

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

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

**Thursday, April 20, 2017**

**5:30 p.m.**

**Meeting Place: Moorhead Public Library, lower level**

**EXECUTIVE COMMITTEE MEMBERS:** Dailey, Fox, Grimsley, Kalil (Chair), Ingersoll,

**FINANCE COMMITTEE MEMBERS:** Briggs, Geray, Grimsley, Ingersoll (Chair), Kalil (ex officio)

**Note:** If you're unable to attend this meeting, please notify Liz toll-free at 1-800-247-0449 ext 127, locally at (218) 233-3757 ext 127, or by email at [lynchl@larl.org](mailto:lynchl@larl.org).

**AGENDA**

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

**5:35 2. MINUTES OF THE FEBRUARY 16, 2017 EXECUTIVE COMMITTEE MEETING**  
Enclosed (page 3)

***Recommended Motion: Move to approve the February 16, 2017 Executive Committee Meeting Minutes as presented.***

**MINUTES OF THE JANUARY 19, 2017 FINANCE COMMITTEE MEETING**  
Enclosed (page 5)

***Recommended Motion: Move to approve the January 19, 2017 Finance Committee Meeting Minutes as presented.***

**5:40 3. FINANCIAL REPORT – Sprynczynatyk**  
Enclosed (page 7)

- 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. 2018 Preliminary Budget - Draft 1  
Enclosed (page 11)

2018 Preliminary Budget - Line Item Breakdown  
Enclosed (page 13)

6:15 5. **DIRECTOR'S REPORT** – Lynch  
Enclosed (page 15)

a. Request to cancel July 20th Executive Board Meeting.

***Recommended Motion: Move to cancel the July 20th Executive Board Meeting as recommended by the Regional Library Director.***

6:25 6. **PRESIDENT'S REPORT** – Kalil

6:30 7. **OTHER**

6:40 8. **ADJOURNMENT**

**MISC ITEMS ENCLOSED:**

a. **List of Bills – March 2017 (page 17 in the digital packet, available for review at the meeting for the printed packet)**

**UPCOMING MEETINGS/EVENTS**

**Full Board Meeting**, May 18, 2017, 5:30 p.m.  
2017 Preliminary Budget Review-Draft 2  
Moorhead Public Library, lower level

**Memorial Day**, May 29, 2017  
All LARL Branches, LINK Sites, and the Regional Office Closed

**Finance Committee Meeting**, June 15, 2017 at 4:30  
**Full Board Meeting** at 5:30, following the 4:30 Finance Meeting  
Adopt 2018 Preliminary Budget  
Moorhead Public Library, lower level

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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 16<sup>th</sup>, 2017 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 p.m.

**Executive Committee Members Present:** Fox, Grimsley, Ingersoll, Kalil (*Chair*)

**Executive Committee Members Absent:** Dailey.

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT:** None

**APPROVAL OF AGENDA**

**MINUTES OF THE DECEMBER 15, 2016 EXECUTIVE COMMITTEE MEETING.**

*(Fox/Grimsley) Move to approve the December 15, 2016 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 8.11% of the budget.

**DIRECTOR'S REPORT**

Lynch discussed Library Legislative Day which is scheduled for February 22. Chris Boike, Megan Krueger, Kalil and Lynch will attend. The issues being discussed include Regional Library Basic System Support, Regional Telecom Aide and Legacy funding for libraries.

Lynch visited Clearwater County to discuss the library legislative issues. The Clearwater County commissioners suggested the Executive Director of Rural Minnesota Counties be provided information about the Legislative issues. Clearwater County also informed Lynch that there is a chance the county may experience a financial hardship because of a pending lawsuit and may not have the funds to pay for library service in 2018.

(over)

Minutes of the February 18, 2016 Executive Committee Meeting – Page 2

**DIRECTOR'S REPORT - continued**

Ingersoll discussed the upcoming Northern Lights Library Network luncheon for Legislators that is taking place on Saturday February 18<sup>th</sup>. Four Legislators are scheduled to attend.

**PRESIDENT'S REPORT**

The Directors Review Process was discussed. Fox, Personnel Committee Chairperson, will review the Survey Monkey Director Evaluation that was used previously and will work with Sprynczynatyk to distribute the evaluation.

The meeting adjourned at 5:50 p.m.

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

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 19, 2017 at the Moorhead Public Library. Ingersoll (Chair) called the meeting to order at 4:30 p.m.

**Finance Committee Members Present:** Geray, Grimsley, Ingersoll (*Chair*), Kalil (*ex officio*).

**Finance Committee Members Absent:** Briggs.

**Others Present:** Lynch, Sprynczynatyk.

**PUBLIC INPUT:** None.

**APPROVAL OF AGENDA**

*(Grimsley/Kalil) Move to approve the agenda of the January 19, 2017 Finance Committee meeting as presented. MCU.*

**LIST OF AUTHORIZED INSTITUTIONS**

*(Grimsley/Geray) Move to recommend to the Full Board, approval of the list of authorized institutions for 2017: Bell State Bank and Edward Jones. MCU.*

**REVIEW DRAFT 2017 FINAL BUDGET**

Sprynczynatyk noted that all LARL Signatories have agreed to meet the 2017 budget requests. Personnel expenses were decreased by \$43,000 due to zero health insurance increases for 2017. Health insurance had originally been budgeted for an 8% increase. Personnel expenses were also decreased due to only budgeting for ½ of the cost of health insurance for 4 employees who currently opted to not take insurance through LARL. Automation/Cataloging was decreased by \$11,000 due to maintenance costs coming in lower than expected. Regional Telecom aid expense was increased \$13,000, with a corresponding increase to revenue. Fund Account transfers were originally budgeted at a deficit of \$70,025; this has been reduced to \$17,231 for the final budget

*(Grimsley/Buness) Move to recommend the 2016 Final Budget as presented to the Full Board for approval. MCU.*

(over)

Minutes of January 19, 2017 Finance Committee Meeting – Page 2.

**DESIGNATED FUNDS**

Lynch presented management recommendations for the 2017 Designated Fund Balances.

