

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, March 23, 2017**

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

Location: **Moorhead Branch**

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

AGENDA

- 5:30 **1. CALL TO ORDER** – President Kalil
 PUBLIC INPUT
 APPROVAL OF AGENDA
- 5:35 **2. MINUTES OF THE JANUARY 19, 2017 FULL BOARD MEETING**
 Enclosed (page 3)
 Recommended Motion: Move to approve the January 19, 2017 Full Board Meeting Minutes as presented.
- 5:45 **3. 2016 AUDIT REPORT** – Marcus Askvig, Eide Bailly, LLP
- 6:00 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)
 a. Authorization to submit 2016 Annual Report
 Recommended Motion: Move to authorize the Director to submit the 2016 Annual Report to State Library Services.
- 6:15 **5. DIRECTOR'S REPORT** – Lynch
 a. March Report - Enclosed, page 12
 b. Registration/Circulation Policy – Enclosed, page 14
 Recommended Motion: Move to approve the revised Registration/Circulation Policy.
 c. Strategic Directions Update - Enclosed (page 18)
- 6:30 **6. BOARD MEMBER REPORTS:**

 Becker County – Ben Grimsley & Terry Kalil
 Breckenridge – Evie Fox
 Clay County/Barnesville/Hawley – Wayne Ingersoll
 Clearwater County/Bagley – Arlen Syverson
 Crookston – Clayton Briggs
 Detroit Lakes – Linda Schell
 Mahnomen – LuAnn Durant
 Mahnomen County – David Geray
 Moorhead – Andrew Brammer, Mari Dailey, Wayne Ingersoll
 Norman County/Ada – Lee Ann Hall
 Polk County/Climax/Fertile/Fosston/McIntosh – Gary Willhite
 Wilkin County – Dennis Larson

BOARD MEMBER REPORTS (continued):

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

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

6:55 **8. OTHER**

7:00 **9. ADJOURNMENT**

MISC ITEMS ENCLOSED:

- a. LARL Board of Trustees Phone List (page 22)
- b. List of Bills – February 2017 (page 23 – digital packet only, print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

Easter Sunday, April 16, 2017
Crookston Branch CLOSED

National Library Week, April 10-16, 2017
Theme: *Libraries Transform*

Executive/Finance Committee Meeting
2017 Preliminary Budget (Draft 1)
Moorhead Public Library, April 20, 2017 - 5:30 p.m.

Full Board Meeting, May 18, 2017 - 5:30 p.m.
Moorhead Public Library

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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, January 19, 2017 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Brammer, Dailey, Durant, Geray, Grimsley, Hall, Haney, Kalil (*President*), Larson, Schell, Syverson (alternate for Nelson), Willhite

Board Members Absent: Briggs, Fox, Ingersoll

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Geray/Grimsley) Move to approve the Agenda of the January 19, 2017 Full Board Meeting as presented. MCU.

MINUTES OF THE NOVEMBER 17, 2016 FULL BOARD MEETING

(Grimsley/Geray) Move to approve the Minutes of the November 17, 2016 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Kalil welcomed Linda Schell, City of Detroit Lakes; Dennis Larson, Wilkin County; LuAnn Durant, City of Mahanomen; Jim Haney, Clay County; Andrew Brammer, City of Moorhead; and Gary Willhite, Polk County to the LARL Board.

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

FINANCIAL REPORT

With 100% of 2016 complete, LARL spent 95.14% of budgeted expenses. The financial report is “unadjusted” and will change as the audit is completed. A drop in the market value of Municipal Bonds held by LARL reduced Miscellaneous Revenue. Personnel expenses were lower than budget due to employee turnover and 4 employees not taking the health insurance they were eligible for. Automation/Cataloging was also under budget due to maintenance costs for the new automation system coming in lower than expected.

(over)

FINANCIAL REPORT - continued

(Geray/Schell) Move to approve LARL's Pay Equity Report for the year ended December 31, 2016. MCU.

FINANCE COMMITTEE REPORT

(Grimsley/Geray) Move to approve the list of authorized institutions for 2016 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones. MCU.

Sprynczynatyk discussed the LARL budget process and then the changes from the June Preliminary Budget to the Draft Final Budget. Personnel expenses decreased by \$43,460 due to health insurance increase of 0%, rather than the budgeted 8% increase, as well as LARL removing ½ of the cost of 4 employees who opt out of health insurance but are eligible to take it through LARL. Automation/Cataloging was reduced by \$11,760 due to lower than expected support costs for LARL's automation system. Regional Library Telecom Aid increased by \$13,000, with a corresponding increase in expenses of \$13,000. This change does not affect the budget overall. LARL's budgeted Shortfall decreased from \$70,025 on the Preliminary Budget to \$17,231.

(Geray/Grimsley) Move to approve the 2017 Budget as reviewed and recommended by the Finance Committee. MCU.

Sprynczynatyk discussed management's recommendations regarding designated funds.

(Larson/Hall) Move to approve the 2017 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU

DIRECTOR'S REPORT

Lynch discussed that Library Legislative Day has been scheduled for February 22nd. The two initiatives that Libraries are working for in 2017 were discussed: maintaining libraries current Legacy Funding and a formula change to Regional Library System Basic Support.

Geray and Haney left the meeting at 6:05pm

Kalil discussed the importance of advocacy for the library and thanking Legislators for their support.

Lynch discussed the MN Loves Libraries campaign going on across the state. Postcards are being filled out with what libraries mean to customers. There has been a very large response that will be used to help present to Legislators.

The 1,000 Books before Kindergarten grant was discussed. LARL has been able to create several partnerships around the region.

(continued on next page)

PRESIDENTS REPORT

The Board Meeting schedule for 2017 was reviewed. It was pointed out that the March meeting has been scheduled for the 4th Thursday of the month rather than the 3rd. The meeting will be held March 23rd in Moorhead.

(Grimsley/Willhite) Move to nominate Mari Dailey to fill the open At-Large position on the LARL Executive Committee. MCU.

BOARD MEMBER REPORTS:**Becker County** (Grimsley, Kalil)

All is going well in Detroit Lakes and the library is busy

Breckenridge (Fox - absent)

No report

Clay County (Haney – left at 6:05)

No report

Clearwater County (Syverson)

No report

Crookston (Briggs-absent)

No report

Detroit Lakes (Schell)

There are a lot of things going on at the Detroit Lakes Library (such as, 8 storytimes per week, a sensory development program, a blind date with a book program, etc.)

