

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, May 17, 2018**

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

Location: **Moorhead Public Library, lower level**

NOTE: If you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on May 17th.

AGENDA

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

- 5:35 **2. MINUTES OF THE MARCH 15, 2018 FULL BOARD MEETING.**
 Enclosed (page 3)

Recommended Motion: Move to approve the March 15, 2018 Full Board Meeting Minutes as presented.

- 5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 6)

- a. LARL Endowment/Fargo-Moorhead Area Foundation
 Enclosed (page 10)

Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Hawley, and Moorhead Branches into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution.

- b. 2019 Preliminary Budget Review – Draft #2
 Enclosed (page 11)

- 5:55 **4. DIRECTOR'S REPORT** - Lynch

- a. Director's Report - Enclosed (page 13)
 b. Registration & Circulation Policy – Draft Enclosed (page 16)

Recommended Motion: Move to approve the revised Registration & Circulation Policy.

(over)

- 6:25 **5. BOARD MEMBER REPORTS:**
 Becker County – Ben Grimsley & Terry Kalil
 Breckenridge – Linda Holecek
 Clay County – Jim Haney
 Clearwater County – Arlen Syverson
 Crookston – Clayton Briggs
 Detroit Lakes – Linda Schell
 Mahnomen – LuAnn Durant
 Mahnomen County – David Geray
 Moorhead – Andrew Brammer, Mari Dailey, Wayne Ingersoll
 Norman County – Steve Jacobson
 Polk County – Gary Willhite
 Wilkin County – Dennis Larson
 MN Library Association/Library Trustees & Advocates Section – Terry Kalil
 Northern Lights Library Network – Wayne Ingersoll & Mari Dailey
- 6:45 **6. PRESIDENT’S REPORT** – President Kalil
- 6:55 **7. OTHER**
- 7:05 **8. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – April 2018
 (page 21 – digital packet only/print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

Last Sunday Crookston branch open until after Labor Day
 Sunday, May 20, 2018

Memorial Day

Monday, May 28, 2018: All LARL Branches, LINK Sites, and the Regional Office Closed

June Finance Committee Meeting and Full Board Meeting

Finance Committee Meeting will be held at 5:00 and will be followed by the Full Board Meeting on June 21, 2018 in the lower level of the Moorhead Public Library.

2018 Youth Summer Library Experience: Explore!

June/July/August

Independence Day

Wednesday, July 4, 2018: All LARL Branches, LINK Sites and the Regional Office Closed

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 15, 2018 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Brammer, Briggs, Durant, Grimsley, Haney, Holecek, Jacobson, Kalil (*President*), Larson, Syverson

Board Members Absent: Dailey, Geray, Ingersoll, Schell, Willhite

Others Present: Lynch, Luke Evenson, Eide Bailey, LLP

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Briggs/Grimsley) Move to approve the Agenda of the March, 15 2018 Full Board Meeting as presented. MCU.

MINUTES OF THE JANUARY 18, 2018 FULL BOARD MEETING

(Larson/Syverson) Move to approve the Minutes of the January 18, 2018 Full Board Meeting as presented. MCU.

2017 AUDIT REPORT – Luke Evenson, Eide Bailly, LLP

Luke Evenson, Eide Bailly, LLP presented the LARL 2017 audit report and answered questions.

FINANCIAL REPORT

No Financial Report.

(Brammer/Larson) Move to authorize the Director of Finance to submit the 2017 Annual Report to State Library Services.

(Jacobson/Grimsley) Move to approve the Final Report for the State Regional public Library System Arts and Cultural Heritage Program for FY2016 funding year.

(over)

DIRECTOR'S REPORT

Lynch discussed the progress that has been made regarding Staff Development as it relates to the Strategic Plan focus areas of Customer Service, Connecting with the Community, and Comfort & Safety. A training plan has been created for 2018, which involves a variety of training options in an inclusive format. The goal is to empower the employees and give them the tools they need to provide the best possible service to the LARL communities and LARL community members.

Chris Boike has been actively pursuing donations in the Crookston community. \$5,000 was recently obtained from Crystal Sugar and an additional \$550 from the Crookston Matron's Club. We are hoping to obtain as much of the \$25,000 match by May 1, 2018 but will be collecting donations up until November 2018.

The City of Crookston has gone out for bid for the restroom remodel, new lighting and new carpet for the Crookston project. Once the bids come in, the City of Crookston will decide if they will be installing the new lighting and carpet in 2018 or 2019.

During the month of May, LARL will be seeking funds from the community for an "I LOVE MY LIBRARY" fundraising campaign. The money raised will go towards the collection.

LEGISLATIVE PLATFORM for 2018

Lynch shared the 2018 platform and talked about the importance of advocating for the Increase in Basic Funding for Library Services. Lynch shared the 2017 RLBSS Funding Request chart to illustrate the requested formula change.

PRESIDENT'S REPORT

Kalil expressed her disappointment in the cancellation of LARL's meeting with the legislators at the Capitol on March 6, 2018. The meeting was cancelled due to a snowstorm.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

No report.

Clay County (Haney)

Haney reported a recent meeting with Legislators to lobby for a new transfer station.

Clearwater County (Syverson)

Syverson reported that the library always looks very clean and tidy.

Crookston (Briggs)

Briggs echoed Lynch's report regarding news related to the Crookston Otto Bremer project.

(continued on next page)

Detroit Lakes (Schell - absent)

Kalil reported on Detroit Lake's recent success regarding the Ann Bancroft programs, an event celebrating Dr. Seuss' Birthday, and the Harry Potter escape room. The interior of the library was recently painted, which brightened the library significantly. Frank Webber, Forensic Psychologist, will be in Detroit Lakes on April 9th to discuss his recent work of fiction.

City of Mahanomen (Durant)

Mahanomen had a great turnout for the Book Blizzard winter reading program and the library is currently hosting two Head Start groups for storytime. Lynch mentioned that Mahanomen's circulation has started out strong in 2018.

Mahanomen County (Geray - absent)

No report.

Moorhead (Brammer, Dailey absent, Ingersoll absent)

No report.

Norman County/Ada (Jacobson)

No report.

Polk County (Willhite - absent)

No report.

Wilkin County (Larson)

No report.

MN Library Association/Library Trustee and Advocates Section (Kalil)

No report.

Northern Lights Library Network (Ingersoll-absent, Dailey-absent)

No report.

(Briggs/Durant) Move to adjourn.

