

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, June 16, 2016**

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 16th.

AGENDA

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

5:35 **2. MINUTES OF THE MAY 19, 2016 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 19, 2016 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 FY2017 Regional Library Basic System Support (RLBSS)
Application available for review at meeting.

Recommended Motion: Move to approve the application for State FY2017 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee.

- b. Application for State FY2017 Legacy (Arts & Cultural Heritage Program)
Application available for review at meeting.

Recommended Motion: Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2017, and to set aside 10% of LARL's Legacy allocation for statewide projects as reviewed and recommended by the Finance Committee.

- c. 2017 Preliminary Budget (Draft #3)
Enclosed (page 11)

Recommended Motion: Move to approve the 2017 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

(over)

6:00 **6. DIRECTOR'S REPORT - Lynch**

- a. Director's Report
Enclosed (page 13)

6:15 **7. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Evie Fox
Clay County – Wayne Ingersoll
Clearwater County – Arlen Syverson
Crookston – Clayton Briggs
Detroit Lakes – Marlys Douglas
Mahnomen – Michelle Gieseke
Mahnomen County – David Geray
Moorhead – Mari Dailey & Lauri Winterfeldt
Norman County – Lee Ann Hall
Polk County - Craig Bunes
Wilkin County – Bob Perry
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Wayne Ingersoll

6:35 **8. PRESIDENT'S REPORT** – President Perry

6:45 **9. OTHER**

6:55 **10. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – May 2016 (page 14 in the digital packet, available for review at meeting for printed packets)

UPCOMING MEETINGS/EVENTS

2016 Youth Summer Reading Program - June/July/August

Independence Day: Monday, July 4, 2016: All LARL Branches, LINK Sites and the R.O. Closed

July: Executive Committee Meeting Cancelled

August 18: 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 19, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Bunes, Dailey, Douglas, Fox, Grimsley, Hall, Ingersoll, Kalil, Perry (*President*), Syverson (alternate for Nelson), Winterfeldt.

Board Members Absent: Geray, Gieseke, 1 open position

Others Present: Sprynczynatyk, Luke Evenson, CPA – Eide Bailly, LLP

PUBLIC INPUT
None

APPROVAL OF AGENDA

(Briggs/Grimsley) Move to approve the Agenda of the May 19, 2016 Full Board Meeting. MCU.

MINUTES OF THE MARCH 17, 2016 FULL BOARD MEETING

(Syverson/Hall) Move to approve the Minutes of the March 17, 2016 Full Board Meeting as presented. MCU.

2015 AUDIT REPORT

Luke Evenson of Eide Bailly presented LARL's 2015 audit report and answered questions.

FINANCIAL REPORT

Sprynczynatyk discussed that with 33.33% of 2016 complete; LARL spent 31.31% of budgeted expenses. Supplies – Computer are at 63.68% of budget due to supplies need as computers funded by grants are replaced throughout the region. Programming – Summer Reading is at 57.39% of budget due to LARL gearing up for the upcoming summer reading program. Accounting/Bank Fees are at 58.16% of budget due to part of the 2015 audit being paid for.

Sprynczynatyk discussed that the Crookston Branch would like to spend their \$730 distribution from their Endowment fund to help pay for painting of the Library.

(Ingersoll/Grimsley) 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.

FINANCIAL REPORT – continued

Sprynczynatyk discussed the second draft of the 2016 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 \$10,000.

DIRECTOR'S REPORT

Lynch was absent, but written report was provided.

(Fox/Dailey) – Move to approve the revised Conference, Workshop and Continuing Education Policy. MCU.

(Kalil/Syverson) – Move to approve the revised Collection Development Policy. MCU.

(Briggs/Winterfeldt) – Move to approve the revised Registration/Circulation Policy. MCU.

(Buness/Kalil) – Move to approve the revised School and Student Policy. MCU.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

Grimsley reported that the Detroit Lakes Library is getting ready for the summer reading program.

Breckenridge (Fox)

There is going to be a Legacy funded bus trip from Breckenridge to the Hjemkomst Center in Moorhead in June.

Clay County (Ingersoll)

Ingersoll visited the Ada, Climax and Breckenridge Libraries recently, all are running well. He also informed the Clay County Commission that LARL is looking at a 2% increase for 2017.

Clearwater County (Syverson)

The Bagley Library is very busy.

Crookston (Briggs)

No report

Detroit Lakes (Douglas)

There is a new Youth Librarian in Detroit Lakes, Jessica Nanik, who is doing a nice job.

(continued on next page)

City of Mahanomen (Gieseke-absent)

No report

Mahanomen County (Geray-absent)

No report

Moorhead (Dailey, Winterfeldt, 1 open)

The Moorhead board has been discussing how to handle issues patrons who have hygiene issues and other issues the general public don't feel comfortable with. They came to the conclusion the library has a conduct policy but that library staff should not have to worry about policing behavior. The One Book/One Community book will be Late Home Comer. The author will be in Moorhead in October and 2 other libraries in the LARL Region.

