



PROGRAMMING WITH PURPOSE

Hello!



**I AM
KELSEY
JOHNSON-KAISER**

Youth Services Manager
at Saint Paul Public Library

■ TODAY'S AGENDA

- Define strong services and programs
- Streamline from where you're at
- Organize all your stuff and streamlining in action
- Change management and the importance of a growth mindset

STRONG SERVICES STRONG PROGRAMMING

STRONG SERVICES AND PROGRAMMING SHOULD

- Reach diverse audiences in your community
- Move you toward your goals
- Support your library's mission

KEY TAKE AWAYS

- Refute the “more is more” mindset
- “Should we do this?”
- Fun is not a goal (it's a given)

START STREAMLINING NOW

I'm a single person doing all the things



I'm part of a team that works on programs



I'm a leader, but I'm not in charge of programs



I'm using outcome measurements in my program evaluation



I'm incorporating a large institutional initiative (summer reading, etc.)



I'm generally confused. Please help me.



MORE IS **NOT** BETTER



Fit

Should we do it?



Capacity

Can we do it?



Implications

If we do it, then what?

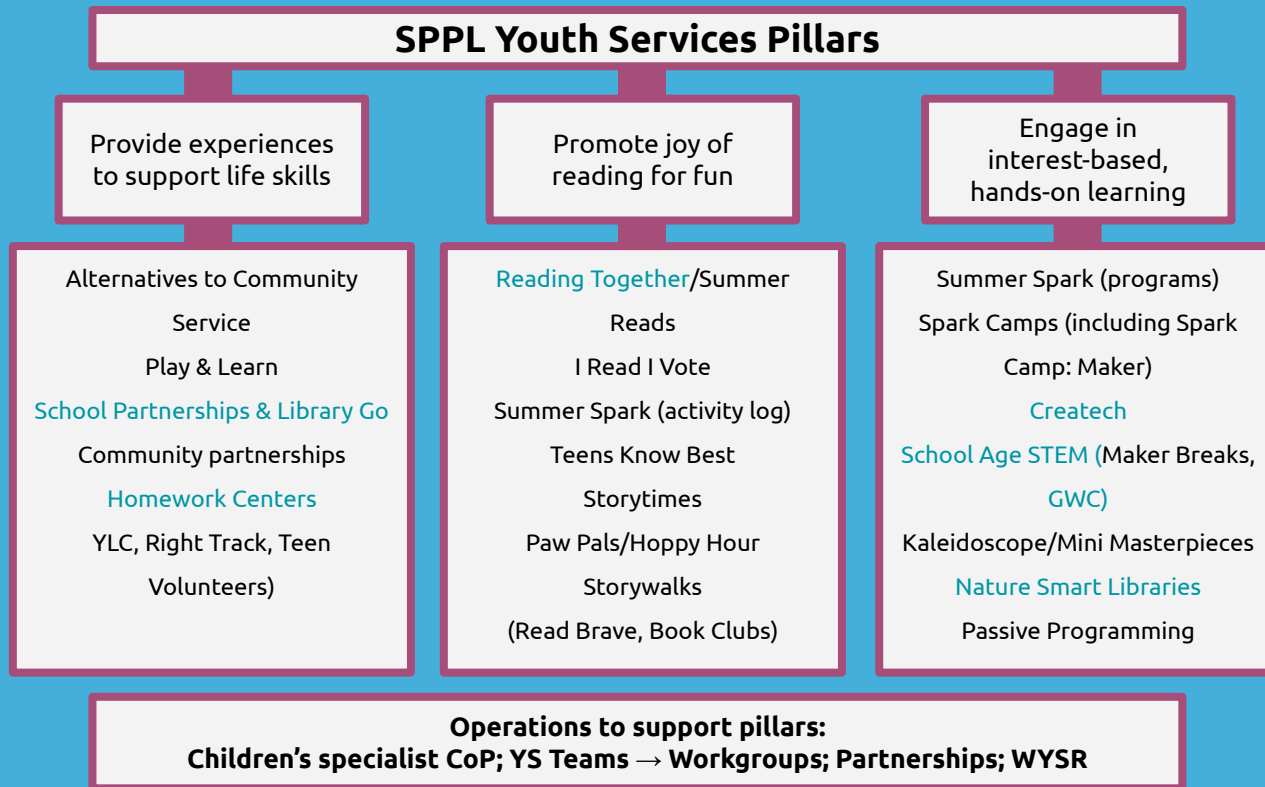
1.

