

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

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

Thursday, February 16, 2017

5:30 p.m.

Meeting Place: Moorhead Public Library

EXECUTIVE COMMITTEE MEMBERS: Dailey, Fox, Grimsley, Kalil (Chair), Ingersoll

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. 123. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 123. Or, email Liz Lynch at lynchl@larl.org. Please notify Liz by noon on the day of the meeting.

AGENDA

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

5:40 2. MINUTES OF THE DECEMBER 15, 2016 EXECUTIVE COMMITTEE MEETING.
Enclosed (page 3)

Recommended Motion: Move to approve the December 15, 2016 Executive Committee Meeting Minutes as presented.

5:50 3. FINANCIAL REPORT - Sprynczynatyk
Enclosed (page 5)

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

6:10 5. PRESIDENT'S REPORT – Kalil
Discussion of Director Review Process

(over)

Agenda for the February 16, 2017 Executive Committee Meeting – Page 2

6:30 6. OTHER

6:35 7. ADJOURNMENT

MISC. ITEMS INCLUDED:

- a. Updated Committee Assignments (page 11)
- b. List of Bills – January 2017 (page 12 in digital packet only, available for review at meeting)

UPCOMING MEETINGS/EVENTS

Library Legislative Day in St. Paul
February 22, 2017

Full Board Meeting with Audit Report
March 23, 2017 at 5:30 p.m. **NOTE: This is the fourth Thursday rather than the third.**

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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, December 15, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 p.m.

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

Executive Committee Members Absent: none

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Bunes/Fox) Move to approve the December 15, 2016 Executive Committee Meeting Agenda as presented. MCU.

MINUTES OF THE OCTOBER 20, 2016 EXECUTIVE COMMITTEE MEETING.

(Fox/Ingersoll) Move to approve the October 20, 2016 Executive Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through November we are 91% of the way through the year and have spent 85.17% of budgeted expenses. Automation/Cataloging is lower than budgeted due to less support needed than originally anticipated.

Becker County, Detroit Lakes, and Crookston have returned forms indicating they will be meeting LARL 2017 Signatory funding request.

(over)

Minutes of the December 15, 2016 Executive Committee Meeting – Page 2**DIRECTOR'S REPORT**

Lynch discussed she went to Norman County earlier in the day and gave a presentation. The county board approved LARL's funding for 2017. She discussed the RLBSS formula change with the County. The board thought it would be a good idea for her to go around the region and present to all of the LARL Counties.

All 12 Regional Library System Boards passed the proposed RLBSS formula change, it will now go to the Legislature.

PRESIDENT'S REPORT

Perry discussed his enjoyment of being on the LARL Board for the last 25 years.

OTHER

Buness discussed the importance of LARL telling it's story and be sure to keep the importance of libraries in the minds of the Signatories.

Buness asked that Lynch convey to the LARL staff on behalf of the LARL Board thank for a job well done.

The meeting adjourned at 5:55 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 31, 2017