Norman County/Ada (Hall)

The community has responded that the new carpet in the library looks really good.

Polk County (Buness)

Buness reported to the County Commission that LARL will be looking at a 2% increase.

Wilkin County (Perry)

No report

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

Kalil discussed Library Legislative Day. Nine meetings with Legislators were scheduled; they were able to meet with seven of them. In meetings with other Library Systems, Kalil heard several positive things about LARL and would like to thank the LARL staff for the good job they are doing.

Northern Lights Library Network (Ingersoll)

No report

PRESIDENTS REPORT

No report

The meeting adjourned at 6:20 p.m.

**Lake Agassiz Regional Library
2016 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						
Ingersoll	x	x	x			
Clearwater County						
Nelson/Syverson	x	x	x			
Crookston						
Briggs	x		x			
Detroit Lakes						
Douglas			x			
Mahnomen						
Gieseke	x					
Mahnomen County						
Geray	x	x				
Moorhead						
Dailey		x	x			
Winterfeldt	x		x			
Open						
Norman County						
Hall	x	x	x			
Polk County						
Buness	x	x	x			
Wilkin County						
Perry	x	x	x			

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

41.67%

Page: 7

	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	\$ 179,177.50	\$ 358,355.00	179,177.50	50.00
Detroit Lakes	0.00	108,780.00	217,560.00	108,780.00	50.00
Clay County	0.00	137,880.00	275,760.00	137,880.00	50.00
Moorhead	0.00	360,365.00	720,730.00	360,365.00	50.00
Clearwater County	0.00	47,862.50	95,725.00	47,862.50	50.00
Mahnomen County	0.00	20,197.50	40,395.00	20,197.50	50.00
Mahnomen	0.00	9,570.00	19,140.00	9,570.00	50.00
Norman County	0.00	46,272.50	92,545.00	46,272.50	50.00
Polk County	0.00	126,247.50	252,495.00	126,247.50	50.00
Crookston	0.00	107,787.50	215,575.00	107,787.50	50.00
Wilkin County	0.00	25,860.00	51,720.00	25,860.00	50.00
Breckenridge	0.00	43,272.50	86,545.00	43,272.50	50.00
Total Signatory Funding	0.00	1,213,272.50	2,426,545.00	1,213,272.50	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	191,010.67	477,527.00	286,516.33	40.00
Reg Library Telecom Aid (RLTA)	0.00	23,284.25	88,230.00	64,945.75	26.39
Total Grants	0.00	214,294.92	565,757.00	351,462.08	37.88
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	833.58	5,763.53	18,000.00	12,236.47	32.02
Printing Revenue	1,120.72	8,299.17	19,100.00	10,800.83	43.45
Fax Revenue	537.61	3,303.38	7,000.00	3,696.62	47.19
Microfilm Revenue	2.25	11.51	100.00	88.49	11.51
Photocopy Revenue	253.29	2,601.34	7,000.00	4,398.66	37.16
Book/Furniture Sale Revenue	250.77	1,651.40	0.00	(1,651.40)	0.00
Interest/Dividend Income	150.03	19,568.26	30,000.00	10,431.74	65.23
Investment Value Change	(1,747.17)	(442.32)	0.00	442.32	0.00
Lost/Damaged Property	318.00	1,756.79	6,000.00	4,243.21	29.28
Other Income	0.00	87.46	0.00	(87.46)	0.00
Total Miscellaneous Revenue	1,719.08	42,600.52	87,200.00	44,599.48	48.85
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	28,175.00	56,350.00	28,175.00	50.00
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	1,500.85	0.00	(1,500.85)	0.00
Total Joint Automation Revenue	300.17	29,675.85	56,350.00	26,674.15	52.66
Fund Balance/Shortfall	0.00	0.00	53,543.00	53,543.00	0.00
Total General Fund Revenue	2,019.25	1,499,843.79	3,189,395.00	1,689,551.21	47.03
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	130,237.58	660,843.62	1,640,260.00	979,416.38	40.29
Payroll Taxes	9,871.44	49,811.86	125,480.00	75,668.14	39.70
Retirement - PERA	9,508.26	48,445.83	120,430.00	71,984.17	40.23
Health Insurance	19,847.20	101,560.99	274,750.00	173,189.01	36.96
Life Insurance	162.75	813.75	2,010.00	1,196.25	40.49
Workers Compensation Insurance	355.10	1,775.50	4,330.00	2,554.50	41.00
Other Employee Benefits	114.87	586.35	1,610.00	1,023.65	36.42
Total Personnel	170,097.20	863,837.90	2,168,870.00	1,305,032.10	39.83
<i>Automation/Cataloging</i>					
Automation	10,289.09	53,318.51	162,360.00	109,041.49	32.84
Catalog Item Records	866.41	4,332.05	11,500.00	7,167.95	37.67
Supplies - Computer	196.41	3,061.80	4,500.00	1,438.20	68.04
Supplies - Technical Services	350.42	1,477.21	7,000.00	5,522.79	21.10
Total Automation/Cataloging	11,702.33	62,189.57	185,360.00	123,170.43	33.55

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	705.71	1,244.42	3,400.00	2,155.58	36.60
Programming - Summer Reading	811.84	5,402.65	8,000.00	2,597.35	67.53
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	1,517.55	6,607.07	14,400.00	7,792.93	45.88
Staff Development					
Staff Training & Development	872.95	4,850.71	19,000.00	14,149.29	25.53
Total Staff Development	872.95	4,850.71	19,000.00	14,149.29	25.53
Mileage/Board Meeting Expense					
Mileage - Staff	1,664.63	7,470.23	20,000.00	12,529.77	37.35
Regional Board Meetings	650.24	2,734.70	6,500.00	3,765.30	42.07
Total Mileage/Board Meeting Expenses	2,314.87	10,204.93	26,500.00	16,295.07	38.51
Other Expenses					
Accounting/Bank Fees	2,818.65	10,815.95	13,750.00	2,934.05	78.66
Attorney Fees	0.00	125.00	4,000.00	3,875.00	3.13
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	2,763.01	26,403.14	73,000.00	46,596.86	36.17
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,357.44	6,765.55	17,825.00	11,059.45	37.96
Lease - Regional Office Rent	1,683.34	8,416.67	20,200.00	11,783.33	41.67
Leases - Equipment	606.86	3,444.64	8,950.00	5,505.36	38.49
Maintenance Contracts	1,929.14	4,958.99	14,050.00	9,091.01	35.30
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	0.00	268.50	3,200.00	2,931.50	8.39
Memberships	0.00	319.00	1,200.00	881.00	26.58
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	119.20	119.20	3,000.00	2,880.80	3.97
PIO: Printing/Advertising	462.40	2,493.66	16,400.00	13,906.34	15.21
Postage	57.00	241.47	3,760.00	3,518.53	6.42
Recruitment	25.00	2,055.01	8,000.00	5,944.99	25.69
Repairs - Equipment	89.88	361.76	2,500.00	2,138.24	14.47
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	235.23	1,776.60	10,000.00	8,223.40	17.77
Supplies - Public Services	206.12	1,185.37	6,000.00	4,814.63	19.76
Telephone/Telecom	811.04	3,975.90	17,900.00	13,924.10	22.21
Total Other Operating Expenses	13,164.31	73,845.41	235,735.00	161,889.59	31.33
Regional Library Telecom Aid (RLTA)	0.00	23,284.25	88,230.00	64,945.75	26.39
Transportation					
Van Expenses	190.42	1,014.86	5,000.00	3,985.14	20.30
Total Transportation	190.42	1,014.86	5,000.00	3,985.14	20.30
Materials					
Audio Visual	4,293.56	25,640.81	74,000.00	48,359.19	34.65
Digital	4,919.38	27,337.05	45,000.00	17,662.95	60.75
Online Resources	2,142.31	10,690.13	25,700.00	15,009.87	41.60
Periodicals	15,795.29	18,553.80	24,100.00	5,546.20	76.99
Print	10,726.23	96,097.09	212,000.00	115,902.91	45.33
Total Materials	37,876.77	178,318.88	380,800.00	202,481.12	46.83
Capital Expenditures					
Furniture & Equipment	0.00	1,509.87	10,500.00	8,990.13	14.38
Software & Hardware Upgrades	0.00	5,376.70	40,000.00	34,623.30	13.44
Total Capital Expenditures	0.00	6,886.57	50,500.00	43,613.43	13.64
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	5,000.00	12,000.00	7,000.00	41.67
Van Replacement	250.00	1,250.00	3,000.00	1,750.00	41.67
Total Capital Fund Accounts	1,250.00	6,250.00	15,000.00	8,750.00	41.67
Total General Fund Expenditures	238,986.40	1,237,290.15	3,189,395.00	1,952,104.85	38.79
General Fund Revenue Over Expenditures \$	<u><u>(236,967.15)</u></u>	<u><u>\$ 262,553.64</u></u>	<u><u>\$ 0.00</u></u>	<u><u>(262,553.64)</u></u>	<u><u>0.00</u></u>

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

	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	\$ 13,049.69	\$ 20,772.09	\$ 0.00	(20,772.09)	0.00
Endowment Revenue	(860.00)	(860.00)	0.00	860.00	0.00
Telecom/E-rate Funds	306.63	3,832.65	0.00	(3,832.65)	0.00
Legacy Grant Revenue	3,246.88	15,340.80	0.00	(15,340.80)	0.00
Miscellaneous Grants	16,958.10	117,703.61	0.00	(117,703.61)	0.00
Total Special Projects Revenue	32,701.30	156,789.15	0.00	(156,789.15)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	54.21	2,849.80	0.00	(2,849.80)	0.00
Donations - Materials: A/V	0.00	132.98	0.00	(132.98)	0.00
Donations - Materials: Other	500.00	500.00	0.00	(500.00)	0.00
Donations - Miscellaneous	140.15	1,771.70	0.00	(1,771.70)	0.00
Legacy Grant Expense	3,114.53	15,340.80	0.00	(15,340.80)	0.00
Telecom/E-rate Expenses	306.63	3,832.65	0.00	(3,832.65)	0.00
Miscellaneous Grant Expense	16,958.10	117,703.61	0.00	(117,703.61)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	21,073.62	142,131.54	0.00	(142,131.54)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	8,622.95	15,615.93	0.00	(15,615.93)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	8,622.95	15,615.93	0.00	(15,615.93)	0.00
Total Special Projects Expenditures	29,696.57	157,747.47	0.00	(157,747.47)	0.00
Special Proj Rev Over (Under) Expend	\$ 3,004.73	\$ (958.32)	\$ 0.00	958.32	0.00
GRAND TOTAL REVENUE	34,720.55	1,656,632.94	3,189,395.00	1,532,762.06	51.94
GRAND TOTAL EXPENDITURES	268,682.97	1,395,037.62	3,189,395.00	1,794,357.38	43.74
CHANGE IN FUND BALANCE	\$ (233,962.42)	\$ 261,595.32	\$ 0.00	(261,595.32)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
May 31, 2016

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	12,003.37	17,919.00	(5,915.63)
Cash - Payroll (State Bank)	1,618.85	711.60	907.25
Cash - PayPal	2.61	41.57	(38.96)
Cash - Savings (State Bank)	901,896.85	716,385.27	185,511.58
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,153,399.82	1,155,146.24	(1,746.42)
Accounts Receivable	2,141.01	443,707.15	(441,566.14)
Prepaid Expenses	76,170.36	84,212.07	(8,041.71)
Deposit Account - OCLC	5,284.98	6,136.12	(851.14)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(3,680.33)	(3,680.33)	0.00
Equipment and Fixtures	363,969.12	363,969.12	0.00
Accum Depr - Equip & Fixtures	(343,060.28)	(343,060.28)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,907.91)	(209,907.91)	0.00
Endowment Funds	55,892.27	55,892.27	0.00
Amount Provided - LTD	16,032.17	16,032.17	0.00
Total Assets \$	<u><u>2,254,632.73</u></u>	<u><u>2,526,373.90</u></u>	<u><u>(271,741.17)</u></u>
LIABILITIES			
Accounts Payable \$	19,184.45	29,226.98	(10,042.53)
Credit Card Payable	1,599.17	10,426.14	(8,826.97)
Amazon Charge Account	6,809.96	5,230.90	1,579.06
Accrued Salaries Payable	72,206.15	72,206.15	0.00
Accrued Sick Leave Payable	16,032.17	16,032.17	0.00
Accrued Vacation Payable	33,901.14	33,901.14	0.00
Payroll Tax Payable - ND	636.00	322.00	314.00
Life Insurance Payable	(20.00)	(20.00)	0.00
Dental Insurance Payable	0.10	(27.26)	27.36
Vision Insurance Payable	29.42	34.97	(5.55)
AFLAC Payable	294.21	243.05	51.16
Flexible Spending - Medical	(1,774.47)	(1,917.46)	142.99
Flexible Spending - Dep Care	840.03	673.36	166.67
Sales Tax Payable	370.05	258.20	111.85
Deferred Revenue	416,234.10	438,780.89	(22,546.79)
Total Liabilities	<u>566,342.48</u>	<u>605,371.23</u>	<u>(39,028.75)</u>
FUND BALANCES			
Fund Balance - Unreserved	159,822.22	159,822.22	0.00
Fund Bal. - Operating Reserve	990,000.00	990,000.00	0.00
Fund Bal. - Employee Severance	17,000.00	17,000.00	0.00
Fund Bal. - Unemployment Comp.	40,000.00	40,000.00	0.00
Fund Bal. - Van Replacement	13,250.00	13,000.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	10,000.00	10,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. -LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	62,000.00	62,000.00	0.00
Fund Bal. - III Software Upgrd	5,000.00	4,000.00	1,000.00
Investment in Gen. Fixed Asset	29,730.44	29,730.44	0.00
Reserve for Endowments	55,892.27	55,892.27	0.00
Change in Fund Balance	261,595.32	495,557.74	(233,962.42)
Total Fund Balances	<u><u>1,688,290.25</u></u>	<u><u>1,921,002.67</u></u>	<u><u>(232,712.42)</u></u>
Total Liabilities & Fund Balanc \$	<u><u>2,254,632.73</u></u>	<u><u>2,526,373.90</u></u>	<u><u>(271,741.17)</u></u>

LAKE AGASSIZ REGIONAL LIBRARY

2017

PRELIMINARY BUDGET

DRAFT #3

CATEGORY	2015 BUDGET	2016 BUDGET	2017 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,108,102	2,168,870	2,247,510	78,640	3.63%
Library Materials	367,063	380,800	385,000	4,200	1.10%
Automation/Cataloging	199,073	185,360	187,660	2,300	1.24%
Library Programming/Staff Dev.	33,400	33,400	24,400	(9,000)	-26.95%
Mileage/Board Mtg Expense	29,500	26,500	25,900	(600)	-2.26%
Regional Library Telecom Aid	120,000	88,230	88,000	(230)	-0.26%
Other Operating Expenses	234,121	235,735	231,327	(4,408)	-1.87%
Vehicle Expenses	5,850	5,000	4,500	(500)	-10.00%
Capital Expenses	66,750	65,500	51,000	(14,500)	-22.14%
Total Budget	3,163,859	3,189,395	3,245,297	55,902	1.75%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2017

PRELIMINARY BUDGET

DRAFT #3

REVENUE	2015 Budget	2016 Budget	\$\$ Change	2017 Request
Becker County	344,285	358,355	7,455	365,810
Detroit Lakes	210,915	217,560	3,460	221,020
Clay County	262,610	275,760	6,775	282,535
Moorhead	675,730	720,730	12,950	733,680
Clearwater County	91,245	95,725	2,360	98,085
Mahnomen County	38,535	40,395	1,010	41,405
Mahnomen	18,235	19,140	525	19,665
Norman County	87,594	92,545	2,440	94,985
Polk County	239,815	252,495	6,710	259,205
Crookston	209,905	215,575	2,870	218,445
Wilkin County	49,795	51,720	1,060	52,780
Breckenridge	84,004	86,545	1,385	87,930
SUB-TOTAL	2,312,668	2,426,545	49,000	2,475,545
GRANTS				
State Basic Support	519,209	477,527	(10,000)	467,527
Regional Library Telecom Aid	120,000	88,230	(230)	88,000
TOTAL GRANTS	639,209	565,757	(10,230)	555,527
OTHER REVENUE				
Miscellaneous	77,200	87,200	(150)	87,050
Joint Automation	58,929	56,350	800	57,150
Fund Balance/Shortfall	75,853	53,543	16,482	70,025
TOTAL OTHER REVENUE	211,982	197,093	17,132	214,225
TOTAL REVENUE	3,163,859	3,189,395	55,902	3,245,297
EXPENDITURES				
Operating	3,097,109	3,123,895	70,402	3,194,297
Capital	66,750	65,500	(14,500)	51,000
TOTAL EXPENDITURES	3,163,859	3,189,395	55,902	3,245,297
				0



Monthly Report to the Board

13

Meeting Date: June 16, 2016

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Minnesota Youth Services Librarian Committee Meeting, May 13; Association of Rural and Small Libraries Conference Committee Meeting, May 17; LARL Supervisory Staff Meeting, May 18; Crookston Library Board and Friends of the Library Meeting, June 1, 2016; Meeting with Verizon Rep. for Government Services, June 2, 2016; Interview for Hawley Position, June 8

Open Positions

Library Associate (Branch Librarian) - Hawley

Library Associate (40 Hours) – Crookston

Library Assistant (20 Hours) - Moorhead

Welcome to **Jodi Steiner, Crookston Associate.**

Gifts, Grants & Donations

5/16/2016	Zonta Club of Breckenridge/Wahpeton donation for the Summer Reading Program	200.00
5/12/2016	Gerald and Jean Newborg donation in memory of Ross Miller, a Halstad LINK Site volunteer.	75.00
5/4/2016	Mahnomen Pioneer donation for the Summer Reading Program.	100.00
5/20/2016	Beverly Lake donation to the Moorhead Public Library for Computer Lab Chair replacement project.	150.00
5/20/2016	Moorhead Vikingland Kiwanis donation for Children's Books.	100.00
5/23/2016	Rebecca Lee-Hunt donation to the Moorhead Public Library in memory of Pete Larson	50.00
5/13/2016	The Friends of the Moorhead Library donation for the purchase of meeting room equipment.	1,140.68
6/2/2016	Ardis Haaland donation in memory of Ruby Nelson for print CJ Box books.	30.00
5/25/2016	Fargo-Moorhead Area Foundation -Endowment Annual Distribution funding for the painting of the Crookston Public Library.	730.00

Upcoming Dates

Independence Day

Monday, July 4, 2016: All LARL Branches, LINK Sites and the Regional Office Closed

July Executive Committee Meeting

No meeting in July.

