

The Mission of LARL is to enrich lives and strengthen communities

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

Thursday, December 15, 2016

5:30 p.m.

Moorhead Public Library

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

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

AGENDA

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

5:35 2. MINUTES OF THE OCTOBER 20, 2016 EXECUTIVE BOARD MEETING.
Enclosed (page 3)

Recommended Motion: Move to approve the October 20, 2016 Executive Board Meeting Minutes as presented.

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

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

6:00 5. PRESIDENT'S REPORT – Perry

6:10 6. OTHER

6:20 7. ADJOURNMENT

(over)

Agenda for the December 15, 2016 Executive Board Meeting – Page 2

MISC. ITEMS ENCLOSED:

List of Bills – November 2016 – (digital – page 11, print – not in packet, available for review at meeting)

UPCOMING MEETINGS/EVENTS

Christmas Eve/Christmas Day

Saturday, Dec. 24, 2016 (All sites closed)

Sunday, Dec. 25, 2016 (All sites closed)

Monday, December 26, 2016 (All sites closed)

New Year's Eve/New Year's Day

Saturday, Dec. 31, 2016 (All sites close by 5pm)

Sunday, Jan. 1, 2016 (All sites closed)

Monday, January 2, 2017 (All sites closed)

"Hot Reads for Cold Nights" Winter Reading Program for Adults

January -February 2017

Finance Committee Meeting

Thursday, January 19 at 4:30 p.m. at the Moorhead Public Library

Full Board Meeting (adopt 2017 Budget)

Thursday, January 19 at 5:30 p.m. at the Moorhead Public Library

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

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

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, October 20, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 p.m.

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

Executive Committee Members Absent: Grimsley.

Others Present: Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Ingersoll/Buness) Move to approve the October 20, 2016 Executive Committee Meeting Agenda with the addition of a discussion about officer elections for the LARL Board. MCU.

MINUTES OF THE AUGUST 18, 2016 EXECUTIVE COMMITTEE MEETING.

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

FINANCIAL REPORT

Sprynczynatyk discussed that through September we are 75% of the way through the year and have spent 69.58% of the budget. Automation/Cataloging is lower than budgeted due to less support needed than originally anticipated.

(Ingersoll/Buness) Move to approve the application for FY2017 Regional Telecommunications Aid (RLTA). MCU.

(over)

Minutes of the October 20, 2016 Executive Committee Meeting – Page 2

DIRECTOR'S REPORT

Lynch discussed that LARL will be advertising for a Library Substitute at the Climax Public Library and that April Wedin has been hired as the new Fosston Branch Manager.

LARL's Staff Day was held on October 10th. It was attended by 70 of LARL's 90 employees.

Lynch discussed the RLBSS Funding and Formula Request for 2017.

Ingersoll discussed that Senator Eken has agreed to ask the Governor to meet with Ingersoll and Kathy Enger, Northern Lights Library Network, when he is in Moorhead next to discuss Library funding and a request for Library funding in the Governor's budget.

(Fox/Ingersoll) Move that the Lake Agassiz Regional Library Board supports the proposed change to the RLBSS Funding Formula with the final percentages assigned to the Equalization and Basic System Services factors to be determined by the amount of increased funding appropriated by the 2017 Legislature as shown in the charts above. If the increase to the annual formula is \$3 million, the formula Chart A will be used; if the increase to the annual formula is \$2 or up to \$2,999,999.00, the formula in Chart B will be used. MCU.

PRESIDENT'S REPORT

No report.

OTHER

Potentially postponing LARL officer elections was discussed. Since election results will be known before the November LARL Board meeting, LARL elections will be held. If not all Executive Committee positions can be filled in November, some of the position might be left open until the January 2017 meeting.

The meeting adjourned at 6:10 p.m.

