

**Ramsey County Library**  
**Board of Trustees Meeting**  
**March 16, 2022**  
**Virtual Meeting Agenda**  
**6:30 PM**

CONNECT community  
 INSPIRE curiosity  
 CULTIVATE learning

The meeting is available for public viewing at <https://zoom.us/j/97036740595?pwd=WFBzMmZja0VJWVNrQ0tJbjZqZlNzUT09>  
 Phone: 651-372-8299; Meeting ID: 970 3674 0595; Passcode: 052039

*Pursuant to Minnesota Statutes Section 13D.021, the Chair of the Ramsey County Library Board of Trustees has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the prevalence of the Delta variant. Trustees will participate by telephone or other electronic means. In addition, it may not be feasible for trustees, staff, or members of the public to be present at the regular meeting location due to the COVID-19 pandemic and the prevalence of the Delta variant. The meeting broadcast will be available online. Members of the public and the media will be able to watch the public meeting live online.*

- I. **Call to Order (6:30)**
- II. **Public Comment (6:30-6:35)**
- III. **Approval of Agenda (6:35-6:40)**
- IV. **Consent Agenda (6:40-6:50)**
  - a. Approval of February 16, 2022 Minutes
  - b. Outgoing Director's Report
  - c. Friends of the Ramsey County Libraries Report
- V. **Reports (6:50-7:20)**
  - a. Ramsey County Board Liaison Report
  - b. New Director's Report
- VI. **Discussion Items (7:20-8:30)**
  - a. Facilities Overview
  - b. Strategic Planning Update
  - c. Maplewood Renovation Pre-design Report
  - d. Trustee Self-Evaluation
- VII. **Adjournment (8:30)**

**Scheduled Upcoming Meetings**

<b>April 13, 2022</b> 6:30 p.m.	RCL - Mounds View	Budget Overview/Timeline County Performance Measures Library Gold Cards Annual Report to State Strategic Planning Update Maplewood Renovation Update
<b>May 13, 2022</b> 6:30 p.m.	RCL - Maplewood	1 <sup>st</sup> Quarter Reports Collections Overview Community Engagement Overview Strategic Planning Update Maplewood Renovation Update

**Library Board of Trustees**

Steve Woods, Chair  
 Sylvia Neblett, Vice Chair  
 Claire Chang, Secretary  
 Grace Atkins  
 Debra Berry  
 Sida Ly-Xiong  
 David Perry

**Ramsey County Board Liaison**

Commissioner Victoria Reinhardt

**Library Director**

Jake Grussing

**Administrative Office**

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

**Minutes of the Ramsey County Library Board**  
**February 16, 2022**

**LIBRARY TRUSTEES PRESENT:**

Grace Atkin, Deb Berry, Claire Chang, Sida Ly-Xiong, Sylvia Neblett, David Perry, Steve Woods

**STAFF PRESENT:**

Karen Saltis, Interim Library Director; Pang Yang, Deputy Director; Jeff Eide, Senior Library Manager, Chuck Wettergren, Digital Services Manager; Maggie Soukup, Library Board Coordinator

**OTHERS PRESENT:**

Victoria Reinhard, Ramsey County Commissioner and Liaison to the Library Board of Trustees; Johanna Berg, Deputy County Manager of Economic Growth and Community Investment (EGCI) Service Team; Melitta Drechsler, Ramsey County Attorney's Office; Mary Worley, Executive Director Friends of the Ramsey County Libraries; Tony Lutgen, EGCI Accounting Manager; Mary Larson, Accounting Support Supervisor; Carol Jackson, RCL-Shoreview Branch Manager; Meg Robertson, RCL-New Brighton Branch Manager; Monica Stratton, RCL-Maplewood Branch Manager; Nicole Herold, Technical Services Manager; Kristi Saksvig, Communications Manager; Marisol Chiclana-Ayala, Former Library Board Trustee; Jake Grussing, Incoming Library Director

**CALL TO ORDER:**

Woods called the virtual meeting to order at 6:31 p.m. via Zoom video conference.

**PUBLIC COMMENT:**

None.

**APPROVAL OF AGENDA:**

Neblett made a motion to approve the agenda for February 16, 2022, as presented. Berry seconded the motion, which was approved unanimously via roll call vote. Ly-Xiong was not present for roll call vote.

**CONSENT AGENDA:**

**APPROVAL OF CONSENT AGENDA ITEMS**

Perry made a motion to approve all consent agenda items as presented. Chang seconded the motion. During discussion, Neblett asked a question on bullet #3 of the statistical report. Eide clarified downloadable electronic materials were about 200,000 including e-books and audio books. Subsequently, motion was approved unanimously via roll call vote.

**A. Approval of January 19, 2022 Minutes**

**B. Director's Report – Karen Saltis, Interim Library Director**

**Correctional Facility Work:** In September I reported that staff was working collaboratively with Community Corrections to offer services to residents of the correctional facilities. As an update, in our first week of service which was January 28<sup>th</sup>, we processed and delivered *99 books to 28 residents* which was four gray bins full!

Residents were exceedingly excited and grateful to receive their books. Outreach workers Carly Sanft and Rebecca Cooper received many, many thank you's - from both residents and staff alike. As Carly stated, "I think it is safe to say this new partnership and service will be the highlight of many residents' week".

In addition to Carly and Rebecca, a huge thank you goes out to Alyssa Stevenski, Meg Robertson, and Ann Wahlstrom for the roles they play in making this a successful partnership.

**Xcel Energy Request:** Xcel Energy has contacted Property Management regarding locating a regulator station on the property of the Ramsey County Library-Roseville. This structure would be an above ground regulator station replacing an old underground one across the street. Above ground stations are safer and they don't have the ability to place an above ground station at the current location. Property Management believes this new station would benefit our gas service at this location.

The proposal includes installing a fence around the station and they will work with us on the aesthetics of that enclosure. A fee will be negotiated for Xcel's use of this portion of the property. The work will commence sometime this spring/summer. A temporary use of an additional stretch of land north of the building along the street is also requested during the construction period.

**IT Consolidation:** The remaining consolidation work has primarily been focusing on updating infrastructure behind the scenes. The initial scope of consolidation is expected to be largely finalized by April. Some of the larger recent projects include:

- Moving the physical network (routers, switches, and cabling) used by the public at the library in Roseville to updated County equipment. This move will be completed on February 13<sup>th</sup>. This is the final (and largest) location requiring this work.
- Virtualizing and centralizing servers used to manage public computing and printing located in each library branch. These servers are being centralized at the library in Roseville. This work was completed February 3<sup>rd</sup>.
- Installation of several updated public access computers for real-world testing at the library in Roseville. Testing will begin the week of February 21<sup>st</sup>. Currently the library has 177 computers available for walk-in use that will begin being replaced in March (pending successful testing). Pre-COVID, the library had 335 computers available to patrons, so as supply chains and COVID restrictions lessen more computers will be added throughout the year.
- Migration of the Library's security cameras to the system used by Ramsey County Property Management. This work will be completed by February 11<sup>th</sup>.

Other pending work includes moving management of the material handling systems, digital signage, and security gates from the library network to the county network.

**Surplus Computer Project:** As part of their surplus efforts, the Digital Services Team provided a considerable amount of equipment to an organization called PCs for People. Through electronic reuse PCs for People provides the opportunity for low-income individuals and nonprofits to benefit from the life changing impact of computers and mobile internet. PCs for People's model contributes to

environmental sustainability by intercepting usable computers before they reach landfills and refurbishing them for reuse.

A thank you message from the company's Business Development Manager was sent to applicable Ramsey County department contacts. According to the note, the company's overall demographics continue to be similar to prior years and include the following statistics:

- 100% of recipients are currently experiencing poverty (under 200% of the Federal Poverty line-roughly \$50,000 for a family of 4) with an average income of \$16,000.
- 41% of the families served had never owned a home computer.
- For families enrolled in the low-cost internet program, the average increase in income the first year is 15%

RCL is proud to support this national leader in digital inclusion!

### **Countywide Update:**

**2022-2024 Bargaining:** On February 1<sup>st</sup>, the Ramsey County Board of Commissioners approved the three-year contract of nine AFSCME bargaining units. The two bargaining units representing RCL staff were included in the contract approval. A few bulleted highlights are listed below:

- Wage adjustments are 1.5% - 2022, 2.25% - 2023, and 2.25% - 2024.
- 2022 lump sum payments in recognition of pandemic work. For those required to work on-site, \$1,000 will be paid. All other staff who were not required to be on-site will be paid \$500.
- Subsidies will be given to minimize the impact of insurance increases.

### **C. Friends of the Ramsey County Libraries Report – Mary Worley, Executive Director**

#### **Friends Year End Appeal Results**

We sent out a year-end appeal to increase Friends memberships and financial donations. The Friends Board of Directors generously provided a \$6,200 matching grant opportunity to support the year-end appeal. The result of the appeal was as follows:

Number of Donations: 209

Total Donations: \$39,270.25

New Members: 81

Lapsed Members: 34

Thank you to all who contributed to the year-end appeal.

#### **Friends Online Auction February 17-24, 2022**

Please check out the Friends Online Auction from February 17<sup>th</sup>- 24<sup>th</sup>, 2022 and invite your family and friends to have fun shopping while helping us fundraise for new items for the Ramsey County Library lending collection. The Friends Online Auction will feature items such as dining and sightseeing experiences, artwork, autographed books, food and wine, sports, travel, themed gift baskets and a book club party with Library Board Trustee and author, David Perry.

### **Love your Library Campaign February – April 2022**

The Friends launched the Love your Library Campaign – asking patrons, Board members, staff, Committee members and volunteers to share why/what they love about their library and the Friends on February 8, 2022. Comments are being requested by e-blast, on social media, on the website and from drop boxes at the 7 libraries. Respondents can answer the question online or by using drop boxes located at multiple locations at each library. There will be an incentive to participate. The responses will be used on our website, in the Explore newsletter and on social media to promote our libraries. We would appreciate hearing the Library Board's responses as part of this project. **Within 24 hours, we received 19 online responses to the Love your Library Campaign.**

### **Friends Family Fun Day May/June 2022**

We will be hosting a Family Fun Day in late spring/early summer to engage members, library patrons and community members. Details being developed – possible walk ending at the Shoreview destination park with an ice cream social. We are meeting with Shoreview General Manager and the Shoreview Library Branch Manager next week to begin planning the Friends Family Fun Day event.

### **Friends Used Bookstore and Book Carts Are All Open**

We are accepting gently used donations of books and media at all seven library locations – donations are limited to two bags per visit.

### **D. Ramsey County Board Liaison Report (verbal)**

None.

