

**Ramsey County Library
Board of Trustees Meeting
January 19, 2022
Virtual Meeting Agenda
6:30 PM**

CONNECT community
INSPIRE curiosity
CULTIVATE learning

The meeting is available for public viewing at <https://zoom.us/j/97465257087?pwd=bmtGWThKNmJxY0RpRkRIYmdTelhsUT09>
Phone: 651-372-8299; Meeting ID: 974 6525 7087; Passcode: 672337

Pursuant to Minnesota Statutes Section 13D.021, the Chair of the Ramsey County Library Board of Trustees has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the prevalence of the Delta variant. Trustees will participate by telephone or other electronic means. In addition, it may not be feasible for trustees, staff, or members of the public to be present at the regular meeting location due to the COVID-19 pandemic and the prevalence of the Delta variant. The meeting broadcast will be available online. Members of the public and the media will be able to watch the public meeting live online.

- I. Call to Order (6:30)**
- II. Public Comment (6:30-6:35)**
- III. Approval of Agenda & Minutes (6:35-6:40)**
 - A. January 19, 2022 Agenda (1)
 - B. December 15, 2021 Minutes (2)
- IV. Reports (6:40-6:50)**
 - A. Director's Report (3)
 - B. Friends of the Ramsey County Libraries Report (4)
 - C. Ramsey County Board Liaison Report (5)
- V. Annual Meeting (6:50-7:20)**
 - A. Election of Officers (6)
 - B. Annual Schedule of Meetings (7)
 - C. Library Board Thank You (8)
 - D. Library Board By-Laws and Policies (9)
 - E. Liaison and Library Board Committee Appointments (10)
- VI. Action Items (7:20 – 7:25)**
 - A. Foundational Agreement (11)
- VII. Discussion Items (7:25-8:30)**
 - A. Strategic Planning Update (12)
 - B. White Bear Lake Branch Update (13)
 - C. Library Director Hiring Process Update (14)
 - D. Maplewood Renovation Update (15)
 - E. 2022-2024 Annual Agenda Items (16)
- VIII. Adjournment (8:30)**

Library Board of Trustees

Grace Atkins
Debra Berry
Claire Chang
Sida Ly-Xiong
Sylvia Neblett
David Perry
Steve Woods

Ramsey County Board Liaison

Commissioner Victoria Reinhardt

Interim Library Director

Karen Saltis

Scheduled Upcoming Meetings

February 16, 2022 6:30 p.m.	Virtual	2021 Fourth Quarter Reports Year End Encumbrance List Waiver for Adult Fines/Fees Library Director Hiring Process Strategic Planning Update Gift Policy Recognition of Outgoing Library Board Trustees
March 16, 2022 6:30 p.m.	Virtual	Annual Report to State Budget Overview/Timeline North St. Paul Branch Update Strategic Planning Update Maplewood Renovation Update

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

Minutes of the Ramsey County Library Board of Trustees December 15, 2021

LIBRARY TRUSTEES PRESENT:

Debra Berry, Sylvia Neblett, Sida Ly-Xiong, Gwen Willems, Steve Woods

LIBRARY TRUSTEES ABSENT:

Claire Chang, Marisol Chiclana-Ayala

STAFF PRESENT:

Karen Saltis, Interim Library Director; Pang Yang, Deputy Director; Mary Larson, outgoing Library Board Coordinator; Maggie Soukup, new Library Board Coordinator, Jeff Eide, Roseville Senior Library Manager; Monica Stratton, Maplewood Library Manager; Carol Jackson, Shoreview Library Manager; Chuck Wettergren, Digital Services Manager; Meg Robertson, New Brighton Library Manager

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner and Liaison to the Library Board of Trustees; Kristi Saksvig, EGCI Communications Manager; Tony Lutgen, EGCI Accounting Manager; Mary Worley, Friends of the Ramsey County Libraries Director

CALL TO ORDER:

Ly-Xiong called the meeting to order at 6:36 p.m. via Zoom video conference.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

Neblett made a motion to approve the agenda for December 15, 2021, as presented. Willems seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Neblett made a motion to approve the minutes of November 17, 2021 as presented. Willems seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

In addition to her written report, Saltis noted:

- Today's board meeting will be Mary Larson's last meeting as the Library Board Coordinator. Saltis thanked Larson for her many years of service to the board and dedication to the library. In Larson's new role as the Accounting Support Supervisor, she may attend future board meetings to discuss financial related items.

- Staff vaccination update: only 1 staff person has not yet certified their vaccination status (1%); 2 staff are not vaccinated but testing weekly (2%); 105 staff are vaccinated (97%).
- Today marked the end of the Teen Holiday Card Drive. With all seven branches participating, 215 MakerTeen kits of supplies were picked up and 1,117 completed cards were returned. This is 75 more kits and 300 cards more than last year. The cards were delivered to Ramsey County Foster Care, MN Adopt, Face to Face, and Shoreview Senior Living.

Administrative Assistant Hiring:

Maggie Soukup's first day as Administrative Assistant was Monday, December 13, 2021. Maggie comes to Ramsey County Library from Metropolitan State University where she served as the Executive Assistant and Office Coordinator for the Marketing, Communications and Admissions Department. Maggie will serve as the board coordinator moving forward.

IT Consolidation: Roseville is the last library needing to migrate its public computing to updated network equipment provided by Information Services (IS). Roseville's migration is scheduled to take place in January. Public computing will remain isolated and managed separately from staff computing to maintain best practices. The Library's Digital Services team has been working with the Information Services desktop group to create an updated public image for its computers with standardized applications and management software that will continue to support patron access and printing. Information Services will provide a small number of test PCs (with a base image installed) to Digital Services for installation and testing at Roseville over the next few weeks. Following testing, expansion of updated PCs to other locations will depend on availability of equipment due to supply chain issues. Currently there is a three-to-four-month backlog. Other pending work includes consolidating remaining library business applications/systems on updated County equipment and network infrastructure. This encompasses library servers, printers, copiers, material handling systems, digital signage, and self-checkout. We expect most of this remaining work to be completed by early next year.

Countywide Updates:

1. **COVID-19 Vaccination Certification:** Ramsey County implemented a COVID-19 staff vaccination mandate effective November 1st, 2021. Those staff choosing not to be vaccinated must test regularly. Weekly updates are provided by Human Resources. At the time of this writing, one staff member had not complied with the certification requirement and two staff members are testing weekly. In cooperation with Human Resources, written reprimands will be delivered the week of December 13th for those who have not complied. Progressive discipline for noncompliance with the policy, up to and including termination, will be followed.
2. **2022/2023 Budget:** The Ramsey County Board of Commissioners will be voting on the biennial budget on Tuesday, December 21st. Internal and external communication plans have been developed related specifically to the permanent elimination of adult fines and fees and the closing time change at regional branches. All staff whose schedules will be impacted by the Monday-Thursday 8 p.m. closing time change have been notified of

their schedule adjustments as is required per union contracts. No staff hours were reduced as a result.

- 3. 2022-2024 Bargaining:** Collective bargaining between Ramsey County and many of its unions has been occurring since late summer with the hopes of having new contracts in place prior to the expiration of current agreements on December 31, 2021. The RCL has staff in two of the 23 collective bargaining units. Many language issues have been resolved, but economic issues remain unresolved. At this point the County and the American Federation of State, County, and Municipal Employees (AFSCME) have agreed to enlist the assistance of a mediator to resolve remaining issues. Mediation dates have been scheduled for late December. It's very possible the contract will remain unresolved at the end of the year. The County is committed to reaching an agreement that satisfies all parties.

