

Ramsey County Library Board of Trustees Meeting December 12, 2018 4560 North Victoria Street Shoreview, MN – 6:30 PM

CONNECT community
INSPIRE curiosity
CULTIVATE learning

- I. Call to Order
- **II. Public Comment** (6:30-6:35)
- III. Approval of Agenda (6:35)
- **IV. Consent Agenda** (6:35-6:40)
 - A. Approval of October 17, 2018 Minutes (2)
 - B. Director's Report (3)
 - C. Friends of the Ramsey County Libraries Report (4)
- **V. Action Items** (6:40-6:50)
 - A. Award Library Gold Card (5)
 - B. Award Contract for Catalog Search and Discovery System (6)
- VI. Discussion Items (6:50-8:30)
 - A. Children's Services Report (7)
 - B. Community Engagement/Pop Up Report (8)
 - C. Library Board Self Evaluation (9)
 - D. Capital Planning Update (10)
 - E. Shoreview Branch Update & Tour (11)
 - F. Other

VII. Adjournment (8:30)

	Scheduled Upcoming Meetings		
January 16, 2019	RCL – Shoreview	Annual Meeting	
6:30 p.m.	4560 Victoria Street North	2019 Workplan	
5.50 p		Racial Equity Report	
		Digital Services Update	
		Capital Planning Update	
		Retirement Resolution for Heidi Holland	
		Retirement Resolution for Bernice Kuure	
		Retirement Resolution for Bill Michel	
February 20, 2019	RCL – Mounds View	2018 Fourth Quarter Reports	
6:30 p.m.	2576 Mounds View Boulevard	Year End Reserve Lists	
p		Library Finances Overview	
		Branch Update & Tour	
		Capital Planning Update	
March 20, 2019	RCL – North St. Paul	Annual Report to State	
6:30 p.m.	2576 North St. Paul Drive	2020-2021 Budget Overview/Timeline	
p		Library Fines & Fees	
		Branch Update & Tour	
		Capital Planning Update	

Library Board

Craig Klausing, Chair Paula Mielke, Vice Chair Sida Ly-Xiong, Secretary Debra Berry Marisol Chiclana-Ayala John Hakes Sylvia Neblett

Library Director

Jill Boldenow

Administrative Office 4560 North Victoria St. Shoreview, MN 55126 Phone: (651) 486-2200 www.rclreads.org



Minutes of the Ramsey County Library Board October 17, 2018

LIBRARY BOARD PRESENT:

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Sida Ly-Xiong, Paula Mielke

LIBRARY BOARD ABSENT:

Craig Klausing, Sylvia Neblett

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Johanna Berg, Deputy County Manager; Cyndi Cook, Friends of the Ramsey County Library Executive Director; Amado Guevara, Ramsey County Property Management; Susan Morgan, MSR Design; Les Sipkema, Shoreview Resident

CALL TO ORDER:

Mielke called the meeting to order at 6:30 p.m. at the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

PUBLIC COMMENT:

Mielke summarized a letter received from Les Sipkema, Shoreview resident, prior to the meeting. The letter shared Sipkema's thoughts on a variety of subjects including minority purchasing, the strategic plan, technology use and Facebook classes at the library, and the process for changing rental books to general circulating books.

APPROVAL OF AGENDA:

Hakes made a motion to approve the agenda for October 17, 2018 as presented. Chiclana-Ayala seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Ly-Xiong made a motion to approve the minutes of September 19, 2018 as presented. Berry seconded the motion, which was unanimously approved.

DIRECTOR'S REPORT:

Important Dates – All libraries are closed October 22 for Staff In-service Day. The Friends Annual Author Talk and Luncheon with Diane Wilson is November 3. Dunn Brothers Café at RCL-Roseville is tentatively planning to close November 1-3 for facility improvements. For the Veterans Day holiday, all libraries are closed November 11; Administration and Technical Services departments are closed on November 12. For the Thanksgiving holiday, all libraries are closed November 22; Administration and Technical Services are closed November 23.

Voting – Ramsey County Library is again offering voting at several locations this election season. RCL will host early voting from October 30 through November 5 at libraries in Shoreview, Maplewood, White Bear Lake, and Roseville. RCL-White Bear Lake and RCL-Maplewood are also serving as Election Day polling places on November 6. For more details about voting options, locations, and hours in Ramsey County, visit the Ramsey County website: https://www.ramseycounty.us/residents/elections-voting/voters/vote-election-day.

Becoming American Film and Discussion Series – The Library will present this six-part program series from November to April with several community partners. Carol Jackson was awarded a grant to present this series—



as one of only thirty U.S. program sites. Additional funding is provided by the Friends of the Ramsey County Libraries. The first program is "The Century of Immigration," on November 8, 6:30-8:30 p.m. at RCL-Shoreview. Between 1820 and 1924, industrial expansion, the need for inexpensive labor, and mass migrations fueled an unprecedented immigration of 40 million people to the U.S. that changed the country's makeup, culture, and social institutions. This program includes screenings of *New York: A Documentary Film* (Episode 4, "The Power and the People") and *The Jewish Americans*, followed by a discussion moderated by Professor Dina Gavrilos.

What's Next for Your Library – RCL will soon roll out a campaign, "What's Next for Your Library," to solicit public input on a new facilities master plan. The Library, Ramsey County Property Management, and MSR Design have studied existing Library conditions and hosted listening sessions with Library staff. For the next six weeks, community input will be collected to help identify desired improvements in facilities and operations. An online survey, public listening sessions, tabling, and library displays will be utilized to gather input. Listening sessions are scheduled for RCL-Mounds View on Saturday, November 10, at 1:30 p.m. and at RCL-Maplewood on Monday, November 19, at 6:00 p.m. Boldenow will also table at each Library to engage community members.

On a related note, Ramsey County is conducting a resident/service user survey at two County sites, and one of these is RCL-Roseville. This survey will glean valuable information about how to improve the accessibility of County services. This survey will be distributed at the entryway of Roseville October 18-23.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

September Used Book Sale Wrap-Up

Thank you to everyone who made the Friends 2018 "Pop-Up" Used Book Sale in September a success. The Friends raised just over \$4,500, surpassing sales from last year. More than 30 dedicated volunteers staffed the four-day sale supported by generous community book donations and the welcoming and friendly staff at Ramsey County Library-Shoreview.

Advocating for Ramsey County Library

The Friends Advocacy Committee reconvened in September after a hiatus of several years. This committee will focus on highlighting the many great resources offered by Ramsey County Library to local press and government entities.

Strategic Planning

The Friends Strategic Planning Committee initiated the process for establishing priorities for the next three years. Ramsey County Library Director, Jill Boldenow, is keeping the Friends Board apprised of the RCL strategic planning and facilities planning processes to ensure that the Friends planning process reflects RCL priorities.

Reading Friends

The Reading Friends partnership with Community Programs with Youth (CPY) in New Brighton will continue for the 2018-2019 school year with 12 volunteers. The Reading Friends book collection at CPY was refreshed from the September book sale at Shoreview and both the kids and reading volunteers are excited to have new material.

