

**Ramsey County Library  
Board of Trustees Meeting  
July 18, 2018  
4560 North Victoria Street  
Shoreview, MN – 6:30 PM**

CONNECT community  
INSPIRE curiosity  
CULTIVATE learning

- I. Call to Order**
- II. Public Comment (6:30-6:35)**
- III. Approval of Agenda (6:35)**
- IV. Consent Agenda (6:35-6:40)**
  - A. Approval of June 6, 2018 Minutes (2)
  - B. Approval of June 20, 2018 Minutes (3)
  - C. Director's Report (4)
  - D. Friends of the Ramsey County Libraries Report (5)
  - E. 2018 Second Quarter Reports
    - 1. Workplan Report (6)
    - 2. Financial Report (7)
    - 3. Statistical Report (8)
    - 4. Incident Reports (9)
- V. Action Items (6:40-7:10)**
  - A. Photo and Video Policy (10)
  - B. Lease Addendum for Roseville Coffee Shop (11)
  - C. Award Periodicals Contract (12)
  - D. Award Facilities Planning Contract (13)
  - E. Write Off Uncollectible Debt (14)
- VI. Discussion Items (7:10-8:30)**
  - A. Collections Overview (15)
  - B. Digital Literacy Overview (16)
  - C. Strategic Planning (17)
  - D. Library Director's Performance Review Process (18)
  - E. Other
- VII. Adjournment (8:30)**

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**Scheduled Upcoming Meetings**

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<b>August 15, 2018</b>	<b>**CANCELLED**</b>	
<b>September 19, 2018</b> 6:30 p.m.	RCL – New Brighton 400 – 10 <sup>th</sup> Street N.W.	History Project Overview Volunteer Program Overview Library Director's Performance Appraisal Capital Planning Update Strategic Planning Branch Update/Tour
<b>October 17, 2018</b> 6:30 p.m.	RCL – Maplewood 3025 Southlawn Drive	Benchmarking Report 2019 Holiday Calendar 2018 Third Quarter Reports Capital Planning Update Strategic Planning Branch Update/Tour

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**Library Board**

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

**Library Director**

Jill Boldenow

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

## Minutes of the Ramsey County Library Board

### June 6, 2018

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**LIBRARY BOARD PRESENT:**

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Sida Ly-Xiong, Paula Mielke, Sylvia Neblett

**STAFF PRESENT:**

Jill Boldenow, Library Director; Mary Larson, Library Board Coordinator; Lynn Wyman, Deputy Director; Jeff Eide, Senior Library Manager; Bill Michel, Maplewood Library Manager; Carrie Watts, Roseville Library Manager; Kristi Saksvig, Communication Manager; Monica Stratton, North St. Paul Library Manager; Amy Boese, Teen Services Coordinator; Jason Lyons, Digital Literacy Coordinator; Chuck Wettergren Digital Services Manager

**OTHERS PRESENT:**

Kim Vanderwall, Vanderwall Consulting; Les Sipkema, Shoreview resident; Bryan Olson, Falcon Heights resident

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**CALL TO ORDER:**

Klausing called the meeting to order at 6:00 p.m. at the Ramsey County Library in Shoreview, 4560 Victoria Street North.

**STRATEGIC PLANNING WORKSHOP:**

Vanderwall led the Library Board members and staff in several strategic planning exercises. To inform the discussion, Boldenow shared learnings from the 2016-2018 Strategic Plan, and Eide identified industry trends in library services.

At the conclusion of the exercises, Vanderwall and Boldenow outlined next steps in the planning process. Vanderwall will summarize the input gathered at the workshop and present it at the Library Board's next meeting.

**NEXT MEETING:**

June 20, 2018—RCL White Bear Lake, 2150 – 2<sup>nd</sup> Street, 6:30 p.m.

**ADJOURNMENT:**

Klausing adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator

## Minutes of the Ramsey County Library Board

### June 20, 2018

**LIBRARY BOARD PRESENT:**

Deb Berry, Marisol Chiclana-Ayala, John Hakes, Craig Klausing, Sida Ly-Xiong, Paula Mielke, Sylvia Neblett

**STAFF PRESENT:**

Jill Boldenow, Library Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Bill Michel, Maplewood Library Manager; Therese Sonnek, White Bear Lake Library Manager

**OTHERS PRESENT:**

Susan Morgan, MSR Design; Kim Vanderwall, Vanderwall Consulting; Mary Jo McGuire, Ramsey County Commissioner; Les Sipkema, Shoreview Resident

**CALL TO ORDER:**

Klausing called the meeting to order at 6:35 p.m. at the Ramsey County Library in White Bear Lake, 2150 2<sup>nd</sup> Street.

**PUBLIC COMMENT:**

Les Sipkema, Shoreview resident, spoke about the Library Board packet, minority contracting, the lease agreement with North St. Paul, digital literacy classes for Facebook, computer replacements, and the Maplewood pre-design.

**APPROVAL OF AGENDA:**

No changes were made to the agenda as presented.

**APPROVAL OF MINUTES:**

Berry made a motion to approve the minutes of May 16, 2018 as presented. Hakes seconded the motion, which was unanimously approved.

**DIRECTOR'S REPORT:**

Summer is here! We kicked off our summer of learning at the Ramsey County Library in Roseville on June 9. Thanks to Library Board Vice-Chair Paula Mielke and Commissioners Victoria Reinhardt and Blake Huffman for volunteering! Thanks to the Friends for supporting the Summer Reading Program!

The program theme is R.E.A.D.—Read, Explore, Adventure, and Discover. Each week, kids and teens will find a stellar lineup of Library programs and self-guided activities. Kudos to the Children's and Teen Librarians for producing another great season of opportunities. Thanks to Pa Na Lor and Kristi Saksvig for our colorful program materials. I also want to credit the team effort that launched the Library's newest digital platform—Beanstack—just in time for June 9. Beanstack enables kids and teens to log reading, activities, and reviews online and track earned badges and prizes. The platform also provides personalized reading and event recommendations.

We have further enhanced the summer learning experience by launching "1,000 Books Before Kindergarten," a nationwide program to encourage parents/caregivers to read to their newborns, infants, and toddlers. Participants can use Beanstack or our new, printed reading logs to track program progress and earn prizes along the way.

Our summer meal program is expanding. For the second year, Ramsey County Library in Maplewood is a site for the USDA Summer Food Service Program. Youth 18 and under may have a cold lunch and/or an afternoon snack

Monday through Thursday, courtesy of Youthprise. We will also offer late afternoon bag lunches for youth in the reading garden at Ramsey County Library in Roseville, delivered weekdays by the St. Paul Public Schools food truck.

The Library has been well represented in recent press. Check out the book recommendations by Librarians Tami Lee, Marcus Lowry, Erica Redden, Anna Haynes, and Holly Pierson in a *Star Tribune* piece by Laurie Hertzell. "Great summer books picked by the experts, your Twin Cities librarians," is found at <http://strib.mn/2LQpVHJ>. Library Manager Meg Lloyd Robertson's collaboration with WIC is highlighted in the June *American Libraries* article, "Bringing Libraries to WIC." With the help of the Friends, Meg secured a grant to provide early literacy toys, books, and brochures to clients of the WIC clinic in the New Brighton Community Center, where the Library is located. This article is here: <https://americanlibrariesmagazine.org/2018/06/01/bringing-libraries-to-wic>.

## **FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:**

### **2017 Recap**

Thanks to our generous donors, members, volunteers, and event sponsors, the Friends were able to provide \$174,441 to the Ramsey County Library in 2017 to support vital programs/resources and added \$33,000 worth of donated books to the library collection. Our enthusiastic volunteers put in 7,505 hours valued at \$185,298 to make that happen.

### **Book It 5K Walk/Run**

120 participants crossed the finish line at the 2018 Book It 5K Walk/Run helping to raise more than \$5,900 to support the Ramsey County Library Summer Reading Program in Maplewood, Mounds View, New Brighton, North Saint Paul, Roseville, Shoreview and White Bear Lake.

As the sun came up on Saturday, May 19, *Book It* committee members and volunteers were busy marking the course, setting up water stations, and preparing the parking lot and registration area for the arrival of walkers and runners. Ramsey County Library set up their new Pop Up Library, the Roseville Fire Department rolled in with a firetruck, and sponsors set up tables and canopies to provide fitness technology demos, kids' games, and lots of fun giveaways. Bliss Yoga led a soothing warm up session and Xperience Fitness pumped everyone up with some great Zumba moves. Blue Cross and Blue Shield of MN Retail Center sounded the air horn and the racers hit the trail. As a special treat while we waited for the race results to be tabulated, kids ages 3 to 12 ran in the new "Library Lap" and walked away with a free book to start their summer reading off right. The Book It 5K Walk/Run not only raised funds for a terrific cause, it also provided a fun and memorable experience for families from throughout the suburban Ramsey County area.

### **Legacy of Literacy**

On June 4-5, 2018, the Friends joined forces with the Minnesota Association of Library Friends to raise awareness about legacy giving opportunities at the Minnesota Continuing Legal Education Probate and Trust Law Section Conference. We had the opportunity to meet and greet hundreds of probate and trust attorneys, sing the praises of the Ramsey County Library, and encourage attorneys to share information with their clients. Legacy gifts enable the Friends to continue to provide vital financial support for the public libraries in suburban Ramsey County.

### **Save the Date for Friends Gala 2019**

The 6<sup>th</sup> annual Friends Gala will be held at the Ramsey County Library in Roseville at 2180 Hamline Avenue North on Saturday, February 2, 2019. To express our admiration and respect for the impressive Ramsey County Library system and their amazing staff and volunteers, the Gala theme for 2019 is "Hats off to the Library!" If you have questions, or are interested in sponsoring or donating to the Gala, please contact Caitlin Carroll at 651-486-2213 or [caitlin.carroll@rclreads.org](mailto:caitlin.carroll@rclreads.org).

### Upcoming Events

- **Friends Board of Directors** on July 23, 2018 at the Roseville Branch
- **“POP-UP” Used Book Sale**, September 25-29, 2018 at the Shoreview Branch
- **Friends Author Luncheon**, November 3, 2018 at North Oaks Golf Club
- **Friends Gala 2019**, February 2, 2019 at the Roseville Branch

### **FRIENDS GALA GIFT:**

The Friends of the Ramsey County Libraries held their 5<sup>th</sup> Annual Gala in March. Proceeds were earmarked for the Library’s collection budget, to replace well-worn favorites and bring in popular new releases. The Gala met its goal of raising \$30,000 for the adult and children’s lending collections, with a minimum of \$6,200 from the “special giving moment” restricted to the children’s collection.

Neblett made a motion to accept the proceeds of \$30,000 from the Friends of the Ramsey County Libraries 5th Annual Gala, designated for the adult and children’s lending collections, with a minimum of \$6,200 restricted to the children’s collection. Chiclana-Ayala seconded the motion, which was approved unanimously.

### **AGREEMENT WITH ST. PAUL NEIGHBORHOOD NETWORK:**

Since 2010, Ramsey County Library has contracted with St. Paul Neighborhood Network’s AmeriCorps program to serve as a host site for the Community Technology Empowerment Project (CTEP). For the 2018-2019 program year, Ramsey County Library was awarded four full-time CTEP workers, who will support digital literacy programming for teens and adults. Two CTEPs will be assigned to Roseville, one will be at Maplewood, and one will be assigned to Shoreview.

CTEPs serve full-time (about 35 hours a week) for a year in a community technology center located within libraries, immigrant services organizations, employment centers, museums or media centers in the Twin Cities. They receive a living stipend, a health care option, and an educational award upon completion of service. About a third of AmeriCorps CTEP workers choose to do a second service year of CTEP.

As a host site for the CTEP program, the Library agrees to pay a site fee of \$8,000 for each member, plus an additional \$2,000 for any current member who decides to serve a 2<sup>nd</sup> year at a Ramsey County Library location. A travel stipend may also be included for some members.

The Library Board must approve contracts of \$25,000 or more. The agreement has been reviewed by the Ramsey County Attorney’s Office.

The Library Board discussed the work done by the CTEPs, which includes developing curricula and teaching digital literacy classes, staffing the drop in tech labs and one-to-one tech help sessions, and assisting with programming such as Makerspace for teens and adults.

Mielke made a motion to approve the 2018-2019 Host Site Agreement with St. Paul Neighborhood Network for four Community Technology Empowerment Project (CTEP) members at a maximum not to exceed cost of \$40,000, and authorize the Library Director to sign the agreement. Berry seconded the motion, which was approved by unanimous vote.

### **SHOREVIEW COMPUTER REPLACEMENTS:**

When the new Ramsey County Library in Shoreview opened in January 2017, the Library installed existing laptops, computers, and other technology not yet at the end of a replacement cycle. Now, this technology is scheduled for replacement as per established technology life cycles. The Library proposes to use remaining Shoreview building project funds to replace 27 staff computers, 22 public computers, and eight staff laptops for

use at the library in Shoreview. The Library will purchase equipment from Ramsey County and/or State of MN master contracts for computers and laptops.

Chiclana-Ayala made a motion to approve the purchase of replacement personal computers and laptops for Ramsey County Library in Shoreview utilizing existing County/State master contracts, with the total purchase price not to exceed \$70,000. Mielke seconded the motion, which was unanimously approved.

#### **MAPLEWOOD PRE-DESIGN REPORT:**

Library staff have been working with MSR Design since January 2018, to produce pre-design concepts to improve the public spaces at Ramsey County Library in Maplewood. Pre-design is a discovery phase that identifies program needs, proposed spatial organization, and budget estimates. A pre-design concept serves as a guide to inform a design process.

Staff worked closely with consultants from MSR Design to assess a series of options and arrive at a recommended pre-design concept. This analysis will be woven into the Ramsey County Library Master Facilities Plan, which will be produced this fall. That plan will also be shaped by public input.

Susan Morgan, Architect (AIA, LEED AP BD+C) at MSR Design, was present at the meeting to present findings and recommendations and answer questions. She noted that key issues identified by Library staff were noise, sightlines, worn finishes, and lobby use. Potential use of the vacant coffee shop space was discussed but no final recommendation was made. Several options are still being considered. The proposed floor plan was reviewed, along with options for mitigating noise and improving sightlines. Budget estimates were also discussed.