### **E. 2021 Fourth Quarter Reports**

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, Property Manager

### **RECOGNITION OF OUTGOING LIBRARY BOARD TRUSTEES:**

Ramsey County Library awards gold cards to volunteers and other individuals whose contributions have enhanced services to our library patrons. Library Board Trustee Marisol Chiclana-Ayala completed her second consecutive term in December 2021. To honor her service on the Library Board and her contributions to the Library and the community, a gold card is proposed for Chiclana-Ayala. Library Board Trustee Gwen Willems completed her 3 years of service at the end of 2021. To honor her service on the Library Board and her contributions to the Library and the community, a gold card is proposed for Willems.

Neblett made a motion to award a Library gold card to Trustees Marisol Chiclana-Ayala and Dr. Gwen Willems. Berry seconded the motion, which was approved unanimously via roll call vote.

## **2021 YEAR END ENCUMBRANCE LIST**

At the end of each fiscal year, all Ramsey County departments are required to submit a list of unpaid invoices and planned expenditures. Any Library funds not expended or encumbered at the end of the fiscal year fall into the Library's fund balance, which is separate from the County's general fund balance as required by Minnesota Statute.

In 2021, Library tax revenues ended with an unexpected surplus of approximately \$159,000, which offset projected shortfalls in Library-generated revenues due to the pandemic. The anticipated loss of revenue would have reduced the availability of unexpended funds for year-end reserves. A summary of the Library's available funds and proposed reserves was detailed by Larson.

Woods asked for clarification on the ability for the new Library Director to make changes to the proposed year-end reserves. Larson explained that the reserves must be used for capital projects and that changes are uncommon.

Neblett made a motion to approve the 2021, 2019, and the 2018 year-end reserves as proposed. Chang seconded the motion, which was approved unanimously via roll call vote.

## **WAIVER FOR ADULT FINES/FEES**

During the 2022-2023 budget process, with support of the Library Board of Trustees, staff recommended, and the county board approved eliminating future fees and fines for adults. Fees and fines create access barriers and have a racially disparate impact on community members. Eliminating adult fines and fees was taken into consideration as a part of the overall budget process and \$190,000 in projected lost annual collected revenue was covered through other budgetary adjustments.

To support the strategic priority to "facilitate access by removing barriers" staff strongly supports the forgiveness of all existing fines and fees on adult patron accounts except for charges related to lost or damaged items. The total dollar amount recommended to be forgiven is approximately \$415,000 and lost or damaged charges recommended to be retained is approximately \$490,000. This one-time action removes the suspension of borrowing privileges from nearly 13,000 patrons and allows them to use library services once again.

Perry asked what the process is for notifying patrons to let them know that their borrowing privileges have been reinstated. Larson shared that in the past, there was not an official notification to patrons instead it was publicized by local news stations, the Library website and social media accounts. Saksvig offered to create a notification plan. The plan will be shared with the Trustees.

Perry made a motion to approve the forgiveness of approximately 13,000 patron accounts. Atkin seconded the motion, which was approved unanimously via roll call vote.

## **LIBRARY BOARD POLICIES**

During 2021 as part of a broad effort to improve policy management and compliance, the Ramsey County Manager's Office coordinated a comprehensive review of county policy documents, including the Administrative Code. During this review it was discovered that a

library board policy conflicted with county board resolution 85-549 which grants authority to the Library Board of Trustees the ability to accept unconditional cash gifts in the amount of \$5,000 or less as well as to accept donations of books, other materials and equipment with the stipulation that the Trustees furnish a list of suggested uses for which they would recommend. No delegation of authority to the Library Director was granted by the Ramsey County Board.

The Ramsey County Attorney's Office reviewed the situation and confirmed that Minnesota Statute 134.15 requires a library board to obtain the consent of a county board to accept any gift. To reconcile the discrepancy related to gifts, a revision to the Library Board of Trustees Policies is proposed.

Additionally, the County Attorney's Office has given the opinion that grants are also covered by the statute. Therefore, the Library Board does not have the authority to accept grants over \$5,000 (such as from the Friends) and cannot delegate such authority to the Library Director.

The following two changes are proposed to the Executive Policies, Policy B Financial Authorizations:

1. Strike delegated authority to the Library Director for gift acceptance.
2. Strike delegated authority to the Library Director for grant acceptance.

No formal action was taken at the January 2022 Library Board of Trustees meeting related to Library Board policy revisions. Subsequently, staff was asked to propose changes in consultation with the County Attorney's Office.

The Trustees discussed the importance of reconciling the discrepancy but expressed concern with the low dollar amount. Woods suggested that in the future a percentage is used for determining what amount could be accepted. Saltis shared that she would pass along the concerns of the Trustees to the policy committee.

Neblett made a motion to approve the policy changes as presented. Perry seconded the motion, which was approved unanimously via roll call vote.

## **GIFT POLICY**

Library Board of Trustees' policies were updated through the previous action item. To align the Library's Gift Policy with the revised Trustees' policies and County Board Resolution 85-549 which states that gifts \$5,000 and over must be brought to the Ramsey County Board of Commissioners for appropriate action, an updated policy (attached) is recommended by staff.

Ly-Xiong expressed concern for the low dollar amount stating that there are a number of very generous donors that give large gifts directly to the Library. Saltis explained that the library administration staff regularly encourage donors route donations to the Friends of Ramsey County since they are registered as a 501(c)(3) organization. She also reiterated that the change in policy will align with the previous action item.

Perry made a motion to approve the policy change as presented. Berry seconded the motion, which was approved unanimously via roll call vote.

### **STRATEGIC PLANNING UPDATE**

Jeff Eide, Senior Library Manager, presented an update on the strategic planning process. Samples of peer library Strategic Plans as well as a proposed timeline were included in the Trustees packets for informational and discussion purposes.

Eide shared that the process is still in the developmental phase and that the core team, Jeff Eide, Pang Yang, Erica Redden, and Trustees Atkin and Ly-Xiong, will meet the first week of March and their focus will be on community engagement and aligning the planning with the on-boarding of the new library director. Eide explained that conversations have not been had regarding what the entire process will look like or what the end goal is.

The Trustees discussed what their role as a trustee will look like throughout the planning process and what they would like to see in the final product.

### **MAPLEWOOD RENOVATION UPDATE**

In 2018, pursuit of Maplewood Library's renovation began. A pre-design of the facility was developed and published. On July 14, 2021, Requests for Proposals for the Maplewood renovation project was issued with a pre-solicitation meeting scheduled on July 29, 2021. On November 16th, Ramsey County Board of Commissioners approved and finalized Adolfson & Peterson and HGA to provide the design build services for the Maplewood renovation project.

Pre-design for the renovation project ends on March 25, 2022, following the schematic design, which provides additional information offering rough construction drawings and cost estimates. The schematic design ends in June 2022, leading into design development: analyzing and finalizing the schematic design. Construction documents are to start in September of 2022 and continue for 20 weeks with physical construction to start at the beginning of 2023 and continue through the end of 2023. A library board sub-committee was created, inclusive of trustees Sylvia Neblett and Steve Woods, who attend these meeting along with library staff Monica Stratton, Pang Yang and Ramsey County's Director of Planning and Project Management, Jennifer McMaster for the renovation.

Currently in the pre-design phase, library staff have made recommendations and comments for large area space planning, such as children's area placement, creation of a maker space, and meeting space for patron use. Library staff and trustees provided input for community engagement partnerships, and existing engineering mechanicals and electricals were reviewed. The next meetings will include updated furniture layouts based on previous recommendations, and discussions around acoustics and bird safety.

In addition to providing the renovation update and timeline, Yang shared with the group a preliminary pre-design mockup. Yang cautioned that the pre-design is exactly that, a pre-design and that many things could change by the time the design has been finalized.



The Trustees discussed the participants of the renovation committee, and it was confirmed that both Trustee Woods and Neblett were involved. Maplewood Branch Manager Monica Stratton explained that she has continually consulted with Maplewood staff and patrons during this process. Stratton explained that the complaint she hears most often is regarding the acoustics.

Ly-Xiong suggested that a priorities list for the renovation be created to help better illustrate the needs of the renovation as assist with decision-making.

#### **ADJOURNMENT**

Following a motion by Ly-Xiong and a second by Perry, Woods adjourned the meeting at 8:30pm.

DRAFT

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**DIRECTOR'S REPORT****March 2022****February Staff Updates:****Hired:**Lucia Vasquez, Library Page at RCL-North St. Paul  
and Technical Services at RCL-Shoreview

**2022 Legislative Advocacy:** Thanks to those of you who contacted legislators to advocate for the Regional Library Basic System Support (RLBSS) Funding Increase of \$2M and Formula Change: SF 1131/HF 1710. Base funding from this source has not increased since 2008. This change had bi-partisan support in the 2021 legislative session, but ultimately was not passed. Future updates will be provided on this topic.

**Forgiveness of Fines and Fees—Follow-up on Communication:** This topic was discussed at our February meeting. As a follow-up, Communications staff are working closely with Library Digital Services staff to determine the timing of a public communication for the one-time fee forgiveness on adult accounts. As Digital Services works with the vendor to implement the waiver, Communications is developing messages to broadcast through both library and county channels including websites, newsletters (print and digital) and social media. Direct emails to individuals whose accounts have been affected will also be sent. Communications will connect with local media to pitch this new development following January's fine elimination announcement.

**Equity Coordinator Position:** During the 2022/2023 budget process I included information regarding repurposing an existing position to act as a full-time equity and inclusion leader (Equity Coordinator) who will serve as an in-house champion and liaison to the county's equity work. This key resource will report to the director and be an active member of the library's administrative and management teams. A vacant position has recently been identified for this purpose and staff members are working with Human Resources to develop the posting. I'm confident that with the Library investing in this position equity work will significantly advance.

**Staff In-Service Day:** A staff committee is currently planning the March 31<sup>st</sup> staff in-service day. The agenda and training options are still in development. Trustees are invited to attend so please mark your calendars. The event will be held in person this year and more detailed information will follow.

## **Countywide Updates:**

- 1. 2023 Supplemental Budget:** A brief overview of the vision for the 2023 Supplemental Budget was provided by the County Manager's Policy and Planning Director Elizabeth Tolzmann at the February countywide Senior Management Team (SMT) meeting. The county will be moving from performance measurement to performance management, evaluation, and outcomes. Performance management is integrated into all aspects of an organization's management and policy-making processes, transforming an organization's practices so it is focused on achieving improved results and outcomes for the public. More details, expectations and instructions will be shared with department heads and leaders at the late March SMT meeting.

This topic is scheduled for discussion at the April Library Board of Trustees meeting. Since this year is not a "numbers" year, Trustee decisions will be minimal. Stay tuned for more details.

