

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, November 17, 2016**

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

Location: **Moorhead Public Library**

NOTE: If you're unable to attend this meeting, please call or email Liz by noon on the day of the meeting at (218) 233-3757, ext. 127, or lynchl@larl.org.

AGENDA

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

5:35 **2. MINUTES OF THE September 15, 2016 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the September 15, 2016 Full Board Meeting Minutes as presented.

5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)

5:55 **4. DIRECTOR'S REPORT** - Lynch
 Enclosed (page 12)

6:10 **5. REPORT OF THE NOMINATIONS COMMITTEE** – Kalil

- a. Election of the Executive Board for 2017: President, Vice-President, Treasurer, and Members-at-Large.

(over)

AGENDA of the NOVEMBER 17, 2016 Full Board Meeting – Page 2

6:45 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 – Marlys Douglas
Mahnomen – Michelle Gieseke
Mahnomen County – David Geray
Moorhead – Mari Dailey, Lauri Winterfeldt, Open
Norman County/Ada – Lee Ann Hall
Polk County/Climax/Fertile/Fosston/McIntosh – Craig Buness
Wilkin County – Bob Perry
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:55 8. President's Report – Perry

7:05 9. OTHER

7:15 10. ADJOURNMENT

MISC. ITEMS ENCLOSED:

List of Bills – October 2016 (page 15 in the digital packet, available for review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS

Thanksgiving Eve

All Branches, LINK Sites and the Regional Office will close by 5:00 p.m. on Wednesday, November 23, 2016

Thanksgiving

All Branches, LINK Sites and the Regional Office will be closed on Thursday, November 24 in observation of the Thanksgiving holiday.

Executive Board Meeting

Thursday, December 15, 2016 at 5:30 p.m. at the Moorhead Public Library

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 15, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Buness, Dailey, Douglas, Fox, Geray, Gieseke (arrived at 5:45pm), Grimsley, Hall, Ingersoll, Kalil, Perry (*President*), Syverson, Winterfeldt.

Board Members Absent: 1 open position

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Geray/Briggs) – Move to approve the agenda of the September 15, 2016 Full Board Meeting as presented. MCU.

MINUTES OF THE JUNE 16, 2016 FULL BOARD MEETING.

(Fox/Winterfeldt) Move to approve the Minutes of the June 16, 2016 Full Board as presented. MCU.

FINANCIAL REPORT

With 66.67% of 2016 complete, LARL has spent 61.20% of budgeted expenses. Automation is at 51.77% of budget due to support fees coming in lower than anticipated for the new system. This should continue through the rest of 2016. Accounting/Bank fees are at 87.39% of budget due to the 2015 audit paid in full.

(Ingersoll/Kalil) Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2016 Regional Library Basic System Support (RLBSS) Grant. MCU.

(over)

Minutes of the September 15, 2016 Full Board Meeting – Page 2

FINANCIAL REPORT - continued

Sprynczynatyk discussed audit proposals for 2016, 2017, and 2018 from 4 CPA firms. Eide Bailly LLP, Fargo ND office, LARL's auditor since 1986 submitted a proposal of \$25,950 for the 3 years. Brady Martz & Associates PC, Thief River Falls MN office, currently audits Northwest Regional Library, submitted a proposal of \$24,500 for the 3 years. CliftonLarsonAllen, Baxter MN office, currently audits Viking Library System, submitted a proposal of \$23,700 for the 3 years. Widmer Roel, Fargo ND office submitted a proposal of \$47,200 for the 3 years.

(Ingersoll/Winterfeldt) Move to approve a three-year (2016-2018) agreement with EideBailly LLP to conduct the annual audit for LARL's financial statements. Motion passed by a vote of 8 – 4 (Gieseke abstained as she arrived as voting was taking place).

DIRECTOR'S REPORT

Lynch announced that the LARL Fall Legacy lineup is about to start and the importance of Legacy funds around the LARL region. The MLA legislative platform will include Legacy funds, Regional Library Telecom Aid (RLTA), as well as Regional Library Basic System Support (RLBSS). Since 2008 LARL has lost over \$300,000 in state funding, so again a formula change to RLBSS may be pursued.

October 27-29 the Association of Rural and Small Libraries will be in Fargo/Moorhead. There are about 500 people registered for the conference. Several LARL librarians will be attending the conference.

Sprynczynatyk discussed that with the upcoming change to Federal Overtime laws, LARL needed to update some of the wording of the Working Guidelines for Supervisory and Confidential Employees, with the new law, some supervisors can no longer be salaried employees and must be changed to hourly. The wording changes make it clear how the guidelines apply to each type of position.

(Grimsley/Dailey) – Move to approve changes to the revised Working Guidelines for Supervisory and Confidential Employees as reviewed by management. MCU.

NOMINATIONS COMMITTEE

Kalil, Chair of the Nominations Committee, discussed that there is going to be a lot of turnover on the LARL Board in 2017. Anyone interested in serving on the Executive Committee should let the Nomination Committee know. Due to the high turnover, it is possible that in November when elections usually take place, there might not be enough individuals able to fill the Executive Committee positions. Elections might need to be moved to January 2017.

(continued on next page)

Minutes of the September 15, 2016 Full Board Meeting – Page 3

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

Kalil will be attending the annual Minnesota Library Association conference, which will be held in Duluth, MN.

Breckenridge (Fox)

No report.

Clay County (Ingersoll)

No report.

Clearwater County (Syverson)

No report.

Crookston (Briggs)

No report.

Detroit Lakes (Douglas-absent)

The summer reading program was a big success and was very well attended. The library has many programs planned.

City of Mahanomen (Gieseke)

August circulation was up 640 items over last year. The Mahanomen Pioneer donated \$100 to the summer reading program for prizes.

Mahanomen County (Geray)

No report.

