

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, March 19, 2015**

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

Location: **Moorhead Branch**

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

AGENDA

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

- 5:35 **2. MINUTES OF THE JANUARY 15, 2015 FULL BOARD MEETING**
 Enclosed (page 3)
 Recommended Motion: Move to approve the January 15, 2015 Full Board Meeting Minutes as presented.

- 5:45 **4. WELCOME TO NEW BOARD MEMBER:**

Mari Dailey, City of Moorhead
 John Nelson, Clearwater County
 Clayton Briggs, City of Crookston

- a. Administer Oath of Office – Bursik

- 5:50 **4. 2014 AUDIT REPORT** – Luke Evenson, CPA, Eide Bailly, LLP

- 6:10 **6. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 8)
 a. Authorization to submit 2014 Annual Report
 Recommended Motion: Move to authorize the Director to submit the 2014 Annual Report to State Library Services.

- 6:20 **7. DIRECTOR'S REPORT** - Lynch
 Enclosed (page 12)
 a. Meeting Room Policy – Enclosed (page 16)
 Recommended Motion: Move to approve revised Meeting Room Policy.

 b. Security Camera Policy – Enclosed (page 17)
 Recommended Motion: Move to approve Security Camera Policy.

 c. Strategic Planning Update - Enclosed (page 18)

Agenda for the March 21, 2014 Full Board Meeting – Page 2

6:40 8. BOARD MEMBER REPORTS:

Becker County – Paul Bursik, Ben Grimsley
Breckenridge – Evie Fox
Clay County/Barnesville/Hawley – Wayne Ingersoll
Clearwater County/Bagley – John Chevalier
Crookston – Clayton Briggs
Detroit Lakes – Marlys Douglas
Mahnomen – Sue Schoenborn
Mahnomen County – David Geray
Moorhead – Heidi Durand, Bev Lake, Lauri Winterfeldt
Norman County/Ada – Lee Ann Hall
Polk County/Climax/Fertile/Fosston/McIntosh – Craig Bunes
Wilkin County – Bob Perry
MN Library Association/Library Trustees and Advocates Section – Paul Bursik
Northern Lights Library Network – Wayne Ingersoll/Bev Lake

7:00 9. PRESIDENT’S REPORT – Bursik

7:10 10. OTHER

7:20 11. ADJOURNMENT

MISC ITEMS ENCLOSED:

- a. List of Bills – February 2015 (page 29)
- b. Morgan Stanley Investment Schedule (page 37)

UPCOMING MEETINGS/EVENTS

Easter Sunday, April 5, 2015

Crookston Branch CLOSED

National Library Week, April 12-18, 2015

Theme: *Unlimited possibilities @ your Library*

Executive/Finance Committee Meeting

2016 Preliminary Budget (Draft 1)

Moorhead Branch, April 16, 2015 - 5:30 p.m.

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

Moorhead Public Library

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 15, 2015 at the Moorhead Library. President Bursik called the meeting to order at 5:30 pm.

Board Members Present: Bursik (*President*), Fox, Geray, Grimsley, Hall, Ingersoll, Lake, Perry, Winterfeldt.

Board Members Absent: Bunes, Dailey, Douglas, Melbye, Schoenborn, 1 open position

Others Present: Lynch, Sprynczynatyk, John Nelson - Clearwater County Commissioner

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Geray/Fox) Move to approve the Agenda of the January 15, 2015 Full Board Meeting as presented. MCU.

MINUTES OF THE NOVEMBER 20, 2014 FULL BOARD MEETING

(Perry/Lake) Move to approve the Minutes of the November 20, 2014 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

John Nelson, Clearwater County Commissioner, informed the Board that although he intended to take the oath of office, due to conflicts with another commitment and LARL Board meetings, he won't be able to be on the LARL Board. He stated he would likely be an alternate for the representative that does get appointed to the LARL Board.

Neither Dailey nor Melbye were present at the meeting.

FINANCIAL REPORT

With 100% of 2014 complete, LARL spent 92.79% of budgeted expenses. The financial report is "unadjusted" and will change as the audit is completed. Although some line items ended over budget, all budget categories came in at or below budget.

(over)

FINANCIAL REPORT – continued

(Ingersoll/Geray) Move to approve the application for State FY2015 Regional Library Telecommunications Aid (RLTA) as reviewed and recommended by the Director, Network Administrator, and Director of Finance & HR. MCU.

FINANCE COMMITTEE REPORT

(Grimsley/Perry) Move to approve the list of authorized institutions for 2015 as reviewed and recommended by the Finance Committee: Bell State Bank and Morgan Stanley. MCU.

Sprynczynatyk discussed the changes from the June Preliminary Budget to the Draft Final Budget. Personnel expenses decreased by \$56,015 due to health insurance increase of 6%, rather than the budgeted 15% increase, accounting for approximately \$33,000. Approximately \$22,000 of salaries were moved to the LARL/Northwest Regional Library joint automation budget from personnel. With the upcoming 2015 automation system migration, there will be more staff time dedicated to the joint project. Regional Library Telecom Aid decrease by \$17,000, with a corresponding decrease in expenses of \$17,000. This change does not affect the budget overall. The revenue from the City of Moorhead was increased by \$20,000 to reflect the additional funding from the city to restore Moorhead Library hours Monday through Thursday. LARL's budgeted Shortfall decreased from \$115,340 on the Preliminary Budget to \$68,396.

(Fox/Winterfeldt) Move to approve the 2015 Budget as reviewed and recommended by the Finance Committee. MCU.

Lynch discussed management's recommendations regarding designated funds. LARL anticipates spending some of the Joint Automation Project – LARL & NWRL funds as the change in automation systems takes place in 2015.

(Winterfeldt/Lake) Move to approve the 2015 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU

DIRECTOR'S REPORT

Lynch reported that a 25 hour per week Assistant was hired with the increased funding from the City of Moorhead.

Library Legislative Day is March 3, 2015. In the past board members have been encouraged to attend, due to renovations at the capital we might need to limit board participation.

The LINK Site in Ulen received funding from the local Lions Club to buy materials for new shelving in the LINK. Dan Stahl donated his time and talents to build the shelves. The shelves have been delivered and are in use.

(continued on next page)

PRESIDENTS REPORT:

(Perry/LeeAnn) Move to approve the 2015 Board Meeting Schedule as presented. MCU.

Bursik discussed the committee assignments for 2015. Geray has been added to the Finance Committee.

The Board discussed the importance of attendance and the use of alternates.

(Winterfeldt/Lake) Move to amend the Bylaws to reflect that the Executive Committee will be composed of five members: President, Vice President, Treasurer, and two members at large, reducing the LARL Executive Committee from 7 to 5 as recommended by the Executive Committee. MCU.

(Ingersoll/Winterfeldt) Move to amend the Bylaws to remove the Local Libraries/Long Range Plan Committee as recommended by the Executive Committee. MCU.

BOARD MEMBER REPORTS:

Becker County (Grimsley)

No report

Breckenridge (Fox)

Several people are participating in Hot Reads for Cold Nights. The library is getting new Legos.

Clay County (Ingersoll)

No report

Clearwater County (Open)

John Nelson invited the Board to stop and see the new library in Bagley.

Crookston (Melbye-absent)

No report

Detroit Lakes (Marlys Douglas-absent)

No report

City of Mahanomen (Schoenborn-absent)

No report

Mahanomen County (Geray)

No report

Moorhead (Dailey-absent, Lake, Winterfeldt)

Lake reported that Moorhead is working on a Bremer Grant that would update the meeting rooms, kitchenette, and to buy some new equipment. Winterfeldt reported that the Moorhead Board discussed requests to have birthday parties at the library. They reviewed the purpose of the library and determined birthday parties don't really fit with the purpose.

Minutes of the January 15, 2015 Full Board Meeting – Page 4

BOARD MEMBER REPORTS - continued:

Norman County/Ada (Hall)

The Ada library is working on a survey with the community to see if hours should be changed.

Polk County (Buness-absent)

No report

Wilkin County (Perry)

No report

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

They will be meeting on Library Legislative Day. The Board was formed to assist Library Boards around the state. They meet only two times per year. There is one member for each regional library system.

Northern Lights Library Network (Ingersoll)

Saturday February 21st at University of Minnesota Moorhead, NLLN will have their 2nd Annual Luncheon for Legislators. All LARL Board members are invited to attend, NLLN will pay mileage. NLLN will likely be relocating to office space at Minnesota State University Moorhead's library.

The meeting adjourned at 6:20 p.m.

