

**Ramsey County Library Advisory Board
March 20, 2024
Ramsey County Library – New Brighton
400 10th St NW, New Brighton Minnesota, 55112**

I.Call to Order

II.Action Items

- a. **Approval of the March Agenda**
- b. **Approval of February Meeting Minutes**
- c. **Donation Acceptance**

III.Discussion Items

- a. **Tour of library**
- b. **Ramsey County Food Security**
 - Carissa Dillon, Planning Manager, Food Security Coordinator
 - Moriah Cebulla – Ramsey County Intern
- c. **Deputy County Manager Update**
- c. **Deputy Library Director Update**
- d. **Unattended Child Policy**
- e. **Community Meeting Room Policy**
- f. **Future Meeting Topics**

Library Advisory Board

Molly Jansen
Marissa Kirby-Stofferahn, Chair
Kami Miller, Vice Chair
Andrea West
Dawne Brown White

**Ramsey County Library Advisory Board Meeting
February 21, 2024
Ramsey County Shoreview Library
4650 North Victoria Street, Shoreview, MN 55126**

LIBRARY ADVISORY BOARD PRESENT: Molly Jansen, Marissa Kirby-Stofferahn, Kami Miller, Andrea West, Dawne Brown-White.

STAFF PRESENT: Pang Yang, Library Deputy Director; Monica Stratton, Maplewood Branch Manager; Maggie Soukup, Library Board Coordinator.

OTHERS PRESENT: Kari Collins, Interim Deputy County Manager of Economic Growth and Community Investment.

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 6:33 p.m.

ACTIONS ITEMS

Approval of the February 21 meeting agenda

Jansen made a motion to approve the agenda as presented. Miller seconded the motion, which passed unanimously.

Approval of the January 17 meeting minutes

Miller made a motion to approve the January 17 meeting minutes as presented. Jansen seconded the motion, which passed unanimously.

DISCUSSION ITEMS

DEPUTY COUNTY MANAGER UPDATE

Collins shared that the Library Director position had been posted and will remain open through the end of the week. She explained that they intend to start the interview process in early April. The interview process will consist of two interviews: one technical panel interview and a second panel interview with County management. Collins will update the board once a timeline has been finalized.

Collins also shared that the County is in the second year of a two-year budget cycle. She explained that this year the focus will be on performance measures, and that she will likely be bringing more updates on the library performance measures to future meetings.

DEPUTY LIBRARY DIRECTOR UPDATE

Yang shared an update on the threatening calls that other libraries in the state were receiving last month. She explained that Ramsey County had not received any calls and that the authorities had deemed the calls not credible. Yang reiterated that any future calls will be taken seriously and that she had worked with all the branch managers to ensure staff felt safe and were all aware of what to do should a branch receive a call. Yang also reminded the group that the Library Legislative Day is scheduled for Monday, February 26. Any board members that are available to join her should reach out directly to her for more information.

FRIENDS UPDATE

Miller shared that the Friends had recently approved the annual \$130,000 gift to the Ramsey County Libraries and the gift is expected to be accepted at the March 4 County Board meeting. She also explained that Executive Director, Mary Worley, had submitted her resignation. Her last day is February 29.

CULTURE TRANSFORMATION PROJECT CHARTER

Monica Stratton, Maplewood branch manager and member of the Culture Transformation Core Team, gave an update on the Culture Transformation project. She explained that the goal of the project is to identify ways to better support the racially and ethnically diverse staff and create a more welcoming and inclusive staff to serve the diverse population of patrons that visit the library. Stratton shared that the library has partnered with the Center for Economic Inclusion (CEI) to move this work forward and with their help the group has identified key areas that staff will focus on over the new few months. The 4 areas include: expanding opportunities through mentorship and investing in career development, developing a new system for reporting/responding to racialized incidents and training staff on the process, partnering with HR and the Union to remove barriers in the hiring process, and developing programs that appeal to/are developed by and led by BIPOC staff. Staff leads for each area have been identified and work is already in progress. Stratton explained that the group and project leads will be giving an update on their progress during the staff In Service day in April.

2024 LIBRARY BOARD MEETING LOCATIONS

West made a motion to approve the meeting locations as presented. Jansen seconded the motion, which was passed unanimously. Soukup will add the meeting dates and locations to calendar invites and send them out to all board members later this week.

2024 CLOSURE CALENDAR

Yang shared that there was a change made to 2024 library calendar. The fall Staff In Service Day has been moved to Monday, October 7, 2024, to accommodate early voting taking place across the County.

ART POLICY and EXHIBIT AND DISPLAY POLICY

Yang shared both the art policy and the exhibit/display policy. She explained that the policies were due for updating and that Shoreview branch manager Erica Redden was seeking feedback and input on the two policies. All comments and feedback from board members was recorded and will be shared with Redden. The final policies will be shared with the board once they are published.

FUTURE MEETING TOPICS

Future meeting topics suggested by the group:

- Polling place recap/ elections updates
- MELSA presentation
- Branch updates
- Frontline staff updates
- Public comments/library board accessibility

ADJOURN

Jansen made a motion to adjourn the meeting at 7:56 p.m. West seconded the motion, which passed unanimously.

