

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Thursday, September 17, 2015

5:30 p.m.

Moorhead Public Library

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, or locally at (218) 233-3757, ext 127. Or, send Liz an email at lynchl@larl.org.

AGENDA

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

- 5:40 **2. MINUTES OF THE JUNE 18, 2015 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the June 18, 2015 Full Board Meeting Minutes as presented.

- 5:45 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)
- a. Report of Results Accomplished for State FY2015 RLBSS Funds
 (Available for review at meeting)

Recommended Motion: Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2015 Regional Library Basic System Support (RLBSS) Grant.

- 6:10 **4. DIRECTOR'S REPORT** - Lynch
 Enclosed (Page 11)
- a. Behavior Policy/Code of Conduct Policy
 Enclosed (Page 13 & 14)

Recommended Motion: Move that the Lake Agassiz Regional Library Behavior Policy be retracted. LARL going forward will follow the Library Code of Conduct Policy.

6:20 5. **NOMINATIONS COMMITTEE, Call for Nominations - Geray**

6:30 6. **BOARD MEMBER REPORTS:**

Becker County – Paul Bursik, Ben Grimsley

Breckenridge – Evie Fox

Clay County/Barnesville/Hawley – Wayne Ingersoll

Clearwater County/Bagley – John Nelson/Arlen Syverson

Crookston – Clayton Briggs

Detroit Lakes – Marlys Douglas

Mahnomen – Open

Mahnomen County – David Geray

Moorhead – Mari Dailey, Lauri Winterfeldt, Open

Norman County/Ada – Lee Ann Hall

Polk County/Climax/Fertile/Fosston/McIntosh – Craig Buness

Wilkin County – Bob Perry

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

Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:50 7. **PRESIDENT'S REPORT** – President Bursik

6:55 8. **OTHER**

7:00 9. **ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – August 2015 (page 15 – digital packet only, print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

LARL All Staff Day, October 12, 10:00am-3:30pm

Moorhead Public Library

Executive Committee Meeting, October 15, 5:30pm

Moorhead Public Library, lower level

Full Board Meeting, November 19, 5:30pm - Nominations

Moorhead Public Library, lower level

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 18, 2015 at the Detroit Lakes Public Library. President Bursik called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Buess, Bursik (*President*), Douglas, Fox, Grimsley, Hall, Perry, Schoenborn, Winterfeldt

Board Members Absent: Dailey, Geray, Ingersoll, Nelson, 1 open position

Others Present: Lynch, Sprynczynatyk, Arlen Syverson – Clearwater County (alternate for John Nelson)

Detroit Lakes Library Director, Mary Haney introduced the Detroit Lakes Library staff. Mary then discussed the Detroit Lakes Library and the statue that is being made for the library. One-third of the statue will be funded with LARL's Arts and Cultural Heritage Funds, the remaining will be funded by the Detroit Lakes Library Foundation.

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MAY 21, 2015 FULL BOARD MEETING.

(Perry/Grimsley) Move to approve the Minutes of the May 21, 2015 Full Board as presented. MCU.

FINANCIAL REPORT

With 41.67% of 2015 complete, LARL has spent 40.17% of budgeted expenses. Expenses are closely following budget. The Materials expense category at 49.72% of budget appears high, but is following prior years where fewer materials were purchased at the end of the year.

(over)

Minutes of the June 18, 2015 Full Board Meeting – Page 2

REPORT OF THE FINANCE COMMITTEE

(Buness/Briggs) Move to approve the application for State FY2016 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee. MCU.

Sprynczynatyk discussed that no changes were made to the budget from draft #2 to draft #3. At this time there are two large items that could change before the budget becomes final, Regional Library Basic System Support (RLBSS) and health insurance premium, both of which should be known in August.

(Winterfeldt/Schoenborn) Move to approve the 2016 Preliminary Budget – Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

DIRECTOR'S REPORT

Lynch discussed that LARL is working on replacing computers around the region. Cargill has donated \$2,500 to help with computer replacement in Breckenridge. The FM Area Foundation has donated \$4,000 to help with computer replacement in Moorhead. A request has been made for funding for computers in Fertile. Grants will be pursued for Detroit Lakes and Crookston as well as for other locations.

Lynch discussed that LARL is working daily on making progress on the Strategic Plan.

BOARD MEMBER REPORTS:

Becker County (Bursik, Grimsley)
No Report.

Breckenridge (Fox)
Mini Free Libraries are being started around Wahpeton.

Clay County (Ingersoll-absent)
No Report.

Clearwater County (Syverson)
Syverson discussed the Gonvick LINK Site and the community support for their small location.

Crookston (Briggs)
No Report.

Detroit Lakes (Douglas)
Douglas reminded the Board that Loraine Snelling will be at the Detroit Lakes Library in July.

(continued on next page)

Minutes of the June 18, 2015 Full Board Meeting – Page 3

City of Mahanomen (Schoenborn)

The local paper is giving great coverage on the events happening at the library.

Mahanomen County (Geray-absent)

No report

Moorhead (Dailey-absent, Winterfeldt, 1 open position)

Winterfeldt discussed the \$20,000 grant Moorhead received to remodel the public meeting rooms.

Norman County/Ada (Hall)

The Library events were on the front page of the Norman County Index.

Polk County (Buness)

Buness was able to stop in the Bagley Library recently.

Wilkin County (Perry)

No report

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

No report

Northern Lights Library Network (Ingersoll-absent)

Bursik reported on behalf of Ingersoll that NLLN recently had their annual meeting. Everything is going well with Northern Lights Library Network.

PRESIDENT'S REPORT

No report

OTHER

Buness expressed that he is pleased that LARL is looking for outside sources of funding for computer replacements.

The meeting adjourned at 6:05 p.m.

