



LIBRARY BOARD

Library—**History Room**, 3939 Central Ave NE

Wednesday, November 04, 2026

5:30 PM

AGENDA

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wish to attend may do so in-person, or by using Microsoft Teams Meeting at columbiaheightsmn.gov/joinameeting ID **245 476 655 774 13**, Passcode **bY2b8Mf7**. For questions, please contact Administration at 763-706-3610.

Auxiliary aids or other accommodations for individuals with disabilities are available upon request when the request is made at least 72 hours in advance. Please contact Administration at 763-706-3610 to make arrangements.

MEETING MOVED TO LIBRARY HISTORY ROOM DUE TO CHPD/CHASE BANK SCAM SAFETY NIGHT

CALL TO ORDER

1. Approve the Agenda
2. Review/Approve Library Board Minutes from October 7, 2026
3. Review 2026 Operating Budget

COMMUNITY FORUM: *The Community Forum is an opportunity to address the Library Board about items not scheduled for a public hearing. All speakers must provide their name and connection to Columbia Heights. Speakers should complete a form for Staff and introduce themselves when called on. Virtual speakers should send their information to the moderator via chat and turn on their camera when called. Comments are limited to five minutes. Disrespectful language is not allowed. The Board may ask questions or refer items for follow-up but typically does not take action during the forum.*

OLD BUSINESS

4. 2027 Budget Update
5. Self-Checkout Station Update

NEW BUSINESS

6. Approve Library Board 2027 Meeting Dates
7. Approve 2027 CHPL Fee Schedule

DIRECTOR'S UPDATE

8. September Board Report
9. Board Books

ADJOURNMENT



COLUMBIA HEIGHTS PUBLIC LIBRARY

3939 Central Ave NE, Columbia Heights, MN 55421

BOARD OF TRUSTEES: MEETING MINUTES

Wednesday, October 7, 2026

Drafted
10/8/2026

ATTENDANCE INFORMATION FOR THE PUBLIC

Members of the public who wished to attend could do so in-person, or via Microsoft Teams by entering **Meeting ID 245 476 655 774 13** and **passcode bY2b8Mf7** at the scheduled meeting time. For questions, please contact Administration at 763-706-3610.

The meeting was called to order in the Library Community Room by Theresa Strike at 5:33pm.

Members present: Theresa Strike; Beth Al-Qudah; Olga Herrera; Amina Maameri; Connie Buesgens (City Council Liaison).

Members absent: Chris Polley. **Others present:** Renee Dougherty (Library Director); Nick Olberding (Board Secretary). **Public present:** N/A.

1. The **Agenda** was **approved** as is.
2. The **Minutes** from **September 2, 2026**, Library Board Meeting were **moved and approved**.
3. **Review of 2026 Operating Budget:** 74.8% of the year completed and 67.7% of the budget expended.
 - a. **General Supplies** (42171): The cost and amount of cleaning supplies exceeded expectations; this is due to rising prices due to inflation, tariffs and increased delivery costs due to fuel prices.
 - b. **Gas** (43830): Our natural gas budget is 94% expended with nearly 3 months left of the year and winter coming soon. This line item will likely be over-spent, but the overall budget is on target.

Community Forum: Opportunity for public input. **No correspondence and no public in attendance.** The CHPL website hosts the contact form to submit questions or concerns: <https://chplmn.org/board>

Old Business:

4. **MN Libraries Read Together ReCap:** The event was a little quieter and lower-key than last year. There were more people in the building than our average Saturday, but the event didn't attract many attendees. It was mentioned that the event activities (button-making, poetry, scavenger hunt) were a nice bonus for families here for normal visits. The Board was pleased to hear the staff dressed in literary costumes for the day. If we participate again next year, it was agreed that we should plan for more promotion and outreach.
 - a. With there being at least one member of each of the Library groups (Friends, Foundation, and Board) in attendance in addition to staff members, there was talk of encouraging interactions between the groups in the future, including possible joint meetings or social gatherings for the purposes of finding shared interest and goals which advance the Library's mission. Renee said we should invite Friends and Foundation members to a regularly scheduled Library Board meeting in the new year.
5. **Self-Checkout Station Update:** The Board was shown a summary of the two quotes provided by device vendors (with background on staff experiences with the current self-checks and companies, the bidding process, and recommendations from the staff.) At the request of the Board, we sought proposals from multiple vendors: Bibliotheca (current self-check provider) and TechLogic (automated materials handler provider.) The bids received were very close in price (Bibliotheca at \$19,699 and TechLogic at \$19,325). **Staff recommendations favored Bibliotheca for several reasons: familiarity and ease-of-use** (for staff and patrons, including reciprocal borrowers from Ramsey and Hennepin County Libraries who also use Bibliotheca devices); **customization** (allows patrons to set preferences for future transactions, like language/font size/receipt style); **compatibility** (proven integration with current library system and LibCal event calendar/registration platform, so events can be automatically promoted on the self-check screens); **training** (more robust and ongoing); and **adaptability** (allowing future add-ons like payment terminals, base/height adjustments, return bins). Although we have an appreciation for, and a good relationship with both companies, Bibliotheca is the better provider for our self-check station needs at this time; the Library Board agreed. **A MOTION was made to approve moving forward with the bid from Bibliotheca for two new self-check stations; it was seconded and unanimously approved.**