Request for Library Board Action

Meeting Date
March 20, 2024

Action Requested
Review and Accept

Presented By
Pang Yang, Deputy Library
Director

SUBJECT:

Accept 2024 Ramsey County Library Donations

BOARD ACTION REQUESTED:

Review and accept donations of up to \$5000 made to the Ramsey County Libraries:

Donor	Purpose	Branch	Amount
Ann and Victor Heilweil	Remembering Kris Robert-Smith		\$500.00
Gary Hamilton	In memory of Myrna Boyken		\$20.00
Phyllis Bentley	In memory of Lois Holtz		\$50.00
Ramsey County Library Friends	Roseville general fund	RV	\$1000.00
Annette Schardin	In memory of Dan Gausman	RV	\$100.00

Ramsey County Food Security

1. Background of Food Security Initiative
2. Community-driven solutions
3. Looking forward in 2024/2025

Carissa Dillon, Food Security Coordinator
3/7/24



Background: Food is a Basic Need

Food insecurity is a condition of limited access to healthy, culturally-connected and medically appropriate food to support an active and healthy lifestyle.



When basic physiological food needs are not met, the impact can be detrimental to community resiliency, increasing violence and crime, increasing interactions with the justice system, impact housing and prevent upward mobility.

Food Security Assessment

Food Security Needs Assessment 2022

Executive Summary

Food insecurity is defined as a “household-level economic and social condition of limited or uncertain access to adequate food.”¹ Food insecurity rates increased in Ramsey County during the COVID-19 pandemic, especially among those who struggle to overcome its resulting economic challenges. Ramsey County commissioned a Needs Assessment to examine food insecurity, rooted in community engagement and broad stakeholder inputs across the system, to answer the question: **“What is Ramsey County’s role in supporting greater food security?”**

This assessment started with a review of Ramsey County-specific quantitative data, followed by in-depth interviews, an online survey for service providers and food support recipients, and in-person surveys with community members. This document summarizes the results of this analysis.

Measuring Food Insecurity Ramsey County

Food insecurity rates in Ramsey County are above the state average: in 2021, 11% of the county’s adults and 17% of the county’s children were food insecure, compared to 9% and 13% statewide, respectively.

Usage rates for SNAP, the Supplemental Nutrition Assistance Program, reveal wide disparities in the extent to which various racial and ethnic groups access food benefits. In 2021, nearly **half of the total Black/African American population** in the county were on SNAP, about a **third of the total Asian population**, and **20% of all Native residents** used SNAP that year. Conversely, lower proportions of White, Hispanic/Latinx, and Multiple Race residents accessed SNAP benefits: about **10% of all Hispanic/Latinx and Multiple Race residents** and about 5%, or **one out of every 20 White residents**, used SNAP in 2021.

Mapping food insecurity rates across the county (Figure 1) shows that the **highest concentrations** in the University Avenue, Midway, Frogtown, and Capitol Heights areas of Saint Paul, shown with red borders. The **lowest rates** are found in the northern suburbs and the southeast corner of the county, shown with green borders.

Food Shelf usage rates show demand for food shelves has increased since the start of COVID and, in 2022, is on track to be nearly 50% higher than pre-pandemic levels. Usage rates have grown the most among seniors, increasing 160% since 2020.

Meals on Wheels served 1,375 total recipients in 2021. Usage rates were highest in Roseville (55113), East Side (55106), North End (55117), and University-Midway (55104). White residents make up about two-thirds of the recipients, but Black/African American and Mixed-Race recipients rose by 10% between 2019 and 2021.

School Feeding Rates were higher in Ramsey County (56%) than the state average (37.5%) in 2018. During the pandemic, universal free school lunch was provided to all students; this benefit ended in 2022 but students whose family income is less than 185% of FPG are still eligible. SNAP and MFIP recipients are automatically enrolled; those on WIC must submit a formal application.

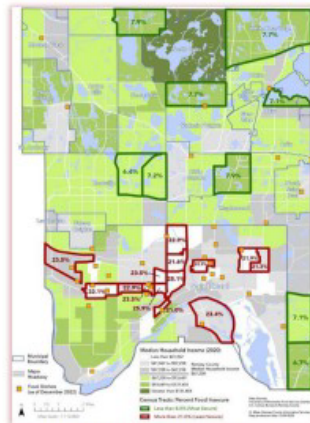


Fig. 1. Food Insecurity rates by census tract

¹ USDA ERS (2021, Sept. 8). “Definitions of Food Security.” <https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-u-s/definitions-of-food-security/>

Community Vision for a Better Food System

Ramsey County’s Food Security Coordinator engaged more than 400 individuals representing service providers and recipients of food assistance, through one-on-one interviews, an online survey, and in-person qualitative surveys at six pop-up events hosted at food distribution sites conducted in June 2022. **Four Key Themes emerged from these discussions**; each of these themes and the planned activities to address them, are discussed below.

