

Section 7 Appendix

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7.1 REFERENCE MATERIALS

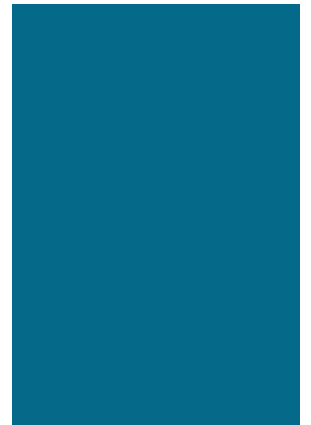
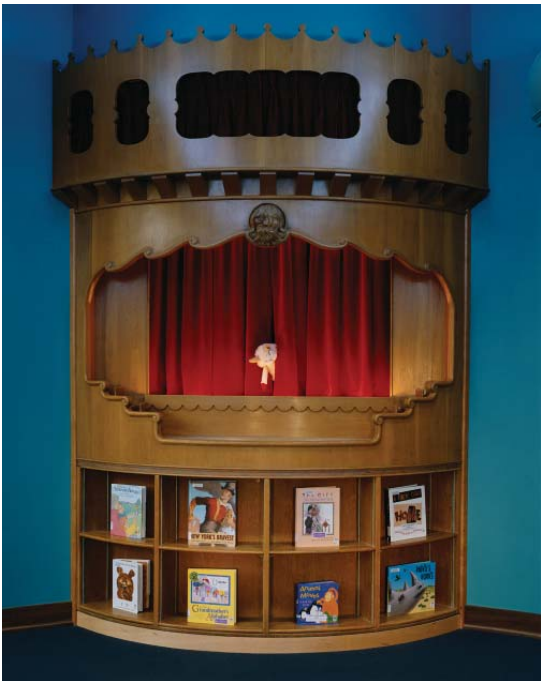
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Saint Paul Public Library

Facilities Plan

Progress Report, June 2008



SAINT PAUL
PUBLIC
LIBRARY

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INTRODUCTION

City of Neighborhoods

There is no question that Saint Paul can best be described as a “City of Neighborhoods,” each distinct and proud in its own unique way. Libraries respond to the life-long learning needs of our residents and are known to be both catalysts for growth as well as stabilizing factors in the 13 neighborhoods where we are fortunate enough to have a physical presence.

Since late 2006, the Library has worked to create a comprehensive, future-focused, purposeful plan for how library facilities are maintained; to determine when new libraries are built and how building priorities are determined. What follows is information about the Guiding Principles that have lead the development of this plan, the Standards by which we evaluated our current libraries, and information on how we determine priorities for improvement.

Guiding Principles:

- Every neighborhood that currently has a library located within it will continue to have library service. We will not increase the number of permanent, library facilities we currently operate.
- We are a system of services, meaning not every library will have all possible amenities or a full range of services when there are other libraries in close proximity that offer expanded/additional services.
- Libraries will be flexible to allow for changes in usage patterns, new technologies and customer-driven services.
- To maximize efficiencies and service delivery, new or renovated libraries will be joint-use or jointly programmed spaces whenever possible.
- To be good stewards of the environment, we will first consider the effectiveness and cost of renovating or enhancing existing structures rather than building new facilities.
- We will keep proposed enhancements of facilities within a scope that does not significantly increase operating costs, allowing us to staff them at a level that ensures that enhanced facilities remain open and accessible.



Sun Ray Branch Library



Highland Park Library



Arlington Hills Library

LIBRARY BUILDING STANDARDS

Each building is assessed on how well it meets the following categories of evaluation criteria.*

Customer Considerations

A branch library should have dedicated space for children (30%), teens (30%) and adults (40%) as well as spaces for integration and gathering. The layout should be intuitive, allowing the customer to independently explore and find information as well as make working with staff an easy and obvious interaction. It should include a daylit interior, well organized, flexible collection areas, and areas for quiet study and reflection. The exterior should be inviting, the entrance welcoming and safe. Ease of access, by any mode of transportation or by customers of all abilities is important.

Technology Considerations

Technology should be seamlessly integrated into all areas of the facility and support the self-directed, experienced customer as well as the new technology users. Buildings should be built with the capacity to add new technologies for both staff and customers quickly and cost effectively. When appropriate, automated materials handling should be incorporated into new or renovated facilities.

Building and Staff Considerations

Libraries should be easily identifiable from a distance as well as on approach. The location of libraries should take the best advantage of motorized and foot traffic patterns as well as respond to existing or proposed neighborhood development plans. Building systems should be kept in good repair and updated on a routine basis. Parking options should be adequate, well-kept and safe. Libraries should use energy saving and “green” materials whenever possible.

In addition, the library needs to efficiently support the functions required to circulate materials, and support staff as they deliver services and programs. Staff spaces should be attractive, functional, encourage collaboration, promote efficient workflow, and promote ease of interaction with the customers.

Experiential Considerations

From the building exterior, to landscaping to the interior, libraries should be welcoming, attractive and comfortable. Entrances and way-finding should be obvious and interesting and interiors should contain furnishing and fixtures that are attractive and in good condition.

Libraries will include sufficient meeting rooms, learning labs and homework centers as the needs of the community dictate. Libraries must be zoned to give the quiet reader a reflective space as well as include “living rooms” for customers to comfortably socialize. Each library should include a “wow factor” –public art, early literacy environment or architectural features—that is a signature of that facility and a symbol for the community.

* Evaluation Criteria and assessment table adapted and reused with permission from Ramsey County Public Library’s Facilities Master Plan. Space requirements are guided by American Library Association. *Building blocks for planning functional library space*. (2001). Lanham, Maryland: Scarecrow Press.

PRIORITIES FOR IMPROVEMENT

Every neighborhood and every library is important; however, resources do not exist to make all the needed improvements to our facilities at once. All libraries will have an ongoing plan for maintenance. In addition, scenarios that include remodeling, renovation, or building new will be explored for libraries where standards fail to meet the “Good” or “Adequate” ranking and that also meet the following criteria:

1) Libraries that have not been built or remodeled* within the past 15 years.

Discounting libraries that were built or significantly remodeled since 1993**, the remaining libraries have not been remodeled or renovated in an average of 21 years. These libraries include: Arlington, Hamline Midway, Hayden Heights, Highland Park, Riverview, Sun Ray and West Seventh.

2) Libraries where usage is high, but service is constrained by inadequacies of the buildings.

Based on our evaluation criteria and usage patterns, those libraries where usage is high but functionality is inadequate or poor include: Highland, Arlington and Sun Ray.

*ADA accessibility or the addition of non-public space or services were not included as “remodel.”

**Libraries built/remodeled since 1993 include: Merriam, Dayton’s Bluff, Central, Saint Anthony Park, Highland, Rice, Rondo.

3) Libraries where small scale improvements could considerably increase customer usage and/or staff efficiencies:

Central Library, Saint Anthony, Riverview, Hamline and Hayden Heights

Based on these priorities and in an effort to invest in the system in a strategic way, the library is suggesting a tiered approach to improvements that includes:

Tier I: Arlington, Highland, Sun Ray

Tier II: Central Library, Saint Anthony, West Seventh

Tier III: Hamline, Hayden, Riverview

In addition, the library will create a projected maintenance schedule and budget for all libraries.

TIMELINE

Activity	Description	Start Date	Completion Date	Report to Library Board	Notes/Next Steps
Holzman Moss Branch Program Study	Holzman Moss Architects (www.holzmanmoss.com) worked with library staff to create preliminary conceptual and functional studies of 9 existing library locations that have outdated functionality and/or high usage.	March 2007	May 2007	March 21, 2007 May 22 nd , Holzman Moss presentation to Board.	
Capital Campaign development to invest in library priorities	Work with Friends to develop capital campaign concepts that focus on investing in high use/low functioning facilities.	August 2006	Ongoing		Feasibility study or priority projects to occur in late 2008
CIB request for Highland, West Seventh and Joint Use facility with Parks on East Side	Library requested planning monies for renovation of Highland Park Library, Expansion of West Seventh Library and Building a New Joint Use Library with Parks and Recreation on the East side of St. Paul. These monies were for further development and study of concepts developed by Holzman Moss.			March 21, 2007	Request for East Side Joint-Use Facility (Payne Maryland) was approved. Highland and West Seventh were denied.
Visioning monies received	The City Council designated visioning monies for Hamline, West Seventh, Highland, Sun Ray, and Rice Street libraries. In addition the visioning monies requested for the Payne/MD facility were approved. In total \$349K of planning money was allocated.		September, 26 th , 2007		

TIMELINE

Activity	Description	Start Date	Completion Date	Report to Library Board	Notes/Next Steps
Capital maintenance budget established	For the first time, the Library received dedicated maintenance monies in the 2008 budget to address some of the maintenance needs identified through the branch program study and evaluation process.	January 2008	December 2010		A plan for library improvements was established; implementation begins in June 2008. <i>See "Scheduled 2008 Improvements."</i>
Scheduled 2008 improvements.	Carpet replacement scheduled for Merriam, Riverview, Hamline and St. Anthony; security alarms and cameras for 8 branches, painting at Arlington and Hamline; exterior signage for Central; and an interior signage system for Merriam			Email sent re: carpeting to Board Members.	
Visioning for Payne Maryland	Work with PED staff and Payne Maryland Partnership to develop library component of joint-use facility.	November 2007 (Library involvement; Payne Maryland Partnership existed prior.)	May 2008	In-person updates/planning with Commissioner Bostrom. In person updates with Board Members in April.	
Visioning for Highland and Sun Ray	Listen and Learn, Analysis and Program Development and Space Options planning with Cuningham Group.	January 2008	June 30 th 2008	Emails/in- person updates with Board Members in April.	
Visioning for Hamline Library	Work with Hamline Mid-way Coalition to issue survey, collect responses and make moderate improvements to existing facility.	June 2008	December 2008	Emails/in person updates with Board Members in April.	
Expand services at West Seventh	Work with West Seventh Community Center to expand space in existing location.	May 2008	December 2008	In person updates/conversations Board Members.	
Project Maintenance for all libraries	Create improvement plans and associated timelines and costs for all areas rated as Inadequate/Poor. Include scheduled replacement of systems, furniture and technology.	January 2008	December 2008	Progress report in October 2008	Information currently being developed for libraries involved in visioning processes. See sample form next page.

FACT SHEET

	Arlington	Central	Dayton's Bluff	Hamline Midway	Hayden Heights	Highland Park	Merriam Park
Year built	1917	1917	2004	1930	1979	1954	1993
Square feet	7,922	93,000	6,664	8,194	12,324	21,554	16,923
Parking	1	4	36	10	31	29	21
Hours open per week	51.5	51.5	52.5	51.5	51.5	63	51.5*
Circulation	92,618	314,484	141,679	121,607	174,237	518,811	389,039
Visits	149,685	298,217	189,590	120,429	182,210	280,226	222,894
Collection	31,308	416,132	38,731	29,865	72,932	128,755	78,401
Public Internet computers	10	23	12	5	8	15	11
Circulation/Per sq. ft.	12	3	21	15	14	24	23
Visits/sq. ft.	19	3	28	15	15	13	13
Circulation/hour open	36	123	54	47	68	166	151
Visits/hour open	58	116	72	47	71	90	87

	Rice Street	River-view	Rondo	St. Anthony	Sun Ray	West Seventh
Year built	2002	1917	2006	1917	1970	1984
Square feet	12,846	7,803	31,343 ¹	10,590	11,981 ²	784
Parking	34	0	59	1	82	35
Hours open per week	51.5	51.5	63	63	63	33.5
Circulation	129,281	82,432	261,209	284,051	260,004	52,225
Visits	304,519	116,623	441,485	171,175	204,444	41,699
Collection	59,844	33,633	94,747	56,346	74,644	14,577
Public Internet computers	19	6	54	6	15	2
Circulation/Per sq. ft.	10	11	8	26	22	66
Visits/sq. ft.	24	15	14	16	17	53
Circulation/hour open	50	32	84	91	83	31
Visits/hour open	119	45	141	55	65	25

2007 data

¹ Rondo's total square footage is 58,884, when Bookmobile storage and parking is considered.

² Building includes 8,034 square feet of space for the Materials Management Center, which is not part of the branch

*Merriam Park's hours increased from 51.5 to 55.5 per week in March 2008.

HAMLIN MIDWAY

Programmatic Vision Statement

The library is considering a variety of options for service to the Hamline neighborhood:

- In 2007 the firm of Holzman Moss Architecture studied the current building and created preliminary concepts for how it might be renovated and expanded in order to meet the current and future needs of customers.
- Library administration explored options for building collaborations or partnerships with other organizations to provide programming, services and resources.
- Library administration explored alternative service models, including London's Idea Store and Seattle's Wallingford Branch, to the community. Under both these models the branch would move to a facility on Snelling Avenue that would provide the best of traditional library service, along with opportunities for lifelong learning in a contemporary and comfortable setting.



For the present, the library has chosen to maintain and improve the present Hamline Midway facility. Library staff have worked with Hamline Midway Coalition to enlist members of the community to identify what improvements the residents of the Hamline neighborhood want. Five groups comprised of community members were established to consider various aspects of the project.

An online and paper survey was created to determine the community's priorities. To date approximately 350 surveys have been returned, and the results will be final in July.

Library staff is leading the process of increasing technology and refurbishing Hamline's furniture and finishes. To this date, the circulation desk has been replaced, 7 new tables have been added, 3 new shelving units have been added, the front entry has been painted, and the children's area has new benches, carpet and preschool activities.

This summer Hamline will be re-carpeted, a mural will be painted on the lower level, and 4 new public Internet computers will be added. Plantings will be added to the landscape.

Architectural Goals

- Create a prominent entry point
- Enhance community meeting room
- Create early literacy environment and enhance Youth Services
- Create computer lab
- Create emphasis on fireplace as library's focal point
- Improve staff support spaces
- Re-design service desk

Agency information (2007)

- Visits: 120,429
- Seating count: 22
- Internet workstations for public: 52
- Users of public Internet workstations: 20,630
- Users of meeting rooms (for library and community programs): 8057

HAMLIN MIDWAY

LIBRARY BRANCH ANALYSIS

Patron Service

Weekly hours open	51.5
Annual visits (2007)	120,429
Circulation (2007)	121,607
Collection size (2007)	29,865

Location Site Features

Overall size	.33 Acres
Parking	9 General Spaces 1 Accessible



ACCESS TO MAJOR ROADWAYS:

Hamline is located near Snelling Avenue, a major north-south regional thoroughfare, and north of I-94.

ACCESS TO PUBLIC TRANSIT:

Metro Transit bus routes 67 and 84 serve the neighborhood.

ARCHITECTURAL DESCRIPTION:

Hamline Midway is a two-story collegiate gothic building, of tapestry brick with hardwood interior finish.

Physical Condition

YEAR BUILT	1930 (1985 Remodeled, 1990 Accessibility Addition)
OWNERSHIP STATUS	City-owned
OVERALL SIZE	8,194 Sq. Ft.
ADDITIONS	1990 Americans with Disabilities Act renovation

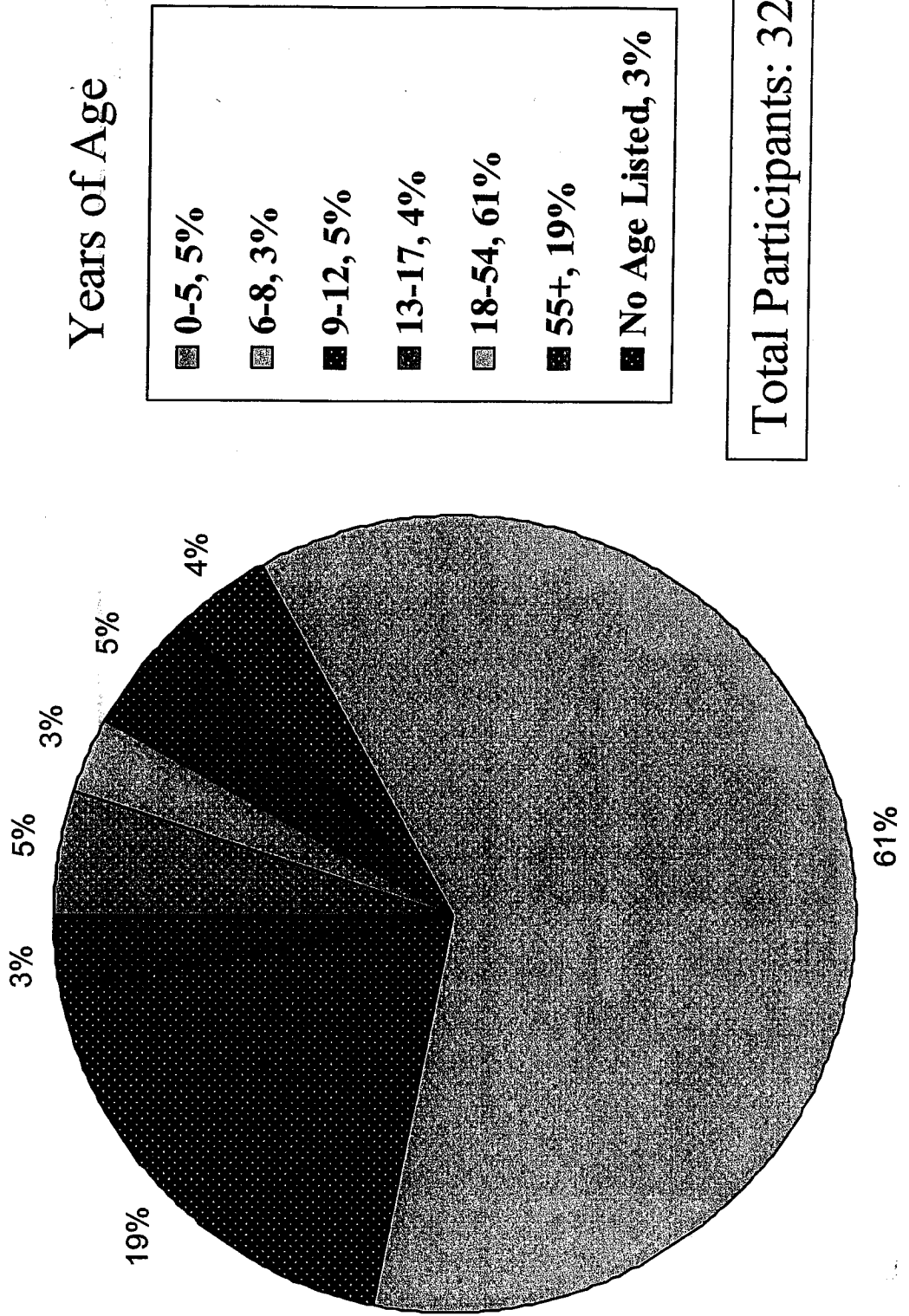
HAMLIN MIDWAY

	Good	Adequate	Inadequate	Poor	Notes/Plans
Customer Considerations					
Patron Vehicle Access		X			
Pedestrian Access	X				
Daily Parking		X			
Event Parking		X			
Children's collection/space (30%)		X			
Adult collection/space (40%)	X				
Teen collection/space (30%)			X		
Accessibility		X			
Rest rooms		X			
Experiential Considerations					
Quiet Reading/Study areas			X		
Meeting rooms/public conference			X		
Ease of way-finding		X			
Furniture and fixtures			X		
Amenities		X			
Joint-use or Jointly programmed			x		EXCELLENT OPPORTUNITIES
Entry experience				X	
Lighting (including daylighting)		X			
Noise management				X	
Aesthetics				X	
"Wow" factor				X	
Building Considerations					
Sustainable/green features				X	
Delivery Vehicle Access			X		
Proximity to Major Roadways		X			
Near a Commercial District	X				
Density of Housing	X				
Visibility of the Library from a distance			X		
Visibility of the Library upon approach		X			
Visibility of entry points		X			
Easily identifiable as a library	X				
No other library facility within 2 miles				x	
Future building area		X			
Future parking area				X	
Ownership	X				
Mechanical System		X			Future Direct Digital Controls to replace pneumatic controls
Electrical System		X			

