

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Thursday, September 15, 2016

5:30 p.m.

Moorhead Public Library - EVENT ROOM ON MAIN FLOOR

NOTE: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext 127, or locally at (218) 233-3757, ext 127. Or, send Liz an email at lynchl@larl.org by 1:00 the day of the meeting.

AGENDA

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

- 5:40 **2. MINUTES OF THE JUNE 16, 2016 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the June 16, 2016 Full Board Meeting Minutes as presented.

- 5:45 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)

- a. Report of Results Accomplished for State FY2016 RLBSS Funds
 (Available for review at meeting)

Recommended Motion: Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2016 Regional Library Basic System Support (RLBSS) Grant.

- b. 2016-2018 Audit Proposals

- 6:10 **4. DIRECTOR'S REPORT** - Lynch
 Enclosed (Page 11)

- a. Working Guidelines for Supervisory and Confidential Employees
 Enclosed (Page 13)

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

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

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

Becker County – Ben Grimsley, Terry Kalil

Breckenridge – Evie Fox

Clay County/Barnesville/Hawley – Wayne Ingersoll

Clearwater County/Bagley – John Nelson/Arlen Syverson

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 Buness

Wilkin County – Bob Perry

MN Library Association/Library Trustees & Advocates Section – Terry Kalil

Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

6:50 7. **PRESIDENT’S REPORT** – President Perry

6:55 8. **OTHER**

7:00 9. **ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – August 2016 (page 20 – digital packet only, print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

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

Moorhead Public Library

Executive Committee Meeting, October 20, 5:30pm

Moorhead Public Library, lower level

Full Board Meeting, November 17, 5:30pm - Elections

Moorhead Public Library, lower level

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 16, 2016 at the Moorhead Public Library. President Perry called the meeting to order at 5:30 pm.

Board Members Present: Buness, Dailey, Fox, Geray, Grimsley, Hall, Ingersoll, Perry
(President), Syverson.

Board Members Absent: Briggs, Douglas, Gieseke, Kalil, Winterfeldt, 1 open
position

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

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Geray/Grimsley) – Move to approve the agenda of the June 16, 2016 Full Board Meeting as presented. MCU.

MINUTES OF THE MAY 19, 2016 FULL BOARD MEETING.

(Buness/Geray) Move to approve the Minutes of the May 19, 2016 Full Board as presented. MCU.

FINANCIAL REPORT

With 41.67% of 2016 complete, LARL has spent 38.79% of budgeted expenses. Expenses are closely following budget. Supplies - Computer expense category at 68.04% is higher due to the replacement of computers happening around the region. Programming – Summer Reading is at 67.53% of budget due to the Summer Reading Program starting soon. Accounting/Bank fees are at 78.66% of budget due to the 2015 audit being paid in full.

(over)

Minutes of the June 16, 2016 Full Board Meeting – Page 2

REPORT OF THE FINANCE COMMITTEE

(Dailey/Hall) Move to approve the application for State FY2017 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee. MCU.

(Fox/Buness) Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2017, and to set aside 10% of LARL's Legacy allocation for statewide projects as reviewed and recommended by the Finance Committee. MCU.

Ingersoll discussed that the only change made to the budget from draft #2 to draft #3 was a small decrease in Salaries/Benefits.

(Hall/Fox) Move to approve the 2017 Preliminary Budget – Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

DIRECTOR'S REPORT

Lynch discussed that two grants have been applied for from State Library Services. A Bremer grant application is being prepared to be submitted to refurbish the Breckenridge Public Library. The city of Breckenridge is going to install new carpet in the library.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil-absent)
No report.

Breckenridge (Fox)
No report.

Clay County (Ingersoll)
No report.

Clearwater County (Syverson)
Syverson visited the library at opening time and there was a line of people to get in. 39 people signed up for the summer reading program.

Crookston (Briggs-absent)
No report.

Detroit Lakes (Douglas-absent)
No report.

(continued on next page)

Minutes of the June 16, 2016 Full Board Meeting – Page 3

City of Mahanomen (Gieseke-absent)

No report.

Mahanomen County (Geray)

No report.

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

The Moorhead Friends are trying to raise funds for chairs for the computer room.

Norman County/Ada (Hall)

No report.

Polk County (Buness)

No report.

Wilkin County (Perry)

No report.

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

No report.

Northern Lights Library Network (Ingersoll-absent)

The NLLN annual meeting is next Saturday.

PRESIDENT'S REPORT

No report.

OTHER

The meeting adjourned at 6:41 p.m.

