

*The Mission of LARL is to link people and communities
to resources and experiences for learning and enrichment.*

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, January 16, 2014**

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

Location: **Moorhead Public Library**

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. 120, or locally at (218) 233-3757, ext. 120.

AGENDA

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

- 5:35 **2. MINUTES OF THE NOVEMBER 21, 2013 FULL BOARD MEETING**
Enclosed (White)

Recommended Motion: Move to approve the November 21, 2013 Full Board Meeting Minutes as presented.

- 5:40 **3. STATUS OF BOARD APPOINTMENTS/REAPPOINTMENTS:**

Becker County (2), Clay County, Mahnomen County, City of Moorhead (3),
Polk County - Lynch

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

- 6:00 **5. FINANCE COMMITTEE REPORT** – Vinz

- a. Approval of List of Authorized Institutions

Recommended Motion: Move to approve the list of authorized Institutions for 2014 as reviewed and recommended by the Finance Committee: Morgan Stanley and Bell State Bank.

- b. Signatory Responses to 2014 Budget Requests and Addressing Shortfalls
Enclosed (White w/yellow and blue)

(over)

Agenda for the January 16, 2014 Full Board Meeting – Page 2

c. **2014 Final Budget**

Draft enclosed (White)

Recommended Motion: Move to approve the 2014 Budget as reviewed and recommended by the Finance Committee.

d. **Designated Funds**

Draft enclosed (Yellow)

Recommended Motion: Move to approve the 2014 Designated Funds as reviewed and recommended by the Director and the Finance Committee.

6:20 6. **DIRECTOR'S REPORT – Lynch**
Enclosed (Peach)

a. **Strategic Planning Progress Report**

b. **Union Negotiations – 2014-2015 Contract**

Recommended Motion: Move to approve the 2014-2015 Contract with AFSCME, presented by the LARL Negotiating Team on November 20, 2013, assuming it is approved by the Union voting members. The proposal includes a 2.5% increase in 2014 and a 2.5% increase on the grid, as well as a 2.5% increase in 2015.

6:30 7. **BOARD MEMBER REPORTS:**

Becker County – Paul Bursik, Terry Kalil, 2 open positions

Breckenridge – Evie Fox

Clay County/Barnesville/Hawley – Howard Hansen, Wayne Ingersoll,
Wendy Ward

Clearwater County/Bagley – John Chevallier

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, 1 open position

Norman County/Ada – Lee Ann Hall

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

Wilkin County – Bob Perry

(continued)

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MN Library Association/Library Trustees & Advocates Section – Paul Bursik
Northern Lights Library Network – Wayne Ingersoll/Betsy Vinz

7:00 **8. PRESIDENT’S REPORT** – Perry

- a. **2014 Board Meeting Schedule**
Enclosed (White)

Recommended Motion: Move to approve the 2014 Board Meeting Schedule as presented.

- b. **2014 Board Committee Assignments**

7:15 **9. OTHER**

7:20 **10. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. “Request of Reconsideration” letter to Laurie Harmon (Pink)
- b. List of Bills – December 2013 (Lavender)

UPCOMING MEETINGS/EVENTS

“Hot Reads for Cold Nights” Winter Reading Program, January - March 2013

Martin Luther King, Jr. Day, January 20, 2014

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

Presidents’ Day, February 17, 2014

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

Executive Committee Meeting, February 20, 2014 at 5:30 p.m. at Moorhead Public Library

Library Legislative Day – St. Paul, March 5, 2014

Full Board Meeting (Audit Report), March 20, 2014 at 5:30 p.m. at Moorhead Public Library

Easter Sunday, April 20, 2014

Crookston Branch CLOSED

National Library Week, April 13-19, 2014

Theme: Lives change @ your Library

*The Mission of LARL is to link people and communities
to resources and experiences for learning and enrichment.*

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 21st, 2013 at the Moorhead Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Bunes, Bursik, Douglas, Fox, Geray, Hall, Hansen, Ingersoll, Kalil, Knutson, Nelson, Perry (*President*), Rue, Schoenborn, Vinz.

Board Members Absent: Chevalier, Durand, Eidenschink, Johnson, Schmid, Stowman, Ward, Winterfeldt.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Bursik/Vinz) Move to approve the agenda of the November 21st, 2013 Full Board Meeting as presented. MCU.

MINUTES OF THE SEPTEMBER 19th, 2013 FULL BOARD MEETING.

(Schoenborn/Bunes) Move to approve the Minutes of the September 19th, 2013 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that at the end of October we were 83.33% of the way through the year and 75.4% of the budget has been spent. Expense line items that appear high are: Salaries – Substitutes at 101.79% of budget, although this line is high total Personnel expenses are at 75.81% of budget. Recruitment is at 121% of budget, costs are higher due to several openings around the region in 2013, as of meeting time only 1 LINK Site Coordinator position and 2 Substitute positions are open. A few of the line items in Materials are over budget but total Materials are at 91% of budget and purchasing has slowed significantly. It is not anticipated Materials in total will go over budget.

(over)

Minutes of the November 21, 2013 Full Board Meeting – Page 2

DIRECTOR'S REPORT

Lynch reported that Sarah James has been hired as the new Marketing Coordinator for LARL, she will be starting in early December. She has experience with marketing, and as a communications coordinator.

Lynch had a meeting with the Moorhead City Administrator and the City Finance Director due to indications that Moorhead will not be able to meet LARL 2014 budget request. If a proposed streetlight fees goes through, the city may be able to increase the amount provided to LARL.

Lynch is planning to meet with the Ada City Council regarding an ongoing issue regarding the city not wanting to provide cleaning services for the library.

At this time, the 3 signatories that might not meet LARL's 2014 budget request are Moorhead, Clearwater County and Norman County.

Lynch met with the director of the North Lights Library Network and proposed a partnership between NLLN and LARL regarding funds for LARL to purchase eBooks and eAudiobooks for student use. This is due to the high demand resulting from iPads and tablets issued to students around the region.

Lynch is looking into some potential grants, the Bremer Foundation and the Bush Foundation.

As part of a recent Union Negotiation meeting, LARL agree to close all locations at 5:00pm the day before Thanksgiving. As a result, an updated Holidays & Closing schedule was handed out at the meeting reflecting this change.