#### **STRATEGIC PLANNING:**

The Library is guided by the Strategic Plan 2016-2018. This plan identifies Ramsey County Library's mission, strategic priorities, and guiding principles. The Ramsey County Library Board launched a new strategic planning process on June 6, 2018, in a workshop with Board Members and staff led by consultant Kim Vanderwall.

Vanderwall facilitated a strategic planning session, based on the June 6 workshop notes, and reviewed the current strategic plan and mission with the Library Board. Board members worked to begin identifying strategic direction and developing draft directional statements for the next three years.

#### **WHITE BEAR LAKE BRANCH REPORT:**

##### **Trends in the Service Area**

- Booming construction of new housing and retail near Centerville Road and County Rd 96.
- The Lakeshore Players have moved into their new home at the Hanifl Performing Arts Center.
- Stakeholders from all sectors of WBL have worked together to improve services to seniors, including new local housing and transportation guides and transport services.
- Population continues to become more diverse, though trailing other Ramsey County communities, with 88.0% white, 5.1% Asian, 3.4% two or more races, and 2.6% African American by 2017 estimates.

##### **Library Issues and Service Trends**

- Statistics for the last three years are skewed some due to closures of White Bear and neighboring Shoreview for parts of all three years, with 2015 artificially low and 2016 artificially high.
- Noise continues to bring conflict between young families and older adults with traditional views of the library. We are investigating acoustical remedies.
- Small study and group rooms are in demand, with almost daily queues at the door.
- Children's programming is very strong. Teen program attendance is low.

Sonnek shared highlights from the past year, including the media storm around Sting, the reading assistance dog, and the Park Rx Kits she developed using grant funds, which are only available at White Bear Lake. She noted that children's programming is extremely popular, and Ann Wahlstrom, the children's librarian, is frequently out in the community representing the Library.

**NEXT MEETINGS:**

July 18, 2018—RCL Shoreview, 4560 Victoria Street North, 6:30 p.m.

August 15, 2018—Cancelled

**ADJOURNMENT:**

Following a motion by Chiclana-Ayala and a second by Neblett, Klausung adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

Mary Larson  
Library Board Coordinator



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**DIRECTOR'S REPORT****July 2018**

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**June Staff Updates:**

Hired: Ayoub Oumer, Page substitute  
Shantal Nyabwari, Page substitute  
Kimberly Hafner, Page substitute  
Elizabeth Cutts, Librarian substitute

Transfer: Kusuma Reasoner, Page, from Shoreview to Roseville

**Important Dates:** August 13: Ramsey County Board budget hearing with EGCI service team. All Libraries are closed September 3. Save the date: the Friends Annual Author Talk and Luncheon with Diane Wilson is November 3.

**Pollinators and Gardens**—Ramsey County Library has been aflutter with monarchs! Children's Librarians at Roseville, White Bear Lake, North St. Paul, and Shoreview have nurtured monarch caterpillars, chrysalises, and butterflies. Adults and kids enjoy seeing the monarch life cycle, learning about pollinators and plants, and occasionally releasing a butterfly (last year we released about 80).

This spring, Property Management planted a new butterfly garden at the library in White Bear Lake. This complements their seed library and master gardener programs. Property Management has also planted pollinator-friendly perennials at libraries in Roseville, Maplewood, and Shoreview. An Eagle Scout planted a pollinator garden at North St. Paul. Keep your eyes out for butterflies and bees!

**Story Trails**—Librarian Monica Stratton has again collaborated with Ramsey County Parks & Recreation to present summer Story Trails. Story Trails feature signs with pages of a book along trails at Parks & Recreation sites. After finishing each book, visitors find a related activity. In June, Battle Creek Water Park hosted a Story Trail with the book, *All the Water in the World*, by George Ella Lyon. In July, a Story Trail at Ramsey County Fair featured *I Know a Wee Piggy*, a fair-themed book by Kimberly Norman. From August 10-13, Keller Regional Park will feature *A Bald Eagle's World*, by Caroline Arnold.

**Capital Planning**—Three consultants responded to the Ramsey County Request for Proposals to produce a Library Facilities Master Plan 2019-2025. Library and Property Management staff and Paula Mielke, Vice-Chair of the Library Board, evaluated the proposals and selected MSR Design. A team—including Library Director Jill Boldenow, Deputy Director Lynn Wyman, Senior Library Manager Jeff Eide, Digital Services Manager Chuck Wettergren, Library Manager Bill Michel, and Ramsey County Property Management staff—will work with MSR from August-December, 2018 on this project.

**County Manager**—The Ramsey County Board of Commissioners hired Ryan O'Connor to be the next Ramsey County Manager, effective July 30. O'Connor succeeds Julie Kleinschmidt, who is retiring after serving as County Manager since 2009. Ryan O'Connor joined Ramsey County in 2013 as Director of the Policy & Planning Division. He has been Deputy County Manager of the County's largest service team, Health and Wellness, since 2016.



## Friends Update July 2018

### Shoreview Library Capital Campaign Donor and Artist Reception

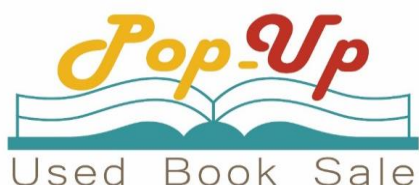
With the support of more than 450 individuals and businesses, the Friends Shoreview Library Capital Campaign raised more than \$251,000 to augment Ramsey County funding for the new regional library. To express our gratitude for the outpouring of community support, the Friends hosted the Shoreview Library Donor and Artist Reception held on June 15, 2018. The reception provided a wonderful evening of art appreciation and artist conversations for more than 150 community guests. This event also provided the opportunity to highlight other Library amenities achieved through the capital campaign such as the 3D printer and children's interactive area.



We are deeply grateful for the event sponsors who made this reception possible:



- ✓ **Gold Sponsor:**
- ✓ Highpoint Creative, White Bear Lake
- ✓ **Silver Sponsors:**
- ✓ North American Banking Company, Shoreview
- ✓ Quicksilver Express Courier, Little Canada
- ✓ **Beverage Sponsors:**
- ✓ Cotroneo's Wine and Spirits in White Bear Lake
- ✓ Lakeridge Liquors in Vadnais Heights.



The Friends of the Ramsey County Libraries is hosting a **Used Book Sale at the Ramsey County Library in Shoreview**, September 26-29, 2018.

Thousands of books, DVDs, and CDs from all seven Ramsey County Library branches, as well as private donations, will be sold. Most items sell for \$1 or less. Book/AV donations are needed for this sale! Starting on September 1, donations can be dropped off at the Shoreview location to be sorted and priced for this sale. We welcome all books in good condition, CDs, DVDs, talking books and vinyl records. Please, no books that are moldy, mildewed, water damaged, torn, have broken spines or missing pages. We cannot accept magazines, textbooks or VHS tapes. Please no encyclopedias or manuals more than five years old.



**The Sixth Annual Friends Gala** will be held at the Ramsey County Library in Roseville at 2180 Hamline Avenue North on Saturday, February 2, 2019. To express our admiration and respect for the impressive Ramsey County Library system and the amazing staff, volunteers, and *Library Board*--the Gala theme for 2019 is "Hats off to the Library!" If you have questions, or are interested in sponsoring or donating to the Gala, please contact Caitlin Carroll at 651-486-2213 or [caitlin.carroll@rclreads.org](mailto:caitlin.carroll@rclreads.org).

#### Upcoming Events

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7/11/2018

## 2018 Staff Work Plan – Q2 report

### Major Initiatives

1. *Expand services and reach with the PopUp Library.*
2. *Launch 1,000 Books Before Kindergarten.*
3. *Deliver library cards to an additional 3,500 Ramsey County students.*
4. *Expand jobs and small business support with corporate recruitment, entrepreneurship workshops.*
5. *Introduce new maker equipment and programs.*
6. *Improve the catalog, website, and SRP interfaces.*
7. *Complete Maplewood Library refurbishment project and produce a master facility plan for 2019-2025.*
8. *Complete 2019-2021 Strategic Plan and 2019-2021 Technology Plan.*

7/11/2018

## 1. Strengthen Connections to Community Efforts and Partners.

<b>Engagement</b> <ul style="list-style-type: none"> <li>Deliver Popup Library prioritizing people of color, immigrants, and re-entry center</li> <li>Engage partner organizations serving immigrants</li> <li>Support County engagement initiative</li> </ul>	<b>Jeff Eide</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Planned 2018 Popup schedule and began booking venues, including 23 dates at 16 sites</li> <li>Delivered Popup Library at two venues, reaching 110 people</li> <li>Selected trailer (grant-funded) to enhance Popup Library logistics</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Purchased 5' x 8' trailer to store, transport and provide Popup library service</li> <li>Delivered Popup service to 9 venues, reaching 2,712 people (one of these was Pride with 2,000)</li> <li>Engaged partners serving immigrants, including Roseville Adult Basic Education, ISD 622 ECFE, Shoreview Human Rights Commission, U.S. District Court, Urban 4H, Volunteer Lawyers Network</li> </ul>
<b>Collaboration Infrastructure</b> <ul style="list-style-type: none"> <li>Revise format to document partners/activities</li> </ul>	<b>Jeff Eide</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Evaluated success of last year's partners tracking system</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Began developing tracking sheet for staff to report community partners</li> </ul>
<b>ConnectEd</b> <ul style="list-style-type: none"> <li>Complete ConnectEd with all WB grades (Chuck)</li> <li>Complete ConnectEd with RV &amp; MV (Chuck)</li> <li>Engage ISD 622 – MP and NS (Jill)</li> <li>Publicize ConnectEd to public, schools, media(KS)</li> </ul>	<b>Jill Boldenow/Chuck Wettergren</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Distributed student access cards to Roseville middle and high schools</li> <li>Worked with Mounds View High School to create online registration</li> <li>Published <i>Explore</i> cover story, "Student access cards gain momentum" and related social media</li> <li>County Manager Julie Kleinschmidt published the article: "A decade of partnerships help connect thousands of students to our libraries" as her monthly Manager's column</li> </ul>

## 2. Foster Literacy and Student Achievement.

<b>Ready for Kindergarten (MS)</b> <ul style="list-style-type: none"> <li>Launch 1,000 Books Before Kindergarten</li> <li>Offer ELL storytime</li> </ul>	<b>Lynn Wyman</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Provided 385 children's programs with a total attendance of 14,643</li> <li>Provided 100 family storytimes with 5,464 participants and 72 Baby and Me storytimes with 1,817 participants</li> <li>Visited 19 preschool sites and provided programs to 498 children</li> </ul>
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7/11/2018

	<ul style="list-style-type: none"> <li>Launched a pilot partnership with ISD 622 evening ECFE program</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Provided 462 children's programs with a total attendance of 22,630</li> <li>Provided 92 family storytimes with 5,399 participants and 75 Baby and Me storytimes with 1,859 participants; hosted storytimes with RC Commissioners during National Library Week</li> <li>Visited 20 preschool sites and provided programs to 692 children</li> <li>Partnered with RC Parks and Recreation on a summer story trail at Battle Creek Park</li> <li>Launched <i>1,000 Books Before Kindergarten</i></li> <li>Represented RCL at a special Children's Museum/HeadStart event</li> </ul>
<b>Student Success (Youth Librarians)</b> <ul style="list-style-type: none"> <li>Develop welcome plan for end of 6<sup>th</sup> grade-&gt;teen</li> <li>Launch new SRP concept &amp; online platform</li> </ul>	<b>Lynn Wyman</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Held the 10<sup>th</sup> annual Kindergarten Library Card party featuring author Kate DiCamillo for 1,245 attendees; processed 1,593 new library card applications</li> <li>Provided 32 Paws to Read sessions for 98 young readers; garnered national attention for WB's Paws to Read dog Sting</li> <li>Offered 47 elementary-age STEM/STEAM programs with 780 participants</li> <li>Provided 29 passive programs with 2,661 participants</li> <li>Hosted 51 visits and tours by school and youth groups with a total participation of 1,108</li> <li>Assisted 203 students from 34 schools conducting in-depth research for National History Day at the History Day Hullabaloo</li> <li>Instructed 7 targeted digital literacy classes to 49 Roseville area students, 7 targeted digital literacy classes to 70 North St. Paul/Maplewood area students, and 4 targeted digital literacy classes to 14 Mounds View area students</li> <li>Trained 10 classes with a total of 250 students on iPad e-book use at Roseville Area Middle School</li> <li>Partnered with Urban 4H for weekly MP science programs with a total attendance of 120 students</li> <li>Negotiated contract with Beanstack, vendor of a new online Summer Reading Program platform</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Provided 34 Paws to Read sessions for 100 young readers</li> <li>Offered 32 elementary-age STEM/STEAM programs with 655 students; started regular Saturday STEM programming at NB</li> <li>Provided 16 elementary-age art programs for 303 students</li> <li>Provided 31 passive programs with 5,160 participants</li> <li>Provided 40 other children's summer programs with 1,584 participants</li> <li>Hosted 48 visits and tours by school and youth groups with a total participation of 1,075</li> <li>Facilitated 266 programs serving 6,143 teens</li> </ul>

7/11/2018

	<ul style="list-style-type: none"> <li>• Represented RCL at MLA's CYP Unconference in April with a STEM programming presentation on how to raise and release Monarch butterflies</li> <li>• Made 67 school visits to 3,229 elementary-age students to promote Summer Reading</li> <li>• Hosted the annual Summer Festival with more than 2,000 participants</li> <li>• Launched the new Beanstalk platform for all summer reading participants</li> <li>• Taught 3,240 students at Mounds View, Roseville, White Bear Lake and Maplewood schools how to access e-books and how to participate in the summer reading program</li> <li>• Hosted a Mounds View High School student art show at MV in May</li> <li>• Provided a 5-day Teen Tech Camp at MP where 19 youth received instruction in CANVA, Sculptris, Garageband, Pixlr, 3D and 2D design and Weebly</li> <li>• Partnered with Urban 4H to provide weekly Elements of Art and monthly STEM classes at MP, SV, and RV for 100 teens</li> <li>• Planned and facilitated 46 makerspace programs at MP, RV, SV and WB for 339 teens</li> <li>• Started summer book clubs at MV, MP, RV, SV and WB</li> </ul>
<b>Healthy Youth (AB)</b> <ul style="list-style-type: none"> <li>• On-board new Teen Services Librarian</li> <li>• Implement new maker programs at SV</li> <li>• Sustain Library After Dark funding and program</li> <li>• Expand meal program</li> </ul>	<b>Lynn Wyman</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>• Facilitated 330 teen programs</li> <li>• Hired and trained Maplewood Library Teen Librarian Erica Redden</li> <li>• Facilitated the annual Teen Job Fair with interview instruction, resume and application assistance, and access to teen employers, including the RC ULEAD program, City of Maplewood, Como Park Zoo, Target, Goodwill, and Buffalo Wild Wings</li> <li>• Provided 2-day teen tech camps at Maplewood, Shoreview, and Roseville Libraries, where 27 students learned the basics of CANVA, Sculptris, Garageband, Pixlr, 3D and 2D design, and Weebly</li> <li>• Provided 24 gaming opportunities (board games and Dungeons and Dragons) at Roseville and Shoreview serving 89 youth</li> <li>• Hosted Youth on Boards, a monthly Maplewood program mentoring 30 Ramsey County teens serving on local non-profit boards</li> <li>• Provided 36 makerspace programs at Maplewood, Roseville, and Shoreview for 213 teens</li> <li>• Hosted 7 Library After Dark programs for 112 youth at Maplewood and Shoreview</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>• Facilitated 266 programs serving 6,143 teens</li> <li>• Joined other metro libraries to support Teen Lit Con, a day-long celebration of teen literature</li> <li>• Hired three summer student workers for MP, RV, and SV and four ULEAD Workforce students to assist with summer programs and meals</li> <li>• Held the Teen Summer Festival with over 100 participants</li> </ul>

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	<ul style="list-style-type: none"> <li>Partnered with Roseville CTV to host Girls in Focus and Boys in Focus, two week-long camps centered on the perceptions of gender via media</li> <li>Provided non-video gaming at RV and SV for 136 youth</li> <li>Offered six Library After Dark programs at MP for 118 youth</li> <li>Launched summer meals at MP and RV; fed 447 children and teens during the first 13 days at RV</li> </ul>
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### 3. Create Vibrant Learning Spaces that Engage the Broad Diversity of Our Community.