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**Lake Agassiz Regional Library
2016 Board Meeting Attendance Schedule**

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

	January	March	May	June	September	November
Becker County						
Grimsley	x	x	x	x		
Kaili	x	x	x			
Breckenridge						
Fox		x	x	x		
Clay County						
Ingersoll	x	x	x	X		
Clearwater County						
Nelson/Syverson	x	X	x	x		
Crookston						
Briggs		x	x			
Detroit Lakes						
Douglas			x			
Mahnomen						
Gieseke	X					
Mahnomen County						
Geray	x	x		X		
Moorhead						
Dailey		x	x	X		
Winterfeldt	x		x			
Open						
Norman County						
Hall	x	x	x	x		
Polk County						
Buness	X	x	x	x		
Wilkin County						
Perry	x	x	x	x		

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 2016

66.67% Page: 7

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 0.00	\$ 268,766.25	\$ 358,355.00	89,588.75	75.00
Detroit Lakes	0.00	163,170.00	217,560.00	54,390.00	75.00
Clay County	0.00	206,820.00	275,760.00	68,940.00	75.00
Moorhead	0.00	540,547.50	720,730.00	180,182.50	75.00
Clearwater County	0.00	71,793.75	95,725.00	23,931.25	75.00
Mahnomen County	0.00	30,296.25	40,395.00	10,098.75	75.00
Mahnomen	0.00	14,355.00	19,140.00	4,785.00	75.00
Norman County	0.00	69,408.75	92,545.00	23,136.25	75.00
Polk County	0.00	189,371.25	252,495.00	63,123.75	75.00
Crookston	0.00	161,681.25	215,575.00	53,893.75	75.00
Wilkin County	0.00	38,790.00	51,720.00	12,930.00	75.00
Breckenridge	0.00	64,908.75	86,545.00	21,636.25	75.00
Total Signatory Funding	0.00	1,819,908.75	2,426,545.00	606,636.25	75.00
<i>Grants</i>					
Basic Support - MN (RLBS)	0.00	238,763.33	477,527.00	238,763.67	50.00
Reg Library Telecom Aid (RLTA)	0.00	41,794.91	88,230.00	46,435.09	47.37
Total Grants	0.00	280,558.24	565,757.00	285,198.76	49.59
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,412.60	9,676.13	18,000.00	8,323.87	53.76
Printing Revenue	1,707.98	12,818.48	19,100.00	6,281.52	67.11
Fax Revenue	754.69	5,308.37	7,000.00	1,691.63	75.83
Microfilm Revenue	0.89	99.93	100.00	0.07	99.93
Photocopy Revenue	557.80	4,129.90	7,000.00	2,870.10	59.00
Book/Furniture Sale Revenue	353.74	2,571.43	0.00	(2,571.43)	0.00
Interest/Dividend Income	18,974.51	41,354.42	30,000.00	(11,354.42)	137.85
Investment Value Change	(17,917.01)	(4,532.03)	0.00	4,532.03	0.00
Lost/Damaged Property	372.36	3,011.81	6,000.00	2,988.19	50.20
Other Income	0.00	87.46	0.00	(87.46)	0.00
Total Miscellaneous Revenue	6,217.56	74,525.90	87,200.00	12,674.10	85.47
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	40,282.50	56,350.00	16,067.50	71.49
Northern Lights Libr. Network	0.00	0.00	0.00	0.00	0.00
MNLink Server Site Payments	300.17	2,401.36	0.00	(2,401.36)	0.00
Total Joint Automation Revenue	300.17	42,683.86	56,350.00	13,666.14	75.75
Fund Balance/Shortfall	0.00	0.00	53,543.00	53,543.00	0.00
Total General Fund Revenue	6,517.73	2,217,676.75	3,189,395.00	971,718.25	69.53
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	129,192.32	1,055,842.92	1,640,260.00	584,417.08	64.37
Payroll Taxes	9,756.01	79,883.72	125,480.00	45,596.28	63.66
Retirement - PERA	9,489.10	74,306.59	120,430.00	46,123.41	61.70
Health Insurance	19,824.55	162,285.54	274,750.00	112,464.46	59.07
Life Insurance	149.73	1,284.64	2,010.00	725.36	63.91
Workers Compensation Insurance	355.10	2,840.80	4,330.00	1,489.20	65.61
Other Employee Benefits	114.87	930.96	1,610.00	679.04	57.82
Total Personnel	168,881.68	1,377,375.17	2,168,870.00	791,494.83	63.51
<i>Automation/Cataloging</i>					
Automation	10,289.01	84,059.76	162,360.00	78,300.24	51.77
Catalog Item Records	899.40	6,997.26	11,500.00	4,502.74	60.85
Supplies - Computer	417.00	3,993.58	4,500.00	506.42	88.75
Supplies - Technical Services	140.46	3,909.59	7,000.00	3,090.41	55.85
Total Automation/Cataloging	11,745.87	98,960.19	185,360.00	86,399.81	53.39

