



## Monthly Report to the Board

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Meeting Date: May 19, 2016

From: Liz Lynch, Regional Library Director

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### Meeting and Events Attended by Director

ARSL Committee Meeting, April 19; Coordinating Team Meeting, April 20; Executive/Finance Committee Meeting, April 21; MnLINK Gateway Meeting, May 5; Bagley Public Library Visit, May 11, 2016; Fosston Community Library Arts Association Meeting, May 11, 2016.

### Staff Training Opportunities

**Sharon Douglas, Automation Coordinator** attended the annual Evergreen Automation Conference from April 19-22, 2016.

**Jenna Kahly**, LARL Youth Services and Legacy Coordinator attended a ReadyRosie product webinar on April 22, 2016.

**Laura Gullickson**, Fertile Branch Librarian attended the *Make, Do, Share: Build a STEM Learning Community* webinar on April 28, 2016, and the *Introducing Learning Circles: Online Learning, Offline* webinar on May 2, 2016.

**Erin Gunderson**, Breckenridge Branch Manager attended the MLA Public Library Division Day Conference in Stillwater, MN on May 4, 2016.

**Nicole Murphy**, Interlibrary Loan Assistant attended the Annual Minitex ILL Conference in St. Paul on May 10, 2016.

**Jeanne Anderson**, Collection Development Librarian attended the *How to Market Your Large Print Collection* on May 11, 2016.

### Open Positions

LINK Site Coordinator – Lake Park

Library Associate - Crookston

Welcome to **Christina Phipps**, Moorhead Library Associate and **Kai Thorstad**, Moorhead Library Assistant.

### LARL News:

#### **World's Greatest Workforce Event**

Jenny Rodger, Moorhead Public Services Supervisor has been invited to a World's Greatest Workforce Event on May 16<sup>th</sup> in Grand Rapids, MN. Jenny and the Moorhead Adult Basic Education instructors will be giving a joint presentation on their successful involvement with the Northstar Digital Literacy Project. Their joint-program is considered to be a model for the rest of the state.

#### **Legislative News from Minnesota Library Association Lobbyist, Elaine Keefe:**

The current Senate bonding bill (SF 2839) contains the following for the **Bagley Public Library**: The bill includes \$50,000 in general fund money for a grant to the city of Bagley for "improvements, furnishings and equipment for the city's library or to reimburse the city for improvements, furnishings and equipment for the city's library." The language is a little unusual because the library project was completed two years ago. The 2014 bonding bill included \$50,000 for the project, but the state later determined that this was an ineligible use of state bond funds and in 2015 the appropriation was canceled. That is why this year's appropriation is from the general fund.

**Gifts, Grants & Donations**

4/18/2016	Linda Thulen donation to Breckenridge in memory of Joyce Tobias.	15.00
4/1/2016	Rhonda Laddusaw donation to Hawley.	40.00
4/21/2016	Breckenridge Woman Study Club donation for the Summer Reading Program.	50.00
4/28/2016	Anonymous donation to Breckenridge	32.00
April 2016	Friends of the Moorhead Library donation for the Assisted Living Book Club	488.40
4/20/2016	Friends of the Moorhead Library donation to sponsor performer for Kidfest.	250.00
4/30/2016	Matrons Club of Crookston donation for the Summer Reading Program	50.00
4/21/2016	Ron Johnson donation for eMaterials.	20.00
4/21/2016	Anonymous donation for print materials.	10.00
3/31/2016	Anonymous donation to Ada.	9.45

**Upcoming Dates****Memorial Day**

Monday, May 30, 2016: All LARL Branches, LINK Sites, and the Regional Office Closed

**June Finance Committee Meeting and Full Board Meeting**

The Finance Committee Meeting will be held at 4:30 and will be followed by the Full Board Meeting on June 16, 2016 in the lower level of the Moorhead Public Library.

**Independence Day**

Monday, July 4, 2016: All LARL Branches, LINK Sites and the Regional Office Closed

**July Executive Committee Meeting**

No meeting in July.

## ~~CONFERENCE, WORKSHOP AND CONTINUING EDUCATION POLICY~~

Lake Agassiz Regional Library supports and encourages staff to expand and improve their job skills and knowledge in order to improve library services. ~~\_ provided to residents of the regional library system area.~~

LARL may support staff development and continuing education in **any** of the following ways:

1. Providing paid time for the employee to attend a conference, workshop, or class;
2. Paying travel costs for the employee to attend a conference, workshop, or class;
3. Paying registration fees for a conference, workshop, or class;
4. Paying a substitute employee so that an employee can attend a conference, workshop, or class;
5. Adjusting work schedules so that an employee can use vacation, holiday, or unpaid time to attend a conference, workshop or class.

