

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, May 18, 2017**

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

Location: **Moorhead Public Library, lower level**

NOTE: If you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on May 18th.

AGENDA

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

- 5:35 **2. MINUTES OF THE MARCH 23, 2017 FULL BOARD MEETING.**
 Enclosed (page 3)

Recommended Motion: Move to approve the March 23, 2017 Full Board Meeting Minutes as presented.

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

- a. LARL Endowment/Fargo-Moorhead Area Foundation
 Enclosed (page 11)

Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Hawley, and Moorhead Branches into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution.

- b. 2017 Preliminary Budget Review – Draft #2
 Enclosed (page 12)

- 5:55 **4. DIRECTOR'S REPORT** - Lynch

- a. Director's Report - Enclosed (page 14)
 b. Vehicle Policy – Draft Enclosed (page 16)

Recommended Motion: Move to approve the revised Vehicle Policy.

- c. Strategic Planning Process – Draft Enclosed (page 17)
 (over)

6:25 **5. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Evie Fox
Clay County – Wayne Ingersoll
Clearwater County – Arlen Syverson
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Andrew Brammer, Mari Dailey, Wayne Ingersoll
Norman County – Lee Ann Hall
Polk County – Gary Willhite
Wilkin County – Bob Perry
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Wayne Ingersoll

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

6:55 **7. OTHER**

7:05 **8. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – April 2017
 (page 18 – digital packet only/print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

Last Sunday Crookston branch open until after Labor Day

Sunday, May 21, 2017

Memorial Day

Monday, May 29, 2017: All LARL Branches, LINK Sites, and the Regional Office Closed

June Finance Committee Meeting and Full Board Meeting

The Finance Committee Meeting will be held at 4:30 and will be followed by the Full Board Meeting on June 15, 2017 in the lower level of the Moorhead Public Library.

2017 Youth Summer Reading Program: Build a Better World

June/July/August

Independence Day

Tuesday, July 4, 2017: All LARL Branches, LINK Sites and the Regional Office Closed

Executive Committee Meeting

No meeting in July.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 23, 2017 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

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

Board Members Absent: Geray

Others Present: Lynch, Sprynczynatyk, Marcus Askvig – Eide Bailly, LLP

PUBLIC INPUT
None

APPROVAL OF AGENDA

(Grimsley/Briggs) Move to approve the Agenda of the March 23, 2017 Full Board Meeting as presented. MCU.

MINUTES OF THE JANUARY 19, 2017 FULL BOARD MEETING

(Haney, Dailey) Move to approve the Minutes of the January 19, 2017 Full Board Meeting as presented. MCU.

2016 AUDIT REPORT

Marcus Askvig of Eide Bailly, LLP presented LARL's 2016 audit report and answered questions.

FINANCIAL REPORT

With 16.67% of 2017 complete, LARL spent 16.42% of budgeted expenses. Interest/Dividend income is at 57.15% of budget due to LARL's municipal bonds primarily paying interest 2 times per year, the first payment period was in February. Accounting/Bank Fees are at 48.9% of budget due to audit fees paid.

(Fox/Ingersoll) Move to authorize the Director to submit the 2016 Annual Report to State Library Services. MCU.

(over)

DIRECTOR'S REPORT

LARL is offering *Food for Fines* during the month of March. For each nonperishable food item donated to the library by a customer, a \$2 fine will be waived.

The *1,000 Books before Kindergarten* program is going well. The success of this grant funded program is going even better than anticipated. LARL is currently working on the logistics regarding how to maintain the success of the program.

The Regional Library Basic System Support (RLBSS) formula change was not in the House Education Bill. The push is now to contact Senators to make sure the RLBSS change is included in the Senate bill. Legacy funding for libraries was included in the house bill at \$2.75 million, although less than the \$4.25 million libraries asked for, the amount is a bit more than libraries are currently getting.

The Trump administration is trying to eliminate the Institute of Museum and Library Services. This agency is responsible for allocating federal funds to the states. The state then allocates funding based on a grant process. LARL has been the recipient of many of these grants over the past several years. In addition, MN uses a portion of this funding for statewide shared resources. The elimination of this funding would have a big impact on library services across the state.

LARL recently received a \$91,000 grant from the Otto Bremer Trust to make improvements to the Breckenridge Library.

(Willhite/Brammer) Move to approve the revised Registration/Circulation Policy. MCU.

Lynch discussed the update to the LARL Strategic plan. Some of the bigger advancements LARL has made during the current plan includes migrating to a new automation system, developing a new staff intranet, and the upcoming LARL app. It is time to start developing a new strategic plan. Lynch will present a strategy for the next strategic plan at the May Full Board Meeting.

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Fox)

The library is excited about the grant to remodel the library.

Clay County (Haney)

No report

Clearwater County (Syverson)

Syverson spoke with Steve Green and Matt Grossell at a Bagley town hall meeting, he informed them of the bill numbers that affect libraries.

Crookston (Briggs)

No report

(continued on next page)

BOARD MEMBER REPORTS – continued:

Detroit Lakes (Schell)

Garrison Keillor is coming to the library April 27th. The library has worked very hard for several years to get him to come to Detroit Lakes. More than 500 people have signed up to attend. On April 27th a drawing will take place to select ticket holders.

