



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, August 7th, 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 July 10th, 2019, Board Meeting.

Review/approval of Bill Lists dated July 3rd, 17th, & 31st, 2019.

Review of Accounting.

OLD BUSINESS:

1. 2020 Budget Update
2. Information on Columbia Heights Library Cardholder Debt
3. Strategic Planning

NEW BUSINESS:

1. June/July Read-down Results
2. Patron Use Survey
3. Items from the Floor

RLD/npo

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
 July 3rd, 2019

240-45500

2000: Office Supplies				
Office Depot	328011792001	065997	General Supplies	<u>48.15</u>
				48.15
2025: Automated Circulation System Supplies				
Anoka County Library	1602	2155	May Notices	<u>100.00</u>
				100.00
2170: Program Supplies				
Brianna Belanger (reimbursement)			Dollar Tree (5/29)	8.00
			Oriental Trading (5/30)	25.16
			Oriental Trading (6/12)	<u>26.97</u>
				60.13
2171: General Supplies				
Trio Supply Company	539502-00	066074	Cleaner/Tissues/Towels	277.12
Office Depot	33015271500	066027	Book Cover Tape	<u>87.99</u>
				365.11
2175: Food Supplies				
Office Depot	328011792001	065997	Coffee/Bottled Water	<u>10.99</u>
				10.99
2180: Books				
Baker & Taylor	2034548424	3894JS	Books	11.68
	2034563226	3894JS	Book	9.97
	2034578869	3920A	Book	16.07
	2034578869	3927J	Books	218.20
	2034580359	3894JS	Book	9.75
	2034586199	3921J	Books	40.20
	2034586199	3926A	Book	14.95
	2034586199	3927J	Books	17.44
	2034586199	3929A	Books	331.02
	2034594452	3923J	Book	3.89
	2034594452	3927J	Books	12.94
	2034594452	3929A	Book	21.42
	2034594452	3930A	Books	257.65
	5015520762	3893AS	Books	154.38
	5015547581	3893AS	Book	<u>225.73</u>
				1,345.29
Cengage Learning Inc.	67072071	3896AS	Large Print Books	109.46
	67143375	3926JD	Large Print Books	161.88
	67215090	3895AS	Large Print Books	<u>135.70</u>
				407.04
2185: Compact Discs				
Midwest Tape	97391669	065697	Audiobooks (Adult)	39.99
	97391721	065744	Audiobooks (Youth)	78.97
	97446575	065895	Audiobooks (Adult)	194.95
	97460048	065895	Audiobooks (Adult)	69.98
	97490182	065895	Audiobooks (Adult)	<u>39.98</u>
				423.87
2189: DVDs				
Midwest Tape	97420228	065515	DVDs (Adult)	22.49
	97391720	065766	DVDs (Youth)	175.35
	97420226	065766	DVDs (Youth)	44.21
	97446574	065766	DVDs (Youth)	5.24
	97490184	065941	DVDs (Adult)	<u>993.25</u>
				1,240.54

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

July 3rd, 2019

3050: Expert & Professional Services

Anoka County Library	1601	2155	May Disc Cleaning	14.00
Colin Mustful	Contract		AuthorTalk 6/19/19	<u>35.00</u>
				49.00

4000: Maintenance and Repair

Marco Inc.	INV6469513	2763	PtrMaint 061519-071419	<u>33.90</u>
				33.90

4020: Building Repair and Maintenance Services

City Wide Window Cleaning	664973	065030	Monthly Window Cleaning	<u>128.00</u>
				128

262-45021: 21st Century Grant

3050: Expert & Professional Services

Lyric Arts Company of Anoka	Contract	065954	Youth Program 6/13/19	180.00
Amber Burnette	Contract	065798	Youth Programs 6/18-6/20	<u>150.00</u>
				330.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
 July 17th, 2019

