

Ramsey County Library Board of Trustees Meeting September 16, 2020 Virtual Meeting Agenda 6:30 PM

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The meeting is available for public viewing at https://zoom.us/j/94603098090?pwd=SUIVTm1Lejc3Vk1SZ2dJUWxrcmUxUT09; Phone: 651-372-8299; Meeting ID: 946 0309 8090; Passcode: 990744.

Pursuant to Minn. Stat. § 13D.021 and 13D.04 Subd. 3, the Chair of the Ramsey County Library Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Board members will participate by telephone or other electronic means. In addition, it may not be feasible to have any Library Board member, staff, or members of the public present at the regular meeting location due to the COVID-19 pandemic and the declared emergencies. Members of the public will be able to watch the meeting live online. Part of the Executive Session will be closed to the public pursuant to Minn. Stat. § 13D.05, subd. 3.

- I. Call to Order
- **II. Public Comment** (6:30-6:35)
- III. Approval of Agenda (6:35)

IV. Consent Agenda (6:35-6:40)

- A. Approval of August 19, 2020 Minutes (2)
- B. Director's Report (3)
- C. Friends of the Ramsey County Libraries Report (4)
- V. Discussion Items (6:40-7:40)
 - A. County Manager Meeting (5)
- **VI.** Action Items (7:40-8:00)
 - A. Library Fines and Fees Policy (6)
 - B. Library Accounts Policy (7)

VII. Executive Session (8:00-8:30) A. Library Director's Performance Appraisal and Salary Review

VIII. Adjournment (8:30)

Scheduled Upcoming Meetings				
October 21, 2020	RCL – New Brighton	2021 Holiday Calendar		
6:30 p.m.	400 – 10 th Street N.W.	Modified Library Services Update		
November 18, 2020	RCL – Roseville	Benchmarking Report		
6:30 p.m.	2180 Hamline Avenue North	Modified Library Services Update		
December 16, 2020	RCL – Shoreview	Library Board Self Evaluation		
6:30 p.m.	4560 Victoria Street North	CIP Budget Request		
		Modified Library Services Update		

Library Board

Sylvia Neblett, Chair Gwen Willems, Vice Chair Debra Berry, Secretary Claire Chang Marisol Chiclana-Ayala Sida Ly-Xiong Steve Woods

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 August 19, 2020

LIBRARY BOARD PRESENT:

Deb Berry, Claire Chang, Marisol Chiclana-Ayala, Sida Ly-Xiong, Gwen Willems, Steve Woods

LIBRARY BOARD ABSENT:

Sylvia Neblett

STAFF PRESENT:

Jill Boldenow, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Jeff Eide, Senior Library Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Cyndi Cook, Friends of the Ramsey County Library Executive Director; Johanna Berg, Deputy Ramsey County Manager; Jean Krueger, Ramsey County Property Management Director; Jennifer McMaster, Ramsey County Project Manager

CALL TO ORDER:

Willems called the virtual meeting to order at 6:35 p.m. via Zoom video conference.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Chiclana-Ayala made a motion to approve the agenda for August 19, 2020, as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Berry made a motion to approve the minutes of July 22, 2020 as presented. Chang seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

All libraries will be closed Monday, September 7, 2020.

Grab & Go Service at RCL-Roseville – On July 27, we shifted from curbside pickup to Grab & Go holds pickup service at the library in Roseville. This library allows up to five patrons at a time to enter the building to access the holds shelf and self-check-out terminals. Grab & Go is a more efficient circulation process—and much needed at our busiest site. Staff described the shift as a "game-changer." Patrons who need or prefer curbside pickup may request that their held materials be sent to any other library location.

Service Growth – Last week (August 3-9, 2020), Ramsey County Library had a total circulation of 22,617 physical items. This includes items checked out via Grab & Go service at RCL-Roseville and items checked out via curbside pickup at the other six Library locations. In comparison, the first week of modified Library services (March 23-29, 2020) had a total circulation of 5,036 items. Circulation increased 449% since week one.

