

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Date: **Thursday, March 15, 2018**

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

Location: **Moorhead Branch**

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

**AGENDA**

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

5:35    **2. MINUTES OF THE JANUARY 18, 2018 FULL BOARD MEETING**  
         Enclosed (page 3)  
         ***Recommended Motion: Move to approve the January 18, 2018 Full Board Meeting Minutes as presented.***

5:45    **3. 2017 AUDIT REPORT** – Eide Bailly, LLP

6:00    **4. FINANCIAL REPORT** - Sprynczynatyk  
         No financial report due to Sprynczynatyk's medical leave

- a. January 2018 Report - Enclosed (page 7)
- b. Authorization to submit 2017 Annual Report

***Recommended Motion: Move to authorize the Director of Finance to submit the 2017 Annual Report to State Library Services.***

- c. Final Report for Legacy Funds FY2016 funding year  
         (page 11, and detailed report available for review at meeting)

***Recommended Motion: Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2016 funding year.***

6:15    **5. DIRECTOR'S REPORT** – Lynch  
         a. March Report - Enclosed (page 14)  
         b. Legislative Platform for 2018 - Enclosed (page 17)

6:30    **6. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley & Terry Kalil  
**Breckenridge** – Linda Holecek  
**Clay County/Barnesville/Hawley** – Jim Haney  
**Clearwater County/Bagley** – Arlen Syverson  
**Crookston** – Clayton Briggs

**Agenda for the March 15, 2018 Full Board Meeting – Page 2**

**BOARD MEMBER REPORTS (continued):**

**Detroit Lakes** – Linda Schell  
**Mahnomen** – LuAnn Durant  
**Mahnomen County** – David Geray  
**Moorhead** – Andrew Brammer, Mari Dailey, Wayne Ingersoll  
**Norman County/Ada** – Steve Jacobson  
**Polk County/Climax/Fertile/Fosston/McIntosh** – Gary Willhite  
**Wilkin County** – Dennis Larson

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

6:45    **7. PRESIDENT’S REPORT** – Kalil

6:55    **8. OTHER**

7:00    **9. ADJOURNMENT**

**MISC ITEMS ENCLOSED:**

- a. List of Bills – January 2018 (page 19 – digital packet only, print copy available for review at meeting)

**UPCOMING MEETINGS/EVENTS**

**Easter Sunday, April 1, 2018**  
 Crookston Branch CLOSED

**National Library Week, April 8-14, 2018**  
 Theme: *Libraries Transform*

**Executive/Finance Committee Meeting**  
**2019 Preliminary Budget (Draft 1)**  
 Moorhead Public Library, April 19, 2018 - 5:30 p.m.

**Full Board Meeting, May 17, 2018 - 5:30 p.m.**  
 Moorhead Public Library

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 18, 2018 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

**Board Members Present:** Brammer, Dailey, Durant, Geray, Grimsley, Haney, Holecek, Ingersoll, Jacobson, Kalil (*President*), Larson, Schell, Syverson, Willhite

**Board Members Absent:** Briggs

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**  
None

**APPROVAL OF AGENDA**

*(Geray/Larson) Move to approve the Agenda of the January, 18 2018 Full Board Meeting as presented. MCU.*

**MINUTES OF THE NOVEMBER 16, 2017 FULL BOARD MEETING**

*(Willhite/Schell) Move to approve the Minutes of the November 16, 2017 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBERS**

Kalil welcomed Steve Jacobson, Norman County and Linda Holecek, City of Breckenridge to the LARL Board.

Kalil administered the oath of office with the new Board Members.

**FINANCIAL REPORT**

With 100% of 2017 complete, LARL spent 96.31% of budgeted expenses. The financial report is "unadjusted" and will change as the audit is completed. Regional Library System Basic Support increased Grant revenue. An increase in the market value of Municipal Bonds held by LARL increased Miscellaneous Revenue. Personnel expenses were lower than budget due to employee turnover and 6 employees not taking the health insurance they were eligible for. Automation/Cataloging was also under budget due to maintenance costs for the new automation system coming in lower than expected.

(over)

**FINANCE COMMITTEE REPORT**

***(Geray/Grimsley) Move to approve the list of authorized institutions for 2017 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones. MCU.***

Sprynczynatyk discussed the LARL budget changes from the June Preliminary Budget to the Draft Final Budget. Polk County did not meet LARL's 2018 funding request resulting in a decrease of \$5,075 of Signatory Funding. The State Basic Support grant was increase for the \$36,151 of addition funding LARL will receive. Joint Automation funding decreased by \$3,650 due to lower maintenance cost resulting in less funding needed from Northwest Regional Library. Personnel expenses were decreased by \$23,450, \$5,075 as a result of Polk County's shortfall, approximately \$5,000 due to health insurance costs coming in lower than originally budgeted, the remaining decrease was due to staff turnover. Library materials were increased by \$5,000. Automation/Cataloging was decreased by \$7,650 due to maintenance costs coming in lower than expected. Fund Account transfers were originally budgeted at a deficit of \$79,840; this has been reduced to \$27,044 for the final budget.

***(Larson/Dailey) Move to approve the 2018 Budget as reviewed and recommended by the Finance Committee. MCU.***

Sprynczynatyk discussed management's recommendations regarding designated funds.

***(Willhite/Brammar) Move to approve the 2018 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU***

Lynch discussed that since Polk County didn't meet LARL's 2018 funding request, dollar for dollar expense cuts need to be made that only affect that Signatory per the LARL agreement. This means that personnel expenses need to be reduced in Polk County. Polk County has 4 Libraries, not including Crookston which is a Signatory, the locations are Fertile, McIntosh, Climax and Fosston. The minimum a location can be opened and still be considered a Library in MN is 20 hours per week. Due to this minimum no reductions can take place in Climax or McIntosh and Fertile is a busy 1 employee library. LARL's recommendation to make up for the funding shortfall in Polk County is to reduce 3 open hours per week from Fosston, removing their 3 lowest usage hours of the week (Thursday from 6pm to 8pm and Saturday from 10am to 11am). By reducing open hours, a currently open 12 hour Assistant position will be eliminated.

***(Dailey/Schell) Move that LARL reduce the weekly open hours at the Fosston Public Library by 3 hours. MCU.***

**DIRECTOR'S REPORT**

LARL has received a \$125,000 grant from the Otto Bremer Trust to renovate the Crookston Library. An additional \$25,000 matching grant will be available from Bremer if LARL can raise \$25,000. \$2,000 towards the match have been received to date.

(continued on next page)

Minutes of the January 18, 2018 Full Board Meeting – Page 3

**DIRECTOR'S REPORT - continued**

Lynch discussed some of LARL's successes in 2017 include the receiving an LSTA grant to launch the 1,000 Books before Kindergarten program, launching LARL's app which has over 4,500 users, the Overdrive ebook and eaudio collection has been very popular and circulation keeps increasing. The Breckenridge Branch has been renovated with a \$92,000 Otto Bremer Trust grant.

**PRESIDENT'S REPORT**

*(Geray/Haney) Move to approve the 2018 Board Meeting Schedule as presented. MCU.*

**BOARD MEMBER REPORTS**

**Becker County** (Grimsley, Kalil)

No report.

