

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, November 21, 2013**

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

Location: **Moorhead Branch**

NOTE: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 120, or locally at (218) 233-3757, ext. 120.

AGENDA

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

5:35 **2. MINUTES OF THE SEPTEMBER 19, 2013 FULL BOARD MEETING**
Enclosed (White)

Recommended Motion: Move to approve the September 19, 2013 Full Board Meeting Minutes as presented.

5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
Enclosed (Green)

5:50 **4. DIRECTOR'S REPORT** – Lynch
Enclosed (Salmon)

a. 2014 Holidays & Closings
Enclosed (Yellow)

Recommended Motion: Move to approve the 2014 Holidays & Closings schedule as presented.

b. Draft – Revised Interlibrary Loan Policy
Enclosed

Recommended Motion: Move to approve the revised ILL Policy as reviewed and recommended by the Coordinating Team.

6:00 **5. REPORT OF THE NOMINATIONS COMMITTEE – Geray**

- a. Election of the Executive Board for 2014: President, Vice-President, Treasurer, and four Members-at-Large.

6:15 **6. BOARD MEMBER REPORTS:**

Becker County – Paul Bursik, Terry Kalil, Barry Nelson, Shelly Stowman

Breckenridge – Evie Fox

Clay County/Barnesville/Hawley – Howard Hansen, Wayne Ingersoll,
Wendy Ward

Clearwater County/Bagley – John Chevalier

Crookston – Dana Johnson

Detroit Lakes – Marlys Douglas

Mahnomen – Sue Schoenborn

Mahnomen County – David Geray

Moorhead – Heidi Durand, Jo Knutson, Mary Jo Schmid, Betsy Vinz, Lauri Winterfeldt

Norman County/Ada – Lee Ann Hall

Polk County/Climax/Fertile/Fosston/McIntosh – Craig Bunes,
Terri Eidschink, Ilane Rue

Wilkin County – Bob Perry

MN Library Association/Library Trustees & Advocates Section – Paul Bursik

Northern Lights Library Network – Wayne Ingersoll/Betsy Vinz

6:45 **7. OTHER**

7:00 **8. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. MN Library Trustees and Advocate Brochure
- b. List of Bills – October 2013 (Lavender)

UPCOMING MEETINGS/EVENTS

Thursday, November 28, 2013

Thanksgiving Day

All Branches, LINK Sites and the Regional Office Closed

Thursday, December 19, 2013

5:30 p.m. - Executive Board Meeting

Moorhead Branch

Wednesday, Dec. 24, 2013 (All sites close at 12noon)
Thursday, Dec. 25, 2013 (All sites closed all day)
Christmas Eve/Christmas Day

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

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

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

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 19th, 2013 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Bunes, Bursik, Douglas, Durand, Eidenschink, Fox, Hall, Hansen, Ingersoll, Kalil, Nelson, Perry (President), Rue, Schmid, Schoenborn, Vinz, Ward

Board Members Absent: Chevalier, Geray, Johnson, Knutson, Stowman, Winterfeldt

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Eidenschink/Schmid) Move to approve the Agenda of the September 19, 2013 Full Board meeting. MCU.

MINUTES OF THE JUNE 20th, 2013 FULL BOARD MEETING.

(Ward/Vinz) Move to approve the Minutes of the June 20th, 2013 Full Board as presented. MCU.

FINANCIAL REPORT

With 66.67% of 2013 complete LARL has spent 59.98% of budgeted expenses. Expense items that appear high at this time are: Summer Reading Program at 86.8% of budget due to the 2013 program wrapping up. Accounting/Bank Fees are at 84.14% of budget due to the 2012 audit being paid for. The Recruitment line is at 106.61% due to several openings throughout the year around the region. A few of the Materials lines appear high at 74.89% of budget, which is in line with prior years, as LARL doesn't normally spend much on materials in December.

(over)

Minutes of the September 19, 2013 Full Board Meeting – Page 2

FINANCIAL REPORT - continued

(Ingersoll/Rue) Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2012 funding year. MCU.

(Bursik/Vinz) Move to approve the Interim Progress Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2013 funding year. MCU.

(Fox/Kalil) Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2013 Regional Library Basic System Support (RLBSS) Grant. MCU.

DIRECTOR'S REPORT

Lynch and the other 12 Library System Directors in MN had a conferences call with Kevin McHenry, Assistant Commissioner of the Department of Education, who is very supportive of Libraries. Jennifer Nelson has been appointed the Interim State Librarian.

LARL is having a fundraiser "Not So Silent Auction" on Saturday, October 5th. The event will include selling pieces of artwork that used to be in the LARL collection, live music, wine tasting and a book sale.

Phase 1 of the strategic planning process has been completed. Lynch hosted community conversations around the region. Over 70 people attended the conversations. During Phase 2, online and print surveys for the public and staff will be developed and should be distributed next week. It is anticipated that some results can be accumulated so they can be discussed at LARL's Staff Day on October 14th.

Lynch gave presentations to Clay County, Clearwater County and Mahnommen County about LARL's budget request. Ingersoll stated that because of Lynch's presentation the Clay County Commission voted unanimously to fulfill LARL's 2014 request.

PRESIDENT'S REPORT

Perry discussed a budget reductions handout that was given to each board member. The reductions were discussed at the Executive/Finance Committee meeting before the board meeting. After the proposed reductions of approximately \$201,000 the LARL budget still shows a \$67,000 shortfall. This shortfall assumes that all Signatories will meet their 2014 requests. If Signatories do not meet their 2014 requests, additional reductions will need to take place in those Signatories.

(continued on next page)

Minutes of the September 19, 2013 Full Board Meeting – Page 3

PRESIDENT’S REPORT - continued

(Kalil/Buness) Move to direct LARL management to move forward with the proposed budget reductions as reviewed and recommended by the Executive/Finance Committee. MCU.

