

Ramsey County Library Advisory Board
March 19, 2025
Ramsey County Library – Maplewood
3025 Southlawn Drive Maplewood, MN 55109

- I. Call to Order**
- II. Action Items**
 - a. Approval of the March Agenda
 - b. Approval of 2025 January Meeting Minutes
 - c. Approval of 2025 February Meeting Minutes
- III. Discussion Items**
 - a. Volunteer Program
 - b. 2026 – 2027 Budget
 - c. Library Director's Report
- IV. Adjourn**

Library Advisory Board
Sandy Doubek
Molly Jansen
Marissa Kirby-Stofferahn, Chair
Alex Kovarik
Kami Miller, Vice Chair
Andrea West
Dawne Brown White

Ramsey County Library Advisory Board Meeting

January 15, 2025

Ramsey County Library – White Bear Lake

2150 2nd St, White Bear Lake, MN 55110

LIBRARY ADVISORY BOARD PRESENT: Marissa Kirby-Stofferahn, Alex Kovarik, Kami Miller, Andrea West, Dawne Brown-White

NOT PRESENT: Sandy Doubek, Molly Jansen, and Andrea West

STAFF PRESENT: Pang Yang, Library Director; Ray Lockman, Library Deputy Director; Jeff Eide, Roseville Senior Branch Manager; Chuck Wettergren, Digital Services Manager; Melissa Nykanen, Ramsey County Library Friends Director; Lola Ryan, Library Board Coordinator

ANNUAL MEETING

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 6:44 p.m.

ACTION ITEMS

- **Chair**

Kirby-Stofferahn made a motion to nominate herself as Board Chair. The motion passed unanimously.

- **Vice Chair**

Miller made a motion to nominate herself as Vice Chair. The motion passed unanimously.

Ramsey County Library Advisory Board Bylaws

The members of the Library Board had the opportunity to review and discuss proposed edits and modifications. In accordance with Article 8, amendments to the Bylaws may be amended by a majority vote of the Library Advisory Board during any regular meeting. It is required that written notice detailing the contents of the proposed amendments be provided to Board members at least ten (10) days prior to the meeting. Board members made grammatical corrections to the document that will be voted on in February.

APPROVAL OF 2025 MEETING DATES

Kirby-Stofferahn made a motion to approve the meeting dates as presented. Kovarik seconded the motion, which passed unanimously.

ADJOURN

Brown-White made a motion to adjourn the meeting at 7:02 p.m. Kovarik seconded the motion, which passed unanimously.

JANUARY MEETING

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 7:02 p.m.

Approval of the January Meeting Agenda

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

Approval of the 2024 November Meeting Minutes

Miller made a motion to approve the November 20 meeting minutes as written. Kovarik seconded the motion, which passed unanimously.

ACKNOWLEDGEMENT OF 2024 LIBRARY DONATIONS

All donations under \$5,000.00 donated to the library come to the Library Advisory board for acknowledgement. Donations over \$5,000.00 are accepted by the County Board on behalf of the libraries. The library had received a number of year-end donations and the board to review and acknowledge the donations. Miller made a motion to acknowledge the donations to the Ramsey County Libraries as presented. Kovarik seconded the motion, which passed unanimously.

DISCUSSION ITEMS

Library Director's Updates

Yang provided December staff updates and informed the Library Board that the biannual budget cycle for 2026-2027 will start now and continue until the end of the year. Deputy Director Ray Lockman participated in collective bargaining for the period of 2025-2027, and an agreement was finalized in December 2024. On January 7, 2025, Tara Jebens-Singh (District 1) and Kelly Miller (District 7), were appointed as new commissioners, and Mary Jo McGuire was re-elected to serve District 2. The Board of Commissioners will recognize retiring staff Meg Robertson on January 28, 2025, and Nicole Herold on February 18, 2025. Furthermore, all libraries will be closed on January 20, 2025, in observance of Martin Luther King Jr. Day, and on February 17, 2025, for President's Day.

Ramsey County Library Friends Executive Director Updates

Ramsey County Library Friends (RCLF) is a 501c3 non-profit that advocates for and supports the Ramsey County Library system to enhance literacy, education, and community engagement. The Board of Directors consists of 13 members and three part-time staff, alongside over 600 Friends members. The RCLF provides a \$130,000 grant to the library and promotes it through used bookstores, book sales, social media, e-newsletters, fundraising, a literacy program, and capital campaigns. Ramsey County Library Friends held several events in 2024, including the State of the Friends. Their semi-annual Book Sale at the Roseville Library on October 3-6 raised approximately \$13,000, and a total of \$27,000 through their Year End Appeal.

Ramsey County Library Friends Board voted to disburse \$250,000 from the Varns estate gift to help fund the planning and design phase for the Mounds View Library. The RCLF will host several events in the future, including Library Legislative Day on February 20th and Virtual Library Legislative Week from February 17 – 21. A Breakfast Fundraiser is planned for April 12 at the Manitou Event Center in White Bear Lake, and the Spring Book Sale will take place from April 24 – 27 in Roseville. Ramsey County Library Friends requests that if anyone has suggestions for organizations that may accept book donations of books, to contact the executive director.

