

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

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

Thursday, August 18, 2016

5:30 p.m.

Meeting Place: Moorhead Public Library

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

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

AGENDA

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

5:35 2. MINUTES OF THE APRIL 21, 2016 EXECUTIVE/FINANCE COMMITTEE MEETING
Enclosed (page 3)

***Recommended Motion: Move to approve the APRIL 21, 2016 Executive/
Finance Committee Meeting Minutes as presented.***

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

- a. Final Report and Documentation of Actual Expenses for FY2016 (July 1, 2015-June 30, 2016) Regional Library Telecommunications Aid (RLTA).
(Available for review at meeting)

***Recommended Motion: Move to authorize the Regional Library Director and
Finance/HR Director to submit the Final Report and documentation
of actual expenses for FY2016 Regional Library Telecommunications Aid.***

- b. Investment Advisory Services

***Recommended Motion: Move to approved Edward Jones as an authorized
institution for 2016 and authorize the Director of Finance start the process of moving
investment funds from Morgan Stanley to Edward Jones.***

(over)

Agenda for the August 18, 2016 Executive Board Meeting – Page 2

c. 2016-2018 Audit Proposal

Recommended Motion: Move to approve a three-year (2016-2018) agreement with EideBailly LLP to conduct the annual audit for LARL's financial statements.

6:00 4. DIRECTOR'S REPORT – Lynch
Enclosed (page 9)

6:15 5. PRESIDENT'S REPORT

6:20 6. OTHER

6:30 7. ADJOURNMENT

ADDITIONAL INFORMATION ENCLOSED

June/July 2016 - Bill List (digital – page 12; print – not in packet, available for review at meeting)

CURRENT/UPCOMING MEETINGS/EVENTS

Labor Day: Monday, September 5, 2016

All LARL locations will be closed in observance of the Labor Day holiday.

Full Board Meeting

Thursday, September 15, 2016 at 5:30 p.m.

NOTE: Meeting will be held on the main floor of the Moorhead Public Library.

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

**LARL BOARD OF TRUSTEES
EXECUTIVE/FINANCE COMMITTEE MEETING
MINUTES
DRAFT**

A joint meeting of the Lake Agassiz Regional Library Executive Board and Finance Committee was held on Thursday, April 21, 2016 at the Moorhead Public Library.

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

Executive Committee Members Absent: None.

Finance Committee Members Present: Briggs, Buness, Grimsley, Ingersoll (*Chair*), Perry (*ex officio*).

Finance Committee Members Absent: None.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Briggs/Buness) Move to approve the agenda of the April 21, 2016 Executive/Finance Committee Meeting Minutes as presented. MCU.

MINUTES OF THE FEBRUARY 18, 2016 EXECUTIVE COMMITTEE MEETING.

(Ingersoll/Fox) Move to approve the February 18, 2016 Executive Committee Meeting Minutes as presented. MCU.

MINUTES OF THE JANUARY 21, 2016 FINANCE COMMITTEE MEETING.

(Buness/Briggs) Move to approve the January 21, 2016 Finance Committee Meeting Minutes as presented. MCU.

(over)

Minutes of the April 21, 2016 Executive/Finance Committee Meeting – Page 2

FINANCIAL REPORT

Sprynczynatyk discussed, that through March, we are 25% of the way through the year and have spent 23.61% of the budget. Supplies – Computer is at 61.80% of budget due to computer replacement occurring around the region. Programming – Summer Reading is at 55.89% of budget due to preparations for summer. The Accounting/Bank Fees line item is at 54.60% of budget due to payment for the 2015 audit.

(Fox/Grimsley) Move to approve payment of the Directors and Officers Insurance Policy/Employment Practices Liability Insurance. MCU.

Grimsley discussed that he assisted Sprynczynatyk in preparing the RFQ. Distribution of the RFQ was discussed. Sprynczynatyk will put a notice in The Forum as well as directly sending the RFQ to advisors in the Moorhead area. Grimsley will also distribute the RFQ to advisors in the Detroit Lakes area.

(Grimsley/Ingersoll) Move to approve issuance of the RFQ for Investment Advisory services. MCU.

Sprynczynatyk discussed Preliminary Draft #1 of the 2017 LARL budget. The draft contains a 2% increase to signatories, resulting in \$49,000 of additional funding. Regional Basic System Support (RLBSS) has been decreased by \$10,000, this amount is an estimate and the actual funding amount from the State of MN will not be known until August. Health Insurance has been estimated to have an 8% increase, the actual increase will not be known until August. Staff Development has been decrease by \$9,000 to reflect amounts that have actually been spent the past few years. Capital Expenses have been decreased by \$14,500 due to changes in the LARL Automation system and computer replacement. This budget results in a deficit of \$75,175.

DIRECTOR'S REPORT

Lynch reported on two LSTA grants she is currently working on for LARL. Both grants are geared towards kindergarten readiness. One of the grants is for Pop-Up Libraries, which would include a vehicle and Wi-Fi equipment, allowing LARL to better serve the region. If the grant was received, Moorhead would serve as the pilot for the rest of the region.

(Buness/Fox) Move to cancel the July 21st Executive Board Meeting as recommended by the Regional Library Director. MCU.

PRESIDENT'S REPORT

No Report

The meeting adjourned at 7:10 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Seven Months Ending July 31, 2016

