

**Ramsey County Library  
Board of Trustees Meeting  
September 21, 2022  
4560 Victoria Street North  
Shoreview, MN – 6:30 PM**

**CONNECT** community  
**INSPIRE** curiosity  
**CULTIVATE** learning

The meeting is available for public viewing at  
<https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWWVhtSkpNU1lzZz09>  
Phone: 651 372 8299; Webinar ID: 966 9653 4304; Passcode: 023509

- I. **Call to Order**
- II. **Public Comment**
- III. **Approval of Agenda**
- IV. **Consent Agenda**
  - a. Approval of August 17, 2022 Minutes
  - b. Friends of the Ramsey County Libraries Report
- V. **Discussion Items**
  - a. Branch Update – Roseville
  - b. Deputy County Manager Update (verbal)
  - c. Ramsey County Board Liaison Report (verbal)
  - d. Maplewood Closure Update
  - e. Maplewood Capital Campaign Update
  - f. Overview of 3<sup>rd</sup> Grade Literacy
    - <https://www.mncompass.org/chart/k195/3rd-grade-reading-scores#7-6271-g>
  - g. Strategic Planning
- VI. **Adjournment**

Scheduled Upcoming Meetings		
<b>October 19, 2022</b> 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	Write Off Uncollected Debt Holiday/Building Closure Calendar Branch Update
<b>November 19, 2022</b> 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	3 <sup>rd</sup> Quarter Reports Children’s Services Update Benchmarking Report Digital Services/Tech Plan Update

**Library Board of Trustees**

Steve Woods, Chair  
Sylvia Neblett, Vice Chair  
Claire Chang, Secretary  
Grace Atkins  
Sida Ly-Xiong  
David Perry  
Andrea West

**Ramsey County Board Liaison**  
Commissioner Victoria Reinhardt

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

## Minutes of the Ramsey County Library Board of Trustees August 17, 2022

### **LIBRARY TRUSTEES PRESENT:**

Grace Atkins, Claire Chang, Sida Ly-Xiong, Sylvia Neblett, David Perry, Andrea West, Steve Woods.

### **STAFF PRESENT:**

Pang Yang, Deputy Director; Chuck Wettergren, Digital Services Manager; Jeff Eide, Senior Library Manager, Planning and Analysis; Julie Comine, Clerk Typist; Maggie Soukup, Library Board Coordinator.

### **OTHERS:**

Nicole Joy Frethem, Ramsey County Commissioner; Johanna Berg, Deputy County Manager, Mary Worley, Executive Director, Friends of the Ramsey County Libraries; Antonio Montez, Racial Health Equity Administrator; Les Sipkma, Shoreview Resident.

### **CALL TO ORDER:**

Woods called the meeting to order at 6:35pm.

### **PUBLIC COMMENT:**

Shoreview resident Les Sipkma explained that he had four items that he would like to share for public comment: first, frontline worker pay for Ramsey County staff; second, removal of the vote to close the Maplewood branch during tonight's meeting until all questions on the maximum price have been answered; third, update the Trustees strategic planning reading list to include materials on architecture; fourth, self-evaluations should be reviewed immediately to identify dissatisfied Trustees.

To view Sipkma's public comment in its entirety, follow this [link](#) (0.39).

### **APPROVAL OF THE AGENDA:**

A motion was made by Ly-Xiong to approve the agenda as presented. The motion was seconded by Perry, which was approved unanimously.

### **CONSENT AGENDA:**

A motion was made by Neblett to approve the consent agenda items as presented. The motion was seconded by Atkins, which was approved unanimously.

### **ACTION ITEMS:**

#### **RECOMMENDATION FOR CLOSURE**

Yang shared that the expected construction time for the renovation of the library in Maplewood is between December 2022 through September 2023. Should the library remain open, there is an expected additional cost of \$160,000.00 added to budget, and additional minimum of three months of closure beyond projected timeline between December 2022 through September 2023. Pang explained that the user experience will be impacted by inconsistent environment of sound, temperature, and limited access.