**Lake Agassiz Regional Library
2015 Board Meeting Attendance Schedule**

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

	January	March	May	June	September	November
Becker County						
Bursik	x					
Grimsley	x					
Breckenridge						
Fox	x					
Clay County						
Ingersoll	x					
Clearwater County						
Open	x					
Crookston						
Melbye						
Detroit Lakes						
Douglas						
Mahnomen						
Schoenborn						
Mahnomen County						
Geray	x					
Moorhead						
Dailey						
Lake	x					
Winterfeldt	x					
Norman County						
Hall	x					
Polk County						
Buness						
Wilkin County						
Perry	x					

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2015

16.67%

	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)	147,414.04	196,552.06	491,380.00	294,827.94	40.00
Reg Library Telecom Aid (RLTA)	0.00	0.00	103,000.00	103,000.00	0.00
Total Grants	147,414.04	196,552.06	594,380.00	397,827.94	33.07
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,080.17	1,735.45	20,000.00	18,264.55	8.68
Printing Revenue	1,687.80	2,901.36	17,000.00	14,098.64	17.07
Fax Revenue	445.56	980.45	6,500.00	5,519.55	15.08
Microfilm Revenue	5.24	6.08	100.00	93.92	6.08
Photocopy Revenue	603.13	1,233.35	7,000.00	5,766.65	17.62
Book/Furniture Sale Revenue	2,184.74	2,546.98	0.00	(2,546.98)	0.00
Interest Income	8,020.52	8,126.85	20,000.00	11,873.15	40.63
Invest Earn - Change in Value	(30,540.96)	(12,818.23)	0.00	12,818.23	0.00
Lost/Damaged Property	594.00	817.86	6,600.00	5,782.14	12.39
Other Income	(235.88)	58.12	0.00	(58.12)	0.00
Total Miscellaneous Revenue	(16,155.68)	5,588.27	77,200.00	71,611.73	7.24
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	15,300.00	61,200.00	45,900.00	25.00
MNLink Server Site Payments	293.94	587.88	0.00	(587.88)	0.00
Total Joint Automation Revenue	293.94	15,887.88	61,200.00	45,312.12	25.96
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	131,552.30	812,764.46	3,180,121.00	2,367,356.54	25.56
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	126,285.69	252,718.36	1,559,240.00	1,306,521.64	16.21
Salaries - Substitutes	2,307.06	5,120.85	35,000.00	29,879.15	14.63
Payroll Taxes - Employer	9,662.47	19,421.20	121,960.00	102,538.80	15.92
Retirement - PERA - Employer	9,584.00	19,218.48	116,840.00	97,621.52	16.45
Health Insurance	18,572.47	39,421.24	273,790.00	234,368.76	14.40
Life Insurance - Employer Paid	167.00	325.32	2,010.00	1,684.68	16.19
Workers Compensation Insurance	342.79	685.58	4,070.00	3,384.42	16.84
Other Employee Benefits	125.00	250.00	1,500.00	1,250.00	16.67
Total Personnel	167,046.48	337,161.03	2,114,410.00	1,777,248.97	15.95
<i>Automation/Cataloging</i>					
Automation	15,553.25	31,099.29	194,506.00	163,406.71	15.99
OCLC/Minitex	834.38	1,668.76	12,000.00	10,331.24	13.91
Supplies - Computer	1,369.36	1,541.29	4,500.00	2,958.71	34.25
Supplies - Technical Services	140.40	1,294.70	8,000.00	6,705.30	16.18
Total Automation/Cataloging	17,897.39	35,604.04	219,006.00	183,401.96	16.26

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	128.32	234.96	3,400.00	3,165.04	6.91
Programming - Summer Reading	239.61	391.09	8,000.00	7,608.91	4.89
Programming - Adult	0.00	10.34	3,000.00	2,989.66	0.34
Total Library Programming	367.93	636.39	14,400.00	13,763.61	4.42
Staff Development					
Staff Training & Development	150.00	168.83	19,000.00	18,831.17	0.89
Total Staff Development	150.00	168.83	19,000.00	18,831.17	0.89
Mileage/Board Meeting Expense					
Mileage - Staff	1,890.37	2,946.01	21,500.00	18,553.99	13.70
Regional Board Meetings	303.83	873.89	7,750.00	6,876.11	11.28
Total Mileage/Board Meeting Expenses	2,194.20	3,819.90	29,250.00	25,430.10	13.06
Other Expenses					
Accounting/Bank Fees	6,757.81	7,135.58	12,250.00	5,114.42	58.25
Attorney Fees	900.00	900.00	5,000.00	4,100.00	18.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	6,600.42	11,920.04	73,280.00	61,359.96	16.27
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,524.61	2,803.22	15,875.00	13,071.78	17.66
Lease - Regional Office Rent	1,666.67	3,333.34	20,000.00	16,666.66	16.67
Leases - Equipment	606.86	1,213.72	8,950.00	7,736.28	13.56
Maintenance Contracts	222.30	444.60	13,200.00	12,755.40	3.37
Mailing - Click2Mail	241.35	241.35	4,000.00	3,758.65	6.03
Materials Recovery/Collections	152.15	152.15	3,200.00	3,047.85	4.75
Memberships	205.00	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	433.99	1,146.33	16,400.00	15,253.67	6.99
Postage	16.10	129.93	4,250.00	4,120.07	3.06
Recruitment	154.00	154.00	9,000.00	8,846.00	1.71
Repairs - Equipment	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Copier/Fax/Microfilm	0.00	0.00	2,000.00	2,000.00	0.00
Supplies - Office	2,106.47	2,106.47	10,000.00	7,893.53	21.06
Supplies - Public Services	415.36	606.77	6,000.00	5,393.23	10.11
Telephone/Telecom	978.68	1,946.95	18,000.00	16,053.05	10.82
Total Other Operating Expenses	22,981.77	34,466.94	235,355.00	200,888.06	14.64
Regional Library Telecom Aid (RLTA)	0.00	0.00	103,000.00	103,000.00	0.00
Transportation					
Van Expenses	219.97	383.85	5,650.00	5,266.15	6.79
Total Transportation	219.97	383.85	5,650.00	5,266.15	6.79
Materials					
Adult	15,272.35	52,636.10	185,950.00	133,313.90	28.31
Digital Collection - e-Books	3,174.88	5,909.35	31,000.00	25,090.65	19.06
Digital Collection - e-Audio	208.35	698.19	9,000.00	8,301.81	7.76
Express Collection	399.79	690.37	10,000.00	9,309.63	6.90
Juvenile	5,156.77	10,367.27	76,250.00	65,882.73	13.60
Music	217.22	425.78	3,500.00	3,074.22	12.17
Online Databases	2,086.50	6,253.58	30,000.00	23,746.42	20.85
Periodicals	272.07	995.22	24,100.00	23,104.78	4.13
Reference	257.85	416.19	3,500.00	3,083.81	11.89
Total Materials	27,045.78	78,392.05	373,300.00	294,907.95	21.00
Capital Expenditures					
Furniture & Equipment	0.00	0.00	10,500.00	10,500.00	0.00
Software & Hardware Upgrades	2,369.17	2,860.98	40,000.00	37,139.02	7.15
Total Capital Expenditures	2,369.17	2,860.98	50,500.00	47,639.02	5.67
Capital Fund Accounts					
Automation System -Shared NWRL	1,104.16	2,208.33	13,250.00	11,041.67	16.67
Van Replacement	250.00	500.00	3,000.00	2,500.00	16.67
Total Capital Fund Accounts	1,354.16	2,708.33	16,250.00	13,541.67	16.67
Total General Fund Expenditures	241,626.85	496,202.34	3,180,121.00	2,683,918.66	15.60
General Fund Revenue Over Expenditures \$	<u>(110,074.55)</u>	<u>\$ 316,562.12</u>	<u>\$ 0.00</u>	<u>(316,562.12)</u>	<u>0.00</u>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 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	\$ 36.43	\$ 1,204.43	\$ 0.00	(1,204.43)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	2,213.76	6,784.59	0.00	(6,784.59)	0.00
Legacy Grant Revenue	5,082.82	9,833.38	0.00	(9,833.38)	0.00
Total Special Projects Revenue	7,333.01	17,822.40	0.00	(17,822.40)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	305.93	411.21	0.00	(411.21)	0.00
Donations - Miscellaneous	201.63	526.63	0.00	(526.63)	0.00
Legacy Grant Expense	5,082.83	9,833.39	0.00	(9,833.39)	0.00
Telecom/E-rate Expenses	2,213.76	6,784.59	0.00	(6,784.59)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	7,804.15	17,555.82	0.00	(17,555.82)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	8,634.66	8,634.66	0.00	(8,634.66)	0.00
Projects from Designated Funds:					
Desig Funds - Joint Automation	23,050.00	23,050.00	0.00	(23,050.00)	0.00
Total Special Projects Capital	31,684.66	31,684.66	0.00	(31,684.66)	0.00
Total Special Projects Expenditures	39,488.81	49,240.48	0.00	(49,240.48)	0.00
Special Proj Rev Over (Under) Expend	\$ (32,155.80)	\$ (31,418.08)	\$ 0.00	31,418.08	0.00
GRAND TOTAL REVENUE	138,885.31	830,586.86	3,180,121.00	2,349,534.14	26.12
GRAND TOTAL EXPENDITURES	281,115.66	545,442.82	3,180,121.00	2,634,678.18	17.15
CHANGE IN FUND BALANCE	\$ (142,230.35)	\$ 285,144.04	\$ 0.00	(285,144.04)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
February 28, 2015

