



**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 9th, 2019  
Regular Meeting at 5:30 p.m.  
Library History Room**

**Board of Trustees**

Patricia Sowada  
*Chair*

Nancy Hoium  
*Vice-Chair*

Catherine Vesley  
*Secretary*

Steve Smith  
Tricia Conway

*Members at Large*  
Robert Williams

*Council Liaison*

Renee Dougherty  
*Library Director*

**AGENDA:**

Call to order.

Review/approval of the Minutes of the December 5<sup>th</sup>, 2018, Board Meeting.

Review/approval of Bill Lists dated December 5<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>, 2018.

Review of 2018 Accounting.

**OLD BUSINESS:**

**NEW BUSINESS:**

1. Library Board Group Photo
2. Request for Adult Read-Down in February
3. Staff Update
4. Foundation Update
  
5. 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 5<sup>th</sup>, 2018

Drafted  
12/6/2018

The meeting was called to order in the Craft Room (due to the 90 Years of Memories Exhibit in the History Room) by Chair, Patricia Sowada, at 5:37pm. **Members present:** Patricia Sowada, Catherine Vesley, Stephen Smith, and Tricia Conway (Absent: Nancy Hoium, and Robert "Bobby" Williams). **Also in attendance:** Renee Dougherty (Library Director), and Nick Olberding (Recording Secretary).

The **Minutes** of the **November 7<sup>th</sup>, 2018** Board Meeting were **approved**.

**Bill Lists** dated **November 7<sup>th</sup>**, and **21<sup>st</sup>, 2018**, were reviewed. Each was individually moved, seconded, and **approved**.

**Accounting Sheet** as of December was reviewed, and **approved** (78% spent in 92% of the year, not counting Nov utilities/wages).

- Questions and discussions based on Bills and Accounting:
  - **Computer Equipment (2011):** Unbudgeted parking lot security camera replacement.
  - **Gas/Electric (3810/3830):** Both over, but not significantly. Have been using the fireplace conservatively (very cold days, and by request). It was a colder than average October/November.
  - **Repair/Maint (4000):** Over because of AMH Maintenance Contract bill.
  - **Building Maintenance (4020):** Looking good, still under-budget.
  - **Magazines:** Cost for 1yr renewals: \$2757. Cancelled 9 subscriptions (due to either discontinuation, or poor library circulation), and picked up 2 two titles; also switched from two copies of Consumer Reports, down to one. Magazines have the standard 21-day checkout period (excluding the newest issue, which does not circulate until the next issue arrives).
  - **Overall:** Even though some budget lines are over, the City focuses on the bottom line, and does not fret about individual line items. If the Board wanted to, it could propose motions to transfer funds around to cover over-budget lines, but in the end it would only be about aesthetics.

## Old Business:

- **Recap of Open House:** Photo Exhibition; Music of the 20's, 30's, and 40's by musical group "Flipside"; Photo and Memories Slideshow; Bookmark Making Station; 90 Years of Memories Exhibition; Cookies, Cider, and Coffee supplied by the Friends. All-in-all it was a successful birthday party. Around 200 attendees; perfect music for the occasion; many positive comments all around, and a lovely snowfall to end the day that naturally influenced people to leave before close. **In the end, the 90<sup>th</sup> Anniversary Party was funded completely by donations, and cost nothing to taxpayers (other than a little staff time).**
  - **The Board would like to thank the Friends of the Library** for all their hard work and donation of the band, snacks/refreshments, setting up and contributing all of the items for the 90 Years of Memories exhibition, and for volunteering during the event.
  - **The Board would also like to thank Margo Ashmore and the Northeaster Newspaper** for funding and organizing the Columbia Heights Call for Photography exhibit. Northeaster will reimburse for the cost of the exhibition: Walter Horshnyk for printing, Catherine for foam-core backing, Collector Studio for mounting. Photos will be on display through January 18, at which point photographers will receive their mounted photos, and the City has rights to use the photos in future communications.

