



## 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 4<sup>th</sup>, 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 August 7<sup>th</sup>, 2019, Board Meeting.

Review/approval of Bill Lists dated August 14<sup>th</sup> & 28<sup>th</sup>, 2019.

Review of Accounting.

#### **OLD BUSINESS:**

1. Additional Information on Cardholder Debt
2. Define the Process for Strategic Planning Retreat (9/14)

#### **NEW BUSINESS:**

1. Items from the Floor

RLD/npo



**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
3939 Central Ave NE, Columbia Heights, MN 55421  
**BOARD OF TRUSTEES: MEETING MINUTES**  
Wednesday, July 10<sup>th</sup>, 2019

Drafted  
8/9/2019

The meeting was called to order in the History Room by Chair, Catherine Vesley at 5:31pm. **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 **July 10<sup>th</sup>, 2019** Board Meeting were **approved**.

**Bill Lists** dated **July 3<sup>rd</sup>, 17<sup>th</sup> & 31<sup>st</sup>, 2019** were reviewed. Each was moved, seconded, and **approved**.

The **Accounting Sheet** was reviewed, and **approved**. Thus far at 48% spent in 58% of the year.

Questions and discussions based on Bills and Accounting:

- **21<sup>st</sup> Century Grant:** A 3-yr grant awarded to ISD13; the Library was invited to participate as a subcontractor of Recreation in year two (2018-19) and again for year three (2019-20.) The STEAM program series offered at the CHPL is eligible for reimbursement from the grant.
- **Boiler Loop Replacement:** One of two Boiler Loop Pumps was squealing and needed rebuilding. It was stated that many foreign-made electronic/mechanical parts don't go through QC Testing, because it's too expensive, and cheaper to just replace the parts that fail.
- **Lyric Arts:** Held a 3-day storytelling camp for teens (6 hours). \$750 cost reimbursed by 21<sup>st</sup> Century Grant.
- **BookPage:** 50 copies/month subscription for patrons to take; donated by "Friends of the CHPL".
- **E-Books:** We were assessed our portion of E-Book services by ACL (\$7,215); a little more expensive than budgeted, which will be covered by funds from print book budget. Statistics show that only **3.5%** of our patrons utilize our E-Books; so much for the skeptics that assumed E-Books would kill libraries (people spend so much time in front of a screen, that when they read a book, most prefer a print book).
- **STEAM Camp:** 3-day science camp teaching things like circuitry/hydraulics. Reimbursed by 21<sup>st</sup> Century Grant.
- **4000 vs. 4010 vs. 4020:** Repair/Maintenance (**4000**) covers service contracts for printers, copiers, AMH, and other non-building equipment; Building Maintenance Labor & Burden (**4010**) covers personnel costs associated with Public Works and Custodial Services; Building Maintenance (**4020**) covers building costs, repairs, and contracts like pest inspections, landscaping, window cleaning, and HVAC maintenance.

### Old Business:

- **2020 Budget Update:** Draft budget has been submitted to the City; the City Manager has recommended no changes at this point. The Council will set the tax levy in September. Department heads will present detailed budget overviews at October and November work sessions.
- **Information on Columbia Heights Library Cardholder Debt:** 39.8% of Columbia Heights patrons have fines of a penny or more (5,540 out of 13,911); the Board received some pertinent fine statistics which required some explanation, so here you will find a summary. The library has collected a net of \$4,958 in fees so far in 2019, and generally estimates about \$12,500 in revenue from these fees. Currently the overall outstanding debt by Columbia Heights past/present patrons is \$131,986, which includes:
  - \$34,715...**Overdue Fees** (late fees)
  - \$84,875...**Lost/Processing Fees** (the system automatically assesses items as lost after 30 days late, then clears it if the item is returned and assesses a maximum overdue fee)
  - \$572.....**Damaged Items** (usually caused by liquids, children, or pets)
  - \$808.....**Unpaid DVD Rental Fees** (from the \$1 rental of new DVDs)

- \$11,016...**Other Fees** (lost cards, collections referral fees, sale items, etc.)
- **Strategic Planning:** As we continue with Strategic Planning Renee and the Board would like to keep it simple. The Board will focus on a Vision, a Mission, and 3-4 Long Term Goals/Objectives; it will be up to Library Staff to interpret them into an actionable plan. The Board will continue to narrow down their focus into a handful of important goals over the next couple months, and are holding a special meeting for strategic planning on September 14<sup>th</sup>. We may utilize a patron survey to help guide the future of the library. The Board had been given resources to look over, including documents from the ALA's Libraries of the Future, and some recent sample Strategic Plans from other library systems (the Board feels like our library already accomplishes much of what other systems are aspiring to in their current strategic plans).
  - Some possible strategic goals discussed tonight included (**bold items** were the most popular): Short Reading (targeting reluctant readers), Belonging (the sense of community), **Aging Advances (youth/senior outreach)**, Writing/Author Courses, **Co-Working (spaces for independent/collaborative work)**, Bookmobile, **Lifelong Learning (alternative credentialing and adaptive learning)**, **Collection Diversity (to reflect the city demographics)**, Promoting Services, **Community Education (programs hosted by community members/organizations)**, Youth Video Production.

