

**Ramsey County Library
Board of Trustees Meeting
January 16, 2019
4560 North Victoria Street
Shoreview, MN – 6:30 PM**

CONNECT community
INSPIRE curiosity
CULTIVATE learning

- I. Call to Order and Introductions**
- II. Public Comment (6:30-6:35)**
- III. Approval of Agenda (6:35)**
- IV. Consent Agenda (6:35-6:40)**
 - A. Approval of December 12, 2018 Minutes (2)
 - B. Resolution Regarding the Retirement of Heidi Holland (3)
 - C. Resolution Regarding the Retirement of Bernice Kuure (4)
 - D. Resolution Regarding the Retirement of Bill Michel (5)
 - E. Director's Report (6)
 - F. Friends of the Ramsey County Libraries Report (7)
- V. Annual Meeting (6:40-7:00)**
 - A. Election of Chair [Action Requested]
 - B. Election of Vice-Chair [Action Requested]
 - C. Election of Secretary [Action Requested]
 - D. Library Board By-Laws and Policies [Action Requested] (8)
 - E. Liaison and Library Board Committee Appointments [Action Requested] (9)
 - F. Annual Schedule of Meetings [Action Requested] (10)
- VI. Discussion Items (7:00-8:30)**
 - A. Digital Services Update (11)
 - B. Racial Equity Report (12)
 - C. Capital Planning Update (13)
 - D. Other
- VII. Adjournment (8:30)**

Scheduled Upcoming Meetings

February 20, 2019 6:30 p.m.	RCL – Mounds View 2576 Mounds View Boulevard	2018 Fourth Quarter Reports Year End Reserve Lists Library Finances Overview 2020-2021 Budget Overview/Timeline Branch Update & Tour Capital Planning Update
March 20, 2019 6:30 p.m.	RCL – North St. Paul 2576 North St. Paul Drive	Annual Report to State Library Fines & Fees 2020-2021 Budget Approval Branch Update & Tour Capital Planning Update
April 17, 2019 6:30 p.m.	RCL – Roseville 2180 Hamline Avenue North	2019 First Quarter Reports Award Library Gold Cards Public Policies Review Capital Planning Update

Library Board

Craig Klausing, Chair
Sida Ly-Xiong, Secretary
Debra Berry
Marisol Chiclana-Ayala
John Hakes
Sylvia Neblett
Dr. Gwen Willems

Library Director

Jill Boldenow

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

Minutes of the Ramsey County Library Board December 12, 2018

LIBRARY BOARD PRESENT:

Deb Berry, John Hakes, Craig Klausing, Sida Ly-Xiong, Paula Mielke, Sylvia Neblett

LIBRARY BOARD ABSENT:

Marisol Chiclana-Ayala

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Chuck Wettergren, Digital Services Manager; Monica Stratton, Children's Services Coordinator; Carol Jackson, Shoreview Library Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Cyndi Cook, Friends of the Ramsey County Library Executive Director; Les Sipkema, Shoreview Resident; Bryan Olson, Falcon Heights Resident

CALL TO ORDER:

Klausing called the meeting to order at 6:30 p.m. at the Ramsey County Library in Shoreview, 4560 Victoria Street North.

PUBLIC COMMENT:

Les Sipkema, Shoreview resident, commented to the Library Board regarding the release of grant funding, thanked Library Director Jill Boldenow for the information she provided, and shared his thoughts on the BiblioCommons library interface on the agenda.

Bryan Olson, Falcon Heights resident, commented on the meeting minutes format, Library Board self-evaluation, and the BiblioCommons interface.

APPROVAL OF AGENDA:

Mielke made a motion to approve the agenda for December 12, 2018 as presented. Hakes seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Ly-Xiong made a motion to approve the minutes of October 17, 2018 as presented. Berry seconded the motion, which was approved by majority vote with Klausing abstaining due to his absence at the meeting in question.

DIRECTOR'S REPORT:

Important Dates – All libraries are closed Dec. 24 and 25, and Jan. 1. Libraries close at 5:00 p.m. on Dec. 31.

Jan Brett event – Library staff and Red Balloon Bookshop produced an incredibly successful after-hours event with beloved children's author Jan Brett at RCL-Roseville on December 2. Staff cleared the atrium and brought in chairs from across the system to accommodate a delighted crowd of 500. Brett brought the "Snowy Nap" bus to the library to tell us all about the winter Hedgie didn't want to miss. Brett gave a presentation, drawing demo, and book signing. Kudos to everyone who made this a very successful event!

Ramsey County Library named a Star Library – For the sixth consecutive year, RCL has been named a *Library Journal* Star Library. This designation is given to libraries with a high index rating based on per capita library visits, print and e-circulation, program attendance, and public internet computer use. We were among thirty

libraries nationally with budgets between \$10-\$30 million to be honored. Minnesota libraries honored in other budget categories include Baudette Public Library, Ely Public Library, and Grand Marais Public Library.

Voting – Libraries offered voting opportunities from October 30 through November 6—supporting the remarkable turnout for midterm elections. RCL-Roseville had 3,677 early voters; Shoreview had 3,103; White Bear Lake had 2,611; and Maplewood had 1,764. (The County had about 26,000 early voters in total.) RCL-White Bear Lake had 1,827 people on Election Day, and RCL-Maplewood had 1,078.

Staff In-Service Day – We hosted a dynamic In-service day on October 22, 2016, with 116 staff in attendance. All staff contributed 2019 work plan ideas to support the new Library Strategic Plan. Breakout sessions featured Ramsey County Workforce services; a Refugee 101 program; Library digital services, teen services, collection development and world languages, early literacy programming, and new employee orientation. All staff attended a final session on addressing service barriers and heard closing remarks by Ramsey County Manager Ryan O'Connor. Thanks to all of the Ramsey County Library staff for making this In-service day a success, from planning to set-up and clean-up, to leading and participating in sessions. This was an outstanding team effort!

New Hires in EGCI Service Team – Ramsey County has welcomed new leaders to the Economic Growth and Community Investment (EGCI) Service Team. Mark McCabe was hired in October as the Director of the Ramsey County Parks & Recreation department. In November, Kari Collins joined as Director of Community and Economic Development. Ramsey County Property Management hired Cheryl Seidenkranz as RCL's Building Services Manager; she has been working closely with Julie Neville and other colleagues since November 5.

New to RCL: Etsy Craft Entrepreneurship – In partnership with Etsy, RCL-Roseville is offering free classes to help makers establish an online business to sell their products and earn income. The Craft Entrepreneurship series is taught by an Etsy seller who will coach participants through every aspect of setting up their online shops. Weekly classes begin January 9, 6:00-8:00 p.m. Registration is required; space is limited to twelve participants.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Author Luncheon - Speaking to a crowd of nearly 100 guests at the Friends Author Luncheon, award-winning author Diane Wilson shared stories of her journey of family discovery and opened the minds and hearts of her audience to a deeper understanding of the experience of Native people in the United States. We are grateful for the opportunity to have had this time with Ms. Wilson! Many thanks to **Scandia Shores of Shoreview** for sponsoring this moving and thought-provoking event.

December Gift Quality Book Sales - On December 1-2, the Friends bookstores located at Maplewood, Roseville, and Shoreview all held holiday sales featuring "gift quality" donated materials. The three sales were promoted together and bookstore volunteers reported robust sales!