LARL will provide direct support **insofar as finances and schedules allow** for staff development and continuing education that meet the following priorities and conditions:

1. It significantly enhances the employee's ability to do his/her current assigned job more efficiently or effectively; (or)
2. It provides training that is required to accomplish the employee's new or existing assigned job tasks; (or)
3. It enables LARL's representation and participation in library organizations;
4. The employee's immediate supervisor is able to appropriately schedule the work demands of the branch or Regional Office work area;
5. Any membership dues are the responsibility of the employee;
6. The LARL Director will have the final determination whether a proposed conference, workshop, or class qualifies for direct financial or paid time support.

### ~~Minnesota Certification for Library Employees Program:~~

~~LARL endorses the Minnesota Certification for Library Employees Program developed by Minnesota State Library Services and the Council of Regional Public Library Administrators.~~

~~LARL will support participation of staff who work a regular schedule of more than 14 hours per week in the Minnesota Certification for Library Employees Program by:~~

- ~~1. Providing direct support insofar as finances and schedules allow for attendance at Certification Oversight Committee approved workshops. If application is not approved for direct support, employees may attend on their own time and cost, subject to supervisor's approval;~~
- ~~2. Providing mentoring assistance for employees enrolled in this program.~~

~~Employees enrolled in the Minnesota Certification for Library Employees Program are responsible for:~~

- ~~1. Payment of program enrollment fee;~~

- ~~2. Completion of projects and assignments on their own time;~~
- ~~3. Planning use of own time and resources which may be needed in addition to that provided by LARL.~~

~~Upon completion of the Minnesota Certification for Library Employees Program employees in a union position will receive a wage increase of one step on the union pay grid or a 3% wage increase if off the union pay grid; non-union employees who work a regular schedule of more than 14 hours per week will receive a 3% wage increase. The wage increase will be effective the first pay period after certification of completion of the program is received by the LARL Business Office.~~

~~Completion of this or any other certification program provides skills and knowledge which will be taken into consideration when employees apply for any other position.~~

Adopted, LARL Board of Trustees: March 15, 1986.

Amended, LARL Board of Trustees, November 21, 1998; June 21, 2012.

## COLLECTION DEVELOPMENT POLICY

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## I. LAKE AGASSIZ REGIONAL LIBRARY

### A. Description

The Lake Agassiz Regional Library is a consolidated public library system. It was created in 1961 when the City of Moorhead, Clay County and Norman County joined together to provide public library and bookmobile services to their residents. The City of Breckenridge joined the system in 1967, followed by the City of Detroit Lakes and Becker County in 1974; the City of Crookston and Polk County in 1975; Clearwater County in 1985; Mahnomen County and Wilkin County in 1990; and the City of Mahnomen in 1993.

The Lake Agassiz Regional Library (LARL) serves the residents of Becker, Clay, Clearwater, Mahnomen, Norman, Polk, and Wilkin Counties. The city of East Grand Forks is the only community within this 7-county region which has not joined the system. The LARL region covers 7,526 square miles in northwest Minnesota. It is organized through a joint powers agreement among the 7 counties and 5 cities, which make up LARL. It is governed by a 1523-member Board of Trustees. LARL is operated through funds provided by Signatory cities, counties, state funds, and a combination of gifts, grants, donations, service charges, and interest income.

The LARL Regional Office is located in Moorhead. Branch libraries are located in Ada, Bagley, Barnesville, Breckenridge, Climax, Crookston, Detroit Lakes, Fertile, Fosston, Hawley, Mahnomen, McIntosh and Moorhead. LINK Sites, smaller community library service connections, are in Cormorant, Gonvick, Frazee, Halstad, Hendrum, Lake Park, Rothsay, ~~Shelly~~, Twin Valley and Ulen.

### B. Mission Statement

~~The Mission of LARL is to link people and communities to resources and experiences for learning and enrichment.~~ The Mission of LARL is to enrich lives and strengthen communities.

## II. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

- \* To provide a framework in which LARL systematically builds its collection to effectively serve the information and enrichment needs of the public.
- \* To establish priorities in order to maximize the collection's usefulness.
- \* To guide members of selection staff in the choice of materials.
- \* To inform regional residents of the principles on which selections are made.
- \* To achieve the intent of the LARL Mission Statement and uphold the principles of intellectual freedom.
- \* To provide criteria for evaluating the collection and its usefulness to local users throughout the system.