240-45500

2010: Minor Non-consumable Items				
Demco, Inc.	6636115	066042	Book Carts (2)	<u>826.23</u>
				826.23
2181: Periodicals, Magazines & Newspapers				
Library Journal			Library Journal Renewal	<u>157.99</u>
				157.99
3050: Expert & Professional Services				
James Schiffman	Contract	065813	Program 6/26	295.00
Unique Management Services	555124	2307	June Placements	<u>44.75</u>
				339.75
3310: Local Travel Expense				
Renee Dougherty	Reimbursement		Mileage Q2	171.56
Cortni O'Brien	Reimbursement		Mileage Q2	25.17
Nick Olberding	Reimbursement		Mileage Q2	<u>27.26</u>
				223.99
4000: Maintenance and Repair				
Marco Inc.	INV6488944	2763	CpyMaint 061519-071419	82.56
	INV6488944	2763	CpyOverage 051519-061419	<u>43.01</u>
				125.57
4020: Building Repair and Maintenance Services				
General Repair Service, Inc.	69656	065939	Rebuild Boiler Loop Pump	<u>1,995.34</u>
				1,995.34

262-45021: 21st Century Grant

3050: Expert & Professional Services				
Lyric Arts Company of Anoka	Contract	065954	Programs 7/9-7/11	<u>750.00</u>
				750.00

883-45500: Donation Fund

2170: Program Supplies				
BookPage	S42564		BookPage (50/month)	<u>348.00</u>
				348.00

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
 July 31st, 2019

240-45500

2000: Office Supplies				
Office Depot	342580339001	066170	Copy Paper/Whiteout Tape	<u>179.86</u>
				179.86
2025: Automated Circulation System Supplies				
Anoka County Library	1603	2155	June Notices	<u>100.00</u>
				100.00
2030: Printing & Printed Forms				
Heinrich Envelope Corp.	443863	066139	Printed Envelopes	<u>57.29</u>
				57.29
2171: General Supplies				
Office Depot	342580339001	066170	Labels/Clorox Wipes	<u>37.02</u>
				37.02
2180: Books				
Baker & Taylor	2034600208	3926A	Book	15.51
	2034600208	3927J	Book	10.38
	2034600208	3931A	Books	236.87
	2034607604	3894JS	Books	8.77
	2034611254	3918A	Book	14.96
	2034611254	3927J	Books	181.93
	2034611254	3931A	Books	61.48
	2034611254	3932J	Books	200.36
	2034621038	3938A	Books	116.62
	2034621038	3915A	Book	14.96
	2034621038	3920A	Book	11.05
	2034621038	3921J	Book	23.36
	2034621038	3930A	Book	14.95
	2034621038	3933J	Books	577.06
	2034622305	3894JS	Book	4.54
	2034626363	3938A	Book	6.49
	2034626363	3927J	Books	51.98
	2034626363	3933J	Book	8.44
	2034626363	3934A	Books	253.61
	2034636637	3894JS	Books	12.29
	2034638150	3938A	Book	10.40
	2034638150	3939J	Books	51.87
	2034638150	3921J	Books	46.72
	2034638150	3933J	Books	19.79
	2034638150	3935A	Books	692.67
	2034657310	3939J	Books	14.26
	2034657310	3917J	Book	7.20
	2034657310	3933J	Book	8.55
	2034657310	3934A	Book	14.95
	2034657310	3935A	Book	14.40
	2034658006	3894JS	Book	3.89
	5015574086	3893AS	Books	65.59
	5015565676	3893AS	Books	185.79
	5015583123	3893AS	Books	<u>92.98</u>
				3,054.67
Cengage Learning Inc.	67224319	3896AS	Large Print Books	140.95
	67416486	3895AS	Large Print Books	214.42
	67424914	3896AS	Large Print Books	<u>84.72</u>
				440.09

