

Ramsey County Library Advisory Board
May 20, 2026
Ramsey County Library – White Bear Lake
2150 2nd Street, White Bear Lake, MN 55110

- I. Call to Order**
- II. Action Items**
 - a. Approval of the May Agenda
 - b. Approval of 2026 April Meeting Minutes
 - c. Ramsey County Library Advisory Board Bylaws
- III. Discussion Items**
 - a. Ramsey County Library Summer Learning Program
 - b. Statistical trends – 10 year
 - c. Integrated Library System (ILS) Migration
 - d. 2026 Library Advisory Board Calendar
 - e. Library Advisory Board Roundtable
 - f. Library Director’s April Report
- IV. Adjourn**

<p>Library Advisory Board Sandy Doubek Megan Jacoby Marissa Kirby-Stofferahn, Chair Alex Kovarik Kami Miller, Vice Chair</p>

Ramsey County Library Advisory Board Meeting

April 15, 2026

Ramsey County Library – Roseville

2180 Hamline Ave N, Roseville, MN 55113

LIBRARY ADVISORY BOARD PRESENT: Sandra Doubek, Marissa Kirby-Stofferahn, Alex Kovarik, Megan Jacoby, Kami Miller.

NOT PRESENT:

STAFF PRESENT: Kelsey Lied, Library Digital Services Manager, Ray Lockman, Library Deputy Director; Pang Yang, Library Director.

ALSO PRESENT: Melissa Nykanen, Executive Director, Ramsey County Library Friends.

CALL TO ORDER

Kirby-Stofferahn called the meeting to order at 6:30 p.m.

ACTION ITEMS

Approval of the April Agenda

Doubek moved to approve agenda. Jacoby seconded the motion, which passed unanimously.

Approval of March Meeting Minutes

Jacoby moved to approve minutes. Doubek seconded the motion, which passed unanimously.

Acknowledgement of Gift Funds

Jacoby moved to acknowledge the gift of \$1000. Doubek seconded the motion, which passed unanimously.

Appointment of Ramsey County Library Friends Liaison

Miller shared the scope of the role of the Ramsey County Library Friends board liaison. Nykanen shared information about the Friends board meetings for the remainder of the year. Doubek nominated herself. Miller moved to recommend Doubek's appointment. Jacoby seconded the motion, which passed unanimously. Kirby-Stofferahn appointed

Library Advisory Board member Sandy Doubek as the Ramsey County Library Friends liaison through the end of 2026.

DISCUSSION ITEMS

Friends Report

Melissa Nykanen, Executive Director of the Ramsey County Library Friends (RCLF), provided the Library Advisory Board with an update on recent activities and accomplishments. RCLF, November book sale, was successful. Second time doing a member's pre-sale successfully. Estimated 86,000 books were distributed in 2025. The Friends board also approved an increased gift for 2026: from \$130K to \$150K with \$20K designated for library improvements.

Ramsey County Library Advisory Board Bylaws and Evaluation

Board identified edits for bylaws, to be voted on at next meeting. Board continued discussion regarding public comments and concluded that the question should be separated out into its own agenda item at a future meeting.

Ramsey County Library Board Advisory Membership Update

West and Jansen have both resigned. Board discusses possible recognition of service.

Library Advisory Board Roundtable

Members shared about encouraging neighbors to get their first library card, and the joy of discovering the library's collection of keyboard sheet music.

Library Director's Report

Yang, shared RCL newly proud partner with the Somali Museum in their upcoming programs to celebrate the Somali culture. Yang also shared the success of in-service day, having Safety Officer Alfredo Hernandez-Schmitt from the Ramsey County Compliance and Ethics office facilitate a training on de-escalating difficult situations. She also discussed about the recent biennial Public Library Association Conference that took place on April 1-3, 2026 in Minneapolis. Ramsey County Library was able to send staff members to attend this event, as it is one of the largest public library conference in the nation.

ADJOURN

The meeting adjourned at 8:03pm.

Request for Library Board Action

Meeting Date
May 20, 2026

Action Requested
Approval

Presented By
Ray Lockman, Library Deputy
Director

SUBJECT:

Ramsey County Library Advisory Board Bylaws

BACKGROUND:

Ray Lockman, Library Deputy Director, has spent the last two board meetings facilitating discussions to update Library Advisory Board bylaws in 2026 by reviewing evaluations from the 2025 board members. Changes based on the facilitated conversation is below.

