

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, January 17, 2019**

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

Location: **Moorhead Public Library**

NOTE: If you're unable to attend this meeting, please call Liz at the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 127, or locally at (218) 233-3757, ext. 127. Or, email Liz at lynchl@larl.org by noon on the day of the meeting.

AGENDA

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

- 5:35 **2. MINUTES OF THE NOVEMBER 15, 2018 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the November 15, 2018 Full Board Meeting Minutes as presented.

- 5:40 **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS - Kalil**
- a. **Welcome to New Trustees**
 - a. Mark Titara, Clearwater County
 - b. Shelly Carlson, City of Moorhead (absent)
 - b. **Administer Oath of Office**
Enclosed (page 7)

- 6:00 **4. FINANCIAL REPORT - Sprynczynatyk**
Enclosed (page 8)

- 6:05 **5. FINANCE COMMITTEE REPORT – Grimsley**

- a. **Approval of List of Authorized Institutions**

Recommended Motion: Move to approve the list of authorized institutions for 2019 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.

(over)

b. 2019 Final Budget

Draft enclosed (page 12)

Recommended Motion: Move to approve the 2019 Budget as reviewed and recommended by the Finance Committee.

c. Designated Funds

Draft enclosed (page 14)

Recommended Motion: Move to approve the 2019 Designed Funds as reviewed and recommended by the Director and the Finance Committee.

6:20 **6. DIRECTOR'S REPORT – Lynch**

a. Director's Written Report

Enclosed (page 15)

b. Legislative Update

6:30 **7. PRESIDENT'S REPORT – Kalil**

a. 2019 Board Meeting Schedule

Enclosed (page 17)

Recommended Motion: Move to approve the 2019 Board Meeting Schedule as presented.

b. 2019 Board Committee Assignments

Enclosed: Board Committee Assignments Draft (page 18)

(continued)

Agenda for the January 17, 2019 Full Board Meeting – Page 3

6:50 8. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley, Terry Kalil
Breckenridge – Linda Holecek
Clay County – Jim Haney
Clearwater County – Mark Titara
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Andrew Brammer, Shelly Carlson & Open
Norman County – Steve Jacobson
Polk County – Gary Willhite
Wilkin County – Dennis Larson

MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Terry Kalil and Linda Holecek

7:00 9. OTHER

7:10 10. ADJOURNMENT

MISC. ITEMS ENCLOSED:

- a. List of Bills – December 2018 (page 19 in the digital packet, available for review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS

Book Blizzard Winter Reading Program, January - February 2019

All LARL Branches, LINK Sites, and the Regional Office Closed:

- **Martin Luther King Jr. Day**, January 21, 2019
- **Presidents' Day**, February 18, 2019

Executive Committee Meeting, February 21, 2019 at 5:30 p.m. at Moorhead Public Library

Library Legislative Day at the Capital, Tuesday, February 26.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 15, 2018 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Grimsley, Haney, Holecek, Ingersoll, Kalil (*President*), Larson, Schell, Syverson, Willhite.

Board Members Absent: Brammer, Briggs, Dailey, Durant, Geray, Jacobson

Others Present: Lynch, Sprynczynatyk, Don Schell, Lynn Willhite,

PUBLIC INPUT
None

APPROVAL OF AGENDA

PRESIDENT'S REPORT

Kalil congratulated Linda Schell on receiving the Minnesota Library Association's Above and Beyond Award for 2018. Since Schell was unable to attend the MLA Conference, Lynch accepted the award on Schell's behalf and presented the award to Schell.

MINUTES OF THE SEPTEMBER 20, 2018 FULL BOARD MEETING

(Schell/Syverson) Move to approve the Minutes of the September 20, 2018 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through October we are 83.3% of the way through 2018 and 80.95% of the budget has been spent. All billing for 2018 is complete and revenue for the remainder of the year will be minimal. All budget categories are tracking closely to budgeted expenses.

(Larson/Holecek) Move to approve the Final Report for State Regional Public Library System Arts and Cultural Heritage Program for FY2017 funding year. MCU.

DIRECTOR'S REPORT

LARL is currently advertising for a new Detroit Lakes Library Director/Hub Supervisor. LARL is planning on accepting applications through Thanksgiving and reviewing applications the following week. Interviews will take place in December and the position will be offered by the end of January.

(over)

Minutes of the November 15, 2018 Full Board Meeting – Page 2

DIRECTOR'S REPORT - continued

Lynch recognized Mary Haney for her 18 years as the Detroit Lakes Library Director/Hub Supervisor. Mary's retirement party will be in Detroit Lakes on Friday, January 18, 2019.

The Crookston renovation project is almost complete. Lynn Willhite gave an update on the program. An open house will take place on Sunday, December 9, from 4:00 to 6:00.

Lynch discussed LARL's new partnership with Libraries without Borders.

LARL along with the other library systems in the state will be approaching the Legislature about an increase in funding for libraries, Regional Library Basic System Support (RLBSS). Libraries have seen one increase in the last 20 years. Libraries will be asking for a \$3,000,000 funding increase, a change to the funding formula, and tax capacity figures from the year in which grants are awarded.

(Grimsley/Willhite) Move to approve CRPLSA's RLBSS funding and formula request for 2019 and 2020 Legislative session. MCU.

Lynch recognized and thanked the board members who will be going off the LARL Board at the end of 2018 Syverson, Daily, and Ingersoll for their years of service to LARL.

NOMINATIONS COMMITTEE

Schell discussed the slate of Board members willing to serve on the LARL Executive Board for 2019. Terry Kalil, President; Gary Willhite, Vice President; Ben Grimsley, Treasurer; and Dennis Larson and Clayton Briggs, Members at Large.

(Ingersoll/Schell) Move to elect the proposed slate of candidates as the LARL Executive Board for 2019. MCU.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)
No report.

Breckenridge (Holecek)
Everything is going well with the library. A Murder Mystery party is planned for February 23, 2019.

Clay County (Haney)
The new Clay County correctional facility is open and prisoners are being transferred back to Clay County.

Clearwater County (Syverson)
The Bagley Library was used as the primary voting site for Clearwater County. A lot of people who had never been in the library were able to visit.

(continued on next page)

Crookston (Briggs-absent)

No report.

Detroit Lakes (Schell)

Several of the Legacy programs have been very well attended. 6 or 7 teens are attending the new teen writers group. The adult writers group has 7 or 8 regular attendees. The Library did an escape room for teens, 33 people attended.

Mahnomen County (Geray - absent)

No report.

City of Mahnomen (Durant-absent)

No report.

Moorhead (Brammer - absent, Dailey-absent, Ingersoll)

Several items covered by Lynch's Director's report were in regard to the Moorhead Library, including Libraries without Borders and the RLBSS funding proposal.

Norman County/Ada (Jacobson-absent)

No report.

Polk County (Willhite)

The county budget for 2019 is being finalized. Lynch will be presenting to the County at the next meeting.

Wilkin County (Larson-absent)

No report.

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

No report.

Northern Lights Library Network (Ingersoll, Dailey-absent)

No report.

