

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, November 16, 2017**

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

Location: **Moorhead Public Library**

NOTE: If you're unable to attend this meeting, please call or email Liz by noon on the day of the meeting at (218) 233-3757, ext. 127, or lynchl@larl.org.

AGENDA

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

5:35 **2. MINUTES OF THE September 21, 2017 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the September 21, 2017 Full Board Meeting Minutes as presented.

5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)

5:55 **4. DIRECTOR'S REPORT** - Lynch
 Enclosed (page 12)

6:10 **5. REPORT OF THE NOMINATIONS COMMITTEE** – Schell

- a. Election of the Executive Board for 2018: President, Vice-President, Treasurer, and Members-at-Large.

(over)

AGENDA of the NOVEMBER 16, 2017 Full Board Meeting – Page 2

6:45 6. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley, Terry Kalil

Breckenridge – Evie Fox

Clay County/Barnesville/Hawley – Jim Haney

Clearwater County/Bagley – John Nelson/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/Ada – Lee Ann Hall

Polk County/Climax/Fertile/Fosston/McIntosh – Gary Willhite

Wilkin County – Dennis Larson

MN Library Association/Library Trustees & Advocates Section – Terry Kalil

Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:55 7. President's Report – Kalil

7:05 8. OTHER

7:15 9. ADJOURNMENT

MISC. ITEMS ENCLOSED:

List of Bills – October 2017 (page 14 in the digital packet, available for review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS

Thanksgiving Eve

All Branches, LINK Sites and the Regional Office will close by 5:00 p.m. on Wednesday, November 22, 2017.

Thanksgiving

All Branches, LINK Sites and the Regional Office will be closed on Thursday, November 23.

Executive Board Meeting

Thursday, December 21, 2017 at 5:30 p.m. at the Moorhead Public Library

January 18, 2018 Meetings:

Both meetings will be held in the lower level of the Moorhead Public Library

- Finance Committee Meeting at 4:30 to adopt the 2018 Final Budget
- Full Board Meeting at 5:30

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 21, 2017 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Dailey, Durant, Fox, Grimsley, Hall, Haney, Kalil
(President), Larson, Schell, Syverson, Willhite

Board Members Absent: Brammer, Geray, Ingersoll

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Fox/Schell) Move to approve the Agenda of the September, 21 2017 Full Board Meeting as presented. MCU.

MINUTES OF THE JUNE 15, 2017 FULL BOARD MEETING

(Syverson/Larson) Move to approve the Minutes of the June 15, 2017 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 66.67% of 2017 complete, LARL spent 63.1% of budgeted expenses. Interest/Dividend Income is at 128% of budget. LARL receives the majority of yearly interest 2 times each year, and the 2nd payment was in August. There will be minimal interest income the rest of 2017.

Sprynczynatyk discussed that LARL will see a \$31,000 increase in state funding for FY2018. LARL will also see a modest 5.2% increase in health insurance costs for 2018.

(Grimsley/Dailey) Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2017 Regional Basic System Support (RLBSS) Grant. MCU.

(Larson/Syverson) Move to approve the application for FY2018 Regional Telecommunications Aid (RLTA). MCU.

(over)

DIRECTOR'S REPORT

Greta Guck has been hired as the new Youth Services Librarian in Detroit Lakes.

As LARL works on developing a new strategic plan, 82 community members attended the community conversations held this summer and over 1,000 online surveys were completed, as well as several paper surveys.

Over 7,000 youth were reached around the region in the Summer Reading Program.

The fall legacy program has launched and so far there have been good turnouts for great events.

Lynch and Chris Boike met with a representative from the Bremer Foundation regarding an \$180,000 grant that was applied for, for renovations to the Crookston Library. LARL should be informed in November if a grant is received.

Lynch discussed the LARL Strategic plan. The LARL Coordinating Team met and looked at survey results. Three areas of need were developed to focus on: Customer Service, Comfort (safety in the library) and Connection (the library making connections for individuals and organizations).

NOMINATIONS COMMITTEE

Schell discussed that in November the Nominations Committee will be looking for nominations for the LARL Executive Committee, consisting of a President, Vice President, Treasurer and 2 At-Large positions. Fox is in her last year as a LARL Board member, her Vice President position will need to be filled. Grimsley and Dailey expressed interest in staying on the Executive Committee as the both currently hold At-Large positions.

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Fox)

The Library remodel project is going well.

Clay County (Haney)

No report

Clearwater County (Syverson)

More organizations are using the new meeting rooms in the same building as the library so more people who have never been in the library are seeing it.

Crookston (Briggs)

They are hoping to spend more money on the Library to upgrade lighting to make the building a bit more efficient.

(continued on next page)

BOARD MEMBER REPORTS – continued:

Detroit Lakes (Schell)

The inside of the library will be painted soon. The staff is excited to have a new Youth Librarian coming on soon. 89 people took 2 buses to Duluth for a Legacy trip.

City of Mahanomen (Durant)

The Librarian was at the farmers market today advertising for the library and legacy programs.

Mahanomen County (Geray-absent)

No report

Moorhead (Brammer-absent, Dailey, Ingersoll-absent)

There will be a Murder/Mystery event at the library on Saturday.

Norman County/Ada (Hall)

The communities in Norman County really appreciate the Library System. Library programming brings a lot of activities to the communities.

Polk County (Willhite)

The community conversation in Crookston didn't have a large turnout, but the Mayor was there and stressed the library being a community center.

Wilkin County (Larson)

The remodel in Breckenridge is going well.