#### **New Business:**

- **June/July Read-Down Results:** In June 37 individual youth participated and totaled \$176 in waived fines; In July 45 individual youth participated to waive \$196 in fines. (Approximately 93 hours of in-library reading).
- **Patron Use Survey:** Tabled till a later date.

#### **Items from the Floor:**

- **US Citizenship Course:** In partnership with the North Metro Adult Education Center, we are holding a 14-class citizenship course in the community room this fall. Students will register and test into the class via the Adult Education Center (4111 Central Ave NE). More information available at 763-706-3833.

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

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2019 Expenditures**  
August 14<sup>th</sup>, 2019

**240-45500**

**2170: Program Supplies**

Cortni O'Brien (reimbursement)			Amazon.com (7/4) CH Pride	<u>15.98</u>
				<b>15.98</b>

**2171: General Supplies**

Demco Media	6651997	066199	DVD/Newspaper Labels	<u>141.24</u>
				<b>141.24</b>

**2180: Books**

Baker & Taylor	2034680259	3938A	Book	13.84
	2034680259	3916J	Book	10.50
	2034680259	3934A	Book	22.46
	2034680259	3935A	Book	14.40
	2034680259	3940A	Books	520.26
	2034680259	3941J	Books	<u>705.60</u>
				<b>1,287.06</b>

**2187: Book/CD Set**

Weston Woods	19514279	066254	Youth Book/CD Combos	<u>199.15</u>
				<b>199.15</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2019 Expenditures**  
August 28<sup>th</sup>, 2019

**240-45500**

<b>2025: Automated Circulation System Supplies</b>				
Anoka County Library	1608	2155	July Notices	<u>100.00</u>
				<b>100.00</b>
<b>2171: General Supplies</b>				
Trio Supply Company	547664	066283	Cleaner/Tissues/Towels	<u>172.12</u>
				<b>172.12</b>
<b>2180: Books</b>				
Baker & Taylor	2034683172	3924A	Book	12.97
	2034683172	3942J	Books	319.18
	2034689640	3894JS	Book	6.49
	2034702516	3894JS	Book	7.20
	2034705364	3931A	Books	104.26
	2034715526	3940A	Book	14.95
	2034715526	3943J	Books	411.73
	2034716422	3894JS	Books	11.68
	2034729922	3894JS	Book	5.53
	5015601093	3893AS	Book	35.62
	5015611132	3893AS	Books	46.89
	5015622460	3893AS	Book	26.11
	5015634739	3893AS	Books	42.68
	5015646615	3893AS	Book	<u>25.03</u>
				<b>1070.32</b>
Cengage Learning Inc.	67555175	3895AS	Large Print Books	162.69
	67555761	3896AS	Large Print Books	<u>56.98</u>
				<b>219.67</b>
<b>2185: Compact Discs</b>				
Midwest Tape	97657269	065996	Music CDs (Adult)	39.17
	97668245	065996	Music CDs (Adult)	11.99
	97668247	066115	Audiobooks (Youth)	124.96
	97714746	066204	Audiobooks (Adult)	382.90
	97779354	066204	Audiobooks (Adult)	79.98
	97750784	066204	Audiobooks (Adult)	<u>29.99</u>
				<b>668.99</b>
<b>2189: DVDs</b>				
Midwest Tape	97779356	066289	DVDs (Youth)	<u>317.06</u>
				<b>317.06</b>
<b>3050: Expert &amp; Professional Services</b>				
Unique Management Services, Inc.	556496	2307	July Placements	<u>53.70</u>
				<b>53.70</b>
<b>3105: Training and Educational Activities</b>				
Minnesota Library Association			MLA Annual Conference (Cortni O'Brien)	<u>225.00</u>
				<b>225.00</b>
<b>4000: Maintenance and Repair</b>				
Marco Inc.	INV6651500	2763	PtrMaint 081519-091419	33.90
	INV6651500	2763	PtrOverage 051519-081419	455.64
	INV6659191	2763	CpyMaint 081519-091419	82.56
	INV6659191	2763	CpyOverage 071519-081419	<u>33.43</u>
				<b>605.53</b>
<b>4020: Building Repair and Maintenance Services</b>				
City Wide Window Cleaning	668121	065030	Monthly Window Cleaning	128.00
Orkin, Inc.	183504653	1564	Pest Inspection	<u>101.55</u>
				<b>229.55</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2019 Expenditures**  
August 28<sup>th</sup>, 2019

**240-0036: Miscellaneous**

<b>290: Miscellaneous</b>				
Powell, Sandra Mary			Refund For Overpayment	<u>20.00</u>
				<b>20.00</b>

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

<b>3050: Expert &amp; Professional Services</b>				
Bloomington Theatre & Art Center	Contract	066090	Youth Program 8/8/2019	<u>275.00</u>
				<b>275.00</b>

