

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, June 15, 2017**

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 15th.

AGENDA

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

5:35 **2. MINUTES OF THE MAY 18, 2017 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 18, 2017 Full Board Meeting Minutes as presented.

5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)

5:45 **4. REPORT OF THE FINANCE COMMITTEE** – Ingersoll

- a. Application for State FY2018 Regional Library Basic System Support (RLBSS)
Application available for review at meeting.

Recommended Motion: Move to approve the application for State FY2018 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee.

- b. 2018 Preliminary Budget (Draft #3)
Enclosed (page 11)

Recommended Motion: Move to approve the 2018 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

6:00 **5. DIRECTOR'S REPORT** - Lynch
 a. Director's Report
 Enclosed (page 13)

(over)

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 – Lee Ann Hall
Polk County – Gary Willhite
Wilkin County – Dennis Larson
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Wayne Ingersoll

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

6:45 **8. OTHER**

6:55 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

a. List of Bills – May 2017 (page 15 in the digital packet, available for review at meeting for printed packets)

UPCOMING MEETINGS/EVENTS

2017 Youth Summer Reading Program - June/July/August

Independence Day: Tuesday, July 4, 2017: All LARL locations closed

July: Executive Committee Meeting Cancelled

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 18, 2017 at the Moorhead Public Library. President Kalil called the meeting to order at 5:38 pm.

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

Board Members Absent: Dailey, Ingersoll

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT
None

APPROVAL OF AGENDA

*(Willhite/Fox) Move to approve the Agenda of the May, 18 2017 Full Board Meeting as presented.
MCU.*

MINUTES OF THE JANUARY 19, 2017 FULL BOARD MEETING

*(Hall/Schell) Move to approve the Minutes of the March 23, 2017 Full Board Meeting as presented.
MCU.*

FINANCIAL REPORT

With 33.33% of 2017 complete, LARL spent 32.46% of budgeted expenses. Accounting/Bank Fees are at 65.94% of budget due to audit fees paid.

(Grimsley/Schell) 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 2018 Preliminary Budget. There were no changes to the budget from draft #1 presented to the Executive/Finance Committees in April. 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 decrease \$5,000.

(over)

FINANCIAL REPORT - continued

Kalil discussed the fact that with LARL's tight budget, it is unfortunate that increases can't be made to the library materials budget.

DIRECTOR'S REPORT

Lynch and Megan Krueger had their first meeting with the City of Breckenridge regarding the \$92,000 Bremer grant LARL received to renovate the Breckenridge Library.

Lynch discussed the LARL Vehicle policy. The policy was updated to reflect current processes as well as adding that texting is not allowed while driving LARL vehicles.

(Grimsley/Brammer) Move to approve the revised Vehicle Policy. MCU.

Lynch provided an update on the LARL Strategic Planning process. Board members are encouraged to attend the community conversations that will be held around the region.

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Fox)

There is a Legacy bus trip to Minneapolis to the Mill City Museum and the Midtown Global Market on June 10.

Clay County (Haney)

No report

Clearwater County (Syverson)

Lynch reported that the Clearwater Library Foundation raised over \$300,000 for the new library in Bagley, the Foundation is now wrapping up and had about \$10,000 of funds left which are going to be used to purchase custom shelving for the Bagley Library.

Crookston (Briggs)

The City has had an energy audit performed on the lighting at the Crookston Library. Changing to LED lights could save the City up to \$2,400.

Detroit Lakes (Schell)

The April 27th Garrison Keillor event was a success. 136 people attended the event. Detroit Lakes is getting ready for their upcoming LARL community conversation.

City of Mahanomen (Durant)

School visits about the summer reading program have taken place.

(continued on next page)

BOARD MEMBER REPORTS – continued:

Mahnomen County (Geray)

No report

Moorhead (Brammer, Dailey-absent, Ingersoll-absent)

There was a customer appreciation day in April. There was a spring book sale that made about \$4,600 and was the most successful sale to date.

Norman County/Ada (Hall)

They are getting ready for the summer reading program. There is a monthly felting and water color program for teens and adults at the library which will continue through the summer.

Polk County (Willhite)

No report

Wilkin County (Larson)

They are looking forward to the Library update. The City is going to update the HVAC system when the remodel takes place.

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

Kalil submitted a proposal to present a program on Community Activism and how to build a toolkit to engage more people on behalf of libraries. Liz Lynch, Chris Boike as well as the head librarian in New Ulm and Kalil will present.

Northern Lights Library Network (Ingersoll-absent, Dailey-absent)

No report

PRESIDENTS REPORT

Fox reported that the Personnel Committee met prior to the meeting to discuss the Director Evaluation process. The Committee would like to get input from Lynch regarding her position and goals. There will be a Personnel Committee meeting in June to discuss further.

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

The meeting adjourned at 6:23 p.m.