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**Lake Agassiz Regional Library
2015 Board Meeting Attendance Schedule**

An "X" indicates the board member (or alternate) attended the meeting

	January	March	May	June	September	November
Becker County						
Bursik	x	x	x	x		
Grimsley	x	x	x	x		
Breckenridge						
Fox	x	x	x	x		
Clay County						
Ingersoll	x	x	x			
Clearwater County						
Nelson	x		x	x		
Crookston						
Briggs		x	x	x		
Detroit Lakes						
Douglas			x	x		
Mahnomen						
Schoenborn		x		x		
Mahnomen County						
Geray	x	x				
Moorhead						
Dailey		x	x			
Lake	x	x				
Winterfeldt	x	x		x		
Norman County						
Hall	x	x	x	x		
Polk County						
Buness		x	x	x		
Wilkin County						
Perry	x	x	x	x		

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 2015

66.67%

	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	\$ 263,328.75	\$ 351,105.00	87,776.25	75.00
Detroit Lakes	0.00	160,721.25	214,295.00	53,573.75	75.00
Clay County	0.00	201,776.25	269,035.00	67,258.75	75.00
Moorhead	0.00	531,120.00	708,160.00	177,040.00	75.00
Clearwater County	0.00	70,008.75	93,345.00	23,336.25	75.00
Mahnomen County	0.00	29,591.25	39,455.00	9,863.75	75.00
Mahnomen	0.00	14,002.50	18,670.00	4,667.50	75.00
Norman County	0.00	67,601.25	90,135.00	22,533.75	75.00
Polk County	0.00	184,537.50	246,050.00	61,512.50	75.00
Crookston	0.00	159,570.00	212,760.00	53,190.00	75.00
Wilkin County	0.00	38,066.25	50,755.00	12,688.75	75.00
Breckenridge	0.00	63,885.00	85,180.00	21,295.00	75.00
Total Signatory Funding	0.00	1,784,208.75	2,378,945.00	594,736.25	75.00
Grants					
Basic Support - MN (RLBSS)	0.00	245,690.08	491,380.00	245,689.92	50.00
Reg Library Telecom Aid (RLTA)	0.00	42,934.73	103,000.00	60,065.27	41.68
Total Grants	0.00	288,624.81	594,380.00	305,755.19	48.56
Miscellaneous Revenue					
Service Charge Revenue	1,161.50	8,528.84	20,000.00	11,471.16	42.64
Printing Revenue	1,911.70	13,048.04	17,000.00	3,951.96	76.75
Fax Revenue	746.80	4,917.69	6,500.00	1,582.31	75.66
Microfilm Revenue	7.20	37.23	100.00	62.77	37.23
Photocopy Revenue	525.97	4,691.76	7,000.00	2,308.24	67.03
Book/Furniture Sale Revenue	745.45	6,421.17	0.00	(6,421.17)	0.00
Interest Income	21,258.03	32,112.39	20,000.00	(12,112.39)	160.56
Dividends/Capital Credit Inc.	0.00	544.53	0.00	(544.53)	0.00
Invest Earn - Change in Value	(15,291.70)	(35,844.27)	0.00	35,844.27	0.00
Lost/Damaged Property	729.03	2,949.02	6,600.00	3,650.98	44.68
Other Income	15.00	163.96	0.00	(163.96)	0.00
Total Miscellaneous Revenue	11,808.98	37,570.36	77,200.00	39,629.64	48.67
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	45,900.30	61,200.00	15,299.70	75.00
Northern Lights Libr. Network	0.00	25,000.00	0.00	(25,000.00)	0.00
MNLink Server Site Payments	293.94	2,351.52	0.00	(2,351.52)	0.00
Total Joint Automation Revenue	293.94	73,251.82	61,200.00	(12,051.82)	119.69
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	12,102.92	2,183,655.74	3,180,121.00	996,465.26	68.67
General Fund Expenditures					
Personnel Expenses					
Salaries - Employees FT/PT	127,258.20	1,008,365.97	1,559,240.00	550,874.03	64.67
Salaries - Substitutes	4,587.29	25,985.89	35,000.00	9,014.11	74.25
Payroll Taxes - Employer	9,960.33	78,186.11	121,960.00	43,773.89	64.11
Retirement - PERA - Employer	9,703.43	73,349.39	116,840.00	43,490.61	62.78
Health Insurance	21,528.15	163,203.43	273,790.00	110,586.57	59.61
Life Insurance - Employer Paid	162.75	1,314.84	2,010.00	695.16	65.41
Workers Compensation Insurance	342.79	2,742.32	4,070.00	1,327.68	67.38
Other Employee Benefits	(370.00)	505.00	1,500.00	995.00	33.67
Total Personnel	173,172.94	1,353,652.95	2,114,410.00	760,757.05	64.02
Automation/Cataloging					
Automation	15,598.91	127,378.81	194,506.00	67,127.19	65.49
OCLC/Minitex	866.41	7,017.10	12,000.00	4,982.90	58.48
Supplies - Computer	258.33	3,807.33	4,500.00	692.67	84.61
Supplies - Technical Services	140.40	4,447.81	8,000.00	3,552.19	55.60
Total Automation/Cataloging	16,864.05	142,651.05	219,006.00	76,354.95	65.14