BOARD MEMBER REPORTS

Becker County (Bursik, Kalil, Nelson, Stowman-Absent)

Kalil gave an update on the Detroit Lakes Public Library centennial, November 13th and 14th. Nelson reported that Donna Lutz, the past Cormorant LINK Coordinator has been hired by the Cormorant Township to do ECFE.

Breckenridge (Fox)

The Library is getting a new flag pole as part of an Eagle Scout project.

Clay County (Hansen, Ingersoll, Ward)

The Friends of the Barnesville Library are having their Fall Book Sale on September 27th in conjunction with the Barnesville town-wide garage sale.

Clearwater County (Chevalier-absent)

No report

Crookston (Johnson-absent)

No report

Detroit Lakes (Douglas)

The library is having some landscaping done to correct for leakage in the foundation. Deb Wahl has working with student on using their new school issued iPads.

City of Mahnomen (Schoenborn)

All is going well in Mahnomen.

Mahnomen County (Geray-absent)

No report

Moorhead (Durand, Knutson-absent, Schmid, Vinz, Winterfeldt-absent)

Durand is working hard with the city to fulfill LARL’s budget request. October 20th is the State recognition of the Friends of the Library. Mary Jo Schmid was elected president of the Moorhead Board.

Norman County/Ada (Hall)

The new librarian is doing well.

(over)

Minutes of the September 19, 2013 Full Board Meeting – Page 4**BOARD MEMBER REPORTS - continued****Polk County** (Buness, Eidenschink, Rue)

Tammy Thomasson-Ehrhart left her Fertile Librarian position and has taken a position at the Crookston Library. The old Carnegie library in Crookston is being restored by the West Polk County Historical Society.

Wilkin County (Perry)

No report

MN Library Association/Library Trustees & Advocates Section (Bursik)

The annual meeting is coming up in October.

Northern Lights Library Network (Ingersoll/Vinz)

Kathy Enger is getting out around the NLLN area and is doing a great job.

The meeting adjourned at 6:05 p.m.

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Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 31, 2013

83.33%

	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	\$ 80,503.75	\$ 322,015.00	\$ 322,015.00	0.00	100.00
Detroit Lakes	49,879.25	199,517.00	199,517.00	0.00	100.00
Clay County	60,569.75	242,279.00	242,279.00	0.00	100.00
Moorhead	168,932.50	675,730.00	675,730.00	0.00	100.00
Clearwater County	21,166.00	84,664.00	84,664.00	0.00	100.00
Mahnomen County	8,895.25	35,581.00	35,581.00	0.00	100.00
Mahnomen	4,232.75	16,931.00	16,931.00	0.00	100.00
Norman County	21,898.50	87,594.00	87,594.00	0.00	100.00
Polk County	54,999.75	219,999.00	219,999.00	0.00	100.00
Crookston	50,149.75	200,599.00	200,599.00	0.00	100.00
Wilkin County	11,645.00	46,580.00	46,580.00	0.00	100.00
Breckenridge	20,110.25	80,441.00	80,441.00	0.00	100.00
Total Property Taxes	552,982.50	2,211,930.00	2,211,930.00	0.00	100.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	152,777.00	573,994.12	543,371.00	(30,623.12)	105.64
Reg Library Telecom Aid (RLTA)	35,138.26	61,334.54	95,253.00	33,918.46	64.39
Total Grants	187,915.26	635,328.66	638,624.00	3,295.34	99.48
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,544.25	17,011.95	22,000.00	4,988.05	77.33
Printing Revenue	991.54	12,915.43	15,000.00	2,084.57	86.10
Fax Revenue	369.00	4,905.25	5,000.00	94.75	98.11
Microfilm Revenue	1.12	32.89	200.00	167.11	16.45
Photocopy Revenue	477.80	5,890.11	8,000.00	2,109.89	73.63
Book/Furniture Sale Revenue	4,280.28	5,419.09	0.00	(5,419.09)	0.00
Interest Income	357.62	18,863.34	22,000.00	3,136.66	85.74
Dividends/Capital Credit Inc.	0.00	648.55	0.00	(648.55)	0.00
Invest Earn - Change in Value	8,605.98	(16,171.79)	0.00	16,171.79	0.00
Lost/Damaged Property	340.05	4,805.66	7,000.00	2,194.34	68.65
Other Income	0.00	225.00	0.00	(225.00)	0.00
Total Miscellaneous Revenue	16,967.64	54,545.48	79,200.00	24,654.52	68.87
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	14,418.00	57,672.00	57,672.00	0.00	100.00
MNLink Server Site Payments	304.00	3,040.00	0.00	(3,040.00)	0.00
Total Joint Automation Revenue	14,722.00	60,712.00	57,672.00	(3,040.00)	105.27
Fund Balance/Shortfall	0.00	0.00	339,830.00	339,830.00	0.00
Total General Fund Revenue	772,587.40	2,962,516.14	3,327,256.00	364,739.86	89.04
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	144,000.07	1,333,338.51	1,738,404.00	405,065.49	76.70
Salaries - Substitutes	2,434.82	32,063.94	31,500.00	(563.94)	101.79
Salaries - Temporary/Contract	0.00	710.20	0.00	(710.20)	0.00
Payroll Taxes - Employer	11,097.67	102,967.44	135,398.00	32,430.56	76.05
Retirement - PERA - Employer	9,315.70	88,616.22	125,524.00	36,907.78	70.60
Health Insurance	17,571.61	165,896.01	242,600.00	76,703.99	68.38
Life Insurance - Employer Paid	160.58	1,636.09	2,200.00	563.91	74.37
Workers Compensation Insurance	317.40	3,205.00	4,424.00	1,219.00	72.45
Other Employee Benefits	130.00	1,247.76	1,700.00	452.24	73.40
Total Personnel	185,027.85	1,729,681.17	2,281,750.00	552,068.83	75.81
<i>Automation/Cataloging</i>					
Automation	12,739.85	127,290.68	174,765.00	47,474.32	72.84
OCLC/Minitex	1,124.20	1,124.20	8,000.00	6,875.80	14.05
Supplies - Technical Services	13.75	1,717.79	10,000.00	8,282.21	17.18
Supplies - Public Services	128.52	2,168.39	7,000.00	4,831.61	30.98
Total Automation/Cataloging	14,006.32	132,301.06	199,765.00	67,463.94	66.23
<i>Library Programming</i>					
Programming - Youth	287.84	1,648.78	3,400.00	1,751.22	48.49
Programming - Summer Reading	0.00	6,975.25	8,000.00	1,024.75	87.19
Programming - Adult	62.20	1,295.51	3,000.00	1,704.49	43.18
Total Library Programming	350.04	9,919.54	14,400.00	4,480.46	68.89