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	5/1/16 5/1/16 5/1/16	Lakes Country Service Cooperat	15,134.00 906.00 2,265.00	
5120-000	Health Insurance			18,305.00	
6000-000	Supplies - Office	5/2/16	Rapid Refill	47.00	
6000-000	Supplies - Office	5/3/16	Office Depot	134.98	
6000-000	Supplies - Office			181.98	
6010-000	Supplies - Technical Services	5/11/16	Sunrise Packaging	108.21	
6010-000	Supplies - Technical Services	5/17/16	DEMCO	101.75	
6010-000	Supplies - Technical Services			209.96	
6200-000	Equip Rep/Mtc - Miscellaneous	5/5/16	Batteries Plus	89.88	
6200-000	Equip Rep/Mtc - Miscellaneous			89.88	
6240-000	Maint Contr - Copiers	5/6/16	Metro Sales, Inc	1,780.92	
6240-000	Maint Contr - Copiers			1,780.92	
6300-000	Payroll Processing	5/10/16 5/26/16	Payroll Professionals, Inc.	139.50 134.85	
6300-000	Payroll Processing			274.35	
6310-000	Audit	5/31/16	EideBailly LLP	2,400.00	
6310-000	Audit			2,400.00	
6350-000	Delivery Service - Courier	5/9/16 5/16/16	Northern Network Express	1,280.80 1,280.80	
6350-000	Delivery Service - Courier			2,561.60	
6362-000	Lease - Copiers	5/2/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	5/31/16	KROX-AM The Voice of the Valle	25.00	
6380-000	Recruitment			25.00	
6400-000	Telephone	5/1/16 5/1/16	Halstad Telephone Company	29.37 76.62	
6400-000	Telephone	5/1/16	CenturyLink	48.00	
6400-000	Telephone	5/1/16	Rothsay Telephone Co	77.91	
6400-000	Telephone	5/3/16 5/23/16	Dex Media East, Inc.	12.52 19.16	
6400-000	Telephone	5/25/16	Rochester Telecom Systems Inc.	118.78	
6400-000	Telephone			382.36	
6410-000	PIO - Marketing/Printing/Etc	5/1/16	Moorhead Community Education	140.00	
6410-000	PIO - Marketing/Printing/Etc	5/24/16	Absolute Marketing Group	105.90	
6410-000	PIO - Marketing/Printing/Etc			245.90	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	5/19/16	Evelyn Fox	50.76	
6450-000	Mileage - Trustee	5/19/16	Robert Perry	50.76	
6450-000	Mileage - Trustee	5/19/16	Craig Bunes	75.60	
6450-000	Mileage - Trustee	5/19/16	Arlen Syverson	119.88	
6450-000	Mileage - Trustee	5/19/16	Clayton Briggs	75.60	
6450-000	Mileage - Trustee	5/19/16	Ben Grimsley	48.60	
6450-000	Mileage - Trustee	5/19/16	Terry Kalil	75.60	
6450-000	Mileage - Trustee	5/19/16	Lee Ann Hall	48.60	
6450-000	Mileage - Trustee			545.40	
6455-000	Mileage - Staff	5/2/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	5/3/16	Sharon Grossman	48.30	
6455-000	Mileage - Staff	5/3/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	5/3/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	5/9/16	Liz Lynch	243.00	
6455-000	Mileage - Staff	5/9/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	5/10/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	5/10/16	Joyce Christine Boike	37.26	
		5/10/16		18.36	
6455-000	Mileage - Staff	5/10/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	5/11/16	Joyce Christine Boike	39.42	
6455-000	Mileage - Staff	5/13/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	5/13/16	Joyce White	48.60	
6455-000	Mileage - Staff	5/13/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	5/13/16	Cheryl Melkert	43.20	
6455-000	Mileage - Staff	5/13/16	Sharon Grossman	48.60	
6455-000	Mileage - Staff	5/14/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	5/16/16	Madonna Liden	43.20	
6455-000	Mileage - Staff	5/17/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	5/17/16	Joyce Christine Boike	25.38	
6455-000	Mileage - Staff	5/17/16	Jill Rose	23.76	
6455-000	Mileage - Staff	5/18/16	Joyce Christine Boike	74.52	
6455-000	Mileage - Staff	5/18/16	Tammi Jalowiec	105.84	
6455-000	Mileage - Staff	5/18/16	Erin Gunderson	48.06	
