

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

**LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES
EXECUTIVE/FINANCE COMMITTEE MEETING**

Thursday, April 16, 2015

5:30 p.m.

Meeting Place: Moorhead Public Library, lower level

EXECUTIVE COMMITTEE MEMBERS: Buness, Bursik (*Chair*), Fox, Ingersoll, Perry

FINANCE COMMITTEE MEMBERS: Buness, Bursik (*ex officio*), Geray, Grimsley, Ingersoll (*Chair*), Perry

Note: If you're unable to attend this meeting, please notify Liz toll-free at 1-800-247-0449 ext 127 or locally at (218) 233-3757 ext 127.

AGENDA

5:30 1. CALL TO ORDER – Bursik
PUBLIC INPUT
APPROVAL OF AGENDA

5:35 2. MINUTES OF THE FEBRUARY 19, 2015 EXECUTIVE COMMITTEE MEETING
Enclosed (page 3)

Recommended Motion: Move to approve the February 19, 2015 Executive Committee Meeting Minutes as presented.

MINUTES OF THE JANUARY 15, 2015 FINANCE COMMITTEE MEETING
Enclosed (page 5)

Recommended Motion: Move to approve the January 15, 2015 Finance Committee Meeting Minutes as presented.

5:40 3. INVESTMENT REPORT – Steven Wurzer, CIMA, Morgan Stanley

6:10 4. FINANCIAL REPORT – Sprynczynatyk
Enclosed (page 7)

a. Directors and Officers Insurance Policy/Employment Practices Liability Insurance.

Recommended Motion: Move to approve payment of the Directors and Officers Insurance Policy/Employment Practices Liability Insurance.

- b. 2016 Preliminary Budget - Draft 1
Enclosed (page 11)

2016 Preliminary Budget - Line Item Breakdown
Enclosed (page 13)

6:30 5. DIRECTOR'S REPORT – Lynch
Enclosed (page 15)

- a. Request to cancel July 18th Executive Board Meeting.

Recommended Motion: Move to cancel the July 16th Executive Board Meeting as recommended by the Regional Library Director.

6:45 6. PRESIDENT'S REPORT – Bursik

6:55 7. OTHER

7:00 8. ADJOURNMENT

MISC ITEMS ENCLOSED:

- a. List of Bills – March 2015 (digital – page 17, print – not in packet, available for review at meeting)

UPCOMING MEETINGS/EVENTS

National Library Week: *Unlimited Possibilities @ your library*, April 12-18, 2015

Full Board Meeting, May 21, 2015, 5:30 p.m.
2015 Preliminary Budget Review-Draft 2
Moorhead Public Library

Memorial Day, May 25, 2015
All LARL Branches, LINK Sites, and the Regional Office Closed

Finance Committee Meeting, June 18, 2015 at 4:30
Full Board Meeting at 5:30, following the 4:30 Finance Meeting
Adopt 2016 Preliminary Budget
Detroit Lakes Public Library

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

**LARL BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MINUTES**

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, February 19th, 2015 at the Moorhead Public Library. President Bursik called the meeting to order at 5:30 p.m.

Executive Committee Members Present: Buness, Bursik (*President*), Fox, Ingersoll, Perry

Executive Committee Members Absent: None.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

MINUTES OF THE DECEMBER 18, 2014 EXECUTIVE COMMITTEE MEETING.

(Perry/Buness) Move to approve the December 18, 2014 Executive Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed, that through January, we are 8.33% of the way through the year and have spent 8.01% of the budget. Although some line items in the Materials category of the financial statement may appear high, the category overall is tracking close to budget. A 4th page was added to the financial report this month. Page 9 in the packet, the "Statement of Financial Position" was added due to the Board requesting to see where LARL's money is currently located. The first 4 lines of the report show the 4 cash accounts that LARL keeps operating money in, the 6th line Investments – Morgan Stanley shows the LARL investment account, which currently contains various municipal bonds.

LARL's Morgan Stanley representative is planning to do a presentation at the Executive/Finance Committee meeting in April.

(over)

Minutes of the February 19, 2015 Executive Committee Meeting – Page 2

FINANCIAL REPORT – continued

Sprynczynatyk reported that LARL finished fully spending the FY2014 Legacy funds in December of 2014. A final report of how the funds were spent is due to the state 90 days after spending is complete. With LARL's \$128,666.98 allotment 153 performances of 29 programs took place around the LARL region and were attended by 5,819 people.

(Ingersoll/Fox) Move to approve the Final Report for the State Regional Public Library System and Cultural Heritage Program for FY2014 funding year. MCU.

DIRECTOR'S REPORT

Lynch discussed that the support contract for automation services with Equinox has been signed. The old automation contract with Northwest Regional Library has been updated and reviewed by LARL's attorney. The new contract was available at the meeting. A letter has been sent to LARL's current automation system company informing them that LARL will be terminating the contract effective 12/31/2015. The system is planned to be implemented in October 2015.

A 2015 Board meeting schedule was included in the packet. The only change to this schedule was to include a 4:30 start time of the Finance Committee meeting on June 18.

A grant proposal was submitted to the Bremer Foundation for renovations of the Moorhead meeting rooms/kitchenette. Representatives from the Foundation will be doing a site visit on February 20th.

Lynch discussed that an RLBSS formula change is again being considered. The new formula would increase the Basic Support portion of the formula from 5% of funding to 15% and decrease the Equalization portion from 25% to 15%. This change will make state funding much less volatile for Regional Library Systems. In conjunction with the formula change, an additional \$2.2 million of funding is being requested.

PRESIDENT'S REPORT

No Report

The meeting adjourned at 6:15 p.m.

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

**LARL BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
MINUTES**

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 15, 2015 at the Moorhead Public Library. Ingersoll (Chair) called the meeting to order at 4:30 p.m.

Finance Committee Members Present: Bursik (*ex officio*), Grimsley, Ingersoll (*Chair*), Perry.

Finance Committee Members Absent: Bunes.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None.

APPROVAL OF AGENDA

(Grimsley/Ingersoll) Move to approve the agenda of the January 15, 2015 Finance Committee meeting as presented. MCU.

MINUTES OF THE JUNE 19, 2014 FINANCE COMMITTEE MEETING

(Grimsley/Ingersoll) Move to approve the June 19, 2014 Finance Committee Meeting Minutes as presented. MCU.

LIST OF AUTHORIZED INSTITUTIONS

Grimsley requested Sprynczynatyk send him information on basis points and year end investment statement from Morgan Stanley.

(Grimsley/Ingersoll) Move to recommend to the Full Board, approval of the list of authorized institutions for 2015: Bell State Bank/Morgan Stanley. MCU.

REVIEW DRAFT 2015 FINAL BUDGET

Sprynczynatyk discussed the final draft of the 2015 budget. Revenue has been adjusted to reflect \$20,000 of addition funding from the City of Moorhead to restore Monday through Thursday hours at the Moorhead Library.

(over)

Minutes of January 15, 2015 Finance Committee Meeting - Page 2.

REVIEW DRAFT 2015 FINAL BUDGET - continued

State Basic Support was decreased by \$8,620 to reflect the actual amount LARL will receive. Regional Telecom Aid was decreased by \$17,000. This is a decrease to revenue, and a corresponding decrease to expense, so the net effect does not change the budget. Fund Account Transfers were originally budgeted at a deficit of \$115,340; which has been reduced to \$68,396 for the final budget. The decrease is due to budget reductions in Personnel due to the health insurance increase at 6% rather than the originally budgeted 15%. The increase in Automation System by \$22,301 is due to moving ½ of LARL's Computer Technicians pay from Salaries to the Automation System budget. The Automation System budget is a joint project with Northwest Regional Library. Due to the upcoming change in Automation Systems in 2015, more staff time will be required to carry out the project, which is paid 2/3 by LARL and 1/3 by NWRL.