City of Mahnomen (Durant)

No report

Mahnomen County (Geray – left at 6:05)

No report

Moorhead (Brammer, Dailey, Ingersoll-absent)

At the recent meeting Brammer was welcomed to the local board. The 1,000 Books before Kindergarten program was discussed.

Norman County/Ada (Hall)

A houseplant workshop was recently held and computer training.

Polk County (Willhite)

Willhite's goal is to make sure all Polk County Commissioners and Crookston City Commissioners have a library card.

(over)

Minutes of the January 19, 2017 Full Board Meeting – Page 4

BOARD MEMBER REPORTS - continued:

Wilkin County (Larson)

No report

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

Kalil discussed the MN Library Association/Library Trustee and Advocates Section.

Northern Lights Library Network (Ingersoll-absent, Dailey)

No report

Lynch discussed the function of NLLN as a multi-type library.

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

The meeting adjourned at 6:27 p.m.

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

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

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

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2017

16.67%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
Signatory Funding					
Becker County	\$ 0.00	\$ 91,452.50	\$ 365,810.00	274,357.50	25.00
Detroit Lakes	0.00	55,255.00	221,020.00	165,765.00	25.00
Clay County	0.00	70,633.75	282,535.00	211,901.25	25.00
Moorhead	0.00	183,420.00	733,680.00	550,260.00	25.00
Clearwater County	0.00	24,521.25	98,085.00	73,563.75	25.00
Mahnomen County	0.00	10,351.25	41,405.00	31,053.75	25.00
Mahnomen	0.00	4,916.25	19,665.00	14,748.75	25.00
Norman County	0.00	23,746.25	94,985.00	71,238.75	25.00
Polk County	0.00	64,801.25	259,205.00	194,403.75	25.00
Crookston	0.00	54,611.25	218,445.00	163,833.75	25.00
Wilkin County	0.00	13,195.00	52,780.00	39,585.00	25.00
Breckenridge	0.00	21,982.50	87,930.00	65,947.50	25.00
Total Signatory Funding	0.00	618,886.25	2,475,545.00	1,856,658.75	25.00
Grants					
Basic Support - MN (RLBSS)	140,839.80	187,786.40	469,466.00	281,679.60	40.00
Reg Library Telecom Aid (RLTA)	0.00	0.00	101,000.00	101,000.00	0.00
Total Grants	140,839.80	187,786.40	570,466.00	382,679.60	32.92
Miscellaneous Revenue					
Service Charge Revenue	941.90	1,857.12	15,000.00	13,142.88	12.38
Printing Revenue	1,785.47	2,706.38	18,000.00	15,293.62	15.04
Fax Revenue	570.75	1,060.37	7,500.00	6,439.63	14.14
Microfilm Revenue	5.89	6.08	100.00	93.92	6.08
Photocopy Revenue	452.54	891.70	7,000.00	6,108.30	12.74
Book/Furniture Sale Revenue	96.14	208.42	0.00	(208.42)	0.00
Interest/Dividend Income	18,993.20	19,116.90	33,450.00	14,333.10	57.15
Investment Value Change	5,174.80	5,174.80	0.00	(5,174.80)	0.00
Lost/Damaged Property	456.94	1,107.96	6,000.00	4,892.04	18.47
Other Income	0.00	129.96	0.00	(129.96)	0.00
Total Miscellaneous Revenue	28,477.63	32,259.69	87,050.00	54,790.31	37.06
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	12,262.50	49,050.00	36,787.50	25.00
MNLink Server Site Payments	270.71	541.42	3,200.00	2,658.58	16.92
Total Joint Automation Revenue	270.71	12,803.92	52,250.00	39,446.08	24.51
Fund Balance/Shortfall	0.00	0.00	17,231.00	17,231.00	0.00
Total General Fund Revenue	169,588.14	851,736.26	3,202,542.00	2,350,805.74	26.60
General Fund Expenditures					
Personnel Expenses					
Salaries	142,996.73	275,482.35	1,683,300.00	1,407,817.65	16.37
Payroll Taxes	10,700.27	20,771.33	128,800.00	108,028.67	16.13
Retirement - PERA	10,440.05	20,182.05	123,600.00	103,417.95	16.33
Health Insurance	20,517.88	41,127.84	260,500.00	219,372.16	15.79
Life Insurance	167.09	334.18	2,050.00	1,715.82	16.30
Workers Compensation Insurance	326.16	652.32	4,150.00	3,497.68	15.72
Other Employee Benefits	120.87	241.74	1,650.00	1,408.26	14.65
Total Personnel	185,269.05	358,791.81	2,204,050.00	1,845,258.19	16.28
Automation/Cataloging					
Automation	10,529.02	21,235.74	149,400.00	128,164.26	14.21
Support - App	291.25	582.50	3,500.00	2,917.50	16.64
Catalog Item Records	899.40	1,798.80	11,500.00	9,701.20	15.64
Supplies - Computer	177.00	362.85	4,500.00	4,137.15	8.06
Supplies - Technical Services	256.28	1,141.74	7,000.00	5,858.26	16.31
Total Automation/Cataloging	12,152.95	25,121.63	175,900.00	150,778.37	14.28