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
 July 31st, 2019

2183: E-Books					
Anoka County Library	1605	2155	eBook Services 7/19-6/2020	<u>7,215.32</u>	
				7,215.32	
2185: Compact Discs					
Midwest Tape	97539273	065996	Music CDs (Adult)	206.24	
	97570678	065996	Music CDs (Adult)	84.93	
	97596784	065996	Music CDs (Adult)	79.14	
Random House, Inc.	9045110000	066045	Audiobooks (Adult)	<u>365.25</u>	
				735.56	
2189: DVDs					
Midwest Tape	97539272	065941	DVDs (Adult)	<u>190.40</u>	
				190.40	
3050: Expert & Professional Services					
Anoka County Library	1604	2155	June Cataloging	64.78	
	1606	2155	ILS Operating Cost Q1/Q2	6,814.80	
Abigail Sundquist	Contract	066151	Storytime July 8,15,22	<u>150.00</u>	
				7,029.58	
3310: Local Travel Expense					
Winnie Coyne	Reimbursement		Mileage Q2	<u>29.92</u>	
				29.92	
4000: Maintenance and Repair					
Marco Inc.	INV6135844	2763	PtrMaint 071519-081419	33.90	
	INV6141187	2763	CpyMaint 071519-081419	82.56	
	INV6141187	2763	CpyOverage 061519-071419	<u>21.11</u>	
				137.57	
4020: Building Repair and Maintenance Services					
City Wide Window Cleaning	666569	065030	Monthly Window Cleaning	128.00	
Orkin, Inc.	181555365	1564	Pest Inspection	<u>101.55</u>	
				229.55	

262-45021: 21st Century Grant

3050: Expert & Professional Services					
Spark Youth Inc.	Contract	066043	Steam Camp 7/24-7/26	1,499.00	
	Contract	066044	Teen Steam 7/18	<u>300.00</u>	
				1,799.00	

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2019

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2019	Yr to Date			
			Aug 7 2019	July		58%
1000	ACCRUED SALARIES		18,560.91			
1010	REGULAR EMPLOYEES	400,300	186,726.08		213,574	47%
1011	PART-TIME EMPLOYEES	99,300	33,629.15		65,671	34%
1020	OVERTIME REG. EMPLOYEES	800	220.97		579	28%
1070	INTERD. LABOR SERVICE	2,500	206.24		2,294	8%
1210	P.E.R.A. CONTRIBUTION	37,600	15,709.77		21,890	42%
1220	F.I.C.A. CONTRIBUTION	38,500	16,820.49		21,680	44%
1225	FLEX BENEFIT FICA		83.46			
1300	INSURANCE	66,800	33,414.90		33,385	50%
1510	WORKERS COMP. INS. PREMIUM	3,700	1,358.88		2,341	37%
1810	COLA ALLOWANCE	20,700			20,700	0%
2000	OFFICE SUPPLIES	1,000	424.86	228.01	347	65%
2010	MINOR OFFICE EQUIPMENT	500		826.23	-326	165%
2011	COMPUTER EQUIPMENT	100	159.00		-59	159%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,400	501.39	200.00	1,699	29%
2030	PRINTING & PRINTED FORMS	1,000	717.00	57.29	226	77%
2170	PROGRAM SUPPLIES	1,600	344.97	60.13	1,195	25%
2171	GENERAL SUPPLIES	5,700	1,545.31	402.13	3,753	34%
2175	FOOD SUPPLIES	100	111.40	10.99	-22	122%
2180	BOOKS	60,000	15,668.77	5,247.09	39,084	35%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,459.99	157.99	3,882	40%
2182	ELECTRONIC DATABASES	100			100	0%
2183	E-BOOKS	6,000		7,215.32	-1,215	120%
2185	COMPACT DISCS	6,500	2,342.56	1,159.43	2,998	54%
2187	BOOK/CD SET	100	170.70		-71	171%
2188	MICROFORM	100			100	0%
2189	DVD	6,500	2,777.92	1,430.94	2,291	65%
2280	VEHICLE REPAIR AND PARTS	0	104.58	0.00	-105	#DIV/0!
2990	PURCHASE FOR RESALE	500			500	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,000	1,881.96	7,418.33	8,700	52%
3105	TRAINING & EDUCATION	500	200.00		300	40%
3210	TELEPHONE	600	184.38		416	31%
3220	POSTAGE	300	103.63		196	35%
3250	OTHER COMMUNICATIONS	2,500	1,224.36		1,276	49%
3310	LOCAL TRAVEL EXPENSE	600	172.26	253.91	174	71%
3600	INSURANCE & BONDS	8,300	4,150.02		4,150	50%
3810	ELECTRIC	33,800	11,704.17		22,096	35%
3820	WATER UTILITIES	2,300	670.41		1,630	29%
3830	GAS	7,300	5,383.89		1,916	74%
3850	SEWER UTILITIES	2,800	1,432.47		1,368	51%
4000	REPAIR & MAINTENANCE	10,000	19,834.88	297.04	-10,132	201%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	19,099.98		19,100	50%
4020	BUILDING MAINTENANCE	26,000	14,113.78	2,352.89	9,533	63%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	66,700	33,349.98		33,350	50%
4050	GARAGE, LABOR BURDEN	100	222.00		-122	222%
4310	CREDIT CARD FEES	300			300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600			600	0%
4375	VOLUNTEER RECOGNITION	200			200	0%
7100	OPERATING TRANSFER OUT	14,700	7,350.00		7,350	50%
	TOTAL	1,002,700	455,137.47	27,317.72	520,245	48%



