

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, January 21, 2016**

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

Location: **Moorhead Public Library**

NOTE: If you're unable to attend this meeting, please call Liz at the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 127, or locally at (218) 233-3757, ext. 127. Or, email Liz at lynchl@larl.org by noon on the day of the meeting.

AGENDA

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

- 5:35 **2. MINUTES OF THE NOVEMBER 19, 2015 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the November 19, 2015 Full Board Meeting Minutes as presented.

- 5:40 **3. WELCOME TO NEW BOARD MEMBERS** - Perry

Terry Kalil, Becker County
Michelle Gieseke, City of Mahanomen

- a. Administer Oath of Office**

- 5:50 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)

(over)

6:00 5. FINANCE COMMITTEE REPORT – Ingersoll

a. Approval of List of Authorized Institutions

Recommended Motion: Move to approve the list of authorized institutions for 2016 as reviewed and recommended by the Finance Committee: Bell State Bank and Morgan Stanley.

b. 2016 Final Budget

Draft enclosed (page 12)

Recommended Motion: Move to approve the 2016 Budget as reviewed and recommended by the Finance Committee.

c. Designated Funds

Draft enclosed (page 14)

Recommended Motion: Move to approve the 2016 Designed Funds as reviewed and recommended by the Director and the Finance Committee.

6:20 6. DIRECTOR'S REPORT – Lynch

Enclosed (page 15)

6:30 7. PRESIDENT'S REPORT – Perry

a. 2016 Board Meeting Schedule

Enclosed (page 18)

Recommended Motion: Move to approve the 2016 Board Meeting Schedule as presented.

b. 2016 Board Committee Assignments

Enclosed: Board Committee Assignments (page 19)

(continued)

6:50 **8. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Evie Fox
Clay County – Wayne Ingersoll
Clearwater County – John Nelson (Arlen Syverson)
Crookston – Clayton Briggs
Detroit Lakes – Marlys Douglas
Mahnomen – Michelle Gieseke
Mahnomen County – David Geray
Moorhead – Mari Dailey, Lauri Winterfeldt, & Open
Norman County – Lee Ann Hall
Polk County – Craig Bunn
Wilkin County – Bob Perry

MN Library Association/Library Trustees & Advocates Section – Open
Northern Lights Library Network – Wayne Ingersoll

7:00 **9. PRESIDENT’S REPORT**

7:10 **10. OTHER**

7:20 **11. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – December 2015 (page 20 in the digital packet, available for review at the meeting for printed packets)
- b. 2016 Lake Agassiz Regional Library Board of Trustees contact list (page 28)
- c. Press Release: Local Libraries to Receive New Computers (page 29)

UPCOMING MEETINGS/EVENTS

“Hot Reads for Cold Nights” Winter Reading Program, January - March 2016

Martin Luther King, Jr. Day, January 18, 2016

All LARL Branches, LINK Sites, and the Regional Office Closed

Presidents’ Day, February 15, 2016

All LARL Branches, LINK Sites, and the Regional Office Closed

Executive Committee Meeting, February 15, 2016 at 5:30 p.m. at Moorhead Public Library

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 19, 2015 at the Moorhead Public Library. President Bursik called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Bunes, Bursik (*President*), Dailey, Fox, Grimsley, Hall, Ingersoll, Perry, Syverson (alternate for Nelson).

Board Members Absent: Douglas, Gieseke, Geray, Winterfeldt, 1 open position

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

REPORT OF THE NOMINATIONS COMMITTEE

In Geray's absence Bursik reported that the Nominations Committee would like to nominate the following: Perry as President, Bunes as Vice President, and Ingersoll as Treasurer. Grimsley and Fox were nominated as Members At Large.

No additional nominations were made.

(Bursik/Briggs) Move to unanimously elect Robert Perry as President, Craig Bunes as Vice President, Wayne Ingersoll as Treasurer and Ben Grimsley and Evelyn Fox as Members At Large to the LARL Executive Committee for 2016. MCU.

MINUTES OF THE JUNE 18, 2015 FULL BOARD MEETING

(Perry/Bunes) Move to approve the June 18, 2015 Full Board Meeting Minutes as presented. MCU.

MINUTES OF THE SEPTEMBER 17, 2015 FULL BOARD MEETING

(Grimsley/Fox) Move to approve the September 17, 2015 Full Board Meeting Minutes as presented. MCU.

(over)

Minutes of the November 19, 2015 Full Board Meeting – Page 2

FINANCIAL REPORT

Sprynczynatyk reported that with 83.33% of 2015 complete, LARL has spent 78.53% of budgeted expenses. The budget is currently tracking very close to anticipated spending.

DIRECTOR'S REPORT

Lynch discussed that LARL is on track to replace all public computers in the region by the end of 2016. The current public computers are over 7 years old. LARL has been seeking outside funding to cover the cost. The Fertile-Beltrami Community Fund has provided \$3,808 to cover the cost of new computers at the Fertile Library. The Bremer Foundation will be providing \$72,000 to cover the remaining costs to replace public computers around the region.

The City of Mahanomen has appointed Michelle Gieseke to the LARL Board.

LARL has migrated to the new Automation System, Evergreen. It will take at least 6 months to work out the kinks.

The Legacy programs for 2015 are almost complete. There is 1 more program remaining in 2015, a bus trip from Crookston to the Concordia Christmas Program.

Lynch thanked Bursik for his service to LARL over that last 19 years. This meeting is his last Full Board meeting.

(Dailey/Grimsley) Move to approve the 2016 Holidays & Closings schedule as presented. MCU.

(Grimsley/Briggs) Move to approve change to the Mileage Policy. MCU.

Lynch discussed that LARL's current Unattended Children Policy contains strict guidelines and exact ages. LARL would like to implement the LARL Safe Child Policy instead of the Unattended Children Policy. The intention is to keep children safe.

(Dailey/Buness) Move to retract the LARL Unattended Children Policy. MCU.

(Dailey/Buness) Move to adopt the LARL Safe Child Policy. MCU.

BOARD MEMBER REPORTS:

Becker County (Bursik, Grimsley).
No report.

Breckenridge (Fox).
No report.

Minutes of the November 19, 2015 Full Board Meeting – Page 3

Clay County (Ingersoll).

No report.

Clearwater County (Nelson-absent/Arlen Syverson).

The Library is busy. Syverson passed around some pictures of the Bagley Library.

Crookston (Briggs).

The Automation change is going good according to staff at the Crookston Library.

Detroit Lakes (Douglas-absent).

No report.

City of Mahanomen (Gieseke-absent).

No report.

Mahanomen County (Geray-absent).

No report.

Moorhead (Dailey, Winterfeldt-absent, open).

The Moorhead Board reviewed the Safe Child Policy, the Holiday Closing Schedule, and discussed the meeting room remodel project.

Norman County/Ada (Hall).

Lynch discussed that Ada received a grant from the Dekko Foundation for new carpet and furniture.

Polk County (Buness).