58.33% Page: 5

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 89,588.75	\$ 268,766.25	\$ 358,355.00	89,588.75	75.00
Detroit Lakes	54,390.00	163,170.00	217,560.00	54,390.00	75.00
Clay County	68,940.00	206,820.00	275,760.00	68,940.00	75.00
Moorhead	180,182.50	540,547.50	720,730.00	180,182.50	75.00
Clearwater County	23,931.25	71,793.75	95,725.00	23,931.25	75.00
Mahnomen County	10,098.75	30,296.25	40,395.00	10,098.75	75.00
Mahnomen	4,785.00	14,355.00	19,140.00	4,785.00	75.00
Norman County	23,136.25	69,408.75	92,545.00	23,136.25	75.00
Polk County	63,123.75	189,371.25	252,495.00	63,123.75	75.00
Crookston	53,893.75	161,681.25	215,575.00	53,893.75	75.00
Wilkin County	12,930.00	38,790.00	51,720.00	12,930.00	75.00
Breckenridge	21,636.25	64,908.75	86,545.00	21,636.25	75.00
Total Signatory Funding	606,636.25	1,819,908.75	2,426,545.00	606,636.25	75.00
<i>Grants</i>					
Basic Support - MN (RLBS)	47,752.66	238,763.33	477,527.00	238,763.67	50.00
Reg Library Telecom Aid (RLTA)	18,510.66	41,794.91	88,230.00	46,435.09	47.37
Total Grants	66,263.32	280,558.24	565,757.00	285,198.76	49.59
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,295.00	8,263.53	18,000.00	9,736.47	45.91
Printing Revenue	1,097.45	11,110.50	19,100.00	7,989.50	58.17
Fax Revenue	524.95	4,553.68	7,000.00	2,446.32	65.05
Microfilm Revenue	84.35	99.04	100.00	0.96	99.04
Photocopy Revenue	332.30	3,572.10	7,000.00	3,427.90	51.03
Book/Furniture Sale Revenue	206.55	2,217.69	0.00	(2,217.69)	0.00
Interest/Dividend Income	109.41	22,379.91	30,000.00	7,620.09	74.60
Investment Value Change	(4,310.85)	13,384.98	0.00	(13,384.98)	0.00
Lost/Damaged Property	444.19	2,639.45	6,000.00	3,360.55	43.99
Other Income	0.00	87.46	0.00	(87.46)	0.00
Total Miscellaneous Revenue	(216.65)	68,308.34	87,200.00	18,891.66	78.34
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	12,107.50	40,282.50	56,350.00	16,067.50	71.49
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	2,101.19	0.00	(2,101.19)	0.00
Total Joint Automation Revenue	12,407.67	42,383.69	56,350.00	13,966.31	75.22
Fund Balance/Shortfall	0.00	0.00	53,543.00	53,543.00	0.00
Total General Fund Revenue	685,090.59	2,211,159.02	3,189,395.00	978,235.98	69.33
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	131,153.33	926,650.60	1,640,260.00	713,609.40	56.49
Payroll Taxes	9,906.69	70,127.71	125,480.00	55,352.29	55.89
Retirement - PERA	6,363.07	64,817.49	120,430.00	55,612.51	53.82
Health Insurance	18,407.03	142,460.99	274,750.00	132,289.01	51.85
Life Insurance	158.41	1,134.91	2,010.00	875.09	56.46
Workers Compensation Insurance	355.10	2,485.70	4,330.00	1,844.30	57.41
Other Employee Benefits	114.87	816.09	1,610.00	793.91	50.69
Total Personnel	166,458.50	1,208,493.49	2,168,870.00	960,376.51	55.72
<i>Automation/Cataloging</i>					
Automation	10,254.60	73,770.75	162,360.00	88,589.25	45.44
Catalog Item Records	899.40	6,097.86	11,500.00	5,402.14	53.02
Supplies - Computer	299.75	3,576.58	4,500.00	923.42	79.48
Supplies - Technical Services	140.46	3,769.13	7,000.00	3,230.87	53.84
Total Automation/Cataloging	11,594.21	87,214.32	185,360.00	98,145.68	47.05

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Seven Months Ending July 31, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	326.77	1,692.77	3,400.00	1,707.23	49.79
Programming - Summer Reading	132.36	5,669.52	8,000.00	2,330.48	70.87
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	459.13	7,322.29	14,400.00	7,077.71	50.85
Staff Development					
Staff Training & Development	286.40	5,137.11	19,000.00	13,862.89	27.04
Total Staff Development	286.40	5,137.11	19,000.00	13,862.89	27.04
Mileage/Board Meeting Expense					
Mileage - Staff	1,887.41	10,857.22	20,000.00	9,142.78	54.29
Regional Board Meetings	0.00	3,289.35	6,500.00	3,210.65	50.61
Total Mileage/Board Meeting Expenses	1,887.41	14,146.57	26,500.00	12,353.43	53.38
Other Expenses					
Accounting/Bank Fees	367.51	11,597.86	13,750.00	2,152.14	84.35
Attorney Fees	0.00	300.00	4,000.00	3,700.00	7.50
Business Office Software	42.65	42.65	2,000.00	1,957.35	2.13
Delivery Services	5,324.60	39,613.94	73,000.00	33,386.06	54.27
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,389.44	9,544.43	17,825.00	8,280.57	53.55
Lease - Regional Office Rent	1,683.33	11,783.33	20,200.00	8,416.67	58.33
Leases - Equipment	606.86	5,068.70	8,950.00	3,881.30	56.63
Maintenance Contracts	52.15	6,879.13	14,050.00	7,170.87	48.96
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	44.75	313.25	3,200.00	2,886.75	9.79
Memberships	140.00	459.00	1,200.00	741.00	38.25
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	700.50	965.40	3,000.00	2,034.60	32.18
PIO: Printing/Advertising	749.31	4,599.07	16,400.00	11,800.93	28.04
Postage	17.39	869.07	3,760.00	2,890.93	23.11
Recruitment	141.40	3,279.41	8,000.00	4,720.59	40.99
Repairs - Equipment	0.00	361.76	2,500.00	2,138.24	14.47
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	672.58	2,457.17	10,000.00	7,542.83	24.57
Supplies - Public Services	217.57	1,588.91	6,000.00	4,411.09	26.48
Telephone/Telecom	954.56	5,938.76	17,900.00	11,961.24	33.18
Total Other Operating Expenses	13,104.60	105,780.84	235,735.00	129,954.16	44.87
Regional Library Telecom Aid (RLTA)	18,510.66	41,794.91	88,230.00	46,435.09	47.37
Transportation					
Van Expenses	218.40	1,448.46	5,000.00	3,551.54	28.97
Total Transportation	218.40	1,448.46	5,000.00	3,551.54	28.97
Materials					
Audio Visual	5,578.45	39,490.45	74,000.00	34,509.55	53.37
Digital	3,365.99	37,096.83	45,000.00	7,903.17	82.44
Online Resources	2,142.29	14,974.73	25,700.00	10,725.27	58.27
Periodicals	501.00	19,200.40	24,100.00	4,899.60	79.67
Print	8,565.64	117,574.21	212,000.00	94,425.79	55.46
Total Materials	20,153.37	228,336.62	380,800.00	152,463.38	59.96
Capital Expenditures					
Furniture & Equipment	798.34	2,308.21	10,500.00	8,191.79	21.98
Software & Hardware Upgrades	2,345.73	7,722.43	40,000.00	32,277.57	19.31
Total Capital Expenditures	3,144.07	10,030.64	50,500.00	40,469.36	19.86
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	7,000.00	12,000.00	5,000.00	58.33
Van Replacement	250.00	1,750.00	3,000.00	1,250.00	58.33
Total Capital Fund Accounts	1,250.00	8,750.00	15,000.00	6,250.00	58.33
Total General Fund Expenditures	237,066.75	1,718,455.25	3,189,395.00	1,470,939.75	53.88
General Fund Revenue Over Expenditures	\$ 448,023.84	\$ 492,703.77	\$ 0.00	(492,703.77)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Seven Months Ending July 31, 2016

