

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

**LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES  
EXECUTIVE/FINANCE COMMITTEE MEETING**

Thursday, April 18, 2013  
5:30 p.m.

Meeting Place: Moorhead Public Library, lower level

**EXECUTIVE COMMITTEE MEMBERS:** Buess, Bursik, Chevalier, Fox, Ingersoll,  
Perry (*Chair*), Vinz

**FINANCE COMMITTEE MEMBERS:** Buess, Chevalier, Fox, Ingersoll, Nelson,  
Perry (*ex officio*), Winterfeldt, Vinz (*Chair*)

**Note:** If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449 ext 120 or locally at (218) 233-3757 ext 120.

**AGENDA**

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

5:35 2. **MINUTES OF THE FEBRUARY 21, 2013 EXECUTIVE COMMITTEE MEETING**  
Enclosed (White)

*Recommended Motion: Move to approve the February 21, 2013 Executive Committee Meeting Minutes as presented.*

**MINUTES OF THE JANUARY 17, 2013 FINANCE COMMITTEE MEETING**  
Enclosed (White)

*Recommended Motion: Move to approve the January 17, 2013 Finance Committee Meeting Minutes as presented.*

5:45 3. **GONVICK LINK SITE** - Lauris Krogstad

6:00 4. **FINANCIAL REPORT** - Sprynczynatyk  
Enclosed (Green)

a. Directors and Officers Insurance Policy/Employment Practices Liability Insurance.

*Recommended Motion: Move to approve payment of the Directors and Officers Insurance Policy/Employment Practices Liability Insurance.*

- b. 2014 Preliminary Budget - Draft 1  
Enclosed (White)

2014 Preliminary Budget - Line Item Breakdown  
Enclosed (Yellow)

- 6:20 5. **DIRECTOR'S REPORT** - Lynch  
Enclosed (Peach)

- a. Request to cancel July 18th Executive Board Meeting.

*Recommended Motion: Move to cancel the July 18th Executive Board Meeting as recommended by the Regional Library Director.*

- 6:30 6. **PRESIDENT'S REPORT** - Perry

- 6:40 7. **OTHER**

- 6:50 8. **ADJOURNMENT**

**MISC ITEMS ENCLOSED:**

- a. Letter from Roger Kjos (Pink)
- b. March 2013 - Statistics (Blue)
- c. March 2013 - Bill List (Orchid)

**UPCOMING MEETINGS/EVENTS**

**Children's Book Week, May 13-19, 2013**

**Full Board Meeting, May 16, 2013, 5:30 p.m.**  
2014 Preliminary Budget Review-Draft 2  
Moorhead Public Library

**Memorial Day, May 27, 2013**  
All LARL Branches, LINK Sites, and the Regional Office Closed

**(tent.) 4:30 p.m. - Finance Committee Meeting**  
**5:30 p.m. - Full Board Meeting**  
June 20, 2013  
Adopt 2014 Preliminary Budget  
Detroit Lakes Public Library

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

**A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, February 21<sup>st</sup>, 2013 at the Moorhead Branch. President Perry called the meeting to order at 5:35 p.m.**

**Executive Committee Members Present:** Bunes, Bursik, Fox, Ingersoll, Perry (*Chair*), Viz

**Executive Committee Members Absent:** Chevalier

**Others Present:** Fredette, Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

***(Bursik/Vinz) Move to approve the agenda of the February 21<sup>st</sup>, 2013 Executive Committee Meeting with the addition of a discussion a Revised 2013 Final Budget in the Financial Report. MCU.***

**MINUTES OF THE DECEMBER 20<sup>TH</sup>, 2012 EXECUTIVE COMMITTEE MEETING**

***(Ingersoll/Bunes) Move to approve the December 20<sup>th</sup>, 2012 Executive Committee Meeting Minutes as presented. MCU.***

**FINANCIAL REPORT**

Sprynczynatyk discussed that through January we are 8.33% of the way through the year and have spent 7.94% of the budget. Expense items that appear high are PIO: Printing/Advertising at 17.11% of budget due to a large purchase of LARL Pens. Recruitment is at 26.72% of budget, due to several openings around the region and internal hiring, which has filled positions, but then opened up additional positions.

***(Bursik/Vinz) Move to approve the LARL Director (Lynch) and Director of Finance and Human Resources (Sprynczynatyk) as Custodians of Monies. MCU.***

(over)

**Minutes of the February 21<sup>st</sup>, 2013 Executive Committee Meeting – Page 2**

**FINANCIAL REPORT - continued**

Sprynczynatyk discussed that Norman County decided to meet LARL's original budget request of \$87,594, rather than choosing to close a LINK Site in the County. Since the 2013 Final Budget was approved in January reflecting a lower amount, a Budget Revision is necessary to properly show funding from all Signatories. The revised budget will increase funding from Norman County by \$5,694 and decrease the Fund Balance/Shortfall line.

***(Bursik/Vinz) Move to approve the Revised 2013 Final Budget. MCU.***

***(Fox/Ingersoll) Move to have the LARL Director write a letter to Clearwater County clearly stating that if they don't meet LARL's budget request the Gonvick LINK Site will close. In the future, if they meet the funding and wish the LINK to reopen, the County will also need to provide start up funding to cover the additional costs that would be associated with reopening of the site. MCU.***

**DIRECTOR'S REPORT**

Fredette reported that there are 4 new LARL Board members (Marlys Douglas, Dana Johnson, Terry Kalil, and Shelly Stowman). A Board member orientation will take place on Monday, February 25<sup>th</sup>.

Bursik, Chevalier, and Perry have been reappointed to 3 year terms on the LARL Board.

Fredette discussed the 3 floor plans that are currently being considered for the new Bagley Library.

**INCOMING DIRECTOR'S UPATE**

Lynch reported that she has been spending time with Fredette, and spending a lot of time doing interviews for several positions around the region and training in new employees.

**PRESIDENT'S REPORT**

Perry thanked Fredette for her years of service to LARL.

The meeting adjourned at 6:30 p.m.

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

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 17, 2013 at the Moorhead Branch. Vinz (Chair) called the meeting to order at 4:30 p.m.

**Finance Committee Members Present:** Bunes, Fox, Ingersoll, Perry (*ex officio*), Vinz (*Chair*), Winterfeldt.

**Finance Committee Members Absent:** Chevalier, Nelson.

**Others Present:** Fredette, Lynch, Sprynczynatyk.

**PUBLIC INPUT:** None.

**APPROVAL OF AGENDA**

*(Bunes/Fox) Move to approve the agenda of the January 17<sup>th</sup>, 2013 Finance Committee Meeting as presented. MCU.*

**MINUTES OF THE JUNE 21, 2012 FINANCE COMMITTEE MEETING**

*(Ingersoll/Bunes) Move to approve the June 21, 2012 Finance Committee Meeting Minutes as presented. MCU.*

**LIST OF AUTHORIZED INSTITUTIONS**

*(Winterfeldt/Bunes) Move to recommend to the Full Board, approval of the list of authorized institutions for 2013: Bremer, Morgan Stanley, and Bell State Bank. MCU.*

**RESPONSE TO THE 2013 PRELIMINARY BUDGET REQUESTS:**

Sprynczynatyk noted that all Signatories except Clearwater County and Norman County will meet LARL's 2013 Budget request. The City of Moorhead committed to giving LARL an additional \$13,529 more than was requested. LARL requested \$84,664 from Clearwater County and they have committed to paying \$78,941 (\$5,723 less than requested). LARL requested \$87,594 from Norman County and they have committed to paying \$81,900 (\$5,694 less than requested).

(over)

Minutes of January 17, 2013 Finance Committee Meeting - Page 2.

**ADDRESSING SIGNATORY SHORTFALLS**

Fredette noted that the *LARL Agreement* (III: 3) states: *Should any party approve lower than its just share of the approved budget while other parties exceed the minimum appropriations, library service to that area may be reduced accordingly so as not to restrict development of library services in the remaining areas.*

LARL Administration drafted proposals for reducing costs (such as reducing frequency of delivery, reducing size of the library collection (materials), reducing programming, reducing hours of service) but LARL is so intertwined as a system that it's hard to make cuts in one area without impacting LARL's quality and level of customer service in other areas. Also, it did not seem wise to reduce Bagley Library hours (Clearwater County) when they will soon be opening an expanded facility in the community, and the Ada Library hours (Norman County) saw a reduction in open hours the last time there was a budget shortfall in Norman County.