Buness discussed that he recently talked about LARL on KROX radio.

Wilkin County (Perry).

Perry thanked Bursik for the several years working together on the LARL board.

MN Library Association/Library Trustee and Advocates Section (Bursik).

No report

Northern Lights Library Network (Ingersoll/Dailey).

Dailey reported that there are a lot of projects going on with NLLN.

PRESIDENT'S REPORT

No report.

The meeting adjourned at 6:05 p.m.

**Lake Agassiz Regional Library
2015 Board Meeting Attendance Schedule**

An "X" indicates the board member (or alternate) attended the meeting

	January	March	May	June	September	November
Becker County						
Bursik	x	x	x	x	x	x
Grimsley	x	x	x	x	x	x
Breckenridge						
Fox	x	x	x	x	x	x
Clay County						
Ingersoll	x	x	x		x	x
Clearwater County						
Nelson/Syverson	x		x	x	x	x
Crookston						
Briggs		x	x	x		x
Detroit Lakes						
Douglas			x	x	x	
Mahnomen						
Open		x		x		
Mahnomen County						
Geray	x	x				
Moorhead						
Dailey		x	x			x
Open	x	x				
Winterfeldt	x	x		x		
Norman County						
Hall	x	x	x	x		x
Polk County						
Buness		x	x	x		x
Wilkin County						
Perry	x	x	x	x	x	x

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2015

100% - Unadjusted

	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	\$ 351,105.00	\$ 351,105.00	0.00	100.00
Detroit Lakes	0.00	214,295.00	214,295.00	0.00	100.00
Clay County	0.00	269,035.00	269,035.00	0.00	100.00
Moorhead	0.00	708,160.00	708,160.00	0.00	100.00
Clearwater County	0.00	93,345.00	93,345.00	0.00	100.00
Mahnomen County	0.00	39,455.00	39,455.00	0.00	100.00
Mahnomen	0.00	18,670.00	18,670.00	0.00	100.00
Norman County	0.00	90,135.00	90,135.00	0.00	100.00
Polk County	0.00	246,050.00	246,050.00	0.00	100.00
Crookston	0.00	212,760.00	212,760.00	0.00	100.00
Wilkin County	0.00	50,755.00	50,755.00	0.00	100.00
Breckenridge	0.00	85,180.00	85,180.00	0.00	100.00
Total Signatory Funding	0.00	2,378,945.00	2,378,945.00	0.00	100.00
Grants					
Basic Support - MN (RLBSS)	0.00	484,453.38	491,380.00	6,926.62	98.59
Reg Library Telecom Aid (RLTA)	23,349.34	96,393.98	103,000.00	6,606.02	93.59
Total Grants	23,349.34	580,847.36	594,380.00	13,532.64	97.72
Miscellaneous Revenue					
Service Charge Revenue	1,484.76	12,508.37	20,000.00	7,491.63	62.54
Printing Revenue	2,161.13	19,078.01	17,000.00	(2,078.01)	112.22
Fax Revenue	797.19	6,975.74	6,500.00	(475.74)	107.32
Microfilm Revenue	4.77	50.14	100.00	49.86	50.14
Photocopy Revenue	990.32	6,992.27	7,000.00	7.73	99.89
Book/Furniture Sale Revenue	2,093.86	10,144.16	0.00	(10,144.16)	0.00
Interest/Dividend Income	3,184.10	36,279.86	20,000.00	(16,279.86)	181.40
Investment Value Change	6,483.03	(15,606.82)	0.00	15,606.82	0.00
Lost/Damaged Property	411.05	4,661.95	6,600.00	1,938.05	70.64
Other Income	(0.32)	716.59	0.00	(716.59)	0.00
Total Miscellaneous Revenue	17,609.89	81,800.27	77,200.00	(4,600.27)	105.96
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	61,200.30	61,200.00	(0.30)	100.00
Northern Lights Libr. Network	0.00	25,000.00	0.00	(25,000.00)	0.00
MNLink Server Site Payments	293.94	3,527.29	0.00	(3,527.29)	0.00
Total Joint Automation Revenue	293.94	89,727.59	61,200.00	(28,527.59)	146.61
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	41,253.17	3,131,320.22	3,180,121.00	48,800.78	98.47
General Fund Expenditures					
Personnel Expenses					
Salaries	149,143.67	1,580,413.35	1,594,240.00	13,826.65	99.13
Payroll Taxes	10,889.51	119,009.05	121,960.00	2,950.95	97.58
Retirement - PERA	7,349.27	109,524.61	116,840.00	7,315.39	93.74
Health Insurance	22,748.15	245,555.27	273,790.00	28,234.73	89.69
Life Insurance	171.43	1,805.26	2,010.00	204.74	89.81
Workers Compensation Insurance	342.81	4,113.52	4,070.00	(43.52)	101.07
Other Employee Benefits	125.00	1,500.00	1,500.00	0.00	100.00
Total Personnel	190,769.84	2,061,921.06	2,114,410.00	52,488.94	97.52
Automation/Cataloging					
Automation	14,740.67	188,923.16	194,506.00	5,582.84	97.13
Catalog Item Records	866.41	10,482.74	12,000.00	1,517.26	87.36
Supplies - Computer	152.26	4,621.02	4,500.00	(121.02)	102.69
Supplies - Technical Services	140.47	6,278.59	8,000.00	1,721.41	78.48
Total Automation/Cataloging	15,899.81	210,305.51	219,006.00	8,700.49	96.03