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: July Operational Report
DATE: July 31, 2019

- I. BUILDING MAINTENANCE AND EQUIPMENT
 - A. Auxiliary heaters on the exterior air handling unit were repaired.
 - B. Horwitz staff completed routine filter changes and HVAC system inspection.
- II. TECHNOLOGY
 - A. City Information Services staff continues to troubleshoot the microfilm reader.
 - B. IS staff and a contractor updated the infrastructure of virtual desktops for public and staff computers. The upgrade resulted in unexpected shutdowns of computers during the following week. Shutdown issues were resolved by month end.
 - C. IS staff continues to troubleshoot authentication issues with library cards and guest passes on public computers. Issues include sign-on and printing.
- III. COLLECTION
 - A. Adult print materials were selected from the March 1st issue of *Kirkus Reviews*, the April 1st issues of *Booklist* and *Kirkus*, and the April 15th issue of *Kirkus*. Adult replacement copies and updated editions of computer and legal titles were ordered. Juvenile materials were selected from the winter issue of *School Library Journal*, the February and March issues of *Booklist*, and the February issue of *Growing Minds*. Adult audiobooks were ordered.
 - B. Weeding in adult nonfiction 200-599 was completed.
- IV. PROGRAMS
 - A. How to Train Your Turtle, a class for kids, was offered on July 2.
 - B. A Senior Surf computer class was offered on July 3.
 - C. The Library Board met on July 10.
 - D. The Road to Stardom was offered by Kathleen Baxter on July 10.
 - E. Storytelling Camp, taught by Lyric Arts, was offered on July 9, 10, and 11.
 - F. A Bike Fix-it Clinic was held on July 13.
 - G. The Adult Book Club discussed “Best to Laugh” by Lorna Landvik on July 17.
 - H. Library Live: Siama’s Congo Music was held on July 17.
 - I. Aquaponics, a course for teens, was led by Spark Y on July 18.
 - J. Spark Y provide a STEAM camp for youth on July 24, 25, and 26.
 - K. Library Live: Reptiles and Amphibians was held on July 31.
 - L. Four sessions of Family Storytime were offered.
 - M. Summer lunches for kids were offered each Tuesday, Wednesday, and Thursday.
 - N. “Buddy Up and Read” volunteers met with adults learning English.
 - O. English Conversation Circles for adult learners were offered on five Monday evenings and three Thursday afternoons.
 - P. Deliveries of materials were made to At-Home patrons.
 - Q. 9 adult volunteers donated 33 hours of service; teen volunteers also worked throughout the month.

V. STAFF

- A. Adult Services Librarian Cortni O'Brien led Family Storytime on July 1.
- B. Cortni O'Brien and Clerk Typist Kelly Olson staffed a table at the Pride Fest on July 13.
- C. I met with Pages Tammie Yin Powell and Maria Fink for annual performance evaluations.
- D. Bri Belanger began a twelve-week leave on July 1 with the birth of a daughter.
- E. Abby Sundquist, ECFE Parent Educator, was hired to provide summer Storytimes during Bri's leave.

VI. FOUNDATION

- A. The Foundation did not meet this month.

VII. MISC

- A. I met with the city manager and department heads on July 8, 15, 22 and 29.
- B. A patron use study was conducted during the week of July 15.
- C. A survey of reference interactions was conducted during the week of July 22.
- D. I met with the Anoka County Library Management Team on July 11 and 18.
- E. I attended Coffee with Commissioner Meisner and Mayor Schmitt on July 20.
- F. I attended the Anoka County Library Public Service Team meeting on July 24.

