

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, November 19, 2015**

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

Location: **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 email Liz at lynchl@larl.org.

AGENDA

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

5:35 **2. MINUTES OF THE JUNE 18, 2015 FULL BOARD MEETING**
Enclosed (page 4)

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

5:40 **3. SEPTEMBER 17, 2015 FULL BOARD MEETING**
Enclosed (page 8)

Recommended Motion: Move to approve the September 17, 2015 Full Board Meeting Minutes as presented.

5:45 **4. FINANCIAL REPORT** - Sprynczynatyk
Enclosed (page 12)

5:55 **5. DIRECTOR'S REPORT** - Lynch
Enclosed (page 16)

a. 2016 Holidays & Closings
Enclosed (page 19)

Recommended Motion: Move to approve the 2016 Holidays & Closings schedule as presented.

(over)

AGENDA of the NOVEMBER 19, 2016 Full Board Meeting – Page 2

Director's Report Continued

- b. Mileage Policy
Enclosed (page 20)

Recommended Motion: Move to approve changes to the Mileage Policy.

- c. Unattended Children Policy/Safe Child Policy
Enclosed (page 21)

Recommended Motion: Move to retract the LARL Unattended Children Policy.

Recommended Motion: Move to adopt the LARL Safe Child Policy.

6:15 6. REPORT OF THE NOMINATIONS COMMITTEE – Geray

- a. Election of the Executive Board for 2016: President, Vice-President, Treasurer, and two Members-at-Large.

6:45 7. BOARD MEMBER REPORTS:

Becker County – Paul Bursik, Ben Grimsley

Breckenridge – Evie Fox

Clay County/Barnesville/Hawey - Wayne Ingersoll

Clearwater County/Bagley – Arlen Syverson for John Nelson

Crookston – Clayton Briggs

Detroit Lakes – Marlys Douglas

Mahnomen – Michelle Gieseke

Mahnomen County – David Geray

Moorhead – Mari Dailey, Lauri Winterfeldt, Open

Norman County/Ada – Lee Ann Hall

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

Wilkin County – Bob Perry

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

Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:55 8. President's Report – Bursik

(over)

AGENDA of the NOVEMBER 19, 2016 Full Board Meeting – Page 3

7:05 **9. OTHER**

7:15 **10. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

List of Bills – October 2015 (page 22 in the digital packet, available for review at the meeting for printed packets)
Eric Bergeson Article (page 31)

UPCOMING MEETINGS/EVENTS

Thanksgiving Eve

All Branches, LINK Sites and the Regional Office will close by 5:00 p.m. on Wednesday, November 25, 2015

Thanksgiving

All Branches, LINK Sites and the Regional Office will be closed on Thursday, November 26 in observation of the Thanksgiving holiday.

Executive Board Meeting

Thursday, December 17, 2015 at 5:30 p.m. at the Moorhead Public Library

Finance Committee Meeting and Full Board Meeting

Thursday, January 21, 2016 at the Moorhead Public Library

4:30 p.m. – Finance Committee Meeting

5:30 p.m. - Full Board Meeting (adopt 2016 Budget)

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, Bunes, 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.

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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		

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, September 17, 2015 at the Moorhead Public Library. President Bursik called the meeting to order at 5:30 pm.

Board Members Present: Bursik (*President*), Douglas, Fox, Grimsley, Ingersoll, Perry, Syverson (alternate for Nelson).

Board Members Absent: Briggs, Bunes, Dailey, Geray, Hall, Winterfeldt, 2 open positions

Others Present: Lynch, Sprynczynatyk, Barbara Glasrud – Moorhead Citizen

Bursik discussed that there was not a quorum at the meeting. The Board would have the meeting, but if any action was needed to be taken, decisions would need to be ratified at the next board meeting.

PUBLIC INPUT

Moorhead resident, Barbara Glasrud, spoke to the LARL board about her concerns regarding LARL's use of a cross sticker representing the Christian Fiction genre.

Lynch discussed that Christian Fiction is a very high demand genre in the LARL system. The stickers have been used as a directional aid for customers. The stickers have been very well received around the region.

APPROVAL OF AGENDA

MINUTES OF THE MARCH 19, 2015 FULL BOARD MEETING

Due to lack of quorum, no motion for approval was made. Members attending the meeting did not report any issues with the minutes.

FINANCIAL REPORT

Sprynczynatyk reported that with 66.67% of 2015 complete, LARL has spent 62.68% of budgeted expenses. The budget is currently tracking very close to anticipated spending.

DIRECTOR'S REPORT

Bursik stated LARL's gratefulness for the \$5,000 donation from Northern Lights Library Network, which was reported in the written Director's Report.

Lynch noted that the Barnesville Branch Librarian position has been filled by Carol Van Brocklin. Shortly after the Barnesville position was filled LARL was informed of the open Hawley Branch Librarian position.

(over)

Minutes of the September 17, 2015 Full Board Meeting – Page 2.

DIRECTOR’S REPORT – continued

LARL is in the middle of its automation system migration. The migration is going very smoothly and the launch date of the new system will be October 26, 2015.

NOMINATIONS COMMITTEE

In Geray’s absence, Bursik discussed that the Executive Committee has a 1 year term, with a limit of 5 consecutive terms. The election takes place in November. Anyone interested in self nominating, or nominating someone else, should contact a member of the Nominations Committee.

BOARD MEMBER REPORTS:

Becker County (Bursik, Grimsley).

No report.

Breckenridge (Fox).

No report.

Clay County (Ingersoll).

There has been no indication that LARL’s 2016 request won’t be met.

Clearwater County (Nelson-absent/Arlen Syverson).

New sidewalks are being poured around the building in Bagley.

Crookston (Briggs-absent).

No report.

Detroit Lakes (Douglas).

1,100 kids participated in the Summer Reading Program. Beth Ann Norgard visited the library in August and discussed her tiny home. There were recently very popular Pokémon and Harry Potter events. The Minnesota Orchestra will be in Detroit Lakes all week the week of September 21st at different functions around town. A string ensemble will be at the Detroit Lakes Library on Tuesday September 22nd.

City of Mahanomen (open).

No report.

Mahanomen County (Geray-absent).

No report.

Moorhead (Dailey-absent, Winterfeldt-absent, open).

Lynch reported that Youth Build refinished all the tables and chairs in Moorhead.

Norman County/Ada (Hall-absent).

No report.

(continued on next page)

Minutes of the September 17, 2015 Full Board Meeting – Page 3.

BOARD MEMBER REPORTS – continued:

Polk County (Buness-absent).

No report.

Wilkin County (Perry).

No report.

MN Library Association/Library Trustee and Advocates Section (Bursik).

No report

Northern Lights Library Network (Ingersoll).

Mari Dailey from the LARL board was appointed by Bursik to the Northern Light Board. Kathy Enger, Executive Director has been busy helping with the Campbell-Tintah School Library in Campbell, MN. She was also instrumental in writing the grant to get the White Earth Community Library completed.

PRESIDENT’S REPORT

No report.

The meeting adjourned at 6:18 p.m.