***(Grimsley/Geray) Move to recommend the 2017 Designated Funds, as reviewed, to the Full Board for approval. MCU.***

**ADJOURNMENT**

The meeting adjourned at 5:37pm.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2017

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<b>Signatory Funding</b>					
Becker County	\$ 0.00	\$ 91,452.50	\$ 365,810.00	274,357.50	25.00
Detroit Lakes	0.00	55,255.00	221,020.00	165,765.00	25.00
Clay County	0.00	70,633.75	282,535.00	211,901.25	25.00
Moorhead	0.00	183,420.00	733,680.00	550,260.00	25.00
Clearwater County	0.00	24,521.25	98,085.00	73,563.75	25.00
Mahnomen County	0.00	10,351.25	41,405.00	31,053.75	25.00
Mahnomen	0.00	4,916.25	19,665.00	14,748.75	25.00
Norman County	0.00	23,746.25	94,985.00	71,238.75	25.00
Polk County	0.00	64,801.25	259,205.00	194,403.75	25.00
Crookston	0.00	54,611.25	218,445.00	163,833.75	25.00
Wilkin County	0.00	13,195.00	52,780.00	39,585.00	25.00
Breckenridge	0.00	21,982.50	87,930.00	65,947.50	25.00
<b>Total Signatory Funding</b>	<b>0.00</b>	<b>618,886.25</b>	<b>2,475,545.00</b>	<b>1,856,658.75</b>	<b>25.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	0.00	187,786.40	469,466.00	281,679.60	40.00
Reg Library Telecom Aid (RLTA)	23,474.07	23,474.07	101,000.00	77,525.93	23.24
<b>Total Grants</b>	<b>23,474.07</b>	<b>211,260.47</b>	<b>570,466.00</b>	<b>359,205.53</b>	<b>37.03</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	986.50	2,843.62	15,000.00	12,156.38	18.96
Printing Revenue	1,541.22	4,247.60	18,000.00	13,752.40	23.60
Fax Revenue	714.92	1,775.29	7,500.00	5,724.71	23.67
Microfilm Revenue	10.01	16.09	100.00	83.91	16.09
Photocopy Revenue	363.74	1,255.44	7,000.00	5,744.56	17.93
Book/Furniture Sale Revenue	250.53	458.95	0.00	(458.95)	0.00
Interest/Dividend Income	230.27	19,347.17	33,450.00	14,102.83	57.84
Investment Value Change	(3,773.54)	1,401.26	0.00	(1,401.26)	0.00
Lost/Damaged Property	445.53	1,553.49	6,000.00	4,446.51	25.89
Other Income	0.00	129.96	0.00	(129.96)	0.00
<b>Total Miscellaneous Revenue</b>	<b>769.18</b>	<b>33,028.87</b>	<b>87,050.00</b>	<b>54,021.13</b>	<b>37.94</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	0.00	12,262.50	49,050.00	36,787.50	25.00
MNLink Server Site Payments	270.71	812.13	3,200.00	2,387.87	25.38
<b>Total Joint Automation Revenue</b>	<b>270.71</b>	<b>13,074.63</b>	<b>52,250.00</b>	<b>39,175.37</b>	<b>25.02</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>17,231.00</b>	<b>17,231.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>24,513.96</b>	<b>876,250.22</b>	<b>3,202,542.00</b>	<b>2,326,291.78</b>	<b>27.36</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	133,399.71	408,882.06	1,683,300.00	1,274,417.94	24.29
Payroll Taxes	9,770.77	30,542.10	128,800.00	98,257.90	23.71
Retirement - PERA	9,554.99	29,737.04	123,600.00	93,862.96	24.06
Health Insurance	18,791.92	59,919.76	260,500.00	200,580.24	23.00
Life Insurance	167.09	501.27	2,050.00	1,548.73	24.45
Workers Compensation Insurance	326.20	978.52	4,150.00	3,171.48	23.58
Other Employee Benefits	120.87	362.61	1,650.00	1,287.39	21.98
<b>Total Personnel</b>	<b>172,131.55</b>	<b>530,923.36</b>	<b>2,204,050.00</b>	<b>1,673,126.64</b>	<b>24.09</b>
<b>Automation/Cataloging</b>					
Automation	10,728.73	31,964.47	149,400.00	117,435.53	21.40
Support - App	291.25	873.75	3,500.00	2,626.25	24.96
Catalog Item Records	899.40	2,698.20	11,500.00	8,801.80	23.46
Supplies - Computer	1,074.91	1,437.76	4,500.00	3,062.24	31.95
Supplies - Technical Services	140.60	1,282.34	7,000.00	5,717.66	18.32
<b>Total Automation/Cataloging</b>	<b>13,134.89</b>	<b>38,256.52</b>	<b>175,900.00</b>	<b>137,643.48</b>	<b>21.75</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2017

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	80.87	242.53	3,400.00	3,157.47	7.13
Programming - Summer Reading	9.73	1,206.05	8,000.00	6,793.95	15.08
Programming - Adult	0.00	6.99	3,000.00	2,993.01	0.23
<b>Total Library Programming</b>	<b>90.60</b>	<b>1,455.57</b>	<b>14,400.00</b>	<b>12,944.43</b>	<b>10.11</b>
<b>Staff Development</b>					
Staff Training & Development	391.98	1,624.16	10,000.00	8,375.84	16.24
<b>Total Staff Development</b>	<b>391.98</b>	<b>1,624.16</b>	<b>10,000.00</b>	<b>8,375.84</b>	<b>16.24</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,692.86	6,010.26	20,000.00	13,989.74	30.05
Regional Board Meetings	616.08	1,459.11	5,900.00	4,440.89	24.73
<b>Total Mileage/Board Meeting Expenses</b>	<b>2,308.94</b>	<b>7,469.37</b>	<b>25,900.00</b>	<b>18,430.63</b>	<b>28.84</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	364.34	7,723.61	15,050.00	7,326.39	51.32
Attorney Fees	0.00	300.00	3,000.00	2,700.00	10.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,294.20	15,882.60	73,500.00	57,617.40	21.61
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,403.64	4,196.54	17,540.00	13,343.46	23.93
Lease - Regional Office Rent	1,700.16	5,100.50	20,402.00	15,301.50	25.00
Leases - Equipment	1,017.20	2,230.92	8,950.00	6,719.08	24.93
Maintenance Contracts	1,738.62	4,093.33	14,000.00	9,906.67	29.24
Mailing - Click2Mail	182.50	399.70	2,750.00	2,350.30	14.53
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	210.00	210.00	1,200.00	990.00	17.50
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	39.50	3,000.00	2,960.50	1.32
PIO: Printing/Advertising	1,769.99	4,034.76	16,000.00	11,965.24	25.22
Postage	0.06	169.56	3,750.00	3,580.44	4.52
Recruitment	482.20	587.20	8,000.00	7,412.80	7.34
Repairs - Equipment	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Copier/Fax/Microfilm	0.00	0.00	1,000.00	1,000.00	0.00
Supplies - Office	518.66	1,190.61	10,000.00	8,809.39	11.91
Supplies - Public Services	204.72	700.22	6,000.00	5,299.78	11.67
Telephone/Telecom	988.40	2,537.43	14,150.00	11,612.57	17.93
<b>Total Other Operating Expenses</b>	<b>15,874.69</b>	<b>49,396.48</b>	<b>230,792.00</b>	<b>181,395.52</b>	<b>21.40</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>23,474.07</b>	<b>23,474.07</b>	<b>101,000.00</b>	<b>77,525.93</b>	<b>23.24</b>
<b>Transportation</b>					
Van Expenses	179.18	1,105.46	4,500.00	3,394.54	24.57
<b>Total Transportation</b>	<b>179.18</b>	<b>1,105.46</b>	<b>4,500.00</b>	<b>3,394.54</b>	<b>24.57</b>
<b>Materials</b>					
Audio Visual	8,287.75	21,132.99	74,000.00	52,867.01	28.56
Digital	7,968.03	24,419.62	74,000.00	49,580.38	33.00
Online Resources	1,883.72	4,763.99	13,000.00	8,236.01	36.65
Periodicals	839.00	1,162.00	24,000.00	22,838.00	4.84
Print	14,926.47	75,635.43	200,000.00	124,364.57	37.82
<b>Total Materials</b>	<b>33,904.97</b>	<b>127,114.03</b>	<b>385,000.00</b>	<b>257,885.97</b>	<b>33.02</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	0.00	10,000.00	10,000.00	0.00
Software & Hardware Upgrades	0.00	4,669.90	30,000.00	25,330.10	15.57
<b>Total Capital Expenditures</b>	<b>0.00</b>	<b>4,669.90</b>	<b>40,000.00</b>	<b>35,330.10</b>	<b>11.67</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	250.00	750.00	3,000.00	2,250.00	25.00
Technology Upgrades	416.66	1,249.98	5,000.00	3,750.02	25.00
Van Replacement	250.00	750.00	3,000.00	2,250.00	25.00
<b>Total Capital Fund Accounts</b>	<b>916.66</b>	<b>2,749.98</b>	<b>11,000.00</b>	<b>8,250.02</b>	<b>25.00</b>
<b>Total General Fund Expenditures</b>	<b>262,407.53</b>	<b>788,238.90</b>	<b>3,202,542.00</b>	<b>2,414,303.10</b>	<b>24.61</b>
General Fund Revenue Over Expenditures	\$ (237,893.57)	\$ 88,011.32	\$ 0.00	(88,011.32)	0.00



