

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, June 21, 2018**

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

Location: **Moorhead Public Library, lower level**

NOTE: If you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on June 21st.

AGENDA

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

- 5:35 **2. MINUTES OF THE MAY 17, 2018 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 17, 2018 Full Board Meeting Minutes as presented.

- 5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 6)

- a. Application for State FY2019 Regional Library Basic System Support (RLBSS)
 Enclosed (page 10)

Recommended Motion: Move to approve the application for State FY2019 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee.

- a. Application for State FY2019 Legacy (Arts & Cultural Heritage Program)
 Enclosed (page 20)

Recommended Motion: Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2019.

- 5:50 **4. REPORT OF THE FINANCE COMMITTEE** – Ingersoll

- a. 2019 Preliminary Budget (Draft #3)
 Enclosed (page 32)

Recommended Motion: Move to approve the 2019 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

(over)

- 6:00 **5. DIRECTOR'S REPORT - Lynch**
- a. Director's Report
Enclosed (page 34)
 - b. LARL Interlibrary Loan Policy Approval
Enclosed (page 37)

Recommended Motion: Move to approve the revised Interlibrary Loan Policy.

- 6:15 **6. BOARD MEMBER REPORTS:**
- Becker County** – Ben Grimsley & Terry Kalil
 - Breckenridge** – Evie Fox
 - Clay County** – Jim Haney
 - Clearwater County** – Arlen Syverson
 - Crookston** – Clayton Briggs
 - Detroit Lakes** – Linda Schell
 - Mahnomen** – LuAnn Durant
 - Mahnomen County** – David Geray
 - Moorhead** – Mari Dailey, Wayne Ingersoll, and Andrew Brammer
 - 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 & Mary Dailey

- 6:35 **7. PRESIDENT'S REPORT** – President Kalil

- 6:45 **8. OTHER**

- 6:55 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – May 2018 (page 39 in the digital packet, available for review at meeting for printed packets)

UPCOMING MEETINGS/EVENTS

2018 Youth Summer Library Experience: Explore! - June/July/August

Independence Day: Wednesday, July 4, 2018: All LARL locations closed

July: Executive Committee Meeting Cancelled

August 17: Executive Committee Meeting at the Moorhead Library at 5:30 p.m.

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 17, 2018 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

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

Board Members Absent: Jacobson, Schell

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MARCH 15, 2018 FULL BOARD MEETING

(Haney/Brammer) Move to approve the Minutes of the March 15, 2018 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through April we are 33.33% of the way through 2018 and 32.3% of the budget has been spent. The Accounting/Bank fees line in *Other Expenses* is at 67% of budget due to the 2017 audit paid in full.

(Briggs/Dailey) Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Hawley, and Moorhead Branches into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution. MCU.

Sprynczynatyk discussed the second draft of the 2019 Preliminary Budget. There was one change to the budget from draft #1 presented to the Executive/Finance Committees in April. An employee who is eligible but hasn't been taking Health Insurance has resigned resulting in the need to add approximately \$8,000 to the Personnel budget. There are 2 large unknown items in the budget which LARL won't know until August; Health Insurance which is budgeted at an 8% increase, and State Basic Support which is currently budgeted to stay the same as 2018. The budget includes a 1.5% increase to LARL Signatories.

Lynch asked the Board if the 1.5% increase was reasonable. Most Board members said the increase should not be an issue, and none of the Board members voiced any concerns of their City or County having issues with increase.

(over)

Minutes of the May 17, 2018 Full Board Meeting – Page 2

DIRECTOR'S REPORT

LARL is getting ready for the Summer Learning Experience. It's the busiest time of year for our branches and LINK Sites.

LARL has asked Northern Lights Library Network for financial assistance for Electric Library of Minnesota (ELM) training for LARL, Northwest Regional Library, Kitchigami Regional Library and Viking Regional Library System employees. The training will take place in Bemidji and Detroit Lakes in September and will be open to media specialists as well.

The Crookston renovation project still needs about \$7,000 to complete the \$25,000 match of the grant.

LARL OverDrive service for eBooks and eAudiobooks has been very popular, every year there is an 18% increase in usage, and each year there are about 14% more customers using the service. Approximately \$30,000-\$40,000 of requests for e-materials are turned away each month.

(Geray/Syverson) Move to approve the revised Registration & Circulation Policy. MCU.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

Kalil reported that Detroit Lakes is preparing for the Summer Library Experience, with several events coming up.

Breckenridge (Holecek)

School visits are taking place to get people signed up for the Summer Library Experience.

Clay County (Haney)

The County will be looking for a new County Administrator.

Clearwater County (Syverson)

No report.

Crookston (Briggs)

The City Council approved carpet replacement and lighting replacement to go along with the current remodel project.

Detroit Lakes (Schell - absent)

No report.

City of Mahnomen (Durant)

School visits are taking place for the Summer Library Experience.

Mahnomen County (Geray)

No report.

(continued on next page)

Moorhead (Brammer, Dailey, Ingersoll)

The Library will be offering storytime in the park at various locations throughout the summer. Library staff will be hosting a booth at the Moorhead Farmers market this summer.

Norman County/Ada (Jacobson-absent)

No report.

Polk County (Willhite)

Willhite reported that Lynn Willhite has been very involved in the Crookston remodel project, which is going very well and should be done in the next 3 to 4 months.

Wilkin County (Larson)

No report.

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

No report.

Northern Lights Library Network (Ingersoll, Dailey)

No report.

(Dailey/Haney) Move to adjourn.

The meeting adjourned at 6:10 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2018

41.66%

Page: 1 **6**

	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	\$ 185,905.00	\$ 371,810.00	185,905.00	50.00
Detroit Lakes	0.00	111,875.00	223,750.00	111,875.00	50.00
Clay County	0.00	143,745.00	287,490.00	143,745.00	50.00
Moorhead	0.00	371,760.00	743,520.00	371,760.00	50.00
Clearwater County	0.00	49,985.00	99,970.00	49,985.00	50.00
Mahnomen County	0.00	21,095.00	42,190.00	21,095.00	50.00
Mahnomen	0.00	10,065.00	20,130.00	10,065.00	50.00
Norman County	0.00	48,380.00	96,760.00	48,380.00	50.00
Polk County	0.00	129,602.50	259,205.00	129,602.50	50.00
Crookston	0.00	110,285.00	220,570.00	110,285.00	50.00
Wilkin County	0.00	26,805.00	53,610.00	26,805.00	50.00
Breckenridge	0.00	44,480.00	88,960.00	44,480.00	50.00
Total Signatory Funding	0.00	1,253,982.50	2,507,965.00	1,253,982.50	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	200,220.39	500,551.00	300,330.61	40.00
Reg Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Total Grants	0.00	223,694.46	601,551.00	377,856.54	37.19
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	919.00	4,858.16	12,500.00	7,641.84	38.87
Printing Revenue	1,437.17	7,369.85	18,000.00	10,630.15	40.94
Fax Revenue	620.00	2,862.20	7,500.00	4,637.80	38.16
Microfilm Revenue	12.35	98.71	100.00	1.29	98.71
Photocopy Revenue	555.52	2,961.65	7,000.00	4,038.35	42.31
Book/Furniture Sale Revenue	139.77	2,964.41	0.00	(2,964.41)	0.00
Interest/Dividend Income	1,281.68	23,418.09	38,500.00	15,081.91	60.83
Investment Value Change	2,126.95	(33,791.83)	0.00	33,791.83	0.00
Lost/Damaged Property	440.53	2,851.04	6,000.00	3,148.96	47.52
Total Miscellaneous Revenue	7,532.97	13,592.28	89,600.00	76,007.72	15.17
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	22,650.00	45,300.00	22,650.00	50.00
MNLink Server Site Payments	270.12	1,350.60	3,250.00	1,899.40	41.56
Total Joint Automation Revenue	270.12	24,000.60	48,550.00	24,549.40	49.43
Fund Balance/Shortfall	0.00	0.00	27,044.00	27,044.00	0.00
Total General Fund Revenue	7,803.09	1,515,269.84	3,274,710.00	1,759,440.16	46.27
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	144,835.28	703,332.66	1,729,550.00	1,026,217.34	40.67
Payroll Taxes	10,875.95	53,111.97	133,700.00	80,588.03	39.72
Retirement - PERA	10,572.62	51,717.08	129,150.00	77,432.92	40.04
Health Insurance	22,058.65	113,583.05	280,600.00	167,016.95	40.48
Life Insurance	170.94	859.04	2,100.00	1,240.96	40.91
Workers Compensation Insurance	303.41	1,517.13	3,900.00	2,382.87	38.90
Other Employee Benefits	116.00	580.00	1,650.00	1,070.00	35.15
Total Personnel	188,932.85	924,700.93	2,280,650.00	1,355,949.07	40.55
<i>Automation/Cataloging</i>					
Automation	12,240.09	57,213.53	146,550.00	89,336.47	39.04
Support - App	291.25	1,456.25	3,500.00	2,043.75	41.61
Catalog Item Records	930.88	4,654.40	11,000.00	6,345.60	42.31
Supplies - Computer	204.72	2,902.50	5,000.00	2,097.50	58.05
Supplies - Technical Services	339.37	1,372.27	7,000.00	5,627.73	19.60
Total Automation/Cataloging	14,006.31	67,598.95	173,050.00	105,451.05	39.06

