

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Date: **Thursday, May 19, 2016**

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

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

**NOTE:** If you're unable to attend this meeting, please contact Liz Lynch at [lynchl@larl.org](mailto:lynchl@larl.org) or 218-233-3757 ext. 127 by noon on May 19<sup>th</sup>.

**AGENDA**

5:30 **1. CALL TO ORDER** – President Perry

**PUBLIC INPUT**

**APPROVAL OF AGENDA**

5:35 **2. MINUTES OF THE MARCH 17, 2016 FULL BOARD MEETING.**

Enclosed (page 4)

***Recommended Motion: Move to approve the March 17, 2016 Full Board Meeting Minutes as presented.***

5:40 **3. 2015 AUDIT REPORT** – Luke Evenson, CPA, Eide Bailly, LLP

6:00 **4. FINANCIAL REPORT** - Sprynczynatyk

Enclosed (page 8)

a. LARL Endowment/Fargo-Moorhead Area Foundation

Enclosed (page 12)

***Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Hawley, and Moorhead Branches 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 distribution.***

b. 2017 Preliminary Budget Review – Draft #2

Enclosed (page 13)

6:15 **5. DIRECTOR'S REPORT** - Lynch

Enclosed (page 15)

a. Conference, Workshop and Continuing Education Policy – Draft Enclosed (page 17)

***Recommended Motion: Move to approve the revised Conference, Workshop and Continuing Education Policy.***

(over)

- b. Collection Development Policy – Draft Enclosed (page 19)

***Recommended Motion: Move to approve the revised Collection Development Policy***

- c. Registration/Circulation Policy – Draft Enclosed (page 27)

***Recommended Motion: Move to approve the revised Registration/Circulation Policy***

- d. School and Student Policy – Draft Enclosed (page 31)

***Recommended Motion: Move to approve the revised School and Student Policy***

6:25 **6. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley & Terry Kalil

**Breckenridge** – Evie Fox

**Clay County** – Wayne Ingersoll

**Clearwater County** – Arlen Syverson

**Crookston** – Clayton Briggs

**Detroit Lakes** – Marlys Douglas

**Mahnomen** – Michelle Gieseke

**Mahnomen County** – David Geray

**Moorhead** – Mari Dailey & Lauri Winterfeldt

**Norman County** – Lee Ann Hall

**Polk County** - Craig Bunes

**Wilkin County** – Bob Perry

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

**Northern Lights Library Network** – Wayne Ingersoll

6:45 **7. PRESIDENT'S REPORT** – President Perry

6:55 **8. OTHER**

7:05 **9. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. List of Bills – April 2016

(page 32 – digital packet only/print copy available for review at meeting)

**UPCOMING MEETINGS/EVENTS**

**Last Sunday Crookston branch open until after Labor Day**

Sunday, May 22, 2016

**Memorial Day**

Monday, May 30, 2016: All LARL Branches, LINK Sites, and the Regional Office Closed

**June Finance Committee Meeting and Full Board Meeting**

The Finance Committee Meeting will be held at 4:30 and will be followed by the Full Board Meeting on June 16, 2016 in the lower level of the Moorhead Public Library.

**2016 Youth Summer Reading Program**

June/July/August

**Independence Day**

Monday, July 4, 2016: All LARL Branches, LINK Sites and the Regional Office Closed

**Executive Committee Meeting**

No meeting in July.

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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 17, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

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

**Board Members Absent:** Briggs, Douglas, Gieseke, Winterfeldt, 1 open position

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

*(Geray/Bunes) Move to approve the Agenda of the March 17, 2016 Full Board Meeting. MCU.*

**MINUTES OF THE JANUARY 21, 2016 FULL BOARD MEETING**

*(Kalil/Hall) Move to approve the Minutes of the January 21, 2016 Full Board Meeting as presented. MCU.*

**FINANCIAL REPORT**

Sprynczynatyk reported that due to extra time needed to comply with a new Government Accounting Standard, GASB 68, the audit presentation will be taking place at the May Full Board meeting.

With 16.67% of 2016 complete, LARL spent 15.3% of budgeted expenses. Accounting/Bank Fees are at 52.19% of budget due to payment for part of the 2015 audit.

