

***The Mission of LARL
is to link people and communities
to resources and experiences
for learning and enrichment.***

LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

EXECUTIVE COMMITTEE MEETING

Thursday, December 19, 2013

5:30 p.m.

Meeting Place: Moorhead Branch

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

Note: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 120. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 120.

AGENDA

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

5:40 2. MINUTES OF THE OCTOBER 17, 2013 EXECUTIVE BOARD MEETING.
Enclosed (White)

Recommended Motion: Move to approve the October 17, 2013 Executive Board Meeting Minutes as presented.

5:50 3. FINANCIAL REPORT - Sprynczynatyk
Enclosed (Green)

a. Pay Equity Report
(Available at Meeting)

Recommended Motion: Move to approve LARL's Pay Equity Report for the year ended December 31, 2013.

(over)

Agenda for the December 19, 2013 Executive Board Meeting – Page 2

- 6:00 4. DIRECTOR’S REPORT - Lynch**
Enclosed (Peach)
 - a. Addressing Signatory Shortfalls
 - b. Addressing City of Ada Janitorial Issue
 - c. LARL ByLaws: Article III. Section 1. Number of Qualifications of Members.

6:15 5. PRESIDENT’S REPORT – Perry

6:25 6. OTHER

6:30 7. ADJOURNMENT

MISC. ITEMS ENCLOSED:

- a. List of Bills – November 2013 – (Lavender)

UPCOMING MEETINGS/EVENTS

Tuesday, Dec. 24, 2013 (All sites close by noon)
 Wednesday, Dec. 25, 2013 (All sites closed all day)
Christmas Eve/Christmas Day

Tuesday, Dec. 31, 2013 (All sites close by 5pm)
 Wednesday, Jan. 1, 2014 (All sites closed all day)
New Year’s Eve/New Year’s Day

January – March, 2014
“Hot Reads for Cold Nights” (Adult) Winter Reading Program

Thursday, January 16, 2014
4:30 p.m. – Finance Committee Meeting
5:30 p.m. - Full Board Meeting (adopt 2014 Budget)
 Moorhead Branch

Monday, January 20, 2014
Martin Luther King, Jr. Day (observed)
 All Branches, LINK Sites, and the Regional Office Closed

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

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, October 17th, 2013 at the Moorhead Branch. President Perry called the meeting to order at 5:30 p.m.

Executive Committee Members Present: Bursik, Fox, Ingersoll, Perry (*Chair*), Viz

Executive Committee Members Absent: Bunness, Chevalier

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT.

None

APPROVAL OF AGENDA

(Bursik/Vinz) Move to approve the agenda of the October 17th, 2013 Executive Committee Meeting with the addition of a discussion about getting LARL Board members more engaged. MCU.

MINUTES OF THE SEPTEMBER 19th, 2013 EXECUTIVE-FINANCE COMMITTEE MEETING.

(Ingersoll/Fox) Move to approve the September 19th, 2013 Executive-Finance Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through September we are 75% of the way through the year and have spent 66.74% of the budget. Expense items that appear high are Salaries – Substitutes at 94.06% of budget, but the total Personnel budget is only at 67.7%. Recruitment is at 112.78% of budget, due to several openings around the region. Some of the Materials line items appear high, but overall the Materials budget is at 81.99%.

(Bursik/Vinz) Move to approve the application for State FY2014 Regional Library Telecommunications Aid (RLTA) as reviewed and recommended by the Director, Network Administrator, and Finance/HR Director. MCU.

(over)

DIRECTOR'S REPORT

Lynch reported that approximately 75 staff members attended LARL's Staff Day on Columbus Day.

The *Not So Silent Auction* went well, LARL made over \$5,000. Attendees enjoyed the event and are looking forward to next year's auction.

The LARL Book Sale in Crookston has been moved to November 7th to 10th.

Lynch and Bursik recently attend the MLA Conference. Bursik reported that the convention met his expectations and was very informative.

OTHER

Vinz discussed her concern with the limited amount of discussion and questions from the LARL Board during the September Full Board meeting. During this meeting, the announcement was made that \$220,000 in budget reductions were approved. The Executive-Finance Committee had a long discussion about the reductions, but when presented to the Full Board there was very little discussion. Vinz would like to get the Board more engaged. There is a core group of LARL Board members who seem to discuss items, but the rest of the Board tends to be silent.

Ingersoll reported that he serves on several boards and the way LARL's Board operates is very typical.

Perry discussed that LARL does have a good core group of Board members who take an interest and are involved.

Lynch asked the committee if they would like to meet in the future if the agenda only contains one item. The committee discussed the topic and decided that even if there is a limited agenda that they would like to meet if possible.

Ingersoll asked Sprynczynatyk to contact LARL's attorney to ask if a similar situation did come up, if approval could be done by another method like email without violating public meeting laws.