The meeting adjourned at 6:10 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2018

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 92,952.50	\$ 185,905.00	\$ 371,810.00	185,905.00	50.00
Detroit Lakes	55,937.50	111,875.00	223,750.00	111,875.00	50.00
Clay County	71,872.50	143,745.00	287,490.00	143,745.00	50.00
Moorhead	185,880.00	371,760.00	743,520.00	371,760.00	50.00
Clearwater County	24,992.50	49,985.00	99,970.00	49,985.00	50.00
Mahnomen County	10,547.50	21,095.00	42,190.00	21,095.00	50.00
Mahnomen	5,032.50	10,065.00	20,130.00	10,065.00	50.00
Norman County	24,190.00	48,380.00	96,760.00	48,380.00	50.00
Polk County	64,801.25	129,602.50	259,205.00	129,602.50	50.00
Crookston	55,142.50	110,285.00	220,570.00	110,285.00	50.00
Wilkin County	13,402.50	26,805.00	53,610.00	26,805.00	50.00
Breckenridge	22,240.00	44,480.00	88,960.00	44,480.00	50.00
Total Signatory Funding	626,991.25	1,253,982.50	2,507,965.00	1,253,982.50	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	200,220.39	500,551.00	300,330.61	40.00
Reg Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Total Grants	0.00	223,694.46	601,551.00	377,856.54	37.19
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	920.65	3,939.16	12,500.00	8,560.84	31.51
Printing Revenue	2,011.98	5,932.68	18,000.00	12,067.32	32.96
Fax Revenue	742.20	2,242.20	7,500.00	5,257.80	29.90
Microfilm Revenue	26.67	86.36	100.00	13.64	86.36
Photocopy Revenue	893.65	2,406.13	7,000.00	4,593.87	34.37
Book/Furniture Sale Revenue	2,288.33	2,824.64	0.00	(2,824.64)	0.00
Interest/Dividend Income	703.67	22,136.41	38,500.00	16,363.59	57.50
Investment Value Change	(9,155.36)	(35,918.78)	0.00	35,918.78	0.00
Lost/Damaged Property	364.49	2,410.51	6,000.00	3,589.49	40.18
Total Miscellaneous Revenue	(1,203.72)	6,059.31	89,600.00	83,540.69	6.76
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	11,325.00	22,650.00	45,300.00	22,650.00	50.00
MNLink Server Site Payments	270.12	1,080.48	3,250.00	2,169.52	33.25
Total Joint Automation Revenue	11,595.12	23,730.48	48,550.00	24,819.52	48.88
Fund Balance/Shortfall	0.00	0.00	27,044.00	27,044.00	0.00
Total General Fund Revenue	637,382.65	1,507,466.75	3,274,710.00	1,767,243.25	46.03
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	140,544.56	558,497.38	1,729,550.00	1,171,052.62	32.29
Payroll Taxes	10,642.73	42,236.02	133,700.00	91,463.98	31.59
Retirement - PERA	10,316.69	41,144.46	129,150.00	88,005.54	31.86
Health Insurance	22,058.65	91,524.40	280,600.00	189,075.60	32.62
Life Insurance	170.94	688.10	2,100.00	1,411.90	32.77
Workers Compensation Insurance	303.41	1,213.72	3,900.00	2,686.28	31.12
Other Employee Benefits	116.00	464.00	1,650.00	1,186.00	28.12
Total Personnel	184,152.98	735,768.08	2,280,650.00	1,544,881.92	32.26
<i>Automation/Cataloging</i>					
Automation	11,249.39	44,973.44	146,550.00	101,576.56	30.69
Support - App	291.25	1,165.00	3,500.00	2,335.00	33.29
Catalog Item Records	930.88	3,723.52	11,000.00	7,276.48	33.85
Supplies - Computer	682.00	2,697.78	5,000.00	2,302.22	53.96
Supplies - Technical Services	468.41	1,032.90	7,000.00	5,967.10	14.76
Total Automation/Cataloging	13,621.93	53,592.64	173,050.00	119,457.36	30.97

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	393.35	450.35	3,400.00	2,949.65	13.25
Programming - Summer Reading	999.03	3,474.32	8,000.00	4,525.68	43.43
Programming - Adult	719.59	1,041.23	2,500.00	1,458.77	41.65
Total Library Programming	2,111.97	4,965.90	13,900.00	8,934.10	35.73
Staff Development					
Staff Training & Development	1,633.29	4,881.78	10,000.00	5,118.22	48.82
Total Staff Development	1,633.29	4,881.78	10,000.00	5,118.22	48.82
Mileage/Board Meeting Expense					
Mileage - Staff	2,345.77	8,897.84	21,000.00	12,102.16	42.37
Regional Board Meetings	190.29	1,642.87	6,000.00	4,357.13	27.38
Total Mileage/Board Meeting Expenses	2,536.06	10,540.71	27,000.00	16,459.29	39.04
Other Expenses					
Accounting/Bank Fees	409.46	10,260.90	15,250.00	4,989.10	67.28
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	8,912.46	25,675.61	73,000.00	47,324.39	35.17
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,433.74	5,730.75	17,700.00	11,969.25	32.38
Lease - Regional Office Rent	1,717.16	6,868.66	20,610.00	13,741.34	33.33
Leases - Equipment	735.86	2,556.44	8,300.00	5,743.56	30.80
Maintenance Contracts	(35.67)	3,520.40	15,050.00	11,529.60	23.39
Memberships	85.00	298.00	1,000.00	702.00	29.80
Minnesota Director's Fund	0.00	0.00	2,300.00	2,300.00	0.00
Miscellaneous Expense	0.00	254.75	2,500.00	2,245.25	10.19
PIO: Printing/Advertising	418.53	3,626.71	16,000.00	12,373.29	22.67
Postage	120.00	773.84	4,200.00	3,426.16	18.42
Recruitment	0.00	107.80	8,000.00	7,892.20	1.35
Repairs - Equipment	150.00	237.00	2,500.00	2,263.00	9.48
Supplies - Copier/Fax/Microfilm	60.50	60.50	800.00	739.50	7.56
Supplies - Office	0.00	1,847.60	8,500.00	6,652.40	21.74
Supplies - Public Services	178.35	782.50	6,000.00	5,217.50	13.04
Telephone/Telecom	1,263.02	5,626.38	15,100.00	9,473.62	37.26
Total Other Operating Expenses	15,448.41	68,227.84	224,310.00	156,082.16	30.42
Regional Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Transportation					
Van Expenses	191.75	700.89	3,800.00	3,099.11	18.44
Total Transportation	191.75	700.89	3,800.00	3,099.11	18.44
Materials					
Audio Visual	5,464.84	21,794.45	73,000.00	51,205.55	29.86
Digital	6,914.98	27,450.09	89,000.00	61,549.91	30.84
Online Resources	719.15	3,155.75	13,000.00	9,844.25	24.28
Periodicals	1,443.82	12,395.45	23,000.00	10,604.55	53.89
Print	11,385.26	85,388.92	192,000.00	106,611.08	44.47
Total Materials	25,928.05	150,184.66	390,000.00	239,815.34	38.51
Capital Expenditures					
Furniture & Equipment	195.00	753.34	10,000.00	9,246.66	7.53
Software & Hardware Upgrades	1,061.92	1,728.16	30,000.00	28,271.84	5.76
Total Capital Expenditures	1,256.92	2,481.50	40,000.00	37,518.50	6.20
Capital Fund Accounts					
Automation System - Shared NWRL	250.00	1,000.00	3,000.00	2,000.00	33.33
Technology Upgrades	416.74	1,666.96	5,000.00	3,333.04	33.34
Van Replacement	250.00	1,000.00	3,000.00	2,000.00	33.33
Total Capital Fund Accounts	916.74	3,666.96	11,000.00	7,333.04	33.34
Total General Fund Expenditures	247,798.10	1,058,485.03	3,274,710.00	2,216,224.97	32.32
General Fund Revenue Over Expenditures \$	\$ 389,584.55	\$ 448,981.72	\$ 0.00	(448,981.72)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2018

