

**Ramsey County Library
Board of Trustees Meeting
April 21, 2021
Virtual Meeting Agenda
6:30 PM**

CONNECT community
INSPIRE curiosity
CULTIVATE learning

The meeting is available for public viewing at
<https://zoom.us/j/94752340488?pwd=a1ZlUy9OTFVRYWUvQTYzTlM1NzFhUT09>
 Phone: 651-372-8299; Meeting ID: 947 5234 0488; Passcode: 286728

Pursuant to Minn. Stat. § 13D.021 and 13D.04 Subd. 3, the Chair of the Ramsey County Library Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the declared state and local emergencies. Board members will participate by telephone or other electronic means. In addition, it may not be feasible to have any Library Board member, staff, or members of the public present at the regular meeting location due to the COVID-19 pandemic and the declared emergencies. Members of the public will be able to watch the meeting live online. Part of the Executive Session will be closed to the public pursuant to Minn. Stat. § 13D.05, subd. 3.

- I. Call to Order**
- II. Welcome and Introduction of Library Deputy Director Pang Yang (6:30-6:40)**
- III. Public Comment (6:40-6:45)**
- IV. Approval of Agenda (6:45)**
- V. Consent Agenda (6:45-7:00)**
 - A. Approval of March 17, 2021 Minutes (2)
 - B. Director's Report (3)
 - C. Library Gold Cards (4)
- VI. Action Items (7:00-7:30)**
 - A. 2022/2023 Budget Approval (5)
- VII. Discussion Items (7:30-8:00)**
 - A. Task Force Update
 - B. Library Director Search Update
 - C. Other
- VIII. Adjournment (8:00)**

Scheduled Upcoming Meetings		
May 19, 2021 6:30 p.m.	Virtual Meeting	Joint Meeting with County Board Ramsey County Conduct Policy Library Director Search Update
June 16, 2021 6:30 p.m.	Virtual Meeting	Library Director Search Update Strategic Planning Framework
July 21, 2021 6:30 p.m.	Virtual Meeting	Library Director Search Update Write Off Uncollectible Debt

Library Board of Trustees

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

Ramsey County Board Liaison

Commissioner Victoria Reinhardt

Interim Library Director

Karen Saltis

Administrative Office

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

Minutes of the Ramsey County Library Board March 17, 2021

LIBRARY TRUSTEES PRESENT:

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

STAFF PRESENT:

Karen Saltis, Interim Library Director; Mary Larson, Library Board Coordinator; Chuck Wettergren, Digital Services Manager; Carol Jackson, Library Manager

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner and Liaison to the Library Board of Trustees; Jolie Wood, Ramsey County Policy Analyst; Les Siphema, Shoreview resident

CALL TO ORDER:

Ly-Xiong called the virtual meeting to order at 6:30 p.m. via Zoom video conference.

PUBLIC COMMENT:

Les Siphema spoke to the Library Board Trustees about several topics and his suggestions for improvement. Neblett spoke as a citizen, offering her support to Library Board Trustees and Library staff of Asian descent.

APPROVAL OF AGENDA:

Berry made a motion to approve the agenda for March 17, 2021, as presented. Neblett seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

Woods made a motion to approve the minutes of February 17, 2021 as presented. Neblett seconded the motion, which was approved unanimously via roll call vote.

DIRECTOR'S REPORT:

Deputy Director Hiring Update: Pang Yang has been appointed as the new Deputy Director of the Ramsey County Library! She comes to us with a wealth of experience from the St. Paul Public Library and will begin her new role on Wednesday, March 31st. Pang will be introduced at the April board meeting.

Service Delivery Redesign: Over the last month, the Library has been reintroducing services that were provided pre-pandemic. In New Brighton, two computers and one printer are now being offered for patron use in the community center space. In North St. Paul, a copier previously located within the library has been relocated to a close common space within the community center for patron use.

Significant progress has been made on the Roseville browsing pilot. Staff members have been actively engaged through the safety committee and site-specific staff meetings to gather valuable feedback for consideration as we move forward. Public Health, Property Management, Service Centers and Library staff are working collaboratively to address all applicable details to ensure safety for patrons and staff. Implementation is tentatively scheduled for the week of March 29th. A plan is being developed to stage reopening the additional six locations to patron browsing. Lessons learned from the Roseville pilot will be incorporated into the plan.

OverDrive Transition Update: On Tuesday, February 23, Ramsey County Library's downloadable collection moved over to Libby by OverDrive (OverDrive for Kindle users) as the one-stop shop for e-books, e-audiobooks and e-magazines. Staff has been busy answering questions from patrons regarding this new tool for accessing materials.