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

91.67%

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	\$ 0.00	\$ 358,355.00	\$ 358,355.00	0.00	100.00
Detroit Lakes	0.00	217,560.00	217,560.00	0.00	100.00
Clay County	0.00	275,760.00	275,760.00	0.00	100.00
Moorhead	0.00	720,730.00	720,730.00	0.00	100.00
Clearwater County	0.00	95,725.00	95,725.00	0.00	100.00
Mahnomen County	0.00	40,395.00	40,395.00	0.00	100.00
Mahnomen	0.00	19,140.00	19,140.00	0.00	100.00
Norman County	0.00	92,545.00	92,545.00	0.00	100.00
Polk County	0.00	252,495.00	252,495.00	0.00	100.00
Crookston	0.00	215,575.00	215,575.00	0.00	100.00
Wilkin County	0.00	51,720.00	51,720.00	0.00	100.00
Breckenridge	0.00	86,545.00	86,545.00	0.00	100.00
Total Signatory Funding	0.00	2,426,545.00	2,426,545.00	0.00	100.00
<i>Grants</i>					
Basic Support - MN (RLBS)	0.00	473,496.33	477,527.00	4,030.67	99.16
Reg Library Telecom Aid (RLTA)	0.00	72,269.24	88,230.00	15,960.76	81.91
Total Grants	0.00	545,765.57	565,757.00	19,991.43	96.47
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,398.35	13,226.70	18,000.00	4,773.30	73.48
Printing Revenue	1,392.36	17,091.79	19,100.00	2,008.21	89.49
Fax Revenue	718.35	7,107.34	7,000.00	(107.34)	101.53
Microfilm Revenue	6.64	110.78	100.00	(10.78)	110.78
Photocopy Revenue	639.81	5,883.49	7,000.00	1,116.51	84.05
Book/Furniture Sale Revenue	136.37	5,257.64	0.00	(5,257.64)	0.00
Interest/Dividend Income	198.62	41,844.51	30,000.00	(11,844.51)	139.48
Investment Value Change	(34,417.83)	(70,055.57)	0.00	70,055.57	0.00
Lost/Damaged Property	846.59	5,054.28	6,000.00	945.72	84.24
Other Income	0.00	710.95	0.00	(710.95)	0.00
Total Miscellaneous Revenue	(29,080.74)	26,231.91	87,200.00	60,968.09	30.08
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	52,390.00	56,350.00	3,960.00	92.97
Northern Lights Lib. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	3,301.87	0.00	(3,301.87)	0.00
Total Joint Automation Revenue	300.17	55,691.87	56,350.00	658.13	98.83
Fund Balance/Shortfall	0.00	0.00	53,543.00	53,543.00	0.00
Total General Fund Revenue	(28,780.57)	3,054,234.35	3,189,395.00	135,160.65	95.76
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	136,301.93	1,461,926.38	1,640,260.00	178,333.62	89.13
Payroll Taxes	10,296.45	110,645.49	125,480.00	14,834.51	88.18
Retirement - PERA	9,862.22	103,842.80	120,430.00	16,587.20	86.23
Health Insurance	20,828.36	223,438.57	274,750.00	51,311.43	81.32
Unemployment Taxes	1,882.42	1,882.42	0.00	(1,882.42)	0.00
Life Insurance	171.43	1,781.57	2,010.00	228.43	88.64
Workers Compensation Insurance	355.12	3,906.12	4,330.00	423.88	90.21
Other Employee Benefits	114.87	1,396.20	1,610.00	213.80	86.72
Total Personnel	179,812.80	1,908,819.55	2,168,870.00	260,050.45	88.01
<i>Automation/Cataloging</i>					
Automation	10,178.40	114,994.88	162,360.00	47,365.12	70.83
Catalog Item Records	899.40	9,695.46	11,500.00	1,804.54	84.31
Supplies - Computer	192.99	4,783.76	4,500.00	(283.76)	106.31
Supplies - Technical Services	468.46	4,987.35	7,000.00	2,012.65	71.25
Total Automation/Cataloging	11,739.25	134,461.45	185,360.00	50,898.55	72.54

