

The Mission of LARL is to enrich lives and strengthen communities

**LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING**

Thursday, December 18, 2014

5:30 p.m.

Moorhead Public Library

EXECUTIVE COMMITTEE MEMBERS: Bunes, Bursik, Fox, Ingersoll, Perry (*Chair*),
Schoenborn, 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. 127. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 127.

AGENDA

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

5:40 2. MINUTES OF THE OCTOBER 16, 2014 EXECUTIVE BOARD MEETING.
Enclosed (page 3)

Recommended Motion: Move to approve the October 16, 2014 Executive Board Meeting Minutes as presented.

5:50 3. FINANCIAL REPORT - Sprynczynatyk
Enclosed (page 6)

6:00 4. DIRECTOR'S REPORT - Lynch
Enclosed (page 9)

- a. Discussion Regarding Board Communication
- b. Working Guidelines for Supervisory and Confidential Employees
Enclosed (page 11)

Recommended Motion: Move to approve changes to the revised Working Guidelines for Supervisory and Confidential Employees as reviewed by management.

(over)

Agenda for the December 18, 2014 Executive Board Meeting – Page 2

DIRECTOR'S REPORT (Continued)

- c. Lease Agreement with the City of Moorhead for Regional Office space.
(Available at Meeting)

Recommended Motion: Move to authorize the Board President and LARL Director to sign a 10-year lease agreement, 2015-2024, with the City of Moorhead, for Regional Office space, with LARL carrying \$2M worth of comprehensive and general public liability insurance and with a 1% increase per year over the duration of the agreement.

6:15 5. PRESIDENT'S REPORT – Perry

- a. Discussion Regarding Board Reduction (Bylaws and LARL Agreement changes).

6:25 6. OTHER

6:30 7. ADJOURNMENT

MISC. ITEMS ENCLOSED:

List of Bills – November 2014 – (page 18)

UPCOMING MEETINGS/EVENTS

Christmas Eve/Christmas Day

Wednesday, Dec. 24, 2014 (All sites close by noon)

Thursday, Dec. 25, 2014 (All sites closed all day)

New Year's Eve/New Year's Day

Wednesday, Dec. 31, 2014 (All sites close by 5pm)

Thursday, Jan. 1, 2014 (All sites closed all day)

"Hot Reads for Cold Nights" (Adult) Winter Reading Program

January – March, 2015

Finance Committee Meeting

Thursday, January 15 at 4:30 p.m. at the Moorhead Public Library

Full Board Meeting (adopt 2014 Budget)

Thursday, January 15 at 5:30 p.m. at the Moorhead Public Library

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

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

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, October 16, 2014 at the Moorhead Branch. President Perry called the meeting to order at 5:40 p.m.

Executive Committee Members Present: Bunes, Bursik, Ingersoll, Perry (*Chair*), Vinz.

Executive Committee Members Absent: Fox, Schoenborn.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT.

None

APPROVAL OF AGENDA

(Bursik/Bunes) Move to approve the agenda of the October 16, 2014 Executive Committee Meeting. MCU.

MINUTES OF THE AUGUST 21, 2014 EXECUTIVE COMMITTEE MEETING.

(Ingersoll/Vinz) Move to approve the August 21, 2014 Executive Committee Meeting Minutes with the change of correctly noting Ingersoll voting in favor of the motion to change the makeup of the LARL Board rather than Fox who was incorrectly noted as voting for and against the motion. MCU.

FINANCIAL REPORT

Sprynczynatyk reported that at the end of September, with 75% of the year complete, LARL has spent 69.44% of budgeted expenses. The Automation/Cataloging category line appears high at this time, in addition to the line for OCLC/Minitex at 108% of budget. The line items were incorrectly budgeted and have been adjusted for 2015.

DIRECTOR'S REPORT

Lynch reported 65 employees attended LARL's annual staff day on October 13 in Moorhead. The day was spent on training and strategic planning.

(over)

Minutes of the October 16, 2014 Executive Committee Meeting – Page 2

DIRECTOR'S REPORT - continued

Lynch will be presenting to the Moorhead City Council on October 20. She will be discussing the structure of LARL and LARL's funding request.

LARL has heard positive feedback from several libraries that have migrated to the Evergreen automation system. They reported that the migration went smoothly and that they are happy with the system.

East Grand Forks has requested information regarding the structure of LARL and possible partnerships.

The LARL Not So Silent Auction took place and approximately \$2,000 was raised, with 200 in attendance.

PRESIDENT'S REPORT

(Bursik/Vinz) Move to rescind the motion made at the August 21, 2014 Executive Committee meeting to change the makeup of the LARL Board as follows: Moorhead from 6 representatives to 3, Becker County from 4 representatives to 2, and Clay County from 3 representatives to 2, the remaining Signatories will stay at their current representation for a total board size of 18 members. MCU.

The committee discussed several options to increase the population amount that determines the number of LARL Board members from the current 6,000 persons or major fraction thereof.

The possibility of increasing the population number to 14,000 would result in:

1 – 21,000 = 1 member
 21,001 – 35,000 = 2 members
 35,001 – 49,000 = 3 members

This change to the Bylaws would result in the total board size decreasing from the current 24 members to 15 members. The makeup of the board would be as follows:

1 member from each: Clay County (decrease from 3), Clearwater County, Mahnomen County, Norman County, Polk County (decrease from 3), Wilkin County, Detroit Lakes, Mahnomen, Crookston, and Breckenridge.
 2 members from: Becker County (decrease from 4)
 3 members from: Moorhead (decrease from 6)

(Bursik/Ingersoll) Move to recommend to the Full Board that the Number of Qualifications of Members be changed to "this board shall be composed of one member from each 14,000 persons or major fraction thereof from each area of the regional library according to the latest US Census." MCU.

(continued)

Minutes of the October 16, 2014 Executive Committee Meeting – Page 3

The Committee requested that administration inform all LARL Board members of the motion tomorrow morning (October 17). The LARL Bylaws require that any changes to the Bylaws must be approved by the Full Board with 30 day advanced notice. By sending the information to all LARL Board members on October 17, all board members have at least 30 days to review the information before the November 20 meeting.

OTHER

Bursik discussed that he recently attended the Minnesota Library Association annual conference in Mankato. It's a great conference for library employees. The second day of the conference was related to Trustees, and in the future, Trustees might want to just attend the second day.