City of Mahnomen (Durant)

The library participated in the *Festival of Fathers and Families* event hosted by White Earth Childcare and held at the casino. Library info was distributed to over 80 people and 28 *1,000 Books before Kindergarten* bags were handed out. Lois is gearing up for the Summer Reading Program. 50 people participated in Hot Reads for Cold Nights.

Mahnomen County (Geray – absent)

No report

Moorhead (Brammer, Dailey, Ingersoll)

Food for Fines is going well. The new DVD process has helped the theft problem. A book sale is scheduled for next week.

Norman County/Ada (Hall)

No report

Polk County (Willhite)

Lynch met with the Polk County Commission and the presentation was well received.

Wilkin County (Larson)

Larson recently got his first library card.

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

No report

Northern Lights Library Network (Ingersoll, Dailey)

No report

PRESIDENTS REPORT

Legislators are on break the week before Easter, starting April 10th many Legislators will be holding town hall meetings. Board members are encouraged to attend and keep library issues fresh in Legislator's minds.

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

The meeting adjourned at 6:18 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				
Kalil	x	x				
Breckenridge						
Fox		x				
Clay County						
Haney	x	x				
Clearwater County						
Nelson/Syverson	x	x				
Crookston						
Briggs		x				
Detroit Lakes						
Schell	x	x				
Mahnomen						
Durant	x	x				
Mahnomen County						
Geray	x					
Moorhead						
Brammer	x	x				
Dailey	x	x				
Ingersoll		x				
Norman County						
Hall	x	x				
Polk County						
Willhite	x	x				
Wilkin County						
Larson	x	x				

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2017

33.33%

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	\$ 91,452.50	\$ 182,905.00	\$ 365,810.00	182,905.00	50.00
Detroit Lakes	55,255.00	110,510.00	221,020.00	110,510.00	50.00
Clay County	70,633.75	141,267.50	282,535.00	141,267.50	50.00
Moorhead	183,420.00	366,840.00	733,680.00	366,840.00	50.00
Clearwater County	24,521.25	49,042.50	98,085.00	49,042.50	50.00
Mahnomen County	10,351.25	20,702.50	41,405.00	20,702.50	50.00
Mahnomen	4,916.25	9,832.50	19,665.00	9,832.50	50.00
Norman County	23,746.25	47,492.50	94,985.00	47,492.50	50.00
Polk County	64,801.25	129,602.50	259,205.00	129,602.50	50.00
Crookston	54,611.25	109,222.50	218,445.00	109,222.50	50.00
Wilkin County	13,195.00	26,390.00	52,780.00	26,390.00	50.00
Breckenridge	21,982.50	43,965.00	87,930.00	43,965.00	50.00
Total Signatory Funding	618,886.25	1,237,772.50	2,475,545.00	1,237,772.50	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	187,786.40	469,466.00	281,679.60	40.00
Reg Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Total Grants	0.00	211,260.47	570,466.00	359,205.53	37.03
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	645.50	3,489.12	15,000.00	11,510.88	23.26
Printing Revenue	1,306.03	5,553.63	18,000.00	12,446.37	30.85
Fax Revenue	403.59	2,178.88	7,500.00	5,321.12	29.05
Microfilm Revenue	3.37	19.46	100.00	80.54	19.46
Photocopy Revenue	817.07	2,072.51	7,000.00	4,927.49	29.61
Book/Furniture Sale Revenue	(84.88)	374.07	0.00	(374.07)	0.00
Interest/Dividend Income	222.56	19,569.73	33,450.00	13,880.27	58.50
Investment Value Change	0.00	1,401.26	0.00	(1,401.26)	0.00
Lost/Damaged Property	590.35	2,143.84	6,000.00	3,856.16	35.73
Other Income	175.00	304.96	0.00	(304.96)	0.00
Total Miscellaneous Revenue	4,078.59	37,107.46	87,050.00	49,942.54	42.63
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	12,262.50	24,525.00	49,050.00	24,525.00	50.00
MNLink Server Site Payments	270.71	1,082.84	3,200.00	2,117.16	33.84
Total Joint Automation Revenue	12,533.21	25,607.84	52,250.00	26,642.16	49.01
Fund Balance/Shortfall	0.00	0.00	17,231.00	17,231.00	0.00
Total General Fund Revenue	635,498.05	1,511,748.27	3,202,542.00	1,690,793.73	47.20
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	141,923.24	550,805.30	1,683,300.00	1,132,494.70	32.72
Payroll Taxes	10,681.87	41,223.97	128,800.00	87,576.03	32.01
Retirement - PERA	10,219.92	39,956.96	123,600.00	83,643.04	32.33
Health Insurance	22,041.92	81,961.68	260,500.00	178,538.32	31.46
Life Insurance	167.09	668.36	2,050.00	1,381.64	32.60
Workers Compensation Insurance	351.16	1,329.68	4,150.00	2,820.32	32.04
Other Employee Benefits	120.87	483.48	1,650.00	1,166.52	29.30
Total Personnel	185,506.07	716,429.43	2,204,050.00	1,487,620.57	32.51
<i>Automation/Cataloging</i>					
Automation	10,739.95	42,704.42	149,400.00	106,695.58	28.58
Support - App	291.25	1,165.00	3,500.00	2,335.00	33.29
Catalog Item Records	899.40	3,597.60	11,500.00	7,902.40	31.28
Supplies - Computer	217.59	1,655.35	4,500.00	2,844.65	36.79
Supplies - Technical Services	140.42	1,422.76	7,000.00	5,577.24	20.33
Total Automation/Cataloging	12,288.61	50,545.13	175,900.00	125,354.87	28.74