LARL had this same situation with Norman and Clearwater Counties in 2006 and, at that time, mobile library stops were cut in both counties. Since there is no longer a mobile library, and LINK Sites replaced the mobile library, it's the recommendation of Administration that library service reductions be taken out of LINK Site Operations. Clearwater has one LINK site in Gonvick. Norman County has four LINK sites: Halstad, Hendrum, Shelly and Twin Valley. The Personnel cost savings of closing a LINK site is \$5,823.91, very close to the shortfall of each County. Fredette and Lynch met with the Norman County Commission earlier in the day to discuss the shortfall. The Norman County Commission tabled the discussion of how to handle the shortfall until their next meeting.

***(Perry/Buness) Move to recommend to the Full Board that the LARL Director write a letter to Clearwater County informing them that they have until February 15<sup>th</sup> to commit to covering the shortfall or the Gonvick LINK Site will be closed March 1<sup>st</sup>. The Director will also write a letter to Norman County informing them that they have until February 15<sup>th</sup> to either commit to covering the shortfall or choose which LINK Site in their County to close. If the County doesn't meet the LARL budget request and doesn't move on choosing a LINK Site to close, the LARL Board will choose the LINK Site that will close on March 1<sup>st</sup>. MCU.***

**REVIEW DRAFT 2013 FINAL BUDGET**

Sprynczynatyk discussed the LARL final budget draft for 2013. Revenue amounts were adjusted after Signatories responded to budget requests with the City of Moorhead providing an additional \$13,529 while Clearwater County will be providing \$5,723 less

(continued on next page)

**Minutes of January 17, 2013 Finance Committee Meeting - Page 3.**

and Norman County will be providing \$5,694 less than budgeted. Regional Library Telecom Aid (RLTA) was decreased by \$23,747 from the preliminary budget, but there was a corresponding decrease in expenses. Regional Library Basic System Support (RLBSS) will be \$46,730 less than 2012, which is an additional \$26,629 less than was in the Preliminary Budget. Miscellaneous Revenue was also decreased by \$11,000 due to low interest rates and the fact that LARL's savings have been decreasing the past few years. The expenses in the budget didn't change much. The personnel budget increased by \$2,713 due to budgeting for a 10% increase in health insurance, but the actual increase turned out to be over 14%. Due to the changes LARL's deficit for 2013 increased by \$36,387 to \$351,246.

***(Winterfeldt/Ingersoll) Move to recommend the 2013 Final Budget as presented to the Full Board for approval. MCU.***

**DESIGNATED FUNDS**

Fredette presented management recommendations for the 2013 Designated Fund Balances. Due to LARL's decreasing fund balance from deficit spending the past few years, it was necessary to decrease designated amounts. Three items won't be re-funded for 2013: Capacity Building/Branch Hours, Collection Agency/Bills Start-up, and Staffing/Reorganizing Funding. In addition to the required accounts (Employee Severance, Joint Automation, Operating Reserve, and Unemployment Compensation) the following accounts were funded: Consultant Study, Expanding Self-Service Success, Library Materials, Library of the Future, LINK Sites/Rural Outreach, Photocopiers/Printers/Scanners, Professional Recruitment, Special Projects, Staff Development, Technology Upgrades, and Van Replacement.

***(Ingersoll/Fox) Move to recommend the 2013 Designated Funds, as reviewed, to the Full Board for approval. MCU.***

**PAYMENT OF FUNDS FROM THE STATE LIBRARY**

Fredette discussed that the State Library has slowed down on payments to the regional library systems. As of January 17<sup>th</sup>, no funding has been received for Legacy funding for the grant year that started July 1<sup>st</sup>, 2012. There are meetings going on between the Systems and the State to get the issues resolved.

***(Winterfeldt/Fox) Move that if necessary, the Director is authorized to send a letter on behalf of the Board to the Commissioner of Education outlining the impact late payments are having on LARL. MCU.***

**ADJOURNMENT**

The meeting adjourned at 5:25pm.

Lake Agassiz Regional Library  
 Statement of Revenues & Expenditures  
 Actual and Budget  
 For the Three Months Ending March 31, 2013

25%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<i>Property Taxes</i>					
Becker County	\$ 0.00	\$ 80,503.75	\$ 322,015.00	241,511.25	25.00
Detroit Lakes	0.00	49,879.25	199,517.00	149,637.75	25.00
Clay County	0.00	60,569.75	242,279.00	181,709.25	25.00
Moorhead	0.00	168,932.50	675,730.00	506,797.50	25.00
Clearwater County	0.00	19,735.25	78,941.00	59,205.75	25.00
Mahnomen County	0.00	8,895.25	35,581.00	26,685.75	25.00
Mahnomen	0.00	4,232.75	16,931.00	12,698.25	25.00
Norman County	0.00	21,898.50	87,594.00	65,695.50	25.00
Polk County	0.00	54,999.75	219,999.25	164,999.25	25.00
Crookston	0.00	50,149.75	200,599.00	150,449.25	25.00
Wilkin County	0.00	11,645.00	46,580.00	34,935.00	25.00
Breckenridge	0.00	20,110.25	80,441.00	60,330.75	25.00
<b>Total Property Taxes</b>	<b>0.00</b>	<b>551,551.75</b>	<b>2,206,207.00</b>	<b>1,654,655.25</b>	<b>25.00</b>
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	176,595.48	543,371.00	366,775.52	32.50
Reg Library Telecom Aid (RLTA)	0.00	63,702.95	95,253.00	31,550.05	66.88
<b>Total Grants</b>	<b>0.00</b>	<b>240,298.43</b>	<b>638,624.00</b>	<b>398,325.57</b>	<b>37.63</b>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,961.00	5,179.65	22,000.00	16,820.35	23.54
Printing Revenue	1,375.34	3,699.44	15,000.00	11,300.56	24.66
Fax Revenue	480.00	1,312.00	5,000.00	3,688.00	26.24
Microfilm Revenue	1.73	6.12	200.00	193.88	3.06
Photocopy Revenue	593.92	1,700.50	8,000.00	6,299.50	21.26
Interest Income	345.66	2,103.15	22,000.00	19,896.85	9.56
Invest Earn - Change in Value	8,938.09	7,242.30	0.00	(7,242.30)	0.00
Lost/Damaged Property	659.01	1,437.53	7,000.00	5,562.47	20.54
Other Income	0.00	225.00	0.00	(225.00)	0.00
<b>Total Miscellaneous Revenue</b>	<b>14,354.75</b>	<b>22,905.69</b>	<b>79,200.00</b>	<b>56,294.31</b>	<b>28.92</b>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	14,418.00	57,672.00	43,254.00	25.00
MNLink Server Site Payments	304.00	912.00	0.00	(912.00)	0.00
<b>Total Joint Automation Revenue</b>	<b>304.00</b>	<b>15,330.00</b>	<b>57,672.00</b>	<b>42,342.00</b>	<b>26.58</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>345,553.00</b>	<b>345,553.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>14,658.75</b>	<b>830,085.87</b>	<b>3,327,256.00</b>	<b>2,497,170.13</b>	<b>24.95</b>
<b>General Fund Expenditures</b>					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	154,458.23	434,264.01	1,738,404.00	1,304,139.99	24.98
Salaries - Substitutes	2,229.67	8,062.97	31,500.00	23,437.03	25.60
Salaries - Temporary/Contract	192.70	192.70	0.00	(192.70)	0.00
Payroll Taxes - Employer	11,863.88	33,364.92	135,398.00	102,033.08	24.64
Retirement - PERA - Employer	8,855.34	27,717.38	125,524.00	97,806.62	22.08
Health Insurance	13,964.04	44,813.46	242,600.00	197,786.54	18.47
Life Insurance - Employer Paid	160.58	468.72	2,200.00	1,731.28	21.31
Workers Compensation Insurance	317.40	983.20	4,424.00	3,440.80	22.22
Other Employee Benefits	130.00	390.00	1,700.00	1,310.00	22.94
<b>Total Personnel</b>	<b>192,171.84</b>	<b>550,257.36</b>	<b>2,281,750.00</b>	<b>1,731,492.64</b>	<b>24.12</b>
<i>Automation/Cataloging</i>					
Automation	12,465.49	38,073.12	174,765.00	136,691.88	21.79
OCLC/Minitex	0.00	0.00	8,000.00	8,000.00	0.00
Supplies - Technical Services	526.31	666.71	10,000.00	9,333.29	6.67
Supplies - Public Services	321.30	405.43	7,000.00	6,594.57	5.79
<b>Total Automation/Cataloging</b>	<b>13,313.10</b>	<b>39,145.26</b>	<b>199,765.00</b>	<b>160,619.74</b>	<b>19.60</b>
<i>Library Programming</i>					
Programming - Youth	158.04	413.15	3,400.00	2,986.85	12.15
Programming - Summer Reading	(17.60)	4,711.61	8,000.00	3,288.39	58.90
Programming - Adult	287.04	740.75	3,000.00	2,259.25	24.69
<b>Total Library Programming</b>	<b>427.48</b>	<b>5,865.51</b>	<b>14,400.00</b>	<b>8,534.49</b>	<b>40.73</b>