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	8.22	458.57	3,400.00	2,941.43	13.49
Programming - Summer Reading	1,698.99	5,173.31	8,000.00	2,826.69	64.67
Programming - Adult	42.00	1,083.23	2,500.00	1,416.77	43.33
Total Library Programming	1,749.21	6,715.11	13,900.00	7,184.89	48.31
Staff Development					
Staff Training & Development	0.00	4,881.78	10,000.00	5,118.22	48.82
Total Staff Development	0.00	4,881.78	10,000.00	5,118.22	48.82
Mileage/Board Meeting Expense					
Mileage - Staff	2,503.44	11,401.28	21,000.00	9,598.72	54.29
Regional Board Meetings	702.57	2,345.44	6,000.00	3,654.56	39.09
Total Mileage/Board Meeting Expenses	3,206.01	13,746.72	27,000.00	13,253.28	50.91
Other Expenses					
Accounting/Bank Fees	372.55	10,633.45	15,250.00	4,616.55	69.73
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	4,401.60	30,077.21	73,000.00	42,922.79	41.20
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,433.82	7,164.57	17,700.00	10,535.43	40.48
Lease - Regional Office Rent	1,717.17	8,585.83	20,610.00	12,024.17	41.66
Leases - Equipment	606.86	3,163.30	8,300.00	5,136.70	38.11
Maintenance Contracts	2,601.03	6,121.43	15,050.00	8,928.57	40.67
Memberships	0.00	298.00	1,000.00	702.00	29.80
Minnesota Director's Fund	0.00	0.00	2,300.00	2,300.00	0.00
Miscellaneous Expense	0.00	254.75	2,500.00	2,245.25	10.19
PIO: Printing/Advertising	2,820.97	6,447.68	16,000.00	9,552.32	40.30
Postage	17.16	791.00	4,200.00	3,409.00	18.83
Recruitment	495.10	602.90	8,000.00	7,397.10	7.54
Repairs - Equipment	61.50	298.50	2,500.00	2,201.50	11.94
Supplies - Copier/Fax/Microfilm	144.99	205.49	800.00	594.51	25.69
Supplies - Office	2,280.71	4,128.31	8,500.00	4,371.69	48.57
Supplies - Public Services	192.08	974.58	6,000.00	5,025.42	16.24
Telephone/Telecom	1,653.87	7,280.25	15,100.00	7,819.75	48.21
Total Other Operating Expenses	18,799.41	87,027.25	224,310.00	137,282.75	38.80
Regional Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Transportation					
Van Expenses	240.91	941.80	3,800.00	2,858.20	24.78
Total Transportation	240.91	941.80	3,800.00	2,858.20	24.78
Materials					
Audio Visual	5,029.20	26,823.65	73,000.00	46,176.35	36.74
Digital	9,279.81	36,659.98	89,000.00	52,340.02	41.19
Online Resources	719.15	3,874.90	13,000.00	9,125.10	29.81
Periodicals	838.35	13,233.80	23,000.00	9,766.20	57.54
Print	8,295.78	93,684.70	192,000.00	98,315.30	48.79
Total Materials	24,162.29	174,277.03	390,000.00	215,722.97	44.69
Capital Expenditures					
Furniture & Equipment	1,252.98	2,006.32	10,000.00	7,993.68	20.06
Software & Hardware Upgrades	3,867.08	5,595.24	30,000.00	24,404.76	18.65
Total Capital Expenditures	5,120.06	7,601.56	40,000.00	32,398.44	19.00
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	1,250.00	3,000.00	1,750.00	41.67
Technology Upgrades	416.74	2,083.70	5,000.00	2,916.30	41.67
Van Replacement	250.00	1,250.00	3,000.00	1,750.00	41.67
Total Capital Fund Accounts	916.74	4,583.70	11,000.00	6,416.30	41.67
Total General Fund Expenditures	257,133.79	1,315,548.90	3,274,710.00	1,959,161.10	40.17
General Fund Revenue Over Expenditures \$	(249,330.70)	\$ 199,720.94	\$ 0.00	(199,720.94)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ (3,239.50)	\$ 2,100.51	\$ 0.00	(2,100.51)	0.00
Endowment Revenue	675.00	675.00	0.00	(675.00)	0.00
Telecom/E-rate Funds	0.00	1,008.12	0.00	(1,008.12)	0.00
Legacy Grant Revenue	8,861.29	33,321.11	0.00	(33,321.11)	0.00
Miscellaneous Grants	7,377.08	11,377.08	0.00	(11,377.08)	0.00
Northern Lights LN Funds	102.94	3,093.17	0.00	(3,093.17)	0.00
Total Special Projects Revenue	13,776.81	51,574.99	0.00	(51,574.99)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	1,233.29	1,981.43	0.00	(1,981.43)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	597.00	3,464.86	0.00	(3,464.86)	0.00
Donations - Miscellaneous	30.81	1,996.38	0.00	(1,996.38)	0.00
Legacy Grant Expense	8,861.29	33,321.11	0.00	(33,321.11)	0.00
Telecom/E-rate Expenses	0.00	1,008.13	0.00	(1,008.13)	0.00
Miscellaneous Grant Expense	7,377.08	11,377.08	0.00	(11,377.08)	0.00
Northern Lights LN e-Books	33.02	3,093.17	0.00	(3,093.17)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	18,132.49	56,242.16	0.00	(56,242.16)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	591.85	1,240.52	0.00	(1,240.52)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	591.85	1,240.52	0.00	(1,240.52)	0.00
Total Special Projects Expenditures	18,724.34	57,482.68	0.00	(57,482.68)	0.00
Special Proj Rev Over (Under) Expend	\$ (4,947.53)	\$ (5,907.69)	\$ 0.00	5,907.69	0.00
GRAND TOTAL REVENUE	21,579.90	1,566,844.83	3,274,710.00	1,707,865.17	47.85
GRAND TOTAL EXPENDITURES	275,858.13	1,373,031.58	3,274,710.00	1,901,678.42	41.93
CHANGE IN FUND BALANCE	\$ (254,278.23)	\$ 193,813.25	\$ 0.00	(193,813.25)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
May 31, 2018

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 19,929.26	38,594.58	(18,665.32)
Cash - Payroll (State Bank)	10,064.14	7,965.65	2,098.49
Cash - Savings (State Bank)	1,121,805.93	1,052,696.32	69,109.61
Petty Cash	460.00	460.00	0.00
Investment Account	1,246,078.68	1,143,666.38	102,412.30
Accounts Receivable	184.16	410,985.00	(410,800.84)
Prepaid Expenses	61,090.51	68,133.09	(7,042.58)
Deposit Account - OCLC	6,817.79	7,735.83	(918.04)
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
Total Assets	\$ 2,575,829.56	2,839,635.94	(263,806.38)
LIABILITIES			
Accounts Payable	\$ 18,888.44	27,645.07	(8,756.63)
Credit Card Payable	3,611.54	4,631.17	(1,019.63)
Amazon Charge Account	3,516.65	4,792.75	(1,276.10)
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	757.00	371.00	386.00
Dental Insurance Payable	51.72	107.16	(55.44)
Vision Insurance Payable	(31.20)	(31.27)	0.07
AFLAC Payable	255.15	255.15	0.00
Garnishment/Child Support Pay	20.00	20.00	0.00
Flexible Spending - Medical	449.60	678.31	(228.71)
Sales Tax Payable	505.16	359.42	145.74
Deferred Revenue	596,514.62	596,154.81	359.81
Total Liabilities	748,026.95	758,471.84	(10,444.89)
FUND BALANCES			
Fund Balance - Unreserved	136,331.59	136,331.59	0.00
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	29,250.00	29,000.00	250.00
Fund Bal. - Technology Upgrade	42,083.70	41,666.96	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	1,250.00	1,000.00	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	193,813.25	448,091.48	(254,278.23)
Total Fund Balances	1,827,802.61	2,081,164.10	(253,361.49)
Total Liabilities & Fund Balanc	\$ 2,575,829.56	2,839,635.94	(263,806.38)



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2019 (July 1, 2018 – June 30, 2019) Application

A. Applicant Information

1. Regional public library system name and address:

Lake Agassiz Regional Library, 118 5th St, Moorhead MN 56560

2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:

Liz Lynch, Regional Library Director; phone 218-233-3757; fax 218-233-7556; lynchl@larl.org

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

Masters of Science in Library Science, 1999 – 2000, Clarion University of Pennsylvania, Clarion, PA.

