

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, January 15, 2015**

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

Location: **Moorhead Public Library**

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. 127, or locally at (218) 233-3757, ext. 127.

AGENDA

- 5:30 **1. CALL TO ORDER AND INTRODUCTION**– President Bursik
 PUBLIC INPUT
 APPROVAL OF AGENDA

- 5:35 **2. MINUTES OF THE NOVEMBER 20, 2014 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the November 20, 2014 Full Board Meeting Minutes as presented.

- 5:40 **3. WELCOME TO NEW BOARD MEMBERS** - Bursik

Mari Dailey, City of Moorhead

Wayne Melbye, City of Crookston

John Nelson, Clearwater County

- a. Administer Oath of Office

- 5:50 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)

- a. Application for State FY2015 Regional Library Telecommunications Aid (RLTA).
 (Available for review at meeting)

Recommended Motion: Move to approve the application for State FY2015 Regional Library Telecommunications Aid (RLTA) as reviewed and recommended by the Director , Network Administrator, and Finance/HR Director.

(over)

Agenda for the January 15, 2015 Full Board Meeting – Page 2

6:00 5. **FINANCE COMMITTEE REPORT** – Ingersoll

a. **Approval of List of Authorized Institutions**

Recommended Motion: Move to approve the list of authorized institutions for 2015 as reviewed and recommended by the Finance Committee: Bell State Bank and Morgan Stanley.

b. **2015 Final Budget**

Draft enclosed (page 11)

Recommended Motion: Move to approve the 2015 Budget as reviewed and recommended by the Finance Committee.

c. **Designated Funds**

Draft enclosed (page 13)

Recommended Motion: Move to approve the 2015 Designed Funds as reviewed and recommended by the Director and the Finance Committee.

6:20 6. **DIRECTOR'S REPORT** – Lynch

Enclosed (page 14)

MLA Platform (page 16)

6:30 7. **PRESIDENT'S REPORT** – Bursik

a. **2015 Board Meeting Schedule**

Enclosed (page 18)

Recommended Motion: Move to approve the 2015 Board Meeting Schedule as presented.

b. **2015 Board Committee Assignments**

Enclosed: Board Committee Assignments (page 19)

Board of Trustees Committee Descriptions and Guidelines (page 20)

c. **Recommended Amendments to LARL Bylaws**

Enclosed: Bylaws indicating changes (page 24)

Recommended Motion: Move to amend the Bylaws to reflect that the Executive Committee will be composed of five members: President, Vice President, Treasurer, and two members at large, reducing the LARL Executive Committee from 7 to 5 as recommended by the Executive Committee.

(continued)

Recommended Motion: Move to amend the Bylaws to remove the Local Libraries/Long Range Plan Committee as recommended by the Executive Committee.

6:50 **8. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley
Breckenridge – Evie Fox
Clay County – Wayne Ingersoll
Clearwater County – John Nelson
Crookston – Wayne Melbye
Detroit Lakes – Marlys Douglas
Mahnomen – Sue Schoenborn
Mahnomen County – David Geray
Moorhead – Mari Dailey, Beverly Lake, and Lauri Winterfeldt
Norman County – Lee Ann Hall
Polk County – Craig Bunes
Wilkin County – Bob Perry

MN Library Association/Library Trustees & Advocates Section – Paul Bursik
Northern Lights Library Network – Wayne Ingersoll

7:00 **9. OTHER**

7:10 **10. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – December 2014 (page 31)
- b. 2015 Lake Agassiz Regional Library Board of Trustees contact list (page 38)
- c. Circulation Statistics (page 39)

UPCOMING MEETINGS/EVENTS

“Hot Reads for Cold Nights” Winter Reading Program, January - March 2015

Martin Luther King, Jr. Day, January 19, 2015

All LARL Branches, LINK Sites, and the Regional Office Closed

Presidents’ Day, February 16, 2015

All LARL Branches, LINK Sites, and the Regional Office Closed

Executive Committee Meeting, February 19, 2014 at 5:30 p.m. at Moorhead Public Library

The Mission of LARL is to enrich lives and strengthen communities.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 20th, 2014 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Bursik, Buness, Douglas, Eidenschink, Fox, Grimsley, Hall, Hansen, Ingersoll, Johnson, Kalil, Lake, Perry (*President*), Schoenborn, Vinz, Ward

Board Members Absent: Dailey, Geray, Knutson, Rue, Stenseng, Winterfeldt, 2 open positions

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Vinz/Grimsley) Move to approve the Agenda of the November 20, 2014 Full Board as presented. MCU.

MINUTES OF THE SEPTEMBER 18, 2014 FULL BOARD MEETING.

(Eidenschink/Schoenborn) Move to approve the Minutes of the September 18, 2014 Full Board as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Perry welcomed Beverly Lake, City of Moorhead, to the LARL Board. Lake recited the Oath of Office.

Mari Dailey, City of Moorhead, and Daniel Stenseng, Clearwater County, were not present.

FINANCIAL REPORT

With 83.33% of 2014 complete, LARL has spent 77.8% of budgeted expenses. The OCLC/Minitex line item at 118.52% of budget will finish 2014 closer to \$12,000 rather than the budgeted \$8,000 (this line item has been increased for 2015).

(over)

Minutes of the November 20, 2014 Full Board Meeting – Page 2

DIRECTOR'S REPORT

Erin O'Neil will be filling the open Crookston Assistant position.

Lynch is giving a presentation to Northern Lights Library Network on December 13. She will be discussing a proposal for NLLN to fund hardware and server costs associated with the upcoming LARL/Northwest Regional Library automation migration.

Lynch will be at the Council of Regional Public Library System Administrator's booth at the AMC Conference on December 8.

Lynch thanked Betsy Vinz and Dana Johnson for their service on the LARL Board as this is their final Full Board meeting.

REPORT OF THE NOMINATIONS COMMITTEE

In Geray's absence Kalil reported that the Nominations Committee would like to nominate the following: Bursik as President, Perry as Vice President, and Ingersoll as Treasurer. Bunes, Fox, Kalil, and Schoenborn were nominated as Members At Large.

No additional nominations were made.

(Kalil/Hanson) Move to unanimously elect Paul Bursik as President, Robert Perry as Vice President, Wayne Ingersoll as Treasurer and Craig Bunes, Evelyn Fox, Terry Kalil and Sue Schoenborn as Members At Large to the LARL Executive Committee for 2015. MCU.

BOARD MEMBER REPORTS:

Becker County (Bursik, Kalil, Grimsley, 1 open position)

Bursik reported he met with the Becker County Commission regarding the proposed change in size to the LARL Board. Mary Haney, Detroit Lakes Hub Supervisor was present at the meeting on behalf of the Detroit Lakes Library Board to inform the Commissioners that the local Detroit Lakes Library Board was not in favor of the reduction of the size of the LARL Board. The Becker County Commissioners support the reduction of the LARL Board size.

Breckenridge (Fox)

No report.

Clay County (Hansen, Ingersoll, Ward)

Ingersoll reported the Clay County Commission discussed the reduction of the LARL Board size and supported the change. Ward reported the Barnesville library is going to have an open house in December.

(continued on next page)

Minutes of the November 20, 2014 Full Board Meeting – Page 3

Clearwater County (Stenseng-absent)

No report

Crookston (Johnson)

The Crookston Library just held their 30th birthday celebration. Johnson is looking forward to staying involved with the Crookston Friends after her LARL term has expired.

Detroit Lakes (Douglas)

Detroit Lakes Public Library held a Gone With the Wind celebration in October. Erin Hart and Paddy O'Brien were at the library in November. The new Youth Services librarian in Detroit Lakes is offering more teen programming. The Detroit Lakes sculpture program is moving forward.

City of Mahanomen (Schoenborn)

No report.

Mahanomen County (Geray-absent)

No report.

Moorhead (Dailey-absent, Knutson-absent, Lake, Vinz, Winterfeldt-absent)

No report.

Norman County/Ada (Hall)

The Ada Library is going to be a part of the Ada Old Family Fashioned Christmas celebration. Norman County is having funding issues and it remains to be seen how it will affect LARL's funding request.

Polk County (Buness, Eidenschink, Rue)

Buness reported that Polk County should be meeting LARL's 2015 request, but the budget hasn't been finalized yet. Eidenschink reported that circulation is up in Climax.

Wilkin County (Perry)

No report

MN Library Association/Library Trustees & Advocates Section (Bursik)

The MN Library Association recently amended their bylaws.

Northern Lights Library Network (Ingersoll/Vinz)

Ingersoll and NLLN Director Kathy Enger met with Kent Eken and Ben Lien to discuss concerns regarding funding for multi-type libraries for 2015. NLLN is in good financial shape at this time.

The board discussed the need for LARL to have strong supporters at a time when several different entities are looking to the state for increased funding.