(Perry/Grimsley) Move to recommend the 2015 Final Budget as presented to the Full Board for approval. MCU.

DESIGNATED FUNDS

Lynch presented management recommendations for the 2015 Designated Fund Balances. Due to the automation migration in October 2015, the majority of the Joint Automation Project fund will be used by the end of the year.

(Grimsley/Perry) Move to recommend the 2015 Designated Funds, as reviewed, to the Full Board for approval. MCU.

ADJOURNMENT

The meeting adjourned at 5:46pm.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2015

25%

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	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	\$ 87,776.25	\$ 351,105.00	263,328.75	25.00
Detroit Lakes	0.00	53,573.75	214,295.00	160,721.25	25.00
Clay County	0.00	67,258.75	269,035.00	201,776.25	25.00
Moorhead	0.00	177,040.00	708,160.00	531,120.00	25.00
Clearwater County	0.00	23,336.25	93,345.00	70,008.75	25.00
Mahnomen County	0.00	9,863.75	39,455.00	29,591.25	25.00
Mahnomen	0.00	4,667.50	18,670.00	14,002.50	25.00
Norman County	0.00	22,533.75	90,135.00	67,601.25	25.00
Polk County	0.00	61,512.50	246,050.00	184,537.50	25.00
Crookston	0.00	53,190.00	212,760.00	159,570.00	25.00
Wilkin County	0.00	12,688.75	50,755.00	38,066.25	25.00
Breckenridge	0.00	21,295.00	85,180.00	63,885.00	25.00
Total Signatory Funding	0.00	594,736.25	2,378,945.00	1,784,208.75	25.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	196,552.06	491,380.00	294,827.94	40.00
Reg Library Telecom Aid (RLTA)	25,974.35	25,974.35	103,000.00	77,025.65	25.22
Total Grants	25,974.35	222,526.41	594,380.00	371,853.59	37.44
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,156.76	2,892.21	20,000.00	17,107.79	14.46
Printing Revenue	2,003.80	4,905.17	17,000.00	12,094.83	28.85
Fax Revenue	662.47	1,642.92	6,500.00	4,857.08	25.28
Microfilm Revenue	1.96	8.04	100.00	91.96	8.04
Photocopy Revenue	594.15	1,827.50	7,000.00	5,172.50	26.11
Book/Furniture Sale Revenue	935.81	3,482.79	0.00	(3,482.79)	0.00
Interest Income	155.61	8,282.46	20,000.00	11,717.54	41.41
Invest Earn - Change in Value	7,189.04	(5,629.19)	0.00	5,629.19	0.00
Lost/Damaged Property	310.00	1,127.86	6,600.00	5,472.14	17.09
Other Income	24.17	82.29	0.00	(82.29)	0.00
Total Miscellaneous Revenue	13,033.77	18,622.05	77,200.00	58,577.95	24.12
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	15,300.00	61,200.00	45,900.00	25.00
Northern Lights Libr. Network	25,000.00	25,000.00	0.00	(25,000.00)	0.00
MNLink Server Site Payments	293.94	881.82	0.00	(881.82)	0.00
Total Joint Automation Revenue	25,293.94	41,181.82	61,200.00	20,018.18	67.29
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	64,302.06	877,066.53	3,180,121.00	2,303,054.47	27.58
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	121,773.98	374,492.34	1,559,240.00	1,184,747.66	24.02
Salaries - Substitutes	2,775.78	7,896.63	35,000.00	27,103.37	22.56
Payroll Taxes - Employer	9,428.03	28,849.23	121,960.00	93,110.77	23.65
Retirement - PERA - Employer	9,284.21	28,502.69	116,840.00	88,337.31	24.39
Health Insurance	20,872.15	60,512.39	273,790.00	213,277.61	22.10
Life Insurance - Employer Paid	167.09	492.41	2,010.00	1,517.59	24.50
Workers Compensation Insurance	342.79	1,028.37	4,070.00	3,041.63	25.27
Other Employee Benefits	125.00	375.00	1,500.00	1,125.00	25.00
Total Personnel	164,769.03	502,149.06	2,114,410.00	1,612,260.94	23.75
<i>Automation/Cataloging</i>					
Automation	16,171.69	48,048.00	194,506.00	146,458.00	24.70
OCLC/Minitex	834.38	2,503.14	12,000.00	9,496.86	20.86
Supplies - Computer	1,503.10	3,044.39	4,500.00	1,455.61	67.65
Supplies - Technical Services	221.52	1,516.22	8,000.00	6,483.78	18.95
Total Automation/Cataloging	18,730.69	55,111.75	219,006.00	163,894.25	25.16

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	96.25	331.21	3,400.00	3,068.79	9.74
Programming - Summer Reading	2,979.55	3,370.64	8,000.00	4,629.36	42.13
Programming - Adult	0.00	10.34	3,000.00	2,989.66	0.34
Total Library Programming	3,075.80	3,712.19	14,400.00	10,687.81	25.78
Staff Development					
Staff Training & Development	898.85	1,067.68	19,000.00	17,932.32	5.62
Total Staff Development	898.85	1,067.68	19,000.00	17,932.32	5.62
Mileage/Board Meeting Expense					
Mileage - Staff	2,099.96	5,045.97	21,500.00	16,454.03	23.47
Regional Board Meetings	654.77	1,528.66	7,750.00	6,221.34	19.72
Total Mileage/Board Meeting Expenses	2,754.73	6,574.63	29,250.00	22,675.37	22.48
Other Expenses					
Accounting/Bank Fees	1,978.18	9,073.43	12,250.00	3,176.57	74.07
Attorney Fees	0.00	100.00	5,000.00	4,900.00	2.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,319.62	17,239.66	73,280.00	56,040.34	23.53
Director's Discretionary	2,500.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,278.61	4,081.83	15,875.00	11,793.17	25.71
Lease - Regional Office Rent	1,666.67	5,000.01	20,000.00	14,999.99	25.00
Leases - Equipment	1,017.20	2,230.92	8,950.00	6,719.08	24.93
Maintenance Contracts	2,877.19	3,321.79	13,200.00	9,878.21	25.17
Mailing - Click2Mail	215.95	457.30	4,000.00	3,542.70	11.43
Materials Recovery/Collections	152.15	304.30	3,200.00	2,895.70	9.51
Memberships	0.00	230.00	1,200.00	970.00	19.17
Minnesota Director's Fund	0.00	0.00	2,750.00	2,750.00	0.00
Miscellaneous Expense	0.00	2.49	3,000.00	2,997.51	0.08
PIO: Printing/Advertising	307.07	1,453.40	16,400.00	14,946.60	8.86
Postage	9.80	139.73	4,250.00	4,110.27	3.29
Recruitment	1,430.98	1,512.98	9,000.00	7,487.02	16.81
Repairs - Equipment	1,329.23	1,329.23	2,500.00	1,170.77	53.17
Supplies - Copier/Fax/Microfilm	0.00	0.00	2,000.00	2,000.00	0.00
Supplies - Office	311.36	2,417.83	10,000.00	7,582.17	24.18
Supplies - Public Services	214.53	821.30	6,000.00	5,178.70	13.69
Telephone/Telecom	974.10	2,921.05	18,000.00	15,078.95	16.23
Total Other Operating Expenses	21,582.64	55,137.25	235,355.00	180,217.75	23.43
Regional Library Telecom Aid (RLTA)	25,974.35	25,974.35	103,000.00	77,025.65	25.22
Transportation					
Van Expenses	188.47	572.32	5,650.00	5,077.68	10.13
Total Transportation	188.47	572.32	5,650.00	5,077.68	10.13
Materials					
Adult	15,361.32	67,997.42	185,950.00	117,952.58	36.57
Digital Collection - e-Books	3,001.65	8,911.00	31,000.00	22,089.00	28.75
Digital Collection - e-Audio	469.33	1,167.52	9,000.00	7,832.48	12.97
Express Collection	622.45	1,312.82	10,000.00	8,687.18	13.13
Juvenile	13,451.88	23,819.15	76,250.00	52,430.85	31.24
Music	164.19	589.97	3,500.00	2,910.03	16.86
Online Databases	2,086.50	8,340.08	30,000.00	21,659.92	27.80
Periodicals	461.00	1,456.22	24,100.00	22,643.78	6.04
Reference	158.34	574.53	3,500.00	2,925.47	16.42
Total Materials	35,776.66	114,168.71	373,300.00	259,131.29	30.58
Capital Expenditures					
Furniture & Equipment	389.46	389.46	10,500.00	10,110.54	3.71
Software & Hardware Upgrades	5,685.91	8,546.89	40,000.00	31,453.11	21.37
Total Capital Expenditures	6,075.37	8,936.35	50,500.00	41,563.65	17.70
Capital Fund Accounts					
Automation System -Shared NWRL	1,104.16	3,312.49	13,250.00	9,937.51	25.00
Van Replacement	250.00	750.00	3,000.00	2,250.00	25.00
Total Capital Fund Accounts	1,354.16	4,062.49	16,250.00	12,187.51	25.00
Total General Fund Expenditures	281,180.75	777,466.78	3,180,121.00	2,402,654.22	24.45
General Fund Revenue Over Expenditures	\$ (216,878.69)	\$ 99,599.75	\$ 0.00	(99,599.75)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2015

