

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, May 16, 2019**

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

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

NOTE: If you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on May 16th.

AGENDA

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

5:35 **2. MINUTES OF THE MARCH 21, 2019 FULL BOARD MEETING.**
 Enclosed (page 3)

Recommended Motion: Move to approve the March 21, 2019 Full Board Meeting Minutes as presented.

5:40 **3. WELCOME TO NEW BOARD MEMBER AND INTRODUCTIONS** – Kalil

- a. Welcome to New Trustee Shelly Carlson, City of Moorhead and Introductions
- b. Administer the Oath of Office

5:45 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 6)

- a. LARL Endowment/Fargo-Moorhead Area Foundation
 Enclosed (page 10)

Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada and Moorhead Branches and \$325 of the Hawley distribution into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution and \$450 of the Hawley distribution.

- b. 2020 Preliminary Budget Review – Draft #2
 Enclosed (page 11)
- c. Fund Balance History
 Enclosed (page 13)

(over)

6:00 **5. DIRECTOR'S REPORT - Lynch**

- a. Director's Report - Enclosed (page 14)
- b. Strategic Plan Report – Enclosed (page 17)

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

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Linda Holecek
Clay County – Jim Haney
Clearwater County – Mark Titera
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Linda Anderson, Andrew Brammer & Shelly Carlson
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 – Linda Holecek & Terry Kalil

6:45 **7. PRESIDENT'S REPORT** – President Kalil

6:55 **8. OTHER**

7:05 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – April 2019
 (page 22 – digital packet only/print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

Last Sunday Crookston branch open until after Labor Day

Sunday, May 19, 2019

Memorial Day

Monday, May 27, 2019: All LARL Branches, LINK Sites, and the Regional Office Closed

June Finance Committee Meeting and Full Board Meeting

Finance Committee Meeting will be held at 5:00 and will be followed by the Full Board Meeting on June 20, 2019 in the lower level of the Moorhead Public Library.

2019 Youth Summer Library Experience: Explore!

June 1st – August 10th

Independence Day

Thursday, July 4, 2019: All LARL Branches, LINK Sites and the Regional Office Closed

* * *

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 21, 2019 at the Moorhead Public Library. Treasurer Grimsley called the meeting to order at 5:30 pm.

Board Members Present: Anderson, Briggs, Durant, Geray, Grimsley, Haney, Holecek, Jacobson, Larson, Schell, Titera, and Willhite.

Board Members Absent: Brammer, Carlson, Kalil (*President*), Geray, and Willhite.

Others Present: Lynch and Jackie Durant from the public.

PUBLIC INPUT
None

APPROVAL OF AGENDA

(Geray/Haney) Move to approve the Agenda of the March 21, 2019 Full Board Meeting as presented. MCU.

MINUTES OF THE JANUARY 17, 2019 FULL BOARD MEETING

(Haney/Schell) Move to approve the Minutes of the January 17, 2019 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Grimsley welcomed Linda Anderson, City of Moorhead and administered the Oath of Office.

FINANCIAL REPORT

With 16.67% of 2019 complete, LARL has spent 17.06% of budgeted expenses.

2018 AUDIT REPORT

Luke Evenson from Eide Bailly discussed the 2018 LARL Audit. Evenson referred the board to page 2 of the report and recited the Opinion paragraph, which indicates that the audit is materially accurate and without errors – a clean audit opinion. Evenson then referred to page 14 and discussed the 2018 fund balance. Jacobson and Titera requested a 10 year comparison of Fund Balances. Evenson agreed to provide this during the 2019 audit and may work with Sprynczynatyk to produce the figures earlier. If trustees have further questions, Liz or Jamie will provide Evenson's contact information.

(over)

Minutes of the March 21, 2019 Full Board Meeting – Page 2

(Larson/Geray) Move to approve the 2019 Financial Report as presented by Grimsley. MCU.

(Titera/Briggs) Move to authorize the Director of Finance to submit the 2018 Annual Report to State Library Services. MCU

DIRECTOR’S REPORT

Lynch discussed the 2019 Legislative Session and the two bills for RLBSS Funding and Legacy Funding. Regarding Legacy Funding, the Regional Public Library Systems are asking for a continuing allocation of \$2.5 million annually from the Arts and Cultural Heritage Fund. Regarding RLBSS, the Regional Public Library Systems are asking for an increase of \$4 million, plus a formula change. The Regional Library Systems are also willing to accept less than \$4 million as long as all system are held harmless.

We are thrilled that local Senator Mark Johnson is the Chief Author of the RLBSS bill and that other local legislators are willing to support his bill.

Lynch addressed two questions that were asked at a previous meeting regarding the RLBSS bills:

Q: Why do we always attach the bill to the Education Omnibus Bill?

A: If the legislature were to allow one interest group/item/client to access the floor for with a standalone bill, others would want the same. The volume of actions that would have to be taken at the full House or Senate level would increase markedly as a result.

Q: Why haven’t we asked for indexing for funding?

A: One legislature should not remove decision making authority from the next legislature. As a result, they focus on their two year biennial cycles – and leave the future to the future.

Lynch discussed the 2018 Donor Report that was sent out in February.

Lynch shared a message sent to the LARL Board from Arlen Syverson.

PRESIDENT’S REPORT

No report.

BOARD MEMBER REPORTS

Becker County (Grimsley/Kalil)

No Report

Breckenridge (Holecek)

Programming is running strong. The Friends offered a very successful murder mystery fundraiser in February and will consider offering this fundraiser annually.

Clay County (Jim Haney)

The County is preparing for flooding.

Clearwater County (Mark Titera)

Happy to see advertisements in the local paper for upcoming events for children and adults.

Crookston (Clayton Briggs)

No Report

Detroit Lakes (Linda Schell)

Full staffed, but a lot of recent staffing changes. Mary Haney is doing well. Excited about upcoming authors events.

Mahnomen (LuAnn Durant)

No Report

Mahnomen County (David Geray)

The library is seeing a lot of traffic.

Moorhead (Anderson)

No Report

Norman County (Jacobson)

No Report

Polk County (Willhite)

Commissioners have been to the Capital to meet with legislators. Budget reviews will beginning shortly.

Wilkin County (Larson)

Erin Gunderson, Breckenridge Branch Manager did a great job talking with Senator Westrom and Representative Backer at a recent legislative forum in Breckenridge.

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

No Report

Northern Lights Library Network (Holecek/Schell)

Holecek and Schell attended the February 16th meeting. Schell explained that NLLN exists to serve the public, academic, school and special libraries. In addition, Schell commented on ratio of administration costs vs. programs, and also on the reserves.

Geray asked Liz to look into Go to Meeting, as an option for future meetings.