Bachelor of Science, Anthropology/Archaeology, 1993-1998, Moorhead State University, Moorhead, MN.

Regional Library Director, Jan 2013 – present, Lake Agassiz Regional Library, Moorhead, MN.

Hub Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Apr 2010 – 2012, Lake Agassiz Regional Library, Moorhead, MN.

Public Services Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Aug 2005 – Apr 2010, Lake Agassiz Regional Library, Moorhead, MN.

Electronic Resources & Staff Development Librarian, May 2001 – August 2005, Lake Agassiz Regional Library, Moorhead, MN.

Research Librarian, Sept 2000–Apr 2001, Government Reference Serv., Enoch Pratt Free Library, Baltimore, MD.

4. Number of FTE staff paid with RLBSS funds: 6.27

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

☐ Organizational agreement(s) that are new or have been updated since the last application are attached.

☒ There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide one of the following with this aid application.

Please indicate which is attached:

☐ A new long-range strategic plan.

☒ A brief report on the status of the current plan. The report details any changes to the current plan or indicates that there are no changes.

☐ A brief update on the status of developing a new plan. Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2018.

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

At a Glance – Please summarize your plans for State FY2019 in a few sentences: RLBSS will be used to provide funding for personnel expenses for key Regional Office employees. These employees are specialists in their area and are responsible for providing support to the rest of the region in areas such as automation, collection management, delivery services, programming initiatives, IT, HR and more. LARL continues to move forward as a region because of the leadership and expertise of these very efficient, yet effective positions and employees.

Briefly describe the programs that will take place during FY2019, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- **Please describe the goal(s) of this program.** RLBSS will be used to provide funding for Regional Office personnel expenses. The goal of this funding is to provide salaries and benefits for the Regional Library Director, Director of Finance & HR, Collection Development Librarian, Business Office Associate, Marketing Coordinator, Program Coordinator, and Automation Coordinator positions.
- **How will this program contribute to your organization's mission and strategic plan goals?** These positions play important roles in the development and carrying out of our current strategic plan. In addition, LARL could not actively practice the mission of enriching lives and strengthening communities without the positions providing a strong foundation for the organization. In addition the positions funded with RLBSS funds are specialized positions which provide vital services, expertise, and support to the frontline librarians around the region.
- **Who will be served by this program?** LARL frontline employees receive excellent customer service and support from the key positions listed above. The support provided empowers the librarians to offer the best possible service to their community and community members, in addition to both local and regional board members.

- **Please describe this program's proposed activities.** The Regional Library Director oversees all areas of the organization, while providing leadership to the organization. The Director of Finance & HR is responsible for all financial aspects of running a regional library system, in addition to providing HR support to approximately 90 employees across the region. The Collection Development Librarian is responsible for maintaining the region's materials collection, as well as overseeing routing and rotation for the region. The Business Office Associate processes accounts payable, payroll, and maintains inventory records for the region. The Marketing Coordinator handles all publicity for the region. The Program Coordinator oversees all youth, young adult and adult programming throughout the region. The Automation Coordinator is essential to keeping our automation system running and providing instructions/help for staff in using the system.
- **How will these activities help to achieve your program goal?** These positions are key to the success of the regional library system. The positions provide the necessary support to both the frontline staff resulting in excellent customer service to community members and the community as a whole. The positions allow us to meet our mission and goal of enriching lives and strengthening communities.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2018, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Local Governmental Unit	2017 Level of Funding Provided
Becker County (excluding Detroit Lakes)	\$365,810
Detroit Lakes	221,020
Clay County (excluding Moorhead)	282,535
Moorhead	733,680
Clearwater County	98,085
Mahnomen County (excluding Mahnomen)	41,405
Mahnomen	19,665
Norman County	94,985
Polk County (excluding Crookston & East Grand Forks)	259,205
Crookston	218,445
Wilkin County (excluding Breckenridge)	52,780
Breckenridge	87,930
Total:	\$2,475,545

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date:

N/A

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of the designated regional public library system submitting this application:

East Grand Forks (Polk County)

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year. State Library Services collects information on newly constructed or renovated library buildings and encourages the completion of the *Library Journal Architectural Questionnaire for Public Libraries*. State Library Services will contact each location when the online submission period opens, usually in late August.

None

B. Assurances

The regional public library system assures that it will comply with the following:

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or

distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.

7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Terry Kalil
Chair, System Governing Board

Date: 06/14/2018

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Liz Lynch
Regional Public Library System Administrator

Date: 06/14/2018

D. Attachments and Due Date

- FY 2019 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Monday, July 2, 2018**. Please submit one PDF of the signed original application to emily.kissane@state.mn.us.

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2019	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	\$389,866
Benefits	\$110,685
Staff Development, Tuition and Other Reimbursements	
Total Personnel	\$500,551
Total FTE Supported	
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total Anticipated State Aid Expenditures	\$500,551

Accomplishments: October 2017-June 2018

Strategic Focus Areas: 1. Customer Service 2. Comfort & Safety 3. Connection	Activities: Steps to reach our goal?	Outputs: What will our goal do and who will it reach?	Measurement Tools: How and when will the output data be collected?	Outcomes: How will the successful completion of your goal impact your organization, employees, and community?
Focus Area: Connecting with Staff & Community	Strategic Plan Progress Create a plan for sharing Strategic Plan process and progress.	All LARL employees and the LARL Board.	Activities and progress will be documented on this spreadsheet monthly and shared with everyone via email and Staff Connections.	Communication will be improved. Employees will be informed of changes and opportunities in the organization.
Focus Areas: Customer Service Comfort & Safety Connecting with Staff	Hub Training Plan a. Compile a list of training needs across the region. b. Create a schedule for executing training for a 12-month period.	This goal will help employees with their day-to-day tasks and ensure they feel confident about their duties.	A list of training needs will be created. A list of training opportunities will be created. A list of attendees will be kept.	Employees will feel more confident about their day-to-day activities. Communication will be improved. Customer service will improve.
Focus Area: Customer Service Connecting with Staff and Community	2/2018 SLE: Explore Create a LARL Summer Library Experience for youth and adults with LARL branding and enhanced goals.	Our goal will help LARL employees better identify with the program and create excitement that will be transferred to the community.	Statistics will be collected at the end of the summer and measured against previous summers.	More youth and adults will participate in the program. The libraries will see more traffic. LARL will play a role in reducing summer slide.

Focus Areas: Customer Service Comfort & Safety Connecting with Staff	Evergreen Registration and OverDrive Training a. Open Evergreen registration training up to all employees. b. Open OverDrive training to all employees.	Evergreen registration training will help employees understand the importance of accurately filling out the online form. OverDrive training will better prepare employees to assist customers with OverDrive.	Registration error rates will decrease. OverDrive statistics will increase as employees push the product and provide assistance to customers.	Statistics will be more accurate and time dedicated to fixing registration issues will decrease. Employees will promote the resource and provide customers with assistance. In addition, OverDrive statistics will continue to increase.
Focus Area: Connecting with Community	5/24/18 Give to LARL Create a plan for soliciting donations.	Funds will be obtained to supplement the LARL operating budget.	Donations are tracked and measured.	Create a connection with community, while improving services.
Focus Area: Connecting with Community	5/25/2018 Implementing wireless printing in branches.	The goal will allow customers with mobile devices the ability to print remotely.	Josh	Provide better customer service for those who need printing services.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	Active Shooter Training for larger locations. a. Session offered in Moorhead. b. Schedule second session c. Share information from session with all locations.	Training is geared towards employees in larger locations. However, helpful information for small locations will be provided as well.	We will keep track of those who attend training and will prepare training materials for new hires and those who could not attend.	Employees will have information that could be used in their locations if an emergency were to occur.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	Code of Conduct Guidelines a. Work with employees to create guidelines. b. Offer training with scenarios for a better understanding of how to handle grey areas.	The guidelines will provide suggestions for dealing with customer behavior issues.	We will communicate with employees and the public regarding how issues are handled.	We will communicate with employees and the public regarding how issues are handled.

