

***The Mission of LARL
is to link people and communities
to resources and experiences
for learning and enrichment.***

LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

EXECUTIVE COMMITTEE MEETING

Thursday, December 20, 2012

5:30 p.m.

Meeting Place: Moorhead Branch

EXECUTIVE COMMITTEE MEMBERS: Bunes, Bursik, Hooper, Ingersoll,
Lindgren, Perry (*Chair*), Vinz

Note: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 120. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 120.

AGENDA

5:30 1. CALL TO ORDER – Perry
PUBLIC INPUT
APPROVAL OF AGENDA

5:40 2. MINUTES OF THE OCTOBER 18, 2012 EXECUTIVE BOARD MEETING.
Enclosed (White)

Recommended Motion: Move to approve the October 18, 2012 Executive Board Meeting Minutes as presented.

5:50 3. FINANCIAL REPORT - Sprynczynatyk
Enclosed (Green)

6:00 4. DIRECTOR'S REPORT - Fredette
Enclosed (Peach)

6:15 5. PRESIDENT'S REPORT – Perry

6:25 6. OTHER

6:30 7. ADJOURNMENT

(over)

Agenda for the December 20, 2012 Executive Board Meeting – Page 2

MISC. ITEMS ENCLOSED:

- a. Minitex activity during FY 2012 (July 1, 2011-June 30, 2012)
- b. LibGuides promotional flyer.
- c. List of Bills – November 2012 – (Lavender)

UPCOMING MEETINGS/EVENTS

Sunday, Dec. 23-Tuesday, Dec. 25, 2012

Christmas Eve/Christmas Day

All Branches, LINK Sites, and the Regional Office Closed

Monday, Dec. 31, 2012 (All sites close by 5pm)

Tuesday, Jan. 1, 2013 (All sites closed all day)

New Year's Eve/New Year's Day

Jan. 2–Feb. 28, 2013

"Hot Reads for Cold Nights" (Adult) Winter Reading Program

Thursday, January 17, 2013

4:30 p.m. – Finance Committee Meeting

5:30 p.m. - Full Board Meeting (adopt 2013 Budget)

Moorhead Branch

Monday, January 21, 2013

Martin Luther King, Jr. Day (observed)

All Branches, LINK Sites, and the Regional Office Closed

(Migration from Millennium to Sierra library automation system scheduled)

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**LARL BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MINUTES**

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, October 18th, 2012 at the Moorhead Branch. President Perry called the meeting to order at 5:30 p.m.

Executive Committee Members Present: Buness, Bursik, Ingersoll, Lindgren, Perry (Chair), Vinz.

Executive Committee Members Absent: Hooper.

Others Present: Fredette, Sprynczynatyk

PUBLIC INPUT.

None

APPROVAL OF AGENDA

(Bursik/Lindgren) Move to approve the agenda of the October 18th, 2012 Executive Committee Meeting. MCU.

MINUTES OF THE JULY 19TH, 2012 EXECUTIVE COMMITTEE MEETING.

(Ingersoll/Vinz) Move to approve the July 19th, 2012 Executive Committee Meeting Minutes as presented. MCU.

MINUTES OF THE JULY 31ST, 2012 SPECIAL EXECUTIVE COMMITTEE MEETING.

(Buness/Bursik) Move to approve the July 31st, 2012 Special Executive Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through September we are 75% of the way through the year and have spent 71% of the budget. Staff Training and Development is at 106.78% of budget due to a few different training sessions in Moorhead. Little should be charged to this account for the remainder of the year. Mileage Staff is at 93.88% due to the training sessions in Moorhead.

(over)

Minutes of the October 18th, 2012 Executive Committee Meeting – Page 2

Attorney fees are at 114.17% of budget due to union negotiations and a grievance. Recruitment is at 108.53% of budget. A few positions have been advertised and then filled with an internal candidate which has resulted in another position needing to be advertised. The van expense line is at 98.37%, due to routine maintenance.

DIRECTOR'S REPORT

Fredette discussed the Staffing changes that were noted in her written report.

Fredette discussed the current Regional Library Basic System Support formula. MLA/MEMO support asking the Legislature for a Regional Public Library Common Funds appropriation of \$1,200,000 for each year of the biennium. The funds will be equally divided among the regional public library systems.

(Bursik/Vinz) Move to make the resolution that the LARL Governing Board supports the creation of a funding path in the MN State Statutes, entitled Common Funds, which allows for the equal distribution of state funds among the regional public library systems. MCU.

PRESIDENT'S REPORT

Perry updated the Committee on the Director Search process. The candidates have been narrowed down to three. At the next Director Search Committee meeting reference checks for the 3 candidates being considered will be discussed. Interview dates have tentatively been set up for November 1st, 2nd, and 5th.

OTHER

Bursik discussed attending the MLA conference as LARL's representative of the Minnesota Libraries Trustees and Advocates subunit, a division of the Minnesota Library Association. He offered to share a book with the Committee members by Stephanie Vance, a professional lobbyist who was the keynote speaker at the conference. The book is titled *The Influence Game*.

The meeting adjourned at 5:55 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2012

