



**Rochester Public Library Board Agenda
Library Meeting Room C
101 2nd Street SE**

Regular Meeting

**August 15, 2018
04:30 PM**

We strengthen community and enrich lives by sparking imagination, creativity, engagement and learning.
First Class City, First Class Service.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. CONSENSUS AGENDA

3.A. *Approval of Minutes*

3.A.1. July 18, 2018 Library Board Meeting Minutes

3.B. *Approval of Bills*

3.C. *Review of Monthly Reports*

3.C.1. July 2018 Monthly Report

4. PRESIDENT'S BUSINESS

4.A. *Foundation Report*

4.A.1. Foundation Board Report

4.B. *Friend's Report*

4.C. *SELCO Report*

4.D. *Teen Library Council Report*

5. NEW BUSINESS

5.1. Non-disclosure Agreement

5.2. StoryCorps Contract

6. OLD BUSINESS

6.1. RPL/SELCO Digital Collection Sharing Update

6.2. 2019 Budget Update

7. DIRECTOR'S INFORMATIONAL ITEMS

8. SHARING STRENGTHS

8.1. Government Alliance on Race and Equity (GARE) Update

9. QUESTION TIME

10. ADJOURN

BOARD ACTION**MEETING DATE:**

8/15/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

July 18, 2018 Library Board Meeting Minutes

PREPARED BY:

Purna Gurung

BOARD ACTION REQUESTED:

Approve the July 18, 2018 Library Board meeting minutes

Rochester Public Library Board of Trustees
Wednesday, July 18, 2018
4:30 PM, Library Meeting Room C

OPEN COMMENT PERIOD

Rebekah DeYoung asked if there were any comments from the public. There were no comments.

CALL TO ORDER AND APPROVAL OF AGENDA

The regular meeting of the Rochester Public Library Board of Trustees was called to order by President Rebekah DeYoung at 4:30PM.

Members Present: Antinea Ascione, Madison Atkinson, Joshua DeFrang, Rebekah DeYoung, Erin Pagel, Stephanie Saathoff, Emily Wampfler, and Amy Ward.

Members Absent: Ken Brown and Omar Nur.

Staff Present: Audrey Betcher, Library Director; Kim Edson, Head of Readers Services; Karen Lemke, Head of Marketing and Community Engagement; Keri Ostby, Head of Technical Services; Steve Mosing, Automation Systems Manager; and Purna Gurung, Administrative Services Coordinator.

Others Present: Kim Keilholtz, Friends of RPL and Julie Gay.

AGENDA

Motion by Amy Ward, seconded by Stephanie Saathoff, to approve the agenda as revised.
Motion carried.

CONSENSUS AGENDA

Motion by Amy Ward, seconded by Antinea Ascione, to approve the consensus agenda.
Motion carried.

PRESIDENT'S BUSINESS

Foundation Report

At the June Board meeting, Keri Ostby shared how the Foundation Allocation of \$71,000 will be spent in 2018. The Foundation received a \$5000 grant from Associated Bank. The Summer Appeal went out in the mail highlighting the National Medal win. The Board voted that the "Foundation would make a reasonable effort to engage sponsors by 2/1/2019 for Summer Playlist 2019." Library staff have asked for \$20,000 in cash sponsors for this program.

Policy review work continues by committees. The Foundation will help with the National Medal Party planning and event and will allocate \$2,000 for the party.

Erin Pagel noted that there were some questions about the DMC presentation.

Friends Report

Kim Keilholtz reported that the Friends are putting together new upright bookshelves to replace the tables that display the "coffee table books". The Rochesterfest Book Sale raised a record \$10,033. The next book sale, "Sidewalk Sale," is scheduled for Thursday, July 19 through-Saturday, July 21.

SELCO Report

Joshua DeFrang reported that the SELCO Board meets next week for its Quarterly meeting and the Facility Sub Committee meets the week after.

Teen Library Council (TLC) Report

Madison Atkinson noted that the TLC group is being restructured and possibly reformed. More details will follow in the future.

Advocacy Committee Report

Karen Lemke reported on the activities of the Advocacy Committee. One of their biggest accomplishments this past year has been helping to develop the Library Infographic that was shared with City Council. The Committee is also working on developing an Ambassador program. They have contacted different libraries about their programs, gathered information, and plan to develop their own brand ambassador program. The Committee has also discussed a "call to action" program.

