

**Ramsey County Library
Board of Trustees Meeting
February 19, 2020
2180 Hamline Avenue North
Roseville, MN – 6:30 PM**

CONNECT community
INSPIRE curiosity
CULTIVATE learning

- I. Call to Order**
- II. Public Comment (6:30-6:35)**
- III. Approval of Agenda (6:35)**
- IV. Consent Agenda (6:35-6:40)**
 - A. Approval of January 15, 2020 Minutes (2)
 - B. Director's Report (3)
 - C. 2019 Fourth Quarter Reports (4)
 - 1. Workplan Report (5)
 - 2. Financial Report (6)
 - 3. Statistical Report (7)
 - 4. Incident Reports (8)
- V. Action Items (6:40-7:30)**
 - A. Award Library Gold Card (9)
 - B. Video Streaming Service (10)
 - C. 2019 Year End Reserve List (11)
 - D. EGCI Administrative Services (12)
 - E. Checkout Policy (13)
- VI. Discussion Items (7:30-8:30)**
 - A. By-laws and Policies (14)
 - B. Naming Rights (15)
 - c. Other
- VII. Adjournment (8:30)**

| Scheduled Upcoming Meetings | | |
|------------------------------------|---|--|
| March 18, 2020 6:30 p.m. | RCL – North St. Paul 2300 North St. Paul Drive | Annual Report to State Budget Overview/Timeline Branch Report |
| April 15, 2020 6:30 p.m. | RCL – Mounds View 2576 Mounds View Boulevard | County Performance Measures Award Library Gold Cards Public Policies Review Branch Report |
| May 20, 2020 6:30 p.m. | RCL – Maplewood 3025 Southlawn Drive | Collections Overview Community Engagement Overview |

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Library Board

Sylvia Neblett, Chair
Gwen Willems, Vice Chair
Debra Berry, Secretary
Claire Chang
Marisol Chiclana-Ayala
Sida Ly-Xiong
Steve Woods

Library Director

Jill Boldenow

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

Minutes of the Ramsey County Library Board

January 15, 2020

LIBRARY BOARD PRESENT:

Deb Berry, Claire Chang, Marisol Chiclana-Ayala, Sida Ly-Xiong, Sylvia Neblett, Gwen Willems, Steve Woods

STAFF PRESENT:

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

OTHERS PRESENT:

Cyndi Cook, Friends of the Ramsey County Library Executive Director; Mary Jo McGuire, Ramsey County Commissioner; Melitta Dreschler, Assistant Ramsey County Attorney; Jennifer Nelson, Minnesota State Librarian

CALL TO ORDER:

Ly-Xiong called the meeting to order at 6:30 p.m. in the Community Program Room of the Ramsey County Library in Shoreview, 4560 Victoria Street North. New Library Board Trustees Claire Chang and Steve Woods were introduced to Library Board members and staff.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Willems made a motion to approve the agenda for January 15, 2020, as presented. Neblett seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Neblett made a motion to approve the minutes of December 18, 2019 as presented. Berry seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

Important Dates – All Ramsey County Libraries will be closed on January 20 and February 17. The Friends Gala is February 1, with the theme: *"Welcome to the Roaring 20s."*

Implemented: No Fines on Youth Materials – Ramsey County Library has implemented its new Fines and Fees policy; we no longer charge overdue fines for youth materials. The new policy also makes loan periods more uniform and easier for patrons to follow. The Library completed a one-time waive of existing charges on the accounts of all patrons under 18. We are now ready to welcome back over 6,000 youth whose borrowing privileges have been restored. Staff will be launching communications and outreach to youth and parents to share this news, welcome back lapsed users, and encourage more Library use to support youth learning!

Coming Soon: New RCL Website – Ramsey County Library is on the verge of launching a new website. Within the next month, patrons will have a new and improved online Library experience that puts them front and center. The URL will remain the same: www.rclreads.org.

The new website will feature smarter searching. Patrons can use plain language to find what they're looking for and discover related resources. Patrons will be able to easily browse new titles, award winners, events, and staff or reader lists. They may share ratings and reviews and maintain a private record of titles they have read or saved to read later. The website is mobile-friendly. Patrons will now be able to create a custom username to make it easier to log in to their account. Placing holds and selecting a preferred pickup location will be

streamlined. We are excited for the launch and will continue to develop user-friendly content for the site throughout this year.

Legal Resources Supported by Ramsey County Law Library – Ramsey County Law Library has allocated funds in 2020 to support new legal print resources and maintain the database: *Minnesota Legal Forms Library* at Ramsey County Library. This database provides public access to real estate contracts, wills, pre-marital agreements, bankruptcy, divorce, landlord/tenant forms, and more. Thanks to Ramsey County Law Library for their support of online and print resources as well as for providing free legal help programs in the Library.

Library to Employ Youth in Public Sector Academy – The Library is participating in an exciting pilot with Ramsey County Workforce Solutions to provide young job seekers with public sector experience from January through March. The Young Adult Public Sector Career Academy is a 10-week paid internship program for residents between the ages of 18 and 24. Interns will earn a customer service credential from Saint Paul College and will rotate between Ramsey County Library, Parks and Recreation, Property Management, and Public Works.

Ramsey County Commissioner Officers and Appointments – The Ramsey County Board of Commissioners elected Commissioner Toni Carter to serve as Chair and Commissioner Mary Jo McGuire to serve as Vice-Chair in 2020. The County Board appointed Commissioner McGuire to serve as the Ramsey County Library Board of Trustees Liaison (with Commissioner Reinhardt as alternate). The County Board also appointed Commissioner McGuire to serve on the Metropolitan Library Services Agency (MELSA) Board of Trustees.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

2020 Signature Sponsor – The Friends are excited to announce Northeast Bank as the first ever Friends 2020 Signature Sponsor! This is a new sponsorship opportunity and Northeast Bank is donating \$10,000 to support Reading Friends and Ramsey County Library programs throughout the year. Northeast Bank funding will enhance and expand both the Friends and Ramsey County Library's outreach to low income and underserved communities.

Northeast Bank is a premier independent community bank committed to providing quality products and exceptional service. Founded in 1947, their mission is to build strong communities one relationship at a time. As such, Northeast Bank has a long and well-established history of working with the community -- from working with local school children, to helping grow businesses and supporting community organizations. Their philosophy of putting people first, and trusting that profitability will follow, has been proven true for more than half a century. As their clients have prospered, so has Northeast Bank and, in turn, the community they serve.

Upcoming Events

- Kindergarten Card Celebration, January 25, 2020 at RCL Shoreview
- Friends Board of Directors, January 27, 2020 at RCL-Shoreview
- Annual Hats Off to the Library Gala "Welcome to the Roaring 20s!" February 1, 2020 at RCL-Roseville

ANNUAL MEETING:

Election of Officers:

As per the Ramsey County Library Board of Trustees By-Laws, Article III, Section 4: the officers of the Board of Trustees shall be a chair, vice chair, and secretary.

Officers shall be elected by majority vote.

At the annual meeting, the Board will solicit nominations and vote to elect a chair for 2020. Following this election, the Board will solicit nominations and vote to elect a vice chair, and similarly elect a secretary for 2020.

The duties of the officers, as defined in by-laws:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer.

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all meetings are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

Ly-Xiong nominated Neblett, and moved her election as Chair of the Ramsey County Library Board. Chiclana-Ayala seconded the motion. Neblett was unanimously elected as Chair for 2020.

Neblett nominated Willems, and moved her election as Vice Chair of the Ramsey County Library Board. Chiclana-Ayala seconded the motion. Willems was unanimously elected as Vice Chair for 2020.

Ly-Xiong nominated Berry, and moved her re-election as Secretary of the Ramsey County Library. Willems seconded the motion. Berry was unanimously re-elected as Secretary for 2020.

LIAISON AND LIBRARY BOARD COMMITTEE APPOINTMENTS:

Friends Board Liaison Appointment:

As per the Ramsey County Library Board of Trustees By-Laws, Article VI, Duties of the Board of Trustees: the Library Board will maintain a liaison to the Friends of the Ramsey County Libraries board. The Library Board makes this appointment each year. Marisol Chiclana-Ayala has served in this role since 2018, and volunteered to continue for 2020. Ly-Xiong seconded the self-nomination, which was approved unanimously.

Committees:

At each annual meeting, the Library Board appoints members to any committees they wish to form. The Library Board's By-Laws and Policies do not prescribe the formation of any committees. However, common committees include a Personnel Committee and a By-Laws and Policies Review Committee. Committees may be formed throughout the year as well.

Policy C of the Library Board Policies outlines committee principles, purposes, and authorities.

Boldenow recommended that the Library Board form a committee to review and recommend necessary revisions to the By-Laws and Policies, because it has been three years since the last review. The Board may also consider appointing the officers to serve on a Personnel Committee to take up personnel issues as needed.

Neblett indicated that she would like an Executive Committee, comprised of the Chair, Vice Chair, and Secretary, to work as a team to determine agenda topics, etc.

Annual Schedule of Meetings:

The Ramsey County Library Board currently meets at 6:30 p.m. on the third Wednesday of each month at locations throughout the library system. Additional meetings may be scheduled on the first Wednesday of a month or any other date as necessary.

Chiclana-Ayala made a motion to approve the 2020 Annual Schedule of Library Board Meetings as presented. Berry seconded the motion, which was approved by unanimous vote.

LIBRARY BOARD ROLES:

Jennifer Nelson, Executive Director of State Library Services and Charter Center, Minnesota Department of Education, was present to give an overview of the roles of public library boards in Minnesota. She shared population and usage statistics for Minnesota, noting several trends in the library community.

Nelson noted that public libraries and library boards are established under Minnesota Statute Chapter 134, with statutes covering appointment of board members, terms of office, board vacancies, organization of board and board duties, etc.

Board duties outlined in Minnesota Statute 134.11 subd. 2 include:

- The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law.
- It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes.
- All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board.
- The library board may lease rooms for library use.
- The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause.
- With the approval of the council or board of county commissioners, the library board may purchase grounds and erect a library building thereon.

Nelson summarized the roles and responsibilities of both governing and advisory library boards, including those that are vital for all library boards:

- Support the growth of library services to the community.
- Advocate for excellence and adequate funding.
- Obey all library laws, state and federal.
- Conduct analyses of the community and its needs, and implement responses to those needs.
- Building board policies and procedures that work together effectively on behalf of the community for needed library services.
- Provide a model of exemplary performance of a public body functioning as a part of government.

She concluded her overview with the characteristics of successful library board, and thanked the Ramsey County Library Board for their work and commitment to equity.

LIBRARY BOARD BY-LAWS AND POLICIES:

Boldenow recommended that the Library Board review its By-laws and Policies to inform members about the Board's governing rules and determine if revisions are needed.

Commissioner McGuire proposed that the Library Board wait to discuss its By-laws and Policies. McGuire proposed that the Library Board and the County Board develop a Memorandum of Understanding (MOU) outlining mutually agreed-upon roles and responsibilities of the Library Board and the County.

Library Board members expressed the need for more information from the County to understand the issues and proposed changes. Members discussed that the role of the Library Board is defined in statutes and By-laws, and

that the Library is strategically aligned and collaborative with others in the County. All members affirmed the need to receive more information from the County before assessing possible solutions. Neblett stated that any revision of By-laws and Policies would be undertaken by the Board, not staff.

A motion by Woods was amended by Ly-Xiong to request more information be brought to the next meeting to support a decision process. Berry seconded the motion, which was approved unanimously by the Library Board.

The By-laws and Policies agenda item was tabled.

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET AMENDMENT:

The January 14th Ramsey County Board of Commissioners meeting included a request from the Finance Department for an amendment to the 2020 Capital Improvement Program Budget and Financing Plan.

In November, 2019, the Ramsey County Board of Commissioners adopted the 2020 Bonding Ordinance, and on December 17, 2019, the County Board approved the 2020 Capital Improvement Program Budget and Financing Plan. The Ordinance authorized the issuance of bonds to finance regular and major CIP project costs in 2020, including \$1,000,000 for the RCL-Maplewood renovation project and for other county projects.

The Finance Department amendment of January 14th calls for fund balances to be used, rather than bond issuance, for all 2020 regular and major CIP project costs, to save interest and issuance costs. This would require the Library to use \$1,000,000 of the Library's fund balance in 2020 to begin the RCL-Maplewood renovation project. (The remaining project cost is \$2,769,005, and is intended to be financed through a 2021 bonding process.)

The Finance Department also brought a Reimbursement Resolution to the January 14th County Board meeting to preserve the option for reimbursement from future bond proceeds to various fund balances if recommended.

NEXT MEETING:

February 19, 2020—Ramsey County Library in Roseville, 2180 Hamline Avenue North, 6:30 p.m.

ADJOURNMENT:

Neblett adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

DIRECTOR'S REPORT

February 2020

January Staff Updates:

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|--------------|---|
| Hired: | Lizzie Ngov, Library Page at RCL-MP |
| Hired: | Steffen Lee, Library Page at RCL-MV |
| Transferred: | Michelle Leedahl, to PT Librarian at RCL-RV |
| Resigned: | Gao Zoua Pa Vang, Library Page at RCL-RV |

Important Dates – All Ramsey County Libraries will be closed on April 2 and April 12.

A new digital library! – The Library launched a new digital library on February 3 at rclreads.org! I want to commend and congratulate the many Library staff whose excellent work made this transition possible. Chuck Wettergren, Jenny Jackson, Jason Lyons, Zach Tessier, Nathan Coan, Kayla Syrocki, and Nicole Herold led the implementation of the new site on a very short timeline. Many other staff took part in testing and training. This has been a tremendous group effort! The platform seamlessly integrates the Library's catalog, events, and web pages. With the new design and mobile-friendly features, our digital library spaces are now more accessible. New features include smarter searching, better browsing, and personalized accounts.

Kindergarten Card Party: Kids and families streamed into RCL-Shoreview on January 25 for a lively Kindergarten Card party. Kids enjoyed a presentation and book signing with LeUyen Pham, book giveaways, a scavenger hunt, and getting a new library card. RCL children's librarians visited 2,408 kindergarteners in school visits to promote this opportunity. RCL received 1,366 card applications, and the party drew 239 kindergartners to get their library card in person. (Others will be mailed). Thanks to Library Board member Sylvia Neblett and Commissioners Trista MatasCastillo, Victoria Reinhardt, and Nicole Frethem (and her aide Sheena Denny) for helping to greet participants and give away books. Kudos to the children's librarians, volunteers, and Shoreview Library staff for pulling off this great event! Big thanks to the Friends and event sponsors for supporting this effort.



LeUyen Pham

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

Request for Library Board Action

Meeting Date
 February 19, 2020

Action Requested
 Information and
 Discussion

Presented By
 Jill Boldenow,
 Library Director

SUBJECT:
 2019 Fourth Quarter Reports

BACKGROUND:

On a quarterly basis, Library staff presents the following series of reports to the Library Board for information and discussion. The reports include:

- Workplan Report – prepared by Jill Boldenow, Library Director
- Financial Report – prepared by Mary Larson, Financial Manager
- Statistical Report – prepared by Jeff Eide, Planning & Analysis Manager
- Incident Report – prepared by Mickey Ladich, Property Manager

BOARD ACTION REQUESTED:
 For information and discussion.

Ramsey County Library | 2019 Work Plan Q4 Report

Summary of Key Outcomes

Priority 1: Facilitate access by removing barriers.

Key Outcomes:

- Received Library Board approval and 2020-2021 budget funding to eliminate late fines on juvenile materials as of 2020
- Promoted Library account registration; at year-end had accounts for 79.2% of suburban Ramsey County households—an annual increase of 3%
- Expanded tech help and other programs at senior residences and centers

Priority 2: Foster literacy and lifelong learning.

Key Outcomes:

- Provided 3,953 programs for 120,678 participants, including attendance of 70,897 at children's programs, 12,990 at teen events, and 36,791 for adults
- Expanded promotion of 1,000 Books Before Kindergarten, enrolling 1,131 new participants and logging 17,897 books read
- Achieved a 235% annual increase in adult maker program participants—serving 3,370; expanded programs and equipment through grant funding
- Received FTE in 2020-2021 Library budget to hire new Digital Services Librarian to meet increasing demand for digital literacy and maker programs

Priority 3: Maximize learning and exploration through dynamic use of technology, library, and community space.

Key Outcomes:

- Hired a new Outreach Librarian and expanded Popup Library programs to reach underserved residents outside of libraries
- Achieved a 70% annual increase in number of people reached at outreach events including Popup Library—serving 27,884 people at 415 events
- Completed the Library's Facilities Master Plan 2019-2029
- Received funding in 2020-2021 to support RCL-Maplewood remodel, RCL-Roseville makerspace, and RCL-Roseville Digital Services staff office remodel

Priority 4: Work proactively with partners to support community well-being.

