LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, Roberta Weltzin

LIBRARY BOARD ABSENT:
Janice Rapheal, Kim Vanderwall

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Property Manager; Bill Michel, Maplewood Library Manager; Carol Jackson, Mounds View Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

CALL TO ORDER:
Mielke called the meeting to order at 6:35 p.m. in the Community Program Room of the Ramsey County Library in Mounds View, 2576 County Road 10.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Aplikowski made a motion to approve the agenda for February 20, 2013 and the minutes of January 16, 2013, as presented. Weltzin seconded the motion, which was approved by unanimous vote.

COLLECTION HQ CONTRACT:
Over the past 10 years, the Library’s collections budget has decreased from $1.3 million to $850,000. To help manage limited collections funding, the Library decided to purchase a web-based performance management tool called CollectionHQ.

CollectionHQ extracts data from the integrated library system (ILS) and via several web-based modules, creates a data-driven plan to build and deploy a library’s physical collection. It also provides data to streamline transfers and weeding of materials.

The annual subscription for CollectionHQ is based on the population served by the library. Ramsey County Library has opted for a three-year agreement, which will be funded with MELSA technology phase funding. Jeff Stephenson, Assistant Ramsey County Attorney, has already reviewed and approved the agreement.

Aplikowski made a motion to approve the subscription agreement with CollectionHQ for three years, at an annual cost not to exceed $21,150, plus a one-time implementation and training fee of $2,500, for a total cost not to exceed $65,950; and to authorize the Library Director to sign the agreement. Weltzin seconded the motion, which was approved by unanimous vote.

E-RATE PROPOSALS:
Ramsey County Library funds a portion of its telecommunications costs using the federal universal service fund. The fund has a program dedicated to schools and libraries, commonly known as E-rate. This program provides discounts to schools and libraries for telecommunications and Internet access.
Ramsey County Library has participated in the E-rate program since the 1990’s. There is a timeline for submitting requests and applying for E-rate monies. This year the deadline for receiving responses for RCL proposals is February 23, 2013 and the selection and resulting agreements need to be finalized and sent in to the E-rate administrators by March 14.

The Library is looking to extend or implement similar services that exist today. The agreements may be multi-year terms with overall values exceeding $25,000, requiring Library Board approval. E-rate provides approximately a 50% savings on these costs if approved by the program. This program has enabled the libraries to be inter-connected with high bandwidth fiber and provides robust Internet connections.

All branches were included in the request for proposals, but the current contracts (and current costs) needing renewal or replacement in 2013 include:

- Mounds View Library: $341/month fiber interconnect
- Maplewood Library: $730/month fiber interconnect
- North St. Paul Library: $0/month fiber interconnect
- Internet Access for all libraries: $1,250/month fiber interconnect

With the time limits associated with this program, the Library Board is being asked to delegate approval and execution of these telecommunications agreements to the Library Director.

Aplikowski made a motion to delegate the review, acceptance and execution of the telecommunications agreements to the Library Director, subject to the approval of the Ramsey County Attorney’s Office. Welzlin seconded the motion, which was approved by unanimous vote.

YEAR END RESERVE LIST:
At the end of each budget year, all Ramsey County departments are required to submit a list of unpaid obligations and planned expenditures. Although library revenues were below projections for library fines, interest on investments, and coffee shop rental revenue at the Maplewood Library, property tax revenues partially offset the loss. Careful budget management enabled the Library to cover the revenue shortfall and still have a small balance for special projects. Balances also remain from the 2011 and 2010 reserves approved last year.

Anderson made a motion to approve the 2012, 2011 and 2010 year-end encumbrances as proposed. Aplikowski seconded the motion, which was approved by unanimous vote.

PROPERTY MANAGEMENT UPDATE & DEFERRED MAINTENANCE REPORT:
In 2005, Ramsey County Property Management performed its first comprehensive evaluation of all Ramsey County properties. Part of that process was to evaluate the amount of Deferred Maintenance within the County. Ramsey County Libraries showed over $1,407,000 in deferred maintenance items. By sale of buildings, renovation or new construction, that amount was reduced by $824,000. Work has been performed on the remaining facilities to bring the remaining deferred amount down to $40,000. With White Bear renovation, this amount would be eliminated as well.

In the new report and plan being updated in 2013, which has not yet been released, the libraries show maintenance items of a more routine nature. It is Property Management’s goal to act ahead of the deferred items, reducing costs, breakdowns and too much visible wear and tear on the buildings, and not let items become deferred.

Neville reviewed projects completed in 2012, and outlined major projects for 2013.

2014-2015 BUDGET OVERVIEW AND TIMELINE:
The timeline for the 2014-2015 budget process has been proposed by Ramsey County. Susan Nemitz and Mary Larson attended the budget kickoff meeting, held February 14, 2013. Departments were directed to submit a
levy target budget with a 1% reduction for 2014, and an additional 2% reduction for 2015, for a total levy reduction of 3% over two years.

The Library’s budget request will be due on April 26, 2013, and our meeting with County Manager Julie Kleinschmidt and Lee Mehrkens, Finance Department Director, will be held on April 30, 2013. Kleinschmidt's preliminary proposed budget will be issued May 24, 2013, and presented to the County Board on July 23, 2013. The Library’s hearing with the County Board of Commissioners will take place on July 30, 2013, and the maximum property tax levy will be certified on September 10, 2013.