The meeting adjourned at 6:07 p.m.

Oath of Office

The following oath shall be administered upon the trustee assuming his/her Board position:

I do solemnly swear (or affirm) that I will support the Constitution of the United States and of this state, to discharge faithfully the duties of this office to the best of my judgment and ability; to represent Lake Agassiz Regional Library both to the people and to the governing officials; to promote the best possible use of all library resources in the area; to improve existing library service to those not previously served.

Signature: _____

Date: _____

The oath shall be administered immediately after Adoption of the meeting's Agenda.

Reviewed and revised by the LARL Executive/Finance Committee:
April 18, 2007
Adopted by the Full Board, May 17, 2007.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2018

100%
Unadjusted

Page: 1

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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	\$ 371,810.00	\$ 371,810.00	0.00	100.00
Detroit Lakes	0.00	223,750.00	223,750.00	0.00	100.00
Clay County	0.00	287,490.00	287,490.00	0.00	100.00
Moorhead	0.00	743,520.00	743,520.00	0.00	100.00
Clearwater County	0.00	99,970.00	99,970.00	0.00	100.00
Mahnomen County	0.00	42,190.00	42,190.00	0.00	100.00
Mahnomen	0.00	20,130.00	20,130.00	0.00	100.00
Norman County	0.00	96,760.00	96,760.00	0.00	100.00
Polk County	0.00	259,205.00	259,205.00	0.00	100.00
Crookston	0.00	220,570.00	220,570.00	0.00	100.00
Wilkin County	0.00	53,610.00	53,610.00	0.00	100.00
Breckenridge	0.00	88,960.00	88,960.00	0.00	100.00
Total Signatory Funding	0.00	2,507,965.00	2,507,965.00	0.00	100.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	509,849.54	500,551.00	(9,298.54)	101.86
Reg Library Telecom Aid (RLTA)	23,474.07	100,829.24	101,000.00	170.76	99.83
Total Grants	23,474.07	610,678.78	601,551.00	(9,127.78)	101.52
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,137.45	11,639.80	12,500.00	860.20	93.12
Printing Revenue	1,503.78	17,453.06	18,000.00	546.94	96.96
Fax Revenue	786.00	6,923.20	7,500.00	576.80	92.31
Microfilm Revenue	13.66	189.93	100.00	(89.93)	189.93
Photocopy Revenue	823.07	7,771.43	7,000.00	(771.43)	111.02
Book/Furniture Sale Revenue	514.78	7,186.59	0.00	(7,186.59)	0.00
Interest/Dividend Income	3,358.66	57,314.02	38,500.00	(18,814.02)	148.87
Investment Value Change	11,325.69	(37,613.96)	0.00	37,613.96	0.00
Lost/Damaged Property	590.11	6,825.37	6,000.00	(825.37)	113.76
Other Income	0.00	575.00	0.00	(575.00)	0.00
Total Miscellaneous Revenue	20,053.20	78,264.44	89,600.00	11,335.56	87.35
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	45,300.00	45,300.00	0.00	100.00
MNLink Server Site Payments	270.12	3,253.43	3,250.00	(3.43)	100.11
Total Joint Automation Revenue	270.12	48,553.43	48,550.00	(3.43)	100.01
Fund Balance/Shortfall	0.00	0.00	27,044.00	27,044.00	0.00
Total General Fund Revenue	43,797.39	3,245,461.65	3,274,710.00	29,248.35	99.11
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	160,604.94	1,719,737.62	1,729,550.00	9,812.38	99.43
Payroll Taxes	11,847.79	129,524.39	133,700.00	4,175.61	96.88
Retirement - PERA	8,366.54	119,768.68	129,150.00	9,381.32	92.74
Health Insurance	20,689.80	266,330.75	280,600.00	14,269.25	94.91
Life Insurance	170.94	2,033.38	2,100.00	66.62	96.83
Workers Compensation Insurance	303.41	3,641.00	3,900.00	259.00	93.36
Other Employee Benefits	116.00	1,601.00	1,650.00	49.00	97.03
Total Personnel	202,099.42	2,242,636.82	2,280,650.00	38,013.18	98.33
<i>Automation/Cataloging</i>					
Automation	12,461.34	139,029.92	146,550.00	7,520.08	94.87
Support - App	291.25	3,495.00	3,500.00	5.00	99.86
Catalog Item Records	965.79	11,380.02	11,000.00	(380.02)	103.45
Supplies - Computer	58.62	5,194.60	5,000.00	(194.60)	103.89
Supplies - Technical Services	140.41	2,660.63	7,000.00	4,339.37	38.01
Total Automation/Cataloging	13,917.41	161,760.17	173,050.00	11,289.83	93.48

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2018

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	2,472.08	3,370.98	3,400.00	29.02	99.15
Programming - Summer Reading	349.40	7,989.44	8,000.00	10.56	99.87
Programming - Adult	969.22	2,499.30	2,500.00	0.70	99.97
Total Library Programming	3,790.70	13,859.72	13,900.00	40.28	99.71
Staff Development					
Staff Training & Development	0.00	10,000.00	10,000.00	0.00	100.00
Total Staff Development	0.00	10,000.00	10,000.00	0.00	100.00
Mileage/Board Meeting Expense					
Mileage - Staff	1,689.03	23,175.49	21,000.00	(2,175.49)	110.36
Regional Board Meetings	208.32	4,369.55	6,000.00	1,630.45	72.83
Total Mileage/Board Meeting Expenses	1,897.35	27,545.04	27,000.00	(545.04)	102.02
Other Expenses					
Accounting/Bank Fees	370.91	13,062.86	15,250.00	2,187.14	85.66
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	1,137.51	2,000.00	862.49	56.88
Delivery Services	5,498.43	65,673.04	73,000.00	7,326.96	89.96
Director's Discretionary	42.90	1,887.23	2,500.00	612.77	75.49
Insurance - General/Property	1,433.74	17,198.25	17,700.00	501.75	97.17
Lease - Regional Office Rent	1,717.18	20,606.00	20,610.00	4.00	99.98
Leases - Equipment	735.86	7,798.32	8,300.00	501.68	93.96
Maintenance Contracts	1,776.30	15,007.16	15,050.00	42.84	99.72
Memberships	0.00	673.00	1,000.00	327.00	67.30
Minnesota Director's Fund	0.00	1,903.16	2,300.00	396.84	82.75
Miscellaneous Expense	0.00	274.91	2,500.00	2,225.09	11.00
PIO: Printing/Advertising	2,930.75	15,851.65	16,000.00	148.35	99.07
Postage	980.00	3,595.40	4,200.00	604.60	85.60
Recruitment	0.00	2,641.42	8,000.00	5,358.58	33.02
Repairs - Equipment	0.00	1,013.82	2,500.00	1,486.18	40.55
Supplies - Copier/Fax/Microfilm	99.00	459.49	800.00	340.51	57.44
Supplies - Office	504.58	8,621.00	8,500.00	(121.00)	101.42
Supplies - Public Services	425.62	3,589.96	6,000.00	2,410.04	59.83
Telephone/Telecom	3,096.62	21,893.55	15,100.00	(6,793.55)	144.99
Total Other Operating Expenses	19,611.89	202,887.73	224,310.00	21,422.27	90.45
Regional Library Telecom Aid (RLTA)	23,474.07	100,829.24	101,000.00	170.76	99.83
Transportation					
Van Expenses	293.71	2,852.77	3,800.00	947.23	75.07
Total Transportation	293.71	2,852.77	3,800.00	947.23	75.07
Materials					
Audio Visual	8,019.26	71,457.86	73,000.00	1,542.14	97.89
Digital	13,108.79	104,476.25	89,000.00	(15,476.25)	117.39
Online Resources	587.99	8,363.39	13,000.00	4,636.61	64.33
Periodicals	532.31	20,462.58	23,000.00	2,537.42	88.97
Print	12,540.70	184,465.69	192,000.00	7,534.31	96.08
Total Materials	34,789.05	389,225.77	390,000.00	774.23	99.80
Capital Expenditures					
Furniture & Equipment	3,432.80	11,598.24	10,000.00	(1,598.24)	115.98
Software & Hardware Upgrades	222.10	30,000.00	30,000.00	0.00	100.00
Total Capital Expenditures	3,654.90	41,598.24	40,000.00	(1,598.24)	104.00
Capital Fund Accounts					
Automation System -Shared NWRL	250.00	3,000.00	3,000.00	0.00	100.00
Technology Upgrades	415.86	5,000.00	5,000.00	0.00	100.00
Van Replacement	250.00	3,000.00	3,000.00	0.00	100.00
Total Capital Fund Accounts	915.86	11,000.00	11,000.00	0.00	100.00
Total General Fund Expenditures	304,444.36	3,204,195.50	3,274,710.00	70,514.50	97.85
General Fund Revenue Over Expenditures \$	<u><u>(260,646.97)</u></u>	<u><u>41,266.15</u></u>	<u><u>0.00</u></u>	<u><u>(41,266.15)</u></u>	<u><u>0.00</u></u>