The meeting adjourned at 6:20.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2019

33.33%

	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	\$ 94,551	\$ 189,103	\$ 378,205	189,102	50.00
Detroit Lakes	56,668	113,335	226,670	113,335	50.00
Clay County	73,044	146,088	292,175	146,087	50.00
Moorhead	188,344	376,688	753,375	376,687	50.00
Clearwater County	25,478	50,955	101,910	50,955	50.00
Mahnomen County	10,755	21,510	43,020	21,510	50.00
Mahnomen	5,150	10,300	20,600	10,300	50.00
Norman County	24,638	49,275	98,550	49,275	50.00
Polk County	66,023	132,045	264,090	132,045	50.00
Crookston	55,659	111,318	222,635	111,317	50.00
Wilkin County	13,588	27,175	54,350	27,175	50.00
Breckenridge	22,510	45,020	90,040	45,020	50.00
Total Signatory Funding	636,408	1,272,812	2,545,620	1,272,808	50.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	207,659	519,148	311,489	40.00
Reg Library Telecom Aid (RLTA)	0	23,474	101,000	77,526	23.24
Total Grants	0	231,133	620,148	389,015	37.27
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,107	3,598	12,000	8,402	29.98
Printing Revenue	2,206	5,889	18,000	12,111	32.72
Fax Revenue	883	2,316	7,000	4,684	33.09
Microfilm Revenue	16	53	150	97	35.33
Photocopy Revenue	636	1,870	8,000	6,130	23.38
Book/Furniture Sale Revenue	84	377	0	(377)	0.00
Interest/Dividend Income	1,047	24,374	53,000	28,626	45.99
Investment Value Change	(913)	17,722	0	(17,722)	0.00
Lost/Damaged Property	700	1,902	6,500	4,598	29.26
Total Miscellaneous Revenue	5,766	58,101	104,650	46,549	55.52
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	11,688	23,375	46,750	23,375	50.00
MNLink Server Site Payments	258	1,031	3,100	2,069	33.26
Total Joint Automation Revenue	11,946	24,406	49,850	25,444	48.96
Fund Balance/Shortfall	0	0	75,082	75,082	0.00
Total General Fund Revenue	654,120	1,586,452	3,395,350	1,808,898	46.72
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	142,232	578,742	1,779,350	1,200,608	32.53
Payroll Taxes	10,860	44,093	137,500	93,407	32.07
Retirement - PERA	10,619	43,472	132,800	89,328	32.73
Health Insurance	27,242	108,428	327,900	219,472	33.07
Life Insurance	175	679	2,100	1,421	32.33
Workers Compensation Insurance	287	1,148	3,650	2,502	31.45
Other Employee Benefits	131	479	1,650	1,171	29.03
Total Personnel	191,546	777,041	2,384,950	1,607,909	32.58
<i>Automation/Cataloging</i>					
Automation	14,782	50,669	151,600	100,931	33.42
Support - App	291	1,165	3,500	2,335	33.29
Remote Printing	222	888	4,100	3,212	21.66
Catalog Item Records	966	3,863	11,000	7,137	35.12
Supplies - Computer	312	1,393	5,000	3,607	27.86
Supplies - Technical Services	1,147	2,812	7,000	4,188	40.17
Total Automation/Cataloging	17,720	60,790	182,200	121,410	33.36

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2019

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	1,455	1,484	3,400	1,916	43.65
Programming - Summer Learning	53	2,667	8,000	5,333	33.34
Programming - Adult	0	0	2,500	2,500	0.00
Total Library Programming	1,508	4,151	13,900	9,749	29.86
Staff Development					
Staff Training & Development	1,018	4,467	10,000	5,533	44.67
Total Staff Development	1,018	4,467	10,000	5,533	44.67
Mileage/Board Meeting Expense					
Mileage - Staff	2,243	7,772	23,000	15,228	33.79
Regional Board Meetings	315	1,717	6,000	4,283	28.62
Total Mileage/Board Meeting Expenses	2,558	9,489	29,000	19,511	32.72
Other Expenses					
Accounting/Bank Fees	326	10,528	16,350	5,822	64.39
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	0	2,000	2,000	0.00
Delivery Services	6,768	19,032	62,500	43,468	30.45
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,464	5,852	18,300	12,448	31.98
Lease - Regional Office Rent	1,734	6,937	20,850	13,913	33.27
Leases - Equipment	607	2,556	8,550	5,994	29.89
Maintenance Contracts	(124)	2,855	15,150	12,295	18.84
Memberships	110	574	1,000	426	57.40
Minnesota Director's Fund	0	0	2,300	2,300	0.00
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	843	3,883	16,000	12,117	24.27
Postage	421	579	4,000	3,421	14.48
Recruitment	97	386	8,000	7,614	4.83
Repairs - Equipment	20	86	2,500	2,414	3.44
Supplies - Copier/Fax/Microfilm	261	722	800	78	90.25
Supplies - Office	965	3,322	8,500	5,178	39.08
Supplies - Public Services	17	2,851	6,000	3,149	47.52
Telephone/Telecom	1,876	6,463	22,100	15,637	29.24
Total Other Operating Expenses	15,385	66,626	221,400	154,774	30.09
Regional Library Telecom Aid (RLTA)	0	23,474	101,000	77,526	23.24
Transportation					
Van Expenses	308	844	3,900	3,056	21.64
Total Transportation	308	844	3,900	3,056	21.64
Materials					
Audio Visual	6,405	26,712	73,000	46,288	36.59
Digital	9,478	40,847	101,500	60,653	40.24
Online Resources	601	2,377	7,500	5,123	31.69
Periodicals	12,069	13,095	23,000	9,905	56.93
Print	14,595	92,196	195,000	102,804	47.28
Total Materials	43,148	175,227	400,000	224,773	43.81
Capital Expenditures					
Furniture & Equipment	313	313	10,000	9,687	3.13
Software & Hardware Upgrades	(192)	5,596	30,000	24,404	18.65
Total Capital Expenditures	121	5,909	40,000	34,091	14.77
Capital Fund Accounts					
Automation System -Shared NWRL	250	1,000	3,000	2,000	33.33
Technology Upgrades	250	1,000	3,000	2,000	33.33
Van Replacement	250	1,000	3,000	2,000	33.33
Total Capital Fund Accounts	750	3,000	9,000	6,000	33.33
Total General Fund Expenditures	274,062	1,131,018	3,395,350	2,264,332	33.31
General Fund Revenue Over Expenditures	\$ 380,058	\$ 455,434	\$ 0	(455,434)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2019

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 2,225	\$ 9,262	\$ 0	(9,262)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	0	1,084	0	(1,084)	0.00
Legacy Grant Revenue	14,478	33,135	0	(33,135)	0.00
Total Special Projects Revenue	16,703	43,481	0	(43,481)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	347	910	0	(910)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	441	628	0	(628)	0.00
Donations - Miscellaneous	619	6,797	0	(6,797)	0.00
Legacy Grant Expense	14,477	33,135	0	(33,135)	0.00
Telecom/E-rate Expenses	0	1,084	0	(1,084)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	15,884	42,554	0	(42,554)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	292	1,798	0	(1,798)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	292	1,798	0	(1,798)	0.00
Total Special Projects Expenditures	16,176	44,352	0	(44,352)	0.00
Special Proj Rev Over (Under) Expend	\$ 527	\$ (871)	\$ 0	871	0.00
GRAND TOTAL REVENUE	670,823	1,629,933	3,395,350	1,765,417	48.00
GRAND TOTAL EXPENDITURES	290,245	1,175,433	3,395,350	2,219,917	34.62
CHANGE IN FUND BALANCE	\$ 380,578	\$ 454,500	\$ 0	(454,500)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
April 30, 2019

