

**Ramsey County Library
Board of Trustees Meeting
April 19, 2023
4560 Victoria Street North
Shoreview, MN – 6:30 PM**

The meeting is available for public viewing at
<https://zoom.us/j/96696534304?pwd=S2ROd1FYUE8vcHBWVhtSkpNU1lzZz09>
Phone: 651 372 8299; Webinar ID: 966 9653 4304; Passcode: 023509

- I. **Call to Order**
- II. **Public Comment**
- III. **Announcements**
 - a. Meeting Guidelines and Voting Instructions
- IV. **Approvals**
 - a. April Agenda
 - b. March Meeting Minutes
- V. **Library Sharecase: Better Know a Library**

Have any Trustees interacted with any of the Ramsey County Libraries in a new or interesting way since the previous meeting? Please share a short reflection of your experience if you have. Optional reflection framework: Know, Wonder, Learn
- VI. **Discussion Items**
 - a. MELSA Overview and Update – Scott Vrieze, MELSA Executive Director
 - b. Maplewood Renovation Overview – Jennifer McMaster, Director of Planning and Project Management
 - c. Deputy County Manager Update
 - d. Ramsey County Board Liaison Report
 - e. Ramsey County Libraries Deputy Director Update
 - f. Future Meeting Topics
- VII. **Adjournment**

Library Board of Trustees

Grace Atkins
Stephen Fitze
Jason Isaacson
Marissa Kirby
Kami Miller
Andrea West

Ramsey County Board Liaison
Commissioner Victoria Reinhardt

Scheduled Upcoming Meetings

May, 17 2023 6:30 p.m.	Ramsey County Library, Shoreview	4560 North Victoria Street Shoreview, MN 55126
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Administrative Office
4560 North Victoria St.
Shoreview, MN 55126
Phone: (651) 486-2200
www.rclreads.org

RCLB Meeting Procedures

April 13, 2023

- **Meeting Procedure Purpose:** RCLB meeting procedures are in the spirit of the Rosenberg's Rules four pillars:
 1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
 2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
 3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
 4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.
- **Facilitation Procedure:** Meetings are facilitated by the chair with the assistance of the executive committee.
 - The chair's facilitation duties include: starting the meeting, moving the agenda along, taking votes, and adjourning the meeting.
 - The executive committee has the right to move the agenda along in the interest of time and/or productivity.
 - "For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself." - pg. 2 [Rosenberg's Rules of Order](#) 2011 ed.
- **Voting Procedure:** Rosenberg's Rules will be used for formal voting.
 - **Quorum:** There must be a quorum in order to take a vote: at least four out of the seven board members must be present.
 - **Making a motion:** Motions are the vehicles for decision making by this board. The chair will invite a trustee to make a motion. The trustee will begin the proposed course of action with the phrase "I move ...". Trustees can make a basic motion, a motion to amend, or a substitute motion.
- pgs. 3-5 [Rosenberg's Rules of Order](#) 2011 ed.

- **Seconding a motion:** The motion must be seconded by another trustee (which is done by saying “I second”) in order to move forward for a vote.
- **Taking a vote:** “The chair takes a vote. Simply asking for the “ayes” and then asking for the “nays”... If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.”
- pg. 3 [Rosenberg's Rules of Order](#) 2011 ed.

- **Interaction Guidelines:**

- Expect people to act with best intentions and expect best intentions from others.
- Treat each other with respect. Disrespectful language, tone of voice, etc. will not be tolerated.
- Focus on ideas: If you disagree with something that has been said, question the idea or practice, not the person.
- We will focus our energies on how we can better meet the needs of the community while supporting greater inclusiveness, accessibility and equity.
- Attendance is essential to get the work done: if you will not be attending, contact the Board Chair as soon as you are aware you can't attend.

Minutes of the Ramsey County Library Board of Trustees
March 15, 2023

LIBRARY TRUSTEES PRESENT:

Grace Atkins, Stephen Fitze, Marissa Kirby, Kami Miller, Andrea West.

STAFF PRESENT:

Pang Yang, Deputy Director; Chuck Wettergren, Digital Services Manager; Jeff Eide, Senior Library Manager; Maggie Soukup, Library Board Coordinator.

OTHERS:

Victoria Reinhardt, Ramsey County Commissioner; Johanna Berg, Deputy County Manager; Mary Larson, Accounting Support Supervisor; Mary Worley; Executive Director, Ramsey County Library Friends.

CALL TO ORDER:

Atkins called the meeting to order at 6:31 p.m.

PUBLIC COMMENT:

To view the public comments made by Susan Johnson, Ramsey County resident, follow this [link](#). (0:49)

APPROVALS:

MEETING GUIDELINES AND VOTING INSTRUCTIONS

A request was made to include the updated voting instructions and how to make a motion. Atkins will update the document and share at the April meeting.

MARCH AGENDA

A motion was made by Fitze to approve the agenda as presented. The motion was seconded by West, which was approved unanimously.

FEBRUARY MEETING MINUTES

A motion was made by Miller to approve the February 15, 2023 meeting minutes as presented. The motion was seconded by Fitze, which was approved unanimously.

YEAR END RESERVES

A motion was made by West to approve the 2022, 2021, and 2019 year end reserves as presented. The motion was seconded by Miller, which was approved unanimously.

LIBRARY SHARECASE: Better know a library

To hear the Trustees interactions with the Ramsey County Libraries, follow this [link](#). (19:15)

DEPUTY COUNTY MANAGER UPDATE:

Presented by Deputy County Manager Berg. Her update on the budget process and the CEI update can be viewed by following this [link](#). (23:00). Berg shared that there will be an upcoming budget listen session (Town Hall meeting) open to the public in April. She will share details with the Trustees about dates/times when they become available.

RAMSEY COUNTY BOARD LIASION REPORT:

Presented by Commissioner Reinhardt. Her report can be viewed by following this [link](#). (23:00)

STRATEGIC PLAN PRESENTATION:

Yang gave an update on the strategic planning process. She shared that managers are currently working on project charters for each of the three priorities. The Trustees reviewed the project charter for the computer access service expansion pilot and gave feedback. To view the entire discussion, follow this link. (55:25)

FUTURE MEETING TOPICS:

The Trustees agreed that they would like to hear from the strategic plan project leads and the library employee union representation. The Trustees also indicated that a Maplewood renovation update/overview and a MELSA overview would be beneficial.

PURPOSE STATE:

Trustee West introduced a draft of the RCLB purpose statement. West stated that this document would also detail the relationship between the Library Board and Ramsey County. Atkins explained that this document would be used to fill in the gaps between the policy and bylaws and provide more context to newly appointment Trustees. The Trustees agreed that a further discussion is needed to complete the document. Atkins agreed and will bring to the April meeting.

ADJOURNMENT:

A motion was made by West to adjourn the meeting at 8:05 p.m. The motion was seconded by Fitze, which was approved unanimously.

