

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

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

**Thursday, October 20, 2016**

**5:30 p.m.**

**Meeting Place: Moorhead Public Library**

**EXECUTIVE COMMITTEE MEMBERS:** Bunes, 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](mailto:lynchl@larl.org).

**AGENDA**

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

**5:40 2. MINUTES OF THE AUGUST 18, 2016 EXECUTIVE COMMITTEE MEETING.**  
Enclosed (page 3)

*Recommended Motion: Move to approve the August 18, 2016 Executive Committee Meeting Minutes as presented.*

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

a. Application for State FY2017 Regional Library Telecommunications Aid (RLTA).  
Enclosed (page 9)

*Recommended Motion: Move to approve the application for FY2017 Regional Library Telecommunications Aid (RLTA).*

(over)

**Agenda for the October 20, 2016 Executive Committee Meeting – Page 2**

**6:00 4. DIRECTOR'S REPORT - Lynch**

Enclosed (page 15)

- a. Council of Regional Public Library System Administrators RLBSS Funding Request  
Enclosed (page 17)

***Recommended Motion: 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 appropriation is \$3 million, the formula Chart A will be used; if the increase to the annual formula is \$2 million or up to \$2,999,999.00, the formula in Chart B will be used.***

**6:10 5. PRESIDENT'S REPORT**

**6:15 6. OTHER**

**6:20 7. ADJOURNMENT**

**MISC. ITEMS INCLUDED:**

List of Bills – September 2016 (digital packet only (page 19), available for review at the meeting for printed packets).

**UPCOMING MEETINGS/EVENTS**

**Full Board Meeting and Elections for 2017**

November 17, 2016

**Executive Committee Meeting**

December 15, 2016

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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, August 18<sup>th</sup>, 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:** Sprynczynatyk

**PUBLIC INPUT:** None

**APPROVAL OF AGENDA**

*(Grimsley/Bunes) Move to approve the August 18, 2016 Executive Committee Meeting Agenda as presented. MCU.*

**MINUTES OF THE APRIL 21, 2016 EXECUTIVE COMMITTEE MEETING.**

*(Ingersoll/Grimsley) Move to approve the April 21, 2016 Executive-Finance Committee Meeting Minutes as presented. MCU.*

**FINANCIAL REPORT**

Sprynczynatyk discussed, that through July, we are 58.33% of the way through the year and have spent 53.88% of the budget. Programming – Summer Reading at 70.87% of budget is high due to the program nearing completion. Accounting/Bank fees are at 84.35% of budget due to the audit paid in full.

Sprynczynatyk noted that LARL has been informed that the 2017 Health Insurance rates will be the same as 2016.

*(Ingersoll/Fox) 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. MCU.*

(over)

**Minutes of the August 18, 2016 Executive Committee Meeting – Page 2**

***(Fox/Grimsley) Move to approve Edward Jones as an authorized institution for 2016 and authorize the Director of Finance to start the process of moving investment funds from Morgan Stanley to Edward Jones. MCU.***

***(Ingersoll) Move to approve a three-year (2016-2018) agreement with Eide Bailly LLP to conduct the annual audit for LARL's financial statements. Motion did not receive a second.***

The board asked that LARL attempt to bring two additional proposals to the board for consideration.

**DIRECTOR'S REPORT**

Lynch discussed that the Fosston Library Branch Manager, Tammi Jalowiec has resigned and has accepted a position as the Librarian at the White Earth Tribal College. Jennifer Riestenberg, an Associate in Breckenridge, has also resigned to pursue a Masters in Library Science degree.

LARL was awarded a grant to pursue a 1,000 Books Before Kindergarten initiative. The grant is for just under \$9,000 and will be used to purchase materials for the project.

The Moorhead Friends of the Library and Megan Krueger, Moorhead Hub Supervisor, have been raising money to replace the computer chairs in the Moorhead Library.

RLBSS funding amounts for 2017 haven't been received yet. There is a big effort to get all 12 library systems on board to get a formula change.

**PRESIDENT'S REPORT**

No report.

The meeting adjourned at 6:10 p.m.

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

75%

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|                                       | Current Month<br>Actual | Year To Date<br>Actual | Annual<br>Budget    | YTD Actual<br>To Annual<br>\$ Variance | YTD Actual<br>To Annual<br>Budget % |
|---------------------------------------|-------------------------|------------------------|---------------------|----------------------------------------|-------------------------------------|
| <b>General Fund Revenues</b>          |                         |                        |                     |                                        |                                     |
| <b>Signatory Funding</b>              |                         |                        |                     |                                        |                                     |
| Becker County                         | \$ 0.00                 | \$ 268,766.25          | \$ 358,355.00       | 89,588.75                              | 75.00                               |
| Detroit Lakes                         | 0.00                    | 163,170.00             | 217,560.00          | 54,390.00                              | 75.00                               |
| Clay County                           | 0.00                    | 206,820.00             | 275,760.00          | 68,940.00                              | 75.00                               |
| Moorhead                              | 0.00                    | 540,547.50             | 720,730.00          | 180,182.50                             | 75.00                               |
| Clearwater County                     | 0.00                    | 71,793.75              | 95,725.00           | 23,931.25                              | 75.00                               |
| Mahnomen County                       | 0.00                    | 30,296.25              | 40,395.00           | 10,098.75                              | 75.00                               |
| Mahnomen                              | 0.00                    | 14,355.00              | 19,140.00           | 4,785.00                               | 75.00                               |
| Norman County                         | 0.00                    | 69,408.75              | 92,545.00           | 23,136.25                              | 75.00                               |
| Polk County                           | 0.00                    | 189,371.25             | 252,495.00          | 63,123.75                              | 75.00                               |
| Crookston                             | 0.00                    | 161,681.25             | 215,575.00          | 53,893.75                              | 75.00                               |
| Wilkin County                         | 0.00                    | 38,790.00              | 51,720.00           | 12,930.00                              | 75.00                               |
| Breckenridge                          | 0.00                    | 64,908.75              | 86,545.00           | 21,636.25                              | 75.00                               |
| <b>Total Signatory Funding</b>        | <b>0.00</b>             | <b>1,819,908.75</b>    | <b>2,426,545.00</b> | <b>606,636.25</b>                      | <b>75.00</b>                        |
| <b>Grants</b>                         |                         |                        |                     |                                        |                                     |
| Basic Support - MN (RLBSS)            | 140,839.80              | 379,603.13             | 477,527.00          | 97,923.87                              | 79.49                               |
| Reg Library Telecom Aid (RLTA)        | 30,474.33               | 72,269.24              | 88,230.00           | 15,960.76                              | 81.91                               |
| <b>Total Grants</b>                   | <b>171,314.13</b>       | <b>451,872.37</b>      | <b>565,757.00</b>   | <b>113,884.63</b>                      | <b>79.87</b>                        |
| <b>Miscellaneous Revenue</b>          |                         |                        |                     |                                        |                                     |
| Service Charge Revenue                | 1,027.44                | 10,677.57              | 18,000.00           | 7,322.43                               | 59.32                               |
| Printing Revenue                      | 1,809.45                | 14,627.93              | 19,100.00           | 4,472.07                               | 76.59                               |
| Fax Revenue                           | 546.25                  | 5,854.62               | 7,000.00            | 1,145.38                               | 83.64                               |
| Microfilm Revenue                     | 0.00                    | 99.93                  | 100.00              | 0.07                                   | 99.93                               |
| Photocopy Revenue                     | 587.79                  | 4,717.69               | 7,000.00            | 2,282.31                               | 67.40                               |
| Book/Furniture Sale Revenue           | 2,229.84                | 4,801.27               | 0.00                | (4,801.27)                             | 0.00                                |
| Interest/Dividend Income              | 149.88                  | 41,504.30              | 30,000.00           | (11,504.30)                            | 138.35                              |
| Investment Value Change               | (2,760.70)              | (7,292.73)             | 0.00                | 7,292.73                               | 0.00                                |
| Lost/Damaged Property                 | 304.50                  | 3,329.31               | 6,000.00            | 2,670.69                               | 55.49                               |
| Other Income                          | 173.49                  | 260.95                 | 0.00                | (260.95)                               | 0.00                                |
| <b>Total Miscellaneous Revenue</b>    | <b>4,067.94</b>         | <b>78,580.84</b>       | <b>87,200.00</b>    | <b>8,619.16</b>                        | <b>90.12</b>                        |
| <b>Joint Automation Revenue</b>       |                         |                        |                     |                                        |                                     |
| Northwest Reg. Lib. Contrib.          | 0.00                    | 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                  | 2,701.53               | 0.00                | (2,701.53)                             | 0.00                                |
| <b>Total Joint Automation Revenue</b> | <b>300.17</b>           | <b>42,984.03</b>       | <b>56,350.00</b>    | <b>13,365.97</b>                       | <b>76.28</b>                        |
| <b>Fund Balance/Shortfall</b>         | <b>0.00</b>             | <b>0.00</b>            | <b>53,543.00</b>    | <b>53,543.00</b>                       | <b>0.00</b>                         |
| <b>Total General Fund Revenue</b>     | <b>175,682.24</b>       | <b>2,393,345.99</b>    | <b>3,189,395.00</b> | <b>796,049.01</b>                      | <b>75.04</b>                        |
| <b>General Fund Expenditures</b>      |                         |                        |                     |                                        |                                     |
| <b>Personnel Expenses</b>             |                         |                        |                     |                                        |                                     |
| Salaries                              | 136,543.36              | 1,192,386.28           | 1,640,260.00        | 447,873.72                             | 72.69                               |
| Payroll Taxes                         | 10,284.07               | 90,167.79              | 125,480.00          | 35,312.21                              | 71.86                               |
| Retirement - PERA                     | 9,850.72                | 84,157.31              | 120,430.00          | 36,272.69                              | 69.88                               |
| Health Insurance                      | 21,302.14               | 183,587.68             | 274,750.00          | 91,162.32                              | 66.82                               |
| Life Insurance                        | 167.09                  | 1,451.73               | 2,010.00            | 558.27                                 | 72.23                               |
| Workers Compensation Insurance        | 355.10                  | 3,195.90               | 4,330.00            | 1,134.10                               | 73.81                               |
| Other Employee Benefits               | (370.13)                | 560.83                 | 1,610.00            | 1,049.17                               | 34.83                               |
| <b>Total Personnel</b>                | <b>178,132.35</b>       | <b>1,555,507.52</b>    | <b>2,168,870.00</b> | <b>613,362.48</b>                      | <b>71.72</b>                        |
| <b>Automation/Cataloging</b>          |                         |                        |                     |                                        |                                     |
| Automation                            | 10,247.48               | 94,307.24              | 162,360.00          | 68,052.76                              | 58.09                               |
| Catalog Item Records                  | 899.40                  | 7,896.66               | 11,500.00           | 3,603.34                               | 68.67                               |
| Supplies - Computer                   | 478.07                  | 4,471.65               | 4,500.00            | 28.35                                  | 99.37                               |
| Supplies - Technical Services         | 140.46                  | 4,050.05               | 7,000.00            | 2,949.95                               | 57.86                               |
| <b>Total Automation/Cataloging</b>    | <b>11,765.41</b>        | <b>110,725.60</b>      | <b>185,360.00</b>   | <b>74,634.40</b>                       | <b>59.74</b>                        |

