have had dwindling enrollment, and a lack of interest in leadership roles. Either way, individuals in the group have proved to be great assets to the Library for their support and volunteerism. The Friends also would like to contribute to the anniversary in any way they can, and would also like to support it financially with a \$700 donation that they have in their group account.
- **2017 Youth Read-Down:** Has been considered a success, and a great way for children to pay off their library fines on their own through readership. In January, 26 participants read away \$129 in fines; In June/July, 89 participants read away \$440 in fines; and in October, 20 participants read away \$94 in fines. Read-Down will occur during the same months in 2018; Adults have expressed interest in having a version for them.
- **Strategic Planning:** Mostly on-hold due to the new building; still working out the kinks and learning the efficiencies, as well as allowing the City working on their overall Comprehensive Plan. The last strategic plan (which Director Loader authored) has expired, and we should start looking into our priorities for the future. **Major factors considered by the Director and the Board are: the direction of the collection and programming; building enhancements and improvements, personnel needs, and community needs and requests (within the library walls and beyond); and a shorter, more concise Mission Statement***(see below). The Board will look over the previous strategic plan as a blueprint for a new one, and gather data and feedback during our Anniversary Year; linking the two will coincide nicely by showing highlights throughout the last 90 years, and asking the community how they’d like to see the Library Transform over the next ninety (or ten) years. Possible surveys, comment boards, discussions, etc...

There being no further business, the meeting was adjourned at 6:43pm by Patricia Sowada, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustees

The City of Columbia Heights does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Columbia Heights services, programs, and activities.

Mission Statement

To serve a diverse community’s needs for access to resources, information, and technology in a welcoming environment.

COLUMBIA HEIGHTS PUBLIC LIBRARY

2017 Expenditures

December 13th, 2017

240-45500

2170: Program Supplies

Bri Belanger (reimbursement)			Walmart (Superhero Capes)	<u>18.50</u>
				18.50

2180: Books

Cengage Learning Inc.	62187736	3557AS	Large Print Books	<u>219.67</u>
				219.67

2185: Compact Discs

Blackstone Audio	943150	062997	Audiobooks (Adult)	<u>339.99</u>
				339.99

Midwest Tape	95519607	062728	Music CDs (Juvenile)	7.99
	95549590	062728	Music CDs (Juvenile)	23.98
	95519609	062873	Audiobooks (Adult)	79.98
	95549592	062873	Audiobooks (Adult)	39.99
	95574924	062873	Audiobooks (Adult)	24.99
	95527010	062938	Audiobooks (Adult)	74.98
	95549593	062938	Audiobooks (Adult)	334.92
	95574925	062938	Audiobooks (Adult)	381.90
	95590777	062938	Audiobooks (Adult)	<u>79.97</u>
				1048.70

2189: DVDs

Midwest Tape	95549595	062964	DVDs (Adult)	790.64
	95574928	062964	DVDs (Adult)	158.96
	95591001	062964	DVDs (Adult)	60.97
	95549594	062965	DVDs (Juvenile)	79.93
	95574927	062965	DVDs (Juvenile)	78.93
	95590778	062965	DVDs (Juvenile)	<u>93.93</u>
				1263.36

4375: Volunteer Recognition

City of Columbia Heights		063114	CH Coffee Mugs	<u>189.00</u>
				189.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2017 Expenditures
Dec 27th, 2017

240-45500

2000: Office Supplies

Office Depot	986570089001	063118	Batteries/Labels/Pens/Soap	<u>278.52</u>
				278.52

2025: Automated Circulation System Supplies

Minitex	94796	062874	Library Cards/Barcodes	331.00
Anoka County Library	1551	2155	November Notices	<u>100.00</u>
				431.00

2170: Program Supplies

Bri Belanger (reimbursement)			Joann	49.39
			Michael's	13.92
			Aldi	<u>7.04</u>
				70.35