Key Outcomes:

- Expanded partnerships with County Elections, Workforce Solutions, Public Health, Adult Mental Health Crisis Team, and Corrections
- Delivered Life Skills programs at 1,156 events serving 12,166 participants. Life Skills programs include digital literacy classes; health and wellness support; social service, mental health, and housing assistance; workforce and small business support; financial and legal assistance; and more

Ramsey County Library | 2019 Work Plan Q4 Report

Priority 1. Facilitate access by removing barriers.

| Initiatives | Results and measures |
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| Improve digital U/X and equipment (CW) <ul style="list-style-type: none"> Enhance and expand scan and fax services Enable renewals at limit / consider auto-renewal Increase device-charging opportunities Streamline Internet login process Select and install new self-check units Produce Technology Plan 2019-2021 Launch and promote Adobe or Corel or similar software Continue/expand computer grant giveaway to digital literacy classes | Quarter 1 <ul style="list-style-type: none"> Installed Corel VideoStudio and PaintShop Pro on laptop labs Launched digital storytelling programs and equipment, including Corel software, iOgrapher filmmaking kits, and scanning/digitizing equipment Quarter 2 <ul style="list-style-type: none"> Upgraded Cybrarian to support Windows 10, improve print displays, and enable automated guest passes Upgraded public PC application to provide Windows 10 support for digital labs and public computing Purchased Corel Draw Technical for laptop labs Provided 6 digital literacy classes to ex-offenders at Volunteers of America Re-entry Center in Roseville; gave 10 participants free laptop computers provided by Minnesota Computers for Schools Quarter 3 <ul style="list-style-type: none"> With Tech Logic, planned to update software to support self-check and staff check-in stations Quarter 4 <ul style="list-style-type: none"> Installed charging station at RV; Obtained charging cords and plugs for patron use at each library |
| Improve customer service (LW) <ul style="list-style-type: none"> Promote account registration internally and externally (KS & others) Address communications barriers at desks and online (KS and others) Streamline library card registration with MELSA Offer new patron orientation Provide staff training to serve diverse populations Promote World Language collections (KS) Record and distribute more videos of programs (CJ) Offer gender-neutral (single-stall) restroom signage (CS) | Quarter 1 <ul style="list-style-type: none"> Maintained Library accounts for 77.5% of suburban Ramsey County households (up 1.4% from 2018); with 186,977 suburban Ramsey County accounts and 124,088 other accounts Provided 77 hours of racial equity and inclusion training to staff through 25 activities Promoted World Language Collections in <i>Explore</i>, with a webpage banner, and via social media Reviewed restroom locations and signage options Quarter 2 |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Maintained Library accounts for 78.1% of suburban Ramsey County households (up 2% from 2018); with 188,446 suburban Ramsey County accounts and 125,253 other accounts ○ Provided 137 hours of racial equity and inclusion training to staff through 19 activities ○ Recorded 21 library programs in Q1 and Q2 for hosting on the library website ○ Developed framework for streamlining MELSA library card registration <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Maintained Library accounts for 78% of suburban Ramsey County households (up 1.9% from 2018); with 188,196 suburban Ramsey County accounts and 125,147 other accounts ○ Provided 42 hours of racial equity and inclusion training to staff through 12 activities ○ Changed single-stall restroom signage ○ Added World Language signs, posters, bookmarks ○ Recorded 1 library program in Q3 for hosting on the library website <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Maintained Library accounts for 79.2% of suburban Ramsey County households (up 3% from 2018); with 191,135 suburban Ramsey County accounts and 126,292 other accounts ○ In 2019, circulated 34,297 items per FTE staff ○ Provided 468 hours of racial equity and inclusion training to 123 staff through 51 trainings ○ Piloted new MELSA library card registration process |
| <p>Enhance service to seniors (LW / Engagement Team)</p> <ul style="list-style-type: none"> • Promote digital literacy at senior residences • Investigate opportunities to get materials to seniors | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Visited 7 senior residences, providing library cards and instruction in the use of cloudLibrary e-books, e-magazines, and downloadable audio books <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Made 14 visits to senior residences and senior centers, providing library cards and tech help to 173 seniors |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Provided 7 library tours to senior groups, reaching a total of 49 seniors <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Made 27 visits to senior residences and senior centers, providing library cards, book talks and tech help to 245 seniors ○ Brought a laptop lab to the ThriveExpo 55+ at the New Brighton Community Center in September; interacted with 174 visitors <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Made 18 visits to senior residences and senior centers, providing library cards, book talks and tech help to 146 seniors |
| <p>Develop 2020-2021 budget request with supporting initiatives (JB)</p> <ul style="list-style-type: none"> • Propose eliminating fines on juvenile materials • Propose FTE for Popup Library & coordination with other County departments • Propose furnishing an Open+ space | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Proposed these strategic investments to Library Board and County budget team <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Received Library Board approval for new fines policy <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Received funding to eliminating juvenile fines in 2020 |

Priority 2. Foster literacy and lifelong learning.

| Initiatives | Results and measures |
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| <p>Engage families and children through programming and outreach (LW)</p> <ul style="list-style-type: none"> • Offer an array of programming supporting early literacy and STEAM skills • Engage families with 1,000 Books Before Kindergarten • Focus outreach on ISD 622 to increase SRP participation • Offer more evening and weekend children's storytimes • Analyze area tutoring programs to inform RCL plan • Engage with the RC Pritzger grant project supporting 0-3 child development • Pilot hands-on maker station for children at WB and/or SV | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Provided 676 children's programs with 28,656 participants ○ Provided 199 Family storytimes with 10,265 participants ○ Provided 149 Baby storytimes with 3,184 participants ○ Promoted 1,000 Books Before Kindergarten; 94 preschoolers completed 100 books, 62 completed 250 books, 46 completed 500 books, 21 completed 750, and 8 completed 1,000 books |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Hosted author Vanessa Brantley Newton for the Kindergarten Card party with 1,233 attendees; added 1,511 new library cards as part of this initiative ○ Added a regular Saturday morning storytime at RV with the hiring of a third RV children's librarian ○ Provided 105 STEAM programs for 2,197 students <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Provided 448 children's programs with 20,998 participants ○ Provided 104 Family storytimes with 6,000 participants ○ Provided 83 Baby storytimes with 2,264 participants ○ Enrolled 605 new preschoolers in 1,000 Books Before Kindergarten; 292 children reached 100 books, 30 reached 250 books, 69 reached 500 books, 8 reached 750 books, and 22 reached 1,000 books ○ Provided 48 STEAM programs for 823 students ○ Made 53 school visits to 2,847 students to promote the Summer Learning Program ○ Registered 2,663 children, to date, in the Summer Learning Program <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Provided 427 children's programs with 20,999 participants ○ Provided 110 Family storytimes with 6,500 participants ○ Provided 78 Baby storytimes with 1,771 participants ○ Enrolled 346 new preschoolers in 1,000 Books Before Kindergarten; over 9,400 books were logged ○ Provided 79 STEAM programs for 1,689 students ○ Registered a total of 3,785 children in the Summer Learning Program ○ Hired a new children's librarian at MP to focus on elementary age children; hired a new library associate at SV to provide a Tuesday evening storytime beginning in October ○ Visited ISD 622 staff to brainstorm ways to work together to serve children |
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Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Collaborated with ISD 622 on a Pre-School Preview where storytime toddlers and their caregivers rode a bus to Webster Elementary and toured the school ○ Three children's librarians presented at Minnesota Library Association Conference on Racial Equity in Programming and Collection Management <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Provided 458 children's programs with 16,251 participants ○ Provided 121 Family storytimes with 5,482 participants ○ Provided 72 Baby storytimes with 1,351 participants ○ Enrolled 40 new preschoolers in 1,000 Books Before Kindergarten; 20 children completed the program ○ Provided 51 STEAM programs for 813 students ○ Visited 2,408 kindergarteners in November as part of the Kindergarten Library Card program |
| <p>Engage teens through vibrant programming/strategic partnerships (LW)</p> <ul style="list-style-type: none"> • Offer dynamic teen programming • Partner with schools on referrals to summer teen camps • Pilot a new, after-hours teen/tween SRP kickoff • Bring in new makers to deliver teen programs • Expand ConnectEd registrations and class trainings (CW/Jill) | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Facilitated 164 programs serving 1,081 teens ○ Planned and facilitated 47 makerspace sessions at MP, RV, and SV for 213 teens ○ Assisted 146 students from 24 schools on their research projects at the History Day Hullabaloo, in partnership with the MN Historical Society ○ Partnered with Urban 4-H for weekly programming at MP, with 13 programs serving a total of 75 youth ○ Provided tech camps for 34 youth at MP, RV, and SV ○ Averaged approximately 100 online Homework Help uses per month <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Facilitated 233 programs serving 5,495 teens, with an additional 10,000 children, teens, and adults at Twin Cities Pride ○ Held 51 makerspace sessions at MP, RV, SV, and WB for 339 teens ○ Partnered with Urban 4-H for weekly programming at MP and monthly STEM classes at MP, SV, and RV with programs serving a total of 110 youth |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Provided a four-day tech camp for 18 youth at MP and a week-long camp, Girls in Focus, in partnership with Roseville CTV at RV ○ Hosted a Roseville school district art show at RV, featuring the work of student artists from across the school district ○ Visited 2,905 students at Mounds View, Roseville, White Bear Lake, and Maplewood schools with book recommendations and information on the Teen Summer Break Reading Program ○ Started the Teen Summer Break Reading Program with an after-hours RV event with over 200 teens ○ Averaged approximately 60 online Homework Help uses per month <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Facilitated 252 programs serving 4,407 teens ○ Held 42 makerspace sessions at MP, RV, SV, and WB for 247 teens ○ Partnered with Urban 4-H for weekly programming at MP and monthly STEM classes at RV and SV, with programs serving 68 youth ○ Completed the Summer Reading Program with participation by 1,654 teens ○ Led 82 readers through book clubs at NB, MV, MP, RV, SV and WB ○ Provided 4-day tech camps at RV and SV for 40 youth ○ Hosted Girl's Computing Challenge, a 3-week app creation camp, with 14 participants ○ Co-taught Girls in Focus with CTV, a week-long exploration of video production, for 24 participants ○ Averaged 42 online Homework Help uses per month ○ Distribute 4,322 cards to White Bear Lake Schools Students in grades 6-12 through ConnectEd <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Offered 203 programs serving 2,007 teens ○ Facilitated a total of 853 programs with attendance of 13,422 in 2019 |
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Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Held 48 makerspace sessions at MP, RV, SV, and WB for 137 teens ○ Taught digital literacy and library catalog searching to 80 Sunrise Park Middle School students and 40 Hill-Murray students preparing for History Day ○ Hosted class visits for students from 6 high schools ○ Hosted Loft classes on <i>Writing Great College Essays</i> for 27 students at RV, MP, and SV |
| Offer robust digital literacy programs (CW) <ul style="list-style-type: none"> • Maintain digital literacy labs and classes (stats to JE) • Deliver LSTA-funded Maker programs (stats to JE) • Refine branding of all maker programs • Improve staff and public awareness of digital literacy resources | Quarter 1 <ul style="list-style-type: none"> ○ Offered 162 digital literacy labs and classes with 648 participants ○ Offered 26 adult makerspace programs with 579 participants ○ Launched LSTA-funded programs: Making a Short Video Memoir & Filmmaking with a Tablet Quarter 2 <ul style="list-style-type: none"> ○ Offered 141 digital literacy labs and classes with 702 participants (including 12 classes for 40 new immigrants at the Adult Learning Center in Roseville) ○ Offered 41 adult makerspace programs with 710 participants ○ Offered LSTA-funded programs: Animating Photographs & Filmmaking with a Tablet ○ Introduced new digital literacy classes including: Exploring Virtual Reality, Spotting Fake News, and Social Media ○ Launched RCL Staff Academy (Niche Academy software) for staff--with staff-created video tutorials about LibCal, Beanstack, and cloudLibrary ○ Provided equipment workshops for staff ○ Developed internal online equipment catalog Quarter 3 <ul style="list-style-type: none"> ○ Offered 130 digital literacy labs and classes with 582 participants ○ Offered 40 adult makerspace programs with 961 participants Quarter 4 |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Implemented new Maker branding ○ Offered 127 digital literacy labs & classes with 537 participants ○ Offered 37 adult makerspace programs with 1,120 participants |
| <p>Offer additional adult programs supporting education and enrichment (JE/CJ)</p> <ul style="list-style-type: none"> • Offer programs meeting community and County goals (core areas: digital literacy, workforce, economic prosperity, health, social services, race/social issues, history) • Refine adult programming lines and branch needs | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Offered 239 adult programs with 6,010 participants ○ Offered 21 jobs/small business programs with 307 participants ○ Offered 21 history programs with 1,630 participants ○ Offered additional inclusive, enriching programs on human trafficking, foster care and adoption, civic literacy; “Becoming American” films and discussions; Duchess Harris programs on race, class, and gender; Hard Truths Book Club; and conversation circles <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Offered 425 adult programs with 10,179 participants ○ Offered 26 jobs/small business programs with 345 participants ○ Offered 31 history programs with 2,781 participants ○ Offered additional inclusive, enriching programs on economics; Minnesota and global history; local poets; civic literacy; “Becoming American” films and discussions; Hard Truths Book Club; and conversation circles <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Offered 375 adult programs with 4,503 participants ○ Offered 34 jobs/small business programs with 353 participants ○ Offered 13 history programs with 628 participants ○ Offered additional inclusive, enriching programs including Hmong American poetry; world music; Family Fringe showcase; depolarization workshops; conversation circles; Immigration Experience Book Club; Aztec Dance; and a sensory-friendly theater performance of <i>Man of La Mancha</i> <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Offered 326 adult programs with 5,579 participants |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Offered 38 jobs/small business programs with 337 participants ○ Offered 16 history programs with 1,043 participants ○ Offered additional inclusive, enriching programs including arts and writing classes, health and wellness programs, local poets' talk, Club Book with Nicola Yoon, women in politics forum, and book clubs. |
| Develop 2020-2021 budget request with supporting initiatives (JB) <ul style="list-style-type: none"> ○ Propose CIP funding for dedicated Makerspace in RV atrium ○ Propose FTE to support digital literacy programming | Quarter 1 <ul style="list-style-type: none"> ○ Presented RV Makerspace proposal to CIP committee ○ Proposed digital literacy FTE to Library Board and County budget team Quarter 4 <ul style="list-style-type: none"> ○ Received funding for Makerspace project in 2020 ○ Received funding to add Digital Services Librarian FTE |

Priority 3. Maximize learning and exploration through dynamic use of technology, library, and community space.