(over)

Minutes of the November 20, 2014 Full Board Meeting – Page 4

PRESIDENT’S REPORT

The board discussed the recommendation of the Executive Committee to reduce the size of the LARL Board from the current 24 members down to 15 members. In addition, the board discussed the importance of attendance by LARL trustees.

If the motion to decrease the size of the board was to pass, the change would be effective 01/01/2015. The next step includes contacting the LARL attorney to amend the bylaws as well as the LARL Agreement.

Signatories will be responsible for determining which trustees continue to represent the City or County.

The size of the Executive Committee will be determined after the modification of the board size.

(Ingersoll/Vinz) – Move that the Number of Qualifications of Members be changed so the board shall be composed of one member from each 14,000 persons or major fraction thereof from each area of the regional library according to the latest US Census, as recommended by the Executive Committee. MCU.

Lynch will send letters to all Signatories informing them of the change.

Perry thanked Vinz and Johnson for their service on the LARL Board.

OTHER

Lynch thanked Eidenschink, Hanson and Ward for their service on the LARL Board.

The meeting adjourned at 7:30 p.m.

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Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2014

100%
(unadjusted)

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 0.00	\$ 344,285.00	\$ 344,285.00	0.00	100.00
Detroit Lakes	0.00	210,915.00	210,915.00	0.00	100.00
Clay County	0.00	262,610.00	262,610.00	0.00	100.00
Moorhead	0.00	675,730.00	675,730.00	0.00	100.00
Clearwater County	0.00	91,245.00	78,941.00	(12,304.00)	115.59
Mahnomen County	0.00	38,535.00	38,535.00	0.00	100.00
Mahnomen	0.00	18,235.00	18,235.00	0.00	100.00
Norman County	0.00	87,594.00	87,594.00	0.00	100.00
Polk County	0.00	239,815.00	239,815.00	0.00	100.00
Crookston	0.00	209,905.00	209,905.00	0.00	100.00
Wilkin County	0.00	49,795.00	49,795.00	0.00	100.00
Breckenridge	0.00	84,005.00	84,005.00	0.00	100.00
Total Signatory Funding	0.00	2,312,669.00	2,300,365.00	(12,304.00)	100.53
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	505,294.58	519,209.00	13,914.42	97.32
Reg Library Telecom Aid (RLTA)	0.00	63,347.52	120,000.00	56,652.48	52.79
Total Grants	0.00	568,642.10	639,209.00	70,566.90	88.96
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,035.14	16,806.16	21,000.00	4,193.84	80.03
Printing Revenue	1,363.60	16,433.57	16,000.00	(433.57)	102.71
Fax Revenue	530.73	6,459.25	6,000.00	(459.25)	107.65
Microfilm Revenue	1.59	46.52	100.00	53.48	46.52
Photocopy Revenue	593.36	6,689.06	7,500.00	810.94	89.19
Book/Furniture Sale Revenue	693.16	6,461.84	0.00	(6,461.84)	0.00
Interest Income	157.18	18,927.25	20,000.00	1,072.75	94.64
Dividends/Capital Credit Inc.	6.48	637.44	0.00	(637.44)	0.00
Invest Earn - Change in Value	8,399.97	25,468.58	0.00	(25,468.58)	0.00
Lost/Damaged Property	290.08	5,126.17	6,600.00	1,473.83	77.67
Other Income	375.36	2,487.36	0.00	(2,487.36)	0.00
Total Miscellaneous Revenue	13,446.65	105,543.20	77,200.00	(28,343.20)	136.71
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	58,929.00	58,929.00	0.00	100.00
MNLink Server Site Payments	334.22	4,010.53	0.00	(4,010.53)	0.00
Total Joint Automation Revenue	334.22	62,939.53	58,929.00	(4,010.53)	106.81
Fund Balance/Shortfall	0.00	0.00	88,156.00	88,156.00	0.00
Total General Fund Revenue	13,780.87	3,049,793.83	3,163,859.00	114,065.17	96.39
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	132,290.49	1,526,254.49	1,562,740.00	36,485.51	97.67
Salaries - Substitutes	2,988.35	37,169.61	32,500.00	(4,669.61)	114.37
Salaries - Temporary/Contract	0.00	13,368.76	0.00	(13,368.76)	0.00
Payroll Taxes - Employer	10,240.63	116,928.55	122,036.00	5,107.45	95.81
Retirement - PERA - Employer	6,529.15	104,036.73	112,676.00	8,639.27	92.33
Health Insurance	21,411.18	233,184.30	270,375.00	37,190.70	86.24
Unemployment Taxes	0.00	727.76	0.00	(727.76)	0.00
Life Insurance - Employer Paid	169.17	2,039.08	2,088.00	48.92	97.66
Workers Compensation Insurance	334.35	4,344.00	3,987.00	(357.00)	108.95
Other Employee Benefits	125.00	1,389.74	1,700.00	310.26	81.75
Total Personnel	174,088.32	2,039,443.02	2,108,102.00	68,658.98	96.74
<i>Automation/Cataloging</i>					
Automation	13,211.80	158,942.08	178,573.00	19,630.92	89.01
OCLC/Minitex	834.38	11,150.10	8,000.00	(3,150.10)	139.38
Supplies - Technical Services	140.40	3,899.93	8,000.00	4,100.07	48.75
Supplies - Public Services	2,299.95	5,757.90	6,000.00	242.10	95.97
Total Automation/Cataloging	16,486.53	179,750.01	200,573.00	20,822.99	89.62

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2014

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	105.45	2,115.53	3,400.00	1,284.47	62.22
Programming - Summer Reading	1,165.66	7,123.00	8,000.00	877.00	89.04
Programming - Adult	3.98	1,795.94	3,000.00	1,204.06	59.86
Total Library Programming	1,275.09	11,034.47	14,400.00	3,365.53	76.63
Staff Development					
Staff Training & Development	1.27	10,333.74	19,000.00	8,666.26	54.39
Total Staff Development	1.27	10,333.74	19,000.00	8,666.26	54.39
Mileage/Board Meeting Expense					
Mileage - Staff	1,334.58	22,673.74	21,000.00	(1,673.74)	107.97
Regional Board Meetings	408.98	6,965.17	8,500.00	1,534.83	81.94
Total Mileage/Board Meeting Expenses	1,743.56	29,638.91	29,500.00	(138.91)	100.47
Other Expenses					
Accounting/Bank Fees	361.64	11,583.08	11,900.00	316.92	97.34
Attorney Fees	850.00	3,000.00	5,000.00	2,000.00	60.00
Business Office Software	0.00	816.51	2,000.00	1,183.49	40.83
Delivery Services	6,600.42	73,009.79	71,350.00	(1,659.79)	102.33
Director's Discretionary	0.00	638.45	2,500.00	1,861.55	25.54
Insurance - General/Property	1,264.32	14,898.01	14,725.00	(173.01)	101.17
Lease - Regional Office Rent	1,649.67	19,796.00	19,796.00	0.00	100.00
Leases - Equipment	1,017.20	8,288.22	8,850.00	561.78	93.65
Maintenance Contracts	1,394.33	13,336.17	13,150.00	(186.17)	101.42
Mailing - Click2Mail	255.96	3,084.45	5,000.00	1,915.55	61.69
Materials Recovery/Collections	295.35	3,275.70	3,200.00	(75.70)	102.37
Memberships	0.00	618.00	1,200.00	582.00	51.50
Minnesota Director's Fund	0.00	2,118.00	2,750.00	632.00	77.02
Miscellaneous Expense	0.00	138.69	3,000.00	2,861.31	4.62
PIO: Printing/Advertising	250.79	8,129.67	16,400.00	8,270.33	49.57
Postage	292.19	1,940.97	4,800.00	2,859.03	40.44
Recruitment	658.95	8,925.60	9,000.00	74.40	99.17
Repairs - Equipment	0.00	230.90	2,500.00	2,269.10	9.24
Supplies - Computer	864.14	4,692.14	4,500.00	(192.14)	104.27
Supplies - Copier/Fax/Microfilm	0.00	367.50	2,000.00	1,632.50	18.38
Supplies - Office	0.00	5,488.03	11,000.00	5,511.97	49.89
Telephone/Telecom	844.77	11,556.16	18,000.00	6,443.84	64.20
Total Other Operating Expenses	16,599.73	195,932.04	232,621.00	36,688.96	84.23
Regional Library Telecom Aid (RLTA)	0.00	63,347.53	120,000.00	56,652.47	52.79
Transportation					
Van Expenses	238.55	3,893.46	5,850.00	1,956.54	66.55
Total Transportation	238.55	3,893.46	5,850.00	1,956.54	66.55
Materials					
Adult	9,004.77	183,935.78	181,200.00	(2,735.78)	101.51
Digital Collection - e-Books	1,740.49	32,265.41	30,000.00	(2,265.41)	107.55
Digital Collection - e-Audio	223.35	7,784.15	10,000.00	2,215.85	77.84
Express Collection	332.39	6,282.11	10,000.00	3,717.89	62.82
Juvenile	4,305.80	75,409.46	76,500.00	1,090.54	98.57
Music	122.43	2,598.42	2,300.00	(298.42)	112.97
Online Databases	2,086.49	28,066.69	30,000.00	1,933.31	93.56
Periodicals	145.00	22,921.60	24,063.00	1,141.40	95.26
Reference	158.34	3,297.71	3,000.00	(297.71)	109.92
Total Materials	18,119.06	362,561.33	367,063.00	4,501.67	98.77
Capital Expenditures					
Furniture & Equipment	0.00	8,734.51	10,500.00	1,765.49	83.19
Software & Hardware Upgrades	8,814.64	14,741.95	40,000.00	25,258.05	36.85
Total Capital Expenditures	8,814.64	23,476.46	50,500.00	27,023.54	46.49
Capital Fund Accounts					
III System - Shared with NWRL	1,104.16	13,249.92	13,250.00	0.08	100.00
Van Replacement	250.00	3,000.00	3,000.00	0.00	100.00
Total Capital Fund Accounts	1,354.16	16,249.92	16,250.00	0.08	100.00
Total General Fund Expenditures	238,720.91	2,935,660.89	3,163,859.00	228,198.11	92.79
General Fund Revenue Over Expenditures	\$ (224,940.04)	\$ 114,132.94	\$ 0.00	(114,132.94)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2014