	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	\$ (346.00)	\$ 18,200.89	\$ 0.00	(18,200.89)	0.00
Endowment Revenue	0.00	730.00	0.00	(730.00)	0.00
Telecom/E-rate Funds	761.15	5,541.61	0.00	(5,541.61)	0.00
Legacy Grant Revenue	1,508.47	25,679.10	0.00	(25,679.10)	0.00
Miscellaneous Grants	0.00	117,703.61	0.00	(117,703.61)	0.00
Total Special Projects Revenue	1,923.62	167,855.21	0.00	(167,855.21)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	529.69	3,458.00	0.00	(3,458.00)	0.00
Donations - Materials: A/V	44.80	177.78	0.00	(177.78)	0.00
Donations - Materials: Other	117.00	617.00	0.00	(617.00)	0.00
Donations - Miscellaneous	0.00	2,566.16	0.00	(2,566.16)	0.00
Legacy Grant Expense	1,605.47	25,776.10	0.00	(25,776.10)	0.00
Telecom/E-rate Expenses	761.15	5,541.61	0.00	(5,541.61)	0.00
Miscellaneous Grant Expense	0.00	117,703.61	0.00	(117,703.61)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	3,058.11	155,840.26	0.00	(155,840.26)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	15,821.42	0.00	(15,821.42)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	15,821.42	0.00	(15,821.42)	0.00
Total Special Projects Expenditures	3,058.11	171,661.68	0.00	(171,661.68)	0.00
Special Proj Rev Over (Under) Expend	\$ (1,134.49)	\$ (3,806.47)	\$ 0.00	3,806.47	0.00
GRAND TOTAL REVENUE	687,014.21	2,379,014.23	3,189,395.00	810,380.77	74.59
GRAND TOTAL EXPENDITURES	240,124.86	1,890,116.93	3,189,395.00	1,299,278.07	59.26
CHANGE IN FUND BALANCE	\$ 446,889.35	\$ 488,897.30	\$ 0.00	(488,897.30)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
July 31, 2016

8

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 23,036.81	9,463.67	13,573.14
Cash - Payroll (State Bank)	954.95	744.66	210.29
Cash - PayPal	1.64	74.29	(72.65)
Cash - Savings (State Bank)	681,840.43	665,027.27	16,813.16
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,169,228.63	1,173,538.72	(4,310.09)
Accounts Receivable	401,890.90	738.40	401,152.50
Other Miscellaneous Receivable	90.00	0.00	90.00
Prepaid Expenses	65,791.20	68,359.29	(2,568.09)
Deposit Account - OCLC	3,541.48	4,431.71	(890.23)
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	\$ 2,448,490.92	2,024,492.89	423,998.03

LIABILITIES

Accounts Payable	\$ 14,117.80	16,491.03	(2,373.23)
Credit Card Payable	595.87	498.33	97.54
Amazon Charge Account	4,088.08	5,341.09	(1,253.01)
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	319.00	0.00	319.00
Life Insurance Payable	(4.00)	(20.00)	16.00
Dental Insurance Payable	26.12	26.10	0.02
Vision Insurance Payable	41.19	41.02	0.17
AFLAC Payable	139.82	281.21	(141.39)
Flexible Spending - Medical	(958.56)	(1,320.29)	361.73
Flexible Spending - Dep Care	840.03	840.03	0.00
Sales Tax Payable	118.72	561.42	(442.70)
Deferred Revenue	388,935.16	409,660.61	(20,725.45)
Total Liabilities	530,398.69	554,540.01	(24,141.32)

FUND BALANCES

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	13,750.00	13,500.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	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	7,000.00	6,000.00	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	488,897.30	42,007.95	446,889.35
Total Fund Balances	1,918,092.23	1,469,952.88	448,139.35
Total Liabilities & Fund Balance	\$ 2,448,490.92	2,024,492.89	423,998.03

Monthly Report to the Board

Meeting Date: August 18, 2016

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Meeting with Kristi Hanson, Director of NWRL, June 9; Hawley Public Library Interviews, June 10; Coordinating Team Meeting, June 15; LARL Full Board Meeting, June 16; Association of Rural and Small Libraries Committee Meeting, June 21; Photo Shoot at Moorhead Public Library, June 25; Breckenridge Public Library Site Visit, June 27; LARL and NWRL Automation Meeting, June 28; Crookston Public Library Interviews, July 8; Legislative Committee Meeting, July 12; Council of Regional Public Library System Administrators Meeting (CRPLSA), July 27-29; Budget Presentation to Clay County Commissioners, August 2; MN Library Legislative Committee Meeting, August 3; MNLINK Operations Meeting, August 4; Detroit Lakes Meeting, August 4; Hawley Site Visit, August 4

Open Positions

Library Substitute - Fosston

Library Substitute - Mahnommen

New Employees

Welcome to the following new LARL Employees:

Jordan West, Library Assistant in Moorhead

Abbey Valen, Branch Librarian in Hawley

Cassey Orre, Library Associate in Moorhead

Samantha Tadych, Library Assistant in Crookston

Paula Ous, Library Assistant in Crookston

Carla Grani, Substitute in Hawley

Congratulations to **Patty Perry** of Crookston. After 15 dedicated years as a Crookston Library Assistant, Patty is now a Crookston Library Associate.

Staff Development

The following LARL employees attended the following webinars: **Nicole Boewood** (Moorhead), Hand selling: Reader's Advisory for Under the Radar on 7/12/16; Best Bets for Book Groups on 7/19/16; and YA Announcements Fall 2016 on 8/9/16; **Danell Haspel** (Detroit Lakes), DPLA for Genealogy and Family History on 7/26/16; **Jenny Rodger** (Moorhead), Cultural Literacy Programs in Your Library on 8/9/16;

Minnesota Library Association – MLA

The Minnesota Library Association Conference will be held in Duluth, MN on Thursday and Friday, September 29 & 30, 2016. The following individuals will be attending the conference and representing LARL: **Bob Perry**, LARL Board President; **Terry Kalil**, LARL Trustee and MN Library and Trustees Advocate Committee Member; **Tammi Jalowiec**, Fosston Branch Manager; and **Liz Lynch**, Regional Library Director.

