

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

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

Thursday, April 21, 2016

5:30 p.m.

Meeting Place: Moorhead Public Library, lower level

EXECUTIVE COMMITTEE MEMBERS: Buness, Fox, Grimsley, Ingersoll, Perry (*Chair*)

FINANCE COMMITTEE MEMBERS: Briggs, Buness, Grimsley, Ingersoll (*Chair*), Perry (*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.

AGENDA

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

5:35 2. **MINUTES OF THE FEBRUARY 18, 2016 EXECUTIVE COMMITTEE MEETING**
Enclosed (page 3)

Recommended Motion: Move to approve the February 18, 2016 Executive Committee Meeting Minutes as presented.

MINUTES OF THE JANUARY 21, 2016 FINANCE COMMITTEE MEETING
Enclosed (page 5)

Recommended Motion: Move to approve the January 21, 2016 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. Investment Advisory Services RFQ discussion
Enclosed (page 11)

- c. 2017 Preliminary Budget - Draft 1
Enclosed (page 13)

2017 Preliminary Budget - Line Item Breakdown
Enclosed (page 15)

6:15 5. DIRECTOR'S REPORT – Lynch
Enclosed (page 7)

- a. Request to cancel July 21st Executive Board Meeting.

Recommended Motion: Move to cancel the July 21st Executive Board Meeting as recommended by the Regional Library Director.

6:25 6. PRESIDENT'S REPORT – Perry

6:30 7. OTHER

6:40 8. ADJOURNMENT

MISC ITEMS ENCLOSED:

- a. List of Bills – March 2016 (page 19 in the digital packet, available for review at the meeting for the printed packet)

UPCOMING MEETINGS/EVENTS

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

Full Board Meeting, May 19, 2016, 5:30 p.m.
2016 Preliminary Budget Review-Draft 2
Moorhead Public Library

Memorial Day, May 30, 2016
All LARL Branches, LINK Sites, and the Regional Office Closed

Finance Committee Meeting, June 16, 2016 at 4:30
Full Board Meeting at 5:30, following the 4:30 Finance Meeting
Adopt 2017 Preliminary Budget
Moorhead Public Library

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

**LARL BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MINUTES (DRAFT)**

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, February 18th, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:35 p.m.

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

Executive Committee Members Absent: None.

Others Present: Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Ingersoll/Grimsley) Move to approve the February 18, 2016 Executive Committee Meeting Agenda as presented. MCU.

MINUTES OF THE DECEMBER 17, 2015 EXECUTIVE COMMITTEE MEETING.

(Buness/Ingersoll) Move to approve the December 17, 2015 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 8.23% of the budget. On Page 3 of the financial report, Miscellaneous Grants \$43,837.05 represent funds that have been spent as part of the \$76,000 Bremer grant for computers around the region.

(Ingersoll/Buness) Move to approve the 2016-2018 Contract with AFSCME, as recommended by the LARL Negotiating Team and as approved by the Union membership. MCU.

(over)

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

DIRECTOR'S REPORT

Lynch was absent from the meeting. Her written report was reviewed.

PRESIDENT'S REPORT

The Directors Review Process was discussed. Fox will review the Survey Monkey Director Evaluation that was used previously and work with Sprynczynatyk to distribute the evaluation to LARL Board members as well as LARL employees that report directly to Lynch. A Personnel Committee meeting will be scheduled for March 17 at 4:30, before the Full Board meeting. The Committee will discuss the evaluation results, as well as meet with Lynch for an evaluation.

The meeting adjourned at 6:10 p.m.

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

**LARL BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
MINUTES (Draft)**

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 21, 2016 at the Moorhead Public Library. Ingersoll (Chair) called the meeting to order at 4:30 p.m.

Finance Committee Members Present: Buness, Grimsley, Ingersoll (*Chair*), Perry (*ex officio*).

Finance Committee Members Absent: Briggs.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None.

APPROVAL OF AGENDA

(Grimsley/Buness) Move to approve the agenda of the January 21, 2016 Finance Committee meeting as presented. MCU.

MINUTES OF THE JUNE 18, 2015 FINANCE COMMITTEE MEETING

(Buness/Grimsley) Move to approve the June 18, 2015 Finance Committee Meeting Minutes as presented. MCU.

LIST OF AUTHORIZED INSTITUTIONS

Sprynczynatyk discussed changes that have been made with Morgan Stanley moving LARL's account to a representative in Minneapolis, later this year he would like to work with the Finance Committee about possibly making a change to a more local representative.

(Grimsley/Buness) Move to recommend to the Full Board, approval of the list of authorized institutions for 2016: Bell State Bank/Morgan Stanley. MCU.

REVIEW DRAFT 2016 FINAL BUDGET

Sprynczynatyk noted that all LARL Signatories have agreed to meet the 2016 budget requests.

(over)

Minutes of January 21, 2016 Finance Committee Meeting – Page 2.

REVIEW DRAFT 2016 FINAL BUDGET - continued

State Basic Support was decreased by \$2,473 to reflect the actual amount LARL will receive. Regional Telecom Aid was decreased by \$23,270. This is a decrease to revenue, and a corresponding decrease to expense, so the net effect does not change the budget. Fund Account Transfers were originally budgeted at a deficit of \$80,947; which has been reduced to \$56,350 for the final budget. The decrease is due to budget reductions in Personnel due to the health insurance 0% increase rather than the originally budgeted 6%.

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

DESIGNATED FUNDS

Lynch presented management recommendations for the 2016 Designated Fund Balances.

(Grimsley/Buness) Move to recommend the 2016 Designated Funds, as reviewed, to the Full Board for approval. MCU.

ADJOURNMENT

The meeting adjourned at 4:50pm.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2016