8.33%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
Signatory Funding					
Becker County	\$ 91,452.50	\$ 91,452.50	\$ 365,810.00	274,357.50	25.00
Detroit Lakes	55,255.00	55,255.00	221,020.00	165,765.00	25.00
Clay County	70,633.75	70,633.75	282,535.00	211,901.25	25.00
Moorhead	183,420.00	183,420.00	733,680.00	550,260.00	25.00
Clearwater County	24,521.25	24,521.25	98,085.00	73,563.75	25.00
Mahnomen County	10,351.25	10,351.25	41,405.00	31,053.75	25.00
Mahnomen	4,916.25	4,916.25	19,665.00	14,748.75	25.00
Norman County	23,746.25	23,746.25	94,985.00	71,238.75	25.00
Polk County	64,801.25	64,801.25	259,205.00	194,403.75	25.00
Crookston	54,611.25	54,611.25	218,445.00	163,833.75	25.00
Wilkin County	13,195.00	13,195.00	52,780.00	39,585.00	25.00
Breckenridge	21,982.50	21,982.50	87,930.00	65,947.50	25.00
Total Signatory Funding	618,886.25	618,886.25	2,475,545.00	1,856,658.75	25.00
Grants					
Basic Support - MN (RLBSS)	46,946.60	46,946.60	469,466.00	422,519.40	10.00
Reg Library Telecom Aid (RLTA)	0.00	0.00	101,000.00	101,000.00	0.00
Total Grants	46,946.60	46,946.60	570,466.00	523,519.40	8.23
Miscellaneous Revenue					
Service Charge Revenue	915.22	915.22	15,000.00	14,084.78	6.10
Printing Revenue	920.91	920.91	18,000.00	17,079.09	5.12
Fax Revenue	489.62	489.62	7,500.00	7,010.38	6.53
Microfilm Revenue	0.19	0.19	100.00	99.81	0.19
Photocopy Revenue	439.16	439.16	7,000.00	6,560.84	6.27
Book/Furniture Sale Revenue	112.28	112.28	0.00	(112.28)	0.00
Interest/Dividend Income	123.70	123.70	33,450.00	33,326.30	0.37
Investment Value Change	0.00	0.00	0.00	0.00	0.00
Lost/Damaged Property	651.02	651.02	6,000.00	5,348.98	10.85
Other Income	129.96	129.96	0.00	(129.96)	0.00
Total Miscellaneous Revenue	3,782.06	3,782.06	87,050.00	83,267.94	4.34
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	12,262.50	12,262.50	49,050.00	36,787.50	25.00
MNLink Server Site Payments	270.71	270.71	3,200.00	2,929.29	8.46
Total Joint Automation Revenue	12,533.21	12,533.21	52,250.00	39,716.79	23.99
Fund Balance/Shortfall	0.00	0.00	17,231.00	17,231.00	0.00
Total General Fund Revenue	682,148.12	682,148.12	3,202,542.00	2,520,393.88	21.30
General Fund Expenditures					
Personnel Expenses					
Salaries	132,485.62	132,485.62	1,683,300.00	1,550,814.38	7.87
Payroll Taxes	10,071.06	10,071.06	128,800.00	118,728.94	7.82
Retirement - PERA	9,742.00	9,742.00	123,600.00	113,858.00	7.88
Health Insurance	20,609.96	20,609.96	260,500.00	239,890.04	7.91
Life Insurance	167.09	167.09	2,050.00	1,882.91	8.15
Workers Compensation Insurance	326.16	326.16	4,150.00	3,823.84	7.86
Other Employee Benefits	120.87	120.87	1,650.00	1,529.13	7.33
Total Personnel	173,522.76	173,522.76	2,204,050.00	2,030,527.24	7.87
Automation/Cataloging					
Automation	10,706.72	10,706.72	149,400.00	138,693.28	7.17
Support - App	291.25	291.25	3,500.00	3,208.75	8.32
Catalog Item Records	899.40	899.40	11,500.00	10,600.60	7.82
Supplies - Computer	185.85	185.85	4,500.00	4,314.15	4.13
Supplies - Technical Services	885.46	885.46	7,000.00	6,114.54	12.65
Total Automation/Cataloging	12,968.68	12,968.68	175,900.00	162,931.32	7.37

