



Anoka County
LIBRARY

Ideas, Information, Inspiration.

CALL TO SPECIAL MEETING

LIBRARY BOARD MEETING

TELECONFERENCE

April 6, 2020

5:30pm

Please notify library staff (763-324-1500) if unable to attend.



Anoka County LIBRARY

Ideas, Information, Inspiration.

The Anoka County Library Board will hold a special board meeting via teleconferencing or other electronic means pursuant to Minnesota Statutes Section 13D.021. Public attendance at the meeting is not practicable due to the nature of the pandemic, but interested public may access the meeting by electronic means.

AMENDED ANOKA COUNTY LIBRARY BOARD AGENDA

April 6, 2020, 5:30pm

Special Board Meeting

Teleconference

- A. **Call to Order/ Adoption of the Agenda** Mark Lenz, President

- B. **Action Items**
 - 1. Reduction of Services
 - 2. Closing all but 3 branches
 - 3. Curbside Service
 - 4. Staffing Plan

- C. **Discussion Items**
 - 1. Mississippi Project
 - 2. Director's Report

- D. **Adjournment**



Anoka County LIBRARY

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ANOKA COUNTY LIBRARY BOARD ACTION ITEM

April 6, 2020

AGENDA ITEM NO: B-1
AGENDA ITEM: Reduction of Services

ACTION REQUESTED / RECOMMENDATION:

Approve reduction of services.

BACKGROUND INFORMATION:

Changes to the Anoka County Library as of April 4th, 2020

As directed by the Anoka County Board based on the Pandemic Emergency Status Furloughs

- 22 fully furloughed, (working 0 hours)
- 55 partially furloughed, (working decreased hours)
- 18 temporary employees (shelvers) positions ended as of April 3, 2020.

Regular hours per week=3026

Reduced hours per week= 1961 (35% decrease)

Open Hours

Previous public service hours per week: 365

Current service hours for curbside: 90

Buildings

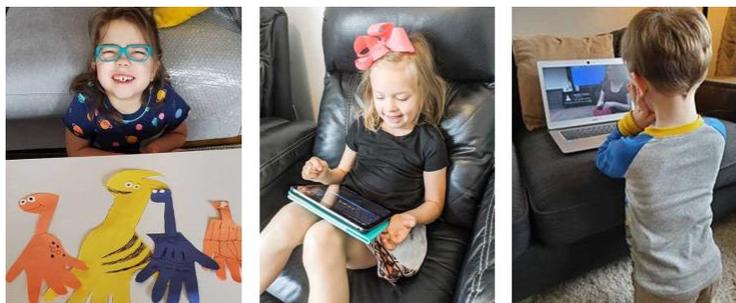
Three libraries will remain open as of April 6th, 2020

- Northtown
- Rum River
- Johnsville

All curbside services and book returns will be directed to these buildings.

Anoka County Library

#ACLatHome Serving Anoka County virtually by phone, email, and online



NEW Virtual Programs

- Virtual Storytime on Facebook [@AnokaCountyLibrary](https://www.facebook.com/AnokaCountyLibrary) weekdays at 10:15am
 - 251 new page followers
 - 2300 views on the first video
 - 100-200 people are watching live
 - Storytime will be also be airing on QCTV for patrons without internet access
- What YA Reading and Word of the Day eBook recommendations for teens and adults
- Celebrated Read Tolkien Day on 3/25 with live-streamed reading of the first chapter of The Hobbit and Tolkien trivia

Phone, Email, and Chat Services

- Calls from patrons without internet access for help w/ tax forms, census, & COVID resources
- Reached out to nursing homes to offer services and social connection to residents
- Calling our *Books By Mail* homebound patrons to check in
- Recycled Reads deliveries to shelters and food shelves. One boy looked at the books, and asked me, "Are you a Fairy?!! I answered "Yes, Mary the Library Fairy". He quickly shouted, "The fairy brought us books!"

eLibrary

- eBooks, audiobooks, eMagazines, eNewspapers.
 - New users up 71% compared to March 2019
 - Active users up 18%
 - Circulation in cloudLibrary is up 20%
- Online classes and tutorials for arts & crafts, language learning, genealogy, and more
- Live online homework help and tutoring

Physical Materials Services

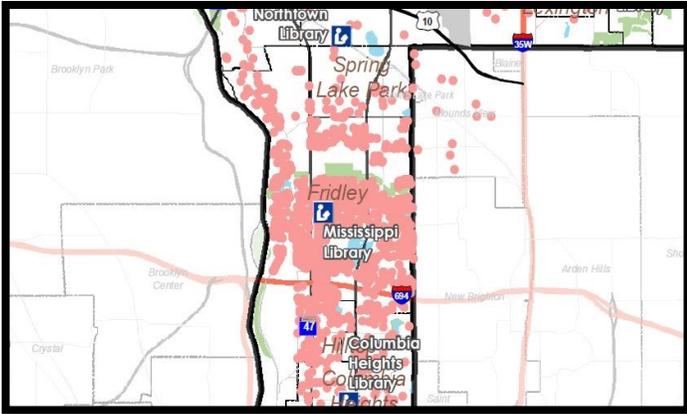
- Accepting holds & returns of items
- **NEW Curbside Service**
- Patrons will now be able to pick up physical items curbside



Supporting County Departments

- **NEW** Drop off sites - Collecting public assistance and tab renewal paperwork through book returns
- Storywalks at Anoka County Parks

Mississippi Library– Fridley



Mississippi Library Overview

Size: The Mississippi Library is 11,007 square feet. The library currently serves an estimated 2.1 people per square foot and has a population of 38,949 Anoka county residents within a 9 minute drive.