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2013

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Staff Development</b>					
Staff Training & Development	413.60	644.60	19,000.00	18,355.40	3.39
<b>Total Staff Development</b>	<b>413.60</b>	<b>644.60</b>	<b>19,000.00</b>	<b>18,355.40</b>	<b>3.39</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	2,032.05	4,378.74	21,125.00	16,746.26	20.73
Regional Board Meetings	829.95	2,155.26	8,450.00	6,294.74	25.51
<b>Total Mileage/Board Meeting Expenses</b>	<b>2,862.00</b>	<b>6,534.00</b>	<b>29,575.00</b>	<b>23,041.00</b>	<b>22.09</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	304.40	6,780.79	11,600.00	4,819.21	58.46
Attorney Fees	0.00	0.00	7,500.00	7,500.00	0.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,838.65	17,952.10	79,350.00	61,397.90	22.62
Director's Discretionary	129.00	129.00	2,500.00	2,371.00	5.16
Insurance - General/Property	1,166.67	3,489.16	12,000.00	8,510.84	29.08
Lease - Regional Office Rent	1,633.34	4,900.00	19,600.00	14,700.00	25.00
Leases - Equipment	578.26	1,734.78	8,950.00	7,215.22	19.38
Maintenance Contracts	604.33	1,812.99	7,600.00	5,787.01	23.86
Mailing - Click2Mail	339.96	1,141.44	7,000.00	5,858.56	16.31
Materials Recovery/Collections	295.35	635.45	3,200.00	2,564.55	19.86
Memberships	0.00	0.00	1,200.00	1,200.00	0.00
Minnesota Director's Fund	0.00	0.00	3,000.00	3,000.00	0.00
Miscellaneous Expense	472.07	614.56	3,000.00	2,385.44	20.49
PIO: Printing/Advertising	1,933.17	6,070.94	16,400.00	10,329.06	37.02
Postage	36.20	315.82	6,500.00	6,184.18	4.86
Recruitment	1,956.07	7,165.31	9,000.00	1,834.69	79.61
Repairs - Equipment	0.00	355.00	2,500.00	2,145.00	14.20
Supplies - Computer	86.29	258.87	4,500.00	4,241.13	5.75
Supplies - Copier/Fax/Microfilm	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Office	3,627.56	4,026.34	12,500.00	8,473.66	32.21
Telephone/Telecom	1,788.87	4,616.27	19,000.00	14,383.73	24.30
<b>Total Other Operating Expenses</b>	<b>20,790.19</b>	<b>61,998.82</b>	<b>241,400.00</b>	<b>179,401.18</b>	<b>25.68</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>15,917.43</b>	<b>15,917.43</b>	<b>95,253.00</b>	<b>79,335.57</b>	<b>16.71</b>
<b>Transportation</b>					
Van Expenses	591.70	1,749.60	9,300.00	7,550.40	18.81
<b>Total Transportation</b>	<b>591.70</b>	<b>1,749.60</b>	<b>9,300.00</b>	<b>7,550.40</b>	<b>18.81</b>
<b>Materials</b>					
Adult	10,359.65	66,249.17	170,500.00	104,250.83	38.86
Digital Collection - e-Books	2,681.34	8,083.64	35,763.00	27,679.36	22.60
Digital Collection - e-Audio	1,337.03	6,480.69	9,000.00	2,519.31	72.01
Express Collection	0.00	0.00	0.00	0.00	0.00
Juvenile	14,919.81	29,005.35	78,500.00	49,494.65	36.95
LINK Site Materials	317.71	897.07	13,000.00	12,102.93	6.90
Music	0.00	313.55	2,300.00	1,986.45	13.63
Online Databases	2,546.51	8,606.21	35,000.00	26,393.79	24.59
Periodicals	15,676.34	16,569.00	20,000.00	3,431.00	82.85
Reference	135.83	407.53	3,000.00	2,592.47	13.58
<b>Total Materials</b>	<b>47,974.22</b>	<b>136,612.21</b>	<b>367,063.00</b>	<b>230,450.79</b>	<b>37.22</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	89.10	10,500.00	10,410.90	0.85
Software & Hardware Upgrades	1,855.31	1,855.31	40,000.00	38,144.69	4.64
<b>Total Capital Expenditures</b>	<b>1,855.31</b>	<b>1,944.41</b>	<b>50,500.00</b>	<b>48,555.59</b>	<b>3.85</b>
<b>Capital Fund Accounts</b>					
III System - Shared with NWRL	1,104.16	3,312.48	13,250.00	9,937.52	25.00
Van Replacement	500.00	1,500.00	6,000.00	4,500.00	25.00
<b>Total Capital Fund Accounts</b>	<b>1,604.16</b>	<b>4,812.48</b>	<b>19,250.00</b>	<b>14,437.52</b>	<b>25.00</b>
<b>Total General Fund Expenditures</b>	<b>297,921.03</b>	<b>825,481.68</b>	<b>3,327,256.00</b>	<b>2,501,774.32</b>	<b>24.81</b>
General Fund Revenue Over Expenditures	\$ (283,262.28)	\$ 4,604.19	\$ 0.00	\$ (4,604.19)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2013

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 1,309.89	\$ 4,264.35	\$ 0.00	(4,264.35)	0.00
Telecom/E-rate Funds	0.00	543.16	0.00	(543.16)	0.00
Legacy Grant Revenue	11,109.79	37,120.04	0.00	(37,120.04)	0.00
<b>Total Special Projects Revenue</b>	<b>12,419.68</b>	<b>41,927.55</b>	<b>0.00</b>	<b>(41,927.55)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials	1,096.61	3,276.46	0.00	(3,276.46)	0.00
Donations - Miscellaneous	130.00	905.00	0.00	(905.00)	0.00
Legacy Grant Expense	11,109.79	37,120.04	0.00	(37,120.04)	0.00
Telecom/E-rate Expenses	0.00	543.16	0.00	(543.16)	0.00
<b>Projects from Designated Funds:</b>					
Desig Funds - Library Material	264.29	1,914.79	0.00	(1,914.79)	0.00
<b>Total Special Projects Miscellaneous</b>	<b>12,600.69</b>	<b>43,759.45</b>	<b>0.00</b>	<b>(43,759.45)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equipm	0.00	0.00	0.00	0.00	0.00
<b>Projects from Designated Funds:</b>					
Desig Funds - Furn & Equipment	0.00	750.00	0.00	(750.00)	0.00
Desig Funds - Joint Automation	0.00	34,997.50	0.00	(34,997.50)	0.00
<b>Total Special Projects Capital</b>	<b>0.00</b>	<b>35,747.50</b>	<b>0.00</b>	<b>(35,747.50)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>12,600.69</b>	<b>79,506.95</b>	<b>0.00</b>	<b>(79,506.95)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (181.01)	\$ (37,579.40)	\$ 0.00	37,579.40	0.00
GRANT TOTAL REVENUE	27,078.43	872,013.42	3,327,256.00	2,455,242.58	26.21
GRAND TOTAL EXPENDITURES	310,521.72	904,988.63	3,327,256.00	2,422,267.37	27.20
CHANGE IN FUND BALANCE	\$ (283,443.29)	\$ (32,975.21)	\$ 0.00	32,975.21	0.00