25%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
Signatory Funding					
Becker County	\$ 0.00	\$ 89,588.75	\$ 358,355.00	268,766.25	25.00
Detroit Lakes	0.00	54,390.00	217,560.00	163,170.00	25.00
Clay County	0.00	68,940.00	275,760.00	206,820.00	25.00
Moorhead	0.00	180,182.50	720,730.00	540,547.50	25.00
Clearwater County	0.00	23,931.25	95,725.00	71,793.75	25.00
Mahnomen County	0.00	10,098.75	40,395.00	30,296.25	25.00
Mahnomen	0.00	4,785.00	19,140.00	14,355.00	25.00
Norman County	0.00	23,136.25	92,545.00	69,408.75	25.00
Polk County	0.00	63,123.75	252,495.00	189,371.25	25.00
Crookston	0.00	53,893.75	215,575.00	161,681.25	25.00
Wilkin County	0.00	12,930.00	51,720.00	38,790.00	25.00
Breckenridge	0.00	21,636.25	86,545.00	64,908.75	25.00
Total Signatory Funding	0.00	606,636.25	2,426,545.00	1,819,908.75	25.00
Grants					
Basic Support - MN (RLBSS)	0.00	191,010.67	477,527.00	286,516.33	40.00
Reg Library Telecom Aid (RLTA)	23,284.25	23,284.25	88,230.00	64,945.75	26.39
Total Grants	23,284.25	214,294.92	565,757.00	351,462.08	37.88
Miscellaneous Revenue					
Service Charge Revenue	1,028.65	3,528.90	18,000.00	14,471.10	19.61
Printing Revenue	1,637.12	4,649.22	19,100.00	14,450.78	24.34
Fax Revenue	619.46	1,723.91	7,000.00	5,276.09	24.63
Microfilm Revenue	2.34	6.27	100.00	93.73	6.27
Photocopy Revenue	423.11	1,277.91	7,000.00	5,722.09	18.26
Book/Furniture Sale Revenue	661.61	1,185.40	0.00	(1,185.40)	0.00
Interest/Dividend Income	20.33	19,116.36	30,000.00	10,883.64	63.72
Investment Value Change	3,281.13	(2,596.00)	0.00	2,596.00	0.00
Lost/Damaged Property	121.01	1,036.52	6,000.00	4,963.48	17.28
Other Income	25.00	87.46	0.00	(87.46)	0.00
Total Miscellaneous Revenue	7,819.76	30,015.95	87,200.00	57,184.05	34.42
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	14,087.50	56,350.00	42,262.50	25.00
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	900.51	0.00	(900.51)	0.00
Total Joint Automation Revenue	300.17	14,988.01	56,350.00	41,361.99	26.60
Fund Balance/Shortfall	0.00	0.00	53,543.00	53,543.00	0.00
Total General Fund Revenue	31,404.18	865,935.13	3,189,395.00	2,323,459.87	27.15
General Fund Expenditures					
Personnel Expenses					
Salaries	129,685.86	395,896.17	1,640,260.00	1,244,363.83	24.14
Payroll Taxes	9,745.91	29,718.10	125,480.00	95,761.90	23.68
Retirement - PERA	9,503.27	29,023.64	120,430.00	91,406.36	24.10
Health Insurance	20,391.92	61,323.98	274,750.00	213,426.02	22.32
Life Insurance	158.41	488.25	2,010.00	1,521.75	24.29
Workers Compensation Insurance	355.10	1,065.30	4,330.00	3,264.70	24.60
Other Employee Benefits	114.87	356.61	1,610.00	1,253.39	22.15
Total Personnel	169,955.34	517,872.05	2,168,870.00	1,650,997.95	23.88
Automation/Cataloging					
Automation	10,662.86	31,415.19	162,360.00	130,944.81	19.35
Catalog Item Records	866.41	2,599.23	11,500.00	8,900.77	22.60
Supplies - Computer	1,047.04	2,780.95	4,500.00	1,719.05	61.80
Supplies - Technical Services	140.46	986.33	7,000.00	6,013.67	14.09
Total Automation/Cataloging	12,716.77	37,781.70	185,360.00	147,578.30	20.38

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	121.58	417.13	3,400.00	2,982.87	12.27
Programming - Summer Reading	2,005.14	4,470.81	8,000.00	3,529.19	55.89
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	2,126.72	4,847.94	14,400.00	9,552.06	33.67
Staff Development					
Staff Training & Development	718.06	1,508.47	19,000.00	17,491.53	7.94
Total Staff Development	718.06	1,508.47	19,000.00	17,491.53	7.94
Mileage/Board Meeting Expense					
Mileage - Staff	1,231.58	4,149.96	20,000.00	15,850.04	20.75
Regional Board Meetings	652.68	1,740.76	6,500.00	4,759.24	26.78
Total Mileage/Board Meeting Expenses	1,884.26	5,890.72	26,500.00	20,609.28	22.23
Other Expenses					
Accounting/Bank Fees	331.13	7,507.53	13,750.00	6,242.47	54.60
Attorney Fees	0.00	125.00	4,000.00	3,875.00	3.13
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,324.61	15,973.82	73,000.00	57,026.18	21.88
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,335.29	4,018.67	17,825.00	13,806.33	22.55
Lease - Regional Office Rent	1,683.33	5,049.99	20,200.00	15,150.01	25.00
Leases - Equipment	1,017.20	2,230.92	8,950.00	6,719.08	24.93
Maintenance Contracts	1,563.17	2,837.07	14,050.00	11,212.93	20.19
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	0.00	107.40	3,200.00	3,092.60	3.36
Memberships	209.00	209.00	1,200.00	991.00	17.42
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	0.00	3,000.00	3,000.00	0.00
PIO: Printing/Advertising	1,795.82	1,769.02	16,400.00	14,630.98	10.79
Postage	0.00	166.03	3,760.00	3,593.97	4.42
Recruitment	859.64	2,010.01	8,000.00	5,989.99	25.13
Repairs - Equipment	271.88	271.88	2,500.00	2,228.12	10.88
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	1.39	700.45	10,000.00	9,299.55	7.00
Supplies - Public Services	198.62	602.67	6,000.00	5,397.33	10.04
Telephone/Telecom	527.91	2,187.54	17,900.00	15,712.46	12.22
Total Other Operating Expenses	15,118.99	45,886.00	235,735.00	189,849.00	19.47
Regional Library Telecom Aid (RLTA)	23,284.25	23,284.25	88,230.00	64,945.75	26.39
Transportation					
Van Expenses	236.85	648.38	5,000.00	4,351.62	12.97
Total Transportation	236.85	648.38	5,000.00	4,351.62	12.97
Materials					
Audio Visual	5,906.95	16,773.59	74,000.00	57,226.41	22.67
Digital	6,208.69	17,248.95	45,000.00	27,751.05	38.33
Online Resources	2,142.27	6,405.51	25,700.00	19,294.49	24.92
Periodicals	1,614.35	2,307.51	24,100.00	21,792.49	9.57
Print	17,648.71	69,130.50	212,000.00	142,869.50	32.61
Total Materials	33,520.97	111,866.06	380,800.00	268,933.94	29.38
Capital Expenditures					
Furniture & Equipment	169.00	708.15	10,500.00	9,791.85	6.74
Software & Hardware Upgrades	(929.00)	(929.00)	40,000.00	40,929.00	(2.32)
Total Capital Expenditures	(760.00)	(220.85)	50,500.00	50,720.85	(0.44)
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	3,000.00	12,000.00	9,000.00	25.00
Van Replacement	250.00	750.00	3,000.00	2,250.00	25.00
Total Capital Fund Accounts	1,250.00	3,750.00	15,000.00	11,250.00	25.00
Total General Fund Expenditures	260,052.21	753,114.72	3,189,395.00	2,436,280.28	23.61
General Fund Revenue Over Expenditures \$	<u><u>(228,648.03)</u></u>	<u><u>112,820.41</u></u>	<u><u>0.00</u></u>	<u><u>(112,820.41)</u></u>	<u><u>0.00</u></u>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ (13.32)	\$ 3,220.67	\$ 0.00	(3,220.67)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	677.36	2,819.68	0.00	(2,819.68)	0.00
Legacy Grant Revenue	495.37	6,270.74	0.00	(6,270.74)	0.00
Miscellaneous Grants	53,420.78	100,745.51	0.00	(100,745.51)	0.00
Total Special Projects Revenue	54,580.19	113,056.60	0.00	(113,056.60)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	82.15	2,772.97	0.00	(2,772.97)	0.00
Donations - Materials: A/V	36.18	132.98	0.00	(132.98)	0.00
Donations - Materials: Other	0.00	0.00	0.00	0.00	0.00
Donations - Miscellaneous	743.46	1,241.99	0.00	(1,241.99)	0.00
Legacy Grant Expense	495.37	6,270.73	0.00	(6,270.73)	0.00
Telecom/E-rate Expenses	677.36	2,819.68	0.00	(2,819.68)	0.00
Miscellaneous Grant Expense	54,696.63	100,745.51	0.00	(100,745.51)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	56,731.15	113,983.86	0.00	(113,983.86)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	3,124.40	4,400.25	0.00	(4,400.25)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	3,124.40	4,400.25	0.00	(4,400.25)	0.00
Total Special Projects Expenditures	59,855.55	118,384.11	0.00	(118,384.11)	0.00
Special Proj Rev Over (Under) Expend	\$ (5,275.36)	\$ (5,327.51)	\$ 0.00	5,327.51	0.00
GRAND TOTAL REVENUE	85,984.37	978,991.73	3,189,395.00	2,210,403.27	30.70
GRAND TOTAL EXPENDITURES	319,907.76	871,498.83	3,189,395.00	2,317,896.17	27.32
CHANGE IN FUND BALANCE	\$ (233,923.39)	\$ 107,492.90	\$ 0.00	(107,492.90)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
March 31, 2016**