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	1,353.48	3,405.17	3,400.00	(5.17)	100.15
Programming - Summer Reading	0.00	7,758.94	8,000.00	241.06	96.99
Programming - Adult	1,023.00	1,033.34	3,000.00	1,966.66	34.44
Total Library Programming	2,376.48	12,197.45	14,400.00	2,202.55	84.70
Staff Development					
Staff Training & Development	132.79	10,117.44	19,000.00	8,882.56	53.25
Total Staff Development	132.79	10,117.44	19,000.00	8,882.56	53.25
Mileage/Board Meeting Expense					
Mileage - Staff	2,177.99	20,763.67	21,500.00	736.33	96.58
Regional Board Meetings	249.91	5,166.79	7,750.00	2,583.21	66.67
Total Mileage/Board Meeting Expenses	2,427.90	25,930.46	29,250.00	3,319.54	88.65
Other Expenses					
Accounting/Bank Fees	449.45	12,667.07	12,250.00	(417.07)	103.40
Attorney Fees	0.00	2,200.00	5,000.00	2,800.00	44.00
Business Office Software	0.00	1,024.15	2,000.00	975.85	51.21
Delivery Services	8,102.61	73,201.70	73,280.00	78.30	99.89
Director's Discretionary	0.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,308.48	15,765.92	15,875.00	109.08	99.31
Lease - Regional Office Rent	1,666.67	20,000.01	20,000.00	(0.01)	100.00
Leases - Equipment	1,017.20	8,923.68	8,950.00	26.32	99.71
Maintenance Contracts	1,457.73	14,046.66	13,200.00	(846.66)	106.41
Mailing - Click2Mail	0.00	2,452.61	4,000.00	1,547.39	61.32
Materials Recovery/Collections	930.80	2,148.00	3,200.00	1,052.00	67.13
Memberships	0.00	794.00	1,200.00	406.00	66.17
Minnesota Director's Fund	0.00	2,118.00	2,750.00	632.00	77.02
Miscellaneous Expense	0.00	1,487.29	3,000.00	1,512.71	49.58
PIO: Printing/Advertising	5,740.86	11,892.54	16,400.00	4,507.46	72.52
Postage	785.93	2,964.42	4,250.00	1,285.58	69.75
Recruitment	75.25	4,465.20	9,000.00	4,534.80	49.61
Repairs - Equipment	247.50	2,559.15	2,500.00	(59.15)	102.37
Supplies - Copier/Fax/Microfilm	179.00	471.39	2,000.00	1,528.61	23.57
Supplies - Office	1,131.67	8,831.10	10,000.00	1,168.90	88.31
Supplies - Public Services	230.70	6,112.99	6,000.00	(112.99)	101.88
Telephone/Telecom	962.56	11,664.88	18,000.00	6,335.12	64.80
Total Other Operating Expenses	24,286.41	208,290.76	235,355.00	27,064.24	88.50
Regional Library Telecom Aid (RLTA)	23,349.34	96,393.98	103,000.00	6,606.02	93.59
Transportation					
Van Expenses	234.88	4,051.31	5,650.00	1,598.69	71.70
Total Transportation	234.88	4,051.31	5,650.00	1,598.69	71.70
Materials					
Audio Visual	6,452.19	65,735.33	73,700.00	7,964.67	89.19
Digital	14,925.32	53,746.72	40,000.00	(13,746.72)	134.37
Online Resources	1,972.52	26,748.02	30,000.00	3,251.98	89.16
Periodicals	257.50	22,272.13	24,100.00	1,827.87	92.42
Print	9,209.64	193,520.65	205,500.00	11,979.35	94.17
Total Materials	32,817.17	362,022.85	373,300.00	11,277.15	96.98
Capital Expenditures					
Furniture & Equipment	1,875.00	3,757.71	10,500.00	6,742.29	35.79
Software & Hardware Upgrades	20,349.62	40,358.80	40,000.00	(358.80)	100.90
Total Capital Expenditures	22,224.62	44,116.51	50,500.00	6,383.49	87.36
Capital Fund Accounts					
Automation System -Shared NWRL	(12,145.77)	0.00	13,250.00	13,250.00	0.00
Van Replacement	(2,750.00)	0.00	3,000.00	3,000.00	0.00
Total Capital Fund Accounts	(14,895.77)	0.00	16,250.00	16,250.00	0.00
Total General Fund Expenditures	299,623.47	3,035,347.33	3,180,121.00	144,773.67	95.45
General Fund Revenue Over Expenditures	\$ (258,370.30)	\$ 95,972.89	\$ 0.00	(95,972.89)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2015

	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	\$ (10.44)	\$ 26,646.92	\$ 0.00	(26,646.92)	0.00
Endowment Revenue	0.00	660.00	0.00	(660.00)	0.00
Telecom/E-rate Funds	1,398.88	15,612.29	0.00	(15,612.29)	0.00
Legacy Grant Revenue	4,856.32	106,558.61	0.00	(106,558.61)	0.00
Miscellaneous Grants	1,757.17	2,044.07	0.00	(2,044.07)	0.00
LSTA Grant	0.00	8,630.81	0.00	(8,630.81)	0.00
Total Special Projects Revenue	8,001.93	160,152.70	0.00	(160,152.70)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	(34.63)	9,350.88	0.00	(9,350.88)	0.00
Donations - Materials: A/V	208.75	335.95	0.00	(335.95)	0.00
Donations - Materials: Other	0.00	4,758.32	0.00	(4,758.32)	0.00
Donations - Miscellaneous	138.87	5,459.48	0.00	(5,459.48)	0.00
Legacy Grant Expense	4,856.32	106,558.60	0.00	(106,558.60)	0.00
Telecom/E-rate Expenses	1,398.88	15,612.29	0.00	(15,612.29)	0.00
Miscellaneous Grant Expense	1,757.17	2,044.07	0.00	(2,044.07)	0.00
LSTA Grant Expenses	0.00	8,630.81	0.00	(8,630.81)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Miscellaneous</i>	<i>8,325.36</i>	<i>152,750.40</i>	<i>0.00</i>	<i>(152,750.40)</i>	<i>0.00</i>
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	0.00	18,334.23	0.00	(18,334.23)	0.00
Projects from Designated Funds:					
Desig Funds - Joint Automation	8,486.51	74,706.73	0.00	(74,706.73)	0.00
<i>Total Special Projects Capital</i>	<i>8,486.51</i>	<i>93,040.96</i>	<i>0.00</i>	<i>(93,040.96)</i>	<i>0.00</i>
Total Special Projects Expenditures	16,811.87	245,791.36	0.00	(245,791.36)	0.00
Special Proj Rev Over (Under) Expend	\$ (8,809.94)	\$ (85,638.66)	\$ 0.00	85,638.66	0.00
GRAND TOTAL REVENUE	49,255.10	3,291,472.92	3,180,121.00	(111,351.92)	103.50
GRAND TOTAL EXPENDITURES	316,435.34	3,281,138.69	3,180,121.00	(101,017.69)	103.18
CHANGE IN FUND BALANCE	\$ (267,180.24)	\$ 10,334.23	\$ 0.00	(10,334.23)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
December 31, 2015**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 11,030.11	7,558.03	3,472.08
Cash - Payroll (State Bank)	823.40	758.22	65.18
Cash - PayPal	485.20	1.64	483.56
Cash - Savings (State Bank)	841,303.12	1,000,983.64	(159,680.52)
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,135,013.48	1,126,529.88	8,483.60
Accounts Receivable	3,666.80	15,780.63	(12,113.83)
Prepaid Expenses	47,392.71	54,767.64	(7,374.93)
Deposit Account - OCLC	1,549.76	2,410.21	(860.45)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(1,913.77)	(1,913.77)	0.00
Equipment and Fixtures	388,199.21	388,199.21	0.00
Accum Depr - Equip & Fixtures	(365,581.18)	(365,581.18)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,165.47)	(209,165.47)	0.00
Endowment Funds	59,539.11	59,539.11	0.00
Amount Provided - LTD	16,032.17	6,818.92	9,213.25
Total Assets	\$ 2,151,244.49	2,309,556.55	(158,312.06)
LIABILITIES			
Accounts Payable	\$ 50,256.24	29,970.25	20,285.99
Accrued Salaries Payable	72,206.15	69,911.29	2,294.86
Accrued Sick Leave Payable	16,032.17	6,818.92	9,213.25
Accrued Vacation Payable	33,901.14	30,960.78	2,940.36
Payroll Tax Payable - ND	0.00	622.00	(622.00)
Dental Insurance Payable	0.00	(64.73)	64.73
Vision Insurance Payable	0.00	(65.34)	65.34
AFLAC Payable	290.71	290.71	0.00
Garnishment/Child Support Pay	228.50	0.00	228.50
Flexible Spending - Medical	900.00	(704.00)	1,604.00
Flexible Spending - Dep Care	1,016.64	599.98	416.66
Sales Tax Payable	673.00	311.74	361.26
Deferred Revenue	549,398.62	462,487.62	86,911.00
Total Liabilities	724,903.17	601,139.22	123,763.95
FUND BALANCES			
Fund Balance - Unreserved	69,519.35	72,519.35	(3,000.00)
Fund Bal. - Operating Reserve	986,000.00	986,000.00	0.00
Fund Bal. - Employee Severance	15,500.00	15,500.00	0.00
Fund Bal. - Unemployment Comp.	38,000.00	38,000.00	0.00
Fund Bal. - Van Replacement	12,000.00	11,750.00	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	9,000.00	9,000.00	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. - Staffing/Reorg.	37,000.00	37,000.00	0.00
Fund Bal. - Joint Automation	111,500.00	111,500.00	0.00
Fund Bal. - III Software Upgrd	0.00	12,145.77	(12,145.77)
Investment in Gen. Fixed Asset	33,948.63	33,948.63	0.00
Reserve for Endowments	59,539.11	59,539.11	0.00
Change in Fund Balance	10,334.23	277,514.47	(267,180.24)
Total Fund Balances	1,426,341.32	1,708,417.33	(282,076.01)
Total Liabilities & Fund Balance	\$ 2,151,244.49	2,309,556.55	(158,312.06)