Moorhead (Dailey, Winterfeldt, 1 open position)

Winterfeldt discussed the *1,000 Books Before Kindergarten* grant that was awarded to LARL, in addition to the *One Book One Community* event that LARL is taking part in. The meeting rooms in Moorhead were named at the last meeting, the Nelle Olson room and the Sarah Comstock room.

Norman County/Ada (Hall)

No report.

Polk County (Buness)

No report.

(over)

Minutes of the September 15, 2016 Full Board Meeting – Page 4

Wilkin County (Perry)

Perry reported some stats from a letter LARL received from the State Library. In 2015 patrons made 24,340,258 visits to MN's 350 Public Libraries. Digital collections grew to 651,858 items which were downloaded 4,806,123 times, 64,251 programs were put on that attracted 1,457,550 attendees. 59,597 public meetings were hosted by Public Libraries.

MN Library Association/Library Trustees & Advocates Section (Kalil)

No report.

Northern Lights Library Network (Ingersoll)

No report.

PRESIDENT'S REPORT

No report.

OTHER

The meeting adjourned at 6:21 p.m.

* * *

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

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

83.33%

Page: 8

	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	\$ 89,588.75	\$ 358,355.00	\$ 358,355.00	0.00	100.00
Detroit Lakes	54,390.00	217,560.00	217,560.00	0.00	100.00
Clay County	68,940.00	275,760.00	275,760.00	0.00	100.00
Moorhead	180,182.50	720,730.00	720,730.00	0.00	100.00
Clearwater County	23,931.25	95,725.00	95,725.00	0.00	100.00
Mahnomen County	10,098.75	40,395.00	40,395.00	0.00	100.00
Mahnomen	4,785.00	19,140.00	19,140.00	0.00	100.00
Norman County	23,136.25	92,545.00	92,545.00	0.00	100.00
Polk County	63,123.75	252,495.00	252,495.00	0.00	100.00
Crookston	53,893.75	215,575.00	215,575.00	0.00	100.00
Wilkin County	12,930.00	51,720.00	51,720.00	0.00	100.00
Breckenridge	21,636.25	86,545.00	86,545.00	0.00	100.00
<i>Total Signatory Funding</i>	<i>606,636.25</i>	<i>2,426,545.00</i>	<i>2,426,545.00</i>	<i>0.00</i>	<i>100.00</i>
<i>Grants</i>					
Basic Support - MN (RLBSS)	93,893.20	473,496.33	477,527.00	4,030.67	99.16
Reg Library Telecom Aid (RLTA)	0.00	72,269.24	88,230.00	15,960.76	81.91
<i>Total Grants</i>	<i>93,893.20</i>	<i>545,765.57</i>	<i>565,757.00</i>	<i>19,991.43</i>	<i>96.47</i>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,150.78	11,828.35	18,000.00	6,171.65	65.71
Printing Revenue	1,071.50	15,699.43	19,100.00	3,400.57	82.20
Fax Revenue	534.37	6,388.99	7,000.00	611.01	91.27
Microfilm Revenue	4.21	104.14	100.00	(4.14)	104.14
Photocopy Revenue	525.99	5,243.68	7,000.00	1,756.32	74.91
Book/Furniture Sale Revenue	320.00	5,121.27	0.00	(5,121.27)	0.00
Interest/Dividend Income	141.59	41,645.89	30,000.00	(11,645.89)	138.82
Investment Value Change	(28,345.01)	(35,637.74)	0.00	35,637.74	0.00
Lost/Damaged Property	878.38	4,207.69	6,000.00	1,792.31	70.13
Other Income	450.00	710.95	0.00	(710.95)	0.00
<i>Total Miscellaneous Revenue</i>	<i>(23,268.19)</i>	<i>55,312.65</i>	<i>87,200.00</i>	<i>31,887.35</i>	<i>63.43</i>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	12,107.50	52,390.00	56,350.00	3,960.00	92.97
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	3,001.70	0.00	(3,001.70)	0.00
<i>Total Joint Automation Revenue</i>	<i>12,407.67</i>	<i>55,391.70</i>	<i>56,350.00</i>	<i>958.30</i>	<i>98.30</i>
<i>Fund Balance/Shortfall</i>	<i>0.00</i>	<i>0.00</i>	<i>53,543.00</i>	<i>53,543.00</i>	<i>0.00</i>
Total General Fund Revenue	689,668.93	3,083,014.92	3,189,395.00	106,380.08	96.66
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	133,238.17	1,325,624.45	1,640,260.00	314,635.55	80.82
Payroll Taxes	10,181.25	100,349.04	125,480.00	25,130.96	79.97
Retirement - PERA	9,823.27	93,980.58	120,430.00	26,449.42	78.04
Health Insurance	19,022.53	202,610.21	274,750.00	72,139.79	73.74
Life Insurance	158.41	1,610.14	2,010.00	399.86	80.11
Workers Compensation Insurance	355.10	3,551.00	4,330.00	779.00	82.01
Other Employee Benefits	720.50	1,281.33	1,610.00	328.67	79.59
<i>Total Personnel</i>	<i>173,499.23</i>	<i>1,729,006.75</i>	<i>2,168,870.00</i>	<i>439,863.25</i>	<i>79.72</i>
<i>Automation/Cataloging</i>					
Automation	10,509.24	104,816.48	162,360.00	57,543.52	64.56
Catalog Item Records	899.40	8,796.06	11,500.00	2,703.94	76.49
Supplies - Computer	351.17	4,822.82	4,500.00	(322.82)	107.17
Supplies - Technical Services	468.84	4,518.89	7,000.00	2,481.11	64.56
<i>Total Automation/Cataloging</i>	<i>12,228.65</i>	<i>122,954.25</i>	<i>185,360.00</i>	<i>62,405.75</i>	<i>66.33</i>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	513.60	2,511.27	3,400.00	888.73	73.86
Programming - Summer Reading	0.00	5,865.44	8,000.00	2,134.56	73.32
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	513.60	8,336.71	14,400.00	6,063.29	57.89
Staff Development					
Staff Training & Development	4,150.45	15,392.91	19,000.00	3,607.09	81.02
Total Staff Development	4,150.45	15,392.91	19,000.00	3,607.09	81.02
Mileage/Board Meeting Expense					
Mileage - Staff	3,232.12	17,819.70	20,000.00	2,180.30	89.10
Regional Board Meetings	228.63	5,067.71	6,500.00	1,432.29	77.96
Total Mileage/Board Meeting Expenses	3,460.75	22,887.41	26,500.00	3,612.59	86.37
Other Expenses					
Accounting/Bank Fees	430.71	12,902.41	13,750.00	847.59	93.84
Attorney Fees	0.00	300.00	4,000.00	3,700.00	7.50
Business Office Software	911.36	954.01	2,000.00	1,045.99	47.70
Delivery Services	6,575.00	59,869.42	73,000.00	13,130.58	82.01
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,389.44	13,712.75	17,825.00	4,112.25	76.93