9

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 32,586	16,798	15,788	29,052	3,534
Cash - Payroll (Bell Bank)	7,000	5,286	1,714	10,041	(3,041)
Cash - Savings (Bell Bank)	798,490	899,892	(101,402)	909,946	(111,456)
Petty Cash	460	460	0	460	0
Investment Account	1,307,078	1,307,902	(824)	1,268,963	38,115
Accounts Receivable	436,662	318	436,344	117	436,545
Prepaid Expenses	71,194	69,887	1,307	51,766	19,428
Deposit Account - OCLC	7,898	8,785	(887)	138	7,760
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(8,980)	(8,980)	0	(8,980)	0
Equipment and Fixtures	340,597	340,597	0	340,597	0
Accum Depr - Equip & Fixtures	(307,100)	(307,100)	0	(307,100)	0
Equipment & Fixtures - Donated	202,459	202,459	0	202,459	0
Accum Depr - Donated Equip	(202,459)	(202,459)	0	(202,459)	0
Endowment Funds	68,859	63,859	5,000	63,859	5,000
Amount Provided - LTD	25,505	25,505	0	25,505	0
Total Assets	\$ 2,792,615	2,435,575	357,040	2,396,730	395,885
LIABILITIES					
Accounts Payable	\$ 29,677	49,602	(19,925)	64,580	(34,903)
Credit Card Payable	7,079	5,397	1,682	0	7,079
Amazon Charge Account	5,412	8,164	(2,752)	652	4,760
Accrued Salaries Payable	73,036	73,036	0	73,036	0
Accrued Sick Leave Payable	25,505	25,505	0	25,505	0
Accrued Vacation Payable	33,371	33,371	0	33,371	0
Payroll Tax Payable - ND	428	0	428	0	428
Dental Insurance Payable	(42)	(42)	0	0	(42)
AFLAC Payable	319	319	0	157	162
Flexible Spending - Medical	902	984	(82)	1,511	(609)
Sales Tax Payable	202	361	(159)	743	(541)
Deferred Revenue	475,877	484,355	(8,478)	518,826	(42,949)
Total Liabilities	651,766	681,052	(29,286)	718,381	(66,615)
FUND BALANCES					
Fund Balance - Unreserved	6,608	6,608	0	(30,668)	37,276
Fund Bal - Operating Reserve	1,125,000	1,125,000	0	1,125,000	0
Fund Bal - Employee Severance	29,000	29,000	0	29,000	0
Fund Bal - Unemployment Comp.	45,000	45,000	0	45,000	0
Fund Bal - Van Replacement	31,000	30,750	250	30,000	1,000
Fund Bal - Technology Upgrade	41,000	40,750	250	40,000	1,000
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	27,000	27,000	0	27,000	0
Fund Bal - Joint Automation	120,000	120,000	0	120,000	0
Fund Bal - III Software Upgrd	1,000	750	250	0	1,000
Investment in Gen. Fixed Asset	36,884	36,884	0	36,884	0
Reserve for Endowments	68,859	63,859	5,000	63,859	5,000
Change in Fund Balance	454,498	73,922	380,576	37,274	417,224
Total Fund Balances	2,140,849	1,754,523	386,326	1,678,349	462,500
Total Liabilities & Fund Bal.	\$ 2,792,615	2,435,575	357,040	2,396,730	395,885

LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
 FM-AREA FOUNDATION

2019 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$125	Reinvest
Crookston Library	\$795	Spend toward microfilm machine replacement
Hawley Library	\$775	Spend \$450 on Summer Learning Experience and reinvest \$325
Moorhead Library	\$160	Reinvest

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

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

LAKE AGASSIZ REGIONAL LIBRARY

2020 PRELIMINARY BUDGET

Draft #2

CATEGORY	2018 BUDGET	2019 BUDGET	2020 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,280,650	2,384,950	2,485,100	100,150	4.20%
Library Materials	390,000	400,000	400,000	0	0.00%
Automation/Cataloging	173,050	182,200	174,850	(7,350)	-4.03%
Library Programming/Staff Dev.	23,900	23,900	23,900	0	0.00%
Mileage/Board Mtg Expense	27,000	29,000	29,000	0	0.00%
Regional Library Telecom Aid	101,000	101,000	101,000	0	0.00%
Other Operating Expenses	224,310	221,400	222,050	650	0.29%
Vehicle Expenses	3,800	3,900	3,900	0	0.00%
Capital Expenses	51,000	49,000	48,000	(1,000)	-2.04%
Total Budget	3,274,710	3,395,350	3,487,800	92,450	2.72%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2020

PRELIMINARY BUDGET

Draft #2

REVENUE	2018 Budget	2019 Budget	\$\$ Change	2020 Request
Becker County	371,810	378,205	13,155	391,360
Detroit Lakes	223,750	226,670	5,700	232,370
Clay County	287,490	292,175	9,440	301,615
Moorhead	743,520	753,375	20,010	773,385
Clearwater County	99,970	101,910	4,080	105,990
Mahnomen County	42,190	43,020	1,575	44,595
Mahnomen	20,130	20,600	1,085	21,685
Norman County	96,760	98,550	3,535	102,085
Polk County	259,205	264,090	9,930	274,020
Crookston	220,570	222,635	4,370	227,005
Wilkin County	53,610	54,350	1,485	55,835
Breckenridge	88,960	90,040	2,145	92,185
SUB-TOTAL	2,507,965	2,545,620	76,510	2,622,130
GRANTS				
State Basic Support	500,551	519,148	5,852	525,000
Regional Library Telecom Aid	101,000	101,000	-	101,000
TOTAL GRANTS	601,551	620,148	5,852	626,000
OTHER REVENUE				
Miscellaneous	89,600	104,650	-	104,650
Joint Automation	48,550	49,850	(850)	49,000
Fund Balance/Shortfall	27,044	75,082	10,938	86,020
TOTAL OTHER REVENUE	165,194	229,582	10,088	239,670
TOTAL REVENUE	3,274,710	3,395,350	92,450	3,487,800
EXPENDITURES				
Operating	3,223,710	3,346,350	93,450	3,439,800
Capital	51,000	49,000	(1,000)	48,000
TOTAL EXPENDITURES	3,274,710	3,395,350	92,450	3,487,800
				-

Lake Agassiz Regional Library
Fund Balances
10 year history

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Year End Fund Balance	1,899,877	1,803,361	1,695,225	1,375,043	1,248,390	1,353,480	1,368,724	1,425,296	1,572,524	1,610,978
Annual Expenses	3,078,114	3,296,480	3,579,948	3,256,515	3,248,774	3,124,281	3,278,571	3,242,425	3,280,983	3,516,998
Fund Balance as % of Expenses	62%	55%	47%	42%	38%	43%	42%	44%	48%	46%



Monthly Report to the Board

Meeting Date: May 16, 2019

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Coordinating Team Meeting, April 17; Executive/Finance Committee Meeting, April 18; Comstock-Gag Read Aloud Awards Committee Meeting, April 26 & 27; MN Library Legislative Meeting, May 1; Meeting in Mahanomen and Site Visit, May 3; LARL New Employee Training May 7; Crookston Library Board, May 8

New Employees

Welcome to April Wedin, Fosston Substitute and Rebekah Rose, Gonvick LINK Site Substitute.

Staff Development

Two sessions of Marketing and Computer training occurred in Moorhead and Crookston on April 15 and May 2, 2019. 26 LARL employees were in attendance.

LARL New Staff Orientation occurred in Moorhead on May 7, 2019. Those in attendance were Melissa Larson, Hawley; Corene Everett, Crookston; Alyssa Lennander, Crookston; Eliza Gores, Detroit Lakes; Lisa Trana, Moorhead; Megan Hoyes, Lake Park; Hanna Kramer, Rothsay; Ethan Holtslander, Regional Office; & Samantha Albers, Breckenridge.

Nicole Boewood, Moorhead attended the Library Love for Library Reads webinar on 4/23/2019.

