

The Mission of LARL is to enrich lives and strengthen communities

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

Thursday, December 17, 2015

5:30 p.m.

Moorhead Public Library

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

Note: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 127. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 127. Or, email Liz Lynch at lynchl@larl.org.

AGENDA

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

5:35 2. MINUTES OF THE OCTOBER 15, 2015 EXECUTIVE BOARD MEETING.
Enclosed (page 3)

Recommended Motion: Move to approve the October 15, 2015 Executive Board Meeting Minutes as presented.

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

5:45 4. DIRECTOR'S REPORT - Lynch
Enclosed (page 9)

a. Safe Child Policy

Recommended Motion: Move to approve the Safe Child Policy, presented at the November 19 Full Board Meeting.

b. Union Negotiation Update

(over)

Agenda for the December 17, 2015 Executive Board Meeting – Page 2

6:00 5. PRESIDENT’S REPORT – Bursik

6:10 6. OTHER

6:20 7. ADJOURNMENT

MISC. ITEMS ENCLOSED:

List of Bills – November 2015 – (digital – page 12, print – not in packet, available for review at meeting)

UPCOMING MEETINGS/EVENTS

Christmas Eve/Christmas Day

Thursday, Dec. 24, 2015 (All sites close by noon)

Friday, Dec. 25, 2015 (All sites closed all day)

New Year’s Eve/New Year’s Day

Thursday, Dec. 31, 2015 (All sites close by 5pm)

Friday, Jan. 1, 2015 (All sites closed all day)

“Hot Reads for Cold Nights” Winter Reading Program for Adults

January – March, 2016

Finance Committee Meeting

Thursday, January 21 at 4:30 p.m. at the Moorhead Public Library

Full Board Meeting (adopt 2016 Budget)

Friday, January 21 at 5:30 p.m. at the Moorhead Public Library

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

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

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, October 15, 2015 at the Moorhead Public Library. President Bursik called the meeting to order at 5:30 p.m.

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

Executive Committee Members Absent: None

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

MINUTES OF THE AUGUST 20, 2015 EXECUTIVE COMMITTEE MEETING.

(Perry/Ingersoll) Move to approve the August 20, 2015 Executive Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed, that through July, we are 75% of the way through the year and have spent 70.15% of budgeted expenses. Budgeted expense categories are closely following actual expenses. The line item Programming – Summer Reading is at 96.99% of budget due to the Summer Reading Program being complete for 2015.

(Fox/Buness) Move to approve the application for FY2016 Regional Library Telecom Aid (RLTA). MCU.

DIRECTOR'S REPORT

Lynch discussed that 85 employees attended LARL's annual Staff Day on Monday, October 12. The day was devoted to training on the new automation system. The new system will go fully live on October 26th.

(over)

Minutes of the October, 20 2015 Executive Committee Meeting – Page 2

DIRECTOR'S REPORT - continued

Employees asked Lynch to allow staff to ask questions about LARL. The questions would then be answered on Staff Day. Due to the automation training schedule on Staff Day, there wasn't time to answer the questions. However, Lynch will be traveling around the Region in October and November to meet with staff to address their questions as well as to discuss LARL's structure, budget, and funding.

LARL has been working on getting outside funding to replace computers around the region. A grant was recently submitted to the Bremer Foundation for \$72,000. We will be informed in November if LARL gets the grant.

Rather than updating the Behavior Policy, a Code of Conduct Policy was introduced. The new policy outlines clearer expectations of customer behavior.

(Ingersoll/Perry) Move that the Lake Agassiz Regional Library Behavior Policy be retracted effective October 15, 2015. MCU.

(Fox/Buness) Move to adopt the LARL Code of Conduct Policy effective October 15, 2015. MCU.

The committee suggested that the LARL Code of Conduct Policy be sent to local law enforcement in all LARL locations.

PRESIDENT'S REPORT

Bursik discussed the Union negotiations meeting that took place on October 13th. LARL offered a 3% pay increase per year, over the next 3 years. The union negotiation team agreed to the proposed increases and the union membership will be voting on the proposal.

OTHER

Buness expressed his concern for the fact that there wasn't a quorum at the September full board meeting.

Bursik asked Lynch to add a note to each board packet in November to express the importance of attendance and the need for LARL to know as soon as possible if a board member can't make it to a meeting.

The meeting adjourned at 6:10 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2015