Focus Area: Customer Service Comfort & Safety Connecting with Staff	5/25/18 Updated Registration & Circulation Policy to streamline lost and damaged materials process.	The goal will streamline processes for staff.	We will monitor the situation, case-by-case to determine success rate.	Employees will have simplified directions for dealing with lost or missing items, resulting in fewer issues with replacement items.
Focus Area: Connecting with Community	5/24/18 Give to LARL Create a plan for soliciting donations.	Funds will be obtained to supplement the LARL operating budget.	Donations are tracked and measured.	Create a connection with community, while improving services.
Focus Area: Customer Service Connecting with Community and Staff	5/10/18 Creating a new larl.org.	A new and improve larl.org will provide better information and access to customers and staff.	We will measure by talking with customers and tracking use.	A new and improve larl.org will provide better information and access to customers and staff.

Last Updated 6/4/18



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2019 (July 1, 2018 – June 30, 2019)

The regional library system named below applies for funds as authorized and provided for in [2017 Minnesota Special Session Laws, Chapter 91—HF.No 707, Article 4, Section 2, Subdivision 5](#).

A completed application, due July 16, 2018, 4:30 p.m., includes:

- This narrative form including assurances with signature(s) (pdf)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Jennifer Verbrugge](#) at State Library Services.

Regional library system name and address:

Lake Agassiz Regional Library
118 5th St S
Moorhead, MN 56560

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

Liz Lynch
218-233-3757, ext 127
lynchl@larl.org

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

Jenna Kahly
218-233-3757, ext 125
kahlyj@larl.org

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

Jamie Sprynczynatyk
218-233-3757, ext 123
spryj@larl.org

Regional library system DUNS Number:
159191386

AUTHORIZED SIGNATURES

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Signature _____

Printed Name **Terry Kalil**

Chair, Regional Library System Governing Board

Date **06/21/2018**

Signature _____

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **06/21/2018**

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Assurances

The regional library system assures that it will comply with the following:

1) Use of Funds - Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rules, [Chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2) Terms of Acceptance - These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes [16B.97](#) Grants Management and [16B.98](#) Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3) Grant Agreement Components - The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under Minnesota Statutes, [Chapter 16B. 97](#) except when superseded by specific instructions contained herein.

4) Payments - Payments will be distributed in ten equal payments beginning in Fall 2018.

5) Program Reporting - Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2018 are due to MDE by September 30 of each year of the grant.

b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2018 allocation or by July 30, 2021, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.

c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2018 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6) **Financial Reporting - Financial Reporting Forms** summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

a. Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2019 – December 31, 2019	January 31, 2020
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	February 1, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 30, 2021

b. The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7) **Budget Revisions** - The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8) **Continuation of Future Funding** - Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2019 ACHF funds.

9) **Discontinuation of Participation** - If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(C).

10) **Cancellation**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11) **Conditions of Payment**

- a) The Grantee must comply with the Minnesota Constitution, [article XI](#), section 15, and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) **Payments to individuals:** The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12) **Amendments** - Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13) **Civil Rights Act** - The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(D).

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

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

15) **Audits** - An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rules, [Chapter 3530.1200](#)).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event **a monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date. (Minnesota Statutes §16B.98, Subdivision 8)

State and Federal Audits The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under Minnesota Statutes, [Chapter 16B.98](#), Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16) Subgrantees/Subcontractor/Consultant Services - If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of Minnesota Statutes, [Section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes, [Chapters 177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17) Liability - Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18) Use of Works and Documents - Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "*Documents*." *Documents* are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19) Publicity - Any publicity regarding the subject matter of this grant contract must comply with Minnesota Laws, 2011, 1st Special Session, [Chapter 6](#), Article 5, Section 5 which amended Minnesota Statutes, [Chapter 129D.17](#) subd. 2(g) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20) Conflict of Interest - In accordance with the Minnesota Office of Grants Management [Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21) **Government Data Practices** - The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, [Chapter 13](#), as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of Minnesota Statutes, [Chapter 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22) **Data Disclosure** - Under Minnesota Statutes, [Chapter 270C.65](#), and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23) **Worker's Compensation** - Grantee certifies that it is in compliance with Minnesota Statutes, [Chapter 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24) **Governing Law, Jurisdiction and Venue** - Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25) **Pre-Award Work and Pre-Award Costs** - The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

26) **Grantee's Grant Program Representative** - The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2019 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.

Lake Agassiz Regional Library will be using the ACHF allocation to provide Minnesota based literary, historical, cultural, and artistic programs to residents of the seven counties served by LARL.

2. Will your organization use ACHF funds for administrative costs? Please check yes or no.

☒ Yes ☐ No

If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:

Administrative funds are used for planning the use of ACHF funds as well as preparation of reporting throughout the year.

3. Does your organization intend to subgrant ACHF Funds? Please check yes or no.

☐ Yes ☒ No

If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).

4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:
 - Arts, culture and history will be interwoven into every facet of community life.
 - Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
 - Increased student exposure to professional performing arts, and the work of professional artists.
 - Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the [Legacy website](#). Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF [Legislative Guide](#).

Lake Agassiz Regional Library will establish, track and measure outcomes based on communication with community members across the region. 1.) Individuals and families who attend Legacy Programs are encouraged to fill out a print evaluation form after each program. The forms are read and the comments are evaluated for future programming considerations, in addition to the impact the program has had on the community. 2.) Library employees are in attendance at every Legacy program. Employees are encouraged

to engage attendees in conversation following the programs. Library customers are generally very vocal regarding their opinions and thoughts about programs and events. These comments are gathered to measure the impact on the community, and for use for future programming consideration. 3.) An online form for comments and evaluation is also available on larl.org. This form is used for the same type of evaluation as mentioned above.

5. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

Library customers and community members residing within the geographic area of Lake Agassiz Regional Library have been VERY appreciative of rural libraries providing cultural, literary, historical, and arts programming in their communities. When filling out evaluations or conversing with library staff, community members thank us for the educational and enriching experiences. We are often reminded by individuals that not only are we offering new opportunities; we are doing it free of charge for the participants. Many of the rural communities served by LARL have a significant population who struggle financially and who do not have access to transportation. We are providing opportunities that they financially or geographically would not be able to obtain without the Arts and Cultural Heritage Fund and their local library.

Thank you for completing the FY2019 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**

State Fiscal Year 2019 (July 1, 2018-June 30, 2019)



Regional library system name: Lake Agassiz Regional Library

Full-time equivalents (FTE) funded with ACHF : 0.33

Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form)	FY19 Estimated Expenditures	Notes
Administration (up to 5%)	\$5,329.00	
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$101,263.59	
TOTAL	\$106,592.59	

Other estimated expenses (will be included above)	FY19 Estimated Expenditures	Notes
Contracted services	\$63,795.59	
Personnel	\$12,658.00	
Subgrants	\$0.00	
Collection	\$9,620.00	
Advertising	\$15,190.00	
Total Other	\$101,263.59	

LAKE AGASSIZ REGIONAL LIBRARY

2019

PRELIMINARY BUDGET

DRAFT #3

CATEGORY	2017 BUDGET	2018 BUDGET	2019 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,204,050	2,280,650	2,366,350	85,700	3.76%
Library Materials	385,000	390,000	400,000	10,000	2.56%
Automation/Cataloging	175,900	173,050	177,250	4,200	2.43%
Library Programming/Staff Dev.	24,400	23,900	23,900	0	0.00%
Mileage/Board Mtg Expense	25,900	27,000	27,000	0	0.00%
Regional Library Telecom Aid	101,000	101,000	101,000	0	0.00%
Other Operating Expenses	230,792	224,310	222,750	(1,560)	-0.70%
Vehicle Expenses	4,500	3,800	3,900	100	2.63%
Capital Expenses	51,000	51,000	51,000	0	0.00%
Total Budget	3,202,542	3,274,710	3,373,150	98,440	3.01%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2019

PRELIMINARY BUDGET

DRAFT #3

REVENUE	2017 Budget	2018 Budget	\$\$ Change	2019 Request
Becker County	365,810	371,810	6,395	378,205
Detroit Lakes	221,020	223,750	2,920	226,670
Clay County	282,535	287,490	4,685	292,175
Moorhead	733,680	743,520	9,855	753,375
Clearwater County	98,085	99,970	1,940	101,910
Mahnomen County	41,405	42,190	830	43,020
Mahnomen	19,665	20,130	470	20,600
Norman County	94,985	96,760	1,790	98,550
Polk County	259,205	259,205	4,885	264,090
Crookston	218,445	220,570	2,065	222,635
Wilkin County	52,780	53,610	740	54,350
Breckenridge	87,930	88,960	1,080	90,040
SUB-TOTAL	2,475,545	2,507,965	37,655	2,545,620
GRANTS				
State Basic Support	469,466	500,551	-	500,551
Regional Library Telecom Aid	101,000	101,000	-	101,000
TOTAL GRANTS	570,466	601,551	-	601,551
OTHER REVENUE				
Miscellaneous	87,050	89,600	6,500	96,100
Joint Automation	52,250	48,550	1,450	50,000
Fund Balance/Shortfall	17,231	27,044	52,835	79,879
TOTAL OTHER REVENUE	156,531	165,194	60,785	225,979
TOTAL REVENUE	3,202,542	3,274,710	98,440	3,373,150
EXPENDITURES				
Operating	3,151,542	3,223,710	98,440	3,322,150
Capital	51,000	51,000	-	51,000
TOTAL EXPENDITURES	3,202,542	3,274,710	98,440	3,373,150
				0