## LAKE AGASSIZ REGIONAL LIBRARY

### 2014 PRELIMINARY BUDGET

with 2013/2014 BUDGET COMPARISON

#### DRAFT #1

CATEGORY	2012 BUDGET	2013 BUDGET	2014 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,182,957	2,281,750	2,299,950	18,200	0.80%
Library Materials	367,063	367,063	367,063	0	0.00%
Automation/Cataloging	190,169	199,765	202,165	2,400	1.20%
Library Programming/Staff Dev.	33,400	33,400	33,400	0	0.00%
Mileage/Board Mtg Expense	29,050	29,575	29,575	0	0.00%
Regional Library Telecom Aid	102,500	95,253	95,000	(253)	-0.27%
Other Operating Expenses	240,583	241,400	239,651	(1,749)	-0.72%
Vehicle Expenses	9,300	9,300	9,300	0	0.00%
Capital Expenses	69,750	69,750	69,750	0	0.00%
Total Budget	3,224,772	3,327,256	3,345,854	18,598	0.56%

This budget does the following:

- a. Anticipates a health insurance increase of 10%.

This budget does not do the following:

- a. Provide the funding for replacing computers every 3 years as recommended by the Bill and Melinda Gates Foundation. LARL is currently on a schedule of replacing computers every 5 years.
- b. Raise the materials (print, non-print, and electronic) budget to the statewide average of \$4.59 per capita or \$656,237 (2011 data). In 2012 LARL spent \$2.79 per capita (operating budget, designated funds, grants and donations). This budget will bring LARL to \$2.57 per capita.

(OVER)

**LAKE AGASSIZ REGIONAL LIBRARY**  
**2014 PRELIMINARY BUDGET**

**DRAFT #1**

<b>REVENUE</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>\$\$ Increase</b>	<b>2014 Request</b>
Becker County	302,335	322,015	14,850	336,865
Detroit Lakes	189,469	199,517	7,603	207,120
Clay County	224,648	242,279	13,556	255,835
Moorhead	625,730	675,730	27,205	702,935
Clearwater County	78,941	84,664	4,386	89,050
Mahnomen County	32,875	35,581	1,974	37,555
Mahnomen	15,864	16,931	869	17,800
Norman County	79,955	87,594	5,641	93,235
Polk County	202,186	219,999	13,211	233,210
Crookston	192,165	200,599	6,206	206,805
Wilkin County	43,825	46,580	2,145	48,725
Breckenridge	77,311	80,441	2,379	82,820
<b>SUB-TOTAL</b>	<b>2,065,304</b>	<b>2,211,930</b>	<b>100,025</b>	<b>2,311,955</b>
<b>GRANTS</b>				
State Basic Support	590,101	543,371	-23,371	520,000
Regional Library Telecom Aid	102,500	95,253	-253	95,000
<b>TOTAL GRANTS</b>	<b>692,601</b>	<b>638,624</b>	<b>-23,624</b>	<b>615,000</b>
<b>OTHER REVENUE</b>				
Miscellaneous	99,850	79,200	-2,000	77,200
Reimbursement from NWRL	53,963	57,672	792	58,464
Fund Balance/Shortfall	313,054	339,830	-58,095	281,735
<b>TOTAL REVENUE</b>	<b>3,224,772</b>	<b>3,327,256</b>	<b>17,099</b>	<b>3,344,354</b>
<b>EXPENDITURES</b>				
Operating	3,155,022	3,257,506	17,098	3,274,604
Capital	69,750	69,750	0	69,750
<b>TOTAL EXPENDITURES</b>	<b>3,224,772</b>	<b>3,327,256</b>	<b>17,098</b>	<b>3,344,354</b>
				<b>0</b>

2014 LINE ITEM BREAKDOWN  
1st Draft Preliminary Budget

		2013	2014	2014	2014	Variance 2013	COMMENTS
		Final Budget	Prelim Budget	Adjustments	Adjusted Prelim Budget	to 2014 Prelim	
<b>REVENUES</b>							
Acct:	<i>PROPERTY TAXES</i>						
4000-001	Becker County	322,015	336,865		336,865	14,850	
4000-002	Detroit Lakes	199,517	207,120		207,120	7,603	
4000-010	Clay County	242,279	255,835		255,835	13,556	
4000-011	Moorhead	675,730	702,935		702,935	27,205	
4000-020	Clearwater County	84,664	89,050		89,050	4,386	
4000-030	Mahnomen County	35,581	37,555		37,555	1,974	
4000-031	Mahnomen	16,931	17,800		17,800	869	
4000-040	Norman County	87,594	93,235		93,235	5,641	
4000-050	Polk County	219,999	233,210		233,210	13,211	
4000-051	Crookston	200,599	206,805		206,805	6,206	
4000-060	Wilkin County	46,580	48,725		48,725	2,145	
4000-061	Breckenridge	80,441	82,820		82,820	2,379	
	<i>SUB-TOTAL</i>	<i>2,211,930</i>	<i>2,311,955</i>		<i>2,311,955</i>	<i>100,025</i>	
<b>GRANTS</b>							
4110	Regional Library Telecom Aid (RLTA)	95,253	95,000		95,000	(253)	
4100	Basic Support - MN (RLBSS)	543,371	520,000		520,000	(23,371)	Won't know till August (2013 - \$543,371, 2012 - \$550,102, 2011 - \$562,378, 2010 - \$678,871, 2009 - \$733,228)
	<i>SUB-TOTAL</i>	<i>638,624</i>	<i>615,000</i>		<i>615,000</i>	<i>(23,624)</i>	
<b>MISC. REVENUE</b>							
4500	Service Charge Revenue	22,000	22,000		22,000	-	
4510	Printing Revenue	15,000	15,000		15,000	-	
4520	Fax Revenue	5,000	5,000		5,000	-	
4530	Microfilm Revenue	200	200		200	-	
4540	Photocopy Revenue	8,000	8,000		8,000	-	
4560	Interest Income	22,000	20,000		20,000	(2,000)	if savings decrease so will interest
4590	Lost/Damaged Property	7,000	7,000		7,000	-	
	<i>SUB-TOTAL</i>	<i>79,200</i>	<i>77,200</i>		<i>77,200</i>	<i>(2,000)</i>	
9505-200	Reimbursement from NWRL	57,672	58,464		58,464	792	
4900	Fund Account Transfers	339,830	281,735	-	281,735	(58,095)	
	<b>TOTAL REVENUES</b>	<b>3,327,256</b>	<b>3,344,354</b>	<b>-</b>	<b>3,344,354</b>	<b>17,098</b>	
<b>PERSONNEL EXPENSES</b>							
5000	Salaries & Wages	1,738,404	1,730,700		1,730,700	(7,704)	
5010	Salaries - Substitutes	31,500	32,000		32,000	500	
5100	Payroll Taxes	135,398	134,850		134,850	(548)	
5110	Retirement - PERA employer	125,524	124,950		124,950	(574)	
5120	Health Insurance	242,600	269,100		269,100	26,500	10% estimated increase
5140	Life Insurance	2,200	2,240		2,240	40	
5160	Other Employee Benefits	1,700	1,700		1,700	-	
5150	Workers' Compensation Insurance	4,424	4,410		4,410	(14)	
	<i>SUB-TOTAL</i>	<i>2,281,750</i>	<i>2,299,950</i>		<i>2,299,950</i>	<i>18,200</i>	
<b>AUTOMATION/CATALOGING</b>							
6100	Automation System	174,765	177,165		177,165	2,400	Maintenance fees/salary
6020	Supplies - Public Services	7,000	7,000		7,000	-	
6010	Supplies - Technical Services	10,000	10,000		10,000	-	
6110	OCLC/Minitex	8,000	8,000		8,000	-	
	<i>SUB-TOTAL</i>	<i>199,765</i>	<i>202,165</i>		<i>202,165</i>	<i>2,400</i>	
<b>Library Programming/Staff Development</b>							
6495	Programming - Adult	3,000	3,000		3,000	-	
6490	Programming - Youth	3,400	3,400		3,400	-	
6492	Programming - Summer Reading	8,000	8,000		8,000	-	
6480	Staff Development/Training	19,000	19,000		19,000	-	
	<i>SUB-TOTAL</i>	<i>33,400</i>	<i>33,400</i>		<i>33,400</i>	<i>-</i>	
<b>MILEAGE/BOARD MTG EXPENSE</b>							
6455	Mileage - Staff	21,125	21,125		21,125	-	
6450	Mileage - Trustee	7,450	7,450		7,450	-	
6470	Board Expenses	1,000	1,000		1,000	-	
	<i>SUB-TOTAL</i>	<i>29,575</i>	<i>29,575</i>		<i>29,575</i>	<i>-</i>	
7110	RLTA Expenses	95,253	95,000		95,000	(253)	
<b>OTHER OPERATING</b>							
6340	Attorney Fees	7,500	5,000		5,000	(2,500)	
6310	Audit	7,200	7,500		7,500	300	Estimate, RFP will go out this summer for audit
6330	Bank Fees	1,600	1,000		1,000	(600)	
6320	Business Office Software	2,000	2,000		2,000	-	
6350	Delivery: Courier	75,000	75,000		75,000	-	
6355	Delivery: TriCollege/Minitex	4,350	4,350		4,350	-	
6420	Director's Discretionary	2,500	2,500		2,500	-	
6370	Insurance - General Liability	7,600	9,100		9,100	1,500	
6372	Insurance - D&O/Emp Liab	2,000	2,400		2,400	400	
6374	Insurance - Government Crime	100	125		125	25	
6376	Insurance - Flood	2,300	2,530		2,530	230	
6360	Lease: Regional Office Rent	19,600	19,796		19,796	196	Per agreement - last year of agreement is 2014
6362	Lease: Copiers	7,300	7,300		7,300	-	out for bid soon
6365	Lease: Mailing Machine	1,650	1,650		1,650	-	
6240	Maintenance Contract: Copiers	4,950	4,950		4,950	-	
6250	Maintenance Contract: Microfilm	2,650	2,650		2,650	-	Moorhead, Crookston, Fosston

