

**Ramsey County Library
Board of Trustees Meeting
May 19, 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/95504019847?pwd=R1lCZDZOV3JlbG1meWNTN2p6ZHAQT09>
 Phone: 651-372-8299; Meeting ID: 955 0401 9847; Passcode: 500486

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 (6:30)**
- II. Public Comment (6:30-6:35)**
- III. Approval of Agenda (6:35)**
- IV. Consent Agenda (6:35-6:45)**
 - A. Approval of April 21, 2021 Minutes (2)
 - B. Director's Report (3)
 - C. Friends of the Ramsey County Libraries Report (4)
 - D. 2021 First Quarter Reports (5)
 - 1. Workplan Report (6)
 - 2. Statistical Report (7)
 - 3. Incident Reports (8)
- V. Action Items (6:45-7:00)**
 - A. Kanopy Videostreaming Contract Renewal (9)
 - B. Financial Report (10)
- VI. Discussion Items (7:00-8:30)**
 - A. Ramsey County Policy Discussion (11)
 - B. 2022/2023 Budget (12)
 - C. Future Library Board Meetings (13)
 - D. Library Task Force (14)
 - E. Other
- VII. Adjournment (8:30)**

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

Scheduled Upcoming Meetings

June 16, 2021 6:30 p.m.	Virtual Meeting	Joint Meeting with County Board Library Director Search Update Strategic Planning Framework
July 21, 2021 6:30 p.m.	Virtual Meeting	Library Director Search Update Write Off Uncollectible Debt
August 18, 2021 6:30 p.m.	Virtual Meeting	Library Director Search Update Library Quarterly Reports

Administrative Office

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

Minutes of the Ramsey County Library Board April 21, 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; Pang Yang, Deputy Director; Mary Larson, Library Board Coordinator; Carol Jackson, Library Manager; Meg Robertson, Library Manager; Jeff Eide, Senior Library Manager

OTHERS PRESENT:

Victoria Reinhardt, Ramsey County Commissioner and Liaison to the Library Board of Trustees; Lynn Belgea, Friends of the Ramsey County Libraries

CALL TO ORDER:

Willems called the virtual meeting to order at 6:40 p.m. via Zoom video conference.

WELCOME AND INTRODUCTIONS:

New Library Deputy Director Pang Yang was introduced. Yang came to Ramsey County Library after 17 years with St. Paul Public Library, most recently as manager of the Arlington Hills Library. Her background includes project management, community engagement, and racial equity, diversity, and inclusion experience.

PUBLIC COMMENT:

No public comment.

APPROVAL OF AGENDA:

Neblett made a motion to approve the agenda for April 21, 2021, as presented. Willems seconded the motion, which was approved unanimously via roll call vote.

APPROVAL OF MINUTES:

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

DIRECTOR'S REPORT:

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.

Saltis acknowledged Administrative Professionals Day, recognizing Mary Larson, Andrea Strobush, and Amber Soler of the Library's Administrative Office staff.

She also reported that RCL has been awarded four passes for checkout at Ramsey County Library in North St. Paul as part of the Minnesota State Parks Pass program. Passes will be available weekly beginning June 1, 2021. This program piloted at the Ramsey County Library in White Bear Lake in 2019.

All staff members have been offered COVID-19 vaccinations through Ramsey County Public Health.

LIBRARY GOLD CARDS:

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
Cathy Croghan
Greg Broman

2021

Susan Miller & Peggy Biernat
Kerry Kleyman
Kate Huebsch

Neblett made a motion 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. Berry seconded the motion, which was approved unanimously via roll call vote.

2022/2023 BUDGET APPROVAL:

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. Since last month's meeting, the deadline for budget submission has changed from April 23 to May 6, allowing departments more time to develop their budgets.

As staff developed the budget proposals, the emphasis was on developing budget proposals that focus on sustaining countywide strategic initiatives that support countywide goals; bringing to scale initiatives and programs that build stronger communities; building on what we've learned as an organization in the past two years and during the pandemic; fostering collaboration within and across service teams; tethering and making progress on performance measures; and demonstrating innovation, creativity, or efficiency.

Steps Taken to Meet 2022 and 2023 Base Plus Targets:

- Align with historic spending;
- Reduce collections budget 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;
- Reduce staffing costs by implementing 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.

Saltis outlined the factors facing the Library for the upcoming two-year budget period, and noted that the Library is looking at all options to reduce staff costs if needed, including minimum staffing levels, use of substitute staff, etc. She noted that if additional revenue does not become available from the State or County, input would be gathered from the Library Board, staff, and the public to determine where service reductions should be made.

The Library Board discussed service priorities and concerns regarding the proposed 2022/2023 budget request as presented. Trustees encouraged Library staff to focus on equity goals, and compare statistics on costs for different library programs to determine potential areas of reduction. The Trustees were in agreement in support of equity initiatives, although the timing of permanently eliminating adult late fees was discussed. The proposed reduction in the Library's collections budget for new materials was a unanimous concern among the Trustees.

Neblett made a motion to approve the proposed base plus budget as outlined by staff and to authorize the Library Director to submit the budget and overview including additional needs for the 2022-2023 budget. Berry seconded the motion, which was approved unanimously via roll call vote.

TASK FORCE UPDATE:

Ly-Xiong indicated that representatives from the Library Board will participate in a facilitated meeting to discuss the revised Roles & Responsibilities chart, prior to the Joint Meeting with the County Board. The Trustees discussed the process for the facilitated meeting, which will include a Ramsey County Attorney in the discussion. The changes introduced in the document were discussed, along with the County's alignment goals.

LIBRARY DIRECTOR SEARCH UPDATE:

The timeline for the hiring process was briefly discussed. The process will kick off following the upcoming joint meeting with the County Board to finalize the Roles and Responsibilities chart.

NEXT MEETING – May 19, 2021, 6:30 p.m.

ADJOURNMENT:

Following a motion by Neblett and a second by Chang, Ly-Xiong adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Mary Larson
Library Board of Trustees Coordinator

DIRECTOR'S REPORT

May 2021

April Staff Updates:

Transferred: Linda DeBace, Clerk Typist, transferred from the Financial Assistance Services Department to Technical Services at RCL-Shoreview

Service Delivery Redesign: All Ramsey County Library locations are now offering expanded services, which includes browsing. A small staff group is focusing on when and how we can add additional services safely. Those services include study and conference room use as well as future in person programming. More information will follow as these plans unfold.

Mobile Vaccination Clinic at Ramsey County Library-North St. Paul: In partnership with the Minnesota Department of Health and the City of North St. Paul, RCL-NS is pleased to report that a Mobile Vaccination Clinic is being offered on May 17th and May 18th. The clinic has been advertised heavily through the city and on Ramsey County's vaccine finder page, the Ramsey County Library website, and through social media. We're proud to partner in this very important community event.

IT Consolidation Update: The Library IT Consolidation project reached a significant milestone May 6th. All Ramsey County Library staff workstations have been updated and moved into the Ramsey County network. The Library's Digital Services staff and the Department of Information Services staff are presently working through some minor outstanding issues related to unique configuration requirements. There is still a good deal of work to do to reach full consolidation, with the next step being phone system integration. That will happen on May 25th. Once complete, the library phones will be updated and provide seamless integration with other Ramsey County departments.

The Library's public network and computing will remain in place for the near future. Discussions are taking place around public computing support across all departments and how that support aligns with the Residents First initiative.

Staff news: See two examples below of gratitude for work at the Library.