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 31, 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	2,547.47	5,688.94	19,000.00	13,311.06	29.94
Total Staff Development	2,547.47	5,688.94	19,000.00	13,311.06	29.94
Mileage/Board Meeting Expense					
Mileage - Staff	3,005.58	18,156.70	21,125.00	2,968.30	85.95
Regional Board Meetings	227.14	5,985.06	8,450.00	2,464.94	70.83
Total Mileage/Board Meeting Expenses	3,232.72	24,141.76	29,575.00	5,433.24	81.63
Other Expenses					
Accounting/Bank Fees	323.99	10,451.30	11,600.00	1,148.70	90.10
Attorney Fees	405.00	2,362.50	7,500.00	5,137.50	31.50
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	6,665.61	66,070.77	79,350.00	13,279.23	83.26
Director's Discretionary	37.50	166.50	2,500.00	2,333.50	6.66
Insurance - General/Property	1,166.67	11,655.85	12,000.00	344.15	97.13
Lease - Regional Office Rent	1,633.33	16,333.33	19,600.00	3,266.67	83.33
Leases - Equipment	578.26	7,423.96	8,950.00	1,526.04	82.95
Maintenance Contracts	659.05	6,280.09	7,600.00	1,319.91	82.63
Mailing - Click2Mail	0.00	3,820.07	7,000.00	3,179.93	54.57
Materials Recovery/Collections	322.20	2,497.05	3,200.00	702.95	78.03
Memberships	210.00	800.00	1,200.00	400.00	66.67
Minnesota Director's Fund	2,118.00	2,118.00	3,000.00	882.00	70.60
Miscellaneous Expense	533.81	1,255.48	3,000.00	1,744.52	41.85
PIO: Printing/Advertising	1,843.12	15,183.72	16,400.00	1,216.28	92.58
Postage	1.32	783.16	6,500.00	5,716.84	12.05
Recruitment	782.46	10,932.41	9,000.00	(1,932.41)	121.47
Repairs - Equipment	70.00	592.14	2,500.00	1,907.86	23.69
Supplies - Computer	254.51	3,378.18	4,500.00	1,121.82	75.07
Supplies - Copier/Fax/Microfilm	0.00	460.99	2,500.00	2,039.01	18.44
Supplies - Office	1,465.34	10,876.32	12,500.00	1,623.68	87.01
Telephone/Telecom	1,024.92	10,221.60	19,000.00	8,778.40	53.80
Total Other Operating Expenses	20,095.09	183,663.42	241,400.00	57,736.58	76.08
Regional Library Telecom Aid (RLTA)	25,922.05	52,118.33	95,253.00	43,134.67	54.72
Transportation					
Van Expenses	645.27	6,674.94	9,300.00	2,625.06	71.77
Total Transportation	645.27	6,674.94	9,300.00	2,625.06	71.77
Materials					
Adult	14,249.23	166,732.47	170,500.00	3,767.53	97.79
Digital Collection - e-Books	1,880.08	26,534.70	32,763.00	6,228.30	80.99
Digital Collection - e-Audio	208.28	11,137.50	12,000.00	862.50	92.81
Express Collection	0.00	0.00	0.00	0.00	0.00
Juvenile	13,861.89	74,692.56	78,500.00	3,807.44	95.15
LINK Site Materials	18.95	4,213.47	13,000.00	8,786.53	32.41
Music	326.26	1,799.42	2,300.00	500.58	78.24
Online Databases	2,319.05	24,345.88	35,000.00	10,654.12	69.56
Periodicals	982.00	23,094.86	20,000.00	(3,094.86)	115.47
Reference	282.14	2,539.35	3,000.00	460.65	84.65
Total Materials	34,127.88	335,090.21	367,063.00	31,972.79	91.29
Capital Expenditures					
Furniture & Equipment	0.00	353.74	10,500.00	10,146.26	3.37
Software & Hardware Upgrades	640.75	13,019.35	40,000.00	26,980.65	32.55
Total Capital Expenditures	640.75	13,373.09	50,500.00	37,126.91	26.48
Capital Fund Accounts					
III System - Shared with NWRL	1,104.16	11,041.60	13,250.00	2,208.40	83.33
Van Replacement	500.00	5,000.00	6,000.00	1,000.00	83.33
Total Capital Fund Accounts	1,604.16	16,041.60	19,250.00	3,208.40	83.33
Total General Fund Expenditures	288,199.60	2,508,694.06	3,327,256.00	818,561.94	75.40
General Fund Revenue Over Expenditures	\$ 484,387.80	\$ 453,822.08	\$ 0.00	(453,822.08)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 31, 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	\$ 2,043.58	\$ 17,977.90	\$ 0.00	(17,977.90)	0.00
Telecom/E-rate Funds	1,740.77	16,220.99	0.00	(16,220.99)	0.00
Legacy Grant Revenue	23,971.77	118,170.60	0.00	(118,170.60)	0.00
Miscellaneous Grants	0.00	2,000.00	0.00	(2,000.00)	0.00
Total Special Projects Revenue	27,756.12	154,369.49	0.00	(154,369.49)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	679.18	6,443.60	0.00	(6,443.60)	0.00
Donations - Miscellaneous	1,019.87	10,521.38	0.00	(10,521.38)	0.00
Legacy Grant Expense	23,971.77	118,170.60	0.00	(118,170.60)	0.00
Telecom/E-rate Expenses	1,740.77	16,220.99	0.00	(16,220.99)	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	628.65	7,027.40	0.00	(7,027.40)	0.00
Total Special Projects Miscellaneous	28,040.24	163,383.97	0.00	(163,383.97)	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	28,040.24	199,767.07	0.00	(199,767.07)	0.00
Special Proj Rev Over (Under) Expend	\$ (284.12)	\$ (45,397.58)	\$ 0.00	45,397.58	0.00
GRANT TOTAL REVENUE	800,343.52	3,116,885.63	3,327,256.00	210,370.37	93.68
GRAND TOTAL EXPENDITURES	316,239.84	2,708,461.13	3,327,256.00	618,794.87	81.40
CHANGE IN FUND BALANCE	\$ 484,103.68	\$ 408,424.50	\$ 0.00	(408,424.50)	0.00



