

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, March 17, 2016**

Time: **5:30 p.m.**

Location: **Moorhead Branch**

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 or locally at (218) 233-3757. Or, email Liz at lynchl@larl.org.

AGENDA

- 5:30 **1. CALL TO ORDER** – President Perry
 PUBLIC INPUT
 APPROVAL OF AGENDA
- 5:35 **2. MINUTES OF THE JANUARY 21, 2016 FULL BOARD MEETING**
 Enclosed (page 3)
 Recommended Motion: Move to approve the January 21, 2016 Full Board Meeting Minutes as presented.
- 5:45 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)
 a. Authorization to submit 2015 Annual Report
 Recommended Motion: Move to authorize the Director to submit the 2015 Annual Report to State Library Services.

 b. Final Report for Legacy Funds FY2015 funding year
 (Page 12, and detailed report available for review at meeting)
 Recommended Motion: Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2015 funding year.
- 6:00 **4. DIRECTOR'S REPORT** – Lynch - Enclosed (page 16)
 a. Emergency and Nonemergency Closing Policy - Enclosed (page 18)

 Recommended Motion: Move to approve the revised Emergency and Nonemergency Closing Policy.

 b. Broadband Resolution - Enclosed (page 20)

 Recommended Motion: Move to adopt the LARL Resolution to support the MN Broadband Vision.

 c. Strategic Planning Update - Enclosed (page 21)

 d. Library Legislative Platform – Enclosed (page 25)

 e. MN Library Trustees & Advocates – Brochure Provided at Meeting

6:20 **5. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Evie Fox
Clay County/Barnesville/Hawley – Wayne Ingersoll
Clearwater County/Bagley – Arlen Syverson
Crookston – Clayton Briggs
Detroit Lakes – Marlys Douglas
Mahnomen – Michelle Gieseke
Mahnomen County – David Geray
Moorhead – Mari Dailey, Lauri Winterfeldt, (Open Position)
Norman County/Ada – Lee Ann Hall
Polk County/Climax/Fertile/Fosston/McIntosh – Craig Buness
Wilkin County – Bob Perry
MN Library Association/Library Trustees and Advocates Section – Open Position
Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:40 **6. PRESIDENT’S REPORT** – Perry

6:50 **7. OTHER**

7:00 **8. ADJOURNMENT**

MISC ITEMS ENCLOSED:

- a. List of Bills – February 2016 (page 26 in the digital packet, available for review at the meeting for printed packets)
- b. LARL Elects Executive Committee (page 32)

UPCOMING MEETINGS/EVENTS

Easter Sunday, March 27, 2015
Crookston Branch CLOSED

National Library Week, April 10-16, 2016
Theme: *Libraries Transform*

Executive/Finance Committee Meeting
2017 Preliminary Budget (Draft 1)
Moorhead Public Library, April 21, 2016 - 5:30 p.m.

Full Board Meeting, May 19, 2016 - 5:30 p.m.
Moorhead Public Library

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**LARL BOARD OF TRUSTEES
FULL BOARD MEETING
MINUTES
DRAFT**

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 21, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Bunes, Geray, Gieseke, Grimsley, Hall, Ingersoll, Kalil, Perry (*President*), Syverson (alternate for Nelson), Winterfeldt.

Board Members Absent: Fox, Dailey, Douglas, 1 open position

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

Bunes requested the addition of the topic of the LARL Director's evaluation be added to the agenda.

(Briggs/Grimsley) Move to approve the Agenda of the November 19, 2015 Full Board Meeting with the addition of a discussion of the Director's evaluation. MCU.

MINUTES OF THE NOVEMBER 19, 2015 FULL BOARD MEETING

(Winterfeldt/Syverson) Move to approve the Minutes of the November 19, 2015 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Perry welcomed Terry Kalil, Becker County, back to the LARL Board and welcomed Michelle Gieseke, City of Mahanomen, to the LARL Board.

Perry administered the oath of office with Kalil and Gieseke.

DIRECTOR'S EVALUATION

Bunes discussed that per the LARL bylaws annually the Personnel Committee is to do an evaluation of the LARL Director. The Personnel Committee will meet on or before the June full board meeting to plan the process of doing the evaluation.

(over)

FINANCIAL REPORT

With 100% of 2015 complete, LARL spent 95.45% of budgeted expenses. The financial report is “unadjusted” and will change as the audit is completed. Although some line items ended over budget, all budget categories came in at or below budget. Taking in to account Special Projects, mainly the Automation System change in 2015, LARL spent 103.5% of budgeted expenses.

FINANCE COMMITTEE REPORT

(Grimsley/Geray) Move to approve the list of authorized institutions for 2016 as reviewed and recommended by the Finance Committee: Bell State Bank and Morgan Stanley. MCU.