10

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 21,130.94	10,614.23	10,516.71
Cash - Payroll (State Bank)	1,193.87	796.89	396.98
Cash - PayPal	1.64	113.69	(112.05)
Cash - Savings (State Bank)	803,480.28	1,073,685.46	(270,205.18)
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,151,244.62	1,147,962.67	3,281.95
Accounts Receivable	689.53	5,386.00	(4,696.47)
Prepaid Expenses	84,618.86	78,178.77	6,440.09
Deposit Account - OCLC	6,985.14	7,832.04	(846.90)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(3,680.33)	(3,680.33)	0.00
Equipment and Fixtures	363,969.12	363,969.12	0.00
Accum Depr - Equip & Fixtures	(343,060.28)	(343,060.28)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,907.91)	(209,907.91)	0.00
Endowment Funds	55,892.27	55,892.27	0.00
Amount Provided - LTD	16,032.17	16,032.17	0.00
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Total Assets	\$ 2,171,459.76	2,426,684.63	(255,224.87)

LIABILITIES			
Accounts Payable	\$ 53,661.69	33,751.76	19,909.93
Credit Card Payable	16,575.14	8,241.12	8,334.02
Amazon Charge Account	8,608.16	4,440.20	4,167.96
Accrued Salaries Payable	72,206.15	72,206.15	0.00
Accrued Sick Leave Payable	16,032.17	16,032.17	0.00
Accrued Vacation Payable	33,901.14	33,901.14	0.00
Payroll Tax Payable - ND	0.00	657.00	(657.00)
Life Insurance Payable	(20.00)	(20.00)	0.00
Dental Insurance Payable	26.04	26.02	0.02
Vision Insurance Payable	(219.15)	(219.32)	0.17
AFLAC Payable	282.71	282.71	0.00
Flexible Spending - Medical	(1,495.19)	(788.84)	(706.35)
Flexible Spending - Dep Care	840.02	506.68	333.34
Sales Tax Payable	489.42	302.13	187.29
Deferred Revenue	438,883.63	493,004.49	(54,120.86)
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Total Liabilities	639,771.93	662,323.41	(22,551.48)

FUND BALANCES			
Fund Balance - Unreserved	159,822.22	159,822.22	0.00
Fund Bal. - Operating Reserve	990,000.00	990,000.00	0.00
Fund Bal. - Employee Severance	17,000.00	17,000.00	0.00
Fund Bal. - Unemployment Comp.	40,000.00	40,000.00	0.00
Fund Bal. - Van Replacement	12,750.00	12,500.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	10,000.00	10,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. -LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	62,000.00	62,000.00	0.00
Fund Bal. - III Software Upgrd	3,000.00	2,000.00	1,000.00
Investment in Gen. Fixed Asset	29,730.44	29,730.44	0.00
Reserve for Endowments	55,892.27	55,892.27	0.00
Change in Fund Balance	107,492.90	341,416.29	(233,923.39)
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Total Fund Balances	1,531,687.83	1,764,361.22	(232,673.39)
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Total Liabilities & Fund Balanc	\$ 2,171,459.76	2,426,684.63	(255,224.87)

INVESTMENT ADVISORY SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)
LAKE AGASSIZ REGIONAL LIBRARY (LARL)

11

Introduction and Overview

Lake Agassiz Regional Library (LARL) is seeking qualified candidates to provide professional assistance to actively manage the Library System's investment portfolio on a day-to-day basis and provide investment advice. Qualified applicants will be expected to have expertise and knowledge with the investment of public funds.

The Library System anticipates working with one local investment advisory firm for management of the System's portfolio. Included with the RFQ is LARL's current investment policy which outlines the System's investment requirements.

Selection Criteria

In order to demonstrate qualifications, respondents must address, to the best of their ability, the following:

Current licenses, registrations and designations held

Organization and Background

1. Briefly describe your organization, its headquarter location, registered branch office and ownership structure.
2. Disclose all conflicts or potential conflicts of interest the firm has in serving in an investment manager relationship (e.g., relationships with LARL management, the LARL Board of Trustees).
3. Has the firm or any officer or principal of the organization been involved in litigation related to investment management activities, or have they otherwise been involved in a SEC investigation or litigation? If yes, provide a brief summary and indicate the current status of the proceedings.
4. Describe the firm's expertise in handling monies originating from public funds, specifically State of Minnesota entities.

Staffing

1. Provide an organizational chart or description that includes all individuals employed in the investment management group.
2. List the personnel you propose to assign to this relationship and their responsibilities. Provide brief biographical information on each individual including their positions in the company, education, training, and years and type of experience in investment management.