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 2018

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	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	\$ 1,787.01	\$ 47,274.85	\$ 0.00	(47,274.85)	0.00
Endowment Revenue	0.00	675.00	0.00	(675.00)	0.00
Telecom/E-rate Funds	294.00	6,903.63	0.00	(6,903.63)	0.00
Legacy Grant Revenue	1,089.89	85,555.05	0.00	(85,555.05)	0.00
Miscellaneous Grants	0.00	150,000.00	0.00	(150,000.00)	0.00
Northern Lights LN Funds	1,768.92	8,093.17	0.00	(8,093.17)	0.00
Total Special Projects Revenue	4,939.82	298,501.70	0.00	(298,501.70)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	312.07	5,243.38	0.00	(5,243.38)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	0.00	6,281.86	0.00	(6,281.86)	0.00
Donations - Miscellaneous	1,431.37	38,563.19	0.00	(38,563.19)	0.00
Legacy Grant Expense	1,089.89	85,555.05	0.00	(85,555.05)	0.00
Telecom/E-rate Expenses	294.00	6,903.63	0.00	(6,903.63)	0.00
Miscellaneous Grant Expense	0.00	150,000.00	0.00	(150,000.00)	0.00
Northern Lights LN e-Books	1,768.92	8,093.17	0.00	(8,093.17)	0.00
Projects from Designated Funds:					
Desig Funds - Staff Developmnt	322.65	5,146.08	0.00	(5,146.08)	0.00
Total Special Projects Miscellaneous	5,218.90	305,786.36	0.00	(305,786.36)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	4,062.38	0.00	(4,062.38)	0.00
Projects from Designated Funds:					
Desig Funds - Technology Upgrd	0.00	4,189.08	0.00	(4,189.08)	0.00
Total Special Projects Capital	0.00	8,251.46	0.00	(8,251.46)	0.00
Total Special Projects Expenditures	5,218.90	314,037.82	0.00	(314,037.82)	0.00
Special Proj Rev Over (Under) Expend	\$ (279.08)	\$ (15,536.12)	\$ 0.00	15,536.12	0.00
GRAND TOTAL REVENUE	48,737.21	3,543,963.35	3,274,710.00	(269,253.35)	108.22
GRAND TOTAL EXPENDITURES	309,663.26	3,518,233.32	3,274,710.00	(243,523.32)	107.44
CHANGE IN FUND BALANCE	\$ (260,926.05)	\$ 25,730.03	\$ 0.00	(25,730.03)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
December 31, 2018**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 29,052.03	22,627.49	6,424.54
Cash - Payroll (State Bank)	10,041.17	6,896.76	3,144.41
Cash - Savings (State Bank)	909,945.92	1,023,572.64	(113,626.72)
Petty Cash	460.00	460.00	0.00
Investment Account	1,268,963.40	1,255,532.00	13,431.40
Accounts Receivable	116.90	185,880.00	(185,763.10)
Prepaid Expenses	51,766.35	52,702.64	(936.29)
Deposit Account - OCLC	138.21	1,102.21	(964.00)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(7,213.45)	(7,213.45)	0.00
Equipment and Fixtures	317,606.19	317,606.19	0.00
Accum Depr - Equip & Fixtures	(303,282.72)	(303,282.72)	0.00
Equipment & Fixtures - Donated	204,258.91	204,258.91	0.00
Accum Depr - Donated Equip	(204,258.91)	(204,258.91)	0.00
Endowment Funds	69,598.12	69,598.12	0.00
Amount Provided - LTD	25,505.45	20,325.02	5,180.43
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Total Assets	\$ 2,385,063.50	2,658,172.83	(273,109.33)
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LIABILITIES			
Accounts Payable	\$ 64,567.90	92,058.23	(27,490.33)
Credit Card Payable	0.00	6,057.24	(6,057.24)
Amazon Charge Account	651.59	3,322.57	(2,670.98)
Accrued Salaries Payable	73,035.86	70,971.97	2,063.89
Accrued Sick Leave Payable	25,505.45	20,325.02	5,180.43
Accrued Vacation Payable	33,371.26	32,191.28	1,179.98
Payroll Tax Payable - ND	0.00	765.00	(765.00)
Dental Insurance Payable	0.00	(22.62)	22.62
Vision Insurance Payable	0.00	(48.82)	48.82
AFLAC Payable	157.44	157.44	0.00
Flexible Spending - Medical	1,511.07	1,449.60	61.47
Sales Tax Payable	743.00	547.03	195.97
Deferred Revenue	519,384.24	504,253.01	15,131.23
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Total Liabilities	718,927.81	732,026.95	(13,099.14)

