

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, January 18, 2018**

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 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 16, 2017 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the November 16, 2017 Full Board Meeting Minutes as presented.

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

 Steve Jacobson, Norman County
 Linda Holecek, City of Breckenridge

- a. **Administer Oath of Office**
 Enclosed (page 7)

- 6:00 **4. FINANCIAL REPORT - Sprynczynatyk**
 Enclosed (page 8)

- 6:05 **5. FINANCE COMMITTEE REPORT – Ingersoll**

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

Recommended Motion: Move to approve the list of authorized institutions for 2018 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.

(over)

b. 2018 Final Budget

Draft enclosed (page 12)

Recommended Motion: Move to approve the 2018 Budget as reviewed and recommended by the Finance Committee.

c. Designated Funds

Draft enclosed (page 14)

Recommended Motion: Move to approve the 2018 Designed Funds as reviewed and recommended by the Director and the Finance Committee.

d. Polk County Shortfall

6:20 6. DIRECTOR'S REPORT – Lynch

a. Director's Written Report

Enclosed (page 15)

b. Trustee Directory

Draft enclosed (page 19)

6:30 7. PRESIDENT'S REPORT – Kalil

a. 2018 Board Meeting Schedule

Enclosed (page 20)

Recommended Motion: Move to approve the 2018 Board Meeting Schedule as presented.

b. 2018 Board Committee Assignments

Enclosed: Board Committee Assignments (page 21)

(continued)

6:50 8. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley, Terry Kalil
Breckenridge – Linda Holecek
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 – Steve Jacobson
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 – November 2017 (page 22 in the digital packet, available for review at the meeting for printed packets)
- b. List of Bills – December 2017 (page 28 in the digital packet, available for review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS

Book Blizzard Winter Reading Program, January - February 2018

Presidents’ Day, February 19, 2018

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

Executive Committee Meeting, February 15, 2018 at 5:30 p.m. at Moorhead Public Library

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 16, 2017 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Brammer, Briggs, Durant, Fox, Geray, Grimsley, Ingersoll, Kalil
(President), Larson, Schell, Syverson, Willhite

Board Members Absent: Dailey, Hall, Haney

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Geray/Syverson) Move to approve the Agenda of the November, 16 2017 Full Board Meeting as presented. MCU.

MINUTES OF THE SEPTEMBER 21, 2017 FULL BOARD MEETING

(Briggs/Fox) Move to approve the Minutes of the September 21, 2017 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 83.33% of 2017 complete, LARL spent 79.78% of budgeted expenses. Revenues are at 99.61% of budget, all billings for 2017 have been completed and there will be minimal revenue the rest of 2017. All budget categories are tracking close to budget.

DIRECTOR'S REPORT

Carol Ricke has been hired as the new Branch Manager in Fosston.

The new winter reading program for LARL is going to be called Book Blizzard, replacing Hot Reads for Cold Nights.

Part of the Strategic Planning process is to review hours at some locations in the region. The number of open hours per week won't change, but the hours open each day might be changed. Communities will be surveyed before any change is made. Detroit Lakes hours recently changed, Barnesville's hours will change soon and Breckenridge will be surveyed next.

(over)

DIRECTOR'S REPORT - continued

LARL was informed this week that an Otto Bremer Trust grant will be received for \$150,000 for work on the Crookston Public Library.

Pictures of the results of the Breckenridge renovation from Breckenridge Bremer Foundation grant were reviewed.

NOMINATIONS COMMITTEE

(Larson/Schell) Move to approve the slate of nominations to the Executive Board for 2018: President – Kalil, Vice President – Willhite, Treasurer – Ingersoll, and Members-at-Large – Grimsley and Dailey. MCU.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)
No report.

Breckenridge (Fox)
The librarians do a great job at Storytimes. There have been some very good events that have been highly attended recently. Fox was thanked for her 9 years of service to the LARL Board.

Clay County (Haney-absent)
No report

Clearwater County (Syverson)
No report

Crookston (Briggs)
No report

Detroit Lakes (Schell)
There will be a holiday open house on December 8th from 2:00 to 4:00. The library is bringing Anne Bancroft, Polar Explorer to Detroit Lakes in February. A bid has been approved by the Detroit Lakes board to paint the library.

City of Mahanomen (Durant)
They are getting ready for the Book Blizzard program.

Mahanomen County (Geray)
No report

Moorhead (Brammer, Dailey-absent, Ingersoll)
The Library will have a booth at the Pangea event at the Hjemkomst this coming weekend. On Saturday December 9th the Friends of the Moorhead Library will have a mini book sale and open house.

(continued on next page)

Minutes of the November 16, 2017 Full Board Meeting – Page 3

BOARD MEMBER REPORTS – continued:

Norman County/Ada (Hall-absent)

No report

Polk County (Willhite)

There is a lot of excitement for the Crookston remodel Bremer Foundation grant. Lynch was thanked for her work on applying for the grant.

Wilkin County (Larson)

Larson thanked Fox for her years of service on the LARL Board.

MN Library Association/Library Trustee and Advocates Section (Kalil)

No report.

Northern Lights Library Network (Ingersoll, Dailey-absent)

At the last meeting the annual audit was reviewed. Several scholarships have recently been given to librarians around the Northern Lights region to attend various meetings. \$5,000 was donated to LARL for ebooks.

PRESIDENTS REPORT

Kalil recently went to the New York Public Library, she discussed the beautiful building and her experience there.

OTHER

Lynch was asked to discuss the procedure followed when there is bad weather for LARL board meetings. If Board members can't make it to a meeting they are encourage to let Lynch know by noon on the day of the meeting. If it appears a quorum can't attend the meeting, the meeting will be cancelled or postponed by 1:00pm.

(Geray/Brammer) Move to adjourn the meeting. MCU.

The meeting adjourned at 6:10 p.m.