The Library launched public computing appointments the week of June 1-7, accommodating 92 appointments. Since then, the Library increased the available computers at RCL-Roseville from seven to seventeen. Last week (August 3-9, 2020), we had 408 computer appointments. This represents a 443% increase from week one.



During this modified service period, the Library has consistently seen large e-resource circulation. Circulation of e-resources (e-books, e-audiobooks, and e-magazines) from March through July, 2020, averaged over 55,000 per month. In comparison, the same time period in 2019 had an average circulation of about 39,000 e-resources per month. The increase in 2020 is 41%.

At the same time, staff have initiated all new virtual and take-home programming to deliver Summer Learning Program and other services. These are just some highlights – among many examples of outstanding service provision. Thank you to staff throughout Ramsey County Library for meeting growing and changing service demands through excellent service design, delivery, and modification.

Community Career Labs Open at Libraries – RCL-Maplewood and RCL-Roseville are among the six sites now hosting Community Career Labs in partnership with Ramsey County Workforce Solutions. The Career Labs, open weekdays, provide free workforce support to job seekers experiencing adverse job and economic impact as a result of COVID-19. Other Career Lab sites are now open at Saint Paul Public Library's Dayton's Bluff, Rice Street, Rondo Community Library, and Sun Ray locations. Other sites will be opening as well.

The Community Career Labs provide reservation-based computer access, printing and copying, digital literacy programs, job search and resume assistance, and other workforce support programs through 2020. All sites require face coverings and social distancing. Career Labs are funded from the federal CARES Act. Reservations for Ramsey County Library Career Labs are taken at 651-266-8500. Saint Paul Public Library location reservations are taken at 651-793-1699.

County Service Centers Opening August 17 – County navigators and embedded experts in financial services and other areas will begin staffing County service centers on August 17 at libraries in Roseville, Maplewood, and Shoreview, in addition to centers at the Plato Building and East Building in downtown St. Paul.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

New in 2020: Curbside \$5.00 Bag Sale

The global pandemic may have temporarily closed down the Friends used bookstore operations and cancelled our annual used book sale at Shoreview, but the Friends intrepid volunteers are not to be stopped and are working on alternative book sales following COVID-19 safe practices. We will be offering pre-bagged selections of books to be reserved in advance by genre and paid for curbside in September at Shoreview. Friends' members receive an extra perk—buy one bag and get one free!

Coming Soon – Friends Virtual Used Bookstore

While the libraries and Friends used bookstores have been closed to the public during the pandemic, the Friends bookstore volunteers have been working diligently and socially distanced to create a collection of used books and media materials that will be available for purchase online and picked up curbside at the Shoreview Library. Watch for details on our website: <u>www.rclfriends.org</u> or follow us on Facebook, Instagram or Twitter.

CTEP AGREEMENT WITH ST. PAUL NEIGHBORHOOD NETWORK:

Since 2010, Ramsey County Library has entered into annual agreements with St. Paul Neighborhood Network to serve as a host site for the Community Technology Empowerment Project (CTEP) AmeriCorps Program. The Library hosts CTEP AmeriCorps members who provide digital literacy and job search programming for teens and adults at libraries and in the community.

CTEP members serve full-time for a year beginning in September. They receive a stipend, a health care option, and an educational award upon completion of service.



Ramsey County Library pays a stipend of \$9,200 per first year member, and \$10,000 for second year members. For the 2020-2021 program we were awarded four CTEP member positions, one first year member and three second year members for a total payment of \$39,200. The Library Board must approve expenditures of \$25,000 or more.

Berry made a motion to approve the Library Director to sign the 2020-2021 Host Site Agreement with St. Paul Neighborhood Network and host four CTEP AmeriCorps members at a cost not to exceed \$39,200. Chang seconded the motion, which was approved unanimously via roll call vote.