91.67%

	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)	0.00	73,044.64	103,000.00	29,955.36	70.92
Total Grants	0.00	557,498.02	594,380.00	36,881.98	93.79
Miscellaneous Revenue					
Service Charge Revenue	438.30	11,023.61	20,000.00	8,976.39	55.12
Printing Revenue	530.76	16,926.93	17,000.00	73.07	99.57
Fax Revenue	162.83	6,178.55	6,500.00	321.45	95.05
Microfilm Revenue	0.00	45.37	100.00	54.63	45.37
Photocopy Revenue	184.37	6,002.49	7,000.00	997.51	85.75
Book/Furniture Sale Revenue	782.41	8,050.30	0.00	(8,050.30)	0.00
Interest/Dividend Income	169.78	33,095.76	20,000.00	(13,095.76)	165.48
Investment Value Change	3,419.91	(22,089.85)	0.00	22,089.85	0.00
Lost/Damaged Property	151.04	4,250.90	6,600.00	2,349.10	64.41
Other Income	300.00	716.91	0.00	(716.91)	0.00
Total Miscellaneous Revenue	6,139.40	64,200.97	77,200.00	12,999.03	83.16
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	293.95	3,233.35	0.00	(3,233.35)	0.00
Total Joint Automation Revenue	293.95	89,433.65	61,200.00	(28,233.65)	146.13
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	6,433.35	3,090,077.64	3,180,121.00	90,043.36	97.17
General Fund Expenditures					
Personnel Expenses					
Salaries	130,723.58	1,431,269.68	1,594,240.00	162,970.32	89.78
Payroll Taxes	9,800.96	108,119.54	121,960.00	13,840.46	88.65
Retirement - PERA	9,523.76	102,175.34	116,840.00	14,664.66	87.45
Health Insurance	18,715.73	222,807.12	273,790.00	50,982.88	81.38
Life Insurance	(6.51)	1,633.83	2,010.00	376.17	81.29
Workers Compensation Insurance	342.81	3,770.71	4,070.00	299.29	92.65
Other Employee Benefits	125.00	1,375.00	1,500.00	125.00	91.67
Total Personnel	169,225.33	1,871,151.22	2,114,410.00	243,258.78	88.50
Automation/Cataloging					
Automation	15,819.32	174,182.49	194,506.00	20,323.51	89.55
Catalog Item Records	866.41	9,616.33	12,000.00	2,383.67	80.14
Supplies - Computer	320.23	4,468.76	4,500.00	31.24	99.31
Supplies - Technical Services	398.67	6,138.12	8,000.00	1,861.88	76.73
Total Automation/Cataloging	17,404.63	194,405.70	219,006.00	24,600.30	88.77

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	121.58	2,051.69	3,400.00	1,348.31	60.34
Programming - Summer Reading	0.00	7,758.94	8,000.00	241.06	96.99
Programming - Adult	0.00	10.34	3,000.00	2,989.66	0.34
Total Library Programming	121.58	9,820.97	14,400.00	4,579.03	68.20
Staff Development					
Staff Training & Development	1,463.31	9,984.65	19,000.00	9,015.35	52.55
Total Staff Development	1,463.31	9,984.65	19,000.00	9,015.35	52.55
Mileage/Board Meeting Expense					
Mileage - Staff	1,569.22	18,585.68	21,500.00	2,914.32	86.45
Regional Board Meetings	619.48	4,916.88	7,750.00	2,833.12	63.44
Total Mileage/Board Meeting Expenses	2,188.70	23,502.56	29,250.00	5,747.44	80.35
Other Expenses					
Accounting/Bank Fees	362.48	12,217.62	12,250.00	32.38	99.74
Attorney Fees	1,375.00	2,200.00	5,000.00	2,800.00	44.00
Business Office Software	695.15	1,024.15	2,000.00	975.85	51.21
Delivery Services	6,605.41	65,099.09	73,280.00	8,180.91	88.84
Director's Discretionary	0.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,278.48	14,457.44	15,875.00	1,417.56	91.07
Lease - Regional Office Rent	1,666.67	18,333.34	20,000.00	1,666.66	91.67
Leases - Equipment	606.86	7,906.48	8,950.00	1,043.52	88.34
Maintenance Contracts	1,763.55	12,588.93	13,200.00	611.07	95.37
Mailing - Click2Mail	128.81	2,452.61	4,000.00	1,547.39	61.32
Materials Recovery/Collections	0.00	1,217.20	3,200.00	1,982.80	38.04
Memberships	99.00	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	90.40	1,487.29	3,000.00	1,512.71	49.58
PIO: Printing/Advertising	84.10	6,151.68	16,400.00	10,248.32	37.51
Postage	500.00	2,178.49	4,250.00	2,071.51	51.26
Recruitment	39.15	4,389.95	9,000.00	4,610.05	48.78
Repairs - Equipment	0.00	2,311.65	2,500.00	188.35	92.47
Supplies - Copier/Fax/Microfilm	0.00	292.39	2,000.00	1,707.61	14.62
Supplies - Office	1,058.83	7,699.43	10,000.00	2,300.57	76.99
Supplies - Public Services	166.67	5,882.29	6,000.00	117.71	98.04
Telephone/Telecom	935.83	10,702.32	18,000.00	7,297.68	59.46
Total Other Operating Expenses	17,456.39	184,004.35	235,355.00	51,350.65	78.18
Regional Library Telecom Aid (RLTA)	0.00	73,044.64	103,000.00	29,955.36	70.92
Transportation					
Van Expenses	885.35	3,816.43	5,650.00	1,833.57	67.55
Total Transportation	885.35	3,816.43	5,650.00	1,833.57	67.55
Materials					
Audio Visual	4,983.88	59,283.14	73,700.00	14,416.86	80.44
Digital	3,620.41	38,821.40	40,000.00	1,178.60	97.05
Online Resources	1,972.51	24,775.50	30,000.00	5,224.50	82.59
Periodicals	25.00	22,014.63	24,100.00	2,085.37	91.35
Print	15,712.15	184,311.01	205,500.00	21,188.99	89.69
Total Materials	26,313.95	329,205.68	373,300.00	44,094.32	88.19
Capital Expenditures					
Furniture & Equipment	0.00	1,882.71	10,500.00	8,617.29	17.93
Software & Hardware Upgrades	1,852.50	20,009.18	40,000.00	19,990.82	50.02
Total Capital Expenditures	1,852.50	21,891.89	50,500.00	28,608.11	43.35
Capital Fund Accounts					
Automation System - Shared NWRL	1,104.16	12,145.77	13,250.00	1,104.23	91.67
Van Replacement	250.00	2,750.00	3,000.00	250.00	91.67
Total Capital Fund Accounts	1,354.16	14,895.77	16,250.00	1,354.23	91.67
Total General Fund Expenditures	238,265.90	2,735,723.86	3,180,121.00	444,397.14	86.03
General Fund Revenue Over Expenditures	\$ (231,832.55)	\$ 354,353.78	\$ 0.00	(354,353.78)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 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	\$ 8,827.07	\$ 26,657.36	\$ 0.00	(26,657.36)	0.00
Endowment Revenue	0.00	660.00	0.00	(660.00)	0.00
Telecom/E-rate Funds	308.84	14,213.41	0.00	(14,213.41)	0.00
Legacy Grant Revenue	6,963.16	101,702.29	0.00	(101,702.29)	0.00
Miscellaneous Grants	(33,713.10)	286.90	0.00	(286.90)	0.00
LSTA Grant	4,964.84	8,630.81	0.00	(8,630.81)	0.00
Total Special Projects Revenue	(12,649.19)	152,150.77	0.00	(152,150.77)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	4,207.55	9,385.51	0.00	(9,385.51)	0.00
Donations - Materials: A/V	7.20	127.20	0.00	(127.20)	0.00
Donations - Materials: Other	1,290.11	4,758.32	0.00	(4,758.32)	0.00
Donations - Miscellaneous	58.13	5,320.61	0.00	(5,320.61)	0.00
Legacy Grant Expense	6,963.16	101,702.28	0.00	(101,702.28)	0.00
Telecom/E-rate Expenses	308.84	14,213.41	0.00	(14,213.41)	0.00
Miscellaneous Grant Expense	0.00	286.90	0.00	(286.90)	0.00
LSTA Grant Expenses	0.00	8,630.81	0.00	(8,630.81)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	12,834.99	144,425.04	0.00	(144,425.04)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	18,334.23	0.00	(18,334.23)	0.00
Projects from Designated Funds: Desig Funds - Joint Automation	13,673.75	66,220.22	0.00	(66,220.22)	0.00
Total Special Projects Capital	13,673.75	84,554.45	0.00	(84,554.45)	0.00
Total Special Projects Expenditures	26,508.74	228,979.49	0.00	(228,979.49)	0.00
Special Proj Rev Over (Under) Expend	\$ (39,157.93)	\$ (76,828.72)	\$ 0.00	76,828.72	0.00
GRAND TOTAL REVENUE	(6,215.84)	3,242,228.41	3,180,121.00	(62,107.41)	101.95
GRAND TOTAL EXPENDITURES	264,774.64	2,964,703.35	3,180,121.00	215,417.65	93.23
CHANGE IN FUND BALANCE	\$ (270,990.48)	\$ 277,525.06	\$ 0.00	(277,525.06)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
November 30, 2015**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 7,558.03	9,904.93	(2,346.90)
Cash - Payroll (State Bank)	758.22	1,080.51	(322.29)
Cash - PayPal	1.64	173.44	(171.80)
Cash - Savings (State Bank)	1,000,983.64	899,930.04	101,053.60
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,126,529.88	1,123,109.43	3,420.45
Accounts Receivable	15,780.63	294,909.38	(279,128.75)
Prepaid Expenses	54,767.64	62,346.29	(7,578.65)
Deposit Account - OCLC	2,410.21	3,268.52	(858.31)
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	6,818.92	6,818.92	0.00
Total Assets	\$ 2,309,556.55	2,495,489.20	(185,932.65)
LIABILITIES			
Accounts Payable	\$ 29,659.14	12,808.46	16,850.68
Accrued Salaries Payable	69,911.29	69,911.29	0.00
Accrued Sick Leave Payable	6,818.92	6,818.92	0.00
Accrued Vacation Payable	30,960.78	30,960.78	0.00
Payroll Tax Payable - ND	622.00	314.00	308.00
Life Insurance Payable	0.00	(16.00)	16.00
Dental Insurance Payable	(64.73)	(77.74)	13.01
Vision Insurance Payable	245.77	(42.67)	288.44
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	(704.00)	(1,408.20)	704.20
Flexible Spending - Dep Care	599.98	208.33	391.65
Sales Tax Payable	301.15	198.19	102.96
Deferred Revenue	462,487.62	397,458.89	65,028.73
Total Liabilities	601,128.63	517,424.96	83,703.67
FUND BALANCES			
Fund Balance - Unreserved	72,519.35	72,519.35	0.00
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	11,750.00	11,500.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	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	12,145.77	11,041.61	1,104.16
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	277,525.06	548,515.54	(270,990.48)
Total Fund Balances	1,708,427.92	1,978,064.24	(269,636.32)
Total Liabilities & Fund Balanc	\$ 2,309,556.55	2,495,489.20	(185,932.65)



Monthly Report to the Board

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Meeting Date: December 17, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Crookston and Moorhead Hub Meeting, November 17; Detroit Lakes Staff meeting, November 19; Full Board Meeting, November 19; Association of Rural and Public Libraries Planning Committee Meeting, November 23; LARL Book Sale in Moorhead, December 3-5; Association of Minnesota Counties Convention, December 7.

Staff Training Opportunities

Jamie Sprynczynatyk, Finance and HR Director, attended *BCBS Group Leader Training* on November 10, 2015.

Mary Haney, Director of the Detroit Lakes Public Library, attended the *E-Cigarette Laws in MN* offered by the DL Chamber of Commerce on November 16, 2015.

Several employees, including Chris Boike, Director of the Crookston Public Library; Erin Gunderson, Breckenridge Public Library Supervisor; and Megan Krueger, Director of the Moorhead Public Library attended the *Creating a Culture of Yes at Your Library and in Your Community* webinar on November 18, 2015.

Jenna Kahly, LARL Youth Services Librarian; Kelsey Wulf, Detroit Lakes Youth Services; Tammy Thomasson, Crookston Youth Services, and Candace Perry, Moorhead Youth Services attended the MN Statewide Youth Services Meeting in St. Cloud on November 20, 2015.

Nicole Boewood, Moorhead Library Associate, participated in the *What We're Reading* online training on December 1, 2015.

Deb Kvittum, Moorhead Circulation Supervisor and Jenny Rodger, Moorhead Public Services Supervisor, attended the *Public Library Services to Homeless Patrons* sessions on December 4 & 11, 2015.

Staff/Staffing

Welcome to Katie Savageau and Sarah Bosak. Katie and Sarah have both been hired as Library Assistants in Moorhead.

Open Positions

Twin Valley LINK Site Coordinator

Gifts, Grants & Donations

LARL Book Sale:

LARL held a used book sale in the lower level of the Moorhead Public Library, December 3-5. The sale was successful, raising over \$1,800.00, which will be used for new materials. An additional \$25.00 was collected as donations, which will be given to the Moorhead Public Library's matching grants program, sponsored by the Otto Bremer Foundation.

(over)

Computer Replacement:

As reported in my November report to the Board, the following donations have been received for computer replacement around the region:

- Cargill, Team Wahpeton - \$2,500 for the Breckenridge Public Library
- FM Area Foundation - \$4,000 for the Moorhead Public Library
- First National Bank, Mahnomen - \$250 for the Mahnomen Public Library
- First National Bank, Twin Valley - \$250 for the Twin Valley LINK Site Staff Computer
- Fertile-Beltrami Area Fund - \$3,808 for the Fertile Public Library

In addition, LARL has received a generous grant from the Otto Bremer Foundation for \$72,260. This grant, combined with the generous donations above, will cover all expenses for new public computers across the region.

Additional Donations

11/10/2015	West Central Initiative – LARL's share of the Hildred Shelland Long Trust for Ada Public Library	434.62
10/31/2015	Anonymous donation to the Ada Public Library.	14.15
11/11/2015	Linda Slagter donation to the Moorhead Public Library – Amount will be matched by the Otto Bremer Foundation	50.00
11/13/2015	Anna Ourada – Amount will be matched by the Otto Bremer Foundation	25.00
11/18/2015	Red River Valley Coin Club – Amount will be matched by the Otto Bremer Foundation	500.00
12/1/2015	Loralee Taylor donation to the Crookston Public Library	25.00
11/24/2015	Craig Forseth donation to the Crookston Public Library	20.00
12/1/2015	Anonymous donation to the Breckenridge Public Library	20.00
12/1/2015	Anonymous – Amount will be matched by the Otto Bremer Foundation	151.65
11/30/2015	John Ceterski – Amount will be matched by the Otto Bremer Foundation	100.00
11/15/2015	Richard Boyce in memory of Anne Fredine – Amount will be matched by the Otto Bremer Foundation	100.00
12/5/2015	Robert Gerke donation for LGBT programming or books in Moorhead.	100.00
11/16/2015	Northwest Minnesota Foundation donation for new computers in Fertile.	3,808.00

Ada Public Library

The Ada Public Library carpet project is currently underway. The library will be closed for a week while the contents of the library are removed, carpet is removed and installed, and the contents are moved back in.

Information and Resource Services:

Public Libraries have become the distribution center for State and Federal Tax Forms over the years. In most communities, the Public Library is the only location that provides tax forms and booklets to citizens. In the past, citizens had the option to receive forms from the Department of Revenue in the mail, or they could pick the forms up at certain government locations such as the post office. This year, those options will no longer be available, meaning that tax payers will have to either call in to order the forms, or print them out online. In an effort to keep up with increased demand, LARL employees will be printing all forms and booklets on demand for customers. Customers will be charged the standard printing rate of \$.10 per black and white sheet and \$.50 per color sheet

Society is moving forward with an assumption that all citizens own their own computers, have Internet access in their homes, and actually know how to use a computer. This is the same assumption that employers are making about potential employees filling out online job applications and other entities making the assumption that all citizens possess the skills and knowledge to take online tests for certification purposes, file for benefits, manage accounts, etc. This is not always the case, and those without such skills often find themselves at their local public library, where librarians help them find what they need and even teach them the skills they need to use the technology themselves.

Public Libraries exist to provide information and resources, provide community space, and to provide citizens with reading materials to enrich lives. I am proud to work for an organization that is providing vital information and resources for the community and making a difference in people's lives. Locating online tax forms and printing the forms is just one small example of the many roles public libraries play in the community, and is one reason that libraries are so valuable to the communities we serve.

Upcoming Dates**First LARL Board Meetings of 2016**

The LARL Finance Committee will be meeting at 4:30 on Thursday, January 21st in the lower level of the Moorhead Public Library.

The Full Board Meeting will follow the Finance Committee Meeting at 5:30.

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.



Have a Safe and Happy Holiday!

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2015 to Nov 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	11/1/15	Lakes Country Service Cooperat	15,674.50	
		11/1/15		1,359.00	
		11/1/15		1,812.00	
5120-000	Health Insurance			18,845.50	
6000-000	Supplies - Office	11/4/15	Office Max	25.33	
		11/4/15		426.47	
		11/6/15		17.22	
6000-000	Supplies - Office	11/10/15	Cardmember Service	332.50	
6000-000	Supplies - Office	11/12/15	Total Imaging	128.00	
6000-000	Supplies - Office	11/12/15	Big Kmart Store 7216	27.99	
6000-000	Supplies - Office	11/25/15	Total Imaging	106.00	
6000-000	Supplies - Office			1,063.51	
6010-000	Supplies - Technical Services	11/30/15	DEMCO	258.20	
6010-000	Supplies - Technical Services			258.20	
6040-000	Supplies - Computer	11/10/15	Cardmember Service	39.89	
6040-000	Supplies - Computer	11/25/15	Monoprice, Inc.	41.94	
6040-000	Supplies - Computer	11/25/15	School Outfitters	154.02	
6040-000	Supplies - Computer			235.85	
6240-000	Maint Contr - Copiers	11/4/15	Metro Sales, Inc	1,539.68	
6240-000	Maint Contr - Copiers			1,539.68	
6300-000	Payroll Processing	11/10/15	Payroll Professionals, Inc.	123.20	
		11/23/15		119.00	
6300-000	Payroll Processing			242.20	
6320-000	Business Office Software	11/10/15	Cardmember Service	695.15	
6320-000	Business Office Software			695.15	
6330-000	Bank Fees	11/10/15	Cardmember Service	14.40	
6330-000	Bank Fees			14.40	
6340-000	Attorney Fees	11/13/15	Stefanson Law	1,375.00	
6340-000	Attorney Fees			1,375.00	
6350-000	Delivery Service - Courier	11/4/15	Northern Network Express	1,280.80	
		11/6/15		1,280.80	
		11/17/15		1,280.80	
		11/17/15		1,280.80	
		11/30/15		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	11/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	11/25/15	Twin Valley Times	39.15	

Lake Agassiz Regional Library
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For the Period From Nov 1, 2015 to Nov 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6380-000	Recruitment			39.15	
6400-000	Telephone	11/1/15	Halstad Telephone Company	76.29	
		11/1/15		29.10	
6400-000	Telephone	11/1/15	Rothsay Telephone Co	78.34	
6400-000	Telephone	11/1/15	CenturyLink	48.00	
6400-000	Telephone	11/1/15	Arvig	224.18	
		11/8/15		38.77	
		11/8/15		98.44	
		11/8/15		101.81	
		11/8/15		89.97	
		11/8/15		89.30	
6400-000	Telephone	11/10/15	Garden Valley Telephone Comp	18.76	
		11/10/15		18.76	
		11/10/15		20.26	
		11/10/15		78.26	
6400-000	Telephone	11/24/15	Rochester Telecom Systems Inc.	201.31	
6400-000	Telephone	11/25/15	Garden Valley Telephone Comp	17.56	
6400-000	Telephone			1,229.11	
6405-000	Cell Phone	11/10/15	Cardmember Service	13.51	
6405-000	Cell Phone			13.51	
6410-000	PIO - Marketing/Printing/Etc	11/4/15	Absolute Marketing Group		14.70
6410-000	PIO - Marketing/Printing/Etc	11/10/15	Cardmember Service	18.80	
6410-000	PIO - Marketing/Printing/Etc			18.80	14.70
6430-000	Postage	11/15/15	Total Funds By Hasler	500.00	
6430-000	Postage			500.00	
6440-000	Mailing - Click2Mail	11/1/15	Click2Mail	128.81	
6440-000	Mailing - Click2Mail			128.81	
6450-000	Mileage - Trustee	11/19/15	Ben Grimsley	51.75	
6450-000	Mileage - Trustee	11/19/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	11/19/15	Arlen Syverson	64.40	
6450-000	Mileage - Trustee	11/19/15	Lee Ann Hall	51.75	
6450-000	Mileage - Trustee	11/19/15	Clayton Briggs	80.50	
6450-000	Mileage - Trustee	11/19/15	Craig Bunes	80.50	
6450-000	Mileage - Trustee	11/19/15	Robert Perry	54.05	
6450-000	Mileage - Trustee	11/19/15	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee			490.71	
6455-000	Mileage - Staff	11/1/15	Tamera Thomasson-Ehrhart	19.55	
6455-000	Mileage - Staff	11/1/15	Joyce Christine Boike	19.55	
6455-000	Mileage - Staff	11/1/15	Marianne Wannebo	23.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2015 to Nov 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/1/15		23.00	
6455-000	Mileage - Staff	11/2/15	Sheila Capistran	41.40	
6455-000	Mileage - Staff	11/2/15	Liz Lynch	79.35	
6455-000	Mileage - Staff	11/2/15	Matt Berowski	29.90	
6455-000	Mileage - Staff	11/3/15	Jill Rose	20.13	
6455-000	Mileage - Staff	11/4/15	Joyce Christine Boike	41.98	
6455-000	Mileage - Staff	11/5/15	Marilyn Stordahl	20.70	
6455-000	Mileage - Staff	11/6/15	Jennifer Rodger	24.73	
6455-000	Mileage - Staff	11/6/15	Joyce Christine Boike	27.03	
6455-000	Mileage - Staff	11/9/15	Marilyn Eaves	33.36	
6455-000	Mileage - Staff	11/9/15	Joyce Christine Boike	79.35	
6455-000	Mileage - Staff	11/10/15	Jamie Sprynczynatyk	70.15	
6455-000	Mileage - Staff	11/10/15	Joyce White	21.97	
6455-000	Mileage - Staff	11/10/15	Joyce Christine Boike	39.68	
		11/10/15		27.03	
6455-000	Mileage - Staff	11/10/15	Marilyn Eaves	18.98	
6455-000	Mileage - Staff	11/10/15	Marianne Wannebo	23.00	
		11/12/15		23.00	
6455-000	Mileage - Staff	11/13/15	Joyce White	21.97	
6455-000	Mileage - Staff	11/16/15	Tiffany Jager	48.30	
6455-000	Mileage - Staff	11/16/15	Jill Rose	25.30	
6455-000	Mileage - Staff	11/16/15	Liz Lynch	79.35	
6455-000	Mileage - Staff	11/17/15	Erin Gunderson	131.10	
6455-000	Mileage - Staff	11/17/15	Julie Malmanger	41.98	
6455-000	Mileage - Staff	11/17/15	Carol Van Brocklin	93.15	
6455-000	Mileage - Staff	11/18/15	Kirsten Bates	24.73	
6455-000	Mileage - Staff	11/19/15	Liz Lynch	51.18	
6455-000	Mileage - Staff	11/20/15	Candace Perry	195.50	
6455-000	Mileage - Staff	11/20/15	Tamera Thomasson-Ehrhart	79.35	
6455-000	Mileage - Staff	11/20/15	Kelsey Wulf	26.62	
6455-000	Mileage - Staff	11/23/15	Jill Rose	25.30	
6455-000	Mileage - Staff	11/24/15	Marilyn Eaves	29.90	
		11/28/15		29.90	
6455-000	Mileage - Staff	11/30/15	Kathy Dewey		41.25
6455-000	Mileage - Staff			1,610.47	41.25
6465-000	Memberships - LARL Directors	11/5/15	Lakes Country Service Cooperat	99.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2015 to Nov 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6465-000	Memberships - LARL Directors			99.00	
6470-000	Board Expenses	11/10/15	Cardmember Service	51.23	
		11/10/15		16.07	
6470-000	Board Expenses	11/19/15	PJ Operations	46.50	
6470-000	Board Expenses	11/25/15	Purchase Advantage Card	14.97	
6470-000	Board Expenses			128.77	
6480-000	Staff Training	11/1/15	Jennifer Rodger	24.73	
6480-000	Staff Training	11/4/15	Joyce White	21.97	
		11/6/15		22.71	
6480-000	Staff Training	11/10/15	Cardmember Service	940.63	
		11/10/15		288.89	
6480-000	Staff Training			1,298.93	
6482-000	Conf/Meeting - Miscellaneous	11/6/15	Jenna Kahly	52.34	
		11/23/15		50.25	
6482-000	Conf/Meeting - Miscellaneous	11/25/15	Purchase Advantage Card	9.39	
6482-000	Conf/Meeting - Miscellaneous	11/30/15	Jessica Piek	30.00	
6482-000	Conf/Meeting - Miscellaneous			141.98	
6484-000	Conf/Meeting - System Directo	11/10/15	Cardmember Service	22.40	
6484-000	Conf/Meeting - System Directo			22.40	
6500-000	Van - Gasoline	11/6/15	Cenex Fleetcard	105.08	
6500-000	Van - Gasoline			105.08	
6505-000	Van - Repairs & Maintenance	11/6/15	Beyer Body Shop, Inc.	125.00	
6505-000	Van - Repairs & Maintenance	11/19/15	Duggan's Auto Service Center	39.52	
6505-000	Van - Repairs & Maintenance			164.52	
6600-000	Materials - Print	11/3/15	Baker & Taylor	189.16	
		11/3/15			25.98
		11/5/15		30.22	
		11/5/15		130.08	
		11/5/15		87.62	
		11/6/15		36.40	
		11/6/15		570.13	
		11/7/15		236.64	
		11/9/15		49.42	
		11/9/15		155.21	
		11/9/15		230.82	
		11/9/15		514.90	
		11/9/15		973.95	
		11/9/15		733.92	
6600-000	Materials - Print	11/9/15	Weigl Publishers Inc.	132.94	
6600-000	Materials - Print	11/10/15	Baker & Taylor	70.94	
		11/10/15		199.38	
		11/10/15		568.97	
		11/10/15		196.08	
		11/10/15		418.75	
		11/10/15		64.78	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/10/15		250.19	
		11/11/15		26.28	
		11/11/15		247.47	
		11/11/15		1,179.08	
		11/11/15		35.80	
		11/11/15		145.14	
		11/11/15		90.70	
		11/11/15		190.50	
		11/11/15		1,104.51	
		11/11/15		222.20	
6600-000	Materials - Print	11/11/15	Weigl Publishers Inc.	135.95	
6600-000	Materials - Print	11/12/15	Baker & Taylor	423.50	
		11/12/15		31.34	
6600-000	Materials - Print	11/13/15	Abdo-Spotlight-Magic Wagon	308.53	
		11/13/15		69.43	
6600-000	Materials - Print	11/13/15	Baker & Taylor	245.13	
		11/13/15		537.21	
		11/13/15		111.73	
		11/13/15		40.92	
		11/13/15		34.50	
		11/13/15		23.70	
		11/16/15		231.00	
		11/16/15		16.59	
		11/16/15		46.32	
		11/17/15		102.14	
		11/17/15		197.78	
		11/17/15		10.68	
		11/17/15		96.39	
		11/18/15		620.31	
		11/18/15		75.85	
		11/18/15		46.52	
		11/18/15		66.72	
6600-000	Materials - Print	11/19/15	Capstone Press, Inc.	15.99	
6600-000	Materials - Print	11/19/15	Baker & Taylor	33.42	
		11/19/15		21.72	
		11/19/15		410.47	
		11/19/15		10.68	
		11/19/15		40.60	
		11/22/15		132.98	
		11/23/15		101.13	
		11/23/15		138.07	
		11/23/15		168.78	
		11/24/15		33.15	
6600-000	Materials - Print	11/25/15	GECRB/Amazon	6.03	
6600-000	Materials - Print	11/25/15	Baker & Taylor	465.68	
		11/25/15		205.60	
		11/25/15		58.32	
		11/25/15		15.12	
		11/25/15		23.38	
		11/25/15		47.62	
		11/27/15		77.96	
		11/27/15		104.90	
		11/27/15		29.16	
		11/27/15		21.10	
6600-000	Materials - Print	11/30/15	Infogroup	325.00	
6600-000	Materials - Print	11/30/15	Baker & Taylor	19.78	
6600-000	Materials - Print			15,061.06	25.98

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	11/12/15	Recorded Books, LLC.	182.46	
6601-000	Materials - A/V	11/13/15	Penguin Random House, LLC.	48.00	
		11/13/15		75.00	
6601-000	Materials - A/V	11/17/15	Recorded Books, LLC.	33.24	
		11/19/15		113.98	
6601-000	Materials - A/V	11/25/15	GECRB/Amazon	1,108.93	
6601-000	Materials - A/V			1,561.61	
6602-000	Materials - Juvenile Fiction	11/1/15	Baker & Taylor	90.45	
		11/1/15		63.32	
		11/1/15		10.68	
		11/1/15		186.60	
6602-000	Materials - Juvenile Fiction			351.05	
6605-000	Materials - Juvenile DVD	11/1/15	Baker & Taylor	32.48	
6605-000	Materials - Juvenile DVD	11/25/15	GECRB/Amazon	199.62	
6605-000	Materials - Juvenile DVD			232.10	
6606-000	Materials - Juvenile Talk Book	11/1/15	Penguin Random House, LLC.	52.50	
		11/6/15		135.00	
6606-000	Materials - Juvenile Talk Book			187.50	
6612-000	Materials - Adult Non-Fiction	11/4/15	Baker & Taylor	29.18	
6612-000	Materials - Adult Non-Fiction			29.18	
6616-000	Materials - Adult DVD	11/1/15	Baker & Taylor	12.13	
		11/1/15		216.36	
6616-000	Materials - Adult DVD	11/25/15	GECRB/Amazon	667.57	
6616-000	Materials - Adult DVD			896.06	
6618-000	Materials - Adult Talking Book	11/1/15	Recorded Books, LLC.	291.58	
		11/1/15		70.73	
		11/2/15		1,086.80	
		11/9/15		547.40	
6618-000	Materials - Adult Talking Book			1,996.51	
6640-000	Materials - Music	11/25/15	GECRB/Amazon	110.10	
6640-000	Materials - Music			110.10	
6650-000	Materials - Reference	11/1/15	Baker & Taylor	138.52	
6650-000	Materials - Reference			138.52	
6670-000	Materials - Digital - e-Books	11/3/15	Overdrive, Inc.	271.47	
		11/3/15		216.47	
		11/8/15		4.99	
		11/13/15		251.98	
		11/13/15		938.36	
		11/20/15		10.50	
		11/20/15		141.39	
		11/23/15		87.00	
6670-000	Materials - Digital - e-Books			1,922.16	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6675-000	Materials - Digital - e-Audio	11/13/15 11/20/15 11/30/15	Overdrive, Inc.	190.00 641.41 33.59	
6675-000	Materials - Digital - e-Audio			865.00	
6690-000	Materials - Periodicals	11/30/15	McIntosh Times	25.00	
6690-000	Materials - Periodicals			25.00	
6800-000	Miscellaneous Expense	11/23/15	Pure Extraction Inc.	90.40	
6800-000	Miscellaneous Expense			90.40	
7200-000	Legacy - Expense (1099)	11/2/15	VEE Corporation	2,375.00	
7200-000	Legacy - Expense (1099)	11/4/15 11/4/15 11/4/15	Absolute Marketing Group	282.98 272.90 317.80	
7200-000	Legacy - Expense (1099)	11/10/15	Cardmember Service	1,200.00	
7200-000	Legacy - Expense (1099)	11/12/15	Mary Casanova Books, Inc.	2,266.78	
7200-000	Legacy - Expense (1099)	11/25/15	GECRB/Amazon	128.70	
7200-000	Legacy - Expense (1099)			6,844.16	
8000-011	Donation - Misc Exp - LM	11/25/15	Leigh Cameron	58.13	
8000-011	Donation - Misc Exp - LM			58.13	
8100-000	Donation - Material Print - RO	11/4/15	Scholastic Library Publishing	69.00	
8100-000	Donation - Material Print - RO	11/5/15	Cherry Lake/Sleeping Bear Pres	101.92	
8100-000	Donation - Material Print - RO	11/6/15 11/6/15 11/6/15 11/6/15	Capstone Press, Inc.	1,227.81 171.93 22.23 959.32	
8100-000	Donation - Material Print - RO	11/13/15 11/13/15	Abdo-Spotlight-Magic Wagon	53.00 27.77	
8100-000	Donation - Material Print - RO	11/25/15	Baker & Taylor	76.80	
8100-000	Donation - Material Print - RO			2,709.78	
8100-002	Donation - Material Print - LD	11/13/15	Abdo-Spotlight-Magic Wagon	1,000.00	
8100-002	Donation - Material Print - LD	11/24/15 11/27/15	Baker & Taylor	83.84 10.68	
8100-002	Donation - Material Print - LD			1,094.52	
8100-011	Donation - Material Print - LM	11/6/15 11/6/15	Capstone Press, Inc.	129.88 110.31	
8100-011	Donation - Material Print - LM	11/13/15	Abdo-Spotlight-Magic Wagon	19.12	
8100-011	Donation - Material Print - LM	11/25/15	GECRB/Amazon	10.97	
8100-011	Donation - Material Print - LM			270.28	
8100-013	Donation - Material Print - LH	11/25/15	GECRB/Amazon	50.00	
8100-013	Donation - Material Print - LH			50.00	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8100-021	Donation - Material Print - LG	11/13/15	Abdo-Spotlight-Magic Wagon	77.00	
8100-021	Donation - Material Print - LG			77.00	
8100-051	Donation - Material Print - LC	11/25/15	GECRB/Amazon	5.97	
8100-051	Donation - Material Print - LC			5.97	
8105-051	Donation - Material A/V - LC	11/25/15	GECRB/Amazon	7.20	
8105-051	Donation - Material A/V - LC			7.20	
8107-000	Donation - Material Other - RO	11/3/15	Overdrive, Inc.	31.49	
		11/13/15		757.80	
		11/13/15		113.83	
		11/20/15		57.02	
		11/20/15		329.97	
8107-000	Donation - Material Other - RO			1,290.11	
8600-000	Software & Hardware Upgrade	11/25/15	Newegg Business Inc.	1,688.50	
8600-000	Software & Hardware Upgrade	11/25/15	GECRB/Amazon	164.00	
8600-000	Software & Hardware Upgrade			1,852.50	
9085-000	Desig Funds - Joint Automatio	11/2/15	Equinox	13,673.75	
9085-000	Desig Funds - Joint Automatio			13,673.75	
9630-200	Cell Phone - Joint Automation	11/10/15	Cardmember Service	50.64	
9630-200	Cell Phone - Joint Automation			50.64	
9700-200	Miscellaneous Expense - JA	11/10/15	Cardmember Service	13.20	
9700-200	Miscellaneous Expense - JA			13.20	