



## 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, February 5<sup>th</sup>, 2020**  
**Regular Meeting at 5:30 p.m.**  
**Library History Room**

#### **Board of Trustees**

Catherine Vesley  
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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 January 8<sup>th</sup>, 2020, Board Meeting.

Review/approval of Bill Lists dated January 22<sup>nd</sup> and 29<sup>th</sup>, 2020 (2019 & 2020 Budget).

Review of Preliminary Year-End 2019 Accounting.

#### **OLD BUSINESS:**

1. Staffing Update
2. Policy Review
  - a. Art
  - b. Behavior
  - c. Bulletin Boards

#### **NEW BUSINESS:**

1. Items from the Floor

RLD/npo



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), Nick Olberding (Recording Secretary), and visitor, KT Jacobs.

The **Minutes** of the **December 4<sup>th</sup>, 2019** Board Meeting were **approved**.

**Bill Lists** dated **December 4<sup>th</sup>, 18<sup>th</sup>, & 25<sup>th</sup>, 2019** were reviewed. Each was moved, seconded, and **approved**.

Questions and discussions based on Bills and Accounting:

- **21<sup>st</sup> Century Grant:** Did we expend all funds? This grant is administered through the school district and follows the academic calendar, so we are currently closer to the middle of its fiscal year. The UMN TechWizards program was underfunded, so we opted to continue this program with the 21<sup>st</sup> Century Grant (cost for Sep-Dec was \$922).
- **883 (Donation Account):** Mostly funded by CHPL Foundation (current expenses were for the Early Literacy Play Space furnishings and toys in the Youth Area).
- **Large Print:** Are they in demand? Yes. Some people have trouble adjusting to them due to the size and limited margins, but it was mentioned that they make you feel like a speed reader. We have a standing order of popular titles each month, and then place a special order for additional titles at the end of the year.
- **Tea 101:** This program was well attended and received good feedback. Funded by the CHPL Friends, and hosted by TeaSource in St. Anthony Village, the class covered types of tea, history, process/procedure, and provided samples and scones as a treat. The caffeine did unfortunately delay sleep for at least one person that night...
- **Accounting:** 87% spent at year-end (closer to 93% after utilities, personnel, and ILS costs are finalized). Some lines were overspent and some underspent; even with a few unexpected costs (eg. maintenance/upgrade of the Automated Materials Handler of ~10,000\$) we will come out under-budget, and the remainder will transfer into the library's operating reserve account.

## Old Business:

1. **Staffing Update:** The Library had posted a Page position from November 6-27, and received 6 applications (quite a few less than from previous postings). Posting the position right before the holidays limited the number of applicants, so in speaking with the City HR Director, Renee had the posting deadline extended until December 27<sup>th</sup>. In the end, we had 13 applicants, 5 of which were selected for interviews (occurring this week). Renee Dougherty (Director) and Cortni O'Brien (Adult Services Librarian) are performing the interviews, and will make their recommendations next week. We will likely make an offer to two of the applicants, and anticipate a start date of February 3<sup>rd</sup> (pending acceptance, paperwork, and background checks). Those not selected will have their applications held by HR for 6 months; if another position is posted they may contact the City and have their application pulled and considered again.
2. **Policy Revisions:** The Library Policy Book contains 21 policies, most of which are out of date, and are overdue for review. Renee thought they could work through a few per month in alphabetical order (need to start somewhere); we will be forwarding redline copies of the first two (Art & Bulletin Boards) for Boardmembers to review by the February meeting. We may find that some policies no longer apply, or can be combined with other policies. Since we are an affiliate library of Anoka County, it would be best for us to stay somewhat in-line with their policies, although we may find that not all will make sense for us. Ideally, in the end, we want our policies trimmed down to a more concise and digestible document that can be kept more up-to-date and reside on the library's website for more transparency and ease of access.