11

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	7,591.92	6,984.32	607.60
Cash - Payroll (State Bank)	1,046.88	910.36	136.52
Cash - PayPal	11.53	89.02	(77.49)
Cash - Savings (State Bank)	920,902.82	420,290.06	500,612.76
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,112,530.39	1,135,172.87	(22,642.48)
Accounts Receivable	154.90	587,857.66	(587,702.76)
Other Miscellaneous Receivable	0.00	350.00	(350.00)
Prepaid Expenses	133,959.66	143,010.20	(9,050.54)
Deposit Account - OCLC	5,269.67	6,086.38	(816.71)
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 \$	<u>2,282,234.43</u>	<u>2,401,517.53</u>	<u>(119,283.10)</u>
LIABILITIES			
Accounts Payable \$	41,457.44	25,789.92	15,667.52
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	683.00	347.00	336.00
Health Insurance Payable	(219.00)	0.00	(219.00)
Dental Insurance Payable	13.71	(39.63)	53.34
Vision Insurance Payable	(5.15)	(5.30)	0.15
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	305.86	1,007.41	(701.55)
Flexible Spending - Dep Care	833.32	557.12	276.20
Sales Tax Payable	459.79	151.73	308.06
Deferred Revenue	426,864.30	420,991.93	5,872.37
Total Liabilities	578,374.97	556,781.88	21,593.09
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	9,500.00	9,250.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	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	2,208.33	1,104.17	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	285,144.04	427,374.39	(142,230.35)
Total Fund Balances	<u>1,703,859.46</u>	<u>1,844,735.65</u>	<u>(140,876.19)</u>
Total Liabilities & Fund Balanc \$	<u>2,282,234.43</u>	<u>2,401,517.53</u>	<u>(119,283.10)</u>



Monthly Report to the Board

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Meeting Date: March 19, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Presentation to the Moorhead City Council with Megan Krueger, Feb. 17; Coordinating Team Meeting, Feb. 18; Executive Committee Meeting, Feb. 19; NLLN Library Luncheon with Legislators, Feb. 21; Weeding project in Climax, Feb. 25; Library Legislative Day in St. Paul with Megan Krueger and Paul Bursik, Mar. 2 & 3; Equinox Conference Call with Josh Stompro and Sharon Douglas, Mar. 5; Meeting with artist and author Jon Solinger, Mar. 10.

Staff Development

On February 23, the Librarians from LARL and Northwest Regional Library met in Crookston for a Summer Reading Program planning meeting. This year's theme will be *Read to the Rhythm*. The meeting was facilitated by Jenna Kahly, Legacy and Youth Services Coordinator. Participating staff included the following: Karen Edevold, Bagley; Candace Osborn, Ada; Jenn Johnson, Hawley; Julie Malmanger, McIntosh; Jane Vigness, Climax; Erin Gunderson and Jennifer Riesterberg, Breckenridge; Kaia Lund, Barnesville; Lois Schaedler, Mahnommen; Laura Gullickson, Fertile; Tammy Thomasson-Ehrhart, Crookston; Candace Perry, Moorhead; Tammi Jalowiec, Fosston; and Kelsey Wulf, Detroit Lakes.

Nicole Murphy, Interlibrary Loan Assistant participated in three days (Feb. 25-27) of MnLINK Vendor Demos on the U of M Campus, in Minneapolis. Nicole is on a state-wide committee charged with finding a new ILL software system for academic, school, special, and public libraries across the state. All expenses were covered by MINITEX, an Information and Resource Sharing Program of the Minnesota Office of Higher Education and the University of Minnesota Libraries.

Jeanne Anderson, Collection Development Librarian and **Linda VanderMeulen**, Collection Development Assistant, attended an EBSCO Webinar regarding magazine renewals on Feb. 17.

Staff/Staffing

Thank you to **Sarah Peckskamp**, LARL Marketing Coordinator for her dedication and service to LARL over the past year and a half. Sarah has accepted a new position. Her last full day with LARL will be on March 13.

Welcome to **Sharon Larson**, Halstad LINK Site Substitute.

Current Openings:

- Ada Substitute
- Barnesville Substitute
- LARL Marketing Coordinator

Gifts, Grants, & Donations

Thank you to **Phil Hunt** of Flint Communications for creating a team of artists from Media Productions and Super Studios to create a 90 second commercial for LARL. This commercial has been viewed by over 410 individuals over a 48 hour period. This pro bono project will be played on local community access channels and will be played on larl.org, facebook, and other sites throughout the year. View the video by visiting

<http://larl.org/2015/03/06/learn-larl/>

3/9/2015	Debra DeWitz donation to Moorhead.	25.00
3/4/2015	Microsoft Matching Gifts Program (Sharon Williams) donation to Moorhead.	120.16
3/2/2015	Johnny Quimby donation to Crookston for DVDs.	100.00
2/25/2015	Moorhead Public Service donation for the Summer Reading Program.	2,000.00
2/10/2015	Catherine Johnson	10.00
2/4/2015	Jamie Elleson	2.73
2/11/2015	National Railway Historical Society RRV Chapter	250.00
2/16/2015	Moorhead Thrift Shop donation for Large Print Books	300.00
2/23/2015	Alicia Odens	6.00
2/2015	Anonymous donation to Hawley	97.33
		<u>2,911.22</u>

Library Legislative Day

Paul Bursik, Megan Krueger, and I visited the Capital for Library Legislative Day on March 3. During our time in St. Paul, we were able to meet with Rep. Kiel, Sen. Eken, Sen. Stumpf, Rep. Backer, Rep. Lien, Rep. Marquart, and Rep. Green.

Our focus was on discussing the need for a change regarding the Regional Library Basic System Support (RLBSS) formula.

RLBSS is the funding Regional Library Systems receive from the State of MN to assist in the operation of a regional library system.

There are four factors that make up the RLBSS formula:

- 57.5% is based on the percentage of state population
- 12.5% is based on the state area
- 5% is based on basic system services
- 25% is based on equalization, or adjusted net tax capacity per capita.

Librarians, trustees, and advocates for rural regional library systems are asking for two of the factors to change. We are hoping for legislation to change the formula from 5% to 15% for basic system services and a change from 25% to 15% for equalization. By slightly changing the percentages of these two factors and by asking the Legislator for an increase of \$5 million dollars, libraries across the state (rural and metro) would benefit from a stable funding stream, rather than having to deal with a volatile funding stream from year to year.

LARL tends to lose between \$20,000 to \$40,000 each year, while other library systems have lost up to \$110,000 per year. THE BEST PART OF THIS INITIATIVE IS THAT ALL REGIONAL LIBRARY SYSTEMS WOULD BE HELD HARMLESS!

LARL has been able to manage with reductions year after year since 2010, but we can only continue with this reduction in funding for so long. If the following legislators live in your district, please contact them and thank them for authoring or coauthoring the Bill for the RLBSS Formula Change. I am thrilled by the support of our legislators representing LARL. **14**

Senate Bill:

- Senator Stumpf, Chief Author
- Senator Eken, Author

House Bill (HF 1626):

- Representative Lien, Author
- Representative Marquart, Author (Rep. Marquart also authored our RLTA Bill!)

Please contact Rep. Kiel, Rep. Hancock, Rep. Backer, Sen. Westrom, and Sen. Skoe and let them know how important it is to pass this legislation regarding a RLBSS formula change. If \$5 million seems too steep, \$2.5 million would also hold every regional library system in MN harmless as well. We would be kicking the can down the road if the formula is not changed. The solution to financial stability in MN libraries is a formula change. (See Enclosed RLBSS Formula Change Handout)

Upcoming Events:

Hot Reads for Cold Nights

For every four books that are read, customers are eligible to win a prize during the months of January, February and March. Libraries across the state have been participating in the Hot Reads for Cold Nights program for a number of years. Hot Reads forms can be filled out at your local library, or customers can participate online by visiting: <http://larl.org/hot-reads/>

Easter Sunday, April 5, 2015

Crookston Branch CLOSED

National Library Week, April 12-18, 2015

Theme: *Unlimited possibilities @ your Library*

Executive/Finance Committee Meeting

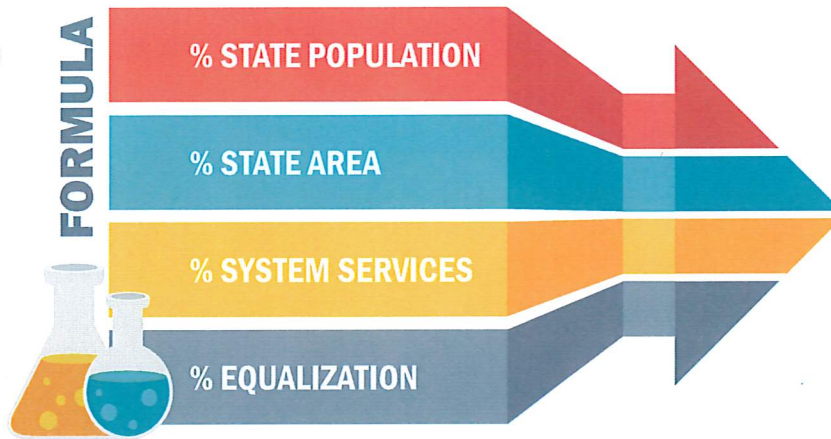
2016 Preliminary Budget (Draft 1)

Moorhead Branch, April 16, 2015 - 5:30 p.m.