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, 2017

100%
Unadjusted

Page: 1
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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 0.00	\$ 365,810.00	\$ 365,810.00	0.00	100.00
Detroit Lakes	0.00	221,020.00	221,020.00	0.00	100.00
Clay County	0.00	282,535.00	282,535.00	0.00	100.00
Moorhead	0.00	733,680.00	733,680.00	0.00	100.00
Clearwater County	0.00	98,085.00	98,085.00	0.00	100.00
Mahnomen County	0.00	41,405.00	41,405.00	0.00	100.00
Mahnomen	0.00	19,665.00	19,665.00	0.00	100.00
Norman County	0.00	94,985.00	94,985.00	0.00	100.00
Polk County	0.00	259,205.00	259,205.00	0.00	100.00
Crookston	0.00	218,445.00	218,445.00	0.00	100.00
Wilkin County	0.00	52,780.00	52,780.00	0.00	100.00
Breckenridge	0.00	87,930.00	87,930.00	0.00	100.00
<i>Total Signatory Funding</i>	<i>0.00</i>	<i>2,475,545.00</i>	<i>2,475,545.00</i>	<i>0.00</i>	<i>100.00</i>
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	485,008.50	469,466.00	(15,542.50)	103.31
Reg Library Telecom Aid (RLTA)	23,474.07	100,820.59	101,000.00	179.41	99.82
<i>Total Grants</i>	<i>23,474.07</i>	<i>585,829.09</i>	<i>570,466.00</i>	<i>(15,363.09)</i>	<i>102.69</i>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,156.30	12,040.92	15,000.00	2,959.08	80.27
Printing Revenue	1,527.17	17,340.67	18,000.00	659.33	96.34
Fax Revenue	631.00	6,997.90	7,500.00	502.10	93.31
Microfilm Revenue	26.29	94.96	100.00	5.04	94.96
Photocopy Revenue	640.47	6,800.57	7,000.00	199.43	97.15
Book/Furniture Sale Revenue	583.35	7,085.37	0.00	(7,085.37)	0.00
Interest/Dividend Income	2,404.05	46,306.98	33,450.00	(12,856.98)	138.44
Investment Value Change	694.80	12,267.01	0.00	(12,267.01)	0.00
Lost/Damaged Property	304.01	5,312.75	6,000.00	687.25	88.55
Other Income	0.00	619.96	0.00	(619.96)	0.00
<i>Total Miscellaneous Revenue</i>	<i>7,967.44</i>	<i>114,867.09</i>	<i>87,050.00</i>	<i>(27,817.09)</i>	<i>131.96</i>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	49,050.00	49,050.00	0.00	100.00
MNLink Server Site Payments	270.70	3,248.51	3,200.00	(48.51)	101.52
<i>Total Joint Automation Revenue</i>	<i>270.70</i>	<i>52,298.51</i>	<i>52,250.00</i>	<i>(48.51)</i>	<i>100.09</i>
<i>Fund Balance/Shortfall</i>	<i>0.00</i>	<i>0.00</i>	<i>17,231.00</i>	<i>17,231.00</i>	<i>0.00</i>
Total General Fund Revenue	31,712.21	3,228,539.69	3,202,542.00	(25,997.69)	100.81
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	155,133.42	1,664,529.49	1,683,300.00	18,770.51	98.88
Payroll Taxes	11,823.67	125,359.50	128,800.00	3,440.50	97.33
Retirement - PERA	8,224.01	114,667.20	123,600.00	8,932.80	92.77
Health Insurance	20,185.34	237,690.25	260,500.00	22,809.75	91.24
Life Insurance	162.75	1,970.36	2,050.00	79.64	96.12
Workers Compensation Insurance	326.16	3,938.96	4,150.00	211.04	94.91
Other Employee Benefits	364.87	1,694.44	1,650.00	(44.44)	102.69
<i>Total Personnel</i>	<i>196,220.22</i>	<i>2,149,850.20</i>	<i>2,204,050.00</i>	<i>54,199.80</i>	<i>97.54</i>
<i>Automation/Cataloging</i>					
Automation	11,019.74	132,809.04	149,400.00	16,590.96	88.89
Support - App	291.25	3,495.00	3,500.00	5.00	99.86
Catalog Item Records	930.88	10,981.68	11,500.00	518.32	95.49
Supplies - Computer	213.77	3,100.97	4,500.00	1,399.03	68.91
Supplies - Technical Services	140.42	5,816.91	7,000.00	1,183.09	83.10
<i>Total Automation/Cataloging</i>	<i>12,596.06</i>	<i>156,203.60</i>	<i>175,900.00</i>	<i>19,696.40</i>	<i>88.80</i>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2017

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	201.46	3,201.27	3,400.00	198.73	94.16
Programming - Summer Reading	1,138.73	6,495.41	8,000.00	1,504.59	81.19
Programming - Adult	426.00	2,368.98	3,000.00	631.02	78.97
Total Library Programming	1,766.19	12,065.66	14,400.00	2,334.34	83.79
Staff Development					
Staff Training & Development	1,575.20	10,627.16	10,000.00	(627.16)	106.27
Total Staff Development	1,575.20	10,627.16	10,000.00	(627.16)	106.27
Mileage/Board Meeting Expense					
Mileage - Staff	1,081.30	20,178.50	20,000.00	(178.50)	100.89
Regional Board Meetings	0.00	4,788.73	5,900.00	1,111.27	81.16
Total Mileage/Board Meeting Expenses	1,081.30	24,967.23	25,900.00	932.77	96.40
Other Expenses					
Accounting/Bank Fees	424.82	13,037.85	15,050.00	2,012.15	86.63
Attorney Fees	100.00	975.00	3,000.00	2,025.00	32.50
Business Office Software	0.00	946.99	2,000.00	1,053.01	47.35
Delivery Services	6,575.00	67,320.86	73,500.00	6,179.14	91.59
Director's Discretionary	1,370.81	1,395.81	2,500.00	1,104.19	55.83
Insurance - General/Property	1,400.15	16,867.56	17,540.00	672.44	96.17
Lease - Regional Office Rent	1,700.16	20,402.00	20,402.00	0.00	100.00
Leases - Equipment	1,017.20	8,923.68	8,950.00	26.32	99.71
Maintenance Contracts	1,384.90	14,954.04	14,000.00	(954.04)	106.81
Mailing - Click2Mail	0.00	399.70	2,750.00	2,350.30	14.53
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	25.00	715.00	1,200.00	485.00	59.58
Minnesota Director's Fund	0.00	2,118.00	2,500.00	382.00	84.72
Miscellaneous Expense	0.00	643.59	3,000.00	2,356.41	21.45
PIO: Printing/Advertising	2,002.84	16,327.69	16,000.00	(327.69)	102.05
Postage	460.19	3,121.14	3,750.00	628.86	83.23
Recruitment	201.40	2,967.41	8,000.00	5,032.59	37.09
Repairs - Equipment	0.00	293.02	2,500.00	2,206.98	11.72
Supplies - Copier/Fax/Microfilm	402.95	824.92	1,000.00	175.08	82.49
Supplies - Office	939.77	8,568.97	10,000.00	1,431.03	85.69
Supplies - Public Services	939.30	5,480.48	6,000.00	519.52	91.34
Telephone/Telecom	1,970.79	11,236.79	14,150.00	2,913.21	79.41
Total Other Operating Expenses	20,915.28	197,520.50	230,792.00	33,271.50	85.58
Regional Library Telecom Aid (RLTA)	23,474.07	100,820.59	101,000.00	179.41	99.82
Transportation					
Van Expenses	223.51	3,535.22	4,500.00	964.78	78.56
Total Transportation	223.51	3,535.22	4,500.00	964.78	78.56
Materials					
Audio Visual	4,911.28	72,377.89	74,000.00	1,622.11	97.81
Digital	7,385.91	90,189.06	74,000.00	(16,189.06)	121.88
Online Resources	1,004.55	13,747.00	13,000.00	(747.00)	105.75
Periodicals	44.17	21,267.53	24,000.00	2,732.47	88.61
Print	5,499.13	189,346.48	200,000.00	10,653.52	94.67
Total Materials	18,845.04	386,927.96	385,000.00	(1,927.96)	100.50
Capital Expenditures					
Furniture & Equipment	1,574.61	2,964.67	10,000.00	7,035.33	29.65
Software & Hardware Upgrades	12,903.08	28,027.70	30,000.00	1,972.30	93.43
Total Capital Expenditures	14,477.69	30,992.37	40,000.00	9,007.63	77.48
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	3,000.00	3,000.00	0.00	100.00
Technology Upgrades	416.74	5,000.00	5,000.00	0.00	100.00
Van Replacement	250.00	3,000.00	3,000.00	0.00	100.00
Total Capital Fund Accounts	916.74	11,000.00	11,000.00	0.00	100.00
Total General Fund Expenditures	292,091.30	3,084,510.49	3,202,542.00	118,031.51	96.31
General Fund Revenue Over Expenditures \$	(260,379.09)	\$ 144,029.20	\$ 0.00	(144,029.20)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2017

