

**Ramsey County Library
Board of Trustees Meeting
April 17, 2019
2180 Hamline Avenue North
Roseville, 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 March 20, 2019 Minutes (2)
 - B. Director's Report (3)
 - C. Director's Mid-Year Performance Report (4)
 - D. Friends of the Ramsey County Libraries Report (5)
- V. Action Items (6:40-7:00)**
 - A. Resolution Regarding the Retirement of Gail Erickson (6)
 - B. Resolution Regarding the Retirement of Linda Larson (7)
 - C. Award Library Gold Cards (8)
 - D. Annual Report to State (9)
 - E. November Meeting Date Change (10)
- VI. Discussion Items (7:00-8:30)**
 - A. 2020-2021 Library Budget Request (11)
 - B. Roseville Branch Update (12)
 - C. Maker Programs (13)
 - D. Other
- VII. Adjournment (8:00)**

Scheduled Upcoming Meetings

May 15, 2019 6:30 p.m.	RCL – Maplewood 3025 Southlawn Drive	2019 First Quarter Reports Retirement Resolution Technical Services Update Human Resources Update Capital Planning Update
June 19, 2019 6:30 p.m.	RCL – White Bear Lake 2150 – 2 nd Street	Life Skills Program Update Capital Planning Update Branch Update/Tour
July 17, 2019 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	Library Materials Contract Write Off Uncollectible Debt Capital Planning Update

Library Board

Sida Ly-Xiong, Chair
Sylvia Neblett, Vice Chair
Debra Berry, Secretary
Marisol Chiclana-Ayala
John Hakes
Craig Klausung
Gwen Willems

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

March 20, 2019

LIBRARY BOARD PRESENT:

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Sida Ly-Xiong, Sylvia Neblett, Gwen Willems

LIBRARY BOARD ABSENT:

Craig Klausung

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Ann Wahlstrom, North St. Paul Library Manager; Monica Stratton, Maplewood Library Manager; Julie Neville, Senior Building Services Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; George Hardgrove, Ramsey County EGCI Service Team Controller

CALL TO ORDER:

Ly-Xiong called the meeting to order at 6:35 p.m. in the Ramsey County Library in North St. Paul, 2300 North St. Paul Drive. After introductions, she asked for a moment of reflection in memory of the library patron who passed away at the Ramsey County Library in Maplewood recently.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

Neblett made a motion to approve the agenda for March 20, 2019. Chiclana-Ayala seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Chiclana-Ayala made a motion to approve the minutes of February 20, 2019 as amended. Berry seconded the motion, which was approved by unanimous vote.

DIRECTOR'S REPORT:

Important Dates: All libraries are closed April 4 and April 21.

Mover and Shaker - Carol Jackson, manager at RCL-Shoreview, is one of *Library Journal's* 2019 Movers & Shakers! This honor recognizes Carol's role developing community partnerships that result in relevant, inclusive programs. The article cites Carol's work with Do Good Roseville, including their series of "Ask" programs, such as "Ask a Muslim Woman," "Ask a Veteran," "Ask a Transracial Adoptive Parent," and more. The piece also mentions Carol's collaboration with the Roseville Alzheimer's and Dementia Community Action Team, which has produced programs and Memory Minders Kits for people with memory loss and their caregivers. Big congratulations to Carol Jackson for this honor! Thanks, also, to the Friends for providing grants to support the above efforts as well as additional well-being programs that Carol has developed. Out of 300 nominees, 54 Movers & Shakers were honored hailing from Australia, Canada, Denmark, Egypt, Fiji, Scotland and the U.S. See Carol's profile here: www.libraryjournal.com/?detailStory=carol-jackson-movers-shakers-2019-advocates.

Suburban Ramsey Family Collaborative (SRFC) Equity Retreat - SRFC's mission is to "Connect individuals, families, and community resources to create relationships which enhance the well-being of our kids." I serve as a Ramsey County Library representative on the SRFC board, along with Commissioner Mary Jo McGuire, County staff, and others from schools and nonprofits. I recently joined an SRFC retreat at the Minneapolis YMCA Equity Innovation Center—with fellow SRFC board members, staff, and partners. (I was delighted to see Library Board Chair Sida Ly-Xiong there; I learned that she does consulting work for SRFC!) The YMCA Equity Innovation Center has a powerful exhibit space with hands-on learning stations about the history of race, systemic race-based inequities, and multimedia testimonials about bias and racism. Skilled facilitators led conversations to center equity in the SRFC's work supporting the health, learning, and safety of suburban families and children. The Library is particularly involved in the Suburban Ramsey Out of School Time Network Youth Advocates group that SRFC organizes. I appreciated this opportunity to reflect on my own and my organization's privilege and responsibility to enact change to achieve equity and inclusion.

Is it Spring yet? - It has been a long, long winter. Thanks to all staff at Ramsey County Library, Property Management, Public Works, and our local cities, for meeting significant challenges this season. Amazingly, the Library maintained regular open hours despite significant snow falls and foreboding forecasts. Property Management continues to monitor and address water and ice conditions. However, we are anticipating summer! Nicole Brinkman, children's librarian at RCL-Roseville, recently submitted two grants to support children's garden enhancements. She has been awarded one of the grants, which will enable us to add new pollinator plants with the goal of becoming a monarch waystation. Nicole also recently submitted a \$10,000 grant to support new STEAM learning interactives in the garden. We are definitely ready for a new season!

RESOLUTION REGARDING THE RETIREMENT OF JULIE NEVILLE:

Willems made a motion to approve the Resolution Regarding the Retirement of Julie Neville, and to authorize the Library Board Chair to sign the document. Neblett seconded the motion, which was approved by unanimous vote. Boldenow presented the resolution, and the Library Board expressed their appreciation to Neville for more than 14 years of service to the Library. Commissioner McGuire also thanked her on behalf of the Ramsey County Board of Commissioners.

LIBRARY FINES AND FEES:

The Director discussed a proposal to revise the Fines and Fees policy on children's and teen materials, to be implemented in 2020. The Library Board members spoke in favor of the staff proposal and requested that staff include a detailed communication plan when the policy revision is presented to the Library Board for discussion and approval.

Chiclana-Ayala made a motion in support of the Library's strategic priority to facilitate access by removing barriers, directed staff to draft a revised youth Fines and Fees policy to eliminate overdue fines on children's and teen materials. Willems seconded the motion, which was approved unanimously.

2020-2021 BUDGET:

The Library Director shared priorities in its draft budget proposal for 2020-2021, which is due to the County Finance Department on April 10, 2019. Staff and Board Members discussed proposed strategic investments under consideration in the budget process and agreed to bring budget updates to subsequent Board meetings.

Chiclana-Ayala made a motion to approve the direction taken with the 2020-2021 budget and authorize staff to continue advocating for strategic priorities funding. Neblett seconded the motion, which was approved by unanimous vote.

CAPITAL PLANNING UPDATE:

Boldenow updated the Library Board on several capital planning efforts currently under development.

RCL-Maplewood project

The Library submitted a major project request of \$4,230,152 to the County for the remodel of the Ramsey County Library in Maplewood. The proposal included the pre-design analysis by MSR Design from May 2018, that outlined issues, solutions, and budget requirements. The Library Board has expressed concerns about the conditions at Maplewood and has endorsed this capital project as the highest priority for implementation. The Library Director will present this project to the Capital Improvement Program (CIP) committee on April 11.

Digital Services workspace and programming space at RCL-Roseville

The Library submitted a regular project request of \$59,000 to reconfigure and furnish spaces for Digital Services programming and staff at the Library in Roseville. The Library Director will present this project to the Capital Improvement Program (CIP) committee on March 21.

Facilities Master Planning

The Library has been engaged with MSR Design to develop a new facilities master plan. The Library staff work group reviewed a draft report in early March. It is coming along nicely. Both MSR and Library staff have some additional revisions and contributions to make. Library staff hopes to bring the report to the Library Board in the next month or two.

North St. Paul Library

The City of North St. Paul has a number of new developments in process that are of interest to the Library. Kokoro Volleyball, the tenant who is leasing the majority of the former Community Center, is in negotiations with the City of North St. Paul to purchase the facility. Kokoro has indicated that it would be happy to have the Library remain in the facility in its current space. The City of North St. Paul is also exploring options for another potential site that would include the Library. Boldenow noted that the Library would not be willing to finance the build-out for a new location.

Chiclana-Ayala made a motion to affirm that the renovation at the Library in Maplewood is a high and urgent priority. Neblett seconded the motion, which was unanimously approved.

NORTH ST. PAUL BRANCH REPORT:**Trends in the service area:**

- Population in North St. Paul remains at previous levels and currently stands at just over 12,000 residents.
- Demographics indicate a predominately white (74%) population with 9.5% Asian, 6.4% African American and 6.3% Hispanic residents. 14.7% of the population speak a language other than English, the most popular being Hmong and Spanish.
- The senior population in North St. Paul currently stands at approximately 1,800 which is 8% of the total population of the city. Of those aged 65 and over, 32% report as having a physical disability.
- The population is relatively stable with 95% of available housing units retaining occupation. About 2/3 of the population in North St. Paul own their residence. The remainder live in rental housing, Section 8 housing or senior housing.
- The medium household income remains firmly planted in the lower middle-class bracket, averaging at \$57K per annum.
- Despite the fact that the census indicates the overall population in N. St. Paul is ~75% white, the ISD622 demographics indicate that the two schools closest to the library have a higher non-white population (Richardson at 67% and Cowern at 32%). Both schools have significant free and reduced lunch qualifying families.
- The charter school in the area, North Metro Flex Academy, remains very diverse with a large portion of families from Mexico and Central America.