6465	Memberships - LARL Directors	1,200	1,200	1,200	-	
6800	Miscellaneous Expense	3,000	3,000	3,000	-	
6430	Postage	4,700	4,700	4,700	-	
6435	PO Box Rental	1,800	1,800	1,800	-	
6440	Mailing, Click2Mail	7,000	4,500	4,500	(2,500)	cost coming in lower
6445	Materials Recovery/Collections	3,200	3,200	3,200	-	
6460	MN Director's Fund - CRPLSA	3,000	3,000	3,000	-	
6300	Payroll Processing	2,800	2,850	2,850	50	
6410	PIO: Marketing/Printing/Misc	16,400	16,400	16,400	-	
6380	Recruitment	9,000	9,000	9,000	-	
6040	Supplies - Computer	4,500	4,500	4,500	-	
6030	Supplies - Copier/Fax/Microfilm	2,500	2,500	2,500	-	
6000	Supplies - Office	12,500	12,500	12,500	-	
6200	Equipment Repairs	2,500	2,500	2,500	-	
6400	Telephone/Telecom	18,400	18,400	18,400	-	
6405	Cell Phone	600	250	250	(350)	change in plan
	<b>SUB-TOTAL</b>	<b>241,400</b>	<b>238,151</b>	<b>238,151</b>	<b>(3,249)</b>	
<b>TRANSPORTATION EQUIPMENT</b>						
6500	Van - Gasoline	5,300	5,300	5,300	-	
6505	Van - Repairs & Maintenance	2,000	2,000	2,000	-	
6510	Van - Insurance	2,000	2,000	2,000	-	
	<b>SUB-TOTAL</b>	<b>9,300</b>	<b>9,300</b>	<b>9,300</b>	<b>-</b>	
<b>MATERIALS</b>						
6610	Adult Fiction	49,000				
6612	Adult Non-Fiction	48,000				
6614	Adult Large Print	26,000				
6616	Adult DVD	27,500				
6618	Adult Talking Books	20,000				
6602	Juvenile Fiction	48,000				
6604	Juvenile Non Fiction	18,000				
6605	Juvenile DVD	10,500				
6606	Juvenile Talking Books	2,000				
6620	Link Site Materials	13,000				
6630	Express	-				
6670	Digital Collection - e-Books	35,763				
6675	Digital Collection - e-Audio	9,000				
6640	Music	2,300				
6690	Periodicals	20,000				
6650	Reference	3,000				
6680	Electronic Resources	35,000				
	<b>SUB-TOTAL</b>	<b>367,063</b>	<b>367,063</b>	<b>367,063</b>	<b>-</b>	
<b>CAPTIAL EXPENDITURES</b>						
8500	Furniture & Equipment	10,500	10,500	10,500	-	
8600	Software/Hardware Upgrades	40,000	40,000	40,000	-	
	<b>SUB-TOTAL</b>	<b>50,500</b>	<b>50,500</b>	<b>50,500</b>	<b>-</b>	
<b>CAPITAL FUND ACCOUNTS</b>						
8700	Van Replacement	6,000	6,000	6,000	-	
9800-200	III Software Upgrades	6,625	6,625	6,625	-	
9810-200	III System Replacement	6,625	6,625	6,625	-	
	<b>SUB-TOTAL</b>	<b>19,250</b>	<b>19,250</b>	<b>19,250</b>	<b>-</b>	
<b>TOTAL EXPENSES</b>		<b>3,327,256</b>	<b>3,344,354</b>	<b>-</b>	<b>3,344,354</b>	<b>17,098</b>
<b>REVENUE(UNDER)/OVER EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Monthly Report to the Board

15

Date: April 10, 2013

From: Liz Lynch, Regional Library Director

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### Meetings/events attended by the Director

Meeting at Moorhead City Hall with Megan Krueger, Mar. 15; Moorhead Town Hall Meeting with Rep. Marquart, Rep. Lien, and Sen. Eken, Mar. 16; LARL Coordinating Team Meeting, Mar. 20; met with Ilane Rue, Mar. 21; conference call with Whitney Crettol of Crettol Consulting, Mar. 21<sup>st</sup>; met with Cheryl Melkert of the Rothsay LINK Site, Mar. 22; met with John Frohrip, Fertile City Administrator, Mar.22; attended Rep. Urdahl's Legacy Program in Ada, Mar. 22; met with Josh Stompro, Jamie Sprynczynatyk, Sharon Douglas, Helen Goodin, and Janelle Brandon regarding Gonvick, Mar. 26; met with Rep. Ben Lien, Mar. 28; met with Regional Office Staff, Apr. 1; met with Fosston Branch Librarian and Fosston Community Library & Arts Association Board members, Apr. 2; Online MN Library Legislative Meeting, Apr. 3; CRPLSA Meeting, Apr. 3-5; NW LINKs Meeting with Josh Stompro, Apr. 8; weekly RO Supervisors meeting, Apr. 9.; and meeting with Moorhead Friends President, Patti Kratky, Apr. 10.

### Board Members

I will be meeting with Marlys Douglas of Detroit Lakes on April 29<sup>th</sup> for LARL Board Orientation.

### Staff Training and Development

- Danell Haspel attended a webinar called, *Genealogy for Librarians* on Feb. 21.
- Deb Wahl attended a webinar called, *So Many Devices, So Little Time* about eReader service on Apr. 3.
- Danell Haspel also attended the webinar, *So Many Devices, So Little Time* on Apr. 3.
- Jenna Kahly attended a webinar called, *Intro to the Very Ready Reading Room* on Apr. 10.
- Jamie Sprynczynatyk attended an *Affordable Care Act Seminar* in Fergus Falls on Apr. 10.

### Staff/Staffing

Welcome back to **Jim Mulvihill, Ada Substitute**. Jim was previously employed by LARL as the Twin Valley LINK Site Coordinator and as an Ada Substitute. We are very happy to have him back.