## New Business:

- 1. PC Management Software:** Both us and Anoka County have had the same system (Cybrarian) since around 2000, and over that time it has evolved very little, has major inadequacies, and has become problematic. Anoka County Library set up a task force and put out a Request for Proposal which garnered 4 responses (Cybrarian did not submit a proposal even though they were invited to). Select employees, IT, and management team members attended the four software demos; based on price (ranging from \$60,000 to 100,000), features, functionality, and ease of use (for both staff and patrons), there was a strong consensus on TBS (Today's Business Solutions, Inc) being the best option. For Columbia Heights it makes the most sense to sub-contract with Anoka County, rather than setting up a contract of our own; our system will still be separated on our own server (preferably two for redundancy) on the Columbia Heights network. The cost for us is anticipated to be \$8,600 for initial set-up and first year, and then \$2,000/yr maintenance going forward (~\$13,000 + \$4,500/yr on our own contract). We did not budget quite enough to cover the cost this year, but we have options to supplement the budgeted amount with money from the 883 Donation Account and/or the Reserve Fund. Anoka County and their Library Board have preliminary agreed to the terms of the contract, yet there is some uncertainty as to whether they need approval from the Anoka County Board. In the end we should have a system that is user friendly, flexible, and more closely resembles a personal PC experience, plus wireless/mobile printing, credit card service, fax (optional), reservation ability, better support, and robust reporting.
- 2. Fine Read-Down Approval:** Successful in the past, the Library would like to again offer fine read-down options for both adults and youth. Anoka County has assembled a task force to investigate fine forgiveness/elimination; it's possible that there won't be the need for a youth read-down in the future, we would like to be proactive in getting approval for read-down this year. Cortni O'Brien would like to offer read-down for adults in February as part of the Winter Reads program, and Bri Belanger would offer it to youth in June/July and October (read-down only applies to overdue fines, not DVD rental fees, earbuds, flash drives, or lost/damaged item costs. **Tricia Conway motioned to approve adult read-down in February and youth read-down in June, July, and October; Pat Sowada seconded; all were in favor.**

## Items from the Floor:

- **Public Art:** Catherine Vesly will be meeting with VEIT in regards to the Scroll Sculpture previously from the downtown Central Library.
- **City Pages Article:** Many took offense to the misinformation about the Library in the City Pages article about the 40<sup>th</sup> Business Center/future City Hall. It was mentioned that a correction was made to the online article, but will most likely not be printed in the following issue. Catherine had drafted a letter to send to the editor, which she still intends on sending.
- **KonMari Class (Jan 15<sup>th</sup>):** Hosted by a KonMari licensed instructor and has a lot of interest.
- **Steve Smith:** Anticipates instructing a class in March on organizing personal records/accounts for forward thinkers interested in estate planning, and easing the stress on relatives due to death.
- **Board Liaison:** Connie Buesgens last meeting as liaison (she is rotating to the Planning Commission), and Nick Novitsky will be taking over in February. Connie, thanks for a great year, and all your work, strength, and advice.
- **March Absence:** Tricia will not be able to make it to the March meeting.
- **City Expo:** February 8<sup>th</sup>, 11am-1pm, Library Community Room

There being no further business, a motion to adjourn was made at 6:41pm by Catherine Vesley, and seconded.

Respectfully submitted,



Nicholas P. Olberding  
Recording Secretary, Library Board of Trustee

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2019 Expenditures**

January 22<sup>nd</sup>, 2020

**240-45500**

**2025: Automated Circulation System Supplies**

Anoka County Library	1614	2155	December Notices	<u>100.00</u>
				<b>100.00</b>

**2030: Printing & Printed Forms**

Church Offset Printing, Inc.	106510	066965	Winter Events Calendar	<u>52.00</u>
				<b>52.00</b>

**2170: Program Supplies**

Brianna Belanger (reimbursement)			Dollar Tree (12/30/19)	12.00
Cortni O'Brien (reimbursement)			Amazon.com (12/19/19)	<u>20.95</u>
				<b>32.95</b>

**2171: General Supplies**

Assured Security, Inc.	A1420	066951	Keys	<u>57.00</u>
				<b>57.00</b>

**2180: Books**

Baker & Taylor	2034994534	3967J	Book	5.20
	2034994534	3971A	Book	10.39
	2034994534	3972J	Books	32.65
	2034994534	3980A	Book	10.39
	2034994534	3982J	Books	338.90
	2034996110	3894JS	Books	10.38
	2034996328	3980A	Book	12.99
	2034996328	3983J	Books	800.46
	2034998119	3974J	Books	26.66
	2034998119	3980A	Books	24.07
	2034998119	3984J	Books	386.42
	2035000417	3972J	Book	11.69
	2035000417	3984J	Book	7.14
	2035000417	3985J	Books	581.44
	2035012216	3974J	Book	22.77
	2035012216	3986A	Books	678.23
	5015909178	3893AS	Book	<u>31.31</u>
				<b>2991.09</b>