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 31, 2017

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	80.83	80.83	3,400.00	3,319.17	2.38
Programming - Summer Reading	0.00	0.00	8,000.00	8,000.00	0.00
Programming - Adult	0.00	0.00	3,000.00	3,000.00	0.00
Total Library Programming	80.83	80.83	14,400.00	14,319.17	0.56
Staff Development					
Staff Training & Development	570.00	570.00	10,000.00	9,430.00	5.70
Total Staff Development	570.00	570.00	10,000.00	9,430.00	5.70
Mileage/Board Meeting Expense					
Mileage - Staff	1,977.22	1,977.22	20,000.00	18,022.78	9.89
Regional Board Meetings	638.66	638.66	5,900.00	5,261.34	10.82
Total Mileage/Board Meeting Expenses	2,615.88	2,615.88	25,900.00	23,284.12	10.10
Other Expenses					
Accounting/Bank Fees	403.41	403.41	15,050.00	14,646.59	2.68
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,294.20	5,294.20	73,500.00	68,205.80	7.20
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,396.45	1,396.45	17,540.00	16,143.55	7.96
Lease - Regional Office Rent	1,700.17	1,700.17	20,402.00	18,701.83	8.33
Leases - Equipment	606.86	606.86	8,950.00	8,343.14	6.78
Maintenance Contracts	122.64	122.64	14,000.00	13,877.36	0.88
Mailing - Click2Mail	0.00	0.00	2,750.00	2,750.00	0.00
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	0.00	0.00	1,200.00	1,200.00	0.00
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	39.50	39.50	3,000.00	2,960.50	1.32
PIO: Printing/Advertising	1,471.32	1,471.32	16,000.00	14,528.68	9.20
Postage	110.00	110.00	3,750.00	3,640.00	2.93
Recruitment	105.00	105.00	8,000.00	7,895.00	1.31
Repairs - Equipment	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Copier/Fax/Microfilm	0.00	0.00	1,000.00	1,000.00	0.00
Supplies - Office	45.01	45.01	10,000.00	9,954.99	0.45
Supplies - Public Services	309.77	309.77	6,000.00	5,690.23	5.16
Telephone/Telecom	583.70	583.70	14,150.00	13,566.30	4.13
Total Other Operating Expenses	12,188.03	12,188.03	230,792.00	218,603.97	5.28
Regional Library Telecom Aid (RLTA)	0.00	0.00	101,000.00	101,000.00	0.00
Transportation					
Van Expenses	723.66	723.66	4,500.00	3,776.34	16.08
Total Transportation	723.66	723.66	4,500.00	3,776.34	16.08
Materials					
Audio Visual	7,423.16	7,423.16	74,000.00	66,576.84	10.03
Digital	9,761.83	9,761.83	74,000.00	64,238.17	13.19
Online Resources	1,585.97	1,585.97	13,000.00	11,414.03	12.20
Periodicals	192.00	192.00	24,000.00	23,808.00	0.80
Print	37,283.85	37,283.85	200,000.00	162,716.15	18.64
Total Materials	56,246.81	56,246.81	385,000.00	328,753.19	14.61
Capital Expenditures					
Furniture & Equipment	0.00	0.00	10,000.00	10,000.00	0.00
Software & Hardware Upgrades	0.00	0.00	30,000.00	30,000.00	0.00
Total Capital Expenditures	0.00	0.00	40,000.00	40,000.00	0.00
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	250.00	3,000.00	2,750.00	8.33
Technology Upgrades	416.66	416.66	5,000.00	4,583.34	8.33
Van Replacement	250.00	250.00	3,000.00	2,750.00	8.33
Total Capital Fund Accounts	916.66	916.66	11,000.00	10,083.34	8.33
Total General Fund Expenditures	259,833.31	259,833.31	3,202,542.00	2,942,708.69	8.11
General Fund Revenue Over Expenditures	\$ 422,314.81	\$ 422,314.81	\$ 0.00	(422,314.81)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 31, 2017

	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	\$ 3,365.00	\$ 3,365.00	\$ 0.00	(3,365.00)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	1,153.40	1,153.40	0.00	(1,153.40)	0.00
Legacy Grant Revenue	2,723.26	2,723.26	0.00	(2,723.26)	0.00
Total Special Projects Revenue	7,241.66	7,241.66	0.00	(7,241.66)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	39.38	39.38	0.00	(39.38)	0.00
Donations - Materials: A/V	695.79	695.79	0.00	(695.79)	0.00
Donations - Materials: Other	370.88	370.88	0.00	(370.88)	0.00
Donations - Miscellaneous	486.19	486.19	0.00	(486.19)	0.00
Legacy Grant Expense	2,723.26	2,723.26	0.00	(2,723.26)	0.00
Telecom/E-rate Expenses	1,153.40	1,153.40	0.00	(1,153.40)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	5,468.90	5,468.90	0.00	(5,468.90)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	0.00	0.00	0.00	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	0.00	0.00	0.00	0.00
Total Special Projects Expenditures	5,468.90	5,468.90	0.00	(5,468.90)	0.00
Special Proj Rev Over (Under) Expend	\$ 1,772.76	\$ 1,772.76	\$ 0.00	(1,772.76)	0.00
GRAND TOTAL REVENUE	689,389.78	689,389.78	3,202,542.00	2,513,152.22	21.53
GRAND TOTAL EXPENDITURES	265,302.21	265,302.21	3,202,542.00	2,937,239.79	8.28
CHANGE IN FUND BALANCE	\$ 424,087.57	\$ 424,087.57	\$ 0.00	(424,087.57)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
January 31, 2017**