PRESIDENT'S REPORT

No report.

The meeting adjourned at 6:00 p.m.

Lake Agassiz Regional Library
 Statement of Revenues & Expenditures
 Actual and Budget
 For the Eleven Months Ending November 30, 2013

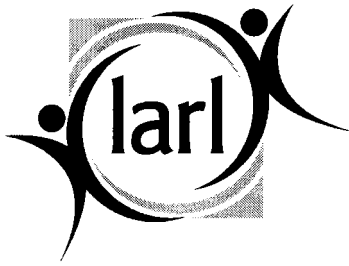
	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Property Taxes</i>					
Becker County	\$ 0.00	\$ 322,015.00	\$ 322,015.00	0.00	100.00
Detroit Lakes	0.00	199,517.00	199,517.00	0.00	100.00
Clay County	0.00	242,279.00	242,279.00	0.00	100.00
Moorhead	0.00	675,730.00	675,730.00	0.00	100.00
Clearwater County	0.00	84,664.00	84,664.00	0.00	100.00
Mahnomen County	0.00	35,581.00	35,581.00	0.00	100.00
Mahnomen	0.00	16,931.00	16,931.00	0.00	100.00
Norman County	0.00	87,594.00	87,594.00	0.00	100.00
Polk County	0.00	219,999.00	219,999.00	0.00	100.00
Crookston	0.00	200,599.00	200,599.00	0.00	100.00
Wilkin County	0.00	46,580.00	46,580.00	0.00	100.00
Breckenridge	0.00	80,441.00	80,441.00	0.00	100.00
Total Property Taxes	0.00	2,211,930.00	2,211,930.00	0.00	100.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	583,210.33	543,371.00	(39,839.33)	107.33
Reg Library Telecom Aid (RLTA)	0.00	52,118.33	95,253.00	43,134.67	54.72
Total Grants	0.00	635,328.66	638,624.00	3,295.34	99.48
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,696.75	18,708.70	22,000.00	3,291.30	85.04
Printing Revenue	1,352.37	14,267.80	15,000.00	732.20	95.12
Fax Revenue	470.70	5,375.95	5,000.00	(375.95)	107.52
Microfilm Revenue	7.30	40.19	200.00	159.81	20.10
Photocopy Revenue	691.42	6,581.53	8,000.00	1,418.47	82.27
Book/Furniture Sale Revenue	169.10	5,588.19	0.00	(5,588.19)	0.00
Interest Income	1,645.34	20,508.68	22,000.00	1,491.32	93.22
Dividends/Capital Credit Inc.	0.00	648.55	0.00	(648.55)	0.00
Invest Earn - Change in Value	(4,951.27)	(21,123.06)	0.00	21,123.06	0.00
Lost/Damaged Property	380.25	5,185.91	7,000.00	1,814.09	74.08
Other Income	0.00	225.00	0.00	(225.00)	0.00
Total Miscellaneous Revenue	1,461.96	56,007.44	79,200.00	23,192.56	70.72
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	57,672.00	57,672.00	0.00	100.00
MNLink Server Site Payments	304.00	3,344.00	0.00	(3,344.00)	0.00
Total Joint Automation Revenue	304.00	61,016.00	57,672.00	(3,344.00)	105.80
Fund Balance/Shortfall	0.00	0.00	339,830.00	339,830.00	0.00
Total General Fund Revenue	1,765.96	2,964,282.10	3,327,256.00	362,973.90	89.09
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	131,409.64	1,464,748.15	1,738,404.00	273,655.85	84.26
Salaries - Substitutes	3,233.74	35,297.68	31,500.00	(3,797.68)	112.06
Salaries - Temporary/Contract	0.00	710.20	0.00	(710.20)	0.00
Payroll Taxes - Employer	10,151.96	113,119.40	135,398.00	22,278.60	83.55
Retirement - PERA - Employer	9,500.44	98,116.66	125,524.00	27,407.34	78.17
Health Insurance	14,227.19	180,123.20	242,600.00	62,476.80	74.25
Life Insurance - Employer Paid	190.96	1,827.05	2,200.00	372.95	83.05
Workers Compensation Insurance	317.38	3,522.38	4,424.00	901.62	79.62
Other Employee Benefits	130.00	1,377.76	1,700.00	322.24	81.04
Total Personnel	169,161.31	1,898,842.48	2,281,750.00	382,907.52	83.22
<i>Automation/Cataloging</i>					
Automation	12,733.20	140,023.88	174,765.00	34,741.12	80.12
OCLC/Minitex	1,003.67	2,127.87	8,000.00	5,872.13	26.60
Supplies - Technical Services	0.00	1,717.79	10,000.00	8,282.21	17.18
Supplies - Public Services	604.16	2,825.30	7,000.00	4,174.70	40.36
Total Automation/Cataloging	14,341.03	146,694.84	199,765.00	53,070.16	73.43
<i>Library Programming</i>					
Programming - Youth	83.33	1,732.11	3,400.00	1,667.89	50.94
Programming - Summer Reading	0.00	6,975.25	8,000.00	1,024.75	87.19
Programming - Adult	0.00	1,295.51	3,000.00	1,704.49	43.18
Total Library Programming	83.33	10,002.87	14,400.00	4,397.13	69.46

