



2025 LIBRARY BOARD

CITY ORGANIZATION

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



MAYOR & CITY COUNCIL



Rachel James, Council President
2024 Sustainability Commission Liaison



Amáda Márquez Simula, Mayor
2025 Library Board Liaison



Laurel Deneen, Councilmember
2025 Planning Commission Liaison



Connie Buesgens, Councilmember
2025 Park and Recreation Commission Liaison



Justice Spriggs, Councilmember
2025 Charter Commission Liaison



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



CITY MISSION

Columbia Heights is a vibrant, healthy and connected City. We are here to actively support the community, deliver equitable services, build and strengthen connections, improve upon our past, and uphold our successes. We strive to be better and ensure Columbia Heights is a great place for everyone, today and in the future.



SHORT TERM GOALS

1. Develop architectural and financial plan for replacement of the Public Works building, especially as it relates to other priorities (before structural failure)
2. Update Parks Master Plan, develop financing plan, and establish interactive communications about the plans with the community
3. Develop Murzyn Hall renovation plan or identify an alternative new community center plan
4. Prepare long-term, comprehensive plans for single family homes transitioning to rental, including increased tenant/renter protections and new rental licensing program (following moratorium)
5. Update the five-year Capital Improvement Plan (CIP) focusing on long term maintenance and replacement of existing facilities
6. Finalize plans for Central Avenue improvements
7. Establish/Re-Establish the City Art Commission and invest in Public Art
8. Find external grants and evaluate establishing a city grant program for Naturally Occurring Affordable Housing (NOAH) properties
9. Develop a formal process to review goals, develop a system of accountability, and communicate with the public regarding the City Council's goals and strategic plan
10. Build End-to-End communications infrastructure for City buildings and sites
11. Educate staff and elected officials on National Incident Management System (NIMS)
12. Develop and implement integrated online services
13. Complete 43rd and Central PUD approval and initiate construction
14. Improve and expand code enforcement, evaluate point-of-sale program
15. Continue working towards creating a City workforce that accurately represents the community
16. Establish centralized translation services for all departments and provide language support services at all public meetings
17. Strengthen brand awareness across projects, activities, goals, and at the liquor store