Current open positions include the following:

- Library Associate I – Breckenridge
- LINK Site Coordinator (6-10hrs) – Cormorant
- Library Assistant (20hr) – Crookston
- Library Associate I – Hawley
- Library Substitute – Mahnomen
- Library Associate I – Moorhead

On April 9<sup>th</sup>, the Clearwater County voted unanimously to accept the monetary gift from the City of Gonvick to cover the next two years of shortfall payment to LARL. The Gonvick LINK will reopen in May with minimal changes in operation.

**Gifts, Grants, & Donations**

Joyce and Willis Faul	Anne B Fredine Memorial	20.00
Julie and Joe Bruhn	Anne B Fredine Memorial	10.00
Gerald and Janine Stene	Anne B Fredine Memorial	20.00
Lori and Gregory Krause	Anne B Fredine Memorial	20.00
Friends of the Moorhead Library	SRP T-shirts for Staff	87.60
Winger Lions Club	Large Print Books	100.00
Linda Wilson	Books	50.00
Rhonda Laddusaw in memory of Lu Boyer		20.00
Microsoft Matching Gifts (Sharon Williams)		113.46

The Coordinating Team will be exploring options for future fundraising efforts.

**eServices**

LARL launched the **Zinio** online magazine service on March 1. During the month of March, 161 customers signed up for the service, checking out over 1,900 magazines.

**OverDrive** eBook service checkouts are increasing as print circulation continues to decline. The digital collection often circulates more items than our individual bricks and mortar buildings. Year to Date circulation numbers include **Moorhead at 68,690; Detroit Lakes at 34,751; Crookston at 15,561 and OverDrive 12,331.** We will continue to monitor this trend as we move forward.

In addition, OverDrive will launch the new **Next Generation** interface. This user-friendly interface will be visually appealing with eye-catching bookcover art and “See Book: Read Book.” Users will no longer need to download special software to read eBooks. Once checked out, the book can be read across a variety of devices instantly. The filtered search and one-step checkout are added bonuses to the user. Please note this is a redesign of the site to help users access eBooks and eAudiobooks seamlessly. The digital library still supports all previous apps and devices. This is an enhancement to the digital library service.

**Current/Upcoming Events**

**Food for Fines:** April, 2013

**National Library Week:** April 14-20, 2013

**Minnesota Book Awards Celebration:** Monday, April 22<sup>nd</sup> 6:30 p.m. at the Moorhead Library  
This Legacy event will feature four MN Book Award authors. Enjoy an evening of presentations, books signings, refreshments, and more.

**Vickie Wendel, Fashion Trends and Issues: 1850s to 1920s**

This Legacy event will be in nine LARL locations on April 23, April 24, and April 25.  
This event will conclude the Winter/Spring 2013 Legacy Series.



1022 5<sup>th</sup> Avenue South  
Moorhead, MN 56560  
April 1, 2013

Liz Lynch, Director  
Lake Agassiz Regional Library  
118 5<sup>th</sup> Street South  
Moorhead, MN 56561-0900

Dear Ms. Lynch:

First of all, congratulations on being selected as Director of the Lake Agassiz Regional Library. I wish you all the best in the coming years in that position.

I want to pass along my gratitude to you and the librarians at the Moorhead branch. I moved back to Moorhead last summer. Since the place I am currently residing does not have internet, I spent many days at the Moorhead Library doing job searches for hours on end on my laptop. After 8 months of searching I finally secured a good job.

I want you to know how much I appreciate the services you provided me. (Libraries have changed so much since I was young.) I also want you to know how helpful and friendly all the staff were at the Moorhead branch. They were certainly professional and helpful, but very friendly and congenial as well. Customer service must indeed be a high priority for LARL and your staff performed exceptionally well in that regard.

Thanks again to you and the rest of the staff there and best wishes to you as you move forward in your leadership position.

Sincerely,



Roger Kjos

LAKE AGASSIZ REGIONAL LIBRARY MONTHLY CIRCULATION STATISTICS - 2013

March

	2013	2012	Mo + or -	YTD 2013	YTD 2012	YTD + or -
<b>BECKER COUNTY</b>						
Cormorant LINK	176	258	-82	625	613	12
Detroit Lakes	11,730	15,143	-3,413	34,751	43,272	-8,521
Frazee LINK	365	427	-62	921	1,142	-221
Lake Park LINK	276	482	-206	889	1,134	-245
Sub-total	12,547	16,310	-3,763	37,186	46,161	-8,975
<b>CLAY COUNTY</b>						
Barnesville	2,171	2,785	-614	6,175	7,530	-1,355
Hawley	2,474	3,057	-583	7,352	8,478	-1,126
Moorhead	23,022	29,606	-6,584	68,690	83,663	-14,973
Ulen LINK	248	190	58	727	529	198
Sub-total	27,915	35,638	-7,723	82,944	100,200	-17,256
<b>CLEARWATER COUNTY</b>						
Bagley	2,352	2,259	93	6,497	6,758	-261
Gonvick LINK	0	435	-435	885	1,182	-297
Sub-total	2,352	2,694	-342	7,382	7,940	-558
<b>MAHNOMEN COUNTY</b>						
Mahnomen	1,728	1,747	-19	4,570	5,252	-682
Sub-total	1,728	1,747	-19	4,570	5,252	-682
<b>NORMAN COUNTY</b>						
Ada	1,781	1,831	-50	4,821	5,751	-930
Halstad LINK	336	503	-167	1,167	1,474	-307
Hendrum LINK	242	305	-63	663	737	-74
Shelly LINK	261	221	40	756	598	158
Twin Valley LINK	317	371	-54	958	987	-29
Sub-total	2,937	3,231	-294	8,365	9,547	-1,182
<b>POLK COUNTY</b>						
Climax	541	718	-177	1,525	1,862	-337
Crookston	5,244	6,792	-1,548	15,561	20,140	-4,579
Fertile	1,327	1,494	-167	4,303	4,164	139
Fosston	3,743	4,395	-652	10,958	12,830	-1,872
McIntosh	1,172	1,480	-308	3,646	4,499	-853
Sub-total	12,027	14,879	-2,852	35,993	43,495	-7,502
<b>WILKIN COUNTY</b>						
Breckenridge	2,799	3,558	-759	9,237	9,888	-651
Rothsay LINK	155	373	-218	507	1,016	-509
Sub-total	2,954	3,931	-977	9,744	10,904	-1,160
<b>CUSTOMER INITIATED REMOTE RENEWALS</b>						
	3,997	4,442	-445	12,197	13,272	-1,075
<b>CUSTOMER INITIATED DIGITAL CHECKOUTS</b>						
Overdrive	4,092	3,601	491	12,331	10,860	1,471
Zinio	1,968	0	1,968	1,968	0	1,968
<b>GRAND TOTALS</b>	<b>72,517</b>	<b>86,473</b>	<b>-13,956</b>	<b>212,680</b>	<b>247,631</b>	<b>-34,951</b>