Library Legislative News

The MN House has included \$3.6 million of the \$4 million request for an increase for RLBSS. The MN Senate has not included any funding in the Education Finance Omnibus Bill. We are hopeful that something materializes during conference committee.

The MN House has included \$2.5 million, annually for 2020/2021. This is the amount requested by the Regional Public Library Systems. The MN Senate has included \$2.6 million annually.

LARL News

Arts and Cultural Heritage Spring Series

Three different musical groups, children's performers, and authors recently traveled across the region delivering programs in schools, nursing homes, assisted living centers, community centers, and libraries. This Spring Legacy Series proved to be very successful.

Haunted Blue jazz musicians traveled to three high schools and the Fosston Community Library Arts Theater with 357 in attendance.

Local author Eric Bergeson traveled to ten locations across the region to discuss his new book *Successful Gardening on the Northern Prairie*, reaching 457 individuals across the region. Attendance in various locations ranged from 14 to 115.

The Magic of Dr. Seuss children's program was offered in two elementary schools, the Moorhead Center Mall, and eleven of LARL's public libraries and LINK Sites with 1,028 in attendance! Attendance ranged from 31 to 215 in various locations.

The MN Regional Public Library Systems have been excellent stewards of the Legacy funding from the State of Minnesota. This funding, through the library partnership, has made a significant impact on our rural communities. It is crucial that we continue to receive this funding so that we can continue to enrich the lives of individuals residing in rural Minnesota.

LARL Summer Library Experience

The LARL Summer Library Experience will be offered from June 1st through August 10th. All 22 LARL locations will be offering the reading incentive program, which encourages children to read during the summer months. All LARL branches will also be offering programs throughout the summer months for children of all ages.

Page Turners

During the month of April, LARL encouraged community members to become monthly givers (Page Turners) to LARL. By giving a minimum of \$5 per month, the Page Turners received a new LARL mug. We recruited approximately 15 Page Turners during the month of April and are hoping to enlist new members moving forward.

OverDrive

LARL's eBook and eAudiobook service continues to flourish. In 2019, an average of 112 LARL customers have signed up for this service per month. An average of 11,740 items have been checked out per month in 2019, compared to an average of 9,644 items at this time last year. We continue to turn away approximately \$25,000 in OverDrive customer purchase requests per month as demand continues to grow.

Donations:

4/15/2019	Tom Brown donation for the print collection.	100.00
4/17/2019	Friends of the Moorhead Library donation for events and outreach.	550.00
4/30/2019	Donation to the Detroit Lakes Public Library from Debbie Johnson.	60.00
5/1/2019	Betsy and Mark Vinz donation to the Moorhead Public Library/One Book project in memory of Bill Richardson.	25.00
5/2/2019	Laura Jamison	50.00
5/1/2019	Anonymous	10.00
April 2019	Page Turners Monthly Giving: Shelly Carlson	10.64
April 2019	Page Turners Monthly Giving: John Heist	5.48
April 2019	Page Turners Monthly Giving: Traci Goble	10.64
April 2019	Page Turners Monthly Giving: Tiffany Lien	5.48
April 2019	Page Turners Monthly Giving: Anonymous	25.00
April 2019	Page Turners Monthly Giving: Terry Kalil	26.14
April 2019	Page Turners Monthly Giving: Fred & Heidi Heilman	10.66
April 2019	Page Turners Monthly Giving: Kim Ray	5.49
April 2019	Page Turners Monthly Giving: Sara Watson Curry	3.00
April 2019	Page Turners Monthly Giving: Michael & Linda Sand	10.66
April 2019	Page Turners Monthly Giving: Timothy Steeves	5.49
April 2019	Page Turners Monthly Giving: Viola Anderson	5.00
April 2019	Page Turners Monthly Giving: Claudette Bruley	5.00
April 2019	Page Turners Monthly Giving: Anonymous	10.66
April 2019	Page Turners Monthly Giving: Mari Dailey	5.49
April 2019	Page Turners Monthly Giving: D Kurtti	5.49
	Total	945.32

Accomplishments: October 2017-May 2019

Strategic Focus Areas: 1. Customer Service 2. Comfort & Safety 3. Connection	Activities: Steps to reach our goal?	Outputs: What will our goal do and who will it reach?	Measurement Tools: How and when will the output data be collected?	Outcomes: How will the successful completion of your goal impact your organization, employees, and community?
Focus Area: Connecting with Staff & Community	Strategic Plan Progress Create a plan for sharing Strategic Plan process and progress.	All LARL employees and the LARL Board.	Activities and progress will be documented on this spreadsheet monthly and shared with everyone via email and Staff Connections.	Communication will be improved. Employees will be informed of changes and opportunities in the organization.
Focus Areas: Customer Service Comfort & Safety Connecting with Staff	Hub Training Plan a. Compile a list of training needs across the region. b. Create a schedule for executing training for a 12-month period.	This goal will help employees with their day-to-day tasks and ensure they feel confident about their duties.	A list of training needs will be created. A list of training opportunities will be created. A list of attendees will be kept.	Employees will feel more confident about their day-to-day activities. Communication will be improved. Customer service will improve.
Focus Area: Customer Service Connecting with Staff and Community	2/2018 SLE: Explore Create a LARL Summer Library Experience for youth and adults with LARL branding and enhanced goals.	Our goal will help LARL employees better identify with the program and create excitement that will be transferred to the community.	Statistics will be collected at the end of the summer and measured against previous summers.	More youth and adults will participate in the program. The libraries will see more traffic. LARL will play a role in reducing summer slide.
Focus Areas: Customer Service Comfort & Safety Connecting with Staff	Evergreen Registration and OverDrive Training a. Open Evergreen registration training up to all employees. b. Open OverDrive training to all employees.	Evergreen registration training will help employees understand the importance of accurately filling out the online form.	Registration error rates will decrease. OverDrive statistics will increase as employees push the product and provide	Statistics will be more accurate and time dedicated to fixing registration issues will decrease. Employees will promote the resource and provide customers with assistance.

			OverDrive training will better prepare employees to assist customers with OverDrive.	assistance to customers.	In addition, OverDrive statistics will continue to increase.
Focus Area: Connecting with Community	5/24/18 Give to LARL Create a plan for soliciting donations.		Funds will be obtained to supplement the LARL operating budget.	Donations are tracked and measured.	Create a connection with community, while improving services.
Focus Area: Connecting with Community	5/25/2018 Implementing wireless printing in branches.		The goal will allow customers with mobile devices the ability to print remotely.	Sharon will collect wireless printing stats.	Provide better customer service for those who need printing services.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	Active Shooter Training for larger locations. a. Session offered in Moorhead. b. Schedule second session c. Share information from session with all locations.		Training is geared towards employees in larger locations. However, helpful information for small locations will be provided as well.	We will keep track of those who attend training and will prepare training materials for new hires and those who could not attend.	Employees will have information that could be used in their locations if an emergency were to occur.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	Code of Conduct Guidelines a. Work with employees to create guidelines. b. Offer training with scenarios for a better of understanding of how to handle grey areas.		The guidelines will provide suggestions for dealing with customer behavior issues.	We will communicate with employees and the public regarding how issues are handled.	We will communicate with employees and the public regarding how issues are handled.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	5/25/18 Updated Registration & Circulation Policy to streamline lost and damaged materials process.		The goal will streamline processes for staff.	We will monitor the situation, case-by-case to determine success rate.	Employees will have simplified directions for dealing with lost or missing items, resulting in fewer issues with replacement items.
Focus Area: Connecting with Community	5/24/18 Give to LARL Create a plan for soliciting donations.		Funds will be obtained to supplement the LARL operating budget.	Donations are tracked and measured.	Create a connection with community, while improving services.
Focus Area: Customer Service Connecting with Community and Staff	5/10/18 Creating a new larl.org.		A new and improve larl.org will provide better information and access to customers and staff.	We will measure by talking with customers and tracking use.	A new and improve larl.org will provide better information and access to customers and staff.
Focus Area: Customer Service	8/16/18 Updating the Crookston Public Library.		Our goal is to create a more welcoming	Statistics in 2019 will be used to determine if there is an	The employees will have a more desirable place to work.