Sprynczynatyk discussed the changes from the June Preliminary Budget to the Draft Final Budget. Personnel expenses decreased by \$28,730 due to health insurance increase of 0%, rather than the budgeted 6% increase. Regional Library Telecom Aid decrease by \$23,270, with a corresponding decrease in expenses of \$23,270. This change does not affect the budget overall. LARL’s budgeted Shortfall decreased from \$80,947 on the Preliminary Budget to \$56,350.

(Kalil/Briggs) Move to approve the 2016 Budget as reviewed and recommended by the Finance Committee. MCU.

Sprynczynatyk discussed management’s recommendations regarding designated funds.

(Ingersoll/Kalil) Move to approve the 2016 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU

DIRECTOR’S REPORT

Lynch reported hours are going to be evaluated in a few LINK Sites. Twin Valley, Cormorant and Lake Park are going to be evaluated due to requests by community members. No hours will be eliminated, but hours might be shifting to better meet the community needs. Community surveys will take place soon, email surveys and print surveys will be used.

Lynch discussed LARL’s automation system change that took place in October. The change has gone fairly smoothly but it is a work in progress.

Page 28 in the packet is a list Board of Trustees. All Board Members are asked to review the list and let Lynch know of any needed corrections to contact information and let her know if Board members would like emailed or paper board packets.

PRESIDENTS REPORT

(Briggs/Hall) Move to approve the 2016 Board Meeting Schedule as presented. MCU.

(continued on next page)

Minutes of the January 21, 2016 Full Board Meeting – Page 3

PRESIDENTS REPORT - continued

Perry discussed the 2016 Board Committee Assignments.

(Grimsley/Gieseke) Move to approve the 2016 Board Committee Assignments as presented. MCU.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

The Detroit Lakes library is getting new computers and new computer chairs. The Library had a teenage lockdown, 19 kids participated. 80 people participated in Mine Craft day at the library.

Breckenridge (Fox - absent)

No report

Clay County (Ingersoll)

No report

Clearwater County (Syverson)

No report

Crookston (Briggs)

They are working on getting the interior of the library painted. The janitor retired and will be filled with a part-time position

Detroit Lakes (Marlys Douglas-absent)

No report

City of Mahnomen (Gieseke)

No report

Mahnomen County (Geray)

No report

Moorhead (Dailey-absent, Winterfeldt, 1 open)

Over half of the money needed to receive the full matching grant from Bremer Foundation has been raised. The Friends are planning on having a book sale soon. One Book One Community books are being reviewed.

Norman County/Ada (Hall)

No report

Polk County (Buness)

No report

(over)

BOARD MEMBER REPORTS - continued:

Wilkin County (Perry)

No report

MN Library Association/Library Trustee and Advocates Section (open)

No report

Northern Lights Library Network (Ingersoll)

No report

The meeting adjourned at 6:07 p.m.

**Lake Agassiz Regional Library
2016 Board Meeting Attendance Schedule**

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An "X" indicates the board member (or alternate) attended the meeting

	January	March	May	June	September	November
Becker County						
Grimsley	x					
Kalil	x					
Breckenridge						
Fox						
Clay County						
Ingersoll	x					
Clearwater County						
Nelson/Syverson	x					
Crookston						
Briggs	x					
Detroit Lakes						
Douglas						
Mahnomen						
Gieseke	x					
Mahnomen County						
Geray	x					
Moorhead						
Dailey						
Winterfeldt	x					
Open						
Norman County						
Hall	x					
Polk County						
Buness	x					
Wilkin County						
Perry	x					