	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	\$ 3,132.17	\$ 4,336.60	\$ 0.00	(4,336.60)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	2,565.79	9,350.38	0.00	(9,350.38)	0.00
Legacy Grant Revenue	7,201.33	17,034.71	0.00	(17,034.71)	0.00
Total Special Projects Revenue	12,899.29	30,721.69	0.00	(30,721.69)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	2,293.68	2,704.89	0.00	(2,704.89)	0.00
Donations - Miscellaneous	138.05	664.68	0.00	(664.68)	0.00
Legacy Grant Expense	7,201.32	17,034.71	0.00	(17,034.71)	0.00
Telecom/E-rate Expenses	2,565.79	9,350.38	0.00	(9,350.38)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	12,198.84	29,754.66	0.00	(29,754.66)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	933.33	3,862.24	0.00	(3,862.24)	0.00
Projects from Designated Funds:					
Desig Funds - Joint Automation	1,315.72	30,071.47	0.00	(30,071.47)	0.00
Total Special Projects Capital	2,249.05	33,933.71	0.00	(33,933.71)	0.00
Total Special Projects Expenditures	14,447.89	63,688.37	0.00	(63,688.37)	0.00
Special Proj Rev Over (Under) Expend	\$ (1,548.60)	\$ (32,966.68)	\$ 0.00	32,966.68	0.00
GRAND TOTAL REVENUE	77,201.35	907,788.22	3,180,121.00	2,272,332.78	28.55
GRAND TOTAL EXPENDITURES	295,628.64	841,155.15	3,180,121.00	2,338,965.85	26.45
CHANGE IN FUND BALANCE	\$ (218,427.29)	\$ 66,633.07	\$ 0.00	(66,633.07)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
March 31, 2015**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 21,772.63	7,655.23	14,117.40
Cash - Payroll (State Bank)	710.39	1,046.88	(336.49)
Cash - PayPal	65.49	11.53	53.96
Cash - Savings (State Bank)	689,704.16	920,902.82	(231,198.66)
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,119,719.80	1,112,530.39	7,189.41
Accounts Receivable	25,154.90	154.90	25,000.00
Prepaid Expenses	124,337.98	133,959.66	(9,621.68)
Deposit Account - OCLC	4,450.58	5,269.67	(819.09)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(1,913.77)	(1,913.77)	0.00
Equipment and Fixtures	388,199.21	388,199.21	0.00
Accum Depr - Equip & Fixtures	(365,581.18)	(365,581.18)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,165.47)	(209,165.47)	0.00
Endowment Funds	59,539.11	59,539.11	0.00
Amount Provided - LTD	6,818.92	6,818.92	0.00
Total Assets	\$ 2,086,682.59	2,282,297.74	(195,615.15)
LIABILITIES			
Accounts Payable	\$ 77,210.82	41,385.44	35,825.38
Accrued Salaries Payable	69,911.29	69,911.29	0.00
Accrued Sick Leave Payable	6,818.92	6,818.92	0.00
Accrued Vacation Payable	30,960.78	30,960.78	0.00
Payroll Tax Payable - ND	0.00	683.00	(683.00)
Dental Insurance Payable	13.73	13.71	0.02
Vision Insurance Payable	(5.00)	(5.15)	0.15
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	434.25	305.86	128.39
Flexible Spending - Dep Care	1,249.98	833.32	416.66
Sales Tax Payable	702.86	459.78	243.08
Deferred Revenue	412,391.60	426,864.30	(14,472.70)
Total Liabilities	599,979.94	578,521.96	21,457.98
FUND BALANCES			
Fund Balance - Unreserved	72,519.35	72,519.35	0.00
Fund Bal. - Operating Reserve	986,000.00	986,000.00	0.00
Fund Bal. - Employee Severance	15,500.00	15,500.00	0.00
Fund Bal. - Unemployment Comp.	38,000.00	38,000.00	0.00
Fund Bal. - Van Replacement	9,750.00	9,500.00	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	9,000.00	9,000.00	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. - Staffing/Reorg.	37,000.00	37,000.00	0.00
Fund Bal. - Joint Automation	111,500.00	111,500.00	0.00
Fund Bal. - III Software Upgrd	3,312.49	2,208.33	1,104.16
Investment in Gen. Fixed Asset	33,948.63	33,948.63	0.00
Reserve for Endowments	59,539.11	59,539.11	0.00
Change in Fund Balance	66,633.07	285,060.36	(218,427.29)
Total Fund Balances	1,486,702.65	1,703,775.78	(217,073.13)
Total Liabilities & Fund Balanc	\$ 2,086,682.59	2,282,297.74	(195,615.15)

LAKE AGASSIZ REGIONAL LIBRARY

2016

PRELIMINARY BUDGET

DRAFT #1

CATEGORY	2014 BUDGET	2015 BUDGET	2016 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,108,102	2,114,410	2,197,600	83,190	3.93%
Library Materials	367,063	373,300	373,300	0	0.00%
Automation/Cataloging	199,073	219,006	185,257	(33,749)	-15.41%
Library Programming/Staff Dev.	33,400	33,400	33,400	0	0.00%
Mileage/Board Mtg Expense	29,500	29,250	29,250	0	0.00%
Regional Library Telecom Aid	120,000	103,000	111,500	8,500	8.25%
Other Operating Expenses	234,121	235,355	233,585	(1,770)	-0.75%
Vehicle Expenses	5,850	5,650	5,650	0	0.00%
Capital Expenses	66,750	66,750	65,500	(1,250)	-1.87%
Total Budget	3,163,859	3,180,121	3,235,042	54,921	1.73%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2016