Hi Everyone,

There was a Facebook compliment I would like to pass along to everyone. Karla writes:

"Hello Library! We are excited to be able to visit again. But we have to say a GIANT THANK YOU for the services provided throughout the pandemic. We actually used the library MORE. As a family we'd peruse the online catalog and loved to go and pick up our selections. We appreciate your creativity to keep it going and all of your hard work. Thank you."

Thank you both for all of your hard work in creating and putting together the RMD kits for outreach! They are very much appreciated and certainly making a difference in our communities!

Karen Saltis

Friends Update—May 2021

Library Giving Day

The Friends joined library advocates around the country in April on #LibraryGivingDay to celebrate public libraries and raise funds for RCL Summer Learning Program materials and programs. Thanks to our generous 2021 Partners and Library Giving Day contributors, the Friends have raised \$9,500 of our \$38,000 Summer Learning Program grant commitment for the year so far.

Praise from parents for RCL's Summer Learning Program

"While being largely homebound since March, my kids have participated in summer reading programs from home through the gift of a book each and they have engaged in at-home creative activities. The library's value to us is incalculable and while I don't often pause to reflect, I just wanted you to know how grateful we are for you all."

"The kits have so impressed me! I have shared the information with many families that have teens because they are so neat and organized. I couldn't be more appreciative. Thanks for providing some much needed and well thought out activities for myself, my family and the community."



Virtual Used Bookstore Now Open at RCL-Roseville

Our Virtual Used Bookstore is now open for business in two locations! Books of many genres, videos, games, music CDs and audiobooks are available to browse, order online and pick up “grab and go” style at the Ramsey County Library in Roseville in addition to RCL-Shoreview. Items available vary by location and must be picked up at the location where they are in stock. Patrons placing orders of \$25 or more on a single day may request pickup of their entire order at either Roseville or Shoreview.

Learn more & start shopping: <https://rclfriends.org/buy-books/virtual-bookstore/>

New Partnership Program in 2021

Organizations, businesses, individuals, and families are invited to become 2021 Partners. A gift of \$500 or more to support Ramsey County Library will receive recognition and perks throughout the year.



Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested

Information and
Discussion

Presented By

Karen Saltis,
Interim Library Director

SUBJECT:

2021 First 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 Karen Saltis, Interim 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, Building Services Manager

BOARD ACTION REQUESTED:

For information and discussion.

Ramsey County Library | 2021 Work Plan

Priority 1. Facilitate access by removing barriers.

Initiatives	Results and measures
Advance equity, diversity and inclusion in practices (KS and PY) <ul style="list-style-type: none"> ○ Develop new programming partnerships re: EDI ○ Determine path for assessing collection re: EDI ○ Participate in county Racial Equity and Community Engagement team initiatives ○ Utilize Amazon Echo devices for translation at service points ○ Determine funding to support paid communications with communities of color ○ Transition home delivery service to U.S. Mail delivery ○ Pursue funding for mobile library ○ Produce a new Community Survey ○ Produce a 2022-2023 budget that supports equitable service delivery 	Quarter 1 <ul style="list-style-type: none"> ○ Collaborated with partners including: MN Peacebuilding Institute, Tubman Center, and the Ramsey County Community Corrections Juvenile Detention Center. ○ Secured a grant of \$12,000 from the Friends of the Library to offer home delivery of materials by the US Mail. Acquired materials to begin offering this service by June. ○ Presented proposal to MELSA Tech Team to create a replacement tool for the online Impact Survey used to gather information from library users about library's technology offerings. Discussions in progress.
Utilize technology to improve service (CW and KS) <ul style="list-style-type: none"> ● Enhance print, scan and fax services ● Consider auto-renewal ● Consider text notifications ● Investigate Open Plus 	Quarter 1 <ul style="list-style-type: none"> ○ Met with Metro Solutions and IS Project Management to begin planning for the Printer Consolidation and Cost Reduction project impacting all county facilities.
Support strong leadership and planning (All) <ul style="list-style-type: none"> ● Successfully onboard and support Interim/new Director and Deputy Director ● Produce a new strategic plan (JE) 	Quarter 1 <ul style="list-style-type: none"> ○ Interim Library Director started January 6th. ○ Interviewed and selected Deputy Director who began on March 31st.

Priority 2. Foster literacy and lifelong learning.

Initiatives	Results and measures
Engage families and children through programming and outreach (PY) <ul style="list-style-type: none"> ● Increase community distribution of Read. Make. Do. and other learning kits ● Increase Summer Learning Program completion numbers 	Quarter 1 <ul style="list-style-type: none"> ○ Distributed 285 Teen Read. Make. Do. kits with community partners Tubman Center, Mounds View Area Learning Center, Northeast Youth and Family

Ramsey County Library | 2021 Work Plan

	Services, Edgewood Middle School, and Brookside Mobile Home Community. Distributed 1456 children's Read. Make. Do. kits.
Engage teens through vibrant programming/strategic partnerships (PY) <ul style="list-style-type: none"> • Introduce Life Skills programming for teens • Introduce Homework Help study hall • Implement 100 Books Before Graduation, 100 Books Before High School 	Quarter 1 <ul style="list-style-type: none"> ○ Offered 3 different Life Skills class series, Financial Planning (Feb), Job Searching (Mar) and Household Economics (Apr), with 24 in attendance. ○ Offered 5 Homework Help study hall sessions with 19 teens in attendance.
Offer robust digital literacy and maker programs (CW) <ul style="list-style-type: none"> • Produce adult take-home maker kits • Continue digital literacy classes, drop-in and appointment help, virtually and in person – in and outside of libraries 	Quarter 1 <ul style="list-style-type: none"> ○ Offered 11 Computers Classes for residents, reach 109 participants. ○ Served 25 residents via Tech Help by Phone modified service.
Offer additional adult programs supporting education and enrichment (stats to JE) <ul style="list-style-type: none"> • Meet community and County goals (core areas: digital literacy, workforce, economic prosperity, health, social services, arts, race/social issues, history) • Explore programming for developmentally delayed adults 	Quarter 1 <ul style="list-style-type: none"> ○ Presented 19 History programs, reaching 1724 participants. ○ Offered 7 Community Wellbeing sessions which were attended by 187 residents. ○ Served 73 attendees of Environmental Classes over 5 programs.

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

Initiatives	Results and measures
Deliver dynamic library spaces and events (KS, PY, CW, MS, JE) <ul style="list-style-type: none"> ○ Expand access to maker equipment re: reservation, permanent space ○ Develop new maker classes and guidelines ○ Complete MP design and begin renovation ○ Request CIP funds to resolve the use of the MP café and possibly expand Community Room ○ Request CIP funds to repurpose the RV café and develop digital learning center ○ Plan for express service model and subsequent models of reopening at all sites ○ Collaborate with planning for county service delivery at sites ○ Complete the renovation of DS office 	Quarter 1 <ul style="list-style-type: none"> ○ Developed Express Service model in collaboration with Service Center, Public Health and Property Management and launched it at all seven locations between March 29 and May 3. ○ Property Management led the CIP request submission for the Roseville Cafe' Space Renovation. A Digital Learning Lab that would accommodate digital literacy and maker programming was included.