**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	x	
Grimsley	x	x	x	x	x	
Breckenridge						
Fox	x	x	x	x	x	
Clay County						
Ingersoll	x	x	x		x	
Clearwater County						
Nelson/Syverson	x		x	x	x	
Crookston						
Briggs		x	x	x		
Detroit Lakes						
Douglas			x	x	x	
Mahnomen						
Open		x		x		
Mahnomen County						
Geray	x	x				
Moorhead						
Dailey		x	x			
Open	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	x	

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

83.33%

	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	\$ 87,776.25	\$ 351,105.00	\$ 351,105.00	0.00	100.00
Detroit Lakes	53,573.75	214,295.00	214,295.00	0.00	100.00
Clay County	67,258.75	269,035.00	269,035.00	0.00	100.00
Moorhead	177,040.00	708,160.00	708,160.00	0.00	100.00
Clearwater County	23,336.25	93,345.00	93,345.00	0.00	100.00
Mahnomen County	9,863.75	39,455.00	39,455.00	0.00	100.00
Mahnomen	4,667.50	18,670.00	18,670.00	0.00	100.00
Norman County	22,533.75	90,135.00	90,135.00	0.00	100.00
Polk County	61,512.50	246,050.00	246,050.00	0.00	100.00
Crookston	53,190.00	212,760.00	212,760.00	0.00	100.00
Wilkin County	12,688.75	50,755.00	50,755.00	0.00	100.00
Breckenridge	21,295.00	85,180.00	85,180.00	0.00	100.00
Total Signatory Funding	594,736.25	2,378,945.00	2,378,945.00	0.00	100.00
Grants					
Basic Support - MN (RLBSS)	95,505.31	484,453.38	491,380.00	6,926.62	98.59
Reg Library Telecom Aid (RLTA)	30,109.91	73,044.64	103,000.00	29,955.36	70.92
Total Grants	125,615.22	557,498.02	594,380.00	36,881.98	93.79
Miscellaneous Revenue					
Service Charge Revenue	1,212.75	10,640.31	20,000.00	9,359.69	53.20
Printing Revenue	2,067.42	16,396.17	17,000.00	603.83	96.45
Fax Revenue	584.50	6,015.72	6,500.00	484.28	92.55
Microfilm Revenue	3.74	45.37	100.00	54.63	45.37
Photocopy Revenue	654.63	5,818.12	7,000.00	1,181.88	83.12
Book/Furniture Sale Revenue	364.10	7,267.89	0.00	(7,267.89)	0.00
Interest Income	122.45	32,372.47	20,000.00	(12,372.47)	161.86
Dividends/Capital Credit Inc.	0.00	544.53	0.00	(544.53)	0.00
Invest Earn - Change in Value	(1,540.69)	(25,509.76)	0.00	25,509.76	0.00
Lost/Damaged Property	690.32	4,053.86	6,600.00	2,546.14	61.42
Other Income	200.00	416.91	0.00	(416.91)	0.00
Total Miscellaneous Revenue	4,359.22	58,061.59	77,200.00	19,138.41	75.21
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	15,300.00	61,200.30	61,200.00	(0.30)	100.00
Northern Lights Lib. Network	0.00	25,000.00	0.00	(25,000.00)	0.00
MNLink Server Site Payments	293.94	2,939.40	0.00	(2,939.40)	0.00
Total Joint Automation Revenue	15,593.94	89,139.70	61,200.00	(27,939.70)	145.65
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	740,304.63	3,083,644.31	3,180,121.00	96,476.69	96.97
General Fund Expenditures					
Personnel Expenses					
Salaries - Employees FT/PT	130,118.30	1,264,998.80	1,559,240.00	294,241.20	81.13
Salaries - Substitutes	5,439.56	35,547.30	35,000.00	(547.30)	101.56
Payroll Taxes - Employer	10,257.12	98,318.58	121,960.00	23,641.42	80.62
Retirement - PERA - Employer	9,734.55	92,651.58	116,840.00	24,188.42	79.30
Health Insurance	20,981.31	204,091.39	273,790.00	69,698.61	74.54
Life Insurance - Employer Paid	162.75	1,640.34	2,010.00	369.66	81.61
Workers Compensation Insurance	342.79	3,427.90	4,070.00	642.10	84.22
Other Employee Benefits	620.00	1,250.00	1,500.00	250.00	83.33
Total Personnel	177,656.38	1,701,925.89	2,114,410.00	412,484.11	80.49
Automation/Cataloging					
Automation	15,427.53	158,368.17	194,506.00	36,137.83	81.42
OCLC/Minutex	866.41	8,749.92	12,000.00	3,250.08	72.92
Supplies - Computer	(95.20)	4,148.53	4,500.00	351.47	92.19
Supplies - Technical Services	550.10	5,739.45	8,000.00	2,260.55	71.74
Total Automation/Cataloging	16,748.84	177,006.07	219,006.00	41,999.93	80.82