Monthly Report to the Board

Meeting Date: June 21, 2018

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Meeting with Holly Witt, LCSC, May 15; LARL Full Board Meeting, May 17; CRPLSA Online Meeting, May 18; Meeting with Megan Krueger, Chris Volker, Dan Mahli, & Steve Moore, City of Moorhead; Meeting with Kathy Enger, NLLN; Meeting with Kristi Hanson, NWRL and Crookston Library Site visit, June 5; MN Library Legislative Online Meeting, June 6

Open Position

Detroit Lakes Library Assistant – 38 hours

Twin Valley LINK Site Coordinator – 6-10 hours

Staff Development

Jenny Rodger, Moorhead Public Services Supervisor; Deb Kvittum, Moorhead Branch Manager and Erin Gunderson, Breckenridge Branch Manager attended *Management & Leadership for First-Time Supervisors & Managers* training on May 2 & 3, 2018.

Leigh Cameron, Moorhead Librarian attended a *Merchandising for Public Libraries* webinar on May 15, 2018.

Nicole Boewood and Christina Phipps, Moorhead Librarians attended the NYC Book Expo May 30-June 1, 2018.

Donations and Projects

Crookston Renovation Project

Crookston has received a total of \$25,000 in matching funds for the Otto Bremer Matching Funds Initiative. The City of Crookston agreed to fund the remaining \$5,000 needed to meet the goal.

Crookston's Matching Funds Initiative	
Denny and Carol Ann Chappuis	\$10
Terry Kalil	\$50
Wayne and Jeanne Ingersoll	\$10
Sisters in Spirit	\$100
Tim and Kari Moe	\$ 50
Elise Pokel	\$50
Clarice DeBoer	\$300
JoAnn Westburg	\$100
Mark Anderson	\$20
City of Crookston (approximately \$5,000 to cover the remaining Otto Bremer Match)	
Monthly Total	\$700
Project Total to Date	\$25,000

I LOVE My Library Campaign

LARL launched a one-month campaign to raise money for the collection budget. Donors contributing a minimum of \$10.00 received an **I LOVE MY LIBRARY** tote bag. **The campaign raised a total of \$2,495.50.**

I LOVE MY LIBRARY Campaign	
Donna Bruce	\$10
Darlene Satrom	\$10
Dani Gwin	\$5
Andrea Baumgardner	\$20
Stacy and Matthew Davis	\$50
Mavis Berg	\$10
Kirsten Bates	\$10
Melissa Larson	\$10
Karen Jacowitz	\$10
Jodi Harrington	\$50
Elinor Simonson	\$10
Lou Graham	\$10
Terry Kalil	\$50
Sheli Sharp	\$10
Lexi Sidener	\$40
Ronald and Audrey Ochocki	\$20
Jeri Jaeger	\$10
John Rice	\$15
Mike and Amy Stearns	\$50
K B Rasmusson Anderson	\$20
Amber Oien	\$30
Debra DeWitz in memory of Sarah Martinsen	\$20
Ria Young	\$25
Gail Hanson	\$15
Lawrence Reed	\$100
Anne McLarnan	\$25
Marie Blomberg	\$50
Kailyn Allen in memory of K.P. Allen	\$100
Jerianne Collins	\$50
Scott Jarvis in memory of his dad, Ron Bruesch	\$10
Sharon Ortlepp	\$13.50
Mike Heggstuen (Merrill)	\$20
Anonymous from Mahnomen	\$10
Marlys Douglas	\$10
Linda Schell in memory of Bruce Douglas	\$20
Sally and George Oja in memory of Bruce Douglas	\$25
David and Shirley Fihn in memory of Bruce Douglas	\$25
Elliot and Kayla Thompson	\$10
Sherry Wellman	\$10
Anonymous	\$155
Wendy Ward	\$20
Helen Goodin	\$100
Dagne and Bill Forbes	\$20
Susan Richardson	\$20
Diane and John Pennington	\$20
Janet Traaseth	\$25
Ashley Bleeker	\$10
Kristi Webb	\$25

Pamela O'Leary	\$50
Geri Cody	\$20
Kathleen Nelson	\$25
Nan & Hans Heinrich	\$50
Rosalina Sannes	\$20
Julie & Byron Heyen	\$30
Rice Law Firm, McIntosh	\$15
Monthly Total	\$1,403.50
I LOVE MY LIBRARY GRAND TOTAL	\$2,495.50

Donations	
Diane Hull donation for Bagley Adult Programming	\$20
GFWC Library Club donation to the Mahnomen Public Library	\$196
Tillie Oslund donation to the McIntosh Public Library	\$25
Donation for Climax SLE Supplies	\$20
Breckenridge Study Club donation for SLE Materials	\$50
Monthly Total	\$311

Thank you to **Tracy Johnson**, who made a very generous donation of **\$500** to LARL in loving memory of Alma Sollie Rice and Elizabeth Rice Johnson, formerly of Fertile, MN. The donation will be used to purchase cookbooks, large print non-fiction, and biographies.



Thank you to the **MOM's Club of Fargo/Moorhead** who generously donated **\$500** to LARL for children's books.

<https://www.facebook.com/MomsClubFargo/>

Thank you to the **Northstar Reading Council** for a donation of **\$337** for materials.

LARL Fundraising Initiative Schedule

Thanks to Hillary Stevens, LARL Marketing Coordinator the I LOVE MY Library Campaign was very successful. The next step in this initiative is to reach out to individuals to become monthly donors, or Page Turners, starting this fall.

Wireless Printing

LARL is currently in the process of installing wireless printing capabilities in all 13 libraries. Customers will have the ability to print from mobile devices and send print jobs to the printer from home.

UPCOMING MEETINGS/EVENTS

Summer Library Experience: June-August 2018 in all LARL locations

No Executive Meeting in July

Executive Meeting scheduled for August 16, 2018

INTERLIBRARY LOAN POLICY

Lake Agassiz Regional Library (LARL) participates in a cooperative program of participating libraries to obtain materials that are not locally owned. Interlibrary loan (ILL) plays a key role in delivering materials and information to meet the ever-expanding needs of the library user. Interlibrary loan supplements but is not a substitute for collection development at the local level.

LARL customers who have a valid LARL borrower's card, as well as users from participating Minnesota public libraries may use this service. Customers may direct their requests to staff at any of LARL's ~~branch libraries~~ locations or undertake unmediated requests using ~~the MnLINK~~ MNLINK. ~~"Get It" button.~~

An interlibrary loan ~~request~~ is a request to borrow ~~books, audiovisual materials, microfilm, and other materials not owned by LARL from another library system or institution.~~ Books, audiovisual items, microfilm, and select e-content are available for customers to obtain using the MNLINK service. Photocopies of articles ~~and non-circulating resources~~ may also be requested. LARL, ~~in turn, reciprocates by supplying supplies~~ materials to other requesting libraries in ~~MnLINK~~ MNLINK, Minnesota's network of cooperating libraries.

There ~~is are~~ no fees for requesting materials that are located in ~~MnLINK~~ MNLINK. If the requested material cannot be obtained from ~~MnLINK~~ MNLINK and a national search is undertaken, charges may be incurred. Any charges from the lending library will be passed on to the customer. Customers will be notified and asked for approval before a national search is initiated.

~~LARL customers may request many types of materials from other libraries in MnLINK, but very new items with current year plus previous year copyright dates may not be available for loan. These requests should be sent to the Collection Development Librarian for purchase consideration. Most libraries will not loan reference, non-circulating, rare or expensive items, but will send photocopies of specific sections. Other materials not requested as ILL include high demand titles, current local or national bestsellers and items already owned but in use within LARL.~~

Some materials found in MNLINK may not be available for lending to LARL customers. These materials include, but are not limited to, reference, rare or expensive resources, and non-circulating items. Requests for recently published works may be difficult to obtain due to popularity, and should first be submitted to the Collection Development Librarian for purchase consideration. Requests for items already owned by LARL may not be fulfilled using ILL if they can be supplied at the local level.