Minnesota Library Association's *Above and Beyond* Award

Congratulations to **Mary Haney, Director of the Detroit Lakes Public Library**, for her *MLA Above and Beyond* award nomination. Mary was nominated for the award for her work on the "*Once Upon A Time... a Monument to Libraries, Literacy and Imagination*" project. The winner will be announced at the 2016 MLA Convention.

L3 Bremer Institute

Congratulations to **Megan Krueger, Moorhead Library Director** for being selected to participate in the *L3: Bremer Rural Libraries and Literacy Leadership Institute* for 2016-2017. Megan and I will be attending leadership/mentor training and will be working with librarians in southeast Minnesota.

1,000 Books Before Kindergarten Grant

Lake Agassiz Regional Library has received a grant for \$8,272 to implement a region wide program called *1,000 Books before Kindergarten*. The program encourages parents and caregivers to read 1,000 books to a child to improve kindergarten readiness.

Updates from Around the State

CRPLSA Retirements

Ann Hutton, Director of SELCO Sels has announced her retirement, which will occur April 2017.

Peg Werner, Director of Viking Library System has announced her retirement, which will occur June 2017.

The search process will begin shortly in both locations. (INCLUDE MAP)

MNLINK News

A new and improved MNLINK automated catalog allowing libraries to share materials throughout the state via Interlibrary Loan is slated to launch in mid September.

Upcoming Dates

Labor Day

Monday, September 5, 2016: All LARL Branches, LINK Sites and the Regional Office Closed

Full Board Meeting

Thursday, September 15, 2016 at 5:30

NOTE: This meeting will take place on the main floor of the Moorhead Public Library in the Event Room, just east of the stairway.

Staff Day

LARL Staff Day will be held at the Moorhead Public Library on Monday, October 10, 2016. All LARL locations will be closed to the public, allowing staff to gather.

Association of Rural and Small Libraries (ARSL) Conference

The ARSL Conference will be held on October 27-29, 2016 at the Holiday Inn, Fargo.

6/3/2016	Patricia Nunn donation	20.00
6/8/2016	Friends of the Moorhead Library donation to the LARL collection.	500.00
6/14/2016	Sand Hill Greenery donation to Climax for Summer Reading Program.	20.00
6/15/2016	Moorhead Thrift Shop donation to Moorhead.	200.00
6/15/2016	Brad & Sharon Marsten in memory of DiAnn Clemention for new books.	235.00
7/1/2016	2 Anonymous Donations of \$5 each for Breckenridge.	10.00
6/22/2016	Janet Oian donation to Moorhead.	20.00
8/5/2016	Robert Gerke in honor of the Frank and Alice Gerke Family of Dilworth, MN for new Moorhead computer lab chairs.	150.00
7/25/2016	Gaylan and Sharon Larson donation to Halstad LINK Site in memory of Donna Dittberner.	100.00
8/1/2016	Elizabeth Vinz donation for Moorhead Computer Lab Chairs.	50.00
7/19/2016	Moorhead Vikingland Kiwanis donation for children's books.	100.00
7/9/2016	Mary Thompson donation to Moorhead.	20.00
7/1/2016	Moorhead Thrift Shop donation for computer lab chairs.	300.00
7/12/2016	Randolph Stefanson donation for computer lab chairs.	750.00
7/31/2016	Johnny Quimby donation for adult programs in Crookston.	125.00
7/19/2016	St. Luke's Episcopal Church donation to Detroit Lakes for <i>Islam: A Short History</i> by Karen Armstrong.	44.80
8/1/2016	Kathy and Roger Landblom donation for Moorhead Youth Programs in memory of Judy Johnson.	20.00
	Total	2,664.80