Upcoming Events:

- **Friends Board of Directors** on January 28, 2019 at Shoreview
- **Friends 2019 Gala—Hats Off to the Library!**, February 2, 2019 at Roseville
- **2019 Book It 5K Walk/Run**, May 18, 2019 at 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. Neblett made a motion to award a Library Gold Card to Paula Mielke as a symbol of appreciation for her contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate. Berry seconded the motion, which was unanimously approved. The Board members thanked Mielke for her leadership.

AWARD CONTRACT FOR CATALOG SEARCH AND DISCOVERY SYSTEM:

In accordance with Library Board Policies, all purchases over \$25,000 must be approved by the Library Board.

Ramsey County Library's 2016–2018 Technology Plan identified the need to replace Aquabrowser, the current discovery layer that has been in place since a 2009 collaborative purchase by MELSA. Discovery layers provide web-based access and integration of library resources including physical materials, patron accounts, programming, readers' advisory, ebooks and social media. Aquabrowser is no longer able to keep up with updates to web browsers, and does not integrate with the Library's website, calendar, or mobile app.

A team of library staff reviewed options and found that BiblioCommons provided a unique and robust solution built specifically for public libraries. The company has a proven record of accomplishment working with diverse library systems, including St. Paul Public Library and Hennepin County Public Library. Both of these systems recently purchased BiblioCommons as sole source acquisitions.

The Library intends to purchase a suite of three products from BiblioCommons including BiblioCore (library catalog), BiblioWeb (integrated website management system) and BiblioEvents (integrated event management system). Funding for this purchase, along with initial annual maintenance costs, will come from MELSA phase monies available to Ramsey County Library. First year costs, including installation, configuration, maintenance and training, shall not exceed \$95,000. Subsequent years' maintenance costs are estimated at \$65,000. The initial contract term would be limited to five years.

The Library submitted its findings to Ramsey County Procurement. After reviewing information provided by the Library and contacting Hennepin County for information around their acquisition, Procurement recommended BiblioCommons as a sole source purchase.

Wettergren noted that BiblioCommons will be easier for staff to work with, utilizing WordPress templates. More staff can be involved in creating and updating content.

Ly-Xiong made a motion to approve sending a Notice of Intent to Award letter to BiblioCommons. If all requirements of that letter are met, authorize Ramsey County Library to begin contract negotiations for a multi-year contract with BiblioCommons. Neblett seconded the motion, which was approved by unanimous vote.

CHILDREN'S SERVICES REPORT:

Monica Stratton, Children's Services Coordinator, gave the Library Board an overview of children's services during the past year. Highlights included:

STORYTIMES

- Average attendance of 44 per storytime (through November 2018)
- Added Baby & Me Storytime at Mounds View
- Mounds View continues to offer one Saturday storytime a month

STEM PROGRAMMING

- Added weekly Saturday STEM programming at New Brighton
- Collection funds have provided opportunity to create preschool STEM kits for circulation (currently in processing)
- Concluded another successful summer of raising monarch butterflies in five library locations for a total of over 200 releases

OTHER PROGRAMMING

- RCL made headlines in February with the Sting phenomenon

- Added new Paws to Read dog at Maplewood (owner/handler is a member of the RCL Friends, Kerry Kleyman)
- Welcomed 277 kindergarteners to Ramsey County Library at the annual Kindergarten Card Party in January with guest Kate DiCamillo (another 1,316 library cards were mailed directly to kindergarten student's homes)
- Partnered with the Red Balloon Bookstore in December to host nationally acclaimed author/illustrator Jan Brett at the Roseville Library (over 500 attendees came to this after-hours event)
- Continued advocacy for promoting diversity in children's literature with the fourth Diverse Books Showcase in November
- Invited Ramsey County Commissioners to our weekly storytimes to help celebrate National Library Week in April

SUMMER

- 796 preschoolers and 3,823 school-aged readers participated across the seven branch service locations
- Launched the 1,000 Books Before Kindergarten initiative
- Partnered for a third year to bring Story Trail programming to three Ramsey County Parks & Recreation locations
- Engaged with families using the Beanstack summer platform (purchased in 2018)
- Helped the Friends of the Library at their annual 5K Walk/Run with a special Library Lap Run for school-aged children (with a T-Rex!)

OUTREACH

- ISD622 ECFE
- Minnesota Children's Museum HeadStart event
- White Bear Lake Manitou Days
- Ramsey County Fair
- City of Maplewood/Bruentrup Farm
- University of Minnesota Childcare Center
- Ramsey County Family Resource Fair
- Community School of Excellence (Hmong Language and Culture School)
- North Metro Flex Academy and Bridges School (in-library visits)

OTHER

- Mounds View used Friends of the Ramsey County Library funding to purchase STEM interactives for their preschool area
- North St. Paul used Friends of the Ramsey County Library funding to add space to the library with the creation of a children's room (formerly shared room with the Bauer-Emerson Hockey School)
- Welcomed a future Ramsey County Library card holder with the birth of Maplewood Children's Librarian Anna Haase Krueger's daughter, in July

LOOKING AHEAD

- 2019 Kindergarten Card Party on January 26 with author/illustrator Vanessa Brantley-Newton
- 2020 Kindergarten Card Party on January 25 with author/illustrator LeUyen Pham
- Launch 1,000 Books Before Kindergarten with program partner Ramsey County Public Health
- Continue working on ways to improve Summer Reading Program with Beanstack options

BENCHMARKING RAMSEY COUNTY LIBRARY TO OTHER COMPARABLE LIBRARIES:

Jeff Eide compiled a statistical report showing comparisons between RCL, MELSA libraries, and seven other library systems across the United States with similar population size and total revenues.

Ramsey County Library remains highest in the MELSA region in circulation per capita and circulation per FTE, and second highest in visits per capita, collection turnover, program attendance per capita, circulation per square foot, and visits per square foot.

Ramsey County Library was named a Star Library by the Library Journal Index in 2017. The Index rates library visits, circulation, program attendance, and public Internet computer use to determine its ratings.

The Library Board discussed the statistical report, which was prepared with data provided by The Institute for Library Services. Each state gathers and vets the information provided to the Institute.

COMMUNITY ENGAGEMENT/POP UP REPORT:

The goal of the pop up library project is to reach underserved and underrepresented communities. Accomplishments for the year included improving service delivery infrastructure which included a trailer, a targeted collection of materials, dedicated outreach computers and supplies. Staff applied for and was awarded a Library Services and Technology Act grant offered through the Federal Institute of Museum and Library Services. This grant was for \$40,000 and paid for these materials as well as for outreach staffing through the year.

Service was delivered to 28 different venues over 34 dates. The number of individuals reached was 4,220. Outreach covered a wide range of venues with services varying from place to place depending on the location and expected attendees. At most locations, staff had the ability to register people for library cards, check out materials, advertise library programs, and more.

Key partners include:

- Fairview Community Center ISD 623 Adult Education and English Learner program
- VOA Residential Reentry
- Ramsey County Parks & Recreation
- City of Maplewood, Maplewood Community Center YMCA
- Ramsey County Fair

Eide noted that popular features of the pop up library were the button maker, the 3D printer, and free library merchandise including a book bag, etc. The pop up equipment was set up for the Library Board.

LIBRARY BOARD SELF EVALUATION:

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

CAPITAL PLANNING UPDATE:

The Library is currently engaged in a capital project in Shoreview and system-wide capital planning. Updates on the status of three items were discussed.

RCL-Shoreview Library Project - Ramsey County Library and Property Management staff are working on final orders and repairs of furniture, fixtures, and equipment, and the State Library Construction Grant report.

RCL Facilities Master Plan - The Library and Property Management continue to work with MSR Design on a Library Facilities Master Plan to be completed in early 2019.