Ramsey County Library | 2021 Work Plan

<ul style="list-style-type: none"> ○ Improve shading and comfort in RV garden ○ Add outlets RV second floor ○ Refurbish furniture 	
Enhance digital services (CW) <ul style="list-style-type: none"> ● Migrate to Overdrive and support communication to patrons and staff ● Implement consistent branding and production standards for videos ● Strengthen readers advisory resources on website ● Expand digital literacy resources on website ● Organize maker resources on website for patrons and staff ● Replace self-check-out ● Lay groundwork for ILS renewal 	Quarter 1 <ul style="list-style-type: none"> ○ Completed migration from RB Digital and Cloud Library to OverDrive and Libby. ○ Updated the Staff Picks page to include lists beyond monthly picks. ○ Re-organized behind the scenes website taxonomies and applied them to staff lists to make finding related content easier for patrons and staff. ○ Created Staff List Submission form for highlighting staff lists on the website; sent to Kids, Teen, and Adult list coordinators. ○ Working on RFP document with procurement for self-checks.
Ensure an active, equitable community presence and services (PY and JE) <ul style="list-style-type: none"> ● Resume and expand service to seniors and at pop-up library partner sites 	Quarter 1 <ul style="list-style-type: none"> ○ Received approval to resume outreach activities. ○ Began contacting Senior facility partners about willingness to receive visits.

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

Initiatives	Results and measures
Engage partners to support shared community well-being goals (PY) <ul style="list-style-type: none"> ● Expand engagement with ISD622 and MV re: ConnectEd project and other plans ● Continue to engage ULEAD workers to support programming and kit production ● Leverage CTEP Americorps members ● Continue meal programs ● Expand work with corrections ● Develop guidelines to align partnerships, vendor decisions, and related with our EDI goals and other strategic goals 	Quarter 1 <ul style="list-style-type: none"> ○ First quarter additions to the ConnectEd program. <ul style="list-style-type: none"> ▪ North St Paul (District 622): 79 ▪ Roseville (District 623): 7 ▪ White Bear Lake (District 624): 4 ○ Kindergarten Card Party virtual card distribution was 340.

Ramsey County Library | 2021 Work Plan

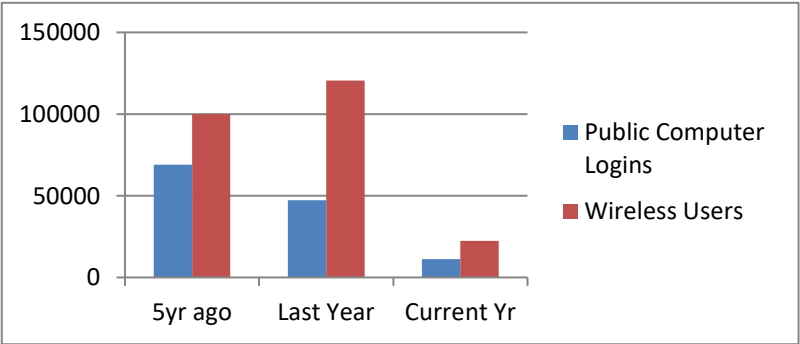
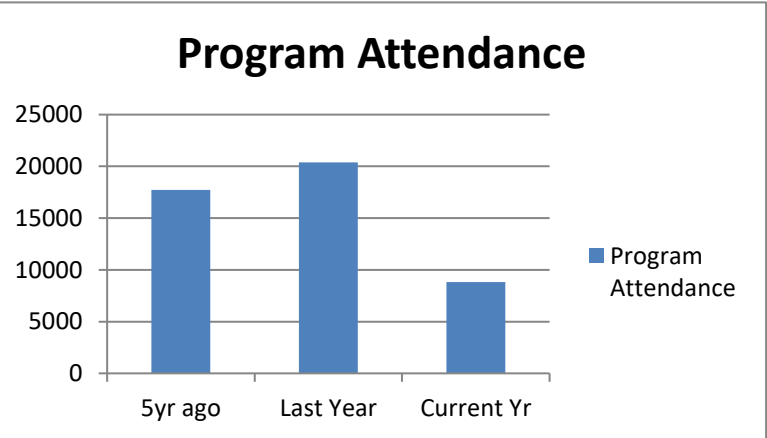
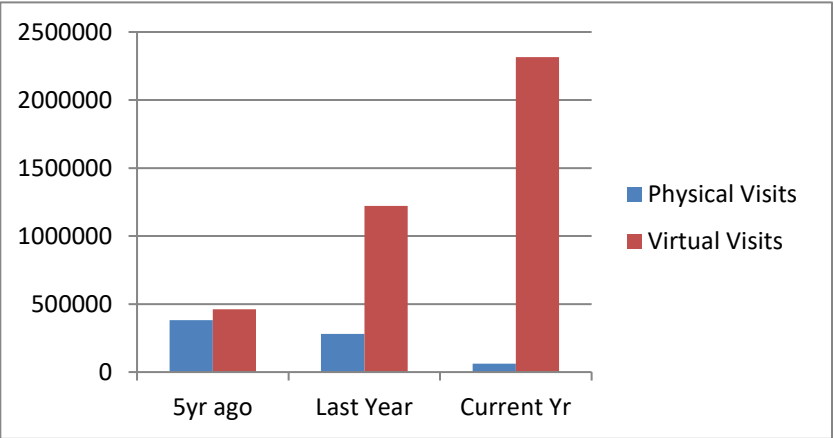
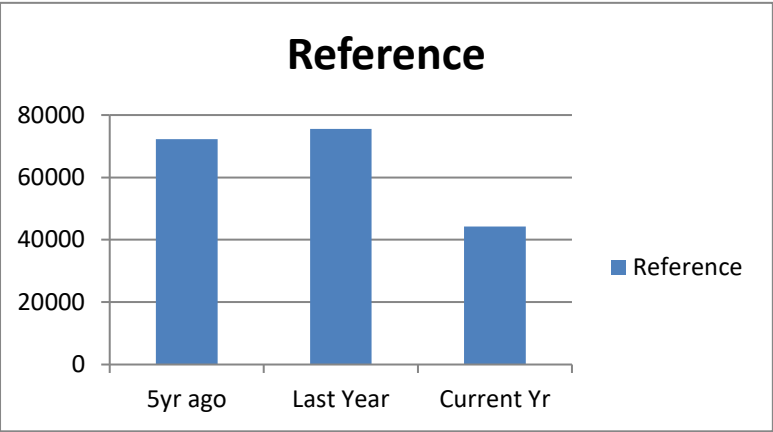
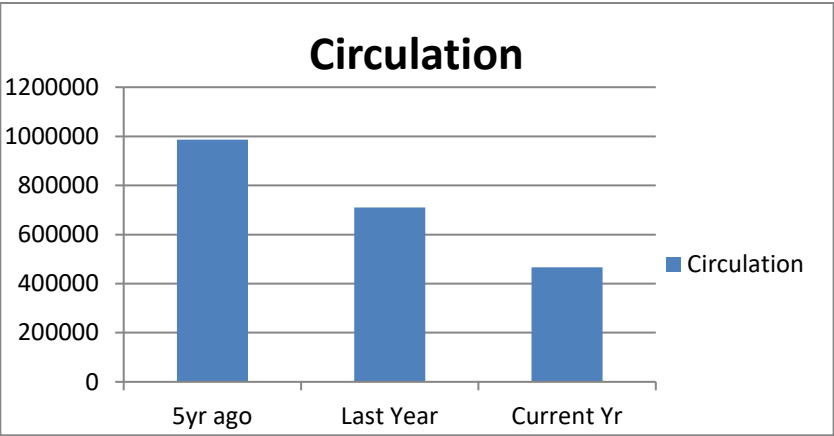
Align with the Friends and volunteers (KS) <ul style="list-style-type: none">• Support new Friends director in fall• Support Friends' fundraising goals	Quarter 1 <ul style="list-style-type: none">○ Promoted Friends online fundraising event in lieu of the annual Gala.

