



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, October 2nd, 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 September 4th, 2019, Board Meeting.

Review/approval of Bill Lists dated September 11th & 25th, 2019.

Review of Accounting.

OLD BUSINESS:

1. Strategic Planning

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, September 4th, 2019

Drafted
9/5/2019

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).

The **Minutes** of the **August 7th, 2019** Board Meeting were **approved**.

Bill Lists dated **August 14th & 28th, 2019** were reviewed. Each was moved, seconded, and **approved**.

The **Accounting Sheet** was reviewed, and **approved**. Thus far at 56% spent in 67% of the year.

Questions and discussions based on Bills and Accounting:

- **Audiobooks:** Are these still popular? Yes, they are, especially for trips and commuting. There are waiting lists for these titles just as there are for print books, only shorter.
- **Overpayment Refund:** \$20 refunded to patron who paid off \$400 in Collection fees from lost items. Anoka County had adjusted the processing fee between the time her total was assessed and the bill was paid.

Old Business:

- **Additional Information on Columbia Heights Library Cardholder Debt:** Columbia Heights has approximately 20,000 residents, and currently 12,534 registered library cards (10,191 adults & 2,343 juveniles)—44% have fines of 1¢ and up; 75% are adults (4,151) and 25% (1,389) are juveniles. 39% (2,174) of the 5,540 with fees are over the \$10 threshold, and are not eligible to check out material at this time.
 - Catherine cited a few articles she found recently:
 - Duluth Public Libraries eliminating their overdue fees in hopes that it will remove the roadblock that keeps patrons away, and alleviates some perceived disparity/inequality.
 - Op-Eds from each side of the Overdue Fees debate: One side argues that overdue fees unfairly affect minorities and low-income individuals. The other side argues that overdue fees are fair in that it's a patron's responsibility to return material on time, the individual's income-level and ethnicity are irrelevant.
 - Automatic Renewal used in some library systems can be a detriment. It is good for patrons because it can alleviate fines, but it can make it easier to forget they have the item; from the library's perspective it increases our uncertainty of whether the item is coming back (currently after 21 days an item is late, 30 days after that the system assumes it's lost; if items auto-renew 4 times, then it's up to 105 days before the item is considered late...at which point there is a greater chance the patron forgot and less chance of recovery).
 - Do overdue fees accrue interest? No.
 - Potential alternatives to alleviate patron debt:
 - Amnesty Month- time period for patrons to return items with no questions or penalty
 - More Read-Down opportunities
 - Volunteer your time to work off library fees (would require a background check)
 - Request and accept donations for the purpose of paying down debt for the less fortunate
- **Strategic Planning:** The planned Strategic Planning session scheduled for Saturday, September 14th has been **cancelled**; now the plan is to focus on the Strategic Plan at the next regularly scheduled Board Meeting (October 2, 5:30pm), and continuing the planning the following Saturday (October 5, 11am-1pm).

- The Board members are encouraged to reach out to Renee to ask for data and information that will help in the strategic planning process.
- A copy of the previous Strategic Plan (2012-2016) will be sent out to members to review and build from.
- Homework for the next meeting for each member is to write up what they envision for a new Library Vision, Mission Statement, and 3-5 key objectives that the library should strive for.

New Business:

- N/A

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. **Currently we have 12 people registered.**
- **Foundation Spaghetti Dinner:** Most of the Board is volunteering, and the event will take place next Wednesday.
- **Carolyn Porter "Author Talk":** Focused on her book "Marcel's Letters". It's based on her research of a WWII soldier's letters home from the war, which she discovered in a Stillwater antique shop.

There being no further business, a motion to adjourn was made at 6:19pm by Patricia Sowada, and seconded.

Respectfully submitted,



Nicholas P. Olberding
Recording Secretary, Library Board of Trustee

COLUMBIA HEIGHTS PUBLIC LIBRARY
2019 Expenditures
September 11th, 2019

240-45500

2030: Printing & Printed Forms

| | | | |
|------------------------------|--------|-----------------------|--------------|
| Church Offset Printing, Inc. | 443863 | Fall Events Calendars | <u>42.00</u> |
| | | | 42.00 |

2170: Program Supplies

| | | | |
|--------------------------------|--------------|------------------|--------------|
| Cortni O'Brien (reimbursement) | 697526397-01 | Oriental Trading | <u>39.58</u> |
| | | | 39.58 |

2180: Books

| | | | | | |
|----------------|------------|-------|-------|--|---------------|
| Baker & Taylor | 2034726077 | 3945A | Books | | <u>429.96</u> |
| | | | | | 429.96 |

2181: Periodicals, Magazines & Newspapers

| | | | |
|--------------------------------------|-----------|---------------------|---------------|
| J.D. Power (FKA NADA Used Car Guide) | 000739012 | NADA Used Car Guide | <u>137.00</u> |
| | | | 137.00 |