The meeting adjourned at 6:33 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2014

91.67%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
Signatory Funding					
Becker County	\$ 0.00	\$ 344,285.00	\$ 344,285.00	0.00	100.00
Detroit Lakes	0.00	210,915.00	210,915.00	0.00	100.00
Clay County	0.00	262,610.00	262,610.00	0.00	100.00
Moorhead	0.00	675,730.00	675,730.00	0.00	100.00
Clearwater County	0.00	91,245.00	78,941.00	(12,304.00)	115.59
Mahnomen County	0.00	38,535.00	38,535.00	0.00	100.00
Mahnomen	0.00	18,235.00	18,235.00	0.00	100.00
Norman County	0.00	87,594.00	87,594.00	0.00	100.00
Polk County	0.00	239,815.00	239,815.00	0.00	100.00
Crookston	0.00	209,905.00	209,905.00	0.00	100.00
Wilkin County	0.00	49,795.00	49,795.00	0.00	100.00
Breckenridge	0.00	84,005.00	84,005.00	0.00	100.00
Total Signatory Funding	0.00	2,312,669.00	2,300,365.00	(12,304.00)	100.53
Grants					
Basic Support - MN (RLBSS)	0.00	505,294.58	519,209.00	13,914.42	97.32
Reg Library Telecom Aid (RLTA)	0.00	63,347.52	120,000.00	56,652.48	52.79
Total Grants	0.00	568,642.10	639,209.00	70,566.90	88.96
Miscellaneous Revenue					
Service Charge Revenue	1,224.44	15,771.02	21,000.00	5,228.98	75.10
Printing Revenue	1,092.01	15,069.98	16,000.00	930.02	94.19
Fax Revenue	486.42	5,928.52	6,000.00	71.48	98.81
Microfilm Revenue	1.50	44.93	100.00	55.07	44.93
Photocopy Revenue	491.23	6,095.70	7,500.00	1,404.30	81.28
Book/Furniture Sale Revenue	983.01	5,781.05	0.00	(5,781.05)	0.00
Interest Income	161.49	18,770.07	20,000.00	1,229.93	93.85
Dividends/Capital Credit Inc.	0.00	630.96	0.00	(630.96)	0.00
Invest Earn - Change in Value	222.43	17,068.61	0.00	(17,068.61)	0.00
Lost/Damaged Property	367.01	4,836.09	6,600.00	1,763.91	73.27
Other Income	0.00	2,112.00	0.00	(2,112.00)	0.00
Total Miscellaneous Revenue	5,029.54	92,108.93	77,200.00	(14,908.93)	119.31
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	58,929.00	58,929.00	0.00	100.00
MNLink Server Site Payments	334.21	3,676.31	0.00	(3,676.31)	0.00
Total Joint Automation Revenue	334.21	62,605.31	58,929.00	(3,676.31)	106.24
Fund Balance/Shortfall	0.00	0.00	88,156.00	88,156.00	0.00
Total General Fund Revenue	5,363.75	3,036,025.34	3,163,859.00	127,833.66	95.96
General Fund Expenditures					
Personnel Expenses					
Salaries - Employees FT/PT	124,462.76	1,393,964.00	1,562,740.00	168,776.00	89.20
Salaries - Substitutes	3,088.18	34,181.26	32,500.00	(1,681.26)	105.17
Salaries - Temporary/Contract	162.00	13,368.76	0.00	(13,368.76)	0.00
Payroll Taxes - Employer	9,674.22	106,687.92	122,036.00	15,348.08	87.42
Retirement - PERA - Employer	9,188.98	97,507.58	112,676.00	15,168.42	86.54
Health Insurance	18,092.85	211,773.12	270,375.00	58,601.88	78.33
Unemployment Taxes	0.00	727.76	0.00	(727.76)	0.00
Life Insurance - Employer Paid	177.94	1,869.91	2,088.00	218.09	89.56
Workers Compensation Insurance	334.35	4,009.65	3,987.00	(22.65)	100.57
Other Employee Benefits	125.00	1,264.74	1,700.00	435.26	74.40
Total Personnel	165,306.28	1,865,354.70	2,108,102.00	242,747.30	88.49
Automation/Cataloging					
Automation	13,201.93	145,730.28	178,573.00	32,842.72	81.61
OCLC/Minitex	834.38	10,315.72	8,000.00	(2,315.72)	128.95
Supplies - Technical Services	140.42	3,759.53	8,000.00	4,240.47	46.99
Supplies - Public Services	472.54	3,457.95	6,000.00	2,542.05	57.63
Total Automation/Cataloging	14,649.27	163,263.48	200,573.00	37,309.52	81.40

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2014

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	99.06	2,010.08	3,400.00	1,389.92	59.12
Programming - Summer Reading	0.00	5,957.34	8,000.00	2,042.66	74.47
Programming - Adult	15.13	1,791.96	3,000.00	1,208.04	59.73
Total Library Programming	114.19	9,759.38	14,400.00	4,640.62	67.77
Staff Development					
Staff Training & Development	2,510.99	9,570.98	19,000.00	9,429.02	50.37
Total Staff Development	2,510.99	9,570.98	19,000.00	9,429.02	50.37
Mileage/Board Meeting Expense					
Mileage - Staff	1,725.02	21,339.16	21,000.00	(339.16)	101.62
Regional Board Meetings	746.89	7,305.68	8,500.00	1,194.32	85.95
Total Mileage/Board Meeting Expenses	2,471.91	28,644.84	29,500.00	855.16	97.10
Other Expenses					
Accounting/Bank Fees	374.21	11,221.44	11,900.00	678.56	94.30
Attorney Fees	0.00	2,150.00	5,000.00	2,850.00	43.00
Business Office Software	0.00	816.51	2,000.00	1,183.49	40.83
Delivery Services	6,189.62	66,409.37	71,350.00	4,940.63	93.08
Director's Discretionary	0.00	638.45	2,500.00	1,861.55	25.54
Insurance - General/Property	1,264.30	13,633.69	14,725.00	1,091.31	92.59
Lease - Regional Office Rent	1,649.67	18,146.33	19,796.00	1,649.67	91.67
Leases - Equipment	606.86	7,271.02	8,850.00	1,578.98	82.16
Maintenance Contracts	1,228.12	11,941.84	13,150.00	1,208.16	90.81
Mailing - Click2Mail	261.77	2,828.49	5,000.00	2,171.51	56.57
Materials Recovery/Collections	214.80	2,980.35	3,200.00	219.65	93.14
Memberships	0.00	618.00	1,200.00	582.00	51.50
Minnesota Director's Fund	0.00	2,118.00	2,750.00	632.00	77.02
Miscellaneous Expense	7.00	138.69	3,000.00	2,861.31	4.62
PIO: Printing/Advertising	530.04	7,878.88	16,400.00	8,521.12	48.04
Postage	10.14	1,648.78	4,800.00	3,151.22	34.35
Recruitment	442.26	8,266.65	9,000.00	733.35	91.85
Repairs - Equipment	175.90	230.90	2,500.00	2,269.10	9.24
Supplies - Computer	84.38	3,828.00	4,500.00	672.00	85.07
Supplies - Copier/Fax/Microfilm	0.00	367.50	2,000.00	1,632.50	18.38
Supplies - Office	105.46	5,488.03	11,000.00	5,511.97	49.89
Telephone/Telecom	866.25	10,711.39	18,000.00	7,288.61	59.51
Total Other Operating Expenses	14,010.78	179,332.31	232,621.00	53,288.69	77.09
Regional Library Telecom Aid (RLTA)	0.00	63,347.53	120,000.00	56,652.47	52.79
Transportation					
Van Expenses	347.58	3,654.91	5,850.00	2,195.09	62.48
Total Transportation	347.58	3,654.91	5,850.00	2,195.09	62.48
Materials					
Adult	15,195.98	174,931.01	181,200.00	6,268.99	96.54
Digital Collection - e-Books	3,971.52	30,524.92	30,000.00	(524.92)	101.75
Digital Collection - e-Audio	530.36	7,560.80	10,000.00	2,439.20	75.61
Express Collection	425.82	5,949.72	10,000.00	4,050.28	59.50
Juvenile	10,372.14	71,103.66	76,500.00	5,396.34	92.95
Music	315.14	2,475.99	2,300.00	(175.99)	107.65
Online Databases	2,086.48	25,980.20	30,000.00	4,019.80	86.60
Periodicals	643.51	22,776.60	24,063.00	1,286.40	94.65
Reference	481.34	3,139.37	3,000.00	(139.37)	104.65
Total Materials	34,022.29	344,442.27	367,063.00	22,620.73	93.84
Capital Expenditures					
Furniture & Equipment	312.94	8,734.51	10,500.00	1,765.49	83.19
Software & Hardware Upgrades	339.67	5,927.31	40,000.00	34,072.69	14.82
Total Capital Expenditures	652.61	14,661.82	50,500.00	35,838.18	29.03
Capital Fund Accounts					
III System - Shared with NWRL	1,104.16	12,145.76	13,250.00	1,104.24	91.67
Van Replacement	250.00	2,750.00	3,000.00	250.00	91.67
Total Capital Fund Accounts	1,354.16	14,895.76	16,250.00	1,354.24	91.67
Total General Fund Expenditures	235,440.06	2,696,927.98	3,163,859.00	466,931.02	85.24
General Fund Revenue Over Expenditures \$	(230,076.31)	\$ 339,097.36	\$ 0.00	(339,097.36)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eleven Months Ending November 30, 2014