HAMLIN MIDWAY

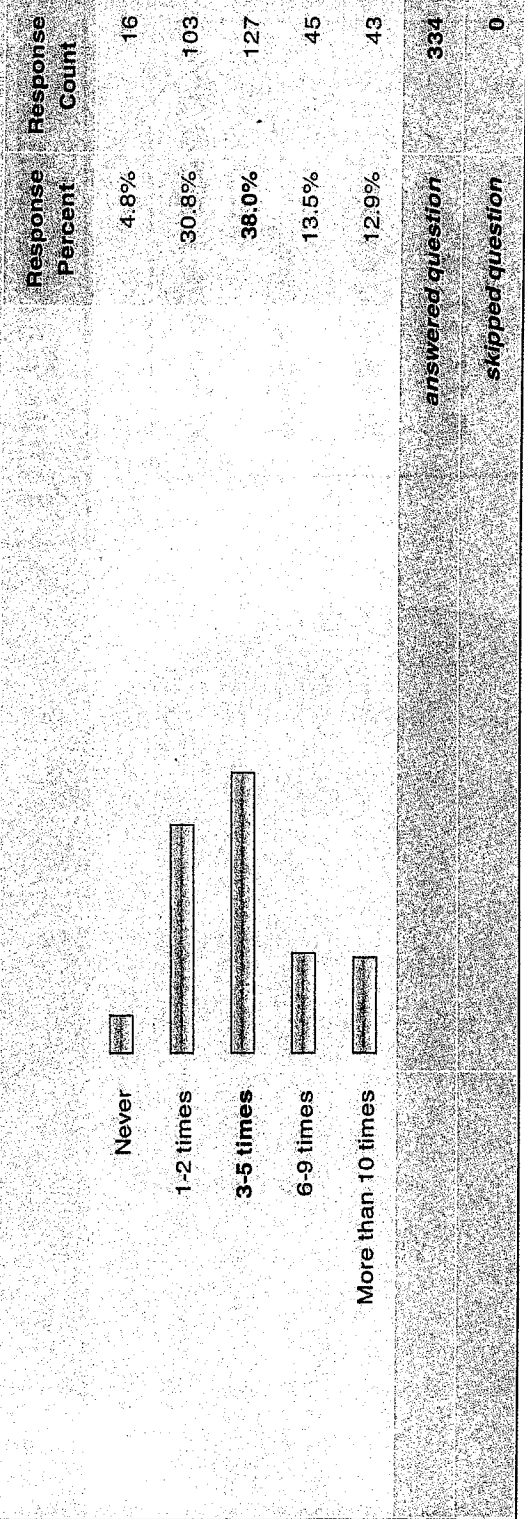
Security Systems					Planned for 2008
Building Envelope		X			Request replacement of brick & tuck pointing
Ease of maintenance	X				
Staff Considerations					
Circulation desk functionality		X			
Reference desk functionality		X			
Flexibility of space				X	
Book drop			X		
Workflow				X	
Storage				X	
Delivery staging				X	
Work room				X	
TECHNOLOGY CONSIDERATIONS					
Capacity for technology				X	
Computer availability (patron use)			X		
Self check availability		X			
Computer availability (staff)			X		
Auto handling					NA
Telephone infrastructure		X			
Fiber Connectivity				X	
Technology for meeting room/training capabilities				X	

Demographics of Survey Respondents:

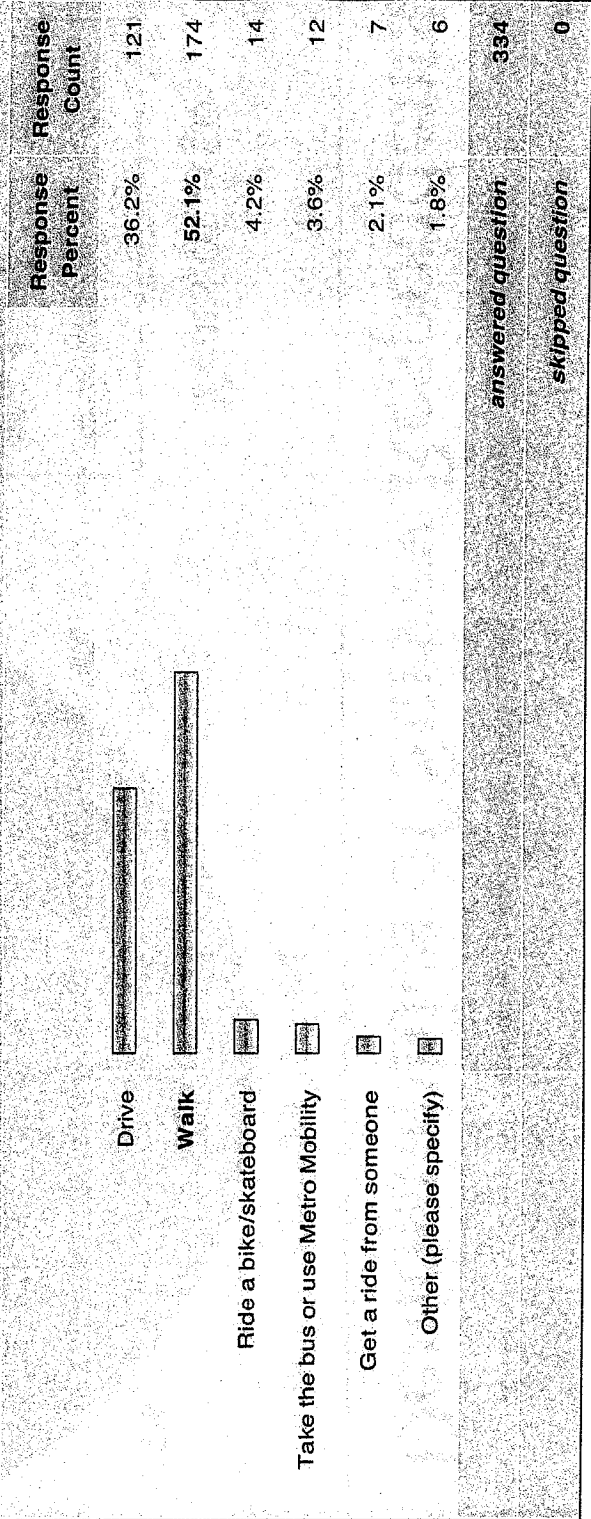


Hamline Midway Library Survey

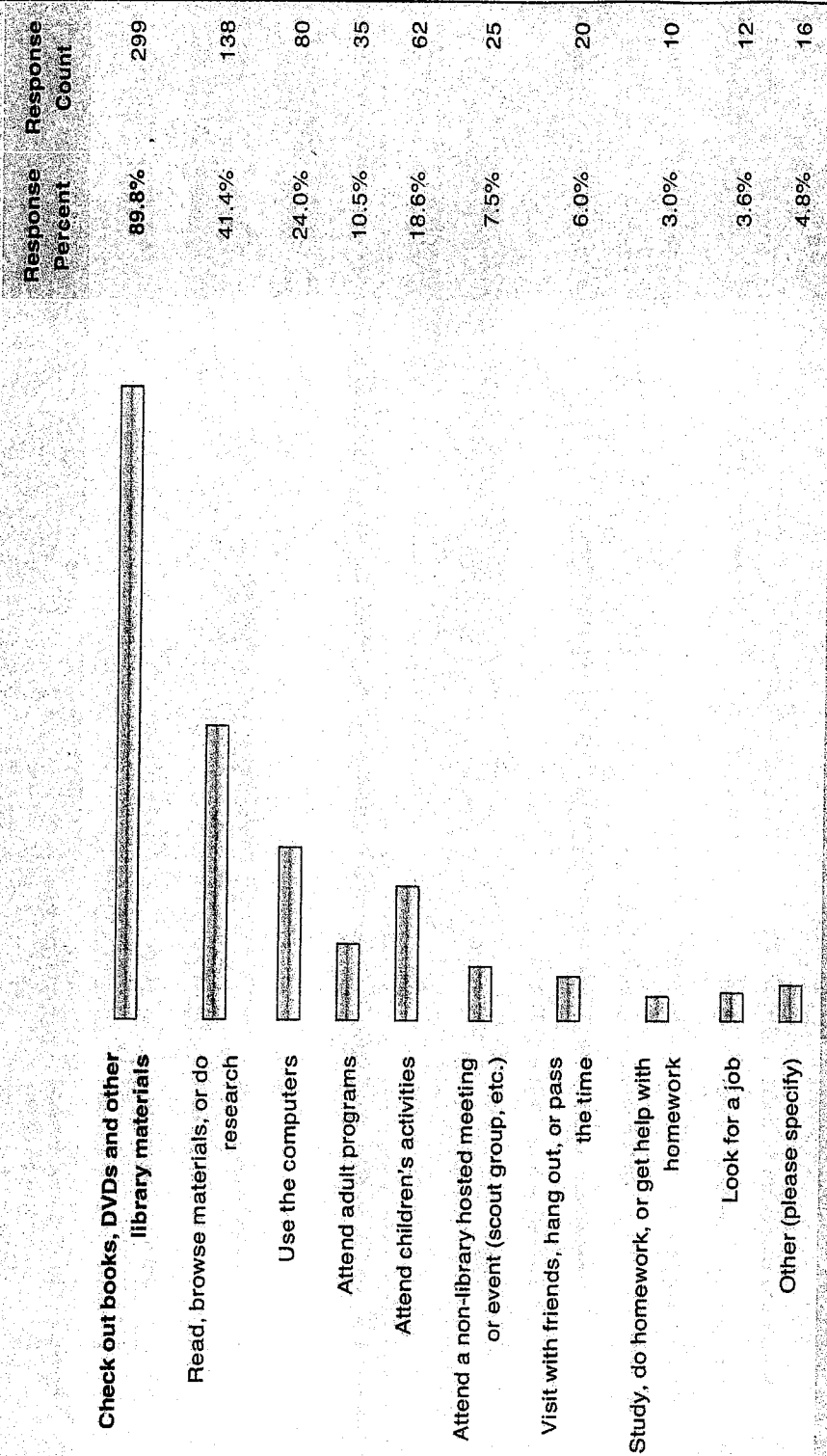
1. In a typical month, I visit the Hamline Midway Library (choose one):



2. To get to the Hamline Midway Library, I usually (choose one):



3. The main reasons I visit the Hamline Midway Library are to (choose up to three):



answered question	333
skipped question	1

4. What I like best about the Hamline Midway Library are (choose up to three):

	Response Percent	Response Count
Staff availability and assistance	45.6%	151
Collection (books, DVDs, etc.)	48.6%	161
Computers	16.6%	55
Programs and activities offered	14.8%	49
Availability of public meeting spaces	9.4%	31
Place to see friends/neighbors	12.4%	41
Convenient hours	24.8%	82
Convenient location	74.3%	246
Other (please specify)	7.6%	25
<i>answered question</i>		331
<i>skipped question</i>		3

5. The most important programs and services that the Hamline Midway Library offers are (choose up to three):

	Response Percent	Response Count
Staff assistance	65.8%	210
Adult programs	13.2%	42
Children's programs	48.9%	156
Public meeting spaces	27.6%	88
Friends of the Library Fireside author series	18.8%	60
Summer Reading Program	29.2%	93
Other (please specify)	12.9%	41
<i>answered question</i>		319
<i>skipped question</i>		15

6. When I want to use a computer or access the Internet, I usually (choose one):

Use a computer at home

Use a computer at work or school

Go to the library to use a computer

Bring my own laptop to the library

Go to some other place

I don't use computers

	Response Percent	Response Count
Use a computer at home	59.0%	197
Use a computer at work or school	9.3%	31
Go to the library to use a computer	20.7%	69
Bring my own laptop to the library	0.9%	3
Go to some other place	1.2%	4
I don't use computers	9.0%	30

answered question 334

skipped question 0

7. What would most improve the Hamline Midway Library for me is (choose one):

Larger collection (books, DVDs, etc.)

Easier to locate materials

More staff assistance

More programs and activities

Better publicity so I know current activity/program offerings

Better activity/meeting spaces

Better children and teens spaces

More computers

Longer hours

More parking

Other (please specify)

	Response Percent	Response Count
Larger collection (books, DVDs, etc.)	37.1%	124
Easier to locate materials	0.9%	3
More staff assistance	2.1%	7
More programs and activities	4.8%	16
Better publicity so I know current activity/program offerings	8.1%	27
Better activity/meeting spaces	1.5%	5
Better children and teens spaces	8.4%	28
More computers	8.1%	27
Longer hours	17.7%	59
More parking	4.2%	14
Other (please specify)	7.2%	24

answered question 334

skipped question 0

8. If the Hamline Midway Library could provide additional programs and services, I would most like (choose one):

	Response Percent	Response Count
Adult programs	15.9%	53
Teen programs	11.7%	39
Children's programs	25.1%	84
Job or business assistance and workshops	6.6%	22
Technology classes	10.5%	35
Help with adult literacy	2.7%	9
Arts/crafts programs	13.5%	45
Other (please specify)	14.1%	47
	<i>answered question</i>	334
	<i>skipped question</i>	0

9. If the Hamline Midway Branch Library had a special collection, I would like it to focus on:

	Response Count
	162
<i>answered question</i>	162
<i>skipped question</i>	172

10. If the interior spaces of the Hamline Midway Library are improved, I would most like (choose one):

	Response Percent	Response Count
More friendly and colorful environment	27.3%	91
State-of-the-art auditorium/multipurpose room	13.2%	44
Improved small meeting room & meeting/gathering spaces	12.6%	42
No changes	29.7%	99
Other (please specify)	17.1%	57
<i>answered question</i>		333
<i>skipped question</i>		1

11. If the exterior grounds of the Hamline Midway Library are improved, I would most like (choose one):

	Response Percent	Response Count
More plants, shrubbery and/or trees	15.3%	51
More outdoor seating	14.4%	48
A community plaza/patio	29.4%	98
Public art	8.7%	29
Improved "Library" signage	5.4%	18
No changes	15.3%	51
Other (please specify)	11.4%	38
<i>answered question</i>		333
<i>skipped question</i>		1

Respondents Ages 0-5 (15)

- Number of Visits per Month: 3-9
- Main Reasons for Visits: Check out materials and attend children's activities
- Most Important Programs Are: Children's programs and Summer Reading Program
- Would like to see:
 - More children's programs
 - Better children's spaces
 - More friendly and colorful environment
 - Outdoor community plaza/patio

Respondents Ages 6-8 (11)

- Number of Visits per Month: 3-5
- Main Reasons for Visits: Check out materials and attend children's activities
- Most Important Programs Are: Children's programs and Summer Reading Program
- Would like to see:
 - More children's programs
 - Larger materials collection
 - More friendly and colorful environment/no changes to interior
 - More outdoor seating

Respondents Ages 9-12 (15)

- Number of Visits per Month: More than 10 times
- Main Reasons for Visits: Check out materials, read, browse, and do research
- Most Important Programs Are: Staff assistance and Summer Reading Programs
- Would like to see:
 - Larger materials collection
 - More arts/crafts programs
 - More friendly and colorful environment/no changes to interior
 - More plants, shrubbery, and/or trees

Respondents Ages 13-17 (12)

- Number of Visits per Month: 3-5 Times
- Main Reasons for Visits: Check out materials and use the computers
- Most Important Programs Are: Staff assistance and Summer Reading Programs
- Would like to see:
 - Better children's and teens spaces
 - More teen programs
 - More friendly and colorful environment
 - Outdoor community plaza/patio

Respondents Ages 18-54 (201)

- Number of Visits per Month: 1-5 Times
- Main Reasons for Visits: Check out materials, read, browse, and do research
- Most Important Programs Are: Staff assistance and children's programs
- Would like to see:
 - Larger materials collection
 - More children's programs
 - More friendly and colorful environment/no changes to interior
 - Outdoor community plaza/patio

Respondents Age 55+

(63)

- Number of Visits per Month: 1-5 Times
- Main Reasons for Visits: Check out materials, browse, do research, and use the computers
- Most Important Programs Are: Staff assistance
- Would like to see:
 - Adult Programming
 - No changes to interior of building
 - No changes to exterior of building/community plaza/patio

Hamline Midway Library Survey Comments Section

The Hamline Midway Survey was set up so that respondents could also write in comments and suggestions regarding specific survey questions or individual concerns about the library not addressed in the survey. Below is a summary and recommendations of ideas expressed in the comments section.

1. Interior of the Library

As seen in the age group trends, it seems many people are torn between keeping the original feel and look of the building and brightening and updating the facilities. Here are some examples of respondent's opinions:

What I like Best About the Hamline Midway Library is: *"The library environment. Small and personal the style of the building and it's quaint charm."*

"Please don't change the inherent architecture of the library. Please keep the wooden bookshelves in their original location, the plastered arches, the reading nook by the front bay window, and the fireplace and its current usability. Much more rotating art and historical exhibits would make the wall space lively and tastefully decorated. Please keep the lower level auditorium a vibrant place for community activities!"

If the interior spaces of the Hamline Midway Library are improved, I would most like: *"More artwork - posters, paintings, photographs - all over upstairs and downstairs."*

"Bring the library into the 21st century. Work with other public buildings to provide meeting spaces at hours people need them. Convert the small rooms downstairs to library/open space for collections."

Recommendations: The library environment can be more friendly, art-full, and user-friendly without taking away from the original design of the building. Many people may be opposed to interior changes because they cannot imagine what improvements could look like or how they could be made to enhance the existing look and feel of the library. Once people see that plans to improve interior spaces will not destroy the original architecture or change the ambiance of the library, they will be more likely to have a positive outlook towards change.

2. Get To Know Your Library Services and Programs

Several respondents reported they would like more help learning about the services and programs the library offers, or do not know about existing services, such as the materials request option or the floating collection. A "Getting to Know Your Library" session or program would be an excellent way to guide people through the library system.

Recommendations: New library users should be given the appropriate orientation or resources to familiarize themselves with the library system. Current library users should be provided with continuing guidance as their understanding of the system grows and as the library adopts new programs and policies. Here are some ways these ideas could be implemented and addressed:

New User Orientation

- Could be conducted one on one with a staff member, in a group session, or through a handout given when the new user receives his/her library card.
- Among other things, this orientation could include:
 - How to use interlibrary loan.
 - Volunteer opportunities at the library.
 - How to reserve rooms at the library for events and meetings.
 - Where to find out about community events.
 - Overview of library programs such as the Summer Reading Program, Arts and Crafts
 - How to suggest materials for the library to purchase.

New Offerings or Improvements

- Post information on bulletin boards in the library

3. Self-Checkout

Many respondents reported they feel the self-checkouts are impersonal, do not promote a sense of community within the library, and actually affect the availability and helpfulness of staff. Here are some comments taken from the survey:

"We have noticed that the librarians are less accessible now that the self-checkouts have been installed."

"I don't like the auto check out. One of the reasons my son and I loved the library was interaction with staff. I hate this new "self-service" society. The library should promote community."

"This library is important to our family. In fact, we like the fact that it is on the smaller size as far as libraries go. We use it more often than any other library. I'm not fond of the recent change to "self-check out." I find it very impersonal and detaches us from a face-to-face contact with a "real live librarian." I have fond memories of librarians giving their input on selections. I made as a child and teen. And them doling out new offerings that fell in line with what I was selecting at check out."

Recommendations: Staff could encourage interaction by: welcoming all patrons when they enter the library, putting up a sign by the self-checkout reminding people, "Have a question? Ask a librarian!", addressing and helping people if they look overwhelmed or confused, etc.

4. Staff Assistance

The majority of respondents said they view staff assistance as something very important to their library experience. As seen in the comments regarding the self-checkouts, people view the library as a place that fosters community, which means the librarians need to be available to make people feel helped and welcomed. While there were several positive responses regarding staff, here are some suggestions from survey participants:

"Enhanced staff selection shelf - favorites - novels, nonfiction, kids, etc."

"It would be nice if there were a librarian for kids - who got to know them and know what books they liked, that made the children's area an inviting and personable space. The staff is generally busy with circulation duties and more and more distant from the people using the library (-- Mom)"

Recommendations: Patrons not only want to interact with staff, but look to librarians as valuable resources regarding the library. Staff should be available and prepared to answer questions varying from book or movie selection, volunteering, or events coming up at the library or surrounding community.

Staff could create lists of "Staff Favorites" or "Prizewinning Children's Books," collect the books on these lists, and put the collection on prominent display in the library.