Theme 1: Expanding the Food Safety Net System

This theme will support enhanced capacity of food shelves and other safety net providers through improved transportation options to support food distribution; more culturally appropriate, fresh, and healthy options offered; increased distribution services to meet immediate community needs; and easier processes for residents to access food assistance from food shelves.

“Everyone has a garden in their backyard ... expanding farmers markets, rooftop farming, fruit trees, fruits grown locally ... taking people out to go fishing for their own food.”

Black Transgender, age 45-64 zip code 55102

Theme 2: Expanding Urban Agriculture

This theme will support expanded availability and productivity of community gardens and other urban growing spaces to promote food sovereignty. This will be achieved through enhanced planning processes to ensure accessible community-based urban agriculture that accommodates multi-year growing seasons and long-term investments in agricultural development focusing especially on low-income urban communities with diverse racial and ethnic residents.

Theme 3: Increasing Access to Public Benefits

This theme will promote greater access to food-security benefits like SNAP and WIC through increased number of locations and access points at which to apply for benefits; improved co-enrollment processes; increased use and redemption of benefits, especially among demographic groups with low usage rates; and increased health care screening and referral programs to access county benefits holistically.

“We barely survive paying for daily essentials and rent ... The cost of food should be realistic and not just a high cost for all. If that can’t be, then the income limits for SNAP should be higher.”

Multiracial female, age 25-34 zip code 55112

Theme 4: Expanding Food Availability and Affordability

This theme will promote more affordable food options available in the community through expanded subsidy programs; increased redemption of Farmers Market Bucks; maintaining stable and consistent food access points for all residents; and strengthening the local economy through system upgrades.

Food Security Strategic Leadership

Going forward, the Food Security Coordinator will manage implementation of the activities under these Key Themes with guidance from the Internal Steering Committee and External Governance Team, described below.

Internal Steering Committee is comprised of Ramsey County food security and health service team members, including staff from WIC and FAS, Policy and Planning, Research and Evaluation, and Race and Health Equity teams, who will provide internal guidance and implementation support for the key thematic areas.

External Governance Team includes representatives of food security and health services providers within Ramsey County, who will provide support and strategic guidance for the county’s efforts.



Ramsey County's Food Insecurity Rates

- Ramsey County's food insecurity rate **higher than state average** – 8.6% statewide versus county's 11%. Estimated **60,000 residents** are food insecure in 2021.
 - **Nearly 20% of Ramsey County children** estimated to be food insecure in 2021, equals **more than 22,000** food insecure children in Ramsey County.
 - **SNAP Usage rates show wide disparities** in who accesses food benefits. In 2021:
 - **43% of the total Black/African American population** in Ramsey County received SNAP.
 - **30% of all Asian residents.**
 - **20% of all Native residents.**
 - **10% of all Hispanic/Latinx and Multiple Race residents.**
 - **5% of all White residents.**
-

Reviewing new data

Food insecurity is growing the most among **seniors, increasing 160%** since 2020.

Specific communities (e.g., Latine, Youth) need more support, tailored strategies, county communications.

Food Shelf grant partners' data: demand increased **30-50%** versus pre-COVID.

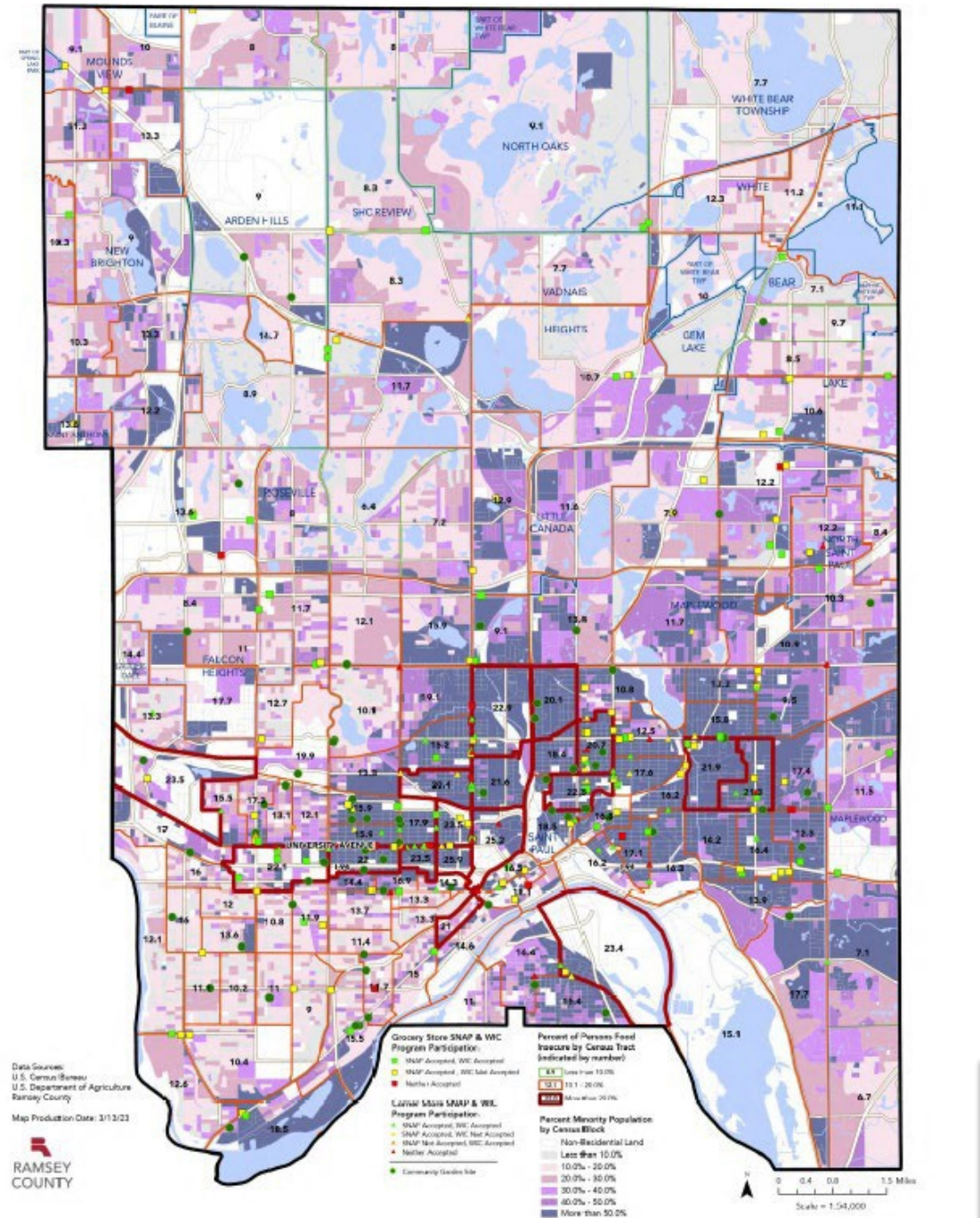
- Community engagement: SNAP is supplemental, does not meet all needs.
- **COVID-era benefits (unemployment, evictions, student loans, e-SNAP, small biz grants) ended, causing gaps that impact low-wealth families.**