- 2. COVID-19 Changes:** County Commissioners received an update at the March 1<sup>st</sup> board meeting from County Manager O'Connor stating that based on the CDC's COVID-19 Community Level guidance, Ramsey County has now fallen to a low level and will no longer require masks be worn by employees and visitors.

Two additional items of note include the flexible work policy and public meetings governed by the open meeting law. Phase 1 employees (employees based in the courthouse, Finance, and Human Resources) will be moving out of the remote first environment as of March 21, 2022. As a reminder, Library staff has been working onsite throughout the entire pandemic.

For boards and committees governed by the open meeting law, they will return to in person meetings beginning the week of March 21<sup>st</sup> in alignment with the return to office date. Therefore, the April Library Board of Trustees meeting will be held in person.

**Saying goodbye and saying hello:** As I transition out of the role of Interim Library Director, I would like to send a warm thank you to the Library Board of Trustees and staff who have supported me over the last fourteen months. We've weathered many challenges together! Thanks for your grace and understanding throughout. I've learned so much about the Ramsey County Library and am extremely grateful for the opportunity to have served in this position.

Jake will begin his journey as the Ramsey County Library Director on Monday, March 14<sup>th</sup>, 2022. I welcome Jake and know that with his depth of library and leadership experience he will take the Ramsey County Library to an even higher level of excellence in public service!

Until we meet again--so long...

*Karen Saltis*



## **Ramsey County Library Board Update March 2022**



### **Friends Online Auction Exceeds Goal**

The 2022 Friends Online Auction took place from February 17-24 and was a great success. Our hope for this event was to raise \$20,000 for the Ramsey County Library lending collection. This event far exceeded that goal and raised more than \$26,000!

The proceeds 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.

We would like to express our sincere appreciation to all the volunteers, auction item contributors, auction bidders, sponsors, fund-a-need contributors and other donors who helped to make this event possible.



### **Love your Library Campaign February – April 2022**

The Friends launched the Love your Library Campaign by asking patrons, board members, staff, committee members and volunteers to share why/what they love about their library in early February 2022. Respondents can answer the question online or by using drop boxes located at multiple locations at each library. We are pleased to report that we have received over 200 heart-warming comments in the month of February. Library Board members -please tell us why you Love your Library today!

### **RCL-Roseville Used Book Sale May 13-15, 2022**

Get ready to stock up for your summer reading! We will be hosting a used book sale featuring a huge selection of book genres, DVDs, CDs and more. Sunday will be our ever popular, \$5.00 Bag Sale. All the books you can fit into a bag for \$5.00. Mark your calendars, we look forward to seeing you!

Hours:

**Fri. May 13, 11a.m. - 5p.m.**

**Sat. May 14, 11a.m. - 5p.m.**

**Sun. May 15, 1p.m. - 5p.m. (\$5 Bag Sale)**

### **Friends Family Fun Day May 21st**

The Friends of the Ramsey County Libraries, the Shoreview Branch Library and the Shoreview Community Center are sponsoring a scavenger hunt on Saturday May 21<sup>st</sup> from 10:00am-12:00pm to bring together Friends members, RCL library patrons and community members to enjoy an indoor/outdoor celebration of spring. The scavenger hunt will begin at the Shoreview Library, move onto the Shoreview Community Center and end at the new Shoreview destination park. For more information, go to [rclfriends.org](http://rclfriends.org).

### **Friends Used Bookstore and Book Carts Are All Open**

We are accepting gently used donations of books and media at all seven library locations – donations are limited to two bags per visit.

## Request for Library Board Action

Meeting Date  
March 16, 2022

Action Requested  
Ramsey County  
Board Liaison Report

Presented By  
Victoria Reinhardt,  
Commissioner

**SUBJECT:**

Report from Commissioner Victoria Reinhardt.

**BACKGROUND:**

Commissioner Reinhardt will present a verbal report to the Library Board of Trustees if available.

**BOARD ACTION REQUESTED:**

For information and discussion.

## Request for Library Board Action

Meeting Date  
March 16, 2022

Action Requested  
Ramsey County  
Library Director Report

Presented By  
Jake Grussing,  
Library Director

**SUBJECT:**

Report from Jake Grussing, Library Director.

**BACKGROUND:**

Grussing will present a verbal report to the Library Board of Trustees if available.

**BOARD ACTION REQUESTED:**

For information and discussion.



## Request for Library Board Action

**Meeting Date**  
March 16, 2022

**Action Requested**  
Information & Discussion

**Presented By**  
Mickey Ladich,  
Building Services Manager

**SUBJECT:**

Facilities overview.

**BACKGROUND:**

Mickey Ladich, Building Services Manager for Property Management at the Libraries, will be presenting the Library Board of Trustees with a property management and facilities overview.

- Property Management Overview
  - Property Management Department Information
    - Mission
    - Department Details
      - Services Provided
      - Sites
      - Staffing
      - Budget
      - Projects
  - Property Management at the Libraries Information
    - Services Provided
    - Sites
      - Site overviews
    - Staff Details
    - Budgets
      - Operating
      - Capital
    - Projects
      - Past Projects
        - Operating
        - Capital
      - Future Projects

**BOARD ACTION REQUESTED:**

For information and discussion.

## Facilities Overview

Maplewood   Mounds View   New Brighton   North St Paul   Roseville   Shoreview   White Bear

Construction Date	2007	1990	2011	2005	1993	2016	1974
Last Remodel		2013			2010		2015
Square Footage	31,000	8,000	6,250	3,288	73,000	38,000	16,800
Hours Open to Public, 2021	3,153	1,169	1,525	1,211	3,165	3,163	1,548

Full Time Equivalent Staff	15.1	3.4	5.1	2.6	30.9	14.5	6.6
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Circulation, 2021	231,735	85,854	118,571	39,084	749,833	443,461	152,596
Visits, 2021	85,480	9,281	25,566	11,676	139,621	140,582	45,863
New Library Card Registrations, 2021	1,098	307	495	179	3,508	1,258	475
Public Computer Logins, 2021	17,901	2,586	5,140	1,398	41,371	10,721	2,443
Wireless Users, 2021	24,246	1,393	4,092	1,899	94,547	25,033	4,480

Total Program Attendance, 2019	17,531	6,441	6,543	5,772	38,851	17,495	10,249
Room Bookings by Outside Groups, 2019	971	189	0	0	981	1,408	236

Volunteer Hours Donated, 2021	1,416	43	142	0	2,668	1,448	1,012
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## Request for Library Board Action

**Meeting Date**  
March 16, 2022

**Action Requested**  
Information & Discussion

**Presented By**  
Pang Yang,  
Deputy Director

**SUBJECT:**

Strategic Planning Update

**BACKGROUND:**

Pang Yang, deputy director, will present an update on the strategic planning process to the Library Board of Trustees.

Trustees Sida Ly-Xiong and Grace Atkins, and staff persons Jeff Eide, Erica Redden and Pang Yang are working with ACET, Inc. on Ramsey County Library's strategic planning process.

**BOARD ACTION REQUESTED:**

For information and discussion.

## Request for Library Board Action

**Meeting Date**  
March 16, 2022

**Action Requested**  
Information & Discussion

**Presented By**  
Jennifer McMaster, Director of Planning  
and Project Management,  
Steve Woods, Library Board Chair,  
and  
Sylvia Neblett, Library Board Vice Chair

**SUBJECT:**

Ramsey County Library in Maplewood Renovation and Pre-design Update

**BACKGROUND:**

Jennifer McMaster, Director of Planning and Project Management will present an update on the Maplewood renovation project to the Library Board of Trustees.

Trustees Steve Woods, Library Board Chair, and Sylvia Neblett, Library Board Vice Chair, and staff persons Monica Stratton, Pang Yang, Mickey Ladich, Property Manager, and Jennifer McMaster, Ramsey County's Director of Planning and Project Management, is working with Adolfson & Peterson and HGA on the renovation project.

**BOARD ACTION REQUESTED:**

For information and discussion.

# Ramsey County Library – Maplewood Interior Renovation

---

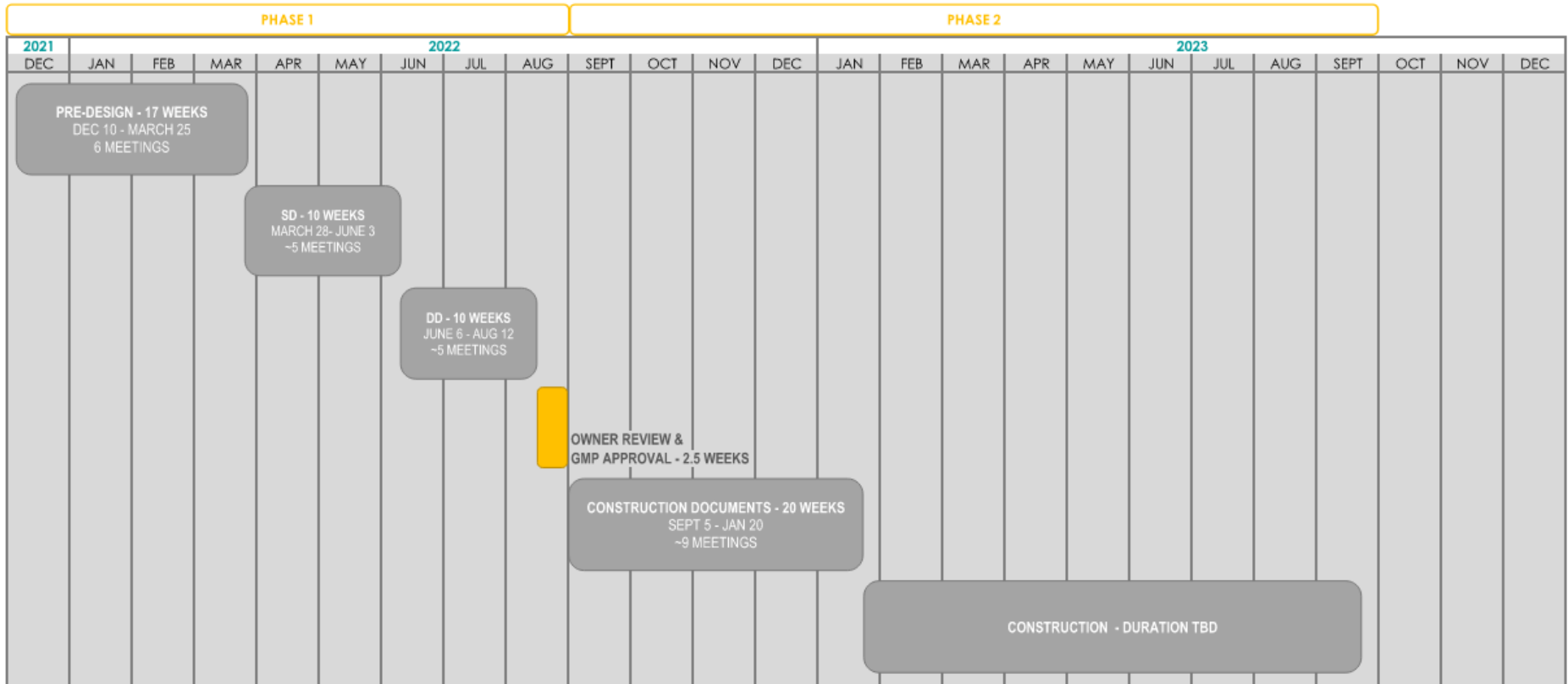
March 16, 2022

## Project Team

Adolfson & Peterson Construction / HGA

Mickey Ladich	Building Services Manager
Jennifer McMaster	Director of Planning & Project Management
Monica Stratton	Branch Manager
Pang Yang	Deputy Director
Steve Woods	Chair, Library Board
Sylvia Neblett	Vice Chair, Library Board