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2017

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	1,752.05	1,994.58	3,400.00	1,405.42	58.66
Programming - Summer Reading	1,684.61	2,890.66	8,000.00	5,109.34	36.13
Programming - Adult	0.00	6.99	3,000.00	2,993.01	0.23
Total Library Programming	3,436.66	4,892.23	14,400.00	9,507.77	33.97
Staff Development					
Staff Training & Development	669.36	2,293.52	10,000.00	7,706.48	22.94
Total Staff Development	669.36	2,293.52	10,000.00	7,706.48	22.94
Mileage/Board Meeting Expense					
Mileage - Staff	721.79	6,732.05	20,000.00	13,267.95	33.66
Regional Board Meetings	357.52	1,816.63	5,900.00	4,083.37	30.79
Total Mileage/Board Meeting Expenses	1,079.31	8,548.68	25,900.00	17,351.32	33.01
Other Expenses					
Accounting/Bank Fees	2,202.39	9,926.00	15,050.00	5,124.00	65.95
Attorney Fees	425.00	725.00	3,000.00	2,275.00	24.17
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	2,732.60	18,615.20	73,500.00	54,884.80	25.33
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,469.74	5,666.28	17,540.00	11,873.72	32.30
Lease - Regional Office Rent	1,700.16	6,800.66	20,402.00	13,601.34	33.33
Leases - Equipment	606.86	2,837.78	8,950.00	6,112.22	31.71
Maintenance Contracts	93.54	4,186.87	14,000.00	9,813.13	29.91
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	110.00	320.00	1,200.00	880.00	26.67
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	39.50	3,000.00	2,960.50	1.32
PIO: Printing/Advertising	3,588.92	7,623.68	16,000.00	8,376.32	47.65
Postage	500.70	670.26	3,750.00	3,079.74	17.87
Recruitment	21.00	608.20	8,000.00	7,391.80	7.60
Repairs - Equipment	114.00	114.00	2,500.00	2,386.00	4.56
Supplies - Copier/Fax/Microfilm	0.00	0.00	1,000.00	1,000.00	0.00
Supplies - Office	1,607.75	2,798.36	10,000.00	7,201.64	27.98
Supplies - Public Services	225.22	925.44	6,000.00	5,074.56	15.42
Telephone/Telecom	985.93	3,523.36	14,150.00	10,626.64	24.90
Total Other Operating Expenses	16,383.81	65,780.29	230,792.00	165,011.71	28.50
Regional Library Telecom Aid (RLTA)	0.00	23,474.07	101,000.00	77,525.93	23.24
Transportation					
Van Expenses	216.05	1,321.51	4,500.00	3,178.49	29.37
Total Transportation	216.05	1,321.51	4,500.00	3,178.49	29.37
Materials					
Audio Visual	6,100.45	27,352.14	74,000.00	46,647.86	36.96
Digital	8,598.90	33,018.52	74,000.00	40,981.48	44.62
Online Resources	996.25	5,760.24	13,000.00	7,239.76	44.31
Periodicals	1,338.01	2,500.01	24,000.00	21,499.99	10.42
Print	13,129.17	88,764.59	200,000.00	111,235.41	44.38
Total Materials	30,162.78	157,395.50	385,000.00	227,604.50	40.88
Capital Expenditures					
Furniture & Equipment	0.00	0.00	10,000.00	10,000.00	0.00
Software & Hardware Upgrades	439.98	5,109.88	30,000.00	24,890.12	17.03
Total Capital Expenditures	439.98	5,109.88	40,000.00	34,890.12	12.77
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	1,000.00	3,000.00	2,000.00	33.33
Technology Upgrades	416.66	1,666.64	5,000.00	3,333.36	33.33
Van Replacement	250.00	1,000.00	3,000.00	2,000.00	33.33
Total Capital Fund Accounts	916.66	3,666.64	11,000.00	7,333.36	33.33
Total General Fund Expenditures	251,099.29	1,039,456.88	3,202,542.00	2,163,085.12	32.46
General Fund Revenue Over Expenditures	\$ 384,398.76	\$ 472,291.39	\$ 0.00	(472,291.39)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 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	\$ 179.55	\$ 3,587.40	\$ 0.00	(3,587.40)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	844.00	3,646.52	0.00	(3,646.52)	0.00
Legacy Grant Revenue	4,053.12	7,771.13	0.00	(7,771.13)	0.00
Miscellaneous Grants	3,512.32	3,512.32	0.00	(3,512.32)	0.00
LSTA Grant	0.00	673.49	0.00	(673.49)	0.00
Total Special Projects Revenue	8,588.99	19,190.86	0.00	(19,190.86)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	447.84	696.65	0.00	(696.65)	0.00
Donations - Materials: A/V	0.00	1,152.97	0.00	(1,152.97)	0.00
Donations - Materials: Other	295.86	1,205.21	0.00	(1,205.21)	0.00
Donations - Miscellaneous	400.55	1,496.81	0.00	(1,496.81)	0.00
Legacy Grant Expense	4,053.12	7,771.13	0.00	(7,771.13)	0.00
Telecom/E-rate Expenses	844.00	3,646.52	0.00	(3,646.52)	0.00
Miscellaneous Grant Expense	3,513.12	3,513.12	0.00	(3,513.12)	0.00
LSTA Grant Expenses	0.00	760.21	0.00	(760.21)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	9,554.49	20,242.62	0.00	(20,242.62)	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	9,554.49	20,242.62	0.00	(20,242.62)	0.00
Special Proj Rev Over (Under) Expend	\$ (965.50)	\$ (1,051.76)	\$ 0.00	1,051.76	0.00
GRAND TOTAL REVENUE	644,087.04	1,530,939.13	3,202,542.00	1,671,602.87	47.80
GRAND TOTAL EXPENDITURES	260,653.78	1,059,699.50	3,202,542.00	2,142,842.50	33.09
CHANGE IN FUND BALANCE	\$ 383,433.26	\$ 471,239.63	\$ 0.00	(471,239.63)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
April 30, 2017