	November Actual	YTD Actual	Annual Budget Amount	YTD Actual to Annual Bud \$ Var.	YTD Actual to Annual Budget %
General Fund Revenues					
<i>Property Taxes</i>					
Property Taxes - Becker County	0.00	302,335.00	302,335.00	0.00	100.00%
Property Taxes - Detroit Lakes	47,367.25	189,469.00	189,469.00	0.00	100.00%
Property Taxes - Clay County	0.00	224,648.00	224,648.00	0.00	100.00%
Property Taxes - Moorhead	156,432.50	625,730.00	625,730.00	0.00	100.00%
Property Taxes - Clearwater County	19,735.25	78,941.00	78,941.00	0.00	100.00%
Property Taxes - Mahanomen County	8,218.75	32,875.00	32,875.00	0.00	100.00%
Property Taxes - Mahanomen	3,966.00	15,864.00	15,864.00	0.00	100.00%
Property Taxes - Norman County	0.00	79,955.00	79,955.00	0.00	100.00%
Property Taxes - Polk County	0.00	202,186.00	202,186.00	0.00	100.00%
Property Taxes - Crookston	48,041.25	192,165.00	192,165.00	0.00	100.00%
Property Taxes - Wilkin County	10,956.25	43,825.00	43,825.00	0.00	100.00%
Property Taxes - Breckenridge	19,327.75	77,311.00	77,311.00	0.00	100.00%
Total Property Taxes	314,045.00	2,065,304.00	2,065,304.00	0.00	100.00%
<i>Grants</i>					
Basic Support Grant - MN (RLBSS)	92,097.74	552,340.52	590,101.00	37,760.48	93.60%
Regional Library Telecom Aid (RLTA)	0.00	72,761.75	102,500.00	29,738.25	70.99%
Total Grants	92,097.74	625,102.27	692,601.00	67,498.73	90.25%
<i>Miscellaneous Revenue</i>					
Book/Furniture Sale Revenue	(314.24)	2,230.24	0.00	(2,230.24)	0.00%
Change in Priced Securities	6,559.89	50,797.70	0.00	(50,797.70)	0.00%
Interest Income	1,595.97	18,685.08	44,650.00	25,964.92	41.85%
Lost/Damaged Property	151.50	6,340.42	6,500.00	159.58	97.54%
Microfilm R/P Revenue	7.86	122.99	200.00	77.01	61.50%
Other Income	430.00	4,613.20	5,000.00	386.80	92.26%
Photocopy Revenue	573.05	7,142.64	7,000.00	(142.64)	102.04%
Printing Charges	1,224.84	13,505.35	13,500.00	(5.35)	100.04%
Service Charges	1,520.25	19,558.17	23,000.00	3,441.83	85.04%
Total Miscellaneous Revenue	11,749.12	122,995.79	99,850.00	(23,145.79)	123.18%
<i>Joint Automation Revenue</i>					
Reimbursement From NWRL	0.00	53,963.00	53,963.00	0.00	100.00%
MNLink Server Site Payments	287.50	3,162.50	0.00	(3,162.50)	0.00%
Total Joint Automation Revenue	287.50	57,125.50	53,963.00	(3,162.50)	105.86%
Fund Balance/Shortfall	0.00	0.00	313,054.00	313,054.00	0.00%
Total General Fund Revenue	418,179.36	2,870,527.56	3,224,772.00	354,244.44	89.01%
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Ongoing	131,874.46	1,464,163.33	1,681,356.00	217,192.67	87.08%
Salaries - Substitute	3,722.34	32,203.76	29,600.00	(2,603.76)	108.80%
Salaries - Temporary/Contract	1,259.15	2,826.01	0.00	(2,826.01)	0.00%
Payroll Taxes	10,259.41	113,282.30	130,888.00	17,605.70	86.55%
Public Employees Retirement (PERA)	9,421.78	100,480.41	121,337.00	20,856.59	82.81%
Health Insurance	12,954.72	154,925.74	209,100.00	54,174.26	74.09%
Life Insurance	173.60	1,874.88	2,132.00	257.12	87.94%
Other Employee Benefits	130.00	1,478.04	1,700.00	221.96	86.94%
Unemployment Taxes	0.00	18.96	0.00	(18.96)	0.00%
Workers Compensation Insurance	481.75	5,299.25	6,844.00	1,544.75	77.43%
Total Personnel	170,277.21	1,876,552.68	2,182,957.00	306,404.32	85.96%
<i>Automation/Cataloging</i>					
Automation System	10,791.05	137,853.83	165,169.00	27,315.17	83.46%
OCLC/Minitex Contract	0.00	0.00	8,000.00	8,000.00	0.00%
Public Service Supplies	9.61	4,261.39	7,000.00	2,738.61	60.88%
Tech Services Supplies	140.42	4,285.08	10,000.00	5,714.92	42.85%
Total Automation/Cataloging	10,941.08	146,400.30	190,169.00	43,768.70	76.98%
<i>Library Programming</i>					
Adult Programming	14.47	1,485.05	3,000.00	1,514.95	49.50%
Summer Reading Program	130.00	7,874.60	8,000.00	125.40	98.43%
Youth Programming	355.63	2,843.71	3,400.00	556.29	83.64%
Total Programming	500.10	12,203.36	14,400.00	2,196.64	84.75%

Lake Agassiz Regional Library
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Actual and Budget
For the Eleven Months Ending November 30, 2012