NEW BUSINESS

Rochester Reading Champions (RRC) Project Assistant Contract

The independent contractor agreement extends the contract for the Rochester Reading Champions Project Assistant for FY2018. RPL has received grant funding from United Way of Olmsted County to fund this position. The contract format was previously approved by the City Attorney.

**Motion by Antinea Ascione, seconded by Stephanie Saathoff, to approve the contract.
Motion carried.**

OLD BUSINESS

City Strategic Planning Update

Audrey Betcher reviewed the methodology of the community survey conducted by the company Morris Leatherman Company which was shared at the City Council Advance held on July 9th which included:

- 400 randomly selected City residents
- Telephone interviews conducted between May 22nd and June 20th, 2018
- Average interview time of 27 minutes
- Non-response level of 5.0%
- 42% Cellphone Only Households
- 14% Landline Only Households
- 44% Both Cellphone and Landline Households

Demographics of the survey respondents included age groups, sex, race, financially stressed/comfortable, households with seniors, households with children, homeowners, renters, etc.

Audrey noted that this is data that we can be thinking about and that she sees alignment with where the City is going. A discussion ensued. Audrey has requested the dis-aggregate data to better understand how the results affect us. Currently, it is challenging to ascertain whether it is good or bad for us though we did better than other libraries in other communities. The common thread through it all is that the City has to be financially sustainable to further its priority. City Administration is open to talking to the Library Board when they get more data.

At the City Council Advance, council members briefly discussed the Library's growth options and asked if there are other options besides branches and expansion.

Audrey added that once the City is done with their Strategic Plan, we will need to align the work that is already being done at the Library and show we already fit with the priorities identified in the City plan.

DIRECTOR'S INFORMATIONAL ITEMS

Personnel Updates

Sarah Patalita will be joining RPL as the Head of Reference. She brings reference, personnel management, and leadership experience. She is currently a Branch Manager in Indiana and will start on August 23rd. Audrey Betcher noted that we are looking at ways to improve our recruitment process for the future, as we did not have as many qualified applications for both rounds as we've seen in the past.

The Board had a lengthy discussion about non-traditional recruitment opportunities including job shadow programs, practicums, internships, internal hires with the ability to obtain the required education within a specified amount of time, etc. The Board also talked about whether there was a way to use social media to help educate the younger generation about what the library does and the library profession. Audrey noted that in order to be competitive in a tight job market, we must be seen as an employer of choice. She added that we are reviewing our hiring practices for barriers e.g. is a Master's in Library Science (MLS) a barrier? Do we need an MLS for all Librarian positions e.g. Is an MLS required for technology assistance? Are we open to alternative experiences? Currently, the American Library Association (ALA) says that that in order to be a Librarian, you need a Master's degree in Library Science from an ALA accredited institution. The national trend mirrors the conversation we are having at the Board and Administrative Team level and that things will need to be reformulated.

The priority deadline for the Librarian II in Youth Services is today.

University of Minnesota-Rochester (UMR) Conversation

Audrey Betcher met with the new Chancellor of UMR and had a wide-ranging discussion. It is the board's position and Audrey stated that the board is open to looking at further partnership options, but we need to have infrastructure in place --e.g. transportation, parking etc. --before we can proceed.

SHARING STRENGTHS/DATA WALL DISCUSSION

Kim Edson led a discussion of the Logic Model's Short-Term Outcome D: *Increased Connections with Each Other.* This outcome comes from our Strategic Goal 2, Initiative B-Individual feel part of the community through inclusion and connection. The conversation came about after the "About YoU" Community Asset Inventory report that indicated that many people struggle to feel connected to the community.

Kim also noted that the aggregate data of 55% for *Increased Connections with Each Other* is a really good number. There are some programs that are higher touch than others. Summer Playlist is a program that is mostly done on an individual level, so a 40% figure is high. Rochester Reading Champions and Pride Prom on the other hand are more high touch programs, which have higher outcomes. Overall, staff feel that we are making progress towards helping patrons make connections within the community.

The Board discussed the importance of the context behind the data and inquired how questions are posed on the surveys and if there was a way to put what our goal is. Kim noted that staff have a list of survey questions they work with and that goals are challenging since different events have different goals. We instead work towards getting aggregate data. The Board also asked about ways the Library markets its programs. Kim noted that Library, Friends, and Foundation joint

newsletter is mailed quarterly. We also have a monthly calendar of events handout--with over 100 events a month-- that is available for our patrons. Our online web events calendar has the most up to date program information. Kim added that we are evaluating the printed calendar.