Client/References

1. Identify the types of accounts primarily sought by your firm.
2. Attach, if possible, a list of Minnesota entity references. Indicate the contact name, address and telephone number. Indicate the length of time you have provided investment services to the client and the type of services provided.

1. Briefly describe your firm's investment management philosophy including your approach to managing portfolios for Minnesota Governmental Entities.
2. How frequently would you suggest your staff meet with the Library System staff? Who will attend these meetings?

Fee

Outline your fee schedule, commission or expenses that would apply to the Library System. Include in the fee schedule any and all applicable fees to perform investment advisory services.

Summary

What do you believe sets your firm's services apart from other respondents and what unique value added services could you provide for the Library System?

Submission Instructions

Schedule for Submission and Evaluation

(Every effort will be made to adhere to the following schedule)

05/02/2016	Release of Request for Qualifications
5/16/2016	Questions due regarding RFQ from any respondent
5/20/2016	Written responses to all questions submitted will be provided to all known respondents
5/27/2016	Deadline for proposal submission
06/16/2016	LARL Finance Committee and Management will meet to make a decision on if a change will be made and to which advisory firm.

Submission

Submissions are due to the Library System no later than 4:30 PM Friday May 27, 2016. Submittals and questions related to proposals should be addressed to: Jamie Sprynczynatyk, Director of Finance. Electronic submissions in .pdf format are preferred, and can be e-mailed to spryj@exchange.larl.org. Alternatively, hard-copies can be mailed or delivered to:

Lake Agassiz Regional Library
118 5th St S
Moorhead, MN 56560

All proposals become the property of the Lake Agassiz Regional Library and will not be returned. All costs associated with preparation and submission of proposals are the sole responsibility of the proposer. No pre-award questions regarding this RFQ, or the services requested in it, will be accepted in e-mail form. Only respond at the above address, on or before 4:30 PM Monday May 16, 2016. Responses to all questions submitted will be communicated in writing to all known respondents by Friday May 20, 2016. Submissions will be reviewed by the Library System. Oral interviews may be scheduled after the deadline submission date, and may be conducted by phone at the option of the Library System.

LAKE AGASSIZ REGIONAL LIBRARY

2017

PRELIMINARY BUDGET

DRAFT #1

CATEGORY	2015 BUDGET	2016 BUDGET	2017 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,108,102	2,168,870	2,252,660	83,790	3.86%
Library Materials	367,063	380,800	385,000	4,200	1.10%
Automation/Cataloging	199,073	185,360	187,660	2,300	1.24%
Library Programming/Staff Dev.	33,400	33,400	24,400	(9,000)	-26.95%
Mileage/Board Mtg Expense	29,500	26,500	25,900	(600)	-2.26%
Regional Library Telecom Aid	120,000	88,230	88,000	(230)	-0.26%
Other Operating Expenses	234,121	235,735	231,327	(4,408)	-1.87%
Vehicle Expenses	5,850	5,000	4,500	(500)	-10.00%
Capital Expenses	66,750	65,500	51,000	(14,500)	-22.14%
Total Budget	3,163,859	3,189,395	3,250,447	61,052	1.91%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2017

PRELIMINARY BUDGET

DRAFT #1

REVENUE	2015 Budget	2016 Budget	\$\$ Increase	2017 Request
Becker County	344,285	358,355	7,455	365,810
Detroit Lakes	210,915	217,560	3,460	221,020
Clay County	262,610	275,760	6,775	282,535
Moorhead	675,730	720,730	12,950	733,680
Clearwater County	91,245	95,725	2,360	98,085
Mahnomen County	38,535	40,395	1,010	41,405
Mahnomen	18,235	19,140	525	19,665
Norman County	87,594	92,545	2,440	94,985
Polk County	239,815	252,495	6,710	259,205
Crookston	209,905	215,575	2,870	218,445
Wilkin County	49,795	51,720	1,060	52,780
Breckenridge	84,004	86,545	1,385	87,930
SUB-TOTAL	2,312,668	2,426,545	49,000	2,475,545
GRANTS				
State Basic Support	519,209	477,527	(10,000)	467,527
Regional Library Telecom Aid	120,000	88,230	(230)	88,000
TOTAL GRANTS	639,209	565,757	(10,230)	555,527
OTHER REVENUE				
Miscellaneous	77,200	87,200	(150)	87,050
Joint Automation	58,929	56,350	800	57,150
Fund Balance/Shortfall	75,853	53,543	21,632	75,175
TOTAL OTHER REVENUE	211,982	197,093	22,282	219,375
TOTAL REVENUE	3,163,859	3,189,395	61,052	3,250,447
EXPENDITURES				
Operating	3,097,109	3,123,895	75,552	3,199,447
Capital	66,750	65,500	(14,500)	51,000
TOTAL EXPENDITURES	3,163,859	3,189,395	61,052	3,250,447
				0