8

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 21,554.10	18,616.27	2,937.83
Cash - Payroll (State Bank)	6,130.41	3,443.25	2,687.16
Cash - PayPal	5.54	114.31	(108.77)
Cash - Savings (State Bank)	673,540.55	828,869.52	(155,328.97)
Petty Cash	460.00	460.00	0.00
Investment Account	1,104,196.81	1,104,196.81	0.00
Accounts Receivable	495,686.85	30.97	495,655.88
Other Miscellaneous Receivable	6,734.94	6,734.94	0.00
Prepaid Expenses	77,144.62	67,240.38	9,904.24
Deposit Account - OCLC	10,376.24	266.37	10,109.87
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(5,446.89)	(5,446.89)	0.00
Equipment and Fixtures	318,860.38	318,860.38	0.00
Accum Depr - Equip & Fixtures	(307,637.84)	(307,637.84)	0.00
Equipment & Fixtures - Donated	209,543.91	209,543.91	0.00
Accum Depr - Donated Equip	(209,543.91)	(209,543.91)	0.00
Endowment Funds	58,687.27	55,892.27	2,795.00
Amount Provided - LTD	21,632.38	21,632.38	0.00
Total Assets	\$ 2,494,291.29	2,125,639.05	368,652.24
LIABILITIES			
Accounts Payable	\$ 36,871.07	51,079.26	(14,208.19)
Credit Card Payable	4,373.01	1,865.98	2,507.03
Amazon Charge Account	4,158.84	6,641.49	(2,482.65)
Accrued Salaries Payable	71,439.26	71,439.26	0.00
Accrued Sick Leave Payable	21,632.38	21,632.38	0.00
Accrued Vacation Payable	31,025.56	31,025.56	0.00
Payroll Tax Payable - ND	331.00	0.00	331.00
Dental Insurance Payable	0.01	0.00	0.01
Vision Insurance Payable	0.18	0.00	0.18
AFLAC Payable	166.93	221.34	(54.41)
Union Dues Payable	5.34	0.00	5.34
Flexible Spending - Medical	51.17	137.33	(86.16)
Sales Tax Payable	101.23	440.00	(338.77)
Deferred Revenue	428,033.86	472,854.23	(44,820.37)
Total Liabilities	598,189.84	657,336.83	(59,146.99)
FUND BALANCES			
Fund Balance - Unreserved	80,268.37	20,822.22	59,446.15
Fund Bal. - Operating Reserve	993,000.00	993,000.00	0.00
Fund Bal. - Employee Severance	18,000.00	18,000.00	0.00
Fund Bal. - Unemployment Comp.	41,000.00	41,000.00	0.00
Fund Bal. - Van Replacement	25,250.00	25,000.00	250.00
Fund Bal. - Technology Upgrade	20,416.66	20,000.00	416.66
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	20,000.00	20,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	99,000.00	99,000.00	0.00
Fund Bal. - III Software Upgrd	250.00	0.00	250.00
Investment in Gen. Fixed Asset	18,141.58	18,141.58	0.00
Reserve for Endowments	58,687.27	55,892.27	2,795.00
Change in Fund Balance	424,087.57	59,446.15	364,641.42
Total Fund Balances	1,896,101.45	1,468,302.22	427,799.23
Total Liabilities & Fund Balance	\$ 2,494,291.29	2,125,639.05	368,652.24

Monthly Report to the Board**Meeting Date: February 16, 2017****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