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

|                                             | Current Month<br>Actual | Year To Date<br>Actual | Annual<br>Budget    | YTD Actual<br>To Annual<br>\$ Variance | YTD Actual<br>To Annual<br>Budget % |
|---------------------------------------------|-------------------------|------------------------|---------------------|----------------------------------------|-------------------------------------|
| <b>Library Programming</b>                  |                         |                        |                     |                                        |                                     |
| Programming - Youth                         | 124.50                  | 1,997.67               | 3,400.00            | 1,402.33                               | 58.76                               |
| Programming - Summer Reading                | 4.28                    | 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)                              |
| <b>Total Library Programming</b>            | <b>128.78</b>           | <b>7,823.11</b>        | <b>14,400.00</b>    | <b>6,576.89</b>                        | <b>54.33</b>                        |
| <b>Staff Development</b>                    |                         |                        |                     |                                        |                                     |
| Staff Training & Development                | 2,399.06                | 11,242.46              | 19,000.00           | 7,757.54                               | 59.17                               |
| <b>Total Staff Development</b>              | <b>2,399.06</b>         | <b>11,242.46</b>       | <b>19,000.00</b>    | <b>7,757.54</b>                        | <b>59.17</b>                        |
| <b>Mileage/Board Meeting Expense</b>        |                         |                        |                     |                                        |                                     |
| Mileage - Staff                             | 2,450.02                | 14,587.58              | 20,000.00           | 5,412.42                               | 72.94                               |
| Regional Board Meetings                     | 720.39                  | 4,779.76               | 6,500.00            | 1,720.24                               | 73.53                               |
| <b>Total Mileage/Board Meeting Expenses</b> | <b>3,170.41</b>         | <b>19,367.34</b>       | <b>26,500.00</b>    | <b>7,132.66</b>                        | <b>73.08</b>                        |
| <b>Other Expenses</b>                       |                         |                        |                     |                                        |                                     |
| Accounting/Bank Fees                        | 455.22                  | 12,471.70              | 13,750.00           | 1,278.30                               | 90.70                               |
| Attorney Fees                               | 0.00                    | 300.00                 | 4,000.00            | 3,700.00                               | 7.50                                |
| Business Office Software                    | 0.00                    | 42.65                  | 2,000.00            | 1,957.35                               | 2.13                                |
| Delivery Services                           | 5,294.20                | 53,294.42              | 73,000.00           | 19,705.58                              | 73.01                               |
| Director's Discretionary                    | 0.00                    | 0.00                   | 2,500.00            | 2,500.00                               | 0.00                                |
| Insurance - General/Property                | 1,389.44                | 12,323.31              | 17,825.00           | 5,501.69                               | 69.13                               |
| Lease - Regional Office Rent                | 1,683.33                | 15,149.99              | 20,200.00           | 5,050.01                               | 75.00                               |
| Leases - Equipment                          | 1,017.20                | 6,692.76               | 8,950.00            | 2,257.24                               | 74.78                               |
| Maintenance Contracts                       | 1,696.66                | 10,065.09              | 14,050.00           | 3,984.91                               | 71.64                               |
| Mailing - Click2Mail                        | 0.00                    | 0.00                   | 3,500.00            | 3,500.00                               | 0.00                                |
| Materials Recovery/Collections              | 0.00                    | 313.25                 | 3,200.00            | 2,886.75                               | 9.79                                |
| Memberships                                 | 0.00                    | 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                       | 0.00                    | 965.40                 | 3,000.00            | 2,034.60                               | 32.18                               |
| PIO: Printing/Advertising                   | 1,010.05                | 6,090.61               | 16,400.00           | 10,309.39                              | 37.14                               |
| Postage                                     | 661.00                  | 1,651.51               | 3,760.00            | 2,108.49                               | 43.92                               |
| Recruitment                                 | 413.80                  | 3,736.41               | 8,000.00            | 4,263.59                               | 46.71                               |
| 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                           | 77.05                   | 3,517.48               | 10,000.00           | 6,482.52                               | 35.17                               |
| Supplies - Public Services                  | 206.04                  | 2,320.24               | 6,000.00            | 3,679.76                               | 38.67                               |
| Telephone/Telecom                           | 954.69                  | 7,853.77               | 17,900.00           | 10,046.23                              | 43.88                               |
| <b>Total Other Operating Expenses</b>       | <b>14,858.68</b>        | <b>137,782.52</b>      | <b>235,735.00</b>   | <b>97,952.48</b>                       | <b>58.45</b>                        |
| <b>Regional Library Telecom Aid (RLTA)</b>  | <b>30,474.33</b>        | <b>72,269.24</b>       | <b>88,230.00</b>    | <b>15,960.76</b>                       | <b>81.91</b>                        |
| <b>Transportation</b>                       |                         |                        |                     |                                        |                                     |
| Van Expenses                                | 215.46                  | 1,928.71               | 5,000.00            | 3,071.29                               | 38.57                               |
| <b>Total Transportation</b>                 | <b>215.46</b>           | <b>1,928.71</b>        | <b>5,000.00</b>     | <b>3,071.29</b>                        | <b>38.57</b>                        |
| <b>Materials</b>                            |                         |                        |                     |                                        |                                     |
| Audio Visual                                | 5,771.12                | 51,258.92              | 74,000.00           | 22,741.08                              | 69.27                               |
| Digital                                     | 3,702.15                | 44,293.42              | 45,000.00           | 706.58                                 | 98.43                               |
| Online Resources                            | 2,142.33                | 19,259.35              | 25,700.00           | 6,440.65                               | 74.94                               |
| Periodicals                                 | 1,184.44                | 20,511.95              | 24,100.00           | 3,588.05                               | 85.11                               |
| Print                                       | 7,979.11                | 136,332.04             | 212,000.00          | 75,667.96                              | 64.31                               |
| <b>Total Materials</b>                      | <b>20,779.15</b>        | <b>271,655.68</b>      | <b>380,800.00</b>   | <b>109,144.32</b>                      | <b>71.34</b>                        |
| <b>Capital Expenditures</b>                 |                         |                        |                     |                                        |                                     |
| Furniture & Equipment                       | 199.00                  | 6,572.81               | 10,500.00           | 3,927.19                               | 62.60                               |
| Software & Hardware Upgrades                | 3,995.00                | 13,007.13              | 40,000.00           | 26,992.87                              | 32.52                               |
| <b>Total Capital Expenditures</b>           | <b>4,194.00</b>         | <b>19,579.94</b>       | <b>50,500.00</b>    | <b>30,920.06</b>                       | <b>38.77</b>                        |
| <b>Capital Fund Accounts</b>                |                         |                        |                     |                                        |                                     |
| Automation System -Shared NWRL              | 1,000.00                | 9,000.00               | 12,000.00           | 3,000.00                               | 75.00                               |
| Van Replacement                             | 250.00                  | 2,250.00               | 3,000.00            | 750.00                                 | 75.00                               |
| <b>Total Capital Fund Accounts</b>          | <b>1,250.00</b>         | <b>11,250.00</b>       | <b>15,000.00</b>    | <b>3,750.00</b>                        | <b>75.00</b>                        |
| <b>Total General Fund Expenditures</b>      | <b>267,367.63</b>       | <b>2,219,132.12</b>    | <b>3,189,395.00</b> | <b>970,262.88</b>                      | <b>69.58</b>                        |
| General Fund Revenue Over Expenditures      | \$ (91,685.39)          | \$ 174,213.87          | \$ 0.00             | (174,213.87)                           | 0.00                                |

