

Ramsey County Library Board of Trustees Meeting January 15, 2020 4560 Victoria Street North Shoreview, MN – 6:30 PM

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- I. Call to Order
- **II. Public Comment** (6:30-6:35)
- III. Approval of Agenda (6:35)
- IV. Consent Agenda (6:35-6:40)
 - A. Approval of December 18, 2019 Minutes (2)
 - B. Director's Report (3)
 - C. Friends of the Ramsey County Libraries Report (4)
- V. Annual Meeting (6:40-7:05)
 - A. Election of Officers (5)
 - B. Liaison and Library Board Committee Appointments (6)
 - C. Annual Schedule of Meetings (7)

VI. Discussion Items (7:05-8:30)

- A. Library Board Roles (8)
- B. Library Board By-Laws and Policies (9)
- C. Capital Improvement Program Budget Amendment (10)
- D. Other
- VII. Adjournment (8:30)

| | Scheduled Upcomir | ng Meetings |
|-------------------|----------------------------|-----------------------------|
| February 19, 2020 | RCL – Roseville | 2019 Fourth Quarter Reports |
| 6:30 p.m. | 2180 Hamline Avenue North | Year End Reserve List |
| March 18, 2020 | RCL – North St. Paul | Annual Report to State |
| 6:30 p.m. | 2300 North St. Paul Drive | Budget Overview/Timeline |
| | | Branch Report |
| April 15, 2020 | RCL – Mounds View | County Performance Measures |
| 6:30 p.m. | 2576 Mounds View Boulevard | Award Library Gold Cards |
| | | Public Policies Review |
| | | Branch Report |

Administrative Office 4560 North Victoria St. Shoreview, MN 55126 Phone: (651) 486-2200 www.rclreads.org



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LIBRARY BOARD PRESENT:

Marisol Chiclana-Ayala, Craig Klausing, Sylvia Neblett, Gwen Willems

LIBRARY BOARD ABSENT:

Deb Berry, John Hakes, Sida Ly-Xiong

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Jeff Eide, Senior Library Manager; Mary Larson, Library Board Coordinator; Chuck Wettergren, Digital Services Manager; Erica Redden, Teen Services Coordinator; Carol Jackson, Shoreview Library Manager; Kristi Saksvig, Communications Manager; Pa Na Lor, Communications Associate

OTHERS PRESENT:

Cyndi Cook, Executive Director and Ann Trapnell, Board Chair, Friends of the Ramsey County Libraries

CALL TO ORDER:

Neblett called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Shoreview, 4560 Victoria Street North.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Willems made a motion to approve the agenda for December 18, 2019, as presented. Chiclana-Ayala seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Klausing made a motion to approve the minutes of November 12, 2019 as presented. Chiclana-Ayala seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

Boldenow reported that the County Board approved the 2020-2021 budget on December 17, and summarized the highlights for the Library.

- Youth fines eliminated, one time waiver for all cardholders under 18 (offset by levy increase)
- Increase to fund hardware/software replacement (part of alignment with Ramsey County IT)
- 2 FTE added to staff complement—Account Specialist in Administration, Librarian in Digital Services
- Fund balance will be utilized to sustain the Library's collection budget increase in 2020 and 2021
- Capital projects approved—Digital Services work space remodel; Makerspace at RV; MP remodel

She also noted that the County Board recently held a workshop to discuss Residents First delivery of services, which includes suburban service centers located at or near the libraries in Maplewood, Roseville and Shoreview.

Important Dates – The Ramsey County Board of Commissioners will adopt the 2020-2021 budget on December 17. All libraries are closed December 24, December 25, and January 1. All libraries close at 5:00 p.m. on December 31.



Library Hosts County Events – Ramsey County Library hosted two high profile public events last month. The Library received many appreciative comments commending the service of Library staff who helped coordinate these events. On November 20th, Ramsey County Library in Shoreview hosted the swearing-in of Ramsey County Commissioner Nicole Joy Frethem. Frethem represents District 1, including Arden Hills, Gem Lake, North Oaks, Shoreview, Vadnais Heights, White Bear Township, and parts of Mounds View, Spring Lake Park and Blaine. On November 25th, Ramsey County Library in Maplewood hosted the Ramsey County Truth in Taxation hearing on the proposed 2020-2021 County budget. The hearing drew a full house in the library's community room, and there was an overflow crowd. Library staff responded quickly to distribute laptops to enable those additional attendees to view the hearing via streaming video.

Friends of the Ramsey County Libraries 2020 Grant – The Board of the Friends of the Ramsey County Libraries approved a 2020 grant to Ramsey County Library in the amount of \$130,000 at their November 18, 2019 Board meeting. The grant will support the following priorities:

| Collections | \$30,000 |
|------------------------------------|------------------|
| Adult programs | \$28,000 |
| Children's Summer Learning Program | \$20,000 |
| Teen Summer Learning Program | \$16,000 |
| Children's programs/supplies | \$12,000 |
| Teen programs/supplies | \$8,000 |
| Library newsletter | \$6 <i>,</i> 000 |
| Volunteer program development | \$5,000 |
| Employee development | \$5,000 |
| | |

In several prior years, the Friends have given grant funds to the Library in two or three separate stages including an annual grant, a supplementary grant, and a collections grant from gala proceeds—that totaled approximately \$130,000. This consolidated grant of \$130,000 for 2020 enhances the Library's ability to plan and make the most of these valuable funds. As in years past, the Library will invest this grant funding in children's, teens, and adult programs, as well as support for collections, promotions, volunteers, and staff development. The support of the Friends of the Ramsey County Libraries continues to be essential to the Library's ability to serve communities.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Friends 2020-2022 Strategic Plan

The Friends Board adopted a new strategic plan in November that includes the following vision statement and four key priorities:

Vision: Have a bigger and bolder impact with Ramsey County Library into the future.