Comfort & Safety		atmosphere for the community, in addition to creating a space for community collaboration and individual enrichment.	increase in the overall use of the library.	More community members will be using the library resulting in a better quality of life.
Focus Area: Customer Service	10/01/2018 Implemented new wireless printing service in all 13 LARL branches	The goal is to provide ease of access wireless printing to individuals who wish to print from a device, their home, or any remote location.	We will monitor statistics and use to determine if it is a worthwhile service to the 13 LARL communities.	LARL community members will have ease of access to printing in their communities.
Focus Area: Customer Service Connection to Community	11/8/2018 LARL and the Moorhead Public Library working with Libraries without Borders, in conjunction with State Library Services	The goal is to use Moorhead as a pilot for the rest of the region to determine new outreach services for underserved populations.	Moorhead Public Library will establish contact and partnerships with newly identified community groups and will share experience with the rest of the region.	An increased number of community members needs will be met with library services.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 Moorhead Public Library, in partnership with Lakes and Prairie is providing Homeless Outreach Assistant - 4 hours a week. This could be used as a pilot for other libraries in need of similar services.	The goal is to provide tailored assistance to the homeless community.	Keep track of the number of citizens reached and anecdotal information to rate impact.	For the homeless community members to get the help they need to succeed.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 Youthworks, a nonprofit organization that helps homeless, runaway, trafficked and struggling youth will provide service at the Moorhead Public Library.	The goal is to provide tailored assistance to youth in the community.	Keep track of the number of youth reached.	For youth to receive the help they need to succeed.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 LARL has received a collection of approximately 100 items written by Native Americans for the Native community.	The goal is to provide a collection of materials that reflects the demographics of the region.	We will submit annual statistics for six years to State Library Services to monitor use of materials.	For LARL community members to find materials in the LARL collection that are a reflection of their lives.
Focus Area: Customer Service Connection to Community Comfort & Safety	3/15/2019 Create and distribute new Evergreen training binders (Fall 2018) with regular updates sent out to all employees.	The new binder will provide necessary training materials for LARL staff.	Automation Coordinator's daily, weekly, and monthly reports regarding customer and material accounts will be administered.	Outcomes include staff who feel more comfortable with Evergreen and feel more empowered, resulting in better customer service or individuals and the community.

Focus Area: Customer Service Connection to Community	3/15/19 Moorhead will partner with local Meals-on-Wheels to provide homebound delivery service.	This partnership will increase homebound delivery service to those who qualify.	Monthly stats will be kept by the individual libraries to determine use.	By increasing the homebound delivery service through Meals-on-Wheels, those who need this service will have access to library materials. If successful, this model will be used in additional communities.
Focus Area: Customer Service Connection to Community Comfort & Safety	3/15/19 Training was offered for all LARL employees on dealing with damaged items, withdrawing items, and how holds work.	This training will provide the necessary information for handling damaged items and withdrawing items, in addition to how holds work. This training will be open to all LARL employees.	The Collection Development and Automation departments will continue to monitor how damaged and withdrawing items are handled.	LARL employees will have the necessary information needed regarding handling damaged items, withdrawing items. And will be better informed regarding how holds work when communicating with the public.
Focus Area: Customer Service Connection to Community Comfort & Safety	3/15/19 Purchase Chromebooks or Chromeboxes for those LINK Sites that have secure locations.	Devices will provide access to the Internet and word processing functions for the general public.	Usage statistics will be kept by LINK Site Coordinators.	LINK Site community members will have access to the Internet and word processing functions to fill various information needs.
Focus Area: Customer Service Connection to Community	3/15/2019 Create a Donor Report.	The goal of the donor report is to thank those who donated to LARL over the past year, and to solicit new donations for the current year. The report will be mailed to all who made donations, in addition to LARL Board and local board members. The impact of the donations will be felt by all community members who use LARL.	After the new year of 2020, we will create a new donor report and compare the numbers.	Community member who donated in 2019 will understand how much we appreciate the donation, while others will feel compelled to give. Library users across the seven counties will benefit by the increased amount of services and materials offered.
Focus Area: Customer Service Connection to Community	3/25/2019 Implement plan to obtain business cards for all Library Associates (Librarians) by the end of 2019. 1. Identify all Associates. 2. Determine Cost. 3. Place orders throughout 2019.	The goal is to give librarians the tools they need to connect with the community and establish relationships.	We will encourage librarians to let us know if the business cards assist with outreach and building a community connection.	Associates will be now be called - librarians- which accurately reflects the work they do. Community members will know who to contact for follow-up.

Focus Area: Customer Service Connection to Community Comfort & Safety	5/9/2019 Offer New Employee Orientation to those hired in the last two years. Enlist the help of all employees in the Regional Office.	The goal is for employees to be more informed and have a better understanding of the support offered by LARL.	We will survey employees after the training to determine if they learned anything, and if they have a better understanding of the support that is offered by the Regional Office.	LARL employees will be able to better communicate with community members about services and will feel comfortable contacting the RO for assistance when needed.
Focus Area: Customer Service Connection to Community Comfort & Safety	5/9/2019 Offer training to librarians regarding Regional Office marketing efforts and computer support.	The goal is for employees to have a better understanding of what is available from the LARL Marketing Department, in addition to having a better understanding of the functionality of LARL public computers.	We will survey employees after the training to determine if they learned anything, and if they have a better understanding of the support that is offered by the Regional Office.	LARL employees will be able to better communicate with community members about services and will feel comfortable contacting the RO for assistance when needed. Updated 5/9/2019