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	124.50	2,635.77	3,400.00	764.23	77.52
Programming - Summer Reading	0.00	5,865.44	8,000.00	2,134.56	73.32
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	124.50	8,461.21	14,400.00	5,938.79	58.76
Staff Development					
Staff Training & Development	302.66	15,695.57	19,000.00	3,304.43	82.61
Total Staff Development	302.66	15,695.57	19,000.00	3,304.43	82.61
Mileage/Board Meeting Expense					
Mileage - Staff	1,010.46	18,830.16	20,000.00	1,169.84	94.15
Regional Board Meetings	678.99	5,746.70	6,500.00	753.30	88.41
Total Mileage/Board Meeting Expenses	1,689.45	24,576.86	26,500.00	1,923.14	92.74
Other Expenses					
Accounting/Bank Fees	439.37	13,341.78	13,750.00	408.22	97.03
Attorney Fees	0.00	300.00	4,000.00	3,700.00	7.50
Business Office Software	32.04	986.05	2,000.00	1,013.95	49.30
Delivery Services	5,185.48	65,054.90	73,000.00	7,945.10	89.12
Director's Discretionary	261.25	261.25	2,500.00	2,238.75	10.45
Insurance - General/Property	1,389.44	15,102.19	17,825.00	2,722.81	84.72
Lease - Regional Office Rent	1,683.34	18,516.66	20,200.00	1,683.34	91.67
Leases - Equipment	606.86	7,906.48	8,950.00	1,043.52	88.34
Maintenance Contracts	1,409.20	11,596.48	14,050.00	2,453.52	82.54
Mailing - Click2Mail	610.13	610.13	3,500.00	2,889.87	17.43
Materials Recovery/Collections	8.95	322.20	3,200.00	2,877.80	10.07
Memberships	0.00	459.00	1,200.00	741.00	38.25
Minnesota Director's Fund	0.00	2,128.00	2,500.00	372.00	85.12
Miscellaneous Expense	0.00	965.40	3,000.00	2,034.60	32.18
PJO: Printing/Advertising	801.51	10,351.19	16,400.00	6,048.81	63.12
Postage	11.44	1,666.40	3,760.00	2,093.60	44.32
Recruitment	378.24	4,149.65	8,000.00	3,850.35	51.87
Repairs - Equipment	0.00	415.93	2,500.00	2,084.07	16.64
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	264.61	5,593.55	10,000.00	4,406.45	55.94
Supplies - Public Services	628.46	3,143.38	6,000.00	2,856.62	52.39
Telephone/Telecom	968.81	9,797.44	17,900.00	8,102.56	54.73
Total Other Operating Expenses	14,679.13	172,787.06	235,735.00	62,947.94	73.30
Regional Library Telecom Aid (RLTA)	0.00	72,269.24	88,230.00	15,960.76	81.91
Transportation					
Van Expenses	190.12	2,320.70	5,000.00	2,679.30	46.41
Total Transportation	190.12	2,320.70	5,000.00	2,679.30	46.41
Materials					
Audio Visual	8,143.46	67,806.17	74,000.00	6,193.83	91.63
Digital	5,295.29	56,522.47	45,000.00	(11,522.47)	125.61
Online Resources	2,142.34	23,544.02	25,700.00	2,155.98	91.61
Periodicals	394.16	21,739.52	24,100.00	2,360.48	90.21
Print	11,375.78	170,950.85	212,000.00	41,049.15	80.64
Total Materials	27,351.03	340,563.03	380,800.00	40,236.97	89.43
Capital Expenditures					
Furniture & Equipment	0.00	8,442.81	10,500.00	2,057.19	80.41
Software & Hardware Upgrades	1,180.37	14,187.50	40,000.00	25,812.50	35.47
Total Capital Expenditures	1,180.37	22,630.31	50,500.00	27,869.69	44.81
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	11,000.00	12,000.00	1,000.00	91.67
Van Replacement	250.00	2,750.00	3,000.00	250.00	91.67
Total Capital Fund Accounts	1,250.00	13,750.00	15,000.00	1,250.00	91.67
Total General Fund Expenditures	238,319.31	2,716,334.98	3,189,395.00	473,060.02	85.17
General Fund Revenue Over Expenditures \$	(267,099.88)	\$ 337,899.37	\$ 0.00	(337,899.37)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 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	\$ 11,639.92	\$ 30,419.85	\$ 0.00	(30,419.85)	0.00
Endowment Revenue	0.00	730.00	0.00	(730.00)	0.00
Telecom/E-rate Funds	1,070.18	10,170.13	0.00	(10,170.13)	0.00
Legacy Grant Revenue	4,820.58	45,226.52	0.00	(45,226.52)	0.00
Miscellaneous Grants	0.00	117,703.61	0.00	(117,703.61)	0.00
Total Special Projects Revenue	17,530.68	204,250.11	0.00	(204,250.11)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	73.35	4,581.56	0.00	(4,581.56)	0.00
Donations - Materials: A/V	0.00	177.78	0.00	(177.78)	0.00
Donations - Materials: Other	1,006.68	5,753.27	0.00	(5,753.27)	0.00
Donations - Miscellaneous	0.00	2,799.52	0.00	(2,799.52)	0.00
Legacy Grant Expense	4,820.58	45,226.53	0.00	(45,226.53)	0.00
Telecom/E-rate Expenses	1,070.18	10,170.13	0.00	(10,170.13)	0.00
Miscellaneous Grant Expense	0.00	117,703.61	0.00	(117,703.61)	0.00
LSTA Grant Expenses	500.00	500.00	0.00	(500.00)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	7,470.79	186,912.40	0.00	(186,912.40)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	1,164.69	23,525.58	0.00	(23,525.58)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	1,164.69	23,525.58	0.00	(23,525.58)	0.00
Total Special Projects Expenditures	8,635.48	210,437.98	0.00	(210,437.98)	0.00
Special Proj Rev Over (Under) Expend	\$ 8,895.20	\$ (6,187.87)	\$ 0.00	6,187.87	0.00
GRAND TOTAL REVENUE	(11,249.89)	3,258,484.46	3,189,395.00	(69,089.46)	102.17
GRAND TOTAL EXPENDITURES	246,954.79	2,926,772.96	3,189,395.00	262,622.04	91.77
CHANGE IN FUND BALANCE	\$ (258,204.68)	\$ 331,711.50	\$ 0.00	(331,711.50)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
November 30, 2016