PRELIMINARY BUDGET

DRAFT #1

REVENUE	2014 Budget	2015 Budget	\$\$ Increase	2016 Request
Becker County	344,285	351,250	3,555	354,805
Detroit Lakes	210,915	214,200	1,680	215,880
Clay County	262,610	269,070	3,345	272,415
Moorhead	675,730	708,080	6,330	714,410
Clearwater County	91,245	93,460	1,130	94,590
Mahnomen County	38,535	39,455	470	39,925
Mahnomen	18,235	18,680	230	18,910
Norman County	87,594	90,025	1,260	91,285
Polk County	239,815	246,045	3,225	249,270
Crookston	209,905	212,705	1,435	214,140
Wilkin County	49,795	50,715	500	51,215
Breckenridge	84,004	85,260	640	85,900
SUB-TOTAL	2,312,668	2,378,945	23,800	2,402,745
GRANTS				
State Basic Support	519,209	491,380	(11,380)	480,000
Regional Library Telecom Aid	120,000	103,000	8,500	111,500
TOTAL GRANTS	639,209	594,380	(2,880)	591,500
OTHER REVENUE				
Miscellaneous	77,200	77,200	-	77,200
Reimbursement from NWRL	58,929	61,200	(4,850)	56,350
Fund Balance/Shortfall	75,853	68,396	38,851	107,247
TOTAL OTHER REVENUE	211,982	206,796	34,001	240,797
TOTAL REVENUE	3,163,859	3,180,121	54,921	3,235,042
EXPENDITURES				
Operating	3,097,109	3,113,371	56,171	3,169,542
Capital	66,750	66,750	(1,250)	65,500
TOTAL EXPENDITURES	3,163,859	3,180,121	54,921	3,235,042
				0

LINE ITEM BREAKDOWN
Preliminary - Draft #1

		2015	2016	2016	2016	Variance 2014	COMMENTS
		Final Budget	Preliminary Budget	Adjustments	Adjusted Preliminary Budget	to 2015 Preliminary	
REVENUES							
Acct:	PROPERTY TAXES						
4000-001	Becker County	351,250	354,805	-	354,805	3,555	
4000-002	Detroit Lakes	214,200	215,880	-	215,880	1,680	
4000-010	Clay County	269,070	272,415	-	272,415	3,345	
4000-011	Moorhead	708,080	714,410	-	714,410	6,330	
4000-020	Clearwater County	93,460	94,590	-	94,590	1,130	
4000-030	Mahnomen County	39,455	39,925	-	39,925	470	
4000-031	Mahnomen	18,680	18,910	-	18,910	230	
4000-040	Norman County	90,025	91,285	-	91,285	1,260	
4000-050	Polk County	246,045	249,270	-	249,270	3,225	
4000-051	Crookston	212,705	214,140	-	214,140	1,435	
4000-060	Wilkin County	50,715	51,215	-	51,215	500	
4000-061	Breckenridge	85,260	85,900	-	85,900	640	
	SUB-TOTAL	2,378,945	2,402,745	-	2,402,745	23,800	1.0%
GRANTS							
4110	Regional Library Telecom Aid (RLTA)	103,000	111,500	-	111,500	8,500	correspondin g expense
4100	Basic Support - MN (RLBSS)	491,380	480,000	-	480,000	(11,380)	Estimate - actual amount in August
	SUB-TOTAL	594,380	591,500	-	591,500	(2,880)	
MISC. REVENUE							
4500	Service Charge Revenue	20,000	20,000	-	20,000	-	
4510	Printing Revenue	17,000	17,000	-	17,000	-	
4520	Fax Revenue	6,500	6,500	-	6,500	-	
4530	Microfilm Revenue	100	100	-	100	-	
4540	Photocopy Revenue	7,000	7,000	-	7,000	-	
4560	Interest Income	20,000	20,000	-	20,000	-	
4590	Lost/Damaged Property	6,600	6,600	-	6,600	-	
	SUB-TOTAL	77,200	77,200	-	77,200	-	
9505-200	Reimbursement from NWRL	61,200	56,350	-	56,350	(4,850)	
4900	Fund Account Transfers	68,396	107,247	-	107,247	38,851	
	TOTAL REVENUES	3,180,121	3,235,042	-	3,235,042	54,921	
PERSONNEL EXPENSES							
5000	Salaries & Wages	1,559,240	1,614,030	-	1,614,030	54,790	
5010	Salaries - Substitutes	35,000	35,000	-	35,000	-	
5100	Payroll Taxes	121,960	126,155	-	126,155	4,195	
5110	Retirement - PERA employer	116,840	121,040	-	121,040	4,200	
5120	Health Insurance	273,790	293,655	-	293,655	19,865	8% estimated increase - will know in August
5140	Life Insurance	2,010	2,010	-	2,010	-	
5160	Other Employee Benefits	1,500	1,500	-	1,500	-	
5150	Workers' Compensation Insurance	4,070	4,210	-	4,210	140	
	SUB-TOTAL	2,114,410	2,197,600	-	2,197,600	83,190	
AUTOMATION/CATALOGING							
6100	Automation System	194,506	161,757	-	161,757	(32,749)	
6040	Supplies - Computer	4,500	4,500	-	4,500	-	
6010	Supplies - Technical Services	8,000	7,000	-	7,000	(1,000)	
6110	OCLC/Minutex	12,000	12,000	-	12,000	-	
	SUB-TOTAL	219,006	185,257	-	185,257	(33,749)	
Library Programming/Staff Development							
6495	Programming - Adult	3,000	3,000	-	3,000	-	
6490	Programming - Youth	3,400	3,400	-	3,400	-	
6492	Programming - Summer Reading	8,000	8,000	-	8,000	-	
6480	Staff Development/Training	19,000	19,000	-	19,000	-	
	SUB-TOTAL	33,400	33,400	-	33,400	-	
MILEAGE/BOARD MTG EXPENSE							
6455	Mileage - Staff	21,500	21,500	-	21,500	-	
6450	Mileage - Trustee	6,750	6,750	-	6,750	-	
6470	Board Expenses	1,000	1,000	-	1,000	-	
	SUB-TOTAL	29,250	29,250	-	29,250	-	
7110	RLTA Expenses	103,000	111,500	-	111,500	8,500	
OTHER OPERATING							
6340	Attorney Fees	5,000	4,000	-	4,000	(1,000)	
6310	Audit	7,950	8,300	-	8,300	350	
6330	Bank Fees	1,350	1,350	-	1,350	-	
6320	Business Office Software	2,000	2,000	-	2,000	-	
6350	Delivery: Courier	68,000	68,000	-	68,000	-	
6355	Delivery: TriCollege/Minutex	5,280	5,000	-	5,000	(280)	
6420	Director's Discretionary	2,500	2,500	-	2,500	-	
6370	Insurance - General Liability	9,650	10,000	-	10,000	350	
6372	Insurance - D&O/Emp Liab	3,350	3,500	-	3,500	150	
6374	Insurance - Government Crime	125	125	-	125	-	
6376	Insurance - Flood	2,750	2,750	-	2,750	-	
6360	Lease: Regional Office Rent	20,000	20,200	-	20,200	200	
6362	Lease: Copiers	7,300	7,300	-	7,300	-	