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	6/1/16	Lakes Country Service Cooperat	906.00	
		6/1/16		2,265.00	
		6/1/16		17,836.50	
5120-000	Health Insurance	6/22/16	United State Treasury	78.66	
5120-000	Health Insurance			21,086.16	
5120-000	Health Insurance	7/1/16	Lakes Country Service Cooperat	906.00	
		7/1/16		906.00	
		7/1/16		15,134.00	
5120-000	Health Insurance			16,946.00	
6000-000	Supplies - Office	6/22/16	Big Kmart Store 7216	7.99	
6000-000	Supplies - Office			7.99	
6000-000	Supplies - Office	7/26/16	DEMCO	83.69	
6000-000	Supplies - Office	7/26/16	Office Depot	6.69	
		7/26/16		582.20	
6000-000	Supplies - Office			672.58	
6010-000	Supplies - Technical Services	6/6/16	Minitex	2,011.00	
6010-000	Supplies - Technical Services			2,011.00	
6040-000	Supplies - Computer	6/24/16	Newegg Business Inc.	97.29	
		6/24/16		19.46	
		6/24/16		28.98	
		6/24/16		69.30	
6040-000	Supplies - Computer			215.03	
6040-000	Supplies - Computer	7/8/16	Monoprice, Inc.	182.75	
6040-000	Supplies - Computer			182.75	
6245-000	Maint Contr - Printers	6/27/16	Metro Sales, Inc	1,630.95	
6245-000	Maint Contr - Printers			1,630.95	
6300-000	Payroll Processing	6/10/16	Payroll Professionals, Inc.	139.50	
		6/27/16		134.85	
6300-000	Payroll Processing			274.35	
6300-000	Payroll Processing	7/12/16	Payroll Professionals, Inc.	136.40	
		7/26/16		130.20	
6300-000	Payroll Processing			266.60	
6340-000	Attorney Fees	6/21/16	Stefanson Law	175.00	
6340-000	Attorney Fees			175.00	
6350-000	Delivery Service - Courier	6/1/16	Northern Network Express	1,280.80	
		6/1/16		1,280.80	
		6/6/16		1,280.80	
		6/10/16		1,280.80	
		6/17/16		1,280.80	
		6/24/16		1,280.80	
6350-000	Delivery Service - Courier			7,684.80	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6350-000	Delivery Service - Courier	7/1/16	Northern Network Express	1,280.80	
		7/8/16		1,280.80	
		7/18/16		1,280.80	
		7/25/16		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	6/2/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6362-000	Lease - Copiers	7/1/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	6/12/16	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	6/1/16	The Hawley Herald, Inc.	30.00	
6380-000	Recruitment	6/1/16	Crookston Daily Times	18.92	
		6/26/16		189.20	
6380-000	Recruitment	6/29/16	KROX-AM The Voice of the Valle	25.00	
6380-000	Recruitment	6/30/16	JobsHQ	809.88	
6380-000	Recruitment	6/30/16	The Hawley Herald, Inc.	10.00	
6380-000	Recruitment			1,083.00	
6380-000	Recruitment	7/31/16	Crookston Daily Times	141.40	
6380-000	Recruitment			141.40	
6400-000	Telephone	6/1/16	Halstad Telephone Company	77.06	
		6/1/16		31.37	
6400-000	Telephone	6/1/16	Rothsay Telephone Co	79.16	
6400-000	Telephone	6/1/16	CenturyLink	48.00	
6400-000	Telephone	6/3/16	Dex Media East, Inc.		3.14
6400-000	Telephone	6/24/16	Rochester Telecom Systems Inc.	113.51	
6400-000	Telephone			349.10	3.14
6400-000	Telephone	7/1/16	Rothsay Telephone Co	78.22	
6400-000	Telephone	7/1/16	Halstad Telephone Company	77.21	
		7/1/16		31.96	
6400-000	Telephone	7/1/16	CenturyLink	48.00	
6400-000	Telephone	7/25/16	Rochester Telecom Systems Inc.	128.57	
6400-000	Telephone			363.96	
6410-000	PIO - Marketing/Printing/Etc	6/1/16	The Hawley Herald, Inc.	365.00	
6410-000	PIO - Marketing/Printing/Etc	6/2/16	Norman County Fair 4-H Premiu	169.00	
6410-000	PIO - Marketing/Printing/Etc	6/6/16	Cole Papers Inc.	110.60	
6410-000	PIO - Marketing/Printing/Etc	6/25/16	High Photography	100.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	6/30/16	Clay County Connection	395.00	
6410-000	PIO - Marketing/Printing/Etc			1,139.60	
6410-000	PIO - Marketing/Printing/Etc	7/7/16	Office Depot	99.99	
6410-000	PIO - Marketing/Printing/Etc	7/20/16	Moorhead Community Education	140.00	
6410-000	PIO - Marketing/Printing/Etc	7/28/16	Cole Papers Inc.	39.83	
6410-000	PIO - Marketing/Printing/Etc	7/29/16	KRJB-FM	194.00	
6410-000	PIO - Marketing/Printing/Etc			473.82	
6430-000	Postage	6/15/16	Total Funds By Hasler	500.00	
6430-000	Postage			500.00	
6445-000	Materials Recovery/Collection	7/1/16	Unique Management Services, I	44.75	
6445-000	Materials Recovery/Collection			44.75	
6450-000	Mileage - Trustee	6/16/16	Ben Grimsley	48.60	
6450-000	Mileage - Trustee	6/16/16	Evelyn Fox	50.76	
6450-000	Mileage - Trustee	6/16/16	David Geray	81.00	
6450-000	Mileage - Trustee	6/16/16	Lee Ann Hall	48.60	
6450-000	Mileage - Trustee	6/16/16	Arlen Syverson	119.88	
6450-000	Mileage - Trustee	6/16/16	Robert Perry	50.76	
6450-000	Mileage - Trustee	6/16/16	Craig Bunes	75.60	
6450-000	Mileage - Trustee			475.20	
6455-000	Mileage - Staff	6/1/16	Jill Rose	18.90	
6455-000	Mileage - Staff	6/1/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	6/1/16 6/1/16	Judy Moen	18.36 34.56	
6455-000	Mileage - Staff	6/2/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	6/2/16 6/3/16	Marilyn Eaves	28.08 28.08	
6455-000	Mileage - Staff	6/4/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	6/4/16	Amy Nelson	12.96	
6455-000	Mileage - Staff	6/6/16	Candace Osborn	45.36	
6455-000	Mileage - Staff	6/6/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	6/6/16	Judy Moen	18.36	
6455-000	Mileage - Staff	6/7/16	Megan Krueger	46.44	