## New Business:

- N/A

## Items from the Floor:

- **Board Photo:** Ben Sandell would like to take group portraits of the Library Board (and all other City Commissions and Boards) for the website. This will occur at the January Meeting. We will work on getting all members their official nametags by picture day.
- **Public Art RFP:** Catherine Vesley brought up that after the LED Sign is up, that last piece of the puzzle is public art, mainly the mound outside the parking lot entrance (which was created as a place for a sculpture). Catherine is happy to write up an RFP (Request For Proposal). With the help of the CHPL Public Arts Advisory Committee and MN Regional Arts Council, the Board will determine the specifications required. They envision the piece costing around 25-30k, and should represent Columbia Heights in some way. Preliminarily the Board wished that the RFP specify that it must be a Minnesota artist. More discussion at a later date. In the meantime, Catherine will forward along examples of public art that falls into the desired price range.
- **Nancy Hoium:** Announced that she intends to retire from the Board around the end of the year, although she has not formally submitted her letter of resignation (so we are not sure if she will serve through the end of the year, or the end of her term in April). She has served the Board with for nearly 40 years, and feels that it is time to pass on the reigns. The Board would like to give a Nancy the gift of a plant, and have her recognized at a Council Meeting for her many years of service!
- **Barb Tantanella:** Sadly on November 30<sup>th</sup>, former Board member Barbara Tantanella passed away in her sleep. She is a longtime Columbia Heights resident, and served on the Library Board from 2009-2016. A memorial service will be held Saturday, December 8<sup>th</sup>, 11AM, at Evans-Nordby Funeral Home (6000 Brooklyn Blvd, Brooklyn Center) with gathering of family & friends 1 hr. prior to service.
- **Walt Fehst (City Manager) Retirement Party:** Is retiring at the end of the year, and a farewell party is scheduled for Thursday, December 13<sup>th</sup> (4-7pm) at the Legends of Columbia Heights Party Room (3700 Huset Pkwy). Celebrating 22 years with Columbia Heights, and more than four decades of public service.

**There being no further business, a motion to adjourn was made at 6:23pm by Patricia Sowada, and seconded.**

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, Library Board of Trustees

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2018 Expenditures**  
December 5<sup>th</sup>, 2018

**240-45500**

**2000: Office Supplies**

Office Depot	214424504001	064725	Calendars & Post-its	119.99
	219968477001	064725	Credit Memo	<u>-14.99</u>
				<b>105.00</b>

**2171: General Supplies**

General Book Covers	18390	064968	Book Dust Jackets	167.00
Interline Brands (dba Supplyworks)	461808941	064956	Multi Fold Towels	<u>59.70</u>
				<b>226.70</b>

**2180: Books**

Baker & Taylor	2034049693	3855J	Book	13.58
	2034049693	3859J	Books	99.71
	2034049693	3865A	Book	14.93
	2034049693	3866J	Books	463.14
	2034060075	3556JS	Books	10.97
	2034070198	3863A	Book	15.48
	2034070198	3867A	Books	84.73
	2034070198	3868A	Books	36.38
	2034070198	3869J	Books	545.27
	2034077444	3556JS	Books	8.77
	2034093246	3854A	Book	14.95
	2034093246	3855J	Book	22.89
	2034093246	3864A	Book	14.95
	2034093246	3866J	Book	14.37
	2034093246	3867A	Book	14.95
	2034093246	3870A	Books	30.47
	2034093246	3871J	Books	475.14
	2034094948	3556JS	Book	6.49
	2034101591	3857A	Book	14.38
	2034101591	3867A	Book	15.51
	2034101591	3868A	Book	17.99
	2034101591	3869J	Book	8.30
	2034101591	3872A	Books	404.02
	2034108242	3875A	Books	274.49
	2034111447	3872A	Book	20.78
	2034111447	3874A	Books	468.12
	2034112558	3556JS	Books	19.48
	5015202347	3781AS	Book	104.69
	5015212003	3781AS	Books	40.67
	5015223280	3781AS	Book	147.95
	5015231558	3781AS	Book	24.66
	5015240705	3781AS	Book	<u>31.00</u>
				<b>3479.21</b>