Date: 06/09/09

Current Geography Selection: (4 Selected) Census Tracts: 27123030200, 27123032100, 27123032200, 27123032300

Your title for this geography: ha

Executive Demographic Summary Report

Population

The current year population in this selected geography is 15,201. The 2000 Census revealed a population of 16,673, and in 1990 it was 16,823 representing a -0.9% change. It is estimated that the population in this area will be 14,573 in 2013, representing a change of -4.1% from 2008. The current population is 46.8% male and 53.2% female. In 2008, the median age of the population in this area was 34.9, compared to the US median age which was 36.9. The population density in your area is 5,855.2 people per square mile.

Households

There are currently 6,373 households in this selected geography. The Census revealed household counts of 6,998 in 2000, up from 6,907 in 1990, representing a change of 1.3%. It is estimated that the number of households in this area will be 6,132 in 2013, representing a change of -3.8% from the current year. For the current year, the average household size in this area is 2.39 persons.

In 2008, the median number of years in residence in this geography's population is 3.25. The average household size in this geography was 2.12 people and the average family size was 3.16 people. The average number of vehicles per household in this geography was 1.6.

Income

In 2008, the median household income in this selected geography was \$49,674, compared to the US median which was \$52,599. The Census revealed median household incomes of \$40,699 in 2000 and \$29,556 in 1990 representing a change of 37.7%. It is estimated that the median household income in this area will be \$54,871 in 2013, which would represent a change of 10.5% from the current year.

In 2008, the per capita income in this area was \$25,396, compared to the US per capita, which was \$26,464. The 2008 average household income for this area was \$56,081, compared to the US average which was \$68,953.

Race & Ethnicity

In 2008, the racial makeup of this selected area was as follows: 76.1% White; 13.7% Black; 0.4% Native American; 6.0% Asian/Pacific Islander; and 1.2% Other. Compare these to the US racial makeup which was: 73.5% White, 12.4% Black, 0.8% Native American, 4.6% Asian/Pacific Islander and 5.7% Other.

People of Hispanic ethnicity are counted independently of race. People of Hispanic origin make up 4.4% of the current year population in this selected area. Compare this to the US makeup of 15.5%. Changes in the population within each race and ethnicity category from the 1990 Census to the 2000 Census are as follows: -8.4% American Indian, Eskimo, Aleut Population; 69.3% Asian, Pacific Islander; 90.9% Black; 65.1% Hispanic Ethnicity; 48.3% Other; White -11.7%.

Housing

The median housing value in this area was \$68,752 in 1990, compare this to the US median of \$78,382 for the same year. The 2000 Census median housing value was \$102,704, which is a 49.4% change from 1990. In 1990, there were 3,810 owner occupied housing units in this area vs. 3,879 in 2000. Also in 1990, there were 3,097 renter occupied housing units in this area vs. 3,119 in 2000. The average rent in 1990 was \$454 vs. \$604 in 2000.

Employment

In 2008, there were 8,972 people over the age of 16 in the labor force in your geography. Of these 94.2% were employed, 5.8% were unemployed, 28.5% were not in the labor force and 0.0% were in the Armed Forces. In 1990, unemployment in this area was 4.3% and in 2000 it was 3.7%.

In 2008, there were 12,240 employees in this selected area (daytime population) and there were 640 establishments. For this area in 1990, 66.6% of employees were employed in white-collar occupations and 33.4% were employed in blue-collar occupations. In 2000, white collar workers made up 71.4% of the population, and those employed in blue collar occupations made up 28.6%. In 1990, the average time traveled to work was 11 minutes and in 2000 it was 19 minutes.

Current year data is for the year **2008**, 5 year projected data is for the year **2013**. More About Our Data.

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Library Facts & Figures SPPL by the Numbers

Public Service

	2002	2003	2004	2005	2006	2007	2008
Items in our collection	1,041,284	1,088,824	1,012,824	1,133,528	1,144,567	1,158,603	1,149,081
Items loaned	2,689,400	3,045,344	3,218,381	3,339,830	3,394,667	3,365,469	3,321,165
Library agencies	13	13	14	14	14	14	14
Hours open weekly system-wide	675	683	723	730	730	730	730
Visitors system-wide	1,909,327	2,027,073	2,254,335	2,330,830	2,438,589	2,785,784	2,775,188
Full-time equivalent staff	179.6	175.3	185	179.8	189.3	180	185.4
Public access computers	na	213	250	259	298	312	314
Users of library computers	228,874	287,149	327,166	353,416	382,799	623,482	958,882
Online visits	na	890,227	1,064,659	1,083,998	1,333,317	1,573,314	1,809,311
Programs for children and teens	1,945	2,281	2,005	2,127	2,169	2,624	2,580
Children and teens attending	66,068	67,509	67,976	72,910	72,211	74,842	75,329

Number of Cardholders checking out items in year	na	na	na	na	na	na	na	93,067	88,569
Homework Center student visits ¹	1,630	5,292	7,243	13,255	17,789	21,348	16,528		
Summer Reading Program participants ²	11,767	10,554	9,389	9,000	6,198	6,363	8,000		
Programs for adults	2072	1,899	2,449	2,173	580 ³	1,181	981		
Adults attending programs	37,015	35,761	41,801	37,454	8,462	18,822	31,222		
Information inquiries to staff	402,610	459,524	493,116	na	436,800	448,422	482,118		

¹ After 2002, Homework Center statistics reported on the basis of the school-year calendar, ("2003" represents the 2002-2003 school year.) Homework Centers are located at Dayton's Bluff, Rice Street, Rondo, Riverview and Sun Ray.

² Top number is participants in Reading Program portion of SRP, bottom number is attendance at programs. From 2002-2007, SRP changed significantly. Focus was refined to be more literacy-based and incentive rewards changed.

³ Definition of "programs for adults" refined and narrowed by state and federal authorities who collect library statistics.

General Fund Budget

	2002 ¹	2003	2004 ²	2005 ³	2006	2007	2008 ⁴
Operating	\$11,151,280	\$11,548,280	\$12,652,309	\$13,299,384	\$13,533,056	\$13,924,387	\$14,521,831
Dollar increase	\$625,241	\$397,591	\$1,103,438	\$647,075	\$233,672	\$391,331	\$595,444
Percent increase	5.94%	3.57%	9.55%	5.11%	1.76%	2.89%	4.29%

¹ Increase reflects funding for new collection for new Rice Street Branch

² Increase reflects creation of library agency and assumption of Central Service and IS charges. Dayton's Bluff Branch opened in last quarter of 2004.

³ Increase reflects Rondo start-up costs.

HAMLIN MIDWAY LIBRARY SURVEYMONKEY RESULTS

August 10, 2009

SUMMARY OF RESPONSES – Services and number of times noted

1. What non-library related services, resources or opportunities are missing from our neighborhood (i.e. child care, movie theater, etc.)?

▪ Movie theater	34
▪ Coffee/restaurant/bakery/ice cream	15
▪ Retail shop (gift/garden/game/etc.)	14
▪ Music/dance	12
▪ Classes	10
▪ Market/Co-op	9
▪ Child care/preschool	8
▪ Meeting/conference space	7
▪ Theater	5
▪ Literacy/tutoring	4
▪ Yoga studio	4
▪ Bike/transit center	4
▪ Teen/youth center	3
▪ Art gallery	3
▪ Offices	2
▪ Copy center	1
▪ Outdoor games	1

2. Looking back at the list you made in your answer to question number one, what from that list do you think might fit into the building alongside library services?

▪ Movie theater	13
▪ Music/dance	8
▪ Coffee shop/restaurant	6
▪ Meeting space	5
▪ Theater	3
▪ Children's activity/play area	3
▪ Classes	3
▪ Child care	2
▪ Bookstore	2
▪ Crafts	2
▪ Market/co-op	2
▪ Gallery	2
▪ Bike/transit center	2
▪ Hamline University facility	2
▪ Post office	1
▪ Copy center	1
▪ "Themed" library with rotating displays	1

3. What library programs and services are essential for you?

▪ Books on shelves/browsing collection	35
<i>Specific items noted include:</i>	
▪ <i>Children's books</i>	6
▪ <i>Fiction</i>	4
▪ <i>Non-fiction</i>	3
▪ <i>Periodicals</i>	1
▪ A/V, movies, DVDs	21
▪ Children's storytime	18
▪ Computers/internet access	18
▪ Being within walking distance	11
▪ Meeting space	9
▪ Research/reference	5
▪ Adult programs	4
▪ Museum passes	3
▪ Staff assistance	3
▪ Teen programs	1

HAMLIN MIDWAY LIBRARY

SURVEYMONKEY RESULTS

August 10, 2009

Note that responses by number correlate between questions so that item number 12 is by the same responder for each question.

1. What non-library related services, resources or opportunities are missing from our neighborhood (i.e. child care, movie theater, etc.)? List as many as you would like.

Answered question: 62

Skipped question: 9

Response count: 62

1. Stay at Home dad's groups, community meeting spaces, bike and pedestrian infrastructure
2. Movie theatre, community center, daily teen activities
3. Movie theater
Legitimate theater
Bakery
4. (1) Outdoor social games -- e.g., shuffleboard (Mpls. has courts and two clubs in Loring Park), bocce ball, croquet -- the great lawn of the HML would be perfect for regular summer games. (2) Silent movies w/piano accompaniment. (3) Classic and book-based movie showings, esp. Shakespeare movies indoors and out during the increasingly well-regarded Great River Shakespeare Festival in Winona every July. (4) More small theater -- small, even amateur, children's, puppet, and Mpls. company theater presence/exchange (even some Fringe festival acts) in the Midway -- and resources on plays and theater, which is so big here in the Twin Cities. (5) A micro-business marketplace where vendors (artists, licensed healers, editors/desktop publishers) of similar types can share/rent space.
5. A movie theater (family friendly, but shows foreign films as well); a bakery similar to Turtle Bakery in Minneapolis; a Trader Joe's or coop that specializes in organic and vegan oriented food; a place where you can take night classes in (for example) foreign languages, art, vocational skills like welding, computer literacy, etc.
6. movie theater, bakery, garden shop...but not in the library
7. yoga studio
8. community meeting space
gym or yoga studio
movie theater for showcasing independent films
performance space for local musicians
9. We could use an indoor play area for children. The auditorium of the library is perfect for this. We would go to more movies, especially if they were family-oriented, if we had a place in the neighborhood.
10. copy center

11. bookstore, dance hall with lessons, literacy training center for immigrants, neighborhood volunteer center
12. community theater, movie theater, community meeting rooms for non profit groups,
13. A family friendly restaurant where we can get a burger and a beer and hang out with friends, something like The Nook, Chatterbox or Blue Door Pub.
Indoor play space like Eagle's Nest
Swimming pool within walking distance
Gift shop with small gift items, maybe by local artists
2 or 3 morning a week preschool
Well run rec center
14. Museums; movie theaters; not enough "community centers."
15. movie theater
ice cream store
really high quality, sought-after child
care high end stores (clothing, specialty grocery)
family restaurant
indoor play area
16. The library as a place to browse through and borrow a full selection of books, movies and CDs is the most important use for this building and no other use is necessary.
17. discount movie theater (since Roseville 4 closed)
coop
18. bike shop - whether it's a repair shop or retail shop, we don't have one in the midway
bike/ped advocacy/ transit resource center
Hour car station
Local co-op grocery store
19. movie theater, more easily accessible community rooms, children's play areas
20. Child care
After school study area
21. -computer classes for adults and seniors
-craft, hobbies, cooking classes
-professional improvement classes
I will add classes in spanish too, there is a large latino population that could use them
22. - High end super market or organic market such as Mississippi Market, Kowalski's, Lunds, Whole Foods.
-a yoga center
23. youth center, movie theater, dog park, gallery/art space
24. Monthly townhall meeting to share neighborhood concerns.
Movie theater
25. Local neighborhood councils/meetings about issues specific to our immediate neighborhoods
26. Movie-theater
27. A re-use center.
28. I want something that fits within the library mission and vision. Something that doesn't take away from the library and keeps a library in our neighborhood. What could this be?
A community based arts rehearsal/performance space.
An Americorps Admin office.
Community Education classrooms.
Alternative transportation non profit.
Teach for America Admin Office.

Hamline University Offices.
Offices for writers, reporters.
Hamline Midway Coalition offices.
Passport services.

29. A conference center / Workshop space.

The library could be a place for full weekend workshops like the "Zen meditation" workshops that you sometimes see being offered around the city. Small organizations and single instructors sometimes need space for yoga workshops, health care workshops, how to remodel your house basement workshop, or classes like the ones offered through the St. Park Parks and Recreation program which are usually held at schools. Why not a library?

My mother and her friend Phebe Hanson are going off to do week long writing workshop sponsored by the book store in Grand Marais.

Maybe the city could even use the space for "improve your skills" types of workshops that businesses and the government often offer to their employees.

30. Indoor space for kids to move around during long winters - like a McDonalds playland or a Rosedale Mall kids play area without the commercial agenda behind it.
31. Childcare, toy exchange, music lessons
32. more coffee houses/restaurants, resource room for families to meet and play with toys and some structure. Afterschool space for kids to meet and do theatre/puppetry.
33. movie theatre ,a kohls store,
34. Child care, ECFE classes, Community Ed class locations, dance studio, Children's art class/studio, breakfast restaurant/neighborhood cafe, toy store, photo shop,
35. hotel, movie theatre, chain restaurants
36. Tool lending library, child care, senior center, game shop, record store, teen center, employment assistance center, community building (merging with building on lafond?), theater, art gallery, coffee shop, bicycle repair/lending center (like sibley bike depot), meeting space for support groups like AA and new parent groups, a community darkroom/art studio space, CSA pickup site, consignment store, ESL tutoring center, community music school
37. movie theater, roller rink, art or music lessons, cooking classes
38.
 1. a bakery
 2. a dance studio/ exercise studio
 3. a clothing store
 4. a children's bookstore
 5. a charter school
39. Community gathering space, local café
40. food coop, lots more restaurants, art house movies, bakery, bike shop, retail, nursery, bars, wine bar
41. movies, music venues, more cafes, small grocery stores
42. movie theaters and restaurants
43. drop in childcare
craft activities
44. Co-op grocery store, art gallery
45. Farmer's market or food co-op, toy lending library, credit union, playroom for under 5 kids & parents, emergency preparedness resources (medical, food & water, heat/ac)
46. movie theater

47. movie theater
bar/pub
48. movie theater, urban tennis league, tudor help for children
49. Movie Theatre
Rec Center gym with weights
community children's chorus/glee club
Dog park
50. child care, movie theater, gift shop, bakery, bookstore, a place to eat like Common Roots in Minneapolis (local, casual, etc)
51. high end restaurant.
52. movie theater, roller skating rink, dollar store
53. post office
54. Music or movies in the park (Newell), community book clubs, community share and barter programs, seed share program.
55. Movie theater, afterschool programs for younger and older kids, summercamp opportunities for kids (?), adult educational classes (outreach from/with local Universities?).
56. movie theater
community acting theater
dance studio for kids
57. movie theater
Community Center
58. Animal shelter
Farmer's market
Child care
59. - Neighborhood bar/saloon/eatery (think Plums or Groveland Tap)
- Book Store (new books)
60. Movie theater; bakery/deli; a non-chain, family friendly bar and grill; a public, outdoor swimming pool; and independent bookstore; a family friendly dance venue
61. movie theatre, Java Train type cafe/coffee shop like Como park has.
62. *test*
An office for Roger Meyer Consulting

2. Looking back at the list you made in your answer to question number one, what from that list do you think might fit into the building alongside library services? If you think of new things that are not on the first list, add them here too.

Answered question: 57

Skipped question: 14

Response count: 57

1. Stay at Home dad's groups, community meeting spaces
2. More teen and children's activities. The library is an excellent place for meetings about community events; it needs to be used for more groups and activities.
3. Movie theater
Legitimate theater
4. (1) Outdoor games and theater on the HML great lawn would be lovely in the summer. A sculpture w/a fountain might encourage more park-like use of that space. (2) More promotion and use of the theater downstairs could lead to readings, stagings, silent movie showings, acoustic musical performances, a children's theater or language camp, an after-school 'learning through drama' program, lectures, all kinds of creative and intellectual community activity. (The library could become a specialized theater/performance resource and collection.) (3) If the kitchen were fixed up, cooking classes could be tied into the latest cookbooks -- like the currently popular artisan breadbaking book. I could really see HML becoming a model of a genuine community (even 'localism') library and learning hub, with programming tied into and assisted by the neighborhood. I could also see it, in a joint-use scenario with less space, as a "theme" library with rotating displays on topics like home repair, gardening, food preparation and preservation, Minnesota parks and lakes, economic issues, seasonal mythology, literature from specific parts of the world, just to name a few ideas. (4) Since HML started in a hat shop, now maybe there should be a hat shop in HML. Seriously, crafts and crafting are huge now, and maybe having a space for people to sell some of their works amid a nice collection of books on knitting, sewing, woodworking, etc. would be nice, if not a huge revenue source (see micro-business marketplace idea above -- in the library, a living collection among the print and digital collections).
5. A neighborhood film society that shows independent films and movies rarely seen in commercial theaters. A cybercafe---it's getting harder to find coffee shops that offer free internet access, which has become a necessity for applying for jobs, paying bills, doing taxes, etc. In the summer a mini-farmer's market or organic produce stand could be held in the parking lot or front lawn.
6. Hamline Midway Library is small and every corner seems to be used, so I don't think another business there should be necessary. It also should not be up to us to do the city administrator's job of keeping the building open.
7. yoga studio
8. they all would fit along side library space
9. The auditorium would work for both suggestions
10. copiers.
11. bookstore, dance hall with lessons, literacy training center for immigrants, neighborhood volunteer center
12. community meeting rooms for non profit groups, community theater, movie theater,

13. Indoor play space

Preschool

14. The Hamline Midway Library shows movies already. Although I believe that the building works best as a library, maybe part of it can be converted to be a community center of some kind. Also, I overheard that the American Art Museum was looking for space. That is the kind of museum that would work well in the building. (It is a very "classy" old structure that would work well for displaying art, just like how one of the old libraries in MPLS was converted, for a while anyway, into the Dolly Fieterman Art Gallery. It would, however, have to be a non-profit organization.)
15. some kind of family-friendly restaurant/ice cream shop - I know Ginkgo is across the street but frankly they could be more family friendly

This may sound lame but post office

Budget movie theater

INDOOR PLAY AREA! with slides, swings, tumbling area, ball area, etc etc.

16. Again, as long as a strong selection of books and audiovisual material is available to browse through and borrow at the current site other items are not needed.
17. a small coop?
18. A bike/ped/transit advocacy and resource center for information, maps, route lists, etc. could be a great service to couple with library services.

I would think Hamline University would be interested in co-locating some of its urban studies activities off campus but in the city. Additionally, HECUA might be enticed to locate its office alongside a revamped multi-fuction space that includes a library.

I think it might make a lot of sense to have senior housing co-located with library services too.