6455-000	Mileage - Staff	6/7/16	Joyce Christine Boike	37.26	
6455-000	Mileage - Staff	6/8/16	Jill Rose	18.90	
6455-000	Mileage - Staff	6/8/16	Christy Underlee	30.78	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	6/8/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	6/8/16	Kirsten Bates	28.08	
6455-000	Mileage - Staff	6/9/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	6/9/16	Jessica Eaves	42.12	
6455-000	Mileage - Staff	6/10/16	Amy Nelson	12.96	
6455-000	Mileage - Staff	6/10/16	Rebecca Bentley	34.56	
6455-000	Mileage - Staff	6/11/16	Amy Nelson	12.96	
6455-000	Mileage - Staff	6/11/16	Toni Epema	39.42	
6455-000	Mileage - Staff	6/13/16	Joyce Christine Boike	39.42	
6455-000	Mileage - Staff	6/13/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	6/14/16 6/14/16	Joyce Christine Boike	18.36 25.38	
6455-000	Mileage - Staff	6/14/16	Amy Nelson	13.50	
6455-000	Mileage - Staff	6/15/16	Joyce Christine Boike	74.52	
6455-000	Mileage - Staff	6/15/16	Jill Rose	18.90	
6455-000	Mileage - Staff	6/15/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	6/16/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	6/17/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	6/17/16	Amy Nelson	13.50	
6455-000	Mileage - Staff	6/17/16	Rebecca Bentley	34.56	
6455-000	Mileage - Staff	6/18/16	Amy Nelson	13.50	
6455-000	Mileage - Staff	6/20/16	Jill Rose	23.76	
6455-000	Mileage - Staff	6/20/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	6/22/16	Jill Rose	18.90	
6455-000	Mileage - Staff	6/22/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	6/22/16	Linda Rutkowski	31.32	
6455-000	Mileage - Staff	6/22/16	Michelle Fjeld	12.42	
6455-000	Mileage - Staff	6/23/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	6/24/16	Joyce White	44.28	
6455-000	Mileage - Staff	6/25/16	Toni Epema	39.42	
6455-000	Mileage - Staff	6/27/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	6/28/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	6/29/16	Jill Rose	18.90	
6455-000	Mileage - Staff	6/29/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	6/29/16	Linda Rutkowski	31.32	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	6/29/16	Michelle Fjeld	12.42	
6455-000	Mileage - Staff	6/29/16	Megan Krueger	39.42	
6455-000	Mileage - Staff	6/29/16	Kay Carlsen	23.76	
6455-000	Mileage - Staff			1,499.58	
6455-000	Mileage - Staff	7/1/16	Laurel Wanke	27.54	
6455-000	Mileage - Staff	7/1/16	Michelle Fjeld	12.42	
		7/1/16		12.42	
		7/1/16		12.42	
6455-000	Mileage - Staff	7/2/16	Amy Nelson	13.50	
6455-000	Mileage - Staff	7/2/16	Toni Epema	39.42	
6455-000	Mileage - Staff	7/5/16	Megan Krueger	23.22	
6455-000	Mileage - Staff	7/5/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	7/5/16	Marilyn Eaves	28.08	
6455-000	Mileage - Staff	7/5/16	Abbey Valen	74.52	
6455-000	Mileage - Staff	7/5/16	Laurel Wanke	14.04	
6455-000	Mileage - Staff	7/6/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	7/7/16	Amy Nelson	15.12	
6455-000	Mileage - Staff	7/7/16	Matt Berowski	74.52	
6455-000	Mileage - Staff	7/8/16	Sheila Capistran	124.74	
6455-000	Mileage - Staff	7/9/16	Marilyn Eaves	28.08	
6455-000	Mileage - Staff	7/11/16	Liz Lynch	74.52	
6455-000	Mileage - Staff	7/12/16	Jill Rose	23.76	
6455-000	Mileage - Staff	7/12/16	Liz Lynch	189.00	
6455-000	Mileage - Staff	7/12/16	Laurel Wanke	14.04	
6455-000	Mileage - Staff	7/13/16	Jill Rose	23.76	
6455-000	Mileage - Staff	7/13/16	Marilyn Eaves	28.08	
		7/14/16		28.08	
6455-000	Mileage - Staff	7/14/16	Amy Nelson	15.12	
6455-000	Mileage - Staff	7/14/16	Patty Nunn	25.92	
6455-000	Mileage - Staff	7/14/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	7/15/16	Joyce Christine Boike	78.30	
6455-000	Mileage - Staff	7/15/16	Sheila Capistran	163.62	
6455-000	Mileage - Staff	7/19/16	Joyce Christine Boike	25.38	
		7/19/16		37.26	
		7/20/16		39.42	
6455-000	Mileage - Staff	7/20/16	Jill Rose	18.90	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	7/20/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	7/21/16	Joyce Christine Boike	18.36	
6455-000	Mileage - Staff	7/21/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	7/21/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	7/21/16	Jill Rose	23.76	
6455-000	Mileage - Staff	7/22/16	Joyce White	20.63	
6455-000	Mileage - Staff	7/23/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	7/23/16	Jill Rose	18.90	
6455-000	Mileage - Staff	7/25/16	Sharon Grossman	45.36	
6455-000	Mileage - Staff	7/27/16	Liz Lynch	241.92	
6455-000	Mileage - Staff	7/28/16	Christy Underlee	17.82	
		7/29/16		30.78	
6455-000	Mileage - Staff			1,887.41	
6470-000	Board Expenses	6/16/16	PJ Operations	47.22	
6470-000	Board Expenses	6/24/16	Purchase Advantage Card	32.23	
6470-000	Board Expenses			79.45	
6490-000	Programming - Youth	7/11/16	Viking Library System	205.17	
6490-000	Programming - Youth			205.17	
6492-000	Programming - Summer Readi	6/2/16	Office Depot	11.60	
6492-000	Programming - Summer Readi	6/13/16	Discount School Supply	102.91	
6492-000	Programming - Summer Readi			114.51	
6492-000	Programming - Summer Readi	7/11/16	Absolute Marketing Group	132.36	
6492-000	Programming - Summer Readi			132.36	
6500-000	Van - Gasoline	6/6/16	Cenex Fleetcard	90.87	