A motion was made by Neblett to recommend the closure of the Ramsey County Library Maplewood branch during renovations from December 2022 through September 2023. The motion was seconded by Atkins, which was approved by the majority. Perry abstained from the vote.

To view the entire discussion, follow this [link](#) (6:40).

#### **APPROVAL OF MAPLEWOOD RENOVATION BUDGET**

Woods shared that he and Neblett met with Yang and Jennifer McMaster earlier this week to review the preliminary cost estimate. He explained that the estimate came in approximately \$250,000 higher than expected and that staff had worked out several tradeoffs to reduce the cost.

Neblett made a motion to accept the changes proposed by staff to lower the cost of the Maplewood renovation project to align with the proposed budget. Atkins seconded the motion, which was approved unanimously.

To view the entire discussion, follow this [link](#) (24:24).

#### **DISCUSSION ITEMS**

##### **DEPUTY COUNTY MANAGER UPDATE**

Presented by Deputy County Manager Berg. Update can be found by following this [link](#) (27:55).

##### **RAMSEY COUNTY BOARD LIAISON REPORT**

Presented by Commissioner Nicole Joy Frethem. Report can be found by following this [link](#) (40:00).

##### **LIBRARY DIRECTOR VACANCY**

Woods shared that all Trustees have met individually with Deputy County Manager Berg to discuss the director vacancy and their roles as Trustees in the hiring process. Berg explained that she and Board Chair Commissioner Trista MatasCastillo will be meeting with Woods to discuss the Trustee feedback from the individual meetings and the consultant contract. Berg shared that the scope of work for the consultant contract is already in draft form and has been shared with Woods.

To view the entire discussion, please follow this [link](#) (41:07).

#### **STRATEGIC PLANNING DISCUSSION**

Antonio Montez, Racial Health Equity Administrator, facilitated a discussion for the Trustees centered on the strategic planning process and a focused conversation around the Trustee evaluation.

See Attachment A for notes on the discussion.

To view the entire discussion, please follow this [link](#) (1:01:00).

#### **ADJOURNMENT**

Neblett made a motion to adjourn the meeting at 8:33pm. Perry seconded the motion, which was approved unanimously.

DRAFT

## Strategic Planning Discussion

August 17, 2022

<b>O</b>	Objective	Facts and Data
<b>R</b>	Reflective	Reactions, Heart, Feelings
<b>I</b>	Interpretive	So What? Meaning, Values, Significance, Implications
<b>D</b>	Decisional	Now What? Resolution, Consensus, Decisions, Future Actions

### Objective

- Access - good, proud
- Community hub
- Suggestions, lacking trade-off
- Meaning of data
- Focus on programming, culture, and personnel over infrastructure
- Gap in how to serve many communities
- Visibility vs. relevance in community/ community engagement

### Reflective

- Access vs. welcoming, outreach vs. engagement
- Access doesn't mean unlocked door – programing
- Multiprong delivery/ coalition with others
  - shared accountability
- Data (disaggregate)
- BIPOC experience (internal and external) at RCL
  - Marginalized/ underrepresented communities

### Interpretive

- Skepticism
- Equity- intent vs. action
- Accountability – system and community
- Community
- Access
- Partners/working coalition
- Communication

### Decisional

- Survey and conversations – inform workgroup
- Measure performance

### Commitment

- Reviewing packets
- Dedicating meeting time
- Committee reps will focus feedback request



The Friends are currently in final year of the strategic plan crafted in 2019 which coincides with the Ramsey County Library's strategic plan. I'd like to share a few highlights from the plan:

### **The Friends Overall Vision:**

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

**There are four Strategic priorities:**

### **First Strategic Priority**

#### **1. Go to the next level of friend raising and fundraising.**

I'd like to share our fundraising and friend raising activities in the last year:

- Book sales:
  - In December of 2021, the Shoreview Bookstore held a book sale which brought over \$1,600.
  - In May, the Roseville Bookstore hosted a book sale and raised \$4,677.50 and 21 people became Friends members.
  - Diane Marti manages the Friends online book sales which generated over \$3,300 in revenue in 2021 and has already earned over \$2,000 this year and is on track to surpass last year's totals.