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	16,653.25	17,999.46	(1,346.21)
Cash - Payroll (State Bank)	4,584.99	4,165.03	419.96
Cash - PayPal	72.55	35.81	36.74
Cash - Savings (State Bank)	763,107.70	933,144.08	(170,036.38)
Petty Cash	460.00	460.00	0.00
Investment Account	1,124,424.69	1,124,424.69	0.00
Accounts Receivable	560,792.18	0.00	560,792.18
Prepaid Expenses	71,946.44	68,610.30	3,336.14
Deposit Account - OCLC	7,725.36	8,610.46	(885.10)
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>2,650,238.39</u>	<u>2,257,921.06</u>	<u>392,317.33</u>
LIABILITIES			
Accounts Payable \$	24,371.64	20,465.50	3,906.14
Credit Card Payable	7,505.20	4,106.62	3,398.58
Amazon Charge Account	3,677.25	4,383.15	(705.90)
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	344.00	0.00	344.00
Dental Insurance Payable	0.04	0.03	0.01
Vision Insurance Payable	0.72	0.54	0.18
AFLAC Payable	166.93	166.93	0.00
Garnishment/Child Support Pay	558.95	0.00	558.95
Flexible Spending - Medical	(2,143.05)	(2,466.69)	323.64
Sales Tax Payable	111.34	410.99	(299.65)
Deferred Revenue	543,534.68	543,093.22	441.46
Total Liabilities	<u>702,224.90</u>	<u>694,257.49</u>	<u>7,967.41</u>
FUND BALANCES			
Fund Balance - Unreserved	80,268.37	80,268.37	0.00
Fund Bal. - Operating Reserve	993,000.00	993,000.00	0.00
Fund Bal. - Employee Severance	18,000.00	18,000.00	0.00
Fund Bal. - Unemployment Comp.	41,000.00	41,000.00	0.00
Fund Bal. - Van Replacement	26,000.00	25,750.00	250.00
Fund Bal. - Technology Upgrade	21,666.64	21,249.98	416.66
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	20,000.00	20,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	10,000.00	10,000.00	0.00
Fund Bal. - Joint Automation	99,000.00	99,000.00	0.00
Fund Bal. - III Software Upgrd	1,000.00	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	471,239.63	87,806.37	383,433.26
Total Fund Balances	<u>1,948,013.49</u>	<u>1,563,663.57</u>	<u>384,349.92</u>
Total Liabilities & Fund Balance \$	<u>2,650,238.39</u>	<u>2,257,921.06</u>	<u>392,317.33</u>

LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
 FM-AREA FOUNDATION

2017 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$105	Reinvest
Crookston Library	\$665	Purchase items for teen area
Hawley Library	\$550	Reinvest
Moorhead Library	\$130	Reinvest

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

“The LARL Board of Trustees will serve as the Endowment Fund Committee. During the first quarter of each year, the LARL Director will request recommendations from the local library entities regarding use of the annual income distributions for each of the thirteen sub-funds. The LARL Director will report these recommendations to the Endowment Fund Committee for consideration in its final disposition of the annual income distributions.”

LAKE AGASSIZ REGIONAL LIBRARY

2018

PRELIMINARY BUDGET

DRAFT #2

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

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2018

PRELIMINARY BUDGET

DRAFT #2

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

Monthly Report to the Board

Meeting Date: May 18, 2017

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Coordinating Team Meeting, April 19; LARL Executive/Finance Meeting, April 20; Breckenridge Grant visit, April 21; TCU Shuttle Service Meeting, April 25; Garrison Keilor in DL, April 27; LARL Book Sale, April 28; Festival of Tables Fundraiser in Fosston, April, 29; Meeting with Carpenter in Bagley, April 29; Barry Foundation's Philanthropy and Youth Celebration, May 2; MN Legislative Meeting, May 3; MNLINK Meeting, May 4; Bremer Training, May 5; Automation Meeting, May 10

Open Positions

Lake Park LINK Site Coordinator

Staff Development

Linda Rutkowski, Breckenridge Library Assistant attended the following webinars: *Researching Minnesota History from Comfort of Home* on April 19, *Bozarthzone! Social Media for Trainers* on April 20, and *New Gadget for Your Research Toolkit* on April 26, 2017.