6500-000	Van - Gasoline			90.87	
6500-000	Van - Gasoline	7/6/16	Cenex Fleetcard	94.07	
6500-000	Van - Gasoline			94.07	
6600-000	Materials - Print	6/1/16	Baker & Taylor	485.03	
		6/1/16		398.87	
		6/1/16		518.31	
		6/1/16		57.00	
		6/1/16		36.90	
		6/1/16		73.18	
		6/1/16		78.18	
		6/1/16		27.89	
		6/1/16		21.04	
		6/1/16		218.88	
		6/1/16		289.96	
		6/1/16		118.04	
		6/1/16		118.71	
		6/1/16		593.17	
		6/2/16		21.42	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/2/16		27.68	
		6/2/16		16.16	
		6/2/16		26.28	
		6/2/16		51.64	
		6/2/16		22.40	
		6/2/16		65.85	
		6/2/16		20.06	
		6/3/16			2.00
		6/3/16			0.20
		6/6/16		4.04	
		6/6/16		497.41	
		6/7/16		336.46	
		6/7/16		90.54	
		6/8/16		137.78	
		6/8/16		60.90	
		6/8/16		540.89	
		6/8/16		449.19	
		6/8/16		107.04	
		6/8/16		221.42	
		6/8/16		91.36	
		6/9/16		19.78	
		6/9/16		23.58	
		6/9/16		291.00	
		6/9/16		174.17	
		6/9/16		143.62	
		6/9/16		54.18	
		6/9/16		9.38	
		6/9/16		107.08	
		6/9/16		21.92	
		6/10/16		8.86	
		6/10/16		45.81	
6600-000	Materials - Print	6/13/16	Jon Solinger	35.00	
6600-000	Materials - Print	6/13/16	Baker & Taylor	60.64	
		6/13/16		22.92	
		6/13/16		467.28	
		6/13/16		51.38	
		6/13/16		49.68	
		6/13/16		27.40	
		6/14/16		339.29	
		6/15/16		233.61	
		6/15/16		42.84	
		6/15/16		6.78	
		6/15/16		15.70	
		6/16/16		85.34	
		6/16/16		67.59	
		6/16/16		17.18	
		6/16/16		249.97	
		6/17/16		66.56	
		6/20/16		116.41	
		6/20/16		33.78	
		6/20/16		688.25	
		6/21/16		69.21	
		6/21/16		32.14	
		6/21/16		300.68	
		6/22/16		8.78	
		6/22/16		34.70	
		6/22/16		18.04	
		6/22/16		63.14	
		6/22/16		51.38	
		6/22/16		13.29	
		6/22/16		179.79	
		6/22/16		484.16	
		6/22/16		10.96	
		6/23/16		38.30	
		6/23/16		89.70	
		6/24/16		157.40	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/27/16		90.31	
		6/27/16		117.94	
		6/27/16		382.09	
		6/27/16		59.83	
		6/28/16		78.52	
		6/28/16		73.36	
		6/29/16		189.39	
		6/29/16		158.99	
		6/29/16		109.67	
		6/29/16		53.08	
		6/30/16		530.58	
		6/30/16		53.28	
6600-000	Materials - Print			12,849.37	2.20
6600-000	Materials - Print	7/1/16	Baker & Taylor	456.40	
		7/1/16		53.30	
		7/1/16		34.40	
		7/1/16		21.42	
		7/1/16		37.70	
		7/5/16		19.78	
		7/5/16		59.46	
		7/6/16		392.87	
		7/6/16		125.48	
		7/6/16		457.48	
		7/6/16		14.40	
		7/6/16		53.48	
		7/6/16		27.08	
		7/6/16			27.40
		7/7/16		27.69	
		7/7/16		142.78	
		7/7/16		43.84	
		7/7/16		65.56	
		7/7/16		96.64	
		7/7/16		107.74	
		7/7/16		81.92	
		7/8/16		384.98	
		7/8/16		83.81	
		7/11/16		18.85	
		7/12/16		19.78	
		7/12/16		84.46	
		7/12/16		47.68	
		7/12/16		75.71	
		7/12/16		22.08	
		7/13/16		101.22	
		7/14/16		25.92	
		7/14/16		21.12	
		7/14/16		65.60	
		7/15/16		81.75	
		7/15/16		131.40	
		7/18/16		439.31	
		7/19/16		50.06	
		7/19/16		146.36	
		7/19/16		432.17	
		7/20/16		37.24	
		7/20/16		23.17	
		7/20/16		85.68	
		7/20/16		42.84	
		7/20/16		68.84	
		7/20/16		161.92	
		7/20/16		31.04	
		7/20/16		40.60	
		7/20/16		262.34	
		7/21/16		218.60	
		7/21/16		22.38	
		7/21/16		23.45	
		7/21/16		32.80	
		7/21/16		13.28	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/21/16		17.20	
		7/21/16		48.94	
		7/21/16		40.96	
		7/21/16		444.33	
		7/25/16		13.56	
		7/25/16		43.10	
		7/25/16		60.56	
		7/25/16		41.50	
		7/25/16		40.86	
		7/25/16		52.30	
		7/25/16		381.99	
		7/25/16		40.60	
		7/25/16		488.87	
		7/26/16		54.24	
		7/26/16		59.27	
		7/27/16		50.48	
		7/27/16		384.91	
		7/27/16		33.90	
		7/28/16		75.15	
		7/28/16		244.42	
		7/29/16		42.84	
		7/29/16		64.26	
		7/29/16		46.74	
		7/29/16		74.49	
6600-000	Materials - Print			8,461.33	27.40
6601-000	Materials - A/V	6/2/16	Baker & Taylor	46.56	
		6/2/16		135.96	
6601-000	Materials - A/V	6/3/16	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	6/6/16	Recorded Books, LLC.	168.97	
6601-000	Materials - A/V	6/7/16	Baker & Taylor	57.10	
6601-000	Materials - A/V	6/8/16	Recorded Books, LLC.	1,126.80	
6601-000	Materials - A/V	6/9/16	Baker & Taylor	127.87	
		6/9/16		121.68	
		6/9/16		78.84	
		6/9/16		71.62	
6601-000	Materials - A/V	6/10/16	Recorded Books, LLC.	36.49	
6601-000	Materials - A/V	6/10/16	Penguin Random House, LLC.	82.50	
6601-000	Materials - A/V	6/14/16	Recorded Books, LLC.	451.94	
		6/14/16		848.40	
6601-000	Materials - A/V	6/14/16	Baker & Taylor	42.82	
6601-000	Materials - A/V	6/15/16	Recorded Books, LLC.	100.96	
		6/15/16		104.97	
6601-000	Materials - A/V	6/16/16	Baker & Taylor	41.04	
		6/16/16		23.82	
6601-000	Materials - A/V	6/17/16	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	6/17/16	Recorded Books, LLC.	147.73	
		6/20/16		324.40	
6601-000	Materials - A/V	6/20/16	Baker & Taylor	38.18	
		6/23/16		31.04	
		6/23/16		12.13	
		6/24/16		28.55	
		6/24/16		28.55	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/28/16		16.76	
		6/28/16		67.98	
		6/29/16		26.53	
		6/29/16		23.90	
6601-000	Materials - A/V	6/30/16	Recorded Books, LLC.	68.49	
6601-000	Materials - A/V	6/30/16	Baker & Taylor	55.13	
		6/30/16		31.04	
6601-000	Materials - A/V			4,673.75	
6601-000	Materials - A/V	7/5/16	Recorded Books, LLC.	1,077.20	
6601-000	Materials - A/V	7/5/16	Baker & Taylor	201.89	
6601-000	Materials - A/V	7/6/16	Recorded Books, LLC.	254.17	
6601-000	Materials - A/V	7/6/16	Baker & Taylor	64.56	