Audrey Betcher noted that staff are working on our indicators with explanations. It can also be challenging to get people to complete the surveys. For example, over 220 attended the Mayor Candidate Debates but only 4 completed the surveys. We will continue to work on this system.

QUESTION TIME

Joshua DeFrang asked how the Summer Playlist was going. Karen Lemke replied that we do not have numbers yet, but our web traffic is 37% higher than last year. So, we expect program participation to be up as well. We also received great feedback about the *Golden Bookmobile* search with many people visiting the mini-libraries as part of the search efforts.

There being no other business, the meeting adjourned at 5:35PM.



Erin Pagel
Secretary

The next regular meeting of the Library Board will be August 15, 2018, 4:30PM in **Meeting Room C**.

BOARD ACTION**MEETING DATE:**

8/15/2018

AGENDA SECTION:**ORIGINATING DEPT:**

Library

ITEM DESCRIPTION:

July 2018 Monthly Report

PREPARED BY:

Purna Gurung

The Monthly Report will be emailed to the Board on Monday.

BOARD ACTION REQUESTED:

Approve the July 2018 Monthly Report

<u>INFORMATIONAL ITEM</u>		MEETING DATE: 8/15/2018
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: Foundation Board Report		PREPARED BY: Audrey Betcher
<p>-Thank you to Karen Lemke for doing some extra posts for Amazon Prime Day to increase our social media presence and raise dollars from online shoppers.</p> <p>-Foundation and Library compiled a list of potential sponsors for Summer Playlist 2019. If anyone knows of a new sponsor we should approach, please contact the Foundation.</p> <p>-Secured \$500 cash sponsorship from Rochester Area Foundation for Medal Party Celebration. Foundation is paying for logo cups that will be handed out and used for popcorn cup. Secured beverages from Culligan and McDonalds.</p> <p>-WWW - 1st Committee mtg was held. We started recruiting speakers and updating sponsor list. Vicki will attend the Sept Library Board Meeting to update Board Members.</p> <p>-Mary Dunlap is new Nominating Committee Chair. Committee is working on board and committee positions for 2019.</p> <p>-No Foundation Board Meeting in August</p>		

BOARD ACTION**MEETING DATE:**
8/15/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Non-disclosure Agreement

PREPARED BY:

Audrey Betcher

We would like to have a volunteer start inputting data into our volunteer management system, Volgistics. To err on the side of caution, we recommend having her sign a non-disclosure agreement. We would use the form already approved by the City Attorney that we used with the social workers who reviewed our data.

BOARD ACTION REQUESTED:

Approve the non-disclosure agreement

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 20____, by and between the CITY OF ROCHESTER, a Minnesota municipal corporation, acting by and through its Library Board ("RPL"), and _____ ("Volunteer").

WHEREAS, Volunteer is performing a project at the Rochester Public Library; and,

WHEREAS, in performing this project, Volunteer will have the occasion to view data that is confidential, nonpublic, or private under the Minnesota Government Data Practices Act; and,

WHEREAS, the parties enter into this Non-Disclosure Agreement in order to maintain and preserve the classification of the data that might come into Volunteer's view.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, RPL and Volunteer agree as follows:

1. RPL will permit Volunteer to work on a project at the Rochester Public Library.
2. In consideration of RPL's permission to complete the project at the Rochester Public Library, Volunteer agrees to treat all data s/he views or collects as confidential, to not disclose the data to anyone else without Rochester Public Library permission, and to not copy the data without Rochester Public Library permission.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

CITY OF ROCHESTER

VOLUNTEER NAME

By _____
Library Board President

Attest _____
Library Director

Attachment: confidentiality_form_blank (9362 : Non-disclosure Agreement)

BOARD ACTION**MEETING DATE:**
8/15/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**
StoryCorps Contract**PREPARED BY:**
Audrey Betcher

As part of winning the National Medal Award, we will be working with StoryCorps to collect oral histories in October. StoryCorps staff will be in Rochester.

We are working with the City Attorney on the contract and will email the agreement to the Library Board once we have the changes finalized.

BOARD ACTION REQUESTED:

Approve the contract.

INFORMATIONAL ITEM**MEETING DATE:**
8/15/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

RPL/SELCO Digital Collection Sharing Update

PREPARED BY:

Audrey Betcher

Kim will give an update on the sharing of our Overdrive collection with SELCO.