Lease - Regional Office Rent	1,683.33	16,833.32	20,200.00	3,366.68	83.33
Leases - Equipment	606.86	7,299.62	8,950.00	1,650.38	81.56
Maintenance Contracts	122.19	10,187.28	14,050.00	3,862.72	72.51
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	0.00	313.25	3,200.00	2,886.75	9.79
Memberships	0.00	459.00	1,200.00	741.00	38.25
Minnesota Director's Fund	2,128.00	2,128.00	2,500.00	372.00	85.12
Miscellaneous Expense	0.00	965.40	3,000.00	2,034.60	32.18
PIO: Printing/Advertising	3,219.07	9,309.68	16,400.00	7,090.32	56.77
Postage	3.45	1,654.96	3,760.00	2,105.04	44.01
Recruitment	35.00	3,771.41	8,000.00	4,228.59	47.14
Repairs - Equipment	0.00	415.93	2,500.00	2,084.07	16.64
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	1,811.46	5,328.94	10,000.00	4,671.06	53.29
Supplies - Public Services	194.68	2,514.92	6,000.00	3,485.08	41.92
Telephone/Telecom	974.86	8,828.63	17,900.00	9,071.37	49.32
Total Other Operating Expenses	20,085.41	157,867.93	235,735.00	77,867.07	66.97
Regional Library Telecom Aid (RLTA)	0.00	72,269.24	88,230.00	15,960.76	81.91
Transportation					
Van Expenses	201.87	2,130.58	5,000.00	2,869.42	42.61
Total Transportation	201.87	2,130.58	5,000.00	2,869.42	42.61
Materials					
Audio Visual	8,220.84	59,652.75	74,000.00	14,347.25	80.61
Digital	6,933.76	51,227.18	45,000.00	(6,227.18)	113.84
Online Resources	2,142.33	21,401.68	25,700.00	4,298.32	83.28
Periodicals	833.41	21,345.36	24,100.00	2,754.64	88.57
Print	22,826.64	159,575.07	212,000.00	52,424.93	75.27
Total Materials	40,956.98	313,202.04	380,800.00	67,597.96	82.25
Capital Expenditures					
Furniture & Equipment	1,870.00	8,442.81	10,500.00	2,057.19	80.41
Software & Hardware Upgrades	0.00	13,007.13	40,000.00	26,992.87	32.52
Total Capital Expenditures	1,870.00	21,449.94	50,500.00	29,050.06	42.48
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	10,000.00	12,000.00	2,000.00	83.33
Van Replacement	250.00	2,500.00	3,000.00	500.00	83.33
Total Capital Fund Accounts	1,250.00	12,500.00	15,000.00	2,500.00	83.33
Total General Fund Expenditures	258,216.94	2,477,997.76	3,189,395.00	711,397.24	77.69
General Fund Revenue Over Expenditures \$	\$ 431,451.99	\$ 605,017.16	\$ 0.00	(605,017.16)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	\$ (275.45)	\$ 18,779.93	\$ 0.00	(18,779.93)	0.00
Endowment Revenue	0.00	730.00	0.00	(730.00)	0.00
Telecom/E-rate Funds	1,029.42	9,099.95	0.00	(9,099.95)	0.00
Legacy Grant Revenue	11,314.06	40,405.94	0.00	(40,405.94)	0.00
Miscellaneous Grants	0.00	117,703.61	0.00	(117,703.61)	0.00
Total Special Projects Revenue	12,068.03	186,719.43	0.00	(186,719.43)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	269.59	4,508.21	0.00	(4,508.21)	0.00
Donations - Materials: A/V	0.00	177.78	0.00	(177.78)	0.00
Donations - Materials: Other	3,512.07	4,746.59	0.00	(4,746.59)	0.00
Donations - Miscellaneous	45.33	2,799.52	0.00	(2,799.52)	0.00
Legacy Grant Expense	11,314.06	40,405.95	0.00	(40,405.95)	0.00
Telecom/E-rate Expenses	1,029.42	9,099.95	0.00	(9,099.95)	0.00
Miscellaneous Grant Expense	0.00	117,703.61	0.00	(117,703.61)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Miscellaneous</i>	<i>16,170.47</i>	<i>179,441.61</i>	<i>0.00</i>	<i>(179,441.61)</i>	<i>0.00</i>
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	4,530.78	22,360.89	0.00	(22,360.89)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Capital</i>	<i>4,530.78</i>	<i>22,360.89</i>	<i>0.00</i>	<i>(22,360.89)</i>	<i>0.00</i>
Total Special Projects Expenditures	20,701.25	201,802.50	0.00	(201,802.50)	0.00
Special Proj Rev Over (Under) Expend	\$ (8,633.22)	\$ (15,083.07)	\$ 0.00	15,083.07	0.00
GRAND TOTAL REVENUE	701,736.96	3,269,734.35	3,189,395.00	(80,339.35)	102.52
GRAND TOTAL EXPENDITURES	278,918.19	2,679,800.26	3,189,395.00	509,594.74	84.02
CHANGE IN FUND BALANCE	\$ 422,818.77	\$ 589,934.09	\$ 0.00	(589,934.09)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
October 31, 2016**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	10,467.11	12,468.78	(2,001.67)
Cash - Payroll (State Bank)	1,530.28	2,540.10	(1,009.82)
Cash - PayPal	55.06	8.23	46.83
Cash - Savings (State Bank)	914,386.94	815,949.66	98,437.28
Petty Cash	460.00	460.00	0.00
Investment Account	1,139,033.21	1,167,377.94	(28,344.73)
Accounts Receivable	397,542.50	392.18	397,150.32
Prepaid Expenses	54,260.00	56,938.88	(2,678.88)
Deposit Account - OCLC	859.66	1,755.46	(895.80)
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 \$	2,620,249.64	2,159,546.11	460,703.53
LIABILITIES			
Accounts Payable \$	34,942.49	49,819.51	(14,877.02)
Credit Card Payable	5,325.27	6,554.84	(1,229.57)
Amazon Charge Account	3,628.19	3,981.24	(353.05)
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	324.00	0.00	324.00
Life Insurance Payable	(20.00)	(20.00)	0.00
Dental Insurance Payable	(20.53)	(20.54)	0.01
Vision Insurance Payable	45.19	15.24	29.95
AFLAC Payable	139.82	(302.86)	442.68
Flexible Spending - Medical	(701.20)	(889.48)	188.28
Flexible Spending - Dep Care	40.03	40.03	0.00
Sales Tax Payable	132.10	616.98	(484.88)
Deferred Revenue	431,395.80	378,801.44	52,594.36
Total Liabilities	597,370.62	560,735.86	36,634.76
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	14,500.00	14,250.00	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	10,000.00	9,000.00	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	589,934.09	167,115.32	422,818.77
Total Fund Balances	2,022,879.02	1,598,810.25	424,068.77
Total Liabilities & Fund Balanc \$	2,620,249.64	2,159,546.11	460,703.53