Nicole Boewood, Moorhead Library Associate attended the *Hot Young Adult Reads for Summer 2017* on May 9, 2017.

LARL's Summer Reading Program: Build a Better World

The Lake Agassiz Regional Library's 2017 Summer Reading Program, "Build a Better World", will be offered at all of LARL's 22 locations. The two part program includes a reading incentive program, in addition to free events for youth all summer long. For more information, visit larl.org/srp.

Build a Better
WORLD

Legislative Update

The Library Community is still hopeful that the RLBSS request for an additional \$2 million dollars and a formula change will be included in Round 2 of the House/Senate Omnibus Bills.

Strategic Directions 2017-2019

It is time for LARL to start the strategic planning process for 2017-2019. We will begin the process this summer with an active plan in place for 2018. Community Conversation dates will be released shortly.

LARL Book Sale

The LARL Book Sale was held in the lower level of the Moorhead Public Library on April 27-29. Thank you to Sentence to Serve of Clay County for setting up and taking down the sale. \$1,717.00 was raised at the sale and will be added back into the collection budget.

Gifts, Grants & Donations

Bette Haring Memorial

Bette Haring, former Hawley Public Librarian passed away on July 25, 2015. Bette's family asked that in lieu of flowers and gifts, memorials be sent to the Hawley Public Library. Because of the generosity of Bette's family, over \$2,700 was donated to the FM Area Foundation's Hawley Public Library Endowment. In addition, a plaque with Bette's photo with the inscription, "Bette Haring Memorial Funds donated to the Hawley Library Endowment for future growth and service to the community" has been displayed in the Hawley Public Library.

Clearwater Library Foundation

The Clearwater Library Foundation has donated funds for new custom shelving for the Bagley Public Library. This foundation was instrumental in the raising of funds and for obtaining the new facility for the Bagley Public Library. Lake Agassiz Regional Library is so appreciative and grateful for the Foundation members and their hard work.

Donations:

4/26/2017	Moorhead Vikingland Kiwanis donation for children's books.	100.00
4/19/2017	Elsie Quam Estate donation to the Hawley Public Library.	1,000.00
4/17/2017	Elsie Quam Estate donation to the Moorhead Public Library.	300.00
4/18/2017	The Friends of the Moorhead Library donation for the collection.	500.00
4/17/2017	Duwin Fagerstrom donation to the Moorhead Public Library.	35.00
4/14/2017	Pam O'Leary donation to the Moorhead Public Library.	100.00
4/1/2017	Emily Grunewald donation for eMaterials.	5.00
	Total	\$ 2,040.00

Upcoming Meetings

The Finance Committee will meet at 4:30 on Thursday, June 15th, before the 5:30 Full Board Meeting.

VEHICLE POLICY

Library-owned vehicles are to be used only by LARL employees for official library business. Vehicles may not be used for personal business. Appropriate uses of the library vehicles include the transportation of library staff and trustees to library-related meetings in the area and elsewhere, the delivery of materials to and among LARL branches/link sites, and local business errands.

The Library vehicle should be parked overnight at the branch unless it is being serviced. If it is appropriate to take the library vehicle overnight in conjunction with library business, you should indicate so in the vehicle calendar-logbook. When the vehicle is kept overnight, off-street parking must be provided.

Seat belts must be used by the driver and passengers at all times. Drivers are prohibited from texting or emailing while driving the LARL vehicle and while driving their own vehicle on work time.

Drivers of any library vehicle must have a valid driver's license on file with the Business Office. and view the short video "Drive Safely." Drivers are personally responsible for payment of any tickets incurred for improper use of a library vehicle. Grievous traffic citations received while driving a library vehicle, damage to a library vehicle, damage to other vehicles or persons or property, and/or involvement of any library vehicle in an accident may result in disciplinary action, including dismissal.

In case of any accident to the vehicle, another vehicle or pedestrian, the vehicle driver is responsible for reporting the problem promptly to local authorities and/or their appropriate supervisor and the Regional Library Director or Finance Director. ~~LARL Regional Office.~~ In case of any vehicle malfunction, the vehicle driver is responsible for reporting the problem to the their appropriate supervisor and the Regional Library Director or Finance Director at LARL Regional Office. and returning the vehicle to the library or garage.

Any driver of the library vehicle is responsible for checking the gas and oil and returning the vehicle with a full tank of gas whenever there is half a tank or less. The vehicle credit card should be used when possible, otherwise, submit the receipt using an expense report to the Business Office for reimbursement.

If the library vehicle is available, it should be used rather than your own vehicle for library business.

Adopted: Lake Agassiz Regional Library Board, May 14, 1985.

Amended: LARL Board of Trustees, November 20, 2003; November 16, 2006; May 18, 2017.



LAKE AGASSIZ REGIONAL LIBRARY

STRATEGIC DIRECTIONS 2017-2019

PLANNING PROCESS

Phase I:

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

Phase II:

Based on feedback in the communities, print and online surveys will be developed and distributed in all 22 LARL communities. Surveys will also be developed for employees.

Phase III:

Step #1: The Coordinating Team will meet on **August 16, 2017** to analyze the information to determine areas of focus.

Step #2: The focus areas will be shared with LARL employees for additional input.