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2016 FINAL BUDGET

WITH COMPARISON TO PRELIMINARY BUDGET AND 2015 BUDGET

Approved: _____

CATEGORY	2015 Budget	2016 Prelim Budget (6/15)	2016 Budget
Personnel	2,114,410	2,197,600	2,168,870
Library Materials	373,300	380,800	380,800
Automation/Cataloging	219,006	185,257	185,360
Library Programming/Staff Dev.	33,400	33,400	33,400
Mileage/Board Mtg Expenses	29,250	29,250	26,500
Regional Library Telecom Aid	103,000	111,500	88,230
Other Operating Expenses	235,355	233,585	235,735
Vehicle Expenses	5,650	5,650	5,000
Capital Expenses	66,750	65,500	65,500
Total Budget	3,180,121	3,242,542	3,189,395

\$\$ Variance of 2016 Prel to Final	% Variance of 2016 Prel to Final
(28,730)	-1.31%
0	0.00%
103	0.06%
0	0.00%
(2,750)	-9.40%
(23,270)	-20.87%
2,150	0.92%
(650)	-11.50%
0	0.00%
(53,147)	-1.64%

\$\$ Variance 2015-2016 Final	% Variance 2015-2016 Final
54,460	2.58%
7,500	2.01%
(33,646)	-15.36%
0	0.00%
(2,750)	-9.40%
(14,770)	-14.34%
380	0.16%
(650)	-11.50%
(1,250)	-1.87%
9,274	0.29%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2016 FINAL BUDGET

REVENUE	2015 Budget	2016 Prelim Budget (6/15)	2016 Budget	% Variance 2015-2016 Final
Becker County	351,250	358,355	358,355	
Detroit Lakes	214,200	217,560	217,560	
Clay County	269,070	275,760	275,760	
Moorhead	708,080	720,730	720,730	
Clearwater County	93,460	95,725	95,725	
Mahnomen County	39,455	40,395	40,395	
Mahnomen	18,680	19,140	19,140	
Norman County	90,025	92,545	92,545	
Polk County	246,045	252,495	252,495	
Crookston	212,705	215,575	215,575	
Wilkin County	50,715	51,720	51,720	
Breckenridge	85,260	86,545	86,545	
SUB-TOTAL	2,378,945	2,426,545	2,426,545	2.00%
GRANTS				
State Basic Support	491,380	480,000	477,527	
Regional Library Telecom Aid	103,000	111,500	88,230	
TOTA GRANTS	594,380	591,500	565,757	-4.82%
OTHER REVENUE				
Miscellaneous	77,200	87,200	87,200	
NWRL Reimbursement	61,200	56,350	56,350	
Fund Balance/Shortfall	68,396	80,947	53,543	
TOTAL REVENUE	3,180,121	3,242,542	3,189,395	0.29%
EXPENDITURES				
Operating	3,113,371	3,177,042	3,123,895	
Capital	66,750	65,500	65,500	
TOTAL EXPENDITURES	3,180,121	3,242,542	3,189,395	0.29%
			-	

LAKE AGASSIZ REGIONAL LIBRARY
2016 Designated Fund Balances
 Draft

<u>Designated Fund</u>	<u>12/31/2013 Balance</u>	<u>12/31/2014 Balance</u>	<u>12/31/2015 Balance</u>	<u>Management Recommendation</u>
Branch Improvements	25,000	2,451	10,000	10,000
Consultant Study	15,000	5,000	5,000	5,000
Employee Severance	62,000	16,000	15,500	17,000
Expanding Self-Service Success	15,000	-	-	-
Joint Automation Project - LARL & NWRL	87,579	88,000	50,043	62,000
Library Materials	10,000	5,000	5,000	5,000
LINK Sites/Rural Outreach	15,000	5,000	5,000	5,000
Operating Reserve (31%)	1,031,450	980,800	986,000	990,000
Photocopiers/Printers/Scanners	5,000	3,000	3,000	3,000
Professional Recruitment	5,000	1,000	1,000	1,000
RO Furniture, Paint, & Equipment	10,000	5,000	5,000	5,000
Special Projects	15,000	9,200	9,000	10,000
Staff Development	5,000	-	-	-
Staffing/Reorganizing Funding	-	-	37,000	-
Technology Upgrades	20,000	10,000	10,000	10,000
Unemployment Compensation	43,500	38,000	38,000	40,000
Van Replacement	35,486	9,000	12,000	12,000
TOTALS	\$1,375,015	\$1,175,000	\$1,191,543	\$1,175,000



Monthly Report to the Board

15

Meeting Date: January 21, 2016

From: Liz Lynch, Regional Library Director

Happy New Year!

2015 proved to be a great year for Lake Agassiz Regional Library. We continued to take a close look at our operations and were able to make changes with positive impacts on both customers and employees. We continue to offer the best possible services to our customers by staying true to our mission of enriching lives and strengthening our communities. The 95 capable employees of LARL are what make this organization great. Each and every day they are improving the lives of those we serve by listening to the customers and responding to their needs.

