

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

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

Thursday, February 18, 2016

5:30 p.m.

Meeting Place: Moorhead Public Library

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

Note: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 123. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 123. Or, email Jamie Sprynczynatyk at spryj@larl.org. Please notify Jamie by noon on the day of the meeting.

AGENDA

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

5:40 2. MINUTES OF THE DECEMBER 17, 2015 EXECUTIVE COMMITTEE MEETING.
Enclosed (page 3)

Recommended Motion: Move to approve the December 17, 2015 Executive Committee Meeting Minutes as presented.

5:50 3. FINANCIAL REPORT - Sprynczynatyk
Enclosed (page 5)

a. Union Negotiations – 2016-2018 Contract

Recommended Motion: Move to approve the 2016-2018 Contract with AFSCME, as recommended by the LARL Negotiating Team and as approved by the Union membership.

(over)

Agenda for the February 18, 2015 Executive Committee Meeting – Page 2

- 6:00 4. DIRECTOR’S REPORT - Lynch**
Enclosed (page 9)
- 6:10 5. PRESIDENT’S REPORT – Perry**
Discussion of Director Review Process
- 6:30 6. OTHER**
- 6:35 7. ADJOURNMENT**

MISC. ITEMS INCLUDED:

- a. Updated Board Member List (page 11)
- b. List of Bills – January 2016 (page 12 in digital packet only, available for review at meeting)

UPCOMING MEETINGS/EVENTS

Library Legislative Day in St. Paul
April 13, 2016

Full Board Meeting with Audit Report
March 17, 2016 at 5:30 p.m.

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

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

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, December 17, 2015 at the Moorhead Public Library. President Bursik called the meeting to order at 5:30 p.m.

Executive Committee Members Present: Buness, Bursik (*President*), Ingersoll, Perry

Executive Committee Members Absent: Fox.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

MINUTES OF THE OCTOBER 15, 2015 EXECUTIVE BOARD MEETING.

(Perry/Buness) Move to approve the October 15, 2015 Executive Board Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed, that through November, we are 91.67% of the way through the year and have spent 86.03% of budgeted expenses. Most budget items should finish the year at close to budgeted amounts or slightly less.

Letters were sent to all Signatories in early December asking for final budget amounts for LARL for 2016 by 12/31/2015. As of the board meeting time, six Signatories have responded, all indicating LARL's 2016 request will be met.

DIRECTOR'S REPORT

The Twin Valley LINK Coordinator position has been open for some time with very few applications. The LINK is currently open 4 days per week for 2 hours per day. A survey will be offered soon to see if a rearrangement of hours would be more preferable to the community and would possibly increase interest in the Coordinator position.

(over)

Minutes of the December 17, 2015 Executive Committee Meeting – Page 2

DIRECTOR'S REPORT

(Perry/Buness) – Move to approve the Safe Child Policy, presented at the November 19 Full Board Meeting. MCU.

LARL had been informed we would hear from the union regarding their vote to approve the 2016-2019 contract. As of the board meeting time, LARL has not heard the results.

PRESIDENT'S REPORT

Bursik suggested that Terry Kalil be considered to fill the vacant Becker County spot on the LARL Board. Lynch said the Becker County Commissioners are responsible for appointing a representative.

Bursik expressed his enjoyment of serving on the board for the past several years.

OTHER

Buness discussed LARL looking into recognizing the Bremer Foundation grant.

The meeting adjourned at 6:03 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 31, 2016

