

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Date: **Thursday, January 19, 2017**

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

Location: **Moorhead Public Library**

**NOTE:** If you're unable to attend this meeting, please call Liz at the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 127, or locally at (218) 233-3757, ext. 127. Or, email Liz at [lynchl@larl.org](mailto:lynchl@larl.org) by noon on the day of the meeting.

**AGENDA**

- 5:30    **1. CALL TO ORDER AND INTRODUCTION**— President Kalil  
         **PUBLIC INPUT**  
         **APPROVAL OF AGENDA**

- 5:35    **2. MINUTES OF THE NOVEMBER 17, 2016 FULL BOARD MEETING**  
         Enclosed (page 4)

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

- 5:40    **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS** - Kalil

Linda Schell, City of Detroit Lakes  
Dennis Larson, Wilkin County  
LuAnn Durant, City of Mahanomen  
Jim Haney, Clay County  
Andrew Brammer, City of Moorhead  
Wayne Ingersoll, City of Moorhead  
Gary Willhite, Polk County

- a. **Administer Oath of Office**  
Enclosed (page 8)

- 6:00    **4. FINANCIAL REPORT** - Sprynczynatyk  
Enclosed (page 9)

- a. **Pay Equity Report**  
Enclosed (page 13)

*Recommended Motion: Move to approve LARL's Pay Equity Report for the year ended December 31, 2016.*

(over)

6:10 5. **FINANCE COMMITTEE REPORT** – Ingersoll

a. **Approval of List of Authorized Institutions**

*Recommended Motion: Move to approve the list of authorized institutions for 2017 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.*

b. **2017 Final Budget**

Draft enclosed (page 15)

*Recommended Motion: Move to approve the 2017 Budget as reviewed and recommended by the Finance Committee.*

c. **Designated Funds**

Draft enclosed (page 17)

*Recommended Motion: Move to approve the 2017 Designed Funds as reviewed and recommended by the Director and the Finance Committee.*

6:20 6. **DIRECTOR'S REPORT** – Lynch

a. **Director's Written Report**

Enclosed (page 18)

b. **Trustee Directory**

Draft enclosed (page 25)

6:30 7. **PRESIDENT'S REPORT** – Kalil

a. **Nominations for Executive Committee Member-at-Large Position**

b. **2017 Board Meeting Schedule**

Enclosed (page 26)

*Recommended Motion: Move to approve the 2017 Board Meeting Schedule as presented.*

c. **2017 Board Committee Assignments**

Enclosed: Board Committee Assignments (page 27)

(continued)

6:50    **8. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley, Terry Kalil  
**Breckenridge** – Evie Fox  
**Clay County** – Jim Haney  
**Clearwater County** – Arlen Syverson  
**Crookston** – Clayton Briggs  
**Detroit Lakes** – Linda Schell  
**Mahnomen** – LuAnn Durant  
**Mahnomen County** – David Geray  
**Moorhead** – Andrew Brammer, Mari Dailey, Wayne Ingersoll  
**Norman County** – Lee Ann Hall  
**Polk County** – Gary Willhite  
**Wilkin County** – Dennis Larson

**MN Library Association/Library Trustees & Advocates Section** – Terry Kalil  
**Northern Lights Library Network** – Wayne Ingersoll/Mari Dailey

7:00    **9. PRESIDENT’S REPORT**

7:10    **10. OTHER**

7:20    **11. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. List of Bills – December 2016 (page 28 in the digital packet, available for review at the meeting for printed packets)

**UPCOMING MEETINGS/EVENTS**

**Hot Reads for Cold Nights** Winter Reading Program, January - February 2017

**Martin Luther King, Jr. Day**, January 16, 2017

All LARL Branches, LINK Sites, and the Regional Office Closed

**Presidents’ Day**, February 20, 2017

All LARL Branches, LINK Sites, and the Regional Office Closed

**Executive Committee Meeting**, February 16, 2017 at 5:30 p.m. at Moorhead Public Library

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING  
MINUTES - DRAFT**

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 17, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

**Board Members Present:** Briggs, Buness, Douglas, Fox, Geray, Grimsley, Ingersoll, Kalil, Perry (*President*), Syverson.

**Board Members Absent:** Dailey, Gieseke, Hall, Winterfeldt, 1 open position

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

*(Briggs/Syverson) – Move to approve the agenda of the November 17, 2016 Full Board Meeting as presented. MCU.*

**MINUTES OF THE SEPTEMBER 15, 2016 FULL BOARD MEETING.**

*(Fox/Kalil) Move to approve the Minutes of the September 15, 2016 Full Board as presented. MCU.*

**FINANCIAL REPORT**

With 83.33% of 2016 complete, LARL has spent 77.69% of budgeted expenses. Automation is at 64.56% of budget due to support fees coming in lower than anticipated for the new system. This should continue through the rest of 2016. Programming – Adult has no expenses through October, this line is used for the Hot Reads program and will have expenses by year end.

(over)

## Minutes of the November 17, 2016 Full Board Meeting – Page 2

### **DIRECTOR'S REPORT**

Lynch discussed the RLBSS formula change. At this time 11 of the 12 Regional Library System boards have supported the change, the final board will be discussing by the end of November.

Lynch thanked the 5 members that are leaving the LARL Board at the end of 2016. The members leaving are Marlys Douglas, Wayne Ingersoll, Lauri Winterfeldt, Craig Buness and Robert Perry. Ingersoll term as a representative for Clay County in ending but he will be coming back to the Board in 2017 as a representative for the City of Moorhead.

### **NOMINATIONS COMMITTEE**

Kalil, Chair of the Nominations Committee, presented the slate of nominations for 2017: Kalil as President, Fox as Vice President, Ingersoll as Treasurer. Grimsley as a Member At Large. There is one more Member At Large position that will be filled at the January meeting.

***(Geray/Douglas) Move to unanimously elect Terry Kalil as President, Evelyn Fox as Vice President, Wayne Ingersoll as Treasurer and Ben Grimsley as Member At Large to the LARL Executive Committee for 2017. MCU.***

### **BOARD MEMBER REPORTS:**

#### **Becker County** (Grimsley, Kalil)

No report.

#### **Breckenridge** (Fox)

A Bremer Grant for about \$91,000 has been submitted for renovations to the Breckenridge Library. If the grant is received the city will contribute about \$20,000 to replace carpet in the library.

#### **Clay County** (Ingersoll)

No report.

#### **Clearwater County** (Syverson)

No report.

#### **Crookston** (Briggs)

No report.

(continued on next page)

**Minutes of the November 17, 2016 Full Board Meeting – Page 3**

**Detroit Lakes** (Douglas)

There have been several successful programs at the Detroit Lakes Library. On December 9<sup>th</sup> the Detroit Lakes Library is having their annual holiday open house from 2:00 to 4:00pm.

**City of Mahanomen** (Gieseke-absent)

No report.

**Mahanomen County** (Geray)

No report.

**Moorhead** (Dailey-absent, Winterfeldt-absent, 1 open position)

No report.

**Norman County/Ada** (Hall-absent)

No report.

**Polk County** (Buness)

No report.

**Wilkin County** (Perry)

No report.

**MN Library Association/Library Trustees & Advocates Section** (Kalil)

Kalil discussed attending MLA and the conference having a full track of sessions just for Trustees.

**Northern Lights Library Network** (Ingersoll)

No report.

**PRESIDENT'S REPORT**

Perry discussed some highlights of his years on the board and expressed his enjoyment of spending several years on the LARL board.

**OTHER**

Buness discussed the need for the current LARL Board members, and the incoming members, to be advocates for the Library. It is important to educate new Board members about the value of LARL and for the trustees to bring the message to the Signatories.

The meeting adjourned at 6:00 p.m.