A new automation system (card catalog) was introduced to both staff and the public. Not only does this new system lessen the burden on the operating budget, but it will also allow LARL the freedom to customize the system to meet the needs of our organization and our customers. This project would not have been a success without the partnership between LARL and the Northwest Regional Library System, and a generous donation from the Northern Lights Library Network.

LARL staff also demonstrated profitable initiative by seeking grants for special projects, supporting several areas of service. Grants were obtained from State Library Services, LSTA, and Crookston Early Childhood Initiative to support early child initiatives, while local librarians found grant opportunities for a computer replacement project. Those community grants, coupled with a very generous grant from the FM Area Foundation, Cargill, and the Otto Bremer Foundation will help LARL financially, while also allowing LARL to implement a new computer system with more efficiency for both the organization and the customers. Additional grants were obtained for renovations in the Ada Public Library and the Moorhead Public Library, thanks to the Dekko Foundation and the Otto Bremer Foundation.

Many generous community members presented themselves this year as well. Very generous memorials were given to both LARL and to the local libraries, in addition donations from organizations and individuals to assist with the Otto Bremer Foundation's matching grant program for the Moorhead Public Library meeting rooms.

Other highlights include successful partnerships promoting educational opportunities for adults, and Legacy Programs with some of our highest attendance numbers with positive impacts on our communities and community members. Art projects were established in one of our smallest communities and in one of our largest communities, which will exist as a Legacy for years to come.

We accomplished so much this year – all of this is in addition to doing what we always do – offer great materials, helpful service, and opportunity.

I am looking forward to 2016 as we continue to determine the best ways to serve our customers and communities, while recognizing the hard work of our employees and the dedication of the LARL Board.

Thank you to the LARL employees, the LARL Board, and library advocates and supporters for making 2015 a fantastic year.

Staff Training Opportunities

Jess Piek, Moorhead Library Associate, attended *Homeless 101 Training* offered by Lutheran Social Services on November 13, 2015.

Leigh Cameron, Moorhead Library Associate, attended the *15 Ways to Improve Your Library's Facebook Page* webinar on December 16, 2015.

Nicole Boewood, Moorhead Library Associate, attended the *Best New Teen Books of 2015* webinar on December 23, 2015.

Staff/Staffing

Welcome to Sharon Grossman, Twin Valley LINK Site Coordinator.

Open Positions

Library Associate I (Youth Services) in Detroit Lakes.

Gifts, Grants & Donations

12/8/2015	Les Bakke donation to the Moorhead Public Library for the meeting room remodel fund. Donation will be matched by the Otto Bremer Foundation.	100.00
12/29/2015	Gay Galles donation to the Moorhead Public Library for the digital collection.	100.00
12/29/2015	Naomi Tauberman donation to Crookston.	5.00
12/28/2015	Larry Zillgitt donation to Breckenridge for print materials.	100.00
12/29/2015	Beverly Lake donation to the Moorhead Public Library for the meeting room remodel fund. Donation will be matched by the Otto Bremer Foundation.	100.00
12/17/2015	Moorhead Vikingland Kiwanis donation for children's materials.	100.00
12/29/2015	Jenna Kahly donation to the Moorhead Public Library for the meeting room remodel fund. Donations will be matched by the Otto Bremer Foundation.	20.00
11/2/2015	Liz Lynch donation to the Climax Public Library in memory of Raymond Benoit.	20.00
12/29/2015	Misc Anonymous Donations to the Ada Public Library.	5.70
1/5/2016	Clay County Bar Association donation to the Moorhead Public Library for the meeting room remodel fund. Donation will be matched by the Otto Bremer Foundation.	2,500.00
12/31/2015	Brenda Elmer donation to the Moorhead Public Library for the meeting room remodel fund. Donation will be matched by the Otto Bremer Foundation.	235.00
12/29/2015	REACH donation in memory of Bette Haring.	50.00
12/31/2015	Denise Sellin donation to the Hawley Public Library for digital items and programming.	500.00
	Total	3,835.70

2016 Minnesota Library Association Legislative Platform

The Minnesota Library Association (MLA) and the Information and Technology Educators of Minnesota (ITEM) support the appropriation of \$10 million dollars for the 2016-2017 Biennium for the construction of public library buildings through the State's currently authorized matching program. (MN Statutes 134.45)

Library Legislative Day in St. Paul is tentatively planned for April 14th. More details to follow.

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 and hover over ABOUT and choose TRUSTEES. This page archives the members of the Full Board, in addition to the board packets and meeting minutes. For quick access, visit larl.org/about/trustees.

LARL Sponsored Programs**Hot Reads for Cold Nights**

The LARL Hot Reads for Cold Nights annual reading program for adults will take place January through March, 2016. For every four books read, library customers are eligible to win prizes. For more information, visit larl.org.

Upcoming Dates**Executive Committee**

Thursday, February 18 at 5:30 p.m. at the Moorhead Public Library

Full Board Meeting

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

LARL BOARD OF TRUSTEES 2016 MEETING SCHEDULE

All meetings are held on the 3rd Thursday of the month at 5:30 p.m.

Month/Date	Group	Location	Special Topic
January 21	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2016 Final Budget
February 18	Executive	Moorhead	
March 17	Full Board	Moorhead	Audit Report
April 21	Executive/ Finance	Moorhead	Draft 1/ 2017 Preliminary Budget
May 19	Full Board	Moorhead	Draft 2/ 2017 Preliminary Budget Review
June 16	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2017 Preliminary Budget
July 21	Executive	Moorhead	
August 18	Executive	Moorhead	
September 15	Full Board	Moorhead	
October 20	Executive	Moorhead	
November 17	Full Board	Moorhead	Elections
December 15	Executive	Moorhead	

Approved by Lake Agassiz Regional Library Board of Trustees:

M:\Board of Trustees\Board Meeting Calendar

LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

2016 Committee Assignments

Signatory	Executive	Finance	Personnel	Northern Lights Library Network	Nominations
Becker County	Grimsley	Grimsley			*Kalil
Breckenridge	Fox		*Fox		
Clay County	Ingersoll-TR	*Ingersoll		*Ingersoll	
Clearwater County			Syverson		
Crookston		Briggs			
Detroit Lakes					Douglas
Mahnomen			Gieseke		
Mahnomen County			Geray		
Moorhead			Dailey	Dailey	Winterfeldt
Norman County			Hall		Hall
Polk County	Buness - VP	Buness			
Wilkin County	**Perry - P	**Perry - P	**Perry - P	**Perry - P	**Perry - P