8.33%

| | 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 | \$ 89,588.75 | \$ 89,588.75 | \$ 358,355.00 | 268,766.25 | 25.00 |
| Detroit Lakes | 54,390.00 | 54,390.00 | 217,560.00 | 163,170.00 | 25.00 |
| Clay County | 68,940.00 | 68,940.00 | 275,760.00 | 206,820.00 | 25.00 |
| Moorhead | 180,182.50 | 180,182.50 | 720,730.00 | 540,547.50 | 25.00 |
| Clearwater County | 23,931.25 | 23,931.25 | 95,725.00 | 71,793.75 | 25.00 |
| Mahnomen County | 10,098.75 | 10,098.75 | 40,395.00 | 30,296.25 | 25.00 |
| Mahnomen | 4,785.00 | 4,785.00 | 19,140.00 | 14,355.00 | 25.00 |
| Norman County | 23,136.25 | 23,136.25 | 92,545.00 | 69,408.75 | 25.00 |
| Polk County | 63,123.75 | 63,123.75 | 252,495.00 | 189,371.25 | 25.00 |
| Crookston | 53,893.75 | 53,893.75 | 215,575.00 | 161,681.25 | 25.00 |
| Wilkin County | 12,930.00 | 12,930.00 | 51,720.00 | 38,790.00 | 25.00 |
| Breckenridge | 21,636.25 | 21,636.25 | 86,545.00 | 64,908.75 | 25.00 |
| Total Signatory Funding | 606,636.25 | 606,636.25 | 2,426,545.00 | 1,819,908.75 | 25.00 |
| Grants | | | | | |
| Basic Support - MN (RLBSS) | 47,752.68 | 47,752.68 | 477,527.00 | 429,774.32 | 10.00 |
| Reg Library Telecom Aid (RLTA) | 0.00 | 0.00 | 88,230.00 | 88,230.00 | 0.00 |
| Total Grants | 47,752.68 | 47,752.68 | 565,757.00 | 518,004.32 | 8.44 |
| Miscellaneous Revenue | | | | | |
| Service Charge Revenue | 1,209.70 | 1,209.70 | 18,000.00 | 16,790.30 | 6.72 |
| Printing Revenue | 1,251.38 | 1,251.38 | 19,100.00 | 17,848.62 | 6.55 |
| Fax Revenue | 482.00 | 482.00 | 7,000.00 | 6,518.00 | 6.89 |
| Microfilm Revenue | 0.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| Photocopy Revenue | 346.71 | 346.71 | 7,000.00 | 6,653.29 | 4.95 |
| Book/Furniture Sale Revenue | 170.42 | 170.42 | 0.00 | (170.42) | 0.00 |
| Interest/Dividend Income | 123.44 | 123.44 | 30,000.00 | 29,876.56 | 0.41 |
| Investment Value Change | 13,920.56 | 13,920.56 | 0.00 | (13,920.56) | 0.00 |
| Lost/Damaged Property | 216.00 | 216.00 | 6,000.00 | 5,784.00 | 3.60 |
| Other Income | 62.46 | 62.46 | 0.00 | (62.46) | 0.00 |
| Total Miscellaneous Revenue | 17,782.67 | 17,782.67 | 87,200.00 | 69,417.33 | 20.39 |
| Joint Automation Revenue | | | | | |
| Northwest Reg. Lib. Contrib. | 14,087.50 | 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 | 300.17 | 0.00 | (300.17) | 0.00 |
| Total Joint Automation Revenue | 14,387.67 | 14,387.67 | 56,350.00 | 41,962.33 | 25.53 |
| Fund Balance/Shortfall | 0.00 | 0.00 | 53,543.00 | 53,543.00 | 0.00 |
| Total General Fund Revenue | 686,559.27 | 686,559.27 | 3,189,395.00 | 2,502,835.73 | 21.53 |
| General Fund Expenditures | | | | | |
| Personnel Expenses | | | | | |
| Salaries | 134,224.97 | 134,224.97 | 1,640,260.00 | 1,506,035.03 | 8.18 |
| Payroll Taxes | 10,115.39 | 10,115.39 | 125,480.00 | 115,364.61 | 8.06 |
| Retirement - PERA | 9,928.07 | 9,928.07 | 120,430.00 | 110,501.93 | 8.24 |
| Health Insurance | 20,012.96 | 20,012.96 | 274,750.00 | 254,737.04 | 7.28 |
| Life Insurance | 162.75 | 162.75 | 2,010.00 | 1,847.25 | 8.10 |
| Workers Compensation Insurance | 355.10 | 355.10 | 4,330.00 | 3,974.90 | 8.20 |
| Other Employee Benefits | 120.87 | 120.87 | 1,610.00 | 1,489.13 | 7.51 |
| Total Personnel | 174,920.11 | 174,920.11 | 2,168,870.00 | 1,993,949.89 | 8.07 |
| Automation/Cataloging | | | | | |
| Automation | 10,237.82 | 10,237.82 | 162,360.00 | 152,122.18 | 6.31 |
| Catalog Item Records | 866.41 | 866.41 | 11,500.00 | 10,633.59 | 7.53 |
| Supplies - Computer | 849.61 | 849.61 | 4,500.00 | 3,650.39 | 18.88 |
| Supplies - Technical Services | 606.41 | 606.41 | 7,000.00 | 6,393.59 | 8.66 |
| Total Automation/Cataloging | 12,560.25 | 12,560.25 | 185,360.00 | 172,799.75 | 6.78 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 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 | 121.58 | 3,400.00 | 3,278.42 | 3.58 |
| Programming - Summer Reading | 2,100.00 | 2,100.00 | 8,000.00 | 5,900.00 | 26.25 |
| Programming - Adult | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0.00 |
| Total Library Programming | 2,221.58 | 2,221.58 | 14,400.00 | 12,178.42 | 15.43 |
| Staff Development | | | | | |
| Staff Training & Development | 0.00 | 0.00 | 19,000.00 | 19,000.00 | 0.00 |
| Total Staff Development | 0.00 | 0.00 | 19,000.00 | 19,000.00 | 0.00 |
| Mileage/Board Meeting Expense | | | | | |
| Mileage - Staff | 1,222.67 | 1,222.67 | 20,000.00 | 18,777.33 | 6.11 |
| Regional Board Meetings | 732.66 | 732.66 | 6,500.00 | 5,767.34 | 11.27 |
| Total Mileage/Board Meeting Expenses | 1,955.33 | 1,955.33 | 26,500.00 | 24,544.67 | 7.38 |
| Other Expenses | | | | | |
| Accounting/Bank Fees | 387.90 | 387.90 | 13,750.00 | 13,362.10 | 2.82 |
| Attorney Fees | 125.00 | 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 | 5,324.61 | 73,000.00 | 67,675.39 | 7.29 |