LARL Board Orientation with Jim Haney and Andrew Brammer, January 17; Coordinating Team Meeting, January 18; LARL Finance Committee and Full Board Meeting, January 19; Polk County Presentation and site visit to Crookston Public Library, January 14; Council of Regional Public Library System Administrators (CRPLSA) online meeting, January 26; Intergovernmental Retreat, January 27; Breckenridge Public Library Board Presentation, January 31; Library Legislative Committee online Meeting, February 1; MNLINK Committee online Meeting, February 2; Bremer L3 Training, February 7-9

Open Positions

Climax Library Substitute

New Employees

Welcome to Darla Moen, Halstad LINK Site Substitute and Andrew LaSart, Frazee LINK Site Coordinator.

LARL News**1,000 Books before Kindergarten**

In one month's time, LARL has created partnerships with Public Health Nurses, Head Starts, daycare providers, and other ECI organizations and agencies across the region. In addition, RiverView Health in Crookston has agreed to give each family a free book and promotional materials for 1,000 Books before Kindergarten during wellness checks. Over 1,500 program bags have been distributed and over two hundred families have registered for the program.

Library Legislative Day

Library Legislative Day has been scheduled for Wednesday, February 22, 2017 at the Capital in St. Paul. This is an opportunity for library employees and advocates to meet with local Senators and Representatives to talk about statewide library initiatives and legislative issues.

Terry Kalil, LARL Board President; Megan Krueger, Moorhead Library Director; Chris Boike, Crookston Library Director; and I will be attending Library Legislative Day in effort to discuss the RLBSS, Legacy, and RLTA appropriations.

Representative Bud Nornes (GOP Fergus Falls) and Senator Gary Dahms (GOP Redwood Falls) have agreed to be the chief authors the Regional Library Basis System Support bill for an increased appropriation of \$3 million with a formula change.

(Over)

1/10/2017	Barbara Anton donation to the Moorhead Public Library.	150.00
1/17/2017	Wilkin County Historical Society donation to the Breckenridge Public Library.	25.00
1/18/2017	Detroit Lakes Women of Today donation to the Detroit Lakes Public Library.	100.00
1/30/2017	Martha Diccico donation to the Moorhead Public Library in memory of Rae Offutt.	20.00
2/1/2017	Mickelson Body Shop donation to the Hawley Public Library in memory of Elsie Quam for print materials.	50.00
	Total	\$195.00

Upcoming Meeting

The Full Board Meeting will be held at 5:30 p.m. in the lower level of the Moorhead Public Library on Thursday, March 23, 2017. Please note that this is the fourth Thursday of the month, rather than the third.

LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

2017 Committee Assignments

Signatory	Executive	Finance	Personnel	Northern Lights Library Network (NLLN)	Nominations
Becker County	Kalil – P Grimsley	**Kalil – P Grimsley	**Kalil - P	**Kalil - P	**Kalil - P
Breckenridge	Fox - VP		*Fox		
Clay County					Haney
Clearwater County			Nelson/Syverson		
Crookston		Briggs			
Detroit Lakes			Schell		*Schell
Mahnomen			Durant		
Mahnomen County		Geray			Geray
Moorhead	Dailey Ingersoll-TR	*Ingersoll	Brammer	Dailey *Ingersoll	Brammer
Norman County			Hall		Hall
Polk County					Willhite
Wilkin County					Larson