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 21,851.98	10,467.11	11,384.87
Cash - Payroll (State Bank)	8,039.15	1,530.28	6,508.87
Cash - PayPal	11.82	55.06	(43.24)
Cash - Savings (State Bank)	1,082,745.05	914,386.94	168,358.11
Petty Cash	460.00	460.00	0.00
Investment Account	1,104,616.00	1,139,033.21	(34,417.21)
Accounts Receivable	0.00	397,542.50	(397,542.50)
Prepaid Expenses	47,767.56	54,260.00	(6,492.44)
Deposit Account - OCLC	1,163.41	859.66	303.75
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	\$ 2,368,309.85	2,620,249.64	(251,939.79)
LIABILITIES			
Accounts Payable	\$ 15,405.46	34,942.49	(19,537.03)
Credit Card Payable	1,798.72	5,325.27	(3,526.55)
Amazon Charge Account	7,456.40	3,646.10	3,810.30
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	652.00	324.00	328.00
Life Insurance Payable	(20.00)	(20.00)	0.00
Dental Insurance Payable	(20.52)	(20.53)	0.01
Vision Insurance Payable	45.37	45.19	0.18
AFLAC Payable	139.82	139.82	0.00
Flexible Spending - Medical	(397.02)	(701.20)	304.18
Flexible Spending - Dep Care	40.03	40.03	0.00
Sales Tax Payable	281.66	132.10	149.56
Deferred Revenue	454,882.04	431,395.80	23,486.24
Total Liabilities	602,403.42	597,388.53	5,014.89
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	14,750.00	14,500.00	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	11,000.00	10,000.00	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	331,711.50	589,916.18	(258,204.68)
Total Fund Balances	1,765,906.43	2,022,861.11	(256,954.68)
Total Liabilities & Fund Balanc	\$ 2,368,309.85	2,620,249.64	(251,939.79)

Monthly Report to the Board**Meeting Date: December 15, 2016****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Coordinating Team Meeting, November 16; Full Board Meeting, November 17; 1,000 Books before Kindergarten Meeting in Bagley, December 1; MN Libraries Legislative Meeting, December 7

Open Positions

Climax Library Substitute

Fosston Library Assistant

Fosston Library Substitute

Frazee LINK Site Coordinator

RLBSS Formula Change Process Update

For the first time since 1992, the 12 Regional Library System Boards unanimously agreed to move forward with an initiative to bring a RLBSS formula change to the Minnesota Legislature in 2017.