19. community rooms and children's play area
20. Child care
After school study area
21. all of them
22. yoga center
23. youth center, gallery/art space
24. both
25. Meeting rooms/scheduling for neighborhood council meetings.
26. A movie theater would be awesome.
27. The building is so small that I can't imagine squeezing anything else in there and still having a workable library. Then I will be saying that our neighborhood is missing a library. (Maybe we'll be able to find a vacant building and start a community library.
28. Hamline University is a power in that neighborhood that should step in to do something for the surrounding neighborhood because they can and they should.
29. Week long summer workshops for kids are also a good target. But that would only account for the three months of the summer.
30. *NO RESPONSE*
31. All should be able to fit in the building.
32. Either option

33. movies!
34. Child care, ecfe class, community ed class location, art studio,
35. coffee shop
36. Tool lending library, child care center, senior center, teen center, employment assistance center, art gallery/art studios for rent, bicycle repair/lending center (like sibley bike depot), meeting space for support groups like AA and new parent groups, a darkroom, CSA pickup site, consignment store, ESL tutoring center, music studios for rent
37. Second run movies could be shown in the basement, cooking classes, art and music lessons
38. All- 1,2,3,4,5
39. gathering space, coffee shop (similar to Roseville library?)
40. movie rental, restaurant/coffee house, computer how-to & fixit shop, Music shop (sales, lessons, rental),
41. movies, music and possibly small cafe.
42. any kind of coffee shop or restaurant could work, similar to the way Barnes and Noble has established an environment where people can get coffee and food while browsing, reading, or studying
43. craft activities
44. Art gallery.
45. toy lending library, playroom, credit union?, emergency prep
46. *NO RESPONSE*
47. *NO RESPONSE*
48. movie nights, tudor help
49. Movie Theatre
Music practice rooms
50. book store, gift shop?
51. *NO RESPONSE*
52. idk
53. *NO RESPONSE*
54. Possibly the book club and share and barter program.
55. I made the list with some sense of what things might fit/connect with the library building -- and (except for movies) most do, I think.
New: I wonder if a coffeeshop/restaurant could fit into the building?
56. a one-person business - like a lawyer, freelance writer, etc.
57. Community center
58. Child care
59. Book store
60. Movie theater
Family-friendly dance venue (folk and ethnic dancing and lessons)
Used bookstore
61. I guess I'm not aware of the space.
62. *Maybe a brew pub?*

3. What library programs and services are essential for you? List up to three.

Answered question: 69

Skipped question: 2

Response count: 69

1. children's reading materials and programs, access to WorldCat and lending from other libraries
2. Internet access, the ability to request and get books from other libraries, handicapped accessible.
3. Open bookshelves for browsing
Ability to pick up materials requested from other branches
4. Quiet space for looking at periodicals, reference-only works, items from the "New Books" shelf and/or writing. Basic catalog and database access and holds/pickups (I'm lumping these into one 'minimal service' category). Talks and storytelling and readings for adults and kids. Note: I'm comfortable relying on Central reference staff for serious/difficult research.
5. Book lending, though the collections are getting smaller and less appealing to adult readers, at least those with more literary tastes; DVDs lending; and a quiet study area.
6. Programs relating to the neighborhood, e.g. local history, concerts, just having access to new books, fiction and non fiction. There should be funds to support this small, but wonderful library. It has always been a neighborhood asset and well used.
It is an insult to the Midway to consider closing it.
7. interlibrary loan
books
movies
8. the ability to request books from the St. Paul library system and pick them up at my local library (within walking distance from my home)
9. Hands-on books for my children, librarians who know more than what I can find online, the availability of computers when mine is not working.
10. checking out books
computer access/printing
11. interlibrary loan pickup
open at least twice a week
book return
12. computer access, wifi access, movie rental,
13. books and access to library materials from other branches
reference/research materials and help
literacy programs such as story time and summer reading program
14. I like being able place holds and pick them up. I like having computer access. I also like being able to browse DVDs and other popular materials (I like the new books section).
15.
 1. selection of children's books/play area
 2. rotating selection of decent 'book club-like' fiction for adults
 3. parenting info (raising a toddler, st. paul public schools info, etc).
16. Book lending with a full selection of books available to browse through.

Lending of audiovisual material.
Perhaps some material could be rotated with other Saint Paul Libraries.

17. computer/internet access
books
18. children's books and organized reading times
book delivery to get items from other locations
Public meeting space
19. Computers with Internet access, movie rental and research resources
20. Internet access
kids story time
local pick up of books ordered from St Paul library system
21. being able to take books and DVDs out
22. A location to pickup and drop off books requested from the onling central library system.
23. online book reservations,
children's activities, museum passes
24. Books - both in collection and available from other collections!
Community meeting room.
25. Book hold pick-up site
Video collection, esp. for family video nights
Early reader collection
26. Books. Reference. Computers
27. Books, books, my kids enjoy the teen activities.
28. Access to information in my neighborhood, essential for people with limited transportation capabilities or prefer to have non-motorized living in their neighborhood. In other words, people who like being able to walk to the park, the cafe, the library. Losing the library will degrade the quality of life in our neighborhood.
My son is developing very positive reading habits by weekly or bi weekly visits. He is also learning that some places don't need a car to get to.
I am a teacher and I use the library for research, finding materials, and inspiration for my class. Necessary to all these things are helpful librarians and Hamline Midway has some excellent librarians, especially the new ones.
29. 1. Book availability
2. Computer use availability
3. A wide selection of kids books
30. book reserve
museum adventure passes
kids programs (summer book program is great, but more during winter months for preschool aged kids would be great, too)
31. Story time, interlibrary loan, tutoring, room rental
32. Book check out for children, programs for children, meeting space that is available
33. walking distance from our home
option of having books sent from other branches
summer reading programs
34. Child storytime, early and later hours including Sunday, Book Clubs and discussion groups
35. Internet
Books
Presence in the community

36. borrowing books
children's programming - especially during the winter!
dvd collection
37. Book, movie, and music check out
38. evening hours
summer programs for kids
inter- library book borrowing
39. My family and I walk to the library 2-3 times each week to check out books and videos. Our neighborhood tends to be "landlocked" - especially when getting out with small children - with Snelling on one side and the railroad tracks and University on the north and south ends. There aren't many playgrounds, or really anything else, to walk to that don't involve spending money. Having a destination to make our neighborhood feel like home is invaluable.
40. a sound onsite collection, community meeting rooms, reference assistance
41. taking out books, cds, dvds; story time for small children.
42. Access to Alldata automotive database and to the general fiction and nonfiction collection of all St. Paul libraries
43. books
movies
listening books
44. Browsing and borrowing books.
45. being able to browse books and movies
being able to reserve books and movies
being able to use the meeting rooms for community meetings
46. children's programs and activities
adult reading programs
47. *NO RESPONSE*
48. Children's Librarian, Summer Reading Program, Internet access
49. Book lending, in association with SPPL
50. #1 Book and DVD collection (being able to browse the shelves and pick up books that I have sent there)
#2 Having a library that I can walk to (assumes that #1 is still in place)
#3 The Passport to Play and Museums free passes
51. readings, internet, books.
52. *idk*
53. Book circulation, reference librarian on staff, and online reservations.
54. Book loans, meeting space, computer stations
55. Book/film rentals -- particularly as connected to St. Paul system.
Meeting space--various events, issues.
Occasional author/children's events.
56. children's programs
storytime
movies in the basement - more of them would be nice.
57. Proximity to my home
Ability to lease books and videos for my son

58. Holds
 Catalog search
 Room reservations
59. - checking out materials
 - the facility is within walking distance
 - browsing for materials that are new to me and may not have read/watched/listed to if not for the ability to walk to the library and peruse items.
60. 1. Children's books to browse
 2. Ability to pick up reserved books and return books
 3. Public space for storytimes, meetings, and musical performances
61. Having a walkable/bikeable small community library. Being able to order materials.
62. *More books on starting a community brewpub?*
63. Books, internet, children activities
64. The library itself, the helpful staff, the size of the library knowing that you will get personal help when needed to find a book. A sense of feeling of community.
65. Access to computers and the internet; the ability to receive books requested from other branches; a forum to keep current with events and issues in my neighborhood.
66. physical inventory of books
 movie and music
 children's programs
67. 1) walkable access to the library in Hamline Midway without having to cross very busy streets like University and Snelling.
 2) being able to pick up requested materials like books, movies and CD's.
 3) neighborhood and community programs and events.
68. Mostly the children's area. We borrow many books as well as DVDs. It's a great space to bring kids since it's small so I can get a book for myself and see the kids.
69. Homebound program-library items to those who can't get out
- Book/other medium purchasing-current academic and popular reading titles in addition to DVD's and sound recordings
- Interlibrary Loan
- Internet
- Meeting space-nonprofits can use space for free-there aren't many places that offer free space to those needing to gather as a group.
70. Books (kids and adult, fiction and non-fiction); kids programming; computer access

Memo

To: Samantha Henningson, Legislative Aide
From: Jake Levy-Pollans, Researcher
Date: 10/9/2009
Re: Library Partnerships: Types

There are a wealth of diverse options for partnerships between libraries and nonprofit organizations that promote a stronger and more vibrant community. Before selecting a partnership it is important to research and evaluate the different options available in the community and to consider a few basic policy questions:

Mission fit: What is the ultimate mission that drives the work of the Library? What is the mission of the nonprofit? Can these two missions be connected?

Community needs: What are the needs of the Hamline-Midway community right now? What resources are absent or lacking that would better serve the community? For instance, if the public schools already have a good arts program that might not be the greatest need for the area at the moment and thus another type of partnership might better serve the area.

What kind of partnership best fits the current needs and resources of the city and library system? *Joint use* would have the library share a space (and thus building costs) with another organization but maintain predominantly separate programming and staff. *Joint venture* is collaboration between the library and the other organization, to create new programming and share costs for the operation of the library branch.

Throughout the nonprofit world there are countless organizations, with diverse missions. Here are a few examples of organizations that libraries have found success creating a common mission and partnering with.

Theater

Both libraries and theater organizations have a basic goal of getting constituents excited about stories. There are a number of examples of mutually beneficial partnerships between libraries and a theater organization. The Public Libraries of Charlotte and Mecklenburg County (PMLC) and the Children's Theater of Charlotte (CTC) partnered to create *ImaginOn*, an innovative collaboration that has become a popular destination in Uptown, Charlotte. When the partnership began back in 1997, both organizations saw benefit in the partnership, in new space, shared staff costs and promoting a common mission "Bring stories to life." (<http://www.imaginon.org>)

Art

Northeast of Charlotte, the Greensboro Public Library System partnered with an arts organization, Green hill Center for North Carolina Art, to revitalize their *Hemphill* branch library. The branch includes a kid's art studio (Artquest), gallery space for art exhibits and the trappings of traditional libraries including sprawling reading areas and an indoor tree house. Hemphill was built in 2002 to replace two

closing branches, there was initial concern that the new library would offer the same services and be as popularly utilized as the two old branches but the collaboration with the arts organization helped make Hemphill a well-liked institution of its own right. Hemphill was developed, “as a marriage between art and literacy” (Murphy, 13). And in the end both sides strongly benefited for the collaboration. (<http://www.greensboro-nc.gov/Departments/Library/branches/hemphill.htm>)

Universities

Most institutions of higher education have research libraries of their own on their campus for students, faculty and staff separate from the public library of the area. But at Nova Southeastern University in Broward County Florida, the University and the County partnered to create the *Alvin Sherman Library, Research, and Information Technology Center* to serve both the university community and the broader Broward County population, it is both a fully functioning top tier academic library, and a welcoming public library for families. It was the first such partnership of its kind and hailed for creating “a synergy that was indeed greater than the sum of its parts” (Hunt and Tunon). (<http://www.nova.edu/library/main/>)

Rec Centers

In Fargo, ND, both the Parks and Rec department and the library system needed new space but lacked room in their individual budgets for new capital projects. Built on the edge of a large park, The *Dr. James Carlson Library* was built as a partnership between two government departments, parks and rec and libraries. The library will also do programming in collaboration with the Clapp Park Senior Center. (<http://www.ci.fargo.nd.us/CityInfo/Departments/Library/NewLibraries/>)

Museums

There are countless examples of Libraries and Museums partnering to offer both exhibit space and library services, with the joint mission of spreading knowledge and information to the community. The Institute for Museum and Library Services (IMLS), a program of the federal government annual awards millions in grants to libraries and museums that propose innovative partnerships. According to IMLS, 77 partnerships exist nationwide between libraries and museums, from museums on local history, national history, science centers with planetariums and so on.

Literacy

A library seems like a natural place for an organization that promotes child or adult literacy to use as training or meeting space. The *American Library Association* strongly encourages libraries that do not have the resources themselves to run literacy programs to partner with other organizations to do that. This type of partnership is especially useful in low income neighborhoods or communities with a high number of recent immigrants. (<http://www.ala.org/ala/mgrps/divs/alsc/ecrr/resourcesab/resources.cfm>)

Community and Cultural

Many libraries also serve as a community center, and some are beginning to partner with organizations to serve a particular cultural community. The *Nashville Public Library*, for instance, saw its attendance increase when it partnered with outside nonprofits to promote civil rights and public affairs education. The library became, “a diverse and welcoming activity hub and a center for public discourse” (http://www.pps.org/info/newsletter/april2007/library_models).

Other

I could not find examples of these types of partnerships, but here are a few other ideas for partnership organizations: partnering with a nature, conservation or environmental organization could offer constituents in an urban location the opportunity to explore ecological questions and issues.

Memo

To: Samantha Henningson, Legislative Aide
From: Jake Levy-Pollans, Researcher
Date: 10/9/2009
Re: Library Partnerships: Benefits

The severe budget cuts and threats of closing the Hamline-Midway library have been the impetus for considering partnering with a nonprofit to help cut costs at the library. But the benefits of such a partnership can go well beyond purely economic considerations.

Key questions: What is the goal for this partnership? Is it to simply save money? Increase attendance? Add new programming? There are certainly great benefits to be had from partnerships but it is important to consider what are the ultimate goals and priorities from the start. Also a partnership is, obviously, a two-way street so consider what the library would do to help the nonprofit succeed in meeting its goals.

Budget

It's worth noting that in all of the research and in all of the examples of partnerships between libraries and community organizations around the country, few to none have listed budget cuts as the main reason for entering into a partnership. No matter the original goals of the partnership, however, many libraries did report that the shared costs ended up saving money for their library system or city.

Depending on how the partnership is organized, joint collaborations tend to save libraries in two of their largest budget items, building and staff. For instance at ImaginOn in Charlotte, NC, the theater organization pays for 50% of the operating costs of the building. The staff of the nonprofit may not be librarians, but most libraries are able to reduce the number of positions because the nonprofit staff can do that basic work of watching and staffing an area of the building. When it comes to capital improvements to the building, costs can often be shared and in some cases the nonprofit will have preexisting endowment for capital improvements that can be used.

New Programming and Initiatives

Beyond the obvious addition of a theater organization, for instance, adding theater programming to the library that helps bring new people into the building. Partnering, in the words of one librarian, "builds idea capacity" (Hoffman, 2007). Strong partnerships go well beyond housing two separate institutions with their own programs in the same building; instead a strong collaboration with joint programming that is mutually beneficial is desirable.

Improved Attendance

Again, going beyond the obvious, a good partnership will bring more people into the building. People who utilize the service of the other organization will come though to see them, and hopefully stop to pick up a book on the way. More notably, a good partnership increases the library's lines of communication to the outside, with the networks of the other organization; there is a whole new and varied audience to target.

Memo

To: Samantha Henningson, Legislative Aide
From: Jake Levy-Pollans, Researcher
Date: 10/9/2009
Re: Library Partnerships: Challenges

For all of the benefits that come with a partnership between libraries and nonprofits, there are a unique set of challenges and roadblocks that must be duly considered before entering into collaboration.

Combining bureaucracies

Libraries and potential nonprofit partners tend to have a lot in common: a desire to better their community, tight budgets, they work with similar demographics, etc. Yet for all they have in common, the basic structural differences between the two types of organizations are considerable. Nonprofit bureaucracies tend to have a leaner bureaucracy and staff, their funding source is usually from primarily outside and individual donors. Whereas libraries, often as a part of a city bureaucracy, tend to have more top-down staffing systems, have slower moving decision-making processes (especially if elected officials have to end up signing off on big decisions), and their funding is primarily a part of a city budget.

Merging staff and internal communications

There is a common idiom that organizations tend to only be as good as their staff members. Partnerships, especially the addition of new staff into a building, tend to create clashes when work cultures or habits differ. If the partnership is going to end up changing the employment structure of both or either organization turf wars between the staffs are not uncommon.

When it comes to the melding of bureaucracies and staff the inclusion of staff members at all levels at the initial planning meetings helps to ease the transition. Therefore, persistent and detailed communication with staff about the process and results of partnership meetings is vital to the morale and productivity of staff once collaboration does take place.

External Communication

One of the many things that the discussion surrounding the closing of the Hamline-Midway branch has illustrated is how intensely passionate and protective members of the community are towards their library—and that's a good thing.

A partnership can sound like a big change for a library. Are there going to be fewer resources? Is programming going to change or go away completely? Less books? Smaller reading spaces? Is the partnership going to change my daily interaction with a library that I've been generally happy with?

The truth is that partnerships can end up being of great benefit to the library and the community, without any big changes to the function of the library that community members already enjoy. Selling the benefits of partnership and being clear about what community members can expect from such collaboration is valuable. The idea of libraries partnering with some outside group is still relatively new, so the external communication to the community has to start at a rather elementary level that the partnership is about more than sharing space, it's about sharing ideas.

Library Response to Community Suggestions

Several members of the Library Administration have read, reviewed and provided responses to the suggestions made by the Hamline Midway community to help alleviate the budget shortfall that led to the proposed closure of the neighborhood branch. We appreciate the time and thought that went into compiling the list and have tried to answer in the same spirit. If there are issues which require further explanation, we would be happy to look into them further.

1. Voluntary Donation Bins (estimated revenue = \$595,512.00)

Like Como Zoo, the City of Saint Paul should provide large and visible places for individuals to donate to the library at every branch in the library system. There should also be smaller, temporary donation bins for use at each library branch before and after adult and children's events. Presenters and/or the head librarian should refer to the temporary bins before and after the free programs.

Library customers visited the library 2.7 million times last year, which means that a donation of just ten cents per visit or \$1 for ten would generate enough money to staff the Hamline Midway library (\$270,000). If the 108,504 people who attended a library program last year also donated an average of \$3 each, SPPL would generate an additional \$325,512.00 in revenue. SPPL currently has no systemic method of requesting voluntary donations in this manner.

Residents of Saint Paul support their Library with property taxes. They also have the opportunity to join or donate to the Friends of the Saint Paul Public Library if they want to provide additional financial support to the Library. Perhaps the Library should make that process more obvious and easy. One problem with donation bins is that they are a tempting target for theft and the Library has attempted to minimize the amount of money in library branches to defuse this possible temptation.

(From Ann McKinnon, Saint Paul Friends of the Public Library)

The Friends is not in the business of replacing public funding. For instance, they would not attempt to pay for the staffing of branches to replace the proposed cuts in hours which will likely happen when the Library's 2009 budget is cut this year. However, in response to the dramatic cuts in the materials budget, The Friends is launching a citywide fundraising campaign for the Library's collection. The results of the "Stock the Stacks" campaign will go directly to the purchase of materials at the Saint Paul Public Library.

2. Use Four Work-Study Students and a Half-Time Librarian II to Staff the Hamline Midway Library (approximate savings = \$200,000.00 - \$250,000.00)

Partner with local colleges and universities to employ four work-study students who are seeking degrees in early education or library sciences to staff the Hamline Midway Library. Reduce the current Librarian II position to half-time. This plan does not eliminate any current union employees, because there were 4 FTEs added in the 2009 Adopted Budget, which were not filled, in addition to one existing position that has been left vacant. The approximate savings from utilizing work-study students would be between \$200,000.00 and \$250,000.00.

A library agency requires trained staff that has competencies in handling materials and customer requests. It's not practical for a part-time librarian to manage the turn over in work study students in addition to operating a library.

The Library is investigating the use of work-study students to help with various learning centers and this option has proved very beneficial in some other communities. However, students could not be counted upon to provide the staffing for the branch. Training for circulation and reference assistance takes a great deal of time—more than could be offered by a half-time Librarian who is also, herself, providing customer service. In addition, students have many other demands on their time and their studies are understandably their first priority. Their availability would be determined by the academic calendar which would disrupt normal library schedules. All of these concerns aside, labor contracts would preclude replacing staff with non-union workers.

3. Temporarily Reduce Materials Budget by 50% (savings = \$600,000.00)

The current materials budget is \$1.2 million. The proposed budget is \$806,000, an approximate 33% reduction. If the materials budget were reduced by 50%, the savings would amount to \$600,000.00. This temporary reduction should focus on adult books and entertainment DVDs. When the next governor reinstates LGA, the materials budget will return to current levels.

We will reduce the Library's materials budget significantly in 2010. The exact amount is still under discussion but it will exceed 33%.

4. Eliminate the Cap on Late Fees (estimated revenues = \$50,000.00)

Eliminating the cap on the amount of a fine that can accrue against an individual would result in an estimated \$50,000.00. This was an alternative considered by the library director, but was not incorporated into the final budget proposal.

The Library is about access and not about putting making it more difficult for people to use our resources. The former Library Director eliminated this option after conferring with her colleagues in other library systems, examining our collection options and because it is not a permanent solution to the problem. Fine collection varies from year to year.

In addition, the Library already budgets income from fines and fees for collections and to replace computers across the system. The general fund includes only a fraction of what it costs to replace computers. As we add more technology, the maintenance and replacement costs also rise.

5. Reduce Postage (estimated savings = \$20,000.00)

Decreasing mailed materials for a savings on postage would result in an estimated cost savings of \$20,000. This was a savings considered by the library director, but was not included in the final recommended plan for budget reductions.

This was not recommended as a budget reduction because it was implemented in 2009.