As we close out 2021, I reflect on the fact that this year has been another one filled with many challenges. Thanks to staff, leaders, Library Board Trustees, and patrons for the dedication and grace you have shown as we've navigated reopening plans, reinstituted mask mandates, staffing pressures, vaccination mandates, and a multitude of other items throughout the year!

I wish all of you a happy and healthy holiday season!

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT: Friends Fundraising Campaign

We have developed a twelve-month fundraising campaign to increase Friends membership and financial donations. We have purchased a direct mail list with 10,000 names from the library's service area with the following criteria: income, age, charitable giving, and book interest.

Phase One: Two year-end appeals totaling 10,666, were mailed on December 7, 2021 to the direct mail list and our current and lapsed membership lists. The Friends Board of Directors generously provided a \$6,200 matching grant opportunity to support the year-end appeals.

Phase Two: Letter introducing Ramsey County Library Director and/or Ramsey County Library Board Strategic Plan highlights will be mailed to 10,666 households in the spring/summer of 2022.

Phase Three: Flashy postcard will be sent to the 10,666 households advertising a fundraising/friendraising event to be determined in summer/fall of 2022.

Phase Four: Two year-end appeals will be sent to the 10,666 household group.

Email Marketing Campaign

An email marketing campaign to share stories of Friends volunteers, board members, committee members and library patrons with our membership is in the process of being developed. More detail to follow in upcoming reports.

Shoreview and Maplewood Book Sales December 4th and 5th 2021

The Shoreview Book Store volunteer team held a one-day book sale on December 4, 2021, and the Maplewood Book Store volunteers held a 2-day book sale the weekend of December 4th and collectively raised over \$2,000 for the Friends.

Friends Used Bookstore and Book Carts Are All Open

We are accepting gently used donations of books and media at our Roseville and Maplewood locations only. Book donations will be accepted at the Shoreview Book Store in early January.

Friends Online Auction February 17-24, 2022

Save the dates to have fun shopping while you help us add new items to the Ramsey County Library lending collection. The Friends Online Auction will feature items such as dining and sightseeing experiences, artwork, autographed books, food and wine, sports, travel, and themed gift baskets. Watch for additional information in coming months.

RAMSEY COUNTY BOARD LIAISON

Neblett suggested that an update from Commissioner Reinhard be officially added to the agenda moving forward. Commissioner Reinhardt verbally accepted the invitation to report out at each meeting should she have an update for the Library Board.

Neblett made a motion to accept both the Director's report as well as the Friends of the Ramsey County Libraries report, as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

CONTRACT FOR SELF CHECKOUT MACHINES

Ramsey County has completed its solicitation process seeking proposals to update the Ramsey County Library's self-check units. Following review of submitted proposals, interviews and product demonstrations, the evaluation team identified a vendor and Ramsey County Procurement has sent the Notice of Intent to Award letter. The vendor has submitted required documentation and final configurations and contract negotiations are in progress.

In accordance with Minnesota Statutes, section 13.591, materials submitted in response to a solicitation do not become public record until the completion of the evaluation process. Pursuant to the statute, completion of the evaluation process occurs when the county has completed negotiating the contract with the selected vendor. To expedite the process and ensure funding is encumbered by the end of 2021, a request is being made to the Library Board delegating authority to the Library Director to sign the resulting contract with approval from Ramsey County Procurement and the Ramsey County Attorney's Office. The value of the contract will not exceed \$225,000 including the initial purchase and two additional years of maintenance. Funding for this solicitation is coming from two sources: from County Technology funding and 2018 Library reserves that will need to be encumbered by the end of 2021.

The new self-check systems will provide a much-updated user experience and support features that will provide a more intuitive, inclusive, and enhanced environment. Some of the features include:

- Turnkey support (hardware and software)
- Chip and PIN credit card readers on self-checks supporting payments
- Improved accessibility
- Larger touch screen monitors
- Customizable banners/content
- Patron account access
- Offline circulation
- Multiple language options
- Readers' advisory
- Simplified management by staff

Wettergren reported that the 21 existing self-check machines that will be replaced with this contract are over 10 years old. He explained that the new machines will have various functions that can be phased in over a period of time. Once the contract is approved, Wettergren stated that it will be 8-12 weeks until the new machines are installed and in use.

Woods made a motion to approve the delegation of authority to the Library Director to sign the finalized contract with the selected vendor with the understanding that the contract is subject to approval by Ramsey County Procurement and the Ramsey County Attorney's Office. Berry seconded the motion, which was approved unanimously via roll call vote.

CONTRACT FOR STRATEGIC PLANNING CONSULTANT

Ramsey County Library's current strategic plan expires at the end of 2021. Jeff Eide, Senior Library Manager, contacted several community engagement/strategic planning firms under Ramsey County master contract. Multiple proposals were received, and interviews were held with the responding firms. Based on the interviews, the planning team recommends that the Library hire ACET, Inc., a woman- and minority-owned small business enterprise based in Minneapolis. The proposal amount is \$49,900, of which \$25,000 would be paid from a Ramsey County Community Engagement Grant, and the balance of \$24,900 would be paid from the Library's 2021 budget. Since the total cost exceeds the \$25,000 threshold for the Library Director's purchasing authority, Library Board approval is required.

The Trustees discussed the proposed timeline for the strategic planning process. Ly-Xiong agreed that the timeline may need to be adjusted in the future but reassured the Trustees that the process will still take 6-8 months to complete. It was also confirmed that there is nothing in the contract that would prohibit the planning process from taking place in-person, depending on the comfort level of the group.

Neblett made a motion to accept the proposal from ACET, Inc., a Ramsey County Master Contract vendor, to lead the strategic planning process and community engagement events at a total cost

not to exceed \$49,900, with \$25,000 paid from Ramsey County Community Engagement Grant funds, and the balance to be paid from Library 2021 operating funds, and to authorize the Library Director to approve the payment upon completion of services. Woods seconded the motion, which was approved unanimously via roll call vote.

CONTRACT FOR PRINTERS AND COPIERS

Ramsey County Information Services launched the Coordinated Print Project this year and plans are under way to unify and modernize multi-function devices (print/copy/fax) across the County. The intent of this project is to support both staff and public access to these devices. Ramsey County Library (RCL) has been waiting to purchase replacements of its multi-function devices for the public until details around the project were clarified. RCL's existing devices have been in place since 2012 and will reach their end of life at the end of 2021.

The County's selected master contract vendor, Metro Sales, identified Ricoh IMC 4500 multi-function devices to be used at RCL. The unit cost is \$8,282 and the library supports eight devices throughout its buildings for a total value of \$66,256. These new devices will be an upgrade from the existing units, providing the option for color copies and future compatibility with Ramsey County's use of software called PaperCut for managing printing. With these units the Library will also expand fax service to all its locations to improve accessibility. The purchase would be funded from 2018 Library reserves earmarked for technology.

Wettergren explained that the proposed contract would replace all 8 copiers throughout Ramsey County Libraries. The current copiers do not print in color nor do they have faxing capabilities. The new copiers will have the option to print in color and fax.