Lake Agassiz Regional Library
 Statement of Revenues & Expenditures
 Actual and Budget
 For the Eleven Months Ending November 30, 2013

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Staff Development					
Staff Training & Development	958.63	6,647.57	19,000.00	12,352.43	34.99
Total Staff Development	958.63	6,647.57	19,000.00	12,352.43	34.99
Mileage/Board Meeting Expense					
Mileage - Staff	929.31	19,086.01	21,125.00	2,038.99	90.35
Regional Board Meetings	938.67	6,923.73	8,450.00	1,526.27	81.94
Total Mileage/Board Meeting Expenses	1,867.98	26,009.74	29,575.00	3,565.26	87.95
Other Expenses					
Accounting/Bank Fees	333.47	10,784.77	11,600.00	815.23	92.97
Attorney Fees	775.00	3,137.50	7,500.00	4,362.50	41.83
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	6,189.27	72,260.04	79,350.00	7,089.96	91.06
Director's Discretionary	0.00	166.50	2,500.00	2,333.50	6.66
Insurance - General/Property	1,166.65	12,822.50	12,000.00	(822.50)	106.85
Lease - Regional Office Rent	1,633.33	17,966.66	19,600.00	1,633.34	91.67
Leases - Equipment	1,156.52	8,580.48	8,950.00	369.52	95.87
Maintenance Contracts	659.05	6,939.14	7,600.00	660.86	91.30
Mailing - Click2Mail	420.75	4,240.82	7,000.00	2,759.18	60.58
Materials Recovery/Collections	0.00	2,497.05	3,200.00	702.95	78.03
Memberships	0.00	800.00	1,200.00	400.00	66.67
Minnesota Director's Fund	0.00	2,118.00	3,000.00	882.00	70.60
Miscellaneous Expense	54.15	1,309.63	3,000.00	1,690.37	43.65
PIO: Printing/Advertising	496.32	15,680.04	16,400.00	719.96	95.61
Postage	37.08	820.24	6,500.00	5,679.76	12.62
Recruitment	39.76	10,972.17	9,000.00	(1,972.17)	121.91
Repairs - Equipment	0.00	592.14	2,500.00	1,907.86	23.69
Supplies - Computer	481.87	3,860.05	4,500.00	639.95	85.78
Supplies - Copier/Fax/Microfilm	0.00	460.99	2,500.00	2,039.01	18.44
Supplies - Office	847.42	11,770.76	12,500.00	729.24	94.17
Telephone/Telecom	1,010.20	11,231.80	19,000.00	7,768.20	59.11
Total Other Operating Expenses	15,300.84	199,011.28	241,400.00	42,388.72	82.44
Regional Library Telecom Aid (RLTA)	0.00	52,118.33	95,253.00	43,134.67	54.72
Transportation					
Van Expenses	636.16	7,311.10	9,300.00	1,988.90	78.61
Total Transportation	636.16	7,311.10	9,300.00	1,988.90	78.61
Materials					
Adult	12,853.60	179,586.07	170,500.00	(9,086.07)	105.33
Digital Collection - e-Books	1,458.93	27,993.63	32,763.00	4,769.37	85.44
Digital Collection - e-Audio	208.28	11,345.78	12,000.00	654.22	94.55
Express Collection	0.00	0.00	0.00	0.00	0.00
Juvenile	1,757.42	76,449.98	78,500.00	2,050.02	97.39
LINK Site Materials	47.81	4,261.28	13,000.00	8,738.72	32.78
Music	295.68	2,095.10	2,300.00	204.90	91.09
Online Databases	2,325.31	26,671.19	35,000.00	8,328.81	76.20
Periodicals	58.00	23,152.86	20,000.00	(3,152.86)	115.76
Reference	149.66	2,689.01	3,000.00	310.99	89.63
Total Materials	19,154.69	354,244.90	367,063.00	12,818.10	96.51
Capital Expenditures					
Furniture & Equipment	0.00	353.74	10,500.00	10,146.26	3.37
Software & Hardware Upgrades	521.10	13,540.45	40,000.00	26,459.55	33.85
Total Capital Expenditures	521.10	13,894.19	50,500.00	36,605.81	27.51
Capital Fund Accounts					
III System - Shared with NWRL	1,104.16	12,145.76	13,250.00	1,104.24	91.67
Van Replacement	500.00	5,500.00	6,000.00	500.00	91.67
Total Capital Fund Accounts	1,604.16	17,645.76	19,250.00	1,604.24	91.67
Total General Fund Expenditures	223,629.23	2,732,423.06	3,327,256.00	594,832.94	82.12
General Fund Revenue Over Expenditures	\$ (221,863.27)	\$ 231,859.04	\$ 0.00	(231,859.04)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2013