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 2016

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	180.40	1,873.17	3,400.00	1,526.83	55.09
Programming - Summer Reading	189.83	5,861.16	8,000.00	2,138.84	73.26
Programming - Adult	0.00	(40.00)	3,000.00	3,040.00	(1.33)
Total Library Programming	370.23	7,694.33	14,400.00	6,705.67	53.43
Staff Development					
Staff Training & Development	3,706.29	8,843.40	19,000.00	10,156.60	46.54
Total Staff Development	3,706.29	8,843.40	19,000.00	10,156.60	46.54
Mileage/Board Meeting Expense					
Mileage - Staff	1,280.34	12,137.56	20,000.00	7,862.44	60.69
Regional Board Meetings	770.02	4,059.37	6,500.00	2,440.63	62.45
Total Mileage/Board Meeting Expenses	2,050.36	16,196.93	26,500.00	10,303.07	61.12
Other Expenses					
Accounting/Bank Fees	418.62	12,016.48	13,750.00	1,733.52	87.39
Attorney Fees	0.00	300.00	4,000.00	3,700.00	7.50
Business Office Software	0.00	42.65	2,000.00	1,957.35	2.13
Delivery Services	8,386.28	48,000.22	73,000.00	24,999.78	65.75
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,389.44	10,933.87	17,825.00	6,891.13	61.34
Lease - Regional Office Rent	1,683.33	13,466.66	20,200.00	6,733.34	66.67
Leases - Equipment	606.86	5,675.56	8,950.00	3,274.44	63.41
Maintenance Contracts	1,489.30	8,368.43	14,050.00	5,681.57	59.56
Mailing - Click2Mail	0.00	0.00	3,500.00	3,500.00	0.00
Materials Recovery/Collections	0.00	313.25	3,200.00	2,886.75	9.79
Memberships	0.00	459.00	1,200.00	741.00	38.25
Minnesota Director's Fund	0.00	0.00	2,500.00	2,500.00	0.00
Miscellaneous Expense	0.00	965.40	3,000.00	2,034.60	32.18
PIO: Printing/Advertising	481.49	5,080.56	16,400.00	11,319.44	30.98
Postage	121.44	990.51	3,760.00	2,769.49	26.34
Recruitment	43.20	3,322.61	8,000.00	4,677.39	41.53
Repairs - Equipment	54.17	415.93	2,500.00	2,084.07	16.64
Supplies - Copier/Fax/Microfilm	0.00	119.00	1,500.00	1,381.00	7.93
Supplies - Office	983.26	3,440.43	10,000.00	6,559.57	34.40
Supplies - Public Services	543.80	2,130.90	6,000.00	3,869.10	35.52
Telephone/Telecom	954.47	6,899.08	17,900.00	11,000.92	38.54
Total Other Operating Expenses	17,155.66	122,940.54	235,735.00	112,794.46	52.15
Regional Library Telecom Aid (RLTA)	0.00	41,794.91	88,230.00	46,435.09	47.37
Transportation					
Van Expenses	264.79	1,713.25	5,000.00	3,286.75	34.27
Total Transportation	264.79	1,713.25	5,000.00	3,286.75	34.27
Materials					
Audio Visual	5,946.56	45,487.98	74,000.00	28,512.02	61.47
Digital	3,494.44	40,591.27	45,000.00	4,408.73	90.20
Online Resources	2,142.29	17,117.02	25,700.00	8,582.98	66.60
Periodicals	127.11	19,327.51	24,100.00	4,772.49	80.20
Print	10,778.72	128,352.93	212,000.00	83,647.07	60.54
Total Materials	22,489.12	250,876.71	380,800.00	129,923.29	65.88
Capital Expenditures					
Furniture & Equipment	4,065.60	6,373.81	10,500.00	4,126.19	60.70
Software & Hardware Upgrades	1,289.70	9,012.13	40,000.00	30,987.87	22.53
Total Capital Expenditures	5,355.30	15,385.94	50,500.00	35,114.06	30.47
Capital Fund Accounts					
Automation System -Shared NWRL	1,000.00	8,000.00	12,000.00	4,000.00	66.67
Van Replacement	250.00	2,000.00	3,000.00	1,000.00	66.67
Total Capital Fund Accounts	1,250.00	10,000.00	15,000.00	5,000.00	66.67
Total General Fund Expenditures	233,269.30	1,951,781.37	3,189,395.00	1,237,613.63	61.20
General Fund Revenue Over Expenditures	\$ (226,751.57)	\$ 265,895.38	\$ 0.00	(265,895.38)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 31, 2016

	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	\$ 1,154.32	\$ 18,616.81	\$ 0.00	(18,616.81)	0.00
Endowment Revenue	0.00	730.00	0.00	(730.00)	0.00
Telecom/E-rate Funds	1,521.24	7,057.00	0.00	(7,057.00)	0.00
Legacy Grant Revenue	2,180.79	27,956.88	0.00	(27,956.88)	0.00
Miscellaneous Grants	0.00	117,703.61	0.00	(117,703.61)	0.00
Total Special Projects Revenue	4,856.35	172,064.30	0.00	(172,064.30)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	345.86	3,803.86	0.00	(3,803.86)	0.00
Donations - Materials: A/V	0.00	177.78	0.00	(177.78)	0.00
Donations - Materials: Other	165.00	782.00	0.00	(782.00)	0.00
Donations - Miscellaneous	129.79	2,695.95	0.00	(2,695.95)	0.00
Legacy Grant Expense	2,180.79	27,956.89	0.00	(27,956.89)	0.00
Telecom/E-rate Expenses	1,521.24	7,057.00	0.00	(7,057.00)	0.00
Miscellaneous Grant Expense	0.00	117,703.61	0.00	(117,703.61)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	4,342.68	160,177.09	0.00	(160,177.09)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	15,821.42	0.00	(15,821.42)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	15,821.42	0.00	(15,821.42)	0.00
Total Special Projects Expenditures	4,342.68	175,998.51	0.00	(175,998.51)	0.00
Special Proj Rev Over (Under) Expend	\$ 513.67	\$ (3,934.21)	\$ 0.00	3,934.21	0.00
GRAND TOTAL REVENUE	11,374.08	2,389,741.05	3,189,395.00	799,653.95	74.93
GRAND TOTAL EXPENDITURES	237,611.98	2,127,779.88	3,189,395.00	1,061,615.12	66.71
CHANGE IN FUND BALANCE	\$ (226,237.90)	\$ 261,961.17	\$ 0.00	(261,961.17)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
August 31, 2016