Our staff member, Shayne Miller, who works closely with the Retail Sales Committee and book store volunteers to make our book stores and book sales run smoothly. The revenue generated from the book stores and books sales helps make our Annual Grant to Ramsey County Library possible.

- To raise additional funds last December, we sent out a year end appeal letter which netted \$34,492 in donations. From a Friend Raising perspective, we gained 90 new members and over 30 people renewed their lapsed Friends Membership.
- Our most recent fundraiser was the **2022 Online Silent Auction**. Our staff member, Caitlin Carroll, worked diligently again converting the Gala to an online auction. We received special support from the Friends bookstore volunteers who created gift baskets which were sold in the auction. We netted over \$26,500 from the online auction.
- Our membership committee has been working on a goal to increasing Friends membership to 1,0000 members by the end of 2022 and as of the end of June, prior to our Fall membership drive, we had 902 members.

- An important source of friend- raising are our Author Talks:

-In November, 2021, we held an online Author Talk featuring noted author and librarian, Nancy Pearl. Ms. Pearl was interviewed by Ramsey County Librarians – Ann Wahlstrom, Carol Jackson and Andrea Hermanson. It was an interesting and lively panel discussion.

- Our next Author talk is October 13,2022 - Books and Brews with bestselling author Brian Freeman. Please join us for appetizers, beer, wine and N/A drinks during a social hour followed by a presentation and Q&A session with Mr. Freeman.

- On September 15, 2022, we held the State of the Friends event to provide our Legacy Circle members, major benefactors, committee members, and staff with an update and to thank them for your gift of time, talent and treasure.
- Maplewood Capital Campaign. Ramsey County Library in Maplewood is slated for renovation in January 2023 with completion in the fall of 2023. The Friends have been asked to execute a capital campaign to raise funds for art, a makerspace, fun seating in the teen area, and for the lending collection. The time frame of this capital campaign is very short but with the help of Sylvia Neblett, Vice Chair of the Library Board, Pang Yang, Deputy Library Director and Monica Stratton, Maplewood Branch Manager, we are building a capital campaign committee. Last month, we were able to apply for a grant to the St. Paul Foundation for the Maplewood Capital Campaign with assistance from Nancy Guerino. This is a great start - we are looking for volunteers to help with the campaign- please feel free to contact me if you'd like to join one of the committees.

## **SECOND STRATEGIC PRIORITY**

### **2. The second Strategic priority is Create powerful messages about the Library and the Friends Impact**

This is an ongoing project with multiple areas of attention:

- We are working closely with the Pa Na Lor of Ramsey County Library to share social media messaging about Friends upcoming events and initiatives;
- We contribute a bi-monthly article in the Explore newsletter;
- We developed the Love your Library Campaign with three main goals:
  1. Our primary goal was to support our library staff, engage our community and re-energize feelings of connectedness and interaction post pandemic.
  2. Secondly, we wanted to continue to build awareness of the Friends organization.

3. And thirdly, we wanted to build a story and quote bank to use for future advocacy, fundraising and friend-raising activities.

We have received over 400 comments for the campaign. With the help from our Board member Ann Trapnell, we applied for the Evy Nordley Award from the Minnesota Association of Library Friends. Our Love your Library campaign is one of three finalists for the award - the winner will be announced on September 24, 2022.

- This fall, we will be sending out an Impact Report with our 2021 financial results and a message from the Friends President, Valerie Wise.
- In the next six months, we plan to evaluate the Friends communications and branding to develop better messaging, and central communication themes. We will be using some of the new content from the Love your Library Campaign in our upcoming communications.

### **THIRD STRATEGIC PRIORITY**

#### **3. Engage the general community in new and fun ways to build a stronger library community.**

In May, we organized a collaborative Family Fun Day event with the Friends, the Shoreview Library and the Shoreview Community Center to bring all of our patrons together for an inside/outside scavenger hunt ending at the new Shoreview Destination Playground. There were 211 children participating in the scavenger hunt and over 100 adults. Some participants mentioned that they had never been in the Shoreview Library and a number of people registered for library cards and we gained 4 new Friends members. It was a successful event bringing together the Library staff, the Friends members, the Shoreview Community Center staff and community volunteers.