	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	\$ (2,075.14)	\$ 5,340.01	\$ 0.00	(5,340.01)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	0.00	1,008.12	0.00	(1,008.12)	0.00
Legacy Grant Revenue	2,743.43	24,459.82	0.00	(24,459.82)	0.00
Miscellaneous Grants	4,000.00	4,000.00	0.00	(4,000.00)	0.00
Northern Lights LN Funds	269.36	2,990.23	0.00	(2,990.23)	0.00
Total Special Projects Revenue	4,937.65	37,798.18	0.00	(37,798.18)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	240.40	748.14	0.00	(748.14)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	1,775.03	2,867.86	0.00	(2,867.86)	0.00
Donations - Miscellaneous	509.91	1,965.57	0.00	(1,965.57)	0.00
Legacy Grant Expense	2,743.43	24,459.82	0.00	(24,459.82)	0.00
Telecom/E-rate Expenses	0.00	1,008.13	0.00	(1,008.13)	0.00
Miscellaneous Grant Expense	4,000.00	4,000.00	0.00	(4,000.00)	0.00
Northern Lights LN e-Books	269.36	2,990.23	0.00	(2,990.23)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Miscellaneous</i>	<i>9,538.13</i>	<i>38,039.75</i>	<i>0.00</i>	<i>(38,039.75)</i>	<i>0.00</i>
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	648.67	648.67	0.00	(648.67)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Capital</i>	<i>648.67</i>	<i>648.67</i>	<i>0.00</i>	<i>(648.67)</i>	<i>0.00</i>
Total Special Projects Expenditures	10,186.80	38,688.42	0.00	(38,688.42)	0.00
Special Proj Rev Over (Under) Expend	\$ (5,249.15)	\$ (890.24)	\$ 0.00	890.24	0.00
GRAND TOTAL REVENUE	642,320.30	1,545,264.93	3,274,710.00	1,729,445.07	47.19
GRAND TOTAL EXPENDITURES	257,984.90	1,097,173.45	3,274,710.00	2,177,536.55	33.50
CHANGE IN FUND BALANCE	\$ 384,335.40	\$ 448,091.48	\$ 0.00	(448,091.48)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
April 30, 2018

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	38,594.58	58,132.73	(19,538.15)
Cash - Payroll (State Bank)	7,965.65	23,590.28	(15,624.63)
Cash - Savings (State Bank)	1,052,696.32	1,018,983.96	33,712.36
Petty Cash	460.00	460.00	0.00
Investment Account	1,143,666.38	1,152,733.61	(9,067.23)
Accounts Receivable	410,985.00	194.95	410,790.05
Prepaid Expenses	68,133.09	66,937.52	1,195.57
Deposit Account - OCLC	7,735.83	8,652.34	(916.51)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(7,213.45)	(7,213.45)	0.00
Equipment and Fixtures	317,606.19	317,606.19	0.00
Accum Depr - Equip & Fixtures	(303,282.72)	(303,282.72)	0.00
Equipment & Fixtures - Donated	204,258.91	204,258.91	0.00
Accum Depr - Donated Equip	(204,258.91)	(204,258.91)	0.00
Endowment Funds	69,598.12	69,598.12	0.00
Amount Provided - LTD	20,325.02	20,325.02	0.00
Total Assets \$	<u>2,839,635.94</u>	<u>2,439,084.48</u>	<u>400,551.46</u>
LIABILITIES			
Accounts Payable \$	27,645.07	27,400.00	245.07
Credit Card Payable	4,631.17	6,044.07	(1,412.90)
Amazon Charge Account	4,792.75	4,099.47	693.28
Accrued Salaries Payable	70,971.97	70,971.97	0.00
Accrued Sick Leave Payable	20,325.02	20,325.02	0.00
Accrued Vacation Payable	32,191.28	32,191.28	0.00
Payroll Tax Payable - ND	371.00	0.00	371.00
Dental Insurance Payable	107.16	48.36	58.80
Vision Insurance Payable	(31.27)	(31.34)	0.07
AFLAC Payable	255.15	255.15	0.00
Garnishment/Child Support Pay	20.00	20.00	0.00
Flexible Spending - Medical	678.31	863.81	(185.50)
Sales Tax Payable	359.42	414.51	(55.09)
Deferred Revenue	596,154.81	580,570.22	15,584.59
Total Liabilities	<u>758,471.84</u>	<u>743,172.52</u>	<u>15,299.32</u>
FUND BALANCES			
Fund Balance - Unreserved	136,331.59	136,331.59	0.00
Fund Bal. - Operating Reserve	1,015,000.00	1,015,000.00	0.00
Fund Bal. - Employee Severance	20,000.00	20,000.00	0.00
Fund Bal. - Unemployment Comp.	43,000.00	43,000.00	0.00
Fund Bal. - Van Replacement	29,000.00	28,750.00	250.00
Fund Bal. - Technology Upgrade	41,666.96	41,250.22	416.74
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	30,000.00	30,000.00	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	20,000.00	20,000.00	0.00
Fund Bal. - Joint Automation	120,000.00	120,000.00	0.00
Fund Bal. - III Software Upgrd	1,000.00	750.00	250.00
Investment in Gen. Fixed Asset	19,475.95	19,475.95	0.00
Reserve for Endowments	69,598.12	69,598.12	0.00
Change in Fund Balance	448,091.48	63,756.08	384,335.40
Total Fund Balances	<u>2,081,164.10</u>	<u>1,695,911.96</u>	<u>385,252.14</u>
Total Liabilities & Fund Balanc \$	<u>2,839,635.94</u>	<u>2,439,084.48</u>	<u>400,551.46</u>

**LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
FM-AREA FOUNDATION**

2018 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$105	Reinvest
Crookston Library	\$675	Use on current remodel project
Hawley Library	\$605	Reinvest
Moorhead Library	\$130	Reinvest

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

“The LARL Board of Trustees will serve as the Endowment Fund Committee. During the first quarter of each year, the LARL Director will request recommendations from the local library entities regarding use of the annual income distributions for each of the thirteen sub-funds. The LARL Director will report these recommendations to the Endowment Fund Committee for consideration in its final disposition of the annual income distributions.”