**Breckenridge** (Holecek)

The Library remodel turned out very nice and is very popular with the customers.

**Clay County** (Haney)

No report

**Clearwater County** (Syverson)

No report

**Crookston** (Briggs-absent)

Lynch reported for Briggs that at the next Committee of the Whole meeting replacing the Crookston Library carpet and lighting will be discussed.

**Detroit Lakes** (Schell)

The open house in December went well. Ann Bancroft, Polar Explorer will be in Detroit Lakes at the Holmes Center on Feb 12<sup>th</sup>. The Library is being repainted and should be done by the end of January. A blind date with a book program is coming up in Detroit Lakes.

**City of Mahnomen** (Durant)

No report

**Mahnomen County** (Geray)

No report

**Moorhead** (Brammer, Dailey, Ingersoll)

The Moorhead Friends will be having a bag sale on Feb 9 and 10.

(continued on next page)

Minutes of the January 18, 2018 Full Board Meeting – Page 4

**BOARD MEMBER REPORTS – continued:**

Norman County/Ada (Jacobson)

The LINK Sites of Norman County are well received by residents.

Polk County (Willhite)

The Community is excited about the upcoming Bremer Grant the library received.

Wilkin County (Larson)

No report.

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

Library Legislative Day will be in early March.

Northern Lights Library Network (Ingersoll, Dailey)

Northern Lights will not have their annual luncheon for Legislators due to 2018 being a bonding year.

The meeting adjourned at 6:05 p.m.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the One Month Ending January 31, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenues</b>					
<i>Signatory Funding</i>					
Becker County	\$ 92,952.50	\$ 92,952.50	\$ 371,810.00	278,857.50	25.00
Detroit Lakes	55,937.50	55,937.50	223,750.00	167,812.50	25.00
Clay County	71,872.50	71,872.50	287,490.00	215,617.50	25.00
Moorhead	185,880.00	185,880.00	743,520.00	557,640.00	25.00
Clearwater County	24,992.50	24,992.50	99,970.00	74,977.50	25.00
Mahnomen County	10,547.50	10,547.50	42,190.00	31,642.50	25.00
Mahnomen	5,032.50	5,032.50	20,130.00	15,097.50	25.00
Norman County	24,190.00	24,190.00	96,760.00	72,570.00	25.00
Polk County	64,801.25	64,801.25	259,205.00	194,403.75	25.00
Crookston	55,142.50	55,142.50	220,570.00	165,427.50	25.00
Wilkin County	13,402.50	13,402.50	53,610.00	40,207.50	25.00
Breckenridge	22,240.00	22,240.00	88,960.00	66,720.00	25.00
<b>Total Signatory Funding</b>	<b>626,991.25</b>	<b>626,991.25</b>	<b>2,507,965.00</b>	<b>1,880,973.75</b>	<b>25.00</b>
<i>Grants</i>					
Basic Support - MN (RLBSS)	50,055.09	50,055.09	500,551.00	450,495.91	10.00
Reg Library Telecom Aid (RLTA)	0.00	0.00	101,000.00	101,000.00	0.00
<b>Total Grants</b>	<b>50,055.09</b>	<b>50,055.09</b>	<b>601,551.00</b>	<b>551,495.91</b>	<b>8.32</b>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	881.31	881.31	12,500.00	11,618.69	7.05
Printing Revenue	1,029.89	1,029.89	18,000.00	16,970.11	5.72
Fax Revenue	457.00	457.00	7,500.00	7,043.00	6.09
Microfilm Revenue	0.00	0.00	100.00	100.00	0.00
Photocopy Revenue	352.62	352.62	7,000.00	6,647.38	5.04
Book/Furniture Sale Revenue	260.08	260.08	0.00	(260.08)	0.00
Interest/Dividend Income	347.00	347.00	38,500.00	38,153.00	0.90
Investment Value Change	0.00	0.00	0.00	0.00	0.00
Lost/Damaged Property	398.01	398.01	6,000.00	5,601.99	6.63
<b>Total Miscellaneous Revenue</b>	<b>3,725.91</b>	<b>3,725.91</b>	<b>89,600.00</b>	<b>85,874.09</b>	<b>4.16</b>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	11,325.00	11,325.00	45,300.00	33,975.00	25.00
MNLink Server Site Payments	270.12	270.12	3,250.00	2,979.88	8.31
<b>Total Joint Automation Revenue</b>	<b>11,595.12</b>	<b>11,595.12</b>	<b>48,550.00</b>	<b>36,954.88</b>	<b>23.88</b>
<b>Fund Balance/Shortfall</b>	<b>0.00</b>	<b>0.00</b>	<b>27,044.00</b>	<b>27,044.00</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>692,367.37</b>	<b>692,367.37</b>	<b>3,274,710.00</b>	<b>2,582,342.63</b>	<b>21.14</b>
<b>General Fund Expenditures</b>					
<i>Personnel Expenses</i>					
Salaries	135,954.82	135,954.82	1,729,550.00	1,593,595.18	7.86
Payroll Taxes	10,210.30	10,210.30	133,700.00	123,489.70	7.64
Retirement - PERA	10,070.69	10,070.69	129,150.00	119,079.31	7.80
Health Insurance	21,159.71	21,159.71	280,600.00	259,440.29	7.54
Life Insurance	170.94	170.94	2,100.00	1,929.06	8.14
Workers Compensation Insurance	303.49	303.49	3,900.00	3,596.51	7.78
Other Employee Benefits	121.00	121.00	1,650.00	1,529.00	7.33
<b>Total Personnel</b>	<b>177,990.95</b>	<b>177,990.95</b>	<b>2,280,650.00</b>	<b>2,102,659.05</b>	<b>7.80</b>
<i>Automation/Cataloging</i>					
Automation	11,188.38	11,188.38	146,550.00	135,361.62	7.63
Support - App	291.25	291.25	3,500.00	3,208.75	8.32
Catalog Item Records	930.88	930.88	11,000.00	10,069.12	8.46
Supplies - Computer	316.01	316.01	5,000.00	4,683.99	6.32
Supplies - Technical Services	184.59	184.59	7,000.00	6,815.41	2.64
<b>Total Automation/Cataloging</b>	<b>12,911.11</b>	<b>12,911.11</b>	<b>173,050.00</b>	<b>160,138.89</b>	<b>7.46</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the One Month Ending January 31, 2018