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2017

	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	161.66	3,400.00	3,238.34	4.75
Programming - Summer Reading	1,196.32	1,196.32	8,000.00	6,803.68	14.95
Programming - Adult	6.99	6.99	3,000.00	2,993.01	0.23
Total Library Programming	1,284.14	1,364.97	14,400.00	13,035.03	9.48
Staff Development					
Staff Training & Development	662.18	1,232.18	10,000.00	8,767.82	12.32
Total Staff Development	662.18	1,232.18	10,000.00	8,767.82	12.32
Mileage/Board Meeting Expense					
Mileage - Staff	2,340.18	4,317.40	20,000.00	15,682.60	21.59
Regional Board Meetings	204.37	843.03	5,900.00	5,056.97	14.29
Total Mileage/Board Meeting Expenses	2,544.55	5,160.43	25,900.00	20,739.57	19.92
Other Expenses					
Accounting/Bank Fees	6,955.86	7,359.27	15,050.00	7,690.73	48.90
Attorney Fees	300.00	300.00	3,000.00	2,700.00	10.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,294.20	10,588.40	73,500.00	62,911.60	14.41
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,396.45	2,792.90	17,540.00	14,747.10	15.92
Lease - Regional Office Rent	1,700.17	3,400.34	20,402.00	17,001.66	16.67
Leases - Equipment	606.86	1,213.72	8,950.00	7,736.28	13.56
Maintenance Contracts	2,232.07	2,354.71	14,000.00	11,645.29	16.82
Mailing - Click2Mail	217.20	217.20	2,750.00	2,532.80	7.90
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	0.00	0.00	1,200.00	1,200.00	0.00
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	793.45	2,264.77	16,000.00	13,735.23	14.15
Postage	59.50	169.50	3,750.00	3,580.50	4.52
Recruitment	0.00	105.00	8,000.00	7,895.00	1.31
Repairs - Equipment	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Copier/Fax/Microfilm	0.00	0.00	1,000.00	1,000.00	0.00
Supplies - Office	626.94	671.95	10,000.00	9,328.05	6.72
Supplies - Public Services	185.73	495.50	6,000.00	5,504.50	8.26
Telephone/Telecom	965.33	1,549.03	14,150.00	12,600.97	10.95
Total Other Operating Expenses	21,333.76	33,521.79	230,792.00	197,270.21	14.52
Regional Library Telecom Aid (RLTA)	0.00	0.00	101,000.00	101,000.00	0.00
Transportation					
Van Expenses	202.62	926.28	4,500.00	3,573.72	20.58
Total Transportation	202.62	926.28	4,500.00	3,573.72	20.58
Materials					
Audio Visual	5,446.35	12,869.51	74,000.00	61,130.49	17.39
Digital	6,689.76	16,451.59	74,000.00	57,548.41	22.23
Online Resources	1,294.30	2,880.27	13,000.00	10,119.73	22.16
Periodicals	131.00	323.00	24,000.00	23,677.00	1.35
Print	23,391.12	60,674.97	200,000.00	139,325.03	30.34
Total Materials	36,952.53	93,199.34	385,000.00	291,800.66	24.21
Capital Expenditures					
Furniture & Equipment	0.00	0.00	10,000.00	10,000.00	0.00
Software & Hardware Upgrades	4,669.90	4,669.90	30,000.00	25,330.10	15.57
Total Capital Expenditures	4,669.90	4,669.90	40,000.00	35,330.10	11.67
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	500.00	3,000.00	2,500.00	16.67
Technology Upgrades	416.66	833.32	5,000.00	4,166.68	16.67
Van Replacement	250.00	500.00	3,000.00	2,500.00	16.67
Total Capital Fund Accounts	916.66	1,833.32	11,000.00	9,166.68	16.67
Total General Fund Expenditures	265,988.34	525,821.65	3,202,542.00	2,676,720.35	16.42
General Fund Revenue Over Expenditures	\$ (96,400.20)	\$ 325,914.61	\$ 0.00	(325,914.61)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2017

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ (1,094.27)	\$ 2,270.73	\$ 0.00	(2,270.73)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	1,047.84	2,201.24	0.00	(2,201.24)	0.00
Legacy Grant Revenue	1,063.00	3,786.26	0.00	(3,786.26)	0.00
Total Special Projects Revenue	1,016.57	8,258.23	0.00	(8,258.23)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	77.13	116.51	0.00	(116.51)	0.00
Donations - Materials: A/V	0.00	695.79	0.00	(695.79)	0.00
Donations - Materials: Other	223.17	594.85	0.00	(594.85)	0.00
Donations - Miscellaneous	225.58	711.77	0.00	(711.77)	0.00
Legacy Grant Expense	1,063.00	3,786.26	0.00	(3,786.26)	0.00
Telecom/E-rate Expenses	1,047.84	2,201.24	0.00	(2,201.24)	0.00
LSTA Grant Expenses	610.49	610.49	0.00	(610.49)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	3,247.21	8,716.91	0.00	(8,716.91)	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	3,247.21	8,716.91	0.00	(8,716.91)	0.00
Special Proj Rev Over (Under) Expend	\$ (2,230.64)	\$ (458.68)	\$ 0.00	458.68	0.00
GRAND TOTAL REVENUE	170,604.71	859,994.49	3,202,542.00	2,342,547.51	26.85
GRAND TOTAL EXPENDITURES	269,235.55	534,538.56	3,202,542.00	2,668,003.44	16.69
CHANGE IN FUND BALANCE	\$ (98,630.84)	\$ 325,455.93	\$ 0.00	(325,455.93)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
February 28, 2017

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 15,902.82	21,554.10	(5,651.28)
Cash - Payroll (State Bank)	1,287.26	6,130.41	(4,843.15)
Cash - PayPal	0.97	5.54	(4.57)
Cash - Savings (State Bank)	1,114,680.12	673,540.55	441,139.57
Petty Cash	460.00	460.00	0.00
Investment Account	1,128,197.67	1,104,196.81	24,000.86
Accounts Receivable	0.00	495,686.85	(495,686.85)
Other Miscellaneous Receivable	6,734.94	6,734.94	0.00
Prepaid Expenses	68,938.53	77,144.62	(8,206.09)
Deposit Account - OCLC	9,494.08	10,376.24	(882.16)
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>2,446,167.62</u>	<u>2,496,301.29</u>	<u>(50,133.67)</u>
LIABILITIES			
Accounts Payable	\$ 47,483.21	36,871.87	10,611.34
Credit Card Payable	3,699.49	4,373.01	(673.52)
Amazon Charge Account	4,337.92	4,158.84	179.08
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	682.00	331.00	351.00
Dental Insurance Payable	0.02	0.01	0.01
Vision Insurance Payable	0.36	0.18	0.18
AFLAC Payable	166.93	166.93	0.00
Union Dues Payable	0.00	5.34	(5.34)
Flexible Spending - Medical	(1,418.66)	51.17	(1,469.83)
Sales Tax Payable	262.11	101.23	160.88
Deferred Revenue	466,460.57	428,033.86	38,426.71
Total Liabilities	645,771.15	598,190.64	47,580.51
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	25,500.00	25,250.00	250.00
Fund Bal. - Technology Upgrade	20,833.32	20,416.66	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	500.00	250.00	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	325,455.93	424,086.77	(98,630.84)
Total Fund Balances	<u>1,800,396.47</u>	<u>1,898,110.65</u>	<u>(97,714.18)</u>
Total Liabilities & Fund Balance	\$ <u>2,446,167.62</u>	<u>2,496,301.29</u>	<u>(50,133.67)</u>

Monthly Report to the Board

Meeting Date: March 23, 2017

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Statewide Youth Services Meeting, February 10; Clearwater County Commission Meeting, February 14; Coordinating Team Meeting, February 15; Executive Committee Meeting, February 16; NLLN Legislative Luncheon, February 18; Becker County Commission Meeting, February 21; Library Legislative Day, February 21 & 22; FM Librarians Luncheon, February 23; Testifying before the Senate K-12 Education Committee for RLBSS; Breckenridge Site Visit, Board Orientation with Dennis Larson, and MN Library Legislative Meeting, March 1

Open Positions

Substitute, Climax Public Library

Staff Development

Megan Krueger, Moorhead Library Director, Jenna Kahly, LARL Youth Services and Legacy Coordinator and I attended the Clay County Governmental Retreat in Moorhead on Friday, January 27, 2017.