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 29, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
Signatory Funding					
Becker County	\$ 0.00	\$ 89,588.75	\$ 358,355.00	268,766.25	25.00
Detroit Lakes	0.00	54,390.00	217,560.00	163,170.00	25.00
Clay County	0.00	68,940.00	275,760.00	206,820.00	25.00
Moorhead	0.00	180,182.50	720,730.00	540,547.50	25.00
Clearwater County	0.00	23,931.25	95,725.00	71,793.75	25.00
Mahnomen County	0.00	10,098.75	40,395.00	30,296.25	25.00
Mahnomen	0.00	4,785.00	19,140.00	14,355.00	25.00
Norman County	0.00	23,136.25	92,545.00	69,408.75	25.00
Polk County	0.00	63,123.75	252,495.00	189,371.25	25.00
Crookston	0.00	53,893.75	215,575.00	161,681.25	25.00
Wilkin County	0.00	12,930.00	51,720.00	38,790.00	25.00
Breckenridge	0.00	21,636.25	86,545.00	64,908.75	25.00
Total Signatory Funding	0.00	606,636.25	2,426,545.00	1,819,908.75	25.00
Grants					
Basic Support - MN (RLBSS)	143,257.99	191,010.67	477,527.00	286,516.33	40.00
Reg Library Telecom Aid (RLTA)	0.00	0.00	88,230.00	88,230.00	0.00
Total Grants	143,257.99	191,010.67	565,757.00	374,746.33	33.76
Miscellaneous Revenue					
Service Charge Revenue	1,341.55	2,500.25	18,000.00	15,499.75	13.89
Printing Revenue	1,789.17	3,040.55	19,100.00	16,059.45	15.92
Fax Revenue	622.45	1,104.45	7,000.00	5,895.55	15.78
Microfilm Revenue	4.19	4.19	100.00	95.81	4.19
Photocopy Revenue	515.07	861.78	7,000.00	6,138.22	12.31
Book/Furniture Sale Revenue	356.41	526.83	0.00	(526.83)	0.00
Interest/Dividend Income	18,972.59	19,096.03	30,000.00	10,903.97	63.65
Investment Value Change	(19,797.69)	(5,877.13)	0.00	5,877.13	0.00
Lost/Damaged Property	648.51	915.51	6,000.00	5,084.49	15.26
Other Income	0.00	62.46	0.00	(62.46)	0.00
Total Miscellaneous Revenue	4,452.25	22,234.92	87,200.00	64,965.08	25.50
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	14,087.50	56,350.00	42,262.50	25.00
Northern Lights Lib. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	600.34	0.00	(600.34)	0.00
Total Joint Automation Revenue	300.17	14,687.84	56,350.00	41,662.16	26.07
Fund Balance/Shortfall	0.00	0.00	53,543.00	53,543.00	0.00
Total General Fund Revenue	148,010.41	834,569.68	3,189,395.00	2,354,825.32	26.17
General Fund Expenditures					
Personnel Expenses					
Salaries	131,985.34	266,210.31	1,640,260.00	1,374,049.69	16.23
Payroll Taxes	9,856.80	19,972.19	125,480.00	105,507.81	15.92
Retirement - PERA	9,592.30	19,520.37	120,430.00	100,909.63	16.21
Health Insurance	20,919.10	40,932.06	274,750.00	233,817.94	14.90
Life Insurance	167.09	329.84	2,010.00	1,680.16	16.41
Workers Compensation Insurance	355.10	710.20	4,330.00	3,619.80	16.40
Other Employee Benefits	120.87	241.74	1,610.00	1,368.26	15.01
Total Personnel	172,996.60	347,916.71	2,168,870.00	1,820,953.29	16.04
Automation/Cataloging					
Automation	10,314.51	20,752.33	162,360.00	141,607.67	12.78
Catalog Item Records	866.41	1,732.82	11,500.00	9,767.18	15.07
Supplies - Computer	884.30	1,733.91	4,500.00	2,766.09	38.53
Supplies - Technical Services	239.46	845.87	7,000.00	6,154.13	12.08
Total Automation/Cataloging	12,304.68	25,064.93	185,360.00	160,295.07	13.52