LINE ITEM BREAKDOWN
Preliminary - Draft #1

		2016	2017	2017	2017		
		Final Budget	Preliminary Budget	Adjustments	Adjusted Preliminary Budget	Variance 2016 to 2017 Prelim.	COMMENTS
REVENUES							
Acct:	<i>PROPERTY TAXES</i>						
4000-001	Becker County	358,355	358,355	7,455	365,810	7,455	
4000-002	Detroit Lakes	217,560	217,560	3,460	221,020	3,460	
4000-010	Clay County	275,760	275,760	6,775	282,535	6,775	
4000-011	Moorhead	720,730	720,730	12,950	733,680	12,950	
4000-020	Clearwater County	95,725	95,725	2,360	98,085	2,360	
4000-030	Mahnomen County	40,395	40,395	1,010	41,405	1,010	
4000-031	Mahnomen	19,140	19,140	525	19,665	525	
4000-040	Norman County	92,545	92,545	2,440	94,985	2,440	
4000-050	Polk County	252,495	252,495	6,710	259,205	6,710	
4000-051	Crookston	215,575	215,575	2,870	218,445	2,870	
4000-060	Wilkin County	51,720	51,720	1,060	52,780	1,060	
4000-061	Breckenridge	86,545	86,545	1,385	87,930	1,385	
	<i>SUB-TOTAL</i>	<i>2,426,545</i>	<i>2,426,545</i>	<i>49,000</i>	<i>2,475,545</i>	<i>49,000</i>	2.0%
GRANTS							
4110	Regional Library Telecom Aid (RLTA)	88,230	88,230	(230)	88,000	(230)	
4100	Basic Support - MN (RLBSS)	477,527	477,527	(10,000)	467,527	(10,000)	
	<i>SUB-TOTAL</i>	<i>565,757</i>	<i>565,757</i>	<i>(10,230)</i>	<i>555,527</i>	<i>(10,230)</i>	
MISC. REVENUE							
4500	Service Charge Revenue	18,000	18,000		18,000	-	
4510	Printing Revenue	19,100	19,100	(100)	19,000	(100)	
4520	Fax Revenue	7,000	7,000	-	7,000	-	
4530	Microfilm Revenue	100	100	(50)	50	(50)	
4540	Photocopy Revenue	7,000	7,000	-	7,000	-	
4560	Interest Income	30,000	30,000	-	30,000	-	
4590	Lost/Damaged Property	6,000	6,000	-	6,000	-	
	<i>SUB-TOTAL</i>	<i>87,200</i>	<i>87,200</i>	<i>(150)</i>	<i>87,050</i>	<i>(150)</i>	
9505-200	Reimbursement from NWRL	56,350	56,350	(2,200)	54,150	(2,200)	
9510-200	MnLINK Server Site Payment	-	-	3,000	3,000	3,000	
	<i>SUB-TOTAL</i>	<i>56,350</i>	<i>56,350</i>	<i>800</i>	<i>57,150</i>	<i>800</i>	
4900	Fund Account Transfers	53,543	53,543	21,632	75,175	21,632	
	TOTAL REVENUES	3,189,395	3,189,395	61,052	3,250,447	61,052	
PERSONNEL EXPENSES							
5000	Salaries & Wages	1,640,260	1,640,260	55,360	1,695,620	55,360	3% negotiated increase
5100	Payroll Taxes	125,480	125,480	4,235	129,715	4,235	
5110	Retirement - PERA employer	120,430	120,430	4,075	124,505	4,075	
5120	Health Insurance	274,750	274,750	19,980	294,730	19,980	Estimated 8% increase
5140	Life Insurance	2,010	2,010	-	2,010	-	
5160	Other Employee Benefits	1,610	1,610	-	1,610	-	
5150	Workers' Compensation Insurance	4,330	4,330	140	4,470	140	
	<i>SUB-TOTAL</i>	<i>2,168,870</i>	<i>2,168,870</i>	<i>83,790</i>	<i>2,252,660</i>	<i>83,790</i>	
AUTOMATION/CATALOGING							
6100	Automation System	162,360	162,360	2,300	164,660	2,300	
6040	Supplies - Computer	4,500	4,500	-	4,500	-	
6010	Supplies - Technical Services	7,000	7,000	-	7,000	-	
6110	OCLC/Minutex	11,500	11,500	-	11,500	-	
	<i>SUB-TOTAL</i>	<i>185,360</i>	<i>185,360</i>	<i>2,300</i>	<i>187,660</i>	<i>2,300</i>	
Library Programming/Staff Development							
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	(9,000)	10,000	(9,000)	
	<i>SUB-TOTAL</i>	<i>33,400</i>	<i>33,400</i>	<i>(9,000)</i>	<i>24,400</i>	<i>(9,000)</i>	
MILEAGE/BOARD MTG EXPENSE							
6455	Mileage - Staff	20,000	20,000	-	20,000	-	
6450	Mileage - Trustee	5,500	5,500	(500)	5,000	(500)	
6470	Board Expenses	1,000	1,000	(100)	900	(100)	
	<i>SUB-TOTAL</i>	<i>26,500</i>	<i>26,500</i>	<i>(600)</i>	<i>25,900</i>	<i>(600)</i>	
7110	RLTA Expenses	88,230	88,230	(230)	88,000	(230)	
OTHER OPERATING							
6340	Attorney Fees	4,000	4,000	(500)	3,500	(500)	
6310	Audit	8,800	8,800	250	9,050	250	
6330	Bank Fees	1,750	1,750	-	1,750	-	
6320	Business Office Software	2,000	2,000	-	2,000	-	
6350	Delivery: Courier	68,000	68,000	-	68,000	-	
6355	Delivery: TriCollege/Minutex	5,000	5,000	500	5,500	500	
6420	Director's Discretionary	2,500	2,500	-	2,500	-	
6370	Insurance - General Liability	10,900	10,900	600	11,500	600	
6372	Insurance - D&O/Emp Liab	3,500	3,500	-	3,500	-	
6374	Insurance - Government Crime	125	125	-	125	-	
6376	Insurance - Flood	3,300	3,300	200	3,500	200	
6360	Lease: Regional Office Rent	20,200	20,200	202	20,402	202	

6362	Lease: Copiers	7,300	7,300	-	7,300	-
6365	Lease: Mailing Machine	1,650	1,650	-	1,650	-
6240	Maintenance Contract: Copiers	4,800	4,800	800	5,600	800
6245	Maintenance Contract: Printers	6,500	6,500	(800)	5,700	(800)
6250	Maintenance Contract: Microfilm	2,750	2,750	(50)	2,700	(50)
6465	Memberships - LARL Directors	1,200	1,200	-	1,200	-
6800	Miscellaneous Expense	3,000	3,000	-	3,000	-
6430	Postage	3,000	3,000	-	3,000	-
6435	PO Box Rental	760	760	(10)	750	(10)
6440	Mailing: Click2Mail	3,500	3,500	(750)	2,750	(750)
6445	Materials Recovery/Collections	3,200	3,200	(200)	3,000	(200)
6460	MN Director's Fund - CRPLSA	2,500	2,500	-	2,500	-
6300	Payroll Processing	3,200	3,200	-	3,200	-
6410	PIO: Marketing/Printing/Misc	16,400	16,400	(400)	16,000	(400)
6380	Recruitment	8,000	8,000	-	8,000	-
6030	Supplies - Copier/Fax/Microfilm	1,500	1,500	(500)	1,000	(500)
6000	Supplies - Office	10,000	10,000	-	10,000	-
6020	Supplies - Public Services	6,000	6,000	-	6,000	-
6200	Equipment Repairs	2,500	2,500	-	2,500	-
6400	Telephone/Telecom	17,750	17,750	(3,750)	14,000	(3,750)
6405	Cell Phone	150	150	-	150	-
	SUB-TOTAL	235,735	235,735	(4,408)	231,327	(4,408)
TRANSPORTATION EQUIPMENT						
6500	Van - Gasoline	2,000	2,000	(500)	1,500	(500)
6505	Van - Repairs & Maintenance	1,500	1,500	-	1,500	-
6510	Van - Insurance	1,500	1,500	-	1,500	-
	SUB-TOTAL	5,000	5,000	(500)	4,500	(500)
MATERIALS						
6601	Audio/Visual	74,000	74,000	750	74,750	750
6670	Digital	45,000	45,000	500	45,500	500
6680	Online Resources	25,700	25,700	300	26,000	300
6690	Periodicals	24,100	24,100	400	24,500	400
6600	Print	212,000	212,000	2,250	214,250	2,250
	SUB-TOTAL	380,800	380,800	4,200	385,000	4,200
CAPITAL EXPENDITURES						
8500	Furniture & Equipment	10,500	10,500	(500)	10,000	(500)
8600	Software/Hardware Upgrades	40,000	40,000	(5,000)	35,000	(5,000)
	SUB-TOTAL	50,500	50,500	(5,500)	45,000	(5,500)
CAPITAL FUND ACCOUNTS						
8700	Van Replacement	3,000	3,000	-	3,000	-
9800-200	Joint Automation Software/hardware	12,000	12,000	(9,000)	3,000	(9,000)
	SUB-TOTAL	15,000	15,000	(9,000)	6,000	(9,000)
	TOTAL EXPENSES	3,189,395	3,189,395	61,052	3,250,447	61,052
	REVENUE(UNDER)/OVER EXPENSES	-	-	-	-	-