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

No report.

Northern Lights Library Network (Ingersoll-absent, Dailey)

No report.

PRESIDENTS REPORT

No report.

(Syverson/Larson) Move to adjourn the meeting. MCU.

The meeting adjourned at 6:20 p.m.

**Lake Agassiz Regional Library
2017 Board Meeting Attendance Schedule**

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

	January	March	May	June	September	November
Becker County						
Grimsley	X	X	X	X	X	
Kalil	X	X	X		X	
Breckenridge						
Fox		X	X	X	X	
Clay County						
Haney	X	X	X		X	
Clearwater County						
Nelson/Syverson	X	X	X	X	X	
Crookston						
Briggs		X	X	X	X	
Detroit Lakes						
Schell	X	X	X	X	X	
Mahnomen						
Durant	X	X	X	X	X	
Mahnomen County						
Geray	X		X	X		
Moorhead						
Brammer	X	X	X	X		
Dailey	X	X			X	
Ingersoll		X		X		
Norman County						
Hall	X	X	X	X	X	
Polk County						
Willhite	X	X	X	X	X	
Wilkin County						
Larson	X	X	X	X	X	

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

83.33%

Page: 8

	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	\$ 91,452.50	\$ 365,810.00	\$ 365,810.00	0.00	100.00
Detroit Lakes	55,255.00	221,020.00	221,020.00	0.00	100.00
Clay County	70,633.75	282,535.00	282,535.00	0.00	100.00
Moorhead	183,420.00	733,680.00	733,680.00	0.00	100.00
Clearwater County	24,521.25	98,085.00	98,085.00	0.00	100.00
Mahnomen County	10,351.25	41,405.00	41,405.00	0.00	100.00
Mahnomen	4,916.25	19,665.00	19,665.00	0.00	100.00
Norman County	23,746.25	94,985.00	94,985.00	0.00	100.00
Polk County	64,801.25	259,205.00	259,205.00	0.00	100.00
Crookston	54,611.25	218,445.00	218,445.00	0.00	100.00
Wilkin County	13,195.00	52,780.00	52,780.00	0.00	100.00
Breckenridge	21,982.50	87,930.00	87,930.00	0.00	100.00
Total Signatory Funding	618,886.25	2,475,545.00	2,475,545.00	0.00	100.00
Grants					
Basic Support - MN (RLBSS)	100,110.20	485,008.50	469,466.00	(15,542.50)	103.31
Reg Library Telecom Aid (RLTA)	20,899.43	77,346.52	101,000.00	23,653.48	76.58
Total Grants	121,009.63	562,355.02	570,466.00	8,110.98	98.58
Miscellaneous Revenue					
Service Charge Revenue	989.80	9,801.66	15,000.00	5,198.34	65.34
Printing Revenue	1,402.90	14,417.58	18,000.00	3,582.42	80.10
Fax Revenue	583.00	5,596.90	7,500.00	1,903.10	74.63
Microfilm Revenue	0.37	36.86	100.00	63.14	36.86
Photocopy Revenue	371.88	5,654.73	7,000.00	1,345.27	80.78
Book/Furniture Sale Revenue	2,542.51	6,243.84	0.00	(6,243.84)	0.00
Interest/Dividend Income	249.82	43,373.22	33,450.00	(9,923.22)	129.67
Investment Value Change	0.00	10,260.11	0.00	(10,260.11)	0.00
Lost/Damaged Property	733.02	4,610.73	6,000.00	1,389.27	76.85
Other Income	0.00	319.96	0.00	(319.96)	0.00
Total Miscellaneous Revenue	6,873.30	100,315.59	87,050.00	(13,265.59)	115.24
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	12,262.50	49,050.00	49,050.00	0.00	100.00
MNLink Server Site Payments	270.71	2,707.10	3,200.00	492.90	84.60
Total Joint Automation Revenue	12,533.21	51,757.10	52,250.00	492.90	99.06
Fund Balance/Shortfall	0.00	0.00	17,231.00	17,231.00	0.00
Total General Fund Revenue	759,302.39	3,189,972.71	3,202,542.00	12,569.29	99.61
General Fund Expenditures					
Personnel Expenses					
Salaries	131,352.76	1,369,448.44	1,683,300.00	313,851.56	81.35
Payroll Taxes	9,924.02	102,808.43	128,800.00	25,991.57	79.82
Retirement - PERA	9,527.36	96,091.29	123,600.00	27,508.71	77.74
Health Insurance	19,657.59	198,040.46	260,500.00	62,459.54	76.02
Life Insurance	158.41	1,644.86	2,050.00	405.14	80.24
Workers Compensation Insurance	326.16	3,286.64	4,150.00	863.36	79.20
Other Employee Benefits	120.87	1,208.70	1,650.00	441.30	73.25
Total Personnel	171,067.17	1,772,528.82	2,204,050.00	431,521.18	80.42
Automation/Cataloging					
Automation	11,624.93	110,569.01	149,400.00	38,830.99	74.01
Support - App	291.25	2,912.50	3,500.00	587.50	83.21
Catalog Item Records	930.88	9,119.92	11,500.00	2,380.08	79.30
Supplies - Computer	162.45	2,563.60	4,500.00	1,936.40	56.97
Supplies - Technical Services	581.00	4,663.65	7,000.00	2,336.35	66.62
Total Automation/Cataloging	13,590.51	129,828.68	175,900.00	46,071.32	73.81