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Staff Development					
Staff Training and Development	0.00	19,000.00	19,000.00	0.00	100.00%
Total Staff Development	0.00	19,000.00	19,000.00	0.00	100.00%
Mileage/Board Mtg Expense					
Mileage - Staff	1,694.82	22,543.35	20,750.00	(1,793.35)	108.64%
Regional Board Meetings/Mileage	1,703.22	9,506.96	8,300.00	(1,206.96)	114.54%
Total Mileage/Board Mtg Expense	3,398.04	32,050.31	29,050.00	(3,000.31)	110.33%
Other Operating Expenses					
Accounting/Bank Fees	317.43	10,361.92	11,400.00	1,038.08	90.89%
Attorney	265.50	8,973.00	7,627.00	(1,346.00)	117.65%
Business Office Software/Expenses	0.00	1,298.40	2,000.00	701.60	64.92%
Computer Supplies	1,213.74	3,845.97	4,500.00	654.03	85.47%
CRPLSA	0.00	2,118.00	3,000.00	882.00	70.60%
Delivery: Courier	6,340.20	70,372.46	79,350.00	8,977.54	88.69%
Director's Discretionary	0.00	217.37	2,500.00	2,282.63	8.69%
Fax/Copier/LCD/Microfilm Supplies	250.00	466.00	2,500.00	2,034.00	18.64%
Insurance - General	1,061.67	11,834.21	14,000.00	2,165.79	84.53%
Lease: City of Moorhead	1,617.17	17,788.84	19,406.00	1,617.16	91.67%
Leases: Equipment	692.37	7,616.07	8,700.00	1,083.93	87.54%
Maintenance Contracts	601.87	6,501.15	8,000.00	1,498.85	81.26%
Mailing: Click2Mail Fees	496.41	4,355.48	7,000.00	2,644.52	62.22%
Memberships	0.00	1,040.00	1,200.00	160.00	86.67%
Miscellaneous Expenses	88.61	470.12	3,000.00	2,529.88	15.67%
Office Supplies	112.22	12,170.51	12,500.00	329.49	97.36%
PIO: Printing/Advertising/Misc	327.50	16,363.83	16,400.00	36.17	99.78%
Postage	5.75	1,050.72	7,000.00	5,949.28	15.01%
Recruitment	87.71	11,077.89	9,000.00	(2,077.89)	123.09%
Repairs: Equipment	210.00	1,731.00	2,500.00	769.00	69.24%
Telephone/Telecom	1,565.41	18,517.60	19,000.00	482.40	97.46%
Total Other Operating Expenses	15,253.56	208,170.54	240,583.00	32,412.46	86.53%
Regional Library Telecom Aid (RLTA)	0.00	69,518.16	102,500.00	32,981.84	67.82%
Transportation					
Van	930.35	10,979.42	9,300.00	(1,679.42)	118.06%
Total Transportation	930.35	10,979.42	9,300.00	(1,679.42)	118.06%
Materials					
Adult	7,957.69	177,798.95	173,000.00	(4,798.95)	102.77%
Express Collection	533.91	9,266.18	10,000.00	733.82	92.66%
Juvenile	3,830.02	83,026.35	84,500.00	1,473.65	98.26%
LINK Site Materials	491.14	15,975.78	14,000.00	(1,975.78)	114.11%
Music	14.66	2,123.55	2,500.00	376.45	84.94%
Digital Collection - e-Books	1,212.09	22,514.31	27,463.60	4,949.29	81.98%
Digital Collection - e-Audio	1,498.38	8,099.73	6,866.00	(1,233.73)	117.97%
Periodicals	370.11	23,697.60	20,000.00	(3,697.60)	118.49%
Reference: Print	122.04	2,643.35	2,000.00	(643.35)	132.17%
Reference: On-line	1,989.10	22,563.52	26,733.40	4,169.88	84.40%
Total Materials	18,019.14	367,709.32	367,063.00	(646.32)	100.18%
Capital Expenditures					
Furniture & Equipment	89.10	1,731.46	10,500.00	8,768.54	16.49%
Software/Hardware Upgrades	0.00	1,834.33	40,000.00	38,165.67	4.59%
Total Capital Expenditures	89.10	3,565.79	50,500.00	46,934.21	7.06%
Capital Fund Accounts					
III Software Upgrades-Shared w/NWRL	552.08	6,072.88	6,625.00	552.12	91.67%
III System Replacement-Shared w/NWRL	552.08	6,072.88	6,625.00	552.12	91.67%
Van Replacement	500.00	5,500.00	6,000.00	500.00	91.67%
Total Capital Fund Accounts	1,604.16	17,645.76	19,250.00	1,604.24	91.67%
Total General Fund Expenditures	221,012.74	2,763,795.64	3,224,772.00	460,976.36	85.71%
General Fund	197,166.62	106,731.92	0.00	(106,731.92)	0.00%
Revenues Over (Under) Expenditures	197,166.62	106,731.92	0.00	(106,731.92)	0.00%

Lake Agassiz Regional Library
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Actual and Budget
For the Eleven Months Ending November 30, 2012

	November Actual	YTD Actual	Annual Budget Amount	YTD Actual to Annual Bud \$ Var.	YTD Actual to Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	2,809.49	29,730.68	0.00	(29,730.68)	0.00%
Endowment Fund Donations	0.00	4,500.00	0.00	(4,500.00)	0.00%
Gates Hardware Grant	0.00	500.00	0.00	(500.00)	0.00%
Legacy Grant	28,951.84	182,212.18	0.00	(182,212.18)	0.00%
Total Special Projects Revenue	31,761.33	216,942.86	0.00	(216,942.86)	0.00%
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations-Materials	545.19	12,236.36	0.00	(12,236.36)	0.00%
Donations-Miscellaneous	0.00	6,009.68	0.00	(6,009.68)	0.00%
Legacy Grant Expense	28,951.84	182,212.18	0.00	(182,212.18)	0.00%
Projects from Designated Funds:					
Collection Agency/Bills Startup	0.00	2,897.12	0.00	(2,897.12)	0.00%
Expanding Self-Service Success	(83.88)	3,586.14	0.00	(3,586.14)	0.00%
Staff Development	941.68	5,396.70	0.00	(5,396.70)	0.00%
Total Special Projects Miscellaneous	30,354.83	212,338.18	0.00	(212,338.18)	0.00%
<i>Special Projects Capital</i>					
Donations-Furniture & Equipment	0.00	11,280.98	0.00	(11,280.98)	0.00%
Projects from Designated Funds:					
Total Special Projects Capital	0.00	11,280.98	0.00	(11,280.98)	0.00%
Total Special Projects Expenditures	30,354.83	223,619.16	0.00	(223,619.16)	0.00%
Special Projects Revenue Over (Under) Expenditures	1,406.50	(6,676.30)	0.00	6,676.30	0.00%
GRAND TOTAL REVENUE	449,940.69	3,087,470.42	3,224,772.00	137,301.58	95.74%
GRAND TOTAL EXPENDITURES	251,367.57	2,987,414.80	3,224,772.00	237,357.20	92.64%
CHANGE IN FUND BALANCE	198,573.12	100,055.62	0.00	(100,055.62)	0.00%



Imagine all possibilities. Explore the world. Awaken your mind.