## III. MATERIALS SELECTION POLICY

### A. OBJECTIVES:

The primary objective of selection is to collect materials of contemporary significance. LARL makes available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. ~~LARL provides a representative sampling of experimental and ephemeral materials.~~

### B. DEFINITIONS

The word "materials" has the widest possible meaning: it may include books (print and digital) ~~(hardbound and paperbound)~~, magazines and journals, newspapers, ~~compact discs~~ music, audiobooks ~~multi-media packages~~, microforms, ~~audio-visual materials including~~ DVDs and electronic resources. "Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection.

### C. RESPONSIBILITY FOR MATERIALS SELECTION:

Final responsibility for the collection lies with the LARL Board of Trustees. The Board delegates the authority to interpret and implement the application of the policy to the Regional Library Director who, in turn, authorizes staff to apply this policy in developing and maintaining collections.

## D. GENERAL GUIDELINES AND CRITERIA FOR SELECTION OF MATERIALS

### 1) GUIDELINES FOR SELECTION:

- a) Selection of materials in a variety of formats is made on the merits of the work, the interest of users, and public recommendations. Selection does not indicate endorsement of the creator's work. LARL provides materials on diverse issues and views.
- b) Materials are selected by staff utilizing standard resources, such as *Library Journal*, *School Library Journal* and *Booklist*. Obtaining published reviews or direct examination of material is preferred, but lack of professional reviews does not preclude purchase.
- c) LARL recognizes the purposes and resources of other libraries and does not needlessly duplicate materials. Through delivery systems and cooperative agreements with regional, public, academic, or special libraries, the resources of many libraries are available.
- d) LARL acknowledges the educational programs provided by institutions in the area. Curriculum-related materials are provided when they serve the general public or provide information not otherwise available.
- e) Legal, medical, professional or technical works are acquired primarily for the use of the layperson.
- f) LARL acknowledges a particular interest in local Red River Valley and state history; therefore it acquires state, county and local documents, works of regional authors, and general works relating to the State of Minnesota.
- g) LARL seeks to select materials of varying complexity to meet a wide range of ages, educational backgrounds and reading abilities.

### 2) CRITERIA FOR SELECTION

Certain basic principles can be applied as guidelines for selection of materials. The following criteria are used:

- a) Current or potential use or demand in the community.



- b) Accuracy of information.  
This is particularly critical for providing accurate information in the areas of medicine, technology, law, and consumer education.
- c) Timeliness or timelessness of work.  
Selectors try to anticipate current informational and recreational needs and interests. Special attention is paid to award winning titles, including Pulitzer, Caldecott, Newbery and others.
- d) Accessibility of material in other libraries.  
Materials outside the scope of LARL's policy are sought through available resource sharing agreements.
- e) Quality of creative and/or technical production.
- f) Reputation and significance of the author.
- g) Availability of material on the subject.
- h) Inclusion of title in special bibliographies.
- i) Price.
  - 1. Expensive materials will be purchased when other selection criteria are met.
  - 2. Cost may limit but not preclude purchasing in quantity.

#### E. TYPES OF MATERIALS

##### 1) BOOKS

- a) ADULT.  
Materials are selected on the basis of high demand/high-interest in LARL libraries. Selections are based on local needs and interests.
- b) CHILDREN'S.  
Materials are selected to stimulate the pre-reader, to provide practice for the beginning reader, and to fill the need for recreational and information reading in older children. Titles are also purchased to meet the personal interests of children.

c) YOUNG ADULT.

A collection of young adult fiction is maintained to meet the concerns, interests, and reading abilities of upper elementary through junior high and high school students. Non-fiction titles of special interest are classified as adult non-fiction.

2) PERIODICALS AND NEWSPAPERS

Periodicals, both print and online (electronic format) are selected based on customer requests and use. Periodicals are purchased for all ages, reading abilities, and interests.

Some newspapers provide current coverage of events and eventually serve as a resource for local history. LARL purchases community newspapers as well as regional and national titles.

3) REFERENCE/ELECTRONIC RESOURCES

The reference collection contains non-circulating materials designed to provide ready access to information such as almanacs, dictionaries, city directories, atlases and indexes. Reference materials are acquired in a variety of formats, which include print, non-print and online products.

4) NON-PRINT FORMATS

Non-print materials are purchased for adults, children and youth to provide both information and entertainment. These formats include ~~audiocassettes, compact discs~~ music, audiobooks, ebooks, ~~downloadable books~~ and DVDs. LARL may also purchase materials in other formats as they are produced or are in public demand.