*(Ingersoll/Dailey) Move to authorize the Director to submit the 2015 Annual Report to State Library Services. MCU.*

*(Hall/Kalil) Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2015 funding year. MCU.*

(over)

**DIRECTOR'S REPORT**

Lynch reported that Tammy Thomasson from the Crookston Public Library was invited to attend a luncheon with the Governor. While a Cabinet member was present rather than the Governor, Tammy was able to gather helpful information regarding Early Child Initiatives.

Megan Krueger obtained a \$20,000 Bremer Grant in 2015; the grant included an additional \$10,000 from the Bremer Foundation if matching grants could be obtained. The matching funds were raised, with the help of a final \$3,700 donation from former Moorhead Mayor Mark Voxland in memory of his wife. The funds will be used for renovations and new furniture in the Moorhead meeting rooms.

Lynch discussed that LARL is moving to a new Staff Intranet. While the change is being made policies and procedures will be reviewed and updated as needed.

Updates to the Emergency and Non-Emergency Closing Policy were reviewed. Perry suggested leaving in the sentence "Staff is also expected to use good judgement regarding travel".

***(Grimsley/Geray) Move to approve the revised Emergency and Nonemergency Closing Policy with leaving in the sentence "Staff is also expected to use good judgement regarding travel". MCU.***

***(Kalil/Fox) Move to adopt the LARL Resolution to support the MN Broadband Vision. MCU.***

Lynch updated the Board on the status of LARL's Strategic Plan. Lynch mentioned that one addition to the plan includes an initiative to form relationships with organizations and local businesses. This initiative has resulted in several donations from around the region to improve services and facilities in several communities.

The current strategic plan runs through 2016. Starting this fall Lynch will be scheduling community conversations again to get public input on how LARL can better serve our community.

Lynch discussed Library Legislative Day. Lynch is unable to attend Legislative Day this year, but LARL will have two representatives, Megan Krueger, Moorhead Hub Supervisor and Chris Boike, Crookston Hub Supervisor, as well as a LARL Board member.

Lynch passed out brochures from the MN Library & Trustee Advocates.

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley, Kalil)

The Detroit Lakes Library has a new sign on the Washington Avenue side of the building.

**Breckenridge** (Fox)

No report

(continued on next page)

Minutes of the March 17, 2016 Full Board Meeting – Page 3Clay County (Ingersoll)

No report

Clearwater County (Syverson)

No report

Crookston (Briggs-absent)

No report

Detroit Lakes (Marlys Douglas-absent)

No report

City of Mahanomen (Gieseke-absent)

No report

Mahanomen County (Geray)

No report

Moorhead (Dailey, Winterfeldt-absent, 1 open)

No report

Norman County/Ada (Hall)

The Ada Library is getting new carpet, computers and computer tables.

Polk County (Buness)

Buness stopped at the Climax Library, things are going well. The Polk County Board likes that LARL has been working to obtain outside funding, the fact that LARL is putting in the effort to get additional funding makes it easier for them to meet LARL's funding requests.

Wilkin County (Perry)

No report

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

No report

Northern Lights Library Network (Ingersoll)

Broadband was discussed with representatives at the last meeting.

**PRESIDENTS REPORT**

Perry asked if Kalil would be LARL's representative on the MN Library Association/Library Trustee and Advocates Section.

***(Ingersoll/Geray) Move to appoint Terry Kalil as LARL's representative on the MN Library Association/Library Trustee and Advocates Section. MCU.***

The meeting adjourned at 6:15 p.m.