Statistical Trends

2021 First Quarter Report

- Ongoing modified services continue to make it difficult to draw strong conclusions from the data relative to prior quarters. The libraries closed to the public on March 17 of 2020. Therefore, most of the quarter to quarter comparisons will be compared to relatively normal times last year in quarter 1.
- Overall circulation was approximately 66% of what it was for the same quarter in 2020.
- Circulation of electronic materials increased 11% and accounted for 32% of transactions in Q1. The Library's collection includes more than 41,000 e-books and more than 8,300 e-audiobooks. Patrons are also able to seamlessly access additional items via our MELSA partners.
- Visits to libraries were at 21.5% compared to last year as most locations were not yet open to resident visits in quarter 1.
- Usage of library technology was at 23.5% of normal for the library's public computers and 18.6% for usage of the library's wireless networks.
- Holds placed on library materials was up dramatically at +102% of normal since that is how materials were being accessed for curbside pickup.

Core Service Trends -- Q4



Branches by Quarter 2021

Total materials circulated

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	40,018				40,018
Mounds View	16,066				16,066
New Brighton	20,123				20,123
North St. Paul	6,640				6,640
Roseville	128,060				128,060
Shoreview	79,866				79,866
White Bear Lake	23,298				23,298
Tech Services	4,113				4,113
Remote Renewal	134				134
E-circulation	148,415				148,415
Total	466,733	0	0	0	466,733

Children's materials circulated

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	14,486				14,486
Mounds View	7,805				7,805
New Brighton	10,722				10,722
North St. Paul	2,125				2,125
Roseville	58,438				58,438
Shoreview	42,277				42,277
White Bear Lake	10,340				10,340
Tech Services	854				854
Remote Renewal	29				29
E-circulation					
Total	147,076	0	0	0	147,076

Registrations

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	179				179
Mounds View	13				13
New Brighton	34				34
North St. Paul	15				15
Roseville	498				498
Shoreview	205				205
White Bear Lake	28				28
Tech Services	34				34
Remote Renewal					
E-circulation					
Total	1,006	0	0	0	1,006

Total reference

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	11,336				11,336
Mounds View	1,781				1,781
New Brighton	1,430				1,430
North St. Paul	871				871
Roseville	18,927				18,927
Shoreview	7,670				7,670
White Bear Lake	2,223				2,223
Total	44,238	0	0	0	44,238

Visits

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	2,991				2,991
Mounds View	0				0
New Brighton	0				0
North St. Paul	0				0
Roseville	29,086				29,086
Shoreview	28,525				28,525
White Bear Lake	0				0
Total	60,602	0	0	0	60,602

Meeting room use by outside groups

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	0				0
Mounds View	0				0
New Brighton	0				0
North St. Paul	0				0
Roseville	0				0
Shoreview	0				0
White Bear Lake	0				0
Total	0	0	0	0	0

Public computer logins

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	2,991				2,991
Mounds View	0				0
New Brighton	0				0
North St. Paul	76				76
Roseville	5,893				5,893
Shoreview	2,167				2,167
White Bear Lake	0				0
Total	11,127	0	0	0	11,127

Hours of computer use

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	2,609				2,609
Mounds View	0				0
New Brighton	21				21
North St. Paul	0				0
Roseville	5,470				5,470
Shoreview	2,485				2,485
White Bear Lake	0				0
Total	10,585	0	0	0	10,585

Wireless users

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	2,847				2,847
Mounds View	224				224
New Brighton	756				756
North St. Paul	582				582
Roseville	12,936				12,936
Shoreview	4,571				4,571
White Bear Lake	446				446
Total	22,362	0	0	0	22,362

Volunteer hours

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	254.00				254.00
Mounds View	0.00				0.00
New Brighton	0.00				0.00
North St. Paul	0.00				0.00
Roseville	589.00				589.00
Shoreview	346.00				346.00
White Bear Lake	256.00				256.00
Administration	0.00				0.00
Technical Services	0.00				0.00
Friends	0.00				0.00
Total	1,445.00	0.00	0.00	0.00	1,445.00

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

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	0				0	0				0
Mounds View	0				0	0				0
New Brighton	0				0	0				0
North St. Paul	0				0	0				0
Roseville	0				0	0				0
Shoreview	0				0	0				0
White Bear Lake	0				0	0				0
Admin	16				16	312				312
Total	16	0	0	0	16	312	0	0	0	312

Teen programs**Teen program attendance**

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	13				13	390				390
Mounds View	0				0	0				0
New Brighton	0				0	0				0
North St. Paul	0				0	0				0
Roseville	0				0	0				0
Shoreview	0				0	0				0
White Bear Lake	0				0	0				0
Admin	61				61	249				249
Total	74	0	0	0	74	639	0	0	0	639

Adult programs**Adult program attendance**

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	0				0	0				0
Mounds View	0				0	0				0
New Brighton	0				0	0				0
North St. Paul	0				0	0				0
Roseville	0				0	0				0
Shoreview	0				0	0				0
White Bear Lake	0				0	0				0
Admin	106				106	8,418				8,418
Total	106	0	0	0	106	8,418	0	0	0	8,418

Branches by Year/System by Quarter

Total circulation

Children's circulation

Volunteer hours

Location	2019	2020	2021	% Change	2019	2020	2021	% Change	2019	2020	2021	% Change
Maplewood	470,977	194,172		-100.0%	184,943	71,661		-100.0%	2,159	624		-100.0%
Mounds View	128,648	57,668		-100.0%	63,670	27,440		-100.0%	281	60		-100.0%
New Brighton	210,745	76,242		-100.0%	97,581	37,661		-100.0%	529	98		-100.0%
North St Paul	92,626	31,093		-100.0%	33,519	10,712		-100.0%	101	13		-100.0%
Roseville	1,161,556	535,095		-100.0%	517,663	235,315		-100.0%	7,420	2,329		-100.0%
Shoreview	583,914	306,954		-100.0%	303,186	155,053		-100.0%	2,640	1,157		-100.0%
White Bear Lake	267,776	98,879		-100.0%	129,220	44,453		-100.0%	1,065	730		-100.0%
E-material	467,557	622,487		-100.0%								
Other					9,130	10,666		-100.0%	7,919	4,979		-100.0%
Support Services	20,796	15,450		-100.0%	3,555	2,247		-100.0%				
System Quarter 1	868,596	710,335	466,733	-34.3%	327,071	257,962	147,076	-43.0%	3,534	2,549	1,445	-43.3%
System Quarter 2	858,360	300,566		-100.0%	338,133	51,723		-100.0%	3,606	98		-100.0%
System Quarter 3	914,125	470,003		-100.0%	374,308	134,026		-100.0%	3,547	1,138		-100.0%
System Quarter 4	801,311	463,827		-100.0%	302,955	143,859		-100.0%	11,427	9,989		-100.0%
Annual Total	3,442,392	1,944,731		-100.0%	1,342,467	586,702		-100.0%	22,114	13,774		-100.0%