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 435.69	\$ 10,678.73	\$ 0.00	(10,678.73)	0.00
Endowment Revenue	0.00	665.00	0.00	(665.00)	0.00
Telecom/E-rate Funds	1,213.71	15,524.26	0.00	(15,524.26)	0.00
Legacy Grant Revenue	4,287.87	73,532.42	0.00	(73,532.42)	0.00
Miscellaneous Grants	0.00	95,232.32	0.00	(95,232.32)	0.00
LSTA Grant	0.00	1,537.06	0.00	(1,537.06)	0.00
Northern Lights LN Funds	(3,093.16)	1,906.84	0.00	(1,906.84)	0.00
Total Special Projects Revenue	2,844.11	199,076.63	0.00	(199,076.63)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	0.00	2,174.18	0.00	(2,174.18)	0.00
Donations - Materials: A/V	0.00	1,169.48	0.00	(1,169.48)	0.00
Donations - Materials: Other	107.68	5,938.63	0.00	(5,938.63)	0.00
Donations - Miscellaneous	109.33	3,712.92	0.00	(3,712.92)	0.00
Legacy Grant Expense	4,287.90	73,532.42	0.00	(73,532.42)	0.00
Telecom/E-rate Expenses	1,213.72	15,524.26	0.00	(15,524.26)	0.00
Miscellaneous Grant Expense	0.00	95,232.32	0.00	(95,232.32)	0.00
LSTA Grant Expenses	0.00	785.06	0.00	(785.06)	0.00
Northern Lights LN e-Books	1,137.10	1,906.83	0.00	(1,906.83)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	6,855.73	199,976.10	0.00	(199,976.10)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	397.77	3,675.31	0.00	(3,675.31)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	397.77	3,675.31	0.00	(3,675.31)	0.00
Total Special Projects Expenditures	7,253.50	203,651.41	0.00	(203,651.41)	0.00
Special Proj Rev Over (Under) Expend	\$ (4,409.39)	\$ (4,574.78)	\$ 0.00	4,574.78	0.00
GRAND TOTAL REVENUE	34,556.32	3,427,616.32	3,202,542.00	(225,074.32)	107.03
GRAND TOTAL EXPENDITURES	299,344.80	3,288,161.90	3,202,542.00	(85,619.90)	102.67
CHANGE IN FUND BALANCE	\$ (264,788.48)	\$ 139,454.42	\$ 0.00	(139,454.42)	0.00

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

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 34,939.36	28,741.88	6,197.48
Cash - Payroll (State Bank)	9,297.71	6,014.57	3,283.14
Cash - Savings (State Bank)	1,051,789.29	1,214,152.34	(162,363.05)
Petty Cash	460.00	460.00	0.00
Investment Account	1,159,388.71	1,156,683.85	2,704.86
Accounts Receivable	2,259.77	1,776.15	483.62
Prepaid Expenses	44,240.23	52,407.57	(8,167.34)
Deposit Account - OCLC	401.59	1,330.30	(928.71)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(5,446.89)	(5,446.89)	0.00
Equipment and Fixtures	318,860.38	318,860.38	0.00
Accum Depr - Equip & Fixtures	(307,637.84)	(307,637.84)	0.00
Equipment & Fixtures - Donated	209,543.91	209,543.91	0.00
Accum Depr - Donated Equip	(209,543.91)	(209,543.91)	0.00
Endowment Funds	61,197.27	60,697.27	500.00
Amount Provided - LTD	20,325.02	21,632.38	(1,307.36)
Total Assets	\$ 2,402,440.53	2,562,037.89	(159,597.36)

LIABILITIES			
Accounts Payable	\$ 37,188.60	70,927.94	(33,739.34)
Credit Card Payable	2,522.84	6,239.43	(3,716.59)
Amazon Charge Account	101.76	5,375.98	(5,274.22)
Accrued Salaries Payable	70,971.97	71,439.26	(467.29)
Accrued Sick Leave Payable	20,325.02	21,632.38	(1,307.36)
Accrued Vacation Payable	32,191.28	31,025.56	1,165.72
Payroll Tax Payable - ND	0.00	741.00	(741.00)
Life Insurance Payable	0.00	64.00	(64.00)
Dental Insurance Payable	0.00	67.27	(67.27)
Vision Insurance Payable	0.00	(15.06)	15.06
AFLAC Payable	184.93	175.83	9.10
Flexible Spending - Medical	781.77	325.84	455.93
Sales Tax Payable	646.00	454.55	191.45
Deferred Revenue	613,464.72	466,150.53	147,314.19
Total Liabilities	778,378.89	674,604.51	103,774.38

FUND BALANCES			
Fund Balance - Unreserved	80,268.37	80,268.37	0.00
Fund Bal. - Operating Reserve	993,000.00	993,000.00	0.00
Fund Bal. - Employee Severance	18,000.00	18,000.00	0.00
Fund Bal. - Unemployment Comp.	41,000.00	41,000.00	0.00
Fund Bal. - Van Replacement	28,000.00	27,750.00	250.00
Fund Bal. - Technology Upgrade	25,000.00	24,583.26	416.74
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	20,000.00	20,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	99,000.00	99,000.00	0.00
Fund Bal. - III Software Upgrd	3,000.00	2,750.00	250.00
Investment in Gen. Fixed Asset	18,141.58	18,141.58	0.00
Reserve for Endowments	61,197.27	60,697.27	500.00
Change in Fund Balance	139,454.42	404,242.90	(264,788.48)
Total Fund Balances	1,624,061.64	1,887,433.38	(263,371.74)
Total Liabilities & Fund Balanc	\$ 2,402,440.53	2,562,037.89	(159,597.36)

LAKE AGASSIZ REGIONAL LIBRARY
2018
DRAFT FINAL BUDGET

REVENUE	2017 Budget	2018 Prelim Budget (6/17)	2018 Budget	% Variance 2017-2018 Final
Becker County	365,810	371,810	371,810	
Detroit Lakes	221,020	223,750	223,750	
Clay County	282,535	287,490	287,490	
Moorhead	733,680	743,520	743,520	
Clearwater County	98,085	99,970	99,970	
Mahnomen County	41,405	42,190	42,190	
Mahnomen	19,665	20,130	20,130	
Norman County	94,985	96,760	96,760	
Polk County	259,205	264,280	259,205	
Crookston	218,445	220,570	220,570	
Wilkin County	52,780	53,610	53,610	
Breckenridge	87,930	88,960	88,960	
SUB-TOTAL	2,475,545	2,513,040	2,507,965	1.3%
GRANTS				
State Basic Support	469,466	464,400	500,551	
Regional Library Telecom Aid	101,000	101,000	101,000	
TOTA GRANTS	570,466	565,400	601,551	5.4%
OTHER REVENUE				
Miscellaneous	87,050	89,600	89,600	
Joint Automation	52,250	52,200	48,550	
Fund Balance/Shortfall	17,231	79,840	27,044	
TOTAL REVENUE	3,202,542	3,300,080	3,274,710	2.3%
EXPENDITURES				
Operating	3,151,542	3,249,080	3,223,710	
Capital	51,000	51,000	51,000	
TOTAL EXPENDITURES	3,202,542	3,245,297	3,274,710	2.3%
			-	

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2018 FINAL BUDGET WITH COMPARISON TO PRELIMINARY BUDGET AND 2017 BUDGET

Approved: _____

CATEGORY	2017 Budget	2018 Prelim Budget (6/17)	2018 Budget	\$\$ Variance of 2018 Prel to Final	% Variance of 2018 Prel to Final	\$\$ Variance 2017-2018 Final	% Variance 2017-2018 Final
Personnel	2,204,050	2,304,100	2,280,650	(23,450)	-1.0%	76,600	3.5%
Library Materials	385,000	385,000	390,000	5,000	1.3%	5,000	1.3%
Automation/Cataloging	175,900	180,700	173,050	(7,650)	-4.2%	(2,850)	-1.6%
Library Programming/Staff Dev.	24,400	23,900	23,900	-	0.0%	(500)	-2.0%
Mileage/Board Mfg Expenses	25,900	27,000	27,000	-	0.0%	1,100	4.2%
Regional Library Telecom Aid	101,000	101,000	101,000	-	0.0%	-	0.0%
Other Operating Expenses	230,792	223,380	224,310	930	0.4%	(6,482)	-2.8%
Vehicle Expenses	4,500	4,000	3,800	(200)	-5.0%	(700)	-15.6%
Capital Expenses	51,000	51,000	51,000	-	0.0%	-	0.0%
Total Budget	3,189,395	3,245,297	3,202,542	(42,755)	-1.3%	13,147	0.4%

