LIBRARY BOARD PRESENT:
Matthew Anderson, Beverly Aplikowski, Paula Mielke, Janice Rapheal, Kim Vanderwall, Roberta Weltzin

LIBRARY BOARD ABSENT:
Jeff Johnson

STAFF PRESENT:
Susan Nemitz, Library Director; Mary Larson, Library Board Coordinator; Julie Neville, Property Manager; Bill Michel, Maplewood Library Manager; Lynn Wyman, Deputy Director; Sandy Walsh, Deputy Director; Eileen Boder, Shoreview Library Manager

OTHERS PRESENT:
Mary Jo McGuire, Ramsey County Commissioner

CALL TO ORDER:
Mielke called the meeting to order at 6:30 p.m. in the Conference Room of the Library Administrative Offices, 4570 North Victoria Street.

PUBLIC COMMENT:
No public comment.

APPROVAL OF AGENDA AND MINUTES:
Vanderwall made a motion to approve the agenda for July, 2013 and the minutes of May 15, 2013 as presented. Aplikowski seconded the motion, which was approved by unanimous vote.

2013 SECOND QUARTER REPORTS:
The Library Board reviewed the second quarter workplan, financial report, statistics, and incident reports.

WRITE OFF UNCOLLECTIBLE DEBT:
According to the Library’s Receivables Policy, approved 7-15-09: when an account is determined to be uncollectible, the account may be written off the Library’s financial accounting records and no longer recognized as an account receivable for financial reporting purposes. The write-off of a receivable should be considered only when one or more of the following criteria have been met:

- At least six years have elapsed since the debt was incurred;
- All reasonable and appropriate collection efforts have been exhausted;
- The Library determines that further collection efforts are not in the best economic interests of the County;
- No reasonable expectation of payment can be expected.

The Library shall obtain approval from the County Attorney’s Office to write-off uncollectible accounts of less than $1,000.00. The Library shall document the reasons for the write-off and make such documentation available for review by the County Attorney’s Office. Write-off of debts $1,000.00 or more must be approved by the Library Board.

The Library identified 7,512 accounts meeting the criteria for write-off, totaling $108,825.35. None of these accounts exceed the $1,000 threshold requiring Library Board approval. They will be forwarded to the County Attorney’s Office and Finance Department as outlined in the Library’s Receivables Policy.
LIFE SKILLS DEVELOPMENT PROJECT:
Carrie Watts, Library Manager at North St. Paul, is also the project lead for RCL’s Life Skills Development Project. She updated the Library Board on the history of the project, as well as recent developments.

In 2009, as a result of a downturn in the economy and an increasing amount of people using the library for job search needs, the library started the Job Seeker and Small Business Assistance Project.
- Searching for Jobs on the Internet was added to the core curriculum of digital literacy training.
- RCL also partnered with Goodwill Easter Seals (GWES) and Ramsey County Workforce Solutions to offer a series of programs for job seekers at the library. GWES staff presented monthly workshops on topics such as Resume and Cover Letter Fundamentals, How to get a Job in the New Economy (and Keep It), and How to Conduct an Effective Job Search.

In early 2010, MELSA created the Job Seeker/Small Business (JSB) Task Force to consider the role public libraries should play in assisting job seekers, and to develop resources, training and programming to assist job seekers and small business entrepreneurs.
- MELSA support has funded the JobNow Database, a real-time resume and interview coaching/career advice resource.
- MELSA funding has also made it possible for libraries to contract with the Science Museum of Minnesota Computer Education Center to offer technology classes geared towards job seekers.

Beginning in September 2011, SCORE began to offer free walk-in counseling for small business entrepreneurs twice a month at the library in Roseville.

In the fall of 2012, RCL added small business workshops taught by Women Venture and paid for by MELSA.

The Library started offering walk-in job counseling, once a month, at Roseville in June 2013.

Since the project began in 2009, Ramsey County Library has offered 195 job-seeker and small-business classes to 1,178 people.

In May, the Job Seeker and Small Business Task Force submitted a report to the MELSA Directors. The report outlined the task force’s accomplishments and made recommendations for the remainder of 2013 and beyond. In sum, the Minnesota economy is in strong recovery with the employment rate at nearly pre-recession level. The task force proposed:

- Disbanding the task force and forming an interest group that meets two to four times per year to share information.
- The JobNow subscription be funded in 2014 and oversight moved to the MELSA E-Resources Team.
- Region-wide public training in technology skills continue with MELSA funding and staff coordination.

The Directors agreed to all of the recommendations.