| Director's Discretionary | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| Insurance - General/Property | 1,335.19 | 1,335.19 | 17,825.00 | 16,489.81 | 7.49 |
| Lease - Regional Office Rent | 1,683.33 | 1,683.33 | 20,200.00 | 18,516.67 | 8.33 |
| Leases - Equipment | 606.86 | 606.86 | 8,950.00 | 8,343.14 | 6.78 |
| Maintenance Contracts | 140.14 | 140.14 | 14,050.00 | 13,909.86 | 1.00 |
| Mailing - Click2Mail | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 0.00 |
| Materials Recovery/Collections | 0.00 | 0.00 | 3,200.00 | 3,200.00 | 0.00 |
| Memberships | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 0.00 |
| Minnesota Director's Fund | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| Miscellaneous Expense | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 0.00 |
| PIO: Printing/Advertising | (333.66) | (333.66) | 16,400.00 | 16,733.66 | (2.03) |
| Postage | 163.00 | 163.00 | 3,760.00 | 3,597.00 | 4.34 |
| Recruitment | 788.25 | 788.25 | 8,000.00 | 7,211.75 | 9.85 |
| Repairs - Equipment | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00 |
| Supplies - Copier/Fax/Microfilm | 119.00 | 119.00 | 1,500.00 | 1,381.00 | 7.93 |
| Supplies - Office | 505.56 | 505.56 | 10,000.00 | 9,494.44 | 5.06 |
| Supplies - Public Services | 199.00 | 199.00 | 6,000.00 | 5,801.00 | 3.32 |
| Telephone/Telecom | 825.32 | 825.32 | 17,900.00 | 17,074.68 | 4.61 |
| Total Other Operating Expenses | 11,869.50 | 11,869.50 | 235,735.00 | 223,865.50 | 5.04 |
| Regional Library Telecom Aid (RLTA) | 0.00 | 0.00 | 88,230.00 | 88,230.00 | 0.00 |
| Transportation | | | | | |
| Van Expenses | 124.33 | 124.33 | 5,000.00 | 4,875.67 | 2.49 |
| Total Transportation | 124.33 | 124.33 | 5,000.00 | 4,875.67 | 2.49 |
| Materials | | | | | |
| Audio Visual | 8,060.40 | 8,060.40 | 74,000.00 | 65,939.60 | 10.89 |
| Digital | 7,482.26 | 7,482.26 | 45,000.00 | 37,517.74 | 16.63 |
| Online Resources | 3,920.07 | 3,920.07 | 25,700.00 | 21,779.93 | 15.25 |
| Periodicals | 475.16 | 475.16 | 24,100.00 | 23,624.84 | 1.97 |
| Print | 37,529.58 | 37,529.58 | 212,000.00 | 174,470.42 | 17.70 |
| Total Materials | 57,467.47 | 57,467.47 | 380,800.00 | 323,332.53 | 15.09 |
| Capital Expenditures | | | | | |
| Furniture & Equipment | 138.29 | 138.29 | 10,500.00 | 10,361.71 | 1.32 |
| Software & Hardware Upgrades | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 0.00 |
| Total Capital Expenditures | 138.29 | 138.29 | 50,500.00 | 50,361.71 | 0.27 |
| Capital Fund Accounts | | | | | |
| Automation System -Shared NWRL | 1,000.00 | 1,000.00 | 12,000.00 | 11,000.00 | 8.33 |
| Van Replacement | 250.00 | 250.00 | 3,000.00 | 2,750.00 | 8.33 |
| Total Capital Fund Accounts | 1,250.00 | 1,250.00 | 15,000.00 | 13,750.00 | 8.33 |
| Total General Fund Expenditures | 262,506.86 | 262,506.86 | 3,189,395.00 | 2,926,888.14 | 8.23 |
| General Fund Revenue Over Expenditures | \$ 424,052.41 | \$ 424,052.41 | \$ 0.00 | (424,052.41) | 0.00 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 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 | \$ 5,161.56 | \$ 5,161.56 | \$ 0.00 | (5,161.56) | 0.00 |
| Endowment Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Telecom/E-rate Funds | 295.85 | 295.85 | 0.00 | (295.85) | 0.00 |
| Legacy Grant Revenue | 5,775.36 | 5,775.36 | 0.00 | (5,775.36) | 0.00 |
| Miscellaneous Grants | 43,837.05 | 43,837.05 | 0.00 | (43,837.05) | 0.00 |
| Total Special Projects Revenue | 55,069.82 | 55,069.82 | 0.00 | (55,069.82) | 0.00 |
| Special Projects Expenditures | | | | | |
| Special Projects Miscellaneous | | | | | |
| Donations - Materials: Print | 13.71 | 13.71 | 0.00 | (13.71) | 0.00 |
| Donations - Materials: A/V | 96.80 | 96.80 | 0.00 | (96.80) | 0.00 |
| Donations - Materials: Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Donations - Miscellaneous | 135.88 | 135.88 | 0.00 | (135.88) | 0.00 |
| Legacy Grant Expense | 5,775.36 | 5,775.36 | 0.00 | (5,775.36) | 0.00 |
| Telecom/E-rate Expenses | 295.85 | 295.85 | 0.00 | (295.85) | 0.00 |
| Miscellaneous Grant Expense | 43,837.05 | 43,837.05 | 0.00 | (43,837.05) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Miscellaneous | 50,154.65 | 50,154.65 | 0.00 | (50,154.65) | 0.00 |
| Special Projects Capital | | | | | |
| Donations - Furniture & Equip. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Capital | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Special Projects Expenditures | 50,154.65 | 50,154.65 | 0.00 | (50,154.65) | 0.00 |
| Special Proj Rev Over (Under) Expend | \$ 4,915.17 | \$ 4,915.17 | \$ 0.00 | (4,915.17) | 0.00 |
| GRAND TOTAL REVENUE | 741,629.09 | 741,629.09 | 3,189,395.00 | 2,447,765.91 | 23.25 |
| GRAND TOTAL EXPENDITURES | 312,661.51 | 312,661.51 | 3,189,395.00 | 2,876,733.49 | 9.80 |
| CHANGE IN FUND BALANCE | \$ 428,967.58 | \$ 428,967.58 | \$ 0.00 | (428,967.58) | 0.00 |