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2017

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	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	\$ 1,137.12	\$ 3,407.85	\$ 0.00	(3,407.85)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	601.28	2,802.52	0.00	(2,802.52)	0.00
Legacy Grant Revenue	(68.25)	3,718.01	0.00	(3,718.01)	0.00
LSTA Grant	673.49	673.49	0.00	(673.49)	0.00
<b>Total Special Projects Revenue</b>	<b>2,343.64</b>	<b>10,601.87</b>	<b>0.00</b>	<b>(10,601.87)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	132.30	248.81	0.00	(248.81)	0.00
Donations - Materials: A/V	457.18	1,152.97	0.00	(1,152.97)	0.00
Donations - Materials: Other	314.50	909.35	0.00	(909.35)	0.00
Donations - Miscellaneous	384.49	1,096.26	0.00	(1,096.26)	0.00
Legacy Grant Expense	(68.25)	3,718.01	0.00	(3,718.01)	0.00
Telecom/E-rate Expenses	601.28	2,802.52	0.00	(2,802.52)	0.00
LSTA Grant Expenses	149.72	760.21	0.00	(760.21)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Miscellaneous</b>	<b>1,971.22</b>	<b>10,688.13</b>	<b>0.00</b>	<b>(10,688.13)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0.00	0.00	0.00	0.00	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>1,971.22</b>	<b>10,688.13</b>	<b>0.00</b>	<b>(10,688.13)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 372.42	\$ (86.26)	\$ 0.00	86.26	0.00
GRAND TOTAL REVENUE	26,857.60	886,852.09	3,202,542.00	2,315,689.91	27.69
GRAND TOTAL EXPENDITURES	264,378.75	798,927.03	3,202,542.00	2,403,614.97	24.95
CHANGE IN FUND BALANCE	\$ (237,521.15)	\$ 87,925.06	\$ 0.00	(87,925.06)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
March 31, 2017**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
<b>ASSETS</b>			
Cash - Checking (State Bank) \$	17,999.46	15,902.82	2,096.64
Cash - Payroll (State Bank)	4,165.03	1,287.26	2,877.77
Cash - PayPal	35.81	0.97	34.84
Cash - Savings (State Bank)	933,144.08	1,114,680.12	(181,536.04)
Petty Cash	460.00	460.00	0.00
Investment Account	1,124,424.69	1,128,197.67	(3,772.98)
Other Miscellaneous Receivable	0.00	6,734.94	(6,734.94)
Prepaid Expenses	68,610.30	68,938.53	(328.23)
Deposit Account - OCLC	8,610.46	9,494.08	(883.62)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(5,446.89)	(5,446.89)	0.00
Equipment and Fixtures	318,860.38	318,860.38	0.00
Accum Depr - Equip & Fixtures	(307,637.84)	(307,637.84)	0.00
Equipment & Fixtures - Donated	209,543.91	209,543.91	0.00
Accum Depr - Donated Equip	(209,543.91)	(209,543.91)	0.00
Endowment Funds	60,697.27	60,697.27	0.00
Amount Provided - LTD	21,632.38	21,632.38	0.00
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Total Assets \$	2,257,921.06	2,446,167.62	(188,246.56)
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<b>LIABILITIES</b>			
Accounts Payable \$	20,465.51	47,483.21	(27,017.70)
Credit Card Payable	4,106.62	3,699.49	407.13
Amazon Charge Account	4,264.45	4,347.64	(83.19)
Accrued Salaries Payable	71,439.26	71,439.26	0.00
Accrued Sick Leave Payable	21,632.38	21,632.38	0.00
Accrued Vacation Payable	31,025.56	31,025.56	0.00
Payroll Tax Payable - ND	0.00	682.00	(682.00)
Dental Insurance Payable	0.03	0.02	0.01
Vision Insurance Payable	0.54	0.36	0.18
AFLAC Payable	166.93	166.93	0.00
Flexible Spending - Medical	(2,466.69)	(1,418.66)	(1,048.03)
Sales Tax Payable	410.99	262.11	148.88
Deferred Revenue	543,093.22	466,460.57	76,632.65
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Total Liabilities	694,138.80	645,780.87	48,357.93
<b>FUND BALANCES</b>			
Fund Balance - Unreserved	80,268.37	80,268.37	0.00
Fund Bal. - Operating Reserve	993,000.00	993,000.00	0.00
Fund Bal. - Employee Severance	18,000.00	18,000.00	0.00
Fund Bal. - Unemployment Comp.	41,000.00	41,000.00	0.00
Fund Bal. - Van Replacement	25,750.00	25,500.00	250.00
Fund Bal. - Technology Upgrade	21,249.98	20,833.32	416.66
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	20,000.00	20,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	99,000.00	99,000.00	0.00
Fund Bal. - III Software Upgrd	750.00	500.00	250.00
Investment in Gen. Fixed Asset	18,141.58	18,141.58	0.00
Reserve for Endowments	60,697.27	60,697.27	0.00
Change in Fund Balance	87,925.06	325,446.21	(237,521.15)
	<hr/>	<hr/>	<hr/>
Total Fund Balances	1,563,782.26	1,800,386.75	(236,604.49)
	<hr/>	<hr/>	<hr/>
Total Liabilities & Fund Balance \$	2,257,921.06	2,446,167.62	(188,246.56)
	<hr/>	<hr/>	<hr/>