262-45021: 21st Century Grant

3050: Expert & Professional Services

| | | | |
|--|--------|----------------------------|---------------|
| University of Minnesota Extension (Regents of University of MN) | 066361 | 4H Tech Wizards State Fair | <u>500.00</u> |
| | | | 500.00 |

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

September 25th, 2019

240-45500

2000: Office Supplies

| | | | | |
|--------------|--------------|--------|-----------------------------|--------------|
| Office Depot | 374800744001 | 066470 | Sheet Protectors, Calendars | 49.14 |
| | 374801727001 | 066470 | Daily Planners | <u>48.38</u> |
| | | | | 97.52 |

2025: Automated Circulation System Supplies

| | | | | |
|----------------------|------|------|----------------|---------------|
| Anoka County Library | 1609 | 2155 | August Notices | <u>100.00</u> |
| | | | | 100.00 |

2171: General Supplies

| | | | | |
|---------------------------|--------|--------|----------------------|---------------|
| Trio Supply Company, Inc. | 553342 | 066449 | Mop, TP, Hand Towels | <u>201.64</u> |
| | | | | 201.64 |

2180: Books

| | | | | |
|----------------|------------|--------|-------|-----------------|
| Baker & Taylor | 2034722859 | 3944J | Books | 448.17 |
| | 2034734460 | 3944J | Book | 5.19 |
| | 2034734460 | 3946J | Books | 532.81 |
| | 2034744013 | 3933J | Book | 13.54 |
| | 2034744013 | 3942J | Book | 9.74 |
| | 2034744013 | 3944J | Books | 33.36 |
| | 2034744013 | 3947A | Books | 715.31 |
| | 2034750369 | 3944J | Book | 11.69 |
| | 2034750369 | 3948J | Books | 596.98 |
| | 2034755019 | 3930A | Book | 14.95 |
| | 2034755019 | 3949A | Books | 105.79 |
| | 2034782092 | 3940A | Book | 14.95 |
| | 2034782092 | 3944J | Book | 18.86 |
| | 2034782092 | 3945A | Book | 14.93 |
| | 2034782092 | 3947A | Book | 22.13 |
| | 2034782092 | 3948J | Book | 9.94 |
| | 2034782092 | 3949A | Books | 260.85 |
| | 2034782092 | 3951A | Books | 459.28 |
| | 5015537462 | 3893AS | Books | 154.38 |
| | 5015659897 | 3893AS | Books | 167.06 |
| | 5015675169 | 3893AS | Books | 176.52 |
| | 5015688849 | 3893AS | Books | <u>70.85</u> |
| | | | | 3,857.28 |

| | | | | |
|-----------------------|----------|--------|-------------------|---------------|
| Cengage Learning Inc. | 68147381 | 3895AS | Large Print Books | 110.96 |
| | 68264166 | 3896AS | Large Print Books | <u>110.96</u> |
| | | | | 221.92 |

2189: DVDs

| | | | | |
|--------------|----------|--------|--------------|---------------|
| Midwest Tape | 97813688 | 066289 | DVDs (Youth) | 118.41 |
| | 37846185 | 066289 | DVDs (Youth) | 26.22 |
| | 97883385 | 066303 | DVDs (Adult) | 637.91 |
| | 97912823 | 066303 | DVDs (Adult) | <u>74.96</u> |
| | | | | 857.50 |

3050: Expert & Professional Services

| | | | | |
|----------------------------|----------|--------|---------------------------|---------------|
| Anoka County Library | 1610 | 2155 | August Disc Cleaning | 12.00 |
| | 1611 | 2155 | August Cataloging | 47.67 |
| Wargo Nature Center | Contract | 066517 | Youth Nature Program 7/31 | 50.00 |
| Unique Management Services | 557865 | 2307 | August Placements | <u>35.80</u> |
| | | | | 145.47 |

4020: Building Repair and Maintenance Services

| | | | | |
|--------------------------|--------|--------|-------------------------|---------------|
| City Wide Window Service | 669882 | 065030 | Monthly Window Cleaning | 128.00 |
| Horowitz, Inc. | W50204 | 066411 | Crankcase Heaters | <u>781.94</u> |
| | | | | 909.94 |