Lake Agassiz Regional Library
Statement of Financial Position
January 31, 2016

8

| | <u>Current Month</u> | <u>Prior Month</u> | <u>Net Change</u> |
|-------------------------------------|----------------------|---------------------|-------------------|
| ASSETS | | | |
| Cash - Checking (State Bank) \$ | 21,276.74 | 11,030.11 | 10,246.63 |
| Cash - Payroll (State Bank) | 5,034.41 | 823.40 | 4,211.01 |
| Cash - PayPal | 190.59 | 485.20 | (294.61) |
| Cash - Savings (State Bank) | 611,055.53 | 841,303.12 | (230,247.59) |
| Petty Cash | 460.00 | 460.00 | 0.00 |
| Investments - Morgan Stanley | 1,148,934.59 | 1,135,013.48 | 13,921.11 |
| Accounts Receivable | 552,099.27 | 3,474.61 | 548,624.66 |
| Prepaid Expenses | 58,732.98 | 47,392.71 | 11,340.27 |
| Deposit Account - OCLC | 687.15 | 1,549.76 | (862.61) |
| 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 | 59,539.11 | 59,539.11 | 0.00 |
| Amount Provided - LTD | 16,032.17 | 16,032.17 | 0.00 |
| Total Assets \$ | <u>2,503,772.98</u> | <u>2,146,834.11</u> | <u>356,938.87</u> |
| LIABILITIES | | | |
| Accounts Payable \$ | 70,439.73 | 50,631.24 | 19,808.49 |
| 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 | 332.00 | 0.00 | 332.00 |
| Life Insurance Payable | (16.00) | 0.00 | (16.00) |
| Dental Insurance Payable | 26.00 | 0.00 | 26.00 |
| Vision Insurance Payable | (11.25) | 0.00 | (11.25) |
| AFLAC Payable | 282.71 | 290.71 | (8.00) |
| Garnishment/Child Support Pay | 0.00 | 228.50 | (228.50) |
| Flexible Spending - Medical | (117.89) | 900.00 | (1,017.89) |
| Flexible Spending - Dep Care | 333.34 | 1,016.64 | (683.30) |
| Sales Tax Payable | 121.59 | 673.00 | (551.41) |
| Deferred Revenue | 455,933.94 | 546,862.79 | (90,928.85) |
| Total Liabilities | 649,463.63 | 722,742.34 | (73,278.71) |
| FUND BALANCES | | | |
| Fund Balance - Unreserved | 159,822.22 | 147,519.35 | 12,302.87 |
| 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 | 12,250.00 | 12,000.00 | 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. - Ill Software Upgrd | 1,000.00 | 0.00 | 1,000.00 |
| Investment in Gen. Fixed Asset | 29,730.44 | 29,730.44 | 0.00 |
| Reserve for Endowments | 59,539.11 | 59,539.11 | 0.00 |
| Change in Fund Balance | 428,967.58 | 12,302.87 | 416,664.71 |
| Total Fund Balances | <u>1,854,309.35</u> | <u>1,424,091.77</u> | <u>430,217.58</u> |
| Total Liabilities & Fund Balance \$ | <u>2,503,772.98</u> | <u>2,146,834.11</u> | <u>356,938.87</u> |



Monthly Report to the Board

9

Meeting Date: February 18, 2016

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

MLA Legislative Committee Meeting, Jan. 6; Coordinating Team Meeting, Jan. 20; Association of Small & Rural Libraries (ARSL) FM Conference Committee, Jan. 21; Finance Committee and Full Board Meetings, Jan. 21; Clay County Joint Powers Intergovernmental Retreat, Jan. 22; EBSCO Meeting, Jan. 26; CRPLSA Online Meeting, Jan. 28; Meeting with NWRL Director, Feb. 2; Branch visits in Crookston & Climax, Feb. 2; MN Library Legislative Committee Meeting, Feb. 3; MN LINK Gateway Operations Committee Meeting, Feb. 4; MN Youth Services Committee Meeting, Feb. 5; Coordinating Team Meeting, Feb. 10.

Staff Training Opportunities

Jennifer Riestenberg, Breckenridge Library Associate, attended the *Best New Teen Books of 2015* webinar on December 23, 2015.

Erin Gunderson, Breckenridge Supervisor, attended the *Roadmaps & Signposts: Planning ahead for a Successful Storytime* online training on January 20, 2016 through the Wild Wisconsin Winter Web free online training.

Hillary Stevens, LARL Marketing Coordinator, attended the *YOU Are the Media: How to Use Web Tools to Publish, Broadcast and Tell Your Library's Story* and Transforming Tech Training Services and Social Media on January 20, 2016 through the Wild Wisconsin Winter Web free online training.

Jeanne Anderson, Collection Development Librarian attended the *Building an E-book Collection* webinar from the Wyoming State Library on February 9, 2016.

The following LARL employees are enrolled in the Basic Reference Skills Course offered by the American Library Association (ALA): **Chris Boike**, Crookston; **Tammy Thomasson**, Crookston; **Denny Jacobs**, Crookston, and **Leigh Cameron**, Moorhead.

Open Positions

Library Associate I (Youth Services) in Detroit Lakes.

Library Assistant – Crookston

Library Assistant – Moorhead

Gifts, Grants & Donations

| | | |
|----------|---|---------|
| 2/9/2016 | Mr. and Mrs. Roman Berg donation for the Breckenridge Public Library. | \$20.00 |
| 2/2/2016 | Ucare donation for the Moorhead Public Library. | \$60.00 |
| 2/4/2016 | Naomi Tauberman donation for youth programming in the Crookston Public Library. | \$5.00 |
| 2/2/2016 | Dennis Jacobs donation for the Fertile Public Library. | \$50.00 |
| 2/3/2016 | Anonymous donation to Breckenridge | \$2.00 |

| | | |
|-----------|---|----------|
| 1/27/2016 | Mark and Betsy Vinz donation to the Moorhead Public Library for the meeting room remodel. Gift will be matched by the Bremer Foundation. | \$100.00 |
| 1/27/2016 | Lloyd Olson donation to the Moorhead Public Library for the meeting room remodel. Gift will be matched by the Bremer Foundation. | \$300.00 |
| 1/10/2016 | Barbara Anton donation to the Moorhead Public Library for the meeting room remodel. Gift will be matched by the Bremer Foundation. | \$120.00 |
| 1/12/2016 | Moorhead Rotary Club donation to the Moorhead Public Library for the meeting room remodel. Gift will be matched by the Bremer Foundation. | \$190.11 |

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LARL News:

A group of LARL employees are currently working diligently on a new Staff Intranet focused on staff training, document storage, and communication. LARL's current intranet was created in 2001 and has been maintained on outdated software for a number of years, which can no longer be supported. The new site, which is password protected, will provide current and new staff the documents, resources, and communication tools necessary to function within the consolidated system.