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

Moorhead Public Library

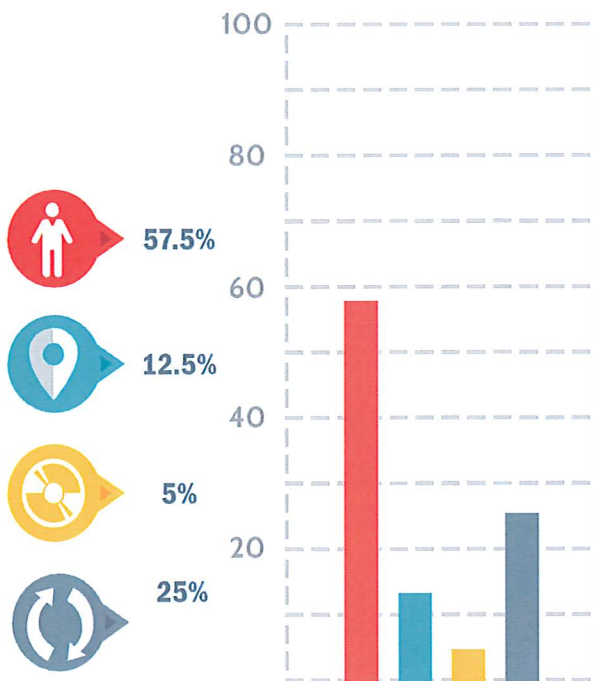
REGIONAL LIBRARY BASIC SYSTEM SUPPORT



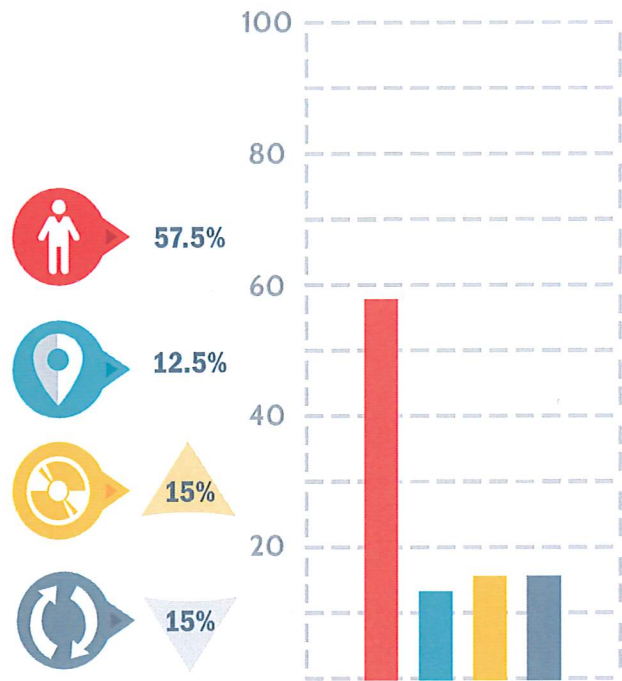
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**2015
CHANGE
PROPOSAL**

CURRENT FORMULA



PROPOSED FORMULA



**THIS FORMULA CHANGE PLUS 2.2 MILLION BUDGET INCREASE
WOULD HELP PROVIDE MINNESOTA'S LIBRARY SYSTEMS WITH:**



For more information go to www.crplsa.info/advocacy

"The American Library Association affirms that all libraries are forums for information and ideas...Libraries which make exhibit spaces and...meeting rooms available to the public they service should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use."

...From American Library Association, LIBRARY BILL OF RIGHTS

~~Several of the libraries within the Lake Agassiz Regional Library have a meeting room.~~ Under the provisions of Minnesota Statutes, Section 134.2 375.335, Subd. 2, and the LARL Agreement, the Lake Agassiz Regional Library Board of Trustees is responsible for governing the use of ~~these~~ meeting rooms. These rooms are intended to provide space for library activities and for use by organized groups and associations for public or private meetings in which no admission fee is charged, with the exception of approved educational courses. Meeting rooms will be available to organizations engaged in educational, cultural, intellectual or charitable activities. ~~available to organized groups and associations for public or private meetings in which no admission fee is charged, with the exception of courses sponsored by a state-accredited Institution or the Fosston Community Library and Arts Association. Meeting rooms will be available only to organizations engaged in educational, cultural, intellectual or charitable activities, including library sponsored or library related meetings.~~

Library sponsored activities have priority in consideration of the rooms. Reservations can be made for use of a room by contacting the library and following local branch guidelines. Reservations are made on a first come, first serve basis. If a particular day or time is in high demand, library staff may intervene so that groups can use the space on an equitable basis. Forms which report the usage of meeting rooms must be completed. Contact the library to inquire about available equipment. ~~at the library circulation desk up to three months in advance. The library will use the meeting room and will have priority for its own library sponsored functions. Forms which report the usage of meeting rooms must be completed.~~

The meeting rooms are available for free use during hours when the library is open. There will be no after hours use except in buildings where it is not necessary to have library staff supervision (Breckenridge, Crookston and Detroit Lakes). ~~These cities may levy a fee for utilities for after hour use. After hours use is also permitted for programs sponsored by each local library's designated "Friends" group with the stipulation that the group will provide adequate supervision and no library services will be provided.~~

~~Some of the rooms offer the use of a projection screen, chalkboard, and tables. In a few instances, a 16mm film projector, overhead projector and/or video cassette player are available for use by groups which have been instructed in their operations. A small kitchen, dishes and coffee urn are also available in some of the libraries for the serving of light refreshments only.~~

Groups must allow reserved time to set up and take down the tables, chairs, and special equipment before and after the meeting. Staff is not available to help setup or to clean up meeting rooms. The use of rooms should be completed at least 10 minutes before library closing time.

Groups are responsible for discipline, restricting themselves to use of the requested room(s) and leaving facilities in clean condition and good repair. A supervising adult is to be present for groups of children and young adults. The library cannot be responsible for storing material for groups using a room. If the librarian determines misuse of the meeting rooms, the group may lose its privilege for future use and/or a \$25 service charge may be levied against the group (Signatory on the "Report on Use of Library Meeting Rooms" form will be held responsible.) Restitution must be made to the library for any damage to library facilities by the group or individuals association with the group.

USE OF MEETING ROOMS DOES NOT INDICATE THE LIBRARY ENDORSES ANY CAUSE OR ACTIVITY.

Adopted, Lake Agassiz Regional Library July 18, 1973

Amended, Lake Agassiz Regional Library April 20, 1974; August 23, 1977; May 11, 1981; July 6, 1982; September 22, 1984; May 18, 1991; July 18, 1992; March 19, 2015

LARL Security Camera Policy

DRAFT 2/18/15

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded video images at Lake Agassiz Regional Library locations.

Procedures

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances informing the public that security cameras are present.
- Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Behavior Policy is restricted to designated staff and law enforcement.
- Security cameras differ in their recording length and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- In situations involving banned or trespassed customers, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Questions from the public may be directed to supervisory employees or the Regional Library Director.



Lake Agassiz Regional Library

Strategic Planning Framework 2014-2016

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



LARL Strategic Planning Process

Phase I:

Community Conversations were held in all seven counties in August and September of 2013. Over 80 individuals participated in the conversations, offering valuable information and ideas. The information gathered during Phase I was used to create the survey questions for staff, board members, and the public in Phase II of the strategic planning process.

Phase II:

Customer surveys were distributed across the region; 1,203 completed online surveys and 126 completed print surveys were received. Fifty-one online staff surveys were collected as well.

During *LARL Staff Day* on October 14, LARL Staff participated in an exercise to determine LARL's top issues, which included: budget, open hours, Legacy, collection, programming, communication, marketing, technology, training, and outreach.

Phase III:

Step #1: The Coordinating Team met in November and December to discuss survey results and create the Mission, Values, and Focus Areas of the Strategic Plan.

Step #2: Frontline employees from around the region were encouraged to participate on teams to determine the goals of the Focus Areas. The four teams were comprised of approximately five to seven individuals and were facilitated by Coordinating Team members.

Each Focus Area Team was asked to provide a list of goals and strategies to present to the Coordinating Team. On April 16, the Coordinating Team met to create goals to support the Focus Areas using the lists provided.