| Initiatives | Results and measures |
|---|---|
| Create dynamic library space and events (JE/CW) <ul style="list-style-type: none"> • Produce after-hours atrium programs (possibly with Friends) • Bring new ideas: e.g., food trucks, outdoor programs, family events • Improve lighting controls in RV • Refurbish library furniture • Upgrade digital signage • Refine daily events signage | Quarter 1 <ul style="list-style-type: none"> ○ Welcomed 337,390 visitors into library facilities ○ Facilitated 983 room bookings for groups ○ Circulated 868,596 library materials ○ Removed Roseville atrium shelves to facilitate Makerspace and large scale events ○ Continued Roseville furniture reupholstering project Quarter 2 <ul style="list-style-type: none"> ○ Welcomed 356,841 visitors into library facilities ○ Facilitated 972 room bookings for groups ○ Circulated 858,360 library materials ○ Solicited bids for lighting control issues ○ Reupholstered couches in RV teen room ○ Offered food trucks at SRP kickoff and MP outdoor music series Quarter 3 <ul style="list-style-type: none"> ○ Welcomed 385,796 visitors into library facilities ○ Facilitated 859 room bookings for groups ○ Circulated 914,125 library materials |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Reupholstered Roseville children's room furniture ○ Partnered with Arts Roseville, ISD 623, and a local artist to add a mosaic pole to the Roseville Children's Reading Garden ○ Added mural in Mounds View children's area ○ Ordered digital signage equipment and software <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Updated MP and RV A/V with hearing assist technology ○ Provided technology support for early voting at RV, SV, WB ○ Welcomed 332,327 visitors into library facilities ○ Facilitated 971 room bookings for groups ○ Circulated 801,311 library materials ○ Ordered enhancements to children's rooms at multiple locations |
| <p>Advance facilities and services planning (JB)</p> <ul style="list-style-type: none"> • Complete Library Facilities Master Plan • Implement priorities if capital funds are released in 2019 • Support County Accessible Services Delivery planning (Jill/LW) • Develop concepts for building out libraries for more County services (Jill/LW) | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Contributed to County study and conceptual recommendations for Accessible Services Delivery ○ Proposed County service space within MP remodel <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Joined the Ramsey County Residents First Facilities Advisory Working Group ○ Completed the Library Facilities Master Plan <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Supported the Ramsey County Residents First Facilities Advisory Working Group |
| <p>Enhance virtual space and discoverability (CW)</p> <ul style="list-style-type: none"> • Launch BiblioCommons • Ensure that Ebooks are discoverable in catalog • Expand Niche academy videos in BiblioWeb • Refine Beanstack and expand users of all ages | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Totaled 56,316 public computer logins ○ Totaled 947,936 Web visits ○ Totaled 154,254 Wifi users ○ Expanded staff training and promotion of Beanstack <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Totaled 61,760 public computer logins ○ Totaled 907,805 Web visits ○ Totaled 156,436 Wifi users ○ Presented cloudLibrary video on Niche Academy |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Totaled 65,754 public computer logins ○ Totaled 961,773 Web visits ○ Totaled 160,998 Wifi users ○ Began BiblioCommons configuration <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Totaled 55,015 public computer logins ○ Totaled 743,883 Web visits ○ Totaled 150,094 Wifi users ○ Enhanced public printing interface |
| <p>Ensure an active community presence and services (JE)</p> <ul style="list-style-type: none"> • Onboard new outreach librarian • Increase outreach visits overall • Continue Popup Library to engage underserved residents | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Reached 1,740 individuals at 56 outreach events ○ Brought Popup Library to 4 sites and interacted with 173 people ○ Filled new Outreach Librarian position ○ Booked 56 upcoming Popup Library event dates ○ Connected Popup Library with new partners, including Southeast Asian New Year Celebration, Project Family Connect and Dept. of Corrections Transition Fair <p>Quarter 2</p> <ul style="list-style-type: none"> ○ Reached 10,333 individuals at 153 outreach events ○ Brought Popup Library to 33 sites and interacted with 4,028 people ○ Booked 65 Popup sites for Q3-Q4 ○ Developed new outreach partnerships with senior facilities, Lake Owasso Residence, Assistive Technology Fair, and bars <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Reached 8,624 individuals at 95 outreach events ○ Brought Popup Library to 49 sites and interacted with 6,929 people ○ Booked 20 Popup sites for Q4 ○ Hired 2nd outreach librarian to expand senior visits <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Reached 7,187 individuals at 111 outreach events |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <ul style="list-style-type: none"> ○ Brought Popup Library to 31 sites and interacted with 3,426 people ○ Booked 21 Popup sites for Q1 2020 |
| Develop 2020-2021 budget request with supporting initiatives (JB) <ul style="list-style-type: none"> ○ Propose CIP funding for MP remodel | Quarter 1 <ul style="list-style-type: none"> ○ Presented MP remodel proposal to CIP committee Quarter 4 <ul style="list-style-type: none"> ○ Received funding approval for MP remodel 2020-21 |

Priority 4. Work proactively with partners to support community well-being.

| Initiatives | Results and measures |
|---|--|
| Support adult life skills and well-being in programming (JE/CJ) <ul style="list-style-type: none"> • In the Life Skills category, we track these adult program types: digital literacy, MNSure, CRA, health, workforce and small business, environment, new immigrant programs, financial and legal, TED talks • Maintain support for CRA and MNSure resources | Quarter 1 <ul style="list-style-type: none"> ○ Offered 321 Life Skills programs to 3,550 attendees ○ Connected 133 citizens to MNSure enrollment ○ Provided Community Resource Advocate services to 92 individuals Quarter 2 <ul style="list-style-type: none"> ○ Offered 283 Life Skills programs to 2,479 attendees ○ Connected 138 citizens to MNSure enrollment ○ Provided Community Resource Advocate services to 124 individuals Quarter 3 <ul style="list-style-type: none"> ○ Offered 305 Life Skills programs to 3,113 attendees ○ Connected 162 citizens to MNSure enrollment ○ Provided Community Resource Advocate services to 156 individuals Quarter 4 <ul style="list-style-type: none"> ○ Offered 247 Life Skills programs to 3,024 attendees ○ Connected 230 citizens to MNSure enrollment ○ Provided Community Resource Advocate services to 123 individuals |
| Foster County partnerships (JB) <ul style="list-style-type: none"> • Strengthen relationships with Workforce solutions, Elections, Accessible Services Delivery | Quarter 1 <ul style="list-style-type: none"> ○ Proposed cross-county initiatives in budget process Quarter 2 |

Ramsey County Library | 2019 Work Plan Q4 Report

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| <ul style="list-style-type: none"> Investigate opportunities with Social Services, Financial Assistance, Health Equity, Corrections, Parks and Recreation | <ul style="list-style-type: none"> Deepened collaborations with County Elections, Public Health, Adult Mental Health Crisis Team, Financial Assistance, and Workforce Solutions <p>Quarter 3</p> <ul style="list-style-type: none"> Maintained collaborations with County departments <p>Quarter 4</p> <ul style="list-style-type: none"> Coordinated new programs with Workforce Solutions Hosted elections voting at SV, RV, WB, MP |
| <p>Leverage CTEP AmeriCorps program (CW/JL)</p> <ul style="list-style-type: none"> Sustain North Star Digital Literacy assessments/certifications and job search help Request 5 CTEP members to strengthen service to adults | <p>Quarter 1</p> <ul style="list-style-type: none"> Requested 5 CTEP members; approved for 3 currently Supported 26 patrons to achieve North Star Digital Literacy Certification Reported 15 jobs obtained by patrons working with CTEP AmeriCorps members <p>Quarter 2</p> <ul style="list-style-type: none"> Supported 51 patrons to achieve North Star Digital Literacy Certification Reported 21 jobs obtained by patrons working with CTEP AmeriCorps members <p>Quarter 3</p> <ul style="list-style-type: none"> Awarded 4 CTEP members to serve 2019/2020 Supported 54 patrons to achieve North Star Digital Literacy Certification Reported 18 jobs obtained by patrons working with CTEP AmeriCorps members |
| <p>Support healthy children and youth (LW)</p> <ul style="list-style-type: none"> Continue meal programs with Dept. of Ed at RV and MP Build new partnerships focused on at-risk and non-library using teens (AVID, Alternative High Schools, EBD, etc.) Train RC public health nurses to support literacy at Well Baby visits | <p>Quarter 1</p> <ul style="list-style-type: none"> Served after school snacks at MP through Youthprise Hosted a Teen Job Fair, partnering with RC Workforce Solutions, Goodwill, and AmeriCorps CTEPs Presented the 1,000 Books Before Kindergarten initiative to RC Public Health nurses in January <p>Quarter 2</p> <ul style="list-style-type: none"> Served afterschool snack through Youthprise at MP during April and May, and lunch and afternoon snack in June; provided an afternoon lunch at RV in June via |

Ramsey County Library | 2019 Work Plan Q4 Report

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| | <p>the St. Paul Public Schools' food truck; fed lunches and snacks to 1,205 youth and their parents in June</p> <ul style="list-style-type: none"> ○ Hired three summer student workers, one each for MP, RV, and SV, and six ULEAD Workforce Youth Program students (three at MP, two at RV, and one at SV) to assist with summer meals, programming and upkeep of teen spaces ○ Presented a Diverse Books Showcase for 31 ○ Provided RC Public Health nurses with a new flyer for home visits that promoted 1,000 Books Before Kindergarten and the Summer Learning Program <p>Quarter 3</p> <ul style="list-style-type: none"> ○ Fed 3,230 children over the summer at RV and MP, and afterschool at MP, through partnerships with Youthprise and St. Paul Public Schools ○ Partnered with Shoreview Arden Hills Lions Club Kidsight program to offer free vision screening to children following select storytimes ○ Distributed library cards to 107 students in the White Bear Lake school district ALC program <p>Quarter 4</p> <ul style="list-style-type: none"> ○ Provided afterschool snacks at MP ○ Met with 80 AVID students at North High to discuss library careers and student jobs ○ Continued to partner with Public Health nurses on 1,000 Books Before Kindergarten ○ Hosted local author Siman Nuurali and celebrated her new books about Sadiq, a Somali American boy ○ Hosted teen author Nicola Yoon as part of MELSA's Club Book series ○ Presented a Diverse Books Showcase at RV in October ○ Started a Sensory Friendly playgroup at SV lead by a local parent and autism educator |
| <p>Align with the Friends and volunteers (JB)</p> <ul style="list-style-type: none"> • Explore book sale/distribution options (service to seniors?) • Develop new goals/wish list for Friends campaigns | <p>Quarter 1</p> <ul style="list-style-type: none"> ○ Received a Friends surplus grant to support adult programs and Summer Reading Program books |

Ramsey County Library | 2019 Work Plan Q4 Report

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| <ul style="list-style-type: none">• Develop new volunteer goals and assignment | <ul style="list-style-type: none">○ Received 3,533 volunteer hours of service in Library○ Supported successful Friends Gala <p>Quarter 2</p> <ul style="list-style-type: none">○ Participated in Friends strategic planning <p>Quarter 3</p> <ul style="list-style-type: none">○ Supported Popup Book Sale at RCL-Shoreview <p>Quarter 4</p> <ul style="list-style-type: none">○ Supported completion of Friends strategic plan○ Worked with Friends to enhance annual grant amount and timing |
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Memorandum

To: Ramsey County Library Board

From: Mary Larson, Financial Manager

Date: February 13, 2020

Subject: Fourth Quarter 2019 Financial Report

Attached is the 4th quarter 2019 financial report. Highlights include:

- ❖ Property tax revenues, which include County Program Aid from the State of Minnesota, were very close to budget estimates, coming in about \$11,600 less than budgeted.
- ❖ Revenues from Library Fines were below projections for the year but comparable with 2018. Growing usage of electronic materials, decreasing circulation, and reductions to library fine maximums have resulted in reduced revenues.
- ❖ Revenue from Buildings & Structures (coffee shop lease revenue) fell below projections due to the Caféine lease termination at Maplewood in 2018.
- ❖ Higher than projected income from use of Library copiers and printers and Interest on Investments partially offset shortfalls in Library Fines and Buildings & Structures for 2019.
- ❖ Operating budget expenditures were within budget, with unexpended funds totaling over \$500,000 for the year. Salaries and Fringe Benefit expenditures have been well within projections due to retirements and staff turnover in a number of full-time positions, and natural lag time in filling vacancies. Other balances resulted from changes in Administrative Overhead charges and unexpended technology funds.



LIBRARY OPERATIONS

CURRENT BUDGET YEAR WITH COMPARATIVE PRIOR YEAR YEAR TO DATE THROUGH DECEMBER 31, 2019 AND 2018

| | 2019 | | | | | 2018 | | | |
|-------------------------------|------------------------------|------------------------------|---|--|--|------------------------------|---|--|--|
| | 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 |
| <u>Revenue</u> | | | | | | | | | |
| Taxes | 10,896,959.00 | 10,896,959.00 | 10,893,635.61 | 100% | 3,323.39 | 10,565,130.00 | 10,581,617.48 | 100% | (16,487.48) |
| County Program Aid | 621,431.00 | 621,431.00 | 613,092.78 | 99% | 8,338.22 | 621,978.00 | 599,063.20 | 96% | 22,914.80 |
| Fines | 500,000.00 | 500,000.00 | 382,903.89 | 77% | 117,096.11 | 500,000.00 | 376,095.22 | 75% | 123,904.78 |
| MELSA | 200,000.00 | 200,000.00 | 210,713.63 | 105% | (10,713.63) | 200,000.00 | 200,111.62 | 100% | (111.62) |
| PERA Rate Increase Aid | 21,652.00 | 21,652.00 | 21,412.00 | 99% | 240.00 | 21,652.00 | 21,652.00 | 100% | 0.00 |
| Duplicating Copies/Sales | 72,500.00 | 72,500.00 | 80,740.92 | 111% | (8,240.92) | 72,500.00 | 80,520.40 | 111% | (8,020.40) |
| Interest on Investments | 10,000.00 | 10,000.00 | 82,732.20 | 827% | (72,732.20) | 10,000.00 | 74,350.44 | 744% | (64,350.44) |
| Building & Structures (Rent) | 105,000.00 | 105,000.00 | 82,503.75 | 79% | 22,496.25 | 105,000.00 | 78,284.81 | 75% | 26,715.19 |
| Recoveries | 0.00 | 88,366.36 | 89,455.67 | 101% | (1,089.31) | 0.00 | 108,993.74 | N/A | (108,993.74) |
| Transfers from Other Funds | 225,000.00 | 225,000.00 | 225,000.00 | 100% | 0.00 | 225,000.00 | 225,000.00 | 100% | 0.00 |
| Total Revenue | 12,652,542.00 | 12,740,908.36 | 12,682,190.45 | 100% | 58,717.91 | 12,321,260.00 | 12,345,688.91 | 100% | (24,428.91) |
| <u>Expenditures</u> | | | | | | | | | |
| Salaries* | 6,191,098.00 | 6,191,098.00 | 5,856,561.80 | 95% | 334,536.20 | 5,917,246.00 | 5,651,230.48 | 96% | 266,015.52 |
| Fringe Benefits* | 2,271,908.00 | 2,256,908.00 | 2,128,775.66 | 94% | 128,132.34 | 2,234,786.00 | 2,010,930.91 | 90% | 223,855.09 |
| Other Services & Charges | 2,848,536.00 | 2,863,493.56 | 2,803,730.65 | 98% | 59,762.91 | 2,905,228.00 | 2,888,885.95 | 99% | 16,342.05 |
| Supplies | 156,000.00 | 181,000.00 | 177,552.24 | 98% | 3,447.76 | 184,000.00 | 178,586.77 | 97% | 5,413.23 |
| Capital Outlay | 60,000.00 | 123,408.80 | 101,386.16 | 82% | 22,022.64 | 40,000.00 | 21,193.06 | 53% | 18,806.94 |
| Books, Periodicals, Etc. | 1,125,000.00 | 1,125,000.00 | 1,030,253.60 | 92% | 94,746.40 | 1,040,000.00 | 955,145.69 | 92% | 84,854.31 |
| | 12,652,542.00 | 12,740,908.36 | 12,098,260.11 | 95% | 642,648.25 | 12,321,260.00 | 11,705,972.86 | 95% | 615,287.14 |
| Inc/(Dec) to Fund Balance | | | 583,930.34 | | | | 639,716.05 | | |

* 2019 Salary expenditures through paydate 1/24/20.

* 2018 Salary expenditures through paydate 1/25/19.

**LIBRARY OPERATIONS
CURRENT YEAR DISBURSEMENTS OUT OF RESERVES
YEAR TO DATE THROUGH DECEMBER 31, 2019**

| | 2019 | | | |
|--------------------------------|-------------------|--|-----------------------------------|--|
| | Reserve Amount | Year to Date Actual Cash Disbursements | Balance Unexpended 12/31/19 | Actual as a % of Reserve Year to Date |
| <u>Expenditures</u> | | | | |
| 2018 Operating Budget Reserves | 556,361.99 | 125,348.08 | 431,013.91 | 23% |
| 2017 Operating Budget Reserves | 290,228.72 | 30,870.40 | 259,358.32 | 11% |
| 2016 Operating Budget Reserves | 41,000.00 | 29,780.20 | 11,219.80 | 73% |

**LIBRARY GRANTS AND OTHER SPECIAL PROJECTS
CURRENT YEAR DISBURSEMENTS
YEAR TO DATE THROUGH DECEMBER 31, 2019**

| | 2019 | | | |
|--------------------------------------|-----------------------------------|------------------------------|-----------------------------------|---------------------------------------|
| | Current Adjusted Budget Amount | Actual Cash Disbursements | Balance Unexpended 12/31/19 | Actual as a % of Budget To Date |
| <u>Expenditures</u> | | | | |
| 2019 LSTA Book Club Grant | 5,000.00 | 465.30 | 4,534.70 | 9% |
| 2019 LSTA STEAM Garden Grant | 10,000.00 | 10,000.00 | 0.00 | 100% |
| 2019 MELSA Technology Grant | 80,000.00 | 80,000.00 | 0.00 | 100% |
| 2019 MnLINK Gateway Server Grant | 5,915.00 | 5,915.00 | 0.00 | 100% |
| 2018 LSTA Digital Storytelling Grant | 17,289.73 | 17,086.95 | 202.78 | 99% |
| 2018 MELSA Technology Grant | 40,000.00 | 16,734.21 | 23,265.79 | 42% |
| 2016 MELSA Technology Grant | 104,000.00 | 12,530.00 | 91,470.00 | 12% |
| 2015 MELSA Technology Grant | 100,000.00 | 100,000.00 | 0.00 | 100% |
| 2014 MELSA Technology Grant | 271,000.00 | 271,000.00 | 0.00 | 100% |