Willems made a motion to approve the purchase of eight replacement multi-function devices that will align Ramsey County Library's technology to current standards identified by Ramsey County's Coordinated Print Project from master contract vendor Metro Sales at a projected cost of \$66,256, and to authorize the Library Director to approve the purchase utilizing 2018 Library year end reserve funding. Woods seconded the motion, which was approved unanimously via roll call vote.

FUTURE LIBRARY BOARD MEETINGS

Since September 2021, the Ramsey County Library Board of Trustees has been meeting virtually based on guidance received from Ramsey County regarding formal meetings of boards and committees. The recommendation reflects the evolving nature of the ongoing pandemic and requires boards and committees to be flexible, nimble, and adaptable while prioritizing the health, safety and well-being of residents and staff in Ramsey County. While transmission rates are in the substantial or high CDC category (**Ramsey County is currently designated as "high"**), Ramsey County is encouraging staff and residents to meet virtually if possible due to the ongoing COVID-19 pandemic.

With transmission levels remaining at high levels, staff is recommending that the Ramsey County Library Board of Trustees continue to meet virtually, following the guidance from Ramsey County and the current practice of the Ramsey County Board of Commissioners. When the direction from

Ramsey County changes, the Library Board would follow the lead of the County Board in returning to in-person meetings.

Neblett made a motion to continue to hold Ramsey County Library Board of Trustees meetings virtually based on guidance from Ramsey County, following the lead of the Ramsey County Board of Commissioners in determining the return to in-person meetings. Willems seconded the motion, which was approved by majority roll call vote with Woods dissenting.

2022 HOLIDAY CALENDAR

Each year, the Library staff prepares a holiday calendar for the upcoming year for Library Board approval. The calendar includes all the dates designated as paid holidays by Ramsey County, as well as other dates when the libraries are closed. Since 1993, the Library's calendar has included Staff Inservice Days. These days allow time for staff training as well as facilities-related projects such as painting or shifting the collection.

On June 8, 2021, the Ramsey County Board of Commissioners proclaimed Juneteenth to be a paid holiday starting in the year 2022. Juneteenth falls annually on June 19th. With the addition of this holiday, Ramsey County Library staff examined its traditional holiday calendar with the goal of maintaining the same number of open library days to avoid a reduction in library services. And, aligning to the Ramsey County Strategic Priority of Advancing Racial and Health Equity, the holiday calendar was looked at through a racial equity lens. Three current library closure dates were considered: Easter, Christmas Eve, and one of the two annual staff inservice training days. (Easter and Christmas Eve are not paid holidays in Ramsey County. Ramsey County Library currently maintains one worksite for those who choose to work on Christmas Eve. There are usually 4-6 people who take this opportunity annually.)

Three MELSA libraries will be open on Easter 2022. All the MELSA Libraries will close on Christmas Eve. Hennepin, Ramsey and Saint Paul government agencies are the only institutions adding Juneteenth as a holiday. The Juneteenth holiday was effective in 2021 for Hennepin County and Saint Paul and will be effective in 2022 for Ramsey County.

Based on the comparative data from the other MELSA libraries, racial equity considerations, patron expectations, and the impact on scheduling, staff recommend that the 2022 Holiday Calendar include closing on the new Juneteenth federal holiday and opening on Easter to avoid a reduction in service to the public.

Neblett reported that this was the first public calendar she had seen that celebrated Juneteenth. She thanked Ramsey County for the acknowledgement.

Neblett made a motion to approve the 2022 Holiday Calendar as proposed. The motion was seconded by Woods, which was approved unanimously via roll call vote.

NEW BRIGHTON BRANCH UPDATE

Meg Robertson, Library Branch Manager, was present to give the Library Board an update on the Ramsey County Library in New Brighton, MN. Robertson started off by thanking the “small, but mighty” staff at the New Brighton branch for continuing to provide exceptional service to their patrons. The staff is made up of 3 part time and 2 full time staff. In addition to the 5 staff members, a full time Library Associate position has been posted.

In addition to the written report, Robertson highlighted the partnership the New Brighton branch has with the Ramsey County Correctional Facility. The partnership enables individuals housed at the Ramsey County Correctional Facility access to library materials that are directly delivered to the facility. Individuals are given their own library cards during their stay and will have the opportunity to obtain a regular library card once they exit the facility. Robertson clarified that information about the individuals time at the correctional facility will be withheld when applying for a new card.

TRENDS IN THE SERVICE AREA

- New Brighton Community Center (NBCC) returned to regular hours in September and started allowing Eagle’s Nest play without reservations. This has increased foot traffic in the building and modestly pushed up visitors to the library.
- Demographics are similar to last (2019) board report with mncompass stats indicating a slight increase of foreign-born residents in New Brighton (15% up from 13%).
- Looking forward to an early 2022 completion of the Midtown Village Redevelopment project bringing medium to high density housing within walking distance of the library. This development will include owner occupied townhomes, affordable senior housing and affordable family units using Section 42 funding (families earning 60% or less of Area Median Income).

LIBRARY ISSUES AND SERVICE TRENDS

- New Brighton is now part of the “supply chain” for requests meaning that new items are no longer available to browsers at NB. This has been a major change for both our patrons used to finding new items available and for our circ staff who manage these requests for other branches. As a branch with limited collection offerings, no meeting rooms and fewer programming opportunities, this service enhancement is missed and is perceived by patrons as a degradation of service.
- Circulation statistics in context: Average checkout per week since the start of Express Service (May 2020) is 2,700 compared to an average checkout per week in 2019 of 4,050. Average visitors per month since the start of Express Service is 4,050 compared to an average of 8,500 for the same period in 2019. SRP Participation Numbers up from last year, still not at pre-pandemic levels
- Staffing has been difficult at this small branch. We currently have 5 people on staff, 3 part time and 2 full time to address a work week with 45 open building hours. A part time librarian vacancy that has been open since June is being addressed by a full time posting for a library associate position which should work well for this small branch with flexible needs.

- We have had some incidents relating to a patron experiencing homelessness and mental illness. I continue to work with Ramsey County Mental Health and New Brighton Public Safety to best address the needs of this patron and the needs of other patrons.
- A portion of our fireplace reading area continues to be closed to the public due to storage issues of unused furniture (seating density changes, computer).

LIBRARY DIRECTOR HIRING PROCESS

Board chair Ly-Xiong reported that the Library Director position had been posted. After reviewing the timeline of the search, the formal review date was pushed back by 1 week. Application review will begin at the end of December however, applications will be accepted until the position has been filled. Ly-Xiong asked the Trustees to reach out to her directly to discuss their involvement in the interview process. Pending the application review and the interview process, Ly-Xiong is hopeful to have the position filled by February.

MAPLEWOOD RENOVATION UPDATE

Yang reported that the kickoff meeting on December 10 went well. During the meeting the project scope, priorities, and timeline were discussed. The renovation is getting a slightly later start than anticipated, but Yang does not believe this will alter the anticipated completion date. The next meeting is scheduled for January 7. At the January meeting the team will take a closer look at the 2018 pre-design, organization of the current collection, workflow for staff including reference desk locations and the impact the pandemic has had on patrons use of the facilities.

The Trustees discussed the various roles of the Library Board, county employees, and project managers for the renovation project. Woods acknowledged that he and Neblett are serving as representatives for the Library Board on this project and reiterated their commitment to relay information and updates back to the Trustees. He asked the Board to identify interaction points to ensure adequate communication occurs throughout the process. Ly-Xiong requested information on decisions and discussions regarding the multi-purpose community room usage as well as the outdoor space. Stratton confirmed that the renovation budget, based on the 2018 pre-design plan, does not cover outdoor spaces, the community room, or the vacant coffee shop space currently being used for the Ramsey County service center.