Library issues and service trends:

- North St. Paul has said goodbye to their manager of 3½ years, Monica Stratton, who has been hired as the new Maplewood branch manager. Ann Wahlstrom, formerly children's librarian at White Bear Lake, is the new North St. Paul branch manager.
- The room formerly known as the "teen room" has been fully transformed into the new children's room at the library. This room now holds all school-aged and preschool-aged materials as well as interactives for younger children. It also serves as the room for weekly storytimes and other small-scale programs.
- The addition of the children's room has allowed collections in the main part of the library to spread out. While not completely finished, the library currently has in place an informal meeting/studying space near the children's room with the photocopier/scanner (moved inside the library from the bathroom area) and self-service coffee.
- The Kokoro Volleyball Club continues to use the building during the evening and on weekends. They have also brought on a few tenants of their own, currently a chiropractor and a Jazzercise class. These two enterprises run independent of the volleyball club and bring new faces into the building.
- North St. Paul has continued its partnership with the North Metro Flex Academy, who visits weekly classroom-by-classroom for school checkouts. On average the Library has had 350 visits/checkouts per month from the North Metro Flex Students. The school has expanded to include 6th grade and continues to appreciate and use the children's collection during the school year.
- The Friends of the Library has not only provided funding for the renovation of the new children's room, they have also given the library money for early literacy interactives. An order from Demco is in the works and will soon provide families with young children a place to experience activities designed to promote early learning skills.

RAMSEY COUNTY UPDATE:

Commissioner McGuire updated the Library Board members on recent happenings in Ramsey County. She noted that County Manager Ryan O'Connor was honored as one of Minneapolis/St. Paul Business Journal's 40 under 40, an award not typically bestowed on public sector employees.

NEXT MEETING:

April 17, 2019—Ramsey County Library in Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:

Following a motion by Neblett and a second by Chiclana-Ayala, Ly-Xiong adjourned the meeting at 8:20 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

DIRECTOR'S REPORT

April 2019

March Staff Updates:	Promoted:	Ann Wahlstrom, to Senior Librarian at NS
	Hired:	Jenna Emmans, Substitute Librarian
	Hired:	Andrea Hermanson, Substitute Librarian
	Transferred:	Kristie Kamish, to Library Page at TS
	Resigned:	Kay Bah Lah, Student Worker at MP
	Retired:	Julie Neville (Property Management)

Important Dates: All libraries are closed April 21.

In-Service Day – We hosted another inspiring Staff In-service day on April 4, 2019, with 111 in attendance. Everyone participated in sessions featuring Digital Services updates; Beanstack, the online Summer Reading Program platform; and a presentation on navigating cultural differences. Breakout sessions featured Library outreach; working with patrons affected by mental illness; understanding privilege; circulation Q & A; selectors' best practices; back and neck clinic; and new employee orientation. Many of the sessions were led by Library staff. Thanks to all 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!

BiblioCommons – Library staff are working with a team of County colleagues on a contract with BiblioCommons—to provide a new Library discovery layer and web interface. The Library is hoping to finalize a contract and bring action to the Library Board for approval in May, 2019.

IT Consolidation – IT Consolidation continues to advance, though more slowly than anticipated. Library and Information Services (IS) staff are working together on plans and knowledge-sharing. When complete, the IS department will assume responsibility for the Library's network and server administration and desktop support. IS staff are assuming most desktop support functions today. IS will focus on Library servers this spring and the network in August.

County Classification and Compensation Study – Ramsey County has initiated work with a consultant to modernize the County's job classification and compensation systems. All Library staff will participate in position description questionnaires, and some will take part in interviews. The purpose is to ensure that jobs are classified appropriately and compensation is competitive and equitable. The County is also working on a related project to update personnel rules.

Accessible Service Delivery and Facilities – Ramsey County has developed a new framework for improving residents-first service delivery. It is based on recent resident surveys and additional research. The County intends to consolidate many public services in a new, central facility (TBD) near transit and parking. Additional, satellite locations will offer a suite of services. Libraries hold great potential to be built out to serve as satellite locations for new services, because of our trusted position and other amenities. Libraries may also host kiosks or other technology to support the County's accessible service delivery goals. Ramsey County Library will be at the table with colleagues exploring the options to achieve Accessible Service Delivery, and we are excited by the opportunity to enhance services for patrons and all residents.

Director Performance Dimensions | Mid-year Report | September 2018 – March 2019

The Board's performance evaluation form for the Director evaluates the following eight dimensions. The Board completes the evaluation in September.

1. Ability to work within scope of the governance structure.

- With Library Board Chair, developed meeting agendas to support informed Board discussion and action on governance issues.
- Supported the Library Board's completion and approval of the 2019-2021 Strategic Plan.
- Coordinated Library Board self-evaluation at the end of 2018.
- Ensured that Board Member and officer vacancies were filled in 2019.
- Provided new Board Member orientation to relay the Library Board's governance role and relationship of Library Board to staff, County Board, Friends, and others.

2. Financial management skills and insights, skill in analyzing complex financial issues and developing solutions and options.

- Analyzed program and staffing needs in the context of strategic goals. Developed strategic investment priorities and budgets as part of 2020-2021 operational budget planning.
- Analyzed fines data to estimate revenue decrease from proposed fines change.
- Submitted a balanced budget that funds new strategic priorities: offsetting revenue loss from fines policy change; maintaining collections budget; and hiring an account clerk and digital services librarian.
- Developed funding requests for renovation at RCL-Maplewood and digital services space renovations at RCL-Roseville.
- Analyzed budget implications of IT Consolidation and integrated into 2020-2021 budget.
- Participated at Collections Steering Team to determine 2019 collections budget allocations.
- Worked with Administrative Team to develop budgets for 2018 end of year reserves and Friends annual grants that support strategic priorities.
- Executed contract amendment with Dunn Brothers with escalated revenue terms.

3. Human resource management, team management skills. Sensitivity to diversity/communication skills within the organization.

- Guided the Library Administrative Team and Management Team to advance strategic, policy, and operational initiatives.
- Met regularly with direct reports and administration staff. Completed performance reviews.
- Supported In-Service Day planning to provide relevant training, welcome new staff, and solicit input on meeting strategic goals.
- Served on the Labor Management Committee; heard and responded to labor inquiries and shared management information.
- Worked one-on-one with staff on sensitive issues.
- Analyzed Library workforce statistics.
- Participated in several staff and volunteer recognition events.

4. Communications/interpersonal skills with the Library Board. Clear, concise oral presentations, express complex ideas clearly, well-written reports.

- Produced monthly Director's reports with updates on the Library, the County, and MELSA.
- Prepared reports for Library Board action, information, and discussion.
- Communicated regularly with Chair about agendas and emerging issues.
- Assisted Chair in drafting responses to public inquiries.
- Revived a North St. Paul social tradition of convening Board and staff members.
- Engaged with Board Members at Kindergarten Card party, Friends Gala, and tabling events.

5. Intergovernmental relations and citizen involvement skills

- Worked with the Library Board, County Board, County Manager, EGCI and other service teams, and MELSA Board of Trustees.
- Participated in several County committees, including: Ramsey County Senior Management Team, Economic Growth and Community Investment (EGCI) service team, Racial Equity Leadership Team, Technology Governance Committee, Youth Continuum of Care Governance Committee, Sexually Exploited Youth Leadership Committee, and Payment Card Industry Compliance Sponsors Group.
- Attended County Board meetings and met individually with Commissioners.
- Coordinated Library platform items with County Government Relations staff.
- Met and corresponded with State legislators on relevant bills.
- Served on boards of the Suburban Ramsey Family Collaborative, Friends of the Ramsey County Libraries, and MELSA Advisory Board.
- Worked with colleagues at Ramsey County and City of Roseville to affirm a plan to move the north driveway at RCL-Roseville in response to the City's request.
- Answered public inquiries about the Library.
- Tabled at all libraries to solicit public participation in Master Facilities Plan survey. Attended listening sessions. Promoted survey in four languages to engage broad citizen input.
- Met with donors and prospective donors.
- Engaged attendees at the Friends Gala and annual luncheon.

6. Implementation skills and ability to follow-through. Consistency in carrying out/moving forward on established goals and objectives of the Library Board.

- Led myself and staff in implementing 2018 and 2019 work plan initiatives.
- Led the Administrative Team in overseeing work plan progress.
- Produced quarterly reports for the Board showing work plan progress on strategic goals.
- Supported the Library Board's 2019-2021 Strategic Plan objectives through relevant requests in the Library's 2020-2021 operations budget and capital budget requests.
- Advanced progress on the Library Master Facilities Plan, following through on internal staff input gathering, external engagement tactics, and review/response to plan drafts.

7. Innovativeness, long and short-range planning abilities. Ability to identify needs, start the action and carry through to completion.

- Finalized selection of BiblioCommons, an innovative discovery layer and web product that will greatly enhance online resource access and user experience.
- Supported a staff application resulting in a competitive LSTA grant award to support digital storytelling in 2018-2019. Supported a staff application (recently submitted) for an LSTA mini-grant to support learning interactives in the RCL-Roseville garden.
- Met various planning deadlines including strategic planning, work plan development, budget development, and facilities master planning.

8. Leadership skills. Skill in influencing, inspiring, and mobilizing others to undertake collective action for the common good.

- Communicated the Library's strategic budget priorities with key stakeholders, and received support from Library Board, service team, Finance, and County Manager for several initiatives.
- Presented to all staff on Library's strategic plan, and engaged all staff to propose implementation strategies. This collective work informs our work plan and budget requests.
- Led Administrative and Management Teams to address relevant issues, cultivate productive deliberations, and take action.
- Celebrated and encouraged staff service and innovation. One example: nominated Carol Jackson for *Library Journal* Mover & Shaker award and celebrated the resulting honor.
- Required and promoted opportunities for staff training in racial equity and inclusion.
- After a change in County CIO, renewed communication and planning to influence positive outcomes with IT consolidation.
- Mobilized colleagues to support Friends events and campaigns.

Friends Update April 2019

Friends Celebrate 40th Anniversary

In conjunction with their Annual Meeting/Board Meeting, the Friends are hosting a gathering of their members on April 22nd to celebrate 40 great years of working to strengthen, support and advocate for the Ramsey County Library. Honored guests and speakers include:

- Metta Fridley – Metta was elected to serve as the Friends first President in 1979 and has been an active Friends member and leader ever since.
- Nancy Guerino – Nancy is a former President of the Friends and currently serves as a Friends Board Member and Archivist and as President of the MN Association of Library Friends.
- Heidi Holland – Heidi recently retired after 41 years of service at Ramsey County Library. During that time, she served as a Librarian and Volunteer Coordinator and for many years as RCL staff liaison to the Friends Board of Directors.
- Norman & Karen Vinnes – Norman served as the Ramsey County Library Director from 1971-1993 and Karen served on the Friends Board of Directors from 1998-2002.