VIII. CIRCULATION

	<u>June 2018</u>	<u>June 2019</u>
<i>Physical items</i>	11,769	11,669
<i>E-books</i>	783	687
<i>E-audio</i>	272	260
Total Circulation	12,824	12,616

IX. GATE COUNT AND MEETING ROOM USE

	<u>June 2018</u>	<u>June 2019</u>
<i>Gate count</i>	10,790	10,986
<i>Library Programs</i>	36	32
<i>Room Use</i>	279	337

X. COMPUTER/INTERNET USE

	<u>June 2018</u>	<u>June 2019</u>
<i>Patron Use (Logins):</i>	2,410	2,589
<i>Computer Use:</i>	3,961	4,250
<i>Minutes Used:</i>	144,600	110,043
<i>Internet Access:</i>	5,075	5,487
<i>Word:</i>	453	421
<i>PowerPoint:</i>	18	15
<i>Excel:</i>	41	19
<i>Calculator:</i>	31	11
<i>Catalog/Databases:</i>	218	145
<i>Microfilm Reader:</i>	2	0* removed for repair
<i>Burlington English</i>	39	54

XI. UNIQUE MANAGEMENT COLLECTION ACCOUNTS

	<u>June 2018</u>	<u>June 2019</u>
<i>Accounts Submitted</i>	765	847
<i>Dollars Submitted</i>	\$150,797.74	\$167,377.55
<i>Dollars Received</i>	\$16,898.60	\$21,090.62
<i>Materials Returned</i>	\$35,729.05	\$40,964.51

Columbia Heights Public Library

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

TO: Renee Dougherty, Library Director
FROM: Cortni O'Brien, Adult Services Librarian
SUBJECT: Adult Services – July 2019 Operational Report
DATE: July 30, 2019

I. Adult Programs and Displays

- a. Three adults attended Senior Surf, an introductory computer class for seniors, on July 3. Senior Surf is instructed by a certified trainer from the Senior Linkage Line.
- b. On July 10, speaker and author Kathy Baxter presented “The Road to Stardom,” a talk about three prominent Minnesota authors for children. Twenty people attended.
- c. The library hosted its second “Bike Fix-it Clinic” on July 13. Three volunteer bike enthusiasts tuned and repaired 9 bikes.
- d. The library had a booth at the first Columbia Heights Pride Festival on July 13. Kelly, Nick and I had a display on LGBTQ+ books available through the library, and handed out pride-themed bookmarks. Over 150 people visited the library booth.
- e. Conversation Circles for adult English language learners met twice a week, on Mondays at 6 pm and Thursdays at 1 pm. The circle is facilitated by three adult library volunteers. Total attendance for the month was 35 adults.
- f. Seven “Buddy Up and Read” partners met a total of 16 times to practice their English language reading and speaking skills.
- g. Eleven members of the Library Book Club met on Wednesday, July 17, to discuss “Best to Laugh” by Lorna Landvik.
- h. July displays included a bicycle books display, a beach reads display, and a “dog days of summer” dog fiction display. The glass display case features collectible children’s books and toys.

II. Meetings

- a. I attended the July 1 city division head meeting in Renee’s absence.
- b. I met with Christine Hofler, a prospective library program presenter, on July 15.
- c. I attended the quarterly adult services interest group meeting at MELSA on July 24.

III. Projects

- a. Seven Friends of the Library gathered on July 10 and July 31 to sort through hundreds of letters written to the Columbia Heights Focus newspaper during WWII. The project continues throughout the summer.
- b. Six book deliveries were made to At-Home Patrons.
- c. Heights Newsletter content was submitted to the City Communications Manager on July 22.
- d. Weeding was completed in Adult DVDs.
- e. Library book trucks, office supplies, and adult audiobooks were ordered.

IV. Other

- a. I conducted the July 1 family story time in Bri’s absence, to a group of 57.
- b. Eighteen adult volunteers donated 65.5 hours to the library, organizing historical collections, working with adult English Language learners, and performing miscellaneous tasks at the library.



The meeting was called to order in the History Room by Chair, Catherine Vesley at 5:30pm. **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), and Jane Polley (CHPL Foundation President).