	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	\$ 1,306.99	\$ 24,104.07	\$ 0.00	(24,104.07)	0.00
Endowment Revenue	0.00	840.00	0.00	(840.00)	0.00
Telecom/E-rate Funds	1,416.61	34,182.45	0.00	(34,182.45)	0.00
Legacy Grant Revenue	1,148.39	88,595.49	0.00	(88,595.49)	0.00
LSTA Grant	0.00	4,586.00	0.00	(4,586.00)	0.00
Total Special Projects Revenue	3,871.99	152,308.01	0.00	(152,308.01)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	431.50	5,770.94	0.00	(5,770.94)	0.00
Donations - Miscellaneous	513.32	17,240.21	0.00	(17,240.21)	0.00
Legacy Grant Expense	1,148.39	88,595.49	0.00	(88,595.49)	0.00
Telecom/E-rate Expenses	1,416.61	34,182.45	0.00	(34,182.45)	0.00
LSTA Grant Expenses	0.00	4,586.00	0.00	(4,586.00)	0.00
Projects from Designated Funds: Desig Funds - Library of Futur	0.00	25,549.45	0.00	(25,549.45)	0.00
Total Special Projects Miscellaneous	3,509.82	175,924.54	0.00	(175,924.54)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	0.00	2,433.06	0.00	(2,433.06)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	2,433.06	0.00	(2,433.06)	0.00
Total Special Projects Expenditures	3,509.82	178,357.60	0.00	(178,357.60)	0.00
Special Proj Rev Over (Under) Expend	\$ 362.17	\$ (26,049.59)	\$ 0.00	26,049.59	0.00
GRANT TOTAL REVENUE	17,652.86	3,202,101.84	3,163,859.00	(38,242.84)	101.21
GRAND TOTAL EXPENDITURES	242,232.45	3,114,020.21	3,163,859.00	49,838.79	98.42
CHANGE IN FUND BALANCE	\$ (224,579.59)	\$ 88,081.63	\$ 0.00	(88,081.63)	0.00

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2015 FINAL BUDGET

WITH COMPARISON TO PRELIMINARY BUDGET AND 2014 BUDGET

Approved: _____

CATEGORY	2014 Budget	2015 Prelim Budget (6/14)	2015 Budget
Personnel	2,108,102	2,170,425	2,114,410
Library Materials	367,063	373,300	373,300
Automation/Cataloging	199,073	196,705	219,006
Library Programming/Staff Dev.	33,400	33,400	33,400
Mileage/Board Mtg Expenses	29,500	29,500	29,250
Regional Library Telecom Aid	120,000	120,000	103,000
Other Operating Expenses	234,121	236,755	235,355
Vehicle Expenses	5,850	5,850	5,650
Capital Expenses	66,750	66,750	66,750
Total Budget	3,163,859	3,232,685	3,180,121

	\$S Variance of 2015 Prel to Final	% Variance of 2015 Prel to Final
	(56,015)	-2.58%
	0	0.00%
	22,301	11.34%
	0	0.00%
	(250)	-0.85%
	(17,000)	-14.17%
	(1,400)	-0.59%
	(200)	-3.42%
	0	0.00%
	(52,564)	-1.63%

	\$S Variance 2014-2015 Final	% Variance 2014-2015 Final
	6,308	0.30%
	6,237	1.70%
	19,933	10.01%
	0	0.00%
	(250)	-0.85%
	(17,000)	-14.17%
	1,234	0.53%
	(200)	-3.42%
	0	0.00%
	16,262	0.51%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2015 FINAL BUDGET

	2014 Budget	2015 Prelim Budget (6/14)	2015 Budget	% Variance 2014-2015 Final
REVENUE				
Becker County	344,285	351,105	351,105	
Detroit Lakes	210,915	214,295	214,295	
Clay County	262,610	269,035	269,035	
Moorhead	675,730	688,160	708,160	
Clearwater County	91,245	93,345	93,345	
Mahnomen County	38,535	39,455	39,455	
Mahnomen	18,235	18,670	18,670	
Norman County	87,594	90,135	90,135	
Polk County	239,815	246,050	246,050	
Crookston	209,905	212,760	212,760	
Wilkin County	49,795	50,755	50,755	
Breckenridge	84,005	85,180	85,180	
SUB-TOTAL	2,312,669	2,358,945	2,378,945	2.87%
GRANTS				
State Basic Support	519,209	500,000	491,380	
Regional Library Telecom Aid	120,000	120,000	103,000	
TOTA GRANTS	639,209	620,000	594,380	-7.01%
OTHER REVENUE				
Miscellaneous	77,200	77,200	77,200	
NWRL Reimbursement	58,929	61,200	61,200	
Fund Balance/Shortfall	75,852	115,340	68,396	
TOTAL REVENUE	3,163,859	3,232,685	3,180,121	0.51%
EXPENDITURES				
Operating	3,097,109	3,165,935	3,113,371	
Capital	66,750	66,750	66,750	
TOTAL EXPENDITURES	3,163,859	3,232,685	3,180,121	0.51%
			-	

**LAKE AGASSIZ REGIONAL LIBRARY
2015 Designated Fund Balances**

Draft

<u>Designated Fund</u>	<u>12/31/2012 Balance</u>	<u>12/31/2013 Balance</u>	<u>12/31/2014 Balance</u>	<u>Management Recommendation</u>
Branch Improvements	27,000	25,000	2,451	10,000
Capacity Building/Branch Hours	20,000	-	-	-
Collection Agency/Bills Start-up	11,490	-	-	-
Consultant Study	10,000	15,000	5,000	5,000
Employee Severance	66,000	62,000	16,000	15,500
Expanding Self-Service Success	26,414	15,000	-	-
Joint Automation Project - LARL & NWRL	86,200	87,579	88,000	111,500
Library Materials	40,000	10,000	5,000	5,000
LINK Sites/Rural Outreach	-	15,000	5,000	5,000
Operating Reserve (31%)	994,284	1,031,450	980,800	986,000
Photocopiers/Printers/Scanners	7,882	5,000	3,000	3,000
Professional Recruitment	2,400	5,000	1,000	1,000
RO Furniture, Paint, & Equipment	15,000	10,000	5,000	5,000
Special Projects	20,000	15,000	9,200	9,000
Staff Development	9,144	5,000	-	-
Staffing/Reorganizing Funding	45,000	-	-	37,000
Technology Upgrades	45,000	20,000	10,000	10,000
Unemployment Compensation	42,000	43,500	38,000	38,000
Van Replacement	41,852	35,486	9,000	9,000
TOTALS	\$1,482,666	\$1,375,015	\$1,175,000	\$1,250,000



Monthly Report to the Board

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Meeting Date: January 15, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Meeting with LARL Coordinating Team, Dec. 17; Executive Committee Meeting, Dec. 18; MN Library Legislative Meeting, Jan. 7; Barnesville Weeding Project, Jan. 12

Staff Development

Jenny Rodger, Moorhead Public Services Supervisor, attended the Supporting a Healthy Minnesota: Introducing the Minnesota Electronic Health Library (MeHL) Webinar on December 15.

Staff/Staffing

Jennifer Johnson has been hired as the Hawley Branch Librarian.

Current Openings:

- Ada Substitute
- Barnesville Substitute

Gifts, Grants, & Donations

12/10/2014	Larry Zillgitt donation to the Breckenridge Public Library for print materials.	100.00
12/8/2014	Larayne Radde donation to the Moorhead Public Library.	50.00
12/30/2014	Gay Galles donation for adult eBooks in memory of Chris Olson.	50.00
12/30/2014	Randy Stefanson general donation to LARL.	1,000.00
1/2/2015	Bob and Joyce Johnson donation to the Crookston Public Library.	25.00
12/18/2014	Quilter's Guild of ND donation for quilting related books.	200.00
12/30/2014	Robert Gerke donation to the Moorhead Public Library for GLBT youth programs.	100.00

Library Legislative Day

Library Legislative Day will be held in St. Paul on March 3, 2015. If you would like to attend Legislative Day, contact Liz by January 30. See enclosed **Legislative Platform for 2015**.