Upcoming Events

- Friends Board of Directors on January 28, 2019 at Shoreview
- Friends Author Luncheon, November 3, 2018 at North Oaks Golf Club
- Friends 2019 Gala—Hats Off to the Library!, February 2, 2019 at Roseville
- 2019 Book It 5K Walk/Run, May 18, 2019 at Roseville

2018 THIRD QUARTER REPORTS:

The Library Board reviewed the third quarter workplan, financial report, statistics, and incident reports.



2019 HOLIDAY CALENDAR:

Each year, the Library staff prepares a holiday calendar for the upcoming year for Library Board approval. The calendar includes all the dates designated as paid holidays by Ramsey County, as well as other dates when the libraries are closed.

Since 1993, the Library's calendar has included Staff Inservice Days. These days allow time for staff training as well as facilities-related projects such as painting or shifting the collection.

The libraries may also close as needed for facility- or technology-related improvements. These closed days will be selected based on their branch needs, and publicized in advance in the Library's newsletter and on the website.

Chiclana-Ayala made a motion to approve the 2019 Holiday Calendar as proposed. Hakes seconded the motion, which was approved by unanimous vote.

2019-2021 STRATEGIC PLAN:

The Ramsey County Library Board, in conjunction with the Library Director and Library staff, does strategic planning to assure that the Ramsey County Library will continue to meet the information needs of its community in the years to come. To that end, the Board and staff have been engaged for several months to produce a new strategic plan. This plan will dovetail with the Library's updated Facilities Master Plan and Technology Plan, which will be completed in upcoming months.

In this process, the Library Board has assessed Ramsey County goals and strategic priorities, Library performance measures, community surveys, and a SWOT analysis of internal and external factors. The proposed Ramsey County Library Strategic Plan 2019-2021 identifies high level strategic priorities and guiding principles. The draft plan synthesizes the Board's recent feedback regarding positive language, and expanded priorities and guiding principles.

Ly-Xiong made a motion to approve the Ramsey County Library Strategic Plan 2019-2021 as presented. Chiclana-Ayala seconded the motion, which was approved unanimously.

BENCHMARKING RAMSEY COUNTY LIBRARY TO OTHER COMPARABLE LIBRARIES:

Jeff Eide compiled a statistical report showing comparisons between RCL, MELSA libraries, and seven other library systems across the United States with similar population size and total revenues.

Ramsey County Library remains highest in the MELSA region in circulation per capita and circulation per FTE, and second highest in visits per capita, collection turnover, program attendance per capita, circulation per square foot, and visits per square foot.

Ramsey County Library was named a Star Library by the Library Journal Index in 2017. The Index rates library visits, circulation, program attendance, and public Internet computer use to determine its ratings.

The Library Board discussed the statistical report, which was prepared with data provided by The Institute for Library Services. Each state gathers and vets the information provided to the Institute.

LIBRARY FACILITY MASTER PLANNING - MSR DESIGN:

In 2008, the Library commissioned a Facility Master Plan spanning from 2008-2018. Plan implementation resulted in several Library construction and expansion projects as well as automation improvements.



The Library's level of business strains its resources—buildings, staff, collections, technology, furniture, and equipment. System conditions have changed since 2008 to warrant a new Facility Master Plan to guide the Library for the next decade. Similar to the previous plan, this report will be a holistic study of community, system, and facility needs. In particular, the report will provide a furniture refurbishment plan, which the previous master plan recommended. The new Master Plan will also weave in the pre-design study for RCL-Maplewood that was completed in spring 2018, based on serious concerns.

Ramsey County Property Management and Ramsey County Library commissioned MSR Design to produce the new Library Facility Master Plan. This work began in August 2018, and will conclude in early 2019. Susan Morgan, Architect at MSR Design, was present to update the Library Board about the planning process and progress to date.

Morgan noted that a series of staff stakeholder sessions were held, along with site visits to each library and demographic research. The data gathered will be used as the basis for the master planning, incorporating library trends and the focus on libraries as community commons.

The final step in the data gathering process is the upcoming public engagement opportunities. Library Board members are invited to leave feedback on a display at their library, take an online survey, table at a library with the Library Director, or attend a public listening session. Sessions are scheduled for Saturday, November 10, 1:30-2:30 p.m. at RCL-Mounds View; and Monday, November 19, 6:00-7:00 p.m. at RCL-Maplewood.

The Board members discussed the public engagement events planned, and ways to remove barriers to participation by the public. The Board suggested having the surveys available in multiple languages, as well as having interpreters at the public listening sessions. Boldenow agreed to have the survey forms available in English, Spanish, Hmong and Somali, and to provide interpreters for the same at the listening sessions.

FRIENDS OF THE LIBRARY OVERVIEW:

Cyndi Cook, Friends Executive Director, was present to give the Library Board an overview of the Friends organization. The Friends of the Ramsey County Libraries was formed in 1979 as an all-volunteer organization to advocate for and support library services in suburban Ramsey County.

Author luncheons, book review programs, plays, concerts, lectures, Minnesota Chautauqua programs, and annual book sales are some examples of Friends' activities that have enriched the cultural life of the area. In 1994, the Friends program awarding library cards to elementary-age school children won a "Friends of the Library USA Award" for its "Sign Me Up" contest. The Kindergarten Signup Program continues today as an official component of Ramsey County Library children's programming with the Friends providing financial support.

As the library budget from public funds has grown tighter and customer needs increased, strategic fundraising has grown ever more important. In 1997, the Library Board formally invited the Friends to take on this additional fundraising role, in addition to carrying on with traditional advocacy responsibilities and successful book sale operations. The Friends now operate three used book stores and two book carts, bringing in the money to cover their operating expenses and to help fund many special library programs. The book stores are located at Maplewood, Roseville, and Shoreview, with book carts at Mounds View and White Bear Lake.

Memberships and donations to the Friends enable Ramsey County Library to offer many programs and services that would not otherwise be possible. The Summer Reading Program for children and teens, free computer classes for all ages, the Explore newsletter, family story times, book clubs, volunteer recognition, teen programs, staff training, author talks, and community outreach are examples of some of some of the programs the Friends support.



During the past 38 years, the Friends have provided funding for library equipment including PC and laptop computers, a van, audio-visual equipment, 3D printers and furniture, and have also added to the collection of library books and materials. Other funding projects of the Friends include raising additional money for construction and remodeling through successful capital campaigns at each library.

Significant changes to the organization have included the merger of the Friends with the Ramsey County Library Foundation in 2005, and the hiring of a part-time director in 2007. These decisions have enabled the Friends to enjoy increased visibility in the community and to become more effective in supporting the seven libraries in suburban Ramsey County.

As the Friends approach their 40 years of service to Ramsey County Library, the volunteer organization of over 600 member households continues to seek new members and financial support that will continue to improve library services, promote literacy, and enrich the cultural life of the area for present and future generations.

MAPLEWOOD BRANCH UPDATE & TOUR:

Trends in the Service Area

- Students of color constitute 41% of District 622's student population, with 47% eligible for free or reduced price lunches.
- 35 different languages are spoken in the homes of district students.

Library Issues and Service Trends

- In response to serious concerns, including acoustic and sightline issues, the Library and Property Management completed a pre-design plan of solutions in Q2. We hope to implement recommendations after completing a Facility Master Plan.
- The library is seeing an increase in patrons experiencing homelessness, and staff are working with county, city, and nonprofit agencies on responses.
- The Cafeine Thai Café closed in early 2018. We are seeking potential new tenants and considering other uses of this valuable space.

