



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, December 4th, 2019

Regular Meeting at 5:30 p.m.

Library History Room

Board of Trustees

Catherine Vesley
Chair

Patricia Sowada
Vice-Chair

Tricia Conway
Secretary

Steve Smith

Christopher Polley
Members at Large

Connie Buesgens
Council Liaison

Renee Dougherty
Library Director

AGENDA:

Call to order.

Review/approval of the Minutes of the November 6th, 2019, Board Meeting.

Review/approval of Bill Lists dated November 6th & 20th, 2019.

Review of Accounting.

OLD BUSINESS:

1. Strategic Planning

NEW BUSINESS:

1. Staffing Update
2. 2020 Fee Schedule
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, November 6th, 2019

Drafted
11/12/2019

The meeting was called to order in the History Room by Chair, Catherine Vesley at 5:33pm. **Members present:** Catherine Vesley; Patricia Sowada; Tricia Conway; Stephen Smith; Christopher Polley; and City Council Liaison, Connie Buesgens. **Also in attendance:** Renee Dougherty (Library Director), and Nick Olberding (Recording Secretary).

The **Minutes** of the **October 2nd, 2019** Board Meeting were **approved**. The Board wanted to add how appreciative they are for me making sense of all the discussions, and compiling it in to clear minutes. Thank you!

Bill Lists dated **September 9th & 23rd, 2019** were reviewed. Each was moved, seconded, and **approved**.

Questions and discussions based on Bills and Accounting:

- **ILS Q3:** COH's share of the library system cost, plus delivery.
- **Orkin:** We don't have any specific pest problems; preventative maintenance contract on city buildings.
- **Utilities:** Under-budget for the year.
- **1810:** Covers cost-of-living increases in the interim before contracts are settled.

Old Business:

1. **Finalize Strategic Plan:** Over the last month, Renee had consulted with several staff members, and developed a couple additional Values to consider in the plan (Equal Access & Intellectual Freedom), and also had some reservations with the Mission Statement. She felt like our Collections should be mentioned in the mission, and could use some fine tuning to better encompass our full mission. The Board is going to take the next month to think of better ways to include our main points. Approving the Strategic Plan has been tabled till the December meeting.
2. **Budget Presentation Update:** Renee had her initial budget presentation for the City Council...including increases for part-time personnel wage increases, mandatory IT Services increase, and \$1800 to pilot Kanopy Library streaming video service. Library revenue fluctuates based on how much printing is done and whether/when people are willing to pay their account balances (these revenues are never a guarantee). The Council spent a disproportionate amount of time discussing the Kanopy service (something Anoka County is already offering, but Columbia Heights patrons are restricted from using). This year there were a few unanticipated costs related to maintenance renewals on our Automated Materials Handler/Self-Checks and the transition to Windows 10 (much of these costs are being covered by donation funds from the Library Foundation). The Council even asked if we felt our number of Open Hours are sufficient? Some patrons would like us to be open later some nights, or longer hours on Saturday, but we are open more hours than most ACL buildings. The City Council will continue the process of reviewing City Department budgets, and will be making their final decisions in December.

New Business:

1. **2020 Library Holiday/Closed Dates:** Closed Dates are relatively the same as previous years; all the same City holidays, plus our annual ACL Training Day in May. I had the date for Good Friday incorrect, so I needed to update that. The Board motioned to approve the 2020 Closed Dates; all were in favor.
2. **2020 Library Board of Trustees Meeting Schedule:** The 2020 Library Board Meeting dates continue to fall on the

first Wednesday of the Month @ 5:30pm in the Library History Room; the only meeting that needed shifted is January, which would have occurred on New Year's Day otherwise. The Board motioned to approve the 2020 Meeting Dates; all were in favor.

