

**Ramsey County Library
Board of Trustees Meeting
April 15, 2020
Virtual Meeting Agenda
6:30 PM**

CONNECT community
INSPIRE curiosity
CULTIVATE learning

The meeting is available for public viewing at: <https://zoom.us/j/650326222>;

Meeting ID: 650 326 222; 1-312-626-6799.

- 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 February 19, 2020 Minutes (2)
 - B. Annual Report to State (3)
 - C. Director's Report (4)
 - D. Friends of the Ramsey County Library Report (5)
- V. Discussion Items (6:40-7:45)**
 - A. Modified Library Services in Response to COVID-19 (6)
 - B. Other
- VI. Action Items (7:45-8:00)**
 - A. Kanopy Video Streaming Service (7)
- VII. Adjournment (8:00)**

Scheduled Upcoming Meetings		
May 20, 2020 6:30 p.m.	RCL – Maplewood 3025 Southlawn Drive	Collections Overview Community Engagement Overview County Performance Measures Award Library Gold Cards Annual Report to State
June 17, 2020 6:30 p.m.	RCL – White Bear Lake 2150 – 2 nd Street	Life Skills Program Update Digital Literacy Program Update Branch Report
July 15, 2020 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	Audio Visual Materials Contract Write Off Uncollectible Debt

May 20, 2020 6:30 p.m.	RCL – Maplewood 3025 Southlawn Drive	Collections Overview Community Engagement Overview County Performance Measures Award Library Gold Cards Annual Report to State
June 17, 2020 6:30 p.m.	RCL – White Bear Lake 2150 – 2 nd Street	Life Skills Program Update Digital Literacy Program Update Branch Report
July 15, 2020 6:30 p.m.	RCL – Shoreview 4560 Victoria Street North	Audio Visual Materials Contract Write Off Uncollectible Debt

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 February 19, 2020

LIBRARY BOARD PRESENT:

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

LIBRARY BOARD ABSENT:

Sida Ly-Xiong

STAFF PRESENT:

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

OTHERS PRESENT:

Mary Jo McGuire, Ramsey County Commissioner; John Hakes, Shoreview resident

CALL TO ORDER:

Neblett 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.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Willems made a motion to approve the agenda for February 19, 2020, as presented. Berry seconded the motion, which was approved unanimously.

APPROVAL OF MINUTES:

Berry made a motion to approve the minutes of January 15, 2020 as presented. Woods seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT:

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.

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.

2019 FOURTH QUARTER REPORTS:

On a quarterly basis, Library staff presents several 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

The Library Board accepted the fourth quarter reports as presented.

AWARD LIBRARY GOLD CARD:

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, Boldenow presented a gold card to Hakes as a symbol of appreciation.

VIDEO STREAMING SUBSCRIPTION:

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

Mosner indicated that Ramsey County Library decided to look into streaming video services for several reasons:

- Patron demand
- Complements existing digital library offerings
- Program possibilities
- Community engagement

The Collections Steering Team determined the options desired in a streaming service:

- Racial and language diversity
- Children's content
- Public performance usage (PPU) rights
- Ease of use and access

Mosner noted that there are currently three companies that offer streaming video subscriptions to libraries: hoopla, Kanopy, and RBDigital. The services offered by each company varied widely, with only Kanopy meeting all four desired criteria. Hoopla did not offer children's content, while RBDigital requires bundled purchasing with e-books and e-audio books, and lacks public performance rights. The Library Board discussed the capped pricing plan offered by Kanopy, which carries over any unused monthly credits, and the metrics that the Library would use to determine whether the service was successful and cost effective.

Chang made a motion to authorize the Library Director to pursue procurement and contracting with the preferred video streaming provider at an annual cost not to exceed \$35,000. Willems seconded the motion, which was approved unanimously.

2019 YEAR END RESERVE LIST:

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 reviewed by Larson. 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. Those reserves would be carried forward for another year, and earmarked for the same purpose.

Chiclana-Ayala made a motion to approve the 2019, 2018, 2017 and 2016 year-end reserves as proposed. Berry seconded the motion, which was approved by unanimous vote.

