

Ramsey County Library Board of Trustees Meeting August 17, 2022 4560 Victoria Street North Shoreview, MN – 6:30 PM

CONNECT community
INSPIRE curiosity
CULTIVATE learning

The meeting is available for public viewing at

https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWWVhtSkpNU1IzZz09

Phone: 651 372 8299; Webinar ID: 966 9653 4304; Passcode: 023509

- I. Call to Order
- II. Public Comment
- III. Approval of Agenda
- IV. Consent Agenda
 - a. Approval of July 20, 2022 Minutes
 - b. Friends of the Ramsey County Libraries Report
 - c. 2nd Quarter Reports
 - I. Financial Report
 - II. Statistical Report
 - III. Incident Report
 - d. CTEP Contract

V. Action Items

a. Maplewood Renovation – Vote on Recommendation on Closure During Renovation

VI. Discussion Items

- a. Deputy County Manager Update (verbal)
- b. Ramsey County Board Liaison Report (verbal)
- c. Library Director Vacancy
- d. Strategic Planning Discussion

VII. Adjournment

Scheduled Upcoming Meetings									
September 21,	RCL – Shoreview	History Project							
2022	4560 Victoria Street	Volunteer Program							
6:30 p.m.	North	Branch Update							
		Maplewood Update							
		Strategic Plan Update							
October 19, 2022	RCL – Shoreview	Write Off Uncollected Debt							
6:30 p.m.	4560 Victoria Street	Holiday/Building Closure Calendar							
•	North	Branch Update							

Library Board of Trustees Steve Woods, Chair Sylvia Neblett, Vice Chair

Claire Chang, Secretary

Grace Atkins Sida Ly-Xiong David Perry Andrea West

Ramsey County Board Liaison Commissioner Victoria Reinhardt



Minutes of the Ramsey County Library Board of Trustees July 20, 2022

LIBRARY TRUSTEES PRESENT:

Grace Atkins, Claire Chang, Sida Ly-Xiong, Sylvia Neblett, David Perry, Andrea West.

STAFF PRESENT:

Jake Grussing, Library Director; Pang Yang, Deputy Director; Mary Larson, Accounting Support Supervisor; Maggie Soukup, Library Board Coordinator.

OTHERS:

Nicole Joy Frethem, Ramsey County Commissioner; Mary Worley, Executive Director, Friends of the Ramsey County Libraries; Les Sipkma.

CALL TO ORDER:

Neblett called the meeting to order at 6:35pm.

WELCOME TRUSTEE ANDREA WEST:

Director Grussing introduced and welcomed the newest member of the Library Board, Trustee Andrea West. West has an extensive background in non-profit work and a vast knowledge of Ramsey County.

PUBLIC COMMENT:

Les Sipkma, Shoreview resident, identified a list of questions that he would like answered about the Maplewood renovation project. The questions are as follows: Has the café area been repurposed? How many square feet are assigned to the service center? Has the teen area moved? Will the teen area remain enclosed with a glass wall? Where is an anechoic ceiling required? Does Ramsey County have a purchase specification for noise reduction required from anechoic ceiling? Has HGA contracted a different sound consultant and if so, who? Additionally, Sipkma requested an update on the frontline worker pay. Sipkma submitted related news articles from local publications as well as a letter for Senator Klobuchar to Director Grussing for review. He also reminded everyone that Congress had intended library staff to be eligible for the reimbursement and encouraged staff to submit applications before the July 22 cutoff date.

APPROVAL OF THE AGENDA:

Perry made a motion to approve the agenda as presented. Chang seconded the motion, which was approved unanimously.

CONSENT AGENDA:

Perry made a motion to approve the consent agenda items as presented. Atkins seconded the motion, which was approved unanimously.

DIRECTOR'S REPORT, JAKE GRUSSING

Library Emergency Cooling Center

On Monday, June 20, Ramsey County libraries in Maplewood and Roseville extended their hours to serve as emergency cooling centers from 8pm-11pm that evening. Emergency cooling centers are activated when heat indexes are predicted after 9pm to be at or above 90 degrees for more than 1 hour. As the decision to activate

emergency cooling centers is dependent on weather forecasts, the situation remained fluid until 24 hours before activation. Because of the staff who were willing to work additional hours and the supervisors who coordinated the details of extending library hours, we were able to serve residents well. Approximately 40 residents used the libraries not only to cool off but also to access computers, use study rooms, check out materials, and receive food and water. This was a true team effort, with critical support from Emergency Management, Property Management, and Communications. Thanks to everyone who made this happen.

RCL-Shoreview Branch Manager Update

First round interviews are scheduled for the last two weeks of July and second round interviews are scheduled for the first week of August. We look forward to welcoming the new Branch Manager to our team by mid-September.

Countywide Updates

1. 2022 Strategic Plan

Ramsey County's 2022 Strategic Plan is now available online. The priorities outlined in the plan set an 18-month outlook to guide our collective work and advance our goals of strengthening well-being, cultivating prosperity, enhancing opportunity, and modeling accountability. As the library is one among many departments that support and deliver on the plan, I encourage Trustees and staff alike to reflect on how our work aligns with these priorities and how they can be reflected in our departmental strategic plan.

2. Smoking and Commercial Tobacco Use Ordinance

On August 26, 2022, the Ramsey County smoking and commercial tobacco use ordinance will go into effect. The Board of Commissioners adopted the ordinance at its July 12 meeting. The ordinance will prohibit smoking and vaping commercial tobacco product use:

- On property owned, leased, rented, contracted or otherwise used or controlled by Ramsey County.
- In both indoor and outdoor spaces.
- In private vehicles parked on Ramsey County property.

Because the new ordinance applies to the spaces in and on which we provide library service, staff will be working with our county colleagues on communication and enforcement.

FRIENDS OF THE RAMSEY COUNTY LIBRARIES REPORT, MARY WORLEY

Name Change:

At the April Friends of the Ramsey County Library meeting, the board passed a resolution to change the organization's name to Ramsey County Library Friends.

We are in the process of changing the Articles of Incorporation to be filed with the Secretary of State and will be updating the bylaws and policies over the coming months. Additionally, a new logo is in the process of being created for the new name.