P=President, VP=Vice-President, TR=Treasurer

01/31/2017

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

M:Board of Trustees/Committee Assignments/2017

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Jan 1, 2017 to Jan 31, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	1/1/17 1/12/17	Lakes Country Service Cooperat	18,670.50 244.00	
5120-000	Health Insurance			18,914.50	
6000-000	Supplies - Office	1/5/17	Office Depot	70.29	
6000-000	Supplies - Office	1/20/17	Liz Lynch	28.62	
6000-000	Supplies - Office			98.91	
6010-000	Supplies - Technical Services	1/18/17	Sunrise Packaging	151.56	
6010-000	Supplies - Technical Services	1/18/17	DEMCO	233.33	
6010-000	Supplies - Technical Services	1/18/17	Brodart Co.	328.00	
6010-000	Supplies - Technical Services			712.89	
6020-000	Supplies - Public Services	1/24/17	Batteries + Bulbs	100.10	
6020-000	Supplies - Public Services			100.10	
6300-000	Payroll/Time Tracking	1/11/17 1/27/17 1/27/17	Payroll Professionals, Inc.	127.10 8.96 136.40	
6300-000	Payroll/Time Tracking			272.46	
6350-000	Delivery Service - Courier	1/9/17 1/16/17 1/23/17 1/31/17	Northern Network Express	1,280.80 1,280.80 1,280.80 1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	1/1/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	1/31/17	Frazee Forum, Inc.	105.00	
6380-000	Recruitment			105.00	
6400-000	Telephone	1/1/17 1/1/17	Halstad Telephone Company	31.83 77.02	
6400-000	Telephone	1/1/17	Rothsay Telephone	84.64	
6400-000	Telephone	1/1/17	CenturyLink	48.00	
6400-000	Telephone	1/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	1/24/17	Rochester Telecom Systems Inc.	108.80	
6400-000	Telephone			372.79	
6410-000	PIO - Marketing/Printing/Etc	1/26/17	Heritage Publications	845.00	
6410-000	PIO - Marketing/Printing/Etc	1/31/17	Absolute Marketing Group	148.90	
6410-000	PIO - Marketing/Printing/Etc			993.90	
6450-000	Mileage - Trustee	1/19/17	LuAnn Durant	75.44	
6450-000	Mileage - Trustee	1/19/17	Lee Ann Hall	48.15	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	1/19/17	Linda Schell	53.50	
6450-000	Mileage - Trustee	1/19/17	David Geray	80.25	
6450-000	Mileage - Trustee	1/19/17	Arlen Syverson	118.77	
6450-000	Mileage - Trustee	1/19/17	Gary Willhite	74.90	
6450-000	Mileage - Trustee	1/19/17	Dennis Larson	48.15	
6450-000	Mileage - Trustee	1/20/17	Ben Grimsley	48.15	
6450-000	Mileage - Trustee			547.31	
6455-000	Mileage - Staff	1/1/17	Rebecca Bentley	34.56	
6455-000	Mileage - Staff	1/3/17 1/4/17	Jill Rose	23.54 23.54	
6455-000	Mileage - Staff	1/5/17	Megan Krueger	47.62	
6455-000	Mileage - Staff	1/5/17	Jill Rose	23.54	
6455-000	Mileage - Staff	1/6/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	1/9/17	Jill Rose	23.54	
6455-000	Mileage - Staff	1/9/17	Carol Ricke	69.55	
6455-000	Mileage - Staff	1/10/17	Jill Rose	23.54	
6455-000	Mileage - Staff	1/10/17	Jodi Harrington	6.42	
6455-000	Mileage - Staff	1/11/17	Carol Ricke	69.55	
6455-000	Mileage - Staff	1/11/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	1/11/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	1/11/17	Jane Berg	39.06	
6455-000	Mileage - Staff	1/12/17	Carol Ricke	69.55	
6455-000	Mileage - Staff	1/12/17	Jill Rose	18.73	