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

|                                             | Current Month<br>Actual | Year To Date<br>Actual | Annual<br>Budget | YTD Actual<br>To Annual<br>\$ Variance | YTD Actual<br>To Annual<br>Budget % |
|---------------------------------------------|-------------------------|------------------------|------------------|----------------------------------------|-------------------------------------|
| <b>SPECIAL PROJECTS</b>                     |                         |                        |                  |                                        |                                     |
| <b>Special Projects Revenue</b>             |                         |                        |                  |                                        |                                     |
| Donations                                   | \$ 380.77               | \$ 19,055.38           | \$ 0.00          | (19,055.38)                            | 0.00                                |
| Endowment Revenue                           | 0.00                    | 730.00                 | 0.00             | (730.00)                               | 0.00                                |
| Telecom/E-rate Funds                        | 1,013.53                | 8,070.53               | 0.00             | (8,070.53)                             | 0.00                                |
| Legacy Grant Revenue                        | 1,135.00                | 29,091.88              | 0.00             | (29,091.88)                            | 0.00                                |
| Miscellaneous Grants                        | 0.00                    | 117,703.61             | 0.00             | (117,703.61)                           | 0.00                                |
| <b>Total Special Projects Revenue</b>       | <b>2,529.30</b>         | <b>174,651.40</b>      | <b>0.00</b>      | <b>(174,651.40)</b>                    | <b>0.00</b>                         |
| <b>Special Projects Expenditures</b>        |                         |                        |                  |                                        |                                     |
| <b>Special Projects Miscellaneous</b>       |                         |                        |                  |                                        |                                     |
| Donations - Materials: Print                | 249.62                  | 4,098.28               | 0.00             | (4,098.28)                             | 0.00                                |
| Donations - Materials: A/V                  | 0.00                    | 177.78                 | 0.00             | (177.78)                               | 0.00                                |
| Donations - Materials: Other                | 452.52                  | 1,234.52               | 0.00             | (1,234.52)                             | 0.00                                |
| Donations - Miscellaneous                   | 58.24                   | 2,754.19               | 0.00             | (2,754.19)                             | 0.00                                |
| Legacy Grant Expense                        | 1,135.00                | 29,091.89              | 0.00             | (29,091.89)                            | 0.00                                |
| Telecom/E-rate Expenses                     | 1,013.53                | 8,070.53               | 0.00             | (8,070.53)                             | 0.00                                |
| Miscellaneous Grant Expense                 | 0.00                    | 117,703.61             | 0.00             | (117,703.61)                           | 0.00                                |
| <b>Projects from Designated Funds:</b>      |                         |                        |                  |                                        |                                     |
| <b>Total Special Projects Miscellaneous</b> | <b>2,908.91</b>         | <b>163,130.80</b>      | <b>0.00</b>      | <b>(163,130.80)</b>                    | <b>0.00</b>                         |
| <b>Special Projects Capital</b>             |                         |                        |                  |                                        |                                     |
| Donations - Furniture & Equip.              | 2,008.69                | 17,830.11              | 0.00             | (17,830.11)                            | 0.00                                |
| <b>Projects from Designated Funds:</b>      |                         |                        |                  |                                        |                                     |
| <b>Total Special Projects Capital</b>       | <b>2,008.69</b>         | <b>17,830.11</b>       | <b>0.00</b>      | <b>(17,830.11)</b>                     | <b>0.00</b>                         |
| <b>Total Special Projects Expenditures</b>  | <b>4,917.60</b>         | <b>180,960.91</b>      | <b>0.00</b>      | <b>(180,960.91)</b>                    | <b>0.00</b>                         |
| Special Proj Rev Over (Under) Expend        | \$ (2,388.30)           | \$ (6,309.51)          | \$ 0.00          | 6,309.51                               | 0.00                                |
| GRAND TOTAL REVENUE                         | 178,211.54              | 2,567,997.39           | 3,189,395.00     | 621,397.61                             | 80.52                               |
| GRAND TOTAL EXPENDITURES                    | 272,285.23              | 2,400,093.03           | 3,189,395.00     | 789,301.97                             | 75.25                               |
| CHANGE IN FUND BALANCE                      | \$ (94,073.69)          | \$ 167,904.36          | \$ 0.00          | (167,904.36)                           | 0.00                                |

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

**8**

|                                  | <u>Current Month</u>   | <u>Prior Month</u>  | <u>Net Change</u>  |
|----------------------------------|------------------------|---------------------|--------------------|
| <b>ASSETS</b>                    |                        |                     |                    |
| Cash - Checking (State Bank)     | \$ 12,468.78           | 16,491.62           | (4,022.84)         |
| Cash - Payroll (State Bank)      | 2,540.10               | 1,414.97            | 1,125.13           |
| Cash - PayPal                    | 8.23                   | 0.00                | 8.23               |
| Cash - Savings (State Bank)      | 815,949.66             | 878,828.75          | (62,879.09)        |
| Petty Cash                       | 460.00                 | 460.00              | 0.00               |
| Investments - Morgan Stanley     | 1,167,377.94           | 1,170,137.64        | (2,759.70)         |
| Accounts Receivable              | 392.18                 | 44.80               | 347.38             |
| Prepaid Expenses                 | 56,938.88              | 59,388.51           | (2,449.63)         |
| Deposit Account - OCLC           | 1,755.46               | 2,649.40            | (893.94)           |
| 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                     | \$ <u>2,159,546.11</u> | <u>2,231,070.57</u> | <u>(71,524.46)</u> |
| <b>LIABILITIES</b>               |                        |                     |                    |
| Accounts Payable                 | \$ 49,343.80           | 20,844.02           | 28,499.78          |
| Credit Card Payable              | 6,554.84               | 5,019.94            | 1,534.90           |
| Amazon Charge Account            | 3,667.91               | 3,727.35            | (59.44)            |
| 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         | 0.00                   | 636.00              | (636.00)           |
| Life Insurance Payable           | (20.00)                | 204.00              | (224.00)           |
| Dental Insurance Payable         | (20.54)                | 6.75                | (27.29)            |
| Vision Insurance Payable         | 15.24                  | 41.37               | (26.13)            |
| AFLAC Payable                    | (302.86)               | 139.82              | (442.68)           |
| Flexible Spending - Medical      | (889.48)               | (505.64)            | (383.84)           |
| Flexible Spending - Dep Care     | 40.03                  | 40.03               | 0.00               |
| Sales Tax Payable                | 616.98                 | 298.87              | 318.11             |
| Deferred Revenue                 | 378,801.44             | 386,055.62          | (7,254.18)         |
| Total Liabilities                | 559,946.82             | 538,647.59          | 21,299.23          |
| <b>FUND BALANCES</b>             |                        |                     |                    |
| Fund Balance - Unreserved        | 159,822.22             | 159,822.22          | 0.00               |
| Fund Bal. - Operating Reserve    | 990,000.00             | 990,000.00          | 0.00               |
| Fund Bal. - Employee Severance   | 17,000.00              | 17,000.00           | 0.00               |
| Fund Bal. - Unemployment Comp.   | 40,000.00              | 40,000.00           | 0.00               |
| Fund Bal. - Van Replacement      | 14,250.00              | 14,000.00           | 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   | 9,000.00               | 8,000.00            | 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           | 167,904.36             | 261,978.05          | (94,073.69)        |
| Total Fund Balances              | <u>1,599,599.29</u>    | <u>1,692,422.98</u> | <u>(92,823.69)</u> |
| Total Liabilities & Fund Balance | \$ <u>2,159,546.11</u> | <u>2,231,070.57</u> | <u>(71,524.46)</u> |



State Library Services  
 1500 West Highway 36  
 Roseville, MN 55113  
 v:651-582-8508 f:651-582-8752  
 emily.kissane@state.mn.us

## REGIONAL LIBRARY TELECOMMUNICATIONS AID FY 2017 (July 1, 2016 – June 30, 2017)

### APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jamie

Regional Public Library System: Lake Agassiz Regional Library

Street Address: 118 5<sup>th</sup> St S

City: Moorhead State: MN Zip Code: 56560

Telephone: (218) 233-3757

Fax: (218) 233-7556

E-mail: spryj@larl.org

Minnesota Tax ID#: 4317849

### Locations Open Less than 20 Hours per Week

Please identify any locations open less than 20 hours per week and provide a reason for each:  
 None

### Assurances:

All regional public library system branches/member libraries meet the state-certified level of library support at level required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ an open network architecture that will ensure interconnectivity and interoperability with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the Regional Library Telecommunication Aid program. Acceptable documentation for category two services is required and may include, but is not limited to, e-rate application, request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

The regional public library system and its members/branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)* so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

### **Authorized Signatures**

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 10/20/2016

Signature:

Name: Robert Louis Perry  
Chair, System Governing Board

Date: 10/20/2016

Signature:

Name: Liz Lynch  
Regional Public Library System Administrator

## Required Attachments:

- ☐ FY 2017 Applicant Information, Assurances and Authorized Signatures
- ☐ FY 2017 Regional Library Telecommunications Aid Application Spreadsheet. Please use figures from your funding commitment decision letter(s) for e-rate year 2016, if available, to complete this document. Otherwise, please use your e-rate year 2015 FCDL(s) and your e-rate year 2016 form 471. When you receive your e-rate year 2016 FCDL, please update and re-submit your spreadsheet.

You will have two opportunities to apply for aid to support category two services: in this application and by resubmitting the FY 2017 Regional Library Telecommunications Aid Application Spreadsheet by January 16, 2017.

- ☐ E-rate 471 form(s) and funding commitment decision letter(s) for e-rate year 2016. Each entity included in your application must have or be included in submitted FCDL(s).

If e-rate year 2016 FCDL is not available, please submit e-rate year 2016 form 471 and e-rate year 2015 FCDL as an initial estimate for the current RLTA application. Please notify State Library Services if you expect a significant change in costs from the previous year. When you receive your e-rate year 2016 FCDL, please submit it along with an updated spreadsheet.