6455-000	Mileage - Staff	5/18/16	Tamera Thomasson-Ehrhart	74.52	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	5/18/16	Debra Wahl	48.06	
6455-000	Mileage - Staff	5/20/16	Tamera Thomasson-Ehrhart	12.96	
6455-000	Mileage - Staff	5/23/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	5/24/16	Teri Sowka	14.58	
6455-000	Mileage - Staff	5/24/16	Patty Nunn	11.34	
6455-000	Mileage - Staff	5/24/16	Karen Stormo	99.36	
6455-000	Mileage - Staff	5/24/16	Laurel Wanke	16.20	
6455-000	Mileage - Staff	5/24/16	Amy Nelson	37.26	
6455-000	Mileage - Staff	5/25/16	Joyce White	20.63	
6455-000	Mileage - Staff	5/25/16	Julie Malmanger	5.94	
6455-000	Mileage - Staff	5/27/16	Rebecca Bentley	34.56	
6455-000	Mileage - Staff	5/28/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	5/28/16	Rebecca Bentley	34.56	
6455-000	Mileage - Staff	5/31/16	Marilyn Eaves	28.08	
6455-000	Mileage - Staff	5/31/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	5/31/16	Christy Underlee	17.82	
6455-000	Mileage - Staff			1,664.63	
6470-000	Board Expenses	5/19/16	PJ Operations	60.98	
6470-000	Board Expenses	5/25/16	Purchase Advantage Card	43.86	
6470-000	Board Expenses			104.84	
6482-000	Conf/Meeting - Miscellaneous	5/1/16	Minitex	40.00	
6482-000	Conf/Meeting - Miscellaneous	5/4/16	Erin Gunderson	180.17	
6482-000	Conf/Meeting - Miscellaneous	5/5/16	Hillary Stevens	183.06	
6482-000	Conf/Meeting - Miscellaneous	5/10/16	Nicole Murphy	195.98	
6482-000	Conf/Meeting - Miscellaneous			599.21	
6490-000	Programming - Youth	5/3/16	Discount School Supply	458.92	
6490-000	Programming - Youth			458.92	
6492-000	Programming - Summer Readi	5/2/16	Jenna Kahly	117.27	
6492-000	Programming - Summer Readi	5/4/16	NDSU Entomology	209.30	
6492-000	Programming - Summer Readi	5/12/16	Jenna Kahly	28.53	
6492-000	Programming - Summer Readi	5/31/16	The Forum	199.00	
6492-000	Programming - Summer Readi			554.10	
6500-000	Van - Gasoline	5/6/16	Cenex Fleetcard	66.09	
6500-000	Van - Gasoline			66.09	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	5/2/16	Baker & Taylor	51.12	
		5/2/16		342.41	
		5/2/16		26.99	
		5/2/16		494.91	
		5/3/16		19.48	
		5/3/16		121.32	
		5/4/16		81.87	
		5/4/16		168.08	
		5/4/16		22.00	
		5/4/16		62.20	
		5/4/16		190.06	
		5/4/16		101.50	
		5/4/16		704.65	
		5/4/16		635.72	
		5/5/16		67.56	
		5/5/16		96.14	
		5/5/16		30.22	
		5/6/16		451.12	
		5/6/16		496.12	
		5/6/16		31.01	
		5/9/16		192.95	
		5/9/16		17.72	
		5/9/16		135.80	
		5/10/16		79.39	
		5/10/16		384.71	
		5/11/16		36.96	
		5/11/16		48.86	
		5/11/16		71.69	
		5/11/16		93.36	
		5/11/16		151.80	
		5/11/16		349.05	
		5/12/16		73.10	
		5/12/16		139.66	
		5/12/16		10.96	
		5/12/16		61.78	
		5/12/16		180.10	
		5/13/16		42.86	
		5/16/16		32.10	
		5/16/16		54.18	
		5/16/16		446.11	
		5/16/16		233.36	
		5/17/16		10.96	
		5/17/16		280.04	
		5/17/16		34.62	
		5/17/16		27.63	
		5/17/16		8.08	
		5/18/16		42.03	
		5/18/16		124.84	
		5/18/16		33.34	
		5/18/16		60.44	
		5/18/16		55.17	
		5/18/16		30.22	
		5/18/16		97.07	
		5/18/16		30.98	
		5/18/16		77.68	
		5/19/16		24.92	
		5/19/16		389.37	
		5/20/16		511.51	
		5/23/16		46.20	
		5/24/16		298.31	
		5/24/16		63.08	
		5/24/16		32.50	
		5/24/16		322.25	
		5/24/16		100.52	
		5/25/16		148.30	
		5/26/16		41.52	
		5/26/16		17.18	
		5/26/16		23.68	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/26/16		149.96	
6600-000	Materials - Print	5/27/16	J. Appleseed Publishers Co-Op	35.92	
6600-000	Materials - Print	5/27/16	Baker & Taylor	75.52	
		5/27/16		160.64	
6600-000	Materials - Print			10,385.46	
6601-000	Materials - A/V	5/1/16	Penguin Random House, LLC.	75.00	