Ramsey County Library – Maplewood Interior Renovation

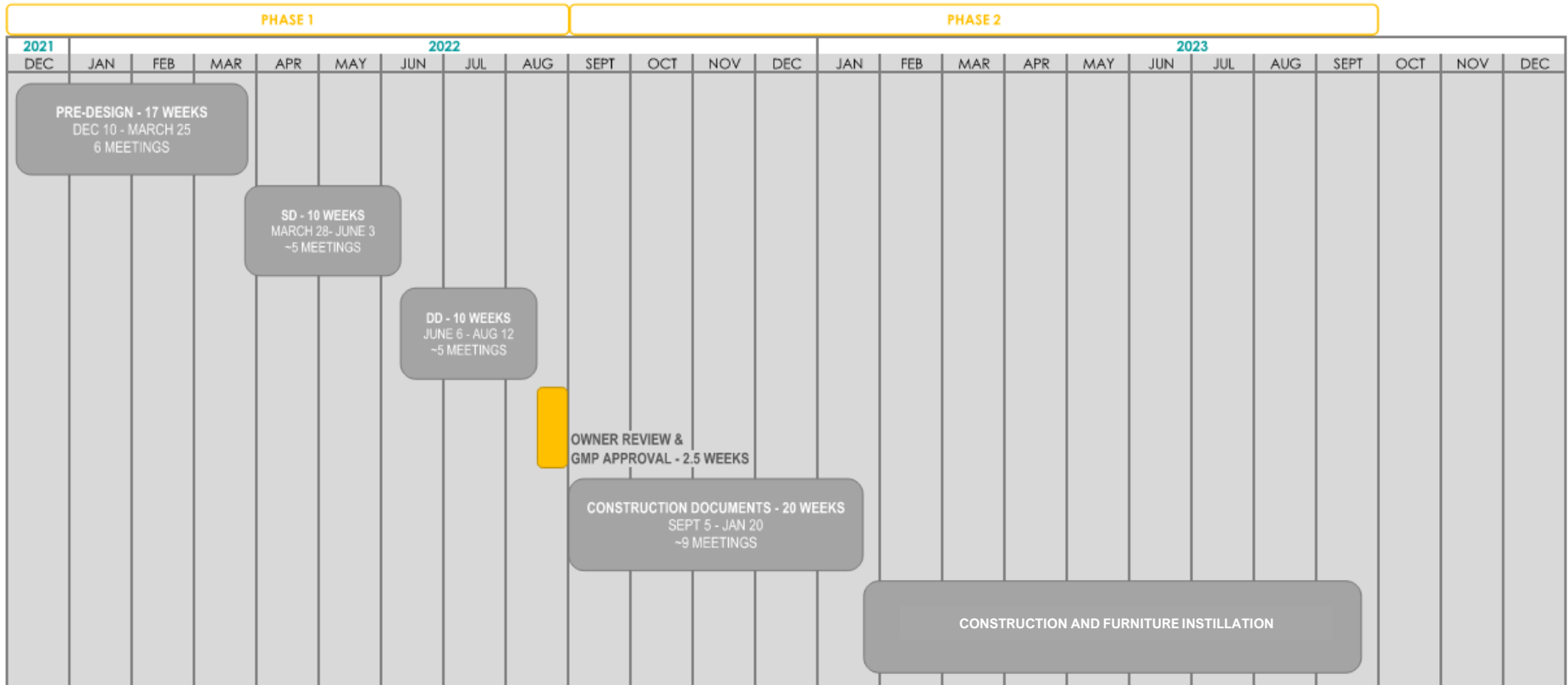
April 19, 2023

Project Team

Adolfson & Peterson Construction / HGA

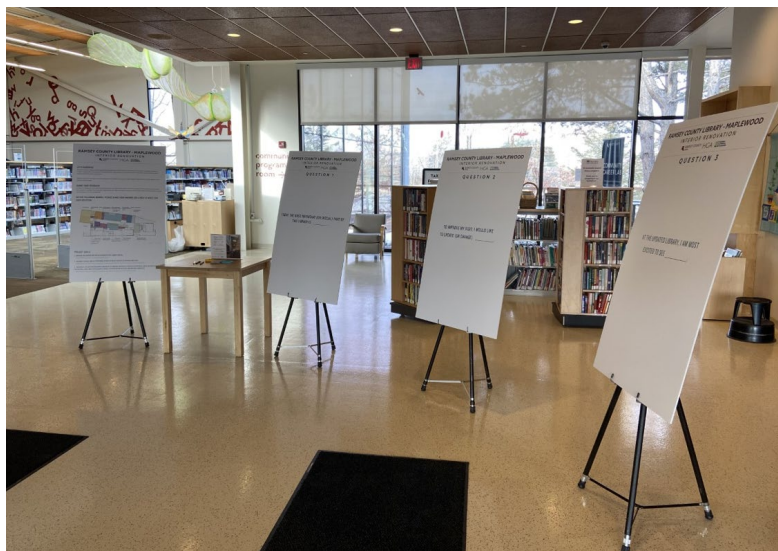
Pete Hedberg	Circulation Supervisor
Mickey Ladich	Building Services Manager
Jennifer McMaster	Director of Planning & Project Management
Monica Stratton	Branch Manager
Chuck Wettergren	Digital Services Manager
Pang Yang	Deputy Director
Steve Woods	Chair, Library Board
Sylvia Neblett	Vice Chair, Library Board

Project Schedule



Community Input

March 2022 Listening



COMMUNITY INVOLVEMENT - SESSION 01

COMMUNITY INVOLVEMENT THEMES:

IMPROVED ACOUSTICS

Separation of active & study/reading areas.
Maintain quiet reading areas.

DAYLIGHT / VIEWS

Maintain / increase daylighting.
Maintain views to outdoors / nature.

STUDY/MEETING SPACES

More study / meeting rooms.
Increase study table sizes.
Maintain study areas adjacent to daylight.

FACILITY UPDATES

Improve interior lighting.
Provide comfortable seating (quantity / quality).
Improve internet / wifi access & heating/cooling control.
Increase access to power to charge personal devices.
Increase Art / Color.

YOUR FEEDBACK

Responses to Session 01 posted questions were gathered and shared with the design team.

Community feedback was grouped into the following themes (at left).

Library and design team are developing the renovation to address these items.

Community Input

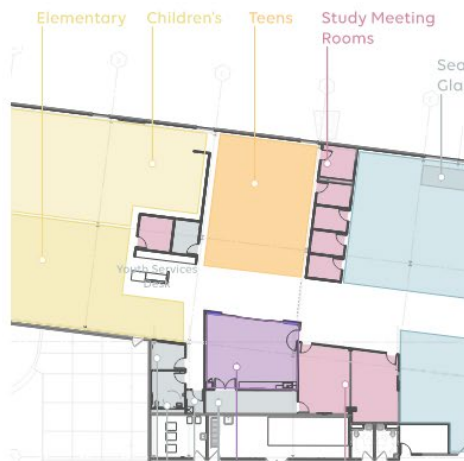
March 2022 Listening

THEME 01

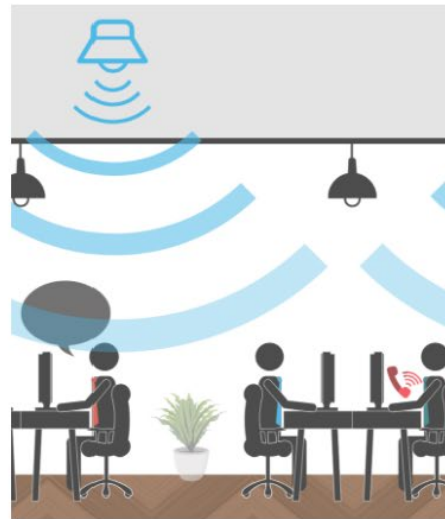
IMPROVED ACOUSTICS

The library and design team have been working with an acoustic consultant to determine the most impactful ways to improve sound quality within the library.

Several strategies to control and sound are being further evaluated. Chosen methods will be added into project scope.



PHYSICAL SEPARATION



SOUND MASKING



ABSORPTIVE MATERIALS

Community Input

March 2022 Listening

THEME 02



DAYLIGHT & VIEWS

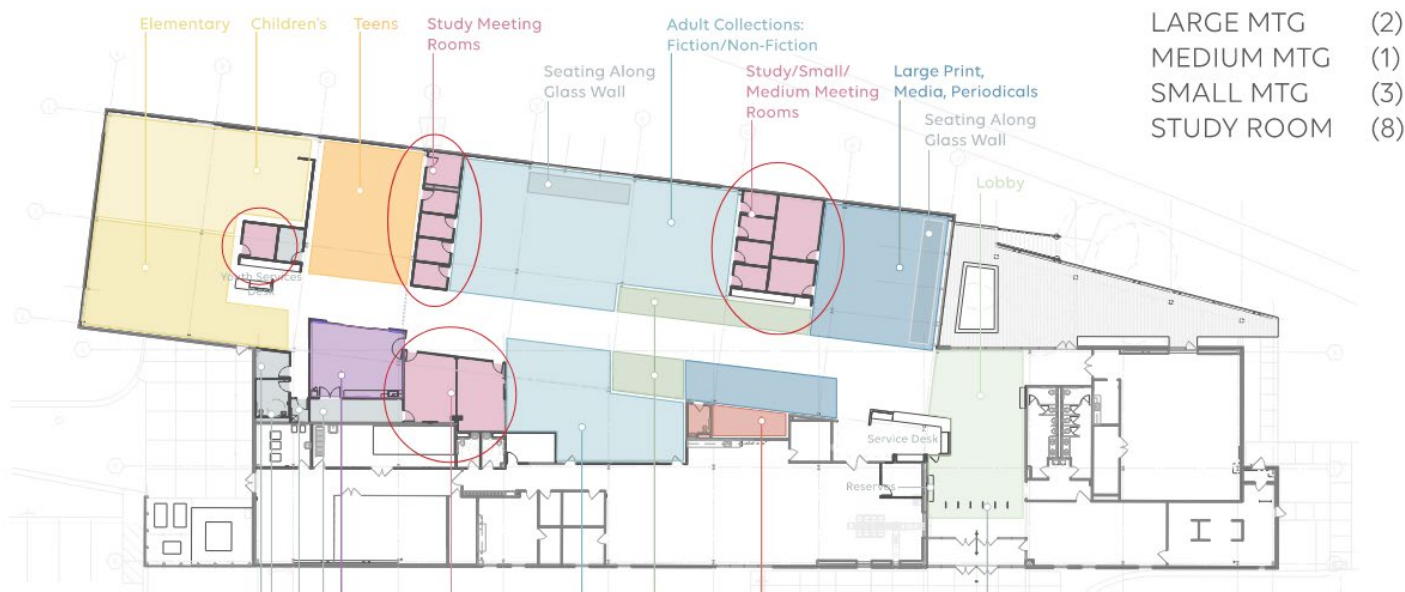
Maintaining direct access and visibility to windows and the views beyond is a necessity.

Although exterior walls are not being changed, what is placed in front of these windows can be controlled.

Community Input

March 2022 Listening

THEME 03



STUDY / MEETING SPACES

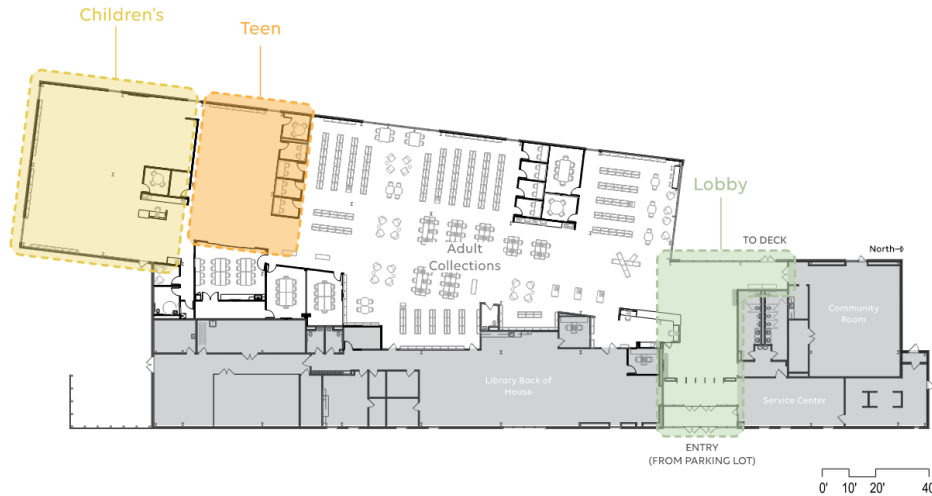
Greater access to study and meetings rooms has been heard as a necessity.