Director's Update:

6. **August Board Report:** Provided for informational purposes.
 - a. The Board noted the ordering of a new Pokémon book, which spurred a short discussion on the longevity of certain series, also mentioning Calvin & Hobbs and Garfield. Parents share the series they loved as children with their own children which can keep characters alive for generation after generation.
 - b. **Climate Change in Your Own Backyard (October 19 at 5:30pm)** presented by Dr. Mark Seeley of the University of Minnesota's Department of Soil, Water, and Climate will lay out evidence and consequences of climate change in our own neighborhoods.
 - c. A reminder that due to ACL's Mississippi location being closed for renovation, **Criminal Expungement Clinics** will be held at Columbia Heights for the rest of 2026 on the third Tuesday of each month.
 - d. Olga wanted to share an earn-while-you-learn educational opportunity for those pursuing a career in Catholic School education. The [Drexel Catholic Teacher Academy](#) (partnership between Drexel Catholic Schools and the University of St. Thomas) is accepting interest surveys and offering online info sessions in anticipation of the first cohort in the spring of 2027.
 - e. The Board was happy to see 176 youth completed the Summer Reading Program challenge (which means reading at least 10 hours or 10 books) and that so many people have been attending Storytime.
7. **Board Books** (what we're reading, watching, playing, listening to, or simply recommend):
 - a. Olga: **Liberation Day: Stories** George Saunders; **A Wrinkle in Time (graphic)** Madeleine L'Engle & Hope Larson
 - b. Theresa: **The Goblin Emperor (The Chronicles of Osreth series)** Katherine Addison
 - c. Beth: **The Fate of Mercy Alban** Wendy Webb (MN author)
 - d. Renee: **The Serviceberry: Abundance and Reciprocity in the Natural World** Robin Wall Kimmerer
 - e. Connie: **The Innocent; The Hit; The Target; The Guilty; etc. (Will Robie series)** David Baldacci
 - f. Nick: **Big Bad Wool (Sheep Detectives series)** Leonie Swann
 - g. Amina: **Palestine: A Primer** Rashid Khalidi; **A Wrinkle in Time** Madeleine L'Engle

There being no further business, the meeting was adjourned at 6:12pm.

Respectfully submitted,

N

Nick Olberding
Recording Secretary, CHPL Board of Trustees

EXPENDITURE REPORT FOR CITY OF COLUMBIA HEIGHTS - PUBLIC LIBRARY

PERIOD ENDING 10/31/2026

Fiscal Year Completed: 83.29%

*NOTE: Available Balance / % Budget Used does not reflect amounts encumbered.