Capital Improvement Program (CIP) - Ramsey County recently issued a call for Capital Improvement Program (CIP) proposals, due by December 26, 2018. This is an opportunity to propose 2020-2021 projects requiring capital funds for facility, equipment, and infrastructure needs. The County issues bonds to fund approved CIP projects. Projects are categorized as Major (greater than \$1 million) or Regular (under \$1 million).

In 2017, the Library Board approved developing a 5-10 year Master Facilities Plan. The Board also emphasized the urgency of capital improvements to RCL-Maplewood as a first priority of a Master Plan.

The Library will submit the renovation of RCL-Maplewood as a Major CIP Project for 2020-2021. The Library will also submit system-wide furniture refurbishment as a Regular project. The Library has a pre-design study and cost estimate for RCL-Maplewood. MSR Design will provide a biennial furniture refurbishment estimate this month to inform the CIP request.

SHOREVIEW BRANCH UPDATE:

Trends in the Service Area

- The Shoreview Community Center is nearing the end of its extensive expansion of the Community Center.
- The Shoreview Commons Park Master Plan is underway and includes: "Potential development of a landscaped median/walkway to provide an improved pedestrian connection to the new regional library."
- Studies show that Shoreview's quality of life is consistently among the highest in the Twin Cities Metropolitan Area.
- The city of Shoreview continues work on Destination Shoreview, 2040, its new comprehensive plan.
- Quick stats: Shoreview's population is 25,673, with 10,940 households; household size averaged 2.35 persons per household. Homeownership in Shoreview: 81.6%; Median Home Value: \$233,100; Median Household Income: \$79,485 (2010-2014 American Community Survey)

Library Issues and Service Trends

- The library in Shoreview will celebrate its two-year anniversary in January 2019.
- Response to the 'new' library has been overwhelmingly positive from the community, patrons, and library partners.
- Anoka County Library's Centennial branch closed for renovation in August 2018, which brought an influx of ACL patrons to the library.
- The expanded space has allowed Shoreview to host sizable programs in 2018 such as the annual Kindergarten Card Party, Naturalization Ceremonies, early voting for both primary and general elections, and a book launch for author Shannon Gibney.
- Adult programming attendance at Shoreview has increased by 120% since 2014. Standout programs included Music & Memory with Charlie Maguire, Better Angels political polarization programs, and the grant-funded Becoming American film and discussion series. Other programming partners included NAMI, Helping Every At-Risk Teen (HEART), the International Institute, Do Good Roseville, and Gallery 96.
- Children's programming, led by Angie Miller, continues to increase and expand. Standout new programs include Crafternoons, On the Front Porch programs (outside!), World Kindness Day, Black Panther Party, Turing Tumble coding, and programs with dance, theater, health and science. Staff also raised 18 monarchs from eggs to butterflies, which was wildly popular with kids and adults alike.
- Teen services, led by Paige Fuller, continues to connect with area schools and media specialists to create new partnerships and build teen usage of the library.
- The Shoreview Press published an article by Carol Jackson, Branch Manager, on "A Week in the Life of the Shoreview Library" in October 2018 and featured another article about the library's Knitting for Good group.
- The library's Sensory-Friendly Performance of Mounds View Community Theatre's *Chitty Bang* was featured on KSTP-TV.
- Longtime teen volunteer Molly Kalfhoff was awarded the City of Shoreview's Caring Youth award.

NEXT MEETING:

January 16, 2019—Ramsey County Library in Shoreview, 4560 Victoria Street North, 6:30 p.m.

ADJOURNMENT:

Klausing adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

draft

Request for Library Board Action

<u>Meeting Date</u> January 16, 2019	<u>Action Requested</u> Approve Resolution	<u>Presented By</u> Mary Larson, Library Board Coordinator
---	---	--

SUBJECT:
Resolution Regarding the Retirement of Heidi Holland

BACKGROUND:
Librarian Heidi Holland has announced her retirement, effective January 31, 2019. A resolution honoring Heidi for her 41 years of service will be presented at the meeting, which she will attend.

BOARD ACTION REQUESTED:
To approve the Resolution Regarding the Retirement of Heidi Holland, and to authorize the Library Board Chair to sign the document.

Resolution Regarding the Retirement of Heidi Holland

- Whereas,** Heidi Holland has been a Ramsey County Library employee since February 1978; and
- Whereas,** She began her career at Ramsey County Library via the CETA Program as a Clerk Typist 1; was later promoted to Clerk Typist 2 and 3, Library Associate 1 and 2, and Librarian 1 and 2, working in Interlibrary Loan, Administration, Arden Hills, Maplewood, Mounds View, North St. Paul, Shoreview, White Bear Lake and at Roseville since 2002; and
- Whereas,** Heidi started in Technical services, ordering and receiving library materials and serving as Reference Department Secretary; other responsibilities and projects during her career have included reference desk scheduling; working in the circulation and reference departments; training staff; developing content for Staff Inservice Days; serving on various library, Ramsey County, and MELSA committees, as liaison to the Friends of the RCL Board of Directors, and as chair of the MN Association for Volunteer Administration Program committee; and developing the highly successful volunteer program at Ramsey County Library, recruiting, training, and supervising thousands of volunteers over the past 15 years for library moves and special events; and
- Whereas,** She is known for her energy and enthusiasm; her relaxed, friendly manner with patrons and coworkers; her strong relationships with volunteers and her extensive contacts in the volunteer community; her willingness to assist with any project, even on short notice; her superlative organizational skills and her attention to detail; and her love of tatting, camping, and spending time with her grandchildren; and
- Whereas,** Heidi has decided to retire from her position of Librarian 2 effective as of January 31, 2019;
- Now, Therefore
Be It Resolved,** That the Ramsey County Library Board of Trustees and Library staff extend their appreciation to Heidi Holland for 41 years of dedicated service to Ramsey County Library.

Library Board Chair

Adopted January 16, 2019

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

Request for Library Board Action

Meeting Date
January 16, 2019

Action Requested
Approve Resolution

Presented By
Mary Larson,
Library Board Coordinator

SUBJECT:

Resolution Regarding the Retirement of Bernice Kuure

BACKGROUND:

Librarian Bernice Kuure has announced her retirement, effective January 31, 2019. A resolution honoring Bernice for her 29 years of service will be presented at the meeting, which she will attend.

BOARD ACTION REQUESTED:

To approve the Resolution Regarding the Retirement of Bernice Kuure, and to authorize the Library Board Chair to sign the document.

Resolution Regarding the Retirement of Bernice Kuure

- Whereas,** Bernice Kuure has been a Ramsey County Library employee since October 1990; and
- Whereas,** She began her career at Ramsey County Library as a Librarian 1 at Roseville, where she was promoted to Librarian 2; transferring to Technical Services and Maplewood before returning to Roseville and ultimately working a shared position at Roseville and Technical Services; and
- Whereas,** Bernice started as a part time Librarian in public services, where in addition to working at the Reference Desk her responsibilities and projects included materials selection; maintaining the periodical collection at Roseville; evaluating and adding donations to the collection; cataloging items in Technical Services; organizing archival documents in the Administrative Office; serving as the reference scheduler at Roseville for many years; and acting as the Librarian in Charge during the absence of the Library Manager in both public services and Technical Services; and
- Whereas,** She is known for strong work commitment; her excellent communication skills; her cheerful and friendly manner with patrons and coworkers; her aptitude and flexibility in developing the reference desk schedule at Roseville; her willingness to adjust her own work hours and fill in at the last minute; and her enjoyment in working at the children's reference desk at Roseville, utilizing her superb customer service skills with patrons of all ages; and
- Whereas,** Bernice has decided to retire from her position of Librarian 2 effective as of January 31, 2019;
- Now, Therefore
Be It Resolved,** That the Ramsey County Library Board of Trustees and Library staff extend their appreciation to Bernice Kuure for more than 28 years of dedicated service to Ramsey County Library.