The **Minutes** of the **June 5th, 2019** Board Meeting were **approved**.

Bill Lists dated **June 5th & 19th, 2019** were reviewed. Each was moved, seconded, and **approved**.

The **Accounting Sheet** was reviewed, and **approved**. Thus far at 39% spent in 50% of the year.

Questions and discussions based on Bills and Accounting:

- **Setpoint (\$975):** Eric Hanson (City Facility Maintenance Supervisor) called in the building systems company to adjust the HVAC systems for better energy efficiency.
- **Community Room A/C:** Occasionally cuts out and Eric needs to manually restart it; cause currently unknown.
- **Scholastic (\$498):** Prize books for the Summer Reading Program purchased with 21st Century Grant funds.
- **Lights:** Library LED lights are controlled by timers; some remain on after we leave (and for when the custodian is here). The illuminated library acts as a security feature, and adds some aesthetics to Central Ave.
- **Food Supplies (2175):** Budgeted for coffee/tea for meetings and programs. Slightly over the \$100 budget.
- **Other Communications (3250):** Library's Internet--currently budgeted at \$2500/year; we are told the city is scheduled for a new contract in 2021, and the Library should anticipate the cost to increase.
- **Book Sale:** Items rotate regularly and is mostly stocked with donated material that doesn't make it into the circulating Collection. The Library doubled the amount of sale items the week of the City Garage Sale and raised over \$100 that week (typical total for a year has been about \$500, so it was a profitable week).

New Business:

- **Request from Jane Polley of the Library Foundation:** The Library Foundation's Spaghetti Dinner is scheduled for Wednesday, September 11th, and runs from 4:30-7:00pm. This year tickets will only be available at the door, and for the first time Save-the-Date cards will be printed and passed out. Jane is hoping several members of the Board are able to volunteer for a shift (4:30-5:45 or 5:45-7:00). All members seemed open to helping with the event, and will confirm with Jane of their preference.
- **Staffing Update:** Renee was happy to announce that our Youth Librarian (**Bri**) had her baby last week; she will be out on maternity leave for the next 12 weeks. Luckily, our Library Aide (**Farrah**) started just in time for Bri to train her in on tasks she will be handling during the leave (liaison for youth programs and summer lunch, as well as various other tasks); the rest of the staff will also provide coverage and assistance in areas where they can. Abby (ECFE) will be overseeing StoryTime for the remainder of the summer session and starting off the fall session; some of her time will be covered by her ECFE Internship, and the rest will be compensated by the Library. In other news, one of our newest Pages (**Jacqui**) has left for a full-time library opportunity in her home state of Iowa, so congratulations to her. At this time, we will not be posting to fill the position.
 - The Board inquired as to whether the Library could keep a short-list of candidates for future hiring in situations like this to speed up the process. We can see if that's a possibility, but Steve noted that his employer did this in the past and it doesn't work as well as intended.
- **Proposed 2020 Budget:** The Library submitted a budget with a 5% increase. Renee will be presenting the proposed budget to Finance on Friday; no need for a Boardmember to be present at this stage.

- **Personnel:** 69% (\$36,500 of \$52,900) of the budget increase are for personnel costs relating to wage increases from bargaining unit contracts, part-time staff (which have not had scale increases since 2016), and the addition of the Library Aide position (14 hours/week).
- **Supplies:** Relatively unchanged from last year, but a slight increase to purchase RFID tags which haven't needed replenishing since 2015. Also, \$1800 will be moved from Line 2189 to a new Line 21XX to budget for digital media streaming for patrons (most likely Kanopy).
- **Other Services:** Utilities were figured in at 5% above 2018 actual costs; Line 4000 includes an increase in anticipation for a yet-to-be-determined replacement patron computer/print management system in which Anoka County is currently drafting an RFQ. Also, an increase for Information Systems services from the City, which has risen steeply over the last 5 years (2016: \$22k / 2020:\$70k) in part due to increased technology in the new Library building.
- **Strategic Planning Update:** Renee would like to have the Board look into a resource called "Center for the Future of Libraries" to help guide us on trends related to libraries around the country (we will send out some links). Trends of note include the aging population in MN (in the near future 20% of Minnesotans will be 65+), the rise in co-work/co-living spaces, online and lifelong informal learning, and diversity (which is very prevalent in Columbia Heights). As for previous thoughts of hiring a facilitator for the process, the Board will look at options, but may try to see how it goes without one in the short-term; there are a few facilitator options available out there that may be beneficial, but will have to weigh the cost/benefit.
 - Renee had said that CHPL patrons could account for nearly 25% of all of Anoka County patrons with fines exceeding \$25. The Board would like the Library to pull together relevant statistics on patrons, fines, material, and other categories in order to better strategically plan and get a baseline.
 - Fines account for ~\$13k/yr for CHPL, and over 100k for ACL. In regards to the trend of libraries discontinuing late fees, we would have to make up for the income we would lose, and that is something taxpayers would object to (per Connie).
 - Catherine would like everyone on the Board to think of their single-most-important issue they would like to explore in the strategic planning process
 - Tricia made a **Motion to Schedule a Strategic Planning Special Session** for Saturday, September 14th from 9-11am at the Library; Seconded...Approved. The Board would also like to invite representatives from the Friends, Foundation, and other stakeholders (as Open Meeting rules would likely apply).

