



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, September 5th, 2018

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 August 1, 2018, Board Meeting.

Review/approval of Bill Lists dated August 1, August 15, and August 22, 2018.

Review of 2018 Accounting.

OLD BUSINESS:

1. Northeaster Photo Contest Update
2. Monument Sign Update
3. 2019 Budget Update

NEW BUSINESS:

1. Change in procedure for rental DVDs
 - a. \$1 fee for Fiction DVDs released in current year plus one previous year (formerly previous two years)
2. Approve Youth Read Down programs for October 2018, June, July and October 2019.
3. Items from the Floor

RLD/npo



The meeting was called to order in the History Room by Chair, Patricia Sowada, at 5:32pm. **Members present:** Patricia Sowada, Catherine Vesley, Nancy Hoiom, Tricia Conway, and Council Liaison, Robert "Bobby" Williams (Absent: Stephen Smith). **Also in attendance:** Renee Dougherty (Library Director), and Nick Olberding (Recording Secretary).

The **Minutes** of the **June 13th, 2018** Board Meeting were **approved**.

Bill List dated **June 13th, 27th**, and **July 27th, 2018**, were reviewed. All were individually moved, seconded, and **passed** that the bills be paid.

Accounting Sheet as of August was reviewed, and approved.

- Questions and discussions based on Bills and Accounting:
 - **Pioneer Press:** \$717?! Yes, that's now the going rate for 7-day/week delivery. Star Tribune is similarly priced.
 - **Utilities:** Electric cost looks alright. Eric is still tweaking HVAC to make it as efficient as possible, and sending stats to architects, who would like to make sure it is performing as planned and hitting their targets.
 - **Credit Card:** City hasn't figured out a process/vendor, so still no plans to implement credit card processing at the library in the near future.

Old Business:

- **90th Anniversary Events:**
 - **Jamboree Parade Recap:** The float was well-done; everyone had a good time riding and throwing out candy; the driver was excellent (helped people on/off the truck, and performed an impressive parallel park job). For the future, Renee would need much more help, and a stronger commitment from volunteers. Join the parade again next year? No clear answer; emotions seemed mixed...
 - **History Event (1pm on Sat, Oct 13th):** Event presented by Anoka County Historical Society and focusing on the 1920's and the beginnings of the CHPL. During the event, we will be asking attendees to write down their favorite memories of the Columbia Heights Library; to be displayed for the Open House in December.
 - **Open House (Sat, Dec 1st):** All day event...featuring the music of Flipside (spanning the 20s, 30s, and 40s) from 1-2pm, and 2:30-3:30pm; Exhibition of photos from the Photo Contest; Memories from the History Event; Birthday Cards from kids in the community; a speech/presentation around midday; Cookies, coffee, and punch provided by the Friends of the Library.
- **CHPL Public Arts Advisory Committee:** Margo Ashmore has a pretty good handle on the details of the Photo Contest that the Committee is partnering on. The emphasis will be Heights people (as opposed to pictures of gardens, scenery, etc. that photo contests are usually inundated with). On October 6th the Committee will narrow down the entries, and make their selections. Photos will be on display in the Community Room for the Open House, and remain for around 6 weeks.
- **Monument Sign:** The LED panel has been ordered and should arrive mid-August. Building of the base (with leftover stone from the Library construction) will commence after Labor Day, and be finished around mid-October. City is building the base, and then the sign company will mount the LED portion when complete.

New Business:

- **21st Century Community Learning Centers Grant:** The Library will be joining in on the 2nd and 3rd year of the 21st Century Grant; in collaboration with Kristen Stuenkel and Parks & Recreation. Funding will focus on 5th-8th Graders in the form of STEM Program Series (urged towards series of programs to keep kids engaged, as opposed to one-off events on different topics). Also included will be a graphic novel book club once-a-month. 2018-19 programming will begin at the end of September.
- **2019 Budget:** Cuts to the proposed budget include books and e-books, programming, and supplies. Some of the programming cuts will be supplemented by funds from the 21st Century Grant. Property and Liability Insurance is going up \$5000, which affects all city departments (the city as a whole has had some claims). The Board would like to see Renee, Cortni, and/or Bri attend a Library Conference, if able. The largest portion of the library budget is personnel costs; several full and part-time staff members are still going through pay-scale steps/increases.
 - The board would like to see the library able to hire another person, because they feel we are stretched thin, and could use coverage for illness and unforeseen instances. We have underspent budget on personnel for the last three years, but that was due to employee turnover, and the time it takes to hire a replacement. We are appropriately staffed for a library of our size.

Items from the Floor:

- **Department of Education** sent confirmation that they received our yearly statistical submission.
- Columbia Heights Library is receiving a **Bike Fix-It Station** as part of a partnership between Anoka County Libraries and Parks, and the Statewide Health Improvement Partnership. The partnership focuses on creating healthier communities across Minnesota by expanding the opportunities for active living by reducing the barriers of transportation and increasing access to facilities and opportunities for walking and biking.
- One of the **Parking Lot Cameras** is dysfunctional and will be replaced.
- **Library Director** will be on vacation from August 20-31st.
- **Catherine Vesley** would like to thank the Board for their thoughts & flowers in Donald's passing.