LAKE AGASSIZ REGIONAL LIBRARY

2019 PRELIMINARY BUDGET

DRAFT #2

CATEGORY	2017 BUDGET	2018 BUDGET	2019 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,204,050	2,280,650	2,366,350	85,700	3.76%
Library Materials	385,000	390,000	400,000	10,000	2.56%
Automation/Cataloging	175,900	173,050	177,250	4,200	2.43%
Library Programming/Staff Dev.	24,400	23,900	23,900	0	0.00%
Mileage/Board Mtg Expense	25,900	27,000	27,000	0	0.00%
Regional Library Telecom Aid	101,000	101,000	101,000	0	0.00%
Other Operating Expenses	230,792	224,310	222,750	(1,560)	-0.70%
Vehicle Expenses	4,500	3,800	3,900	100	2.63%
Capital Expenses	51,000	51,000	51,000	0	0.00%
Total Budget	3,202,542	3,274,710	3,373,150	98,440	3.01%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2019

PRELIMINARY BUDGET

DRAFT #2

REVENUE	2017 Budget	2018 Budget	\$\$ Change	2019 Request
Becker County	365,810	371,810	6,395	378,205
Detroit Lakes	221,020	223,750	2,920	226,670
Clay County	282,535	287,490	4,685	292,175
Moorhead	733,680	743,520	9,855	753,375
Clearwater County	98,085	99,970	1,940	101,910
Mahnomen County	41,405	42,190	830	43,020
Mahnomen	19,665	20,130	470	20,600
Norman County	94,985	96,760	1,790	98,550
Polk County	259,205	259,205	4,885	264,090
Crookston	218,445	220,570	2,065	222,635
Wilkin County	52,780	53,610	740	54,350
Breckenridge	87,930	88,960	1,080	90,040
SUB-TOTAL	2,475,545	2,507,965	37,655	2,545,620
GRANTS				
State Basic Support	469,466	500,551	-	500,551
Regional Library Telecom Aid	101,000	101,000	-	101,000
TOTAL GRANTS	570,466	601,551	-	601,551
OTHER REVENUE				
Miscellaneous	87,050	89,600	6,500	96,100
Joint Automation	52,250	48,550	1,450	50,000
Fund Balance/Shortfall	17,231	27,044	52,835	79,879
TOTAL OTHER REVENUE	156,531	165,194	60,785	225,979
TOTAL REVENUE	3,202,542	3,274,710	98,440	3,373,150
EXPENDITURES				
Operating	3,151,542	3,223,710	98,440	3,322,150
Capital	51,000	51,000	-	51,000
TOTAL EXPENDITURES	3,202,542	3,274,710	98,440	3,373,150
				0

Monthly Report to the Board**Meeting Date: May 17, 2018****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Social Media and Youth Services Staff Training in Moorhead, April 17; Homeless Coalition Strategic Planning Meeting in Dilworth, April 19; MSUM Read Aloud Committee Meeting, April 20 & 21; Homeless Coalition Meeting, April 24; Coordinating Team Meeting, April 25; MN Library Legislative Committee, May 2; MNLINK Operations Committee Meeting, May 3; Site visit with Jennifer Nelson and Joe Manion, State Library Services, May 7; Read Aloud Awards, May 9

Positions

Detroit Lakes Library Assistant – 38 hours

Lori Leichter, Detroit Lakes Library Assistant will be resigning in early June. Lori has been a dedicated employee in Detroit Lakes for 10 years. We have appreciated her commitment to the community of Detroit Lakes and to LARL. We wish her the best as she starts her new adventure.

Ann Tommerdahl, Hendrum LINK Site Coordinator has resigned from her position after 11 years of dedication to the Hendrum LINK Site. We wish Ann the best and thank her for getting the LINK up-and-running in 2007 with great success. Ann will continue to sub for LARL on an as-needed basis.

Congratulations to **Jodi Harrington and Christy Underlee, Hendrum LINK Site Co-Coordinators**. Jodi and Christy have worked at the Hendrum LINK Site since 2015, in addition to subbing in other LARL locations.

Staff Development

Training and discussion on social media and youth policies and practices was offered to LARL employees in April, in both Moorhead and Detroit Lakes, as we gear up for the Summer Library Experience. 21 employees were in attendance.

(STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE, COMFORT AND SAFETY, and CONNECTION)

Jenny Rodger, Moorhead Public Services Supervisor & Christina Phipps, Moorhead Librarian attended the LibTech Conference in St. Paul on March 14 & 15, 2018.

Jeanne Anderson, Collection Development Librarian attended the UND Writer's Conference in Grand Forks on March 21, 2018.

Laura Gullickson, Fertile Librarian attended the Nasa@MyLibrary and STEM Storytime Training at the Grand Forks Public Library on April 17, 2018.

Nicole Murphy, Interlibrary Loan Assistant attended the 27th Annual Minitex Interlibrary Loan Conference in St. Paul on April 25, 2018.

Josh Stompro, LARL IT Director attended the 2018 Evergreen International Conference in St. Charles, MO on April 30-May 3.

LARL will launch the 2018 Summer Library Experience on June 1, 2018. Youth of all ages are encouraged to participate in an incentive program to encourage youth to read throughout the summer months. In addition, LARL is launching a summer adult reading program to encourage adults and families to read throughout the summer months. This program was launched based on research suggesting that youth who see adults reading, are more likely to read themselves.

LARL, Northwest Regional Library, Kitchigami Regional Library and Viking Regional Library are teaming up to provide ELM Expos (training on the Electronic Library for Minnesota) on Thursday, September 20th near Bemidji and Friday, September 21st at M-State Detroit Lakes. Minitex trainers will provide the training, alongside database vendors.

Minnesota's Interlibrary Loan service continues to be one of the strongest in the nation. Borrowing among MN libraries is up 5.5%, bucking the national trend.

The Rochester Public Library has received the National Medal of Museum and Library Service, the highest honor a library can earn. To learn more about the work of the Rochester Public Library and this great honor, visit:

<https://www.mprnews.org/story/2018/05/01/lgbtq-outreach-helps-rochester-library>

Donations and Projects

NDSU's Women and Gender Studies 350 activism group ***Legendary Ladies*** donated eight new titles focusing on awareness and recognition of the historical achievements of women and the work of women authors.

Liz Lynch and Cassey Orre, Moorhead Youth Services Associate served on the MSUM Comstock-Gag Read Aloud Committee, which reads and reviews hundreds of books for youth up to age 8 (Wanda Gag Award) and up to age 11 (Comstock Award), in effort to find the best Read Alouds. As members of the committee, LARL will receive over 100 new children's books for the collection. The winner of the Comstock Award is *The Survivor Tree* by Gaye Sanders. The winner of the Wanda Gag Award is *Escargot* by Dashka Slater.

Crookston Renovation Project

The Crookston Public Library renovation project is underway. Demolition in restrooms is complete and tiling has begun. Lighting fixtures, carpet, and furnishings have been selected and will be ordered soon. The Crookston Public Library is actively pursuing the last bit of funding to reach the \$25,000 goal.