NEXT MEETING:

November 21, 2018—Ramsey County Library in Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:

Mielke adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Mary Larson Library Board Coordinator



DIRECTOR'S REPORT

December 2018

October/November Staff Updates: Hired: Les Gagner, Substitute Library Page

Tiffany Ly, Substitute Library Page Elli Moran, Substitute Library Page Alyssa Schmidt, Substitute Library Page Gao Zoua Pa Vang, Substitute Library Page

Promoted: Gordon McCue, to Clerk Typist

Transferred: Nathan Coan, to Library Page in Technical Services

Patong Lee, to FT Library Page at MV & MP

Important Dates - All libraries are closed Dec. 24 and 25, and Jan. 1. Libraries close at 5:00 p.m. on Dec. 31.

Jan Brett event – Library staff and Red Balloon Bookshop produced an incredibly successful after-hours event with beloved children's author Jan Brett at RCL-Roseville on December 2. Staff cleared the atrium and brought in chairs from across the system to accommodate a delighted crowd of 500. Brett brought the "Snowy Nap" bus to the library to tell us all about the winter Hedgie didn't want to miss. Brett gave a presentation, drawing demo, and book signing. Kudos to everyone who made this a very successful event!

Ramsey County Library named a Star Library – For the sixth consecutive year, RCL has been named a *Library Journal* Star Library. This designation is given to libraries with a high index rating based on per capita library visits, print and e-circulation, program attendance, and public internet computer use. We were among thirty libraries nationally with budgets between \$10-\$30 million to be honored. Minnesota libraries honored in other budget categories include Baudette Public Library, Ely Public Library, and Grand Marais Public Library.

Voting – Libraries offered voting opportunities from October 30 through November 6—supporting the remarkable turnout for midterm elections. RCL-Roseville had 3,677 early voters; Shoreview had 3,103; White Bear Lake had 2,611; and Maplewood had 1,764. (The County had about 26,000 early voters in total.) RCL-White Bear Lake had 1,827 people on Election Day, and RCL-Maplewood had 1,078.

Staff In-Service Day — We hosted a dynamic In-service day on October 22, 2016, with 116 staff in attendance. All staff contributed 2019 work plan ideas to support the new Library Strategic Plan. Breakout sessions featured Ramsey County Workforce services; a Refugee 101 program; Library digital services, teen services, collection development and world languages, early literacy programming, and new employee orientation. All staff attended a final session on addressing service barriers and heard closing remarks by Ramsey County Manager Ryan O'Connor. Thanks to all of the Ramsey County Library staff for making this In-service day a success, from planning to set-up and clean-up, to leading and participating in sessions. This was an outstanding team effort!

New Hires in EGCI Service Team – Ramsey County has welcomed new leaders to the Economic Growth and Community Investment (EGCI) Service Team. Mark McCabe was hired in October as the Director of the Ramsey County Parks & Recreation department. In November, Kari Collins joined as Director of Community and Economic Development. Ramsey County Property Management hired Cheryl Seidenkranz as RCL's Building Services Manager; she has been working closely with Julie Neville and other colleagues since November 5.

New to RCL: Etsy Craft Entrepreneurship – In partnership with Etsy, RCL-Roseville is offering free classes to help makers establish an online business to sell their products and earn income. The Craft Entrepreneurship series is taught by an Etsy seller who will coach participants through every aspect of setting up their online shops. Weekly classes begin January 9, 6:00-8:00 p.m. Registration is required; space is limited to twelve participants.

Administrative Office 4560 North Victoria St. Shoreview, MN 55126 Phone: (651) 486-2200 www.rclreads.org





Friends Update December 2018

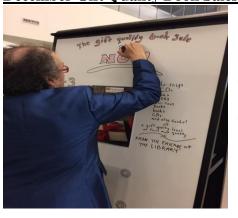
Author Luncheon

Speaking to a crowd of nearly 100 guests at the Friends Author Luncheon, award-winning author Diane Wilson shared stories of her journey of family discovery and opened the minds and hearts of her audience to a deeper understanding of the experience of Native people in the United States. We are grateful for the opportunity to have had this time with Ms. Wilson! Many thanks to *Scandia Shores of Shoreview* for sponsoring this moving and thought-provoking event.





December Gift Quality Book Sales



On December 1-2, the Friends bookstores located at Maplewood, Roseville, and Shoreview all held holiday sales featuring "gift quality" donated materials. The three sales were promoted together and bookstore volunteers reported robust sales!

Upcoming Events

- Friends Board of Directors on January 28, 2019 at Shoreview
- Friends 2019 Gala—Hats Off to the Library!, February 2, 2019 at Roseville
- **2019 Book It 5K Walk/Run**, May 18, 2019 at Roseville



Request for Library Board Action

Meeting Date
December 12, 2018

Action Requested
Award Gold Card

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Award Library Gold Card

BACKGROUND:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Library Board Trustee Paula Mielke is completing her third consecutive term in December 2018. To honor her service on the Library Board and her contributions to the Library and the community, a gold card is proposed for Mielke.

BOARD ACTION REQUESTED:

To award a Library Gold Card to Paula Mielke as a symbol of appreciation for her contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate.

Request for Library Board Action
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Certificate of Appreciation

Awarded to

Paula Mielke

on this 12th day of December 2018

In appreciation for serving on the Ramsey County Library Board of Trustees from 2010-2018, including the offices of Vice Chair in 2011 and 2018, and Chair from 2012-2013; for serving on the Personnel Subcommittee from 2011-2013 and 2018; for your role in implementing the Library's Facilities Master Plan, resulting in new libraries in Roseville, New Brighton, White Bear Lake and Shoreview; for your participation in creating the Library's Mission, Guiding Principles, and Strategic Plan; for your participation during the director search process; for your willingness to represent the Library Board at countless internal and community meetings, and for your leadership during difficult times. Your thoughtful approach to issues, your passion for public service and social justice, your expertise in public relations, your sense of humor and ability to run an efficient meeting, and your role as a community leader have greatly benefited the residents of suburban Ramsey County.

RAMSEY COUNTY

Library





Request for Library Board Action

Meeting Date
December 12, 2018

Action Requested
Approve Contract
Negotiations

Presented By
Chuck Wettergren,
Digital Services Manager

SUBJECT:

Award Contract for Catalog Search and Discovery System

BACKGROUND:

In accordance with Library Board Policies, all purchases over \$25,000 must be approved by the Library Board.

Ramsey County Library's 2016–2018 Technology Plan identified the need to replace Aquabrowser, the current discovery layer that has been in place since a 2009 collaborative purchase by MELSA. Discovery layers provide web-based access and integration of library resources including physical materials, patron accounts, programming, readers' advisory, ebooks and social media.

A team of library staff reviewed options and found that BiblioCommons provided a unique and robust solution built specifically for public libraries. The company has a proven record of accomplishment working with diverse library systems, including St. Paul Public Library and Hennepin County Public Library. Both of these systems recently purchased BiblioCommons as sole source acquisitions.