<b>Refurbish</b> <ul style="list-style-type: none"> <li>Complete SV (Bill)</li> <li>Add maker furniture at SV (Chuck)</li> <li>Develop displays for maker projects (Chuck, Amy)</li> <li>Refurbish MP (Jill, Bill)</li> <li>Develop RCL capital plan (Jill)</li> <li>Upgrade RV reading garden (Jeff, Julie)</li> <li>Obtain new van and Popup trailer (Jeff/Chuck)</li> <li>Obtain new truck (Julie)</li> <li>Formalize NS room agreement &amp; refurbish (Jill)</li> <li>Re-think security cameras (Chuck)</li> <li>Refurbish furniture at RV (LW)</li> <li>Redo MP and NB carpet (Julie)</li> <li>Install LEDs at MP and MV (Julie)</li> <li>Replace roof at MV (Julie)</li> <li>Replace chiller at MV (Julie)</li> <li>Repair RV concrete walks and curbs (Julie)</li> </ul>	<b>Jill Boldenow/Julie Neville</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Ordered two maker carts for Shoreview</li> <li>Produced furniture refurbishment priority list for 2018</li> <li>Accepted quote for reupholstering 38 Roseville study chairs</li> <li>Replaced Mounds View Library chiller</li> <li>Met monthly with MSR Design to support a pre-design project for Maplewood Library</li> <li>Requested Property Management services to issue RFP to create system-wide capital plan</li> <li>Sealed floor at Maplewood</li> <li>Painted entry at Roseville</li> <li>Replaced the front doors and operators at Mounds View</li> <li>Installed Variable Frequency Drives on rooftop air conditioner units at White Bear Lake</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Received Maplewood pre-design report from MSR</li> <li>Hired MSR to produce Library Master Facilities Plan 2019-2025</li> <li>Executed lease amendment at North St. Paul enabling use of new children's room</li> <li>Replaced worn play surface at Roseville reading garden</li> <li>Completed engineering study for Mounds View roof replacement</li> <li>Obtained bid for carpeting at New Brighton</li> <li>Obtained quote for truck</li> <li>Started reupholstering RV study chairs, with a third of the chairs completed</li> </ul>
<b>User Experience</b> <ul style="list-style-type: none"> <li>Revise Library Use procedures (LW)</li> <li>Review waive procedures (LW)</li> </ul>	<b>Lynn Wyman/Chuck Wettergren</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Provided information to Information Services on staffing, equipment and software</li> <li>Moved all staff email accounts and distribution lists to County</li> </ul>



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<ul style="list-style-type: none"> <li>• Develop new IT alignment practices that sustain excellent service and user experience (Chuck)</li> <li>• Develop virtual services (Chuck) <ul style="list-style-type: none"> <li>○ Purchase discovery layer</li> <li>○ Improve website</li> <li>○ Move staff to County email</li> <li>○ Update Evanced</li> <li>○ Launch Niche academy</li> <li>○ Migrate to Blue Cloud Analytics</li> </ul> </li> <li>• Improve physical services (Chuck) <ul style="list-style-type: none"> <li>○ Explore additional charging stations</li> <li>○ Add faxing services to NB, WB</li> <li>○ Add credit card payment at NSP</li> <li>○ Add card readers at print release station</li> <li>○ Update self-check software and hardware and chip/pin</li> <li>○ Review print management</li> <li>○ Expand laptop checkout</li> <li>○ Develop process for branches requesting computers</li> </ul> </li> <li>• Improve user access (Chuck) <ul style="list-style-type: none"> <li>○ Enhance internet sign-on process</li> <li>○ Promote card registration in-house (KS)</li> </ul> </li> <li>• Improve collections (LW) <ul style="list-style-type: none"> <li>○ Add STEM kits</li> <li>○ Expand selection with new budget</li> <li>○ Improve order speed and frequency</li> <li>○ Expand world language collections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Began reviewing replacements for Evanced online calendar</li> <li>• Implemented Niche Academy content for E-books and Research sections on website</li> <li>• Met with Niche Academy to improve accessibility</li> <li>• Met with team to finalize criteria for a new catalog discovery layer</li> <li>• Completed Blue Cloud Analytics installation and basic training for administration</li> <li>• Installed security cabinet to facilitate self-check credit card payment option at North St. Paul</li> <li>• Updated policies and procedures to allow students access to guest passes</li> <li>• Installed pilot charging station at Shoreview</li> <li>• Updated all laptop labs with current applications required for digital literacy</li> <li>• Established a budget line and selected a collection manager for the World Languages collection</li> <li>• Established a budget for children's STEM kits</li> <li>• Implemented new selection budgets to expand collection</li> </ul> <p><b>Quarter 2</b></p> <ul style="list-style-type: none"> <li>• Continued to expand world language collections</li> <li>• Reviewed LibCal, an event and room booking calendar system</li> <li>• Transferred Webreporter use lists to Blue Cloud Analytics and completed testing</li> <li>• Provided Library network access to County IS department</li> <li>• Worked with County IS to develop application mapping</li> <li>• Purchased 30 laptops to update laptop labs used for Digital Literacy programming</li> <li>• Submitted catalog records to OCLC for MNLink reclamation project</li> <li>• Updated Windows and security software on all public computers</li> <li>• Expanded World Language collections to all seven libraries</li> </ul>
<p><b>Adult Programming</b></p> <ul style="list-style-type: none"> <li>• Evaluate programs with Project Outcome</li> <li>• Support program lines <ul style="list-style-type: none"> <li>○ History</li> <li>○ Social services</li> <li>○ Health access</li> <li>○ Legal and financial help</li> <li>○ Community well-being</li> </ul> </li> </ul>	<p><b>Kristi Saksvig</b></p> <p><b>Quarter 1</b></p> <ul style="list-style-type: none"> <li>• Presented 131 life skills programs attended by 1,358 people. Highlights include small business workshops by St. Paul SCORE, weekly social worker assistance, Fix-it Clinics, gardening programs with the U of M Extension Service, creative dementia-friendly programs, MNsure navigator assistance, AARP tax help, criminal expungement clinics, social justice book club, Hmong women writers panel, Ask A series with Do Good Roseville</li> <li>• Presented 27 history programs attended by 2,158 people</li> </ul>

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<ul style="list-style-type: none"> <li>○ Racial equity</li> <li>○ Caregiver and senior resources</li> <li>○ Digital literacy</li> <li>○ Jobs and small business</li> <li>○ Sustainable environment</li> <li>● Record more programs for distribution</li> <li>● Develop overflow audience plan</li> </ul>	<ul style="list-style-type: none"> <li>● Recorded six programs for streaming and/or online posting</li> </ul> <p><b>Quarter 2</b></p> <ul style="list-style-type: none"> <li>● Presented 147 life skills programs attended by 1795 people. Highlights include small business workshops by St. Paul SCORE, weekly social worker assistance, creative dementia-friendly programs, naturalization ceremony, MNsure navigator assistance, US citizenship legal clinic, Ask A series with Do Good Roseville, first-ever Mend-it Clinic</li> <li>● Presented 27 history programs attended by 2,235 people</li> <li>● Recorded three programs for streaming and/or online posting</li> </ul>
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#### 4. Promote Economic Prosperity and Racial Justice.

<p><b>Economic Prosperity Services</b></p> <ul style="list-style-type: none"> <li>● Deliver info literacy program (JL) <ul style="list-style-type: none"> <li>○ Partner with PCs for People on computers</li> <li>○ Launch adult maker programs (JJ)</li> <li>○ Offer tech help appointments</li> <li>○ Sustain classes for immigrants at FCC</li> <li>○ Strengthen corrections services (Jill)</li> </ul> </li> <li>● Deliver jobs and small business support <ul style="list-style-type: none"> <li>○ Develop workshops with Workforce Solutions, SCORE, etc. (CM &amp; Carrie)</li> <li>○ Host corporate recruiters (CM)</li> <li>○ Offer Etsy entrepreneurship class (JJ)</li> <li>○ Promote Creative Cloud availability (KS)</li> </ul> </li> <li>● Deliver Life Skills programs to support financial literacy, legal help, social services referrals, etc.</li> <li>● Assess community service opportunities (LW)</li> </ul>	<p><b>Jill Boldenow</b></p> <p><b>Quarter 1</b></p> <ul style="list-style-type: none"> <li>● Purchased dedicated 3D printer and vinyl cutter for adult maker programming</li> <li>● Purchased portable 3D printer for Popup and adult maker programming</li> <li>● Provided 37 computer and technology classes to 343 students</li> <li>● Offered new social media classes <i>Getting LinkedIn</i> and <i>Facebook 101</i></li> <li>● Collaborated with Girl Scouts and taught basic coding to 100 scouts, and helped them earn a technology and engineering badge at New Brighton Community Center</li> <li>● Provided 93 open computer and tech help labs to 244 students</li> <li>● Started <i>Tech Help by Appointment</i> once a week at both Roseville and Mounds View</li> <li>● Launched weekly adult Open Makerspace at Roseville, Shoreview, and Maplewood Libraries, with 39 events drawing 316 participants</li> <li>● Offered new adult maker class: <i>3D Printing and Design</i></li> <li>● Launched weekly digital literacy classes for new immigrants at Fairview Community Center</li> <li>● Provided 8 small business workshops to 169 participants</li> <li>● Provided 9 job classes to 30 participants, including recruitment tables with Target, Anderson Corporation, FedEx Ground</li> <li>● Offered programming on networking, marketing tools, and cybersecurity with St. Paul Score and Idea2Launch, and offered <i>Searching for Jobs on the Internet</i> classes</li> <li>● Tracked community service worker hours</li> </ul> <p><b>Quarter 2</b></p> <ul style="list-style-type: none"> <li>● Provided 36 Computer and Technology Classes to 247 students</li> <li>● Offered new classes <i>Introduction to Image Editing</i>, <i>Introduction to Video Editing</i>, and <i>Smartphone Basics and Security</i></li> <li>● Provided 100 open computer and tech help labs to 362 students</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participated in the Assistive Technology Fair showcasing 3D printing technology</li> <li>• Presented a program to the American Association of University Women on mobile devices, internet searching, and online safety</li> <li>• Hosted a Fix-It Tech workshop collaborating with University of Minnesota, City of Minneapolis, PCs for People, and other non-profit organizations in the Twin Cities.</li> <li>• Partnered with Minnesota Computers for Schools to provide ex-offenders with a laptop upon completion of library instructed digital literacy classes at the VOA correctional re-entry center</li> <li>• Provided 38 Open Makerspaces drawing 308 participants</li> <li>• Offered new adult maker class Silhouette Studio</li> <li>• Provided 14 small business workshops to 372 participants</li> <li>• Provided 11 corporate recruiter events with 31 participants, with reports of job offers</li> <li>• Tracked community service worker hours</li> </ul>
<b>Racial Equity &amp; Inclusion</b> <ul style="list-style-type: none"> <li>• Improve service to all patrons (LW, Chuck, Jill) <ul style="list-style-type: none"> <li>○ Provide training on culturally-competent customer service</li> <li>○ Explore web content in relevant languages</li> <li>○ Develop world language collections with helpful signage</li> <li>○ Identify staff language capacities &amp; translation tools</li> </ul> </li> <li>• Deliver RE&amp;I programming (CJ + system-wide)</li> <li>• Implement grant-funded film and discussions: "Becoming American" (CJ)</li> <li>• Launch Red/Blue Workshops (CJ)</li> <li>• Increase hires and retention of racially diverse staff, volunteers and Board (LW, Jill)</li> <li>• Review policy updates with RE&amp;I lens</li> <li>• Remove gender from single restroom signs (Julie)</li> <li>• Post on Staff Net about RE&amp;I training opps</li> <li>• Maintain RE book club</li> <li>• Apply for Resilient Communities grant to study immigrant communities' learning needs</li> </ul>	<b>Jill Boldenow</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>• Started developing collections in Somali, Arabic, Tamil, Hindi, Chinese and Vietnamese; added Spanish language materials</li> <li>• Hired two librarians of color for permanent library positions</li> <li>• Sent two library managers to a PLA training on institutional racism in public libraries</li> <li>• Established annual racial equity and inclusion training requirements for all staff</li> <li>• Submitted Resilient Communities grant proposal on immigrant communities' learning needs; proposal not accepted for implementation</li> <li>• Featured programs: <i>Ask a Dreamer</i> and <i>Ask a Muslim Woman 2</i>, and a newly formed monthly book club, <i>Hard Truths: A Social Justice Book Club</i>, all in partnership with Do Good Roseville. Hosted a panel of Hmong women writers at Maplewood Library, featuring Kao Kalia Yang, Mai Neng Moua, May Lee-Yang, and Katie Ka Vang. History programs explored the journey from war-torn Somalia to Minnesota, Civil Rights pioneers in Minnesota, the Hmong experience in the Vietnam War, and the history of race and policing</li> <li>• Completed review and update of Naming Rights policy with RE&amp;I lens</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>• Interacted with 2,000 people at the Pride Festival</li> <li>• Expanded collections in Somali, Spanish, Arabic, Hindi, Tamil, Hmong, Chinese, Vietnamese, Tibetan, Korean, Spanish, and indigenous languages</li> <li>• Presented ISD sessions on <i>ESL and Cultural Competence</i> and <i>Inclusive Customer Service for Patrons with Disabilities</i></li> <li>• Sent 15 staff to Gray Area Thinking workshop on inclusion</li> </ul>

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<ul style="list-style-type: none"> <li>Implement County recommendations on recruiting, hiring and retention</li> </ul>	<ul style="list-style-type: none"> <li>Featured programs: <i>Ask an LGBTQIA person</i>; <i>My Story, My Truth</i> film and discussion; and <i>Hard Truths: A Social Justice Book Club</i>, all in partnership with Do Good Roseville. Presented an African American conservative speaker; Conversation Circles for New Language Learners; a Diverse Books Showcase with new books for kids and teens; and Library After Dark, which regularly engages racially diverse teens at Maplewood Library. Hosted naturalization ceremonies and a legal workshop on U.S. citizenship.</li> <li>Launched Red/Blue workshops with Better Angels</li> <li>Completed review and update of policies with RE&amp;I lens, including Programming, Unattended Vulnerable Adult, Community Rooms, Public Bulletin Boards, and Free Materials policies</li> </ul>
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## 5. Ensure Stewardship of Public Resources.