COLUMBIA HEIGHTS PUBLIC LIBRARY  
Accounting 2019

Line Item	Description	Adopted Budget	Expended	Expended	Balance	%
		2019	Yr to Date			
		9/4/2019	July	August		
1000	ACCRUED SALARIES		25,016.13			67%
1010	REGULAR EMPLOYEES	400,300	217,837.65		182,462	54%
1011	PART-TIME EMPLOYEES	99,300	40,635.32		58,665	41%
1020	OVERTIME REG. EMPLOYEES	800	255.35		545	32%
1070	INTERD. LABOR SERVICE	2,500	206.24		2,294	8%
1210	P.E.R.A. CONTRIBUTION	37,600	18,436.10		19,164	49%
1220	F.I.C.A. CONTRIBUTION	38,500	19,666.22		18,834	51%
1225	FLEX BENEFIT FICA		97.37			
1300	INSURANCE	66,800	39,173.23		27,627	59%
1510	WORKERS COMP. INS. PREMIUM	3,700	1,549.61		2,150	42%
1810	COLA ALLOWANCE	20,700			20,700	0%
2000	OFFICE SUPPLIES	1,000	652.87		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	701.39	100.00	1,599	33%
2030	PRINTING & PRINTED FORMS	1,000	774.29		226	77%
2170	PROGRAM SUPPLIES	1,600	405.10	15.98	1,179	26%
2171	GENERAL SUPPLIES	5,700	1,973.90	313.36	3,413	40%
2175	FOOD SUPPLIES	100	122.39		-22	122%
2180	BOOKS	60,000	20,806.40	2,577.05	36,617	39%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	2,617.98		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	3,501.99	668.99	2,329	64%
2187	BOOK/CD SET	100	170.70	199.15	-270	370%
2188	MICROFORM	100			100	0%
2189	DVD	6,500	4,208.86	317.06	1,974	70%
2280	VEHICLE REPAIR & PARTS	0	104.58		-105	#DIV/0!
2990	PURCHASE FOR RESALE	500			500	0%
3050	EXPERT & PROFESSIONAL SERVICE	18,000	10,334.99	53.70	7,611	58%
3105	TRAINING & EDUCATION	500	200.00	225.00	75	85%
3210	TELEPHONE	600	210.26		390	35%
3220	POSTAGE	300	103.63		196	35%
3250	OTHER COMMUNICATIONS	2,500	1,224.36		1,276	49%
3310	LOCAL TRAVEL EXPENSE	600	426.18		174	71%
3600	INSURANCE & BONDS	8,300	4,841.69		3,458	58%
3810	ELECTRIC	33,800	11,994.13		21,806	35%
3820	WATER UTILITIES	2,300	670.41		1,630	29%
3830	GAS	7,300	5,458.91		1,841	75%
3850	SEWER UTILITIES	2,800	1,432.47		1,368	51%
4000	REPAIR & MAINTENANCE	10,000	20,131.92	605.53	-10,737	207%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	22,283.31		15,917	58%
4020	BUILDING MAINTENANCE	26,000	20,176.14	229.55	5,594	78%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	66,700	38,908.31		27,792	58%
4050	GARAGE, LABOR BURDEN	100	278.63		-179	279%
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	8,575.00		6,125	58%
	TOTAL	1,002,700	554,364.56	5,305.37	443,030	56%

**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 –August 2018 Operational Report  
DATE: August 30, 2019

**I. Adult Programs and Displays**

- a. Monthly book displays included “Dog Days of Summer Fiction,” “Sizzling Summer Reads,” “Mobile Menders-Inspired Sewing Books,” and a vintage toy and book display in the glass display case.
- b. Senior Surf, featuring two instructors with the Senior Linkage Line, was held on Aug. 7. Total attendance was 7 adults.
- c. Conversation Circles for adult English language learners met twice per week, on Mondays at 6 pm and Thursdays at 1pm. Total attendance in August was XX.
- d. XX “Buddy Up and Read” partners met a total of XX times to practice their English language reading and speaking skills.
- e. The Library Book Club met on Wednesday, August 21, to discuss "Fahrenheit 451" by Ray Bradbury. Thirteen adults participated.
- f. Six deliveries were made to At-Home Patrons.

**II. Meetings**

- a. Due to Bri's family leave, I gave the annual library orientation to the new teachers joining ISD13 this school year. There were 35 teachers and 3 current staff members in attendance.

**III. Projects**

- a. The Friends of the Library special projects group met to sort through the World War II letters collection on Aug. 14 and Aug. 28.
- b. Orders were placed for fall programming supplies and adult DVDs.
- c. Many book donations were processed, and either added to the library collection or the ongoing book sale inventory.
- d. Press releases for fall programming were submitted to local newspapers.

**IV. Other**

- a. XX volunteers donated XX hours to the library, working with adult English Language learners through Buddy Up and Read and Conversation Circles programs, delivering books and other materials to At-Home Patrons, and performing miscellaneous tasks at the library.