6455-000	Mileage - Staff	1/12/17	Megan Krueger	70.62	
6455-000	Mileage - Staff	1/12/17	Candace Osborn	66.34	
6455-000	Mileage - Staff	1/12/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	1/12/17	Lois Schaedler	62.60	
6455-000	Mileage - Staff	1/12/17	Rebecca Bentley	34.24	
6455-000	Mileage - Staff	1/12/17	Abbey Valen	25.15	
6455-000	Mileage - Staff	1/12/17	Julie Malmanger	69.55	
6455-000	Mileage - Staff	1/12/17	Erin Gunderson	69.55	
6455-000	Mileage - Staff	1/12/17	Joyce Christine Boike	111.28	
6455-000	Mileage - Staff	1/12/17	Jane Vigness	38.52	
6455-000	Mileage - Staff	1/13/17	Carol Ricke	69.55	
6455-000	Mileage - Staff	1/13/17	Debra Wahl	11.24	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	1/14/17	Jill Rose	23.54	
		1/17/17		23.54	
6455-000	Mileage - Staff	1/17/17	Jodi Harrington	17.66	
		1/17/17		6.42	
6455-000	Mileage - Staff	1/17/17	Joyce Christine Boike	36.92	
		1/17/17		18.19	
6455-000	Mileage - Staff	1/18/17	Jill Rose	23.54	
6455-000	Mileage - Staff	1/18/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	1/19/17	Jill Rose	23.54	
6455-000	Mileage - Staff	1/20/17	Joyce Christine Boike	25.15	
6455-000	Mileage - Staff	1/20/17	Megan Krueger	87.74	
6455-000	Mileage - Staff	1/23/17	Joyce Christine Boike	39.06	
6455-000	Mileage - Staff	1/23/17	Danell Haspel	11.24	
6455-000	Mileage - Staff	1/24/17	Cathleen Johnson	278.20	
6455-000	Mileage - Staff	1/27/17	Jill Rose	23.54	
		1/28/17		23.54	
6455-000	Mileage - Staff	1/30/17	Danell Haspel	11.24	
6455-000	Mileage - Staff	1/30/17	Andrew LaSart	33.71	
6455-000	Mileage - Staff			1,977.22	
6470-000	Board Expenses	1/19/17	PJ Operations	63.51	
6470-000	Board Expenses	1/25/17	Purchase Advantage Card	27.84	
6470-000	Board Expenses			91.35	
6505-000	Van - Repairs & Maintenance	1/6/17	Duggan's Auto Service Center	39.94	
6505-000	Van - Repairs & Maintenance			39.94	
6600-000	Materials - Print	1/1/17	Gale/CENGAGE Learning	29,147.00	
6600-000	Materials - Print	1/3/17	Baker & Taylor	84.56	
		1/3/17		512.06	
		1/3/17		42.64	
		1/3/17		59.44	
		1/3/17		70.84	
		1/4/17		141.50	
		1/4/17		164.10	
		1/5/17		21.52	
		1/5/17		488.79	
		1/5/17		34.16	
		1/5/17		34.50	
		1/5/17		65.56	
		1/6/17		23.55	
		1/6/17		22.42	
		1/6/17		118.58	
		1/9/17		438.86	
		1/9/17		502.46	
		1/9/17		50.22	
		1/9/17		45.08	
		1/9/17		50.50	
		1/10/17		64.14	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/10/17		38.20	
		1/10/17		23.52	
		1/10/17		22.28	
		1/10/17		68.46	
		1/11/17		240.21	
		1/11/17		9.84	
		1/11/17		33.98	
		1/12/17		364.11	
		1/13/17		45.48	
		1/13/17		28.54	
		1/13/17		58.46	
		1/13/17		31.68	
		1/16/17		41.96	
		1/16/17		20.20	
		1/16/17		16.14	
		1/16/17		465.25	
		1/16/17		62.46	
		1/16/17		119.28	
		1/18/17		382.37	
		1/18/17		41.93	
		1/18/17		312.61	
		1/19/17		10.58	
		1/19/17		19.68	
		1/20/17		57.98	
		1/20/17		42.00	
		1/20/17		392.94	
		1/23/17		42.24	
		1/23/17		60.24	
		1/23/17		37.70	
		1/23/17		43.74	
		1/24/17		89.12	
		1/24/17		20.78	
		1/24/17		126.16	
		1/24/17		298.78	
		1/24/17		119.10	
		1/24/17		99.86	
		1/25/17		28.14	
		1/25/17		272.27	
		1/25/17		30.18	
		1/26/17		113.90	
		1/26/17		50.36	
		1/26/17		25.34	