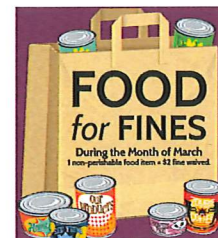
Nicole Boewood, Moorhead Library Associate attended the online Young Adult Library Services', Spring Young Adult Announcements on February 28, 2017.

Jenna Kahly, LARL Youth Services and Legacy Coordinator attended the Understanding ACES: Building Self-Healing Communities Training in Moorhead on Monday, March 6, 2017.

Jenny Rodger, Moorhead Library Public Services Supervisor, attended the Library Technology Conference in St. Paul on March 15 & 16.

Food for Fines

We are once again offering "Food for Fines", a fine forgiveness program that will be held during the month of March. Customers are encouraged to bring unexpired, non-perishable food items to a LARL location to reduce their overdue balance. The food donations will be delivered to local food pantries, and for each item donated, two dollars will be waived.



LARL News

1,000 Books before Kindergarten

In one month's time, LARL has created partnerships with Public Health Nurses, Head Starts, daycare providers, and other ECI organizations and agencies across the region. In addition, RiverView Health in Crookston has agreed to give each family a free book and promotional materials for 1,000 Books before Kindergarten during wellness checks. Over 1,500 program bags have been distributed and over two hundred families have registered for the program. Because of the success of the program, LARL was recently featured in an article published by the MN Department of Education at <http://education.state.mn.us/MDE/about/news/blog/recent/MDE060194>.

(Over)

Library Legislative Update

Terry Kalil, LARL Board President; Megan Krueger, Moorhead Library Director; Chris Boike, Crookston Library Director; and I attended Library Legislative Day at the Capitol on February 22, 2017. We met with nine of the ten Legislators representing the LARL region, including: Representatives Backer, Green, Grossell, Lien, Kiel, and Marquart and Senators Eken, Johnson, and Westrom. The one Senator we were unable to meet with was Senator Paul Utke. However, other regional library systems were able to secure a meeting to discuss our Legislative initiatives.

During the legislative visits, we dropped off hundreds of MN Loves Libraries postcards filled out by library advocates in our region who depend on and appreciate our services.

The following Monday, I along with Ken Behringer, Director of MELSA, returned to St. Paul to testify at a senate hearing for our Regional Library Basic System Support Request. The K-12 Senate Education Committee seemed responsive to our request with good questions and supportive comments. This hearing was in regard to **SF 1033 (& HF 1382)**, which is for an additional \$3 million in funding per year to regional library systems and a formula change to lessen the volatility of the allocations to rural regional library systems.

Barb Misselt, East Central Regional Library Director and Ann Hokanson, Travers des Sioux Regional Library Director testified at the House Legacy Committee on behalf of the Regional Library Systems for Legacy Funding. **HF 1308** (and SF 1134) is for \$4.25 million annually for the Regional Library Systems for the next two years.

Articles regarding these requests have been published in the Farmers Independent newspaper (Bagley) and the Detroit Lakes Online paper. In addition, LARL has posted the initiatives and bill numbers on Facebook for LARL facebook followers and have pushed the information out to hundreds of library customers through the LARL online eNewsletter.

Gifts, Grants & Donations

Grants:

LARL has received a grant from the Otto Bremer Trust for \$91,720 to update the interior of the Breckenridge Public Library. The funding will primarily be used for new furniture and fixtures for the library, in addition to a small construction project. The City has agreed to replace the carpet during the renovations. We will also be looking into the possibility of new lighting for the interior.

Donations:

2/23/2017	Moorhead Vikingland Kiwanis donation for children's books.	100.00
2/23/2017	Hazel Weber	50.00

Upcoming Meeting

The Executive and Finance Committees will be convening on Thursday, April 20th to discuss Draft 1 of the 2018 LARL Budget. This meeting will occur in the lower level meeting room of the Moorhead Public Library at 5:30 p.m.

REGISTRATION/CIRCULATION POLICY

Any resident with an address within the Lake Agassiz Regional Library region, with the exception of those residing within the city limits of East Grand Forks, who shows an acceptable proof of address, may register for a library card at any LARL agency.

- Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.
- Students enrolled at schools and colleges who reside in the region and provide proof of such are eligible for a library card.
- Nursing homes, hospitals, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for borrowing privileges for their library needs.
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.

Customers are responsible for materials checked out on their library card and for all charges incurred. Borrowing privileges are suspended if a certain threshold of overdue materials or service charges is reached. It is the responsibility of the customer to notify the library of changes in name, address or other registration information, or of a lost library card.

LOAN PERIODS

In Library Use Only

Newspapers and reference materials. 1 day loan will be considered on a case-by-case basis.

7 days (1 week)

DVDs

EXPRESS! Collection

14 days (2 weeks)

Magazines

21 days (3 weeks)

Books

Sound recordings (including audiobooks and music)

Interlibrary Loan items

28 days (4 weeks)

All materials to ~~Drop-off, School,~~ Branch and Homebound customers

Digital library materials have a variety of loan periods based on the requirements of the database subscription.

RENEWALS

Most items may be renewed twice, but not if there is an outstanding request for a particular item.

REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG

- Customers may request circulating items in the shared catalog.
- All requests are good for 1 year/365 days from the date of request.
- All items waiting for customer pickup will be held for no longer than 7 days.

RESTRICTIONS AND BORROWING LIMITATIONS

- LARL supports the Library Bill of Rights and the Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights.
- Only parents have the right to restrict the materials or services available to children. The Library does not act "*in loco parentis*".
- Limits on materials are set by the Regional Library Director based on demand and availability.

FEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS

1. Late Fee: After 14 days overdue, late fees will be assessed with the exception of EXPRESS!
 - a. ~~Child~~, Youth, Homebound, ILL Institution, Branch or Staff do not incur late fees.
2. Replacement Charge: After 14 days overdue, replacement charges will be assessed.
 - a. If an item is returned within six months of the date of payment, the price of the item will be refunded.
 - b. This charge is waived if a duplicate - in good condition - is provided.
3. Processing Fee: After 14 days overdue, processing fees will be assessed.
 - a. This fee will be waived when the item is returned.
 - b. This fee will not be waived if a duplicate of the item lost is provided by the customer. (This duplicate must be in good condition).
4. Damaged Materials: Charges will be assessed to replace damaged materials.
Full replacement charges will also be assessed if multi-media items, including DVD, Book on CD, Music CD, etc., are returned without cases, cover artwork and/or discs intact. Books on CD returned with missing or damaged discs will be charge \$15 per disc.