ORGANIZING ALL YOUR STUFF

How do you get a handle on all the programs, initiatives, and ideas?

■ STEPS FOR ORGANIZING

- IDENTIFY THE PROBLEM
- START BRAINSTORMING IDEAS
- KEEP BRAINSTORMING
- PROTOTYPE
- KEEP IT GOING
- ITERATE AGAIN



PILLARS @ SPPL

A comprehensive look at the programs and services we provide, divided into three areas we prioritize

2.

STREAMLINING IN ACTION

What does it look like to streamline day-to-day?

■ Get clarity and focus

Focus on goals, create shared expectations, timeline, and understanding



■ SET GROUP EXPECTATIONS

Group Norms

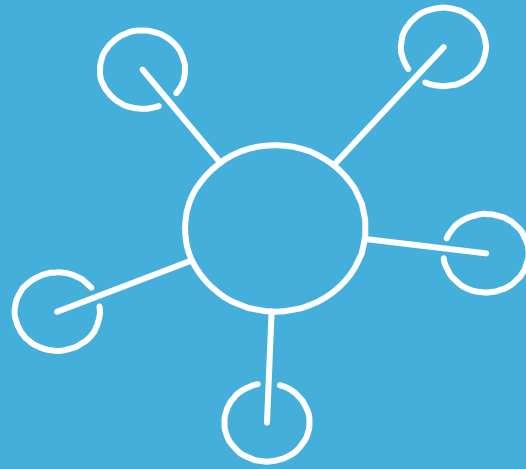
- Participate
- Be genuine with each other about ideas, challenges, and feelings
- Keep conversations confidential
- Support one another
- Focus on the topic at hand - avoid tangents
- Rely on the library's mission, vision, and strategic direction, as well as project charter, to guide work
- Be accountable for your work and responsible to the team

Guiding Principles

- Progress, not perfection
- A simple solution is better than a complex one
- Use existing systems and processes where possible
- Opinions are not decisions

Discussion Process

- Goal is to reach consensus among members, not complete agreement
- Identify a facilitator to keep conversation on track and moving along
- Leave room for open discussion but specify when a decision needs to be made



SHARED EXPECTATIONS

- Those involved need to know:
 - The “WHY”
 - Goals
 - Scope
 - Roles and responsibilities



Mini Masterpieces 2019 PROJECT CHARTER, V. 1

THE OPPORTUNITY

1-3 sentences clearly stating What needs improvement & include any supporting data available.

Do we know how much improvement is needed? Define what could be better.

PROJECT BENEFITS

If we achieve the opportunity statement, then how will the City of Saint Paul benefit? Articulate the benefits of successfully completing this project (e.g. ID financial & non-financial benefits to the city).

GOAL STATEMENTS

"What specifically will change" from "current performance" to "future performance" by what date (X/X/X).

This section is listing of goals to achieve that in aggregate, if achieved, would result in successfully addressing the opportunity statement (e.g. improve what needed to be improved)

PROJECT SCOPE

Starting Point or activity step:
Stopping Point or activity step:

In Scope

- Insert here (e.g. Location 1)
- Insert here (e.g. Location B)

Out of Scope

- Insert here (e.g. Area A)
- Insert here (e.g. Location 2)

PROJECT PLAN

Milestone	Due Date

TEAM SELECTION

Name	Role
Kelsey J-K & Marika S, Sponsors	
Bri Trinidad, Team Member	
See Vang, Team Member	
Violet Nikitina, Team Member	
Chase Maxwell, Subject Matter Expert	
Rose Oyamoto, Subject Matter Expert	
Phoebe Larson & Susan Buda, Legacy and Contracts	