**2185: Compact Discs**

Midwest Tape	96528764	064657	Audiobooks (Adult)	140.96
	96549660	064657	Audiobooks (Adult)	84.97
	96598917	064657	Audiobooks (Adult)	29.99
	96570905	064797	Audiobooks (Adult)	101.97
	96598918	064797	Audiobooks (Adult)	149.96
	96619294	064797	Audiobooks (Adult)	139.96
	96570906	064799	Music CDs (Adult)	70.75
	96619295	064799	Music CDs (Adult)	89.54
	96598919	064799	Music CDs (Adult)	403.32

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2018 Expenditures**

December 19<sup>th</sup>, 2018

**240-45500**

**2000: Office Supplies**

Office Depot	239807256001	065005	Paper, Labels, Batteries...	<u>248.23</u>
				<b>248.23</b>

**2025: Automated Circulation System Supplies**

Anoka County Library	1587	2155	November Notices	<u>100.00</u>
				<b>100.00</b>

**2170: Program Supplies**

Brianna Belanger (reimbursement)			Target	<u>17.62</u>
				<b>17.62</b>

**2171: General Supplies**

Office Depot	234320371001	064977	Dixie Hot Cups	56.73
	234320828001	064977	Napkins	<u>26.79</u>
				<b>83.52</b>

**2180: Books**

Baker & Taylor	2034105063	3869J	Book	10.38
	2034105063	3870A	Book	16.06
	2034105063	3873A	Books	395.25
	2034135233	3868A	Book	15.51
	2034135233	3870A	Book	22.13
	2034135233	3871J	Book	4.98
	2034135233	3872A	Book	12.74
	2034135233	3873A	Book	15.51
	2034135233	3874A	Books	69.51
	2034135233	3875A	Books	22.72
	2034144584	3556JS	Books	11.68
	2034145813	3870A	Book	18.68
	2034145813	3872A	Books	224.10
	2034145813	3875A	Book	12.34
	2034145813	3876J	Books	300.95
	2034145813	3877A	Books	407.62
	2034161411	3556JS	Books	12.33
	2034167222	3864A	Book	14.95
	2034167222	3870A	Book	14.95
	2034167222	3872A	Book	9.75
	2034167222	3876J	Book	9.39
	2034167222	3877A	Book	32.12
	2034175249	1338	Books	209.08
	2034175249	3883A	Books	350.97
	5015260897	3781AS	Books	101.15
	5015269628	3781AS	Books	53.91
	5015279656	3781AS	Books	<u>68.91</u>
				<b>2,437.67</b>

Cengage Learning Inc.	65554224	3783AS	Large Print Books	221.92
	65554838	3784AS	Large Print Books	167.94
	65659077	3885AD	Large Print Books	479.06
	65664809	3783AS	Large Print Book	23.99
	65665343	3784AS	Large Print Books	113.96
	65663883	3885AD	Large Print Books	45.58
	65669703	3784AS	Large Print Book	27.99
	65676290	3885AD	Large Print Books	<u>51.19</u>
				<b>1,131.63</b>

Cole Information Services	0742530-IN	3891RD	MPLS Cole Directory	<u>537.95</u>
				<b>537.95</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2018 Expenditures**

December 19<sup>th</sup>, 2018

**2181: Periodicals, Magazines & Newspapers**

Booklist	45001062993			<u>169.00</u>
				<b>169.00</b>

**3050: Expert & Professional Services**

Anoka County Library	1588	2155	November Disc Cleaning	12.00
	1589	2155	November Cataloging	43.17
Unique Management Services	480389	2307	November Placements	<u>80.55</u>
				<b>135.72</b>

**4000: Maintenance and Repair**

Marco Inc.	INV5776265	2763	CpyMaint 111518-121418	72.45
	INV5776265	2763	CpyOverage 101518-111418	<u>61.44</u>
				<b>133.89</b>

**4020: Building Repair and Maintenance Services**

Upper Mississippi Irrigation	DWC111	065031	Sprinkler Winterization	140.00
Setpoint Systems Corporation	181194	065004	Current Sensor Switch	<u>87.00</u>
				<b>227.00</b>

---

**21<sup>st</sup> Century Grant**  
**262-45021-2170**

**262-45021**

**2170: Program Supplies**

Brianna Belanger (reimbursement)		Michaels		<u>46.76</u>
				<b>46.76</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2018 Expenditures**