Library Board Chair

Adopted January 16, 2019

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

Request for Library Board Action

<u>Meeting Date</u> January 16, 2019	<u>Action Requested</u> Approve Resolution	<u>Presented By</u> Mary Larson, Library Board Coordinator
---	---	--

SUBJECT:
Resolution Regarding the Retirement of Bill Michel

BACKGROUND:
Library Manager Bill Michel has announced his retirement, effective February 7, 2019. A resolution honoring Bill for his 44 years of service will be presented at the meeting, which he will attend.

BOARD ACTION REQUESTED:
To approve the Resolution Regarding the Retirement of Bill Michel, and to authorize the Library Board Chair to sign the document.

Resolution Regarding the Retirement of Bill Michel

- Whereas,** Bill Michel has been a Ramsey County Library employee since November 1975; and
- Whereas,** He began his career at Ramsey County Library as a Student Worker at Roseville, working in reference and in the bookmobile before receiving promotions to Librarian 1, 2 and 3; serving as a children's librarian, reference librarian, assistant branch manager, library manager, interim Property Manager, and system Reference Coordinator; working as the Library Manager at Arden Hills, Roseville and Maplewood; and
- Whereas,** Bill started in public services in the Reference Department, later working in children's services before moving into assistant manager, library manager, and Reference Coordinator duties, ultimately serving as Library Manager and Facilities Project Manager; other responsibilities and projects during his career have included involvement in multiple facility upgrades; setting up the interim Roseville Library on Arthur Street; hiring and/or training most of the reference staff; serving on the selection committee for the first ILS, and the Roseville and Shoreview AMH systems; cataloging census materials; and serving as the Government Documents Librarian; and
- Whereas,** He is known for his tireless dedication to the Library; his exceptional customer service skills; his reference expertise; his hands-on problem-solving; his friendly, approachable and knowledgeable manner; his vast knowledge of library operations and history; his contributions to reference service at RCL via training of new librarians, his patron-centric approach, and his leadership as the system Reference Coordinator; his abilities as a master shelf-builder; his collection of library and literary-themed t-shirts; his wry sense of humor; and his amazing carrot cake; and
- Whereas,** Bill has decided to retire from his position of Librarian 3 effective as of February 7, 2019;
- Now, Therefore
Be It Resolved,** That the Ramsey County Library Board of Trustees and Library staff extend their appreciation to Bill Michel for more than 43 years of dedicated service to Ramsey County Library.

Library Board Chair

Adopted January 16, 2019

DIRECTOR'S REPORT**January 2019**

December Staff Updates:

Hired:	Russ Johnson, Librarian sub
	Camden Tadhg, Librarian sub
	Alyssa Stevenski, Librarian sub
Transferred:	Ellen Callet, Library Page from WB to SV

Important Dates: All Ramsey County Libraries will be closed on January 21 and February 18.

Library: Board members are encouraged to stop by or sign up to volunteer at the Kindergarten Card party on January 26, at RCL - Shoreview Library from 10:00 a.m.-3:00 p.m. The Friends of the Ramsey County Libraries sponsor this fun event, which caps off months of effort by Children's Librarians to engage kindergarteners throughout suburban Ramsey County. Award-winning author and illustrator Vanessa Brantley-Newton will present at 10:30 a.m., 12:30 p.m., and 2:00 p.m. All kindergartners will receive a new Library card and a book. County Commissioners will join us to greet parents and kids.

This month, the Library is launching a grant-funded Digital Storytelling Series: Making a Short Video Memoir—with sessions January 12 and February 23. Librarian Jenny Jackson partnered with FilmNorth to offer instruction on storytelling and basic filmmaking, including interviewing, recording, incorporating B-roll footage and stills, and editing. This project was made possible in part by a grant from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services. The grant supported new equipment for film, sound, virtual reality, and analog-to-digital conversion. The project will feature other digital storytelling workshops and presentations through the fall of this year.

Friends: I invite everyone to join me at the Friends Gala the evening of February 2 at RCL - Roseville Library. The theme is "Hats Off to the Library!" Costumes are not required, but prizes for creativity will be awarded. Enjoy music, live and silent auctions, complimentary hors d'oeuvres, wine, and craft beer. The event aims to raise \$30,000 for the Library's collections. Ticket and event information is available at <http://rclfriends.org/events/gala/>.

Ramsey County: On January 8, County Commissioners and the County Attorney were sworn into office. New to the County Board is Commissioner Trista MatasCastillo, who represents District 3. The Ramsey County Board of Commissioners elected Commissioner Jim McDonough to serve as Chair and Commissioner Mary Jo McGuire to serve as Vice-Chair in 2019. 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.

MELSA: Ken Behringer, executive director of MELSA, announced that he will retire on July 12, 2019. Ken has been a wonderful colleague and a strong leader at MELSA since 2015. Prior to this, he led the Minnesota Library Information Network (MnLINK), Great River Regional Library, and Dakota County Library. The MELSA Board of Trustees has initiated the search process to fill this important leadership position.

Friends Update January 2019

Friends Celebrate 40 Years

In 1979, a small group of suburban Ramsey County residents concerned about potential cuts to county funding for the library banded together to form the Friends. The group counted 51 inaugural members that year, elected Metta Fridley as their first president, and gave their first \$100 gift to Ramsey County Library. Since that time, our 600 member households have helped to raise more than \$3.5 million for Ramsey County Library supporting vital programming, services, and resources for all.

While perusing the Friends archives (22 three-ring binders filled with memories and milestones and kept current by Friends Board Member and Archivist, Nancy Guerino), one of the things I noted is that 40 years ago the Friends were engaged in promoting a greater understanding of the immigrant experience and creating a welcome environment for people coming to the United States to begin new lives. Toward that end, the Friends partnered with the White Bear Lake Historical Society to present a free production of the play, "To A New Land." It is gratifying to know that among its wide range of programming and services, Ramsey County Library now leads the charge in welcoming immigrants and refugees by providing both practical support (conversation circles for English learners, one-to-one computer and tech support, community resource advocates) and mind enriching programming designed to bridge our divides and build community (such as the "Ask" series in partnership with Do Good Roseville, the Green Card Voices exhibits, "Becoming American" documentary film and discussion series, and naturalization ceremonies.) The Friends are proud to support these initiatives and many more.

I think that the excerpt below, reprinted from the Friends first newsletter in Aug/Sept 1979 (Metta Fridley and Jean Henderson, Editors) is a great example of what led to the formation of the Friends and what keeps us strong and vibrant today:

Several people have asked me—just what is a Friend? In searching for the appropriate answer, I myself learned a lot more about Friends' activities. Mrs. Fern Griffen, in her article, "Every Library Needs Friends," says, "I believe a Friend is anyone who cares about libraries and does something about it." Friends have worked in many ways but their goals have been similar—"to promote interest in the library and to help provide materials and services not covered in the average budget." Our goals this first year are modest ones...with these programs, our newsletters, and your involvement, we hope to bring additional support to the institution which is basic to our democratic society—our free public library.