6. Room Rental Fee (estimated revenue = \$30,000.00 - \$50,000.00)

Similar to Parks and Rec, SPPL could charge a minimal fee to reserve meeting rooms. 3,472 non-library meeting room events took place in 2008. If every library that does not charge a fee, (or does not charge a fee to non-profit groups) instituted a \$10 meeting-room fee, SPPL would generate approximately \$30,000 in additional revenue. A \$15 meeting-room fee would result in \$50,000 in additional revenue. A limited number of libraries already charge a fee to rent rooms, so this would simply expand an existing policy to the entire library system.

The Library is examining its room rental policies and may raise fees in 2010. However this, like other fees, is not a revenue source that is dependable and permanent.

7. Increase Late Fees for Adult Materials by 25% (estimated revenue = \$82,660.00)

The current budget states that the City of Saint Paul generates \$275,642.00 from fines on adult materials and \$55,000.00 from lost and damaged materials. Increasing these fees by 25% would result in an additional \$82,660.00.

All fines and fees will be under review. Use of payment by credit card has increased the amount of revenue realized from fines and fees. In late 2009 the Library will increase the cost of printing from .05 to .10.

8. Fee for Interlibrary Loan Requests (estimated revenue = \$15,426.00)

There were 20,569 requests from library customers for books from other libraries. Charging seventy-five cents for this service would result in an additional \$15,426.00.

Interlibrary loan operates as a cooperative service among libraries and SPPL cannot unilaterally charge a fee for regional service. Minitex, which serves as a statewide clearinghouse for ILL, receives money from the legislature to provide this service. We do charge for loans outside of Minitex and we are examining the possibility of raising those fees.

9. Late Fees for Children's Materials (estimated revenue = \$206,250.00)

Currently the City of Saint Paul is one of the only library systems in the Twin Cities metropolitan area that fails to impose a late fee for children's materials. Both the City of Minneapolis and Hennepin County charge five cents per day for overdue children's materials. Ramsey County charges ten cents a day. Dakota County charges five cents a day, with a \$2 maximum for children's books, but imposes a \$1 per day overdue fee for children's entertainment videos. St. Paul could add a daily fee for overdue children's materials equal to the current daily fee for overdue adult materials, Although no statistics were available related to the number of overdue children's materials, assuming the number equaled 75% of the overdue adult materials, the total would be approximately \$206,250.00.

SPPL has a long held belief that fines on children's materials serve as a barrier to use, especially among new immigrants. Many children come to the Library without a parent and fines could make it impossible for them to use the resources available to them. This issue has been raised a number of times over the years and the result has always been a decision to maintain our no-fine policy. Promoting reading and library use by children is one of our most cherished values.

10. \$1 Rental Fee for "New" Entertainment Videos (estimated revenue = \$20,000.00)

Dakota County charges \$1.00 per day for new entertainment videos. Specific statistics related to circulation of "new" entertainment videos were not available. Assuming, however, that patrons rent 100 new entertainment videos for 200 days each, this proposal would generate \$20,000.00.

The Library is actively pursuing this option.

Hamline Midway Library Even September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
CLOSED		1 Storytime 6 pm	2	3 Hamline Midway Library Assoc. Monthly Meeting 6:30 pm	4 Preschool Storytime 10:30	5 CLOSED for Labor Day Weekend
6 CLOSED for Labor Day Weekend	7 CLOSED for Labor Day Weekend	8 Storytime 6 pm Great Books Book Club 7:15 pm <i>Love in the Time of Cholera</i>	9	10	11 Preschool Storytime 10:30	12 Chemists in the Library 1:30-3:30 pm Saints & Sinners Bookclub 1-3 pm
13 CLOSED	14	15 Storytime 6 pm Women's Human Rights Film Series: Dishonored 7 pm	16	17	18 Preschool Storytime 10:30	19
20 CLOSED	21	22 Storytime 6 pm	23	24	25 Preschool Storytime 10:30	26 Fall Celebration of Community 11 am - 2 pm Presented by the Hamline Midway Library Association
27 CLOSED	28	29 "Under the Sea" Storytime, 6 pm Presented by the Mighty Midway Storytellers	30			



Hamline Midway Library, 1558 W Minnehaha Ave, St Paul, MN 55104, (651) 642-0293

Proposal for a Passport Acceptance Center: a service of the Saint Paul Public Library

Public Libraries in several states have worked with the U. S. Department of State to become Passport Acceptance Centers thus integrating two vital community services, Libraries and government passport resources, as a blended model. California and Missouri are two states in which this blended model has brought new revenue into libraries and at the same time introduced many families to the resources of the public library as part of a visit to apply for a passport. Libraries report that many of these new library users continue ongoing use over time. Further, the income produced for the libraries involved is significant.

A search was completed of passport application acceptance locations within 25 miles of zipcode 55104. There are 61 locations, 28 of them within ten miles. Of those 28, only 5 are open on Saturday, none past 2 PM and only one is open until 5 PM. None of these locations is open on Sunday. Only one is open until 5 PM and two until 6 PM weekdays. About half of these locations are post offices and none are libraries. A current challenge for persons needing a passport is finding a location with hours that suit their needs particularly evening and weekends.

Due to changes in entry rules which now require entering persons to have a passport when returning from Mexico, Canada, the Caribbean and Bermuda, as well as the number of students in the Twin Cities area who travel abroad, there is a greater call for passports than has been seen in the last few years. Out of more than 1 million people, both U.S. and foreign citizens, who legally enter the U.S. each day, about three-fourths arrive by land from Mexico or Canada, according to U.S. Customs and Border Protection. In 2007 the U. S. began requiring a passport to fly back from Mexico, Canada, and the Caribbean and Bermuda. In 2008 it began implementing the new document requirements for land and sea crossings. Both adults and children under 18 need these documents.

Corona, California Public Library processes between 5000 and 7000 passport applications in a year charging \$25 each. In addition they take passport photos at \$10 per set. Staff report, "Taking photos was one of the best things we have done because we are now a one stop location for the applicant." In 2007 they processed 10,396 passport applications at \$30 each and the revenue that year from this initiative was \$311,880.

The Oxnard Public Library in Oxnard, California began searching for new revenue in 2000. Several years they brought in \$50,000 to \$60,000 from Passports and some years \$120,000 to \$140,000. In the 2008 fiscal year they were reported to take in \$75,000. This is a unionized library system with clerical staff being the trained staff who are the acceptance agents. Staff from Oxnard Public Library have presented at Public Library Association Conferences regarding value of this service.

Kirkwood Public Library in Kirkwood, Missouri is a Consortium of suburban public libraries near St. Louis. It charges \$25 to process a passport in addition to the regular passport fee which goes to the Government. The processing fee is a separate check made out to the library system. During January 2009 this one library serviced 135 passports during set hours the library determined (all open hours but never within one hour of closing due to paperwork involved.) This one library took in \$3375 in one month from this service alone.

Several common themes stand out from interviews with these systems. It is important to determine the hours when the service will be provided keeping in mind staffing patterns and the need to cross train staff to do this in case of vacations, etc. Further, it is important to have a semi-private area for a staff member to work with an applicant. I asked if another part of a public desk, such as the west side of the circulation desk at Rondo would work or if it has to be a private room. While the latter might be useful, (with limited staff who may need to have visibility of the library space while working on an application), the former would suffice. Also during set times a small meeting room might be used for applicants who have made an appointment. Some libraries mix “service by appointment” with drop-in service. Others solely are drop in and some “appointment only”. (Service example: Saturdays 11-3; Mondays and Wednesdays 4-7:30; Sundays 2-4 by appointment only)

Photos were taken by clerical staff at some participating libraries at the equivalent of SPPL’s Library Customer Service Assistant positions. Cameras must be purchased that comply. This was recommended by all systems as important to do both the application and the photos creating an ease for the customer. More customers go to a service location with this “one stop” approach.

In one library system with Technical Services cataloguers and other staff officing near a public area, support staff had public service assignments at the Passport desk for two hours a week.

The execution fee (fee paid the library for service) is federally established. Training is provided by the U.S. Department of State.

To apply to become a passport acceptance facility, SPPL would complete forms and send them to the Seattle Passport Agency. This Customer Service Agent from this office will add the ir recommendation and forward it to passport headquarters (federal) for action. When designated, Passport headquarters will send a welcome letter and designation certificate for the office. The Seattle Passport Agency will then send out initial passport reference material and supplies for kpassport acceptance. The total process usually takes 4-6 weeks. (A Public Entity Request for Designation form must be completed in the case of a Public Library.)

Alice R. Neve
Rondo Area Librarian
6-25-09

The future of libraries, with or without books

STORY HIGHLIGHTS

As books go digital, libraries are reevaluating their roles

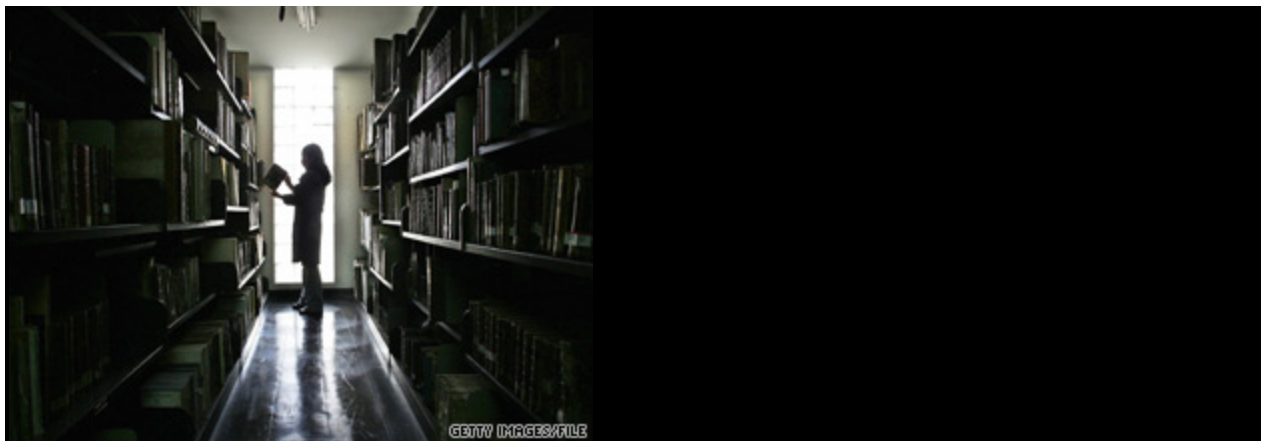
Some say libraries will soon act more like community centers

Most say the physical book will stay in libraries, but with less importance

Some libraries use futuristic tools to attract new patrons

Fri September 4, 2009

(CNN) -- The stereotypical library is dying -- and it's taking its shushing ladies, dank smell and endless shelves of books with it.



Libraries are trying to imagine their futures with or without books.

Books are being pushed aside for digital learning centers and gaming areas. "Loud rooms" that promote public discourse and group projects are taking over the bookish quiet. Hipster staffers who blog, chat on Twitter and care little about the Dewey Decimal System are edging out old-school librarians.

And that's just the surface. By some accounts, the library system is undergoing a complete transformation that goes far beyond these image changes.

Authors, publishing houses, librarians and Web sites continue to fight [Google's](#) efforts to digitize the world's books and create the world's largest library online. Meanwhile, many real-world libraries are moving forward with the assumption that physical books will play a much-diminished or potentially nonexistent role in their efforts to educate the public.

Some books will still be around, they say, although many of those will be digital. But the goal of the library remains the same: To be a free place where people can access and share information.

"The library building isn't a warehouse for books," said Helene Blowers, digital strategy director at the Columbus [Ohio] Metropolitan Library. "It's a community gathering center."

Think of the change as a Library 2.0 revolution -- a mirror of what's happened on the Web.

Library 2.0

People used to go online for the same information they could get from newspapers. Now they go to Facebook, Digg and Twitter to discuss their lives and the news of the day. Forward-looking librarians are trying to create that same conversational loop in public libraries. The one-way flow of information from book to patron isn't good enough anymore.

"We can pick up on all of these trends that are going on," said Toby Greenwalt, virtual services coordinator at the Skokie Public Library in suburban Chicago.

Greenwalt, for example, set up a Twitter feed and text-messaging services for his library. He monitors local conversations on online social networks and uses that information as inspiration for group discussions or programs at the real-world library.

Other libraries are trying new things, too.

The Public Library of Charlotte and Mecklenburg County, in North Carolina, has a multimedia space where kids shoot videos and record music. It also runs a blog dedicated to gaming and hosts video game tournaments regularly.

Kelly Czarnecki, a technology education librarian at ImaginOn, a kids' branch of that library, said kids learn by telling their own stories.

"Our motto here is to bring stories to life, so by having the movie and music studio we can really tap into a different angle of what stories are," she said. "They're not just in books. They're something kids can create themselves."

Czarnecki believes that doesn't have to come at the expense of book-based learning.

The Aarhus Public Library in Aarhus, Denmark, takes things a step further.

The library features an "info column," where people share digital news stories; an "info galleria" where patrons explore digital maps layered with factoids; a digital floor that lets people immerse themselves in information; and RFID-tagged book phones that kids point at specific books to hear a story.

"The library has never been just about books," said Rolf Hapel, director of the city's public libraries.

Community Centers

Jason M. Schultz, director of the Samuelson Law, Technology and Public Policy Clinic at the University of California at Berkeley Law School, said libraries always have served two roles in society: They're places where people can get free information; and they're community centers for civic debate.

As books become more available online, that community-center role will become increasingly important for libraries, he said.

"It depends on whether we prioritize it as a funding matter, but I think there always will be a space for that even if all the resources are digital," he said.

Some libraries are trying to gain an edge by focusing on the "deeply local" material -- the stuff that only they have, said Blowers, the librarian in Ohio.

"How do we help add that value to a format like the Internet, which is expansively global?" she said. "So we look at what do we have here that we could help people gain access to by digitizing it."

That material can be used to start community discussions, she said.

Librarians

This shift means the role of the librarian -- and their look -- is also changing.

In a world where information is more social and more online, librarians are becoming debate moderators, givers of technical support and community outreach coordinators.

They're also no longer bound to the physical library, said Greenwalt, of the library in Skokie, Illinois. Librarians must venture into the digital space, where their potential patrons exist, to show them why the physical library is still necessary, he said.

A rise in a young, library-chic subculture on blogs and on Twitter is putting a new face on this changing role, said Linda C. Smith, president of the Association for Library and Information Science Education.

Some wear tattoos, piercings and dress like they belong on the streets of Brooklyn instead of behind bookshelves. They're also trying on new titles. Instead of librarians, they're "information specialists" or "information scientists."

Libraries like the "Urban Media Space," which is set to open in 2014 in Aarhus, Denmark, are taking on new names, too. And all of that experimentation is a good thing, Smith said, because it may help people separate the book-bound past of libraries from the liberated future.

"It's a source of tension in the field because, for some people, trying to re-brand can be perceived as a rejection of the [library] tradition and the values," she said. "But for other people it's a redefinition and an expansion."

Funding woes

In the United States, libraries are largely funded by local governments, many of which have been hit hard by the recession.

That means some libraries may not get to take part in technological advances. It also could mean some of the nation's 16,000 public libraries could be shut down or privatized. Schultz, of the Berkeley Law School, said it would be easy for public officials to point to the growing amount of free information online as further reason to cut public funding for libraries.

Use of U.S. public libraries is up over the past decade, though, and many people in the information and libraries field say they're excited about opportunities the future brings.

"I came into libraries and it wasn't about books," said Peter Norman, a graduate student in library and information science at Simmons College in Boston who says he's most interested in music and technology. "Sure I love to read. I read all the time. I read physical books. But I don't have the strange emotional attachment that some people possess."

"If the library is going to turn into a place without books, I'm going to evolve with that too," he said.

Artists' Centers

Evolution and Impact on Careers,
Neighborhoods and Economies

Ann Markusen Amanda Johnson

with Christina Connelly, Andrea Martinez, Paul Singh, and Galen Treuer

Project on Regional and Industrial Economics
Humphrey Institute of Public Affairs, University of Minnesota

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Executive Summary

Beyond formal training, most artists create and work in relative isolation. In early career stages, they often lack the expensive tools, such as darkrooms, digital labs, kilns, and printing presses. They need spaces to rehearse, hang their work, try out their poems and plays on audiences—even a room of one’s own to think and write. Cut off from peers and mentors, they need encouragement and critical feedback. They don’t know much about how art markets work. If there is nowhere for artists to go for help, there are likely to be fewer of them, and the quality of their work is likely to suffer.

Over the past generation, a unique form of dedicated space for artists has emerged in the United States. Minnesota serves as a laboratory in this study to explore the impact of artists’ centers on artists and on regions and neighborhoods. The state and its major metro area—the Twin Cities of Minneapolis–St. Paul—host high concentrations of artists, with their ranks growing relatively rapidly over two decades. In tandem with other elements in the region, the extraordinary density and quality of artists’ centers contribute to the state’s artistic reputation.

At least twenty-two Minnesota organizations offer artists places to meet, work, and present their art. These spaces also serve as bridges among amateurs, art appreciators, and emerging, midcareer, and master artists. Four are in Greater Minnesota and the rest in the Twin Cities. They vary from medium-specific centers (e.g., Northern Clay Center, Textile Center, Minnesota Center for Photography, IFP Minnesota Center for Media Arts, SASE: The Write Place, The Playwrights’ Center) to community-specific (Intermedia Arts, Homewood Studios, New York Mills Regional Cultural Center, Banfill-Locke Center for the Arts) or affinity group centers (Interact Center for Performing and Visual Arts, for artists with disabilities). Interviews with founders, directors past and present, staff, and artists at all stages of development enabled us to chart the evolution and impact of each center. We conducted more than 200 interviews, and in the case of the Loft Literary Center, surveyed more than 1,000 participants.

Over time, the function and nature of these centers have changed. Earlier centers to emerge (Duluth Art Institute, American Composers Forum, The Playwrights’ Center, the Loft Literary Center, Film in the Cities, Northfield Arts Guild) were started by artists who were also friends to provide a collective forum for learning, working, and presenting. The activist 1970s was a particularly fertile decade for these kinds of organizations, which often had political as well as artistic agendas at the time. Those that survived endured at least one serious fiscal crisis, moved multiple times, and struggled with governance. Artist-founders had to face the need for professional management and business skills, and though a few did prove to have such skills, most turned to experienced outsiders for help.

As these relatively informal organizations took on the financial burden of space and staff, they also faced growth and inclusiveness challenges. Especially in the 1990s, when budget cuts slashed into operating, project, and regranteeing budgets, artists’ centers were compelled to question and to alter their real or perceived clubbiness and morph into truly supportive organizations nurturing both artists and audiences.

Why does Minnesota have such an unusual number of artists’ centers? The state is blessed with “incubators” that have been around for decades: funders, including family, nonprofit, and corporate foundations; the State Arts Board and its regional arts councils; and sophisticated city governments. These entities have provided competitive and sustained support to artists’ centers. Since 2000 alone, these funders have contributed more than \$15 million to the centers studied here, a number bolstered by large patron and membership contributions. Funders have given more than dollars; their arts staff also have counseled artists and organizational leaders, nudged them to gain management expertise, pitched in during crises, and helped them network with each other, enabling them to cross-fertilize and learn from each other.

Interviews and the survey from the Loft Literary Center show that artists’ centers can have a powerful impact on individual artists’ careers and the quality of their work. Through classes, instructors, apprenticeships, chances to see experts at work, newsletters and libraries, expensive equipment and space, competitive grants, presentation opportunities, and diverse audiences, artists’ centers make it more likely that the region’s aspiring artists will find encouragement, master new techniques, connect with

Executive Summary

mentors and peers, and learn the business side of their fields. Artists credit the centers with building long-term audiences and markets for their art, both in the region and nationally.

Many centers have contributed to neighborhood and community development by raising cultural awareness and helping communities use art to solve problems, connect residents with each other, and express identity and pride. Many have contributed to the commercial vitality of their immediate surroundings by investing in historic or new buildings, bringing artists and audiences to the neighborhood day and night, encouraging restaurant and service start-ups and façade improvements. In Northfield and New York Mills, the Guild and Regional Cultural Center respectively have become important anchor tenants on main street and attracted visitors from a much larger region.

Although all the artists' centers showcased here serve artists directly, many are not artist-centric. They have found that to be successful advocates for artists and art forms, they must serve amateurs and audiences as well. Their priority activities may include serving their communities, the general art-loving public, or school children. Community-oriented centers seek out artists as catalysts to pursue other goals.