Monthly Report to the Board**Meeting Date: November 17, 2016****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Online Association of Rural and Small Libraries (ARSL) Conference Committee Meeting, October 11; One Book One Community Event, October 14; LARL Board Orientation with Arlen Syverson and Fosston Library visit, October 17; LARL Coordinating Team Meeting, October 19; Moorhead High School Football Game recognizing LARL, October 19; LARL Executive Committee, October 20; ARSL Training, October 25; ARSL Conference, October 26-29; Council of Regional Library System Administrators (CRPLSA) Meetings, November 2-4; Barnesville Library Visit, November 4; Bremer Institute Training, November 8-10

Open Positions

Climax Library Substitute
Fosston Library Assistant
Fosston Library Substitute
Frazee LINK Site Coordinator

Retirements

Thank you to **Joyce White** and **Patty Nunn** for their years of service to LARL. **Joyce White**, LARL Substitute Librarian, assisted with staffing in Ada, Bagley, Fertile, Fosston, and Mahnomen for the past nine years. **Patty Nunn** has served as the LINK Site Coordinator in Frazee since 2014. We wish you both the best.

Years of Recognition

The following employees were recognized for their years of service during Staff Day 2016.

5 Years:

Heidi Moore, Bagley Substitute
Kitty Wannebo, Bagley Substitute
Tammy Thomasson, Crookston Branch Manager
Marilyn Stordahl, Halstad LINK Site Coordinator
Megan Krueger, Moorhead Library Director
Joan Tronson, Crookston Sunday Library Associate

10 Years:

Deb Wahl, Detroit Lakes Public Services Supervisor
Jeanne Anderson, Collection Development Librarian
Leslie Holen, Detroit Lakes Library Assistant

15 Years:

Mary Haney, Detroit Lakes Library Director
Liz Lynch, Regional Library Director
Julie Malmanger, McIntosh Branch Librarian
Patty Perry, Crookston Library Associate

25 Years:

Jane Vigness, Climax Branch Librarian

Early Childhood Initiative (ECI) Statewide Meeting

For the second year in a row, Tammy Thomasson, Crookston Branch Manager was invited to attend the Minnesota Early Childhood Initiative (ECI) Statewide Meeting, hosted by the McKnight Foundation. This is an extremely valuable meeting to attend regarding the networking of groups to help youth at risk. The meeting included a luncheon and discussion with the Governor's Cabinet Members.

Association of Rural and Small Libraries (ARSL)

The ARSL Conference was held in Fargo-Moorhead October 26-29, with over 500 attendees. This is the first time a library conference of this magnitude has been held in the immediate area. I had the honor of welcoming attendees at the opening session on behalf of Jennifer Nelson, Director of MN State Library Services. I was also responsible for registration of the conference and introducing the keynote speaker/author, Will Weaver. This was a fabulous conference with attendees from across the United States and Canada, and I was proud to be a part of it. I would like to thank **Megan Krueger, Moorhead Library Director** for her work on the planning committee, and for offering the preconference tour of the Moorhead Public Library and LARL RO. I would also like to thank **Hillary Stevens, LARL Marketing Coordinator** for her work on the conference schedule/booklet and other key pieces of promotion for the conference.

The following LARL employees attended the conference: **Candace Osborn, Ada; Carol Van Brocklin, Barnesville; Linda Rutkowski and Erin Gunderson, Breckenridge; Patty Perry, Tammy Thomason, Crookston; Paula Jones, Jessica Nanik, Deb Wahl, and Danell Haspel, Detroit Lakes; Laura Gullickson, Fertile; Abbey Valen, Hawley; Megan Krueger, Nicole Boewood, Leigh Cameron, Deb Kvittum, Christina Phipps, and Cassey Orre, Moorhead; and Liz Lynch, Regional Office.**

RLBSS Formula Change Process Update

Nine of the twelve Boards of the Regional Library Systems have approved to move forward the formula change initiative at the legislative level. The remaining three systems will vote by the end of the month. If all regional library system boards agree to move forward with this change, we will bring it to the MN Legislature in 2017.