0.01



Monthly Report to the Board

17

Meeting Date: April 21, 2016

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Program Evaluation Webinar, March 10; ARSL Committee Meeting, March 15; Coordinating Team Meeting, March 16; Full Board Meeting, March 17; Moorhead City Council Presentation, March 21; CRPLSA Meeting, March 29-31; L3 Bremer Meeting, April 1; Library Legislative Committee Meeting, April 5; Meeting in Crookston, April 6; Meeting with Hub Supervisors, April 11; LSTA Grant Webinar, 4/12/2016

Staff Training Opportunities

Karen Edevold, Bagley Librarian and **Candace Perry**, Moorhead Youth Services Librarian attended *Spotlight on Books* in Walker, MN, April 8-9, 2016.

Mary Haney, Detroit Lakes Library Director and **Jenny Rodger**, Moorhead Branch Manager, attended Public Library Association Conference in Denver, CO, April 6-9, 2016.

Nicole Boewood, Moorhead Library Associate attended *Bookslist's YA Announcements: Spring 2016* webinar on March 1, 2016.

Jeanne Anderson, Collection Development Librarian attended the following webinars: *Get More Graphic: New Titles for Your Graphic Novels Shelves* & an EBSCO training webinar for magazine renewals.

Open Positions

Library Associate – Moorhead

LINK Site Coordinator – Lake Park

Welcome to **Lucas Boewood**, Moorhead Library Assistant.

LARL News:

LARL Received a donation of 10 books related to farming and agriculture from the Clay County Farm Bureau, thanks to a recent grant. The grant also provided elementary schools, within Clay County, resources to teach K-3 about farming. The Clay County Farm Bureau is also interested in offering the farming classes to youth at the Moorhead Public Library.

Terry Kalil, LARL Trustee; **Megan Krueger**, Moorhead Library Director; and **Chris Boike**, Crookston Library Director, represented LARL at Library Legislative Day in St. Paul on April 12 & 13. They discussed funding for library construction, the need for boarder to board broadband, and thanked the legislators for supporting libraries.

Food for Fines

During the month of March, LARL locations collected approximately 1,400 food times for local food pantries. Customers appreciated the opportunity to eliminate fines and return items without penalties.

Region-wide Computer Installation

Thanks to the Bremer Foundation and the hard work of **Josh Stompro**, LARL IT Director, and **Matt Berowski**, LARL Computer Tech, the following LARL branches have received new public computers: Ada, Breckenridge, Fertile, Hawley, and Mahnomen. All other LARL branches will receive new computers by the end of the summer.

Gifts, Grants & Donations

4/4/2016	Crookston Matron's Club donation for books.	50.00
3/29/2016	Ucare donation to Moorhead.	60.00
3/19/2016	Gary Thordarson donation to Crookston.	20.00
3/11/2016	Mark Voxland donation in memory of Donna Voxland. The donation will be matched as part of the Bremer Meeting Room Project.	3,700.00
3/19/2016	Wayne Ingersoll donation for eBooks.	100.00
3/31/2016	Lily Beyer donation to Breckenridge.	3.00
3/31/2016	Sarah P donation to Breckenridge.	2.00
3/23/2016	Andrew Strandjord donation to Moorhead in memory of Henerietta Strandjord.	200.00
3/23/2016	Lake View Township donation for new adult nonfiction books.	200.00
3/11/2016	Mark Olson and Norma Smith Olson donation in memory of Philip Anderson for new adult fiction books.	30.00
3/11/2016	Janet Schafer donation in memory of Philip Anderson for new adult fiction books.	20.00
4/5/2016	Friends of the Library Barnesville Branch donation for a table top puppet theater.	109.53
3/23/2016	Terry Kalil donation to LARL.	30.00
		<u>\$ 4,524.53</u>

Upcoming Legacy Events:

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

Upcoming Dates

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

Moorhead Public Library

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Mar 1, 2016 to Mar 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	3/1/16	Lakes Country Service Cooperat	2,265.00	
		3/1/16		906.00	
		3/1/16		15,674.50	
5120-000	Health Insurance			18,845.50	
6000-000	Supplies - Office	3/3/16	Office Depot	1.39	
6000-000	Supplies - Office			1.39	
6020-000	Supplies - Public Services	3/7/16	Office Depot	24.41	
		3/9/16			24.41
6020-000	Supplies - Public Services	3/29/16	Fargo Rubber Stamp Works Inc.	15.25	
6020-000	Supplies - Public Services			39.66	24.41
6040-000	Supplies - Computer	3/9/16	Dell Marketing LP	133.14	
6040-000	Supplies - Computer			133.14	
6200-000	Equip Rep/Mtc - Miscellaneous	3/2/16	Curt's Lock & Key Service, Inc	110.00	
6200-000	Equip Rep/Mtc - Miscellaneous	3/30/16	Ada Electric Incorporated	161.88	
6200-000	Equip Rep/Mtc - Miscellaneous			271.88	
6240-000	Maint Contr - Copiers	3/30/16	Metro Sales, Inc	1,335.13	
6240-000	Maint Contr - Copiers			1,335.13	
6300-000	Payroll Processing	3/10/16	Payroll Professionals, Inc.	131.75	
		3/22/16		131.75	
6300-000	Payroll Processing			263.50	
6350-000	Delivery Service - Courier	3/4/16	Northern Network Express	1,280.80	
		3/15/16		1,280.80	
		3/21/16		1,280.80	
		3/28/16		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	3/2/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	3/13/16	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	3/27/16	Crookston Daily Times	64.44	
6380-000	Recruitment	3/31/16	JobsHQ	775.20	
6380-000	Recruitment	3/31/16	The Hawley Herald, Inc.	20.00	
6380-000	Recruitment			859.64	
6400-000	Telephone	3/1/16	Rothsay Telephone Co	80.81	
6400-000	Telephone	3/1/16	Halstad Telephone Company	76.66	
		3/1/16		29.40	
6400-000	Telephone	3/1/16	Dex Media East, Inc.		2.26
6400-000	Telephone	3/1/16	CenturyLink	48.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Mar 1, 2016 to Mar 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	3/24/16	Rochester Telecom Systems Inc.	121.47	
6400-000	Telephone			356.34	2.26
6410-000	PIO - Marketing/Printing/Etc	3/1/16	Liz Lynch	98.00	
6410-000	PIO - Marketing/Printing/Etc	3/1/16	The Hawley Herald, Inc.	315.00	
6410-000	PIO - Marketing/Printing/Etc	3/11/16 3/28/16	Absolute Marketing Group	264.72 488.60	
6410-000	PIO - Marketing/Printing/Etc	3/31/16	Hillary Stevens	56.00	
6410-000	PIO - Marketing/Printing/Etc	3/31/16	Clay County Connection	395.00	
6410-000	PIO - Marketing/Printing/Etc			1,617.32	
6450-000	Mileage - Trustee	3/17/16	Ben Grimsley	48.60	
6450-000	Mileage - Trustee	3/17/16	Evelyn Fox	48.06	
6450-000	Mileage - Trustee	3/17/16	Lee Ann Hall	48.60	
6450-000	Mileage - Trustee	3/17/16	Terry Kalil	75.60	
6450-000	Mileage - Trustee	3/17/16	Craig Bunes	75.60	
6450-000	Mileage - Trustee	3/17/16	Robert Perry	50.76	
6450-000	Mileage - Trustee	3/17/16	Arlen Syverson	119.88	
6450-000	Mileage - Trustee	3/17/16	David Geray	81.00	
6450-000	Mileage - Trustee			548.10	
6455-000	Mileage - Staff	3/1/16 3/1/16 3/1/16	Amy Nelson	10.26 15.12 30.24	
6455-000	Mileage - Staff	3/1/16	Karen Edevold	85.86	
6455-000	Mileage - Staff	3/4/16	Joyce White	20.63	
6455-000	Mileage - Staff	3/5/16	Marilyn Eaves	87.48	
6455-000	Mileage - Staff	3/10/16	Amy Nelson	15.12	
6455-000	Mileage - Staff	3/10/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	3/11/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	3/12/16	Jill Rose	18.90	
6455-000	Mileage - Staff	3/13/16	Laura Gullickson	25.38	
6455-000	Mileage - Staff	3/15/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	3/16/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	3/16/16	Joyce Christine Boike	74.52	
6455-000	Mileage - Staff	3/17/16	Jill Rose	99.36	
6455-000	Mileage - Staff	3/17/16	Patty Nunn	25.92	
6455-000	Mileage - Staff	3/17/16	Amy Nelson	15.12	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Mar 1, 2016 to Mar 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/18/16	Laurel Wanke	16.20	
6455-000	Mileage - Staff	3/19/16	Marilyn Eaves	31.32	
6455-000	Mileage - Staff	3/24/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	3/24/16	Megan Krueger	57.51	
6455-000	Mileage - Staff	3/29/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	3/29/16	Sheila Capistran	15.12	
6455-000	Mileage - Staff	3/29/16	Lois Schaedler	37.80	
6455-000	Mileage - Staff	3/29/16	Tammi Jalowiec	47.52	
6455-000	Mileage - Staff	3/29/16	Julie Malmanger	39.42	
6455-000	Mileage - Staff	3/29/16	Karen Edevold	19.44	
6455-000	Mileage - Staff	3/29/16	Jane Vigness	18.36	
6455-000	Mileage - Staff	3/29/16	Erin Gunderson	123.12	
6455-000	Mileage - Staff	3/29/16	Carol Van Brocklin	87.48	
6455-000	Mileage - Staff	3/29/16	Laura Gullickson	25.38	
6455-000	Mileage - Staff	3/31/16	Patty Nunn	25.92	
6455-000	Mileage - Staff	3/31/16	Laurel Wanke	14.04	
6455-000	Mileage - Staff			1,231.58	
6470-000	Board Expenses	3/16/16	Liz Lynch	24.96	
6470-000	Board Expenses	3/17/16	PJ Operations	49.62	
6470-000	Board Expenses			74.58	
6482-000	Conf/Meeting - Miscellaneous	3/2/16	Spotlight On Books	150.00	
6482-000	Conf/Meeting - Miscellaneous	3/16/16	Erika Fischer	100.00	
6482-000	Conf/Meeting - Miscellaneous			250.00	
6484-000	Conf/Meeting - System Directo	3/29/16	Liz Lynch	233.28	
6484-000	Conf/Meeting - System Directo			233.28	
6492-000	Programming - Summer Readi	3/28/16	Scholastic Inc.	2,005.14	
6492-000	Programming - Summer Readi			2,005.14	
6500-000	Van - Gasoline	3/6/16	Cenex Fleetcard	40.52	
6500-000	Van - Gasoline			40.52	
6505-000	Van - Repairs & Maintenance	3/15/16	Jamie Sprynczynatyk	12.00	
6505-000	Van - Repairs & Maintenance			12.00	
6600-000	Materials - Print	3/1/16	J. Appleseed Publishers Co-Op	1,733.25	
6600-000	Materials - Print	3/1/16	Baker & Taylor	814.13	
		3/1/16		162.63	
		3/1/16		87.70	