Monthly Report to the Board

11

Date: November 21, 2013

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Meeting with Charlene Hudgins, Legacy Coordinator, Oct. 22; CRPLSA Meetings in Worthington, MN, Oct. 23-25; Marketing Coordinator Interviews, Oct. 28 & 29 and Nov. 6 & 7; RLBSS phone meeting, Oct. 30; Kiwanis presentation, Moorhead, Oct. 31; Meeting with Kathy Enger, NLLN Director, Nov. 1; RLBSS meeting, Nov. 4; Norman County Budget Presentation, Nov. 5; Meeting with Charlotte Helgeson, East Grand Forks Library Director, Nov. 5; MN Library Legislative Committee Meeting, Nov. 6; MnLINK Gateway Operations Committee, Nov. 7; Detroit Lakes Centennial Celebration, Nov. 13...

Staff Training and Development

- Sara Watson Curry attended the *What's New in Children's Books* webinar series, Oct. 7-Nov. 1.
- Deb Wahl attended *Libraries Go Outside the Box* webinar on Oct. 23.
- Jenna Kahly attended the NLLN meeting on October 19 and the MN Summer Reading Program meeting in St. Cloud on Oct. 23.
- Jenna Kahly and Jamie White attended *Cracks* a workshop on the cycle of poverty held in Moorhead on Nov. 1.
- Danell Haspel attended the following online webinars: *The History of MN – Digitized for Your Convenience*, Nov. 4; *Britannica*, Nov. 6; *ProQuest*, Nov. 7; *Finding Scholarly Resources in ELM*, Nov. 12, and *Points of View Reference Center*, Nov. 19.
- Jamie Sprynczynatyk attended the *2013 Annual Labor and Employment Seminar* in Minneapolis, Nov. 7 & 8.
- Linda VanderMeulen and Shea Hittman completed *Drivers Safety Training* on November 13.

Staff/Staffing

- Christina Murray has been hired as the Fertile Branch Librarian.
- Ashleigh Omlid has been hired as a Fertile Substitute.
- Dennis Jacobs has been hired as a Library Associate in Crookston.
- Eric Kloster has been hired as a Barnesville Substitute.
- Marilyn Eaves has been hired as a Barnesville Substitute.

Sarah James has been hired as the LARL Marketing Coordinator. Sarah's has extensive experience working as a Marketing Communications Manager and a Programs Communications Coordinator. Sarah will begin working in the Regional Office on December 2nd.

Current open positions include the following:

- Library Substitute – Ada
- Library Substitute – Mahnomen
- LINK Site Coordinator – Twin Valley

Moorhead Donation	Mark and Betsy Vinz given to recognize and thank staff for putting together a fun Saturday evening!	25.00
Moorhead Donation	Melissa Barenthsen	38.00

Strategic Planning

Phase II: Print and online versions of the customer surveys were distributed across the region. We received 1,203 completed online surveys and 126 completed print surveys. In addition, 51 online surveys were completed by staff.

During *LARL Staff Day* on October 14th, the LARL Staff also participated in an exercise to determine the top issues that need to be addressed in LARL. Top issues include: Budget, Wages/Benefits/Personnel, Locations/Hours/Patrons, Legacy, Collection/Resources, Programs for Youth, Communication, Marketing/Advertising, Technology, Training, and Community/Outreach Services.

Phase III: The Coordinating Team will meet on November 20th to determine how to proceed with the information collected.

Collection Maintenance

In response to frustration expressed by both staff and customers, Jeanne Anderson, Collection Development Librarian and Sharon Douglas, Automation Coordinator are working on new methods to rotate high demand materials to all locations, big and small, in a fair and efficient manner. **Phase I:** Starting on November 15, DVDs will float from branch to branch, allowing DVD collections to refresh themselves on a daily basis. **Phase II:** Jeanne and Sharon will create a plan that will keep New and other AV materials moving. *Phase II* will be implemented in January 2014.

LARL Book Sale

The LARL Used Book Sale is a very popular event. This fall the LARL Used Book Sale was moved from Moorhead to Crookston. We will continue to move the sale around the region as weeding occurs in other areas. The sale was set up by faithful Crookston volunteers, and here is a sample of the feedback received from Chris Boike, Crookston Library Director:

So far, we have sold \$558.75 in books for our first ever Regional Book Sale. We have received numerous comments about how happy people are to have had the opportunity to purchase books from the LARL collection here in Crookston versus driving to Moorhead.

The book sale will continue through this Sunday, November 17. Any remaining books will be boxed up and sold this spring at another sale here in Crookston. The staff and customers here appreciate this opportunity and look forward to future sales!