2180: Books

Baker & Taylor	2033230112	3742A	Book	9.74
	2033230112	3750J	Book	5.84
	2033230112	3753A	Book	11.70
	2033230112	3755A	Books	403.97
	2033246200	3747A	Book	15.57
	2033246200	3749A	Book	19.39
	2033246200	3753A	Books	10.38
	2033246200	3754J	Book	26.62
	2033246200	3755A	Books	45.98
	2033246200	3756J	Books	25.39
	2033246200	3757J	Books	300.27
	2033272936	3752J	Books	249.86
	2033272936	3764A	Books	517.54
	2033275620	3760A	Book	14.93
	2033275620	3763J	Books	336.85
	2033278961	3756J	Book	3.24
	2033278961	3765J	Books	422.22
	2033282029	3757J	Book	2.76
	2033282029	3760A	Book	10.39
	2033282029	3766A	Books	418.22
	2033290752	3757J	Book	20.49
	2033290752	3765J	Book	11.18
	2033290752	3766A	Book	9.09
	2033290752	3767A	Books	447.51
	2033293474	3767A	Book	31.46
	2033293474	3768A	Book	479.53
	2033309282	3756J	Books	36.12
	2033309282	3759J	Book	8.28
	2033309282	3767A	Books	60.87
	2033309282	3768A	Book	14.93
	2033309282	3769A	Books	508.12
	2033310914	3556JS	Books	11.68
	2033311492	3769A	Book	25.99
	2033311492	3770J	Books	429.62
	2033311858	3757J	Books	75.44
	2033311858	3771A	Books	556.12
	2033314930	3773J	Books	356.06
	2033317432	3556JS	Books	12.01

COLUMBIA HEIGHTS PUBLIC LIBRARY

2017 Expenditures

Dec 27th, 2017

	2033325605	3757J	Book	21.63
	2033325605	3767A	Book	16.24
	2033325605	3768A	Book	14.96
	2033325605	3771A	Book	10.37
	2033325605	3774J	Books	469.80
	2033348283	3556JS	Books	14.29
	2033358513	3880J	Books	283.43
	5014752404	3555AS	Book	33.31
	5014759866	3555AS	Book	147.19
	5014768576	3555AS	Book	28.91
	5014793032	3555AS	Book	<u>37.08</u>
				7022.57
Cengage Learning Inc.	62188329	3558AS	Large Print Books	56.98
	62323578	3557AS	Large Print Books	104.21
	62324164	3558AS	Large Print Books	<u>85.47</u>
				246.66
Hennepin County Library	20120488		Lost ILL Book	20.00
	20120511		Lost ILL Book	<u>15.00</u>
				35.00
2181: Periodicals, Magazines & Newspapers				
Booklist			Booklist Subscription	<u>165.50</u>
				165.50
2185: Compact Discs				
Blackstone Audio	948875	092997	Audiobooks (Adult)	<u>100.00</u>
				100.00
Midwest Tape	95633154	062938	Audiobooks (Adult)	44.99
	95633157	063066	Music CDs (Juvenile)	76.94
	95611011	063066	Music CDs (Juvenile)	93.93
	95633158	063067	Audiobooks (Juvenile)	119.97
	95633159	063090	Music CDs (Adult)	295.81
	95611013	063090	Music CDs (Adult)	<u>101.92</u>
				733.56
2187: Book/ CD Set				
Baker & Taylor	2033311858	11-16-17	Book/CD Set	<u>6.49</u>
				6.49
2189: DVDs				
Midwest Tape	95611010	062964	DVDs (Adult)	93.98
	95633156	062964	DVDs (Adult)	25.99
	95610759	062965	DVDs (Juvenile))	<u>64.95</u>
				184.92
3050: Expert & Professional Services				
Anoka County Library	1552	2155	November Disc Cleaning	22.00
	1553	2155	November Cataloging	45.00
Jessica L Forston (Learning Tree)	Contract	062918	Yoga (12/11 & 12/18)	150.00
Unique Management Services	2307	454112	November Placements	<u>80.55</u>
				297.55
4000: Maintenance and Repair				
Marco Inc.	INV4286130	2763	CpyMaint 121517-011418	63.65
	INV4286130	2763	CpyOverage 111517-121417	28.68
	INV4287243	2763	PrtMaint 121517-011418	<u>26.85</u>
				119.18

COLUMBIA HEIGHTS PUBLIC LIBRARY

2017 Expenditures

Dec 27th, 2017

4020: Building Repair and Maintenance Services

Orkin Inc.	164889242	1564	Pest Inspection	<u>98.20</u>
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98.20

4330: Subscription, Membership

Minnesota Library Association		062939	MLA Memberships	<u>0.00</u>
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0.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2017 Expenditures
Jan 3rd, 2018

240-45500

4000: Maintenance and Repair				
Tech Logic	RC002223	2705	AMH Maintenance/Support	<u>11,750.00</u>
				11,750.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2017