ADJOURN

Kirby-Stofferahn made a motion to adjourn the meeting at 7:35 p.m. Kovarik seconded the motion, which passed unanimously.

DRAFT

Ramsey County Library Advisory Board Meeting
February 19, 2025
Ramsey County Library – Shoreview
4560 Victoria St N, Shoreview, MN 55126

LIBRARY ADVISORY BOARD PRESENT: Alex Kovarik, Kami Miller, Andrea West, Sandy Doubek, and Molly Jansen

NOT PRESENT: Marissa Kirby-Stofferahn and Dawne Brown-White

STAFF PRESENT: Pang Yang, Library Director; Jeff Eide, Roseville Senior Branch Manager; and Lola Ryan, Library Board Coordinator

CALL TO ORDER

Miller called the meeting to order at 6:33 p.m.

ACTION ITEMS

Approval of the February Meeting Agenda

West made a motion to approve the agenda as presented. Kovarik seconded the motion, which passed unanimously.

Approval of the 2025 January Meeting Minutes

West abstained from the approval of January meeting minutes due to their absence. Due to the lack of quorum, West made a motion to move the approval of the January 15 meeting minutes to the March meeting. Miller seconded the motion, which passed unanimously.

Approval of Ramsey County Library Advisory Board Bylaws

The Library Board members voted on grammatical corrections proposed during the January meeting. West made a motion to approve the bylaws as presented. Doubek seconded the motion, which passed unanimously.

ACKNOWLEDGEMENT OF 2025 LIBRARY DONATIONS

All donations under \$5,000.00 donated to the library come to the Library Advisory Board for acknowledgement. Donations over \$5,000.00 are accepted by the County Board on behalf of the libraries. The library had received several year-end donations, and the board reviewed and acknowledged the donations. West made a motion to acknowledge the donations to the Ramsey County Libraries as presented. Kovarik seconded the motion, which passed unanimously.

DISCUSSION ITEMS

Data Privacy Policy

Pang and the Library Board members reviewed the Data Privacy Policy. Pang provided a summary, underlining key points of the Data Practices Act related to library records, material release, and data-sharing conditions. The policy will be updated with revised dates and re-uploaded to the Ramsey County Library Policy webpage. This policy will continue the five-year review cycle.

Legislative Updates

Pang informed the members that Legislative Day is February 20th. Pang highlighted key priorities for both the Ramsey County and Library systems. For Ramsey County, significant support was emphasized for the Housing Department, Mental and Behavioral Health, Criminal Justice reforms, and funding requests for parks. Pang also outlined Library priorities, including increased funding for the Regional Library Basic System Support, MELSA funding, construction and remodeling support, Legacy funds, and proposed changes to the funding structure for the Ramsey County Law Library. Pang also introduced a new request aimed at addressing the limitations on e-book pricing, and an upcoming article will explore the e-book pricing structure. The Ramsey County Commissioners approved these legislative priorities. Pang also shared that 789 House Bills have been introduced in the state legislature.

Library Director's Report

Pang provided the February staff updates, emphasizing Black History Month as a time to reflect, educate, and celebrate the contributions of Black and African American communities. The Ramsey County Library encourages participation in events like the Black History Heroes activity for children at the Shoreview branch and exploring its extensive collection of books and resources. Ramsey County Library is also preparing Requests for Proposals (RFPs) to renew or replace its Integrated Library System (ILS), with the process set to begin this year. Additionally, Ramsey County Library will reapply for the E-Rate discount, which helps support eligible internet and telecommunication services. Four Ramsey County employees are participating in The Partnership program, which focuses on personal and professional growth. Finally, Kari Collins has been announced as Deputy County Manager for the Economic Growth and Community Investment (EGCI) team. She will oversee a \$139 million budget and 572 employees, including those at the Ramsey County Library.

ADJOURN

Jansen made a motion to adjourn the meeting at 7:21 p.m. West seconded the motion, which passed unanimously.

Request for Library Board Action

Meeting Date
March 19, 2025

Action Requested
Information and Discussion

Presented By
Beth Porter,
Program Specialist

SUBJECT:

Volunteer Program

BACKGROUND:

This update will cover key developments in the Volunteer Program, including:

- Changes in volunteer program leadership since 2019
- Enhancements made to the program in 2024
- The roles and contributions of volunteers at Ramsey County Library
- The estimated hourly value of volunteer time in 2024, as reported by Independent Sector

BOARD ACTION REQUESTED:

Information and discussion

Volunteer Program

Ramsey County Library
Report to the Library Advisory Board
March 19, 2025

Library Volunteer Program Leadership

2019

Librarian in charge of program retires

2020-2022

Circulation Supervisor
Library Associate

2023

Program Specialist

2024 Enhancements to Volunteer Program

- Updating of application & documents
- Converting database to Volgistics - County's web-based volunteer management platform
- Tracking now includes volunteers who assist with library programs



RCL Volunteers By the Numbers

Active Volunteers: 121

Hours of Service: 9214.50

- 104 Circulation Volunteers
- 15 Library Program Volunteers
- 2 Interns



2023 Value of Volunteer Time

\$33.49 per hour*

This value is based on the average wage of a non-management, non-agricultural worker including a 15.7% increase for fringe benefits.