~~5. Materials Recovery Fee: After 90 days from final LARL notice a materials recovery fee will be assessed.~~

~~a. This fee will not be waived when items are returned or paid for.~~

~~b. Replacement copies will be accepted when account is in Material Recovery status.~~

RETRIEVING OVERDUE MATERIALS

In accordance with MN Statute 609.541, persons keeping library materials longer than sixty days after written notice has been given to return such items are guilty of a petty misdemeanor.

~~Accounts with non-returned public library items may be referred to a material recovery service.~~

DELINQUENT FILE

Borrowing privileges will be suspended if charges total thirty dollars (\$30.00) or more. Records will be considered delinquent and charges will remain until cleared.

OTHER

MN Statute 13.40 Subd. 2 Private data, Library borrowers

(a) Except as provided in paragraph (b) the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Director. (See Also: LARL Confidential and Proprietary Information Policy).

Adopted, Lake Agassiz Regional Library Board: September 18, 1974.

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009; July 19, 2012; May 19, 2016; [March 23, 2017](#)

LARL Mission

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

LARL Values

- We value Intellectual Freedom and equal access to information.
- We value respect and tolerance.
- We value a fun and welcoming atmosphere.
- We value excellent customer service.
- We value community driven services.

Focus 1: Collection

We serve as the community's first and best resource for information and enrichment.

Goal 1: Build and maintain a community driven collection

Increase collection budget annually

- Align Legacy programming with the interests of the communities (ONGOING)
- Seek grants and donations for building the collection (IN PROGRESS)
- Implement plan for selling weeded items, with revenue returning to the collection (DONE)

Align collection content with local interests of the communities

- Provide *Purchase Request* option to create a customer driven collection (DONE)
- Provide *Request a Title* option for OverDrive eBooks and eAudiobooks (DONE)

Create a collection maintenance plan

- Collection Development Librarian will seek input from key frontline staff (ONGOING)
- Ensure the layout of materials within locations maximize circulation (ONGOING)
- Align classification with the demand of the customers (DONE)

Goal 2: Promote Collection

Expand Reader's Advisory

- Offer Reader's Advisory Training to all frontline employees (IN PROGRESS)
- Create Featured Item List (DONE)
- Implement *Next Five Books* for all ages (DONE)
- Utilize Evergreen at offsite locations: registering customers and offering checkout (ONGOING)
- Promote materials and titles on TV Monitors in branches (Moorhead, Detroit Lakes & Crookston – DONE)
- Promote materials and titles using social media (ONGOING)
- Add *Staff Recommendations* to website homepage, social media and marketing emails (DONE)

Educate Customers

- Promote book club materials (ONGOING)
- Craft and utilize social media (ONGOING)
- Utilize *larl.org* (ONGOING)
- Obtain and utilize LARL branded tools for promotion (ONGOING)
- Implement and promote *Database of the Month* (ONGOING)
- Reach out to program attendees (ONGOING)
- Promote Lake Agassiz Digital Library and eReading Room (ONGOING)
- Reach out to communities without service locations (ONGOING)

Goal 2: Promote Collection (Continued)

Provide easily accessible resources

- Ensure location layout supports self direction (ONGOING)
- Ensure signage supports self direction (ONGOING)
- Add Digital Library collection to catalog (DONE)
- Strategically place links to digital collection on larl.org and web catalog (DONE)
- Explore remote options for automation use (DONE)
- Explore options for creating a LARL app (DONE)
- Promote OverDrive (Lake Agassiz Digital Library) to a larger audience (ONGOING)
- Customize the Evergreen Catalog to better meet the needs of the customers (ONGOING)
- Create LARL Mobile App to showcase OverDrive and physical materials collection (IN PROGRESS)
- Add *What We're Reading* to the larl.org home page (DONE)

Focus 2: Lifelong Learning (Education)

We offer convenient and engaging opportunities to inspire curiosity and support individual growth for all ages.

Goal 1: Offer Relevant Programming and Services

Evaluate Legacy Programming

- Create process for submitting Legacy proposals (DONE)
- Create Legacy Menu for LARL locations series (ONGOING)
- Create Legacy Advertising to appeal to communities and key stakeholders (ONGOING)
- Align Legacy programming with community wants and needs (ONGOING)

Evaluate Programs and Services

- Use Program and Services Goals document to evaluate all programs offered at each location (ONGOING)
- Use Program and Services Goals document to evaluate services offered at each location (ONGOING)
- Evaluate current public computer software and hardware for greater efficiency and effectiveness (ONGOING)
- Dropping Zinio to look for a more effective eMagazine Product (DONE)
- Dropping Chilton Auto Repair due to low use and expense, diverting funding to OverDrive (DONE)
- Added public computer management systems in locations with the most computer use (DONE)

Goal 2: Demonstrate a Commitment to Staff Training

Promote Staff Training

- Build and maintain a well informed staff (ONGOING)
- Evaluate staff meeting schedules (DONE)
- Develop consistent training modules (FALL 2017)
- Create a training agenda for new staff (Fall 2017)
- Create a training agenda for ongoing training (FALL 2017)
- Create online platform for storing/presenting training materials (ONGOING)
- Encourage participation in online, local, and statewide training opportunities (ONGOING)

Focus 3: Communication

We offer progressive and responsive service to customers through a consolidated library model.

Goal 1: Improve and update Internal Communication

Develop Regular Meeting Schedules for All Employees

- Create meeting schedule for Hubs (DONE)
- Create meeting schedule for Supervisors (DONE)
- Create Super Hub Meeting Schedule (DONE)

Goal 1: Improve and update Internal Communication (continued)

Develop Alternate Staff Communication Tools

- Distribute Staff Connections (ONGOING)
- Research alternate online communication tools (ONGOING)
- Research alternate online meeting tools (ONGOING)
- Create new staff Intranet for sharing information and increase communication (IN PROGRESS)

Goal 2: Improve and Update External Communication

Evaluate/Improve Current Branding Strategy

- Define the way LARL branches are currently being described in communications (DONE)
- Develop and propose a marketing strategy that will help branches be better identified by their communities (DONE)
- Evaluate and define key stakeholders and audiences (ONGOING)
- Develop email marketing lists specific to each branch to ensure messaging is reaching the correct audience (DONE)

Develop Brand Guidelines

- Evaluate current brand standards (DONE)
- Determine whether the organization needs updated visuals (DONE)
- Gradually freshen the overall look of the organization's promotional materials (DONE)
- Create comprehensive brand standards document (ONGOING)

Create Social Media Plan

- Building off of the updated branding strategy, create individual social media pages for each branch (ONGOING)
- Cultivate a dedicated social media team, consisting of LARL employees, to contribute information about their branches (IN PROGRESS)
- Launch key branch blogs – Moorhead, Detroit Lakes and Crookston (Summer 2017) Where else?
- Offer other branches the opportunity to also have a blog (ONGOING)?