Region Wide:**Hot Reads for Cold Nights**

For every four books that are read, customers are eligible to win a prize during the months of January, February and March. Libraries across the state have been participating in the Hot Reads for Cold Nights program for a number of years. Hot Reads forms can be filled out at your local library, or customers can participate online by visiting: <http://larl.org/hot-reads/>

Food for Fines

In effort to clean up the LARL automation database before migrating to a new automation system in October 2015, LARL is offering Food for Fines amnesty during the month of January. One non-perishable food item donated to the library will erase a \$2.00 fine from the customer's account. This program is designed to entice customers to return overdue items and to free their accounts of overdue fines.

Martin Luther King Jr., Day

All LARL locations will be closed on Monday, January 19 in observance of the MLK Jr., Day.

LARL Book Sale

LARL will host a used book sale in the lower level meeting room of the Moorhead Library on Thursday, January 29 through Saturday, January 31. Customers may fill a bag with items for five dollars. Proceeds of the sale will be used to support the Lake Agassiz Regional Library collection. Book sale hours will be: Thursday (1/29) 10 a.m. to 4 p.m.; Friday (1/30) 10 a.m. to 4 p.m.; Saturday (1/31) 9 a.m. to 12 p.m.

Legacy

Lonnie Dupre, Polar Explorer and Mountaineer will be offering programs in several LARL communities on the following dates and times:

February 9 – Monday

9:30am – 11:30 a.m. Presentation at Detroit Lakes Middle School
1:30pm- 3:00 p.m. Presentation at Holy Rosary Catholic School, Detroit Lakes
7:00 – 8:30 p.m. Presentation at Holmes Theatre, Detroit Lakes

February 10 - Tuesday

10:00 a.m. Presentation at St. Michael's Elementary School, Mahnomen
1:30 p.m. Presentation in Fosston at Fosston Theatre

February 11 – Wednesday

9:30 a.m. Presentation at Bagley High School

President's Day

All LARL locations will be closed on Monday, February 16 in observance of President's Day.

LARL Executive Committee Meeting

February 19th at 5:30 p.m.
Lower Level of the Moorhead Public Library

LARL Full Board Meeting

March 19th at 5:30 p.m.
Lower Level of the Moorhead Public Library

MINNESOTA LIBRARY ASSOCIATION INFORMATION AND TECHNOLOGY EDUCATORS OF MINNESOTA

LEGISLATIVE PLATFORM FOR 2015

Minnesota's libraries, of all types, play a critical role in the state's economic vitality and provide an important component in the education and quality of life of Minnesotans.

In 2013 over 24,700,000 people visited a local public library - ten times the number of people who attended Twins' games in 2013.

Minnesota State Colleges and Universities (MnSCU) PALS system serves almost 300,000 Minnesotans.

The University of Minnesota Libraries provided Minnesotans with access to over 7 million items in its collections throughout the state.

In 2013, Minnesotans searched the Electronic Library of Minnesota (ELM) over 50.8 million times and downloaded 20.1 million full-text items; over 507,000 requests were submitted over the MnLINK Gateway; and Minitex received 357,000 interlibrary loan requests.

In 2013-2014, 632.6 FTE Media Specialists serviced 2,466 public and non-public schools.

2015 Legislative Platform

In 2015 the Minnesota Library Association (MLA) and the Information and Technology Educators of Minnesota (ITEM) support increased state funding for the following programs that support library services in Minnesota:

- \$5 million per year to \$18,570,000 annually for the Regional Library Basic System Support (RLBSS)
- \$1.3 million per year to \$2,600,000 annually for the Multi-type Library systems
- \$1 million per year to \$3,300,000 annually for Regional Library Telecommunications Aid (RLTA)
- \$6 million per year to \$9,750,000 annually for Telecommunications Equity Aid (TEA)
- \$1.25 million per year to \$4,250,000 annually for regional library systems from the Arts and Cultural Heritage fund

MLA and ITEM support state funding at least at the level recommended by the Governor for the following programs that provide access to the valuable collections in Minnesota libraries and to a wide variety of digital services:

- Minitex
- Electronic Library of Minnesota (ELM)



MINNESOTA LIBRARY
ASSOCIATION



2015 Legislative Policies

Colleges and Universities: The Minnesota Library Association and the Information and Technology Educators of Minnesota support academic libraries in their commitment to research, teaching, learning and providing information to all Minnesotans. Minnesota Library Association recognizes the important role that academic libraries play in lifelong learning through community outreach with programs such as History Day, PSEO and workforce development.

Data Practices: MLA and ITEM support public policies that ensure an individual's right to privacy and confidentiality with respect to library information sought or received and resources consulted, borrowed, acquired or transmitted. Within these parameters, MLA supports open access to government records and data.

Early Literacy: MLA and ITEM support programs and initiatives that recognize the critical role of libraries and librarians in fostering early literacy.

E-Books: MLA and ITEM supports a study by the State Library Services Division or its designee of the costs and process of implementing a statewide e-book program.

E-Government: MLA and ITEM supports consideration of the role libraries and librarians play in the delivery of digital or e-government services as these services are developed at all levels of government.

Intellectual Freedom: MLA and ITEM endorse the Library Bill of Rights and supports the concept of intellectual freedom. Attempts to limit the freedom to hold, receive and disseminate ideas without restriction is viewed as an attack against the integral component of a democratic society.

Minnesota Electronic Health Library (MeHL): The MLA and ITEM support the University of Minnesota's legislative request for a Minnesota Electronic Health Library (MeHL) that provides 24/7 online access to licensed, evidence-based, clinical care resources for all Minnesotans.

Learning: The MLA and ITEM support programs that recognize that libraries are essential providers and partners of afterschool learning by providing content rich collections, staff expertise, and hands-on, active programming for youth.

Services to Special Populations: The MLA and ITEM support continued funding for the Braille and Talking Book Program of the Minnesota Department of Education (MDE).

Technology: The MLA and ITEM support the recommendations of the Governor's Broadband Taskforce in order to ensure equity of access to high speed telecommunications for all Minnesotans.

**LARL BOARD OF TRUSTEES
2015 MEETING SCHEDULE
Draft**

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All meetings are held on the 3rd Thursday of the month at 5:30 p.m.

Month/Date	Group	Location	Special Topic
January 15	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2015 Final Budget
February 19	Executive	Moorhead	
March 19	Full Board	Moorhead	Audit Report
April 16	Executive/ Finance	Moorhead	Draft 1/ 2016 Preliminary Budget
May 21	Full Board	Moorhead	Draft 2/ 2016 Preliminary Budget Review
June 18	Full Board	Detroit Lakes	Adopt 2016 Preliminary Budget
July 16	Executive	Moorhead	
August 20	Executive	Moorhead	
September 17	Full Board	Moorhead	
October 15	Executive	Moorhead	
November 19	Full Board	Moorhead	Elections
December 17	Executive	Moorhead	

Approved by Lake Agassiz Regional Library Board of Trustees:

M:\Board of Trustees\Board Meeting Calendar

LAKE AGASSIZ REGIONAL LIBRARY
BOARD OF TRUSTEES
 2015 Committee Assignments
 DRAFT

Signatory	Executive	Finance	Personnel	Northern Lights Library Network	Nominations
Becker County	Bursik-P	**Bursik Grimsley	**Bursik	**Bursik	**Bursik
Breckenridge	Fox		Fox		
Clay County	Ingersoll-TR	*Ingersoll		*Ingersoll	
Clearwater County			Nelson		
Crookston			Melbye		Douglas
Detroit Lakes					
Mahnomen			*Schoenborn		*Geray
Mahnomen County					
Moorhead			Dailey	Lake	Winterfeldt Lake
Norman County			Hall		Hall
Polk County	Buness	Buness			
Wilkin County	Perry – VP	Perry			

P=President, VP=Vice-President, TR=Treasurer

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

01/08/15

**BOARD OF TRUSTEES
COMMITTEE DESCRIPTIONS AND GUIDELINES**

DESCRIPTIONS:

Taken from the LARL Bylaws:

Standing committee is appointed by the president to serve until the next calendar year. Membership on each committee consists of a chairperson and as many members as deemed appropriate, plus the president as an ex-officio member. Except for the Finance Committee, the President appoints the chairperson of each standing committee. Members may serve on more than one committee. Standing committees may, by majority vote, make recommendations to the Full Board. The standing committees are Finance, Personnel, Nominations, and Northern Lights Library Network.