Step #3: The information will be shared with the LARL Full Board at the **September 21, 2017** meeting.

Step #4: The plan will be shared with LARL employees during Staff Day on **October 9, 2017** for final input.

Step #5: The plan will be shared with the LARL Full Board on **November 16, 2017**.

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5020-000	Salaries - Temporary/Contract	4/5/17 4/12/17 4/19/17 4/26/17	Preference Personnel	622.00 622.00 622.00 497.60	
5020-000	Salaries - Temporary/Contract			2,363.60	
5120-000	Health Insurance	4/1/17	Lakes Country Service Cooperat	18,670.50	
5120-000	Health Insurance			18,670.50	
5150-000	Workers Compensation Insuran	4/12/17	USI Insurance Services LLC	25.00	
5150-000	Workers Compensation Insuran			25.00	
6000-000	Supplies - Office	4/19/17	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	4/22/17 4/24/17 4/25/17	Office Depot	52.98 572.84 15.97	
6000-000	Supplies - Office			1,528.29	
6020-000	Supplies - Public Services	4/26/17	DEMCO	17.57	
6020-000	Supplies - Public Services			17.57	
6040-000	Supplies - Computer	4/6/17	Monoprice, Inc.	40.59	
6040-000	Supplies - Computer			40.59	
6200-000	Equip Rep/Mtc - Miscellaneous	4/10/17	Reardon Office Equipment	114.00	
6200-000	Equip Rep/Mtc - Miscellaneous			114.00	
6300-000	Payroll/Time Tracking	4/10/17 4/26/17	Payroll Professionals, Inc.	131.75 131.75	
6300-000	Payroll/Time Tracking			263.50	
6310-000	Audit	4/6/17	EideBailly LLP	1,800.00	
6310-000	Audit			1,800.00	
6340-000	Attorney Fees	4/12/17	Stefanson Law	425.00	
6340-000	Attorney Fees			425.00	
6350-000	Delivery Service - Courier	4/3/17 4/10/17	Northern Network Express	1,280.80 1,280.80	
6350-000	Delivery Service - Courier			2,561.60	
6362-000	Lease - Copiers	4/1/17	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6370-000	Insurance - General Liability	4/12/17 4/17/17	USI Insurance Services LLC	84.00	14.00
6370-000	Insurance - General Liability			84.00	14.00
6380-000	Recruitment	4/30/17	The Hawley Herald, Inc.	21.00	
6380-000	Recruitment			21.00	
6400-000	Telephone	4/1/17	Halstad Telephone Company	31.90	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