## LAKE AGASSIZ REGIONAL LIBRARY

2018

## PRELIMINARY BUDGET

DRAFT #1

CATEGORY	2016 BUDGET	2017 BUDGET	2018 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,168,870	2,204,050	2,304,100	100,050	4.54%
Library Materials	380,800	385,000	385,000	0	0.00%
Automation/Cataloging	185,360	175,900	180,700	4,800	2.73%
Library Programming/Staff Dev.	33,400	24,400	23,900	(500)	-2.05%
Mileage/Board Mtg Expense	26,500	25,900	27,000	1,100	4.25%
Regional Library Telecom Aid	88,230	101,000	101,000	0	0.00%
Other Operating Expenses	235,735	230,792	223,380	(7,412)	-3.21%
Vehicle Expenses	5,000	4,500	4,000	(500)	-11.11%
Capital Expenses	65,500	51,000	51,000	0	0.00%
Total Budget	3,189,395	3,202,542	3,300,080	97,538	3.05%

(OVER)

## LAKE AGASSIZ REGIONAL LIBRARY

2018

## PRELIMINARY BUDGET

DRAFT #1

<b>REVENUE</b>	<b>2016 Budget</b>	<b>2017 Budget</b>	<b>\$\$ Change</b>	<b>2018 Request</b>
Becker County	358,355	365,810	6,000	371,810
Detroit Lakes	217,560	221,020	2,730	223,750
Clay County	275,760	282,535	4,955	287,490
Moorhead	720,730	733,680	9,840	743,520
Clearwater County	95,725	98,085	1,885	99,970
Mahnomen County	40,395	41,405	785	42,190
Mahnomen	19,140	19,665	465	20,130
Norman County	92,545	94,985	1,775	96,760
Polk County	252,495	259,205	5,075	264,280
Crookston	215,575	218,445	2,125	220,570
Wilkin County	51,720	52,780	830	53,610
Breckenridge	86,545	87,930	1,030	88,960
<b>SUB-TOTAL</b>	<b>2,426,545</b>	<b>2,475,545</b>	<b>37,495</b>	<b>2,513,040</b>
<b>GRANTS</b>				
State Basic Support	477,527	469,466	(5,066)	464,400
Regional Library Telecom Aid	88,230	101,000	-	101,000
<b>TOTAL GRANTS</b>	<b>565,757</b>	<b>570,466</b>	<b>(5,066)</b>	<b>565,400</b>
<b>OTHER REVENUE</b>				
Miscellaneous	87,200	87,050	2,550	89,600
Joint Automation	56,350	52,250	(50)	52,200
Fund Balance/Shortfall	53,543	17,231	62,609	79,840
<b>TOTAL OTHER REVENUE</b>	<b>197,093</b>	<b>156,531</b>	<b>65,109</b>	<b>221,640</b>
<b>TOTAL REVENUE</b>	<b>3,189,395</b>	<b>3,202,542</b>	<b>97,538</b>	<b>3,300,080</b>
<b>EXPENDITURES</b>				
Operating	3,123,895	3,151,542	97,538	3,249,080
Capital	65,500	51,000	-	51,000
<b>TOTAL EXPENDITURES</b>	<b>3,189,395</b>	<b>3,202,542</b>	<b>97,538</b>	<b>3,300,080</b>
				<b>0</b>