\* 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

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2013 to Mar 31, 2013**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5020-000	Salaries - Temporary/Contract	3/31/13	Charlene Hudgins	192.70	
5020-000	Salaries - Temporary/Contract			192.70	
5120-000	Health Insurance	3/1/13	Lakes Country Service Cooperat	15,539.50	
5120-000	Health Insurance	3/15/13	MII Life - VEBA	1,600.00	
5120-000	Health Insurance			17,139.50	
6000-000	Supplies - Office	3/26/13	Office Max	699.83	
6000-000	Supplies - Office	3/27/13	Big Kmart Store 7216	153.15	
6000-000	Supplies - Office	3/27/13	Office Depot	1,906.00	
6000-000	Supplies - Office	3/28/13	Lakes Country Service Cooperat	870.00	
6000-000	Supplies - Office			3,628.98	
6010-000	Supplies - Technical Services	3/5/13	Midwest Container Systems, Inc	526.31	
6010-000	Supplies - Technical Services			526.31	
6020-000	Supplies - Public Services	3/15/13	DEMCO	39.99	
6020-000	Supplies - Public Services	3/27/13	Batteries Plus	211.95	
6020-000	Supplies - Public Services	3/28/13	DEMCO	55.37	
6020-000	Supplies - Public Services			307.31	
6240-000	Maint Contr - Copiers	3/1/13	Liberty Business Systems	399.00	
6240-000	Maint Contr - Copiers			399.00	
6300-000	Payroll Processing	3/8/13 3/25/13	Payroll Professionals, Inc.	106.60 113.10	
6300-000	Payroll Processing			219.70	
6350-000	Delivery Service - Courier	3/4/13 3/11/13 3/14/13 3/25/13	Northern Network Express	1,419.21 1,419.21 1,405.70 1,405.70	
6350-000	Delivery Service - Courier			5,649.82	
6362-000	Lease - Copiers	3/7/13	Wells Fargo Equipment Finance	578.26	
6362-000	Lease - Copiers			578.26	
6380-000	Recruitment - Local	3/3/13	Crookston Daily Times	75.96	
6380-000	Recruitment - Local	3/27/13	Norman County Index	21.26	
6380-000	Recruitment - Local	3/28/13	Mahnomen Pioneer	40.52	
6380-000	Recruitment - Local	3/29/13	The Hawley Herald, Inc.	22.50	
6380-000	Recruitment - Local	3/31/13	Frazee Forum, Inc.	55.50	
6380-000	Recruitment - Local	3/31/13	JobsHQ	982.77	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2013 to Mar 31, 2013**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6380-000	Recruitment - Local	3/31/13	Daily News / News Monitor	285.00	
6380-000	Recruitment - Local	3/31/13	Crookston Daily Times	472.56	
6380-000	Recruitment - Local			1,956.07	
6400-000	Telephone	3/1/13	Rothsay Telephone Co	74.04	
6400-000	Telephone	3/1/13	Halstad Telephone Company	74.05	
		3/1/13		63.70	
		3/1/13		25.35	
6400-000	Telephone	3/1/13	Loretel Systems, Inc.	93.04	
		3/1/13		83.61	
		3/1/13		36.40	
		3/1/13		79.81	
		3/1/13		89.32	
6400-000	Telephone	3/1/13	Arvig	212.36	
6400-000	Telephone	3/1/13	CenturyLink	48.00	
6400-000	Telephone	3/1/13	Dex Media East, Inc.	31.33	
		3/3/13		16.50	
		3/8/13		18.75	
6400-000	Telephone	3/10/13	Garden Valley Telephone Comp	77.25	
		3/10/13		10.05	
		3/10/13		10.28	
		3/10/13		11.50	
6400-000	Telephone	3/13/13	CenturyLink	42.90	
6400-000	Telephone	3/23/13	Integra Telecom	293.89	
6400-000	Telephone	3/25/13	Garden Valley Telephone Comp	6.35	
6400-000	Telephone	3/27/13	Rochester Telecom Systems Inc.	361.84	
6400-000	Telephone			1,760.32	
6405-000	Cell Phone	3/12/13	Cardmember Service	28.55	
6405-000	Cell Phone			28.55	
6410-000	PIO - Marketing/Printing/Etc	3/6/13	Midwest Printing, Inc.	1,217.69	
6410-000	PIO - Marketing/Printing/Etc	3/13/13	Sir Speedy	42.98	
6410-000	PIO - Marketing/Printing/Etc	3/27/13	Plymouth Rocket, Inc.	350.00	
6410-000	PIO - Marketing/Printing/Etc	3/31/13	Clay County Connection	155.00	
6410-000	PIO - Marketing/Printing/Etc			1,765.67	
6420-000	Director's Discretionary	3/12/13	Haney's Photography	129.00	
6420-000	Director's Discretionary			129.00	
6440-000	Mailing - Click2Mail	3/7/13	Click2Mail	339.96	
6440-000	Mailing - Click2Mail			339.96	
6445-000	Materials Recovery/Collection	3/1/13	Unique Management Services, I	295.35	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
For the Period From Mar 1, 2013 to Mar 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6445-000	Materials Recovery/Collection			295.35	
6450-000	Mileage - Trustee	3/1/13	Dana Johnson	77.97	
6450-000	Mileage - Trustee	3/21/13	Terry Kalil	79.10	
6450-000	Mileage - Trustee	3/21/13	Robert Perry	53.11	
6450-000	Mileage - Trustee	3/21/13	Paul M. Bursik	55.65	
6450-000	Mileage - Trustee	3/21/13	Evelyn Fox	50.29	
6450-000	Mileage - Trustee	3/21/13	Ilane Rue	113.00	
6450-000	Mileage - Trustee	3/21/13	Terri Eidenschink	59.89	
6450-000	Mileage - Trustee	3/21/13	John P Chevalier	141.25	
6450-000	Mileage - Trustee	3/21/13	Dana Johnson	77.97	
6450-000	Mileage - Trustee	3/21/13	Barry Nelson	47.46	
6450-000	Mileage - Trustee			755.69	
6455-000	Mileage - Staff	3/1/13	Janet Gerla	39.55	
6455-000	Mileage - Staff	3/1/13	Heidi Moore	20.34	
6455-000	Mileage - Staff	3/1/13	Jane Vigness	19.21	
6455-000	Mileage - Staff	3/1/13	Karen Edevold	89.84	
6455-000	Mileage - Staff	3/1/13	Amanda Plourde	103.40	
6455-000	Mileage - Staff	3/1/13	Joyce Christine Boike	77.97	
6455-000	Mileage - Staff	3/1/13	Mary Haney	89.84	
		3/1/13		50.29	
		3/1/13		38.99	
		3/1/13		102.83	
6455-000	Mileage - Staff	3/5/13	Danell Haspel	41.25	
6455-000	Mileage - Staff	3/5/13	Amy Nelson	38.99	
6455-000	Mileage - Staff	3/5/13	Laura Gullickson	36.16	
6455-000	Mileage - Staff	3/6/13	Amy Nelson	38.99	
6455-000	Mileage - Staff	3/6/13	Marianne Wannebo	38.42	
6455-000	Mileage - Staff	3/7/13	Lucy Borgheiinck	7.57	
6455-000	Mileage - Staff	3/7/13	Joyce White	21.58	
6455-000	Mileage - Staff	3/7/13	Amy Nelson	38.99	
6455-000	Mileage - Staff	3/8/13	Debra Wahl	11.87	
6455-000	Mileage - Staff	3/8/13	Lucy Borgheiinck	8.67	
6455-000	Mileage - Staff	3/11/13	Laura Gullickson	36.16	
6455-000	Mileage - Staff	3/12/13	Debra Wahl	15.26	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2013 to Mar 31, 2013**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/12/13	Laura Gullickson	36.16	
6455-000	Mileage - Staff	3/12/13 3/14/13	Joyce White	22.15 21.58	
6455-000	Mileage - Staff	3/15/13	Toni Epema	41.25	
6455-000	Mileage - Staff	3/20/13	Kirsten Bates	29.38	
6455-000	Mileage - Staff	3/20/13	Candace Osborn	48.59	
6455-000	Mileage - Staff	3/20/13	Joyce Christine Boike	77.97	
6455-000	Mileage - Staff	3/20/13 3/20/13	Mary Haney	50.29 114.70	
6455-000	Mileage - Staff	3/22/13	Joyce White	20.34	
6455-000	Mileage - Staff	3/22/13	Lauris Krogstad	79.12	
6455-000	Mileage - Staff	3/22/13 3/24/13	Marianne Wannebo	38.42 38.42	
6455-000	Mileage - Staff	3/25/13	Toni Epema	41.25	
6455-000	Mileage - Staff	3/26/13	Tamera Thomasson-Ehrhart	26.56	
6455-000	Mileage - Staff	3/26/13	Julie Malmanger	41.25	
6455-000	Mileage - Staff	3/26/13	Jane Vigness	19.21	
6455-000	Mileage - Staff	3/27/13	Amy Nelson	38.99	
6455-000	Mileage - Staff	3/28/13	Janet Gerla	39.55	
6455-000	Mileage - Staff	3/28/13	Marianne Wannebo	38.42	
6455-000	Mileage - Staff	3/28/13	Tammi Jalowiec	73.45	
6455-000	Mileage - Staff	3/28/13	Karen Edevold	89.84	
6455-000	Mileage - Staff	3/28/13	Amy Nelson	38.99	
6455-000	Mileage - Staff			2,032.05	
6470-000	Board Expenses	3/21/13	PJ Operations	66.28	
6470-000	Board Expenses	3/26/13	Purchase Advantage Card	7.98	
6470-000	Board Expenses			74.26	
6480-000	Staff Training	3/7/13	Spotlight On Books	320.00	
6480-000	Staff Training			320.00	
6482-000	Conf/Meeting - Miscellaneous	3/26/13	Purchase Advantage Card	93.60	
6482-000	Conf/Meeting - Miscellaneous			93.60	
6490-000	Programming - Youth	3/17/13	Jenna Kahly	35.96	
6490-000	Programming - Youth			35.96	
6492-000	Programming - Summer Readi	3/11/13	Upstart	568.80	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2013 to Mar 31, 2013**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6492-000	Programming - Summer Readi		.	568.80	
6495-000	Programming - Adult	3/25/13	GE Money Bank/Amazon	87.04	
6495-000	Programming - Adult	3/26/13	Dean L. Urdahl	200.00	
6495-000	Programming - Adult			287.04	
6500-000	Van - Gasoline	3/6/13	Cenex Fleetcard	403.65	
6500-000	Van - Gasoline	3/12/13	Cardmember Service	27.38	
6500-000	Van - Gasoline			431.03	
6602-000	Materials - Juvenile Fiction	3/15/13	Amicus	658.20	
6602-000	Materials - Juvenile Fiction	3/21/13	Lerner Publishing Group	370.10	
6602-000	Materials - Juvenile Fiction	3/25/13	GE Money Bank/Amazon	17.90	
6602-000	Materials - Juvenile Fiction	3/31/13	Baker & Taylor	2,210.85	
6602-000	Materials - Juvenile Fiction			3,257.05	
6604-000	Materials - Juvenile Non-Fict	3/15/13	Amicus	1,144.92	
6604-000	Materials - Juvenile Non-Fict	3/19/13	Oliver & Andy's Book Company,	454.80	
6604-000	Materials - Juvenile Non-Fict	3/21/13	The Creative Company	1,669.60	
6604-000	Materials - Juvenile Non-Fict	3/21/13	Rosen Publishing	4,888.45	
6604-000	Materials - Juvenile Non-Fict	3/21/13 3/27/13	Lerner Publishing Group	2,810.95 31.11	
6604-000	Materials - Juvenile Non-Fict	3/28/13	The Creative Company	35.90	
6604-000	Materials - Juvenile Non-Fict	3/31/13	Baker & Taylor	313.03	
6604-000	Materials - Juvenile Non-Fict			11,348.76	
6605-000	Materials - Juvenile DVD	3/25/13	GE Money Bank/Amazon	44.97	
6605-000	Materials - Juvenile DVD	3/31/13	Baker & Taylor	223.07	
6605-000	Materials - Juvenile DVD			268.04	
6606-000	Materials - Juvenile Talk Book	3/27/13	Recorded Books, LLC.	45.96	
6606-000	Materials - Juvenile Talk Book			45.96	
6610-000	Materials - Adult Fiction	3/25/13	GE Money Bank/Amazon	132.97	
6610-000	Materials - Adult Fiction	3/31/13	Baker & Taylor	3,249.09	
6610-000	Materials - Adult Fiction			3,382.06	
6612-000	Materials - Adult Non-Fiction	3/25/13	GE Money Bank/Amazon	145.01	
6612-000	Materials - Adult Non-Fiction	3/31/13	Baker & Taylor	2,936.69	
6612-000	Materials - Adult Non-Fiction			3,081.70	
6614-000	Materials - Adult Large Print	3/31/13	Baker & Taylor	34.40	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2013 to Mar 31, 2013**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6614-000	Materials - Adult Large Print			34.40	
6616-000	Materials - Adult DVD	3/25/13	GE Money Bank/Amazon	489.91	
6616-000	Materials - Adult DVD	3/31/13	Baker & Taylor	1,832.86	
6616-000	Materials - Adult DVD			2,322.77	
6618-000	Materials - Adult Talking Book	3/11/13	Recorded Books, LLC.	829.60	
6618-000	Materials - Adult Talking Book	3/22/13	Random House, Inc.	67.50	
6618-000	Materials - Adult Talking Book	3/25/13	GE Money Bank/Amazon	23.98	
6618-000	Materials - Adult Talking Book	3/27/13	Recorded Books, LLC.	617.64	
6618-000	Materials - Adult Talking Book			1,538.72	
6620-000	Materials - LINK Sites	3/11/13	Recorded Books, LLC.	164.40	
6620-000	Materials - LINK Sites	3/25/13	Detroit Lakes Newspapers	59.00	
6620-000	Materials - LINK Sites	3/31/13	Baker & Taylor	94.31	
6620-000	Materials - LINK Sites			317.71	
6630-000	Materials - Express Collection	3/31/13	Baker & Taylor	264.29	
6630-000	Materials - Express Collection			264.29	
6670-000	Materials - Digital - e-Books	3/4/13	Overdrive, Inc.	990.36	
		3/14/13		428.50	
		3/20/13		637.48	
6670-000	Materials - Digital - e-Books			2,056.34	
6675-000	Materials - Digital - e-Audio	3/25/13	Overdrive, Inc.	1,128.68	
6675-000	Materials - Digital - e-Audio			1,128.68	
6690-000	Materials - Periodicals	3/1/13	Red Lake Falls Gazette	35.00	
6690-000	Materials - Periodicals	3/1/13	Fertile Journal	30.00	
6690-000	Materials - Periodicals	3/13/13	EBSCO		16.60
6690-000	Materials - Periodicals	3/15/13	The Forum	163.00	
6690-000	Materials - Periodicals	3/24/13	The Erskine Echo	30.00	
6690-000	Materials - Periodicals	3/27/13	EBSCO	15,434.94	
6690-000	Materials - Periodicals			15,692.94	16.60
6800-000	Miscellaneous Expense	3/18/13	Crestline Specialties, Inc.	472.07	
6800-000	Miscellaneous Expense			472.07	
7110-000	Regional Lib Telecom Aid - Ex	3/28/13	NW-Links	15,917.43	
7110-000	Regional Lib Telecom Aid - Ex			15,917.43	
7200-000	Legacy - Expense (1099)	3/12/13	Absolute Marketing Group	2,144.72	
7200-000	Legacy - Expense (1099)	3/20/13	Richard Alan Productions	4,500.00	