Strategic Priorities:

- Go to the next level of friend-raising and fundraising.
- Create powerful messages about the Library and Friends impact.
- Engage the general community in new and fun ways to build a stronger/larger library community.
- Bring to life one or more big ideas that were jointly envisioned by FRCL and RCL.

One key component of the new plan is an increase in the Friends upfront grant commitment each from \$70,000 to \$130,000 which encompass all of the grants (annual, Gala, supplemental) that the Friends have successfully provided to RCL over the past five years. The Board is hoping that making this commitment at the start of the year will assist the Library Director and Admin team in their planning and priority setting process.



Welcoming new Board Member Jamie Crandall

The Friends welcomed Jamie Crandall to the Board of Directors in November. Jamie has lived in Roseville since 1992. She is a teacher, a mom, a wife, a neighbor, a Girl Scout troop leader, a book club participant, a friend, a concert goer, a dog owner and a library enthusiast! Jamie is starting off her service on the Friends Board by joining the Membership Committee.

Sunsetting the 5K

After much deliberation on how best to fulfill our mission of advocating on behalf of Ramsey County Library, the Friends Board of Directors has come to the conclusion that it is time for us to retire the Book It 5K event in order to focus our time and energy more directly on building financial and community support for the RCL Summer Learning Program.

The 5K has had a wonderful 10-year "run" and we are grateful for the support of the RCL staff, the Library Board and especially the dozens of volunteers who made this event possible--planning the event, securing in-kind donations, setting up the course and display tables, registering participants, serving as course marshals, serving as lead bike, welcoming runners at the finish line, looking out for stragglers, and helping us launch the "Library Lap" fun run for kids.

The Friends will be planning a 5K volunteer appreciation celebration to be held next spring--date to be announced early in 2020. We hope you will join us at this event as we look back over the ten years of the Book It 5K and celebrate all that this event has brought to Ramsey County Library.

The Friends have invited the many 5K volunteers to join us in a new capacity as we work with the RCL Children's Librarians on creating a Friends sponsored event in conjunction with the Summer Learning Program kickoff event held in June. More on this in the coming months.

Upcoming Events

- Friends Board of Directors, January 27, 2020 at RCL-Shoreview
- Annual Hats Off to the Library Gala "Welcome to the Roaring 20s!" February 1, 2020 at RCL-Roseville

AWARD LIBRARY GOLD CARD:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Library Board Trustee Craig Klausing is completing his second consecutive term in December 2019. To honor his service on the Library Board and his contributions to the Library and the community, a gold card is proposed for Klausing.

Following a presentation by Boldenow, Chiclana-Ayala made a motion to award a Library Gold Card to Craig Klausing as a symbol of appreciation for his contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate. Willems seconded the motion, which was approved unanimously.

RESOLUTION REGARDING THE RETIREMENT OF GARY LIVINGSTON:

Library Page Gary Livingston has announced his retirement after 26 years of service, effective December 19, 2019. Klausing made a motion to approve the Resolution Regarding the Retirement of Gary Livingston, and to authorize the Library Board Chair to sign the document. Willems seconded the motion, which was approved by unanimous vote.

EMPLOYEE TIME AND SCHEDULING SYSTEM PURCHASE:

Ramsey County is not renewing its current contract with TASS, a vendor whose product manages staff time reporting. The Library participated with other departments in RFP reviews and the selection of the Kronos Employee Time and Scheduling (ETS) product. This product manages staff time reporting, and it provides new



functionality, including the ability to manage complex scheduling at the Library and other sites with irregular staff schedules. The product also meets requirements for security and audit management. The Ramsey County Technology Governance Committee, chaired by the Ramsey County Chief Information Officer, also reviewed and approved the adoption of Kronos ETS in county departments.

Several county departments have begun implementing Kronos ETS. The Library is proposing to implement Kronos ETS in the next phase.

To support the Library's one-time cost of \$200,000 to configure and implement this new system, it is recommended that Library fund balance be allocated in this amount. This allocation will not impact the Library's operating budget.

The investment in the Kronos ETS system supports the County's goal of accountability and the Library's guiding principle to be accountable and resourceful. Kronos ETS delivers a scheduling and time reporting system that is accountable, functional, compliant, cost-effective, and secure. It is efficient, enabling staff to focus on service delivery to residents.

Because the Library Board must approve the expenditure of Library funds above \$25,000, this request for action is presented to the Board.

Willems made a motion to approve allocation of \$200,000 of Library Fund Balance to implement Kronos ETS at the Library. Chiclana-Ayala seconded the motion, which was approved unanimously.

TEEN SERVICES REPORT:

Erica Redden, Teen Services Coordinator, was present to share information about teen programming at RCL.

Ramsey County Library Teen Services strives to create connected learning experiences for young adults in our community. As a community "third space," beyond school and home, we provide a safe, welcoming, environment where teens can explore areas of interest and develop a sense of ownership of their surroundings. RCL has a particular interest in outreach and collaboration with groups that serve racially diverse, new immigrant, and low income teens.