Express checkout percentages

Visits

Meeting room use by outside groups

Location	2019	2020	2021	% Change	2019	2020	2021	% Change	2019	2020	2021	% Change
Maplewood	88.5%	21.5%		-100.0%	270,909	60,284		-100.0%	971	241		-100.0%
Mounds View	82.3%	19.9%		-100.0%	69,617	11,822		-100.0%	189	46		-100.0%
New Brighton	88.8%	22.1%		-100.0%	101,198	20,796		-100.0%	0	0		0.0%
North St Paul	67.2%	17.0%		-100.0%	39,806	8,524		-100.0%	0	0		0.0%
Roseville	86.6%	56.6%		-100.0%	542,762	147,407		-100.0%	981	210		-100.0%
Shoreview	86.5%	43.0%		-100.0%	250,923	63,978		-100.0%	1,408	296		-100.0%
White Bear Lake	89.7%	22.2%		-100.0%	137,439	27,493		-100.0%	236	68		-100.0%
System Quarter 1	83.7%	82.9%	23.3%	-72.0%	337,690	281,555	60,602	-78.5%	983	861	0	-100.0%
System Quarter 2	84.4%	0.0%		0.0%	356,841	828		-100.0%	972	0		0.0%
System Quarter 3	85.4%	9.6%		-100.0%	385,796	13,100		-100.0%	859	0		0.0%
System Quarter 4	83.4%	23.2%		-100.0%	332,327	44,821		-100.0%	971	0		0.0%
Annual Average	84.2%	28.9%		-100.0%	1,412,654	340,304		-100.0%	3,785	861		-100.0%

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

Location	2019	2020	2021	% Change	2019	2020	2021	% Change	2019	2020	2021	% Change
Maplewood	53,569	13,906		-100.0%	47,447	13,178		-100.0%	107,743	24,695		-100.0%
Mounds View	9,934	1,907		-100.0%	8,995	1,529		-100.0%	7,467	1,597		-100.0%
New Brighton	17,117	3,441		-100.0%	14,613	3,726		-100.0%	19,472	4,574		-100.0%
North St Paul	4,786	951		-100.0%	4,137	860		-100.0%	3,955	1,907		-100.0%
Roseville	109,525	30,945		-100.0%	105,520	33,415		-100.0%	362,373	92,277		-100.0%
Shoreview	29,592	8,412		-100.0%	27,078	8,965		-100.0%	98,415	21,322		-100.0%
White Bear Lake	14,322	3,429		-100.0%	1,182	2,236		-100.0%	22,357	5,024		-100.0%
System Quarter 1	56,316	47,435	11,127	-76.5%	51,687	44,705	10,585	-76.3%	154,254	120,526	22,362	-81.4%
System Quarter 2	61,760	828		-100.0%	54,858	1,656		-100.0%	156,436	0		0.0%
System Quarter 3	65,754	6,439		-100.0%	60,092	9,794		-100.0%	160,998	7,009		-100.0%
System Quarter 4	55,015	9,207		-100.0%	52,335	9,409		-100.0%	150,094	23,861		-100.0%
Annual Total	238,845	62,991		-100.0%	218,971	63,908		-100.0%	621,782	151,396		-100.0%

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

Location	2019	2020	2021	% Change	2019	2020	2021	% Change	2019	2020	2021	% Change
Maplewood	43,251	39,910		-100.0%	2,048	597		-100.0%	3,149	660		-100.0%
Mounds View	15,704	10,010		-100.0%	733	185		-100.0%	1,764	371		-100.0%
New Brighton	18,551	8,931		-100.0%	874	200		-100.0%	2,225	460		-100.0%
North St Paul	13,520	7,917		-100.0%	263	86		-100.0%	1,764	357		-100.0%
Roseville	115,843	133,120		-100.0%	6,333	2,741		-100.0%	3,149	2,072		-100.0%
Shoreview	38,311	39,845		-100.0%	1,919	596		-100.0%	3,162	1,442		-100.0%
White Bear Lake	18,733	12,337		-100.0%	1,078	227		-100.0%	2,242	461		-100.0%
Technical Services					689	174		-100.0%				
System Quarter 1	57,993	75,556	44,278	-41.4%	3,788	2,664	1,006	-62.2%	4,331	3,629	2,337	-35.6%
System Quarter 2	66,040	48,126		-100.0%	2,906	567		-100.0%	4,432	0		0.0%
System Quarter 3	71,994	75,595		-100.0%	3,508	731		-100.0%	4,424	630		-100.0%
System Quarter 4	67,886	52,793		-100.0%	3,735	844		-100.0%	4,268	1,564		-100.0%
Annual Total	263,913	252,070	44,278	-82.4%	13,937	4,806	1,006	-79.1%	17,455	5,823	2,337	-59.9%

Website visits

	2019	2020	2021	% Change
Quarter 1	947,936	504,883	2,316,238	358.8%
Quarter 2	907,805	1,239,946		-100.0%
Quarter 3	961,773	1,787,880		-100.0%
Quarter 4	743,883	2,136,403		-100.0%
Annual Total	3,561,397	5,669,112	2,316,238	-59.1%

Holds placed

	2019	2020	2021	% Change
Quarter 1	116,914	103,469	209,601	102.6%
Quarter 2	107,122	141,425		-100.0%
Quarter 3	110,569	205,573		-100.0%
Quarter 4	100,723	204,522		-100.0%
Annual Total	435,328	654,989	209,601	-68.0%

E-materials circulated

	2019	2020	2021	% Change
Quarter 1	117,864	133,803	148,415	10.9%
Quarter 2	114,686	169,581		-100.0%
Quarter 3	116,844	165,517		-100.0%
Quarter 4	118,163	153,586		-100.0%
Annual Total	467,557	622,487	148,415	-76.2%

Incoming ILL

	2019	2020	2021	% Change
Quarter 1	4,484	3,839	4,376	13.99%
Quarter 2	4,233	90		-100.00%
Quarter 3	4,387	1,593		-100.00%
Quarter 4	4,012	3,157		-100.00%
Annual Total	17,116	8,679	4,376	-49.6%

Outgoing ILL

	2019	2020	2021	% Change
Quarter 1	4,536	3,750	3,273	-12.72%
Quarter 2	4,533	745		-100.00%
Quarter 3	4,577	1,912		-100.00%
Quarter 4	4,165	2,988		-100.00%
Annual Total	17,811	9,395	3,273	-65.2%

Value of gifts added

	2019	2020	2021	% Change
Quarter 1	\$6,888.72	\$9,818.25	\$2,397.23	-75.6%
Quarter 2	\$6,102.19	\$23,144.87		-100.0%
Quarter 3	\$19,235.42	\$3,931.62		-100.0%
Quarter 4	\$2,061.85	\$942.75		-100.0%
Annual Total	\$34,288.18	\$37,837.49	\$2,397.23	-93.7%

Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested

Information and Discussion

Presented By

Mickey Ladich,
Building Services Manager

SUBJECT:

First Quarter 2021 Incident Reporting

BACKGROUND:

The number of incidents stayed the same from 4th quarter 2020. There was a total of 8 incidents reported in the 1st quarter of 2021.

BOARD ACTION REQUESTED:

For Information and Discussion.