P=President, VP=Vice-President, TR=Treasurer

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

01/07/15

M:Board of Trustees/Committee Assignments/2016

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	12/1/15	Lakes Country Service Cooperat	1,812.00	
		12/1/15		1,359.00	
		12/1/15		16,215.00	
5120-000	Health Insurance			19,386.00	
6000-000	Supplies - Office	12/4/15	Office Max	37.84	
		12/8/15		120.40	
		12/9/15			20.42
6000-000	Supplies - Office	12/10/1	Cardmember Service	194.93	
6000-000	Supplies - Office	12/14/1	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	12/15/1	Office Max		86.00
6000-000	Supplies - Office			1,239.67	106.42
6020-000	Supplies - Public Services	12/10/1	Cardmember Service	58.45	
6020-000	Supplies - Public Services	12/17/1	Jennifer Rodger	9.59	
6020-000	Supplies - Public Services			68.04	
6030-000	Supplies - Copier/Fax/Microfilm	12/4/15	Neopost Great Plains	179.00	
6030-000	Supplies - Copier/Fax/Microfilm			179.00	
6040-000	Supplies - Computer	12/25/1	GECRB/Amazon	67.88	
6040-000	Supplies - Computer			67.88	
6200-000	Equip Rep/Mtc - Miscellaneous	12/17/1	Tri-County Community Correctio	82.50	
6200-000	Equip Rep/Mtc - Miscellaneous	12/19/1	Sammy's Custom Cabinets and	15.00	
6200-000	Equip Rep/Mtc - Miscellaneous	12/22/1	Markus Krueger	50.00	
6200-000	Equip Rep/Mtc - Miscellaneous	12/22/1	Asha Osborn	50.00	
6200-000	Equip Rep/Mtc - Miscellaneous	12/22/1	Derek Olson	50.00	
6200-000	Equip Rep/Mtc - Miscellaneous			247.50	
6240-000	Maint Contr - Copiers	12/31/1	Metro Sales, Inc	1,229.69	
6240-000	Maint Contr - Copiers			1,229.69	
6300-000	Payroll Processing	12/10/1	Payroll Professionals, Inc.	40.00	
		12/10/1		124.60	
		12/22/1		130.20	
6300-000	Payroll Processing			294.80	
6330-000	Bank Fees	12/10/1	Cardmember Service	14.32	
6330-000	Bank Fees			14.32	
6350-000	Delivery Service - Courier	12/4/15	Northern Network Express	1,280.80	
		12/8/15		1,280.80	
		12/21/1		1,280.80	
		12/31/1		1,280.80	
		12/31/1		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6355-000	Deliv Serv - TriCollege/Minitx	12/7/15	Minitex	1,497.20	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6355-000	Deliv Serv - TriCollege/Minitx			1,497.20	
6362-000	Lease - Copiers	12/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	12/13/1	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6376-000	Insurance - Flood	12/1/15	Norman County Index	30.00	
6376-000	Insurance - Flood			30.00	
6380-000	Recruitment	12/9/15 12/30/1	Twin Valley Times	26.10 39.15	
6380-000	Recruitment	12/31/1	Clay County Union	10.00	
6380-000	Recruitment			75.25	
6400-000	Telephone	12/1/15	Arvig	228.03	
6400-000	Telephone	12/1/15	Rothsay Telephone Co	78.57	
6400-000	Telephone	12/1/15 12/1/15	Halstad Telephone Company	76.29 29.10	
6400-000	Telephone	12/1/15	CenturyLink	48.00	
6400-000	Telephone	12/8/15 12/8/15 12/8/15 12/8/15 12/8/15	Arvig	38.77 98.68 101.01 89.14 91.09	
6400-000	Telephone	12/10/1 12/10/1 12/10/1 12/10/1	Garden Valley Telephone Comp	78.26 20.26 18.76 18.76	
6400-000	Telephone	12/23/1	Integra Telecom	367.60	
6400-000	Telephone	12/24/1	Rochester Telecom Systems Inc.	146.25	
6400-000	Telephone	12/25/1	Garden Valley Telephone Comp	17.56	
6400-000	Telephone			1,546.13	
6405-000	Cell Phone	12/10/1	Cardmember Service	6.91	
6405-000	Cell Phone			6.91	
6410-000	PIO - Marketing/Printing/Etc	12/22/1 12/22/1	Absolute Marketing Group	132.36 1,772.59	
6410-000	PIO - Marketing/Printing/Etc	12/22/1	Liz Lynch	49.00	
6410-000	PIO - Marketing/Printing/Etc	12/31/1	4imprint, Inc.	3,706.91	
6410-000	PIO - Marketing/Printing/Etc			5,660.86	
6430-000	Postage	12/16/1	Total Funds By Hasler	500.00	
6430-000	Postage			500.00	
6435-000	PO Box Rental	12/10/1	Postmaster	114.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/15/1		114.00	
		12/15/1		50.00	
6435-000	PO Box Rental			278.00	
6445-000	Materials Recovery/Collection	12/31/1	Unique Management Services, I	930.80	
6445-000	Materials Recovery/Collection			930.80	
6450-000	Mileage - Trustee	12/17/1	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee	12/17/1	Craig Buness	80.50	
6450-000	Mileage - Trustee	12/17/1	Robert Perry	54.05	
6450-000	Mileage - Trustee			191.13	
6455-000	Mileage - Staff	12/1/15	Jane Vigness	19.55	
6455-000	Mileage - Staff	12/1/15	Mary Haney	74.75	
		12/1/15		51.18	
		12/1/15		51.18	
		12/1/15		91.43	
		12/1/15		41.98	
		12/1/15		91.43	
		12/1/15		15.53	
		12/1/15		41.98	
		12/1/15		105.80	
		12/1/15		17.25	
6455-000	Mileage - Staff	12/1/15	Laura Gullickson	27.03	
6455-000	Mileage - Staff	12/1/15	Amy Nelson	16.10	
6455-000	Mileage - Staff	12/3/15	Megan Krueger	58.65	
6455-000	Mileage - Staff	12/3/15	Matt Berowski	48.36	
6455-000	Mileage - Staff	12/3/15	Jodi Harrington	32.78	
6455-000	Mileage - Staff	12/3/15	Kirsten Bates	33.35	
6455-000	Mileage - Staff	12/3/15	Tammi Jalowiec	74.75	
6455-000	Mileage - Staff	12/4/15	Megan Krueger	48.30	
6455-000	Mileage - Staff	12/4/15	Christy Underlee	32.78	
6455-000	Mileage - Staff	12/4/15	Mary Haney	12.08	
6455-000	Mileage - Staff	12/4/15	Joyce Christine Boike	40.25	
6455-000	Mileage - Staff	12/4/15	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/6/15	Liz Lynch	195.50	
6455-000	Mileage - Staff	12/7/15	Mary Haney	15.53	
6455-000	Mileage - Staff	12/7/15	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/8/15	Joyce White	21.97	
6455-000	Mileage - Staff	12/8/15	Megan Krueger	46.00	
6455-000	Mileage - Staff	12/8/15	Mary Haney	39.68	
6455-000	Mileage - Staff	12/8/15	Amy Nelson	14.38	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	12/9/15	Joyce White	21.97	
6455-000	Mileage - Staff	12/10/1	Kirsten Bates	33.35	
6455-000	Mileage - Staff	12/10/1	Christy Underlee	32.78	
6455-000	Mileage - Staff	12/10/1	Mary Haney	15.53	
6455-000	Mileage - Staff	12/11/1	Sheila Capistran	82.80	
6455-000	Mileage - Staff	12/11/1	Jamie Sprynczynatyk	70.15	
6455-000	Mileage - Staff	12/11/1	Mary Haney	41.98	
6455-000	Mileage - Staff	12/11/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/12/1	Jodi Harrington	32.78	
6455-000	Mileage - Staff	12/14/1	Matt Berowski	48.30	
6455-000	Mileage - Staff	12/14/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/15/1	Jodi Harrington	18.98	
6455-000	Mileage - Staff	12/15/1	Candace Osborn	48.30	
6455-000	Mileage - Staff	12/15/1	Carol Van Brocklin	29.90	
6455-000	Mileage - Staff	12/15/1	Rebecca Bentley	14.38	
6455-000	Mileage - Staff	12/17/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/18/1	Christy Underlee	18.98	
6455-000	Mileage - Staff	12/18/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/21/1	Jill Rose	25.30	
6455-000	Mileage - Staff	12/21/1	Mary Haney	51.18	
6455-000	Mileage - Staff	12/21/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/22/1	Michelle Fjeld	24.15	
6455-000	Mileage - Staff	12/22/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/23/1	Jill Rose	25.30	
