

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Thursday, September 21, 2017

5:30 p.m.

Moorhead Public Library

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, ext 127, or locally at (218) 233-3757, ext 127. Or, send Liz an email at lynchl@larl.org by 1:00 the day of the meeting.

AGENDA

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

- 5:40 **2. MINUTES OF THE JUNE 15, 2017 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the June 15, 2017 Full Board Meeting Minutes as presented.

- 5:45 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)

- a. Report of Results Accomplished for State FY2017 RLBSS Funds
 (Available for review at meeting)

Recommended Motion: Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2017 Regional Library Basic System Support (RLBSS) Grant.

- b. Application for State FY2018 Regional Library Telecommunications Aid (RLTA).
 (Available for review at meeting)

Recommended Motion: Move to approve the application for FY2018 Regional Library Telecommunications Aid (RLTA).

- 6:00 **4. DIRECTOR'S REPORT** - Lynch
 Enclosed (Page 11)

- a. Strategic Plan Results and Discussion

6:20 5. **NOMINATIONS COMMITTEE, Call for Nominations - Schell**

6:30 6. **BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley, Terry Kalil

Breckenridge – Evie Fox

Clay County/Barnesville/Hawley – Jim Haney

Clearwater County/Bagley – John Nelson/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

MN Library Association/Library Trustees & Advocates Section – Terry Kalil

Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:40 7. **PRESIDENT'S REPORT** – President Kalil

6:45 8. **OTHER**

6:50 9. **ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – August 2017 (page 13 – digital packet only, print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

LARL Used Book Sale in the lower level of the Moorhead Public Library

September 28 & 29 from 10-6 and September 30 from 10-4. All proceeds will go back into the collection.

LARL All Staff Day, October 9, 9:00am-3:30pm

Hjemkomst Center, Moorhead, MN

Executive Committee Meeting, October 19, 5:30pm

Moorhead Public Library, lower level

Full Board Meeting, November 16, 5:30pm - Elections

Moorhead Public Library, lower level

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 15, 2017 at the Moorhead Public Library. Vice President Fox called the meeting to order at 5:30 pm.

Board Members Present: Brammer, Briggs, Durant, Fox, Geray, Grimsley, Hall, Ingersoll, Larson, Schell, Syverson, and Willhite

Board Members Absent: Dailey, Haney, Kalil (*President*)

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Grimsley/Geray) Move to approve the Agenda of the June, 15 2017 Full Board Meeting as presented. MCU.

MINUTES OF THE MAY 18, 2017 FULL BOARD MEETING

(Ingersoll/Larson) Move to approve the Minutes of the May 18, 2017 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 41.67% of 2017 complete, LARL spent 40.00% of budgeted expenses. All budget categories are tracking closely to budgeted expenses.

REPORT OF THE FINANCE COMMITTEE

Ingersoll discussed the Preliminary Budget. LARL is asking for a 1.5% overall increase from the Signatories. LARL will find out RLBSS funding and health insurance costs in mid-August.

(Ingersoll/Schell) Move to approve the 2018 Preliminary Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

(Geray/Brammer) Move to approve the application for State FY2018 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee. MCU.

(over)

DIRECTOR'S REPORT

The open positions in the written report, including the LINK Site Coordinators in Lake Park and Frazee have been filled. However, since the written report was completed the following positions have opened: Library Assistant - Collection Development in the Regional Office, Hawley Branch Librarian, Moorhead 20 hour Assistant, and Moorhead 40 hour Assistant.

Lynch discussed that Library Assistants start at \$10.30 per hour and Library Associates start at \$12.67 per hour, which are extremely low wages. LARL needs to consider how to approach Union Negotiations next year when the contract expires after 2018.

The Summer Reading Program is in full swing, a lot of children are showing up.

LARL will receive about \$15,000 more in Legacy funding this coming year.

Community Conversations have taken place in Detroit Lakes and Moorhead for Strategic Planning. 11 people attended each meeting. More meetings are taking place over the next few weeks.

LARL is applying for a Bremer Grant for an interior remodel in Crookston. If considered, grants will be awarded in November.

Lynch discussed "Request for Reconsider" forms. When a customer wants an item removed from the LARL shelves.

Becker County (Grimsley, Kalil-absent)
No report.

Breckenridge (Fox)
Fox went on the bus trip to Minneapolis to the Mill City Museum and the Midtown Global Market on June 10. 29 people attended.

Clay County (Haney-absent)
No report

Clearwater County (Syverson)
3 of the new book shelves have been installed.

Crookston (Briggs)
No report.

Detroit Lakes (Schell)
The people that attended the Community Conversation participated in the discussion. The summer book club is planned for this summer.

City of Mahnommen (Durant)
Mahnommen has 60 kids signed up for the Summer Reading Program and 30 adults signed up for Sizzling Summer Reads.