The “modest goals” of the Friends in 1979 have continued to evolve and grow. Through the support of our growing membership; the operation of three used book stores and two book carts; and the addition of three signature events (Annual Gala, Book It 5K, Author Luncheon)—the Friends provide annual grants of more than \$100,000 to support a wide range of Ramsey County Library needs. In addition, we have conducted six capital campaigns to enhance the library collections and amenities at Maplewood, New Brighton, North Saint Paul, Roseville, Shoreview, and White Bear Lake libraries.

We are grateful to the founders of the Friends for their foresight and dedication to the importance of libraries in building community and look forward to continuing their legacy in the decades ahead.

Upcoming Events

- **Friends Board of Directors** on January 28, 2019 at Shoreview
- **Friends 2019 Gala—*Hats Off to the Library!***, February 2, 2019 at Roseville
- **2019 Book It 5K Walk/Run**, May 18, 2019 at Roseville

Request for Library Board Action

Meeting Date
January 16, 2019

Action Requested
Approve By-laws
and Policies

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Library Board By-laws and Policies

BACKGROUND:

The Library Board completed a comprehensive review of the Board Policies and By-laws in 2016. Both documents were significantly revised, and a chart clarifying responsibilities of the Library Director, Library Board, Friends of the Library and County Board was developed.

No changes to the by-laws or policies are proposed for 2019.

BOARD ACTION REQUESTED:

To approve the Library Board By-laws and Policies as presented.

Ramsey County Library Board of Trustees BY-LAWS

ARTICLE I Identification

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

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 Responsibilities

Responsibilities	Library Director	Library Board	Friends	County Board
General Administrative	<ul style="list-style-type: none"> Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programming. Act as advisor to the Board and provide support to the Friends. Speak publically on behalf of the library. Develop communications planning and messaging. 	<ul style="list-style-type: none"> Recruit and employ a qualified library director. Maintain an ongoing performance appraisal of the director. 	<ul style="list-style-type: none"> Support quality library services in the community through fund raising, volunteerism and advocacy. 	<ul style="list-style-type: none"> Appoints Library Board members, from among County residents, to maintain a seven-member board. Hear reports on library impacts and outcomes related to County priorities.
Policy	<ul style="list-style-type: none"> Apprise Library Board of the need to develop new and revise current policies. Ensure implementation of adopted Board policies. 	<ul style="list-style-type: none"> Identify and adopt written policies to govern the operation and programs of the library. 	<ul style="list-style-type: none"> Support the policies of the library as adopted by the Library Board. 	
Planning	<ul style="list-style-type: none"> Coordinate and implement a strategic plan with the Library Board, Friends, staff and community. 	<ul style="list-style-type: none"> Ensure that the library has a strategic plan with implementation and evaluation components. 	<ul style="list-style-type: none"> Provide input into the library's strategic plan and support its implementation. 	<ul style="list-style-type: none"> Sets County priorities.
Fiscal/Operational	<ul style="list-style-type: none"> Prepare an annual budget for the library in accordance with County instructions. Provide appropriate monitoring data. 	<ul style="list-style-type: none"> Seek adequate funds to carry out library operations. Assist in the preparation and approve the annual budget. Monitor organization performance. 	<ul style="list-style-type: none"> Conduct fund raising to support the library's mission and plans. 	<ul style="list-style-type: none"> Sets the library levy to provide a library fund. Approves the library budget.
Advocacy	<ul style="list-style-type: none"> Promote the mission of the library within the community. Educate the Library Board, Friends and community regarding local, state and national issues that impact the library. 	<ul style="list-style-type: none"> Promote the mission of the library within the community. Advocate for the library to policymakers. Advocate on behalf of the Friends to the community. 	<ul style="list-style-type: none"> Promote the mission of the library within the community. Advocate for the library to policymakers. 	<ul style="list-style-type: none"> Encouraged to attend library and Friends functions and to advocate for the library to the community.
Meetings	<ul style="list-style-type: none"> Participate in Library Board and Friends board meetings. 	<ul style="list-style-type: none"> Maintain a liaison to the Friends' board. 	<ul style="list-style-type: none"> Maintain a liaison to the Library Board. 	<ul style="list-style-type: none"> Maintain a liaison to the Library Board to serve as a nonvoting member.

Library Board Policies

Approved 4-5-17

**CONNECT community
INSPIRE curiosity
CULTIVATE learning**

Ramsey County Library Board Policies

	Page (s)
I. Governance Process	
Policy A: Board Members' Code of Conduct	3
Policy B: Attendance Policy	4
Policy C: Committee Principles	4
II. Executive Policies	
Policy A: Financial Planning.....	5
Policy B: Financial Authorizations	5-6

I. Governance Process

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 respectful 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.

Policy B: ATTENDANCE POLICY

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 re-commit 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.

II. Executive Policies

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.

Request for Library Board Action

Meeting Date
January 16, 2019

Action Requested
Approve Appointments

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Liaison and Library Board Committee Appointments

BACKGROUND:

Each year, the Library Board appoints members to serve on the Board’s sole standing committee, the Personnel Subcommittee, and appoints a liaison to the Friends of the Ramsey County Libraries.

The Personnel Subcommittee may be deployed to take up personnel issues. In 2018, the Personnel Subcommittee was comprised of the Library Board Chair, Vice Chair, and Secretary.

Other committees and liaison appointments may be made throughout the year as needed.

BOARD ACTION REQUESTED:

To appoint Library Board members to the following positions and subcommittees:

1. Friends of the Ramsey County Libraries Liaison
2. Personnel Subcommittee (3 members)

Request for Library Board Action

Meeting Date
 January 16, 2019

Action Requested
 Approve Schedule

Presented By
 Mary Larson,
 Library Board Coordinator

SUBJECT:

2019 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 2019:

February 20, 2019	RCL – Mounds View 2576 Mounds View Boulevard
March 20, 2019	RCL – North St. Paul 2300 North St. Paul Drive
April 17, 2019	RCL – Roseville 2180 Hamline Avenue North
May 15, 2019	RCL – Maplewood 3025 Southlawn Drive
June 19, 2019	RCL – White Bear Lake 2150 – 2 nd Street
July 17, 2019	RCL – Shoreview 4560 North Victoria Street
August 21, 2019	RCL – Roseville 2180 Hamline Avenue North
September 18, 2019	RCL – New Brighton 400 – 10 th Street N.W.
October 16, 2019	RCL – Maplewood 3025 Southlawn Drive
November 20, 2019	RCL – Roseville 2180 Hamline Avenue North
December 18, 2019	RCL – Shoreview 4560 North Victoria Street

BOARD ACTION REQUESTED:

To approve the 2019 Annual Schedule of Library Board Meetings.

Request for Library Board Action

Meeting Date
January 16, 2019

Action Requested
For Information and
Discussion

Presented By
Chuck Wettergren,
Digital Services Manager

SUBJECT:

Digital Services Update

BACKGROUND:

Chuck Wettergren, Digital Services Manager, will present an overview of changes, challenges and technology initiatives addressed during the Ramsey County Library 2016-2018 technology planning cycle.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 16, 2019

Action Requested
Information and Discussion

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Racial Equity Report

BACKGROUND:

The work of advancing racial equity is woven throughout Ramsey County, and specifically at Ramsey County Library, in the work of individual staff and teams. The Library's Strategic Plan 2016-2018 identified a strategic priority to promote racial equity. In response, staff developed a Racial Equity and Inclusion statement and work plan to guide and track supporting strategies and actions. Today we will review 2018 Library activities that support racial equity through engagement, partnerships, communications, collection development, programming, facilities, policy development, and hiring and training.