(Ingersoll/Nelson) – Move to approve the 2014 Holidays & Closing schedule as presented. MCU.

Lynch discussed proposed changes to the Interlibrary Loan Policy. Vinz suggested changing one word to the changes, changing "loaning" to "lending".

(Kalil/Rue) – Move to approve the revised ILL Policy as reviewed and recommended by the Coordinating Team, with changing the word loaning to lending. MCU.

REPORT OF THE NOMINATIONS COMMITTEE

Geray reported that the Nominations Committee has communicated with the current Executive Committee and the following are willing to serve another year: Perry as President, Bursik as Vice President, and Vinz as Treasurer. Bunes, Fox, and Ingersoll are willing to serve in those positions again. Chevalier is not able to continue serving as the *At-Large* position. Schoenborn volunteered to fill the open position.

(continued on next page)

Minutes of the November 21, 2013 Full Board Meeting – Page 3

REPORT OF THE NOMINATIONS COMMITTEE - continued

No additional nominations were made.

(Nelson/Knutson) Move to close the nominations and to cast a unanimous vote for the slate of officers presented. MCU.

BOARD MEMBER REPORTS:

Becker County (Bursik, Kalil, Nelson, Stowman-absent)

Kalil reported on the Library Centennial Celebration. About 200 people attended the evening party and William Kent Krueger presented. There was an open house and ribbon cutting the next day.

Breckenridge (Fox)

No report

Clay County (Hansen, Ingersoll, Ward-absent)

No report

Clearwater County (Chevalier-absent)

No report

Crookston (Johnson-absent)

No report

Detroit Lakes (Douglas)

The landscaping is done until next spring when it can be finished up. There is a Christmas open house at the library coming up.

City of Mahanomen (Schoenborn)

No report

Mahanomen County (Geray)

Citizen of the county are very supportive of the library.

Moorhead (Durand-absent, Knutson, Schmid-absent, Vinz, Winterfeldt-absent)

Knutson reported that the Moorhead Library had a very successful Dr. Who event.

Norman County/Ada (Hall)

No report

(over)

Minutes of the November 21, 2013 Full Board Meeting – Page 4

BOARD MEMBER REPORTS - continued

Polk County (Buness, Eidenschink-absent, Rue)

Buness reported the old Carnegie Library in Crookston has been restored and is being used.

Rue reported that "Auction for the Arts" will be held on December 1st.

Wilkin County (Perry-absent)

No report

MN Library Association/Library Trustees & Advocates Section (Bursik)

Bursik discussed a pamphlet about the MN Library Associate/Library Trustee & Advocates Section.

Northern Lights Library Network (Ingersoll/Vinz)

Vinz is editing a directory historical places that a summer intern put together. Kathy Enger the NLLN director has made NLLN very visible that past year.

OTHER

Perry discussed that a Union Negotiations meeting took place last night. The negotiations were tentatively completed at the first meeting. Some language is being finalized between LARL's lawyer and the Union representative.

The meeting adjourned at 6:21 p.m.

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Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2013

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Property Taxes</i>					
Becker County	\$ 0.00	\$ 322,015.00	\$ 322,015.00	0.00	100.00
Detroit Lakes	0.00	199,517.00	199,517.00	0.00	100.00
Clay County	0.00	242,279.00	242,279.00	0.00	100.00
Moorhead	0.00	675,730.00	675,730.00	0.00	100.00
Clearwater County	0.00	84,664.00	84,664.00	0.00	100.00
Mahnomen County	0.00	35,581.00	35,581.00	0.00	100.00
Mahnomen	0.00	16,931.00	16,931.00	0.00	100.00
Norman County	0.00	87,594.00	87,594.00	0.00	100.00
Polk County	0.00	219,999.00	219,999.00	0.00	100.00
Crookston	0.00	200,599.00	200,599.00	0.00	100.00
Wilkin County	0.00	46,580.00	46,580.00	0.00	100.00
Breckenridge	0.00	80,441.00	80,441.00	0.00	100.00
<i>Total Property Taxes</i>	<i>0.00</i>	<i>2,211,930.00</i>	<i>2,211,930.00</i>	<i>0.00</i>	<i>100.00</i>
<i>Grants</i>					
Basic Support - MN (RLBSS)	(51,920.90)	531,289.43	543,371.00	12,081.57	97.78
Reg Library Telecom Aid (RLTA)	19,954.23	72,072.56	95,253.00	23,180.44	75.66
<i>Total Grants</i>	<i>(31,966.67)</i>	<i>603,361.99</i>	<i>638,624.00</i>	<i>35,262.01</i>	<i>94.48</i>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,713.35	20,422.05	22,000.00	1,577.95	92.83
Printing Revenue	1,359.49	15,627.29	15,000.00	(627.29)	104.18
Fax Revenue	578.00	5,953.95	5,000.00	(953.95)	119.08
Microfilm Revenue	4.77	44.96	200.00	155.04	22.48
Photocopy Revenue	711.25	7,292.78	8,000.00	707.22	91.16
Book/Furniture Sale Revenue	551.35	6,139.54	0.00	(6,139.54)	0.00
Interest Income	374.01	20,882.69	22,000.00	1,117.31	94.92
Dividends/Capital Credit Inc.	0.00	648.55	0.00	(648.55)	0.00
Invest Earn - Change in Value	(11,408.17)	(32,531.23)	0.00	32,531.23	0.00
Lost/Damaged Property	364.16	5,550.07	7,000.00	1,449.93	79.29
Other Income	2.00	227.00	0.00	(227.00)	0.00
<i>Total Miscellaneous Revenue</i>	<i>(5,749.79)</i>	<i>50,257.65</i>	<i>79,200.00</i>	<i>28,942.35</i>	<i>63.46</i>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	57,672.00	57,672.00	0.00	100.00
MNLink Server Site Payments	304.00	3,648.00	0.00	(3,648.00)	0.00
<i>Total Joint Automation Revenue</i>	<i>304.00</i>	<i>61,320.00</i>	<i>57,672.00</i>	<i>(3,648.00)</i>	<i>106.33</i>
<i>Fund Balance/Shortfall</i>	<i>0.00</i>	<i>0.00</i>	<i>339,830.00</i>	<i>339,830.00</i>	<i>0.00</i>
Total General Fund Revenue	(37,412.46)	2,926,869.64	3,327,256.00	400,386.36	87.97
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	131,097.79	1,595,845.94	1,738,404.00	142,558.06	91.80
Salaries - Substitutes	3,791.80	39,089.48	31,500.00	(7,589.48)	124.09
Salaries - Temporary/Contract	1,296.00	2,006.20	0.00	(2,006.20)	0.00
Payroll Taxes - Employer	10,466.43	123,585.83	135,398.00	11,812.17	91.28
Retirement - PERA - Employer	6,658.78	104,775.44	125,524.00	20,748.56	83.47
Health Insurance	20,445.96	200,332.09	242,600.00	42,267.91	82.58
Life Insurance - Employer Paid	182.28	2,009.33	2,200.00	190.67	91.33
Workers Compensation Insurance	317.38	3,839.76	4,424.00	584.24	86.79
Other Employee Benefits	130.00	1,507.76	1,700.00	192.24	88.69
<i>Total Personnel</i>	<i>174,386.42</i>	<i>2,072,991.83</i>	<i>2,281,750.00</i>	<i>208,758.17</i>	<i>90.85</i>
<i>Automation/Cataloging</i>					
Automation	12,802.81	152,826.69	174,765.00	21,938.31	87.45
OCLC/Minutex	992.27	3,120.14	8,000.00	4,879.86	39.00
Supplies - Technical Services	1,620.58	3,338.37	10,000.00	6,661.63	33.38
Supplies - Public Services	9.96	5,433.17	7,000.00	1,566.83	77.62
<i>Total Automation/Cataloging</i>	<i>15,425.62</i>	<i>164,718.37</i>	<i>199,765.00</i>	<i>35,046.63</i>	<i>82.46</i>
<i>Library Programming</i>					
Programming - Youth	688.01	2,420.12	3,400.00	979.88	71.18
Programming - Summer Reading	380.22	7,355.47	8,000.00	644.53	91.94
Programming - Adult	1,449.00	2,744.51	3,000.00	255.49	91.48
<i>Total Library Programming</i>	<i>2,517.23</i>	<i>12,520.10</i>	<i>14,400.00</i>	<i>1,879.90</i>	<i>86.95</i>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2013