(continued on next page)

Minutes of the June 15, 2017 Full Board Meeting – Page 3

BOARD MEMBER REPORTS – continued:

Mahnomen County (Geray)

No report

Moorhead (Brammer, Dailey-absent, Ingersoll)

Brammer reported that Mike Wohnoutka will be at the Moorhead Library on June 26th

Norman County/Ada (Hall)

No report

Polk County (Willhite)

Hoping for a positive response from the Bremer Grant being applied for.

Wilkin County (Larson)

No report.

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

No report.

Northern Lights Library Network (Ingersoll, Dailey-absent)

The summer meeting will be held on Saturday, June 17th.

PRESIDENTS REPORT

No report.

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

The meeting adjourned at 6:08 p.m.

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

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

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

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

66.67% **Page: 7**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 0.00	\$ 274,357.50	\$ 365,810.00	91,452.50	75.00
Detroit Lakes	0.00	165,765.00	221,020.00	55,255.00	75.00
Clay County	0.00	211,901.25	282,535.00	70,633.75	75.00
Moorhead	0.00	550,260.00	733,680.00	183,420.00	75.00
Clearwater County	0.00	73,563.75	98,085.00	24,521.25	75.00
Mahnomen County	0.00	31,053.75	41,405.00	10,351.25	75.00
Mahnomen	0.00	14,748.75	19,665.00	4,916.25	75.00
Norman County	0.00	71,238.75	94,985.00	23,746.25	75.00
Polk County	0.00	194,403.75	259,205.00	64,801.25	75.00
Crookston	0.00	163,833.75	218,445.00	54,611.25	75.00
Wilkin County	0.00	39,585.00	52,780.00	13,195.00	75.00
Breckenridge	0.00	65,947.50	87,930.00	21,982.50	75.00
<i>Total Signatory Funding</i>	<i>0.00</i>	<i>1,856,658.75</i>	<i>2,475,545.00</i>	<i>618,886.25</i>	<i>75.00</i>
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	234,733.00	469,466.00	234,733.00	50.00
Reg Library Telecom Aid (RLTA)	0.00	46,807.91	101,000.00	54,192.09	46.34
<i>Total Grants</i>	<i>0.00</i>	<i>281,540.91</i>	<i>570,466.00</i>	<i>288,925.09</i>	<i>49.35</i>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,201.33	8,101.68	15,000.00	6,898.32	54.01
Printing Revenue	1,814.31	11,993.76	18,000.00	6,006.24	66.63
Fax Revenue	596.19	4,633.74	7,500.00	2,866.26	61.78
Microfilm Revenue	4.40	34.34	100.00	65.66	34.34
Photocopy Revenue	685.34	4,755.81	7,000.00	2,244.19	67.94
Book/Furniture Sale Revenue	1,106.39	3,679.09	0.00	(3,679.09)	0.00
Interest/Dividend Income	19,944.39	42,853.49	33,450.00	(9,403.49)	128.11
Investment Value Change	6,563.05	21,246.91	0.00	(21,246.91)	0.00
Lost/Damaged Property	542.00	3,539.22	6,000.00	2,460.78	58.99
Other Income	0.00	319.96	0.00	(319.96)	0.00
<i>Total Miscellaneous Revenue</i>	<i>32,457.40</i>	<i>101,158.00</i>	<i>87,050.00</i>	<i>(14,108.00)</i>	<i>116.21</i>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	36,787.50	49,050.00	12,262.50	75.00
MNLink Server Site Payments	270.71	2,165.68	3,200.00	1,034.32	67.68
<i>Total Joint Automation Revenue</i>	<i>270.71</i>	<i>38,953.18</i>	<i>52,250.00</i>	<i>13,296.82</i>	<i>74.55</i>
<i>Fund Balance/Shortfall</i>	<i>0.00</i>	<i>0.00</i>	<i>17,231.00</i>	<i>17,231.00</i>	<i>0.00</i>
Total General Fund Revenue	32,728.11	2,278,310.84	3,202,542.00	924,231.16	71.14
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	137,684.05	1,101,072.82	1,683,300.00	582,227.18	65.41
Payroll Taxes	10,409.96	82,568.74	128,800.00	46,231.26	64.11
Retirement - PERA	10,008.88	76,630.03	123,600.00	46,969.97	62.00
Health Insurance	20,425.20	160,797.67	260,500.00	99,702.33	61.73
Life Insurance	158.41	1,319.36	2,050.00	730.64	64.36
Workers Compensation Insurance	326.16	2,634.32	4,150.00	1,515.68	63.48
Other Employee Benefits	120.87	966.96	1,650.00	683.04	58.60
<i>Total Personnel</i>	<i>179,133.53</i>	<i>1,425,989.90</i>	<i>2,204,050.00</i>	<i>778,060.10</i>	<i>64.70</i>
<i>Automation/Cataloging</i>					
Automation	11,388.11	87,556.84	149,400.00	61,843.16	58.61
Support - App	291.25	2,330.00	3,500.00	1,170.00	66.57
Catalog Item Records	930.88	7,258.16	11,500.00	4,241.84	63.11
Supplies - Computer	144.69	2,267.00	4,500.00	2,233.00	50.38
Supplies - Technical Services	1,125.49	3,942.23	7,000.00	3,057.77	56.32
<i>Total Automation/Cataloging</i>	<i>13,880.42</i>	<i>103,354.23</i>	<i>175,900.00</i>	<i>72,545.77</i>	<i>58.76</i>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 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	2,334.13	3,400.00	1,065.87	68.65
Programming - Summer Reading	2,450.00	5,356.68	8,000.00	2,643.32	66.96
Programming - Adult	150.00	156.99	3,000.00	2,843.01	5.23
Total Library Programming	2,680.83	7,847.80	14,400.00	6,552.20	54.50
Staff Development					
Staff Training & Development	485.38	3,603.84	10,000.00	6,396.16	36.04
Total Staff Development	485.38	3,603.84	10,000.00	6,396.16	36.04
Mileage/Board Meeting Expense					
Mileage - Staff	1,989.79	13,883.37	20,000.00	6,116.63	69.42
Regional Board Meetings	0.00	3,365.07	5,900.00	2,534.93	57.04
Total Mileage/Board Meeting Expenses	1,989.79	17,248.44	25,900.00	8,651.56	66.60
Other Expenses					