In 2019-2021, the Library will build on these efforts. With a strategic priority to remove barriers to access, we have the opportunity to further address barriers such as language, fines, and program scheduling that likely contribute to race-based disparities. The Library budget request for 2020-2021 will highlight goals to remove financial barriers for youth, continue community-based outreach and Popup Library programs, and support the Library's ability to offer more weekend and evening programs to serve our racially diverse community.

BOARD ACTION REQUESTED:

For information and discussion.

Goal 1: Provide opportunities for intentional, meaningful partnerships with communities of color	
<i>Strategy</i>	<i>Actions</i>
Engage communities of color and leverage partnerships to enhance engagement	<ul style="list-style-type: none"> • Developed programs in partnership with Do Good Roseville, Roseville Adult Basic Education, Shoreview Human Rights Commission, U.S. District Court, Urban 4H, Volunteer Lawyer's Network, ISD 622 ECFE program. • Continued ConnectEd school partnership to register students—engaging the most racially diverse population (youth) in suburban Ramsey County. Created 1,392 new student accounts for White Bear Lake and Roseville schools. • Supported new social justice book club started by a community member of color. • Scheduled 2018 Popup Library events at: Volunteers of America Residential Re-entry Center; Battle Creek Water Park; Pride Festival; Ramsey County Fair; Farmers' Markets in Shoreview, Maplewood, New Brighton, and Little Canada; Silver Lake Splash; Lake McCarrons Park; Mounds View Days; Bruentrup Heritage Farm; housing facility in Maplewood with large Karen community. • Through Q3, reached 4,209 people at 25 Popup dates.
Produce racially diverse and inclusive communications	<ul style="list-style-type: none"> • Produced communications and marketing materials that are reflective of the diverse community. • Offered passive programs/displays that celebrate diverse races, cultures, languages. • Initiated study of translation needs and solutions. • Produced <i>What's Next for Your Library</i> campaign in four languages.
Goal 2: Ensure that facilities, collections, policies, programs, and services reflect and serve the community	
<i>Strategy</i>	<i>Actions</i>
Develop a relevant, racially diverse, and inclusive collection	<ul style="list-style-type: none"> • Developed new collections in Somali, Spanish, Arabic, Hindi, Tamil, Hmong, Chinese, Vietnamese, indigenous languages, Tibetan and Korean; added Spanish language materials. Hosted Conversation Circles for new language learners. • Twenty percent of purchases were by or about people of color in Q1; 21.8% in Q2; 23.6% in Q3.
Deliver relevant, racially diverse and inclusive programs; produce programs that address known disparities	<ul style="list-style-type: none"> • Maintained core programs that support literacy, digital literacy, workforce skills, and other life skills that address known racial disparities in Ramsey County. • Launched digital literacy classes for new immigrants at Fairview Community Center. • Library programming featured Ask a Dreamer; Ask a Muslim Woman 2; Ask an LGBTQIA person; Ask a Transracial Adoptive Parent; Ask an Indigenous

	<p>Person; Ask a Refugee; Becoming American; North Star Stories; Green Card Youth Voices exhibit; My Story, My Truth film and discussion; and Hard Truths: A Social Justice Book Club, all in partnership with Do Good Roseville. Presented a sensory-friendly performance of Chitty Chitty Bang Bang and Suicide Prevention Week programming. A panel of Hmong women writers at Maplewood Library featured Kao Kalia Yang, Mai Neng Moua, May Lee-Yang, and Katie Ka Vang. A book launch featuring Shannon Gibney. History programs explored the journey from war-torn Somalia to Minnesota, Civil Rights pioneers in Minnesota, the Hmong experience in the Vietnam War, Black conservative perspectives, immigration, citizenship, and the history of race and policing. Hosted workshops on having respectful conversations across difference.</p> <ul style="list-style-type: none"> • Hosted Diverse Books Showcase with new books for kids and teens (twice in 2018); Bollywood dance for kids; Siama's Congo Music, and Library After Dark, which regularly engages teens of color at Maplewood Library. Presented diverse books in storytimes. • Hosted naturalization ceremonies at Shoreview and Maplewood Libraries and legal workshop on U.S. citizenship. • Gathered community service data since Q1, 2018.
Review equity in policies, procedures	<ul style="list-style-type: none"> • Completed review and update of policies including Naming Rights; Programming; Unattended Vulnerable Adult; Community Rooms; Public Bulletin Boards; Free Materials. • Completed revision of Library Use procedures.
Offer inclusive Library displays	<ul style="list-style-type: none"> • Requested MELSA's assistance with multilingual signage and related needs. • Planning to remove gender designation from single restroom signs. • Branch managers ensured that book and other displays are diverse and inclusive.
Support County and library sector RE&I	<ul style="list-style-type: none"> • Participated on County Manager's Racial Equity Leadership Team to develop a vision and action plan; participated on County RELT task force to develop Countywide RE training plan. • All Library Managers participated in Ramsey County GARE training. • Participated with MELSA to offer Ellie Krug inclusion training.
Goal 3: Increase the racial diversity of staff, volunteers, and Library Board	
<i>Strategy</i>	<i>Actions</i>
Increase hires and retention of racially diverse staff, volunteers, and Board members	<ul style="list-style-type: none"> • Supported County study on Talent, Attraction, Retention, and Promotion (TARP). • Hosted teen job fair; partnered with ULead to recruit diverse students and adult Library workers. • Interviewed full candidate lists to develop deep pools for open positions.

	<ul style="list-style-type: none"> • Hired two librarians of color for permanent Library positions in Q1, 2018. • On-boarded new teen services librarian with skills and experience in working with youth of color. • Recruited, interviewed, and seated racially diverse Library Board members in 2018. • Updated the Library Associate job description to provide a career path for circulation staff.
Evaluate personnel statistics annually	<ul style="list-style-type: none"> • Evaluated 2017 workforce statistics. Provided feedback to County on missing data on intermittent hires and transfers of intermittent staff to permanent hours.
Goal 4: Increase the cultural intelligence of staff, volunteers, and Library Board.	
<i>Strategy</i>	<i>Actions</i>
Require and provide RE&I training	<ul style="list-style-type: none"> • Maintain requirement of two RE&I trainings per year for all staff. • Invited all staff and volunteers to In-Service Day featuring RE&I training. • Presented In-Service Day training for all staff on culturally-competent service to English Language Learners and service to individuals with disabilities. • Sent two Library Managers to a Public Library Association training on institutional racism in public libraries. • Sent 15 staff to Ellie Krug's Gray Area Thinking workshop on inclusion. • Scheduled managers and supervisors to attend day-long training with Government Alliance on Racial Equity (GARE) on July 26, August 21, or September 11. • Delivered racial equity and inclusion report for discussion with Library Board. • Presented ISD training on overcoming service barriers at the Circulation desk; Refugee 101; and presentation on developing World Language collections.

Request for Library Board Action

Meeting Date
January 16, 2019

Action Requested
Information and Discussion

Presented By
Jill Boldenow, Director

SUBJECT: Capital Planning

BACKGROUND:

Ramsey County Library submitted two Capital Improvement Program (CIP) proposals to the County for consideration for bond funding in 2020-2021. A citizen advisory committee and County staff will review proposals and make funding decisions this fall. Approved projects will receive funding in mid-2020.

1. The Library submitted a major project request of \$4,230,152 for the remodel of the Ramsey County Library in Maplewood. The proposal included the pre-design analysis by MSR Design from May, 2018, that outlined issues, solutions, and budget requirements.

This 31,000 s.f. library was built in 2007. The open plan design fails to meet the diverse needs of today's library users. The noisy and worn spaces promote frequent patron conflicts across generations and cultures. The café space has not been profitable for renters.