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	121.58	1,930.11	3,400.00	1,469.89	56.77
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	9,699.39	14,400.00	4,700.61	67.36
Staff Development					
Staff Training & Development	3,241.87	8,521.34	19,000.00	10,478.66	44.85
Total Staff Development	3,241.87	8,521.34	19,000.00	10,478.66	44.85
Mileage/Board Meeting Expense					
Mileage - Staff	1,928.68	17,016.46	21,500.00	4,483.54	79.15
Regional Board Meetings	349.50	4,297.40	7,750.00	3,452.60	55.45
Total Mileage/Board Meeting Expenses	2,278.18	21,313.86	29,250.00	7,936.14	72.87
Other Expenses					
Accounting/Bank Fees	458.52	11,855.14	12,250.00	394.86	96.78
Attorney Fees	0.00	825.00	5,000.00	4,175.00	16.50
Business Office Software	329.00	329.00	2,000.00	1,671.00	16.45
Delivery Services	5,324.61	58,493.68	73,280.00	14,786.32	79.82
Director's Discretionary	0.00	2,500.00	2,500.00	0.00	100.00
Insurance - General/Property	1,278.59	13,178.96	15,875.00	2,696.04	83.02
Lease - Regional Office Rent	1,666.67	16,666.68	20,000.00	3,333.32	83.33
Leases - Equipment	606.86	7,299.62	8,950.00	1,650.38	81.56
Maintenance Contracts	141.97	10,825.38	13,200.00	2,374.62	82.01
Mailing - Click2Mail	0.00	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	200.00	650.00	1,200.00	550.00	54.17
Minnesota Director's Fund	0.00	2,118.00	2,750.00	632.00	77.02
Miscellaneous Expense	643.80	1,445.89	3,000.00	1,554.11	48.20
PIO: Printing/Advertising	626.24	6,067.58	16,400.00	10,332.42	37.00
Postage	0.71	1,678.49	4,250.00	2,571.51	39.49
Recruitment	625.94	4,350.80	9,000.00	4,649.20	48.34
Repairs - Equipment	0.00	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	313.74	6,640.60	10,000.00	3,359.40	66.41
Supplies - Public Services	1,770.82	5,715.62	6,000.00	284.38	95.26
Telephone/Telecom	991.69	9,766.49	18,000.00	8,233.51	54.26
Total Other Operating Expenses	14,979.16	166,551.97	235,355.00	68,803.03	70.77
Regional Library Telecom Aid (RLTA)	30,109.91	73,044.64	103,000.00	29,955.36	70.92
Transportation					
Van Expenses	221.97	2,931.08	5,650.00	2,718.92	51.88
Total Transportation	221.97	2,931.08	5,650.00	2,718.92	51.88
Materials					
Adult	9,641.38	151,467.69	185,950.00	34,482.31	81.46
Digital Collection - e-Books	2,670.30	29,317.46	31,000.00	1,682.54	94.57
Digital Collection - e-Audio	593.48	5,883.53	9,000.00	3,116.47	65.37
Express Collection	478.06	5,106.47	10,000.00	4,893.53	51.06
Juvenile	3,460.32	62,193.10	76,250.00	14,056.90	81.56
Music	155.94	1,380.34	3,500.00	2,119.66	39.44
Online Databases	1,964.20	22,797.82	30,000.00	7,202.18	75.99
Periodicals	846.92	21,989.63	24,100.00	2,110.37	91.24
Reference	158.34	2,750.52	3,500.00	749.48	78.59
Total Materials	19,968.94	302,886.56	373,300.00	70,413.44	81.14
Capital Expenditures					
Furniture & Equipment	0.00	1,882.71	10,500.00	8,617.29	17.93
Software & Hardware Upgrades	0.00	18,156.68	40,000.00	21,843.32	45.39
Total Capital Expenditures	0.00	20,039.39	50,500.00	30,460.61	39.68
Capital Fund Accounts					
Automation System -Shared NWRL	1,104.16	11,041.61	13,250.00	2,208.39	83.33
Van Replacement	250.00	2,500.00	3,000.00	500.00	83.33
Total Capital Fund Accounts	1,354.16	13,541.61	16,250.00	2,708.39	83.33
Total General Fund Expenditures	266,680.99	2,497,461.80	3,180,121.00	682,659.20	78.53
General Fund Revenue Over Expenditures	\$ 473,623.64	\$ 586,182.51	\$ 0.00	(586,182.51)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	\$ (1,473.78)	\$ 17,839.27	\$ 0.00	(17,839.27)	0.00
Endowment Revenue	0.00	660.00	0.00	(660.00)	0.00
Telecom/E-rate Funds	705.39	13,904.57	0.00	(13,904.57)	0.00
Legacy Grant Revenue	7,113.10	94,739.13	0.00	(94,739.13)	0.00
Miscellaneous Grants	0.00	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	6,344.71	164,808.94	0.00	(164,808.94)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	2,042.66	11,116.17	0.00	(11,116.17)	0.00
Donations - Miscellaneous	600.92	3,162.48	0.00	(3,162.48)	0.00
Legacy Grant Expense	7,113.10	94,739.12	0.00	(94,739.12)	0.00
Telecom/E-rate Expenses	705.39	13,904.57	0.00	(13,904.57)	0.00
Miscellaneous Grant Expense	51.98	286.90	0.00	(286.90)	0.00
LSTA Grant Expenses	0.00	8,630.81	0.00	(8,630.81)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	10,514.05	131,840.05	0.00	(131,840.05)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	250.00	18,084.23	0.00	(18,084.23)	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	70,630.70	0.00	(70,630.70)	0.00
Total Special Projects Expenditures	10,764.05	202,470.75	0.00	(202,470.75)	0.00
Special Proj Rev Over (Under) Expend	\$ (4,419.34)	\$ (37,661.81)	\$ 0.00	37,661.81	0.00
GRAND TOTAL REVENUE	746,649.34	3,248,453.25	3,180,121.00	(68,332.25)	102.15
GRAND TOTAL EXPENDITURES	277,445.04	2,699,932.55	3,180,121.00	480,188.45	84.90
CHANGE IN FUND BALANCE	\$ 469,204.30	\$ 548,520.70	\$ 0.00	(548,520.70)	0.00

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

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 9,904.93	15,625.43	(5,720.50)
Cash - Payroll (State Bank)	1,080.51	2,871.96	(1,791.45)
Cash - PayPal	173.44	4.55	168.89
Cash - Savings (State Bank)	899,930.04	685,679.45	214,250.59
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,123,109.43	1,124,649.55	(1,540.12)
Accounts Receivable	294,909.38	192.19	294,717.19
Prepaid Expenses	62,351.45	70,860.94	(8,509.49)
Deposit Account - OCLC	3,268.52	4,124.69	(856.17)
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>\$ 2,495,494.36</u>	<u>2,004,775.42</u>	<u>490,718.94</u>

LIABILITIES			
Accounts Payable	\$ 12,808.46	33,329.51	(20,521.05)
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	314.00	0.00	314.00
Life Insurance Payable	(16.00)	(16.00)	0.00
Dental Insurance Payable	(77.74)	(64.77)	(12.97)
Vision Insurance Payable	(42.67)	(331.11)	288.44
AFLAC Payable	290.71	290.71	0.00
Flexible Spending - Medical	(1,408.20)	(2,080.64)	672.44
Flexible Spending - Dep Care	208.33	416.66	(208.33)
Sales Tax Payable	198.19	520.59	(322.40)
Deferred Revenue	397,458.89	357,508.54	39,950.35
Total Liabilities	<u>517,424.96</u>	<u>497,264.48</u>	<u>20,160.48</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	11,500.00	11,250.00	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. - Brmch 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	11,041.61	9,937.45	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	548,520.70	79,316.40	469,204.30
Total Fund Balances	<u>1,978,069.40</u>	<u>1,507,510.94</u>	<u>470,558.46</u>
Total Liabilities & Fund Balanc	<u>\$ 2,495,494.36</u>	<u>2,004,775.42</u>	<u>490,718.94</u>



Monthly Report to the Board

Meeting Date: November 19, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Staff Day, Oct. 12; Union Negotiations, Oct. 13; Executive Committee Meeting, Oct. 15; Meeting with Moorhead Employees at 2:00 and again at 5:00, Oct. 20; Met with Detroit Lakes Hub on Oct. 27; CRPLSA Meeting in Warroad, Oct. 28, 29 & 30; Visit to the Fertile Public Library, Oct. 30; Visit to Crookston, Nov. 2; MnLINK Gateway Online Meeting, Nov. 5; Coordinating Team Meeting, Nov. 9; Bremer Foundation L3 Meetings in Bismarck, Nov. 11-13

Staff Training Opportunities

85 of the 95 LARL employees attended Staff Day on October 12, 2015 from 10:00-3:30. The day was devoted to Evergreen Automation training.

Laura Gullickson, Fertile Branch Librarian; Chris Boike, Crookston Library Director; Megan Krueger, Moorhead Library Director; and Jenny Rodger, Moorhead Public Services Supervisor attended the Minnesota Library Association Conference in St. Paul on October 8 and 9, 2015. A portion of the costs for all four LARL participants were funded by Northern Lights Library Network Scholarships.

Erin Gunderson, Breckenridge Supervisor and Jenna Kahly, LARL Youth Services Librarian attended the *1,000 Books Before Kindergarten* webinar offered through DEMCO on October 21, 2015.