RLA - July 2018

Branch	RPL Checkouts		
RPL - City of Rochester Resident	14282		
RPL - Olmsted County Rural Resident	3201		
RPL - Other SELCO Libraries	1814		
Mobile Phone User	1251		
RPL - Other Minnesota Resident (non SE	288		
RPL - Pine Island Resident	190		
RPL - Stewart	126		
Rochester Public Library	83		
RPL - Chatfield	69		
RPL - St. Charles Resident	66		
RPL - Non Minnesota Resident	24		
Rochester HV OMS	2		
Total RPL patron checkouts		21396	96%
SELCO - Winona Public Library	178		
SELCO - Albert Lea Public Library	108		
SELCO - Northfield Public Library	72		
SELCO - Owatonna Public Library/Owatc	48		
SELCO - Caledonia Public Library	45		
SELCO - Pine Island Public Library	44		
SELCO - Red Wing Public Library	38		
SELCO - Wabasha Public Library	36		
SELCO - St. Charles Public Library	33		
SELCO - Chatfield Public Library	32		
SELCO - LaCrescent Public Library	28		
SELCO - Austin Public Library	25		
SELCO - Faribault-Buckham Memorial	25		
SELCO - Kasson Public Library	18		
SELCO - Plainview Public Library	18		
SELCO - Zumbrota Public Library	17		
SELCO - Stewartville Public Library	16		
SELCO - Preston Public Library	11		
SELCO - Lake City Public Library	10		
SELCO - Spring Valley Public Library	10		
SELCO - Grand Meadow Public Library	8		
SELCO - Lanesboro Public Library	8		
SELCO - Rushford Public Library	6		
SELCO - Dodge Center Public Library	4		
SELCO - Lonsdale Public Library	4		
SELCO - Kenyon Public Library	3		
SELCO - Southeastern Libraries Coopera	1		
Total SELCO reciprical check-outs		846	4%
Total circ	22242		

Branch	Checkouts		
SELCO - Winona Public Library	2104		
SELCO - Northfield Public Library	1879		
SELCO - Owatonna Public Library/Owatonna Blooming Pr	1743		
SELCO - Faribault-Buckham Memorial	1300		
SELCO - Austin Public Library	1222		
SELCO - Albert Lea Public Library	1194		
SELCO - Red Wing Public Library	1184		
SELCO - LaCrescent Public Library	572		
SELCO - Kasson Public Library	491		
SELCO - Cannon Falls Library	478		
SELCO - Zumbrota Public Library	471		
SELCO - Lake City Public Library	417		
SELCO - Stewartville Public Library	388		
SELCO - St. Charles Public Library	317		
SELCO - Pine Island Public Library	311		
SELCO - Caledonia Public Library	278		
SELCO - Rushford Public Library	267		
SELCO - Spring Valley Public Library	235		
SELCO - Plainview Public Library	233		
SELCO - Wabasha Public Library	233		
SELCO - Lonsdale Public Library	190		
SELCO - Chatfield Public Library	189		
SELCO - Dodge Center Public Library	183		
SELCO - Southeastern Libraries Cooperating	169		
SELCO - Preston Public Library	148		
SELCO - Kenyon Public Library	148		
SELCO - Spring Grove Public Library	146		
SELCO - Houston Public Library	124		
SELCO - Lanesboro Public Library	116		
SELCO - Grand Meadow Public Library	103		
SELCO - LeRoy Public Library	88		
SELCO - Harmony Public Library	80		
SELCO - West Concord Public Library	50		
SELCO - Brownsdale Public Library	18		
SELCO - Mabel Public Library	15		
SELCO - Hokah Public Library	12		
Total SELCO check-outs		17096	98%
RPL - City of Rochester Resident	266		
RPL - Olmsted County Rural Resident	88		
RPL - Other SELCO Libraries	45		
RPL - Stewart	6		
RPL - Other Minnesota Resident (non SELCO)	4		
Total RPL reciprical check-outs		409	2%
Total	17505		

Attachment: July 2018 RLA (9352 : RPL/SELCO Digital Collection Sharing Update)

<u>BOARD ACTION</u>		MEETING DATE: 8/15/2018
AGENDA SECTION:	ORIGINATING DEPT: Library	
ITEM DESCRIPTION: 2019 Budget Update		PREPARED BY: Audrey Betcher
<p>We continue to work through the new budget process. We've gotten preliminary approval of several decision packs for the operating budget: The hotspots, MCC rental, and supplemental contractual cleaning. Our highest priority item, a Library Assistant II position, was not funded.</p> <p>One possibility would be to talk to the RPL Foundation and the City Council to approve a plan to fund the position starting in 2019. Perhaps the Foundation funds at 100% for year 1, the City/Foundation fund 50/50 in 2020, and then the City funds in 2021 and beyond.</p> <p>We have also gotten some preliminary numbers back on the CIP budget as well. Computer replacement was funded at the requested amount, and building improvements (not the building maintenance issues) were funded at a lower amount. Funding for the building maintenance issues begins in 2022.</p> <p>BOARD ACTION REQUESTED:</p> <p>Discuss whether the board supports talking to the RPL Foundation and City Council to fund a Library Assistant II position.</p> <p>Discuss the CIP budget.</p>		