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	4/1/19 4/15/19	Quill Corporation	216.47	86.99
6000-000	Supplies - Office	4/16/19 4/16/19 4/16/19	Office Depot	30.97 12.32 309.40	
6000-000	Supplies - Office	4/23/19	Quill Corporation	99.36	
6000-000	Supplies - Office			668.52	86.99
6010-000	Supplies - Technical Services	4/12/19	DEMCO	978.03	
6010-000	Supplies - Technical Services			978.03	
6030-000	Supplies - Copier/Fax/Microfilm	4/23/19	Quill Corporation	260.50	
6030-000	Supplies - Copier/Fax/Microfilm			260.50	
6300-000	Payroll/Time Tracking	4/10/19 4/25/19	Payroll Professionals, Inc.	125.55 124.00	
6300-000	Payroll/Time Tracking			249.55	
6350-000	Delivery Service - Courier	4/1/19 4/12/19 4/29/19	Alliance Courier	2,115.30 2,115.30 2,115.30	
6350-000	Delivery Service - Courier			6,345.90	
6362-000	Lease - Copiers	4/2/19	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	4/30/19	Mahnomen Pioneer	71.50	
6380-000	Recruitment	4/30/19	The 13 Towns	25.60	
6380-000	Recruitment			97.10	
6400-000	Telephone	4/1/19	Rothsay Telephone	75.17	
6400-000	Telephone	4/1/19 4/1/19	Halstad Telephone Company	32.62 73.96	
6400-000	Telephone	4/22/19	Rochester Telecom Systems Inc.	116.70	
6400-000	Telephone			298.45	
6410-000	PIO - Marketing/Printing/Etc	4/26/19	Signarama	225.00	
6410-000	PIO - Marketing/Printing/Etc	4/30/19 4/30/19	Newman Signs, Inc.	132.35 132.35	
6410-000	PIO - Marketing/Printing/Etc	4/30/19	The Forum	89.00	
6410-000	PIO - Marketing/Printing/Etc			578.70	
6450-000	Mileage - Trustee	4/18/19	Terry Kalil	83.52	
6450-000	Mileage - Trustee	4/18/19	Steve Jacobson	32.48	
6450-000	Mileage - Trustee	4/18/19	Ben Grimsley	52.20	
6450-000	Mileage - Trustee	4/18/19	Gary Willhite	81.20	
6450-000	Mileage - Trustee	4/18/19	Dennis Larson	52.20	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee			301.60	
6455-000	Mileage - Staff	4/1/19	Greta Guck	42.34	
6455-000	Mileage - Staff	4/1/19	Jane Vigness	19.72	
6455-000	Mileage - Staff	4/2/19	Tabatha Durand	11.25	
6455-000	Mileage - Staff	4/2/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	4/3/19	Joyce Christine Boike	42.34	
6455-000	Mileage - Staff	4/3/19	Liz Lynch	280.72	
6455-000	Mileage - Staff	4/3/19	Jenna Kahly	56.26	
6455-000	Mileage - Staff	4/4/19	Sheila Capistran	41.76	
6455-000	Mileage - Staff	4/5/19	Jill Rose	25.52	
		4/6/19		25.52	
		4/8/19		106.72	
6455-000	Mileage - Staff	4/8/19	Liz Lynch	80.04	
6455-000	Mileage - Staff	4/8/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	4/9/19	Sheila Capistran	41.76	
6455-000	Mileage - Staff	4/9/19	Greta Guck	15.66	
6455-000	Mileage - Staff	4/10/19	Jill Rose	59.16	
6455-000	Mileage - Staff	4/10/19	Megan Krueger	62.64	
6455-000	Mileage - Staff	4/10/19	Liz Lynch	142.68	
6455-000	Mileage - Staff	4/15/19	Jill Rose	25.52	
6455-000	Mileage - Staff	4/16/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	4/17/19	Joyce Christine Boike	80.04	
6455-000	Mileage - Staff	4/17/19	Greta Guck	51.62	
6455-000	Mileage - Staff	4/17/19	Jill Rose	59.16	
6455-000	Mileage - Staff	4/18/19	Sheila Capistran	41.76	
6455-000	Mileage - Staff	4/19/19	Megan Krueger	46.40	
6455-000	Mileage - Staff	4/20/19	Jill Rose	25.52	
6455-000	Mileage - Staff	4/22/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	4/22/19	Ethan Holtslander	22.04	
		4/22/19		12.18	
		4/22/19		18.85	
6455-000	Mileage - Staff	4/23/19	Jill Rose	25.52	
6455-000	Mileage - Staff	4/23/19	Ethan Holtslander	9.57	
		4/23/19		23.49	
		4/23/19		26.27	
6455-000	Mileage - Staff	4/24/19	Jill Rose	25.52	
6455-000	Mileage - Staff	4/24/19	Heidi Moore	5.80	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	4/24/19	Ethan Holtslander	21.17	
		4/24/19		6.09	
		4/24/19		26.27	
6455-000	Mileage - Staff	4/25/19	Erin Gunderson	51.62	
6455-000	Mileage - Staff	4/25/19	Carol Van Brocklin	30.16	
6455-000	Mileage - Staff	4/25/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	4/25/19	Jane Vigness	60.90	
6455-000	Mileage - Staff	4/25/19	Candace Osborn	48.72	
6455-000	Mileage - Staff	4/25/19	Paula Ous	80.04	
6455-000	Mileage - Staff	4/25/19	Jill Rose	25.52	
6455-000	Mileage - Staff	4/25/19	Greta Guck	51.62	
6455-000	Mileage - Staff	4/25/19	Christy Underlee	19.14	
6455-000	Mileage - Staff	4/26/19	Jill Rose	25.52	
		4/27/19		25.52	
6455-000	Mileage - Staff	4/29/19	Rebekah Rose	106.72	
6455-000	Mileage - Staff	4/30/19	Christy Underlee	35.38	
6455-000	Mileage - Staff	4/30/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff			2,242.56	
6465-000	Memberships - LARL Directors	4/5/19	MN Association Of Library Frie	25.00	
6465-000	Memberships - LARL Directors			25.00	
6470-000	Board Expenses	4/1/19	Card Services	12.99	
6470-000	Board Expenses			12.99	
6482-000	Conf/Meeting - Miscellaneous	4/24/19	Greta Guck	357.16	
6482-000	Conf/Meeting - Miscellaneous			357.16	
6484-000	Conf/Meeting - System Directo	4/1/19	Liz Lynch	280.72	
6484-000	Conf/Meeting - System Directo			280.72	
6490-000	Programming - Youth	4/4/19	Jenna Kahly	28.84	
6490-000	Programming - Youth	4/16/19	Office Depot	18.49	
6490-000	Programming - Youth	4/24/19	Jenna Kahly	10.44	
6490-000	Programming - Youth			57.77	
6492-000	Programming - Summer Learn	4/24/19	Jenna Kahly	4.82	
6492-000	Programming - Summer Learn			4.82	
6500-000	Van - Gasoline	4/6/19	Cenex Fleetcard	125.74	
6500-000	Van - Gasoline			125.74	
6505-000	Van - Repairs & Maintenance	4/1/19	Duggan's Auto Service Center	45.86	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6505-000	Van - Repairs & Maintenance			45.86	
6600-000	Materials - Print	4/1/19	Baker & Taylor	488.10	
		4/1/19		94.12	
		4/1/19		444.62	
		4/2/19		99.66	
		4/2/19		54.50	
		4/2/19		107.70	
		4/2/19		197.06	
		4/3/19		29.88	
		4/3/19		19.70	
		4/3/19		46.14	
		4/4/19		10.02	
		4/4/19		338.05	
		4/4/19		442.39	
		4/4/19		296.56	
		4/4/19		23.32	
		4/4/19		267.40	
		4/4/19		102.32	
6600-000	Materials - Print	4/5/19	J. Appleseed Publishers Co-Op	3,572.60	
6600-000	Materials - Print	4/5/19	Baker & Taylor	96.94	
		4/5/19		29.52	
		4/6/19		423.16	
		4/8/19		65.88	
		4/8/19		10.38	
		4/9/19		23.38	
		4/9/19		30.21	
		4/9/19		124.04	
		4/9/19		31.30	
		4/9/19		109.66	
		4/9/19		28.54	
		4/9/19		466.31	
		4/10/19		40.38	
		4/10/19		16.88	
		4/10/19		127.02	
		4/10/19		16.88	
		4/10/19		266.41	
		4/10/19		0.69	
		4/11/19		27.91	
		4/11/19		50.38	
		4/11/19		74.81	
		4/15/19		32.53	
		4/15/19		99.98	
		4/15/19		446.05	
		4/16/19		138.48	
		4/17/19		155.60	
		4/17/19		20.96	
		4/17/19		29.46	
		4/17/19		90.42	
		4/17/19		386.93	
		4/17/19		30.12	
		4/17/19		22.42	
		4/17/19		50.41	
		4/17/19		62.94	
		4/18/19		747.86	
		4/18/19		81.17	
		4/18/19		52.76	
		4/18/19		41.96	
		4/18/19		32.14	
		4/19/19		435.87	
		4/19/19		9.96	
		4/19/19		127.57	
		4/22/19		374.98	
		4/22/19		373.64	
		4/22/19		170.36	
					16.60

