

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

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

Thursday, October 15, 2015

5:30 p.m.

Meeting Place: Moorhead Public Library

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

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. Or, email Liz Lynch at lynchl@larl.org.

AGENDA

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

5:40 2. MINUTES OF THE AUGUST 20, 2015 EXECUTIVE COMMITTEE MEETING.
Enclosed (page 3)

Recommended Motion: Move to approve the August 20, 2015 Executive Committee Meeting Minutes as presented.

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

a. Application for State FY2016 Regional Library Telecommunications Aid (RLTA).
(Available for review at meeting)

Recommended Motion: Move to approve the application for FY2016 Regional Library Telecommunications Aid (RLTA).

(over)

Agenda for the October 15, 2015 Executive Committee Meeting – Page 2

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

a. Behavior Policy/Code of Conduct Policy
Enclosed (Page 10 & 11)

Recommended Motion: Move that the Lake Agassiz Regional Library Behavior Policy be retracted.

Recommended Motion: Move to adopt the LARL Code of Conduct Policy.

6:10 5. PRESIDENT'S REPORT – Bursik

6:20 6. OTHER

6:30 7. ADJOURNMENT

MISC. ITEMS INCLUDED:

List of Bills – September 2015 (page 12 -digital packet only, available for review at the meeting for printed packets).

UPCOMING MEETINGS/EVENTS

Full Board Meeting and Elections for 2016
November 19, 2015

Executive Committee Meeting
December 17, 2015

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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, August 20, 2015 at the Moorhead Public Library. Vice President Perry called the meeting to order at 5:25 p.m.

Executive Committee Members Present: Bunes, Fox, Ingersoll, Perry

Executive Committee Members Absent: Bursik (*President*).

Others Present: Lynch, Sprynczynatyk, David Geray

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Ingersoll/Fox) Move to approve the Agenda of the August 20, 2015 Executive Committee Meeting Minutes as presented. MCU.

MINUTES OF THE MAY 21, 2015 EXECUTIVE/FINANCE COMMITTEE MEETING.

(Fox/Ingersoll) Move to approve the May 21, 2015 Executive/Finance Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed, that through July, we are 58.33% of the way through the year and have spent 55.12% of the budget. Programming – Summer Reading is at 96.93% of budget as the program is coming to an end for 2015.

Signatory requests for 2016 were sent out in June. At this time LARL hasn't heard back from any Signatories regarding funding.

Sprynczynatyk attended the Lakes Country Service Cooperative annual meeting. LARL 2016 health insurance rates will remain the same as 2015.

(Ingersoll/Fox) Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2015 Regional Telecommunications Aid. MCU.

(over)

Minutes of the August 20, 2015 Executive Committee Meeting – Page 2

FINANCIAL REPORT – continued

(Fox/Ingersoll) Move to approve LARL's application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2016 and to set aside 10% of LARL's Legacy allocation for statewide projects. MCU.

Sprynczynatyk discussed that LARL will be receiving \$477,526.60 of RLBSS funding for FY2016. The anticipated amount in the preliminary budget was \$480,000.

DIRECTOR'S REPORT

The Hawley Public Library has been receiving several generous donations in memory of former Hawley Branch Librarian, Bette Haring.

Lynch reported that Mahnomen First National Bank provided \$250 for new computers in Mahnomen. The Bank is also going to run the grant proposal in the Mahnomen paper with hopes that citizens will contribute additional funds.

The unveiling of the new statue at the Detroit Lakes Public Library will be September 10th at 10:45 am.

Union Negotiations will likely be scheduled to start in October. Wayne Ingersoll will be the Finance Committee representative and Evie Fox will be the Personnel Committee representative on the negotiating committee.

Lynch discussed the genre update. In response to customer requests across the region, LARL has added "Christian Fiction" stickers to materials, indicating the genre. This sticker is a directional aid; similar to the Mystery, Western, Graphic Novel, and Large Print stickers. A Moorhead customer has complained that the stickers violate the separation of church and state. However, "Christian Fiction" is an industry standard subject heading, as are the stickers. According to LARL's attorney, there is nothing unconstitutional about the stickers or subject heading. LARL's Executive Committee agrees with the attorney's statement and supports the use of the directional aid.

PRESIDENT'S REPORT

Lynch reported that Bursik has appointed Mari Dailey to the Northern Light Library Network board.

The meeting adjourned at 6:00 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Nine Months Ending September 30, 2015