Thank You to a very dedicated group of LARL Trustees!

Craig Buness has represented Polk County on the LARL Board for eight years. Craig has served on the Executive and Finance Committees and as the LARL Vice President.

Marlys Douglas has represented Detroit Lakes on the LARL Board for four years and has served on the Nominations Committee.

Wayne Ingersoll has represented Clay County on the LARL Board for nine years and has served on the Executive Committee, Finance Committee, and as the Treasurer. Wayne will be returning in 2017 as a representative of the City of Moorhead.

Bob Perry has represented Wilkin County on the Board for 25 of the last 27 years and has served as the LARL Board President, Vice President and on the LARL Executive and Finance Committees for many of those years.

Laurie Winterfeldt has represented the City of Moorhead for nine years since 2004. Laurie has served on the LARL Executive and Finance Committee, in addition to the local Moorhead Public Library Board.

Thank you to all of you for your support and dedication.

Gifts, Grants & Donations

10/21/2016	Rich Fredine donation to Moorhead for chair in computer lab in memory of Anne Fredine.	150.00
9/28/2016	Mickelson Body Shop donation to Hawley for adult non-fiction materials in memory of Jim Nesius.	50.00
10/17/2016	Paul & Linda Thulen donation to Breckenridge in memory of Dave Conzemius who served many years on the Breckenridge Library Board.	10.00
10/1/2016	Jeri Jaeger donation to Mahnomen.	20.00
10/1/2016	Anonymous donation to Bagley.	10.00
10/2/2016	Melissa Kasell donation to Bagley.	20.00
9/15/2016	Friends of the Moorhead Library	10.62
10/1/2016	Northern Lights Library Network donation to LARL for youth eBooks.	5,000.00
9/30/2016	Anonymous donation to Ada.	15.85
8/26/2016	Anonymous donation to Mahnomen.	13.00
10/31/2016	Jennifer Holland donation to Breckenridge.	50.00
10/27/2016	Bjarne Rustad donation to the Hawley Public Library for adult programming.	15.00
10/27/2016	Linda Thulen donation to Breckenridge for programs in memory of Kate Hiedeman, a great lover and user of the library.	20.00

Total: \$5,384.47

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	10/1/16 10/1/16 10/1/16	Lakes Country Service Cooperat	2,718.00 906.00 13,512.50	
5120-000	Health Insurance			17,136.50	
6000-000	Supplies - Office	10/17/16	Office Depot	487.65	
6000-000	Supplies - Office	10/20/16	Best Business Strategies	588.44	
6000-000	Supplies - Office	10/25/16 10/25/16 10/25/16	Office Depot	34.32 3.10 628.27	
6000-000	Supplies - Office			1,741.78	
6010-000	Supplies - Technical Services	10/25/16	DEMCO	218.08	
6010-000	Supplies - Technical Services	10/27/16	Sunrise Packaging	110.30	
6010-000	Supplies - Technical Services			328.38	
6300-000	Payroll Processing	10/12/16 10/26/16	Payroll Professionals, Inc.	142.60 136.40	
6300-000	Payroll Processing			279.00	
6350-000	Delivery Service - Courier	10/3/16 10/7/16 10/14/16 10/24/16 10/31/16	Northern Network Express	1,280.80 1,280.80 1,280.80 1,280.80 1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	10/1/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	10/31/16	Frazee Forum, Inc.	35.00	
6380-000	Recruitment			35.00	
6400-000	Telephone	10/1/16 10/1/16	Halstad Telephone Company	78.88 31.90	
6400-000	Telephone	10/1/16	Rothsay Telephone	81.85	
6400-000	Telephone	10/1/16	CenturyLink	48.00	
6400-000	Telephone	10/24/16	Rochester Telecom Systems Inc.	149.75	
6400-000	Telephone			390.38	
6410-000	PIO - Marketing/Printing/Etc	10/12/16	Moorhead Community Education	150.00	
6410-000	PIO - Marketing/Printing/Etc	10/14/16	Mathison's Co.	180.98	
6410-000	PIO - Marketing/Printing/Etc	10/26/16	Absolute Marketing Group	774.54	
6410-000	PIO - Marketing/Printing/Etc			1,105.52	
6450-000	Mileage - Trustee	10/20/16	Evelyn Fox	50.76	
6450-000	Mileage - Trustee	10/20/16	Robert Perry	50.76	
6450-000	Mileage - Trustee	10/20/16	Craig Bunes	75.60	

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee			177.12	
6455-000	Mileage - Staff	10/1/16	Jane Vigness	54.00	
6455-000	Mileage - Staff	10/1/16	Mary Haney	37.26	
		10/1/16		39.42	
		10/1/16		48.06	
		10/1/16		48.06	
		10/1/16		70.20	
		10/1/16		70.20	
		10/1/16		70.20	
		10/1/16		48.06	
		10/1/16		85.86	
		10/1/16		11.34	
		10/1/16		25.38	
		10/1/16		11.34	
		10/1/16		14.58	
		10/1/16		14.58	
		10/1/16		48.06	
		10/1/16		48.06	
6455-000	Mileage - Staff	10/3/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/4/16	Candace Osborn	30.24	
6455-000	Mileage - Staff	10/4/16	Dorothy Neisen	31.32	
6455-000	Mileage - Staff	10/4/16	Mary Haney	70.20	
6455-000	Mileage - Staff	10/5/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/5/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	10/6/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/8/16	Carla Grani	28.08	
6455-000	Mileage - Staff	10/8/16	Amy Nelson	70.74	
6455-000	Mileage - Staff	10/10/16	Mary Haney	48.06	
6455-000	Mileage - Staff	10/10/16	Marilyn Eaves	28.08	
6455-000	Mileage - Staff	10/11/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	10/11/16	Dorothy Neisen	31.32	
6455-000	Mileage - Staff	10/12/16	Jodi Harrington	30.78	
6455-000	Mileage - Staff	10/12/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/12/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	10/12/16	Carla Grani	23.22	
6455-000	Mileage - Staff	10/12/16	Sheila Capistran	45.36	
6455-000	Mileage - Staff	10/13/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/14/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	10/14/16	Carla Grani	41.58	
6455-000	Mileage - Staff	10/14/16	Joyce Christine Boike	25.38	
6455-000	Mileage - Staff	10/17/16	Jill Rose	23.76	