The 10th Anniversary Book It 5K Walk/Run will be held Saturday May 18, 2019! Help raise funds for the Ramsey County Library Summer Reading Program for children and teens while enjoying a healthy, family-friendly activity.

- All ages welcome. Stroller friendly. (No pets or inline skates please.)
- Begins at the Ramsey County Library in Roseville 2180 Hamline Ave North and proceeds around Roseville's scenic Central Park.
- Race begins at 9:00 am. In-person registration begins at 7:30 am

Friends Used Bookstores try new strategies

Following the lead of the Maplewood Bookstore, the Roseville and Shoreview Bookstores recently held “flash sales” offering gift quality used books for sale along with special deals on books, CDs, and DVDs. All three bookstores have had great success with their special sales.



Upcoming Events

- Friends Board of Directors/Annual Meeting on April 22, 2019 at Shoreview
- 2019 Book It 5K Walk/Run, May 18, 2019 at Roseville
- Pop Up Book Sale, September 24-28, 2019 at Shoreview
- Author Luncheon, November 9, 2019, at North Oaks Golf Club

Request for Library Board Action

Meeting Date

April 17, 2019

Action Requested

Approve Resolution

Presented By

Mary Larson,
Library Board Coordinator

SUBJECT:

Resolution Regarding the Retirement of Gail Erickson

BACKGROUND:

Library Associate Gail Erickson has announced her retirement, effective April 30, 2019. A resolution honoring Gail for her 44 years of service will be available at the meeting.

BOARD ACTION REQUESTED:

To approve the Resolution Regarding the Retirement of Gail Erickson, and to authorize the Library Board Chair to sign the document.

Resolution Regarding the Retirement of Gail Erickson

- Whereas,** Gail Erickson has been a Ramsey County employee since February 1975; and
- Whereas,** She began her career at Ramsey County Library as a Library Page, moving up from Clerk I to Clerk IV, and later to Library Associate 1 and 2; during her career at Ramsey County Library she worked in both circulation and reference, and worked in seven different branches, including Roseville, Maplewood, Arden Hills, Mounds View, North St. Paul, Shoreview, and White Bear Lake; and
- Whereas,** Gail started in circulation at Roseville, taking library science classes and moving to Maplewood to manage operations during the final year at the original facility, including scheduling and working both circulation and reference; transitioning full-time to reference with a promotion to Library Associate; and
- Whereas,** She is known for her incomparable reference skills, particularly with complicated and outside-the-box questions; for her top-notch organizational skills; for taking charge of the reference binder and updating it with pertinent information; for her unique schedule of working four evenings per week; for her patience and absolute professionalism with patrons; for her innate curiosity and love of learning about new things and experiences; for her epic travel adventures around the globe; for being a pilot and a glider; and for her love of horses and all things Star Trek; and
- Whereas,** Gail has decided to retire from her position of Library Associate 2 effective as of April 30, 2019;
- Now, Therefore
Be It Resolved,** That the Ramsey County Library Board of Trustees and Library staff extend their appreciation to Gail Erickson for 44 years of dedicated service to Ramsey County Library.

Library Board Chair

Adopted April 17, 2019

Request for Library Board Action

Meeting Date

April 17, 2019

Action Requested

Approve Resolution

Presented By

Mary Larson,
Library Board Coordinator

SUBJECT:

Resolution Regarding the Retirement of Linda Larson

BACKGROUND:

Library Page Linda Larson has announced her retirement, effective April 30, 2019. A resolution honoring Linda for her 16 years of service will be available at the meeting.

BOARD ACTION REQUESTED:

To approve the Resolution Regarding the Retirement of Linda Larson, and to authorize the Library Board Chair to sign the document.

Resolution Regarding the Retirement of Linda Larson

- Whereas,** Linda Larson has been a Ramsey County Library employee since January 2003; and
- Whereas,** She has worked her entire career at Ramsey County Library as a Library Page at Shoreview; and
- Whereas,** Linda's 16-year career has spanned two library buildings, as well as technological advances that saw the implementation of an automated materials handling system; and
- Whereas,** She is known for her enthusiasm, sense of humor, and commitment to the patrons of the Shoreview Library. Linda offered many insightful suggestions during the transition from the old to the new library building in 2017. She is diligent in the performance of her duties, accurate in shelving library materials, and considerate of patrons in need of assistance; and
- Whereas,** Linda has decided to retire from her position of Library Page effective as of April 30, 2019;
- Now, Therefore
Be It Resolved,** That the Ramsey County Library Board of Trustees and Library staff extend their appreciation to Linda Larson for 16 years of dedicated service to Ramsey County Library.

Library Board Chair

Adopted April 17, 2019

Request for Library Board Action

Meeting Date**April 17, 2019****Action Requested****Award Gold Cards****Presented By****Mary Larson,
Library Board Coordinator****SUBJECT:**

Award Library Gold Cards

BACKGROUND:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. For 2019, the Friends of the Ramsey County Libraries have nominated three volunteers for gold cards:

Mary Ellen Carlson

Mary Ellen Carlson has volunteered for the Friends for more than 20 years. During that time, she has worked regular weekly shifts at the Friends Bookstore at the Maplewood Library and staffed “flash sales” offering gift quality books. The efforts of Mary Ellen and the Maplewood Bookstore team have helped to raise \$15,000-\$20,000 a year through one used bookstore alone! When not volunteering at the Friends Maplewood Bookstore, you can find Mary Ellen enjoying great times with her children and grandchildren, playing bridge, collecting vintage lead crystal, and travelling.

Dick and Mary Fowler

Dick and Mary Fowler are a power couple when it comes to the Friends mission to strengthen, support and advocate for Ramsey County Library. Dick is wrapping up his third term on the Friends Board of Directors. For seven of his nine years on the board, he served as the first Chair of the Development Committee where he led the Friends efforts to create new events like the Annual Gala and to secure business sponsorships to help meet fundraising goals. Together, Dick and Mary have volunteered at Friends events and mailing parties, sponsored events themselves, and helped the Friends to build community relationships to support Ramsey County Library. For the past two years, Mary engaged Bliss Yoga to provide a free warm-up session at the Book It 5K—a wonderful addition to this fun family event!

Tammy Corcoran, Roseville Volunteer Coordinator, nominated her Tuesday morning volunteers to receive Gold Cards.

Judy Godfrey

Judy Godfrey is one of the longest established volunteers at Roseville. She has been volunteering since 2002. She comes in with her wit and sunny personality. She is a delight as she puts away requests and DVDs and helps us with many other projects.

Jan Schultz

Jan Schultz has been a volunteer since 2003. She loves to look for requests for our many patrons. She comes in determined to find each and every request on her list. This winter has been hard on her to get here, but when she does come to volunteer, she loves to be here and help.

Sharon Dueber

Sharon Dueber started volunteering in 2008. She puts away requests and looks for expired holds on our request shelves. She is in charge of making coffee for the ladies for their Tuesday morning break. Sharon is good about welcoming new volunteers to their group and including them for a coffee break.

Monell Jakel and Karen Mitka

Monell and Karen have been volunteering at Roseville since 2009. Both ladies also help with shelving requests. Tuesday mornings at Roseville usually have an insurmountable number of requests to put away. These ladies shelve the books and have a good time doing it. The staff can hear them laughing as they talk and shelve items before the library opens.

Therese Sonnek, White Bear Lake Manager, nominated one volunteer for a Gold Card.

Pat Wittkop

I would like to nominate Pat Wittkop, a Property Management volunteer. Pat has been a dedicated volunteer for years. She vacuums and dusts, among other cleaning tasks, and she helps shovel the sidewalks. She clearly cares for this branch as her own, making it tip top!

BOARD ACTION REQUESTED:

To award Library Gold Cards to Mary Ellen Carlson, Dick and Mary Fowler, Judy Godfrey, Jan Schultz, Sharon Dueber, Monell Jakel, Karen Mitka, and Pat Wittkop as a symbol of appreciation for their contributions to the Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificates.

Request for Library Board Action

Meeting Date

April 17, 2019

Action Requested

Approve Submission

Presented By

Jeff Eide,
Senior Library Manager

SUBJECT:

Annual Report to State

BACKGROUND:

State Library Services, a division of the Minnesota Department of Education, coordinates a statistical survey on library usage, collection size, staffing distribution, etc. for every library in Minnesota each year. Libraries are required to submit their annual data to the State Library Services Office no later than April 1.

Policymakers, library administrators and the general public use the statistical data to plan and evaluate library development and services. Data for public, academic and state library agencies is available from the Institute of Museum and Library Services (IMLS).

The report will be available electronically at

http://w20.education.state.mn.us/WebsiteContent/LibraryListing.jsp?SEARCH_VALUE=R after the data has been vetted by State Library Services.

BOARD ACTION REQUESTED:

To authorize the Library Board Chair and Library Director to sign and submit the 2018 Minnesota Public Library Annual Report Approval Form to the Office of State Library Services as mandated.

Minnesota Public Library Annual Report, 2018 Worksheet

Please complete your report using data/information for January 1 through December 31, 2018, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2018. New indicates a DATA ELEMENT that is new for 2018.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P07) Reference Transactions		
P08) Annual Public Internet Computer Sessions		
P09) Public Internet Computer Other Uses		
P10) Wireless Sessions		
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation		
P14) Adult Circulation		
P15) Other Physical Media Circulation (No Audience Designation)		
P16) Total Physical Media Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21) Children's Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25) Children's Program Attendance		
P26) Young Adult Program Attendance		
P27) Adult Program Attendance		
P28) Total Program Attendance		

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

Website Visits

New

Data Element	Current Year	Previous Year
P32 Website Visits		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week		
H09) Number of Public Service Hours in a Seasonal Week		
H10) Seasonal Dates		
H12) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement		
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

OUTREACH SERVICES

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations or groups in order to address a community need?		
O13a) Commnicative: O13b) Cooperative: O13c) Collaborative:		
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O16m) Number of Teen Volunteers		
17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

Summer Learning Program

Type(s) of summer learning programs
Intended age-groups for the program

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

I01) Does this library have a governing Board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's Board of Trustees the governing authority or advisory?