	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	\$ 415.59	\$ 22,797.08	\$ 0.00	(22,797.08)	0.00
Endowment Revenue	0.00	840.00	0.00	(840.00)	0.00
Telecom/E-rate Funds	11,713.94	32,765.84	0.00	(32,765.84)	0.00
Legacy Grant Revenue	11,425.13	87,447.10	0.00	(87,447.10)	0.00
LSTA Grant	4,586.00	4,586.00	0.00	(4,586.00)	0.00
Total Special Projects Revenue	28,140.66	148,436.02	0.00	(148,436.02)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	1,270.23	5,339.44	0.00	(5,339.44)	0.00
Donations - Miscellaneous	(44.33)	16,726.89	0.00	(16,726.89)	0.00
Legacy Grant Expense	11,425.13	87,447.10	0.00	(87,447.10)	0.00
Telecom/E-rate Expenses	11,713.94	32,765.84	0.00	(32,765.84)	0.00
LSTA Grant Expenses	(262.94)	4,586.00	0.00	(4,586.00)	0.00
Projects from Designated Funds:					
Desig Funds - Library of Futur	0.00	25,549.45	0.00	(25,549.45)	0.00
Total Special Projects Miscellaneous	24,102.03	172,414.72	0.00	(172,414.72)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	0.00	2,433.06	0.00	(2,433.06)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	2,433.06	0.00	(2,433.06)	0.00
Total Special Projects Expenditures	24,102.03	174,847.78	0.00	(174,847.78)	0.00
Special Proj Rev Over (Under) Expend	\$ 4,038.63	\$ (26,411.76)	\$ 0.00	26,411.76	0.00
GRANT TOTAL REVENUE	33,504.41	3,184,461.36	3,163,859.00	(20,602.36)	100.65
GRAND TOTAL EXPENDITURES	259,542.09	2,871,775.76	3,163,859.00	292,083.24	90.77
CHANGE IN FUND BALANCE	\$ (226,037.68)	\$ 312,685.60	\$ 0.00	(312,685.60)	0.00



Monthly Report to the Board

9

Meeting Date: December 18, 2014

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Meeting with LARL Coordinating Team, Nov. 19; Meeting with Michael Redlinger, Moorhead City Manager, Nov. 20; Weeding in Breckenridge with LARL Team, Dec. 1; MN Library Legislative Online Meeting, Dec. 3; Hub Supervisor's Meeting in Hawley, Dec. 3; AMC Conference in St. Cloud, Dec. 7 & 8; Presentation to NLLN, Dec. 13.

Staff Development

Megan Krueger, Moorhead Hub Supervisor attended Public Library Division Day in Mankato on October 7 in Mankato, MN.

Kelsey Wulf, Detroit Lakes Public Library Youth Services Librarian, and **Sara Watson Curry**, Moorhead Youth Services Librarian, attended the Minnesota Library Association Conference in Mankato, MN on October 8 and 9. Kelsey received a scholarship from Northern Lights Library Network to assist with costs.

Jamie Sprynczynatyk, HR and Business Office Director attended E-Rate training on November 12.

Geneva Nemzek, Moorhead Library Associate attended the *Hour of Coding* webinar on November 16.

Megan Krueger, Moorhead Hub Supervisor attended a Northstar Digital Literacy Training workshop in St. Paul on December 8.

Staff/Staffing

Bonnie Julius, Frazee LINK Site Coordinator, has announced her retirement from LARL. I would like to thank Bonnie for her eight years of dedicated service to the community of Frazee and to LARL.

Sara Watson Curry, Moorhead Youth Services Associate, has submitted her resignation. I would like to thank Sara for all of her outreach and programming initiatives and service to the community over the past two years. Good luck with your new position.

Congratulations to **Candace Perry** on her new position as the Moorhead Youth Services Librarian. Candace has served as the Hawley Branch Librarian since May 2013 and will be transferring to her new position January 2, 2015.

Erin O'Neil has been hired as a Library Assistant in Crookston.

Lance Thorn has been hired as a Substitute for Fertile.

Patty Nunn has been hired as the new Frazee LINK Site Coordinator.

Current Openings:

- Hawley Branch Librarian
- Moorhead Assistant
- Ada Substitute
- Barnesville Substitute

11/19/2014	Anonymous donation to Ada.	32.00
11/19/2014	Sylvia Qualley donation for Bagley	40.00
11/6/2014	Vartan & Lucy Malkasian donation for Breckenridge	100.00
11/7/2014	Donation from Richard Boyce to the Moorhead Library in memory of Anne Fredine	100.00
11/13/2014	Linda Slagter donation to Moorhead.	50.00
11/14/2014	Clay County Bar Association donation to Moorhead.	3,000.00
11/24/2014	Anonymous to Moorhead	15.00
11/24/2014	Anonymous to Bagley	15.00
11/25/2014	Susan Muckala-Printz and Ronald Printz in memory of Arlys Balik for Bagley	50.00
11/18/2014	West Central Initiative - Hildred Shelland Long Trust donation to Ada	430.78
12/1/2014	Friends of the Moorhead Library for programming supplies.	200.95

Around the Region

On December 8, the Moorhead City Council voted to increase the Signatory contribution by an additional \$20,000 to reinstate hours Monday through Thursday in 2015. An additional part-time Moorhead Assistant will be hired to assist with the staffing of the restored hours. The restored hours will be effective January 2, 2015: Monday through Thursday, 9-9 and Friday & Saturday, 10-6:00.