\* \* \*

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

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

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

## Oath of Office

The following oath shall be administered upon the trustee assuming his/her Board position:

*I do solemnly swear (or affirm) that I will support the Constitution of the United States and of this state, to discharge faithfully the duties of this office to the best of my judgment and ability; to represent Lake Agassiz Regional Library both to the people and to the governing officials; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The oath shall be administered immediately after Adoption of the meeting's Agenda.

Reviewed and revised by the LARL Executive/Finance Committee:  
April 18, 2007  
Adopted by the Full Board, May 17, 2007.



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

100% - unadjusted

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<b>Signatory Funding</b>					
Becker County	\$ 0.00	\$ 358,355.00	\$ 358,355.00	0.00	100.00
Detroit Lakes	0.00	217,560.00	217,560.00	0.00	100.00
Clay County	0.00	275,760.00	275,760.00	0.00	100.00
Moorhead	0.00	720,730.00	720,730.00	0.00	100.00
Clearwater County	0.00	95,725.00	95,725.00	0.00	100.00
Mahnomen County	0.00	40,395.00	40,395.00	0.00	100.00
Mahnomen	0.00	19,140.00	19,140.00	0.00	100.00
Norman County	0.00	92,545.00	92,545.00	0.00	100.00
Polk County	0.00	252,495.00	252,495.00	0.00	100.00
Crookston	0.00	215,575.00	215,575.00	0.00	100.00
Wilkin County	0.00	51,720.00	51,720.00	0.00	100.00
Breckenridge	0.00	86,545.00	86,545.00	0.00	100.00
<b>Total Signatory Funding</b>	<b>0.00</b>	<b>2,426,545.00</b>	<b>2,426,545.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	0.00	473,496.33	477,527.00	4,030.67	99.16
Reg Library Telecom Aid (RLTA)	23,474.07	95,743.31	88,230.00	(7,513.31)	108.52
<b>Total Grants</b>	<b>23,474.07</b>	<b>569,239.64</b>	<b>565,757.00</b>	<b>(3,482.64)</b>	<b>100.62</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	2,116.42	15,343.12	18,000.00	2,656.88	85.24
Printing Revenue	1,518.94	18,610.73	19,100.00	489.27	97.44
Fax Revenue	607.09	7,714.43	7,000.00	(714.43)	110.21
Microfilm Revenue	0.84	111.62	100.00	(11.62)	111.62
Photocopy Revenue	558.92	6,442.41	7,000.00	557.59	92.03
Book/Furniture Sale Revenue	222.46	5,480.10	0.00	(5,480.10)	0.00
Interest/Dividend Income	2,190.72	44,035.23	30,000.00	(14,035.23)	146.78
Investment Value Change	(2,420.59)	(72,476.16)	0.00	72,476.16	0.00
Lost/Damaged Property	1,071.70	6,125.98	6,000.00	(125.98)	102.10
Other Income	(0.13)	710.82	0.00	(710.82)	0.00
<b>Total Miscellaneous Revenue</b>	<b>5,866.37</b>	<b>32,098.28</b>	<b>87,200.00</b>	<b>55,101.72</b>	<b>36.81</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	0.00	52,390.00	56,350.00	3,960.00	92.97
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.15	3,602.02	0.00	(3,602.02)	0.00
<b>Total Joint Automation Revenue</b>	<b>300.15</b>	<b>55,992.02</b>	<b>56,350.00</b>	<b>357.98</b>	<b>99.36</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>29,640.59</b>	<b>3,083,874.94</b>	<b>3,189,395.00</b>	<b>105,520.06</b>	<b>96.69</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	147,018.08	1,608,944.46	1,640,260.00	31,315.54	98.09
Payroll Taxes	11,392.96	122,038.45	125,480.00	3,441.55	97.26
Retirement - PERA	7,792.25	111,635.05	120,430.00	8,794.95	92.70
Health Insurance	22,146.39	245,574.33	274,750.00	29,175.67	89.38
Unemployment Taxes	0.00	1,882.42	0.00	(1,882.42)	0.00
Life Insurance	167.09	1,948.66	2,010.00	61.34	96.95
Workers Compensation Insurance	355.12	4,261.24	4,330.00	68.76	98.41
Other Employee Benefits	114.87	1,511.07	1,610.00	98.93	93.86
<b>Total Personnel</b>	<b>188,986.76</b>	<b>2,097,795.68</b>	<b>2,168,870.00</b>	<b>71,074.32</b>	<b>96.72</b>
<b>Automation/Cataloging</b>					
Automation	10,750.97	125,745.85	162,360.00	36,614.15	77.45
Catalog Item Records	899.40	10,594.86	11,500.00	905.14	92.13
Supplies - Computer	272.00	5,055.76	4,500.00	(555.76)	112.35
Supplies - Technical Services	547.69	5,535.04	7,000.00	1,464.96	79.07
<b>Total Automation/Cataloging</b>	<b>12,470.06</b>	<b>146,931.51</b>	<b>185,360.00</b>	<b>38,428.49</b>	<b>79.27</b>