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 29, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	173.97	295.55	3,400.00	3,104.45	8.69
Programming - Summer Reading	365.67	2,465.67	8,000.00	5,534.33	30.82
Programming - Adult	(40.00)	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	499.64	2,721.22	14,400.00	11,678.78	18.90
Staff Development					
Staff Training & Development	10.41	790.41	19,000.00	18,209.59	4.16
Total Staff Development	10.41	790.41	19,000.00	18,209.59	4.16
Mileage/Board Meeting Expense					
Mileage - Staff	1,695.71	2,918.38	20,000.00	17,081.62	14.59
Regional Board Meetings	355.42	1,088.08	6,500.00	5,411.92	16.74
Total Mileage/Board Meeting Expenses	2,051.13	4,006.46	26,500.00	22,493.54	15.12
Other Expenses					
Accounting/Bank Fees	6,788.50	7,176.40	13,750.00	6,573.60	52.19
Attorney Fees	0.00	125.00	4,000.00	3,875.00	3.13
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,324.60	10,649.21	73,000.00	62,350.79	14.59
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,348.19	2,683.38	17,825.00	15,141.62	15.05
Lease - Regional Office Rent	1,683.33	3,366.66	20,200.00	16,833.34	16.67
Leases - Equipment	606.86	1,213.72	8,950.00	7,736.28	13.56
Maintenance Contracts	1,133.76	1,273.90	14,050.00	12,776.10	9.07
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	107.40	107.40	3,200.00	3,092.60	3.36
Memberships	0.00	0.00	1,200.00	1,200.00	0.00
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	0.00	3,000.00	3,000.00	0.00
PIO: Printing/Advertising	294.63	(26.80)	16,400.00	16,426.80	(0.16)
Postage	3.03	166.03	3,760.00	3,593.97	4.42
Recruitment	276.20	1,064.45	8,000.00	6,935.55	13.31
Repairs - Equipment	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	118.50	699.06	10,000.00	9,300.94	6.99
Supplies - Public Services	179.70	404.05	6,000.00	5,595.95	6.73
Telephone/Telecom	834.31	1,659.63	17,900.00	16,240.37	9.27
Total Other Operating Expenses	18,699.01	30,681.09	235,735.00	205,053.91	13.02
Regional Library Telecom Aid (RLTA)	0.00	0.00	88,230.00	88,230.00	0.00
Transportation					
Van Expenses	287.20	411.53	5,000.00	4,588.47	8.23
Total Transportation	287.20	411.53	5,000.00	4,588.47	8.23
Materials					
Audio Visual	6,354.81	9,931.75	74,000.00	64,068.25	13.42
Digital	3,558.00	11,040.26	45,000.00	33,959.74	24.53
Online Resources	2,142.30	4,263.24	25,700.00	21,436.76	16.59
Periodicals	218.00	693.16	24,100.00	23,406.84	2.88
Print	12,046.52	49,738.17	212,000.00	162,261.83	23.46
Total Materials	24,319.63	75,666.58	380,800.00	305,133.42	19.87
Capital Expenditures					
Furniture & Equipment	400.86	539.15	10,500.00	9,960.85	5.13
Software & Hardware Upgrades	0.00	0.00	40,000.00	40,000.00	0.00
Total Capital Expenditures	400.86	539.15	50,500.00	49,960.85	1.07
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	2,000.00	12,000.00	10,000.00	16.67
Van Replacement	250.00	500.00	3,000.00	2,500.00	16.67
Total Capital Fund Accounts	1,250.00	2,500.00	15,000.00	12,500.00	16.67
Total General Fund Expenditures	232,819.16	490,298.08	3,189,395.00	2,699,096.92	15.37
General Fund Revenue Over Expenditures	\$ (84,808.75)	\$ 344,271.60	\$ 0.00	(344,271.60)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 29, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ (1,927.57)	\$ 3,233.99	\$ 0.00	(3,233.99)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	838.47	2,142.32	0.00	(2,142.32)	0.00
Legacy Grant Revenue	0.01	5,775.37	0.00	(5,775.37)	0.00
Miscellaneous Grants	3,487.68	47,324.73	0.00	(47,324.73)	0.00
Total Special Projects Revenue	2,398.59	58,476.41	0.00	(58,476.41)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	576.92	632.82	0.00	(632.82)	0.00
Donations - Materials: A/V	0.00	96.80	0.00	(96.80)	0.00
Donations - Materials: Other	0.00	0.00	0.00	0.00	0.00
Donations - Miscellaneous	319.66	498.53	0.00	(498.53)	0.00
Legacy Grant Expense	0.00	5,775.36	0.00	(5,775.36)	0.00
Telecom/E-rate Expenses	838.47	2,142.32	0.00	(2,142.32)	0.00
Miscellaneous Grant Expense	3,487.68	47,324.73	0.00	(47,324.73)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	5,222.73	56,470.56	0.00	(56,470.56)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	0.00	0.00	0.00	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	0.00	0.00	0.00	0.00
Total Special Projects Expenditures	5,222.73	56,470.56	0.00	(56,470.56)	0.00
Special Proj Rev Over (Under) Expend	\$ (2,824.14)	\$ 2,005.85	\$ 0.00	(2,005.85)	0.00
GRAND TOTAL REVENUE	150,409.00	893,046.09	3,189,395.00	2,296,348.91	28.00
GRAND TOTAL EXPENDITURES	238,041.89	546,768.64	3,189,395.00	2,642,626.36	17.14
CHANGE IN FUND BALANCE	\$ (87,632.89)	\$ 346,277.45	\$ 0.00	(346,277.45)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
February 29, 2016