THANK YOU!

I would like to thank the following LARL Board Members for all of their support and advocacy over the years: **Terry Kalil**, Becker County; **Howard Hansen**, Clay County; **Wendy Ward**, Clay County; **Dana Johnson**, City of Crookston; **Jo Knutson**, City of Moorhead; **Betsy Vinz**, City of Moorhead; **Terri Eidenschink**, Polk County; and **Ilane Rue**, Polk County. LARL has moved forward in many ways over the years, and the changes could not have occurred without your dedication.

HAPPY HOLIDAYS



Thank you to the entire LARL Board for your dedication and support over this past year.
I hope you have a very safe and happy holiday.

WORKING GUIDELINES FOR SUPERVISORY AND CONFIDENTIAL EMPLOYEES

The following guidelines have been adopted by the LARL Board of Trustees as working guidelines for supervisory and confidential personnel (herein referred to as "Employee(s)" unless otherwise specified). All Employees are considered to be at-will and this document is for informational purposes only. This document is not to be considered or interpreted as a contract for employment between LARL and any current, past, or future Employee.

Working Hours

Because supervisory and confidential personnel may at times need to attend meetings essential to their jobs or carry on their work-related activities outside of their scheduled working hours, these Employees may at times deviate from their scheduled working hours, provided they obtain the consent of their immediate supervisor and exercise care so that an alteration in hours does not seriously interfere with the various operations of the library.

Supervisory and Confidential personnel are professionally trained staff, and as such they are employed to perform a specific professional or administrative responsibility. Sometimes the necessary work cannot be accomplished within a normal forty-hour (40) work week. For confidential personnel, when work schedules cannot be adjusted to accommodate maintaining a 40 hour work week overtime pay will be provided at one and one-half times the Employees normal hourly rate. All overtime must be approved in advance by the Regional Library Director. Supervisory personnel are salaried/exempt Employees who work an average of not less than 40 hours a week. At times it will be more than 40 hours a week, but not as an on-going schedule. Supervisory personnel will communicate schedule adjustments to the Regional Library Director.

All schedule adjustments and overtime or use of compensatory time by Confidential employees must be recorded on the appropriate time sheets to be marked for approval by the appropriate supervisor. Compensatory time must be used within the following 2 pay periods.

Wage Administration

1. Paycheck Distribution
There will be 24 pay periods per year for all Employees. Paydays shall be on the 15th and the last day of the month. Whenever a payday falls on a Saturday, Sunday, or holiday, the preceding day (Monday-Friday) shall be considered the payday.
2. Paycheck Deduction Options
 - A. Deferred Compensation Plan
The Lake Agassiz Regional Library offers a Deferred Compensation Plan administered by the State of Minnesota to all Employees who meet the Public Employee Retirement Association (PERA) eligibility guidelines.

B. Flexible Spending Plan

The Lake Agassiz Regional Library offers a Flexible Spending Plan to all eligible employees as outlined in the plan document.

C. Insurance Premiums

1. Health Insurance premium for family/dependent coverage.

Employees who meet health insurance eligibility requirements and elect to purchase family/dependent coverage shall have one-half the difference between the single premium and family premium deducted from each paycheck.

2. Supplemental Life Insurance

Employees who meet life insurance eligibility requirements may purchase supplemental life insurance through the Public Employee Retirement Association. The premium for this coverage shall be deducted from an Employee's paycheck once a month.

3. Dental Insurance

Employees who meet dental insurance eligibility requirements and elect to purchase coverage shall have one-half of the elected monthly premium deducted from each paycheck.

4. Vision Insurance

Employees who meet vision insurance eligibility requirements and elect to purchase coverage shall have one-half of the elected monthly premium deducted from each paycheck.

5. AFLAC Insurance

Employees who meet AFLAC insurance eligibility requirements and elect to purchase coverage shall have one-half of the elected monthly premium deducted from each paycheck.

D. United Way Contribution

An Employee may request that a payroll deduction be designated for a United Way contribution.

3. Longevity

A longevity incentive schedule will be as follows:

<u>Years of Service</u>	<u>An Additional:</u>
Start of 5 th year through end of 9 th year	1%
Start of 10 th year through end of 14 th year	2%
Start of 15 th year through end of 19 th year	3%
Start of 20 th year and each year thereafter	4%

Employees will be eligible for longevity incentives on the anniversary of their employment. Longevity payments will be issued as separate checks on December 15 of each year. Employees, who have terminated employment prior to December 15, will receive their longevity payment on a prorated basis at the time of termination.

Insurance Benefits

1. Health Insurance

The Employer agrees to provide to all ongoing Employees working 30 hours or more per week, comprehensive group health insurance including major medical and hospitalization. The Employer shall pay the full cost of the single premium for these Employees. The Employer shall also contribute the cost of the single coverage toward the family premium per month for those Employees who elect family coverage.

A. VEBA - Effective January 1, 2004, LARL will adopt the Health Reimbursement Arrangement for Active Employees made available through the Minnesota Service Cooperatives VEBA Plan and Trust. It is intended that this arrangement constitute a voluntary employees' beneficiary association under Section 501(c)(9) of the Internal Revenue Code.

a. Eligibility

All ongoing Employees whose customary weekly employment is 30 hours or more are eligible to receive contributions to their individual accounts.

Excluded from eligibility under this section are members of the collective bargaining unit and employees whose customary weekly employment is less than 30 hours per week.

b. Payment of Administrative Fee

Administrative fees allocable to the individual accounts of active employees shall be paid by the Employer. Administrative fees allocable to the individual accounts of former employees, including retirees, shall be paid from the individual accounts. Administrative fees shall be paid from individual accounts of all participants in the event the VEBA plan is terminated.

c. Source of Funding & Contributions

The Health Reimbursement Arrangement for Active Employees is funded entirely with employer contributions.

Subdivision c1: For participating eligible Employees, LARL will make monthly contributions to individual accounts under the Health Reimbursement Arrangement for Active Employees in accordance with the following schedule:

\$50.00 for each eligible Employee who elects single coverage under the group health plan described in Subdivision c2.

\$50.00 for each eligible Employee who elects family coverage under the group health plan described in Subdivision c2.

Subdivision c2: In coordination with the VEBA plan, effective January 1, 2004 LARL will make available a high deductible health plan offered through the Minnesota Service Cooperatives. LARL shall pay the full cost of single coverage for this insurance for all permanent full-time employees. LARL also shall provide dependent coverage, under the same high deductible plan, to all permanent eligible Employees who desire such coverage and shall contribute the cost of the single coverage toward the total family premium per month per Employee. Employees who receive dependent coverage shall contribute a sum which is the difference between single and dependent coverage per month per Employee. As of the effective date, the coverage and conditions provided for in Subdivision c1 and c2 replaces any previous group health insurance.

2. Life Insurance

The Employer shall provide and pay for term life insurance in the amount of \$20,000 for each ongoing Employee working 30 hours or more per week. Employees shall have such options to purchase additional insurance as are offered by the existing insurance programs.