Accounting/Bank Fees	355.56	11,519.59	15,050.00	3,530.41	76.54
Attorney Fees	0.00	875.00	3,000.00	2,125.00	29.17
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	4,013.40	42,197.46	73,500.00	31,302.54	57.41
Director's Discretionary	0.00	25.00	2,500.00	2,475.00	1.00
Insurance - General/Property	1,400.15	11,266.96	17,540.00	6,273.04	64.24
Lease - Regional Office Rent	1,700.17	13,601.33	20,402.00	6,800.67	66.67
Leases - Equipment	606.86	5,675.56	8,950.00	3,274.44	63.41
Maintenance Contracts	1,632.24	10,103.77	14,000.00	3,896.23	72.17
Mailing - Click2Mail	0.00	399.70	2,750.00	2,350.30	14.53
Materials Recovery/Collections	0.00	0.00	3,000.00	3,000.00	0.00
Memberships	0.00	460.00	1,200.00	740.00	38.33
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	39.50	3,000.00	2,960.50	1.32
PIO: Printing/Advertising	1,774.81	12,499.79	16,000.00	3,500.21	78.12
Postage	699.00	2,020.65	3,750.00	1,729.35	53.88
Recruitment	308.56	1,979.52	8,000.00	6,020.48	24.74
Repairs - Equipment	179.02	293.02	2,500.00	2,206.98	11.72
Supplies - Copier/Fax/Microfilm	0.00	0.00	1,000.00	1,000.00	0.00
Supplies - Office	53.32	4,662.86	10,000.00	5,337.14	46.63
Supplies - Public Services	229.60	1,878.29	6,000.00	4,121.71	31.30
Telephone/Telecom	807.22	6,844.42	14,150.00	7,305.58	48.37
Total Other Operating Expenses	13,759.91	126,342.42	230,792.00	104,449.58	54.74
Regional Library Telecom Aid (RLTA)	0.00	46,807.91	101,000.00	54,192.09	46.34
Transportation					
Van Expenses	177.30	2,432.54	4,500.00	2,067.46	54.06
Total Transportation	177.30	2,432.54	4,500.00	2,067.46	54.06
Materials					
Audio Visual	6,396.78	49,497.58	74,000.00	24,502.42	66.89
Digital	8,838.25	67,379.40	74,000.00	6,620.60	91.05
Online Resources	996.25	9,745.24	13,000.00	3,254.76	74.96
Periodicals	834.44	19,165.48	24,000.00	4,834.52	79.86
Print	10,972.51	138,407.72	200,000.00	61,592.28	69.20
Total Materials	28,038.23	284,195.42	385,000.00	100,804.58	73.82
Capital Expenditures					
Furniture & Equipment	0.00	399.66	10,000.00	9,600.34	4.00
Software & Hardware Upgrades	2,842.00	11,639.81	30,000.00	18,360.19	38.80
Total Capital Expenditures	2,842.00	12,039.47	40,000.00	27,960.53	30.10
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	2,000.00	3,000.00	1,000.00	66.67
Technology Upgrades	416.66	3,333.28	5,000.00	1,666.72	66.67
Van Replacement	250.00	2,000.00	3,000.00	1,000.00	66.67
Total Capital Fund Accounts	916.66	7,333.28	11,000.00	3,666.72	66.67
Total General Fund Expenditures	243,904.05	2,037,195.25	3,202,542.00	1,165,346.75	63.61
General Fund Revenue Over Expenditures \$	<u><u>(211,175.94)</u></u>	<u><u>241,115.59</u></u>	<u><u>0.00</u></u>	<u><u>(241,115.59)</u></u>	<u><u>0.00</u></u>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 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	\$ 2,318.94	\$ 8,895.42	\$ 0.00	(8,895.42)	0.00
Endowment Revenue	0.00	665.00	0.00	(665.00)	0.00
Telecom/E-rate Funds	0.00	6,639.07	0.00	(6,639.07)	0.00
Legacy Grant Revenue	1,300.93	27,959.19	0.00	(27,959.19)	0.00
Miscellaneous Grants	24,801.29	28,513.53	0.00	(28,513.53)	0.00
LSTA Grant	0.00	673.49	0.00	(673.49)	0.00
Total Special Projects Revenue	28,421.16	73,345.70	0.00	(73,345.70)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	169.15	1,884.50	0.00	(1,884.50)	0.00
Donations - Materials: A/V	0.00	1,169.48	0.00	(1,169.48)	0.00
Donations - Materials: Other	126.00	2,889.45	0.00	(2,889.45)	0.00
Donations - Miscellaneous	162.87	3,114.89	0.00	(3,114.89)	0.00
Legacy Grant Expense	1,300.93	27,959.19	0.00	(27,959.19)	0.00
Telecom/E-rate Expenses	0.00	6,639.07	0.00	(6,639.07)	0.00
Miscellaneous Grant Expense	24,801.29	28,513.53	0.00	(28,513.53)	0.00
LSTA Grant Expenses	0.00	785.06	0.00	(785.06)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Miscellaneous</i>	<i>26,560.24</i>	<i>72,955.17</i>	<i>0.00</i>	<i>(72,955.17)</i>	<i>0.00</i>
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	3,134.98	3,277.54	0.00	(3,277.54)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Capital</i>	<i>3,134.98</i>	<i>3,277.54</i>	<i>0.00</i>	<i>(3,277.54)</i>	<i>0.00</i>
Total Special Projects Expenditures	29,695.22	76,232.71	0.00	(76,232.71)	0.00
Special Proj Rev Over (Under) Expend	\$ (1,274.06)	\$ (2,887.01)	\$ 0.00	2,887.01	0.00
GRAND TOTAL REVENUE	61,149.27	2,351,656.54	3,202,542.00	850,885.46	73.43
GRAND TOTAL EXPENDITURES	273,599.27	2,113,427.96	3,202,542.00	1,089,114.04	65.99
CHANGE IN FUND BALANCE	\$ (212,450.00)	\$ 238,228.58	\$ 0.00	(238,228.58)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
August 31, 2017**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 31,154.02	35,007.21	(3,853.19)
Cash - Payroll (State Bank)	5,005.60	3,064.33	1,941.27
Cash - PayPal	0.97	8.76	(7.79)
Cash - Savings (State Bank)	995,812.91	797,633.77	198,179.14
Petty Cash	460.00	460.00	0.00
Investment Account	1,166,140.16	1,139,907.69	26,232.47
Accounts Receivable	887.75	447,912.50	(447,024.75)
Prepaid Expenses	63,496.88	66,677.03	(3,180.15)
Deposit Account - OCLC	4,107.18	5,029.73	(922.55)
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>2,367,536.70</u>	<u>2,596,172.25</u>	<u>(228,635.55)</u>