MN Loves Libraries Campaign

As a way to raise awareness across the state about the importance of libraries, the Council of Regional Library System Administrators (CRPLSA) is supporting a campaign called "Minnesota Loves Libraries." This grassroots advocacy campaign will launch statewide and will be administered by individual Regional Library Systems. Library users are invited to stop by their local library to fill out a postcard or visit <http://mnloveslibraries.crplsa.info/> to use the online form. The purpose is to gather stories of how Minnesotans use libraries and how libraries make a difference in their lives.

 MINNESOTA
LOVES
LIBRARIES

Lake Agassiz Regional Library will launch this initiative in January and collect postcards through the month of February. Library supporters who attend Legislative Day at the Minnesota Capitol in March will hand deliver these messages from across the region. Legislators will receive comments from their constituents so that they get a glimpse of library services available in their district, and to provide an opportunity for them to respond directly.

1,000 Books before Kindergarten Program

Lake Agassiz Regional Library is happy to announce the launch of **1,000 Books before Kindergarten**, a program designed to foster relationship-building and brain development while preparing youth for kindergarten. Thanks to the *Minnesota Department of Education through a Library Services and Technology Act grant from the Institute of Museum and Library Services*, LARL is committed to offering this program to the residents of the seven counties served by LARL, including Becker, Clay, Clearwater, Mahnommen, Norman, Polk, and Wilkin Counties.



This free program encourages parents and caregivers to read to youth from birth to kindergarten and beyond. Each participant will receive a book bag with information about the program, information about the benefits of reading to young children, a library card application, and reading logs for tracking books read. LARL will provide incentives and celebrations for youth and families who complete the program each year.

In effort to best serve youth of this age, and bridge the opportunity gap, LARL will be looking for partnering agencies and organizations to help spread the word about this program. We hope to use this program as a tool to establish new relationships with outside agencies and organizations who currently serve birth-K, in addition to strengthening relationships already in place. Partnering agencies currently include various ECIs, County Health Agencies, and Headstart.

Gifts, Grants & Donations

11/7/2016	Elaine Conzemius donation to Breckenridge in memory of her husband.	50.00
11/7/2016	Richard L. Boyce donation to the Moorhead Public Library for a computer lab chair in memory of Anne B. Fredine.	100.00
11/30/2016	Moorhead Vikingland Kiwanis donation for children's books.	100.00
12/1/2016	Jean Hanson donation to Crookston Public Library	25.00
11/22/2016	Anonymous donation to Ada Public Library	4.60
11/16/2016	Linda Slagter	50.00
11/7/2016	West Central Initiative - Hildred Shelland Long Trust donation to the Ada Public Library.	435.52

Total: \$765.12

Happy holidays and thank you for another successful year of library service for the residents of Becker, Clay, Clearwater, Mahnommen, Norman, Polk and Wilkin Counties!



Next Meeting

Finance Committee Meeting at 4:30 p.m. and Full Board Meeting at 5:30 p.m. in the lower level of the Moorhead Public Library on Thursday, January 19, 2017