Items from the Floor:

- We received a confirmation letter from the **MN Department of Education** that our Annual Report was received and it meets their qualifications.
- Due to popular demand, a second **Bike Fix-It Clinic** will occur this Saturday (11am-1pm).
- The Library will have a table at this Saturday's **HeightsNEXT Pride Fest** at Sullivan Lake Park (2-5pm).
- The **Adult Book Club** will meet Wednesday, July 17th (10am) to discuss Lorna Landvik's "Best to Laugh".
- **Siamia's Congo Music** will perform Wednesday, July 17th (2pm) for families in the Community Room.
- Teens will learn about **Aquaponics** Agriculture on Thursday, July 18th (2pm) in the Community Room.
- **Mandy Meisner** will host a Community Coffee & Conversation with a Commissioner in the Community Room on Saturday, July 20th (11am).
- **Summer Lunch @** The Library has been going well...averaging about 25 lunches a day.

There being no further business, a motion to adjourn was made at 6:53pm by Patricia Sowada, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

To: Renee Dougherty, Library Director
From: Winnie Coyne – Library Clerk
Subject: July Operational Report
Date: August 1, 2019

I. COLLECTION PROJECTS

- A. **Magazines:** Magazine labels were typed for newly received magazines.
- B. **Damaged Shelf:** Items older than 1 month were cleared from the shelf this month.
- C. **Paperback order:** No paperback orders were sent this month.
- D. **Book Display:** This month's display was 'Beach Reads'. It is all books with the words summer or beach in the title, or a beach-themed cover. The Beach Reads display will continue through August with books being added as the display gets low.
- E. **Weeding Projects:** Renee is regularly giving me books to withdraw. Weeding in the Romance and Western sections is completed.
- F. **Withdrawn items:** Books are withdrawn from the system each week and are placed in a box to go to Better World Books if they are accepted by the company. If not or if they are in very bad shape they are recycled.

II. MAINTENANCE

- A. **Fire extinguisher:** The fire extinguishers were checked on July 23rd, 2019.
- B. **Security gates:** Security gates were checked twice daily to record the gatecount.
- C. **Public Works:** This month, Eric Hanson from Public Works was here to adjust the temperature, and public works was here to do lawn maintenance.
- D. **ILL Drawer:** The ILL drawer is no longer needed; the Anoka County Libraries now generate a report that tallies the ILLs for each month.
- E. **Month End Statistics:** The statistics for the previous month will be totaled and sent to staff by Friday, August 2nd.
- F. **Bulletin Board:** Old notices are removed once they have expired or have been up for thirty days and new notices are put up as we receive them.
- G. **Shelf Reading:** There are adult and youth lists with assignments for pages and teen volunteers. These assignments will be the same for the whole summer unless they are completed before September.
- H. **Website and Facebook:** Periodic updates of both Facebook and the web page were completed. Both pages feature recurring and one-time events. Our Facebook page created several events including 'Library Live with the Wargo Nature Center', and 'The Road to Stardom: Highway 14 and Three Great Children's Book Creators Who Grew Up Along It'.