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 10,614.23	21,276.74	(10,662.51)
Cash - Payroll (State Bank)	796.89	5,034.41	(4,237.52)
Cash - PayPal	113.69	190.59	(76.90)
Cash - Savings (State Bank)	1,073,685.46	611,055.53	462,629.93
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,147,962.67	1,148,934.59	(971.92)
Accounts Receivable	5,386.00	552,099.27	(546,713.27)
Prepaid Expenses	78,178.77	65,532.11	12,646.66
Deposit Account - OCLC	7,832.04	687.15	7,144.89
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(3,680.33)	(3,680.33)	0.00
Equipment and Fixtures	363,969.12	363,969.12	0.00
Accum Depr - Equip & Fixtures	(343,060.28)	(343,060.28)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,907.91)	(209,907.91)	0.00
Endowment Funds	55,892.27	55,892.27	0.00
Amount Provided - LTD	16,032.17	16,032.17	0.00
Total Assets	\$ 2,426,684.63	2,506,925.27	(80,240.64)
LIABILITIES			
Accounts Payable	\$ 29,906.19	66,732.82	(36,826.63)
Credit Card Payable	8,241.12	5,807.49	2,433.63
Amazon Charge Account	3,463.34	763.79	2,699.55
Accrued Salaries Payable	72,206.15	72,206.15	0.00
Accrued Sick Leave Payable	16,032.17	16,032.17	0.00
Accrued Vacation Payable	33,901.14	33,901.14	0.00
Payroll Tax Payable - ND	657.00	332.00	325.00
Life Insurance Payable	(20.00)	(16.00)	(4.00)
Dental Insurance Payable	26.02	26.00	0.02
Vision Insurance Payable	(219.32)	(11.25)	(208.07)
AFLAC Payable	282.71	282.71	0.00
Flexible Spending - Medical	(788.84)	(117.89)	(670.95)
Flexible Spending - Dep Care	506.68	333.34	173.34
Sales Tax Payable	263.40	121.59	141.81
Deferred Revenue	493,004.49	454,925.94	38,078.55
Total Liabilities	657,462.25	651,320.00	6,142.25
FUND BALANCES			
Fund Balance - Unreserved	159,822.22	159,822.22	0.00
Fund Bal. - Operating Reserve	990,000.00	990,000.00	0.00
Fund Bal. - Employee Severance	17,000.00	17,000.00	0.00
Fund Bal. - Unemployment Comp.	40,000.00	40,000.00	0.00
Fund Bal. - Van Replacement	12,500.00	12,250.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	10,000.00	10,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. - LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	62,000.00	62,000.00	0.00
Fund Bal. - III Software Upgrd	2,000.00	1,000.00	1,000.00
Investment in Gen. Fixed Asset	29,730.44	29,730.44	0.00
Reserve for Endowments	55,892.27	55,892.27	0.00
Change in Fund Balance	346,277.45	433,910.34	(87,632.89)
Total Fund Balances	1,769,222.38	1,855,605.27	(86,382.89)
Total Liabilities & Fund Balanc	\$ 2,426,684.63	2,506,925.27	(80,240.64)



**ARTS AND CULTURAL HERITAGE FUND (ACHF)
Completion Report – Executive Summary
State Fiscal Year 2015: July 1, 2014–June 30, 2015**

A Completion Report, due 90 days after the completion of spending of state fiscal year 2015 allocation, includes three parts – two required and one optional:

Required:

- 1) This completed and signed Executive Summary form.
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2015 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent (column field_funding_amount) should add up to your regional public library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact Jennifer Verbrugge at jennifer.verbrugge@state.mn.us.

Optional:

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to Jennifer Verbrugge, jennifer.verbrugge@state.mn.us, at State Library Services by April 21, 2016.

Grantee Information

Regional public library system name and address:

Lake Agassiz Regional Library

Name, phone, and email address of regional public library system administrator:

Liz Lynch, Regional Library Directory
(218) 233-3757, ext 127
lynchl@larl.org

Name, phone, and email address of regional public library system ACHF program coordinator:

Jenna Kahly, Legacy Coordinator
(218) 233-3757, ext 125
kahlyj@larl.org

Name, phone, and email address of regional public library system finance manager:

Jamie Sprynczynatyk, Director of Finance & HR

(218)233-3757, ext 123

spryj@larl.org

Authorized Signatures

The information in the report documents are true and correct to the best of our knowledge.

Signature _____

Printed Name **Robert Perry**

Chair, Regional Public Library System Governing Board

Date **03/17/2016**

Signature _____

Printed Name **Liz Lynch**

Regional Public Library System Administrator

Date **03/17/2016**

FY 2015 ACHF Project Highlights

Summary Data:

Total number of activities, programs, and/or events: 31 programs, 118 performances

Total participation/attendance: 4,956

Total number of partnerships: 18

Total FTE (funded by ACHF): .42

Total value of in-kind contributions: \$5,053.01

Total administrative costs (funded by ACHF): \$6,433.35

Highlights:

Briefly describe two or three ACHF-funded projects that are models of the work done with ACHF funding by your regional public library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.

