

LIBRARY BOARD MEETING

April 9, 2018

Members present: Fournier, Hoehn, McManus, Niederkorn, Radloff, Rund, Tetrick, Trisko and Halgren (staff)

Absent: None

Meeting called to order at 7:00 p.m.

Consent

- Minutes – M/S/A
- Bills- M/S/A

Unfinished Business

Repair and Maintenance

- The tree by the employee entrance was chopped down (3/13) due to dying branches. Each windstorm brought more branches down in the road or on the sidewalk.

Senate Bonding Tour

- The tour began at 8:35 am on February 14 with Chris Esser briefly presenting on Seidl's Lake with the library presentation following and Ryan Garcia and Chris Hartzell wrapping things up with Concord Ave. N before the senators left for Eagan.
- Halgren sent letters to all members of the Senate's Capital Investment Committee on behalf of the board.
- Representative Franke drafted a bill for our library project and introduced it in the House on March 1. It was referred to the Job Growth and Energy Affordability Policy and Finance Committee. Senator Bigham drafted a similar bill and the Senate referred it to the Capital Investment Committee. We're waiting to be called to the capitol to testify!

Shared Study with Lawshe Memorial Museum

- The study with LSE Architects was completed on March 5. Halgren passed out plans and a summary of costs and proposed square footages.
- The total cost for the project, excluding soft costs, escalation, etc., was estimated at \$10,986,335.

Shelving Position

- Halgren contacted Mitch Paulson, School Counselor for Gr. 10-12 and Career and College Advisor, of SSP schools and sent him our job posting; the posting was also on the city's website and our website and downstairs in the teen area. Closing date was March 16.
- We interviewed four candidates and on April 9 offered the job to a senior at South St. Paul High School.

New Business

Circulation Stats

- Down 11.41% for February; down 8.86% for March

Library Board Vacancy

- Both Radloff and Rund were reappointed to the library board, but we still have an unfilled seat. Halgren encouraged board members to urge people to apply for this vacancy.

2017 Annual Report

- Halgren presented a completed annual report for 2017, with President Trisko signing off on the approval form to be submitted to the MDE.
- Interesting statistics include a slight drop in visitors to 68,608 [70,525 in 2016]; 39,036 items were sent to other libraries with 12,709 items received from other libraries; overall circulation included more electronic use with 14.7% of 118,322 items either downloaded or streamed. We presented 506 programs over last year's 414, but we had fewer attendees at 7,852 vs. 8,247. We're committed to maintaining a manageable collection of under 70,000 items, and as of Dec. 31, we had 65,346 physical items. Our volunteer hours soared from 373 hours in 2016 to 644 hours in 2017. As with Dakota County Library System, our fine and fee collection is going down with \$7,420 collected in 2017 vs. \$12,011 in 2016. The city also contributed \$6,290 to a joint study with Dakota County regarding possible shared opportunities with Lawshe Memorial Museum. The biggest change was our meeting room use rising 148% from 122 bookings in 2016 to 302 bookings in 2017!

Hot Reads for Cold Nights Report

- Halgren presented Rodriguez's report for our most successful year yet with 135 readers signed up, which was 47 more than in 2017.
- 459 drawing slips were turned in, which was an increase from 376 last year.
- Expenditures for the program totaled \$314.68.
- The grand prize was a gift certificate to Cherokee Tavern with a Hot Reads mug, a book, and a SSP library tote.

Updated Website

- Our library website will be undergoing a makeover with an expected live date of May 3.
- The new website will be mobile-friendly, the navigational sidebar will be ours, not the city's; we'll have a new domain name of www.ssplibrary.org so we'll be easier to find and align with our Facebook page address; and we can change out the pictures from programs and such so that they will reflect our activities.

Current Programming

- Adult Programs
 - Sixteen enjoyed creating small animals in felt during Hand-crafted Creatures with the Textile Center (2/26)
 - Upcycled Make & Take Decoupage Candle Holders (3/5) was cancelled due to the slight storm and rescheduled for May 7
 - Heathy Cooking for Everyone Series began with 9 participants on 3/19
 - Halgren's presentation to P.E.O. Chapter H was cancelled due to weather and rescheduled for July 17

- *Upcoming:* Cracked Walnut Spring Lit Fest (4/19); Smartphone Basics and Security (4/23); Antiques Appraisal (4/28); Tales of Trickery Silver Tea (5/2); Notes of Spring (5/3); Upcycled Make & Take Succulent Planters and Decoupage Candle Holders (5/7).
- Children's Programs
 - Twenty-six listened to Stories at Lawshe Memorial Museum (2/20)
 - We counted 35, which included new families, at our Obstacle Course (2/28)
 - 18 learned about magnets at WonderWorks (3/7)
 - 12 enjoyed Wildlife Drawing with Eagan Art House (3/14)
 - Legos and Duplos drew 18 builders (3/15)
 - Our rescheduled Fairy and Troll Houses with Artistry (4/7) attracted 22 future artists
 - *Upcoming:* Create-a-Play: Wizarding World with Steppingstone Theatre (4/21); ECFE Storytime (4/26); Family Game Night with Emily Eidenschink, SSP Royalty (4/26).
- Book Sale
 - April 9-14, 2018

Other/Correspondence

- Eleanor Twining memorials have come to the library with best sellers purchased in her memory
- Thank-you card sent to Roger and Verna Schwagmeyer who donated a space heater
- Thank-you card received from Autumn Hubbell of Dakota County Parks
- Rodriguez will be out for surgery (4/30 to 5/11).
- Board members expressed concern over the state of the sidewalk around the library—Halgren will speak with other city managers about this and report back.

Meeting Adjourned 8:14 p.m.

Respectfully submitted,
Megan Fournier