Cengage Learning Inc.	69061425	3976AD	Large Print Books	<u>48.98</u>
				<b>48.98</b>

Center Point Large Print	1749014	3981AD	Large Print Books	29.21
	1748478	3981AD	Large Print Books	<u>140.80</u>
				<b>170.01</b>

**2185: Compact Discs**

Midwest Tape	98350031	066914	Audiobooks (Adult)	136.96
	98362186	066914	Audiobooks (Adult)	<u>44.99</u>
				<b>181.95</b>

**2189: DVDs**

Midwest Tape	98350033	066915	DVDs (Adult)	50.98
	98355857	066915	DVDs (Adult)	74.99
	98362188	066915	DVDs (Adult)	<u>65.98</u>
				<b>191.95</b>

**3050: Expert & Professional Services**

Anoka County Library	1615	2155	ILS Operating Cost (Q4)	3,407.40
Unique Management Services	575420	2307	December Placements	<u>44.75</u>
				<b>3,452.15</b>

**3310: Local Travel Expense**

Brianna Belanger	Reimbursement		Mileage Q4	39.21
Renee Dougherty	Reimbursement		Mileage Q4	120.99
Cortni O'Brien	Reimbursement		Mileage Q4	<u>40.95</u>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**  
**2019 Expenditures**  
January 22<sup>nd</sup>, 2020

<b>4020: Building Repair and Maintenance Services</b>				<b>201.15</b>
Central Lock & Safe, Inc.	62332	067042	Replace Mortice	<u>135.00</u>
				<b>135.00</b>
<b>4375: Volunteer Recognition</b>				
Cortni O'Brien (reimbursement)			Walgreens (12/11/2019)	<u>20.93</u>
				<b>20.93</b>

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

<b>3050: Expert &amp; Professional Services</b>				
Minnesota Zoo	2949359	067010	World of Wildlife (11/23)	325.00
Bloomington Theatre & Art Center	Contract	067091	Youth Program (12/27)	<u>250.00</u>
				<b>575.00</b>

COLUMBIA HEIGHTS PUBLIC LIBRARY

2019 Expenditures

January 29<sup>th</sup>, 2020

**240-45500**

**2170: Program Supplies**

Baker & Taylor	2035009959		Storytime Books	120.63
	2035025444		Storytime Books	66.45
	2035035123		Storytime Books	66.45
	2035045745		Storytime Books	<u>123.75</u>
				<b>377.28</b>

**2180: Books**

Baker & Taylor	2035009959	3977A	Book	14.96
	2035009959	3984J	Books	29.21
	2035025444	3970A	Book	3.32
	2035025444	3972J	Book	8.30
	2035025444	3974J	Books	115.74
	2035035123	3961J	Book	9.97
	2035035123	3980A	Book	11.69
	2035035123	3985J	Book	12.71
	2035035123	3986A	Books	27.00
	2035045745	3974J	Books	42.50
	2035045745	3991J	Books	<u>390.54</u>
				<b>665.94</b>

**4020: Building Repair and Maintenance Services**

City Wide Window Cleaning	676466	065030	Monthly Window Cleaning	<u>128.00</u>
				<b>128.00</b>

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**2020 Expenditures**

January 29<sup>th</sup>, 2019

**240-45500**

**2000: Office Supplies**

Office Depot	429187198001	067116	Wipes, Envelopes, Paper	<u>48.57</u>
				<b>48.57</b>

**2025: Automated Circulation System Supplies**

Paper Roll Products	109931	067120	Thermal Receipt Rolls	<u>105.50</u>
				<b>105.50</b>

**2170: Program Supplies**

Brianna Belanger (reimbursement)			CVS Pharmacy (1/7/20)	8.38
Cortni O'Brien (reimbursement)			Michaels (1/13/20)	<u>17.47</u>
				<b>25.85</b>

**2175: Food Supplies**

Office Depot	429187198001	067116	Coffee & Tea	<u>35.04</u>
				<b>35.04</b>

**2181: Periodicals, Magazines & Newspapers**

EBSCO	2004293		Prevention (Rate Adj)	26.40
School Library Journal			SLJ Renewal	<u>136.99</u>
				<b>163.39</b>