Crookston's Matching Funds Initiative	
Ken Study Club	\$100
Lois Bagley	\$100
Lawrence & Madeline Dufault	\$50
Mario & Jill Schisano	\$300
Andrew Oman	\$50
Kari Olson	\$100
Charles Hiller	\$100
Linda Wilson	\$1,000
Kathleen Colley and Myron Veenstra	\$100
Sisters of St. Benedict	\$200
American Federal Bank	\$1,500
Corey and Stephanie Harbott	\$1,000
Noah Insurance Service	\$500
Monthly Total	\$5,100
Project Total to Date	\$19,305

I Love My Library Campaign

LARL has launched a one-month campaign to raise money for the collection budget. Donors contributing a minimum of \$10.00 will receive an I LOVE MY LIBRARY tote bag.

I LOVE MY LIBRARY Campaign	
Wendy Clift donation in memory of Wynter Rose Clift	\$10
Danielle Scheffler	\$50
Scott Michael Haberlin	\$10
Lori Lehmann	\$40
Chris Stenson	\$10
Friends of the Moorhead Library	\$800
Mark and Betsy Vinz	\$100
Liz Lynch donation in memory of Mary Goodin	\$20
Anonymous	\$22
Devlyn Brooks	\$10
Janet Gerla	\$20
Project Total to Date	\$1,092

Donations	
Moorhead Vikingland Kiwanis donation for children's books	\$100
Andrea Aberle donation for youth programs	\$25
Offutt Family Foundation for Summer Library Experience	\$100
Monthly Total	\$225

UPCOMING MEETINGS/EVENTS

Finance Committee & Full Board Meetings, Thursday, June 21st

Finance Committee at **5:00 p.m.** in lower level of the Moorhead Public Library

Full Board Meeting at **5:30 p.m.** in the lower level of the Moorhead Public Library

(Adopt 2019 Preliminary Budget)

REGISTRATION & CIRCULATION POLICY

Any resident with an address within the Lake Agassiz Regional Library region, with the exception of those residing within the city limits of East Grand Forks, who shows an acceptable proof of address, may register for a library card at any LARL agency.

- Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.
- Students enrolled at schools and colleges who reside in the region and provide proof of such are eligible for a library card.
- Nursing homes, hospitals, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for borrowing privileges for their library needs.
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.

Customers are responsible for materials checked out on their library card and for all charges incurred. Borrowing privileges are suspended if a certain threshold of overdue materials or service charges is reached. It is the responsibility of the customer to notify the library of changes in name, address or other registration information, or of a lost library card.

LOAN PERIODS

In Library Use Only

Newspapers and reference materials. ~~1-day~~ Loan will be considered on a case-by-case basis.

7 days (1 week)

DVDs
EXPRESS! Collection

14 days (2 weeks)

Magazines

21 days (3 weeks)

Books
Sound recordings (including audiobooks and music)
Interlibrary Loan items

28 days (4 weeks)

All materials to Branch and Homebound customers

Digital library materials have a variety of loan periods based on the requirements of the ~~database~~-subscription.

RENEWALS

Most items may be renewed twice, unless ~~but not if~~ there is an outstanding request for a particular item.

REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG

- Customers may request circulating items in the shared catalog.
- All requests are good for 1 year/365 days from the date of request.
- All items waiting for customer pickup in locations open 20 hours or less will be held for no more than 14 days.
- All items waiting for customer pickup in locations open for 21 hours or more will be held for no more than 10 days.

RIGHTS~~RESTRICTIONS~~ AND BORROWING LIMITATIONS

- LARL supports the Library Bill of Rights and the Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights.
- Only parents have the right to restrict the materials or services available to children. The Library does not act "*in loco parentis*".
- Limits on materials are set by the Regional Library Director based on demand and availability.

FEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS

1. Late Fee: After 14 days overdue, late fees will be assessed with the exception of EXPRESS!
 - a. Youth, Homebound, ILL Institution, Branch or Staff do not incur late fees.
2. Replacement Charge: After 14 days overdue, replacement charges will be assessed.
 - a. If an item is returned within ~~threesix~~ months of the date of payment, the price of the item will be refunded.
 - ~~b. This charge is waived if a duplicate in good condition is provided.~~
- ~~3. Processing Fee: After 14 days overdue, processing fees will be assessed.~~
 - ~~a. This fee will be waived when the item is returned.~~
 - ~~b. This fee will not be waived if a duplicate of the item lost is provided by the _____ customer. (This duplicate must be in good condition).~~
4. Damaged Materials: Charges will be assessed to replace damaged materials. Full replacement charges will also be assessed if multi-media items, including DVD, ~~audiobooks~~~~Book on CD~~, ~~M~~~~music-CD~~, etc., are returned without cases, cover artwork and/or discs intact. ~~Books on CD returned with missing or damaged discs will be charge \$15 per disc.~~

RETRIEVING OVERDUE MATERIALS

In accordance with MN Statute 609.541, persons keeping library materials longer than sixty days after written notice has been given to return such items are guilty of a petty misdemeanor.

DELINQUENT FILE

Borrowing privileges will be suspended if charges total thirty dollars (\$30.00) or more. Records will be considered delinquent and charges will remain until cleared.

OTHER

MN Statute 13.40 Subd. 2 Private data, Library borrowers

(a) Except as provided in paragraph (b) the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Director. (See Also: LARL Confidential and Proprietary Information Policy).

Adopted, Lake Agassiz Regional Library Board: September 18, 1974.

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009; July 19, 2012; May 19, 2016; March 23, 2017, April 20, 2017

Standardized Prices for Replacement of Library Materials

Replacement charges for lost or damaged items are as follows:

PRINT MATERIALS:

A. Adult Fiction	
Hardcover	\$30.00
Paperbacks	\$15.00
B. Adult Non-Fiction	
Hardcover	\$30.00
Paperbacks	\$15.00
C. Juvenile & Young Adult Fiction and Non-Fiction	
Hardcover	\$20.00
Easy hardcover	\$20.00
Paperback	\$10.00
Easy paperback	\$5.00
Easy board books	\$5.00
D. "Expensive" Item (anything over \$30)	current price -
E. Reference/Volume	actual price \$30.00
F. Magazine Issues	\$5.00
G. Large Print Hardcover Fiction and Non-Fiction	\$30.00
H. Large Print Paperback Fiction and Non-Fiction	\$20.00

NON-PRINT MATERIALS:

I. DVDs (each disc)	\$25.00
<u>Single disc</u>	<u>\$25.00</u>
<u>2+ discs</u>	<u>\$50.00</u>
J. Music CDs (each disc)	\$15.00
K. Book CDs (each disc)	\$15.00
<u>1-10 discs</u>	<u>\$50.00</u>
<u>11+ discs</u>	<u>\$75.00</u>
<u>Individual disc replacement</u>	<u>\$15.00</u>
L. Kits	current price