WRITE OFF UNCOLLECTIBLE DEBT:

According to the Library's Accounts Receivable procedures, when an account is determined to be uncollectible, the account may be written off the Library's financial accounting records and no longer recognized as an account receivable for financial reporting purposes. The write-off of a receivable should be considered only when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- All reasonable and appropriate collection efforts have been exhausted;
- The Library determines that further collection efforts are not in the best economic interests of the County;
- No reasonable expectation of payment can be expected.

The Library shall obtain approval from the Ramsey County Finance Department to write-off uncollectible accounts. Write-off of individual debts \$1,000.00 or more must be approved by the Library Board.

The Library identified 4,281 patron accounts meeting the criteria for write-off, totaling \$65,747.16. Two of these accounts totaling \$3,275.99 exceeded the \$1,000 threshold requiring Library Board approval and 58.8% are \$10 or less. The proposed write-offs will be forwarded to the County Finance Department as outlined in the Library's Accounts Receivable procedures.

Berry made a motion to approve the write-off of two accounts totaling \$3,275.99 exceeding the \$1,000 threshold and authorize Library staff to forward the write-off of uncollectible debt in the amount of \$65,747.16 to the Ramsey County Finance Department as outlined in the Library's Accounts Receivable procedures. Chang seconded the motion, which was approved unanimously via roll call vote.

2020 SECOND 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, Senior Library Manager
- Incident Report prepared by Mickey Ladich, Property Manager

The Library Board accepted the second quarter reports as presented.

LIBRARY FINES AND FEES POLICY:

The COVID-19 pandemic has caused serious financial and health crises for residents, with disproportionate impacts on people of color. Since March, the Library has suspended overdue fines in recognition of the fact that some patrons should not or cannot travel to the Library for health or other reasons. The fines suspension prevents residents from accumulating fines or losing borrowing privileges under the circumstances.



Library staff propose to extend the elimination of overdue fines through 2021. We recommend that the Board revise the Fines and Fees policy to reflect this. The Board may review and revise this policy again on its normal cycle at the end of 2021.

This policy change—to suspend all overdue fines—would expand on the Board's previous decision to eliminate overdue fines on children's and teen materials as of January 1, 2020. That policy revision focused on youth and parents in order to support literacy and student success and to hold youth harmless for overdue fines and suspended privileges that were often not in their control.

All patrons would experience relief from a policy change that eliminates overdue fines on all materials. Foregoing overdue fines in 2021 would decrease Library revenue by approximately \$190,000. The Library proposes to offset this by utilizing fund balance. The Library would continue to charge patrons fees for lost or damaged items. If approved, Library staff will bring a draft policy revision to the Board for approval before the end of the year.

The Library Board members indicated their support for with the proposal, noting that elimination of late fees follows a national trend in libraries. Procedural and budget impacts were briefly discussed. Commissioner McGuire indicated that Ramsey County is working to eliminate fees for County services to remove barriers for low income residents.

Berry made a motion to direct staff to draft a revised Fines and Fees policy for Library Board action before the end of the year. Chiclana-Ayala seconded the motion, which was approved unanimously via roll-call vote.

RENOVATION PROJECT AT RCL-MAPLEWOOD:

The Library has scheduled a remodeling project at RCL-Maplewood in 2020-2021 with a budget of \$3.7 million. The project is based on a pre-design analysis by MSR Design that outlined issues, solutions, and budget requirements. Input was gathered from the community, library users and staff, and was the most urgent of all the projects identified in the facilities master plan.

As noted at the Library Board's July 2020 meeting, the financing for this project has changed. Originally this project was to be funded in part with Library fund balance (\$1 million) and funds from bonding in 2021 (\$2.77 million). However, due to the COVID-19 pandemic, the County Manager is reprioritizing bond-financed projects. The County proposes that the renovation at the Library in Maplewood be funded through Library fund balance.

Boldenow reviewed this project at the meeting, noting that issues with the current facility include noise, staff sightlines, worn furnishings and finishes, underutilized lobby use, and children and teen collection areas. The vacant café space also needs to be included in the renovation. She outlined the recommendations for changes in the pre-design report from MSR. Boldenow will work with Property Management to produce a project timeline to bring to a future Board meeting.