Fund 240 - LIBRARY

ACCOUNT	DESCRIPTION	2026 AMENDED BUDGET	YTD BALANCE 10/29/2026	MONTHLY ACTIVITY 10/31/2026	AVAILABLE BALANCE	% BDGT USED
240.5500.41000	ACCRUED SALARIES	0.00	-106.14	0.00	106.14	100.00
240.5500.41010	REGULAR EMPLOYEES	556,800.00	446,686.25	63,433.14	110,113.75	80.22
240.5500.41011	PART-TIME EMPLOYEES	119,300.00	94,855.71	13,603.86	24,444.29	79.51
240.5500.41020	OVERTIME-REGULAR	800.00	712.32	36.84	87.68	89.04
240.5500.41050	ACCRUED LEAVE ADJUSTMENT	0.00	2,066.65	0.00	-2,066.65	100.00
240.5500.41070	INTERDEPARTMENTAL LABOR SERV	500.00	0.00	0.00	500.00	0.00
240.5500.41210	P.E.R.A. CONTRIBUTION	50,700.00	40,214.78	5,540.62	10,485.22	79.32
240.5500.41220	F.I.C.A. CONTRIBUTION	51,800.00	40,897.42	5,805.19	10,902.58	78.95
240.5500.41300	INSURANCE	89,300.00	74,359.18	7,436.63	14,940.82	83.27
240.5500.41400	UNEMPLOYMENT COMPENSATION	0.00	34.29	0.00	-34.29	100.00
240.5500.41410	MN PAID LEAVE TAX	2,900.00	2,754.71	374.87	145.29	94.99
240.5500.41510	WORKERS COMP INSURANCE PREM	1,400.00	1,460.83	148.36	-60.83	104.35
240.5500.42000	OFFICE SUPPLIES	1,400.00	1,045.15	114.65	354.85	74.65
240.5500.42010	MINOR EQUIPMENT	1,000.00	44.24	0.00	955.76	4.42
240.5500.42011	END USER DEVICES	6,500.00	3,759.00	0.00	2,741.00	57.83
240.5500.42030	PRINTING & PRINTED FORMS	1,300.00	465.00	0.00	835.00	35.77
240.5500.42170	PROGRAM SUPPLIES	1,000.00	1,777.16	0.00	-777.16	177.72
240.5500.42171	GENERAL SUPPLIES	7,700.00	8,527.47	389.29	-827.47	110.75
240.5500.42175	FOOD SUPPLIES	100.00	8.65	0.00	91.35	8.65
240.5500.42180	BOOKS	50,000.00	34,228.45	1,138.38	15,771.55	68.46
240.5500.42181	PERIODICALS, MAG, NEWSPAPERS	8,000.00	4,553.22	18.00	3,446.78	56.92
240.5500.42183	E-BOOKS	28,000.00	0.00	0.00	28,000.00	0.00
240.5500.42185	COMPACT DISCS	1,000.00	718.86	32.78	281.14	71.89
240.5500.42187	BOOK/CD SET	1,000.00	0.00	0.00	1,000.00	0.00
240.5500.42189	DVD	6,000.00	4,189.83	0.00	1,810.17	69.83
240.5500.42190	DOWNLOADABLE VIDEO	4,000.00	0.00	0.00	4,000.00	0.00
240.5500.42280	CENT. GARAGE REPAIR AND PARTS	700.00	179.33	0.00	520.67	25.62
240.5500.42990	COMM. PURCHASED FOR RESALE	200.00	487.00	0.00	-287.00	243.50
240.5500.43050	EXPERT & PROFESSIONAL SERV.	10,000.00	4,227.25	200.00	5,772.75	42.27
240.5500.43105	TRAINING & EDUCATION ACTIVITIES	800.00	489.00	0.00	311.00	61.13
240.5500.43210	TELEPHONE	2,900.00	2,169.52	0.00	730.48	74.81
240.5500.43220	POSTAGE	100.00	20.72	0.00	79.28	20.72
240.5500.43250	OTHER TELECOMMUNICATIONS	3,100.00	1,717.01	0.00	1,382.99	55.39
240.5500.43310	LOCAL TRAVEL EXPENSE	200.00	83.36	0.00	116.64	41.68
240.5500.43600	PROP & LIAB INSURANCE	13,400.00	10,050.03	0.00	3,349.97	75.00
240.5500.43800	UTILITY SERVICES	7,700.00	7,888.38	2,828.56	-188.38	102.45
240.5500.43810	ELECTRIC	44,800.00	33,721.91	1,125.74	11,078.09	75.27
240.5500.43830	GAS	12,200.00	11,905.44	409.58	294.56	97.59
240.5500.44000	REPAIR & MAINT. SERVICES	22,400.00	17,986.75	0.00	4,413.25	80.30
240.5500.44010	BUILDING MAINT:INTERNAL SVCS	47,800.00	35,849.97	0.00	11,950.03	75.00
240.5500.44020	BLDG MAINT CONTRACTUAL SERVICES	31,000.00	28,290.40	525.00	2,709.60	91.26
240.5500.44030	SOFTWARE & SOFTWARE SUBSCRIPTIONS	25,000.00	8,103.78	0.00	16,896.22	32.42
240.5500.44040	INFORMATION SYS:INTERNAL SVC	90,900.00	68,175.00	0.00	22,725.00	75.00
240.5500.44050	GARAGE, LABOR BURD.	1,100.00	714.50	0.00	385.50	64.95
240.5500.44330	SUBSCRIPTION, MEMBERSHIP	900.00	0.00	0.00	900.00	0.00
240.5500.44375	VOLUNTEER RECOGNITION	300.00	49.93	0.00	250.07	16.64
240.5500.45180	OTHER EQUIPMENT	0.00	4,590.81	0.00	-4,590.81	100.00
240.5500.47100	OPER. TRANSFER OUT - LABOR	24,100.00	18,074.97	0.00	6,025.03	75.00
TOTAL EXPENDITURES:		1,330,100.00	1,018,028.09	103,161.49	312,071.91	76.54