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	80.83	2,495.79	3,400.00	904.21	73.41
Programming - Summer Reading	0.00	5,356.68	8,000.00	2,643.32	66.96
Programming - Adult	504.76	1,942.98	3,000.00	1,057.02	64.77
Total Library Programming	585.59	9,795.45	14,400.00	4,604.55	68.02
Staff Development					
Staff Training & Development	2,222.67	6,926.89	10,000.00	3,073.11	69.27
Total Staff Development	2,222.67	6,926.89	10,000.00	3,073.11	69.27
Mileage/Board Meeting Expense					
Mileage - Staff	3,912.24	19,233.38	20,000.00	766.62	96.17
Regional Board Meetings	0.00	4,081.54	5,900.00	1,818.46	69.18
Total Mileage/Board Meeting Expenses	3,912.24	23,314.92	25,900.00	2,585.08	90.02
Other Expenses					
Accounting/Bank Fees	369.86	12,238.98	15,050.00	2,811.02	81.32
Attorney Fees	0.00	875.00	3,000.00	2,125.00	29.17
Business Office Software	0.00	946.99	2,000.00	1,053.01	47.35
Delivery Services	6,575.00	55,347.46	73,500.00	18,152.54	75.30
Director's Discretionary	0.00	25.00	2,500.00	2,475.00	1.00
Insurance - General/Property	1,400.15	14,067.26	17,540.00	3,472.74	80.20
Lease - Regional Office Rent	1,700.17	17,001.67	20,402.00	3,400.33	83.33
Leases - Equipment	606.86	7,299.62	8,950.00	1,650.38	81.56
Maintenance Contracts	119.23	11,902.48	14,000.00	2,097.52	85.02
Mailing - Click2Mail	0.00	399.70	2,750.00	2,350.30	14.53
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	0.00	690.00	1,200.00	510.00	57.50
Minnesota Director's Fund	2,118.00	2,118.00	2,500.00	382.00	84.72
Miscellaneous Expense	604.09	643.59	3,000.00	2,356.41	21.45
PIO: Printing/Advertising	1,751.18	14,339.05	16,000.00	1,660.95	89.62
Postage	306.53	2,465.90	3,750.00	1,284.10	65.76
Recruitment	10.00	2,766.01	8,000.00	5,233.99	34.58
Repairs - Equipment	0.00	293.02	2,500.00	2,206.98	11.72
Supplies - Copier/Fax/Microfilm	155.00	155.00	1,000.00	845.00	15.50
Supplies - Office	815.82	6,410.18	10,000.00	3,589.82	64.10
Supplies - Public Services	1,950.25	4,158.20	6,000.00	1,841.80	69.30
Telephone/Telecom	804.75	8,451.77	14,150.00	5,698.23	59.73
Total Other Operating Expenses	19,286.89	162,594.88	230,792.00	68,197.12	70.45
Regional Library Telecom Aid (RLTA)	30,538.61	77,346.52	101,000.00	23,653.48	76.58
Transportation					
Van Expenses	488.93	3,075.50	4,500.00	1,424.50	68.34
Total Transportation	488.93	3,075.50	4,500.00	1,424.50	68.34
Materials					
Audio Visual	6,278.98	62,789.85	74,000.00	11,210.15	84.85
Digital	7,429.41	79,108.72	74,000.00	(5,108.72)	106.90
Online Resources	996.24	11,737.80	13,000.00	1,262.20	90.29
Periodicals	584.96	20,939.88	24,000.00	3,060.12	87.25
Print	13,355.68	172,680.83	200,000.00	27,319.17	86.34
Total Materials	28,645.27	347,257.08	385,000.00	37,742.92	90.20
Capital Expenditures					
Furniture & Equipment	194.98	594.64	10,000.00	9,405.36	5.95
Software & Hardware Upgrades	804.98	12,444.79	30,000.00	17,555.21	41.48
Total Capital Expenditures	999.96	13,039.43	40,000.00	26,960.57	32.60
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	2,500.00	3,000.00	500.00	83.33
Technology Upgrades	416.66	4,166.60	5,000.00	833.40	83.33
Van Replacement	250.00	2,500.00	3,000.00	500.00	83.33
Total Capital Fund Accounts	916.66	9,166.60	11,000.00	1,833.40	83.33
Total General Fund Expenditures	272,254.50	2,554,874.77	3,202,542.00	647,667.23	79.78
General Fund Revenue Over Expenditures	\$ 487,047.89	\$ 635,097.94	\$ 0.00	(635,097.94)	0.00