	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	57.00	57.00	3,400.00	3,343.00	1.68
Programming - Summer Reading	0.00	0.00	8,000.00	8,000.00	0.00
Programming - Adult	0.00	0.00	2,500.00	2,500.00	0.00
<b>Total Library Programming</b>	<b>57.00</b>	<b>57.00</b>	<b>13,900.00</b>	<b>13,843.00</b>	<b>0.41</b>
<b>Staff Development</b>					
Staff Training & Development	416.95	416.95	10,000.00	9,583.05	4.17
<b>Total Staff Development</b>	<b>416.95</b>	<b>416.95</b>	<b>10,000.00</b>	<b>9,583.05</b>	<b>4.17</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,656.07	1,656.07	21,000.00	19,343.93	7.89
Regional Board Meetings	855.10	855.10	6,000.00	5,144.90	14.25
<b>Total Mileage/Board Meeting Expenses</b>	<b>2,511.17</b>	<b>2,511.17</b>	<b>27,000.00</b>	<b>24,488.83</b>	<b>9.30</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	339.23	339.23	15,250.00	14,910.77	2.22
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	2,732.60	2,732.60	73,000.00	70,267.40	3.74
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,429.53	1,429.53	17,700.00	16,270.47	8.08
Lease - Regional Office Rent	1,717.18	1,717.18	20,610.00	18,892.82	8.33
Leases - Equipment	606.86	606.86	8,300.00	7,693.14	7.31
Maintenance Contracts	31.88	31.88	15,050.00	15,018.12	0.21
Memberships	0.00	0.00	1,000.00	1,000.00	0.00
Minnesota Director's Fund	0.00	0.00	2,300.00	2,300.00	0.00
Miscellaneous Expense	0.00	0.00	2,500.00	2,500.00	0.00
PIO: Printing/Advertising	598.69	598.69	16,000.00	15,401.31	3.74
Postage	419.63	419.63	4,200.00	3,780.37	9.99
Recruitment	0.00	0.00	8,000.00	8,000.00	0.00
Repairs - Equipment	87.00	87.00	2,500.00	2,413.00	3.48
Supplies - Copier/Fax/Microfilm	0.00	0.00	800.00	800.00	0.00
Supplies - Office	1,541.81	1,541.81	8,500.00	6,958.19	18.14
Supplies - Public Services	218.16	218.16	6,000.00	5,781.84	3.64
Telephone/Telecom	617.51	617.51	15,100.00	14,482.49	4.09
<b>Total Other Operating Expenses</b>	<b>10,340.08</b>	<b>10,340.08</b>	<b>224,310.00</b>	<b>213,969.92</b>	<b>4.61</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0.00</b>	<b>0.00</b>	<b>101,000.00</b>	<b>101,000.00</b>	<b>0.00</b>
<b>Transportation</b>					
Van Expenses	172.99	172.99	3,800.00	3,627.01	4.55
<b>Total Transportation</b>	<b>172.99</b>	<b>172.99</b>	<b>3,800.00</b>	<b>3,627.01</b>	<b>4.55</b>
<b>Materials</b>					
Audio Visual	3,551.09	3,551.09	73,000.00	69,448.91	4.86
Digital	6,686.14	6,686.14	89,000.00	82,313.86	7.51
Online Resources	1,004.55	1,004.55	13,000.00	11,995.45	7.73
Periodicals	265.00	265.00	23,000.00	22,735.00	1.15
Print	36,734.80	36,734.80	192,000.00	155,265.20	19.13
<b>Total Materials</b>	<b>48,241.58</b>	<b>48,241.58</b>	<b>390,000.00</b>	<b>341,758.42</b>	<b>12.37</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0.00	0.00	10,000.00	10,000.00	0.00
Software & Hardware Upgrades	222.08	222.08	30,000.00	29,777.92	0.74
<b>Total Capital Expenditures</b>	<b>222.08</b>	<b>222.08</b>	<b>40,000.00</b>	<b>39,777.92</b>	<b>0.56</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	250.00	250.00	3,000.00	2,750.00	8.33
Technology Upgrades	416.74	416.74	5,000.00	4,583.26	8.33
Van Replacement	250.00	250.00	3,000.00	2,750.00	8.33
<b>Total Capital Fund Accounts</b>	<b>916.74</b>	<b>916.74</b>	<b>11,000.00</b>	<b>10,083.26</b>	<b>8.33</b>
<b>Total General Fund Expenditures</b>	<b>253,780.65</b>	<b>253,780.65</b>	<b>3,274,710.00</b>	<b>3,020,929.35</b>	<b>7.75</b>
General Fund Revenue Over Expenditures \$	\$ 438,586.72	\$ 438,586.72	\$ 0.00	(438,586.72)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the One Month Ending January 31, 2018

	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	\$ (386.10)	\$ (386.10)	\$ 0.00	386.10	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	1,008.00	1,008.00	0.00	(1,008.00)	0.00
Legacy Grant Revenue	4,118.18	4,118.18	0.00	(4,118.18)	0.00
Northern Lights LN Funds	774.17	774.17	0.00	(774.17)	0.00
<b>Total Special Projects Revenue</b>	<b>5,514.25</b>	<b>5,514.25</b>	<b>0.00</b>	<b>(5,514.25)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	0.00	0.00	0.00	0.00	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	228.08	228.08	0.00	(228.08)	0.00
Donations - Miscellaneous	448.75	448.75	0.00	(448.75)	0.00
Legacy Grant Expense	4,118.18	4,118.18	0.00	(4,118.18)	0.00
Telecom/E-rate Expenses	1,008.00	1,008.00	0.00	(1,008.00)	0.00
Northern Lights LN e-Books	774.17	774.17	0.00	(774.17)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>6,577.18</b>	<b>6,577.18</b>	<b>0.00</b>	<b>(6,577.18)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0.00	0.00	0.00	0.00	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>6,577.18</b>	<b>6,577.18</b>	<b>0.00</b>	<b>(6,577.18)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (1,062.93)	\$ (1,062.93)	\$ 0.00	1,062.93	0.00
GRAND TOTAL REVENUE	697,881.62	697,881.62	3,274,710.00	2,576,828.38	21.31
GRAND TOTAL EXPENDITURES	260,357.83	260,357.83	3,274,710.00	3,014,352.17	7.95
CHANGE IN FUND BALANCE	\$ 437,523.79	\$ 437,523.79	\$ 0.00	(437,523.79)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
January 31, 2018**