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	839.89	3,475.66	3,400.00	(75.66)	102.23
Programming - Summer Reading	2,127.75	7,993.19	8,000.00	6.81	99.91
Programming - Adult	1,262.50	1,222.50	3,000.00	1,777.50	40.75
<b>Total Library Programming</b>	<b>4,230.14</b>	<b>12,691.35</b>	<b>14,400.00</b>	<b>1,708.65</b>	<b>88.13</b>
<b>Staff Development</b>					
Staff Training & Development	79.97	15,775.54	19,000.00	3,224.46	83.03
<b>Total Staff Development</b>	<b>79.97</b>	<b>15,775.54</b>	<b>19,000.00</b>	<b>3,224.46</b>	<b>83.03</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	2,632.30	21,462.46	20,000.00	(1,462.46)	107.31
Regional Board Meetings	288.17	6,034.87	6,500.00	465.13	92.84
<b>Total Mileage/Board Meeting Expenses</b>	<b>2,920.47</b>	<b>27,497.33</b>	<b>26,500.00</b>	<b>(997.33)</b>	<b>103.76</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	495.07	13,836.85	13,750.00	(86.85)	100.63
Attorney Fees	0.00	300.00	4,000.00	3,700.00	7.50
Business Office Software	0.00	986.05	2,000.00	1,013.95	49.30
Delivery Services	7,423.80	72,478.70	73,000.00	521.30	99.29
Director's Discretionary	0.00	261.25	2,500.00	2,238.75	10.45
Insurance - General/Property	1,389.45	16,491.64	17,825.00	1,333.36	92.52
Lease - Regional Office Rent	1,683.34	20,200.00	20,200.00	0.00	100.00
Leases - Equipment	1,017.20	8,923.68	8,950.00	26.32	99.71
Maintenance Contracts	1,441.35	13,037.83	14,050.00	1,012.17	92.80
Mailing - Click2Mail	333.35	943.48	3,500.00	2,556.52	26.96
Materials Recovery/Collections	0.00	322.20	3,200.00	2,877.80	10.07
Memberships	0.00	459.00	1,200.00	741.00	38.25
Minnesota Director's Fund	0.00	2,128.00	2,500.00	372.00	85.12
Miscellaneous Expense	368.15	1,333.55	3,000.00	1,666.45	44.45
PIO: Printing/Advertising	1,229.20	11,580.39	16,400.00	4,819.61	70.61
Postage	671.60	2,338.00	3,760.00	1,422.00	62.18
Recruitment	484.70	4,634.35	8,000.00	3,365.65	57.93
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	890.34	6,483.89	10,000.00	3,516.11	64.84
Supplies - Public Services	217.19	3,360.57	6,000.00	2,639.43	56.01
Telephone/Telecom	1,400.54	11,197.98	17,900.00	6,702.02	62.56
<b>Total Other Operating Expenses</b>	<b>19,045.28</b>	<b>191,832.34</b>	<b>235,735.00</b>	<b>43,902.66</b>	<b>81.38</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>23,474.07</b>	<b>95,743.31</b>	<b>88,230.00</b>	<b>(7,513.31)</b>	<b>108.52</b>
<b>Transportation</b>					
Van Expenses	206.66	2,527.36	5,000.00	2,472.64	50.55
<b>Total Transportation</b>	<b>206.66</b>	<b>2,527.36</b>	<b>5,000.00</b>	<b>2,472.64</b>	<b>50.55</b>
<b>Materials</b>					
Audio Visual	6,639.99	74,443.49	74,000.00	(443.49)	100.60
Digital	20,732.71	77,255.18	45,000.00	(32,255.18)	171.68
Online Resources	2,159.83	25,703.85	25,700.00	(3.85)	100.01
Periodicals	75.00	21,814.52	24,100.00	2,285.48	90.52
Print	9,652.65	180,603.50	212,000.00	31,396.50	85.19
<b>Total Materials</b>	<b>39,260.18</b>	<b>379,820.54</b>	<b>380,800.00</b>	<b>979.46</b>	<b>99.74</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	2,229.61	10,672.42	10,500.00	(172.42)	101.64
Software & Hardware Upgrades	24,073.01	38,260.51	40,000.00	1,739.49	95.65
<b>Total Capital Expenditures</b>	<b>26,302.62</b>	<b>48,932.93</b>	<b>50,500.00</b>	<b>1,567.07</b>	<b>96.90</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	1,000.00	12,000.00	12,000.00	0.00	100.00
Van Replacement	250.00	3,000.00	3,000.00	0.00	100.00
<b>Total Capital Fund Accounts</b>	<b>1,250.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Total General Fund Expenditures</b>	<b>318,226.21</b>	<b>3,034,547.89</b>	<b>3,189,395.00</b>	<b>154,847.11</b>	<b>95.14</b>
General Fund Revenue Over Expenditures	\$ (288,585.62)	\$ 49,327.05	\$ 0.00	(49,327.05)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 1,083.66	\$ 31,503.51	\$ 0.00	(31,503.51)	0.00
Endowment Revenue	0.00	730.00	0.00	(730.00)	0.00
Telecom/E-rate Funds	776.16	10,946.29	0.00	(10,946.29)	0.00
Legacy Grant Revenue	1,922.97	47,149.49	0.00	(47,149.49)	0.00
Miscellaneous Grants	0.00	117,703.61	0.00	(117,703.61)	0.00
LSTA Grant	6,734.94	6,734.94	0.00	(6,734.94)	0.00
<b>Total Special Projects Revenue</b>	<b>10,517.73</b>	<b>214,767.84</b>	<b>0.00</b>	<b>(214,767.84)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	190.25	4,771.81	0.00	(4,771.81)	0.00
Donations - Materials: A/V	0.00	177.78	0.00	(177.78)	0.00
Donations - Materials: Other	122.90	5,876.17	0.00	(5,876.17)	0.00
Donations - Miscellaneous	201.56	3,001.08	0.00	(3,001.08)	0.00
Legacy Grant Expense	1,922.97	47,149.50	0.00	(47,149.50)	0.00
Telecom/E-rate Expenses	776.16	10,946.29	0.00	(10,946.29)	0.00
Miscellaneous Grant Expense	0.00	117,703.61	0.00	(117,703.61)	0.00
LSTA Grant Expenses	6,234.94	6,734.94	0.00	(6,734.94)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>9,448.78</b>	<b>196,361.18</b>	<b>0.00</b>	<b>(196,361.18)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	117.32	23,642.90	0.00	(23,642.90)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>117.32</b>	<b>23,642.90</b>	<b>0.00</b>	<b>(23,642.90)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>9,566.10</b>	<b>220,004.08</b>	<b>0.00</b>	<b>(220,004.08)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 951.63	\$ (5,236.24)	\$ 0.00	5,236.24	0.00
GRAND TOTAL REVENUE	40,158.32	3,298,642.78	3,189,395.00	(109,247.78)	103.43
GRAND TOTAL EXPENDITURES	327,792.31	3,254,551.97	3,189,395.00	(65,156.97)	102.04
CHANGE IN FUND BALANCE	\$ (287,633.99)	\$ 44,090.81	\$ 0.00	(44,090.81)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
December 31, 2016**

**12**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
<b>ASSETS</b>			
Cash - Checking (State Bank)	\$ 18,616.27	21,851.98	(3,235.71)
Cash - Payroll (State Bank)	3,443.25	8,039.15	(4,595.90)
Cash - PayPal	114.31	11.82	102.49
Cash - Savings (State Bank)	828,869.52	1,082,745.05	(253,875.53)
Petty Cash	460.00	460.00	0.00
Investment Account	1,104,196.81	1,104,616.00	(419.19)
Accounts Receivable	30.97	0.00	30.97
Other Miscellaneous Receivable	6,734.94	0.00	6,734.94
Prepaid Expenses	67,240.38	47,767.56	19,472.82
Deposit Account - OCLC	266.37	1,163.41	(897.04)
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	21,632.38	16,032.17	5,600.21
Total Assets	\$ 2,137,227.91	2,368,309.85	(231,081.94)
<b>LIABILITIES</b>			
Accounts Payable	\$ 51,079.26	15,405.46	35,673.80
Credit Card Payable	1,865.98	1,798.72	67.26
Amazon Charge Account	6,641.49	7,453.73	(812.24)
Accrued Salaries Payable	71,439.26	72,206.15	(766.89)
Accrued Sick Leave Payable	21,632.38	16,032.17	5,600.21
Accrued Vacation Payable	31,025.56	33,901.14	(2,875.58)
Payroll Tax Payable - ND	0.00	652.00	(652.00)
Life Insurance Payable	0.00	(20.00)	20.00
Dental Insurance Payable	0.00	(20.52)	20.52
Vision Insurance Payable	0.00	45.37	(45.37)
AFLAC Payable	221.34	139.82	81.52
Flexible Spending - Medical	137.33	(407.65)	544.98
Flexible Spending - Dep Care	0.00	40.03	(40.03)
Sales Tax Payable	440.00	281.66	158.34
Deferred Revenue	473,209.57	454,882.04	18,327.53
Total Liabilities	657,692.17	602,390.12	55,302.05
<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	15,000.00	14,750.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	10,000.00	10,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. -LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	62,000.00	62,000.00	0.00
Fund Bal. - III Software Upgrd	12,000.00	11,000.00	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	44,090.81	331,724.80	(287,633.99)
Total Fund Balances	1,479,535.74	1,765,919.73	(286,383.99)
Total Liabilities & Fund Balance	\$ 2,137,227.91	2,368,309.85	(231,081.94)

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### Pay Equity Implementation Form

Information entered on this page is not saved until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

#### Part A: Jurisdiction Identification

Jurisdiction: Lake Agassiz Regional Library  
118 - 5th Street S.  
Moorhead

Jurisdiction Type: OTH - Other

Contact:	Name	Title	Phone	Email
	Jamie Sprynczynatyk	Director of Finance	218-233-3757	spryj@exchange.larl.org

#### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Other (specify) ▼

Describe: (\*less than 240 characters)

Director adopted pay from  
control plan data

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:  
Bulletin Board in the breakroom  
(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Lake Agassiz Regional Library Board of Trustees  
(governing body) (\*less than 60 characters)

Terry Kalil

(chief elected official) (\*less than 60 characters)

President

(title) (\*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

#### Part C: Total Payroll

\$1,710,216.22 is the annual payroll for the calendar year just ended December 31.