Incident Report Comparison First Quarter				
	2018	2019	2020	2021
New Brighton	0	1	0	0
Maplewood	6	12	15	4
Mounds View	1	0	0	0
North St. Paul	0	0	0	0
Roseville	16	7	5	2
Shoreview	1	4	2	2
White Bear Lake	2	0	1	0
	26	24	23	8

Incident Report Comparison Second Quarter				
	2018	2019	2020	2021
New Brighton	0	0	0	
Maplewood	8	19	2	
Mounds View	0	0	0	
North St. Paul	1	5	0	
Roseville	11	11	2	
Shoreview	5	8	0	
White Bear Lake	3	2	0	
	28	45	4	

Incident Report Comparison Third Quarter				
	2018	2019	2020	2021
New Brighton	1	0	0	
Maplewood	11	13	3	
Mounds View	0	0	0	
North St. Paul	0	1	1	
Roseville	24	18	5	
Shoreview	6	7	3	
White Bear Lake	6	5	0	
	48	44	12	

Incident Report Comparison Fourth Quarter				
	2018	2019	2020	2021
New Brighton	0	0	0	
Maplewood	12	19	1	
Mounds View	0	0	0	
North St. Paul	2	0	1	
Roseville	17	14	3	
Shoreview	9	2	3	
White Bear Lake	1	0	0	
	41	35	8	

Totals	143	148	47	8
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Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested

Approval

Presented By

Karen Saltis,
Interim Library Director

SUBJECT:

Kanopy Video Streaming Contract

BACKGROUND:

In February 2020, the Library Board authorized staff to pursue procurement and contracting with a video streaming provider. Following that meeting, Ramsey County Library closed to walk-in services on March 17, 2020, due to the COVID-19 pandemic. 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.

Subscription Details for the first year of the contract included:

- One year subscription for \$40,000.
- Contract allowed 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.

At the end of the first year of the Kanopy contract, Ramsey County Library had a credit balance of approximately \$12,000 to roll over to another subscription. Based on this credit and other criteria including the diverse content, public performance rights, and continuity of service benefits, Ramsey County Procurement has authorized Ramsey County Library to enter into a single source contract with Kanopy for up to five (5) years, with annual subscription payments and a termination clause that allows the Library to cancel the contract with 30 days notice. Terms would be the same as above, with the first year subscription cost of \$42,000 less carryover credits.

BOARD ACTION REQUESTED:

Authorize the Library Director to contract with Kanopy for a five-year video streaming subscription. Contract shall be payable in annual subscription payments less carryover credits, at a total cost for five (5) years not to exceed \$300,000, and shall include a 30-day termination clause. First year subscription cost to be \$42,000 less carryover credits from the 2020 contract. Subject to approval by Ramsey County Procurement.

Memorandum

To: Ramsey County Library Board

From: Mary Larson

Date: May 7, 2020

Subject: First Quarter 2021 Financial Report

Attached is the 1st quarter 2021 financial report. Highlights include:

- ❖ Property tax revenues are collected in May and October each year, so revenues will be reflected in the 2nd quarter financial report.
- ❖ Projected revenues from Library Fines reflects the suspension of adult late fees during the COVID-19 pandemic, and the elimination of late fees on youth library materials effective January 1, 2020. With the addition of credit card revenues not included on the current report, actual Library Fines received during the first quarter were \$10,673.65, or 21.35% of projected revenues.
- ❖ Use of Library copiers and printers will resume generating revenue now that all seven locations will be open to browsing by the second quarter of 2021.
- ❖ Revenue from Buildings & Structures (coffee shop lease revenue) will be minimal due to the closure of Dunn Bros. Coffee in 2020 and conversion of the café spaces to use as Ramsey County Service Centers for the foreseeable future. However, Property Management fees for the spaces will be paid by the Service Center budget, partially offsetting the decrease in revenues. Workforce Solutions will pay the Property Management fees for the Career Lab space at Maplewood during 2021.
- ❖ The Library has reserved \$166,000 in its fund balance to offset anticipated revenue losses in 2021.
- ❖ Operating budget expenditures are within budget in all categories. Supply expenditures may tick upward during the second quarter with the reopening of the libraries for browsing services.

LIBRARY OPERATIONS

CURRENT BUDGET YEAR WITH COMPARATIVE PRIOR YEAR YEAR TO DATE THROUGH MARCH 31, 2021 AND 2020

	2021					2020			
	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	11,120,482.00	11,120,482.00	0.00	0%	2,780,120.50	11,361,531.00	0.00	0%	2,840,382.75
County Program Aid	679,566.00	679,566.00	0.00	0%	169,891.50	678,210.00	0.00	0%	169,552.50
Fines	50,000.00	50,000.00	3,422.42	7%	9,077.58	240,000.00	48,905.40	20%	11,094.60
MELSA	200,000.00	200,000.00	0.00	0%	50,000.00	200,000.00	0.00	0%	50,000.00
PERA Rate Increase Aid	0.00	0.00	0.00	N/A	0.00	0.00	10,409.00	NA	(10,409.00)
Duplicating Copies/Sales	79,000.00	79,000.00	0.00	0%	19,750.00	79,000.00	17,489.10	22%	2,260.90
Interest on Investments	75,000.00	75,000.00	0.00	0%	18,750.00	75,000.00	5,133.16	7%	13,616.84
Building & Structures (Rent)	78,300.00	78,300.00	3,220.00	4%	16,355.00	76,400.00	6,098.75	8%	13,001.25
Recoveries	0.00	0.00	1,012.49	N/A	(1,012.49)	0.00	0.00	N/A	0.00
Transfers from Other Funds	581,000.00	581,000.00	0.00	0%	145,250.00	225,000.00	0.00	0%	56,250.00
Total Revenue	12,863,348.00	12,863,348.00	7,654.91	0%	3,208,182.09	12,935,141.00	88,035.41	1%	3,145,749.84
<u>Expenditures</u>									
Salaries*	5,926,976.00	5,926,976.00	1,341,249.64	23%	140,494.36	6,051,991.00	1,461,046.26	24%	51,951.49
Fringe Benefits*	2,245,021.00	2,245,021.00	497,414.78	22%	63,840.47	2,223,271.00	517,957.26	23%	37,860.49
Other Services & Charges	3,275,151.00	3,275,151.00	254,044.68	8%	564,743.07	3,267,029.00	318,867.85	10%	497,889.40
Supplies	180,000.00	180,000.00	13,365.81	7%	31,634.19	180,000.00	31,298.17	17%	13,701.83
Capital Outlay	61,200.00	61,200.00	0.00	0%	15,300.00	62,850.00	3,133.55	5%	12,578.95
Books, Periodicals, Etc.	1,175,000.00	1,175,000.00	120,470.79	10%	173,279.21	1,150,000.00	126,901.35	11%	160,598.65
	12,863,348.00	12,863,348.00	2,226,545.70	17%	989,291.30	12,935,141.00	2,459,204.44	19%	774,580.81
Inc/(Dec) to Fund Balance			(2,218,890.79)				(2,371,169.03)		

* 2021 Salary expenditures through payday 4/2/21.

* 2020 Salary expenditures through payday 4/17/20.