LIABILITIES			
Accounts Payable	\$ 31,607.78	27,667.58	3,940.20
Credit Card Payable	10,008.87	3,169.58	6,839.29
Amazon Charge Account	2,969.79	4,141.03	(1,171.24)
Accrued Expenses - Other	116.37	0.00	116.37
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	697.00	339.00	358.00
Life Insurance Payable	16.00	160.00	(144.00)
Dental Insurance Payable	46.06	60.55	(14.49)
Vision Insurance Payable	(0.21)	(4.46)	4.25
AFLAC Payable	141.77	141.77	0.00
Flexible Spending - Medical	(621.40)	(1,172.99)	551.59
Sales Tax Payable	388.80	140.59	248.21
Deferred Revenue	479,399.59	507,229.98	(27,830.39)
Total Liabilities	648,867.62	665,969.83	(17,102.21)

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	27,000.00	26,750.00	250.00
Fund Bal. - Technology Upgrade	23,333.28	22,916.62	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 Recuitment	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	2,000.00	1,750.00	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	238,228.58	450,678.58	(212,450.00)
Total Fund Balances	<u>1,718,669.08</u>	<u>1,930,202.42</u>	<u>(211,533.34)</u>
Total Liabilities & Fund Balance	\$ <u>2,367,536.70</u>	<u>2,596,172.25</u>	<u>(228,635.55)</u>

Monthly Report to the Board
Meeting Date: September 21, 2017
From: Liz Lynch, Regional Library Director
Meeting and Events Attended by Director

Clay County Budget Presentation, August 15; Coordinating Team Meeting, August 16; White Earth Library, September 1; Online Statewide Youth Services Meeting, September 5; MNLINK Gateway Server Online Meeting, September 6; CRPLSA Online Meeting, Sioux Chef Conference Call and Bill Jamerson Legacy Program, September 7; Greater Moorhead Days Parade, September 8;

Open Positions

Branch Manager – Fosston

Youth Services Librarian – Detroit Lakes

New Employee

Welcome to Tanner Stanko, Computer Technician. Tanner will begin training in the regional office on October 2, 2017.