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	16,491.62	23,036.81	(6,545.19)
Cash - Payroll (State Bank)	1,414.97	954.95	460.02
Cash - PayPal	0.00	1.64	(1.64)
Cash - Savings (State Bank)	878,828.75	681,840.43	196,988.32
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,170,137.64	1,169,228.63	909.01
Accounts Receivable	44.80	401,152.50	(401,107.70)
Other Miscellaneous Receivable	0.00	90.00	(90.00)
Prepaid Expenses	59,388.51	65,791.20	(6,402.69)
Deposit Account - OCLC	2,649.40	3,541.48	(892.08)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(3,680.33)	(3,680.33)	0.00
Equipment and Fixtures	363,969.12	363,969.12	0.00
Accum Depr - Equip & Fixtures	(343,060.28)	(343,060.28)	0.00
Equipment & Fixtures - Donated	210,043.91	210,043.91	0.00
Accum Depr - Donated Equip	(209,907.91)	(209,907.91)	0.00
Endowment Funds	55,892.27	55,892.27	0.00
Amount Provided - LTD	16,032.17	16,032.17	0.00
Total Assets \$	<u>2,231,070.57</u>	<u>2,447,752.52</u>	<u>(216,681.95)</u>
LIABILITIES			
Accounts Payable \$	20,844.02	14,117.80	6,726.22
Credit Card Payable	5,036.64	595.87	4,440.77
Amazon Charge Account	3,727.53	4,139.05	(411.52)
Accrued Salaries Payable	72,206.15	72,206.15	0.00
Accrued Sick Leave Payable	16,032.17	16,032.17	0.00
Accrued Vacation Payable	33,901.14	33,901.14	0.00
Payroll Tax Payable - ND	636.00	319.00	317.00
Life Insurance Payable	204.00	(4.00)	208.00
Dental Insurance Payable	6.75	26.12	(19.37)
Vision Insurance Payable	41.37	41.19	0.18
AFLAC Payable	139.82	139.82	0.00
Flexible Spending - Medical	(505.64)	(958.56)	452.92
Flexible Spending - Dep Care	40.03	840.03	(800.00)
Sales Tax Payable	298.87	118.72	180.15
Deferred Revenue	386,055.62	388,844.02	(2,788.40)
Total Liabilities	<u>538,664.47</u>	<u>530,358.52</u>	<u>8,305.95</u>
FUND BALANCES			
Fund Balance - Unreserved	159,822.22	159,822.22	0.00
Fund Bal. - Operating Reserve	990,000.00	990,000.00	0.00
Fund Bal. - Employee Severance	17,000.00	17,000.00	0.00
Fund Bal. - Unemployment Comp.	40,000.00	40,000.00	0.00
Fund Bal. - Van Replacement	14,000.00	13,750.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	10,000.00	10,000.00	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. - Joint Automation	62,000.00	62,000.00	0.00
Fund Bal. - III Software Upgrd	8,000.00	7,000.00	1,000.00
Investment in Gen. Fixed Asset	29,730.44	29,730.44	0.00
Reserve for Endowments	55,892.27	55,892.27	0.00
Change in Fund Balance	<u>261,961.17</u>	<u>488,199.07</u>	<u>(226,237.90)</u>
Total Fund Balances	<u>1,692,406.10</u>	<u>1,917,394.00</u>	<u>(224,987.90)</u>
Total Liabilities & Fund Balanc \$	<u>2,231,070.57</u>	<u>2,447,752.52</u>	<u>(216,681.95)</u>

Monthly Report to the Board**Meeting Date: September 15, 2016****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Collection Management Project in Detroit Lakes, August 11; MN Youth Services Committee Meeting, August 12; Association of Rural and Small Libraries (ARSL) Committee Meeting, August 16; Coordinating Team Meeting, August 17; LARL Executive Meeting, August 18; Collection Management Project in Detroit Lakes, August 22; Meeting with Ann Dolence from Lakes Country Service Cooperative (LCSC); Council of Regional Public Library Administrators (CRPLSA) Meeting, September 1; MN Library Legislative Committee, September 7

Open Positions

Fosston Branch Manager
Fosston Library Associate
Fosston Library Substitute
Mahnomen Library Substitute

New Employees

Welcome to **Samantha Albers**, Associate at the Breckenridge Public Library.

Staff Development

Linda VanderMeulen, Technical Services Assistant attended an online *Basic Cataloging 101 Seminar* on 08/15/16.

Nicole Murphy, ILL Assistant attended the Public Libraries Node Meeting in Minneapolis on 8/24/16.

