

Minutes of the Ramsey County Library Board

May 15, 2019

LIBRARY BOARD PRESENT:

Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Sida Ly-Xiong, Sylvia Neblett, Gwen Willems

LIBRARY BOARD ABSENT:

Deb Berry

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Ann Wahlstrom, North St. Paul Library Manager & Children's Services Coordinator; Carly Sanft, Outreach Librarian; Marcus Lowry, Mounds View Library Manager

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner; Les Sipkema, Shoreview resident

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 Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:

Sipkema commented on tax form availability.

ROSEVILLE REVIEW ARTICLE:

Willems shared the recent article in the Roseville Review newspaper regarding the Ramsey County Library in Roseville. The article highlighted RCL-Roseville's status as the busiest library in the State of Minnesota based on circulation statistics.

APPROVAL OF AGENDA:

Klausing made a motion to approve the agenda for May 15, 2019. Willems seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Klausing made a motion to approve the minutes of April 17, 2019 as presented. Hakes seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

Important Dates: The Friends Book It! 5K Walk/Run is May 18. All Libraries are closed May 27. On June 8, RCL kicks off the Summer Learning Program at RCL-Roseville with events for children from 10:00 a.m.-1:00 p.m. and a teen event from 4:00 p.m.-7:00 p.m.

Community Resource Advocates Impact – Pete Hedberg, Circulation Supervisor at RCL-Maplewood, coordinates the twice-weekly Community Resource Advocates (CRA) program at RCL-Maplewood and RCL-Roseville. This program has a transformative impact on patrons. Here is a recent account from our key program partner, David Katzenmeyer, of People Incorporated:

Roughly two years ago a young lady experiencing homelessness came into Maplewood CRA. At the time we helped her get connected to youth outreach services (YMCA) and were able to help her get into a more stable

situation. I hadn't seen or heard from her in at least a year, until about a month ago when she came into Maplewood CRA asking for help. She was 7 months pregnant, living in her vehicle (often parking at the Maplewood Transit Center overnight), and (amazingly) maintaining part time employment. Unfortunately, when you are pregnant, it can be complicated to access shelter or housing because you fall in between the families and the singles systems. Without going into much detail, it took several calls and lots of advocacy to figure this out, but we did and we were able to get her referred to a transitional housing program that accepts women who are pregnant. She just officially moved in yesterday, one month from her due date, and she was beaming as she was telling me about it. She can live there for two years while she works on finding a more permanent solution.

To me, the most powerful part of this story is that when she came into CRA for the second time, after not seeing her for over a year, she told me she came in because she knew there would be someone to help. It is just a testament how powerful the consistency of the program and everything that the people who support it at the library do to support it can be. It has made an immense impact in the lives of many, and in this case, was instrumental in giving a young lady a chance to start out motherhood in a more stable and comfortable situation. Anyway, working with this person has been a powerful and rewarding experience for me, and I just wanted to share that with you all who helped make it happen, and as a way to say thank you.

Thank you, David, Pete, and all partners who support Community Resource Advocates at the Library!

Summer Learning Program – From June through August 17, the Library's Summer Learning Program will inspire children and teens to read, explore, create, and discover. This year, we encourage all participants to use the Beanstack Tracker app or website to track activities and prizes. The Library offers fun learning opportunities and chances for giveaways for all ages. The Summer Learning Program is made possible by major support from the Friends of the Ramsey County Libraries, with additional support from MELSA, the Arts and Cultural Heritage Fund, the Twins, and the Minnesota State Fair. Kudos to RCL Children's and Teen Librarians and Communications staff for producing this dynamic set of programs and all of the stunning promotional materials, which are hot off the press!

Public Health Collaborations – The Library has initiated exciting new collaborations with Ramsey County Public Health. The Children's Team has developed a partnership with Ramsey County Public Health nurses, who will help promote *1,000 Books Before Kindergarten* at home Well Baby Visits. The Library is also discussing opportunities for Public Health staff to join the Library's Community Resource Advocates drop-in programs, in order to help support patrons experiencing homelessness, chemical abuse, and other public health concerns.

Summer Meals – The Library is pleased to once again offer free summer meals at RCL-Maplewood and RCL-Roseville. This federally-funded program is an extension of the school lunch program, which helps children receive the nutrition they need to achieve. Anyone 18 years old or younger is eligible on a first-come, first-served basis to take part. The Library partners with Youthprise and St. Paul Public Schools to deliver the program. RCL-Maplewood will serve lunch and afternoon snack Monday through Thursday. RCL-Roseville will offer a late, cold lunch Monday through Friday at 3:50 p.m. See the *Explore* article for full details.