The intranet set-up and content is based on a survey that was shared with all LARL employees. The content provided by employees has proven to be very beneficial. Thanks to all the employees who filled out the survey and a special thanks to **Matt Berowski**, LARL Computer Tech and **Hillary Stevens**, LARL Marketing Coordinator on the set-up and design of the new site. The new intranet will be available for use by all LARL employees by April 1, 2016.

Congratulations to **Jenna Kahly** and family (LARL Youth Services and Legacy Coordinator) on the birth of their son. Jenna is expected to return to work in mid-March.

Congratulations to **Josh Stompro** and family (LARL IT Director) on the birth of their son. Josh is expected to return to work in mid-February.

Board Information for Trustees and the Public

Just as a reminder, all board packets for the Full Board and Executive Committee Meetings are available online from the larl.org website. Visit larl.org, hover over ABOUT and choose TRUSTEES. This page archives the member list of the Full Board, in addition to the board packets and meeting minutes. For quick access, visit larl.org/about/trustees.

Upcoming Dates

Full Board Meeting

Thursday, March 17 at 5:30 p.m. at the Moorhead Public Library

2016 LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

| TERM | NAME | E-MAIL | ADDRESS | HOME/FAX | WORK/CELL |
|--------------------------|-------------------|-------------------------------------|---|----------------------------------|---|
| BECKER COUNTY | | | | | |
| 2014-16 | Ben Grimsley | bdgrims@co.becker.mn.us | 115 Willow St W #2D, Detroit Lakes 56501 | | W 218-847-2911 |
| 2016-18 | Terry Kalil | tkalil@arvig.net | 23586 Warbler Way, Detroit Lakes 56501 | | 218-341-0452 |
| BRECKENRIDGE | | | | | |
| 2015-17* | Evelyn Fox | foxtails@wah.midco.net | 254 Wegener Dr, Breckenridge 56520 | 218-643-5497 | C 701-640-8815 |
| CLAY COUNTY | | | | | |
| 2015-17* | Wayne Ingersoll | ingersollwj@midco.net | 1324 5 th Ave S, Moorhead 56560 | 218-233-0116 | C 701-361-1333 |
| CLEARWATER COUNTY | | | | | |
| 2015-17 | John Nelson | emily.mcdougall@co.clearwater.mn.us | 49604 174 th Ave, Clearbrook, MN 56634 | 218-776-2150 | |
| Alternate | Arlen Syverson | arlensyverson@gmail.com | 202 Oak Ave. SW, Bagley, MN 56621 | 218-694-6443 | |
| CROOKSTON | | | | | |
| 2015-17 | Clayton Briggs | cmbriggs2@gra.midco.net | 229 James Ave, Crookston, MN 56716 | (218) 281-7312 | C 218 289-4408 |
| DETROIT LAKES | | | | | |
| 2016-18 | Marlys Douglas | bmdoug@arvig.net | 331 Elizabeth St., Detroit Lakes 56501 | 218-847-5188 | |
| MAHNOMEN | | | | | |
| 2016-18 | Michelle Gieseke | fashions@arvig.net | PO BOX 251, Mahnomen, MN 56557 | 218-936-3102 | C 218-261-0513 W 218-935-5562 |
| MAHNOMEN COUNTY | | | | | |
| 2014-16 | David Geray | David.Geray@co.mahnomen.mn.us | 2428 250 th St., Mahnomen 56557 | 218-473-2425 | 218-261-0916 |
| MOORHEAD | | | | | |
| 2015-17 | Mari Dailey | mari.dailey@ci.moorhead.mn.us | 515 Caddy Ave, Moorhead 56560 | | 218-299-5549 |
| 2015-17 | Open | | | | |
| 2014-16* | Lauri Winterfeldt | lauriw@moorheadschoools.org | 2208 6 th St. S, Moorhead 56560 | | 218-284-3430 C 701-388-4195 |
| NORMAN COUNTY | | | | | |
| 2015-17* | Lee Ann Hall | leeannko@loretel.net | 315 W. Main St, Ada 56510 | 218-784-3543 | 218-784-8069 |
| POLK COUNTY | | | | | |
| 2015-17* | Craig Bunes | Craig.bunes@co.polk.mn.us | 408 Stuart Ave, Crookston 56716 | 218-281-3992 | C 218-280-7349 |
| WILKIN COUNTY | | | | | |
| 2016-18* | Bob Perry | bobperry22@hotmail.com | 713 6 th St S, Breckenridge 56520 | | 701-640-5799 C |
| ADMINISTRATION | | | | | |
| Director | Liz Lynch | lynchl@larl.org | 118 5 th St S, Moorhead 56560 | 701-238-0229 C 218-233-7556 F | 233-3757, ext.127 or 1-800-247- 0449, ext. 127 |