Virtual Library Legislative Advocacy Week: Ramsey County Library participated in six virtual meetings with local legislators to advocate for additional funding and a change in formula that would benefit all regional libraries in the State of Minnesota. And, stories of how the library adapted service delivery during the pandemic were shared. Ramsey County Commissioner Mary Jo McGuire, as chair of the Metropolitan Library Service Agency (MELSA) Board of Trustees, and MELSA staff also participated in these virtual meetings.

IT Consolidation Update: Consolidation continues to make progress. Significant milestones achieved include updated/added cabling and network access. The library's network cabling has been updated and increased in all locations to support a more seamless transition. County network connectivity has been extended to each library location.

The county's phone system will be extended into each library building to provide unified phone service across all county departments. Beginning March 22nd, new phones will be installed alongside existing phones to begin testing, setup and training, with the cutover to the new system planned for mid-May.

All staff computers and laptops will be replaced and updated with Windows 10. Librarians and managers with personal workstations will be receiving laptops per a new county initiative moving to portable technology. New Brighton is currently the test site for computers using library business applications and ensuring required connectivity from within the county network. Following successful testing, staff computing at New Brighton and the other branches will be updated and moved one at a time into the county network. This movement is scheduled to begin the week of April 5th.

Countywide Updates:

1. Ramsey County continues to focus on COVID-19 vaccination distribution within the community. Saint Paul-Ramsey County Public Health is distributing the vaccine in alignment with the guidance from the CDC and Minnesota Department of Health. It is an employment-based model, meaning in most cases, the job you do determines your access to the vaccine. Public Health in collaboration with Human Resources is coordinating an employee distribution plan. Library staff who interact with the public and have no ability to work from home have been placed on a list for vaccination. I'm pleased to report that some Library staff have received their first vaccination dose and are scheduled for their second. More will follow in the coming weeks for staff interested in receiving the vaccine.
2. There is a correction to last month's director's report in that presentations to the Capital Improvement Program Advisory Committee for projects at RCL-Maplewood and RCL-Roseville are scheduled for April 1st and not March 4th as was previously noted. These projects are being led by Property Management in conjunction with library staff and will incorporate building changes that support county service center operations.

A couple topics arose last month during the board meeting— workplan updates and strategic planning. To follow-up, the 2021 Workplan will be included in the April board packet with updates through the first quarter. Long-range strategic planning occurs every 3 years and that work typically begins in the summer so watch for this topic in June.

Saltis noted that the Ramsey County Service Center located in Shoreview will be closing effective April 5, one of two County Service Centers closing to focus on outreach.

The Children's Grab Bag program has been very successful, with more than 10,000 books pulled by the children's librarians for families since January.

The LSTA grant-funded partnership between the Library and Community Corrections was also quite successful, with many new books purchased for the correctional facility library, and greatly appreciated by the inmates.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT:

The Friends Online Auction – *Hats Off to the Library!* was a great success. Our hope for this event was to get us halfway to our 2021 grant commitment of \$30,000 for the Ramsey County Library lending collection. This event far exceeded our wildest dreams raising more than \$20,000! At least \$14,000 of the total raised will support the children's collection specifically. Proceeds from this event will add much-needed items to the lending collection, including extra copies of the most popular materials as well as new audio books, large-print books, and e-books shared online and by the public libraries in Maplewood, Mounds View, New Brighton, North St. Paul, Roseville, Shoreview, and White Bear Lake. Many thanks to the many volunteers, auction contributors, auction bidders, fund-a-need and other donors, and partners who helped to make this event possible.

It's Membership Renewal Time

Friends membership renewal reminders and envelopes will be mailed out in late May. With the help of our members, we exceeded our 2020 goal and provided more than \$146,000 in grant funding to support the RCL collection; virtual programming for adults, teens and children; the Summer Learning Program; and many other resources and services that enhance the Library and support the community. Woods noted that all of the current Library Board Trustees have become Friends members in 2021.

Virtual Used Bookstore Now Available at Roseville

The Friends Virtual Used Bookstore at the Shoreview Library, has now expanded to the Roseville Library location. Stock up for summer with books of many genres, videos, games, puzzles, music CDs and audiobooks, available to browse, order online and pick up "grab and go" style. Available items are different at each location, and must be picked up at the locations where they are in-stock. Patrons placing orders of \$25 or more on a single day may request pick-up of their entire order at either the Shoreview or Roseville Libraries.

Thank you to our 2021 Partners!