The Library intends to purchase a suite of three products from BiblioCommons including BiblioCore (library catalog), BiblioWeb (integrated website management system) and BiblioEvents (integrated event management system). Funding for this purchase, along with initial annual maintenance costs, will come from MELSA phase monies available to Ramsey County Library. First year costs, including installation, configuration, maintenance and training, shall not exceed \$95,000. Subsequent years' maintenance costs are estimated at \$65,000. The initial contract term would be limited to five years.

The Library submitted its findings to Ramsey County Procurement. After reviewing information provided by the Library and contacting Hennepin County for information around their acquisition, Procurement recommended Biblocommons as a sole source purchase.

BOARD ACTION REQUESTED:

Approval to send a Notice of Intent to Award letter to BiblioCommons. If all requirements of that letter are met, authorize Ramsey County Library to begin contract negotiations for a multi-year contract with BiblioCommons.

Ramsey County Library Children's Services Library Board Report December, 2018

> STORYTIMES

- Average attendance of 44 per storytime (through November 2018)
- Added Baby & Me Storytime at Mounds View
- Mounds View continues to offer one Saturday storytime a month

> STEM PROGRAMMING

- Added weekly Saturday STEM programming at New Brighton
- Collection funds have provided opportunity to create preschool STEM kits for circulation (currently in processing)
- Concluded another successful summer of raising monarch butterflies in five library locations for a total of over 200 releases

OTHER PROGRAMMING

- RCL made headlines in February with the Sting phenomenon
- Added new Paws to Read dog at Maplewood (owner/handler is a member of the RCL Friends, Kerry Kleyman)
- Welcomed 277 kindergarteners to Ramsey County Library at the annual Kindergarten Card Party in January with guest Kate DiCamillo (another 1,316 library cards were mailed directly to kindergarten student's homes)
- Partnered with the Red Balloon Bookstore in December to host nationally acclaimed author/illustrator Jan Brett at the Roseville Library (over 300 attendees came to this after-hours event)
- Continued advocacy for promoting diversity in children's literature with the fourth Diverse Books Showcase in November
- Invited Ramsey County Commissioners to our weekly storytimes to help celebrate National Library Week in April

> SUMMER

- 796 preschoolers and 3,823 school-aged readers participated across the seven branch service locations
- Launched the 1,000 Books Before Kindergarten initiative
- Partnered for a third year to bring Story Trail programming to three Ramsey County Parks & Recreation locations
- Engaged with families using the Beanstack summer platform (purchased in 2018)
- Helped the Friends of the Library at their annual 5K Walk/Run with a special Library Lap Run for school-aged children (with a T-Rex!)

OUTREACH

- ISD622 ECFE
- Minnesota Children's Museum HeadStart event
- White Bear Lake Manitou Days
- Ramsey County Fair
- City of Maplewood/Bruentrup Farm
- University of Minnesota Childcare Center
- Ramsey County Family Resource Fair
- Community School of Excellence (Hmong Language and Culture School)
- North Metro Flex Academy and Bridges School (in-library visits)

> OTHER

- Mounds View used Friends of the Ramsey County Library funding to purchase STEM interactives for their preschool area
- North St. Paul used Friends of the Ramsey County Library funding to add space to the library with the creation of a children's room (formerly shared room with the Bauer-Emerson Hockey School)
- Welcomed a future Ramsey County Library card holder with the birth of Edie Haase Krueger, Anna Haase Krueger's (MP) daughter, in July

LOOKING AHEAD

- 2019 Kindergarten Card Party on January 26 with author/illustrator Vanessa Brantley-Newton
- 2020 Kindergarten Card Party on January 25 with author/illustrator LeUyen Pham
- Launch 1,000 Books Before Kindergarten with program partner Ramsey County Public Health
- Continue working on ways to improve Summer Reading Program with Beanstack options

~~ Monica Stratton, Coordinator



Request for Library Board Action

Meeting Date
December 12, 2018

Action Requested
Information and Discussion

Presented By

Jeff Eide,

Senior Library Manager

SUBJECT:

Pop Up Library Service Highlights - 2018

BACKGROUND:

Goal: Reach underserved and underrepresented communities

Accomplishments for the year included improving service delivery infrastructure which included a trailer, a targeted collection of materials, dedicated outreach computers and supplies. We applied for and were awarded a Library Services and Technology Act grant offered through the Federal Institute of Museum and Library Services. This grant was for \$40,000 and paid for these materials as well as for outreach staffing through the year.

Service was delivered to 28 different venues over 34 dates. The number of individuals reached was 4,220.

Outreach covered a wide range of venues with services varying from place to place depending on the location and expected attendees. At most locations, we had the availability to register people for library cards, check out materials, advertise library programs, and more.

Key partners include:

- Fairview Community Center ISD 623 Adult Education and English Learner program
- VOA Residential Reentry
- Ramsey County Parks & Recreation
- City of Maplewood, Maplewood Community Center YMCA
- Ramsey County Fair

BOARD ACTION REQUESTED:

Information and discussion.

Request for Library Board Action	
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Request for Library Board Action

Meeting Date
December 12, 2018

Action Requested
Information and Discussion

<u>Presented By</u> Jill Boldenow, Library Director

SUBJECT:

Library Board Self-Evaluation

BACKGROUND:

The Library Board conducts a self-evaluation at the end of each year. Attached are the results from a survey of Board members in December, 2018.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library	y Board Action	
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Ramsey County Library Board Self-Evaluation 2018

1. Please indicate your level of satisfaction in the following areas:

•						
	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied	
Structuring discussions and presentations to keep our conversations at a strategic level during board meetings.	0	0	0	4	3	
Fulfilling our fiduciary duties (using care, acting in the best interest of the organization, adhering to appropriate laws, etc.).	0	0	0	4	3	
Fostering an environment that builds trust and respect among board members.	0	1	0	4	2	
Allotting sufficient time for questions, participation and discussion during board meetings.	0	0	0	3	4	
Effective and efficient use of committees to further our work.	0	0	3	2	1	

Comments:

- Not sure what committees are active or ad hoc.
- No current committees other than personnel. Some confusion about personnel committee versus whole board doing review. Whole board seems like best option, just need to be clear about that at time of executive director's review.
- I find meeting content interesting, but often feel like I'm just 'looking through the window' at what the staff has put on display. I don't sense much bonding, or interest in doing so, among board members. The only path forward I see for better use of committees would be to allot time for them during the monthly board meeting, but I don't know what the library staff would be interested in having board members work on.

2. Please indicate your level of satisfaction in the following areas:

	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
Your understanding of our history, mission, strategies and values.	0	0	0	4	3
Your sense of contribution in furthering the strategic priorities of Ramsey County Library.	0	0	1	3	3
Board leadership's receptivity to your ideas or concerns.	0	0	1	3	3
The extent to which we are utilizing your skills and experiences.	0	0	2	3	2
The extent to which you find serving on the Board of Directors a satisfying and rewarding experience.	0	0	1	1	5

Comments:

I hearken back to a 'roles of a board member' piece received in our orientation packets for the purpose of self-evaluation
from time to time. Could these ideas like these serve as metrics for the entire board? Theoretically, yes, but a lack of
overall board investment/community & administrative esteem for board members makes me see such an effort as a nonstarter.