75%

	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)	143,257.99	388,948.07	491,380.00	102,431.93	79.15
Reg Library Telecom Aid (RLTA)	0.00	42,934.73	103,000.00	60,065.27	41.68
Total Grants	143,257.99	431,882.80	594,380.00	162,497.20	72.66
Miscellaneous Revenue					
Service Charge Revenue	898.72	9,427.56	20,000.00	10,572.44	47.14
Printing Revenue	1,280.72	14,328.75	17,000.00	2,671.25	84.29
Fax Revenue	513.53	5,431.22	6,500.00	1,068.78	83.56
Microfilm Revenue	4.40	41.63	100.00	58.37	41.63
Photocopy Revenue	471.67	5,163.49	7,000.00	1,836.51	73.76
Book/Furniture Sale Revenue	482.62	6,903.79	0.00	(6,903.79)	0.00
Interest Income	137.63	32,250.02	20,000.00	(12,250.02)	161.25
Dividends/Capital Credit Inc.	0.00	544.53	0.00	(544.53)	0.00
Invest Earn - Change in Value	11,875.20	(23,969.07)	0.00	23,969.07	0.00
Lost/Damaged Property	414.52	3,363.54	6,600.00	3,236.46	50.96
Other Income	52.95	216.91	0.00	(216.91)	0.00
Total Miscellaneous Revenue	16,131.96	53,702.37	77,200.00	23,497.63	69.56
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	2,645.46	0.00	(2,645.46)	0.00
Total Joint Automation Revenue	293.94	73,545.76	61,200.00	(12,345.76)	120.17
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	159,683.89	2,343,339.68	3,180,121.00	836,781.32	73.69
General Fund Expenditures					
Personnel Expenses					
Salaries - Employees FT/PT	126,514.53	1,134,880.50	1,559,240.00	424,359.50	72.78
Salaries - Substitutes	4,121.85	30,107.74	35,000.00	4,892.26	86.02
Payroll Taxes - Employer	9,875.35	88,061.46	121,960.00	33,898.54	72.21
Retirement - PERA - Employer	9,567.64	82,917.03	116,840.00	33,922.97	70.97
Health Insurance	19,906.65	183,110.08	273,790.00	90,679.92	66.88
Life Insurance - Employer Paid	162.75	1,477.59	2,010.00	532.41	73.51
Workers Compensation Insurance	342.79	3,085.11	4,070.00	984.89	75.80
Other Employee Benefits	125.00	630.00	1,500.00	870.00	42.00
Total Personnel	170,616.56	1,524,269.51	2,114,410.00	590,140.49	72.09
Automation/Cataloging					
Automation	15,561.83	142,940.64	194,506.00	51,565.36	73.49
OCLC/Minitex	866.41	7,883.51	12,000.00	4,116.49	65.70
Supplies - Computer	436.40	4,243.73	4,500.00	256.27	94.31
Supplies - Technical Services	741.54	5,189.35	8,000.00	2,810.65	64.87
Total Automation/Cataloging	17,606.18	160,257.23	219,006.00	58,748.77	73.17

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Nine Months Ending September 30, 2015