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	105.85	1,686.95	3,400.00	1,713.05	49.62
Programming - Summer Reading	4.33	7,758.94	8,000.00	241.06	96.99
Programming - Adult	0.00	10.34	3,000.00	2,989.66	0.34
Total Library Programming	110.18	9,456.23	14,400.00	4,943.77	65.67
Staff Development					
Staff Training & Development	369.92	4,083.63	19,000.00	14,916.37	21.49
Total Staff Development	369.92	4,083.63	19,000.00	14,916.37	21.49
Mileage/Board Meeting Expense					
Mileage - Staff	1,555.32	13,404.81	21,500.00	8,095.19	62.35
Regional Board Meetings	219.87	3,445.74	7,750.00	4,304.26	44.46
Total Mileage/Board Meeting Expenses	1,775.19	16,850.55	29,250.00	12,399.45	57.61
Other Expenses					
Accounting/Bank Fees	390.58	11,011.93	12,250.00	1,238.07	89.89
Attorney Fees	0.00	825.00	5,000.00	4,175.00	16.50
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,324.61	46,563.66	73,280.00	26,716.34	63.54
Director's Discretionary	0.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,278.59	10,621.78	15,875.00	5,253.22	66.91
Lease - Regional Office Rent	1,666.66	13,333.35	20,000.00	6,666.65	66.67
Leases - Equipment	606.86	5,675.56	8,950.00	3,274.44	63.41
Maintenance Contracts	1,797.84	9,143.78	13,200.00	4,056.22	69.27
Mailing - Click2Mail	314.48	2,013.76	4,000.00	1,986.24	50.34
Materials Recovery/Collections	170.05	1,217.20	3,200.00	1,982.80	38.04
Memberships	135.00	450.00	1,200.00	750.00	37.50
Minnesota Director's Fund	2,118.00	2,118.00	2,750.00	632.00	77.02
Miscellaneous Expense	0.00	509.49	3,000.00	2,490.51	16.98
PIO: Printing/Advertising	1,464.00	4,879.51	16,400.00	11,520.49	29.75
Postage	652.93	1,540.18	4,250.00	2,709.82	36.24
Recruitment	300.80	2,705.68	9,000.00	6,294.32	30.06
Repairs - Equipment	0.00	2,087.65	2,500.00	412.35	83.51
Supplies - Copier/Fax/Microfilm	0.00	292.39	2,000.00	1,707.61	14.62
Supplies - Office	172.65	5,421.12	10,000.00	4,578.88	54.21
Supplies - Public Services	497.14	3,330.41	6,000.00	2,669.59	55.51
Telephone/Telecom	965.84	7,796.79	18,000.00	10,203.21	43.32
Total Other Operating Expenses	17,856.03	134,037.24	235,355.00	101,317.76	56.95
Regional Library Telecom Aid (RLTA)	0.00	42,934.73	103,000.00	60,065.27	41.68
Transportation					
Van Expenses	716.83	2,470.63	5,650.00	3,179.37	43.73
Total Transportation	716.83	2,470.63	5,650.00	3,179.37	43.73
Materials					
Adult	14,653.86	130,694.12	185,950.00	55,255.88	70.28
Digital Collection - e-Books	4,775.26	22,597.68	31,000.00	8,402.32	72.90
Digital Collection - e-Audio	1,039.94	4,563.13	9,000.00	4,436.87	50.70
Express Collection	574.25	4,004.49	10,000.00	5,995.51	40.04
Juvenile	5,327.27	52,341.11	76,250.00	23,908.89	68.64
Music	0.00	1,101.89	3,500.00	2,398.11	31.48
Online Databases	2,105.90	18,869.42	30,000.00	11,130.58	62.90
Periodicals	1,867.68	20,720.86	24,100.00	3,379.14	85.98
Reference	297.33	2,294.85	3,500.00	1,205.15	65.57
Total Materials	30,641.49	257,187.55	373,300.00	116,112.45	68.90
Capital Expenditures					
Furniture & Equipment	0.00	688.71	10,500.00	9,811.29	6.56
Software & Hardware Upgrades	(2,506.85)	18,406.68	40,000.00	21,593.32	46.02
Total Capital Expenditures	(2,506.85)	19,095.39	50,500.00	31,404.61	37.81
Capital Fund Accounts					
Automation System - Shared NWRL	1,104.16	8,833.29	13,250.00	4,416.71	66.67
Van Replacement	250.00	2,000.00	3,000.00	1,000.00	66.67
Total Capital Fund Accounts	1,354.16	10,833.29	16,250.00	5,416.71	66.67
Total General Fund Expenditures	240,353.94	1,993,253.24	3,180,121.00	1,186,867.76	62.68
General Fund Revenue Over Expenditures	\$ (228,251.02)	\$ 190,402.50	\$ 0.00	(190,402.50)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 2015

	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	\$ 7,250.35	\$ 20,090.12	\$ 0.00	(20,090.12)	0.00
Endowment Revenue	0.00	660.00	0.00	(660.00)	0.00
Telecom/E-rate Funds	48.10	12,187.80	0.00	(12,187.80)	0.00
Legacy Grant Revenue	3,977.19	71,084.05	0.00	(71,084.05)	0.00
Miscellaneous Grants	0.00	24,000.00	0.00	(24,000.00)	0.00
LSTA Grant	3,665.97	3,665.97	0.00	(3,665.97)	0.00
Total Special Projects Revenue	14,941.61	131,687.94	0.00	(131,687.94)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials	645.44	4,649.27	0.00	(4,649.27)	0.00
Donations - Miscellaneous	799.45	2,551.57	0.00	(2,551.57)	0.00
Legacy Grant Expense	3,977.19	71,084.04	0.00	(71,084.04)	0.00
Telecom/E-rate Expenses	48.10	12,187.80	0.00	(12,187.80)	0.00
LSTA Grant Expenses	410.83	6,645.77	0.00	(6,645.77)	0.00
Projects from Designated Funds:					
<i>Total Special Projects Miscellaneous</i>	<i>5,881.01</i>	<i>97,118.45</i>	<i>0.00</i>	<i>(97,118.45)</i>	<i>0.00</i>
<i>Special Projects Capital</i>					
Donations - Furniture & Equipm	8,177.95	17,584.23	0.00	(17,584.23)	0.00
Projects from Designated Funds:					
Desig Funds - Joint Automation	0.00	52,546.47	0.00	(52,546.47)	0.00
<i>Total Special Projects Capital</i>	<i>8,177.95</i>	<i>70,130.70</i>	<i>0.00</i>	<i>(70,130.70)</i>	<i>0.00</i>
Total Special Projects Expenditures	14,058.96	167,249.15	0.00	(167,249.15)	0.00
Special Proj Rev Over (Under) Expend	\$ 882.65	\$ (35,561.21)	\$ 0.00	35,561.21	0.00
GRAND TOTAL REVENUE	27,044.53	2,315,343.68	3,180,121.00	864,777.32	72.81
GRAND TOTAL EXPENDITURES	254,412.90	2,160,502.39	3,180,121.00	1,019,618.61	67.94
CHANGE IN FUND BALANCE	\$ (227,368.37)	\$ 154,841.29	\$ 0.00	(154,841.29)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
August 31, 2015**