~~There will be a limit of 10 items a customer may request through interlibrary loan at one time. Requests are sent directly from LARL branches to LARL's ILL department for immediate processing, or placed by staff or customer using the "Get It" button feature of MnLINK. Most material is received within one or two weeks. Interlibrary loan items are checked out for 21 days (three weeks) except for items requested through a national source; check-out periods will follow the lending library's loan period. Customers must honor any use restrictions specified by the lending library, such as no photocopying or in-library use only. Renewals may be requested before the items are due, but are subject to the lending library's discretion and cannot be guaranteed. It is possible to request the material a second time. All borrowed material is subject to recall by the lending library.~~

Once a request is placed in MNLINK, it is automatically submitted for processing. Customers are limited to ten active requests in their MNLINK account at one time. Most ILL requests are fulfilled within 1-2 weeks, and may be checked out for 21 days unless otherwise specified. Items acquired through a national source will follow the loan period set by the lending library, as well as any use restrictions (no photocopying, in-library use only, etc.). Customers must honor these restrictions to ensure continued access to ILL services. Renewals may be requested, but cannot be guaranteed as they are subject to the lending library's

discretion. While it is possible to request a title more than once, all borrowed material is subject to recall by the lending library.

~~To ensure that lending libraries will continue to honor requests, returning items on time is critical. If kept overdue, a reminder will be sent using e-mail, telephone message or U.S. mail. Late charges will be assessed. Lost or damaged items will incur charges assessed by the lending library.~~

It is critical for customers to return ILL items on time. This ensures a good reciprocal relationship among participating libraries, and allows all parties to continue honoring requests. If kept overdue, a reminder will be sent using email, telephone, or U.S. Mail, and late charges will be assessed. Lost or damaged items will incur charges determined by the lending library.

Approved: Lake Agassiz Regional Library Board, April 18, 2007; March 19, 2009; March 18, 2010; November 21, 2013; June 21, 2018.

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	5/1/18	Quill Corporation	556.54	
6000-000	Supplies - Office	5/2/18	Office Depot	498.50	
		5/2/18		6.74	
		5/2/18		14.16	
		5/2/18		8.02	
6000-000	Supplies - Office	5/2/18	Quill Corporation		40.66
		5/3/18		53.88	
6000-000	Supplies - Office	5/10/18	Rapid Refill	175.00	
6000-000	Supplies - Office	5/16/18	Dakota Mailing & Shipping Equi	122.03	
6000-000	Supplies - Office	5/31/18	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office			2,321.37	40.66
6010-000	Supplies - Technical Services	5/1/18	DEMCO	181.55	
6010-000	Supplies - Technical Services			181.55	
6030-000	Supplies - Copier/Fax/Microfilm	5/9/18	Quill Corporation	144.99	
6030-000	Supplies - Copier/Fax/Microfilm			144.99	
6040-000	Supplies - Computer	5/16/18	Newegg Business Inc.	16.98	
		5/17/18		25.12	
6040-000	Supplies - Computer			42.10	
6240-000	Maint Contr - Copiers	5/7/18	Metro Sales, Inc	2,371.41	
6240-000	Maint Contr - Copiers			2,371.41	
6300-000	Payroll/Time Tracking	5/10/18	Payroll Professionals, Inc.	136.40	
		5/24/18		130.20	
6300-000	Payroll/Time Tracking			266.60	
6350-000	Delivery Service - Courier	5/14/18	Alliance Courier	2,115.30	
		5/29/18		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6362-000	Lease - Copiers	5/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	5/31/18	JobsHQ	495.10	
6380-000	Recruitment			495.10	
6400-000	Telephone	5/1/18	Halstad Telephone Company	32.58	
		5/1/18		73.90	
6400-000	Telephone	5/1/18	Rothsay Telephone	75.13	
6400-000	Telephone			181.61	
6410-000	PIO - Marketing/Printing/Etc	5/3/18	Shortprinter	84.00	
6410-000	PIO - Marketing/Printing/Etc	5/7/18	Polk County Fair	200.00	
6410-000	PIO - Marketing/Printing/Etc	5/11/18	Heritage Publications	756.00	
6410-000	PIO - Marketing/Printing/Etc	5/17/18	Shortprinter	236.77	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/17/18		121.00	
6410-000	PIO - Marketing/Printing/Etc	5/17/18	Cole Papers Inc.	47.00	
6410-000	PIO - Marketing/Printing/Etc	5/27/18	Minnesota Public Radio	288.00	
6410-000	PIO - Marketing/Printing/Etc	5/31/18	The Hawley Herald, Inc.	235.00	
6410-000	PIO - Marketing/Printing/Etc	5/31/18	The Forum	199.00	
6410-000	PIO - Marketing/Printing/Etc			2,166.77	
6450-000	Mileage - Trustee	5/17/18	LuAnn Durant	76.88	
6450-000	Mileage - Trustee	5/17/18	Gary Willhite	76.30	
6450-000	Mileage - Trustee	5/17/18	Ben Grimsley	49.05	
6450-000	Mileage - Trustee	5/17/18	Terry Kalil	78.48	
6450-000	Mileage - Trustee	5/17/18	David Geray	81.75	
6450-000	Mileage - Trustee	5/17/18	Clayton Briggs	76.30	
6450-000	Mileage - Trustee	5/17/18	Arlen Syverson	120.99	
6450-000	Mileage - Trustee	5/17/18	Dennis Larson	49.05	
6450-000	Mileage - Trustee			608.80	
6455-000	Mileage - Staff	5/1/18	Joyce Christine Boike	25.62	
6455-000	Mileage - Staff	5/1/18	Patty Nunn	26.16	
6455-000	Mileage - Staff	5/1/18	Mary Haney	14.72	
		5/1/18		11.45	
		5/1/18		48.51	
		5/1/18		48.51	
		5/1/18		11.45	
		5/1/18		14.72	
		5/1/18		16.35	
		5/1/18		86.66	
		5/1/18		100.28	
		5/1/18		37.61	
		5/1/18		48.51	
		5/1/18		48.51	
		5/1/18		86.66	
		5/1/18		39.79	
		5/1/18		48.51	
		5/1/18		48.51	
6455-000	Mileage - Staff	5/2/18	Cathleen Johnson	105.19	
6455-000	Mileage - Staff	5/2/18	Erin Gunderson	51.12	
6455-000	Mileage - Staff	5/2/18	Candace Perry	23.44	
6455-000	Mileage - Staff	5/3/18	Joyce Christine Boike	18.53	
6455-000	Mileage - Staff	5/3/18	Patty Nunn	26.16	
6455-000	Mileage - Staff	5/3/18	Amy Nelson	14.72	
6455-000	Mileage - Staff	5/3/18	Liz Lynch	245.25	
6455-000	Mileage - Staff	5/3/18	Jill Rose	23.98	
6455-000	Mileage - Staff	5/3/18	Erin Gunderson	51.12	