<b>Support Friends of the Library</b> <ul style="list-style-type: none"> <li>Support fundraising and events</li> <li>Report to Friends on grant-funded outcomes</li> <li>Generate Library stretch goals requiring funding</li> </ul>	<b>Jill Boldenow</b> <ul style="list-style-type: none"> <li>Promoted Friends gala to staff and colleagues; provided staff support for event</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Participated in Friends Shoreview capital campaign celebration</li> <li>Supported and participated in Friends 5K walk/run</li> <li>Presented at the Friends Annual Meeting on 2017 Friends grant outcomes</li> </ul>
<b>Leverage Library Volunteers (HH)</b> <ul style="list-style-type: none"> <li>Recruit volunteers to support meal program</li> <li>Recruit volunteers for senior read programs</li> <li>Recruit volunteers for maker programs</li> </ul>	<b>Lynn Wyman</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Received 3,558 hours of volunteer assistance from more than 140 volunteers</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>Received 1,188 hours of volunteer assistance</li> <li>Recruited volunteers to assist with the Book-It 5K Walk/Run and the Summer Festival</li> <li>Recognized MV volunteers with a High Tea in May and SV volunteers with a luncheon in June</li> <li>Obtained potted plants from RC Corrections to give as a thank you gift to library volunteers</li> </ul>
<b>Training</b> <ul style="list-style-type: none"> <li>Improve tech skills</li> <li>Require two RE&amp;I trainings</li> <li>Expand training in Makerspace and other labs</li> <li>Expand sub pool training on targeted subjects</li> <li>Train new staff on IT/email/security (Chuck)</li> </ul>	<b>Lynn Wyman</b> <b>Quarter 1</b> <ul style="list-style-type: none"> <li>Sent 2 staff to the American Library Association Midwinter Conference, 9 staff to the Library Technology Conference, and 4 staff to the Public Library Association Conference</li> <li>Provided a Makerspace training session for Roseville librarians</li> <li>Provided a total of 452 hours of training for 66 staff at 60 different training activities</li> </ul> <b>Quarter 2</b>

7/11/2018

	<ul style="list-style-type: none"> <li>• Provided a half-day of in-service training to 105 staff on April 19 with sessions that focused on technology, racial equity, and inclusion</li> <li>• Sent 3 staff to the American Library Association Annual Conference and 1 staff to COSUGI 2018, a library technology conference</li> <li>• Provided 667 hours of training to 105 staff at 58 training events</li> </ul>
<b>Analytics &amp; Planning</b> <ul style="list-style-type: none"> <li>• Produce new strategic plan (2019-2021)</li> <li>• Produce new tech plan (2019-2021) (Chuck, Jill)</li> <li>• Conduct staffing study (LW, Jill)</li> <li>• Assess annual data on racial diversity of staff, volunteers, board (LW)</li> </ul>	<b>Jill Boldenow</b> <ul style="list-style-type: none"> <li>• Produced timeline for strategic and technology planning</li> <li>• Began staffing analysis with Library managers</li> </ul> <b>Quarter 2</b> <ul style="list-style-type: none"> <li>• Hired consultant and started strategic planning with Library Board and staff</li> <li>• Evaluated 2017 workforce statistics; alerted County to omission of intermittent hires/ transfers</li> </ul>

## Memorandum

**To:** Ramsey County Library Board

**From:** Mary Larson

**Date:** July 10, 2018

**Subject:** Second Quarter 2018 Financial Report

Attached is the 2<sup>nd</sup> quarter 2018 financial report. Highlights include:

- ❖ Property tax revenues are collected in May and October each year. First half revenue exceeded projections for 2018. County Program Aid is typically received in the second half of each year, so actual revenues for 2018 will not be known until the 4<sup>th</sup> quarter financial report.
- ❖ Revenues from Library Fines continue to decline. Once credit card payments for June are added, revenues will be approximately \$200,000 for the first half of 2018, well below projections. Reductions to library fine maximums, decreases to overall circulation, and usage of fine-free electronic materials contributed to the decline.
- ❖ Revenue from Buildings & Structures (coffee shop lease revenue) will also be below projections in 2018 due to the Caféine Thai Café lease termination at Maplewood. Library staff is exploring other potential tenants and uses for the space, which may improve the revenue outlook for 2018 and 2019.
- ❖ Use of Library copiers and printers, and the self-serve coffee carts at four Ramsey County Library locations continue to do strong business and reflect higher than projected revenues. Income from Interest on Investments has also increased over the last few years, and is likely to exceed projections again this year.
- ❖ The book budget increased significantly this year, from \$850,000 in 2017 to \$1,100,000 in 2018. The increase is funded by a fund balance for 2018 and 2019, and will need to shift to the property tax levy for the 2020-2021 budget cycle. Selection and ordering of new materials is keeping pace despite the significant budget increase without additional staff resources.



## LIBRARY OPERATIONS

### CURRENT BUDGET YEAR WITH COMPARATIVE PRIOR YEAR YEAR TO DATE THRU JUNE 30, 2018 AND 2017

	2018					2017			
	Original Annual Budget	Adjusted Annual Budget	Year to Date Actual Cash Receipts/ Disbursements	Actual % of Budget Year to Date	Variance (Over)/Under Adjusted Budget YTD	Adjusted Annual Budget	Year to Date Actual Cash Receipts/ Disbursements	Actual % of Budget Year to Date	Variance (Over)/Under Adjusted Budget YTD
<b>Revenue</b>									
Taxes	11,885,335.00	10,565,130.00	5,563,779.97	53%	(281,214.97)	10,716,142.00	5,225,685.03	49%	132,385.97
County Program Aid	0.00	621,978.00	0.00	0%	310,989.00	593,864.00	0.00	0%	296,932.00
Fines	500,000.00	500,000.00	174,838.33	35%	75,161.67	550,000.00	267,979.65	49%	7,020.35
MELSA	200,000.00	200,000.00	0.00	0%	100,000.00	215,000.00	0.00	0%	107,500.00
PERA Rate Increase Aid	21,652.00	21,652.00	10,826.00	50%	0.00	21,652.00	10,826.00	50%	0.00
Duplicating Copies/Sales	72,500.00	72,500.00	39,411.41	54%	(3,161.41)	73,000.00	35,888.49	49%	611.51
Interest on Investments	10,000.00	10,000.00	14,248.79	142%	(9,248.79)	2,000.00	5,141.80	257%	(4,141.80)
Building & Structures (Rent)	105,000.00	105,000.00	36,479.14	35%	16,020.86	120,000.00	47,131.24	39%	12,868.76
Recoveries	0.00	0.00	62.26	N/A	(62.26)	0.00	6,721.96	N/A	(6,721.96)
Transfers from Other Funds	0.00	225,000.00	0.00	0%	112,500.00	0.00	0.00	N/A	0.00
<b>Total Revenue</b>	<b>12,794,487.00</b>	<b>12,321,260.00</b>	<b>5,839,645.90</b>	<b>47%</b>	<b>320,984.10</b>	<b>12,291,658.00</b>	<b>5,599,374.17</b>	<b>46%</b>	<b>546,454.83</b>
<b>Expenditures</b>									
Salaries*	5,947,246.00	5,947,246.00	2,517,338.10	42%	456,284.90	5,897,770.00	2,462,880.62	42%	486,004.38
Fringe Benefits*	2,234,786.00	2,234,786.00	999,685.21	45%	117,707.79	2,058,021.00	891,319.92	43%	137,690.58
Other Services & Charges	2,823,228.00	2,823,228.00	855,771.49	30%	555,842.51	2,623,009.00	1,083,811.03	41%	227,693.47
Supplies	156,000.00	156,000.00	77,296.47	50%	703.53	133,000.00	76,032.13	57%	(9,532.13)
Capital Outlay	60,000.00	60,000.00	9,093.09	15%	20,906.91	55,000.00	61,455.12	112%	(33,955.12)
Books, Periodicals, Etc.	1,100,000.00	1,100,000.00	476,820.47	43%	73,179.53	850,000.00	322,089.45	38%	102,910.55
	<b>12,321,260.00</b>	<b>12,321,260.00</b>	<b>4,936,004.83</b>	<b>40%</b>	<b>1,224,625.17</b>	<b>11,616,800.00</b>	<b>4,897,588.27</b>	<b>42%</b>	<b>910,811.73</b>
<b>Inc/(Dec) to Fund Balance</b>			<b>903,641.07</b>				<b>701,785.90</b>		

\* 2018 Salary expenditures through payday 6/29/18.

\* 2017 Salary expenditures through payday 6/30/17.



**LIBRARY OPERATIONS  
CURRENT YEAR DISBURSEMENTS OUT OF RESERVES  
YEAR TO DATE THRU JUNE 30, 2018**

	2018			Actual as a
	Reserve	Year to Date	Balance	% of
	Amount	Actual Cash	Unexpended	Reserve
		Disbursements	06/30/18	Year to Date
<b><u>Expenditures</u></b>				
2017 Operating Budget Reserves	432,453.80	33,965.89	398,487.91	8%
2016 Operating Budget Reserves	118,000.00	21,059.66	96,940.34	18%

**LIBRARY GRANTS AND OTHER SPECIAL PROJECTS  
CURRENT YEAR DISBURSEMENTS  
YEAR TO DATE THRU JUNE 30, 2018**

	2018			
	Current Adjusted Budget Amount	Actual Cash Disbursements	Balance Unexpended 06/30/18	Actual as a % of Budget To Date
<b><u>Expenditures</u></b>				
2018 LSTA Popup Library Grant	40,846.00	3,032.68	37,813.32	7%
2018 MELSA Technology Grant	40,000.00	0.00	40,000.00	0%
2016 MELSA Technology Grant	104,000.00	12,530.00	91,470.00	12%
2015 MELSA Technology Grant	100,000.00	99,747.00	253.00	100%
2014 MELSA Technology Grant	271,000.00	255,407.21	15,592.79	94%

**OTHER LIBRARY FUNDS  
YEAR TO DATE RECEIPTS & DISBURSEMENTS  
THRU JUNE 30, 2018**

<b><u>Fund</u></b>	<b>2018</b>			
	<b>Cash Balance Beginning of Year</b>	<b>Cash Receipts Year to Date</b>	<b>Year to Date Actual Cash Disbursements</b>	<b>Cash Balance as of 06/30/18</b>
Rental Book Revenue	25,736.14	7,581.61	4,070.75	29,247.00
Rental DVD Revenue	25,266.50	27,076.94	21,444.49	30,898.95
Library Gift Fund	347,455.07	112,525.44	60,610.06	399,370.45
Roseville Library Capital Campaign Gift Fund	21,193.61	0.00	3,392.00	17,801.61