Library 2027 Proposed Budget

Renee Dougherty, Library Director | Nov 2, 2026

LIBRARY MISSION AND VISION

MISSION

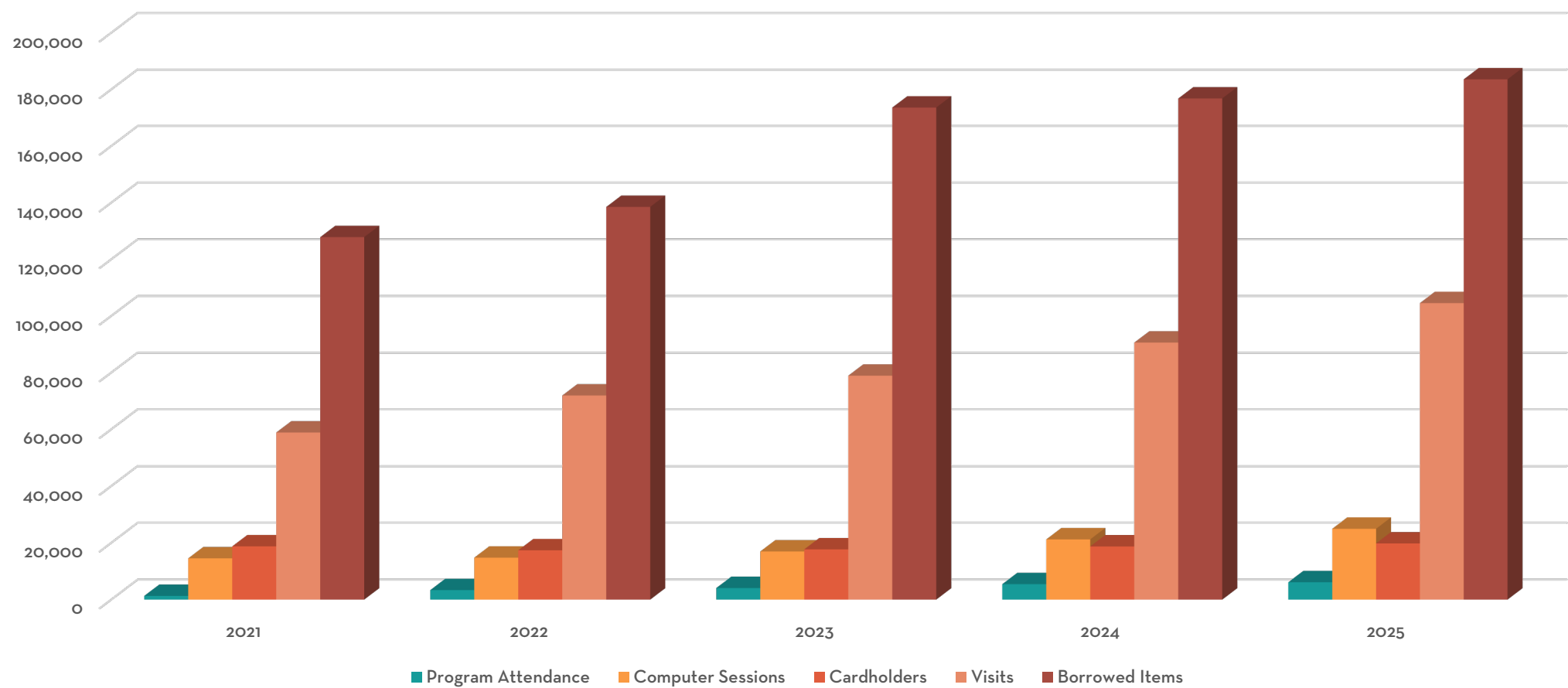
Serving the individual and the community with

- responsive collections,
- innovative programming,
- professional staff, and
- access to resources.