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	121.58	1,808.53	3,400.00	1,591.47	53.19
Programming - Summer Reading	0.00	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	121.58	9,577.81	14,400.00	4,822.19	66.51
Staff Development					
Staff Training & Development	1,195.84	5,279.47	19,000.00	13,720.53	27.79
Total Staff Development	1,195.84	5,279.47	19,000.00	13,720.53	27.79
Mileage/Board Meeting Expense					
Mileage - Staff	1,682.97	15,087.78	21,500.00	6,412.22	70.18
Regional Board Meetings	502.16	3,947.90	7,750.00	3,802.10	50.94
Total Mileage/Board Meeting Expenses	2,185.13	19,035.68	29,250.00	10,214.32	65.08
Other Expenses					
Accounting/Bank Fees	384.69	11,396.62	12,250.00	853.38	93.03
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	6,605.41	53,169.07	73,280.00	20,110.93	72.56
Director's Discretionary	0.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,278.59	11,900.37	15,875.00	3,974.63	74.96
Lease - Regional Office Rent	1,666.66	15,000.01	20,000.00	4,999.99	75.00
Leases - Equipment	1,017.20	6,692.76	8,950.00	2,257.24	74.78
Maintenance Contracts	1,539.63	10,683.41	13,200.00	2,516.59	80.93
Mailing - Click2Mail	310.04	2,323.80	4,000.00	1,676.20	58.10
Materials Recovery/Collections	0.00	1,217.20	3,200.00	1,982.80	38.04
Memberships	0.00	450.00	1,200.00	750.00	37.50
Minnesota Director's Fund	0.00	2,118.00	2,750.00	632.00	77.02
Miscellaneous Expense	292.60	802.09	3,000.00	2,197.91	26.74
PIO: Printing/Advertising	561.83	5,441.34	16,400.00	10,958.66	33.18
Postage	137.60	1,677.78	4,250.00	2,572.22	39.48
Recruitment	1,019.18	3,724.86	9,000.00	5,275.14	41.39
Repairs - Equipment	224.00	2,311.65	2,500.00	188.35	92.47
Supplies - Copier/Fax/Microfilm	0.00	292.39	2,000.00	1,707.61	14.62
Supplies - Office	905.74	6,326.86	10,000.00	3,673.14	63.27
Supplies - Public Services	614.39	3,944.80	6,000.00	2,055.20	65.75
Telephone/Telecom	978.01	8,774.80	18,000.00	9,225.20	48.75
Total Other Operating Expenses	17,535.57	151,572.81	235,355.00	83,782.19	64.40
Regional Library Telecom Aid (RLTA)	0.00	42,934.73	103,000.00	60,065.27	41.68
Transportation					
Van Expenses	238.48	2,709.11	5,650.00	2,940.89	47.95
Total Transportation	238.48	2,709.11	5,650.00	2,940.89	47.95
Materials					
Adult	11,132.19	141,826.31	185,950.00	44,123.69	76.27
Digital Collection - e-Books	4,049.48	26,647.16	31,000.00	4,352.84	85.96
Digital Collection - e-Audio	726.92	5,290.05	9,000.00	3,709.95	58.78
Express Collection	623.92	4,628.41	10,000.00	5,371.59	46.28
Juvenile	6,390.77	58,731.88	76,250.00	17,518.12	77.03
Music	122.51	1,224.40	3,500.00	2,275.60	34.98
Online Databases	1,964.20	20,833.62	30,000.00	9,166.38	69.45
Periodicals	421.85	21,142.71	24,100.00	2,957.29	87.73
Reference	297.33	2,592.18	3,500.00	907.82	74.06
Total Materials	25,729.17	282,916.72	373,300.00	90,383.28	75.79
Capital Expenditures					
Furniture & Equipment	1,194.00	1,882.71	10,500.00	8,617.29	17.93
Software & Hardware Upgrades	(250.00)	18,156.68	40,000.00	21,843.32	45.39
Total Capital Expenditures	944.00	20,039.39	50,500.00	30,460.61	39.68
Capital Fund Accounts					
Automation System -Shared NWRL	1,104.16	9,937.45	13,250.00	3,312.55	75.00
Van Replacement	250.00	2,250.00	3,000.00	750.00	75.00
Total Capital Fund Accounts	1,354.16	12,187.45	16,250.00	4,062.55	75.00
Total General Fund Expenditures	237,526.67	2,230,779.91	3,180,121.00	949,341.09	70.15
General Fund Revenue Over Expenditures	\$ (77,842.78)	\$ 112,559.77	\$ 0.00	(112,559.77)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Nine Months Ending September 30, 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	\$ (777.07)	\$ 19,313.05	\$ 0.00	(19,313.05)	0.00
Endowment Revenue	0.00	660.00	0.00	(660.00)	0.00
Telecom/E-rate Funds	1,011.38	13,199.18	0.00	(13,199.18)	0.00
Legacy Grant Revenue	16,541.98	87,626.03	0.00	(87,626.03)	0.00
Miscellaneous Grants	10,000.00	34,000.00	0.00	(34,000.00)	0.00
LSTA Grant	0.00	3,665.97	0.00	(3,665.97)	0.00
Total Special Projects Revenue	26,776.29	158,464.23	0.00	(158,464.23)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	4,424.24	9,073.51	0.00	(9,073.51)	0.00
Donations - Miscellaneous	159.99	2,711.56	0.00	(2,711.56)	0.00
Legacy Grant Expense	16,541.98	87,626.02	0.00	(87,626.02)	0.00
Telecom/E-rate Expenses	1,011.38	13,199.18	0.00	(13,199.18)	0.00
Miscellaneous Grant Expense	234.92	234.92	0.00	(234.92)	0.00
LSTA Grant Expenses	1,835.04	8,480.81	0.00	(8,480.81)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	24,207.55	121,326.00	0.00	(121,326.00)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	250.00	17,834.23	0.00	(17,834.23)	0.00
Projects from Designated Funds:					
Desig Funds - Joint Automation	0.00	52,546.47	0.00	(52,546.47)	0.00
Total Special Projects Capital	250.00	70,380.70	0.00	(70,380.70)	0.00
Total Special Projects Expenditures	24,457.55	191,706.70	0.00	(191,706.70)	0.00
Special Proj Rev Over (Under) Expend	\$ 2,318.74	\$ (33,242.47)	\$ 0.00	33,242.47	0.00
GRAND TOTAL REVENUE	186,460.18	2,501,803.91	3,180,121.00	678,317.09	78.67
GRAND TOTAL EXPENDITURES	261,984.22	2,422,486.61	3,180,121.00	757,634.39	76.18
CHANGE IN FUND BALANCE	\$ (75,524.04)	\$ 79,317.30	\$ 0.00	(79,317.30)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
September 30, 2015**

8

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	15,625.43	9,202.10	6,423.33
Cash - Payroll (State Bank)	2,871.96	622.79	2,249.17
Cash - PayPal	4.55	137.17	(132.62)
Cash - Savings (State Bank)	685,679.45	766,479.16	(80,799.71)
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,124,649.55	1,112,773.74	11,875.81
Accounts Receivable	192.19	3,192.19	(3,000.00)
Prepaid Expenses	70,860.94	81,553.14	(10,692.20)
Deposit Account - OCLC	4,124.69	4,978.73	(854.04)
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 \$	<u>2,004,775.42</u>	<u>2,079,705.68</u>	<u>(74,930.26)</u>
LIABILITIES			
Accounts Payable \$	33,328.61	33,756.18	(427.57)
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	0.00	634.00	(634.00)
Life Insurance Payable	(16.00)	(16.00)	0.00
Dental Insurance Payable	(64.77)	(12.83)	(51.94)
Vision Insurance Payable	(331.11)	(29.35)	(301.76)
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	(2,080.64)	(1,062.66)	(1,017.98)
Flexible Spending - Dep Care	416.66	1,333.28	(916.62)
Sales Tax Payable	520.59	366.63	153.96
Deferred Revenue	357,508.54	355,073.01	2,435.53
Total Liabilities	<u>497,263.58</u>	<u>498,023.96</u>	<u>(760.38)</u>
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	11,250.00	11,000.00	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	9,937.45	8,833.29	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	79,317.30	154,841.34	(75,524.04)
Total Fund Balances	<u>1,507,511.84</u>	<u>1,581,681.72</u>	<u>(74,169.88)</u>
Total Liabilities & Fund Balance \$	<u>2,004,775.42</u>	<u>2,079,705.68</u>	<u>(74,930.26)</u>