Legacy Circle news:

I am pleased to announce two estate gifts that the Friends will be receiving in the near future:

- 1. An estate gift from Eileen Adams according to the executor of the estate, the unrestricted gift to the Friends of the Ramsey County Library will be around \$300,000 and should be received by the end of 2022.
- 2. The second gift is from Ronald Varns designated for the betterment of the Mounds View Library. Progress towards preparing the Varns house for sale:

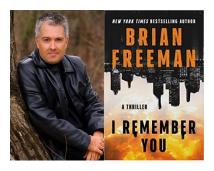
- We are in the process of liquidating Mr. Varns certificates of deposits, annuities and investment accounts.
- We hope to have the house ready to put on the market for sale by the end of July 2022.
- In collaboration with the Ramsey County Library and Ramsey County, we will be holding community meetings in the Mounds View area this fall to get input from the residents about the best uses for this generous gift.

Upcoming Friends Events:

State of the Library Thursday September 15, 2022 RCL Shoreview 6:00pm - 7:30pm

We will be holding a State of the Library event at the Shoreview Library on September 15, 2022 for our Legacy Circle members, Friends Board and Committee Members, Library Board members, major donors and key Library staff. The State of the Library event will be our way of thanking our closest friends with a keynote message from Jake Grussing who will describe his vision of the future of the Ramsey County Library.

Books and Brews with Brian Freeman Thursday, October 13 RCL-Shoreview Registration: rclfriends.org 5:30pm – 8:00pm



Join us for an evening of Books and Brews with Minnesota author Brian Freeman! Fair State Brewing and Northeast Bank are the signature sponsors for this event.

Brian Freeman is a *New York Times* and *USA Today* bestselling author of more than two dozen psychological thrillers. He was also selected by the Robert Ludlum estate to take over Ludlum's iconic Jason Bourne series.

We will be featuring Fair State Beer, wine, soft drinks and appetizers.

The price of admission is \$25 for Friends members and \$40 for non-members.

Proceeds from this event will support the growing outreach and engagement programs of Ramsey County Library. Outreach Librarians provide services to immigrant groups, incarcerated residents, seniors, and non-library users throughout local communities.

RAMSEY COUNTY BOARD LIAISON REPORT

Commissioner Frethem reminded everyone that COVID - 19 is still very much prevalent and to take the necessary precautions to stay safe and healthy.

STRATEGIC PLANNING DISCUSSION

In preparation for the August strategic planning discussion, Grussing shared a reading list gathered by staff to help stimulate critical thinking. To listen to the entire discussion, please <u>follow this link.</u> (08:29)

MAPLEWOOD RENOVATION UPDATE

Yang shared a number of important upcoming dates related to the Maplewood renovation. On July 25 from 4:00 – 6:00pm there will be a community engagement event, mid-August the guaranteed maximum price will be made available, September – December 2022 the construction documents will be made available, and by January 2023 construction will start. To listen to the entire update, please follow this link. (25:00)

ADJOURNMENT

Neblett reminded everyone that all future 2022 Trustee meetings will be held at the Shoreview Branch. Perry made a motion to adjourn the meeting at 7:20pm. West seconded the motion, which was approved unanimously.



Ramsey County Library Board Update August 2022

Evy Nordley Award Finalist



Our previous Friends Board President, Ann Trapnell, submitted the Friends Love your Library campaign to the Minnesota Association of Library Friends (MALF) for the Evy Nordley Award. MALF created the Evy Nordley Award in 1997 to recognize Friends projects with replicable innovation. We have been notified that we are one of the three finalists for the award and the winner will be announced at the MALF event on September 24, 2022.

Maplewood Capital Campaign

Pang Yang discussed the wish list for the Friends contribution to the Ramsey County Library Maplewood renovation project in late July, 2022. The Friends have been asked to raise between \$250,000-\$300,000 for the project by the fall of 2023. The time frame for this campaign is short and we are looking for leadership and volunteers to support the Maplewood Library Capital Campaign in the following areas: Steering Committee, Events, Communications and Outreach. At this time, we ask you to think about any volunteers that we could approach to help with this important capital campaign project.

Name Change:

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We filed the Articles of Incorporation with the Secretary of State in July and are in the process of updating the bylaws and policies. Additionally, our new logo will be unveiled at the State of the Friends event on September 15, 2022.

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- 2. The second gift is from Ronald Varns designated for the betterment of the Mounds View Library. Progress towards preparing the Varns house for sale:
- We are in the process of liquidating Mr. Varns certificates of deposits, annuities and investment accounts.
- We put the Varns house on the market in July, 2022 and accepted a purchase agreement but the buyer's financing was denied last week.. The house went back on the market on August 8, 2022 and has had 12 showings with one offer. We are waiting until this weekend to see if there are any competing offers before deciding on the new purchase agreement.
- In collaboration with the Ramsey County Library and Ramsey County, we will be holding community meetings in the Mounds View area this fall to get input from the residents about the best uses for this generous gift.

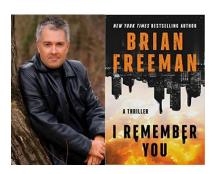
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We will be holding a State of the Friends event at the Shoreview Library on September 15, 2022 for our Legacy Circle members, Friends Board and Committee Members, Library Board members, major donors and key library staff. The purpose of this stewardship event is to thank our closest friends with. an update on our recent estate gifts and Friends initiatives. We would love to see the Library Board at the State of the Friends!

Books and Brews with Brian Freeman Thursday, October 13 RCL-Shoreview Registration: rclfriends.org

5:30pm - 8:00pm



Join us for an evening of Books and Brews with Minnesota author Brian Freeman! Fair State Brewing and Northeast Bank are the signature sponsors for this event.

Brian Freeman is a *New York Times* and *USA Today* bestselling author of more than two dozen psychological thrillers. He was also selected by the Robert Ludlum estate to take over Ludlum's iconic Jason Bourne series.

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Proceeds from this event will support the growing outreach and engagement programs of Ramsey County Library. Outreach Librarians provide services to immigrant groups, incarcerated residents, seniors, and non-library users throughout local communities.