Use: In 2018, the library circulated 114,565 items, had 78,707 visits, and averaged 36 visitors per hour. Between 2008 and 2018 the library saw a 35% increase in meeting room usage and a 151% increase in attendance at classes and events.

Service Area

Boundaries: The Mississippi Library serves Anoka County residents in the city of Fridley.

Neighborhood: The library is located in a largely residential area. The City of Fridley, Hayes Elementary School, and Fridley High School are all located close to the library. The library is within walking distance of Metro Transit bus line.

Population: Mississippi Library's service population has seen growth in the last 8 years from 18,660 in 2010 to an estimated 23,059 in 2018. The service population is estimated to grow to 25,280 in 2030.

Building Priorities

The library was built in 1974 and remodeled in 1989.

Priorities include:

- Replace carpet and original tile floor
- Upgrade public and staff restrooms, original finishes
- Upgrade staff workroom and kitchenette, original
- Upgrade lighting in meeting room and staff workroom
- Meeting room accessibility before/after hours
- Add acoustic panels to dampen sound
- Replace shelving with lower shelves
- Reconfigure exterior book drop for better functionality
- Repaint Children's Play Space furnishings
- Roof replacement

Cost Estimate \$360,000.00

Community Demographics- 9 min. drive

Population Density (sq mi): 2603

Median Age: 38.8

Pop Growth 5 yrs (estimated): 0.6%

Average Household Income: \$68,827

Median Household Income: \$55,516

Average Household Size: 2.41

% Nonwhite Population: 25.5%

Anoka County
Facilities Management & Construction
Construction Budget Worksheet

Project Information					
Today's Date:	03/30/2020	Target Date:	tbd	Project Number:	AC-063-19
Department:	FM&C	Dept. Contact:		Phone Number:	.
		Dept. Contact:		Phone Number:	.
Project Name:	Mississippi Library	Project Manager:	Darrell Olson	Phone Number:	763.324.1962

Construction						
	Qty	Unit	Unit Cost	Estimated Range		Assumptions
Site Construction						
Dumpster Rental	1	LS	\$700.00	\$700	\$700	
Permits	1	LS	\$500.00	\$500	\$500	
Minor Demolition for Remodeling	1	LF	\$150.00	\$5,000	\$5,000	
Finish Carpentry						
Book Display Kiosks	4	EA	\$1,500.00	\$6,000	\$6,000	
Display case in Lobby	1	LS	\$10,000.00	\$10,000	\$10,000	
Kitchen Cabinets	1	LS	\$6,000.00	\$6,000	\$6,000	
Millwork Information Desk	1	LS	\$0.00	\$10,000	\$10,000	Alternate: Relocate Existing Herman Miller
New Walls & Doors						
Change out Laminate Doors	8	LS	\$1,000.00	\$8,000	\$8,000	Backroom & Conference Rooms
Flooring						
Carpet Tile	1	LS	\$0.00	\$68,000	\$68,000	
Kitchen Floor Tile	1	LS	\$0.00	\$10,000	\$10,000	
Ceiling Tile & Grid						
Ceiling Work at New Study Rooms	1	LS	\$5,000.00	\$5,000	\$5,000	
Wall Finishes						
Wall Covering	1	LS	\$0.00	\$61,000	\$61,000	
Paints & Coatings						
Paint door frames	10	EA	\$375.00	\$3,750	\$3,750	
Finish doors	3	EA	\$350.00	\$1,050	\$1,050	
Ceiling Work	1	LS	\$0.00	\$15,000	\$15,000	
Sani Glaze Toilet floors	1	LS	\$9,000.00	\$9,000	\$9,000	
Sani Glaze Toilet partitions	1	LS	\$2,000.00	\$2,000	\$2,000	
Mechanical						
HVAC adjustments	1	LS	\$20,000.00	\$20,000	\$20,000	
Electrical						

Materials	1	LS	\$3,000.00	\$3,000	\$3,000	
Electrical Installation	1	LS	\$6,000.00	\$6,000	\$6,000	
Lighting -	1	LS	\$2,000.00	\$2,000	\$2,000	
Miscellaneous						
Add/Relocate Sprinklers & Fire Horns	1	LS	\$2,000.00	\$2,000	\$2,000	
Contingency @ 10%				\$25,400.00	\$25,400.00	
Construction Total				\$279,400	\$279,400	