[Sign & Submit](#)

[Return to Test Results](#)

jobid	title	men	females	points	mins	maxs	yrmax	yrsv	exsv
1	Library Assistant	3	15	135	1733	2345	0	24	Longevity
2	Library Associate	0	18	220	2132	2828	0	23	Longevity
3	Business Office Associate	0	1	225	2340	2600	0	6	Longevity
5	Computer Tech	1	0	245	2496	2764	0	2	
18	Youth Services/Legacy Coordina	0	1	250	2816	3076		8	Longevity
6	Library Associate II	0	4	275	2958	3125	0	9	Longevity
7	Marketing Coordinator	0	1	300	3542	4000		1	
8	Public Service Supervisor	0	2	300	3500	3917	0	10	Longevity
12	IT Director	1	0	330	5250	5833	0	11	Longevity
13	Automation Coordinator	0	1	330	5046	5879	0	13	Longevity
14	Hub Supervisor	0	3	330	4598	5417	0	15	Longevity
15	Collection Development Librari	0	1	330	4083	5417	0	10	Longevity
17	Director of Finance and HR	1	0	350	5625	6458	0	7	Longevity
16	Regional Library Director	0	1	600	7665	7665	0	15	Longevity

# LAKE AGASSIZ REGIONAL LIBRARY

## DRAFT 2017 FINAL BUDGET WITH COMPARISON TO PRELIMINARY BUDGET AND 2016 BUDGET

Approved: \_\_\_\_\_

CATEGORY	2016 Budget	2017 Prelim Budget (6/16)	2017 Budget	\$S Variance of 2017 Prel to Final	% Variance of 2017 Prel to Final	\$S Variance 2016-2017 Final	% Variance 2016-2017 Final
Personnel	2,168,870	2,247,510	2,204,050	(43,460)	-1.9%	35,180	2.6%
Library Materials	380,800	385,000	385,000	-	0.0%	4,200	2.0%
Automation/Cataloging	185,360	187,660	175,900	(11,760)	-6.3%	(9,460)	-15.4%
Library Programming/Staff Dev.	33,400	24,400	24,400	-	0.0%	(9,000)	0.0%
Mileage/Board Mtg Expenses	26,500	25,900	25,900	-	0.0%	(600)	-9.4%
Regional Library Telecom Aid	88,230	88,000	101,000	13,000	14.8%	12,770	-14.3%
Other Operating Expenses	235,735	231,327	230,792	(535)	-0.2%	(4,943)	0.2%
Vehicle Expenses	5,000	4,500	4,500	-	0.0%	(500)	-11.5%
Capital Expenses	65,500	51,000	51,000	-	0.0%	(14,500)	-1.9%
Total Budget	3,189,395	3,245,297	3,202,542	(42,755)	-1.3%	13,147	0.3%

**LAKE AGASSIZ REGIONAL LIBRARY**  
**2017**  
**DRAFT FINAL BUDGET**

<b>REVENUE</b>	<b>2016 Budget</b>	<b>2017 Prelim Budget (6/15)</b>	<b>2017 Budget</b>	<b>% Variance 2016-2017 Final</b>
Becker County	358,355	365,810	365,810	
Detroit Lakes	217,560	221,020	221,020	
Clay County	275,760	282,535	282,535	
Moorhead	720,730	733,680	733,680	
Clearwater County	95,725	98,085	98,085	
Mahnomen County	40,395	41,405	41,405	
Mahnomen	19,140	19,665	19,665	
Norman County	92,545	94,985	94,985	
Polk County	252,495	259,205	259,205	
Crookston	215,575	218,445	218,445	
Wilkin County	51,720	52,780	52,780	
Breckenridge	86,545	87,930	87,930	
<b>SUB-TOTAL</b>	<b>2,426,545</b>	<b>2,475,545</b>	<b>2,475,545</b>	<b>2.0%</b>
<b>GRANTS</b>				
State Basic Support	477,527	467,527	469,466	
Regional Library Telecom Aid	88,230	88,000	101,000	
<b>TOTA GRANTS</b>	<b>565,757</b>	<b>555,527</b>	<b>570,466</b>	<b>0.8%</b>
<b>OTHER REVENUE</b>				
Miscellaneous	87,200	87,050	87,050	
Joint Automation	56,350	57,150	52,250	
Fund Balance/Shortfall	53,543	70,025	17,231	
<b>TOTAL REVENUE</b>	<b>3,189,395</b>	<b>3,245,297</b>	<b>3,202,542</b>	<b>0.4%</b>
<b>EXPENDITURES</b>				
Operating	3,123,895	3,194,297	3,151,542	
Capital	65,500	51,000	51,000	
<b>TOTAL EXPENDITURES</b>	<b>3,189,395</b>	<b>3,245,297</b>	<b>3,202,542</b>	<b>0.4%</b>
			-	



**LAKE AGASSIZ REGIONAL LIBRARY**  
**2017 Designated Fund Balances**  
Draft

<u>Designated Fund</u>	<u>12/31/2014 Balance</u>	<u>12/31/2015 Balance</u>	<u>12/31/2016 Balance</u>	<u>Management Recommendation</u>
Branch Improvements	2,451	10,000	10,000	20,000
Consultant Study	5,000	5,000	5,000	10,000
Employee Severance	16,000	15,500	17,000	18,000
Joint Automation Project - LARL & NWRL	88,000	50,043	62,000	99,000
Library Materials	5,000	5,000	5,000	20,000
Outreach Services	5,000	5,000	5,000	20,000
Operating Reserve (31%)	980,800	986,000	990,000	993,000
Photocopiers/Printers/Scanners	3,000	3,000	3,000	3,000
Professional Recruitment	1,000	1,000	1,000	5,000
RO Furniture, Paint, & Equipment	5,000	5,000	5,000	10,000
Special Projects	9,200	9,000	10,000	20,000
Staff Development	-	-	-	10,000
Staffing/Reorganizing Funding	-	37,000	-	-
Technology Upgrades	10,000	10,000	10,000	20,000
Unemployment Compensation	38,000	38,000	40,000	41,000
Van Replacement	9,000	12,000	15,000	25,000
<b>TOTALS</b>	<b>\$1,175,000</b>	<b>\$1,181,543</b>	<b>\$1,178,000</b>	<b>\$1,314,000</b>

**Monthly Report to the Board****Meeting Date: January 19, 2017****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Meeting with NWRL Director, Kristi Hanson, Dec. 13; Crookston Site Visit, December 13; Coordinating Team Meeting, December 14; LARL Executive Committee Meeting, December 15; Norman County Presentation, December 15, Ada Public Library Site Visit, December 15; Library Legislative Meeting, January 4; Board Orientation with Linda Schell and Board Presentation to the Detroit Lake Library Board, January 5; Moorhead Public Library Board Presentation, January 10

**Staff Development Opportunities**

Cassey Orre, Moorhead Youth Services Librarian attended the Picture Books Galore webinar on November 3, 2016.

On December 1, 2016, LARL branch librarians and youth services librarians met at the Bagley Public Library to discuss the **1,000 Books before Kindergarten** implementation process. LARL will be partnering with various Early Childhood Initiative groups (ECIs) and agencies across the region to reach at risk youth. This program is open to all children from infants to pre-k. Over 1,000 bags with participation information have been sent to LARL locations for distribution. The following LARL staff participated in the meeting: Candace Osborn, Ada; Karen Edevold, Bagley; Carol Van Brocklin, Barnesville; Tammy Thomasson and Chris Boike, Crookston; Jessica Nanik and Mary Haney, Detroit Lakes; Laura Gullickson, Fertile; April Wedin, Fosston; Abbey Valen, Hawley; Lois Schaedler, Mahanomen; Julie Malmanger, McIntosh; Cassey Orre and Megan Krueger, Moorhead; Jenna Kahly, Hillary Stevens, and Liz Lynch, Regional Office. For information on how to participate, visit <http://larl.org/1000books/> For additional information, see enclosed 1,000 Books before Kindergarten press release.

**Open Positions**

Climax Library Substitute

Frazee LINK Site Coordinator

Halstad Link Site Substitute

**New Employees**Welcome to **Cathleen Johnson, Fosston Substitute.**

Welcome back to **Carol Ricke**, Fosston Public Library's new 25 hour assistant. Carol has previous experience as a LINK Site volunteer at the Lake Park LINK Site.