		7/6/16		223.41	
		7/6/16		31.04	
		7/6/16		219.80	
6601-000	Materials - A/V	7/8/16	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	7/12/16	Recorded Books, LLC.	199.00	
		7/14/16		478.98	
6601-000	Materials - A/V	7/14/16	Baker & Taylor	49.68	
		7/14/16		230.49	
		7/14/16		36.28	
		7/18/16		19.45	
6601-000	Materials - A/V	7/19/16	Recorded Books, LLC.	40.99	
6601-000	Materials - A/V	7/20/16	Baker & Taylor	118.74	
		7/20/16		38.18	
6601-000	Materials - A/V	7/21/16	Recorded Books, LLC.	36.49	
		7/21/16		27.49	
		7/21/16		41.00	
6601-000	Materials - A/V	7/22/16	Penguin Random House, LLC.	45.00	
6601-000	Materials - A/V	7/26/16	Recorded Books, LLC.	27.49	
		7/27/16		107.68	
6601-000	Materials - A/V	7/27/16	Baker & Taylor	19.06	
		7/28/16		48.69	
		7/29/16		12.13	
6601-000	Materials - A/V			3,716.39	
6670-000	Materials - Digital - e-Books	6/1/16	Overdrive, Inc.	40.77	
		6/1/16		39.98	
		6/1/16		303.41	
		6/1/16		43.98	
		6/6/16		59.99	
		6/6/16		56.96	
		6/6/16		14.99	
		6/7/16		252.92	
		6/13/16		489.31	
		6/13/16		92.99	
		6/14/16		7.96	
		6/16/16		100.00	
		6/16/16		218.85	
		6/16/16		115.92	
		6/21/16		376.68	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/21/16		47.97	
		6/21/16		448.89	
		6/21/16		99.83	
		6/22/16		163.89	
		6/22/16		40.00	
		6/27/16		91.99	
		6/28/16		542.10	
		6/29/16		202.96	
		6/29/16		15.99	
		6/29/16		47.94	
		6/29/16		7.99	
		6/29/16		5.99	
		6/29/16		27.97	
6670-000	Materials - Digital - e-Books			3,958.22	
6670-000	Materials - Digital - e-Books	7/1/16	Overdrive, Inc.	4.80	
		7/5/16		60.00	
		7/5/16		322.79	
		7/5/16		38.97	
		7/12/16		190.97	
		7/12/16		52.99	
		7/12/16		9.99	
		7/12/16		74.06	
		7/18/16		545.33	
		7/18/16		106.94	
		7/18/16		72.00	
		7/18/16		15.97	
		7/19/16		251.91	
		7/21/16		126.41	
		7/22/16		3.99	
		7/25/16		34.97	
		7/25/16		157.96	
		7/25/16		32.98	
		7/25/16		7.99	
		7/25/16		30.97	
		7/26/16		146.71	
		7/27/16		1.59	
		7/28/16		92.52	
		7/31/16		89.94	
6670-000	Materials - Digital - e-Books			2,472.75	
6675-000	Materials - Digital - e-Audio	6/1/16	Overdrive, Inc.	69.99	
		6/1/16		32.17	
		6/1/16		76.00	
		6/13/16		853.05	
		6/16/16		182.94	
		6/16/16		27.97	
		6/29/16		123.22	
		6/29/16		139.98	
6675-000	Materials - Digital - e-Audio			1,505.32	
6675-000	Materials - Digital - e-Audio	7/28/16	Overdrive, Inc.	59.99	
6675-000	Materials - Digital - e-Audio			59.99	
6690-000	Materials - Periodicals	6/9/16	Daily News / News Monitor	145.60	
6690-000	Materials - Periodicals			145.60	
6690-000	Materials - Periodicals	7/12/16	Pelican Rapids Press	40.00	
6690-000	Materials - Periodicals	7/15/16	Detroit Lakes Newspapers	67.00	
6690-000	Materials - Periodicals	7/23/16	Grand Forks Herald	155.00	
		7/26/16		239.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals			501.00	
6800-000	Miscellaneous Expense	6/24/16	ULINE	145.70	
6800-000	Miscellaneous Expense			145.70	
6800-000	Miscellaneous Expense	7/22/16	PXL, Inc.	700.50	
6800-000	Miscellaneous Expense			700.50	
7110-000	Regional Lib Telecom Aid - Ex	7/1/16	NW-Links	18,510.66	
7110-000	Regional Lib Telecom Aid - Ex			18,510.66	
7120-000	Telecom/E-rate Expenses	6/2/16	Network Center Communications	252.50	
7120-000	Telecom/E-rate Expenses			252.50	
7200-000	Legacy - Expense (1099)	6/3/16	Larry Swenson	1,400.00	
7200-000	Legacy - Expense (1099)	6/23/16	Sherbanoo Aziz	2,450.00	
7200-000	Legacy - Expense (1099)	6/28/16	Nordic Culture Clubs	230.00	
7200-000	Legacy - Expense (1099)			4,080.00	
7200-000	Legacy - Expense (1099)	7/11/16	Absolute Marketing Group	297.80	
7200-000	Legacy - Expense (1099)	7/18/16	Colin Micheal Mustful	75.00	
7200-000	Legacy - Expense (1099)	7/31/16	The Forum	97.00	
7200-000	Legacy - Expense (1099)			469.80	
7210-000	Legacy - Materials - Print	6/3/16	Larry Swenson	245.70	
7210-000	Legacy - Materials - Print			245.70	
7230-000	Legacy - Materials - Other	6/14/16	Overdrive, Inc.	29.98	
		6/14/16		336.96	
		6/16/16		49.00	
		6/16/16		72.99	
7230-000	Legacy - Materials - Other			488.93	
7230-000	Legacy - Materials - Other	7/27/16	Overdrive, Inc.	530.00	
		7/29/16		88.97	
		7/29/16		157.70	
7230-000	Legacy - Materials - Other			776.67	
8000-011	Donation - Misc Exp - LM	6/1/16	The Chamber	290.00	
8000-011	Donation - Misc Exp - LM	6/1/16	Moorhead Business Association	150.00	
8000-011	Donation - Misc Exp - LM	6/29/16	Megan Krueger	29.74	
8000-011	Donation - Misc Exp - LM			469.74	
8000-051	Donation - Misc Exp - LC	6/1/16	Bonnie Stewart	144.16	
8000-051	Donation - Misc Exp - LC			144.16	
8107-000	Donation - Material Other - RO	7/18/16	Overdrive, Inc.	117.00	
8107-000	Donation - Material Other - RO			117.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jun 1, 2016 to Jul 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8500-000	Furn & Equip - Regional Office	7/7/16	Christianson's Business Furnit	798.34	
8500-000	Furn & Equip - Regional Office			798.34	
8600-000	Software & Hardware Upgrade	7/5/16	Netgate	5,215.16	
8600-000	Software & Hardware Upgrade	7/20/16	PCM Sales, Inc.	438.38	
		7/27/16		302.19	
8600-000	Software & Hardware Upgrade			5,955.73	
9620-200	Travel/Meetings - Joint Autom	6/28/16	Liz Lynch	51.02	
9620-200	Travel/Meetings - Joint Autom			51.02	