6365	Lease: Mailing Machine	1,650	1,650	1,650	-
6240	Maintenance Contract: Copiers	4,800	4,800	4,800	-
6245	Maintenance Contract: Printers	5,700	6,000	6,000	300
6250	Maintenance Contract: Microfilm	2,700	2,700	2,700	-
6465	Memberships - LARL Directors	1,200	1,200	1,200	-
6800	Miscellaneous Expense	3,000	3,000	3,000	-
6430	Postage	3,500	3,000	3,000	(500)
6435	PO Box Rental	750	760	760	10
6440	Mailing: Click2Mail	4,000	3,500	3,500	(500)
6445	Materials Recovery/Collections	3,200	3,200	3,200	-
6460	MN Director's Fund - CRPLSA	2,750	2,500	2,500	(250)
6300	Payroll Processing	2,950	2,950	2,950	-
6410	PIO: Marketing/Printing/Misc	16,400	16,400	16,400	-
6380	Recruitment	9,000	9,000	9,000	-
6030	Supplies - Copier/Fax/Microfilm	2,000	1,500	1,500	(500)
6000	Supplies - Office	10,000	10,000	10,000	-
6020	Supplies - Public Services	6,000	6,000	6,000	-
6200	Equipment Repairs	2,500	2,500	2,500	-
6400	Telephone/Telecom	17,750	17,750	17,750	-
6405	Cell Phone	250	150	150	(100)
	SUB-TOTAL	235,355	233,585	233,585	(1,770)
TRANSPORTATION EQUIPMENT					
6500	Van - Gasoline	2,750	2,750	2,750	-
6505	Van - Repairs & Maintenance	1,500	1,500	1,500	-
6510	Van - Insurance	1,400	1,400	1,400	-
	SUB-TOTAL	5,650	5,650	5,650	-
MATERIALS					
6610	Adult Fiction	55,250	55,250	55,250	-
6612	Adult Non-Fiction	45,000	45,000	45,000	-
6614	Adult Large Print	27,500	27,500	27,500	-
6616	Adult DVD	32,200	32,200	32,200	-
6618	Adult Talking Books	26,000	26,000	26,000	-
6602	Juvenile Fiction	45,250	45,250	45,250	-
6604	Juvenile Non Fiction	19,000	19,000	19,000	-
6605	Juvenile DVD	10,000	10,000	10,000	-
6606	Juvenile Talking Books	2,000	2,000	2,000	-
6630	Express	10,000	10,000	10,000	-
6670	Digital Collection - e-Books	31,000	31,000	31,000	-
6675	Digital Collection - e-Audio	9,000	9,000	9,000	-
6640	Music	3,500	3,500	3,500	-
6690	Periodicals	24,100	24,100	24,100	-
6650	Reference	3,500	3,500	3,500	-
6680	Electronic Resources	30,000	30,000	30,000	-
	SUB-TOTAL	373,300	373,300	373,300	-
CAPITAL EXPENDITURES					
8500	Furniture & Equipment	10,500	10,500	10,500	-
8600	Software/Hardware Upgrades	40,000	40,000	40,000	-
	SUB-TOTAL	50,500	50,500	50,500	-
CAPITAL FUND ACCOUNTS					
8700	Van Replacement	3,000	3,000	3,000	-
9800-200	Joint Automation Software/hardware	13,250	12,000	12,000	(1,250)
	SUB-TOTAL	16,250	15,000	15,000	(1,250)
	TOTAL EXPENSES	3,180,121	3,235,042	3,235,042	54,921
	REVENUE(UNDER)/OVER EXPENSES	-	-	-	-



Monthly Report to the Board

15

Meeting Date: April 16, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Coordinating Team Meeting, March 18; Full Board Meeting, March 19; Bremer Rural Libraries and Literacy Leadership Institute (L3) in Fargo, March 20; Meeting with Hillary Stevens, new LARL Marketing Coordinator, March 24; CRPLSA, March 25-27; Weeding in Hawley, March 30; Legislative Committee Meeting, April 1; Legislative Forum in Moorhead, April 2; Phone Interview with Vicki Gerdes (DL Newspapers), April 7; L3 Mentor Meeting in Grand Forks, April 9; Board Orientation with Clayton Briggs in Crookston, April 9

Staff Development

Deb Wahl, Detroit Lakes Public Services Supervisor, attended the *How to Host a How-To Festival* webinar on March 23.

Jenny Rodger, Moorhead Public Services Supervisor, attended the *Library Technology Conference* at Macalester College on March 18 and 19. Jenny received a NLLN Scholarship to attend the training.

Staff/Staffing

Hillary Stevens has been hired as the new **LARL Marketing Coordinator**. Hillary will be joining us in the Regional Office on Monday, April 27, 2015.

Welcome to **Christy Underlee** and **Jodi Harrington**, Substitutes for the **Hendrum LINK Site** and **Teri Sowka**, **Lake Park LINK Site Coordinator**.

Current Openings:

- Ada Substitute
- Barnesville Substitute
- Moorhead Librarian – Library Associate I

Gifts, Grants, & Donations

3/19/2015	Dana Fend	25.00
3/11/2015	Friends of the Moorhead Library donation for display furniture	2,300.00
3/19/2015	Township of Lake View donation for audiobooks.	100.00
3/30/2015	Jean Hanson donation for programs in Crookston	25.00
4/3/2015	Denis Richardson for adult programs in Moorhead.	50.00

L3 Institute Mentor Training

During the next couple of years, I will be participating in the Bremer Rural Libraries and Literacy Leadership Institute. The mission of the L3 Institute is to strengthen individuals and communities by enhancing rural libraries and literacy programs. My role will be to mentor three employees of the Grand Forks Public Library.

I am looking forward to working with the employees of the Grand Forks Public Library on their goals, and learning how to improve my leadership skills for LARL during the process. Mileage and costs associated with the program will be covered by the Leadership Institute.

Lead the Change

I will be a Co-Facilitator at the *Lead the Change: Professional Development for Library Staff* workshop in Brooklyn Center, MN on May 19th. This is a full-day, live, interactive workshop that will transform all library staff into leaders. Participants will learn their strengths and receive the tools needed to increase their effectiveness and performance and contribute to their library's success. This program is designed to optimize the contribution and impact of the individual library staff member.

CRPLSA

Twelve regional library systems blanket the state of Minnesota. All twelve regions work closely together with the state library agency to provide smoothly integrated resources. The Council of Regional Public Library System Administrators (CRPLSA) convenes regularly to discuss state-wide initiatives and partnerships regarding public library services. Four of the twelve systems are currently without regional library directors and are working with interim directors at this time: MELSA (Metro area), Plum Creek Library System (Worthington), Pioneerland Library System (Willmar), and Great River Regional Library System (St. Cloud).

Legislative Initiative

Thank you to everyone who contacted their local Senator and Representative regarding HF 1626 and SF1675, supporting a RLBSS formula change and an increase in funding for Regional Public Library systems.

Hot Reads for Cold Nights Results

Across the region, approximately 423 library customers participated in Hot Reads for Cold Nights, reading over 4,100 titles.

Upcoming Events:

National Library Week: Unlimited possibilities @your Library, April 12-18, 2015. NLW celebrations include the following Legacy programs:

Performer **Todd Menton**, Minnesota native known for his edgy Celtic/eclectic folk and original music.

Tuesday, April 14: **Twin Valley LINK Site** at 1:00 p.m. and **Fosston Public Library** at 7:00 p.m.

Wednesday, April 15: **Barnesville Public Library** at 3:00 p.m.

Thursday, April 16: **Fertile Public Library** at 2:00 p.m. and **Breckenridge Public Library** at 6:30 p.m.

Minnesotan, **DonBI, Reading is FUNdamental**, is a two time National Unicycle Champion whose one-man show is entertainment that the whole family will enjoy.