The Trustees also discussed the budget for the redesign and how it will be negatively impacted by the increase of building costs and delay of the supplies. Saltis shared that prioritization on this project will be key and allow for possibly identifying additional, alternate funding solutions.

ROOM RESERVATIONS

The Trustees and Board Liaison discussed the logistics around reserving community rooms at Ramsey County Libraries. Some reported that they were unable to secure a standing reservation due to Library policy which limits room bookings to 60 days in advance. Ly-Xiong asked Saltis and Yang to look into the policies and procedures regarding room reservations. Larson reported that the Libraries do allow extended bookings for groups that are designated as library or county partners.

She suggested that a process for identifying the partners would streamline the booking process and allow for a wider range of groups to access the service.

NEXT MEETING – January 19, 2022, 6:30 p.m., online via Zoom communication software.

ADJOURNMENT:

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

DRAFT

DIRECTOR'S REPORT**January 2022****December Staff Updates:**

Hired: **Maggie Soukup**, Administrative Assistant in Admin
Jun Romero, Library Page at RCL-White Bear Lake

Promoted: **Abeni Hill**, promoted to Clerk Typist in Technical
Services
Julie Comine, promoted to Clerk Typist at RCL-
Shoreview

Happy New Year! This month's Director's Report is abbreviated due to my vacation. I included items on this written report which occurred before leaving on January 6th. Additional verbal updates will be shared at our meeting on January 19th.

New Hours Implemented at RCL Regional Branches (Maplewood, Roseville, Shoreview): As of January 1st, 2022, Ramsey County Regional Library Branches are closing one hour earlier Monday through Thursday. The schedule on these days is now 10 a.m. - 8 p.m. All other public service hours remained the same across the library system.

Countywide Updates:

1. **2022/2023 Budget:** The Ramsey County Board of Commissioners adopted the biennial budget on December 21st, 2021. The Star Tribune published an article on December 30th related to our elimination of adult fines and fees as of the new year.
2. **2022-2024 Bargaining:** Mediation occurred the last week of December. A voluntary settlement agreement was reached. At the time of this writing, an on-line ratification vote was being scheduled by the union. If a majority of union membership votes to ratify the agreement, it will subsequently be brought to the County Board for approval.
3. **Ramsey County Commissioner Officers and Appointments:** The Ramsey County Board of Commissioners elected Commissioner Trista MatasCastillo to serve as Chair and Commissioner Jim McDonough to serve as Vice-Chair in 2022. The County Board appointed Commissioner Victoria Reinhardt as the Ramsey County Library Board of Trustees Liaison and Commissioner Nicole Frethem as alternate. The County Board also appointed Commissioner Mary Jo McGuire to serve on the Metropolitan Library Services Agency (MELSA) Board of Trustees.

Karen Saltis

Ramsey County Library Board Update January 2022

Friends Fundraising Campaign

We have developed a twelve month fundraising campaign to increase Friends membership and financial donations. We have purchased a direct mail list with 10,000 names from the library's service area with the following criteria: income, age, charitable giving and book interest.

Phase 1: Two year-end appeals totaling 10,666, were mailed on December 7, 2021 to the direct mail list and our current and lapsed membership lists. The Friends Board of Directors generously provided a \$6,200 matching grant opportunity to support the year-end appeals. The result of the appeals was as follows:

Number of Donations: 202

Total Donations: \$34,633.75

New Members: 76

Lapsed Members: 33

Phase 2: Letter introducing Ramsey County Library Director and/or Ramsey County Library Board Strategic Plan highlights will be mailed to 10,666 households in the spring/summer of 2022.

Phase 3 Flashy postcard will be sent to the 10,666 households advertising fundraising/fundraising event to be determined in summer of 2022.

Phase 4: Two year-end appeals will be sent to the 10,666 household group.

Friends Online Auction February 17-24, 2022

Save the dates to have fun shopping while you help us add new items to the Ramsey County Library lending collection. The Friends Online Auction will feature items such as dining and sightseeing experiences, artwork, autographed books, food and wine, sports, travel, and themed gift baskets.

Love my Library Campaign February – April 2022

Phase 1

Beginning in February 2022, the Friends will launch a Love my Library Campaign – asking patrons, Board members, staff, Committee members and volunteers to share why/what they love about their library and the Friends. Request for comments will be requested by e-blast, on social media, on the website and with signage at the 7 libraries. Respondents can answer the question online or by using drop boxes located in the children, teen, general circulation, check out desk and Friends book store at each library. There will be an incentive to participate. Comments will be used on our website, in the Explore newsletter and on social media to promote our libraries. **We would appreciate hearing the Library Board's responses as part of this project.**

Phase 2 April 2022

Committee members and staff will interview Friends Board alumni and key stakeholders and ask why/what they love about their library to develop short stories to be used in an email marketing campaign during April – National Library Month. A story will be shared by email once a week for a 4-6 week period culminating with an ask for financial support.

Upcoming Initiatives and Events

Friends Family Fun Day May/June 2022

Host a Family Fun Day in late/spring/early summer to engage members, library patrons and community members. Details being developed – possible walk ending at the Shoreview destination park with an ice cream social. Possible collaboration with the Shoreview Library team, Shoreview Park and Recreation Department and Shoreview Mayor's Office.

State of the Library Event September 2022

Host a major donor (\$500+) and Legacy Circle stewardship event to give our closest benefactors and stakeholders the inside scoop on current issues affecting the Library in September 2022. The event will include the introduction of the new Library Director and his/her vision for the future. Depending on the location of the event, it may include a behind the scene tour of the library with demonstrations of the automated materials handling machine and/or 3D printer.

\$10K in a Day October 2022

A day of giving in October 2022 to raise \$10,000 in one day to support the Ramsey County Library System – more details to follow.

Fall Author Talk November 2022

Fall Author Talk is scheduled for November and will be a hybrid event (in person or Zoom) depending on the status of the COVID-19 pandemic. The Second Annual Ruth Palmer Award will be announced at this event.

Friends Used Bookstore and Book Carts Are All Open

We are accepting gently used donations of books and media at all seven library locations – donations are limited to two bags per visit.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Ramsey County
Board Liaison Report

Presented By
Victoria Reinhardt,
Commissioner

SUBJECT:

Report from Commissioner Victoria Reinhardt.

BACKGROUND:

Commissioner Reinhardt will present a verbal report to the Library Board of Trustees if available.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Approve Elections

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Election of Chair, Vice Chair, and Secretary.

BACKGROUND:

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

Officers shall be elected by majority vote.

At this meeting, the Board will solicit nominations and vote to elect a chair for 2022. Following this election, the Board will solicit nominations and vote to elect a vice chair, and similarly elect a secretary for 2022.