**LIBRARY OPERATIONS
CURRENT YEAR DISBURSEMENTS OUT OF RESERVES
YEAR TO DATE THROUGH MARCH 31, 2021**

	2021			Actual as a
	Reserve Amount	Year to Date Actual Cash Disbursements	Balance Unexpended 03/31/21	% of Reserve Year to Date
<u>Expenditures</u>				
2020 Operating Budget Reserves	61,815.61	38,598.28	23,217.33	62%
2019 Operating Budget Reserves	199,425.00	6,053.74	193,371.26	3%
2018 Operating Budget Reserves	235,000.00	0.00	235,000.00	0%

**LIBRARY GRANTS AND OTHER SPECIAL PROJECTS
CURRENT YEAR DISBURSEMENTS
YEAR TO DATE THROUGH MARCH 31, 2021**

	2021			
	Current Adjusted Budget Amount	Actual Cash Disbursements	Balance Unexpended 03/31/21	Actual as a % of Budget To Date
<u>Expenditures</u>				
2016 MELSA Technology Grant	104,000.00	103,821.75	178.25	100%

**OTHER LIBRARY FUNDS
YEAR TO DATE RECEIPTS & DISBURSEMENTS
THROUGH MARCH 31, 2021**

<u>Fund</u>	2021			
	Cash Balance Beginning of Year	Cash Receipts Year to Date	Year to Date Actual Cash Disbursements	Cash Balance as of 03/31/21
Rental Collection Revenue	60,523.68	0.00	0.00	60,523.68
Library Gift Fund	387,116.84	25,142.95	35,418.90	376,840.89
Roseville Library Capital Campaign Gift Fund	8,825.08	0.00	0.00	8,825.08

SUMMARY OF GIFTS RECEIVED

JANUARY - MARCH 2021

Donor	Purpose	Branch	Amount
Mikel & Julie Grabe	Ken Rhodes Memorial	System	\$20.00
Jean & Howard Rieke	Ken Rhodes Memorial	System	\$25.00
Richard & Sandra Ekstam	Brandon Terrell Memorial	RV	\$50.00
Mary Warne	Undesignated	RV	\$100.00
Friends of the Ramsey County Libraries	Undesignated	MP	\$100.00
Metropolitan Library Service Agency (MELSA)	Legacy Program	System	\$300.00
Ramsey County Law Library	Legal Resources	System	\$9,000.00
Metropolitan Library Service Agency (MELSA)	Youth Services Programming	System	\$14,901.97
Eleanor Mooers	Memorial	WB	\$70.00
Metropolitan Library Service Agency (MELSA)	Legacy Program	System	\$375.65
TOTAL:			\$24,942.62

Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested

Information and Discussion

Presented By

Karen Saltis,
Interim Library Director

SUBJECT:

Ramsey County Policy Discussion

BACKGROUND:

Elizabeth Tolzmann, Director of Policy and Planning, and Deanna Pesik, Chief Compliance & Ethics Officer, will update the Library Board on Ramsey County's policy development process and answer questions from the Library Board Trustees.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested
Information and Discussion**Presented By**

Karen Saltis,
Interim Library Director

SUBJECT:

2022-2023 Budget

BACKGROUND:

Ramsey County Library's proposed 2022-2023 budget was submitted on May 6, 2021. Departments were directed to submit a budget meeting the base plus budget target provided by the Ramsey County Core Budget Team, which is based on the 2021 adjusted levy, and include a narrative in the overview document outlining additional budget needs.

The Library's proposed budget was approved at the April meeting, and included the following factors to meet the budget target:

- Align with historic spending;
- Reduce collections budget by amount previously supported by fund balance;
- Include revenue from anticipated reimbursements for telecommunications costs;
- Utilize grant funds to cover annual maintenance costs for Library technology and software;
- Permanently eliminate adult fines;
- Reduce staffing costs after community engagement process to achieve remainder of budget reduction target.

After the April Library Board meeting, EGCI departments were directed to reduce 2023 budget targets across the service team, with the Library's additional cut being \$59,941. This reduction was added to the reduced staffing costs amount for 2023.

The budget hearing for the EGCI Service Team will be held on Wednesday, May 26, with the Library scheduled to present its budget at 1:00 p.m. The Library Director will have the opportunity to outline the major changes in the budget proposal, and the need for additional levy funding.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested
Information and Discussion**Presented By**

Karen Saltis,
Interim Library Director

SUBJECT:

Future Library Board Meetings

BACKGROUND:

Since March 2020, Ramsey County Library Board meetings have been held remotely due to the COVID-19 pandemic, and in accordance with the declared state and local emergencies. On Thursday, May 6, Governor Walz signed HF820, ensuring **counties can conduct their open meetings remotely until July 1, 2021**. In addition to the Governor's order, the declared state and/or local emergencies would need to be lifted before onsite meetings must resume.

During non-emergency times, Minnesota Open Meeting Law has the following conditions for meetings conducted electronically:

Minn. Statutes Chapter 13D; Section 13D.015; Subd. 2.Conditions.

An entity listed in subdivision 1 may conduct a meeting governed by this section and section [13D.01, subdivisions 1, 2, 4, and 5](#), by telephone or other electronic means so long as the following conditions are met:

- (1) all members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;*
- (2) members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;*
- (3) at least one member of the entity is physically present at the regular meeting location; and*
- (4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.*

At the January meeting, the Library Board approved a meeting schedule for 2021 that included reserved meeting locations in case onsite meetings resume at some this year. However, the Community Program rooms at some Library locations are currently being utilized for other purposes. RCL-Maplewood is the site of a Workforce Solutions Career Lab, and RCL-Shoreview is hosting socially distanced computing stations in its Community Program Room. As an alternative to the approved schedule, Library staff is proposing that the Community Program Room at Roseville be reserved for any onsite meetings of the Library Board if the peacetime emergency declaration is lifted during the second half of 2021. It is the largest, most centrally located meeting location, and would be available since public usage of Library meeting spaces has not yet resumed.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action

Meeting Date

May 19, 2021

Action Requested

Information and Discussion

Presented By

Board Members

SUBJECT:

Task Force Update

BACKGROUND:

At this meeting, Ramsey County Library Board Trustees will discuss the facilitated meeting with County staff and the Ramsey County Attorney's Office to review the revised Roles & Responsibilities chart, and will also discuss the timetable for the upcoming joint meeting with the Ramsey County Board of Commissioners.

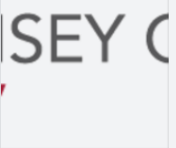
BOARD ACTION REQUESTED:

For information and discussion.

Facebook:

Ramsey County Library
April 13 · 🌐

Express Visits are now available at Roseville and Shoreview. The libraries in New Brighton, North St. Paul and White Bear Lake will open for Express Visits on April 26 while the libraries in Maplewood and Mounds View are scheduled for May 3. Learn more: rclreads.org/news/library-express-visits/



Library Express Visits at Ramsey County Library

Ramsey County Library is excited to announce that Express Visits are now available at Roseville and Shoreview. The libraries in New...


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

936 People Reached **88** Engagements [Boost Post](#)

Barb Larson Steiner, Heather Goldade and 8 others 2 Shares

Ramsey County Library posted a video to playlist **Storytime Snacks**.
Published by Pa Na Lor · April 21 at 10:30 AM · 🌐

We will sing ABC Fergus with Ms. Anna. For more storytime snacks: bit.ly/storytimesnacks



STORYTIME SNACKS

415 People Reached **23** Engagements [Boost Post](#)

👍❤️👍 7 1 Share

Ramsey County Library
April 17 · 🌐

Welcome home, Bear.
How do I begin?
Where the sidewalk ends,
A hero born,
My heart fills with happiness.
Share with us your own spine poetry. 📖




1,221 People Reached **85** Engagements [Boost Post](#)

Chelsea Reinartz, Mai Khatib and 8 others 2 Comments

👍 Like 💬 Comment ➦ Share 🌐


Oldest ▾

Jenna Pomraning



[Like](#) · [Reply](#) · [Message](#) · 2w

Erica Redden




[Like](#) · [Reply](#) · [Message](#) · 2w

Ramsey County Library posted a video to playlist **Storytime Guest Stars**.
Published by Pa Na Lor · April 23 at 10:30 AM · 🌐

Author Timi Bliss, her granddaughter Charlie will read "Grandmother's Purse" by Vanessa Brantley-Newton. Then bake banana bread with local Chef Michelle Gayer and Charlie.