**3050: Expert & Professional Services**

Curate for Joy	Contract	067096	Program 1/15/2020	<u>250.00</u>
				<b>250.00</b>

**3220: Postage**

Farah Brist (reimbursement)			USPS (1/13/20)	<u>3.10</u>
				<b>3.10</b>

**4000: Maintenance and Repair**

Marco Inc.	INV7196193	2763	PtrMaint 011520-021420	33.90
	INV7197981	2763	CpyMaint 011520-021420	82.56
	INV7197981	2763	CpyOverage 121519-011420	22.91
TechLogic, Inc.	RC003139	2705	AMH 2020 Maintenance	<u>9,180.00</u>
				<b>9,319.37</b>

**883-45500: Donation Fund**

**2011: Computer Hardware and Software**

TechLogic, Inc.	15008764	066687	AMH Win10 Upgrade	<u>5,690.00</u>
				<b>5,690.00</b>

COLUMBIA HEIGHTS PUBLIC LIBRARY  
Accounting 2019

Line Item	Description	Adopted Budget	Encumbered &	Expended	Balance	%
		2019	Yr to Date			
		2/5/2020	1/13/2020	1/24/2020		
1000	ACCRUED SALARIES		23,162.88			
1010	REGULAR EMPLOYEES	400,300	385,405.62		14,894	96%
1011	PART-TIME EMPLOYEES	99,300	78,190.91		21,109	79%
1020	OVERTIME REG. EMPLOYEES	800	449.54		350	56%
1070	INTERD. LABOR SERVICE	2,500	261.16		2,239	10%
1210	P.E.R.A. CONTRIBUTION	37,600	33,128.79		4,471	88%
1220	F.I.C.A. CONTRIBUTION	38,500	34,891.24		3,609	91%
1225	FLEX BENEFIT FICA	0	166.92		-167	#DIV/0!
1300	INSURANCE	66,800	68,354.66		-1,555	102%
1510	WORKERS COMP. INS. PREMIUM	3,700	2,577.81		1,122	70%
1810	COLA ALLOWANCE	20,700	0.00		20,700	0%
2000	OFFICE SUPPLIES	1,000	1,189.51		-190	119%
2010	MINOR OFFICE EQUIPMENT	500	1,664.33		-1,164	333%
2011	COMPUTER EQUIPMENT	100	193.99		-94	194%
2025	AUTOMATED CIRCULATION SYSTEM SUPPLIES	2,400	1,332.39	100.00	968	60%
2030	PRINTING & PRINTED FORMS	1,000	851.29	52.00	97	90%
2170	PROGRAM SUPPLIES	1,600	641.98	410.23	548	66%
2171	GENERAL SUPPLIES	5,700	3,993.24	57.00	1,650	71%
2175	FOOD SUPPLIES	100	180.45		-80	180%
2180	BOOKS	60,000	43,488.67	3,876.02	12,635	79%
2181	PERIODICALS, MAGS. NEWSPAPERS	6,500	6,140.27		360	94%
2182	ELECTRONIC DATABASES	100	0.00		100	0%
2183	E-BOOKS	6,000	7,215.32		-1,215	120%
2185	COMPACT DISCS	6,500	5,453.66	181.95	864	87%
2187	BOOK/CD SET	100	369.85		-270	370%
2188	MICROFORM	100	0.00		100	0%
2189	DVD	6,500	7,124.73	191.95	-817	113%
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	14,465.99	3,452.15	82	100%
3105	TRAINING & EDUCATION	500	425.00		75	85%
3210	TELEPHONE	600	619.15		-19	103%
3220	POSTAGE	300	226.08		74	75%
3250	OTHER COMMUNICATIONS	2,500	2,430.54		69	97%
3310	LOCAL TRAVEL EXPENSE	600	607.95	201.15	-209	135%
3600	INSURANCE & BONDS	8,300	8,300.04		0	100%
3810	ELECTRIC	33,800	30,428.57		3,371	90%
3820	WATER UTILITIES	2,300	2,625.57		-326	114%
3830	GAS	7,300	7,260.57		39	99%
3850	SEWER UTILITIES	2,800	2,875.94		-76	103%
4000	REPAIR & MAINTENANCE	10,000	21,916.46		-11,916	219%
4010	BUILDING MAINTENANCE: LABOR & BURDEN	38,200	38,199.96		0	100%
4020	BUILDING MAINTENANCE	26,000	26,688.64	263.00	-952	104%
4040	INFORMATION SYSTEMS: INTERNAL SERVICES	66,700	66,699.96		0	100%
4050	GARAGE, LABOR BURDEN	100	391.89		-292	392%
4310	CREDIT CARD FEES	300	0.00		300	0%
4330	SUBSCRIPTION, MEMBERSHIP	600	630.00		-30	105%
4375	VOLUNTEER RECOGNITION	200	9.33	20.93	170	15%
7100	OPERATING TRANSFER OUT	14,700	14,700.00		0	100%
	TOTAL	1,002,700	946,035.43	8,806.38	47,858	95%