INFLATION on all levels are raising costs and less food is going to each household

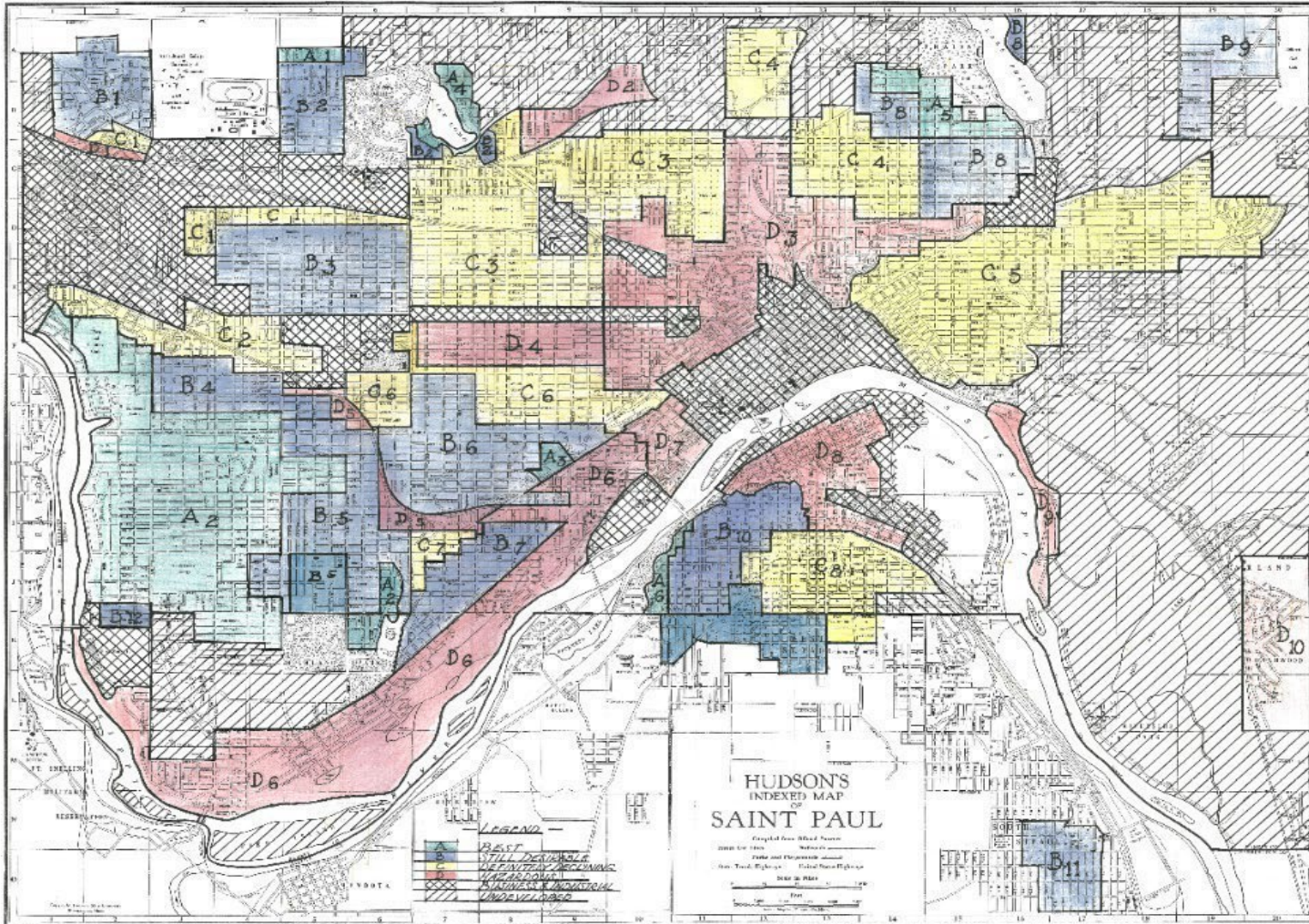
WHY is this so?