FINANCE COMMITTEE

Basic Charge: This committee oversees LARL's fiscal responsibilities; reviews the preliminary and final drafts of the budget; elects from its membership no more than two persons to act as labor negotiators on LARL's behalf; and oversees the endowment fund accounts.

PERSONNEL COMMITTEE

Basic Charge: This committee makes recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and conducts the annual evaluation of the LARL Director. The Personnel Committee Chair, or designee, serves on the labor negotiations team.

NOMINATIONS COMMITTEE

Basic Charge: This committee presents, at the November meeting of the LARL Board of Trustees, a slate of candidates who have agreed to serve as board officers for the following year.

NORTHERN LIGHTS LIBRARY NETWORK COMMITTEE

Basic Charge: The members of this committee are members of the Northern Lights Library Network Governing Board, a regional multi-type library system. Terms begin on July 1. Members are eligible for one reappointment. Most meetings take place in Moorhead on the third Saturday of every other month, beginning in February.

AD HOC COMMITTEES

Ad Hoc committees for the study of special concerns are appointed by the president to serve until the final reports of the work for which they were appointed have been received by the Board of Trustees.

EXECUTIVE COMMITTEE

Meeting Frequency:	Six times a year opposite Full Board.
Powers:	Full powers of Board, as a whole, except the power to elect officers and amend the by-laws.
Members:	Board President, Vice-President, Treasurer, and two members-at-large.
Appointment:	Elected at the November Full Board meeting for a term of one year.
Term:	Commences January 1, elected annually, but shall not serve more than five consecutive terms.
Vacancies:	Filled by a vote of Full Board after vacancy occurs. The Board of Trustees may declare any position on the Executive Committee vacant if the officer fails to attend one-third of the meetings of the Executive Committee and Full Board of Trustees within a twelve month period.
Alternates:	Members of the Executive Committee may designate temporary alternates from the Board of Trustees to attend scheduled meetings of the Executive Committee in their absence. Each Executive Committee member may be represented by an alternate no more than twice in a single term. Alternates shall have full rights and responsibilities, including voting.
Responsibilities:	<ul style="list-style-type: none">• Preliminary Budget Review jointly with Finance Committee.• Individual member participation as liaison on one of LARL's other standing committees, not necessarily as a chair.

FINANCE COMMITTEE

Meeting Frequency:	As required.
Powers:	<ul style="list-style-type: none">• Advisory to Full Board on fiscal matters.• Negotiate Union Contract.• Monitor Endowment Fund.
Members:	Board President, Finance Chair, and three members-at-large.

Appointment: Finance Chair elected at the November Full Board meeting for a term of one year. Members-at-large appointed by Board President for a term of one year.

Term: Commences January 1.

Vacancies: Finance Chair filled by a vote of Full Board after vacancy occurs. Vacancies of members-at-large appointed by Board President.

Responsibilities:

- Prepare preliminary budget.
- Review final draft of budget.
- Negotiate union contract.
- Monitor Endowment Fund.

PERSONNEL COMMITTEE

Meeting Frequency: As required.

Powers:

- Advisory to Full Board on Personnel matters.
- Review and decide on individual staff appeals or grievances.

Members: Board President, appointed members-at-large.

Appointment: Chair and members appointed by Board President for one (1) year.

Term: Commences January 1.

Vacancies: Appointed by Board President.

Responsibilities:

- Chair member of Union Negotiating Team for LARL.
- Conducts annual evaluation of LARL Director.
- Reviews and decides on individual staff appeals or grievances.

NOMINATIONS COMMITTEE

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Meeting Frequency:	Once a year in October. May be handled by telephone or email.
Powers:	To solicit and recommend to Full Board slate of officers for President, Vice-President, and Treasurer and two Members-At-Large for election at November Full Board Meeting.
Members:	Three appointed members-at-large.
Appointment:	Appointed by Board President for one year.
Term:	Commences January 1.
Vacancies:	Appointed by Board President.
Responsibilities:	Solicit names to put in nomination to service as LARL Board officers at the November meeting of the Full Board. For more information, ask the Regional Library Director for the LARL Nominations Committee Guidelines.

NORTHERN LIGHTS LIBRARY NETWORK

Meeting Frequency:	Six times a year on even months in Moorhead.
Powers:	Governing Board of NLLN.
Members:	Two appointed members-at-large.
Appointment:	Board President for one year.
Term:	Commences July 1.
Vacancies:	Appointed by Board President.
Responsibilities:	Governing Board of the Regional Multi-type.

AD HOC COMMITTEES

Appointed annually by President, as required.

Revised 1/09/2015



BYLAWS

Lake
Agassiz
Regional
Library

DRAFT Revised January 7, 2015 ~~March 21, 1998~~

LAKE AGASSIZ REGIONAL LIBRARY

BYLAWS

ARTICLE I Identification

The name of the organization shall be the Lake Agassiz Regional Library. Membership in the regional library is provided to all seven counties within the LARL region and any tax supported public library within the region that, by appropriate action of its governing body, elects to join the regional library in accordance with Minnesota Statute, and 471.59 joint powers legislation, and the Lake Agassiz Regional Library Agreement.

ARTICLE II LARL' s Mission Statement

The Lake Agassiz Regional Library (LARL) provides library resources to meet the changing personal, professional, educational, and recreational information needs of all service area residents. For this reason, LARL cooperates with other libraries, community agencies and governmental organizations. LARL is committed to the importance of reading, the permanent value of its collection, and the freedom of information.

ARTICLE III Board of Trustees

SECTION 1. NUMBER OF QUALIFICATIONS OF MEMBERS.

The governing body of the regional library shall be the Board of Trustees. This board shall be composed of one member from each ~~6,14,000~~ persons or major fraction thereof from each area of the regional library according to the latest U.S. census. In accordance with the ~~1990~~ 2010 census the Board of Trustees shall be composed of ~~four~~ two members from Becker County, one member from the City of Breckenridge, ~~three~~ one members from Clay County, one member from the Clearwater County, one member from the City of Crookston, one member from the City of Detroit Lakes, one member from Mahnomen County, one member from the City of Mahnomen, ~~five~~ three members from the City of Moorhead, one member from Norman County, three members from Polk County, and one member from Wilkin County. Members shall be appointed by their respective county board of commissioners or their respective mayor and city council. Members shall be residents of the political subdivision of the governing body making the appointment.

1	9,000	1
9,001	15,000	2
15,001	21,000	3
21,001	27,000	4
27,001	33,000	5

|

~~33,001 — 39,000 — 6~~

SECTION 2. TERM OF OFFICE.

The term of office for members of the Board of Trustees shall be three years. No member shall serve more than three full consecutive terms. A former board member may be reappointed after a lapse of one year. Terms commence on the first day of January and terminate on the thirty-first of December, and each member shall serve until his/her successor is appointed. When a member is appointed prior to June 30 of a year, his/her term will begin retroactive to January 1 of that year. When a member is appointed from July 1 through December 31, this period will not be considered part of the three year term. When a member is appointed to fill the vacancy of another board member whose term is incomplete, the new member will begin his/her own three year term in accordance with the criteria stated above. This section will apply to all current and future members of the LARL Board of Trustees.

SECTION 3. DISQUALIFICATIONS.

Any member who moves out of the political subdivision s/he represents shall be responsible for notifying the Regional Library Director and/or the Board President. Upon receipt of such notification, the position shall be declared vacant. The Board of Trustees may also declare vacant the position of any member who misses more than one-half of the meetings of the Board within a twelve month board.

SECTION 4. OFFICERS.

Officers of the Board of Trustees shall be a president, vice-president, and treasurer.

The president shall preside at all meetings and perform such other duties as custom and law provides. S/he shall be an ex-officio member of all standing committees.

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The treasurer shall be the Finance Committee chair. S/he shall be responsible for the accounting of library receipts and expenditures. Her/his signature, in conjunction with the Regional Library Directors shall be placed on all vouchers through the use of a check signer. S/he shall be bonded. S/he shall assume the duties of the president in the event of the absence or disability of the president and vice-president. S/he shall preside at all Finance Committee meetings.

The Regional Library Director shall serve as ex-officio non-voting Secretary to the Board.

ARTICLE IV Executive Committee

The Executive Committee has full powers of the Board as a whole, except the power to elect officers and to amend the by-laws. The Executive Committee shall consist of a president, vice-president, treasurer, and ~~four~~two members-at-large. The members of the Executive Committee shall be elected from among the membership of the full Board of Trustees at the November

meeting of the full Board. Executive Committee members shall serve for a term of one year, commencing on January 1 of the following year. An Executive Committee member may succeed himself/herself, provided s/he shall not serve more than five consecutive terms. Vacancies on the Executive Committee shall be filled by a vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

Each member of the Executive Committee shall serve as liaison to one of the LARL standing committees, not necessarily as Chair. The president shall appoint the chairperson of each standing committee, except for the Finance Committee.