Adopted, LARL Board of Trustees, June 18, 1990

Revised, LARL Board of Trustees, June 19, 1993; December 14, 1995; January 24, 1998; August 19, 2004; May 19, 2011

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2018 to Apr 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6010-000	Supplies - Technical Services	4/23/18	Brodart Co.	328.00	
6010-000	Supplies - Technical Services			328.00	
6030-000	Supplies - Copier/Fax/Microfilm	4/13/18	Metro Sales, Inc	60.50	
6030-000	Supplies - Copier/Fax/Microfilm			60.50	
6040-000	Supplies - Computer	4/23/18	Nicholas P. Pipino Associates,	398.75	
6040-000	Supplies - Computer			398.75	
6200-000	Equip Rep/Mtc - Miscellaneous	4/27/18	Premier Signs	150.00	
6200-000	Equip Rep/Mtc - Miscellaneous			150.00	
6300-000	Payroll/Time Tracking	4/11/18	Payroll Professionals, Inc.	133.30	
		4/11/18		75.00	
		4/26/18		127.10	
6300-000	Payroll/Time Tracking			335.40	
6350-000	Delivery Service - Courier	4/2/18	Northern Network Express	1,456.91	
		4/9/18		1,456.91	
		4/16/18		1,456.91	
		4/23/18		1,456.91	
		4/23/18		1,456.91	
		4/23/18		1,456.91	
6350-000	Delivery Service - Courier			8,741.46	
6362-000	Lease - Copiers	4/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	4/1/18	Halstad Telephone Company	73.90	
		4/1/18		32.58	
6400-000	Telephone	4/1/18	Rothsay Telephone	75.13	
6400-000	Telephone	4/22/18	Rochester Telecom Systems Inc.	123.28	
6400-000	Telephone			304.89	
6410-000	PIO - Marketing/Printing/Etc	4/1/18	Hillary Stevens	8.75	
6410-000	PIO - Marketing/Printing/Etc	4/7/18	High Photography	100.00	
		4/7/18		51.13	
6410-000	PIO - Marketing/Printing/Etc			159.88	
6450-000	Mileage - Trustee	4/19/18	Terry Kalil	78.48	
6450-000	Mileage - Trustee	4/19/18	Dennis Larson	49.05	
6450-000	Mileage - Trustee	4/19/18	Ben Grimsley	49.05	
6450-000	Mileage - Trustee			176.58	
6455-000	Mileage - Staff	4/1/18	Amy Nelson	35.97	
6455-000	Mileage - Staff	4/2/18	Jill Rose	23.98	
6455-000	Mileage - Staff	4/3/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	4/3/18	Megan Krueger	55.05	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2018 to Apr 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	4/4/18	Liz Lynch	257.24	
6455-000	Mileage - Staff	4/6/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	4/7/18	Hillary Stevens	51.23	
6455-000	Mileage - Staff	4/7/18 4/11/18	Jill Rose	23.98 23.98	
6455-000	Mileage - Staff	4/11/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	4/11/18	Carol Ricke	106.82	
6455-000	Mileage - Staff	4/11/18	Erin Gunderson	48.51	
6455-000	Mileage - Staff	4/12/18	Joyce Christine Boike	39.79	
6455-000	Mileage - Staff	4/12/18 4/12/18	Candace Perry	41.42 43.60	
6455-000	Mileage - Staff	4/13/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	4/13/18	Christy Underlee	33.25	
6455-000	Mileage - Staff	4/17/18	Marilyn Stordahl	37.61	
6455-000	Mileage - Staff	4/17/18	Candace Osborn	45.78	
6455-000	Mileage - Staff	4/17/18	Paula Ous	75.21	
6455-000	Mileage - Staff	4/17/18 4/17/18	Jodi Harrington	6.54 17.99	
6455-000	Mileage - Staff	4/17/18	Carol Van Brocklin	28.34	
6455-000	Mileage - Staff	4/17/18	Judy Moen	34.88	
6455-000	Mileage - Staff	4/17/18	Amy Nelson	23.98	
6455-000	Mileage - Staff	4/17/18	Erin Gunderson	48.51	
6455-000	Mileage - Staff	4/18/18	Jill Rose	23.98	
6455-000	Mileage - Staff	4/19/18	Joyce Christine Boike	99.74	
6455-000	Mileage - Staff	4/19/18	Laurel Wanke	16.35	
6455-000	Mileage - Staff	4/19/18	Jill Rose	23.98	
6455-000	Mileage - Staff	4/19/18	Karen Stormo	100.28	
6455-000	Mileage - Staff	4/19/18	Lois Schaedler	39.79	
6455-000	Mileage - Staff	4/19/18	Carol Ricke	70.85	
6455-000	Mileage - Staff	4/19/18	Laura Gullickson	72.49	
6455-000	Mileage - Staff	4/19/18	Megan Hoyes	14.72	
6455-000	Mileage - Staff	4/19/18	Amy Nelson	33.79	
6455-000	Mileage - Staff	4/20/18	Laurel Wanke	27.80	
6455-000	Mileage - Staff	4/20/18	Megan Krueger	71.94	
6455-000	Mileage - Staff	4/20/18	Jodi Harrington	26.16	
6455-000	Mileage - Staff	4/20/18	Carol Van Brocklin	28.34	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2018 to Apr 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	4/20/18	Candace Perry	28.34	
6455-000	Mileage - Staff	4/20/18	Linda Rutkowski	31.61	
6455-000	Mileage - Staff	4/20/18	Christy Underlee	33.25	
6455-000	Mileage - Staff	4/21/18	Joyce Christine Boike	47.96	
6455-000	Mileage - Staff	4/21/18	Jill Rose	23.98	
6455-000	Mileage - Staff	4/24/18	Jodi Harrington	33.25	
6455-000	Mileage - Staff	4/24/18	Laurel Wanke	14.17	
6455-000	Mileage - Staff	4/25/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	4/25/18	Jill Rose	19.08	
		4/26/18		23.98	
6455-000	Mileage - Staff	4/26/18	Amy Nelson	15.26	
6455-000	Mileage - Staff	4/26/18	Patty Nunn	26.16	
6455-000	Mileage - Staff	4/27/18	Amy Nelson	21.26	
6455-000	Mileage - Staff	4/27/18	Christy Underlee	17.99	
6455-000	Mileage - Staff			2,345.77	
6470-000	Board Expenses	4/25/18	Purchase Advantage Card	13.71	
6470-000	Board Expenses			13.71	
6482-000	Conf/Meeting - Miscellaneous	4/30/18	Nicole Murphy	445.95	
6482-000	Conf/Meeting - Miscellaneous			445.95	
6490-000	Programming - Youth	4/9/18	4imprint, Inc.	379.09	
6490-000	Programming - Youth			379.09	
6492-000	Programming - Summer Readi	4/10/18	Scholastic Library Publishing	999.03	
6492-000	Programming - Summer Readi			999.03	
6495-000	Programming - Adult	4/9/18	4imprint, Inc.	719.59	
6495-000	Programming - Adult			719.59	
6500-000	Van - Gasoline	4/4/18	Nicole Murphy	24.40	
6500-000	Van - Gasoline	4/10/18	Liz Lynch	37.52	
6500-000	Van - Gasoline			61.92	
6600-000	Materials - Print	4/2/18	Apple Books	608.62	
6600-000	Materials - Print	4/2/18	Baker & Taylor	33.63	
		4/2/18		421.68	
		4/2/18		636.50	
		4/2/18		106.58	
		4/2/18		66.70	
		4/2/18		186.62	
		4/3/18		70.30	
		4/3/18		31.79	
		4/4/18		11.88	
		4/4/18		7.74	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2018 to Apr 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	4/5/18	Apple Books	45.86	
6600-000	Materials - Print	4/5/18	Baker & Taylor	8.07	
		4/5/18		396.16	
		4/6/18		52.45	
		4/6/18		64.18	
		4/7/18		384.09	
		4/10/18		464.17	
		4/10/18		461.21	
		4/10/18		262.24	
		4/11/18		168.60	
		4/12/18		101.86	
		4/12/18		36.52	
		4/13/18		21.32	
		4/13/18		179.38	
		4/13/18		217.79	
		4/13/18		40.40	
		4/13/18		252.62	
		4/14/18		65.96	
		4/16/18		29.52	
		4/16/18		416.73	
		4/16/18		39.23	
		4/16/18		35.47	
		4/17/18		450.72	
		4/17/18		30.12	
		4/17/18		117.30	
		4/17/18		34.52	
		4/17/18		19.68	
		4/19/18		48.15	
		4/19/18		151.50	
		4/19/18		267.32	
		4/19/18		255.46	
		4/19/18		19.68	
		4/19/18		22.15	
		4/21/18		475.98	
		4/21/18		26.86	
		4/23/18		42.64	
		4/23/18		101.56	
		4/23/18		75.86	
		4/23/18		411.90	
		4/23/18		52.46	
		4/23/18		34.72	
		4/23/18		392.59	
		4/24/18		477.74	
		4/24/18		42.44	
		4/24/18		132.90	
		4/25/18		110.97	
		4/25/18		102.12	
		4/25/18		125.48	
		4/26/18		120.42	
		4/26/18		214.44	
		4/26/18		159.29	
		4/26/18		301.12	
		4/27/18		81.32	
		4/27/18		6.47	
		4/27/18		22.14	
		4/27/18		53.16	
		4/27/18		52.54	
		4/27/18		81.42	
6600-000	Materials - Print			11,041.01	
6601-000	Materials - A/V	4/4/18	Baker & Taylor	19.09	
6601-000	Materials - A/V	4/5/18	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	4/6/18	Recorded Books, LLC.	1,011.60	