Leave Benefits

1. Bereavement Leave

An Employee shall be allowed up to five (5) working days with pay as bereavement leave, not to be deducted from sick leave, for a death in the immediate family. The term "immediate family" shall be defined as: mother, father, sister, brother, spouse, child, son-in-law, daughter-in-law, grandparent, or grandchild of the Employee or the Employee's spouse. This section applies to both natural and step relatives.

2. Holiday Leave

Supervisory and Confidential Employees shall receive their regular pay, up to eight hours per day, if they do not work on the holidays listed below. Whenever an Employee works on a holiday or a holiday falls on an Employee's normal day off, the Employee shall be granted prorated compensatory time off within the calendar year. Employees shall receive two additional days of their choice as floating holidays. All holiday hours must be used by December 31 of each year.

New Year's Day	January 1
Martin Luther King, Jr. Day	third Monday in January
Presidents' Day	third Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	first Monday in September

Veterans' Day	November 11
Thanksgiving Day	fourth Thursday in November
Christmas Eve	December 24 (one-half day)
Christmas Day	December 25

Whenever a holiday falls on a Sunday, the following Monday shall be considered the holiday.

If Christmas Eve falls on a Saturday, Sunday or Monday, all LARL agencies shall be closed all day.

Employees may be excused to attend church services on Good Friday and to vote on election days.

On Thanksgiving Eve no libraries will be open after 5:00 p.m. Supervisors will schedule all staff hours prior to 5:00 p.m. This is not an additional holiday.

On New Year's Eve no libraries will be open after 5:00 p.m. Supervisors will schedule all staff hours prior to 5:00 p.m. This is not an additional holiday.

3. Sick Leave

- A. Sick leave shall be earned on the basis of one (1) prorated day of leave for each month of service. Unused sick leave as of December 31 of each year shall be allowed to accumulate to a total of one hundred and twenty (120) prorated days.
- B. Whenever an Employee has the maximum one hundred and twenty (120) prorated days accumulation, additional sick leave shall be earned on the basis of one-half ($\frac{1}{2}$) day for each month of service. This additional sick leave shall be allowed to accumulate to a total of twelve (12) pro-rated days in a deferred sick leave bank. It shall not be counted toward severance pay.
- C. No advance shall be given on sick leave.
- D. Upon death or retirement from employment, one-half of the unused portion of sick leave shall be granted as severance pay to the Employee or be paid to the Employee's estate. An employee with 10 or more years of service who terminates his or her employment voluntarily, and while in good standing, shall be compensated for 10% accumulated sick leave as severance pay.
- E. LARL may require a medical examination and report from a physician to justify sick leave, if required by the Regional Library Director. The examination and report shall be at LARL's expense.
- F. Sick leave may be used for necessary medical, optical, and dental attention, including treatments by chiropractors and psychological counseling, for the Employee.

- G. Sick leave may be used in case of illness or injury in the Employee's immediate family requiring his/her attention and shall be for the time required. The term "immediate family" shall be limited to spouse, children, siblings, parents, grandparents, and stepparents.
- H. Should an Employee become ill or disabled while on vacation, to the point that s/he must visit a doctor or become hospitalized, vacation leave shall be changed to sick leave, effective the date of the illness, upon notice to the Regional Library Director. When the Employee returns to work s/he must bring a statement from a medical practitioner describing the nature of the Employee's illness.

4. Vacation Leave

- A. The Regional Library Director and Supervisor II Employees will earn vacation at the rate of twenty six (26) working days per year.
- B. Supervisor I, Library Associate II and all Confidential Employees will earn vacation at the following rates: 1-3 years = 15 days; 4-6 years = 18 days; 7-9 years = 20 days; 10 + years = 24 days. Vacation amounts will be prorated for Confidential Employees working less than 40 hours per week.
- C. Employees are entitled to take earned vacation commencing January 1 in which year the vacation is earned. Employees may accumulate fifty percent of their earned annual vacation provided the accumulated leave is taken by December 31 of the following year. Any vacation not so taken shall be forfeited. Additional leave without pay to be taken in connection with the vacation may be granted at the discretion of the Regional Library Director, pursuant to the Leave of Absence Policy.
- D. Any staff member leaving the library in good standing shall be compensated for vacation time accrued to the day of separation.

Any Employee terminating his/her service at the library or who has taken unearned vacation in advance shall be required to compensate the library at termination for the actual value of the unearned vacation so taken.
- E. Legal holidays falling in the vacation period are not counted as vacation.

Retirement

Employees may retire with full benefits at age 62 or after 30 years of service or in accordance with the Rule of 90. LARL's retirement benefits include receiving 50% of the Employee's accumulated sick leave at their rate of pay at the time of retirement. Retirement benefits shall not be paid to Employees who fail to meet the minimum age or longevity requirements set forth above. It is the Employee's responsibility to contact the Social Security and Public Employee Retirement Association offices for information on their respective retirement benefits.

Membership Dues

LARL encourages supervisory and confidential Employees to be active in professional library associations and civic groups. Membership dues for such groups are the responsibility of the Employee.

Continuing Education

Refer to the LARL Conference, Workshop and Continuing Education Policy.

Adopted, Lake Agassiz Regional Library Board of Trustees: February 19, 1977
Amended, Lake Agassiz Regional Library Board of Trustees: December 16, 1977;
November 18, 1977; March 15, 1980; December 14, 1981; May 14, 1985;
December 14, 1994; March 21, 1998, November 20, 2003, February 16, 2006;
April 19, 2012, December 18, 2014