- ☐ If you are applying for category two services from the current eligible services list, please include e-rate year 2016 form 471. If you are applying for eligible services list items from prior years, please include request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY2017 final report.

Please contact Emily Kissane, State Library Services at 651-582-8508 with any questions.

**Please email the signed and completed application forms to [emily.kissane@state.mn.us](mailto:emily.kissane@state.mn.us) by October 17, 2016. Applications may also be submitted to the State Library Services Sharepoint site. Please contact Emily if you would like to set up access to the site. Completed forms may be sent as PDF documents.**

|    | A                                                                                                                  | B                                                 | C                             | D                             | E                                  | F                          | G                                                       | H                                       | I                                  | J |
|----|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------|-------------------------------|------------------------------------|----------------------------|---------------------------------------------------------|-----------------------------------------|------------------------------------|---|
| 2  | Regional Public Library System: Lake Agassiz Regional Library                                                      |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 3  |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 4  |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 5  |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 6  |                                                                                                                    | Is the location open at least 20 hours per week?* | Bandwidth Available 6/30/2016 | Anticipated Bandwidth FY 2017 | E-Rate % Discount E-Rate Year 2016 | Total Costs - Category One | Anticipated Total E-Rate Reimbursement for Category One | Anticipated Total RLTA for Category One | Total Costs - Category Two         |   |
| 7  | Member Library Sites Included :                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 8  | Ada Public Library                                                                                                 | Yes                                               | 45                            | 200                           | 70%                                | \$17,462.76                | \$12,223.93                                             | \$5,238.83                              |                                    |   |
| 9  | Bagley Public Library                                                                                              | Yes                                               | 45                            | 200                           | 70%                                | \$17,157.12                | \$12,009.98                                             | \$5,147.14                              |                                    |   |
| 10 | Barnesville Public Library                                                                                         | Yes                                               | 45                            | 100                           | 70%                                | \$30,525.96                | \$21,368.17                                             | \$9,157.79                              |                                    |   |
| 11 | Breckenridge Public Library                                                                                        | Yes                                               | 75                            | 1000                          | 70%                                | \$28,025.76                | \$19,618.03                                             | \$8,407.73                              |                                    |   |
| 12 | Climax Public Library                                                                                              | Yes                                               | 45                            | 75                            | 70%                                | \$16,836.00                | \$11,785.20                                             | \$5,050.80                              |                                    |   |
| 13 | Crookston Public Library                                                                                           | Yes                                               | 100                           | 250                           | 70%                                | \$53,766.12                | \$37,636.28                                             | \$16,129.84                             |                                    |   |
| 14 | Detroit Lakes Public Library                                                                                       | Yes                                               | 150                           | 300                           | 70%                                | \$30,843.60                | \$21,590.52                                             | \$9,253.08                              |                                    |   |
| 15 | Fertile Public Library                                                                                             | Yes                                               | 45                            | 200                           | 70%                                | \$17,452.20                | \$12,216.54                                             | \$5,235.66                              |                                    |   |
| 16 | Fosston Public Library                                                                                             | Yes                                               | 75                            | 500                           | 70%                                | \$21,904.56                | \$15,333.19                                             | \$6,571.37                              |                                    |   |
| 17 | Hawley Public Library                                                                                              | Yes                                               | 45                            | 200                           | 70%                                | \$17,883.24                | \$12,518.27                                             | \$5,364.97                              |                                    |   |
| 18 | Mahnomen Public Library                                                                                            | Yes                                               | 45                            | 200                           | 70%                                | \$18,827.64                | \$13,179.35                                             | \$5,648.29                              |                                    |   |
| 19 | McIntosh Public Library                                                                                            | Yes                                               | 45                            | 200                           | 70%                                | \$14,276.88                | \$9,993.82                                              | \$4,283.06                              |                                    |   |
| 20 | Moorhead Public Library/LARL HQ                                                                                    | Yes                                               | 300                           | 1000                          | 70%                                | \$28,025.76                | \$19,618.03                                             | \$8,407.73                              |                                    |   |
| 21 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 22 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 23 | ELIGIBLE SITE TOTAL                                                                                                |                                                   | n/a                           | n/a                           | n/a                                | \$312,987.60               | \$219,091.32                                            | \$93,896.28                             | \$0.00                             |   |
| 24 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 25 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 26 | *If any locations are open less than 20 hours per week, please provide an explanation for each in the application. |                                                   |                               |                               |                                    |                            |                                                         |                                         | You will have and spreadsheet by J |   |
| 27 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 28 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 29 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 30 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 31 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 32 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 33 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 34 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |
| 35 |                                                                                                                    |                                                   |                               |                               |                                    |                            |                                                         |                                         |                                    |   |

\*If any locations are open less than 20 hours per week, please provide an explanation for each in the application.

You will have and spreadsheet by J

|    | K                                                                         | L                                             | M                      | N                            | O | P     |
|----|---------------------------------------------------------------------------|-----------------------------------------------|------------------------|------------------------------|---|-------|
| 2  |                                                                           |                                               |                        |                              |   |       |
| 3  |                                                                           |                                               |                        |                              |   |       |
| 4  |                                                                           |                                               |                        |                              |   |       |
| 5  |                                                                           |                                               |                        |                              |   |       |
|    | Anticipated Total<br>E-rate<br>Reimbursement<br>for Category Two          | Anticipated Total<br>RLTA for<br>Category Two | Participation<br>Costs | RLTA<br>Application<br>Total |   | NOTES |
| 6  |                                                                           |                                               |                        |                              |   |       |
| 7  |                                                                           |                                               |                        |                              |   |       |
| 8  |                                                                           | \$0.00                                        | \$565.00               | \$5,803.83                   |   |       |
| 9  |                                                                           | \$0.00                                        | \$565.00               | \$5,712.14                   |   |       |
| 10 |                                                                           | \$0.00                                        | \$565.00               | \$9,722.79                   |   |       |
| 11 |                                                                           | \$0.00                                        | \$565.00               | \$8,972.73                   |   |       |
| 12 |                                                                           | \$0.00                                        | \$565.00               | \$5,615.80                   |   |       |
| 13 |                                                                           | \$0.00                                        | \$565.00               | \$16,694.84                  |   |       |
| 14 |                                                                           | \$0.00                                        | \$565.00               | \$9,818.08                   |   |       |
| 15 |                                                                           | \$0.00                                        | \$565.00               | \$5,800.66                   |   |       |
| 16 |                                                                           | \$0.00                                        | \$565.00               | \$7,136.37                   |   |       |
| 17 |                                                                           | \$0.00                                        | \$565.00               | \$5,929.97                   |   |       |
| 18 |                                                                           | \$0.00                                        | \$565.00               | \$6,213.29                   |   |       |
| 19 |                                                                           | \$0.00                                        | \$565.00               | \$4,848.06                   |   |       |
| 20 |                                                                           | \$0.00                                        | \$565.00               | \$8,972.73                   |   |       |
| 21 |                                                                           |                                               |                        |                              |   |       |
| 22 |                                                                           |                                               |                        |                              |   |       |
| 23 | \$0.00                                                                    | \$0.00                                        | \$7,345.00             | \$101,241.28                 |   |       |
| 24 |                                                                           |                                               |                        |                              |   |       |
| 25 | other opportunity to apply for category two services by resubmitting this |                                               |                        |                              |   |       |
| 26 | January 16, 2017.                                                         |                                               |                        |                              |   |       |
| 27 |                                                                           |                                               |                        |                              |   |       |
| 28 |                                                                           |                                               |                        |                              |   |       |
| 29 |                                                                           |                                               |                        |                              |   |       |
| 30 |                                                                           |                                               |                        |                              |   |       |
| 31 |                                                                           |                                               |                        |                              |   |       |
| 32 |                                                                           |                                               |                        |                              |   |       |
| 33 |                                                                           |                                               |                        |                              |   |       |
| 34 |                                                                           |                                               |                        |                              |   |       |
| 35 |                                                                           |                                               |                        |                              |   |       |



*Connecting Schools and Libraries across Northwest Minnesota*

September 19, 2016

TO: Liz Lynch, Director  
Lake Agassiz Regional Library

FROM: Bob Wheeler, Executive Director  
Region 1 (NW-Links fiscal host)

RE: Fiscal Year 2017 Bandwidth and Membership Costs

We are providing final estimated cost information for the wide area network costs for fiscal year 2017. This information is to be used on the Fiscal Year 2017 RLTA application.

NW-Links has submitted the FCC Form 471 #161058651 for Annual Total Pre-Discount Charge of \$312,987.60. Discount Rate for your system is expected to be 70%.