**10**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
<b>ASSETS</b>			
Cash - Checking (State Bank)	\$ 31,189.88	34,939.36	(3,749.48)
Cash - Payroll (State Bank)	5,994.22	9,297.71	(3,303.49)
Cash - Savings (State Bank)	841,795.20	1,051,789.29	(209,994.09)
Petty Cash	460.00	460.00	0.00
Investment Account	1,159,388.71	1,159,388.71	0.00
Accounts Receivable	549,749.27	2,259.77	547,489.50
Prepaid Expenses	75,284.13	44,240.23	31,043.90
Deposit Account - OCLC	10,480.79	401.59	10,079.20
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(7,213.45)	(7,213.45)	0.00
Equipment and Fixtures	317,606.19	317,606.19	0.00
Accum Depr - Equip & Fixtures	(303,282.72)	(303,282.72)	0.00
Equipment & Fixtures - Donated	204,258.91	204,258.91	0.00
Accum Depr - Donated Equip	(204,258.91)	(204,258.91)	0.00
Endowment Funds	69,598.12	69,598.12	0.00
Amount Provided - LTD	20,325.02	20,325.02	0.00
<b>Total Assets</b>	<b>\$ 2,783,741.29</b>	<b>2,412,175.75</b>	<b>371,565.54</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 10,384.84	42,202.14	(31,817.30)
Credit Card Payable	5,844.75	2,522.84	3,321.91
Amazon Charge Account	2,626.71	101.76	2,524.95
Accrued Salaries Payable	70,971.97	70,971.97	0.00
Accrued Sick Leave Payable	20,325.02	20,325.02	0.00
Accrued Vacation Payable	32,191.28	32,191.28	0.00
Payroll Tax Payable - ND	383.00	0.00	383.00
Dental Insurance Payable	101.00	0.00	101.00
Vision Insurance Payable	(31.48)	0.00	(31.48)
AFLAC Payable	255.15	184.93	70.22
Flexible Spending - Medical	815.30	781.77	33.53
Sales Tax Payable	113.90	646.00	(532.10)
Deferred Revenue	571,913.66	612,842.38	(40,928.72)
<b>Total Liabilities</b>	<b>715,895.10</b>	<b>782,770.09</b>	<b>(66,874.99)</b>
<b>FUND BALANCES</b>			
Fund Balance - Unreserved	136,331.59	(9,731.63)	146,063.22
Fund Bal. - Operating Reserve	1,015,000.00	1,015,000.00	0.00
Fund Bal. - Employee Severance	20,000.00	20,000.00	0.00
Fund Bal. - Unemployment Comp.	43,000.00	43,000.00	0.00
Fund Bal. - Van Replacement	28,250.00	28,000.00	250.00
Fund Bal. - Technology Upgrade	40,416.74	40,000.00	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	30,000.00	30,000.00	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	20,000.00	20,000.00	0.00
Fund Bal. - Joint Automation	120,000.00	120,000.00	0.00
Fund Bal. - III Software Upgrd	250.00	0.00	250.00
Investment in Gen. Fixed Asset	19,475.95	19,475.95	0.00
Reserve for Endowments	69,598.12	69,598.12	0.00
Change in Fund Balance	437,523.79	146,063.22	291,460.57
<b>Total Fund Balances</b>	<b>2,067,846.19</b>	<b>1,629,405.66</b>	<b>438,440.53</b>
<b>Total Liabilities &amp; Fund Balanc</b>	<b>\$ 2,783,741.29</b>	<b>2,412,175.75</b>	<b>371,565.54</b>



## ARTS AND CULTURAL HERITAGE FUND (ACHF)

### Completion Report – Executive Summary

State Fiscal Year 2016: July 1, 2015–June 30, 2016

A Completion Report, due 90 days after the completion of state fiscal year 2016 allocation spending, includes three parts – two required and one optional:

**Required:**

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2016 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact Jennifer Verbrugge at [jennifer.verbrugge@state.mn.us](mailto:jennifer.verbrugge@state.mn.us). (.xls)

**Optional:**

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to Jennifer Verbrugge, [jennifer.verbrugge@state.mn.us](mailto:jennifer.verbrugge@state.mn.us), at State Library Services by **April 3, 2018**.

### Grantee Information

Regional library system name and address:

Lake Agassiz Regional Library

118 5<sup>th</sup> St S

Moorhead, MN 56560

Name, phone, and email address of regional library system administrator:

Liz Lynch, 218-233-3757, [lynchl@larl.org](mailto:lynchl@larl.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Jenna Kahly, 218-233-3757, [kahlyj@larl.org](mailto:kahlyj@larl.org)

Name, phone, and email address of regional library system finance manager:

Jamie Sprynczynatyk, 218-233-3757, [spryj@larl.org](mailto:spryj@larl.org)

### Authorized Signatures

*The information in the report documents are true and correct to the best of our knowledge.*

Signature \_\_\_\_\_

Printed Name **Terri Kalil**

Chair, Regional Library System Governing Board

Date **02/15/2018**

Signature \_\_\_\_\_

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **02/15/2018**

### FY 2016 ACHF Project Highlights

#### Summary Data:

Total number of activities, programs, and/or events: 27 program, 182 performances

Total participation/attendance: 3,382

Total number of partnerships: 5

Total FTE (funded by ACHF): .34

Total value of in-kind contributions: 9,684.61

Total administrative costs (funded by ACHF): 4,704.41

#### Highlights:

*Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.*

1. Minneapolis author Ben Welter delivered an entertaining and historical program based on his book "Minnesota Mayhem: A History of Calamitous Events, Horrific Accidents, Dastardly Crime & Dreadful Behavior in the Land of Ten Thousand Lakes" at the Moorhead Public Library. The presentation was based on events archived in the Minneapolis Tribune from the late 1800s through the early 1900s. The event received overwhelmingly excellent reviews. Participants commented that the author did an excellent job of presenting historical information in a fun and interesting manner. Others commented that they appreciated the historical information about journalism from this same period. When asked, "What other programs would you like to see offered at the library?", participants answered "more of the same."
2. Sherbanoo Aziz from Moorhead, MN, traveled to seven LARL rural locations to talk about Indian cuisine and culture in Minnesota. Evaluations from all seven locations rated her program as "excellent" and gave Sherbanoo rave reviews. In Hendrum, participants commented that they appreciated tasting Indian food for the first time and they appreciated "exposure to something new." In Ada, participants stated, "It's unique! We haven't had anything like this in our community before." And, in Breckenridge, a participant stated, "Experienced a new culture by means of food. Expectations

Exceeded!" in addition to a grateful, "Thank you Minnesota Arts & Cultural Heritage for brining India to us!"

3. In December 2015, LARL chartered a bus from Crookston to Moorhead, with stops in several small towns along the way. Individuals interested in attending the annual Concordia Concert were picked up along the way. We chose to charter a bus to pick individuals up because we acknowledge those individuals living in rural Minnesota who are elderly and who are homebound during the winter months. The 80 tickets secured for this event were spoken for within days, and those who participated expressed their gratefulness for the transportation and the experience to an event that they would not normally be able to attend. An individual from Crookston stated, "Thank you for the wonderful music, the transportation, and the free opportunity to introduce me to a new event." Another participate commented, "The concert brought tears to my eyes. I expected good music, but this experience was magnificent." Another participant commented, "The concert was excellent and I appreciated the fact it didn't cost me anything, I didn't have to drive myself, and I didn't have to worry about parking" and "Thank you for an inspiring experience."

**Monthly Report to the Board****Meeting Date: March 15, 2018****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

NLLN Event at MSUM, Jan. 16; Coordinating Team Meeting, Jan. 17; Crookston City Council Meeting, Jan. 22; Meeting with Hub Supervisors, Jan. 24; CRPLSA Online Meeting, Jan. 25; MNLINK Operations Committee, Feb. 1; MN Library Legislative Online Meeting, Feb. 7; Ann Bancroft Legacy Event in Detroit Lakes, Feb. 12; MN Coalition for Homeless Persons Meeting, Feb. 21; LINK Site Interviews, Feb. 21; Coordinating Team Meeting, Feb. 23; LINK Site Interviews, Feb. 26; HR & Benefits Do's and Don'ts Webinar, Feb. 28

**Open Positions**

None at this time.

**New Employees**

Congratulations to **Jennifer Moan** on her promotion from Fosston Library Assistant to Fosston Library Associate.