**LINE ITEM BREAKDOWN**  
Preliminary - Draft #1

	2017	2018	2018	2018	Variance 2017	COMMENTS
	Final Budget	Preliminary Budget	Adjustments	Adjusted Preliminary Budget	to 2018	
<b>REVENUES</b>						
Acct: <i>PROPERTY TAXES</i>						
4000-001 Becker County	365,810	365,810	6,000	371,810	6,000	
4000-002 Detroit Lakes	221,020	221,020	2,730	223,750	2,730	
4000-010 Clay County	282,535	282,535	4,955	287,490	4,955	
4000-011 Moorhead	733,680	733,680	9,840	743,520	9,840	
4000-020 Clearwater County	98,085	98,085	1,885	99,970	1,885	
4000-030 Mahnomen County	41,405	41,405	785	42,190	785	
4000-031 Mahnomen	19,665	19,665	465	20,130	465	
4000-040 Norman County	94,985	94,985	1,775	96,760	1,775	
4000-050 Polk County	259,205	259,205	5,075	264,280	5,075	
4000-051 Crookston	218,445	218,445	2,125	220,570	2,125	
4000-060 Wilkin County	52,780	52,780	830	53,610	830	
4000-061 Breckenridge	87,930	87,930	1,030	88,960	1,030	
<i>SUB-TOTAL</i>	<i>2,475,545</i>	<i>2,475,545</i>	<i>37,495</i>	<i>2,513,040</i>	<i>37,495</i>	1.5%
<i>GRANTS</i>						
4110 Regional Library Telecom Aid (RLTA)	101,000	101,000	-	101,000	-	
4100 Basic Support - MN (RLBSS)	469,466	469,466	(5,066)	464,400	(5,066)	Actual amount known in August
<i>SUB-TOTAL</i>	<i>570,466</i>	<i>570,466</i>	<i>(5,066)</i>	<i>565,400</i>	<i>(5,066)</i>	
<i>MISC. REVENUE</i>						
4500 Service Charge Revenue	15,000	15,000	500	15,500	500	
4510 Printing Revenue	18,000	18,000	500	18,500	500	
4520 Fax Revenue	7,500	7,500	500	8,000	500	
4530 Microfilm Revenue	100	100	-	100	-	
4540 Photocopy Revenue	7,000	7,000	(500)	6,500	(500)	
4560 Interest Income/Investment	33,450	33,450	1,550	35,000	1,550	
4590 Lost/Damaged Property	6,000	6,000	-	6,000	-	
<i>SUB-TOTAL</i>	<i>87,050</i>	<i>87,050</i>	<i>2,550</i>	<i>89,600</i>	<i>2,550</i>	
9505-200 Reimbursement from NWRL	49,050	49,050	(50)	49,000	(50)	
9510-200 MnLINK Server Site Payment	3,200	3,200	-	3,200	-	
<i>SUB-TOTAL</i>	<i>52,250</i>	<i>52,250</i>	<i>(50)</i>	<i>52,200</i>	<i>(50)</i>	
4900 Fund Account Transfers	17,231	17,231	62,609	79,840	62,609	
<b>TOTAL REVENUES</b>	<b>3,202,542</b>	<b>3,202,542</b>	<b>97,538</b>	<b>3,300,080</b>	<b>97,538</b>	
<i>PERSONNEL EXPENSES</i>						
5000 Salaries & Wages	1,683,300	1,683,300	66,300	1,749,600	66,300	3% negotiated increase
5100 Payroll Taxes	128,800	128,800	5,050	133,850	5,050	
5110 Retirement - PERA employer	123,600	123,600	4,900	128,500	4,900	
5120 Health Insurance	260,500	260,500	23,650	284,150	23,650	Est 8% increase, actual known August
5140 Life Insurance	2,050	2,050	-	2,050	-	
5160 Other Employee Benefits	1,650	1,650	-	1,650	-	
5150 Workers' Compensation Insurance	4,150	4,150	150	4,300	150	
<i>SUB-TOTAL</i>	<i>2,204,050</i>	<i>2,204,050</i>	<i>100,050</i>	<i>2,304,100</i>	<i>100,050</i>	
<i>AUTOMATION/CATALOGING</i>						
6100 Automation System	149,400	149,400	4,800	154,200	4,800	
6105 Support - App	3,500	3,500	-	3,500	-	
6040 Supplies - Computer	4,500	4,500	500	5,000	500	
6010 Supplies - Technical Services	7,000	7,000	-	7,000	-	
6110 OCLC/Minitex	11,500	11,500	(500)	11,000	(500)	
<i>SUB-TOTAL</i>	<i>175,900</i>	<i>175,900</i>	<i>4,800</i>	<i>180,700</i>	<i>4,800</i>	
<i>Library Programming/Staff Development</i>						
6495 Programming - Adult	3,000	3,000	(500)	2,500	(500)	
6490 Programming - Youth	3,400	3,400	-	3,400	-	
6492 Programming - Summer Reading	8,000	8,000	-	8,000	-	
6480 Staff Development/Training	10,000	10,000	-	10,000	-	
<i>SUB-TOTAL</i>	<i>24,400</i>	<i>24,400</i>	<i>(500)</i>	<i>23,900</i>	<i>(500)</i>	
<i>MILEAGE/BOARD MTG EXPENSE</i>						
6455 Mileage - Staff	20,000	20,000	1,000	21,000	1,000	
6450 Mileage - Trustee	5,000	5,000	-	5,000	-	
6470 Board Expenses	900	900	100	1,000	100	
<i>SUB-TOTAL</i>	<i>25,900</i>	<i>25,900</i>	<i>1,100</i>	<i>27,000</i>	<i>1,100</i>	
7110 RLTA Expenses	101,000	101,000	-	101,000	-	
<i>OTHER OPERATING</i>						
6340 Attorney Fees	3,000	3,000	-	3,000	-	
6310 Audit	8,300	8,300	350	8,650	350	
6330 Bank/Credit Card Fees	1,750	1,750	50	1,800	50	
6320 Business Office Software	2,000	2,000	-	2,000	-	
6350 Delivery: Courier	68,000	68,000	(1,000)	67,000	(1,000)	



6355	Delivery: TriCollege/Minitek	5,500	5,500	500	6,000	500	
6420	Director's Discretionary	2,500	2,500	-	2,500	-	
6370	Insurance - General Liability	10,500	10,500	500	11,000	500	
6372	Insurance - D&O/Emp Liab	3,500	3,500	(300)	3,200	(300)	
6374	Insurance - Government Crime	100	100	-	100	-	
6376	Insurance - Flood	3,440	3,440	10	3,450	10	
6360	Lease: Regional Office Rent	20,402	20,402	208	20,610	208	
6362	Lease: Copiers	7,300	7,300	-	7,300	-	
6365	Lease: Mailing Machine	1,650	1,650	-	1,650	-	
6240	Maintenance Contract: Copiers	5,600	5,600	(400)	5,200	(400)	
6245	Maintenance Contract: Printers	5,700	5,700	(400)	5,300	(400)	
6250	Maintenance Contract: Microfilm	2,700	2,700	20	2,720	20	
6465	Memberships - LARL Directors	1,200	1,200	(200)	1,000	(200)	
6800	Miscellaneous Expense	3,000	3,000	(500)	2,500	(500)	
6430	Postage	3,000	3,000	500	3,500	500	Increase due to stopping of Click2Mail
6435	PO Box Rental	750	750	(50)	700	(50)	
6440	Mailing: Click2Mail	2,750	2,750	(2,750)	-	(2,750)	no longer using
6445	Materials Recovery/Collections	3,000	3,000	(3,000)	-	(3,000)	no longer using
6460	MN Director's Fund - CRPLSA	2,500	2,500	(200)	2,300	(200)	
6300	Payroll Processing/Timesheet	5,000	5,000	-	5,000	-	
6410	PIO: Marketing/Printing/Misc	16,000	16,000	-	16,000	-	
6380	Recruitment	8,000	8,000	-	8,000	-	
6030	Supplies - Copier/Fax/Microfilm	1,000	1,000	(200)	800	(200)	
6000	Supplies - Office	10,000	10,000	(1,500)	8,500	(1,500)	
6020	Supplies - Public Services	6,000	6,000	-	6,000	-	
6200	Equipment Repairs	2,500	2,500	-	2,500	-	
6400	Telephone/Telecom	14,000	14,000	1,000	15,000	1,000	
6405	Cell Phone	150	150	(50)	100	(50)	
	<b>SUB-TOTAL</b>	<b>230,792</b>	<b>230,792</b>	<b>(7,412)</b>	<b>223,380</b>	<b>(7,412)</b>	
<b>TRANSPORTATION EQUIPMENT</b>							
6500	Van - Gasoline	1,500	1,500	(500)	1,000	(500)	
6505	Van - Repairs & Maintenance	1,500	1,500	-	1,500	-	
6510	Van - Insurance	1,500	1,500	-	1,500	-	
	<b>SUB-TOTAL</b>	<b>4,500</b>	<b>4,500</b>	<b>(500)</b>	<b>4,000</b>	<b>(500)</b>	
<b>MATERIALS</b>							
6601	Audio/Visual	74,000	74,000	-	74,000	-	
6670	Digital	74,000	74,000	-	74,000	-	
6680	Online Resources	13,000	13,000	-	13,000	-	
6690	Periodicals	24,000	24,000	-	24,000	-	
6600	Print	200,000	200,000	-	200,000	-	
	<b>SUB-TOTAL</b>	<b>385,000</b>	<b>385,000</b>	<b>-</b>	<b>385,000</b>	<b>-</b>	
<b>CAPITAL EXPENDITURES</b>							
8500	Furniture & Equipment	10,000	10,000	-	10,000	-	
8600	Software/Hardware Upgrades	30,000	30,000	-	30,000	-	
	<b>SUB-TOTAL</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	
<b>CAPITAL FUND ACCOUNTS</b>							
8700	Van Replacement	3,000	3,000	-	3,000	-	
9025	Hardware upgrades	5,000	5,000	-	5,000	-	
9800-200	Joint Automation Software/hardware	3,000	3,000	-	3,000	-	
	<b>SUB-TOTAL</b>	<b>11,000</b>	<b>11,000</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	
	<b>TOTAL EXPENSES</b>	<b>3,202,542</b>	<b>3,202,542</b>	<b>97,538</b>	<b>3,300,080</b>	<b>97,538</b>	
	<b>REVENUE(UNDER)/OVER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## **Monthly Report to the Board**