Tuesday, April 14: **Climax Public Library** at 2:00 p.m. & **McIntosh Public Library** at 6:30 p.m.

Wednesday, April 15: **Moorhead Public Library** at 10:30 a.m. & **Crookston Public Library** at 2:00 p.m.

Thursday, April 16: **Hawley Public Library** at 4:00 p.m.

The **Moorhead Public Library** is pleased to announce it will be hosting a bus trip to the Minnesota History Center in Saint Paul on Saturday, April 25. The bus will leave from the Moorhead Public Library at 6 a.m. and return later that evening at approximately 8 p.m. This trip is sponsored in part by funding from the Arts and Cultural Heritage Fund.

Full Board Meeting, May 21, 2015 - 5:30 p.m.

Moorhead Public Library

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Mar 1, 2015 to Mar 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	3/1/15 3/1/15 3/1/15	Lakes Country Service Cooperat	1,359.00 1,812.00 15,674.50	
5120-000	Health Insurance			18,845.50	
6000-000	Supplies - Office	3/24/15	Big Kmart Store 7216	74.36	
6000-000	Supplies - Office	3/25/15	Total Imaging	237.00	
6000-000	Supplies - Office			311.36	
6010-000	Supplies - Technical Services	3/18/15	DEMCO	81.12	
6010-000	Supplies - Technical Services			81.12	
6020-000	Supplies - Public Services	3/10/15	Cardmember Service	33.40	
6020-000	Supplies - Public Services			33.40	
6040-000	Supplies - Computer	3/1/15	Monoprice, Inc.	15.46	
6040-000	Supplies - Computer	3/10/15	Cardmember Service	365.30	
6040-000	Supplies - Computer	3/16/15	Absolute Marketing Group	360.00	
6040-000	Supplies - Computer	3/19/15	Josh Stompro	263.95	
6040-000	Supplies - Computer	3/25/15	GECRB/Amazon	172.00	
6040-000	Supplies - Computer	3/26/15	Monoprice, Inc.	140.21	
6040-000	Supplies - Computer	3/26/15 3/26/15 3/31/15	Newegg Business Inc.	54.85 10.98 35.97	
6040-000	Supplies - Computer			1,418.72	
6200-000	Equip Rep/Mtc - Miscellaneous	3/9/15	Liberty Business Systems	356.30	
6200-000	Equip Rep/Mtc - Miscellaneous			356.30	
6210-000	Equip Rep/Mtc - PCs/Printers	3/31/15	Centurion Technologies	928.00	
6210-000	Equip Rep/Mtc - PCs/Printers	3/31/15	Newegg Business Inc.	44.93	
6210-000	Equip Rep/Mtc - PCs/Printers			972.93	
6240-000	Maint Contr - Copiers	3/1/15 3/25/15	Metro Sales, Inc	1,107.41 1,547.48	
6240-000	Maint Contr - Copiers			2,654.89	
6300-000	Payroll Processing	3/10/15 3/26/15	Payroll Professionals, Inc.	119.00 114.80	
6300-000	Payroll Processing			233.80	
6310-000	Audit	3/25/15	EideBailly LLP	1,600.00	
6310-000	Audit			1,600.00	
6330-000	Bank Fees	3/10/15	Cardmember Service	14.01	
6330-000	Bank Fees			14.01	
6350-000	Delivery Service - Courier	3/6/15	Northern Network Express	1,280.80	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Mar 1, 2015 to Mar 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/17/15		1,280.80	
		3/23/15		1,280.80	
		3/30/15		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	3/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	3/13/15	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	3/31/15	JobsHQ	1,430.98	
6380-000	Recruitment			1,430.98	
6400-000	Telephone	3/1/15	Rothsay Telephone Co	75.71	
6400-000	Telephone	3/1/15	Halstad Telephone Company	28.53	
		3/1/15		75.90	
6400-000	Telephone	3/1/15	Arvig	222.26	
6400-000	Telephone	3/1/15	CenturyLink	48.00	
6400-000	Telephone	3/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	3/8/15	Arvig	97.71	
		3/8/15		100.83	
		3/8/15		92.13	
		3/8/15		88.89	
		3/8/15		38.78	
6400-000	Telephone	3/10/15	Garden Valley Telephone Comp	77.68	
		3/10/15		12.79	
		3/10/15		11.49	
		3/10/15		11.49	
6400-000	Telephone	3/13/15	CenturyLink	43.88	
6400-000	Telephone	3/25/15	Rochester Telecom Systems Inc.	301.54	
6400-000	Telephone	3/25/15	Garden Valley Telephone Comp	6.73	
6400-000	Telephone			1,355.84	
6410-000	PIO - Marketing/Printing/Etc	3/10/15	Cardmember Service	9.99	
6410-000	PIO - Marketing/Printing/Etc	3/23/15	Sir Speedy	52.08	
6410-000	PIO - Marketing/Printing/Etc	3/31/15	Clay County Connection	165.00	
6410-000	PIO - Marketing/Printing/Etc			227.07	
6420-000	Director's Discretionary	3/2/15	SELCO	2,500.00	
6420-000	Director's Discretionary			2,500.00	
6440-000	Mailing - Click2Mail	3/1/15	Click2Mail	215.95	
6440-000	Mailing - Click2Mail			215.95	
6445-000	Materials Recovery/Collection	3/1/15	Unique Management Services, I	152.15	
6445-000	Materials Recovery/Collection			152.15	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Mar 1, 2015 to Mar 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	3/19/15	Clayton Briggs	80.50	
6450-000	Mileage - Trustee	3/19/15	Sue Schoenborn	81.08	
6450-000	Mileage - Trustee	3/19/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	3/19/15	Lee Ann Hall	54.63	
6450-000	Mileage - Trustee	3/19/15	David Geray	86.25	
6450-000	Mileage - Trustee	3/19/15	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee	3/19/15	Craig Bunes	80.50	
6450-000	Mileage - Trustee	3/19/15	Robert Perry	54.05	
6450-000	Mileage - Trustee	3/19/15	Ben Grimsley	51.75	
6450-000	Mileage - Trustee			596.52	
6455-000	Mileage - Staff	3/1/15	Laura Gullickson	27.03	
		3/1/15		27.03	
6455-000	Mileage - Staff	3/1/15	Joyce Christine Boike	39.68	
		3/1/15		79.35	
		3/1/15		19.55	
6455-000	Mileage - Staff	3/1/15	Jane Vigness	39.10	
6455-000	Mileage - Staff	3/1/15	Amy Nelson	17.25	
6455-000	Mileage - Staff	3/1/15	Patricia Perry	19.55	
6455-000	Mileage - Staff	3/2/15	Jill Rose	25.30	
6455-000	Mileage - Staff	3/2/15	Joyce Christine Boike	19.55	
6455-000	Mileage - Staff	3/3/15	Tamera Thomasson-Ehrhart	79.35	
6455-000	Mileage - Staff	3/3/15	Sheila Capistran	82.80	
6455-000	Mileage - Staff	3/3/15	Liz Lynch	278.30	
6455-000	Mileage - Staff	3/3/15	Erin Gunderson	51.18	
6455-000	Mileage - Staff	3/9/15	Laura Gullickson	27.03	
6455-000	Mileage - Staff	3/9/15	Joyce Christine Boike	41.98	