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

	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	\$ (1,705.00)	\$ 7,494.15	\$ 0.00	(7,494.15)	0.00
Endowment Revenue	0.00	665.00	0.00	(665.00)	0.00
Telecom/E-rate Funds	1,064.24	8,808.59	0.00	(8,808.59)	0.00
Legacy Grant Revenue	18,919.58	60,276.10	0.00	(60,276.10)	0.00
Miscellaneous Grants	0.00	30,240.22	0.00	(30,240.22)	0.00
LSTA Grant	0.00	1,537.06	0.00	(1,537.06)	0.00
Northern Lights LN Funds	0.00	5,000.00	0.00	(5,000.00)	0.00
Total Special Projects Revenue	18,278.82	114,021.12	0.00	(114,021.12)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	128.67	2,112.85	0.00	(2,112.85)	0.00
Donations - Materials: A/V	0.00	1,169.48	0.00	(1,169.48)	0.00
Donations - Materials: Other	2,308.50	5,712.95	0.00	(5,712.95)	0.00
Donations - Miscellaneous	117.94	3,278.37	0.00	(3,278.37)	0.00
Legacy Grant Expense	18,059.17	60,276.07	0.00	(60,276.07)	0.00
Telecom/E-rate Expenses	1,064.24	8,808.59	0.00	(8,808.59)	0.00
Miscellaneous Grant Expense	0.00	30,240.22	0.00	(30,240.22)	0.00
LSTA Grant Expenses	0.00	785.06	0.00	(785.06)	0.00
Northern Lights LN e-Books	225.51	225.51	0.00	(225.51)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	21,904.03	112,609.10	0.00	(112,609.10)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	3,277.54	0.00	(3,277.54)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	3,277.54	0.00	(3,277.54)	0.00
Total Special Projects Expenditures	21,904.03	115,886.64	0.00	(115,886.64)	0.00
Special Proj Rev Over (Under) Expend	\$ (3,625.21)	\$ (1,865.52)	\$ 0.00	1,865.52	0.00
GRAND TOTAL REVENUE	777,581.21	3,303,993.83	3,202,542.00	(101,451.83)	103.17
GRAND TOTAL EXPENDITURES	294,158.53	2,670,761.41	3,202,542.00	531,780.59	83.40
CHANGE IN FUND BALANCE	\$ 483,422.68	\$ 633,232.42	\$ 0.00	(633,232.42)	0.00

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

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 21,678.81	24,318.06	(2,639.25)
Cash - Payroll (State Bank)	3,624.33	5,745.90	(2,121.57)
Cash - Savings (State Bank)	1,060,507.56	928,093.98	132,413.58
Petty Cash	460.00	460.00	0.00
Investment Account	1,155,158.94	1,155,158.94	0.00
Accounts Receivable	396,531.47	5,887.75	390,643.72
Prepaid Expenses	54,577.38	58,262.34	(3,684.96)
Deposit Account - OCLC	2,257.47	3,183.09	(925.62)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(5,446.89)	(5,446.89)	0.00
Equipment and Fixtures	318,860.38	318,860.38	0.00
Accum Depr - Equip & Fixtures	(307,637.84)	(307,637.84)	0.00
Equipment & Fixtures - Donated	209,543.91	209,543.91	0.00
Accum Depr - Donated Equip	(209,543.91)	(209,543.91)	0.00
Endowment Funds	60,697.27	60,697.27	0.00
Amount Provided - LTD	21,632.38	21,632.38	0.00
Total Assets	\$ 2,795,267.19	2,281,581.29	513,685.90
LIABILITIES			
Accounts Payable	\$ 39,810.92	28,056.54	11,754.38
Credit Card Payable	5,085.82	10,902.05	(5,816.23)
Amazon Charge Account	4,001.20	2,937.26	1,063.94
Accrued Salaries Payable	71,439.26	71,439.26	0.00
Accrued Sick Leave Payable	21,632.38	21,632.38	0.00
Accrued Vacation Payable	31,025.56	31,025.56	0.00
Payroll Tax Payable - ND	354.00	0.00	354.00
Life Insurance Payable	48.00	32.00	16.00
Dental Insurance Payable	8.47	36.61	(28.14)
Vision Insurance Payable	(15.12)	(27.18)	12.06
AFLAC Payable	141.77	141.77	0.00
Flexible Spending - Medical	(3.25)	(275.09)	271.84
Sales Tax Payable	296.75	496.90	(200.15)
Deferred Revenue	505,935.19	484,016.33	21,918.86
Total Liabilities	679,760.95	650,414.39	29,346.56
FUND BALANCES			
Fund Balance - Unreserved	80,268.37	80,268.37	0.00
Fund Bal. - Operating Reserve	993,000.00	993,000.00	0.00
Fund Bal. - Employee Severance	18,000.00	18,000.00	0.00
Fund Bal. - Unemployment Comp.	41,000.00	41,000.00	0.00
Fund Bal. - Van Replacement	27,500.00	27,250.00	250.00
Fund Bal. - Technology Upgrade	24,166.60	23,749.94	416.66
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	20,000.00	20,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	99,000.00	99,000.00	0.00
Fund Bal. - III Software Upgrd	2,500.00	2,250.00	250.00
Investment in Gen. Fixed Asset	18,141.58	18,141.58	0.00
Reserve for Endowments	60,697.27	60,697.27	0.00
Change in Fund Balance	633,232.42	149,809.74	483,422.68
Total Fund Balances	2,115,506.24	1,631,166.90	484,339.34
Total Liabilities & Fund Balanc	\$ 2,795,267.19	2,281,581.29	513,685.90

Monthly Report to the Board**Meeting Date: November 16, 2017****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Joint CRPLSA and MultiType meeting in St. Cloud, October 16; Coordinating Team meeting, October 18; 1 Book, 1 Community event at Concordia, October 24; CRPLSA meetings in Detroit Lakes, October 25-27; Comstock-Gag Read Aloud Committee meeting at MSUM, October 30; MN Library Legislative online meeting, November 1; MNLINK online meeting, November 2; Invisible Asians Legacy Program in Detroit Lakes, November 2; Breckenridge Library set-up, November 3, 6 and 7. Fosston and McIntosh interviews and site visits, November 8; Use your library to enhance workforce and economic development webinar with Megan Krueger, Moorhead Library Director and Chris Volkers, Moorhead City Manager, November 9

Open Positions

Branch Manager – Fosston

Library Assistant – Crookston

Staff Development

Carol Van Brocklin, Barnesville Branch Librarian attended the Book Clubs: Your Community Connection webinar offered by NovelList.