EGCI ADMINISTRATIVE SERVICES:

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 services included in the County's Administrative Overhead account, which funds services provided by the Finance Department, Human Resources, the County Manager's Office, etc.

Chiclana-Ayala made a motion 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. Berry seconded the motion, which was approved unanimously.

CHECKOUT POLICY:

Lynn Wyman, Deputy Director, presented the proposed changes to the Checkout Policy to reflect recent loan period changes and to add clarifying language around circulation limits.

She noted that 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.

Willems made a motion to approve the updated version of the Checkout Policy as proposed. Chiclana-Ayala seconded the motion, which was approved by unanimous vote.

BY-LAWS AND POLICIES:

Neblett reported that the Library Board's Executive Committee met recently to discuss the by-laws and policies. The committee recommends that the Library Board continue to have these organizational documents in place, with changes made in the future if needed.

Willems suggested several minor changes to the wording of the by-laws, to improve consistency and clarify intent regarding the annual meeting, term lengths, and library director performance appraisals. Chiclana-Ayala made a motion to ratify the Library Board By-laws with the changes proposed. Willems seconded the motion, which was approved by unanimous vote.

Boldenow suggested changes in the language of the policies to cover the purchase of professional services and contracted services, which are not mentioned in the current version. The Library Board also suggested increasing the threshold for grant acceptance by the Library Director to \$25,000 for consistency with gift acceptance and purchasing authority. Chiclana made a motion to ratify the Library Board Policies with the recommended changes. Willems seconded the motion, which was approved unanimously.

NAMING RIGHTS POLICY:

Ramsey County is considering the adoption of a new Countywide Facility and Site Naming Policy. The Library's current naming rights policy and the draft County policy were discussed by the Library Board.

Chiclana-Ayala noted that Ramsey County staff attended the September 2019 Library Board meeting to gather Library Board input into the proposed new policy. However, neither the Board's feedback nor the contributions of the Friends of the Ramsey County Library were reflected in the new policy draft, which would prohibit future naming of rooms or public areas in County facilities. The Library Board had also asked that the draft policy be shared with the Library Board before it was presented to the County Board for consideration, which did not occur.

The Board discussed how to request an exception to the policy for the Library before the County Board meeting on February 25, allowing the Library's policy to stand. The current Library Naming Rights policy was reviewed. Staff suggested removing the first paragraph, which refers to the County's former naming rights resolution that will be replaced with the new policy.

Chiclana-Ayala made a motion that the Library Board's Executive Committee draft a letter requesting an exception to the Countywide Facility and Site Naming Policy to allow for naming of rooms and public areas within Library Facilities as part of the Friends fundraising efforts, and to include the updated Library Naming Rights policy with the first paragraph removed. Berry seconded the motion, which was approved by unanimous vote of the Library Board.

NEXT MEETING:

March 18, 2020—Ramsey County Library in North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.

ADJOURNMENT:

Neblett adjourned the meeting at 8:35 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator

Request for Library Board Action

Meeting Date

April 15, 2020

Action Requested

Approve Submission

Presented By

Jeff Eide,
Senior Library Manager

SUBJECT:

Annual Report to State

BACKGROUND:

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

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

The report is attached as submitted, and will be available electronically at https://public.education.mn.gov/WebsiteContent/LibraryListing.jsp?SEARCH_VALUE=R after the data has been vetted by State Library Services.

BOARD ACTION REQUESTED:

To authorize the Library Board Chair and Library Director to sign and submit the 2019 Minnesota Public Library Annual Report Approval Form to the Office of State Library Services as mandated.



2019 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2019, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2019.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