December 26<sup>th</sup>, 2018

**240-45500**

**2185: Compact Discs**

Midwest Tape	96645878	064797	Audiobooks (Adult)	114.97
	96662277	064797	Audiobooks (Adult)	39.99
	96645879	064799	Music CDs (Adult)	67.96
	96683241	064799	Music CDs (Adult)	11.99
	96645892	064815	Audiobooks (Youth)	24.99
	96683245	064990	Audiobooks (Adult)	304.93
Recorded Books	Cancel	063910	Audiobooks (Adult)	0.00
	76028725	064858	Audiobooks (Adult)	245.36
	76032779	064858	Audiobooks (Adult)	<u>83.25</u>
				<b>893.44</b>

**2189: DVDs**

Midwest Tape	Cancel	064179	DVDs (Youth)	0.00
	Cancel	064590	DVDs (Adult/Youth)	0.00
	96645891	064901	DVDs (Youth)	441.43
	96662279	064901	DVDs (Youth)	130.38
	96683243	064901	DVDs (Youth)	295.95
	96662690	064964	DVDs (Adult)	1,034.43
	96683244	064964	DVDs (Adult)	<u>364.27</u>
				<b>2,266.46</b>

**4000: Maintenance and Repair**

TechLogic	RC002649	2705	2019 PM/SSA	<u>6,610.00</u>
			Preventative Maintenance / System Support Agreement	<b>6,610.00</b>

**4375: Volunteer Recognition**

Cortni O'Brien (reimbursement)			Target	<u>39.80</u>
				<b>39.80</b>

**883-45500: Donation Fund**

**2010: Minor Non-Consumable Items**

Kaplan Early Learning Company	0004910778	064857	Chef/Dish Sets	<u>76.87</u>
				<b>76.87</b>

**2171: General Supplies**

Collector's Studio, Inc.	1320	065110	Mount/Trim Images	<u>140.00</u>
				<b>140.00</b>



Columbia Heights Public Library

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

**TO:** Columbia Heights Public Library Board of Trustees  
**FROM:** Renee Dougherty, Library Director  
**SUBJECT:** December 2018 Operational Report  
**DATE:** January 2, 2019

- I. BUILDING MAINTENANCE AND EQUIPMENT
  - A. Final touches, including landscape rock, were added to the monument sign.
- II. TECHNOLOGY
  - A. IS staff worked to make the mobile workstation operational for staff in the children's area.
- III. COLLECTION
  - A. Kelly Olson submitted final book orders for 2018.
  - B. Weeding in adult mysteries, EJ fiction and EJ audio was completed. Weeding of E fiction was begun.
- IV. PROGRAMS
  - A. The 90<sup>th</sup> Anniversary Open House was held on December 1. FlipSide provided musical entertainment; winning photos from the Northeast Columbia Heights photo contest were display; the Friends provided refreshments.
  - B. STEAM Storytimes were held on December 3 and 17.
  - C. A 4-H STEM: Agbot Challenge event was held on December 4.
  - D. Scrabble Club for adults was held on December 4 and 18.
  - E. A Red Cross Blood Drive was held on December 5.
  - F. The Library Board met on December 5.
  - G. In collaboration with Heights Next, a pet bed making event was held on December 8.
  - H. Open to Business consultant Kathleen DuChene was available on December 11.
  - I. 4-H Tech Wizards, in partnership with University of Minnesota Extension staff, was offered on December 4 and 11.
  - J. The Friends of the Library met on December 12.
  - K. LEGO Challenge for kids was offered on December 12.
  - L. The Graphic Novel book club was held at Columbia Academy on December 18.
  - M. The adult Book Club gathered for a holiday celebration on December 19.
  - N. Art Club for kids was offered on December 27.
  - O. Craft Lab for teens was offered on December 28.
  - P. A Noon Year's Eve Party for preschoolers was held on December 31.
  - Q. Four classes from the Immaculate Conception School visited the library.
  - R. "Buddy Up and Read" volunteers met with adults learning English.
  - S. English Conversation Circles for adult learners were offered on four Thursday afternoons and two Monday evenings.
  - T. Donations of 238 youth books were collected for Project Bookshelf. Donations and distributed through S.A.C.A.
  - U. Deliveries of materials to At-Home patrons were made.
  - V. Adult volunteers donated 60 hours of service; teens volunteers donated 2 hours.
- V. STAFF
  - A. Youth Services Librarian Bri Belanger attended events for parents of English Language



Learners at Highland Elementary and North Park Elementary. She attended the Anoka County Library Yes! (Youth Engagement - School-aged) Team meeting.