Ramsey County Libraries have established a strong set of core classes and services to offer the job seeker and entrepreneur. The improving economy now gives the Library the opportunity to expand educational offerings beyond the job seeker.
- RCL is developing class offerings to include a broad range of ‘Life Skills’ such as legal information and financial literacy.
- This spring RCL partnered with Ramsey County Law Library to offer the course Legal Information on the Web. An attorney from the Volunteer Lawyers Network will present Understanding Debt and Your Rights in the fall.
- Through Keystone Community Services, a non-profit human service organization, RCL will be offering Shoestring Budgeting and Let’s Talk About Housing (with Southern Minnesota Regional Legal Services.)
SHOREVIEW LIBRARY UPDATE:
Eileen Boder, Library Manager at Shoreview, submitted the following report to the Library Board.

The library has a wonderful group of thirty-four youth volunteers from ages 12 to 17. They assist in unloading delivery boxes, shelving request books, shelf reading a row of books they adopt, searching for request books, and assisting the youth librarian among other activities. Shoreview also provides a place for young people who need to fulfill community service hours for infractions of the law.

This summer Ramsey County Library has three reading programs available—babies to age 4, children ages 5-11, and teens aged 12-18 years old. The Bookawocky program for children ages 5-11 has changed from reading 20 hours to reading four books and writing a brief summary or drawing a picture about the book. Some children both write and draw about the book. The teen librarians have reported that Shoreview has a larger number of teens participating in the Bookawocky program than at the other six libraries.

The Shoreview Community Center’s Discovery program draws children to the library from Monday through Thursday. Children enrolled in the program walk to the library with their classes and supervisors and stay at least an hour looking for books.

Shoreview is a high circulation library, although circulation is down slightly from 2012. Children’s materials (books and DVDs) account for about 40% of all items checked out. Shoreview’s circulation is divided almost equally at roughly 30% DVDs (adult and children’s), 30% children’s books, and nearly 30% adult, with smaller collections making up the remainder.

MASTER PLANNING UPDATE:
The architectural firm of Bentz/Thompson/Rietow was hired to conduct a fit study for the library in Shoreview after County Commissioners expressed an interest in exploring more visible site options. Nemitz and Walsh met with Commissioner Blake Huffman, Library Board Chair Paula Mielke, Shoreview Mayor Sandy Martin and Shoreview City Manager Terry Schwerm to discuss the study. It appears that there are viable options, but each has drawbacks, and none emerged a clear winner. The Library is seeking direction from the County Board in evaluating the options.

The Library continues to investigate purchasing property to the south of the current library. A meeting was held with the City of Shoreview and Lakeshore Players to discuss options and tour the Shoreview library facility.

The Friends held a capital campaign kickoff meeting for the renovation and expansion of the library in White Bear Lake, and have begun receiving pledges. The homeowner adjacent to the facility is not interested in selling her property at the current time.

DIRECTOR'S REPORT:
Kathleen Nelson, Library Page at Maplewood, died on 5/18/2013 after a long battle with cancer.

Tate Haynes was hired as new the Maintenance Mechanic by Ramsey County Property Management. He will primarily be assigned to Roseville.

The Library will present its budget request to the County Board on July 30, 2013, in Council Chambers.

The fourth annual Book It 5K Walk/Run was cancelled due to inclement weather.

The Library presented Paul Barrett, author of the New York Times bestseller Glock: the Rise of America’s Gun at the library in Roseville on June 3. 180 individuals attended including several Board members.
The Children’s Summer Reading Program Kick-Off took place on June 8 from 10 a.m.-3 p.m. Fabulous weather, a schedule chock-full of events such as juggler/comic Sean Emery, author/illustrator David LaRochelle, Radio Disney, face-painting, a photo booth, Abrakadoodle Crafts, Jugheads jugglers, the Friends of the Library scavenger hunt, and picking up summer reading materials made this a fun-filled day. Nearly 2,500 attended.

The Teen Kick-off, a battle of bands, was also very successful. Around 120 people were in attendance. CTV15 simulcast the event and it will be replayed throughout the summer.

Three new CTEPs (AmeriCorps) workers were hired and will start this fall (one at Maplewood and two at Roseville).

New public computers have been installed at the library in Maplewood and the North St. Paul Community Center. The number of computers in the North St. Paul Community Center has been expanded to eight machines.

RCL decided that the Library will discontinue its plan to beta test Tech Logic’s MediaSurfer. It has been over a year since the Library initially agreed to participate, and during that year new strategic initiatives have developed that need to take precedence. The Library will continue to monitor the development of MediaSurfer and other tablet vending solutions.