CHANGES:

Article 4 Conduct of Business

The Library Advisory Board Shall:

- Not tolerate disrespectful language, tone of voice, or behavior.
-to-
- Expect respectful language, tone of voice and behavior.

- **Article 4 Conduct of Business**

The Library Advisory Board Shall:

- Addition of: Shall be beholden to and abide by Ramsey County's Visitor Conduct Policy

- Article 7 Attendance

... within a period of 12 months, may be recommended to the Chair of the Ramsey County Board of Commissioners for removal from the Library Advisory Board.

-to-

... within a period of 12 months, upon recommendation of the Chair of the Library Advisory Board, the Library Director will recommend to the Chair of Commissioners for removal from the Library Advisory Board.

BOARD ACTION REQUESTED:

Approval of the updated Library Advisory Board Bylaws.

Ramsey County Library Advisory Board Bylaws

Article 1

Purpose

The Ramsey County Library Advisory Board shall provide advice and make recommendations on matters pertaining to county library services. The Ramsey County Library Advisory Board shall provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. The county board may delegate additional powers and duties to the Ramsey County Library Advisory Board.

Article 2

Organization

- The Ramsey County Library Advisory Board is comprised of seven residents of suburban Ramsey County appointed by the Ramsey County Board of Commissioners.
- The Library Advisory Board shall, at its first regular meeting in a calendar year, elect a Chair and Vice Chair to serve for that calendar year. An officer may serve two consecutive terms.
- Ramsey County will provide administrative support to the Library Advisory Board, including serving as recording secretary.

Article 3

Meetings

- The Library Advisory Board shall meet at least quarterly but intends to hold regular monthly meetings. An annual schedule of the Library Advisory Board meetings will be published in January. Meetings may be canceled by the Library Advisory Board Chair or designated authority.
- Special meetings 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. Special meetings may consider only those items specified in advance. All members shall be notified of all meetings at least two (2) days before the meeting date.
- The Chair may appoint standing committees as needed by the Library Advisory Board. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until the completion of the work for which they were appointed.
- The principal place for meetings shall be at the Shoreview Library; however, the Library Advisory Board may hold meetings in other places within the County as desired.

Article 4

Conduct of Business

- Meetings shall be facilitated by the Chair or by the Vice Chair in the Chair's absence or another Library Advisory Board member as delegated by the Chair.
- A quorum shall consist of a majority of the appointed members; there must be a quorum to conduct a vote.
- Rosenberg's Rules will be used for formal voting.
- The Library Advisory Board shall:
 - Expect people to act with best intentions and expect best intentions from others.
 - Treat each other with respect.
 - Expect respectful language, tone of voice and behavior.
 - Focus on ideas: If you disagree with something that has been said, question the idea or practice, not the person.
 - Focus our energies on how we can better meet the needs of the community while supporting greater inclusiveness, accessibility and equity.
 - Be beholden to and abide by Ramsey County's Visitor Conduct Policy

Article 5

Duties of the Library Advisory Board

- Provide advice and make recommendations on matters pertaining to county library services. Examples include:
 - Ensure the inclusion of voices from our community of residents in determining department programs and services.
 - Advise library staff on existing and newly-proposed resident-facing services, programs, spaces, technology and collections on behalf of residents, with an equity lens focused on our communities that experience marginalization.
 - Advise library staff on where additional community input should be solicited; review programs and services for gaps and duplication with other county and externally-provided services.
 - Review and make recommendations on long-range plans for the library.
 - Participate in department strategic plan development and monitoring.
 - Advocate for libraries at the legislature and other venues, in collaboration with library staff.
 - Advise library staff on priorities within operating and capital budget development processes.
 - Review and advise library staff on department-level policies.
- Provide recommendations regarding integrated county service delivery that impacts or is enhanced by library services. Examples include:
 - Schedule briefings on countywide initiatives such as Digital Equity; foster thoughtful and strategic discussions about opportunities and challenges for the library; advise library staff on impacts and enhancement opportunities from a resident perspective.
 - Bring personal and professional expertise and interests to the table in considering new integrated service delivery opportunities.
- Accept gifts to the library of up to \$5,000, under the delegated authority from the Ramsey County Board.