LARL News**Legacy – Arts and Cultural Heritage Fund**

LARL has released the Fall 2016 Legacy Series, which will include a mix of regional and state-wide artists, performers, and authors. The 2016 Arts & Cultural Heritage Series booklets are currently being distributed in all LARL locations.

Legacy Progress Report

From November 2015-June 2016, LARL provided 15 cultural, historical, and arts programs to the residents of LARL. Those 15 artists and historians provided over 100 presentations and experiences, with over 1,000 attendees.

Statewide Initiatives**MN Library Legislative Platform**

While the Legislative Platform for 2017 has not been finalized, items impacting LARL include Regional Library Basic System Support (RLBSS), Arts & Cultural Heritage Funding (ACHF – Legacy), Regional Library Telecom Aid (RLTA), and Bonding for construction projects for 2017/18.

Upcoming Dates**Staff Day**

LARL Staff Day will be held at the Moorhead Public Library on Monday, October 10, 2016. All LARL locations will be closed to the public, allowing staff to gather.

Association of Rural and Small Libraries (ARSL) Conference

The ARSL Conference will be held on October 27-29, 2016 at the Holiday Inn, Fargo.

Gifts, Grants & Donations

8/12/2016	Hawley Public Library donation from Anthony & Rhonda Laddusaw, in memory of Dale Skallerud, for books.	25.00
8/12/2016	Hawley Public Library donation from Anthony & Rhonda Laddusaw, in memory of Jackie McManus, for books.	25.00
8/9/2016	Moorhead Public Library donation from Mary Brunsdale for computer lab chairs.	450.00
8/23/2016	LARL donation from the Gary Gene Gerdin Estate for library Sci-Fi books, DVDs, Graphic Novels, DVDs & CDs.	250.00
8/29/2016	Breckenridge Public Library donation from C.R. Krutsinger.	4.00
	Total	\$754.00

WORKING GUIDELINES FOR SUPERVISORY AND CONFIDENTIAL EMPLOYEES (Exempt and Nonexempt)

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

Working Hours

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

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

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

Wage Administration

1. Paycheck Distribution

There will be 24 pay periods per year for all Employees. Paydays shall be on the 15th and the last day of the month. Whenever a payday falls on a Saturday, Sunday, or holiday, the preceding day (Monday-Friday) shall be considered the payday.

2. Paycheck Deduction Options

A. Deferred Compensation Plan

The Lake Agassiz Regional Library offers a Deferred Compensation Plan administered by the State of Minnesota to all Employees who meet the Public Employee Retirement Association (PERA) eligibility guidelines.

B. Flexible Spending Plan

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

C. Insurance Premiums

1. Health Insurance premium for family/dependent coverage.

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

2. Supplemental Life Insurance

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

3. Dental Insurance

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

4. Vision Insurance

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

5. AFLAC Insurance

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

D. United Way Contribution

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

3. Longevity

A longevity incentive schedule will be as follows:

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

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

Insurance Benefits

1. Health Insurance

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

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

a. Eligibility

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

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

b. Payment of Administrative Fee

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

c. Source of Funding & Contributions

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

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

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

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

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

2. Life Insurance

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

Leave Benefits

1. Bereavement Leave

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

2. Holiday Leave

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

New Year's Day	January 1
Martin Luther King, Jr. Day	third Monday in January
Presidents' Day	third Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	first Monday in September
Veterans' Day	November 11
Thanksgiving Day	fourth Thursday in November
Christmas Eve	December 24 (one-half day)
Christmas Day	December 25

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

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

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

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

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

3. Sick Leave

- A. Sick leave shall be earned on the basis of one (1) prorated day of leave for each month of service. Unused sick leave as of December 31 of each year shall be allowed to accumulate to a total of one hundred and twenty (120) prorated days.
- B. Whenever an Employee has the maximum one hundred and twenty (120) prorated days accumulation, additional sick leave shall be earned on the basis of one-half ($\frac{1}{2}$) day for each month of service. This additional sick leave shall be allowed to accumulate to a total of twelve (12) pro-rated days in a deferred sick leave bank. It shall not be counted toward severance pay.

- C. No advance shall be given on sick leave.
 - D. Upon death or retirement from employment, one-half of the unused portion of sick leave shall be granted as severance pay to the Employee or be paid to the Employee's estate. An employee with 10 or more years of service who terminates his or her employment voluntarily, and while in good standing, shall be compensated for 10% accumulated sick leave as severance pay.
 - E. LARL may require a medical examination and report from a physician to justify sick leave, if required by the Regional Library Director. The examination and report shall be at LARL's expense.
 - F. Sick leave may be used for necessary medical, optical, and dental attention, including treatments by chiropractors and psychological counseling, for the Employee.
 - G. Sick leave may be used in case of illness or injury in the Employee's immediate family requiring his/her attention and shall be for the time required. The term "immediate family" shall be limited to spouse, children, siblings, parents, grandparents, and stepparents.
 - H. Should an Employee become ill or disabled while on vacation, to the point that s/he must visit a doctor or become hospitalized, vacation leave shall be changed to sick leave, effective the date of the illness, upon notice to the Regional Library Director. When the Employee returns to work s/he must bring a statement from a medical practitioner describing the nature of the Employee's illness.
4. Vacation Leave
- A. The Regional Library Director and Supervisor II Employees will earn vacation at the rate of twenty six (26) working days per year.
 - B. Supervisor I, Library Associate II and all Confidential Employees will earn vacation at the following rates: 1-3 years = 15 days; 4-6 years = 18 days; 7-9 years = 20 days; 10 + years = 24 days. Vacation amounts will be prorated for Confidential Employees working less than 40 hours per week.
 - C. Employees are entitled to take earned vacation commencing January 1 in which year the vacation is earned. Employees may accumulate fifty percent of their earned annual vacation provided the accumulated leave is taken by December 31 of the following year. Any vacation not so taken shall be forfeited. Additional leave without pay to be taken in connection with the vacation may be granted at the discretion of the Regional Library Director, pursuant to the Leave of Absence Policy.