Create Media Profiles

- Work with media in each community to develop relationships between library representatives from each branch and members of the local media (DONE)
- Approach/build on current relationships to have regular columns from key branches in community publications (ONGOING)

Focus 4: Advocacy

We strive to build and strengthen community relationships.

Goals 1: Increase Visibility

Increase Visibility

- Create and enhance alliances (ONGOING)
- Continue to share stories with the media, to further recognition of the library and the services it provides (ONGOING)

Equip and Educate Library Advocates

- Create plan to inform staff of local government (DONE)
- Create plan to inform staff of the legislative process involving libraries (DONE)
- Create plan to inform stakeholders of library issues (DONE)

Goal 2: Increase community involvement**Encourage Local Relationships**

- Encourage LARL employees to become active in the community (ONGOING)
- Encourage LARL employees to build relationships (ONGOING)
- Encourage LARL employees to go where the customers are in their community (ONGOING)
- Create plan for *1,000 Books before Kindergarten* program (DONE)
- Implement 1,000 Books before Kindergarten with the help of community partners (ONGOING)

Goal 3: Demonstrate Loyalty to Community and Community Members**Prioritize Frontline Service**

- Offer refresher training on making customers the #1 priority (Fall 2017)
- Create and share document outlining expectations regarding reference and reader's advisory (Fall 2017)
- Create and share document regarding programming expectations (IN PROGRESS)

UPDATED 3/9/2017

2017 Lake Agassiz Regional Library Board of Trustees

Term	Name	Email	Address	Home	Cell/Work
Becker County					
2014-16	Ben Grimsley	bdgrims@co.becker.mn.us	115 Willow St W #2D, Detroit Lakes 56501		218-847-2911
2016-18	Terry Kalil	tkalil@arvig.net	23586 Warbler Way, Detroit Lakes 56501		218-341-0452
Breckenridge					
2015-17*	Evelyn Fox	foxtails@wah.midco.net	254 Wegener Dr, Breckenridge 56520	218-634-5497	701-640-8815
Clay County					
2017-19	Jim Haney	jvhaneyjr@gmail.com	2106 36 th St S, Moorhead 56560	218-979-1085	
Clearwater County					
2015-17	John Nelson	emily.mcdougall@co.clearwater.mn.us	49604 174 th Ave, Clearbrook 56634	218-776-2150	
Alternate	Arlen Syverson	arlensyverson@gmail.com	202 Oak Ave SW, Bagley 56621	218-694-6443	
Crookston					
2015-17	Clayton Briggs	cmbriggs2@gra.midco.net	229 James Ave, Crookston 56716	218-281-7312	218-289-4408
Detroit Lakes					
2017-19	Linda Schell	eagle4@arvig.net	2668 Long Lake Road, Detroit Lakes 56501	218-846-2629	218-849-1177
Mahnomen					
2017-19	LuAnn Durant	luann.durant@whiteearth-nsn.gov	609 So Railway St, Mahnomen 56557	218-935-5780	701-866-0379
Mahnomen County					
2017-19	David Geray	david.geray@co.mahnomen.mn.us	2428 250 th St, Mahnomen 56557	218-473-2425	218-261-0916
Moorhead					
2015-17	Mari Dailey	mari.dailey@ci.moorhead.mn.us	515 Caddy Ave, Moorhead 56560		218-299-5549
2017-19	Wayne Ingersoll	ingersollwj@midco.net	1324 5 th Ave S, Moorhead 56560	218-233-0116	701-361-1333
2017-19	Andrew Brammer	ajbramm@yahoo.com	3725 1 th Ave S, Moorhead 56560		701-212-2654
Norman County					
2015-17	Lee Ann Hall	leeannko@loretel.net	315 W. Main St, Ada 56510	218-784-3543	218-784-8069
Polk County					
2017-19	Gary Willhite	gary.willhite@co.polk.mn.us	618 Lowell St, Crookston 56716		218-289-7507
Wilkin County					
2017-19	Dennis Larson	denlarsn@gmail.com	402 Reber Ave, Breckenridge 56520		218-643-2596/ 218-770-3508
LARL Director	Liz Lynch	lynchl@larl.org	118 5 th St S, Moorhead 56560	C: 701-238-0229	W: 218-233-3757 ext. 122