Monthly Report to the Board

9

Meeting Date: October 15, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Coordinating Team Meeting, Sept. 16; Full Board Meeting, Sept. 17; Evergreen Training, Sept. 18; Meetings at the Crookston Public Library and the Mahanomen Public Library, Sept. 25; Meeting at First National Bank in Twin Valley, Oct. 5; One Book One Community Event, Oct. 5; MN Library Legislative Meeting, Oct. 6

Staff/Staffing

Welcome to the following employees new to LARL:

- Carol Van Brocklin, Barnesville Branch Librarian
- Paula Jones, Detroit Lakes Library Assistant
- Erin Beattie, Fosston Library Assistant
- April Wedin, Fosston Substitute

Open Positions

Library Substitute – Barnesville Public Library

Branch Librarian – Hawley Public Library

Gifts, Grants & Donations

9/25/2015	Terry Lee Cornell donation to the Barnesville Public Library for adult programming.	\$3.00
9/1/2015	Ucare donation for meeting room remodel.	\$ 60.00
9/1/2015	Moorhead Vikingland Kiwanis donation for children's books.	\$100.00
9/25/2015	Lisa Eisele donation for books in honor Ralph Torson.	\$20.00
10/1/2015	Bjarne Rustad donation to the Hawley Public Library.	\$ 25.00

Grant

The Lake Agassiz Regional Library received 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.

In September, 88 LARL employees participated in online basic Evergreen training. Additional hands-on training will occur on October 12 at the LARL Staff Day retreat in Moorhead. The official launch date of the Evergreen automation system is October 26, 2015.