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Staff Development					
Staff Training & Development	405.57	7,053.14	19,000.00	11,946.86	37.12
Total Staff Development	405.57	7,053.14	19,000.00	11,946.86	37.12
Mileage/Board Meeting Expense					
Mileage - Staff	1,363.48	20,449.49	21,125.00	675.51	96.80
Regional Board Meetings	611.50	7,535.23	8,450.00	914.77	89.17
Total Mileage/Board Meeting Expenses	1,974.98	27,984.72	29,575.00	1,590.28	94.62
Other Expenses					
Accounting/Bank Fees	375.78	11,160.55	11,600.00	439.45	96.21
Attorney Fees	1,750.00	4,887.50	7,500.00	2,612.50	65.17
Business Office Software	549.00	549.00	2,000.00	1,451.00	27.45
Delivery Services	7,269.58	79,529.62	79,350.00	(179.62)	100.23
Director's Discretionary	0.00	916.50	2,500.00	1,583.50	36.66
Insurance - General/Property	1,166.65	13,989.15	12,000.00	(1,989.15)	116.58
Lease - Regional Office Rent	1,633.34	19,600.00	19,600.00	0.00	100.00
Leases - Equipment	988.60	9,569.08	8,950.00	(619.08)	106.92
Maintenance Contracts	659.03	7,598.17	7,600.00	1.83	99.98
Mailing - Click2Mail	352.55	4,970.44	7,000.00	2,029.56	71.01
Materials Recovery/Collections	268.50	2,765.55	3,200.00	434.45	86.42
Memberships	0.00	800.00	1,200.00	400.00	66.67
Minnesota Director's Fund	0.00	2,118.00	3,000.00	882.00	70.60
Miscellaneous Expense	24.00	1,333.63	3,000.00	1,666.37	44.45
PIO: Printing/Advertising	679.98	16,360.02	16,400.00	39.98	99.76
Postage	267.61	1,087.85	6,500.00	5,412.15	16.74
Recruitment	0.00	10,972.17	9,000.00	(1,972.17)	121.91
Repairs - Equipment	239.39	831.53	2,500.00	1,668.47	33.26
Supplies - Computer	263.81	4,418.74	4,500.00	81.26	98.19
Supplies - Copier/Fax/Microfilm	0.00	460.99	2,500.00	2,039.01	18.44
Supplies - Office	7.85	11,778.61	12,500.00	721.39	94.23
Telephone/Telecom	697.33	11,929.13	19,000.00	7,070.87	62.78
Total Other Operating Expenses	17,193.00	217,626.23	241,400.00	23,773.77	90.15
Regional Library Telecom Aid (RLTA)	19,954.23	72,072.56	95,253.00	23,180.44	75.66
Transportation					
Van Expenses	1,025.62	8,336.72	9,300.00	963.28	89.64
Total Transportation	1,025.62	8,336.72	9,300.00	963.28	89.64
Materials					
Adult	834.32	180,420.39	170,500.00	(9,920.39)	105.82
Digital Collection - e-Books	597.05	28,590.68	32,763.00	4,172.32	87.27
Digital Collection - e-Audio	208.29	11,554.07	12,000.00	445.93	96.28
Express Collection	0.00	0.00	0.00	0.00	0.00
Juvenile	1,917.07	78,367.05	78,500.00	132.95	99.83
LINK Site Materials	0.00	4,261.28	13,000.00	8,738.72	32.78
Music	130.72	2,225.82	2,300.00	74.18	96.77
Online Databases	2,325.24	28,996.43	35,000.00	6,003.57	82.85
Periodicals	(10.11)	23,142.75	20,000.00	(3,142.75)	115.71
Reference	472.66	3,161.67	3,000.00	(161.67)	105.39
Total Materials	6,475.24	360,720.14	367,063.00	6,342.86	98.27
Capital Expenditures					
Furniture & Equipment	0.00	353.74	10,500.00	10,146.26	3.37
Software & Hardware Upgrades	29,370.51	40,018.17	40,000.00	(18.17)	100.05
Total Capital Expenditures	29,370.51	40,371.91	50,500.00	10,128.09	79.94
Capital Fund Accounts					
III System - Shared with NWRL	1,104.16	13,249.92	13,250.00	0.08	100.00
Van Replacement	500.00	6,000.00	6,000.00	0.00	100.00
Total Capital Fund Accounts	1,604.16	19,249.92	19,250.00	0.08	100.00
Total General Fund Expenditures	270,332.58	3,003,645.64	3,327,256.00	323,610.36	90.27
General Fund Revenue Over Expenditures	\$ (307,745.04)	\$ (76,776.00)	\$ 0.00	76,776.00	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2013