Ramsey County: Percent Minority Population by Census block U.S. Census Bureau 2020 and Food Insecurity Rates

Highest percent minority populations are found primarily within the City of Saint Paul with other concentrations throughout the County.

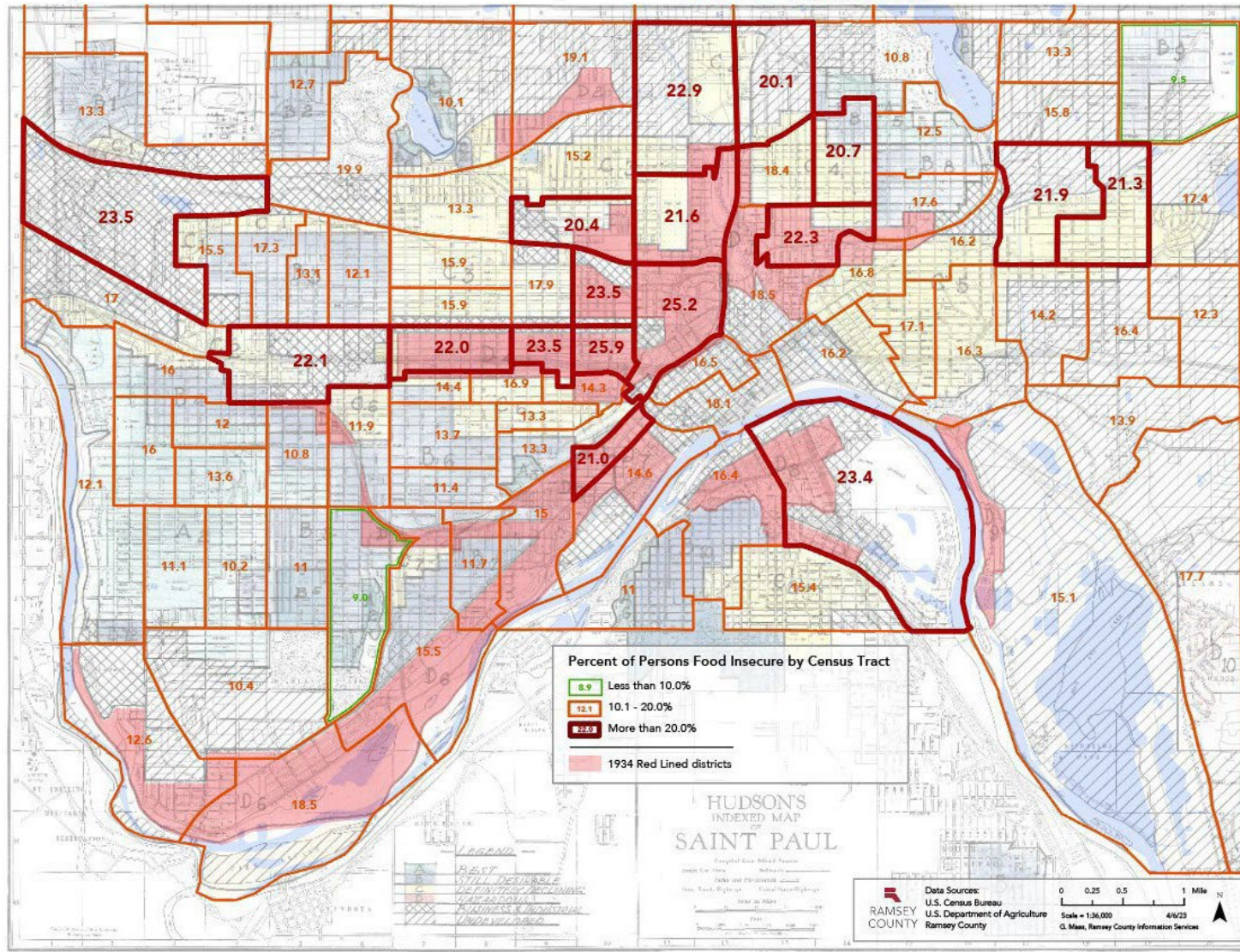


Home Owners Loan Corporation Red Lining (1934)



Redlining: A [discriminatory](#) practice that consists of the systematic denial of services [such as mortgages, insurance loans, and other financial](#) services to residents of certain areas, based on their race or ethnicity. They were also quite often deemed “hazardous” or “dangerous.”

