

SCOTT COUNTY LIBRARY  
MINUTES OF FEBRUARY 20, 2020

Thursday February 20, 2020

5:30 p.m.

Library Administration  
1615 Weston Ct  
Shakopee, MN 55379

Ed Speiker called the meeting to order.

Roll call was taken.

MEMBERS PRESENT: Michelle Salmonson, Ed Speiker, Jill Kufirin, Joyce Bailey, Lauren Spranger, Commissioner Weckman Brekke

MEMBERS ABSENT: None

OTHERS PRESENT: Jacob Grussing, Cindy Purser, Kristy Rieger, Sarah Geffre, Lisa Pollard

There was no public comment.

- ❖ Consent Agenda
  - Minutes – January 2020
  - Activity Report – January 2020
  - Financial Report – January 2020
  - Acceptance of written reports
    - Director
    - Associate Director
    - Library Technology Manager

**A MOTION WAS MADE BY BAILEY AND SECONDED BY KUFRIN** to approve the Consent Agenda.

**MOTION CARRIED**

❖ **REQUEST FOR BOARD ACTION**

COMPUTER & INTERNET USE POLICY

Scott County Library maintains a Computer and Internet policy as a guiding document for managing customer use of public computers and Wi-Fi. The only change to this policy was the removal of a reference to the sale of USB drives as that is a practice no longer done.

**A MOTION WAS MADE BY KUFRIN AND SECONDED BY SALMONSON** to approve the updated Computer & Internet Use policy

**MOTION CARRIED**

EXTENDED ACCESS POLICY

In preparation for the April 1 launch of Extended Access at the Jordan Library, staff and the Extended Access Customer Team identified the need for a policy to guide the administration of the service. The Library Director consulted with the County Attorney's Office for guidance on this policy and the Library Management Team (includes supervisors from every location) reviewed and endorsed the policy. The policy will be modified slightly to function as an Extended Access Agreement that customers will be required to sign.

**A MOTION WAS MADE BY BAILEY AND SECONDED BY KUFRIN** to approve the Extended Access policy

**MOTION CARRIED**

❖ **INFORMATION/DISCUSSION**

WELCOME NEW BOARD MEMBER

Lauren Spranger joins the Library Advisory Board as the new representative for district 5 following Lee Watson's term limit being reached.

2020 LIBRARY BOARD SCHEDULE

At the request of the Library Advisory Board at the January 2020 meeting, slight changes have been made to the library board schedule for 2020 and an updated copy was presented.

## BUDGET

Jake presented a breakdown via charts from 2017 that the Library Board previously reviewed, however, there has been some turnover on the board so he thought it would be worthwhile to review again in preparation for shaping our 2021 budget. The breakdown shows revenue sources for the library budget as well as expenditure lines. Most of our expenditures include staff salaries and benefits, library materials, and technology.

The county continues work towards Priority Based Budgeting (PBB). The Directors Team is working with the County's Quality Improvement Manager to continuing shaping that process and it will eventually be brought back to the Library Advisory Board.

More budget information will be forthcoming in 2020 as we work towards shaping the 2021 budget. Commissioner Weckman Brekke reminded everyone that the library can be a beneficiary of gifts and donations. Staff generally do a good job of soliciting donations from local Rotary, Lions, Optimist and Friends of the Library groups, however, there might be an opportunity for Library Advisory Board members to assist.

## WRITE OFF

In 2019, the county adopted a write off policy allowing us to remove debt from 2004 (oldest debt on record) – 2015. We do not utilize a collection agency for debt as the cost is often not worth what is brought back and it is often problematic for customers when it impacts their credit score, doesn't create goodwill, etc. By removing the debt, we are able to now purge old accounts from customers (many of whom have moved away or passed away) and remove items that had bills attached to them resulting in a cleaner ILS that is easier for customers and staff to use.

## LIBRARY STRATEGY

As mentioned at the January meeting, the Directors Team has been working on a one-page strategy document to provide day-to-day and long-range guidance to our department's work. At the February meeting, Jake asked the Library Advisory Board to focus on the "Promote Access for All" objective which is focused on expanding customer access and improving the customer experience whenever and wherever it occurs.

Feedback included that the Library Advisory Board wants customers to:

Have a positive experience (happy, fun)	Be surprised at new things	Feel valued	User friendly resources, easily navigable website	Have good programs, services and materials
An awareness of all the resources available	Variety of items and experiences	Nice and helpful staff who go out of their way	Efficient service	Variety of classes (art/crafts/technology, etc.)

Overall, the board felt that the library and staff currently does very well on these points. In the coming months, staff will be bringing ideas forward of ways we can continue to build and expand our services and offerings.

It was recommended that under the Stewardship value, language is added to reflect that staff spend county money responsibly and stretch every dollar as far as possible as that is reflective of practice and values. It has been asked that staff work to craft specific language surrounding that value to add to the document.

## ❖ ORAL REPORTS

**SALMONSON:** Michelle's HOA had their meeting in the Shakopee Library meeting room recently. Everyone had positive remarks to share about the Shakopee Library and staff.

**KUFRIN:** The Spanish Early Literacy Class at Prior Lake was well attended.

**COMMISSIONER WECKMAN BREKKE:** Barb has been hearing about library staff plugging into county strategies and values. She is hopeful to see more of this in coming years as the library is pertinent to county work in many areas.

**DIRECTOR:** Jake included the Spirit of Scott nominations for library staff for the previous 3 months. Spirit of Scott is the County's recognition program that celebrates staff who go above and beyond to serve our residents. Likely work like this is happening all the time, but it is underreported across the library and the county. Jake will bring library nominations to the Library Advisory Board every 3 months.

Every year, the county hosts an advisory board education night. What feedback would you like to share to help shape the night for this year and next year?

- Informative and relevant sessions that are interesting
- It can be boring and frustrating
- Would like to see volunteer opportunities or a library database information session highlighted

Jake will share feedback with county staff planning the night and encourages Library Advisory Board members to attend.

**ASSOCIATE LIBRARY DIRECTOR:** Cindy has been working with the selection team to focus on diversity in our collection. Last year, Cindy, Amy Boese (Prior Lake Branch Manager), Lisa Pollard (Learning and Outreach Manager) and Sarah Ethier (Technical Services Coordinator), completed an online class about diversity in library collections and plan to implement some strategies this year in what we purchase (books, eBooks, DVDs, music, etc.). It is important we have materials where individuals can see themselves reflected in the work (mirror) as well as learn about other people and cultures (window).

**LIBRARY TECHNOLOGY MANAGER:** Kristy has been working on finalizing testing and development of the new mobile app which she plans to release the first week of March. She has also been working with other website administrators in the county to redesign the county website and library website. Additionally, Kristy and Sarah Geffre have developed and trained staff in using O365 in preparations for upgrades this spring.

**LEARNING AND OUTREACH MANAGER**

Lisa recently met with staff from the Juvenile Alternative Facility (JAF) to discuss ways to partner and deliver services. Youth at JAF are between the ages of 11-17 and are there either due to referral from social services (ex. There might not be a foster care placement available for them), need a 72 hour health and safety order or due to referral from correctional services (ex. delinquent offense, probation violation or warrant). The Readmobile will start visits in March and staff have already sent a box of books to the JAF until visits start.

Russian-English Early Literacy Classes in Prior Lake are going well.

Lisa and her staff and Summer Team are busy planning Summer Reading 2020 and the Summer Readmobile schedule.

Lisa recently made an offer to an individual to be a contracted Somali Language Outreach Aide to help Lisa and her staff target outreach in the Shakopee and Prior Lake area.

Lisa is working with the principal of Eagle Creek Elementary, Shakopee Library staff and Volunteer Coordinator to run a pilot tutoring program in conjunction with the school (they will make the referrals) over the summer. The school will help provide anonymized data from pretesting and post testing. The focus will be on 5<sup>th</sup> grade, 4<sup>th</sup> grade and 3<sup>rd</sup> grade students (in that order) to try and help bridge the gap before they enter middle school.

**MOTION BY KUFRIN AND SECONDED BY SALMONSON** to adjourn the meeting.

**MOTION CARRIED**

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Ed Speiker, President

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Sarah Geffre for  
Lauren Spranger, Secretary

The March Library Board will be held on Thursday, March 19, 2020 at Library Administration at 5:30 p.m.