**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
For the Period From Mar 1, 2013 to Mar 31, 2013

**25**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)	3/31/13	Charlene Hudgins	1,359.80	
7200-000	Legacy - Expense (1099)			8,004.52	
7205-000	Legacy - Exp Reimbursement	3/20/13	Richard Alan Productions	754.03	
7205-000	Legacy - Exp Reimbursement	3/26/13	Dean L. Urdahl	516.64	
7205-000	Legacy - Exp Reimbursement			1,270.67	
7210-000	Legacy - Materials - Print	3/31/13	Baker & Taylor	525.49	
7210-000	Legacy - Materials - Print			525.49	
7230-000	Legacy - Materials - Other	3/1/13	Overdrive, Inc.	638.58	
7230-000	Legacy - Materials - Other			638.58	
8000-013	Donation - Misc Exp - LH	3/5/13	Verlyn D Anderson	100.00	
8000-013	Donation - Misc Exp - LH	3/5/13	Wayne Hankel	30.00	
8000-013	Donation - Misc Exp - LH			130.00	
8100-011	Donation - Materials - LM	3/31/13	Baker & Taylor	11.24	
8100-011	Donation - Materials - LM			11.24	
8100-013	Donation - Materials - LH	3/27/13	Overdrive, Inc.	886.97	
8100-013	Donation - Materials - LH	3/31/13	Baker & Taylor	105.26	
8100-013	Donation - Materials - LH			992.23	
8100-031	Donation - Materials - LN	3/31/13	Baker & Taylor	43.14	
8100-031	Donation - Materials - LN			43.14	
8100-051	Donation - Materials - LC	3/31/13	Baker & Taylor	50.00	
8100-051	Donation - Materials - LC			50.00	
8600-000	Software & Hardware Upgrade	3/25/13 3/28/13	CDW Government	1,516.78 338.53	
8600-000	Software & Hardware Upgrade			1,855.31	
9630-200	Cell Phone - Joint Automation	3/12/13	Cardmember Service	13.42	
9630-200	Cell Phone - Joint Automation			13.42	