Jenna Kahly, LARL Youth Services Librarian, attended the Statewide Youth Services Meeting in St. Cloud on November 6, 2015.

Staff/Staffing

Welcome to Kelly Mead, the new Hawley Branch Librarian.

Open Positions

Moorhead Library Assistant

Twin Valley LINK Site Coordinator

Library Substitute – Barnesville Public Library

Gifts, Grants & Donations

The **Fertile-Beltrami Area Community Fund** has recently committed to donating **\$3,808** to the **Fertile Public Library** multi-point computer replacement program. This funding will cover the costs for replacing all six of the current computers used by the public.

To date, the following donations have been received for computer replacement around the region:

- Cargill, Team Wahpeton - \$2,500 for the Breckenridge Public Library
- FM Area Foundation - \$4,000 for the Moorhead Public Library
- First National Bank, Mahanomen - \$250 for the Mahanomen Public Library
- First National Bank, Twin Valley - \$250 for the Twin Valley LINK Site Staff Computer
- Fertile-Beltrami Area Fund - \$3,808 for the Fertile Public Library

The **Moorhead Public Library** is currently soliciting donations for a matching grant program offered by the **Otto Bremer Foundation**. While donations will be accepted any time between now and May 1, 2016, LARL will be pushing a giving campaign from November 10th through December 10th, and again in April of 2016. The Otto Bremer Foundation has already committed to donating \$20,000 to the remodeling of the Moorhead Public Library Meeting rooms, and is also offering an additional \$10,000 in matching funds. The Moorhead Public Library has raised \$2,000 and is seeking the additional \$8,000. Visit larl.org starting on November 10th for online donation options.

As indicated in a previous board report, **Bette Haring**, former **Hawley Branch Librarian's** memorials were designated to the **Hawley Public Library**. Bette was very well respected in the community and was known for her commitment to early literacy and assisting others. To date, the Hawley Public Library has received **\$2,995** from various individuals around the United States, and several NDSU Departments. The memorials are expected to continue. A portion of the donations will be added to the Hawley Public Library's endowment, while the remaining balance will be used as designated by the current Hawley Branch Librarian.

Additional Donations

10/15/2015	The family of Phyllis Hamre, a long-time customer of the Detroit Lakes Library, gave the memorial for humorous mysteries in honor of Phyllis.	250.00
10/14/2015	Detroit Lakes Women of Today made a donation to LARL for new books.	50.00
10/13/2015	Delta Kappa Gamma of Bagley made a donation for children's books.	77.00
11/3/2015	Vartan & Lucy Malkasian made a donation to the Breckenridge Public Library.	100.00
10/15/2015	Congregation members of the Lutheran Church of the Good Shepherd in Moorhead, donated memorials in honor of Ralph Torson.	100.00
10/6/2015	Ruth Torson gave a memorial in honor of Ralph Torson .	50.00
10/6/2015	Nancy Evert gave a memorial in honor of Ralph Torson	50.00
10/22/2015	John Matson of Detroit Lakes made a donation to LARL for books.	1,000.00

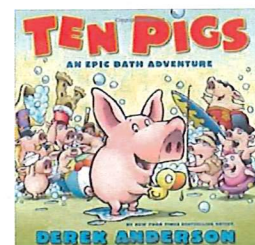
Automation Update

The new LARL Evergreen Catalog went live on October 26th. The Evergreen Catalog, or automation system, is the software/database that contains all of the library's material records and customer records. During any automation migration, there are several glitches to work out following the launch, and it will be many months before it is operating according to our expectations. However, we are still confident that the migration has been a success. To see the customer side of the new system, visit <https://egcatalog.larl.org/> or click on **Go** next to the catalog search box on larl.org.

Legacy Update

Each year, LARL, along with the other 11 regional library systems (Council of Regional Public Library Systems Administrators or CRPLSA), contributes 8% of its Legacy Funds to a statewide Legacy fund that is used for statewide initiatives, following the guidelines associated with the Arts and Cultural Heritage Fund. Two programs offered statewide with this funding includes *Once Upon a Reader* and a Minnesota Book Award Winner Author visits to each region.

Once Upon a Reader is a statewide early literacy initiative. The book selected for the 2016-2017 *Once Upon a Reader* program is ***Ten Pigs: An Epic Bath Adventure***. The book is written and illustrated by Minnesota resident, Derek Anderson. The program will feature original music by local singer/songwriter, Tom Lieberman. ***Ten Pigs: An Epic Bath Adventure*** will be distributed to all Head Start youth in Minnesota, and themed programs will be offered to preschoolers across the region and the state through 2017.



As a part of the **Fall Arts & Cultural Heritage Series**, LARL hosted MN Book Award Winning author, Jack El-Hai, author of *The Nazi and Psychiatrist: Hermann Goring, Douglas M. Kelley, and a Fatal Meeting of the Minds at the End of WWII*. This was one of the most popular programs of the season, and was offered in Moorhead, Fertile, and Bagley. Please read the enclosed article written by Eric Bergeson regarding the program in Fertile. It illustrates the importance of Legacy programs offered by libraries in MN, and the impact programs can have on our rural communities.

Upcoming Dates:

Thanksgiving

All LARL locations will be closed at 5:00 on the evening of Wednesday, November 25 and all day on Thursday, November 26th.

LARL Used Book Sale in the lower level of the Moorhead Public Library

December 3, 4, & 5 from 10-5:30. All proceeds will go back into the collection.

LARL Executive Meeting

Thursday, December 17th at 5:30 in the lower level of the Moorhead Public Library.

First LARL Board Meetings of 2016

The LARL Finance Committee will be meeting at 4:30 on Thursday, January 21st in the lower level of the Moorhead Public Library.

The Full Board Meeting will follow the Finance Committee Meeting at 5:30.

Thank You President Bursik

I would like to say a special **thank you** to **Paul Bursik** for his dedication to LARL and the LARL Board over the years. Paul has served on the LARL Board, representing Becker County, for the last 18 of 19 years. At the end of this year, Paul will have completed his second 9 year term on the LARL board. Paul has served as President and Vice President, in addition to serving on the Northern Lights Library Network Board and the Board of MN Library Trustees and Advocates. Paul has attended Library Legislative Day in St. Paul many times and has been a true advocate for LARL and for all libraries in Minnesota.

Lake Agassiz Regional Library 2016 HOLIDAY AND CLOSING SCHEDULE

All Lake Agassiz Regional Library locations will be closed on the following:

Friday, January 1, 2016	New Year's Day
Monday, January 18	Martin Luther King, Jr. Day
Monday, February 15	Presidents' Day
Sunday, March 27	Easter Sunday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day/Staff Day
Friday, November 11	Veterans Day
Wednesday, November 23	Thanksgiving Eve - All LARL Locations will close by 5:00 p.m.
Thursday, November 24	Thanksgiving Day
Saturday, December 24	Christmas Eve
Sunday, December 25	Christmas Day
Monday, December 26	All LARL locations will be closed Sunday & Monday.
Saturday, December 31	New Year's Eve - All LARL locations close by 5:00 p.m.
Sunday, January 1, 2017	New Year's Day
Monday, January 2, 2017	All LARL locations will be closed Sunday & Monday.