Once we receive the FCDL for your FRN #1699136991, we will forward a copy to you.

| Member Entity Name                          | FY 2017<br>Member<br>Finalized<br>Bandwidth | FY 2017<br>Monthly Cost | E-rate<br>Discount | 2017 Mth<br>After Erate | 2017 Annual<br>After Erate | -- | 2017 Mbps<br>Fee |
|---------------------------------------------|---------------------------------------------|-------------------------|--------------------|-------------------------|----------------------------|----|------------------|
| Ada Public Library                          | 200                                         | \$ 1,455.23             | 70%                | \$ 436.57               | \$ 5,238.83                |    | \$ 565.00        |
| Bagley Public Library                       | 200                                         | \$ 1,429.76             | 70%                | \$ 428.93               | \$ 5,147.14                |    | \$ 565.00        |
| Barnesville Public Library                  | 100                                         | \$ 2,543.83             | 70%                | \$ 763.15               | \$ 9,157.79                |    | \$ 565.00        |
| Breckenridge Public Library                 | 1000                                        | \$ 2,335.48             | 70%                | \$ 700.64               | \$ 8,407.73                |    | \$ 565.00        |
| Climax Public Library                       | 75                                          | \$ 1,403.00             | 70%                | \$ 420.90               | \$ 5,050.80                |    | \$ 565.00        |
| Crookston Public Library                    | 250                                         | \$ 4,480.51             | 70%                | \$ 1,344.15             | \$ 16,129.84               |    | \$ 565.00        |
| Detroit Lakes Public Library                | 300                                         | \$ 2,570.30             | 70%                | \$ 771.09               | \$ 9,253.08                |    | \$ 565.00        |
| Fertile Public Library                      | 200                                         | \$ 1,454.35             | 70%                | \$ 436.31               | \$ 5,235.66                |    | \$ 565.00        |
| Fosston Public Library                      | 500                                         | \$ 1,825.38             | 70%                | \$ 547.61               | \$ 6,571.37                |    | \$ 565.00        |
| Hawley Public Library                       | 200                                         | \$ 1,490.27             | 70%                | \$ 447.08               | \$ 5,364.97                |    | \$ 565.00        |
| Moorhead PL/LARL HQ Public Library (133995) | 1000                                        | \$ 2,335.48             | 70%                | \$ 700.64               | \$ 8,407.73                |    | \$ 565.00        |
| Mahnomen Public Library                     | 200                                         | \$ 1,568.97             | 70%                | \$ 470.69               | \$ 5,648.29                |    | \$ 565.00        |
| McIntosh Public Library                     | 200                                         | \$ 1,189.74             | 70%                | \$ 356.92               | \$ 4,283.06                |    | \$ 565.00        |
| Lake Agassiz System                         |                                             | \$ 26,082.30            |                    | \$ 7,824.69             | \$ 93,896.28               |    | \$ 7,345.00      |

## Monthly Report to the Board

Meeting Date: October 20, 2016

From: Liz Lynch, Regional Library Director

### Meeting and Events Attended by Director

Crookston, McIntosh, and Bagley site visits, September 9; L3 Bremer Meeting, September 12; ARLS Meeting, September 13; LARL Book Sale, September 15-17; LARL Full Board Meeting, September 15; Coordinating Team Meeting, followed by Hub Supervisor Meeting, September 21; Branch Meeting, September 23; Moorhead Public Library's Storyland Ribbon Cutting with Bremer, September 24; ARLS Meeting, September 27; MN Library Association Conference in Duluth, September 28-30; Online CRPSLA Meeting, October 4; Online Meeting with Boopsie Vendor, October 5; Staff Day, October 10

### Open Positions

Fosston Library Assistant

Fosston Library Substitute

### New Employees

Welcome to **April Wedin**, Fosston Branch Manager and **Jane Berg**, Mahanomen Substitute.

### Staff Development

Lake Agassiz Regional Library recently held the annual Staff Day Retreat at the Hjemkomst on Monday, October 10, 2016. Approximately 70 of LARL's 90 employees gathered to learn more about the structure of LARL, advocacy, and the LARL automation system.

**Jeanne Anderson**, Collection Development Librarian; **Terry Kalil**, LARL Trustee; **Bob Perry**, LARL Board President and I attended the MLA Conference in Duluth September 26-28.

### Gifts, Grants & Donations

|           |                                                                       |                   |
|-----------|-----------------------------------------------------------------------|-------------------|
| 9/9/2016  | The Friends of the Moorhead Library donation for computer lab chairs. | \$4,600.00        |
| 10/4/2016 | Ucare                                                                 | \$60.00           |
|           | <b>Total</b>                                                          | <b>\$4,660.00</b> |

In 2017 the Minnesota Library Association (MLA) and the Information and Technology Educators of Minnesota (ITEM) support state funding for the following programs that sustain library services in Minnesota.

**1. Regional Library Basic System Support (RLBSS) and Multitype funding**

- RLBSS: increased funding from \$13.57 million annually to \$16.57 million annually and a corresponding formula change
- Multitypes: increased funding from \$1.3 million to \$2 million annually

**2. Legacy**

Appropriation of a \$4.25 million allocation of Arts and Cultural Heritage funding for the 12 regional public library systems

**3. Regional Library Telecommunications Aid (RLTA) and Technology Equity Aid (TEA)**

Minnesota's libraries play a critical role in providing convenient, reliable broadband access to enhance economic development, college career readiness, and e-government services. As such, MLA/ITEM support:

- Increased funding for Regional Library Telecommunications Aid (RLTA): \$1 million per year to \$3.3 million annually
- Increased funding for Telecommunications Equity Aid (TEA) \$6 million per year to \$9.75 million annually

**4. Bonding**

MLA and ITEM support the appropriation of \$10 million over the 2017-18 biennium for construction and remodeling of public library buildings through the State's currently authorized matching program (M.S. 134.45).

**MLA and ITEM also support the following efforts that enhance library service:**

- Funding for ELM, Minitex, Minnesota Digital Library and MNLINK
- Ongoing growth of ebooks MN, a collaborative effort between the MDE and Minitex, in order to provide an accessible, equitable ebook platform for all Minnesotans
- After school and community programs that recognize the essential role of libraries and librarians in fostering early literacy and providing quality out-of-school learning activities to reduce the achievement gap

# Council of Regional Public Library System Administrators

## RLBSS Funding Request 2017

September 2016

The Council of Regional Public Library System Administrators (CRPLSA) proposes a funding request to the MN State Legislature as part of the appropriation sessions, which occur in the odd-numbered years. After the required unanimous agreement by CRPLSA members present, the proposal is taken to the twelve regional public library boards for their approval. If all boards approve the measure, it is then taken to the MN State Legislature as a formal request for funding.

### Proposal

The proposal for the 2017 Legislature requests a \$ 3 million per year increase to RLBSS funds as well as a change to the current formula. The formula change reduces the Equalization factor to 15% and increases the Basic System Services factor to 15%. This request is intended to increase the total RLBSS funding to reflect increased costs and use of public library service and to lessen the volatility of the formula. In addition, the proposal would request that the formula would be based on the population and tax capacity figures as reported by the MN State Departments of Demography and Revenue respectively by January 1 of the year in which the grants are awarded. On October 4, 2016, according to their bylaws, the Council of Regional Public Library System Administrators present at the meeting voted unanimously in favor of the recommendation.

The chart below documents the formula with the proposed change in place.

### Proposed Revisions to RLBSS Formula Factors (Chart A)

| Population from State Demographer: July 2016<br>ANTC from Department of Revenue: July 2016 |                      | NOTE: FY2018 distribution formula would use population and tax data from FY2017 version |                    |                    |                                                      |                            | Current RLBSS Allocation: \$13,570,000<br>Recommended New Funding: \$3,000,000<br>Recommended Total Funding: \$16,570,000 |                   |             |                     |                              |                        |
|--------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------|--------------------|--------------------|------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|---------------------|------------------------------|------------------------|
| Current Factors:                                                                           | Population (57.5%)   | Area (12.5%)                                                                            | Basic (5%)         | Equalization (25%) | RECOMMENDED TOTAL<br>Proposed FY2018<br>\$16,570,000 |                            |                                                                                                                           |                   |             |                     |                              |                        |
| Proposed Factors:                                                                          | 57.5% -- \$9,527,750 | 12.5% -- \$2,071,250                                                                    | 15% -- \$2,485,500 | 15% -- \$2,485,500 |                                                      |                            |                                                                                                                           |                   |             |                     |                              |                        |
| System                                                                                     | 2015 Population      | % of adj State Pop.                                                                     | Share              | % of State Area    | Share                                                | % of Basic System Services | Share                                                                                                                     | % of State Equal. | Share       | FY2017 Distribution | Proposed FY2018 Distribution | Change in Dollar Value |
| Arrowhead                                                                                  | 314,215              | 5.75%                                                                                   | \$547,956          | 22.29%             | \$461,632                                            | 8.33%                      | \$207,125                                                                                                                 | 14.38%            | \$357,421   | \$1,344,847         | \$1,574,133.84               | \$229,286              |
| East Central                                                                               | 178,360              | 3.26%                                                                                   | \$311,040          | 6.50%              | \$134,634                                            | 8.33%                      | \$207,125                                                                                                                 | 14.66%            | \$364,404   | \$853,957           | \$1,017,203.11               | \$163,246              |
| Great River                                                                                | 475,774              | 8.71%                                                                                   | \$829,698          | 6.18%              | \$127,931                                            | 8.33%                      | \$207,125                                                                                                                 | 19.38%            | \$481,629   | \$1,521,414         | \$1,646,383.27               | \$124,970              |
| Kitchigami                                                                                 | 169,460              | 3.10%                                                                                   | \$295,520          | 8.78%              | \$181,765                                            | 8.33%                      | \$207,125                                                                                                                 | 6.76%             | \$168,012   | \$640,080           | \$852,421.59                 | \$212,342              |
| Lake Agassiz                                                                               | 145,848              | 2.67%                                                                                   | \$254,343          | 9.43%              | \$195,360                                            | 8.33%                      | \$207,125                                                                                                                 | 0.66%             | \$16,362    | \$469,466           | \$673,189.77                 | \$203,724              |
| MELSA                                                                                      | 2,998,309            | 54.88%                                                                                  | \$5,228,722        | 3.47%              | \$71,926                                             | 8.33%                      | \$207,125                                                                                                                 | 31.91%            | \$793,060   | \$5,558,006         | \$6,300,833.59               | \$742,827              |
| Northwest                                                                                  | 47,855               | 0.88%                                                                                   | \$83,454           | 7.03%              | \$145,591                                            | 8.33%                      | \$207,125                                                                                                                 | 1.60%             | \$39,777    | \$294,076           | \$475,946.81                 | \$181,871              |
| Pioneerland                                                                                | 159,039              | 2.91%                                                                                   | \$277,347          | 7.82%              | \$161,990                                            | 8.33%                      | \$207,125                                                                                                                 | 0.89%             | \$22,003    | \$453,367           | \$668,464.24                 | \$215,097              |
| Plum Creek                                                                                 | 117,749              | 2.16%                                                                                   | \$205,341          | 7.34%              | \$151,950                                            | 8.33%                      | \$207,125                                                                                                                 | 0.00%             | \$0         | \$349,125           | \$564,416.22                 | \$215,291              |
| SELCO                                                                                      | 503,499              | 9.22%                                                                                   | \$878,047          | 8.49%              | \$175,814                                            | 8.33%                      | \$207,125                                                                                                                 | 9.77%             | \$242,832   | \$1,252,771         | \$1,503,817.28               | \$251,047              |
| Traverse des Sioux                                                                         | 228,579              | 4.18%                                                                                   | \$398,617          | 6.44%              | \$133,455                                            | 8.33%                      | \$207,125                                                                                                                 | 0.00%             | \$0         | \$492,281           | \$739,196.44                 | \$246,915              |
| Viking                                                                                     | 124,816              | 2.28%                                                                                   | \$217,665          | 6.24%              | \$129,203                                            | 8.33%                      | \$207,125                                                                                                                 | 0.00%             | \$0         | \$340,610           | \$553,993.84                 | \$213,384              |
| Total                                                                                      | 5,463,503            | 100.00%                                                                                 | \$9,527,750        | 100.00%            | \$2,071,250                                          | 100%                       | \$2,485,500                                                                                                               | 100.00%           | \$2,485,500 | \$13,570,000        | \$16,570,000                 | \$3,000,000            |