Meeting Date
August 17, 2022

Action Requested
Information and Discussion

Presented By
Pang Yang, Deputy Director

SUBJECT:

2022 Second Quarter Reports

BACKGROUND:

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

- Financial Report prepared by Mary Larson, Finance Manager
- Statistical Report prepared by Jeff Eide, Senior Library Manager, Planning and Analysis
- Incident Report prepared by Mickey Ladich, Property Manager

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action



Memorandum

To: Ramsey County Library Board

From: Mary Larson

Date: August 9, 2022

Subject: Second Quarter 2022 Financial Report

Attached is the 2nd guarter 2022 financial report. Highlights include:

- Property tax revenues are collected in May and October each year. Collections from May were only partially distributed as of June 30 but will be reflected during the next quarterly financial update.
- Library Fines and Fees are below budget for 2022. Once May and June credit card revenues are added into the total, the annual projection for Library Fines and Fees is approximately \$75,000.
- Duplicating Copies revenue is below projections as in-person library usage gradually returns to pre-pandemic levels but is on track to almost double the revenue received in 2021. Interest Income has been slow to increase due to a reduced Library Fund Balance, although rising interest rates may result in a small increase in revenue.
- Operating budget expenditures are within budget in all categories. Salaries and Fringe Benefits are within budget due to several vacancies resulting from retirements and staff turnover.
- Other Services and Charges include major budget line items for payments to Ramsey County Property Management for maintenance of library facilities, and reimbursement for support from Ramsey County Communications, which occur on a semi-annual or annual basis, and have not been billed yet for 2022.
- Year-end budget reserves were approved by the Library Board in February and became available to spend in early March. Ramsey County departments have three years after the original budget year to expend reserve funds.



LIBRARY OPERATIONS CURRENT BUDGET YEAR WITH COMPARATIVE PRIOR YEAR YEAR TO DATE THROUGH JUNE 30, 2022 AND 2021

			2022				2021		
	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
Revenue									_
Taxes	11,625,622	11,625,622	4,502,201	39%	1,310,610	11,120,482	8,415,903	76%	(2,855,662)
County Program Aid	771,109	771,109	0	0%	385,555	679,566	0	0%	339,783
Fines	100,000	100,000	30,929	31%	19,071	50,000	18,457	37%	6,543
MELSA	200,000	200,000	0	0%	100,000	200,000	0	0%	100,000
PERA Rate Increase Aid	0	0	0	N/A	0	0	0	NA	0
Duplicating Copies/Sales	79,000	79,000	22,904	29%	16,596	79,000	4,924	6%	34,576
Interest on Investments	25,000	25,000	164	1%	12,336	75,000	124	0%	37,376
Building & Structures (Rent)	3,500	3,500	3,222	92%	(1,472)	78,300	3,220	4%	35,930
Recoveries	81,345	81,345	16,056	20%	24,616	0	1,012	N/A	(1,012)
Transfers To/From Other Funds	0	0	0	N/A	0	0	0	N/A	0
Use of Fund Balance	0	0	0	N/A	0	581,000	0	0%	290,500
Total Revenue	12,885,576	12,885,576	4,575,475	36%	1,867,313	12,863,348	8,443,640	66%	(2,011,966)
Expenditures									
Salaries and Fringe Benefits*	8,340,915	8,340,915	3,701,193	44%	469,265	8,171,997	4,010,700	49%	75,299
Other Services & Charges	3,372,736	3,372,736	728,215	22%	958,153	3,275,151	852,587	26%	784,989
Supplies	166,925	166,925	77,689	47%	5,773	180,000	41,464	23%	48,536
Capital Outlay	55,000	55,000	2,934	5%	24,566	61,200	1,055	2%	29,545
Books, Periodicals, Etc.	950,000	950,000	348,151	37%	126,849	1,175,000	405,001	34%	182,499
_	12,885,576	12,885,576	4,858,181	38%	1,584,607	12,863,348	5,310,807	41%	1,120,867
Inc/(Dec) to Fund Balance			(282,706)				3,132,833		

^{* 2022} Salary expenditures through paydate 7/8/22.

^{* 2021} Salary expenditures through paydate 7/9/21.

LIBRARY OPERATIONS CURRENT YEAR DISBURSEMENTS OUT OF RESERVES YEAR TO DATE THROUGH JUNE 30, 2022

2022

	Reserve Amount	Year to Date Actual Cash Disbursements	Balance Unexpended 06/30/22	Actual as a % of Reserve Year to Date
Expenditures				
2021 Operating Budget Reserves	386,717	85,786	300,931	22%
2019 Operating Budget Reserves	138,000	5,883	132,117	4%
2018 Operating Budget Reserves	17,206	14,753	2,453	86%

LIBRARY GRANTS AND OTHER SPECIAL PROJECTS CURRENT YEAR DISBURSEMENTS YEAR TO DATE THROUGH JUNE 30, 2022

2022

	Current Adjusted Budget Amount	Actual Cash Disbursements	Balance Unexpended 06/30/22	Actual as a % of Budget To Date
<u>Expenditures</u>				
2021 MELSA Technology Grant	248,700	231,510	17,190	93%
2022 MELSA Technology Grant	60,000	54,750	5,250	91%

OTHER LIBRARY FUNDS YEAR TO DATE RECEIPTS & DISBURSEMENTS THROUGH JUNE 30, 2022

2022

		2022		
	Cash Balance	Cash	Year to Date	Cash Balance
	Beginning	Receipts	Actual Cash	as of
<u>Fund</u>	of Year	Year to Date	Disbursements	06/30/22
Rental Collection Revenue	60,523.68	0.00	2,486.65	58,037.03
Library Gift Fund	411,255.62	45,731.11	89,355.58	367,631.15
Roseville Library Capital Campaign Gift Fund	7,940.25	0.00	0.00	7,940.25