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

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

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

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

BOARD ACTION REQUESTED:

Approve the election of a chair, vice chair, and secretary of the Board of Trustees for 2022.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Approve Schedule

Presented By
Maggie Soukup,
Library Board Coordinator

SUBJECT:

2022 Annual Schedule of Meetings

BACKGROUND:

The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month. 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 2022:

February 16, 2022	RCL – Roseville (Or virtual) 2180 Hamline Avenue North
March 16, 2022	RCL – North St. Paul (Or virtual) 2300 North St. Paul Drive
April 20, 2022	RCL – Mounds View (Or virtual) 2576 Mounds View Boulevard
May 18, 2022	RCL – Maplewood (Or virtual) 3025 Southlawn Drive
June 15, 2022	RCL – White Bear Lake (Or virtual) 2150 – 2 nd Street
July 20, 2022	RCL – Shoreview (Or virtual) 4560 North Victoria Street
August 17, 2022	RCL – Roseville (Or virtual) 2180 Hamline Avenue North
September 21, 2022	RCL – Maplewood (Or virtual) 3025 Southlawn Drive
October 19, 2022	RCL – New Brighton (Or virtual) 400 – 10 th Street N.W.
November 16, 2022	RCL – Roseville (Or virtual) 2180 Hamline Avenue North
December 14, 2022	RCL – Shoreview (Or virtual) 4560 North Victoria Street

BOARD ACTION REQUESTED:

To approve the 2022 Annual Schedule of Library Board Meetings.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Information & Discussion

Presented By
Sida Ly-Xiong,
Library Board Chair

SUBJECT:

Library Board Thank You.

BACKGROUND:

Board Chair Sida Ly-Xiong submitted the attached message to Library staff for the January meeting agenda.

BOARD ACTION REQUESTED:

For information and discussion.

January 12, 2022

Board of Trustees appreciation and recognition to Ramsey County Libraries staff

To all staff at Ramsey County Libraries:

The Board of Trustees recognizes the dedication and care you each have shown in continuing to provide high-quality programs and essential resources to our communities through trying times. Your time and talents have made Ramsey County Libraries a source of comfort and hope for all our patrons. Together, we have endured pandemic variants and the rippling effects in our families and Communities. We have seen library staff rise to meet these challenges with grace. It is an honor to be affiliated with such a wonderful group of people, working collaboratively to better serve and welcome all community members.

On behalf of the entire Board of Trustees, I want to thank you for bringing the mission of the Libraries, to connect community, inspire curiosity and cultivate learning, to life.

We know that libraries are a vital cornerstone of community well-being, but in particular, the staff at Ramsey County Libraries demonstrate an unwavering commitment to excellence. Adapting to small and big changes, you each lead by example.

Staff continue to show up for our community and each other with creativity, heart and humor. Our libraries are a special place because of the exceptional work that you do. As we look ahead to a new year and new opportunities, we are inspired by the awesome work you each do every day. The Library Board of Trustees extends our utmost thanks to you, our hometown sheroes and heroes.

All the best,

Sida Ly-Xiong

Chair, Library Board of Trustees

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Information and Discussion

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Library Board By-Laws and Policies.

BACKGROUND:

Annually, Library Board of Trustees By-Laws and Policies are brought to the Library Board for review and approval. In January 2021, there were no changes to the by-laws or policies. For 2022, by-laws and policies need revisions. A subcommittee to review changes to by-laws and policies is proposed by the Library Board Chair.

BOARD ACTION REQUESTED:

For information and discussion only.

Ramsey County Library Board of Trustees

By-Laws

Updated 2/19/20

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 annual meeting. An officer may serve two consecutive one-year 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 first meeting of the year shall be the annual meeting, at which the Board of Trustees shall specify the annual meeting schedule, elect officers, appoint a liaison to the Friends Board, and establish committees as desired. 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.

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. Conduct an annual 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.

Ramsey County Library Board of Trustees Policies

Updated 2/19/20

I. Governance Process

Policy A: Board Members' Code of Conduct.....	2
Policy B: Attendance Policy.....	3
Policy C: Committee Principles	3

II. Executive Policies

Policy A: Financial Planning.....	4
Policy B: Financial Authorizations	4-5

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 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, equipment, and contract and professional services up to \$25,000, such purchases to be made in accordance with state laws. Purchases exceeding \$25,000 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 \$25,000. Grants exceeding \$25,000 are to be brought to the Board for appropriate action.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Approve Appointments

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Liaison and Library Board Committee Appointments.

Background

Friends Board Liaison Appointment

As per the Ramsey County Library Board of Trustees By-Laws, Article VI, Duties of the Board of Trustees: the Library Board will maintain a liaison to the Friends of the Ramsey County Libraries board. The Library Board makes this appointment each year. Steve Woods has served in this role since 2021.

Committees:

At each annual meeting, the Library Board appoints members to any committees they wish to form. The Library Board's By-Laws and Policies do not prescribe the formation of any committees.

Board Action Requested: To appoint Steve Woods as a 2022 liaison to the Friends of the Ramsey County Libraries Board; and to appoint Library Board members to 2022 committees it desires to form.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Approve Foundational
Agreements

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

Foundational Agreements.

BACKGROUND:

A joint task force concluded in late 2021. A memo (attached) dated December 30th, 2021 from the County Manager makes official the commitments and foundational agreements made by all parties.

BOARD ACTION REQUESTED:

Approve the foundational agreements negotiated by the task force and accept the memorandum from the County Manager dated December 30, 2021 that makes official the commitments and foundational agreements made by all parties in November 2021.

MEMORANDUM

DATE: December 30, 2021
TO: Library Board; County Board of Commissioners; Johanna Berg, Deputy County Manager; Karen Saltis, Interim Library Director
FROM: Ryan T. O'Connor, County Manager
SUBJECT: Library Board Foundational Agreements

On October 12, 2021, Library Board Chair Sida Ly-Xiong and I discussed in detail the specific items associated with previous facilitated workgroup conversations and proposed next steps. We put an agreement in place to move forward and committed to developing a final memo that outlines the key pieces of that agreement for sharing back with the Library Board and County Board. Before going into specifics, I want to appreciate the individual and collective efforts of many to get to this point. We now have a path that provides a strong foundation from which a future Library Director can be successful in service to the Ramsey County community. As we work over the next year to implement this approach, I ask that we all hold one another to the standards of good intent, showing grace, offering flexibility, and working together in partnership. These standards helped us reach this agreement and will now ensure our work was worth everyone's efforts.

These high-level agreements establish the necessary foundation from which success will take root, and specific details can then be addressed along the way through a stronger structure and process than what we had in the past.

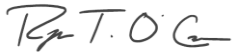
Foundational Agreements

1. The Library Board, in alignment with statute, will serve as the entity who hires the Library Director. The Library Board commits to incorporating County participation in the interview and selection process. The County Manager looks forward to an upcoming invitation for participation in the director hiring process as part of this agreement.
2. The County Board will engage with the Library Board periodically (i.e., annually) to ensure countywide maintenance of alignment across vision, values, and policy direction. All parties believe that, in the near term, alignment exists but acknowledge that ongoing attention will ensure that alignment continues without incident.
3. The Library Director will be hired as a Ramsey County employee with a classification and compensation package that is consistent with other County department directors. This ensures consistency with all other county departments and provides internal and external career pathways opportunities for aspiring leaders, including the Library Director.