- Northeast Bank
- Pioneer Press
- Silver Lake Smile Family Dentistry
- Courtney Billing
- Mary and Wayne Carter
- Cathy Croghan and Kathy Robbins
- Jeff and Paula DeZellar
- Dick and Mary Fowler
- Frank and Jayne Harris
- John W. Harris
- Pamela Harris
- Barbara Heinemann
- Kate and Rob Huebsch
- Susan Miller
- Wallace and Nancy Olson
- Sheff and Deirdre Otis
- Ron and Sandi Riach
- Kris Robertson-Smith
- John and Ann Trapnell
- Susan Vandenberg
- Rong Yang and Haifeng Xiao

In response to a Library Board Trustee query, Saltis noted that the Friends' hiring process for a new Executive Director will kick off in June and have a new director start in September to overlap with Cyndi Cook for training.

ANNUAL REPORT TO STATE:

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

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

https://public.education.mn.gov/WebsiteContent/LibraryListing.jsp?SEARCH_VALUE=R after the data has been vetted by State Library Services.

Woods made a motion to authorize the Library Board Chair and Library Director to sign and submit the 2020 Minnesota Public Library Annual Report Approval Form to the Office of State Library Services as mandated. Neblett seconded the motion, which was approved unanimously via roll call vote.

CONDUCT POLICY UPDATE:

Jolie Wood, Policy Analyst in the County Manager's Office, updated the Library Board on the Ramsey County Conduct Policy being developed for all Ramsey County facilities. She reviewed the timeline of the policy development, which began in late 2019 following incidents in several County buildings. The Library's conduct policy was used as the basis for the County policy, with additional content to address other County locations. The first draft was produced in February 2020, but had to be updated following the opening of the County Service Centers in summer 2020, which were located in several libraries and changed the ways that libraries were affected. A revised draft was produced in late 2020, after Wood toured a library service center, worked with the Ramsey County Attorney's Office, and met with key stakeholders in departments.

The Library Board Trustees questioned whether the Library could be given an exception to the County-wide policy, since libraries have a unique legal status among public buildings. Wood noted that the County is transitioning to County-wide policies, to increase clarity for residents. The Trustees also requested a current version of the policy to review before offering their feedback, which was not provided in time for the Library Board packet. The current draft will be shared and revisited at a future Library Board meeting.

Chiclana-Ayala made a motion to table the discussion to a future meeting. Woods seconded the motion, which was approved unanimously via roll call vote.

MAINTENANCE AGREEMENT FOR AUTOMATED MATERIALS HANDLING EQUIPMENT:

Ramsey County Library has automated materials handling (AMH) equipment at its three regional libraries located in Roseville, Maplewood and Shoreview. The AMH systems streamline the processing of returned materials by checking items in and pre-sorting them, significantly reducing the amount of staff time spent managing returns. To protect the Library's investment in this technology, a service agreement is maintained. Because AMH technology is unique, maintenance is purchased directly from the manufacturer, Tech Logic Corp., through a Full Service Agreement. The current maintenance agreement expires March 31, 2021.

Ramsey County Library recommends approval of the five-year agreement offered by Tech Logic Corp. to take advantage of multi-year discounts providing maintenance through 2026. The five-year Full Service Agreement cost is \$76,985.00 per year, and includes labor for mechanical repair, discounted parts, preventative maintenance visits, and software support. Savings under the combined agreement total more than \$20,000.00 over five years compared to the existing maintenance agreement. In addition, the new agreement now covers normal-wear parts including bearings, chains, conveyor belts and roller bands.

For any potential costs due to changes initiated by the Library for software upgrades, network changes and parts or repairs not covered under the terms of the maintenance agreement, Ramsey County Procurement has included an additional \$50,000.00 over the life of the contract, bringing the maximum not-to-exceed total to \$434,925.00 for the five-year term. The Ramsey County Attorney's Office and Ramsey County Procurement are working with Library staff and Tech Logic to finalize the Full Service Agreement renewal.

Woods made a motion to approve the AMH Full Service Agreement with Tech Logic Corp. of Oakdale, MN for a five (5) year term at a cost of \$76,985.00 per year, with a maximum not-to-exceed cost of \$434,925.00 over the life of the contract, and authorize the Library Director to sign the Agreement subject to the approval of Ramsey County Procurement and the Ramsey County Attorney's Office. Willems seconded the motion, which was approved unanimously via roll call vote.

2022-2023 BUDGET TIMELINE AND OVERVIEW:

On February 25, 2021, the Ramsey County Manager kicked off the 2022-2023 budget process by asking Service Teams to develop budget proposals that focus on sustaining countywide strategic initiatives that support countywide goals; bring to scale initiatives and programs that build stronger communities; build on what we've learned as an organization in the past two years and during the pandemic; foster collaboration within and across service teams; tether and make progress on performance measures; demonstrate innovation, creativity, or efficiency; and better align budget to actuals.