Book read with permission from Knopf Books for Young Readers. This event is funded with money from the Friends of the Ramsey County Libraries.

For more videos: bit.ly/2O8eUXO




873 People Reached 92 Engagements [Boost Post](#)

👍❤️ 11 1 Comment 5 Shares

👍 Like 💬 Comment ➦ Share

Oldest ▾


 **Charles Murphy**
Awesome

Ramsey County Library posted a video to playlist **Family Storytime**.
Published by Pa Na Lor · April 26 at 12:30 AM · 🌐

We will read "Badger's Perfect Garden" by Marsha Arnold* and "Flower Garden" by Eve Bunting.

Books read with permission from *Sleeping Bear Press and **HMH Books for Young Readers.

For more videos: bit.ly/2O8eUXO




503 People Reached 45 Engagements [Boost Post](#)


👍❤️ 6 2 Comments

👍 Like 💬 Comment ➦ Share

Oldest ▾

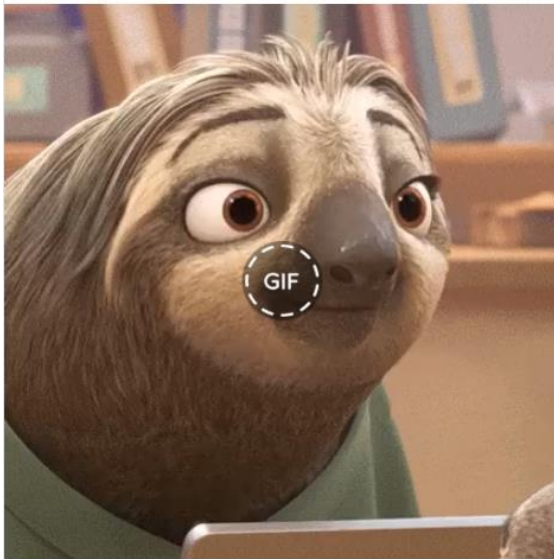
 **Kari Hanson**
Great storytime! Curious where you found those great letters? You uave a very nice way of communicating the message !

Like · Reply · Message · 1w

 **Andrea Hermanson**
Kari Hanson Hi Kari! The library owned these when I arrived. They are foam with magnetic backing. They look similar to the ones from Lakeshore

Ramsey County Library
Published by CoSchedule App · April 27 at 1:53 PM · 🌐

DYK? There are grab bags curated for adults by our amazing librarians. Request a bag today: rcreads.org/grab-bags-for-adults/



468 People Reached 46 Engagements [Boost Post](#)


👍❤️🙌 7 1 Share

Ramsey County Library posted a video to playlist **Storytime Guest Stars**.
Published by Pa Na Lor · May 3 at 10:30 AM · 🌐

Join us for a special storytime with author Bao Phi. He will read his new children's boo, "My Footprints."

This event is funded with money from Minnesota's Arts and Cultural Heritage Fund.

Tell us what you think: rcreads.org/library-program-evaluation-for-legacy




544 People Reached 51 Engagements [Boost Post](#)


👍❤️ 9 3 Comments 1 Share

👍 Like 💬 Comment ➦ Share

Oldest ▾

 **Zsamé Morgan**
meow!


Like · Reply · Message · 2d

 **Zsamé Morgan**
roar!

Like · Reply · Message · 2d

Ramsey County Library
Published by CoSchedule App · May 3 at 11:57 AM · 🌐

Express Visits are now available at all library locations. Please keep visits brief. There is a limited capacity for each building and patrons may be asked to wait until space is available. Masks and social distancing are required. For more info: rclreads.org/news/library-express-visits



403 People Reached 26 Engagements [Boost Post](#)

8 Likes 1 Comment

Like Comment Share


Oldest ▾

Donna Aase
thank you Ramsey County Library! You have been a life line this past year.

Twitter:

Therese O'Meara @ms_omeara · Apr 17

Thank you [@rclreads](#) for the great spring roll class today! They turned out great!



1 Like

Laura P Salas (moving & on SM hiatus May/June '21) @L... · Apr 20

#EquationPoem 20 @Charlesbridge @RCLReads #NationalPoetryMonth2021 #NationalPoetryMonth #NPM2021 #RCLReadMakeDo




#EquationPoem 20 Plus an Equation Poem Video
Yesterday, I promised you a resource for doing equation poems with your students. It's a video, but it's only up until May 15, so don't wait ...
laurasalas.com

1 Retweet 4 Likes

Ramsey County Library Friends @RCLFriends · Apr 23

Our Virtual Used Bookstore has expanded to include a 2nd pickup location at RCL-Roseville. Offering books, DVDs, games, puzzles, music CDs & audiobooks. Browse & order online then pick up at RCL-Roseville or RCL-Shoreview. Proceeds support [@rclreads](#).

rclfriends.org/buy-books/virt...



1 Like

T. G. Polachek @TomsBrightIdeas · Apr 23

Replying to [@TomsBrightIdeas](#) and [@FrederickMelo](#)

I didn't do it for Earth Day. The tree looked burdened with something very unnatural to it. There's lots of trash in that area behind the [@rclreads](#) Maplewood Library. No trash can nearby. I had to carry the cup a block & a half to a garbage can off Legacy Dr

Retweet Like Share

Google:

Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.2 59 reviews

Most relevant Newest Highest Lowest

Derek Rogers
Local Guide · 40 reviews · 49 photos

a week ago **NEW**

Absolutely horrible. They have workers in there taking our public funds but they won't allow people inside to have access to the public space, public owned books, or any of the publicly owned things inside. They won't allow people to even come in and sit. This place is a complete waste of tax payer funds and needs to be either fully opened or shut down immediately for fraud

1

Response from the owner a week ago
Hi Derek, The library in Maplewood will begin offering Express Visits next Monday, May 3 providing a safe environment for traditional library services including picking up and returning items, limited browsing and walk-in computer access. Currently, all Ramsey County buildings are following state and local public health guidelines due to the pandemic. Please know that we are committed to providing services throughout the COVID-19 outbreak while protecting the health of residents and staff.

Ramsey County Library - North St. Paul

2300 N St Paul Dr, North St Paul, MN

4.2 19 reviews

Sort by
Most relevant Newest Highest Lowest

Galaxy Sii
Local Guide · 41 reviews · 2 photos

3 days ago **NEW**

Small library, helpful staff

Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

4.6 135 reviews

Nancy Negrette
Local Guide · 98 reviews · 306 photos

18 hours ago **NEW**

Great place to visit, love the coffee shop, staff is very knowledgeable

S KennedyMcCoy
Local Guide · 61 reviews · 1 photo

a week ago **NEW**

Great selection, helpful staff and beautiful building. Quiet in these covid times. Good kids programs online.

Reply Like

Evangeline Ardolino
3 reviews

2 weeks ago **NEW**

I LOVED the outdoor play area. It has very good books as well.

Ramsey County Library - White Bear Lake

2150 2nd St, White Bear Lake, MN

4.5 26 reviews

People often mention

All read 6

Sort by

Most relevant Newest Highest Lowest

Kathryn Wallberg
14 reviews · 3 photos

a day ago **NEW**

Very helpful people working here