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 $B \rightarrow C$

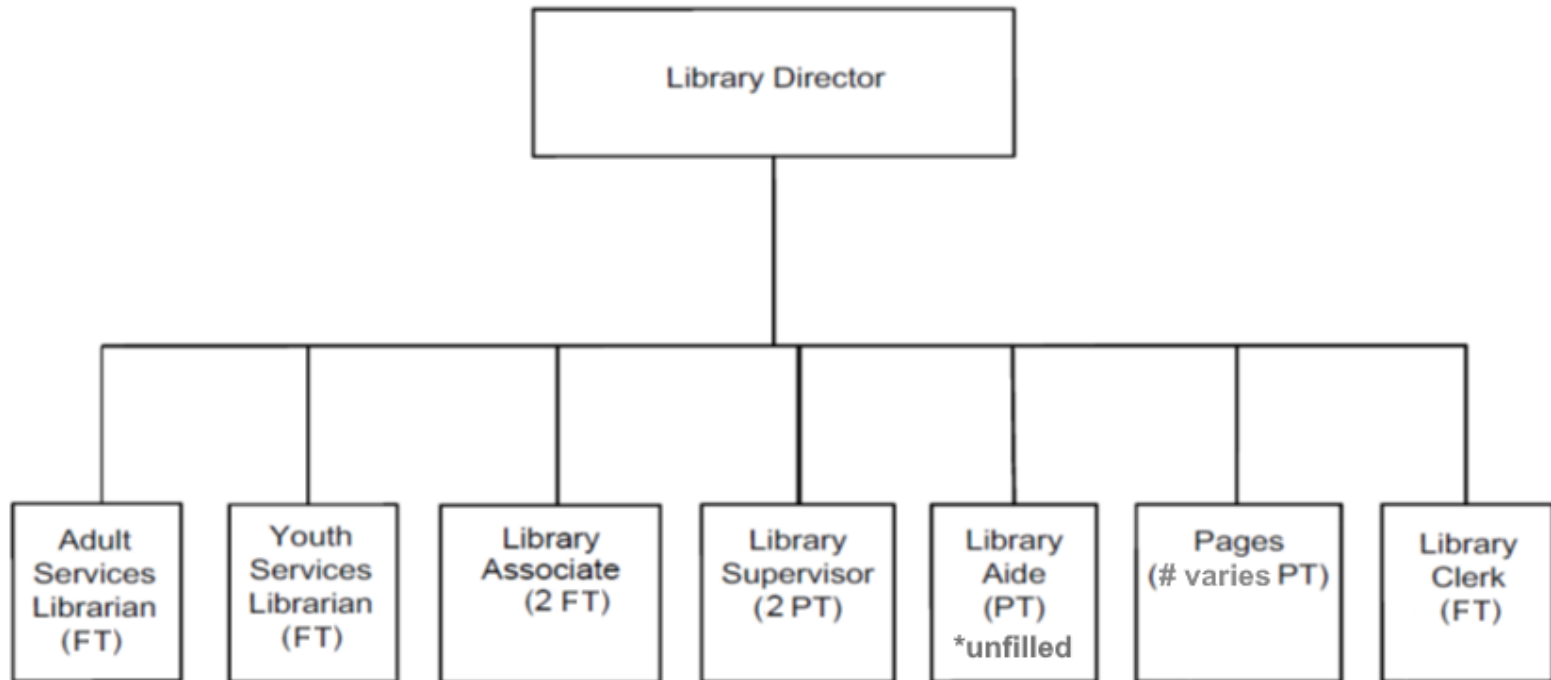


LIBRARY HISTORY

- 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 (4x/week)
- Original cataloging of unique items
- Integrated Library System (ILS) software
- E-books and digital resources
- Access MELSA resources as an Associate (II) member



RECENT PROJECTS

Library Board Defined Strategic Directions: 2024-2026

- Collection merchandising (2024)
- SORA for Columbia Academy/High School for age-appropriate digital library materials with student ID (2023-24)
- English Language Learner open houses with elementary schools (2024)
- MN DNR State Park Passes added to collection (2022 -2025, Reapply for Funding in 2025)
- Establish Library Website (2024)
- Basic Spanish language training for staff
- Regain program attendance, service hours, and patron visits lost during and after COVID-19 pandemic
- Resumption of class visits from Immaculate Conception School



LONG-RANGE AND ONGOING PROJECTS

- Define future of library service
- Outreach to underserved persons/groups
- Communication strategy for promoting resources and services
- Routinize user feedback
- Address sustainable staffing
- Building system and fixture maintenance/replacement



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](#)



WEBSITE

The screenshot shows the homepage of the Columbia Heights Public Library website. At the top, a purple navigation bar contains links for "Get a Library Card", "Catalog", "Support The Library", "Contact Us", "Translate", and a Facebook icon. Below this, a white header features the library's logo on the left, which includes a stylized "GH" in a blue crest and the text "Columbia Heights PUBLIC LIBRARY AN ASSOCIATE OF THE ANOKA COUNTY LIBRARY". To the right of the logo are menu items: "Books & More", "Events", "Services", "Research & Learn", and "About". A search bar is positioned on the right side of the header, with radio buttons for "Catalog" (selected) and "Website", and a "Search..." input field with a magnifying glass icon. The main content area features a large photograph of the library's modern brick and glass facade. Below the photo are three prominent colored buttons: a blue "Account" button with a person icon and the text "Login to your library account"; a purple "Programs and Events" button with a calendar icon and the text "Join our program and events"; and a red "Catalog" button with a book icon and the text "Check out our books, movies & more". A small circular icon with a person silhouette is located in the bottom left corner of the page.



QUESTIONS OR WANT TO KNOW MORE?

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