Congratulations to **Paula Ous** on her promotion from Crookston Library Assistant to Crookston Library Associate.

Welcome to **Tabatha Durand**, Twin Valley LINK Site Coordinator. Tabatha will also be subbing occasionally at the Fertile Public Library.

**Staff Development**

As part of the strategic planning process, LARL has developed a training plan for reaching as many employees as possible. We have determined the greatest training needs and have developed an inclusive training schedule for 2018 and beyond. **(STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE, CONNECTING WITH THE COMMUNITY, COMFORT AND SAFETY)**

All LARL branch librarians and youth services librarians met on January 29, 2018 to discuss the 2018 Summer Library Experience. The previous Summer Library Program has been rebranded as Summer Library Experience to better represent the goals and objectives of the program. The branding will include our mascot Booker and will focus on "Exploring Minnesota." The Summer Library Experience will take place in all LARL locations June, July, and August and will provide reading/learning based programs, in addition to a reading incentive program. **(STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE & CONNECTING WITH THE COMMUNITY)**

All LARL employees were invited to attend training in Moorhead on February 20 and in Detroit Lakes on February 22 to learn more about OverDrive and Evergreen Customer Registration. There were eleven attendees in Moorhead and 20 in Detroit Lakes. Deb Kvittum, Moorhead Branch Manager offered the OverDrive training, while Sharon Douglas, Automation Coordinator discussed the importance of accurate registration. **(STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE, CONNECTING WITH THE COMMUNITY, COMFORT AND SAFETY)**

Moorhead Librarians, Nicole Boewood and Leigh Cameron attended Mental Health First Aid training at Dakota Medical Foundation on January 11, 2018.

Megan Krueger, Moorhead Library Director participated in a 6 week Copyright in Libraries class in January/February 2018.

Hillary Stevens, LARL Marketing Coordinator participated in a New Marketing Technologies for Libraries webinar on January 25, 2018.

Megan Krueger, Moorhead Library Director participated in a MN Department of Ed/State Library Services webinar regarding State Library construction grants on February 7, 2018.

Cassey Orre, Moorhead Youth Services Librarian attended the Hubbs Children's Literature Conference in Minneapolis on February 17, 2018.

Samantha Albers, Breckenridge Library Associate and Linda Rutowski, Breckenridge Library Assistant participated in ELM Refresher Training and LearningExpress Library training on February 22 & March 13, 2018.

Jeanne Anderson participated in a Weeding Fundamentals for Public Libraries webinar on February 22<sup>nd</sup> & OverDrive: Marketing Digital Books to Kids and Teens webinar on March 1, 2018.

### Library News

#### **New Hours**

The hours of operation in McIntosh and Rothsay have changed slightly to better serve the communities. However, the number of hours open have remained the same for both locations.

**(STRATEGIC PLAN FOCUS AREA: CUSTOMER SERVICE)**

#### **McIntosh: (previous hours)**

**Mon :** 10am to 3pm

**Tue :** 4pm to 7pm (5-8)

**Wed :** 12pm to 5pm

**Thu :** 4pm to 7pm (5-8)

**Fri :** 12pm to 5pm

**Sat :** Closed

**Sun :** Closed

#### **Rothsay: (previous hours)**

**Tue:** 2pm-5pm

**Wed:** 3pm-6pm (4-7)

**Fri:** 10am-1pm (11-2)

#### **Crookston's Otto Bremer Trust Project**

The Crookston Public Library has raised over \$3,300 towards the \$25,000 match from the Otto Bremer Trust. The City of Crookston has agreed to start the process of obtaining bids for new lighting and carpet. Once the bids come in, they will determine if they will move forward with these two items in 2018 or 2019. Bids have also gone out for the restroom construction project that will be covered by the grant funds.

### Donations

1/11/2018	Donation from Lloyd Olson for the Moorhead Public Library.	300.00
1/5/2018	Donation to the Fertile Public Library from Paul Dean Carlson in memory of Verda & Conrad Carlson.	1,000.00
2/6/2018	Anonymous	5.00
2/5/2018	Donation from Rene Noonan to LARL for print materials in memory of Leora Anderson	40.00

1/29/2018	Donation from the Friends of the Moorhead Library for a subscription to Movie Licensing, USA.	408.00	<b>16</b>
1/17/2018	Donation to the Breckenridge Public Library from Jill Beltz.	25.00	
1/23/2018	Wilkin County Historical Society donation to the Breckenridge Public Library.	25.00	
1/16/2018	Donation for materials from Linda Wilson in memory of Eileen Childs, the Bookmobile Librarian, Crookston Library in the 1980s and 1990s.	100.00	
1/23/2018	Donation from Kathleen Twite for the Crookston matching funds initiative.	20.00	
1/31/2018	Anonymous donation for the Crookston matching funds initiative.	10.00	
1/19/2018	Donation from June Schipper in memory of Eileen Childs Corbett, a former Bookmobile Librarian, who became a volunteer upon retirement – for the Crookston matching funds initiative.	25.00	
1/5/2018	Donation from the Fraternal Order of Eagles for the Crookston matching funds initiative.	500.00	
1/17/2018	Donation from Wayne and Kathy Wagner for the Crookston matching funds initiative.	50.00	
1/25/2018	Donation from Wendell and Penny Johnson for the Crookston matching funds initiative.	100.00	
1/23/2018	Donation from Leland and Judy Ellingson for the Crookston matching funds initiative.	100.00	
2/6/2018	Donation to LARL from Northwestern Bank for the Summer Library Experience program.	100.00	
2/16/2018	Anonymous donation to Moorhead.	8.00	
2/12/2018	Ucare donation to the Moorhead Public Library.	60.00	
2/8/2018	Donation to the Crookston Public Library for Award winning children's books from the Crookston Matron's Club.	75.00	
2/13/2018	Donation from Earl Hutchins for the Crookston matching funds initiative.	50.00	
3/2/2018	Donation for materials from Mark and Betsy Vinz in memory of Linde Lou Tandy.	25.00	
2/22/2018	Donation from the City of Fertile	100.00	
	<b>Total</b>	\$ 3,126.00	

#### **UPCOMING MEETINGS/EVENTS**

##### **Executive/Finance Meeting**

Thursday, April 19 at 5:30 at the Moorhead Public Library (Draft 1 of the 2019 Preliminary Budget)

##### **Full Board Meeting**

Thursday, May 17 at 5:30 at the Moorhead Public Library (Draft 2 of the 2019 Preliminary Budget)

# MINNESOTA LIBRARIES TRANSFORM™

## 2018 MLA/ITEM LEGISLATIVE PLATFORM

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

### INCREASE BASIC FUNDING FOR LIBRARY SYSTEMS

(HF 1382 /SF 1033)

#### Regional Library Basic System Support (RLBSS)

Increased funding from \$13.57 million to \$16.57 million annually with a corresponding formula change to provide stable funding for all regional public library systems across the state.

#### Multicounty Multitype Library System Support

Increased funding from \$1.3 million to \$2 million annually to support communication, resource sharing, staff development, and collaborative programming connecting all types of Minnesota libraries.