- D. Any staff member leaving the library in good standing shall be compensated for vacation time accrued to the day of separation.

Any Employee terminating his/her service at the library or who has taken unearned vacation in advance shall be required to compensate the library at termination for the actual value of the unearned vacation so taken.

- E. Legal holidays falling in the vacation period are not counted as vacation.

Retirement

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

Membership Dues

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

Continuing Education

Refer to the [Continuing Education Policy](#). ~~LARL Conference, Workshop and Continuing Education Policy~~

Adopted, Lake Agassiz Regional Library Board of Trustees: February 19, 1977

Amended, Lake Agassiz Regional Library Board of Trustees: December 16, 1977;

November 18, 1977; March 15, 1980; December 14, 1981; May 14, 1985;

December 14, 1994; March 21, 1998, November 20, 2003, February 16, 2006;

April 19, 2012, December 18, 2014

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2016 to Aug 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	8/1/16 8/1/16 8/1/16	Lakes Country Service Cooperat	14,053.00 906.00 3,171.00	
5120-000	Health Insurance			18,130.00	
6000-000	Supplies - Office	8/15/16	Lakes Country Service Cooperat	886.50	
6000-000	Supplies - Office	8/24/16	Office Depot	50.86	
6000-000	Supplies - Office			937.36	
6040-000	Supplies - Computer	8/4/16	Absolute Marketing Group	240.00	
6040-000	Supplies - Computer			240.00	
6240-000	Maint Contr - Copiers	8/8/16	Metro Sales, Inc	1,252.26	
6240-000	Maint Contr - Copiers			1,252.26	
6300-000	Payroll Processing	8/10/16 8/26/16	Payroll Professionals, Inc.	133.30 136.40	
6300-000	Payroll Processing			269.70	
6350-000	Delivery Service - Courier	8/1/16 8/8/16 8/15/16 8/22/16 8/29/16	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	
6355-000	Deliv Serv - TriCollege/Minitx	8/17/16	Minitex	1,811.28	
6355-000	Deliv Serv - TriCollege/Minitx			1,811.28	
6362-000	Lease - Copiers	8/2/16	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	8/25/16	Mahnomen Pioneer	43.20	
6380-000	Recruitment			43.20	
6400-000	Telephone	8/1/16 8/1/16	Halstad Telephone Company	78.43 31.94	
6400-000	Telephone	8/1/16	Arvig	190.11	
6400-000	Telephone	8/1/16	Rothsay Telephone	78.20	
6400-000	Telephone	8/1/16	CenturyLink	48.00	
6400-000	Telephone	8/25/16	Rochester Telecom Systems Inc.	140.09	
6400-000	Telephone			566.77	
6410-000	PIO - Marketing/Printing/Etc	8/18/16	Shortprinter	105.00	
6410-000	PIO - Marketing/Printing/Etc			105.00	
6450-000	Mileage - Trustee	8/18/16	Robert Perry	50.76	
6450-000	Mileage - Trustee	8/18/16	Evelyn Fox	50.76	
6450-000	Mileage - Trustee	8/18/16	Ben Grimsley	48.60	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	8/18/16	Craig Bunes	75.60	
6450-000	Mileage - Trustee			225.72	
6455-000	Mileage - Staff	8/3/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	8/3/16	Megan Krueger	23.22	
6455-000	Mileage - Staff	8/3/16	Toni Epema	27.54	
6455-000	Mileage - Staff	8/3/16	Judy Moen	18.36	
6455-000	Mileage - Staff	8/4/16	Megan Krueger	23.22	
6455-000	Mileage - Staff	8/6/16	Sheila Capistran	37.80	
		8/9/16		38.88	
6455-000	Mileage - Staff	8/10/16	Jill Rose	23.76	
6455-000	Mileage - Staff	8/15/16	Joyce Christine Boike	39.42	
6455-000	Mileage - Staff	8/15/16	Jamie Sprynczynatyk	65.88	
6455-000	Mileage - Staff	8/15/16	Laura Gullickson	25.38	
6455-000	Mileage - Staff	8/16/16	Joyce Christine Boike	37.26	
		8/16/16		18.36	
		8/16/16		25.38	
		8/17/16		74.52	
6455-000	Mileage - Staff	8/17/16	Toni Epema	39.42	
6455-000	Mileage - Staff	8/19/16	Amy Nelson	13.50	
6455-000	Mileage - Staff	8/20/16	Jill Rose	18.90	
		8/22/16		23.76	
6455-000	Mileage - Staff	8/23/16	Abbey Valen	23.22	
6455-000	Mileage - Staff	8/23/16	Sheila Capistran	38.88	