DRAFT 2014 HOLIDAYS AND CLOSINGS

**Lake Agassiz Regional Library
Regional Office, Branches, and LINK Sites are closed on these dates.**

Wednesday, January 1, 2014	New Year's Day
Monday, January 20	Martin Luther King, Jr. Day
Monday, February 17	Presidents' Day
Sunday, April 20	Easter Sunday
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, October 13	All Staff Day (Staff report to work; Branches, LINK Sites & RO closed all day)
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Wednesday, December 24	Christmas Eve (All LARL branches and LINK Sites close at 12noon)
Thursday, December 25	Christmas Day
Wednesday, December 31	New Year's Eve (All LARL branches and LINK Sites close by 5:00pm)
Thursday, January 1, 2015	New Year's Day

ADDITIONAL SCHEDULE INFORMATION:

Crookston Public Library & Moorhead Public Library will be closed Sunday May 25th through September 1st.

Both libraries will resume Sunday hours on September 7th for the school year.

Adopted, Lake Agassiz Regional Library Board of Trustees: November **, 2013

INTERLIBRARY LOAN POLICY

Lake Agassiz Regional Library (LARL) participates in a cooperative program of participating libraries to obtain materials that are not locally owned. Interlibrary loan (ILL) plays a key role in delivering materials and information to meet the ever-expanding needs of the library user. Interlibrary loan supplements but is not a substitute for collection development at the local level.

~~Only LARL customers who have a valid LARL borrower's card may use this service.~~ LARL customers who have a valid LARL borrower's card, as well as users from participating Minnesota public libraries may use this service. Customers may direct their requests to staff at any of LARL's branch libraries or undertake unmediated requests using the MnLINK "Get It" button.

An interlibrary loan request is a request to borrow books, audiovisual materials, microfilm, and other materials not owned by LARL from another library system or institution. Photocopies of articles may also be requested. LARL, in turn, supplies materials to other requesting libraries in MnLINK, Minnesota's network of cooperating libraries. There is no fee for requesting materials that are located in MnLINK. If the requested material cannot be obtained from MnLINK and a national search is undertaken, charges may be incurred. Any charges from the lending library will be passed on to the customer. Customers will be notified and asked for approval before a national search is initiated.

LARL customers may request many types of materials from other libraries in MnLINK, but very new items with current year plus previous year copyright dates may not be available for loan. These requests should be sent to the Collection Development Librarian for purchase consideration. Most libraries will not loan reference, non-circulating, rare or expensive items, but will send photocopies of specific sections. Other materials not requested as ILL include high demand titles, current local or national bestsellers and items already owned but in use within LARL.

There will be a limit of 10 items a customer may request through interlibrary loan at one time. Requests are sent directly from LARL branches to LARL's ILL department for immediate processing, or placed by staff or customer using the "Get It" button feature of MnLINK. Most material is received within one or two weeks. All Interlibrary loan items are checked out for 21 days (three weeks) except for items requested through a national source; check out periods will follow the loaning library's loan period. Customers must honor any use restrictions specified by the loaning library, such as no photocopying or in-library use only. Renewals may be requested before the items are due, but are subject to the loaning library's discretion and cannot be guaranteed. It is possible to request the material a second time. All borrowed material is subject to recall by the loaning library.

To ensure that loaning libraries will continue to honor requests, returning items on time is critical. If kept overdue, a reminder will be sent using e-mail, telephone message or U.S. mail. Late charges will be assessed. Lost or damaged items will incur charges assessed by the loaning library.

Approved: Lake Agassiz Regional Library Board, April 18, 2007; March 19, 2009; March 18, 2010; *****