### **FOURTH STRATEGIC PRIORITY**

#### **4. Bring to life one or more big ideas that were jointly envisioned by Friends and RCL.**

1. In the 2022 annual grant to the Ramsey County Library, \$130,000 has been pledged to support the following areas:
  - Collections- funding to buy materials to add to the collection.
  - Summer Learning program for children and teens- seeks to improve reading abilities, increase time with books. As part of the Summer Reading Programs free books and kits are distributed – especially after the great success of the Read. Make Do kits and Maker Teen kits distributed last year.

- Adult programs – a wide range of educational and skill building classes for adults- for example, the popular history classes, digital literacy classes and well-being classes.
- Children and teen programs- Preliteracy programs helping 0-5-year-olds with school readiness. Other programs help elementary children succeed in school. Additionally, the Library provides teens with safe, positive learning experiences after school.
- Translation services – translation of the Library printed guides in to the 4 of the most spoken languages in Ramsey County – Spanish, Hmong, Somali and Karen.
- Outreach services- support of a Take me Home Community Libraries to make library resources available to people where they live.
- Library Communications- support of the bi-monthly Explore newsletter
- Employee Development- the funds are used for staff development and to support 2 in service training days.

## 2. Name Change:

At the April Friends of the Ramsey County Libraries Board meeting, the board passed a resolution to change the organization's name to Ramsey County Library Friends to more closely align with Ramsey County Library's name.

# Branch Library Report

## Roseville



Month, Year  
Report to the Library Board

### TRENDS IN THE SERVICE AREA

- The Roseville population was 36,251 people in April 2020 (White, not Hispanic or Latino 72.3%; Black or African American alone, 8.1%; American Indian and Alaska Native alone .5%; Asian 8.4%, two or more races 7.1%; Hispanic or Latino 4.4%).
- 10.9% of the Roseville population is foreign born and 14.5% of households have a language other than English spoken at home.
- The median household income in 2020 dollars is \$74,571, with 7.6 % of households living in poverty.
- Over 92% of households own a computer and about 88% have an internet or broadband subscription.

### LIBRARY ISSUES AND SERVICE TRENDS

- In-person library programs are gradually increasing.
- Circulation has been holding steady at around 71% pre-pandemic levels.

### LIBRARY SERVICES AND EVENTS

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

- Family Storytime twice per week.
- Baby & Me Storytime every Thursday morning.
- MakerKids every Wednesday afternoon.
- Paws to Read on Saturday mornings.
- Homework Help Monday evenings.
- Garden Play Time Wednesday mornings.
- AniMondays- program for Teens
- MakerTeen every Tuesday afternoon
- Walk-in Career Services every Thursday- Partnership with Workforce Solutions.
- Drop-in Computer and Tech Help Wednesdays and Thursdays.
- Drop-in E-book and E-audio Help.
- Early Voting- September 23-November 7.
- Electric Vehicle Basics presentation.

What is special and important about the library

- Library Staff.
- MakerSpace
- Programming
- Children's Room
- Teen Room
- Public Computing
- Study Rooms

#### Collection Highlights

- Minnesota Collection
- Memory Minders

#### Work Plan Project(s)

- New carpet
- Reupholstering furniture.
- Maker Space

#### Key Partnerships

- Ramsey County Elections
- Workforce Solutions
- Ramsey County Service Centers
- SCORE
- University of Minnesota OLLI
- Ramsey County Historical Society
- League of Women Voters- Roseville Area

#### ROSEVILLE AT A GLANCE

YEAR BUILT	1993, renovated 2010
SQUARE FEET	73,000
DAYS OPEN	<b>Mon-Thu</b> 10 a.m – 8 p.m. <b>Fri-Sat</b> 10 a.m – 5 p.m. <b>Sun</b> 12 – 5 p.m.
HOURS/WEEK	59