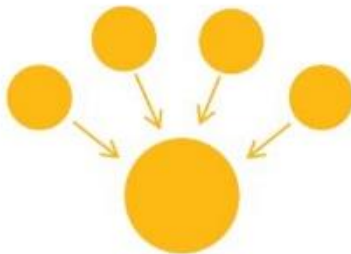
# Project Schedule



# Community Input

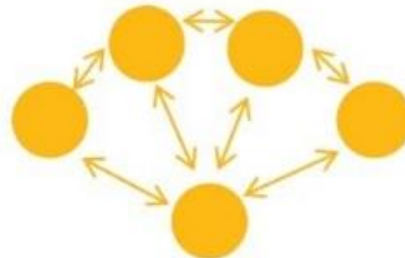
OPPORTUNITY 01  
SEEK INPUT  
MARCH 2022

CONSULT



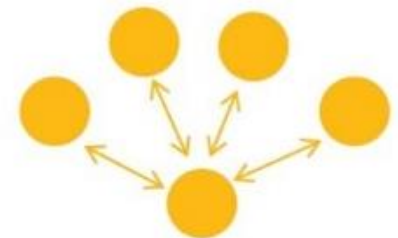
OPPORTUNITY 02  
FIND ALIGNMENT  
SUMMER 2022

COLLABORATE



OPPORTUNITY 03  
GAUGE SUCCESS  
FALL 2022

INVOLVE





## Project Goals

1. Enhance welcoming and inclusiveness of the library spaces.

Main topics to meet goals: Improve acoustics, staff visibility and walk-ability of the building (collection placement), reclaim under-utilized areas of the building such as the lobby

2. Provide flexible, multi-functional spaces to be of service to patrons and staff.

Main topics to meet goals: study and meeting room quantities, flexible space layout, comfortable and durable finishes, augment power and data locations

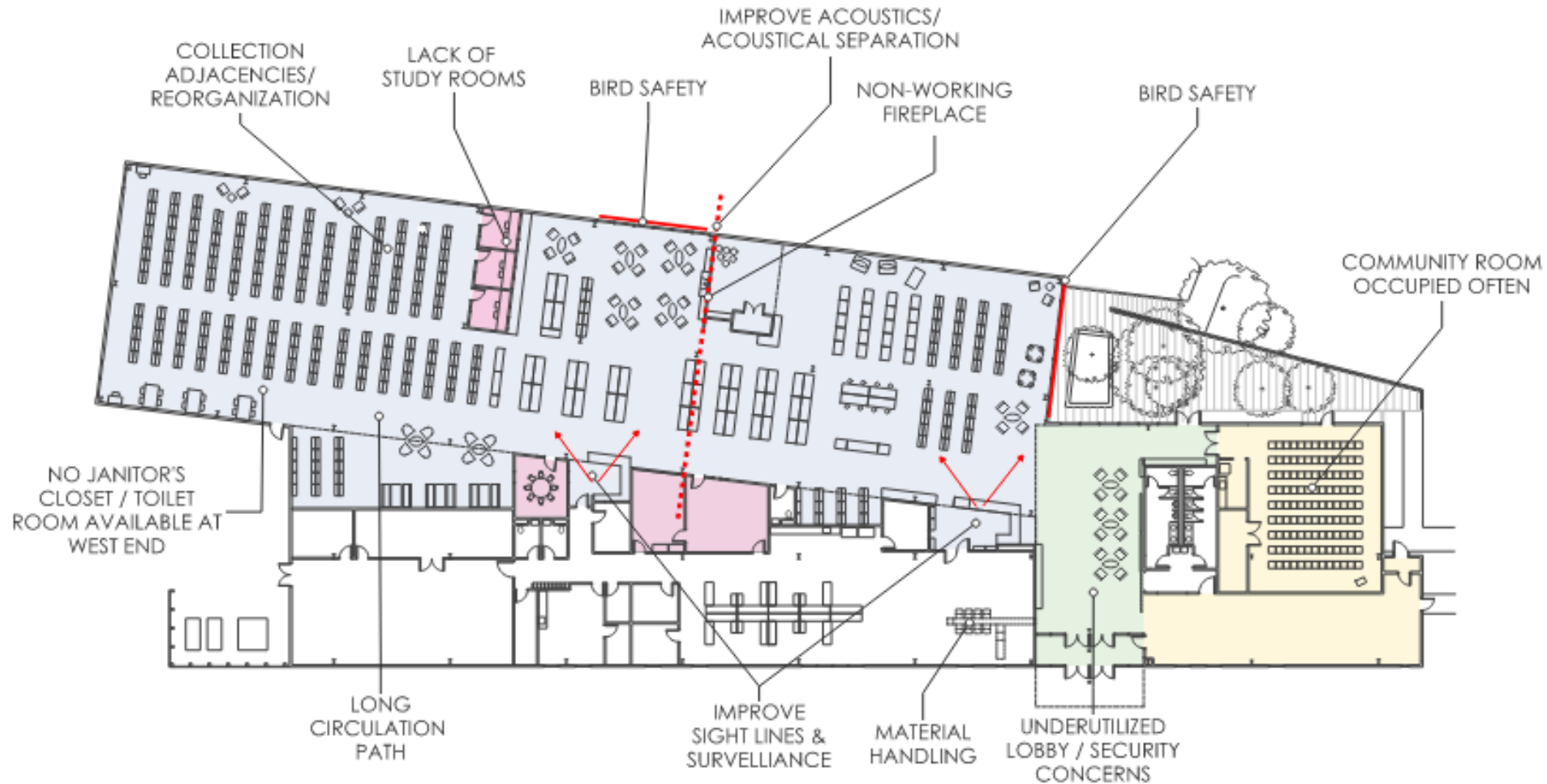
3. Recognize the existing building strengths to provide continuity and build upon well-liked features such as the natural light and building's unique location between retail and natural amenities.

Main topics to meet goals: maintain “warm” aesthetic, bird safety, preserve daylight and views from windows

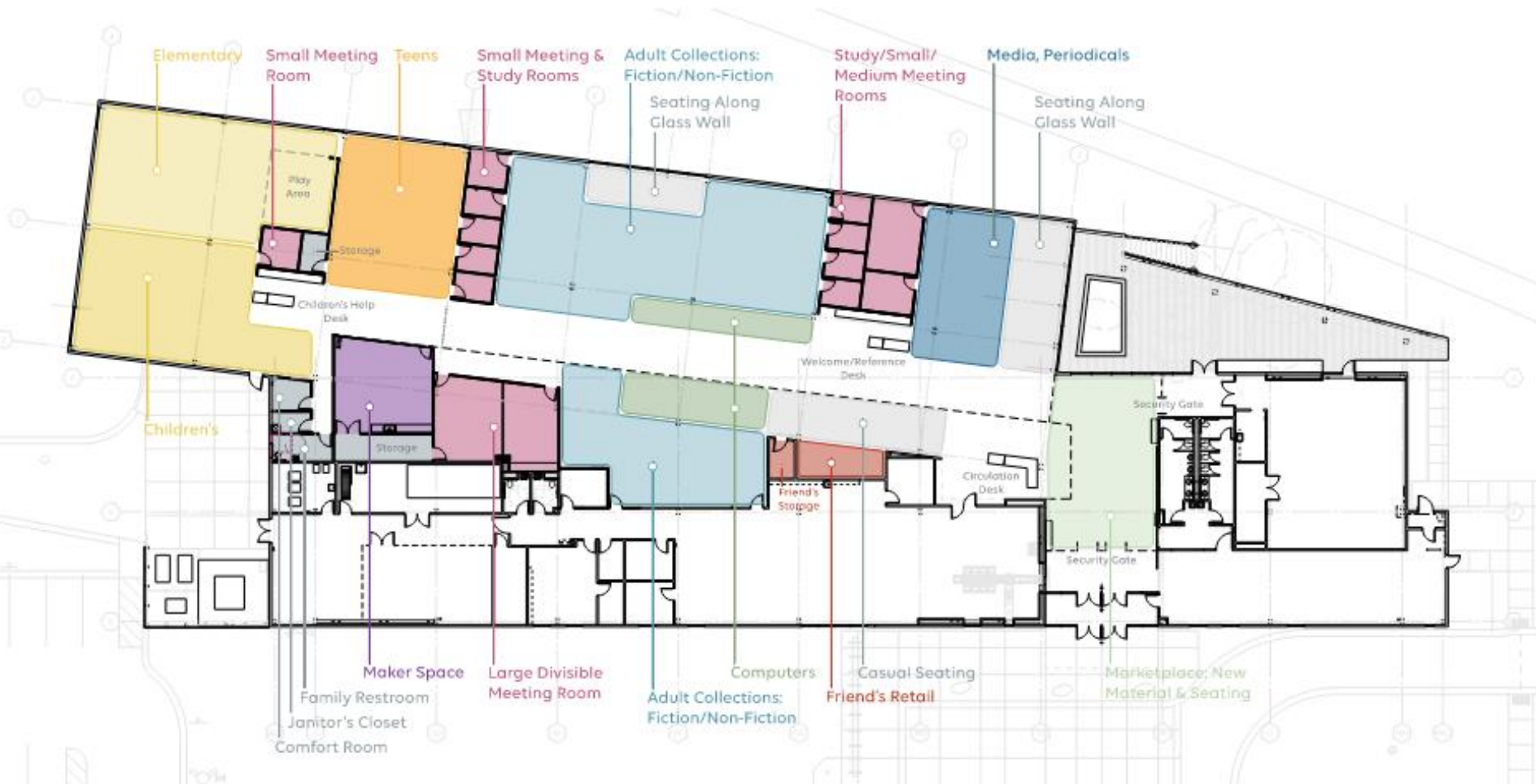


# Conditions Assessment

## DESIGN CONSIDERATIONS



# Plan Diagram



**Thank You**

## Request for Library Board Action

Meeting Date  
March 16, 2022

Action Requested  
Trustee Self-Evaluation  
Discussion

Presented By  
Steve Woods,  
Board Chair

**SUBJECT:**

Trustee Self-Evaluations.