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	10/1/13	Lakes Country Service Cooperat	18,215.50	
5120-000	Health Insurance	10/15/1	MII Life - VEBA	1,750.00	
5120-000	Health Insurance			19,965.50	
6000-000	Supplies - Office	10/1/13	Office Max	315.68	
6000-000	Supplies - Office	10/11/1	Office Depot	62.76	
		10/11/1		34.54	
		10/11/1		538.72	
6000-000	Supplies - Office	10/11/1	Office Max	364.07	
6000-000	Supplies - Office	10/16/1	Big Kmart Store 7216	149.57	
6000-000	Supplies - Office			1,465.34	
6010-000	Supplies - Technical Services	10/3/13	Jeanne Anderson	13.75	
6010-000	Supplies - Technical Services			13.75	
6020-000	Supplies - Public Services	10/10/1	Cardmember Service	69.13	
6020-000	Supplies - Public Services			69.13	
6040-000	Supplies - Computer	10/6/13	Newegg.com	171.14	
6040-000	Supplies - Computer	10/17/1	Josh Stompro	198.99	
6040-000	Supplies - Computer			370.13	
6200-000	Equip Rep/Mtc - Miscellaneous	10/1/13	Curt's Lock & Key Service, Inc	70.00	
6200-000	Equip Rep/Mtc - Miscellaneous			70.00	
6240-000	Maint Contr - Copiers	10/2/13	Liberty Business Systems	439.00	
6240-000	Maint Contr - Copiers			439.00	
6300-000	Payroll Processing	10/10/1	Payroll Professionals, Inc.	114.80	
		10/28/1		123.20	
6300-000	Payroll Processing			238.00	
6330-000	Bank Fees	10/10/1	Cardmember Service	0.36	
6330-000	Bank Fees			0.36	
6340-000	Attorney Fees	10/7/13	Stefanson Law	405.00	
6340-000	Attorney Fees			405.00	
6350-000	Delivery Service - Courier	10/7/13	Northern Network Express	1,442.92	
		10/21/1		1,442.92	
		10/22/1		1,442.92	
		10/28/1		1,442.92	
6350-000	Delivery Service - Courier			5,771.68	
6355-000	Deliv Serv - TriCollege/Minitx	10/16/1	Minitex	697.50	
6355-000	Deliv Serv - TriCollege/Minitx			697.50	
6362-000	Lease - Copiers	10/7/13	Wells Fargo Equipment Finance	578.26	
6362-000	Lease - Copiers			578.26	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6380-000	Recruitment - Local	10/31/1	Fertile Journal	10.00	
6380-000	Recruitment - Local	10/31/1	JobsHQ	545.42	
6380-000	Recruitment - Local	10/31/1	Crookston Daily Times	227.04	
6380-000	Recruitment - Local			782.46	
6400-000	Telephone	10/1/13	Rothsay Telephone Co	75.15	
6400-000	Telephone	10/1/13	Halstad Telephone Company	25.84	
		10/1/13		74.26	
		10/1/13		64.19	
6400-000	Telephone	10/1/13	Arvig	214.48	
6400-000	Telephone	10/1/13	Dex Media East, Inc.	69.50	
6400-000	Telephone	10/1/13	Rochester Telecom Systems Inc.	397.03	
6400-000	Telephone	10/1/13	CenturyLink	48.00	
6400-000	Telephone	10/3/13	Dex Media East, Inc.	17.00	
6400-000	Telephone	10/8/13	Arvig	37.46	
		10/8/13		93.62	
		10/8/13		95.78	
		10/8/13		98.48	
		10/8/13		84.27	
6400-000	Telephone	10/8/13	Dex Media East, Inc.	26.60	
6400-000	Telephone	10/10/1	Garden Valley Telephone Comp	10.49	
		10/10/1		75.99	
		10/10/1		10.49	
		10/10/1		11.79	
6400-000	Telephone	10/13/1	CenturyLink	43.45	
6400-000	Telephone	10/23/1	Integra Telecom	269.98	
6400-000	Telephone	10/25/1	Garden Valley Telephone Comp	6.06	
6400-000	Telephone	10/28/1	Rochester Telecom Systems Inc.	357.77	
6400-000	Telephone			2,207.68	
6405-000	Cell Phone	10/10/1	Cardmember Service	13.76	
6405-000	Cell Phone			13.76	
6410-000	PIO - Marketing/Printing/Etc	10/31/1	Dell Marketing LP	1,763.12	
6410-000	PIO - Marketing/Printing/Etc			1,763.12	
6420-000	Director's Discretionary	10/8/13	Fargo Rubber Stamp Works Inc.	37.50	
6420-000	Director's Discretionary			37.50	
6445-000	Materials Recovery/Collection	10/1/13	Unique Management Services, I	322.20	
6445-000	Materials Recovery/Collection			322.20	
6450-000	Mileage - Trustee	10/17/1	Paul M. Bursik	55.60	
6450-000	Mileage - Trustee	10/17/1	Evelyn Fox	50.29	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	10/17/1	Robert Perry	53.11	
6450-000	Mileage - Trustee			159.00	
6455-000	Mileage - Staff	10/1/13	Mary Haney	11.87	
6455-000	Mileage - Staff	10/1/13	Sara Watson Curry	28.25	
6455-000	Mileage - Staff	10/1/13	Kirsten Bates	29.38	
6455-000	Mileage - Staff	10/3/13	Mary Haney	41.25	
6455-000	Mileage - Staff	10/3/13	Joyce White	21.58	
6455-000	Mileage - Staff	10/4/13	Sheila Capistran	63.28	
6455-000	Mileage - Staff	10/5/13	Kirsten Bates	29.38	
6455-000	Mileage - Staff	10/8/13	Jill Rose	24.86	
6455-000	Mileage - Staff	10/8/13	Candace Osborn	47.46	
6455-000	Mileage - Staff	10/8/13	Sheila Capistran	126.56	
6455-000	Mileage - Staff	10/8/13	Stephanie Langer	29.38	
6455-000	Mileage - Staff	10/9/13	Joyce Christine Boike	266.68	
6455-000	Mileage - Staff	10/14/1	Megan Krueger	50.29	
6455-000	Mileage - Staff	10/14/1	Constance Mital-Herold	26.56	
6455-000	Mileage - Staff	10/14/1	Jamie Sprynczynatyk	55.37	
6455-000	Mileage - Staff	10/14/1	Kay Carlsen	73.45	
6455-000	Mileage - Staff	10/14/1	Madonna Liden	41.81	
6455-000	Mileage - Staff	10/14/1	Joyce Christine Boike	103.40	
6455-000	Mileage - Staff	10/14/1	Stephanie Langer	41.25	