**Lake Agassiz Regional Library
2017 Board Meeting Attendance Schedule**

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

	January	March	May	June	September	November
Becker County						
Grimsley	x	x	x			
Kalil	x	x	x			
Breckenridge						
Fox		x	x			
Clay County						
Haney	x	x	x			
Clearwater County						
Nelson/Syverson	x	x	x			
Crookston						
Briggs		x	x			
Detroit Lakes						
Schell	x	x	x			
Mahnomen						
Durant	x	x	x			
Mahnomen County						
Geray	x		x			
Moorhead						
Brammer	x	x	x			
Dailey	x	x				
Ingersoll		x				
Norman County						
Hall	x	x	x			
Polk County						
Willhite	x	x	x			
Wilkin County						
Larson	x	x	x			

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

41.67%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 0.00	\$ 182,905.00	\$ 365,810.00	182,905.00	50.00
Detroit Lakes	0.00	110,510.00	221,020.00	110,510.00	50.00
Clay County	0.00	141,267.50	282,535.00	141,267.50	50.00
Moorhead	0.00	366,840.00	733,680.00	366,840.00	50.00
Clearwater County	0.00	49,042.50	98,085.00	49,042.50	50.00
Mahnomen County	0.00	20,702.50	41,405.00	20,702.50	50.00
Mahnomen	0.00	9,832.50	19,665.00	9,832.50	50.00
Norman County	0.00	47,492.50	94,985.00	47,492.50	50.00
Polk County	0.00	129,602.50	259,205.00	129,602.50	50.00
Crookston	0.00	109,222.50	218,445.00	109,222.50	50.00
Wilkin County	0.00	26,390.00	52,780.00	26,390.00	50.00
Breckenridge	0.00	43,965.00	87,930.00	43,965.00	50.00
Total Signatory Funding	0.00	1,237,772.50	2,475,545.00	1,237,772.50	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	187,786.40	469,466.00	281,679.60	40.00
Reg Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Total Grants	0.00	211,260.47	570,466.00	359,205.53	37.03
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,331.26	4,820.38	15,000.00	10,179.62	32.14
Printing Revenue	2,179.42	7,733.05	18,000.00	10,266.95	42.96
Fax Revenue	743.87	2,922.75	7,500.00	4,577.25	38.97
Microfilm Revenue	2.53	21.99	100.00	78.01	21.99
Photocopy Revenue	793.67	2,866.18	7,000.00	4,133.82	40.95
Book/Furniture Sale Revenue	1,773.40	2,147.47	0.00	(2,147.47)	0.00
Interest/Dividend Income	531.79	20,101.52	33,450.00	13,348.48	60.09
Investment Value Change	18,592.30	19,993.56	0.00	(19,993.56)	0.00
Lost/Damaged Property	511.02	2,654.86	6,000.00	3,345.14	44.25
Other Income	15.00	319.96	0.00	(319.96)	0.00
Total Miscellaneous Revenue	26,474.26	63,581.72	87,050.00	23,468.28	73.04
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	24,525.00	49,050.00	24,525.00	50.00
MNLink Server Site Payments	270.71	1,353.55	3,200.00	1,846.45	42.30
Total Joint Automation Revenue	270.71	25,878.55	52,250.00	26,371.45	49.53
Fund Balance/Shortfall	0.00	0.00	17,231.00	17,231.00	0.00
Total General Fund Revenue	26,744.97	1,538,493.24	3,202,542.00	1,664,048.76	48.04
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	134,161.56	684,966.86	1,683,300.00	998,333.14	40.69
Payroll Taxes	10,025.17	51,249.14	128,800.00	77,550.86	39.79
Retirement - PERA	9,720.58	49,677.54	123,600.00	73,922.46	40.19
Health Insurance	18,768.31	100,729.99	260,500.00	159,770.01	38.67
Life Insurance	167.09	835.45	2,050.00	1,214.55	40.75
Workers Compensation Insurance	326.16	1,655.84	4,150.00	2,494.16	39.90
Other Employee Benefits	120.87	604.35	1,650.00	1,045.65	36.63
Total Personnel	173,289.74	889,719.17	2,204,050.00	1,314,330.83	40.37
<i>Automation/Cataloging</i>					
Automation	10,854.84	53,559.26	149,400.00	95,840.74	35.85
Support - App	291.25	1,456.25	3,500.00	2,043.75	41.61
Catalog Item Records	899.40	4,497.00	11,500.00	7,003.00	39.10
Supplies - Computer	177.00	1,832.35	4,500.00	2,667.65	40.72
Supplies - Technical Services	271.55	1,694.31	7,000.00	5,305.69	24.20
Total Automation/Cataloging	12,494.04	63,039.17	175,900.00	112,860.83	35.84