City of Columbia Heights | *Library*

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## COLUMBIA HEIGHTS PUBLIC LIBRARY

### PUBLIC ART IN THE COLUMBIA HEIGHTS LIBRARY

**INTRODUCTION:** The new library presents an opportunity to install and exhibit art from area artists, or national ones, to enrich patrons' library experience and create a place of beauty, contemplation and curiosity. The building was designed with this in mind offering various spaces, inside and out, where are can be installed.

Public art in libraries contributes to the library mission to nourish minds, transform lives and build community. At this time (2020) Columbia Heights has four pieces of public art, the Clock on Central, the statue in fron of the Public Service Building, and two works at the High School.

The establishment of a Library Art Committee ~~will-strengthens~~ the art selection process and build community excitement and support. ~~The community at this time has no available exhibition space, only very temporary venues.~~

**PURPOSE:** The new library may exhibit art; acquire and maintain works of art; or commission works of art for both inside and outside the building. This policy defines the criteria by which the Library acquires artwork for its Public Art Collection and select artwork to be exhibited.

**GUIDELINES:**

1. Artwork for display in the Columbia Heights Public Library will be acquired and exhibited through purchase, donation, commission, loan or short term exhibition, in accordance with the mission, goals and objectives of the Library, and available funding.

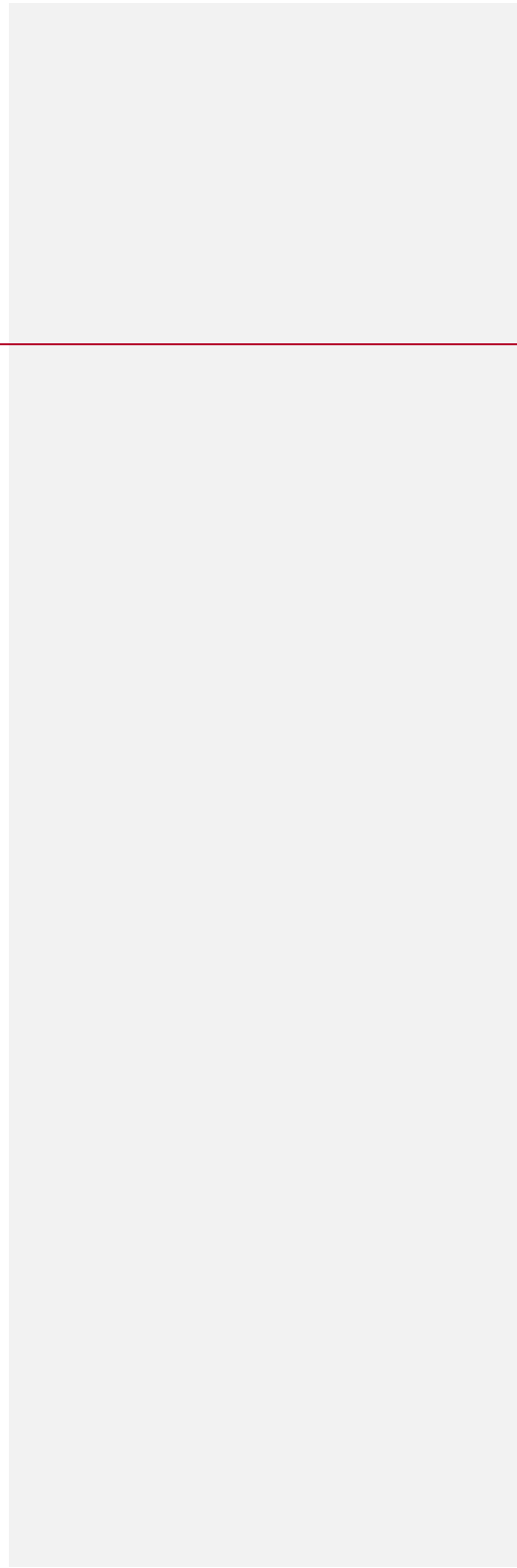
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2. The Collection and Exhibition Program will represent a broad spectrum of artistic expression, with a focus on local and Minnesota artists.
3. Artwork must have merit, be high quality, meet acceptable artistic standards, and be appropriate for a library setting.
4. Artwork must be original, hand-signed or authenticated by the artist.
5. The Library Art Committee will select/approve the work and supervise its location. This Committee shall include representatives from the Board, Library Staff, Friends of the Library, Library Foundation, and the community. The final decision on purchases is made by the Chair of the Art Committee, the Chair of the Library Board, and the Library Director ~~jointly~~.
6. The Art Committee and the Library Board ~~have~~s the responsibility for monitoring the policy, establishing procedures for the implementation of the policy, and for reviewing and recommending changes ~~ed~~ to the policy.
7. Artwork that no longer has a relevant place ~~in the Collection~~ will be deaccessioned in accordance with Art program procedures.
8. Selection Considerations:
  - a. The art celebrates and explores the unique history, culture and environment of Columbia Heights
  - b. The art has broad and timeless appeal
  - c. The art is excellent and innovative
  - d. The art is designed for a publically visible and accessible area
  - e. The art is safe, durable, and able to withstand theft ~~???~~, vandalism, and exposure to the elements if outdoors.
  - f. The art requires low maintenance, and reasonable installation costs

