



2022 LIBRARY BOARD

CITY ORGANIZATION

- Incorporated in 1921 as a Home Rule Charter City
- Weak Mayor- Council Organization
- City Manager



CITY DEPARTMENTS & SERVICES

- Administration
 - Public Information and Records
 - Council Support
 - Human Resources
 - Communication
 - Elections
- Finance
 - Disbursements, receipts and billing
 - Payroll
 - Financial Reporting
 - Budgeting
 - Liquor Operations
- Community Development
 - Planning and Zoning
 - Economic Development
 - Building Inspections
- Public Works
 - Streets and Parks
 - Utilities
 - Public Improvement
- IT (Information and Technology)
 - Computer Networks, Telephone System, etc.
- Police
 - Public Safety and Policing
 - Community Oriented Policing
 - Crime Prevention
- Fire
 - Fire and Emergency Response
 - Emergency Management
 - Commercial Inspections
 - Rental Licensing
 - Property Maintenance
- Library
 - Public Library Services
 - Adult Enrichment Programming
 - Children Enrichment Programming
 - Public Computer Use
- Recreation
 - Murzyn Hall Management
 - Youth Sports and Enrichment Programming
 - Senior Fitness and Enrichment Programming
 - Adult and Family Sports and Enrichment Programming



MAYOR & CITY COUNCIL



John Murzyn, Jr., Councilmember
2022 Planning Commission Liaison



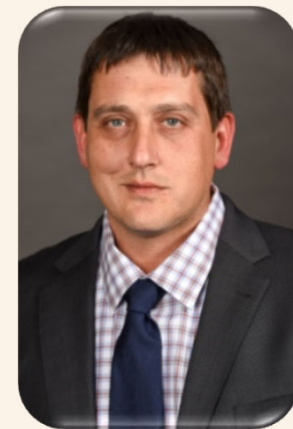
Amáda Márquez Simula, Mayor
2022 Traffic and Youth Commission Liaison



Kt Jacobs, Councilmember
2022 Charter Commission Liaison



Connie Buesgens, Councilmember
2022 Park & Rec Commission Liaison



Nick Novitsky, Council President
2022 Library Board Liaison

CITY VISION

Columbia Heights is a thriving, historic, diverse, and eclectic community. The City offers housing and business opportunities for all, while providing small-town charm combined with all the advantages of big-city living. Columbia Heights is a destination that maintains a balance of urban style and suburban pace. We welcome everyone to rediscover the Heights, an All-American City.



CITY MISSION

Our mission is to provide the highest quality public services. Services will be provided in a fair, respectful and professional manner that effectively address changing citizen and community needs in a fiscally-responsible and customer-friendly manner.



COLUMBIA HEIGHTS PUBLIC LIBRARY MISSION AND VISION STATEMENTS

Mission

The Columbia Heights Public Library: serving the individual and the community with responsive collections, innovative programming, professional staff, and access to resources.

Vision

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



PURPOSE OF BOARDS AND COMMISSIONS

- Advise and make recommendations to City Council to inform its decisions.

Duties include:

- Gather citizen input;
- Promote and inform;
- Explore alternatives; and
- Weigh in on proposed policy and provide input.



CITY CODE: LIBRARY BOARD

- Five members appointed by Council. Members serve three-year terms. Members are city residents.
- Supervise and control the policy, program, use and physical plant of the city library, including all lands and equipment. Set levels of service and manpower. Recommend improvements for the library as may be necessary and desirable. Have the authority to make reasonable administrative rules and regulations, including the setting of fees, governing public use of the library and its facilities, subject to the direction and authority of the Council.
- Library Director has power to make expenditures from funds authorized and budgeted by the Council and approved by the Manager; provided, however, that no single expenditure shall be made in an amount in excess of that authorized by City Charter.
 - All monies received or expended shall be accounted for and audited in the Library Fund as though the library were a department under the control of the City Manager or subsidiary manager as delegated.
 - All claims and all bills incurred by the Board shall be presented to the Council for payment and paid in the same manner as other claims against the city are paid.
 - Annually approve and recommend to the Council a budget for the coming year and at least semi-annually, approve and make a comparison by line item of its performance against the current budget together with recommendations for transfers of funds between line items.



LIBRARY BOARD BY-LAWS

- Meetings: First Wednesday of month at 5:30 pm.
- Agendas and related materials distributed 3 days in advance.
- All items for consideration must be submitted in writing 10 days in advance with contact info of submitter.
- 5 members plus non-voting Council Liaison.
- Quorum is 3 members.
- Officers (Chair, Vice-Chair, optional Secretary) elected annually.
- Chair may appoint ad hoc committees.
- Library Director considered executive officer charged with administration of library and attends all meetings.



MEMBER DUTIES

Attendance Requirements:

- Attempt to attend all meetings. Whenever possible, please notify your staff liaison if you will be absent so a quorum can be assured.
- Notification to City Council will occur if you miss three or more meetings during a year.

Effective Members:

- Recognize that serving the community as a whole is the priority.
- Review meeting agenda and packet thoroughly prior to meeting.
- Advocate and inform.
- Are proactive.
- Compromise and work as a team.
- Do not let personal feelings impact judgment.
- Vote on all actions (unless conflict of interest).