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6601-000	Materials - A/V	4/6/18	Baker & Taylor	340.82	
6601-000	Materials - A/V	4/9/18	Recorded Books, LLC.	149.40	
6601-000	Materials - A/V	4/9/18	Baker & Taylor	23.88	
6601-000	Materials - A/V	4/10/18	Recorded Books, LLC.	154.98	
		4/11/18		54.98	
6601-000	Materials - A/V	4/13/18	Baker & Taylor	113.30	
		4/16/18		26.23	
		4/16/18		11.94	
		4/18/18		75.96	
		4/18/18		93.23	
		4/19/18		114.81	
6601-000	Materials - A/V	4/19/18	Recorded Books, LLC.	71.18	
6601-000	Materials - A/V	4/23/18	Baker & Taylor	31.04	
		4/23/18		22.66	
		4/25/18		128.82	
		4/25/18		89.83	
		4/25/18		31.04	
6601-000	Materials - A/V	4/25/18	Recorded Books, LLC.	91.00	
		4/27/18		264.96	
6601-000	Materials - A/V			2,973.25	
6670-000	Materials - Digital - e-Books	4/3/18	Overdrive, Inc.	55.97	
		4/3/18		259.35	
		4/3/18		122.94	
		4/3/18		4.99	
		4/4/18		26.99	
		4/6/18		1,448.90	
		4/6/18		96.91	
		4/9/18		180.85	
		4/10/18		209.99	
		4/10/18		180.94	
		4/17/18		191.98	
		4/20/18		1,376.46	
		4/20/18		1.75	
		4/20/18		180.98	
		4/21/18		22.98	
		4/23/18		80.49	
		4/23/18		303.83	
		4/24/18		163.88	
		4/24/18		158.94	
		4/25/18		29.99	
		4/25/18		10.52	
		4/26/18		27.99	
		4/30/18		87.00	
		4/30/18		87.00	
6670-000	Materials - Digital - e-Books			5,311.62	
6675-000	Materials - Digital - e-Audio	4/6/18	Overdrive, Inc.	237.34	
		4/6/18		59.99	
		4/9/18		79.99	
		4/17/18		49.99	
		4/20/18		73.24	
		4/20/18		59.99	
		4/24/18		76.00	
		4/27/18		85.50	
		4/30/18		47.99	
6675-000	Materials - Digital - e-Audio			770.03	

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6690-000	Materials - Periodicals	4/1/18	Norman County Index	38.00	
6690-000	Materials - Periodicals	4/19/18	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	4/21/18	The Forum	225.00	
		4/22/18		225.00	
		4/23/18		163.00	
		4/23/18		225.00	
		4/23/18		220.00	
		4/23/18		157.35	
		4/24/18		157.35	
6690-000	Materials - Periodicals			1,443.82	
7200-000	Legacy - Expense (1099)	4/1/18	Penelope VanDyke	600.00	
		4/1/18		100.00	
7200-000	Legacy - Expense (1099)			700.00	
7220-000	Legacy - Materials - A/V	4/4/18	Nate Hance Music	75.00	
7220-000	Legacy - Materials - A/V			75.00	
7230-000	Legacy - Materials - Other	4/20/18	Overdrive, Inc.	105.00	
		4/25/18		64.43	
7230-000	Legacy - Materials - Other			169.43	
7300-000	Miscellaneous Grant Expense	4/25/18	Morken Tile Installation, LLC	4,000.00	
7300-000	Miscellaneous Grant Expense			4,000.00	
7410-000	Northern Lights LN e-Books	4/3/18	Overdrive, Inc.	125.59	
		4/3/18		21.88	
		4/9/18		25.98	
		4/9/18		30.97	
		4/16/18		12.98	
		4/16/18		51.96	
7410-000	Northern Lights LN e-Books			269.36	
8000-011	Donation - Misc Exp - LM	4/2/18	Megan Krueger	175.00	
		4/2/18		254.91	
8000-011	Donation - Misc Exp - LM	4/5/18	City of Moorhead	50.00	
8000-011	Donation - Misc Exp - LM	4/23/18	Megan Krueger	30.00	
8000-011	Donation - Misc Exp - LM			509.91	
8107-000	Donation - Material Other - RO	4/9/18	Overdrive, Inc.	35.98	
		4/16/18		114.52	
		4/16/18		9.99	
		4/16/18		84.96	
		4/17/18		343.93	
		4/18/18		149.00	
		4/19/18		321.00	
		4/20/18		715.65	
8107-000	Donation - Material Other - RO			1,775.03	
8200-012	Donation - Furn & Equip - LV	4/17/18	The Library Store, Inc.	648.67	
8200-012	Donation - Furn & Equip - LV			648.67	
8500-002	Furn & Equip - Detroit Lakes	4/5/18	We Count People LLC	195.00	