**OTHER LIBRARY FUNDS
YEAR TO DATE RECEIPTS & DISBURSEMENTS
THROUGH DECEMBER 31, 2019**

| <u>Fund</u> | 2019 | | | |
|--|---|---|---|--|
| | Cash Balance Beginning of Year | Cash Receipts Year to Date | Year to Date Actual Cash Disbursements | Cash Balance as of 12/31/19 |
| Rental Book Revenue | 28,303.20 | 15,834.28 | 16,239.82 | 27,897.66 |
| Rental DVD Revenue | 23,073.42 | 41,953.84 | 53,981.26 | 11,046.00 |
| Library Gift Fund | 298,678.25 | 216,916.97 | 192,783.89 | 322,811.33 |
| Roseville Library Capital Campaign Gift Fund | 16,799.73 | 0.00 | 4,660.00 | 12,139.73 |

SUMMARY OF GIFTS RECEIVED

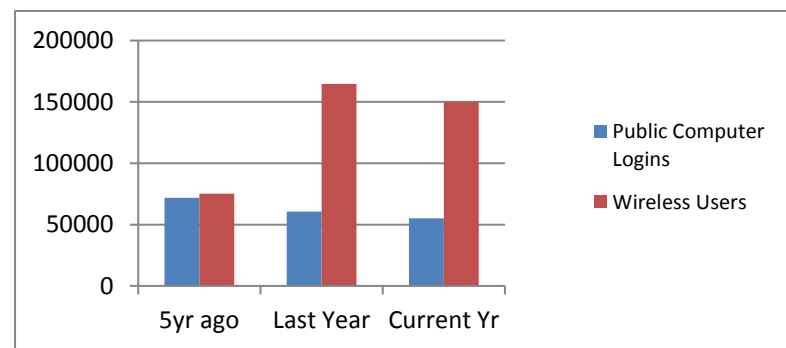
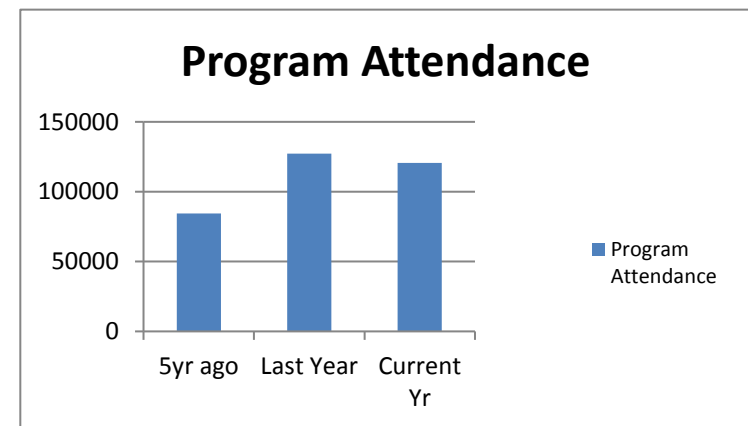
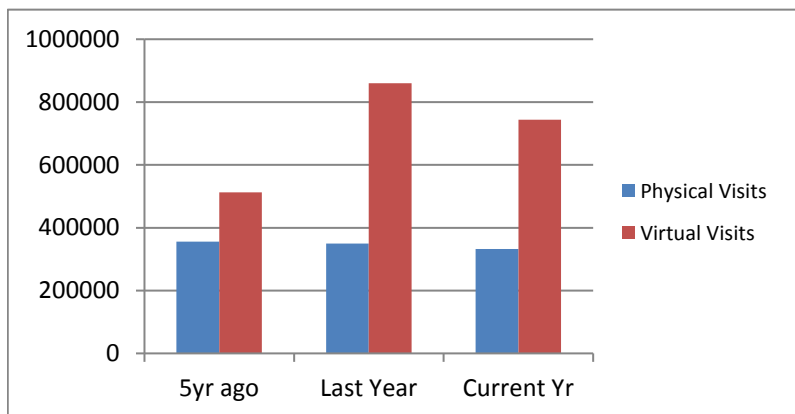
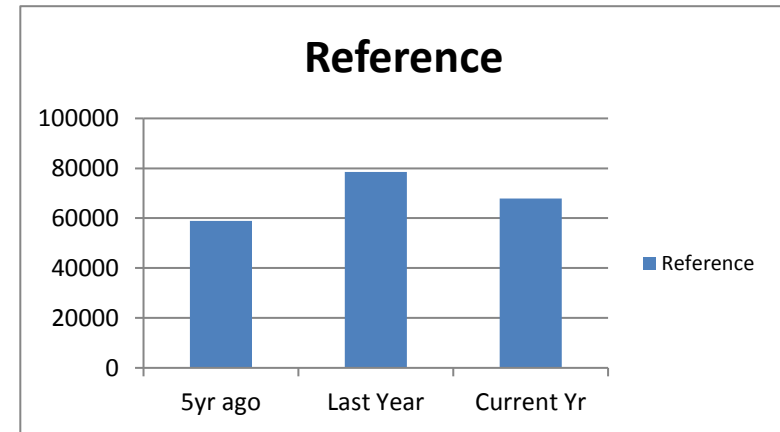
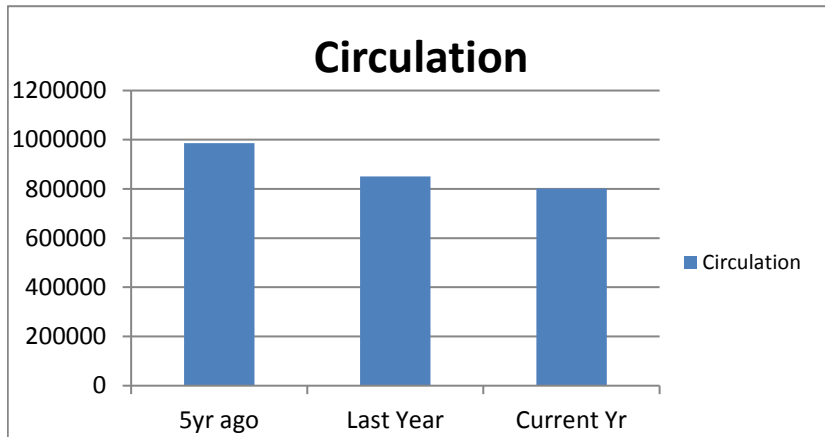
OCTOBER - DECEMBER 2019

| Donor | Purpose | Branch | Amount |
|---|------------------------------------|--------|--------------------|
| Anonymous Donor | Undesignated | RV | \$130.00 |
| Friends of the Ramsey County Libraries | Undesignated | NB | \$100.00 |
| | Large Print Books | System | \$150.00 |
| | Audio Books | System | \$250.00 |
| Friends of the Ramsey County Libraries | Summer Reading Program | System | \$5,000.00 |
| | Digital Literacy/Well-being | System | \$6,250.00 |
| | Children's Programs | System | \$1,250.00 |
| | Teen Programs | System | \$1,000.00 |
| | Library Newsletter | System | \$1,500.00 |
| | Volunteer Program | System | \$1,250.00 |
| | Employee Development | System | \$1,250.00 |
| Metropolitan Library Service Agency | Legacy Program | System | \$250.00 |
| Friends of the Ramsey County Libraries | Summer Reading Program | System | \$5,000.00 |
| | Digital Literacy/Well-being | System | \$6,250.00 |
| | Children's Programs | System | \$1,250.00 |
| | Teen Programs | System | \$1,000.00 |
| | Library Newsletter | System | \$1,500.00 |
| | Volunteer Program | System | \$1,250.00 |
| | Employee Development | System | \$1,250.00 |
| | Large Print, Audio and Ebooks | System | \$679.70 |
| | Undesignated | WB | \$100.00 |
| Anonymous | Makerspace | System | \$50.00 |
| Donna Duffy | Eileen Duffy Memorial | WB | \$1,000.00 |
| Daniel and Stephanie Wroblewski | Eileen Duffy Memorial | WB | \$50.00 |
| Richard J. and Jeanne S. Deneweth | Eileen Duffy Memorial | WB | \$50.00 |
| Thomas J. and Kay F. Hecei | Eileen Duffy Memorial | WB | \$50.00 |
| Richard K. or Katharine E. Dumas | Eileen Duffy Memorial | WB | \$25.00 |
| Junice G. Hochbrunn and Victoria Childs | Eileen Duffy Memorial | WB | \$25.00 |
| Myrna Anderson Camp and Harry Wilmot Camp | Eileen Duffy Memorial | WB | \$50.00 |
| Jason E. and Jennifer L. Jasperson | Eileen Duffy Memorial | WB | \$20.00 |
| Metropolitan Library Service Agency | Youth Services Literacy Allocation | System | \$2,078.00 |
| | Teen Services Allocation | System | \$2,493.00 |
| | STEM Allocation | System | \$2,597.00 |
| | Summer Reading Allocation | System | \$5,921.00 |
| | Legacy Programs | System | \$1,077.61 |
| Friends of the Ramsey County Libraries | Large Print, Audio and Ebooks | System | \$25.00 |
| | Undesignated | RV | \$200.00 |
| TOTAL: | | | \$52,371.31 |

Statistical Trends 2019 Final Report

- System-wide 2019 circulation was down 5.8% for Q4 and down 3.5% for the year. Children's circulation was also down 4%. This reflects an ongoing nationwide trend of declining overall circulation. However, circulation for the year still exceeded 3.4 million items.
- Circulation of electronic materials rose 9.9% in 2019, and now accounts for 14% of total circulation. RCL e-book holdings exceed 32,000 items. In addition, RCL patrons have access to significant content through our MELSA peers. One large growth area is downloadable audiobooks where usage increased about 14% last year on top of the 30% growth the prior year. Usage of this collection has now surpassed 135,000 transactions per year.
- Physical visits across the system were down 4.9% in Q4 and 5.8% for the year.
- Meeting room use by outside groups was up more than 5% for the quarter and 12% for the year. This is continued growth is fueled primarily by new room options since the openings of Shoreview and White Bear Lake. Patron room reservations for the year totaled 3,785 – which does not include library programming.
- Use of the Library's wireless network leveled off after years of large growth. Usage had climbed during quarters 1-3, but dipped 8.8% in Q4. Overall for the year, it was -0.2%. In-house computer use was down 5.6% for Q4 and 6.7% for the year. This continues a trend of some usage transitioning from library-provided machines to more patrons using their own devices. Nevertheless, use of library provided computers approached ¼ million logins for the year, however.
- Donated materials valued at \$34,288 were added to the collection in 2019.
- Programming remained strong. Total program attendance was more than 120,000 for the year. While this represents a decline of 5%, adult programming increased 10.5% for the year.

Core Service Trends -- Q4



Branches by Quarter 2019

Total materials circulated

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|----------------|----------------|----------------|----------------|------------------|
| Maplewood | 117,458 | 116,761 | 128,251 | 108,507 | 470,977 |
| Mounds View | 32,145 | 32,777 | 35,017 | 28,709 | 128,648 |
| New Brighton | 53,298 | 51,381 | 57,428 | 48,638 | 210,745 |
| North St. Paul | 22,875 | 23,796 | 23,709 | 22,246 | 92,626 |
| Roseville | 298,218 | 289,752 | 303,309 | 270,277 | 1,161,556 |
| Shoreview | 146,556 | 149,681 | 157,738 | 129,939 | 583,914 |
| White Bear Lake | 64,980 | 65,410 | 76,873 | 60,513 | 267,776 |
| Tech Services | 5,186 | 5,270 | 5,366 | 4,974 | 20,796 |
| Remote Renewal | 10,016 | 8,846 | 9,590 | 9,345 | 37,797 |
| E-circulation | 117,864 | 114,686 | 116,844 | 118,163 | 467,557 |
| Total | 868,596 | 858,360 | 914,125 | 801,311 | 3,442,392 |

Children's materials circulated

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|----------------|----------------|----------------|----------------|------------------|
| Maplewood | 43,997 | 45,901 | 52,375 | 42,670 | 184,943 |
| Mounds View | 15,048 | 16,636 | 18,187 | 13,799 | 63,670 |
| New Brighton | 24,006 | 23,204 | 28,094 | 22,277 | 97,581 |
| North St. Paul | 8,063 | 8,518 | 8,678 | 8,260 | 33,519 |
| Roseville | 129,232 | 131,239 | 138,619 | 118,573 | 517,663 |
| Shoreview | 73,854 | 78,477 | 85,278 | 65,577 | 303,186 |
| White Bear Lake | 29,602 | 31,216 | 39,780 | 28,622 | 129,220 |
| Tech Services | 857 | 938 | 893 | 867 | 3,555 |
| Remote Renewal | 2,412 | 2,004 | 2,404 | 2,310 | 9,130 |
| E-circulation | | | | | |
| Total | 327,071 | 338,133 | 374,308 | 302,955 | 1,342,467 |

Registrations

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|--------------|--------------|--------------|--------------|---------------|
| Maplewood | 503 | 484 | 574 | 487 | 2,048 |
| Mounds View | 264 | 151 | 187 | 131 | 733 |
| New Brighton | 335 | 176 | 200 | 163 | 874 |
| North St. Paul | 77 | 61 | 68 | 57 | 263 |
| Roseville | 1,298 | 1,208 | 1,579 | 2,248 | 6,333 |
| Shoreview | 675 | 460 | 479 | 305 | 1,919 |
| White Bear Lake | 389 | 206 | 265 | 218 | 1,078 |
| Tech Services | 247 | 160 | 156 | 126 | 689 |
| Remote Renewal | | | | | |
| E-circulation | | | | | |
| Total | 3,788 | 2,906 | 3,508 | 3,735 | 13,937 |

Total reference

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|---------------|---------------|---------------|---------------|----------------|
| Maplewood | 9,204 | 10,556 | 12,831 | 10,662 | 43,253 |
| Mounds View | 3,081 | 4,641 | 4,186 | 3,796 | 15,704 |
| New Brighton | 4,095 | 3,796 | 5,291 | 5,369 | 18,551 |
| North St. Paul | 3,627 | 3,692 | 3,094 | 3,107 | 13,520 |
| Roseville | 24,856 | 30,056 | 31,889 | 29,042 | 115,843 |
| Shoreview | 8,892 | 9,204 | 9,308 | 10,907 | 38,311 |
| White Bear Lake | 4,238 | 4,095 | 5,395 | 5,005 | 18,733 |
| Total | 57,993 | 66,040 | 71,994 | 67,888 | 263,915 |

Visits

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|----------------|----------------|----------------|----------------|------------------|
| Maplewood | 64,709 | 68,849 | 74,776 | 62,575 | 270,909 |
| Mounds View | 14,943 | 17,154 | 24,438 | 13,082 | 69,617 |
| New Brighton | 26,157 | 23,257 | 27,148 | 24,636 | 101,198 |
| North St. Paul | 8,422 | 10,481 | 12,606 | 8,297 | 39,806 |
| Roseville | 132,477 | 138,968 | 137,122 | 134,195 | 542,762 |
| Shoreview | 59,133 | 64,545 | 70,225 | 57,020 | 250,923 |
| White Bear Lake | 31,849 | 33,587 | 39,481 | 32,522 | 137,439 |
| Total | 337,690 | 356,841 | 385,796 | 332,327 | 1,412,654 |

Meeting room use by outside groups

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|------------|------------|------------|------------|--------------|
| Maplewood | 229 | 248 | 244 | 250 | 971 |
| Mounds View | 45 | 53 | 47 | 44 | 189 |
| New Brighton | 0 | 0 | 0 | 0 | 0 |
| North St. Paul | 0 | 0 | 0 | 0 | 0 |
| Roseville | 258 | 241 | 237 | 245 | 981 |
| Shoreview | 396 | 375 | 281 | 356 | 1,408 |
| White Bear Lake | 55 | 55 | 50 | 76 | 236 |
| Total | 983 | 972 | 859 | 971 | 3,785 |

Public computer logins

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|---------------|---------------|---------------|---------------|----------------|
| Maplewood | 12,492 | 13,731 | 15,163 | 12,183 | 53,569 |
| Mounds View | 2,318 | 2,613 | 2,828 | 2,175 | 9,934 |
| New Brighton | 4,106 | 4,323 | 4,475 | 4,213 | 17,117 |
| North St. Paul | 1,173 | 1,216 | 1,337 | 1,060 | 4,786 |
| Roseville | 26,069 | 28,363 | 29,704 | 25,389 | 109,525 |
| Shoreview | 7,001 | 7,821 | 8,242 | 6,528 | 29,592 |
| White Bear Lake | 3,157 | 3,693 | 4,005 | 3,467 | 14,322 |
| Total | 56,316 | 61,760 | 65,754 | 55,015 | 238,845 |

Hours of computer use

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|---------------|---------------|---------------|---------------|----------------|
| Maplewood | 11,173 | 11,833 | 13,290 | 11,151 | 47,447 |
| Mounds View | 2,249 | 2,292 | 2,546 | 1,908 | 8,995 |
| New Brighton | 3,294 | 3,479 | 3,828 | 4,012 | 14,613 |
| North St. Paul | 1,010 | 1,046 | 1,163 | 919 | 4,138 |
| Roseville | 25,072 | 26,427 | 28,652 | 25,368 | 105,519 |
| Shoreview | 6,334 | 6,906 | 7,519 | 6,319 | 27,078 |
| White Bear Lake | 2,555 | 2,875 | 3,095 | 2,658 | 11,183 |
| Total | 51,687 | 54,858 | 60,093 | 52,335 | 218,973 |