# SUMMARY OF GIFTS RECEIVED

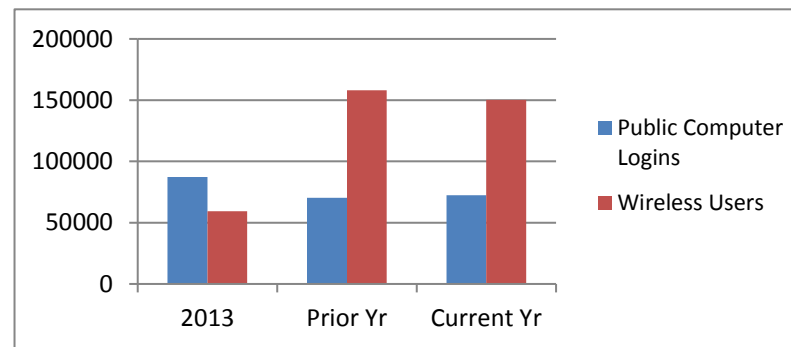
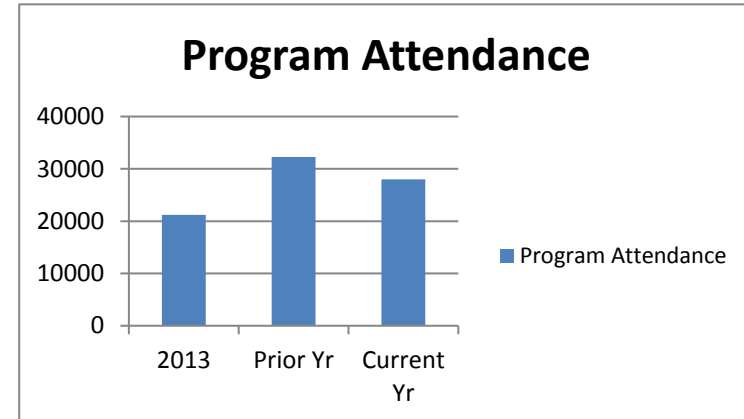
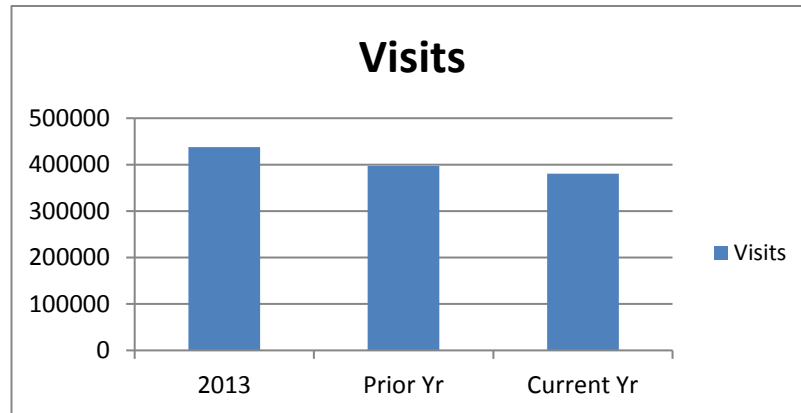
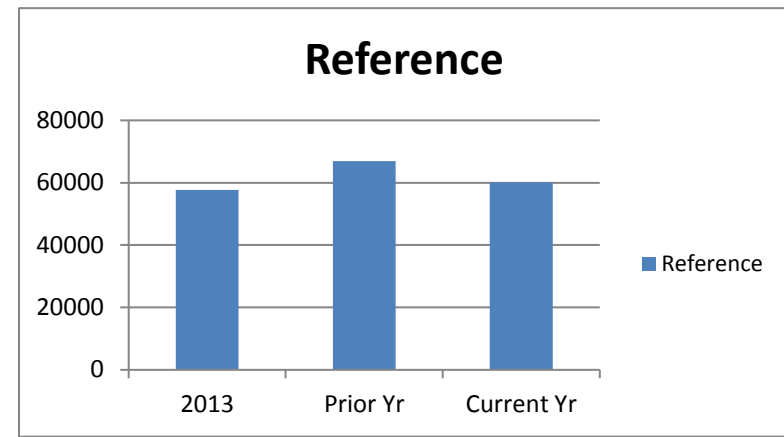
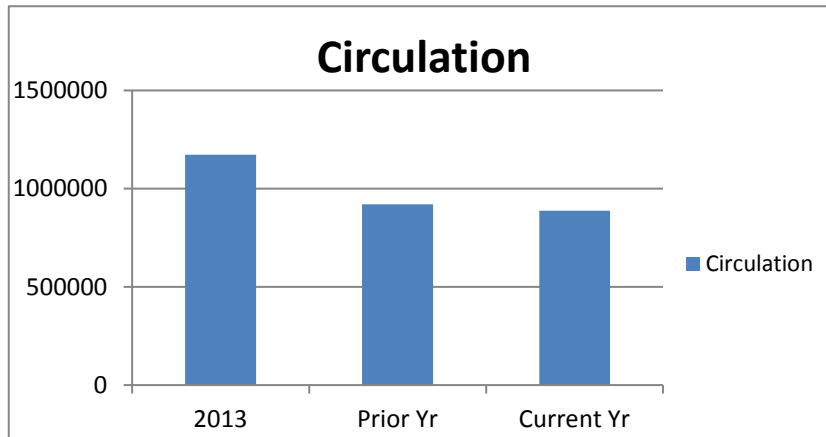
APRIL - JUNE 2018

Donor	Purpose	Branch	Amount
Anonymous Donor	Undesignated	RV	\$47.50
Metropolitan Library Service Agency (MELSA)	Legacy Program Reimbursement	System	\$128.00
Friends of the Ramsey County Libraries	Shoreview Capital Campaign/Lending Collection	SV	\$17,000.00
	Summer Reading Program	System	\$5,000.00
	Technology Literacy/Adult Life Skills	System	\$6,250.00
	Children's Programming	System	\$1,250.00
	Teen Programming	System	\$1,000.00
	Library Newsletter	System	\$1,500.00
	Volunteer Program Development	System	\$1,250.00
	Employee Development	System	\$1,250.00
Ann & Dale Hedquist	Undesignated Memorial	MP	\$20.00
City Lore	Becoming American Series	System	\$1,300.00
Friends of the Ramsey County Libraries	Supplemental Grant	System	\$29,000.00
	Gala Proceeds	System	\$30,000.00
Friends of the Ramsey County Libraries	Memory Minder Kits	RV, SV	\$1,500.00
Elfreida Hintze	Undesignated	RV	\$100.00
Metropolitan Library Service Agency (MELSA)	Legacy Reimbursements	System	\$510.00
<b>TOTAL:</b>			<b>\$97,105.50</b>

## **Statistical Trends 2018 Second Quarter Report**

- System-wide circulation was down 3% overall for Q2, which continues an ongoing trend.
- Circulation of electronic materials rose more than 17%. Last year, circulation of this collection had been relatively flat as we transitioned from two platforms to one. Very high turnover of this collection may have meant that we were near circulation capacity with the size of the collection we had at that time. Additional collections funds have expanded this collection which allows for more growth. Electronic materials now account for more than 11% of all circulation.
- Visits to the library were down 4% from second quarter of last year. However, website visits grew more than 15%.
- Usage of public computers in the building grew in Q2 relative to Q2 of 2017 (+3%). Usage of the wireless network actually declined (-5%). Both of these things represent departures from the trends we have seen in recent years. It could be that we have reached a balance point between these services. It may also represent near capacity on study rooms and study tables, where much of the wireless usage occurs.
- Demand for meeting room space by outside groups continues to expand and was up 14% in Q2. This represents 810 room bookings and does not include library programs & events or self-serve study room usage. Availability of new bookable rooms after construction projects at White Bear Lake and Shoreview has allowed this use to grow.
- The number of holds placed in Q2 was up 4% from the same quarter last year. The number of holds being placed had been in decline in recent years.

## Core Service Trends -- Annual Data



## Branches by Quarter 2018

### Total materials circulated

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	134,895	130,018			264,913
Mounds View	34,325	35,461			69,786
New Brighton	55,462	54,228			109,690
North St. Paul	25,480	23,728			49,208
Roseville	315,069	310,939			626,008
Shoreview	142,804	143,070			285,874
White Bear Lake	67,304	71,474			138,778
Tech Services	6,275	6,164			12,439
Remote Renewal		9,745			
E-circulation	103,231	103,702			206,933
<b>Total</b>	<b>884,845</b>	<b>888,529</b>	<b>0</b>	<b>0</b>	<b>1,773,374</b>

### Children's materials circulated

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	48,308	48,627			96,935
Mounds View	15,826	17,511			33,337
New Brighton	25,021	25,024			50,045
North St. Paul	8,424	8,254			16,678
Roseville	135,612	137,740			273,352
Shoreview	70,974	73,413			144,387
White Bear Lake	30,471	34,360			64,831
Tech Services	965	911			1,876
Remote Renewal	2,784	2,476			5,260
E-circulation					
<b>Total</b>	<b>338,385</b>	<b>348,316</b>	<b>0</b>	<b>0</b>	<b>686,701</b>

### Registrations

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	553	482			1,035
Mounds View	176	151			327
New Brighton	367	191			558
North St. Paul	100	56			156
Roseville	1,411	1,312			2,723
Shoreview	645	424			1,069
White Bear Lake	270	299			569
Tech Services	243	128			371
Remote Renewal					
E-circulation					
<b>Total</b>	<b>3,765</b>	<b>3,043</b>	<b>0</b>	<b>0</b>	<b>6,808</b>

### Total reference

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	11,349	10,335			21,684
Mounds View	5,096	429			5,525
New Brighton	5,031	3,770			8,801
North St. Paul	4,472	3,185			7,657
Roseville	32,916	27,066			59,982
Shoreview	10,660	10,153			20,813
White Bear Lake	6,201	5,070			11,271
<b>Total</b>	<b>75,725</b>	<b>60,008</b>	<b>0</b>	<b>0</b>	<b>135,733</b>

### Visits

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	72,212	73,916			146,128
Mounds View	16,057	20,498			36,555
New Brighton	28,165	25,930			54,095
North St. Paul	8,840	9,097			17,937
Roseville	145,268	150,055			295,323
Shoreview	63,936	64,134			128,070
White Bear Lake	34,603	37,199			71,802
<b>Total</b>	<b>369,081</b>	<b>380,829</b>	<b>0</b>	<b>0</b>	<b>749,910</b>

### Meeting room use by outside groups

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	219	197			416
Mounds View	50	52			102
New Brighton	0	0			0
North St. Paul	0	0			0
Roseville	253	296			549
Shoreview	297	221			518
White Bear Lake	62	44			106
<b>Total</b>	<b>881</b>	<b>810</b>	<b>0</b>	<b>0</b>	<b>1,691</b>

### Public computer logins

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	13,576	16,395			29,971
Mounds View	2,380	2,572			4,952
New Brighton	5,066	5,507			10,573
North St. Paul	1,594	2,174			3,768
Roseville	28,381	32,944			61,325
Shoreview	7,543	8,284			15,827
White Bear Lake	3,766	4,524			8,290
<b>Total</b>	<b>62,306</b>	<b>72,400</b>	<b>0</b>	<b>0</b>	<b>134,706</b>

### Hours of computer use

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	12,263	13,297			25,560
Mounds View	2,067	2,204			4,271
New Brighton	4,334	3,955			8,289
North St. Paul	1,369	1,763			3,132
Roseville	28,314	28,465			56,779
Shoreview	6,113	6,371			12,484
White Bear Lake	3,172	3,464			6,636
<b>Total</b>	<b>57,632</b>	<b>59,519</b>	<b>0</b>	<b>0</b>	<b>117,151</b>

### Wireless users

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	25,835	25,886			51,721
Mounds View	1,598	2,010			3,608
New Brighton	5,357	4,929			10,286
North St. Paul	1,590	1,172			2,762
Roseville	87,725	88,742			176,467
Shoreview	21,499	21,092			42,591
White Bear Lake	5,833	6,378			12,211
<b>Total</b>	<b>149,437</b>	<b>150,209</b>	<b>0</b>	<b>0</b>	<b>299,646</b>

### Volunteer hours

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	521.10				521.10
Mounds View	63.50				63.50
New Brighton	138.45				138.45
North St. Paul	20.50				20.50
Roseville	1,916.01				1,916.01
Shoreview	642.20				642.20
White Bear Lake	255.75				255.75
Administration					0.00
Technical Services					0.00
Friends					0.00
<b>Total</b>	<b>3,557.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,557.51</b>



**Children's programs****Children's program attendance**

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	44	52			96	2,102	2,720			4,822
Mounds View	52	65			117	1,043	1,037			2,080
New Brighton	36	39			75	1,264	1,607			2,871
North St. Paul	59	68			127	1,435	2,037			3,472
Roseville	92	102			194	3,803	5,894			9,697
Shoreview	49	66			115	3,266	1,652			4,918
White Bear Lake	52	64			116	1,749	3,325			5,074
Admin					0					0
<b>Total</b>	384	456	0	0	840	14,662	18,272	0	0	32,934

**Teen programs****Teen program attendance**

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	141	31			172	836	616			1,452
Mounds View	1	1			2	3	40			43
New Brighton	0	0			0	0	0			0
North St. Paul	0	0			0	0	0			0
Roseville	124	92			216	854	1,884			2,738
Shoreview	62	39			101	325	944			1,269
White Bear Lake	2	3			5	0	641			641
Admin					0					0
SRP					0					0
<b>Total</b>	330	166	0	0	496	2,018	4,125	0	0	6,143

**Adult programs****Adult program attendance**

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	65	75			140	706	439			1,145
Mounds View	15	27			42	109	203			312
New Brighton	6	16			22	46	287			333
North St. Paul	4	2			6	44	73			117
Roseville	160	145			305	3,204	2,831			6,035
Shoreview	55	58			113	476	620			1,096
White Bear Lake	47	28			75	526	427			953
Admin		8			8					0
Winter Reading					0					0
<b>Total</b>	352	359	0	0	711	5,111	4,880	0	0	9,991

## Branches by Year/System by Quarter

### Total circulation

### Children's circulation

### Volunteer hours

Location	2016	2017	2018	% Change	2016	2017	2018	% Change	2016	2017	2018	% Change
Maplewood	660,932	587,860			257,805	222,811			3,019	2,626		
Mounds View	182,935	162,924		-100.0%	89,330	76,672			307	343		
New Brighton	254,756	235,549		-100.0%	115,289	104,881			704	950		
North St Paul	114,144	113,961		-100.0%	39,504	38,820			107	91		
Roseville	1,460,075	1,341,748		-100.0%	644,003	587,868			8,278	7,332		
Shoreview	481,827	561,262		-100.0%	218,847	283,552			2,733	2,247		
White Bear Lake	309,665	293,213		-100.0%	143,919	136,827			999	1,076		
E-material	362,326	370,022		-100.0%								
Other					15,699	12,450			7,670	7,505		
Support Services	24,258	23,189			3,449	3,464						
System Quarter 1	986,142	926,137	884,845	-4.5%	401,213	362,999	338,385	-6.8%	3,844	3,764	3,558	-5.5%
System Quarter 2	977,715	919,921	888,529	-3.4%	393,008	368,917	348,316	-5.6%	4,182	3,542	NA	
System Quarter 3	1,016,753	986,977			420,592	407,186			3,980	3,754		
System Quarter 4	870,308	856,693			337,332	328,243			3,774	3,600		
Annual Total	3,850,918	3,689,728			1,527,845	1,467,345			23,450	22,171		

### Express checkout percentages

### Visits

### Meeting room use by outside groups

Location	2016	2017	2018	% Change	2016	2017	2018	% Change	2016	2017	2018	% Change
Maplewood	91.6%	90.2%			334,487	312,742			820	808		
Mounds View	84.8%	85.5%			74,873	68,664			92	92		
New Brighton	91.4%	89.7%			107,051	106,415			0	0		
North St Paul	63.0%	63.2%			38,944	38,079			0	0		
Roseville	88.6%	87.7%			673,549	612,544			944	1,027		
Shoreview	85.1%	90.1%			192,908	251,411			153	759		
White Bear Lake	89.5%	88.8%			152,843	149,386			149	172		
System Quarter 1	85.1%	84.1%	84.0%	-0.1%	381,307	373,663	369,081	-1.2%	541	528	881	66.9%
System Quarter 2	86.0%	85.4%	85.1%	-0.3%	408,731	396,743	380,829	-4.0%	568	710	810	14.1%
System Quarter 3	86.3%	86.1%			431,913	415,758			550	754		
System Quarter 4	81.9%	84.4%			352,722	353,077			499	803		
Annual Average	84.8%	85.0%			1,574,673	1,539,241			2,158	2,858		

**Public computer logins****Hours of computer use****Wireless users**

Location	2016	2017	2018	% Change	2016	2017	2018	% Change	2016	2017	2018	% Change
Maplewood	65,797	63,359			64,553	61,123			99,324	111,717		
Mounds View	10,290	10,122			9,711	9,014			6,395	6,849		
New Brighton	21,857	21,726			18,286	18,357			14,742	20,239		
North St Paul	7,648	7,253			6,755	5,952			3,802	5,283		
Roseville	129,966	125,275			125,394	122,310			292,886	352,376		
Shoreview	19,504	30,051			15,414	24,008			27,444	87,006		
White Bear Lake	17,253	16,564			14,017	13,863			22,392	26,989		
System Quarter 1	69,027	66,213	62,306	-5.9%	65,193	62,745	57,632	-8.1%	100,016	155,492	149,437	-3.9%
System Quarter 2	69,097	70,279	72,400	3.0%	64,316	64,167	59,519	-7.2%	112,208	158,088	150,209	-5.0%
System Quarter 3	72,595	74,674			66,935	68,463			121,074	142,025		
System Quarter 4	61,596	63,184			57,686	59,252			133,687	154,854		
Annual Total	272,315	274,350			254,129	254,627			466,985	610,459		

**Reference****Registrations****Hours open**

Location	2016	2017	2018	% Change	2016	2017	2018	% Change	2016	2017	2018	% Change
Maplewood	50,349	53,339			2,864	2,598		-100.0%	3,177	3,158		
Mounds View	14,209	16,575			806	843			1,757	1,758		
New Brighton	19,409	21,151			1,006	891			2,168	2,246		
North St Paul	17,459	14,391			1,000	546			1,771	1,764		
Roseville	125,593	126,308			7,555	5,660			3,184	3,171		
Shoreview	29,991	44,369			1,503	2,175			2,249	3,003		
White Bear Lake	18,850	19,370			1,415	1,275			2,259	2,249		
Technical Services					737	707						
System Quarter 1	72,254	72,280	75,725	4.8%	4,715	3,399	3,765	10.8%	4,142	4,138	4,353	5.2%
System Quarter 2	61,360	66,950	60,008	-10.4%	3,474	3,371	3,043	-9.7%	4,315	4,436	4,419	-0.4%
System Quarter 3	78,988	81,913			4,590	3,982			4,204	4,448		
System Quarter 4	63,258	74,360			4,107	3,943			3,904	4,327		
Annual Total	275,860	295,503			16,886	14,695			16,565	17,349		

**Website visits****Holds placed****E-materials circulated**

	2016	2017	2018	% Change	2016	2017	2018	% Change	2016	2017	2018	% Change
Quarter 1	460,613	746,417	794,535	6.4%	124,604	116,150	112,179	-3.4%	94,933	90,397	103,231	14.2%
Quarter 2	453,119	784,498	906,282	15.5%	120,340	103,147	107,060	3.8%	89,112	88,570	103,702	17.1%
Quarter 3	493,734	805,926			118,043	111,877			91,540	96,609		
Quarter 4	671,176	813,884			105,744	103,767			86,731	94,446		
Annual Total	2,042,513	3,150,725			468,731	434,941			362,316	370,022		

**Incoming ILL****Outgoing ILL****Value of gifts added**

	2016	2017	2018	% Change	2016	2017	2018	% Change	2016	2017	2018	% Change
Quarter 1	4,288	4,304	4,172	-3.07%	5,743	5,391	5,395	0.07%	\$22,038.58	\$4,074.60	\$24,047.63	490.2%
Quarter 2	4,092	4,101	4,031	-1.71%	5,359	4,703	5,337	13.48%	\$27,227.07	\$2,411.10	\$8,801.45	265.0%
Quarter 3	4,125	4,010			5,625	4,828			\$20,854.77	\$8,667.45		
Quarter 4	3,769	3,861			4,161	4,948			\$17,065.19	\$17,913.50		
Annual Total	16,068	16,276			20,493	19,870			\$87,185.61	\$33,066.65		

## Request for Library Board Action

Meeting Date  
July 18, 2018

Action Requested  
For Information and  
Discussion

Presented By  
Julie Neville,  
Senior Building Services Mgr.

**SUBJECT:**

Incident Reports

**BACKGROUND:**

Incidents are tracked for trends in changing activity at individual libraries. This quarter, 12 of the 28 incidents were for inappropriate behavior by patrons. We will continue to monitor and report.

**BOARD ACTION REQUESTED:**

For information and discussion.

Incident Report Comparison First Quarter				
	2015	2016	2017	2018
New Brighton	0	2	1	0
Maplewood	9	12	1	6
Mounds View	5	1	1	1
North St. Paul	2	0	0	0
Roseville	12	20	14	16
Shoreview	1	6	3	1
White Bear Lake	0 (closed)	0	1	2
	29	41	21	26

Incident Report Comparison Second Quarter				
	2015	2016	2017	2018
New Brighton	4	0	0	0
Maplewood	18	14	6	8
Mounds View	4	2	2	0
North St. Paul	2	1	1	1
Roseville	22	18	10	11
Shoreview	3	2	4	5
White Bear Lake	9	5	4	3
	62	42	27	28

Incident Report Comparison Third Quarter				
	2015	2016	2017	2018
New Brighton	5	1	2	
Maplewood	9	20	11	
Mounds View	6	1	2	
North St. Paul	3	0	0	
Roseville	28	18	6	
Shoreview	14	1	4	
White Bear Lake	6	4	10	
	71	45	35	

Incident Report Comparison Fourth Quarter				
	2015	2016	2017	2018
New Brighton	3	2	2	
Maplewood	8	15	9	
Mounds View	6	1	2	
North St. Paul	0	0	1	
Roseville	31	16	14	
Shoreview	4	7	9	
White Bear Lake	6	0	2	
	58	41	39	

Totals	220	169	122	54
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## Request for Library Board Action

**Meeting Date**

July 18, 2018

**Action Requested**

Approval

**Presented By**Lynn Wyman,  
Deputy Director**SUBJECT:**

Photo and Video Policy

**BACKGROUND:**

Public policies are brought to the Library Board every year on a scheduled basis. The Photo & Video Policy is under consideration this month.

The Photo & Video Policy recognizes that the Library follows the Ramsey County Photo Policy. The Library policy provides guidelines related to the impact of photography on library operations and the data privacy of patrons' library materials.

**BOARD ACTION REQUESTED:**

To approve the updated Photo & Video Policy.



# Photo & Video

Approved by: Library Board

Approved Date: Wednesday, January 18, 2012

Review Schedule: Every 5 years

Next Review Date: 2017

Ramsey County Library follows the Ramsey County Photo Policy. The following Library-specific photo/video guidelines also apply:

1. The Library Director or the Director's designee must pre-approve commercial photography, filming, or photography requiring lights or other equipment, taking place in libraries or on library property.
2. The public areas in Ramsey County Library facilities are part of the public environment and, therefore, casual noncommercial photography intended to record a visit is permitted, provided that such photography does not interfere in any way with Library operations or patrons.
3. In order to protect data privacy, in any photography of individuals taken on library property, library materials should not be recognizable. If materials are visible, the photo may be edited.

## Request for Library Board Action

**Meeting Date**  
**July 18, 2018**

**Action Requested**  
**Authorization to Negotiate  
 Lease Addendum**

**Presented By**  
**Jill Boldenow,  
 Library Director**

**SUBJECT:**

Lease Addendum for Roseville Coffee Shop

**BACKGROUND:**

The current lease with KADE2 Inc. to operate a Dunn Bros. coffee shop at the Ramsey County Library in Roseville Library runs through June 2020. KADE2 owner Karen Sturm, the franchise owner for the past seven years, has expressed interest in extending the lease and remodeling the space, which has not been updated since the Library and the coffee shop re-opened in 2010.

Sturm submitted a proposal to Ramsey County Library, outlining the proposed improvements she is considering, along with a request for financial assistance to offset the investment in the space. The request included a lease extension, relief of monthly rent for three months, and a leasehold improvement contribution of \$25,000, approximately half the cost of the proposed improvements. Library staff consulted with the Ramsey County Attorney's Office, which advised that the Library Board has the authority to negotiate a lease addendum and that a leasehold contribution could be considered at the Board's discretion.

The current lease rate of \$5,298.75 per month was set in 2010, and has not increased during the term of the lease. Library staff is seeking permission to work with the Ramsey County Attorney's Office to negotiate a lease addendum with KADE2 to extend the current lease, provide the requested leasehold improvement contribution, and add an annual rent increase into the addendum to offset these costs along with the loss of monthly revenue for three months.

If approved by the Library Board, the improvements to the space would begin upon execution of the lease addendum. Closure of Dunn Bros. would be limited to three days according to the proposal submitted, and traffic to the Library would not be obstructed during the time of construction.

**BOARD ACTION REQUESTED:**

Authorize the Library and the County Attorney's Office to negotiate a lease addendum with KADE2 Inc. for the Dunn Bros. coffee shop at the Ramsey County Library in Roseville, based on their proposal dated June 15, 2018, and authorize the Library Board Chair's signature on the lease addendum.

# **DUNN BROS, KADE2 INC ROSEVILLE LIBRARY PROPOSED PROJECT**

June 15, 2018

## **OVERVIEW**

### **1. Project Background and Description**

Since acquiring the Roseville Library Dunn Bros store, at 2180 Hamline Avenue North, there has been minimal esthetic updating or enhancement to the physical location in the seven years of my ownership. The interior of the location needs refreshing to continue to appeal to its customer base and encourage traffic to both Dunn Bros and Roseville Library.

### **2. Project Scope**

The project will be primarily limited to customer touch points including, but not limited to, counter top replacement, new cabinetry, full interior painting, sink and faucet replacement and new pendant lighting and tracks. The project will not include demolition of existing walls or structures, general plumbing or electrical revamping, drive-through or signage.

### **3. Project Planning Highlights**

- Three bids have been submitted from three vendors for all, or partial project work.
- BenchMark Construction Company, 24225 Holybyoke Path, Lakeville, MN 55044, has been chosen as the preferred vendor based on their ability to provide general contracting and services for the entire project and proven record of past workmanship and professionalism. See attachment.
- Construction would commence immediately and be continued as materials are received.
- Closure of Dunn Bros would be limited, if necessary, to 3 days.
- All paint and materials have been approved by Dunn Bros Corporate.
- All debris would be transported out of the Ramsey County Library area by BenchMark Construction.
- Traffic to Roseville Ramsey County Library would not be obstructed during the time of construction.

### **4. Request**

Dunn Bros, KADE2 Inc. is requesting consideration for assistance with the cost of improvements and an extension of the current lease that will ensure Dunn Bros presence at the Roseville Library including;

- An additional 5 year extension to the existing lease with Ramsey County.
- Relief of monthly rent for three months
- Leasehold improvement contribution of \$25,000.

Dunn Bros, KADE2 Inc. is appreciative of the past cooperation and partnership it has had with Ramsey County Library and is committed to continuing and supporting the goals of the Library. I am confident that the refreshment of the interior of Dunn Bros can be an incentive to encourage individuals to utilize the Library as well as Dunn Bros. I am eager to begin this project as soon as possible and am happy to provide additional information you might need. I look forward to your response.

Karen A. Sturm, Owner  
KADE2, Inc., dba Dunn Bros  
763-218-8100

## Request for Library Board Action

**Meeting Date**

July 18, 2018

**Action Requested**

Award Contract

**Presented By**

 Mary Larson,  
 Financial Manager

**SUBJECT:**

Award Periodicals Contract

**BACKGROUND:**

Ramsey County Library obtains the bulk of its periodical subscriptions through a primary subscription services vendor, currently W.T. Cox Information Services. The term of W.T. Cox's current contract to deliver periodical services expires on December 31, 2018, prompting a new solicitation process.

In accordance with Ramsey County solicitation policies, Library staff worked with a Ramsey County Procurement Specialist to prepare a request for bid for subscription services vendors. The request for bids was released on June 13, with responses due on July 5, 2018. Bids were received from two vendors:

1. Popular Subscription Service
2. W.T. Cox Information Services

One of the vendors, Popular Subscription Service, has been deemed non-responsive as there were numerous required documents that the vendor did not return with their response. The lowest responsive and responsible bidder was W.T. Cox Information Services.

**BOARD ACTION REQUESTED:**

Award the contract of primary subscription services vendor to W.T. Cox Information Services at the one-year bid price of \$25,077.06. Revisions to the Library's subscription order or publisher price increases may result in additional payments to the vendor.

The contract period shall commence on October 1, 2018, to allow for placement of orders for 2019 periodicals without interruption in service. Contract period to be October 1, 2018 through December 31, 2020, with an option to renew on an annual basis for up to three additional years.

## Request for Library Board Action

**Meeting Date**

July 18, 2018

**Action Requested**

Award Contract

**Presented By**

Mary Larson,  
Financial Manager

**SUBJECT:**

Award Facilities Planning Contract

**BACKGROUND:**

Library staff worked with Ramsey County Property Management and Ramsey County Procurement to create a request for quotes (RFQ) for Library Master Plan Services to provide a framework for decision making over the next six years. The RFQ was released on May 16, with responses due on June 14, 2018. Three responses were received:

1. Bentz/Thompson/Rietow
2. HGA Architects and Engineers
3. Meyer, Scherer and Rockcastle, Ltd.

Interviews with the firms were held July 9-11. A committee comprised of Library and Property Management staff and Library Board Vice Chair Paula Mielke evaluated the proposals and selected Meyer, Scherer and Rockcastle, Ltd. (MSR). The anticipated start date of the contract is July 30, 2018, with the final report due no later than December 14, 2018. The maximum not to exceed price submitted by MSR was \$60,000.

**BOARD ACTION REQUESTED:**

Award the contract for Library Master Plan Services 2019-2025 to Meyer, Scherer and Rockcastle, Ltd. at a maximum not to exceed cost of \$60,000. Contract term to commence on or about July 30, 2018, with the final report due no later than December 14, 2018.

## Request for Library Board Action

**Meeting Date**

July 18, 2018

**Action Requested**

Approve Write Offs

**Presented By**

 Mary Larson,  
 Financial Manager

**SUBJECT:**

Write Off Uncollectible Debt

**BACKGROUND:**

According to the Library's Receivables Policy, approved 7-15-09:

When an account is determined to be uncollectible, the account may be written off the Library's financial accounting records and no longer recognized as an account receivable for financial reporting purposes. The write-off of a receivable should be considered only when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- All reasonable and appropriate collection efforts have been exhausted;
- The Library determines that further collection efforts are not in the best economic interests of the County;
- No reasonable expectation of payment can be expected.

The Library shall obtain approval from the County Attorney's Office to write-off uncollectible accounts of less than \$1,000.00. The Library shall document the reasons for the write-off and make such documentation available for review by the County Attorney's Office. Write-off of debts \$1,000.00 or more must be approved by the Library Board.

*Note: Writing off a debt is an accounting transaction and does not cancel the legal obligation of the debtor to pay the debt. Collection of the account receivable may be pursued after the account has been written off if information comes to light that makes further collection efforts worthwhile.*

When it appears the account cannot be collected, the Library should inform the Ramsey County Attorney's Office detailing collection actions taken and requesting an opinion as to the collectability of the receivable. The County Attorney will send an opinion of uncollectability along with the Library's letter of request to write off receivable to the Director of Finance. After recommendation by the Library's budget analyst and the approval of the Finance Director, the charges will be written off the Library's integrated library system (ILS).

Patrons owing \$25 or more are considered for the Revenue Recapture Program, a program that began in 1980 when legislation authorized the Minnesota Department of Revenue to intercept—or recapture—taxpayer refunds and apply them to debts the taxpayers owe to other state agencies, the University of Minnesota, and to certain local government units. The Library has recovered over \$1,000,000 in debt since it began utilizing Revenue Recapture in 1995.

The Library identified 8,235 patron accounts meeting the criteria for write-off, totaling \$169,762.74. Just one account exceeds the \$1,000 threshold requiring Library Board approval (E. Masters, \$1,198.31) and 53% are \$10 or less. The proposed write-offs will be forwarded to the County Attorney's Office and Finance Department as outlined in the Library's Receivables Policy.

**BOARD ACTION REQUESTED:**

Approve the write-off of uncollectible debt in the amount of \$1,198.31 belonging to E. Masters as outlined in the Library's Receivables Policy.



## Request for Library Board Action

**Meeting Date**  
July 18, 2018

**Action Requested**  
Information and Discussion

**Presented By**  
Nicole Herold,  
Technical Services Manager

**SUBJECT:**  
Collections Overview

**BACKGROUND:**  
Nicole Herold, Technical Services Manager, will present an overview of library collections at the meeting on July 18.

**BOARD ACTION REQUESTED:**  
For information and discussion.

**Report to the Library Board  
Digital Literacy Project  
July 18th, 2018**

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### **Digital Literacy Classes and Drop-in Help Labs**

Ramsey County Library continues to make digital literacy instruction to our communities a priority. In 2017, the library offered 439 computer and technology programs within our buildings to 2,382 students. Programs range from structured curriculum in a classroom environment to drop-in technology help labs.

Since January 2018, the library has offered 75 technology classes to 590 students. Classes vary from basic computer skills corresponding to the Northstar Digital Literacy standards to a variety of innovative classes such as *3D Printing and Design* and *Silhouette Studio* that support our maker initiative.

Ramsey County Library is currently hosting six drop-in computer and technology help labs six times per week. Patrons are free to walk in for individual help without registration. Since January 2018, the library has offered 193 drop-in computer and technology help labs to 606 students.

In addition to drop-in technology help, Ramsey County Library piloted a *Tech Help by Appointment* once a week at the Roseville Library in late 2017. Patrons can register for ½-hour timeslots with a staff or CTEP member for true one-to-one technology help. The pilot was a success. In spring 2018, we expanded *Tech Help by Appointment* to the Mounds View Library and we will start in July at New Brighton.

In April, the Roseville Library hosted a Fix-it Tech workshop. Fix-It Tech is a Twin Cities technology education event hosted by volunteers from several non-profit organizations including City of Minneapolis IT Department, University of Minnesota, Minneapolis Community and Technical College, PC's for People and many others. Participants brought in computers and devices needing repair or virus removal and worked with technology experts getting free tech answers and tips on how to maintain and protect personal devices. The program also gives volunteering IT students gain experience in tech support and connect with residents in their community.

### **Outreach and Community Engagement**

2018 has been a busy year for outreach and community engagement. The library continues its relationship with Volunteers of America by providing one-to-one digital literacy and job readiness instruction twice a month to ex-offenders at their correction facility in Roseville. We strengthened our relationship by offering structured classes for five weeks at their location covering Northstar digital literacy standards. Upon completion of the series of classes, students received laptops provided by Minnesota Computers for Schools, which they could take with them after their release.

Digital literacy programming plays an important role in the pop-up library initiative. The library provided digital literacy instruction and 3D printer demos during Pop-Up libraries at the VOA re-entry center and the Gladstone community center in Maplewood. We also presented six classes on downloading eBooks and provided online tours of the resources available on the library's website to 66 ESL students at a 2-day pop-up library at the Fairview Community Center. Our relationship continues to grow with District 623 Adult Basic Education as the library is regularly instructing digital literacy classes to new immigrants.

For the second year, the library presented a program to the American Association of University Women on mobile devices, internet searching, and online safety.

In March, Ramsey County Library helped 100 girl scouts earn a technology badge at a coding workshop at the New Brighton Community Center.

### **Makerspace**

Last fall, the library hired a digital services librarian to lead the adult makerspace project. The following January we piloted three open makerspaces geared toward adults once a week at Roseville, Shoreview, and Maplewood. Since January, she has offered 77 open makerspaces to 624 interested makers. Classes such as *3D Printing and Design* and *Silhouette Studio* are routinely offered to highlight popular maker equipment and software.

~~ Jason Lyons  
Digital Literacy Coordinator

## Request for Library Board Action

**Meeting Date**

July 18, 2018

**Action Requested**

Information and Discussion

**Presented By**

Jill Boldenow,  
Library Director

**SUBJECT:**

Strategic Planning

**BACKGROUND:**

The Ramsey County Library Board has completed two strategic planning sessions. The Board and staff have recognized continued relevancy in the current strategic plan as well as opportunities to refresh the plan with emerging ideas. Building on the work thus far, Kim Vanderwall will lead a work session on July 25 with the Library's Administrative Team to refine priorities and guiding principles. She will lead another strategic planning session with the Library Board at the September 19, 2018 Board meeting. We hope to finalize a new 2019-2021 strategic plan in September or October.

**BOARD ACTION REQUESTED:**

For Information and Discussion.

## Request for Library Board Action

**Meeting Date**

July 18, 2018

**Action Requested**  
 Information & Discussion

**Presented By**

 Jill Boldenow,  
 Library Director

**SUBJECT:**

Library Director Performance Evaluation

**BACKGROUND:**

The Library Board completes an annual performance evaluation of the Library Director in September. A schedule is given here. Attached is the Director's report on performance dimensions to date.

**Wednesday, August 8**

Gail Blackstone, Ramsey County Human Resources Director, sends the performance evaluation form and instructions to Library Board Members and the Deputy County Manager, EGCI service team.

**Monday, August 27**

Completed evaluations are due to Gail Blackstone's assistant.

**Thursday, September 6**

Ramsey County Human Resources sends the compiled evaluation data, including ratings averages and comment summaries, to the Library Board Chair.

**Date and Time TBD**

The Library Board Personnel Committee meets to prepare for the executive session.

**Wednesday, September 19**

This Library Board meeting will include a closed, executive session with the Director to discuss the evaluation.

**BOARD ACTION REQUESTED:**

For information and discussion.

## Library Director Performance Dimensions | September 2017 – August 2018

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

- Demonstrated an understanding of the roles of the County Board, Library Board, County Manager, and service team members. Worked within other governance structures, including the MELSA Board of Trustees, MELSA Advisory Board, and Minnesota Legislature.
- With Library Board Chair, developed monthly Library Board meeting agendas to support information, discussion, and action on governance issues.
- Coordinated Library Board self-evaluation at year-end.
- Insured that Library Board officer and member vacancies were filled as per by-laws.
- Initiated proactive County Board communication regarding Library Board recruitment, Library and Friends events, constituent concerns, and district projects.
- Attended County Board hearings and meetings with relevant action items.
- Completed the 2019 Ramsey County Supplemental Budget process. Submitted Library performance measures that support County goals and presented to County Board in August.

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

- Utilized data on service levels, staffing trends, collections turnover, and peer benchmarking to inform RCL budget request. Developed and secured a 2018-19 budget for the Library with a 30% increase for collections.
- Worked with County Finance staff to secure funding from unspent Library capital funds for furniture refurbishment in 2018-19.
- Worked with Chuck Wettergren to plan Digital Services budget with funds from Library operations and MELSA. Secured MELSA phase funding for 2018 technology projects.
- Participated with Collections Steering Team to determine spending allocation from the increased Library collections budget.
- Worked with Administrative Team to develop budgets—for end of year reserves, Friends annual grants, and capital campaign funds—that support strategic priorities.
- Pursued positive contract terms with tenants at RCL-Maplewood and RCL-Roseville.
- Began analysis of budget and staffing needs for 2020-2021.

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

- Supported Lynn Wyman's practices in HR that have been recognized for producing diverse hiring outcomes. Worked with County HR on a hiring, retention and promotion assessment.
- Guided the Library Administrative Team and Management Team to advance strategic, policy, and operational initiatives. Met regularly with direct reports.
- Supported In-Service Day planning to provide relevant training, highlight staff expertise and leadership, champion our mission and goals. Presented on Library's racial equity and inclusion (RE&I) vision and implementation throughout the organization.

- 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.
- Worked with Chuck Wettergren to analyze Library IT staffing and functions and to determine IT Consolidation plans and roles.
- Led the Management Team in a SWOT analysis to inform 2019-2021 strategic planning.

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

- Produced monthly Director's reports for Library Board with Library events of note, summaries of notable activities in the Library, at the County, or at MELSA.
- Prepared additional reports for Library Board action, information, and discussion.
- Contacted and met with Library Board Members between meetings to share updates.
- Communicated regularly with Chair about agendas, and assisted Chair in gathering information and drafting responses to numerous public inquiries.
- Organized a series of presentations to frame the Board's strategic planning process, including Ramsey County Goals, Library performance measures, citizen survey results, SWOT analysis, reflections on the 2016-2018 plan, and Library trends (presented by Jeff Eide).

*5. Intergovernmental relations and citizen involvement skills*

- Participated in several County committees, including: Ramsey County Technology Governance Committee, Senior Management Team, Economic Growth and Community Investment (EGCI) service team, Racial Equity Leadership Team, Youth Continuum of Care Governance Committee, Sexually Exploited Youth Leadership Committee, and Payment Card Industry Compliance Sponsors Group.
- Served on boards of the Suburban Ramsey Family Collaborative, Friends of the Ramsey County Libraries, and MELSA Advisory Board.
- Attended County Board meetings and met individually with Commissioners.
- Managed relations with City Managers and Mayors. Solved specific issues with colleagues in North St. Paul (custodial care and room access) and New Brighton (program space).
- Answered public inquiries about the Library.
- Met with donors and prospective donors.
- Met community members at Library and other events in suburban Ramsey County.
- Met with State legislators at Minnesota Library Association Library Day on relevant bills.
- Brought Library platform issues to County Government Relations staff.
- Participated in the Friends Gala, 5K, annual luncheon, and Shoreview art reception.

*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 identifying and implementing 2017 work plan initiatives.
- Produced quarterly reports for the Board showing work plan progress on strategic goals.

- Produced relevant agenda items and supporting content for Board packets.
- Produced and assigned roles for 2018 Work Plan, which advances strategic objectives.

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

- Applied for and received competitive LSTA grant award (\$40,000) to support expanded Popup Library programs in 2018 to reach underserved individuals and communities.
- Initiated a new Maker Team and supported hire of a new Adult Makerspace Librarian to expand this offering.
- Supported an LSTA grant proposal to fund new Makerspace programs in 2019 that support storytelling.
- Initiated review and selection of new online platform to enhance Summer Reading Program.
- Supported a task force to review and select an enhanced catalog discovery layer product.
- Oversaw completion of the Maplewood Library pre-design report.
- Wrote the RFQ and hired a consultant to produce a Library facilities master plan 2019-2025.

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

- Advocated and received County Board approval for a 2018-19 Library budget that sustains service support and substantially increases the Library's collections budget.
- Presented to all staff about the significant impact of libraries and staff on our community, literacy, democracy, equity, and information access.
- Led Administrative and Management Teams to address relevant issues, cultivate productive deliberations, and take action.
- Influenced MELSA Advisory Board (Library Directors) to sustain a current formula for distribution of state funds to metro library systems.
- Influenced IT consolidation process to maintain necessary staffing levels.
- Mobilized colleagues to support Friends events and campaigns.
- Served on the County Manager's Racial Equity Leadership Team; helped create new racial equity training plan for all County managers and supervisors.
- Communicated to all staff about the vital role of the Library in supporting the County's Racial Equity in Action plan. Mobilized Library managers and supervisors to register for the new racial equity training.
- Engaged County colleagues in social services to partner in strengthening Library services.



## Ramsey County Library in the News:

- |      |                       |   |
|------|-----------------------|---|
| 6/1  | American Libraries    | <a href="https://americanlibrariesmagazine.org/2018/06/01/bringing-libraries-to-wic/">Bringing Libraries to WIC</a><br><a href="https://americanlibrariesmagazine.org/2018/06/01/bringing-libraries-to-wic/">https://americanlibrariesmagazine.org/2018/06/01/bringing-libraries-to-wic/</a>  |
| 6/16 | Star Tribune          | <a href="http://www.startribune.com/new-mend-it-clinic-coming-to-the-library-in-roseville/485740411/">New Mend-It Clinic coming to the library in Roseville</a><br><a href="http://www.startribune.com/new-mend-it-clinic-coming-to-the-library-in-roseville/485740411/">http://www.startribune.com/new-mend-it-clinic-coming-to-the-library-in-roseville/485740411/</a>  |
| 6/26 | White Bear Press      | <a href="http://www.presspubs.com/white_bear/opinion/article_269a8710-7994-11e8-83ad-bba395a46ebd.html">Park RX</a><br><a href="http://www.presspubs.com/white_bear/opinion/article_269a8710-7994-11e8-83ad-bba395a46ebd.html">http://www.presspubs.com/white_bear/opinion/article_269a8710-7994-11e8-83ad-bba395a46ebd.html</a>  |
| 6/28 | Pioneer Press         | <a href="https://www.twincities.com/2018/06/28/how-to-vote-early-minnesota-primary-election-voting-begins-friday-by-absentee-ballot/">How to vote early: Minnesota primary election voting begins Friday</a><br><a href="https://www.twincities.com/2018/06/28/how-to-vote-early-minnesota-primary-election-voting-begins-friday-by-absentee-ballot/">https://www.twincities.com/2018/06/28/how-to-vote-early-minnesota-primary-election-voting-begins-friday-by-absentee-ballot/</a> |
| 7/2  | KSTP                  | <a href="http://kstp.com/news/minnesota-moment-chitty-chitty-bang-bang-a-sensory-friendly-performance/4973612/">Minnesota Moment: 'Chitty Chitty Bang Bang' a Sensory-Friendly Performance</a><br><a href="http://kstp.com/news/minnesota-moment-chitty-chitty-bang-bang-a-sensory-friendly-performance/4973612/">http://kstp.com/news/minnesota-moment-chitty-chitty-bang-bang-a-sensory-friendly-performance/4973612/</a>   |
| 7/2  | Star Tribune          | <a href="http://www.startribune.com/ebooks-minnesota-offers-online-reading-across-the-state/487160411/">No card, no waits at state's growing e-book library</a><br><a href="http://www.startribune.com/ebooks-minnesota-offers-online-reading-across-the-state/487160411/">http://www.startribune.com/ebooks-minnesota-offers-online-reading-across-the-state/487160411/</a>  |
| 7/4  | White Bear Press      | <a href="http://www.presspubs.com/white_bear/news/article_c65a2c00-7e45-11e8-8a24-974c47d71089.html">Drop-in center for couch-hopping youth opens in Maplewood Mall</a><br><a href="http://www.presspubs.com/white_bear/news/article_c65a2c00-7e45-11e8-8a24-974c47d71089.html">http://www.presspubs.com/white_bear/news/article_c65a2c00-7e45-11e8-8a24-974c47d71089.html</a>  |
| 7/5  | White Bear Press      | <a href="http://www.presspubs.com/white_bear/news/article_43ef2ce0-6f1b-11e8-b08f-6b855ff5830b.html">Local artist unveils State Fair poster</a><br><a href="http://www.presspubs.com/white_bear/news/article_43ef2ce0-6f1b-11e8-b08f-6b855ff5830b.html">http://www.presspubs.com/white_bear/news/article_43ef2ce0-6f1b-11e8-b08f-6b855ff5830b.html</a>  |
| 7/5  | Pioneer Press         | <a href="https://www.twincities.com/2018/07/05/an-exit-interview-with-julie-kleinschmidt-ramsey-county-manager/">She leads 4,000 Ramsey County employees and big development projects. What Julie Kleinschmidt says about retirement.</a><br><a href="https://www.twincities.com/2018/07/05/an-exit-interview-with-julie-kleinschmidt-ramsey-county-manager/">https://www.twincities.com/2018/07/05/an-exit-interview-with-julie-kleinschmidt-ramsey-county-manager/</a>              |
| 7/11 | Vadnais Heights Press | <a href="http://www.presspubs.com/vadnais/opinion/article_b6a0e116-853c-11e8-862f-d78b9bddce32.html">Letters to the Editor: Expand White Bear's library hours</a><br><a href="http://www.presspubs.com/vadnais/opinion/article_b6a0e116-853c-11e8-862f-d78b9bddce32.html">http://www.presspubs.com/vadnais/opinion/article_b6a0e116-853c-11e8-862f-d78b9bddce32.html</a>  |

FB:

Check-in

Mobile Menders

added a new photo — at Ramsey County Library

June 24 at 7:05 PM · Roseville, MN ·

Like as Your Page



Ramsey County Library, Lisa Whillatch Blaner and Viv Henry

Like

Comment

Share

Check-in

Jennifer Dietrich

is at Ramsey County Library.

June 27 at 3:46 PM · Instagram ·

this lovey was left behind today. 😭 do you know his family? he's safe here at the library but he'd love to go home to his owner. ❤️ #sadbunny #lovedbunny #helpgetbunnyhome #rosevillelibrary



Like

Comment

Share

Jolene Szulim Casemore, Sue Graddy and 40 others

Ramsey County Library

Published by Pa Na Lor 171 · June 22 at 9:00 AM ·

Do you have any to add to the list?  
Image via Random House.

Things readers shouldn't have to apologize for:

1. Always carrying a book.


2. Re-reading our favorites.

3. Staying up until 4am to read.

4. Being tired because of said 4am reading.

5. Nagging friends about returning "borrowed" books.

6. Falling in love with fictional characters.



1,666 people reached

Boost Post

Keiko Farrar, Jacqueline Schneider and 36 others

4 Comments 13 Shares

Barb Nickelsen

This is me except #5. I don't lend my books anymore.

Like · Reply · Message · 2w

Margaret Seibel

Saying famous phrases like "the game's afoot".

Like · Reply · Message · 2w

Anita Alexander

Not borrowing out books. Wanting to read the actual book instead of a kindle.

Like · Reply · Message · 2w

Monica Dian Voss

Crying because I finished an awesome story.

Like · Reply · Message · 2w


Check-in

Josh Moreness

is with Greg Ellis at Ramsay County Library.

June 29 at 11:04 AM · Roseville, MN ·

With the OG himself #PurplePrince



Like

Comment

Share

Wes Wyrick, Lacey Boston and 16 others

Brett Spurlin

Hey I feel you might need a pin

Like · Reply · 1w

Raymond Williams

Yo g what up with all the pens on your neck lol





Check-in

**Jim Lewis** added 2 new photos at Ramsey County Library.  
July 9 at 3:37 PM · Roseville, MN · 🌐

Never know what you're going to see at the Ramsey County library, Roseville. Today it was snakes!



Like

Comment

Share

👍

👍 🗨️ 🔄 Ramsey County Library, John Andreasen, Julie Hines and 11 others

**Nancy Sand Olson** Yikes!  
Like · Reply · 1d

**Julie Hines** Glad I wasn't there!!  
Like · Reply · 1d



**Ramsey County Library**

Published by Pa Na Lor [?] · Yesterday at 8:00 AM · 🌐

### Meet Your 2018 Library Board

Front row (L to R): John Hakes, Craig Klausing, Mary Jo McGuire; Back row (L to R): Marisol Chiclana-Ayala, Sylvia Neblett, Paula Mielke, Debra Berry, Sida Ly-Xiong



👥 1,086 people reached

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Write a comment...

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Most Relevant ▾



**Susan Nemitz** Such handsome people! 👍 2

Like · Reply · Message · 23h



**Chris Follett** Thank you Mary Jo McGuire!! 👍 2

Like · Reply · Message · 1d

Check-in

**Jimmie Davis** is at Ramsey County Library.  
July 9 at 3:59 PM · Roseville, MN · 🌐

Home 🏠

👍 Like

🗨️ Comment

🔄 Share

👍

👍 🗨️ 🔄 Prince Bil, Roosevelt Randle and 6 others



# Twitter:

**Hennepin County Library** @hclib · Jun 20  
Regardless of citizenship status, All are welcome here.  
#WorldRefugeeDay



2 29 95

**BaseballJunki3** @GoTwinkies17 · Jun 20  
Library card CANCELLED

1

**Hennepin County Library** @hclib  
Following

Replying to @GoTwinkies17

If you change your mind, you can get a @rcldreads library card at White Bear Lake Library [rcldreads.org/about/faq#libr...](http://rcldreads.org/about/faq#libr...)

8:37 PM - 20 Jun 2018

## More replies

**BaseballJunki3** @GoTwinkies17 · Jun 20  
Replying to @hclib @rcldreads  
Way ahead of ya. The left policies destroyed my hometown of crystal (home library) and nearby Brooklyn Center, New Hope and Robbinsdale. Did you know that Brooklyn Center was rated the #1 city to raise a family in 1985?

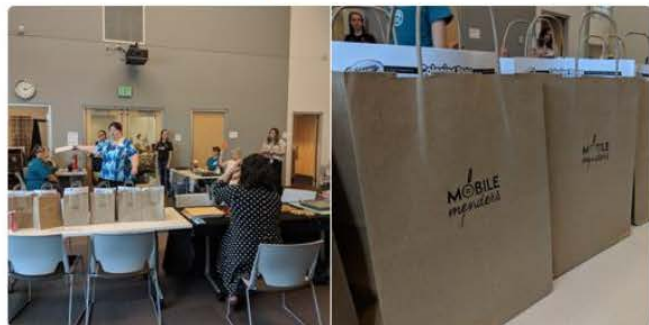
**MJ** @M\_3927 · Jun 24  
@rcldreads thanks for being my lifeline during this interim. #grateful

1

**MJ** @M\_3927 · Jul 3  
@rcldreads thank you for all the services and opportunities provided to patrons. You have been my lifeline during this interim. #thankyou

1

**MobileMenders** @Mobile\_Menders · Jun 23  
Founder @MichelleOoley talking logistics for today's #MendItClinic event at @RamseyCounty @rcldreads in Roseville! People in need of clothing repair already lined up outside the door



1 4

**Risikat Adesaogun** @RisikatShon · Jun 23  
And we're off! I'm volunteering at @Mobile\_Menders #MendItClinic in @RamseyCounty this morning - first mending folks in the door!

DYK the average citizen throws away 70lbs of clothing and textiles each year? Mending helps reduce #textilewaste - come down to @rcldreads Roseville! - at Ramsey County Library



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**God letters at Good** @Happysendings · Jun 25  
@rcldreads thpugh the event is passed for #mending workshop. I retweeted hoping it will #inspireothers

1



**Mounds View Police Department** @MoundsView\_PD · Jun 25

Bike safety event pictures- Chief Harder read a book, PD bike patrol and SBM Fire were on hand to share safe riding tips at the @rdreads Ramsey Co Library!



1 2 7



**St. Paul City GOP**

@STPCityGOP

Follow

@rdreads are libraries staying open later to deal with this heat & humidity? You've done so in the past.

11:58 AM · 30 Jun 2018



**RamseyCountyLibrary** @rdreads · Jul 2

Replying to @STPCityGOP

Ramsey County Emergency Management and Homeland Security determine when it is necessary for the library to stay open based on key factors such as forecast, present heat emergency with expected temperature above 90 degrees after 9 p.m., lasting more than 1 hour.



**RamseyCountyLibrary** @rdreads · Jun 30

Today is the last day to submit your self publish work! Good luck everyone. Details: [minnauthorproject.librariesshare.com/minnesota/](http://minnauthorproject.librariesshare.com/minnesota/) #mn #rdie #authors #selfpublish #writing #MinnesotaAuthorProject #MNWritesMNReads #library



1 1 4



**St. Paul City GOP**

@STPCityGOP

Follow

Replying to @rdreads

One of our admins has a Christian Childrens Story he has to finish editing and find an illustrator for. Will this group have a category for children's books?

11:56 AM · 30 Jun 2018

1 like



**RamseyCountyLibrary** @rdreads · Jul 2

Replying to @STPCityGOP

Currently, the Minnesota Author Project is accepting adult and young adult fiction. Since the submission deadline has passed, you can still self-publish your work through MN Writes MN Reads. Details: [rdreads.org/mnwrites](http://rdreads.org/mnwrites).



**Tom Burchell** @tommytittlesart · Jul 1

Replying to @STPCityGOP @rdreads

I am a children's illustrator :D. Hope I didn't read this tweet wrong and u weren't actually asking for an illustrator. Here's a link to my portfolio anyway :) hope you enjoy



**burchellillustration**

Portfolio

[burchellillustration.wixsite.com](http://burchellillustration.wixsite.com)



**Minnesota Local Section ACS** @MinnesotaACS · Jul 7

Today we're at @rdreads for Chemists in the Library. Ages 5 and up come drop in for fun hands on chemistry activities! 1:30-3:30pm at Shoreview Library 4560 North Victoria St. Shoreview, MN 55126





# Google Reviews:

## Ramsey County Library - North St. Paul

2300 N St Paul Dr, North St Paul, MN

[Write a review](#)

4.2 ★★★★★ 12 reviews

Sort by: Newest



tm s

Local Guide · 11 reviews · 1 photo

★★★★★ 4 days ago

A favorite library. Small for a metro public library. Huge DVD section, cozy reading area by the magazines and newspapers, computers with internet access, lovely children's section on the other side and an adjacent room for teens to watch ... [More](#)

[Reply](#)

[Like](#)



Michael Frisby

2 reviews

★★★★★ 3 weeks ago

A little small but it's a good library.

## Ramsey County Library - Shoreview

4560 Victoria St N, Shoreview, MN

[Write a review](#)

4.6 ★★★★★ 33 reviews

Sort by



Steph Lang

Local Guide · 10 reviews

★★★★★ 2 weeks ago

I absolutely love this library! It is always clean and the staff are always very helpful and nice.

[Reply](#)

[Like](#)



Amulet Seacrest

2 reviews

★★★★★ a month ago

The shoreview library is the most best library i have ever been to they are so nice and i love the tuesday game night and the thursday brain box .best library ever!!!

## Ramsey County Library - White Bear Lake

2150 2nd St, White Bear Lake, MN

[Write a review](#)

4.6 ★★★★★ 17 reviews

Sort by: New



Amulet Seacrest

2 reviews

★★★★★ a month ago

white bear library is really amazing the people there are so nice they have the best books comics dvds games and the library is so close i can just bike there.

[Reply](#)

[Like](#)



Jon Goetz

Local Guide · 239 reviews · 1,040 photos

★★★★★ a month ago

Wow. This library will be the heart of WBL's promotion of continuous growth and learning for decades. Great facility, great activities, and open to everyone. 10 stars