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/17/16	Joyce Christine Boike	39.42	
		10/18/16		37.26	
		10/18/16		18.36	
6455-000	Mileage - Staff	10/18/16	Candace Osborn	45.36	
6455-000	Mileage - Staff	10/18/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	10/18/16	Carol Van Brocklin	28.08	
6455-000	Mileage - Staff	10/18/16	Marilyn Stordahl	19.44	
6455-000	Mileage - Staff	10/18/16	Amy Nelson	14.58	
6455-000	Mileage - Staff	10/19/16	Joyce Christine Boike	74.52	
6455-000	Mileage - Staff	10/19/16	Jill Rose	18.90	
6455-000	Mileage - Staff	10/21/16	Jodi Harrington	25.92	
6455-000	Mileage - Staff	10/21/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/21/16	Amy Nelson	12.42	
6455-000	Mileage - Staff	10/22/16	Marilyn Eaves	31.32	
6455-000	Mileage - Staff	10/24/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/25/16	Marilyn Stordahl	19.44	
6455-000	Mileage - Staff	10/25/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/25/16	Paula Jones	13.50	
6455-000	Mileage - Staff	10/26/16	Jill Rose	23.76	
6455-000	Mileage - Staff	10/26/16	Christy Underlee	30.78	
6455-000	Mileage - Staff	10/27/16	Jodi Harrington	30.78	
		10/27/16		25.92	
6455-000	Mileage - Staff	10/27/16	Lois Schaedler	44.28	
6455-000	Mileage - Staff	10/27/16	Candace Osborn	45.36	
6455-000	Mileage - Staff	10/27/16	Jamie Sprynczynatyk	65.88	
6455-000	Mileage - Staff	10/27/16	Abbey Valen	31.32	
6455-000	Mileage - Staff	10/27/16	Marilyn Eaves	28.08	
6455-000	Mileage - Staff	10/27/16	Linda Rutkowski	48.06	
6455-000	Mileage - Staff	10/27/16	Laura Gullickson	82.08	
6455-000	Mileage - Staff	10/27/16	Danell Haspel	73.98	
6455-000	Mileage - Staff	10/27/16	April Wedin	19.44	
6455-000	Mileage - Staff	10/27/16	Nicole Murphy	118.26	
6455-000	Mileage - Staff	10/28/16	Jane Berg	315.36	
6455-000	Mileage - Staff	10/28/16	Jessica Nanik	48.06	
6455-000	Mileage - Staff	10/28/16	Debra Wahl	55.84	
6455-000	Mileage - Staff	10/28/16	Paula Jones	49.68	

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/28/16	Erin Gunderson	48.06	
6455-000	Mileage - Staff	10/28/16	Carol Van Brocklin	31.32	
6455-000	Mileage - Staff	10/29/16	Marilyn Eaves	31.32	
6455-000	Mileage - Staff			3,232.12	
6460-000	Minnesota Director's Fund	10/1/16	SELCO	10.00	
		10/4/16		2,118.00	
6460-000	Minnesota Director's Fund			2,128.00	
6470-000	Board Expenses	10/20/16	PJ Operations	33.59	
6470-000	Board Expenses	10/26/16	Purchase Advantage Card	17.92	
6470-000	Board Expenses			51.51	
6480-000	Staff Training	10/10/16	Carla Grani	23.20	
6480-000	Staff Training	10/10/16	Debra Wahl	48.06	
6480-000	Staff Training	10/10/16	Erin Gunderson	48.06	
6480-000	Staff Training	10/10/16	Lois Schaedler	7.56	
6480-000	Staff Training	10/10/16	April Wedin	105.84	
6480-000	Staff Training	10/10/16	Cheryl Melkert	43.20	
6480-000	Staff Training	10/10/16	Karen Stormo	132.84	
6480-000	Staff Training	10/10/16	Candace Osborn	45.36	
6480-000	Staff Training	10/10/16	Joan Tronson	76.68	
6480-000	Staff Training	10/10/16	Tamera Thomasson-Ehrhart	75.06	
6480-000	Staff Training	10/10/16	Jodi Harrington	30.78	
6480-000	Staff Training	10/10/16	Amy Nelson	33.48	
6480-000	Staff Training	10/10/16	Laurel Wanke	50.22	
6480-000	Staff Training	10/10/16	Sharon Grossman	48.60	
6480-000	Staff Training	10/10/16	Liz Lynch	56.35	
6480-000	Staff Training	10/10/16	Christy Underlee	30.78	
6480-000	Staff Training	10/10/16	Jane Vigness	54.00	
6480-000	Staff Training	10/10/16	Karen Edevold	120.96	
6480-000	Staff Training	10/10/16	Abbey Valen	23.22	
6480-000	Staff Training	10/10/16	Sheila Capistran	45.36	
6480-000	Staff Training	10/10/16	Madonna Liden	81.00	
6480-000	Staff Training	10/10/16	Dorothy Neisen	76.14	
6480-000	Staff Training	10/10/16	Danell Haspel	48.06	
6480-000	Staff Training	10/10/16	Joyce Christine Boike	74.52	