**Meeting Date: April 20, 2017**

**From: Liz Lynch, Regional Library Director**

### **Meeting and Events Attended by Director**

LARL Full Board Meeting, March 23; Meeting with the Clearwater Library Foundation, March 27; Council of Regional Library System Administrators (CRPLSA), March 29-31; MN Library Legislative Meeting, April 5; Moorhead Town Hall Meeting, April 12

### **Open Positions**

Lake Park LINK Site Coordinator

### **New Employees**

Welcome to Brianna Roper, Climax Public Library Substitute.

### **Staff Development**

Candace Osborn, Ada Branch Librarian; Tammy Thomasson, Crookston Branch Manager; and Laura Gullickson, Fertile Branch Librarian attended a STEM Workshop at the Grand Forks Public Library on April 5, 2017.

Jenny Rodger, Moorhead Public Services Librarian, attended the LibTech Conference in St. Paul on March 15 & 16, 2017, and the National Book Award event at Concordia College on March 22, 2017.

Jenna Kahly, LARL Youth Services Librarian, attended the ACES (Adverse Childhood Experiences) Community Summit meeting in Moorhead on March 6, 2017 and the Findings from a 2015 National Parent Survey webinar on April 12, 2017.

### **LARL Mobile Launch**

The new LARL Mobile app was launched region-wide on Monday, April 3<sup>rd</sup>. **1,002 customers downloaded LARL Mobile the first day!** To date, 1,975 customers have downloaded the app.

Of the 14,077 visits to the app, customers are searching the LARL catalog, managing their accounts, downloading eBooks and eAudiobooks, looking at top 20 titles, learning about events in their communities, etc.



### **Library Legislative Update**

Regional Library Systems were disappointed to learn that the RLBSS increase and formula change were not included in Round 1 of the House and Senate draft bills. However, we are still in the process of encouraging the House and Senate to reconsider for Round 2. During the Easter/Passover break, we are encouraging all LARL Board Members, County Commissioners, City Council Members and LARL advocates to attend Town Hall Meetings to encourage our local Legislators to include our increase and formula change in their Omnibus Bill.

Thank you to Terry Kalil for submitting articles regarding our legislative initiative to several newspapers in the region. To read Terry's article, visit <http://www.inforum.com/opinion/columnists/4246738-let-your-legislators-know-you-value-your-public-library>

### **Gifts, Grants & Donations**

#### **Donations:**

3/1/2017	John Swanson donation to the Detroit Lakes Public Library.	100.00
3/8/2017	Barb Meidinger donation to LARL for audiobooks.	457.18
3/13/2017	Anonymous donation to the Moorhead Public Library.	47.00
3/16/2017	Floss Johnson donation to the Breckenridge Public Library.	10.00
3/15/2016	Dennis & Lavidia Wiens in memory of Sharon Carlson donation to the Bagley Public Library.	30.00
3/15/2017	Matrons Club to the Crookston Public Library for the Summer Reading Program.	275.00
3/3/2017	Moorhead Thrift Shop donation for Large Print Books.	200.00
3/1/2017	Anonymous donation to the Ada Public Library.	20.00
2/13/2017	Larry Peterson & Lois Steer donation in memory of Karla Lind.	20.00
2/15/2017	Linda Wilson donation in memory of Vance Schipper for books.	50.00

### **Upcoming Meeting**

The Full Board will convene on Thursday, May 18 to discuss Draft 2 of the 2018 LARL Budget. This meeting will occur in the lower level meeting room of the Moorhead Public Library at 5:30 p.m.



**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2017 to Mar 31, 2017**

**17**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5020-000	Salaries - Temporary/Contract	3/15/17 3/22/17 3/29/17	Preference Personnel	427.63 622.00 497.60	
5020-000	Salaries - Temporary/Contract			1,547.23	
5120-000	Health Insurance	3/2/17	Lakes Country Service Cooperat	18,670.50	
5120-000	Health Insurance			18,670.50	
6000-000	Supplies - Office	3/2/17 3/7/17 3/8/17	Rapid Refill	255.00 46.50 70.00	
6000-000	Supplies - Office	3/22/17	Office Depot	65.01	
6000-000	Supplies - Office			436.51	
6245-000	Maint Contr - Printers	3/29/17	Metro Sales, Inc	1,501.59	
6245-000	Maint Contr - Printers			1,501.59	
6300-000	Payroll/Time Tracking	3/10/17 3/24/17	Payroll Professionals, Inc.	141.05 130.20	
6300-000	Payroll/Time Tracking			271.25	
6350-000	Delivery Service - Courier	3/6/17 3/13/17 3/20/17 3/27/17	Northern Network Express	1,280.80 1,280.80 1,280.80 1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	3/2/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	3/13/17	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	3/31/17	JobsHQ	482.20	
6380-000	Recruitment			482.20	
6400-000	Telephone	3/1/17 3/1/17	Halstad Telephone Company	77.66 31.83	
6400-000	Telephone	3/1/17	Rothsay Telephone	83.59	
6400-000	Telephone	3/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	3/22/17	Rochester Telecom Systems Inc.	118.94	
6400-000	Telephone			334.52	
6410-000	PIO - Marketing/Printing/Etc	3/1/17	Mathison's Co.	60.64	
6410-000	PIO - Marketing/Printing/Etc	3/1/17	The Hawley Herald, Inc.	315.00	
6410-000	PIO - Marketing/Printing/Etc	3/1/17	Clay County Connection	175.00	
6410-000	PIO - Marketing/Printing/Etc	3/1/17	Liz Lynch	49.00	
6410-000	PIO - Marketing/Printing/Etc	3/7/17	Absolute Marketing Group	525.89	