- B. Library Page Alison Marzolf took a six-week leave of absence ending on December 31.
- C. All Library staff participated in City Safety Training.
- D. Staff attended the City Holiday Party.

VI. FOUNDATION

- A. The Foundation made a \$35,000 donation to the Library.

VII. MISC

- A. I met with the city manager and department heads on December 3 and 10. Department and division heads planned a retirement celebration for Walt Fehst held on December 13 at the Legends of Columbia Heights.
- B. I attended LibCal training on December 7.
- C. I attended the funeral of former library Board member Barbara Tantanella on December 8.
- D. I attended the Canadian Pacific Holiday Train event on December 11.
- E. I prepared a work schedule for part-time library supervisors and library pages for the first quarter of 2014.

VIII. CIRCULATION

	<u>November 2017</u>	<u>November 2018</u>
<i>Physical items</i>	8,933	10,001
<i>E-books</i>	662	745
<i>E-audio</i>	275	180* (RB Digital unavailable)
<b>Total Circulation</b>	<b>9,870</b>	<b>10,926</b>

IX. GATE COUNT AND MEETING ROOM USE

	<u>November 2017</u>	<u>November 2018</u>
<i>Gate count</i>	9,652	8,929
<i>Library Programs</i>	41	39
<i>Room Use</i>	313	298

X. COMPUTER/INTERNET USE

	<u>November 2017</u>	<u>November 2018</u>
<i>Patron Use (Logins):</i>	2,292	2,024
<i>Computer Use:</i>	3,819	3,506
<i>Minutes Used:</i>	100,260	94,214
<i>Internet Access:</i>	1,790	3,604
<i>Word:</i>	344	338
<i>PowerPoint:</i>	11	20
<i>Excel:</i>	21	34
<i>Calculator:</i>	14	16
<i>Catalog/Databases:</i>	156	145
<i>Microfilm Reader:</i>	0	1
<i>Burlington English</i>	n/a	35

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>November 2017</u>	<u>November 2018</u>
<i>Accounts Submitted</i>	719	808
<i>Dollars Submitted</i>	\$141,891.70	\$157,535.96
<i>Dollars Received</i>	\$10,392.32	\$20,206.20
<i>Materials Returned</i>	\$33,701.96	\$38,435.43

Columbia Heights Public Library

3939 Central Avenue NE, Columbia Heights, MN 55421-3932 ▪ Ph: 763-706-3690 ▪ TDD: 763-706-3692

TO: Renee Dougherty, Library Director  
FROM: Cortni O'Brien, Adult Services Librarian  
SUBJECT: Adult Services – December 2018 Operational Report  
DATE: December 28, 2018

**I. Adult Programs and Displays**

- a. The library's 90<sup>th</sup> anniversary open house celebration took place on Dec. 1, complete with live music, a library history and memories slideshow, and refreshments. Over 200 community members and library supporters joined in the celebration. Seven members of the Friends of the Library volunteered at the event.
- b. The library hosted its first Red Cross blood drive on Dec. 5. Twelve donors gave 11 units of blood.
- c. Over 75 people attended "Making Pet Beds," a service project in partnership with HeightsNEXT, on Dec. 8. The event resulted in 84 handmade, fleece pet beds donated to SACA (Columbia Heights) and Midwest Animal Shelter (Brooklyn Park).
- d. Adult book displays included "road trip audiobooks," "New Year's resolutions," and a library stories collection project.
- e. As part of our 90<sup>th</sup> anniversary celebration year, 48 hand-written library memories were collected from adult patrons.
- f. The glass display case continued to feature 90<sup>th</sup> anniversary memorabilia for the remainder of 2018.
- g. Six "Buddy Up and Read" partners met a total of 16 times to practice their English language reading and speaking skills.
- h. Conversation Circles for adult English language learners met twice a week, on Mondays at 6 p.m. and Thursdays at 1 p.m., facilitated by 3 adult library volunteers. Total attendance was 13 adults.
- i. Scrabble Club, sponsored by the Friends of the Library, met twice, on December 4 and 18.
- j. The Library Book Club met on Wednesday, Dec. 19, for their holiday party.
- k. Deliveries were made to At-Home Patrons.
- l. Spring and summer program planning was underway.