Step #3: The Coordinating Team met in May to create strategies and action steps using notes from the Focus Area Team meetings. The Coordinating Team will collaborate with staff from around the region to create and carry out action steps to move LARL forward and fortify a fulfilling library experience for both LARL staff and customers.



LARL Strategic Planning Framework

LARL Mission

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

LARL Values

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

Focus Area #1: Collection

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

Goals:

1. Build and maintain a diverse collection
2. Promote collection

Focus Area #2: Lifelong Learning

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

Goals:

1. Provide easily accessible resources
2. Offer relevant programming
3. Demonstrate a commitment to lifelong learning

Focus Area #3: Communication

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

Goals:

1. Build and maintain a well informed staff
2. Improve and update external communication

Focus Area #4: Advocacy

We strive to build and strengthen community relationships.

Goals:

1. Increase visibility
2. Create and enhance alliances
3. Equip and educate library advocates

LL 6/03/14

Focus Area #1: Collection

We Serve as the community's first and best resource to connect with information and entertainment.

Goal 1. Build and maintain a diverse collection

A. Strategy: Increase Collection Budget

1. **Action Step:** Allocate more funding for materials budget.

Staff Involved: Liz, Jamie, and LARL Board

Target Date: June 2014

Status: LARL Executive/Finance Committee has approved an additional \$6,500 for 2015. (6/19)

Next Steps: Continue to look at the LARL Budget and determine increases year after year.

2. **Action Step:** Align Legacy programming with needs of the customers and collection.

Staff Involved: Legacy Committee

Target Date: 11/01/14

Status: Jenna Kahly has been appointed as the internal Legacy Coordinator, which will allow a more thorough examination of what types of programs could exist to benefit a community and the collection. The Legacy Committee met in September to discuss the future of Legacy.

Next Steps: Legacy Committee notes will be considered for future legacy planning.

3. **Action Step:** Solicit donations to improve collection.

Staff Involved: Sarah and Liz with the help of the Coordinating Team

Target Date: 10/04/2014

Status: larl.org/donate has been created with a printable donation form. Signage, along with donation envelopes, have been distributed to each branch library.

Next Steps: Continue to promote donation page, forms, envelopes, etc.

4. **Action Step:** Determine plan for selling weeded items around the region.

Staff Involved: Coordinating Team and Frontline Staff

Target Date: 08/15/14

Status: All Branches have been given an opportunity to sell a cart of books to the public. All money should be sent in with the monthly branch deposit. 50% of the funds made from the sale will be deposited into the branch donation account, and 50% will go back to the LARL collection. 10/09/14 Libraries currently participating include: Ada, Barnesville, Breckenridge, Hawley, Mahanomen, and Moorhead.

Next Steps: Work with interested branches to get the sales up and running.

B. Strategy: Create a Collection Maintenance Plan

1. **Action Step:** Collection Development Librarian and Collection Team will develop plan.

Staff Involved: Jeanne and Collection Team

Target Date: 01/15/15

Status: Several Collection Management Plan guidelines have been created and updated. On the Staff Intranet under Procedures: EXPRESS! Collection, Floating Collection, NWRL new items updated, Purchase Request Template & Procedures, ILL documents, Routing and Rotation Documents. On the Staff Intranet, under Staff Resources, Collection Development the following items have been created or updated: Crew Guidelines, Delivery Schedule, NWRL new items updated, Purchase Request Template and Procedure.

Next Steps: Continue to create and review documents regarding collection management.

2. **Action Step:** Ensure collection supports local interests
Staff Involved: Jeanne and Collection Team
Target Date: 01/15/15
Status: A rotation plan has been created to ensure the collection supports local interest by rotating *New* items six times a year, genres among hubs three to four times a year, and refreshing LINK Site collections three times a year.
Next Steps: Jeanne will survey branches and LINK Sites to determine a collection profile regarding interests and genres particular to the location.

3. **Action Step:** Ensure organization of materials supports local interests
Staff Involved: Jeanne and Collection Team
Target Date: 01/15/15
Status: LARL will be adding two new cataloged genres to the collection: Christian Fiction and Graphic Novels. These genres will be added to the catalog and will be distributed with genre stickers. In addition, branch librarians will work with Hub Supervisors to determine the best layout of materials for their particular location.
Next Steps: Determine date for implementation of new genres.

4. **Action Step:** Make materials more available to customers by reducing time in transit.
Staff Involved: Jeanne and Collection Team
Target Date: 01/15/15
Status: Almost all items are now “floating”.
Next Steps: Done

Goal 2: Promote Collection

A. Strategy: Expand Reader’s Advisory

1. **Action Step:** Create Featured Item List
Staff Involved: Sharon will set it up. Frontline staff and Collection Team will make future lists.
Target Date: 08/01/14
Status: List has been added to the Web Catalog.
Next Steps: List is linked to the WebCatalog, now we need to determine who will make future lists.

2. **Action Step:** Next Five Books
Staff Involved: Jenna, Sarah and Collection Team
Target Date: 01/02/15
Status: Next Five Books has been implemented for use by youth. Sarah P. met with Jenny R. on 9/9/14 to discuss online PR; discussion included the current procedures for providing support for the Youth Next 5 Books, and ideas for management and support for the Adult Next 5 Books.
Next Steps: Decide on best management of both youth and adult Next 5 Books. Plan when and how to best implement and promote the Adult Next 5 Books on larl.org.

3. **Action Step:** Utilize Book Clubs
Staff Involved: Sarah and Branch Librarians
Target Date: 03/15/15
Status: Since 7/20/14, after a request via Staff Connections, Sarah P. has collected information and feedback about current LARL Book Clubs; and as of 10/28/14 Sarah P. has discussed Book Club promotion with eight Branch Librarians.
Next Steps: Create an individual webpage for each Book Club (to be hosted on larl.org) to serve as an online base for each club with information on meeting dates and times, current and upcoming selections for discussion, and links to any related Book Club information, e.g. a club-specific Goodreads group.

4. **Action Step:** Utilize Social Media

Staff Involved: Social Media Team (including Jenna and Next Five Books crew?)

Target Date: 01/01/15

Status: As a result of reassigning marketing ad dollars and implementing new social media management tools, LARL's social media presence has steadily gained in popularity in 2014 with an increase of 32.9% in organically-grown Facebook friends/followers, with a similar increase in activity and response of users.

Next Steps: Work with the Online PR Team to continue to accelerate growth of LARL's current Social Media outlets, as well as identify and remove any unused and outdated online tools.

B. Educate Customers

1. **Action Step:** Use larl.org to Educate Customers

Staff Involved: Sara and Coordinating Team

Target Date: 01/15/15

Status: Sarah P. and Jenna K. have worked to promote the eReading Room for youth by sending informational letters to area schools, purchasing and distributing promotional materials, and designing and distributing custom-made banners and supplies for three display booths. Additional online and printed promotion and advertising has been placed throughout the fall of 2014. In addition to the eReading Room, the One Click Digital eBook resource has been added to larl.org/ebooks.

Next Steps: Continue to promote LARL Digital Library.

2. **Action Step:** Lake Agassiz Digital Library Advertising

Staff Involved: Sarah, Jeanne, Jenna, and Collection Team

Target Date: 08/01/14

Status: Sarah P. and Jenna K. have worked to promote the eReading Room for youth by sending informational letters to area schools, purchasing and distributing promotional materials, and designing and distributing custom-made banners and supplies for three display booths. Additional online and printed promotion and advertising has been placed throughout the fall of 2014. In addition to the eReading Room, the One Click Digital eBook resource has been added to larl.org/ebooks.

Next Steps: Continue to promote LARL Digital Library.

3. **Action Step:** Craft Social Media Message

Staff Involved: Sarah and Social Media Team

Target Date: 01/01/15

Status: Sarah P. met with Jenny R. on 9/9/14 to discuss current on online PR practices and ideas for on Online PR Team. Sarah P. hosted a breakout session at All Staff Day, 10/13/14, to gather ideas and input about LARL's Social Media presence and Online PR.

Next Steps: With permission from staff supervisors, Sarah P. will recruit a small team to manage daily social media posts and to collaborate monthly on strategic social media and online PR objectives to better educate customers about LARL.

4. **Action Step:** Database of the Month

Staff Involved: Jenny, Sarah, and Hub Supervisors

Target Date: 01/01/15

Status:

Next Steps: Jenny has created and distributed a plan for 2015.

5. **Action Step:** Reach out to communities without service locations.

Staff Involved: Liz, Sarah, and Frontline Staff

Target Date: T.B.A.

Status:

Next Steps:

6. Action Step: Reach out to program attendees.**Staff Involved:** All Frontline Staff**Target Date:** 09/01/14**Status:****Next Steps:** Be prepared to reach out to attendees of the Fall Legacy Series. Promote the collection, share evaluation form, and share donation information.**Focus Area #2: Lifelong Learning**

We offer convenient and engaging opportunities for people of all ages that inspire curiosity and support individual growth for all ages.