	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	\$ 1,075.84	\$ 18,344.47	\$ 0.00	(18,344.47)	0.00
Telecom/E-rate Funds	752.08	17,415.95	0.00	(17,415.95)	0.00
Legacy Grant Revenue	4,861.06	157,294.12	0.00	(157,294.12)	0.00
Miscellaneous Grants	0.00	2,000.00	0.00	(2,000.00)	0.00
Total Special Projects Revenue	6,688.98	195,054.54	0.00	(195,054.54)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials	26.36	6,534.91	0.00	(6,534.91)	0.00
Donations - Miscellaneous	182.16	10,946.85	0.00	(10,946.85)	0.00
Legacy Grant Expense	4,861.06	157,294.12	0.00	(157,294.12)	0.00
Telecom/E-rate Expenses	752.08	17,415.95	0.00	(17,415.95)	0.00
Miscellaneous Grant Expense	1,603.42	2,000.00	0.00	(2,000.00)	0.00
Projects from Designated Funds:					
Desig Funds - Prof Recruitment	0.00	5,000.00	0.00	(5,000.00)	0.00
Desig Funds - Library Material	0.00	7,535.62	0.00	(7,535.62)	0.00
Total Special Projects Miscellaneous	7,425.08	206,727.45	0.00	(206,727.45)	0.00
<i>Special Projects Capital</i>					
Donations - Furniture & Equipm	36.84	672.44	0.00	(672.44)	0.00
Projects from Designated Funds:					
Desig Funds - Van Replacement	12,365.93	12,365.93	0.00	(12,365.93)	0.00
Desig Funds - Joint Automation	0.00	34,997.50	0.00	(34,997.50)	0.00
Total Special Projects Capital	12,402.77	48,035.87	0.00	(48,035.87)	0.00
Total Special Projects Expenditures	19,827.85	254,763.32	0.00	(254,763.32)	0.00
Special Proj Rev Over (Under) Expend	\$ (13,138.87)	\$ (59,708.78)	\$ 0.00	59,708.78	0.00
GRANT TOTAL REVENUE	(30,723.48)	3,121,924.18	3,327,256.00	205,331.82	93.83
GRAND TOTAL EXPENDITURES	290,160.43	3,258,408.96	3,327,256.00	68,847.04	97.93
CHANGE IN FUND BALANCE	\$ (320,883.91)	\$ (136,484.78)	\$ 0.00	136,484.78	0.00

REVENUE	2013 Budget	2014 Request	State Certified Minimum Level Of Support	2014 Signatory Final Commitment	Change from Request
Becker County	322,015	344,285	265,379	344,285	-
Detroit Lakes	199,517	210,915	168,202	210,915	-
Clay County	242,279	262,610	198,497	262,610	-
Moorhead	675,730	716,535	554,666	675,730	(40,805)
Clearwater County	84,664	91,245	70,560	78,941	(12,304)
Mahnomen County	35,581	38,535	29,564	38,535	-
Mahnomen	16,931	18,235	14,015	18,235	-
Norman County	87,594	96,050	71,960	87,594	(8,456)
Polk County	219,999	239,815	181,967	239,815	-
Crookston	200,599	209,905	170,899	209,905	-
Wilkin County	46,580	49,795	38,884	49,795	-
Breckenridge	80,441	84,005	68,779	84,005	-
TOTAL	2,211,930	2,361,930	1,833,372	2,300,365	(61,565)

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2014 FINAL BUDGET

WITH COMPARISON TO PRELIMINARY BUDGET AND 2013 BUDGET

Approved: _____

CATEGORY	2013 Budget	2014 Prelim Budget (06/13)	2014 Budget
Personnel	2,281,750	2,314,144	2,108,102
Library Materials	367,063	367,063	367,063
Automation/Cataloging	199,765	202,165	200,573
Library Programming/Staff Dev.	33,400	33,400	33,400
Mileage/Board Mtg Expenses	29,575	29,575	29,500
Regional Library Telecom Aid	95,253	95,000	120,000
Other Operating Expenses	241,400	238,251	232,621
Vehicle Expenses	9,300	9,300	5,850
Capital Expenses	69,750	69,750	66,750
Total Budget	3,327,256	3,358,648	3,163,859

SS Variance of 2014 Prel to Final	% Variance of 2014 Prel to Final
(206,042)	-8.90%
0	0.00%
(1,592)	-0.79%
0	0.00%
(75)	-0.25%
25,000	26.32%
(5,630)	-2.36%
(3,450)	-37.10%
(3,000)	-4.30%
(194,789)	-5.80%

SS Variance 2013-2014 Final	% Variance 2013-2014 Final
-173,648	-7.61%
0	0.00%
808	0.40%
0	0.00%
-75	-0.25%
24,747	25.98%
-8,779	-3.64%
-3,450	-37.10%
-3,000	-4.30%
-163,397	-4.91%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2014 FINAL BUDGET