The Library Board members discussed the need for flexibility in the facility, and budget concerns including use of fund balance and timing of the project.

RAMSEY COUNTY UPDATES:

Commissioner McGuire reported that the new navigators started August 17 at several locations including the three regional libraries in Ramsey County. The County is working on several issues related to the pandemic, including food insecurity, homelessness, job insecurity, etc. She noted that residents are grateful for library services being offered during the pandemic.



NEXT MEETING:

September 16, 2020 – 6:30 p.m.

ADJOURNMENT:

Following a motion by Chiclana-Ayala and a second by Berry, Willems adjourned the virtual meeting at 8:00 p.m.

Respectfully Submitted,

Mary Larson Library Board Coordinator



DIRECTOR'S REPORT

September 2020

August Staff Updates: None.

Summer Learning Program – A grateful parent wrote us last week to say, "COVID-19 upended our lives in many ways this summer, but the *Read*. *Make*. *Do*. kits were a silver lining during an otherwise difficult and challenging time. It was an absolute joy watching my daughter learn, discover, and create." Participants Julia and Nick also sent their thanks.

In all, patrons picked up 904 *Read. Make. Do.* kits this summer. *Maker Teen* kits were also a hit, with 878 distributed. We also distributed over 3,000 Summer Learning Program participation bags, which included a

HANK

free book, to kids and teens. Teens in the program wrote over 2,400 book reviews. Our online platform, Beanstack, tracked three summer challenges engaging pre-K children, kids, and teens. In total, these participants read and logged over 10,300 books this summer! Kudos to RCL's children's and teen librarians and all the staff who supported the Summer Learning Program! Thanks, too, to the Friends of the Ramsey County Libraries for their generous financial support of this program.

2021 Supplementary Budget Process – On September 3, 2020, I joined colleagues in the Economic Growth and Community Investment service team to present to the Ramsey County Board of Commissioners as part of the 2021 supplementary budget process. I described the Library's current modified services and acknowledged the big lift from Library staff and colleagues to meet resident needs at this time.

The supplementary budget process is typically focused on performance measures. I discussed one key performance measure in depth—the number of youth with active library accounts—and the strategies used to raise this measure. I spoke about the Library's efforts to advance racial equity and community engagement, and I highlighted an Open Data Portal story, <u>"Ramsey County Library by the Numbers"</u>, which showcases the Library's vital resources for all ages.

Due to the COVID-19 pandemic and its impact on County revenues, the County Manager has proposed a modified 2021 budget. The proposed changes to the Library's operations budget include:

- A decrease in revenue of \$190,000 in 2021 to reflect the elimination of fines on adult materials.
- A decrease in levy funding of \$332,537 in 2021, to be offset by reducing the Library's personnel budget by \$166,537 and using \$166,000 from fund balance.

The County also reprioritized capital projects to be funded by bonds in 2021. The County recommends that the renovation of the Library in Maplewood be funded with Library fund balance, not bond funds as previously planned.

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4560 North Victoria Street Shoreview, MN 55126 Phone: 651-486-2213 www.rclreads.org

Friends Update—September 2020

Curbside Bag Sale a Big Hit!

The **Friends volunteers** answer to the pandemic and cancellation of the annual book sale at Shoreview? Hold a socially distanced curbside bag sale! Sales are going very well--\$1,400 so far--a great help in reaching our 2020 goal of \$130,000 for RCL grants. This sale is also getting recently weeded books into the hands of enthusiastic readers throughout the community and making so many people happy.

Here are just a few comments:



Thank you, **Shoreview Kowalski's**! We were running low on bags and Kowalski's came to the rescue by donating grocery bags for the Curbside Bag Sale.

"I picked up my two bags this morning. Some new authors. Some old friends. And not one book I have read before. Thank you Friends! Christmas in September!"

"I got lots of good books and will be back for more. Thanks"

"RCL Friends volunteers are the BEST!"