As a group, these centers have done an outstanding job of bridging amateurs and professionals and of blending inclusive with competitive and meritocratic programming. Yet the organizational challenges of creating and sustaining such centers have been and remain formidable. Four such challenges loom particularly large: identifying and serving a constituency, including issues of inclusiveness, diversity, and community outreach; finding and managing dedicated space; right-sizing and funding a balanced program portfolio; and adapting to new trends, such as the emergence of digital technologies, the overlapping of media, the rise of for-profit arts, and the ongoing decentralization of population.

The Minnesota experience suggests that artists' centers are an important wellspring of the regional arts economy. When compared with the largest arts institutions in the region, these hothouses for talent have made remarkable contributions at a very modest price. Based on this assessment, we recommend the following:

- Public and nonprofit policymakers responsible for economic development, urban planning, and cultural policy should acknowledge and support artists' service centers as good investments and as candidates for brick and mortar subsidies, operating funds, and technical assistance.
- State and local governments should use the many tools at their disposal to help create appropriate spaces for artists and embed such centers in their neighborhoods. Flagship arts institutions should honor centers' incubating role for regional artists and consider them partners rather than competitors for public and patron dollars.
- Private sector businesses should approach and work with artists' centers as suppliers of creative ideas, design, and skills that will help make them more productive, including partnering on technique and training.
- In states and regions without the generous funders that Minnesota enjoys, fundraising campaigns and publicity that raise public and patron understanding of the significance of convening space for artists and audiences can help fill the gap.
- State and regional arts agencies, especially those operating in suburban and smaller town settings, should foster collective spaces for artists.
- Artists should not only testify to the significance of centers for their careers and artistic development but play active roles in center governance, fundraising, and recruitment of artists and art lovers to center activities.

7.2 MEETING MINUTES & FACILITY TOURS

	<ul style="list-style-type: none"> ▪ What information can we find on virtual libraries? Is this cost-effective? Are there examples? ▪ Are there any other local partnership examples? North Saint Paul Library? ▪ Are there other support groups for libraries (Other than the Friends organization)? What are the parameters for library fundraising? ▪ What are the minimum services that can be provided by the library (may be a question for both the Library and the community)? ▪ What could the lower level space be leased out for? What would this generate in terms of revenue? <p>As noted, the majority of this information should be pulled together prior to our next meeting.</p>	Ole Kathleen Kathleen Kathleen Comm. Mtg. 292	7/27 7/27 7/27 7/27 8/6 7/27
4.	<p>The group discussed the community input process. We need to set a date for a community meeting relatively early in the process. The focus of the meeting should be: What are the needs in the community and what other organizations or partnerships can meet these needs in this facility while reducing costs?</p> <p>The meeting may list both broad community and library-focused needs, those needs should be prioritized and the discussion should suggest resources or ideas to meet those needs.</p> <p>While understanding the history of the Hamline Midway Library and the concerns of the community, the meeting should address: “The library of the future is changing – what will the library be?”</p> <p>Roger will work with Samantha and Jun-Li to develop information to be distributed about the meeting and make preparations on location. National Night Out on August 4th may provide another opportunity to get the word out to the community.</p>	Roger, Samantha, Jun-Li	Prior to 7/27
5.	<p>We discussed the schedule and focus of upcoming Task Force meetings. The meeting dates currently set aside are: <u>Monday, 7/27, 6:30 -8:30 pm</u>: Review collected data and make final preparations for the Community Meeting <u>Thursday, 8/6, time TBD</u>: Community Meeting <u>Monday, 8/10, 6:30 -8:30 pm</u>: Process input from community meeting; brainstorm potential solutions, partners or ideas to pursue further. Meetings with potential partners to take place after this meeting. Determine need, time for a second community meeting. <u>Monday, 8/24, 6:30 -8:30 pm</u>: Review partner meetings, further refine ideas and develop multiple scenarios <u>Monday, 9/14, 6:30 -8:30 pm</u>: Review final draft report <u>Monday, 9/28, 6:30 -8:30 pm</u>: TBD</p>	---	---
6.	<p>In addition to the community meeting, other options for obtaining input should be provided. Roger will work with Jun-Li on developing some type of web-based input option.</p>	Roger	7/27
7.	<p>The session wrapped up with brainstorming a few ideas for the library; these included:</p> <ul style="list-style-type: none"> ▪ Storytime by other non-profit ▪ Theater group or arts organization (Open Eye, Articulture were noted, Springboard for the arts) ▪ Hancock Elementary library and/or preschool ▪ Food bank 		

	<ul style="list-style-type: none">▪ Daycare/ECFE/preschool▪ RCC library▪ Computer training▪ Additional fundraising for partnerships▪ Green/Sustainable library model▪ Environmental groups▪ State of Minnesota (or Ramsey County) – Services or offices		
8.	Next meeting date will be Monday, July 27 th at the Hamline Midway Library Auditorium .		

If any of the above does not meet with your recollection of the items as discussed, please contact this office within three days so that we may amend our records.

Date: July 17, 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 Ben Grove; Neighbor
Kathleen Flynn; Acting Library Director Connie Springer; Neighbor
Susie Odegard; St. Paul Parks & Rec 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
1.	Quick introductions were made around the table and Roger reviewed the agenda for tonight's meeting.		
2.	<p>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:</p> <ul style="list-style-type: none"> ▪ 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 costs 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 partnering opportunities. 	Samantha	8/10

	<ul style="list-style-type: none"> ▪ 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. 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. They 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. 		
3.	<p>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.</p> <p>The discussion turned to ideas from this research that might move us on a path forward.</p> <ul style="list-style-type: none"> ▪ In addition to changing staffing, hours and services, we need to think about changes in the building. We need to address the two-level 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

	<ul style="list-style-type: none"> ▪ 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.	<p>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:</p> <ul style="list-style-type: none"> ▪ 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.	<p>Attendance at the meeting could be 50 – 80 people; it is hard to predict. The community meeting will be held on Thursday, August 6th at 6:00 pm at Hamline University East Hall (formerly Law/Grad building)</p>		
6.	<p>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 10th.</p>	Roger, Jun-Li	7/29
7.	<p>Note items requiring additional information or follow up. The next meeting following the community meeting will be on Monday, August 10th at 6:30 at the Hamline Midway Coalition.</p>		

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.

DATE: August 8, 2009

FROM: Pamela Bakken Anderson, AIA
292 design group

RE: Hamline Midway Library Study

SUBJECT: Community Meeting - August 6, 2009

ITEM

1.	Roger Meyer made introductions and presented the agenda and goals for the meeting.
2.	<p>The first part of the meeting included a short time of silent brainstorming to a slideshow to come up with ideas of services, resources or other opportunities that may be missing in the Hamline Midway community. These ideas were gathered and recorded; they have been organized by theme:</p> <p><u>Arts</u></p> <ul style="list-style-type: none">▪ Artist studios▪ Learning through theater▪ Community music school▪ Music venue/performance/lessons/practice▪ Visual arts gallery▪ Community gallery space▪ Children's theater▪ Community art center/arts education center <p><u>Health/Wellness</u></p> <ul style="list-style-type: none">▪ Nutrition/health care space▪ Yoga/pilates/meditation▪ Space/activities for the disabled▪ Senior care (possibly with daycare) <p><u>Children</u></p> <ul style="list-style-type: none">▪ Parent resource center▪ Playland/interactive play▪ Daycare center▪ After school programs▪ "Tweens" center <p><u>Education</u></p> <ul style="list-style-type: none">▪ Preschool▪ Charter school▪ ESL center▪ Safe gathering space for children▪ Neighborhood school▪ Professional tutoring <p><u>Gardening/landscape</u></p> <ul style="list-style-type: none">▪ Gardening workshop▪ Farmer's market▪ Urban agriculture center▪ Outdoor sculpture▪ Decorated crosswalks▪ Dog park▪ Trash cans/trash pick-up

	<p><u>Retail/restaurant</u></p> <ul style="list-style-type: none"> ▪ Deli ▪ Consignment shop ▪ Food co-op ▪ Organic restaurant ▪ Antique store ▪ Bookstore ▪ Vintage clothing ▪ Coffeeshop/community gathering ▪ Wine bar ▪ Ice cream shop ▪ Bakery ▪ Movie theater <p><u>Business/technology</u></p> <ul style="list-style-type: none"> ▪ Computer training ▪ Small business center ▪ Copy center ▪ Computer lab ▪ Workforce center ▪ E-mail boxes <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Historical interpretation ▪ College hangout ▪ Lake/water feature ▪ Public swimming/skating ▪ Reading veranda/sunroom ▪ Community gathering space
3.	<p>From the ideas listed above, attendees were asked to think how these ideas might fit with the existing Hamline Midway Library space. Some of the ideas were considered in terms of a theme:</p> <ul style="list-style-type: none"> ▪ Education theme ▪ Literacy theme ▪ Environmental theme ▪ Arts theme ▪ Technology theme (“The Works”) ▪ Health/Wellness theme ▪ Entertainment theme ▪ Maintain library theme <p><u>Specific uses or ideas for the library space included:</u></p> <ul style="list-style-type: none"> ▪ Juice bar ▪ Wellness/Massage center ▪ Computer/technology school ▪ Showcase of green building technology (rain garden, green roof, etc.) ▪ Green building resource center ▪ Loft/Book arts center ▪ Restaurant ▪ Archive ▪ Rental meeting space/small event space ▪ Literacy summer camp ▪ Army National Guard/service dogs ▪ Daycare/after school care/senior daycare ▪ Drop-in daycare ▪ Partnership with Knox Presbyterian Church ▪ Church/coffeehouse/library ▪ Fee-based products

	<ul style="list-style-type: none"> ▪ Small business development ▪ Small office rentals/short-term rentals <p><u>Ideas were noted for the library itself:</u></p> <ul style="list-style-type: none"> ▪ Maintain integrity of the library ▪ Reduce library space use; go to drop-off/pick-up only ▪ Increase access to computers <p><u>And ideas for fundraising were also noted:</u></p> <ul style="list-style-type: none"> ▪ Community-institutional sponsorships ▪ Community ownership ▪ Pizza Hut partnership ▪ Target sponsorship ▪ Buy-a-brick/fundraising ▪ More volunteers ▪ Memorials ▪ Garrison Keillor tie-in ▪ Reduce hours while one of these ideas emerge
4.	<p>The third input session related to library services and which services are most important to retain at the Hamline Midway Library. A variety of library services were posted on the wall and each meeting attendee was asked to “vote” with sticker dots for the three services that they felt were most important to them. The services and numbers of “votes” for each were:</p> <p>Space:</p> <ul style="list-style-type: none"> ▪ Formal meeting space - 7 ▪ Lounge/gathering space - 5 ▪ Place to study, work or do homework - 11 <p>Books/Materials:</p> <ul style="list-style-type: none"> ▪ Browse the collection (books on shelves) – 49 ▪ Access a single collection – 11 total <ul style="list-style-type: none"> ○ Children’s library (6) ○ Technology library (3) ○ Reference library (1) ○ New books/staff picks (1) ▪ Holds/pick-up (no books on shelves) – 15 ▪ Access public documents – 1 ▪ Community information (review or post) – 1 ▪ Books/collections research - 1 <p>Technology:</p> <ul style="list-style-type: none"> ▪ General computer use – 11 ▪ Access library catalogues/databases – 2 ▪ Access the internet - 18 <p>Staffing/Programming:</p> <ul style="list-style-type: none"> ▪ Staff assistance with research – 5 ▪ Book recommendation by staff – 0 ▪ Volunteer opportunities at the library – 2 ▪ Children’s programming – 19 ▪ Teen programming – 9 ▪ Adult programming – 8
5.	<p>The meeting wrapped up with an overview of the next steps. The ideas generated at this meeting will be used at the next task force meeting to inform the process. The next steps will be to begin developing up to three viable scenarios that can be presented to the city. These options should clearly identify potential partners or tenants with a commitment to proceed. Space implications and budgets will be presented as part of these scenarios.</p>
6.	<p>Questions were taken and other opportunities for input were noted. An online survey is available and any additional ideas can be submitted through one of the task force members. A follow up community meeting will be held later in the process.</p>

7. *Card with some of the brainstorming ideas were collected. In addition to the ideas listed under items 2 and 3, some of the ideas on the cards included:*
- *Small chamber music venue; folk/jazz*
 - *Study center for immigrant English learners*
 - *More small businesss; shopping street for pedestrians*
 - *Children's museum*
 - *Montessori*
 - *Gardens with study tables*
 - *Corner urns with flowers*
 - *Bulletin boards per block*
 - *Hamline University bookstore*
 - *Science Museum or Children's Museum outreach*
 - *Neighborhood development center*
 - *Historical preservation*
 - *Alternate community theater with movie theater in lower level*
 - *Bookstore/historical interpretation*
 - *Bike shop; sales, repairs, and related supplies*
 - *Refurbished computers; sale with option for training*
 - *Community education courses*
 - *Neighborhood block committee meeting space*
 - *Computer repair workshop*
 - *Group meeting center – AA, OA, rehab*
 - *Holistic health center*
 - *Used bookstore*
 - *Permanent SPPL book sale*
 - *Arts and crafts*
 - *Youth job center*
 - *Garden store*

Date: August 11, 2009 Meeting On: August 10, 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 Ben Grove; Neighbor
Connie Springer; Neighbor Dan Loritz; Hamline University
Kit Hadley; Incoming Library Director Debbie Willms; Library
Katrina Taylor; Hamline Midway Library Mark Wentzell; 292 design group
Roger Meyer; Meyer Consulting Pam Anderson; 292 design group

No.	Description	Action By	Date
1.	Quick introductions were made around the table and Roger reviewed the agenda for tonight's meeting.		
2.	The first order of business was to discuss the latest news that the Hamline Midway Library will not be on the list of cuts by the mayor for 2010. Since additional stimulus dollars are available for fire, police, etc. there are additional general fund dollars that will be available to other departments, including the library. Kit noted that this does not change the overall charge of this committee which is to discuss how we envision library services in the future; this is a broader community issue. Russ also confirmed that while the Mayor's budget will propose keeping the library open in 2010, keeping the process going is as important as ever due to continuing budget challenges. We still need to discuss the role of the library in the community – how is that changing? How can it serve more people and serve people better?	---	---
3.	Timeline for the process – Does this information change the timeline? We can take a bit more time since the September 15 th is no longer a “drop dead” date but we should keep the momentum going. The approach will change from finding a quick fix solution to finding a long-term solution for this library. Also, Samantha noted that if capital improvements are needed for the building, these should be considered for budgeting in 2010. The longer timeframe will allow proposed scenarios to get commitments from potential partners or tenants.	---	---
4.	Input and impressions from the community meeting were discussed. Many felt it was a good input process. Comments included: <ul style="list-style-type: none"> ▪ Like gardening idea; associate with Minnesota gardening center on Larpenteur; create a plaza in front of the library, have more public gathering/green space. ▪ Like workforce center idea; works well with library and technology. ▪ Concern with creating a very focused, specific use (like daycare) that does not meet the needs of the broader community. ▪ Like idea of sharing the upper level between food/beverage and library with a shared gathering space in between (a la Borders or Barnes and Noble) ▪ The number of “dots” on the “books on shelves” sheet reflects that it is hard for people to imagine a library that might be very different from this. 	---	---

	site for sustainable building technologies. It could also provides space to businesses that reflect this focus. It could have a demonstration garden and collections that focus on this theme. The Living Green Expo and Eco Experience at the State Fairgrounds might be good examples or provide contacts for this theme.		
12.	Center for Local Foods The library building might include a local foods café, coop or other related tenant. The site could include a demonstration garden; it could be used as a central distribution point for CSA's. Collections might focus on growing and cooking locally. Mississippi Market might provide some information or along with other local foods contacts.	Samantha	
13.	Center for the Arts The library collections may have an arts focus and the space in the building could be used by local arts organizations. The lower level space could provide a space for theater, music or other performances. It could also include gallery space or space outside for visual arts. There is some concern with making sure that this is an economically viable scenario. There may be some opportunities to partner also with Hamline University for music performances.	Carrie Ole Jun-Li	
14.	Friends Bookstore The option of including a used bookstore operated by the Friends organization could utilize space and possibly share staff in the library. Space may still be available for other tenants or mutually supporting activities.	Kit	
15.	Resources for Child Caring This could be a partnering opportunity that would move their staff to the Hamline Midway Library facility and the library would have a smaller presence in their space. It would provide a broader draw for the area and fits the need for parenting resources. The library itself could have a children's focus with online order and pick-up for other materials.	Kit Debbie	
16.	Movie Theater Having a local movie theater was mentioned by more respondents at the community meeting and the online survey than any other item. The auditorium would be used as a small movie theater. The Riverview theater could be contacted as a resource for this option. The library focus might be on multimedia collections as a tie-in.	Brad Kathy	
17.	Center for Technology This option was mentioned but not well defined. This could be part of creating the virtual library scenario with access to collections online with holds/pick-up of items and limited physical collections. The focus might be on more computers, possibly with access to these at longer hours than the rest of the library. Other tenants might include a company that refurbishes computers and sells them; programs might include computer training. The Works Museum in Edina was mentioned as a tie-in with technology.	?	
18.	The lease income for the lower level space needs to be clarified. 292 has corrected calculations for the 1,800 sf avail. on lower level: <i>At \$1/sf/month = \$1,800/month or \$12/sf/year = \$21,600/year</i> <i>At \$2/sf/month = \$3,600/month or \$24/sf/year = \$43,200/year</i> <i>(most small office listings are showing \$1.00 - \$1.50/sf/month)</i>		
19.	Next steps will include digging out further information or contacts on the themes noted above and possibly setting up meetings with potential partners or resources. The objective to have these options more clearly defined for discussion and prioritizing at the next meeting.		
20.	The next meeting will be on Monday, August 24th at 6:30 at the Hamline Midway Library.		

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.

