

SCOTT COUNTY LIBRARY
MINUTES OF AUGUST 20, 2020

Thursday August 20, 2020

Online Meeting

5:30 p.m.

Ed Speiker called the meeting to order.

Roll call was taken.

MEMBERS PRESENT: Joyce Bailey, Jill Kufirin, Michelle Salmonson, Ed Speiker, Lauren Spranger, Commissioner Weckman Brekke

MEMBERS ABSENT: None

OTHERS PRESENT: Jacob Grussing, Cindy Purser, Kristy Rieger, Sarah Geffre, Lisa Pollard

There was no public comment.

- ❖ Consent Agenda
 - Minutes – May 2020
 - Activity Report –None
 - Financial Report – None
 - Acceptance of written reports

A MOTION WAS MADE BY SPEIKER AND SECONDED BY KUFRIN to approve the Consent Agenda.

MOTION CARRIED

❖ **INFORMATION/DISCUSSION**

CUSTOMER COMPLAINT

A recent customer complaint regarding the content of suggested summer reading booklists was presented to the Library Advisory Board members along with Jake's response to the customer. The Library Advisory Board members reviewed both communications and are supportive of Jake's response.

LIBRARY OPERATIONS UPDATE

Current services being offered to customers include Curbside pick-up, computer access by appointment and limited express hours where customers can walk into the library and browse materials. Currently, Scott County has one of the highest infection rates in the State of Minnesota so Jake doesn't foresee other services being rolled out anytime in the near future and expects the libraries to operate in this modified service model for awhile. The Library Advisory Board members are supportive of the modified service model to help keep staff and customers safe while continuing to provide library services.

EXTENDED ACCESS UPDATE

Bibliotheca (vendor) is ready to continue work with county staff to finish the installation of hardware that will make Extended Access services possible. There is currently no timeline for launching Extended Access services as there isn't a way to control the number of individuals allowed in the library at the same time, no one to do enhanced cleaning, etc. It will likely be awhile before Extended Access services can launch, but the installation will be ready for when the time comes.

PERFORMANCE MEASURES

Jake sent out four performance measures in advance of the meeting to give the Library Advisory Board members an idea of how customers are using library services. As can be seen, circulation has increased as customers have been able to come into the libraries to browse the collection. Digital circulation dropped a bit since reopening in July, but has held consistent at around 4,000 circulations a week which is roughly double what it was before COVID-19. Jake expects that many who started using digital materials during COVID-19 will likely stay permanent converts. As can be seen from the statistics, curbside appointments have dropped off, but it remains a valuable service for the population that utilizes it. Computer access by appointment continues to hold steady.

Jake meets with MELSA Library Directors weekly and all indicate libraries are busy. Virtual programming has been in demand and is able to reach more individuals than traditional program offerings.

BUDGET

Every county department has found ways to reduce their 2020 budget so that, as a county, we can come in on target. As of this moment, the 2021 budget looks to have approximately \$90,000 restored to the Library Aides and Substitute Staffing line (these staff are not working the rest of 2020) as well as a full restoration of our materials budget back to the full \$385,000.

ADVISORY BOARD MEETINGS

One month into operating in a hybrid model and staff is slowly reestablishing an operational rhythm as a department. Jake indicated he would like to go back to having a standard Library Advisory Board packet and meeting monthly again, but continue to meet virtually for the foreseeable future.

❖ ORAL REPORTS

SPRANGER: Lauren indicated that she has used and enjoyed curbside pickup.

KUFRIN: Jill also indicated her enjoyment of curbside pickup. Jill asked about the Readmobile being utilized and how the Library plans to support distance learning this fall.

SALMONSON: Michelle has visited the Shakopee during express hours and wishes more individuals were visiting the library.

SPEIKER: Ed feels staff have done a fabulous job with their quick response to shifting services to curbside pickup, limited walk in access to the library, etc.

COMMISSIONER WECKMAN BREKKE: The County continues to keep working through COVID and an Operating Plan for each County Division to deliver their services in whatever way is possible. The County is really looking at the 2021 budget. CARES money has been allocated from the Federal Government and the County is working to ensure funds go to businesses and/or individuals/families that were harmed by COVID, but didn't receive other funding via other State and/or Federal Programs. The CARES money needs to be spent by 12/31/2020.