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5020-000	Salaries - Temporary/Contract	11/30/14	Charlene Hudgins	162.00	
5020-000	Salaries - Temporary/Contract			162.00	
5120-000	Health Insurance	11/1/14	Lakes Country Service Cooperat	1,282.50	
		11/1/14		1,282.50	
		11/1/14		16,320.00	
5120-000	Health Insurance			18,885.00	
6000-000	Supplies - Office	11/25/14	Big Kmart Store 7216	105.46	
6000-000	Supplies - Office			105.46	
6020-000	Supplies - Public Services	11/12/14	Cardmember Service	460.56	
6020-000	Supplies - Public Services	11/25/14	Ace Hardware	3.98	
6020-000	Supplies - Public Services			464.54	
6200-000	Equip Rep/Mtc - Miscellaneous	11/7/14	Carole's Upholstery	175.90	
6200-000	Equip Rep/Mtc - Miscellaneous			175.90	
6240-000	Maint Contr - Copiers	11/5/14	Metro Sales, Inc	1,005.80	
6240-000	Maint Contr - Copiers			1,005.80	
6300-000	Payroll Processing	11/7/14	Payroll Professionals, Inc.	119.00	
		11/25/14		119.00	
6300-000	Payroll Processing			238.00	
6330-000	Bank Fees	11/12/14	Cardmember Service	13.80	
6330-000	Bank Fees			13.80	
6350-000	Delivery Service - Courier	11/7/14	Northern Network Express	1,280.80	
		11/7/14		1,280.80	
		11/20/14		1,280.80	
		11/20/14		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6355-000	Deliv Serv - TriCollege/Minitx	11/18/14	Minitex	870.00	
6355-000	Deliv Serv - TriCollege/Minitx			870.00	
6362-000	Lease - Copiers	11/3/14	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment - Local	11/2/14	Crookston Daily Times	296.26	
6380-000	Recruitment - Local	11/30/14	Frazee Forum, Inc.	133.00	
6380-000	Recruitment - Local	11/30/14	Crookston Daily Times	13.00	
6380-000	Recruitment - Local			442.26	
6400-000	Telephone	11/1/14	Rothsay Telephone Co	72.94	
6400-000	Telephone	11/1/14	Arvig	221.42	
6400-000	Telephone	11/1/14	Halstad Telephone Company	26.48	
		11/1/14		102.73	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	11/1/14	CenturyLink	48.00	
6400-000	Telephone	11/8/14	Dex Media East, Inc.	21.50	
6400-000	Telephone	11/8/14	Arvig	38.69	
		11/8/14		88.90	
		11/8/14		93.32	
		11/8/14		101.91	
		11/8/14		97.40	
6400-000	Telephone	11/10/14	Garden Valley Telephone Comp	77.63	
		11/10/14		12.77	
		11/10/14		11.47	
		11/10/14		11.47	
6400-000	Telephone	11/13/14	CenturyLink	43.83	
6400-000	Telephone	11/24/14	Rochester Telecom Systems Inc.	332.56	
6400-000	Telephone	11/25/14	Garden Valley Telephone Comp	6.71	
6400-000	Telephone			1,409.73	
6405-000	Cell Phone	11/12/14	Cardmember Service	6.90	
6405-000	Cell Phone			6.90	
6410-000	PIO - Marketing/Printing/Etc	11/12/14	Cardmember Service	62.35	
6410-000	PIO - Marketing/Printing/Etc	11/21/14	Cole Papers Inc.	246.04	
6410-000	PIO - Marketing/Printing/Etc			308.39	
6440-000	Mailing - Click2Mail	11/30/14	Click2Mail	261.77	
6440-000	Mailing - Click2Mail			261.77	
6445-000	Materials Recovery/Collection	11/1/14	Unique Management Services, I	214.80	
6445-000	Materials Recovery/Collection			214.80	
6450-000	Mileage - Trustee	11/20/14	Evelyn Fox	49.84	
6450-000	Mileage - Trustee	11/20/14	Terri Eidenschink	59.36	
6450-000	Mileage - Trustee	11/20/14	Dana Johnson	78.40	
6450-000	Mileage - Trustee	11/20/14	Marlys Douglas	50.40	
6450-000	Mileage - Trustee	11/20/14	Lee Ann Hall	50.40	
6450-000	Mileage - Trustee	11/20/14	Robert Perry	52.64	
6450-000	Mileage - Trustee	11/20/14	Paul M. Bursik	55.10	
6450-000	Mileage - Trustee	11/20/14	Craig Bunes	39.20	
6450-000	Mileage - Trustee	11/20/14	Sue Schoenborn	78.96	
6450-000	Mileage - Trustee	11/20/14	Howard Hansen	24.08	
6450-000	Mileage - Trustee	11/20/14	Ben Grimsley	50.40	
6450-000	Mileage - Trustee			588.78	
6455-000	Mileage - Staff	11/1/14	Jane Vigness	19.04	
6455-000	Mileage - Staff	11/1/14	Mary Haney	96.32	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/1/14		113.68	
		11/1/14		15.12	
6455-000	Mileage - Staff	11/1/14	Joyce Christine Boike	40.88	
6455-000	Mileage - Staff	11/3/14	Tamera Thomasson-Ehrhart	19.04	
6455-000	Mileage - Staff	11/4/14	Megan Krueger	47.04	
6455-000	Mileage - Staff	11/4/14	Rebecca Bentley	35.84	
6455-000	Mileage - Staff	11/4/14	Marianne Wannebo	21.28	
6455-000	Mileage - Staff	11/4/14	Mary Haney	40.88	
6455-000	Mileage - Staff	11/5/14	Marilyn Eaves	29.12	
6455-000	Mileage - Staff	11/5/14	Joyce White	21.39	
6455-000	Mileage - Staff	11/5/14	Mary Haney	38.64	
6455-000	Mileage - Staff	11/6/14	Megan Krueger	44.80	
6455-000	Mileage - Staff	11/6/14	Rebecca Bentley	35.84	
6455-000	Mileage - Staff	11/10/14	Sheila Capistran	40.32	
6455-000	Mileage - Staff	11/12/14	Kirsten Bates	24.08	
6455-000	Mileage - Staff	11/12/14	Joyce White	21.39	
6455-000	Mileage - Staff	11/12/14	Jill Rose	24.64	
6455-000	Mileage - Staff	11/12/14	Tammi Jalowiec	22.40	
6455-000	Mileage - Staff	11/12/14	Constance Mital-Herold	24.08	
6455-000	Mileage - Staff	11/12/14	Joy Becker	24.08	
6455-000	Mileage - Staff	11/12/14	Sheila Capistran	47.04	
6455-000	Mileage - Staff	11/12/14	Molly Jones	47.04	
6455-000	Mileage - Staff	11/12/14	Marilyn Eaves	29.12	
6455-000	Mileage - Staff	11/13/14	Amy Nelson	8.96	
6455-000	Mileage - Staff	11/13/14	Jean Varholdt	29.12	
6455-000	Mileage - Staff	11/13/14	Rebecca Bentley	35.84	
6455-000	Mileage - Staff	11/14/14	Dennis Jacobs	30.80	
6455-000	Mileage - Staff	11/14/14	Mary Haney	89.04	
		11/17/14		40.88	
6455-000	Mileage - Staff	11/18/14	Julie Malmanger	40.88	
6455-000	Mileage - Staff	11/18/14	Rebecca Bentley	35.84	
6455-000	Mileage - Staff	11/19/14	Joyce White	21.39	
6455-000	Mileage - Staff	11/19/14	Mary Haney	49.84	
6455-000	Mileage - Staff	11/19/14	Joyce Christine Boike	77.28	
6455-000	Mileage - Staff	11/20/14	Rebecca Bentley	35.84	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	11/20/14	Joyce Christine Boike	19.04	
6455-000	Mileage - Staff	11/21/14	Joyce White	58.02	
6455-000	Mileage - Staff	11/24/14	Mary Haney	11.76	
6455-000	Mileage - Staff	11/25/14	Rebecca Bentley	35.84	
6455-000	Mileage - Staff	11/25/14	Candace Osborn	47.04	
6455-000	Mileage - Staff	11/25/14	Joyce Christine Boike	38.64	
6455-000	Mileage - Staff	11/26/14	Joyce White	21.39	
6455-000	Mileage - Staff	11/26/14	Erin Gunderson	49.84	
6455-000	Mileage - Staff	11/28/14	Jill Rose	24.64	
6455-000	Mileage - Staff			1,725.02	
6470-000	Board Expenses	11/12/14	Cardmember Service	71.88	
6470-000	Board Expenses	11/20/14	PJ Operations	77.25	
6470-000	Board Expenses	11/26/14	Purchase Advantage Card	8.98	
6470-000	Board Expenses			158.11	
6480-000	Staff Training	11/1/14	Mary Haney	49.84	
6480-000	Staff Training	11/7/14	Jean Varholdt	29.12	
6480-000	Staff Training	11/12/14	Cardmember Service	834.94	
6480-000	Staff Training	11/24/14	PJ Operations	15.75	
6480-000	Staff Training			929.65	
6482-000	Conf/Meeting - Miscellaneous	11/12/14	Cardmember Service	163.71	
6482-000	Conf/Meeting - Miscellaneous			163.71	
6484-000	Conf/Meeting - System Directo	11/12/14	Cardmember Service	1,096.19	
6484-000	Conf/Meeting - System Directo			1,096.19	
6485-000	Conf/Meeting - MLA	11/12/14	Cardmember Service	441.44	
6485-000	Conf/Meeting - MLA			441.44	
6500-000	Van - Gasoline	11/6/14	Cenex Fleetcard	149.10	
6500-000	Van - Gasoline			149.10	
6505-000	Van - Repairs & Maintenance	11/5/14	Duggan's Auto Service Center	86.13	
6505-000	Van - Repairs & Maintenance			86.13	
6602-000	Materials - Juvenile Fiction	11/3/14	Baker & Taylor	39.56	
		11/3/14		46.62	
		11/3/14		321.50	
		11/3/14		260.84	
		11/3/14		71.16	
		11/3/14		26.09	
		11/4/14		23.38	
		11/4/14		360.27	
		11/4/14		236.23	
		11/7/14		109.32	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/10/14		52.16	
		11/11/14		77.17	