Items from the Floor:

- **Kanopy:** Renee had discussed this service with Cortni/Bri, and would like to offer this to our patrons; Kanopy may allow us to offer it as part of a trial run. \$1800 was earmarked in the 2020 budget to cover costs related to this streaming service, which also contains some content with PPR Rights, which would allow public exhibitions (could be very useful for the library, ISD-13, and community groups like HeightsNEXT).
- **Greg Gaut (Reinventing the People's Library):** Local historian/author; would be interesting to have him do a program on the Carnegie Libraries.
- November 13: **Oral Histories** (presented by Twigs & Branches Genealogy) will teach methods of interviewing relatives for inclusion in your ancestry research. It will include class participation.
- **Law Librarian:** Anoka County Law Librarian open office hours at Columbia Heights on 2nd Wednesdays of each month.
- December 3: **Tea 101 Class** (presented by TeaSource) will be an intro to everything tea, and will also include free samples and treats provided by the Friends of the Library.
- **Junior Kitchen:** A series of sessions which will train teen instructors, who will in turn work with children to teach nutrition and food preparation skills.
- The article that Tricia forwarded to the group had links to grants offered by the **National Endowment for the Arts**, which Catherine will look into; maybe secure some funding for a public art installation.
- **January:** The Board would like to put together a plan for reviewing our **Library Policies**.

There being no further business, a motion to adjourn was made at 6:36pm by Catherine Vesley, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
November 6th, 2019

240-45500

2010: Minor Non-consumable Items				
Peoples Electric Co.	307016.00	066703	Floor Box Cover	<u>260.00</u>
				260.00
2030: Printing & Printed Forms				
Church Offset Printing, Inc.	105815		Fall Events Calendars	<u>35.00</u>
				35.00
2171: General Supplies				
General Book Covers	19833	066679	Book Covers	<u>429.46</u>
				429.46
2181: Periodicals, Magazines & Newspapers				
The Wall Street Journal	010760509271		Wall Street Journal Renewal	<u>539.88</u>
				539.88
4000: Maintenance and Repair				
Marco Inc.	INV6884137	2763	PtrMaint 101519-111419	33.90
	INV6886223	2763	CpyMaint 101519-111419	82.56
	INV6886223	2763	PtrOverage 091519-101419	<u>29.88</u>
				146.34
4020: Building Repair and Maintenance Services				
City Wide Window Service	6671433	065030	Monthly Window Cleaning	128.00
Assured Security Inc.	53925	066667	Lock Repair	<u>145.00</u>
				273.00

262-45021: 21st Century Grant

3050: Expert & Professional Services				
Jaime Gjerdingen	Contract	066590	Program 10/18/2019	150.00
The Bakken Museum	Contract	066552	Program 10/26/2019	<u>360.00</u>
				510.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
November 20th, 2019

240-45500

2011: Computer Hardware and Software				
Cortni O'Brien (reimbursement)	Target 9/24		HDMI Cord	<u>34.99</u>
				34.99
2170: Program Supplies				
Office Depot	394676111001	066705	Dry Erase Markers	22.78
Bri Belanger (reimbursement)	Target 10/29		Program Supplies	22.44
	Target 11/03		Program Supplies	5.70
Cortni O'Brien (reimbursement)	Walgreens 9/4		Program Supplies	8.00
	Michaels 9/26		Program Supplies	5.11
	Amazon 10/8		Program Supplies	<u>4.55</u>
				68.58
2171: General Supplies				
Office Depot	394676111001	066705	Staplers, Sharpies, Soap	57.94
Demco Media	6710119	066541	Spine/Disc Labels, Tape	<u>92.18</u>
				150.12
2181: Periodicals, Magazines & Newspapers*				
EBSCO*	1588614		Periodical Renewals	<u>2,586.91</u>
				2,586.91
4330: Subscription, Membership				
Minnesota Library Association	300003318	064609	MLA Mbr – Dougherty	230.00
	300003319	064609	MLA Mbr – O'Brien	200.00
	300003322	064609	MLA Mbr – Belanger	<u>200.00</u>
				630.00

883-45500: Donation Fund

2011: Computer Hardware and Software				
Bibliotheca, LLC.	INV-US26197	066688	Self-Check Win10 Upgrades	<u>5,469.00</u>
				5,469.00
2170: Program Supplies				
Bri Belanger (reimbursement)	Target 10/29		Program Supplies (Games)	<u>120.70</u>
				120.70