10

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 9,202.10	5,552.43	3,649.67
Cash - Payroll (State Bank)	622.79	673.80	(51.01)
Cash - PayPal	137.17	0.00	137.17
Cash - Savings (State Bank)	766,479.16	538,822.00	227,657.16
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,112,773.74	1,106,930.68	5,843.06
Accounts Receivable	3,192.19	440,875.99	(437,683.80)
Prepaid Expenses	81,553.14	94,357.71	(12,804.57)
Deposit Account - OCLC	4,978.73	837.07	4,141.66
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(1,913.77)	(1,913.77)	0.00
Equipment and Fixtures	388,199.21	388,199.21	0.00
Accum Depr - Equip & Fixtures	(365,581.18)	(365,581.18)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,165.47)	(209,165.47)	0.00
Endowment Funds	59,539.11	59,539.11	0.00
Amount Provided - LTD	6,818.92	6,818.92	0.00
Total Assets	\$ 2,079,705.68	2,288,816.34	(209,110.66)
LIABILITIES			
Accounts Payable	\$ 33,756.18	11,974.61	21,781.57
Accrued Salaries Payable	69,911.29	69,911.29	0.00
Accrued Sick Leave Payable	6,818.92	6,818.92	0.00
Accrued Vacation Payable	30,960.78	30,960.78	0.00
Payroll Tax Payable - ND	634.00	312.00	322.00
Life Insurance Payable	(16.00)	0.00	(16.00)
Dental Insurance Payable	(12.83)	(12.17)	(0.66)
Vision Insurance Payable	(29.35)	(4.41)	(24.94)
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	(1,062.66)	297.22	(1,359.88)
Flexible Spending - Dep Care	1,333.28	916.62	416.66
Sales Tax Payable	366.68	147.29	219.39
Deferred Revenue	355,073.01	359,507.60	(4,434.59)
Total Liabilities	498,024.01	481,120.46	16,903.55
FUND BALANCES			
Fund Balance - Unreserved	72,519.35	72,519.35	0.00
Fund Bal. - Operating Reserve	986,000.00	986,000.00	0.00
Fund Bal. - Employee Severance	15,500.00	15,500.00	0.00
Fund Bal. - Unemployment Comp.	38,000.00	38,000.00	0.00
Fund Bal. - Van Replacement	11,000.00	10,750.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	9,000.00	9,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. -LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Staffing/Reorg.	37,000.00	37,000.00	0.00
Fund Bal. - Joint Automation	111,500.00	111,500.00	0.00
Fund Bal. - III Software Upgrd	8,833.29	7,729.13	1,104.16
Investment in Gen. Fixed Asset	33,948.63	33,948.63	0.00
Reserve for Endowments	59,539.11	59,539.11	0.00
Change in Fund Balance	154,841.29	382,209.66	(227,368.37)
Total Fund Balances	1,581,681.67	1,807,695.88	(226,014.21)
Total Liabilities & Fund Balanc	\$ 2,079,705.68	2,288,816.34	(209,110.66)



Monthly Report to the Board

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Meeting Date: September 17, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Executive Committee Meeting, Aug. 20; White Earth Library Open House and Meeting at First National Bank Mahnomon, Aug. 21; Collection Management in Bagley, Aug. 24; L3 Mentoring Meeting, Aug. 26; Meeting with the Crookston Times Reporter and Meeting with the Crookston City Council, Aug. 31; MN Legislative Meeting, Sept. 2; CRPLSA Meeting, Sept. 3; Meeting with Kristi Harms, Director of NWRL, Sept. 4; Sculpture Unveiling in Detroit Lakes, Sept. 10.

Staff/Staffing

Welcome to Marlys Winkels and Darlene Rose, Rothsay LINK Site Substitutes. We look forward to Marlys and Darlene's transition from volunteer to substitute.

Open Positions

- Library Assistant (25 hours/week) – Fosston Public Library
- Library Associate I (Branch Librarian) – Barnesville Public Library
- Library Substitute – Barnesville Public Library
- Library Substitute – Hawley Public Library

Gifts, Grants, & Donations

8/11/2015	Northern Lights Library Network donation for eBooks and eAudiobooks.	5,000.00
8/18/2015	Patricia Staples donation to Detroit Lakes	100.00
8/28/2015	Yvonne Condell matching donation for Moorhead Meeting Room project in Moorhead.	100.00
9/2/2015	Liz Lynch matching donation for Moorhead Meeting Room project in Moorhead.	100.00
8/18/2015	Anonymous matching donation for Moorhead Meeting Room project in Moorhead.	32.80
8/25/2015	Oliver & Carol Sorenson donation to Ada in memory of Laurel Lee.	10.00
8/24/2015	Sandra Thimmesch donation to Crookston in memory of her mother, Pearl Goosen.	50.00
8/25/2015	Naomi Tauberman donation to Crookston	4.00
8/25/2015	Anonymous donation to Breckenridge.	7.00
8/25/2015	Anonymous donation to Bagley.	10.00
	Total	\$5,413.80

Grants

The Lake Agassiz Regional Library has received a \$250.00 grant from the First National Bank Mahnomen Fund. This funding will go towards computer replacement at the Mahnomen Public Library.

The Lake Agassiz Regional Library will receive a \$250.00 grant from the First National Bank Twin Valley Fund. This funding will go towards the recent replacement of a staff computer at the Twin Valley LINK Site.

Automation Update

The LARL/NWRL Automation migration is currently underway. Sharon Douglas, LARL Automation Coordinator and Josh Stompro, LARL IT Director are working with Equinox, a company that specializes in assisting public libraries transitioning from current automation systems to the Evergreen Open Source Software.

The first week of staff training will be offered on September 14, 15, 18, 21, and 24 in effort to introduce the new software to all 90 LARL employees. Additional hands-on training will occur on October 12 at the LARL Staff Day retreat in Moorhead. Staff Day is the one day of the year when all LARL Staff are invited to get together for a day of training and networking.

The official launch date of the Evergreen automation system is October 26, 2015.

Detroit Lakes Public Library Statue Unveiling

The Detroit Lakes Public Library unveiled the new statue, Once Upon a Time, by artist Hans Gilsdorf, on Thursday, September 10. The event was in conjunction with the ribbon cutting ceremony for the completion of the Washington Avenue construction project. Over 100 community members gathered to celebrate the unveiling.



LARL Board Meeting Schedule

October:

Executive Committee Meeting at the Moorhead Public Library on October 15 at 5:30 p.m.

November:

Full Board Meeting at the Moorhead Public Library on November 19 at 5:30 p.m.

December:

Executive Committee Meeting at the Moorhead Public Library on December 17 at 5:30 p.m.

BEHAVIOR POLICY

The Library is defined as the library building, its surrounding parking lot and sidewalks. The fixed library buildings and LINK Sites in the Lake Agassiz Regional Library are all covered under the purposes of this policy.