Goal 1: Provide easily accessible resources**A. Library Signage****1. Action Step:** Ensure Signage Supports Self Direction**Staff Involved:** Sarah, Hub Supervisors, and Branch Librarians**Target Date:** 10/01/2014**Status:** As branches are weeded, they have received new signage for their shelving units. Some branches are experimenting with creative signage to promote specific services or products (Barnesville).**Next Steps:** Sarah and Hub Supervisors will meet to determine strategy, which will involve communicating with the frontline staff regarding customer needs.**B. Digital Materials****1. Action Step:** Add collection to catalog**Staff Involved:** Josh, Sharon, and Jeanne**Target Date:** T.B.A.**Status:** Unable to add to the catalog at this time.**Next Steps:** LARL is migrating to Evergreen in 2015. LARL's eBook collection will be included in this catalog.**2. Action Step:** Strategically place links on LARL.org and Web Catalog**Staff Involved:** Sarah, Josh, Liz, and Jeanne**Target Date:** 08/15/15**Status:** EReading room links were moved on the Children's and Teen's pages to be featured at the top of the page. Links for Zinio and OverDrive were also added to the WebCatalog.**Next Steps:** Identify other ways to feature digital material links.**3. Action Step:** Explore remote options for Millennium use.**Staff Involved:** Josh**Target Date:** 03/15/15**Status:****Next Steps:** This action step will be explored after migrating to Evergreen.**Goal 2: Offer Relevant Programming****A. Legacy****1. Action Step:** Evaluate Legacy**Staff Involved:** Liz and Legacy Committee**Target Date:** 08/15/14**Status:** Committee has met and has identified needs.

Next Steps: Liz and Jenna have met to discuss suggestions of the Legacy Committee. We are waiting to hear how much Legacy Funding will be allocated to Regional Library Systems for the new biennium. **25**

B. Determine Programming Need

1. **Action Step:** Determine methods for gathering programming needs from community.

Staff Involved: Liz and Legacy Committee

Target Date: 10/15/14

Status:

Next Steps: Discuss at Hub meetings.

2. **Action Step:** Review Community Conversations Notes

Staff Involved: Liz, Hub Supervisors, and Branch Librarians

Target Date: 10/01/15

Status:

Next Steps: Liz will send information out to locations.

Focus Area #3: Communication

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

Goal 1: Build and Maintain Well Informed Staff

A. Develop Consistent Training Modules

1. **Action Step:** Create an effective orientation model.

Staff Involved: Liz and Coordinating Team

Target Date: 10/01/14

Status:

Next Steps: Ask employees for ideas.

2. **Action Step:** Create an effective training model for initial training.

Staff Involved: Coordinating Team and Supervisors

Target Date: 01/02/15

Status:

Next Steps: Coordinating Team will create an outline for approval by supervisors.

3. **Action Step:** Create an effective model for ongoing training.

Who is involved: Coordinating Team and Supervisors

Target Date: 06/01/15

Status: New opportunities for training at Super Hub meetings: Legal Reference with Liz Reppe (State Law Library) and Databases w/Jenny Rodger in D.L. 1/26/15

Next Steps: Reviewing plan for Readers' Advisory Training with a release date of April 2015.

B. Policies and Procedures

1. **Action Step:** Review all policies and procedures.

Staff Involved: Coordinating Team with assistance from frontline staff.

Target Date: 12/01/15

Status: CT Reviewed/Approved Policies include: Administration of Discipline Policy, Family and Medical Leave Policy, Working Guidelines for Supervisory and Confidential Employees.

Next Steps: Continue to review policies.

C. Create New Staff Intranet

1. **Action Step:** Explore options.
Staff Involved: Sarah, Liz and Megan
Target Date: 02/15/15
Status:
Next Steps:

D. Increase Opportunities for sharing ideas and knowledge among staff.

1. **Action Step:** Explore options for face-to-face meetings.
Staff Involved: Hub Supervisors, Jamie, and Branch Staff
Target Date: 09/16/15
Status: Newly structured Hub and Super Hub meetings beginning January 26 in Detroit Lakes.
Next Steps: Finalize and distribute Hub/Super Hub meeting schedule to branch librarians for 2015.
2. **Action Step:** Explore staff options for online sharing.
Staff Involved: Hub Supervisors and Sarah
Target Date: 03/15/15
Status:
Next Steps:

Goal 2: Improve and Update External Communication**A. Use of Social Media**

1. **Action Step:** Evaluate use of social media
Staff Involved: Social Media Team
Target Date:
Status: Sarah P. met with Jenny R. on 9/9/14 to discuss current on online PR practices and ideas for on Online PR Team. Sarah P. hosted a breakout session at All Staff Day, 10/13/14, to gather ideas and input about LARL's Social Media presence and Online PR.
Next Steps: With permission from staff supervisors, Sarah P. will recruit a small team to manage daily social media posts and to collaborate monthly on strategic social media and online PR objectives to increase LARL's external communication efforts.

B. Media Profiles

1. **Action Step:** Create a Media Profile for each location, including a media list.
Staff Involved: Sarah, Branch Librarians, and LINK Site Coordinators
Target Date: 12/01/14
Status: Sarah attended 2 of 3 Hub meetings and to gather input for media lists.
Next Steps: Sarah will meet with the Moorhead Hub and she and the branches will continue to work on maintaining an effective media profile for each branch.

C. larl.org

1. **Action Step:** Evaluate larl.org
Staff Involved: Sarah, Liz and Hub Supervisors
Target Date: 10/01/14
Status: Donation page has been developed and Sarah has asked staff for information for the branch pages.
Next Steps: Start with location and donation pages.

Focus Area #4: Advocacy

We strive to build and strengthen community relationships.

Goal 1: Increase Visibility

A. Outreach

1. **Action Step:** Evaluate outreach opportunities

Staff Involved: Supervisors and frontline staff

Target Date: 11/01/15

Status: As of 10/28/14 Sarah P. has visited with eight of the 13 Branch Supervisors as part of an initiative to build individual Branch Media Profiles. Included in the branch profile discussion were ideas for opportunities for outreach (in addition to information on current outreach programs).

Next Steps: Continue the discussion on outreach opportunities.

2. **Action Step:** Evaluate promotional materials used for outreach

Staff Involved: Sarah and frontline staff

Target Date: 11/01/15

Status:

Next Steps: Survey staff regarding promotional outreach needs.

Goal 2: Create and Enhance Alliances

1. **Action Step:** Identify Organizations within Community

Staff Involved: Branch Librarians and LINK Site Coordinators

Target Date: 11/01/15

Status: As of 10/28/14 Sarah P. has visited with eight of the 13 Branch Supervisors as part of an initiative to build individual Branch Media Profiles. Included in the branch profile discussion were ideas for identifying organizations within each community that may work with the library to promote services.

2. **Action Step:** Identify mutually beneficial community partnerships.

Staff Involved: Branch Librarians and LINK Site Coordinators

Target Date: 11/01/15

Status: Amy Nelson, Ulen LINK Site Coordinator reached out to local Lions Club regarding new shelving. The Lions paid for materials and a local contractor built the shelves free of charge.

Next Steps: Performance Goal for 2015

Goal 3: Equip and Educate Library Advocates

A. Training Materials

1. **Action Step:** Create readily available training materials for staff orientation.

Staff Involved: Liz, Sarah, and Hub Supervisors

Target Date: 09/15/15

Status:

Next Steps: Determine best method for staff orientation.

2. **Action Step:** Create readily available training materials for initial training.

Staff Involved: Hub Supervisors, with the help of all Supervisors and frontline staff.

Target Date: 09/15/15

Status:

Next Steps: Create a survey asking frontline staff about what would have worked for their initial training.

3. **Action Step:** Create readily available training materials for ongoing training.
Staff Involved: Hub Supervisors, with the help of all Supervisors and frontline staff.
Target Date: 3/15/16
Status: Liz, Jeanne, Megan, and Sarah are working on a training plan and curriculum for Readers' Advisory.
Next Steps:

4. **Action Step:** Create advocacy materials for supporting library initiatives:
Staff Involved: Liz, Sarah, and anyone with a great idea!
Target Date: February 20, 2015
Status: Sarah and Liz are working on advocacy materials for Library Legislative Day.
Next Steps: Once materials are complete, share with all staff for outreach/advocacy purposes.