Lake Agassiz Regional Library offered a variety of educational and enriching programs to the residents of the rural regional library system. Programs offered with great success include a bus trip to the MN History Center, an educational program by a MN musician, a local author with a gripping story to tell, and an award winning MN author with a story and program with an unexpected connection to the region.

The Moorhead Public Library hosted a bus trip of 54 passengers to the MN History Center. The trip was wildly successful. Participants praised the experience and have asked for more. The participants included individuals who do not drive, who do not feel comfortable driving in a metropolitan area, who are disabled, and who do not feel comfortable visiting the MN History Center on their own. For many of the participants, this was a once-in-a-lifetime opportunity. The participants reported that they loved the historical/educational stories related to Minnesota. Others reported that they loved learning about the different cultures residing in Minnesota. Shortly after the trip, we received a thank you card from a couple who recently moved to the United States. They heard about the trip through Adult Basic Education. They woke up extremely early, and without transportation of their own, walked over an hour to catch the 6:00 a.m. bus for St. Paul. They appreciated the transportation to the History Center, in addition to the experience of learning about the new state in which they reside. Upon return, they went back to their local ABE classroom and told the rest of the students about their amazing experience.

Minnesotan musician, Paul Imholte traveled to nine rural communities and offered an educational and entertaining program on a variety of stringed instruments. Hundreds of community member of all ages attended the programs and reported positive feedback. Imholte demonstrated how to play a number of rare and not-so-rare stringed instruments, along with talking about the history each item. Some participants reported that they appreciated seeing and hearing the instruments for the first time, while others reported their appreciation for historical aspect of the program. This intergenerational program was a huge success in all nine locations.

Annelee Woodstrom traveled to seven libraries in the region to tell her gripping story as a child who lived in Germany during the time of Hitler. Annelee, a local Minnesota resident, has written two books about her experience and is a wonderful storyteller. Her storytelling includes the experiences of a common citizen during WWII. Attendees appreciated her ability to tell the story, in addition to hearing a unique perspective of the war. Hundreds of individuals of all ages attended the programs and almost everyone reported that they would like to hear her again. We appreciate Annelee's willingness

to share her story. Hearing her speak is a reminder that there are so many Minnesotans with important stories to tell.

Minnesota Author, Jack El-Hai made three stops around the LARL region. El-Hai discussed his book, "The Nazi and the Psychiatrist: Hermann Georing, Dr. Douglas M. Kelley, and a Fatal Meeting of the Minds at the End of WWII" in the Moorhead, Fertile, and Bagley Public Libraries. Each program had a strong attendance with evaluation forms rating the program as a very worthwhile and interesting event. Many attendees appreciated the thoroughness of the topic and the historical nature of the program. While presenting in Fertile, MN, one of the program attendees spoke up and stated that he had been one Georing's guards in the Nuremberg prison. The conversation among the attendees and El-Hai took an interesting turn when Art Olson of Mentor, MN, age 90, spoke of his experience with Georing in 1946. The group of audience members, who thought they knew everything there was know about their fellow community members, learned that one of their own had played his own part in history. From award winning Minnesota author, to making a personal connection with a Minnesota soldier, this program was a huge success.



Monthly Report to the Board

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Meeting Date: March 17, 2016

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

NLLN Legislative Luncheon at MSUM, February 13; Meeting with Mary Haney in DL, February 26; Dan Hammer (KFGO) Interview, March 1; Library Legislative Online Meeting, March 2.

Staff Training Opportunities

Nicole Boewood, Moorhead Library Associate attended the *What's New in Women's Fiction* webinar on February 23, 2016.

Jeanne Anderson, Collection Development Librarian attended the following webinars: *Bookslist's YA Announcements: Spring 2016*; *What's New in Women's Fiction*; *12 Things: New Directions for Collections* and *Create Reading Happiness*.

Linda VanderMeulen, Collection Development Assistant attended the *Introducing RDA: Resource Description and Access* webinar.

Jennifer Riestenberg, Breckenridge Library Associate, attended the *Best Twig to Tree: Creativity, STEM, and the Connected School Library (AASL)*.

On February 12, 2016, LARL Branch Librarians gathered in Crookston for the annual Summer Reading Program meeting. The meeting was led by **Tammy Thomasson** from Crookston and **Candace Perry** from Moorhead. The two Youth Services librarians facilitated discussions, training, and idea sharing regarding the upcoming Summer Reading Program, *Read for the Win*, which will be implemented June-August, 2016. The SRP is public library tradition, successfully proven to: encourage reading to become a lifelong habit; encourage reluctant readers; and prevent learning loss over the summer months.