**II. Meetings**

- a. The Friends of the Library had a holiday celebration and meeting on Dec. 12.

**III. Projects**

- a. Adult volunteers were thanked with a year-end recognition gift from the library: a notebook and pen.
- b. The Friends of the Library delivered 238 new, donated books for children and teens to SACA as part of Anoka County's Project Bookshelf on Dec. 17.

**IV. Other**

- a. Seventeen adult volunteers donated 60 hours to the library, serving refreshments at the open house, working with adult English Language learners, delivering materials to At-Home Patrons, creating displays and performing miscellaneous tasks at the library.



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

**To:** Renee Dougherty, Library Director  
**From:** Brianna Belanger, Youth Services Librarian  
**Subject:** November Operational Report  
**Date:** December 28, 2018

I. PROGRAMS

- a. We celebrated the library's 90<sup>th</sup> Anniversary on 12/1. Families could visit the Craft Room for a bookmark craft in addition to the music and refreshments in the meeting room.
- b. We offered 2 STEAM Storytimes during our regular storytime break. Preschoolers and caregivers enjoyed science themed storytimes with exploration stations following. We learned about body science and snow.
- c. LEGO Club met on 12/12 and 10 kids used design thinking and problem solving skills to build and create.
- d. Graphic Novel Club met on 12/18. The group talked about Nimona and worked on creating an outline of their comic. Some youth have decided to collaborate on their graphic novel.
- e. We hosted 2 programs over Winter Break: Art Club and Craft Lab. Art Club provided elementary aged youth a chance to learn about an artist and then create a project inspired by that artist. Craft Lab provided tweens and teens the chance to create snowglobes and snowflakes while sipping hot cocoa.
- f. Teen volunteer hours total 2 hours this month.
- g. Program counts are as follows:

Community Room- Preschool STEAM Storytime	12/3/2018		50
Community Room-4-H STEM Adventures	12/4/2018	16	
Community Room- 4H Tech Wizards	12/4/2018	13	
Community Room- 4H Tech Wizards	12/11/2018	13	
Community Room- LEGO Challenge	12/12/2018	10	
Community Room- Preschool STEAM Storytime	12/17/2018		49
ICS Visit- 2nd	12/18/2018		15
ICS Visit- 1st	12/18/2018		13
ICS Visit- 4th	12/18/2018		15
ICS Visit- 3rd	12/20/2018		22
Community Room- Art Club	12/27/2018		22
Community Room- Craft Lab	12/28/2018		7
Community Room- Noon Year's Eve	12/31/2018		175

II. COLLECTION

- a. No book orders were placed this month.
- b. Weeding of EJ fiction and EJ audio were completed and weeding of E fiction began.

III. PROJECTS

- a. Began contacting vendors and planning for summer.
- b. Prepared for and led Noon Year's Eve, Art Club, and Craft Lab programs.

- c. Planned Winter storytime and tinkerspace.
- d. Managed and compiled new book displays.
- e. Managed teen volunteers.
- f. Watched Supercharge Storytime webinars and completed coursework.
- g. Implemented and managed winter early literacy space.
- h. Planned for and led Graphic Novel Book Club.
- i. Compiled and submitted 21<sup>st</sup> Century Grant attendance data.
- j. Entered spring programs into Outlook calendar.

IV. GRANTS, MEETINGS, COMMUNITY

- a. 12/4; 21<sup>st</sup> Century Grant Meeting
- b. 12/5; EL Family Night at Highland Elementary
- c. 12/7; LibCal Training
- d. 12/7; Scholastic Literacy Partnership Meeting
- e. 12/11; Supercharged Storytime Webinar
- f. 12/13; YES! Team Meeting
- g. 12/19; Safety Training
- h. 12/21; ELL Parent Group at North Park Elementary

V. STAFF

- a. Kelly Olson worked on book orders. She also fulfilled the many bulk loan bins we had this month. She completed her usual tasks including month end reports, performer contracts, magazines, counting money, receiving books, and purchase requests. Additionally, she helps with volunteer supervision, ICS visits and the Noon Year's Eve Party.