6455-000	Mileage - Staff	12/28/1	Amy Nelson	14.38	
6455-000	Mileage - Staff	12/29/1	Michelle Fjeld	24.15	
6455-000	Mileage - Staff	12/29/1	Amy Nelson	14.38	
		12/31/1		14.38	
6455-000	Mileage - Staff			2,177.99	
6470-000	Board Expenses	12/31/1	Cardmember Service	58.78	
6470-000	Board Expenses			58.78	
6482-000	Conf/Meeting - Miscellaneous	12/10/1	Cardmember Service	110.13	
		12/31/1		22.66	
6482-000	Conf/Meeting - Miscellaneous			132.79	
6490-000	Programming - Youth	12/16/1	4imprint, Inc.	1,225.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6490-000	Programming - Youth			1,225.00	
6495-000	Programming - Adult	12/31/1	SELCO	1,023.00	
6495-000	Programming - Adult			1,023.00	
6500-000	Van - Gasoline	12/6/15 12/31/1	Cenex Fleetcard	57.42 45.71	
6500-000	Van - Gasoline			103.13	
6505-000	Van - Repairs & Maintenance	12/29/1	DVS Renewal	16.00	
6505-000	Van - Repairs & Maintenance			16.00	
6600-000	Materials - Print	12/1/15 12/1/15 12/1/15 12/1/15 12/2/15 12/2/15 12/2/15 12/3/15 12/3/15 12/3/15 12/3/15 12/3/15 12/3/15 12/4/15 12/4/15 12/4/15 12/7/15 12/7/15 12/7/15 12/8/15 12/8/15 12/8/15 12/8/15 12/9/15 12/11/1 12/15/1 12/16/1 12/16/1 12/16/1 12/16/1 12/16/1 12/17/1 12/17/1 12/17/1 12/18/1 12/18/1 12/21/1 12/21/1 12/22/1 12/22/1 12/22/1 12/23/1 12/23/1 12/23/1 12/23/1 12/23/1 12/23/1 12/23/1 12/23/1 12/23/1	Baker & Taylor	85.66 89.92 21.42 400.59 307.87 18.84 132.70 68.54 61.72 23.62 117.72 21.08 33.64 42.70 89.50 465.73 33.18 143.26 0.15 32.78 381.19 79.12 34.36 22.05 7.74 11.98 104.96 114.02 125.76 0.15 385.45 20.26 31.38 73.42 10.96 543.39 64.54 43.46 36.96 31.14 22.24 250.35 356.62 711.32 64.28 16.84 13.48 10.68 38.88	
6600-000	Materials - Print	12/25/1	GEARB/Amazon	92.46	
6600-000	Materials - Print	12/28/1	Baker & Taylor	89.72	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/28/1		40.96	
		12/28/1		57.66	
		12/28/1		67.01	
		12/29/1			13.62
		12/29/1		31.38	
		12/29/1		42.84	
		12/29/1		104.36	
		12/29/1		456.70	
		12/29/1		577.11	
		12/29/1		36.52	
		12/29/1		428.14	
		12/29/1		147.16	
		12/29/1		0.15	
		12/29/1		112.32	
		12/30/1		520.49	
		12/30/1		89.63	
		12/30/1		198.02	
		12/31/1		39.28	
		12/31/1		13.28	
6600-000	Materials - Print	12/31/1	GEGRB/Amazon	46.91	
6600-000	Materials - Print	12/31/1	Baker & Taylor	75.24	
6600-000	Materials - Print			9,064.94	13.62
6601-000	Materials - A/V	12/1/15	Recorded Books, LLC.	218.99	
		12/1/15		36.98	
6601-000	Materials - A/V	12/2/15	Baker & Taylor	48.44	
		12/2/15		394.46	
		12/2/15		87.76	
		12/2/15		28.80	
		12/2/15		201.24	
		12/2/15		181.86	
6601-000	Materials - A/V	12/3/15	Recorded Books, LLC.	259.98	
		12/4/15		233.15	
6601-000	Materials - A/V	12/4/15	Baker & Taylor	154.14	
6601-000	Materials - A/V	12/8/15	Recorded Books, LLC.	329.78	
		12/8/15		64.00	
		12/8/15		846.80	
6601-000	Materials - A/V	12/15/1	Baker & Taylor	59.60	
		12/22/1		17.84	
6601-000	Materials - A/V	12/25/1	GEGRB/Amazon	1,555.66	
6601-000	Materials - A/V	12/28/1	Baker & Taylor	206.94	
		12/29/1		142.30	
		12/29/1		28.55	
		12/29/1		45.32	
		12/29/1		113.30	
		12/29/1		69.22	
6601-000	Materials - A/V	12/31/1	GEGRB/Amazon	969.10	
6601-000	Materials - A/V	12/31/1	Baker & Taylor	200.23	
6601-000	Materials - A/V			6,494.44	
6616-000	Materials - Adult DVD	12/25/1	GEGRB/Amazon		42.25
6616-000	Materials - Adult DVD				42.25
6670-000	Materials - Digital - e-Books	12/18/1	Overdrive, Inc.	6.98	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/18/1		428.10	
		12/18/1		31.98	
		12/23/1		56.97	
		12/24/1		539.80	
		12/24/1		2,123.52	
		12/24/1		1,251.62	
		12/24/1		119.45	
6670-000	Materials - Digital - e-Books			4,558.42	
6675-000	Materials - Digital - e-Audio	12/21/1	Overdrive, Inc.	1,397.37	
		12/21/1		7,038.08	
		12/24/1		33.59	
		12/24/1		1,064.61	
6675-000	Materials - Digital - e-Audio			9,533.65	
6690-000	Materials - Periodicals	12/4/15	The Hawley Herald, Inc.	35.00	
6690-000	Materials - Periodicals	12/9/15	Twin Valley Times	75.00	
6690-000	Materials - Periodicals	12/10/1	The 13 Towns	33.00	
6690-000	Materials - Periodicals	12/14/1	Daily News / News Monitor	114.50	
6690-000	Materials - Periodicals			257.50	
7110-000	Regional Lib Telecom Aid - Ex	12/31/1	NW-Links	23,349.34	
7110-000	Regional Lib Telecom Aid - Ex			23,349.34	
7120-000	Telecom/E-rate Expenses	12/22/1	MEI Technologies	377.33	
7120-000	Telecom/E-rate Expenses			377.33	
7200-000	Legacy - Expense (1099)	12/22/1	Absolute Marketing Group	70.00	
		12/22/1		211.80	
		12/22/1		464.13	
		12/22/1		497.84	
		12/22/1		141.80	
		12/22/1		686.23	
7200-000	Legacy - Expense (1099)	12/25/1	GECRB/Amazon	496.95	
7200-000	Legacy - Expense (1099)	12/31/1	TVOC-Transportation	1,002.00	
7200-000	Legacy - Expense (1099)			3,570.75	
7220-000	Legacy - Materials - A/V	12/10/1	Cardmember Service	153.00	
7220-000	Legacy - Materials - A/V			153.00	
7300-000	Miscellaneous Grant Expense	12/16/1	Ada Electric Incorporated	304.87	
7300-000	Miscellaneous Grant Expense	12/25/1	GECRB/Amazon	1,452.30	
7300-000	Miscellaneous Grant Expense			1,757.17	
8000-011	Donation - Misc Exp - LM	12/1/15	Megan Krueger	21.30	
8000-011	Donation - Misc Exp - LM			21.30	
8000-031	Donation - Misc Exp - LN	12/3/15	Lois Schaedler	38.76	
8000-031	Donation - Misc Exp - LN			38.76	
8000-053	Donation - Misc Exp - LE	12/21/1	Laura Gullickson	78.81	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2015 to Dec 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-053	Donation - Misc Exp - LE			78.81	
8100-002	Donation - Material Print - LD	12/2/15	Baker & Taylor	58.34	
		12/7/15		63.84	
		12/16/1		15.14	
		12/22/1		18.16	
8100-002	Donation - Material Print - LD			155.48	
8105-000	Donation - Material A/V - RO	12/18/1	Overdrive, Inc.	208.75	
8105-000	Donation - Material A/V - RO			208.75	
8500-002	Furn & Equip - Detroit Lakes	12/24/1	Hannaher's Inc.	1,875.00	
8500-002	Furn & Equip - Detroit Lakes			1,875.00	
8600-000	Software & Hardware Upgrade	12/1/15	GreenBridge Computing, Inc.	759.62	
8600-000	Software & Hardware Upgrade	12/5/15	PCM Sales, Inc.	2,281.51	
8600-000	Software & Hardware Upgrade	12/7/15	Dell Marketing LP	5,881.52	
		12/7/15		8,268.96	
		12/8/15		1,725.00	
		12/8/15		3,149.56	
		12/8/15		1,482.56	
8600-000	Software & Hardware Upgrade	12/25/1	GEGRB/Amazon	85.39	
8600-000	Software & Hardware Upgrade			23,634.12	
9085-000	Desig Funds - Joint Automatio	12/1/15	Equinox	2,486.51	
		12/1/15		6,000.00	
9085-000	Desig Funds - Joint Automatio			8,486.51	
9630-200	Cell Phone - Joint Automation	12/10/1	Cardmember Service	17.26	
9630-200	Cell Phone - Joint Automation			17.26	
9700-200	Miscellaneous Expense - JA	12/10/1	Cardmember Service	13.18	
9700-200	Miscellaneous Expense - JA			13.18	
9720-200	Training - Joint Automaiton	12/1/15	Equinox	413.49	
9720-200	Training - Joint Automaiton			413.49	