Honoring Retirees and Years of Staff Service – The Ramsey County Board of Commissioners, along with County Manager Ryan O'Connor, celebrated Ramsey County retirees and staff reaching milestone years of service at a reception on May 13 at Keller Golf Course Clubhouse. At this fun event, nine Library staff were recognized for having reached milestones of 20, 25, or 30 years of service in 2018. Two Library retirees from 2018 with more than 21 years of service were also recognized. Cheers to all for your service and recognition. It was a pleasure to celebrate with you!

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

Friends Take Trip Down Memory Lane—40th Anniversary Gathering - More than 75 guests attended the Friends 40th Anniversary Celebration held on April 22, 2019 at Ramsey County Library-Shoreview. The informative and entertaining speakers—Norman Vinnes, Metta Fridley, Heidi Holland and Nancy Guerino—provided a window into the challenges of 1979 that gave rise to the Friends organization. Since that time, the Friends have contributed more than \$3.5 million to support Ramsey County Library programs, services, amenities and collections. In 2018, the Friends contributed more than \$179,000 to help make an extraordinary library system even better.

Thank You Book It 5K Sponsors for Supporting the Summer Reading Program!

Gold

- Blue Cross and Blue Shield of MN Retail Centers

Silver

- Falcon Heights/Lauderdale Lions Club
- Jaci Meyer Agency, State Farm
- Maguire Agency
- “Poky Little Puppies”

Bronze

- Associated Dentists-Roseville and St. Paul
- John W. Harris
- Pamela Harris
- “A Gentleman in Moscow”
- The McMahon Family
- "Aral Vorkosigan & Cordelia Naismith Vorkosigan"
- “Nero Wolfe”

Thank You 2018-2019 Reading Friends Volunteers

Our sincere and deep thanks to the Reading Friends Literacy Program volunteers who gave of their time and talent in the past 2018-19 school year: Aleli Balagtas, Susan Benjamin, Joyce Bjerke, Lyn Cariveau, Dana Haas, Ruth Holm, Brad Larson, Nancy Lee, Susan Miller, Joann Morse, Gretchen Needham, Marilyn Pope, Mary Santi, Sophia Vigil, Beth Warren, and Mary Weiske. These volunteers traveled to our Community Partners with Youth (CPY) partner site in New Brighton to share good books and great times with neighborhood children. CPY volunteers worked with K-5 children one-on-one to reinforce literacy skills and help build self-esteem. The lives of many children were enriched this year because of our dedicated and generous Reading Friends.

“POP-UP” Used Book Sale

The Friends of the Ramsey County Libraries is hosting a Used Book Sale at the Ramsey County Library in Shoreview, 4560 North Victoria Street. Thousands of books, DVDs, and CDs from private donations and all seven Ramsey County Library locations will be sold. Most items sell for \$1 or less. Sale hours are:

- 10 a.m. to 8:30 p.m. on Wednesday, September 25
- 10 a.m. to 8:30 p.m. on Thursday, September 26
- 10 a.m. to 3:30 p.m. on Friday, September 27
- 10 a.m. to 2:00 p.m. on Saturday, September 28 – ALL DAY BAG SALE! All the books you can fit into a bag for \$5.00!

Save the Date for November 9 Author Luncheon!

Mark your calendars for the Friends’ Author Luncheon to be held Saturday, November 9, 2019, at the North Oaks Country Club. Our featured speaker this year is award-winning author Sarah Stonich.

Upcoming Events

- 2019 Book It 5K Walk/Run, May 18, 2019 at Roseville
- Friends Board of Directors on July 22, 2019 at Roseville
- Pop Up Book Sale, September 24-28, 2019 at Shoreview
- Author Luncheon, November 9, 2019, at North Oaks Golf Club
- Friends 2020 Gala—*The Roaring 20’s!* February 1, 2020 at Roseville

RESOLUTION REGARDING THE RETIREMENT OF GARY HAMILTON:

Willems made a motion to approve the Resolution Regarding the Retirement of Gary Hamilton, and to authorize the Library Board Chair to sign the document. Hakes seconded the motion, which was approved by unanimous vote.

FRIENDS GRANT ACCEPTANCE:

The Friends of the Ramsey County Libraries held their annual gala fundraiser on February 2, 2019. “Hats Off to the Library” took place at the Ramsey County Library in Roseville, with proceeds earmarked for the Library’s collection. The Gala was quite successful, and resulted in a total of \$33,000 raised to support the Library’s lending collection.