**LARL News**

Lake Agassiz Regional Library, along with seven other libraries in Minnesota, were recently featured in the Minnesota Public Radio article "What we're reading: The most popular books at Minnesota libraries." Visit <https://www.mprnews.org/story/2017/01/06/books-minn-libraries-checked-out> for the full article.

### Library Legislative Day

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

Libraries have two very important issues on the legislative platform in 2017: Legacy Funding and RLBSS.

**Regional Library Systems are seeking \$4.25 million in Legacy Funding from the Arts and Cultural Heritage Fund for the 12 Regional Library Systems (which is the same as the current appropriation).**

- Legacy programs in public libraries expand cultural awareness, develop a sense of history and create connections between communities and local artists.
- Legacy programs in public libraries provide free and equitable access to arts and cultural experiences and educational opportunities for all ALL Minnesotans.
- Legacy programs in public libraries provide opportunity for creativity and innovation through the arts.
- Legacy programs in public libraries improve the quality of life for individuals and spark community engagement.

**The Minnesota Library Association and the Council of Regional Public Library System Administrators request that the 2017 Legislature provide a \$3 million per year increase to Regional Library Basic System Support (RLBSS) funds coupled with a change to the current distribution formula. The proposed formula change increases the Basic System Services factor from 5% to 15% and reduces the Equalization factor from 25% to 15%. In addition, the proposal requests that the distribution formula be based on the population and tax capacity figures as reported by the MN State Department of Revenue and the MN State Demographic Center respectively on January 1 of the year in which the grants are awarded. The net effect of this request is intended to:**

- Increase total RLBSS funding to reflect increased costs and changing use patterns of public library services.
- Lessen the volatility of the equalization factor in the formula as property tax valuations shift throughout the state.
- Provide RLBSS calculations at the beginning of the Regional Library System's budgeting process.

### MN Loves Libraries Campaign

As a way to raise awareness across the state about the importance of libraries and the 2017 Library Legislative Platform (Legacy and RLBSS), the Council of Regional Library System Administrators (CRPLSA) is supporting a campaign called "Minnesota Loves Libraries." This grassroots advocacy campaign has been launched statewide and will be administered by individual Regional Library Systems. Library users are invited to stop by their local library to fill out a postcard or visit <http://mnloveslibraries.crplsa.info/> to use the online form. The purpose is to gather stories of how Minnesotans use libraries and how libraries make a difference in their lives.



Lake Agassiz Regional Library has launched this initiative and has started to collect postcards. We will continue to gather the postcards through February 15<sup>th</sup>. We will deliver the messages to our Legislators on February 22<sup>nd</sup>. Legislators will receive comments from their constituents so that they get a glimpse of library services available in their district, and to provide an opportunity for them to respond directly.



**Gifts, Grants & Donations****20**

11/8/2016	Friends of the Moorhead Library donation for three book trucks.	1,164.69
12/14/2016	Norm Hiedeman donation to Breckenridge in memory of Kate Hiedeman	500.00
12/19/2016	Jeffrey Lee & Crystal Munter donated volunteer time in the community, resulting in a donation to a non-profit organization of their choice, the Fosston Public Library.	200.00
12/7/2016	Moorhead Thrift Shop donation to the Moorhead Public Library.	200.00
12/7/2016	Clay County Bar Association donation to the Moorhead Public Library.	1,500.00
12/7/2016	Lucy Malkasian donation to the Breckenridge Public Library for serving youth.	125.00
11/16/2016	Matrons Club donation to the Crookston Public Library.	75.00
12/28/2016	Denise Nicholas donation to the Crookston Public Library for print materials.	22.00
12/30/2016	Bjarne Rustad donation to the Hawley Public Library for youth and adult programming.	100.00
12/19/2016	Jara Enger donation to the Moorhead Public Library.	25.00
12/15/2016	Friends of the Crookston Library donation for Kindle Fire Tablets.	79.98
12/27/2016	Erin Gunderson donation to the Breckenridge Public Library.	20.00
9/16/2016	William & Nancy Henke donation to the Detroit Lakes Public Library for books in memory of Kay Fulp.	50.00
12/16/2016	Mary McGurran donation to the Moorhead Public Library in memory of Merlyn Hvidston.	50.00
12/30/2016	Gay Galles donation for eBooks and eAudiobooks.	100.00
12/22/2016	Dolly Merkens donation to the Ada Public Library in memory of Glenn Larson.	25.00
1/2/2017	Randolph Stefanson donation to the Moorhead Public Library.	3,000.00
	<b>Total</b>	<b>\$7,236.67</b>

**Upcoming Meeting**

The Executive Committee will be held at 5:30 p.m. in the lower level of the Moorhead Public Library on Thursday, February 16, 2017.

**Council of Regional Public Library  
System Administrators  
RLBSS Funding Request 2017**

The Minnesota Library Association (MLA) and Council of Regional Public Library System Administrators (CRPLSA) propose a funding request to the MN State Legislature to increase the annual appropriation for Regional Library Basic System Support (RLBSS). All twelve of the Regional Public Library System Governing Boards have unanimously approved this effort.

**Legislative Proposal**

MLA and CRPLSA request that the 2017 Legislature provide a \$3 million per year increase to RLBSS funds coupled with a change to the current distribution formula for RLBSS funds. The proposed formula change increases the Basic System Services factor from 5% to 15% and reduces the Equalization factor from 25% to 15%. The net effect of this request is intended to:

- increase total RLBSS funding to reflect increased costs and changing use patterns of public library services, and
- lessen the volatility of the equalization factor in the formula as property tax valuations shift throughout the state.

In addition, the proposal requests that the distribution formula be based on the population and tax capacity figures as reported by the Minnesota State Department of Revenue and the Minnesota State Demographic Center respectively on January 1<sup>st</sup> of the year in which the grants are awarded. The present statutory language, which bases RLBSS calculations upon fiscal current year numbers, requires systems to begin establishing their budgets for the next calendar year before official figures needed to calculate RLBSS shares are available.

**Additional Notes:**

- Total State RLBSS has increased only once in over 20 years – and no new dollars have been introduced into the RLBSS formula since FY 2009.
- An increase of \$3 million per year would represent an annual rate of growth of less than 2.5% from FY 2010 through FY 2018.
- Regional public library systems serve as a cornerstone for public library services throughout the state and provide the foundation for Minnesota residents to access cooperative statewide services including Minitex/MnLINK interlibrary loan, ELM databases, reciprocal borrowing privileges, staff training, and more.
- Minnesota's public libraries provide vital services that address community needs.
- An increase in funding, plus a formula change, will provide a stable funding source for all regional public library systems across the state.

**Council of Regional Public Library System Administrators  
RLBSS Funding Request 2017**

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 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 Recommended New Funding: \$3,000,000 Recommended Total Funding: \$16,570,000			
Current Factors:		Population (57.5%)		Area (12.5%)		Basic (5%)		Equalization (25%)		RECOMMENDED TOTAL Proposed FY2018 \$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





Lake Agassiz Regional Library (LARL) is kicking off the New Year by launching **1,000 Books before Kindergarten**, a program designed to foster relationship-building and a love of reading while preparing youth for kindergarten. Thanks to the *Minnesota Department of Education through a Library Services and Technology Act grant from the Institute of Museum and Library Services*, LARL is committed to offering this program to the residents of the seven counties it serves, including Becker, Clay, Clearwater, Mahnomen, Norman, Polk, and Wilkin Counties.

This free program encourages parents and caregivers to read to children from birth to kindergarten and beyond. "We are excited to introduce 1,000 Books before Kindergarten to our communities," said Tammy Thomasson, Branch Manager and Youth Librarian of the Crookston Public Library. "Getting an early start on literacy development is the key to future success in school, and with this program it doesn't have to cost parents a penny."