**BACKGROUND:**

The Library Board conducts a self-evaluation at the end of each year. Attached are the results from the survey of Trustees in January and February 2022.

**BOARD ACTION REQUESTED:**

For information and minimal discussion.

## Ramsey County Library Board of Trustees Self-Evaluation 2021

### 1. Please indicate your level of satisfaction in the following areas:

	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
Structuring discussions and presentations to keep our conversations at a strategic level during board meetings.			XXXX	X	
Fulfilling our fiduciary duties (using care, acting in the best interest of the organization, adhering to appropriate laws, etc.).			XX	XXX	
Fostering an environment that builds trust and respect among board members.		X	XX	X	X
Allotting sufficient time for questions, participation, and discussion during board meetings.		X	XXX	X	

Comments:

### 2. Please indicate your level of satisfaction in the following areas:

	Very dissatisfied	Dissatisfied	Neutral	Satisfied	Very satisfied
Your understanding of our history, mission, strategies, and values.			X	XXX	X
Your sense of contribution in furthering the strategic priorities of Ramsey County Library.			XXX	X	X
Board leadership's receptivity to your ideas or concerns.			XXX	XX	
The extent to which we are utilizing your skills and experiences.		X	XX	XX	
The extent to which you find serving on the Board of Directors a satisfying and rewarding experience.		XX	XXX		

## **Ramsey County Library Board of Trustees Self-Evaluation 2021**

### **3. What do you like best about serving on this board?**

- Helping the organization think about what is in store in coming years.
- Feeling like I have a voice that represents my community. Also being useful in a number of different ways.
- Great people with diverse backgrounds seems to be a good mix as whole. As new members are added, the new and varied skills they bring provide the potential for more productive discussions.
- Helping the RCL fulfill its purpose is most important, and the talented, congenial fellow trustees are a huge plus.
- I love our libraries and want them to support folks in Ramsey County.
- Hearing how staff is proactively thinking and reacting to external needs and changing pandemic conditions. (We have clever staff!)

### **4. What changes might you suggest to make the board meetings more informative, motivating or enjoyable?**

- Have enough meeting materials in our packets so we can “pre-think” & read up.
- I think our agenda is sometimes too packed with items that don’t allow in-depth discussions.
- Starting and ending on time is very important to me, however, I cannot speak for others. With the board chair change, I do not think this will be an issue going forward.
- Spend less board meeting time being reported to and use more time taking action.
- I need for the behavior and actions of the Deputy County Manager to be more respectful of Trustees and their role – especially as per the statute. I experience her as a bully.
- More discussion of options with context—too frequently we are presented with an 11<sup>th</sup> hour choice of one option.
- Start on time!

## Ramsey County Library Board of Trustees Self-Evaluation 2021

### **5.What are the two or three key areas the board should focus on in the next year to improve its performance?**

- Have more input into the budget early in the process.
- I wish we would have more time to get to know each other as individuals, I know this is hard because of our current state of affairs, but I think that would help us work better together. Especially in light of the fact that we now have two new Trustees. The one other thing I would encourage would be to have more detailed information on subjects that are going to require discussion.
- Back to basics, the true purpose of the library. I see the library veering off course from the basics – reading, student involvement, providing meeting space for community groups, and exposure to the world around us through books and other educational materials.
- Most important is to hire and form a productive working relationship with an excellent, permanent, new director.
- A better strategic plan with the new ED.
- Maximize utilization of the executive committee.
- Communicate well and often with various RCL staff members and the Commissioner Liaison.
- Prioritize talking about and sorting through issues in a timely way to make better informed decisions that benefit community.
- Having a clearer understanding on how to operationalize and live into the foundational agreement with the County.
- Look farther ahead; too much time hearing about previous month and rubber-stamping things needed this month.
- Maplewood renovation is a high-value special project we need to get right.



## **Ramsey County Library Board of Trustees Self-Evaluation 2021**

### **6. Are there any areas in which you feel you could add more value? What would need to happen for that to occur?**

- I have not experienced being respected or heard by the Deputy County Manager. Until that happens I am of no value to the process.
- I don't think so, I feel like I have every opportunity to use my skills on different subcommittees which makes me feel very useful.
- Since I am somewhat limited on time, I am satisfied, but looking forward to new leadership as I am hopeful this will change the board dynamics and will provide a catalyst to become more engaged.
- Much more could be accomplished if the County Managers Office staff members and all commissioners worked more respectfully with the Board of Trustees.
- Utilize trustees in outreach; perhaps as new ED meets with each city we could be an extra set of ears?
- There is a lot of experience in the trustees--put that horsepower to work. Start by assembling a rough matrix of trustee skill sets the ED can access.

### **7. Is there anything else you'd like to say?**

- These past two years have been hard, but with a new director now in place, I am looking forward to the next two years with this Trustee Board.
- Let's kick around how the pandemic, remote workers, demographics and other forces will shape the library our communities want to see for 2033.
- For me, the interactions from the Ramsey County Deputy Director really affected my view on how the county follows process. The negative comments about certain individuals were inappropriate and unprofessional. It was mind boggling how a county leader could think that an intimidation style of management would bring positive results. It seemed we were somewhat omitted from our responsibility of hiring a new Library Director. In addition, we were not included in providing input for both the new Deputy Library Director and the Interim Library Director.
- Based on my current experience, I have no intention of seeing another term. This truly has been the worst governing board experience of my life.

- 2/19: Literary calendar: 'Daughters of Arraweelo: Stories of Somali Women' book launch  
Pioneer Press <https://www.twincities.com/2022/02/19/022022-p-f-litcal/>
- 2/25: Park Bugle Online "Great Decisions" series returns  
<https://www.parkbugle.org/neighbors-21/>

# FACEBOOK:

**Ramsey County Library**  
Published by Pa Na Lor · February 10 at 8:04 AM ·

There will be a Friends Used Bookstore sale at the library in Maplewood on Monday, February 14. Gift-quality books, DVDs and CDs will be available for purchase. Stop by anytime between 10 a.m.-5 p.m.



**Friends of the Ramsey County Libraries**  
February 8 ·


We're holding a sale at the Friends Used Bookstore at the Maplewood library on Monday, February 14. Gift-quality books, DVDs, and CDs will be available for purc... [See more](#)

849 People reached 23 Engagements — Distribution score **Boost unavailable**

8 1 Comment 3 Shares

**Ramsey County Library**  
Published by CoSchedule App · February 12 at 9:44 AM ·

Reasons for challenging children's books can vary - outdated information, uphold offensive stereotypes or contain racial slurs. Now, books are challenged for depicting experiences of racism or positive depictions of LGBTQIA+ characters. Here's a shortlist: [bit.ly/3rlntd9](http://bit.ly/3rlntd9)



RCLREADS.BIBLIOCOMMONS.COM

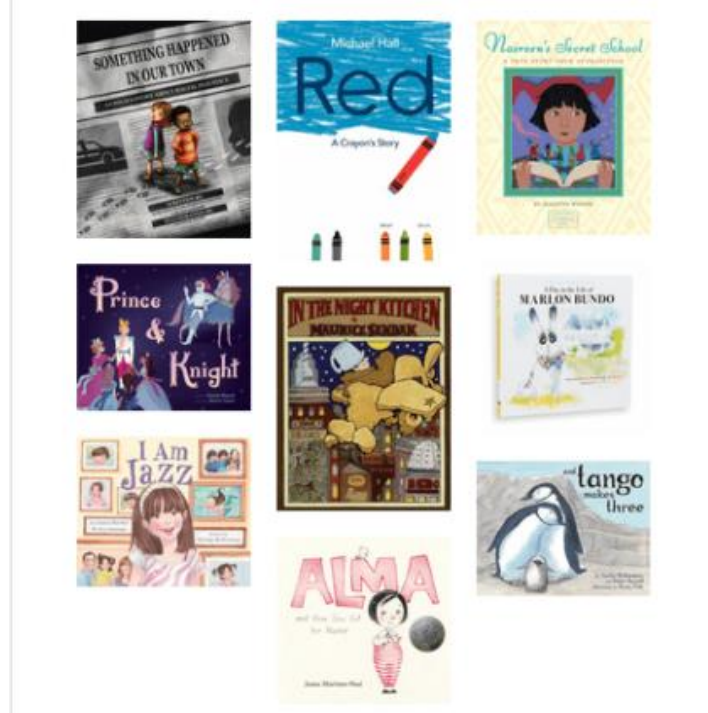
**Frequently Banned/Challenged Kid's Books - Ramsey County Library**

823 People reached 52 Engagements — Distribution score **Boost post**

5 1 Share

**Published by CoSchedule App · February 12 at 6:36 PM ·**

Picture books are often challenged in school districts and libraries for a variety of reasons, mostly in an attempt to "protect" children. Banned or challenged picture books are often not documented and receive no media attention. Here is our staff picks: [bit.ly/3rJ3QSh](http://bit.ly/3rJ3QSh)



1,231 People reached 205 Engagements — Distribution score **Boost post**

8 1 Comment 2 Shares

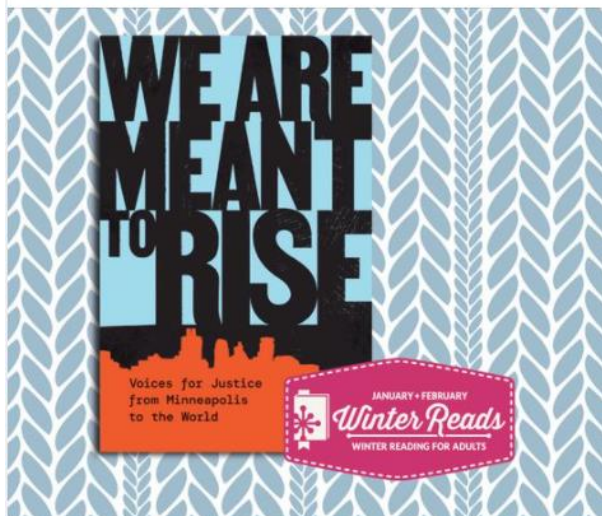
Like Comment Share

Oldest ▾

**Justin Kiel Lautenshlager**  
I will say the school I work at in st. Paul has all those books in the library and I've seen one of them in most classes.