**LAKE AGASSIZ REGIONAL LIBRARY
2018 Designated Fund Balances**

<u>Designated Fund</u>	<u>12/31/2015 Balance</u>	<u>12/31/2016 Balance</u>	<u>12/31/2017 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	10,000	10,000	20,000	20,000
3065 Consultant Study	5,000	5,000	10,000	10,000
3010 Employee Severance	15,500	17,000	18,000	20,000
3090 Joint Automation Project - LARL & NWRL	50,043	62,000	99,000	120,000
3060 Library Materials	5,000	5,000	20,000	30,000
3072 Outreach Services	5,000	5,000	20,000	20,000
3005 Operating Reserve (31%)	986,000	990,000	993,000	1,015,000
3040 Photocopiers/Printers/Scanners	3,000	3,000	3,000	3,000
3050 Professional Recruitment	1,000	1,000	5,000	5,000
3030 RO Furniture, Paint, & Equipment	5,000	5,000	10,000	10,000
3035 Special Projects	9,000	10,000	20,000	20,000
3080 Staff Development	-	-	10,000	20,000
3085 Staffing/Reorganizing Funding	37,000	-	-	-
3025 Technology Upgrades	10,000	10,000	20,000	40,000
3015 Unemployment Compensation	38,000	40,000	41,000	43,000
3020 Van Replacement	12,000	15,000	25,000	28,000
TOTALS	<u>\$1,181,543</u>	<u>\$1,168,000</u>	<u>\$1,314,000</u>	<u>\$1,404,000</u>

Monthly Report to the Board**Meeting Date: January 18, 2018****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Coordinating Team Meeting, Nov. 15; LARL Full Board Meeting, Nov. 16; Meeting with Regional Library Directors, Nov. 29; Crookston Friends of the Library Gala, Dec. 1; MN Library Legislative Meeting, Dec. 6; Moorhead Library Open House, Dec. 9; Active Shooter Training, Dec. 12; MN Kid's Count Presentation, Dec. 14; Clay County ECI Meeting, Dec. 15; MN Writes MN Reads Online Meeting, Dec. 21; Breckenridge Open House, Jan. 6; Meeting with Chris Boike and Carol Ricke, Jan. 9; Meeting with Chris Boike and Crookston City Administrator, Jan. 9

Open Positions

Crookston Sunday Associate

New Employees

Congratulations to **Carol Ricke**, on her promotion to **Fosston Branch Manager**. Carol has been a volunteer at the Lake Park LINK Site, in addition to an Assistant at the Fosston Public Library.

Welcome to **Corene Everett**, **Crookston Library Assistant**.

Staff Development

Nicole Boewood, **Moorhead Librarian** attended the Pulse Pounding Mysteries for Fall webinar on October 24. (STRATEGIC PLAN FOCUS AREA: CUSTOMER SERVICE)

Christina Phipps, **Moorhead Librarian** attended Homelessness 101 at the YWCA on November 15. (STRATEGIC PLAN FOCUS AREA: COMFORT AND SAFETY and CUSTOMER SERVICE)

Greta Guck, **Detroit Lakes Youth Services Librarian** attended the MN Statewide Summer Reading Resource Fair meeting in St. Cloud on November 17.

The following employees attended Active Shooter Training at the Moorhead Public Library on December 12: Sharon Douglas, Linnea Lehrer, Christina Phipps, Nicole Murphy, Nicole Boewood, Leigh Cameron, Deb Kvittum, Jamie Sprynczynatyk, Cassey Orre, Josh Stompro, Tanner Stanko, Linda Vander Meulen, Hillary Stevens, Kelly Herold, Jenna Kahly, Jeanne Anderson, Megan Krueger, and Liz Lynch. We are hoping to invite more employees to the next Active Shooter Training session. (STRATEGIC PLAN FOCUS AREA: COMFORT AND SAFETY)

Jenna Kahly, **LARL Program Coordinator** attended the MN Kid's Count Presentation on December 14 and the Clay County ECI meeting on December 15. (STRATEGIC PLAN FOCUS AREA: COMFORT AND SAFETY and CUSTOMER SERVICE)

Library News**Breckenridge**

The last of the furnishings for the Breckenridge Public Library renovation project have arrived and the final grant report has been submitted to the Otto Bremer Trust. An open house was held on January 6th with music from Tristan Larson. The event was well attended and we heard many positive comments about the project. (STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE, CONNECTING WITH THE COMMUNITY, COMFORT AND SAFETY)

New Hours

The community members of Barnesville and Breckenridge were surveyed regarding the open hours at their local libraries. Starting January 2, 2018, the hours were modified to better meet the needs of the communities.

(STRATEGIC PLAN FOCUS AREA: CUSTOMER SERVICE)

Barnesville: (previous hours)

Tuesday: 11 a.m. – 7 p.m. (12-8)
 Wednesday: 10 a.m. – 6 p.m. (12-8)
 Thursday: 11 a.m. – 7 p.m. (10-6)
 Friday: 10 a.m. – 6 p.m.
 Saturday: 10 a.m. – 2 p.m.

Breckenridge: (previous hours)

Monday: 11 a.m.-7 p.m. (12-8)
 Tuesday: 11 a.m.-7 p.m. (12-8)
 Wednesday: 10 a.m.-6 p.m.
 Thursday: 10 a.m.-6 p.m. (10-8)
 Friday: 9 a.m.-5 p.m. (12-6)
 Saturday: 9 a.m.-1 p.m. (10-2)

Hub Change

The Fosston Public Library has recently joined the Crookston Hub and will be overseen by Chris Boike, Crookston Library Director. Fosston had been reporting to the Detroit Lakes Hub. The change was made due to Crookston's closer proximity to Fosston.

Crookston's Otto Bremer Trust Match Initiative

LARL and the Crookston Public Library have launched a campaign to raise the \$25,000 in funds, which will be matched by the Otto Bremer Trust. So far, \$2,350 has been raised (see donations below). A KROX radio telethon will be held at the Crookston Public Library in January or February 2018.

Donations

11/10/2017	Richard Boyce donation to the Moorhead Public Library in memory of Anne Fredine.	100.00
11/7/2017	Hildred Shelland Long Trust annual donation to the Ada Public Library .	438.88
11/4/2017	Dwight Tahrán donation to the Crookston Public Library .	35.00
11/15/2017	Linda Slagter donation to the Moorhead Public Library .	50.00
11/20/2017	Lucy Malkasian donation to the Breckenridge Public Library .	100.00
12/1/2017	Liz Lynch donation to LARL in memory of Marvin Hanson, husband of Vicki Hanson, for mystery books.	20.00
12/1/2017	Liz Lynch donation to the Halstad LINK Site in memory of Margaret Lee, mother of Marilyn Stordahl.	10.00

12/13/2017	Clay County Bar Association donation to the Moorhead Public Library .	1,500.00
12/5/2017	Liz Lynch donation to the Crookston Public Library for the Otto Bremer match.	25.00
12/5/2017	Patti Malme donation to the Crookston Public Library for the Otto Bremer match.	50.00
12/1/2017	Anonymous donation to the Bagley Public Library .	5.00
12/5/2017	Friends of the Breckenridge Library donation for tables.	397.77
12/1/2017	Robert Gerke donation to LARL for LGBT Books/Materials for teens.	100.00
12/19/2017	Gaye Wick donation to the Crookston Public Library for the Otto Bremer match.	50.00
12/15/2017	Vincent & Marie Brekken donation to the Crookston Public Library for the Otto Bremer match, in memory of Travis Brekken.	500.00
12/17/2017	Phil & Vicki Huck donation to the Crookston Public Library for the Otto Bremer match.	500.00
12/17/2017	Patricia L Grothe donation to the Crookston Public Library for the Otto Bremer match.	350.00
12/19/2017	Knights of Columbus - Crookston Council #, 1216 donation to the Crookston Public Library for the Otto Bremer match.	500.00
12/21/2017	Barbara Foltz donation to the Detroit Lakes Public Library .	1,000.00
12/27/2017	Gay Galles donation to LARL for eMaterials.	125.00
12/29/2017	Carol Solheim donation to the Crookston Public Library for the Otto Bremer match.	100.00
1/3/2018	Randolph Stefanson donation to the Moorhead Public Library/LARL for books.	2,000.00
1/2/2018	Barbara Anton donation to LARL for eMaterials.	150.00
12/29/2017	Judith Moen donation to the Crookston Public Library for the Otto Bremer match in memory of Helen Edgekoski.	100.00
1/2/2018	Leah Kent donation to the Crookston Public Library for the Otto Bremer match.	75.00
1/2/2018	Francis La Plante donation to the Crookston Public Library for the Otto Bremer match.	100.00
	Total	\$8,381.65

UPCOMING MEETINGS/EVENTS**Book Blizzard**

LARL's winter reading program geared toward adults is now in full swing and will continue through the month of February.