STAFF SUPPORT

- Develops and posts agendas, minutes, and support materials to the website.
- Resource on City policies and procedures.
- Helps the commission stay within scope.
- Provides technical assistance and prepares background memos.
- Keeps attendance and takes minutes.
- Meeting setup and coordination.
- Notifies interested parties of meeting changes.
- Does not work “for” or at the direction of the board.



ROLE OF COUNCIL LIAISON

- Link between Commission and City Council
 - Helps increase Council familiarity of Board
 - Communicates topics that City Council would like discussed
- Non-voting and generally do not actively participate



ROLE OF COMMISSION CHAIR

- Preside over all meetings.
- Maintain control and order at the meeting.
- Find ways to engage members.
- Encourage a positive tone.



HOW A MEETING IS RUN

1. Commission Chair states the item.
2. Staff member provides overview and background information.
3. Members ask questions and make comments.
4. Item is opened for comment to the public if it is a public hearing.
5. If a public hearing, public hearing is closed after those who wish to speak have and there is another opportunity for member comments and questions.
6. Once discussion has concluded, the board chair will ask for a motion based on the general consensus during the discussion.
7. One member will make a motion and if another agrees they will second.
8. If a motion is made and seconded a vote is made.
9. Motion passes or fails. Additional motions may be proposed.



OPEN MEETING LAW

- Gathering of a quorum or more of a public body where the public body discusses, decides, or receives information on issues relating to official business
- Chance or social gatherings are okay
- Proper notice
 - At least 3 days in advance
 - Date, Time, Place, Purpose (Agenda)
- Open to the public
- Be careful of serial meetings
 - $A \rightarrow B$ and $A \rightarrow C$
 - $A \rightarrow B$ and $B \rightarrow C$

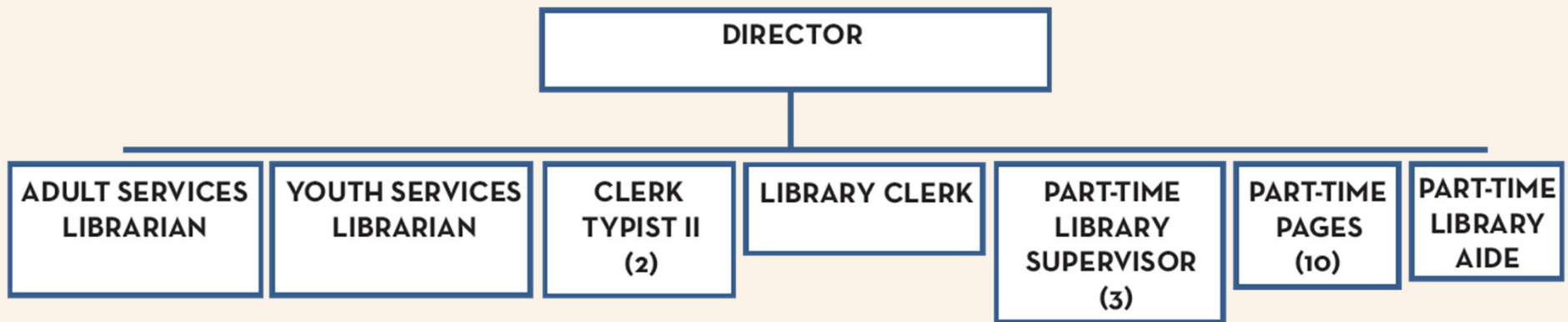


LIBRARY HISTORY

- Founded 1928
- Silver Lake Mothers Club – Little Red Wagon Brigade
- Current facility opened in 2016



LIBRARY ORGANIZATION CHART



RELATIONSHIP WITH ANOKA COUNTY LIBRARY

- Reciprocal service to individual library patrons
- Interlibrary loan
- Delivery service (3x/week)
- Original cataloging of unique items
- Integrated Library System (ILS) software
- E-books and digital resources
- CHPL has access to MELSA resources as an Associate (II) member



RECENT AND ONGOING PROJECTS

- Public PC and print management software implementation (Completed in 2021)
- E-cards for all Columbia Academy students (2020-2021) and two elementary classes (2021-2022)
- Kanopy streaming video added in 2021
- Migration of digital collection content from RB Digital and CloudLibrary to Overdrive/Libby (completed in 2021)
- Library Board review and revision of policies (Completed in 2022)
- Safely provide essential service during pandemic/pandemic preparedness plan (Ongoing)



LONG RANGE PROJECTS

- Define future of library service in aftermath of pandemic
- Reach beyond building to underserved persons/groups
- Communication strategy for promoting library resources and services
- Furniture/fixture refresh in a building that experiences heavy public use



VITAL REFERENCES FOR BOARD MEMBERS

- [Minnesota Public Library Trustee Handbook](#)
- [American Library Association Library Bill of Rights](#)
- [ALA Freedom to Read Statement](#)
- CHPL Strategic Plan
- Current calendar of Library programs



QUESTIONS OR WANT TO KNOW MORE?

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WEBSITE