Highlights from the past two years of teen services:

- Our Teen team has fully turned over with new staff. Erica Redden joined us in early 2018, and is Teen Services Coordinator and Teen Librarian at Maplewood Library. Camden Tadhg (Roseville) and Alyssa Stevenski (Shoreview) joined us in 2019.
- Hosted two History Day Hullabaloos in partnership with Minnesota Historical Society, with 352 teens from 27 different schools participating.
- Facilitated over 300 weekly drop in workshops for experimentation and hands-on play, creating and making with over 2,000 teens at Maker Teen (formerly known as Brain Box).
- Hosted YA author Nicola Yoon at Roseville as part of MELSA Club Book series.
- Partnered with Mounds View High School students to host a new weekly GSA program at Shoreview Library, for teens to bond and talk about issues of gender identity and sexual orientation.
- Provided twelve week-long, half-day teen camps instructing on topics of STEAM, film making, 3D printing and design, and music production.
- Served over 7,000 meals and snacks at Maplewood and Roseville libraries over the summers of 2018 and 2019, partnering with Youthprise and St. Paul Public Schools to provide needed nutrition to hungry kids, teens, and families.



- Hosted APPspiration, a 2-week app programming camp for girls, over 2 summers in partnership with Roseville High School teen Grace Su. Grace also hosts a monthly app programming class for girls (Girls in Tech) during the school year.
- Completed Teen SRP in summer of 2018 with 1,155 teens reading and reviewing books on Beanstack. Summer of 2019 we had a huge increase in participation, with 1,684 teen writing reviews and earning prizes.
- Partnered with ULEAD to hire several local teens both during the summer and school year to work at 5 different libraries.
- Teen services librarians have collaborated, visited, and partnered with 26 schools in Ramsey County in 2019. We have hosted tours, promoted library programs, brought Make programs to schools, and educated students on resources available to them at RCL.

The Library Board discussed the report, and thanked Redden for her presentation.

COMMUNICATIONS REPORT:

Kristi Saksvig, Communications Director for Ramsey County's Economic Growth and Community Investment (EGCI) Team, and Pa Na Lor, Communications Associate, were present to give an overview of the Communications division and its work on behalf of the Library.

Saksvig spoke about the work of Communications following the alignment. She noted that Communications is now fully staffed, including a graphic designer and a digital communications specialist, who provide services to all the departments in EGCI. Benefits of the whole team approach include:

- Increased efficiency and production.
- Cross channel promotions.

- Broadened knowledge and expertise.
 - Collaboration.

Major Library projects completed by Communications include:

- Summer Reading Program redesign.
- Maker services rebranded.

- E-newsletter refreshed.
- Caldecott/Newberry booklist template.

New initiatives being undertaken by Communications in 2020 include:

- Pop Up Library
- World Languages
- STEM Kits

- 1,000 Books Before Kindergarten
- READ Posters

Lor and Saksvig listed the various methods used by Communications to accomplish their goals, and the print and electronic resources they utilize. They highlighted the awards received by their team for several Library-related communications campaigns.

FRIENDS OF THE LIBRARY REPORT:

Cyndi Cook, Executive Director of the Friends of the Ramsey County Libraries, was present with Ann Trapnell, Friends Board President, to present information about the Friends strategic planning process and outcomes. They shared the new Vision and Strategic Priorities created for 2020-2022.

Vision

Have a bigger and bolder impact with Ramsey County Library into the future.



Strategic Priorities

- 1. Go to the next level of friend-raising and fundraising.
- 2. Create powerful messages about the Library and Friends impact.
- 3. Engage the general community in new and fun ways to build a stronger/larger library community.
- 4. Bring to life one or more big ideas that were jointly envisioned by the Friends and the Library.

Cook and Trapnell discussed the new and continued initiatives the Friends strategic planning team proposed to support the strategic priorities. The 2020 workplan will be approved in January, and the effort to select a Joint Vision Project will begin. The 2020 budget was approved in December, including the \$130,000 requested by the Library to support programming, collections, etc.

LIBRARY BOARD SELF EVALUATION:

The Library Board discussed the results of their annual self-evaluation survey. Issues discussed include orientation of new Board members and social gatherings.

SHOREVIEW BRANCH REPORT:

Trends in the Service Area -

- According to Mounds View Public Schools:
 - 61.9% of families in the district identify as white, 11.9% as Asian, 10.7% as Black, 8.8% as Hispanic, and
 6.1% in two or more categories.
 - 28% of students receive free or reduced-price lunch, 10% receive special education services, and 5% speak English as a second language.
 - After English, the top three languages spoken by families are 1) Spanish, 2) Somali, and 3) Hmong.
 - o 7 out of 10 resident households have no school-aged children.
 - The top five employers in the MV Schools service area are: Medtronic, Boston Scientific, Mounds View Public Schools, Wells Fargo, and Deluxe Corporation.
- According to Shoreview's comprehensive plan Destination Shoreview 2040:
 - Results from the most recent demographic study in 2015 found that persons 27.1% of the population is within the 35 to 54 year age range. The 2015 data also shows that those residents over 55 years of age accounted for 34% of the population, an increase of 21% since 1990. Senior citizens (65 or older) comprise 15% of Shoreview's population and has steadily increased over the past 25 years. Future planning efforts will need to address the continued increase in this population group.
 - Households where children under the age of 18 are present only account for 27.1% of all households. There has also been an increase in householders living alone and those over 65 years of age. It is anticipated that these population trends will continue into the future as the baby boom generation ages and family sizes decrease.
- Construction in the Shoreview Commons continues, with new parks, playgrounds, trails and sidewalks planned. A new sidewalk connecting the Shoreview Community Center and Ramsey County Library has been built, and we look forward to safer access between the buildings and for neighborhood residents.

Library Issues and Service Trends -

- Although general circulation is down slightly, children's materials' circulation is up, as is computer usage, wireless logins, reference, and library visits. Attendance to both children's and adult programs continues to grow exponentially.
- Due to the popularity of children's programming led by children's librarian Angie Miller, additions to children's services include:
 - Hiring of Patong Lee, a library associate who will be working primarily in reference and in children's services; Evening storytime which received an immediate positive response; Monthly sensory-friendly play group; Front Porch summer children's arts series; Kidsight vision screening programs with the local Lions Club; and our third annual sensory-friendly performance with MVCT.