Date: August 31, 2009 Meeting On: August 24, 2009

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

Project: Hamline Midway Library Joint Use Study
292 No. 9024.00

Present: Ole Runquist; Neighbor Jun-Li Wang; HM Coalition
Carrie Pomeroy; Neighbor Samantha Henningson; Ward 4 Aide
Marjorie Abrams; Hancock-Hamline Elem. Ben Grove; Neighbor
Connie Springer; Neighbor Kathy Sundberg; Business Owner
Kit Hadley; Library Director Debbie Willms; Library
Katrina Taylor; Hamline Midway Library Alice Neve; Library
Roger Meyer; Meyer Consulting Pam Anderson; 292 design group

No.	Description	Action By	Date
1.	Quick introductions were made around the table and Roger reviewed the agenda for tonight's meeting.		
2.	<p>The first item of discussion was a follow up by Samantha on restrictions that might be encountered by introducing new uses for the Hamline Midway Library. The information received from Wendy Lane, St. Paul Zoning Administrator, was sent to the consultants in an e-mail and reviewed at this meeting. The information from the e-mail follows:</p> <p><i>Options for zoning and the Hamline Midway Library:</i></p> <ol style="list-style-type: none"> 1) <i>Find a use that is allowed under the single-family zoning district, or consistent with the current use. For example, keeping it a library and selling used books at the library wouldn't be an issue.</i> 2) <i>Rezone, if necessitated by new/proposed use. This automatically goes to the City Council.</i> 3) <i>There is a provision in the zoning code that allows for the re-use of institutional buildings for anything the Planning Commission approves (65.132) --a petition is required with the signatures of 2/3 of the property owners within 100 feet --current parking requirements must be met (or appealed to Board of Zoning Appeals)</i> 4) <i>Determination of similar use (if the uses being put in the facility are close enough to the function of the library currently) --this could be done by the Zoning Administrator issuing a statement clarifying that it is a similar use (61.106). This administrative approach would only be taken if the determination of similar use was supported by the neighborhood and non-controversial. (an example she gave was a completely indoor dog-training facility in a warehouse on Front Street --if it's still a public library and the other uses are accessory/similar, it wouldn't be considered a change in use, so we wouldn't need more parking/a variance</i> <p><i>Another point to consider is if there's a change in use, it may trigger fire code requirements that might not apply with its current use.</i></p>	---	---
3.	The second item on the agenda was discussion of what a streamlined/future-focused library means. Debbie researched this item and discussed ideas from Helene Blowers, the Director of Digital Services with the Columbus Metropolitan Library whose ideas align with much of	---	---

	<p>what has been raised by Ole. We need to keep our eyes open to trends in libraries and other areas. E-books are rising in popularity; e-readers like the Kindle are increasing in popularity; changes in cell phone use and technology are important (60% of the people of the world use cell phones). In Japan, women are publishing serial novels on cell phones. Newspapers and magazines are ceasing to be published; publishing houses are consolidating. In the not-so-distant future, print media will cease to be a primary source of information. The trend is knowledge creation and production in lieu of consumption and use. The three “E’s” are important: Engage – engage users with staff and services; Enrich – enrich the online experience; Empower – allow the community to celebrate themselves, create and re-create.</p> <p>So what does this mean for the Hamline Midway Library?</p> <ul style="list-style-type: none"> ▪ Have a technology center here; download books to a reader for patrons ▪ Have a library where the community can create their own content; create a community “Wikipedia” ▪ Enhance the experience of being at the library – build community ▪ Don’t do things that aren’t necessary <p>Asking people what they want often elicits responses of only what people currently know. An interesting fact is that the Hamline Midway Library was the first St. Paul branch to offer internet access in 1995.</p>		
4.	<p>The discussion then moved to the follow-up research that task force members have done and discussions that they have had on the focus areas discussed at the previous meeting.</p> <p>Movie Theater: Brad was not able to be at the meeting but Kathy discussed Brad’s research. It may take a \$10 -15,000 investment for equipment. The flat floor may work fine for a small venue of 70 – 100 seats. Should not expect a lot of support from Hamline University students for “art house” films. Kathy then discussed some information that she found on a website, swank.com, which distributes movies. They can assist with licensing for a variety of film showings. The next step would be to get further information and develop a rough business plan with costs, revenues, etc. Kathy will also follow up with the Riverview Theater on the movie theater idea. This option could be combined with another of the focus areas.</p>	Kathy	9/14
5.	<p>Resources for Child Caring: Kit talked with the executive director, Barbara Yates. They are not looking for office space but may be looking for space to do training (typically free space). They may be interested in moving their library collection here as it is a more central location. They have always had a part-time librarian; the position is currently vacant. Having this collection may enrich the Hamline Midway Library collection with a focus on children and child caring. Kit will have a follow up meeting to find out more about the size of the collection and space needs (Alice noted from here recollection that the space needed may be about double the size of the stage area of the auditorium)</p>	Kit	9/14
6.	<p>Center for Children’s Literature Kit talked with Mary Rockcastle from Hamline University. There is an MFA program for writing children’s and young adult literature. There seems to be good will for creative ideas on making the library more vital although there was no specific commitments or leadership proposed on the idea of a center for children’s literature. It may be good to follow up with places like Wild Rumpus, the Red Balloon and the Loft for further ideas. We may wish to invite Hancock and other schools to participate in the discussion. The McKnight focus on child literacy may be able to come into play with these ideas also.</p>	Kit	9/14

7.	<p>Center for Green Living Samantha talked with the Neighborhood Energy Connection which is looking for space for its residential quick fix program but the library space will not fit this group's needs. Samantha also talked with someone from the EcoExperience (from the MPCA) at the State Fair. They would not have any interest in permanently placing part of the exhibit in another location. She was also following up with Renewing the Countryside. Pam is working to set up a meeting with the Green Institute which may be able to provide some ideas as well. Jun-Li talked with the Horticultural Society who came to look at both the library and coalition spaces. There are parking issues for this group as they often hold workshops on weekdays and many people drive to these events. We should keep them in mind; they may be able to help with identifying other potential partners. Periodically there may be smaller groups that are looking for space.</p>	Samantha Jun-Li Pam	9/14
8.	<p>Center for Local Foods This idea has not been researched to date but may want to be combined with the Center for Green Living ideas above. Other contacts might include the U of M Extension offices, 4H, etc.</p>	---	---
9.	<p>Center for the Arts Carrie has had some discussions with the founders of the Center for Independent Artists and Compass. If the library becomes shared space it would need someone to manage the space. Arts programs also need consistent scheduling so that people know where and when to find programs. There may be local groups that need rehearsal space and the auditorium could work well for this; some may be willing to pay for this space. Maintenance and cleaning issues would also need to be addressed. Further follow up will be needed with some of these groups. Jun-Li had a discussion with Springboard for the Arts. They work with about 100 artists. There are needs for small office space/shared space and affordable rehearsal space. Springboard is interested in a new model and would like to have further discussion, possibly take a leadership role, lead workshops. Jun-Li also contacted the Metropolitan Regional Arts Council which confirmed a need for small arts spaces; they may be willing to share some contacts. Intermedia Arts and the State Arts Board may be other contacts to follow up with. Pam noted that her contact with McKnight might be a later follow up as they provide grant money which might assist with some start up costs rather than ongoing expenditures.</p> <p>Ole discussed some ideas that he provided on a handout, noting that they are based upon the premise that library efficiency will pay the way for other uses and programs. The idea is to create a center for cultural activities. The examples of music and art activities would not generate revenue but would increase use of the space and create more of a community hub. Ole also provided information on Midway MAP which would organize music and art events and provide a listing of all local arts happenings.</p>	Carrie Ole Jun-Li	
10.	<p>Center for Technology This option did not have follow up. There was discussion that changes in technology for other businesses may create a need for increased technology (for example, BlueCross BlueShield is going to paperless billing which means that some customers need to learn new ways of handling billings and payments electronically). The computer refurbishing business was noted again.</p>	---	---
11.	<p>Friends Bookstore Kit has been in contact with the Friends organization. They are serious about having a bookstore. The location will be important and they will need storage for materials. This can reduce costs and increase revenue; possibly tie in with reductions in the library space on the upper level. We would need to know more about how much space is needed for the</p>	Kit	9/14

	bookstore.		
12.	The Hamline Midway Coalition has been discussing their role in the library changes. They are open to exploring a move into the library space as an occupant and/or taking a role in coordinating use of the space by others.	Jun-Li	9/14
13.	Moving forward, there were a number of comments made: <ul style="list-style-type: none"> ▪ Will need to develop a business plan for any ideas moving forward. ▪ Some ideas may have “legs” if given time to develop ▪ Need to maintain the auditorium space for any of these scenarios since this is a community asset ▪ Use technology for community building; this library can experiment with a new model of service to the community ▪ The Hamline Midway Coalition can take a role in looking at trends in the community ▪ The Hamline Midway Library can add value to the system as a whole by experimenting with new ideas; being an incubator ▪ The movie theater idea can be added into the other scenarios ▪ Maintain cross-generational appeal to the community ▪ The library often has requests for leasable technology spaces such as interactive TV spaces. There is a cost for set up and ongoing upgrades and maintenance. 	---	---
14.	There seems to be two main focus areas that will require further discussion and development – The arts and green living. It may be most efficient to set up some group meetings with organizations/individuals to discuss these ideas further. Pam will work with Samantha and Jun-Li to set these up.	Pam	9/14
15.	Since the ideas are still fairly undefined, the next step for 292 design group will be to begin looking at some space reconfigurations that may accommodate a variety of ideas including changes to the library on the upper level and to the other spaces on the lower level. Challenges of the lower level are the changes in floor elevations so the space can not be opened up more. Several options will be presented for review at the next meeting.	Pam	9/14
16.	The next meeting will be on Monday, September 14th at 6:30. The final scheduled meeting is September 28 th .		

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	gardening outside, possibly solar, green roof or other “visible” technologies. Need an “extroverted” green building.		
5.	With the LRT in the future, could this area become an “eco-marketplace”? Issues with retail in the library itself are that it is not right on Snelling and has limited parking.	---	---
6.	Discussed training space in the building. This would need upgrades to technology – WiFi, projection, the ability to conduct webinars, etc. Groups may be willing to pay for use of a high tech meeting space. (One group currently pays about \$200 for an afternoon at the Wellstone Center but it is not up-to-date enough; looking for something better), Having the kitchenette with the meeting space is an asset. Could this library location become an education center or job training center for green jobs? Dunwoody has an energy auditing program; become a satellite location for this program or others like it.	---	---
7.	Need more amenities to attract tenants. The Green Institute could sign a 4 – 5 year lease for 1 -2 staff at this location if amenities were created. The Green Institute also gets calls from time to time from very small groups (1 – 3 people) looking for space to lease at the EcoEnterprise Center; they could pass these along if space were developed.	---	---
8.	Could library have a special collection – focused on sustainability and green living?	---	---
9.	Someone noted that Minnesota Campus Compact (a service learning organization associate with numerous colleges) may be looking for space; they have 4 – 5 people and are currently located on University Avenue (<i>Julie Plaut, Executive Director, 651-707-7820, Julie@mncampuscompact.org</i>)	---	---

If any of the above does not meet with your recollection of the items as discussed, please contact this office within three days so that we may amend our records.

Meeting Minutes

Date: September 17, 2009 Meeting On: September 9, 2009
 From: Pam Anderson; 292 Copy: Core Team
 Project: Hamline Midway Library Joint Use Study
 292 No. 9024.00
 Present: Bob Burns; Metropolitan Regional Arts Council Zaraawar Mistry; Dreamland Arts
 Ashley Hanson; Public Art Saint Paul Laura Zabel; Springboard for the Arts
 Joe Spencer; Mayor's Office Jun-Li Wang; HM Coalition
 Roger Meyer; Meyer Consulting Pam Anderson; 292 design group

No.	Description	Action By	Date
1.	<p>Introductions were made around the table:</p> <p>Ashley – Public Art Saint Paul is a non-profit organization that supports artist collaborations in creating art for public places. They are often looking for places to do outreach and education.</p> <p>Bob – MRAC is a funding organization for non-profit arts organizations (under \$300,000) serving the seven-county metro area. They receive funds from the State of Minnesota and the McKnight Foundation.</p> <p>Laura – Springboard is an economic development organization supporting individual artists. They have an incubator program for 100 emerging small arts organizations. They serve a five-state area and are currently located in Lowertown.</p> <p>Zaraawar – Dreamland Arts is a private business located at Hamline and VanBuren operating a small, 40-seat theater attached to their home. They do classes, performances and workshops. Interest in the library is as a neighbor and frequent user of the library.</p>	---	---
2.	<p>The groups were given a tour of the building and some background on our project. There was discussion of the limitations on revenue generation at the library from activities as most libraries provide free activities. If arts organizations pay for space they need visibility/marketing opportunities; the space would need to provide some amenities.</p>	---	---
3.	<p>Noted that the auditorium space is not well suited for theater as it is too small, stage is small and there is no backstage space. Area might be better suited to children's programming or activities. There might also be groups looking for rehearsal space (may pay \$10 -12 per hour for this.)</p>	---	---
4.	<p>Think of tenants or activities that are a mission fit with the library such as literary arts or children's literature – have a family or youth focus. It was mentioned to talk with Compass.</p>	---	---


	An organization with a rare book collection was also mentioned (name not provided)		
5.	Space could be an extension for a larger, established arts organization. Could be used for off-site programming. This larger or more established organization could be an “anchor” tenant that could sublease space to other groups. Would need someone to manage the space and its use.	---	---
6.	MRAC mentioned that they offer \$5,000 – 10,000 grants for small arts organizations for start-up. Also, if there is an anchor tenant with a two-year history and a long-term lease, they could get grant money for capital improvements to the building. Even the Friends groups could apply for project support to get money for capital improvements.	---	---
7.	Performing arts use of this building is an issue due to the lack of parking and it would be difficult for music due to acoustical issues. (Someone did note Redhouse Records which is currently located in Iris Park.) Did mention Theater Space Project as an organization that could coordinate use of the space if provided at very low or no cost to users.		
8.	Another angle might be to think about arts related businesses (noted Mosaic on a Stick on Snelling and Thomas which rents about 1,000 sf and works with families, kids). Concern with retail is lack of parking and visibility.		
9.	Discussed branding of the exterior of the building, making its art focus visible. Lawn area would provide an opportunity for outdoor art.		
10.	Need concrete plans, square footages to approach organizations with scenarios. Could make space available right away to small groups and individuals. Get more groups using the space to generate momentum?		

If any of the above does not meet with your recollection of the items as discussed, please contact this office within three days so that we may amend our records.

Memorandum

Date: September 16, 2009
 Project: Hamline Midway Library Study
 9024.00

Re: Site visits to North Saint Paul Library and Resources for Child Caring Library

No.	Topic
	
1.	<p>The North Saint Paul Library is located off of Highway 36 and McKnight Road at the edge of the North Saint Paul business district. The library occupies 2,600 s.f. within the North Saint Paul Community Center.</p> <p>A low ceiling area includes space for the circulation desk (including back area and staff toilet), non-fiction shelving (3 – 5-high wall shelves; 12 – 5-high sloping shelves), fiction shelving (6 – 5-high wall shelves and 12 – 5-high sloping shelves with endcap display shelves), 6 sit-down computer stations plus 2 stand-up computers at the entry, and shelves/racks for CD/DVD/VCR and books-on-tape (6 wall shelves, double-sided racks and display units).</p> <p>The low ceiling area also had the children’s area with books and A/V materials (5 – 3-high shelves, 5 – 4-high shelves, 2 book bins, 3 spinner displays, one wire rack display), a table with four chairs, 2 small lounge chairs and 2 small computer stations.</p> <p>A higher ceiling area of the library includes a fireplace with four oversized, tablet-arm lounge chairs, two round tables with four chairs each, the teen area (4 spinner displays and wall-mount magazine racks, 1 display rack, and 6 – 2’w x 6-high periodical racks).</p> <p>There were also four computers on tables outside of the library, able to be overseen by the main reception desk for the community center.</p>



2. **Resources for Child Caring** is located in a recently renovated building in Little Canada. The location is in a fairly difficult to access industrial/office area off of I-35E and Little Canada Road. The library is located near the main entry reception desk in a semi-enclosed area of about 500 s.f. The small library space consists of a check-out desk with approx. 40 lin. ft. of shelving behind. There are two carrels with computers and one with a video player. General shelving is mounted on the perimeter walls with approx. 12 lin. fit for reference binders, 60 lin. ft. for videos and DVDs, 96 lin. ft. for books, book bags plus displays with children's books and BIG books. The space also has two tables each with four chairs.

Date: September 17, 2009 Meeting On: September 14, 2009

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

Project: Hamline Midway Library Joint Use Study
292 No. 9024.00

Present: Ole Runquist; Neighbor Jun-Li Wang; HM Coalition
Carrie Pomeroy; Neighbor Samantha Henningson; Ward 4 Aide
Brad Bentcover; HM Coalition Ben Grove; Neighbor
Connie Springer; Neighbor Kathy Sundberg; Business Owner
Kit Hadley; Library Director Alice Neve; Library
Katrina Taylor; Hamline Midway Library Pam Anderson; 292 design group
Roger Meyer; Meyer Consulting

No.	Description	Action	Date
1.	Roger reviewed the agenda for tonight's meeting. The first item of discussion was to review information collected since the last meeting. See below:		
2.	<p>Movie Theater Kathy talked with another movie distributor. New releases require a license from each studio and still require regular projection equipment. Movies that are between theater release and dvd require at \$300 license plus rental fees. Movies that are on dvd can utilize the existing library license as long as they are shown in the library. They can't charge admission but can collect donations, including "suggested donations" as long as patrons are not excluded for not paying. Concession money can also be collected. As an example, with 80 seats at \$5 per person, that is \$400 with half for the operator and half for the library.</p> <p>It would be best to have a regular schedule for movies – such as every Friday evening or every Friday evening and Saturday afternoon. The library has shown movies and has a dvd player and projector as well as a little sound system; they project on the back wall of the stage. A screen and improvements to the sound system might be needed. Major modifications to the space should not be needed.</p> <p>There should be a separate group (from the library) that runs the movie presentations. It should appeal to a broad group of the neighborhood. Kathy also received other fundraising and advertising ideas.</p>	Kathy: Need contact info for movie distrib. to include in the final report	---
3.	<p>Resources for Child Caring Kit discussed the proposal that the library had drafted back in March which would have been for a joint operation/joint use service center. RCC has newer space and is not interested in relocating but MAY be open to relocating their library and are always looking for training space. The library has 3,600 items, although many of their videos are on VHS which the library is moving away from. They have 933 patrons, both childcare providers and parents, with a circulation of about 3,100 items this year. The RCC would like to be part of the interlibrary loan system. As for staff, their half-time librarian position is still open. Incorporating the RCC library may continue to be explored in the future.</p>	---	---

4.	<p>Friends Bookstore Kit noted that the Friends are not close enough to a decision on operating a bookstore for 2010. If a bookstore was considered, they would likely need about half of the current HM Library space plus additional storage which could take up much of the lower level. Their previous thoughts have been to operate a bookstore outside of any library location. The Friends will need to do an assessment on best location, space needs, staff needs, etc. This item could remain open for future consideration.</p>	---	---
5.	<p>Center for Children’s Literature This idea was not explored further but could develop out of some of the discussions with arts groups (see item 7 below).</p>	---	---
6.	<p>Center for Green Living/the Environment Roger, Pam and Jun-Li met with representatives of The Minnesota Project, Renewing the Countryside, Minnesota Environmental Partnership and the Green Institute last Wednesday, toured the building and discussed ideas for creating a focus on environment/green living at the library. Although many thought the idea “interesting”, they were unsure how the space would readily lend itself for some tenants. The auditorium space is not a great need although they could use some space for training or education; this would need to be a high tech space.</p> <p>The Green Institute noted that they might be able to put two staff into the space right away but there would need to be amenities added. Others felt the space was not large enough with the library occupying the upper floor. The Green Institute often gets calls for 1 – 5 person organizations needing space so there may be a need but it will require management. Although there is some appeal, there has not been a lot of success bringing small non-profits together to share resources and expenses.</p> <p>Meeting attendees did note opportunities for doing any rehab work in a sustainable way; possibly using the green lawn in front for an urban garden/demonstration area and really making the building and site reflect the “green” spirit.</p> <p>Samantha mentioned that there is a group, Gardening Matters, which really needs space right away. It is a support organization for community gardens. This might be able to be an immediate tenant for some space and might be able to use spaces for seminars/training.</p>	---	---
7.	<p>Center for the Arts Roger, Pam and Jun-Li met on Friday with representative of Springboard for the Arts, Metropolitan Regional Arts Council (MRAC), Public Art Saint Paul, the Mayor’s office and Dreamland Arts. These groups also toured the building and discussed ideas; with similar but different concerns than the green living groups. This group had more interest in the auditorium space but more for meetings or rehearsals than for theater as the stage and backstage areas are too small.</p> <p>There was concern about anything having much revenue generating potential as arts groups typically pay little or nothing for space. If people pay for space it needs to have amenities. Arts-related businesses were mentioned as potential tenants that could pay for the space (eg. Mosaic on a Stick).</p> <p>There was more discussion of art and its mission fit with the library; more focus on literary arts maybe with a family/youth focus. Mentioned partnering with a small publisher like Gray Wolf Press (Gray Wolf just moved from St. Paul to Minneapolis). Someone mentioned talking to</p>		

	<p>Compass.</p> <p>There was also discussion of having an “anchor” tenant; maybe a small secondary space for a larger organization. The anchor could assist with coordinating and managing the space. MRAC also mentioned to opportunities for grants to established organizations (the anchor tenant) that have a longer term lease for capital improvements.</p> <p>Arts representatives also noted that the library space for music is more challenging due to acoustical considerations. Kathy asked whether a performing arts group that is a tenant could have an arrangement with Hamline University so that they are given a better deal to use Hamline’s performing spaces.</p> <p>The arts organizations seemed to need more concrete plans of what the space might be in order to see how it might be used.</p>		
8.	<p>Presentation of Planning Options</p> <p>Pam reviewed three plan options that were developed to show the range of possible changes that could be made to the library in order to accommodate changes in library services and potentials partners/tenants in the space.</p> <p>Option A – shows library occupying about 2/3rds of the upper level (approx. 1,980 sf) and moving a multipurpose room of 950 sf to the upper level along with toilets added. The lower level in this option maximized the amount of usable space for other tenants/uses, leaving the meeting room and kitchenette in place. The three “tenant” spaces total 1,400 sf and could house about 18 staff if used as offices with workstations. This option also would include upgrades to toilets and adding a ramp to make the stage level accessible.</p> <p>Option B – shows the library retaining most of the upper level with the possibility of separating the back area of 485 sf from the library space of 2,540 sf for a Friends bookstore, RCC library, technology space or other use. This option shows a new open stair to connect the levels and toilets added. The lower level leaves the auditorium as a multipurpose space but takes out the stage and adds new toilets at the building interior. Three tenant suites are created totaling 1,350 sf. The elevator is also changed to access the lowest level and eliminate the separate lift.</p> <p>Option C – shows the library taking all of the upper level but being subdivided by function (with moving dividers and/or glass walls) to be used either together or separately for flexibility. Toilets are added to the upper level. On the lower level, the auditorium is shown with the stage but storage added for tables and chairs. This option shows only 825 sf of other/tenant spaces.</p> <p>These options can be combined in any number of ways to meet the needs of the library and any future partners. We need to be realistic that many of these options have a capital cost for renovations which may not be immediately available.</p>	---	---
9.	<p>Discussion of Options and Scenarios</p> <p>Follow up comments to these options:</p> <ul style="list-style-type: none"> ▪ Concerns with people being unhappy with reducing the books on shelves. ▪ Library talked about “less is more” with collection. Focus on what is most used; avoid top and bottom shelves, do books face out like a bookstore. A smaller collection could be a better collection. 	---	---