The Library will work with the Economic Growth and Community Investment (EGCI) service team, Finance, and County Manager to produce a budget based on the 2021 adjusted levy and service team targets for 2022/2023.

Saltis noted that a discussion guide will be presented at the April Library Board meeting for the Library Trustees' consideration. The Trustees requested the information as early as possible, in order to have adequate time to familiarize themselves with the issues. Commissioner Reinhardt reminded the Library Board that the Library has a separate, suburban only levy that is voted on by the entire County Board. She noted that the County's budget has been strained by the pandemic, resulting in the lower levy targets given to departments.

Budget Process Timeline:

- Budget system opens to department staff: March 11, 2021
- Library Board approves 2022-2023 budgets: April 21, 2021
- Completed budget forms due to Finance Department: April 23, 2021
- Service Team presentations to County Manager: May 10-21, 2021
- Budget 101 Town Hall Meetings: May 24-June 13, 2021
- County Manager sets proposed budget: late June, 2021
- County Manager presents proposed budget to County Board: August 24, 2021
- Service Team presentations to County Board: September 1-13, 2021
- County Board certifies 2022 maximum property tax levy: September 21, 2021
- Truth in Taxation hearing: November 29, 2021
- County Board adopts 2022-2023 budgets and 2022 property tax levy: December 14, 2021

TASK FORCE UPDATE:

The Library Board reviewed the summary report created by Task Force comprised of Library Board Trustees and County Commissioners to address roles and responsibilities of the two governing boards. The Ramsey County Board will be attending the April 21, 2021 meeting to discuss the work group's report and recommendations. Final comments on the report should be shared with Willems by March 26, in order to incorporate any changes and share the final draft with the Commissioners before the April meeting.

LIBRARY DIRECTOR SEARCH UPDATE:

The department head hiring steps and timeline was revised to include the Library Board's role in the process. The Trustees discussed the timeline, which would kick off in May following the joint meeting with the County Board to finalize roles and responsibilities. The Board discussed goals for each step, and clarified the timing of the process.

NEXT MEETING - April 21, 2021, 6:30 p.m.

ADJOURNMENT:

Following a motion by Neblett and a second by Chiclana-Ayala, Ly-Xiong adjourned the meeting at 8:50 p.m.

Respectfully Submitted,

Mary Larson

Library Board of Trustees Coordinator

DIRECTOR'S REPORT

April 2021

March Staff Updates:

Hired:

Pang Yang, Deputy Director

Resigned:

Lyda Morehouse, Intermittent Library Page

Karen O'Brien, Library Page at RCL-Roseville

Service Delivery Redesign: Ramsey County Library-Roseville and Ramsey County Library-Shoreview have now expanded service delivery to include browsing. New Brighton, North St. Paul and White Bear Lake plan to expand their service delivery offerings as of Monday, April 26th. Maplewood and Mounds View will follow shortly thereafter on Monday, May 3rd. Public Health, Property Management, Service Centers and Library staff continue working collaboratively to address all applicable details to ensure safety for patrons and staff. Patron feedback has been overwhelmingly positive with the expansion of services.

Ramsey County Library-Shoreview Capital Improvement Program (CIP) Project Close-out: A balance of \$757,019.44 remains in the Shoreview CIP account. On May 6th staff plans to recommend to the Capital Improvement Program Advisory Committee (CIPAC) that this remaining balance be transferred to the RCL-Maplewood renovation project to close the Shoreview project. Subsequently an equal amount would be returned to the Library Operating Fund as this source funded Phase 1 of the Maplewood Project. Pending support of the CIPAC, next steps include a request for county board action for formal approval of this close-out recommendation. The County Board approves all CIP projects and funding plans.

IT Consolidation Update: The moving of staff PCs onto the county network was completed at the library in New Brighton. New Brighton was the initial "Proof of Concept" site where replacement PCs were installed and functionality testing for library business applications initiated.

Some minor issues are remaining, but we are finding no reasons to delay. The staff PC consolidation continued with Mounds View and North St. Paul the week of April 12th. The remaining schedule includes:

- Week of 4/19 – White Bear Lake on 4/20 and Maplewood, start on 4/22
- Week of 4/26 – Shoreview 4/27-4/29
- Week of 5/3 – Roseville 5/4-5/6
- Week of 5/17 or 5/24 – Final VoIP phone number cutover

Following the consolidation of staff PCs and the VoIP cutover, work will focus on updating library business applications and public computing.