Executive Board Meeting

Thursday, February 15 at 5:30 p.m. at the Moorhead Public Library

President's Day

All LARL locations will be closed on February 19th in observance of President's Day.

Full Board Meeting

Thursday, March 15 at 5:30 at the Moorhead Public Library

2018 Lake Agassiz Regional Library Board of Trustees

Term	Name	Email	Address	Home	Cell/Work
Becker County					
2018-20	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
Breckenridge					
2018-20	Linda Holecek	leholecek@rtt.net	419 Wilkin Ave #207, Breckenridge 56520	218-643-5443	218-643-9875
Clay County					
2017-19	Jim Haney	jvhaneyjr@gmail.com	2106 36 th St S, Moorhead 56560	218-979-1085	
Clearwater County					
2015-17	John Nelson	emily.mcdougall@co.clearwater.mn.us	49604 174 th Ave, Clearbrook 56634	218-776-2150	
Alternate	Arlen Syverson	arlensyverson@gmail.com	202 Oak Ave SW, Bagley 56621	218-694-6443	
Crookston					
2015-17	Clayton Briggs	cmbriggs2@gra.midco.net	229 James Ave, Crookston 56716	218-281-7312	218-289-4408
Detroit Lakes					
2017-19	Linda Schell	eagle4@arvig.net	2668 Long Lake Road, Detroit Lakes 56501	218-846-2629	218-849-1177
Mahnomen					
2017-19	LuAnn Durant	luann.durant@whiteearth-nsn.gov	609 So Railway St, Mahnomen 56557	218-935-5780	701-866-0379
Mahnomen County					
2017-19	David Geray	david.geray@co.mahnomen.mn.us	2428 250 th St, Mahnomen 56557	218-473-2425	218-261-0004
Moorhead					
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 th Ave S, Moorhead 56560	218-233-0116	701-361-1333
2017-19	Andrew Brammer	ajbramm@yahoo.com	3725 11 th Ave S, Moorhead 56560		701-212-2654
Norman County					
2018-20	Steve Jacobson	steve.jacobson@co.norman.mn.us	1437 Co Hwy 4, Hendrum 56550	218-784-3543	218-784-8069
Polk County					
2017-19	Gary Willhite	gary.willhite@co.polk.mn.us	618 Lowell St, Crookston 56716		218-289-7507
Wilkin County					
2017-19	Dennis Larson	denlarsn@gmail.com	402 Reber Ave, Breckenridge 56520		218-643-2596/ 218-770-3508
LARL Director	Liz Lynch	lynchl@larl.org	118 5 th St S, Moorhead 56560	C: 701-238-0229	W: 218-233-3757 ext. 127

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

Updated 1/08/2018

LARL BOARD OF TRUSTEES 2018 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 18	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2018 Final Budget
February 15	Executive	Moorhead	
March 15	Full Board	Moorhead	Audit Report
April 19	Executive/ Finance	Moorhead	Draft 1/ 2019 Preliminary Budget
May 17	Full Board	Moorhead	Draft 2/ 2019 Preliminary Budget Review
June 21	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2019 Preliminary Budget
July 19	Executive	Moorhead	
August 16	Executive	Moorhead	
September 20	Full Board	Moorhead	
October 18	Executive	Moorhead	
November 15	Full Board	Moorhead	Elections
December 20	Executive	Moorhead	

1/5/2018

Approved by Lake Agassiz Regional Library Board of Trustees:

M:\Board of Trustees\Board Meeting Calendar

LAKE AGASSIZ REGIONAL LIBRARY
BOARD OF TRUSTEES
 2018 Committee Assignments

DRAFT

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

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

*Chairperson

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

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

01/08/2018

M:Board of Trustees/Committee Assignments/2017

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2017 to Nov 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	11/2/17	Lakes Country Service Cooperat	18,130.00	
5120-000	Health Insurance			18,130.00	
6000-000	Supplies - Office	11/1/17	Office Depot	49.99	
		11/1/17		33.07	
		11/1/17		3.99	
		11/1/17		6.49	
		11/1/17		6.20	
		11/1/17		377.93	
		11/2/17		13.10	
		11/2/17		20.00	
6000-000	Supplies - Office			510.77	
6010-000	Supplies - Technical Services	11/21/1	DEMCO	872.42	
6010-000	Supplies - Technical Services			872.42	
6030-000	Supplies - Copier/Fax/Microfilm	11/10/1	Information Systems Corp.	36.97	
6030-000	Supplies - Copier/Fax/Microfilm	11/30/1	Rapid Refill	75.00	
6030-000	Supplies - Copier/Fax/Microfilm	11/30/1	Information Systems Corp.	155.00	
6030-000	Supplies - Copier/Fax/Microfilm			266.97	
6040-000	Supplies - Computer	11/2/17	Newegg Business Inc.	204.98	
6040-000	Supplies - Computer			204.98	
6240-000	Maint Contr - Copiers	11/3/17	Metro Sales, Inc	1,437.03	
6240-000	Maint Contr - Copiers			1,437.03	
6300-000	Payroll/Time Tracking	11/13/1	Payroll Professionals, Inc.	137.95	
		11/27/1		131.75	
6300-000	Payroll/Time Tracking			269.70	
6350-000	Delivery Service - Courier	11/6/17	Northern Network Express	1,280.80	
		11/13/1		1,280.80	
		11/20/1		1,280.80	
6350-000	Delivery Service - Courier			3,842.40	
6355-000	Deliv Serv - TriCollege/Minitx	11/20/1	Minitex	1,385.00	
6355-000	Deliv Serv - TriCollege/Minitx			1,385.00	
6362-000	Lease - Copiers	11/2/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	11/1/17	Halstad Telephone Company	73.96	
		11/1/17		32.62	
6400-000	Telephone	11/1/17	Rothsay Telephone	75.17	
6400-000	Telephone	11/1/17	CenturyLink	48.00	
6400-000	Telephone	11/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	11/22/1	Rochester Telecom Systems Inc.	134.50	
6400-000	Telephone			386.75	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2017 to Nov 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	11/22/1	Knight Printing	234.32	
6410-000	PIO - Marketing/Printing/Etc	11/27/1	Absolute Marketing Group	132.36	
6410-000	PIO - Marketing/Printing/Etc			366.68	
6430-000	Postage	11/15/1	TotalFunds	200.00	
6430-000	Postage			200.00	
6450-000	Mileage - Trustee	11/16/1	David Geray	80.25	
6450-000	Mileage - Trustee	11/16/1	Arlen Syverson	118.77	
6450-000	Mileage - Trustee	11/16/1	Evelyn Fox	50.29	
6450-000	Mileage - Trustee	11/16/1	Clayton Briggs	74.90	
6450-000	Mileage - Trustee	11/16/1	Linda Schell	53.50	
6450-000	Mileage - Trustee	11/16/1	Ben Grimsley	48.15	
6450-000	Mileage - Trustee	11/16/1	LuAnn Durant	75.44	
6450-000	Mileage - Trustee	11/16/1	Gary Willhite	78.11	
6450-000	Mileage - Trustee			579.41	
6455-000	Mileage - Staff	11/1/17	Mary Haney	98.44	
6455-000	Mileage - Staff	11/2/17	Jodi Harrington	6.42	
6455-000	Mileage - Staff	11/2/17	Hillary Stevens	48.15	
6455-000	Mileage - Staff	11/3/17	Candace Perry	23.01	
6455-000	Mileage - Staff	11/6/17	Joyce Christine Boike	47.08	
6455-000	Mileage - Staff	11/6/17	Megan Krueger	47.62	
6455-000	Mileage - Staff	11/7/17	Joyce Christine Boike	25.15	
		11/7/17		36.92	
		11/8/17		47.08	
6455-000	Mileage - Staff	11/8/17	Megan Krueger	52.97	
6455-000	Mileage - Staff	11/10/1	Candace Perry	23.01	
6455-000	Mileage - Staff	11/12/1	Megan Krueger	24.87	
6455-000	Mileage - Staff	11/14/1	Joyce Christine Boike	47.08	
		11/15/1		73.83	
6455-000	Mileage - Staff	11/15/1	Jodi Harrington	17.66	
6455-000	Mileage - Staff	11/16/1	Jane Berg	92.02	
6455-000	Mileage - Staff	11/16/1	Jodi Harrington	6.42	
6455-000	Mileage - Staff	11/17/1	Greta Guck	125.19	
6455-000	Mileage - Staff	11/17/1	Jodi Harrington	25.68	
		11/21/1		12.84	
		11/21/1		17.66	
6455-000	Mileage - Staff	11/21/1	Candace Osborn	44.94	
6455-000	Mileage - Staff	11/21/1	Carol Van Brocklin	27.82	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2017 to Nov 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	11/26/1	Joyce Christine Boike	47.08	
6455-000	Mileage - Staff	11/27/1	Cheryl Melkert	44.94	
6455-000	Mileage - Staff	11/28/1	Jodi Harrington	17.66	
6455-000	Mileage - Staff	11/28/1	Amy Nelson	41.73	
		11/29/1		34.24	
6455-000	Mileage - Staff	11/29/1	Judy Moen	34.24	
6455-000	Mileage - Staff	11/29/1	Liz Lynch	47.62	
6455-000	Mileage - Staff	11/29/1	Greta Guck	47.62	
6455-000	Mileage - Staff	11/30/1	Lois Schaedler	43.87	
6455-000	Mileage - Staff			1,330.86	
6490-000	Programming - Youth	11/27/1	Jenna Kahly	223.28	
6490-000	Programming - Youth			223.28	
6500-000	Van - Gasoline	11/6/17	Cenex Fleetcard	85.60	
6500-000	Van - Gasoline	11/21/1	Tanner Stanko	24.95	
6500-000	Van - Gasoline			110.55	
6600-000	Materials - Print	11/1/17	Baker & Taylor	11.06	
		11/1/17		58.14	
		11/1/17		564.46	
		11/1/17		225.12	
		11/1/17		419.27	
		11/2/17		97.10	
		11/2/17		97.88	
		11/2/17		25.94	
		11/2/17		21.32	
		11/2/17		153.64	
		11/2/17		226.59	
		11/3/17		8.07	
		11/3/17		240.92	
		11/3/17		55.12	
		11/3/17		61.50	
		11/4/17		496.66	
		11/4/17		616.30	
		11/6/17		72.16	
		11/6/17		50.87	
		11/6/17		23.22	
		11/6/17		78.54	
		11/6/17		513.54	
		11/7/17		327.38	
		11/7/17		30.06	
		11/7/17		595.03	
		11/9/17		269.26	
		11/9/17		458.53	
		11/9/17		112.08	
		11/9/17		94.86	
		11/10/1		106.54	
		11/10/1		39.18	
		11/10/1		20.08	
		11/10/1		320.53	
		11/12/1		507.77	
		11/13/1		76.32	
		11/13/1		97.59	
		11/15/1		103.60	
		11/15/1		19.68	

Lake Agassiz Regional Library
Monthly List of Bills
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/15/1		110.44	
		11/15/1		29.21	
		11/15/1		517.47	
		11/15/1		21.44	
		11/15/1		219.08	
		11/16/1		44.84	
		11/16/1		8.07	
		11/16/1		38.97	
		11/16/1		90.50	
		11/16/1		93.88	
		11/17/1		12.98	
		11/17/1		30.30	
		11/20/1		170.26	
		11/20/1		24.16	
		11/20/1		0.69	
		11/20/1		608.54	
		11/21/1		19.10	
		11/21/1		21.56	
		11/21/1		73.91	
		11/21/1		127.90	
		11/21/1		493.85	
		11/22/1		21.26	
		11/22/1		255.87	
		11/26/1		24.70	
		11/27/1		327.04	
		11/27/1		49.59	
		11/27/1		248.34	
6600-000	Materials - Print			10,979.86	
6601-000	Materials - A/V	11/1/17	Recorded Books, LLC.	794.40	
6601-000	Materials - A/V	11/2/17	Baker & Taylor	113.15	
6601-000	Materials - A/V	11/3/17	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	11/8/17	Recorded Books, LLC.	159.95	
6601-000	Materials - A/V	11/9/17	Baker & Taylor	19.09	
		11/9/17		50.84	
		11/9/17		135.96	
		11/9/17		27.30	
6601-000	Materials - A/V	11/10/1	Penguin Random House, LLC.	48.00	
6601-000	Materials - A/V	11/14/1	Baker & Taylor	16.76	
6601-000	Materials - A/V	11/15/1	Recorded Books, LLC.	199.00	
6601-000	Materials - A/V	11/16/1	Baker & Taylor	57.27	
6601-000	Materials - A/V	11/17/1	Recorded Books, LLC.	27.49	
6601-000	Materials - A/V	11/17/1	Penguin Random House, LLC.	105.00	
6601-000	Materials - A/V	11/20/1	Baker & Taylor	26.74	
		11/22/1		43.88	
		11/24/1		183.62	
6601-000	Materials - A/V	11/29/1	Recorded Books, LLC.	118.49	
		11/29/1		228.00	
6601-000	Materials - A/V			2,422.44	
6670-000	Materials - Digital - e-Books	11/1/17	Overdrive, Inc.	15.97	
		11/6/17		112.91	
		11/7/17		375.89	
		11/13/1		145.86	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/13/1		67.96	
		11/14/1		65.00	
		11/14/1		391.97	
		11/20/1		159.92	
		11/20/1		53.97	
		11/20/1		87.00	
		11/20/1		157.87	
		11/20/1		288.64	
		11/21/1		65.00	
		11/27/1		28.00	
		11/27/1		307.95	
		11/27/1		51.99	
		11/28/1		144.81	
		11/28/1		14.97	
6670-000	Materials - Digital - e-Books			2,535.68	
6675-000	Materials - Digital - e-Audio	11/7/17	Overdrive, Inc.	106.95	
		11/7/17		62.99	
		11/14/1		107.49	
		11/20/1		47.99	
6675-000	Materials - Digital - e-Audio			325.42	
6680-000	Materials - Online Resources	11/1/17	ProQuest LLC	261.74	
6680-000	Materials - Online Resources			261.74	
6690-000	Materials - Periodicals	11/19/1	Star Tribune	430.04	
6690-000	Materials - Periodicals			430.04	
7120-000	Telecom/E-rate Expenses	11/6/17	MEI Technologies/Parsons Elect	3,462.02	
7120-000	Telecom/E-rate Expenses			3,462.02	
7200-000	Legacy - Expense (1099)	11/1/17	Minnesota Public Radio	308.00	
7200-000	Legacy - Expense (1099)	11/3/17	Minneapolis Guitar Quartet Ass	600.00	
7200-000	Legacy - Expense (1099)	11/4/17	Kim Park Nelson	1,050.00	
7200-000	Legacy - Expense (1099)	11/15/1	Moorhead Community Education	49.83	
		11/15/1		49.83	
		11/15/1		49.84	
		11/15/1		49.83	
		11/15/1		49.83	
		11/15/1		49.84	
7200-000	Legacy - Expense (1099)	11/27/1	Absolute Marketing Group	1,464.45	
		11/27/1		570.90	
		11/27/1		306.00	
		11/27/1		277.06	
7200-000	Legacy - Expense (1099)			4,875.41	
7210-000	Legacy - Materials - Print	11/4/17	Kim Park Nelson	461.23	
7210-000	Legacy - Materials - Print			461.23	
7230-000	Legacy - Materials - Other	11/30/1	Overdrive, Inc.	1,178.81	
7230-000	Legacy - Materials - Other			1,178.81	
7300-000	Miscellaneous Grant Expense	11/7/17	Christianson's Business Furnit	11,319.79	
7300-000	Miscellaneous Grant Expense	11/16/1	DEMCO	53,672.31	