		11/11/14		237.87	
6602-000	Materials - Juvenile Fiction	11/12/14	Cherry Lake/Sleeping Bear Pres	67.91	
6602-000	Materials - Juvenile Fiction	11/12/14	Baker & Taylor	85.36	
		11/12/14		22.65	
		11/13/14		43.46	
		11/13/14		30.22	
6602-000	Materials - Juvenile Fiction	11/14/14	Abdo-Spotlight-Magic Wagon	982.15	
6602-000	Materials - Juvenile Fiction	11/14/14	Baker & Taylor	30.48	
		11/18/14		6.64	
6602-000	Materials - Juvenile Fiction	11/19/14	Abdo-Spotlight-Magic Wagon	67.80	
6602-000	Materials - Juvenile Fiction	11/19/14	Baker & Taylor	43.88	
		11/21/14		156.66	
		11/21/14		105.40	
		11/24/14		63.10	
6602-000	Materials - Juvenile Fiction	11/25/14	GEGRB/Amazon	37.44	
6602-000	Materials - Juvenile Fiction	11/25/14	Capstone Press, Inc.	2,081.69	
6602-000	Materials - Juvenile Fiction			5,687.01	
6604-000	Materials - Juvenile Non-Fict	11/3/14	Baker & Taylor	120.56	
		11/3/14		118.02	
		11/3/14		216.32	
		11/4/14		40.56	
		11/7/14		54.22	
6604-000	Materials - Juvenile Non-Fict	11/13/14	Abdo-Spotlight-Magic Wagon	2,070.80	
6604-000	Materials - Juvenile Non-Fict	11/13/14	Baker & Taylor	136.58	
		11/13/14		66.30	
6604-000	Materials - Juvenile Non-Fict	11/25/14	Capstone Press, Inc.	777.62	
6604-000	Materials - Juvenile Non-Fict			3,600.98	
6605-000	Materials - Juvenile DVD	11/13/14	Baker & Taylor	337.47	
		11/19/14		31.04	
6605-000	Materials - Juvenile DVD	11/25/14	GEGRB/Amazon	425.93	
6605-000	Materials - Juvenile DVD			794.44	
6606-000	Materials - Juvenile Talk Book	11/7/14	Random House, LLC.	44.92	
6606-000	Materials - Juvenile Talk Book	11/12/14	Recorded Books, LLC.	62.36	
		11/14/14		53.98	
		11/25/14		73.47	
		11/25/14		54.98	
6606-000	Materials - Juvenile Talk Book			289.71	
6610-000	Materials - Adult Fiction	11/3/14	Baker & Taylor	109.88	
		11/3/14		52.08	
		11/3/14		635.81	
		11/4/14		191.94	
		11/4/14		31.34	
		11/4/14		80.68	
		11/4/14		79.54	
		11/5/14		74.84	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/5/14		288.79	
		11/5/14		65.00	
		11/5/14		363.35	
		11/7/14		60.56	
		11/7/14		65.00	
		11/7/14		435.11	
		11/13/14		163.06	
		11/13/14		17.36	
		11/14/14		78.42	
		11/18/14		140.91	
		11/18/14		50.36	
		11/19/14		9.76	
		11/20/14		165.28	
		11/21/14		267.41	
		11/21/14		219.74	
		11/21/14		54.62	
		11/24/14		383.25	
		11/24/14		70.14	
6610-000	Materials - Adult Fiction	11/25/14	GECRB/Amazon	161.45	
6610-000	Materials - Adult Fiction			4,315.68	
6612-000	Materials - Adult Non-Fiction	11/3/14	Baker & Taylor	521.03	
		11/4/14		481.43	
		11/5/14		29.15	
		11/5/14		17.98	
		11/5/14		4.15	
		11/5/14		577.26	
		11/5/14		282.37	
		11/10/14		455.09	
		11/17/14		142.60	
		11/20/14		541.77	
		11/20/14		122.81	
		11/24/14		757.43	
6612-000	Materials - Adult Non-Fiction			3,933.07	
6614-000	Materials - Adult Large Print	11/10/14	Cengage Learning Inc.	0.10	
6614-000	Materials - Adult Large Print	11/13/14	Baker & Taylor	22.08	
		11/19/14		57.58	
6614-000	Materials - Adult Large Print			79.76	
6616-000	Materials - Adult DVD	11/5/14	Baker & Taylor	104.50	
		11/11/14		151.31	
		11/13/14		388.16	
		11/13/14		112.68	
		11/13/14		384.76	
		11/19/14		38.18	
		11/20/14		276.38	
6616-000	Materials - Adult DVD	11/25/14	GECRB/Amazon	2,170.59	
6616-000	Materials - Adult DVD	11/28/14	Baker & Taylor	153.91	
		11/28/14		38.18	
6616-000	Materials - Adult DVD			3,818.65	
6618-000	Materials - Adult Talking Book	11/3/14	Recorded Books, LLC.	1,144.40	
		11/4/14		115.80	
		11/4/14		83.25	
		11/12/14		74.25	
		11/14/14		22.19	
6618-000	Materials - Adult Talking Book	11/14/14	Random House, LLC.	52.50	
		11/17/14		70.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6618-000	Materials - Adult Talking Book	11/18/14	Recorded Books, LLC.	1,061.20	
6618-000	Materials - Adult Talking Book	11/19/14	Random House, LLC.	5.00	
6618-000	Materials - Adult Talking Book	11/25/14	Recorded Books, LLC.	63.98	
		11/25/14		356.25	
6618-000	Materials - Adult Talking Book			3,048.82	
6630-000	Materials - Express Collection	11/3/14	Baker & Taylor	52.08	
		11/4/14		80.68	
		11/5/14		65.00	
		11/7/14		65.00	
		11/13/14		163.06	
6630-000	Materials - Express Collection			425.82	
6640-000	Materials - Music	11/25/14	GEGRB/Amazon	315.14	
6640-000	Materials - Music			315.14	
6650-000	Materials - Reference	11/26/14	Infogroup	323.00	
6650-000	Materials - Reference			323.00	
6670-000	Materials - Digital - e-Books	11/4/14	Overdrive, Inc.	533.86	
		11/4/14		700.88	
		11/17/14		545.81	
		11/17/14		323.83	
		11/17/14		1.99	
		11/20/14		466.97	
		11/20/14		773.18	
6670-000	Materials - Digital - e-Books			3,346.52	
6675-000	Materials - Digital - e-Audio	11/4/14	Overdrive, Inc.	246.01	
		11/20/14		76.00	
6675-000	Materials - Digital - e-Audio			322.01	
6690-000	Materials - Periodicals	11/6/14	FM News	618.51	
6690-000	Materials - Periodicals	11/30/14	McIntosh Times	25.00	
6690-000	Materials - Periodicals			643.51	
6800-000	Miscellaneous Expense	11/12/14	Cardmember Service	7.00	
6800-000	Miscellaneous Expense			7.00	
7120-000	Telecom/E-rate Expenses	11/1/14	702 Communications	85.00	
7120-000	Telecom/E-rate Expenses	11/7/14	Zones, Inc.	11,615.01	
7120-000	Telecom/E-rate Expenses			11,700.01	
7200-000	Legacy - Expense (1099)	11/1/14	HPR, LLC	119.00	
7200-000	Legacy - Expense (1099)	11/1/14	Daily News / News Monitor	57.45	
		11/1/14		57.45	
7200-000	Legacy - Expense (1099)	11/1/14	Detroit Lakes Newspapers	54.00	
		11/1/14		64.00	
		11/1/14		54.00	
7200-000	Legacy - Expense (1099)	11/2/14	Crookston Daily Times	87.30	
		11/2/14		235.10	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/2/14		87.80	
		11/2/14		87.30	
7200-000	Legacy - Expense (1099)	11/5/14	Erin M. Hart	1,700.00	
7200-000	Legacy - Expense (1099)	11/5/14	Richards Publishing Company, I	35.00	
7200-000	Legacy - Expense (1099)	11/10/14	TVOC-Transportation	609.00	
7200-000	Legacy - Expense (1099)	11/12/14	Cardmember Service	20.00	
		11/12/14		20.00	
		11/12/14		39.03	
		11/12/14		25.00	
		11/12/14		14.57	
		11/12/14		8.66	
7200-000	Legacy - Expense (1099)	11/14/14	Paul C. Imholte	3,150.00	
7200-000	Legacy - Expense (1099)	11/26/14	Norman County Index	60.00	
7200-000	Legacy - Expense (1099)	11/28/14	The 13 Towns	107.10	
7200-000	Legacy - Expense (1099)	11/30/14	Charlene Hudgins	84.00	
		11/30/14		12.00	
		11/30/14		12.00	
		11/30/14		12.00	
		11/30/14		78.00	
		11/30/14		84.00	
		11/30/14		90.00	
		11/30/14		12.00	
		11/30/14		78.00	
		11/30/14		114.00	
7200-000	Legacy - Expense (1099)	11/30/14	Minnesota Historical Society	1,800.00	
7200-000	Legacy - Expense (1099)	11/30/14	Farmers Publishing Company	42.00	
7200-000	Legacy - Expense (1099)	11/30/14	Daily News / News Monitor	2.25	
		11/30/14		2.25	
7200-000	Legacy - Expense (1099)	11/30/14	Detroit Lakes Newspapers	128.00	
7200-000	Legacy - Expense (1099)	11/30/14	The Shopper	50.00	
7200-000	Legacy - Expense (1099)	11/30/14	Crookston Daily Times	220.50	
7200-000	Legacy - Expense (1099)			9,512.76	
7205-000	Legacy - Exp Reimbursement	11/5/14	Erin M. Hart	349.59	
7205-000	Legacy - Exp Reimbursement	11/14/14	Paul C. Imholte	178.05	
7205-000	Legacy - Exp Reimbursement			527.64	
7210-000	Legacy - Materials - Print	11/25/14	GECRB/Amazon	42.96	
7210-000	Legacy - Materials - Print			42.96	
8000-011	Donation - Misc Exp - LM	11/25/14	GECRB/Amazon	37.90	
8000-011	Donation - Misc Exp - LM			37.90	
8000-012	Donation - Misc Exp - LV	11/25/14	GECRB/Amazon		99.77
8000-012	Donation - Misc Exp - LV				99.77
8000-051	Donation - Misc Exp - LC	11/7/14	DEMCO	17.54	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Nov 1, 2014 to Nov 30, 2014