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 Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	9/1/15 9/1/15 9/1/15	Lakes Country Service Cooperat	1,812.00 1,359.00 15,134.00	
5120-000	Health Insurance			18,305.00	
6000-000	Supplies - Office	9/1/15	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	9/30/15	Big Kmart Store 7216	19.24	
6000-000	Supplies - Office			905.74	
6010-000	Supplies - Technical Services	9/4/15	DEMCO	257.85	
6010-000	Supplies - Technical Services	9/4/15	Sunrise Packaging	343.29	
6010-000	Supplies - Technical Services			601.14	
6020-000	Supplies - Public Services	9/10/15 9/10/15	Cardmember Service	33.40 402.35	
6020-000	Supplies - Public Services			435.75	
6040-000	Supplies - Computer	9/10/15 9/10/15	Cardmember Service	15.00 195.00	
6040-000	Supplies - Computer	9/25/15	GECRB/Amazon	142.02	
6040-000	Supplies - Computer			352.02	
6200-000	Equip Rep/Mtc - Miscellaneous	9/1/15	Curt's Lock & Key Service, Inc	110.00	
6200-000	Equip Rep/Mtc - Miscellaneous	9/10/15	Reardon Office Equipment	114.00	
6200-000	Equip Rep/Mtc - Miscellaneous			224.00	
6245-000	Maint Contr - Printers	9/23/15	Metro Sales, Inc	1,315.76	
6245-000	Maint Contr - Printers			1,315.76	
6300-000	Payroll Processing	9/10/15 9/25/15	Payroll Professionals, Inc.	123.20 121.80	
6300-000	Payroll Processing			245.00	
6330-000	Bank Fees	9/10/15	Cardmember Service	13.92	
6330-000	Bank Fees			13.92	
6350-000	Delivery Service - Courier	9/1/15 9/3/15 9/11/15 9/21/15 9/28/15	Northern Network Express	1,280.80 1,280.80 1,280.80 1,280.80 1,280.80	
6350-000	Delivery Service - Courier			6,404.00	
6362-000	Lease - Copiers	9/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6365-000	Lease - Mailing Machine	9/12/15	MailFinance	410.34	
6365-000	Lease - Mailing Machine			410.34	
6380-000	Recruitment	9/1/15	Barnesville Record-Review	45.00	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6380-000	Recruitment	9/30/15	The 13 Towns	18.50	
6380-000	Recruitment	9/30/15	JobsHQ	955.68	
6380-000	Recruitment			1,019.18	
6400-000	Telephone	9/1/15	Arvig	224.47	
6400-000	Telephone	9/1/15	Rothsay Telephone Co	77.97	
6400-000	Telephone	9/1/15 9/1/15	Halstad Telephone Company	76.34 29.13	
6400-000	Telephone	9/1/15	CenturyLink	48.00	
6400-000	Telephone	9/8/15 9/8/15 9/8/15 9/8/15 9/8/15	Arvig	38.83 98.21 101.28 89.56 88.91	
6400-000	Telephone	9/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	9/10/15 9/10/15 9/10/15 9/10/15	Garden Valley Telephone Comp	18.78 18.78 20.28 78.29	
6400-000	Telephone	9/13/15	CenturyLink	88.98	
6400-000	Telephone	9/24/15	Rochester Telecom Systems Inc.	340.05	
6400-000	Telephone	9/25/15	Garden Valley Telephone Comp	17.58	
6400-000	Telephone			1,476.94	
6405-000	Cell Phone	9/10/15	Cardmember Service	6.91	
6405-000	Cell Phone			6.91	
6410-000	PIO - Marketing/Printing/Etc	9/2/15 9/4/15	Cole Papers Inc.	198.70 12.13	
6410-000	PIO - Marketing/Printing/Etc	9/10/15	Cardmember Service	62.00	
6410-000	PIO - Marketing/Printing/Etc	9/25/15	Fargo Rubber Stamp Works Inc.	209.00	
6410-000	PIO - Marketing/Printing/Etc			481.83	
6435-000	PO Box Rental	9/1/15 9/1/15	Postmaster	68.00 50.00	
6435-000	PO Box Rental			118.00	
6440-000	Mailing - Click2Mail	9/30/15	Click2Mail	310.04	
6440-000	Mailing - Click2Mail			310.04	
6450-000	Mileage - Trustee	9/17/15	Arlen Syverson	128.80	
6450-000	Mileage - Trustee	9/17/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	9/17/15	Marlys Douglas	51.75	
6450-000	Mileage - Trustee	9/17/15	Ben Grimsley	51.75	
6450-000	Mileage - Trustee	9/17/15	Robert Perry	54.05	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	9/17/15	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee			394.11	
6455-000	Mileage - Staff	9/1/15	Amy Nelson	36.80	
6455-000	Mileage - Staff	9/1/15	Tammi Jalowiec	74.75	
6455-000	Mileage - Staff	9/1/15	Joyce Christine Boike	27.03	
		9/1/15		39.68	
6455-000	Mileage - Staff	9/1/15	Jill Rose	25.30	
6455-000	Mileage - Staff	9/2/15	Megan Krueger	29.90	
6455-000	Mileage - Staff	9/2/15	Joyce Christine Boike	41.98	
6455-000	Mileage - Staff	9/10/15	Rebecca Bentley	36.80	
6455-000	Mileage - Staff	9/11/15	Jill Rose	25.30	
6455-000	Mileage - Staff	9/15/15	Laurel Wanke	14.95	
6455-000	Mileage - Staff	9/16/15	Joyce Christine Boike	79.35	
6455-000	Mileage - Staff	9/16/15	Joyce White	21.97	
6455-000	Mileage - Staff	9/17/15	Jill Rose	20.13	
6455-000	Mileage - Staff	9/17/15	Joyce Christine Boike	19.55	
6455-000	Mileage - Staff	9/18/15	Rebecca Bentley	36.80	
6455-000	Mileage - Staff	9/19/15	Jill Rose	20.13	
		9/21/15		25.30	
6455-000	Mileage - Staff	9/23/15	Jamie Sprynczynatyk	70.15	
6455-000	Mileage - Staff	9/23/15	Carol Van Brocklin	59.80	
6455-000	Mileage - Staff	9/24/15	Linda Rutkowski	33.35	
6455-000	Mileage - Staff	9/24/15	Sheila Capistran	64.40	
6455-000	Mileage - Staff	9/24/15	Mariys Winkels	18.98	
6455-000	Mileage - Staff	9/25/15	Jean Varholdt	29.90	
6455-000	Mileage - Staff	9/25/15	Megan Krueger	24.73	
6455-000	Mileage - Staff	9/26/15	Jill Rose	25.30	
6455-000	Mileage - Staff	9/26/15	Molly Jones	44.28	
6455-000	Mileage - Staff	9/28/15	Kirsten Bates	24.73	
6455-000	Mileage - Staff	9/29/15	Candace Osborn	48.30	
6455-000	Mileage - Staff	9/29/15	Carol Van Brocklin	28.75	
6455-000	Mileage - Staff	9/29/15	Joyce Christine Boike	79.35	
6455-000	Mileage - Staff	9/29/15	Erin Gunderson	51.18	
6455-000	Mileage - Staff	9/29/15	Lois Schaedler	13.80	
6455-000	Mileage - Staff	9/29/15	Julie Malmanger	112.70	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	9/29/15	Joyce White	59.57	
6455-000	Mileage - Staff	9/29/15	Karen Edevold	128.80	
6455-000	Mileage - Staff	9/29/15	Tammi Jalowiec	112.70	
6455-000	Mileage - Staff	9/29/15	Erin Gunderson	51.18	
6455-000	Mileage - Staff	9/30/15	Jill Rose	25.30	
6455-000	Mileage - Staff			1,682.97	
6470-000	Board Expenses	9/10/15	Cardmember Service	37.06	
6470-000	Board Expenses	9/17/15	PJ Operations	44.75	
6470-000	Board Expenses	9/24/15	Purchase Advantage Card	26.24	
6470-000	Board Expenses			108.05	
6480-000	Staff Training	9/14/15	Linda Rutkowski	51.18	