	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	\$ (709.27)	\$ 17,268.63	\$ 0.00	(17,268.63)	0.00
Telecom/E-rate Funds	442.88	16,663.87	0.00	(16,663.87)	0.00
Legacy Grant Revenue	34,262.46	152,433.06	0.00	(152,433.06)	0.00
Miscellaneous Grants	0.00	2,000.00	0.00	(2,000.00)	0.00
Total Special Projects Revenue	33,996.07	188,365.56	0.00	(188,365.56)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	64.95	6,508.55	0.00	(6,508.55)	0.00
Donations - Miscellaneous	243.31	10,764.69	0.00	(10,764.69)	0.00
Legacy Grant Expense	34,262.46	152,433.06	0.00	(152,433.06)	0.00
Telecom/E-rate Expenses	442.88	16,663.87	0.00	(16,663.87)	0.00
Miscellaneous Grant Expense	396.58	396.58	0.00	(396.58)	0.00
Projects from Designated Funds:					
Desig Funds - Prof Recruitment	0.00	5,000.00	0.00	(5,000.00)	0.00
Desig Funds - Library Material	508.22	7,535.62	0.00	(7,535.62)	0.00
Total Special Projects Miscellaneous	35,918.40	199,302.37	0.00	(199,302.37)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	0.00	635.60	0.00	(635.60)	0.00
Projects from Designated Funds:					
Desig Funds - Furn & Equipment	0.00	750.00	0.00	(750.00)	0.00
Desig Funds - Joint Automation	0.00	34,997.50	0.00	(34,997.50)	0.00
Total Special Projects Capital	0.00	36,383.10	0.00	(36,383.10)	0.00
Total Special Projects Expenditures	35,918.40	235,685.47	0.00	(235,685.47)	0.00
Special Proj Rev Over (Under) Expend	\$ (1,922.33)	\$ (47,319.91)	\$ 0.00	47,319.91	0.00
GRANT TOTAL REVENUE	35,762.03	3,152,647.66	3,327,256.00	174,608.34	94.75
GRAND TOTAL EXPENDITURES	259,547.63	2,968,108.53	3,327,256.00	359,147.47	89.21
CHANGE IN FUND BALANCE	\$ (223,785.60)	\$ 184,539.13	\$ 0.00	(184,539.13)	0.00



Monthly Report to the Board

Date: December 19, 2013

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Detroit Lakes Centennial Celebration, Nov. 13; Coordinating Team Meeting, Nov. 20; Union Negotiating Meeting, Nov. 20; Meeting with Michael Redlinger and Wanda Wagner, City of Moorhead, Nov. 21; Full Board Meeting, Nov. 21; Meeting with LARL Attorney, Randy Stefanson, Dec. 2; Meeting with LARL Attorney, Randy Stefanson, Dec. 11; Meeting with Absolute Marketing Group, Dec. 11; Online CRPSLA Meeting, Dec. 17; Coordinating Team Meeting, Dec. 18.

Staff/Staffing

Retirement:

Nanci Tobias, Breckenridge Public Library Supervisor, will be retiring after 29 years of service to LARL and the community of Breckenridge. Nanci's dedication to the library and to the community has been a model for the region. Nanci's last day will be March 31, 2014.

Current Openings:

- Library Substitute – Ada
- Library Substitute – Mahnommen
- LINK Site Coordinator (6-10hr/wkly) – Twin Valley

Gifts, Grants, & Donations

11/25/2013	Josh Stompro		Online	1.00
11/25/2013	Robert Gerke in honor of his nephew	Juvenile or Young Adult materials that focus on gay and lesbian issues	Online	100.00
11/20/2013	Clay County Bar Association		Cash	3,800.00
11/20/2013	In loving memory of Bernice Newton Meyer by her children (the family of Bernice Newton Meyer- Alan and Joyce Newton, Evie and Charles Ulven, Harold and Betsy Newton and Elaine Giere)	Children's books (list included), health and nutrition books, parenting books and Downton Abbey	Cash	769.12
12/6/2013	Erin Schroeder	Youth Programs	Online	50.00
12/9/2013	Marilyn L. Dean in memory of Rosie Van Eeckhout	Large Print Books	Cash	50.00
12/9/2013	Ardis Haaland in memory of Rosie Van Eeckhout	Large Print Books	Cash	25.00
12/9/2013	Chris Olson and Kathy & DC Cole in memory of Rosie Van Eeckhout	Large Print Books	Cash	45.00

Staff Training and Development

- Danell Haspel of Detroit Lakes attended *Points of View Reference Center* webinar on Nov. 19 and *ELM Over Lunch: ProQuest Newsstand Complete* webinar on December 11th.
- Jamie Sprynczynatyk attended an *Affordable Care Act Update Seminar* in Fergus Falls on November 26th.
- Sarah James, Marketing Coordinator, attended *LinkedIn for Business/Social Media Boot Camp* at the Doublewood Inn, Fargo on December 10th.