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/22/19		57.08	
		4/23/19		31.47	
		4/24/19		188.87	
		4/25/19		83.05	
		4/25/19		17.31	
		4/25/19		485.47	
		4/25/19		97.20	
		4/25/19		220.35	
		4/29/19		159.48	
		4/29/19		61.44	
		4/29/19		28.96	
		4/29/19		66.41	
		4/29/19		181.48	
6600-000	Materials - Print			14,387.96	16.60
6601-000	Materials - A/V	4/1/19	Recorded Books, LLC.	796.00	
6601-000	Materials - A/V	4/3/19	Baker & Taylor	137.20	
6601-000	Materials - A/V	4/4/19	Recorded Books, LLC.	72.98	
		4/4/19		59.89	
		4/4/19		69.38	
		4/4/19		68.00	
		4/4/19		36.50	
6601-000	Materials - A/V	4/9/19	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	4/10/19	Recorded Books, LLC.	1,070.80	
6601-000	Materials - A/V	4/11/19	Baker & Taylor	348.43	
		4/12/19		36.94	
		4/15/19		23.82	
		4/15/19		32.42	
6601-000	Materials - A/V	4/15/19	Recorded Books, LLC.	206.38	
		4/16/19		42.38	
6601-000	Materials - A/V	4/17/19	Baker & Taylor	64.92	
6601-000	Materials - A/V	4/19/19	Recorded Books, LLC.	73.00	
		4/19/19		252.27	
6601-000	Materials - A/V	4/25/19	Baker & Taylor	140.05	
		4/25/19		62.08	
		4/26/19		17.66	
6601-000	Materials - A/V	4/29/19	Recorded Books, LLC.	209.96	
		4/30/19		137.00	
		4/30/19		117.40	
6601-000	Materials - A/V			4,142.96	
6670-000	Materials - Digital - e-Books	4/1/19	Overdrive, Inc.	32.92	
		4/1/19		46.99	
		4/1/19		7.99	
		4/1/19		115.69	
		4/2/19		87.95	
		4/5/19		90.97	
		4/5/19		1,795.60	
		4/8/19		54.00	
		4/8/19		78.00	
		4/9/19		106.48	
		4/9/19		316.92	
		4/9/19		262.94	
		4/9/19		55.00	
		4/16/19		183.98	
		4/16/19		233.95	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/20/19		47.98	
		4/23/19		96.81	
		4/23/19		139.96	
		4/23/19		109.98	
		4/23/19		63.98	
		4/23/19		55.00	
		4/24/19		3.99	
		4/24/19		14.98	
		4/24/19		1,315.95	
		4/29/19		87.00	
		4/29/19		87.00	
		4/29/19		60.00	
		4/29/19		89.95	
		4/29/19		22.97	
		4/30/19		85.97	
		4/30/19		154.91	
6670-000	Materials - Digital - e-Books			5,905.81	
6675-000	Materials - Digital - e-Audio	4/2/19	Overdrive, Inc.	52.48	
		4/5/19		47.99	
		4/5/19		902.28	
		4/8/19		47.99	
		4/8/19		47.99	
		4/9/19		152.00	
		4/9/19		95.00	
		4/16/19		47.99	
		4/16/19		107.98	
		4/23/19		71.94	
		4/23/19		76.00	
		4/24/19		1,040.72	
		4/29/19		47.99	
6675-000	Materials - Digital - e-Audio			2,738.35	
6690-000	Materials - Periodicals	4/1/19	The Forum	157.35	
6690-000	Materials - Periodicals	4/2/19	EBSCO Information Services	10,000.00	
6690-000	Materials - Periodicals	4/8/19	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	4/16/19	Daily News / News Monitor	145.60	
6690-000	Materials - Periodicals	4/18/19	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	4/21/19	The Forum	225.00	
		4/22/19		225.00	
		4/23/19		225.00	
		4/23/19		157.35	
		4/23/19		163.00	
		4/23/19		220.00	
		4/24/19		157.35	
6690-000	Materials - Periodicals	4/26/19	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals	4/30/19	Norman County Index	33.00	
		4/30/19		38.00	
6690-000	Materials - Periodicals			12,068.77	
7200-000	Legacy - Expense (1099)	4/1/19	Crookston Daily Times	67.38	
		4/1/19		67.37	
7200-000	Legacy - Expense (1099)	4/4/19	Jeremy Walker	3,000.00	
7200-000	Legacy - Expense (1099)	4/4/19	The Red River Promoter	169.00	
7200-000	Legacy - Expense (1099)	4/6/19	Lynn Halbrook	3,400.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)	4/15/19	Minnesota Historical Society	400.00	
7200-000	Legacy - Expense (1099)	4/16/19	Newman Signs, Inc.	132.35	
		4/16/19		132.35	
7200-000	Legacy - Expense (1099)	4/24/19	Eric Bergeson	3,750.00	
7200-000	Legacy - Expense (1099)	4/30/19	Frazee Forum, Inc.	105.00	
7200-000	Legacy - Expense (1099)			11,223.45	
7205-000	Legacy - Exp Reimbursement	4/24/19	Eric Bergeson	448.92	
7205-000	Legacy - Exp Reimbursement			448.92	
7210-000	Legacy - Materials - Print	4/4/19	Jeremy Walker	922.28	
7210-000	Legacy - Materials - Print			922.28	
8000-011	Donation - Misc Exp - LM	4/18/19	Jennifer Rodger	10.05	
8000-011	Donation - Misc Exp - LM	4/22/19	Megan Krueger	25.00	
		4/23/19		46.99	
8000-011	Donation - Misc Exp - LM			82.04	
8107-000	Donation - Material Other - RO	4/1/19	Overdrive, Inc.	67.01	
		4/2/19		73.99	
8107-000	Donation - Material Other - RO			141.00	
8107-011	Donation - Material Other - LM	4/23/19	Overdrive, Inc.	300.00	
8107-011	Donation - Material Other - LM			300.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	4/15/19	Federal Income Tax deposit	1,072.46	
		4/15/19		4,585.70	
		4/30/19		4,704.82	
		4/30/19		1,100.32	
5100-000	Payroll Taxes - Employer			11,463.30	
5110-000	Retirement - PERA - Employer	4/15/19	Public Employees Retirement As	5,543.96	
		4/30/19		5,666.18	
5110-000	Retirement - PERA - Employer			11,210.14	
5120-000	Health Insurance	4/12/19	Further - VEBA/HSA	1,844.75	
		4/12/19		1,736.00	
5120-000	Health Insurance	4/15/19	LARL Payroll		224.75
5120-000	Health Insurance	4/24/19	Further - Fees	112.10	
5120-000	Health Insurance	4/29/19	Lakes Country Service Cooperat	24,897.00	
5120-000	Health Insurance	4/29/19	Further - VEBA/HSA	224.75	
5120-000	Health Insurance	4/30/19	LARL Payroll		224.75
5120-000	Health Insurance			28,814.60	449.50
5140-000	Life Insurance - Employer Paid	4/1/19	The Hartford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
5160-000	Other Employee Benefits	4/14/19	Sam's Club	14.98	
5160-000	Other Employee Benefits			14.98	
6000-000	Supplies - Office	4/10/19	Amazon (charges on account)	197.30	