REVENUE	2013 Budget	2014 Prelim Budget (06/13)	2014 Final Budget	% Variance 2013-2014 Final
Becker County	322,015	344,285	344,285	
Detroit Lakes	199,517	210,915	210,915	
Clay County	242,279	262,610	262,610	
Moorhead	675,730	716,535	675,730	
Clearwater County	84,664	91,245	78,941	
Mahnomen County	35,581	38,535	38,535	
Mahnomen	16,931	18,235	18,235	
Norman County	87,594	96,050	87,594	
Polk County	219,999	239,815	239,815	
Crookston	200,599	209,905	209,905	
Wilkin County	46,580	49,795	49,795	
Breckenridge	80,441	84,005	84,005	
SUB-TOTAL	2,211,930	2,361,930	2,300,365	4.00%
GRANTS				
State Basic Support	543,371	520,000	519,209	
Regional Library Telecom Aid	95,253	95,000	120,000	
TOTA GRANTS	638,624	615,000	639,209	0.09%
OTHER REVENUE				
Miscellaneous	79,200	77,200	77,200	
NWRL Reimbursement	57,672	58,464	58,929	
Fund Balance/Shortfall	339,830	246,054	88,156	
TOTAL REVENUE	3,327,256	3,358,648	3,163,859	-4.91%
EXPENDITURES				
Operating	3,257,506	3,288,898	3,097,109	
Capital	69,750	69,750	66,750	
TOTAL EXPENDITURES	3,327,256	3,358,648	3,163,859	-4.91%

**LAKE AGASSIZ REGIONAL LIBRARY
2014 Designated Fund Balances**

Draft

<u>Designated Fund</u>	<u>12/31/2011 Balance</u>	<u>12/31/2012 Balance</u>	<u>12/31/2013 Balance</u>	<u>Management Recommendation</u>
Capacity Building/Branch Hours	25,000	20,000	-	-
Collection Agency/Bills Start-up	14,451	11,490	-	-
Consultant Study	10,908	10,000	15,000	5,000
Employee Severance	73,000	66,000	62,000	16,000
Expanding Self-Service Success	28,409	26,414	15,000	-
Joint Automation Project - LARL & NWRL	86,187	86,200	87,579	88,000
Library Materials	10,069	40,000	10,000	5,000
Library of the Future Seed \$/Bagley	44,621	27,000	25,000	28,000
LINK Sites/Rural Outreach	15,000	-	15,000	5,000
Operating Reserve (31%)	989,675	994,284	1,031,450	980,800
Photocopiers/Printers/Scanners	7,882	7,882	5,000	3,000
Professional Recruitment	5,000	2,400	5,000	1,000
RO Furniture, Paint, & Equipment	11,251	15,000	10,000	5,000
Special Projects	12,059	20,000	15,000	9,200
Staff Development	15,000	9,144	5,000	-
Staffing/Reorganizing Funding	-	45,000	-	-
Technology Upgrades	45,000	45,000	20,000	10,000
Telephone System	5,000	-	-	-
Unemployment Compensation	42,000	42,000	43,500	38,000
Van Replacement	35,852	41,852	35,486	6,000
TOTALS	\$1,476,364	\$1,509,666	\$1,400,015	\$1,200,000



Monthly Report to the Board

Date: January 16, 2014

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Ada City Council Meeting with Megan Krueger, Moorhead Hub Supervisor, Jan. 7; MLA Online Legislative Committee Meeting, Jan. 8; State of the Cities with Megan Krueger, Moorhead Hub Supervisor, Jan. 9; Meeting with Kathy Enger, Director of NLLN, Jan. 10; Meeting with Mary Haney, Detroit Lakes Library Director.

Staff Training and Development

Jamie White, Moorhead Associate attended the *Hot Online Devices* Webinar on December 5th in preparation for the holiday eBook rush. Jamie also attended a *Homeless 101 Training* offered by the FM Coalition for Homeless Persons on January 15.

Staff/Staffing

Current Openings:

- Library Substitute – Ada
- Library Substitute – Mahanomen
- LINK Site Coordinator (6-10hr/wkly) – Twin Valley

Gifts, Grants, & Donations

12/12/2013	Randy and Corinne Stefanson	Print Materials	Cash	1,000.00
12/22/2013	Bruce G Reichert in memory of Juanne C. Reichert		Paypal	25.00
12/31/2013	Gay Galles	eMaterials	Paypal	75.00
12/6/2013	Suzanne Korf		Cash	10.00
12/10/2013	Loralee Taylor		Cash	25.00
12/13/2013	Ucare		Cash	60.00
12/16/2013	Lyn Stoltenow in honor of Anne Fredine		Cash	2,500.00
12/30/2013	Robert and Lucinda Swenson		Cash	125.00

City of Ada Janitorial Issue

I am happy to report that the City of Ada has agreed to resume janitorial services at the Ada Public Library weekly. This has been an issue for several years, and we are grateful it has been resolved.

Library Legislative Day

Minnesota Library Legislative Day has been scheduled for Wednesday, March 5, 2014 in St. Paul. Please contact me if you are interested in attending. We will leave on March 4th and return on the 5th.

2014 Legislative Platform

Draft

- The Minnesota Library Association and the Minnesota Educational Media Organization support the appropriation of \$3 million dollars for the 2014-2016 biennium for the construction of public library buildings through the State's currently authorized matching program (*Minnesota Statutes 134.45*).
- The Minnesota Library Association and the Minnesota Educational Media Organization supports an increase of \$6 million for a total of \$9.75 million in funding for the Telecommunications Equity Aid (TEA) program as well as ongoing funding of the current \$2.3 million appropriation for the Regional Library Telecommunications Aid (RLTA) program to ensure equitable access to broadband and Internet services and to address the rapidly growing demand for increased bandwidth in K-12 schools and public libraries. This support encourages the further development of fiber optic network connections by service providers to public libraries, school media centers, school districts, and publicly supported academic libraries.
- The Minnesota Library Association and the Minnesota Educational Media Organization request a Legislative Study of the wide variance of pricing in eBooks for libraries as compared to individuals, and an exploration of possible remedies to this uneven and discriminatory sales model.

January 7, 2014

Reminder of Upcoming Legacy Event in Crookston:

Pulitzer Prize-Winning Author and Historian Taylor Branch to speak on Tuesday, January 21, 2014, at 10 a.m. at the Crookston Public Library.

Branch will also be presenting at the University of Minnesota Crookston on Monday, January 20, 2014, at 7 p.m. in Kiehle Auditorium. The presentation, Civil Rights Then and Now: Reflections on the King Years, is free and all are welcome to attend.