1,000 Books before Kindergarten is a nation-wide movement of parents and caregivers dedicated to getting children ready to read before kindergarten, creating the foundation of a lifetime of learning. According to the *Zero to Three Foundation*, a child's brain is producing 700 new neural connections every second from birth until age three. "Language and literacy development begin at birth," said Jenna Kahly, LARL's youth service coordinator. "When you sing, talk, and share books together you are not only building a loving relationship with your child, but filling their minds with language. This is a critical time in your child's brain development and you can make a huge impact by having fun together right now."

To participate, families can visit a LARL library near them, or go online to [larl.org/1000books](http://larl.org/1000books) to sign up for the program. Families will receive incentives for each reading log they complete, with a special award for those who complete the program by reading 1,000 times before kindergarten.

"Reading to our children is one of the easiest and most rewarding ways to prepare our children for kindergarten and academic success," said Liz Lynch, the library system's Regional Director. "The benefits associated with reading include strengthening brain development, increasing vocabulary and comprehension, and laying that vital foundation for problem solving and success. It is so important, and it only requires a few minutes a day."

The following LARL libraries are participating in this program: Ada Public Library, Bagley Public Library, Barnesville Public Library, Breckenridge Public Library, Climax Public Library, Crookston Public Library, Detroit Lakes Public Library, Fertile Public Library, Fosston Public Library, Hawley Public Library, Mahnomen Public Library, McIntosh Public Library, and Moorhead Public Library.

The following LARL LINK sites are also participating: Cormorant LINK Site, Frazee LINK Site, Gonvick LINK Site, Halstad LINK Site, Hendrum LINK Site, Lake Park LINK Site, Rothsay LINK Site, Twin Valley LINK Site, and Ulen LINK Site.

**Libraries Collect Stories for Legislators, Announce Winter Reading Program  
Press Release from 12/12/2016**

MOORHEAD, Minn. – What does your library do for you? Lake Agassiz Regional Library (LARL) wants to know. “Minnesota Loves Libraries” is a grassroots advocacy campaign set to run throughout the region through February. We are looking for stories that exemplify service, community connections, and individual success. Library users are invited to stop by their local library to fill out a postcard or visit <http://mnloveslibraries.crplsa.info> to use the online form. The purpose is to gather stories of how Minnesotans use the library and the difference library service, programs and staff make in their lives.

LARL is also inviting adults to participate in the library’s winter reading program, “Hot Reads for Cold Nights”. The rules for the program are simple: read or listen to four books, audiobooks, eBooks, or eAudiobooks for a chance to win prizes.

To participate, simply pick up an official entry form at a local LARL location or complete an entry from online at [www.larl.org](http://www.larl.org). The program will run from January-February. All of LARL’s 22 locations are offering this program. For more information about LARL programs and events, visit [www.larl.org](http://www.larl.org).

The following LARL libraries are participating in these programs: Ada Public Library, Bagley Public Library, Barnesville Public Library, Breckenridge Public Library, Climax Public Library, Crookston Public Library, Detroit Lakes Public Library, Fertile Public Library, Fosston Public Library, Hawley Public Library, Mahanomen Public Library, McIntosh Public Library, and Moorhead Public Library.

The following LARL LINK sites are also participating: Cormorant LINK Site, Frazee LINK Site, Gonvick LINK Site, Halstad LINK Site, Hendrum LINK Site, Lake Park LINK Site, Rothsay LINK Site, Twin Valley LINK Site, and Ulen LINK Site.



## 2017 Lake Agassiz Regional Library Board of Trustees

Term	Name	Email	Address	Home	Cell/Work
<b>Becker County</b>					
2014-16	Ben Grimsley	bdgrims@co.becker.mn.us	115 Willow St W #2D, Detroit Lakes 56501		218-847-2911
2016-18	Terry Kalil	tkalil@arvig.net	23586 Warbler Way, Detroit Lakes 56501		218-341-0452
<b>Breckenridge</b>					
2015-17*	Evelyn Fox	foxtails@wah.midco.net	254 Wegener Dr, Breckenridge 56520	218-634-5497	701-640-8815
<b>Clay County</b>					
2017-19	Jim Haney	jvhaneyjr@gmail.com	2106 36 <sup>th</sup> St S, Moorhead 56560	218-979-1085	
<b>Clearwater County</b>					
2015-17	John Nelson	emily.mcdougall@co.clearwater.mn.us	49604 174 <sup>th</sup> Ave, Clearbrook 56634	218-776-2150	
Alternate	Arlen Syverson	arlensyverson@gmail.com	202 Oak Ave SW, Bagley 56621	218-694-6443	
<b>Crookston</b>					
2015-17	Clayton Briggs	cmbriggs2@gra.midco.net	229 James Ave, Crookston 56716	218-281-7312	218-289-4408
<b>Detroit Lakes</b>					
2017-19	Linda Schell	eagle4@arvig.net	2668 Long Lake Road, Detroit Lakes 56501	218-846-2629	218-849-1177
<b>Mahnomen</b>					
2017-19	LuAnn Durant	luann.durant@whiteearth-nsn.gov	609 So Railway St, Mahnomen 56557	218-935-5780	701-866-0379
<b>Mahnomen County</b>					
2017-19	David Geray	david.geray@co.mahnomen.mn.us	2428 250 <sup>th</sup> St, Mahnomen 56557	218-473-2425	218-261-0916
<b>Moorhead</b>					
2015-17	Mari Dailey	mari.dailey@ci.moorhead.mn.us	515 Caddy Ave, Moorhead 56560		218-299-5549
2017-19	Wayne Ingersoll	ingersollwj@midco.net	1324 5 <sup>th</sup> Ave S, Moorhead 56560	218-233-0116	701-361-1333
2017-19	Andrew Brammer	ajbramm@yahoo.com	3725 1 <sup>st</sup> Ave S, Moorhead 56560		701-212-2654
<b>Norman County</b>					
2015-17	Lee Ann Hall	leeannko@loretel.net	315 W. Main St, Ada 56510	218-784-3543	218-784-8069
<b>Polk County</b>					
2017-19	Gary Willhite	gary.willhite@co.polk.mn.us	618 Lowell St, Crookston 56716		218-289-7507
<b>Wilkin County</b>					
2017-19	Dennis Larson	denlarsn@gmail.com	402 Reber Ave, Breckenridge 56520		218-643-2596
<b>LARL Director</b>	Liz Lynch	lynchl@larl.org	118 5 <sup>th</sup> St S, Moorhead 56560	C: 701-238-0229	W: 218-233-3757 ext. 1

\*Indicates Trustee serving third term. Moorhead Trustees can only serve two full terms.

Updated 1/10/2017

## LARL BOARD OF TRUSTEES 2017 MEETING SCHEDULE

All meetings are held on the 3rd Thursday of the month at 5:30 p.m., unless indicated otherwise.