Article 6

Open meeting

Library Advisory Board meetings shall be open to the public.

Article 7

Attendance

Library Advisory Board members are expected to attend all regularly scheduled meetings and must notify the Chair if they are unable to attend a meeting.

Any member of the Library Advisory Board who:

- Misses more than two consecutive meetings without advance notice
- Misses more than three consecutive meetings with advance notice
- Misses one-third of announced Library Advisory Board meetings

within a period of 12 months, upon recommendation of the Chair of the Library Advisory Board, the Library Director will recommend to the Chair of Commissioners for removal from the Library Advisory Board.

Article 8

Amendment of Bylaws

The Library Advisory Board shall adopt bylaws and update them at least annually. Bylaws may be amended by a majority vote of the Library Advisory Board at any regular meeting, provided that written notice setting forth in detail the contents of the proposed amendments(s) has been given to Board members at least ten (10) days prior to the meeting.

Request for Library Board Action

Meeting Date
May 20, 2026

Action Requested
Information and Discussion

Presented By
Ann Wahlstrom,
Librarian 3
North St. Paul Library

SUBJECT:

Ramsey County Library Summer Learning Program

BACKGROUND:

Ann Wahlstrom, Librarian 3 of the Ramsey County Library North St. Paul, will present on upcoming children's programming, specifically for programs occurring in summer of 2026, also known as the Summer Reading Program.

BOARD ACTION REQUESTED:

For information and discussion.

CAMP CRYPTID

SUMMER READING AT RAMSEY COUNTY LIBRARY



What are the important dates this year?

- June 1: The Start! Beanstack App goes LIVE, Reading Records are available for patrons, library card holders and Battle Creek Water Park Passes given out as a participation perks (while supplies last.)
- June 15: *Completion Prizes Start Date*, meaning first day kids can get prizes.
- August 8: The End! Beanstack program ends on app; Reading Records must be turned in to be eligible for Grand Prizes. Grand Prize Drawing will be the week of Aug 10. If kids turn in reading records after August 9, they can still pick out a book (while supplies last).



What do kids actually do for the program?

- Read 20 hours OR 20 books with the paper tracker (depending on reading level).
- Complete 4 Badges on Beanstack App (mix of reading and activities).
- Can they do both? Nope! They must pick!
- Kids ages 11 & 12 can decide to do the kids OR the teen program, but not both.

What do kids get when they complete the program?

- All kids get to pick out a book and get a Cup & Cone token as their completion prize, while supplies last.
- Kids will get a library card holder and Water Park Pass as *participation prizes*, while supplies last.
- Grand Prize Drawing for:
 - Family Packs of 4 tickets to the MN State Fair
 - Family Packs of 4 packs to the Sea Life Aquarium at the MOA
 - Each branch will give out several Grand Prizes.



Where do the prizes come from?

- The library card holders and books are paid for with money from the Ramsey County Library Friends.
- Battle Creek Water Park passes are a donation from Ramsey County Parks and Recreation.
- Cup & Cone in White Bear Lake is donating 3000 tokens for a free ice cream cone for kids who complete the program.
- State Fair and Sea Life Aquarium tickets are acquired via our partnership with MELSA.
- Side Note: The Minnesota Twins will be giving us tickets again this summer, and they will be distributed via “Lucky Day” in our branches.

What’s NEW this summer?

- We are excited to be partnering with Ramsey County Environmental Health this summer for a series of 4 events where kids and families will learn about climate change. The series is called “Cryptids Care about Climate Change”, and the event details are:
 - RV - Thursday, June 25, 1-3pm - *Big Foot Cares About Air Quality*
 - SV - Saturday, July 11, 10-12pm - *Chupacabra Cares About Food*
 - WB - Monday, July 27, 5-7pm - *Loch Ness Monster Cares About Extreme Heat*
 - MP - Sunday, August 9, 12-2pm - *Mothman Cares About Renewable Energy*
- Each event will be hosted by Environmental Health who will have various activities for kids and families to participate in while learning about each topic. They will also have cool giveaways at each event that relate to the day’s topic, such as a free cooling towel or water bottle.