4. The County Manager will assume day to day operational management and performance management responsibility over the Library Director that is consistent with all other appointed department directors in Ramsey County. The County Manager commits to incorporating the Library Board in the annual performance review process by requiring the department director to participate in direct feedback with the Library Board as a part of the overall review process. In practice, the Library Director will serve as a department director within the Economic Growth and Community Investment Service Team under the direction of the Deputy County Manager.
5. The Deputy County Manager and Library Board Executive Committee commit to collaboratively developing an approach to regularly review and discuss library director performance to ensure open, transparent, and seamless communication throughout the year.
6. The County Board, Library Board and County Administration commit to revisiting the progress associated with these foundational agreements prior to the end of 2022 to ensure fidelity to the commitments outlined above, discuss where progress has been made, and identify opportunities for future improvements or refinements.
7. The County Board Chair, the County Manager and the Library Board Chair will meet to review this agreement prior to the end of 2022.

This memorandum memorializes these final agreements as the official written record of the commitment by all parties to outline a successful path forward.

Sincerely,

A handwritten signature in black ink, appearing to read "R. T. O'Connor", with a stylized flourish at the end.

Ryan T. O'Connor
Ramsey County Manager

Branch Library Report

White Bear Lake

January 2022
Report to the Library Board

TRENDS IN THE SERVICE AREA

- While the White Bear Lake/Township area is becoming more racially diverse, it is much less diverse than the county overall. Overall is 61.1% white, not Hispanic, WBL is at 86.7% and WBT is at 92.6%
- 2016 Election went for Clinton 65% in Ramsey County, to 49.15% in Districts 38B and 43A
2020 Election went for Biden 71.5% in Ramsey County, to 56.5% in Districts 38B and 43A
- The City and community has created a program: Many Faces, Many Stories – to welcome all and educate all. manyfaceswblarea.org/
- The Purple Line BRT, formerly known as the Rush Line, has now received Federal funding and is progressing through plans. However, there is some organized opposition in WBL.
<https://www.metrotransit.org/purple-line-project> <https://norushline.com/>
- WBL has a new mayor in 2022, Dan Louismet. Jo Emerson was mayor for the past 12 years.
- WBL Farmer's Market moved to the adjacent Clark Avenue parkway, bringing more people here.

LIBRARY ISSUES AND SERVICE TRENDS

- Closed March 17, 2020 to the public. Curbside started here June 1, 2020. We re-opened to patrons April 26, 2021 with modified services.
- There have been longer vacancies than usual for WB with a retirement of a longtime librarian and two Library Page staff getting promotions to other locations. Many substitutes have changed the face of services here. One full-time Page has been hired, we will hire a reference person soon.
- The Seed Library was available remotely and has since returned when the library re-opened.
- Seed Talks, Mystery Book Club, and WBLAHS History Programs have all been on Zoom. Trying Hybrid Mystery Book Club with some success. Attendance is strong with online programs.

2019: average attendance – Note: two programs canceled because of weather

Seed Talks - 9.5

Mystery Book Club - 11.7

WBLAHS - 51.1

2021 average attendance

Seed Talks – 23

Mystery Book Clubs - 12.25 (Hybrid 14.25)

WBLAHS - 57.1

- Many fewer children have been seen coming in without live storytimes, but drop-in programming has helped.
- Developing a Library of Things

LIBRARY SERVICES AND EVENTS

Number of weekly storytimes, book clubs or other on-going programs

- Make and Take Fridays – started every week since October 2021.
- Outdoor storytimes at Tamarack, Farmer's Market, and a Firetruck visited the library in 2021.
- Our children's librarian recorded several storytimes and Dial-a-Story readings
- We held two Plant Swaps, one in Fall 2020, one in Spring 2021
- Paws to Read dogs and handlers returned in Fall 2021.
- WB Mystery Book Club – monthly
- Seed Talks – 10 per year
- White Bear Lake Area Historical Society programs – 11 per year

What is special and important about the library

- In a very walkable, established downtown in a small city – less suburban feel
- There has been a library on this corner since 1914
- Open and accessible layout
- Many meeting spaces of various sizes for the size of the building
- Clerk Gordon McCue created the Post-it note Snoopy – alerting the public to service changes

Collection Highlights

- Seed Library - 3,116 packets of seeds found new homes in 2021 – compared to 2079 in 2019.
- 12 laptops are available for use in the building
- Large New Books display

Work Plan Project(s)

- Building a more diverse collection – Children's Librarian conducted a partial diversity audit
- Hired a new BIPOC Library Page
- Enjoy seeing the faces of people learning they no longer have fines!

Key Partnerships

- Seed Librarian and Horticulturist Pam Frink
- WBL Area Historical Society – History programs and passive geocaching (126 finds in 2021)
- Ramsey County Master Gardeners for Sustainability Programming and Plant Swaps
- Paws to Read dogs and handlers – three pairs of them!

WHITE BEAR LAKE AT A GLANCE

YEAR BUILT	1974, renovated 2015
SQUARE FEET	16,800
DAYS OPEN	Mon 10 a.m – 8 p.m. Tues, Wed 1 p.m. – 8 p.m. Thu, Fri, Sat 10 a.m – 5 p.m. Sun closed
HOURS/WEEK	45

NUMBER OF PUBLIC COMPUTERS	15 + 12 laptops (reduced under modified services)
COLLECTION SIZE	62,351

STAFF FTE	6.7
TOTAL STAFF	8 (when filled)
VOLUNTEER HOURS	730

	2018	2019	2020	2021
TOTAL CIRCULATION	283,113	267,776	98,879	152,596
CHILDREN'S CIRCULATION (TOTAL # AND % OF TOTAL CIRC)	135,042 48%	129,220 48%	44,453 45%	75,128 49%
REFERENCE	24,883	10,608	12,337	12,376
COMPUTER HOURS USED	12,871	11,182	2,236	1,416
WIRELESS USERS	23,743	22,357	5,024	4,480
ANNUAL VISITS	147,016	137,439	27,439	45,863
CHILDREN'S PROGRAM ATTENDANCE	10,454	8,026	1,075	863
ADULT PROGRAM ATTENDANCE	4,649	2,159	1,818	85

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Information & Discussion

Presented By
Jeff Eide,
Senior Library Manager

SUBJECT:

Strategic Planning Update.

BACKGROUND:

Jeff Eide, Senior Library Manager, will present an update on the strategic planning process to the Library Board of Trustees.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Information & Discussion

Presented By
Sida Ly-Xiong,
Library Board Chair

SUBJECT:

Library Director Hiring Process.

BACKGROUND:

Library Board Chair Sida Ly-Xiong will update the Library Board Trustees on the hiring process for the new Library Director.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Information & Discussion

Presented By
Pang Yang,
Deputy Director

SUBJECT:

Ramsey County Library in Maplewood Renovation Update.

BACKGROUND:

Pang Yang, Library Deputy Director, will present an update on the Maplewood renovation project to the Library Board of Trustees.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
January 19, 2022

Action Requested
Information & Discussion

Presented By
Karen Saltis,
Interim Library Director

SUBJECT:

2022-2024 Proposed Annual Agenda Items.

BACKGROUND:

Karen Saltis, Interim Library Director, will be present the proposed 2022-2024 annual agenda items to the Library Board of Trustees.

BOARD ACTION REQUESTED:

For information and discussion.