Essentially, behavior that disturbs other library users, threatens their safety, or prevents staff from providing service to other library users is unacceptable. Behavior or activities prohibited by federal or state statute, or local city or county ordinances are also prohibited. The local law enforcement agency shall be contacted to deal with offenders.

The following are guidelines for acceptable behavior in Lake Agassiz Regional Library branches; it is not intended to be an exhaustive list:

Shirt & shoes required.

No pets allowed unless designated as a necessary resource.

Cell phones and pagers may be used so long there is no disturbance to others. Audible ringers should be turned off.

No soliciting.

Adopted: LARL Board of Trustees, November 20, 2003.

Amended: LARL Board of Trustees, March 15, 2007.

LIBRARY CODE OF CONDUCT

The Lake Agassiz Regional Library encourages the public to use its facilities, materials and services to fulfill their educational, cultural, and recreational needs. To best serve all library users and staff, certain standards and rules of library behavior have been established. Behavior becomes unacceptable when it interferes with appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to library property. The Library is defined as the library building, its surrounding parking lot and sidewalks. The following is not intended to be an exhaustive list:

Rules of Conduct

- Any act or conduct in violation of federal, state, or local law, ordinance or regulations or library rules or policies is prohibited in any library facility.
- Behavior which may disturb others or interfere with their rights to use library facilities is prohibited, including, but not limited to: loud, repetitive, abusive, obscene or threatening language; loud conversations, running, shoving, fighting, physical or verbal harassment of staff or other customers; or offensive, pervasive odor that interferes with others' use of the library.
- Customers must maintain orderly and safe entry/exit of the library by not loitering in high traffic areas, doorways, aisles, and stairways.
- In acknowledgement of the Clean Indoor Air Act (Minnesota Statutes 144.412-147), smoking and tobacco use of any form is forbidden inside library buildings, and includes surrounding parking lots, sidewalks, and grounds.
- Audio/visual equipment, used with headphones and cell phones may be used in library facilities provided the equipment's volume or the speaker's voice level does not disturb others.
- Prior permission from the library director or designee is required prior to recording any sound or images on television equipment, tape, or film or on electronic or digital devices, such as cell phones, while on library property.
- Drinking alcoholic beverages on library property is prohibited.
- Proper attire, including shoes and shirts, is required at all times.
- Only those animals needed to assist a customer with a disability are allowed in library facilities.
- Use of sporting equipment is not allowed in any library facility.
- Failure to abide by the Library Code of Conduct may result in loss of library privileges.

Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be suspended or banned from the Library properties and/or prosecuted to the fullest extent of the law. Staff may tell any patron who has engaged in any inappropriate behavior in violation of this Code of Conduct to immediately leave the Library. Any person who has been told to leave the Library and refuses to leave will be considered to be trespassing resulting in notification of law enforcement.