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
6455-000	Mileage - Staff	5/4/18	Joyce Christine Boike	47.96	
6455-000	Mileage - Staff	5/4/18	Amy Nelson	13.63	
6455-000	Mileage - Staff	5/5/18	Jill Rose	23.98	
		5/7/18		23.98	
6455-000	Mileage - Staff	5/8/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	5/8/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	5/8/18	Laurel Wanke	14.17	
6455-000	Mileage - Staff	5/9/18	Josh Stompro	62.13	
6455-000	Mileage - Staff	5/9/18	Megan Krueger	31.07	
6455-000	Mileage - Staff	5/10/18	Jill Rose	23.98	
6455-000	Mileage - Staff	5/10/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	5/10/18	Amy Nelson	14.72	
6455-000	Mileage - Staff	5/10/18	Mary Haney	100.28	
6455-000	Mileage - Staff	5/11/18	Jodi Harrington	52.32	
6455-000	Mileage - Staff	5/14/18	Tanner Stanko	31.61	
6455-000	Mileage - Staff	5/15/18	Jenna Kahly	43.60	
6455-000	Mileage - Staff	5/15/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	5/15/18	Laurel Wanke	14.17	
6455-000	Mileage - Staff	5/16/18	Julie Malmanger	6.00	
6455-000	Mileage - Staff	5/17/18	Candace Perry	23.44	
6455-000	Mileage - Staff	5/17/18	Megan Krueger	103.01	
6455-000	Mileage - Staff	5/17/18	Madonna Liden	39.24	
6455-000	Mileage - Staff	5/17/18	Amy Nelson	14.72	
6455-000	Mileage - Staff	5/17/18	Patty Nunn	26.16	
6455-000	Mileage - Staff	5/18/18	Tamera Thomasson-Ehrhart	17.44	
6455-000	Mileage - Staff	5/18/18	Jodi Harrington	26.16	
6455-000	Mileage - Staff	5/19/18	Jill Rose	23.98	
6455-000	Mileage - Staff	5/19/18	Candace Perry	28.34	
6455-000	Mileage - Staff	5/21/18	Jill Rose	23.98	
6455-000	Mileage - Staff	5/22/18	Amy Nelson	12.54	
6455-000	Mileage - Staff	5/22/18	Laurel Wanke	14.17	
6455-000	Mileage - Staff	5/23/18	Jill Rose	19.08	
6455-000	Mileage - Staff	5/24/18	Marilyn Eaves	55.59	
6455-000	Mileage - Staff	5/24/18	Amy Nelson	14.72	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	5/25/18	Jill Rose	23.98	
6455-000	Mileage - Staff	5/25/18	Candace Perry	23.44	
6455-000	Mileage - Staff	5/25/18	Amy Nelson	13.63	
6455-000	Mileage - Staff	5/26/18	Jill Rose	19.08	
6455-000	Mileage - Staff	5/26/18	Candace Perry	23.44	
6455-000	Mileage - Staff	5/29/18	Jodi Harrington	26.16	
6455-000	Mileage - Staff	5/31/18	Cathleen Johnson	79.03	
6455-000	Mileage - Staff	5/31/18	Marilyn Eaves		59.80
6455-000	Mileage - Staff	5/31/18	Markus Krueger		50.00
6455-000	Mileage - Staff	5/31/18	Jill Rose	19.08	
6455-000	Mileage - Staff	5/31/18	Marilyn Stordahl	19.62	
6455-000	Mileage - Staff			2,613.24	109.80
6470-000	Board Expenses	5/17/18	Linda Holecek	48.51	
6470-000	Board Expenses	5/24/18	Purchase Advantage Card	45.26	
6470-000	Board Expenses			93.77	
6492-000	Programming - Summer Readi	5/2/18	Shortprinter	72.00	
6492-000	Programming - Summer Readi	5/11/18	Jenna Kahly	14.96	
6492-000	Programming - Summer Readi			86.96	
6495-000	Programming - Adult	5/2/18	Shortprinter	42.00	
6495-000	Programming - Adult			42.00	
6500-000	Van - Gasoline	5/6/18	Cenex Fleetcard	66.93	
6500-000	Van - Gasoline			66.93	
6600-000	Materials - Print	5/1/18	Baker & Taylor	35.46	
		5/1/18		72.14	
		5/1/18		174.56	
		5/1/18		345.55	
		5/1/18		550.45	
		5/1/18		348.42	
		5/2/18		56.10	
		5/2/18		57.74	
		5/2/18		417.00	
		5/3/18		19.48	
		5/3/18		97.18	
		5/3/18		58.34	
		5/3/18		294.84	
		5/4/18		59.32	
		5/4/18		46.65	
		5/7/18		9.96	
		5/7/18		62.24	
		5/7/18			19.68
		5/8/18		38.13	
		5/8/18		109.98	
		5/9/18		314.44	
		5/10/18		72.06	
		5/10/18		36.80	
		5/10/18		68.58	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/10/18		62.26	
		5/10/18		127.16	
		5/10/18		449.45	
		5/10/18		48.46	
		5/14/18		287.89	
		5/14/18		52.16	
		5/15/18		22.42	
		5/15/18		72.67	
		5/16/18		141.68	
		5/17/18		42.81	
		5/17/18		427.36	
		5/18/18		136.30	
		5/18/18		0.69	
		5/19/18		40.66	
		5/19/18		444.42	
		5/19/18		577.81	
		5/21/18		20.76	
		5/22/18		10.02	
		5/22/18		15.96	
		5/22/18		36.80	
		5/22/18		121.46	
		5/22/18		27.91	
		5/22/18		0.10	
		5/23/18		43.18	
		5/23/18		171.58	
		5/23/18		243.15	
		5/23/18		374.89	
		5/23/18			32.44
		5/24/18		54.96	
		5/24/18		55.16	
		5/25/18		55.95	
		5/25/18		210.25	
		5/25/18		83.19	
		5/25/18		490.04	
6600-000	Materials - Print			8,294.98	52.12
6601-000	Materials - A/V	5/1/18	Baker & Taylor	67.98	
		5/1/18		76.33	
6601-000	Materials - A/V	5/1/18	Recorded Books, LLC.	149.40	
		5/1/18		113.99	
		5/1/18		73.00	
6601-000	Materials - A/V	5/1/18	Penguin Random House, LLC.	115.50	
6601-000	Materials - A/V	5/2/18	Recorded Books, LLC.	145.98	
6601-000	Materials - A/V	5/3/18	Baker & Taylor	119.96	
		5/7/18		11.94	
		5/9/18		21.94	
		5/10/18		288.68	
6601-000	Materials - A/V	5/11/18	Recorded Books, LLC.	125.78	
		5/11/18		136.98	
		5/15/18		145.98	
		5/15/18		127.96	
6601-000	Materials - A/V	5/17/18	Baker & Taylor	127.01	
		5/17/18		158.88	
		5/18/18		115.24	
6601-000	Materials - A/V	5/18/18	Penguin Random House, LLC.	60.00	
6601-000	Materials - A/V	5/21/18	Recorded Books, LLC.	200.94	
6601-000	Materials - A/V	5/21/18	Baker & Taylor	18.20	
		5/21/18		62.97	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/22/18		106.85	
6601-000	Materials - A/V	5/22/18	Recorded Books, LLC.	70.98	
		5/22/18		360.96	
		5/22/18		279.98	
6601-000	Materials - A/V	5/23/18	Baker & Taylor	146.85	
6601-000	Materials - A/V	5/23/18	Recorded Books, LLC.	36.49	
		5/23/18		36.49	
6601-000	Materials - A/V	5/24/18	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V			3,570.74	
6670-000	Materials - Digital - e-Books	5/1/18	Overdrive, Inc.	40.96	
		5/1/18		77.96	
		5/1/18		94.96	
		5/1/18		176.94	
		5/8/18		100.97	
		5/8/18		76.92	
		5/8/18		182.88	
		5/8/18		24.99	
		5/8/18		141.98	
		5/8/18		228.95	
		5/8/18		60.00	
		5/10/18		65.00	
		5/10/18		1,456.17	
		5/11/18		4.99	
		5/14/18		15.97	
		5/14/18		65.94	
		5/14/18		43.98	
		5/14/18		58.96	
		5/15/18		2.94	
		5/16/18		28.99	
		5/21/18		0.88	
		5/21/18		1,468.04	
		5/21/18		74.93	
		5/21/18		15.00	
		5/21/18		284.99	
		5/22/18		141.92	
		5/22/18		85.99	
		5/24/18		40.00	
		5/29/18		111.96	
		5/29/18		187.94	
		5/29/18		19.98	
		5/29/18		7.49	
		5/29/18		106.96	
		5/30/18		422.28	
		5/31/18		59.97	
		5/31/18		195.93	
6670-000	Materials - Digital - e-Books			6,174.71	
6675-000	Materials - Digital - e-Audio	5/1/18	Overdrive, Inc.	47.99	
		5/1/18		103.00	
		5/7/18		39.99	
		5/8/18		129.98	
		5/10/18		405.21	
		5/14/18		171.98	
		5/14/18		67.99	
		5/20/18		47.99	
		5/21/18		499.95	
		5/21/18		144.99	
		5/22/18		194.99	
		5/24/18		239.95	
		5/29/18		95.00	
		5/30/18		59.95	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/31/18		41.99	
6675-000	Materials - Digital - e-Audio			2,290.95	
6690-000	Materials - Periodicals	5/1/18	Twin Valley Times	75.00	
6690-000	Materials - Periodicals	5/1/18	Norman County Index	33.00	
6690-000	Materials - Periodicals	5/2/18	The Forum	157.35	
6690-000	Materials - Periodicals	5/8/18	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	5/16/18	Twin Valley Times	40.00	
6690-000	Materials - Periodicals	5/18/18	The Hawley Herald, Inc.	43.00	