FUND BALANCES			
Fund Balance - Unreserved	136,331.59	136,331.59	0.00
Fund Bal. - Operating Reserve	1,015,000.00	1,015,000.00	0.00
Fund Bal. - Employee Severance	20,000.00	20,000.00	0.00
Fund Bal. - Unemployment Comp.	43,000.00	43,000.00	0.00
Fund Bal. - Van Replacement	31,000.00	30,750.00	250.00
Fund Bal. - Technology Upgrade	45,000.00	44,584.14	415.86
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	30,000.00	30,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	20,000.00	20,000.00	0.00
Fund Bal. - Joint Automation	120,000.00	120,000.00	0.00
Fund Bal. - III Software Upgrd	3,000.00	2,750.00	250.00
Investment in Gen. Fixed Asset	19,475.95	19,475.95	0.00
Reserve for Endowments	69,598.12	69,598.12	0.00
Change in Fund Balance	25,730.03	286,656.08	(260,926.05)
	<hr/>	<hr/>	<hr/>
Total Fund Balances	1,666,135.69	1,926,145.88	(260,010.19)
	<hr/>	<hr/>	<hr/>
Total Liabilities & Fund Balanc	\$ 2,385,063.50	2,658,172.83	(273,109.33)
	<hr/>	<hr/>	<hr/>

LAKE AGASSIZ REGIONAL LIBRARY
2019
FINAL BUDGET

REVENUE	2018 Budget	2019 Prelim Budget (6/18)	2019 Budget	% Variance 2018-2019 Final
Becker County	371,810	378,205	378,205	
Detroit Lakes	223,750	226,670	226,670	
Clay County	287,490	292,175	292,175	
Moorhead	743,520	753,375	753,375	
Clearwater County	99,970	101,910	101,910	
Mahnomen County	42,190	43,020	43,020	
Mahnomen	20,130	20,600	20,600	
Norman County	96,760	98,550	98,550	
Polk County	259,205	264,090	264,090	
Crookston	220,570	222,635	222,635	
Wilkin County	53,610	54,350	54,350	
Breckenridge	88,960	90,040	90,040	
SUB-TOTAL	2,507,965	2,545,620	2,545,620	1.5%
GRANTS				
State Basic Support	500,551	500,551	519,148	
Regional Library Telecom Aid	101,000	101,000	101,000	
TOTA GRANTS	601,551	601,551	620,148	3.1%
OTHER REVENUE				
Miscellaneous	89,600	96,100	104,650	
Joint Automation	48,550	50,000	49,850	
Fund Balance/Shortfall	27,044	79,879	75,082	
TOTAL REVENUE	3,274,710	3,373,150	3,395,350	3.7%
EXPENDITURES				
Operating	3,223,710	3,322,150	3,346,350	
Capital	51,000	51,000	49,000	
TOTAL EXPENDITURES	3,274,710	3,373,150	3,395,350	3.7%
			-	

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2019 FINAL BUDGET

WITH COMPARISON TO PRELIMINARY BUDGET AND 2018 BUDGET

Approved: _____

CATEGORY	2018 Budget	2019 Prelim Budget (6/18)	2019 Budget	\$S Variance of 2019 Prel to Final	% Variance of 2019 Prel to Final	\$S Variance 2018-2019 Final	% Variance 2018-2019 Final
Personnel	2,280,650	2,366,350	2,384,950	18,600	0.8%	104,300	4.6%
Library Materials	390,000	400,000	400,000	-	0.0%	10,000	2.6%
Automation/Cataloging	173,050	177,250	182,200	4,950	2.8%	9,150	5.3%
Library Programming/Staff Dev.	23,900	23,900	23,900	-	0.0%	-	0.0%
Mileage/Board Mtg Expenses	27,000	27,000	29,000	2,000	7.4%	2,000	7.4%
Regional Library Telecom Aid	101,000	101,000	101,000	-	0.0%	-	0.0%
Other Operating Expenses	224,310	222,750	221,400	(1,350)	-0.6%	(2,910)	-1.3%
Vehicle Expenses	3,800	3,900	3,900	-	0.0%	100	2.6%
Capital Expenses	51,000	51,000	49,000	(2,000)	-3.9%	(2,000)	-3.9%
Total Budget	3,274,710	3,373,150	3,395,350	22,200	0.7%	120,640	3.7%

**LAKE AGASSIZ REGIONAL LIBRARY
2019 Designated Fund Balances**

<u>Designated Fund</u>	<u>12/31/2017 Balance</u>	<u>12/31/2018 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	20,000	20,000	20,000
3065 Consultant Study	10,000	10,000	20,000
3010 Employee Severance	18,000	20,000	29,000
Health Insurance	-	-	27,000
3090 Joint Automation Project - LARL & NWRL	99,000	120,000	120,000
3060 Library Materials	20,000	30,000	30,000
3072 Outreach Services	20,000	20,000	20,000
3005 Operating Reserve (33%)	993,000	1,015,000	1,125,000
3040 Photocopiers/Printers/Scanners	3,000	3,000	10,000
3050 Professional Recruitment	5,000	5,000	5,000
3030 RO Furniture, Paint, & Equipment	10,000	10,000	10,000
3035 Special Projects	20,000	20,000	20,000
3080 Staff Development	10,000	14,854	20,000
3025 Technology Upgrades	20,000	40,811	40,000
3015 Unemployment Compensation	41,000	43,000	45,000
3020 Van Replacement	25,000	31,000	30,000
TOTALS	\$1,314,000	\$1,402,665	\$1,571,000

Monthly Report to the Board**Meeting Date: January 17, 2019****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Crookston Furniture Installation, Nov. 13; Full Board Meeting, Nov. 15; Coordinating Team Meeting, Nov. 16; Polk County Budget Presentation and Crookston Weeding Project, Nov. 20; Union Negotiation Meeting, Nov. 28; Crookston Site Visit, Nov. 29; MN American Indian Collection Radio Interview, Nov. 30; Meeting with Kathy Enger, NLLN Director and Read Aloud Committee at MSUM, Dec. 7; Crookston Public Library's Grand Reopening, Dec. 9; Position Interviews, Dec. 10 & 11; CRPLSA/Multitype Meeting, Dec. 14; NLLN Board Meeting, Dec. 15; Executive Committee Meeting, Dec. 20; Training with Greta in DL, Jan. 4; Movie Filming at the Moorhead Public Library, Jan. 6

Open Positions

Mahnomen Library Substitute

Detroit Lakes Youth Services Librarian

Congratulations!

Congratulations and best wishes to Mary Haney, Detroit Lakes Library Director on her retirement. A retirement party will be held on Friday, December 18 from 2:30-4:00 p.m. at the Detroit Lakes Public Library. The retirement party is open to the public.

Greta Guck, Detroit Lakes Youth Services Librarian has accepted the position of Detroit Lakes Library Director, effective January 2, 2019. Greta earned her Masters of Library and Information Science from University of Wisconsin-Milwaukee in 2011. Greta has served as Technology Coordinator at the Minot Public Library (2011-2014); Library Director of Leach Public Library, Wahpeton (2014-2016); Acquisition Associate at the L.E. Phillips Memorial Library in Eau Claire, WI (2016-2017); and Youth Services Librarian in Detroit Lakes since September 2017. Greta will be responsible for managing the Detroit Lakes Public Library, in addition to overseeing LARL branches and LINKs in the communities of Gonvick, Bagley, Mahnomen, Lake Park, Frazee, & Cormorant.