Joint Proposal to Shoreview Community Foundation: In partnership with the City of Shoreview, Ramsey County Library-Shoreview submitted a grant proposal to the Shoreview Community Foundation for the purchase and installation of four outdoor bicycle workstations with tire pumps and repair tools. The proposal seeks to provide these stations in key locations in the trail system, including the Ramsey County Library in Shoreview. If selected for funding, the City of Shoreview will take on the responsibility for installing, maintaining, and repairing these stations. Ramsey County Library-Shoreview will provide programming that will build strong community partners and active engagement around the bike repair stations. The total grant proposal is \$7,400. Notice of grant awards is expected at the end of April.

Staff news: Below is an email from a Shoreview patron. Positive feedback has been reported at Roseville as well. It's nice to hear positive words during this challenging time!

Sent: Wednesday, April 14, 2021 10:07 AM

To: Jackson, Carol L <Carol.L.Jackson@CO.RAMSEY.MN.US>

Subject: Feedback

Hello Carol,

I wanted to send you feedback regarding the staff working at Shoreview Library this past Tuesday.

As Covid has made people weary of each other, customer service has gone down the drain at many places, and it seems people have forgotten common courtesies, we were blown away at how wonderful the staff at Shoreview Library were. We were happily (not obligatorily) greeted upon our arrival. We had two people eagerly help us obtain our library cards (we are new to the area), and we had multiple other employees engage in conversation, compliment us, and say how wonderful it was to have patrons back in the library. We love libraries and have dearly missed them over the past year. This experience of neighborly people interacting made our experience that much more fantastic. Their hospitality reminded us what community should feel like and how good a simple helping hand can feel.

Please pass along this praise to the employees and let them know what they do really makes a big difference in our community.

Countywide Updates:

1. The Service Delivery Senior Advisory Council and Operations Advisory Council are currently meeting. The Senior Advisory Council has been focusing on the vision, roadmap and scope of this group. Additionally, the group is discussing the current service catalog and the need for consistent updates. Two members of the community are part of this Council.

The Operations Advisory Council is comprised of members representing all county service teams as well as having community representation. The priorities of this team will be cross-county collaboration, role refinement, service onboarding and integration, and training. This team will begin with a current state assessment.

2. Libraries are providing space at the Roseville and Maplewood locations for Community Healing Circles to occur in-person throughout the month of April. Residents are invited to attend a series of virtual and in-person events that provide welcoming, safe and supportive environments for participatory dialogue, building connections and addressing community trauma caused by the killing of George Floyd last summer, the civil unrest that followed in our neighborhoods and the ongoing trial. These circles are led by cultural healers who are embedded in the community and who use their lived experiences, expertise and training to facilitate conversations that get at shared healing. RCL is supportive of these events and is grateful that we can offer these safe and trusted spaces within our community.

3. Property Management presented two major projects to the Capital Improvement Program Advisory Committee (CIPAC) on Thursday, April 1st. These projects include library specific building changes as well as changes that support county service center operations at RCL-Maplewood and RCL-Roseville. Decisions regarding these projects are expected in the summer.

Karen Saltis

Request for Library Board Action

Meeting Date

April 21, 2021

Action Requested

Award Gold Cards

Presented By

Cyndi Cook,
Friends Executive Director

SUBJECT:

Award Library Gold Cards

BACKGROUND:

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Due to the pandemic, the volunteer gold cards were not awarded in last year, so this year the Friends of the Ramsey County Libraries have nominated volunteers from both 2020 and 2021:

2020**Sandi Riach**

Sandi Riach joined the Gala Committee when it was first established in 2014. She has worn many hats and devoted much time, energy and passion to the Gala. Sandi has assisted with recruiting sponsors, donations and volunteers – and has played a key role in wrangling the details of Gala set-up and ensuring the program ran smoothly at the big event. Hats Off to Sandi Riach for all she's done for the Friends Gala in support of the Ramsey County Library!

Cathy Croghan

Cathy has provided dedicated and continuous service to the Friends Board since 2009. In that time, she has served many roles and has been invaluable in her service on the Development and Executive Committees. Cathy has an aptitude for analysis, and was instrumental in the development and implementation of our current Event Review process, which ensures we are focusing our staff and volunteer time and talents on those activities that best support our mission and strategic plans.

Greg Broman

Greg Broman joined the Friends Board in 2015, and time and time again has demonstrated an aptitude not just for his role as Treasurer and his service on the Finance/Investment and Executive committees, but also for keeping the Board properly informed. In the words of one esteemed Board colleague, *Greg has a way of helping the board focus on what matters and framing important data in a way that is useful and relevant. Appropriately upbeat and always practical, he makes it easy to understand what we need to know and do next to avoid issues or continue a successful trend.*

2021**Susan Miller & Peggy Biernat**

Susan and Peggy provided outstanding volunteer service to the Friends bookstores with hard work and creativity when the Covid19 pandemic hit and the bookstores closed. They successfully helped the Friends pivot to curbside bag sales and implemented a Virtual Used Bookstore. They should also be celebrated for their enthusiastic support of the 2021 Online Auction with the creation of 14 auction baskets which raised nearly 10% of the auction total.