The Friends also approved a grant of \$29,000 to the Library from surplus 2018 funds. The donation will be used to fund history and community well-being programs, as well as provide funding to purchase books for summer reading program participants.

Willems made a motion to accept the Friends of the Ramsey County Library donation of \$33,000 to enhance the Library’s collection, and the Friends’ grant of \$29,000 for history and community well-being programs and books for the 2019 Summer Reading Program. Hakes seconded the motion, which was unanimously approved.

OUTREACH & ENGAGEMENT UPDATE:

Carly Sanft, Outreach Librarian, and Marcus Lowry, Engagement Team Chair, were present to update the Library Board on recent and upcoming activities.

Outreach to underserved communities continues to drive the engagement strategies. Services to new and settled immigrant groups, seniors, and non-library users are the current focus. Staff strive to understand the broader geo-political and historical context of the region, and how that impacts communities’ experiences both within and beyond engagement with libraries.

Pop-Up Library activities - The Pop-Up Library is preparing for a busy summer season, while establishing new partnerships and bringing library and technology services to new locations and events.

To increase awareness of Ramsey County Library and its services, the team is expanding its reach to include more cultural and city-wide events. Staff recently attended the Southeast Asian New Year Celebration where they were able to connect with hundreds of local residents from seven different SE Asian cultural groups. In an effort to reach non-library users and immigrant groups, staff will attend WaterFest at Phalen Lake Park, Slice of Shoreview Days, and New Brighton’s Stockyard Days.

The Pop-Up Library is expanding its outreach offerings to provide popular children’s programming in non-traditional library settings to strengthen racial equity and accessibility. In collaboration with Ramsey County Parks and Recreation, the City of Arden Hills, and the City of Roseville, they will offer both afternoon and evening STEAM programs at several county and city parks throughout the summer. They will also lead several storytimes for children attending the Mounds View Festival in the Park and White Bear Township Days.

The team is bolstering outreach efforts for seniors by bringing technology help right to their homes. In addition to connecting with seniors and caregivers at senior resource fairs in Shoreview and Maplewood, the Pop-Up Library is bringing drop-in tech help to the Ramsey County Care Center, RosePointe Senior Living, Terrace Heights Mobile Home Park (MHP), and several other senior housing facilities on a monthly basis. Residents have the opportunity to get one-to-one assistance for their personal devices, or stop by to ask a librarian general technology and information questions.

Select Ramsey County department collaborations:

- **RC Corrections** - in partnership with SPPL, bi-monthly visits to county corrections with library resources and Parent's Read program.
- **RC Environmental Health** - master gardener classes, compost recycling kits.
- **RC Lake Owasso Residential Care** - library and tech services to residents with developmental disabilities.
- **RC Public Health** - visiting nurses program promoting 1000 books before Kindergarten.
- **RC Care Center** - senior resource fair, library and tech services to residents.

The Library Board discussed the goals for the outreach & engagement visits, which can differ for each site. Recruitment of volunteers from sites visited or the local community was also discussed, with plans currently being developed.

Commissioner Reinhardt noted that one of the first Pop-Up Library events attended by staff was the dedication of Ramsey County's Tuj Lub Courts at Keller Park, and commended the staff for their work.

LITERACY PROGRAMMING UPDATE:

Children's Services Coordinator Ann Wahlstrom was present to update the Library Board on two initiatives underway, 1,000 Books Before Kindergarten and Beanstack/Summer Reading Program.

1,000 Books Before Kindergarten

She provided background on why the children's team adopted the 1,000 Books program:

- From the American Academy of Pediatrics (AAP) website: Begin daily shared reading as soon as possible after birth, which "...stimulates optimal patterns of brain development and strengthens parent-child relationships at a critical time in child development, which, in turn, builds language, literacy, and social-emotional skills that last a lifetime."
- Also according to the AAP, more than 1 in 3 children start kindergarten without the skills they need to be successful.
- Children introduced to reading early tend to read earlier and excel in school.
- Reading is essential for later success in life.
- We want children to be lifelong library users.
- Program is broken up into 5 increments.
 - After 100 books, kids receive a free book
 - After 250 books, kids receive a free book
 - After 500 books, kids receive a free book + magnet + book bag
 - After 750 books, kids receive a free book
 - After 1,000 books, kids receive a free book + t-shirt + certificate
- 1,103 total system wide enrollments.