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6480-000	Staff Training	10/11/16	Nicole Murphy	39.95	
		10/11/16		28.53	
		10/11/16		14.57	
6480-000	Staff Training	10/27/16	City of Moorhead	423.00	
6480-000	Staff Training			1,885.38	
6482-000	Conf/Meeting - Miscellaneous	10/14/16	Jamie Sprynczynatyk	532.49	
6482-000	Conf/Meeting - Miscellaneous	10/18/16	MN Counties Intergovernmental	140.00	
6482-000	Conf/Meeting - Miscellaneous	10/27/16	Patricia Perry	44.30	
6482-000	Conf/Meeting - Miscellaneous	10/27/16	Linda Rutkowski	34.37	
6482-000	Conf/Meeting - Miscellaneous	10/28/16	Tamera Thomasson-Ehrhart	96.82	
6482-000	Conf/Meeting - Miscellaneous	10/28/16	Erin Gunderson	23.50	
6482-000	Conf/Meeting - Miscellaneous			871.48	
6485-000	Conf/Meeting - MLA	10/11/16	Robert Perry	598.38	
6485-000	Conf/Meeting - MLA	10/14/16	Jeanne Anderson	10.00	
6485-000	Conf/Meeting - MLA			608.38	
6500-000	Van - Gasoline	10/6/16	Cenex Fleetcard	77.54	
6500-000	Van - Gasoline			77.54	
6600-000	Materials - Print	10/1/16	Baker & Taylor	26.58	
		10/1/16		396.73	
		10/1/16		403.96	
		10/1/16		42.46	
		10/1/16		21.32	
		10/1/16		26.18	
		10/1/16		48.04	
		10/1/16		43.98	
		10/1/16		28.96	
		10/1/16		575.75	
		10/1/16		52.70	
		10/1/16		254.00	
		10/1/16		35.04	
		10/1/16		135.82	
		10/1/16		628.37	
		10/1/16		95.02	
		10/1/16		364.89	
		10/1/16		153.87	
		10/1/16		130.46	
		10/1/16		10.76	
		10/1/16		89.36	
		10/1/16		324.44	
		10/1/16		112.28	
		10/1/16		175.93	
		10/3/16		453.62	
		10/4/16		17.70	
		10/4/16		251.90	
		10/5/16		53.93	
		10/5/16		616.65	
		10/5/16		382.66	
		10/5/16		458.24	
		10/5/16		52.26	
		10/5/16		393.39	
		10/5/16		40.20	
		10/5/16		63.70	
		10/5/16		185.14	

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/6/16		85.06	
		10/6/16		36.44	
		10/6/16		30.12	
		10/6/16		83.02	
		10/6/16		209.94	
		10/7/16		213.04	
		10/7/16		63.76	
		10/7/16		22.34	
		10/7/16		62.04	
		10/8/16		414.83	
		10/10/16		37.66	
		10/10/16		51.40	
		10/10/16		45.32	
		10/10/16		150.79	
		10/10/16		55.50	
		10/10/16		67.88	
		10/10/16		491.53	
		10/10/16		492.85	
		10/11/16		66.72	
		10/11/16		340.80	
		10/11/16		91.67	
		10/12/16		52.08	
		10/12/16		37.69	
		10/12/16		208.29	
		10/12/16		373.68	
		10/12/16		32.77	
6600-000	Materials - Print	10/13/16	Capstone Press, Inc.	2,466.71	
6600-000	Materials - Print	10/13/16	Baker & Taylor	150.87	
		10/14/16		41.58	
		10/17/16		142.90	
		10/17/16		549.29	
		10/17/16		119.51	
		10/17/16		78.44	
		10/18/16		20.14	
		10/18/16		13.18	
		10/18/16		230.80	
		10/18/16		109.21	
		10/18/16		321.73	
6600-000	Materials - Print	10/19/16	Abdo-Spotlight-Magic Wagon	1,698.15	
6600-000	Materials - Print	10/19/16	Cherry Lake/Sleeping Bear Pres	507.79	
6600-000	Materials - Print	10/19/16	Baker & Taylor	66.94	
		10/19/16		41.52	
		10/19/16		28.97	
		10/19/16		69.60	
		10/19/16		183.10	
		10/19/16		353.92	
		10/19/16		463.27	
		10/19/16		293.55	
		10/20/16		50.83	
		10/20/16		10.76	
		10/20/16		38.40	
		10/20/16		131.98	
		10/20/16		9.84	
		10/21/16		99.87	
		10/21/16		54.82	
		10/21/16		583.76	
		10/21/16		215.65	
		10/24/16		120.88	
		10/24/16		387.93	
		10/25/16		250.11	
		10/25/16		54.50	
		10/25/16		76.03	
		10/25/16		58.66	