SUMMARY OF GIFTS RECEIVED

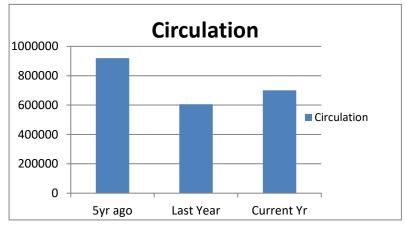
APRIL - JUNE 2022

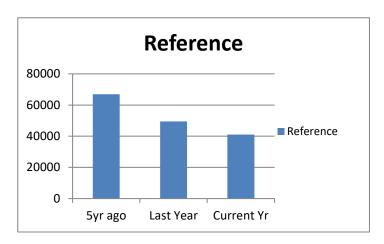
Donor	Purpose	Branch	Amount
George Douglas Frost	Books	WB	\$70.00
Dennis J. Callahan	Undesignated	RV	\$150.00
Friends of the Ramsey County Library	Audio Books	RV	\$154.50
Ramsey County Law Library	Legal Resources	System	\$10,000.00
B.B. MacKenzie	Undesignated	WB	\$100.00
Karen Schroeder	Marianne Johnson Memorial	System	\$3,645.00
Anonymous Donor	Undesignated	RV	\$72.00
Patricia Huber	Shirley Landstrom Memorial	RV	\$100.00
Anime Twin Cities	Anime & Manga Programming	System	\$1,000.00
Ramsey County Law Library	Legal Resources	System	\$10,000.00
Friends of the Ramsey County Library	Large Print Books	System	\$100.00
	Lending Collection	Shoreview	\$2,630.10
		TOTAL:	\$28,021.60

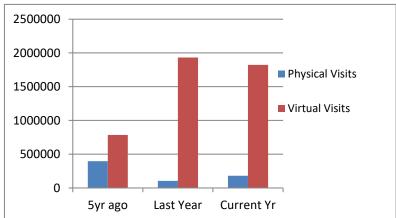
Statistical Trends 2022 Second Quarter Report

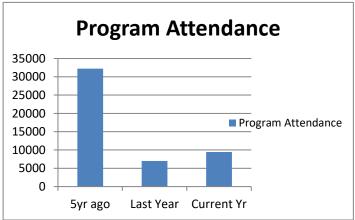
- Overall circulation increased 16% compared to 2021 up to more than 700,000 transactions. That level of business would be 87% of that seen in the last prepandemic year of 2019.
- Circulation of electronic materials continues to increase apace. These
 transactions were up 23% compared to this quarter last year. These materials
 also accounted for 25% of all transactions in Q2. RCL's collection includes more
 than 41,000 e-books and more than 9,000 e-audiobooks. Patrons are also able
 to seamlessly access additional items via our MELSA partners.
- More than 180,000 residents visited RCL buildings in-person in Quarter 2. This is 71% growth from last year. However, this would equate to 51% of that seen in 2019.
- Usage of library technology continued to return with residents using the Library's public computers more than 30,000 times in Quarter 2 in addition to connecting to the wireless network more than 83,000 times. Compared to pre-pandemic 2019 figures, that would be 49% and 54% of typical, respectively.
- The number of volunteer hours donated increased 23% as many return to comfort with work in public spaces. Volunteers donated more than 1,900 hours of service to RCL in O2.
- Meeting room bookings for outside public events returned in this quarter.
 Residents booked rooms 162 times for clubs, non-profits and other non-commercial events. This was above and beyond the room use for Library programming.
- Library card registrations increased 36% in Q2. This represents nearly 2,500 new cardholders this quarter.
- Donated materials valued at \$2,287 were added to the collection in Q2.

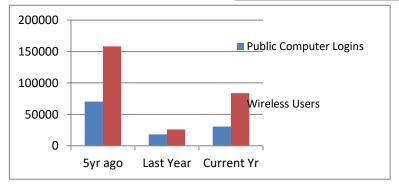
Core Service Trends -- Q1











Branches by Quarter 2022

lotal materials circulated Children's materials circulated Redistratio	Total materials circulated	Children's materials circulated	Registrations
--	----------------------------	---------------------------------	---------------

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	64,177	68,880			133,057	26,848	31,013			57,861	339	427			766
Mounds View	22,049	23,353			45,402	11,787	12,802			24,589	93	100			193
New Brighton	33,948	34,968			68,916	19,135	19,727			38,862	224	272			496
North St. Paul	11,220	11,503			22,723	4,772	4,658			9,430	76	62			138
Roseville	202,999	205,818			408,817	96,598	100,238			196,836	1,722	706			2,428
Shoreview	114,228	125,620			239,848	65,268	75,006			140,274	394	573			967
White Bear Lake	44,898	50,966			95,864	654	26,679			27,333	190	281			471
Tech Services	3,631	3,669			7,300	22,671	615			23,286	48	57			105
Telecirc Renewal	102	162			264	1	9			10					
E-circulation	174,714	176,202			350,916										
Total	671,966	701,141	0	0	1,373,107	247,734	270,747	0	0	518,481	3,086	2,478	0	0	5,564

Total reference Visits Meeting room use by outside groups

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	8,177	6,305			14,482	36,196	35,490			71,686	0	27			27
Mounds View	4,784	3,068			7,852	7,859	9,514			17,373	0	1			1
New Brighton	3,900	4,953			8,853	14,371	15,127			29,498	0	0			0
North St. Paul	1,183	1,833			3,016	5,843	6,903			12,746	0	0			0
Roseville	19,721	18,161			37,882	39,126	44,566			83,692	0	56			56
Shoreview	6,786	4,303			11,089	36,020	47,450			83,470	0	70			70
White Bear Lake	3,159	2,470			5,629	17,503	22,576			40,079	0	8			8
Total	47,710	41,093	0	0	88,803	156,918	181,626	0	0	338,544	0	162	0	0	162

Public computer logins Hours of computer use Wireless users

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	5,650	6,166			11,816	4,591	4,837			9,428	9,689	13,320			23,009
Mounds View	982	1,138			2,120	635	729			1,364	577	880			1,457
New Brighton	2,207	2,745			4,952	1,341	1,636			2,977	1,654	1,958			3,612
North St. Paul	594	818			1,412	407	564			971	495	671			1,166
Roseville	12,901	14,681			27,582	10,927	12,307			23,234	42,379	47,766			90,145
Shoreview	3,143	3,679			6,822	2,511	2,717			5,228	10,375	15,599			25,974
White Bear Lake	1,032	1,306			2,338	610	777			1,387	2,187	3,611			5,798
Total	26,509	30,533	0	0	57,042	21,022	23,566	0	0	44,588	67,356	83,805	0	0	151,161