### BONDING FOR PUBLIC LIBRARY BUILDINGS

(HF 1484/SF 2218)

MLA and ITEM support the appropriation of \$10 million for construction and remodeling of public library buildings through the State's currently authorized matching program.

### CREATE GRANT POOL FOR LIBRARY MEDIA SPECIALISTS

(HF 2698)

MLA and ITEM support funding a grant pool to enable school districts to increase access to licensed library media specialists in districts that face a shortage of licensed media staff.

Minnesota's library systems work together as the infrastructure that supports public, school, academic, & special libraries as these libraries serve the information needs of their users.

#### Regional Public Library Systems

Regional Public Library Systems coordinate public library services to serve residents within their regions and across the state.

#### Multicounty Multitype Library Systems

Multitype systems partner with member libraries to educate staff for traditional & emerging roles, cultivate collaboration, & encourage technological innovation. They leverage existing library strengths to build capacity to achieve more collectively than could be attained independently.

#### School Librarians

School librarians teach critical media information literacy skills & the ability to read critically to help students to become responsible digital citizens. School librarians are fundamental in helping students develop the skills they need to be successful in the 21st century.

# STATEMENTS OF SUPPORT

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## Net Neutrality

MLA & ITEM support state led efforts to maintain net neutrality for Minnesotans. Preserving net neutrality is essential for equitable access to online information and services. The internet is the primary mechanism for delivering information, services and applications to the public, therefore, it's especially important that commercial Internet Service Providers are not able to control or manipulate the content of these communications. Libraries, our patrons and America's communities will be at risk if the FCC's repeal of protections contained in its 2015 Open Internet Order aren't replaced with any enforceable rules.



**The following efforts enhance library service to all Minnesota students and residents. As representatives of libraries of all types, MLA/ITEM support funding in the following areas:**

- Continued funding for Minitex, the Electronic Library for Minnesota (ELM), the Minnesota Digital Library (MDL) and MNLINK, the statewide interlibrary loan and delivery system.
- Funding for EBooks MN to provide increased content and access to ebooks for libraries and school media centers.
- Funding after school and community programs that recognize the essential role libraries play to foster early literacy, provide out-of-school learning opportunities, and contribute to workforce development and college and career readiness.
- Annual funding for broadband for public libraries (RLTA) at \$2.3 million per year.
- Increased annual funding for K-12 Broadband Equity Aid from \$3.75 million per year to \$9.75 million per year.
- Requests for increases in Local Government Aid and County Program Aid because these funding sources support government operations at the city and county level. An increase in the revenue base for cities and counties may result in additional funding support for library services at the local level.



The members of the Minnesota Library Association and Information Technology Educators of Minnesota have endorsed this platform and encourage you to support it in 2018.