State Library Updates

News Release; Release date 12/23/13; From Kevin McHenry, Assistant Commissioner, Department of Education:

After a four month process of reviewing the needs of State Library Services, I'm pleased to announce that Jennifer R. Nelson has accepted the position of State Librarian / Director of State Library Services on a permanent basis. Jen has demonstrated commendable leadership since taking on the role of interim director, and quickly rose to the top of the candidate list when the position was posted. As Interim director she has articulated and led an outcome-driven alignment of the division's activities with Minnesota Department of Education priorities and initiated a number of new processes for redefining State Library Services' vision, goals and strategic activities to assure transparency and accountability. She brings an expertise in administration, project management and a deep knowledge of libraries to her new role.

News Release; Release date 1/6/14; From Jennifer Nelson, State Librarian

Jennifer Verbrugge will be joining State Library Services on January 22 as our new Library Partnership and Program Coordinator, working with the Legacy appropriation and LSTA statewide initiatives. Jen will also focus on building internal and external partnerships focused on services to adults. Jen comes to State Library Services from Dakota County Library, where she has served as the Youth Programming Coordinator since 2010. She received her MLIS from the University of Wisconsin- Madison in 1999. Jen is well-placed to make a terrific contribution to libraries in Minnesota and I'm delighted that she's chosen State Library Services as the place to make that happen.

**LARL BOARD OF TRUSTEES
DRAFT 2014 MEETING SCHEDULE**
All meetings are Thursdays at 5:30 p.m.

Month/Date	Group	Location	Special Topic
January 16	Finance	Moorhead @ 4:30	Adopt Budget
January 16	Full Board	Moorhead	Adopt 2014 Final Budget
February 20	Executive	Moorhead	
March 20	Full Board	Moorhead	Audit Report
April 24	Executive/ Finance	Moorhead	Draft 1/ 2015 Preliminary Budget
May 15	Full Board	Moorhead	Draft 2/ 2015 Preliminary Budget Review
June 19	Full Board	Detroit Lakes	Adopt 2015 Preliminary Budget
July 17	Executive	Moorhead	
August 21	Executive	Moorhead	
September 18	Full Board	Moorhead	
October 16	Executive	Moorhead	
November 20	Full Board	Moorhead	Elections
December 18	Executive	Moorhead	

Approved by Lake Agassiz Regional Library Board of Trustees: January **, 2014.
M:\Board of Trustees\Board Meeting Calendar



December 17, 2013

Laurie Harmon
2902 Eagle Drive
Moorhead, MN 56560

Dear Ms. Harmon,

This is written as follow-up to the "Request for Reconsideration of Library Resource" form which you filled out for the movie, "The Crimson Petal and the White."

Over the past few weeks, Library staff have watched the movie, read the reviews, and reviewed the Collection Development Policy to be sure the title in question meets our selection criteria.

LARL currently owns two copies of the BBC film "The Crimson Petal and the White." In eleven months, the DVD has been checked out over 50 times. Since the case discloses an accurate portrayal of the film, in addition to stating, "Contains nudity, sexual situations, violence, coarse language and disturbing images," the consensus of the LARL reviewers is that it should not be removed from the library shelves.

Thank you for voicing your concern.

Sincerely,

Liz Lynch
Regional Library Director
Lake Agassiz Regional Library
218-233-3757 ext. 127
lynchl@larl.org

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Moorhead, MN 56561-0900
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800.247.0449
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Ada Library 218.784.4480

Bagley Library 218.694.6201

Barnesville Library 218.354.2301

Breckenridge Library 218.643.2113

Climax Library 218.857.2455

Crookston Library 218.281.4522

Detroit Lakes Library 218.847.2168

Fertile Library 218.945.6137

Fosston Library 218.435.1320

Hawley Library 218.483.4549

Mahnomen Library 218.935.2843

McIntosh Library 218.563.4555

Moorhead Library 218.233.7594

Cormorant LINK Site 218.439.3072

Frazee LINK Site 218-334-2143

Gonvick LINK Site 218.487.6220

Halstad LINK Site 218.456.2162

Hendrum LINK Site 218.861.6028

Lake Park LINK Site 218.238.5119

Rothsay LINK Site 218.867.2637

Shelly LINK Site 218.886.7056

Twin Valley LINK Site 218.584.8355

Ulen LINK Site 218.596.8800

1/9/14 at 15:10:10.22

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2013 to Dec 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5020-000	Salaries - Temporary/Contract	12/31/13	Charlene Hudgins	1,296.00	
5020-000	Salaries - Temporary/Contract			1,296.00	
5120-000	Health Insurance	12/1/13	Lakes Country Service Cooperat	21,479.00	
		12/11/13		855.00	
		12/11/13		1,282.50	
5120-000	Health Insurance	12/15/13	MII Life - VEBA	1,850.00	
5120-000	Health Insurance			25,466.50	
6000-000	Supplies - Office	12/31/13	Cardmember Service	7.85	
6000-000	Supplies - Office			7.85	
6010-000	Supplies - Technical Services	12/9/13	DEMCO	1,147.48	
6010-000	Supplies - Technical Services	12/20/13	PCM Sales, Inc.	473.10	
6010-000	Supplies - Technical Services			1,620.58	
6040-000	Supplies - Computer	12/10/13	Josh Stompro	123.75	
6040-000	Supplies - Computer	12/31/13	Cardmember Service	55.68	
6040-000	Supplies - Computer			179.43	
6200-000	Equip Rep/Mtc - Miscellaneous	12/23/13	Ace Hardware	24.39	
6200-000	Equip Rep/Mtc - Miscellaneous	12/31/13	Celestial Freight Solutions	215.00	
6200-000	Equip Rep/Mtc - Miscellaneous			239.39	
6240-000	Maint Contr - Copiers	12/2/13	Liberty Business Systems	439.00	
6240-000	Maint Contr - Copiers			439.00	
6300-000	Payroll Processing	12/9/13	Payroll Professionals, Inc.	119.00	
		12/10/13		40.00	
		12/23/13		123.20	
6300-000	Payroll Processing			282.20	
6320-000	Business Office Software	12/31/13	Cardmember Service	549.00	
6320-000	Business Office Software			549.00	
6340-000	Attorney Fees	12/4/13	Stefanson Law	700.00	
		12/31/13		1,050.00	
6340-000	Attorney Fees			1,750.00	
6350-000	Delivery Service - Courier	12/2/13	Northern Network Express	1,414.63	
		12/9/13		1,414.63	
		12/16/13		1,414.63	
		12/23/13		1,414.63	
		12/30/13		1,414.63	
6350-000	Delivery Service - Courier			7,073.15	
6362-000	Lease - Copiers	12/5/13	Wells Fargo Equipment Finance	578.26	
6362-000	Lease - Copiers			578.26	
6365-000	Lease - Mailing Machine	12/13/13	MallFinance	410.34	