6455-000	Mileage - Staff	8/23/16	Jill Rose	23.76	
6455-000	Mileage - Staff	8/23/16	Candace Osborn	45.36	
6455-000	Mileage - Staff	8/23/16	Carol Van Brocklin	28.08	
6455-000	Mileage - Staff	8/23/16	Erin Gunderson	48.06	
6455-000	Mileage - Staff	8/23/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	8/24/16	Judy Moen	34.56	
6455-000	Mileage - Staff	8/24/16	Christy Underlee	17.82	
6455-000	Mileage - Staff	8/25/16	Lois Schaedler	23.76	
6455-000	Mileage - Staff	8/25/16	Karen Edevold	19.44	
6455-000	Mileage - Staff	8/25/16	Jessica Nanik	48.06	
6455-000	Mileage - Staff	8/25/16	Patty Nunn	27.54	
6455-000	Mileage - Staff	8/25/16	Amy Nelson	30.78	
6455-000	Mileage - Staff	8/26/16	Judy Moen	34.56	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2016 to Aug 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	8/26/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	8/26/16	Amy Nelson	11.88	
6455-000	Mileage - Staff	8/27/16	Toni Epema	39.42	
6455-000	Mileage - Staff	8/29/16	Sheila Capistran	37.80	
6455-000	Mileage - Staff	8/30/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	8/30/16	Julie Malmanger	39.42	
6455-000	Mileage - Staff	8/30/16	Laura Gullickson	25.38	
6455-000	Mileage - Staff	8/31/16	Jodi Harrington	17.82	
6455-000	Mileage - Staff	8/31/16	Jill Rose	18.90	
6455-000	Mileage - Staff			1,280.34	
6470-000	Board Expenses	8/16/16	Liz Lynch	25.31	
		8/18/16		20.00	
6470-000	Board Expenses	8/23/16	Terry Kalil	199.99	
6470-000	Board Expenses			245.30	
6482-000	Conf/Meeting - Miscellaneous	8/24/16	Nicole Murphy	182.54	
6482-000	Conf/Meeting - Miscellaneous			182.54	
6484-000	Conf/Meeting - System Directo	8/1/16	Arrowhead Library System	11.00	
6484-000	Conf/Meeting - System Directo			11.00	
6490-000	Programming - Youth	8/11/16	Absolute Marketing Group	58.80	
6490-000	Programming - Youth			58.80	
6492-000	Programming - Summer Readi	8/29/16	Collaborative Summer Library P	156.00	
6492-000	Programming - Summer Readi			156.00	
6500-000	Van - Gasoline	8/6/16	Cenex Fleetcard	50.16	
6500-000	Van - Gasoline			50.16	
6505-000	Van - Repairs & Maintenance	8/4/16	Duggan's Auto Service Center	39.32	
6505-000	Van - Repairs & Maintenance			39.32	
6600-000	Materials - Print	8/1/16	Baker & Taylor	197.84	
		8/1/16		249.20	
		8/1/16		9.96	
		8/1/16		461.33	
		8/1/16		152.48	
		8/2/16		36.76	
		8/2/16		76.60	
		8/2/16		39.66	
		8/2/16		411.84	
		8/2/16		37.11	
		8/2/16		44.84	
		8/2/16		186.14	
		8/2/16		471.93	
		8/3/16		160.90	
		8/3/16		200.19	
		8/3/16		61.60	
		8/3/16		211.24	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	8/4/16	Scholastic Library Publishing	25.58	
6600-000	Materials - Print	8/4/16	Baker & Taylor	14.54	
		8/4/16		18.33	
		8/4/16		139.73	
		8/5/16		125.29	
		8/5/16		423.25	
		8/8/16		49.74	
		8/8/16		213.30	
		8/8/16		36.14	
		8/8/16		276.23	
		8/9/16		107.72	
		8/9/16			6.49
		8/9/16			0.59
		8/10/16		22.42	
		8/10/16		55.63	
		8/10/16		98.38	
		8/11/16		10.76	
		8/11/16		80.76	
		8/15/16		42.87	
		8/15/16		23.38	
		8/16/16		46.98	
		8/16/16		430.51	
		8/16/16		69.88	
		8/16/16		29.74	
		8/17/16		196.51	
		8/17/16		11.21	
		8/17/16		441.58	
		8/17/16		26.03	
		8/17/16		139.73	
		8/17/16		27.84	
		8/18/16		50.76	
		8/18/16		84.82	
		8/18/16		75.45	
		8/19/16		33.32	
		8/19/16		61.40	
6600-000	Materials - Print	8/22/16	Country Scribe Publishing	8.37	
6600-000	Materials - Print	8/22/16	Baker & Taylor	53.86	
		8/22/16		303.33	
		8/22/16		48.64	
		8/23/16		6.59	
		8/23/16		22.30	
		8/23/16		45.96	
		8/23/16		212.19	
		8/23/16		188.36	
		8/24/16		33.92	
		8/24/16		40.74	
		8/24/16		34.68	
		8/24/16		26.90	
		8/24/16		45.24	
		8/24/16		338.19	
		8/25/16		77.38	
		8/26/16		39.36	
		8/26/16		241.51	
		8/26/16		307.24	
		8/26/16		41.06	
		8/26/16		180.92	
		8/26/16		403.62	
		8/29/16		48.52	
		8/29/16		89.62	
		8/29/16		67.42	
		8/29/16		85.90	
		8/29/16		197.99	
		8/29/16		497.78	
		8/29/16		423.12	