Ramsey County Library Board Self-Evaluation 2018

3. What do you like best about serving on this board?

- The ability of serving by making decisions to benefit library patrons, staff and other community groups.
- Deeper knowledge of library opportunities and operations.
- It is very informative and I feel like I learn something new every meeting and that I am contributing as well.
- Being part of an awesome library system!
- Playing a part in carrying out the library's mission.
- This a true "working" board. Most members seen engaged and are willing to share their skills and input.
- The extent to which it keeps me in touch with a cultural and intellectual gem. Thank goodness for the knowledge, ideas, community convening power and purpose over profit emphasis all Ramsey County libraries share.

4. What changes might you suggest to make board meetings more informative, motivating or enjoyable?

- Feels like we aren't guiding the ship as much as we are along for the ride and commenting on things as they come.
- I really like everything as it currently is.
- At times I feel too much is lumped under the consent agenda and not discussed or key information at least highlighted.
- Nothing I can think of.
- I am satisfied with the format of the board meetings.
- Ensuring they are relevant. In my guess-timation, more than one aspiring board member has happily come on board, only to question their relevance & fade away quickly.
- An informal retreat (not an official meeting) to get to know us better and have time to connect at a personal level, understand respective points of view, etc. Gathering outside library facilities.

5. What are the two or three key areas the board should focus on in the next year to improve its performance?

- Explore ways to increase access to library services (languages, bilingual staff); implement the strategic plan.
- Measures for equity and transparency of what we are doing to contribute to community.
- I really do not have any suggestions.
- As important a question as this is, I am going to pass on offering suggestions. It's difficult to build a house on sand.
- I felt that I was able to contribute more after my first year on the board there is a lot to learn. 2019 is going to be a great year for the library board as our newest board members will be able to contribute.
- Continuing our work to "create vibrant learning spaces that engage the broad diversity of our community" and strengthening our "connections to community efforts and partners."
- I am still new, but board member participation via physical presence at Library and Friends functions would offer
 opportunities for further engagement.

6. Are there any areas in which you feel you could add more value? What would need to happen for that to occur?

- N/A
- Whatever skills I have I feel are being utilized in my service on the Board.
- I am a people person, so back to the comment above. Nothing beats meeting patrons in person. Also, community outreach to local nonprofits could be a positive communication pathway.
- I see myself as an idea-generator for the communities I participate in, but also who has had to rely only on intrinsic rewards of seeing people benefit from them. If more people, specifically the powers-that-be, in different sectors got their egos out of the way to value, listen and evaluate my efforts (past and proposed), my contributions would increase.

7. Is there anything else you'd like to say?

- Serving on the board is a great privilege and opportunity that I take seriously. Thank you!
- I have really enjoyed my first year and feel proud to be a part of something so vital to our communities.
- The best invention in any language is the question mark. Period. :-)
- I encourage board members to attend a variety of programming at the different branches to show support for staff, be more connected to the branches and further appreciate our outstanding library system.
- Nope.



Request for Library Board Action

Meeting Date
December 12, 2018

Action Requested
Information and Discussion

Presented By Jill Boldenow, Library Director

SUBJECT:

Capital Planning

BACKGROUND:

The Library is currently engaged in a capital project in Shoreview and system-wide capital planning. Today we discuss the status of three items.

1. RCL-Shoreview Library Project

Ramsey County Library and Property Management staff are working on final orders and repairs of furniture, fixtures, and equipment, and the State Library Construction Grant report.

2. RCL Facilities Master Plan

The Library and Property Management continue to work with MSR Design on a Library Facilities Master Plan to be completed in early 2019.

3. Capital Improvement Program (CIP)

Ramsey County recently issued a call for Capital Improvement Program (CIP) proposals, due by December 26, 2018. This is an opportunity to propose 2020-2021 projects requiring capital funds for facility, equipment, and infrastructure needs. The County issues bonds to fund approved CIP projects. Projects are categorized as Major (greater than \$1 million) or Regular (under \$1 million).

In 2017, the Library Board approved developing a 5-10 year Master Facilities Plan. The Board also emphasized the urgency of capital improvements to RCL-Maplewood as a first priority of a Master Plan.

The Library will submit the renovation of RCL-Maplewood as a Major CIP Project for 2020-2021. The Library will also submit system-wide furniture refurbishment as a Regular project. The Library has a pre-design study and cost estimate for RCL-Maplewood. MSR Design will provide a biennial furniture refurbishment estimate this month to inform the CIP request.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Act	tion
Request for Eistary Board Act	

Branch Library Report Shoreview



December 2018
Report to the Library Board

TRENDS IN THE SERVICE AREA

- The Shoreview Community Center is nearing the end of its extensive expansion of the Community Center.
- The Shoreview Commons Park Master Plan is underway and includes: "Potential development of a landscaped median/walkway to provide an improved pedestrian connection to the new regional library."
- Studies show that Shoreview's quality of life is consistently among the highest in the Twin Cities Metropolitan Area.
- The city of Shoreview continues work on Destination Shoreview, 2040, its new comprehensive plan.
- Quick stats: Shoreview's population is 25,673, with 10,940 households; household size averaged 2.35 persons per household. Homeownership in Shoreview: 81.6%; Median Home Value: \$233,100; Median Household Income: \$79,485 (2010-2014 American Community Survey)

LIBRARY ISSUES AND SERVICE TRENDS

- The library in Shoreview will celebrate its two-year anniversary in January 2019.
- Response to the 'new' library has been overwhelmingly positive from the community, patrons, and library partners.
- Anoka County Library's Centennial branch closed for renovation in August 2018, which brought an influx of ACL patrons to our library.
- Our expanded space has allowed us to host sizable programs in 2018 such as the annual Kindergarten Card Party, Naturalization Ceremonies, early voting for both primary and general elections, and a book launch for author Shannon Gibney.
- Adult programming attendance at Shoreview has increased by 120% since 2014. Standout
 programs included Music & Memory with Charlie Maguire, Better Angels political polarization
 programs, and the grant-funded Becoming American film and discussion series. Other
 programming partners included NAMI, Helping Every At-Risk Teen (HEART), the International
 Institute, Do Good Roseville, and Gallery 96.
- Children's programming, led by Angie Miller, continues to increase and expand. Standout new
 programs include Crafternoons, On the Front Porch programs (outside!), World Kindness Day,
 Black Panther Party, Turing Tumble coding, and programs with dance, theater, health and science.
 We also raised 18 monarchs from eggs to butterflies, which was wildly popular with kids and
 adults alike.
- Teen services, led by Paige Fuller, continues to connect with area schools and media specialists to create new partnerships and build teen usage of the library.
- The Shoreview Press published an article by Carol Jackson, Branch Manager, on "A Week in the Life of the Shoreview Library" in October 2018 and featured another article about the library's Knitting for Good group.
- The library's Sensory-Friendly Performance of Mounds View Community Theatre's *Chitty Chitty Bang Bang* was featured on KSTP-TV.
- Longtime teen volunteer Molly Kalfhoff was awarded the City of Shoreview's Caring Youth award.