6601-000	Materials - A/V	5/3/16	Recorded Books, LLC.	242.94	
6601-000	Materials - A/V	5/5/16	Baker & Taylor	43.52	
6601-000	Materials - A/V	5/6/16	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	5/10/16	Recorded Books, LLC.	104.95	
		5/10/16		89.69	
6601-000	Materials - A/V	5/16/16	Baker & Taylor	263.40	
		5/17/16		178.64	
		5/17/16		57.27	
		5/18/16		26.74	
		5/18/16		210.70	
		5/20/16		31.04	
		5/24/16		32.12	
6601-000	Materials - A/V	5/25/16	Recorded Books, LLC.	67.59	
		5/26/16		88.15	
6601-000	Materials - A/V	5/26/16	Baker & Taylor	106.82	
		5/26/16		246.27	
6601-000	Materials - A/V	5/26/16	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V			1,984.84	
6670-000	Materials - Digital - e-Books	5/2/16	Overdrive, Inc.	11.98	
		5/2/16		176.87	
		5/2/16		84.00	
		5/3/16		87.39	
		5/4/16		16.99	
		5/7/16		39.00	
		5/9/16		42.52	
		5/9/16		3.99	
		5/9/16		175.85	
		5/10/16		180.90	
		5/11/16		63.99	
		5/11/16		104.98	
		5/11/16		388.51	
		5/13/16		2.99	
		5/13/16		90.00	
		5/13/16		2.99	
		5/16/16		16.48	
		5/16/16		29.95	
		5/16/16		240.55	
		5/17/16		389.04	
		5/23/16		51.00	
		5/23/16		70.97	
		5/23/16		6.99	
		5/23/16		59.94	
		5/24/16		212.89	
		5/26/16		32.28	
		5/27/16		568.24	
		5/31/16		330.92	
6670-000	Materials - Digital - e-Books			3,482.20	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6675-000	Materials - Digital - e-Audio	5/11/16	Overdrive, Inc.	47.99	
		5/11/16		75.00	
		5/11/16		246.97	
		5/24/16		63.00	
		5/26/16		62.99	
		5/27/16		107.98	
6675-000	Materials - Digital - e-Audio			603.93	
6690-000	Materials - Periodicals	5/1/16	Fertile Journal	35.00	
6690-000	Materials - Periodicals	5/1/16	The Erskine Echo	30.00	
6690-000	Materials - Periodicals	5/2/16	Norman County Index	33.00	
6690-000	Materials - Periodicals	5/5/16	EBSCO Information Services	14,727.16	
6690-000	Materials - Periodicals	5/12/16	Fergus Falls Daily Journal	168.00	
6690-000	Materials - Periodicals	5/12/16	FM News	535.13	
6690-000	Materials - Periodicals	5/18/16	The Hawley Herald, Inc.	40.00	
6690-000	Materials - Periodicals	5/21/16	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals			15,795.29	
6800-000	Miscellaneous Expense	5/31/16	The Forum	119.20	
6800-000	Miscellaneous Expense			119.20	
7200-000	Legacy - Expense (1099)	5/20/16	Ottertail Minn-Dakota Coaches	686.00	
7200-000	Legacy - Expense (1099)			686.00	
7210-000	Legacy - Materials - Print	5/4/16	Zandbroz Variety	61.20	
7210-000	Legacy - Materials - Print			61.20	
7220-000	Legacy - Materials - A/V	5/3/16	Overdrive, Inc.	88.98	
		5/3/16		168.88	
7220-000	Legacy - Materials - A/V			257.86	
7230-000	Legacy - Materials - Other	5/10/16	Overdrive, Inc.	228.61	
7230-000	Legacy - Materials - Other			228.61	
7300-000	Miscellaneous Grant Expense	5/12/16	Christianson's Business Furnit	6,489.36	
		5/12/16		10,468.74	
7300-000	Miscellaneous Grant Expense			16,958.10	
8000-011	Donation - Misc Exp - LM	5/27/16	Megan Krueger	44.51	
8000-011	Donation - Misc Exp - LM			44.51	
8000-031	Donation - Misc Exp - LN	5/11/16	Lois Schaedler	70.00	
8000-031	Donation - Misc Exp - LN			70.00	
8000-041	Donation - Misc Exp - LA	5/27/16	Candace Osborn	25.64	
8000-041	Donation - Misc Exp - LA			25.64	
8107-000	Donation - Material Other - RO	5/3/16	Overdrive, Inc.	100.00	
		5/3/16		380.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8107-000	Donation - Material Other - RO			480.00	
8107-011	Donation - Material Other - LM	5/3/16	Overdrive, Inc.	20.00	
8107-011	Donation - Material Other - LM			20.00	
8200-011	Donation - Furn & Equip - LM	5/12/16	Christianson's Business Furnit	8,547.95	
8200-011	Donation - Furn & Equip - LM			8,547.95	