Kerry Kleyman

Kerry Kleyman deserves fond recognition for her dedicated and continuous board service since 2012. She has served on both the Development and Gala committees, and has had a substantial impact on sponsor recruitment over her time on the board. In addition, Kerry's creative solution to volunteer support at the first Gala event created a successful and enduring partnership with students and alumni from Metro State University that continues today. In addition to her service with the Friends, Kerry volunteers with her canine companion, Georgia, in the Ramsey County Library Paws to Read program.

Kate Huebsch

Kate is a force to be reckoned with leading the Development Committee. Kate uses her significant talents in marketing to promote the Friends to the broader community, and during her tenure with the Friends she has expanded our planned giving/Legacy Circle program, launched the Ruth Palmer Award, and led the development of the Partner Program. She has been a leader in cross-committee collaboration, and there seems to be no end to her ability to enthusiastically gather others to support her vision.

BOARD ACTION REQUESTED:

To award Library Gold Cards to Sandy Riach, Cathy Croghan, Greg Broman, Susan Miller and Peggy Biernat, Kerry Kleyman, and Kate Huebsch as symbols of appreciation for their contributions to the Ramsey County Library and to authorize the Library Director to sign the Gold Card certificates.

Request for Library Board Action

Meeting Date**April 21, 2021****Action Requested****Approval****Presented By****Karen Saltis,
Interim Library Director****SUBJECT:**

2022-2023 Budget Approval

BACKGROUND:

Last month, an overview and timeline of the Ramsey County budget process was discussed. Since then, the deadline for budget submission has changed from April 23 to May 6, allowing departments more time to develop their budgets.

The Library is part of the Economic Growth and Community Investments (EGCI) Service Team and has developed a draft 2022-2023 budget proposal using the base plus budget target provided by the Ramsey County Core Budget Team, which is based on the 2021 adjusted levy. Departments were directed to submit a budget meeting the target and include a narrative in the overview document outlining additional budget needs.

During the process of budget development, staff focused on proposals that sustain countywide strategic initiatives that support countywide goals; bring to scale initiatives and programs that build stronger communities; build on what we've learned as an organization in the past two years and during the pandemic; foster collaboration within and across service teams; tether and make progress on performance measures; and demonstrate innovation, creativity, or efficiency.

Steps Taken to Meet 2022 Base Plus Target:

- Align with historic spending;
- Reduce collections budget by \$225,000 which was previously supported by fund balance;
- Include revenue from anticipated reimbursements for telecommunications costs;
- Utilize grant funds to cover annual maintenance costs for BiblioCommons and Horizon software;
- Permanently eliminate adult fines resulting in a loss of approximately \$190,000 per year;
- Reduce staffing costs by implement a combination of the following to be determined through additional engagement: reductions to hours of operations/reduce programming/eliminate vacant position(s)/ additional increase to vacancy factor totaling approximately \$175,000.

Steps Taken to Meet 2023 Base Plus Target:

- Align with historic spending;
- Reduce collections budget by \$225,000 which was previously supported by fund balance;
- Include revenue from anticipated reimbursements for telecommunications costs;
- Utilize grant funds to cover annual maintenance costs for BiblioCommons software;
- Permanently eliminate adult fines at a loss of approximately \$190,000 per year;
- Reduce staffing costs by implement a combination of the following to be determined through additional engagement: reductions to hours of operations/reduce programming/eliminate vacant position(s) additional increase to vacancy factor totaling approximately \$375,000.

BOARD ACTION REQUESTED:

Approve the proposed base plus budget as outlined by staff and authorize the Library Director to submit the budget and overview including additional needs for the 2022-2023 budget.