Open Positions

Library Assistant – Moorhead

LINK Site Coordinator – Lake Park

Thank you to **Meg Ridl**, Moorhead Library Assistant, for six years of service to the customers of the Moorhead Public Library and to LARL. Good luck on your next adventure.

Welcome to **Jessica Eaves** and **Jessica Nanik** and **Naomi Tauberman**. Jessica Eaves has been hired as a Library Assistant in Moorhead. Jessica Nanik has been hired as the new Youth Services Associate in Detroit Lakes. Naomi Tauberman has been hired as a Library Assistant in Crookston.

Gifts, Grants & Donations

2/11/2016	MHD Vikingland Kiwanis donation to the Moorhead Public Library for Youth Programs.	\$100.00
2/24/2016	Suzanne Moen donation to the Bagley Public Library in memory of Philip E. Anderson for library materials.	\$100.00
3/4/2016	The Friends of the Moorhead Public Library have made a donation to support the Moorhead Public Library's Assisted Living Book Club project.	\$500.00
3/7/2016	Kay Eidenshink has made a donation to the Detroit Lakes Public Library for Juvenile Fiction.	\$20.00
3/10/2016	Lauri Winterfeldt donation in memory of Donna Voxland to the Moorhead Public Library. This donation will be matched by the Otto Bremer Foundation	\$100.00

LARL News:

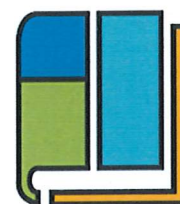
Our deepest sympathy goes to Jane Vigness, Climax Branch Librarian, and her family regarding the loss of her mother, Florence Benoit of Gentilly, MN.

Food for Fines

During the month March, for every nonperishable food item brought into a LARL location, customers can ask for a \$2.00 late fee to be waived. Donations will be given to local food pantries around the region.

Ebooks MN

READ LOCAL! **Ebooks Minnesota** is an online ebook collection for all Minnesotans. The collection covers a wide variety of subjects for readers of all ages, and features content from our state's independent publishers, including some of our best literature and nonfiction.



**EBOOKS
MINNESOTA**

Ebooks Minnesota is a joint project of Minitex and the Minnesota Department of Education, State Library Services. The collection was made possible in part by funding from the Minnesota Department of Education through a grant from the Institute of Museum and Library Services.

To sign up for an account, visit <https://library.biblioboard.com/#categories>

Upcoming Legacy Events:

The Moorhead Public Library will be hosting a bus tour from the Moorhead Public Library to two Duluth destinations, including the Glensheen Mansion and the historic Duluth Depot on Saturday, April 23.

As the Hot Reads for Cold Nights finale, the Moorhead Public Library is hosting **Ben Welter**, author of *Minnesota Mayhem: A History of Calamitous Events, Horrific Accidents, Dastardly Crime & Dreadful Behavior in the Land of Ten Thousand Lakes* on Friday, April 1 at 6:30 p.m. Welter's books focus on bizarre newspaper stories throughout Minnesota's history.

Upcoming Dates

Easter Sunday, March 27, 2015
Crookston Branch CLOSED

National Library Week, April 10-16, 2016
Theme: *Libraries Transform*

Library Legislative Day in St. Paul
Tuesday, April 12 & Wednesday, April 13

Executive/Finance Committee Meeting
2017 Preliminary Budget (Draft 1)
Moorhead Public Library, April 21, 2016 - 5:30 p.m.

Full Board Meeting, May 19, 2016 - 5:30 p.m.
Moorhead Public Library

EMERGENCY and NON-EMERGENCY CLOSING POLICY

CLOSING FOR EMERGENCY REASONS:

Weather conditions which prevent the majority of staff and customers from reaching a specific library location, and/or present considerable danger to persons traveling to/from a specific library location due to heavy snow, flood, tornado warnings, or other such natural disasters may constitute a reason for closing. Official weather reports, requests by city, county, or state officials for limitations on travel, ~~and closing of other government offices or schools~~ will be taken into account. Other reasons for closing can include power failure, furnace or plumbing failure, fire or other such disasters.

- **LARL's Public Information Office (PIO), the Regional Library Director or the Director's Designee will notify local media of the closing.
- In all cases, the Regional Director's Designee or Hub Supervisor will notify the Regional Library Director of closings.

All staff is expected to report to work during inclement weather conditions if the LARL Director, the Director's Designee, or the employee's Hub Supervisor has not declared an emergency closing.

~~Staff is also expected to use good judgment regarding travel. Staff who do not feel safe traveling should not. Call your supervisor and let them know that you do not feel safe in traveling that day.~~ Staff unable to make it to work ~~responsible for a branch~~ should contact a sub to fill in for them ~~them in this situation, and~~ notifying the Supervisor as to who will work the shift.