GENERAL INFORMATION

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

Report Filer

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

IMLS Administrative Entity Codes

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

PUBLIC SERVICES INFORMATION

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

Circulation

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

Programs

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

Program Attendance

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

Successful Retrieval of Information from Electronic Collections

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

Website Visits

Data Element	Current Year	Previous Year
P32 Website Visits		

PUBLIC SERVICE HOURS

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

FACILITIES

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

STAFF INFORMATION

Staff Full Time Equivalent

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

Selected Salary Schedule

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

LIBRARY COLLECTION

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

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

POLICIES/PLANS

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

Community Engagement

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

Community Partnerships

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

Volunteers

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

Summer Learning Program

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

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

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

Library Foundation

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

Library Friends

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

FINANCIAL DATA

Operating Revenue

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

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

Operating Expenditures

Personnel Expenditures

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

Collection Expenditures

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

Other

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

Capital Revenue – Direct and Indirect

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

Capital Expenitures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

In-Kind

In-Kind Operating Contributions

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

In-Kind Contributions by Expenditure Area

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

In-Kind Capital Contributions

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



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GENERAL INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G04m) Street Address
G05m) Location is a change from previous year
G06m) City
G07m) ZIP Code
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County
G12m) Phone
G13) Library Web Address

PUBLIC SERVICES INFORMATION

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

Circulation

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

Programs

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

Program Attendance

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

PUBLIC SERVICE HOURS

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

FACILITIES

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

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

FULL TIME EQUIVALENT STAFF INFORMATION

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

LIBRARY COLLECTION

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

LIBRARY FRIENDS

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



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Annotations



2019 Minnesota Public Library Annual Report

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G08m) Mailing Address
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G10m) ZIP Code
G11m) County
G12m) Phone
G13) Library Web Address

PUBLIC SERVICES INFORMATION

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

Circulation

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

Programs

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

Program Attendance

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

PUBLIC SERVICE HOURS

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

FACILITIES

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

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

FULL TIME EQUIVALENT STAFF INFORMATION

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

LIBRARY COLLECTION

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

LIBRARY FRIENDS

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



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P19m) Total Downloadable Circulation		
P20) Total Circulation		

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P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
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P27m) Adult Program Attendance		
P28m) Total Program Attendance		

PUBLIC SERVICE HOURS

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C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
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Program Attendance

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P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users – Automatic Tally		
P06m) Visits		
P07m) Reference Transactions		
P08m) Annual Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

Circulation

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

Programs

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

Program Attendance

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

PUBLIC SERVICE HOURS

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

FACILITIES

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

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

FULL TIME EQUIVALENT STAFF INFORMATION

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

LIBRARY COLLECTION

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

LIBRARY FRIENDS

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



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Annotations

DIRECTOR'S REPORT**April 2020**

Feb/Mar Staff Updates:	Hired:	Rom Ken, Substitute Library Page
	Hired:	Kelsey Reisdorph, Substitute Library Page
	Hired:	Margaret Breen, Substitute Library Page
	Hired:	Megan Demeuse, Library Page at RCL-New Brighton
	Transferred:	Devin Warner, Librarian to RCL-Roseville
	Promoted:	Kristin Roemhildt, Library Associate/Volunteer Coord. at RCL-Shoreview
	Resigned:	Camden Tadhg, Librarian at RCL-Roseville

Library Staff Respond to COVID-19 – Ramsey County Library staff have addressed new, difficult challenges due to COVID-19. This quickly unfolding pandemic has impacted everyone in various ways, both inside and outside of the workplace. In response to the call for a new model of library service delivery, this team has been amazing, generous, thoughtful, and creative. We have worked together to learn from experts in Saint Paul-Ramsey County Public Health and to adopt new, safe practices in our workplaces and elsewhere. We have sustained and redesigned valuable services for the community. We know that there is a long road ahead of us. Ramsey County Library could not deliver any of its services without the efforts of each remarkable staff member.

Modified Library Services – Ramsey County is committed to providing efficient, effective, and equitable operational approaches during the COVID-19 pandemic. Ramsey County Library launched the modified services outlined below on March 23.

- Ramsey County Library buildings are closed to the public.
- Curbside holds pickup service is available at three locations; please call ahead. RCL - Maplewood, 651-724-6003, Press 3; RCL - Roseville, 651-724-6001, Press 3; RCL - Shoreview, 651-724-6006, Press 3. Pickup times are Monday through Thursday, 10am-9pm; Friday and Saturday, 10am-5pm; and Sunday, 12-5pm.

Patrons with items on hold at Mounds View, New Brighton, North St. Paul or White Bear Lake may call those libraries during business hours to have items transferred to one of the pickup locations.