LARL News**Year in Review:**

- LARL implemented a new inclusive training plan focused on reducing errors and increasing both customer and employee satisfaction.
- The Crookston Public Library completed a fantastic interior renovation project.
- LARL customers checked out more items in 2018 than in 2017.
- LARL's OverDrive eBooks and eAudiobooks saw a 17% increase in downloads over the previous year, with 119,874 downloads total.
- LARL introduced a new remote printing service.
- LARL launched a new Summer Library Experience for youth during the summer months.
- LARL launched a new website.
- LARL offered the first donation campaign during the month of May.

2019 LARL Giving Campaign:

LARL has created and will be launching a comprehensive one-year giving plan campaign for 2019. The plan will begin in February 2019 with the I Love My Library campaign. At this same time, we will be mailing out our first ever LARL Donor Report. The campaign will include the following:

- February – I Love My Library Month/General material collection
- April – National Library Week/Monthly Giving
- June – Celebrating Road Trips/eBooks and eAudiobook
- August – Back to School/Children's Collection
- October – Support the Collection/Print Books
- November – Mailing to current donors, encouraging tax deductible donations
- December – Make a Tax Deductible Donation

Donations

12/6/2018	Cathie Anderson donation for books in memory of David Uhler.	46.00
11/26/2018	Rochael Vogt donation for materials in memory of Ruby Renner.	67.46
12/10/2018	Lucy Malkasian donation to the Breckenridge Public Library.	200.00
12/30/2018	Anonymous donation for the collection in memory of Karen Myran.	40.00
12/20/2018	Anonymous donation to Detroit Lakes.	6.00
12/28/2018	Gay Galles donation for eBooks.	103.62
12/20/2018	Debra Burcham donation to Twin Valley.	3.41
12/13/2018	Friends of the Moorhead Library donation for the 2019 Movie License for the Moorhead Public Library.	489.00
12/31/2018	Jay S Johnson donation for books in memory of Joan Phillips.	25.00
1/4/2019	Anonymous donation to LARL.	4.60
1/3/2019	Randy Stefanson donation for the collection and the Moorhead Public Library general fund.	1,000.00

UPCOMING MEETINGS/EVENTS

Book Blizzard Adult Reading Program, January and February 2019.

LARL locations are closed on January 21 & February 18 in observance of Martin Luther King Jr & Presidents Day.

Executive Meeting scheduled for February 21 at 5:30 p.m. in the lower level of the Moorhead Public Library.

Full Board Meeting scheduled for March 21 at 5:30 p.m. in the lower level of the Moorhead Public Library.

LARL BOARD OF TRUSTEES 2019 MEETING SCHEDULE

All meetings are held on the 3rd Thursday of the month at 5:30 p.m., unless indicated otherwise.

Month/Date	Group	Location	Special Topic
January 17	Finance & Full Board	Finance meets at 5:00 Full Board meets at 5:30 Moorhead	Adopt 2019 Final Budget
February 21	Executive	Moorhead	
March 21	Full Board	Moorhead	Audit Report
April 18	Executive/ Finance	Moorhead	Draft 1/ 2020 Preliminary Budget
May 16	Full Board	Moorhead	Draft 2/ 2020 Preliminary Budget Review
June 20	Finance & Full Board	Finance meets at 5:00 Full Board meets at 5:30 Moorhead	Adopt 2020 Preliminary Budget
July 18	Executive	Moorhead	
August 15	Executive	Moorhead	
September 19	Full Board	Moorhead	
October 17	Executive	Moorhead	
November 21	Full Board	Moorhead	Elections
December 19	Executive	Moorhead	

1/7/2019

Approved by Lake Agassiz Regional Library Board of Trustees:

M:\Board of Trustees\Board Meeting Calendar

LAKE AGASSIZ REGIONAL LIBRARY
BOARD OF TRUSTEES
 2019 Committee Assignments
 DRAFT

Signatory	Executive	Finance	Personnel	Northern Lights Library Network (NLLN)	Nominations
Becker County	Kalil – P Grimsley	**Kalil – P *Grimsley	**Kalil – P	**Kalil – P	**Kalil – P
Breckenridge				Holecek	
Clay County			Haney		
Clearwater County					Titara
Crookston	Briggs		Briggs		
Detroit Lakes			Schell		*Schell
Mahnomen					Durant
Mahnomen County		Geray			
Moorhead			*Brammer Open		Carlson
Norman County		Jacobson			Jacobson
Polk County	Willhite – VP	Willhite			
Wilkin County	Larson				Larson

P=President, VP=Vice-President, TR=Treasurer

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

M:Board of Trustees/Committee Assignments/2019

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Dec 1, 2018 to Dec 31, 2018

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	12/5/18	DEMCO	12.64	
6000-000	Supplies - Office	12/31/18	Best Business Strategies	491.94	
6000-000	Supplies - Office			504.58	
6020-000	Supplies - Public Services	12/21/18	Rapid Refill	192.00	
6020-000	Supplies - Public Services			192.00	
6030-000	Supplies - Copier/Fax/Microfilm	12/31/18	Rapid Refill	99.00	
6030-000	Supplies - Copier/Fax/Microfilm			99.00	
6245-000	Maint Contr - Printers	12/20/18	Metro Sales, Inc	1,546.66	
6245-000	Maint Contr - Printers			1,546.66	
6300-000	Payroll/Time Tracking	12/11/18 12/28/18	Payroll Professionals, Inc.	165.85 133.30	
6300-000	Payroll/Time Tracking			299.15	
6350-000	Delivery Service - Courier	12/10/18 12/21/18 12/31/18	Alliance Courier	2,115.30 2,115.30 846.12	
6350-000	Delivery Service - Courier			5,076.72	
6362-000	Lease - Copiers	12/1/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	12/1/18 12/1/18	Halstad Telephone Company	74.15 32.74	
6400-000	Telephone	12/1/18	Rothsay Telephone	75.31	
6400-000	Telephone	12/1/18	CenturyLink	48.00	
6400-000	Telephone	12/8/18 12/8/18 12/8/18 12/8/18 12/8/18	Arvig	41.32 92.04 92.04 100.42 98.77	
6400-000	Telephone	12/22/18	Rochester Telecom Systems Inc.	123.17	
6400-000	Telephone	12/23/18	Allstream	715.63	
6400-000	Telephone	12/25/18	Garden Valley Telephone Comp	37.43	
6400-000	Telephone			1,531.02	
6410-000	PIO - Marketing/Printing/Etc	12/4/18 12/4/18	Shortprinter	100.00 93.00	
6410-000	PIO - Marketing/Printing/Etc	12/13/18	Signarama	142.42	
6410-000	PIO - Marketing/Printing/Etc	12/31/18	4imprint, Inc.	1,807.92	
6410-000	PIO - Marketing/Printing/Etc			2,143.34	
6450-000	Mileage - Trustee	12/20/18	Terry Kalil	78.48	
6450-000	Mileage - Trustee	12/20/18	Ben Grimsley	49.05	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Dec 1, 2018 to Dec 31, 2018