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8500-002	Furn & Equip - Detroit Lakes			195.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	4/13/18 4/13/18 4/30/18 4/30/18	Federal Income Tax deposit	4,735.18 1,107.42 1,021.09 4,366.04	
5100-000	Payroll Taxes - Employer			11,229.73	
5110-000	Retirement - PERA - Employer	4/13/18 4/30/18	Public Employees Retirement As	5,652.82 5,239.87	
5110-000	Retirement - PERA - Employer			10,892.69	
5120-000	Health Insurance	4/13/18 4/13/18	LARL Payroll		372.25 152.75
5120-000	Health Insurance	4/16/18 4/16/18	SelectAccount - VEBA/HSA	1,146.75 1,684.00	
5120-000	Health Insurance	4/21/18	Further (SelectAccount)	109.15	
5120-000	Health Insurance	4/30/18	Lakes Country Service Cooperat	20,951.00	
5120-000	Health Insurance	4/30/18	Further (SelectAccount)	127.75	
5120-000	Health Insurance	4/30/18 4/30/18	LARL Payroll		127.75 372.25
5120-000	Health Insurance			24,018.65	1,025.00
5140-000	Life Insurance - Employer Paid	4/1/18	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6040-000	Supplies - Computer	4/18/18	Flexguard Security System	224.63	
6040-000	Supplies - Computer			224.63	
6365-000	Lease - Mailing Machine	4/17/18	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	4/3/18 4/3/18 4/3/18 4/3/18 4/3/18	Arvig	98.71 100.36 91.98 91.98 37.42	
6400-000	Telephone	4/13/18	Allstream	164.87	
6400-000	Telephone	4/15/18	Garden Valley Telephone Comp	33.80	
6400-000	Telephone	4/25/18	Arvig	181.78	
6400-000	Telephone	4/30/18 4/30/18 4/30/18 4/30/18	Garden Valley Telephone Comp	33.68 86.48 33.68 33.68	
6400-000	Telephone			988.42	
6405-000	Cell Phone	4/10/18	Ting	6.69	
6405-000	Cell Phone			6.69	
6410-000	PIO - Marketing/Printing/Etc	4/30/18 4/30/18	Facebook Ad Manager	2.87 20.78	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc			23.65	
6465-000	Memberships - LARL Directors	4/18/18	North Dakota Society of CPA's	85.00	
6465-000	Memberships - LARL Directors			85.00	
6480-000	Staff Training	4/11/18	Noodles & Company	154.80	
6480-000	Staff Training			154.80	
6482-000	Conf/Meeting - Miscellaneous	4/11/18	North Dakota Society of CPA's	375.00	
6482-000	Conf/Meeting - Miscellaneous	4/25/18	SkillPath	802.80	
6482-000	Conf/Meeting - Miscellaneous			1,177.80	
6484-000	Conf/Meeting - System Director	4/6/18	Country Inn & Suites	247.24	
6484-000	Conf/Meeting - System Director			247.24	
6600-000	Materials - Print	4/1/18	Amazon (charges on account)	3.44	
		4/2/18		23.98	
		4/5/18		3.11	
		4/8/18		1.74	
		4/14/18		11.99	
		4/22/18		25.28	
		4/23/18		20.79	
		4/23/18		149.80	
		4/23/18		60.93	
		4/26/18		15.22	
		4/26/18		53.88	
6600-000	Materials - Print			370.16	
6601-000	Materials - A/V	4/2/18	Amazon (charges on account)	47.14	
		4/2/18		85.98	
		4/3/18		108.82	
		4/3/18		76.56	
		4/4/18		25.92	
		4/5/18		47.88	
		4/5/18		14.96	
		4/5/18		22.44	
		4/5/18		45.95	
		4/8/18		35.92	
		4/8/18		53.88	
		4/9/18		19.91	
		4/9/18		71.84	
		4/9/18		60.10	
		4/9/18		64.75	
		4/10/18		49.87	
		4/10/18		11.98	
		4/10/18		307.65	
		4/11/18		244.34	
		4/11/18		11.99	
		4/13/18		12.96	
		4/14/18		5.88	
		4/15/18		29.92	
		4/15/18		57.84	
		4/15/18		29.92	
		4/16/18		53.17	
		4/16/18		14.96	
		4/19/18		70.80	
		4/19/18		132.49	
		4/20/18		39.96	
		4/22/18		12.02	
		4/22/18		14.99	
		4/22/18		44.88	
		4/22/18		27.92	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000 (4/22/18		27.92	
		4/22/18		14.96	
		4/23/18		39.96	
		4/23/18		45.88	
		4/23/18		111.81	
		4/23/18		98.30	
		4/24/18		106.37	
		4/25/18		19.94	
		4/26/18		19.98	
		4/29/18		50.88	
6601-000	Materials - A/V			2,491.59	
7210-000	Legacy - Materials - Print	4/1/18	Amazon (charges on account)	20.00	
		4/5/18		15.49	
		4/6/18		39.51	
7210-000	Legacy - Materials - Print			75.00	
8100-000	Donation - Material Print - RO	4/2/18	Amazon (charges on account)	19.99	
		4/8/18		19.49	
		4/12/18		24.30	
		4/15/18		18.62	
		4/15/18		23.39	
8100-000	Donation - Material Print - RO			105.79	
8100-002	Donation - Material Print - LD	4/2/18	Amazon (charges on account)	27.00	
		4/9/18		14.38	
		4/15/18		18.35	
		4/19/18		22.00	
8100-002	Donation - Material Print - LD			81.73	
8100-011	Donation - Material Print - LM	4/1/18	Amazon (charges on account)	29.98	
		4/8/18		22.90	
8100-011	Donation - Material Print - LM			52.88	
8600-000	Software & Hardware Upgrade	4/18/18	Amazon (charges on account)	209.96	
		4/18/18		629.88	
8600-000	Software & Hardware Upgrade			839.84	
9630-200	Cell Phone - Joint Automation	4/10/18	Ting	24.55	
9630-200	Cell Phone - Joint Automation			24.55	
9650-200	Computer Supplies - Joint Auto	4/3/18	Amazon (charges on account)	43.00	
9650-200	Computer Supplies - Joint Auto			43.00	