Jenny Rodger has been awarded a NLLN Scholarship to attend the Library Technology Conference at Macalester College, St. Paul, March 19 and 20, 2014.

Legacy Opportunity

LARL will be contributing Legacy Funds to a community project in Crookston in January 2014. The University Of Minnesota Crookston, along with several other organizations, including the Crookston Public Library will be bringing author and Pulitzer Prize winner Taylor Branch to Crookston for two days of speaking engagements.

Taylor Branch will speak at UMC on Monday, January 20, 2013 at 7 p.m. in Kiehle Auditorium. Branch will present a second lecture at the Crookston Public Library on Tuesday, January 21st at 9:30 a.m. Both events are free and open to the public.

Branch is an American author and public speaker best known for his landmark narrative history of the civil rights era, *America in the King Years*.

Learn more at www.taylorbranch.com.

Library Legislative Day

Minnesota Library Legislative Day has been scheduled for Wednesday, March 5, 2014 in St. Paul. Please contact me if you are interested in attending. More information will be provided as the date approaches.

THANK YOU!

I would like to say a special **Thank You** to **Barry Nelson** for his years of service on the LARL Board. Barry was the LARL President in 2011 and recently served on the LARL Finance Committee. While serving on the Finance Committee, and during my first year on the job, Barry offered thoughtful and helpful information during a difficult financial time for the region. I wish I would have been more prepared and realized that the November meeting was his last.

Thanks again, Barry. Liz

Board Reappointments

Letters will be mailed to City Managers and County Administrators/Auditors this week regarding reappointments for 2014-2016.

Have a safe and happy holiday!