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	12/20/18	Gary Willhite	76.30	
6450-000	Mileage - Trustee			203.83	
6455-000	Mileage - Staff	12/1/18	Jill Rose	23.98	
6455-000	Mileage - Staff	12/1/18	Hanna Judith Kramer	27.80	
6455-000	Mileage - Staff	12/1/18	Mary Haney	16.35	
		12/1/18		100.28	
		12/1/18		14.72	
		12/1/18		48.51	
		12/1/18		39.79	
		12/1/18		48.51	
		12/1/18		39.79	
6455-000	Mileage - Staff	12/2/18	Wendy Howes	27.25	
6455-000	Mileage - Staff	12/3/18	Marilyn Eaves	31.61	
6455-000	Mileage - Staff	12/3/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	12/3/18	Joyce Christine Boike	18.53	
6455-000	Mileage - Staff	12/4/18	Liz Lynch	48.51	
6455-000	Mileage - Staff	12/5/18	Karen Stormo	100.28	
6455-000	Mileage - Staff	12/5/18	Marilyn Stordahl	92.11	
6455-000	Mileage - Staff	12/5/18	Judy Moen	34.88	
6455-000	Mileage - Staff	12/5/18	Laurel Wanke	16.35	
6455-000	Mileage - Staff	12/5/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	12/5/18	Patty Nunn	11.45	
6455-000	Mileage - Staff	12/6/18	Candace Perry	41.42	
6455-000	Mileage - Staff	12/6/18	Lois Schaedler	44.69	
6455-000	Mileage - Staff	12/6/18	Christy Underlee	33.25	
6455-000	Mileage - Staff	12/6/18	Mary Haney	86.66	
6455-000	Mileage - Staff	12/7/18	Jill Rose	23.98	
6455-000	Mileage - Staff	12/9/18	Liz Lynch	99.74	
6455-000	Mileage - Staff	12/10/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	12/14/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	12/14/18	Marilyn Eaves	31.61	
6455-000	Mileage - Staff	12/15/18	Jodi Harrington	52.32	
6455-000	Mileage - Staff	12/15/18	Jill Rose	23.98	
6455-000	Mileage - Staff	12/15/18	Marilyn Eaves	31.61	
		12/17/18		31.61	
6455-000	Mileage - Staff	12/18/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	12/18/18	Jill Rose	23.98	
6455-000	Mileage - Staff	12/19/18	Marilyn Eaves	31.61	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Dec 1, 2018 to Dec 31, 2018

21

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	12/22/18	Jodi Harrington	52.32	
6455-000	Mileage - Staff	12/22/18	Jill Rose	23.98	
		12/26/18		23.98	
6455-000	Mileage - Staff	12/26/18	Marilyn Eaves	31.61	
		12/27/18		31.61	
6455-000	Mileage - Staff	12/29/18	Jill Rose	23.98	
6455-000	Mileage - Staff	12/29/18	Marilyn Eaves	31.61	
6455-000	Mileage - Staff			1,689.03	
6470-000	Board Expenses	12/26/18	Purchase Advantage Card	4.49	
6470-000	Board Expenses			4.49	
6490-000	Programming - Youth	12/28/18	Jenna Kahly	334.96	
6490-000	Programming - Youth			334.96	
6492-000	Programming - Summer Readi	12/31/18	4imprint, Inc.	349.40	
6492-000	Programming - Summer Readi			349.40	
6495-000	Programming - Adult	12/31/18	4imprint, Inc.	934.00	
6495-000	Programming - Adult			934.00	
6500-000	Van - Gasoline	12/6/18	Cenex Fleetcard	92.03	
6500-000	Van - Gasoline	12/10/18	Hillary Stevens	24.84	
6500-000	Van - Gasoline	12/31/18	Cenex Fleetcard	47.01	
6500-000	Van - Gasoline			163.88	
6600-000	Materials - Print	12/2/18	Baker & Taylor	108.80	
		12/3/18		108.42	
		12/3/18		36.40	
		12/3/18		60.28	
		12/3/18		93.86	
		12/3/18		129.33	
		12/3/18		47.17	
		12/3/18		37.18	
		12/3/18		20.98	
		12/3/18		70.37	
6600-000	Materials - Print	12/3/18	Farm & Home Publishers, LTD.	53.90	
6600-000	Materials - Print	12/4/18	Baker & Taylor	33.52	
		12/4/18		10.37	
		12/4/18		31.30	
		12/4/18		193.80	
		12/4/18		58.28	
		12/4/18		42.64	
		12/4/18		26.36	
		12/4/18		112.50	
		12/4/18		23.24	
		12/5/18		30.18	
		12/5/18		41.50	
		12/5/18		14.53	
		12/5/18		309.09	
		12/5/18		25.74	
		12/5/18		32.78	
		12/5/18		38.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Dec 1, 2018 to Dec 31, 2018

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000 (12/5/18			20.80
		12/6/18		52.18	
		12/6/18		39.00	
		12/6/18		17.08	
		12/6/18		26.88	
		12/6/18		11.88	
		12/6/18		52.46	
		12/6/18		19.68	
		12/6/18		202.52	
		12/6/18		216.32	
		12/6/18		140.03	
		12/6/18		206.73	
		12/6/18		26.20	
		12/6/18		193.19	
		12/6/18		35.13	
		12/6/18		173.87	
		12/6/18		39.76	
		12/7/18		103.72	
		12/10/18		77.92	
		12/10/18		132.62	
		12/11/18		26.60	
		12/11/18		304.40	
		12/12/18		7.74	
		12/12/18		13.18	
		12/12/18		60.24	
		12/12/18		0.10	
		12/12/18		31.47	
		12/12/18		43.88	
		12/12/18		323.98	
		12/13/18		160.32	
		12/13/18		36.03	
		12/13/18		28.11	
		12/13/18		130.02	
		12/13/18		13.18	
		12/13/18		320.57	
		12/13/18		22.08	
		12/13/18		121.47	
		12/13/18		32.31	
		12/14/18		29.06	
		12/14/18		7.78	
		12/14/18		94.21	
		12/16/18		144.40	
		12/17/18		15.06	
		12/17/18		31.14	
		12/17/18		96.92	
		12/17/18		58.57	
		12/17/18		14.48	
		12/17/18		82.00	
		12/17/18		30.18	
		12/17/18		278.04	
		12/18/18		107.02	
		12/18/18		64.68	
		12/18/18		65.88	
		12/18/18		26.36	
		12/19/18		122.09	
		12/19/18		183.92	
		12/19/18		41.52	
		12/19/18		146.63	
		12/19/18		46.64	
		12/19/18		32.40	
		12/19/18		97.20	
		12/20/18		59.96	
		12/20/18		111.62	
		12/21/18		98.48	
		12/23/18		37.02	
		12/23/18		78.40	
		12/23/18		86.32	
		12/23/18		19.44	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Dec 1, 2018 to Dec 31, 2018