6455-000	Mileage - Staff	3/9/15	Sheila Capistran	41.40	
		3/10/15		44.28	
6455-000	Mileage - Staff	3/12/15	Lois Schaedler	12.65	
6455-000	Mileage - Staff	3/16/15	Joyce Christine Boike	79.35	
6455-000	Mileage - Staff	3/16/15	Sheila Capistran	41.40	
6455-000	Mileage - Staff	3/16/15	Candace Osborn	48.30	
6455-000	Mileage - Staff	3/16/15	Jennifer Johnson	24.73	
6455-000	Mileage - Staff	3/16/15	Julie Malmanger	112.70	
6455-000	Mileage - Staff	3/16/15	Marilyn Eaves	33.35	
6455-000	Mileage - Staff	3/17/15	Joyce Christine Boike	39.68	
		3/17/15		27.03	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/17/15	Sheila Capistran	44.28	
6455-000	Mileage - Staff	3/18/15	Joyce Christine Boike	79.35	
6455-000	Mileage - Staff	3/19/15	Sheila Capistran	41.40	
6455-000	Mileage - Staff	3/20/15	Jill Rose	25.30	
6455-000	Mileage - Staff	3/20/15	Patricia Perry	19.55	
6455-000	Mileage - Staff	3/23/15	Sheila Capistran	41.40	
6455-000	Mileage - Staff	3/25/15	Liz Lynch	278.30	
6455-000	Mileage - Staff	3/26/15	Tammi Jalowiec	74.75	
6455-000	Mileage - Staff	3/26/15	Karen Edevold	91.43	
6455-000	Mileage - Staff	3/26/15	Jill Rose	25.30	
6455-000	Mileage - Staff			2,099.96	
6470-000	Board Expenses	3/19/15	PJ Operations	58.25	
6470-000	Board Expenses			58.25	
6480-000	Staff Training	3/19/15	Spotlight On Books	150.00	
6480-000	Staff Training			150.00	
6488-000	Conf/Meeting - Legislative Day	3/2/15	Paul M. Bursik	409.26	
6488-000	Conf/Meeting - Legislative Day	3/10/15	Cardmember Service	339.59	
6488-000	Conf/Meeting - Legislative Day			748.85	
6500-000	Van - Gasoline	3/6/15	Cenex Fleetcard	72.72	
6500-000	Van - Gasoline			72.72	
6602-000	Materials - Juvenile Fiction	3/3/15	Baker & Taylor	269.66	
		3/3/15		214.76	
		3/3/15		186.06	
		3/3/15		11.26	
		3/4/15		38.08	
		3/4/15		52.84	
		3/4/15		121.54	
		3/5/15		42.96	
		3/6/15		35.41	
		3/6/15		67.56	
		3/9/15		177.20	
		3/9/15		27.70	
		3/10/15		48.94	
		3/10/15		85.68	
		3/10/15		41.72	
		3/11/15		57.28	
		3/11/15		42.16	
		3/11/15		60.90	
		3/11/15		85.82	
		3/11/15		209.64	
		3/12/15		56.40	
		3/12/15		162.88	
		3/13/15		10.96	
		3/16/15		126.34	
		3/17/15		6.78	
		3/17/15		46.47	
		3/17/15		33.28	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/18/15		22.72	
		3/18/15		153.92	
		3/18/15		129.46	
		3/19/15		94.72	
		3/19/15		161.07	
		3/23/15		23.38	
		3/24/15		0.15	
		3/24/15		35.52	
6602-000	Materials - Juvenile Fiction	3/25/15	GECRB/Amazon	36.74	
6602-000	Materials - Juvenile Fiction	3/25/15	Baker & Taylor	416.60	
		3/26/15		173.41	
		3/27/15		172.92	
		3/30/15		64.26	
		3/30/15		97.08	
		3/30/15		53.51	
		3/30/15		44.56	
6602-000	Materials - Juvenile Fiction			4,000.30	
6604-000	Materials - Juvenile Non-Fict	3/3/15	Baker & Taylor	51.64	
		3/10/15		121.98	
		3/10/15		40.04	
		3/11/15		6.78	
		3/12/15		52.56	
6604-000	Materials - Juvenile Non-Fict	3/12/15	Cavendish Square	175.60	
6604-000	Materials - Juvenile Non-Fict	3/12/15	Mitchell Lane Publishers, Inc.	107.80	
6604-000	Materials - Juvenile Non-Fict	3/13/15	Rosen Publishing	1,930.50	
6604-000	Materials - Juvenile Non-Fict	3/17/15	Baker & Taylor	37.10	
6604-000	Materials - Juvenile Non-Fict	3/17/15	The Creative Company	2,802.41	
6604-000	Materials - Juvenile Non-Fict	3/18/15	Baker & Taylor	144.06	
		3/20/15		32.04	
6604-000	Materials - Juvenile Non-Fict	3/23/15	Lerner Publishing Group	1,848.44	
6604-000	Materials - Juvenile Non-Fict	3/26/15	Baker & Taylor	28.64	
		3/30/15		799.22	
		3/30/15		117.38	
6604-000	Materials - Juvenile Non-Fict			8,296.19	
6605-000	Materials - Juvenile DVD	3/11/15	Baker & Taylor	161.32	
6605-000	Materials - Juvenile DVD	3/25/15	GECRB/Amazon	291.83	
6605-000	Materials - Juvenile DVD	3/25/15	Baker & Taylor	55.66	
		3/25/15		21.40	
		3/27/15		520.18	
6605-000	Materials - Juvenile DVD			1,050.39	
6606-000	Materials - Juvenile Talk Book	3/13/15	Penguin Random House, LLC.	45.00	
		3/20/15		60.00	
6606-000	Materials - Juvenile Talk Book			105.00	
6610-000	Materials - Adult Fiction	3/3/15	Baker & Taylor	251.03	
		3/3/15		92.43	
		3/3/15		60.56	
		3/3/15		61.62	
		3/3/15		39.01	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/5/15		181.48	
		3/9/15		200.48	
		3/9/15		81.25	
		3/10/15		467.04	
		3/10/15		108.73	
		3/11/15		409.44	
		3/11/15		52.42	
		3/12/15		411.41	
		3/16/15		97.41	
		3/16/15		265.37	
		3/17/15		43.44	
		3/18/15		48.75	
		3/18/15		265.62	
		3/20/15		139.96	
6610-000	Materials - Adult Fiction	3/25/15	GECRB/Amazon	60.30	
6610-000	Materials - Adult Fiction	3/25/15	Baker & Taylor	301.98	
		3/26/15		150.66	
		3/26/15		234.63	
		3/26/15		40.44	
		3/27/15		48.66	
		3/27/15		385.45	
		3/27/15		20.80	
6610-000	Materials - Adult Fiction			4,520.37	
6612-000	Materials - Adult Non-Fiction	3/6/15	Baker & Taylor	294.60	
		3/9/15		553.64	
		3/11/15		623.44	
		3/11/15		60.94	
		3/13/15		684.96	
		3/17/15		601.73	
		3/19/15		140.64	
6612-000	Materials - Adult Non-Fiction	3/25/15	Zandbroz Variety	30.60	
6612-000	Materials - Adult Non-Fiction	3/25/15	GECRB/Amazon	361.32	
6612-000	Materials - Adult Non-Fiction	3/26/15	Baker & Taylor	700.17	
		3/27/15		490.36	
6612-000	Materials - Adult Non-Fiction			4,542.40	
6614-000	Materials - Adult Large Print	3/2/15	Baker & Taylor	46.11	
		3/13/15		11.69	
		3/16/15		18.19	
		3/27/15		14.99	
6614-000	Materials - Adult Large Print			90.98	
6616-000	Materials - Adult DVD	3/3/15	Baker & Taylor	36.04	
		3/9/15		41.04	
		3/11/15		23.38	
		3/19/15		147.45	
6616-000	Materials - Adult DVD	3/25/15	GECRB/Amazon	1,791.51	
6616-000	Materials - Adult DVD	3/25/15	Baker & Taylor	88.47	
		3/25/15		35.68	
		3/26/15		113.30	
		3/27/15		492.33	
		3/27/15		305.92	
6616-000	Materials - Adult DVD			3,075.12	
6618-000	Materials - Adult Talking Book	3/1/15	Penguin Random House, LLC.	80.00	
		3/6/15		80.00	