When a branch, LINK Site, or the Regional Office is to be closed or opened on a delayed basis, every effort will be made to announce the closing or postponement through the local news media** ~~so that employees or LINK site volunteers will not report to work.~~ Supervisors will attempt to telephone their immediate employees to notify them of a decision to close, and LINK Site Coordinators will attempt to notify volunteers of the decision to close.

The message on the telephone answering machine at the site should be changed by the Branch Librarian to reflect the closing of the location. This can be done from home if necessary possible.

1. In the event that a branch or the Regional Office closes early due to emergency conditions, scheduled staff on duty at the time and location of the closing will be excused and paid for their full scheduled time. If a branch or the Regional Office location opens late due to emergency conditions, staff scheduled to work at that location during the emergency closed hours and who report to work when the location does open, finishing their regularly scheduled hours, will be paid for their full scheduled time for the day. If a branch or the Regional Office is closed for an

entire day due to emergency conditions, staff scheduled to work at the closed location that day will be paid for their scheduled time for that day.

(over)
2. Employees who were not scheduled to work or who were absent because of sick leave, vacation, etc. are not affected by the closing and their time is reported as though the emergency were not in effect.

3. In the event that an employee is late or cannot report to work because of problems related to weather, car trouble, road conditions, etc. when their home location is open, time not worked may be exchanged for vacation or made-up within the same calendar week (Sunday–Saturday), subject to written approval of the employee’s immediate supervisor. No employee can exceed 40 hours in a week (Sunday–Saturday).

4. When a branch or the Regional Office remains open, but an employee at that location leaves early with their Supervisor’s permission because of impending hazardous road conditions or other emergency conditions, time not worked may be exchanged for vacation time or made-up within the same calendar week (Sunday–Saturday), if work schedules and conditions permit.

5. Employees excused from work because of an emergency closing should indicate that amount of time on their timesheet as “other” time with an accompanying explanation, such as “storm closing.”

CLOSING FOR NON-EMERGENCY REASONS:

The Regional Library Director will determine if a LARL branch, LINK Site, or the Regional Office will close for non-emergency reasons. For the non-emergency closing of a branch library or LINK Site, the supervisor in charge will present the request to the Regional Library Director giving reasons why the library should close. ~~The Regional Library Director may request input from the local library board and for this reason the request should be presented~~ well in advance of the requested date(s) ~~for closing~~.

Adopted, LARL Board of Trustees, November 15, 1986.

Amended, LARL Board of Trustees, November 23, 1996; March 21, 1998; November 11, 1998; May 19, 2005; November 20, 2008; November 19, 2009.

Resolution Supporting The Minnesota Broadband Vision

Everyone in Minnesota will be able to use convenient, affordable, world-class broadband networks that enable us to survive and thrive in our communities and across the globe.

Whereas: Lake Agassiz Regional Library and the State Of Minnesota provide a broad array of critical library services via the Internet to support student learning and critical decision making by businesses and private citizens; and

Whereas: broadband, or high speed Internet, is essential to individuals today and increasingly essential for community vitality, including competitive economic development, affordable and quality health care, equitable education and effective government; and

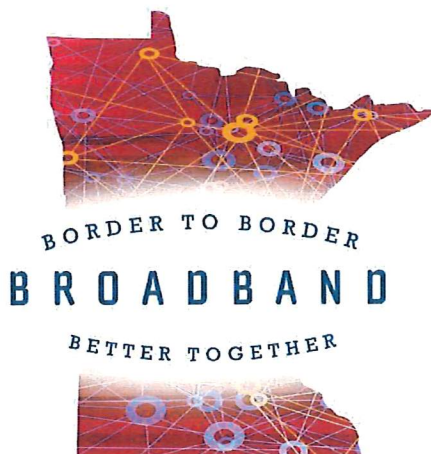
Whereas: vast areas of Minnesota and thousands of Minnesotans lack access to affordable and reliable broadband services that meet or exceed the federal broadband standard of 25/3 Mbps; and

Whereas: the long and short-term benefits of achieving our broadband vision will be spread widely across our entire Minnesota community, while failing to reach our broadband vision will sentence some rural areas to second class status and permanent decline;

Now therefore, the Lake Agassiz Regional Library adopts the Minnesota Broadband Vision and encourages the Minnesota Legislature and Governor to provide sufficient leadership, resources and legal framework to ensure that the State of Minnesota achieves this vision by 2020.

Resolved 17 March 2016
by the Lake Agassiz Regional Library Board of Directors

Wilkin County Commissioner Bob Perry
ECRL Board President



Vision created by participants of the Minnesota Border to Border Broadband Conference, Nov 18-20, 2015