Library Foundation

I04) Does This Library Have a Foundation?
I05) Foundation Name

Library Friends

I06) Does This Library Have a Friends Group?
I07) Friends Group Name

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
STATE		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
FEDERAL		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue		
OTHER		
Regional System		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
Multicounty, Multitype		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue		
R30) Total Operating Revenue		

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials		
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)		
E06) Collection Expenditures Electronic Collections		
E07) Collection Expenditures Electronic Materials Other Electronic Materials		
E08) Collection Expenditures Electronic Materials Expenditures Total		
E09) Collection Expenditures Other Materials Audio & Video Physical Materials		
E10) Collection Expenditures Other Materials Other Physical Materials		
E11) Collection Expenditures Other Materials Expenditures Total		
Collection Expenditures Physical Materials Total		
E12) Total Collection Expenditures		

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
County		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
Other Local Government		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
STATE		
R41) Library Construction Grant		
R42) Other State Capital Revenue		
R43) Total State Government Capital Revenue		
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act		
R45) Federal Capital Direct		
R46) Other Federal Indirect Capital Revenue		
R47) Total Federal Government Capital Revenue		
OTHER		
Regional System		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
Multicounty, Multitype		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional, Multicounty Multitype and Other Capital Revenue		
R58) Total Capital Revenue		

Capital Expenitures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		

In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		



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G09m) City
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G12m) Phone
G13) Library Web Address

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users – Automatic Tally		
P06m) Visits		
P07m) Reference Transactions		
P08m) Annual Public Internet Computer Sessions		
P09m)Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs		
P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
H04m) Thursday Hours		
H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name



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PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
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P09m)Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
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P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs		
P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
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H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
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F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		
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FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name



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PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
H04m) Thursday Hours		
H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name



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G12m) Phone
G13) Library Web Address

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P07m) Reference Transactions		
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P10m) Wireless sessions		

Circulation

Data Element	Current Year	Previous Year
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P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
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P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs		
P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

PUBLIC SERVICE HOURS

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LIBRARY COLLECTION

Data Element	Current Year	Previous Year
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C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

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Programs

Data Element	Current Year	Previous Year
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P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
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Request for Library Board Action

Meeting Date

April 17, 2019

Action Requested

Approve Date Change

Presented By

Mary Larson,
Library Board Coordinator

SUBJECT:

November Meeting Date Change

BACKGROUND:

The November Library Board meeting is currently scheduled for November 20, 2019, at the Ramsey County Library in Roseville. With Library Director Jill Boldenow scheduled to be out of town on that date, it is proposed that the November meeting date be moved one week earlier, to fall on November 13. The December meeting date would remain unchanged, falling on December 18.

BOARD ACTION REQUESTED:

To change the November Library Board meeting date to November 13, 2019, at 6:30 p.m., with the meeting to be held at the Ramsey County Library in Roseville.

Request for Library Board Action

Meeting Date

April 17, 2019

Action Requested

Information and Discussion

Presented By

Jill Boldenow,
Library Director

SUBJECT:

2020-2021 Library Budget Request

BACKGROUND:

The Library submitted its 2020-2021 budget request to the County on April 10, 2019. The documents submitted are attached.

The Library Director will highlight the status of strategic priorities at this time in the draft budget process.

The County Manager will set his proposed 2020-2021 budget on June 5, 2019 and present it to the County Board of Commissioners on August 6, 2019.

BOARD ACTION REQUESTED:

For information and discussion.

DEPARTMENT SUMMARY



Ramsey County Library
Jill Boldenow, Library Director

4560 N Victoria St, Shoreview, MN 55126
651-486-2200

DEPARTMENT OVERVIEW

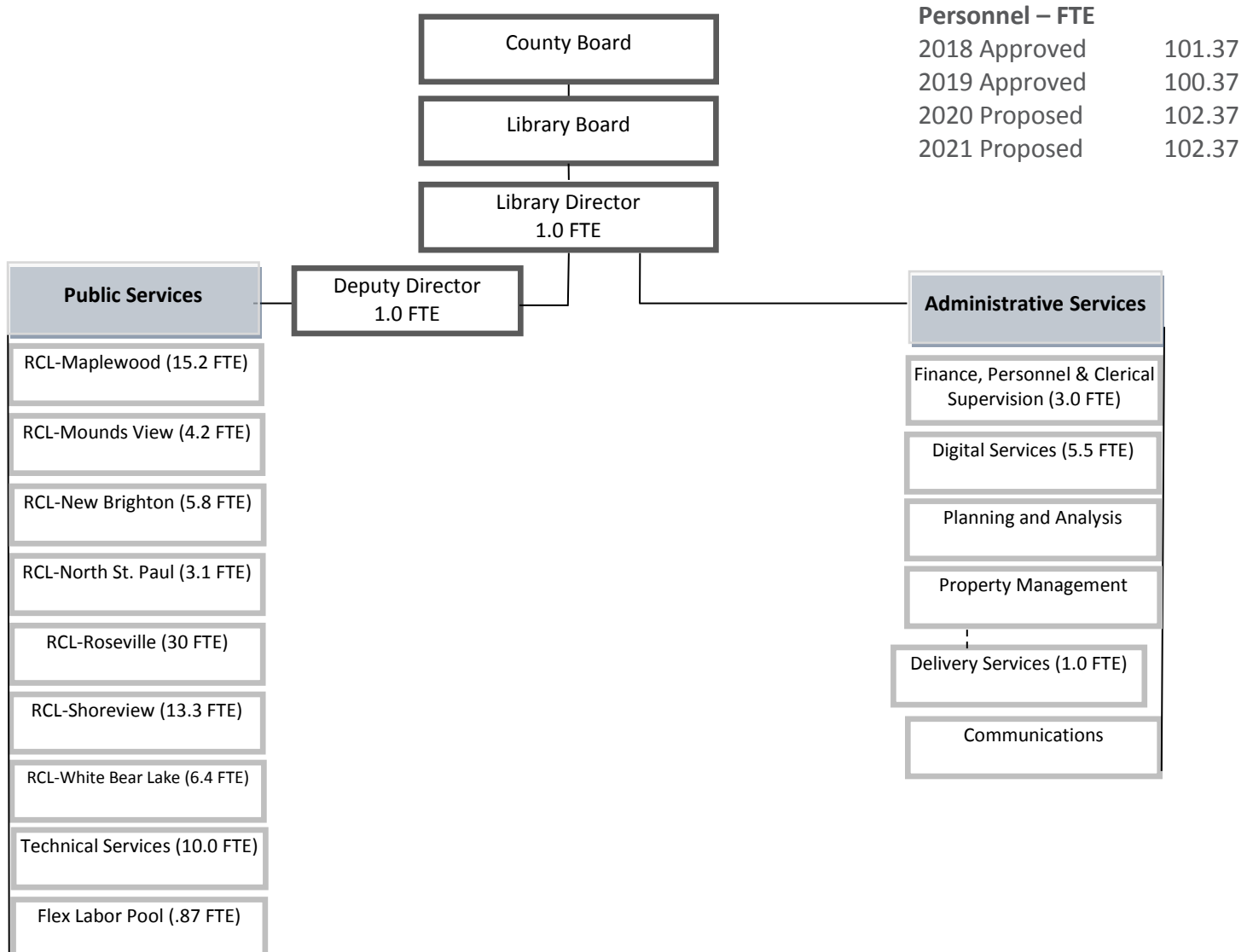
County Vision: A vibrant community where all are valued and thrive.

County Mission: A county of excellence working with you to enhance our quality of life.

DEPARTMENT OVERVIEW

Ramsey County Library is a system of seven public libraries in suburban Ramsey County. One of these, the Ramsey County Library in Roseville, maintains the highest circulation of all public libraries in the state of Minnesota. Ramsey County Library is also in the business of technology, offering public computers, Wi-Fi, and e-books. Each week, the Library offers an average of eighty free programs, ranging from storytimes for babies and children, to teen makerspace labs, and lectures and workshops for adults. A seven-member Board of Trustees appointed by the Ramsey County Board of Commissioners governs the Library. Operational funding comes primarily from a suburban-only property tax levy. The Library serves 1.5 million onsite visitors and 3.4 million web visitors annually (at www.rclreads.org).

DEPARTMENT 2019 ORGANIZATIONAL CHART



DEPARTMENT SUMMARY



Ramsey County Library
Jill Boldenow, Library Director

4560 N Victoria St, Shoreview, MN 55126
651-486-2200

DEPARTMENT OVERVIEW

PROGRAMS AND SERVICES

Ramsey County Library provides free access to over 600,000 items including books, e-books, DVDs, CDs, magazines, newspapers, large print books, and audio books. The Library also offers a broad spectrum of online resources, including databases and online homework and job help. In addition to loaning materials, Ramsey County Library offers the following public services:

- Educational programs for children, teens, and adults.
- Assistance with resumes, job applications, and online government forms.
- One-on-one technology assistance with Library and patron-owned devices.
- Reference service to support research and information access.
- Internet computers with Microsoft Office 2016.
- Wireless internet access.
- Copy and fax machines and printers.
- Community, meeting, and study rooms.

SUMMARY OF COMMUNITY ENGAGEMENT ACTIVITIES

The Library incorporates community engagement in its governance structure, partnerships and programs, and daily public service inside and outside of libraries.

A citizen Board of Trustees, appointed by the Ramsey County Board of Commissioners, governs the Library. Trustees live in suburban Ramsey County. The Library Board is diverse in race, gender, age, and professional and personal experience. Trustees represent the community's voice and interests when approving Library policies, setting strategic and budget priorities, monitoring organizational performance, and promoting the Library to the broader community.

The Library engages nearly 2,000 community members in volunteer service. In 2018, Library and Friends volunteers provided 22,000 service hours.

Library staff foster partnerships annually with more than 100 nonprofits, schools, County departments, and other organizations. This helps the Library engage and learn from community and achieve collective impact. With partners, we offer account registration, financial and legal help, jobs and small business support, digital literacy training, social work referrals, English language learning, health and wellness information, racial equity dialogues, and more.

The Library engages community at multiple branches seven days a week and online 24/7. In 2018, the Library served 1.5 million onsite visitors, circulated 3.6 million items, and had 3.4 million web visits. The Library also served 130,000 program attendees, booked 5,000 reservations of meeting rooms, and offered 17,331 public service hours.