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6618-000	Materials - Adult Talking Book	3/9/15	Recorded Books, LLC.	350.98	
		3/11/15		1,045.20	
		3/13/15		237.92	
		3/16/15		279.98	
		3/20/15		73.00	
		3/20/15		167.18	
		3/20/15		45.91	
		3/20/15		204.30	
		3/25/15		118.49	
6618-000	Materials - Adult Talking Book	3/25/15	GECRB/Amazon	8.73	
6618-000	Materials - Adult Talking Book	3/30/15	Recorded Books, LLC.	356.83	
6618-000	Materials - Adult Talking Book			3,048.52	
6630-000	Materials - Express Collection	3/3/15	Baker & Taylor	92.43	
		3/3/15		60.56	
		3/5/15		73.35	
		3/9/15		113.75	
		3/12/15		47.10	
		3/16/15		97.41	
		3/18/15		48.75	
		3/26/15		40.44	
		3/27/15		48.66	
6630-000	Materials - Express Collection			622.45	
6640-000	Materials - Music	3/25/15	GECRB/Amazon	164.19	
6640-000	Materials - Music			164.19	
6670-000	Materials - Digital - e-Books	3/11/15	Overdrive, Inc.	31.98	
		3/11/15		18.79	
		3/12/15		2.67	
		3/12/15		254.84	
		3/12/15		112.94	
		3/12/15		47.95	
		3/19/15		500.16	
		3/19/15		390.99	
		3/20/15		205.55	
		3/20/15		14.99	
		3/20/15		239.99	
		3/20/15		555.80	
6670-000	Materials - Digital - e-Books			2,376.65	
6675-000	Materials - Digital - e-Audio	3/12/15	Overdrive, Inc.	59.99	
		3/12/15		76.00	
		3/19/15		124.99	
6675-000	Materials - Digital - e-Audio			260.98	
6690-000	Materials - Periodicals	3/2/15	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	3/3/15	Red Lake Falls Gazette	35.00	
6690-000	Materials - Periodicals	3/6/15	Grand Forks Herald	166.00	
6690-000	Materials - Periodicals	3/22/15	Clay County Union	35.00	
6690-000	Materials - Periodicals	3/22/15	The Forum	163.00	
6690-000	Materials - Periodicals			461.00	
7110-000	Regional Lib Telecom Aid - Ex	3/31/15	NW-Links	25,974.35	

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7110-000	Regional Lib Telecom Aid - Ex			25,974.35	
7120-000	Telecom/E-rate Expenses	3/10/15	Cardmember Service	457.71	
7120-000	Telecom/E-rate Expenses	3/23/15 3/23/15	MEI Technologies	527.00 1,505.00	
7120-000	Telecom/E-rate Expenses			2,489.71	
7200-000	Legacy - Expense (1099)	3/10/15	Cardmember Service	37.75	
7200-000	Legacy - Expense (1099)	3/25/15	Richards Publishing Company, I	84.00	
7200-000	Legacy - Expense (1099)	3/26/15	Homeward Bound Theatre Comp	2,500.00	
7200-000	Legacy - Expense (1099)	3/29/15	Crookston Daily Times	234.10	
7200-000	Legacy - Expense (1099)	3/31/15	FCLAA	150.00	
7200-000	Legacy - Expense (1099)	3/31/15	Detroit Lakes Newspapers	336.00	
7200-000	Legacy - Expense (1099)	3/31/15 3/31/15	The 13 Towns	116.09 58.04	
7200-000	Legacy - Expense (1099)	3/31/15	Farmers Publishing Company	110.00	
7200-000	Legacy - Expense (1099)	3/31/15	The Forum	137.68	
7200-000	Legacy - Expense (1099)			3,763.66	
7210-000	Legacy - Materials - Print	3/25/15 3/25/15 3/25/15 3/25/15	GECRB/Amazon	101.15 92.74 179.39 222.87	
7210-000	Legacy - Materials - Print			596.15	
7220-000	Legacy - Materials - A/V	3/25/15 3/25/15 3/25/15 3/25/15	GECRB/Amazon	387.26 120.00 64.35 76.08	
7220-000	Legacy - Materials - A/V			647.69	
7230-000	Legacy - Materials - Other	3/11/15 3/11/15 3/12/15 3/12/15 3/23/15 3/23/15	Overdrive, Inc.	240.13 249.87 448.67 51.33 12.95 12.84	
7230-000	Legacy - Materials - Other			1,015.79	
8000-011	Donation - Misc Exp - LM	3/4/15 3/31/15	Megan Krueger	26.40 65.66	
8000-011	Donation - Misc Exp - LM			92.06	
8000-031	Donation - Misc Exp - LN	3/31/15	Lois Schaedler	45.99	
8000-031	Donation - Misc Exp - LN			45.99	
8100-011	Donation - Materials - LM	3/3/15 3/11/15	Baker & Taylor	11.26 28.64	
8100-011	Donation - Materials - LM	3/19/15	Overdrive, Inc.	48.25	
8100-011	Donation - Materials - LM	3/19/15	Gale/CENGAGE Learning	38.39	

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8100-011	Donation - Materials - LM	3/30/15	Baker & Taylor	29.44	
		3/30/15		37.70	
8100-011	Donation - Materials - LM			193.68	
8200-011	Donation - Furn & Equip - LM	3/6/15	Josh Stompro	152.99	
8200-011	Donation - Furn & Equip - LM	3/9/15	Ace Hardware	17.36	
		3/9/15		6.76	
		3/10/15		3.24	
8200-011	Donation - Furn & Equip - LM	3/25/15	GECRB/Amazon	599.99	
8200-011	Donation - Furn & Equip - LM			780.34	
8200-051	Donation - Furn & Equip - LC	3/6/15	Josh Stompro	152.99	
8200-051	Donation - Furn & Equip - LC			152.99	
8500-055	Furn & Equip - McIntosh	3/6/15	DEMCO	389.46	
8500-055	Furn & Equip - McIntosh			389.46	
8600-000	Software & Hardware Upgrade	3/4/15	CDW Government	1,280.20	
8600-000	Software & Hardware Upgrade	3/10/15	Cardmember Service	4,405.71	
8600-000	Software & Hardware Upgrade			5,685.91	
9085-000	Desig Funds - Joint Automatio	3/4/15	PCM Sales, Inc.	1,180.06	
9085-000	Desig Funds - Joint Automatio	3/10/15	Cardmember Service	135.66	
9085-000	Desig Funds - Joint Automatio			1,315.72	
9650-200	Computer Supplies - Joint Aut	3/19/15	Newegg Business Inc.	72.98	
9650-200	Computer Supplies - Joint Aut	3/25/15	GECRB/Amazon	328.96	
9650-200	Computer Supplies - Joint Aut			401.94	
9700-200	Miscellaneous Expense - JA	3/10/15	Cardmember Service	12.69	
9700-200	Miscellaneous Expense - JA			12.69	
9720-200	Training - Joint Automaiton	3/31/15	Software Freedom Conservancy,	200.00	
9720-200	Training - Joint Automaiton			200.00	