**Lake Agassiz Regional Library  
2016 Board Meeting Attendance Schedule**

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

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

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2016

33.33%

Page: 1  
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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<i><b>Signatory Funding</b></i>					
Becker County	\$ 89,588.75	\$ 179,177.50	\$ 358,355.00	179,177.50	50.00
Detroit Lakes	54,390.00	108,780.00	217,560.00	108,780.00	50.00
Clay County	68,940.00	137,880.00	275,760.00	137,880.00	50.00
Moorhead	180,182.50	360,365.00	720,730.00	360,365.00	50.00
Clearwater County	23,931.25	47,862.50	95,725.00	47,862.50	50.00
Mahnomen County	10,098.75	20,197.50	40,395.00	20,197.50	50.00
Mahnomen	4,785.00	9,570.00	19,140.00	9,570.00	50.00
Norman County	23,136.25	46,272.50	92,545.00	46,272.50	50.00
Polk County	63,123.75	126,247.50	252,495.00	126,247.50	50.00
Crookston	53,893.75	107,787.50	215,575.00	107,787.50	50.00
Wilkin County	12,930.00	25,860.00	51,720.00	25,860.00	50.00
Breckenridge	21,636.25	43,272.50	86,545.00	43,272.50	50.00
<b>Total Signatory Funding</b>	<b>606,636.25</b>	<b>1,213,272.50</b>	<b>2,426,545.00</b>	<b>1,213,272.50</b>	<b>50.00</b>
<i><b>Grants</b></i>					
Basic Support - MN (RLBSS)	0.00	191,010.67	477,527.00	286,516.33	40.00
Reg Library Telecom Aid (RLTA)	0.00	23,284.25	88,230.00	64,945.75	26.39
<b>Total Grants</b>	<b>0.00</b>	<b>214,294.92</b>	<b>565,757.00</b>	<b>351,462.08</b>	<b>37.88</b>
<i><b>Miscellaneous Revenue</b></i>					
Service Charge Revenue	1,401.05	4,929.95	18,000.00	13,070.05	27.39
Printing Revenue	2,529.23	7,178.45	19,100.00	11,921.55	37.58
Fax Revenue	1,041.86	2,765.77	7,000.00	4,234.23	39.51
Microfilm Revenue	2.99	9.26	100.00	90.74	9.26
Photocopy Revenue	1,070.14	2,348.05	7,000.00	4,651.95	33.54
Book/Furniture Sale Revenue	215.23	1,400.63	0.00	(1,400.63)	0.00
Interest/Dividend Income	301.87	19,418.23	30,000.00	10,581.77	64.73
Investment Value Change	3,900.85	1,304.85	0.00	(1,304.85)	0.00
Lost/Damaged Property	395.28	1,438.79	6,000.00	4,561.21	23.98
Other Income	0.00	87.46	0.00	(87.46)	0.00
<b>Total Miscellaneous Revenue</b>	<b>10,858.50</b>	<b>40,881.44</b>	<b>87,200.00</b>	<b>46,318.56</b>	<b>46.88</b>
<i><b>Joint Automation Revenue</b></i>					
Northwest Reg. Lib. Contrib.	14,087.50	28,175.00	56,350.00	28,175.00	50.00
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	1,200.68	0.00	(1,200.68)	0.00
<b>Total Joint Automation Revenue</b>	<b>14,387.67</b>	<b>29,375.68</b>	<b>56,350.00</b>	<b>26,974.32</b>	<b>52.13</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>53,543.00</b>	<b>53,543.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>631,882.42</b>	<b>1,497,824.54</b>	<b>3,189,395.00</b>	<b>1,691,570.46</b>	<b>46.96</b>
<b>General Fund Expenditures</b>					
<i><b>Personnel Expenses</b></i>					
Salaries	134,709.87	530,606.04	1,640,260.00	1,109,653.96	32.35
Payroll Taxes	10,222.32	39,940.42	125,480.00	85,539.58	31.83
Retirement - PERA	9,913.93	38,937.57	120,430.00	81,492.43	32.33
Health Insurance	20,389.81	81,713.79	274,750.00	193,036.21	29.74
Life Insurance	162.75	651.00	2,010.00	1,359.00	32.39
Workers Compensation Insurance	355.10	1,420.40	4,330.00	2,909.60	32.80
Other Employee Benefits	114.87	471.48	1,610.00	1,138.52	29.28
<b>Total Personnel</b>	<b>175,868.65</b>	<b>693,740.70</b>	<b>2,168,870.00</b>	<b>1,475,129.30</b>	<b>31.99</b>
<i><b>Automation/Cataloging</b></i>					
Automation	11,612.45	43,029.42	162,360.00	119,330.58	26.50
Catalog Item Records	866.41	3,465.64	11,500.00	8,034.36	30.14
Supplies - Computer	84.44	2,865.39	4,500.00	1,634.61	63.68
Supplies - Technical Services	140.46	1,126.79	7,000.00	5,873.21	16.10
<b>Total Automation/Cataloging</b>	<b>12,703.76</b>	<b>50,487.24</b>	<b>185,360.00</b>	<b>134,872.76</b>	<b>27.24</b>



Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	121.58	538.71	3,400.00	2,861.29	15.84
Programming - Summer Reading	120.00	4,590.81	8,000.00	3,409.19	57.39
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
<b>Total Library Programming</b>	<b>241.58</b>	<b>5,089.52</b>	<b>14,400.00</b>	<b>9,310.48</b>	<b>35.34</b>
<b>Staff Development</b>					
Staff Training & Development	2,469.29	3,977.76	19,000.00	15,022.24	20.94
<b>Total Staff Development</b>	<b>2,469.29</b>	<b>3,977.76</b>	<b>19,000.00</b>	<b>15,022.24</b>	<b>20.94</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,655.64	5,805.60	20,000.00	14,194.40	29.03
Regional Board Meetings	343.70	2,084.46	6,500.00	4,415.54	32.07
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,999.34</b>	<b>7,890.06</b>	<b>26,500.00</b>	<b>18,609.94</b>	<b>29.77</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	489.77	7,997.30	13,750.00	5,752.70	58.16
Attorney Fees	0.00	125.00	4,000.00	3,875.00	3.13
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	7,666.31	23,640.13	73,000.00	49,359.87	32.38
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,389.44	5,408.11	17,825.00	12,416.89	30.34
Lease - Regional Office Rent	1,683.34	6,733.33	20,200.00	13,466.67	33.33
Leases - Equipment	606.86	2,837.78	8,950.00	6,112.22	31.71
Maintenance Contracts	192.78	3,029.85	14,050.00	11,020.15	21.56
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	161.10	268.50	3,200.00	2,931.50	8.39
Memberships	110.00	319.00	1,200.00	881.00	26.58
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	0.00	3,000.00	3,000.00	0.00
PIO: Printing/Advertising	394.60	2,163.62	16,400.00	14,236.38	13.19
Postage	18.44	184.47	3,760.00	3,575.53	4.91
Recruitment	20.00	2,030.01	8,000.00	5,969.99	25.38
Repairs - Equipment	0.00	271.88	2,500.00	2,228.12	10.88
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	840.92	1,541.37	10,000.00	8,458.63	15.41
Supplies - Public Services	376.58	979.25	6,000.00	5,020.75	16.32
Telephone/Telecom	977.32	3,164.86	17,900.00	14,735.14	17.68
<b>Total Other Operating Expenses</b>	<b>14,927.46</b>	<b>60,813.46</b>	<b>235,735.00</b>	<b>174,921.54</b>	<b>25.80</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0.00</b>	<b>23,284.25</b>	<b>88,230.00</b>	<b>64,945.75</b>	<b>26.39</b>
<b>Transportation</b>					
Van Expenses	176.06	824.44	5,000.00	4,175.56	16.49
<b>Total Transportation</b>	<b>176.06</b>	<b>824.44</b>	<b>5,000.00</b>	<b>4,175.56</b>	<b>16.49</b>
<b>Materials</b>					
Audio Visual	4,500.69	21,262.28	74,000.00	52,737.72	28.73
Digital	5,138.72	22,387.67	45,000.00	22,612.33	49.75
Online Resources	2,142.31	8,547.82	25,700.00	17,152.18	33.26
Periodicals	451.00	2,758.51	24,100.00	21,341.49	11.45
Print	16,361.11	85,491.61	212,000.00	126,508.39	40.33
<b>Total Materials</b>	<b>28,593.83</b>	<b>140,447.89</b>	<b>380,800.00</b>	<b>240,352.11</b>	<b>36.88</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	801.72	1,509.87	10,500.00	8,990.13	14.38
Software & Hardware Upgrades	6,305.70	5,376.70	40,000.00	34,623.30	13.44
<b>Total Capital Expenditures</b>	<b>7,107.42</b>	<b>6,886.57</b>	<b>50,500.00</b>	<b>43,613.43</b>	<b>13.64</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	1,000.00	4,000.00	12,000.00	8,000.00	33.33
Van Replacement	250.00	1,000.00	3,000.00	2,000.00	33.33
<b>Total Capital Fund Accounts</b>	<b>1,250.00</b>	<b>5,000.00</b>	<b>15,000.00</b>	<b>10,000.00</b>	<b>33.33</b>
<b>Total General Fund Expenditures</b>	<b>245,337.39</b>	<b>998,441.89</b>	<b>3,189,395.00</b>	<b>2,190,953.11</b>	<b>31.31</b>
General Fund Revenue Over Expenditures \$	\$ 386,545.03	\$ 499,382.65	\$ 0.00	(499,382.65)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 4,990.13	\$ 7,722.40	\$ 0.00	(7,722.40)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	706.34	3,526.02	0.00	(3,526.02)	0.00
Legacy Grant Revenue	5,823.18	12,093.92	0.00	(12,093.92)	0.00
Miscellaneous Grants	0.00	100,745.51	0.00	(100,745.51)	0.00
<b>Total Special Projects Revenue</b>	<b>11,519.65</b>	<b>124,087.85</b>	<b>0.00</b>	<b>(124,087.85)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	22.62	2,795.59	0.00	(2,795.59)	0.00
Donations - Materials: A/V	0.00	132.98	0.00	(132.98)	0.00
Donations - Materials: Other	0.00	0.00	0.00	0.00	0.00
Donations - Miscellaneous	389.56	1,631.55	0.00	(1,631.55)	0.00
Legacy Grant Expense	5,823.18	12,093.91	0.00	(12,093.91)	0.00
Telecom/E-rate Expenses	706.34	3,526.02	0.00	(3,526.02)	0.00
Miscellaneous Grant Expense	0.00	100,745.51	0.00	(100,745.51)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>6,941.70</b>	<b>120,925.56</b>	<b>0.00</b>	<b>(120,925.56)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	2,592.73	6,992.98	0.00	(6,992.98)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>2,592.73</b>	<b>6,992.98</b>	<b>0.00</b>	<b>(6,992.98)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>9,534.43</b>	<b>127,918.54</b>	<b>0.00</b>	<b>(127,918.54)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 1,985.22	\$ (3,830.69)	\$ 0.00	3,830.69	0.00
GRAND TOTAL REVENUE	643,402.07	1,621,912.39	3,189,395.00	1,567,482.61	50.85
GRAND TOTAL EXPENDITURES	254,871.82	1,126,360.43	3,189,395.00	2,063,034.57	35.32
CHANGE IN FUND BALANCE	\$ 388,530.25	\$ 495,551.96	\$ 0.00	(495,551.96)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
April 30, 2016**