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2016 to Nov 30, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	11/1/16	Lakes Country Service Cooperat	906.00	
		11/1/16		4,077.00	
		11/1/16		14,593.50	
5120-000	Health Insurance			19,576.50	
5140-000	Life Insurance - Employer Paid	11/1/16	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6000-000	Supplies - Office	11/2/16	Office Depot	7.03	
6000-000	Supplies - Office	11/18/16	Rapid Refill	202.50	
6000-000	Supplies - Office	11/21/16	Office Depot	36.09	
		11/21/16		18.99	
6000-000	Supplies - Office			264.61	
6010-000	Supplies - Technical Services	11/2/16	Brodart Co.	328.00	
6010-000	Supplies - Technical Services			328.00	
6020-000	Supplies - Public Services	11/10/16	Batteries Plus	35.90	
6020-000	Supplies - Public Services			35.90	
6240-000	Maint Contr - Copiers	11/7/16	Metro Sales, Inc	1,172.16	
6240-000	Maint Contr - Copiers			1,172.16	
6300-000	Payroll Processing	11/8/16	Payroll Professionals, Inc.	137.95	
		11/28/16		134.85	
6300-000	Payroll Processing			272.80	
6350-000	Delivery Service - Courier	11/7/16	Northern Network Express	1,280.80	
		11/14/16		1,280.80	
		11/21/16		1,280.80	
		11/30/16		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	11/2/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	11/1/16	The 13 Towns	48.80	
6380-000	Recruitment	11/27/16	Crookston Daily Times	189.44	
6380-000	Recruitment	11/30/16	Frazee Forum, Inc.	140.00	
6380-000	Recruitment			378.24	
6400-000	Telephone	11/1/16	Halstad Telephone Company	31.90	
		11/1/16		77.12	
6400-000	Telephone	11/1/16	Rothsay Telephone	86.54	
6400-000	Telephone	11/1/16	CenturyLink	48.00	
6400-000	Telephone	11/8/16	Dex Media East, Inc.	22.00	
6400-000	Telephone	11/28/16	Rochester Telecom Systems Inc.	119.29	
6400-000	Telephone			384.85	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2016 to Nov 30, 2016

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	11/4/16	Sportland Inc.	854.00	
6410-000	PIO - Marketing/Printing/Etc	11/22/16 11/24/16	Cole Papers Inc.	77.36 34.45	
6410-000	PIO - Marketing/Printing/Etc	11/30/16	Absolute Marketing Group	370.61	
6410-000	PIO - Marketing/Printing/Etc	11/30/16	Mathison's Co.	47.60	
6410-000	PIO - Marketing/Printing/Etc			1,384.02	
6420-000	Director's Discretionary	11/1/16	Fargo Rubber Stamp Works Inc.	261.25	
6420-000	Director's Discretionary			261.25	
6440-000	Mailing - Click2Mail	11/30/16	Click2Mail	610.13	
6440-000	Mailing - Click2Mail			610.13	
6445-000	Materials Recovery/Collections	11/1/16	Unique Management Services, I	8.95	
6445-000	Materials Recovery/Collections			8.95	
6450-000	Mileage - Trustee	11/17/16	Terry Kalil	75.60	
6450-000	Mileage - Trustee	11/17/16	David Geray	81.00	
6450-000	Mileage - Trustee	11/17/16	Ben Grimsley	48.60	
6450-000	Mileage - Trustee	11/17/16	Clayton Briggs	75.60	
6450-000	Mileage - Trustee	11/17/16	Arlen Syverson	119.88	
6450-000	Mileage - Trustee	11/17/16	Robert Perry	50.76	
6450-000	Mileage - Trustee	11/17/16	Evelyn Fox	50.76	
6450-000	Mileage - Trustee	11/17/16	Craig Bunes	75.60	
6450-000	Mileage - Trustee			577.80	
6455-000	Mileage - Staff	11/2/16	Jill Rose	18.90	
6455-000	Mileage - Staff	11/2/16	Liz Lynch	183.60	
6455-000	Mileage - Staff	11/4/16	Joyce White	20.63	
6455-000	Mileage - Staff	11/5/16 11/7/16	Jill Rose	23.76 23.76	
6455-000	Mileage - Staff	11/8/16	Joyce White	20.63	
6455-000	Mileage - Staff	11/8/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	11/9/16	Megan Krueger	23.22	
6455-000	Mileage - Staff	11/9/16	Joyce Christine Boike	39.42	
6455-000	Mileage - Staff	11/9/16	Marilyn Eaves	28.08	
6455-000	Mileage - Staff	11/9/16	Jenna Kahly	8.00	
6455-000	Mileage - Staff	11/9/16	Nicole Murphy	48.60	
6455-000	Mileage - Staff	11/9/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	11/10/16	Amy Nelson	12.96	