Monthly Report to the Board

Date: December 13, 2012

From: Kathy Fredette, Regional Library Director

Meetings/events attended by the Director:

100th Anniversary Open House at Breckenridge Library, Nov. 19th; Regional Office Coordinator Meetings, Nov. 27th and Dec. 10th; Council of Regional Public Library System Administrator's Meeting [with Liz], Princeton, MN, Nov. 28th-30th; Automation Update Meeting with Josh and Sharon, Dec. 3rd; [online] Gov. Mark Dayton and legislative leaders participating in a pre-session legislative forum with Don Davis of Forum Communications, Dec. 10th; Coordinating Team Meeting, Dec. 12th; met with Jamie to review the LARL/NWRL 2013 Automation Budget in preparation for upcoming ILS meeting, Dec. 13th.

Board

Our sympathy to the family of Terry Neumann who passed away on Saturday, Nov. 10th at her home in Hawley under the care of hospice of the Red River Valley. Terry was a Clay County representative to the LARL Board in 2011.

Anne Fredine, former Moorhead Library Director, Moorhead Hub Supervisor, and LARL Assistant Regional Library Director, passed away on December 1st, also at home and under the care of hospice. Anne's service of more than 25 years, and her presence, was a gift to the community and to all of us who knew her.

Both Terry and Anne designated memorials to LARL.

Staff

Sr. Eileen Beutel, Crookston Hub Supervisor and a 25-year LARL employee, has announced her retirement date of February 8, 2013. Sr. Eileen supervises the Climax, Crookston, Fertile, and McIntosh branches, and the Gonvick, Halstad, and Shelly LINK Sites.

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Staff Training and Development

Jeanne Anderson, Moorhead Library Associate II/Supervisor, who until recently was also Youth Services Co-Coordinator and continues to assist with selection and weeding of library materials (in all formats, including digital) for youth, participated in two online courses:

August 13th -September 21st - Fundamentals of Collection Assessment, a 6-week online course through the American Library Association (ALA)/Association for Library Collections and Technical Services (ALCTS) Division.

September 17th-October 12th - Fundamentals of Acquisitions, a 4-wk. online course, also offered through ALA Online Learning/ALCTS.

Jeanne and Jenna Kahly, Regional Youth Services Coordinator, attended the MN Summer Reading Program & Youth Services Committee Meeting held in St. Cloud on October 26th.

Jeanne has also been working with branches, starting with Crookston and Detroit Lakes, on materials handling efficiencies. As a result of working at the largest branch in terms of library materials circulated/handled, Jeanne has developed and trained her staff in Moorhead on use of efficiencies. She's now helping us out by taking that training region-wide.

Nicole Murphy (Collection Development Assistant-RO), **Susan Wermager** (Moorhead Library Associate-Youth Services), and **Rachel Wiertzma** (Collection Development Assistant-RO) were given Driver Safety training by **Annette Graves**, Admin/HR Assistant, Dec. 5th.

Liz Lynch participated in the Minnesota Library Association/Legislative Committee meeting on December 5th (via webinar).

Around the region...

Mileage Rate

Jamie reports that the IRS mileage rate for 2013 is increasing to 56.5 cents per mile (from 55.5).

Legacy Programs

Dr. Verlyn Anderson's presentations on Scandinavian Immigration (being held this week) are the last in the Fall 2012 Legacy series. Spring 2013 Legacy booklets will be printed next week. Janelle (Public Information/Marketing Director) is expecting delivery between Christmas/New Year's for distribution to sites.

New Heating System in Crookston

The Crookston City Council approved a new heating system for the Library. Grove Mechanical will be ordering the new boilers and any other material needed for the new install. The plan is to try and nurse the existing boiler along until spring when the temperatures are a little more moderate and there will not be the heating issues to contend with. The thought is that by getting everything ordered now, all will be there in the event of a catastrophic failure. The current boiler has cracks and is leaking.

(continued on next page)

2013 Youth Services Theme

Regional Youth Services Coordinator Jenna Kahly has announced a 2013 theme of “Catch a Good Book!” (frog theme) and provided an Activity Guide/planning tool for youth programs throughout the year. Use of the theme is optional but almost all branches will be participating.

Storyland Exhibit will be in Moorhead Library

Jenna was notified in late November that the Moorhead Library has been selected as one of two hosts for the *Storyland: A Trip Through Childhood Favorites* exhibit from the Minnesota Children’s Museum. No other information is available at this time.

GIFTS, GRANTS AND DONATIONS

The Moorhead Library received a \$350 donation from Kenneth Covey to purchase Blood & Guts Mysteries in Large Print in memory of Grace Covey.

The Hawley Library received a \$20 donation from Bette Haring for a book, preferably a suspense novel, in memory of June Barth.

The Detroit Lakes Library received a \$25 donation from Mary Hendrickson in appreciation of the Interlibrary Loan items she has received.

We received \$400 in donations to be used in memory of Terry Neumann for book and other purchases for the Hawley Library. The following parties have donated: Murdoch Ranch and Home Supply, Laurel Schultz, Anthony Troskey, Becky Rantanen, Patricia Lewis, Rhonda Laddusaw, Linda Ekre, Joy Becker, Nancy Lunneborg, Mr. & Mrs. Jerry Pederson, Dorothy Bentley, Joann Shae, Brenda Haskins, Mary Lynk, and Kathy Fredette.

The Ada Library received \$313.98 from the Hildred Shelland Long Trust. This trust was set up many years ago with earnings from the trust to benefit both the Ada and Detroit Lakes branches.

The City of Gonvick replaced the carpet in the community center (including the LINK Site) with tile.

The Crookston Fire Dept. will be donating an AED machine to the Crookston Library. Brian Halos, a firefighter and Chair of the Crookston Library Board, is willing to train staff in using the AED and to offer CPR training (basic and for certification).

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Since I won’t see many of you until January, I hope you have a wonderful holiday, safe travels if you’re going anywhere, and enjoy special time with family and friends. Merry Christmas! Best wishes for a great New Year! Kathy F

Minitex

DEDICATION. EXPLORATION. INNOVATION.