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

M:/Board of Trustees/Member List
01/25/2016

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|---------------------------------|---------|--------------------------------|-----------|------------|
| 5120-000 | Health Insurance | 1/1/16 | Lakes Country Service Cooperat | 219.00 | |
| | | 1/1/16 | | 14,593.50 | |
| | | 1/1/16 | | 1,359.00 | |
| | | 1/1/16 | | 3,171.00 | |
| 5120-000 | Health Insurance | | | 19,342.50 | |
| 6000-000 | Supplies - Office | 1/23/16 | Office Depot | 115.63 | |
| | | 1/25/16 | | 380.94 | |
| | | 1/25/16 | | 8.99 | |
| 6000-000 | Supplies - Office | | | 505.56 | |
| 6010-000 | Supplies - Technical Services | 1/15/16 | AndFel Corporation | 44.95 | |
| 6010-000 | Supplies - Technical Services | 1/20/16 | Midwest Container Systems, Inc | 93.00 | |
| 6010-000 | Supplies - Technical Services | 1/25/16 | Brodart Co. | 328.00 | |
| 6010-000 | Supplies - Technical Services | | | 465.95 | |
| 6020-000 | Supplies - Public Services | 1/12/16 | Cardmember Service | 16.70 | |
| 6020-000 | Supplies - Public Services | | | 16.70 | |
| 6030-000 | Supplies - Copier/Fax/Microfilm | 1/25/16 | GEICB/Amazon | 119.00 | |
| 6030-000 | Supplies - Copier/Fax/Microfilm | | | 119.00 | |
| 6040-000 | Supplies - Computer | 1/12/16 | Cardmember Service | 765.23 | |
| 6040-000 | Supplies - Computer | | | 765.23 | |
| 6300-000 | Payroll Processing | 1/11/16 | Payroll Professionals, Inc. | 120.40 | |
| | | 1/27/16 | | 9.12 | |
| | | 1/27/16 | | 119.00 | |
| 6300-000 | Payroll Processing | | | 248.52 | |
| 6330-000 | Bank Fees | 1/12/16 | Cardmember Service | 14.17 | |
| 6330-000 | Bank Fees | | | 14.17 | |
| 6340-000 | Attorney Fees | 1/15/16 | Stefanson Law | 125.00 | |
| 6340-000 | Attorney Fees | | | 125.00 | |
| 6350-000 | Delivery Service - Courier | 1/8/16 | Northern Network Express | 1,280.80 | |
| | | 1/15/16 | | 1,280.80 | |
| | | 1/26/16 | | 1,280.80 | |
| | | 1/29/16 | | 1,280.80 | |
| 6350-000 | Delivery Service - Courier | | | 5,123.20 | |
| 6362-000 | Lease - Copiers | 1/3/16 | US Bank Equipment Finance | 606.86 | |
| 6362-000 | Lease - Copiers | | | 606.86 | |
| 6380-000 | Recruitment | 1/27/16 | Twin Valley Times | 13.05 | |
| 6380-000 | Recruitment | 1/31/16 | JobsHQ | 775.20 | |
| 6380-000 | Recruitment | | | 788.25 | |
| 6400-000 | Telephone | 1/1/16 | Halstad Telephone Company | 29.40 | |
| | | 1/1/16 | | 77.33 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|------------------------------|---------|--------------------------------|-----------|------------|
| 6400-000 | Telephone | 1/1/16 | Rothsay Telephone Co | 78.47 | |
| 6400-000 | Telephone | 1/1/16 | CenturyLink | 48.00 | |
| 6400-000 | Telephone | 1/1/16 | Arvig | 228.95 | |
| | | 1/8/16 | | 98.26 | |
| | | 1/8/16 | | 102.56 | |
| | | 1/8/16 | | 89.92 | |
| | | 1/8/16 | | 88.82 | |
| | | 1/8/16 | | 38.93 | |
| 6400-000 | Telephone | 1/10/16 | Garden Valley Telephone Comp | 78.55 | |
| | | 1/10/16 | | 20.43 | |
| | | 1/10/16 | | 18.93 | |
| | | 1/10/16 | | 18.93 | |
| | | 1/25/16 | | 17.73 | |
| 6400-000 | Telephone | 1/25/16 | Rochester Telecom Systems Inc. | 120.57 | |
| 6400-000 | Telephone | | | 1,155.78 | |
| 6405-000 | Cell Phone | 1/12/16 | Cardmember Service | 7.01 | |
| 6405-000 | Cell Phone | | | 7.01 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 1/29/16 | Liz Lynch | 119.40 | |
| 6410-000 | PIO - Marketing/Printing/Etc | | | 119.40 | |
| 6435-000 | PO Box Rental | 1/12/16 | Cardmember Service | 114.00 | |
| 6435-000 | PO Box Rental | | | 114.00 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Clayton Briggs | 72.36 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Terry Kalil | 75.60 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Craig Bunes | 75.60 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | David Geray | 81.00 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Ben Grimsley | 48.60 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Michelle Gieseke | 81.00 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Robert Perry | 50.76 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Arlen Syverson | 119.88 | |
| 6450-000 | Mileage - Trustee | 1/21/16 | Lee Ann Hall | 48.60 | |
| 6450-000 | Mileage - Trustee | | | 653.40 | |