**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Jan 1, 2018 to Jan 31, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	1/29/18	Healthsmart Benefit Solutions	80.00	
5120-000	Health Insurance			80.00	
6000-000	Supplies - Office	1/11/18	Rapid Refill	80.00	
6000-000	Supplies - Office	1/15/18	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	1/26/18	Office Depot	330.71	
		1/26/18		136.00	
		1/26/18		24.99	
		1/26/18		3.29	
		1/26/18		21.10	
		1/26/18		9.59	
		1/26/18		33.24	
		1/26/18		16.39	
6000-000	Supplies - Office			1,541.81	
6040-000	Supplies - Computer	1/18/18	Minnesota Secretary of State	51.00	
6040-000	Supplies - Computer	1/31/18	Monoprice, Inc.	146.39	
6040-000	Supplies - Computer			197.39	
6200-000	Equip Rep/Mtc - Miscellaneous	1/29/18	Christianson's Business Furnit	87.00	
6200-000	Equip Rep/Mtc - Miscellaneous			87.00	
6300-000	Payroll/Time Tracking	1/9/18	Payroll Professionals, Inc.	134.85	
		1/31/18		130.20	
6300-000	Payroll/Time Tracking			265.05	
6350-000	Delivery Service - Courier	1/8/18	Northern Network Express	1,280.80	
		1/15/18		1,280.80	
6350-000	Delivery Service - Courier			2,561.60	
6362-000	Lease - Copiers	1/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	1/1/18	Halstad Telephone Company	32.68	
		1/1/18		74.06	
6400-000	Telephone	1/1/18	Rothsay Telephone	75.25	
6400-000	Telephone	1/22/18	Rochester Telecom Systems Inc.	105.38	
6400-000	Telephone			287.37	
6410-000	PIO - Marketing/Printing/Etc	1/5/18	Shortprinter	51.25	
6410-000	PIO - Marketing/Printing/Etc	1/19/18	Cole Papers Inc.	69.49	
		1/25/18		20.14	
6410-000	PIO - Marketing/Printing/Etc	1/31/18	Knight Printing	311.02	
6410-000	PIO - Marketing/Printing/Etc			451.90	
6430-000	Postage	1/16/18	TotalFunds	300.00	
6430-000	Postage			300.00	
6450-000	Mileage - Trustee	1/18/18	Ben Grimsley	49.05	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Jan 1, 2018 to Jan 31, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	1/18/18	David Geray	81.75	
6450-000	Mileage - Trustee	1/18/18	Linda Schell	54.50	
6450-000	Mileage - Trustee	1/18/18	Arlen Syverson	120.99	
6450-000	Mileage - Trustee	1/18/18	Terry Kalil	78.48	
6450-000	Mileage - Trustee	1/18/18	Dennis Larson	49.05	
6450-000	Mileage - Trustee	1/18/18	LuAnn Durant	76.85	
6450-000	Mileage - Trustee	1/18/18	Gary Willhite	76.30	
6450-000	Mileage - Trustee	1/18/18	Steve Jacobson	26.16	
6450-000	Mileage - Trustee			613.13	
6455-000	Mileage - Staff	1/1/18	Amy Nelson	34.24	
6455-000	Mileage - Staff	1/2/18	Sheila Capistran	91.56	
6455-000	Mileage - Staff	1/3/18	Joyce Christine Boike	39.79	
6455-000	Mileage - Staff	1/4/18	Jill Rose	19.08	
6455-000	Mileage - Staff	1/6/18	Megan Krueger	48.51	
6455-000	Mileage - Staff	1/8/18	Jill Rose	23.98	
6455-000	Mileage - Staff	1/9/18	Liz Lynch	75.21	
6455-000	Mileage - Staff	1/9/18	Jenna Kahly	47.62	
6455-000	Mileage - Staff	1/9/18	Carol Ricke	47.96	
6455-000	Mileage - Staff	1/11/18	Jill Rose	19.08	
6455-000	Mileage - Staff	1/12/18	Joyce Christine Boike	25.62	
6455-000	Mileage - Staff	1/16/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	1/16/18	Candace Osborn	45.78	
6455-000	Mileage - Staff	1/16/18	Linda Rutkowski	31.61	
6455-000	Mileage - Staff	1/16/18	Carol Van Brocklin	28.34	
6455-000	Mileage - Staff	1/17/18	Joyce Christine Boike	75.21	
		1/18/18		47.96	
6455-000	Mileage - Staff	1/18/18	Jill Rose	19.08	
6455-000	Mileage - Staff	1/19/18	Sheila Capistran	39.24	
6455-000	Mileage - Staff	1/22/18	Liz Lynch	75.21	
6455-000	Mileage - Staff	1/22/18	Jenna Kahly	31.26	
6455-000	Mileage - Staff	1/23/18	Joyce Christine Boike	25.62	
6455-000	Mileage - Staff	1/23/18	Jane Vigness	34.88	
6455-000	Mileage - Staff	1/23/18	Julie Malmanger	30.52	
6455-000	Mileage - Staff	1/24/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	1/25/18	Sheila Capistran	39.24	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Jan 1, 2018 to Jan 31, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	1/25/18	Jill Rose	19.08	
6455-000	Mileage - Staff	1/25/18	Christy Underlee	31.07	
6455-000	Mileage - Staff	1/26/18	Joyce Christine Boike	47.96	
6455-000	Mileage - Staff	1/26/18	Jodi Harrington	26.16	
6455-000	Mileage - Staff	1/26/18	Jill Rose	23.98	
6455-000	Mileage - Staff	1/29/18	Jane Vigness	54.50	
6455-000	Mileage - Staff	1/29/18	Julie Malmanger	106.82	
6455-000	Mileage - Staff	1/29/18	Lois Schaedler	86.11	
6455-000	Mileage - Staff	1/29/18	Jill Rose	23.98	
6455-000	Mileage - Staff	1/29/18	Candace Osborn	45.78	
6455-000	Mileage - Staff	1/29/18	Carol Van Brocklin	28.34	
6455-000	Mileage - Staff	1/29/18	Greta Guck	48.51	
6455-000	Mileage - Staff	1/31/18	Jill Rose	23.98	
6455-000	Mileage - Staff			1,656.07	
6470-000	Board Expenses	1/18/18	Linda Holecek	40.41	
6470-000	Board Expenses	1/18/18	PJ Operations	49.34	
6470-000	Board Expenses	1/24/18	Purchase Advantage Card	42.42	
6470-000	Board Expenses			132.17	
6482-000	Conf/Meeting - Miscellaneous	1/4/18	Megan Krueger	200.00	
6482-000	Conf/Meeting - Miscellaneous	1/12/18	Moorhead Community Education	80.00	
6482-000	Conf/Meeting - Miscellaneous			280.00	
6484-000	Conf/Meeting - System Directo	1/25/18	Eveleth Public Library	38.95	
6484-000	Conf/Meeting - System Directo			38.95	
6490-000	Programming - Youth	1/12/18	Movie Licensing USA	57.00	
6490-000	Programming - Youth			57.00	
6500-000	Van - Gasoline	1/6/18	Cenex Fleetcard	27.12	
6500-000	Van - Gasoline			27.12	
6505-000	Van - Repairs & Maintenance	1/1/18	DVS Renewal	16.00	
6505-000	Van - Repairs & Maintenance			16.00	
6600-000	Materials - Print	1/1/18	Gale/CENGAGE Learning	26,145.00	
6600-000	Materials - Print	1/4/18	Baker & Taylor	240.64	
		1/4/18		66.98	
		1/4/18		297.44	
		1/4/18		52.90	
		1/4/18		65.32	
		1/4/18		541.90	
		1/5/18		13.92	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/5/18		24.93	
		1/5/18		79.54	
		1/5/18		292.00	
		1/5/18		96.62	
		1/8/18		137.79	
		1/9/18		80.02	
		1/9/18		28.69	
		1/9/18		146.42	
		1/9/18		486.04	
		1/9/18		261.34	
		1/9/18		234.02	
		1/10/18		21.32	
		1/10/18		11.76	
		1/10/18		121.70	
		1/10/18		240.41	
		1/11/18		216.48	
		1/11/18		82.92	
		1/11/18		48.10	
		1/11/18		33.20	
		1/11/18		252.03	
		1/12/18		1,841.31	
		1/16/18		317.55	
		1/16/18		127.72	
		1/16/18		55.00	
		1/17/18		193.48	
		1/17/18		197.26	
		1/17/18		19.68	
		1/18/18		304.61	
		1/18/18		159.78	
		1/18/18		40.66	
		1/19/18		408.02	
		1/19/18		42.08	
		1/22/18		62.72	
		1/22/18		10.38	
		1/23/18		85.26	
		1/23/18		473.87	
		1/23/18		475.44	
		1/24/18		20.98	
		1/24/18		65.20	
		1/24/18		49.76	
		1/24/18		35.20	
		1/25/18		203.90	
		1/26/18		60.39	
		1/29/18		43.36	
		1/29/18		404.12	
		1/29/18		61.65	
		1/29/18		450.77	
		1/29/18		26.18	
6600-000	Materials - Print			36,555.76	
6601-000	Materials - A/V	1/1/18	Penguin Random House, LLC.	150.00	
		1/1/18		52.50	
6601-000	Materials - A/V	1/4/18	Baker & Taylor	183.90	
		1/5/18		50.11	