*An Information and Resource
Sharing Program of the
Minnesota Office of Higher
Education and the University
of Minnesota Libraries*

University of Minnesota
15 Andersen Library
222 21st Avenue South
Minneapolis, MN 55455-0439

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November 28, 2012

To: Kathy Fredette, Lake Agassiz Regional

From: Mary Parker and Becky Ringwelski, Interim Co-Directors

Minitex is funded with state appropriations through the Minnesota Office of Higher Education to provide services to Minnesota academic and state government libraries. We would like to take this opportunity to update you on how Minitex's work has benefitted the library and staff of Lake Agassiz Regional

We are completing our analysis of our FY12 activities that add value for Minnesota libraries, and I am pleased to report that Minitex provided Lake Agassiz Regional electronic subscriptions and library products valued at more than \$195,200 during the past fiscal year.

The funding, services, and support provided by Minitex leverages other funding in your Library, making it possible for you to use your library funds for targeted resources needed by your patrons, while basic electronic resources are provided through the *Electronic Library for Minnesota (ELM)* and other resources supported by state appropriations.

If you subscribe to an electronic resource that is subsidized by Minitex, your cost savings can be quite significant. Even if you do not subscribe to a subsidized e-resource, you receive access to the ELM databases at no charge. These significant price differences tend to skew the numbers and may require additional justification when you share this data with others in your organization.

In the area of resource sharing, you might be interested to know that the Lake Agassiz Regional sent more than 4,146 requests for loans and copies to the Minitex Office in FY12. Minitex acts as a switching center for requests from other libraries and referred 804 requests for loans and photocopies to Lake Agassiz Regional Libraries. Additional loans may have been filled via the MnLINK Gateway

These are just some examples of the 40-year collaboration between public, academic, and state government libraries, Minitex, and the University of Minnesota Libraries. We also provide overnight courier delivery services; the Minnesota Digital Library; workshops, both onsite instruction and online webinars on many topics; teleconferences; permanent storage in the Minnesota Library Access Center of important print resources from several institutions; and, AskMN, a statewide virtual reference service available 24x7.

If you have any questions about any Minitex operations as we begin our fifth decade, please don't hesitate to contact the Minitex staff.

Attachments: FY12 CPERS Cost Savings Data & List of ELM Resources

FY12 CPERS COST SAVINGS DATA FOR LAKE AGASSIZ REGIONAL LIBRARY

ELECTRONIC RESOURCES					
Start Date	Vendor	Product	List Price	Library Price	Library Saved
02/01/2012	Baker & Taylor	ALL	\$1,850.00	\$1,685.00	\$165.00
		SUBTOTAL	\$1,850.00	\$1,685.00	\$165.00
LIBRARY PRODUCTS					
Order Date	Vendor	Product	List Price	Library Price	Library Saved
		SUBTOTAL	\$0.00	\$0.00	\$0.00
SUBSIDIZED ELECTRONIC RESOURCES					
Order Date	Vendor	Product	List Price	Library Price	Library Saved
		SUBTOTAL	\$0.00	\$0.00	\$0.00
ELM (ELECTRONIC LIBRARY FOR MINNESOTA)*					
* See attached for list of eresources			List Price	Library Price	Library Saved
		SUBTOTAL	\$195,068.60	\$0.00	\$195,068.60
		GRAND TOTAL	\$196,918.60	\$1,685.00	\$195,233.60

December 2012

ELM Resources

ELM is comprised of databases from five vendors:

- Britannica
- EBSCO
- Gale
- OCLC
- ProQuest

Britannica

Britannica Online Academic Edition
Britannica Online Public Library Edition
Britannica Online School Edition

EBSCO

Academic Search Premier
Alt Health Watch
Business Source Premier
Consumer Health Complete
EBSCO eBook Collection
ERIC (EBSCO)
Health Source: Consumer Edition
Health Source: Nursing / Academic Edition
Kids Search
MAS Ultra—School Edition
MasterFILE Premier
MegaFILE
Middle Search Plus
Points of View Reference Center
Primary Search
Regional Business News
Science Reference Center
Searchasaurus
Student Research Center

GALE

Discovering Collection
Educator's Reference Complete
Expanded Academic ASAP
General Science Collection
iInforme! (Spanish-language interface)
iInforme! (English-language interface)

GALE Cont'd.

InfoTrac Junior Edition
InfoTrac Student Edition
Junior Reference Collection
Kids InfoBits
Student Resources In Context

OCLC

ArchiveGrid
CAMIO
CLASE / PERIÓDICA
ERIC (OCLC)
GPO Monthly Catalog
MEDLINE
OAIster
OCLC ArticleFirst
OCLC Electronic Books
OCLC Electronic Collections Online A&I
OCLC PapersFirst
OCLC ProceedingsFirst
OCLC WorldCat Dissertations and Theses
World Almanac / Book of Facts
WorldCat

ProQuest

ProQuest Newsstand Complete
The Historical Minneapolis Tribune Note: The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership, and a lifetime of learning; and State Library Services, the Minnesota state library agency, support this database under the provision of the Library Services and Technology Act (LSTA).

University of Minnesota
15 Andersen Library
222 21st Avenue South
Minneapolis, MN 55455-0439

Telephone: 612-624-4002

Toll Free: 800-462-5348

Fax: 612-624-4508

To see database descriptions, please go to <http://www.minitex.umn.edu/Elm/Product.aspx>.