Jake is taking on some additional facilitation and leadership of the U of M Extension Services and the Scott County Historical Society. Both groups have formal directors and boards, but Jake is helping link Extension and Historical Society services with Libraries and Parks Department.

Government Center Two construction is still proceeding and is right around the target for completion of timeliness. Early Spring 2021, the plan is to move everyone from Government Center One (current building today) to Government Center Two so the HVAC system can be redone in Government Center One. Proceeding forward with construction this way will save the county money.

Government Center and Household Hazardous Waste continue to operate by appointment services only. Residents have expressed positive feedback for appointment based services instead of waiting in long lines and in some cases we're able to serve more individuals now than we were before appointments were introduced.

Elections is hard at work processing absentee and vote by mail ballot requests. The County is recruiting and training election judges as there has been a shortage due to many not returning due to COVID 19.

DIRECTOR: Both U of M Extension and Scott County Historical Society have great leadership and Jake reports he is settling into his new role as a liaison between them, parks and libraries.

Jake recognizes that Study Spaces in the libraries is desired by community members. He hopes the libraries might be able to offer that service later in 2020, but the County Strategy Group has advised the Libraries not to offer that service at this time.

ASSOCIATE DIRECTOR: The County earmarked \$50,000 for Digital Materials (eBooks, eAudiobooks, eMagazines) as part of CARES funding. From March-July the library had over 1,600 new Cloud Library users vs 900 in the same time frame as last year. Many Antiracist education titles were highlighted on the platform giving patrons a way to read to understand their world more. The titles were really well utilized.

LIBRARY TECHNOLOGY MANAGER: Lisa P and Kristy have been thinking about distance learning this fall and how the library can help support. The Library is continuing the Virtual School Card Project with District 191 (Burnsville/Eagan/Savage grades 6-12) and District 720 (Shakopee grades K-12). Both are talking to branch staff about how we can make connections to School Technical Teachers, Media Specialists, etc. to ensure there is awareness of the Library's online resources and online card application form.

Kristy has been busy assisting with reopening efforts, outgoing communication via social media, press releases, website updates, etc. She has also been busy assisting the Learning and Outreach team develop filming plans and kits of materials.

LEARNING AND OUTREACH MANAGER: The Readmobile was able to go to four sites in late June/early July for outdoor visits as it is too hard to social distance on the vehicle. Of the four sites visited, three were regular sites and one was a new site originally planned for this summer. The visits included giving away summer Readmobile boxes which had Summer Spotlight At Home packets and activities, snacks, free books, etc. COVID-19 cases starting increasing so staff was unable to do repeat visits in August. Readmobile staff want to be in the community doing outreach, but are also ensuring safety.

Learning and Outreach staff will be at the Esperanza Backpack Distribution night late in August for their annual event. The vehicle might not be able to go out in the community like before, but the Learning and Outreach staff are thinking of new and creative ways staff can continue to go out into the community.

We were able to obtain equipment so that as a system, we can be more thoughtful of the formatting of Early Literacy Class videos this fall so that they are more consistent. Customers can view the videos whenever it is convenient for them vs trying to get to classes at a certain date/time/location so staff is hoping they will be able to reach more individuals. It is unknown when in person programming can safely resume.

There was a huge demand for Summer Reading packets over the summer and just under 3,000 packets were distributed. Each packet had a 16 page booklet with weekly themes, activities and reading logs. The packets also had craft and science activities inside them. Most individuals who received a packet were pleased and provided positive feedback. For the summer craft kits being mailed to homes, registrations have been filling quickly.

Learning and Outreach staff is busy planning Fall Early Literacy Packets. There will be packets for children ages birth-five that have a booklet and free book. There will also be reading packets for early elementary children to help boost reading skills and consist of fun activities inside a booklet along with a parents guide for why certain activities are being recommended for kids for literacy learning.

MOTION BY BAILEY AND SECONDED BY KUFRIN to adjourn the meeting.

MOTION CARRIED

Ed Speiker, President

Sarah Geffre for
Lauren Spranger, Secretary

The next library board meeting is September 17, 2020 at 5:30 p.m. via Skype.