## RLBSS Funding Formula 2017 Alternate Proposal

The Council of Regional Public Library System Administrators proposed an alternate formula if the 2017 Legislature appropriation falls below the \$3 million requested. If the additional funding to RLBSS is between \$2 million and \$2,999,999, the Equalization factor would be 17.5% and the Basic System Services factor would be 12.5%.

The chart below demonstrates the changes resulting from a \$2 million per year increase to RLBSS. Amounts between \$2 and \$3 million would result in corresponding changes.

Proposed Revisions to RLBSS Formula Factors (Chart B)

| Population from State Demographer: July 2016 |                      | NOTE: FY2018 distribution formula would use population and tax data from FY2017 version |                      |                      |                                         | Current RLBSS Allocation: \$13,570,000 |                                       |         |                     |                               |                        |             |
|----------------------------------------------|----------------------|-----------------------------------------------------------------------------------------|----------------------|----------------------|-----------------------------------------|----------------------------------------|---------------------------------------|---------|---------------------|-------------------------------|------------------------|-------------|
| ANTC from Department of Revenue: July 2016   |                      |                                                                                         |                      |                      |                                         | Alternate New Funding: \$2,000,000     | Alternate Total Funding: \$15,570,000 |         |                     |                               |                        |             |
| Current Factors:                             | Population (57.5%)   | Area (12.5%)                                                                            | Basic (5%)           | Equalization (25%)   | ALTERNATE PROPOSED FY2018: \$15,570,000 |                                        |                                       |         |                     |                               |                        |             |
| Proposed Factors:                            | 57.5% -- \$8,952,750 | 12.5% -- \$1,946,250                                                                    | 12.5% -- \$1,946,250 | 17.5% -- \$2,724,750 |                                         |                                        |                                       |         |                     |                               |                        |             |
| System                                       | 2015 Population      | % of adj State Pop.                                                                     | Share                | % of State Area      | Share                                   | % of Basic System Services             | % of State Equal.                     | Share   | FY2017 Distribution | Alternate FY2018 Distribution | Change in Dollar Value |             |
| Arrowhead                                    | 314,215              | 5.75%                                                                                   | \$514,887            | 22.29%               | \$433,772                               | 8.33%                                  | \$162,188                             | 14.13%  | \$385,023           | \$1,344,847                   | \$1,495,869.60         | \$151,022   |
| East Central                                 | 178,360              | 3.26%                                                                                   | \$292,269            | 6.50%                | \$126,508                               | 8.33%                                  | \$162,188                             | 14.04%  | \$382,450           | \$853,957                     | \$963,414.57           | \$109,458   |
| Great River                                  | 475,774              | 8.71%                                                                                   | \$779,625            | 6.18%                | \$120,210                               | 8.33%                                  | \$162,188                             | 19.61%  | \$534,416           | \$1,521,414                   | \$1,596,439.79         | \$75,026    |
| Kitchigami                                   | 169,460              | 3.10%                                                                                   | \$277,685            | 8.78%                | \$170,795                               | 8.33%                                  | \$162,188                             | 6.41%   | \$174,552           | \$640,080                     | \$785,219.79           | \$145,140   |
| Lake Agassiz                                 | 145,848              | 2.67%                                                                                   | \$238,993            | 9.43%                | \$183,570                               | 8.33%                                  | \$162,188                             | 0.88%   | \$23,866            | \$469,466                     | \$608,616.98           | \$139,151   |
| MELSA                                        | 2,998,309            | 54.88%                                                                                  | \$4,913,169          | 3.47%                | \$67,585                                | 8.33%                                  | \$162,188                             | 32.68%  | \$890,531           | \$5,558,006                   | \$6,033,472.72         | \$475,466   |
| Northwest                                    | 47,855               | 0.88%                                                                                   | \$78,417             | 7.03%                | \$136,805                               | 8.33%                                  | \$162,188                             | 1.52%   | \$41,527            | \$294,076                     | \$418,936.22           | \$124,860   |
| Pioneerland                                  | 159,039              | 2.91%                                                                                   | \$260,609            | 7.82%                | \$152,214                               | 8.33%                                  | \$162,188                             | 0.95%   | \$25,989            | \$453,367                     | \$600,999.19           | \$147,632   |
| Plum Creek                                   | 117,749              | 2.16%                                                                                   | \$192,949            | 7.34%                | \$142,780                               | 8.33%                                  | \$162,188                             | 0.00%   | \$0                 | \$349,125                     | \$497,916.19           | \$148,791   |
| SELCO                                        | 503,499              | 9.22%                                                                                   | \$825,057            | 8.49%                | \$165,203                               | 8.33%                                  | \$162,188                             | 9.78%   | \$266,396           | \$1,252,771                   | \$1,418,843.74         | \$166,073   |
| Traverse des Sioux                           | 228,579              | 4.18%                                                                                   | \$374,560            | 6.44%                | \$125,401                               | 8.33%                                  | \$162,188                             | 0.00%   | \$0                 | \$492,281                     | \$662,148.42           | \$169,867   |
| Viking                                       | 124,816              | 2.28%                                                                                   | \$204,529            | 6.24%                | \$121,406                               | 8.33%                                  | \$162,188                             | 0.00%   | \$0                 | \$340,610                     | \$488,122.79           | \$147,513   |
| Total                                        | 5,463,503            | 100.00%                                                                                 | \$8,952,750          | 100.00%              | \$1,946,250                             | 100%                                   | \$1,946,250                           | 100.00% | \$2,724,750         | \$13,570,000                  | \$15,570,000           | \$2,000,000 |

### Timeline

The Council of Regional Public Library System Administrators will be presenting this document to the regional library system boards during the fall of 2016. If approved by all boards, the request will be made to the 2017 MN State Legislature. If a funding request and formula change are granted, RLBSS funds will be appropriated according to the new funding formula for FY2018. A chart similar to those above will be released in August or September of 2017 by State Library Services.

### Resolution:

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 appropriation is \$3 million, the formula in Chart A will be used; if the increase to the annual formula is \$2 million or up to \$2,999,999, the formula in Chart B will be used.