*Source: INDEPENDENT SECTOR

<https://independentsector.org/resource/value-of-volunteer-time/>





2024 RCL Volunteer Contributions

Volunteers	121
Hours	9214.50

\$308,593.60

Beth Porter

Program Specialist/Systemwide Volunteer Coordinator



Scan for Contact Information

Request for Library Board Action

Meeting Date
March 19, 2025

Action Requested
Information and Discussion

Presented By
Pang Yang,
Library Director

SUBJECT:

2026-2027 Budget

BACKGROUND:

Ramsey County's 2026-2027 budget process advances the vision, mission and goals established by the Board of Commissioners and the strategic priorities outlined in the County's strategic plan, as well as the Library's strategic plan.

Budget proposals from Departments should include and focus on the following: department responsible services, operating as One Ramsey County, investing in organizational excellence, advancing partnerships, and supporting long-term fiscal health.

Budget Process Timeline:

- May 8: department budgets due to finance
- May 26 – June 2: department presentations to County Manager
- August: County Manager budget presentation to Ramsey County Board of Commissioners
- September: department presentations to Ramsey County Board of Commissioners
- November/December: Truth in Taxation hearing
- December: Final budget and levy approval

Library leadership will facilitate an exercise with Library Advisory Board members, with goals to enhance understanding of budget and financial management components, help address organizational impact of increases and decreases to budgets, and contribute recommendations to assist Library Leadership in understanding community values. Library leadership will consider feedback based on this exercise to inform the direction of the next biennial budget. This exercise will be facilitated with the Library's management team.

BOARD ACTION REQUESTED:

For information and discussion.

LIBRARY DIRECTOR'S REPORT**March 2025**

March Staff Updates:

Hired:	Mariana Ducloux Moreno Hynnek, RCL Roseville
	Jayde Alberda, RCL Shoreview
	Whitney Storvick, RCL Shoreview
Promoted:	Paige Fuller, out of class RCL Technical Services
Retired:	Nicole Herold, RCL Technical Services

Important Dates: All libraries will be closed on Thursday, April 10, 2025, for In-Service Day.

On Wednesday, March 5th, the Twin Cities metro area experienced significant snowfall, halting Metro Transit services and stalling the operations of many organizations and businesses. Despite this, Library staff were able to safely open the Library doors to the public. I am proud of their hard work and dedication to public service, ensuring that those who need our services have access, even during snow days. Great appreciation also goes to our Property Management, Public Works, and municipal city partners for their service in clearing roads and lots so that our crucial Library services may be accessed.

Growing the team: Ramsey County is working on significant leadership hiring, with vacancies in four management roles. The vacant roles are at RCL Mounds View, RCL New Brighton, RCL White Bear Lake, and the RCL Technical Services department. Second-round interviews will be completed in March and offers will be extended by April. Temporarily, Jeff Eide is providing management for RCL Mounds View, and Paige Fuller is working out of class as the manager of RCL Technical Services.

Training and development: In January, Ramsey County Library's management team completed the Clifton StrengthsFinder assessment to identify current leadership strengths and develop a shared communication vocabulary. Leaders continued this learning in March by practicing and applying their strengths through an engaging, resilient leadership conversation.

All libraries will be closed on April 10, 2025, for In-Service Day. During In-Service Days, all library staff and embedded internal partners will convene to attend required training that may be difficult to receive while libraries are in operation. In April, all library staff will engage in the training Wielding Power for Racial Justice in Library Services, facilitated by Andre Koen. This training will use the PERMA model of Positive Emotion, Engagement, Relationships, Meaning, and Accomplishment to recognize bias and systemic racism in libraries, leverage power and positional authority for equity, and move from awareness to action in building an inclusive library culture. Staff will also learn best practices for writing incident reports, including when to write them and how.

Outreach: Ramsey County Library launched the Take Me Home Library program. This initiative consists of installing movable bookshelves at locations throughout Ramsey County to provide community members with access to free books to increase literacy rates, decrease barriers to books, and encourage library use in our communities. Installation has occurred at four partner sites: Today's Harvest, The

Community Market, Mental Health Urgent Care, and the Harriet Tubman Center East. This program is generously funded by the Ramsey County Library Friends.

Countywide updates: Ramsey County welcomed Garrison McMurtrey as the newly elected Ramsey County Commissioner for District 3, officially swearing him in on Tuesday, March 11, 2025. Commissioner McMurtrey is the first Black man elected to a county board in Minnesota. District 3 covers the Falcon Heights and Saint Paul neighborhoods of Payne/Phalen, North End/South Como, Como Park, Frogtown, Hamline-Midway, and St. Anthony Park.

Pang Yang