**11**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
<b>ASSETS</b>			
Cash - Checking (State Bank)	\$ 17,919.00	21,137.93	(3,218.93)
Cash - Payroll (State Bank)	711.60	1,193.87	(482.27)
Cash - PayPal	41.57	1.64	39.93
Cash - Savings (State Bank)	716,385.27	803,480.28	(87,095.01)
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,155,146.24	1,151,244.62	3,901.62
Accounts Receivable	443,707.15	201.13	443,506.02
Prepaid Expenses	84,212.07	84,618.86	(406.79)
Deposit Account - OCLC	6,136.12	6,985.14	(849.02)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(3,680.33)	(3,680.33)	0.00
Equipment and Fixtures	363,969.12	363,969.12	0.00
Accum Depr - Equip & Fixtures	(343,060.28)	(343,060.28)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,907.91)	(209,907.91)	0.00
Endowment Funds	55,892.27	55,892.27	0.00
Amount Provided - LTD	16,032.17	16,032.17	0.00
Total Assets	\$ 2,526,373.90	2,170,978.35	355,395.55
<b>LIABILITIES</b>			
Accounts Payable	\$ 29,226.98	53,661.69	(24,434.71)
Credit Card Payable	10,426.14	16,576.92	(6,150.78)
Amazon Charge Account	5,236.68	8,596.16	(3,359.48)
Accrued Salaries Payable	72,206.15	72,206.15	0.00
Accrued Sick Leave Payable	16,032.17	16,032.17	0.00
Accrued Vacation Payable	33,901.14	33,901.14	0.00
Payroll Tax Payable - ND	322.00	0.00	322.00
Life Insurance Payable	(20.00)	(20.00)	0.00
Dental Insurance Payable	(27.26)	26.04	(53.30)
Vision Insurance Payable	34.97	(219.15)	254.12
AFLAC Payable	243.05	282.71	(39.66)
Flexible Spending - Medical	(1,917.46)	(1,495.19)	(422.27)
Flexible Spending - Dep Care	673.36	840.02	(166.66)
Sales Tax Payable	258.20	489.42	(231.22)
Deferred Revenue	438,780.89	438,883.63	(102.74)
Total Liabilities	605,377.01	639,761.71	(34,384.70)
<b>FUND BALANCES</b>			
Fund Balance - Unreserved	159,822.22	159,822.22	0.00
Fund Bal. - Operating Reserve	990,000.00	990,000.00	0.00
Fund Bal. - Employee Severance	17,000.00	17,000.00	0.00
Fund Bal. - Unemployment Comp.	40,000.00	40,000.00	0.00
Fund Bal. - Van Replacement	13,000.00	12,750.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	10,000.00	10,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. -LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	62,000.00	62,000.00	0.00
Fund Bal. - III Software Upgrd	4,000.00	3,000.00	1,000.00
Investment in Gen. Fixed Asset	29,730.44	29,730.44	0.00
Reserve for Endowments	55,892.27	55,892.27	0.00
Change in Fund Balance	495,551.96	107,021.71	388,530.25
Total Fund Balances	1,920,996.89	1,531,216.64	389,780.25
Total Liabilities & Fund Balanc	\$ 2,526,373.90	2,170,978.35	355,395.55