		1/27/17		421.20	
		1/27/17		92.29	
		1/30/17		25.74	
6600-000	Materials - Print			37,129.76	
6601-000	Materials - A/V	1/1/17	Penguin Random House, LLC.	172.44	
		1/1/17		52.50	
6601-000	Materials - A/V	1/4/17	Baker & Taylor	376.53	
		1/4/17		120.84	
		1/4/17		143.34	
		1/4/17		301.12	
		1/9/17		35.23	
6601-000	Materials - A/V	1/10/17	Recorded Books, LLC.	55.00	
		1/10/17		77.50	
6601-000	Materials - A/V	1/10/17	Baker & Taylor	62.08	
6601-000	Materials - A/V	1/11/17	Recorded Books, LLC.	109.96	
		1/13/17		36.50	
		1/13/17		54.98	
6601-000	Materials - A/V	1/16/17	Baker & Taylor	28.48	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	1/17/17	Recorded Books, LLC.	65.80	
		1/17/17		72.98	
		1/17/17		23.00	
		1/17/17		23.00	
6601-000	Materials - A/V	1/17/17	Baker & Taylor	291.28	
		1/17/17		179.44	
		1/18/17		207.64	
		1/18/17		76.36	
		1/18/17		78.98	
		1/18/17		66.89	
		1/19/17		241.59	
		1/19/17		93.12	
		1/19/17		46.56	
		1/23/17		26.95	
		1/24/17		31.04	
		1/25/17		67.98	
		1/25/17		23.90	
		1/25/17		315.94	
		1/25/17		83.50	
6601-000	Materials - A/V	1/30/17	Recorded Books, LLC.	741.20	
		1/30/17		164.45	
6601-000	Materials - A/V	1/30/17	Baker & Taylor	46.56	
		1/30/17		90.52	
6601-000	Materials - A/V			4,685.18	
6670-000	Materials - Digital - e-Books	1/12/17	Overdrive, Inc.	47.94	
		1/16/17		130.99	
		1/17/17		23.19	
		1/17/17		59.93	
		1/17/17		105.73	
		1/20/17		49.95	
		1/20/17		1,813.41	
		1/23/17		15.99	
		1/23/17		111.48	
		1/24/17		453.89	
		1/24/17		65.00	
		1/24/17		166.75	
		1/25/17		20.99	
		1/30/17		76.96	
		1/30/17		49.70	
		1/31/17		252.58	
		1/31/17		82.98	
6670-000	Materials - Digital - e-Books			3,527.46	
6675-000	Materials - Digital - e-Audio	1/17/17	Overdrive, Inc.	190.00	
		1/25/17		59.99	
		1/30/17		47.99	
6675-000	Materials - Digital - e-Audio			297.98	
6690-000	Materials - Periodicals	1/1/17	The 13 Towns	35.00	
6690-000	Materials - Periodicals	1/1/17	The Hawley Herald, Inc.	35.00	
6690-000	Materials - Periodicals	1/3/17	McIntosh Times	25.00	
6690-000	Materials - Periodicals	1/10/17	Twin Valley Times	35.00	
6690-000	Materials - Periodicals	1/31/17	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals			192.00	
6800-000	Miscellaneous Expense	1/6/17	PXL, Inc.	39.50	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6800-000	Miscellaneous Expense			39.50	
7200-000	Legacy - Expense (1099)	1/31/17	Absolute Marketing Group	338.26	
		1/31/17		100.00	
7200-000	Legacy - Expense (1099)			438.26	
7210-000	Legacy - Materials - Print	1/25/17	Jon Solinger	70.00	
7210-000	Legacy - Materials - Print			70.00	
7230-000	Legacy - Materials - Other	1/24/17	Overdrive, Inc.	124.92	
		1/24/17		263.00	
7230-000	Legacy - Materials - Other			387.92	
8000-051	Donation - Misc Exp - LC	1/6/17	DEMCO	223.20	
8000-051	Donation - Misc Exp - LC			223.20	
8105-000	Donation - Material A/V - RO	1/30/17	Overdrive, Inc.	536.86	
		1/30/17		28.95	
		1/30/17		129.98	
8105-000	Donation - Material A/V - RO			695.79	
8107-000	Donation - Material Other - RO	1/17/17	Overdrive, Inc.	96.00	
		1/17/17		50.00	
		1/17/17		75.93	
		1/17/17		107.98	
		1/24/17		40.97	
8107-000	Donation - Material Other - RO			370.88	