Lake Agassiz Regional Library
Monthly List of Bills
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	11/10/16	Judy Moen	34.56	
6455-000	Mileage - Staff	11/14/16	Jill Rose	23.76	
6455-000	Mileage - Staff	11/15/16	Joyce Christine Boike	25.38	
		11/15/16		37.26	
		11/16/16		74.52	
		11/17/16		18.36	
6455-000	Mileage - Staff	11/18/16	Amy Nelson	12.42	
6455-000	Mileage - Staff	11/18/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	11/19/16	Jill Rose	23.76	
		11/21/16		23.76	
6455-000	Mileage - Staff	11/22/16	Julie Malmanger	39.42	
6455-000	Mileage - Staff	11/22/16	Laura Gullickson	25.38	
6455-000	Mileage - Staff	11/25/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	11/28/16	Jill Rose	23.76	
6455-000	Mileage - Staff	11/29/16	Jane Berg	125.28	
6455-000	Mileage - Staff			1,010.46	
6470-000	Board Expenses	11/24/16	Purchase Advantage Card	101.19	
6470-000	Board Expenses			101.19	
6482-000	Conf/Meeting - Miscellaneous	11/1/16	Laura Gullickson	38.89	
6482-000	Conf/Meeting - Miscellaneous			38.89	
6484-000	Conf/Meeting - System Director	11/23/16	Great River Regional Library	8.58	
6484-000	Conf/Meeting - System Director			8.58	
6500-000	Van - Gasoline	11/6/16	Cenex Fleetcard	65.77	
6500-000	Van - Gasoline			65.77	
6600-000	Materials - Print	11/1/16	Baker & Taylor	31.32	
		11/1/16		2.07	
		11/1/16		96.52	
		11/1/16		11.61	
		11/1/16		120.99	
		11/1/16		65.21	
		11/1/16		219.42	
		11/2/16		30.89	
		11/2/16		400.74	
		11/2/16		46.67	
		11/2/16		23.49	
		11/2/16		28.46	
		11/3/16		87.86	
		11/3/16		85.48	
		11/4/16		345.59	
		11/4/16		142.00	
		11/4/16		67.00	
		11/4/16		818.94	
		11/4/16		34.22	
		11/4/16		133.25	
		11/4/16		28.80	
		11/4/16		93.14	
		11/7/16		26.79	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/7/16		40.22	
		11/7/16		105.79	
		11/8/16		59.04	
		11/8/16		23.54	
		11/8/16		60.83	
		11/8/16		325.61	
		11/8/16		32.08	
		11/8/16		65.12	
		11/8/16		84.96	
		11/8/16		477.63	
		11/9/16		229.48	
		11/9/16		166.04	
		11/10/16		65.46	
		11/10/16		15.70	
		11/10/16		53.16	
		11/10/16		12.96	
		11/10/16		208.40	
		11/10/16		563.65	
		11/10/16		206.24	
		11/11/16		18.78	
		11/14/16		66.98	
		11/14/16		19.86	
		11/14/16		35.44	
		11/14/16		465.63	
6600-000	Materials - Print	11/15/16	Infogroup	330.00	
6600-000	Materials - Print	11/15/16	Baker & Taylor	310.80	
		11/16/16		85.57	
		11/16/16		56.10	
		11/16/16		182.74	
		11/16/16		79.14	
6600-000	Materials - Print	11/17/16	Weigl Publishers Inc.	81.96	
6600-000	Materials - Print	11/17/16	Baker & Taylor	10.58	
		11/17/16		32.40	
		11/17/16		48.08	
		11/17/16		130.52	
		11/18/16		45.60	
		11/21/16		41.56	
		11/21/16		160.24	
		11/22/16		560.44	
		11/22/16		288.96	
		11/22/16		124.78	
		11/23/16		219.12	
		11/23/16		44.46	
		11/23/16		90.32	
		11/23/16		19.48	
		11/23/16		11.19	
		11/23/16		26.98	
		11/23/16		48.05	
		11/23/16		74.16	
		11/23/16		94.84	
		11/25/16		357.80	
		11/28/16		95.44	
		11/28/16		192.36	
		11/28/16		33.30	
		11/28/16		888.41	
		11/28/16		53.96	