Wireless users

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|----------------|----------------|----------------|----------------|----------------|
| Maplewood | 26,382 | 26,937 | 29,606 | 24,818 | 107,743 |
| Mounds View | 1,874 | 2,194 | 2,014 | 1,385 | 7,467 |
| New Brighton | 5,752 | 4,624 | 4,640 | 4,456 | 19,472 |
| North St. Paul | 879 | 1,051 | 1,039 | 986 | 3,955 |
| Roseville | 90,434 | 88,994 | 92,434 | 90,511 | 362,373 |
| Shoreview | 23,956 | 26,319 | 25,395 | 22,745 | 98,415 |
| White Bear Lake | 4,977 | 6,317 | 5,870 | 5,193 | 22,357 |
| Total | 154,254 | 156,436 | 160,998 | 150,094 | 621,782 |

Volunteer hours

| | Q1 | Q2 | Q3 | Q4 | YTD Total |
|--------------------|-----------------|-----------------|-----------------|------------------|------------------|
| Maplewood | 435.30 | 635.75 | 549.50 | 537.95 | 2,158.50 |
| Mounds View | 59.70 | 69.10 | 90.95 | 61.20 | 280.95 |
| New Brighton | 137.25 | 150.20 | 125.45 | 116.50 | 529.40 |
| North St. Paul | 22.50 | 32.50 | 31.00 | 15.00 | 101.00 |
| Roseville | 1,999.60 | 1,768.07 | 1,728.00 | 1,924.75 | 7,420.42 |
| Shoreview | 615.30 | 723.30 | 724.55 | 576.70 | 2,639.85 |
| White Bear Lake | 264.00 | 227.50 | 297.74 | 275.58 | 1,064.82 |
| Administration | | | | | 0.00 |
| Technical Services | | | | | 0.00 |
| Friends | | | | 7,919.00 | 7,919.00 |
| Total | 3,533.65 | 3,606.42 | 3,547.19 | 11,426.68 | 22,113.94 |

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

| | Q1 | Q2 | Q3 | Q4 | YTD Total | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|-----|-----|-----|-----|-----------|--------|--------|--------|--------|-----------|
| Maplewood | 37 | 39 | 48 | 53 | 177 | 1,470 | 1,763 | 2,128 | 2,284 | 7,645 |
| Mounds View | 30 | 52 | 58 | 45 | 185 | 1,225 | 1,647 | 1,751 | 1,161 | 5,784 |
| New Brighton | 40 | 41 | 36 | 48 | 165 | 1,154 | 1,327 | 1,804 | 1,474 | 5,759 |
| North St. Paul | 36 | 83 | 32 | 52 | 203 | 1,349 | 1,918 | 1,219 | 1,234 | 5,720 |
| Roseville | 97 | 111 | 121 | 131 | 460 | 3,824 | 5,880 | 7,116 | 5,119 | 21,939 |
| Shoreview | 53 | 57 | 58 | 77 | 245 | 3,591 | 2,704 | 3,581 | 2,908 | 12,784 |
| White Bear Lake | 38 | 44 | 53 | 53 | 188 | 1,594 | 2,862 | 1,961 | 1,609 | 8,026 |
| Admin | | 4 | 21 | 5 | 30 | | 1570 | 1439 | 231 | 3240 |
| Total | 331 | 431 | 427 | 464 | 1,653 | 14,207 | 19,671 | 20,999 | 16,020 | 70,897 |

Teen programs**Teen program attendance**

| | Q1 | Q2 | Q3 | Q4 | YTD Total | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|-----|-----|-----|-----|-----------|-------|-------|-------|-------|-----------|
| Maplewood | 46 | 76 | 98 | 77 | 297 | 334 | 2,766 | 2,756 | 1,480 | 7,336 |
| Mounds View | 0 | 1 | 2 | 0 | 3 | 0 | 4 | 8 | 0 | 12 |
| New Brighton | 0 | 0 | 4 | 0 | 4 | 0 | 0 | 2 | 0 | 2 |
| North St. Paul | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roseville | 61 | 79 | 82 | 60 | 282 | 497 | 1,704 | 1,189 | 247 | 3,637 |
| Shoreview | 57 | 76 | 62 | 63 | 258 | 250 | 983 | 427 | 279 | 1,939 |
| White Bear Lake | 0 | 5 | 4 | 3 | 12 | 0 | 38 | 25 | 1 | 64 |
| Admin | | | | | 0 | | | | | 0 |
| Total | 164 | 237 | 252 | 203 | 856 | 1,081 | 5,495 | 4,407 | 2,007 | 12,990 |

Adult programs**Adult program attendance**

| | Q1 | Q2 | Q3 | Q4 | YTD Total | Q1 | Q2 | Q3 | Q4 | YTD Total |
|-----------------|-----|-----|-----|-----|-----------|-------|--------|--------|-------|-----------|
| Maplewood | 33 | 41 | 55 | 44 | 173 | 963 | 387 | 663 | 567 | 2,580 |
| Mounds View | 12 | 27 | 16 | 6 | 61 | 104 | 186 | 204 | 151 | 645 |
| New Brighton | 15 | 25 | 30 | 32 | 102 | 110 | 331 | 181 | 160 | 782 |
| North St. Paul | 3 | 2 | 1 | 3 | 9 | 16 | 10 | 6 | 20 | 52 |
| Roseville | 106 | 173 | 153 | 147 | 579 | 3,347 | 4,018 | 2,551 | 3,290 | 13,206 |
| Shoreview | 36 | 95 | 82 | 62 | 275 | 687 | 901 | 648 | 536 | 2,772 |
| White Bear Lake | 30 | 29 | 38 | 32 | 129 | 610 | 318 | 376 | 855 | 2,159 |
| Admin | 4 | 33 | 49 | 31 | 117 | 173 | 4,028 | 6,929 | 3,426 | 14,556 |
| Total | 239 | 425 | 424 | 357 | 1,445 | 6,010 | 10,179 | 11,558 | 9,005 | 36,752 |

Branches by Year/System by Quarter

Total circulation

Children's circulation

Volunteer hours

| Location | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change |
|------------------|-----------|-----------|-----------|----------|-----------|-----------|-----------|----------|--------|--------|--------|----------|
| Maplewood | 587,860 | 522,506 | 470,977 | -9.9% | 222,811 | 196,418 | 184,943 | -5.8% | 2,626 | 2,253 | 2,159 | -4.2% |
| Mounds View | 162,924 | 140,281 | 128,648 | -8.3% | 76,672 | 68,766 | 63,670 | -7.4% | 343 | 366 | 281 | -23.2% |
| New Brighton | 235,549 | 217,890 | 210,745 | -3.3% | 104,881 | 100,373 | 97,581 | -2.8% | 950 | 576 | 529 | -8.2% |
| North St Paul | 113,961 | 95,693 | 92,626 | -3.2% | 38,820 | 33,059 | 33,519 | 1.4% | 91 | 111 | 101 | -9.0% |
| Roseville | 1,341,748 | 1,245,826 | 1,161,556 | -6.8% | 587,868 | 549,823 | 517,663 | -5.8% | 7,332 | 7,598 | 7,420 | -2.3% |
| Shoreview | 561,262 | 583,598 | 583,914 | 0.1% | 283,552 | 301,440 | 303,186 | 0.6% | 2,247 | 2,630 | 2,640 | 0.4% |
| White Bear Lake | 293,213 | 283,113 | 267,776 | -5.4% | 136,827 | 135,042 | 129,220 | -4.3% | 1,076 | 1,012 | 1,065 | 5.2% |
| E-material | 370,022 | 425,451 | 467,557 | 9.9% | | | | | | | | |
| Other | | | | | 12,450 | 10,499 | 9,130 | -13.0% | 7,505 | 7,497 | 7,919 | 5.6% |
| Support Services | 23,189 | 23,648 | 20,796 | -12.1% | 3,464 | 3,532 | 3,555 | 0.7% | | | | |
| System Quarter 1 | 926,137 | 884,845 | 868,596 | -1.8% | 362,999 | 338,385 | 327,071 | -3.3% | 3,764 | 3,558 | 3,534 | -0.7% |
| System Quarter 2 | 919,921 | 888,529 | 858,360 | -3.4% | 368,917 | 348,316 | 338,133 | -2.9% | 3,542 | 3,370 | 3,606 | 7.0% |
| System Quarter 3 | 986,977 | 944,141 | 914,125 | -3.2% | 407,186 | 388,044 | 374,308 | -3.5% | 3,754 | 3,800 | 3,547 | -6.6% |
| System Quarter 4 | 856,693 | 850,537 | 801,311 | -5.8% | 328,243 | 324,207 | 302,955 | -6.6% | 11,105 | 11,314 | 11,427 | 1.0% |
| Annual Total | 3,689,728 | 3,568,052 | 3,442,392 | -3.5% | 1,467,345 | 1,398,952 | 1,342,467 | -4.0% | 22,171 | 22,041 | 22,114 | 0.3% |

Express checkout percentages

Visits

Meeting room use by outside groups

| Location | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change |
|------------------|-------|-------|-------|----------|-----------|-----------|-----------|----------|-------|-------|-------|----------|
| Maplewood | 90.2% | 89.0% | 88.5% | -0.6% | 312,742 | 295,166 | 270,909 | -8.2% | 808 | 907 | 971 | 7.1% |
| Mounds View | 85.5% | 82.8% | 82.3% | -0.6% | 68,664 | 70,443 | 69,617 | -1.2% | 92 | 169 | 189 | 11.8% |
| New Brighton | 89.7% | 90.3% | 88.8% | -1.7% | 106,415 | 108,589 | 101,198 | -6.8% | 0 | 0 | 0 | 0.0% |
| North St Paul | 63.2% | 65.2% | 67.2% | 3.1% | 38,079 | 35,014 | 39,806 | 13.7% | 0 | 0 | 0 | 0.0% |
| Roseville | 87.7% | 87.5% | 86.6% | -1.0% | 612,544 | 580,388 | 542,762 | -6.5% | 1,027 | 1,002 | 981 | -2.1% |
| Shoreview | 90.1% | 90.6% | 86.5% | -4.5% | 251,411 | 262,656 | 250,923 | -4.5% | 759 | 1,070 | 1,408 | 31.6% |
| White Bear Lake | 88.8% | 89.4% | 89.7% | 0.4% | 149,386 | 147,016 | 137,439 | -6.5% | 172 | 221 | 236 | 6.8% |
| System Quarter 1 | 84.1% | 84.0% | 83.7% | -0.4% | 373,663 | 369,081 | 337,690 | -8.5% | 528 | 881 | 983 | 11.6% |
| System Quarter 2 | 85.4% | 85.1% | 84.4% | -0.8% | 396,743 | 380,829 | 356,841 | -6.3% | 710 | 818 | 972 | 18.8% |
| System Quarter 3 | 86.1% | 86.3% | 85.4% | -1.0% | 415,758 | 400,003 | 385,796 | -3.6% | 754 | 746 | 859 | 15.1% |
| System Quarter 4 | 84.4% | 84.5% | 83.4% | -1.3% | 353,077 | 349,359 | 332,327 | -4.9% | 803 | 924 | 971 | 5.1% |
| Annual Average | 85.0% | 85.0% | 84.2% | -0.9% | 1,539,241 | 1,499,272 | 1,412,654 | -5.8% | 2,858 | 3,369 | 3,785 | 12.3% |

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

| Location | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change |
|------------------|---------|---------|---------|----------|---------|---------|---------|----------|---------|---------|---------|----------|
| Maplewood | 63,359 | 58,797 | 53,569 | -8.9% | 61,123 | 52,027 | 47,447 | -8.8% | 111,717 | 108,336 | 107,743 | -0.5% |
| Mounds View | 10,122 | 10,367 | 9,934 | -4.2% | 9,014 | 9,539 | 8,995 | -5.7% | 6,849 | 7,986 | 7,467 | -6.5% |
| New Brighton | 21,726 | 20,190 | 17,117 | -15.2% | 18,357 | 15,673 | 14,613 | -6.8% | 20,239 | 21,461 | 19,472 | -9.3% |
| North St Paul | 7,253 | 6,296 | 4,786 | -24.0% | 5,952 | 5,307 | 4,137 | -22.0% | 5,283 | 5,423 | 3,955 | -27.1% |
| Roseville | 125,275 | 120,945 | 109,525 | -9.4% | 122,310 | 113,509 | 105,520 | -7.0% | 352,376 | 364,868 | 362,373 | -0.7% |
| Shoreview | 30,051 | 31,775 | 29,592 | -6.9% | 24,008 | 25,799 | 27,078 | 5.0% | 87,006 | 91,178 | 98,415 | 7.9% |
| White Bear Lake | 16,564 | 16,172 | 14,322 | -11.4% | 13,863 | 12,871 | 1,182 | -90.8% | 26,989 | 23,743 | 22,357 | -5.8% |
| System Quarter 1 | 66,213 | 62,306 | 56,316 | -9.6% | 62,745 | 57,632 | 51,687 | -10.3% | 155,492 | 149,437 | 154,254 | 3.2% |
| System Quarter 2 | 70,279 | 72,400 | 61,760 | -14.7% | 64,167 | 59,519 | 54,858 | -7.8% | 158,088 | 150,209 | 156,436 | 4.1% |
| System Quarter 3 | 74,674 | 69,673 | 65,754 | -5.6% | 68,463 | 62,492 | 60,092 | -3.8% | 142,025 | 158,794 | 160,998 | 1.4% |
| System Quarter 4 | 63,184 | 60,477 | 55,015 | -9.0% | 59,252 | 55,450 | 52,335 | -5.6% | 154,854 | 164,555 | 150,094 | -8.8% |
| Annual Total | 274,350 | 264,542 | 238,845 | -9.7% | 254,627 | 234,725 | 218,971 | -6.7% | 610,459 | 622,995 | 621,782 | -0.2% |

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

| Location | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change | 2017 | 2018 | 2019 | % Change |
|--------------------|---------|---------|---------|----------|--------|--------|--------|----------|--------|--------|--------|----------|
| Maplewood | 53,339 | 45,604 | 43,251 | -5.2% | 2,598 | 2,193 | 2,048 | -6.6% | 3,158 | 3,167 | 3,149 | -0.6% |
| Mounds View | 16,575 | 15,405 | 15,704 | 1.9% | 843 | 650 | 733 | 12.8% | 1,758 | 1,769 | 1,764 | -0.3% |
| New Brighton | 21,151 | 18,083 | 18,551 | 2.6% | 891 | 950 | 874 | -8.0% | 2,246 | 2,049 | 2,225 | 8.6% |
| North St Paul | 14,391 | 16,510 | 13,520 | -18.1% | 546 | 379 | 263 | -30.6% | 1,764 | 1,757 | 1,764 | 0.4% |
| Roseville | 126,308 | 130,949 | 115,843 | -11.5% | 5,660 | 5,651 | 6,333 | 12.1% | 3,171 | 3,167 | 3,149 | -0.6% |
| Shoreview | 44,369 | 42,991 | 38,311 | -10.9% | 2,175 | 2,232 | 1,919 | -14.0% | 3,003 | 3,173 | 3,162 | -0.3% |
| White Bear Lake | 19,370 | 24,882 | 18,733 | -24.7% | 1,275 | 1,139 | 1,078 | -5.4% | 2,249 | 2,249 | 2,242 | -0.3% |
| Technical Services | | | | | 707 | 650 | 689 | 6.0% | | | | |
| System Quarter 1 | 72,280 | 75,725 | 57,993 | -23.4% | 3,399 | 3,765 | 3,788 | 0.6% | 4,138 | 4,353 | 4,331 | -0.5% |
| System Quarter 2 | 66,950 | 60,008 | 66,040 | 10.1% | 3,371 | 3,043 | 2,906 | -4.5% | 4,436 | 4,419 | 4,432 | 0.3% |
| System Quarter 3 | 81,913 | 80,210 | 71,994 | -10.2% | 3,982 | 3,711 | 3,508 | -5.5% | 4,448 | 4,400 | 4,424 | 0.5% |
| System Quarter 4 | 74,360 | 78,481 | 67,886 | -13.5% | 3,943 | 3,325 | 3,735 | 12.3% | 4,327 | 4,159 | 4,268 | 2.6% |
| Annual Total | 295,503 | 294,424 | 263,913 | -10.4% | 14,695 | 13,844 | 13,937 | 0.7% | 17,349 | 17,331 | 17,455 | 0.7% |