- We added display shelves and a light/Duplo table to our children's area. We also received gifts from PEO Sisterhood, Ltd and Shoreview/Arden Hills Lions Club that we are using to refresh our children's early literacy materials.
- In response to the overwhelming demand for our rooms from local LEGO Leagues, Angie Miller worked with the LEGO League Coordinator to set up a series of open houses which allowed a number of teams to collaboratively share the space.
- Teen librarian Alyssa Stevenski, hired in 2019, is making the Shoreview Teen area a destination for teens by offering passive programming that sparks creativity and crowd-sourced readers' advisory, as well as programs including de-stress sessions (including therapy dogs) during finals, gaming parties, financial literacy, and a new partnership with NYFS Career Readiness program. She also supervises our CTEP, Devon Matti.
- Reference librarian Karen Byerly keeps our collection fresh, engaging and racially diverse, through thoughtful selection and diligent collection management. Creative, appealing displays created by Byerly, Sharyn Bramscher, and Paul Lai keep our patrons' bookshelves well-stocked. Paul Lai has also created a number of original adult programs including a Winter Reads Kickoff, Poets on Poetry, and a book launch party for local author Preeti Mathur, which featured Indian dancing.
- In addition to supervising the excellent and accurate circulation staff, circulation supervisor Mark Bullock created the Common Threads Book Club, which focused on works about immigration, as well as taking on the responsibilities of the Volunteer Services department.
- Branch manager Carol Jackson was named as one of Library Journal's Movers and Shakers for 2019, nominated by Director Jill Boldenow for library programming and partnerships.

NEXT MEETING:

January 15, 2020—Ramsey County Library in Shoreview, 4560 Victoria Street North, 6:30 p.m.

ADJOURNMENT:

Neblett adjourned the meeting at 8:15 p.m.

Respectfully Submitted,

Mary Larson Library Board Coordinator



DIRECTOR'S REPORT

January 2020

| December Staff Updates: | Transferred: | Anita Vue, to PT Library Page at RCL-WB |
|-------------------------|--------------|--|
| | Transferred: | Dawood Sultani, to PT Library Page at RCL-NB |
| | Promoted: | Doug Loll, to Account Specialist in Admin |

Important Dates – All Ramsey County Libraries will be closed on January 20 and February 17. The Friends Gala is February 1, with the theme: "*Welcome to the Roaring 20s*."

Implemented: No Fines on Youth Materials – Ramsey County Library has implemented its new Fines and Fees policy; we no longer charge overdue fines for youth materials. The new policy also makes loan periods more uniform and easier for patrons to follow. The Library completed a one-time waive of existing charges on the accounts of all patrons under 18. We are now ready to welcome back over 6,000 youth whose borrowing privileges have been restored. Staff will be launching communications and outreach to youth and parents to share this news, welcome back lapsed users, and encourage more Library use to support youth learning!

Coming Soon: New RCL Website – Ramsey County Library is on the verge of launching a new website. Within the next month, patrons will have a new and improved online Library experience that puts them front and center. The URL will remain the same: <u>www.rclreads.org</u>.

The new website will feature smarter searching. Patrons can use plain language to find what they're looking for and discover related resources. Patrons will be able to easily browse new titles, award winners, events, and staff or reader lists. They may share ratings and reviews and maintain a private record of titles they have read or saved to read later. The website is mobile-friendly. Patrons will now be able to create a custom username to make it easier to log in to their account. Placing holds and selecting a preferred pickup location will be streamlined. We are excited for the launch and will continue to develop user-friendly content for the site throughout this year.

Legal Resources Supported by Ramsey County Law Library – Ramsey County Law Library has allocated funds in 2020 to support new legal print resources and maintain the database: *Minnesota Legal Forms Library* at Ramsey County Library. This database provides public access to real estate contracts, wills, pre-marital agreements, bankruptcy, divorce, landlord/tenant forms, and more. Thanks to Ramsey County Law Library for their support of online and print resources as well as for providing free legal help programs in the Library.

Library to Employ Youth in Public Sector Academy – The Library is participating in an exciting pilot with Ramsey County Workforce Solutions to provide young job seekers with public sector experience from January through March. The Young Adult Public Sector Career Academy is a 10-week paid internship program for residents between the ages of 18 and 24. Interns will earn a customer service credential from Saint Paul College and will rotate between Ramsey County Library, Parks and Recreation, Property Management, and Public Works.

Ramsey County Commissioner Officers and Appointments – The Ramsey County Board of Commissioners elected Commissioner Toni Carter to serve as Chair and Commissioner Mary Jo McGuire to serve as Vice-Chair in 2020. The County Board appointed Commissioner McGuire to serve as the Ramsey County Library Board of Trustees Liaison (with Commissioner Reinhardt as alternate). The County Board also appointed Commissioner McGuire to serve on the Metropolitan Library Services Agency (MELSA) Board of Trustees.

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Friends Update—January 2020

2020 Signature Sponsor

The Friends are excited to announce Northeast Bank as the first ever Friends 2020 Signature Sponsor! This is a new sponsorship opportunity and Northeast Bank is donating \$10,000 to support Reading Friends and Ramsey County Library programs throughout the year. Northeast Bank funding will enhance and expand both the Friends and Ramsey County Library's outreach to low income and underserved communities.

Northeast Bank is a premier independent community bank committed to providing quality products and exceptional service. Founded in 1947, their mission is to build strong communities one relationship at a time. As such, Northeast Bank has a long and well-established history of working with the community -- from working with local school children, to helping grow businesses and supporting community organizations. Their philosophy of putting people first, and trusting that profitability will follow, has been proven true for more than half a century. As their clients have prospered, so has Northeast Bank and, in turn, the community they serve.