Volunteer hours

	Q1	Q2	Q3	Q4	YTD Total
Maplewood	404.00	456.00			860.00
Mounds View	9.00	0.00			9.00
New Brighton	49.00	55.30			104.30
North St. Paul	0.00	0.00			0.00
Roseville	729.00	747.00			1,476.00
Shoreview	419.50	390.75			810.25
White Bear Lake	266.00	259.15			525.15
Administration					0.00
Technical Services					0.00
Friends	, in the second second				0.00
Total	1,876.50	1,908.20	0.00	0.00	3,784.70

Chi	ldren	's pr	oara	ams

Children's program attendance

Children's self-directed activites

	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	1	15			16	2	164			166	124	139			
Mounds View	0	7			7	0	206			206	367	516			
New Brighton	3	2			5	159	50			209	446	635			
North St. Paul	2	1			3	79	14			93	115	207			
Roseville	38	42			80	251	1,354			1,605	323	704			
Shoreview	86	16			102	86	311			397	335	740			
White Bear Lake	98	23			121	707	675			1,382	125	510			
Admin / Virtual	16	84			100	1017	460			1477			, and the second		
Total	244	190	0	0	434	2,301	3,234	0	0	5,535	1,835	3,451	0	0	5,286

Teen programs

Teen program attendance

Teen self-directed activites

reen programs						reen progra	iii atteiit	anice			reen sen-unecteu activites				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total
Maplewood	70	76			146	1,086	1,157			2,243	0	0			0
Mounds View	0	0			0	0	0			0	0	0			0
New Brighton	0	0			0	0	0			0	0	0			0
North St. Paul	0	0			0	0	0			0	0	0			0
Roseville	12	27			39	19	180			199	0	0			0
Shoreview	17	39			56	33	306			339	0	0			0
White Bear Lake	0	0			0	0	0			0	0	0			0
Admin / Virtual	45	0			45	169	0			169	0	0		•	0
Total	144	142	0	0	286	1,307	1,643	0	0	2,950	0	0	0	0	0

Adult programs

Adult program attendance

Adult self-directed activites

Addit programs					Addit program attendance						Auuit 3	Addit Sell-directed activites				
	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	Q1	Q2	Q3	Q4	YTD Total	
Maplewood	19	57			76	37	178			215	22	0				
Mounds View	6	0			6	24	0			24	8	0				
New Brighton	0	0			0	0	0			0	12	0				
North St. Paul	2	2			4	0	0			0	6	0				
Roseville	71	94			165	341	438			779	36	0				
Shoreview	30	33			63	44	193			237	23	0				
White Bear Lake	6	20			26	39	56			95	15	0				
Admin / Virtual	67	63			130	8,418	3,720			12138						
Total	201	269	0	0	470	8,903	4,585	0	0	13,488	122	0	0	0	122	

Outreach Contacts

	Children's	Teen	Pop Up Library	Other Adult
Quarter 1	79	33	87	31
Quarter 2	1,561	300	110	55
Quarter 3				
Quarter 4				
YTD Total	1,640	333	197	86

Branches by Year/System by Quarter

Total circulation Children's circulation Volunteer hours

Location	2020	2021	2022	% Change	2020	2021	2022	% Change	2020	2021	2022	% Change
Maplewood	194,172	231,735		-100%	71,661	93,233		-100%	624	1,416		-100%
Mounds View	57,668	85,854		-100%	27,440	46,692		-100%	60	43		-100%
New Brighton	76,242	118,571		-100%	37,661	66,395		-100%	98	142		-100%
North St Paul	31,093	39,084		-100%	10,712	14,490		-100%	13	0		#DIV/0!
Roseville	535,095	749,833		-100%	235,315	358,696		-100%	2,329	2,668		-100%
Shoreview	306,954	443,461		-100%	155,053	254,720		-100%	1,157	1,448		-100%
White Bear Lake	98,879	152,596		-100%	44,453	75,128		-100%	730	1,012		-100%
E-material	622,487	605,998		-100%								
Other					2,160	88		-100%	4,979	5,507		-100%
Support Services	15,450	14,778		-100%	2,247	2,685		-100%				
System Quarter 1	710,335	466,733	671,966	44%	257,962	147,076	247,734	68%	2,549	1,445	1,876	30%
System Quarter 2	300,566	605,769	701,141	16%	51,723	232,047	270,747	17%	98	1,549	1,908	23%
System Quarter 3	470,003	725,429		-100%	134,026	295,832		-100%	1,138	1,872		-100%
System Quarter 4	463,827	644,661		-100%	143,859	237,172	·	-100%	9,989	7,370	·	-100%
Annual Total	1,944,731	2,442,592		-100%	586,702	912,127		-100%	13,774	12,236		-100%

Express checkout percentages Visits Meeting room use by outside groups

Location	2020	2021	2022	% Change	2020	2021	2022	% Change	2020	2021	2022	% Change
Maplewood	21.5%	60.5%		-100%	60,284	85,480		-100%	241	0		#DIV/0!
Mounds View	19.9%	58.4%		-100%	11,822	9,281		-100%	46	0		#DIV/0!
New Brighton	22.1%	63.1%		-100%	20,796	25,566		-100%	0	0		0%
North St Paul	17.0%	50.2%		-100%	8,524	11,676		-100%	0	0		0%
Roseville	56.6%	86.9%		-100%	147,407	139,621		-100%	210	0		#DIV/0!
Shoreview	43.0%	87.2%		-100%	63,978	45,863		-100%	296	0		#DIV/0!
White Bear Lake	22.2%	64.7%		-100%	27,493	476,200		-100%	68	0		#DIV/0!
System Quarter 1	82.9%	23.3%	88.2%	280%	281,555	60,602	156,918	159%	861	0	0	#DIV/0!
System Quarter 2	0.0%	72.7%	87.9%	0%	828	105,911	181,626	71%	0	0	162	0%
System Quarter 3	9.6%	85.9%		-100%	13,100	162,230		-100%	0	0		0%
System Quarter 4	23.2%	87.4%		-100%	44,821	147,457		-100%	0	0		0%
Annual Average	28.9%	67.3%		-100%	340,304	476,200		-100%	861	0		#DIV/0!