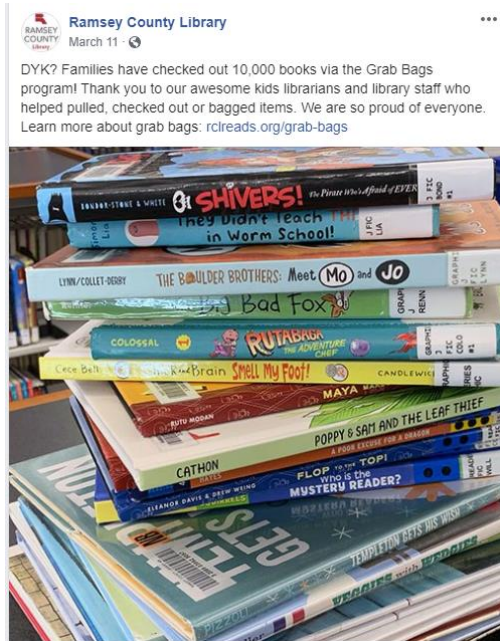
Ramsey County Library in the news:

3/3: Pioneer Press

Dog walkers are walking the walk

https://www.presspubs.com/white_bear/opinion/letters_to_the_editor/letters-to-the-editor/article_c8bb3cba-7bdf-11eb-be7c-1793fc7ca043.html

Facebook:



2,988 People Reached 294 Engagements [Boost Post](#)

Kendrick Winthrop-Davies, Landis Hill and 48 others 4 Comments 9 Shares

Like Comment Share

Oldest

- Jenn Cheesebrow It's a great program! Thanks for all your hard work. [Like](#) [Reply](#) [Message](#) · 4w 3
- Becky Slabak Thank you to the lovely Anna at New Brighton for always creating wonderful grab bags for my kiddos! [Like](#) [Reply](#) [Message](#) · 4w 2
- Sommer Amundsen Huffmaster We love the grab bags!! [Like](#) [Reply](#) [Message](#) · 4w 1
- Jennifer Snapp-Nemo Thank you. My daughter loves these and the Roseville library does a great job finding books for her reading level and interests. [Like](#) [Reply](#) [Message](#) · 4w



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490 People Reached 23 Engagements [Boost Post](#)

Jill Wujcik



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2,216 People Reached 139 Engagements [Boost Post](#)

Dave Ryan, Jackie Kay Kopplin and 3 others 14 Shares



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When you boost this post, you'll show it to more people.


702 People Reached 37 Engagements [Boost Post](#)

Jessica Engelking, Sara MartMarc and 18 others

Ramsey County Library posted a video to playlist **Storytime Guest Stars.** ...
Published by Pa Na Lor · March 26 at 10:30 AM · 🌐

Let's read "We've Got the Whole World in Our Hands" by Rafael López with author/illustrator Timi Bliss and her granddaughter, Charlie. Then, we will make tarts with Chef and Baker, Michelle Gayer.
For more videos: bit.ly/2O8eUXO

Book read with permission from Scholastic Press. This event is funded with money from the Friends of the Ramsey County Libraries.




2:30 / 15:24

804 People Reached 65 Engagements **Boost Post**

👍❤️ 5 4 Shares

Ramsey County Library posted a video to playlist **Family Storytime.** ...
Published by Pa Na Lor · April 5 at 10:30 AM · 🌐

We will read "Bloom" by Deborah Diesen, illustrated by Mary Lundquist. We also sang "Old MacDonald Felt So Glad", and learned the rhyme "I'm a Little Flower Pot". For more videos: bit.ly/2O8eUXO
Book read with permission from Farrar, Straus, and Giroux.



457 People Reached 33 Engagements **Boost Post**

👍❤️ 4

Ramsey County Library March 29 · 🌐

Ramsey County Library is excited to announce that Express Visits is now available at Roseville. Other library locations will follow in April and May in a phased approach. For more modified services: rclreads.org/modified-services

RCLREADS.ORG ⓘ
Modified Services
Modified Library Services Ramsey County is committed to providing...

🟢 **Get More Likes, Comments and Shares**
When you boost this post, you'll show it to more people.

1,209 People Reached 213 Engagements **Boost Post**

👍❤️ Jt Nelson, MSPExcite and 22 others 2 Comments 1 Share

👍 Like 💬 Comment ➦ Share


Oldest ▾

 **Bernadette Janisch** It was great to be able to go upstairs and find the books I wanted today. Good to be back.
[Like](#) · [Reply](#) · [Message](#) · 2w 👍 1

 **Sara Laine** Hurray!!!
[Like](#) · [Reply](#) · [Message](#) · 2w 👍 1

Ramsey County Library posted a video to playlist **Storytime Guest Stars.** ...
Published by Pa Na Lor · April 7 at 10:31 AM · 🌐

Join us for a truly engaging, immersive cultural experience of musical storytelling with Baba the Storyteller. This program is presented in Spanish.
This event is funded with money from Minnesota's Arts and Cultural Heritage Fund.
Tell us what you think: rclreads.org/library-program-evaluation-for-legacy



669 People Reached 37 Engagements **Boost Post**

👍 7 7 Shares

Twitter:

Hennepin County Library @hclib · Mar 12

Have you heard? HCL is now fine-free. In addition to eliminating late fines for overdue materials, all Hennepin County Library cards have been reset to a \$0 balance.