LIBRARY SERVICES AND EVENTS

Number of weekly storytimes, book clubs or other on-going programs

- Two Storytimes per week Family and Baby & Me
- Three Teen programs per week Game Night, Teen Video Gaming, and Brain Box
- One Drop-In Computer and Tech Help lab per week
- One Conversation Circle for New English Learners per week
- One Knitting for Good session per week
- Three Book Clubs held monthly: Fiction, Daytime and Evening Mystery
- Lego Club, Open Chess, and Dungeons and Dragons held monthly
- Paws to Read held frequently

What is special and important about the library

- Floor to ceiling windows, rich walnut wood details, and a fireplace provide a warm and welcoming environment. A wood laptop bar and bench made of reclaimed oaks from the building site spans the west wall. Study tables and groups of comfortable seating create suitable spaces for browsing, reading, group study or individual work. The children's area includes Minnesota Children's Museum pre-literacy interactive installations, dedicated computers and is well stocked with books, DVDs and CDs. The teen area features a spacious lounge area, media lab and computers. A gallery in the Community Program Room provides art display space including regular exhibitions by Gallery 96, a local nonprofit art collective.
- Built using SB 2030 guidelines, the library has many energy-saving features, including underfloor air distribution that provides heating and cooling via floor diffusers, LED interior and exterior lighting, daylighting sensors that turn down lights at the perimeter when not needed, and efficient mechanical and electrical systems.

Key Partnerships

- Autism Society of Minnesota
- City of Shoreview
- Do Good Roseville
- Gallery 96
- Green Card Voices
- Harriet G. Walker Chapter of the Daughters of the American Revolution
- League of Women Voters
- Mounds View Schools
- Shoreview Historical Society
- Shoreview Human Rights Commission

SHOREVIEW AT A GLANCE

YEAR BUILT	2017
SQUARE FEET	38,000
DAYS OPEN	Mon, Tue, Wed, Thu 10 a.m. – 9 p.m. Fri, Sat 10 a.m. – 5 p.m. Sun 12-5 p.m.
HOURS/WEEK	63

NUMBER OF PUBLIC COMPUTERS	64
COLLECTION SIZE	92,024

STAFF FTE	13.32
TOTAL STAFF	24
VOLUNTEER HOURS	2,247

	2014	2015	2016	2017
TOTAL CIRCULATION	655,816	594,303	481,827	561,262
CHILDREN'S CIRCULATION (TOTAL # AND % OF TOTAL CIRC)	283,638 41%	266,139 45%	218,847 45%	283,552 51%
REFERENCE	34,411	32,578	29,991	44,369
COMPUTER HOURS USED	20,689	20,692	15,414	24,008
WIRELESS USERS	18,704	22,515	27,444	87,006
ANNUAL VISITS	242,687	226,231	192,908	251,411
CHILDREN'S PROGRAM ATTENDANCE	9,659	8,632	7,927	10,284
ADULT PROGRAM ATTENDANCE	785	834	1,210	1,725



Ramsey County Library in the news:

11/06 Sun Focus: Political history in the making at Roseville Public Library

https://www.hometownsource.com/sun focus/free/political-history-in-the-

making-at-roseville-public-library/article 1d100df6-e1e9-11e8-98d7-

33a7e8a139db.html

11/08 Think of it as 'curating' your life, not 'decluttering' — and influence how you're

Twincities.com: remembered, author says https://www.twincities.com/2018/11/08/curate-your-

life-rather-than-declutter-and-influence-how-youre-remembered-author-says/

11/12 Ramsey County Library seeks feedback for new master plan

Lillienews.com: http://www.lillienews.com/articles/2018/11/12/ramsey-county-library-seeks-

feedback-new-master-plan

11/12 Sun Focus: Ramsey County Library to hold planning listening sessions in November

https://www.hometownsource.com/sun focus/free/ramsey-county-library-to-hold-planning-listening-sessions-in-november/article 26a086cc-e3a9-11e8-9823-

0721e435084c.html

11/13 Shoreview Knitting for good at the library

Press: https://www.presspubs.com/shoreview/news/knitting-for-good-at-the-

library/article 2611b912-e7a8-11e8-b12c-8f35df32fc24.html

11/16 Sun Focus: Ramsey County Historical Society presents: History revealed

https://www.hometownsource.com/sun focus/free/ramsey-county-historical-

society-presents-history-revealed/article 57926b90-e83d-11e8-9e3f-

635c549c2faf.html

11/25 Jan Brett introduces 'The Snowy Nap,' a new work that brings back Hedgie the

Twincities.com: Hedgehog https://www.twincities.com/2018/11/25/jan-brett-introduces-the-

snowy-nap-a-new-work-with-hedgie-the-hedgehog/

Facebook:



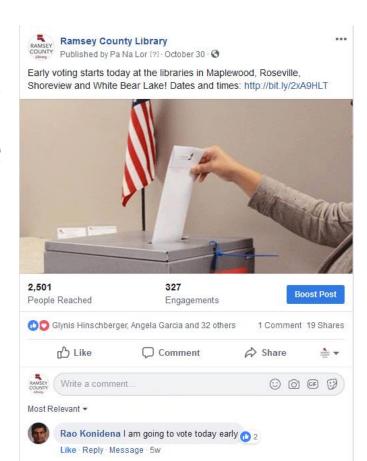
So proud of Scott Flaherty for speaking in support of increased access to justice at the Ramsey County Judicial forum. Learn more about long-standing commitment to equality for all under the law Flaherty

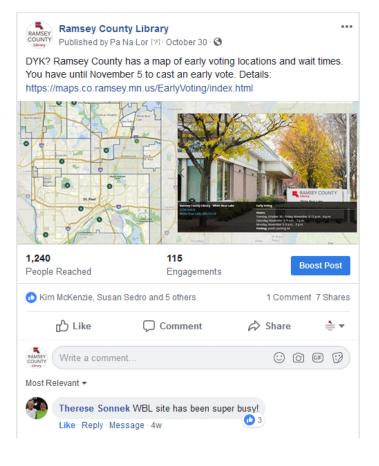




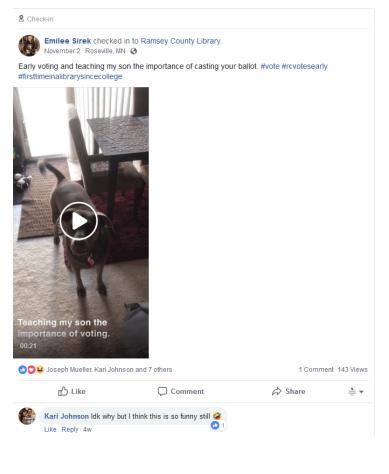


















Daniel Koewler is effecting delighted at Ramsey County Library.

November 5 at 10:24 AM - Roseville, MN - 6

I am beyond impressed at the early-voting procedure Minnesota is implementing. This should have ALWAYS been an option!

It's a labor intensive process, but very worth it. Please STRONGLY consider signing up at your polling location to volunteer as an election judge in the future.



Michael Brandt, Alissa Koewler and 20 others

3 Comments



Brr it's cold outside! With the temps so low here today it was the perfect day to head to the library. Ramsey county libraries Roseville location has always been one of my favorite libraries. Check out my pictures and blog post for all you need to know about this library!

