$292_{\text{design group}}$

Date: July 27, 2009 Meeting On: July 27, 2009

From: Pam Anderson; 292 Copy: Task Force/Core Team

Project: Hamline Midway Library Joint Use Study

292 No. 9024.00

Present: Brad Bentcover; HM Coalition Ole Runquist; Neighbor

Carrie Pomeroy; Neighbor Samantha Henningson; Ward 4 Aide

Jun-Li Wang; HM Coalition

Kathleen Flynn; Acting Library Director
Susie Odegard; St. Paul Parks & Rec

Ben Grove; Neighbor
Connie Springer; Neighbor
Dan Loritz; Hamline University

Kit Hadley; Incoming Library Director Debbie Willms; Library

Alice Neve; Library Katrina Taylor; Hamline Midway Library

Kathy Sundberg; Neighbor/Ginkgo Jodie Double; Neighbor Triesta Brown; Neighbor/Visitor

Roger Meyer; Meyer Consulting Pam Anderson; 292 design group

| No. | Description | Action By | Date |
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| 1. | Quick introductions were made around the table and Roger reviewed the agenda for tonight's meeting. | | |
| 2. | The first order of business was a review of the information gathered since the last meeting. The review followed the list of assigned tasks from the July 17th minutes: Kathleen presented a handout with the annual operating costs of the library based upon the 2010 proposed budget. Of the total \$355,890, building costs total \$20,664 and personnel cots total \$355,890, building costs stotal \$20,664 and personnel cots total \$335,226. Material costs are not included in this total. The 2008 material costs were \$57,300 coming from the general budget and from the Friends of the St. Paul Library. Samantha discussed the issue of required cost savings. Although there is no fixed number to reach, the reduction needs to be significant while not limiting the possible ideas. Kathleen discussed the possibility of passport services. Alice has submitted a proposal on this opportunity. There is a possibility of making significant dollars based upon such operations in other states but there is some capital investment (camera, printer, lighting). Staff could not be added for this operation. Further study is needed but it may be possible to include in this report. Research has not yet been done on what other cities are doing to save their libraries; Samantha will take on this research. Ole discussed potential partnerships with Hamline University. There is no interest in purchasing the building but Hamline U may have an interest in leasing space. Ole asked about the possibility of having the Bush Library take on a reference role but the library users are very different and this seems an unlikely partnership. There is strong interest by Hamline U in supporting the library. Ole also discussed ideas about Arts in the Midway with possible partners in Music, Theater or Visual Arts, with potential participation by Hamline University. Hamline U might also have an interest in a learning partnership. Dan also noted that Hamline University is not just one overall entity, but five schools that operate independently and may provide partnerin | Samantha | 8/10 |

- Pam reviewed a handout with information on other nearby libraries or library partners including Hancock-Hamline Elementary school; CLIC (the Cooperating Libraries in Consortium) which is a federation of eight private colleges, including Hamline U, has offices just south of I-94, and the MLA (Minnesota Library Association) which has offices nearby on University Avenue. Hancock's partnership with Hamline University might provide a good model and opportunity for including the Hamline Midway Library in that partnership.
 Ole presented information from his handout on virtual libraries.
- Ole presented information from his handout on virtual libraries. The idea might be to have the building be a center of arts, literature and learning and utilize more technology for electronic browsing. Hennepin and Washington Counties are already prepared to do this; Saint Paul Libraries is not yet at this stage.
- Kathleen discussed joint uses at other libraries (she has some articles that will be scanned and put online) but most are new construction and not appropriate to this library. Some joint uses are between Academic and Community Libraries.
- Kathleen also discussed the North St. Paul Library (part of Ramsey County) that rents city-owned space for \$1 per year so their only costs are staff and materials. When they moved into this space the area was smaller but the circulation went up. Computers are available outside of the secured library space so can be available at other hours. The facility does not have shared staff. We need to rethink how library services are delivered.
- Kathleen discussed the Friends organization they do grant-writing and fundraising for the system as a whole. The have a calendar of events that includes activities at the Hamline Midway Library. They raise money to supplement the budget but dollars can not be used for operating costs or staff. The Friends also advocate for the library. One example to review further might be the St. Anthony Park Branch Library Association. Alice Neve also heard some interesting things about the King County Library Association at the ALA convention and will do some further research.
- Kathleen and Debbie discussed what might be considered minimum library services. This is evolving; do you need books to be considered a library? Library service is redefining itself.
- Pam reviewed the handout on the existing building, what needs must be addressed to make the space leasable and what those costs might be. Including the auditorium space, there is just over 1,800 s.f. in the lower level that could be leased. If a lease rate of \$10/s.f. could be paid, the area would raise about \$18,000 per month or almost \$220,000 per year.
- Roger then presented the idea of Joint Use having the library occupy part of the space and other groups use part of the space vs. Joint Venture having the library and a partner or partners share resources, share staff, share functions.