Members of the Executive Committee may designate temporary alternates from the Board of Trustees to attend scheduled meetings of the Executive Committee in their absence. Each Executive Committee member may be represented by an alternate(s) no more than twice in a term. Alternates shall have full rights and responsibilities, including voting. The Board of Trustees may declare any position on the Executive Committee vacant if the member misses more than one-third of the meetings of the Executive Committee and full Board of Trustees within a twelve month period.

ARTICLE V Meetings

SECTION 1. BOARD OF TRUSTEES AND EXECUTIVE COMMITTEE.

At its January meeting, the Board of Trustees shall approve the full Board of Trustees meeting schedule for the current year.

SECTION 2. SPECIAL MEETINGS.

Special meetings of the Board of Trustees or Executive Committee may be called by the president, or upon written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to each member of the Board of Trustees or Executive Committee at least five business days in advance of the meeting.

SECTION 3. QUORUM.

A quorum for transaction of business shall consist of a simple majority of the membership of the body holding the meeting.

SECTION 4. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings. Except that committee chairs may vote.

ARTICLE VI Committees

SECTION 1. STANDING COMMITTEES.

Standing committees shall be appointed by the president to serve until the next calendar year. Membership on each committee shall be a chairperson and as many members as deemed appropriate, plus the president as an ex-officio member. Except for the Finance Committee, the President shall appoint the chairperson of each standing committee. Members may serve on more than one committee. Standing committees may, by majority vote, make recommendations to the full Board.

The standing committees shall be Finance, Personnel, Nominations, ~~Local Library Boards/Long Range Plan,~~ and Northern Lights Library Network.

SECTION 2. DUTIES OF THE STANDING COMMITTEES.

The Finance Committee will oversee LARL'S fiscal responsibilities; will review the preliminary and final drafts of the budget; will elect from its membership no more than two persons to act as labor negotiators on LARL's behalf; and will oversee the endowment fund accounts.

The Personnel Committee will make recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and will conduct the annual evaluation of the Regional Library Director. The Personnel Committee chair, or designee, shall serve on the labor negotiations team.

The Nominations Committee will present, at the November meeting of the LARL Board of Trustees, a slate of candidates who have agreed to serve as board officers for the following year.

~~The Local Libraries/Long Range Plan Committee will have two functions. During the odd years, the committee will assist in the creation of a program or other activity for the local library boards within the LARL area. During the even years, the committee will assist in the development of the LARL Long Range Plan.~~

The Northern Lights Library Network Committee members are members of the Northern Lights Library Network Governing Board, a regional multi-type library system.

SECTION 3. AD HOC COMMITTEES.

Ad Hoc committees for the study of special concerns shall be appointed by the president to serve until the final report of the work for which they were appointed has been received and accepted by the Board of Trustees.

ARTICLE VII Executive Officer

The Regional Library Director shall be the executive officer for the Board of Trustees and shall have sole charge of the administration of the library under the direction and review of the Board.

The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all meetings of the Board of Trustees and Executive Committee, unless excused by the LARL Board of Trustees president.

ARTICLE VIII Approval of Bills

The Board of Trustees delegates responsibility for approval and payment of bills to the Regional Library Director. Lists of paid bills will be made available to the Board.

ARTICLE IX Amendments

These by-laws may be amended at any meeting of the Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least thirty days prior to the meeting.

Adopted, Board of Trustees:	July 17, 1974
Amended, Board of Trustees:	July 16, 1975; September 17, 1975; November 20, 1976; March 17, 1979; March 15, 1981; July 15, 1981; November 17, 1990; September 18, 1993; September 17, 1994; November 18, 1995; September 21, 1996; March 21, 1998.