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		218-847-2911 W
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	701-640-8815 C
CLAY COUNTY					
2015-17*	Wayne Ingersoll	ingersollwj@midco.net	1324 5 th Ave S, Moorhead 56560	218-233-0116	701-361-1333 C
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	218 289-4408 C
DETROIT LAKES					
2013-15	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	218-261-0513	
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	laurilyn timerfeldt@gmail.com lauriw@moorheadschoools.org	2208 6 th St. S, Moorhead 56560		218-284-3430 701-388-4195 C
NORMAN COUNTY					
2015-17*	Lee Ann Hall	leeannko@loretel.net	315 W. Main St, Ada 56510	218-784-3542	218-784-3880
POLK COUNTY					
2015-17*	Craig Buness	craigbuness@gra.midco.net	408 Stuart Ave, Crookston 56716	218-281-3992	218-280-7439 C
WILKIN COUNTY					
2013-15	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

01/12/2016

January 5, 2016

MEDIA RELEASE

FOR IMMEDIATE RELEASE

For further information, please contact:

Liz Lynch, Library Director
Lake Agassiz Regional Library
(218) 233-3757
lynchl@larl.org

Local Libraries to Install New Public Computers

Several branches of a local regional library system are set to receive a technical upgrade in the form of new public computers, thanks to a \$72,000 grant from the Otto Bremer Foundation. Lake Agassiz Regional Library, headquartered in Moorhead, Minnesota, will begin installing new public computers at libraries in Barnesville, Breckenridge, Crookston, Detroit Lakes, Fosston, Hawley, Mahnomen and Moorhead in 2016.

"We are so grateful for the support of the Otto Bremer Foundation," said Liz Lynch, director of Lake Agassiz Regional Library. "Our libraries are proud to offer customers the use of public computers, internet access and printers, which remains a vital service to the community. Many community members rely on this service, and updating the technology is extremely important as we continue to offer these resources."

Other organizations also contributed to the costs of updating the computers. Cargill Wahpeton granted the Breckenridge Public Library with a \$2,500 contribution to the project, and First National Bank gave \$250 each to the Mahnomen Public Library and the Twin Valley Public Library. The Fertile-Beltrami Fund awarded the Fertile Public Library the full cost of the library's new computers. Lake Agassiz Regional Library is grateful to each of its supporters for their contributions to this project.

ABOUT THE LIBRARY

Lake Agassiz Regional Library is a consolidated public library system comprised of 13 branch libraries and nine LINK sites serving the residents of seven counties in northwest Minnesota. More information is available at www.larl.org.

ABOUT THE OTTO BREMER FOUNDATION

Based in St. Paul, Minn., the Otto Bremer Foundation assists people in achieving full economic, civic and social participation in and for the betterment of their communities. OBF is a private charitable trust, established in 1944 by founder Otto Bremer, a successful banker and community and business leader. OBF is the 92 percent owner of Bremer Bank and also manages a diversified investment portfolio. The returns on these holdings provide the funding for OBF's grantmaking, which supports regional and local resources that benefit the communities that are home to Bremer banks.

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