#nannyadventures #mnnanny #ramsey.countylibrary #minnesotalife #minnesotablogger #nannydairies #toddlerractivities #library #bookworm #minnesota #twincitiesbloggers #twincitiesbidsactivities #toddlernanny #mnblogger #explorern #nanny #nannyapolis #lovernylibrary #rosevillernn #librariesofinstagram #librariesrock #lovelibraries #read #play #leam @ Ramsey County Library

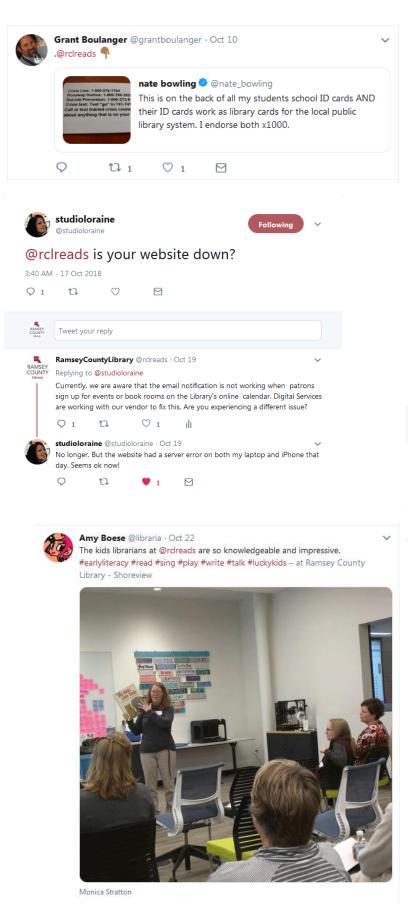








Twitter:



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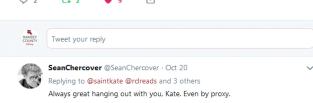
Follow

Hung out with some friends (@swierczy, @SeanChercover, @KristiBelcamino, @owenlaukkanen) today at The @rcIreads.



5:25 PM - 20 Oct 2018





♡ 3

Kristi Belcamino @KristiBelcamino · Oct 20
Replying to @saintkate @rclreads and 3 others



Replying to @TomsBrightIdeas @seanhannity @lynda

I can also learn some basic foreign language phrases, for free using my library card w/ @TLILanguages at @rclreads. So far I've learned the challenging Hebrew and now I'm learning Czech (I'm a Czech-Swedish American). Though it's hard to use the pronunciation part at the library





Following

Outreach!

#ramseycounty #resourcefair #libraryoutreach @rclreads

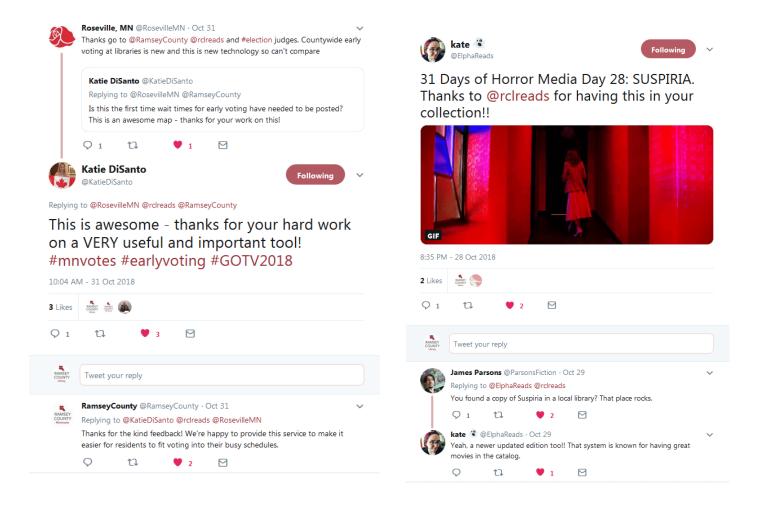


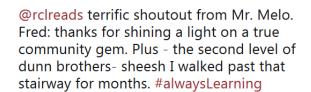




Follow

Sunday? (check) Noon? (check) At my favorite library writing? (check) @rclreads #RunsWithCourage





Follow









Monica Stratton @monicastrat · Nov 8





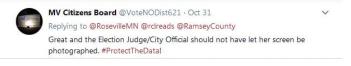


#voting is fun! First time Minnesota voter casting ballot @RamseyCounty @rclreads. Wait time to vote about 20 minutes maps.co.ramsey.mn.us/EarlyVoting/in...





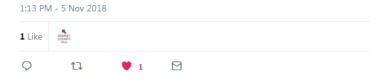








Short wait for at @rclreads - Roseville, but moving quickly. #ElectionDay2018 #ElectionEve #MidtermElections

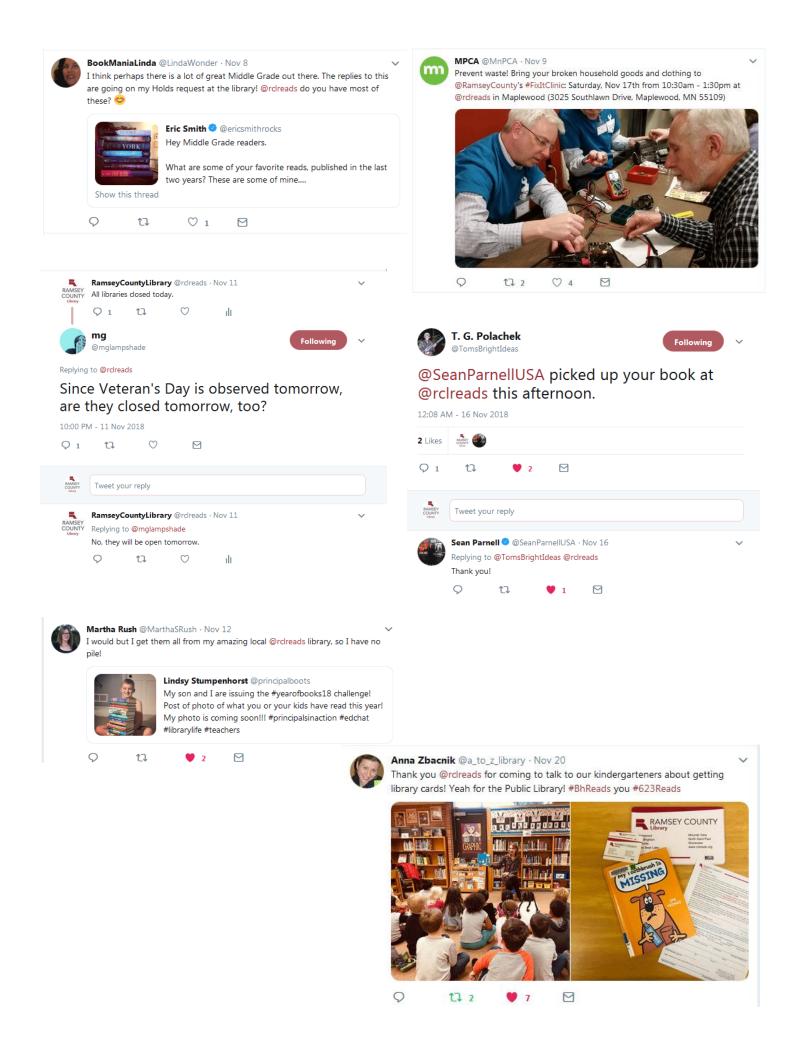






In the last couple of months I've been working my seasonal job I've not had time to just go to my fortress of solitude at @rclreads