**Lake Agassiz Regional Library**  
**Monthly List of Bills**  
**For the Period From Mar 1, 2017 to Mar 31, 2017**

**18**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	3/28/17	Cole Papers Inc.	26.70	
6410-000	PIO - Marketing/Printing/Etc	3/31/17	Moorhead Community Education	150.00	
6410-000	PIO - Marketing/Printing/Etc			1,302.23	
6440-000	Mailing - Click2Mail	3/1/17	Click2Mail	99.16	
		3/31/17		83.34	
6440-000	Mailing - Click2Mail			182.50	
6450-000	Mileage - Trustee	3/23/17	Arlen Syverson	119.84	
6450-000	Mileage - Trustee	3/23/17	Clayton Briggs	74.90	
6450-000	Mileage - Trustee	3/23/17	Evelyn Fox	50.29	
6450-000	Mileage - Trustee	3/23/17	Gary Willhite	40.13	
6450-000	Mileage - Trustee	3/23/17	Ben Grimsley	48.15	
6450-000	Mileage - Trustee	3/23/17	LuAnn Durant	75.44	
6450-000	Mileage - Trustee	3/23/17	Lee Ann Hall	48.15	
6450-000	Mileage - Trustee	3/23/17	Dennis Larson	48.15	
6450-000	Mileage - Trustee	3/23/17	Terry Kalil	77.04	
6450-000	Mileage - Trustee			582.09	
6455-000	Mileage - Staff	3/1/17	Candace Perry	23.01	
		3/1/17		23.01	
6455-000	Mileage - Staff	3/2/17	Jill Rose	18.73	
6455-000	Mileage - Staff	3/3/17	Laurel Wanke	16.05	
6455-000	Mileage - Staff	3/3/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	3/8/17	Megan Krueger	47.62	
6455-000	Mileage - Staff	3/9/17	Cathleen Johnson	20.33	
6455-000	Mileage - Staff	3/13/17	Joyce Christine Boike	39.06	
		3/14/17		36.92	
6455-000	Mileage - Staff	3/15/17	Marilyn Eaves	27.82	
6455-000	Mileage - Staff	3/15/17	Christy Underlee	30.50	
6455-000	Mileage - Staff	3/15/17	Carla Grani	23.01	
6455-000	Mileage - Staff	3/15/17	Marilyn Stordahl	36.92	
6455-000	Mileage - Staff	3/15/17	Carla Grani	23.01	
6455-000	Mileage - Staff	3/16/17	Megan Krueger	54.04	
6455-000	Mileage - Staff	3/17/17	Jodi Harrington	25.68	
6455-000	Mileage - Staff	3/17/17	Candace Perry	23.01	
6455-000	Mileage - Staff	3/20/17	Joyce Christine Boike	18.19	
6455-000	Mileage - Staff	3/21/17	Candace Osborn	44.94	
6455-000	Mileage - Staff	3/21/17	Jodi Harrington	17.66	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/21/17	Erin Gunderson	47.62	
6455-000	Mileage - Staff	3/21/17	Joyce Christine Boike	25.15	
6455-000	Mileage - Staff	3/21/17	Carol Van Brocklin	27.82	
6455-000	Mileage - Staff	3/21/17	Abbey Valen	23.01	
6455-000	Mileage - Staff	3/22/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	3/22/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	3/25/17	Candace Perry	27.82	
6455-000	Mileage - Staff	3/27/17	Jodi Harrington	30.50	
6455-000	Mileage - Staff	3/27/17	Sheila Capistran	44.94	
6455-000	Mileage - Staff	3/27/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	3/27/17	Darla Moen	36.92	
6455-000	Mileage - Staff	3/27/17	Liz Lynch	119.84	
6455-000	Mileage - Staff	3/27/17	Kirsten Bates	23.01	
6455-000	Mileage - Staff	3/28/17	Jill Rose	18.73	
6455-000	Mileage - Staff	3/28/17	Lois Schaedler	42.80	
6455-000	Mileage - Staff	3/28/17	Julie Malmanger	39.06	
6455-000	Mileage - Staff	3/28/17	Karen Edevold	65.81	
6455-000	Mileage - Staff	3/28/17	Jane Vigness	18.19	
6455-000	Mileage - Staff	3/29/17	Liz Lynch	258.94	
6455-000	Mileage - Staff	3/29/17	Debra Wahl	97.91	
6455-000	Mileage - Staff			1,692.86	
6470-000	Board Expenses	3/24/17	Purchase Advantage Card	7.99	
6470-000	Board Expenses			7.99	
6482-000	Conf/Meeting - Miscellaneous	3/20/17	Jennifer Rodger	249.48	
6482-000	Conf/Meeting - Miscellaneous			249.48	
6484-000	Conf/Meeting - System Directo	3/15/17	Baker & Taylor	95.68	
6484-000	Conf/Meeting - System Directo			95.68	
6500-000	Van - Gasoline	3/6/17	Cenex Fleetcard	53.46	
6500-000	Van - Gasoline			53.46	
6600-000	Materials - Print	3/1/17	Cherry Lake/Sleeping Bear Pres	33.98	
6600-000	Materials - Print	3/1/17	Baker & Taylor	11.06	
		3/1/17		12.96	
		3/1/17		224.38	
		3/1/17		401.28	
		3/1/17		191.74	
		3/1/17		52.64	
		3/1/17		26.34	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/1/17		717.46	
		3/1/17		142.78	
		3/1/17		149.95	
		3/1/17		42.64	
		3/1/17		185.07	
		3/1/17		47.34	
		3/2/17		225.07	
		3/2/17		56.76	
		3/2/17		19.68	
		3/2/17		10.76	
6600-000	Materials - Print	3/3/17	Lerner Publishing Group	39.98	
6600-000	Materials - Print	3/3/17	Baker & Taylor	49.60	
		3/3/17		492.80	
		3/6/17		34.72	
		3/6/17		40.66	
		3/6/17		45.42	
		3/6/17		29.10	
		3/6/17		149.10	
		3/7/17		635.52	
		3/7/17		113.30	
		3/7/17		122.90	
		3/7/17		58.89	
		3/7/17		552.75	
		3/8/17		8.07	
		3/8/17		23.52	
		3/8/17		132.08	
		3/9/17		12.96	
		3/9/17		13.92	
		3/9/17		206.94	
		3/9/17		26.74	
		3/9/17		393.67	
		3/10/17		104.16	
		3/13/17		6.64	
		3/13/17		116.14	
		3/13/17		631.41	
		3/13/17		510.89	
6600-000	Materials - Print	3/14/17	Cherry Lake/Sleeping Bear Pres	16.99	
6600-000	Materials - Print	3/14/17	Baker & Taylor	479.81	