Find the answer at
guides.larl.org



LAKE AGASSIZ REGIONAL LIBRARY
 Monthly List of Bills
 Betsy Vinz, Treasurer

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User Date: 12/7/2012

FROM: 11/1/2012 TO: 11/30/2012

Account Number	Description	Vendor Name	Debit	Credit
000-6013-000	Salaries - Temporary/Con	HUDGINS, CHARLENE	\$1,259.15	\$0.00
		Account Total:	\$1,259.15	\$0.00
000-6110-000	FICA - Employer Contribu	WELLS FARGO - FEDERAL INCOME T	\$5,547.68	\$0.00
		WELLS FARGO - FEDERAL INCOME T	\$5,117.49	\$0.00
		Account Total:	\$10,665.17	\$0.00
000-6120-000	PERA - Employer Contribu	PERA	\$5,068.02	\$0.00
		PERA	\$4,738.30	\$0.00
		Account Total:	\$9,806.32	\$0.00
000-6210-000	Health Insurance	LAKES COUNTRY SERVICE COOPERAT	\$12,658.00	\$0.00
		VEBA	\$1,700.00	\$0.00
		SELECTACCOUNT	\$62.22	\$0.00
		Account Total:	\$14,420.22	\$0.00
000-6220-000	Life Insurance	HARTFORD, THE	\$173.60	\$0.00
		Account Total:	\$173.60	\$0.00
000-7000-000	Office Supplies	STATE BANK & TRUST CREDIT CARD	\$57.32	\$0.00
		OFFICE DEPOT, INC	\$54.90	\$0.00
		Account Total:	\$112.22	\$0.00
000-7040-000	Computer Supplies	STATE BANK & TRUST CREDIT CARD	\$776.20	\$0.00
		RENOVODATA SERVICES, INC.	\$351.25	\$0.00
		Account Total:	\$1,127.45	\$0.00
000-7070-000	Fax/Copier/A-V/Microfilm	INFORMATIONS SYSTEMS CORP.	\$250.00	\$0.00
		Account Total:	\$250.00	\$0.00
000-7095-000	Legacy Grant - Expenses	MARTH, MICHAEL J	\$3,071.74	\$0.00
		SHIDELER, MARY	\$2,247.30	\$0.00
		HUDGINS, CHARLENE	\$4,337.73	\$0.00
		NEWTON, DANIEL A	\$4,798.80	\$0.00
		WONDERWEAVERS STORYTELLERS, LL	\$3,906.69	\$0.00
		ABSOLUTE MARKETING GROUP, LLC	\$6,324.80	\$0.00
		OHMAN, DOUG	\$3,528.13	\$0.00

LAKE AGASSIZ REGIONAL LIBRARY
LIST OF BILLS
Betsy Vinz, Treasurer

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User Date: 12/7/2012

Account Number	Description	Type	Posting Date	Account Number	Voucher Number	Invoice Number	Debit	Credit
						Account Total:	\$28,215.19	\$0.00
000-7096-000	Legacy Grant - Collectio					AMAZON.COM	\$24.96	\$0.00
						BAKER & TAYLOR, INC.	\$175.80	\$0.00
						Account Total:	\$200.76	\$0.00
000-7130-000	Equipment Repair/Mainten					CHRISTIANSON'S BUSINESS FURNIT	\$210.00	\$0.00
						Account Total:	\$210.00	\$0.00
000-7155-000	Maintenance Contract - P					LIBERTY BUSINESS SYSTEMS, INC.	\$399.00	\$0.00
						Account Total:	\$399.00	\$0.00
000-7165-000	Miscellaneous Expenses					STATE BANK & TRUST CREDIT CARD	\$88.61	\$0.00
						Account Total:	\$88.61	\$0.00
000-7185-000	Payroll Processing					PAYROLL PROFESSIONALS INC.	\$118.30	\$0.00
						PAYROLL PROFESSIONALS INC.	\$113.10	\$0.00
						Account Total:	\$231.40	\$0.00
000-7200-000	Attorney Fees					STEFANSON LAW	\$265.50	\$0.00
						Account Total:	\$265.50	\$0.00
000-7215-000	Delivery Service					MINITEX	\$663.75	\$0.00
						NORTHERN NETWORK EXPRESS	\$1,378.66	\$0.00
						NORTHERN NETWORK EXPRESS	\$1,365.15	\$0.00
						NORTHERN NETWORK EXPRESS	\$1,378.66	\$0.00
						NORTHERN NETWORK EXPRESS	\$1,365.15	\$0.00
						Account Total:	\$6,151.37	\$0.00
000-7235-000	Lease Photocopy - RO					WELLS FARGO FINANCIAL LEASING	\$578.26	\$0.00
						Account Total:	\$578.26	\$0.00
000-7240-000	Lease - Mailing Machine					ASCOM HASLER LEASING	\$114.11	\$0.00
						Account Total:	\$114.11	\$0.00
000-7400-000	Recruitment - Local					NORMAN COUNTY INDEX	\$26.26	\$0.00
						MAHNOMEN PIONEER	\$50.65	\$0.00
						CLAY COUNTY UNION	\$10.80	\$0.00
						Account Total:	\$87.71	\$0.00
000-7430-000	Telephone					LORETEL SYSTEMS, INC.	\$93.48	\$0.00