Tammy Thomasson, Crookston Branch Manager attended the Statewide ECI Meeting on October 23 and 24 in St. Paul.

Megan Krueger, Moorhead Library Director and **Jenny Rodger**, Moorhead Public Services Supervisor attended *ReThink Mental Health: Recovery Roundup* offered by Cass Public Heath.

Library News**1 Book, 1 Community**

The Moorhead Public Library recently partnered with the Fargo and West Fargo Public Libraries, the Friends of the Moorhead and Fargo Public Libraries, and local colleges and universities to offer 1 Book 1 Community to the residents of Fargo, Moorhead and West Fargo. Community members were encouraged to read “Hotel on the Corner of Bitter and Sweet” by Jamie Ford. For the past several months, book discussion groups have been discussing the book and various events have been held leading up to the book talk which took place on Concordia’s campus on October 24 with over 350 individuals in attendance.

Book Blizzard

During the months of January and February 2018, LARL will be launching a new Book Blizzard Winter Reading Program for customers and staff. I would like to thank Hillary Stevens, LARL Marketing Coordinator and her committee for their work on the branding and merchandising for this program.

Request for Reconsideration

LARL has received a Request for Reconsideration regarding the graphic novel, *Batman: The Widening Gyre* by Kevin Smith. The review committee, comprised of three librarians, has determined that the book will be moved from the Youth Graphic Novel section to the Adult Graphic Novel section, as requested by the customer, due to the violent nature of the graphic novel. The customer has been notified of the decision to reclassify the item.

Breckenridge

The Breckenridge Public Library renovation project is nearing completion. The bulk of the shelving and furnishings were delivered and assembled November 3-7. The library was closed during the set-up process and has resumed regular hours. We are excited for the community to see the changes!

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MN Writes MN Reads

Lake Agassiz Regional Library is partnering with regional library systems across Minnesota, in addition to college libraries to provide a new service called MN Writes MN Reads. This new product provides a platform for independent writers to create eBooks to share with others. This resource could be used by everyone from the individual writing their first novel, to a poet who wants to create a book of their poetry, to an individual creating a family history book, to a group creating a cookbook. This service will be offered to the public in early 2018.

Donations

Bagley	9/20/2017	MU Chapter Delta Kappa Gamma donation for the Bagley Public Library.	65.00
Moorhead	10/20/2017	Moorhead Vikingland Kiwanis donation for the purchase of children's books.	200.00
Moorhead	9/13/2017	Mark and Betsy Vinz donation for library materials in honor of Mary Davies, former Moorhead and LARL board member, long-time patron of the library.	30.00
Crookston	9/26/2017	G.F.W.C. Woman's Club donation in memory of Loretta Arneson for Scandinavian travel books.	50.00
Regional Office	9/23/2017	Donald & Janet Kaspari donation for materials.	30.00
Bagley	10/3/2017	Marilyn & Darol Melby donation to the Bagley Public Library in memory of Kitty Johnson.	10.00
Moorhead	10/23/2017	Maring Williams Law Office donation to the Moorhead Public Library.	250.00

UPCOMING MEETINGS/EVENTS

Thanksgiving Eve

All Branches, LINK Sites and the Regional Office will close by 5:00 p.m. on Wednesday, November 22, 2017.

Thanksgiving

All Branches, LINK Sites and the Regional Office will be closed on Thursday, November 23.

Executive Board Meeting

Thursday, December 21, 2017 at 5:30 p.m. at the Moorhead Public Library

January 18, 2018 Meetings:

Both meetings will be held in the lower level of the Moorhead Public Library

- Finance Committee Meeting at 4:30 to adopt the 2018 Final Budget
- Full Board Meeting at 5:30