An interior renovation will address noise and distinct user needs, as well as support the County's strategic priority of accessible service delivery. The project maintains attractive features, including generous light and natural views. The project adds sound absorbing materials and walls, more accessible service points, and additional, smaller study rooms. Furnishings are replaced. The café is converted to accommodate more programs and services.

Incident reports as well as unsolicited complaints and recent survey responses show that the public is very frustrated by the user experience and inability to control noise in this library. The Library Board has recommended that this project be implemented as soon as possible.

2. The Library submitted a regular project request of \$59,000 to reconfigure and furnish spaces for Digital Services programming and staff at the Library in Roseville.

Digital Services is a new library team resulting from IT consolidation. This team delivers digital literacy programming—a core lifelong learning offering. The team's basement office was not part of a 2010 Roseville Library renovation. The office has surplus County workstations that are too large to accommodate current staff. Funding will support a new office layout and furnishings.

Funding will also support building and furnishing a Digital Services programming space in the first floor atrium. Staff deliver programs in the atrium because the high visibility attracts users. Setup and takedown is laborious, however, as staff must move heavy equipment, tables, and chairs in and out of the unsecured space. Instruction in this open space impacts nearby patrons. A glassed-in enclosure with secure cabinetry will contain sound and protect and store equipment. It will minimize staff time, equipment transport, and elevator use.

BOARD ACTION REQUESTED:

For information and discussion.

Ramsey County Library in the news:

12/11 White Bear Press:	Be active and happier https://www.presspubs.com/white_bear/opinion/be-active-and-happier/article_432ab1b4-fda8-11e8-b9a6-bfcdeade45e4.html
12/11 Shoreview Press:	Shoreview is civic strong https://www.presspubs.com/shoreview/opinion/letters_to_the_editor/letter-to-the-editor/article_f9eb52da-fda5-11e8-a8d1-cf764fd01505.html
12/19 Lillienews.com:	Strategies to keep your brain healthy launches 2019 Dementia Caring & Coping series http://www.lillienews.com/articles/2018/12/19/strategies-keep-your-brain-healthy-launches-2019-dementia-caring-coping-series
1/2 Twincities.com:	Hackers' favorite prey https://www.twincities.com/2019/01/02/letters-grandpas-and-grandmas-hackers-favorite-prey/
1/6 LaCrossetribune.com:	Lucille Stiever obituary https://lacrossetribune.com/lifestyles/announcements/obituaries/lucille-stiever/article_975f602f-cffc-555d-8515-951e464e7f8b.html

2018 Social Media Growth Stats:

2018	2017		
		#followers	% growth
2,511	2,293	218	10%
3,713	3,362	351	10%

Facebook:

Check-in

Jodi Rae is at Ramsey County Library.
December 5, 2018 · Roseville, MN · 🌐

Had a meeting that was intelligent, insightful and some humor which equals to the correct recipe for success and moving on to the next goal. 🙌

Mention

Roseville Police Department - Minnesota
December 27, 2018 at 3:03 PM · 🌐

Thanks **People Incorporated** and Ramsey County Library for being there to help improve our community's #MentalHealth. Shares are encouraged.

Mention

People Incorporated shared Roseville Police Department - Minnesota's post.
December 27, 2018 at 6:17 PM · 🌐

We are proud to partner with Ramsey County Library to provide mental health support to the community!

Recommendation

Tony Rozycki 📌 recommends Ramsey County Library.
January 5 at 2:56 PM · 🌐

mostly helpful librarians

Ramsey County Library shared a post.
Published by Pa Na Lor (?) · December 20, 2018 at 9:40 AM · 🌐

Thank you Sting and Luigi! Have a good break and enjoy your presents. 🎁



John Muellner ▶ Ramsey County Library
December 20, 2018 at 9:22 AM

Sting and Luigi last library visit for the year, showing off the presents they got from a reader. Happy Holidays everyone!

1,514 People Reached **213** Engagements Boost Unavailable

👍👍👍 Nancy Umland Gregory, Jerri Hart and 107 others 4 Comments 5 Shares

Most Relevant ▾

Amy DeWald Jents We would love to have them attend our Rally 4 Reading event at Matoska Elementary in early March if they are available!!! Here is my email weezyd303@gmail.com
Like · Reply · Message · 2w 3

Sandy Fraber Ellingson They're beautiful 🌟
Like · Reply · Message · 2w 1

John Muellner Sandy Fraber Ellingson Thx! 🌟
Like · Reply · Message · 2w 1

John Muellner 🌟
Like · Reply · Message · 2w 1

Liz Jacobson Steve Jacobson 🌟
Like · Reply · Message · 2w 1

Ramsey County Library
Published by Pa Na Lor (?) · January 2 at 9:00 AM · 🌐

What are you reading this winter? Pick up a reading record at any Ramsey County Library or sign up online to keep track! Sign up: http://bit.ly/RCL_Beanstack



1,011 People Reached **92** Engagements Boost Post

👍👍👍 Lisa Linnell, Roxann Marks and 11 others 1 Comment 1 Share

👍 Like 💬 Comment ➦ Share 📎

Write a comment... 😊 📷 📄 📌

Most Relevant ▾

Rao Konidena Reading my kids books for a change, like Joan Bauer - "Hope Was Here" 🌟
Like · Reply · Message · 5d 2

Ramsey County Library
Published by Pa Na Lor (P) · December 21, 2018 at 10:00 AM · 🌐

What's the best book you've ever received as a present?



1,256 People Reached 113 Engagements [Boost Post](#)

👤 Tracy Petersen, Christa Bee and 2 others 14 Comments

Most Relevant ▾

Deb Williamson Dictionary and Thesaurus! Back in the late 70s before I went to college. Special then! With everything online, not needed now. [Like](#) · [Reply](#) · [Message](#) · 2w 4

Susan Miller Me too! [Like](#) · [Reply](#) · [Message](#) · 2w 1

[Write a reply...](#) 😊 🗨️ 📧 📷

Barbara Olson Ankrum A Man Called Ove [Like](#) · [Reply](#) · [Message](#) · 2w 3

Katy Heskett Gibbs Poisonwood Bible, by Barbara Kingsolver [Like](#) · [Reply](#) · [Message](#) · 2w 3

Lucille DeCoux Baking with Julia [Like](#) · [Reply](#) · [Message](#) · 2w 2

Lucille DeCoux Actually a toss-up. I got King Arthur Flour's Baking Companion a few years later and I almost hit the ceiling. #BooksICantAffordToBuyMyself [Like](#) · [Reply](#) · [Message](#) · 2w 1

Pamela Riley vampire academy book 1. went on to read the series and loved it, led me to some other good series as well [Like](#) · [Reply](#) · [Message](#) · 2w

Brenda Fletcher as a kid i received a double-hardback, my first book to own. on one side was Call of the Wild by Jack London,... [See More](#) [Like](#) · [Reply](#) · [Message](#) · 2w · Edited

Jill Om Too many to limit:
Silence in the Heart by Robert Adams... [See More](#) [Like](#) · [Reply](#) · [Message](#) · 2w 1

Molly Bennett Lost and Found by Oliver Jeffers - a baby shower gift that proved picture books can be as deep and rich (and funny!) as adult literature. [Like](#) · [Reply](#) · [Message](#) · 2w 1

Amanda Boyd All of them, a book reads differently at a different time in your life ❤️ [Like](#) · [Reply](#) · [Message](#) · 2w 1