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-051	Donation - Misc Exp - LC			17.54	
8100-000	Donation - Materials - RO	11/4/14	Overdrive, Inc.	75.00	
		11/4/14		59.97	
		11/4/14		47.99	
		11/4/14		143.85	
		11/17/14		3.99	
		11/17/14		4.99	
		11/17/14		113.90	
		11/20/14		223.01	
		11/20/14		235.74	
8100-000	Donation - Materials - RO			908.44	
8100-011	Donation - Materials - LM	11/10/14	Cengage Learning Inc.	111.44	
8100-011	Donation - Materials - LM			111.44	
8100-013	Donation - Materials - LH	11/5/14	Baker & Taylor	25.00	
		11/5/14		60.37	
		11/5/14		55.00	
8100-013	Donation - Materials - LH			140.37	
8100-021	Donation - Materials - LG	11/3/14	Baker & Taylor	39.85	
8100-021	Donation - Materials - LG			39.85	
8100-051	Donation - Materials - LC	11/10/14	Baker & Taylor	20.13	
8100-051	Donation - Materials - LC	11/25/14	GECRB/Amazon	50.00	
8100-051	Donation - Materials - LC			70.13	
8500-052	Furn & Equip - Climax	11/10/14	Stennes Funeral Home	50.00	
8500-052	Furn & Equip - Climax			50.00	
8600-000	Software & Hardware Upgrade	11/13/14	PCM Sales, Inc.	339.67	
8600-000	Software & Hardware Upgrade			339.67	
9630-200	Cell Phone - Joint Automation	11/12/14	Cardmember Service	17.25	
9630-200	Cell Phone - Joint Automation			17.25	
9700-200	Miscellaneous Expense - JA	11/12/14	Cardmember Service	12.50	
9700-200	Miscellaneous Expense - JA			12.50	