The Library Board discussed the ramifications of the levy target reductions, and wondered if the closings at White Bear Lake and Shoreview for expansion and remodeling would partially address the needed reductions. Anderson suggested that the Library prepare and submit multiple budget scenarios to Ramsey County: the Library’s ideal budget; a zero-increase budget; and the levy target budget.

**REVIEW FINES & FEES:**

Library fines are charged to encourage customers to return materials in good condition and in a timely manner, making them available for other customers. Revenue from fines and fees also reduces the suburban property tax levy. The Library Board reviews fines and fees every two years, in conjunction with Ramsey County’s budget process.

In 2011, Ramsey County Library’s maximum overdue charge for adult items was raised to $15, and the maximum for children's items was increased to $7.50. Charges for both adult and children’s materials are capped at the replacement value of the item or the maximum overdue charge, whichever is less.

In preparation for developing the 2014-2015 budget estimates, the Library collected comparative information from the Twin Cities’ library systems to determine if changes to the RCL fines and fees structure would be appropriate. Based on the information gathered from the other MELSA libraries, RCL’s fines are currently among the highest in the Twin Cities.

The Library’s circulation supervisors and management team have reviewed and discussed the fee structure, and are not recommending major changes for this budget cycle. Minor changes to fines and fees to ensure consistency are currently under discussion, and will be brought to the March meeting for Library Board approval.

**MASTER PLANNING FOR SHOREVIEW AND WHITE BEAR LAKE:**

The final feasibility studies for Shoreview and White Bear Lake have been completed and funding requests for the projects were submitted on January 25, 2013. Departments will meet with the CIPAC group on April 4 to present the case for major projects. The County Board will receive CIPAC’s recommendations in the summer of 2013. Final approvals do not occur until close to the end of the year.

Susan Nemitz and Sandy Walsh met with the mayors and city staff from White Bear Lake and Shoreview. They also met with Commissioners Blake Huffman and Victoria Reinhardt. Several meetings have been scheduled to discuss the feasibility reports:

- White Bear Lake City Council – February 26, 7:00 p.m.
- White Bear Lake Citizens’ Library Task Force – February 27, 6:30 p.m.
- Shoreview City Council – March 11, 7:00 p.m.

Overtures have been made to Vadnais Heights, North Oaks, and White Bear Township offering to meet with them as well. Nemitz reported that the Lakeshore Players are also interested in potential partnership opportunities.
MOUNDS VIEW UPDATE:
Carol Jackson, Library Manager, submitted a written report on activities at the Ramsey County Library in Mounds View, and led the Board members on a tour of the facility.

2012 WORKPLAN FINAL REPORT:
Year end statistics from the 2012 workplan were submitted to the Library Board. Nemitz reviewed highlights in several key areas including youth & adult programming, technology, community effort and infrastructure.

DIRECTOR'S REPORT:
Nemitz’s February 2013 report to the Library Board was sent prior to the meeting. (Available upon request.) She noted that the North St. Paul City Council will be voting on the lease of the North St. Paul Community Center to School District 622 as a community education facility. The building would still have community center hours and open gym times. The Library would remain at the facility and be unaffected by the changes. Nemitz demonstrated the new Zinio program for the Library, which allows multiple users simultaneous access to popular digital magazines via computer, tablet or smart phone.

MELSA REPORT:
Nemitz reported that MELSA is currently developing an interlibrary loan program for e-books. An announcement is expected in April.

FRIENDS OF THE LIBRARY REPORT:
The Kindergarten Library Card Party was a smashing success with more than 900 children and adults participating. As a result of this outreach program, 1,200 kindergarten students received their library cards, 233 of them at the party on January 26 at the Roseville Library. The following sponsors made it possible for every child to take home two easy reader books to start their very own library: Gold Level Sponsor – St. Paul Family Dentistry; Silver Level Sponsor – Central Pediatrics; Bronze Level Sponsor – Metropolitan State University. The Children's Librarians and Friends volunteers organized two different scavenger hunts for kindergarteners and their siblings with fun prizes for all.

In 2012, the Friends provided $128,239 in grants to the Ramsey County Library to support the Summer Reading Program, technology classes, children’s programs, teen programs, the ExpLORE newsletter, volunteer program development, employee development, amenities for the libraries in Roseville and New Brighton, and the Smart Play Spot in the preschool area in the Maplewood Library. In addition, the Friends added donated books and materials valued at more than $105,000 to the library collection. Thanks to the hard work of board members and volunteers, the Friends were able to increase fundraising in 2012. As a result, the Friends added a supplemental grant of $24,800 to the $70,000 commitment made to RCL for 2013.

Save the Dates:
- April 27, Friends Annual Luncheon at North Oaks Golf Club. Speaker will be popular mystery writer William Kent Krueger. Tickets are $20 for Friends members and their guests and $30 for non-members.
- May 18, Fourth Annual BookIt 5K Walk/Run at the Roseville Library. This year the Friends will be encouraging participants to ask family members, friends, and co-workers to sponsor them by making a pledge of support. Participants who raise $50 will receive a stuffed Booker dog; $100 will earn a tote bag; and $250 will qualify for an engraved brick paver in the Children's Reading Garden. Proceeds will help support the Summer Reading Program in all seven Ramsey County Libraries. Volunteers of all ages are needed to help with this event.

NEXT MEETING: March 20, 2013, RCL-North St. Paul, 2300 North St. Paul Drive, 6:30 p.m.

MEETING ADJOURNED: 8:30 p.m.

Respectfully Submitted,
Mary Larson
Library Board Coordinator