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

November 20th, 2019

AARP Bulletin	10 Issues	31.00	Motor Trend	12 Issues	10.00
AARP: The Magazine	6 Issues		Motorcyclist	6 Issues	18.00
			Mpls-St. Paul	12 Issues	19.95
Atlantic Monthly	10 Issues	59.99	National Geographic	12 Issues	39.00
Better Homes and Gardens	12 Issues	22.00	National Geographic Kids	10 Issues	24.00
Bicycling	6 Issues	19.98	New Yorker	47 Issues	99.99
Bloomberg Business Week	50 Issues	75.00	O: The Oprah Magazine	12 Issues	28.00
Bon Appetit	10 Issues	24.00	Outdoor Life	4 Issues	19.97
Car & Driver	12 Issues	22.00	+ People	54 Issues	118.26
Catster	6 Issues	24.95	People en Espanol	10 Issues	19.97
Consumer Reports	13 Issues	30.00	Popular Mechanics	10 Issues	24.00
Country Living	10 Issues	24.00	Popular Science	4 Issues	19.97
Cycle World	12 Issues	22.00	Prevention	12 Issues	48.00
Discover	10 8 Issues	29.95	Quiltmaker	6 Issues	19.97
Dogster	6 Issues	0.00	+ Reader's Digest	10 Issues	19.98
			Real Simple	12 Issues	28.95
Esquire	9 6 Issues	12.00	Rolling Stone	12 Issues	59.95
Family Circle	12 Issues	19.98	Runner's World	10 Issues	24.00
Family Handyman	8 9 Issues	19.98	Saturday Evening Post	6 Issues	29.94
Field & Stream	6 Issues	19.97	Scientific American	12 Issues	84.00
Fine Woodworking	7 Issues	34.95			
Forbes	14 Issues	44.95	Shape	10 Issues	24.00
Fortune	14 Issues	69.95	Smithsonian	12 Issues	39.00
Fur, Fish & Game	12 Issues	19.95	Sports Illustrated	39 Issues	88.95
Glamour	11 Issues	18.00	Sports Illustrated for Kids	12 Issues	31.95
Good Housekeeping	12 10 Issues	22.00	Taste of Home	6 Issues	17.98
Harper's	12 Issues	25.00	This Old House	8 Issues	24.95
Health	10 Issues	15.97	Threads	6 Issues	32.95
Highlights For Children	12 Issues	39.99	Time	52 Issues	76.13
Hot Rod	12 Issues	14.00	Travel & Leisure	12 Issues	45.00
House Beautiful	10 8 Issues	24.00	Treasures	6 Issues	32.00
Instyle	12 Issues	30.00	TC Consumer Checkbook	2 Issues	49.00
Kiplinger's	12 Issues	23.95	USA Today	260 Issues	377.72
MAD Magazine	6 Issues	24.99	US Weekly	52 Issues	125.00
Martha Stewart Living	10 Issues	24.00	Writer	12 Issues	<u>28.95</u>
Men's Health	10 Issues	24.94			
Midwest Living	6 Issues	19.97			
Minnesota History	4 Issues	43.00			
Money	11 Issues	41.95			
Mother Earth News	6 Issues	17.00			

\$2,757.75

**Columbia Heights Public Library
Fine/Fee Schedule 2020**

Video rental (for new releases)	\$1.00 (21-day loan period)
Replacement library card	\$2.00
Out-of-State/Non-resident library card	\$60.00 (annually)
Earbuds	\$5.00
Flash Drive	\$5.00
Hardcover adult sale book	\$1.00
Trade/Oversize paperback sale book	\$.75
Mass Market paperback sale book	\$.50
Children's hardcover sale book	\$1.00
Children's paperback sale book	\$0.25
Sale DVD	\$1.00
Sale audiobook	\$2.00
Sale audio CD	\$1.00
Print/Copy (black and white)	\$0.10
Print/Copy (color)	\$0.50
Misc.	Variable
Dishonored check fee	\$30.00
Replacement of lost or damaged materials	List price of item, plus: <ul style="list-style-type: none"> • \$8.00 processing charge for print material • \$10.00 processing charge for media material Magazines = \$6.00 or list price (if higher)
Barcode	\$0.50 (charged if 5 or more barcodes are missing or damaged.)
RFID tag	\$0.25 (charged if 5 or more tags are missing or damaged.)
Book Jacket	\$0.50 (charged if 3 or more are missing or damaged)
Audio bags, all sizes	\$1.00
Compact disc Jewel case (CD)	\$0.75
CD book case (up to 10 in a case)	\$2.50
CD book case (11-24/case)	\$5.00
CD book case (25+/case)	\$15.00
DVD case (1-4 in case)	\$1.00
DVD case (5+/case)	\$2.50
Compact disc or DVD insert (1 page)	\$1.00
Compact disc or DVD insert (multiple pages)	\$3.00
Overdue fine: Adult (hardbound and paperback books, audio discs, magazines, video discs)	\$0.30 per day (\$7.00 maximum fine)
Overdue fine: Juvenile (hardbound and paperback books, audio discs, magazines, video discs)	\$0.10 per day (\$2.00 maximum)
Referral to Collection Agency	\$10.00
Community room rental (outside of normal operating hours)	\$30.00 per hour

Bold prices have changed.