Ramsey County Library Board

Annual Agenda Items for Meetings

2022-2024

	2022	2023	2024
January	Annual Meeting Branch Update	Annual Meeting	Annual Meeting Adult Programming Overview
February	4 th Quarter Reports Year End Reserve List 2022 Workplan Branch Update	4 th Quarter Reports Year End Reserve List 2023 Workplan Branch Update/Tour	4 th Quarter Reports Year End Reserve List 2024 Workplan Branch Update/Tour
March	Annual Report to State Budget Overview/Timeline Branch Update Facilities Overview	Annual Report to State Budget Overview/Timeline Review Library Fees Branch Update/Tour	Annual Report to State Budget Overview/Timeline Branch Update/Tour Facilities Overview
April	County Performance Measures Award Library Gold Cards Public Policies Review Branch Update	Budget Approval Award Library Gold Cards Public Policies Review Branch Update/Tour	County Performance Measures Award Library Gold Cards Public Policies Review Branch Update/Tour
May	1 st Quarter Reports Collections Overview Community Engagement Overview Branch Update	1 st Quarter Reports Technical Services Update Community Engagement Overview Branch Update/Tour	1 st Quarter Reports Collections Overview Community Engagement Overview Branch Update/Tour
June	Digital Literacy Overview Friends Update Branch Update	Digital Literacy Overview Branch Update/Tour Racial Equity Report	Discovery Layer Agreement Digital Literacy Overview Friends Update Branch Update/Tour Racial Equity Report
July	Audio Visual Materials Contract Branch Update	Communications Overview Periodicals Contract Branch Update/Tour	Library Materials Contract Branch Update/Tour
August	2 nd Quarter Reports Teen Services Update CTEP Contract Approval	2 nd Quarter Reports Teen Services Update CTEP Contract Approval	2 nd Quarter Reports Teen Services Update CTEP Contract Approval
September	History Project Volunteer Program Branch Update	Protested Materials Overview Library Finances Overview Branch Update/Tour	History Project Volunteer Program Branch Update/Tour
October	Write Off Uncollectible Debt Holiday/ Building Closure Calendar Branch Update	Write Off Uncollectible Debt Holiday/ Building Closure Calendar Branch Update/Tour	Write Off Uncollectible Debt Holiday/ Building Closure Calendar Branch Update/Tour
November	3 rd Quarter Reports Children's Services Update Benchmarking Report Digital Services/Tech Plan Update	3 rd Quarter Reports Children's Services Update Benchmarking Report Digital Services/Tech Plan Update	3 rd Quarter Reports Children's Services Update Benchmarking Report Digital Services/Tech Plan Update
December	Library Board Self-Evaluation CIP Budget Request Branch Update Adult Programing Overview	Library Board Self-Evaluation MELSA Overview CIP Budget Request Branch Update/Tour	Library Board Self-Evaluation CIP Budget Request Branch Update/Tour

Ramsey County Library Board

Annual Agenda Items for Meetings

2022-2024

Every Year:

- Adult Programming Overview
- Annual Meeting
- Annual Report to State
- Award Gold Cards
- Benchmarking Report
- Branch Updates/Tours
- Budget Process (Fiscal/Performance Measures alternate years)
- Children's Services Update
- CIP Budget Requests
- Community Engagement Overview
- Digital Literacy Overview
- Digital Services/Tech Plan Update
- Director's Performance Appraisal & Salary Review
- Holiday Calendar
- Library Board Self-Evaluation
- Public Policies Review
- Quarterly Reports
- Racial Equity Report
- Teen Services Update
- Workplan
- Write Off Uncollectible Debt
- Year End Reserve List

Every 2 Years:

- Collections Overview
- Communications Overview
- Facilities Update
- Friends Update
- History Project
- Library Finances
- Protested Materials Committee
- Review Library Fees
- Technical Services Update
- Volunteer Program

Every 3 Years:

- MELSA Overview
- Strategic Planning (2024)

Every 5 Years:

- AMH Full Service Agreement (2026)
- Audio Visual Materials Contract (2022)
- Discovery Layer Contract (2024)
- ILS Master Services Agreement (2022)
- Library Materials Contract (2024)
- Periodicals Contract (2023)
- Video Streaming Service Agreement (2026)

Every 6 Years:

- Facilities Master Planning (2024)

12/30:
startribune.com

More Twin Cities-area libraries are eliminating late fees
<https://www.startribune.com/more-twin-cities-libraries-are-eliminating-late-fines/600131374/>

FACEBOOK:



Ramsey County Library

Published by Pa Na Lor · January 1 at 4:00 PM ·

Beginning January 3, the Friends of the Ramsey County Libraries will accept donations of used books, media and games at all seven Ramsey County Library locations.

Learn more: rclfriends.org/buy-books/donate-books



Accepting Book, A/V & Game Donations

Beginning January 3, 2022, we will be accepting gently used books, CDs, DVDs, puzzles, and board/card/skill game donations at all seven Ramsey County Library locations.

Did you receive the gift of a great book over the holidays you've already read? Need to make space in your home for new books, A/V materials, and games? Clean out your shelves and bring your pre-loved items to your local branch library!

Learn more about what types of items we can and cannot accept before you visit at rclfriends.org.



Recycling While Making a Difference

Thanks to our wonderful customers, book donors, and volunteers, the Friends organization typically raises over \$65,000 annually from the sale of used books and media materials. Proceeds from our Used Bookstores and Carts support programming and collections at all seven Ramsey County Library locations. Plus, more than \$33,000 worth of books donated by you went immediately onto library shelves for lending to other readers last year.

When a private book donation is received at a branch library, it goes through a sorting process to determine if it should be:

- Placed on Ramsey County Library shelves for borrowing
- Donated to Ramsey County food shelves, healthcare facilities, homeless shelters, or correction facilities
- Sold in one of the Friends Used Bookstores or Carts
- Sent to Thriftbooks, our online sales partner

Thank you for your support!

Friends of the Ramsey County Libraries

January 1 at 3:19 PM ·

We hope you are staying warm and healthy as we ring in the new year! A great way to make a fresh start as we begin 2022 is by clearing pre-loved items from your... See more

1,880

People reached

85

Engagements

—

Distribution score

Boost unavailable

37

12 Shares



Ramsey County Library

Published by CoSchedule App · January 1 at 8:00 AM ·

Effective today, the libraries in Maplewood, Shoreview & Roseville will close at 8 p.m., Mon-Thur. RCL will also no longer have late fines on materials for adults aligning with the elimination of youth fines implemented on Jan. 1, 2020. To learn more: rclreads.org/news/2022Update

RCLREADS.ORG

Changes to adult library fines and regional library hours begin Jan. 1

7,472

People reached

440

Engagements

↑ +5.4x higher

Distribution score

Boost post

50

24 Shares



Ramsey County Library

Published by CoSchedule App · January 4 at 2:49 PM ·

A new Nature STEM Kit is now available for check out. STEM kits allow families the opportunity to perform STEM activities at home. Discover more: bit.ly/32thdYM



1,266

People reached

27

Engagements

—

Distribution score

Boost post

2

1 Share



Ramsey County Library

Published by CoSchedule App · December 10, 2021 at 1:55 PM ·

Today is the day to drop of your cards. Completed cards can be turned in at any Ramsey County Library location. Cards will be donated to our community partners: MN Adopt, Ramsey County Foster Care, Face to Face and Shoreview Senior Living.



1,452

People reached

19

Engagements

↑ +1.1x average

Distribution score

Boost post

7

1 Share



Ramsey County Library

Published by CoSchedule App · 17h ·

Things I have used as a bookmark vs things I haven't used as a bookmark. Image via @YeahitsChill. #libraryhumor



1,597 People reached 120 Engagements - Distribution score [Boost post](#)



58

2 Comments 5 Shares

Oldest ▾



Linda Baumeister

I'm set, lots of beautiful bookmarks meant as bookmarks. I've got extras if needed anyone.