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	10/2/17	Lakes Country Service Cooperat	18,217.50	
5120-000	Health Insurance			18,217.50	
6000-000	Supplies - Office	10/17/17	Office Depot	104.95	
		10/17/17		181.87	
		10/17/17		428.51	
6000-000	Supplies - Office	10/31/17	DEMCO	100.49	
6000-000	Supplies - Office			815.82	
6010-000	Supplies - Technical Services	10/16/17	DEMCO	157.13	
6010-000	Supplies - Technical Services	10/24/17	Computype, Inc.	472.42	
6010-000	Supplies - Technical Services			629.55	
6020-000	Supplies - Public Services	10/1/17	Paper Roll Products	1,677.21	
6020-000	Supplies - Public Services			1,677.21	
6030-000	Supplies - Copier/Fax/Microfilm	10/16/17	Information Systems Corp.	155.00	
6030-000	Supplies - Copier/Fax/Microfilm			155.00	
6300-000	Payroll/Time Tracking	10/11/17	Payroll Professionals, Inc.	133.30	
		10/27/17		136.40	
6300-000	Payroll/Time Tracking			269.70	
6350-000	Delivery Service - Courier	10/2/17	Northern Network Express	1,280.80	
		10/9/17		1,280.80	
		10/16/17		1,280.80	
		10/23/17		1,280.80	
		10/30/17		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	10/2/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	10/1/17	Halstad Telephone Company	73.96	
		10/1/17		32.62	
6400-000	Telephone	10/1/17	Rothsay Telephone	75.17	
6400-000	Telephone	10/1/17	CenturyLink	48.00	
6400-000	Telephone	10/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	10/22/17	Rochester Telecom Systems Inc.	133.09	
6400-000	Telephone			385.34	
6410-000	PIO - Marketing/Printing/Etc	10/12/17	The Red River Promoter	175.00	
6410-000	PIO - Marketing/Printing/Etc	10/17/17	Sir Speedy	141.31	
6410-000	PIO - Marketing/Printing/Etc	10/31/17	Absolute Marketing Group	873.14	
6410-000	PIO - Marketing/Printing/Etc			1,189.45	
6430-000	Postage	10/16/17	Total Funds By Hasler	300.00	
6430-000	Postage			300.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/1/17	Jane Vigness	18.19	
6455-000	Mileage - Staff	10/1/17	Mary Haney	85.07	
		10/1/17		11.24	
		10/1/17		97.91	
6455-000	Mileage - Staff	10/2/17	Jennifer Rodger	62.70	
6455-000	Mileage - Staff	10/3/17	Jodi Harrington	6.42	
		10/3/17		6.42	
6455-000	Mileage - Staff	10/4/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/4/17	Mary Haney	139.10	
6455-000	Mileage - Staff	10/5/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/5/17	Amy Nelson	13.38	
6455-000	Mileage - Staff	10/5/17	Jodi Harrington	6.42	
6455-000	Mileage - Staff	10/6/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/6/17	Hillary Stevens	31.03	
6455-000	Mileage - Staff	10/7/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/9/17	Sheila Capistran	44.94	
6455-000	Mileage - Staff	10/9/17	Carol Ricke	104.86	
6455-000	Mileage - Staff	10/9/17	Carol Van Brocklin	27.82	
6455-000	Mileage - Staff	10/9/17	Madonna Liden	80.25	
6455-000	Mileage - Staff	10/9/17	Candace Osborn	44.94	
6455-000	Mileage - Staff	10/9/17	Lois Schaedler	84.53	
6455-000	Mileage - Staff	10/9/17	Laura Pierson	74.37	
6455-000	Mileage - Staff	10/9/17	Erin Gunderson	47.62	
6455-000	Mileage - Staff	10/9/17	Jill Rose	131.61	
6455-000	Mileage - Staff	10/9/17	Sharyl Ogard	59.40	
6455-000	Mileage - Staff	10/9/17	Marilyn Eaves	27.82	
6455-000	Mileage - Staff	10/9/17	Amy Nelson	34.24	
6455-000	Mileage - Staff	10/9/17	Jane Vigness	53.50	
6455-000	Mileage - Staff	10/9/17	Brianna Roper	56.18	
6455-000	Mileage - Staff	10/9/17	Leslie Holen	47.62	
6455-000	Mileage - Staff	10/9/17	Lori Leichter	47.62	
6455-000	Mileage - Staff	10/9/17	Paula Jones	47.62	
6455-000	Mileage - Staff	10/9/17	Sharon Grossman	50.29	
6455-000	Mileage - Staff	10/9/17	Laurel Wanke	49.76	
6455-000	Mileage - Staff	10/9/17	Toni Epema	104.86	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/9/17	Jodi Harrington	30.50	
6455-000	Mileage - Staff	10/9/17	Christy Underlee	30.50	
6455-000	Mileage - Staff	10/9/17	Kirsten Bates	23.01	
6455-000	Mileage - Staff	10/9/17	Rebecca Bentley	41.73	
6455-000	Mileage - Staff	10/9/17	Mary Haney	142.85	
6455-000	Mileage - Staff	10/9/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	10/10/17 10/10/17	Jodi Harrington	6.42 6.42	
6455-000	Mileage - Staff	10/11/17	Greta Guck	47.62	
6455-000	Mileage - Staff	10/11/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	10/11/17	Rebecca Bentley	34.24	
6455-000	Mileage - Staff	10/11/17	Cathleen Johnson	62.06	
6455-000	Mileage - Staff	10/12/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/12/17	Mary Haney	16.05	
6455-000	Mileage - Staff	10/13/17	Sheila Capistran	68.48	