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2013 to Nov 30, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	11/1/13	Lakes Country Service Cooperat	15,216.00	
5120-000	Health Insurance	11/15/13	MII Life - VEBA	1,800.00	
5120-000	Health Insurance			17,016.00	
6000-000	Supplies - Office	11/6/13	Dell Marketing LP	252.68	
6000-000	Supplies - Office	11/12/13	Cardmember Service	591.54	
6000-000	Supplies - Office			844.22	
6020-000	Supplies - Public Services	11/12/13	Cardmember Service	400.86	
6020-000	Supplies - Public Services	11/13/13	Gaylord Bros., Inc.	199.90	
6020-000	Supplies - Public Services			600.76	
6040-000	Supplies - Computer	11/12/13	Cardmember Service	206.99	
6040-000	Supplies - Computer	11/25/13	Josh Stompro	390.50	
6040-000	Supplies - Computer			597.49	
6240-000	Maint Contr - Copiers	11/1/13	Liberty Business Systems	439.00	
6240-000	Maint Contr - Copiers			439.00	
6300-000	Payroll Processing	11/12/13 11/25/13	Payroll Professionals, Inc.	126.00 124.60	
6300-000	Payroll Processing			250.60	
6340-000	Attorney Fees	11/12/13	Stefanson Law	775.00	
6340-000	Attorney Fees			775.00	
6350-000	Delivery Service - Courier	11/4/13 11/12/13 11/18/13 11/25/13	Northern Network Express	1,748.95 1,414.63 1,414.63 1,414.63	
6350-000	Delivery Service - Courier			5,992.84	
6362-000	Lease - Copiers	11/6/13	Wells Fargo Equipment Finance	578.26	
6362-000	Lease - Copiers			578.26	
6380-000	Recruitment - Local	11/26/13	Norman County Index	23.76	
6380-000	Recruitment - Local	11/27/13	Twin Valley Times	16.00	
6380-000	Recruitment - Local			39.76	
6400-000	Telephone	11/1/13	Rothsay Telephone Co	72.73	
6400-000	Telephone	11/1/13 11/1/13 11/1/13	Halstad Telephone Company	74.33 25.84 64.19	
6400-000	Telephone	11/1/13	Arvig	217.12	
6400-000	Telephone	11/1/13	Dex Media East, Inc.	69.50	
6400-000	Telephone	11/1/13	CenturyLink	48.00	
6400-000	Telephone	11/3/13	Dex Media East, Inc.	17.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	11/8/13	Arvig	92.88	
		11/8/13		96.09	
		11/8/13		86.56	
		11/8/13		86.44	
		11/8/13		37.46	
6400-000	Telephone	11/8/13	Dex Media East, Inc.	21.00	
6400-000	Telephone	11/10/13	Garden Valley Telephone Comp	75.99	
		11/10/13		10.49	
		11/10/13		10.49	
		11/10/13		11.79	
6400-000	Telephone	11/13/13	CenturyLink	43.45	
6400-000	Telephone	11/23/13	Integra Telecom	751.56	
6400-000	Telephone	11/25/13	Garden Valley Telephone Comp	6.06	
6400-000	Telephone	11/26/13	Rochester Telecom Systems Inc.	348.40	
6400-000	Telephone			2,267.37	
6405-000	Cell Phone	11/12/13	Cardmember Service	13.60	
6405-000	Cell Phone			13.60	
6410-000	PIO - Marketing/Printing/Etc	11/5/13	Absolute Marketing Group	66.82	
6410-000	PIO - Marketing/Printing/Etc	11/12/13	Cardmember Service	75.00	
6410-000	PIO - Marketing/Printing/Etc	11/22/13	Springshare LLC.	183.00	
6410-000	PIO - Marketing/Printing/Etc			324.82	
6440-000	Mailing - Click2Mail	11/13/13	Click2Mail	420.75	
6440-000	Mailing - Click2Mail			420.75	
6450-000	Mileage - Trustee	11/20/13	Robert Perry	53.11	
6450-000	Mileage - Trustee	11/20/13	Paul M. Bursik	55.60	
6450-000	Mileage - Trustee	11/21/13	Robert Perry	53.11	
6450-000	Mileage - Trustee	11/21/13	Sue Schoenborn	79.67	
6450-000	Mileage - Trustee	11/21/13	Craig Bunes	79.10	
6450-000	Mileage - Trustee	11/21/13	Paul M. Bursik	55.60	
6450-000	Mileage - Trustee	11/21/13	Evelyn Fox	50.29	
6450-000	Mileage - Trustee	11/21/13	Howard Hansen	24.30	
6450-000	Mileage - Trustee	11/21/13	David Geray	84.75	
6450-000	Mileage - Trustee	11/21/13	Barry Nelson	47.65	
6450-000	Mileage - Trustee	11/21/13	Terry Kalil	79.10	
6450-000	Mileage - Trustee	11/21/13	Ilane Rue	113.00	
6450-000	Mileage - Trustee	11/21/13	Marlys Douglas	50.29	
6450-000	Mileage - Trustee	11/21/13	Lee Ann Hall	50.85	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee			876.42	
6455-000	Mileage - Staff	11/1/13	Joyce White	21.58	
6455-000	Mileage - Staff	11/1/13	Christina Murray	26.56	
		11/1/13		26.56	
		11/1/13		26.56	
		11/1/13		26.56	
		11/1/13		26.56	
		11/1/13		26.56	
		11/1/13		26.56	
		11/1/13		26.56	