19

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/1/17	.	73.17	
6400-000	Telephone	4/1/17	Rothsay Telephone	81.99	
6400-000	Telephone	4/1/17	CenturyLink	144.00	
6400-000	Telephone	4/8/17	Dex Media East, Inc.	22.50	
6400-000	Telephone	4/22/17	Rochester Telecom Systems Inc.	149.99	
6400-000	Telephone			503.55	
6410-000	PIO - Marketing/Printing/Etc	4/1/17	Clay County Connection	395.00	
6410-000	PIO - Marketing/Printing/Etc	4/3/17	Polk County Fair	200.00	
6410-000	PIO - Marketing/Printing/Etc	4/4/17	Shortprinter	61.42	
6410-000	PIO - Marketing/Printing/Etc	4/4/17	Absolute Marketing Group	273.54	
6410-000	PIO - Marketing/Printing/Etc	4/5/17	Shortprinter	61.42	
6410-000	PIO - Marketing/Printing/Etc	4/7/17	Copy Kat Printing, Inc.	195.00	
6410-000	PIO - Marketing/Printing/Etc	4/7/17	Shortprinter	59.69	
6410-000	PIO - Marketing/Printing/Etc	4/10/17	The Red River Promoter	117.00	
6410-000	PIO - Marketing/Printing/Etc	4/13/17	Shortprinter	194.50	
6410-000	PIO - Marketing/Printing/Etc	4/14/17	Copy Kat Printing, Inc.	224.00	
6410-000	PIO - Marketing/Printing/Etc	4/14/17	Mathison's Co.	56.52	
6410-000	PIO - Marketing/Printing/Etc	4/14/17	Shortprinter	33.62	
6410-000	PIO - Marketing/Printing/Etc	4/24/17	Absolute Marketing Group	531.22	
		4/26/17		1,107.50	
6410-000	PIO - Marketing/Printing/Etc			3,510.43	
6430-000	Postage	4/16/17	Total Funds By Hasler	500.00	
6430-000	Postage			500.00	
6450-000	Mileage - Trustee	4/20/17	Terry Kalil	77.04	
6450-000	Mileage - Trustee	4/20/17	Ben Grimsley	48.15	
6450-000	Mileage - Trustee	4/20/17	Clayton Briggs	74.90	
6450-000	Mileage - Trustee	4/20/17	Evelyn Fox	50.29	
6450-000	Mileage - Trustee			250.38	
6455-000	Mileage - Staff	4/1/17	Amy Nelson	12.31	
6455-000	Mileage - Staff	4/5/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	4/6/17	Brianna Roper	18.19	
6455-000	Mileage - Staff	4/6/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	4/6/17	Patricia Perry	18.19	
6455-000	Mileage - Staff	4/6/17	Marilyn Stordahl	19.26	
6455-000	Mileage - Staff	4/7/17	Jodi Harrington	25.68	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	4/7/17	Christy Underlee	17.66	
6455-000	Mileage - Staff	4/10/17	Brianna Roper	18.19	
6455-000	Mileage - Staff	4/10/17	Joyce Christine Boike	18.19	
6455-000	Mileage - Staff	4/11/17	Brianna Roper	18.19	
6455-000	Mileage - Staff	4/12/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	4/13/17	Sheila Capistran	38.52	
6455-000	Mileage - Staff	4/13/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	4/14/17	Joyce Christine Boike	25.15	
		4/17/17		36.92	
		4/17/17		39.06	
6455-000	Mileage - Staff	4/18/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	4/19/17	Joyce Christine Boike	73.83	
6455-000	Mileage - Staff	4/20/17	Andrew LaSart	51.36	
6455-000	Mileage - Staff	4/20/17	Jill Rose	18.73	
		4/21/17		18.73	
6455-000	Mileage - Staff	4/25/17	Laurel Wanke	41.73	
6455-000	Mileage - Staff	4/26/17	Jill Rose	18.73	
6455-000	Mileage - Staff	4/27/17	Jodi Harrington	17.66	
6455-000	Mileage - Staff	4/27/17	Andrew LaSart	25.68	
6455-000	Mileage - Staff	4/29/17	Amy Nelson	42.80	
6455-000	Mileage - Staff	4/29/17	Jill Rose	18.73	
6455-000	Mileage - Staff			721.79	
6465-000	Memberships - LARL Directors	4/11/17	Minnesota Assoc. of Library Fr	25.00	
6465-000	Memberships - LARL Directors			25.00	
6470-000	Board Expenses	4/28/17	Purchase Advantage Card	81.14	
6470-000	Board Expenses			81.14	
6484-000	Conf/Meeting - System Directo	4/1/17	Liz Lynch	319.36	
6484-000	Conf/Meeting - System Directo			319.36	
6490-000	Programming - Youth	4/28/17	4imprint, Inc.	1,671.22	
6490-000	Programming - Youth			1,671.22	
6492-000	Programming - Summer Readi	4/14/17	Discount School Supply	656.40	
6492-000	Programming - Summer Readi	4/28/17	Scholastic Inc.	528.95	
6492-000	Programming - Summer Readi			1,185.35	
6500-000	Van - Gasoline	4/6/17	Cenex Fleetcard	59.26	
6500-000	Van - Gasoline	4/21/17	Liz Lynch	31.13	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6500-000	Van - Gasoline			90.39	
6600-000	Materials - Print	4/1/17	Baker & Taylor	51.98	
		4/1/17		204.25	
		4/1/17		43.60	
		4/1/17		110.36	
		4/1/17		182.60	
		4/1/17		91.74	
		4/1/17		106.18	
		4/1/17		42.81	
		4/1/17		23.55	
		4/1/17		68.14	
		4/3/17		95.46	
		4/3/17		453.34	
		4/3/17		627.63	
		4/3/17		43.74	
		4/3/17		87.60	
		4/4/17		130.90	
		4/4/17		42.58	
		4/4/17		22.34	
		4/4/17		33.70	
		4/4/17		120.68	
		4/4/17		8.86	
		4/5/17		455.62	
		4/5/17		0.10	
		4/5/17		20.20	
		4/5/17		469.33	
		4/5/17		269.94	
		4/5/17		10.76	
		4/5/17		38.63	
		4/6/17		10.76	
		4/6/17		21.16	
		4/6/17		355.80	
		4/10/17		27.91	
		4/10/17		32.95	
		4/10/17		29.20	
		4/10/17		49.48	
		4/10/17		404.38	
		4/11/17		427.01	
		4/11/17		116.60	
		4/12/17		149.90	
		4/12/17		354.84	
		4/12/17		143.33	