**LAKE AGASSIZ REGIONAL LIBRARY**  
**ENDOWMENT FUND**  
 FM-AREA FOUNDATION

2016 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$115	Reinvest
Crookston Library	\$730	Spend
Hawley Library	\$605	Reinvest
Moorhead Library	\$140	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

2017

## PRELIMINARY BUDGET

DRAFT #2

CATEGORY	2015 BUDGET	2016 BUDGET	2017 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,108,102	2,168,870	2,252,660	83,790	3.86%
Library Materials	367,063	380,800	385,000	4,200	1.10%
Automation/Cataloging	199,073	185,360	187,660	2,300	1.24%
Library Programming/Staff Dev.	33,400	33,400	24,400	(9,000)	-26.95%
Mileage/Board Mtg Expense	29,500	26,500	25,900	(600)	-2.26%
Regional Library Telecom Aid	120,000	88,230	88,000	(230)	-0.26%
Other Operating Expenses	234,121	235,735	231,327	(4,408)	-1.87%
Vehicle Expenses	5,850	5,000	4,500	(500)	-10.00%
Capital Expenses	66,750	65,500	51,000	(14,500)	-22.14%
Total Budget	3,163,859	3,189,395	3,250,447	61,052	1.91%

(OVER)

## LAKE AGASSIZ REGIONAL LIBRARY

2017

## PRELIMINARY BUDGET

DRAFT #2

REVENUE	2015 Budget	2016 Budget	\$\$ Increase	2017 Request
Becker County	344,285	358,355	7,455	365,810
Detroit Lakes	210,915	217,560	3,460	221,020
Clay County	262,610	275,760	6,775	282,535
Moorhead	675,730	720,730	12,950	733,680
Clearwater County	91,245	95,725	2,360	98,085
Mahnomen County	38,535	40,395	1,010	41,405
Mahnomen	18,235	19,140	525	19,665
Norman County	87,594	92,545	2,440	94,985
Polk County	239,815	252,495	6,710	259,205
Crookston	209,905	215,575	2,870	218,445
Wilkin County	49,795	51,720	1,060	52,780
Breckenridge	84,004	86,545	1,385	87,930
<b>SUB-TOTAL</b>	<b>2,312,668</b>	<b>2,426,545</b>	<b>49,000</b>	<b>2,475,545</b>
<b>GRANTS</b>				
State Basic Support	519,209	477,527	(10,000)	467,527
Regional Library Telecom Aid	120,000	88,230	(230)	88,000
<b>TOTAL GRANTS</b>	<b>639,209</b>	<b>565,757</b>	<b>(10,230)</b>	<b>555,527</b>
<b>OTHER REVENUE</b>				
Miscellaneous	77,200	87,200	(150)	87,050
Joint Automation	58,929	56,350	800	57,150
Fund Balance/Shortfall	75,853	53,543	21,632	75,175
<b>TOTAL OTHER REVENUE</b>	<b>211,982</b>	<b>197,093</b>	<b>22,282</b>	<b>219,375</b>
<b>TOTAL REVENUE</b>	<b>3,163,859</b>	<b>3,189,395</b>	<b>61,052</b>	<b>3,250,447</b>
<b>EXPENDITURES</b>				
Operating	3,097,109	3,123,895	75,552	3,199,447
Capital	66,750	65,500	(14,500)	51,000
<b>TOTAL EXPENDITURES</b>	<b>3,163,859</b>	<b>3,189,395</b>	<b>61,052</b>	<b>3,250,447</b>
				<b>0</b>