NUMBER OF PUBLIC COMPUTERS	140
COLLECTION SIZE	172,799

STAFF FTE	28.3
TOTAL STAFF	40
VOLUNTEER HOURS	730

2018	2019	2020	2021
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TOTAL CIRCULATION	1,245,826	1,161,556	535,095	749,833
CHILDREN'S CIRCULATION (TOTAL # AND % OF TOTAL CIRC)	549,823 44%	517,663 45%	235,315 44%	358,696 48%
REFERENCE	130,949	115,843	133,120	81,029
COMPUTER HOURS USED	113,509	105,520	33,415	33,914
WIRELESS USERS	364,868	362,373	92,277	94,547
ANNUAL VISITS	580,388	542,762	147,407	139,621
CHILDREN'S PROGRAM ATTENDANCE	25,379	21,939	4,314	738
ADULT PROGRAM ATTENDANCE	14,355	13,275	2,329	409

**September 16, 2022**

**To:** Ramsey County Library Trustees

**From:** Steve Woods, Chair

**Subject:** 3rd Grade Reading Proficiency Measurement

**Early Reading Proficiency.** Reading proficiency is one developmental milestone in a child's educational experience. Minnesota has identified the end of grade three as an expectation for proficient beginning reading for all students. It is foundational for absorbing other disciplines and a predictor for future academic and life success. It seems like a good way to communicate with our school district partners. It also augments understanding by measuring the *effectiveness* of everyone's efforts.

**Strategic Planning.** We will be discussing possible measures of our system effectiveness this fall. I would love to see our strategic plan prioritize working with our partners to agree on stretch goals for overall proficiency and narrowing of the racial disparity over the planning period of our strategic plan.

**Context.** I accessed two sources for MCA results. The MDE Report Card was used for school district level information in the first table. The MN Compass website was used for table 2. I am an amateur when it comes to finding and interpreting educational data. I was unable to confidently tease out demographic information related to income, race, or gender using the MDE site. The MN Compass site did present a summation of racial achievement gap numbers.

**Table 1: 3<sup>rd</sup> Grade Student Reading Proficiency By School District (2019 data)**

School District	% Proficient
621 Mounds View	67.6
622 NSP-Maplewood-Oakdale	50.9
623 Roseville Area	56.4
624 White Bear Lake Area	65.1

**Table 2: Comparison data (2019 data)**

Location	% Proficient
Statewide	54.6
White	63.7
BIPOC	38.5
Twin Cities	54.0
White	67.4
BIPOC	38.7
Ramsey County	42.2

## Request for Library Board Action

**Meeting Date**  
September 21, 2022

**Action Requested**  
Information & Discussion

**Presented By**  
Pang Yang,  
Deputy Director

**SUBJECT:**

Strategic planning update/discussion.

**BACKGROUND:**

Pang Yang, Deputy Director, will present an update on the strategic planning process to the Library Board of Trustees. Materials related to this discussion are attached (Strategic Planning Session, RCL Sept. 7, 2022).

**BOARD ACTION REQUESTED:**

For information and discussion.

# Strategic Planning Session

Ramsey County Library (RCL)  
September 7, 2022



Max Davis  
Carlos Gallego  
Stella SiWan Zimmerman

# Project Overview

- **Develop a 3-year Strategic Plan**
  - Needs to be “*clear, relatable, and understood by staff and all stakeholders, including the Library Board of Trustees.*”
- **Community engagement, including**
  - Those who experienced barriers to access
  - Current and potential stakeholders
  - Five key groups



Patrons



Staff



Board of Trustees



Friends of Ramsey  
County Libraries



Subject  
Community

## Priority A: Extending our welcome

### Commitment

We strive to be a welcoming resource for all community members.

### Rationale

This priority highlights a commitment to extending the sense of welcome to all Ramsey County residents, especially those from historically underserved communities.

### Sample Quotes

*“We can be that place that offers any group a place to meet.”* **Staff**

*“If I come in and I want a certain book...I want to be welcomed. I want to feel like I’m a part of the community.”* **Community member**

Does this priority resonate with you? Why or why not?