The discussion turned to ideas from this research that might move us on a path forward.

- In addition to changing staffing, hours and services, we need to think about changes in the building. We need to address the twolevel issue and security. Keeping the library to one level and other uses on one level may help with these issues. One
- Kit discussed that the St. Paul Friends is one of the few Friends organizations that does not operate a bookstore. They may reconsider this idea. A bookstore operation and possibly offices for the Friends could be located here. Leasing of space and staffing would need to be considered. This might work in conjunction with the redefining of library services and using technology to reduce collections (books) and staff.

Kathleen

8/10

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| | Could Hamline Midway be a "niche" library? Focus on most used services? Ask the library staff what the focus should be. The library can provide turnover rates of collections to see what materials are used the most. Alice noted that supporting lifelong literacy, early literacy, use of technology and providing customer friendly service are their goals. Could Hamline Midway provide a new model for services? Could this be a destination library? For example, make this the "Red Balloon/Wild Rumpus" Children's Library. Think about what will make this library be a really wonderful place for the community; provide a "wow" factor. The future light rail down University Avenue was discussed. What impact will this have on the library? Using student workers from Hamline University and volunteers was discussed. Could they shelve books and provide general labor while trained staff assist with research and other services. Need to keep in mind that volunteers need a coordinator. Alice mentioned the Homework program that has a paid staff person coordinate the program system-wide. An idea of an event planner was raised to coordinate and plan events in the auditorium. Could this be done system-wide? Are there enough events to make this viable? Could the Hamline Midway Library be a center for non-profits? Could it have a focus (example given of the Celtic Junction on Prior). This would need to generate revenue. Could Hamline Midway Library be a community computer center - | | |
| | have more computers, be available more hours and have more of the virtual library focus? | | |
| | Could the auditorium be used as a small movie theater? | | |
| 4. | Structuring of the upcoming community meeting was discussed. It is important to make sure that the focus of the meeting is on constructive input toward services and resources needed in the community and ideas on how the facility can serve those needs. The meeting may include: Introductions of the task force, how it was formed and some basic background on the process The idea of a silent slide show of buildings and spaces and other images (natural and made) that might provide thoughts and ideas was posed as a way to start the meeting. It might be 10 or 15 minutes and include 25 or 30 slides that would allow people to write ideas for the library down. These ideas can then be shared and discussed. Pam and Jodie will work on compiling images and Pam will put them into a PowerPoint. Childcare was discussed. Carrie will look into getting someone to assist. We could have building plans or paper for kids to draw ideas for the library also. In addition to the two questions on the flyer, the discussion needs to focus on the facility and what ideas people may have for uses, what fits. | Pam, Jodie | 8/6 |
| 5. | Attendance at the meeting could be 50 – 80 people; it is hard to predict. The community meeting will be held on Thursday, August 6 th at 6:00 | | |
| | pm at Hamline University East Hall (formerly Law/Grad building) | | |
| 6. | The follow-up survey was discussed. The survey can be online (Survey Monkey) and print copies could be available in local businesses. Roger will work with Jun-Li. This should be put up as soon as possible and completed by our next meeting on August 10 th . | Roger, Jun-Li | 7/29 |
| 7. | Note items requiring additional information or follow up. The next meeting following the community meeting will be on Monday, August 10 th at 6:30 at the Hamline Midway Coalition. | | |
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If the information contained herein does not meet with your recollection, please contact this office within 3 working days of receipt, so that we may amend our records.