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

| Account ID | Account Description          | Date    | Vendor Name                    | Debit Amt | Credit Amt |
|------------|------------------------------|---------|--------------------------------|-----------|------------|
| 5120-000   | Health Insurance             | 9/1/16  | Lakes Country Service Cooperat | 906.00    |            |
|            |                              | 9/1/16  |                                | 15,134.00 |            |
|            |                              | 9/1/16  |                                | 3,624.00  |            |
| 5120-000   | Health Insurance             |         |                                | 19,664.00 |            |
| 6240-000   | Maint Contr - Copiers        | 9/29/16 | Metro Sales, Inc               | 1,459.62  |            |
| 6240-000   | Maint Contr - Copiers        |         |                                | 1,459.62  |            |
| 6300-000   | Payroll Processing           | 9/13/16 | Payroll Professionals, Inc.    | 141.05    |            |
|            |                              | 9/27/16 |                                | 137.95    |            |
| 6300-000   | Payroll Processing           |         |                                | 279.00    |            |
| 6350-000   | Delivery Service - Courier   | 9/5/16  | Northern Network Express       | 1,280.80  |            |
|            |                              | 9/12/16 |                                | 1,280.80  |            |
|            |                              | 9/19/16 |                                | 1,280.80  |            |
|            |                              | 9/23/16 |                                | 1,280.80  |            |
| 6350-000   | Delivery Service - Courier   |         |                                | 5,123.20  |            |
| 6362-000   | Lease - Copiers              | 9/2/16  | US Bank Equipment Finance      | 606.86    |            |
| 6362-000   | Lease - Copiers              |         |                                | 606.86    |            |
| 6365-000   | Lease - Mailing Machine      | 9/12/16 | MailFinance                    | 410.34    |            |
| 6365-000   | Lease - Mailing Machine      |         |                                | 410.34    |            |
| 6380-000   | Recruitment                  | 9/1/16  | Daily News / News Monitor      | 245.80    |            |
| 6380-000   | Recruitment                  | 9/1/16  | The 13 Towns                   | 109.80    |            |
| 6380-000   | Recruitment                  | 9/29/16 | Mahnomen Pioneer               | 21.60     |            |
| 6380-000   | Recruitment                  | 9/30/16 | The 13 Towns                   | 36.60     |            |
| 6380-000   | Recruitment                  |         |                                | 413.80    |            |
| 6400-000   | Telephone                    | 9/1/16  | Rothsay Telephone              | 83.91     |            |
| 6400-000   | Telephone                    | 9/1/16  | Halstad Telephone Company      | 77.32     |            |
|            |                              | 9/1/16  |                                | 32.24     |            |
| 6400-000   | Telephone                    | 9/1/16  | CenturyLink                    | 48.00     |            |
| 6400-000   | Telephone                    | 9/26/16 | Rochester Telecom Systems Inc. | 108.63    |            |
| 6400-000   | Telephone                    |         |                                | 350.10    |            |
| 6410-000   | PIO - Marketing/Printing/Etc | 9/1/16  | The Hawley Herald, Inc.        | 40.00     |            |
| 6410-000   | PIO - Marketing/Printing/Etc | 9/16/16 | DEMCO                          | 573.11    |            |
| 6410-000   | PIO - Marketing/Printing/Etc | 9/21/16 | Shortprinter                   | 180.00    |            |
| 6410-000   | PIO - Marketing/Printing/Etc |         |                                | 793.11    |            |
| 6430-000   | Postage                      | 9/15/16 | Total Funds By Hasler          | 500.00    |            |
| 6430-000   | Postage                      |         |                                | 500.00    |            |
| 6450-000   | Mileage - Trustee            | 9/15/16 | Robert Perry                   | 50.76     |            |
| 6450-000   | Mileage - Trustee            | 9/15/16 | Craig Bunes                    | 75.60     |            |

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

| Account ID | Account Description | Date    | Vendor Name           | Debit Amt | Credit Amt |
|------------|---------------------|---------|-----------------------|-----------|------------|
| 6450-000   | Mileage - Trustee   | 9/15/16 | Arlen Syverson        | 119.88    |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | Clayton Briggs        | 75.60     |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | David Geray           | 81.00     |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | Ben Grimsley          | 48.60     |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | Evelyn Fox            | 50.76     |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | Lee Ann Hall          | 48.60     |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | Terry Kalil           | 75.60     |            |
| 6450-000   | Mileage - Trustee   | 9/15/16 | Michelle Gieseke      | 81.00     |            |
| 6450-000   | Mileage - Trustee   |         |                       | 707.40    |            |
| 6455-000   | Mileage - Staff     | 9/1/16  | Paula Jones           | 70.20     |            |
| 6455-000   | Mileage - Staff     | 9/1/16  | Debra Wahl            | 70.20     |            |
| 6455-000   | Mileage - Staff     | 9/2/16  | Sheila Capistran      | 77.76     |            |
| 6455-000   | Mileage - Staff     | 9/2/16  | Jill Rose             | 23.76     |            |
| 6455-000   | Mileage - Staff     | 9/3/16  | Toni Epema            | 39.42     |            |
| 6455-000   | Mileage - Staff     | 9/3/16  | Marilyn Eaves         | 31.32     |            |
| 6455-000   | Mileage - Staff     | 9/6/16  | Debra Wahl            | 70.20     |            |
| 6455-000   | Mileage - Staff     | 9/7/16  | Jill Rose             | 18.90     |            |
| 6455-000   | Mileage - Staff     | 9/7/16  | Carla Grani           | 23.22     |            |
| 6455-000   | Mileage - Staff     | 9/8/16  | Marilyn Eaves         | 28.08     |            |
| 6455-000   | Mileage - Staff     | 9/8/16  | Amy Nelson            | 30.78     |            |
| 6455-000   | Mileage - Staff     | 9/8/16  | Patty Nunn            | 27.54     |            |
| 6455-000   | Mileage - Staff     | 9/9/16  | Liz Lynch             | 70.20     |            |
| 6455-000   | Mileage - Staff     | 9/9/16  | Jenna Kahly           | 75.60     |            |
| 6455-000   | Mileage - Staff     | 9/9/16  | Jill Rose             | 23.76     |            |
| 6455-000   | Mileage - Staff     | 9/13/16 | Joyce Christine Boike | 18.90     |            |
|            |                     | 9/13/16 |                       | 30.24     |            |
|            |                     | 9/13/16 |                       | 19.44     |            |
|            |                     | 9/13/16 |                       | 25.38     |            |
| 6455-000   | Mileage - Staff     | 9/13/16 | Jodi Harrington       | 6.48      |            |
| 6455-000   | Mileage - Staff     | 9/13/16 | Dorothy Neisen        | 31.32     |            |
| 6455-000   | Mileage - Staff     | 9/14/16 | Carla Grani           | 23.22     |            |
| 6455-000   | Mileage - Staff     | 9/15/16 | Debra Wahl            | 11.34     |            |
| 6455-000   | Mileage - Staff     | 9/15/16 | Amy Nelson            | 64.26     |            |
| 6455-000   | Mileage - Staff     | 9/16/16 | Jill Rose             | 23.76     |            |
| 6455-000   | Mileage - Staff     | 9/16/16 | Laurel Wanke          | 27.54     |            |
| 6455-000   | Mileage - Staff     | 9/19/16 | Jill Rose             | 23.76     |            |

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

| Account ID | Account Description          | Date    | Vendor Name             | Debit Amt | Credit Amt |
|------------|------------------------------|---------|-------------------------|-----------|------------|
| 6455-000   | Mileage - Staff              | 9/20/16 | Dorothy Neisen          | 31.32     |            |
| 6455-000   | Mileage - Staff              | 9/21/16 | Joyce Christine Boike   | 74.52     |            |
| 6455-000   | Mileage - Staff              | 9/21/16 | Amy Nelson              | 12.96     |            |
|            |                              | 9/22/16 |                         | 12.96     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Joyce Christine Boike   | 74.52     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Lois Schaedler          | 12.96     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Amy Nelson              | 21.06     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Julie Malmanger         | 105.84    |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Jill Rose               | 23.76     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Jodi Harrington         | 17.82     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Karen Edevold           | 120.96    |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Erin Gunderson          | 48.06     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Candace Osborn          | 45.36     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Carol Van Brocklin      | 28.08     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Abbey Valen             | 23.22     |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | April Wedin             | 105.84    |            |
| 6455-000   | Mileage - Staff              | 9/23/16 | Joyce White             | 44.28     |            |
| 6455-000   | Mileage - Staff              | 9/26/16 | Jill Rose               | 23.76     |            |
| 6455-000   | Mileage - Staff              | 9/27/16 | Joyce Christine Boike   | 39.42     |            |
| 6455-000   | Mileage - Staff              | 9/27/16 | Amy Nelson              | 12.96     |            |
| 6455-000   | Mileage - Staff              | 9/28/16 | Jill Rose               | 23.76     |            |
| 6455-000   | Mileage - Staff              | 9/28/16 | Candace Osborn          | 76.14     |            |
| 6455-000   | Mileage - Staff              | 9/28/16 | Liz Lynch               | 270.00    |            |
| 6455-000   | Mileage - Staff              | 9/29/16 | Amy Nelson              | 70.20     |            |
| 6455-000   | Mileage - Staff              | 9/30/16 | Rebecca Bentley         |           | 35.84      |
|            |                              | 9/30/16 |                         |           | 38.64      |
| 6455-000   | Mileage - Staff              | 9/30/16 | Sheila Capistran        | 194.40    |            |
| 6455-000   | Mileage - Staff              | 9/30/16 | Jill Rose               | 23.76     |            |
| 6455-000   | Mileage - Staff              |         |                         | 2,524.50  | 74.48      |
| 6470-000   | Board Expenses               | 9/15/16 | Liz Lynch               | 12.99     |            |
| 6470-000   | Board Expenses               |         |                         | 12.99     |            |
| 6480-000   | Staff Training               | 9/23/16 | PJ Operations           | 56.03     |            |
| 6480-000   | Staff Training               |         |                         | 56.03     |            |
| 6482-000   | Conf/Meeting - Miscellaneous | 9/26/16 | Purchase Advantage Card | 10.48     |            |
| 6482-000   | Conf/Meeting - Miscellaneous |         |                         | 10.48     |            |