VISION

To nurture community, creativity, diversity, knowledge, and opportunity in Columbia Heights.

LIBRARY PERFORMANCE 2021-2025



2027 PROPOSED LIBRARY BUDGET

	2024	2025	2026	2027
	ACTUAL EXPENSE	ACTUAL EXPENSE	ADOPTED BUDGET	PROPOSED BUDGET
PERSONNEL SERVICES	800,000	817,100	860,400	913,400
SUPPLIES	98,100	125,500	117,900	160,100
OTHER SERVICES & CHARGES	281,400	308,800	314,600	384,200
CAPITAL OUTLAY & DEBT SERVICE	500	700		
TRANSFERS OUT	18,600	19,300	24,100	25,100
TOTALS	\$1,198,600	\$1,271,400	\$1,317,000	\$1,482,800

CHANGES FROM PREVIOUS BUDGET

Increase of \$100,500 (+7.6%) net of the reclassification of certain IT costs.

- Personnel Services assumes full staffing including step increases, paid sick and safe leave, and the new MN paid leave tax.
- Supplies includes cost of replacing 24 public computers.
- Other Services & Charges incorporates the reclassification of IT costs and anticipated fee increases for services provided by Anoka County Library.
- Transfers Out represents the library's share of city administrative costs.

KEY ACTIVITIES IN 2027

- Replacement of Public Computers
- Replacement of Self-Check Kiosks
- Planning for Library's 100th anniversary in 2028
- Publication of Gail Olson's updated history of Columbia Heights
- Exploration of new software management for public computers and printing



Questions?



CHPL Board of Trustees 2027 Meeting Dates

Columbia Heights Public Library • 3939 Central Avenue NE, Columbia Heights, MN 55421 • 763-706-3690 • www.chplmn.org

COLUMBIA HEIGHTS PUBLIC LIBRARY **BOARD OF TRUSTEES** **MEETING DATES 2027**

Board of Trustees

Theresa Strike

Chair

Olga Herrera

Vice-Chair

Chris Polley

Amina Maameri

Beth Al-Qudah

Members at Large

Laurel Deneen

Council Liaison

Renee Dougherty

Library Director

WHEN: First Wednesdays of each month at 5:30pm (*unless noted otherwise).

WHERE: Columbia Heights Public Library Community Room

- January 6
- February 3
- March 3
- April 7
- May 5
- June 2
- July 7
- August 4
- September 1
- October 6
- November 3
- December 1

ATTENDANCE INFORMATION FOR THE PUBLIC:

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For questions, please contact Administration at 763-706-3610.

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Drafted: October 2026

Approved:

Columbia Heights Public Library

Fine/Fee Schedule 2027

Cards	Replacement Library Card	\$0.00
	Out-of-State/Non-resident Library Card	\$60.00/year
Retail	Earbud Headphones	\$2.00
	Flash Drive (2-4GB)	\$5.00
Retail (used sale cart)	Hardcover Book	\$1.00
	Trade/Oversize Paperback	\$0.75
	Mass Market Paperback	\$0.50
	Children's Hardcover Book	\$1.00
	Children's Paperback	\$0.25
	DVD	\$1.00
	Audiobook	\$2.00
	Audio CD	\$1.00
Print	Print/Copy (black & white)	\$0.20/page
	Print/Copy (color)	\$0.50/page
Replacement	Lost or Damaged Materials	List (depreciated) 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/ea. (if 5+ barcodes are missing/damaged)
	RFID tag	\$0.50/ea. (if 5+ tags are missing/damaged)
	Book Jacket	\$0.50/ea. (if 3+ are missing/damaged)
	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
Misc	Referral to Collection Agency	\$12.00 (Collection Agency contract cancelled)
	Dishonored check fee	\$30.00
	Misc.	Variable

Columbia Heights Public Library

Library Board Report – September 2026

BUILDING

TECHNOLOGY

COLLECTION

- New titles were selected from reviews in the March or April issues of *Booklist*, *Kirkus Reviews*, and *School Library Journal*. Requests and replacements included Ninjago books, a new series titled *Unicornia*, fall picture books, a fossil encyclopedia, new volumes in popular manga series, and many *Diary of a Wimpy Kid* replacements. Replacements of popular DVDs were also ordered.
- Weeding was finished in adult fiction A-B and mysteries S-W.
- Adult displays included National Library Card Sign-Up month theme of ‘a library card hits all the right notes,’ Spanish-language titles for Hispanic Heritage Month, job search or resume books and internet and social media books in support of two adult programs. Youth displays celebrated Hispanic Heritage Month.
- City cultural liaison Angela Montero created a display case celebration of Latin Heritage.