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

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	80.83	2,075.41	3,400.00	1,324.59	61.04
Programming - Summer Reading	0.00	2,890.66	8,000.00	5,109.34	36.13
Programming - Adult	0.00	6.99	3,000.00	2,993.01	0.23
Total Library Programming	80.83	4,973.06	14,400.00	9,426.94	34.54
Staff Development					
Staff Training & Development	590.57	2,884.09	10,000.00	7,115.91	28.84
Total Staff Development	590.57	2,884.09	10,000.00	7,115.91	28.84
Mileage/Board Meeting Expense					
Mileage - Staff	1,102.75	7,834.80	20,000.00	12,165.20	39.17
Regional Board Meetings	805.19	2,621.82	5,900.00	3,278.18	44.44
Total Mileage/Board Meeting Expenses	1,907.94	10,456.62	25,900.00	15,443.38	40.37
Other Expenses					
Accounting/Bank Fees	473.02	10,399.02	15,050.00	4,650.98	69.10
Attorney Fees	150.00	875.00	3,000.00	2,125.00	29.17
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	6,418.86	25,034.06	73,500.00	48,465.94	34.06
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,400.23	7,066.51	17,540.00	10,473.49	40.29
Lease - Regional Office Rent	1,700.17	8,500.83	20,402.00	11,901.17	41.67
Leases - Equipment	606.86	3,444.64	8,950.00	5,505.36	38.49
Maintenance Contracts	2,227.33	6,414.20	14,000.00	7,585.80	45.82
Mailing - Click2Mail	0.00	399.70	2,750.00	2,350.30	14.53
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	0.00	320.00	1,200.00	880.00	26.67
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	39.50	3,000.00	2,960.50	1.32
PIO: Printing/Advertising	1,409.84	9,033.52	16,000.00	6,966.48	56.46
Postage	0.00	670.26	3,750.00	3,079.74	17.87
Recruitment	31.50	639.70	8,000.00	7,360.30	8.00
Repairs - Equipment	0.00	114.00	2,500.00	2,386.00	4.56
Supplies - Copier/Fax/Microfilm	0.00	0.00	1,000.00	1,000.00	0.00
Supplies - Office	249.97	3,048.33	10,000.00	6,951.67	30.48
Supplies - Public Services	214.42	1,139.86	6,000.00	4,860.14	19.00
Telephone/Telecom	883.99	4,407.35	14,150.00	9,742.65	31.15
Total Other Operating Expenses	15,766.19	81,546.48	230,792.00	149,245.52	35.33
Regional Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Transportation					
Van Expenses	179.03	1,500.54	4,500.00	2,999.46	33.35
Total Transportation	179.03	1,500.54	4,500.00	2,999.46	33.35
Materials					
Audio Visual	4,535.59	31,914.67	74,000.00	42,085.33	43.13
Digital	7,946.38	40,964.90	74,000.00	33,035.10	55.36
Online Resources	996.25	6,756.49	13,000.00	6,243.51	51.97
Periodicals	10,719.35	13,202.38	24,000.00	10,797.62	55.01
Print	11,793.37	100,557.06	200,000.00	99,442.94	50.28
Total Materials	35,990.94	193,395.50	385,000.00	191,604.50	50.23
Capital Expenditures					
Furniture & Equipment	399.66	399.66	10,000.00	9,600.34	4.00
Software & Hardware Upgrades	0.00	5,109.88	30,000.00	24,890.12	17.03
Total Capital Expenditures	399.66	5,509.54	40,000.00	34,490.46	13.77
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	1,250.00	3,000.00	1,750.00	41.67
Technology Upgrades	416.66	2,083.30	5,000.00	2,916.70	41.67
Van Replacement	250.00	1,250.00	3,000.00	1,750.00	41.67
Total Capital Fund Accounts	916.66	4,583.30	11,000.00	6,416.70	41.67
Total General Fund Expenditures	241,615.60	1,281,081.54	3,202,542.00	1,921,460.46	40.00
General Fund Revenue Over Expenditures \$	(214,870.63)	\$ 257,411.70	\$ 0.00	(257,411.70)	0.00

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

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	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	\$ 2,335.83	\$ 5,923.23	\$ 0.00	(5,923.23)	0.00
Endowment Revenue	665.00	665.00	0.00	(665.00)	0.00
Telecom/E-rate Funds	853.00	4,499.52	0.00	(4,499.52)	0.00
Legacy Grant Revenue	4,810.82	12,581.95	0.00	(12,581.95)	0.00
Miscellaneous Grants	0.00	3,512.32	0.00	(3,512.32)	0.00
LSTA Grant	0.00	673.49	0.00	(673.49)	0.00
Total Special Projects Revenue	8,664.65	27,855.51	0.00	(27,855.51)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	692.63	1,389.28	0.00	(1,389.28)	0.00
Donations - Materials: A/V	16.51	1,169.48	0.00	(1,169.48)	0.00
Donations - Materials: Other	1,336.32	2,541.53	0.00	(2,541.53)	0.00
Donations - Miscellaneous	790.74	2,287.55	0.00	(2,287.55)	0.00
Legacy Grant Expense	4,810.82	12,581.95	0.00	(12,581.95)	0.00
Telecom/E-rate Expenses	853.00	4,499.52	0.00	(4,499.52)	0.00
Miscellaneous Grant Expense	0.00	3,513.12	0.00	(3,513.12)	0.00
LSTA Grant Expenses	0.00	760.21	0.00	(760.21)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	8,500.02	28,742.64	0.00	(28,742.64)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	0.00	0.00	0.00	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	0.00	0.00	0.00	0.00
Total Special Projects Expenditures	8,500.02	28,742.64	0.00	(28,742.64)	0.00
Special Proj Rev Over (Under) Expend	\$ 164.63	\$ (887.13)	\$ 0.00	887.13	0.00
GRAND TOTAL REVENUE	35,409.62	1,566,348.75	3,202,542.00	1,636,193.25	48.91
GRAND TOTAL EXPENDITURES	250,115.62	1,309,824.18	3,202,542.00	1,892,717.82	40.90
CHANGE IN FUND BALANCE	\$ (214,706.00)	\$ 256,524.57	\$ 0.00	(256,524.57)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
May 31, 2017