LAKE AGASSIZ REGIONAL LIBRARY
LIST OF BILLS
Betsy Vinz, Treasurer

User Date: 12/7/2012

Account Number		Description				
Type	Posting Date	Account Number	Voucher Number	Invoice Number	Debit	Credit
				LORETEL SYSTEMS, INC.	\$79.01	\$0.00
				LORETEL SYSTEMS, INC.	\$83.96	\$0.00
				LORETEL SYSTEMS, INC.	\$36.53	\$0.00
				LORETEL SYSTEMS, INC.	\$89.70	\$0.00
				HALSTAD TELEPHONE CO.	\$23.44	\$0.00
				HALSTAD TELEPHONE CO.	\$63.87	\$0.00
				HALSTAD TELEPHONE CO.	\$74.63	\$0.00
				ARVIG	\$213.41	\$0.00
				GARDEN VALLEY TELEPHONE	\$77.34	\$0.00
				GARDEN VALLEY TELEPHONE	\$10.09	\$0.00
				GARDEN VALLEY TELEPHONE	\$10.32	\$0.00
				GARDEN VALLEY TELEPHONE	\$11.54	\$0.00
				DEX MEDIA EAST, INC	\$16.50	\$0.00
				DEX MEDIA EAST, INC	\$69.40	\$0.00
				ROTHSAY TELEPHONE CO.	\$71.35	\$0.00
				CENTURYLINK	\$48.00	\$0.00
				DEX MEDIA EAST, INC	\$18.75	\$0.00
				GARDEN VALLEY TELEPHONE	\$6.37	\$0.00
				CENTURYLINK	\$42.90	\$0.00
				INTEGRA TELECOM	\$777.88	\$0.00
				ROCHESTER TELECOM SYSTEMS, INC	\$269.36	\$0.00
				Account Total:	\$2,187.83	\$0.00
000-7431-000		Cell Phone Expense				
				AT&T	\$134.75	\$0.00
				AT&T	\$0.00	\$134.75
				AT&T	\$48.84	\$0.00
				Account Total:	\$183.59	\$134.75
000-7500-000		PIO: Marketing/Printing/				
				CLAY COUNTY CONNECTION	\$160.00	\$0.00
				Account Total:	\$160.00	\$0.00
000-7550-000		Postage				
				FREDETTE, KATHY	\$5.75	\$0.00
				Account Total:	\$5.75	\$0.00
000-7552-000		Mailing: Click2Mail Cha				
				CLICK2MAIL	\$496.41	\$0.00
				Account Total:	\$496.41	\$0.00
000-7560-000		Mileage - Trustee				
				LINDGREN, FRANK	\$77.70	\$0.00
				BURSIK, PAUL M	\$54.61	\$0.00
				PERRY, ROBERT L	\$52.17	\$0.00
				HOOPER, RHODA	\$61.05	\$0.00
				HANSEN, HOWARD	\$24.42	\$0.00
				FOX, EVELYN	\$49.40	\$0.00
				WARD, WENDY	\$81.03	\$0.00
				HOOPER, RHODA	\$61.05	\$0.00
				PERRY, ROBERT L	\$52.17	\$0.00
				BURSIK, PAUL M	\$53.56	\$0.00
				BUNESS, CRAIG	\$77.70	\$0.00
				GERAY, DAVID	\$83.25	\$0.00
				NELSON, BARRY	\$46.62	\$0.00
				SCHOENBORN, SUE	\$83.25	\$0.00
				FOX, EVELYN	\$49.40	\$0.00
				EIDENSCHINK, TERRI	\$58.83	\$0.00

Account Number	Description	Type	Posting Date	Account Number	Voucher Number	Invoice Number	Debit	Credit
					HANSEN, HOWARD		\$24.42	\$0.00
					LINDGREN, FRANK		\$77.70	\$0.00
					WARD, WENDY		\$40.52	\$0.00
					BURSIK, PAUL M		\$54.61	\$0.00
					HOOPER, RHODA		\$61.05	\$0.00
					CHEVALIER, JOHN		\$138.75	\$0.00
					HALL, LEE ANN		\$49.95	\$0.00
					Account Total:		\$1,413.21	\$0.00
000-7561-000	Mileage - Staff				GERLA, JANET		\$38.85	\$0.00
					GERLA, JANET		\$38.85	\$0.00
					BATES, KIRSTEN		\$28.86	\$0.00
					WHITE, JOYCE		\$21.20	\$0.00
					BEUTEL, SR. EILEEN		\$26.09	\$0.00
					BEUTEL, SR. EILEEN		\$40.52	\$0.00
					BEUTEL, SR. EILEEN		\$76.59	\$0.00
					BEUTEL, SR. EILEEN		\$26.09	\$0.00
					HANEY, MARY		\$88.25	\$0.00
					HANEY, MARY		\$88.25	\$0.00
					HANEY, MARY		\$88.25	\$0.00
					HANEY, MARY		\$88.25	\$0.00
					PLOURDE, AMANDA		\$26.09	\$0.00
					WAHL, DEBRA		\$11.66	\$0.00
					WHITE, JOYCE		\$21.20	\$0.00
					FREDETTE, KATHY		\$49.40	\$0.00
					WHITE, JOYCE		\$21.20	\$0.00
					HANEY, MARY		\$23.31	\$0.00
					HANEY, MARY		\$29.97	\$0.00
					HANEY, MARY		\$72.15	\$0.00
					HANEY, MARY		\$88.25	\$0.00
					HANEY, MARY		\$76.59	\$0.00
					HANEY, MARY		\$121.55	\$0.00
					HANEY, MARY		\$148.19	\$0.00
					HANEY, MARY		\$33.30	\$0.00
					MALMANGER, JULIE		\$27.75	\$0.00
					MOLDEN, LINDA E.		\$67.71	\$0.00
					STORDAHL, MARILYN		\$38.30	\$0.00
					JALOWIEC, TAMMI		\$72.15	\$0.00
					EDEVOLD, KAREN		\$88.25	\$0.00
					VIGNESS, JANE		\$27.75	\$0.00
					Account Total:		\$1,694.82	\$0.00
000-7600-000	Board Expenses				FRS INDUSTRIES INC		\$224.76	\$0.00
					PAPA JOHN'S		\$65.25	\$0.00
					Account Total:		\$290.01	\$0.00
000-7605-000	Conferences/Meetings - S				FREDETTE, KATHY		\$222.00	\$0.00
					Account Total:		\$222.00	\$0.00
000-7635-000	Conferences/Meetings - M				SPRYNCZYNATYK, JAMIE		\$69.52	\$0.00
					SPRYNCZYNATYK, JAMIE		\$77.33	\$0.00
					COURTYARD BY MARRIOTT		\$84.60	\$0.00
					SCOTT, MICHAEL		\$376.51	\$0.00
					STATE BANK & TRUST CREDIT CARD		\$56.83	\$0.00
					HORNbacher's		\$54.89	\$0.00