Learn more: hclib.org/finefree



2 41 94

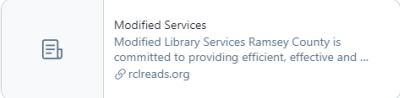
Zer Lor @Dreamike26

Replying to @hclib and @Hennepin

That is awesome! I'm hoping @rclreads will follow your lead.

RamseyCountyLibrary @rclreads · Mar 29

Ramsey County Library is excited to announce that Express Visits is now available at Roseville. Other library locations will follow in April and May in a phased approach. For more modified services: rclreads.org/modified-services



1 4 5

eric, just eric @435ftw

Replying to @rclreads and @MayorDanRoe

Looking at the updates on the website it says browsing is available.

Can we now go in and browse (Roseville)?

7:03 PM · Mar 29, 2021 · Twitter for iPhone

Tweet your reply

RamseyCountyLibrary @rclreads · Mar 30

Replying to @435ftw and @MayorDanRoe

Yes, Express Visits is now available at Roseville. Please keep visits brief. There is limited capacity and patrons may be asked to wait until space is available. Masks are required and stay six feet or more away from others.

1

eric, just eric @435ftw · Mar 30

Awsome! Thanks.

MJ @M_3927 · Apr 3

@rclreads

Oh goodness, the first time for me, in> 1 year, to wander through the stacks at the Roseville location. Woot. I checked out Brene Brown books, Am.Test Kitchen recipe book and a dvd. Joyous. Thank you!

1

Andy Goldman-Gray @AGGMKTG

@rclreads I really miss browsing the library shelves in search of my next favorite author. Any idea when the libraries might be opening again for walk-in traffic?



10:15 PM · Mar 13, 2021 · Twitter for iPhone

Tweet your reply

Reply

RamseyCountyLibrary @rclreads · Mar 15

Replying to @AGGMKTG

Hi Andy,

At this time, we don't have a timeline for opening or partial re-opening. However, librarians are happy to help over the phone or via email. You can learn more about our modified services here:

Angus MacDonald, III @DrMacDonald3rd

I was privileged to host a chat with Bob Kolker, the author of this powerful book about a family's struggle with mental illness, and the humanity that comes to the fore. Club Book with Robert Kolker fb.watch/4sXAaCtMvs/ via @FacebookWatch @UMNPsych @rclreads @bobkolker



Club Book with Robert Kolker
Club Book with Robert Kolker
facebook.com

8:19 PM · Mar 25, 2021 · Twitter Web App

7 Likes

Tweet your reply

Reply

Bob Kolker @bobkolker · Mar 25

Replying to @DrMacDonald3rd @FacebookWatch and 2 others

Thank you for a great conversation!

1



Laura P Salas + Natl Poetry Month = #EquationPoems @L... · Apr 2

Excited to make my Book Cover Box with this take-home art kit from @rclreads. Hooray for libraries, keeping #makerspaces going even when they can't host them IN the library! #LibraryLove



Ramsey County Library Friends @RCLFriends · Apr 5

It's #NationalLibraryWeek! We need your help this year to raise funds for @rclreads' Summer Learning Program. Your gift will enable kids to have fun, free & safe summer learning opportunities w/take-home kits, virtual programs & participation bags.
Donate: weblink.donorperfect.com/LGD21



Ramsey County Library Friends @RCLFriends · Apr 10

We loved seeing your ❤️ for @rclreads this #NationalLibraryWeek! Thanks to our generous #LibraryGivingDay donors & 2021 Partners the Friends have raised \$9,500 for the 2021 Summer Learning Program so far.

(Missed Giving Day? It's not too late to donate! rclfriends.org/events/library ...)



ENTER @entern · Apr 5

Our recommended upcoming event is a panel on April 20 hosted by @LWVRoseville and @rclreads, featuring the mayors from Falcon Heights, Lauderdale, Little Canada, Maplewood, and Roseville on climate change and their 2040 Comprehensive Plans.



Welcome! You are invited to join a webinar: Doing ...
Join us for a forum with mayors from Falcon Heights, Lauderdale, Little Canada, Maplewood, and Roseville...
zoom.us



Google:

Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

4.6 ★★★★★ 130 reviews



Ann Reilly

Local Guide · 12 reviews

★★★★★ a month ago

Very helpful staff, great that computers are available. Very quick turn around when I request items.



Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.3 ★★★★★ 58 reviews



Richard McCulloch

Local Guide · 60 reviews · 13 photos

★★★★★ 6 days ago **NEW**

Great place to study, read books, or check out books. They have a great assortment of books, and other media.