IV. COLLECTION MANAGEMENT POLICY

A. COLLECTION EVALUATION/WEEDING

Weeding of worn and obsolete materials is essential to LARL. Removing out-of-date materials may actually stimulate circulation of popular materials by presenting attractive and interesting collections.

## B. COOPERATIVE AGREEMENTS/INTER-LIBRARY LOAN

While LARL has developed a materials collection that helps answer user needs, no library is able to provide all information needed by all customers. In order to provide what users want in a timely manner, LARL promotes cooperative agreements and the sharing of resources with other libraries.

LARL provides customers with direct access to library catalogs, but also allows them to place holds on materials found in these catalogs. Customers may also view catalogs and place holds through ~~MNLINK, a web-based virtual library.~~

All regional systems in Minnesota are included in the Library Reciprocal Borrowing ~~Agreement~~Compact. Reciprocal agreements with Fargo Public Library, Leach Public Library (Wahpeton), and West Fargo Public Library have broadened the base that can be accessed by LARL customers. Local college libraries, school libraries, special libraries and other institutions are used to support customer needs.

## C. GIFTS

LARL gratefully accepts gifts of materials, but reserves the right to evaluate gifts for addition to the collection in accordance with the criteria applied to purchase materials. Gifts of funds are always welcome. Donor recommendations are honored when they meet the criteria of the Collection Development Policy. Materials purchased as memorials are placed in the designated ~~agency~~location, with affixed gift plates if desired. Gift materials become part of the LARL collection and are available to all customers.

## D. ROTATING/FLOATING COLLECTION

~~Some~~ Materials are rotated to each branch library to give customers the opportunity to see titles selected for the collection. Most of LARL's collection 'floats,' which means materials are housed where requested or returned. In this way, even the smallest branch library sees a refreshed collection.

## E. EXPRESS! COLLECTION

The EXPRESS! Collection offers additional copies of best sellers and other high-demand titles. These titles are available to the browsing customer, do not fill holds, and are loaned for a one-week period. They are available in ~~eight all~~ LARL branch locations.

#### F. LIBRARY RESPONSIBILITY STATEMENT

LARL strives to provide materials which are accurate, complete, and up-to-date. When a customer needs the most current information, or advice in interpreting it, LARL suggests consulting with a qualified professional in that field of study. LARL is not responsible for the interpretation or use of the information it provides.

#### G. RECOMMENDATION AND RECONSIDERATION OF LIBRARY MATERIALS

LARL endorses the American Library Association's Bill of Rights, and seeks to reflect differing points of view within its' collection. LARL welcomes expression of opinion by customers but will be governed by the Collection Development Policy when adding or removing items from the collection.

Library users are welcome to make suggestions for additions to the collection. Requests should be directed to the local librarians or submitted via ~~e-mail to~~ LARL's web page. Requests will be forwarded to the Collection Development Librarian for consideration.

Users who request the reconsideration of library materials will be asked to complete and sign the "Request for Reconsideration of Library Resources" form. The Regional Library Director will respond in writing to the person initiating the reconsideration at the earliest possible date.

Adopted, Lake Agassiz Regional Library Board of Trustees, June 17, 1995  
 Revised, Lake Agassiz Regional Library Board of Trustees, March 21, 1998  
 Revised, Lake Agassiz Regional Library Board of Trustees, April 17, 2003  
 Revised, Lake Agassiz Regional Library Board of Trustees, July 16, 2009.

## REGISTRATION/CIRCULATION POLICY

Any resident with an address within the Lake Agassiz Regional Library region, with the exception of those residing within the city limits of East Grand Forks, ~~regardless of age,~~ who shows an acceptable proof of address, may register for a library card at any LARL agency.

- Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.
- Students enrolled at schools and colleges who reside in the region and provide proof of such are eligible for a library card.
- Nursing homes, hospitals, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for borrowing privileges for their ~~institutional~~ library needs.
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.

Customers are responsible for materials checked out on their library card and for all charges incurred. Borrowing privileges are suspended if a certain threshold of overdue materials or service charges are reached. It is the responsibility of the customer to notify the library of changes in name, address or other registration information, or of a lost library card. ~~Replacement library cards invalidate previous cards.~~

### LOAN PERIODS

#### In Library Use Only

Newspapers and reference materials. 1 day loan will be considered on a case-by-case basis.