○ MP - 131	○ RV - 382
○ MV - 54	○ SV - 235
○ NB - 120	○ WB - 143
○ NS - 38	
- 13 kids have completed the program.
- Kids under age 5 participating in this program over the summer are also eligible to participate in our main *Summer Break* reading program.

Beanstack and Summer Reading Program

- The goal of the children's team is to create a program that facilitates summer fun and learning, and is easy to use for patrons and staff. They will encourage use of the Beanstack App with all families.

- Beanstack Program Details
 - Earn four badges to complete summer reading program and win a free book and entry into weekly prize drawings
 - There are four types of badges to choose from:
 - ✓ **Time spent reading**
 - ✓ **Book titles**
 - ✓ **Activities**
 - ✓ **Library program attendance**
 - To earn a badge, go to the "Activity Badges" tab in Beanstack, click on the badge you'd like to earn, then complete 3 of the listed activity options.
- Battle Creek Waterpark passes will be given out at "registration" similar to last year.
- State Fair Tickets will be awarded in drawings as "Family Packs." Drawing prizes also include "Family Pack" tickets to Twins Games and SeaLife Aquarium.
 - The State Fair is no longer giving RCL as many tickets as in years past.
 - "Family Packs" are more equitable to our patrons.
- Use of Beanstack App for tracking the summer reading program will be highly encouraged by staff.
- Paper Activity Logs will be available to those who choose not to use the App and will be similar to activity logs from years past.
- For *all* kids ages 11 and under.
- TEEN program details:
 - 1st book review will win a bookmark and a State Fair ticket.
 - Weekly drawings: \$10 gift card to Target or Barnes and Noble.
 - Next year's goal is each teen winning a book instead of a State Fair ticket, if funding support can be obtained.

The Library Board discussed the two programs, and suggested potential partnerships and learning-based prizes that could be awarded for the Summer Reading Program.

APPOINT PDQ REVIEWER(S):

Ramsey County is engaged in a project to modernize job classifications and compensation. As part of this process, all Library staff will complete a Position Description Questionnaire (PDQ). Supervisors must review staff questionnaires before they are submitted. The Library Board is asked to appoint a member or members to review and submit the Library Director's PDQ.

The information provided in the questionnaire will be used as the foundation to develop a new job classification system for Ramsey County that:

- accurately reflects the work of each position.
- ensures pay is competitive and fairly structured.
- updates job descriptions to create better professional development opportunities.
- makes the recruiting and hiring process more efficient and effective.

The project consultant will also analyze compensation at comparable organizations and markets to inform their compensation recommendations.

Timeline:

April 29 - May 24: Employees complete an electronic PDQ.

May 28 - June 21: Supervisors review questionnaires, discuss any questions or comments with employees, and submit the final questionnaires. The electronic form is designed so that supervisors cannot edit fields completed by employees. They can add comments to provide clarification on essential duties or add other information. Supervisors will discuss all comments with employees prior to submitting the final version.

Neblett made a motion to appoint Klausing to serve as the reviewer of the Library Director PDQ after he indicated his willingness to serve in that role. Chiclana-Ayala seconded the motion, which was approved unanimously.

2019 FIRST QUARTER REPORTS:

On a quarterly basis, Library staff presents several reports to the Library Board for information and discussion. The reports include:

- Workplan Report – prepared by Jill Boldenow, Library Director
- Financial Report – prepared by Mary Larson, Financial Manager
- Statistical Report – prepared by Jeff Eide, Planning & Analysis Manager
- Incident Report – prepared by Cheryl Seidenkranz, Property Manager

The Library Board reviewed the fourth quarter reports as presented.

PUBLIC COMMENT DISCUSSION:

Ly-Xiong asked Library Board members to consider the Public Comment portion of the agenda, to make it as useful as possible. Timing of public comments was considered. No new format or timing was adopted.

RAMSEY COUNTY UPDATE:

Commissioner Reinhardt noted that the first year of the budget process is underway, when departments and teams develop budget requests for County Board approval. The second year of each cycle is reserved for performance measurement. She reported that an Equity section was added to the standard Request for Board Action Form, to ensure that all requests are considered through an equity lens. Ling Becker recently started as the Director of Ramsey County Workforce Solutions. A special election will be held to fill the vacancy on the County Board following the resignation of Blake Huffman.

NEXT MEETING:

June 19, 2019—Ramsey County Library in White Bear Lake, 2150 – 2nd Street, 6:30 p.m.

ADJOURNMENT:

Ly-Xiong adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator