

Minutes of the Ramsey County Library Board

December 12, 2018

LIBRARY BOARD PRESENT:

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

LIBRARY BOARD ABSENT:

Marisol Chiclana-Ayala

STAFF PRESENT:

Jill Boldenow, Library Director; Lynn Wyman, Deputy Director; Mary Larson, Library Board Coordinator; Jeff Eide, Senior Library Manager; Chuck Wettergren, Digital Services Manager; Monica Stratton, Children's Services Coordinator; Carol Jackson, Shoreview Library Manager

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; Cyndi Cook, Friends of the Ramsey County Library Executive Director; Les Sipkema, Shoreview Resident; Bryan Olson, Falcon Heights Resident

CALL TO ORDER:

Klausing called the meeting to order at 6:30 p.m. at the Ramsey County Library in Shoreview, 4560 Victoria Street North.

PUBLIC COMMENT:

Les Sipkema, Shoreview resident, commented to the Library Board regarding the release of grant funding, thanked Library Director Jill Boldenow for the information she provided, and shared his thoughts on the BiblioCommons library interface on the agenda.

Bryan Olson, Falcon Heights resident, commented on the meeting minutes format, Library Board self-evaluation, and the BiblioCommons interface.

APPROVAL OF AGENDA:

Mielke made a motion to approve the agenda for December 12, 2018 as presented. Hakes seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Ly-Xiong made a motion to approve the minutes of October 17, 2018 as presented. Berry seconded the motion, which was approved by majority vote with Klausing abstaining due to his absence at the meeting in question.

DIRECTOR'S REPORT:

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

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

Ramsey County Library named a Star Library – For the sixth consecutive year, RCL has been named a *Library Journal* Star Library. This designation is given to libraries with a high index rating based on per capita library visits, print and e-circulation, program attendance, and public internet computer use. We were among thirty

libraries nationally with budgets between \$10-\$30 million to be honored. Minnesota libraries honored in other budget categories include Baudette Public Library, Ely Public Library, and Grand Marais Public Library.

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

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

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

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

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

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

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

Upcoming Events:

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

AWARD LIBRARY GOLD CARD:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Neblett made a motion to award a Library Gold Card to Paula Mielke as a symbol of appreciation for her contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate. Berry seconded the motion, which was unanimously approved. The Board members thanked Mielke for her leadership.

AWARD CONTRACT FOR CATALOG SEARCH AND DISCOVERY SYSTEM:

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

Ramsey County Library's 2016–2018 Technology Plan identified the need to replace Aquabrowser, the current discovery layer that has been in place since a 2009 collaborative purchase by MELSA. Discovery layers provide web-based access and integration of library resources including physical materials, patron accounts, programming, readers' advisory, ebooks and social media. Aquabrowser is no longer able to keep up with updates to web browsers, and does not integrate with the Library's website, calendar, or mobile app.

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

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

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

Wettergren noted that BiblioCommons will be easier for staff to work with, utilizing WordPress templates. More staff can be involved in creating and updating content.

Ly-Xiong made a motion to approve sending a Notice of Intent to Award letter to BiblioCommons. If all requirements of that letter are met, authorize Ramsey County Library to begin contract negotiations for a multi-year contract with BiblioCommons. Neblett seconded the motion, which was approved by unanimous vote.

CHILDREN'S SERVICES REPORT:

Monica Stratton, Children's Services Coordinator, gave the Library Board an overview of children's services during the past year. Highlights included:

STORYTIMES

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

STEM PROGRAMMING

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

OTHER PROGRAMMING

- RCL made headlines in February with the Sting phenomenon

- Added new Paws to Read dog at Maplewood (owner/handler is a member of the RCL Friends, Kerry Kleyman)
- Welcomed 277 kindergarteners to Ramsey County Library at the annual Kindergarten Card Party in January with guest Kate DiCamillo (another 1,316 library cards were mailed directly to kindergarten student's homes)
- Partnered with the Red Balloon Bookstore in December to host nationally acclaimed author/illustrator Jan Brett at the Roseville Library (over 500 attendees came to this after-hours event)
- Continued advocacy for promoting diversity in children's literature with the fourth Diverse Books Showcase in November
- Invited Ramsey County Commissioners to our weekly storytimes to help celebrate National Library Week in April

SUMMER

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

OUTREACH

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

OTHER

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

LOOKING AHEAD

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

BENCHMARKING RAMSEY COUNTY LIBRARY TO OTHER COMPARABLE LIBRARIES:

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

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

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

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

COMMUNITY ENGAGEMENT/POP UP REPORT:

The goal of the pop up library project is to reach underserved and underrepresented communities. Accomplishments for the year included improving service delivery infrastructure which included a trailer, a targeted collection of materials, dedicated outreach computers and supplies. Staff applied for and was awarded a Library Services and Technology Act grant offered through the Federal Institute of Museum and Library Services. This grant was for \$40,000 and paid for these materials as well as for outreach staffing through the year.

Service was delivered to 28 different venues over 34 dates. The number of individuals reached was 4,220. Outreach covered a wide range of venues with services varying from place to place depending on the location and expected attendees. At most locations, staff had the ability to register people for library cards, check out materials, advertise library programs, and more.

Key partners include:

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

Eide noted that popular features of the pop up library were the button maker, the 3D printer, and free library merchandise including a book bag, etc. The pop up equipment was set up for the Library Board.

LIBRARY BOARD SELF EVALUATION:

The Library Board discussed the results of their annual self-evaluation survey. Issues discussed include committees and social gatherings.

CAPITAL PLANNING UPDATE:

The Library is currently engaged in a capital project in Shoreview and system-wide capital planning. Updates on the status of three items were discussed.

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

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

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

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

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

SHOREVIEW BRANCH UPDATE:

Trends in the Service Area

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

Library Issues and Service Trends

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

NEXT MEETING:

January 16, 2019—Ramsey County Library in Shoreview, 4560 Victoria Street North, 6:30 p.m.

ADJOURNMENT:

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

Respectfully Submitted,

Mary Larson
Library Board Coordinator