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

Updated 1/10/2017

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2017 to Feb 28, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	2/3/17	Lakes Country Service Cooperat	18,670.50	
5120-000	Health Insurance			18,670.50	
6000-000	Supplies - Office	2/6/17	Batteries + Bulbs	15.90	
6000-000	Supplies - Office	2/7/17 2/7/17	Office Depot	11.39 61.77	
6000-000	Supplies - Office			89.06	
6010-000	Supplies - Technical Services	2/1/17 2/1/17	Paragon Systems, Inc.	424.57	407.49
6010-000	Supplies - Technical Services			424.57	407.49
6240-000	Maint Contr - Copiers	2/8/17	Metro Sales, Inc	1,995.03	
6240-000	Maint Contr - Copiers			1,995.03	
6300-000	Payroll/Time Tracking	2/13/17 2/23/17	Payroll Professionals, Inc.	133.30 134.85	
6300-000	Payroll/Time Tracking			268.15	
6310-000	Audit	2/6/17	EideBailly LLP	6,500.00	
6310-000	Audit			6,500.00	
6340-000	Attorney Fees	2/22/17	Stefanson Law	300.00	
6340-000	Attorney Fees			300.00	
6350-000	Delivery Service - Courier	2/6/17 2/13/17 2/20/17 2/27/17	Northern Network Express	1,280.80 1,280.80 1,280.80 1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	2/2/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	2/1/17 2/1/17	Halstad Telephone Company	31.83 77.34	
6400-000	Telephone	2/1/17	Rothsay Telephone	87.58	
6400-000	Telephone	2/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	2/28/17	Rochester Telecom Systems Inc.	143.45	
6400-000	Telephone			362.70	
6410-000	PIO - Marketing/Printing/Etc	2/7/17	Office Depot	162.32	
6410-000	PIO - Marketing/Printing/Etc	2/14/17	Moorhead Community Education	150.00	
6410-000	PIO - Marketing/Printing/Etc			312.32	
6440-000	Mailing - Click2Mail	2/1/17	Click2Mail	217.20	
6440-000	Mailing - Click2Mail			217.20	
6450-000	Mileage - Trustee	2/16/17	Ben Grimsley	48.15	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2017 to Feb 28, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	2/16/17	Terry Kalil	77.04	
6450-000	Mileage - Trustee	2/16/17	Evelyn Fox	50.29	
6450-000	Mileage - Trustee			175.48	
6455-000	Mileage - Staff	2/1/17	Jill Rose	18.73	
6455-000	Mileage - Staff	2/1/17	Amy Nelson	23.54	
6455-000	Mileage - Staff	2/3/17	Jill Rose	18.73	
6455-000	Mileage - Staff	2/3/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	2/7/17	Rebecca Bentley	34.24	
6455-000	Mileage - Staff	2/9/17	Darla Moen	36.92	
6455-000	Mileage - Staff	2/9/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	2/10/17	Teri Sowka	14.45	
6455-000	Mileage - Staff	2/10/17	Laurel Wanke	16.05	
6455-000	Mileage - Staff	2/10/17	Karen Stormo	98.44	
6455-000	Mileage - Staff	2/10/17	Andrew LaSart	11.24	
6455-000	Mileage - Staff	2/10/17	Amy Nelson	32.10	
6455-000	Mileage - Staff	2/13/17	Abbey Valen	41.20	
6455-000	Mileage - Staff	2/13/17	Karen Edevold	75.44	
6455-000	Mileage - Staff	2/13/17	April Wedin	126.26	
6455-000	Mileage - Staff	2/13/17	Jane Vigness	38.52	
6455-000	Mileage - Staff	2/13/17	Erin Gunderson	80.25	
6455-000	Mileage - Staff	2/13/17	Carol Van Brocklin	49.22	
6455-000	Mileage - Staff	2/13/17	Lois Schaedler	41.73	
6455-000	Mileage - Staff	2/13/17	Debra Wahl	66.34	
6455-000	Mileage - Staff	2/13/17	Tamera Thomasson-Ehrhart	37.45	
6455-000	Mileage - Staff	2/13/17	Joyce Christine Boike	39.06	
6455-000	Mileage - Staff	2/13/17	Jessica Nanik	44.94	
6455-000	Mileage - Staff	2/14/17	Joyce Christine Boike	36.92	
6455-000	Mileage - Staff	2/14/17	Liz Lynch	119.84	
6455-000	Mileage - Staff	2/15/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	2/16/17	Sheila Capistran	38.52	
6455-000	Mileage - Staff	2/16/17	Amy Nelson	14.98	
6455-000	Mileage - Staff	2/17/17	Joyce Christine Boike	18.19	
6455-000	Mileage - Staff	2/21/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	2/21/17	Candace Osborn	44.94	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2017 to Feb 28, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/21/17	Jill Rose	23.54	
6455-000	Mileage - Staff	2/21/17	Joyce Christine Boike	171.74	
6455-000	Mileage - Staff	2/21/17	Carol Van Brocklin	27.82	
6455-000	Mileage - Staff	2/21/17	Abbey Valen	23.01	
6455-000	Mileage - Staff	2/21/17	Liz Lynch	258.94	
		2/21/17		47.62	
6455-000	Mileage - Staff	2/22/17	Jill Rose	18.73	
6455-000	Mileage - Staff	2/22/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	2/23/17	Joyce Christine Boike	25.15	
6455-000	Mileage - Staff	2/25/17	Jill Rose	23.54	
6455-000	Mileage - Staff	2/27/17	Liz Lynch	258.94	
6455-000	Mileage - Staff	2/27/17	Andrew LaSart	11.24	
6455-000	Mileage - Staff	2/28/17	Jill Rose	23.54	
6455-000	Mileage - Staff	2/28/17	Julie Malmanger	39.06	
6455-000	Mileage - Staff			2,340.18	
6470-000	Board Expenses	2/16/17	PJ Operations	22.90	
6470-000	Board Expenses	2/24/17	Purchase Advantage Card	5.99	
6470-000	Board Expenses			28.89	
6492-000	Programming - Summer Readi	2/2/17	4imprint, Inc.	746.42	
6492-000	Programming - Summer Readi	2/2/17	Scholastic Library Publishing	312.01	
6492-000	Programming - Summer Readi	2/6/17	West Main Pizza	68.75	
6492-000	Programming - Summer Readi	2/13/17	Jenna Kahly	69.14	
6492-000	Programming - Summer Readi			1,196.32	
6495-000	Programming - Adult	2/23/17	Patricia Perry	6.99	
6495-000	Programming - Adult			6.99	
6500-000	Van - Gasoline	2/6/17	Cenex Fleetcard	76.95	
6500-000	Van - Gasoline			76.95	
6600-000	Materials - Print	2/1/17	Baker & Taylor	322.34	
		2/1/17		335.62	
		2/1/17		20.60	
		2/1/17		147.80	
		2/1/17		104.56	
		2/1/17		479.36	
		2/1/17		19.68	
		2/1/17		52.26	
		2/1/17		90.48	
		2/1/17		173.70	
		2/1/17		0.69	
		2/1/17		0.10	
		2/1/17		10.76	
		2/1/17		11.88	
		2/1/17		391.35	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000 (2/1/17		353.97	
		2/1/17		4.75	
6600-000	Materials - Print	2/2/17	Cherry Lake/Sleeping Bear Pres	78.84	
6600-000	Materials - Print	2/2/17	Capstone Press, Inc.	2,264.90	
6600-000	Materials - Print	2/2/17	Baker & Taylor	61.08	
		2/2/17		126.26	
		2/2/17		57.54	
		2/2/17		10.76	
		2/2/17		58.81	
6600-000	Materials - Print	2/3/17	Scholastic Library Publishing	705.98	
6600-000	Materials - Print	2/3/17	Baker & Taylor	431.63	
		2/6/17		0.20	
		2/6/17		62.84	
		2/6/17		141.96	
		2/6/17		40.40	
		2/6/17		455.57	
		2/7/17		20.78	
		2/7/17		86.38	
		2/7/17		147.22	
		2/8/17		26.68	
		2/8/17		59.04	
		2/8/17		41.08	
6600-000	Materials - Print	2/9/17	Abdo-Spotlight-Magic Wagon	1,866.85	
6600-000	Materials - Print	2/9/17	Baker & Taylor	28.54	
		2/10/17		110.02	
		2/10/17		461.75	
		2/13/17		94.38	
		2/13/17		61.82	
		2/14/17		138.67	
		2/14/17		18.83	
		2/14/17		244.29	
		2/14/17		191.86	
		2/14/17		394.24	
6600-000	Materials - Print	2/15/17	Cavendish Square	442.80	
6600-000	Materials - Print	2/15/17	Rosen Publishing	2,274.25	
6600-000	Materials - Print	2/15/17	Greenhaven Publishing	365.66	
6600-000	Materials - Print	2/15/17	Baker & Taylor	90.42	
		2/15/17		20.98	
		2/15/17		123.85	
		2/15/17		257.04	
		2/16/17		15.70	
		2/16/17		70.92	
		2/16/17		128.84	
		2/16/17		37.08	
		2/16/17		16.97	
		2/16/17		24.36	
		2/16/17		56.64	
		2/16/17		23.88	
		2/17/17		362.11	
		2/20/17		232.93	
		2/20/17		51.04	
		2/20/17		11.06	
		2/21/17		38.98	
		2/21/17		49.92	
		2/21/17		99.00	
		2/21/17		52.26	