6455-000	Mileage - Staff	10/14/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/16/17	Liz Lynch	181.90	
6455-000	Mileage - Staff	10/16/17	Jill Rose	23.54	
6455-000	Mileage - Staff	10/16/17	Mary Haney	117.17	
6455-000	Mileage - Staff	10/17/17	Jennifer Moan	26.75	
6455-000	Mileage - Staff	10/17/17	Candace Osborn	44.94	
6455-000	Mileage - Staff	10/17/17	Carol Van Brocklin	27.82	
6455-000	Mileage - Staff	10/17/17 10/17/17	Jodi Harrington	17.66 6.42	
6455-000	Mileage - Staff	10/19/17	Patricia Perry	18.19	
6455-000	Mileage - Staff	10/19/17	Megan Krueger	54.04	
6455-000	Mileage - Staff	10/20/17	Patricia Perry	18.19	
6455-000	Mileage - Staff	10/20/17	Sheila Capistran	89.88	
6455-000	Mileage - Staff	10/20/17	Candace Perry	23.01	
6455-000	Mileage - Staff	10/20/17	Megan Krueger	42.80	
6455-000	Mileage - Staff	10/21/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/21/17	Jodi Harrington	51.36	
6455-000	Mileage - Staff	10/23/17	Megan Krueger	23.01	
6455-000	Mileage - Staff	10/23/17	Jill Rose	23.54	
6455-000	Mileage - Staff	10/23/17	Sheila Capistran	38.52	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/24/17	Rebecca Bentley	34.24	
6455-000	Mileage - Staff	10/24/17	Jodi Harrington	12.84	
6455-000	Mileage - Staff	10/24/17	Amy Nelson	13.91	
6455-000	Mileage - Staff	10/25/17	Jill Rose	18.73	
6455-000	Mileage - Staff	10/25/17	Sheila Capistran	17.66	
6455-000	Mileage - Staff	10/25/17	Megan Hoyes	35.85	
6455-000	Mileage - Staff	10/25/17	Karen Stormo	73.30	
6455-000	Mileage - Staff	10/25/17	Jodi Harrington	32.64	
6455-000	Mileage - Staff	10/25/17	Christy Underlee	32.64	
6455-000	Mileage - Staff	10/25/17	Mary Haney	50.29	
6455-000	Mileage - Staff	10/25/17	Patty Nunn	11.24	
6455-000	Mileage - Staff	10/25/17	Amy Nelson	13.91	
6455-000	Mileage - Staff	10/25/17	Joyce Christine Boike	46.01	
6455-000	Mileage - Staff	10/26/17	Megan Krueger	54.04	
6455-000	Mileage - Staff	10/26/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	10/26/17	Christy Underlee	6.42	
6455-000	Mileage - Staff	10/26/17	Sharon Grossman	12.84	
6455-000	Mileage - Staff	10/30/17	Joyce Christine Boike	18.19	
6455-000	Mileage - Staff	10/31/17	Mary Haney	73.83	
6455-000	Mileage - Staff	10/31/17	Jodi Harrington	12.84	
6455-000	Mileage - Staff	10/31/17	Julie Malmanger	39.06	
6455-000	Mileage - Staff	10/31/17	Laura Gullickson	25.15	
6455-000	Mileage - Staff			3,912.24	
6460-000	Minnesota Director's Fund	10/18/17	SELCO	2,118.00	
6460-000	Minnesota Director's Fund			2,118.00	
6480-000	Staff Training	10/10/17	FirstLink	100.00	
6480-000	Staff Training	10/10/17	Liz Lynch	83.64	
6480-000	Staff Training	10/11/17	City of Moorhead	410.25	
6480-000	Staff Training	10/21/17	Megan Krueger	61.46	
6480-000	Staff Training			655.35	
6485-000	Conf/Meeting - MLA	10/5/17	Liz Lynch	377.73	
6485-000	Conf/Meeting - MLA			377.73	
6495-000	Programming - Adult	10/31/17	Knight Printing	179.43	
		10/31/17		325.33	
6495-000	Programming - Adult			504.76	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6500-000	Van - Gasoline	10/6/17	Cenex Fleetcard	81.75	
6500-000	Van - Gasoline			81.75	
6600-000	Materials - Print	10/1/17	Gale/CENGAGE Learning	51.18	
6600-000	Materials - Print	10/2/17	Baker & Taylor	75.82	
		10/2/17		117.50	
		10/2/17		239.92	
		10/2/17		380.69	
		10/2/17		66.27	
		10/2/17		95.32	
		10/2/17		50.16	
		10/3/17		67.96	
		10/3/17		508.77	
		10/3/17		271.91	
		10/3/17		93.86	
6600-000	Materials - Print	10/4/17	Candace Simar	63.79	
6600-000	Materials - Print	10/4/17	Baker & Taylor	410.96	
		10/4/17		25.34	
		10/4/17		56.64	
		10/4/17		150.88	
		10/5/17		142.26	
		10/6/17		700.79	
		10/6/17		126.70	
		10/7/17		248.90	
		10/9/17		64.00	
		10/9/17		37.08	
		10/9/17		361.12	
		10/10/17		496.50	
		10/10/17		397.48	
		10/10/17		106.05	
		10/10/17		73.80	
		10/10/17		99.46	
		10/10/17		254.88	
		10/10/17		98.94	
		10/11/17		44.08	
		10/11/17		476.50	
		10/11/17		91.84	
		10/12/17		222.06	
		10/12/17		52.61	
		10/12/17		473.88	
		10/12/17		162.06	
		10/13/17		490.83	
		10/16/17		21.32	
		10/16/17		31.02	
		10/17/17		33.20	
		10/17/17		22.28	
		10/17/17		409.47	
		10/17/17		209.17	
		10/17/17		530.86	
		10/18/17		810.74	
		10/18/17		159.71	
		10/18/17		184.04	
		10/18/17		187.86	
		10/19/17		45.27	
		10/19/17		14.48	
		10/19/17		29.52	
		10/19/17		10.40	
		10/20/17		42.34	
		10/20/17		32.88	
		10/23/17		349.98	
		10/23/17		469.31	
		10/23/17		159.26	
		10/24/17		57.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/24/17		18.83	
		10/25/17		162.58	
		10/25/17		40.16	
		10/25/17		7.89	