COLUMBIA HEIGHTS PUBLIC LIBRARY
Accounting 2019

| Line Item | Description | Adopted Budget | Encumbered & | Expended | Balance | % |
|-----------|--|----------------|--------------|----------|---------|---------|
| | | 2019 | Yr to Date | Sept | | |
| | | 10/2/2019 | | | | 75% |
| 1000 | ACCRUED SALARIES | | 9,817.03 | | | |
| 1010 | REGULAR EMPLOYEES | 400,300 | 264,557.40 | | 135,743 | 66% |
| 1011 | PART-TIME EMPLOYEES | 99,300 | 52,030.91 | | 47,269 | 52% |
| 1020 | OVERTIME REG. EMPLOYEES | 800 | 289.73 | | 510 | 36% |
| 1070 | INTERD. LABOR SERVICE | 2,500 | 206.24 | | 2,294 | 8% |
| 1210 | P.E.R.A. CONTRIBUTION | 37,600 | 22,517.23 | | 15,083 | 60% |
| 1220 | F.I.C.A. CONTRIBUTION | 38,500 | 23,990.21 | | 14,510 | 62% |
| 1225 | FLEX BENEFIT FICA | 0 | 111.28 | | -111 | #DIV/0! |
| 1300 | INSURANCE | 66,800 | 45,325.56 | | 21,474 | 68% |
| 1510 | WORKERS COMP. INS. PREMIUM | 3,700 | 1,840.25 | | 1,860 | 50% |
| 1810 | COLA ALLOWANCE | 20,700 | | | 20,700 | 0% |
| 2000 | OFFICE SUPPLIES | 1,000 | 652.87 | 97.52 | 250 | 75% |
| 2010 | MINOR OFFICE EQUIPMENT | 500 | 826.23 | | -326 | 165% |
| 2011 | COMPUTER EQUIPMENT | 100 | 159.00 | | -59 | 159% |
| 2025 | AUTOMATED CIRCULATION SYSTEM SUPPLIES | 2,400 | 801.39 | 100.00 | 1,499 | 38% |
| 2030 | PRINTING & PRINTED FORMS | 1,000 | 774.29 | 42.00 | 184 | 82% |
| 2170 | PROGRAM SUPPLIES | 1,600 | 421.08 | 39.58 | 1,139 | 29% |
| 2171 | GENERAL SUPPLIES | 5,700 | 2,287.26 | 201.64 | 3,211 | 44% |
| 2175 | FOOD SUPPLIES | 100 | 122.39 | | -22 | 122% |
| 2180 | BOOKS | 60,000 | 23,383.45 | 4,509.16 | 32,107 | 46% |
| 2181 | PERIODICALS, MAGS. NEWSPAPERS | 6,500 | 2,617.98 | 137.00 | 3,745 | 42% |
| 2182 | ELECTRONIC DATABASES | 100 | 0.00 | | 100 | 0% |
| 2183 | E-BOOKS | 6,000 | 7,215.32 | | -1,215 | 120% |
| 2185 | COMPACT DISCS | 6,500 | 4,170.98 | | 2,329 | 64% |
| 2187 | BOOK/CD SET | 100 | 369.85 | | -270 | 370% |
| 2188 | MICROFORM | 100 | 0.00 | | 100 | 0% |
| 2189 | DVD | 6,500 | 4,525.92 | 857.50 | 1,117 | 83% |
| 2280 | VEHICLE REPAIR AND PARTS | 0 | 104.58 | | -105 | #DIV/0! |
| 2990 | PURCHASE FOR RESALE | 500 | 0 | | 500 | 21% |
| 3050 | EXPERT & PROFESSIONAL SERVICE | 18,000 | 10,388.69 | 145.47 | 7,466 | 59% |
| 3105 | TRAINING & EDUCATION | 500 | 425.00 | | 75 | 85% |
| 3210 | TELEPHONE | 600 | 235.14 | | 365 | 39% |
| 3220 | POSTAGE | 300 | 103.63 | | 196 | 35% |
| 3250 | OTHER COMMUNICATIONS | 2,500 | 1,626.42 | | 874 | 65% |
| 3310 | LOCAL TRAVEL EXPENSE | 600 | 426.18 | | 174 | 71% |
| 3600 | INSURANCE & BONDS | 8,300 | 5,533.36 | | 2,767 | 67% |
| 3810 | ELECTRIC | 33,800 | 19,349.83 | | 14,450 | 57% |
| 3820 | WATER UTILITIES | 2,300 | 670.41 | | 1,630 | 29% |
| 3830 | GAS | 7,300 | 5,540.14 | | 1,760 | 76% |
| 3850 | SEWER UTILITIES | 2,800 | 1,432.47 | | 1,368 | 51% |
| 4000 | REPAIR & MAINTENANCE | 10,000 | 20,839.00 | | -10,839 | 208% |
| 4010 | BUILDING MAINTENANCE: LABOR & BURDEN | 38,200 | 25,466.64 | 909.94 | 11,823 | 69% |
| 4020 | BUILDING MAINTENANCE | 26,000 | 20,361.15 | | 5,639 | 78% |
| 4040 | INFORMATION SYSTEMS: INTERNAL SERVICES | 66,700 | 44,466.64 | | 22,233 | 67% |
| 4050 | GARAGE, LABOR BURDEN | 100 | 278.63 | | -179 | 279% |
| 4310 | CREDIT CARD FEES | 300 | 0.00 | | 300 | 0% |
| 4330 | SUBSCRIPTION, MEMBERSHIP | 600 | 0.00 | | 600 | 0% |
| 4375 | VOLUNTEER RECOGNITION | 200 | 0.00 | | 200 | 0% |
| 7100 | OPERATING TRANSFER OUT | 14,700 | 9,800.00 | | 4,900 | 67% |
| | TOTAL | 1,002,700 | 636,061.76 | 7,039.81 | 359,598 | 64% |