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6600-000	Materials - Print	2/22/17	Lerner Publishing Group	2,780.55	
6600-000	Materials - Print	2/22/17	Baker & Taylor	42.65	
		2/22/17		367.03	
		2/22/17		268.14	
		2/22/17		236.47	
6600-000	Materials - Print	2/23/17	J. Appleseed Publishers Co-Op	2,946.87	
6600-000	Materials - Print	2/23/17	Baker & Taylor	74.21	
		2/23/17		33.32	
6600-000	Materials - Print	2/27/17	Lerner Publishing Group	22.99	
6600-000	Materials - Print	2/27/17	Baker & Taylor	10.38	
		2/27/17		72.13	
		2/27/17		561.77	
6600-000	Materials - Print			23,272.30	
6601-000	Materials - A/V	2/2/17	Recorded Books, LLC.	41.00	
		2/2/17		27.50	
		2/2/17		269.75	
		2/2/17		82.00	
6601-000	Materials - A/V	2/2/17	Baker & Taylor	22.76	
		2/2/17		67.98	
6601-000	Materials - A/V	2/3/17	Penguin Random House, LLC.	37.48	
6601-000	Materials - A/V	2/7/17	Recorded Books, LLC.	1,005.20	
		2/7/17		99.50	
		2/7/17		31.95	
6601-000	Materials - A/V	2/7/17	Baker & Taylor	40.98	
		2/7/17		36.94	
6601-000	Materials - A/V	2/8/17	Recorded Books, LLC.	19.00	
6601-000	Materials - A/V	2/8/17	Baker & Taylor	45.32	
6601-000	Materials - A/V	2/10/17	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	2/15/17	Recorded Books, LLC.	255.96	
		2/15/17		135.18	
6601-000	Materials - A/V	2/16/17	Penguin Random House, LLC.	93.74	
		2/16/17		265.50	
6601-000	Materials - A/V	2/16/17	Baker & Taylor	67.89	
6601-000	Materials - A/V	2/23/17	Recorded Books, LLC.	109.96	
6601-000	Materials - A/V	2/23/17	Baker & Taylor	161.74	
6601-000	Materials - A/V	2/24/17	Penguin Random House, LLC.	82.50	
6601-000	Materials - A/V	2/27/17	Recorded Books, LLC.	83.78	
6601-000	Materials - A/V			3,151.11	
6670-000	Materials - Digital - e-Books	2/1/17	Overdrive, Inc.	6.99	
		2/2/17		73.94	
		2/7/17		1,390.97	
		2/7/17		380.96	
		2/7/17		99.98	
		2/7/17		78.99	
		2/7/17		346.35	

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6670-000 (2/14/17		48.97	
		2/17/17		97.38	
		2/17/17		215.97	
		2/20/17		84.00	
		2/21/17		589.86	
		2/21/17		204.99	
		2/21/17		323.17	
		2/21/17		95.00	
		2/21/17		64.36	
		2/22/17		91.99	
		2/24/17		25.99	
		2/27/17		90.56	
		2/27/17		31.98	
		2/27/17		61.06	
		2/27/17		28.98	
		2/27/17		7.99	
		2/28/17		223.36	
6670-000	Materials - Digital - e-Books			4,663.79	
6675-000	Materials - Digital - e-Audio	2/7/17	Overdrive, Inc.	605.78	
		2/7/17		438.97	
		2/17/17		39.95	
		2/21/17		47.99	
		2/27/17		59.95	
6675-000	Materials - Digital - e-Audio			1,192.64	
6690-000	Materials - Periodicals	2/23/17	Fertile Journal	35.00	
6690-000	Materials - Periodicals	2/28/17	Mahnomen Pioneer	30.00	
6690-000	Materials - Periodicals	2/28/17	Norman County Index	66.00	
6690-000	Materials - Periodicals			131.00	
7400-000	LSTA Grant Expenses	2/17/17	Mathison's Co.	427.55	
7400-000	LSTA Grant Expenses			427.55	
8000-011	Donation - Misc Exp - LM	2/1/17	Cassey Orre	24.84	
8000-011	Donation - Misc Exp - LM	2/3/17	FM Coalition for Homeless Pers	99.00	
8000-011	Donation - Misc Exp - LM			123.84	
8000-051	Donation - Misc Exp - LC	2/1/17	Bonnie Stewart	55.64	
8000-051	Donation - Misc Exp - LC	2/1/17	Paul Gregg	30.06	
8000-051	Donation - Misc Exp - LC			85.70	
8107-000	Donation - Material Other - RO	2/7/17	Overdrive, Inc.	9.99	
		2/14/17		8.99	
		2/17/17		9.99	
		2/21/17		12.99	
		2/21/17		4.99	
		2/21/17		93.24	
		2/21/17		82.98	
8107-000	Donation - Material Other - RO			223.17	
8500-054	Furn & Equip - Fosston	2/10/17	Hannaher's, Inc.		1,114.81
		2/10/17		1,114.81	
8500-054	Furn & Equip - Fosston			1,114.81	1,114.81
8600-000	Software & Hardware Upgrade	2/4/17	PCM Sales, Inc.		2,200.00

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8600-000 (2/4/17		2,215.00	
8600-000	Software & Hardware Upgrade	2/7/17	FireFly Computers	4,475.00	
8600-000	Software & Hardware Upgrade			6,690.00	2,200.00