6480-000	Staff Training	9/14/15	Heidi Klemek	16.10	
6480-000	Staff Training	9/14/15	Christy Underlee	18.98	
6480-000	Staff Training	9/14/15	Joyce Christine Boike	27.03	
6480-000	Staff Training	9/14/15	Lois Schaedler	13.80	
6480-000	Staff Training	9/14/15	Marilyn Stordahl	20.70	
6480-000	Staff Training	9/14/15	Jane Vigness	36.80	
6480-000	Staff Training	9/14/15	Madonna Liden	46.00	
6480-000	Staff Training	9/14/15	Joyce White	21.97	
6480-000	Staff Training	9/14/15	Rebecca Bentley	19.55	
6480-000	Staff Training	9/14/15	Julie Malmanger	28.75	
6480-000	Staff Training	9/14/15	Teri Sowka	13.23	
6480-000	Staff Training	9/15/15	Megan Krueger	29.90	
6480-000	Staff Training	9/17/15	Marlys Winkels	18.98	
6480-000	Staff Training	9/18/15	Laurel Wanke	17.25	
6480-000	Staff Training	9/18/15	Erin Gunderson	51.18	
6480-000	Staff Training	9/21/15	Jodi Harrington	18.98	
6480-000	Staff Training	9/21/15	Marlys Winkels	18.98	
6480-000	Staff Training	9/21/15	Cheryl Melkert	18.98	
6480-000	Staff Training	9/21/15	Judy Moen	19.55	
6480-000	Staff Training	9/24/15	Jill Rose	20.13	
6480-000	Staff Training	9/24/15	Karen Stormo	20.13	
6480-000	Staff Training	9/24/15	Jennifer Riestenberg	51.18	
6480-000	Staff Training	9/24/15	Kathryn Stone	41.98	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6480-000	Staff Training	9/24/15	Laura Gullickson	330.28	
6480-000	Staff Training	9/30/15	April Wedin	224.25	
6480-000	Staff Training			1,195.84	
6500-000	Van - Gasoline	9/6/15	Cenex Fleetcard	122.73	
6500-000	Van - Gasoline			122.73	
6602-000	Materials - Juvenile Fiction	9/1/15	Baker & Taylor	31.82	
		9/1/15		32.28	
		9/1/15		25.99	
		9/1/15		65.14	
		9/1/15		81.86	
		9/1/15		282.71	
		9/2/15		6.64	
		9/3/15		96.58	
		9/3/15		5.18	
		9/3/15		171.04	
		9/3/15		163.06	
		9/4/15		23.31	
		9/4/15		275.00	
		9/4/15		43.94	
		9/4/15		218.88	
		9/4/15		311.94	
		9/8/15		149.00	
		9/8/15		59.62	
		9/8/15		64.62	
		9/9/15			0.60
		9/9/15		25.44	
		9/9/15		10.96	
		9/9/15		54.65	
		9/10/15		19.92	
		9/10/15		42.54	
		9/10/15		12.96	
		9/10/15		118.40	
		9/10/15		6.44	
		9/10/15		146.20	
		9/10/15		26.28	
		9/11/15		21.42	
		9/11/15		42.03	
		9/12/15		65.34	
		9/15/15		31.14	
		9/15/15		115.34	
		9/17/15		22.68	
		9/17/15		107.05	
		9/17/15		41.68	
		9/17/15		154.04	
		9/18/15		10.38	
		9/21/15		44.68	
		9/21/15		14.34	
		9/22/15		85.20	
		9/22/15		14.40	
		9/23/15		10.56	
		9/23/15		22.38	
		9/23/15		43.86	
		9/23/15		396.73	
		9/24/15		19.47	
		9/24/15		42.21	
		9/24/15		353.72	
6602-000	Materials - Juvenile Fiction	9/25/15	GEARB/Amazon	44.30	
6602-000	Materials - Juvenile Fiction	9/25/15	Baker & Taylor	19.93	
		9/25/15		275.44	
		9/25/15		69.13	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6602-000	Materials - Juvenile Fiction			4,639.85	0.60
6604-000	Materials - Juvenile Non-Fict	9/2/15	Baker & Taylor	262.86	
		9/2/15		30.16	
		9/8/15		31.26	
		9/8/15		59.23	
		9/9/15		21.34	
		9/14/15		50.50	
		9/16/15		23.62	
		9/17/15		13.30	
		9/23/15		21.06	
		9/25/15		246.68	
		9/29/15		53.80	
6604-000	Materials - Juvenile Non-Fict			813.81	
6605-000	Materials - Juvenile DVD	9/11/15	Baker & Taylor	42.95	
		9/17/15		64.14	
		9/17/15		57.10	
		9/18/15		210.10	
		9/24/15		90.75	
		9/24/15		47.72	
6605-000	Materials - Juvenile DVD	9/25/15	GECRB/Amazon	377.42	
6605-000	Materials - Juvenile DVD			890.18	
6606-000	Materials - Juvenile Talk Book	9/18/15	Recorded Books, LLC.	47.53	
6606-000	Materials - Juvenile Talk Book			47.53	
6610-000	Materials - Adult Fiction	9/1/15	Baker & Taylor	15.12	
		9/1/15		81.12	
		9/2/15		40.86	
		9/3/15		174.21	
		9/3/15		15.14	
		9/3/15		127.11	
		9/3/15		62.28	
		9/3/15		91.90	
		9/3/15		420.95	
		9/8/15		287.44	
		9/8/15		63.83	
		9/8/15		99.30	
		9/8/15		103.88	
		9/10/15		309.46	
		9/10/15		60.86	
		9/10/15		30.28	
		9/10/15		10.68	
		9/11/15		15.67	
		9/11/15		103.40	
		9/14/15		164.84	
		9/14/15		148.42	
		9/14/15		29.67	
		9/15/15		16.88	
		9/15/15		89.80	
		9/16/15		38.96	
		9/16/15		40.96	
		9/17/15		132.78	
		9/17/15		42.34	
		9/22/15		334.50	
		9/22/15		80.09	
		9/24/15		30.81	
		9/24/15		43.04	
		9/24/15		122.13	
6610-000	Materials - Adult Fiction	9/25/15	GECRB/Amazon	111.43	
6610-000	Materials - Adult Fiction	9/25/15	Baker & Taylor	59.95	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/26/15		108.59	
6610-000	Materials - Adult Fiction			3,708.68	
6612-000	Materials - Adult Non-Fiction	9/3/15	Baker & Taylor	133.49	
		9/3/15		259.42	
		9/4/15		22.52	
		9/9/15		51.51	
		9/9/15		14.56	
		9/9/15		543.00	
		9/10/15		229.65	
		9/10/15		74.86	
		9/15/15		131.15	
		9/15/15		377.75	
		9/17/15		80.71	
		9/17/15		236.98	
		9/22/15		43.77	
		9/22/15		386.64	
		9/24/15		113.28	
		9/24/15		164.00	
6612-000	Materials - Adult Non-Fiction	9/25/15	GEGRB/Amazon	141.69	
6612-000	Materials - Adult Non-Fiction			3,004.98	
6614-000	Materials - Adult Large Print	9/16/15	Baker & Taylor	57.58	
6614-000	Materials - Adult Large Print			57.58	
6616-000	Materials - Adult DVD	9/1/15	Baker & Taylor	32.84	
		9/1/15		16.79	
		9/3/15		19.17	
		9/9/15		33.58	
		9/9/15		14.27	
		9/11/15		22.66	
		9/21/15		42.04	
		9/22/15		93.04	
		9/23/15			28.55
		9/24/15		31.02	
		9/24/15		38.12	
		9/24/15		92.12	
6616-000	Materials - Adult DVD	9/25/15	GEGRB/Amazon	1,865.68	
6616-000	Materials - Adult DVD	9/26/15	Baker & Taylor	119.63	
6616-000	Materials - Adult DVD			2,420.96	28.55
6618-000	Materials - Adult Talking Book	9/3/15	Recorded Books, LLC.	266.80	
		9/3/15		199.00	
6618-000	Materials - Adult Talking Book	9/11/15	Baker & Taylor	11.00	
6618-000	Materials - Adult Talking Book	9/18/15	Recorded Books, LLC.	27.75	
		9/18/15		91.00	
		9/18/15		896.40	
		9/23/15		72.98	
		9/23/15		154.98	
		9/24/15		159.49	
6618-000	Materials - Adult Talking Book	9/25/15	GEGRB/Amazon	25.14	
6618-000	Materials - Adult Talking Book	9/28/15	Recorded Books, LLC.	64.00	
6618-000	Materials - Adult Talking Book			1,968.54	
6630-000	Materials - Express Collection	9/3/15	Baker & Taylor	142.83	
		9/3/15		97.41	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Sep 1, 2015 to Sep 30, 2015