Public computer logins	Hours of computer use	Wireless users
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Location	2020	2021	2022	% Change	2020	2021	2022	% Change	2020	2021	2022	% Change
Maplewood	13,906	17,901		-100%	13,178	14,885		-100%	24,695	24,246		-100%
Mounds View	1,907	2,586		-100%	1,529	1,722		-100%	1,597	1,393		-100%
New Brighton	3,441	5,140		-100%	3,726	3,208		-100%	4,574	4,092		-100%
North St Paul	951	1,398		-100%	860	977		-100%	1,907	1,899		-100%
Roseville	30,945	41,371		-100%	33,415	33,914		-100%	92,277	94,547		-100%
Shoreview	8,412	10,721		-100%	8,965	9,942		-100%	21,322	25,033		-100%
White Bear Lake	3,429	2,443		-100%	2,236	1,416		-100%	5,024	4,480		-100%
System Quarter 1	47,435	11,127	26,509	138%	44,705	10,585	21,022	99%	120,526	22,362	67,356	201%
System Quarter 2	828	18,104	30,533	69%	1,656	16,303	23,567	45%	0	25,975	83,805	223%
System Quarter 3	6,439	26,884		-100%	9,794	18,525		-100%	7,009	47,641		-100%
System Quarter 4	9,207	25,445		-100%	9,409	20,652		-100%	23,861	59,712		-100%
Annual Total	62,991	81,560		-100%	63,908	66,065		-100%	151,396	155,690		-100%

Reference Registrations Hours open

Location	2020	2021	2022	% Change	2020	2021	2022	% Change	2020	2021	2022	% Change
Maplewood	39,910	37,895		-100%	597	1,098		-100%	660	3,153		-100%
Mounds View	10,010	11,531		-100%	185	307		-100%	371	1,169		-100%
New Brighton	8,931	12,168		-100%	200	495		-100%	460	1,525		-100%
North St Paul	7,917	5,642		-100%	86	179		-100%	357	1,211		-100%
Roseville	133,120	81,029		-100%	2,741	3,508		-100%	2,072	3,165		-100%
Shoreview	39,845	30,524		-100%	596	1,258		-100%	1,442	3,163		-100%
White Bear Lake	12,337	12,376		-100%	227	475		-100%	461	1,548		-100%
Technical Services					174	189		-100%				
System Quarter 1	75,556	44,278	47,710	8%	2,664	1,006	3,086	207%	3,629	2,337	4,098	75%
System Quarter 2	48,126	49,452	41,093	-17%	567	1,826	2,478	36%	0	3,824	4,225	10%
System Quarter 3	75,595	50,505		-100%	731	2,632		-100%	630	4,479		-100%
System Quarter 4	52,793	46,930		-100%	844	2,045		-100%	1,564	4,294		-100%
Annual Total	252,070	191,165	88,803	-54%	4,806	7,509	5,564	-26%	5,823	14,934	8,323	-44%

Website visits	Holds placed	E-materials circulated
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	2020	2021	2022	% Change	2020	2021	2022	% Change	2020	2021	2022	% Change
Quarter 1	504,883	2,316,238	1,895,183	-18%	103,469	209,601	123,037	-41%	133,803	148,415	174,714	18%
Quarter 2	1,239,946	1,931,272	1,824,111	-6%	141,425	145,005	111,481	-23%	169,581	142,778	176,202	23%
Quarter 3	1,787,880	1,898,818		-100%	205,573	127,234		-100%	165,517	155,871		-100%
Quarter 4	2,136,403	1,761,905		-100%	204,522	118,288		-100%	153,586	158,934		-100%
Annual Total	5,669,112	7,908,233	3,719,294	-53%	654,989	600,128	234,518	-61%	622,487	605,998	350,916	-42%

Incoming ILL Outgoing ILL Value of gifts added

	2020	2021	2022	% Change	2020	2021	2022	% Change	2020	2021	2022	% Change
Quarter 1	3,839	4,376	4,334	-1%	3,750	3,273	3,020	-8%	\$9,818.25	\$2,397.23	\$1,341.35	-44%
Quarter 2	90	3,872	4,124	7%	745	2,901	2,897	0%	\$23,144.87	\$4,723.60	\$2,287.20	-52%
Quarter 3	1,593	3,916		-100%	1,912	2,976		-100%	\$3,931.62	\$2,052.75		-100%
Quarter 4	3,157	3,540		-100%	2,988	2,616		-100%	\$942.75	\$3,131.30		-100%
Annual Total	8,679	15,704	8,458	-46%	9,395	11,766	5,917	-50%	\$37,837.49	\$12,304.88	\$3,628.55	-71%



Meeting Date
August 17, 2022

Action Requested
Information and Discussion

Presented By
Mickey Ladich,
Building Services Manager

SUBJECT:

2nd Quarter 2022 Incident Reporting

BACKGROUND:

The number of incidents were the same at 22 incidents in the 1st quarter of 2022 and 22 incidents in the 2nd quarter of 2022.

BOARD ACTION REQUESTED:

For Information and Discussion.