6455-000	Mileage - Staff	10/14/1	Nanci Tobias	73.45	
6455-000	Mileage - Staff	10/14/1	Karen Stormo	107.35	
6455-000	Mileage - Staff	10/14/1	Karen Edevold	89.84	
6455-000	Mileage - Staff	10/14/1	Jean Varholdt	41.25	
6455-000	Mileage - Staff	10/14/1	Kathy Dewey	41.25	
6455-000	Mileage - Staff	10/14/1	Jane Vigness	101.70	
6455-000	Mileage - Staff	10/14/1	Amy Nelson	38.99	
6455-000	Mileage - Staff	10/14/1	Laurel Wanke	16.95	
6455-000	Mileage - Staff	10/14/1	Bonita-Mae L. Julius	11.87	
6455-000	Mileage - Staff	10/14/1	Marjorie Eia	97.75	
6455-000	Mileage - Staff	10/14/1	Liz Lynch	50.29	
6455-000	Mileage - Staff	10/15/1	Janet Gerla	39.55	
6455-000	Mileage - Staff	10/15/1	Jill Rose	24.86	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/15/1	Kirsten Bates	29.38	
6455-000	Mileage - Staff	10/15/1	Tammi Jalowiec	73.45	
6455-000	Mileage - Staff	10/16/1	Janet Gerla	22.60	
6455-000	Mileage - Staff	10/16/1	Sheila Capistran	94.92	
6455-000	Mileage - Staff	10/17/1	Laurel Wanke	14.69	
6455-000	Mileage - Staff	10/21/1	Joyce Christine Boike	41.25	
6455-000	Mileage - Staff	10/22/1	Janet Gerla	39.55	
6455-000	Mileage - Staff	10/23/1	Sheila Capistran	94.92	
6455-000	Mileage - Staff	10/23/1	Ashleigh Omlid	26.56	
6455-000	Mileage - Staff	10/24/1	Karen Edevold	89.84	
6455-000	Mileage - Staff	10/24/1 10/25/1	Ashleigh Omlid	26.56 26.56	
6455-000	Mileage - Staff	10/25/1	Jenna Kahly	196.62	
6455-000	Mileage - Staff	10/28/1	Constance Mital-Herold	24.30	
6455-000	Mileage - Staff	10/28/1	Jean Varholdt	29.38	
6455-000	Mileage - Staff	10/28/1	Sheila Capistran	47.46	
6455-000	Mileage - Staff	10/29/1	Joyce White	21.58	
6455-000	Mileage - Staff	10/29/1	Marianne Wannebo	21.47	
6455-000	Mileage - Staff	10/29/1	Ashleigh Omlid	26.56	
6455-000	Mileage - Staff	10/30/1	Janet Gerla	39.55	
6455-000	Mileage - Staff	10/30/1	Ashleigh Omlid	26.56	
6455-000	Mileage - Staff	10/30/1	Joyce Christine Boike	31.08	
6455-000	Mileage - Staff	10/31/1	Janet Gerla	39.55	
6455-000	Mileage - Staff	10/31/1	Joyce White	8.48	
6455-000	Mileage - Staff	10/31/1 10/31/1	Joyce Christine Boike	38.99 26.56	
6455-000	Mileage - Staff			3,005.58	
6460-000	Minnesota Director's Fund	10/31/1	SELCO	2,118.00	
6460-000	Minnesota Director's Fund			2,118.00	
6465-000	Memberships - LARL Directors	10/10/1	Cardmember Service	210.00	
6465-000	Memberships - LARL Directors			210.00	
6470-000	Board Expenses	10/17/1	Erbert & Gerbert's	68.14	
6470-000	Board Expenses			68.14	
6480-000	Staff Training	10/10/1	Cardmember Service	125.00	
6480-000	Staff Training	10/14/1	Kathleen Ann Baxter	1,000.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6480-000	Staff Training	10/15/1	MN State Community and Tech.	100.00	
6480-000	Staff Training	10/21/1	Independent School District #2	873.79	
6480-000	Staff Training			2,098.79	
6484-000	Conf/Meeting - System Directo	10/25/1	Liz Lynch	27.94	
6484-000	Conf/Meeting - System Directo			27.94	
6485-000	Conf/Meeting - MLA	10/10/1	Paul M. Bursik	405.45	
6485-000	Conf/Meeting - MLA	10/10/1	Cardmember Service	15.29	
6485-000	Conf/Meeting - MLA			420.74	
6490-000	Programming - Youth	10/21/1	DEMCO	204.51	
6490-000	Programming - Youth			204.51	
6495-000	Programming - Adult	10/5/13	PJ Operations	17.16	
6495-000	Programming - Adult			17.16	
6500-000	Van - Gasoline	10/6/13	Cenex Fleetcard	484.60	
6500-000	Van - Gasoline			484.60	
6602-000	Materials - Juvenile Fiction	10/4/13	Scholastic Library Publishing	250.08	
6602-000	Materials - Juvenile Fiction	10/4/13	Capstone Press, Inc.	2,113.08	
6602-000	Materials - Juvenile Fiction	10/9/13	Abdo-Spotlight-Magic Wagon	622.10	
6602-000	Materials - Juvenile Fiction	10/25/1	GE Money Bank/Amazon	25.56	
6602-000	Materials - Juvenile Fiction	10/25/1	Oliver & Andy's Book Company,	219.15	
6602-000	Materials - Juvenile Fiction	10/31/1	Baker & Taylor	5,945.10	
6602-000	Materials - Juvenile Fiction			9,175.07	
6604-000	Materials - Juvenile Non-Fict	10/1/13	The Child's World	1,296.60	
6604-000	Materials - Juvenile Non-Fict	10/4/13	Scholastic Library Publishing	2,216.69	
6604-000	Materials - Juvenile Non-Fict	10/4/13	Capstone Press, Inc.	200.77	
6604-000	Materials - Juvenile Non-Fict	10/25/1	Oliver & Andy's Book Company,	62.84	
6604-000	Materials - Juvenile Non-Fict	10/31/1	Baker & Taylor	366.35	
6604-000	Materials - Juvenile Non-Fict			4,143.25	
6605-000	Materials - Juvenile DVD	10/25/1	GE Money Bank/Amazon	99.77	
6605-000	Materials - Juvenile DVD	10/31/1	Baker & Taylor	368.80	
6605-000	Materials - Juvenile DVD			468.57	
6606-000	Materials - Juvenile Talk Book	10/4/13	Random House, LLC.	75.00	
6606-000	Materials - Juvenile Talk Book			75.00	
6610-000	Materials - Adult Fiction	10/25/1	GE Money Bank/Amazon	260.52	
6610-000	Materials - Adult Fiction	10/31/1	Baker & Taylor	5,707.62	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6610-000	Materials - Adult Fiction			5,968.14	