LAKE AGASSIZ REGIONAL LIBRARY
 LIST OF BILLS
 Betsy Vinz, Treasurer

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User Date: 12/7/2012

Account Number	Description	Type	Posting Date	Account Number	Voucher Number	Invoice Number	Debit	Credit
						Account Total:	\$719.68	\$0.00
000-7650-000	Programming - Children				WEST MUSIC		\$233.55	\$0.00
						Account Total:	\$233.55	\$0.00
000-7651-000	Programming - Summer Rea				SOUTHEASTER LIBRARIES COOPERAT		\$130.00	\$0.00
						Account Total:	\$130.00	\$0.00
000-8000-000	Van - Gasoline				CENEX FLEETCARD		\$745.96	\$0.00
						Account Total:	\$745.96	\$0.00
000-8001-000	Van - Maintenance & Repa				PETRO SERVE USA		\$3.39	\$0.00
						Account Total:	\$3.39	\$0.00
000-8353-000	Designated Funds - Expan				STATE BANK & TRUST CREDIT CARD		\$0.00	\$83.88
						Account Total:	\$0.00	\$83.88
000-8501-000	Juvenile Fiction				BAKER & TAYLOR, INC.		\$1,238.97	\$0.00
						Account Total:	\$1,238.97	\$0.00
000-8502-000	Juvenile Non-Fiction				BAKER & TAYLOR, INC.		\$33.42	\$0.00
						Account Total:	\$33.42	\$0.00
000-8503-000	Juvenile DVD				DISNEY EDUCATIONAL PRODUCTIONS		\$67.48	\$0.00
					BAKER & TAYLOR, INC.		\$859.01	\$0.00
						Account Total:	\$926.49	\$0.00
000-8504-000	Juvenile Talking Book				RECORDED BOOKS, LLC.		\$1,282.80	\$0.00
					RANDOM HOUSE, INC.		\$45.00	\$0.00
					RANDOM HOUSE, INC.		\$45.00	\$0.00
					RECORDED BOOKS, LLC.		\$42.20	\$0.00
						Account Total:	\$1,415.00	\$0.00
000-8505-000	Adult Fiction				AMAZON.COM		\$64.44	\$0.00
					BAKER & TAYLOR, INC.		\$2,028.91	\$0.00
						Account Total:	\$2,093.35	\$0.00
000-8510-000	Adult Non-Fiction				AMAZON.COM		\$107.76	\$0.00
					BAKER & TAYLOR, INC.		\$2,445.94	\$0.00

LAKE AGASSIZ REGIONAL LIBRARY
LIST OF BILLS
Betsy Vinz, Treasurer

User Date: 12/7/2012

Account Number	Description			Debit	Credit	
Type	Posting Date	Account Number	Voucher Number	Invoice Number		
				Account Total:	\$2,553.70	\$0.00
000-8512-000		Adult Large Print				
			BAKER & TAYLOR, INC.		\$332.61	\$0.00
				Account Total:	\$332.61	\$0.00
000-8513-000		Adult DVD				
			AMAZON.COM		\$327.79	\$0.00
			BAKER & TAYLOR, INC.		\$1,126.74	\$0.00
				Account Total:	\$1,454.53	\$0.00
000-8514-000		Adult Talking Book				
			RECORDED BOOKS, LLC.		\$863.40	\$0.00
			RANDOM HOUSE, INC.		\$52.50	\$0.00
			RECORDED BOOKS, LLC.		\$0.00	\$6.00
			RECORDED BOOKS, LLC.		\$891.60	\$0.00
			RANDOM HOUSE, INC.		\$0.00	\$350.00
			RANDOM HOUSE, INC.		\$72.00	\$0.00
				Account Total:	\$1,879.50	\$356.00
000-8530-000		LINK Site Materials				
			RECORDED BOOKS, LLC.		\$297.00	\$0.00
			RANDOM HOUSE, INC.		\$22.50	\$0.00
			BAKER & TAYLOR, INC.		\$171.64	\$0.00
				Account Total:	\$491.14	\$0.00
000-8535-000		Express Collection				
			BAKER & TAYLOR, INC.		\$533.91	\$0.00
				Account Total:	\$533.91	\$0.00
000-8662-000		Digital Collection - e-B				
			OVERDRIVE		\$420.01	\$0.00
			OVERDRIVE		\$167.08	\$0.00
				Account Total:	\$587.09	\$0.00
000-8663-000		Digital Collection - e-A				
			OVERDRIVE		\$315.80	\$0.00
			OVERDRIVE		\$974.24	\$0.00
				Account Total:	\$1,290.04	\$0.00
000-8700-000		Periodicals				
			FM NEWS		\$336.11	\$0.00
			BARNESVILLE RECORD-REVIEW		\$34.00	\$0.00
				Account Total:	\$370.11	\$0.00
002-9100-000		Furniture & Equipment -				
			HEART SMART TECHNOLOGY		\$89.10	\$0.00
				Account Total:	\$89.10	\$0.00
011-8990-000		Donations - Materials -				
			BAKER & TAYLOR, INC.		\$279.43	\$0.00

LAKE AGASSIZ REGIONAL LIBRARY
 LIST OF BILLS
 Betsy Vinz, Treasurer

User Date: 12/7/2012

Account Number		Description			Debit	Credit
Type	Posting Date	Account Number	Voucher Number	Invoice Number		
				Account Total:	\$279.43	\$0.00
013-8990-000		Donations - Materials -		BAKER & TAYLOR, INC.	\$20.00	\$0.00
				Account Total:	\$20.00	\$0.00
031-8990-000		Donations - Materials -		BAKER & TAYLOR, INC.	\$208.28	\$0.00
				Account Total:	\$208.28	\$0.00
051-8990-000		Donations - Materials -		BAKER & TAYLOR, INC.	\$37.48	\$0.00
				Account Total:	\$37.48	\$0.00
200-9914-000		Cell Phone - Joint Autom		AT&T	\$85.91	\$0.00
				Account Total:	\$85.91	\$0.00
200-9922-000		Miscellaneous Expenses -		INNOVATIVE USERS GROUP	\$100.00	\$0.00
				Account Total:	\$100.00	\$0.00
				Report Totals:	\$98,862.30	\$574.63