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

| Account ID | Account Description | Date    | Vendor Name          | Debit Amt | Credit Amt |
|------------|---------------------|---------|----------------------|-----------|------------|
| 6500-000   | Van - Gasoline      | 9/6/16  | Cenex Fleetcard      | 91.13     |            |
| 6500-000   | Van - Gasoline      |         |                      | 91.13     |            |
| 6600-000   | Materials - Print   | 9/1/16  | Baker & Taylor       | 7.74      |            |
|            |                     | 9/1/16  |                      | 408.89    |            |
|            |                     | 9/1/16  |                      | 51.90     |            |
|            |                     | 9/1/16  |                      | 41.40     |            |
|            |                     | 9/1/16  |                      | 44.28     |            |
|            |                     | 9/1/16  |                      | 31.36     |            |
|            |                     | 9/1/16  |                      | 82.64     |            |
|            |                     | 9/1/16  |                      | 278.90    |            |
|            |                     | 9/1/16  |                      | 115.63    |            |
|            |                     | 9/1/16  |                      | 188.14    |            |
|            |                     | 9/1/16  |                      | 36.79     |            |
|            |                     | 9/1/16  |                      | 78.21     |            |
|            |                     | 9/2/16  |                      | 24.12     |            |
|            |                     | 9/2/16  |                      | 444.78    |            |
|            |                     | 9/6/16  |                      | 9.84      |            |
|            |                     | 9/6/16  |                      | 28.79     |            |
|            |                     | 9/6/16  |                      | 462.14    |            |
|            |                     | 9/6/16  |                      | 47.60     |            |
|            |                     | 9/7/16  |                      | 237.04    |            |
|            |                     | 9/7/16  |                      | 45.83     |            |
|            |                     | 9/7/16  |                      | 105.69    |            |
|            |                     | 9/8/16  |                      | 68.31     |            |
|            |                     | 9/8/16  |                      | 54.94     |            |
|            |                     | 9/8/16  |                      | 219.68    |            |
|            |                     | 9/8/16  |                      | 53.20     |            |
|            |                     | 9/8/16  |                      | 91.21     |            |
|            |                     | 9/9/16  |                      | 210.43    |            |
|            |                     | 9/9/16  |                      | 245.67    |            |
|            |                     | 9/12/16 |                      | 108.34    |            |
|            |                     | 9/12/16 |                      | 136.60    |            |
|            |                     | 9/12/16 |                      | 27.62     |            |
|            |                     | 9/13/16 |                      | 60.42     |            |
|            |                     | 9/13/16 |                      | 11.61     |            |
|            |                     | 9/13/16 |                      | 419.80    |            |
|            |                     | 9/13/16 |                      | 163.24    |            |
|            |                     | 9/14/16 |                      | 19.68     |            |
|            |                     | 9/14/16 |                      | 13.44     |            |
|            |                     | 9/14/16 |                      | 121.32    |            |
|            |                     | 9/14/16 |                      | 169.06    |            |
|            |                     | 9/14/16 |                      | 569.52    |            |
|            |                     | 9/15/16 |                      | 359.16    |            |
|            |                     | 9/15/16 |                      | 185.77    |            |
|            |                     | 9/16/16 |                      | 56.54     |            |
|            |                     | 9/19/16 |                      | 49.92     |            |
|            |                     | 9/22/16 |                      | 139.99    |            |
|            |                     | 9/22/16 |                      | 90.82     |            |
|            |                     | 9/22/16 |                      | 45.96     |            |
|            |                     | 9/22/16 |                      | 269.52    |            |
|            |                     | 9/22/16 |                      | 16.88     |            |
|            |                     | 9/23/16 |                      | 41.75     |            |
|            |                     | 9/23/16 |                      | 38.08     |            |
|            |                     | 9/23/16 |                      | 279.95    |            |
|            |                     | 9/23/16 |                      |           | 10.76      |
|            |                     | 9/26/16 |                      | 13.18     |            |
|            |                     | 9/26/16 |                      | 87.26     |            |
|            |                     | 9/26/16 |                      | 155.69    |            |
|            |                     | 9/26/16 |                      | 386.64    |            |
|            |                     | 9/26/16 |                      | 23.38     |            |
|            |                     | 9/26/16 |                      | 79.89     |            |
| 6600-000   | Materials - Print   |         |                      | 7,856.18  | 10.76      |
| 6601-000   | Materials - A/V     | 9/1/16  | Recorded Books, LLC. | 769.78    |            |

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

| Account ID | Account Description           | Date    | Vendor Name                | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|----------------------------|-----------|------------|
|            |                               | 9/1/16  |                            | 17.58     |            |
| 6601-000   | Materials - A/V               | 9/1/16  | Baker & Taylor             | 230.75    |            |
|            |                               | 9/1/16  |                            | 57.27     |            |
| 6601-000   | Materials - A/V               | 9/2/16  | Recorded Books, LLC.       | 149.40    |            |
|            |                               | 9/6/16  |                            | 72.98     |            |
| 6601-000   | Materials - A/V               | 9/8/16  | Baker & Taylor             | 188.42    |            |
| 6601-000   | Materials - A/V               | 9/8/16  | Penguin Random House, LLC. | 45.00     |            |
| 6601-000   | Materials - A/V               | 9/14/16 | Baker & Taylor             | 31.04     |            |
|            |                               | 9/14/16 |                            | 30.98     |            |
|            |                               | 9/19/16 |                            | 21.40     |            |
| 6601-000   | Materials - A/V               | 9/22/16 | Recorded Books, LLC.       | 73.00     |            |
| 6601-000   | Materials - A/V               | 9/22/16 | Baker & Taylor             | 19.26     |            |
|            |                               | 9/22/16 |                            | 137.42    |            |
|            |                               | 9/22/16 |                            | 100.14    |            |
|            |                               | 9/22/16 |                            | 62.08     |            |
|            |                               | 9/22/16 |                            | 247.72    |            |
| 6601-000   | Materials - A/V               | 9/23/16 | Recorded Books, LLC.       | 1,170.90  |            |
| 6601-000   | Materials - A/V               |         |                            | 3,425.12  |            |
| 6670-000   | Materials - Digital - e-Books | 9/1/16  | Overdrive, Inc.            | 5.49      |            |
|            |                               | 9/1/16  |                            | 600.72    |            |
|            |                               | 9/1/16  |                            | 111.98    |            |
|            |                               | 9/6/16  |                            | 399.86    |            |
|            |                               | 9/8/16  |                            | 340.42    |            |
|            |                               | 9/8/16  |                            | 79.99     |            |
|            |                               | 9/8/16  |                            | 112.84    |            |
|            |                               | 9/13/16 |                            | 205.99    |            |
|            |                               | 9/14/16 |                            | 133.64    |            |
|            |                               | 9/19/16 |                            | 370.99    |            |
|            |                               | 9/19/16 |                            | 60.00     |            |
|            |                               | 9/20/16 |                            | 137.99    |            |
| 6670-000   | Materials - Digital - e-Books |         |                            | 2,559.91  |            |
| 6675-000   | Materials - Digital - e-Audio | 9/1/16  | Overdrive, Inc.            | 232.99    |            |
|            |                               | 9/8/16  |                            | 76.00     |            |
| 6675-000   | Materials - Digital - e-Audio |         |                            | 308.99    |            |
| 6690-000   | Materials - Periodicals       | 9/2/16  | Detroit Lakes Newspapers   | 62.00     |            |
| 6690-000   | Materials - Periodicals       | 9/7/16  | Star Tribune               | 315.12    |            |
| 6690-000   | Materials - Periodicals       | 9/11/16 | Grand Forks Herald         | 227.00    |            |
| 6690-000   | Materials - Periodicals       | 9/18/16 | Star Tribune               | 450.32    |            |
| 6690-000   | Materials - Periodicals       | 9/30/16 | Clay County Union          | 35.00     |            |
| 6690-000   | Materials - Periodicals       | 9/30/16 | McIntosh Times             | 25.00     |            |
| 6690-000   | Materials - Periodicals       | 9/30/16 | Barnesville Record-Review  | 35.00     |            |
|            |                               | 9/30/16 |                            | 35.00     |            |
| 6690-000   | Materials - Periodicals       |         |                            | 1,184.44  |            |
| 7110-000   | Regional Lib Telecom Aid - Ex | 9/26/16 | NW-Links                   | 30,474.33 |            |
| 7110-000   | Regional Lib Telecom Aid - Ex |         |                            | 30,474.33 |            |

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

| Account ID | Account Description            | Date    | Vendor Name                    | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|--------------------------------|-----------|------------|
| 7200-000   | Legacy - Expense (1099)        | 9/1/16  | The Hawley Herald, Inc.        | 55.00     |            |
|            |                                | 9/1/16  |                                | 54.00     |            |
|            |                                | 9/1/16  |                                | 54.00     |            |
|            |                                | 9/1/16  |                                | 54.00     |            |
|            |                                | 9/1/16  |                                | 54.00     |            |
|            |                                | 9/1/16  |                                | 54.00     |            |
|            |                                |         |                                |           | 325.00     |
| 7200-000   | Legacy - Expense (1099)        |         |                                |           |            |
| 8107-000   | Donation - Material Other - RO | 9/26/16 | Overdrive, Inc.                | 84.00     |            |
|            |                                | 9/27/16 |                                | 145.66    |            |
|            |                                | 9/27/16 |                                | 222.86    |            |
|            |                                |         |                                |           | 452.52     |
| 8107-000   | Donation - Material Other - RO |         |                                |           |            |
| 8200-011   | Donation - Furn & Equip - LM   | 9/12/16 | Christianson's Business Furnit | 2,008.69  |            |
| 8200-011   | Donation - Furn & Equip - LM   |         |                                |           | 2,008.69   |
| 8500-013   | Furn & Equip - Hawley          | 9/12/16 | Reardon Office Equipment       | 199.00    |            |
| 8500-013   | Furn & Equip - Hawley          |         |                                |           | 199.00     |
| 8600-000   | Software & Hardware Upgrade    | 9/27/16 | Boopsie, Inc.                  | 3,995.00  |            |
| 8600-000   | Software & Hardware Upgrade    |         |                                |           | 3,995.00   |