ADDITIONAL SCHEDULE INFORMATION:

Crookston Public Library will be closed on Sundays May 29th through September 4th. Sunday hours will resume on September 11th for the school year.

Mileage ~~Allowance~~ Reimbursement Policy


Library employees and trustees shall be reimbursed for the use of their private automobiles when engaged in the performance of their official duties as representatives of the Library, including meetings of the Library Board. This reimbursement shall be at the current IRS rate.

When an employee begins their work related travel from a location other than a LARL branch or LINK site, LARL will reimburse the employee for the actual miles traveled, or the number of miles from the normal work location to the destination, whichever is less. LARL will not reimburse an employee for mileage from their home to their normal work location.

Reimbursements shall be paid upon receipt of the mileage reimbursement voucher submitted by individuals requesting mileage payments.

Substitutes

Substitutes will be asked to designate a home library and also list all branches where they are willing to sub. An updated copy of this list will be kept on the staff intranet. When a branch librarian needs to find a substitute, they will first ask those substitutes who have listed that branch as their home library. If none are available, they shall then ask any other substitute listed under that branch. In the event a substitute is asked to work at a branch library, other than their designated home library, they will be reimbursed at the current IRS mileage rate for travel from their home library or their residence, whichever is closer. Travel time will not be compensated.



NOTE: This paragraph has been carried over from the *Mileage Reimbursement for Substitutes Procedures* document.

11/09/2015

Safe Child Policy

Lake Agassiz Regional Library strives to offer programs and services that encourage children to develop a love of reading and learning in a friendly, fun environment.

LARL employees cannot assume responsibility for children left unattended on Library premises. In order to provide for the general welfare of all persons using the Library and for the safety of children using the Library, the following policy has been adopted.

Children under 8 years of age

Parents and caregivers must be aware that libraries are public buildings and that it is not in the best interest of children to be left unattended. No public place, including the library, can guarantee the safety of children. It is required that children under eight years of age be accompanied by an adult or a caregiver when visiting the library. This parent/caregiver should be in the immediate vicinity of and in visual contact with the child. During a children's program, it is expected that a parent/caregiver will remain in the building during the duration of the event and be present for the child at the end of the program.

Children 8 years of age and older

Due to differences in child development, some children between 8 and 10 years old may not be able to cope with being unattended. Therefore, it is recommended that children between 8 and 10 years of age be accompanied by an adult or responsible older adolescent when visiting the library. The library in no way assumes any responsibility for any child left unattended in the library.

Children age 8 or older may use the library on their own. Children using inappropriate behavior may be asked to leave the library. If a child in this age group is not able to leave the library without an adult, s/he should not be in the library alone. This is a particular concern in inclement weather and after dark. All children should have the telephone number of someone who can assist them in an emergency.

Behavior of children

Parents and legal guardians are responsible for the behavior of their minor children in the library or on the library grounds, whether they accompany them or not. The LARL Code of Conduct established by the Library Board is posted in the building as well as on the library website. LARL does not take responsibility for children using the library.

For the child's safety, parents or guardians are expected to make arrangements to pick children up before the library closes. Library employees, under no circumstances, shall leave the building with a child.

If an unattended child comes to the attention of library staff, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency.

Library staff cannot be expected to monitor or prevent an unattended minor from leaving the building. Parents also must realize that library employees have no way of knowing whether a person leaving the building with the child is a family member or not.

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	10/1/15	Lakes Country Service Cooperat	1,812.00	
		10/1/15		1,359.00	
		10/1/15		16,755.50	
5120-000	Health Insurance			19,926.50	
5160-000	Other Employee Benefits	10/9/15	Cardmember Service	495.00	
5160-000	Other Employee Benefits			495.00	
6000-000	Supplies - Office	10/1/15	Office Max	38.10	
		10/6/15		234.55	
		10/6/15		5.59	
		10/14/1		38.29	
6000-000	Supplies - Office			316.53	
6010-000	Supplies - Technical Services	10/20/1	DEMCO	409.70	
6010-000	Supplies - Technical Services			409.70	
6020-000	Supplies - Public Services	10/1/15	Paper Roll Products	1,584.22	
6020-000	Supplies - Public Services	10/9/15	Cardmember Service	8.35	
6020-000	Supplies - Public Services			1,592.57	
6040-000	Supplies - Computer	10/9/15	Ace Hardware	18.98	
6040-000	Supplies - Computer	10/9/15	Josh Stompro	51.44	
6040-000	Supplies - Computer			70.42	
6300-000	Payroll Processing	10/13/1	Payroll Professionals, Inc.	137.20	
		10/27/1		131.60	
6300-000	Payroll Processing			268.80	
6320-000	Business Office Software	10/9/15	Cardmember Service	329.00	
6320-000	Business Office Software			329.00	
6330-000	Bank Fees	10/9/15	Cardmember Service	14.00	
6330-000	Bank Fees			14.00	
6350-000	Delivery Service - Courier	10/1/15	Northern Network Express	1,280.80	
		10/9/15		1,280.80	
		10/16/1		1,280.80	
		10/23/1		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	10/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	10/1/15	Barnesville Record-Review	45.00	
6380-000	Recruitment	10/1/15	The Hawley Herald, Inc.	10.00	
6380-000	Recruitment	10/31/1	JobsHQ	570.94	
6380-000	Recruitment			625.94	
6400-000	Telephone	10/1/15	Halstad Telephone Company	76.29	
		10/1/15		29.10	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	10/1/15	Rothsay Telephone Co	77.89	
6400-000	Telephone	10/1/15	Arvig	224.76	
6400-000	Telephone	10/1/15	CenturyLink	48.00	
6400-000	Telephone	10/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	10/8/15	Arvig	100.59	
		10/8/15		98.38	
		10/8/15		91.84	
		10/8/15		89.18	
		10/8/15		38.77	
6400-000	Telephone	10/10/1	Garden Valley Telephone Comp	78.26	
		10/10/1		20.26	
		10/10/1		18.76	
		10/10/1		18.76	
6400-000	Telephone	10/13/1	CenturyLink	44.46	
6400-000	Telephone	10/22/1	Rochester Telecom Systems Inc.	299.54	
6400-000	Telephone	10/25/1	Garden Valley Telephone Comp	17.56	
6400-000	Telephone			1,393.90	
6410-000	PIO - Marketing/Printing/Etc	10/2/15	Moorhead Public Schools	85.00	
6410-000	PIO - Marketing/Printing/Etc	10/7/15	Heritage Education Commission	50.00	
6410-000	PIO - Marketing/Printing/Etc	10/9/15	Cardmember Service	41.42	
		10/9/15		225.66	
6410-000	PIO - Marketing/Printing/Etc	10/16/1	Cole Papers Inc.	144.16	
6410-000	PIO - Marketing/Printing/Etc			546.24	
6450-000	Mileage - Trustee	10/13/1	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	10/13/1	Paul M. Bursik	56.01	
6450-000	Mileage - Trustee	10/15/1	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	10/15/1	Robert Perry	54.05	
6450-000	Mileage - Trustee	10/15/1	Craig Bunes	80.50	
6450-000	Mileage - Trustee	10/15/1	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee			349.50	
6455-000	Mileage - Staff	10/1/15	Sheila Capistran	88.55	
6455-000	Mileage - Staff	10/1/15	Jane Vigness	60.38	
6455-000	Mileage - Staff	10/1/15	Amy Nelson	14.38	
6455-000	Mileage - Staff	10/1/15	Tamera Thomasson-Ehrhart	13.51	
6455-000	Mileage - Staff	10/1/15	Tiffany Jager	48.30	
6455-000	Mileage - Staff	10/2/15	Jill Rose	25.30	
6455-000	Mileage - Staff	10/5/15	April Wedin	149.50	
6455-000	Mileage - Staff	10/5/15	Madonna Liden	46.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/6/15	Jill Rose	25.30	
6455-000	Mileage - Staff	10/6/15	Sheila Capistran	41.40	
		10/7/15		44.28	
6455-000	Mileage - Staff	10/7/15	Erin Beattie	224.25	
6455-000	Mileage - Staff	10/9/15	Sheila Capistran	32.20	
6455-000	Mileage - Staff	10/10/1	Jill Rose	25.30	
6455-000	Mileage - Staff	10/13/1	Jean Varholdt	29.90	
6455-000	Mileage - Staff	10/14/1	Jill Rose	20.13	
6455-000	Mileage - Staff	10/14/1	Christy Underlee	32.78	
6455-000	Mileage - Staff	10/15/1	Sheila Capistran	44.28	
6455-000	Mileage - Staff	10/16/1	Joyce White	48.07	
6455-000	Mileage - Staff	10/17/1	Sheila Capistran	44.28	
6455-000	Mileage - Staff	10/20/1	Jean Varholdt	29.90	
6455-000	Mileage - Staff	10/20/1	Julie Malmanger	41.98	
6455-000	Mileage - Staff	10/20/1	Laura Gullickson	27.03	
6455-000	Mileage - Staff	10/21/1	Megan Krueger	58.65	
6455-000	Mileage - Staff	10/21/1	Sheila Capistran	32.20	
6455-000	Mileage - Staff	10/22/1	Lois Schaedler	41.98	
6455-000	Mileage - Staff	10/22/1	Sheila Capistran	44.28	
6455-000	Mileage - Staff	10/22/1	Karen Edevold	91.43	
6455-000	Mileage - Staff	10/22/1	Tammi Jalowiec	74.75	
6455-000	Mileage - Staff	10/22/1	Jill Rose	20.13	
6455-000	Mileage - Staff	10/26/1	Sheila Capistran	41.40	
6455-000	Mileage - Staff	10/28/1	Liz Lynch	253.00	
6455-000	Mileage - Staff	10/28/1	Jill Rose	25.30	
6455-000	Mileage - Staff	10/29/1	Sheila Capistran	44.28	
6455-000	Mileage - Staff	10/29/1	Patricia Perry	19.55	
6455-000	Mileage - Staff	10/30/1	Megan Krueger	24.73	
6455-000	Mileage - Staff			1,928.68	
6465-000	Memberships - LARL Directors	10/9/15	Cardmember Service	200.00	
6465-000	Memberships - LARL Directors			200.00	
6480-000	Staff Training	10/1/15	Marilyn Eaves	29.90	
6480-000	Staff Training	10/2/15	MEY, Inc.	72.92	
6480-000	Staff Training	10/5/15	Liz Lynch	42.00	
		10/8/15		50.94	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6480-000	Staff Training	10/9/15	Josh Stompro	107.06	
6480-000	Staff Training	10/9/15	Cardmember Service	14.95	
6480-000	Staff Training	10/11/1	Liz Lynch	92.85	
6480-000	Staff Training	10/12/1	Jane Vigness	60.38	
6480-000	Staff Training	10/12/1	Sheila Capistran	48.30	
6480-000	Staff Training	10/12/1	Julie Malmanger	28.75	
6480-000	Staff Training	10/12/1	Sharyl Ogard	63.25	
6480-000	Staff Training	10/12/1	Marlys Winkels	46.00	
6480-000	Staff Training	10/12/1	Constance Mital-Herold	24.73	
6480-000	Staff Training	10/12/1	Teri Sowka	37.38	
6480-000	Staff Training	10/12/1	Jodi Harrington	32.78	
6480-000	Staff Training	10/12/1	Joyce Christine Boike	79.35	
6480-000	Staff Training	10/12/1	Joyce White	99.02	
6480-000	Staff Training	10/12/1	Tammi Jalowiec	112.70	
6480-000	Staff Training	10/12/1	Candace Osborn	48.30	
6480-000	Staff Training	10/12/1	Lois Schaedler	13.80	
6480-000	Staff Training	10/12/1	Marilyn Stordahl	39.68	
6480-000	Staff Training	10/12/1	Erin Gunderson	51.18	
6480-000	Staff Training	10/12/1	Jill Rose	141.45	
6480-000	Staff Training	10/12/1	Tiffany Jager	48.30	
6480-000	Staff Training	10/12/1	Laura Pierson	79.93	
6480-000	Staff Training	10/12/1	Debra Wahl	51.18	
6480-000	Staff Training	10/12/1	Karen Edevold	128.80	
6480-000	Staff Training	10/12/1	Judy Moen	69.00	
6480-000	Staff Training	10/12/1	Marilyn Eaves	29.90	
6480-000	Staff Training	10/12/1	Carol Van Brocklin	29.90	
6480-000	Staff Training	10/12/1	Kirsten Bates	24.73	
6480-000	Staff Training	10/12/1	Lori Leichter	51.18	
6480-000	Staff Training	10/12/1	Laurel Wanke	53.48	
6480-000	Staff Training	10/12/1	Amy Nelson	41.40	
6480-000	Staff Training	10/19/1	Jodi Harrington	18.98	
6480-000	Staff Training	10/19/1	Heidi Klemek	16.10	
6480-000	Staff Training	10/20/1	Jane Vigness	19.55	
6480-000	Staff Training	10/20/1	Erin Gunderson	51.18	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6480-000	Staff Training	10/20/1	Jodi Harrington	32.78	
6480-000	Staff Training	10/22/1	Christy Underlee	32.78	
6480-000	Staff Training	10/22/1	Constance Mital-Herold	24.73	
6480-000	Staff Training	10/26/1	Christy Underlee	32.78	
6480-000	Staff Training	10/26/1	Sheila Capistran	40.25	
6480-000	Staff Training	10/26/1	Laura Gullickson	27.03	
6480-000	Staff Training			2,241.63	
6482-000	Conf/Meeting - Miscellaneous	10/13/1	PJ Operations	43.75	
6482-000	Conf/Meeting - Miscellaneous			43.75	
6484-000	Conf/Meeting - System Directo	10/28/1	Liz Lynch	76.80	
6484-000	Conf/Meeting - System Directo			76.80	
6485-000	Conf/Meeting - MLA	10/7/15	Joyce Christine Boike	79.35	
6485-000	Conf/Meeting - MLA	10/7/15	Paul M. Bursik	301.28	
6485-000	Conf/Meeting - MLA	10/8/15	Joyce Christine Boike	244.13	
6485-000	Conf/Meeting - MLA	10/20/1	Megan Krueger	165.08	
6485-000	Conf/Meeting - MLA	10/28/1	Jennifer Rodger	270.58	
6485-000	Conf/Meeting - MLA	10/31/1	Laura Gullickson	203.50	
6485-000	Conf/Meeting - MLA			1,263.92	
6500-000	Van - Gasoline	10/6/15	Cenex Fleetcard	106.22	
6500-000	Van - Gasoline			106.22	
6602-000	Materials - Juvenile Fiction	10/1/15	Baker & Taylor	138.31	
		10/1/15		48.94	
		10/1/15		65.78	
		10/1/15		369.54	
		10/1/15		67.52	
		10/1/15		64.37	
		10/1/15		31.68	
		10/1/15		53.32	
		10/1/15		45.76	
		10/1/15		40.60	
		10/1/15		56.12	
		10/1/15		11.26	
		10/2/15		36.96	
		10/2/15		74.70	
		10/3/15		106.07	
		10/5/15		108.20	
		10/6/15		15.11	
		10/6/15		13.28	
		10/6/15		89.86	
		10/6/15		444.54	
		10/6/15		82.37	
		10/7/15		70.40	
		10/8/15		122.72	
		10/8/15		241.14	
		10/8/15		17.18	
		10/10/1		31.82	
		10/10/1		216.73	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/13/1		43.46	
		10/15/1		29.38	
6602-000	Materials - Juvenile Fiction	10/25/1	GECRB/Amazon	13.98	
6602-000	Materials - Juvenile Fiction			2,751.10	
6604-000	Materials - Juvenile Non-Fict	10/1/15	Baker & Taylor	85.76	
		10/1/15		42.84	
		10/2/15		69.60	
		10/7/15		150.92	
		10/8/15		21.42	
6604-000	Materials - Juvenile Non-Fict			370.54	
6605-000	Materials - Juvenile DVD	10/1/15	Baker & Taylor	77.58	
6605-000	Materials - Juvenile DVD			77.58	
6606-000	Materials - Juvenile Talk Book	10/1/15	Penguin Random House, LLC.	75.00	
		10/7/15		82.50	
		10/9/15		82.50	
6606-000	Materials - Juvenile Talk Book			240.00	
6610-000	Materials - Adult Fiction	10/1/15	Baker & Taylor	68.55	
		10/1/15		277.11	
		10/1/15		210.15	
		10/1/15		78.88	
		10/1/15		153.98	
		10/1/15		45.76	
		10/1/15		62.80	
		10/1/15		9.89	
		10/1/15		30.26	
		10/1/15		108.17	
		10/1/15		15.12	
		10/1/15		9.89	
		10/1/15		9.89	
		10/1/15		36.79	
		10/1/15		71.82	
		10/1/15		17.36	
		10/2/15		31.36	
		10/2/15		14.01	
		10/2/15		26.10	
		10/2/15		243.28	
		10/2/15		44.77	
		10/3/15		58.53	
		10/6/15		44.69	
		10/6/15		275.06	
		10/7/15		57.04	
		10/7/15		31.10	
		10/8/15		109.28	
		10/8/15		166.49	
		10/12/1		89.38	
		10/12/1		97.40	
		10/12/1		283.08	
		10/12/1		31.39	
6610-000	Materials - Adult Fiction	10/25/1	GECRB/Amazon	60.91	
6610-000	Materials - Adult Fiction			2,870.29	
6612-000	Materials - Adult Non-Fiction	10/1/15	Baker & Taylor	646.91	
		10/1/15		51.35	
		10/1/15		10.67	
		10/1/15		86.43	
		10/1/15		335.24	
		10/3/15		37.94	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/3/15		530.47	
		10/5/15		70.36	
		10/5/15		469.26	
		10/9/15		142.14	
		10/9/15		377.38	
6612-000	Materials - Adult Non-Fiction	10/25/1	GECRB/Amazon	59.01	
6612-000	Materials - Adult Non-Fiction			2,817.16	
6616-000	Materials - Adult DVD	10/1/15	Baker & Taylor	70.60	
		10/1/15		187.08	
		10/1/15		99.93	
		10/8/15		105.90	
		10/16/1		40.20	
6616-000	Materials - Adult DVD	10/25/1	GECRB/Amazon	1,548.51	
6616-000	Materials - Adult DVD			2,052.22	
6618-000	Materials - Adult Talking Book	10/9/15	Recorded Books, LLC.	945.40	
		10/14/1		13.99	
6618-000	Materials - Adult Talking Book	10/16/1	Penguin Random House, LLC.	67.50	
6618-000	Materials - Adult Talking Book	10/20/1	Recorded Books, LLC.	84.27	
		10/22/1		94.30	
		10/22/1		62.15	
		10/22/1		278.47	
		10/22/1		312.35	
6618-000	Materials - Adult Talking Book			1,858.43	
6630-000	Materials - Express Collection	10/1/15	Baker & Taylor	62.80	
		10/1/15		29.67	
		10/1/15		65.00	
		10/2/15		16.22	
		10/2/15		64.63	
		10/3/15		28.68	
		10/3/15		48.66	
		10/8/15		46.53	
		10/12/1		48.75	
		10/12/1		67.12	
6630-000	Materials - Express Collection			478.06	
6640-000	Materials - Music	10/25/1	GECRB/Amazon	155.94	
6640-000	Materials - Music			155.94	
6670-000	Materials - Digital - e-Books	10/7/15	Overdrive, Inc.	194.25	
		10/7/15		497.80	
		10/7/15		6.98	
		10/13/1		16.99	
		10/17/1		27.00	
		10/21/1		84.00	
		10/22/1		18.99	
		10/26/1		472.79	
		10/26/1		106.81	
		10/26/1		529.71	
		10/27/1		87.99	
		10/28/1		1.99	
6670-000	Materials - Digital - e-Books			2,045.30	
6675-000	Materials - Digital - e-Audio	10/7/15	Overdrive, Inc.	24.17	
		10/13/1		43.00	
		10/26/1		124.98	



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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/26/1		142.99	
		10/28/1		49.99	
6675-000	Materials - Digital - e-Audio			385.13	
6690-000	Materials - Periodicals	10/18/1	Star Tribune	450.32	
		10/18/1		366.60	
6690-000	Materials - Periodicals	10/31/1	Frazee Forum, Inc.	30.00	
6690-000	Materials - Periodicals			846.92	
6800-000	Miscellaneous Expense	10/6/15	B&B Carpet Cleaners	436.80	
6800-000	Miscellaneous Expense	10/8/15	Liz Lynch	45.00	
6800-000	Miscellaneous Expense	10/22/1	5R Processors LTD	162.00	
6800-000	Miscellaneous Expense			643.80	
7110-000	Regional Lib Telecom Aid - Ex	10/8/15	NW-Links	30,109.91	
7110-000	Regional Lib Telecom Aid - Ex			30,109.91	
7200-000	Legacy - Expense (1099)	10/7/15	Steven R. Hoffbeck	1,775.00	
7200-000	Legacy - Expense (1099)	10/8/15	William B Jamerson	1,800.00	
7200-000	Legacy - Expense (1099)	10/21/1	Ricky S Crume	1,500.00	
7200-000	Legacy - Expense (1099)	10/26/1	Forum Communications Printing	171.17	
		10/26/1		171.17	
		10/26/1		171.16	
		10/26/1		171.16	
		10/26/1		171.16	
7200-000	Legacy - Expense (1099)			5,930.82	
7300-000	Miscellaneous Grant Expense	10/6/15	Ace Hardware	51.98	
7300-000	Miscellaneous Grant Expense			51.98	
8000-011	Donation - Misc Exp - LM	10/5/15	Megan Krueger	109.43	
8000-011	Donation - Misc Exp - LM	10/25/1	GECRB/Amazon	262.79	
8000-011	Donation - Misc Exp - LM			372.22	
8000-013	Donation - Misc Exp - LH	10/15/1	Megan Krueger	44.89	
8000-013	Donation - Misc Exp - LH			44.89	
8000-051	Donation - Misc Exp - LC	10/19/1	Bonnie Stewart	140.68	
8000-051	Donation - Misc Exp - LC			140.68	
8000-055	Donation - Misc Exp - LI	10/21/1	Julie Malmanger	43.13	
8000-055	Donation - Misc Exp - LI			43.13	
8100-000	Donation - Materials - RO	10/1/15	Baker & Taylor	26.86	
		10/1/15		30.26	
		10/1/15		30.24	
		10/1/15		64.56	
		10/1/15		124.40	
		10/1/15		22.75	
		10/1/15		19.62	
		10/1/15		31.73	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/1/15		70.76	
		10/1/15		15.67	
		10/1/15		15.12	
		10/1/15		9.89	
		10/2/15		15.14	
		10/2/15		194.48	
		10/2/15		14.01	
		10/2/15		18.48	
		10/3/15		28.38	
		10/3/15		21.10	
		10/3/15		9.87	
		10/5/15		39.52	
		10/5/15		30.84	
		10/6/15		75.34	
		10/6/15		44.69	
8100-000	Donation - Materials - RO	10/7/15	Overdrive, Inc.	45.92	
		10/7/15		38.00	
8100-000	Donation - Materials - RO	10/8/15	Baker & Taylor	43.20	
		10/8/15		10.37	
		10/9/15		39.22	
		10/9/15		102.92	
		10/12/1		30.28	
		10/12/1		15.14	
8100-000	Donation - Materials - RO	10/13/1	Overdrive, Inc.	147.98	
		10/20/1		14.99	
8100-000	Donation - Materials - RO	10/25/1	GEARB/Amazon	53.98	
8100-000	Donation - Materials - RO	10/26/1	Overdrive, Inc.	290.90	
		10/26/1		48.97	
		10/27/1		48.00	
8100-000	Donation - Materials - RO			1,883.58	
8100-011	Donation - Materials - LM	10/1/15	Baker & Taylor	42.95	
		10/1/15		20.42	
		10/1/15		5.03	
		10/6/15		10.71	
		10/6/15		15.11	
		10/10/1		15.91	
		10/12/1		16.25	
8100-011	Donation - Materials - LM	10/25/1	GEARB/Amazon	32.70	
8100-011	Donation - Materials - LM			159.08	
9700-200	Miscellaneous Expense - JA	10/9/15	Cardmember Service	13.00	
9700-200	Miscellaneous Expense - JA			13.00	