City of Saint Paul: Percent Population Food Insecure by Census Tract (2019)
compared with Home Owners Loan Corporation Red Lining (1934)



In the United States, the Fair Housing Act of 1968 was passed to fight the practice of redlining.

However, 85 years later we still see the effects of the systemic racist policies.

RC Aligned Strategy and Plans to Address Food Insecurity

- Ramsey County 2024/2025 Strategic Priorities

- Advancing a Holistic Approach to Strengthen Families and Individuals

- “Ramsey County will strengthen families and individuals by expanding access to quality early childhood care and education and, through its partnerships, connect community to nutritious and culturally appropriate food resources.”*

- » *Through full implementation of the 24/25 Food Security Strategic Plan*

- Responding to climate change and increasing equitable community resilience

- “Ramsey County will advance food security efforts in alignment with the strategic food security plan.”*

- Urban Institute’s Upward Mobility for Ramsey County

- “Promote food security and access to nutritious foods.”*

- Ramsey County 2040 Comprehensive Plan

- “Work with community partners to eliminate food insecurity by 2040.”*

- Ramsey County Solid Waste Management Plans

- The plan guides how we reduce waste, increase recycling and avoid landfilling, and outlines how we work with residents, businesses and partners to meet state and county goals.*

- Ramsey/Washington County Recycling and Energy**

- Reducing food waste to help impact climate and divert food waste to feed people*

- Ramsey County Public Health’s Community Health Assessment

- Food Insecurity data portal <https://opendata.ramseycounty.us/stories/s/Food-Security/9cfd-sn87/>



Community-driven priorities to advance food security



Goal:

To build a more resilient food system for all residents, especially those who are most vulnerable to food insecurity, such as our racially and ethnically diverse communities.

RAMSEY COUNTY FOOD SECURITY KEY PRIORITIES OVERVIEW:

PRIORITY 1: Supporting the Food Safety Net System

PRIORITY 2: Increasing Access to Public Benefits

PRIORITY 3: Building Urban Agriculture

PRIORITY 4: Expanding Food Availability and Affordability

Ramsey County will undertake food security work through these foundational strategies to achieve greater food security:

- STREAMLINING COMMUNICATIONS to make sure food resources, information and outreach is resident focused and helps navigate complicated government systems.
- ADVOCATING LOCALLY AND FEDERALLY FOR HUNGER RELIEF working through a systems and policy lens to help enhance the food system and support those who struggle to meet their basic food needs.



Supporting the Food Safety-net

1.1 INCREASE CULTURAL, FRESH, AND HEALTHY FOOD OPTIONS

- Increase funding to food shelves for culturally appropriate, fresh, healthy foods.
- Advocate within legislative priorities to encourage state funding for food shelves.
- Encourage the donation of culturally appropriate foods to food shelves.

1.2 SUPPORT FLEXIBILITY TO ADDRESS IMMEDIATE COMMUNITY NEEDS



- Build partnerships within the safety-net system to fill system gaps.
- Build and sustain Food Rescue** system to reduce effects on climate health, reduce food waste and address food insecurity.
- Close transportation gaps that limit access to food resources by building and enhancing partnerships.
- Reduce documentation burden for accessing food at food shelves and other distribution locations.

Increasing Access for Public Benefits

2.1 INCREASE ACCESS AND EASE OF APPLYING FOR PUBLIC BENEFITS

- Align efforts to integrate new access points to apply for public benefits.
- Increasing co-enrollment and referral of benefits like Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Medical Assistance, and Supplemental Nutrition Assistance Program (SNAP).
- Launch a marketing campaign on public benefits and food resources for priority populations like elderly, young adults, and low wealth residents.

2.2 ENHANCE FOOD INSECURITY SCREENING AND REFERRAL PROCESSES

- Build better systems as a County to assess food insecurity and provide resources.
- Align with community partners to promote referrals to WIC and SNAP benefits.

Building Urban Agriculture

3.1 PROMOTE URBAN AGRICULTURE LAND USE IN URBAN PLANNING

- Support policy to expand land availability for long-term agricultural efforts.
- Aligning agriculture-related policies and planning documents into internal department plans.
- Partner with municipalities to encourage policies that promote urban agriculture.
- Educate policy makers on the benefits and needed enhancements to promote effective urban agriculture spaces.

3.2 IMPROVE COMMUNITY ACCESS TO URBAN AGRICULTURE LAND

- Work with partners and community to identify key recommendations to ease land access for long-term use.
- Connect community to urban agriculture resources such as growing education, soil remediation, and food rescue connections.

3.3 INCREASE WEALTH CREATION OPPORTUNITIES

- Create connection points for wealth creation trainings for those growing food.
- Encourage community to join garden-to-retail activities, like farmers markets, small grocers and restaurants.