There being no further business, a motion to adjourn was made at 6:28pm 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.

COLUMBIA HEIGHTS PUBLIC LIBRARY
2018 Expenditures
August 1st, 2018

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1572	2155	June Notices	<u>100.00</u>
				100.00

2170: Program Supplies

Bookpage	S36895	064286	Bookpage Monthly Review	324.00
Bri Belanger (reimbursement)			Target	31.64
			Michaels	6.00
			Oriental Trading	<u>25.97</u>
				387.61

2171: General Supplies

Sherwin Williams	3817-6	064251	Blue Paint	121.58
Trio Supply Company, Inc	464646	064306	Paper Towels/TP	<u>144.63</u>
				266.21

2180: Books

Baker & Taylor	2033830470	3556JS	Book	6.49
	2033837406	3840A	Book	10.40
	2033837406	3822A	Book	16.06
	2033837406	3833J	Books	25.42
	2033837406	3837A	Book	13.50
	2033837406	3839J	Books	7.78
	2033845958	3556JS	Book	4.54
	2033851409	3836A	Book	14.40
	2033851409	3841A	Books	350.29
	2033851409	3842A	Books	616.13
Cengage Learning Inc.	64021328	3783AS	Large Print Books	80.97
	64021950	3784AS	Large Print Books	56.23
	64050874	3784AS	Large Print Books	27.74
MNDriversManuals.com	3311	3846RD	DL/CDL Manuals	<u>73.15</u>
				1,303.10

2183: E-Books

Anoka County Library	1575	2155	eBook Services 7/18-6/19	<u>8,189.87</u>
				8,189.87

2185: Compact Discs

Midwest Tape	96269623	064045	Audiobook (Adult)	39.99
	96231255	064139	Audiobooks (Adult)	104.97
	96257107	064139	Audiobooks (Adult)	149.96
	96269625	064139	Audiobook (Adult)	39.99
Recorded Books	75921209		Audiobook (Adult)	<u>39.99</u>
				374.90

2189: DVDs

Midwest Tape	96257109	064179	DVDs (Youth)	37.23
	96269622	064179	DVDs (Youth)	16.99
	96231254	064200	DVDs (Adult)	891.33
	96257290	064200	DVDs (Adult)	143.94
	96269626	064200	DVDs (Adult)	<u>21.98</u>
				1,111.47

3050: Expert & Professional Services

Forston/Jessica L	Contract	063595	Learning Tree Yoga 7/12	120.00
Anoka County Library	1573	2155	June Disc Cleaning	16.00
	1574	2155	Q2 ILS Operating Cost	<u>3,029.64</u>
				3,165.64

COLUMBIA HEIGHTS PUBLIC LIBRARY
2018 Expenditures
August 1st, 2018

3310: Local Travel Expense

Kelly Olson	Reimbursement	Mileage Q2	<u>34.23</u>
			34.23

4000: Maintenance and Repair

Marco Inc.	INV5398694	2763	CpyMaint 071518-081418	72.45
	INV5398694	2763	CpyOverage 061518-071418	22.31
	INV5398695	2763	PrtMaint 071518-081418	<u>30.13</u>
				124.89

4020: Building Repair and Maintenance Services

Modern Heating & Air, Inc.	S050312	063906	Replace Pressure Gauge	475.00
CityWide Window Service	646466	063681	Monthly Window Cleaning	128.00
Allen's Perfect Painting		064279	Accent Wall/Study Rooms	<u>600.00</u>
				1203.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2018 Expenditures
August 15th, 2018

240-45500

2000: Office Supplies				
Office Depot	174327278001	064398	Paper, Labels, Sharpies	<u>223.93</u>
				223.93
2180: Books				
Baker & Taylor	2033854814	3832J	Book	4.43
	2033854814	3843J	Books	434.94
	2033857581	3842A	Book	10.39
	2033857581	3844J	Books	<u>404.66</u>
				854.42
2185: Compact Discs				
Recorded Books	75923805		Audiobook Replacement	<u>7.95</u>
				7.95
3050: Expert & Professional Services				
Unique Management Services	465830	2307	July Placements	<u>44.75</u>
				44.75
4020: Building Repair and Maintenance Services				
Aid Electric Service Inc.	55860	064370	Replace Floor Outlet Box	<u>78.50</u>
				78.50

COLUMBIA HEIGHTS PUBLIC LIBRARY

2018 Expenditures

August 22nd, 2018

240-45500

2025: Automated Circulation System Supplies

Anoka County Library	1579	2155	July Notices	<u>100.00</u>
				100.00

2170: Program Supplies

Brianna Belanger (reimbursement)			Walmart.com	36.47
			Cub Foods	79.93
			Cub Foods	8.89
			Dollar Tree Stores	3.00
			Target	<u>6.65</u>
				134.94

2171: General Supplies

Trio Supply Company, Inc.	469360	064436	Tissues, Towels, Cleaner	<u>147.62</u>
				147.62