		11/28/16		51.14	
		11/28/16		38.96	
		11/28/16		0.20	
6600-000	Materials - Print			11,252.70	
6601-000	Materials - A/V	11/1/16	Recorded Books, LLC.	22.95	
		11/1/16		72.98	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	11/8/16	Baker & Taylor	89.50	
6601-000	Materials - A/V	11/9/16	Recorded Books, LLC.	82.00	
		11/9/16		36.49	
6601-000	Materials - A/V	11/10/16	Baker & Taylor	44.08	
		11/10/16		181.28	
6601-000	Materials - A/V	11/11/16	Penguin Random House, LLC.	48.00	
6601-000	Materials - A/V	11/15/16	Recorded Books, LLC.	113.99	
6601-000	Materials - A/V	11/16/16	Baker & Taylor	31.04	
		11/16/16		54.48	
		11/16/16		36.94	
6601-000	Materials - A/V	11/17/16	Recorded Books, LLC.	82.00	
		11/17/16		32.00	
		11/17/16		36.50	
		11/17/16		30.49	
		11/17/16		108.59	
		11/17/16		199.00	
		11/17/16		371.78	
6601-000	Materials - A/V	11/22/16	Baker & Taylor	42.83	
6601-000	Materials - A/V	11/23/16	Recorded Books, LLC.	73.00	
		11/23/16		27.49	
6601-000	Materials - A/V	11/25/16	Baker & Taylor	135.96	
		11/25/16		124.73	
6601-000	Materials - A/V	11/28/16	Recorded Books, LLC.	137.00	
6601-000	Materials - A/V			2,215.10	
6670-000	Materials - Digital - e-Books	11/1/16	Overdrive, Inc.	5.99	
		11/1/16		394.27	
		11/7/16		94.94	
		11/7/16		65.00	
		11/7/16		350.94	
		11/8/16		137.16	
		11/14/16		3.99	
		11/15/16		572.90	
		11/15/16		207.74	
		11/21/16		48.00	
		11/21/16		556.79	
		11/21/16		87.00	
		11/22/16		34.98	
		11/28/16		6.98	
		11/29/16		327.46	
		11/29/16		90.98	
		11/29/16		231.78	
		11/29/16		357.86	
6670-000	Materials - Digital - e-Books			3,574.76	
6675-000	Materials - Digital - e-Audio	11/15/16	Overdrive, Inc.	56.69	
		11/17/16		76.00	
		11/21/16		100.98	
		11/21/16		465.97	
		11/29/16		185.97	
6675-000	Materials - Digital - e-Audio			885.61	
6690-000	Materials - Periodicals	11/1/16	Star Tribune	394.16	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals			394.16	
7200-000	Legacy - Expense (1099)	11/11/16	Paul C. Imholte	3,125.00	
7200-000	Legacy - Expense (1099)	11/30/16	Absolute Marketing Group	71.80	
		11/30/16		105.89	
		11/30/16		743.10	
		11/30/16		433.26	
7200-000	Legacy - Expense (1099)			4,479.05	
7205-000	Legacy - Exp Reimbursement	11/11/16	Paul C. Imholte	274.03	
7205-000	Legacy - Exp Reimbursement			274.03	
7400-000	LSTA Grant Expenses	11/21/16	Janette Loudon	500.00	
7400-000	LSTA Grant Expenses			500.00	
8107-000	Donation - Material Other - RO	11/1/16	Overdrive, Inc.	50.97	
		11/1/16		41.00	
		11/3/16		29.98	
		11/7/16		91.74	
		11/7/16		90.95	
		11/8/16		75.99	
		11/15/16		36.95	
		11/15/16		91.90	
		11/15/16		86.45	
		11/18/16		61.95	
		11/21/16		6.99	
		11/21/16		129.89	
		11/29/16		75.98	
		11/29/16		77.94	
		11/29/16		58.00	
8107-000	Donation - Material Other - RO			1,006.68	
8200-011	Donation - Furn & Equip - LM	11/21/16	DEMCO	1,164.69	
8200-011	Donation - Furn & Equip - LM			1,164.69	
8600-000	Software & Hardware Upgrade	11/29/16	FireFly Computers	856.00	
8600-000	Software & Hardware Upgrade			856.00	