Request for Library Board Action

Meeting Date September 16, 2020 Action Requested Information and Discussion <u>Presented By</u> Sylvia Neblett, Library Board Chair

SUBJECT:

Meeting with County Manager

BACKGROUND:

Ramsey County Library Board Members welcome Ramsey County Manager Ryan O'Connor for discussion at today's meeting.

BOARD ACTION REQUESTED:

For information and discussion.



Request for Library Board Action

Meeting Date September 16, 2020 Action Requested Approval Presented By Jill Boldenow, Library Director

SUBJECT:

Fines and Fees Policy

BACKGROUND:

At the Library Board's previous meeting, the Board directed staff to revise the Fines and Fees policy to reflect the suspension of overdue fines for all materials. This documents a practice that the Library instituted in March due to the COVID-19 pandemic. The Library suspended overdue fines in recognition of the fact that some patrons should not or cannot travel to the Library for health or other pandemic-related reasons. The fines suspension prevents residents from accumulating fines or losing borrowing privileges under the circumstances.

The attached Fines and Fees policy reflects the overdue fines suspension. The Board will review this policy again on its normal cycle at the end of 2021.

Foregoing overdue fines in 2021 will decrease Library revenue by approximately \$190,000. The Library proposes to offset this by utilizing fund balance. The Library would continue to charge patrons fees for lost or damaged items.

BOARD ACTION REQUESTED:

To approve the updated Fines and Fees Policy.

Fines and Fees

Approved by: Library Board Approved Date: Wednesday, September 18, 2019 Review Schedule: Every 2 years in conjunction with budget cycle Next Review Date: 2021

Ramsey County Library encourages patrons to return materials promptly in order to provide better service to all Library users. All adult materials are subject to daily overdue fine charges with a capping maximum. The Library does not charge daily overdue fines, for youth materials (E/J/YA), except for youth Interlibrary Loans and youth but does charge a daily fee for rental items.

All lost or damaged items—including adult and youth materials—are subject to a replacement fee. Once paid for, lost Library items may not be returned for a refund. Replacement copies of lost or damaged items cannot be accepted in lieu of payment. Materials must be returned with the Library packaging and all parts. Patrons will be charged a replacement fee for lost or damaged packaging or parts.

Registered Library cardholders are responsible for all charges incurred on their Library accounts. Parents or legal guardians are responsible for all charges incurred on Library cards registered to their minor children. *Fine free accounts incur charges for lost and damaged items, rental books and rental DVDs.*

When a patron account has accumulated more than \$10 in overdue charges and fees or has more than 25 items still out and overdue, borrowing privileges are suspended until charges or items out have been brought under the threshold.

Patrons owing \$50 or more in fines charges and fees will be considered for Ramsey County Library's debt collection process.

Returned checks will be assessed a \$25 fee.

The Library Director has the authority to develop fine-waiver programs for qualifying patrons with charges less than \$300.

Summary of Loan Periods, Fees, and Default Replacement Costs

The standard loan period for most library materials is 21 days. Book Club in a Bag kits have a 42-day loan period. Rental items are subject to a daily fee and don't have a standard loan period.

The fee for rental books is \$0.25 per day and for rental DVDs is \$0.50 per day. Rental fees are capped at the price of the item.

For most items the default replacement cost is the original retail or cover price of the item. Exceptions are as follows:

- Book Club in a Bag notebooks and bags are \$3.50 each; books are charged at the price of the item
- Missing packaging, inserts, maps, video game booklets, etc. are \$3.50
- Magazines are \$5.00
- Storybag toys are \$10.00 each; books are charged at the price of the item
- STEM kit toys are \$10.00 each; books are charged at the price of the item
- Single missing or damaged discs from talking books on CD may be replaced for \$11.00, if the publisher allows
- Bike lock keys are \$5.00; bike locks are \$20.00
- Power check meters are \$25.00
- Draft check meters are \$25.00
- Interlibrary loan replacement charges are determined by the lending library