Staff Development

Nicole Murphy, Interlibrary Loan, attended the 2017 Public Library Node Meeting at Hennepin County's Brookdale Library on Wednesday, August 23, 2017.

Jamie Sprynczynatyk attended the annual Lakes Country Service Cooperative Health Insurance Meeting in Fergus Falls on Tuesday, August 29, 2017.

Gifts, Grants & Donations

8/14/2017	Jared Dezeeuw donation to Moorhead for print materials.	60.00
8/15/2017	Anonymous donation	7.00
8/31/2017	Howard Rockstad -through Adopt-A-Library donation to the Ada Public Library for a subscription to Smithsonian magazine.	
8/19/2017	Margaret Ann Thompson donation in Barnesville.	5.00
8/31/2017	The Friends of the Moorhead Library donation for shelving and furniture.	1,700.00
	Total	\$1,772.00

Annual Report Statistics Information - Joe Manion, State Library Services

In 2016, patrons made over 24 million visits to the Minnesota's 355 public libraries. They borrowed or downloaded 50.5 million library materials, asked 3.6 million reference questions, and connected to the Internet during 6.9 million sessions. Over 1.5 million visitors attended library programs.

MNLINK Interlibrary Loan Service - Becky Ringwalski, Minitex

Last September, Minnesota library users were introduced to a new Interlibrary Loan interface for end users. We now have statistics for the July 1, 2016 - June 30, 2017 fiscal year showing that we received 517,509 requests. This is a 4.5% increase in total requests compared to the previous year and is the highest total we have seen on the system over the past five years. In addition, the number of filled requests for fiscal year 2017 came to 393,369. This is the highest number of filled requests since the MNLINK system debuted in 2003.

Strategic Planning

During the months of June, July, and August, six community discussions were held in the communities of Detroit Lakes, Moorhead, Hawley, Breckenridge, Bagley, and Crookston. Approximately 82 community members participated in the conversations. Helpful information was gathered and will be used to create a print and online survey that will be distributed to all 22 LARL communities, in addition to LARL employees and Trustees.

As of September 11, 2017, we have collected over 750 surveys from LARL customers and 16 from LARL employees. We will continue to collect surveys through September 17. A summary of results will be shared at the September meeting.

Summer Reading Program Results

Over 7,490 youth were reached through school visits, class tours, and outreach opportunities.
Over 1,684 youth reported reaching their reading goal for the summer.
Event attendance for SRP events was over 4,615.

Fall Legacy Series

Bill Jamerson visited ten LARL locations to talk about history and culture on the iron range. 150 community members attended the programs. In addition, the program was held at the Ulen Public School for the students. See LARL's Arts and Cultural Heritage brochure or visit larl.org for upcoming LARL programs.

Staff Day

LARL Staff Day will be held on Monday, October 9 at the Hjemkomst Center in Moorhead from 9-3:30. All 90 LARL employees are invited for a day of learning and networking. Topics of discussion for this year include strategic planning and serving customers with mental health issues.

Upcoming Meetings

Executive Meeting, October 19, 2017 at 5:30 p.m. in Moorhead.
Full Board Meeting – Elections – November 16, 2017 at 5:30 in Moorhead.