B. Volunteer Training

1. **Action Step:** Revise volunteer application.
Staff Involved: Jenna Kahly, Candace Perry, Deb Wahl, and Tammy Thomasson-Ehrhart
Target Date: 10/01/14
Status:
Next Steps:
2. **Action Step:** Create volunteer application for youth.
Staff Involved: Jenna Kahly, Candace Perry, Deb Wahl, and Tammy Thomasson-Ehrhart
Target Date: 10/01/14
Status:
Next Steps:

LL 02/05/15

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	2/1/15	Lakes Country Service Cooperat	15,134.00	
		2/1/15		1,359.00	
		2/1/15		1,812.00	
5120-000	Health Insurance			18,305.00	
5140-000	Life Insurance - Employer Paid	2/28/15	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6000-000	Supplies - Office	2/2/15	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	2/4/15	Office Max	738.47	
		2/4/15		7.90	
		2/4/15		13.76	
		2/4/15		3.79	
		2/4/15		10.21	
		2/5/15		229.74	
		2/5/15		6.12	
6000-000	Supplies - Office	2/11/15	Total Imaging	162.00	
6000-000	Supplies - Office	2/23/15	Heidi Klemek	58.08	
6000-000	Supplies - Office			2,116.57	
6020-000	Supplies - Public Services	2/2/15	Batteries Plus	211.95	
6020-000	Supplies - Public Services	2/10/15	Cardmember Service	8.35	
6020-000	Supplies - Public Services			220.30	
6040-000	Supplies - Computer	2/20/15	Newegg.com	239.98	
		2/20/15		239.98	
		2/20/15		239.98	
		2/20/15		239.98	
		2/20/15		239.98	
		2/20/15		239.98	
6040-000	Supplies - Computer			1,439.88	
6300-000	Payroll Processing	2/10/15	Payroll Professionals, Inc.	119.00	
		2/24/15		113.40	
6300-000	Payroll Processing			232.40	
6310-000	Audit	2/9/15	EideBailly LLP	6,350.00	
6310-000	Audit			6,350.00	
6330-000	Bank Fees	2/10/15	Cardmember Service	14.07	
6330-000	Bank Fees			14.07	
6340-000	Attorney Fees	2/19/15	Stefanson Law	900.00	
6340-000	Attorney Fees			900.00	
6350-000	Delivery Service - Courier	2/2/15	Northern Network Express	1,280.80	
		2/9/15		1,280.80	
		2/20/15		1,280.80	
		2/20/15		1,280.80	
		2/27/15		1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	2/3/15	US Bank Equipment Finance	606.86	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6362-000	Lease - Copiers			606.86	
6370-000	Insurance - General Liability	2/23/15	USI Insurance Services LLC	246.00	
6370-000	Insurance - General Liability			246.00	
6380-000	Recruitment	2/1/15	Barnesville Record-Review	72.00	
		2/28/15		72.00	
6380-000	Recruitment	2/28/15	The Hawley Herald, Inc.	10.00	
6380-000	Recruitment			154.00	
6400-000	Telephone	2/1/15	Rothsay Telephone Co	74.70	
6400-000	Telephone	2/1/15	Halstad Telephone Company	28.53	
		2/1/15		75.72	
6400-000	Telephone	2/1/15	CenturyLink	48.00	
6400-000	Telephone	2/1/15	Arvig	228.55	
		2/8/15		97.52	
		2/8/15		99.88	
		2/8/15		89.28	
		2/8/15		98.54	
		2/8/15		38.78	
6400-000	Telephone	2/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	2/10/15	Garden Valley Telephone Comp	77.68	
		2/10/15		12.79	
		2/10/15		11.49	
		2/10/15		11.49	
6400-000	Telephone	2/13/15	CenturyLink	43.88	
6400-000	Telephone	2/25/15	Garden Valley Telephone Comp	6.73	
6400-000	Telephone	2/26/15	Rochester Telecom Systems Inc.	328.67	
6400-000	Telephone			1,393.73	
6410-000	PIO - Marketing/Printing/Etc	2/10/15	Cardmember Service	58.99	
6410-000	PIO - Marketing/Printing/Etc	2/28/15	The Hawley Herald, Inc.	295.00	
6410-000	PIO - Marketing/Printing/Etc			353.99	
6440-000	Mailing - Click2Mail	2/1/15	Click2Mail	241.35	
6440-000	Mailing - Click2Mail			241.35	
6445-000	Materials Recovery/Collection	2/1/15	Unique Management Services, I	152.15	
6445-000	Materials Recovery/Collection			152.15	
6450-000	Mileage - Trustee	2/19/15	Craig Bunes	80.50	
6450-000	Mileage - Trustee	2/19/15	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee	2/19/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	2/19/15	Robert Perry	54.05	
6450-000	Mileage - Trustee			242.31	
6455-000	Mileage - Staff	2/1/15	Jane Vigness	109.25	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/1/15	Joyce Christine Boike	27.03	
		2/1/15		105.23	
		2/1/15		19.55	
		2/1/15		79.35	
6455-000	Mileage - Staff	2/1/15	Mary Haney	12.08	
		2/1/15		15.53	
		2/1/15		41.98	
		2/1/15		51.18	
		2/1/15		12.08	
		2/1/15		91.43	
		2/1/15		41.98	
6455-000	Mileage - Staff	2/1/15	Rebecca Bentley	19.55	
		2/1/15		19.55	
6455-000	Mileage - Staff	2/2/15	Joyce Christine Boike	41.98	
6455-000	Mileage - Staff	2/3/15	Megan Krueger	24.73	
6455-000	Mileage - Staff	2/3/15	Joyce Christine Boike	39.68	
6455-000	Mileage - Staff	2/4/15	Megan Krueger	51.18	
6455-000	Mileage - Staff	2/6/15	Sarah Peckskamp	29.90	
6455-000	Mileage - Staff	2/6/15	Mary Haney	12.08	
6455-000	Mileage - Staff	2/10/15	Debra Wahl	41.98	
6455-000	Mileage - Staff	2/11/15	Jill Rose	25.30	
6455-000	Mileage - Staff	2/11/15	Mary Haney	17.25	
6455-000	Mileage - Staff	2/11/15	Sharyl Ogard	12.08	
6455-000	Mileage - Staff	2/17/15	Jill Rose	25.30	
6455-000	Mileage - Staff	2/18/15	Sharyl Ogard	29.33	
		2/19/15		29.33	
6455-000	Mileage - Staff	2/20/15	Sheila Capistran	82.80	
6455-000	Mileage - Staff	2/23/15	Lois Schaedler	46.00	
6455-000	Mileage - Staff	2/23/15	Candace Osborn	40.25	
6455-000	Mileage - Staff	2/23/15	Jennifer Johnson	24.73	
6455-000	Mileage - Staff	2/23/15	Kelsey Wulf	105.46	
6455-000	Mileage - Staff	2/23/15	Erin Gunderson	131.10	
6455-000	Mileage - Staff	2/23/15	Julie Malmanger	50.60	
6455-000	Mileage - Staff	2/23/15	Tammi Jalowiec	50.60	
6455-000	Mileage - Staff	2/23/15	Karen Edevold	20.70	
6455-000	Mileage - Staff	2/24/15	Candace Osborn	48.30	
6455-000	Mileage - Staff	2/24/15	Jennifer Johnson	24.73	
6455-000	Mileage - Staff	2/24/15	Erin Gunderson	51.18	
6455-000	Mileage - Staff	2/25/15	Jill Rose	20.13	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/26/15	Lois Schaedler	46.00	
6455-000	Mileage - Staff	2/26/15	Tammi Jalowiec	50.60	
6455-000	Mileage - Staff	2/26/15	Karen Edevold	20.70	
6455-000	Mileage - Staff	2/26/15	Julie Malmanger	50.60	
6455-000	Mileage - Staff			1,890.37	
6465-000	Memberships - LARL Directors	2/10/15	Cardmember Service	205.00	
6465-000	Memberships - LARL Directors			205.00	
6470-000	Board Expenses	2/19/15	PJ Operations	47.55	
6470-000	Board Expenses	2/25/15	Purchase Advantage Card	13.97	
6470-000	Board Expenses			61.52	
6480-000	Staff Training	2/12/15	Spotlight On Books	150.00	
6480-000	Staff Training			150.00	
6492-000	Programming - Summer Readi	2/9/15	Jenna Kahly	38.21	
		2/23/15		79.50	
6492-000	Programming - Summer Readi	2/24/15	Illinois Library Association	42.40	
6492-000	Programming - Summer Readi	2/25/15	Purchase Advantage Card	79.50	
6492-000	Programming - Summer Readi			239.61	
6500-000	Van - Gasoline	2/6/15	Cenex Fleetcard	70.35	
6500-000	Van - Gasoline			70.35	
6505-000	Van - Repairs & Maintenance	2/10/15	Cardmember Service	33.87	
6505-000	Van - Repairs & Maintenance			33.87	