- Libraries in Maplewood, Roseville and Shoreview also offer curbside pickup of printed materials, including tax documents, social service applications, online forms, website information, and more. Contact one of these libraries by phone or email to access this services.
- Home Delivery is available for residents of suburban Ramsey County who meet one of the following eligibility requirements: an individual over the age of 60; an individual who is self-quarantining due to COVID-19; or an individual with a health, transportation, or disability barrier that precludes them from using curbside pickup service. For more information and to enroll in the Home Delivery program, please call RCL – Roseville at 651-724-6001, Press 2.
- Book returns are closed. Due dates for all items have been extended and items will not accrue fines.
- A Library account providing instant access to electronic resources may be obtained by phone.
- Reference, tech help and reader's advisory services are available by email and phone.
- Virtual programs are available. Join us Monday and Friday at 10:30am for Family Storytime and Wednesday at 10:30am for Baby Storytime on Facebook Live!
- Libraries in Maplewood, Roseville and Shoreview have drop boxes for County documents.

Frequently updated public health information can be found at ramseycounty.us/coronavirus.

Friends Update—April 2020

Things have changed dramatically for the Friends as the COVID 19 crisis has evolved. In keeping with the Governor's orders, the Friends office has been closed since March 27. However, staff are working our regular schedules from home and the Friends Board and all of our committees are meeting virtually and moving forward on our strategic priorities for 2020-2022.

The Friends used bookstores are also closed and we are in the process of taking up some new strategies to offset the resulting revenue losses. For example, GiveMN—the home of the annual Give to the Max campaign—will be hosting an online fundraiser to help support nonprofits and schools all across Minnesota. This event, #GiveAtHome, will take place for a full week from May 1-8. More info to come on how to support the Friends through this campaign!

We are also actively promoting the modified services implemented by Ramsey County Library on social media and have been continually impressed with the creative ways that RCL is working to meet community needs during these times of extreme social distancing. We salute you!!

Request for Library Board Action

Meeting Date
 April 15, 2020

Action Requested
 Information & Discussion

Presented By
 Jill Boldenow,
 Library Director

SUBJECT:

Library Services in Response to COVID-19

BACKGROUND:

Ramsey County has been actively engaged in responding to the COVID-19 pandemic for several weeks. All County facilities closed to the public on March 16, 2020. The Library and other departments developed modified service plans that were launched as of March 23. These service delivery plans are aligned with Governor Walz's Executive Order, which calls for local governments to deliver essential services. The Ramsey County Board of Commissioners passed a resolution declaring the essential, priority services of the County (including Library services) and that all county employees are integral to supporting these services.

At this meeting, the Library Board will discuss the Library's modified services.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date

April 15, 2020

Action Requested

Approval

Presented By

Jill Boldenow,
Library Director

SUBJECT:

Kanopy Video Streaming Subscription

BACKGROUND:

At its February meeting, the Library Board authorized staff to pursue procurement and contracting with the preferred video streaming provider, Kanopy, at an annual cost not to exceed \$35,000. Following that meeting, Ramsey County Library closed to walk-in services on March 17, 2020, and a Stay at Home order was issued by Minnesota Governor Walz effective 3/28/20 that remains in place through at least May 4, 2020.

Ramsey County Procurement approved an emergency procurement request for a one-year subscription to Kanopy, based on the pandemic and the County-wide efforts to provide as many remote services as possible in order to serve the residents of Ramsey County while maintaining social distance protocols.

The original sales quote from Kanopy was received more than six months ago, and expired before the emergency procurement request was approved. Kanopy's new quote for same subscription plan is now \$40,000 for one year based on increased usage projected due to the pandemic. A reduced plan for the original \$34,000 amount would limit patron usage of the service to a smaller number of credits each month.

Subscription Details:

- One year contract for \$40,000.
- Contract allows simultaneous access for library patrons.
- Patrons are issued 10 credits per month, with a flat fee deducted from the contract amount for each use.
- There is no penalty for exceeding the deposit amount.
- Any unused funds rollover to the next contract year.

BOARD ACTION REQUESTED:

Authorize the Library Director to contract with Kanopy for a one-year video streaming subscription at a cost not to exceed \$40,000.