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	5,818.41	16,653.25	(10,834.84)
Cash - Payroll (State Bank)	6,997.80	4,584.99	2,412.81
Cash - PayPal	0.00	72.55	(72.55)
Cash - Savings (State Bank)	1,001,722.84	763,107.70	238,615.14
Petty Cash	460.00	460.00	0.00
Investment Account	1,143,217.19	1,124,424.69	18,792.50
Accounts Receivable	91,932.41	560,792.18	(468,859.77)
Prepaid Expenses	64,347.75	71,946.44	(7,598.69)
Deposit Account - OCLC	6,838.79	7,725.36	(886.57)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(5,446.89)	(5,446.89)	0.00
Equipment and Fixtures	318,860.38	318,860.38	0.00
Accum Depr - Equip & Fixtures	(307,637.84)	(307,637.84)	0.00
Equipment & Fixtures - Donated	209,543.91	209,543.91	0.00
Accum Depr - Donated Equip	(209,543.91)	(209,543.91)	0.00
Endowment Funds	60,697.27	60,697.27	0.00
Amount Provided - LTD	21,632.38	21,632.38	0.00
Total Assets \$	<u>2,421,806.42</u>	<u>2,650,238.39</u>	<u>(228,431.97)</u>
LIABILITIES			
Accounts Payable \$	7,800.11	24,353.76	(16,553.65)
Credit Card Payable	5,350.44	7,505.20	(2,154.76)
Amazon Charge Account	4,543.38	3,704.19	839.19
Accrued Salaries Payable	71,439.26	71,439.26	0.00
Accrued Sick Leave Payable	21,632.38	21,632.38	0.00
Accrued Vacation Payable	31,025.56	31,025.56	0.00
Payroll Tax Payable - ND	679.00	344.00	335.00
Dental Insurance Payable	(55.95)	0.04	(55.99)
Vision Insurance Payable	0.90	0.72	0.18
AFLAC Payable	166.93	166.93	0.00
Garnishment/Child Support Pay	0.00	558.95	(558.95)
Flexible Spending - Medical	(1,999.01)	(2,143.05)	144.04
Sales Tax Payable	437.82	111.34	326.48
Deferred Revenue	546,570.51	543,534.68	3,035.83
Total Liabilities	<u>687,591.33</u>	<u>702,233.96</u>	<u>(14,642.63)</u>
FUND BALANCES			
Fund Balance - Unreserved	80,268.37	80,268.37	0.00
Fund Bal. - Operating Reserve	993,000.00	993,000.00	0.00
Fund Bal. - Employee Severance	18,000.00	18,000.00	0.00
Fund Bal. - Unemployment Comp.	41,000.00	41,000.00	0.00
Fund Bal. - Van Replacement	26,250.00	26,000.00	250.00
Fund Bal. - Technology Upgrade	22,083.30	21,666.64	416.66
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	20,000.00	20,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	99,000.00	99,000.00	0.00
Fund Bal. - III Software Upgrd	1,250.00	1,000.00	250.00
Investment in Gen. Fixed Asset	18,141.58	18,141.58	0.00
Reserve for Endowments	60,697.27	60,697.27	0.00
Change in Fund Balance	256,524.57	471,230.57	(214,706.00)
Total Fund Balances	<u>1,734,215.09</u>	<u>1,948,004.43</u>	<u>(213,789.34)</u>
Total Liabilities & Fund Balanc \$	<u>2,421,806.42</u>	<u>2,650,238.39</u>	<u>(228,431.97)</u>

LAKE AGASSIZ REGIONAL LIBRARY

2018
PRELIMINARY BUDGET

DRAFT #3

CATEGORY	2016 BUDGET	2017 BUDGET	2018 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,168,870	2,204,050	2,304,100	100,050	4.54%
Library Materials	380,800	385,000	385,000	0	0.00%
Automation/Cataloging	185,360	175,900	180,700	4,800	2.73%
Library Programming/Staff Dev.	33,400	24,400	23,900	(500)	-2.05%
Mileage/Board Mtg Expense	26,500	25,900	27,000	1,100	4.25%
Regional Library Telecom Aid	88,230	101,000	101,000	0	0.00%
Other Operating Expenses	235,735	230,792	223,380	(7,412)	-3.21%
Vehicle Expenses	5,000	4,500	4,000	(500)	-11.11%
Capital Expenses	65,500	51,000	51,000	0	0.00%
Total Budget	3,189,395	3,202,542	3,300,080	97,538	3.05%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