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	8/2/17	Lakes Country Service Cooperat	18,845.50	
5120-000	Health Insurance			18,845.50	
6000-000	Supplies - Office	8/11/17	Hillary Stevens	53.32	
6000-000	Supplies - Office			53.32	
6010-000	Supplies - Technical Services	8/1/17	Brodart Co.	328.00	
6010-000	Supplies - Technical Services	8/2/17	DEMCO	486.11	
6010-000	Supplies - Technical Services	8/8/17	Sunrise Packaging	143.00	
6010-000	Supplies - Technical Services			957.11	
6040-000	Supplies - Computer	8/9/17	Monoprice, Inc.	25.89	
6040-000	Supplies - Computer			25.89	
6200-000	Equip Rep/Mtc - Miscellaneous	8/2/17	Curt's Lock & Key Service, Inc	162.50	
6200-000	Equip Rep/Mtc - Miscellaneous			162.50	
6240-000	Maint Contr - Copiers	8/7/17	Metro Sales, Inc	1,402.61	
6240-000	Maint Contr - Copiers			1,402.61	
6300-000	Payroll/Time Tracking	8/10/17 8/28/17	Payroll Professionals, Inc.	137.95 133.30	
6300-000	Payroll/Time Tracking			271.25	
6350-000	Delivery Service - Courier	8/7/17 8/14/17 8/18/17	Northern Network Express	1,280.80 1,280.80 1,280.80	
6350-000	Delivery Service - Courier			3,842.40	
6362-000	Lease - Copiers	8/2/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	8/31/17	JobsHQ	308.56	
6380-000	Recruitment			308.56	
6400-000	Telephone	8/1/17 8/1/17	Halstad Telephone Company	32.45 73.71	
6400-000	Telephone	8/1/17	Rothsay Telephone	74.99	
6400-000	Telephone	8/1/17	CenturyLink	48.00	
6400-000	Telephone	8/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	8/22/17	Rochester Telecom Systems Inc.	127.11	
6400-000	Telephone			378.76	
6410-000	PIO - Marketing/Printing/Etc	8/23/17	Shortprinter	105.00	
6410-000	PIO - Marketing/Printing/Etc	8/31/17	The Hawley Herald, Inc.	395.00	
6410-000	PIO - Marketing/Printing/Etc			500.00	
6430-000	Postage	8/16/17	Total Funds By Hasler	500.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6430-000	Postage			500.00	
6455-000	Mileage - Staff	8/1/17	Megan Krueger	23.01	
6455-000	Mileage - Staff	8/1/17	Jane Berg	78.11	
6455-000	Mileage - Staff	8/1/17	Candace Perry	23.01	
6455-000	Mileage - Staff	8/1/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	8/1/17	Christy Underlee	52.43	
6455-000	Mileage - Staff	8/1/17	Amy Nelson	27.82	
6455-000	Mileage - Staff	8/2/17	Megan Krueger	23.01	
6455-000	Mileage - Staff	8/2/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	8/2/17	Christy Underlee	52.43	
6455-000	Mileage - Staff	8/3/17	Candace Perry	23.01	
6455-000	Mileage - Staff	8/3/17	Christy Underlee	52.43	
6455-000	Mileage - Staff	8/3/17	Megan Krueger	23.01	
6455-000	Mileage - Staff	8/4/17	Jill Rose	18.73	
6455-000	Mileage - Staff	8/4/17	Megan Krueger	64.74	
6455-000	Mileage - Staff	8/4/17	Jodi Harrington	51.36	
6455-000	Mileage - Staff	8/4/17 8/5/17	Marilyn Eaves	31.03 27.82	
6455-000	Mileage - Staff	8/8/17	Liz Lynch	73.83	
6455-000	Mileage - Staff	8/8/17	Amy Nelson	12.84	
6455-000	Mileage - Staff	8/9/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	8/9/17	Christy Underlee	52.43	
6455-000	Mileage - Staff	8/10/17	Michelle Fjeld	27.82	
6455-000	Mileage - Staff	8/10/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	8/11/17	Jodi Harrington	51.36	
6455-000	Mileage - Staff	8/11/17	Jill Rose	18.73	
6455-000	Mileage - Staff	8/11/17	Kay Carlsen	64.74	
6455-000	Mileage - Staff	8/11/17	Joyce Christine Boike	97.91	
6455-000	Mileage - Staff	8/12/17	April Wedin	19.26	
6455-000	Mileage - Staff	8/14/17	Marilyn Stordahl	19.26	
6455-000	Mileage - Staff	8/15/17	Candace Perry	23.01	
6455-000	Mileage - Staff	8/16/17	Amy Nelson	12.84	
6455-000	Mileage - Staff	8/16/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	8/16/17	Jodi Harrington	17.66	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	8/18/17	Amy Nelson	34.24	
6455-000	Mileage - Staff	8/18/17	Jill Rose	18.73	