Reviewed, Board of Trustees:	<u>January 15, 2015</u>
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Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	12/1/14	Lakes Country Service Cooperat	15,674.50	
		12/1/14		931.50	
		12/1/14		1,812.00	
5120-000	Health Insurance			18,418.00	
6020-000	Supplies - Public Services	12/10/1	Cardmember Service	239.00	
6020-000	Supplies - Public Services	12/29/1	PermaCard	2,000.00	
6020-000	Supplies - Public Services	12/31/1	Cardmember Service	25.05	
6020-000	Supplies - Public Services			2,264.05	
6040-000	Supplies - Computer	12/10/1	Newegg.com	309.79	
6040-000	Supplies - Computer	12/10/1	Cardmember Service	469.97	
6040-000	Supplies - Computer			779.76	
6245-000	Maint Contr - Printers	12/23/1	Metro Sales, Inc	1,172.03	
6245-000	Maint Contr - Printers			1,172.03	
6300-000	Payroll Processing	12/9/14	Payroll Professionals, Inc.	113.40	
		12/9/14		40.00	
		12/22/1		116.20	
6300-000	Payroll Processing			269.60	
6330-000	Bank Fees	12/10/1	Cardmember Service	12.75	
6330-000	Bank Fees			12.75	
6340-000	Attorney Fees	12/31/1	Stefanson Law	850.00	
6340-000	Attorney Fees			850.00	
6350-000	Delivery Service - Courier	12/3/14	Northern Network Express	1,280.80	
		12/11/1		1,280.80	
		12/11/1		1,280.80	
		12/19/1		1,280.80	
		12/29/1		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	12/3/14	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	12/14/1	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment - Local	12/31/1	JobsHQ	515.20	
6380-000	Recruitment - Local	12/31/1	The Hawley Herald, Inc.	10.75	
6380-000	Recruitment - Local	12/31/1	Frazee Forum, Inc.	133.00	
6380-000	Recruitment - Local			658.95	
6400-000	Telephone	12/1/14	Halstad Telephone Company	77.25	
		12/1/14		28.48	
6400-000	Telephone	12/1/14	Rothsay Telephone Co	75.55	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	12/1/14	Arvig	226.88	
6400-000	Telephone	12/1/14	CenturyLink	48.00	
6400-000	Telephone	12/8/14	Arvig	97.91	
		12/8/14		105.31	
		12/8/14		89.51	
		12/8/14		89.28	
		12/8/14		38.69	
6400-000	Telephone	12/8/14	Dex Media East, Inc.	21.50	
6400-000	Telephone	12/10/1	Garden Valley Telephone Comp	11.47	
		12/10/1		11.47	
		12/10/1		12.77	
		12/10/1		77.63	
6400-000	Telephone	12/13/1	CenturyLink	43.83	
6400-000	Telephone	12/23/1	Integra Telecom	267.42	
6400-000	Telephone	12/25/1	Garden Valley Telephone Comp	6.71	
6400-000	Telephone	12/26/1	Rochester Telecom Systems Inc.	286.31	
6400-000	Telephone			1,615.97	
6405-000	Cell Phone	12/10/1	Cardmember Service	6.88	
6405-000	Cell Phone			6.88	
6410-000	PIO - Marketing/Printing/Etc	12/10/1	Cole Papers Inc.	9.16	
6410-000	PIO - Marketing/Printing/Etc	12/10/1	Cardmember Service	9.99	
		12/31/1		9.99	
6410-000	PIO - Marketing/Printing/Etc			29.14	
6435-000	PO Box Rental	12/8/14	Postmaster	112.00	
		12/31/1		48.00	
		12/31/1		112.00	
6435-000	PO Box Rental			272.00	
6440-000	Mailing - Click2Mail	12/31/1	Click2Mail	255.96	
6440-000	Mailing - Click2Mail			255.96	
6445-000	Materials Recovery/Collection	12/1/14	Unique Management Services, I	295.35	
6445-000	Materials Recovery/Collection			295.35	
6450-000	Mileage - Trustee	12/18/1	Robert Perry	52.64	
6450-000	Mileage - Trustee	12/18/1	Paul M. Bursik	55.10	
6450-000	Mileage - Trustee	12/18/1	Craig Bunes	78.40	
6450-000	Mileage - Trustee	12/18/1	Sue Schoenborn	78.96	
6450-000	Mileage - Trustee	12/18/1	Evelyn Fox	49.84	
6450-000	Mileage - Trustee			314.94	
6455-000	Mileage - Staff	12/1/14	Marilyn Stordahl	20.16	
6455-000	Mileage - Staff	12/1/14	Laura Gullickson	26.32	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	12/1/14	Karen Edevold	89.04	
6455-000	Mileage - Staff	12/1/14	Liz Lynch	49.84	
6455-000	Mileage - Staff	12/2/14	Marilyn Stordahl	20.16	
6455-000	Mileage - Staff	12/3/14	Joyce Christine Boike	81.20	
6455-000	Mileage - Staff	12/4/14	Megan Krueger	49.84	
6455-000	Mileage - Staff	12/4/14	Rebecca Bentley	35.84	
6455-000	Mileage - Staff	12/4/14	Amy Nelson	39.20	
6455-000	Mileage - Staff	12/7/14	Liz Lynch	189.28	
6455-000	Mileage - Staff	12/8/14	Marilyn Stordahl	20.16	
6455-000	Mileage - Staff	12/9/14	Joyce White	21.39	
6455-000	Mileage - Staff	12/9/14	Mary Haney	40.88	
6455-000	Mileage - Staff	12/10/1	Joyce White	21.39	
6455-000	Mileage - Staff	12/10/1	Joyce Christine Boike	40.88	
6455-000	Mileage - Staff	12/11/1	Joyce White	21.39	
		12/12/1		21.39	
6455-000	Mileage - Staff	12/15/1	Jill Rose	24.64	
6455-000	Mileage - Staff	12/16/1	Candace Osborn	47.04	
6455-000	Mileage - Staff	12/16/1	Erin Gunderson	49.84	
6455-000	Mileage - Staff	12/16/1	Tamera Thomasson-Ehrhart	26.32	
6455-000	Mileage - Staff	12/16/1	Mary Haney	11.76	
6455-000	Mileage - Staff	12/16/1	Karen Stormo	19.60	
6455-000	Mileage - Staff	12/16/1	Laura Gullickson	26.32	
6455-000	Mileage - Staff	12/16/1	Julie Malmanger	40.88	
6455-000	Mileage - Staff	12/16/1	Jane Vigness	19.04	
6455-000	Mileage - Staff	12/17/1	Mary Haney	49.84	
6455-000	Mileage - Staff	12/17/1	Joyce White	21.39	
6455-000	Mileage - Staff	12/17/1	Joyce Christine Boike	77.28	
6455-000	Mileage - Staff	12/20/1	Jill Rose	19.60	
6455-000	Mileage - Staff	12/23/1	Joyce White	21.39	
6455-000	Mileage - Staff	12/30/1	Jill Rose	24.64	
6455-000	Mileage - Staff	12/30/1	Sheila Capistran	40.32	
6455-000	Mileage - Staff	12/31/1	Joyce Christine Boike	26.32	
6455-000	Mileage - Staff			1,334.58	
6470-000	Board Expenses	12/19/1	Hornbacher's	55.81	
6470-000	Board Expenses	12/24/1	Purchase Advantage Card	38.23	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6470-000	Board Expenses			94.04	
6480-000	Staff Training	12/15/1	Patty Nunn	11.76	
		12/17/1		11.76	
		12/18/1		11.76	
		12/19/1		11.76	
6480-000	Staff Training			47.04	
6482-000	Conf/Meeting - Miscellaneous	12/31/1	Cardmember Service		163.71
6482-000	Conf/Meeting - Miscellaneous				163.71
6484-000	Conf/Meeting - System Directo	12/10/1	Cardmember Service	117.94	
6484-000	Conf/Meeting - System Directo			117.94	
6492-000	Programming - Summer Read	12/15/1	4imprint, Inc.	1,165.66	
6492-000	Programming - Summer Read			1,165.66	
6500-000	Van - Gasoline	12/6/14	Cenex Fleetcard	91.77	
		12/31/1		34.43	
6500-000	Van - Gasoline			126.20	
6602-000	Materials - Juvenile Fiction	12/1/14	Baker & Taylor	6.78	
		12/1/14		71.46	
		12/1/14		70.41	
		12/1/14		42.84	
		12/1/14		49.81	
		12/1/14		24.90	
		12/1/14		147.90	
		12/1/14		73.68	
		12/2/14		86.30	
		12/5/14		34.86	
		12/9/14		31.02	
		12/9/14		19.92	
		12/10/1		147.26	
		12/11/1		10.96	
		12/12/1		48.66	
		12/15/1		31.14	
		12/16/1		34.86	
		12/16/1		17.46	
		12/17/1		45.04	
		12/18/1		51.72	
		12/18/1		10.17	
		12/19/1		32.88	
		12/19/1		26.56	
		12/19/1		135.94	
		12/23/1		136.58	
		12/23/1		73.30	
6602-000	Materials - Juvenile Fiction	12/25/1	GECRB/Amazon	32.38	
6602-000	Materials - Juvenile Fiction	12/26/1	Baker & Taylor	1,009.44	
		12/26/1		36.28	
		12/26/1		48.60	
		12/29/1		50.80	
		12/29/1		61.35	
		12/29/1		112.42	
		12/30/1		161.30	
		12/30/1		133.32	
		12/30/1		52.30	
		12/30/1		121.41	
		12/31/1		11.09	
		12/31/1		21.08	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/31/1		147.82	
6602-000	Materials - Juvenile Fiction			3,462.00	
6604-000	Materials - Juvenile Non-Fict	12/1/14	Baker & Taylor	35.80	
		12/1/14		11.94	
		12/1/14		50.54	
		12/1/14			13.99
		12/3/14		37.61	
6604-000	Materials - Juvenile Non-Fict	12/8/14	Capstone Press, Inc.	39.98	
6604-000	Materials - Juvenile Non-Fict	12/9/14	Baker & Taylor	17.98	
		12/12/1		45.74	
		12/24/1		18.76	
		12/30/1		52.16	
6604-000	Materials - Juvenile Non-Fict			310.51	13.99
6605-000	Materials - Juvenile DVD	12/18/1	Baker & Taylor	77.42	
		12/18/1		232.22	
		12/19/1		45.24	
6605-000	Materials - Juvenile DVD	12/25/1	GECRB/Amazon	74.95	
6605-000	Materials - Juvenile DVD			429.83	
6606-000	Materials - Juvenile Talk Book	12/1/14	Random House, LLC.	90.00	
6606-000	Materials - Juvenile Talk Book	12/8/14	Recorded Books, LLC.	27.45	
6606-000	Materials - Juvenile Talk Book			117.45	
6610-000	Materials - Adult Fiction	12/1/14	Baker & Taylor	30.24	
		12/1/14		34.72	
		12/1/14		152.42	
		12/1/14		14.97	
		12/1/14		32.04	
		12/3/14		229.91	
		12/3/14		49.50	
		12/8/14		76.08	
		12/8/14		264.07	
		12/9/14		35.62	
		12/11/1		27.28	
		12/16/1		51.99	
		12/16/1		416.35	
		12/16/1		30.63	
		12/17/1		98.75	
		12/19/1		319.80	
		12/19/1		47.01	
		12/22/1		21.36	
6610-000	Materials - Adult Fiction	12/25/1	GECRB/Amazon	145.85	
6610-000	Materials - Adult Fiction	12/26/1	Baker & Taylor	29.18	
		12/29/1		64.88	
		12/29/1		227.21	
		12/30/1		106.66	
		12/30/1		291.36	
		12/30/1		48.66	
		12/31/1		10.55	
6610-000	Materials - Adult Fiction			2,857.09	
6612-000	Materials - Adult Non-Fiction	12/1/14	Baker & Taylor	434.12	
		12/1/14		504.92	
		12/3/14		144.57	
		12/11/1		405.17	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/16/1		664.48	
		12/22/1		446.18	
6612-000	Materials - Adult Non-Fiction	12/25/1	GEARB/Amazon	73.95	
6612-000	Materials - Adult Non-Fiction	12/30/1	Baker & Taylor	567.64	
		12/30/1		140.08	
6612-000	Materials - Adult Non-Fiction			3,381.11	
6614-000	Materials - Adult Large Print	12/17/1	Gale/CENGAGE Learning	24.79	
6614-000	Materials - Adult Large Print	12/18/1	Baker & Taylor	50.38	
		12/29/1		61.82	
6614-000	Materials - Adult Large Print			136.99	
6616-000	Materials - Adult DVD	12/4/14	Baker & Taylor	31.04	
		12/11/1		178.20	
		12/16/1		42.83	
		12/16/1		107.06	
		12/18/1		154.61	
		12/18/1		113.40	
		12/18/1		176.24	
6616-000	Materials - Adult DVD	12/25/1	GEARB/Amazon	1,401.72	
6616-000	Materials - Adult DVD	12/26/1	Baker & Taylor	63.54	
6616-000	Materials - Adult DVD			2,268.64	
6618-000	Materials - Adult Talking Book	12/1/14	Recorded Books, LLC.	130.78	
		12/8/14		213.73	
6618-000	Materials - Adult Talking Book	12/25/1	GEARB/Amazon	16.43	
6618-000	Materials - Adult Talking Book			360.94	
6620-000	Materials - LINK Sites	12/1/14	Baker & Taylor	1.72	
6620-000	Materials - LINK Sites			1.72	
6630-000	Materials - Express Collection	12/8/14	Baker & Taylor	76.08	
		12/16/1		51.99	
		12/19/1		43.77	
		12/19/1		47.01	
		12/29/1		64.88	
		12/30/1		48.66	
6630-000	Materials - Express Collection			332.39	
6640-000	Materials - Music	12/25/1	GEARB/Amazon	122.43	
6640-000	Materials - Music			122.43	
6670-000	Materials - Digital - e-Books	12/3/14	Overdrive, Inc.	27.96	
		12/15/1		1.85	
		12/15/1		76.96	
		12/15/1		738.92	
		12/16/1		131.19	
		12/17/1		138.61	
6670-000	Materials - Digital - e-Books			1,115.49	
6675-000	Materials - Digital - e-Audio	12/3/14	Overdrive, Inc.	15.00	
6675-000	Materials - Digital - e-Audio			15.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2014 to Dec 31, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	12/16/1	Twin Valley Times	75.00	
6690-000	Materials - Periodicals	12/17/1	Barnesville Record-Review	70.00	
6690-000	Materials - Periodicals			145.00	
7120-000	Telecom/E-rate Expenses	12/10/1	Cardmember Service	354.64	
7120-000	Telecom/E-rate Expenses			354.64	
7200-000	Legacy - Expense (1099)	12/1/14	The Hawley Herald, Inc.	72.00	
7200-000	Legacy - Expense (1099)	12/10/1	Cardmember Service	0.43	
		12/10/1		20.00	
		12/10/1		19.57	
7200-000	Legacy - Expense (1099)			112.00	
8000-011	Donation - Misc Exp - LM	12/12/1	Geneva Nemzek	18.97	
8000-011	Donation - Misc Exp - LM	12/18/1	Sara Watson Curry	22.69	
8000-011	Donation - Misc Exp - LM	12/25/1	GECRB/Amazon	200.95	
8000-011	Donation - Misc Exp - LM			242.61	
8000-012	Donation - Misc Exp - LV	12/10/1	DEMCO	134.37	
8000-012	Donation - Misc Exp - LV			134.37	
8000-021	Donation - Misc Exp - LG	12/5/14	Karen Edevold	98.00	
8000-021	Donation - Misc Exp - LG			98.00	
8000-031	Donation - Misc Exp - LN	12/4/14	Lois Schaedler	38.34	
8000-031	Donation - Misc Exp - LN			38.34	
8100-000	Donation - Materials - RO	12/15/1	Overdrive, Inc.	389.85	
8100-000	Donation - Materials - RO			389.85	
8100-011	Donation - Materials - LM	12/31/1	Baker & Taylor	11.09	
8100-011	Donation - Materials - LM			11.09	
8100-013	Donation - Materials - LH	12/1/14	Baker & Taylor	15.69	
8100-013	Donation - Materials - LH			15.69	
8100-051	Donation - Materials - LC	12/1/14	Baker & Taylor	14.87	
8100-051	Donation - Materials - LC			14.87	
8600-000	Software & Hardware Upgrade	12/25/1	GECRB/Amazon	3,660.64	
8600-000	Software & Hardware Upgrade	12/31/1	ByteSpeed, LLC	5,154.00	
8600-000	Software & Hardware Upgrade			8,814.64	
9630-200	Cell Phone - Joint Automation	12/10/1	Cardmember Service	24.07	
9630-200	Cell Phone - Joint Automation			24.07	
9700-200	Miscellaneous Expense - JA	12/10/1	Cardmember Service	12.75	
9700-200	Miscellaneous Expense - JA			12.75	