Month/Date	Group	Location	Special Topic
January 19	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2017 Final Budget
February 16	Executive	Moorhead	
March 23 (4 <sup>th</sup> Thursday)	Full Board	Moorhead	Audit Report
April 20	Executive/ Finance	Moorhead	Draft 1/ 2018 Preliminary Budget
May 18	Full Board	Moorhead	Draft 2/ 2018 Preliminary Budget Review
June 15	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2018 Preliminary Budget
July 20	Executive	Moorhead	
August 17	Executive	Moorhead	
September 21	Full Board	Moorhead	
October 19	Executive	Moorhead	
November 16	Full Board	Moorhead	Elections
December 21	Executive	Moorhead	

Approved by Lake Agassiz Regional Library Board of Trustees:

M:\Board of Trustees\Board Meeting Calendar

# LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

## 2017 Committee Assignments

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

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

\*Chairperson

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

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

01/12/2017

M:Board of Trustees/Committee Assignments/2017



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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	12/2/16	Lakes Country Service Cooperat	18,670.50	
5120-000	Health Insurance			18,670.50	
6000-000	Supplies - Office	12/13/16	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office			886.50	
6010-000	Supplies - Technical Services	12/31/16	Barcodefactory.com	407.49	
6010-000	Supplies - Technical Services			407.49	
6240-000	Maint Contr - Copiers	12/30/16	Metro Sales, Inc	1,204.31	
6240-000	Maint Contr - Copiers			1,204.31	
6300-000	Payroll Processing	12/12/16	Payroll Professionals, Inc.	131.75	
		12/13/16		55.00	
		12/28/16		141.05	
6300-000	Payroll Processing			327.80	
6350-000	Delivery Service - Courier	12/2/16	Northern Network Express	1,280.80	
		12/4/16		1,280.80	
		12/12/16		1,280.80	
		12/19/16		1,280.80	
		12/27/16		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6355-000	Deliv Serv - TriCollege/Minitx	12/19/16	Minitex	848.80	
6355-000	Deliv Serv - TriCollege/Minitx			848.80	
6362-000	Lease - Copiers	12/2/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	12/14/16	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	12/1/16	Daily News / News Monitor	114.50	
6380-000	Recruitment	12/1/16	The 13 Towns	97.60	
6380-000	Recruitment	12/31/16	Frazee Forum, Inc.	175.00	
6380-000	Recruitment	12/31/16	The 13 Towns	97.60	
6380-000	Recruitment			484.70	
6400-000	Telephone	12/1/16	Rothsay Telephone	85.46	
6400-000	Telephone	12/1/16	Halstad Telephone Company	31.90	
		12/1/16		77.70	
6400-000	Telephone	12/1/16	CenturyLink	48.00	
6400-000	Telephone	12/8/16	Arvig	93.34	
		12/8/16		94.24	
		12/8/16		103.83	
		12/8/16		101.87	
		12/8/16		28.12	
6400-000	Telephone	12/8/16	Dex Media East, Inc.	25.65	

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

**29**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	12/23/16	Integra Telecom	390.98	
6400-000	Telephone	12/25/16	Garden Valley Telephone Comp	25.09	
6400-000	Telephone	12/26/16	Rochester Telecom Systems Inc.	123.85	
6400-000	Telephone			1,230.03	
6410-000	PIO - Marketing/Printing/Etc	12/13/16	Cole Papers Inc.	92.60	
		12/16/16		67.13	
6410-000	PIO - Marketing/Printing/Etc	12/31/16	Mathison's Co.	277.74	
6410-000	PIO - Marketing/Printing/Etc			437.47	
6430-000	Postage	12/16/16	Total Funds By Hasler	500.00	
6430-000	Postage			500.00	
6440-000	Mailing - Click2Mail	12/31/16	Click2Mail	333.35	
6440-000	Mailing - Click2Mail			333.35	
6450-000	Mileage - Trustee	12/15/16	Evelyn Fox	50.76	
6450-000	Mileage - Trustee	12/15/16	Ben Grimsley	48.60	
6450-000	Mileage - Trustee	12/15/16	Craig Bunes	75.60	
6450-000	Mileage - Trustee	12/15/16	Robert Perry	50.76	
6450-000	Mileage - Trustee			225.72	
6455-000	Mileage - Staff	12/1/16	Laura Gullickson	19.89	
6455-000	Mileage - Staff	12/1/16	Julie Malmanger	15.12	
6455-000	Mileage - Staff	12/1/16	Abbey Valen	98.82	
6455-000	Mileage - Staff	12/1/16	Lois Schaedler	44.28	
6455-000	Mileage - Staff	12/1/16	Candace Osborn	76.14	
6455-000	Mileage - Staff	12/1/16	Erin Gunderson	154.44	
6455-000	Mileage - Staff	12/1/16	Liz Lynch	120.96	
6455-000	Mileage - Staff	12/1/16	Hillary Stevens	37.37	
		12/1/16		48.28	
6455-000	Mileage - Staff	12/1/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	12/1/16	Joyce Christine Boike	66.42	
6455-000	Mileage - Staff	12/1/16	Mary Haney	39.42	
		12/1/16		85.86	
		12/1/16		16.20	
		12/1/16		39.42	
		12/1/16		29.16	
		12/1/16		37.26	
		12/1/16		210.60	
		12/1/16		96.12	
		12/1/16		11.34	
		12/1/16		85.86	
		12/1/16		96.66	
		12/1/16		48.06	
6455-000	Mileage - Staff	12/1/16	April Wedin	19.44	

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

**30**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	12/1/16	Jane Vigness	18.36	
6455-000	Mileage - Staff	12/2/16	Carla Grani	23.22	
6455-000	Mileage - Staff	12/2/16	Amy Nelson	21.06	
6455-000	Mileage - Staff	12/2/16	Jill Rose	23.76	
6455-000	Mileage - Staff	12/2/16	Jodi Harrington	25.92	
6455-000	Mileage - Staff	12/3/16	Jill Rose	23.76	
		12/5/16		23.76	
		12/6/16		23.76	
		12/7/16		23.76	
6455-000	Mileage - Staff	12/7/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	12/8/16	Amy Nelson	12.96	
6455-000	Mileage - Staff	12/8/16	Patricia Perry	18.36	
6455-000	Mileage - Staff	12/9/16	Jodi Harrington	25.92	
6455-000	Mileage - Staff	12/9/16	Judy Moen	34.56	
6455-000	Mileage - Staff	12/12/16	Jill Rose	23.76	
6455-000	Mileage - Staff	12/12/16	Joyce Christine Boike	39.42	
6455-000	Mileage - Staff	12/13/16	Jill Rose	23.76	
6455-000	Mileage - Staff	12/13/16	Joyce Christine Boike	37.36	
6455-000	Mileage - Staff	12/13/16	Liz Lynch	74.52	
6455-000	Mileage - Staff	12/13/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	12/14/16	Joyce Christine Boike	74.52	
6455-000	Mileage - Staff	12/14/16	Amy Nelson	11.88	
6455-000	Mileage - Staff	12/15/16	Joyce Christine Boike	25.38	
		12/15/16		18.36	
6455-000	Mileage - Staff	12/15/16	Liz Lynch	45.36	
6455-000	Mileage - Staff	12/15/16	Jodi Harrington	25.92	
6455-000	Mileage - Staff	12/15/16	Amy Nelson	12.96	
6455-000	Mileage - Staff	12/16/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	12/16/16	Jill Rose	23.76	
		12/19/16		23.76	
6455-000	Mileage - Staff	12/20/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	12/20/16	Liz Lynch	48.06	
6455-000	Mileage - Staff	12/20/16	Matt Berowski	56.70	
6455-000	Mileage - Staff	12/20/16	Jill Rose	23.76	
6455-000	Mileage - Staff	12/20/16	Jane Berg	62.64	
6455-000	Mileage - Staff	12/21/16	Jill Rose	23.76	
		12/22/16		23.76	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/27/16		23.76	
		12/30/16		23.76	
6455-000	Mileage - Staff			2,632.30	
6470-000	Board Expenses	12/26/16	Purchase Advantage Card	13.97	
6470-000	Board Expenses			13.97	
6490-000	Programming - Youth	12/19/16	4imprint, Inc.	708.76	
6490-000	Programming - Youth			708.76	
6492-000	Programming - Summer Read	12/31/16	Upstart	2,127.75	
6492-000	Programming - Summer Read			2,127.75	
6495-000	Programming - Adult	12/12/16	SELCO	1,262.50	
6495-000	Programming - Adult			1,262.50	
6500-000	Van - Gasoline	12/6/16	Cenex Fleetcard	56.95	
		12/31/16		25.36	
6500-000	Van - Gasoline			82.31	
6600-000	Materials - Print	12/1/16	Baker & Taylor	573.94	
		12/1/16		13.28	
		12/1/16		337.54	
		12/1/16		124.78	
		12/1/16		13.18	
		12/1/16		177.87	
		12/1/16		116.74	
		12/1/16		132.96	
		12/1/16		95.74	
		12/1/16		41.92	
		12/1/16		22.28	
		12/1/16		30.12	
		12/1/16		506.78	
		12/2/16		38.62	
		12/5/16		64.26	
		12/6/16		0.10	
		12/6/16		472.98	
		12/6/16		31.47	
		12/6/16		81.14	
		12/6/16		43.22	
		12/6/16		28.46	
		12/6/16		278.08	
		12/7/16		19.93	
		12/7/16		150.18	
		12/8/16		17.08	
		12/8/16		27.68	
		12/8/16		21.43	
		12/9/16		18.85	
		12/11/16		55.25	
		12/12/16		270.02	
		12/12/16		33.08	
		12/12/16		140.86	
		12/13/16		21.12	
		12/13/16		10.76	
		12/13/16		168.82	
		12/13/16		58.12	
		12/14/16		44.18	
		12/14/16		59.04	
		12/14/16		50.18	
		12/14/16		26.18	
		12/14/16		21.26	
		12/14/16		37.18	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/14/16		257.50	
		12/14/16		213.62	
		12/15/16		61.48	
		12/15/16		488.84	
		12/15/16		20.20	
		12/16/16		68.96	
		12/16/16		19.44	
		12/19/16		46.54	
		12/19/16		39.30	
		12/19/16		55.56	
		12/19/16		25.06	
		12/19/16		43.72	
		12/20/16			17.08
		12/20/16		11.06	
		12/20/16		42.19	
		12/20/16		321.92	
		12/21/16		324.52	
		12/21/16		50.74	
		12/21/16		188.50	
		12/21/16		233.11	
		12/22/16		23.94	
		12/22/16		11.79	
		12/22/16		122.91	
		12/23/16		43.46	
		12/23/16		406.05	
		12/27/16		333.75	
		12/27/16		64.74	
		12/27/16		179.75	
		12/27/16		38.10	
		12/27/16		118.22	
		12/27/16		28.40	
		12/27/16		100.39	
		12/27/16		32.28	
		12/27/16		0.69	
		12/28/16		165.18	
		12/28/16		26.56	
		12/29/16		159.72	
		12/29/16		70.67	
		12/30/16		25.44	
		12/30/16		530.43	
6600-000	Materials - Print			9,471.39	17.08
6601-000	Materials - A/V	12/1/16	Recorded Books, LLC.		6.00
		12/1/16			78.96
		12/1/16		45.49	
		12/1/16		108.98	
		12/2/16		64.00	
		12/5/16		27.45	
6601-000	Materials - A/V	12/5/16	Baker & Taylor	325.75	
		12/7/16		23.90	
		12/7/16		135.96	
6601-000	Materials - A/V	12/8/16	Recorded Books, LLC.	73.00	
		12/8/16		31.99	
		12/8/16		401.94	
6601-000	Materials - A/V	12/8/16	Baker & Taylor	167.96	
		12/8/16		331.62	
		12/9/16		23.90	
		12/9/16		90.64	
		12/12/16		35.85	
6601-000	Materials - A/V	12/13/16	Recorded Books, LLC.	163.80	
6601-000	Materials - A/V	12/15/16	Baker & Taylor	202.99	
		12/19/16		17.65	