6455-000	Mileage - Staff	8/19/17	Jodi Harrington	51.36	
6455-000	Mileage - Staff	8/19/17	Candace Perry	27.82	
6455-000	Mileage - Staff	8/21/17	Joyce Christine Boike	39.06	
		8/21/17		18.19	
		8/22/17		25.15	
6455-000	Mileage - Staff	8/22/17	Amy Nelson	13.38	
6455-000	Mileage - Staff	8/22/17	Julie Malmanger	39.06	
6455-000	Mileage - Staff	8/22/17	Cathleen Johnson	15.52	
6455-000	Mileage - Staff	8/24/17	Joyce Christine Boike	36.92	
6455-000	Mileage - Staff	8/24/17	Lois Schaedler	43.87	
6455-000	Mileage - Staff	8/24/17	Jill Rose	18.73	
		8/25/17		18.73	
6455-000	Mileage - Staff	8/25/17	Jodi Harrington	51.36	
6455-000	Mileage - Staff	8/28/17	Dorothy Neisen	37.45	
6455-000	Mileage - Staff	8/29/17	Candace Osborn	44.94	
6455-000	Mileage - Staff	8/29/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	8/29/17	Jamie Sprynczynatyk	65.27	
6455-000	Mileage - Staff	8/29/17	Sheila Capistran	29.96	
6455-000	Mileage - Staff	8/29/17	Carol Van Brocklin	27.82	
6455-000	Mileage - Staff	8/30/17	Candace Perry	42.80	
6455-000	Mileage - Staff	8/31/17	Sheila Capistran	38.52	
6455-000	Mileage - Staff	8/31/17	Sharon Grossman	12.84	
6455-000	Mileage - Staff			1,989.79	
6482-000	Conf/Meeting - Miscellaneous	8/16/17	PJ Operations	33.73	
6482-000	Conf/Meeting - Miscellaneous	8/24/17	Purchase Advantage Card	14.64	
6482-000	Conf/Meeting - Miscellaneous	8/25/17	Nicole Murphy	359.02	
6482-000	Conf/Meeting - Miscellaneous			407.39	
6484-000	Conf/Meeting - System Directo	8/14/17	Cloquet Public Library	27.99	
6484-000	Conf/Meeting - System Directo			27.99	
6492-000	Programming - Summer Readi	8/2/17	Lynn Halbrook	2,450.00	
6492-000	Programming - Summer Readi			2,450.00	
6495-000	Programming - Adult	8/3/17	Markus Krueger	150.00	
6495-000	Programming - Adult			150.00	
6500-000	Van - Gasoline	8/6/17	Cenex Fleetcard	51.64	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6500-000	Van - Gasoline			51.64	
6600-000	Materials - Print	8/1/17	Baker & Taylor	609.17	
		8/1/17		123.64	
		8/1/17		466.34	
		8/1/17		24.56	
		8/1/17		51.14	
		8/1/17		85.28	
		8/1/17		51.34	
		8/1/17		26.63	
		8/2/17		34.55	
		8/2/17		9.28	
		8/3/17		180.80	
		8/7/17		119.20	
		8/7/17		422.26	
		8/7/17		14.60	
		8/7/17		19.92	
		8/8/17		105.18	
		8/8/17		83.24	
		8/8/17		308.36	
		8/8/17		100.48	
		8/8/17		62.02	
		8/9/17		416.80	
		8/9/17		30.12	
		8/9/17		44.84	
		8/9/17		114.45	
		8/9/17		34.00	
		8/10/17		77.23	
		8/10/17		154.86	
		8/10/17		15.50	
		8/10/17		19.68	
		8/10/17		40.23	
		8/10/17		41.48	
		8/10/17		332.27	
		8/10/17		36.16	
		8/11/17		35.06	
		8/11/17		40.66	
		8/11/17		40.40	
		8/14/17		508.54	
		8/15/17		23.72	
		8/15/17		59.31	
		8/15/17		15.40	
		8/15/17		114.27	
		8/15/17		22.12	
		8/15/17		455.76	
		8/15/17		399.16	
		8/16/17		21.26	
		8/16/17		71.39	
		8/16/17		261.38	
		8/17/17		69.44	
		8/18/17		422.64	
		8/18/17		9.28	
		8/18/17		372.47	
		8/21/17		244.37	
		8/22/17		179.30	
		8/22/17		21.84	
		8/23/17		83.00	
		8/23/17		0.10	
		8/23/17		25.86	
		8/23/17		142.78	
		8/23/17		150.28	
		8/23/17		48.77	
		8/24/17		28.53	
		8/24/17		251.89	
		8/24/17		319.64	
		8/24/17		40.29	
		8/25/17		362.98	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/25/17		92.90	
		8/28/17		188.64	
		8/28/17		74.25	
		8/28/17		121.88	
6600-000	Materials - Print	8/31/17	The Child's World	365.05	
6600-000	Materials - Print	8/31/17	Capstone Press, Inc.	776.60	
6600-000	Materials - Print			10,716.82	
6601-000	Materials - A/V	8/2/17	Baker & Taylor	129.89	
		8/3/17		203.49	
6601-000	Materials - A/V	8/4/17	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	8/8/17	Baker & Taylor	192.17	
		8/8/17		210.10	
6601-000	Materials - A/V	8/10/17	Recorded Books, LLC.	27.49	
		8/10/17		36.49	
		8/10/17		209.96	
6601-000	Materials - A/V	8/10/17	Baker & Taylor	53.70	