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	8/1/15	Lakes Country Service Cooperat	16,755.50	
		8/1/15		1,359.00	
		8/1/15		1,812.00	
5120-000	Health Insurance			19,926.50	
6000-000	Supplies - Office	8/1/15	Office Depot	51.75	
6000-000	Supplies - Office	8/12/15	Big Kmart Store 7216	120.90	
6000-000	Supplies - Office			172.65	
6020-000	Supplies - Public Services	8/6/15	Total Imaging	323.00	
6020-000	Supplies - Public Services			323.00	
6040-000	Supplies - Computer	8/13/15	Newegg Business Inc.	74.99	
6040-000	Supplies - Computer	8/25/15	GEGRB/Amazon	109.80	
6040-000	Supplies - Computer			184.79	
6240-000	Maint Contr - Copiers	8/5/15	Metro Sales, Inc	1,573.97	
6240-000	Maint Contr - Copiers			1,573.97	
6300-000	Payroll Processing	8/11/15	Payroll Professionals, Inc.	121.80	
		8/26/15		126.00	
6300-000	Payroll Processing			247.80	
6330-000	Bank Fees	8/12/15	Cardmember Service	13.94	
6330-000	Bank Fees			13.94	
6350-000	Delivery Service - Courier	8/7/15	Northern Network Express	1,280.80	
		8/14/15		1,280.80	
		8/24/15		1,280.80	
		8/31/15		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	8/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	8/31/15	JobsHQ	300.80	
6380-000	Recruitment			300.80	
6400-000	Telephone	8/1/15	Halstad Telephone Company	29.13	
		8/1/15		76.52	
6400-000	Telephone	8/1/15	Rothsay Telephone Co	78.76	
6400-000	Telephone	8/1/15	CenturyLink	48.00	
6400-000	Telephone	8/1/15	Arvig	227.01	
6400-000	Telephone	8/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	8/8/15	Arvig	98.21	
		8/8/15		100.80	
		8/8/15		91.99	
		8/8/15		88.86	
		8/8/15		38.83	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	8/10/15	Garden Valley Telephone Comp	18.78	
		8/10/15		18.78	
		8/10/15		20.28	
		8/10/15		78.29	
6400-000	Telephone	8/24/15	Rochester Telecom Systems Inc.	344.23	
6400-000	Telephone	8/25/15	Garden Valley Telephone Comp	17.58	
6400-000	Telephone			1,397.55	
6405-000	Cell Phone	8/12/15	Cardmember Service	6.91	
6405-000	Cell Phone			6.91	
6410-000	PIO - Marketing/Printing/Etc	8/12/15	Cardmember Service	924.00	
6410-000	PIO - Marketing/Printing/Etc	8/31/15	Detroit Lakes Newspapers	460.00	
6410-000	PIO - Marketing/Printing/Etc			1,384.00	
6430-000	Postage	8/13/15	Total Funds By Hasler	500.00	
6430-000	Postage			500.00	
6435-000	PO Box Rental	8/5/15	Postmaster	114.00	
6435-000	PO Box Rental			114.00	
6440-000	Mailing - Click2Mail	8/31/15	Click2Mail	314.48	
6440-000	Mailing - Click2Mail			314.48	
6445-000	Materials Recovery/Collection	8/1/15	Unique Management Services, I	170.05	
6445-000	Materials Recovery/Collection			170.05	
6450-000	Mileage - Trustee	8/20/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	8/20/15	Craig Bunes	80.50	
6450-000	Mileage - Trustee	8/20/15	Robert Perry	54.05	
6450-000	Mileage - Trustee			185.73	
6455-000	Mileage - Staff	8/3/15	Tiffany Jager	48.30	
6455-000	Mileage - Staff	8/3/15	Cheryl Melkert	46.00	
6455-000	Mileage - Staff	8/4/15	Michelle Fjeld	15.53	
6455-000	Mileage - Staff	8/5/15	Madonna Liden	54.05	
6455-000	Mileage - Staff	8/7/15	Jill Rose	25.30	
6455-000	Mileage - Staff	8/7/15	Amy Nelson	31.05	
6455-000	Mileage - Staff	8/7/15	Sheila Capistran	44.28	
6455-000	Mileage - Staff	8/10/15	Michelle Fjeld	15.53	
6455-000	Mileage - Staff	8/10/15	Patty Nunn	12.08	
6455-000	Mileage - Staff	8/11/15	Marilyn Stordahl	20.70	
6455-000	Mileage - Staff	8/12/15	Jill Rose	25.30	
6455-000	Mileage - Staff	8/12/15	Matt Berowski	29.27	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	8/12/15	Jamie Sprynczynatyk	70.15	
6455-000	Mileage - Staff	8/12/15	Patty Nunn	12.08	
6455-000	Mileage - Staff	8/13/15	Judy Moen	36.80	
6455-000	Mileage - Staff	8/13/15	Sheila Capistran	41.40	
6455-000	Mileage - Staff	8/13/15	Marilyn Eaves	18.98	
6455-000	Mileage - Staff	8/13/15	Patty Nunn	12.08	
6455-000	Mileage - Staff	8/14/15	Jill Rose	25.30	
6455-000	Mileage - Staff	8/14/15	Marilyn Eaves	18.98	
6455-000	Mileage - Staff	8/18/15	Michelle Fjeld	15.53	
6455-000	Mileage - Staff	8/18/15	Patty Nunn	12.08	
6455-000	Mileage - Staff	8/20/15	Jennifer Johnson	24.73	
6455-000	Mileage - Staff	8/20/15	Candace Osborn	48.30	
6455-000	Mileage - Staff	8/21/15	Marlys Winkels	46.00	
6455-000	Mileage - Staff	8/21/15	Matt Berowski	24.73	
6455-000	Mileage - Staff	8/21/15	Michelle Fjeld	15.53	
6455-000	Mileage - Staff	8/21/15	Liz Lynch	81.08	
6455-000	Mileage - Staff	8/24/15	Megan Krueger	46.00	
6455-000	Mileage - Staff	8/24/15	Jill Rose	25.30	
6455-000	Mileage - Staff	8/25/15	Joyce White	21.97	
6455-000	Mileage - Staff	8/25/15	Jane Vigness	19.55	
6455-000	Mileage - Staff	8/25/15	Jennifer Rodger	79.35	
6455-000	Mileage - Staff	8/25/15	Laura Gullickson	27.03	
6455-000	Mileage - Staff	8/25/15	Julie Malmanger	41.98	
6455-000	Mileage - Staff	8/26/15	Jodi Harrington	32.78	
6455-000	Mileage - Staff	8/26/15	Heidi Klemek	58.08	
6455-000	Mileage - Staff	8/26/15	Jill Rose	25.30	
6455-000	Mileage - Staff	8/27/15	Karen Edevold	91.43	
6455-000	Mileage - Staff	8/27/15	Jill Rose	20.13	
6455-000	Mileage - Staff	8/27/15	Jennifer Rodger	51.18	
6455-000	Mileage - Staff	8/28/15	Michelle Fjeld	15.53	
6455-000	Mileage - Staff	8/29/15	Joyce White	49.22	
6455-000	Mileage - Staff	8/31/15	Liz Lynch	79.35	
6455-000	Mileage - Staff			1,555.32	