New black-and-white copiers will be put in place at the libraries in Mounds View, New Brighton, North St. Paul and White Bear Lake. These same copiers have been used at the regional libraries since last summer. Features include a document feeder, more glass area for larger documents/media and the ability to provide color scanning to USB devices.

Automation Services has been working with CybraryN to test its wireless printing service. Customers needing to print Word, PDF and other document types from laptops (and some tablets) will be directed to use a special web address that forwards print requests to existing print release stations. This web-based solution has the benefit of providing some limited support for tablets, but does require web pages to be first saved as local documents using a utility or conversion site of a patron’s choice. This service will be tested at Roseville this summer.

The Library experienced a large theft of DVD’s and games. The Ramsey County Sheriff is investigating the case. Library materials have been confiscated through a search warrant for a home and through local pawn shops. Thanks are due to the staff of the White Bear Lake branch for identifying account irregularities. The Management Team and MELSA are exploring policy and procedure improvements.

MELSA has been working with GroupLens, a research lab at the University of Minnesota, to expand the functionality of their BookLens project, a ratings system for books currently implemented at St. Paul Public Library. An expanded BookLens would offer increased options for creating content by library users, including personal lists, reviews, recommendations, ratings, and tagging that integrate with the MELSA systems’ catalogs and websites. MELSA libraries are interested in this technology because if successful, this system would provide an option to move away from subscription services like My Discoveries, providing library ownership of data and closer integration with existing catalogs and websites. The University is interested in developing research around predictions and recommendations based on consolidated (anonymous) data related to reading history, ratings and reviews.

The Legislature and Governor Dayton agreed on a budget for the 2014-15 biennium that erases a projected $627 million deficit and provides additional funding for education and local governments. Current funding was maintained for Regional Library Basic System Support, Regional Library Telecommunications Aid, Multi-types, ELM and Telecommunications Equity Aid. Funding for Minitex and MnLINK was increased by $300,000 per year. It is the first increase for Minitex and MnLINK since the 2007 session.
Regional public library systems received $3 million per year to provide arts and historical programs. This is the same level of funding provided during the current biennium. The funds will be distributed via a revised formula that replaces the equalization factor with a "qualifying system entities" factor. The Minnesota Digital Library received $300,000 per year. This is an increase over the current $250,000 per year appropriation.

Aid to cities was increased by $80 million and aid to counties was increased by $40 million. The trade-off is that levy limits will be in place for 2014. The limits are relatively generous -- the city or county's aid plus levy for either 2012 or 2013, whichever is greater, plus 3%.

**MELSA REPORT:**
No MELSA report.

**FRIENDS OF THE LIBRARY REPORT:**
Due to lightning and thunderstorms, the Friends canceled the BookIt 5K Walk/Run to protect the safety of participants and volunteers. Although this greatly reduced the number of race day registrants, the Friends netted $5,500 to support the 2013 Summer Reading Program. This was due to generous support from the following sponsors:

- **Gold Level Sponsors:** Allina Health and Rosedale Center
- **Silver Level Sponsor:** Falcon Heights-Lauderdale Lions Club
- **Bronze Level Sponsors:** Roseville Visitors Association, Maguire Agency, Frank Harris, Kim Bennett Agency, HealthPartners, Renewal by Andersen, and Jaci Meyer Agency, State Farm

Cheerful cherry red BookIt t shirts are available for purchase for $10.

Great weather, lots of entertainment, enthusiastic volunteers, and excited young families all combined to make the June 8th Summer Reading Program Kickoff the best ever. Thanks to the talented Children’s Librarians and generous sponsors, this was a day that many will always remember.

The Friends received enthusiastic responses from many of the attorneys who attended the Minnesota State Bar Association Probate and Trust Attorneys Conference and heard the suggestion that they help their clients become the “next Andrew Carnegie” by including a gift to a library in their estate plans. This event was held on June 10 and 11 at the St. Paul RiverCentre.

One of the recommendations from the Friends’ Strategic Plan was to create an Advocacy Committee to coordinate activities that describe the impact of and promote support for public libraries. This committee is working on some exciting initiatives.

Once again, the Friends sponsored an entry in the Manitou Days Parade in White Bear Lake that included a book cart drill team, the mascot Booker riding in a convertible, sign-bearers and volunteers to hand out treats and talk to the crowd.

**NEXT MEETING:** August 21, 2013, RCL – White Bear Lake, 4698 Clark Avenue, 6:30 p.m.

**MEETING ADJOURNED:** 8:15 p.m.

Respectfully Submitted,

Mary Larson
Library Board Coordinator