#### 7 days (1 week)

DVDs

~~High demand materials, including~~ EXPRESS! Collection



14 days (2 weeks)

Magazines

21 days (3 weeks)

Books

Sound recordings (including audiobooks and music)

~~Magazines~~

Interlibrary Loan items

28 days (4 weeks)

All materials to ~~Institutional~~ Drop off, School, Branch and Homebound customers

Digital library materials have a variety of loan periods based on the requirements of the databases subscription. ~~bed to by LARL.~~

## RENEWALS

Most items may be renewed ~~once~~ twice, but not if there is an outstanding request for a particular item.

## REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG

- Customers may request circulating items in the shared catalog.
- All requests are good for 1 year/365 days from the date of request.
- All items waiting for customer pickup will be held for no longer than 7 days.

## RESTRICTIONS AND BORROWING LIMITATIONS

- LARL supports the Library Bill of Rights and the Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights.
- Only parents have the right to restrict the materials or services available to children. The Library does not act "*in loco parentis*".
- Limits on materials are set by the Regional Library Director based on demand and availability.

## FEEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS

1. Late Fee: After 14 days overdue, late fees will be assessed with the exception of EXPRESS!  
~~a. If a customer is registered as Regular, Reciprocal, Institutional, or Fee Card,~~  
~~late fees incur when overdue items are returned 14 days overdue.~~  
ab. Customers registered as Child, Youth, Homebound, ILL Institution, Branch or Staff do not incur late fees.
2. Replacement Charge: After 14 days overdue, replacement charges will be assessed.
  - a. If an item is returned within six months of the date of payment, the price of the item will be refunded.
  - b. This charge is waived if a duplicate - in good condition - is provided.

3. Processing Fee: After 14 days overdue, processing fees will be assessed.
  - a. This fee will be waived when the item is returned.
  - b. This fee will not be waived if a duplicate of the item lost is provided by the customer. (This duplicate must be in good condition).
4. Damaged Materials: Charges will be assessed to ~~repair or~~ replace damaged materials. ~~Items not able to be repaired or replaced will incur the full replacement cost.~~ Full replacement charges will also be assessed if multi-media items, including DVD, Book on CD, Music CD, etc., are returned without cases, cover artwork and/or discs intact. Books on CD returned with missing or damaged discs will be charge \$15 per disc.
5. Materials Recovery Fee: After 9060 days from final LARL notice a materials recovery fee will be assessed.
  - a. This fee will not be waived when items are returned or paid for.
  - b. Replacement copies will ~~not~~ be accepted when account is in Material Recovery status.

## RETRIEVING OVERDUE MATERIALS

In accordance with MN Statute 609.541, persons keeping library materials longer than sixty days after written notice has been given to return such items are guilty of a petty misdemeanor.

Accounts with non-returned public library items may be referred to a material recovery service.

## DELINQUENT FILE

Borrowing privileges will be suspended if charges total thirty dollars (\$30.00) or more. Records will be considered delinquent and charges will remain until cleared.

## OTHER

MN Statute 13.40 Subd. 2 Private data, Library borrowers

(a) Except as provided in paragraph (b) the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Director. (See Also: LARL Confidential and Proprietary Information Policy).

Adopted, Lake Agassiz Regional Library Board: September 18, 1974.

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009; July 19, 2012.

## SCHOOLS AND STUDENTS POLICY

Lake Agassiz Regional Library seeks to support and enrich educational experiences for all its customers, including its student customers. LARL does not and cannot provide or replace materials primarily used in school curricula. LARL is also committed to protecting the privacy and confidentiality of customer records. With these principles in mind, the following policies are the guide for relationships between all LARL branch libraries and LINK Sites, and schools, school personnel and students.

1. All LARL customers, including students and school personnel, may request materials through use of the LARL web catalog for pickup at the nearest LINK Site or library.
2. The titles of materials checked out or requested by student customers, or the type of materials requested or checked out shall not be revealed to anyone but the customer.
3. The branch library or LINK Site may release reserved materials only to the customer it is reserved for, or a member of the customer's family or other person who resides with the customer, and who presents the customer's library card when picking up the materials. Reserved materials will not be released to anyone else, including school media specialists, teachers or aides.
4. LARL library cards that are issued to an individual customer should be held by the customer, a family member, or person residing with the customer.
5. A teacher or school media specialist may use her or his own library card or an institutional card to obtain materials for use by students while in school. Any materials intended for use by a student at home or outside the school should be checked out by the student on the student's card.
6. In issuing library cards to students, LARL staff ~~and LINK Site volunteers~~ may use a class list provided by a school within the LARL region if it verifies residency within LARL. Any student under the age of 12 applying for a LARL library card needs a parent's or guardian's signature on the application before the card may be issued.

Adopted, LARL Board of Trustees: May 19, 2005.