Approved \_\_\_\_\_

Columbia Heights Board of Trustees \_\_\_\_\_  
Patricia Sowada, Chair

Adopted 4/6/2016; Ammended xx/xx/xxxx



## ~~COLUMBIA HEIGHTS PUBLIC LIBRARY~~

### BEHAVIOR POLICY

**PURPOSE:** To define and describe acceptable behavior in the library.

**GUIDELINES:**

The library has the right to maintain its facility in a clean, pleasant and safe manner. Every individual has the right to use the library undisturbed and every library employee has the right to work without undue interference. All library users and employees should be free of any threat of harm, invasion of property, or gross indignity. To guarantee these rights for all persons, the following rules of conduct apply to behavior on the premises of all library property. Since it is impractical to address every behavioral situation that may occur in the library, Staff has the responsibility to make decisions that are in the best interest of the library.

1. A person may enter a County library during business hours for the purpose of transacting library business. Library users are expected to conduct themselves appropriately and with respect for others when using library facilities and resources.

Young children or unattended individuals for whose safety the staff has a reasonable basis to be concerned, must, at all times, be accompanied and supervised by an adult. Columbia Heights Public Library staff is not responsible for the care, safety, or supervision of vulnerable individuals. See the library policy on unattended children.

1. No person shall cause a nuisance within the library or its grounds. Causing a nuisance as defined in Minnesota Statute 561.01 as anything that is:
  - a. Harmful to the health of a person, or

- b. Offensive to the senses of a person, or
  - c. An obstruction to the free and unrestricted use and enjoyment of the library property by other persons.
2. Examples of unacceptable behaviors that will not be permitted, include but are not limited to:
- a. Using audio devices including cell phones that cause a disturbance for others,
  - b. Tobacco or alcohol use
  - c. Running, roller-skating, skateboarding, rollerblading or similar inappropriate activities,
  - d. Horseplay or fighting.
  - e. Willfully annoying, harassing, or threatening another person
    - i. Conveying threats or any kind of physical force or harm
    - ii. Using obscene, abusive or racially charged language
    - iii. Engaging in sexual conduct
    - ~~iv.~~ Stalking, staring or invading personal space
    - iv. Solicitation of funds, panhandling, gambling, selling, advertising, or petitioning for contributions or support.
    - ~~g-v.~~ Failure to wear clothing, including shirt and shoes.
3. No person shall intentionally steal, vandalize or damage the real and personal property of other library users, the library or library grounds.
4. Library furniture or equipment may not be moved without the permission of the library staff. Furniture and equipment may be used only for their intended purpose. All persons shall, after a reasonable length of time and/or when requested by the library staff, yield machines, conference rooms, meeting rooms, or library materials to others.
5. Persons using library Internet workstations and wireless access points must follow the Library's Acceptable-Internet Use Policy. If individuals adhere to the Acceptable-Internet Use Policy, they may connect headsets

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and USB flash drives to library computers. No other devices may be attached to either the library's or the city's network.