Librarians actively engage residents in the community. In 2018, librarians reached a record high of more than 14,000 outreach contacts. The increase was due to grant-funded expansion of the Popup Library. In 2018, the Popup Library brought collections, technology, and public service to 4,280 people on 28 dates at housing facilities, senior and community centers, a residential re-entry center, Ramsey County Parks and Recreation sites, and more. Recently, the Library restructured a position as an Outreach Librarian. This will not fully offset the expired Popup Library grant support, but this will help the Library to continue some level of community-based, accessible service delivery.

DEPARTMENT SUMMARY

Ramsey County Library
Jill Boldenow, Library Director



4560 N Victoria St, Shoreview, MN 55126
651-486-2200

DEPARTMENT OVERVIEW

METHODS FOR ADVANCING RACIAL EQUITY IN THE BUDGETING PROCESS

The Library's Racial Equity Work Plan identifies objectives in Library policies, collections, programs, services, facilities, partnerships, and staff development. The Library aligns its budget to support these objectives.

In this budget cycle, the Library will advance a significant racial equity initiative: to eliminate late fines for children's and teen materials at Ramsey County Library as of 2020. Libraries recognize that fines have a disproportionate impact on people of color as well as people living in poverty. Youth are the most racially diverse demographic in Ramsey County, and 11% of the youth in suburban Ramsey County are living below poverty level. The Library seeks to remove the youth fines barrier, which may contribute to educational achievement gaps and other disparities.

Currently, there are 6,136 youth Library accounts with blocked privileges due to charges in excess of \$10 at Ramsey County Library. In addition to eliminating fines for youth materials in 2020, the Library proposes a one-time waive of existing youth charges to welcome back all patrons 18 and under. The Library's 2020-2021 budget includes a projected revenue reduction to support these initiatives.

The youth fines policy change aligns with the Library's role in supporting equitable childhood and youth development. In 2018, the Library offered free literacy programs serving 80,000 children and their families. This included storytimes, which support kindergarten readiness, for 29,000 attendees. Staff also launched *1,000 Books Before Kindergarten* with 800 preschoolers. The Library produced out of school programming serving 15,600 teens. The Library's ConnectEd project reduces disparities by connecting students to Library cards and resources.

Another key equity priority for the Library's 2020-2021 budget is sustaining a strong collections budget that will meet the needs of our racially diverse community. As in the last budget cycle, the Library will utilize \$225,000 each year from a fund balance to boost its collection budget in 2020-2021. Though we leverage some collections support from MELSA and Friends gifts, the County's support for Library collections is the primary, vital source of collections funding. Ramsey County Library staff are leaders in developing diverse collections. In 2018, 22% of new purchases were by or about people of color. Last year, we expanded titles in several languages new to our system, and we will sustain this effort. Librarians present diverse books showcases twice a year for parents and educators to learn about new children's books that reflect our community.

The Library also prioritizes facilities funding to advance racial equity. We have requested Capital Improvement Program (CIP) funds to support a much-needed renovation at Ramsey County Library in Maplewood. Maplewood has the highest percentage of people of color and the highest unemployment rate of suburban Ramsey County communities. This project will provide a more equitable and higher quality user experience in this service area.

The Library will increase its vacancy factor in order to add a librarian to support digital services, including digital literacy instruction for youth and adults. Digital literacy is core to success, but our community faces disparities in access to technology and skills. This investment will help the Library bridge the digital divide.

DEPARTMENT SUMMARY



Ramsey County Library
Jill Boldenow, Library Director

4560 N Victoria St, Shoreview, MN 55126
651-486-2200

DEPARTMENT OVERVIEW

CHALLENGES THAT MAY IMPACT DEPARTMENT PERFORMANCE

Staffing Levels – Ramsey County Library has expanded facilities, operations, and programs. Staff have developed new initiatives to support outreach, equity, and lifelong educational needs. While the Library’s scope of work has expanded, the FTE level has not grown in parallel. Some key professional positions remain part time or unfilled. The additions in 2020-2021 of an account clerk and digital services librarian are welcome instances of staff growth that will advance strategic priorities. However, the organization remains lean, which impacts staff workloads and desired outcomes.

IT Consolidation – The Library is working with Information Services (IS) to transition infrastructure and desktop support functions to IS. Library staff are managing work gaps that may impact performance until the process is complete and normalized.

OPPORTUNITIES THAT MAY IMPACT DEPARTMENT PERFORMANCE

County Partnerships – The Library has a strong history of engaging partnerships with County colleagues. In 2020-2021, the Library has new opportunities, particularly with the arrival of new directors to Workforce Solutions and Community and Economic Development. The Library has begun to engage colleagues across the County to respond to the needs of patrons experiencing homelessness, and we hope to expand on this opportunity. The Library initiated a new partnership with Public Health nurses, who will help promote *1,000 Books Before Kindergarten* at home Well Baby Visits. We hope this partnership will drive increased participation in this program, which supports early literacy. The Library will acquire new legal material for its collection in partnership with Ramsey County Law Library. This is an expansion of an existing partnership that supports free legal assistance programming at libraries and staff training.

Capital and Virtual Improvements – Ramsey County made transformative investments in the Library following its 2008-2018 Library Facilities Master Plan. New and renovated facilities feature expanded square footage and operating hours, as well as new user amenities and welcoming design. In 2020-2021, the Library proposes to renovate the Ramsey County Library in Maplewood to meet the excellent system standards for user experience, amenities, and condition. The Library will also begin prioritizing recommendations from a new Library Facilities Master Plan aligned with the County’s Accessible Service Delivery and Facilities plan.

In 2020, the Library will launch a new online catalog and web interface that will radically improve the online experience and reflect popular online retail experiences. This will help patrons to discover and use collections, events, reference or homework assistance, user recommendations, and more.

DEPARTMENT SUMMARY



Ramsey County Library
Jill Boldenow, Library Director

4560 N Victoria St, Shoreview, MN 55126
651-486-2200

DEPARTMENT OVERVIEW

PERFORMANCE MEASURES – ANALYSIS HIGHLIGHTS

- A. This data shows the number of times users have logged into the Library's network. Demand for internet, work space, and power outlets is growing. Wireless usage has grown 148% over the last five years. The top three reasons people use the Library's network and computers are: health and wellness (30% of users), job-seeking (27% of users), and education (21% of users). Continued growth in public internet use is projected. This function is just one of the technology-rich business lines that the Library supports.
- B. Librarians reach thousands through external outreach, including visits to schools and the delivery of Popup Library services to underserved communities. We increased outreach contacts in 2017 and 2018 due to Popup Library grant funding. Totals were 10,128 in 2016; 11,853 in 2017, and 14,419 in 2018. Without additional permanent staff, we estimate a decrease beginning in 2019. By 2040, we hope to have additional staff to raise this measure.
- C. The Library's digital literacy programming addresses both economic and racial disparities. The Library has built a strong portfolio of technology courses and tools to support essential digital skills. More recently, we have expanded to meet the needs for training and access to 3D printers, design software, makerspace programs, and other more sophisticated technology. Programs expanded in 2018-2019 with grant funding, raising attendance from 2,438 in 2017 to 3,611 in 2018. With a new digital services librarian in 2020, we will build higher attendance. We anticipate an expanded need in 2040 for technology access and instruction. With additional staff, the Library will raise this measure in 2040.

		2018	2019	2020-2021	2040
#	Performance Measure	Actual	Estimate	Estimate	Target
A	Public internet usage	887,537	920,000	940,000	1,000,000
B	Outreach contacts	14,419	11,900	11,900	25,000
C	Digital literacy program attendance	3,611	3,600	4,000	5,000

Department Summary



BUDGET SUMMARY

LIBRARY

Title	2018 Budget	2019 Budget	2020 Proposed	2021 Proposed
Expenditure/Appropriation	12,344,874	12,652,542	12,923,442	13,043,405
Revenue/Estimated Revenue	940,008	909,152	692,052	693,952
Use of Fund Balance	225,000	225,000	225,000	225,000
County Tax Levy	11,179,866	11,518,390	12,006,390	12,124,453
Inc/(Dec) from Previous Year			488,000	118,063
% Inc/-Dec from Previous Year			4.2%	1.0%
Inc/(Dec) for 2 Years				606,063
% Inc/-Dec for 2 Years				5.3%

EXPENDITURE SUMMARY

Title	2018 Budget	2019 Budget	2020 Requested	2021 Requested
Expenditures				
Personal Services	7,744,676	8,463,006	8,275,273	8,338,545
Other Services and Charges	2,902,708	2,848,536	3,255,319	3,288,660
Supplies	178,587	156,000	180,000	180,000
Operating Capital Outlay	1,518,904	1,185,000	1,212,850	1,236,200
Total Expenditure/Appropriation	12,344,874	12,652,542	12,923,442	13,043,405
Inc/(Dec) from Previous Year			270,900	119,963
% Inc/-Dec from Previous Year			2.1%	0.9%
Inc/(Dec) for 2 Years				390,863
% Inc/-Dec for 2 Years				3.1%

REVENUE SUMMARY

Title	2018 Budget	2019 Budget	2020 Requested	2021 Requested
Revenues				
Fines and Forfeitures	376,095	500,000	240,000	240,000
Intergovernmental Revenue	221,764	221,652	221,652	221,652
Revenue from Sales	80,520	72,500	79,000	79,000
Revenue from Use of Money/Property	152,635	115,000	151,400	153,300
Other Revenue	108,994	-	-	-
Total Revenue/Estimated Revenue	940,008	909,152	692,052	693,952
Inc/(Dec) from Previous Year			(217,100)	1,900
% Inc/-Dec from Previous Year			-23.9%	0.3%
Inc/(Dec) for 2 Years				(215,200)
% Inc/-Dec for 2 Years				-23.7%