## Priority B: Promoting our value and commitment

Commitment	Rationale	Sample Quotes
<p>We are deliberate about communicating our value and commitment to all community members.</p>	<p>Some community members may be aware of the variety of resources the library offers. This priority is about ensuring that all community members know what the library has to offer.</p>	<p><i>“I feel like if you advertise more, people will know... know what the library can offer...”</i> <b>Community member</b></p> <p><i>“programming outside of the brick and mortar will... drive higher participation rates at the... libraries.”</i> <b>Friends of RCL</b></p>

## Priority C: Programs that connect to community

### Commitment

We create programs that bring people to the library and bring the library to the community.

### Rationale

Many existing library programs are indispensable. This priority is about making the kind of programming that works for some work for everyone. Whether building on existing programs, or taking the library into new.

### Sample Quotes

*“I wish there was bookmobile services that could pick up and drop off books.”* **Patron**

*“...work more cohesively and consistently to be adding multilingual and language specific programming as an accessibility requirement”* **Trustee**

## Priority D: Access to information and learning

### Commitment

We offer a physical and virtual place for people to learn, work, and play.

### Rationale

Access to information is critical to community members. This priority is about pushing through geographic, linguistic, cultural, and digital literacy barriers.

### Sample Quotes

*“I can’t tell you the number of times I’ve arrived at the library and seen cars out front... to access the Internet.”* Staff

*“The Library is a hub serving so many purposes, and is open to ALL”* Friends of RCL

Does this priority resonate with you? Why or why not?

## Priority E: Inclusive and exciting resources

### Commitment

We amplify diverse voices in our resources and collections.

### Rationale

Stakeholders want to ensure that, moving forward, the collection draws in and meets the needs of all community members in terms of language, accessibility, age, and interests.

### Sample Quotes

*“There’ something for every segment of the community, from kids to elders, from new immigrants to the homeless”*  
**Friends of RCL**

*“[Wish] Some cultural classes for the kids in our community.”* **Patron**

Does this priority resonate with you? Why or why not?

## Priority F: Growing community partnerships

### Commitment

We aim to create and maintain strong partnerships with other community services and organizations.

### Rationale

Stakeholders want to ensure that, moving forward, the collection draws in and meets the needs of all community members in terms of language, accessibility, age, and interests.

### Sample Quotes

*“orgs want to partner with the libraries – although it is not always clear how...”*  
**Trustee**

*“I would totally welcome some partnerships from the Ramsey County Library... I think there's a lot of opportunity.”* **Community**

Does this priority resonate with you? Why or why not?

## Priority G: Empowering staff

### Commitment

Our staff are empowered to represent and serve the diverse communities of Ramsey County.

### Rationale

RCL staff are the key to unlocking resources and answers. It is through staff that RCL offers its variety of resources and services. This priority is about tapping into the diverse communities of Ramsey County.

### Sample Quotes

*"I think we need more staff that reflect the community that it serves."*

*"I think it's important to make sure that staff have diversity and supporting staff to serve equity training. . . especially with disability training."*

– Community members

Does this priority resonate with you? Why or why not?

## Priority H: At one with Ramsey County

### Commitment

We work together to better and more efficiently serve all community members.

### Rationale

For some, the library is the first and perhaps the only access point to the county. This priority is about clarifying the library's role in the county and minimizing overlap while maximizing satisfaction for services; people seeking services.

### Sample Quotes

*“Connecting with existing Ramsey County resources is important... but it’s not always easy for them to do”*  
**Staff**

*“A public library can be a starting point for residents to access county services; is that true of this library system?”*  
**Trustee**

Does this priority resonate with you? Why or why not?

## Next Steps

Rate priority and readiness for each of the strategic priority recommendations.

Timeframe: 3-years

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## Priority Scale

5 = High priority  
4 = Medium high  
3 = Medium  
2 = Medium low  
1 = Low priority  
0 = No priority

Strategic Statement	Priority	Notes
Statement A		

<b>Strategic Statement</b>	<b>Priority</b>	<b>Notes</b>
A. Extending our welcome		
B. Promoting our value and commitment		
C. Programs that connect to community		
D. Access to information and learning		
E. Inclusive and exciting resources		
F. Growing community partnerships		
G. Empowering staff		
H. At one with Ramsey County		