		4/12/17		149.18	
		4/13/17		462.95	
6600-000	Materials - Print	4/14/17	Cherry Lake/Sleeping Bear Pres	16.99	
6600-000	Materials - Print	4/17/17	Baker & Taylor	207.94	
		4/17/17		163.24	
		4/17/17		563.90	
		4/17/17		468.20	
		4/18/17		166.48	
		4/18/17		27.88	
		4/18/17		9.92	
		4/18/17		83.49	
		4/18/17		165.48	
6600-000	Materials - Print	4/19/17	Newzad Brifki	39.90	
6600-000	Materials - Print	4/19/17	Baker & Taylor	29.08	
		4/19/17		55.05	
		4/19/17		18.53	
		4/19/17		22.42	
		4/19/17		20.20	
		4/20/17		46.72	
		4/20/17		381.06	
		4/21/17		493.15	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/21/17		497.46	
		4/24/17		110.18	
		4/24/17		107.44	
		4/25/17		463.29	
		4/25/17		326.90	
		4/25/17		171.60	
		4/26/17		139.53	
		4/26/17		91.72	
		4/26/17		187.16	
		4/26/17		10.76	
		4/26/17		155.47	
		4/26/17		150.52	
		4/27/17		65.34	
		4/27/17		17.08	
		4/28/17		309.04	
		4/28/17		677.54	
6600-000	Materials - Print			13,052.73	
6601-000	Materials - A/V	4/1/17	Recorded Books, LLC.	314.03	
6601-000	Materials - A/V	4/1/17	Baker & Taylor	39.72	
		4/1/17		61.28	
		4/1/17		18.69	
		4/1/17		31.04	
6601-000	Materials - A/V	4/4/17	Recorded Books, LLC.	1,013.20	
6601-000	Materials - A/V	4/4/17	Baker & Taylor	31.04	
		4/5/17		226.60	
		4/5/17		380.94	
		4/5/17		166.62	
		4/6/17		69.22	
		4/6/17		17.84	
		4/6/17		31.04	
		4/10/17		62.08	
		4/11/17		108.58	
6601-000	Materials - A/V	4/12/17	Recorded Books, LLC.	81.98	
6601-000	Materials - A/V	4/12/17	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	4/13/17	Baker & Taylor	31.04	
		4/13/17		31.04	
		4/13/17		31.04	
		4/13/17		76.36	
6601-000	Materials - A/V	4/17/17	Recorded Books, LLC.	31.99	
6601-000	Materials - A/V	4/17/17	Baker & Taylor	102.05	
6601-000	Materials - A/V	4/20/17	Recorded Books, LLC.	448.72	
		4/20/17		30.19	
6601-000	Materials - A/V	4/20/17	Baker & Taylor	129.45	
		4/20/17		38.18	
6601-000	Materials - A/V	4/21/17	Penguin Random House, LLC.	75.00	
6601-000	Materials - A/V	4/25/17	Recorded Books, LLC.	50.00	
		4/25/17		73.00	
6601-000	Materials - A/V	4/27/17	Baker & Taylor	115.44	
		4/28/17		38.12	
		4/28/17		49.58	
6601-000	Materials - A/V			4,057.60	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6670-000	Materials - Digital - e-Books	4/4/17	Overdrive, Inc.	422.88	
		4/5/17		1,684.79	
		4/5/17		69.99	
		4/8/17		15.99	
		4/10/17		93.49	
		4/11/17		102.97	
		4/11/17		92.96	
		4/11/17		387.53	
		4/11/17		300.97	
		4/12/17		29.94	
		4/17/17		16.99	
		4/17/17		530.35	
		4/17/17		2.99	
		4/17/17		143.86	
		4/18/17		219.07	
		4/18/17		342.95	
		4/25/17		170.97	
		4/25/17		38.98	
		4/25/17		132.00	
		4/25/17		1,791.04	
		4/25/17		451.31	
		4/25/17		26.49	
		4/25/17		18.99	
		4/25/17		34.18	
6670-000	Materials - Digital - e-Books			7,121.68	
6675-000	Materials - Digital - e-Audio	4/11/17	Overdrive, Inc.	79.94	
		4/11/17		69.99	
		4/11/17		281.97	
		4/25/17		211.99	
6675-000	Materials - Digital - e-Audio			643.89	
6690-000	Materials - Periodicals	4/1/17	The Gazette	35.00	
6690-000	Materials - Periodicals	4/1/17	EBSCO Information Services		13.33
6690-000	Materials - Periodicals	4/23/17	The Forum	163.00	
		4/23/17		157.35	
		4/23/17		225.00	
		4/23/17		220.00	
		4/24/17		157.35	
6690-000	Materials - Periodicals	4/28/17	Norman County Index	71.00	
6690-000	Materials - Periodicals	4/29/17	Saks News, Inc.	322.64	
6690-000	Materials - Periodicals			1,351.34	13.33
7200-000	Legacy - Expense (1099)	4/4/17	Absolute Marketing Group	107.12	
7200-000	Legacy - Expense (1099)	4/24/17	Richards Transportation Servic	1,725.00	
7200-000	Legacy - Expense (1099)			1,832.12	
7300-000	Miscellaneous Grant Expense	4/26/17	DEMCO	807.55	
7300-000	Miscellaneous Grant Expense			807.55	
8000-000	Donation - Misc Exp - RO	4/4/17	Absolute Marketing Group	132.36	
8000-000	Donation - Misc Exp - RO			132.36	
8000-011	Donation - Misc Exp - LM	4/13/17	Megan Krueger	67.55	
8000-011	Donation - Misc Exp - LM			67.55	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Apr 1, 2017 to Apr 30, 2017

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-013	Donation - Misc Exp - LH	4/14/17	Fargo Rubber Stamp Works Inc.	109.75	
8000-013	Donation - Misc Exp - LH			109.75	
8000-051	Donation - Misc Exp - LC	4/26/17	DEMCO	56.42	
8000-051	Donation - Misc Exp - LC			56.42	
8100-011	Donation - Material Print - LM	4/19/17	Baker & Taylor	60.22	
8100-011	Donation - Material Print - LM			60.22	
8107-000	Donation - Material Other - RO	4/1/17	Overdrive, Inc.	45.00	
		4/3/17		19.96	
		4/3/17		59.97	
		4/3/17		9.99	
		4/3/17		25.99	
		4/11/17		53.91	
		4/11/17		18.99	
		4/12/17		62.05	
8107-000	Donation - Material Other - RO			295.86	
8600-000	Software & Hardware Upgrade	4/10/17	Newegg Business Inc.	320.00	
		4/10/17		119.98	
8600-000	Software & Hardware Upgrade			439.98	