**2018
PRELIMINARY BUDGET**

DRAFT #3

REVENUE	2016 Budget	2017 Budget	\$\$ Change	2018 Request
Becker County	358,355	365,810	6,000	371,810
Detroit Lakes	217,560	221,020	2,730	223,750
Clay County	275,760	282,535	4,955	287,490
Moorhead	720,730	733,680	9,840	743,520
Clearwater County	95,725	98,085	1,885	99,970
Mahnomen County	40,395	41,405	785	42,190
Mahnomen	19,140	19,665	465	20,130
Norman County	92,545	94,985	1,775	96,760
Polk County	252,495	259,205	5,075	264,280
Crookston	215,575	218,445	2,125	220,570
Wilkin County	51,720	52,780	830	53,610
Breckenridge	86,545	87,930	1,030	88,960
SUB-TOTAL	2,426,545	2,475,545	37,495	2,513,040
GRANTS				
State Basic Support	477,527	469,466	(5,066)	464,400
Regional Library Telecom Aid	88,230	101,000	-	101,000
TOTAL GRANTS	565,757	570,466	(5,066)	565,400
OTHER REVENUE				
Miscellaneous	87,200	87,050	2,550	89,600
Joint Automation	56,350	52,250	(50)	52,200
Fund Balance/Shortfall	53,543	17,231	62,609	79,840
TOTAL OTHER REVENUE	197,093	156,531	65,109	221,640
TOTAL REVENUE	3,189,395	3,202,542	97,538	3,300,080
EXPENDITURES				
Operating	3,123,895	3,151,542	97,538	3,249,080
Capital	65,500	51,000	-	51,000
TOTAL EXPENDITURES	3,189,395	3,202,542	97,538	3,300,080
				0

Monthly Report to the Board

Meeting Date: June 15, 2017

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Coordinating Team Meeting, May 17; Meeting in Breckenridge with Joel Hoistad and Neil Crocker, May 18; LARL Full Board Meeting, May 18; Meeting with Lakes Country Services Cooperative Representatives, May 22; Hawley Branch Visit, May 24; CRPLSA Online Meeting, May 25; Meeting with NWRL Director, May 26

Open Positions

Frazee LINK Site Coordinator

Lake Park LINK Site Coordinator

Staff Development

Nicole Boewood, Moorhead Library Associate attended the 50 Years of YA webinar on June 6 and 13, 2017.

LARL's Summer Reading Program: Build a Better World

The Lake Agassiz Regional Library's 2017 Summer Reading Program, "Build a Better World", will be offered at all of LARL's 22 locations June-August. The two part program includes a reading incentive program, in addition to free events for youth all summer long.

This spring, in preparation for the Summer Reading Program, LARL librarians reached out to thousands of youth, teachers and parents through visits to schools and classrooms, handing out promotional materials, reading logs and personally inviting youth to the library. The program is for youth ages birth-teens, but often targets the school-age youth in effort to keep them active, reading, and engaged during the summer months to prevent a loss of learning. For more information, visit larl.org/srp.

Legislative Update: Session Closure

While the Governor's line-item veto of the legislature's operating budget means the people's business isn't quite finished, it is for our practical purposes.

The final Bonding bill, signed into law, appropriates \$2 million for library construction and renovation projects.

The final Legacy bill, signed into law, appropriates \$2.5 million for library legacy programming for the next two years.

The final E-12 bill, signed into law, doesn't appropriate new funding for regional library programs.

Strategic Directions 2017-2019**PLANNING PROCESS**

Phase I: Community Conversations will be held during the summer of 2017. City Council Members, County Commissioners, local legislators, LARL Trustees, local board members, Friends groups, and the general public will be encouraged to attend the meetings.

- Wednesday, June 7th from 6:30-7:30 at the Detroit Lakes Public Library
- Wednesday, June 14th from 6:30-7:30 at the Moorhead Public Library
- Wednesday, June 21st from 6:30-7:30 at the Hawley Public Library
- Tuesday, June 27th from 6:30-7:30 at the Breckenridge Public Library
- Thursday, July 20th from 6:30-7:30 at the Bagley Public Library
- Tuesday, August 8th from 6:30-7:30 at the Crookston Public Library

Gifts, Grants & Donations

Cathy Reed donated a year subscription of *Air & Space Magazine* to the Ada Public Library through the Adopt-A-Library program.

5/1/2017	James and Diane Kochmen donation to the Mahnomen Public Library for SRP programs.	10.00
5/1/2017	GFWC Library Club donation to the Mahnomen Public Library for SRP programs.	67.00
5/4/2017	Carol Lockhart donation to the Cormorant LINK Site.	10.00
5/17/2017	Connie Wood donation to the Detroit Lakes Public Library for children's picture books in memory of June Smith.	20.00
5/25/2017	Lake Region Garden Club donation to the Detroit Lakes Public Library for gardening books.	62.68
5/24/2017	Ray & Carolyn Frisch donation for print materials to the Hendrum LINK Site in memory of Margaret Jacobson	50.00
5/24/2017	John Rice donation to McIntosh for children's books.	20.00
5/2/2017	The Friends of the Moorhead Library donation for assisted living book club materials.	479.91
	Total	\$ 710.59

Upcoming Meetings

July: No Meeting

August: Executive Committee Meeting will be held on Thursday, August 17th at 5:30 p.m. in the lower level of the Moorhead Public Library.