6000-000	Supplies - Office	4/12/19	Bell State Bank	162.41	
6000-000	Supplies - Office	4/22/19	PayPal	36.14	
6000-000	Supplies - Office			395.85	
6010-000	Supplies - Technical Services	4/9/19	Amazon (charges on account)	42.86	
6010-000	Supplies - Technical Services			42.86	
6020-000	Supplies - Public Services	4/9/19	Best Name Badges	8.35	
6020-000	Supplies - Public Services			8.35	
6040-000	Supplies - Computer	4/8/19	Amazon (charges on account)	15.98	
		4/24/19		172.41	
6040-000	Supplies - Computer			188.39	
6200-000	Equip Rep/Mtc - Miscellaneous	4/23/19	Amazon (charges on account)	19.54	
6200-000	Equip Rep/Mtc - Miscellaneous			19.54	
6400-000	Telephone	4/3/19	Arvig	98.76	
		4/3/19		100.41	
		4/3/19		92.03	
		4/3/19		92.03	
		4/3/19		41.31	
6400-000	Telephone	4/13/19	Allstream	716.30	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	4/15/19	Garden Valley Telephone Comp	39.92	
6400-000	Telephone	4/25/19	Arvig	181.84	
6400-000	Telephone	4/30/19	Garden Valley Telephone Comp	39.77	
		4/30/19		39.77	
		4/30/19		89.02	
		4/30/19		39.77	
6400-000	Telephone			1,570.93	
6405-000	Cell Phone	4/9/19	Ting	6.70	
6405-000	Cell Phone			6.70	
6410-000	PIO - Marketing/Printing/Etc	4/11/19	Sticker Titans	70.00	
6410-000	PIO - Marketing/Printing/Etc	4/23/19	Uprinting.com	81.14	
6410-000	PIO - Marketing/Printing/Etc			151.14	
6430-000	Postage	4/7/19	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6465-000	Memberships - LARL Directors	4/25/19	North Dakota Society of CPA's	85.00	
6465-000	Memberships - LARL Directors			85.00	
6482-000	Conf/Meeting - Miscellaneous	4/3/19	Capitol Complex Parking	5.05	
6482-000	Conf/Meeting - Miscellaneous	4/16/19	North Dakota Society of CPA's	375.00	
6482-000	Conf/Meeting - Miscellaneous			380.05	
6490-000	Programming - Youth	4/23/19	Walmart	79.66	
		4/23/19		151.50	
		4/23/19		108.17	
6490-000	Programming - Youth	4/24/19	Discount School Supply	347.44	
6490-000	Programming - Youth	4/24/19	Amazon (charges on account)	295.72	
		4/24/19		20.01	
		4/24/19		44.42	
		4/24/19		24.92	
		4/24/19		239.08	
		4/24/19		5.99	
		4/25/19		35.00	
		4/26/19		27.32	
6490-000	Programming - Youth	4/30/19	Discount School Supply	15.07	
6490-000	Programming - Youth			1,394.30	
6492-000	Programming - Summer Learni	4/23/19	Uprinting.com	640.19	
6492-000	Programming - Summer Learni	4/24/19	Amazon (charges on account)	34.26	
		4/24/19		56.29	
6492-000	Programming - Summer Learni	4/25/19	OTC Brands, Inc.	43.60	
6492-000	Programming - Summer Learni			774.34	
6600-000	Materials - Print	4/2/19	Amazon (charges on account)	53.68	
		4/3/19		17.99	
		4/6/19		19.87	
		4/9/19		35.95	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/10/19		30.00	
		4/11/19		7.05	
		4/13/19		21.04	
		4/24/19		7.99	
		4/27/19		3.05	
		4/30/19		35.44	
6600-000	Materials - Print			232.06	
6601-000	Materials - A/V	4/1/19	Amazon (charges on account)	31.98	
		4/1/19		75.44	
		4/2/19		38.95	
		4/3/19		71.13	
		4/3/19		67.86	
		4/3/19		22.94	
		4/4/19		47.95	
		4/4/19		31.64	
		4/6/19		183.46	
		4/7/19		39.60	
		4/7/19		35.92	
		4/7/19		39.98	
		4/7/19		19.99	
		4/7/19		19.99	
		4/7/19		75.56	
		4/7/19		17.96	
		4/8/19		13.94	
		4/9/19		35.92	
		4/14/19		66.38	
		4/14/19		12.96	
		4/14/19		39.98	
		4/14/19		59.84	
		4/14/19		12.96	
		4/14/19		80.19	
		4/14/19		12.96	
		4/15/19		55.66	
		4/15/19		21.95	
		4/15/19		33.18	
		4/16/19		88.11	
		4/16/19		90.46	
		4/16/19		86.80	
		4/20/19		56.57	
		4/20/19		16.59	
		4/20/19		14.96	
		4/23/19		35.81	
		4/24/19		51.90	
		4/24/19		57.14	
		4/24/19		26.99	
		4/24/19		79.32	
		4/24/19		2.99	
		4/25/19		66.89	
		4/25/19		29.99	
		4/26/19		78.51	
		4/28/19		64.73	
		4/28/19		51.84	
		4/28/19		35.92	
		4/29/19		87.87	
6601-000	Materials - A/V			2,289.66	
8000-011	Donation - Misc Exp - LM	4/2/19	Amazon (charges on account)	49.35	
		4/9/19		185.84	
		4/15/19		34.19	
		4/15/19		59.99	
		4/19/19		99.98	
		4/25/19		51.99	
8000-011	Donation - Misc Exp - LM			481.34	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Apr 1, 2019 to Apr 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-031	Donation - Misc Exp - LN	4/11/19	Amazon (charges on account)	31.97	
8000-031	Donation - Misc Exp - LN			31.97	
8100-000	Donation - Material Print - RO	4/28/19	Amazon (charges on account)	9.79	
8100-000	Donation - Material Print - RO			9.79	
8100-011	Donation - Material Print - LM	4/11/19	Amazon (charges on account)	14.71	
		4/11/19		7.90	
		4/13/19		38.38	
		4/14/19		30.92	
		4/15/19		16.34	
		4/21/19		35.39	
		4/21/19		17.10	
		4/22/19		32.69	
		4/27/19		17.70	
		4/28/19		16.34	
		4/28/19		36.59	
8100-011	Donation - Material Print - LM			264.06	
8100-013	Donation - Material Print - LH	4/14/19	Amazon (charges on account)	30.00	
8100-013	Donation - Material Print - LH			30.00	
8100-021	Donation - Material Print - LG	4/20/19	Amazon (charges on account)	12.75	
		4/27/19		20.00	
		4/27/19		10.48	
8100-021	Donation - Material Print - LG			43.23	
8200-011	Donation - Furn & Equip - LM	4/25/19	Amazon (charges on account)	292.26	
8200-011	Donation - Furn & Equip - LM			292.26	
8500-000	Furniture & Equipment	4/9/19	Hayneedle	312.98	
8500-000	Furniture & Equipment			312.98	
9630-200	Cell Phone - Joint Automation	4/9/19	Ting	24.56	
9630-200	Cell Phone - Joint Automation			24.56	
9650-200	Computer Supplies - Joint Auto	4/3/19	iX Stystems	2,859.00	
9650-200	Computer Supplies - Joint Auto			2,859.00	