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/8/15		48.66	
		9/8/15		48.75	
		9/14/15		92.43	
		9/17/15		113.75	
		9/22/15		80.09	
6630-000	Materials - Express Collection			623.92	
6640-000	Materials - Music	9/25/15	GECRB/Amazon	122.51	
6640-000	Materials - Music			122.51	
6650-000	Materials - Reference	9/17/15	Baker & Taylor	138.99	
6650-000	Materials - Reference			138.99	
6670-000	Materials - Digital - e-Books	9/1/15	Overdrive, Inc.	84.00	
		9/2/15		83.85	
		9/8/15		60.00	
		9/8/15		531.78	
		9/15/15		62.95	
		9/16/15		1,294.95	
		9/16/15		171.92	
		9/22/15		182.82	
		9/28/15		45.97	
		9/28/15		225.94	
		9/28/15		605.31	
		9/29/15		74.99	
6670-000	Materials - Digital - e-Books			3,424.48	
6675-000	Materials - Digital - e-Audio	9/10/15	Overdrive, Inc.	46.95	
		9/11/15		80.99	
		9/22/15		121.95	
		9/22/15		99.99	
		9/28/15		168.69	
6675-000	Materials - Digital - e-Audio			518.57	
6690-000	Materials - Periodicals	9/1/15	Barnesville Record-Review	70.00	
6690-000	Materials - Periodicals	9/3/15	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	9/11/15	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals	9/13/15	EBSCO Information Services	2.85	
6690-000	Materials - Periodicals	9/18/15	Clay County Union	35.00	
6690-000	Materials - Periodicals	9/30/15	McIntosh Times	25.00	
6690-000	Materials - Periodicals			421.85	
6800-000	Miscellaneous Expense	9/10/15	Cardmember Service	4.00	
		9/10/15		288.60	
6800-000	Miscellaneous Expense			292.60	
7200-000	Legacy - Expense (1099)	9/1/15	The Hawley Herald, Inc.	73.00	
		9/1/15		73.00	
		9/1/15		73.00	
		9/1/15		73.00	
		9/1/15		73.00	
7200-000	Legacy - Expense (1099)	9/7/15	Janette K Loudon	500.00	
7200-000	Legacy - Expense (1099)	9/12/15	Judy Garland Museum	252.00	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)	9/16/15	Minnesota Historical Society	252.00	
7200-000	Legacy - Expense (1099)	9/21/15	Anderson Coach of Frazee, Inc.	1,345.00	
7200-000	Legacy - Expense (1099)	9/25/15	SELCO	7,527.06	
7200-000	Legacy - Expense (1099)			10,241.06	
7210-000	Legacy - Materials - Print	9/25/15	GECRB/Amazon	46.05	
		9/25/15		78.61	
		9/25/15		55.23	
7210-000	Legacy - Materials - Print			179.89	
7220-000	Legacy - Materials - A/V	9/25/15	GECRB/Amazon	120.03	
		9/25/15		99.00	
7220-000	Legacy - Materials - A/V			219.03	
7300-000	Miscellaneous Grant Expense	9/8/15	Ace Hardware	202.96	
		9/9/15		31.96	
7300-000	Miscellaneous Grant Expense			234.92	
7400-000	LSTA Grant Expenses	9/2/15	DEMCO	500.31	
7400-000	LSTA Grant Expenses	9/10/15	Cardmember Service	453.83	
		9/10/15		454.58	
7400-000	LSTA Grant Expenses	9/25/15	GECRB/Amazon	426.32	
7400-000	LSTA Grant Expenses			1,835.04	
8000-011	Donation - Misc Exp - LM	9/10/15	Cardmember Service	150.00	
8000-011	Donation - Misc Exp - LM	9/25/15	GECRB/Amazon	9.99	
8000-011	Donation - Misc Exp - LM			159.99	
8100-000	Donation - Materials - RO	9/1/15	Baker & Taylor	15.12	
		9/3/15		31.38	
		9/3/15		15.14	
		9/3/15		57.04	
		9/3/15		29.70	
		9/3/15		16.22	
		9/3/15		16.22	
8100-000	Donation - Materials - RO	9/3/15	Overdrive, Inc.	376.17	
		9/3/15		665.46	
8100-000	Donation - Materials - RO	9/8/15	Baker & Taylor	15.08	
		9/8/15		40.84	
8100-000	Donation - Materials - RO	9/8/15	Overdrive, Inc.	95.00	
		9/8/15		14.98	
8100-000	Donation - Materials - RO	9/9/15	Baker & Taylor	20.78	
		9/10/15		21.08	
		9/10/15		33.38	
		9/10/15		55.52	
		9/10/15		5.34	
		9/10/15		36.88	
		9/10/15		37.98	
		9/11/15		15.67	
		9/14/15		30.35	
		9/14/15		40.23	
		9/15/15		13.14	
		9/15/15		118.01	

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8100-000	Donation - Materials - RO	9/16/15	Overdrive, Inc.	925.84	
		9/16/15		6.93	
8100-000	Donation - Materials - RO	9/17/15	Baker & Taylor	22.68	
		9/17/15		3.89	
		9/17/15		15.14	
		9/17/15		39.27	
		9/17/15		41.44	
		9/21/15		60.22	
8100-000	Donation - Materials - RO	9/22/15	Overdrive, Inc.	124.97	
		9/22/15		41.96	
8100-000	Donation - Materials - RO	9/22/15	Baker & Taylor	13.15	
		9/22/15		14.92	
		9/24/15		16.22	
		9/24/15		41.09	
		9/24/15		72.19	
		9/24/15		55.15	
8100-000	Donation - Materials - RO	9/25/15	GECRB/Amazon	93.32	
8100-000	Donation - Materials - RO	9/25/15	Baker & Taylor	66.00	
8100-000	Donation - Materials - RO	9/28/15	Overdrive, Inc.	238.10	
		9/28/15		118.88	
		9/28/15		72.93	
8100-000	Donation - Materials - RO			3,901.00	
8100-002	Donation - Materials - LD	9/25/15	GECRB/Amazon	23.97	
8100-002	Donation - Materials - LD			23.97	
8100-011	Donation - Materials - LM	9/1/15	Baker & Taylor	40.93	
		9/3/15		101.05	
		9/4/15		23.31	
		9/9/15		14.56	
		9/22/15		15.70	
		9/23/15		10.56	
		9/24/15		14.59	
		9/24/15		20.13	
8100-011	Donation - Materials - LM	9/25/15	GECRB/Amazon	46.72	
8100-011	Donation - Materials - LM	9/25/15	Baker & Taylor	30.22	
		9/25/15		24.47	
8100-011	Donation - Materials - LM			342.24	
8100-051	Donation - Materials - LC	9/3/15	Baker & Taylor	69.11	
		9/4/15		30.05	
		9/10/15		6.00	
8100-051	Donation - Materials - LC	9/25/15	GECRB/Amazon	37.67	
8100-051	Donation - Materials - LC			142.83	
8100-061	Donation - Materials - LB	9/25/15	Baker & Taylor	14.20	
8100-061	Donation - Materials - LB			14.20	
8500-031	Furn & Equip - Mahnomen	9/22/15	Reardon Office Equipment	794.00	
8500-031	Furn & Equip - Mahnomen			794.00	
8500-061	Furn & Equip - Breckenridge	9/29/15	We Count People LLC	400.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8500-061	Furn & Equip - Breckenridge			400.00	
9630-200	Cell Phone - Joint Automation	9/10/15	Cardmember Service	17.28	
9630-200	Cell Phone - Joint Automation			17.28	
9700-200	Miscellaneous Expense - JA	9/10/15	Cardmember Service	12.78	
9700-200	Miscellaneous Expense - JA			12.78	