		11/1/13		26.56	26.56
6455-000	Mileage - Staff	11/4/13	Joyce Christine Boike	19.21	
6455-000	Mileage - Staff	11/5/13	Megan Krueger	47.46	
6455-000	Mileage - Staff	11/5/13	Kirsten Bates	29.38	
6455-000	Mileage - Staff	11/7/13	Megan Krueger	56.22	
6455-000	Mileage - Staff	11/12/13	Candace Osborn	47.46	
6455-000	Mileage - Staff	11/12/13	Jane Vigness	19.21	
6455-000	Mileage - Staff	11/12/13	Julie Malmanger	41.25	
6455-000	Mileage - Staff	11/12/13	Kirsten Bates	29.38	
6455-000	Mileage - Staff	11/12/13	Stephanie Langer	29.38	
6455-000	Mileage - Staff	11/13/13	Toni Epema	41.25	
6455-000	Mileage - Staff	11/13/13	Shea Hittman	24.30	
6455-000	Mileage - Staff	11/13/13	Ashleigh Omlid	26.56	
6455-000	Mileage - Staff	11/13/13	Janet Gerla	19.21	
6455-000	Mileage - Staff	11/14/13	Jill Rose	24.86	
6455-000	Mileage - Staff	11/15/13	Kirsten Bates	29.38	
6455-000	Mileage - Staff	11/20/13	Joyce Christine Boike	77.97	
6455-000	Mileage - Staff	11/26/13	Jamie Sprynczynatyk	67.80	
6455-000	Mileage - Staff	11/27/13	Ricardo P. Balatocan	91.53	
6455-000	Mileage - Staff			955.87	26.56
6470-000	Board Expenses	11/21/13	PJ Operations	62.25	
6470-000	Board Expenses			62.25	
6482-000	Conf/Meeting - Miscellaneous	11/8/13	Jamie Sprynczynatyk	515.04	
6482-000	Conf/Meeting - Miscellaneous	11/20/13	PJ Operations	30.92	
6482-000	Conf/Meeting - Miscellaneous			545.96	
6484-000	Conf/Meeting - System Direct	11/12/13	Cardmember Service	190.64	
6484-000	Conf/Meeting - System Direct			190.64	
6485-000	Conf/Meeting - MLA	11/12/13	Cardmember Service	222.03	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6485-000	Conf/Meeting - MLA			222.03	
6500-000	Van - Gasoline	11/6/13	Cenex Fleetcard	419.24	
6500-000	Van - Gasoline	11/12/13	Cardmember Service	44.27	
6500-000	Van - Gasoline			463.51	
6505-000	Van - Repairs & Maintenance	11/7/13	Ron Kirkhorn	12.00	
6505-000	Van - Repairs & Maintenance			12.00	
6602-000	Materials - Juvenile Fiction	11/1/13	Baker & Taylor	62.84	
		11/4/13		25.98	
		11/4/13		41.34	
		11/5/13		66.40	
		11/5/13		33.84	
		11/5/13		89.72	
		11/6/13		81.20	
		11/6/13		42.16	
		11/7/13		79.36	
		11/7/13		13.20	
		11/8/13		10.68	
		11/8/13		37.44	
		11/11/13		77.72	
		11/12/13		45.33	
		11/13/13		81.44	
		11/13/13		21.92	
		11/13/13		40.12	
		11/13/13		38.02	
		11/14/13		13.28	
		11/14/13		14.58	
		11/15/13		28.80	
		11/18/13		83.77	
		11/18/13		22.38	
		11/18/13		10.68	
		11/19/13		53.12	
		11/21/13		25.98	
		11/22/13		163.72	
		11/22/13			23.38
6602-000	Materials - Juvenile Fiction	11/25/13	GE Money Bank/Amazon	20.10	
6602-000	Materials - Juvenile Fiction	11/26/13	Baker & Taylor	13.56	
		11/26/13		30.45	
		11/26/13		38.68	
6602-000	Materials - Juvenile Fiction			1,407.81	23.38
6604-000	Materials - Juvenile Non-Fict	11/14/13	Baker & Taylor	19.08	
6604-000	Materials - Juvenile Non-Fict	11/25/13	GE Money Bank/Amazon	5.48	
6604-000	Materials - Juvenile Non-Fict			24.56	
6605-000	Materials - Juvenile DVD	11/1/13	Baker & Taylor	67.44	
		11/8/13		121.68	
		11/15/13		73.42	
6605-000	Materials - Juvenile DVD	11/25/13	GE Money Bank/Amazon	85.89	
6605-000	Materials - Juvenile DVD			348.43	
6610-000	Materials - Adult Fiction	11/1/13	Baker & Taylor	47.10	
		11/1/13		342.62	
		11/3/13		94.02	
		11/3/13		104.25	
		11/4/13		101.40	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6610-000		11/4/13		221.08	
		11/6/13		30.28	
		11/7/13		9.76	
		11/9/13		228.06	
		11/9/13		217.51	
		11/11/13		50.34	
		11/11/13		170.25	
		11/11/13		10.68	
		11/12/13		185.18	
		11/12/13		36.81	
		11/13/13		38.70	
		11/14/13		100.86	
		11/14/13		67.78	
		11/20/13		110.42	
		11/20/13		48.86	
		11/20/13		164.70	
6610-000	Materials - Adult Fiction	11/25/13	GE Money Bank/Amazon	442.36	
6610-000	Materials - Adult Fiction			2,823.02	
6612-000	Materials - Adult Non-Fiction	11/3/13	Baker & Taylor	729.28	
		11/3/13		35.80	
		11/5/13		229.33	
		11/5/13		26.28	
		11/5/13		56.58	
		11/6/13		28.41	
		11/7/13		321.43	
		11/11/13		173.91	
		11/12/13		463.67	
		11/14/13		373.39	
		11/20/13		14.02	
		11/20/13		180.85	
		11/20/13		450.43	