23

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000 (12/23/18		57.12	
		12/23/18		79.86	
		12/26/18		482.38	
		12/26/18		147.54	
		12/26/18		23.14	
		12/27/18		13.18	
		12/27/18		36.82	
		12/27/18		34.18	
		12/27/18		17.08	
		12/27/18		537.54	
		12/27/18		220.42	
		12/27/18		30.18	
6600-000	Materials - Print	12/28/18	Infogroup	340.00	
6600-000	Materials - Print	12/28/18	Baker & Taylor	317.66	
		12/28/18		90.58	
		12/28/18		65.78	
		12/28/18		220.74	
		12/28/18		7.77	
		12/28/18		15.96	
		12/28/18		30.18	
6600-000	Materials - Print			10,308.90	20.80
6601-000	Materials - A/V	12/1/18	Recorded Books, LLC.	82.00	
		12/3/18		82.00	
		12/4/18		72.98	
		12/6/18		199.00	
		12/6/18		128.37	
		12/6/18		137.00	
6601-000	Materials - A/V	12/6/18	Baker & Taylor	158.48	
		12/6/18		86.85	
		12/6/18		121.88	
6601-000	Materials - A/V	12/7/18	Recorded Books, LLC.	384.90	
		12/7/18		54.98	
		12/7/18		145.89	
		12/7/18		72.98	
6601-000	Materials - A/V	12/7/18	Baker & Taylor		53.49
		12/12/18		29.60	
6601-000	Materials - A/V	12/13/18	Recorded Books, LLC.	36.98	
		12/13/18		45.98	
		12/14/18		200.96	
		12/14/18		127.96	
6601-000	Materials - A/V	12/19/18	Baker & Taylor	70.60	
		12/19/18		457.82	
		12/20/18		152.72	
		12/20/18		30.58	
6601-000	Materials - A/V	12/20/18	Recorded Books, LLC.	74.70	
6601-000	Materials - A/V	12/20/18	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	12/21/18	Baker & Taylor	167.35	
		12/21/18		24.34	
		12/25/18		90.64	
		12/25/18		31.04	
		12/27/18		74.94	
		12/27/18		146.16	
6601-000	Materials - A/V			3,542.18	53.49
6670-000	Materials - Digital - e-Books	12/1/18	Overdrive, Inc.	23.96	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6670-000 (12/3/18		30.00	
		12/3/18		276.26	
		12/3/18		198.90	
		12/4/18		2.99	
		12/5/18		13.94	
		12/7/18		299.47	
		12/7/18		1,351.64	
		12/10/18		149.68	
		12/10/18		111.15	
		12/10/18		150.97	
		12/11/18		3.99	
		12/11/18		30.98	
		12/13/18		24.98	
		12/17/18		51.99	
		12/17/18		59.93	
		12/17/18		43.95	
		12/18/18		68.89	
		12/19/18		1,114.77	
		12/20/18		60.00	
		12/21/18		813.71	
		12/22/18		24.98	
		12/24/18		71.96	
		12/26/18		49.96	
		12/28/18		561.74	
		12/28/18		211.86	
		12/28/18		57.52	
		12/28/18		2.99	
		12/31/18		780.80	
		12/31/18		71.99	
		12/31/18		258.95	
		12/31/18		174.89	
		12/31/18		24.97	
6670-000	Materials - Digital - e-Books			7,174.76	
6675-000	Materials - Digital - e-Audio	12/3/18	Overdrive, Inc.	59.99	
		12/4/18		105.97	
		12/7/18		457.45	
		12/7/18		615.01	
		12/18/18		95.00	
		12/19/18		748.95	
		12/20/18		62.05	
		12/20/18		389.95	
		12/21/18		1,393.35	
		12/21/18		287.45	
		12/28/18		321.99	
		12/31/18		563.54	
6675-000	Materials - Digital - e-Audio			5,100.70	
6690-000	Materials - Periodicals	12/9/18	Star Tribune	473.72	
6690-000	Materials - Periodicals	12/27/18	Dakota News, Inc.	58.59	
6690-000	Materials - Periodicals			532.31	
7110-000	Regional Lib Telecom Aid - Ex	12/31/18	NW-Links	23,474.07	
7110-000	Regional Lib Telecom Aid - Ex			23,474.07	
7120-000	Telecom/E-rate Expenses	12/31/18	MEI Technologies/Parsons Elect	294.00	
7120-000	Telecom/E-rate Expenses			294.00	
7200-000	Legacy - Expense (1099)	12/13/18	Absolute Marketing Group	105.89	
7200-000	Legacy - Expense (1099)			105.89	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7230-000	Legacy - Materials - Other	12/5/18	Overdrive, Inc.	195.00	
7230-000	Legacy - Materials - Other			195.00	
7410-000	Northern Lights LN e-Books	12/4/18	Overdrive, Inc.	145.98	
		12/5/18		722.20	
		12/10/18		100.79	
		12/10/18		45.96	
		12/13/18		95.47	
		12/20/18		658.52	
7410-000	Northern Lights LN e-Books			1,768.92	
8000-011	Donation - Misc Exp - LM	12/7/18	Swank Movie Licensing USA	489.00	
8000-011	Donation - Misc Exp - LM			489.00	
8000-012	Donation - Misc Exp - LV	12/4/18	Quill Corporation	209.99	
8000-012	Donation - Misc Exp - LV			209.99	
8000-041	Donation - Misc Exp - LA	12/11/18	Candace Osborn	35.40	
		12/11/18		33.00	
8000-041	Donation - Misc Exp - LA			68.40	
8000-051	Donation - Misc Exp - LC	12/6/18	Seth Perry	142.50	
8000-051	Donation - Misc Exp - LC	12/11/18	Crookston Friends of the Libra	100.00	
8000-051	Donation - Misc Exp - LC	12/19/18	Wade Olson	180.00	
8000-051	Donation - Misc Exp - LC			422.50	
8100-011	Donation - Material Print - LM	12/14/18	Baker & Taylor	25.26	
8100-011	Donation - Material Print - LM			25.26	
8500-051	Furn & Equip - Crookston	12/18/18	Reardon Office Equipment	594.00	
8500-051	Furn & Equip - Crookston			594.00	
9080-000	Desig Funds - Staff Developm	12/1/18	Kathy Dewey	76.85	
		12/1/18		60.50	
9080-000	Desig Funds - Staff Developm	12/14/18	Liz Lynch	185.30	
9080-000	Desig Funds - Staff Developm			322.65	
9680-200	ILS Software Mtc - Joint Auto	12/1/18	Equinox	1,000.00	
9680-200	ILS Software Mtc - Joint Auto			1,000.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	12/14/18 12/14/18 12/31/18 12/31/18	Federal Income Tax deposit	5,673.34 1,326.83 1,030.09 4,404.53	
5100-000	Payroll Taxes - Employer			12,434.79	
5110-000	Retirement - PERA - Employer	12/14/18 12/31/18	Public Employees Retirement Ass	6,861.58 5,275.96	
5110-000	Retirement - PERA - Employer			12,137.54	
5120-000	Health Insurance	12/14/18 12/14/18	Further - VEBA/HSA	1,383.75 1,634.00	
5120-000	Health Insurance	12/14/18 12/14/18	LARL Payroll		247.75 372.25
5120-000	Health Insurance	12/24/18	Further (SelectAccount)	109.15	
5120-000	Health Insurance	12/28/18	Lakes Country Service Cooperat	25,009.00	
5120-000	Health Insurance	12/31/18	Further (SelectAccount)	222.75	
5120-000	Health Insurance	12/31/18 12/31/18	LARL Payroll		222.75 372.25
5120-000	Health Insurance			28,358.65	1,215.00
5140-000	Life Insurance - Employer Paid	12/1/18	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6365-000	Lease - Mailing Machine	12/19/18	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	12/3/18 12/3/18 12/3/18 12/3/18 12/3/18	Arvig	98.77 100.42 92.04 92.04 41.32	
6400-000	Telephone	12/14/18	Allstream	715.63	
6400-000	Telephone	12/15/18	Garden Valley Telephone Compa	37.43	
6400-000	Telephone	12/25/18	Arvig	182.10	
6400-000	Telephone	12/30/18 12/30/18 12/30/18 12/30/18	Garden Valley Telephone Compa	37.43 86.64 37.43 37.43	
6400-000	Telephone			1,558.68	
6405-000	Cell Phone	12/10/18	Ting	6.92	
6405-000	Cell Phone			6.92	
6410-000	PIO - Marketing/Printing/Etc	12/18/18	VistaPrint.com	179.77	
6410-000	PIO - Marketing/Printing/Etc	12/18/18	Amazon (charges on account)	40.78	
6410-000	PIO - Marketing/Printing/Etc	12/20/18	Adobe	386.42	
6410-000	PIO - Marketing/Printing/Etc	12/31/18	Uprinting.com	62.34	