6690-000	Materials - Periodicals	5/21/18	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals	5/26/18	Fergus Falls Daily Journal	168.00	
6690-000	Materials - Periodicals	5/31/18	Norman County Index	33.00	
6690-000	Materials - Periodicals			838.35	
7200-000	Legacy - Expense (1099)	5/2/18	Ottertail Minn-Dakota Coaches	615.00	
7200-000	Legacy - Expense (1099)	5/7/18	Siana Matuzungidi	6,500.00	
7200-000	Legacy - Expense (1099)			7,115.00	
7205-000	Legacy - Exp Reimbursement	5/4/18	Siana Matuzungidi	770.37	
		5/4/18		767.80	
		5/4/18		668.15	
7205-000	Legacy - Exp Reimbursement			2,206.32	
7300-000	Miscellaneous Grant Expense	5/1/18	Seth Perry	296.89	
7300-000	Miscellaneous Grant Expense	5/16/18	Crookston Paint, Glass, & Floo	3,230.11	
		5/16/18		129.96	
		5/18/18		28.12	
7300-000	Miscellaneous Grant Expense	5/25/18	Morken Tile Installation, LLC	3,692.00	
7300-000	Miscellaneous Grant Expense			7,377.08	
7410-000	Northern Lights LN e-Books	5/22/18	Overdrive, Inc.	33.02	
7410-000	Northern Lights LN e-Books			33.02	
8000-031	Donation - Misc Exp - LN	5/4/18	Lois Schaedler	15.71	
		5/5/18		35.10	
8000-031	Donation - Misc Exp - LN			50.81	
8100-053	Donation - Material Print - LE	5/9/18	Baker & Taylor	16.61	
		5/14/18		30.47	
8100-053	Donation - Material Print - LE			47.08	
8107-000	Donation - Material Other - RO	5/15/18	Overdrive, Inc.	87.00	
8107-000	Donation - Material Other - RO			87.00	
8107-002	Donation - Material Other - LD	5/21/18	Overdrive, Inc.	200.00	
8107-002	Donation - Material Other - LD			200.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8107-011	Donation - Material Other - LM	5/15/18	Overdrive, Inc.	300.00	
		5/15/18		10.00	
8107-011	Donation - Material Other - LM			310.00	
8200-011	Donation - Furn & Equip - LM	5/23/18	DEMCO	591.85	
8200-011	Donation - Furn & Equip - LM			591.85	
8500-000	Furn & Equip - Regional Office	5/1/18	Reardon Office Equipment	169.98	
		5/11/18		1,083.00	
8500-000	Furn & Equip - Regional Office			1,252.98	
8600-000	Software & Hardware Upgrade	5/23/18	PCMG	1,710.00	
		5/23/18		1,175.00	
		5/23/18		760.00	
8600-000	Software & Hardware Upgrade			3,645.00	
9620-200	Travel/Meetings - Joint Autom	5/3/18	Josh Stompro	1,223.76	
9620-200	Travel/Meetings - Joint Autom			1,223.76	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	5/15/18 5/15/18 5/31/18 5/31/18	Federal Income Tax deposit	4,624.21 1,081.47 1,091.25 4,666.02	
5100-000	Payroll Taxes - Employer			11,462.95	
5110-000	Retirement - PERA - Employer	5/15/18 5/31/18	Public Employees Retirement As	5,534.58 5,614.04	
5110-000	Retirement - PERA - Employer			11,148.62	
5120-000	Health Insurance	5/15/18 5/15/18	Further - VEBA/HSA	1,146.75 1,684.00	
5120-000	Health Insurance	5/15/18 5/15/18	LARL Payroll		152.75 372.25
5120-000	Health Insurance	5/23/18 5/29/18	Further (SelectAccount)	109.15 152.75	
5120-000	Health Insurance	5/31/18	Lakes Country Service Cooperat	20,951.00	
5120-000	Health Insurance	5/31/18 5/31/18	LARL Payroll		152.75 372.25
5120-000	Health Insurance			24,043.65	1,050.00
5140-000	Life Insurance - Employer Paid	5/1/18	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6010-000	Supplies - Technical Services	5/1/18	Amazon (charges on account)	17.41	
6010-000	Supplies - Technical Services			17.41	
6020-000	Supplies - Public Services	5/24/18 5/24/18	Best Name Badges	8.35 6.68	
6020-000	Supplies - Public Services			15.03	
6040-000	Supplies - Computer	5/17/18	Flexguard Security System	56.00	
6040-000	Supplies - Computer	5/23/18	ChargeTech	48.00	
6040-000	Supplies - Computer			104.00	
6200-000	Equip Rep/Mtc - Miscellaneous	5/2/18	Ace Hardware	9.65	
6200-000	Equip Rep/Mtc - Miscellaneous	5/9/18	Pro Labs	40.00	
6200-000	Equip Rep/Mtc - Miscellaneous	5/23/18	Jackson Manufacturers Compan	11.85	
6200-000	Equip Rep/Mtc - Miscellaneous			61.50	
6400-000	Telephone	5/3/18 5/3/18 5/3/18 5/3/18 5/3/18	Arvig	98.61 37.30 100.26 91.88 91.88	
6400-000	Telephone	5/14/18	Allstream	642.73	
6400-000	Telephone	5/15/18	Garden Valley Telephone Comp	33.68	
6400-000	Telephone	5/25/18	Arvig	181.78	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	5/30/18	Garden Valley Telephone Comp	86.48	
		5/30/18		33.68	
		5/30/18		33.68	
		5/30/18		33.68	
6400-000	Telephone			1,465.64	
6405-000	Cell Phone	5/9/18	Ting	6.62	
6405-000	Cell Phone			6.62	
6410-000	PIO - Marketing/Printing/Etc	5/9/18	Uprinting.com	173.57	
		5/17/18		371.17	
6410-000	PIO - Marketing/Printing/Etc	5/22/18	Smashballoon.com	49.00	
6410-000	PIO - Marketing/Printing/Etc	5/31/18	Facebook Ad Manager	9.62	
6410-000	PIO - Marketing/Printing/Etc			603.36	
6492-000	Programming - Summer Readi	5/1/18	Amazon (charges on account)	12.75	
		5/1/18		36.61	
		5/1/18		12.98	
		5/1/18		14.97	
		5/1/18		6.99	
		5/1/18		428.05	
		5/3/18		24.99	
6492-000	Programming - Summer Readi	5/3/18	Discount School Supply	1,030.66	
6492-000	Programming - Summer Readi	5/30/18	Amazon (charges on account)	24.03	
6492-000	Programming - Summer Readi			1,592.03	
6505-000	Van - Repairs & Maintenance	5/17/18	Don's Car Washes	44.15	
6505-000	Van - Repairs & Maintenance			44.15	
6600-000	Materials - Print	5/10/18	Amazon (charges on account)	15.29	
		5/12/18		2.73	
		5/17/18		13.99	
		5/17/18		28.20	
		5/17/18		12.68	
		5/28/18		31.90	
6600-000	Materials - Print			104.79	
6601-000	Materials - A/V	5/1/18	Amazon (charges on account)	17.96	
		5/2/18		75.31	
		5/2/18		47.88	
		5/4/18		10.49	
		5/7/18		35.92	
		5/9/18		17.96	
		5/10/18		88.76	
		5/13/18		19.92	
		5/14/18		56.84	
		5/15/18		17.96	
		5/17/18		203.32	
		5/17/18		19.98	
		5/17/18		42.47	
		5/19/18		79.84	
		5/19/18		59.96	
		5/19/18		14.99	
		5/20/18		35.78	
		5/20/18		29.92	
		5/21/18		14.99	
		5/21/18		1.05	
		5/23/18		19.92	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/23/18		222.20	
		5/23/18		13.94	
		5/27/18		19.92	
		5/27/18		17.96	
		5/27/18		119.96	
		5/27/18		32.30	
		5/27/18		31.90	
		5/27/18		32.35	
6601-000	Materials - A/V	5/30/18	Historical & Cultural Society	42.84	
6601-000	Materials - A/V	5/31/18	Amazon (charges on account)	19.98	
6601-000	Materials - A/V			1,464.57	
8100-000	Donation - Material Print - RO	5/1/18	Amazon (charges on account)	10.00	
		5/1/18		100.00	
		5/1/18		100.00	
		5/1/18		25.19	
		5/1/18		52.18	
		5/6/18		19.58	
		5/12/18		20.51	
		5/13/18		104.48	
		5/20/18		22.81	
		5/22/18		8.99	
8100-000	Donation - Material Print - RO			463.74	
8100-002	Donation - Material Print - LD	5/1/18	Amazon (charges on account)	23.36	
		5/1/18		23.99	
		5/1/18		42.45	
		5/6/18		43.02	
		5/16/18		12.78	
		5/20/18		11.74	
		5/21/18		14.39	
8100-002	Donation - Material Print - LD			171.73	
8100-011	Donation - Material Print - LM	5/6/18	Amazon (charges on account)	13.48	
		5/15/18		76.22	
		5/15/18		173.36	
		5/18/18		154.28	
		5/21/18		17.99	
		5/26/18		17.99	
8100-011	Donation - Material Print - LM			453.32	
8100-053	Donation - Material Print - LE	5/1/18	Amazon (charges on account)	50.00	
		5/17/18		21.92	
		5/25/18		25.50	
8100-053	Donation - Material Print - LE			97.42	
9630-200	Cell Phone - Joint Automation	5/9/18	Ting	37.50	
9630-200	Cell Phone - Joint Automation			37.50	