6601-000	Materials - A/V	1/8/18	Recorded Books, LLC.	36.49	
6601-000	Materials - A/V	1/9/18	Baker & Taylor	192.27	
		1/9/18		124.08	
		1/9/18		19.09	
		1/10/18		141.68	
		1/12/18		138.04	
		1/16/18		65.82	
		1/17/18		113.22	
6601-000	Materials - A/V	1/18/18	Recorded Books, LLC.	136.00	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/18/18		63.50	
		1/18/18		54.98	
6601-000	Materials - A/V	1/24/18	Baker & Taylor	42.02	
		1/24/18		26.23	
		1/24/18		96.80	
6601-000	Materials - A/V	1/25/18	Recorded Books, LLC.	104.99	
		1/25/18		108.98	
		1/25/18		31.99	
		1/25/18		182.98	
6601-000	Materials - A/V	1/25/18	Baker & Taylor	39.57	
6601-000	Materials - A/V	1/26/18	Recorded Books, LLC.	27.50	
6601-000	Materials - A/V	1/29/18	Baker & Taylor	39.42	
6601-000	Materials - A/V			2,222.16	
6670-000	Materials - Digital - e-Books	1/2/18	Overdrive, Inc.	79.99	
		1/2/18		229.96	
		1/3/18		136.91	
		1/3/18		30.98	
		1/4/18		26.99	
		1/5/18		10.89	
		1/5/18		878.38	
6670-000	Materials - Digital - e-Books			1,394.10	
6675-000	Materials - Digital - e-Audio	1/5/18	Overdrive, Inc.	520.45	
6675-000	Materials - Digital - e-Audio			520.45	
6690-000	Materials - Periodicals	1/2/18	Twin Valley Times	75.00	
6690-000	Materials - Periodicals	1/16/18	Daily News / News Monitor	130.00	
6690-000	Materials - Periodicals	1/23/18	The 13 Towns	35.00	
6690-000	Materials - Periodicals	1/30/18	McIntosh Times	25.00	
6690-000	Materials - Periodicals			265.00	
7200-000	Legacy - Expense (1099)	1/11/18	A Center For The Arts	669.60	
7200-000	Legacy - Expense (1099)	1/28/18	Minnesota Public Radio	188.00	
7200-000	Legacy - Expense (1099)			857.60	
7410-000	Northern Lights LN e-Books	1/3/18	Overdrive, Inc.	87.94	
		1/3/18		74.96	
7410-000	Northern Lights LN e-Books			162.90	
8000-011	Donation - Misc Exp - LM	1/3/18	Cassey Orre	40.75	
8000-011	Donation - Misc Exp - LM	1/12/18	Movie Licensing USA	408.00	
8000-011	Donation - Misc Exp - LM			448.75	
8107-000	Donation - Material Other - RO	1/5/18	Overdrive, Inc.	107.01	
8107-000	Donation - Material Other - RO			107.01	
8107-011	Donation - Material Other - LM	1/5/18	Overdrive, Inc.	121.07	
8107-011	Donation - Material Other - LM			121.07	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Jan 1, 2018 to Jan 31, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	1/12/18	Federal Income Tax deposit	4,293.88	
		1/12/18		1,004.21	
		1/31/18		1,042.33	
		1/31/18		4,456.88	
5100-000	Payroll Taxes - Employer			10,797.30	
5110-000	Retirement - PERA - Employer	1/12/18	Public Employees Retirement As	5,180.46	
		1/31/18		5,466.23	
5110-000	Retirement - PERA - Employer			10,646.69	
5120-000	Health Insurance	1/11/18	SelectAccount - VEBA/HSA	1,969.75	
		1/11/18		1,684.00	
5120-000	Health Insurance	1/12/18	SelectAccount	639.46	
5120-000	Health Insurance	1/12/18	LARL Payroll		975.75
5120-000	Health Insurance	1/31/18	Lakes Country Service Cooperat	19,069.50	
5120-000	Health Insurance	1/31/18	SelectAccount - VEBA/HSA	975.75	
5120-000	Health Insurance	1/31/18	LARL Payroll		975.75
		1/31/18			372.25
5120-000	Health Insurance			24,338.46	2,323.75
5140-000	Life Insurance - Employer Paid	1/1/18	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6010-000	Supplies - Technical Services	1/16/18	Amazon (charges on account)	44.17	
6010-000	Supplies - Technical Services			44.17	
6020-000	Supplies - Public Services	1/26/18	Amazon (charges on account)	13.58	
		1/28/18		10.44	
6020-000	Supplies - Public Services			24.02	
6400-000	Telephone	1/25/18	Arvig	181.98	
6400-000	Telephone	1/30/18	Garden Valley Telephone Comp	86.58	
		1/30/18		33.80	
		1/30/18		33.80	
		1/30/18		33.80	
6400-000	Telephone			369.96	
6405-000	Cell Phone	1/9/18	Ting	6.93	
6405-000	Cell Phone			6.93	
6410-000	PIO - Marketing/Printing/Etc	1/7/18	Noun Project	9.99	
6410-000	PIO - Marketing/Printing/Etc	1/22/18	Canva.com	115.51	
6410-000	PIO - Marketing/Printing/Etc	1/31/18	Facebook Ad Manager	47.29	
6410-000	PIO - Marketing/Printing/Etc			172.79	
6435-000	PO Box Rental	1/3/18	US Postal Service	116.00	
6435-000	PO Box Rental			116.00	
6470-000	Board Expenses	1/11/18	Amazon (charges on account)	109.80	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Jan 1, 2018 to Jan 31, 2018**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6470-000	Board Expenses			109.80	
6480-000	Staff Training	1/4/18	LibraryWorks, Inc.	49.00	
		1/18/18		49.00	
6480-000	Staff Training			98.00	
6600-000	Materials - Print	1/5/18	Amazon (charges on account)	23.98	
		1/10/18		23.55	
6600-000	Materials - Print	1/18/18	Becker County Museum	38.97	
6600-000	Materials - Print	1/19/18	Amazon (charges on account)	51.96	
		1/24/18		10.60	
		1/25/18		29.98	
6600-000	Materials - Print			179.04	
6601-000	Materials - A/V	1/3/18	Amazon (charges on account)	59.73	
		1/3/18		29.92	
		1/3/18		275.77	
		1/3/18		19.95	
		1/4/18		50.85	
		1/7/18		25.92	
		1/9/18		25.92	
		1/10/18		93.76	
		1/14/18		27.76	
		1/15/18		21.98	
		1/15/18		25.19	
		1/15/18		25.19	
		1/15/18		53.88	
		1/17/18		25.92	
		1/19/18		171.44	
		1/20/18		36.92	
		1/21/18		35.92	
		1/21/18		29.98	
		1/22/18		59.97	
		1/23/18		63.66	
		1/24/18		53.96	
		1/28/18		49.92	
		1/28/18		32.46	
		1/29/18		32.96	
6601-000	Materials - A/V			1,328.93	
6670-000	Materials - Digital - e-Books	1/9/18	Overdrive, Inc.	255.00	
		1/9/18		50.95	
		1/9/18		12.99	
		1/9/18		129.99	
		1/9/18		16.98	
		1/15/18		30.96	
		1/16/18		30.98	
		1/16/18		225.90	
		1/16/18		38.98	
		1/22/18		1,359.03	
		1/22/18		102.99	
		1/22/18		54.96	
		1/22/18		65.00	
		1/23/18		43.97	
		1/23/18		99.98	
		1/29/18		201.84	
		1/29/18		95.00	
		1/29/18		214.87	
		1/30/18		556.86	
6670-000	Materials - Digital - e-Books			3,587.23	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6675-000	Materials - Digital - e-Audio	1/22/18	Overdrive, Inc.	95.00	
		1/23/18		255.99	
6675-000	Materials - Digital - e-Audio			350.99	
7120-000	Telecom/E-rate Expenses	1/20/18	Microsoft	1,008.00	
7120-000	Telecom/E-rate Expenses			1,008.00	
7200-000	Legacy - Expense (1099)	1/8/18	VistaPrint.com	85.71	
7200-000	Legacy - Expense (1099)			85.71	
7210-000	Legacy - Materials - Print	1/24/18	Amazon (charges on account)	170.00	
		1/26/18		18.00	
		1/27/18		144.64	
7210-000	Legacy - Materials - Print			332.64	
7220-000	Legacy - Materials - A/V	1/25/18	Amazon (charges on account)	392.24	
		1/26/18		109.51	
		1/26/18		43.57	
7220-000	Legacy - Materials - A/V			545.32	
7230-000	Legacy - Materials - Other	1/16/18	Overdrive, Inc.	79.98	
		1/24/18		65.00	
		1/24/18		294.93	
7230-000	Legacy - Materials - Other			439.91	
7410-000	Northern Lights LN e-Books	1/11/18	Overdrive, Inc.	170.00	
		1/16/18		18.98	
		1/22/18		262.29	
		1/29/18		160.00	
7410-000	Northern Lights LN e-Books			611.27	
9630-200	Cell Phone - Joint Automation	1/9/18	Ting	17.34	
9630-200	Cell Phone - Joint Automation			17.34	