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Monthly List of Bills paid by EFT
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc			669.31	
6420-000	Director's Discretionary	12/13/18	Amazon (charges on account)	42.90	
6420-000	Director's Discretionary			42.90	
6430-000	Postage	12/7/18 12/31/18	Pitney Bowes Purchase Power	400.00 400.00	
6430-000	Postage			800.00	
6435-000	PO Box Rental	12/3/18 12/3/18	US Postal Service	54.00 116.00	
6435-000	PO Box Rental			170.00	
6490-000	Programming - Youth	12/5/18 12/5/18	Amazon (charges on account)	15.04 652.09	
6490-000	Programming - Youth	12/19/18	Lakeshore Learning Materials	1,460.95	
6490-000	Programming - Youth			2,128.08	
6495-000	Programming - Adult	12/16/18	Sam's Club	26.96	
6495-000	Programming - Adult			26.96	
6600-000	Materials - Print	12/2/18 12/2/18 12/4/18 12/4/18 12/4/18 12/4/18 12/4/18 12/4/18 12/7/18 12/8/18 12/8/18 12/8/18 12/9/18 12/11/18 12/13/18 12/14/18 12/14/18 12/14/18 12/17/18	Amazon (charges on account)	27.84 38.98 36.07 9.30 3.78 77.90 18.19 45.14 8.88 562.65 33.58 57.97 57.97 9.99 39.90 76.17 641.95 273.88 105.98	
6600-000	Materials - Print	12/18/18	Barnes & Noble, Inc.	21.49	
6600-000	Materials - Print	12/18/18 12/20/18 12/21/18 12/21/18 12/21/18 12/21/18 12/21/18 12/26/18	Amazon (charges on account)	23.40 5.31 38.24 14.31 3.55 29.98 25.98 4.07	
6600-000	Materials - Print			2,292.45	
6601-000	Materials - A/V	12/1/18 12/2/18 12/2/18 12/2/18 12/3/18 12/4/18 12/5/18	Amazon (charges on account)	65.90 19.99 12.96 35.98 27.97 39.98 23.76	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000 (12/5/18		145.03	
		12/6/18		38.54	
		12/6/18		463.94	
		12/7/18		104.35	
		12/8/18		140.59	
		12/8/18		27.97	
		12/8/18		367.61	
		12/8/18		27.99	
		12/8/18		14.96	
		12/8/18		29.92	
		12/9/18		19.96	
		12/9/18		19.96	
		12/9/18		63.96	
		12/10/18		31.98	
		12/10/18		19.96	
		12/11/18		120.33	
		12/11/18		126.30	
		12/11/18		119.93	
		12/12/18		43.96	
		12/12/18		15.47	
		12/13/18		106.34	
		12/13/18		44.97	
		12/13/18		246.78	
		12/13/18		53.88	
		12/13/18		14.88	
		12/15/18		59.96	
		12/15/18		11.48	
		12/15/18		48.74	
		12/15/18		13.29	
		12/15/18		41.70	
		12/15/18		135.88	
		12/16/18		104.72	
		12/16/18		119.92	
		12/16/18		28.99	
		12/16/18		48.19	
		12/16/18		14.99	
		12/17/18		66.36	
		12/17/18		18.67	
		12/17/18		35.92	
		12/18/18		136.37	
		12/19/18		35.90	
		12/19/18		33.18	
		12/20/18		257.50	
		12/21/18		29.71	
		12/23/18		13.89	
		12/27/18		14.00	
		12/30/18		14.77	
		12/30/18		14.77	
		12/30/18		31.72	
		12/30/18		273.65	
		12/30/18		14.77	
		12/31/18		29.04	
		12/31/18		14.77	
		12/31/18		33.90	
		12/31/18		197.72	
6601-000	Materials - A/V			4,530.57	
8000-051	Donation - Misc Exp - LC	12/6/18	All Seasons Garden Center	150.00	
8000-051	Donation - Misc Exp - LC			150.00	
8000-061	Donation - Misc Exp - LB	12/13/18	VistaPrint.com	91.48	
8000-061	Donation - Misc Exp - LB			91.48	
8100-000	Donation - Material Print - RO	12/4/18	Amazon (charges on account)	32.77	
		12/4/18		11.90	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8100-000 (12/4/18		14.81	
		12/20/18		9.26	
8100-000	Donation - Material Print - RO			68.74	
8100-002	Donation - Material Print - LD	12/2/18	Amazon (charges on account)	7.55	
		12/4/18		31.45	
		12/4/18		19.46	
		12/26/18		13.63	
8100-002	Donation - Material Print - LD			72.09	
8100-011	Donation - Material Print - LM	12/4/18	Amazon (charges on account)	12.23	
		12/4/18		7.77	
		12/4/18		77.90	
		12/13/18		13.96	
		12/20/18		12.75	
		12/21/18		16.37	
8100-011	Donation - Material Print - LM			140.98	
8100-041	Donation - Material Print - LA	12/4/18	Amazon (charges on account)	5.00	
8100-041	Donation - Material Print - LA			5.00	
8500-054	Furn & Equip - Fosston	12/21/18	American Book Returns	2,838.80	
8500-054	Furn & Equip - Fosston			2,838.80	
9630-200	Cell Phone - Joint Automation	12/10/18	Ting	25.38	
9630-200	Cell Phone - Joint Automation			25.38	