Request for Library Board Action	_
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Incident Report Comparison First Quarter

2016	2017	2018	2019	2020	2021	2022
2	1	0	1	0		1
12	1	6	12	15	4	15
1	1	1	0	0		
0	0	0	0	0		1
20	14	16	7	5	2	3
6	3	1	4	2	2	
0	1	2	0	1		2
41	21	26	24	23	8	22
	2 12 1 0 20 6	2 1 12 1 1 1 0 0 20 14 6 3 0 1	2 1 0 12 1 6 1 1 1 1 0 0 0 20 14 16 6 3 1 0 1 2	2 1 0 1 12 1 6 12 1 1 1 0 0 0 0 0 20 14 16 7 6 3 1 4 0 1 2 0	2 1 0 1 0 12 1 6 12 15 1 1 1 0 0 0 0 0 0 0 20 14 16 7 5 6 3 1 4 2 0 1 2 0 1	12 1 6 12 15 4 1 1 1 0 0 0 0 0 0 0 20 14 16 7 5 2 6 3 1 4 2 2 0 1 2 0 1

Incident Report Comparison Second Quarter

	2016	2017	2018	2019	2020	2021	2022
New Brighton	0	0	0	0	0	1	0
Maplewood	14	6	8	19	2	5	12
Mounds View	2	2	0	0	0		0
North St. Paul	1	1	1	5	0	1	0
Roseville	18	10	11	11	2	8	7
Shoreview	2	4	5	8	0		2
White Bear Lake	5	4	3	2	0	3	1
	42	27	28	45	4	18	22

Incident Report Comparison Third Quarter

	_			•			
	2016	2017	2018	2019	2020	2021	2022
New Brighton	1	2	1	0	0	0	
Maplewood	20	11	11	13	3	8	
Mounds View	1	2	0	0	0	0	
North St. Paul	0	0	0	1	1	3	
Roseville	18	6	24	18	5	7	
Shoreview	1	4	6	7	3	0	
White Bear Lake	4	10	6	5	0	3	
	45	35	48	44	12	21	0

Incident Report Comparison Fourth Quarter

	2016	2017	2018	2019	2020	2021	2022
New Brighton	2	2	0	0	0	2	
Maplewood	15	9	12	19	1	12	
Mounds View	1	2	0	0	0	0	
North St. Paul	0	1	2	0	1	0	
Roseville	16	14	17	14	3	8	
Shoreview	7	9	9	2	3	3	
White Bear Lake	0	2	1	0	0	1	
	41	39	41	35	8	26	0

Totals	169	122	143	148	47	73	44



Meeting Date
August 17, 2022

Action Requested
Approve Agreement

Presented By
Pang H. Yang,
Deputy Director

SUBJECT:

CTEP Agreement with Saint Paul Neighborhood Network for 2022-2023 Program

BACKGROUND:

Since 2010, Ramsey County Library has entered into annual agreements with St. Paul Neighborhood Network (SPNN) to serve as a host site for the Community Technology Empowerment Project (CTEP) AmeriCorps Program. The Library hosts CTEP AmeriCorps members who provide digital literacy and job search programming for teens and adults at libraries and in the community.

CTEP members serve full-time for a year beginning in September. They receive a stipend, a health care option, and an educational award upon completion of service.

The Library pays a stipend of \$10,200 per first year member, and \$11,000 for second year members. For the 2022-2023 program Ramsey County Library was awarded four CTEP member positions; three first year members and one second year member for a total payment of up to \$41,600. The Library Board must approve expenditures of \$25,000 or more. To date only two positions have been filled that include one first year member and one second year member.

BOARD ACTION REQUESTED:

Authorize the Deputy Director to sign the 2022-2023 Host Site Agreement with St. Paul Neighborhood Network and host up to four CTEP AmeriCorps members at a cost not to exceed \$41,600. Host Site Agreement subject to review by the Ramsey County Attorney's Office.

Request for Libra	rv Board Action	



Meeting Date
August 17, 2022

Action Requested
Information & Discussion,
Recommendation

Presented By
Pang Yang,
Deputy Director

SUBJECT:

Ramsey County Library in Maplewood Renovation

BACKGROUND:

Pang Yang, Deputy Director, will present an update on the Maplewood Renovation project to the Library Board of Trustees.

Expected construction time for the renovation of the library in Maplewood is between December 2022 through September 2023.

Should the library remain open, there is an expected additional cost of \$160,000.00 added to budget, and additional minimum of three months of closure beyond projected timeline between December 2022 through September 2023. User experience will be impacted by inconsistent environment of sound, temperature, and limited access.

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:

Vote on recommendation for closure of Ramsey County Library – Maplewood during renovation from December 2022 through September 2023.

_ Request for Library Board Action _.	
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Meeting Date
August 17, 2022

Action Requested
Ramsey County
Board Liaison Report

<u>Presented By</u> Nicole Joy Frethem, Commissioner

SUBJECT:

Report from Commissioner Frethem.

BACKGROUND:

Commissioner Frethem 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
August 17, 2022

Action Requested
Deputy County Manager
Update

Presented By
Johanna Berg,
Deputy County Manager EGCI

SUBJECT:

Report from Johanna Berg, Deputy County Manager.

BACKGROUND:

Deputy County Manager will present a verbal update to the Library Board of Trustees if available.

BOARD ACTION REQUESTED:

For information and discussion.

Request for Library Board Action



Aug. 5: Yahoo Ramsey County social services director exits after 3 month leave, library director resigns

after 5 months on job

https://www.yahoo.com/lifestyle/ramsey-county-social-services-director-

213100440.html

Aug. 5: Pioneer

Press

Ramsey County social services director exits after 3 month leave, library director resigns after 5 months on job

https://www.twincities.com/2022/08/05/ramsey-county-social-services-director-exits-

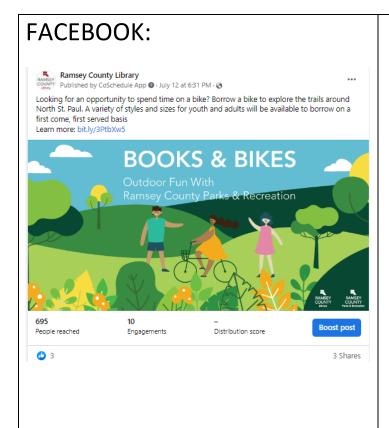
after-3-month-leave-library-director-resigns-after-5-months-on-job/

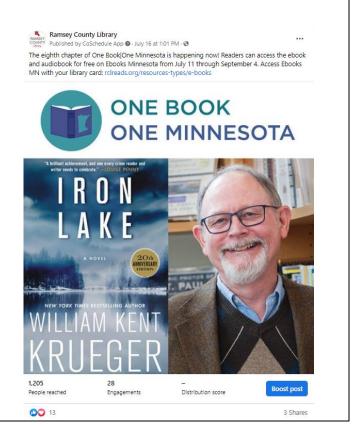
Aug. 5: Star Tribune

Ramsey County library director resigns after less than 6 months

https://www.startribune.com/ramsey-county-library-director-resigns-after-less-than-6-

months/600196002/











nedule App O - July 22 at 4:13 PM - 🚱

Wondering what's new on Kanopy? Titles include The Immigrant, A Fantastic Fear of Everything and more. Browse today: bit.ly/3lxO5mJ





People reached

Published by CoSchedule App **②** · July 26 at 11:08 AM · **③**

The interior renovation project will provide a refreshed facility with a new layout and will best support the community of Maplewood for many years to come. Now until Aug. 9., stop by the library in Maplewood to give your feedback.