Kate Williams Black Gold, Marguerite Henry [Like](#) · [Reply](#) · [Message](#) · 2w · Edited

Margaret Seibel Hard cover "Lord of the Rings" trilogy. Of course, the dog eventually chewed it. [Like](#) · [Reply](#) · [Message](#) · 2w 1

Katie Jo The Alchemist! [Like](#) · [Reply](#) · [Message](#) · 2w 1

Nancy Robbins "Lord of the Rings" trilogy (paperback) when I was in 8th grade. Plowed right through it almost non-stop! And here I am, about 50 years later, reading it again (for the 8th? 10th? time). [Like](#) · [Reply](#) · [Message](#) · 2w 1

Melody Hanks Royse Complete works of Shakespeare. [Like](#) · [Reply](#) · [Message](#) · 2w

👤 Check-in

Mike Donnelly checked in to Ramsey County Library with Sarah Donnelly.
January 5 at 1:58 PM · Roseville, MN · 🌐

I have two weeks to read these before I go back to Tokyo



👤 David Kirkpatrick, Chiseko Akera and 16 others 4 Comments

[Like](#) [Comment](#) [Share](#) 📷

Char Edwards Brame You'll be Grim Company if you have your nose in a book 24/7 of your last few days here! 😊 [Like](#) · [Reply](#) · 2d 1

Gary Tateyama No movie versions? 🤔 [Like](#) · [Reply](#) · 2d 1

Patti Koplos Get off the darn computer and start reading!!!! [Like](#) · [Reply](#) · 2d 3

Shannon Hopkins Himango No problem! 😊 [Like](#) · [Reply](#) · 2d 1

Twitter:



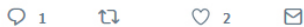
Jess Kubis
@JessKubis

Follow

Dear @rclreads - Would you ever consider participating in @Kanopy? It has over 30,000 films available to stream entirely free with a library card from participating libraries! An amazing library of docs, foreign films and indies! PLEASE? #ilovemylibrary #library

2:32 PM - 3 Dec 2018

2 Likes



Tweet your reply



RamseyCountyLibrary @rdreads · 6 Dec 2018

Replying to @JessKubis @Kanopy

Thank you for the suggestion! Currently, we are considering the possibility.



Jess Kubis @JessKubis · 6 Dec 2018

Awesome! Thank you for considering and replying!



Katarina Hit
@katarinahit

Follow

cosign @rclreads!

Jess Kubis @JessKubis

Dear @rdreads - Would you ever consider participating in @Kanopy? It has over 30,000 films available to stream entirely free with a library card from participating libraries! An amazing library of docs, foreign films and indies! PLEASE? #ilovemylibrary #library

2:40 PM - 3 Dec 2018

1 Like



Red Cross North Central @RedCrossBloodNC · 7 Dec 2018

Thanks @rclreads! Donating blood is such a meaningful gift this holiday season. #GiveNow



RamseyCountyLibrary @rdreads

The American Red Cross Blood Drive will take place today from 11 a.m. - 4 p.m. at RCL - Shoreview.

#rdreads #library #librarylife #shoreview



St. Paul City GOP
@STPCityGOP

Follow

Replying to @MayorCarter_ @stpaullibrary

A better idea would be to adopt the policies of @rclreads w/ their internet WiFi provider & their honor system for paying for print outs. Libraries in St Paul need an upgrade in their sink fixtures (currently push button controls). No one has ever been barred from a library here

1:07 PM - 10 Dec 2018





MJ @M_3927 · 16 Dec 2018

@Gratitude #easypeasy empty roads during a Vikings game (esp home games), @TalkNorthPod @MSHSLJohn & @SouhanStrib for their thoughts of LWWhalen during HS/college, #Sunshine @rdreads for being a go to place & great resources.



1



2



Joan M Wolf @JoanMWolf1 · 16 Dec 2018

Hello Sunday afternoon. Hello Roseville Library. Hello lovely, quiet, sunny space to write.... #RunsWithCourage #SomeoneNamedEva @rdreads



3



MJ @M_3927 · 31 Dec 2018

#gratitude2018 to @rdreads for being a haven & a resource, @LynxCoachReeve and @SouhanStrib for podcasts of timely topics, #yoga, Dr. Christine Blasey Ford for her strength, #journalists



2



Alicias Barefoot Books @BooksWithAlicia · Jan 7

Reading AND Prizes?! Tell me more!

Actually, I read more and can tell you that I love this initiative! Does my own @dakotalib also have such a program I wonder?

RamseyCountyLibrary @rdreads

Ramsey County Library announces the launch of 1,000 Books Before Kindergarten initiative for families with children. Read more: rdreads.org/about/library-...



1



RamseyCountyLibrary @rdreads · 21 Dec 2018

What's the best book you've ever received as a present?

#rdreads #librarylife #books



1



1



cool hand luk

@gluk77

Following

Replying to @rdreads

Probably the Betty Crocker cookbook

5:40 PM · 21 Dec 2018

1 Like



1



Google Reviews:

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

Are there fax machines at this library

1 Answer



Guyda Darnell

Local Guide · 17 reviews

3 weeks ago

Yes

Like

Can I use a computer.

Like Answer



Victoria Davidson

a week ago

They have around 32 computers. You can sign in as a guest or get a membership

Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

Write a review

4.5 ★★★★★ 82 reviews

Sort by: Newest



Edwin Holmvig-Johnson

Local Guide · 37 reviews · 7 photos

★★★★★ 2 days ago

The collection and staff are great -- the new architecture is like an Apple Store in every bad way. Cold, bright, and lonely feeling.

Reply Like



Ilham K

Local Guide · 77 reviews · 141 photos

★★★★★ 3 weeks ago

Spacious library and stuff members are very friendly and helpful.



Reply Like

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.2 ★★★★★ 39 reviews

Ramsey County Library - White Bear Lake

2150 2nd St, White Bear Lake, MN

4.7 ★★★★★ 19 reviews



Anne Dancy

13 reviews

★★★★★ a day ago

Clean, nice, and friendly!

Reply 2



jt nelson

3 reviews · 2 photos

★★★★★ a month ago

This library was remodeled/expanded in 2015 and has a huge selection of books/ dvd's/ cd's



Guyda Darnell

Local Guide · 17 reviews

★★★★★ 3 weeks ago

Family friendly

Ramsey County Library - Shoreview

4560 Victoria St N, Shoreview, MN

4.6 ★★★★★ 40 reviews



Sagar Mohare

Local Guide · 48 reviews · 42 photos

★★★★★ 3 days ago

Such a good never ending collection of books... quite and peaceful seating arrangement..

Reply Like



John Martin

Local Guide · 22 reviews · 1 photo

★★★★★ 2 weeks ago

Remodeled two years ago. Good place for reading and studying.

Library Survey Stats:

Key:

Engagement rate is the amount of link clicks divided by the amount of people who saw the ad (clicks/reach=engagement rate.)

Asian American Press and Lillie News: No data available.

Facebook:

	Reach:	Engagement:
Spanish	2,237	1%
Somali	464	1%
Hmong	1,268	1%
English	458	8%

Twitter:

	Reach:	Engagement:
Spanish	2,328	N/A
Somali	2,463	N/A
Hmong	2,367	N/A
English	1,761	N/A

Hmong Times

Hmong	31,167	.0008%
-------	--------	--------

La Prensa

Spanish	3,250	N/A
---------	-------	-----

PressPubs

English	23,191	1%
---------	--------	----

Twincities.com

English	90,909	.16%
---------	--------	------

Somali American

Somali	1,548	5%
--------	-------	----