SAINT PAUL PUBLIC LIBRARY

PROJECT ROLES AND RESPONSIBILITIES

EXECUTIVE CHAMPION

- Provides high-level direction, priority-setting, approvals
- Removes barriers to success
- Commits sufficient resources

PROJECT SPONSOR

- Communicate with Executive Champion
- Ensure project progress toward goals

PROJECT TEAM LEADER

- Day-to-day manager of project
- Lead toward improved results

PROJECT TEAM MEMBERS

- Responsible for tasks and executing project deliverables
- Develop a charter
- Develop and implement a work plan
- Explore innovative solutions
- Deliver improved results

STEERING COMMITTEE

- Provide direction and decision-making
- Ensure cross-departmental collaboration
- Members: Executive Champion, Project Sponsor(s), OTC, OFS, Innovation Consultant

SUBJECT MATTER EXPERT

- Provides information or input based on relevant specialized skill or field knowledge
- Could be City staff or external colleagues, experts, or stakeholders
- Temporary team member that participates in project on an as-needed basis

PROGRAM BENCHMARKS AND MATRIX @ SKOKIE

Get the overview of what you're doing to map out where you'd like to go next



Youth Programming Benchmarks September-December 2018

Civics

1 World Affairs program (grades K-4) per Hullabaloo

September Program: _____ Date: _____

December Program: _____ Date: _____

Also Promote: Civic Lab

Creative Arts

1 Be the Artist (grades 3-5) per month

September Program: _____ Date: _____

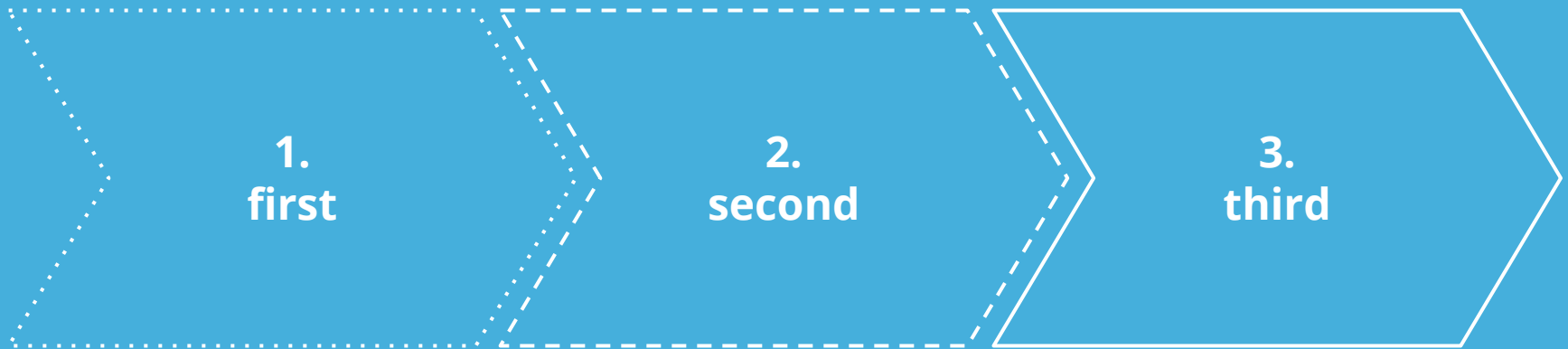
October Program: _____ Date: _____

November Program: _____ Date: _____

December Program: _____ Date: _____

	Youth Ages 0-5	Elementary-Age Youth	Junior High Youth
Knowledge-building Opportunities (e.g., learn something)	Specific-themed storytimes	Adventure Club, BOOMbox drop-in discussions/micro workshops,	BOOMbox drop-in discussions/micro workshops; Great Debate Club; Break the Election
Skills-building Opportunities (e.g., acquire a skill)	Socio-emotional skills focus in storytimes	Voting activity at youth desk	Neutral Zone; JH Council; Great Debate Club; Community Tech Volunteers; SkokieWiki Volunteers
Pop-up Events	Civic Lab-related pop-up storytimes	Civic Lab	Civic Lab; JHZ afterschool activities

CHANGE MANAGEMENT



STREAMLINING AND GROWTH MINDSET



THANKS!

Any questions?

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