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5020-000	Salaries - Temporary/Contract	5/3/17	Preference Personnel	294.21	
		5/10/17		622.00	
		5/18/17		622.00	
		5/31/17		622.00	
5020-000	Salaries - Temporary/Contract			2,160.21	
5120-000	Health Insurance	5/2/17	Lakes Country Service Cooperat	17,049.00	
5120-000	Health Insurance			17,049.00	
6000-000	Supplies - Office	5/4/17	Office Depot	150.97	
6000-000	Supplies - Office			150.97	
6240-000	Maint Contr - Copiers	5/8/17	Metro Sales, Inc	2,161.08	
6240-000	Maint Contr - Copiers			2,161.08	
6300-000	Payroll/Time Tracking	5/10/17	Payroll Professionals, Inc.	125.55	
		5/26/17		127.10	
		5/26/17		75.00	
6300-000	Payroll/Time Tracking			327.65	
6340-000	Attorney Fees	5/30/17	Stefanson Law	150.00	
6340-000	Attorney Fees			150.00	
6350-000	Delivery Service - Courier	5/1/17	Northern Network Express	1,280.80	
		5/1/17		1,280.80	
		5/1/17		1,280.80	
		5/8/17		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6355-000	Deliv Serv - TriCollege/Minitx	5/4/17	Minitex	1,124.66	
6355-000	Deliv Serv - TriCollege/Minitx			1,124.66	
6362-000	Lease - Copiers	5/2/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	5/31/17	The Hawley Herald, Inc.	31.50	
6380-000	Recruitment			31.50	
6400-000	Telephone	5/1/17	Rothsay Telephone	85.56	
6400-000	Telephone	5/1/17	Halstad Telephone Company	31.90	
		5/1/17		73.17	
6400-000	Telephone	5/1/17	CenturyLink	48.00	
6400-000	Telephone	5/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	5/22/17	Rochester Telecom Systems Inc.	116.35	
6400-000	Telephone			377.48	
6410-000	PIO - Marketing/Printing/Etc	5/10/17	Forum Communications Printing	322.67	
		5/23/17		229.98	
6410-000	PIO - Marketing/Printing/Etc	5/25/17	Moorhead Community Education	150.00	
6410-000	PIO - Marketing/Printing/Etc	5/31/17	The Hawley Herald, Inc.	355.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc			1,057.65	
6450-000	Mileage - Trustee	5/18/17	Terry Kalil	77.04	
6450-000	Mileage - Trustee	5/18/17	LuAnn Durant	75.44	
6450-000	Mileage - Trustee	5/18/17	Linda Schell	53.50	
6450-000	Mileage - Trustee	5/18/17	Evelyn Fox	50.29	
6450-000	Mileage - Trustee	5/18/17	Ben Grimsley	48.15	
6450-000	Mileage - Trustee	5/18/17	Arlen Syverson	118.77	
6450-000	Mileage - Trustee	5/18/17	Lee Ann Hall	48.15	
6450-000	Mileage - Trustee	5/18/17	Gary Willhite	74.90	
6450-000	Mileage - Trustee	5/18/17	David Geray	80.25	
6450-000	Mileage - Trustee	5/18/17	Clayton Briggs	74.90	
6450-000	Mileage - Trustee	5/18/17	Dennis Larson	48.15	
6450-000	Mileage - Trustee			749.54	
6455-000	Mileage - Staff	5/1/17	Liz Lynch	119.84	
6455-000	Mileage - Staff	5/1/17	Jane Vigness	18.19	
6455-000	Mileage - Staff	5/2/17	Amy Nelson	13.91	
6455-000	Mileage - Staff	5/3/17	Jill Rose	18.73	
6455-000	Mileage - Staff	5/4/17	Andrew LaSart	25.68	
6455-000	Mileage - Staff	5/5/17	Linda Rutkowski	31.03	
6455-000	Mileage - Staff	5/9/17	Amy Nelson	27.82	
6455-000	Mileage - Staff	5/10/17	Jill Rose	18.73	
6455-000	Mileage - Staff	5/11/17	Andrew LaSart	25.68	
6455-000	Mileage - Staff	5/12/17	Jill Rose	18.73	
6455-000	Mileage - Staff	5/12/17 5/16/17	Jodi Harrington	25.68 17.66	
6455-000	Mileage - Staff	5/17/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	5/18/17	Andrew LaSart	25.68	
6455-000	Mileage - Staff	5/18/17	Candace Perry	23.01	
6455-000	Mileage - Staff	5/18/17 5/18/17	Joyce Christine Boike	25.15 36.92	
6455-000	Mileage - Staff	5/19/17	Amy Nelson	12.31	
6455-000	Mileage - Staff	5/19/17	Jessica Eaves	27.82	
6455-000	Mileage - Staff	5/19/17	Candace Perry	23.01	
6455-000	Mileage - Staff	5/19/17 5/19/17	Joyce Christine Boike	18.19 39.06	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	5/19/17	Jodi Harrington	25.68	
6455-000	Mileage - Staff	5/20/17	Candace Perry	23.01	
6455-000	Mileage - Staff	5/20/17	Jill Rose	23.54	
6455-000	Mileage - Staff	5/23/17	Lois Schaedler	11.24	
6455-000	Mileage - Staff	5/23/17	Amy Nelson	13.91	
6455-000	Mileage - Staff	5/23/17	Jill Rose	18.73	
6455-000	Mileage - Staff	5/23/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	5/23/17	Julie Malmanger	39.06	
6455-000	Mileage - Staff	5/24/17	Jill Rose	18.73	
6455-000	Mileage - Staff	5/24/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	5/24/17	Candace Perry	23.01	
6455-000	Mileage - Staff	5/24/17	Julie Malmanger	5.89	
6455-000	Mileage - Staff	5/25/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	5/25/17	Lois Schaedler	44.94	
6455-000	Mileage - Staff	5/25/17	Jill Rose	18.73	
6455-000	Mileage - Staff	5/25/17	Andrew LaSart	25.68	
6455-000	Mileage - Staff	5/25/17	April Wedin	19.26	
6455-000	Mileage - Staff	5/26/17	Candace Perry	23.01	
6455-000	Mileage - Staff	5/26/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	5/27/17	Linda Rutkowski	31.03	
6455-000	Mileage - Staff			1,102.75	
6470-000	Board Expenses	5/18/17	PJ Operations	43.67	
6470-000	Board Expenses	5/18/17	Liz Lynch	11.98	
6470-000	Board Expenses			55.65	
6482-000	Conf/Meeting - Miscellaneous	5/1/17	Minitex	40.00	
6482-000	Conf/Meeting - Miscellaneous	5/22/17	Nicole Murphy	439.44	
6482-000	Conf/Meeting - Miscellaneous			479.44	
6600-000	Materials - Print	5/1/17	Country Scribe Publishing	94.75	
6600-000	Materials - Print	5/1/17	Baker & Taylor	26.86	
		5/1/17		57.72	
		5/1/17		445.41	
		5/1/17		531.14	
		5/1/17		166.81	
		5/2/17		10.36	
		5/2/17		71.34	
		5/2/17		38.36	
		5/2/17		29.88	
		5/2/17		52.10	
		5/3/17		239.03	
		5/3/17		339.46	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/3/17		124.69	
		5/3/17		64.37	
		5/3/17		35.73	
		5/3/17		47.16	
		5/3/17		455.04	
		5/3/17		66.38	
		5/4/17		19.68	
		5/4/17		68.12	
		5/4/17		85.77	
		5/4/17		106.58	
		5/5/17		60.34	
		5/5/17		59.24	
		5/5/17		23.38	
		5/5/17		12.99	
		5/5/17		379.42	
		5/5/17		318.60	
		5/5/17		494.60	
		5/8/17		7.74	
		5/8/17		87.82	
		5/8/17		50.66	
		5/8/17		60.36	
		5/8/17		91.38	
		5/9/17		67.26	
		5/9/17		164.26	
		5/9/17		386.60	
		5/9/17		41.52	
		5/9/17		41.52	
		5/9/17		536.40	
		5/10/17		50.81	
		5/10/17		27.92	
		5/10/17		258.68	
		5/10/17		16.88	
		5/11/17		38.54	
		5/11/17		306.48	
		5/11/17		426.11	
		5/11/17		187.63	
		5/15/17		63.86	
		5/15/17		134.30	
		5/15/17		125.76	
		5/15/17		161.70	
		5/15/17		449.28	
		5/15/17		31.56	
		5/15/17		44.84	
		5/16/17		22.30	
		5/16/17		17.30	
		5/16/17		436.34	
		5/16/17		323.32	
		5/16/17		49.68	
		5/17/17		10.76	
		5/17/17		102.12	
		5/18/17		59.15	
		5/18/17		942.78	
		5/19/17		145.54	
		5/22/17		518.78	
		5/22/17		376.52	
		5/22/17		108.72	
		5/22/17		133.78	
6600-000	Materials - Print			11,632.27	
6601-000	Materials - A/V	5/1/17	Penguin Random House, LLC.	340.50	
6601-000	Materials - A/V	5/3/17	Recorded Books, LLC.	421.94	
		5/5/17		36.49	
		5/5/17		36.49	
		5/8/17		49.58	
		5/8/17		68.48	
		5/8/17		204.60	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	5/8/17	Baker & Taylor	92.48	
6601-000	Materials - A/V	5/9/17	Recorded Books, LLC.	117.40	
6601-000	Materials - A/V	5/10/17	Baker & Taylor	183.84	
6601-000	Materials - A/V	5/11/17	Recorded Books, LLC.	81.98	
6601-000	Materials - A/V	5/11/17	Baker & Taylor	31.04	
		5/11/17		114.54	
6601-000	Materials - A/V	5/11/17	Recorded Books, LLC.	137.00	
6601-000	Materials - A/V	5/11/17	Baker & Taylor	28.00	
		5/11/17		172.01	
		5/12/17		12.48	
		5/18/17		107.34	
		5/18/17		76.96	
		5/18/17		38.18	
6601-000	Materials - A/V	5/18/17	Recorded Books, LLC.	36.50	
6601-000	Materials - A/V			2,387.83	
6670-000	Materials - Digital - e-Books	5/1/17	Overdrive, Inc.	165.51	
		5/1/17		121.98	
		5/1/17		7.99	
		5/2/17		74.84	
		5/2/17		699.87	
		5/5/17		289.29	
		5/5/17		945.91	
		5/9/17		0.75	
		5/15/17		31.96	
		5/15/17		139.81	
		5/15/17		125.00	
		5/16/17		698.92	
		5/17/17		26.99	
		5/22/17		69.43	
		5/22/17		1,106.35	
		5/22/17		57.00	
		5/23/17		106.97	
		5/24/17		27.99	
		5/28/17		11.99	
		5/29/17		29.34	
		5/30/17		496.88	
		5/30/17		48.97	
		5/30/17		157.19	
		5/30/17		112.44	
		5/30/17		177.88	
6670-000	Materials - Digital - e-Books			5,731.25	
6675-000	Materials - Digital - e-Audio	5/1/17	Overdrive, Inc.	47.99	
		5/2/17		34.00	
		5/2/17		75.00	
		5/5/17		327.96	
		5/5/17		198.72	
		5/6/17		95.00	
		5/15/17		95.00	
		5/16/17		92.98	
		5/22/17		102.20	
		5/22/17		47.99	
		5/23/17		54.99	
		5/30/17		209.97	
6675-000	Materials - Digital - e-Audio			1,381.80	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	5/1/17	The Erskine Echo	30.00	
6690-000	Materials - Periodicals	5/1/17	EBSCO Information Services	10,000.00	
6690-000	Materials - Periodicals	5/1/17	Fertile Journal	35.00	
6690-000	Materials - Periodicals	5/2/17	The Forum	157.35	
6690-000	Materials - Periodicals	5/8/17	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	5/14/17	Fergus Falls Daily Journal	168.00	
6690-000	Materials - Periodicals	5/18/17	The Hawley Herald, Inc.	40.00	
6690-000	Materials - Periodicals	5/21/17	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals			10,719.35	
7200-000	Legacy - Expense (1099)	5/4/17	Triangle Coach Services, Inc.	1,723.00	
7200-000	Legacy - Expense (1099)	5/8/17	Jon Solinger	243.75	
7200-000	Legacy - Expense (1099)	5/10/17	Mill City Museum	434.00	
7200-000	Legacy - Expense (1099)			2,400.75	
7210-000	Legacy - Materials - Print	5/8/17	Jon Solinger	108.07	
7210-000	Legacy - Materials - Print			108.07	
7230-000	Legacy - Materials - Other	5/9/17 5/11/17	Overdrive, Inc.	345.00 130.92	
7230-000	Legacy - Materials - Other			475.92	
8000-000	Donation - Misc Exp - RO	5/1/17	Ann Tommerdahl	67.33	
8000-000	Donation - Misc Exp - RO			67.33	
8000-011	Donation - Misc Exp - LM	5/18/17	Moorhead Business Association	150.00	
8000-011	Donation - Misc Exp - LM			150.00	
8000-031	Donation - Misc Exp - LN	5/24/17	Lois Schaedler	8.99	
8000-031	Donation - Misc Exp - LN			8.99	
8000-041	Donation - Misc Exp - LA	5/2/17	Abbey Valen	48.09	
8000-041	Donation - Misc Exp - LA			48.09	
8000-054	Donation - Misc Exp - LF	5/31/17	Lynn Halbrook	200.00	
8000-054	Donation - Misc Exp - LF			200.00	
8000-055	Donation - Misc Exp - LI	5/8/17	Julie Malmanger	93.94	
8000-055	Donation - Misc Exp - LI	5/9/17	Agassiz Environmental Learning	191.20	
8000-055	Donation - Misc Exp - LI	5/23/17	Julie Malmanger		20.00
8000-055	Donation - Misc Exp - LI			285.14	20.00
8107-000	Donation - Material Other - RO	5/8/17 5/8/17 5/8/17 5/9/17 5/9/17	Overdrive, Inc.	30.98 53.97 36.96 409.83 60.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From May 1, 2017 to May 31, 2017

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/15/17		11.99	
		5/15/17		79.99	
		5/22/17		6.79	
		5/22/17		641.26	
8107-000	Donation - Material Other - RO			1,331.77	
8107-012	Donation - Material Other - LV	5/2/17	Overdrive, Inc.	4.55	
8107-012	Donation - Material Other - LV			4.55	
8500-002	Furn & Equip - Detroit Lakes	5/4/17	We Count People LLC	399.66	
8500-002	Furn & Equip - Detroit Lakes			399.66	
9700-200	Miscellaneous Expense - JA	5/1/17	Baker & Taylor	180.00	
9700-200	Miscellaneous Expense - JA			180.00	