| 6455-000 | Mileage - Staff | 1/4/16 | Amy Nelson | 13.50 | |
| 6455-000 | Mileage - Staff | 1/5/16 | Joyce Christine Boike | 37.26 | |
| 6455-000 | Mileage - Staff | 1/5/16 | Michelle Fjeld | 22.68 | |
| 6455-000 | Mileage - Staff | 1/5/16 | Amy Nelson | 13.50 | |
| 6455-000 | Mileage - Staff | 1/6/16 | Joyce Christine Boike | 39.42 | |
| | | 1/7/16 | | 25.38 | |
| | | 1/7/16 | | 18.36 | |
| | | 1/7/16 | | 98.82 | |
| 6455-000 | Mileage - Staff | 1/7/16 | Amy Nelson | 13.50 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|----------------------------|---------|-----------------------|-----------|------------|
| 6455-000 | Mileage - Staff | 1/8/16 | Karen Stormo | 99.36 | |
| 6455-000 | Mileage - Staff | 1/8/16 | Teri Sowka | 14.58 | |
| 6455-000 | Mileage - Staff | 1/8/16 | Laurel Wanke | 16.20 | |
| 6455-000 | Mileage - Staff | 1/8/16 | Patty Nunn | 11.34 | |
| 6455-000 | Mileage - Staff | 1/8/16 | Amy Nelson | 32.40 | |
| | | 1/8/16 | | 13.50 | |
| 6455-000 | Mileage - Staff | 1/14/16 | Jill Rose | 23.76 | |
| 6455-000 | Mileage - Staff | 1/15/16 | Liz Lynch | 48.06 | |
| 6455-000 | Mileage - Staff | 1/15/16 | Sharon Grossman | 48.60 | |
| 6455-000 | Mileage - Staff | 1/15/16 | Sheila Capistran | 38.88 | |
| | | 1/15/16 | | 60.48 | |
| 6455-000 | Mileage - Staff | 1/19/16 | Megan Krueger | 48.06 | |
| 6455-000 | Mileage - Staff | 1/21/16 | Joyce White | 20.63 | |
| 6455-000 | Mileage - Staff | 1/21/16 | Megan Krueger | 54.54 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Karen Edevold | 19.44 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Julie Malmanger | 70.20 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Candace Osborn | 45.36 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Erin Gunderson | 48.06 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Carol Van Brocklin | 28.08 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Sheila Capistran | 30.24 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Kirsten Bates | 31.32 | |
| 6455-000 | Mileage - Staff | 1/26/16 | Rebecca Bentley | 34.56 | |
| 6455-000 | Mileage - Staff | 1/27/16 | Jill Rose | 23.76 | |
| 6455-000 | Mileage - Staff | 1/28/16 | Kirsten Bates | 31.32 | |
| 6455-000 | Mileage - Staff | 1/29/16 | Laurel Wanke | 16.20 | |
| 6455-000 | Mileage - Staff | 1/30/16 | Marilyn Eaves | 31.32 | |
| 6455-000 | Mileage - Staff | | | 1,222.67 | |
| 6470-000 | Board Expenses | 1/21/16 | PJ Operations | 60.98 | |
| 6470-000 | Board Expenses | 1/21/16 | Liz Lynch | 18.28 | |
| 6470-000 | Board Expenses | | | 79.26 | |
| 6492-000 | Programming - Summer Readi | 1/21/16 | Crown Trophy | 2,100.00 | |
| 6492-000 | Programming - Summer Readi | | | 2,100.00 | |
| 6600-000 | Materials - Print | 1/1/16 | Gale/CENGAGE Learning | 28,528.00 | |
| 6600-000 | Materials - Print | 1/4/16 | Baker & Taylor | 65.36 | |
| | | 1/4/16 | | 7.74 | |
| | | 1/4/16 | | 246.23 | |
| | | 1/4/16 | | 124.70 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|---------------------|---------|----------------------------|-----------|------------|
| | | 1/4/16 | | 356.67 | |
| | | 1/5/16 | | 9.72 | |
| | | 1/5/16 | | 74.80 | |
| | | 1/5/16 | | 35.44 | |
| | | 1/5/16 | | 61.72 | |
| | | 1/5/16 | | 22.38 | |
| | | 1/5/16 | | 21.42 | |
| | | 1/5/16 | | 5.34 | |
| | | 1/5/16 | | 30.46 | |
| | | 1/5/16 | | 72.30 | |
| | | 1/5/16 | | 271.96 | |
| | | 1/6/16 | | 135.12 | |
| | | 1/6/16 | | 31.59 | |
| | | 1/6/16 | | 153.44 | |
| | | 1/6/16 | | 297.51 | |
| | | 1/6/16 | | 116.90 | |
| | | 1/8/16 | | 495.89 | |
| | | 1/11/16 | | 64.54 | |
| | | 1/11/16 | | 77.93 | |
| | | 1/11/16 | | 32.68 | |
| | | 1/11/16 | | 52.67 | |
| | | 1/12/16 | | 23.79 | |
| | | 1/12/16 | | 325.97 | |
| | | 1/12/16 | | 29.88 | |
| | | 1/13/16 | | 135.36 | |
| | | 1/13/16 | | 32.50 | |
| | | 1/15/16 | | 408.37 | |
| | | 1/15/16 | | 25.98 | |
| | | 1/15/16 | | 28.64 | |
| | | 1/15/16 | | 18.16 | |
| | | 1/15/16 | | 44.12 | |
| | | 1/19/16 | | 59.00 | |
| | | 1/19/16 | | 71.76 | |
| | | 1/20/16 | | 24.94 | |
| | | 1/20/16 | | 29.16 | |
| | | 1/20/16 | | 75.08 | |
| | | 1/20/16 | | 23.68 | |
| | | 1/20/16 | | 176.69 | |
| | | 1/20/16 | | 434.38 | |
| | | 1/21/16 | | 95.24 | |
| | | 1/21/16 | | 141.43 | |
| | | 1/22/16 | | 183.28 | |