Like · Reply · Hide · [Send Message](#) · 16h · Edited



Kelly Johnson

If I buy a bookmark I remove any tassels or dangly objects as it just leads to it being repeatedly pulled out of the book. Plus they need to have different sides to "point to" the page I'm on.

Like · Reply · Hide · [Send Message](#) · 13h · Edited



Ramsey County Library

Published by CoSchedule App · December 21, 2021 at 1:10 PM ·

Today the Ramsey County Board of Commissioners approved the 2022-2023 budget which includes eliminating adult library fines and slightly reducing hours at the three regional libraries. These changes will go into effect on Jan. 1, 2022. Learn more: rclreads.org/news/2022Update

SEY C

RCLREADS.ORG

Changes to adult library fines and regional library hours begin Jan. 1

Today the Ramsey County Board of Commissioners approved the 2022-2023 budget which includes eliminating adult library fines an...

1,860 People reached 136 Engagements - Distribution score [Boost post](#)



14

1 Comment 3 Shares



Oldest ▾



Linda Baumeister

There wouldn't be fines if took responsibility for returning on time. "These procedures will help maintain the timely return of materials."

Like · Reply · Hide · 2w



Ramsey County Library

Published by CoSchedule App · December 15, 2021 at 5:49 PM ·

"I'm talking about a love that is transformative, that challenges us in both our private and our civic lives." - bell hooks
Rest in peace.



NPR.ORG

Trailblazing feminist author, critic and activist bell hooks has died at 69

1,799 People reached 107 Engagements +1.3x higher Distribution score [Boost post](#)



25

1 Comment 3 Shares



Oldest ▾



Christopher K. Senn

We owe her a lot for calling out the White Supremacist Capitalist Patriarchy

Like · Reply · Hide · 3w



Ramsey County Library

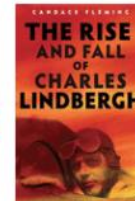
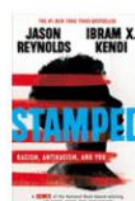
Published by CoSchedule App · December 19, 2021 at 4:34 PM ·

Discover Ramsey County Library staff picks for December! Get the latest titles from new genre fiction to young adult nonfiction.



1

Explore today: <https://www.rclreads.org/staff-picks/>



1,105 People reached 18 Engagements - Distribution score [Boost post](#)



4

1 Share



Ramsey County Library

Published by CoSchedule App · December 22, 2021 at 9:01 AM ·

Save the Date: Winter Reads will kick off on January 2! There will be Winter Reads themed giveaways throughout the reading months, while supplies last, as well as virtual author events.



RAMSEY COUNTY Library

Learn more: bit.ly/WinterReads2022

1,464

People reached

45

Engagements

—

Distribution score

Boost post



13

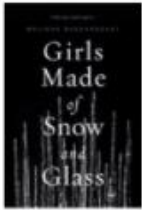
3 Shares



Ramsey County Library

Published by CoSchedule App · December 27, 2021 at 11:45 AM ·

Need some winter reads? Check out the latest YA staff picks: <https://bit.ly/3gGIVOG>



1,928

People reached

40

Engagements

—

Distribution score

Boost post

1 Comment 3 Shares



Like



Comment



Share

Oldest ▾



Barb Nickelsen

You should be focusing on summer reads with our frigid weather! 🥶

Haha · Reply · Hide · 1w



GOOGLE:

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.4 ★★★★★ 74 reviews ?

People often mention

All

kids 9

computers 6

cafe 5

read 5

+4

Sort by

Most relevant

Newest

Highest

Lowest



evans ombati

6 reviews · 9 photos

★★★★★ 3 weeks ago

NEW

Very well organized, staff ready to help whenever you call for help.

Ramsey County Library - Mounds View

2576 Mounds View Blvd, Mounds View, MN

4.6 ★★★★★ 22 reviews ?

People often mention

All

small 4

children 4

Sort by

Most relevant

Newest

Highest

Lowest



Jessica Bowers

Local Guide · 57 reviews

★★★★★ a week ago

NEW

We love our library ❤️❤️❤️

Ramsey County Library - New Brighton

400 10th St NW, New Brighton, MN

4.5 ★★★★★ 32 reviews ?

People often mention

All

kids 6

Sort by

Most relevant

Newest

Highest

Lowest



Bob Ryan

Local Guide · 158 reviews · 31 photos

★★★★★ a week ago

NEW

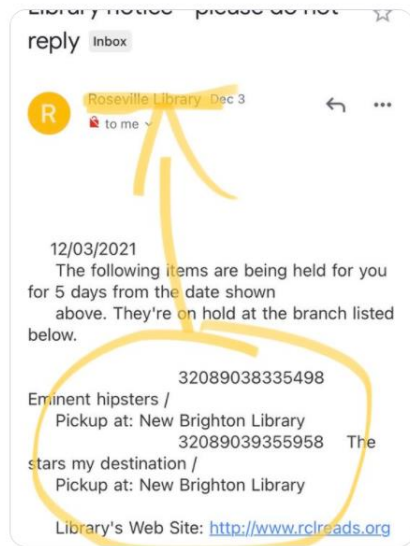
Small library but the librarians make an effort to rival any large library.

TWITTER:



Dale Wyttenbach @wyttten · Dec 5, 2021

@rcireads more than once I've gone to the Roseville library without opening the message because "oh my requested book is there". It would be nice if the return address was the more generic "Ramsey County Library"



RamseyCounty @RamseyCounty · Dec 10, 2021

Join the @rcireads team as the Director of Library Services. In this role, lead, direct and administer the programs and services of the Ramsey County Suburban Library system.

Learn more about the role: bit.ly/3yhxzTZ



Caroline Ross @carolinerosses · Dec 25, 2021

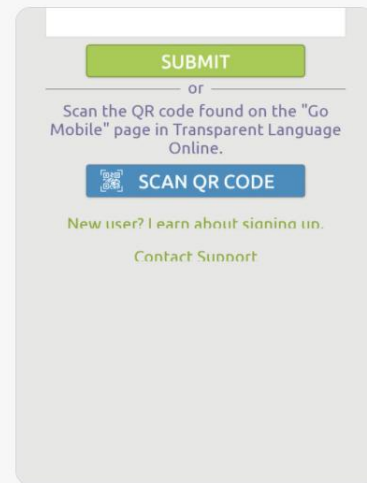
cityofsaintpaul: RT @RamseyCounty: .@rcireads locations and yard waste collection sites are closed today in observance of Christmas Day. Regular library and yard waste site hours will resume tomorrow, Dec. 26.



Profe Neri (she/her/ella) @nasuseirelav · Dec 13, 2021

Replying to @rcireads

This is the message I get. How do I set up an account? And what is the cost? TIA



RamseyCountyLibrary @rcireads · Dec 13, 2021

Replying to @nasuseirelav

Hi Profe Neri,
You can access Transparent Language at no cost with your library card.

To login into the app version, you will have to sign up online with your library card: library.transparent.com/ramseycomn/gam...

To learn how to set up an account, visit: my.nicheacademy.com/rcireads/cours...



RamseyCounty @RamseyCounty · Jan 5

The January issue of our resident e-newsletter is now available with info on the COVID-19 vaccine, board of commissioners updates and @rcireads Winter Reads.

Read this issue and subscribe to future editions:

