

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, May 15, 2014**

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

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

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, or locally at (218) 233-3757 ext 127.

AGENDA

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

5:35 **2. MINUTES OF THE MARCH 20, 2014 FULL BOARD MEETING.**
Enclosed (page 3)

Recommended Motion: Move to approve the March 20, 2014 Full Board Meeting Minutes as presented.

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

a. LARL Endowment/Fargo-Moorhead Area Foundation
Enclosed (page 9)

Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada and Moorhead Branches, and \$330 of the Hawley Branch distribution into the sub funds from which they were earned and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch and \$200 of the Hawley Branch distribution.

b. 2015 Preliminary Budget Review – Draft #2
Enclosed (page 10)

6:00 **4. DIRECTOR'S REPORT** - Lynch
Enclosed (page 12)

6:10 **5. BOARD MEMBER REPORTS:**
Becker County – Paul Bursik, Terry Kalil, Ben Grimsley, (one open position)
Breckenridge – Evie Fox
Clay County/Barnesville/Hawley – Howard Hansen, Wayne Ingersoll,
Wendy Ward
Clearwater County/Bagley – John Chevalier
Crookston – Dana Johnson
Detroit Lakes – Marlys Douglas

Mahnomen – Sue Schoenborn

Mahnomen County – David Geray

Moorhead – Heidi Durand, Jo Knutson, Mary Jo Schmid, Betsy Vinz, Lauri Winterfeldt, (one open position)

Norman County/Ada – Lee Ann Hall

Polk County/Climax/Fertile/Fosston/McIntosh – Craig Bunes, Terri Eidenschink, Ilane Rue

Wilkin County – Bob Perry

MN Library Association/Library Trustees & Advocates Section – Paul Bursik

Northern Lights Library Network – Wayne Ingersoll/Betsy Vinz

6:40 **6. PRESIDENT'S REPORT** – Perry

6:50 **7. OTHER**

7:00 **8. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – April 2014 (page 16)

UPCOMING MEETINGS/EVENTS

Last Sunday Crookston branch open until after Labor Day

Sunday, May 18, 2014

Memorial Day

Monday, May 26, 2014

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

2014 Summer Reading Program

June/July/August

Paws to Read

Finance Committee Meeting 4:30 p.m.

Full Board Meeting 5:30 p.m.

Thursday, June 19, 2014 @ the Detroit Lakes Public Library

Adopt 2015 Preliminary Budget

Independence Day

Friday, July 4, 2014

All LARL Branches, LINK Sites and the Regional Office Closed

Executive Committee Meeting 5:30 p.m.

Thursday, July 17, 2014 @ the Moorhead Public Library

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 20, 2014 at the Moorhead Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Buness, Bursik, Chevalier, Fox, Geray, Grimsley, Hall, Ingersoll, Kalil, Knutson, Perry (*President*), Rue, Schmid, Schoenborn, Ward.

Board Members Absent: Douglas, Durand, Eidenschink, Hansen, Johnson, Vinz, Winterfeldt, 2 open positions

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Kalil/Chevalier) Move to approve the Agenda of the March 20, 2014 Full Board Meeting as presented. MCU.

MINUTES OF THE JANUARY 16, 2014 FULL BOARD MEETING

Kalil noted that she would like the minutes amended to reflect her statement regarding the need to increase the collection budget.

(Ward/Knutson) Move to approve the January 16, 2014 Full Board Meeting Minutes with the amendment of adding Kalil's concerns regarding the collections budget to the 2014 budget discussion. MCU.

WELCOME TO NEW BOARD MEMBER

Perry welcomed Benjamin Grimsley, Becker County to the LARL Board. Grimsley recited the Oath of Office.

2013 AUDIT REPORT

Luke Evenson of Eide Bailly presented LARL's 2013 audit report and answered questions.

(over)

FINANCIAL REPORT

Sprynczynatyk reported that with 16.67% of 2014 complete, LARL has spent 16.27% of budgeted expenses. The Programming – Summer Reading line is at 25.29% of budget due to planning meetings and supplies for the upcoming Summer Reading Program. Accounting/Bank fees are at 56.62% of budget due to the completion of the majority of the 2013 audit. In the Materials section, Periodicals is at 60.54% of budget, due to the upfront annual purchase of subscriptions.

(Schoenborn/Kalil) Move to authorize the Director to submit the 2013 Annual Report to State Library Services. MCU.

Sprynczynatyk discussed the Final Report for Legacy Funds FY2013 funding year. With the \$129,393.54 LARL received for FY2013, 194 performances by 25 performers took place around the region. 5,602 people attended the performances.

(Bursik/Rue) Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2013 funding year. MCU.

DIRECTOR'S REPORT

Lynch passed around as sheet for board members to indicate if they would like to receive a paper board packet or have a digital packed emailed.

Lynch discussed the progress of LARL's Strategic Plan development. The plan is at the point where a mission statement, LARL values, and 4 focus areas have been identified.

(Ingersoll/Rue) Move to approve the Strategic Planning Framework for 2014-2016. MCU.

Lynch discussed Clearwater County's 2014 budgetary shortfall. A document detailing LARL's understanding of Clearwater County's 2014 LARL funding was discussed.

(Bursik/Schoenborn) Move that LARL keeps the Gonvick LINK Site open as long as funding is received. LARL Signatories are billed quarterly. If Clearwater County quarterly payments received fall short of the \$22,811.25 per quarter, the Gonvick LINK Site will be closed within 30 days of payment deadline. Excess funding received after the payment deadline will be returned to Clearwater County. MCU.

Bursik gave a special *thank you* to the Union Negotiating Team for a quick and efficient negotiation.

Bursik and Lynch discussed a Legislative issue regarding language removed from statute that would keep MOE at 90% of 2011 in perpetuity. However, the language was reinstated and the issue was resolved.

BOARD MEMBER REPORTS:

Becker County (Bursik, Kalil, Grimsley, 1 open position).
No report.

(continued on next page)

BOARD MEMBER REPORTS – continued:

Breckenridge (Fox).

Erin Gunderson is the new librarian, replacing Nanci Tobias. There will be an open house for Nanci on Saturday, March 22.

Clay County (Hansen-absent, Ingersoll, Ward).

Hawley had a very good showing at the Dr Seuss Legacy program.

Clearwater County (Chevalier).

No report.

Crookston (Johnson - absent).

No report.

Detroit Lakes (Douglas - absent).

No report.

City of Mahanomen (Schoenborn).

No report.

Mahanomen County (Geray).

No report.

Moorhead (Durand-absent, Knutson, Schmid, Vinz-absent, Winterfeldt-absent, 1 open position). Megan Krueger is reviewing the function and operation of the local board.

Norman County/Ada (Hall).

On May 28th there is going to be a Public Broadcasting family literacy event in Ada featuring Curious George and the Man In the Yellow Hat.

Polk County (Buness, Eidenschink-absent, Rue).

Things are going well in Climax. In Fosston the Haney Legacy event was very well attended.

Wilkin County (Perry).

Nanci Tobias will be retiring at the end of March.

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

No report.

Northern Lights Library Network (Ingersoll/Vinz-absent).

The February 15th luncheon went well. 2 Legislators were able to attend.

PRESIDENT'S REPORT

Perry discussed the Signatory Budgetary Shortfall Policy that the Executive and Finance Committee developed in February.

The meeting adjourned at 6:55 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2014

33.33%

| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual To Annual Budget % |
|---------------------------------------|-------------------------|------------------------|---------------------|--|-------------------------------------|
| General Fund Revenues | | | | | |
| Signatory Funding | | | | | |
| Becker County | \$ 86,071.25 | \$ 172,142.50 | \$ 344,285.00 | 172,142.50 | 50.00 |
| Detroit Lakes | 52,728.75 | 105,457.50 | 210,915.00 | 105,457.50 | 50.00 |
| Clay County | 65,652.50 | 131,305.00 | 262,610.00 | 131,305.00 | 50.00 |
| Moorhead | 168,932.50 | 337,865.00 | 675,730.00 | 337,865.00 | 50.00 |
| Clearwater County | 22,811.25 | 45,622.50 | 78,941.00 | 33,318.50 | 57.79 |
| Mahnomen County | 9,633.75 | 19,267.50 | 38,535.00 | 19,267.50 | 50.00 |
| Mahnomen | 4,558.75 | 9,117.50 | 18,235.00 | 9,117.50 | 50.00 |
| Norman County | 21,898.50 | 43,797.00 | 87,594.00 | 43,797.00 | 50.00 |
| Polk County | 59,953.75 | 119,907.50 | 239,815.00 | 119,907.50 | 50.00 |
| Crookston | 52,476.25 | 104,952.50 | 209,905.00 | 104,952.50 | 50.00 |
| Wilkin County | 12,448.75 | 24,897.50 | 49,795.00 | 24,897.50 | 50.00 |
| Breckenridge | 21,001.25 | 42,002.50 | 84,005.00 | 42,002.50 | 50.00 |
| Total Signatory Funding | 578,167.25 | 1,156,334.50 | 2,300,365.00 | 1,144,030.50 | 50.27 |
| Grants | | | | | |
| Basic Support - MN (RLBSS) | 0.00 | 207,683.60 | 519,209.00 | 311,525.40 | 40.00 |
| Reg Library Telecom Aid (RLTA) | 19,559.05 | 19,559.05 | 120,000.00 | 100,440.95 | 16.30 |
| Total Grants | 19,559.05 | 227,242.65 | 639,209.00 | 411,966.35 | 35.55 |
| Miscellaneous Revenue | | | | | |
| Service Charge Revenue | 1,598.10 | 6,737.39 | 21,000.00 | 14,262.61 | 32.08 |
| Printing Revenue | 1,842.02 | 5,391.95 | 16,000.00 | 10,608.05 | 33.70 |
| Fax Revenue | 680.00 | 2,068.70 | 6,000.00 | 3,931.30 | 34.48 |
| Microfilm Revenue | 11.04 | 13.57 | 100.00 | 86.43 | 13.57 |
| Photocopy Revenue | 886.04 | 2,135.44 | 7,500.00 | 5,364.56 | 28.47 |
| Book/Furniture Sale Revenue | 0.00 | 222.57 | 0.00 | (222.57) | 0.00 |
| Interest Income | 317.36 | 2,219.54 | 20,000.00 | 17,780.46 | 11.10 |
| Invest Earn - Change in Value | 7,295.37 | 32,672.91 | 0.00 | (32,672.91) | 0.00 |
| Lost/Damaged Property | 558.06 | 1,925.23 | 6,600.00 | 4,674.77 | 29.17 |
| Other Income | 2.00 | 8.00 | 0.00 | (8.00) | 0.00 |
| Total Miscellaneous Revenue | 13,189.99 | 53,395.30 | 77,200.00 | 23,804.70 | 69.16 |
| Joint Automation Revenue | | | | | |
| Northwest Reg. Lib. Contrib. | 14,732.25 | 29,464.50 | 58,929.00 | 29,464.50 | 50.00 |
| MNLink Server Site Payments | 334.21 | 1,336.84 | 0.00 | (1,336.84) | 0.00 |
| Total Joint Automation Revenue | 15,066.46 | 30,801.34 | 58,929.00 | 28,127.66 | 52.27 |
| Fund Balance/Shortfall | 0.00 | 0.00 | 88,156.00 | 88,156.00 | 0.00 |
| Total General Fund Revenue | 625,982.75 | 1,467,773.79 | 3,163,859.00 | 1,696,085.21 | 46.39 |
| General Fund Expenditures | | | | | |
| Personnel Expenses | | | | | |
| Salaries - Employees FT/PT | 131,159.30 | 515,347.11 | 1,562,740.00 | 1,047,392.89 | 32.98 |
| Salaries - Substitutes | 2,552.25 | 8,999.29 | 32,500.00 | 23,500.71 | 27.69 |
| Salaries - Temporary/Contract | 2,301.33 | 2,301.33 | 0.00 | (2,301.33) | 0.00 |
| Payroll Taxes - Employer | 9,942.35 | 39,062.78 | 122,036.00 | 82,973.22 | 32.01 |
| Retirement - PERA - Employer | 9,101.17 | 36,850.82 | 112,676.00 | 75,825.18 | 32.71 |
| Health Insurance | 17,293.25 | 76,804.89 | 270,375.00 | 193,570.11 | 28.41 |
| Life Insurance - Employer Paid | 169.17 | 685.63 | 2,088.00 | 1,402.37 | 32.84 |
| Workers Compensation Insurance | 334.33 | 1,669.32 | 3,987.00 | 2,317.68 | 41.87 |
| Other Employee Benefits | 125.00 | 520.00 | 1,700.00 | 1,180.00 | 30.59 |
| Total Personnel | 172,978.15 | 682,241.17 | 2,108,102.00 | 1,425,860.83 | 32.36 |
| Automation/Cataloging | | | | | |
| Automation | 13,216.82 | 52,829.26 | 178,573.00 | 125,743.74 | 29.58 |
| OCLC/Minitex | 1,204.47 | 4,225.48 | 8,000.00 | 3,774.52 | 52.82 |
| Supplies - Technical Services | 140.42 | 1,291.87 | 8,000.00 | 6,708.13 | 16.15 |
| Supplies - Public Services | 1,962.21 | 2,308.63 | 6,000.00 | 3,691.37 | 38.48 |
| Total Automation/Cataloging | 16,523.92 | 60,655.24 | 200,573.00 | 139,917.76 | 30.24 |
| Library Programming | | | | | |
| Programming - Youth | 811.49 | 1,073.49 | 3,400.00 | 2,326.51 | 31.57 |
| Programming - Summer Reading | 150.82 | 5,299.99 | 8,000.00 | 2,700.01 | 66.25 |
| Programming - Adult | 1,707.98 | 1,764.57 | 3,000.00 | 1,235.43 | 58.82 |
| Total Library Programming | 2,670.29 | 8,138.05 | 14,400.00 | 6,261.95 | 56.51 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2014

| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual To Annual Budget % |
|---|-------------------------|------------------------|---------------------|--|-------------------------------------|
| Staff Development | | | | | |
| Staff Training & Development | 614.69 | 2,032.86 | 19,000.00 | 16,967.14 | 10.70 |
| Total Staff Development | 614.69 | 2,032.86 | 19,000.00 | 16,967.14 | 10.70 |
| Mileage/Board Meeting Expense | | | | | |
| Mileage - Staff | 2,107.49 | 6,546.28 | 21,000.00 | 14,453.72 | 31.17 |
| Regional Board Meetings | 662.51 | 2,888.66 | 8,500.00 | 5,611.34 | 33.98 |
| Total Mileage/Board Meeting Expenses | 2,770.00 | 9,434.94 | 29,500.00 | 20,065.06 | 31.98 |
| Other Expenses | | | | | |
| Accounting/Bank Fees | 263.35 | 8,919.37 | 11,900.00 | 2,980.63 | 74.95 |
| Attorney Fees | 0.00 | 650.00 | 5,000.00 | 4,350.00 | 13.00 |
| Business Office Software | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 0.00 |
| Delivery Services | 6,159.56 | 24,237.59 | 71,350.00 | 47,112.41 | 33.97 |
| Director's Discretionary | 92.89 | 230.39 | 2,500.00 | 2,269.61 | 9.22 |
| Insurance - General/Property | 1,190.67 | 4,783.35 | 14,725.00 | 9,941.65 | 32.48 |
| Lease - Regional Office Rent | 1,649.67 | 6,598.67 | 19,796.00 | 13,197.33 | 33.33 |
| Leases - Equipment | 606.86 | 2,202.32 | 8,850.00 | 6,647.68 | 24.88 |
| Maintenance Contracts | 1,322.71 | 3,497.26 | 13,150.00 | 9,652.74 | 26.60 |
| Mailing - Click2Mail | 217.66 | 967.74 | 5,000.00 | 4,032.26 | 19.35 |
| Materials Recovery/Collections | 232.70 | 1,485.70 | 3,200.00 | 1,714.30 | 46.43 |
| Memberships | 198.00 | 198.00 | 1,200.00 | 1,002.00 | 16.50 |
| Minnesota Director's Fund | 0.00 | 0.00 | 2,750.00 | 2,750.00 | 0.00 |
| Miscellaneous Expense | 50.00 | 50.00 | 3,000.00 | 2,950.00 | 1.67 |
| PIO: Printing/Advertising | 3,997.53 | 5,029.23 | 16,400.00 | 11,370.77 | 30.67 |
| Postage | 30.10 | 191.98 | 4,800.00 | 4,608.02 | 4.00 |
| Recruitment | 1,379.70 | 1,808.82 | 9,000.00 | 7,191.18 | 20.10 |
| Repairs - Equipment | 0.00 | 55.00 | 2,500.00 | 2,445.00 | 2.20 |
| Supplies - Computer | 826.38 | 1,898.32 | 4,500.00 | 2,601.68 | 42.18 |
| Supplies - Copier/Fax/Microfilm | 0.00 | 367.50 | 2,000.00 | 1,632.50 | 18.38 |
| Supplies - Office | 2,035.06 | 3,945.65 | 11,000.00 | 7,054.35 | 35.87 |
| Telephone/Telecom | 854.10 | 4,819.64 | 18,000.00 | 13,180.36 | 26.78 |
| Total Other Operating Expenses | 21,106.94 | 71,936.53 | 232,621.00 | 160,684.47 | 30.92 |
| Regional Library Telecom Aid (RLTA) | 19,559.05 | 19,559.05 | 120,000.00 | 100,440.95 | 16.30 |
| Transportation | | | | | |
| Van Expenses | 585.05 | 1,302.22 | 5,850.00 | 4,547.78 | 22.26 |
| Total Transportation | 585.05 | 1,302.22 | 5,850.00 | 4,547.78 | 22.26 |
| Materials | | | | | |
| Adult | 10,473.56 | 83,199.09 | 181,200.00 | 98,000.91 | 45.92 |
| Digital Collection - e-Books | 1,130.16 | 9,117.51 | 30,000.00 | 20,882.49 | 30.39 |
| Digital Collection - e-Audio | 418.25 | 1,796.14 | 10,000.00 | 8,203.86 | 17.96 |
| Express Collection | 350.60 | 1,559.00 | 10,000.00 | 8,441.00 | 15.59 |
| Juvenile | 6,025.52 | 28,620.92 | 76,500.00 | 47,879.08 | 37.41 |
| Music | 134.62 | 843.41 | 2,300.00 | 1,456.59 | 36.67 |
| Online Databases | 2,079.83 | 11,414.66 | 30,000.00 | 18,585.34 | 38.05 |
| Periodicals | 1,925.62 | 16,889.50 | 24,063.00 | 7,173.50 | 70.19 |
| Reference | 158.34 | 620.38 | 3,000.00 | 2,379.62 | 20.68 |
| Total Materials | 22,696.50 | 154,060.61 | 367,063.00 | 213,002.39 | 41.97 |
| Capital Expenditures | | | | | |
| Furniture & Equipment | 0.00 | 2,648.29 | 10,500.00 | 7,851.71 | 25.22 |
| Software & Hardware Upgrades | 0.00 | 0.00 | 40,000.00 | 40,000.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 2,648.29 | 50,500.00 | 47,851.71 | 5.24 |
| Capital Fund Accounts | | | | | |
| III System - Shared with NWRL | 1,104.16 | 4,416.64 | 13,250.00 | 8,833.36 | 33.33 |
| Van Replacement | 250.00 | 1,000.00 | 3,000.00 | 2,000.00 | 33.33 |
| Total Capital Fund Accounts | 1,354.16 | 5,416.64 | 16,250.00 | 10,833.36 | 33.33 |
| Total General Fund Expenditures | 260,858.75 | 1,017,425.60 | 3,163,859.00 | 2,146,433.40 | 32.16 |
| General Fund Revenue Over Expenditures | \$ 365,124.00 | \$ 450,348.19 | \$ 0.00 | (450,348.19) | 0.00 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2014

| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual To Annual Budget % |
|---|-------------------------|------------------------|------------------|--|-------------------------------------|
| SPECIAL PROJECTS | | | | | |
| Special Projects Revenue | | | | | |
| Donations | \$ 2,986.64 | \$ 4,977.48 | \$ 0.00 | (4,977.48) | 0.00 |
| Telecom/E-rate Funds | 1,202.95 | 8,744.32 | 0.00 | (8,744.32) | 0.00 |
| Legacy Grant Revenue | 10,670.28 | 29,379.43 | 0.00 | (29,379.43) | 0.00 |
| Total Special Projects Revenue | 14,859.87 | 43,101.23 | 0.00 | (43,101.23) | 0.00 |
| Special Projects Expenditures | | | | | |
| Special Projects Miscellaneous | | | | | |
| Donations - Materials | 0.00 | 326.82 | 0.00 | (326.82) | 0.00 |
| Donations - Miscellaneous | 2,417.94 | 4,992.55 | 0.00 | (4,992.55) | 0.00 |
| Legacy Grant Expense | 10,670.28 | 29,379.44 | 0.00 | (29,379.44) | 0.00 |
| Telecom/E-rate Expenses | 1,202.95 | 8,744.31 | 0.00 | (8,744.31) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Miscellaneous | 14,291.17 | 43,443.12 | 0.00 | (43,443.12) | 0.00 |
| Special Projects Capital | | | | | |
| Donations - Furniture & Equipm | 0.00 | 442.68 | 0.00 | (442.68) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Capital | 0.00 | 442.68 | 0.00 | (442.68) | 0.00 |
| Total Special Projects Expenditures | 14,291.17 | 43,885.80 | 0.00 | (43,885.80) | 0.00 |
| Special Proj Rev Over (Under) Expend | \$ 568.70 | \$ (784.57) | \$ 0.00 | 784.57 | 0.00 |
| GRANT TOTAL REVENUE | 640,842.62 | 1,510,875.02 | 3,163,859.00 | 1,652,983.98 | 47.75 |
| GRAND TOTAL EXPENDITURES | 275,149.92 | 1,061,311.40 | 3,163,859.00 | 2,102,547.60 | 33.54 |
| CHANGE IN FUND BALANCE | \$ 365,692.70 | \$ 449,563.62 | \$ 0.00 | (449,563.62) | 0.00 |

LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
FM-AREA FOUNDATION

2014 Distribution Recommendations

| <i>BRANCH</i> | <i>AVAILABLE DISTRIBUTION</i> | <i>RECOMMENDATION</i> |
|-------------------|-------------------------------|------------------------------------|
| Ada Library | \$100.00 | Reinvest |
| Crookston Library | \$640.00 | Spend |
| Hawley Library | \$530.00 | Reinvest \$330.00 – Spend \$200.00 |
| Moorhead Library | \$125.00 | Reinvest |

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

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

LAKE AGASSIZ REGIONAL LIBRARY

2015 PRELIMINARY BUDGET

DRAFT #2

| CATEGORY | 2013 BUDGET | 2014 BUDGET | 2015 BUDGET | \$\$ VARIANCE | % VARIANCE |
|--------------------------------|----------------|----------------|----------------|------------------|---------------|
| Personnel | 2,281,750 | 2,108,102 | 2,170,425 | 62,323 | 2.96% |
| Library Materials | 367,063 | 367,063 | 373,300 | 6,237 | 1.70% |
| Automation/Cataloging | 199,765 | 200,573 | 198,205 | (2,368) | -1.18% |
| Library Programming/Staff Dev. | 33,400 | 33,400 | 33,400 | 0 | 0.00% |
| Mileage/Board Mtg Expense | 29,575 | 29,500 | 29,500 | 0 | 0.00% |
| Regional Library Telecom Aid | 95,253 | 120,000 | 120,000 | 0 | 0.00% |
| Other Operating Expenses | 241,400 | 232,621 | 235,255 | 2,634 | 1.13% |
| Vehicle Expenses | 9,300 | 5,850 | 5,850 | 0 | 0.00% |
| Capital Expenses | 69,750 | 66,750 | 66,750 | 0 | 0.00% |
| Total Budget | 3,327,256 | 3,163,859 | 3,232,685 | 68,826 | 2.18% |

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2015

PRELIMINARY BUDGET

DRAFT #2

| REVENUE | 2013 Budget | 2014 Budget | \$\$ Increase | 2015 Request |
|------------------------------|------------------|------------------|------------------|------------------|
| Becker County | 322,015 | 344,285 | 6,820 | 351,105 |
| Detroit Lakes | 199,517 | 210,915 | 3,380 | 214,295 |
| Clay County | 242,279 | 262,610 | 6,425 | 269,035 |
| Moorhead | 675,730 | 675,730 | 12,430 | 688,160 |
| Clearwater County | 84,664 | 91,245 | 2,100 | 93,345 |
| Mahnomen County | 35,581 | 38,535 | 920 | 39,455 |
| Mahnomen | 16,931 | 18,235 | 435 | 18,670 |
| Norman County | 87,594 | 87,594 | 2,541 | 90,135 |
| Polk County | 219,999 | 239,815 | 6,235 | 246,050 |
| Crookston | 200,599 | 209,905 | 2,855 | 212,760 |
| Wilkin County | 46,580 | 49,795 | 960 | 50,755 |
| Breckenridge | 80,441 | 84,005 | 1,175 | 85,180 |
| SUB-TOTAL | 2,211,930 | 2,312,669 | 46,276 | 2,358,945 |
| GRANTS | | | | |
| State Basic Support | 543,371 | 500,000 | - | 500,000 |
| Regional Library Telecom Aid | 95,253 | 120,000 | - | 120,000 |
| TOTAL GRANTS | 638,624 | 620,000 | - | 620,000 |
| OTHER REVENUE | | | | |
| Miscellaneous | 79,200 | 77,200 | - | 77,200 |
| Reimbursement from NWRL | 57,672 | 58,929 | 2,271 | 61,200 |
| Fund Balance/Shortfall | 339,830 | 75,852 | 39,488 | 115,340 |
| TOTAL OTHER REVENUE | 476,702 | 211,981 | 41,759 | 253,740 |
| TOTAL REVENUE | 3,327,256 | 3,144,650 | 88,035 | 3,232,685 |
| EXPENDITURES | | | | |
| Operating | 3,257,506 | 3,097,109 | 68,826 | 3,165,935 |
| Capital | 69,750 | 66,750 | - | 66,750 |
| TOTAL EXPENDITURES | 3,327,256 | 3,163,859 | 68,826 | 3,232,685 |
| | | | | 0 |



Monthly Report to the Board

12

Date: May 15, 2014

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Coordinating Team Meeting, April 16; LARL Executive/Finance Committee Meeting, April 24; Weeding Project in Bagley, April 28; Moorhead Business Association Meeting, April 30; Clearwater Library Foundation Meeting, May 1; Minitex ILL Conference, May 5-6; MLA Legislative Meeting, May 7

Staff Training and Development

Jeanne Anderson, Collection Development Librarian attended the Minitex ILL Conference on May 6, 2014.

Jenny Rodger, Moorhead Public Services Librarian attended the *Get the 411 on Legal Reference Webinar* on May 7, 2014.

Tammy Thomasson-Ehrhart and Denny Jacobs of Crookston, Julie Malmanger of McIntosh, and Stephanie Langer of Barnesville attended the online *eBook Basics Webinar* on April 30, 2014.

Staff/Staffing

New Hires

Geneva Nemzek has been hired as a Moorhead Library Associate I.

Current Openings:

- Library Substitutes – Barnesville, Climax, Fertile and Mahnomen
- Branch Librarian – Fertile
- Branch Librarian - Detroit Lakes (Youth Services)

Gifts, Grants, & Donations

| | | |
|-----------|--|----------|
| 4/11/2014 | Lake View Township of Becker County for adult print materials. | 100.00 |
| 4/16/2014 | Eugene and Ann Jetvig and Candace Perry in memory of Dolly Jetvig for the Hawley Public Library. | 310.00 |
| 4/22/2014 | Jessica Lyngaas for programming in Breckenridge. | 25.00 |
| 4/22/2014 | Barbara Anton, general LARL donation. | 8.50 |
| 4/28/2014 | Breckenridge Women's Study Club | 25.00 |
| 4/24/2014 | Moorhead Rotary Club for the Book-A-Week Program. | 169.72 |
| 5/2/2014 | Mahnomen Pioneer for SRP Programming | 100.00 |
| 4/11/2014 | Norman County Friends of the Library for neon "Open" sign for window. | 85.48 |
| 4/22/2014 | Friends of the Moorhead Library for bus passes. | 125.00 |
| 5/5/2014 | Julie Nelson's "Pay it Forward" donation through Bell State Bank will be used for eBooks and eAudiobooks | 1,000.00 |

Northstar Digital Literacy Project

The Moorhead Public Library has been selected to participate in the Northstar Digital Literacy Project, spearheaded by Kit Hadley of the St. Paul Public Library. This program allows customers to gain computer and internet skills with the assistance of library staff and receive a certification upon completion of the learning process. The Moorhead Public Library will be working with Moorhead's Adult Basic Ed program to recruit initial participants. During the Fall of 2014, the Moorhead Public Library will begin to advertise the library as a Northstar Digital Library teaching and testing facility.

By participating in this program, the staff of the Moorhead Public Library will receive program training and support, while the Lake Agassiz Regional Library will receive \$2,000 to purchase materials for the LARL collection, supporting the teaching and testing modules: Basic Computer Skills, Internet, Email, Word Processing, and more.

Mahnomen Public Library

The Mahnomen Public Library asbestos abatement project has been completed and the library has returned to the regular location. I would like to Thank Jeff Cadwell, Mahnomen City Administrator; Steven Dahlberg of White Earth Tribal and Community College; Mary Haney, Detroit Lakes Hub Supervisor; Josh Stompro, IT Director; Lois Schaedler, Mahnomen Branch Librarian; and all the other staff and community members that helped make this a successful project.

Bagley Library Building Project

The Bagley Public Library will be closed Sunday, June 1 through Tuesday, June 9, with the anticipated opening date at the new facility on June 10, 2014.

A Play and Learn Space LSTA Competitive grant for \$5,000 will be awarded to LARL for specific furnishings supporting play for 0-8 year olds in the Bagley Library. Items that will be purchased with the grant funding include equipment, furniture, toys, and materials for Storytime and additional youth programming.

LARL Book Sale

The LARL Book Sale was held on May 1, 2, and 3. The successful sale brought in over \$1,500, which will go back into the collection. I would like to thank Jeanne Anderson, Collection Development Librarian and Linnea Lehrer, Business Office Associate for their time and effort.

The Crookston Public Library will be hosting a LARL book sale in mid-May.

Summer Reading Program

The LARL Staff are gearing up for the 2014 LARL Summer Reading Program: Paws to Read. Library staff are visiting local schools to inform youth across the region of the upcoming SRP and the importance of reading throughout the summer months.

Strategic Plan Update

14

I am happy to report that the 2014-2016 LARL Strategic Planning process is moving along nicely. Strategic Planning Team Leads, Jeanne Anderson, Sarah James, Megan Krueger, and Chris Boike recently held meetings with staff to discuss goals and strategies for the LARL Strategic Plan.

I would like to thank the four Team Leads for facilitating the meetings and I would like to thank all the staff who participated in the process.

Teams include the following:

Focus Area #1. Collection, facilitated by Jeanne Anderson

Mary Haney
Lori Leichter
Joy Becker
Nicole Thistlewood
Julie Malmanger
Sharon Douglas

Focus Area #2. Lifelong Learning, facilitated by Megan Krueger

Jenna Kahly
Denny Jacobs
Tammy Thomasson-Ehrhart
Lois Schaedler

Focus Area #3. Communication, facilitated by Chris Boike

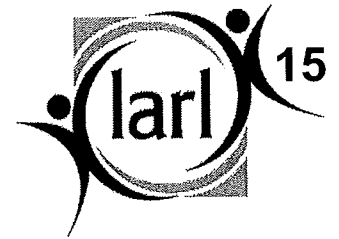
Sarah James
Jenny Rodger
Nicole Murphy
Stephanie Langer

Focus Area #4. Advocacy, facilitated by Sarah James

Megan Kruger
Jamie Sprynczynatyk
Sara Watson Curry
Karen Edevold

At the April 16th Coordinating Team Meeting, the four Team Leads presented the goals and strategies resulting from the focus area meetings. The Coordinating Team used the information to create the goals for the Strategic Plan. The Coordinating Team will meet on May 21st to add the strategies to the plan.

The updated Strategic Planning Framework can be viewed on <http://larl.org/about/strategic-plan/>



LARL Strategic Planning Framework

LARL Mission

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

LARL Values

- We value Intellectual Freedom and equal access to information.
- We value respect and tolerance.
- We value a fun and welcoming atmosphere.
- We value excellent customer service.
- We value a current community driven collection

Focus Area #1: Collection

We serve as the community's first and best resource to connect with information and entertainment.

Goals:

1. Build and maintain a diverse collection
2. Promote collection

Focus Area #2: Lifelong Learning

We offer convenient and engaging opportunities for people of all ages that inspire curiosity and support individual growth.

Goals:

1. Provide easily accessible resources
2. Offer relevant programming
3. Demonstrate a commitment to lifelong learning

Focus Area #3: Communication

We offer progressive and responsive service to customers through a consolidated library model.

Goals:

1. Build and maintain a well informed staff
2. Improve and update external communication

Focus Area #4: Advocacy

We strive to build and strengthen community relationships.

Goals:

1. Increase visibility
2. Create and enhance alliances
3. Equip and educate library advocates

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2014 to Apr 30, 2014

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| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|--------------------------------|-----------|------------|
| 5000-000 | Salaries - Employees FT/PT | 4/30/14 | Josh Stompro | 413.27 | |
| 5000-000 | Salaries - Employees FT/PT | | | 413.27 | |
| 5020-000 | Salaries - Temporary/Contract | 4/23/14 | Preference Personnel | 659.20 | |
| 5020-000 | Salaries - Temporary/Contract | 4/25/14 | Charlene Hudgins | 614.25 | |
| | | 4/30/14 | | 414.00 | |
| 5020-000 | Salaries - Temporary/Contract | 4/30/14 | Preference Personnel | 613.88 | |
| 5020-000 | Salaries - Temporary/Contract | | | 2,301.33 | |
| 5120-000 | Health Insurance | 4/1/14 | Lakes Country Service Cooperat | 855.00 | |
| | | 4/1/14 | | 1,282.50 | |
| | | 4/1/14 | | 15,935.00 | |
| 5120-000 | Health Insurance | | | 18,072.50 | |
| 6000-000 | Supplies - Office | 4/9/14 | Cole Papers Inc. | 115.03 | |
| 6000-000 | Supplies - Office | 4/12/14 | Big Kmart Store 7216 | 131.40 | |
| 6000-000 | Supplies - Office | 4/15/14 | Total Imaging | 130.00 | |
| 6000-000 | Supplies - Office | 4/15/14 | Office Max | 182.94 | |
| | | 4/15/14 | | 609.11 | |
| 6000-000 | Supplies - Office | 4/21/14 | Lakes Country Service Cooperat | 874.50 | |
| 6000-000 | Supplies - Office | | | 2,042.98 | |
| 6020-000 | Supplies - Public Services | 4/8/14 | Paper Roll Products | 1,599.75 | |
| 6020-000 | Supplies - Public Services | 4/10/14 | Cardmember Service | 330.75 | |
| 6020-000 | Supplies - Public Services | | | 1,930.50 | |
| 6040-000 | Supplies - Computer | 4/5/14 | Josh Stompro | 48.40 | |
| 6040-000 | Supplies - Computer | 4/14/14 | Absolute Marketing Group | 693.60 | |
| 6040-000 | Supplies - Computer | | | 742.00 | |
| 6245-000 | Maint Contr - Printers | 4/1/14 | Metro Sales, Inc | 1,102.71 | |
| 6245-000 | Maint Contr - Printers | | | 1,102.71 | |
| 6300-000 | Payroll Processing | 4/10/14 | Payroll Professionals, Inc. | 116.20 | |
| | | 4/25/14 | | 114.80 | |
| 6300-000 | Payroll Processing | | | 231.00 | |
| 6350-000 | Delivery Service - Courier | 4/7/14 | Northern Network Express | 1,319.22 | |
| | | 4/14/14 | | 1,319.22 | |
| | | 4/21/14 | | 1,319.22 | |
| | | 4/28/14 | | 1,319.22 | |
| 6350-000 | Delivery Service - Courier | | | 5,276.88 | |
| 6355-000 | Deliv Serv - TriCollege/Minitx | 4/15/14 | Minitex | 686.25 | |
| 6355-000 | Deliv Serv - TriCollege/Minitx | | | 686.25 | |
| 6362-000 | Lease - Copiers | 4/3/14 | US Bank Equipment Finance | 606.86 | |
| 6362-000 | Lease - Copiers | | | 606.86 | |

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|------------------------------|---------|--------------------------------|-----------|------------|
| 6380-000 | Recruitment - Local | 4/30/14 | JobsHQ | 1,379.70 | |
| 6380-000 | Recruitment - Local | | | 1,379.70 | |
| 6400-000 | Telephone | 4/1/14 | Halstad Telephone Company | 25.92 | |
| | | 4/1/14 | | 75.89 | |
| 6400-000 | Telephone | 4/1/14 | Rothsay Telephone Co | 75.54 | |
| 6400-000 | Telephone | 4/1/14 | Arvig | 236.04 | |
| 6400-000 | Telephone | 4/1/14 | CenturyLink | 48.00 | |
| 6400-000 | Telephone | 4/3/14 | Dex Media East, Inc. | 7.37 | |
| 6400-000 | Telephone | 4/8/14 | Arvig | 96.91 | |
| | | 4/8/14 | | 37.57 | |
| | | 4/8/14 | | 101.15 | |
| | | 4/8/14 | | 87.98 | |
| | | 4/8/14 | | 92.55 | |
| 6400-000 | Telephone | 4/8/14 | Dex Media East, Inc. | 21.00 | |
| 6400-000 | Telephone | 4/10/14 | Garden Valley Telephone Comp | 10.53 | |
| | | 4/10/14 | | 10.53 | |
| | | 4/10/14 | | 11.83 | |
| | | 4/10/14 | | 76.07 | |
| 6400-000 | Telephone | 4/13/14 | CenturyLink | 43.51 | |
| 6400-000 | Telephone | 4/25/14 | Garden Valley Telephone Comp | 6.08 | |
| 6400-000 | Telephone | 4/28/14 | Rochester Telecom Systems Inc. | 350.69 | |
| 6400-000 | Telephone | | | 1,415.16 | |
| 6405-000 | Cell Phone | 4/10/14 | Cardmember Service | 6.53 | |
| 6405-000 | Cell Phone | | | 6.53 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/1/14 | Clay County Connection | 165.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/1/14 | National Pen Company | 384.30 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/3/14 | Midwest Printing, Inc. | 622.50 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/8/14 | Cole Papers Inc. | 162.55 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/10/14 | Cardmember Service | 18.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/11/14 | 4imprint, Inc. | 1,899.51 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/11/14 | Sir Speedy | 198.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/15/14 | Cole Papers Inc. | 86.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/22/14 | Moorhead Public Schools | 140.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 4/23/14 | Polk County Fair | 100.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | | | 3,775.86 | |
| 6420-000 | Director's Discretionary | 4/10/14 | Cardmember Service | 92.89 | |
| 6420-000 | Director's Discretionary | | | 92.89 | |
| 6430-000 | Postage | 4/22/14 | Megan Krueger | 5.60 | |

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|-------------------------------|-----------|------------|
| 6430-000 | Postage | | | 5.60 | |
| 6440-000 | Mailing - Click2Mail | 4/19/14 | Click2Mail | 217.66 | |
| 6440-000 | Mailing - Click2Mail | | | 217.66 | |
| 6445-000 | Materials Recovery/Collection | 4/1/14 | Unique Management Services, I | 232.70 | |
| 6445-000 | Materials Recovery/Collection | | | 232.70 | |
| 6450-000 | Mileage - Trustee | 4/24/14 | David Geray | 84.00 | |
| 6450-000 | Mileage - Trustee | 4/24/14 | Dana Johnson | 78.40 | |
| 6450-000 | Mileage - Trustee | 4/24/14 | Paul M. Bursik | 55.10 | |
| 6450-000 | Mileage - Trustee | 4/24/14 | Sue Schoenborn | 78.96 | |
| 6450-000 | Mileage - Trustee | 4/24/14 | Robert Perry | 52.64 | |
| 6450-000 | Mileage - Trustee | 4/30/14 | Paul M. Bursik | 208.88 | |
| 6450-000 | Mileage - Trustee | | | 557.98 | |
| 6455-000 | Mileage - Staff | 4/1/14 | Liz Lynch | 263.20 | |
| 6455-000 | Mileage - Staff | 4/2/14 | Joyce White | 21.39 | |
| 6455-000 | Mileage - Staff | 4/2/14 | Pam Wohlsdorf | 63.84 | |
| 6455-000 | Mileage - Staff | 4/3/14 | Sheila Capistran | 80.64 | |
| 6455-000 | Mileage - Staff | 4/3/14 | Mary Haney | 16.80 | |
| 6455-000 | Mileage - Staff | 4/5/14 | Marianne Wannebo | 38.08 | |
| 6455-000 | Mileage - Staff | 4/7/14 | Dennis Jacobs | 77.28 | |
| 6455-000 | Mileage - Staff | 4/8/14 | Marianne Wannebo | 38.08 | |
| 6455-000 | Mileage - Staff | 4/8/14 | Kirsten Bates | 29.12 | |
| 6455-000 | Mileage - Staff | 4/9/14 | Joyce White | 22.96 | |
| 6455-000 | Mileage - Staff | 4/9/14 | Julie Malmanger | 109.76 | |
| 6455-000 | Mileage - Staff | 4/9/14 | Joy Becker | 24.08 | |
| 6455-000 | Mileage - Staff | 4/10/14 | Stephanie Langer | 29.12 | |
| 6455-000 | Mileage - Staff | 4/10/14 | Joyce White | 22.96 | |
| 6455-000 | Mileage - Staff | 4/10/14 | Kirsten Bates | 29.12 | |
| 6455-000 | Mileage - Staff | 4/10/14 | Joyce Christine Boike | 77.28 | |
| 6455-000 | Mileage - Staff | 4/11/14 | Rebecca Bentley | 36.96 | |
| 6455-000 | Mileage - Staff | 4/11/14 | Joyce White | 22.96 | |
| 6455-000 | Mileage - Staff | 4/12/14 | Jill Rose | 19.60 | |
| 6455-000 | Mileage - Staff | 4/12/14 | Joyce White | 22.96 | |
| 6455-000 | Mileage - Staff | 4/12/14 | Dennis Jacobs | 30.80 | |
| 6455-000 | Mileage - Staff | 4/15/14 | Joyce White | 21.39 | |

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|------------------------------|---------|--------------------------|-----------|------------|
| 6455-000 | Mileage - Staff | 4/15/14 | Pam Wohlsdorf | 66.08 | |
| 6455-000 | Mileage - Staff | 4/15/14 | Karen Edevold | 125.44 | |
| 6455-000 | Mileage - Staff | 4/16/14 | Kirsten Bates | 29.12 | |
| 6455-000 | Mileage - Staff | 4/16/14 | Joyce Christine Boike | 77.28 | |
| 6455-000 | Mileage - Staff | 4/17/14 | Joyce White | 21.39 | |
| | | 4/18/14 | | 21.39 | |
| 6455-000 | Mileage - Staff | 4/19/14 | Jill Rose | 24.64 | |
| 6455-000 | Mileage - Staff | 4/22/14 | Joyce White | 21.39 | |
| 6455-000 | Mileage - Staff | 4/22/14 | Julie Malmanger | 40.88 | |
| 6455-000 | Mileage - Staff | 4/22/14 | Jane Vigness | 19.04 | |
| 6455-000 | Mileage - Staff | 4/24/14 | Tamera Thomasson-Ehrhart | 74.48 | |
| 6455-000 | Mileage - Staff | 4/24/14 | Karen Edevold | 20.16 | |
| 6455-000 | Mileage - Staff | 4/24/14 | Lois Schaedler | 24.64 | |
| | | 4/24/14 | | 24.64 | |
| 6455-000 | Mileage - Staff | 4/25/14 | Tamera Thomasson-Ehrhart | 19.04 | |
| 6455-000 | Mileage - Staff | 4/25/14 | Joyce White | 21.39 | |
| 6455-000 | Mileage - Staff | 4/28/14 | Josh Stompro | 78.96 | |
| 6455-000 | Mileage - Staff | 4/28/14 | Rebecca Bentley | 36.96 | |
| 6455-000 | Mileage - Staff | 4/28/14 | Amy Nelson | 36.96 | |
| 6455-000 | Mileage - Staff | 4/29/14 | Stephanie Langer | 29.12 | |
| 6455-000 | Mileage - Staff | 4/29/14 | Erin Gunderson | 49.84 | |
| 6455-000 | Mileage - Staff | 4/29/14 | Candace Osborn | 47.04 | |
| 6455-000 | Mileage - Staff | 4/29/14 | Joyce White | 21.39 | |
| 6455-000 | Mileage - Staff | 4/29/14 | Rebecca Bentley | 36.96 | |
| 6455-000 | Mileage - Staff | 4/30/14 | Julie Malmanger | 40.88 | |
| 6455-000 | Mileage - Staff | | | 2,107.49 | |
| 6465-000 | Memberships - LARL Directors | 4/10/14 | Cardmember Service | 198.00 | |
| 6465-000 | Memberships - LARL Directors | | | 198.00 | |
| 6470-000 | Board Expenses | 4/24/14 | Erbert & Gerbert's | 90.03 | |
| 6470-000 | Board Expenses | 4/30/14 | Paul M. Bursik | 14.50 | |
| 6470-000 | Board Expenses | | | 104.53 | |
| 6480-000 | Staff Training | 4/15/14 | Spotlight On Books | 150.00 | |
| 6480-000 | Staff Training | | | 150.00 | |
| 6482-000 | Conf/Meeting - Miscellaneous | 4/7/14 | PJ Operations | 30.25 | |
| | | 4/9/14 | | 32.25 | |
| | | 4/10/14 | | 33.19 | |

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|-------------------------|-----------|------------|
| 6482-000 | Conf/Meeting - Miscellaneous | 4/10/14 | Cardmember Service | 80.00 | |
| 6482-000 | Conf/Meeting - Miscellaneous | 4/15/14 | PJ Operations | 33.25 | |
| 6482-000 | Conf/Meeting - Miscellaneous | 4/24/14 | Purchase Advantage Card | 7.33 | |
| 6482-000 | Conf/Meeting - Miscellaneous | | | 216.27 | |
| 6484-000 | Conf/Meeting - System Directo | 4/10/14 | Cardmember Service | 248.42 | |
| 6484-000 | Conf/Meeting - System Directo | | | 248.42 | |
| 6490-000 | Programming - Youth | 4/24/14 | Discount School Supply | 696.09 | |
| 6490-000 | Programming - Youth | | | 696.09 | |
| 6492-000 | Programming - Summer Readi | 4/25/14 | GECRB/Amazon | 121.24 | |
| 6492-000 | Programming - Summer Readi | 4/29/14 | Jenna Kahly | 29.58 | |
| 6492-000 | Programming - Summer Readi | | | 150.82 | |
| 6500-000 | Van - Gasoline | 4/6/14 | Cenex Fleetcard | 292.69 | |
| | | 4/30/14 | | 180.03 | |
| 6500-000 | Van - Gasoline | | | 472.72 | |
| 6602-000 | Materials - Juvenile Fiction | 4/3/14 | Baker & Taylor | 39.68 | |
| | | 4/3/14 | | 67.56 | |
| | | 4/4/14 | | 18.76 | |
| | | 4/7/14 | | 162.06 | |
| | | 4/8/14 | | 45.48 | |
| | | 4/8/14 | | 13.29 | |
| | | 4/9/14 | | 22.38 | |
| | | 4/9/14 | | 30.45 | |
| | | 4/9/14 | | 168.95 | |
| | | 4/11/14 | | 198.86 | |
| | | 4/11/14 | | 38.40 | |
| | | 4/12/14 | | 70.10 | |
| | | 4/14/14 | | 55.70 | |
| | | 4/14/14 | | 385.30 | |
| | | 4/15/14 | | 44.16 | |
| | | 4/15/14 | | 46.08 | |
| | | 4/15/14 | | 65.36 | |
| | | 4/15/14 | | 47.38 | |
| | | 4/15/14 | | 5.18 | |
| | | 4/16/14 | | 23.92 | |
| | | 4/16/14 | | 58.40 | |
| | | 4/17/14 | | 80.07 | |
| | | 4/17/14 | | 41.72 | |
| | | 4/17/14 | | 28.64 | |
| | | 4/18/14 | | 53.35 | |
| | | 4/18/14 | | 77.06 | |
| | | 4/18/14 | | 46.44 | |
| | | 4/21/14 | | 142.52 | |
| | | 4/21/14 | | 82.62 | |
| | | 4/21/14 | | 158.24 | |
| 6602-000 | Materials - Juvenile Fiction | 4/25/14 | GECRB/Amazon | 20.32 | |
| 6602-000 | Materials - Juvenile Fiction | | | 2,338.43 | |
| 6604-000 | Materials - Juvenile Non-Fict | 4/8/14 | Baker & Taylor | 19.20 | |
| | | 4/10/14 | | 22.52 | |
| | | 4/11/14 | | 49.98 | |
| | | 4/12/14 | | 82.98 | |
| | | 4/15/14 | | 87.20 | |

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|----------------------|-----------|------------|
| 6604-000 | Materials - Juvenile Non-Fict | 4/17/14 | The Creative Company | 2,254.71 | |
| 6604-000 | Materials - Juvenile Non-Fict | 4/18/14 | Baker & Taylor | 65.84 | |
| 6604-000 | Materials - Juvenile Non-Fict | 4/23/14 | The Creative Company | 371.45 | |
| 6604-000 | Materials - Juvenile Non-Fict | 4/25/14 | GECRB/Amazon | 127.59 | |
| 6604-000 | Materials - Juvenile Non-Fict | | | 3,081.47 | |
| 6605-000 | Materials - Juvenile DVD | 4/1/14 | Baker & Taylor | 23.90 | |
| | | 4/3/14 | | 55.88 | |
| | | 4/7/14 | | 70.68 | |
| | | 4/7/14 | | 90.64 | |
| | | 4/10/14 | | 31.04 | |
| | | 4/14/14 | | 154.72 | |
| | | 4/16/14 | | 57.80 | |
| 6605-000 | Materials - Juvenile DVD | 4/25/14 | GECRB/Amazon | 45.96 | |
| 6605-000 | Materials - Juvenile DVD | | | 530.62 | |
| 6606-000 | Materials - Juvenile Talk Book | 4/4/14 | Random House, LLC. | 75.00 | |
| 6606-000 | Materials - Juvenile Talk Book | | | 75.00 | |
| 6610-000 | Materials - Adult Fiction | 4/1/14 | Baker & Taylor | 29.18 | |
| | | 4/3/14 | | 30.28 | |
| | | 4/7/14 | | 454.67 | |
| | | 4/7/14 | | 34.94 | |
| | | 4/8/14 | | 95.75 | |
| | | 4/8/14 | | 143.93 | |
| | | 4/11/14 | | 454.72 | |
| | | 4/11/14 | | 38.76 | |
| | | 4/11/14 | | 60.52 | |
| | | 4/12/14 | | 371.96 | |
| | | 4/14/14 | | 374.70 | |
| | | 4/14/14 | | 110.52 | |
| | | 4/14/14 | | 47.01 | |
| | | 4/15/14 | | 94.16 | |
| | | 4/16/14 | | 21.36 | |
| | | 4/18/14 | | 352.28 | |
| | | 4/18/14 | | 38.76 | |
| | | 4/18/14 | | 52.30 | |
| | | 4/21/14 | | 361.35 | |
| 6610-000 | Materials - Adult Fiction | 4/25/14 | GECRB/Amazon | 259.38 | |
| 6610-000 | Materials - Adult Fiction | | | 3,426.53 | |
| 6612-000 | Materials - Adult Non-Fiction | 4/2/14 | Baker & Taylor | 35.28 | |
| | | 4/7/14 | | 559.80 | |
| | | 4/7/14 | | 11.01 | |
| | | 4/7/14 | | | 39.08 |
| | | 4/11/14 | | 43.68 | |
| | | 4/11/14 | | 1,081.49 | |
| | | 4/11/14 | | 22.46 | |
| | | 4/14/14 | | 625.20 | |
| | | 4/16/14 | | 21.06 | |
| | | 4/16/14 | | 35.10 | |
| | | 4/16/14 | | 32.50 | |
| | | 4/16/14 | | 349.66 | |
| | | 4/17/14 | | 495.64 | |
| 6612-000 | Materials - Adult Non-Fiction | 4/25/14 | GECRB/Amazon | 425.29 | |
| 6612-000 | Materials - Adult Non-Fiction | | | 3,738.17 | 39.08 |

Lake Agassiz Regional Library
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For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|----------------------|-----------|------------|
| 6614-000 | Materials - Adult Large Print | 4/15/14 | Baker & Taylor | 50.38 | |
| 6614-000 | Materials - Adult Large Print | 4/25/14 | GECRB/Amazon | 7.88 | |
| 6614-000 | Materials - Adult Large Print | | | 58.26 | |
| 6616-000 | Materials - Adult DVD | 4/2/14 | Baker & Taylor | 71.38 | |
| | | 4/3/14 | | 299.82 | |
| | | 4/7/14 | | 57.93 | |
| | | 4/7/14 | | 46.21 | |
| | | 4/8/14 | | 444.82 | |
| | | 4/9/14 | | 43.88 | |
| | | 4/10/14 | | 183.96 | |
| | | 4/14/14 | | 174.14 | |
| | | 4/15/14 | | 243.33 | |
| | | 4/16/14 | | 57.10 | |
| | | 4/16/14 | | 38.18 | |
| | | 4/16/14 | | 91.66 | |
| | | 4/17/14 | | 45.24 | |
| | | 4/21/14 | | 45.32 | |
| | | 4/22/14 | | 42.82 | |
| 6616-000 | Materials - Adult DVD | 4/25/14 | GECRB/Amazon | 160.24 | |
| 6616-000 | Materials - Adult DVD | | | 2,046.03 | |
| 6618-000 | Materials - Adult Talking Book | 4/18/14 | Recorded Books, LLC. | 733.20 | |
| | | 4/21/14 | | 37.74 | |
| | | 4/22/14 | | 381.96 | |
| 6618-000 | Materials - Adult Talking Book | | | 1,152.90 | |
| 6630-000 | Materials - Express Collection | 4/7/14 | Baker & Taylor | 47.07 | |
| | | 4/8/14 | | 175.27 | |
| | | 4/14/14 | | 47.01 | |
| | | 4/16/14 | | 32.50 | |
| | | 4/18/14 | | 48.75 | |
| 6630-000 | Materials - Express Collection | | | 350.60 | |
| 6640-000 | Materials - Music | 4/25/14 | GECRB/Amazon | 134.62 | |
| 6640-000 | Materials - Music | | | 134.62 | |
| 6670-000 | Materials - Digital - e-Books | 4/11/14 | Overdrive, Inc. | 2.99 | |
| | | 4/11/14 | | 502.17 | |
| 6670-000 | Materials - Digital - e-Books | | | 505.16 | |
| 6675-000 | Materials - Digital - e-Audio | 4/11/14 | Overdrive, Inc. | 49.99 | |
| | | 4/11/14 | | 43.99 | |
| | | 4/11/14 | | 115.94 | |
| 6675-000 | Materials - Digital - e-Audio | | | 209.92 | |
| 6690-000 | Materials - Periodicals | 4/17/14 | FM News | 552.92 | |
| 6690-000 | Materials - Periodicals | 4/21/14 | The Forum | 225.00 | |
| | | 4/22/14 | | 225.00 | |
| | | 4/23/14 | | 157.35 | |
| | | 4/23/14 | | 163.00 | |
| | | 4/23/14 | | 225.00 | |
| | | 4/23/14 | | 220.00 | |
| | | 4/24/14 | | 157.35 | |
| 6690-000 | Materials - Periodicals | | | 1,925.62 | |

Lake Agassiz Regional Library
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For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|--------------------------|-----------|------------|
| 6800-000 | Miscellaneous Expense | 4/1/14 | Cash | 50.00 | |
| 6800-000 | Miscellaneous Expense | | | 50.00 | |
| 7110-000 | Regional Lib Telecom Aid - Ex | 4/4/14 | NW-Links | 19,559.05 | |
| 7110-000 | Regional Lib Telecom Aid - Ex | | | 19,559.05 | |
| 7120-000 | Telecom/E-rate Expenses | 4/10/14 | Cardmember Service | 127.29 | |
| 7120-000 | Telecom/E-rate Expenses | 4/30/14 | Newegg.com | 151.96 | |
| 7120-000 | Telecom/E-rate Expenses | 4/30/14 | Arvig | 500.00 | |
| 7120-000 | Telecom/E-rate Expenses | | | 779.25 | |
| 7200-000 | Legacy - Expense (1099) | 4/4/14 | John Wright | 2,000.00 | |
| 7200-000 | Legacy - Expense (1099) | 4/12/14 | Unknown Spirit | 1,800.00 | |
| 7200-000 | Legacy - Expense (1099) | 4/14/14 | Absolute Marketing Group | 2,820.73 | |
| 7200-000 | Legacy - Expense (1099) | 4/25/14 | Charlene Hudgins | 3,447.75 | |
| | | 4/30/14 | | 114.00 | |
| 7200-000 | Legacy - Expense (1099) | | | 10,182.48 | |
| 7205-000 | Legacy - Exp Reimbursement | 4/4/14 | John Wright | 615.64 | |
| 7205-000 | Legacy - Exp Reimbursement | 4/12/14 | Unknown Spirit | 365.02 | |
| 7205-000 | Legacy - Exp Reimbursement | | | 980.66 | |
| 7210-000 | Legacy - Materials - Print | 4/7/14 | Baker & Taylor | 19.17 | |
| 7210-000 | Legacy - Materials - Print | 4/25/14 | GECRB/Amazon | 483.66 | |
| 7210-000 | Legacy - Materials - Print | | | 502.83 | |
| 7220-000 | Legacy - Materials - A/V | 4/25/14 | GECRB/Amazon | 564.16 | |
| 7220-000 | Legacy - Materials - A/V | | | 564.16 | |
| 8000-011 | Donation - Misc Exp - LM | 4/2/14 | Chelsea Raine Thorson | 250.00 | |
| 8000-011 | Donation - Misc Exp - LM | 4/7/14 | Baker & Taylor | 34.94 | |
| | | 4/8/14 | | 15.67 | |
| 8000-011 | Donation - Misc Exp - LM | 4/22/14 | DEMCO | 1,243.97 | |
| | | 4/22/14 | | 350.00 | |
| 8000-011 | Donation - Misc Exp - LM | 4/23/14 | Corinne Edgerton | 5.38 | |
| | | 4/23/14 | | 19.27 | |
| | | 4/23/14 | | 25.76 | |
| | | 4/23/14 | | 21.75 | |
| 8000-011 | Donation - Misc Exp - LM | 4/23/14 | Jennifer Rodger | 18.26 | |
| 8000-011 | Donation - Misc Exp - LM | | | 1,985.00 | |
| 8000-013 | Donation - Misc Exp - LH | 4/11/14 | Baker & Taylor | 22.46 | |
| 8000-013 | Donation - Misc Exp - LH | | | 22.46 | |
| 8000-041 | Donation - Misc Exp - LA | 4/25/14 | GECRB/Amazon | 85.48 | |
| 8000-041 | Donation - Misc Exp - LA | | | 85.48 | |

Lake Agassiz Regional Library
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For the Period From Apr 1, 2014 to Apr 30, 2014

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|--------------------|-----------|------------|
| 8000-051 | Donation - Misc Exp - LC | 4/18/14 | Frederick Blanch | 150.00 | |
| 8000-051 | Donation - Misc Exp - LC | 4/23/14 | Dennis Jacobs | 175.00 | |
| 8000-051 | Donation - Misc Exp - LC | | | 325.00 | |
| 9630-200 | Cell Phone - Joint Automation | 4/10/14 | Cardmember Service | 24.60 | |
| 9630-200 | Cell Phone - Joint Automation | | | 24.60 | |