Expanding Food Availability and Affordability

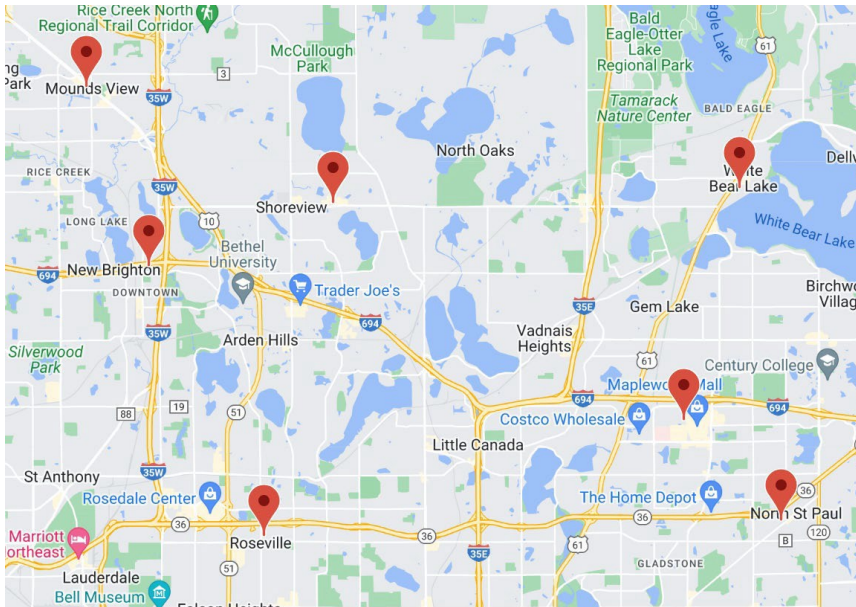
4.1 EXPAND SUBSIDY PROGRAMS

- Expand usage of Market Bucks and Fare for All through streamlined communications and benefit redemption.
- Align legislative priorities to encourage state funding for expanded access to subsidized programs, like Market Bucks to make food more affordable.

4.2 MAINTAIN STABLE, CONSISTENT FOOD ACCESS FOR ALL RESIDENTS

- Maintain an updated map of all food access points in the county, including farmers markets, food shelves, and grocery stores to promote food access in areas with limited food availability.
- Expand food rescue opportunities to ensure food affordability.
- Continue to build partnerships so that areas of low food access points can be addressed.

Ramsey County Libraries



Strategic *Priorities* 2023-2025

Extending our *welcome*.

We strive to grow welcoming spaces, to be more anti-racist, equitable, responsive and effective for all communities.

Growing our *partnerships* and *community presence*.

We will be deliberate in igniting our communities and forging partnerships to maximize positive impact.

Building resources to create *positive change*.

We will build our services, programs, spaces, technology, and collections to reflect the needs of the residents we serve, and to celebrate diverse cultures across our communities.

Project Scope

Ramsey County Libraries have an increased need for food among visitors to libraries. To address this, we will create a systemized process that libraries can follow to implement food distribution practices at their sites.

By developing partnerships with the Ramsey County Libraries, which are large community assets, we may increase our capacity for community engagement, foster welcoming environments, establish additional food access points, and increase referrals to and enrollment in public benefits.

Pilot Project overview

- Maplewood Library
- Shoreview Library
- Mounds View Library

In Scope

- Building partnerships with community partners
- Identifying other system needs
- Finding volunteers and support for projects
- Providing resources, such as resource maps, to libraries

Out of Scope

- Creating library staff-intensive processes
- Providing food directly to libraries





Upcoming Food Security Project

Moriah Cebulla – Intern

Food insecurity in Ramsey County



1 in 10 adults



1 in 5 children

Potential Community Partners

- Every Meal
- Sanneh Foundation
- Keystone Community Services
- The Food Group
- Second Harvest Heartland
- Department of Indian Work
- Open Cupboard
- Ralph Reeder Food Shelf
- Merrick Community Services





Similar projects

- Satellite food pantries (*Washington County*)
- After school snacks (*Washington County*)
- Food bags (*Hennepin and Scott Counties*)
- Keystone Mobile Market (*Roseville Library*)

Benefits

- Expand community engagement
- Establish additional food access points
- Increase participation in public benefits



Concerns

- Library staff burden
- Attract visitors who are not there to use the library
- Used by those not in need



Questions or comments?

Moriah Cebulla – cebul014@umn.edu



Let's connect



Ramsey County is working to improve food security and build a resilient food system for all residents.

Sign up for Ramsey County's [Food Security Listserv](#) for updates or visit [Ramsey County Food Security website](#) for more information.

Thank you!

Carissa.Dillon@ramseycounty.us

Food Resources



This webpage can help connect you and your family with food resources.

Get help finding or affording food

- [Minnesota Food HelpLine](#) | [888-711-1151](tel:888-711-1151) Monday - Friday 10 a.m.- 5 p.m.
- [Ramsey County Navigators](#) | [651-266-8500](tel:651-266-8500) (Monday - Friday 8 a.m. - 4:30 p.m.) | Interpreters available. Get help navigating Ramsey County services including financial assistance services, social services, employment assistance and property tax.

Food Resources webpage

<https://www.ramseycounty.us/residents/assistance-support/assistance/food-resources>

Input from you!