1/9/14 at 15:10:10.30

Page: 2 of 6

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2013 to Dec 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6365-000	Lease - Mailing Machine			410.34	
6400-000	Telephone	12/1/13	Halstad Telephone Company	25.84	
		12/1/13		74.47	
		12/1/13		64.43	
6400-000	Telephone	12/1/13	Rothsay Telephone Co	59.55	
6400-000	Telephone	12/1/13	Dex Media East, Inc.	69.50	
6400-000	Telephone	12/1/13	Arvig	214.71	
6400-000	Telephone	12/1/13	CenturyLink	48.00	
6400-000	Telephone	12/3/13	Dex Media East, Inc.	17.00	
		12/8/13		21.00	
6400-000	Telephone	12/8/13	Arvig	37.46	
		12/8/13		83.12	
		12/8/13		84.61	
		12/8/13		95.20	
		12/8/13		92.88	
6400-000	Telephone	12/10/13	Garden Valley Telephone Comp	75.99	
		12/10/13		11.79	
		12/10/13		10.49	
		12/10/13		10.49	
6400-000	Telephone	12/13/13	CenturyLink	43.45	
6400-000	Telephone	12/23/13	Integra Telecom		204.85
6400-000	Telephone	12/25/13	Garden Valley Telephone Comp	6.06	
6400-000	Telephone	12/26/13	Rochester Telecom Systems Inc	343.21	
6400-000	Telephone			1,489.25	204.85
6405-000	Cell Phone	12/10/13	Cardmember Service	13.84	
6405-000	Cell Phone			13.84	
6410-000	PIO - Marketing/Printing/Etc	12/2/13	Sir Speedy	127.00	
6410-000	PIO - Marketing/Printing/Etc	12/18/13	Cole Papers Inc.	345.67	
		12/24/13		35.81	
6410-000	PIO - Marketing/Printing/Etc			508.48	
6435-000	PO Box Rental	12/2/13	Postmaster	106.00	
		12/31/13		106.00	
6435-000	PO Box Rental			212.00	
6440-000	Mailing - Click2Mail	12/31/13	Click2Mail	352.55	
6440-000	Mailing - Click2Mail			352.55	
6445-000	Materials Recovery/Collection	12/1/13	Unique Management Services, I	268.50	
6445-000	Materials Recovery/Collection			268.50	
6450-000	Mileage - Trustee	12/19/13	Robert Perry	53.11	
6450-000	Mileage - Trustee	12/19/13	Craig Bunes	79.10	
6450-000	Mileage - Trustee	12/19/13	Evelyn Fox	50.29	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2013 to Dec 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee			182.50	
6455-000	Mileage - Staff	12/1/13	Heidi Moore	20.34	
		12/1/13		20.34	
6455-000	Mileage - Staff	12/1/13	Mary Haney	41.25	
		12/1/13		73.45	
		12/1/13		41.25	
		12/1/13		89.84	
		12/1/13		15.26	
		12/1/13		11.87	
		12/1/13		41.25	
		12/1/13		50.29	
		12/1/13		16.95	
6455-000	Mileage - Staff	12/5/13	Megan Krueger	47.46	
6455-000	Mileage - Staff	12/6/13	Mary Haney	103.96	
6455-000	Mileage - Staff	12/9/13	Joyce White	8.48	
6455-000	Mileage - Staff	12/9/13	Heidi Moore	20.34	
6455-000	Mileage - Staff	12/10/13	Joyce Christine Boike	26.56	
		12/11/13		77.97	
6455-000	Mileage - Staff	12/11/13	Mary Haney	50.29	
6455-000	Mileage - Staff	12/12/13	Tammi Jalowiec	73.45	
6455-000	Mileage - Staff	12/12/13	Karen Edevold	89.84	
6455-000	Mileage - Staff	12/12/13	Joyce White	22.09	
6455-000	Mileage - Staff	12/12/13	Christina Murray	26.56	
6455-000	Mileage - Staff	12/18/13	Joyce Christine Boike	77.97	
6455-000	Mileage - Staff	12/18/13	Mary Haney	50.29	
		12/19/13		16.95	
6455-000	Mileage - Staff	12/23/13	Karen Stormo	103.96	
6455-000	Mileage - Staff	12/23/13	Laurel Wanke	16.95	
6455-000	Mileage - Staff	12/23/13	Bonita-Mae L. Julius	11.87	
6455-000	Mileage - Staff	12/23/13	Michelle Fjeld	15.26	
		12/23/13		23.73	
6455-000	Mileage - Staff	12/23/13	Amy Nelson	38.99	
6455-000	Mileage - Staff	12/31/13	Marianne Wannebo	38.42	
6455-000	Mileage - Staff			1,363.48	
6470-000	Board Expenses	12/19/13	Fargo Rubber Stamp Works Inc.	409.60	
6470-000	Board Expenses	12/25/13	Purchase Advantage Card	19.40	
6470-000	Board Expenses			429.00	
6482-000	Conf/Meeting - Miscellaneous	12/10/13	Cardmember Service	233.13	
6482-000	Conf/Meeting - Miscellaneous	12/25/13	Purchase Advantage Card	17.44	
6482-000	Conf/Meeting - Miscellaneous	12/31/13	Cardmember Service	90.00	
		12/31/13		65.00	