COLUMBIA HEIGHTS PUBLIC LIBRARY  
Accounting 2018

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2018	Yr to Date			
		January 9 2019	November	Dec & Jan 19		100%
1000	ACCRUED SALARIES		17,691.64			
1010	REGULAR EMPLOYEES	390,572	342,679.84		47,892	88%
1011	PART-TIME EMPLOYEES	99,284	65,705.68		33,578	66%
1020	OVERTIME REG. EMPLOYEES	784	548.86		235	70%
1070	INTERD. LABOR SERVICE	2,500	391.08		2,109	16%
1210	P.E.R.A. CONTRIBUTION	36,828	30,217.25		6,611	82%
1220	F.I.C.A. CONTRIBUTION	37,724	31,391.05		6,333	83%
1300	INSURANCE	66,840	63,790.67		3,049	95%
1510	WORKERS COMP. INS. PREMIUM	3,613	3,208.05		405	89%
2000	OFFICE SUPPLIES	1,400	977.85	353.23	69	95%
2010	MINOR OFFICE EQUIPMENT	1,000	295.45		705	30%
2011	COMPUTER EQUIPMENT	400	0.00		400	0%
2020	COMPUTER SUPPLIES	100	145.00		-45	145%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,275	2,190.68	100.00	-16	101%
2030	PRINTING & PRINTED FORMS	1,200	476.00	52.00	672	44%
2170	PROGRAM SUPPLIES	2,000	1,715.65	67.34	217	89%
2171	GENERAL SUPPLIES	5,650	3,662.13	841.01	1,147	80%
2175	FOOD SUPPLIES	75	67.06	0.00	8	89%
2180	BOOKS	62,000	39,748.28	12,479.43	9,772	84%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	5,592.47	169.50	738	89%
2182	ELECTRONIC DATABASES	250			250	0%
2183	E-BOOKS	9,000	8,189.87		810	91%
2185	COMPACT DISCS	6,500	4,428.87	2,821.87	-751	112%
2187	BOOK/CD SET	125			125	0%
2188	MICROFORM	100			100	0%
2189	DVD	7,000	4,513.45	2,811.34	-325	105%
2280	VEHICLE REPAIR & MAINTENANCE	25			25	0%
2990	PURCHASE FOR RESALE	500		352.00	148	70%
3050	EXPERT & PROFESSIONAL SERVICE	17,650	13,938.13	135.72	3,576	80%
3105	TRAINING & EDUCATION	750	430.00		320	57%
3210	TELEPHONE	641	421.00		220	66%
3220	POSTAGE	300	166.46		134	55%
3250	OTHER COMMUNICATIONS	2,508	1,478.08		1,030	59%
3310	LOCAL TRAVEL EXPENSE	600	486.68	186.71	-73	112%
3430	ADVERTISING OTHER	50	150.00		-100	300%
3600	INSURANCE & BONDS	7,800	7,150.00		650	92%
3810	ELECTRIC	27,500	29,799.88		-2,300	108%
3820	WATER UTILITIES	1,515	1,979.53		-465	131%
3830	GAS	4,930	7,102.64		-2,173	144%
3850	SEWER UTILITIES	1,854	2,109.40		-255	114%
4000	REPAIR & MAINTENANCE	8,140	14,163.49	7,229.44	-13,253	263%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	34,200	31,350.00		2,850	92%
4020	BUILDING MAINTENANCE	26,000	19,148.28	583.54	6,268	76%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	58,000	36,666.63		21,333	63%
4050	GARAGE, LABOR BURDEN	100	211.00		-111	211%
4310	CREDIT CARD FEES	300			300	0%
4330	SUBSCRIPTION, MEMBERSHIP	550	570.00		-20	104%
4375	VOLUNTEER RECOGNITION	300	217.77	39.80	42	86%
7100	OPERATING TRANSFER OUT	14,711	13,485.12		1,226	92%
	TOTAL	952,644	808,650.97	28,222.93	115,770	88%