Lake Agassiz Regional Library
Monthly List of Bills
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7300-000	Miscellaneous Grant Expense			64,992.10	
7410-000	Northern Lights LN e-Books	11/6/17	Overdrive, Inc.	24.98	
		11/6/17		73.98	
		11/7/17		60.00	
		11/13/1		4.50	
		11/20/1		149.42	
		11/20/1		118.42	
		11/20/1		56.94	
		11/20/1		46.99	
		11/27/1		8.99	
7410-000	Northern Lights LN e-Books			544.22	
8000-051	Donation - Misc Exp - LC	11/24/1	Seth Perry	50.00	
8000-051	Donation - Misc Exp - LC			50.00	
8107-000	Donation - Material Other - RO	11/7/17	Overdrive, Inc.	118.00	
8107-000	Donation - Material Other - RO			118.00	
8500-061	Furn & Equip - Breckenridge	11/7/17	Christianson's Business Furnit	312.77	
8500-061	Furn & Equip - Breckenridge	11/30/1	School Outfitters	482.65	
8500-061	Furn & Equip - Breckenridge			795.42	

Lake Agassiz Regional Library
Monthly List of Bills
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5160-000	Other Employee Benefits	12/5/17	Lakes Country Service Cooperat	244.00	
5160-000	Other Employee Benefits			244.00	
6000-000	Supplies - Office	12/1/17	Batteries + Bulbs	15.99	
6000-000	Supplies - Office	12/12/1	Best Business Strategies	574.60	
6000-000	Supplies - Office	12/18/1	Rapid Refill	171.50	
6000-000	Supplies - Office	12/19/1	Office Depot	95.02	
		12/19/1		74.27	
		12/19/1		8.39	
6000-000	Supplies - Office			939.77	
6020-000	Supplies - Public Services	12/4/17	DEMCO	379.26	
6020-000	Supplies - Public Services	12/7/17	Liz Lynch	97.98	
6020-000	Supplies - Public Services			477.24	
6030-000	Supplies - Copier/Fax/Microfilm	12/21/1	Information Systems Corp.	310.00	
6030-000	Supplies - Copier/Fax/Microfilm	12/26/1	Rapid Refill	92.95	
6030-000	Supplies - Copier/Fax/Microfilm			402.95	
6245-000	Maint Contr - Printers	12/22/1	Metro Sales, Inc	1,155.27	
6245-000	Maint Contr - Printers			1,155.27	
6300-000	Payroll/Time Tracking	12/11/1	Payroll Professionals, Inc.	130.20	
		12/12/1		55.00	
		12/21/1		131.75	
6300-000	Payroll/Time Tracking			316.95	
6340-000	Attorney Fees	12/12/1	Stefanson Law	100.00	
6340-000	Attorney Fees			100.00	
6350-000	Delivery Service - Courier	12/1/17	Northern Network Express	1,280.80	
		12/4/17		1,280.80	
		12/11/1		1,280.80	
		12/18/1		1,280.80	
		12/26/1		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	12/1/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	12/14/1	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	12/31/1	Crookston Daily Times	201.40	
6380-000	Recruitment			201.40	
6400-000	Telephone	12/1/17	Rothsay Telephone	75.17	
6400-000	Telephone	12/1/17	Halstad Telephone Company	73.96	
		12/1/17		32.62	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	12/1/17	CenturyLink	48.00	
6400-000	Telephone	12/8/17	Arvig	37.35	
		12/8/17		91.91	
		12/8/17		91.91	
		12/8/17		100.29	
		12/8/17		98.64	
6400-000	Telephone	12/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	12/22/1	Rochester Telecom Systems Inc.	106.89	
6400-000	Telephone	12/23/1	Allstream	711.26	
6400-000	Telephone	12/25/1	Garden Valley Telephone Comp	33.72	
6400-000	Telephone			1,524.22	
6410-000	PIO - Marketing/Printing/Etc	12/1/17	Heritage Publications	169.00	
6410-000	PIO - Marketing/Printing/Etc	12/26/1	Sportland Inc.	844.00	
6410-000	PIO - Marketing/Printing/Etc			1,013.00	
6420-000	Director's Discretionary	12/20/1	SELCO	1,370.81	
6420-000	Director's Discretionary			1,370.81	
6430-000	Postage	12/17/1	TotalFunds	300.00	
6430-000	Postage			300.00	
6455-000	Mileage - Staff	12/1/17	Liz Lynch	73.83	
6455-000	Mileage - Staff	12/1/17	Cathleen Johnson	62.06	
6455-000	Mileage - Staff	12/1/17	Sharon Grossman	48.15	
6455-000	Mileage - Staff	12/1/17	Laura Gullickson	74.37	
6455-000	Mileage - Staff	12/1/17	Carol Ricke	47.08	
		12/1/17		47.08	
		12/1/17		47.08	
6455-000	Mileage - Staff	12/2/17	Jane Berg	39.06	
6455-000	Mileage - Staff	12/5/17	Megan Krueger	44.94	
6455-000	Mileage - Staff	12/6/17	Candace Perry	23.01	
6455-000	Mileage - Staff	12/7/17	Jodi Harrington	32.64	
		12/8/17		17.66	
6455-000	Mileage - Staff	12/8/17	Judy Moen	34.24	
6455-000	Mileage - Staff	12/9/17	Laurel Wanke	16.05	
6455-000	Mileage - Staff	12/9/17	Joyce Christine Boike	47.08	
6455-000	Mileage - Staff	12/13/1	Jennifer Moan	34.24	
6455-000	Mileage - Staff	12/14/1	Megan Krueger	30.50	
6455-000	Mileage - Staff	12/14/1	Cathleen Johnson	31.03	
6455-000	Mileage - Staff	12/15/1	Candace Perry	23.01	
6455-000	Mileage - Staff	12/15/1	Tamera Thomasson-Ehrhart	47.08	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	12/19/1	Jodi Harrington	17.66	
6455-000	Mileage - Staff	12/21/1	Marilyn Eaves	31.03	
6455-000	Mileage - Staff	12/22/1	Megan Krueger	47.62	
6455-000	Mileage - Staff	12/26/1	Amy Nelson	41.73	
		12/26/1		41.73	
6455-000	Mileage - Staff	12/27/1	Jodi Harrington	17.66	
6455-000	Mileage - Staff	12/29/1	Candace Perry	23.01	
6455-000	Mileage - Staff	12/29/1	Jodi Harrington	17.66	
6455-000	Mileage - Staff	12/30/1	Candace Perry	23.01	
6455-000	Mileage - Staff			1,081.30	
6465-000	Memberships - LARL Directors	12/12/1	MN Association Of Library Frie	25.00	
6465-000	Memberships - LARL Directors			25.00	
6487-000	Conf/Meeting - PLA	12/14/1	Greta Guck	697.60	
6487-000	Conf/Meeting - PLA	12/20/1	Megan Krueger	417.60	
6487-000	Conf/Meeting - PLA			1,115.20	