Like Reply Hide Send Message 6d 1

Carolyn Holbrook, Ed Bok Lee, and Alexs Pate will read from and discuss their writing in the powerful new book, "We Are Meant to Rise: Voices for Justice from Minneapolis to the World." Register today: <https://bit.ly/3EZjqxr>



RAMSEY COUNTY Library

Learn more about Winter Reads: [bit.ly/WinterReads2022](http://bit.ly/WinterReads2022)

704 People reached 13 Engagements — Distribution score [Boost post](#)

6

2 Shares

Work on your reading skills in a low-stress environment with our Paws to Read licensed therapy dogs. Sign up today: [bit.ly/RCL\\_pawstoread](http://bit.ly/RCL_pawstoread)



778 People reached 25 Engagements — Distribution score [Boost post](#)

10

1 Share

Assess your basic computer skills and more. In-person and virtual technology courses are available. Discover technology course: <https://bit.ly/32i1Sfe> #libraryhumor



987 People reached 34 Engagements — Distribution score [Boost post](#)

11

1 Comment 1 Share

Oldest ▾



Colleen Koll

Used the Northstar Assessments when taught computers. It's an amazing resource and highly recommend it. Even though I was the teacher, I also took the assessments. Very highly recommended for anyone of any level of computer skills.

<https://rclreads.bi...> See more



RCLREADS.BIBLIOCOMMONS.COM  
Assess Your Basic Computer Skills

Like Reply Hide 1w Edited



Tommorrow is the last day to drop off donations. We are collecting new and gently used board games to use with kids and teens in our spaces and in our gaming programs. Donation bins are available at the libraries in Shoreview and Roseville.



1,450 People reached 25 Engagements — Distribution score [Boost post](#)

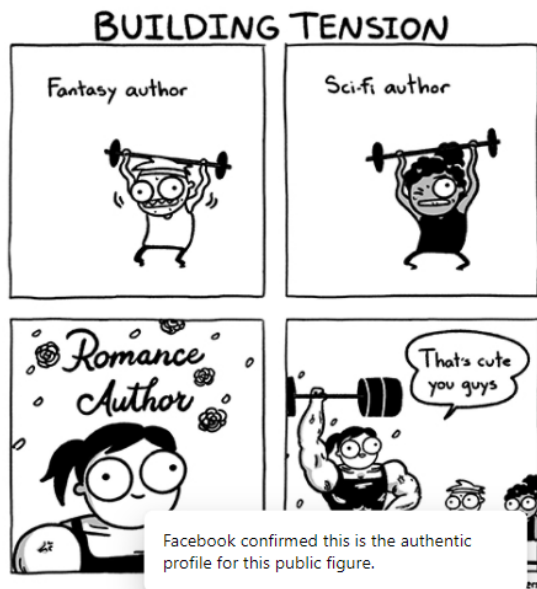
7 1 Comment 3 Shares

Like Comment Share

Oldest ▾

Nicola Murray  
John Murray we could rehome some here 🙏 1

Building tension. #Bookwormproblems 🤔



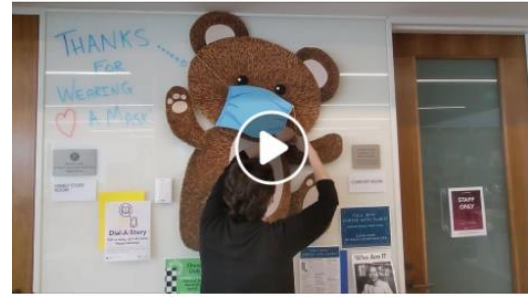
Facebook confirmed this is the authentic profile for this public figure.

Sarah's Scribbles  
February 9 · 🌐

928 People reached 22 Engagements — Distribution score [Boost unavailable](#)

15 1 Share

As of March 1, 2022 - Employees and visitors are no longer required to wear masks in Ramsey County buildings. According to the new CDC guidance, the COVID-19 Community Level for Ramsey County is currently "low." Learn more: [rclreads.org/modified-services](https://rclreads.org/modified-services)



766 People reached 96 Engagements [Boost post](#)

20 1 Comment 2 Shares

Like Comment Share

Oldest ▾

Sarah Kitt  
When are you going to reopen the meeting rooms?  
Like Reply Hide [Send Message](#) 6d

In 2021, we lost many amazing authors/illustrators in children's literature. Let's take a moment to remember the amazing stories they shared with the world. Check our staff picks: [bit.ly/3gfdNLW](https://bit.ly/3gfdNLW)



872 People reached 42 Engagements — Distribution score [Boost post](#)

13 1 Comment 1 Share

Oldest ▾

Alicia Erkenbrack  
I read Hatchet as a kid in school. My kids now love Chicka Chicka Boom Boom and The Hungry Caterpillar.  
Like Reply Hide [Send Message](#) 2d 1

# GOOGLE:

## Ramsey County Library - Maplewood

3025 Southlawn Dr, Maplewood, MN

4.4 ★★★★★ 81 reviews

People often mention

All kids 10 computers 7 cafe 5 read 5 +4

Sort by

Most relevant Newest Highest Lowest

**Mike Raymond**  
Local Guide · 21 reviews

★★★★★ a week ago NEW

Convenient location and hours. Ample supply of computers for use. Friendly staff.

# TWITTER:

**Ramsey County Library Friends @RCLFriends** · Feb 11

♥ Love Your Library ♥ What do you love about Ramsey County Library & the Friends? We'd love to hear from you via online form or paper form at any @rclreads location. Prizes will be drawn on 4/1 for six winners from the pool of forms submitted.



Love Your Library

rclfriends.org

Love Your Library

What do you love about your Library and the Friends of the Ramsey County Libraries? Do you have a special memory or story about an ...

## Ramsey County Library - Roseville

2180 Hamline Ave N, Roseville, MN

Write a review

4.6 ★★★★★ 173 reviews

People often mention

All kids 17 study 13 coffee shop 13 computers 9 +6

Sort by

Most relevant Newest Highest Lowest


**laura cloud**  
Local Guide · 197 reviews · 439 photos

★★★★★ a week ago NEW

Masks are required of all patrons. A plethora of services and materials await. If you can't locate it, a staff member can assist in your search. I am amazed by how the library system keeps its finger on the pulse of trends, tastes, and technology.

**RamseyCountyLibrary @rclreads** · Feb 12

Picture books are often challenged in school districts and libraries for a variety of reasons, mostly in an attempt to "protect" children. Banned or challenged picture books are often not documented and receive no media attention. Here is our staff picks: [bit.ly/3rJ3QSh](https://bit.ly/3rJ3QSh)



1 1 4

**Angela**  
@aca902

Replying to @rclreads

As the parent of a 7 year old, I am loving this energy you're bringing in your feed lately. Genuine thank you. ♥

8:30 AM · Feb 13, 2022 · Tweetbot for iOS



**liznt home**  
@dinosindior

@rclreads question! I tried to find out via the website but I couldn't. Can I bring coffee into the Roseville library to drink while I read?

7:33 PM · Feb 11, 2022 · Twitter for iPhone



Tweet your reply

Reply



**RamseyCountyLibrary** @rclreads · Feb 14

Replying to @dinosindior

Hi liznt,  
You can bring your own coffee to drink while you read. When you are not drinking, you need to stay masked of course. To learn more about Ramsey County's mask policy:



ramseycounty.us  
Cloth Face Coverings



**Community Engagement at Metro State** @MetroStateCES · Feb 23

Join an online reading & discussion with contributing writers of "This Was 2020: Minnesotans Write About #Pandemics & #SocialJustice," March 14 from 6-8pm. Cohosted by librarians Dawn Wing of @MetroStateU & Paul Lai of @rclreads. Free & open to the public! [fb.me/e/2crm9S8ZG](https://fb.me/e/2crm9S8ZG)

**This was 2020**  
Minnesotans  
Write About  
Pandemics  
and  
Social Justice  
in a Historic Year

**THIS WAS 2020**

Minnesotans Write About Pandemics  
and Social Justice in a Historic Year



**Catherine Dehdashti** @cdehdashti · Feb 13

I really need a whole day to spend at my #library soon. I should never take for granted that I have such a place in my neighborhood. @dakotalib



**BookManiaLinda** @LindaWonder · Feb 13

Thread. Support your local library - be vocal!  
[twitter.com/renay/status/1...](https://twitter.com/renay/status/1...)



**BookManiaLinda**  
@LindaWonder

Replying to @cdehdashti and @dakotalib

We are really lucky here with all our systems! I have @rclreads and I used to volunteer there. But this is also about being vocal and letting them know your thoughts thru channels admin sees, re: service, acquisitions etc.

9:12 PM · Feb 14, 2022 · Twitter for Android

1 Like



**RamseyCountyLibrary** @rclreads · Mar 1

As the weather starts to warm up, celebrate the season with our new spring reading challenge! Log the books and/or minutes and earn colorful fun badges! Sign up: [rclreads.beanstack.org](https://rclreads.beanstack.org)

Download Beanstack.

App Store: [apps.apple.com/us/app/beanstack...](https://apps.apple.com/us/app/beanstack...)

Google Play: [play.google.com/store/apps/det...](https://play.google.com/store/apps/det...)



**Libby** @mn\_libby · Mar 2

Any chance you guys will ever offer literacy services for kids again? Or do I need to leave Ramsey County to find someone courageous enough to read a story to my 3-year-old?



**RamseyCountyLibrary**  
@rclreads

Replying to @mn\_libby

Great question, thanks for asking! During this unprecedented time, we are required to follow public health guidelines and Ramsey County regulations. We are planning to resume in-person storytimes in May.

9:26 AM · Mar 3, 2022 · Twitter Web App

|| View Tweet activity



**RamseyCountyLibrary** @rclreads · Mar 3

Replying to @rclreads and @mn\_libby

In the meantime, we have live ZOOM storytime every Thursday at 10:30 a.m., and once a month in the evening with Bedtime storytime:



[rclreads.bibliocommons.com](https://rclreads.bibliocommons.com)  
Events | Ramsey County Library  
Explore upcoming events at Ramsey County Library



**Libby** @mn\_libby · Mar 3

Replying to @rclreads

Why does @RamseyCounty require this when other counties do not? Washington County is offering in-person, maskless storytime, so that's where I go. CDC says Ramsey County is low-risk. I don't understand why we're denying children these services.



**RamseyCountyLibrary** @rclreads · Mar 3

Yes, as of March 1, because of the CDC "low risk" guideline, Ramsey County no longer requires masks in our buildings. However, our staff still needs time to adjust our programming accordingly. We are looking forward to in-person programming in May.