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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	12/20/16	Recorded Books, LLC.	72.99	
		12/20/16		100.98	
6601-000	Materials - A/V	12/21/16	Penguin Random House, LLC.	60.00	
6601-000	Materials - A/V	12/21/16	Recorded Books, LLC.	118.98	
6601-000	Materials - A/V	12/27/16	Baker & Taylor	21.94	
6601-000	Materials - A/V			2,647.76	84.96
6670-000	Materials - Digital - e-Books	12/5/16	Overdrive, Inc.	44.98	
		12/5/16		47.50	
		12/5/16		180.88	
		12/6/16		65.00	
		12/6/16		334.92	
		12/7/16		16.99	
		12/7/16		78.00	
		12/9/16		24.00	
		12/9/16		506.38	
		12/9/16		678.63	
		12/12/16		50.41	
		12/12/16		51.97	
		12/12/16		722.55	
		12/12/16		65.94	
		12/12/16		182.83	
		12/13/16		38.95	
		12/17/16		63.00	
		12/19/16		7.99	
		12/19/16		604.25	
		12/19/16		28.70	
		12/20/16		207.98	
		12/20/16		535.18	
		12/20/16		942.93	
		12/20/16		61.98	
		12/20/16		128.50	
		12/20/16		579.30	
		12/22/16		287.98	
		12/22/16		2,196.95	
		12/22/16		123.97	
		12/22/16		495.99	
		12/22/16		152.16	
		12/27/16		382.47	
		12/28/16		56.95	
		12/28/16		5.99	
		12/28/16		243.93	
		12/28/16		505.93	
		12/28/16		16.99	
		12/29/16		1,965.07	
		12/29/16		209.15	
6670-000	Materials - Digital - e-Books			12,893.27	
6675-000	Materials - Digital - e-Audio	12/9/16	Overdrive, Inc.	914.40	
		12/9/16		475.71	
		12/12/16		348.50	
		12/19/16		33.57	
		12/20/16		59.99	
		12/20/16		187.46	
		12/20/16		600.12	
		12/22/16		159.98	
		12/22/16		342.12	
		12/22/16		236.47	
		12/22/16		625.13	
		12/28/16		287.48	
		12/28/16		860.54	
		12/28/16		69.99	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/29/16		1,804.23	
6675-000	Materials - Digital - e-Audio			7,005.69	
6690-000	Materials - Periodicals	12/28/16	Twin Valley Times	75.00	
6690-000	Materials - Periodicals			75.00	
7110-000	Regional Lib Telecom Aid - Ex	12/16/16	NW-Links	23,474.07	
7110-000	Regional Lib Telecom Aid - Ex			23,474.07	
7200-000	Legacy - Expense (1099)	12/22/16	Steven R. Hoffbeck	1,875.00	
7200-000	Legacy - Expense (1099)			1,875.00	
7400-000	LSTA Grant Expenses	12/7/16	Crestline Specialties, Inc.	6,234.94	
7400-000	LSTA Grant Expenses			6,234.94	
8000-041	Donation - Misc Exp - LA	12/1/16	Candace Osborn	42.53	
8000-041	Donation - Misc Exp - LA			42.53	
8107-000	Donation - Material Other - RO	12/5/16	Overdrive, Inc.	6.99	
		12/5/16		9.99	
		12/12/16		7.99	
		12/12/16		42.00	
		12/13/16		55.93	
8107-000	Donation - Material Other - RO			122.90	
8200-011	Donation - Furn & Equip - LM	12/5/16	Fargo Rubber Stamp Works Inc.	117.32	
8200-011	Donation - Furn & Equip - LM			117.32	
8500-054	Furn & Equip - Fosston	12/31/16	Hannaher's Inc.	1,114.81	
8500-054	Furn & Equip - Fosston			1,114.81	
8600-000	Software & Hardware Upgrade	12/1/16	Newegg Business Inc.	119.98	
8600-000	Software & Hardware Upgrade	12/2/16	Monoprice, Inc.	94.29	
8600-000	Software & Hardware Upgrade	12/2/16	Encore Data Products, Inc.	945.00	
8600-000	Software & Hardware Upgrade	12/7/16	WetKeys	3,290.00	
8600-000	Software & Hardware Upgrade	12/8/16	PCM Sales, Inc.	3,847.23	
8600-000	Software & Hardware Upgrade	12/31/16	FireFly Computers	3,222.00	
8600-000	Software & Hardware Upgrade	12/31/16	PCM Sales, Inc.	2,200.00	
8600-000	Software & Hardware Upgrade	12/31/16	Dell Marketing LP	8,843.85	
8600-000	Software & Hardware Upgrade			22,562.35	