LIBRARY DEPARTMENT
LINE ITEM DETAIL

ORG	ACCT	DESCRIPTION	2017 Actual	2018 Actual	2019 Approved	2020 Requested	2021 Requested
650101	411101	Salaries Permanent	5,318,571	5,604,379	6,304,052	5,950,836	6,010,452
650101	411103	Salaries Temporary	31,629	30,417	(95,000)	117,500	100,000
650101	411104	Salaries Overtime	2,840	157	-	-	-
650101	411111	Vacancy Factor	-	-	(35,134)	(59,510)	(60,104)
650101	411112	Deferred Compensation	15,799	16,278	17,180	43,152	43,152
650101	411201	PERA	393,890	404,177	457,649	442,296	446,616
650101	411202	FICA-OASDI	314,742	319,984	379,274	368,487	372,499
650101	411203	FICA-HI	73,609	74,884	88,703	86,220	87,108
650101	411301	Health & Welfare Insurance	946,742	990,176	1,006,688	981,948	991,716
650101	411303	Medicare B Coverage	1,608	1,608	-	1,600	1,600
650101	411306	Life Insurance	6,962	7,150	9,383	8,904	8,904
650101	411307	Long Term Disability	5,355	5,586	6,689	14,364	14,544
650101	411308	Unemployment Compensation	62	-	-	-	-
650101	411309	Health Care Savings Plan	16,031	16,785	17,145	20,712	20,712
650101	411310	Payroll Surcharge (OPEB Liability)	267,273	272,430	305,057	297,444	300,648
650101	411410	Cell Phone Allowance	660	666	1,320	1,320	698
TOTAL PERSONAL SERVICES			7,395,773	7,744,676	8,463,006	8,275,273	8,338,545
650101	421106	Credit Card Fees	13,696	12,755	14,000	13,000	13,000
650101	421208	County Attorney Services	8,968	15,343	8,500	15,000	15,000
650101	421401	Data Processing Serv-Other	53,321	56,523	55,000	60,000	60,000
650101	421402	Data Processing Serv-Mtce	295,104	329,148	328,440	560,232	579,120
650101	421522	Other Professional Services	147,774	82,838	-	227,550	229,502
650101	421524	Other Professional Svcs Reimbursable	800	-	-	-	-
650101	421525	Recruitment Service	925	1,185	1,000	1,000	1,000
650101	421602	Advertising and Promotion	84	355	3,500	-	-
650101	421603	Printing & Stationery	26,004	30,670	20,000	30,000	30,000
650101	421701	Postage	12,036	15,392	12,000	10,000	10,000
650101	421706	Telephone-Long Distance Charges	447	337	500	500	500
650101	421707	Telephone-Local Service	104,646	102,431	96,000	10,000	10,000
650101	421709	Cable Television Services	935	1,077	1,000	-	-
650101	421710	Telephone-Cellular Service	1,736	1,194	1,200	1,200	1,200
650101	421801	Workers Compensation	13,220	13,239	13,220	13,220	13,220
650101	422201	Laundry & Sanitation Service	1,069	980	-	1,000	1,000
650101	422402	Buildings & Office Space	1,502,938	1,502,938	1,499,962	1,585,954	1,585,954
650101	422502	Equipment & Machinery Rental	7,721	6,507	10,000	10,000	10,000
650101	422601	Equipment & Machinery Repairs	8,614	14,224	10,000	15,000	15,000
650101	422602	DP Equipment Maintenance	36,079	94,536	110,000	90,000	90,000
650101	422805	Software Maintenance	110,326	157,948	175,000	140,000	140,000
650101	423111	Employee Development	2,475	720	411	500	500
650101	424108	Tort Liability-Self Insurance	13,535	14,212	14,212	10,350	10,500
650101	424201	Property Tax	-	-	8,000	-	-
650101	424302	Membership & Dues	2,008	2,004	2,000	2,000	2,000
650101	424303	Conference & Seminar Expense	17,096	24,459	10,000	15,000	15,000
650101	424305	Volunteer/Comm Meeting Expense	528	728	1,000	1,000	1,000
650101	424307	Co Meeting/Acknowledgement Exp	-	246	500	500	500
650101	424309	Other Educational Expenses	2,043	2,658	4,000	4,000	4,000
650101	424501	Mileage/Parking	8,132	10,624	10,000	10,000	10,000
650101	424506	Freight & Express Charge	526	98	600	200	200
650101	424507	Messenger Service	1,277	1,321	1,250	1,356	1,354
650101	424508	Armored Car Service	10,717	10,801	10,000	12,000	12,000
650101	424601	Other Services	-	375	-	-	-
650101	424605	Interest	-	363	-	-	-

LIBRARY DEPARTMENT
LINE ITEM DETAIL

ORG	ACCT	DESCRIPTION	2017 Actual	2018 Actual	2019 Approved	2020 Requested	2021 Requested
650101	424606	Administrative Overhead	348,816	391,228	424,241	411,757	424,110
650101	424608	Per Diem Fees	2,750	3,250	3,000	3,000	3,000
		TOTAL OTHER SERVICES & CHARGES	2,756,346	2,902,708	2,848,536	3,255,319	3,288,660
650101	431101	Office Supplies	16,170	13,247	10,000	13,500	13,500
650101	431102	Computer Operating Supplies	57,314	79,607	55,000	75,000	75,000
650101	431103	Program Supplies	901	1,506	1,500	1,500	1,500
650101	431108	Duplicating Supplies	10,858	11,268	10,000	10,000	10,000
650101	431111	Signs & Supplies	1,240	383	2,000	1,000	1,000
650101	431120	Library Circulation Supplies	68,020	68,822	75,000	75,000	75,000
650101	432103	Miscellaneous Supplies	3,169	3,753	2,500	4,000	4,000
		TOTAL SUPPLIES	157,672	178,587	156,000	180,000	180,000
650101	443101	Equipment Costs-Current Expense	169,055	227,403	10,000	12,850	11,200
650101	443102	PC Software Costs-Current Exp	162	2,363	-	-	-
650101	443103	Data Processing Equipment - Current Exp	241,704	236,492	50,000	50,000	50,000
650101	443302	Other Improvements - Current	64,700	4,927	-	-	-
650101	443401	Library Books	820,904	1,047,718	1,125,000	1,150,000	1,175,000
		TOTAL OPERATING CAPITAL OUTLAY	1,296,525	1,518,904	1,185,000	1,212,850	1,236,200
		TOTAL LIBRARY EXPENSES	11,606,316	12,344,874	12,652,542	12,923,442	13,043,405

REVENUE SUMMARY

		Fines and Forfeitures					
650101	313102	Library Fines	502,561	376,095	500,000	240,000	240,000
			502,561	376,095	500,000	240,000	240,000
		Intergovernmental Revenue					
650101	314107	MELSA	200,832	200,112	200,000	200,000	200,000
21652	314614	PERA Rate Increase Aid	21,652	21,652	21,652	21,652	21,652
			222,484	221,764	221,652	221,652	221,652
		Revenue From Sales					
650101	317309	Sale of Surplus Property	10	-	-	-	-
650101	317314	Duplicating Copies	70,215	76,879	70,000	75,000	75,000
650101	317401	Miscellaneous Sales	1,610	3,641	2,500	4,000	4,000
			71,835	80,520	72,500	79,000	79,000
		Use of Money and Property					
650101	318102	Interest on Investments	9,485	74,350	10,000	75,000	75,000
650101	318201	Buildings & Structures	102,786	78,285	105,000	76,400	78,300
			112,271	152,635	115,000	151,400	153,300
		Other Revenues					
650101	319101	Comp for Loss of Co Prop	155	13	-	-	-
650101	319102	Recovery-Prior Years'	13,999	-	-	-	-
650101	319103	Recovery-Current Years'	56,095	108,881	-	-	-
650101	319104	Jury Service-County Employees	-	100	-	-	-
			70,249	108,994	-	-	-
		TOTAL REVENUE	979,400	940,008	909,152	692,052	693,952

Department Summary



PERSONNEL SUMMARY BY DIVISION

Library

	FY18 Budget	FY19 Budget	FY20 Target	FY21 Target
Permanent FTE				
<u>Operating Budget</u>				
Libraries Oper & Facilities	7.10	7.10	6.82	6.82
Library - Automation Services	4.50	4.50	6.00	6.00
Library - Technical Services	10.06	9.06	8.87	8.87
New Brighton Library	5.38	5.38	5.84	5.84
Maplewood Library	15.98	15.98	15.30	15.30
Mounds View Library	4.12	4.12	4.20	4.20
North St Paul Library	2.80	2.80	3.14	3.14
Roseville Library	30.52	30.52	30.48	30.48
Shoreview Library	14.51	14.51	13.11	13.11
White Bear Lake Library	6.40	6.40	6.62	6.62
	FY18 Budget	FY19 Budget	FY20 Target	FY21 Target
Grants / Projects				
Total Existing Permanent FTE	101.37	100.37	100.37	100.37

	FY20 Target	FY21 Target
FTE Changes		
Account Clerk 2	1.00	1.00
Librarian 2	1.00	1.00
Total FTE Changes	2.00	2.00
Total FTE	102.37	102.37
Inc/(Dec) From Previous Year	2.00	-
Inc/(Dec) for 2 Years		2.00

Branch Library Report

Roseville



April 2019
Report to the Library Board

TRENDS IN THE SERVICE AREA

- 31% of students in District 623 have languages other than English spoken at home with Spanish, Karen, and Hmong the most prevalent home languages.
- Roseville Area Schools student ethnicity is: 43% white, 20% Asian, 16% Black, 14% Hispanic, 7% Multiracial, 1% American Indian.
- 48% students qualify for free or reduced lunches.
- The weekly free circulator bus in south Roseville has expanded to serve immigrants in the southeast part of the city, as well as residents in senior housing; one of the stops on the route is the library.
- In March, the Gateway Area Planning Committee hired the Saint Paul Area Chamber of Commerce to staff the new Rice-Larpenteur Gateway Alliance and manage implementation of the Rice-Larpenteur Vision Plan. The Rice-Larpenteur Vision plan was a collaborative effort of the Cities of Maplewood, Roseville, Saint Paul and Ramsey County. The primary purpose of this plan is to create a strategy to manage future growth within the corridor that will cultivate an attractive area with strong businesses, vibrant neighborhoods, and beautiful spaces.

LIBRARY ISSUES AND SERVICE TRENDS

- Circulation was down 5.7% last year.
- Visits to the library increased by 2%.
- Attendance at programming increased by over 23% in just one year.