Furniture / Fixtures / Equipment						
	Qty	Unit	Unit Cost	Estimated Range		Assumptions
Furniture						
Computer Tables	1	WS	\$550.00	\$550	\$550	Future computer table in Teen area
30D counter height table	1	WS	\$200.00	\$200	\$200	
30D occasional tables	2	WS	\$300.00	\$600	\$600	
Counter height chairs	2	WS	\$275.00	\$550	\$550	
Lounge Chairs w/ tablet arms	3	WS	\$1,200.00	\$3,600	\$3,600	
Lounge Seating in corridor	3	WS	\$1,200.00	\$3,600	\$3,600	
Furniture delivery & installation	1	LS	\$3,000.00	\$3,000	\$3,000	Includes minor adds to HM desk
Movable Walls	150	LF	\$300.00	\$45,000	\$54,000	Estimate based on \$300 - \$360/lf
3M Film	75	LF	\$50.00	\$3,750	\$3,750	
Retrofit Library Shelves						
Cut down existing shelves	500	LF	\$10.00	\$5,000	\$5,000	Estimate based on double units
Equipment						
Display monitor	1	EA	\$1,600.00	\$1,600	\$1,600	Replace existing monitor if needed
Interior Signage	20	LS	\$60.00	\$1,200	\$1,200	
Contingency @ 5%				\$3,405	\$3,855	
Furniture / Fixtures/ Equipment Total				\$71,505	\$80,955	

Security						
	Qty	Unit	Unit Cost	Estimated Range		Assumptions
Card Readers	1	EA	\$0.00	\$0	\$0	
Contingency @ 5%				\$0	\$0	
Security Total				\$0	\$0	

Technology						
	Qty	Unit	Unit Cost	Estimated Range		Assumptions
Data Cabling	20	EA	\$300.00	\$6,000	\$6,000	
Contingency @ 20%				\$1,200	\$1,200	May require additional switching & conduit
Technology Total				\$7,200	\$7,200	

Budget Estimate Summary	Estimated Range	
Construction Total	\$279,400	\$279,400
FFE Total	\$71,505	\$80,955
Security Total	\$0	\$0
Technology Total	\$7,200	\$7,200
Budget Estimate Subtotal	\$358,105	\$367,555
Budget Estimate Total	\$358,105	\$367,555

Anoka County
Facilities Management & Construction
Construction Budget Worksheet

Project Information					
Today's Date:	10/31/2019	Target Date:	tbd	Project Number:	AC-127-19
Department:	FM&C	Dept. Contact:		Phone Number:	.
		Dept. Contact:		Phone Number:	.
Project Name:	Cafeteria Remodel	Project Manager:	Darrell Olson	Phone Number:	763.324.1962

Budget Estimate Summary	Estimated Range		Assumptions
Construction Total	\$279,400	\$279,400	
FFE Total	\$71,505	\$80,955	
Security Total	\$0	\$0	
Technology Total	\$7,200	\$7,200	
Budget Estimate Subtotal	\$358,105	\$367,555	

Budget based on the following assumptions:

Carpeting- Anoka County Standard Finish Materials Price

Wallcovering - Anoka County Standard Finish Materials Price

Installation of the above is based on implementing all in one phase

Reusing existing bookshelves & cutting down

Reusing existing furniture for study tables, computer desks, chairs and lounge seating/minor additions needed

Adding more data to building and running conduit on exterior concrete walls.



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ANOKA COUNTY LIBRARY BOARD INFORMATION ITEM

April 6, 2020

AGENDA ITEM NO: C-2
AGENDA ITEM: Director's Report

ACTION REQUESTED / RECOMMENDATION: Information and Discussion

This journey of Interim Library Director continues to be the most interesting experience in my career. I could not be happier to be working with the Anoka County Library staff during this challenging time. As with everyone in society, they have been asked to quickly implement new services, close down services, and increase virtual services on the fly.

As you can see from the attached flyer, it appears everything we are doing is working and increasing in popularity as patrons get used to this new world.

I have also attached a summary of our current status on buildings, hours and staff. These numbers are very fluid and have been adjusted all week. They will continue to adjust as situations change throughout the next months. Please note that furloughs will not save payroll dollars at this time. Employees using EMB or FTO are still paid out of our budget. We chose not to renew temporary contracts at this time and a few people are taking a portion of their time unpaid. These choices will translate into savings.

We are buying some items to clean, sanitize, communicate changes that we didn't anticipate. We are also holding off on some items we would normally buy. It's too early to give you a clear picture of what that means to our financial results, but currently, I anticipate we are well within our limits. Please recognize that Anoka County revenues are being significantly affected and we will have to determine at some point how to resolve the difference.

Anoka County Commissioners, Administration and your Library Management team have made every effort to give employees options to work and keep them safe. Our employees seem to appreciate this effort but are still scared and frustrated as are most people.

Monday, we will be implementing a more formal curbside service at 3 branches. We did a trial run this week and it was well-received. We made a lot of families happy with new materials to explore.

I appreciate the support and patience of the Library Board during this time. I welcome any ideas to continue to improve our website, services, communications, etc. We will continue to do our very best keeping Anoka County Library services alive while keeping everyone as safe as we can.

Look forward to our virtual meeting Monday.

Sincerely,
Patti Hetrick
Anoka County Interim Library Director