6. Food is not allowed in the library. Covered beverages are ~~welcome~~allowed in the Library. Food may be consumed outside, in the lobby or in the community meeting room.
7. All animals are prohibited from entering library facilities, with the exception of service animals as defined by the Americans with Disabilities Act and the Minnesota Human Rights Act, service animal trainees and animals featured in programs sponsored by Columbia Heights Public Library.
- ~~8. Shirts and shoes are required in the library.~~
- ~~9-8.~~       -No person shall enter the library with any firearm, knife or other weapon prohibited by City Ordinance or State Statutes. Can this be enforced if they have a permit to carry?

The Library reserves the right to search bags, briefcases, etc., upon probable cause in instances when staff has objective facts and a person of ordinary care and prudence has reason for honest and strong suspicion that a crime has been committed.

Anyone violating these rules is first warned by a library staff member at the time of the offense. If the conduct continues, the offender will be ordered to leave the premises.

Patrons who engage in threatening, abusive, or willfully malicious behavior or other serious infractions of the rules will be expelled from the building and grounds without warning. Staff members may call for law enforcement assistance as the situation merits.

#### FAILURE TO COMPLY:

- ~~4.—Failure to observe these rules may lead to revocation of Library privileges, including the right to visit the building and grounds. The library privileges of persons who fail to comply with these rules may be revoked with~~

~~approval of the Library Director or designated staff. This includes the right to visit the building and grounds.~~

1. ~~Persons~~ ordered from the premises who do not comply may be subject to legal actions, which could include arrest and prosecution for trespassing.

~~4.2. Anyone wishing to appeal their loss of library privileges may submit an appeal in writing to the Library Director.~~

Approved \_\_\_\_\_

Columbia Heights Board of Trustees \_\_\_\_\_

Patricia Sowada, Chair

Revised 5/8/07; 8/8/07; 5/2/2018; ~~xx/xx/xxxx~~

## COLUMBIA HEIGHTS PUBLIC LIBRARY

### USE OF BULLETIN BOARDS

**PURPOSE:** To define the purpose of the Library's bulletin boards and what can be posted.

**GUIDELINES:** The Columbia Heights Public Library's primary reason for having bulletin boards is to provide a means of advertising library services and programs. ~~It is not intended either as a community bulletin board for general informative postings or as an advertising medium for profit generating organizations. Material will be posted for a maximum of four weeks, or until the publicized event has occurred.~~

Material posted on public bulletin boards must have a general community interest. Space is given to nonprofit organizations on a first-come, first-served basis and items not related to a specific, dated event will be regularly removed to make space for as many groups as possible. Materials larger than 8.5 x 11 inches will be posted if space is available.

All posting and placement of materials in distribution areas shall be done by Library staff. Materials left for posting or distribution without authorization from the Library will be discarded. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will be not returned.

The following have been approved for posting as space allows:

1. Columbia Heights City notices, job openings, official documents.
2. Programs sponsored by the City of Columbia Heights, Anoka County, or State of Minnesota ~~sponsored programs~~.
3. Independent School district 13 notices, programs.
4. Neighborhood organization programs.
5. Civic organization programs (e.g. Jaycees, Lions, Churches, 4-H, Girl Scouts).

The following will not be posted or distributed at the Library:

- college or university catalogs
- sale fliers
- lost and found notices
- religious tracts

Formatted: No bullets or numbering



§. petitions  
solicitations for monetary donations

Approved: \_\_\_\_\_

Columbia Heights Public Library Board of Trustees \_\_\_\_\_  
Barbara E. Miller, Chair

Adopted September 7, 1999  
Revised 7/1/03, 5/17/07; 08/08/2007; xx/xx/xxxx  
8/8/07