LIBRARY SERVICES AND EVENTS

Programming

- Hosted Pulitzer Prize-winning journalist and author of *Rising Out of Hatred: The Awakening for a Former White Nationalist*, Eli Saslow, for Club Book.
- Arts Roseville is presenting the second year of its Featured Artist Program.
- Four family storytimes per week- recently added Saturday morning storytime.
- Two *Baby & Me* storytimes per week.
- Homework help every Monday evening.
- Weekly STEAM (Science, technology, Engineering, Art, and Math) programs for ages 7-11.
- Tot Obstacle Courses offered on a seasonal basis.
- Paws To Read.
- TED Talks Discussion Groups once a month.
- Hard Truths: A Social Justice Book Club.
- Tuesdays with a Scholar every Tuesday afternoon.
- History Book Club.
- One-to-One MNsure Help every Wednesday, with additional hours during open enrollment
- Community Resource Advocates every week.
- Dementia Caring & Coping series.
- Weekly walk-in E-book and E-audio help.
- Two Drop-in Computer and Tech Help labs each week.
- Read-It Down the first Saturday of every month.
- Open Makerspace every Saturday.
- Brain Box (teen makerspace) every Monday and Tuesday afternoon.
- Game Night: Unplugged (board games and snacks for teens) Wednesday afternoons.

What is special and important about the library

- Highest circulation of any public library in the state.
- LEED Certified green building.
- Outdoor reading garden.
- Flexible atrium space for events- In December, the library collaborated with Red Balloon Books to host an event featuring nationally renowned children's author and illustrator, Jan Brett. Furniture and shelving were pushed aside to accommodate the nearly 500 people who filled the library's atrium.

Collection Highlights

- Minnesota Collection” of reference books on Minnesota history.
- Storykits—multimedia kits on various themed topics for children.
- Memory Minders Kits- for caregivers who are caring for someone experiencing memory loss.

User Experience

- Reupholstered a majority of the public seating on the second floor.
- Property management contracted Classic Marble to clean and polish the terrazzo floors in the lobby and the Children’s Area while the library was closed for Staff Inservice Day.
- The library received a grant, which is enabling us to add interactives and increase programming in the Children’s Reading Garden this summer.

Key Partnerships

- Osher Lifelong Learning Institute (OLLI)
- Roseville Alzheimer’s & Dementia Community Action Team
- League of Women Voter’s – Roseville Chapter

ROSEVILLE AT A GLANCE

YEAR BUILT	2010
SQUARE FEET	73,000
DAYS OPEN	Mon-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	140
COLLECTION SIZE	158,051

STAFF FTE	30.80
TOTAL STAFF	45
VOLUNTEER HOURS	7,598

	2015	2016	2017	2018
TOTAL CIRCULATION	1,548,530	1,460,075	1,341,747	1,245,826
CHILDREN'S CIRCULATION (TOTAL # AND % OF TOTAL CIRC)	699,320 43%	644,003 44%	587,868 44%	549,823 44%
REFERENCE	121,784	125,593	126,308	130,949
COMPUTER HOURS USED	144,467	129,966	122,310	113,509
WIRELESS USERS	294,802	292,886	352,376	364,868
ANNUAL VISITS	657,180	673,549	612,544	580,388
CHILDREN'S PROGRAM ATTENDANCE	21,373	22,851	22,278	25,379
ADULT PROGRAM ATTENDANCE	5,129	6,059	10,054	14,355

Request for Library Board Action

Meeting Date

April 17, 2019

Action Requested

Information and Discussion

Presented By

Jill Boldenow,
Library Director

SUBJECT:

Maker Programs

BACKGROUND:

Jennifer Jackson, Makerspace Librarian, and Chuck Wettergren, Digital Services Manager, will be present to discuss emerging trends and practices in Maker Programs at Ramsey County Library. They will demonstrate some of the newest equipment and programs that have been or will be introduced, some of which is supported by an LSTA grant. They will also discuss options for building out space at RCL-Roseville and other emerging opportunities and challenges being considered as this set of programs moves ahead.

BOARD ACTION REQUESTED:

For information and discussion.

Ramsey County Library in the news:

- | | |
|---------------------------|---|
| 3/19:
White Bear Press | 100s of children in foster care waiting for families
https://www.presspubs.com/shoreview/news/s-of-children-in-foster-care-waiting-for-families/article_306154c4-4a89-11e9-90b6-d30789d6be98.html |
| 3/20:
Lillie News | Libraries offer more monsters
http://www.lillienews.com/articles/2019/03/20/libraries-offer-more-monsters |
| 3/20:
Lillie News | Elder law attorney speaks on legal docs
http://www.lillienews.com/articles/2019/03/20/elder-law-attorney-speaks-legal-docs |
| 3/27:
White Bear Press | Fixing instead of ditching
https://www.presspubs.com/white_bear/fixing-instead-of-ditching/article_2f7319f4-50cd-11e9-b2a1-e316672348d5.html |
| 4/2:
Lillie News | Getting cozy with reading lists
http://www.lillienews.com/articles/2019/04/02/getting-cozy-reading-lists |
| 4/9:
Lillie News | Library program will look at life after a diagnosis of dementia
http://www.lillienews.com/articles/2019/04/09/library-program-will-look-life-after-diagnosis-dementia |

Facebook:

Ramsey County Library
Published by Pa Na Lor [?] · March 16 at 10:00 AM · 🌐

It's the weekend and this is how we roll. 🤪



1,595 People Reached 164 Engagements [Boost Post](#)

👍❤️😄 Jill Om, Kari Miller and 99 others 2 Comments 1 Share

👍 Like 💬 Comment ➦ Share

Write a comment...

Most Relevant ▾

Dawn Wiley The request line is now OPEN Thank You
Like · Reply · Message · 3w 1

Alisha Seifert On carts? 1
Like · Reply · Message · 3w


Mention

Mary Jo McGuire
March 21 at 9:57 AM · 🌐

Next Fix-It Clinic is on Saturday at the Ramsey County Library - White Bear Lake!

At Fix-It Clinics, residents bring in small household appliances, clothing, electronics and more to receive free guided assistance from volunteers with repair skills to disassemble, troubleshoot and fix items.

Fix-It Clinics build community connections and reduce the number of repairable objects that are thrown in the trash.




RAMSEYCOUNTY.US
Fix-It Clinic
At Fix-It Clinics, residents bring in small household appliances, clothing, electronics and more to receive free guided assistance from volunteers with repair skills to disassemble, troubleshoot and fix items.

Ramsey County Library 2 Shares

👍 Like 💬 Comment ➦ Share

Ramsey County Library
Published by Pa Na Lor [?] · March 18 at 10:00 AM · 🌐

Happiness is ... a new stack of unread library books.



...a new stack of unread library books.

HAP4286
facebook.com/itsthehappyguy (c) lastlemon.com 2014

3,216 People Reached 332 Engagements [Boost Post](#)

👍❤️😄 Angel Meier Lang, Nancy Zupfer and 112 others 5 Comments 14 Shares

Most Relevant ▾

Melody Hanks Royse Got a new stack today at Mounds View. #springbreak
Like · Reply · Message · 3w 3

Brian Baker I'm going today to re-up my stack!
Like · Reply · Message · 3w 1

Sofia Lopes Yes and no... Sometimes it takes too long to go through the pile. I wish I had extra hours in the day to read!
Like · Reply · Message · 3w 1

Gloria Tessier Oh yeah! 1
Like · Reply · Message · 2w

Collette Balder Miller Nothing better! 📖 2
Like · Reply · Message · 3w

Mention

Club Book
March 22 at 12:15 PM · 🌐

Our library events are full of fun stories - in books, and beyond the page. Memoirist and scholar Emily Bernard, Club Book's guest last week at Ramsey County Library, struck up a rapport with her airport Lyft driver. As a result, he brought his whole family up to Roseville Public Library to hear her speak!



Club Book
Nonprofit Organization

Ramsey County Library, Melinda Ludwiczak, Anna Zbacnik and 4 others

Like Comment Share

Mention

CTV North Suburbs is with Ramsey County Library.
April 3 at 10:00 AM · 🌐

We absolutely love working with Judy from Ramsey County Library to bring her speaker series to a wider audience! Below, she talks a little bit about our partnership. Thank you Judy!



Judy from RCL on working with CTV
02:19

Ramsey County Library, Sue Majerus, Susan Frazao and 8 others · 1 Comment · 1 Share · 122 Views

Like Comment Share

Write a comment...

Most Relevant

Sally Peters The Ramsey County Library program replays are a wonderful service for those who cannot attend the live event! Thank you!!
Like · Reply · 6d

Rao Konidena ▸ **Ramsey County Library**
April 3 at 8:10 AM · 🌐

Hi, do you have recommendations for a fictional book centered around career? Strong female character is preferred. Thanks!

Like Comment Share Message

Oldest

Ramsey County Library Hi Rao Konidena, Our librarians recommend the following books:

- Americanah by Chimamanda Ngozi Adichie
- Olive Kitteredge by Elizabeth Strout
- Jane Eyre by Charlotte Bronte
- My Brilliant Friend (Book 1 Of 4 In The Neapolitan Novels Series, All Are Excellent)
- I Was Amelia Earhart by Jane Mendelson
- Florence Gordon by Brian Morton
- The Devil Wears Prada by Lauren Weisberger
- A Lady's Guide To Selling Out by Sally Franson
- On Beauty by Zadie Smith
- The Assistants by Camille Perri
- Opening Belle by Maureen Sherry
- Sweetbitter by Stephanie Danler
- Annihilation by Jeff Vandermeer
- Small Admissions by Amy Poeppel
- The Circle by Dave Eggers
- Where'd You Go Bernadette by Maria Sample

In addition, our database Novelist allows patrons to search out genres, authors and titles - it has a similar authors and or settings. You can try the key word search "female character with a job" here: <https://www.rclreads.org/research/novelist-plus>.

If you have any more questions, please let us know.

Novelist Plus | Ramsey County Libraries

RCLREADS.ORG

Ramsey County Library
Published by Pa Na Lor (?) · April 5 at 10:00 AM · 🌐

A good smelly book for the win! 🤗



OWLTURD.COM

1,912 People Reached · 186 Engagements · Boost Post

Jackie Edman, Margaret Meyer and 77 others · 2 Comments · 3 Shares

Pamela Harvey So grateful for ereaders and audio books that make reading accessible for more people, though!
Like · Reply · Message · 4d · Edited · 3

Rebekah Anne Wins every time! 🙌
Like · Reply · Message · 4d · 1

Twitter:



Ann Walker Smalley @annws · Mar 11

Carol Jackson, Ramsey County Branch Manager/Adult Programming Coordinator | Shoreview Library @rdreads, is a LJ 2019 Mover & Shaker 2019 – Advocates. Congratulations!