Website visits

| | 2017 | 2018 | 2019 | % Change | | 2017 | 2018 | 2019 | % Change | | 2017 | 2018 | 2019 | % Change |
|--------------|-----------|-----------|-----------|----------|--|---------|---------|---------|----------|--|---------|---------|---------|----------|
| Quarter 1 | 746,417 | 794,535 | 947,936 | 19.3% | | 116,150 | 112,179 | 116,914 | 4.2% | | 90,397 | 103,231 | 117,864 | 14.2% |
| Quarter 2 | 784,498 | 906,282 | 907,805 | 0.2% | | 103,147 | 107,060 | 107,122 | 0.1% | | 88,570 | 103,702 | 114,686 | 10.6% |
| Quarter 3 | 805,926 | 879,239 | 961,773 | 9.4% | | 111,877 | 113,825 | 110,569 | -2.9% | | 96,609 | 105,031 | 116,844 | 11.2% |
| Quarter 4 | 813,884 | 860,094 | 743,883 | -13.5% | | 103,767 | 105,892 | 100,723 | -4.9% | | 94,446 | 113,487 | 118,163 | 4.1% |
| Annual Total | 3,150,725 | 3,440,150 | 3,561,397 | 3.5% | | 434,941 | 438,956 | 435,328 | -0.8% | | 370,022 | 425,451 | 467,557 | 9.9% |

Holds placed**E-materials circulated****Incoming ILL**

| | 2017 | 2018 | 2019 | % Change | | 2017 | 2018 | 2019 | % Change | | 2017 | 2018 | 2019 | % Change |
|--------------|--------|--------|--------|----------|--|--------|--------|--------|----------|--|-------------|-------------|-------------|----------|
| Quarter 1 | 4,304 | 4,172 | 4,484 | 7.5% | | 5,391 | 5,395 | 4,536 | -15.9% | | \$4,074.60 | \$24,047.63 | \$6,888.72 | -71.4% |
| Quarter 2 | 4,101 | 4,031 | 4,233 | 5.0% | | 4,703 | 5,337 | 4,533 | -15.1% | | \$2,411.10 | \$8,801.45 | \$6,102.19 | -30.7% |
| Quarter 3 | 4,010 | 4,181 | 4,387 | 4.9% | | 4,828 | 4,915 | 4,577 | -6.9% | | \$8,667.45 | \$6,849.85 | \$19,235.42 | 180.8% |
| Quarter 4 | 3,861 | 4,038 | 4,012 | -0.6% | | 4,948 | 4,556 | 4,165 | -8.6% | | \$17,913.50 | \$2,609.27 | \$2,061.85 | -21.0% |
| Annual Total | 16,276 | 16,422 | 17,116 | 4.2% | | 19,870 | 20,203 | 17,811 | -11.8% | | \$33,066.65 | \$42,308.20 | \$34,288.18 | -19.0% |

Outgoing ILL**Value of gifts added**

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Information and Discussion

Presented By
Mickey Ladich,
Property Manager

SUBJECT:

Fourth Quarter 2019 Incident Reports

BACKGROUND:

The number of incidents decreased from 3rd Quarter 2019 by 20%. There were a total of 35 incidents reported in the 4th Quarter of 2019.

BOARD ACTION REQUESTED:

For information and discussion.

| Incident Report Comparison First Quarter | | | | |
|--|------|------|------|------|
| | 2016 | 2017 | 2018 | 2019 |
| New Brighton | 2 | 1 | 0 | 1 |
| Maplewood | 12 | 1 | 6 | 12 |
| Mounds View | 1 | 1 | 1 | 0 |
| North St. Paul | 0 | 0 | 0 | 0 |
| Roseville | 20 | 14 | 16 | 7 |
| Shoreview | 6 | 3 | 1 | 4 |
| White Bear Lake | 0 | 1 | 2 | 0 |
| | 41 | 21 | 26 | 24 |

| Incident Report Comparison Second Quarter | | | | |
|---|------|------|------|------|
| | 2016 | 2017 | 2018 | 2019 |
| New Brighton | 0 | 0 | 0 | 0 |
| Maplewood | 14 | 6 | 8 | 19 |
| Mounds View | 2 | 2 | 0 | 0 |
| North St. Paul | 1 | 1 | 1 | 5 |
| Roseville | 18 | 10 | 11 | 11 |
| Shoreview | 2 | 4 | 5 | 8 |
| White Bear Lake | 5 | 4 | 3 | 2 |
| | 42 | 27 | 28 | 45 |

| Incident Report Comparison Third Quarter | | | | |
|--|------|------|------|------|
| | 2016 | 2017 | 2018 | 2019 |
| New Brighton | 1 | 2 | 1 | 0 |
| Maplewood | 20 | 11 | 11 | 13 |
| Mounds View | 1 | 2 | 0 | 0 |
| North St. Paul | 0 | 0 | 0 | 1 |
| Roseville | 18 | 6 | 24 | 18 |
| Shoreview | 1 | 4 | 6 | 7 |
| White Bear Lake | 4 | 10 | 6 | 5 |
| | 45 | 35 | 48 | 44 |

| Incident Report Comparison Fourth Quarter | | | | |
|---|------|------|------|------|
| | 2016 | 2017 | 2018 | 2019 |
| New Brighton | 2 | 2 | 0 | 0 |
| Maplewood | 15 | 9 | 12 | 19 |
| Mounds View | 1 | 2 | 0 | 0 |
| North St. Paul | 0 | 1 | 2 | 0 |
| Roseville | 16 | 14 | 17 | 14 |
| Shoreview | 7 | 9 | 9 | 2 |
| White Bear Lake | 0 | 2 | 1 | 0 |
| | 41 | 39 | 41 | 35 |

| | | | | |
|--------|-----|-----|-----|-----|
| Totals | 169 | 122 | 143 | 148 |
|--------|-----|-----|-----|-----|

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Award Gold Card

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Award Library Gold Card

BACKGROUND:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Library Board Trustee John Hakes completed his second consecutive term in December 2019. To honor his service on the Library Board and his contributions to the Library and the community, a gold card is proposed for Hakes.

BOARD ACTION REQUESTED:

To award a Library Gold Card to John Hakes as a symbol of appreciation for his contributions to Ramsey County Library and to authorize the Library Board Chair to sign the Gold Card certificate.

Certificate of Appreciation

Awarded to

John Hakes

on this 19th day of February 2020

In appreciation for serving on the Ramsey County Library Board of Trustees from 2014-2019, including the office of Secretary from 2014-2017; for your role in the successful completion of the Library's Facilities Master Plan; for your willingness to serve as the Library Board representative on many committees during your tenure, including your role as the Shoreview Facilities Project Liaison, member of the Shoreview Capital Campaign Committee; member of the By-Laws and Policies Subcommittee, member of the Friends Advocacy Committee in 2014; and member of the Personnel Subcommittee from 2014-2017; for your participation in creating the Library's Mission, Guiding Principles, and Strategic Plan; and for your role in the director search process. Your dedication and hard work, your accounting acumen, your dry sense of humor, and your passion for the Shoreview community have greatly benefited the residents of suburban Ramsey County.



Library Board Chair

Request for Library Board Action

Meeting Date
 February 19, 2020

Action Requested
 Approval

Presented By
 Jill Boldenow,
 Library Director

SUBJECT:

Video Streaming Subscription

BACKGROUND:

Ramsey County Library seeks to enter into a contract with a streaming video service to provide content to patrons. Librarian Charles Mosner will present to the Library Board the options available in the library market as well as the Collections Steering Team's preferred provider.

The Library will work with Ramsey County Procurement and the Attorney's Office on purchasing and contracting. The annual contract costs are expected to exceed \$25,000, and the Library Board must approve this level of expenditure.

BOARD ACTION REQUESTED:

Authorize the Library Director to pursue procurement and contracting with the preferred video streaming provider at an annual cost not to exceed \$35,000.

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Approve Encumbrances

Presented By
Mary Larson,
Financial Manager

SUBJECT:
 2019 Year End Reserves

BACKGROUND:

At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. A summary of the Library's remaining 2019 obligations and proposed reserves is included below.

2019 Funds Available:

| | |
|--|-------------------|
| Unexpended Appropriations | \$601,864 |
| Staff Training, E-rate and RLTA Reimbursements | \$88,366 |
| Tax Revenue Shortfall | (\$11,662) |
| <u>Library Revenue Shortfall</u> | <u>(\$47,057)</u> |
| Total 2019 Surplus: | \$631,511 |

| | | |
|--------------|---|-------------------|
| Less: | <u>Pending 2019 Book Orders</u> | <u>(\$61,000)</u> |
| | Total Pending 2019 Encumbrances: | (\$61,000) |

Potential Funds Available for Special Projects: **\$570,511**

2019 Proposed Reserves:

| | |
|------------------------------------|------------------|
| EGCI Administrative Services | \$35,000 |
| Technology Fund | \$183,000 |
| Refurbishment Fund | \$257,511 |
| Ebook Collection | \$50,000 |
| DVD Collection | \$10,000 |
| <u>Video Streaming Service</u> | <u>\$35,000</u> |
| Total of Proposed Projects: | \$570,511 |

Balances also remain from the 2018 and 2017 reserves approved last year, as well as outstanding expenses from 2016 reserves that have not been invoiced. The proposed reserves include:

2018 Proposed Reserves:

| | |
|---|------------------|
| Children's Interactives & Make/Play Materials | \$99,000 |
| Program Equipment | \$80,000 |
| Library Collections | \$5,500 |
| <u>Technology Fund</u> | <u>\$235,000</u> |
| Total 2018 Reserves: | \$419,500 |

2017 Proposed Reserves:

| | |
|-----------------------------|------------------|
| Refurbishment Fund | \$85,750 |
| Technology Fund | \$169,570 |
| Total 2017 Reserves: | \$255,320 |

2016 Encumbrances:

| | |
|-----------------------------|-----------------|
| General Office Products | \$6,040 |
| Uhl Company | \$3,729 |
| Witzel Electric | \$1,450 |
| Total 2016 Reserves: | \$11,219 |

BOARD ACTION REQUESTED:

To approve the 2019, 2018, 2017 and 2016 year-end reserves as proposed.

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Approval

Presented By
Jill Boldenow,
Library Director

SUBJECT:

EGCI Administrative Services

BACKGROUND:

In 2015, Ramsey County reorganized its services into four services teams: Health & Wellness, Safety and Justice, Economic Growth & Community Investment, and Information & Public Records. The Library is part of the Economic Growth & Community Investment (EGCI) Team.

Each team has a small administrative staff, comprised of a Deputy County Manager, Controller, and Administrative Assistant in EGCI. This administrative team is funded primarily through the County's property tax levy. For 2019, the County Manager asked each team to supplement the County funding from revenue sources within the service teams. EGCI departments were asked to contribute a pro-rated amount to the administrative service costs for the team.

This expense is similar to payments for other services included in the County's Administrative Overhead account, which pays for services provided by the Finance Department, Human Resources, the County Manager's Office, etc.

BOARD ACTION REQUESTED:

To authorize the transfer of \$35,000 from the Library's unexpended 2019 funds to the Economic Growth and Community Investment office to cover the cost of administrative services provided in 2019.

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Approval

Presented By
Lynn Wyman,
Deputy Director

SUBJECT:

Checkout Policy Update

PURPOSE:

To update the Checkout Policy to reflect recent loan period changes and to add clarifying language around circulation limits.

BACKGROUND:

The loan period for DVDs recently was increased from seven days to three weeks. The updated language reflects that change.

High demand items no longer have a reduced loan period. The updated languages removes the sentence about reduced loan periods and articulates the right of the Library to establish checkout limits for specific formats and collections.

The current policy permits the Library Director to place checkout and request limits on individuals on a case-by-case basis. Appeal language has been added.

BOARD ACTION REQUESTED:

Approve the updated version of the Checkout Policy.

Checkout

Approved by: Library Board

Approved Date: Wednesday, April 16, 2008

Revised Date: Wednesday, May 17, 2017

Review Schedule: Every five years

Next Review Date: 2022

Requirements for checkout

A library account is required to check out materials. If the library card is left at home, materials may be checked out if the patron can provide identification and confirm essential elements of their library record. Minors without identification can check out materials if they can confirm essential elements of their library record. A memorized barcode number is not considered identification.

Loan policies

Loan periods

The loan period for books, periodicals, **DVDs**, or CDs is three weeks. ~~DVDs have a one-week loan period and~~ Loan periods for specialty collections may vary. ~~High-demand items may have a reduced loan period.~~

Renewals

Patrons may renew most Ramsey County Library materials on their record up to two times. Exceptions include requested materials and items that have a non-renewable status.

Circulation limits

The Library has a checkout limit of 150 items and reserves the right to establish lower limits for specific formats and collections.

The Library reserves the right to limit the number of items and the number of certain types of items checked out or requested by any individual at one time. The decision to impose such restrictions rests with the Library Director on a case-by-case basis. **The Library Director's decision may be appealed to the Library Board which will make the final determination of restrictions.**

~~The Library has a checkout limit of 150 items, and several item-type limits.~~

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Information and Discussion

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Library Board By-Laws and Policies

BACKGROUND:

The Library Board will discuss its By-Laws and Policies to inform members about the Board's governing rules.

BOARD ACTION REQUESTED:

For information and discussion.

Ramsey County Library Board of Trustees BY-LAWS

ARTICLE I Identification

The name of the organization is the Ramsey County Library, located in suburban Ramsey County, Minnesota, with administrative office at 4560 North Victoria Street in Shoreview, and libraries in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake.

ARTICLE II Purpose

The mission of the Ramsey County Library is to CONNECT community, INSPIRE curiosity, and CULTIVATE learning. The purpose of the Ramsey County Library Board of Trustees as established by Minnesota Statute is to provide the legal, financial, policy and planning responsibility for all operations of the Ramsey County Library. The Library Board also selects, supervises and evaluates the Library Director.

ARTICLE III Board of Trustees

Section 1. Number and qualifications.

The governing body of the library is the Board of Trustees, which is composed of seven members as appointed by the Board of Ramsey County Commissioners. Members shall be residents of suburban Ramsey County.

Section 2. Term of office.

The term of office of trustees shall be three years. No trustee shall serve more than three consecutive terms. Terms will be staggered to ensure continuity. A trustee whose term expired may continue to serve until an appointment is made. If a member is appointed to serve an unexpired term of office and serves more than half of a regular term, it shall be considered a full term of office.

Section 3. Disqualifications, vacancies.

Any member who moves out of suburban Ramsey County shall vacate their position. The Board of County Commissioners may remove any member for misconduct or neglect.

Section 4. Officers.

Officers of the Board of Trustees shall be a chair, vice chair, and secretary. Officers shall be elected at the first business meeting of the calendar year. An officer may serve two consecutive terms. Vacancies in office shall be filled by majority vote at the next regular meeting of the Board after the vacancy occurs.

The duties of the officers are as follows:

The Chair of the Board of Trustees shall preside at all meetings, appoint all committees, authorize calls for any special meetings, execute documents authorized by the Board, and generally perform the duties of a presiding officer.

The Vice Chair of the Board of Trustees shall assume the duties of the Chair in the event of the absence or disability of the Chair. In addition, the Chair may assign duties to the Vice Chair with concurrence of the majority of the Board of Trustees.

The Secretary of the Board of Trustees shall be responsible for ensuring that a true and accurate account is kept of all proceedings of the Board meetings; that notices of all meetings are issued; that the minutes and other records of the Board are maintained; and that the Board of Ramsey County Commissioners is notified of any vacancies on the Library Board of Trustees.

Section 5. Indemnification.

Subject to limitations set forth in Minnesota Statutes 466.04, Ramsey County will defend and indemnify any of its officers and employees, whether elective or appointive, for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer was acting in the performance of the duties of the position; and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

ARTICLE IV Meetings

Section 1. Time and place.

The Board of Trustees meetings shall be held on the dates, times and places specified at the annual meeting. The Library Board will give public notice of all meetings and all meetings will be open to the public in accordance with Minnesota's Open Meeting Law. The first meeting in January shall be the annual meeting.

Section 2. Special meetings.

Special meetings of the Board of Trustees may be called by the Chair or upon the written request of four members for the transaction of business as stated in the meeting request.

Section 3. Notices of meetings.

All members shall be notified of all meetings at least two days before the meeting. Notice for any meeting not scheduled in accordance with Section 1 above shall be accomplished through U.S. Mail, making a good faith effort to contact a trustee via telephone, or by sending an electronic mail message to the address so designated by the Trustee.

In addition, notices shall be posted in all libraries and released to the press. All meetings of the Ramsey County Library Board of Trustees are held in accordance with the Minnesota Open Meeting Law (Minn. Stat. 471.705).

Section 4. Quorum.

A quorum for the transaction of business shall consist of four voting members of the Board of Trustees.

Section 5. Parliamentary authority.