6612-000	Materials - Adult Non-Fiction	10/25/1	GE Money Bank/Amazon	184.59	
6612-000	Materials - Adult Non-Fiction	10/31/1	Baker & Taylor	5,428.13	
6612-000	Materials - Adult Non-Fiction			5,612.72	
6614-000	Materials - Adult Large Print	10/31/1	Baker & Taylor	288.67	
6614-000	Materials - Adult Large Print			288.67	
6616-000	Materials - Adult DVD	10/25/1	GE Money Bank/Amazon	656.81	
6616-000	Materials - Adult DVD	10/31/1	Baker & Taylor	1,041.31	
6616-000	Materials - Adult DVD			1,698.12	
6618-000	Materials - Adult Talking Book	10/1/13	Random House, LLC.	67.50	
		10/2/13		45.00	
		10/4/13		101.25	
		10/11/1		67.50	
		10/14/1		37.50	
		10/18/1		97.50	
6618-000	Materials - Adult Talking Book	10/25/1	GE Money Bank/Amazon	21.58	
6618-000	Materials - Adult Talking Book	10/25/1	Random House, LLC.	183.75	
		10/29/1		60.00	
6618-000	Materials - Adult Talking Book			681.58	
6620-000	Materials - LINK Sites	10/31/1	Baker & Taylor	18.95	
6620-000	Materials - LINK Sites			18.95	
6640-000	Materials - Music	10/25/1	GE Money Bank/Amazon	326.26	
6640-000	Materials - Music			326.26	
6650-000	Materials - Reference	10/31/1	Baker & Taylor	132.48	
6650-000	Materials - Reference			132.48	
6670-000	Materials - Digital - e-Books	10/3/13	Overdrive, Inc.	471.93	
		10/3/13		537.06	
		10/15/1		246.09	
6670-000	Materials - Digital - e-Books			1,255.08	
6690-000	Materials - Periodicals	10/18/1	The Hawley Herald, Inc.	35.00	
6690-000	Materials - Periodicals	10/20/1	Star Tribune	390.00	
6690-000	Materials - Periodicals	10/25/1	FM News	532.00	
6690-000	Materials - Periodicals	10/28/1	Frazee Forum, Inc.	25.00	
6690-000	Materials - Periodicals			982.00	
6800-000	Miscellaneous Expense	10/4/13	Sir Speedy	154.14	
6800-000	Miscellaneous Expense	10/10/1	Cardmember Service	25.95	
6800-000	Miscellaneous Expense	10/24/1	Purchase Advantage Card	355.67	
6800-000	Miscellaneous Expense			535.76	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7110-000	Regional Lib Telecom Aid - Ex	10/23/1	NW-Links	25,922.05	
7110-000	Regional Lib Telecom Aid - Ex			25,922.05	
7120-000	Telecom/E-rate Expenses	10/4/13	Josh Stompro	18.69	
7120-000	Telecom/E-rate Expenses	10/4/13	Newegg.com	698.80	
7120-000	Telecom/E-rate Expenses			717.49	
7200-000	Legacy - Expense (1099)	10/2/13	Copy Kat Printing, Inc.	2,000.00	
7200-000	Legacy - Expense (1099)	10/3/13	FCLAA	100.00	
		10/3/13		100.00	
7200-000	Legacy - Expense (1099)	10/4/13	Chris Koza	1,500.00	
7200-000	Legacy - Expense (1099)	10/12/1	Sean Emery	7,000.00	
7200-000	Legacy - Expense (1099)	10/19/1	Massage Therapy by Mary	2,475.00	
7200-000	Legacy - Expense (1099)	10/21/1	The Rose Ensembler	1,179.00	
7200-000	Legacy - Expense (1099)	10/30/1	Anoka County Historical Societ	2,700.00	
7200-000	Legacy - Expense (1099)			17,054.00	
7205-000	Legacy - Exp Reimbursement	10/12/1	Sean Emery	424.38	
7205-000	Legacy - Exp Reimbursement	10/19/1	Massage Therapy by Mary	622.52	
7205-000	Legacy - Exp Reimbursement	10/30/1	Anoka County Historical Societ	869.94	
7205-000	Legacy - Exp Reimbursement			1,916.84	
7210-000	Legacy - Materials - Print	10/25/1	GE Money Bank/Amazon	1,122.37	
7210-000	Legacy - Materials - Print	10/31/1	Baker & Taylor	2,032.84	
7210-000	Legacy - Materials - Print			3,155.21	
7220-000	Legacy - Materials - A/V	10/25/1	GE Money Bank/Amazon	993.44	
7220-000	Legacy - Materials - A/V			993.44	
8000-011	Donation - Misc Exp - LM	10/4/13	Scholastic Library Publishing	200.00	
8000-011	Donation - Misc Exp - LM	10/11/1	Sara Watson Curry	61.90	
8000-011	Donation - Misc Exp - LM	10/20/1	Steve Glischinski	380.00	
8000-011	Donation - Misc Exp - LM			641.90	
8000-013	Donation - Misc Exp - LH	10/29/1	Annelee Woodstrom	300.00	
8000-013	Donation - Misc Exp - LH			300.00	
8000-051	Donation - Misc Exp - LC	10/31/1	Markus Krueger	77.97	
8000-051	Donation - Misc Exp - LC			77.97	
8100-002	Donation - Materials - LD	10/31/1	Baker & Taylor	57.85	
8100-002	Donation - Materials - LD			57.85	
8100-011	Donation - Materials - LM	10/31/1	Baker & Taylor	357.67	
8100-011	Donation - Materials - LM			357.67	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Oct 1, 2013 to Oct 31, 2013

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8100-013	Donation - Materials - LH	10/31/1	Baker & Taylor	154.97	
8100-013	Donation - Materials - LH			154.97	
8100-023	Donation - Materials - SF	10/31/1	Baker & Taylor	108.69	
8100-023	Donation - Materials - SF			108.69	
8600-000	Software & Hardware Upgrade	10/17/1	Newegg.com	640.75	
8600-000	Software & Hardware Upgrade			640.75	
9060-000	Desig Funds - Library Material	10/31/1	Baker & Taylor	628.65	
9060-000	Desig Funds - Library Material			628.65	
9630-200	Cell Phone - Joint Automation	10/10/1	Cardmember Service	24.07	
9630-200	Cell Phone - Joint Automation			24.07	