INFORMATIONAL ITEM**MEETING DATE:**
8/15/2018**AGENDA SECTION:****ORIGINATING DEPT:**
Library**ITEM DESCRIPTION:**

Government Alliance on Race and Equity (GARE) Update

PREPARED BY:

Audrey Betcher

Andy Stehr will give an update on the City's (Government Alliance on Race and Equity) GARE cohort, an equity decision toolkit that AT will begin using, and staff training with the Diversity Council.

APPENDIX C

Racial Equity Tool Worksheet

Step #1

What is your proposal and the desired results and outcomes?

1. Describe the policy, program, practice, or budget decision (for the sake of brevity, we refer to this as a “proposal” in the remainder of these steps)
2. What are the intended results (in the community) and outcomes (within your own organization)?
3. What does this proposal have an ability to impact?

- | | |
|-------------------------------|------------------------|
| Children and youth | Health |
| Community engagement | Housing |
| Contracting equity | Human services |
| Criminal justice | Jobs |
| Economic development | Parks and recreation |
| Education | Planning / development |
| Environment | Transportation |
| Food access and affordability | Utilities |
| Government practices | Workforce equity |
| Other _____ | |

Step #2

What’s the data? What does the data tell us?

1. Will the proposal have impacts in specific geographic areas (neighborhoods, areas, or regions)? What are the racial demographics of those living in the area?
2. What does population level data, including quantitative and qualitative data, tell you about existing racial inequities? What does it tell you about root causes or factors influencing racial inequities?
3. What performance level data do you have available for your proposal? This should include data associated with existing programs or policies.
4. Are there data gaps? What additional data would be helpful in analyzing the proposal? If so, how can you obtain better data?

TOOLKIT

Racial Equity Toolkit: An Opportunity to Operationalize Equity

Government Alliance on Race and Equity

APPENDIX C: RACIAL EQUITY TOOL WORKSHEET

23

Step #3

How have communities been engaged? Are there opportunities to expand engagement?

1. Who are the most affected community members who are concerned with or have experience related to this proposal? How have you involved these community members in the development of this proposal?
2. What has your engagement process told you about the burdens or benefits for different groups?
3. What has your engagement process told you about the factors that produce or perpetuate racial inequity related to this proposal?

Step #4

What are your strategies for advancing racial equity?

1. Given what you have learned from research and stakeholder involvement, how will the proposal increase or decrease racial equity? Who would benefit from or be burdened by your proposal?
2. What are potential unintended consequences? What are the ways in which your proposal could be modified to enhance positive impacts or reduce negative impacts?
3. Are there complementary strategies that you can implement? What are ways in which existing partnerships could be strengthened to maximize impact in the community? How will you partner with stakeholders for long-term positive change?
4. Are the impacts aligned with your community outcomes defined in Step #1?

Step #5

What is your plan for implementation?

1. Describe your plan for implementation.
2. Is your plan:
 - Realistic?
 - Adequately funded?
 - Adequately resourced with personnel?
 - Adequately resourced with mechanisms to ensure successful implementation and enforcement?
 - Adequately resourced to ensure on-going data collection, public reporting, and community engagement?

If the answer to any of these questions is no, what resources or actions are needed?

TOOLKIT

Racial Equity Toolkit: An Opportunity to Operationalize Equity

Government Alliance on Race and Equity

APPENDIX C: RACIAL EQUITY TOOL WORKSHEET

24

Step #6**How will you ensure accountability, communicate, and evaluate results?**

1. How will impacts be documented and evaluated? Are you achieving the anticipated outcomes? Are you having impact in the community?
2. What are your messages and communication strategies that are will help advance racial equity?
3. How will you continue to partner and deepen relationships with communities to make sure your work to advance racial equity is working and sustainable for the long-haul?

TOOLKIT**Racial Equity
Toolkit: An
Opportunity to
Operationalize
Equity**Government
Alliance on
Race and Equity