6490-000	Programming - Youth	12/18/1	Laura Gullickson	24.99	
6490-000	Programming - Youth			24.99	
6492-000	Programming - Summer Readi	12/20/1	Janette Loudon	600.00	
6492-000	Programming - Summer Readi			600.00	
6495-000	Programming - Adult	12/7/17	Tristan Larson	100.00	
6495-000	Programming - Adult			100.00	
6500-000	Van - Gasoline	12/6/17	Cenex Fleetcard	34.55	
6500-000	Van - Gasoline	12/15/1	Tanner Stanko	22.94	
6500-000	Van - Gasoline			57.49	
6505-000	Van - Repairs & Maintenance	12/6/17	Duggan's Auto Service Center	40.36	
6505-000	Van - Repairs & Maintenance			40.36	
6600-000	Materials - Print	12/1/17	Baker & Taylor	133.50	
		12/1/17		33.63	
		12/1/17		10.36	
		12/1/17		63.44	
		12/1/17		22.30	
		12/1/17		9.92	
		12/1/17		115.59	
		12/1/17		476.03	
		12/1/17		325.47	
		12/1/17		19.18	
		12/1/17		213.33	
		12/1/17		42.64	
		12/4/17		23.38	
		12/4/17		194.19	
		12/5/17		266.11	
		12/5/17		83.46	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/5/17		67.20	
		12/5/17		64.89	
		12/5/17		27.88	
		12/6/17		80.87	
		12/6/17		61.73	
		12/8/17		45.26	
		12/8/17		42.64	
		12/8/17		40.40	
		12/8/17		22.12	
		12/11/1		59.69	
		12/11/1		213.16	
		12/11/1		25.34	
		12/11/1		13.36	
		12/11/1		36.40	
		12/12/1		77.42	
		12/12/1		34.06	
		12/12/1		77.20	
		12/12/1		76.48	
		12/12/1		53.30	
		12/12/1		35.52	
		12/12/1		325.63	
		12/13/1		50.32	
		12/14/1		117.69	
		12/14/1		148.35	
6600-000	Materials - Print	12/18/1	Infogroup	330.00	
6600-000	Materials - Print	12/20/1	Baker & Taylor	31.14	
		12/21/1		31.87	
		12/22/1		710.12	
		12/27/1		58.82	
		12/28/1		376.04	
6600-000	Materials - Print			5,367.43	
6601-000	Materials - A/V	12/1/17	Baker & Taylor	55.46	
		12/1/17		24.02	
		12/1/17		29.80	
6601-000	Materials - A/V	12/1/17	Recorded Books, LLC.	402.76	
		12/5/17		27.49	
		12/6/17		50.89	
6601-000	Materials - A/V	12/7/17	Baker & Taylor	187.57	
6601-000	Materials - A/V	12/13/1	Recorded Books, LLC.	199.00	
		12/13/1		299.98	
6601-000	Materials - A/V	12/13/1	Baker & Taylor	123.33	
6601-000	Materials - A/V	12/14/1	Recorded Books, LLC.	182.96	
6601-000	Materials - A/V	12/14/1	Baker & Taylor	76.85	
		12/15/1		380.54	
6601-000	Materials - A/V	12/15/1	Recorded Books, LLC.	145.98	
		12/18/1		442.21	
		12/19/1		64.00	
		12/19/1		63.99	
6601-000	Materials - A/V	12/21/1	Baker & Taylor	90.64	
		12/21/1		31.04	
6601-000	Materials - A/V	12/27/1	Recorded Books, LLC.	72.98	
6601-000	Materials - A/V	12/27/1	Baker & Taylor	85.34	
6601-000	Materials - A/V			3,036.83	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6670-000	Materials - Digital - e-Books	12/4/17	Overdrive, Inc.	159.90	
		12/4/17		65.97	
		12/5/17		183.98	
		12/5/17		60.00	
		12/6/17		143.96	
		12/11/1		19.94	
		12/11/1		176.88	
		12/11/1		119.98	
		12/12/1		10.99	
		12/13/1		34.28	
		12/18/1		272.43	
		12/18/1		80.99	
		12/18/1		85.81	
		12/19/1		30.98	
		12/20/1		414.98	
		12/20/1		628.10	
		12/20/1		28.00	
		12/26/1		148.89	
		12/27/1		339.97	
		12/27/1		324.78	
		12/28/1		13.99	
		12/29/1		1,488.15	
		12/29/1		10.00	
6670-000	Materials - Digital - e-Books			4,842.95	
6675-000	Materials - Digital - e-Audio	12/6/17	Overdrive, Inc.	392.49	
		12/13/1		95.00	
		12/13/1		564.71	
		12/18/1		62.99	
		12/18/1		21.99	
		12/20/1		107.49	
		12/20/1		274.96	
		12/20/1		95.00	
		12/29/1		95.00	
6675-000	Materials - Digital - e-Audio			1,709.63	
6690-000	Materials - Periodicals	12/21/1	Dakota News, Inc.	44.17	
6690-000	Materials - Periodicals			44.17	
7110-000	Regional Lib Telecom Aid - Ex	12/15/1	NW-Links	23,474.07	
7110-000	Regional Lib Telecom Aid - Ex			23,474.07	
7200-000	Legacy - Expense (1099)	12/18/1	Anne Reimer	1,500.00	
7200-000	Legacy - Expense (1099)	12/18/1	DL Community & Cultural Center	300.00	
7200-000	Legacy - Expense (1099)	12/20/1	Absolute Marketing Group	168.00	
7200-000	Legacy - Expense (1099)			1,968.00	
7230-000	Legacy - Materials - Other	12/12/1	Overdrive, Inc.	14.90	
7230-000	Legacy - Materials - Other			14.90	
7410-000	Northern Lights LN e-Books	12/4/17	Overdrive, Inc.	78.92	
		12/11/1		12.99	
		12/11/1		25.38	
		12/13/1		451.16	
		12/18/1		234.96	
		12/18/1		82.95	
		12/20/1		116.87	
		12/27/1		115.88	
		12/27/1		17.99	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7410-000	Northern Lights LN e-Books			1,137.10	
8000-011	Donation - Misc Exp - LM	12/11/1	Megan Krueger	27.40	
8000-011	Donation - Misc Exp - LM			27.40	
8000-051	Donation - Misc Exp - LC	12/19/1	Joyce Christine Boike	19.95	
8000-051	Donation - Misc Exp - LC			19.95	
8107-000	Donation - Material Other - RO	12/7/17	Overdrive, Inc.	19.99	
8107-000	Donation - Material Other - RO			19.99	
8107-011	Donation - Material Other - LM	12/8/17	Megan Krueger	87.69	
8107-011	Donation - Material Other - LM			87.69	
8500-000	Furn & Equip - Regional Office	12/20/1	Christianson's Business Furnit	436.00	
8500-000	Furn & Equip - Regional Office			436.00	
8500-061	Furn & Equip - Breckenridge	12/31/1	DEMCO	1,138.61	
8500-061	Furn & Equip - Breckenridge			1,138.61	
8600-000	Software & Hardware Upgrade	12/28/1 12/28/1	ByteSpeed, LLC	12,042.00 639.00	
8600-000	Software & Hardware Upgrade			12,681.00	
9650-200	Computer Supplies - Joint Aut	12/26/1	Metro Sales, Inc	1,862.00	
9650-200	Computer Supplies - Joint Aut			1,862.00	