<https://www.menti.com/alwi8u5bsje4>



Unattended Child Policy

Revised Date: 2024

Review Schedule: Every 5 years

Next Review Date: 2027

Ramsey County Library offers many programs and services that encourage children to develop a love of books, reading and learning. The staff in each of the Ramsey County Library buildings strives to create an inviting and fun environment for children of all ages.

Ramsey County Library buildings are public spaces. It is with cooperation of parents and caregivers to ensure that the Ramsey County Library buildings provide a safe and pleasant experience for all who use them. It is not in the best interest of children to be left unattended. An unattended child is an unattended child of any age whose safety or well-being would be at risk if sent outside the library building.

- Children 9 and under are required to be accompanied by an adult or a responsible older adolescent and must be always in easy sight or sound of their caregivers within the library building.
- Ramsey County Library does not take responsibility for children using the Library. Parents or caregivers are responsible for the actions and safety of their children under the age of 18.
- Library staff are not expected to provide supervision to unattended children and are unable to prevent an unattended minor child from leaving the building alone or with a stranger.
- In the situation that an unattended child comes to the attention of Library staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to local law enforcement.
- In the situation that an unattended child experiences a medical emergency, the library staff cannot take legal responsibility, other than to call emergency personnel.
- Parents and caregivers are expected to be aware of the library's opening and closing times and that operating hours may change with little notice. Emergency personnel will be called after 15 minutes from building closure if children 11 and under are not picked up.
- All library visitors are subject to the Ramsey County Visitor Conduct Policy. The failure of any patron, including children, to comply with these policies will result in their removal from the library.

Commented [WA1]: Age 8 or 9? Is the age listen in a state statute?

The Unattended Child Policy may also be applied in assistance to older minors and unattended vulnerable adults.

Unattended Child

Approved by: Library Board

Approved Date: March 18, 2009

Revised Date: April 5, 2017

Review Schedule: Every 5 years

Next Review Date: 2022

Ramsey County Library offers many programs and services that encourage children to develop a love of books, reading and learning. The staff in each of the Ramsey County Library buildings strives to create an inviting and fun environment for children.

Parents and caregivers must be aware that libraries are public buildings and it is not in the best interest of children to be left unattended. Children under the age of eight are required to be accompanied by an adult or a responsible older adolescent. Parents and legal guardians are responsible for the behavior of their minor children in the Library or on Library grounds whether they accompany them or not. Ramsey County Library does not take responsibility for children using the Library.

If an unattended child* comes to the attention of Library staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency.

Library staff cannot be expected to monitor or prevent an unattended minor child from leaving the building.

* An unattended child is an unattended child of any age whose safety or well-being would be at risk if sent outside the Library building. Examples include: a child who is too young to be on his/her own, a child in an unsafe area, or a child left alone outside of the library after business hours. Although this definition may apply to older children, it applies to all children under the age of eight. Children under the age of eight are required to be accompanied by an adult or responsible older adolescent.

Community Rooms

~~Approved by: Library Board~~

~~Approved Date: March 16, 2008~~

Revised Date: ~~April 18, 2018~~ March 2024

Review Schedule: Every 5 years

Next Review Date: 2029~~3~~

Ramsey County Library provides community program rooms and conference rooms to support learning, community gathering, and the exchange of information and ideas. The Library uses community rooms for library-sponsored programs and operational meetings and provides space for community groups to meet.

Community program rooms are available at the libraries in Maplewood, Mounds View, Roseville, Shoreview and White Bear Lake. Conference rooms are available at the libraries in Maplewood, Roseville, Shoreview and White Bear Lake.

The Library reserves the right to establish booking priorities, giving preference to library programs and activities, Ramsey County unit meetings and activities, and programs and activities by library partners, in that order.

Community rooms are made available to non-commercial organizations and groups on a first-come, first-served basis. Rooms may be booked up to 60 days in advance with no more than two bookings each month. Community rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting their use. The person reserving the community room determines the attendees for their meeting or event.

Using a community room does not convey Library sponsorship of a group's program or activities. Groups cannot use the Library's name or logo in their promotional materials or signage, other than identifying the Library as the meeting location. No signs can be posted on library grounds or in library buildings without the approval of the library manager.

Activities prohibited in Library community rooms include, but are not limited to:

- Events for which the purpose is to advertise, solicit business, or generate leads
- Collection of information on attendees to be used for commercial purposes
- Collection of admission fees or tuition
- Sale of products or services
- Direct fund raising
- Gambling, games of chance, bingo, or wagering of any kind
- Social events

Direct fundraising may be conducted by the ~~Friends of the~~ Ramsey County Library ies Friends. The Library, the ~~Friends of the~~ Ramsey County Library ies Friends, and program co-sponsors may sell books and other products at Library events.

Community program and conference rooms are intended for larger groups and may have minimum attendance requirements. They are not intended for individual use, study, tutoring, or one-on-one

discussions. Individuals and groups smaller than the required minimum may use a community program or conference room on a walk-in basis, if the room is not already in use. Those individuals and small groups may be asked to vacate the room to accommodate a reservation or a larger group.

The requirements of this policy may be waived at the discretion of the Library when doing so would further its goals.