Future availability of meeting rooms would more-than-double the current amount of meeting space.

Community Input

July 2022 Activity

OVERALL FLOOR PLAN



RAMSEY COUNTY LIBRARY - MAPLEWOOD
INTERIOR RENOVATION

RAMSEY COUNTY
Library

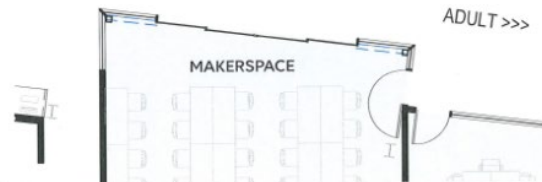
HGA

Adolfson & Peterson
Construction

TEEN AREA LAYOUT



<<< CHILDREN'S



RAMSEY COUNTY LIBRARY - MAPLEWOOD
INTERIOR RENOVATION

Community Input

October 2022 Furniture Sit Test

2

Select your favorite computer chair.



Computer Chair A



Computer Chair B

- ☐ Computer Chair A
- ☐ Computer Chair B

3. Select your favorite teen lounge chair.

[More Details](#)

● Teen Lounge A	37
● Teen Lounge B	86



4. Select your favorite children's lounge chair.

[More Details](#)

● Children's Lounge A	102
● Children's Lounge B	23

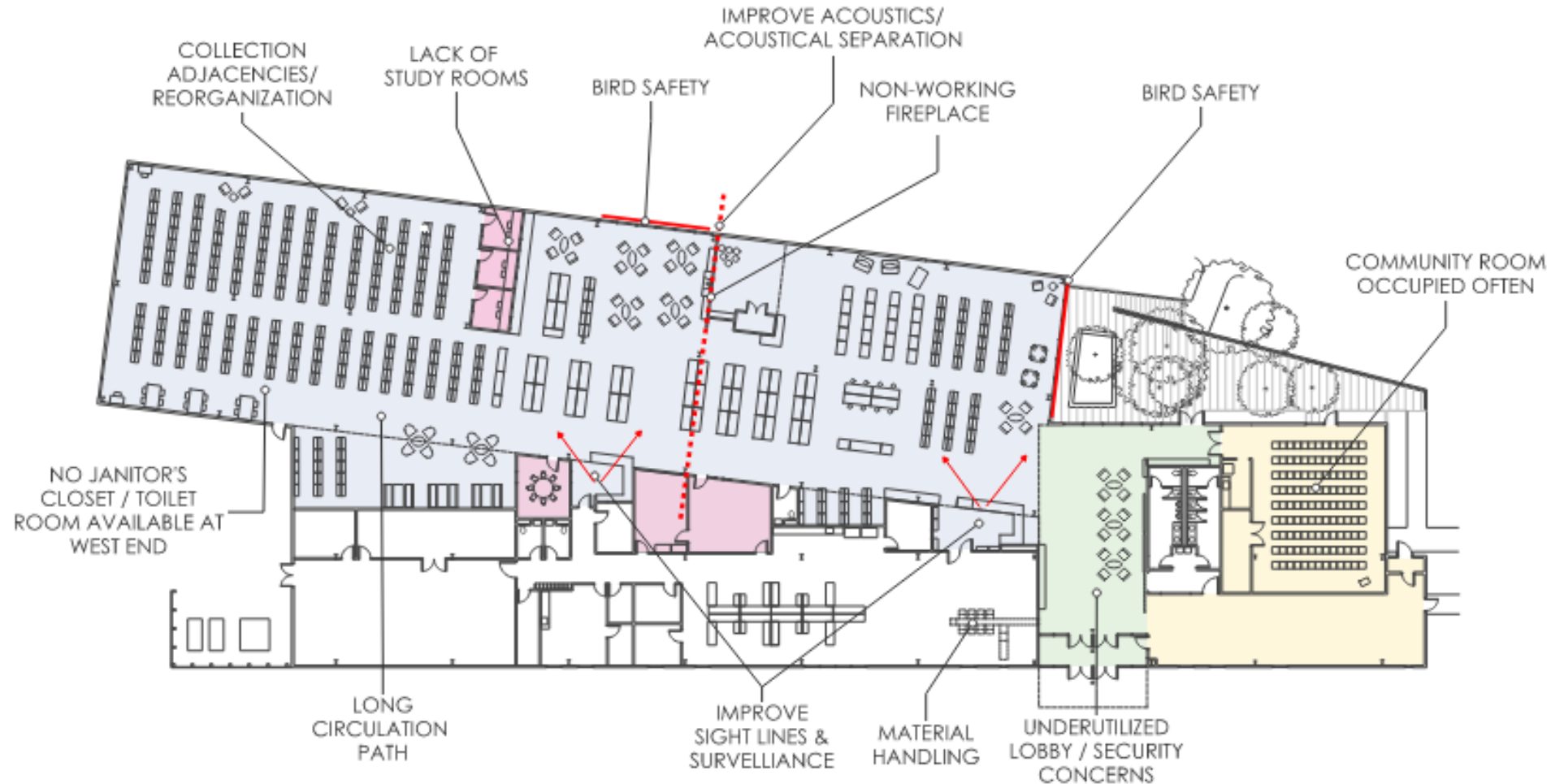


Project Goals

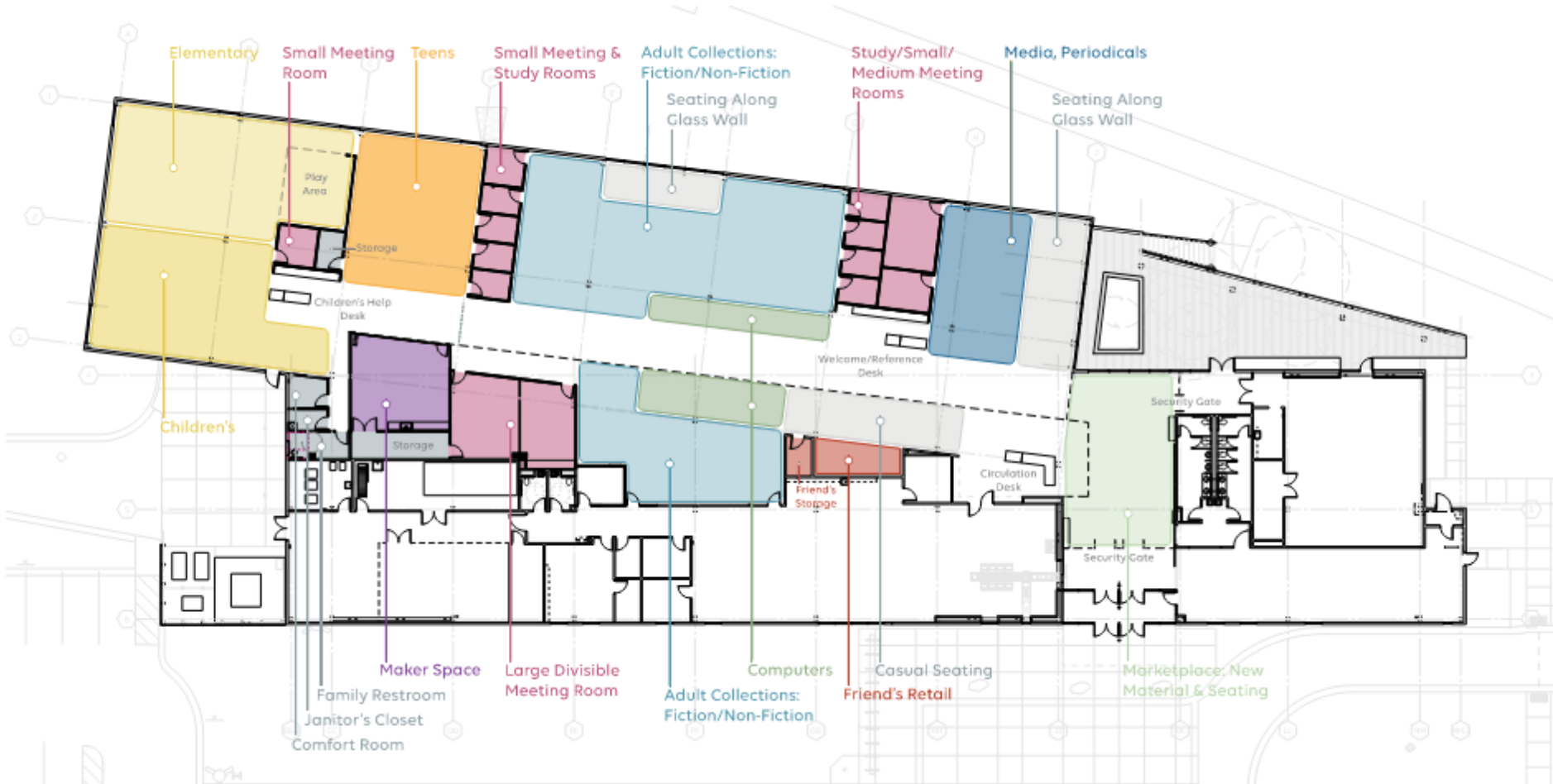
- **Enhance welcoming and inclusiveness of the library spaces.**
 - Main topics to meet goals: Improve acoustics, staff visibility and walk-ability of the building (collection placement), reclaim under-utilized areas of the building such as the lobby.
- **Provide flexible, multi-functional spaces to be of service to patrons and staff.**
 - Main topics to meet goals: study and meeting room quantities, flexible space layout, comfortable and durable finishes, augment power and data locations.
- **Recognize the existing building strengths to provide continuity and build upon well-liked features such as the natural light and building's unique location between retail and natural amenities.**
 - Main topics to meet goals: maintain “warm” aesthetic, bird safety, preserve daylight and views from windows.

Conditions Assessment

DESIGN CONSIDERATIONS



Plan Diagram





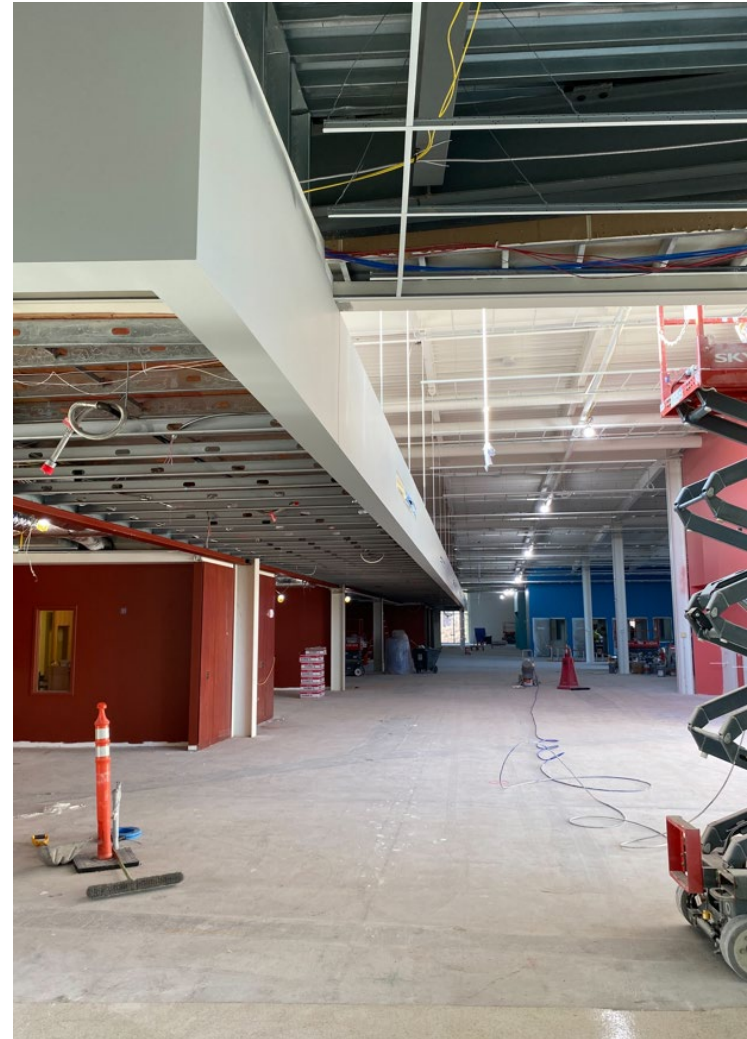




Construction Photos





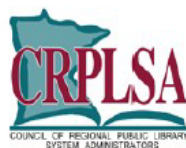


Thank You!



Metropolitan Library Service Agency Orientation

Scott Vrieze
Executive Director



Minnesota Regional Public Library Systems

Consolidated Systems:

- Northwest
- Kitchigami
- LakeAgassiz
- East Central
- Great River
- Pioneerland

Northwest Regional Library

210 LaBree Ave. N
P.O. Box 593
Thief River Falls, MN 56701-0593
Kristi Hanson, Director
Phone 218-881-1068
Fax 218-881-1095
hansonk@nwrplb.org
www.nwrplb.org

Lake Agassiz Regional Library

118 5th St S
Moorhead, MN 56501
Liz Lynch, Director
Phone 218-233-3757 Ext. 127
Fax 218-233-7558
lynchl@larl.org
www.larl.org

Viking Library System

1915 Fir Avenue West
Fergus Falls, MN 56537
Geri Moeller, Director
Phone 218-739-3286
Fax 218-739-3287
gmoeller@viking.lib.mn.us
www.viking.lib.mn.us

Pioneerland Library System

410 5th St. SW
P.O. Box 327
Willmar, MN 56201-0327
Laurie Ortega, Executive Director
Phone 320-235-8106 Ext. 28
Fax 320-214-0187
laurie.ortega@pioneerland.lib.mn.us
www.pioneerland.lib.mn.us

Plum Creek Library System

290 S. Lake Street
P.O. Box 697
Worthington, MN 56187-0697
Jim Trojanowski, Director
trojanowski@plumcreeklibrary.net
Phone 507-376-5803
Fax 507-376-9244
www.plumcreeklibrary.org

State Library Services

Minnesota Department of Education
1500 Hwy 38 West
Roseville, MN 55113
Jennifer Nelson, State Librarian
Phone 651-582-8791
Fax 651-582-8752
jennifer.r.nelson@state.mn.us
http://education.state.mn.us/MDE/roseLib/index.htm

Traverse des Sioux Library Cooperative

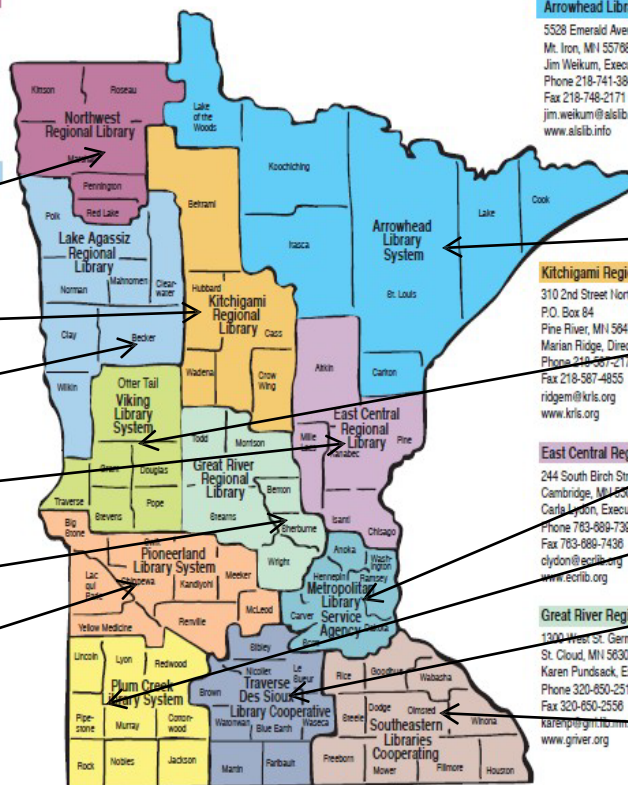
1400 Madison Avenue Suite 822
Mankato, MN 56002-5488
Ann Hokanson, Executive Director
Phone 507-825-8109
Fax 507-825-4049
ahokanson@tds.lib.mn.us
www.tdslib.org

Southeastern Libraries Cooperating

2800 19th St. NW
Rochester, MN 55901-0767
Krista Ross, Executive Director
Phone 507-288-5513
Fax 507-288-8897
kross@selco.info
www.selco.info

Metropolitan Library Service Agency

1619 Dayton Ave., Suite 314
St. Paul, MN 55104-8206
Ken Behringer, Executive Director
Phone 651-845-5731
Fax 651-849-3189
ken@melisa.org
www.melisa.org



Arrowhead Library System

5528 Emerald Avenue
Mt. Iron, MN 55788-2069
Jim Weikum, Executive Director
Phone 218-741-3840 Ext. 230
Fax 218-748-2171
jim.weikum@alslib.info
www.alslib.info

Kitchigami Regional Library

310 2nd Street North
P.O. Box 84
Pine River, MN 58474-0084
Marian Ridge, Director
Phone 218-367-2171
Fax 218-367-4855
ridgem@krls.org
www.krls.org

East Central Regional Library

244 South Birch Street
Cambridge, MN 56008-1588
Carla Lydon, Executive Director
Phone 763-889-7390
Fax 763-889-7438
clydon@ecrlb.org
www.ecrlb.org

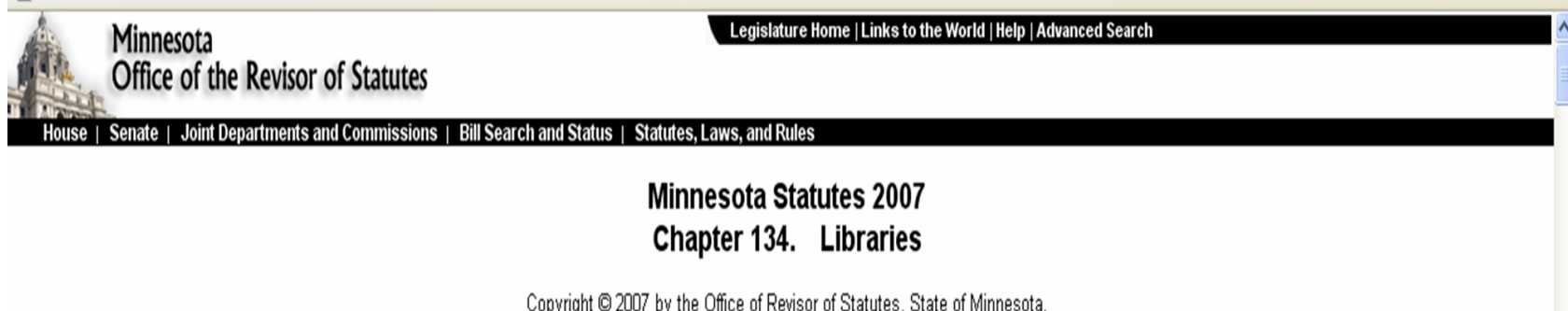
Great River Regional Library

1300 West St. Germain
St. Cloud, MN 56301-3697
Karen Pundisack, Executive Director
Phone 320-650-2512
Fax 320-650-2558
karen@grlib.mn.us
www.grlib.org

Federated Systems:

- Arrowhead
- Viking
- MELSA
- Plum Creek
- Traverse des Sioux
- SELCO

Structures for Regional Public Library Systems



134.4, Subd. 3. **Regional designation.** Regional library basic system support grants shall be made only to those regional public library systems officially designated by the **commissioner of education** as the **appropriate agency to strengthen, improve and promote public library services** in the participating areas. The commissioner of education shall **designate no more than one such regional public library system located entirely within any single development region** existing under sections [462.381](#) to [462.398](#) or chapter 473.

MELSA Structure

- **Board of Trustees**
- One representative from each party to the **Joint Powers Agreement** (seven metro counties and City of St. Paul)

Trustee Manual

- **Advisory Board**
8 library directors of member system libraries
 - **Teams, Interest Groups and Task Forces**
-

**THIRD AMENDED AND RESTATED AGREEMENT
CREATING METROPOLITAN LIBRARY SERVICE AGENCY**

Adopted by Members: 1969
Amended by Members: January 27, 2000
February 1, 2003
September 1, 2009

This Third Amended and Restated Agreement ("Agreement") is made and entered into by and among Anoka County, Carver County, Dakota County, Hennepin County, Ramsey County, Scott County, Washington County and the City of St. Paul ("Members") pursuant to Minn. Stat. §§ 471.59 and 134.20.

The Members have determined that the extension and improvement of public library service within the Members' respective jurisdictions can be accomplished by MELSA as authorized and described herein.

In consideration of the mutual promises and benefits that each Member shall derive here from and by the authority granted by Minn. Stat. §§ 471.59 and 134.20, the Members agree to amend the Second Amended and Restated Agreement creating the Metropolitan Library Service Agency by deleting it in its entirety and restating it as follows:

ARTICLE I

PURPOSES

The Members have executed this Agreement for the general purposes of improving public library services within the jurisdictions of the Members and coordinating public library service in any ways, which the Members deem mutually satisfactory and appropriate. Such coordination may consist of but is not limited to the following activities:

- * establishing catalogs of materials, such as Union Catalog
- * establishing communication networks
- * arranging for interchange of materials and services
- * reviewing the location of public library services
- * coordinating the selection of emphasis in materials selection
- * coordinating the coverage of subject fields

ARTICLE II

TERM

The term of this amended Agreement shall commence on September 1, 2009 and continue in full force and effect until terminated pursuant to Article VIII of this Agreement.

ARTICLE III

METROPOLITAN LIBRARY SERVICE AGENCY

- A. Creation. Composition and Appointing Authority. A joint powers library board, known as the Metropolitan Library Service Agency (MELSA), is established for the purposes contained herein with the powers set forth in this Agreement. The Board of MELSA shall consist of one representative from each Member. The Board of Commissioners of each Member that is a county shall appoint, by resolution, its representative to the Board. The mayor and city council of the City of Saint Paul shall select the City of Saint Paul's representative to the Board. No representative may be an employee of any of the Members' library systems.
- B. Terms. Each representative to the Board shall be appointed for a three-year term and may be appointed to no more than three consecutive terms. A representative may continue to serve until a successor has been appointed pursuant to the provisions of section A above. Removal of any representative with or without cause during the term for which the representative was appointed shall be done only by the appointing authority of the Member.
- C. Vacancies. If an appointment of a representative to the Board is vacated before the end of the term, the vacancy shall be filled by appointment by the same method as identified in section A above for the remainder of the term. A vacancy shall be deemed to have occurred when any of the conditions specified in Minn. Stat. § 351.02 exist or if a representative who is an elected official fails to qualify or act as such official.
- D. President, Vice President, and Secretary/Treasurer. The Board shall elect a President, Vice President, and Secretary/Treasurer from its membership for one-year terms. The President shall preside at all meetings of the Board and shall perform other duties and functions as may be determined by the Board. The Vice President shall preside over meetings of the Board and act as the President in the absence of the President. The Secretary/Treasurer shall preside over meetings of the Board in the absence of the President and Vice President, and act as President in the absence of the President and Vice President.

ARTICLE IV

POWERS OF THE BOARD

- A. The Board shall have all of the powers and duties of city and county library boards as provided in Minn. Stat. §§134.11, 134.12 and 134.13.
- B. The Board shall have the power to adopt and amend such bylaws that it may deem necessary or desirable for the conduct of the business of the Board. Such bylaws shall be consistent with this Agreement and any applicable laws or regulations.
- C. The Board shall have exclusive control of the expenditure of moneys collected for or placed to the credit of the MELSA library fund established pursuant to Article VI, and of interest earned on all moneys collected for or placed to the credit of such library fund.
- D. The Board may provide for the employment, discipline or discharge of personnel required to accomplish the purposes of this Agreement.
- E. The Board may enter into any contract necessary for the exercise of its powers or the fulfillment of its duties, including contracts with library systems within and outside the seven-county metropolitan area.
- F. Consistent with applicable state law, the Board may apply for and accept gifts, grants, or loans of money, other property or assistance from the United States Government, The State of Minnesota, or any person, association or agency for any MELSA purposes; enter into any agreement in connection therewith; and hold, use, and dispose of such money, other property or assistance in accordance with the terms of the gift, grant or loan relating thereto.
- G. The Board may disburse funds in a manner which is consistent with this Agreement and with the method provided by law for the disbursement of funds by the Members.

ARTICLE V

RESERVATION OF AUTHORITY

All responsibilities not specifically set out to be jointly exercised by the Board under this Agreement are hereby reserved to the Members.

ARTICLE VI

MELSA LIBRARY FUND

- A. Establishment. The MELSA library fund is established for the purposes contained herein. It shall include all money collected for or placed to the credit of the MELSA library fund and the interest on all such funds. All money received for the Board, if paid into the treasury of any Member, shall be credited to the MELSA library fund and kept separate from other money of the Member.
- B. Procedures. Money in the MELSA library fund shall be paid out only upon approval by the Board.
- C. Budget. The Board shall adopt an annual budget and shall make it available to all Members and their library boards.
- D. Budget and Accounting Services. The MELSA library fund shall be deposited in such bank or banks as may be determined by the Board in accordance with Minn. Stat. § 11A.
- E. Accountability for Funds. All funds in the MELSA library fund shall be accounted for according to generally accepted accounting principles. The Secretary/Treasurer shall report monthly to the Board on all receipts to and disbursements from the MELSA library fund and shall make it available to all Members and their library boards.

ARTICLE VII

INDEMNIFICATION AND HOLD HARMLESS

- A. Applicability. MELSA shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. MELSA shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.
- B. Indemnification and Hold Harmless. MELSA shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of MELSA. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the

intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

ARTICLE VIII

WITHDRAWAL AND TERMINATION

- A. Withdrawal. Any Member may withdraw from this Agreement by giving written notice to the Board at least six (6) months prior to the effective date of withdrawal. In the case of a Member that is a county, notice shall be a certified copy of a resolution of the Board of Commissioners indicating its intent to withdraw from this Agreement. In the case of a Member that is a city, notice shall be a certified copy of a resolution or minutes of the appointing authority indicating its intent to withdraw from this Agreement. Upon receipt of notice, the President shall forward a copy to each Member. In the event of withdrawal, by any Member, this Agreement shall remain in full force and effect as to all remaining Members.
- B. Effect of Withdrawal. Withdrawal by any Member shall not terminate this Agreement except as provided in Article VIII, section C.
- C. Termination. This Agreement shall terminate upon the occurrence of any one of the following events:
 - 1. When enough Members withdraw pursuant to Section A so that, in the judgment of the Board, it becomes impractical to continue.
 - 2. When necessitated by operation of law or as a result of a decision by a court of competent jurisdiction.
 - 3. When a majority of Members agree to terminate the Agreement.
- D. Effect of Termination. Termination shall not discharge any liability incurred by the Board or by the Members during the term of this Agreement. Upon a decision to terminate pursuant to Section C, and prior to the effective date of termination, the Board shall wind up its business, including the prosecution and defense of any claims. Property or surplus money held by the Board shall then be distributed to the Members in proportion to contributions of the Members or as required by law. The Board shall approve a final report of its activities and affairs prior to the effective date of termination.

ARTICLE IX

MISCELLANEOUS

- A. Amendments. This Agreement may be amended only by unanimous written Agreement of the Members.
- B. Records, Accounts and Reports. The Board shall establish and maintain such funds and accounts as may be required by good accounting practices. The books and records of the Board shall be subject to the provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and Minn. Stat. § 16C.05, subd. 5.
- C. The Board shall obtain liability, property and other appropriate insurance it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this Agreement.
- D. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.
- E. The Board may adopt bylaws for the governance and conduct of the business of the organization.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date(s) indicated below.

County of Ramsey

By: Jan Parker
CHAIR, Ramsey County Board of Commissioners
Its: _____

Dated: 2/17/09

2008-319

Bonnie G. Fickler
Chief Clerk, Ramsey County Board

Benefits to Member Libraries

The Agency provides \$2.7 million in direct support for member libraries in the metro area, investing money and resources in response to the needs of our libraries and our communities.

MELSA also provides \$2.5 million in collaborative purchases and programs to benefit member libraries and communities.

MELSA invested over \$640,000 in a shared ebook and e-audiobook collections that demonstrated the libraries ongoing value during the COVID-19 pandemic.

- Formula Distribution 1,000,000
 - Technology funding (Phase & NCIP)
 - E-Resources and Downloadable content (Overdrive/Libby and Databases)
 - Catalog enhancements (e.g. Syndetics, Mobile catalog app)
-

2022 Benefits to MELSA Member Libraries

Allocations*/Distributions to Systems

Funds paid directly to or held for systems, or are paid to vendors on behalf of systems; system may not have used entire allocation available

	<u>Anoka</u>	<u>Carver</u>	<u>Dakota</u>	<u>Hennepin</u>	<u>Ramsey</u>	<u>Saint Paul</u>	<u>Scott</u>	<u>Washington</u>	<u>All Systems</u>
Formula - 2022 distribution	\$99,495	\$85,383	\$147,443	\$236,465	\$154,411	\$107,515	\$66,978	\$102,310	\$1,000,000
Equalization shared among earning systems (ACL, SPPL)	\$28,475					\$27,565			\$56,040
Phase - 2022 allocation	\$49,747	\$42,692	\$73,721	\$118,232	\$77,206	\$53,758	\$33,489	\$51,155	\$500,000
NCIP maintenance allocation	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$21,600
Legacy systems allocations 1/2 of FY22 + 1/2 of FY23 (Actual funds spent may be from prior year allocations)	\$78,787	\$23,266	\$95,260	\$277,212	\$51,970	\$67,232	\$32,787	\$58,042	\$684,553
RLTA distributions for FY2022									
Category 1 internet/line access-costs submitted by systems	\$25,548	\$30,240	\$3,149	\$63,486	\$29,119	\$12,189	\$7,070	\$5,633	\$176,433
Category 2 equipment-costs submitted by systems			\$110,400	\$165,029		\$27,725	\$36,762		\$339,917
Category 3 distributed as allocations for local spending	\$19,663	\$8,744	\$22,893	\$58,659	\$14,434	\$17,438	\$10,614	\$15,570	\$168,016
Shared e-content collection (OverDrive) - annual fees ((\$162,000 of annual fee available for content purchases)	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$180,000
Catalog Enhancements									
Syndetics Display	\$11,722	\$7,766	\$15,080	\$22,238	\$16,698	\$7,507	\$6,721	\$12,127	\$99,860
Niche Academy	\$3,299	\$2,508	\$3,300	\$6,600	\$2,508	\$3,299	\$2,508	\$2,508	\$26,530
Mobile App - BLUEcloud Mobile	\$10,221	\$7,534	\$13,295		\$11,668	\$9,519	\$7,091	\$9,200	\$68,528
LibCal calendar (events and/or room reserve)	\$2,585	\$1,985	\$2,483	\$3,827	\$2,399	\$3,227	\$2,399	\$2,399	\$21,304
Jobs/Small Business Initiative									
Allocations for classes + systems' choice of programming, (in 2022, \$27,664 in unspent funds used to purchase OverDrive e-content)	\$9,838	\$7,955	\$10,415	\$20,132	\$8,842	\$10,227	\$8,359	\$9,232	\$85,000
Children Summer Reading, Teen Programming, STEM Programming, Youth Literacy allocations	\$15,683	\$12,689	\$16,598	\$31,943	\$14,102	\$16,540	\$13,590	\$14,855	\$136,000
Member library professional development allocation	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$88,000
Technology training allocations	\$4,395	\$3,554	\$4,652	\$8,984	\$3,950	\$4,567	\$3,734	\$4,163	\$38,000
E-rate consultant for seven systems; 4 with ECF applications (See below for E-rate refunds received by the systems in 2022)	\$1,429	\$1,029	\$1,029	\$0	\$1,429	\$1,429	\$1,029	\$1,429	\$8,800
Miscellaneous:									
Member library printing (lib card apps, reciprocal slips)	\$370	\$351				\$408	\$188		\$1,316
PLA Benchmark (access to national library data)	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$375	\$3,000
Allocations/Distributions Subtotal	\$397,831	\$272,270	\$556,291	\$1,049,383	\$425,310	\$406,721	\$269,894	\$325,197	\$3,702,897

System Share of Collaborative Purchases/Services

2022 Benefits to MELSA Member Libraries

<i>Not priced per system; using total cost x system's percentage of 2020 population of MELSA region</i>	11.51%	3.42%	13.92%	40.47%	7.57%	9.79%	4.81%	8.50%	100.00%
Regionwide Legacy programs + Admin (1/2 of FY22 + FY23) actual funds spent may be from prior year allocations)	\$33,409	\$9,916	\$40,403	\$117,436	\$21,963	\$28,414	\$13,950	\$24,660	\$290,150
Electronic Resources									
Databases (including LinkedIn Learning, e-magazines)	\$113,082	\$33,562	\$136,754	\$397,493	\$74,339	\$96,177	\$47,219	\$83,467	\$982,092
Homework Help	\$28,786	\$8,544	\$34,812	\$101,185	\$18,924	\$24,483	\$12,020	\$21,247	\$250,000
Employment Help	\$3,800	\$1,128	\$4,595	\$13,356	\$2,498	\$3,232	\$1,587	\$2,805	\$33,000
Shared e-content collection (OverDrive) - content purchases	\$74,517	\$22,116	\$90,116	\$261,932	\$48,987	\$63,377	\$31,115	\$55,002	\$647,161
ARPA grant - digital inclusion survey and shared e-content collection purchases	\$23,029	\$6,835	\$27,850	\$80,948	\$15,139	\$19,586	\$9,616	\$16,998	\$200,000
IMLS grant - for purchase of OverDrive content	\$5,757	\$1,709	\$6,962	\$20,237	\$3,785	\$4,897	\$2,404	\$4,249	\$50,000
LSTA grant - ASL training for library staff (2022 portion of grant)	\$2,406	\$2,406	\$2,406	\$2,406	\$2,406	\$2,406	\$2,406	\$2,406	\$19,250
Indie Author Project (MN Writes, MN Reads)	\$2,130	\$632	\$2,576	\$7,488	\$1,400	\$1,812	\$890	\$1,572	\$18,501
Delivery service between library systems	\$5,799	\$1,721	\$7,013	\$20,385	\$3,812	\$4,932	\$2,422	\$4,281	\$50,366
Other Youth Services Literacy Initiatives, Summer promotion (Includes Storywalks, purchase of Overdrive e-content from unspent funds)	\$2,683	\$796	\$3,244	\$9,430	\$1,764	\$2,282	\$1,120	\$1,980	\$23,300
Promotions, events participation	\$7,435	\$2,207	\$8,992	\$26,136	\$4,888	\$6,324	\$3,105	\$5,488	\$64,576
Library staff workshops (add'l ASL classes, data training)	\$253	\$75	\$306	\$890	\$167	\$215	\$106	\$187	\$2,200
smARTpass project	\$794	\$236	\$961	\$2,793	\$522	\$676	\$332	\$586	\$6,900
Collaborative Purchases/Services Subtotal	\$303,881	\$91,883	\$366,991	\$1,062,117	\$200,593	\$258,812	\$128,291	\$224,929	\$2,637,497
Total Benefits from MELSA	\$701,712	\$364,153	\$923,283	\$2,111,500	\$625,903	\$665,533	\$398,185	\$550,125	\$6,340,393
Refunds received directly from E-rate for funding year July 2021-June 2022; based on actual costs X system's E-rate discount (HCL manages their own E-rate application process)	\$25,548	\$30,240	\$3,149	\$253,942	\$43,680	\$48,756	\$10,605	\$3,755	\$419,675

Revenue Sources



RLBSS

Regional Library
Basic System
Support



RLTA

Regional Library
Telecommunications
Aid



Legacy / Arts and
Cultural Heritage Fund

Revenue Sources

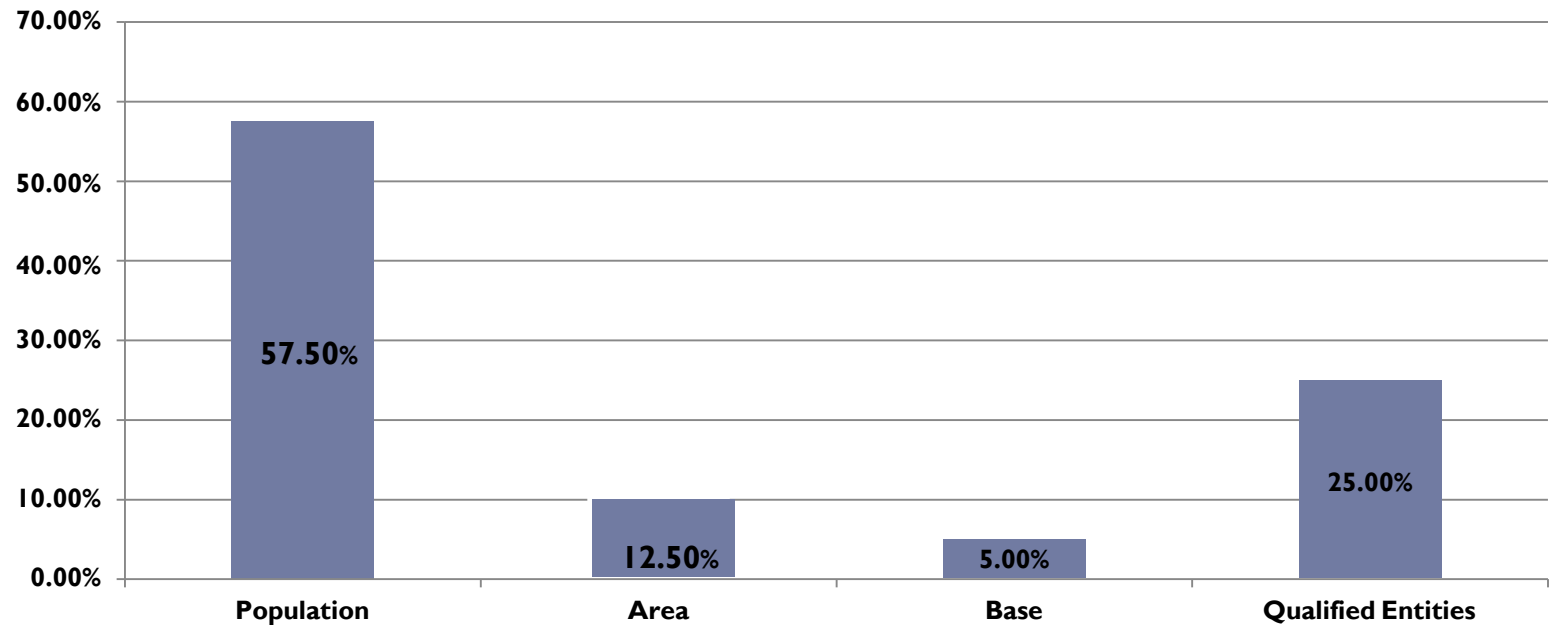
Regional Library Basic System Support (RLBSS)	<ul style="list-style-type: none">• 13,570,000 annually (unchanged since FY 2009)• Included in the E-12 Budget – and part of the State’s “Base Budget”• Administered through MN Department of Education• Divided among 12 regions by statutory formula
Regional Library Telecommunications Aid	<ul style="list-style-type: none">• \$2,300,000 FY 2021 Included in the E-12 Budget – and part of the State’s “Base Budget”• Administered through MN Department of Education• Supplements federal E-rate program for reimbursement of costs for telecommunications and related equipment.
Arts & Cultural Heritage/Legacy Funds	<ul style="list-style-type: none">• \$2,500,000 FY 2021• Appropriated biennially by Legacy Committee – no base• Library funds administered through MN Department of Education• Divided among 12 regions by (slightly different) statutory formula

Factors in the RLBSS Formula

Base Grant	5%	Each System has basic operating expenses: administrative personnel, utilities, location costs, insurance, audits, phone etc. [NOTE: Regions other than MELSA also operate ILS catalog/circulation systems]
Population	57.5%	Library service is substantially about providing direct public services to people (consolidated systems) or assisting local library systems to serve people better (federated systems)
Area	12.5%	Distance affects the costs of providing services to two regions with similar populations (delivery, training, etc.)
Equalization	25%	Since funding for local library service is property tax based, equalization is an acknowledgement that tax base resources vary from place to place in the state.



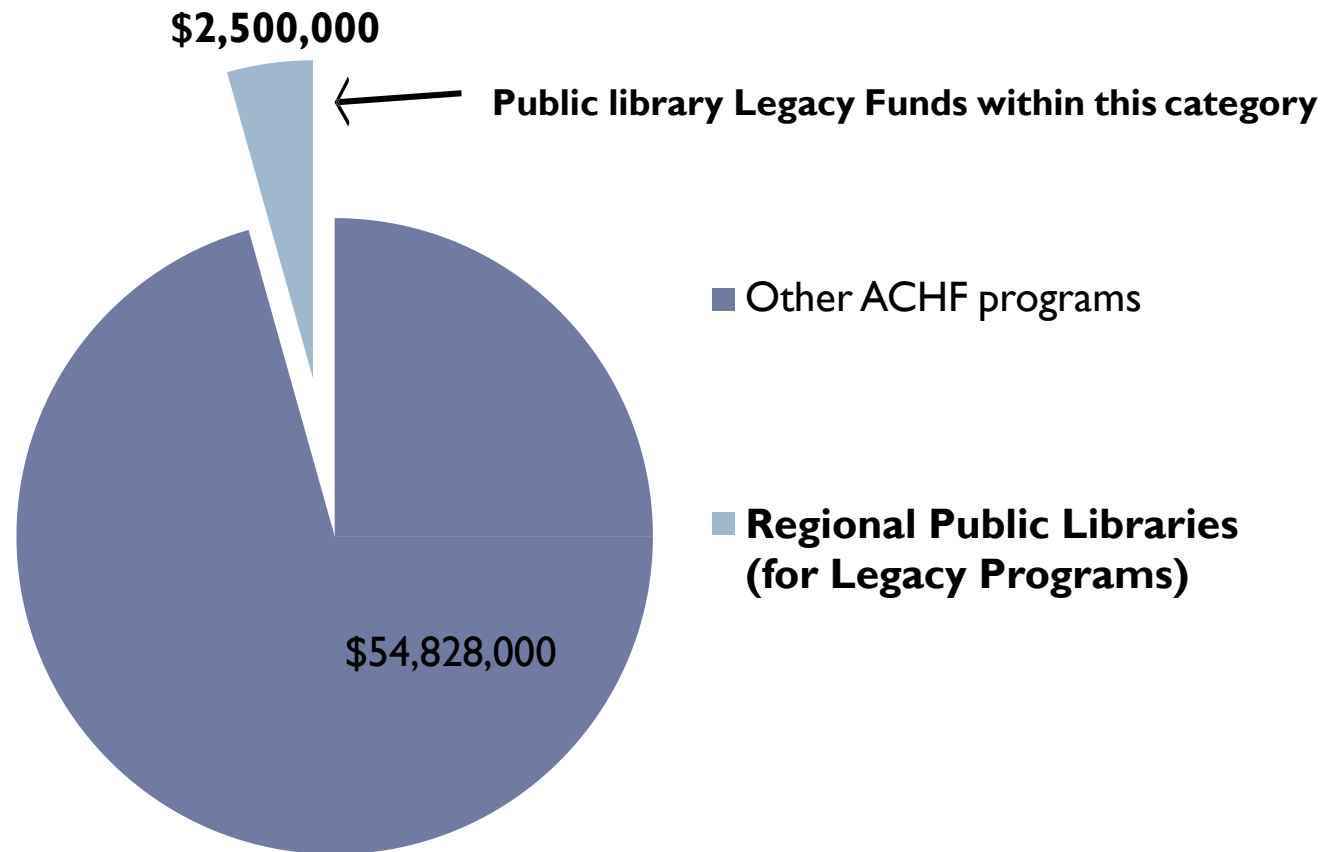
Distribution Formula for Regional Public Library Legacy Funds



NOTE: “Qualified entities” means the number of public library buildings and bookmobiles in a region

Legacy Fund Appropriations: FY 2018

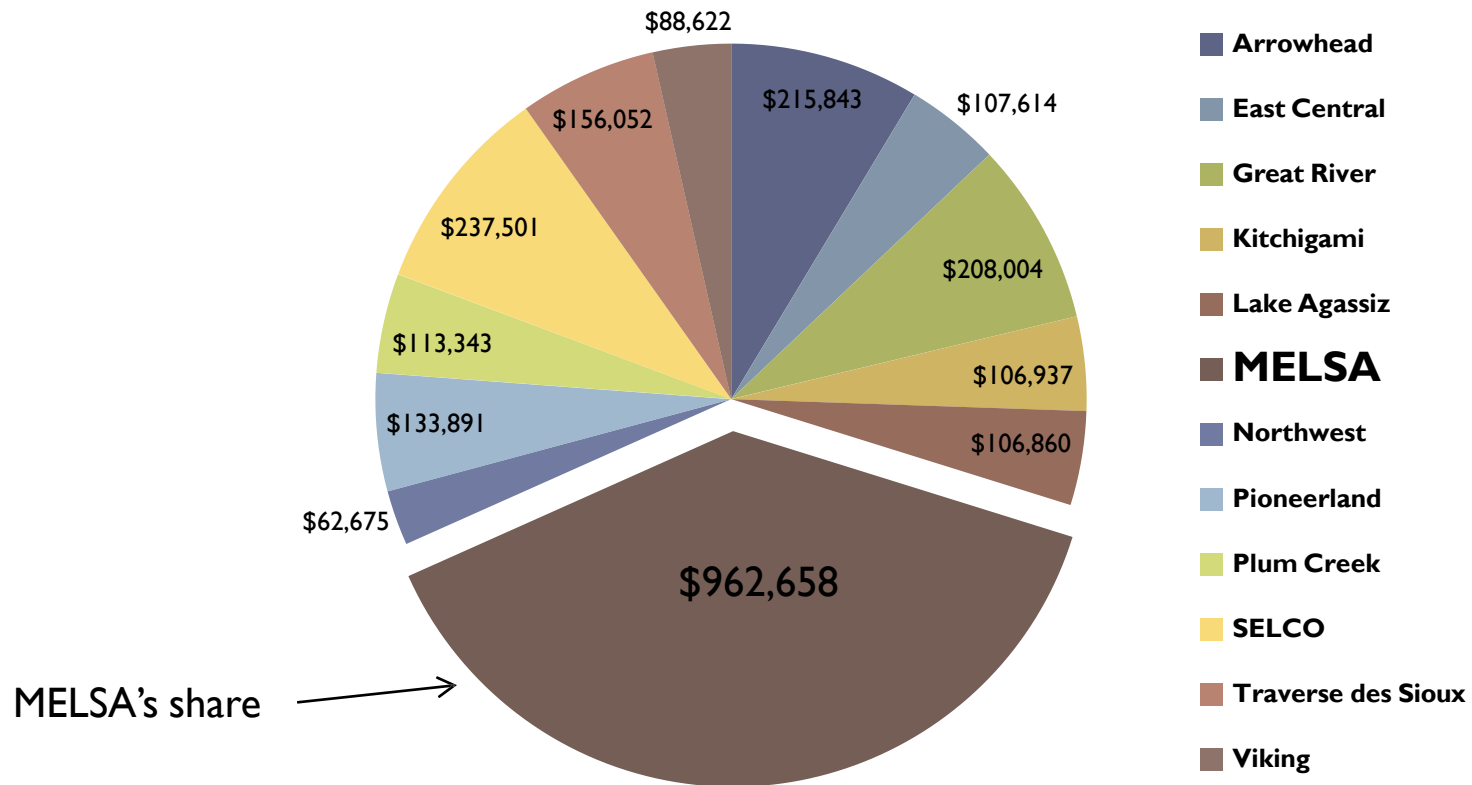
Distributions under Arts & Cultural Heritage Fund



NOTE: Categories together equal \$57,328,000 awarded to Arts & Cultural Heritage Fund

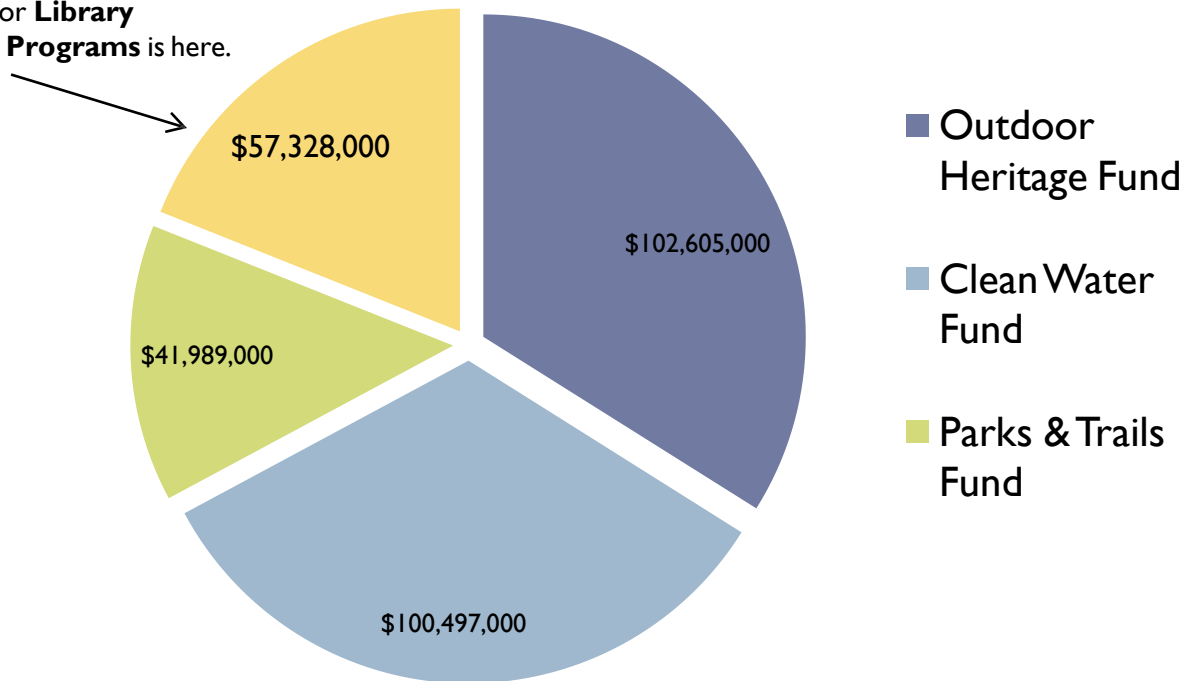
Library Legacy Fund Allocations: FY 2018

Distributions under Arts & Cultural Heritage Fund



Legacy Fund Finance Appropriations: FY 2018 = \$302,419,000

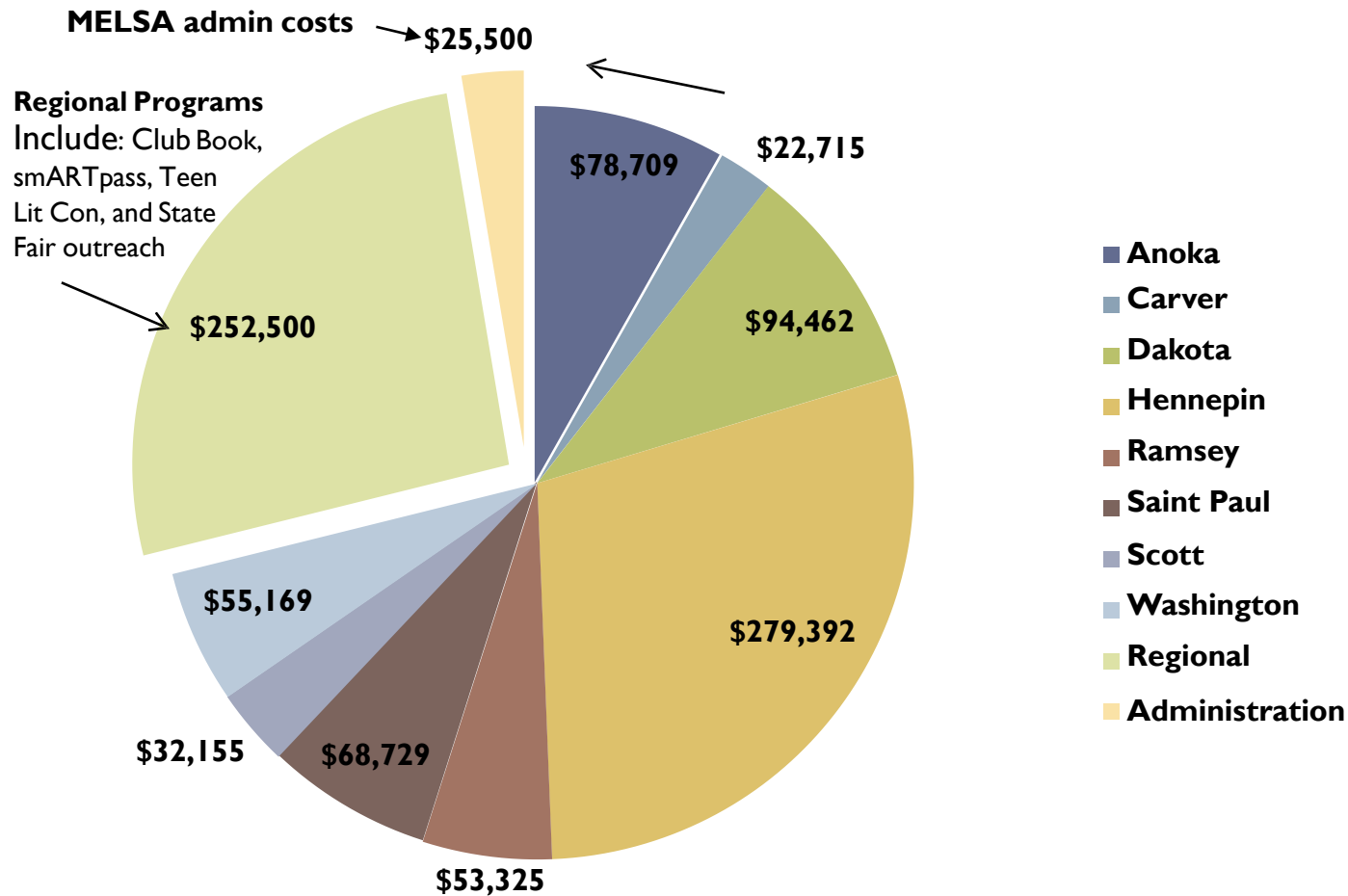
Money for **Library
Legacy Programs** is here.



NOTE: Categories together equal \$57,328,000
awarded to Arts & Cultural Heritage Fund

MELSA Legacy Fund Allocations: FY 2018

Budget for Payments to MELSA Member Systems and Regional Programs and Support



NOTE: Shares to MELSA member systems are distributed by population

Quick Legacy Fund notes....

Legacy Amendment

Funding stems from the 3/8th percent sales tax approved by Minnesota voters in 2008

No Base Budget

There is no “base budget” allocating funds to recipients. Funding targets are reset each biennium by legislative action. Those determinations are being made now during this legislative session.

- Libraries are uniquely positioned to ensure that benefits of this program are delivered to communities throughout the entire state.
- Over 461 public library-related service outlets are available to promote and present Legacy Fund financed programs throughout the state.

Regional Library Telecommunications Aid

Regional Library Telecommunications Aid (RLTA) is a state program to assist in **paying for the telecommunications costs** of regional public libraries, their member library systems, and branch libraries. This includes public and staff internet charges and communications charges related to operations of the library catalog/circulation system.

- **E-Rate:** To be eligible, libraries must also apply for support under a similar federal telecommunications support program: E-Rate.

I. Priority 1

2. Initial dollars available under both state and federal systems pay for **basic line charges – known as Category One**. Systems cannot receive more than 100% of their actual cost for telecommunications connectivity

II. Priority 2

a. **networking and related telecom equipment** are also eligible for reimbursement under this program.

b. **Other technology expenditures** were added in 2020 to the eligible for reimbursement list. These may include a variety of technology needs, including digital content.

- **\$2,300,000** available statewide in RLTA in FY 2023

MELSA Services and Programs

Overdrive / Libby

E-Resources – LinkedIn Learning, Ancestry for libraries, Auto Repair,

Regional Legacy funded initiatives

Teen Lit Con

SmartPass

Club Book

MN Writes MN Reads

Winter Reads

MELSA Teams & Special Interest Groups

Teams

Collection Development

E-Resources

Youth Services

Communications

Technology

Special Interest Groups

Jobs and Small Business

Adult Programming

Circulation

Facilities

Teen Services

Volunteers

Task Forces and specialized groups

Accessibility

Legacy Amendment

SmartPass

Advocacy / Communications

MELSA staff

Executive Director Scott Vrieze

Business Manager Mona Scott

Communications Manager Sally Lederer

Project Manager / Youth Services Kathleen James

Project Manager Abigail James Dillon

Office Manager Gina Goettl

Emerging Issues