ltem	Loan Period (Days)	Daily Overdue Rate (Adult Items)	Daily Overdue Rate (Youth Items: E/J/YA)	Max. Adult Items Overdue Charge	Max. Youth Items (E/J/YA) Overdue Charge	Default Replacement Cost
Hardcover/Trade Paperback Books	21	\$0.30	\$0.00	\$10.00	\$0.00	price of item*
Rental Books	daily charge	\$0.25	\$0.25	\$25.00	\$25.00	price of item
Mass Market Paperback Books	21	\$0.30	\$0.00	\$2.00	\$ 0.00	price of item
Periodicals	21	\$0.30	\$0.00	\$2.00	\$0.00	\$5.00
E books	21	NA	NA	NA	NA	NA
Compact Discs	21	\$0.30	\$0.00	\$10.00	\$0.00	price of item
DVDs	21	\$0.50	\$0.00	\$10.00	\$0.00	price of item
Rental DVDs	daily charge	\$0.50	\$0.50	\$25.00	\$25.00	price of item
Video Games	21	\$1.00	\$0.00	\$10.00	\$0.00	price of item

ltem	Loan Period (Days)	Daily Overdue Rate (Adult I tems)	Daily Overdue Rate (Youth Items: E/J/YA)	Max. Adult Items Overdue Charge	Max. Youth Items (E/J/YA) Overdue Charge	Default Replacement Cost
Talking Books on CD	21	\$0.30	\$0.00	\$10.00	\$0.00	\$11.00 x number of discs** or price of item
Book Club in a Bag	42	\$1.00	NA	\$10.00	NA	books: price of item; notebook or bag: \$3.50
Interlibrary Loan Books, CDs, TB/CDs	21	\$0.30	\$0.30	\$10.00	\$10.00	determined by Ioaning library
Interlibrary Loan DVDs	21	\$0.50	\$0.50	\$10.00	\$10.00	determined by Ioaning library
Storybags	21	NA	\$0.00	NA	\$0.00	toys: \$10.00; books: price of item
STEM Kits	21	NA	\$0.00	NA	\$0.00	price of item
Binge Boxes	21	\$0.50	NA	\$10.00	NA	price of item
Memory Minders	21	\$0.30	NA	\$10.00	NA	price of item
Bike Locks	21	\$0.30	NA	\$10.00	NA	key: \$5.00 lock: \$20.00
Power Check Meters	21	\$0.30	NA	\$10.00	NA	\$25.00
Draft Check Meters	21	\$0.30	NA	\$10.00	NA	\$25.00
GPS	21	\$1.00	NA	\$10.00	NA	price of item
Missing packaging, inserts, maps, video game booklets, etc.	NA	NA	NA	NA	NA	\$3.50/title

* Price of item: original retail or cover price of item.

** May replace a single compact disc for \$11.00 if publisher allows.



Request for Library Board Action

Meeting Date September 16, 2020 Action Requested Approval Presented By Jill Boldenow, Library Director

SUBJECT:

Library Accounts Policy

BACKGROUND:

If the Library Board approves the Fines and Fees policy revision, staff recommend a revision of the Library Accounts policy as well. This revision removes the reference to Fine-Free accounts, which are not needed and would be a confusing designation to include under these circumstances.

BOARD ACTION REQUESTED:

To approve the updated Library Accounts policy.

Library Accounts

Approved by: Library Board Approved Date: April 16, 2008 Revised Date: September 20, 2017 Review Schedule: Every 5 years Next Review Date: 2021

Requirements for Library Accounts

Suburban Ramsey County Residents

A resident of suburban Ramsey County may apply for a library account at any of the seven Ramsey County Library branches. Children are encouraged to have their own library account.

- Applicants, including minors 15 years of age and older, will be required to show picture ID and proof of current residency.
- Minors under 15 must be accompanied by a parent or legal guardian with picture ID and proof of current residence in order to establish a library account.
- Minors under 15 who are unaccompanied by a parent or legal guardian (or minors between 15-17 years old without proper ID), may open a provisional account by verbally providing the information required for the account's creation. A provisional account will allow access to all library resources with a checkout limit of two items.