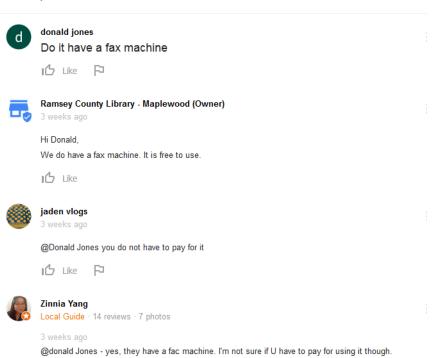


Google Reviews:

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

← All questions



Ramsey County Library - Shoreview

🎤 Write a

4560 Victoria St N. Shoreview, MN

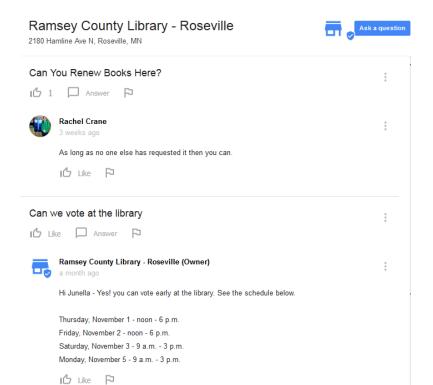


Sort by: Ne



★★★★★ 4 days ago

Great place for you kids to have some fun or an awesome place to chill and study! My little cousins loved the kid area!

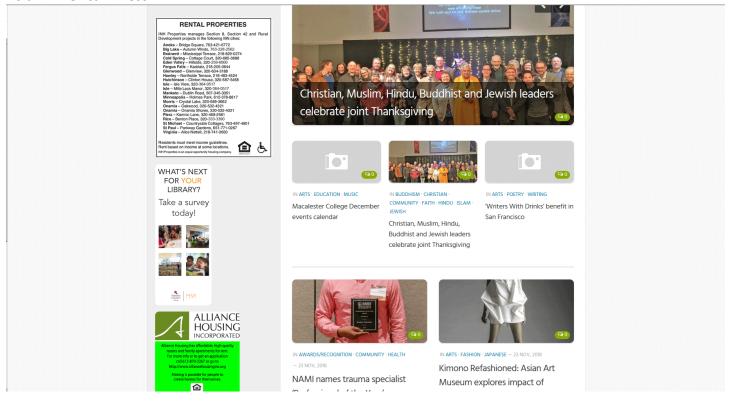


How would I find out if you carry a certain book, and how many copies you carry. Or, if it may be in your bookclub packet? Thank you.

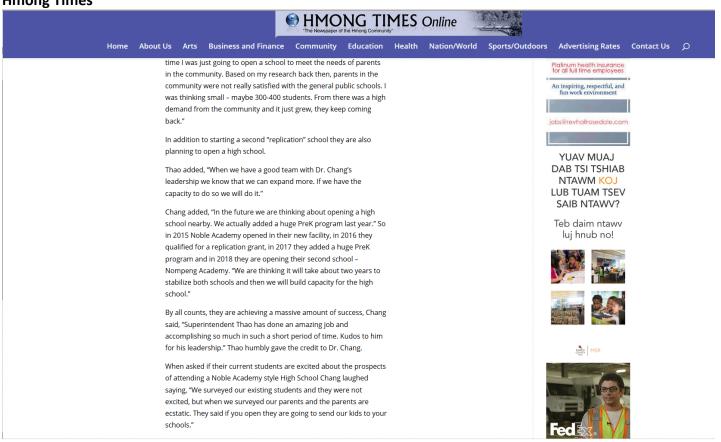


Library Survey:

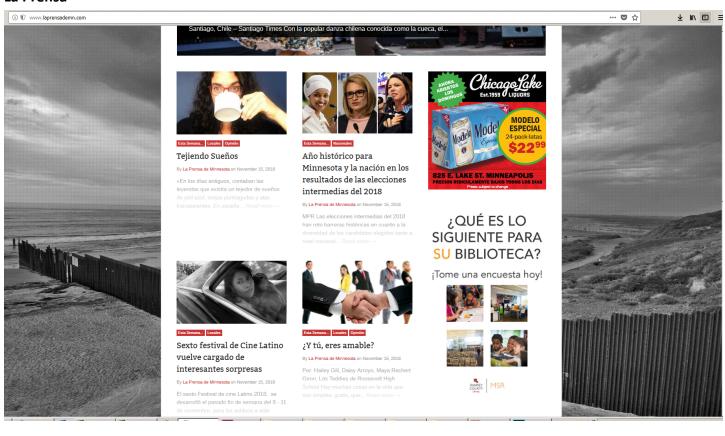
Asian American Press



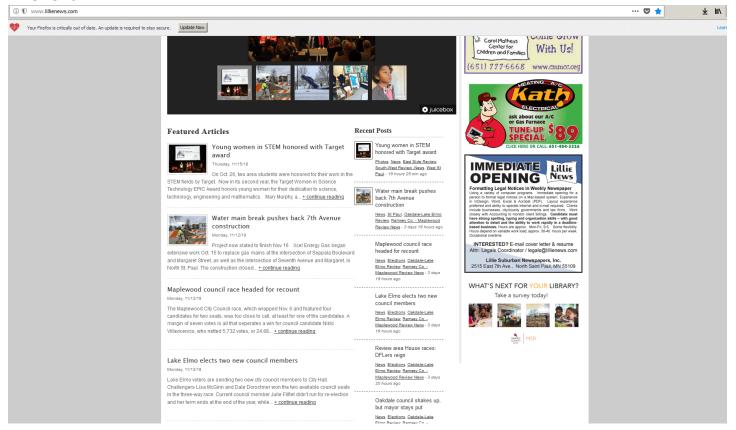
Hmong Times



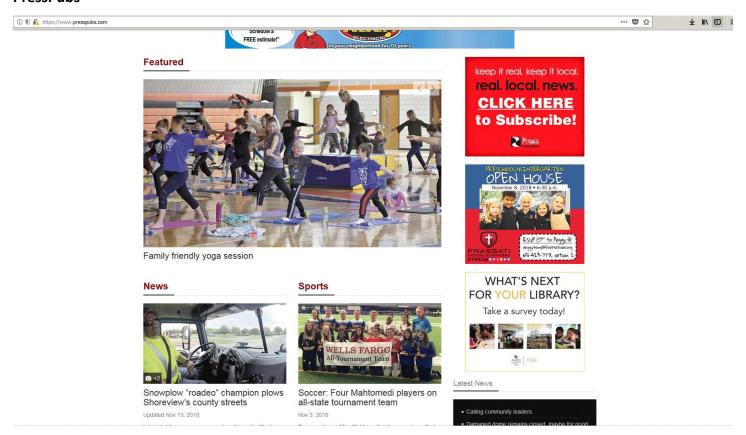
La Prensa



Lillie news



PressPubs



Somali American



Twin Cities.com