6612-000	Materials - Adult Non-Fiction	11/25/13	GE Money Bank/Amazon	297.89	
6612-000	Materials - Adult Non-Fiction			3,381.27	
6614-000	Materials - Adult Large Print	11/1/13	Baker & Taylor	34.42	
		11/7/13		137.06	
		11/15/13		45.47	
6614-000	Materials - Adult Large Print	11/25/13	GE Money Bank/Amazon	10.84	
6614-000	Materials - Adult Large Print			227.79	
6616-000	Materials - Adult DVD	11/1/13	Baker & Taylor	280.56	
		11/5/13		154.16	
		11/8/13		258.81	
		11/8/13		458.05	
		11/12/13		104.14	
		11/15/13		31.04	
		11/15/13		90.64	
		11/20/13		93.52	
6616-000	Materials - Adult DVD	11/25/13	GE Money Bank/Amazon	934.40	
6616-000	Materials - Adult DVD			2,405.32	
6618-000	Materials - Adult Talking Boo	11/1/13	Random House, LLC.	90.00	
6618-000	Materials - Adult Talking Boo	11/1/13	Recorded Books, LLC.	1,086.80	
		11/4/13		1,093.20	
		11/4/13		1,276.20	
		11/13/13		398.00	
6618-000	Materials - Adult Talking Boo	11/15/13	Random House, LLC.	72.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6618-000	Materials - Adult Talking Boo			4,016.20	
6620-000	Materials - LINK Sites	11/1/13	Baker & Taylor	15.70	
		11/3/13		14.56	
		11/4/13		17.55	
6620-000	Materials - LINK Sites			47.81	
6640-000	Materials - Music	11/25/13	GE Money Bank/Amazon	295.68	
6640-000	Materials - Music			295.68	
6670-000	Materials - Digital - e-Books	11/1/13	Overdrive, Inc.	349.47	
		11/1/13		263.71	
		11/1/13		211.78	
		11/26/13		8.97	
6670-000	Materials - Digital - e-Books			833.93	
6690-000	Materials - Periodicals	11/1/13	The 13 Towns	33.00	
6690-000	Materials - Periodicals	11/30/13	McIntosh Times	25.00	
6690-000	Materials - Periodicals			58.00	
6800-000	Miscellaneous Expense	11/12/13	Cardmember Service	54.15	
6800-000	Miscellaneous Expense			54.15	
7200-000	Legacy - Expense (1099)	11/3/13	Okemah Prophets Inc.	4,500.00	
7200-000	Legacy - Expense (1099)	11/5/13	Absolute Marketing Group	5,747.14	
7200-000	Legacy - Expense (1099)	11/8/13	Steven Christopher Stark	2,700.00	
7200-000	Legacy - Expense (1099)	11/11/13	Elisa Wright	4,500.00	
7200-000	Legacy - Expense (1099)	11/20/13	SELCO	11,580.03	
7200-000	Legacy - Expense (1099)	11/27/13	Absolute Marketing Group	1,393.62	
7200-000	Legacy - Expense (1099)			30,420.79	
7205-000	Legacy - Exp Reimbursement	11/3/13	Okemah Prophets Inc.	1,030.21	
7205-000	Legacy - Exp Reimbursement	11/8/13	Steven Christopher Stark	351.43	
7205-000	Legacy - Exp Reimbursement	11/11/13	Elisa Wright	1,323.11	
7205-000	Legacy - Exp Reimbursement			2,704.75	
7210-000	Legacy - Materials - Print	11/3/13	Baker & Taylor	19.48	
		11/3/13		47.26	
		11/3/13		25.94	
		11/3/13		3.48	
		11/20/13		31.22	
7210-000	Legacy - Materials - Print	11/25/13	GE Money Bank/Amazon	605.03	
7210-000	Legacy - Materials - Print			732.41	
7220-000	Legacy - Materials - A/V	11/25/13	GE Money Bank/Amazon	132.61	
7220-000	Legacy - Materials - A/V			132.61	
7300-000	Miscellaneous Grant Expens	11/21/13	CDW Government	396.58	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7300-000	Miscellaneous Grant Expens			396.58	
8000-011	Donation - Misc Exp - LM	11/15/13	Baker & Taylor	17.76	
		11/15/13		8.69	
8000-011	Donation - Misc Exp - LM			26.45	
8000-053	Donation - Misc Exp - LE	11/12/13	Baker & Taylor	31.28	
		11/12/13		36.81	
8000-053	Donation - Misc Exp - LE	11/25/13	GE Money Bank/Amazon	148.77	
8000-053	Donation - Misc Exp - LE			216.86	
8100-023	Donation - Materials - SF	11/3/13	Baker & Taylor	16.78	
		11/4/13		16.25	
		11/9/13		15.14	
		11/11/13		16.78	
8100-023	Donation - Materials - SF			64.95	
8600-000	Software & Hardware Upgrad	11/26/13	PCM Sales, Inc.	149.40	
		11/26/13		124.12	
8600-000	Software & Hardware Upgrad	11/26/13	Newegg.com	247.58	
8600-000	Software & Hardware Upgrad			521.10	
9060-000	Desig Funds - Library Materia	11/3/13	Baker & Taylor	94.02	
		11/4/13		48.75	
		11/9/13		169.31	
		11/14/13		100.86	
		11/20/13		95.28	
9060-000	Desig Funds - Library Materia			508.22	
9630-200	Cell Phone - Joint Automatio	11/12/13	Cardmember Service	17.44	
9630-200	Cell Phone - Joint Automatio			17.44	