**Libby** @mn\_libby · Mar 3

Very disappointed that you haven't prioritized children's needs like other library systems have over the last two years. I look forward to being able to fully use the library system that my tax dollars pay for. Thanks.



# Property Management Strategic Planning & Informational Presentation

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# Meet Property Management

## Mission Statement

Property Management's mission is to provide welcoming and accessible facilities for all, through effective and efficient operation of county owned and leased facilities.

Property Management provides direct and indirect services for building operations, makes recommendations for capital investments to preserve county assets, and implements infrastructure and technology projects to improve the experience of residents, utilizing county properties.

Property Management embraces the Ramsey County values of People, Integrity, Community, Leadership and Equity. Property Management is committed to service excellence with a focus on Service to leave every individual with a positive experience and Safety to provide healthy and secure environments.

# Property Management Overview

## Values and approach

Property Management is one team committed to service excellence beyond Bricks and Mortar:

- Service: Leave every individual with a positive experience.
- Safety: Provide healthy and secure environments.
- Stewardship: Protect our environment and county assets through the wise use of resources.
- Innovation: Commit to continuous improvement.
- Integrity: Demonstrate honesty, respect, and good faith.
- Accountability: Take ownership and responsibility for actions and outcomes.
- Inclusiveness: Provide equitable opportunities for all.
- Collaboration: Build and maintain strong working relationships.

## Property Management Overview

- **Property Management Department Details:**
  - Oversees 28 facilities in Ramsey County
  - Manages approximately over 3,000,000 sq. ft. of owned and leased facilities.
  - Has 79 total employees.
  - Has an approximate overall department budget of almost \$35 million dollars.
  - Included in this, is an almost \$25.5-million-dollar operating budget.
  - Along with an almost \$9-million-dollar capital improvement budget.
- **Department Services Overview:**
  - Property Management's responsibilities include the day-to-day operations and maintenance of managed buildings. The department provides services to protect employees, residents and property. Property Management also actively works to preserve county assets through a capital planning program and provides project management for remodel and construction projects

# Property Management Overview

## Property Management Services

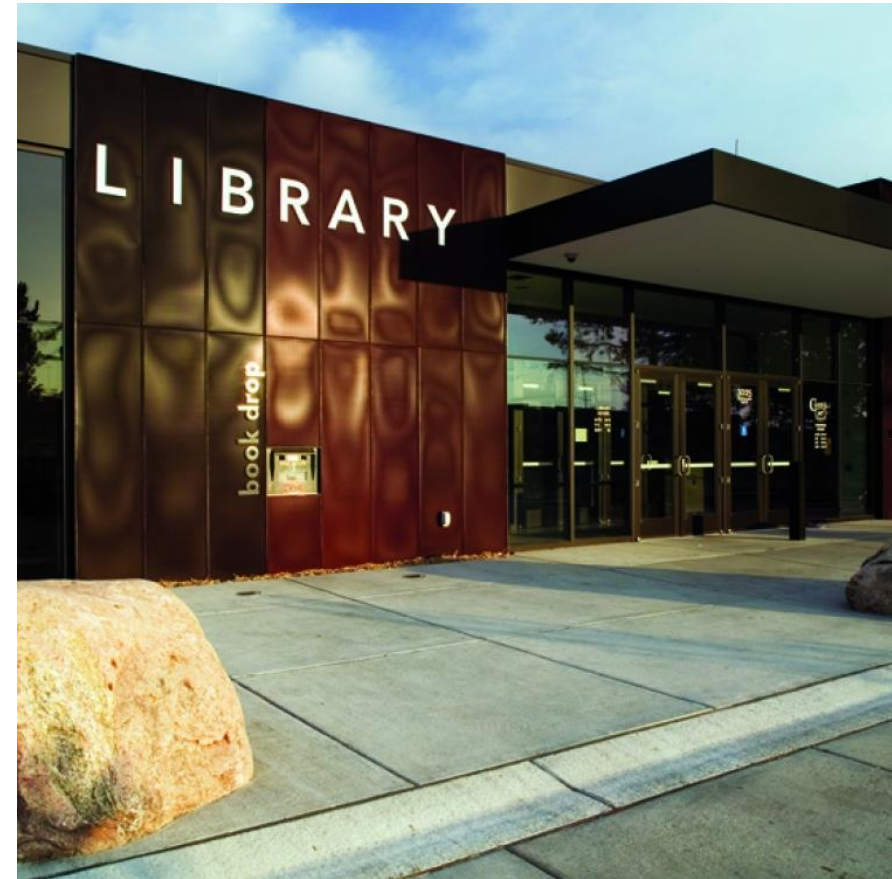
- Property Management provides the following building services:
  - Facilities Management:
    - Custodial services.
    - Building operation and maintenance.
    - Utilities.
    - Parking lots and grounds services.
    - Security services.
    - Administration – minor remodeling services.
    - Furniture, furnishings, equipment and moving.
  - Capital Planning and Project Management:
    - Capital planning management.
    - Lease space planning, buildout management and administration.
    - Furniture, fixtures and equipment/planning, acquisition and relocation.

# Property Management in the Libraries

- **Library Property Management Deep Dive**
  - **Services Provided**
    - Custodial
    - Maintenance Repairs
      - Plumbing, HVAC, building, electrical, equipment, etc.
    - Utility Management
    - Equipment Management
    - Grounds Maintenance
    - Project Management
    - Library Program Collaboration
  - **Budgets**
    - 2022 Operating Budget \$1,350,000
    - 2022 Capital Improvement Budget \$250,000

## Ramsey County Libraries at a Glance

- **Maplewood Library**
  - Built in 2007
  - Construction costed \$6.9 million dollars.
  - Sits on a 4.7-acre site.
  - Library is a 31,000 square foot facility.
  - Library has a max occupation of 570 people.
  - Parking can accommodate 186 vehicles.



# Ramsey County Libraries at a Glance

## ■ Mounds View Library

- Construction started in 1990.
- Building was last renovated in 2013.
- Construction fell under a \$15 million dollar bonding program to expand the county library system. This included library additions of Mounds View and Shoreview in 1992 and rebuilds of Maplewood and Roseville in 1993.
- Sits on a 3.8-acre site.
- Library is a 7,631 square foot facility.
- Library has a max occupation of 105 people.
- Parking can accommodate 181 vehicles.





## Ramsey County Libraries at a Glance

- **New Brighton Library**
  - Construction started in 2011
  - Construction to add an addition to the lease space costed almost \$1 Million dollars.
  - Ramsey County leases the space for \$1.00 per year from the City of New Brighton.
  - Library is a 6250 square foot facility.
  - Library has a max occupation of 86 people.





## Ramsey County Libraries at a Glance

- **North Saint Paul Library**
  - Construction started in 2003
  - Construction costed \$750,000
  - Ramsey County leases the space for \$1.00 per year from the City of North Saint Paul.
  - Library is a 3,288 square foot facility. Located in the larger 38,500 square foot community center facility for the City of North Saint Paul.



## Ramsey County Libraries at a Glance

- **Roseville Library**

- Construction started in 1992.
- facility was last renovated, and additions were added in 2009.
- The 1992 construction fell under the \$15,000,000 bond program.
- The 2010 renovation, and addition, costed \$17,000,000.
- Facility sits on a 7-acre site.
- Library is a 73,000 square foot facility.
- Library has a max occupation of 818 people.
- Parking can accommodate 332 vehicles.



## Ramsey County Libraries at a Glance

- **Shoreview Library**
  - Construction started in 2016.
  - Construction costed \$15.8 million dollars.
  - Sits on a 3.1-acre site.
  - Library is a 38,000 square foot facility.
  - Library has a max occupation of 437 people.
  - Parking can accommodate 76 vehicles.





## Ramsey County Libraries at a Glance

### ▪ White Bear Lake Library

- Construction for the original facility happened in 1974.
- In 2014 construction began for a remodel and addition.
- Construction for the 2014 renovation costed \$3.3 million.
- Sits on a .8-acre site.
- Library is a 16,800 square foot facility.
- Library has a max occupation of 226 people.
- Parking can accommodate 30 vehicles.



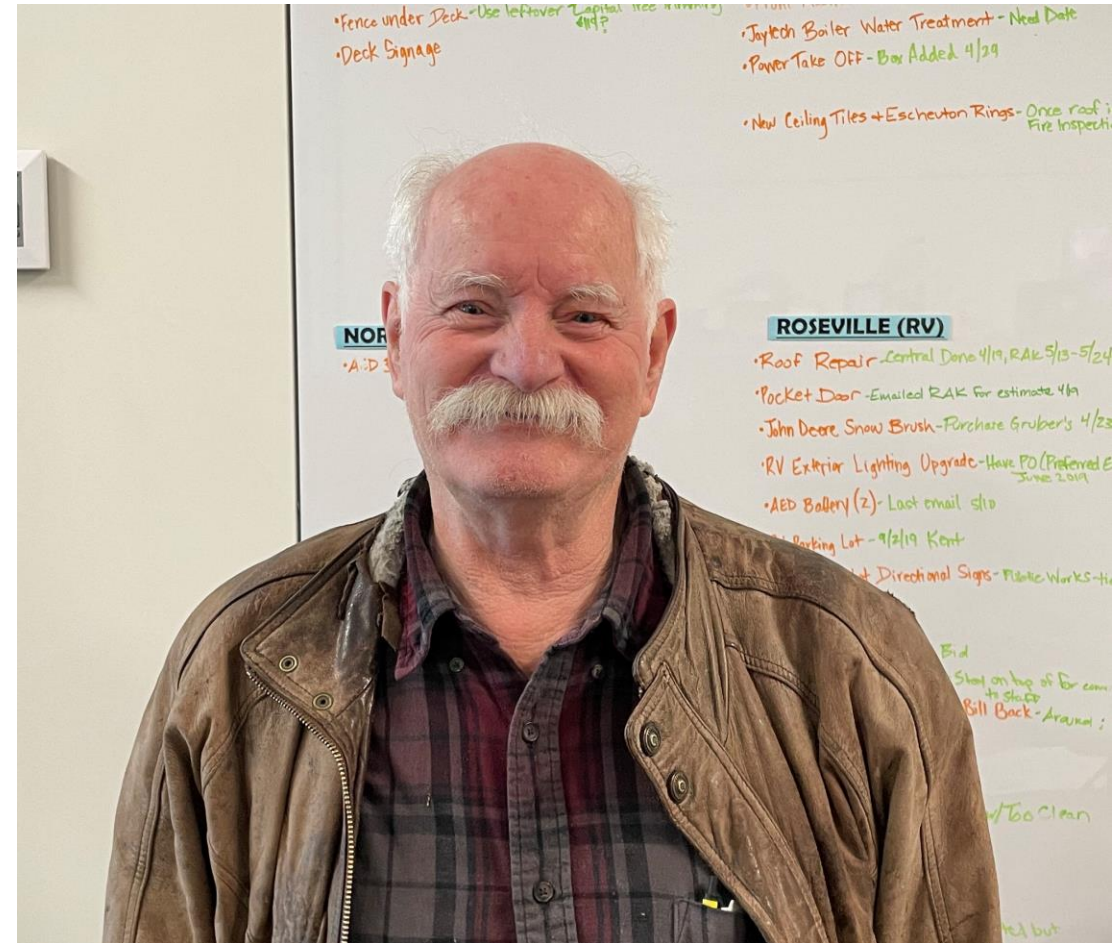
# Property Management in the Libraries

## Meet the Staff

Property Management, at the Libraries, is represented by 4 full time staff members and 1 part time staff member. Which consist of 2 Janitor/Building Guards, 1 Maintenance Mechanic 2, 1 Maintenance Mechanical Manager, and 1 Building Services Manager. Property Management also assists the Libraries by managing 1 full time delivery driver for the Library system.