		3/1/16		100.97	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/1/16		0.15	
		3/1/16			70.18
		3/2/16		416.85	
		3/2/16		112.98	
		3/2/16		204.76	
		3/2/16		422.19	
		3/2/16		101.40	
		3/2/16		151.02	
		3/2/16		111.04	
		3/2/16		67.21	
		3/2/16		80.20	
		3/2/16		50.11	
		3/2/16		31.88	
		3/2/16		50.84	
		3/3/16		295.78	
		3/3/16		306.99	
		3/4/16		42.84	
		3/4/16		35.44	
		3/4/16		503.01	
		3/7/16		36.54	
		3/7/16		21.92	
		3/7/16		468.29	
		3/8/16		19.78	
		3/8/16		33.18	
		3/8/16		89.38	
		3/8/16		117.95	
		3/8/16		139.23	
6600-000	Materials - Print	3/9/16	J. Appleseed Publishers Co-Op	188.51	
6600-000	Materials - Print	3/9/16	Baker & Taylor	42.96	
		3/9/16		57.76	
		3/9/16		81.16	
		3/9/16		35.82	
		3/9/16		25.84	
		3/9/16		26.00	
		3/9/16		51.97	
		3/10/16		278.14	
		3/10/16		151.02	
		3/10/16		165.92	
		3/10/16		0.74	
		3/10/16		484.98	
		3/10/16		303.84	
		3/10/16		235.74	
		3/10/16		374.75	
		3/10/16		20.18	
		3/10/16		71.05	
6600-000	Materials - Print	3/11/16	J. Appleseed Publishers Co-Op	24.26	
6600-000	Materials - Print	3/11/16	Baker & Taylor	51.64	
		3/11/16		46.54	
		3/14/16		122.56	
		3/15/16		56.56	
		3/15/16		225.86	
		3/15/16		237.52	
		3/15/16		469.37	
		3/15/16		60.13	
		3/15/16		109.14	
		3/16/16		26.08	
		3/16/16		457.56	
		3/17/16		48.88	
		3/17/16		102.64	
		3/17/16		289.77	
		3/17/16		334.65	
		3/18/16		91.56	
		3/18/16		33.06	
		3/18/16		91.86	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/18/16		509.30	
		3/21/16		131.58	
		3/21/16		152.20	
6600-000	Materials - Print	3/22/16	J. Appleseed Publishers Co-Op	35.92	
6600-000	Materials - Print	3/22/16	Baker & Taylor	9.08	
		3/22/16		397.75	
		3/22/16		345.47	
		3/22/16		41.26	
		3/22/16		29.71	
		3/22/16		22.72	
		3/23/16		181.08	
		3/23/16		124.40	
		3/23/16		5.34	
		3/23/16		10.96	
		3/23/16		22.40	
		3/24/16		126.85	
		3/24/16		121.82	
		3/25/16		8.86	
		3/25/16		86.44	
		3/25/16		513.81	
		3/25/16		468.61	
		3/28/16		70.20	
		3/29/16		33.28	
		3/29/16		185.03	
		3/29/16		562.72	
		3/30/16		28.86	
		3/30/16		91.43	
		3/30/16		409.38	
		3/31/16		278.40	
		3/31/16		98.41	
6600-000	Materials - Print			17,388.93	70.18
6601-000	Materials - A/V	3/1/16	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	3/1/16	Baker & Taylor	34.40	
		3/3/16		59.43	
		3/4/16		23.90	
6601-000	Materials - A/V	3/7/16	Recorded Books, LLC.	41.00	
		3/7/16		994.00	
6601-000	Materials - A/V	3/8/16	Baker & Taylor	85.66	
		3/8/16		35.62	
		3/10/16		113.30	
6601-000	Materials - A/V	3/11/16	Recorded Books, LLC.	667.98	
6601-000	Materials - A/V	3/16/16	Baker & Taylor	171.10	
		3/16/16		238.70	
		3/17/16		126.86	
		3/17/16		76.36	
		3/17/16		38.18	
		3/17/16		23.90	
		3/17/16		50.64	
6601-000	Materials - A/V	3/22/16	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	3/24/16	Baker & Taylor	31.04	
		3/25/16		35.30	
6601-000	Materials - A/V	3/29/16	Recorded Books, LLC.	149.40	
6601-000	Materials - A/V	3/31/16	Baker & Taylor	158.62	
6601-000	Materials - A/V			3,275.39	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6670-000	Materials - Digital - e-Books	3/1/16	Overdrive, Inc.	418.86	
		3/4/16		43.97	
		3/7/16		243.98	
		3/7/16		872.91	
		3/7/16		110.98	
		3/8/16		281.99	
		3/10/16		80.91	
		3/10/16		33.98	
		3/14/16		84.00	
		3/15/16		65.00	
		3/15/16		288.50	
		3/15/16		57.46	
		3/15/16		236.89	
		3/22/16		73.97	
		3/22/16		470.65	
		3/22/16		212.86	
		3/22/16		287.80	
		3/22/16		239.74	
		3/30/16		240.98	
		3/30/16		158.90	
		3/30/16		7.18	
		3/30/16		165.60	
		3/30/16		19.98	
6670-000	Materials - Digital - e-Books			4,697.09	
6675-000	Materials - Digital - e-Audio	3/7/16	Overdrive, Inc.	142.00	
		3/7/16		55.99	
		3/14/16		64.99	
		3/15/16		71.83	
		3/15/16		93.55	
		3/22/16		154.99	
		3/24/16		95.00	
6675-000	Materials - Digital - e-Audio			678.35	
6690-000	Materials - Periodicals	3/1/16	Clay County Union	35.00	
6690-000	Materials - Periodicals	3/1/16	The Forum	163.00	
6690-000	Materials - Periodicals	3/1/16	Red Lake Falls Gazette	35.00	
6690-000	Materials - Periodicals	3/7/16	Grand Forks Herald	166.00	
6690-000	Materials - Periodicals	3/22/16	The Forum	225.00	
		3/22/16		225.00	
		3/22/16		220.00	
		3/22/16		157.35	
		3/22/16		163.00	
		3/22/16		225.00	
6690-000	Materials - Periodicals			1,614.35	
7110-000	Regional Lib Telecom Aid - Ex	3/30/16	NW-Links	23,284.25	
7110-000	Regional Lib Telecom Aid - Ex			23,284.25	
7230-000	Legacy - Materials - Other	3/10/16	Overdrive, Inc.	185.99	
7230-000	Legacy - Materials - Other			185.99	
7300-000	Miscellaneous Grant Expense	3/1/16	Librarica LLC	9,685.00	
7300-000	Miscellaneous Grant Expense	3/2/16	Newegg Business Inc.	7,985.52	
7300-000	Miscellaneous Grant Expense	3/4/16	Ace Hardware	11.99	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7300-000	Miscellaneous Grant Expense	3/4/16	GreenBridge Computing, Inc.	1,348.35	
7300-000	Miscellaneous Grant Expense	3/7/16	Christianson's Business Furnit	3,245.00	
7300-000	Miscellaneous Grant Expense	3/11/16	DEMCO	9,695.13	
7300-000	Miscellaneous Grant Expense	3/21/16	Christianson's Business Furnit	9,510.00	
7300-000	Miscellaneous Grant Expense	3/22/16	TriangleCables	267.20	
7300-000	Miscellaneous Grant Expense	3/28/16	Ace Hardware	4.32	
7300-000	Miscellaneous Grant Expense			41,752.51	
8000-011	Donation - Misc Exp - LM	3/22/16	FM Coalition for Homeless Pers	100.00	
8000-011	Donation - Misc Exp - LM			100.00	
8000-012	Donation - Misc Exp - LV	3/21/16	DEMCO	109.53	
8000-012	Donation - Misc Exp - LV			109.53	
8000-041	Donation - Misc Exp - LA	3/11/16	DEMCO	485.11	
8000-041	Donation - Misc Exp - LA			485.11	
8000-061	Donation - Misc Exp - LB	3/3/16	Office Depot	48.82	
8000-061	Donation - Misc Exp - LB			48.82	
8500-053	Furn & Equip - Fertile	3/15/16	Reardon Office Equipment	169.00	
8500-053	Furn & Equip - Fertile			169.00	
9720-200	Training - Joint Automaiton	3/29/16	Software Freedom Conservancy,	350.00	
9720-200	Training - Joint Automaiton			350.00	