6601-000	Materials - A/V	8/15/17	Recorded Books, LLC.	63.98	
6601-000	Materials - A/V	8/15/17	Baker & Taylor	245.36	
		8/15/17		115.48	
		8/16/17		152.48	
		8/17/17		91.30	
		8/17/17		204.13	
6601-000	Materials - A/V	8/18/17	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	8/18/17	Baker & Taylor	57.27	
		8/23/17		93.25	
		8/23/17		113.21	
		8/24/17		76.36	
		8/24/17		16.74	
		8/24/17		277.64	
6601-000	Materials - A/V	8/25/17	Recorded Books, LLC.	145.98	
		8/25/17		1,144.40	
6601-000	Materials - A/V	8/25/17	Baker & Taylor	16.74	
6601-000	Materials - A/V	8/25/17	Penguin Random House, LLC.	90.00	
6601-000	Materials - A/V	8/28/17	Baker & Taylor	118.11	
6601-000	Materials - A/V			4,205.72	
6670-000	Materials - Digital - e-Books	8/1/17	Overdrive, Inc.	87.96	
		8/2/17		7.99	
		8/7/17		20.93	
		8/7/17		50.96	
		8/7/17		275.78	
		8/7/17		1,892.06	
		8/8/17		65.00	
		8/8/17		205.96	
		8/9/17		53.98	
		8/14/17		81.00	
		8/14/17		132.38	
		8/14/17		84.98	
		8/14/17		78.98	
		8/14/17		9.99	
		8/14/17		7.99	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/15/17		607.86	
		8/16/17		6.99	
		8/21/17		2.99	
		8/22/17		14.99	
		8/22/17		150.17	
		8/22/17		241.91	
		8/22/17		1,517.98	
		8/22/17		592.92	
		8/22/17		84.99	
		8/23/17		60.00	
		8/23/17		24.99	
		8/25/17		25.95	
		8/28/17		122.95	
		8/29/17		252.24	
6670-000	Materials - Digital - e-Books			6,762.87	
6675-000	Materials - Digital - e-Audio	8/8/17	Overdrive, Inc.	140.95	
		8/14/17		47.99	
		8/15/17		119.98	
		8/22/17		64.95	
		8/22/17		547.28	
		8/22/17		95.00	
		8/28/17		79.99	
		8/29/17		14.99	
6675-000	Materials - Digital - e-Audio			1,111.13	
6690-000	Materials - Periodicals	8/5/17	Pelican Rapids Press	45.00	
6690-000	Materials - Periodicals	8/12/17	Saks News, Inc.	411.76	
6690-000	Materials - Periodicals	8/27/17	The Hawley Herald, Inc.	35.00	
6690-000	Materials - Periodicals	8/28/17	EBSCO Information Services	13.33	
6690-000	Materials - Periodicals	8/29/17	Frazee Forum, Inc.	30.00	
6690-000	Materials - Periodicals	8/30/17	Pelican Rapids Press	45.00	
6690-000	Materials - Periodicals	8/31/17	Crookston Daily Times	155.00	
6690-000	Materials - Periodicals	8/31/17	Saks News, Inc.	99.35	
6690-000	Materials - Periodicals			834.44	
7200-000	Legacy - Expense (1099)	8/4/17	Forum Communications Printing	75.95	
		8/4/17		75.94	
		8/4/17		75.94	
		8/4/17		75.95	
		8/4/17		75.95	
		8/4/17		75.94	
		8/4/17		75.95	
		8/4/17		75.95	
7200-000	Legacy - Expense (1099)	8/7/17	Absolute Marketing Group	132.36	
7200-000	Legacy - Expense (1099)	8/31/17	Barnesville Record-Review	52.14	
		8/31/17		52.15	
		8/31/17		52.15	
		8/31/17		52.14	
		8/31/17		52.14	
		8/31/17		52.14	
		8/31/17		52.14	
7200-000	Legacy - Expense (1099)			1,104.93	
7300-000	Miscellaneous Grant Expense	8/3/17	Christianson's Business Furnit	5,729.48	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7300-000	Miscellaneous Grant Expense	8/15/17	Wahpeton Glass & Paint Co.	1,250.00	
		8/15/17		6,075.00	
		8/15/17		5,930.00	
		8/15/17		1,590.00	
7300-000	Miscellaneous Grant Expense	8/16/17	Waste Management Of WI-MN	979.34	
7300-000	Miscellaneous Grant Expense	8/21/17	Summerville Electric, Inc.	3,160.00	
7300-000	Miscellaneous Grant Expense			24,713.82	
8000-031	Donation - Misc Exp - LN	8/10/17	Lois Schaedler	78.87	
8000-031	Donation - Misc Exp - LN			78.87	
8000-051	Donation - Misc Exp - LC	8/1/17	E&C LLC DBA Erickson Embroid	84.00	
8000-051	Donation - Misc Exp - LC			84.00	
8107-000	Donation - Material Other - RO	8/7/17	Overdrive, Inc.	50.00	
		8/7/17		76.00	
8107-000	Donation - Material Other - RO			126.00	
8200-011	Donation - Furn & Equip - LM	8/7/17	DEMCO	3,134.98	
8200-011	Donation - Furn & Equip - LM			3,134.98	
8600-000	Software & Hardware Upgrade	8/1/17	FireFly Computers	716.00	
8600-000	Software & Hardware Upgrade			716.00	