6460-000	Minnesota Director's Fund	8/17/15	SELCO	2,118.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6460-000	Minnesota Director's Fund			2,118.00	
6465-000	Memberships - LARL Directors	8/12/15	Cardmember Service	135.00	
6465-000	Memberships - LARL Directors			135.00	
6470-000	Board Expenses	8/12/15	Cardmember Service	25.00	
6470-000	Board Expenses	8/26/15	Purchase Advantage Card	9.14	
6470-000	Board Expenses			34.14	
6482-000	Conf/Meeting - Miscellaneous	8/25/15	Nicole Murphy	129.30	
6482-000	Conf/Meeting - Miscellaneous			129.30	
6484-000	Conf/Meeting - System Directo	8/12/15	Cardmember Service	240.62	
6484-000	Conf/Meeting - System Directo			240.62	
6500-000	Van - Gasoline	8/6/15	Cenex Fleetcard	104.13	
6500-000	Van - Gasoline	8/13/15	Megan Krueger	52.14	
6500-000	Van - Gasoline			156.27	
6505-000	Van - Repairs & Maintenance	8/21/15	Duggan's Auto Service Center	420.82	
6505-000	Van - Repairs & Maintenance	8/28/15	Jamie Sprynczynatyk	23.99	
6505-000	Van - Repairs & Maintenance			444.81	
6602-000	Materials - Juvenile Fiction	8/1/15	Baker & Taylor	43.64	
		8/1/15		56.12	
		8/1/15		92.42	
		8/1/15		32.13	
		8/1/15		6.64	
		8/1/15		5.18	
		8/1/15		102.56	
		8/1/15		77.19	
		8/1/15		226.03	
		8/1/15		23.17	
		8/1/15		68.06	
		8/1/15		100.20	
		8/1/15		33.78	
		8/1/15		168.48	
		8/1/15		41.46	
		8/1/15		49.96	
		8/1/15		15.56	
		8/1/15		10.68	
		8/3/15		14.32	
		8/3/15		22.37	
		8/3/15		41.72	
		8/4/15		77.96	
		8/5/15		27.56	
		8/5/15		34.70	
		8/5/15		90.06	
		8/5/15		203.68	
		8/6/15		19.78	
		8/6/15		23.79	
		8/6/15		325.54	
		8/6/15		42.81	
		8/11/15		67.14	
		8/12/15		67.56	
		8/12/15		122.95	
		8/14/15		18.18	
		8/14/15		65.36	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/14/15		65.68	
		8/17/15		57.60	
		8/17/15		23.24	
		8/18/15		73.52	
		8/19/15		173.00	
		8/20/15		124.32	
		8/20/15		10.96	
		8/20/15		19.48	
		8/21/15		10.71	
		8/21/15		93.96	
		8/21/15		0.15	
6602-000	Materials - Juvenile Fiction	8/25/15	GECRB/Amazon	58.66	
6602-000	Materials - Juvenile Fiction	8/25/15	Baker & Taylor	83.51	
		8/25/15		12.14	
		8/25/15		64.80	
		8/26/15		43.48	
		8/26/15		21.08	
		8/26/15			0.90
		8/27/15		197.60	
		8/27/15			0.30
		8/28/15		10.36	
		8/31/15		60.64	
6602-000	Materials - Juvenile Fiction			3,623.63	1.20
6604-000	Materials - Juvenile Non-Fict	8/1/15	Baker & Taylor	72.39	
		8/1/15		20.30	
		8/4/15		74.88	
		8/5/15		100.88	
		8/6/15		28.64	
		8/12/15		10.38	
		8/17/15		52.74	
		8/19/15		106.26	
		8/25/15		82.90	
		8/27/15		18.78	
6604-000	Materials - Juvenile Non-Fict			568.15	
6605-000	Materials - Juvenile DVD	8/4/15	Baker & Taylor	82.64	
		8/6/15		69.16	
		8/10/15		31.02	
		8/19/15		285.36	
		8/19/15		28.52	
		8/20/15		71.60	
		8/21/15		36.32	
6605-000	Materials - Juvenile DVD	8/25/15	GECRB/Amazon	281.54	
6605-000	Materials - Juvenile DVD	8/31/15	Baker & Taylor	31.04	
6605-000	Materials - Juvenile DVD			917.20	
6606-000	Materials - Juvenile Talk Book	8/1/15	Penguin Random House, LLC.	85.50	
6606-000	Materials - Juvenile Talk Book	8/1/15	Recorded Books, LLC.	36.49	
6606-000	Materials - Juvenile Talk Book	8/14/15	Penguin Random House, LLC.	75.00	
		8/21/15		22.50	
6606-000	Materials - Juvenile Talk Book			219.49	
6610-000	Materials - Adult Fiction	8/1/15	Baker & Taylor	16.88	
		8/1/15		73.56	
		8/1/15		161.64	
		8/1/15		112.07	
		8/1/15		526.25	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/1/15		9.90	
		8/1/15		87.02	
		8/1/15		36.96	
		8/1/15		15.69	
		8/1/15		171.46	
		8/1/15		548.51	
		8/3/15		67.28	
		8/3/15		50.16	
		8/4/15		194.93	
		8/4/15		153.56	
		8/4/15		105.98	
		8/7/15		415.12	
		8/7/15		14.58	
		8/10/15		30.28	
		8/12/15		17.27	
		8/12/15		9.08	
		8/12/15		228.23	
		8/13/15		10.54	
		8/17/15		313.81	
		8/17/15		48.75	
		8/18/15		45.42	
		8/18/15		46.16	
		8/18/15		283.57	
		8/19/15		205.80	
		8/19/15		67.12	
		8/20/15		16.88	
		8/21/15		21.87	
6610-000	Materials - Adult Fiction	8/25/15	GECRB/Amazon	104.98	
6610-000	Materials - Adult Fiction	8/25/15	Baker & Taylor	73.77	
		8/25/15		701.11	
		8/25/15		0.15	
		8/26/15		19.78	
		8/27/15		16.22	
		8/27/15		166.48	
		8/27/15		73.10	
6610-000	Materials - Adult Fiction			5,261.92	
6612-000	Materials - Adult Non-Fiction	8/1/15	Baker & Taylor	25.99	
		8/1/15		417.74	
		8/1/15			25.84
		8/3/15		57.09	
		8/3/15		375.37	
		8/6/15		229.53	
		8/11/15		45.84	
		8/11/15		227.05	
		8/18/15		16.37	
		8/18/15		244.00	
		8/21/15		78.40	
		8/21/15		249.64	
6612-000	Materials - Adult Non-Fiction	8/25/15	GECRB/Amazon	17.37	
6612-000	Materials - Adult Non-Fiction	8/25/15	Baker & Taylor	19.62	
		8/25/15		563.27	
		8/27/15		32.74	
		8/28/15		132.57	
6612-000	Materials - Adult Non-Fiction			2,732.59	25.84
6614-000	Materials - Adult Large Print	8/1/15	Baker & Taylor	36.38	
6614-000	Materials - Adult Large Print			36.38	
6616-000	Materials - Adult DVD	8/5/15	Baker & Taylor	99.02	
		8/5/15		204.62	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2015 to Aug 31, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/6/15		67.79	
		8/10/15		46.56	
		8/10/15		45.32	
		8/19/15		384.04	
		8/19/15		28.55	
		8/20/15		144.32	
6616-000	Materials - Adult DVD	8/25/15	GEGRB/Amazon	2,043.97	
6616-000	Materials - Adult DVD	8/31/15	Baker & Taylor	183.27	
6616-000	Materials - Adult DVD			3,247.46	
6618-000	Materials - Adult Talking Book	8/1/15	Recorded Books, LLC.	1,043.60	