Twin Cities Metro Area Residents

Through agreements with the Metropolitan Library Service Agency (MELSA), residents of the seven-county Twin Cities metro area who do not live in suburban Ramsey County may apply for a card from their home libraries at any Ramsey County Library. MELSA residents are subject to the same identification requirements as suburban Ramsey County residents.

Minnesota Residents

Minnesota residents living outside of Ramsey County and outside of areas served by the MELSA cooperative agreement may establish a library account with Ramsey County Library at any of the Ramsey County libraries by showing their home library card, a picture ID, and proof of current residence.

Non-residents

Non-Minnesota residents or Minnesota residents living in a jurisdiction that is not part of the statewide borrowing compact may apply for a non-resident account with name and address identification and an annual payment of \$60. Non-residents have the option of using a guest pass to obtain Internet access. Guest passes may not be used to check out materials.

Patrons without a Permanent Address

Ramsey County Library will provide temporary library accounts for individuals who identify

themselves as not having a permanent address. Applicants will be required to provide a form of identification. These accounts will be established with a six-month expiration period and will allow access to all library resources with a checkout limit of five items.

Safe at Home Program

The Library subscribes to the Minnesota Secretary of State "Safe at Home" Address Confidentiality Program. Any adult applying for a library account who has an official Program Card will be registered using the Program address.

Organizations

Organizations (schools, businesses and nonprofit agencies) in suburban Ramsey County may apply for a library account. A signed letter on the organization's letterhead indicating the entity responsible for all charges must be provided. The letter will be kept on file with the Library.

Fine Free Accounts

Fine free library accounts may be established for:

- Patrons with cognitive and/or ongoing mobility circumstances that hinder compliance with due dates. Patrons needing fine free status are responsible for identifying themselves as eligible.
- Library volunteers serving homebound individuals
- Ramsey County Library school delivery program
- Interlibrary Loan institutions
- Outreach partners

Fine free library accounts are exempt from library overdue charges but incur charges for lost and damaged items, rental books and rental DVDs.

Lost or Stolen Library Cards

Patrons are responsible for library materials checked out on their accounts. Lost or stolen cards should be reported immediately to Ramsey County Library as well as any other public libraries where their card is registered. With picture ID and proof of current address a new card will be issued to the patron.

As long as a lost or stolen card has not been reported to our library system, the patron may be financially responsible for any materials checked out, and any charges or fees that are incurred.

Parent/Guardian Responsibility Statement

Parents or guardians are responsible for their minor children's library use. With proper identification, parents or guardians may impose specific restrictions on the library account of their minor child. Library staff will attempt to honor those restrictions where technologically feasible. Parents or guardians are responsible for charges on the accounts of their minor children.