6602-000	Materials - Juvenile Fiction	2/3/15	Baker & Taylor	57.22	
		2/3/15		25.98	
		2/4/15		41.04	
		2/4/15		63.14	
		2/4/15		46.34	
		2/4/15		206.58	
		2/4/15		73.74	
		2/4/15		142.12	
		2/5/15		33.26	
		2/5/15		10.36	
		2/6/15		46.47	
		2/9/15		111.93	
		2/10/15		130.38	
		2/10/15		40.60	
		2/11/15		10.38	
		2/11/15		13.28	
		2/11/15		92.03	
		2/11/15		23.88	
		2/13/15		104.81	
		2/16/15		56.12	
		2/17/15		142.42	
		2/18/15		112.35	
		2/18/15		28.64	
		2/18/15		13.56	
		2/19/15		172.62	
		2/19/15		21.92	
		2/19/15		43.46	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/19/15		10.68	
		2/19/15		59.73	
		2/23/15		43.17	
		2/24/15		25.98	
		2/24/15		333.00	
		2/24/15		331.15	
		2/24/15		559.57	
		2/26/15		105.98	
6602-000	Materials - Juvenile Fiction			3,333.89	
6604-000	Materials - Juvenile Non-Fict	2/3/15	Baker & Taylor	120.56	
		2/3/15		28.56	
		2/4/15		40.97	
		2/11/15		30.22	
		2/12/15		90.78	
		2/23/15		210.18	
		2/26/15		50.06	
		2/26/15		28.64	
6604-000	Materials - Juvenile Non-Fict			599.97	
6605-000	Materials - Juvenile DVD	2/11/15	Baker & Taylor	83.12	
		2/12/15		552.61	
		2/13/15		45.24	
		2/19/15		31.02	
		2/19/15		56.36	
6605-000	Materials - Juvenile DVD	2/25/15	GECRB/Amazon	427.80	
6605-000	Materials - Juvenile DVD	2/25/15	Baker & Taylor	26.76	
6605-000	Materials - Juvenile DVD			1,222.91	
6610-000	Materials - Adult Fiction	2/3/15	Baker & Taylor	398.11	
		2/3/15		94.11	
		2/3/15		31.04	
		2/3/15		85.36	
		2/4/15		81.06	
		2/4/15		120.71	
		2/4/15		52.70	
		2/5/15		243.19	
		2/6/15		338.00	
		2/6/15		40.96	
		2/9/15		39.50	
		2/10/15		358.88	
		2/12/15		65.00	
		2/12/15		306.65	
		2/16/15		40.83	
		2/17/15		230.98	
		2/18/15		335.40	
		2/20/15		222.40	
		2/23/15		473.31	
		2/23/15		277.15	
		2/23/15		117.46	
		2/24/15		131.06	
6610-000	Materials - Adult Fiction	2/25/15	GECRB/Amazon	84.28	
6610-000	Materials - Adult Fiction	2/26/15	Baker & Taylor	133.78	
		2/26/15		294.69	
		2/27/15		46.98	
		2/27/15		114.70	
		2/27/15		245.24	
6610-000	Materials - Adult Fiction			5,003.53	
6612-000	Materials - Adult Non-Fiction	2/1/15	Barnes & Noble, Inc.	95.88	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6612-000	Materials - Adult Non-Fiction	2/2/15	Baker & Taylor	739.33	
		2/3/15		451.09	
		2/5/15		451.41	
		2/5/15		297.16	
		2/10/15		282.25	
		2/17/15		435.27	
		2/23/15		471.34	
6612-000	Materials - Adult Non-Fiction	2/25/15	GECRB/Amazon	195.13	
6612-000	Materials - Adult Non-Fiction	2/26/15	Baker & Taylor	40.28	
		2/26/15		266.09	
		2/27/15		543.45	
		2/27/15		429.81	
6612-000	Materials - Adult Non-Fiction			4,698.49	
6614-000	Materials - Adult Large Print	2/23/15	Baker & Taylor	11.69	
6614-000	Materials - Adult Large Print	2/25/15	GECRB/Amazon	89.97	
6614-000	Materials - Adult Large Print			101.66	
6616-000	Materials - Adult DVD	2/5/15	Baker & Taylor	98.31	
		2/10/15		71.36	
		2/11/15		302.21	
		2/12/15		341.35	
		2/12/15		379.24	
		2/17/15		52.98	
		2/18/15		17.85	
		2/19/15		31.04	
		2/19/15		62.08	
		2/20/15		31.04	
6616-000	Materials - Adult DVD	2/25/15	GECRB/Amazon	2,296.48	
6616-000	Materials - Adult DVD			3,683.94	
6618-000	Materials - Adult Talking Book	2/9/15	Recorded Books, LLC.	1,013.20	
		2/13/15		27.49	
		2/18/15		113.98	
		2/23/15		594.78	
6618-000	Materials - Adult Talking Book	2/25/15	GECRB/Amazon	35.28	
6618-000	Materials - Adult Talking Book			1,784.73	
6630-000	Materials - Express Collection	2/3/15	Baker & Taylor	94.11	
		2/10/15		43.74	
		2/12/15		65.00	
		2/23/15		32.50	
		2/23/15		117.46	
		2/27/15		46.98	
6630-000	Materials - Express Collection			399.79	
6640-000	Materials - Music	2/25/15	GECRB/Amazon	217.22	
6640-000	Materials - Music			217.22	
6650-000	Materials - Reference	2/25/15	GECRB/Amazon	99.51	
6650-000	Materials - Reference			99.51	
6670-000	Materials - Digital - e-Books	2/5/15	Overdrive, Inc.	229.25	
		2/9/15		3.99	
		2/11/15		255.77	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/11/15		453.40	
		2/11/15		152.87	
		2/11/15		133.98	
		2/26/15		741.71	
		2/26/15		1.99	
		2/26/15		576.92	
6670-000	Materials - Digital - e-Books			2,549.88	
6690-000	Materials - Periodicals	2/10/15	Mahnomen Pioneer	30.00	
6690-000	Materials - Periodicals	2/13/15	EBSCO Information Services	116.07	
6690-000	Materials - Periodicals	2/26/15	Norman County Index	33.00	
		2/26/15		33.00	
6690-000	Materials - Periodicals	2/27/15	Fertile Journal	35.00	
6690-000	Materials - Periodicals	2/28/15	Richards Publishing Company, I	25.00	
6690-000	Materials - Periodicals			272.07	
7120-000	Telecom/E-rate Expenses	2/6/15	Monoprice, Inc.	185.97	
7120-000	Telecom/E-rate Expenses	2/10/15	Cardmember Service	1,008.00	
7120-000	Telecom/E-rate Expenses	2/25/15	GECRB/Amazon	465.11	
7120-000	Telecom/E-rate Expenses			1,659.08	
7200-000	Legacy - Expense (1099)	2/2/15	William A. Hale	800.00	
7200-000	Legacy - Expense (1099)	2/9/15	Lonnie Dupre	2,300.00	
7200-000	Legacy - Expense (1099)	2/10/15	Cardmember Service	30.00	
7200-000	Legacy - Expense (1099)	2/26/15	The 13 Towns	61.10	
7200-000	Legacy - Expense (1099)	2/28/15	Farmers Publishing Company	44.00	
7200-000	Legacy - Expense (1099)	2/28/15	Detroit Lakes Newspapers	190.00	
7200-000	Legacy - Expense (1099)			3,425.10	
7205-000	Legacy - Exp Reimbursement	2/9/15	Lonnie Dupre	524.33	
7205-000	Legacy - Exp Reimbursement			524.33	
8000-011	Donation - Misc Exp - LM	2/20/15	Nicole Thistlewood	83.32	
8000-011	Donation - Misc Exp - LM	2/20/15	Corinne Edgerton	30.00	
8000-011	Donation - Misc Exp - LM	2/20/15	MEY, Inc.	88.31	
8000-011	Donation - Misc Exp - LM			201.63	
8100-011	Donation - Materials - LM	2/4/15	Baker & Taylor	31.23	
		2/11/15		10.38	
		2/18/15		14.32	
8100-011	Donation - Materials - LM			55.93	
8100-023	Donation - Materials - SF	2/23/15	Hannaher's Inc.	250.00	
8100-023	Donation - Materials - SF			250.00	
8200-000	Donation - Furn & Equip - RO	2/20/15	CDW Government	2,178.00	
		2/21/15		3,527.75	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Feb 1, 2015 to Feb 28, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8200-000	Donation - Furn & Equip - RO			5,705.75	
8200-011	Donation - Furn & Equip - LM	2/11/15	Newegg.com	1,214.96	
		2/11/15		172.04	
8200-011	Donation - Furn & Equip - LM			1,387.00	
8200-051	Donation - Furn & Equip - LC	2/11/15	Newegg.com	1,214.96	
		2/11/15		172.05	
8200-051	Donation - Furn & Equip - LC			1,387.01	
8600-000	Software & Hardware Upgrade	2/3/15	Newegg.com	315.87	
		2/4/15			119.99
		2/5/15		322.97	
8600-000	Software & Hardware Upgrade	2/25/15	GECRB/Amazon	1,850.32	
8600-000	Software & Hardware Upgrade			2,489.16	119.99
9085-000	Desig Funds - Joint Automatio	2/6/15	Equinox	23,050.00	
9085-000	Desig Funds - Joint Automatio			23,050.00	
9700-200	Miscellaneous Expense - JA	2/10/15	Cardmember Service	53.13	
9700-200	Miscellaneous Expense - JA			53.13	