1/9/14 at 15:10:10.35

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2013 to Dec 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6482-000	Conf/Meeting - Miscellaneous			405.57	
6490-000	Programming - Youth	12/2/13	CDW Government	102.58	
		12/2/13		274.70	
		12/3/13		227.40	
6490-000	Programming - Youth			604.68	
6492-000	Programming - Summer Readl	12/17/13	Oriental Trading Company	380.22	
6492-000	Programming - Summer Readl			380.22	
6495-000	Programming - Adult	12/18/13	SELCO	1,449.00	
6495-000	Programming - Adult			1,449.00	
6500-000	Van - Gasoline	12/6/13	Cenex Fleetcard	382.69	
		12/31/13		188.21	
6500-000	Van - Gasoline			570.90	
6505-000	Van - Repairs & Maintenance	12/2/13	Duggan's Auto Service Center	84.32	
		12/2/13		164.75	
6505-000	Van - Repairs & Maintenance	12/10/13	Jennifer Rodger	45.00	
6505-000	Van - Repairs & Maintenance			294.07	
6602-000	Materials - Juvenile Fiction	12/3/13	Baker & Taylor	73.68	
		12/3/13		13.28	
		12/9/13		78.54	
		12/13/13		13.28	
		12/13/13		29.40	
		12/16/13		26.56	
		12/18/13		62.16	
		12/18/13		12.96	
		12/18/13		90.88	
		12/19/13		39.56	
6602-000	Materials - Juvenile Fiction	12/25/13	GECRB/Amazon	55.30	
6602-000	Materials - Juvenile Fiction	12/26/13	Baker & Taylor	125.62	
		12/26/13		122.81	
		12/26/13		120.70	
		12/27/13		10.68	
		12/27/13		31.14	
		12/30/13		863.32	
6602-000	Materials - Juvenile Fiction			1,769.87	
6604-000	Materials - Juvenile Non-Fict	12/25/13	GECRB/Amazon	102.23	
6604-000	Materials - Juvenile Non-Fict			102.23	
6605-000	Materials - Juvenile DVD	12/25/13	GECRB/Amazon	44.97	
6605-000	Materials - Juvenile DVD			44.97	
6610-000	Materials - Adult Fiction	12/25/13	GECRB/Amazon	94.08	
6610-000	Materials - Adult Fiction			94.08	
6612-000	Materials - Adult Non-Fiction	12/25/13	GECRB/Amazon	42.07	
6612-000	Materials - Adult Non-Fiction	12/31/13	Cardmember Service	48.00	
6612-000	Materials - Adult Non-Fiction			90.07	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2013 to Dec 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6614-000	Materials - Adult Large Print	12/1/13	Baker & Taylor	15.63	
6614-000	Materials - Adult Large Print	12/25/13	GEACRB/Amazon	29.74	
6614-000	Materials - Adult Large Print			45.37	
6616-000	Materials - Adult DVD	12/25/13	GEACRB/Amazon	182.80	
6616-000	Materials - Adult DVD			182.80	
6640-000	Materials - Music	12/25/13	GEACRB/Amazon	39.72	
6640-000	Materials - Music			39.72	
6650-000	Materials - Reference	12/9/13	City Directories	323.00	
6650-000	Materials - Reference			323.00	
6670-000	Materials - Digital - e-Books	12/12/13	Overdrive, Inc.		27.95
6670-000	Materials - Digital - e-Books				27.95
6690-000	Materials - Periodicals	12/13/13	EBSCO		40.11
6690-000	Materials - Periodicals	12/27/13	Fertile Journal	30.00	
6690-000	Materials - Periodicals			30.00	40.11
6800-000	Miscellaneous Expense	12/10/13	Cardmember Service	24.00	
6800-000	Miscellaneous Expense			24.00	
7110-000	Regional Lib Telecom Aid - Ex	12/31/13	NW-Links	19,954.23	
7110-000	Regional Lib Telecom Aid - Ex			19,954.23	
7120-000	Telecom/E-rate Expenses	12/16/13	Network Center Communication	151.17	
7120-000	Telecom/E-rate Expenses			151.17	
7200-000	Legacy - Expense (1099)	12/9/13	University of Minnesota Crooks	1,000.00	
7200-000	Legacy - Expense (1099)	12/9/13	Minnesota Historical Society	2,786.36	
7200-000	Legacy - Expense (1099)	12/31/13	Charlene Hudgins	996.00	
7200-000	Legacy - Expense (1099)			4,782.36	
7210-000	Legacy - Materials - Print	12/25/13	GEACRB/Amazon	252.34	
7210-000	Legacy - Materials - Print			252.34	
7300-000	Miscellaneous Grant Expense	12/2/13	CDW Government	1,603.42	
7300-000	Miscellaneous Grant Expense			1,603.42	
8000-011	Donation - Misc Exp - LM	12/1/13	Baker & Taylor	6.45	
8000-011	Donation - Misc Exp - LM	12/12/13	The Chamber	44.00	
8000-011	Donation - Misc Exp - LM			50.45	
8000-051	Donation - Misc Exp - LC	12/25/13	GEACRB/Amazon	131.71	
8000-051	Donation - Misc Exp - LC			131.71	
8100-023	Donation - Materials - SF	12/25/13	GEACRB/Amazon	26.36	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Dec 1, 2013 to Dec 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8100-023	Donation - Materials - SF			26.36	
8200-011	Donation - Furn & Equip - LM	12/25/13	GECRB/Amazon	36.84	
8200-011	Donation - Furn & Equip - LM			36.84	
8600-000	Software & Hardware Upgrade	12/10/13	ByteSpeed, LLC	6,995.00	
8600-000	Software & Hardware Upgrade	12/10/13	Cardmember Service	4,528.01	
8600-000	Software & Hardware Upgrade	12/26/13	Metro Sales, Inc	11,025.00	
8600-000	Software & Hardware Upgrade	12/31/13	Absolute Marketing Group	6,822.50	
8600-000	Software & Hardware Upgrade			29,370.51	
9630-200	Cell Phone - Joint Automation	12/10/13	Cardmember Service	17.29	
9630-200	Cell Phone - Joint Automation			17.29	
9650-200	Computer Supplies - Joint Aut	12/16/13	PCM Sales, Inc.	6.84	
9650-200	Computer Supplies - Joint Aut			6.84	