2180: Books

Baker & Taylor	2033858637	3782JS	Book	12.99
	2033864180	3836A	Book	15.51
	2033864180	3842A	Book	25.99
	2033864180	3845J	Books	252.70
	2033872184	3556JS	Book	6.49
	2033879235	3842A	Book	15.51
	2033879235	3845J	Books	36.98
	2033879235	3847A	Books	143.40
	2033887709	3556JS	Books	12.29
	2033891987	3848A	Books	504.28
	5015100800	3781AS	Books	<u>54.51</u>
				1080.65

Cengage Learning Inc.	64160144	Library	Large Print Books	51.19
	64192215	3783AS	Large Print Books	137.20
	64192791	3784AS	Large Print Books	<u>54.73</u>
				243.12

2185: Compact Discs

Midwest Tape	96289073	064045	Audiobooks (Adult)	<u>14.99</u>
				14.99

2189: DVDs

Midwest Tape	96289075	064179	DVDs (Youth)	36.98
	96289076	064200	DVDs (Adult)	<u>5.99</u>
				42.97

3050: Expert & Professional Services

Anoka County Library	1577	2155	July Cataloging	37.23
	1578	2155	July Disc Cleaning	<u>16.00</u>
				53.23

4375: Volunteer Recognition

Brianna Belanger (reimbursement)			Target	51.23
			Target	<u>59.00</u>
				110.23

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2018

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2018	Yr to Date			
		5-Sep-18	July	August		67%
1000	ACCRUED SALARIES		21,009.94			
1010	REGULAR EMPLOYEES	390,572	207,149.18		162,413	58%
1011	PART-TIME EMPLOYEES	99,284	38,526.43		60,758	39%
1020	OVERTIME REG. EMPLOYEES	784	375.42		409	48%
1070	INTERD. LABOR SERVICE	2,500	0.00		2,500	0%
1210	P.E.R.A. CONTRIBUTION	36,828	18,290.52		18,537	50%
1220	F.I.C.A. CONTRIBUTION	37,724	18,855.83		18,868	50%
1300	INSURANCE	66,840	41,842.89		24,997	63%
1510	WORKERS COMP. INS. PREMIUM	3,613	1,968.09		1,645	54%
2000	OFFICE SUPPLIES	1,400	504.20	223.93	672	52%
2010	MINOR OFFICE EQUIPMENT	1,000	132.77		867	13%
2011	COMPUTER EQUIPMENT	400			400	0%
2020	COMPUTER SUPPLIES	100			100	0%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,275	1,371.78	200.00	703	69%
2030	PRINTING & PRINTED FORMS	1,200	434.00		766	36%
2170	PROGRAM SUPPLIES	2,000	673.88	522.55	804	60%
2171	GENERAL SUPPLIES	5,650	1,412.66	413.83	3,824	32%
2175	FOOD SUPPLIES	75	23.81		51	32%
2180	BOOKS	62,000	25,078.24	3,481.29	33,440	46%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	1,492.42		5,008	23%
2182	ELECTRONIC DATABASES	250			250	0%
2183	E-BOOKS	9,000		8,189.87	810	91%
2185	COMPACT DISCS	6,500	2,905.39	397.84	3,197	51%
2187	BOOK/CD SET	125			125	0%
2188	MICROFORM	100			100	0%
2189	DVD	7,000	2,059.42	1,111.47	3,829	45%
2280	VEHICLE REPAIR & MAINTENANCE	25			25	0%
2990	PURCHASE FOR RESALE	500			500	0%
3050	EXPERT & PROFESSIONAL SERVICE	17,650	6,981.93	3,263.62	7,404	58%
3105	TRAINING & EDUCATION	750	40.00		710	5%
3210	TELEPHONE	641	291.65		349	45%
3220	POSTAGE	300	80.40		220	27%
3250	OTHER COMMUNICATIONS	2,508	1,040.71		1,467	41%
3310	LOCAL TRAVEL EXPENSE	600	297.18	34.23	269	55%
3430	ADVERTISING OTHER	50	150.00		-100	300%
3600	INSURANCE & BONDS	7,800	4,550.00		3,250	58%
3810	ELECTRIC	27,500	17,979.81		9,520	65%
3820	WATER UTILITIES	1,515	629.16		886	42%
3830	GAS	4,930	6,179.79		-1,250	125%
3850	SEWER UTILITIES	1,854	1,413.36		441	76%
4000	REPAIR & MAINTENANCE	8,140	13,234.79	124.89	-5,220	164%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	34,200	19,950.00		14,250	58%
4020	BUILDING MAINTENANCE	26,000	12,923.28	1,281.50	11,795	55%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	58,000	23,333.31		34,667	40%
4050	GARAGE, LABOR BURDEN	100	211.00		-111	211%
4310	CREDIT CARD FEES	300			300	0%
4330	SUBSCRIPTION, MEMBERSHIP	550			550	0%
4375	VOLUNTEER RECOGNITION	300		110.23	190	37%
7100	OPERATING TRANSFER OUT	14,711	8,581.44		6,130	58%
	TOTAL	952,644	501,974.68	19,355.25	431,314	55%