		8/1/15		63.98	
		8/1/15		145.98	
		8/3/15		435.38	
		8/5/15		132.47	
6618-000	Materials - Adult Talking Book	8/7/15	Penguin Random House, LLC.	60.00	
6618-000	Materials - Adult Talking Book	8/12/15	Recorded Books, LLC.	63.99	
		8/18/15		77.49	
		8/20/15		58.60	
		8/21/15		1,042.38	
		8/21/15		209.98	
6618-000	Materials - Adult Talking Book	8/21/15	Penguin Random House, LLC.	67.50	
6618-000	Materials - Adult Talking Book			3,401.35	
6630-000	Materials - Express Collection	8/1/15	Baker & Taylor	48.66	
		8/1/15		112.07	
		8/1/15		47.10	
		8/1/15		47.07	
		8/4/15		105.98	
		8/17/15		48.75	
		8/19/15		48.75	
		8/19/15		67.12	
		8/25/15		48.75	
6630-000	Materials - Express Collection			574.25	
6650-000	Materials - Reference	8/5/15	Baker & Taylor	138.99	
6650-000	Materials - Reference			138.99	
6670-000	Materials - Digital - e-Books	8/1/15	Overdrive, Inc.	847.79	
		8/1/15		1,164.08	
		8/1/15		141.95	
		8/1/15		181.89	
		8/1/15		59.99	
		8/4/15		23.41	
		8/12/15		985.56	
		8/19/15		14.56	
		8/26/15		67.94	
		8/26/15		306.36	
		8/26/15		52.97	
		8/31/15		18.99	
		8/31/15		284.77	
6670-000	Materials - Digital - e-Books			4,150.26	
6675-000	Materials - Digital - e-Audio	8/12/15	Overdrive, Inc.	604.92	
		8/26/15		145.49	
		8/26/15		81.18	
6675-000	Materials - Digital - e-Audio			831.59	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	8/1/15	FM News	519.79	
6690-000	Materials - Periodicals	8/8/15	The Pioneer	175.45	
6690-000	Materials - Periodicals	8/17/15	Detroit Lakes Newspapers	67.00	
6690-000	Materials - Periodicals	8/23/15	Star Tribune	315.12	
6690-000	Materials - Periodicals	8/26/15	Twin Valley Times	40.00	
6690-000	Materials - Periodicals	8/26/15	Frazee Forum, Inc.	30.00	
6690-000	Materials - Periodicals	8/27/15	Thief River Falls Times	40.00	
6690-000	Materials - Periodicals	8/27/15	The Hawley Herald, Inc.	35.00	
6690-000	Materials - Periodicals	8/30/15	Pelican Rapids Press	40.00	
6690-000	Materials - Periodicals	8/30/15	Star Tribune	450.32	
6690-000	Materials - Periodicals	8/31/15	Crookston Daily Times	155.00	
6690-000	Materials - Periodicals			1,867.68	
7200-000	Legacy - Expense (1099)	8/5/15	PCM Sales, Inc.	586.05	
7200-000	Legacy - Expense (1099)	8/12/15	Baker & Taylor	700.92	
7200-000	Legacy - Expense (1099)	8/13/15	PCM Sales, Inc.	28.89	
7200-000	Legacy - Expense (1099)	8/25/15	GECRB/Amazon	105.78	
7200-000	Legacy - Expense (1099)			1,421.64	
7210-000	Legacy - Materials - Print	8/25/15	GECRB/Amazon	73.44	
		8/25/15		14.54	
7210-000	Legacy - Materials - Print	8/26/15	Baker & Taylor	19.92	
7210-000	Legacy - Materials - Print	8/27/15	William B Jamerson	73.68	
7210-000	Legacy - Materials - Print	8/28/15	Baker & Taylor	45.80	
		8/28/15		17.36	
		8/28/15		24.98	
7210-000	Legacy - Materials - Print			269.72	
7220-000	Legacy - Materials - A/V	8/19/15	Overdrive, Inc.	45.95	
7220-000	Legacy - Materials - A/V	8/25/15	GECRB/Amazon	205.46	
7220-000	Legacy - Materials - A/V	8/27/15	William B Jamerson	112.32	
7220-000	Legacy - Materials - A/V			363.73	
7230-000	Legacy - Materials - Other	8/19/15	Overdrive, Inc.	12.99	
		8/19/15		155.89	
		8/19/15		254.05	
		8/20/15		149.21	
		8/20/15		258.97	
		8/20/15		89.99	
7230-000	Legacy - Materials - Other			921.10	
7400-000	LSTA Grant Expenses	8/3/15	Lakeshore Learning Materials	287.94	
7400-000	LSTA Grant Expenses	8/25/15	GECRB/Amazon	122.89	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7400-000	LSTA Grant Expenses			410.83	
8000-011	Donation - Misc Exp - LM	8/6/15	Unexplained Research, LLC.	300.00	
8000-011	Donation - Misc Exp - LM	8/18/15	Liz Lynch	54.72	
8000-011	Donation - Misc Exp - LM			354.72	
8000-051	Donation - Misc Exp - LC	8/1/15	Ye Ole Print Shoppe	192.00	
8000-051	Donation - Misc Exp - LC	8/25/15	GECRB/Amazon	48.75	
		8/25/15		33.07	
8000-051	Donation - Misc Exp - LC			273.82	
8000-053	Donation - Misc Exp - LE	8/25/15	GECRB/Amazon	140.92	
		8/25/15		29.99	
8000-053	Donation - Misc Exp - LE			170.91	
8100-000	Donation - Materials - RO	8/1/15	Baker & Taylor	9.90	
		8/1/15		30.03	
		8/7/15		14.58	
8100-000	Donation - Materials - RO	8/18/15	Overdrive, Inc.	93.99	
8100-000	Donation - Materials - RO	8/18/15	Baker & Taylor	45.42	
		8/21/15		16.25	
		8/25/15		25.02	
		8/27/15		16.22	
8100-000	Donation - Materials - RO	8/31/15	Overdrive, Inc.	9.99	
8100-000	Donation - Materials - RO			261.40	
8100-011	Donation - Materials - LM	8/1/15	Baker & Taylor	10.71	
		8/1/15		34.42	
		8/1/15		25.99	
		8/1/15		9.89	
		8/3/15		57.09	
		8/3/15		14.32	
		8/6/15		22.31	
		8/11/15		9.41	
		8/11/15		45.84	
		8/12/15		14.93	
		8/18/15		16.37	
		8/18/15		14.58	
		8/18/15		15.70	
		8/21/15		62.15	
		8/21/15		10.71	
		8/25/15		19.62	
8100-011	Donation - Materials - LM			384.04	
8200-011	Donation - Furn & Equip - LM	8/27/15	DEMCO	2,660.26	
		8/27/15		3,000.00	
8200-011	Donation - Furn & Equip - LM			5,660.26	
9630-200	Cell Phone - Joint Automation	8/12/15	Cardmember Service	17.28	
9630-200	Cell Phone - Joint Automation			17.28	
9650-200	Computer Supplies - Joint Aut	8/28/15	Josh Stompro	18.16	
9650-200	Computer Supplies - Joint Aut			18.16	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
9700-200	Miscellaneous Expense - JA	8/12/15	Cardmember Service	12.86	
9700-200	Miscellaneous Expense - JA			12.86	