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
	through 12-8-2017	2017	Yr to Date			
		10-Jan-18	November	December		100%
1000	ACCRUED SALARIES		15,458.07			
1010	REGULAR EMPLOYEES	365,752	307,929.61		42,364	84%
1011	PART-TIME EMPLOYEES	90,039	68,066.28		21,973	76%
1020	OVERTIME REGULAR EMPLOYEES	698	403.61		294	58%
1050	SEVERANCE PAY	0	1,812.86		-1,813	!!!!
1070	INTERDEPARTMENTAL LABOR SERVICE	2,500	150.16		2,350	6%
1210	P.E.R.A. CONTRIBUTION	34,264	28,054.57		6,209	82%
1220	F.I.C.A. CONTRIBUTION	35,112	28,262.63		6,849	80%
1225	FLEX BENEFIT F.I.C.A.	0	248.60		-249	!!!!
1300	INSURANCE	63,610	60,531.18		3,079	95%
1510	WORKERS COMP. INSURANCE PREMIUM	3,275	2,979.05		296	91%
1810	COLA ALLOWANCE	16,500			16,500	0%
2000	OFFICE SUPPLIES	1,000	651.42	278.52	70	93%
2010	MINOR NON-CONSUMABLE ITEMS	1,000	241.41		759	24%
2011	COMPUTER HARDWARE & SOFTWARE	800			800	0%
2020	COMPUTER SUPPLIES	500			500	0%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	3,200	1,095.90	431.00	1,673	48%
2030	PRINTING & PRINTED FORMS	1,250	638.00		612	51%
2170	PROGRAM SUPPLIES	2,000	1,340.70	88.85	570	71%
2171	GENERAL SUPPLIES	3,050	4,347.03		-1,297	143%
2175	FOOD SUPPLIES	75	19.77		55	26%
2180	BOOKS	63,000	41,160.65	7,523.90	14,315	77%
2181	PERIODICALS, MAGAZINES & NEWSPAPERS	7,000	6,297.53	165.50	537	92%
2182	ELECTRONIC DATABASES	250			250	0%
2183	E-BOOKS	5,250	5,893.85		-644	112%
2185	COMPACT DISCS	7,000	4,132.70	2,222.25	645	91%
2187	BOOK/CD SET	150	57.46		93	38%
2188	MICROFORM	100	0.00	6.49	94	6%
2189	DVD	7,500	5,887.73	1,448.28	164	98%
2280	VEHICLE REPAIR PARTS	25			25	0%
2990	COMMODITIES PURCHASED FOR RESALE	500	237.62		262	48%
3050	EXPERT & PROFESSIONAL SERVICES	18,550	12,510.83	297.55	5,742	69%
3105	TRAINING & EDUCATIONAL ACTIVITIES	750	285.00		465	38%
3210	TELEPHONE	1,071	645.12		426	60%
3220	POSTAGE	500	185.56		314	37%
3250	OTHER COMMUNICATIONS	2,576	1,475.90		1,100	57%
3310	LOCAL TRAVEL EXPENSE	600	485.96		114	81%
3430	ADVERTISING OTHER	50			50	0%
3600	INSURANCE & BONDS	8,539	7,827.38		712	92%
3810	ELECTRIC UTILITY	12,284	28,717.41		-16,433	234%
3820	WATER UTILITY	663	1,602.13		-939	242%
3830	GAS UTILITY	4,782	4,536.82		245	95%
3850	SEWER UTILITIES	644	2,022.64		-1,379	314%
4000	REPAIR & MAINTENANCE SERVICES	7,700	4,594.48	11,869.18	-8,764	214%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	32,300	28,508.37		3,792	88%
4020	BUILDING REPAIR & MAINTENANCE SERVICES	16,033	22,030.70	98.20	-6,096	138%
4040	INFORMATION SERVICES - INTERNAL SERVICES	40,000	36,666.63		3,333	92%
4050	GARAGE, LABOR & BURDEN	100	18.71		81	19%
4310	CREDIT CARD FEES	300			300	0%
4330	SUBSCRIPTIONS & MEMBERSHIPS	550	400.00		150	73%
4375	VOLUNTEER RECOGNITION	300	154.67	189.00	-44	115%
7100	OPERATING TRANSFER OUT - LABOR	14,317	13,123.88		1,193	92%
	TOTAL	878,009	751,690.58	24,618.72	101,700	88%