		10/25/17		189.12	
		10/25/17		28.94	
		10/25/17		31.72	
		10/25/17		161.92	
		10/25/17		199.54	
		10/25/17		51.38	
		10/25/17		31.21	
		10/26/17		62.50	
		10/27/17		354.46	
		10/30/17		19.48	
6600-000	Materials - Print			13,118.63	
6601-000	Materials - A/V	10/1/17	Penguin Random House, LLC.	75.00	
6601-000	Materials - A/V	10/1/17	Recorded Books, LLC.	199.98	
6601-000	Materials - A/V	10/2/17	Baker & Taylor	103.96	
6601-000	Materials - A/V	10/2/17	Recorded Books, LLC.	431.94	
6601-000	Materials - A/V	10/4/17	Baker & Taylor	29.54	
		10/4/17		130.22	
6601-000	Materials - A/V	10/6/17	Penguin Random House, LLC.	30.00	
		10/6/17		52.50	
6601-000	Materials - A/V	10/9/17	Recorded Books, LLC.	40.99	
		10/9/17		100.49	
6601-000	Materials - A/V	10/11/17	Baker & Taylor	266.41	
		10/11/17		135.30	
		10/12/17		37.38	
		10/12/17		51.91	
		10/12/17		93.08	
		10/18/17		87.76	
		10/18/17		45.26	
6601-000	Materials - A/V	10/19/17	Recorded Books, LLC.	145.98	
		10/19/17		300.96	
6601-000	Materials - A/V	10/20/17	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	10/20/17	Recorded Books, LLC.	145.96	
		10/23/17		1,061.20	
6601-000	Materials - A/V	10/25/17	Baker & Taylor	46.76	
		10/25/17		39.42	
6601-000	Materials - A/V	10/27/17	Recorded Books, LLC.	281.98	
		10/27/17		99.50	
		10/31/17		72.98	
		10/31/17		31.95	
6601-000	Materials - A/V			4,190.91	
6670-000	Materials - Digital - e-Books	10/2/17	Overdrive, Inc.	116.95	
		10/2/17		182.94	
		10/2/17		127.97	
		10/2/17		161.87	
		10/2/17		760.90	
		10/2/17		2.99	
		10/3/17		447.92	
		10/3/17		143.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/5/17		1,005.69	
		10/9/17		32.97	
		10/9/17		5.99	
		10/9/17		83.91	
		10/10/17		237.95	
		10/10/17		65.00	
		10/11/17		9.17	
		10/16/17		67.98	
		10/16/17		99.95	
		10/16/17		19.98	
		10/16/17		272.90	
		10/20/17		292.96	
		10/20/17		4.99	
		10/24/17		222.95	
		10/24/17		8.04	
		10/25/17		65.00	
		10/25/17		54.98	
		10/30/17		24.97	
		10/31/17		141.00	
		10/31/17		183.86	
6670-000	Materials - Digital - e-Books			4,844.78	
6675-000	Materials - Digital - e-Audio	10/2/17	Overdrive, Inc.	124.95	
		10/3/17		170.00	
		10/4/17		49.99	
		10/4/17		59.99	
		10/5/17		684.91	
		10/10/17		56.00	
		10/16/17		142.50	
		10/20/17		250.97	
		10/30/17		152.00	
		10/31/17		59.99	
6675-000	Materials - Digital - e-Audio			1,751.30	
6690-000	Materials - Periodicals	10/15/17	Star Tribune	450.32	
6690-000	Materials - Periodicals	10/19/17	Dakota News, Inc.	44.17	
		10/26/17		25.47	
6690-000	Materials - Periodicals	10/31/17	Frazee Forum, Inc.	30.00	
6690-000	Materials - Periodicals	10/31/17	Barnesville Record-Review	35.00	
6690-000	Materials - Periodicals			584.96	
6800-000	Miscellaneous Expense	10/9/17	ULINE	157.69	
6800-000	Miscellaneous Expense	10/24/17	PXL, Inc.	83.40	
6800-000	Miscellaneous Expense			241.09	
7110-000	Regional Lib Telecom Aid - Ex	10/6/17	NW-Links	30,538.61	
7110-000	Regional Lib Telecom Aid - Ex			30,538.61	
7200-000	Legacy - Expense (1099)	10/1/17	Heart of the Beast Puppet & Ma	1,762.50	
7200-000	Legacy - Expense (1099)	10/30/17	Arn C. Kind	5,500.00	
7200-000	Legacy - Expense (1099)	10/31/17	Absolute Marketing Group	649.23	
		10/31/17		1,007.51	
7200-000	Legacy - Expense (1099)			8,919.24	
7205-000	Legacy - Exp Reimbursement	10/30/17	Arn C. Kind	1,362.89	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7205-000	Legacy - Exp Reimbursement			1,362.89	
7230-000	Legacy - Materials - Other	10/11/17	Overdrive, Inc.	8.82	
7230-000	Legacy - Materials - Other			8.82	
7410-000	Northern Lights LN e-Books	10/20/17	Overdrive, Inc.	24.99	
		10/23/17		13.99	
		10/23/17		76.98	
		10/27/17		25.00	
		10/30/17		84.55	
7410-000	Northern Lights LN e-Books			225.51	
8000-051	Donation - Misc Exp - LC	10/3/17	Irishman's Shanty	21.63	
8000-051	Donation - Misc Exp - LC	10/3/17	Bonnie Stewart	79.35	
8000-051	Donation - Misc Exp - LC			100.98	
8107-000	Donation - Material Other - RO	10/6/17	Overdrive, Inc.	28.99	
		10/7/17		10.00	
		10/9/17		32.01	
		10/19/17		92.00	
		10/20/17		1,713.08	
		10/23/17		46.96	
		10/24/17		276.96	
8107-000	Donation - Material Other - RO			2,200.00	
8107-011	Donation - Material Other - LM	10/30/17	Overdrive, Inc.	66.50	
		10/30/17		42.00	
8107-011	Donation - Material Other - LM			108.50	
8500-000	Furn & Equip - Regional Office	10/6/17	Reardon Office Equipment	194.98	
8500-000	Furn & Equip - Regional Office			194.98	
8600-000	Software & Hardware Upgrade	10/6/17	Newegg Business Inc.	1,217.84	
8600-000	Software & Hardware Upgrade			1,217.84	