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2019

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2019	Yr to Date			
		Dec 4 2019	October	November		92%
1000	ACCRUED SALARIES		17,132.98			
1010	REGULAR EMPLOYEES	400,300	322,623.30		77,677	81%
1011	PART-TIME EMPLOYEES	99,300	65,433.36		33,867	66%
1020	OVERTIME REG. EMPLOYEES	800	395.78		404	49%
1070	INTERD. LABOR SERVICE	2,500	206.24		2,294	8%
1210	P.E.R.A. CONTRIBUTION	37,600	27,618.38		9,982	73%
1220	F.I.C.A. CONTRIBUTION	38,500	29,315.55		9,184	76%
1225	FLEX BENEFIT FICA	0	139.10		-139	#DIV/0!
1300	INSURANCE	66,800	56,839.46		9,961	85%
1510	WORKERS COMP. INS. PREMIUM	3,700	2,198.49		1,502	59%
1810	COLA ALLOWANCE	20,700			20,700	0%
2000	OFFICE SUPPLIES	1,000	1,010.58	0.00	-11	101%
2010	MINOR OFFICE EQUIPMENT	500	826.23	260.00	-586	217%
2011	COMPUTER EQUIPMENT	100	159.00	34.99	-94	194%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,400	1,132.39	0.00	1,268	47%
2030	PRINTING & PRINTED FORMS	1,000	816.29	35.00	149	85%
2170	PROGRAM SUPPLIES	1,600	471.14	68.58	1,060	34%
2171	GENERAL SUPPLIES	5,700	3,017.74	579.58	2,103	63%
2175	FOOD SUPPLIES	100	130.45	0.00	-30	130%
2180	BOOKS	60,000	30,607.95	0.00	29,392	51%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,786.98	3,126.79	586	91%
2182	ELECTRONIC DATABASES	100	0.00		100	0%
2183	E-BOOKS	6,000	7,215.32		-1,215	120%
2185	COMPACT DISCS	6,500	4,778.83	0.00	1,721	74%
2187	BOOK/CD SET	100	369.85		-270	370%
2188	MICROFORM	100	0.00		100	0%
2189	DVD	6,500	5,419.38	0.00	1,081	83%
2280	VEHICLE REPAIR AND PARTS	0	104.58		-105	#DIV/0!
2990	PURCHASE FOR RESALE	500	0.00		500	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,000	14,204.21	0.00	3,796	79%
3105	TRAINING & EDUCATION	500	425.00		75	85%
3210	TELEPHONE	600	286.59		313	48%
3220	POSTAGE	300	194.33		106	65%
3250	OTHER COMMUNICATIONS	2,500	2,028.48		472	81%
3310	LOCAL TRAVEL EXPENSE	600	607.95	0.00	-8	101%
3600	INSURANCE & BONDS	8,300	6,916.70		1,383	83%
3810	ELECTRIC	33,800	25,061.30		8,739	74%
3820	WATER UTILITIES	2,300	1,988.04		312	86%
3830	GAS	7,300	5,740.62		1,559	79%
3850	SEWER UTILITIES	2,800	2,155.58		644	77%
4000	REPAIR & MAINTENANCE	10,000	20,992.58	146.34	-11,139	211%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	31,833.30		6,367	83%
4020	BUILDING MAINTENANCE	26,000	25,143.12	273.00	584	98%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	66,700	55,583.30		11,117	83%
4050	GARAGE, LABOR BURDEN	100	335.26		-235	335%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600	0.00	630.00	-30	105%
4375	VOLUNTEER RECOGNITION	200	0.00		200	0%
7100	OPERATING TRANSFER OUT	14,700	12,250.00		2,450	83%
	TOTAL	1,002,700	786,495.71	5,154.28	211,050	79%