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

Account I	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/26/16		72.76	
		10/27/16		186.54	
		10/27/16		22.30	
		10/27/16		18.18	
		10/28/16		25.98	
		10/31/16		18.53	
		10/31/16		77.37	
		10/31/16		41.88	
		10/31/16		40.40	
		10/31/16		38.62	
		10/31/16		415.67	
		10/31/16		545.87	
		10/31/16		127.76	
6600-000	Materials - Print			22,690.56	
6601-000	Materials - A/V	10/1/16	Penguin Random House, LLC.	75.00	
6601-000	Materials - A/V	10/1/16	Recorded Books, LLC.	45.49	
		10/1/16		73.00	
6601-000	Materials - A/V	10/1/16	Baker & Taylor	58.51	
		10/1/16		31.04	
		10/1/16		67.98	
		10/1/16		310.44	
		10/1/16		35.69	
		10/1/16		21.41	
		10/1/16		22.66	
		10/1/16		57.27	
		10/1/16		23.82	
		10/3/16		25.36	
6601-000	Materials - A/V	10/4/16	SELCO	9.00	
6601-000	Materials - A/V	10/4/16	Baker & Taylor	71.38	
6601-000	Materials - A/V	10/6/16	Recorded Books, LLC.	199.00	
6601-000	Materials - A/V	10/6/16	Baker & Taylor	239.47	
		10/6/16		67.98	
		10/6/16		31.04	
		10/6/16		28.55	
		10/6/16		61.39	
6601-000	Materials - A/V	10/7/16	Penguin Random House, LLC.	75.00	
6601-000	Materials - A/V	10/7/16	Baker & Taylor	23.90	
		10/11/16		38.54	
		10/11/16		23.90	
6601-000	Materials - A/V	10/12/16	Recorded Books, LLC.	36.49	
6601-000	Materials - A/V	10/12/16	Baker & Taylor	23.88	
		10/13/16		135.96	
6601-000	Materials - A/V	10/19/16	Recorded Books, LLC.	54.50	
		10/19/16		191.98	
		10/19/16		27.49	
		10/19/16		182.99	
		10/19/16		80.98	
6601-000	Materials - A/V	10/19/16	Baker & Taylor	15.52	
		10/19/16		57.27	
		10/19/16		50.13	
		10/19/16		49.60	
		10/19/16		61.56	
		10/19/16		115.22	

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6601-000	Materials - A/V	10/21/16	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	10/24/16	Baker & Taylor	96.91	
6601-000	Materials - A/V	10/25/16	Recorded Books, LLC.	816.40	
6601-000	Materials - A/V	10/25/16	Baker & Taylor	42.82	
		10/25/16		40.66	
6601-000	Materials - A/V	10/26/16	Recorded Books, LLC.	123.48	
		10/26/16		36.49	
6601-000	Materials - A/V	10/27/16	Baker & Taylor	83.50	
6601-000	Materials - A/V	10/28/16	Recorded Books, LLC.	1,160.40	
6601-000	Materials - A/V	10/28/16	Baker & Taylor	31.04	
		10/28/16		38.18	
		10/28/16		23.38	
6601-000	Materials - A/V	10/31/16	Recorded Books, LLC.	109.49	
		10/31/16		109.48	
		10/31/16		155.00	
6601-000	Materials - A/V			5,720.12	
6670-000	Materials - Digital - e-Books	10/4/16	Overdrive, Inc.	274.08	
		10/12/16		11.99	
		10/17/16		75.00	
		10/18/16		794.55	
		10/18/16		721.37	
		10/18/16		308.42	
		10/24/16		216.95	
		10/25/16		738.83	
		10/31/16		56.91	
		10/31/16		49.99	
		10/31/16		701.34	
		10/31/16		1,417.40	
		10/31/16		209.92	
		10/31/16		56.97	
6670-000	Materials - Digital - e-Books			5,633.72	
6675-000	Materials - Digital - e-Audio	10/18/16	Overdrive, Inc.	151.99	
		10/31/16		304.82	
		10/31/16		9.98	
6675-000	Materials - Digital - e-Audio			466.79	
6690-000	Materials - Periodicals	10/16/16	Star Tribune	450.32	
6690-000	Materials - Periodicals	10/26/16	FM News	353.09	
6690-000	Materials - Periodicals	10/31/16	Frazee Forum, Inc.	30.00	
6690-000	Materials - Periodicals			833.41	
7200-000	Legacy - Expense (1099)	10/7/16	Candace Osborn	80.00	
7200-000	Legacy - Expense (1099)	10/13/16	Eric Bergeson	2,000.00	
7200-000	Legacy - Expense (1099)	10/16/16	Kao Kalia Yang	1,000.00	
7200-000	Legacy - Expense (1099)	10/23/16	Nate Hance Music	3,750.00	
7200-000	Legacy - Expense (1099)	10/26/16	Absolute Marketing Group	274.70	
		10/26/16		524.41	
		10/26/16		50.00	

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7200-000	Legacy - Expense (1099)	10/31/16	Chad Lewis	1,750.00	
7200-000	Legacy - Expense (1099)			9,429.11	
7210-000	Legacy - Materials - Print	10/13/16	Eric Bergeson	195.48	
7210-000	Legacy - Materials - Print	10/16/16	Kao Kalia Yang	270.00	
7210-000	Legacy - Materials - Print			465.48	
8000-013	Donation - Misc Exp - LH	10/28/16	Abbey Valen	28.25	
8000-013	Donation - Misc Exp - LH			28.25	
8000-051	Donation - Misc Exp - LC	10/26/16	Wonderful Life Foods	17.08	
8000-051	Donation - Misc Exp - LC			17.08	
8107-000	Donation - Material Other - RO	10/1/16	Overdrive, Inc.	8.48	
		10/3/16		540.12	
		10/3/16		64.99	
		10/3/16		439.56	
		10/3/16		566.57	
		10/4/16		111.09	
		10/6/16		5.99	
		10/7/16		5.99	
		10/8/16		5.99	
		10/10/16		4.99	
		10/10/16		93.58	
		10/10/16		189.48	
		10/10/16		155.90	
		10/10/16		66.50	
		10/10/16		20.98	
		10/10/16		112.40	
		10/11/16		344.88	
		10/18/16		461.85	
		10/18/16		174.90	
		10/24/16		50.96	
		10/24/16		86.87	
8107-000	Donation - Material Other - RO			3,512.07	
8200-011	Donation - Furn & Equip - LM	10/14/16	Fargo Rubber Stamp Works Inc.	452.52	
8200-011	Donation - Furn & Equip - LM	10/19/16	Christianson's Business Furnit	4,078.26	
8200-011	Donation - Furn & Equip - LM			4,530.78	
8500-000	Furn & Equip - Regional Office	10/1/16	PCM Sales, Inc.	1,870.00	
8500-000	Furn & Equip - Regional Office			1,870.00	