PROGRAMS AND SELF-DIRECTED ACTIVITIES	DATE	AUDIENCE	ATTENDANCE
English Language Conversation Circle	9/2	Adult	3
ECFE @ the Library	9/3	Children (0-5)	31
Daycare Storytime	9/4	Children (0-5)	20
Make It! Backpack Keychains	9/8	Children (6-11)	30
EL Conversation Circle	9/9	Adult	6
EL Conversation Circle	9/12	Adult	2
Family Storytime	9/14	Children (0-5)	38
EL Conversation Circle	9/14	Adult	4
Criminal Expungement Clinic	9/15	Adult	19
Library Book Club: <i>Where Rivers Part: A Story of My Mother's Life</i>	9/16	Adult	8
EL Conversation Circle	9/16	Adult	5
Active Agers Book Club: <i>Remarkably Bright Creatures</i> (at Murzyn Hall)	9/18	Adult	7
Family Storytime	9/21	Children (0-5)	45
EL Conversation Circle	9/21	Adult	5
Resume Review with CareerForce	9/22	Adult	20
Helping Teens Thrive Online	9/23	Adult	0
EL Conversation Circle	9/23	Adult	5
Family Storytime	9/28	Children (0-5)	44
EL Conversation Circle	9/28	Adult	3
LEGO Brick Builders	9/29	Children (6-11)	33
EL Conversation Circle	9/30	Adult	4

STAFF

- Renee, Elizabeth, and Eliza met with Anoka County Library selection staff for an update on managing patron purchase suggestions through the Aspen online catalog.
- Staff wore book-inspired costumes and assisted with the Minnesota Libraries Read Together event. Members of the Library Board, Friends of the Library, and the Library Foundation also attended. The event included refreshments and a *Reading Rainbow* marathon (courtesy of Kanopy), Recycled Reads, a “tell your library story” station, a full library scavenger hunt, book spine poetry, and button making.



Elizabeth Ripley, Adult Services Librarian:

- Lead library tours and card sign-ups for two classes from MetroNorth Adult Basic education. Elizabeth tailored the tours to the interests of the thirty-eight adult learners who visited.
- Assisted with promotion of the Criminal Expungement Clinic facilitated by the Anoka County Law Librarian.
- Partnered with Anoka County CareerForce for a resume workshop with one-on-one personalized assistance.
- Welcomed a University of Minnesota Extension educator for a program on helping teens thrive online.
- Attended the 'Design a Park' workshop hosted by city Recreation.
- Assisted four people with Tech Help.
- Made one At-Home delivery.

Renee Dougherty, Library Director:

- Met with city division heads, the Library Foundation, the Minnesota Library Association's Executive Committee and Board of Directors.
- Participated in a brainstorming session on the future of the Minnesota Library Association Institute for Leadership Excellence.
- Met with Public Works staff about library landscaping.
- Provided a tour for the Director of the Bayport Library.
- Met with Library Aide Brent Buchanan for his annual performance evaluation.
- Met with the adult book club for a discussion of *Where Rivers Part: A Story of My Mother's Life* by Kao Kalia Yang.

Eliza Pope, Youth Services Librarian:

- Partnered with the school district's Early Childhood and Family Education (ECFE) to offer a free preview class at the library prior to the start of sessions at the Family Center. Fall's theme was 'nature' so the preview class featured a nature-themed play station and story time books. Each preview includes playtime, story time, and closes with information about ECFE and the Library.
- Welcomed several new families to weekly Family Storytime.
- Helped kids create backpack keychains embellished with their names or messages at the Make It! Program. A returning family added to the backpack charm collection they created last year.
- Lego Brick Builders were challenged to fill an entire plate with LEGOs. Creations included intricate houses, pixelated art, landscapes, pyramids, and more. Kids excitedly shared interesting and detailed backstories for their builds.
- Cancelled the WOW Metal Bus program due to a family emergency for the vendor/artist.
- Attended the Family Center Open House and distributed event calendars, early literacy calendars, library bookmarks and lots of 'Talk, Sing, Read, Write Play' stickers.



MISCELLANEOUS

- Anoka County Law Librarian John Murphy held office hours on September 15.
- Nine adult volunteers donated 25 hours of service.