Should any questions arise as to procedure, Rosenberg's Rules of Order (latest edition) shall be followed.

ARTICLE V Committees

The Chair may appoint standing committees as needed by the Board of Trustees. Ad hoc committees for the study of special issues may also be appointed by the Chair; such committees to serve until completion of the work for which they were appointed.

ARTICLE VI Duties of the Board of Trustees

1. Recruit and employ a qualified library director.
2. Maintain an ongoing performance appraisal of the director.
3. Identify and adopt written policies to govern the operation and programs of the library.
4. In conjunction with the Library Director and library staff, do strategic planning to assure that the Ramsey County Library will continue to meet the information needs of its community in the years to come.
5. Seek adequate funds to carry out library operations.
6. Assist in the preparation of and approve the annual budget.
7. Monitor organization performance.
8. Promote the mission of the library within the community.
9. Advocate for the library to policymakers.
10. Advocate on behalf of the Friends to the community.
11. Maintain a liaison to the Friends board.

ARTICLE VII Conflicts of Interest

Board members must avoid any conflict of interest with respect to their fiduciary responsibilities. There must be no self-dealing or conduct of private business or personal services between any Board member and the library except as procedurally controlled to assure openness, competitive opportunity and equal access to information. Board members must not use their position to obtain for themselves, family members or close associates employment within the library. Should a trustee be faced with a conflict of interest, they must abstain from board deliberation and voting.

ARTICLE VIII Compensation

Members of the Board of Trustees shall be paid a per diem of \$50.00 per meeting for a maximum of two meetings per month. There shall be no reimbursement for mileage expense.

ARTICLE IX Liaison with Board of Ramsey County Commissioners

A Ramsey County Commissioner may be appointed by the Board of Ramsey County Commissioners to serve as liaison between the Library Board of Trustees and the Board of Commissioners.

ARTICLE X Amendments

These by-laws may be amended at any regular meeting of the Board of Trustees with a quorum present, by a majority vote of the voting members present, providing the amendment was stated in the call for the meeting.

These by-laws will be in force upon adoption by the Board of Trustees of the Ramsey County Library.

ARTICLE XI Policy Enactment

Unless otherwise specified by the Board of Trustees, the Director shall enact all policies and procedures adopted by the Library Board on the first day of the month no less than 90 days following Board approval.

Library Board Policies

Approved 4-5-17

**CONNECT community
INSPIRE curiosity
CULTIVATE learning**

Ramsey County Library Board Policies

Page (s)

I. Governance Process

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II. Executive Policies

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I. Governance Process

Policy A: BOARD MEMBERS' CODE OF CONDUCT

The Ramsey County Library Board expects that its members will conduct themselves in an ethical and businesslike manner. Board members will act only within the scope of their legal authority and will perform the work of the Board in a manner that is respectful of the community, library staff, and each other.

1. Board members must avoid conflicts of interests. A conflict of interest exists where the board member's ability to act in the best interests of the library system is limited by the member's personal or business interests; including interests as a member of other community groups, or membership on other boards or staffs. If a Board member has a conflict of interest, the Board member should abstain from participation in that matter.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the Ramsey County Library except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - b. Board members must not use their positions to obtain for themselves, family members, or close associates employment within the Ramsey County Library.
 - c. Should a trustee be considered for employment by the Ramsey County Library, the trustee must temporarily withdraw from Board deliberation and voting.
3. No individual Board member, officer, or committee has authority over the Library Director. Information may be requested, but if such request, in the Library Director's judgment, requires a material amount of staff time, it may be refused.
 - a. Board members' interaction with the Library Director or with staff must recognize the lack of authority in any individual trustee or group of Board members except as noted above.
 - b. Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any trustee or Board members to speak for the Board.

Policy B: ATTENDANCE POLICY

1. Library Board members are expected to attend all regularly scheduled Library Board meetings. Board members must notify the Chair if they are unable to attend a Library Board meeting.
2. Regular attendance at Library Board meetings is essential so that decisions made represent the opinions of the Board as a whole.
3. A Library Board member may forfeit their appointment as a result of poor attendance. Poor attendance is defined as three unexcused absences in a calendar year. Should this occur, the member will be contacted by the Chair asking the member to re-commit to the Library Board or relinquish their position to allow another individual to be appointed. The member's response will promptly be shared by the Chair with the entire Board at the next Board meeting. In that meeting, the Board will decide what actions to take regarding the Board member's future membership on the Board.

Policy C: COMMITTEE PRINCIPLES

The Board may establish committees to help carry out its responsibilities. To preserve Board integrity, committees will be used sparingly. Committees will be used so as to minimally interfere with the wholeness of the Board's job, and so as never to interfere with delegation from Board to Library Director.

1. Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Library Director.
2. Board committees are to help the Board do its job, not to help the staff do its jobs. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
3. Board committees cannot exercise authority over staff and, in keeping with the Board's focus on the future, Board committees will not ordinarily have direct dealings with current staff operations. Further, the Board will not impede its direct delegation to the Library Director by requiring approval of a Board committee before an executive action. The Library Director works for the Board, never for a Board committee, officer, or trustee.
4. This policy applies only to committees that are formed by Board action, whether or not the committees include non-Board members. It does not apply to committees formed under the authority of the Library Director.

II. Executive Policies

Policy A: FINANCIAL PLANNING

The Library Director will follow Ramsey County's accounting guidelines and shall assure the financial integrity of the Ramsey County Library when planning or executing the budget for all or any remaining part of a fiscal period.

Accordingly, the Library Director is responsible for:

1. Providing sufficient budget detail to the Board including a reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure planning assumptions.
2. Plans for expenditures in any fiscal year shall be based on revenues reasonably projected to be received in that period.
3. The budget shall be consistent with Board-stated priorities in its allocation among competing budgetary needs.
4. The budget shall comply with the guidelines and procedures of the Ramsey County Finance Department and the County Manager's Office.

Policy B: FINANCIAL AUTHORIZATIONS

The Library Director shall assure the Ramsey County Library's fiscal integrity by adhering to the fiscal policies and procedures established by the Ramsey County Finance Department and by the Library Board.

Accordingly, the Library Director is specifically authorized to:

1. Approve bills for payment and to transfer funds within the various Library accounts, including the facilities fund, during each fiscal year. A financial condition report shall be submitted to the Board on a quarterly basis.
2. Make purchases of budgeted supplies and equipment costing less than \$25,000, such purchases to be made in accordance with state laws. Purchases of \$25,000 or more are to be brought to the Board for appropriate action.
3. Purchase for the Ramsey County Library books, periodicals, audiovisual materials and other library materials as may be necessary to meet the Library's needs, without advertising for competitive bids, since no significant advantage can be gained by advertising for competitive bids for the purchase of books, periodicals, audiovisual materials and other library materials that are protected by patent, copyright or exclusive franchise, and are noncompetitive in nature.

4. Accept gifts, consistent with Library Board policy, of cash and personal property valued up to \$25,000. Gifts exceeding \$25,000 in cash or personal property are to be brought to the Library Board for appropriate action. A quarterly report of gifts received by the Library will be submitted to the Board.
5. Apply for and accept grants, in accordance with Ramsey County guidelines, of up to \$5,000. Grants exceeding \$5,000 are to be brought to the Board for appropriate action.

Request for Library Board Action

Meeting Date
February 19, 2020

Action Requested
Information and Discussion

Presented By
Jill Boldenow,
Library Director

SUBJECT:

Naming Rights Policies

BACKGROUND:

Ramsey County is considering adopting a new Countywide Facility and Site Naming Policy.

See the current, attached Ramsey County Library Naming Rights Policy and the attached draft (as of February 11, 2020) of the Countywide Facility and Site Naming Policy. The Library Board will discuss these two policies.

BOARD ACTION REQUESTED:

For information and discussion.

Naming Rights

Approved by: Library Board

Approved Date: February 21, 2018

Reviewed Date:

Review Schedule: Every 5 years

Next Review Date: 2023

The authority to name any county building, including library buildings, belongs to the Ramsey County Board of Commissioners. According to Ramsey County Resolution 98-417, "The County may consider naming facilities after individuals, but only in cases where the individual has made an exceptional contribution of time (service) or funding, and where the contribution is directly connected to the benefit or service that the facility is providing."

The Ramsey County Library Board will approve all naming proposals for major service areas and rooms within libraries and on library grounds.

The Library Board will approve a list of monetary values assigned to specific naming rights associated with the construction, expansion, or renovation of a library. Naming rights will only be granted for monetary as opposed to in-kind donations. Any request regarding operation or programmatic conditions of a gift must be approved by the Library Board.

The Ramsey County Library Board reserves the right to reject donations by individuals, groups, organizations. If an individual, business, or organization, after which a room or area has been named, comes into disrepute at the Library or in the community at large, the Library Director may recommend to the Ramsey County Library Board that the use of the name be discontinued.

Naming rights are subject to the following conditions:

- A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.
- The Library Board will approve the terms of a naming right as specified in an Agreement for Naming Rights.
- Naming rights generally will not extend beyond the normal life of the room. Naming rights will remain in place for a minimum of 15 years and a maximum of 25 years. In the event the room or building is significantly altered in a timeframe less than 75% of the agreed upon time frame when the gift was made, the Ramsey County Library Board will roll the name forward in a similar capacity.

- The Library reserves the right to demolish, retrofit, add to or maintain the named area.
- If a facility must be replaced or substantially renovated, or the use of an area re-designated, it may be named for a new donor, subject to the specific terms and conditions set forth in any gift agreements related to the prior naming action.
- The Library strives to maintain a consistent look with signage. All signage recognizing donors must comply with the aesthetic standards of the library in which it is located.
- The Library may entertain a donor's request to change the original recognition in naming when there has been a change in ownership, changes in business name, or cessation of business. All costs associated with changing from the original name will be paid by the person or business requesting the change.

Donors may also contribute to the purchase of groups or individual items of furniture, sections of shelving or service desks, items for the library collection, works of art, educational play structures, or any other fixtures within a Ramsey County Library building. These contributions are not considered naming rights. They may be acknowledged with an inscription or plaque. All donors who contribute at a level to be determined by the Library Board to a library capital campaign will be recognized on a donor wall in the library building.

Policy Title: Countywide Facility and Site Naming Policy **[DRAFT]**

Department: County Manager's Office

Chapter: 1

Section:

Policy #

Effective Date (*date policy was first implemented*)

POLICY STATEMENT

This policy establishes the framework for the naming of county facilities and sites. The County bears a special responsibility to ensure that the names attached to its facilities and sites accord with its mission, vision, goals, and values, reflecting its highest ideals and aspirations for county residents and our future. This policy further provides Ramsey County with the opportunity to integrate guidance on racial equity and community engagement in its approach to naming county sites.

General Naming Guidelines, Process, and Applicability

The General Naming Guidelines in this section apply to all county facilities and sites, including buildings, open spaces, infrastructure, and parts thereof. See "Applicability," below, for more information. All county names must be consistent with the county's mission, vision, goals, and values.

County staff may recommend naming proposals if there is clear demonstration that the naming proposal considers the historical context and inclusiveness of the name, the American Indian or native history of the site, if applicable, and the impact, real or perceived, that the name may have on American Indians, Black, and underrepresented communities and their lived experiences. Any proposed name's impact on racial equity must also be considered, in accordance with the county's [Advancing Racial Equity Policy](#). Additionally, in the process of evaluating any naming proposal for buildings, parts of buildings available for public use, open spaces, and infrastructure, county staff must demonstrate in its recommendation that they have consulted or engaged with the impacted communities in accordance with the county's Community Engagement Policy.

Any proposal for new names must be presented to the County Manager for consideration, final review, and approval. County staff must present naming proposals through their Executive Team member.

If any name existing prior to, proposed, or chosen pursuant to this policy violates any of these general guidelines, or otherwise comes into disrepute, the County Manager may recommend that a new name be chosen. Under special and appropriate circumstances, the County Manager may recommend an exception, deviation, or modification to the specific guidelines in this section.

While this policy does not automatically require a comprehensive reevaluation of all current site names, the current name of any facility or other site undergoing a complete reconstruction, significant upgrade, or relocation must be reviewed for compliance with this policy.

Specific Naming Guidelines

In addition to the general guidelines above, the following guidelines apply to specific categories of county sites. This section also includes guidelines for corporate and individual *naming rights*. See “Definitions” (below) for a definition of naming rights.

All Buildings, Open Spaces, and Infrastructure

This category includes but is not limited to all buildings, open spaces, and infrastructure, for example, county administrative and service centers, libraries, sports complexes, arenas, parks, trails, golf courses, roads, sidewalks, and bridges.

Buildings, open spaces, and infrastructure will be named according to locational, geographical, or natural features of the site. Names should include a reference to the kind of public service(s) being provided. These guidelines are intended to help residents more easily identify the location of county buildings and the services they provide.

Buildings, open spaces, and infrastructure may not be named in honor or memory of individuals. Neither corporate nor individual naming rights will be granted for sites in this category, except for sports complexes and arenas and their components, for which the county may enter into naming rights agreements with either corporate or individual sponsors (see “Applicability” below for limitations).

Where cities have the authority to name streets within their boundaries, this policy is not intended to infringe on that authority.

Parts of Facilities and Sites Available for General Public Use

This category includes but is not limited to parts of buildings such as conference rooms, facilities within parks such as picnic shelters, and other parts of facilities available for general public use.

Generally, parts of facilities and sites available for public use will be named according to locational, geographical, physical, or natural features of the site. Names should include a reference to the kind of service(s) provided by the site. Such names are intended to help residents more easily identify the location of the site and the service(s) it provides.

Other kinds of names given to parts of facilities and sites available for public use in acknowledgment of a donation or contribution to the county may not be named in honor or memory of individuals. This does not preclude the possibility that corporate or individual donors making a contribution to county facilities, whether as part of a capital campaign or under other circumstances, may have their donation acknowledged with a plaque or inscription. Such contributions and acknowledgments will comply with the county's Donor Policy.

Parts of Facilities and Sites Not Available for General Public Use

This category includes parts of buildings, such as conference rooms, that are not available for general public use. User departments may choose names that accord with the General Naming Guidelines in this policy. It is recommended that parts of facilities in this category be named according to locational, physical, geographical, or natural features of the site. Such names are intended to help staff more easily identify the location of the space.

APPLICABILITY

This policy applies to both official names and unofficial (e.g., cultural or historical heritage) names of all county facilities and sites, including all buildings, parts of buildings, all open spaces, and all infrastructure, whether owned or leased. It applies both to permanent names and to any name assigned as part of a limited-term naming rights contract. Where lease terms limit naming rights, the terms of the lease will control.

While advertising is subject to different approval processes and contractual obligations, the principles guiding the choice of names, as set forth in this policy under “General Naming Guidelines,” should guide advertising contracts as well.

Guidelines on naming rights will apply only to sites where corporate or individual naming rights are legally permissible. There may be county sites that are ineligible for corporate or individual naming rights, due to limitations on selling naming rights for properties that were purchased with bonding money.

GENERAL INFORMATION

This policy supersedes guidance provided in Resolution 98-417, “Policy on Naming Facilities.” It provides expanded and clarified guidelines on the kinds of sites covered, as well as the principles and values that apply to naming.

This policy also explicitly links naming to county guidance on racial equity and community engagement. Names are weighted with great meaning and significance, now and long into the future. As the county seeks to advance racial equity by reducing racial and ethnic-based disparities, it must consider the impact of names on these efforts. To do so, the county must engage in authentic and constructive community dialogue with impacted communities, including the first people of the land, American Indians.

AUTHORITY

This policy was prepared under the authority of the County Manager.

DEFINITIONS

Naming rights: Time-limited, contractual rights given to a corporate or individual sponsor or donor to name a county site after either a corporate entity or individual in exchange for a monetary contribution.

Parts of buildings: Includes rooms and other areas designated for particular purposes.

General public use: Public use of the facility or site without staff escort and not including meetings with staff.

Locational, geographical, physical, or natural features: These include features that provide an objective reference point. Locational or geographic features might include, for example, the city or street where a site is located (e.g., Ramsey County Library in Roseville, Dale Street Bridge) or its direction relevant to other locations (e.g., West Wing, Lower Level Conference Room). Physical features include qualities of the facility itself (e.g., Brick Room, Glass Room). Natural features include geologic or topographical features such as a nearby lake, creek, or bluff (e.g., Turtle Lake County Park).

RESPONSIBILITIES

All county leaders, department managers, supervisors, and staff are responsible for adopting and applying this policy to the naming of any county site.

PROCEDURES

Regarding the evaluation and approval processes, see Policy Statement above.