## Property Management in the Libraries

- Rockney “Rocky” Wittkop
- PT Janitor/Building Guard at the White Bear Lake Library
- Started with the libraries in 1974. (47 years)



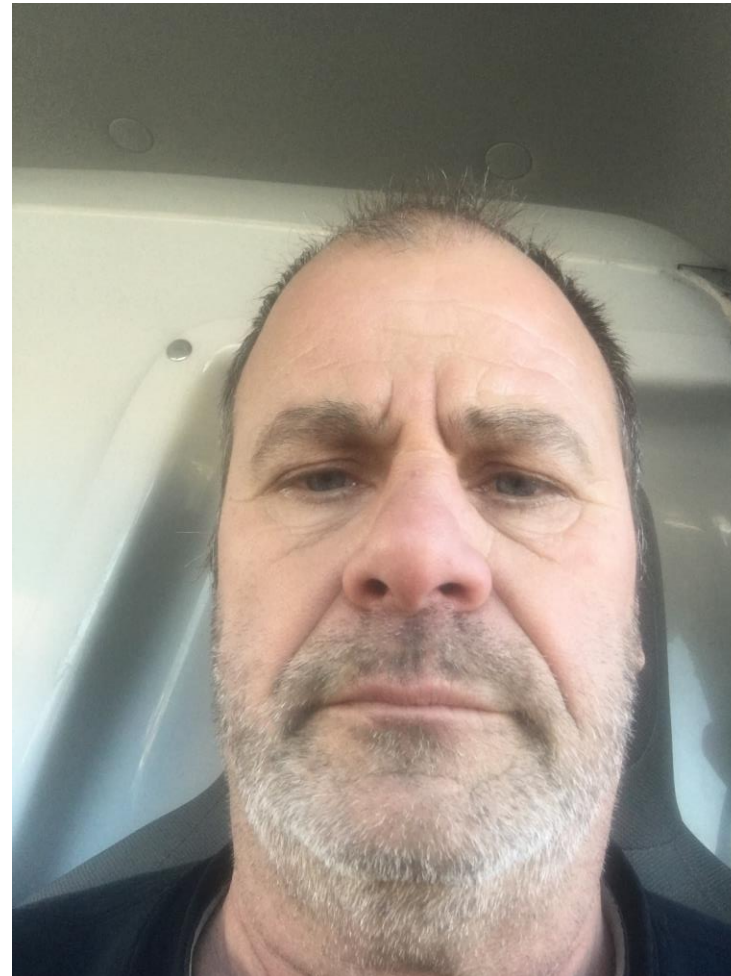
## Property Management in the Libraries

- Scott Cook
- Janitor/Building Guard at the Maplewood Library.
- Started with the libraries in 1993.  
(28 years)



## Property Management in the Libraries

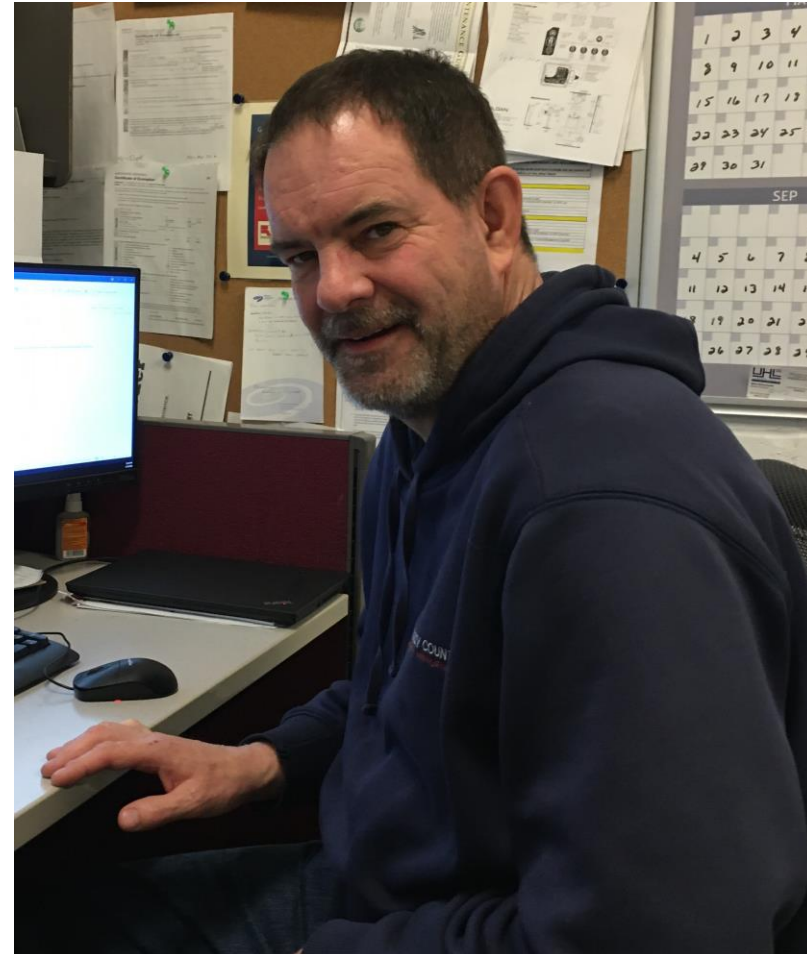
- William “Bill” Cowan
- Maintenance Worker. Works as the delivery driver for the Library Department.
- Started with the libraries in 1998. (23 years)





## Property Management in the Libraries

- Daniel Wynn
- Building Maintenance Mechanic 2.
- Started with the libraries in 2015.  
(6 years)



## Property Management in the Libraries

- Michael Hernandez
- Maintenance Mechanical Manager.
- Started with the libraries in 2020.  
(2 years)



## Property Management Projects in the Libraries

- **Prior Years Operating Projects**

- **2019**

- Maplewood Library Café Space Kitchen Equipment – \$13,000 in funds brought in from sales of kitchen equipment.
    - New Brighton Library Addition Roof Repair – \$20,000
    - Shoreview Library Admin Office Split and Addition - \$19,500
    - Enterprise Asset Management – EGCI initiative started.

- **2020**

- Roseville and Maplewood Library Service Centers - \$42,500 (Work is spanned across 2020-2021)
    - County Facilities Condition, HVAC, and ADA assessments.

## Property Management Projects in the Libraries

- **Prior Years Operating Projects**

- **2020**

- Elections:

- March 2020 Primary Election Day – 1,874 residents voted at RC Library polling locations.
      - August 2020 Primary Election Day – 744 residents voted at RC Library polling locations.
      - November 2020 General Election Day – 2185 residents voted at RC Library polling locations.

- Library Network Consolidation Project.

- Service Delivery Changes from COVID 19. (2020-present)

- **2021**

- Shoreview Library Bike Repair Station. Collaboration with City of Shoreview, Libraries, and PM, funded with a \$7,500 grant.

## Property Management Projects in the Libraries

- **Prior Years Operating Projects**
  - **2021 (Continued)**
    - Water Fountain Bottle Filler Upgrades - \$12,500
    - Digital Services Generator Gas Line - \$4,000
    - Camera System Rollover - \$39,000
- **Future Operating Projects**
  - **2022**
    - Roseville Library Signage Standards Update.
    - Roseville Library Xcel Energy Gas Regulator Station.
    - Roseville Library Maker Space Collaboration.

## Property Management Projects in the Libraries

- **Prior Years Capital Projects**

- **2019**

- Mounds View Roof Replacement - \$223,500
    - Roseville and Mounds View Library Parking Lots Resurfacing - \$235,000
      - Roseville Drive Lane Relocation Project - \$163,000. Collaboration with RC Public Works & City of Roseville.
    - Roseville Library Exterior LED Lighting Project - \$82,500
    - Roseville Library Roof Repair - \$50,500
    - Maplewood Library Deck Project - \$14,200

- **2020**

- White Bear Lake Library RTU Replacement Project - \$58,600
    - Library System Cellular Dialers for Emergency Equipment - \$18,000
    - Roseville Library Meter and Jace Replacement - \$13,000

## Property Management Projects in the Libraries

- **Prior Years Capital Projects**
  - **2020 (Continued)**
    - Shoreview Library Commissioning Project - \$23,500
  - **2021**
    - White Bear Lake Library Commissioning Project - \$10,500
    - Mounds View Library Commissioning Project - \$8,500
    - Card Access Systemwide Updates & Additions - \$42,000
    - Roseville Library Carpet Replacement Project - \$150,000. (Work will span 2021-2022)

## Property Management Projects in the Libraries

- **Future Library Projects from 6-Year Plan**

- Library System Landscaping Overhaul - \$60,000
- Mounds View Library Mechanical System Upgrade - \$265,000
- Mounds View Library Restroom Refurbish/Reconfiguration - \$45,000
- Roseville Library Lighting System Controls Replacement - \$75,000
- Maplewood Library Parking Lot Mill & Overlay - \$200,000
- Mounds View Roof Access Install - \$20,000
- Maplewood Storefront Entrance System Replacement - \$40,000
- Maplewood Exterior Paneling Replacement - \$60,000
- Roseville Library Interior Lighting LED Conversion - \$175,000
- Mounds View Library Fire System Upgrade/Replacement - \$20,000
- Integration of Security System and Card Access Systems - \$25,000
- Maplewood Library Mechanical Systems Upgrade - \$175,000



## Property Management Library Q&A

- Questions: