

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: April 4, 2012

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

East Central Regional Library

Requested Meeting Date: 4-10-12 Estimated Presentation Time: _____

Presenter: Barb Misselt, Director ECRL

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Handout

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: East Central Regional Library Update

DATE: April 4, 2012

Barb Misselt the Director of the East Central Regional Library will attend today's meeting to provide an update to the County Board.

Please contact me prior to the meeting if you have a specific question for Ms. Misselt.



*Connecting and strengthening communities
through the power of knowledge*

Headquarters: 244 South Birch Street
Cambridge MN 55008
Phone (763) 689-7390 FAX (763) 689-7389
www.ecrlib.org

Branches in Aitkin, Chisago, Isanti,
Kanabec, Mille Lacs, and Pine Counties

Aitkin County Library Service

Annual statistics for 2011

- 58,911 library visits were made in Aitkin County
 - 44,812 in Aitkin, average 148 visits per day, 7.4% of region total
 - 14,099 in McGregor, average 56 per day 2.3% of region total
- 11,840
 - 9,028 computer uses in Aitkin, average 29.9 per day, 7.8% of region total
 - 2,812 computer uses in McGregor, average 11.2 per day, 2.4% of region total
- 70,088
 - 48,182 items checked out in Aitkin, 159.5 average items per day, 5.3% of region total
 - 21,906 items checked out in McGregor, 87.6 average items per day, 2.4% of region total

Through ECRL and the Minnesota libraries' network, library service is provided 24/7 via Internet, including connection to real-time librarians through AskMN.

In 2011, Aitkin County provided \$226,163 in support to East Central Regional Library. In 2012, Aitkin County's share of the county portion is \$224,645 (12.09%). ECRL provides library service to Aitkin County residents through 2 branches in Aitkin and McGregor. Aitkin County residents also use any of the other 12 ECRL branches, as well as any public library in Minnesota.

Aitkin County receives full measure for its library expenditure. Following are approximate annual benefits directly attributable to the two branches in Aitkin County:

- Staff salaries, including benefits - \$96,609. The city of Aitkin provides an additional \$12,711 for added staff service.
- Internet lines, for both staff and public access, including wireless access - \$27,595.
- New library items - \$84,686. In 2011 ECRL provided 3,700 books, DVDs, CDs at an average cost of \$23 each for cost and processing (acquiring, cataloging, covers, barcodes, etc)
- eBooks - \$3,572 (2/14 of the contract). In 2011 ECRL spent a total of \$25,000 on eBooks, including the service contract.
- Ancestry.com and Chilton's automotive - \$2,714 (2/14 of the contract). Subscription online research databases for genealogy research and car repair.
- Copy machine/printer - \$4,000. Services including toner for staff and the public.
- Library automation system - \$7,350. 2/14 of the licensing and service contract.

The above listed services total up to \$226,526, or \$1,881 more than Aitkin County's share of the ECRL budget in 2012. That does not include these additional benefits to Aitkin County:

- Outreach services every 2 weeks to the communities of Hill City, Jacobsen, McGrath, and Giese.
- Administrative services:
 - Staff training and personnel management.
 - Financial services for operations including debt collection service for overdue and never returned materials.
 - Filing of required state reports, submission of funding and grant requests, administration of grant programs.
 - Annual audits.
- Website and maintenance of online access for library services and resources.
- Staff computers and a public computer lab at each branch. Maintenance of all computer equipment and wireless access for public use.
- Training and programming for public.
- Staff information guides for assistance – in person, by phone, or online.
- Magazines, newspapers, and reference books through Minnesota’s Electronic Library for Minnesota (ELM), including 3 different editions of Encyclopedia Britannica.
- Summer Reading Program, including a kickoff program at each Branch and Outreach site.
- Delivery service – 4 times per week at each branch. Delivery supports sharing of the region wide collection of 350,000 books, movies, and music. Also delivers items from across Minnesota on interlibrary loan.
- Diverse programming funded through regional libraries’ share of the Arts and Cultural Heritage Funds. Many of these programs have been partnerships with schools.
- Marketing and advocacy at local, state and federal levels.

Our newest service is digital books, or eBooks. We went live for the public on November 17th, 2011 and there has not been a single day when we’ve not had at least one new patron sign up somewhere in the region for the eBook service. The usage is continually growing, and already changing the way we think book selection. We’ve had multiple classes in all branches to help people learn to use the eBooks, funded through a federal grant. The public is thrilled with eBook service and only wants more. We started out with eBooks to read on devices like Nook, Kindle, tablet computers, or smart phones. This summer we will add access to digital audio books. Thus far in 2012, Aitkin patrons have checked out 345 eBooks and McGregor, 178.