	<ul style="list-style-type: none"> ▪ Creating a separate computer lab would be easy to do without any major changes. Like the idea of a separate tech space in back. ▪ Keep in mind that the library of the future will be without books as we currently know them. ▪ Even now, many people browse at home online and order for pick up. Think of it as a place to bring books to people. ▪ How do we change without changing? ▪ Library needs more comfortable seating. Prefer option of integrating gathering space in the library not separate. ▪ Think of the library space configured the same but used differently. Do more programming within the library space. ▪ Discussion of lower level noted some concerns with this just being rental space. Ole asked a fundamental question – Is the lower level to generate revenue or to serve the community; he did not believe it could do both. He thought that the focus should be on coming up with something unique and that the entire building should be the library with both levels connected and multi-use rooms. ▪ Others felt that it could both serve the community and generate some revenue (albeit limited). It could be a home for community-based small groups; a wide spectrum of things could take place here that benefit the community. ▪ Flexible space if important to both the library and the other uses. ▪ There is a need for gathering space and community meeting space; these are not the same. ▪ Kit was drawn to option B as it had connectivity between both levels and maximized space and flexibility for the library and things that might happen on the lower level. ▪ A comment was made that the auditorium is the greatest asset of the building and should be maintained. ▪ Libraries should be even more intensely community connected. ▪ The power of any scheme will be programmatic connection between the upper and lower level. ▪ Potential expenditures for renovations and potential revenues from other uses need to be calculated. The time has arrived to calculate these costs. ▪ Ole returned to the idea of “uniqueness” of the library. It will be a process to develop this. The community should be considered as people not as organizations. The entire building should be public, multi-use space and not parceled out away from the community. ▪ Hamline Midway Coalition is still an option to occupy and help operate the building. The space could be a training and resource center; it could still provide shared office space for organizations that serve the community. 		
10.	<p>The next step will be to develop the final report, summarizing the options discussed and identifying follow up steps by the Task Force, Library and City. 292 design group will work on drafting the report and may need to meet with the Core Team next week to do a preliminary review to make sure we are meeting the objectives set forth for us when we started our work or if the objectives have changed. The expectation is that the report will be prepared for review with the task force at our last scheduled meeting on the 28th.</p>	292 design group	---
11.	<p>The final scheduled meeting will be on Monday, September 28th at 6:30 at the Hamline Midway Library.</p>		

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.

292 design group

Date: October 5, 2009

Meeting On: September 28, 2009

From: Pam Anderson; 292

Copy: Task Force/Core Team

Project: Hamline Midway Library Joint Use Study
292 No. 9024.00

Present: Jun-Li Wang; HM Coalition
Carrie Pomeroy; Neighbor
Brad Bentcover; HM Coalition
Connie Springer; Neighbor
Kit Hadley; Library Director
Pam Anderson; 292 design group

Samantha Henningson; Ward 4 Aide
Katrina Taylor; Hamline Midway Library
Ben Grove; Neighbor
Kathy Sundberg; Business Owner
Alice Neve; Library
Roger Meyer; Meyer Consulting

No.	Description	Action	Date
1.	Roger reviewed the agenda for tonight's meeting which is to review any further input and the draft report.		
2.	Movie Theater Kathy discussed some addition follow-up she has had on the Movie Theater idea. Kathy met with Barry Kryshka of Take-Up Productions (The Trylon Microcinema). They show movies in both 35mm and Blu-Ray. The library currently has 16mm projectors so use these for some showings. Suggestion was to possibly hook up with a group that has a passion for movies, do a low-budget approach (start with an 8' screen) and find a niche (silent movies with piano?) or do a movie series. Cinema Revolution is a non-profit business run by volunteers; they do movies and hold discussions. Getting the technical stuff is easy; getting people to attend is harder.	---	---
3.	Gardening Matters Gardening Matters came and looked at the library space. They were interested but they wanted a 3-year lease and wanted to move in by October 1 st . They ended up finding space elsewhere as committing to a long-term lease this quickly may end up restricting what direction the library development could take. They were also excited about using the space for programming so should be pursued to make use of the auditorium space.	---	---
4.	Draft Report Review The draft report was quickly reviewed section by section. There were a number of general comments on revising or restructuring the report to better reflect the outcomes of the study; these included: <ul style="list-style-type: none"> ▪ For plan options – insert existing floor plans to show current situation ▪ Provide more of a community focus to the report ▪ Highlight challenges of meeting the original premise of “substantial cost savings” ▪ Detail technology changes - possibly in a separate, more visible section - as they relate to library services ▪ Highlight physical consideration that MUST be completed in order to move ahead with the options including adding toilets to the upper level, separating levels for use at different days/hours, and adding technology 	Roger/ Pam	10/07

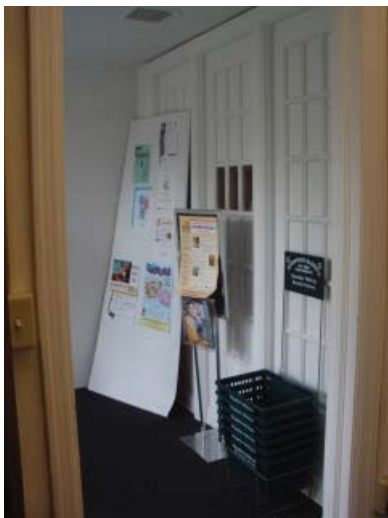
4.	<p>Draft Report Review - <i>continued</i></p> <ul style="list-style-type: none"> ▪ Focus in operational considerations – building management is critical. Also note Hamline Midway Coalition as a possible tenant/building manager. ▪ Under budget section – start with pricing the priorities for improvements; simplify this section. ▪ Eliminate totals for revenues as these are unlikely to all be combined – focus more on possible savings with options. ▪ Conclusions/Next Steps – rather than focus on a particular scenario (green or arts), focus on building becoming more vital – more visitors, more activities, more programming - strengthen library scenarios ▪ Start with premise that we can't solve the entire cost issue immediately – ideas should revitalize library usage with great expenditures ▪ Community members, volunteers, neighborhood association assist with grant proposals. ▪ Note that process brought out intense local support and interest grounded in community vitality ▪ Highlight technology and training – by volunteers along with library staff ▪ Recommend ongoing community engagement and optimizing use with physical improvements. ▪ Note immediate, short-term and long-term changes ▪ <u>Immediate ideas may include:</u> <ul style="list-style-type: none"> ▪ Changes to collection ▪ Technology classes ▪ More programming (eg. movies with minimal investment) ▪ Involve Hamline Midway Library Association and Hamline Midway Coalition ▪ Increase marketing – targeted ideas to this community ▪ <u>Short-term ideas may include:</u> <ul style="list-style-type: none"> ▪ Some code improvements, adding upper level toilets, separating floor levels ▪ Bringing in other tenants/users with minimal renovations ▪ Continuing and expanding ideas above (eg. movies with more equipment) ▪ Adding more technology (esp. for meeting rooms) ▪ <u>Long-term ideas may include:</u> <ul style="list-style-type: none"> ▪ Major renovations/reconfiguration of space ▪ Major changes to the site ▪ Adding green technologies ▪ Expanding community uses 		---
5.	<p>Next Steps</p> <ul style="list-style-type: none"> ▪ Revisions will be made to the report by Wed., Oct. 7th and sent to the Core Group for final review. ▪ The final report will be sent the Task Force by October 14th. ▪ The Task Force will continue to meet to follow up with the ideas presented in the report – The next meeting will be on Monday, November 9th at 6:30 pm at the Hamline Midway Coalition ▪ The goal will be to present the report to the City Council/Library Board on November 18th. ▪ 	---	---

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.

7.3

EXISTING FACILITY CONDITION AUDIT & PHOTOGRAPHS

The Hamline Midway Library was constructed in 1930 and is a two-story collegiate Gothic building, of tapestry brick with traditional interior finishes. The facility has an overall size of 8,194 square feet. A renovation was completed in 1985 and an accessibility addition completed in 1990 which provided an elevator and lift to make the majority of the building accessible.

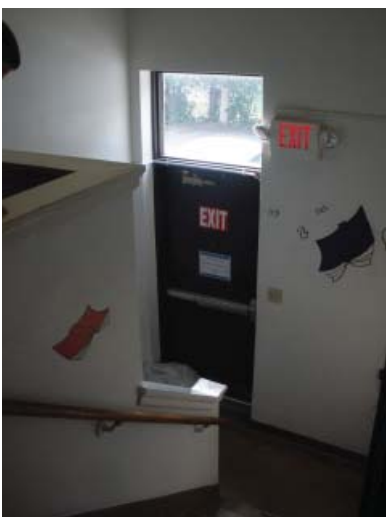


- The building envelope is in generally good condition; some tuckpointing may be needed.
- Windows have been replaced and are in good condition.
- There are issues with deterioration of roofing which may require roof replacement.
- Grading at the south side of the building, along the parking area, slopes toward the building and is causing water issues along this side of the building.
- The site lacks visual screening of the parking and mechanical equipment.
- The main entry vestibule obstructs views into the library and also limits visibility into this area by staff. There is no interior door so the vestibule does not provide good cold/hot air containment.
- Carpet has been replaced and finishes in the main library are in generally good condition.
- More effective and efficient lighting could be provided for stack and reading areas.
- The staff break room, kitchenette and small toilet are in very poor condition and do not meet accessibility requirements (toilet is too small, doors are too narrow, do not have required access clearances or lever hardware).

7.3

continued

EXISTING FACILITY CONDITION AUDIT & PHOTOGRAPHS



- The accessible entry at the side of the building does not have a vestibule to control hot/cold air entering the building
- The main corridor in the lower level is too narrow and has a headroom clearance issue at a beam location
- A number of doorways do not meet current clearance requirements for accessibility



- The stair into the lower level auditorium does not provide a code-compliant landing
- The elevator and lift controls do not meet current code requirements
- The auditorium space also does not have an appropriate second exit. The second means of egress currently utilizes a temporary stair to the stage and exit through a storage area
- Wall and ceiling finishes are in fair to poor condition in lower level areas
- Power distribution and data/communications infrastructure is inadequate
- More effective and efficient lighting could be provided for the auditorium, meeting, office and corridor areas
- Public-use meeting rooms do not have storage space for furniture or equipment



- Door hardware should be replaced with lever handles
- The stair providing a second means of egress from the upper level does not meet code (landing is too narrow, handrails do not have required extensions)



7.3

continued

EXISTING FACILITY CONDITION AUDIT & PHOTOGRAPHS

- Kitchenette areas on both the upper and lower level areas are in poor condition and in need of upgrades to finishes and equipment



- Portions of the mechanical room are located under a structural slab on the east side of the building. The slab is in poor condition with exposed and rusted reinforcing
- The stair to the boiler room does not meet code
- The maintenance staff office is located at a non-accessible floor area
- The mechanical heating and cooling systems are adequate although could be improved for energy efficiency
- Added ductwork creates clearance issues and blocks windows in some areas



- Electrical and technology infrastructure is limited and the building currently does not have fiber connectivity



- The existing toilets in the lower level do not meet current accessibility requirements
- Finishes in the toilet rooms are in poor condition



7.4 PROJECT CONTACTS

The following list include contact information for the Hamline Midway Core Team, Task Force and consultants along with a wide variety of potential partner, collaborators or other contacts compiled during the planning process.

Hamline Midway Core Team

Russ Stark, Ward 4 Councilmember

Email: ward4@ci.stpaul.mn.us; Phone: 651-266-8641

Samantha Henningson, Ward 4 Legislative Aide

Email: samantha.henningson@ci.stpaul.mn.us; Phone: 651-266-8640

Debbie Willms, Library Administration

Email: debbie.willms@ci.stpaul.mn.us; Phone: 651 266-7085

Kit Hadley, Library Director

Email: kit.hadley@ci.stpaul.mn.us; Phone: 651-266-7070

Jun-Li Wang, Hamline Midway Coalition

Email: jwang@hamlinemidway.org; Phone: 651-646-1986

Michael Jon Olson, Hamline Midway Coalition

Email: michaeljon@hamlinemidway.org; Phone: 651-646-1986

Hamline Midway Task Force

Connie Springer, Neighbor

Email: conniespringer72@yahoo.com; Phone: 65 1-315-5994

Ole Runquist, Neighbor

Email: orunquist@gw.hamline.edu; Phone: 651-644-1687

Ben Grove, Neighbor

Email: benjamingrove@yahoo.com; Phone: 651-303-9311

Carrie Pomeroy, Neighbor

Email: carriepomeroy@tcq.net; Phone: 651-645-1196

Jodie Double, Neighbor

Email: jdouble@umn.edu; Phone: 612-619-7079

Kathy Sundberg, Snelling Business Owner

Email: kathy@ginkgocoffee.com Phone: 651-659-9734

Dan Loritz, Hamline University

Email: loritz@hamline.edu: Phone: 651-523-2200

Marjorie Abrams, Hancock Elementary

Email: marjorie.abrams@spps.org; Phone: 651-293-8715

Katrina Hartz Taylor, Hamline Midway Librarian

Email: katrina.hartz.taylor@ci.stpaul.mn.us; Phone: 651-266-7041

Alice Neve, Area Library Manager

Email: Alice.neve@ci.stpaul.mn.us; Phone: 651-266-7425

Brad Bentcover, Hamline Midway Coalition

Email: bbentcover@mac.com; Phone: 651-644-289

Susie Odegard, Parks & Rec

Email: susie.odegard@ci.stpaul.mn.us; Phone: 651-695-3730

7.4 PROJECT CONTACTS

continued

Arts Contacts:

Springboard for the Arts - Provides professional development services to artists & arts orgs.

Contact: Laura Zabel, Director; director@springboardforthearts.org; 651.292.3213

The McKnight Foundation - Family foundation providing grants and support to the arts

Contact: Vickie Benson, Program Director; vbenson@mcknight.org; 612.333.4220

Public Art Saint Paul - Support and engage artists and art for public places

Contact: Ashley Hanson, Coordinator; ashley@publicartstpaul.org; 651-290.0921

Metropolitan Regional Arts Council - Leadership, grants and advocacy for the arts

Contact: Bob Burns, Program Director; bob@mrac.org; 651.523.6386

Dreamland Arts - Performing arts studio offering classes, workshops and performances

Contact: Zaraawar Mistry, Owner; z@dreamlandarts.com; 651.645.5506

Mosaic on a Stick - Art supplies and classes

Contact: info@mosaiconastick.com; 651.645.6600

Theater Space Project - Supporting theater by providing and managing performance space

Contact: Carol Schweickhardt, Executive Director; 651.222.0149

Redhouse Records - Record label for acoustic performers

Contact: 651.644.4161

Articulture - Studios and classes for arts education in the community

Contact: info@articulture.com; 612.729.5151

Open Eye Theatre - Recently opened theater; grand theatrical events at an intimate scale

Contact: Michael Sommers, Artistic Director; info@openeyetheatre.org; 612.874.6338

The Celtic Junction - Center for Celtic dance, music, art and language

Contact: 612.722.7000

COMPAS - Resource for artist residencies and community-building through the arts

Contact: Bob Olsen, Director; 651.292.3261

Minnesota State Arts Board - State agency supporting the arts in Minnesota

Contact: Sue Gens, Executive Director, sue@arts.state.mn.us; 651.215.1609

Movie Theater Contacts:

Take-Up Productions (The Trylon Microcinema) - dedicated to screening classic cinema

Contact: Barry Kryshka, Founder; info@take-up.org; 612.424.5468

Movie Licensing USA - Site licensing to public libraries for major motion picture studios

Contact: Julie Boggs, Licensing Manager; jboggs@movlic.com; 888.267.2658

The Riverview Theater - 700-seat neighborhood theater

Contact: info@riverviewtheater.com; 612.729.7360

- 7.4** Environment/Green Living Contacts:
continued
- The Minnesota Project - Programs focusing on agriculture, water, local food, renewable energy
Contact: Rebecca Baumann, Exec. Director; rbaumann@mnproject.org; 651.645.6159
 - The Green Institute - Home to sustainable programs and initiatives including the ReUse Center
Contact: Jamie Heipel, Executive Director; jheipel@greeninstitute.org; 612.278.7100
 - Minnesota Environmental Partnership - Coalition of 80+ Minnesota environmental organizations
Contact: Jennifer Lynch, Office Manager; jenlynch@mepartnership.org; 651.290.0154
 - Renewing the Countryside - Supporting rural areas through sustainable initiatives
Contact: Jan Joannides, Executive Director; jan@rtcinfo.org; 612.251.7304
 - Gardening Matters - Supporting community gardeners in the Twin Cities
Contact: Kirsten Saylor, Exec. Director; kirsten.gardeningmatters@gmail.com; 612.494.8964
 - The McKnight Foundation - Family foundation providing grants and support to the environment
Contact: Gretchen Bonfert, Program Director; gbonfert@mcknight.org; 612.333.4220
 - Mississippi Market - Natural foods co-op
Contact: info@msmarket.coop; 651.690.0507 (West 7th location)
 - Minnesota State Horticultural Society - Programs supporting northern horticulture
Contact: Vicky Vogels, Community Outreach Coordinator; vickyv@northerngardener.org; 651.643.3601

Literature/Literary Arts Contacts:

- Hamline University, Graduate School of Liberal Studies
Contact: Mary Rockcastle, Dean; mrockcastle@hamline.edu; 651.523.2901
- Wild Rumpus Bookstore - Children's bookstore in Minneapolis
Contact: wrumpus@qwestoffice.net; 612.920.5005
- The Red Balloon Bookshop - Children's bookstore in St. Paul
Contact: redballbks@aol.com; 651.224.8320
- The Loft Literary Center - Supporting writers; resources, programs, classes, events
Contact: Jocelyn Hale, Executive Director; 612.215.2584; jhale@loft.org
- The McKnight Foundation - Family foundation providing grants and support to children & families
Contact: Christine Ganzalin, Program Director; cganzalin@mcknight.org; 612.333.4220

Library Contacts:

- Friends of the Saint Paul Library - non-profit organization to support SPPL
Contact: Peter Pearson, President; friends@thefriends.org; 651.222.3242
- Hancock-Hamline Elementary Library - Library/media center at nearby Hancock Elem.
Contact: Marjorie Abrams, Principal; Mary Leone, Librarian; 651.293.8715
- Cooperating Libraries in Consortium (CLIC) - Federation of libraries at 8 private colleges
Contact: Tom Nichol, Executive Director; tom.nichol@clic.edu; 651.644.3878x24
- Minnesota Library Association (MLA) - Association of library supporters
Contact: office@mnlibraryassociation.org; 651.999.5343

7.4 Other Contacts:*continued*

Resources for Child Caring - Supporting child care providers and educators

Contact: Barbara Yates, Director; info@resourcesforchildcaring.org; 651.641.0305

Mighty Midway Storytellers - Recruits and trains volunteers to lead storytime at HML

Contact: Erin Sutton; erincarlson22@yahoo.com;

The Works Museum, Edina - A “hands-on” museum of science and engineering

Contact: Heidi Eschenbach, Dir. of Programs; heidi@theworks.org; 952.848.4854

Minnesota Campus Compact

Contact: Julie Plaut, Executive Director; julie@mncampuscompact.org; 651.707.7820