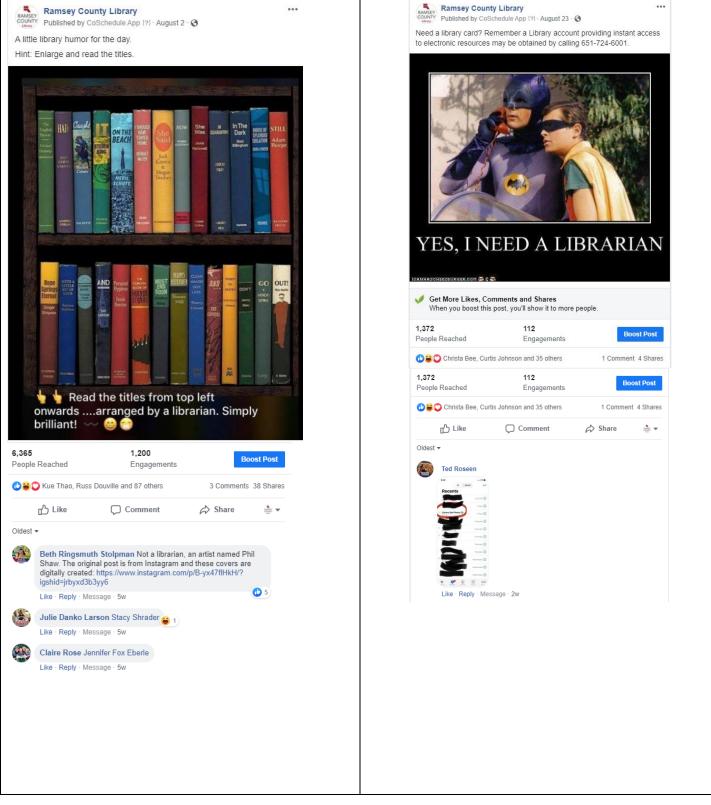


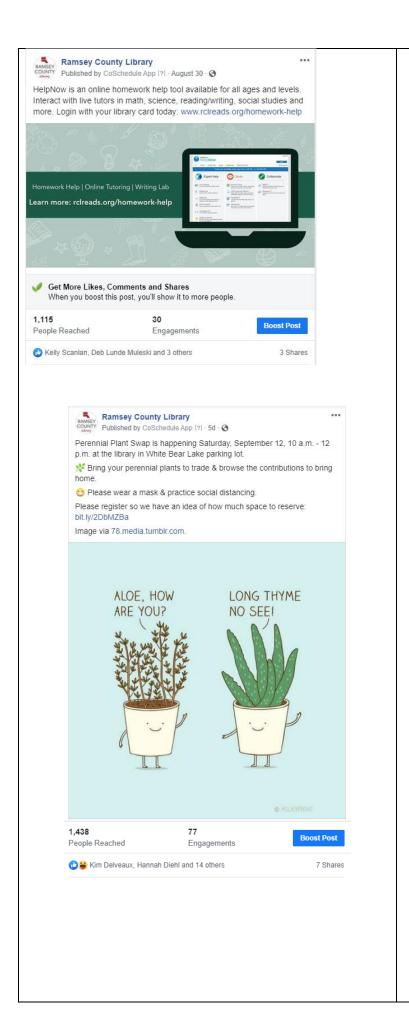
Ramsey County Library in the news:

8/19: White Bear Press	The FBIs most wanted roamed the streets and rented cottages in this 1930s crime resort https://www.presspubs.com/white_bear/news/the-fbis-most-wanted-roamed-the- streets-and-rented-cottages-in-this-1930s-crime-resort/article_2cf42b1a-e234-11ea- b05c-6314d11821ed.html
8/20: Star Tribune	Virtual entertainment picks: PanLatino Fest, Pangea World Theatre, Dakota Dave Hull https://www.startribune.com/virtual-weekend-entertainment-panlatino-fest-pangea-world-theatre-dakota-dave-hull/572171742/
9/1: Shoreview Press	Friends of the Ramsey County Libraries hold curbside sale https://www.presspubs.com/shoreview/news/friends-of-the-ramsey-county-libraries- hold-curbside-sale/article_ca215a86-eca5-11ea-85aa-c38d9f5670e5.html
9/10: Patch.com	Community Calendar https://patch.com/minnesota/roseville/calendar/event/20200926/883459/home- composting

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Facebook:





Ramsey County Library

Published by CoSchedule App [?] - August 31 - 🔇

STEM Kits are available for check out. You can request kits to be put on hold and pick it up via grab and go at Roseville or curbside pickup at the other locations. Browse today: bit.ly/32thdYM



Get More Likes, Comments and Shares When you boost this post, you'll show it to more people.

1,220	97	Boost Pos
People Reached	Engagements	BOOST POS

Carol Frey, Gonee Jeong and 16 others

4 Shares

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Ramsey County Library

The Friends of the Ramsey County Libraries is having a \$5 Curbside Bag Sale throughout September! Thank you! So We appreciate it so much.



Friends of the Ramsey County Libraries September 1 · 🔇

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Our \$5 Curbside Bag Sale had a great first day today with over 50 bags purchased! We so appreciate these hardworking volunteers as well as all the folks who bou... See More

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