| 6600-000 | Materials - Print | 1/25/16 | GEARB/Amazon | 200.38 | |
| 6600-000 | Materials - Print | 1/25/16 | Baker & Taylor | 111.21 | |
| | | 1/25/16 | | 167.76 | |
| | | 1/25/16 | | 453.86 | |
| | | 1/25/16 | | 417.51 | |
| | | 1/25/16 | | 57.22 | |
| | | 1/26/16 | | 179.46 | |
| | | 1/26/16 | | 92.10 | |
| | | 1/26/16 | | 100.94 | |
| | | 1/27/16 | | 352.82 | |
| | | 1/27/16 | | 438.01 | |
| | | 1/27/16 | | 115.23 | |
| | | 1/27/16 | | 611.87 | |
| | | 1/27/16 | | 221.32 | |
| | | 1/27/16 | | 27.66 | |
| | | 1/27/16 | | 30.22 | |
| | | 1/28/16 | | 92.92 | |
| 6600-000 | Materials - Print | | | 37,450.41 | |
| 6601-000 | Materials - A/V | 1/1/16 | Penguin Random House, LLC. | 37.42 | |
| 6601-000 | Materials - A/V | 1/4/16 | Baker & Taylor | 17.65 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|-------------------------------|-----------|------------|
| 6601-000 | Materials - A/V | 1/6/16 | Recorded Books, LLC. | 5,000.00 | |
| 6601-000 | Materials - A/V | 1/6/16 | Baker & Taylor | 114.02 | |
| 6601-000 | Materials - A/V | 1/8/16 | Penguin Random House, LLC. | 52.50 | |
| 6601-000 | Materials - A/V | 1/11/16 | Baker & Taylor | | 14.27 |
| | | 1/11/16 | | | 1.25 |
| | | 1/13/16 | | 62.97 | |
| | | 1/13/16 | | 21.41 | |
| 6601-000 | Materials - A/V | 1/15/16 | Recorded Books, LLC. | 18.49 | |
| 6601-000 | Materials - A/V | 1/18/16 | Baker & Taylor | 15.52 | |
| | | 1/18/16 | | 105.55 | |
| | | 1/21/16 | | 63.52 | |
| | | 1/21/16 | | 115.46 | |
| 6601-000 | Materials - A/V | 1/22/16 | Recorded Books, LLC. | 208.14 | |
| | | 1/22/16 | | 181.96 | |
| 6601-000 | Materials - A/V | 1/25/16 | GECRB/Amazon | 1,480.27 | |
| 6601-000 | Materials - A/V | 1/25/16 | Baker & Taylor | 46.76 | |
| | | 1/25/16 | | 45.32 | |
| | | 1/28/16 | | 270.28 | |
| | | 1/28/16 | | 218.68 | |
| 6601-000 | Materials - A/V | | | 8,075.92 | 15.52 |
| 6670-000 | Materials - Digital - e-Books | 1/26/16 | Overdrive, Inc. | 1,064.08 | |
| | | 1/26/16 | | 217.81 | |
| | | 1/26/16 | | 84.00 | |
| | | 1/26/16 | | 30.00 | |
| | | 1/26/16 | | 91.92 | |
| 6670-000 | Materials - Digital - e-Books | | | 1,487.81 | |
| 6675-000 | Materials - Digital - e-Audio | 1/26/16 | Overdrive, Inc. | 401.99 | |
| | | 1/26/16 | | 64.99 | |
| 6675-000 | Materials - Digital - e-Audio | | | 466.98 | |
| 6680-000 | Materials - Online Resources | 1/4/16 | Recorded Books, LLC. | 1,780.87 | |
| 6680-000 | Materials - Online Resources | | | 1,780.87 | |
| 6690-000 | Materials - Periodicals | 1/27/16 | Twin Valley Times | 35.00 | |
| 6690-000 | Materials - Periodicals | 1/28/16 | FM News | 440.16 | |
| 6690-000 | Materials - Periodicals | | | 475.16 | |
| 7200-000 | Legacy - Expense (1099) | 1/1/16 | Friends of the St Paul Public | 2,100.00 | |
| 7200-000 | Legacy - Expense (1099) | 1/8/16 | VEE Corporation | 2,476.36 | |
| 7200-000 | Legacy - Expense (1099) | | | 4,576.36 | |
| 7300-000 | Miscellaneous Grant Expense | 1/11/16 | WetKeys | 9,517.20 | |
| 7300-000 | Miscellaneous Grant Expense | 1/13/16 | Dell Marketing LP | 23,398.75 | |
| | | 1/19/16 | | 6,080.10 | |
| 7300-000 | Miscellaneous Grant Expense | 1/25/16 | GECRB/Amazon | 4,841.00 | |
| 7300-000 | Miscellaneous Grant Expense | | | 43,837.05 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|--------------------------------|-----------|------------|
| 8000-011 | Donation - Misc Exp - LM | 1/25/16 | GECRB/Amazon | 71.98 | |
| 8000-011 | Donation - Misc Exp - LM | 1/26/16 | Megan Krueger | 63.90 | |
| 8000-011 | Donation - Misc Exp - LM | | | 135.88 | |
| 8100-011 | Donation - Material Print - LM | 1/25/16 | GECRB/Amazon | 13.71 | |
| 8100-011 | Donation - Material Print - LM | | | 13.71 | |
| 8105-011 | Donation - Material A/V - LM | 1/26/16 | Overdrive, Inc. | 4.84 | |
| | | 1/26/16 | | 91.96 | |
| 8105-011 | Donation - Material A/V - LM | | | 96.80 | |
| 8500-000 | Furn & Equip - Regional Office | 1/26/16 | Christianson's Business Furnit | 138.29 | |
| 8500-000 | Furn & Equip - Regional Office | | | 138.29 | |
| 9630-200 | Cell Phone - Joint Automation | 1/12/16 | Cardmember Service | 17.54 | |
| 9630-200 | Cell Phone - Joint Automation | | | 17.54 | |
| 9700-200 | Miscellaneous Expense - JA | 1/12/16 | Cardmember Service | 13.13 | |
| 9700-200 | Miscellaneous Expense - JA | | | 13.13 | |