Distribution score

Learn more: rclreads.org/news/renovation-at-maplewood-location

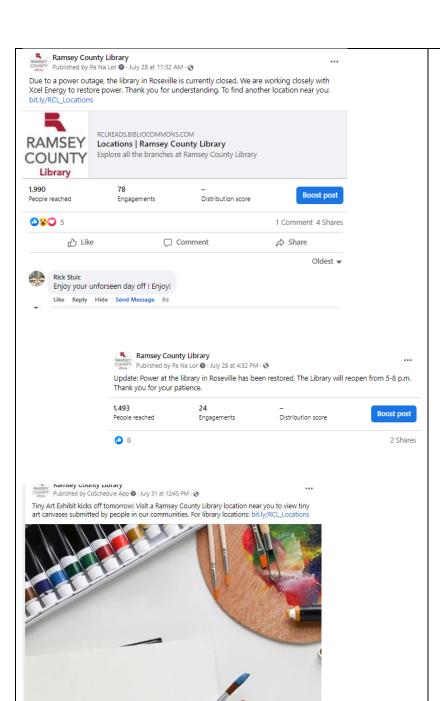


Ramsey County Library Plans for Renovation at Maplewood Location

Planning for an interior renovation of the public spaces at the library in Maplewood is underw..

↓ -1.2x average People reached Engagements Distribution score





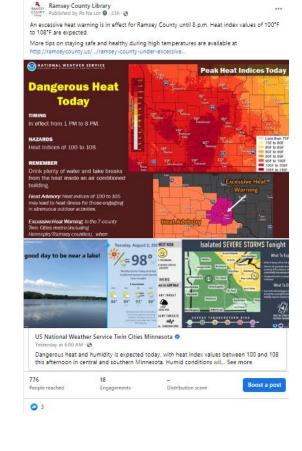
Boost post

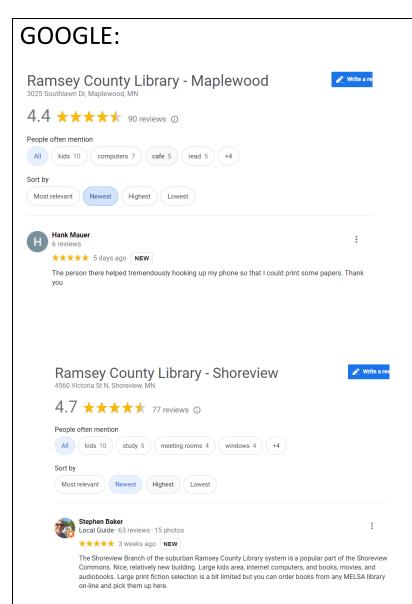
2 Shares

717

People reached

Engagements





Ramsey County Library - Roseville 2180 Hamline Ave N, Roseville, MN

4.7 *** 183 reviews (i)



Very good service. Very clean and quiet environment

...just wish they have study rooms reservation system....

Ramsey County Library - White Bear Lake

2150 2nd St, White Bear Lake, MN



All read 7 Sort by

Most relevant Newest Highest Lowest



the best place to go on Friday mornings and make your way to the farmers market after :)

TWITTER:



MNHS Press (Minnesota Historical Society P... @MNHSPr... · Jul 12 ····
History Revealed virtual program this Thursday with @ESFLibrary, Ramsey
County Historical Society and @rclreads's Roseville Library: "Daybreak
Woman" An Anglo-Dakota Life" by Jane Lamm Carroll.
eastsidefreedomlibrary.org/events/history...







Ramsey County Library Friends @RCLFriends · Jul 15

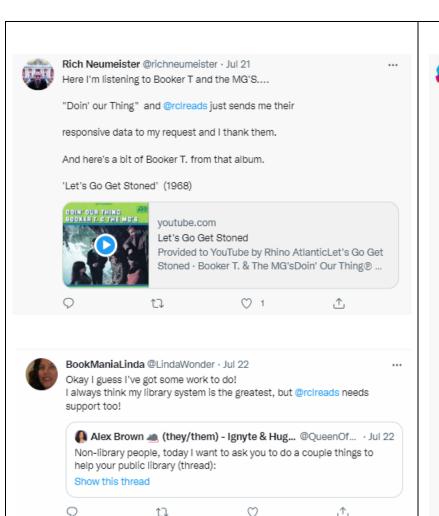
We're holding a Jingle in July sale at the Friends Used Bookstore at RCL-Maplewood on 7/20! Featuring non-holiday genres, holiday-themed books, gift-quality books and autographed editions. Hardcovers \$2, paperbacks \$1, CDs & DVDs 2 for \$3. Stop by @rcireads in Maplewood 10am-5pm.



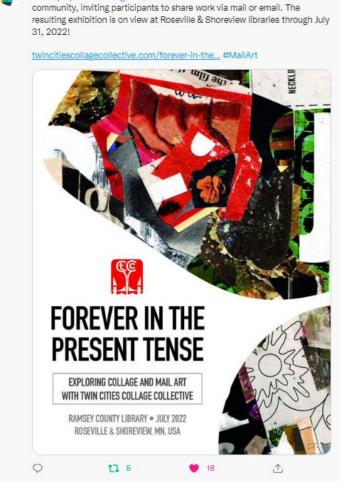












Last April, @TwinCollage & @rclreads distributed 100 mail art kits to the

MN Ctr for Book Arts @mnbookarts · Jul 29