Strength of a Leader. Hand of a Friend.

Upcoming Events

- Kindergarten Card Celebration, January 25, 2020 at RCL Shoreview
- Friends Board of Directors, January 27, 2020 at RCL-Shoreview
- Annual Hats Off to the Library Gala "Welcome to the Roaring 20s!" February 1, 2020 at RCL-Roseville



Meeting Date January 15, 2020 Action Requested Approve Elections Presented By Jill Boldenow, Library Director

SUBJECT:

Election of Chair, Vice Chair, and Secretary

BACKGROUND:

As per the Ramsey County Library Board of Trustees By-Laws, Article III, Section 4: the officers of the Board of Trustees shall be a chair, vice chair, and secretary.

Officers shall be elected by majority vote.

At this meeting, the Board will solicit nominations and vote to elect a chair for 2020. Following this election, the Board will solicit nominations and vote to elect a vice chair, and similarly elect a secretary for 2020.

The duties of the officers, as defined in by-laws:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer.

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all meetings are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

BOARD ACTION REQUESTED:

Approve the election of a chair, vice chair, and secretary of the Board of Trustees for 2020.



Meeting Date January 15, 2020 Action Requested Approve Appointments Presented By Jill Boldenow, Library Director

SUBJECT:

Liaison and Library Board Committee Appointments

BACKGROUND:

Friends Board Liaison Appointment

As per the Ramsey County Library Board of Trustees By-Laws, Article VI, Duties of the Board of Trustees: the Library Board will maintain a liaison to the Friends of the Ramsey County Libraries board. The Library Board makes this appointment each year. Marisol Chiclana-Ayala has served in this role since 2018.

Committees

At each annual meeting, the Library Board appoints members to any committees they wish to form. The Library Board's By-Laws and Policies do not prescribe the formation of any committees. However, common committees include a Personnel Committee and a By-Laws and Policies Review Committee. Committees may be formed throughout the year as well.

Policy C of the Library Board Policies outlines committee principles, purposes, and authorities.

It is recommended that the Library Board form a committee to review and recommend necessary revisions to the By-Laws and Policies, because it has been three years since the last review. The Board may also consider appointing the officers to serve on a Personnel Committee to take up personnel issues as needed.

BOARD ACTION REQUESTED:

To appoint a Library Board member as a 2020 liaison to the Friends of the Ramsey County Libraries Board; and to appoint Library Board members to 2020 committees it desires to form.



Meeting Date January 15, 2020 Action Requested Approve Schedule <u>Presented By</u> Mary Larson, Library Board Coordinator

SUBJECT:

2020 Annual Schedule of Meetings

BACKGROUND:

The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month at locations throughout the library system. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary. If this schedule is acceptable to individual Board members, the meeting dates will be as follows for the remainder of 2020:

| February 19, 2020 | RCL – Roseville 2180 Hamline Avenue North |
|--------------------|--|
| March 18, 2020 | RCL – North St. Paul 2300 North St. Paul Drive |
| April 15, 2020 | RCL – Mounds View 2576 Mounds View Boulevard |
| May 20, 2020 | RCL – Maplewood 3025 Southlawn Drive |
| June 17, 2020 | RCL – White Bear Lake 2150 – 2 nd Street |
| July 15, 2020 | RCL – Shoreview 4560 North Victoria Street |
| August 19, 2020 | RCL – Roseville 2180 Hamline Avenue North |
| September 16, 2020 | RCL – Maplewood 3025 Southlawn Drive |
| October 21, 2020 | RCL – New Brighton 400 – 10 th Street N.W. |
| November 18, 2020 | RCL – Roseville 2180 Hamline Avenue North |
| December 16, 2020 | RCL – Shoreview 4560 North Victoria Street |

BOARD ACTION REQUESTED:

To approve the 2020 Annual Schedule of Library Board Meetings.



Meeting Date January 15, 2020 Action Requested Information and Discussion Presented By Jill Boldenow, Library Director

SUBJECT:

Library Board Roles

BACKGROUND:

Jennifer Nelson, Executive Director of State Library Services and Charter Center, Minnesota Department of Education, will provide an overview of the roles of public library boards in Minnesota.

BOARD ACTION REQUESTED:

For information and discussion.



Meeting Date January 15, 2020 Action Requested Information and Discussion Presented By Jill Boldenow, Library Director

SUBJECT:

Library Board By-Laws and Policies

BACKGROUND:

The Library Board will read and discuss its By-Laws and Policies (attached) to inform members about the Board's governing rules.

The Library Board completed a comprehensive review of the By-laws and Policies in 2016-2017, and revisions were approved in April, 2017. It is recommended that the Board identify a committee or other process to conduct a new review and produce revision recommendations for full Board consideration at a later date.

BOARD ACTION REQUESTED:

For information and discussion.

ARTICLE I Identification

BY-LAWS

The name of the organization is the Ramsey County Library, located in suburban Ramsey County, Minnesota, with administrative office at 4560 North Victoria Street in Shoreview, and libraries in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

ARTICLE II

Purpose

The mission of the Ramsey County Library is to CONNECT community, INSPIRE curiosity, and CULTIVATE learning. The purpose of the Ramsey County Library Board of Trustees as established by Minnesota Statute is to provide the legal, financial, policy and planning responsibility for all operations of the Ramsey County Library. The Library Board also selects, supervises and evaluates the Library Director.

ARTICLE III

Board of Trustees

Section 1. Number and qualifications.

The governing body of the library is the Board of Trustees, which is composed of seven members as appointed by the Board of Ramsey County Commissioners. Members shall be residents of suburban Ramsey County.

Section 2. Term of office.

The term of office of trustees shall be three years. No trustee shall serve more than three consecutive terms. Terms will be staggered to ensure continuity. A trustee whose term expired may continue to serve until an appointment is made. If a member is appointed to serve an unexpired term of office and serves more than half of a regular term, it shall be considered a full term of office.

Section 3. Disqualifications, vacancies.

Any member who moves out of suburban Ramsey County shall vacate their position. The Board of County Commissioners may remove any member for misconduct or neglect.

Section 4. Officers.

Officers of the Board of Trustees shall be a chair, vice chair, and secretary. Officers shall be elected at the first business meeting of the calendar year. An officer may serve two consecutive terms. Vacancies in office shall be filled by majority vote at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer.

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all meetings are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

Section 5. Indemnification.

Subject to limitations set forth in Minnesota Statutes 466.04, Ramsey County will defend and indemnify any of its officers and employees, whether elective or appointive, for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer was acting in the performance of the duties of the position; and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

ARTICLE IV Meetings

Section 1. Time and place.

The Board of Trustees meetings shall be held on the dates, times and places specified at the annual meeting. The Library Board will give public notice of all meetings and all meetings will be open to the public in accordance with Minnesota's Open Meeting Law. The first meeting in January shall be the annual meeting.

Section 2. Special meetings.

Special meetings of the Board of Trustees may be called by the Chair or upon the written request of four members for the transaction of business as stated in the meeting request.

Section 3. Notices of meetings.

All members shall be notified of all meetings at least two days before the meeting. Notice for any meeting not scheduled in accordance with Section 1 above shall be accomplished through U.S. Mail, making a good faith effort to contact a trustee via telephone, or by sending an electronic mail message to the address so designated by the Trustee.

In addition, notices shall be posted in all libraries and released to the press. All meetings of the Ramsey County Library Board of Trustees are held in accordance with the Minnesota Open Meeting Law (Minn. Stat. 471.705).

Section 4. Quorum.

A quorum for the transaction of business shall consist of four voting members of the Board of Trustees.

Section 5. Parliamentary authority.

Should any questions arise as to procedure, Rosenberg's Rules of Order (latest edition) shall be followed.

ARTICLE V Committees

Committees

The Chair may appoint standing committees as needed by the Board of Trustees. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until completion of the work for which they were appointed.

ARTICLE VI

Duties of the Board of Trustees

- 1. Recruit and employ a qualified library director.
- 2. Maintain an ongoing performance appraisal of the director.
- 3. Identify and adopt written policies to govern the operation and programs of the library.
- 4. In conjunction with the Library Director and library staff, do strategic planning to assure that the Ramsey County Library will continue to meet the information needs of its community in the years to come.
- 5. Seek adequate funds to carry out library operations.
- 6. Assist in the preparation of and approve the annual budget.
- 7. Monitor organization performance.
- 8. Promote the mission of the library within the community.
- 9. Advocate for the library to policymakers.
- 10. Advocate on behalf of the Friends to the community.
- 11. Maintain a liaison to the Friends board.

ARTICLE VII Conflicts of Interest

Board members must avoid any conflict of interest with respect to their fiduciary responsibilities. There must be no self-dealing or conduct of private business or personal services between any Board member and the library except as procedurally controlled to assure openness, competitive opportunity and equal access to information. Board members must not use their position to obtain for themselves, family members or close associates employment within the library. Should a trustee be faced with a conflict of interest, they must abstain from board deliberation and voting.

ARTICLE VIII Compensation

Members of the Board of Trustees shall be paid a per diem of \$50.00 per meeting for a maximum of two meetings per month. There shall be no reimbursement for mileage expense.

ARTICLE IX

Liaison with Board of Ramsey County Commissioners

A Ramsey County Commissioner may be appointed by the Board of Ramsey County Commissioners to serve as liaison between the Library Board of Trustees and the Board of Commissioners.

ARTICLE X

Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees with a quorum present, by a majority vote of the voting members present, providing the amendment was stated in the call for the meeting.

These by-laws will be in force upon adoption by the Board of Trustees of the Ramsey County Library.

ARTICLE XI

Policy Enactment

Unless otherwise specified by the Board of Trustees, the Director shall enact all policies and procedures adopted by the Library Board on the first day of the month no less than 90 days following Board approval.



Library Board Policies

Approved 4-5-17

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| | Page (s) |
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| Policy A: Board Members' Code of Conduct | 3 |
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| Policy C: Committee Principles | 4 |
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| Policy A: Financial Planning | 5 |
| Policy B: Financial Authorizations | 5-6 |

Policy A: BOARD MEMBERS' CODE OF CONDUCT

The Ramsey County Library Board expects that its members will conduct themselves in an ethical and businesslike manner. Board members will act only within the scope of their legal authority and will perform the work of the Board in a manner that is respective of the community, library staff, and each other.

- 1. Board members must avoid conflicts of interests. A conflict of interest exists where the board member's ability to act in the best interests of the library system is limited by the member's personal or business interests; including interests as a member of other community groups, or membership on other boards or staffs. If a Board member has a conflict of interest, the Board member should abstain from participation in that matter.
- 2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the Ramsey County Library except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - b. Board members must not use their positions to obtain for themselves, family members, or close associates employment within the Ramsey County Library.
 - c. Should a trustee be considered for employment by the Ramsey County Library, the trustee must temporarily withdraw from Board deliberation and voting.
- 3. No individual Board member, officer, or committee has authority over the Library Director. Information may be requested, but if such request, in the Library Director's judgment, requires a material amount of staff time, it may be refused.
 - a. Board members' interaction with the Library Director or with staff must recognize the lack of authority in any individual trustee or group of Board members except as noted above.
 - b. Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any trustee or Board members to speak for the Board.

- 1. Library Board members are expected to attend all regularly scheduled Library Board meetings. Board members must notify the Chair if they are unable to attend a Library Board meeting.
- 2. Regular attendance at Library Board meetings is essential so that decisions made represent the opinions of the Board as a whole.
- 3. A Library Board member may forfeit their appointment as a result of poor attendance. Poor attendance is defined as three unexcused absences in a calendar year. Should this occur, the member will be contacted by the Chair asking the member to recommit to the Library Board or relinquish their position to allow another individual to be appointed. The member's response will promptly be shared by the Chair with the entire Board at the next Board meeting. In that meeting, the Board will decide what actions to take regarding the Board member's future membership on the Board.

Policy C: COMMITTEE PRINCIPLES

The Board may establish committees to help carry out its responsibilities. To preserve Board integrity, committees will be used sparingly. Committees will be used so as to minimally interfere with the wholeness of the Board's job, and so as never to interfere with delegation from Board to Library Director.

- 1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Library Director.
- 2. Board committees are to help the Board do its job, not to help the staff do its jobs. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
- 3. Board committees cannot exercise authority over staff and, in keeping with the Board's focus on the future, Board committees will not ordinarily have direct dealings with current staff operations. Further, the Board will not impede its direct delegation to the Library Director by requiring approval of a Board committee before an executive action. The Library Director works for the Board, never for a Board committee, officer, or trustee.
- 4. This policy applies only to committees that are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the Library Director.

Policy A: FINANCIAL PLANNING

The Library Director will follow Ramsey County's accounting guidelines and shall assure the financial integrity of the Ramsey County Library when planning or executing the budget for all or any remaining part of a fiscal period.

Accordingly, the Library Director is responsible for:

- 1. Providing sufficient budget detail to the Board including a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure planning assumptions.
- 2. Plans for expenditures in any fiscal year shall be based on revenues reasonably projected to be received in that period.
- 3. The budget shall be consistent with Board-stated priorities in its allocation among competing budgetary needs.
- 4. The budget shall comply with the guidelines and procedures of the Ramsey County Finance Department and the County Manager's Office.

Policy B: FINANCIAL AUTHORIZATIONS

The Library Director shall assure the Ramsey County Library's fiscal integrity by adhering to the fiscal policies and procedures established by the Ramsey County Finance Department and by the Library Board.

Accordingly, the Library Director is specifically authorized to:

- 1. Approve bills for payment and to transfer funds within the various Library accounts, including the facilities fund, during each fiscal year. A financial condition report shall be submitted to the Board on a quarterly basis.
- 2. Make purchases of budgeted supplies and equipment costing less than \$25,000, such purchases to be made in accordance with state laws. Purchases of \$25,000 or more are to be brought to the Board for appropriate action.
- 3. Purchase for the Ramsey County Library books, periodicals, audiovisual materials and other library materials as may be necessary to meet the Library's needs, without advertising for competitive bids, since no significant advantage can be gained by advertising for competitive bids for the purchase of books, periodicals, audiovisual materials and other library materials that are protected by patent, copyright or exclusive franchise, and are noncompetitive in nature.

- 4. Accept gifts, consistent with Library Board policy, of cash and personal property valued up to \$25,000. Gifts exceeding \$25,000 in cash or personal property are to be brought to the Library Board for appropriate action. A quarterly report of gifts received by the Library will be submitted to the Board.
- 5. Apply for and accept grants, in accordance with Ramsey County guidelines, of up to \$5,000. Grants exceeding \$5,000 are to be brought to the Board for appropriate action.



Meeting Date January 15, 2020 Action Requested Information and Discussion Presented By Jill Boldenow, Library Director

SUBJECT:

Capital Improvement Program (CIP) Budget Amendment

BACKGROUND:

The January 14th Ramsey County Board of Commissioners meeting includes a request from the Finance Department for an amendment to the 2020 Capital Improvement Program Budget and Financing Plan.

In November, 2019, the Ramsey County Board of Commissioners adopted the 2020 Bonding Ordinance, and on December 17, 2019, the County Board approved the 2020 Capital Improvement Program Budget and Financing Plan. The Ordinance authorized the issuance of bonds to finance regular and major CIP project costs in 2020, including \$1,000,000 for the RCL-Maplewood renovation project and for other county projects.

The Finance Department amendment of January 14th calls for fund balances to be used, rather than bond issuance, for all 2020 regular and major CIP project costs, to save interest and issuance costs. This would require the Library to use \$1,000,000 of the Library's fund balance in 2020 to begin the RCL-Maplewood renovation project. (The remaining project cost is \$2,769,005, and is intended to be financed through a 2021 bonding process.)

The Finance Department also brought a Reimbursement Resolution to the January 14th County Board meeting to preserve the option for reimbursement from future bond proceeds to various fund balances if recommended.

At this meeting, we will update the Library Board on the action taken by the County Board of Commissioners on these requests. We will discuss the impact on the RCL-Maplewood project and on Library finances.

BOARD ACTION REQUESTED:

For Information and Discussion.



Ramsey County Library in the news:

| 12/14: twincities.com | Literary calendar: A pair of rock 'n' roll book signings https://www.twincities.com/2019/12/14/121519-pp-f-litcal/ |
|-----------------------|---|
| 12/25: twincities.com | It's trial by fire for new Ramsey County Commissioner Nicole Joy Frethem <u>https://www.twincities.com/2019/12/25/ramsey-county-commissioner-nicole-joy-frethems-trial-by-fire/</u> |
| 12/26: Park Bugle | Ask the Librarian www.parkbugle.org/ask-the-librarian |
| 1/1: North Oaks News | Gala event supports our local libraries <u>https://www.presspubs.com/north_oaks/news/gala-event-supports-our-local-libraries/article_8ab76f6a-2f3c-11ea-9bb4-f747197c6813.html</u> |
| 1/7 Shoreview Press | Shoreview Press: 2019 Year in Review https://www.presspubs.com/shoreview/news/shoreview-press-year-in- review/article_80474736-317a-11ea-bffc-4ffe9aa63c53.html |

Administrative Office 4560 North Victoria St. Shoreview, MN 55126 Phone: (651) 486-2200 www.rclreads.org

Facebook:

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Nicole Joy Frethem, Ramsey County Commissioner, District 1 is Tattending Gingerbread House Building at Ramsey County

Library. December 21, 2019 at 4:02 PM · Roseville · 🚱

A *not* small amount of frosting and decorations were eaten during the course of building. Now we are taking care of all the creatures at the vet office.

Thanks to our library staff for organizing such a successful event. Every table was full of families having fun together.









CODE Sofia Lopes, Shelley Murray and 113 others 3 Comments 3 Shares

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Cldest ▼

Raymond Steinke II Boy, talk about devouring a book.... Like · Reply · Message · 2w Zan Associates Amazingl 1 Like · Reply · Message · 2w Zan Associates Amazingl 1

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Ramsey County Library

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Published by Pa Na Lor [?] · December 23, 2019 at 9:57 AM · 🔇

Viewing: English *

Beginning January 1, 2020, Ramsey County Library will eliminate overdue fines on all youth materials.

Learn more: bit.ly/NoFinesYouth_FAQ







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| | Michelle Hueg The Giver of Stars by Jojo Moyes |
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| | Rachel Hickok The Mourning Bird by Mubanga Kalimamukwento. I am so excited our libraries have it on order! Mubanga is a dear friend - and I am sure she'd love to meet a book club group interested in her work. |
| | Like · Reply · Message · 4d |
| | Leah Sullivan I just requested many of these, thanks for the suggestions. I am FINALLY reading Angela's Ashes and wondering why I waited so long. |
| | Like · Reply · Message · 4d |
| ۲ | Kathy Perschmann Winter grave by Helene Tursten / scary and twisty! |
| | Like · Reply · Message · 4d |
| | Julie Ogunleye Children of Blood and Bone, by Tomi Adeyemi, I was so excited to get it for Christmas! |
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| | Jane Kennedy Say Nothing by Patrick Radden Keefe. Excellent |
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| 3 | Ann Romanczuk Hillbilly Elegy by J.D. Vance |
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| | Joan Segner This Tender Land by William Kent Krueger |
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Friends of the Ramsey County Libraries January 4 at 4:54 PM · 🚱

What better way to kick off the 2020s than at our "Welcome to the Roaring 20s" Gala! Sign up today to join us February 1st for live music, games, prizes, silent and live auctions, a photo booth, a costume contest, and more! Complimentary wine, craft beer, and heavy hors d'oeuvres will be served. Proceeds support Ramsey County Library. Info & registration: www.rclfriends.org/events/gala/





Like as Your Page

Send Message

Join us tonight to play with seeds and seedy people 🥲 at the first White Bear Lake Seed Library Packing Party of 2020 💚 No Experience necessary! Just a willingness to hang with some garden lovers and sort through + pack locally saved and donated seeds!

5-8pm open houses style TONIGHT at the Ramsey County Library - Downtown White Bear Lake Location

**This is also the best way to see what cool new varieties the Seed Library will have stocked 😏 **



Forks in the Dirt 🚯 😮 Ramsey County Library, Rachael KraMer, Megan Swaab Fine and 4 others

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T. G. Polachek

@rclreads your cloud library has glitch in it when I renew a title. It requires me to return it before I can continue reading after I renew.

5:44 PM · Dec 11, 2019 · Twitter Web App

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Dear @rclreads @stpaullibrary @hclib, if there are any remodeling or new construction plans in your future, it would be LOVELY to have a drive-up window where we can pick up reserved items as well as drop off books.

12:12 PM · Dec 13, 2019 · Twitter for iPhone





Renee Grassi @MissReneeDomain - Dec 23, 2019 Kudos, @rclreads!!!

RamseyCountyLibrary @rclreads - Dec 23, 2019 Beginning January 1, 2020, Ramsey County Library will eliminate overdue

fines on all youth materials. Learn more: bit.ly/NoFinesYouth_F....

#RCLreads #NoFinesYouth



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Did you know? As of Jan. 1, @rclreads has eliminated late fines for children and teen materials. This was done to to support early literacy and student educational achievement.

Learn more: bit.ly/2sv7gfL



2:45 PM - Jan 3, 2020 - CoSchedule

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your local myth dealer @chinchillahips

Can I just go on a rant about public libraries? I'm 2019 I was able to read 181 books all thanks to @AnokaCoLibrary @hclib @rclreads

My goal was to read more and y'all where here for me.

3:25 PM · Jan 3, 2020 · Twitter for iPhone



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Google:



| 4.5 | \star \star \star \star \star 105 reviews (2) |
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Max Johnson Local Guide · 25 reviews · 656 photos ★★★★★ 2 days ago



Kevin David 1 review

★★★★★ 2 weeks ago Lovely both supervisors and staff excellent clean and. Super nice



Ryan Menning

Local Guide · 118 reviews · 1,047 photos

★★★★★ 2 weeks ago

Nice, big library! Two levels, lots of parking and a coffee shop.



Like