LINKS AND RESOURCES

Naming Proposal Form

[Advancing Racial Equity Policy](#)

Community Engagement Policy

Donor Policy

CONTACTS / SUBJECT MATTER EXPERTS

Director, Policy and Planning

Racial and Health Equity Administrators

REVISION HISTORY

| Date | Brief description of change |
|----------------------------------|-----------------------------|
| <i>Insert approval date here</i> | This is a new policy. |

APPROVAL

Johanna Berg

Deputy County Manager, Economic Growth and Community Development

January 23, 2020


Ramsey County Library in the news:

- 1/13:
Star Tribune
Ramsey County Library will no longer fine for overdue youth and teen materials
<http://www.startribune.com/ramsey-county-library-will-no-longer-fine-for-overdue-youth-and-teen-materials/566928872/>
- 1/13:
willmarradio.com
No More Late Fines for Children's and Teen Materials at Ramsey County Library
https://www.willmarradio.com/news/no-more-late-fines-for-children-s-and-teen-materials/article_ef70abc4-35f4-11ea-90e5-f7015aec6c6e.html
- 1/13:
WCCO 4 CBS
Ramsey County Scraps Late Fees For Children's Books
<https://minnesota.cbslocal.com/2020/01/13/ramsey-county-scraps-late-fees-for-childrens-books/>
- 1/17:
bringmethenews.com
Presidential primary voting starts in Minnesota today, here's how you can vote early
<https://bringmethenews.com/minnesota-news/presidential-primary-voting-starts-in-minnesota-today-heres-how-you-can-vote-early>
- 1/19:
bringmethenews.com
What's open and closed in Minnesota on MLK Day 2020?
<https://bringmethenews.com/minnesota-lifestyle/whats-open-and-closed-in-minnesota-on-mlk-day-2020>
- 1/25:
twincities.com
Literary calendar: Roaring 20s theme for Friends of the Ramsey County Libraries gala
Literary calendar: Roaring 20s theme for Friends of the Ramsey County Libraries gala
<https://www.twincities.com/2020/01/25/literary-calendar-roaring-20s-theme-for-friends-of-the-ramsey-county-libraries-gala/>
- 1/27:
Kare 11
Winter gala season has officially begun
<https://www.kare11.com/article/news/community/wintergalaseason2020/89-58830a47-6a17-4379-a2b9-267d12e871e0>
- 1/30:
Star Tribune
St. Paul libraries see a boost after going fine-free <http://m.startribune.com/st-paul-libraries-see-a-boost-after-going-fine-free/567433902/>
- 2/5:
Star Tribune
Gish Jen, Laila Lalami to appear at Club Book <http://m.startribune.com/gish-jen-laila-lalami-to-appear-at-club-book/567599722/>
- 2/11:
Star Tribune
Ramsey County considers new naming policy <http://www.startribune.com/ramsey-county-considers-new-naming-policy/567744852/>
- 2/11:
Star Tribune
Ramsey County Board tables proposal to bar naming county sites after individuals
<http://www.startribune.com/ramsey-county-board-tables-proposal-to-bar-naming-county-sites-after-individuals/567764302/>

Facebook:

City of Roseville, MN
January 7 · 🌐

Looking for a fun night out for a good cause? Tickets are on sale now for the Friends of the Ramsey County Libraries annual gala. This year's fund-raising event themed "Welcome to the Roaring 20s" will take place on Saturday, February 1, at the Ramsey County Library in Roseville. Past gala events have raised enough funds to add 1,500 new items to the lending collection of the Ramsey County Library locations in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview and White Bear Lake. For ticket information and more, visit www.rcifriends.org/events/gala.



Ramsey County Library, Tom Linder, Caitlin Ricks and 10 others · 1 Share

Love Comment Share

Ramsey County Library
Published by Pa Na Lor [?] · January 14 at 10:00 AM · 🌐

"We want to send a really strong message. We are here for parents, children and teens." Boldenow said. "The library has an amazing set of resources for them. We want to remove all the barriers we can and welcome them in the door."

<http://www.startribune.com/ramsey-county-library-will-no-longer-fine-for-overdue-youth-and-teen-materials/>



STARTRIBUNE.COM
Ramsey County Library will no longer fine for overdue youth and teen materials

1,641 People Reached 390 Engagements [Boost Post](#)

👍👍👍 Erica Redden, Diana N. Wagner and 115 others 3 Comments 10 Shares

Like Comment Share

Oldest ▾

Renee Gjerde There are no overdue fines for kids at the Oslo Public Library.
[Like](#) · [Reply](#) · [Message](#) · 3w

Gina Bryant Nor St Cloud. The problem I have with that is that there's no incentive to get the stuff back to the library. (Personal experience)
[Like](#) · [Reply](#) · [Message](#) · 3w

Lisa Hayes-Burt just as long as the books come back.
[Like](#) · [Reply](#) · [Message](#) · 3w

Mindful Way Coaching is at Ramsey County Library.
January 16 at 11:59 AM · Roseville · 🌐

"Break the Ceiling" a SCORE workshop.

John Hathaway is at Ramsey County Library.
January 17 at 4:10 PM · Roseville · 🌐

It's a no joke blizzard out here but luckily enough for Bernie Sanders I'm a total dumbass! #NoMeUs

🗳️ Early vote MN! <https://sos.state.mn.us/.../other-ways-.../vote-early-in-person/>

👤 Volunteer! <https://berniesanders.com/volunteer/>... See More



Michael Rosenow, Michael Howard and 25 others

Ramsey County Library
Published by Pa Na Lor [?] · January 24 at 10:00 AM · 🌐

"So stop beating yourself up for buying too many books or for having a to-read list that you could never get through in three lifetimes. All those books you haven't read are indeed a sign of your ignorance. But if you know how ignorant you are, you're way ahead of the vast majority of other people."

<https://www.inc.com/.../why-you-should-stop-feeling-bad-about-...>



INC.COM
Why You Should Surround Yourself With More Books Than You'll Ever Have Time to Read

1,707 People Reached 202 Engagements [Boost Post](#)

👍👍👍 Mallory Leider, Troy Iverson and 44 others 4 Comments 11 Shares

Like Comment Share

Oldest ▾

Dean Ovitt-Stoneking Matthew Stoneking-Ovitt Denioe Davis I think we can continue our quest for more books! Read on to ward off the ignorance! 🤪👍👍❤️
[Like](#) · [Reply](#) · [Message](#) · 2w

Sarah Heikkila Erin Oberdorfer- did you ghost write this?!!
[Like](#) · [Reply](#) · [Message](#) · 2w

Erin Oberdorfer I wouldn't ghost write it - I'd proudly put my name to it! 🤪
[Like](#) · [Reply](#) · [Message](#) · 2w

Erin Oberdorfer Look up the word Tsundoku if you don't know it
[Like](#) · [Reply](#) · [Message](#) · 2w

Reply as Ramsey County Library

Mary K Holmes Indeed! Ward them off! That's the idea!
[Like](#) · [Reply](#) · [Message](#) · 2w

Dawn Wiley I think of them as an excess in curiosity about EVERYTHING!
[Like](#) · [Reply](#) · [Message](#) · 2w

Trista MatasCastillo, Ramsey County Commissioner District 3 is with Victoria Reinhardt. January 25 at 1:45 PM · Roseville ·

One of my favorite annual events is a Ramsey County Commissioner is Kindergarten Library Card day with my friend and mentor Victoria Reinhardt. The sheer joy of these kiddos getting their very own library card is so delightful! #youngreaders Ramsey County Library



Ramsey County Library, Lynn Belgas, Shannon Prather and 12 others

Like Comment Share

Metropolitan Pediatric Dental Associates is at Ramsey County Library. January 30 at 1:45 PM · Roseville ·

You're invited to join us at the Shoreview Ramsey County Library on Monday, February 3rd at 10:30 AM and Tuesday, February 4th at 6 PM for 'Story Time With Dr. Grove'! There will be singing and dancing, a short interactive lesson on dental health, and then Dr. Grove will be reading the children's book, 'Pete the Cat and the Lost Tooth'! See you there!



Ramsey County Library, Yannelly Sanchez, Laura Kohrt and 10 others

Like Comment Share

Jai Howard is at Ramsey County Library. January 27 at 12:23 PM · Roseville ·

No school today so me and kris are reading

Only people who manage this Page can see who published

Published by Pa Na Lor [?] · February 1 at 8:46 PM ·

Friends of the Ramsey County Libraries Gala happening tonight!



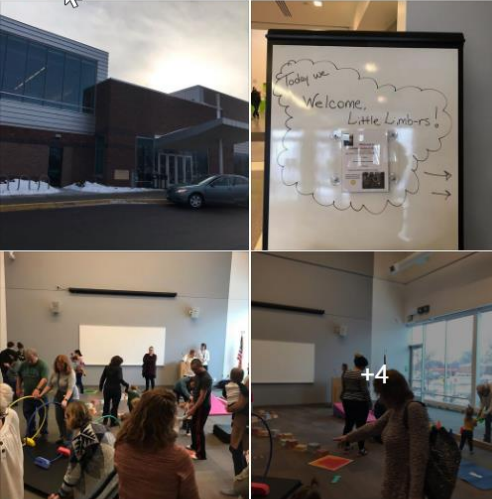
925 People Reached 200 Engagements

Boost Post

Carol Frey, Sylvia E. Anderson Neblett and 8 others

Out on a Limb Dance Theater Company & School is at Ramsey County Library. January 29 at 4:39 PM · Roseville ·

Thank you @Roseville Public Library for having us this morning! #OOAL had a great time introducing Little Limb-rs Tumbling class to our #rosevillemn #falconheights #saintpaul community. We loved seeing all the adorable faces, and meeting some wonderful families. @ Ramsey County Library



Ramsey County Library, Hikaru Peterson, Cassandra Beverly and 15 others

Like Comment Share

Metropolitan Library Service Agency (MELSA) January 29 at 7:47 PM ·

Ramsey County Library- Shoreview's Mouse House knows how to do #WinterReads right. <https://www.melsa.org/melsa/index.cfm/programs/winter-reads/>



Winter Reads Mouse House

Watch this video with your friends Start Watch Party

Ramsey County Library, Kelli Katterling Haan, Amy Boese and 5 others

Like Comment Share

Metropolitan Pediatric Dental Associates is at Ramsey County Library. February 3 at 1:00 PM · Roseville ·

We had the best morning hanging with our friends at the Shoreview Ramsey County Library! Join us for one more story time tomorrow night at 6!



Ramsey County Library, Teresa Sit, Michele Tafuya and 8 others

Like Comment Share

Anthony James Blue is feeling motivated at Ramsey County Library.
February 5 at 7:16 PM · Roseville · 📍

Trolling for refined men lol thinking of my bestest friends Prairie Carlson and Bethany Grant

👍🏻👍🏻👍🏻 Natasha Lanz, Bethany Grant and 3 others · 2 Comments

Like · Comment · Share · 📌

Most Relevant ▾

Comment as Ramsey County Library

Prairie Carlson Thought u were coming granite today?
Like · Reply · 5d

👤 **Author**
Anthony James Blue Prairie Carlson not tomorrow afternoon I'll be there at 3:30
Like · Reply · 5d

Prairie Carlson
👍🏻👍🏻
Like · Reply · 5d

Hollis Dobbs is at Ramsey County Library.
February 7 at 4:02 PM · Roseville · 📍

Shout out to all my Ramsey county neighbors! Come down to the library to vote today!!

👍🏻👍🏻 Sarah Ramus, Mu Na and 2 others

Twitter:

your local myth dealer @chinchillahips · Jan 3
Can I just go on a rant about public libraries? I'm 2019 I was able to read 181 books all thanks to @AnokaCoLibrary @hclib @rclreads
My goal was to read more and y'all where here for me.
🗨️ 2 · 🔄 · ❤️ 7 · 📌

Anoka County Library @AnokaCoLibrary
Replying to @chinchillahips @hclib and @rclreads
We love this! You smashed your goal, and we're so happy to have been part of it!
7:09 AM · Jan 6, 2020 · Hootsuite Inc.
4 Likes

Kate Norlander @KateNorlander
Heartbroken over what I heard a grandpa tell his grandsons outside a library: "You don't want to go in there. That's just books. We're going to go play." What did he just teach them about books? @rclreads @neilhimsel
11:34 AM · Jan 7, 2020 · Twitter Web App
1 Like

Jill Boldenow @JillBoldenow · Jan 12
We are here for parents, children and teens. We want to remove all the barriers we can and welcome them in the door. @rclreads

🌟 **Star Tribune** @StarTribune · Jan 12
The Ramsey County Library has stopped collecting late fees on children's and teen books and other juvenile materials, joining a growing group of libraries — including in St. Paul — that are making the move to remove reading and educational barriers. strib.mn/2Nls8gs

Renee Grassi @MissReneeDomain · Jan 13
Proud of you @rclreads!!! Woot!!! #AccessForAll

Ramsey County Library will no longer fine for overdue...
Ramsey County forgives fines on kids' books
📄 m.startribune.com

Rachel H @RacheJeanMpls
@rclreads Why do I get "You have a held item ready to be picked up" on days where the library I'm picking up from isn't even open? Just got a call for an item for Mounds View today.
1:52 PM · Jan 14, 2020 · Twitter Web App

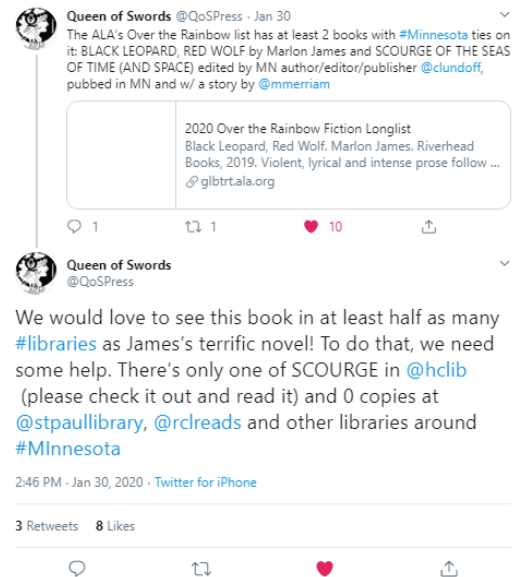
Ramsey County Library @rclreads · Jan 21
Replying to @RacheJeanMpls
Hi Rachel,
At Mounds View, when a requested book is checked in on a Mon., the length of time it will be held is immediately set. Notices are auto generated Tues. morning (even if that is a closed day) to alert users of holds needing to be picked up within the next several days.

T. G. Polachek @TomsBrightIdeas · Jan 17
@PioneerPress I'd like to #Saint the ppl at Roseville Library of (@rclreads) who found my coin purse with the 3 flash drives I use for doing job applications. It's a sigh of relief. Thanks.

Debra Kelley @DebraKelley
Ramsey County Library is eliminating overdue fines for youth. Way to go @rclreads Ramsey County Library! rclreads.org/about/library...
10:11 AM · Jan 17, 2020 · Twitter Web App
2 Likes

Roseville, MN @RosevilleMN · Jan 24
Absentee voting for presidential primary happening now Ramsey County residents can #vote @rclreads in Roseville, Plato Blvd in St Paul & Community Center in New Brighton ramseycounty.us/residents/elec...

📸📸📸
🗳️ VOTE HERE
Early Voting Location



Google:

Ramsey County Library - North St. Paul

2300 N St Paul Dr, North St Paul, MN

[Write a review](#)

4.1 ★★★★★ 15 reviews

Sort by: Newest



Lil Freezy
1 review

★☆☆☆☆ 2 weeks ago

This library sucks no way of printing in color and staff are so rude and it's so small shouldn't even called a library they do t help you with anything all they say is no and no

Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

[Write a review](#)

4.5 ★★★★★ 107 reviews

Sort by: Newest

All

kids 15

coffee shop 14

study 10

computers 7

+6



Oscar Westlund
Local Guide · 38 reviews

★★★★★ a week ago

Its come along way from the original Little brown brick building that started this Community Library. A large portion of the addition was built in 1994 with a follow up addition in the new millennial. Too bad the brick on the additions didn't match. It's a monument to our community and literature. "it's time that we have a community center as well" Robert Westlund for Mayor in 2022

Like



Kate Norlander
2 reviews

★★★★☆ 4 weeks ago

I've been a lot of public libraries. This one is nice, but not amazing. On the plus side, it has lots of seating and an attached coffee shop, as well as a decent number of resources. There are some green elements to the building, which I really appreciate. In addition, the staff at this library and others in this system are all friendly and helpful.

On the minus side, it is difficult to get a study room. They cannot be reserved ahead of time, and people literally rush up the stairs at opening time to snag one before they are gone. I know that some public libraries and many college libraries have a study room reservation system, and I wish this library would implement a similar policy to avoid the "race to the study rooms."

Also, nice as this library is, I've seen some stunning ones throughout the U.S. with very some very impressive features, so even if the study room problem were solved, I consider this a four-star library, simply because it lacks the "wow" factor of, say, the amazing door in the children's area at the Farmington (NM) main branch. If I could give half-stars, I'd rate it 3.5 stars with the study room issue, 4.5 without.