		3/14/17		22.46	
		3/14/17		87.48	
		3/14/17		45.48	
		3/14/17		125.05	
		3/14/17		548.65	
		3/14/17		295.61	
		3/14/17		0.10	
		3/15/17		44.84	
		3/15/17		10.76	
		3/15/17		78.16	
		3/15/17		30.06	
		3/15/17		292.73	
		3/16/17		28.79	
		3/16/17		102.17	
6600-000	Materials - Print	3/17/17	Lerner Publishing Group	29.99	
6600-000	Materials - Print	3/17/17	Baker & Taylor	331.44	
		3/17/17		60.36	
		3/17/17		61.22	
		3/17/17		162.82	
		3/17/17		32.86	
		3/17/17		67.30	
		3/20/17		641.33	
		3/20/17		312.57	
		3/20/17		14.56	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/20/17		85.91	
		3/20/17		71.18	
		3/20/17		29.62	
		3/21/17		175.20	
		3/21/17		98.10	
		3/21/17		34.16	
		3/22/17		319.81	
		3/22/17		120.88	
		3/22/17		6.59	
		3/23/17		22.28	
		3/23/17		496.12	
		3/24/17		9.96	
		3/24/17		98.70	
		3/24/17		129.86	
		3/24/17		9.76	
6600-000	Materials - Print	3/24/17	J. Appleseed Publishers Co-Op	39.90	
6600-000	Materials - Print	3/27/17	Baker & Taylor	45.64	
		3/27/17		456.93	
		3/27/17		44.84	
		3/27/17		470.44	
		3/27/17		521.37	
		3/27/17		445.93	
6600-000	Materials - Print			14,760.54	
6601-000	Materials - A/V	3/1/17	Recorded Books, LLC.	64.00	
		3/1/17		68.00	
		3/1/17		165.40	
6601-000	Materials - A/V	3/1/17	Penguin Random House, LLC.	10.00	
6601-000	Materials - A/V	3/1/17	Baker & Taylor	45.32	
		3/1/17		113.30	
6601-000	Materials - A/V	3/1/17	Recorded Books, LLC.	31.99	
		3/3/17		439.38	
		3/6/17		73.00	
		3/6/17		128.00	
6601-000	Materials - A/V	3/6/17	Baker & Taylor	330.12	
6601-000	Materials - A/V	3/7/17	Recorded Books, LLC.	41.00	
		3/8/17		243.34	
6601-000	Materials - A/V	3/8/17	Baker & Taylor	122.40	
		3/8/17		181.22	
		3/9/17		738.86	
6601-000	Materials - A/V	3/10/17	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	3/13/17	Recorded Books, LLC.	27.45	
6601-000	Materials - A/V	3/13/17	Baker & Taylor	23.90	
		3/13/17		12.89	
		3/15/17		126.90	
		3/15/17		23.90	
		3/16/17		113.30	
		3/20/17		118.17	
		3/20/17		120.94	
		3/21/17		91.80	
6601-000	Materials - A/V	3/23/17	Recorded Books, LLC.	6.50	
6601-000	Materials - A/V	3/23/17	Baker & Taylor	242.17	
		3/23/17		142.80	
		3/23/17		141.98	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/23/17		92.08	
6601-000	Materials - A/V	3/23/17	Recorded Books, LLC.	73.00	
		3/23/17		230.38	
6601-000	Materials - A/V	3/24/17	Baker & Taylor	31.04	
		3/27/17		49.68	
6601-000	Materials - A/V	3/28/17	Recorded Books, LLC.	553.74	
		3/28/17		19.00	
		3/28/17		269.98	
		3/28/17		60.38	
		3/30/17		73.00	
		3/30/17		72.98	
6601-000	Materials - A/V			5,580.79	
6670-000	Materials - Digital - e-Books	3/2/17	Overdrive, Inc.	15.99	
		3/4/17		26.98	
		3/4/17		14.99	
		3/6/17		42.00	
		3/7/17		285.17	
		3/8/17		73.73	
		3/8/17		21.99	
		3/8/17		45.97	
		3/8/17		40.00	
		3/8/17		3.99	
		3/8/17		238.96	
		3/8/17		181.99	
		3/8/17		51.93	
		3/8/17		2,388.04	
		3/9/17		7.99	
		3/13/17		39.96	
		3/13/17		131.92	
		3/14/17		471.87	
		3/15/17		6.99	
		3/18/17		7.99	
		3/20/17		993.33	
		3/20/17		49.99	
		3/20/17		464.12	
		3/20/17		3.49	
		3/22/17		27.99	
		3/27/17		9.99	
		3/27/17		84.00	
		3/28/17		510.61	
		3/30/17		20.73	
		3/31/17		37.50	
6670-000	Materials - Digital - e-Books			6,300.20	
6675-000	Materials - Digital - e-Audio	3/8/17	Overdrive, Inc.	525.00	
		3/27/17		47.99	
		3/30/17		64.99	
		3/30/17		196.48	
6675-000	Materials - Digital - e-Audio			834.46	
6690-000	Materials - Periodicals	3/7/17	Grand Forks Herald	166.00	
6690-000	Materials - Periodicals	3/22/17	The Forum	163.00	
6690-000	Materials - Periodicals	3/22/17	Clay County Union	35.00	
6690-000	Materials - Periodicals	3/28/17	The Forum	225.00	
		3/28/17		225.00	
6690-000	Materials - Periodicals	3/30/17	Richards Publishing Company, I	25.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals			839.00	
7110-000	Regional Lib Telecom Aid - Ex	3/1/17	NW-Links	23,474.07	
7110-000	Regional Lib Telecom Aid - Ex			23,474.07	
7200-000	Legacy - Expense (1099)	3/7/17	Natalie Anne Warren Synhavsky	450.00	
7200-000	Legacy - Expense (1099)			450.00	
7400-000	LSTA Grant Expenses	3/6/17	OTC Brands, Inc.	149.72	
7400-000	LSTA Grant Expenses			149.72	
8000-011	Donation - Misc Exp - LM	3/23/17	Silver Goat Media	200.00	
8000-011	Donation - Misc Exp - LM			200.00	
8000-031	Donation - Misc Exp - LN	3/7/17	Lois Schaedler	28.81	
8000-031	Donation - Misc Exp - LN			28.81	
8000-055	Donation - Misc Exp - LI	3/29/17	Julie Malmanger	50.71	
8000-055	Donation - Misc Exp - LI			50.71	
8105-000	Donation - Material A/V - RO	3/15/17 3/23/17	Recorded Books, LLC.	355.65 101.53	
8105-000	Donation - Material A/V - RO			457.18	
8107-000	Donation - Material Other - RO	3/13/17 3/27/17	Overdrive, Inc.	66.96 247.54	
8107-000	Donation - Material Other - RO			314.50	