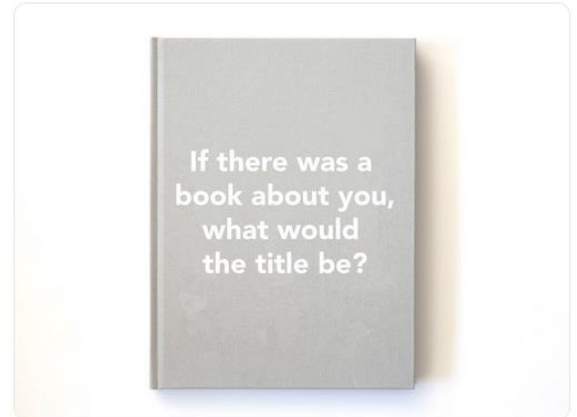
5



RamseyCountyLibrary @rdreads · Mar 19

If there was a book about you, what would the title be?

#rdreads #librarylife #tuesdaythoughts



1 2 1



Corey Jahnke

@JahnkeCorey

Follow

Replying to @rdreads

She's a fighter

7:06 PM - 19 Mar 2019

1 Like

1



Club Book @ClubBookMN · Mar 14

Stellar PEOPLE magazine feature on tonight's @rdreads @ClubBookMN guest Emily Bernard! Meet her 7 p.m. at Roseville Public Library! clubbok.org

Emily Bernard @emilybernard

Author Emily Bernard On Surviving a Mass Stabbing | PEOPLE.com Thank you @sgillette7 ❤️❤️👏 people.com/books/emily-be...

1



MYRA @MNYouthRead · Mar 14

Fabulous @haugok! Don't forget to attend the 2019 MYRA Announcement Party at @rdreads Roseville Branch on April 13 to find out the winners! Can't wait!!! #2019MYRAs



Kim Haugo @haugok

Finishing up our reading before casting @MNYouthRead votes for both the Star of the North & Maud Hart Lovelace book awards. #read #279libraries

2 5



Erica

@theycallmeEJ

Follow

I'm hoping to get some good ideas for innovation in our Makerspace programming at @rdreads #LTC2019

10:56 AM - 20 Mar 2019

3 Likes



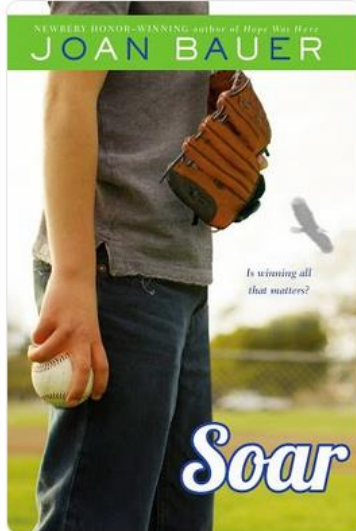
3



MYRA
@MNYouthRead

Following

Critics agree MHL Crossover "Soar" has been another hit from author [@joan_bauer](#). Jeremiah's love for baseball comes from deep in his (transplanted) heart...but does this book have "the stuff" to win a MYRA? Join us at [@rclreads](#) in Roseville on Sat 4/13 to find out! #2019MYRAs



10:26 AM - 22 Mar 2019

3 Retweets 7 Likes



Tweet your reply



Donna Galanti @DonnaGalanti · Mar 30
Replying to @MNYouthRead @rclreads @joan_bauer
This looks so good - like all @joan_bauer's books!



joan bauer @joan_bauer · Mar 22
Replying to @MNYouthRead @rclreads
Thank you. This is exciting!



Cat Beltmann
@KittyBeltmann

Follow

Virtual bowling at the library? Yes, please. Maybe [@rclreads](#) could do a pilot program. bklynlibrary.org/calendar/libra...

3:35 PM - 23 Mar 2019



St. Kate's MLIS @stkatemlis · Apr 3

Letting you know about our upcoming Summit and social justice topic for the presentation: [@stpaullibrary](#) [@rclreads](#) [@hclib](#) [@dakotalib](#) [@WashCoLib](#) [@AnokaCoLibrary](#) [@CarverCoLibrary](#) [@ScottLib_MN](#)

St. Kate's MLIS @stkatemlis

The 2019 MLIS Summit is Thursday, May 2, 2019, 5-8 PM, Rauenhorst Ballroom, CdC Building. Come celebrate Dr. Heidi Hammond. Hear Guest Speaker Cyndee Sturgis Landrum present on social justice leadership praxis in the public library. Info, register: lis.stkate.edu/2019/04/01/reg...



MYRA
@MNYouthRead

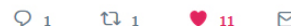
Following

"Maya Lin: Artist-Architect of Light & Lines" by [@JeanneWHarvey](#) & illus by [@DowPhumiruk](#) is the story of the young woman who designed 1 of our most iconic nat'l memorials. Might this book take home the SOTN Award on Apr 13? Join us at [@rclreads](#) in Roseville to find out! #2019MYRAs



8:13 PM - 1 Apr 2019

1 Retweet 11 Likes



Tweet your reply



Dow Phumiruk @DowPhumiruk · Apr 1

Replying to @MNYouthRead @rclreads @JeanneWHarvey
How exciting! Thank you so much for choosing our book as one of the nominees for the 2018-2019 period! We'll keep our ears open to hear the new on April 13th!





Dakota County Library @dakotalib · Apr 7

It's #NationalLibraryWeek! We would like to give a shoutout to a few of our surrounding county #library systems: @hdib @WashCoLib @rdreads @stpaullibrary you all rock! #Libraries #NLW



4 14



A.J. Chouravong @ajchouravong · Apr 8

@rdreads Maplewood Book Drop down.

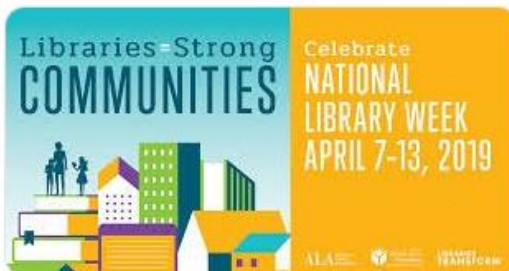


16 views



Ling Becker @ling_becker · Apr 8

Happy Library Week! As young immigrant girl, libraries gave me so many opportunities to learn, explore & imagine providing in ways my parents could not. Shout out to @JillBoldenow for leading an awesome @rdreads system! @ILoveLibraries @RamseyCounty #MyLibraryMyStory



5



St. Paul Neighborhood Network @SPNN · Apr 8

Happy library week to our friends at @stpaullibrary and @rdreads!

11

Google Reviews:

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.2 ★★★★★ 42 reviews ?



Ryan Menning

Local Guide · 40 reviews · 99 photos

★★★★★ 2 days ago

Nice, big library with lots of seating. Lots of selections and trails nearby.



Ramsey County Library - Mounds View

2576 Mounds View Boulevard, Mounds View, MN

[Write a review](#)

4.6 ★★★★★ 14 reviews ?

Sort by: Newest



Ryan Menning

Local Guide · 40 reviews · 99 photos

★★★★★ 3 days ago

It's a great, small library. Perfect for bringing the small kiddos to. Variety of seating options, two private study rooms, meeting room, activities on a regular basis and plenty of space in the parking lot. Just wish it was open more days and hours!



Ramsey County Library - New Brighton

400 10th St NW, New Brighton, MN

[Write a review](#)

4.7 ★★★★★ 18 reviews ?

Sort by: Newest



Ryan Menning

Local Guide · 40 reviews · 99 photos

★★★★★ a week ago

A good library to go to if you have small kiddos. The children's area is sectioned off, so it's easier to keep an eye on them. There are limited tables in the library, but there are several outside the library, closer to the Eagle's Nest.



Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

[Write a review](#)

4.5  86 reviews 

Sort by: Newest



marcia Buda

3 reviews

★★★★★ 6 days ago

Friendly helpful staff, quiet library, great parking, and coffee shop on site.

 Reply  Like



rochellepeace11111

3 reviews

★★★★★ 3 weeks ago

I thought libraries were supposed to be quiet places to study or read, the teens were loud, acting like it was a gymnasium. Asked an employee to tell them to keep their voices down, but to no avail. Only go if you want to check out books and read them elsewhere. Ps. I even had earbuds in and it made no difference.

 Reply  1 Like



Kyle Kosiak

4 reviews · 1 photo

★★★★★ 3 weeks ago

Great books

 Reply  Like



Andrea Medina

2 reviews

★★★★★ 3 weeks ago

Love this library, but if you sit on the main floor and don't use earbuds, all you hear are screaming children. Luckily, there are usually many other open spots on the top floor or in the coffee shop. The closing announcements are wonderfully unique, much like a movie's post-credit scenes, so stay until the end. Bravo to the library staff, some who have shown their dedication since the 80s (back in the old building).

Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

[← All questions](#)



JI Lord

Do they have a machine fax?

 Like 



Ramsey County Library - Roseville (Owner)

a day ago

Hi JI Lord,

We do have a fax machine at the library in Roseville. It is free to use. Please let us know if you need anything else.

 Like



Steven Lundeen

Local Guide · 90 reviews

5 days ago

No. Not for public use.

 1 



Jimika Houston

Local Guide · 13 reviews · 29 photos

5 days ago

Yes they do behind the Librarian counter. When you first walk in the main entrance.

Ramsey County Library - Shoreview

4560 Victoria St N, Shoreview, MN

[Write a review](#)

4.7  43 reviews 

Sort by: Newest



Vish t

4 reviews

★★★★★ 5 days ago

One of the best libraries in the world!

State of the art design, high end technology, fun and learning activities for kids, various other activities for an adults too and most importantly kind staff always carry smile on their face and always ready to help you.

No need to mention that they got everything you want to read and learn, if they don't they will arrange for you.

Thank You for building such an amazing library which has set an example to rest of the world!

Ramsey County Library - Shoreview

4560 Victoria St N, Shoreview, MN



[Ask a question](#)

What would you do if you accidentally misplace your library card and cannot find it?

 Like  Answer 



Ramsey County Library - Shoreview (Owner)

3 weeks ago

Hi Wolf - Report a lost card immediately. You may be subject to a \$2 card replacement fee. For more information, please visit the FAQ page on our website: <https://www.rclreads.org/about/faq>