2015 LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

TERM	NAME	E-MAIL	ADDRESS	HOME/FAX	WORK/CELL
BECKER COUNTY					
2013-15*	Paul Bursik	PDBursik@aol.com	1852 Bridgeview Blvd, Detroit Lakes 56501	218-847-7502	
2014-16	Ben Grimsley	dgrims@co.becker.mn.us	115 Willow St W #2D, Detroit Lakes 56501	218-846-7201	218-847-2911 W
BRECKENRIDGE					
2015-17*	Evelyn Fox	foxtails@wah.midco.net	254 Wegener Dr, Breckenridge 56520	218-643-5497	701-640-8815 C
CLAY COUNTY					
2015-17*	Wayne Ingersoll	ingersollwj@midco.net	1324 5 th Ave S, Moorhead 56560	218-233-0116	701-361-1333 C
CLEARWATER COUNTY					
2015-17	John Nelson	emily.mcdougall@co.clearwater.mn.us	49604 174 th Ave, Clearbrook, MN 56634	218-776-2150	
CROOKSTON					
2015-17	Wayne Melbye	wamelbye@hotmail.com	621 Holly Ave Crookston, MN 56716	218- 281-5297	218-289-3412 C
DETROIT LAKES					
2013-15	Marlys Douglas	bmdoug@arvig.net	331 Elizabeth St., Detroit Lakes 56501	218-847-5188	
MAHNOMEN					
2012-14	Sue Schoenborn	sueshair@eot.com	PO Box 394, Mahnomen 56557	218-935-2610	218-556-4693 C 218-935-2610 W
MAHNOMEN COUNTY					
2014-16	David Geray	davidgeray@yahoo.com	2428 250 th St., Mahnomen 56557	218-473-2425	218-261-0916
MOORHEAD					
2015-17	Mari Dailey	mari.dailey@ci.moorhead.mn.us	515 Caddy Ave, Moorhead 56560		218-299-5549
2015-17	Beverly Lake	bevjlake@gmail.com	4010 3rd St S., Moorhead 56560	701-893-5569	
2014-16*	Lauri Winterfeldt	laurilynnw@gmail.com lauriw@moorheadschoools.org	2208 6 th St. S, Moorhead 56560		218-284-3430 701-388-4195 C
NORMAN COUNTY					
2015-17*	Lee Ann Hall	leeannko@loretel.net	315 W. Main St, Ada 56510	218-784-3542	218-784-3880
POLK COUNTY					
2015-17*	Craig Bunn	craigbunn@gra.midco.net	408 Stuart Ave, Crookston 56716	218-281-3992	218-280-7439 C
WILKIN COUNTY					
2013-15	Bob Perry	bobperry22@hotmail.com	713 6 th St S, Breckenridge 56520		701-640-5799 C
ADMINISTRATION					
Director	Liz Lynch	lynchl@larl.org	118 5 th St S, Moorhead 56560	701-238-0229 C 218-233-7556 F	233-3757, ext.127 or 1-800-247- 0449, ext. 127

*Indicates Trustee serving third term. Moorhead Trustees can only serve 2 full terms.

M:/Board of Trustees/Member List
01/05/2015

LAKE AGASSIZ REGIONAL LIBRARY MONTHLY CIRCULATION STATISTICS - 2014

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December

	2014	2013	Mo + or -	YTD 2014	YTD 2013	YTD + or -
BECKER COUNTY						
Cormorant LINK	152	101	51	2,860	2,820	40
Detroit Lakes	9,734	8,828	906	139,858	142,135	-2,277
Frazee LINK	199	203	-4	2,428	3,601	-1,173
Lake Park LINK	445	271	174	5,334	4,615	719
Sub-total	10,530	9,403	1,127	150,480	153,171	-2,691
CLAY COUNTY						
Barnesville	1,217	1,448	-231	23,589	29,800	-6,211
Hawley	1,700	1,659	41	25,759	29,337	-3,578
Moorhead	18,147	17,676	471	252,907	283,817	-30,910
Ulen LINK	222	177	45	3,060	3,173	-113
Sub-total	21,286	20,960	326	305,315	346,127	-40,812
CLEARWATER COUNTY						
Bagley	1,839	1,627	212	25,035	26,587	-1,552
Gonvick LINK	290	242	48	3,687	3,498	189
Sub-total	2,129	1,869	260	28,722	30,085	-1,363
MAHNOMEN COUNTY						
Mahnomen	1,777	1,170	607	18,504	18,783	-279
Sub-total	1,777	1,170	607	18,504	18,783	-279
NORMAN COUNTY						
Ada	997	1,059	-62	15,192	17,161	-1,969
Halstad LINK	327	303	24	3,949	4,284	-335
Hendrum LINK	193	173	20	2,528	2,853	-325
Shelly LINK	0	189	-189	161	2,828	-2,667
Twin Valley LINK	281	243	38	3,594	3,802	-208
Sub-total	1,798	1,967	-169	25,424	30,928	-5,504
POLK COUNTY						
Climax	586	245	341	6,172	6,112	60
Crookston	3,902	4,630	-728	58,981	68,838	-9,857
Fertile	960	895	65	13,401	16,489	-3,088
Fosston	3,107	3,391	-284	41,526	47,296	-5,770
McIntosh	1,199	1,181	18	16,116	16,094	22
Sub-total	9,754	10,342	-588	136,196	154,829	-18,633
WILKIN COUNTY						
Breckenridge	2,429	2,385	44	33,494	37,027	-3,533
Rothsay LINK	109	71	38	1,558	2,006	-448
Sub-total	2,538	2,456	82	35,052	39,033	-3,981
CUSTOMER INITIATED REMOTE RENEWALS						
	4,178	4,020	158	45,099	47,429	-2,330
CUSTOMER INITIATED DIGITAL CHECKOUTS						
E-audio/E-books	5,193	5,087	106	58,811	53,044	5,767
E-Magazines	194	543	-349	4,369	8,499	-4,130
GRAND TOTALS	59,377	57,817	1,560	807,972	881,928	-73,956

* Beginning May 2007 - No longer counting Discover Your Library Kits manually.

* Discover Your Library Kit circulation ceased in December 2009.

M:Monthly-Yearly Statistical Report/year/month