Our cryptids are going to camp this summer,
and here they enjoy making S'Mores.

Submitted by.
Ann.Wahlstrom

Request for Library Board Action

Meeting Date
May 20, 2026

Action Requested
Information and Discussion

Presented By
Pang Yang
Library Director

SUBJECT:

Statistical trends – 10 year

BACKGROUND:

Pang Yang will present a 10 year trend of library metrics as requested in the Library Advisory Board meeting that occurred in March 2026.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date
May 20, 2026

Action Requested
Information and Discussion

Presented By
Kelsey Lied,
Digital Services Manager

SUBJECT:

Integrated Library System (ILS) Migration

BACKGROUND:

Kelsey Lied, Digital Services Manager of Ramsey County Library, will present on the Library's Integrated Library System (ILS) migration that will occur and impact library patrons in July.

BOARD ACTION REQUESTED:

For information and discussion.

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.

Library Advisory Board	January 21, 2026	Ramsey County Library, White Bear Lake
Library Advisory Board	February 18, 2026	Ramsey County Library, Shoreview
Library Advisory Board	March 18, 2026	Ramsey County Library, Maplewood
Library Advisory Board	April 15, 2026	Ramsey County Library, Roseville
Library Advisory Board	May 20, 2026	Ramsey County Library, White Bear Lake
Library Advisory Board	June 17, 2026	Ramsey County Library, Mounds View
Library Advisory Board	July 15, 2026	Cancelled
Library Advisory Board	August 19, 2026	Ramsey County Library, North St. Paul
Library Advisory Board	September 16, 2026	Ramsey County Library, Shoreview
Library Advisory Board	October 21, 2026	Ramsey County Library, Maplewood
Library Advisory Board	November 18, 2026	Ramsey County Library, Roseville
Library Advisory Board	December 16, 2026	Cancelled

Request for Library Board Action

Meeting Date
May 20, 2026

Action Requested
Information and Discussion

Presented By
Marissa Kirby-Stofferahn,
Library Advisory Board Chair

SUBJECT:

Library Advisory Board Roundtable

BACKGROUND:

Library Advisory Board members are encouraged to participate, volunteer and engage with Ramsey County Library, literacy, and learning activities. Board members are invited to share their experiences.

BOARD ACTION REQUESTED:

For information and discussion.

LIBRARY DIRECTOR'S REPORT**May 2026**

April Staff Updates: **Hired:** Blia Lee, RCL Administration
Ivory Love, RCL Administration
Transferred: Beth Porter, to RCL Roseville

Important Dates: All Libraries will be closed on Monday, May 25, 2026, in observation of Memorial Day.

Opportunities: Serving on a Ramsey County advisory board is a great way to get involved with your local government and make a positive impact in your community. The Board of Commissioners appoint residents to serve. Deadline to apply is June 14, 2026.
<https://www.ramseycountymn.gov/your-government/volunteer/advisory-boards-committees>

Program Highlight

Ramsey County Library hosts the Keystone Community Services Food Mobile at Roseville every third Monday of the month from 2-4pm. Participants receive free groceries including shelf stable items, produce, milk, meat and other staples. Participants are encouraged to bring their own shopping bags.

Changes and Transitions

Ramsey County Library is now several months into the 2026-2027 approved Ramsey County budget, which resulted in a 4.92FTE reduction of staff. Across the seven Ramsey County Libraries, Ramsey County Libraries are open to business Sundays through Saturdays, ranging from 10am to 8pm. Due to the reductions, there have been changes how Ramsey County Library covers staff shifts.

One change as a result of staffing levels have been alterations to intermittent/substitute staffing structure and triage procedures—trriage being the practice of moving staff between buildings to ease unexpected understaffing. Ann Wahlstrom, leading the charge to ensure buildings are supported with at least two employees during open hours, began to develop a systemwide framework in partnership with leaders across Ramsey County Library to ensure buildings are able to open and provide public service. Supervisors and managers have been tasked with identifying minimum amounts of staff in favor of opening as many buildings as possible.

With the support of Ann and other leaders, staff have persevered with the new framework and have worked to be in service and favor of a systemwide team identity.

Pang Yang