Goering's Guard

 Tue, 11/03/2015 - 11:17am |  Eric Bergeson

Today at the Fertile Library, Author Jack El-Hai spoke about his recent book, [The Nazi and the Psychiatrist](#), which focused on the relationship between psychiatrist Douglas Kelly and Nazi Hermann Goering formed at Nuremberg. In the audience was Art Olson of Mentor, above, age 90, who was Goering's guard at the prison in 1946 and spoke often to the gregarious warlord.



"Want to trade places?" Goering had said to Olson as the American GI brought the Nazi to his chair in the Nuremberg courtroom.



Olson was quiet during the lecture until one slide: a picture of the prison atrium with guards stationed outside of each cell to prevent suicides of the 22 Nazis on trial.

"That's where we were!" he exclaimed.

To the left of Olson in the picture above is Byron Ness. He and his wife Marilyn have been studying the war to find out more of what Byron's father Victor went through in Italy. Victor only recently began to talk about his war experiences, and Byron and Marilyn have been faithfully recording his stories, and reading aloud to Victor other accounts of the Italian campaign.

Victor passed away early this morning at Fair Meadow Nursing Home at age 98. Even so, Byron and Marilyn followed through on their promise to bring old Art Olson to hear the lecture on his former prisoner.

Goering knew he was going to be sentenced to death. He was convinced that if Germany had won the war, it would have been Eisenhower, Roosevelt and Churchill on trial, not him. "Luck of the draw," he shrugged.

Goering did not want to die by hanging, however. That was the way to kill common criminals. He was a head of state.

So the night before, he popped a cyanide tablet he had smuggled into the prison and died within minutes.

The author of the book, El-Hai, noted that his subject, psychiatrist Kelly, viewed Goering's suicide as a small triumph for the Nazi. He had foiled the Allies by taking things into his own hands and not allowing himself to be hung.

"Oh, we hung him all right!" Olson exclaimed.

"Really!" the author replied.

Yes, the Americans on guard who found Goering's body apparently made sure he got his final humiliation. After the symbolic hanging, the Nazi leader's body was cremated in a concentration camp oven.

Psychiatrist Kelly was altered by the experience of interviewing the Nazi war criminals. Contrary to his expectations, Kelly's work revealed that the monsters responsible for the deaths of millions were no less mentally healthy than anybody off the street. The discovery caused him to despair and leave the psychiatric field. Furthermore, he felt a kinship with Goering. He may have expressed that kinship when, with his life in shambles, he killed himself in 1958.

Dark stuff, true. But it was fascinating to see an academic historian interact with a person who lived the history, a GI who had walked the very halls the author studied.

Olson mentioned the films of the concentration camps shown at the trial. He had seen some of the gruesome clips, and he described them. El-Hai said that nobody had seen those films until the trial, and that, in contrast with our violence de-sensitized culture today, they were completely shocking to people back then.

"What effect did they have on you?" the author asked Olson.

Oh oh, I thought. Here you have an old Scandinavian being asked to describe his emotions. Olson paused. The author waited. Television producers would hope for tears at this point.

Nope.

"Well! It wasn't very pleasant!" Olson finally snapped, with the attitude of, "what kind of a stupid question is that?"

I had to cover a laugh, because I knew Olson wasn't going to give in and show emotion. He was just to old school for that. It was just a matter of how he was going to find a way to keep his Norse dignity in the face of invitation to at least quiver a bit.

He pulled it off perfectly.

*Purchase Eric's new book *A Treasury of Old Souls* [here](#).*