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Monthly List of Bills
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print			10,610.14	7.08
6601-000	Materials - A/V	8/1/16	Penguin Random House, LLC.	22.50	
		8/1/16		52.50	
		8/1/16		60.00	
6601-000	Materials - A/V	8/1/16	Recorded Books, LLC.	36.49	
		8/1/16		243.82	
		8/1/16		177.06	
		8/2/16		149.50	
		8/2/16		61.77	
6601-000	Materials - A/V	8/2/16	Baker & Taylor	18.60	
		8/2/16		35.69	
		8/3/16		32.12	
6601-000	Materials - A/V	8/5/16	Recorded Books, LLC.	203.68	
6601-000	Materials - A/V	8/5/16	Baker & Taylor	19.09	
6601-000	Materials - A/V	8/10/16	Recorded Books, LLC.	60.34	
6601-000	Materials - A/V	8/11/16	Baker & Taylor	70.14	
6601-000	Materials - A/V	8/12/16	Recorded Books, LLC.	32.00	
6601-000	Materials - A/V	8/12/16	Penguin Random House, LLC.	52.50	
		8/12/16		33.00	
6601-000	Materials - A/V	8/15/16	Recorded Books, LLC.	36.49	
6601-000	Materials - A/V	8/15/16	Baker & Taylor	274.13	
		8/15/16		19.06	
6601-000	Materials - A/V	8/16/16	Recorded Books, LLC.	64.00	
6601-000	Materials - A/V	8/16/16	Baker & Taylor	22.63	
		8/16/16		47.80	
		8/17/16		65.85	
		8/17/16		61.39	
		8/17/16		52.08	
		8/17/16		70.60	
6601-000	Materials - A/V	8/18/16	Recorded Books, LLC.	39.68	
6601-000	Materials - A/V	8/18/16	Baker & Taylor	45.88	
		8/23/16		65.55	
		8/23/16		18.60	
		8/25/16		183.31	
		8/25/16		126.43	
		8/25/16		47.72	
6601-000	Materials - A/V	8/26/16	Recorded Books, LLC.	41.00	
6601-000	Materials - A/V	8/29/16	Baker & Taylor	23.90	
6601-000	Materials - A/V	8/30/16	Recorded Books, LLC.	135.18	
		8/30/16		766.80	
		8/31/16		32.00	
6601-000	Materials - A/V			3,600.88	
6670-000	Materials - Digital - e-Books	8/2/16	Overdrive, Inc.	50.91	
		8/2/16		171.96	
		8/2/16		65.00	
		8/2/16		225.83	
		8/2/16		38.96	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2016 to Aug 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/8/16		7.99	
		8/9/16		581.16	
		8/9/16		11.99	
		8/9/16		95.94	
		8/9/16		16.99	
		8/10/16		53.95	
		8/15/16		388.71	
		8/16/16		333.90	
		8/23/16		16.99	
		8/23/16		4.99	
		8/23/16		301.68	
		8/23/16		30.47	
		8/30/16		215.78	
6670-000	Materials - Digital - e-Books			2,613.20	
6675-000	Materials - Digital - e-Audio	8/2/16	Overdrive, Inc.	47.99	
6675-000	Materials - Digital - e-Audio			47.99	
6690-000	Materials - Periodicals	8/1/16	Pelican Rapids Press	40.00	
6690-000	Materials - Periodicals	8/9/16	The Pioneer	175.45	
6690-000	Materials - Periodicals	8/17/16	FM News	306.31	
6690-000	Materials - Periodicals	8/27/16	Thief River Falls Times	40.00	
6690-000	Materials - Periodicals	8/27/16	The Hawley Herald, Inc.	35.00	
6690-000	Materials - Periodicals	8/31/16	Crookston Daily Times	155.00	
6690-000	Materials - Periodicals	8/31/16	Twin Valley Times	40.00	
6690-000	Materials - Periodicals	8/31/16	Frazee Forum, Inc.	30.00	
6690-000	Materials - Periodicals			821.76	
7120-000	Telecom/E-rate Expenses	8/8/16	PCM Sales, Inc.	229.78	
		8/8/16		392.75	
		8/8/16		403.90	
7120-000	Telecom/E-rate Expenses			1,026.43	
7200-000	Legacy - Expense (1099)	8/4/16	Absolute Marketing Group	211.78	
		8/11/16		402.98	
		8/11/16		194.70	
7200-000	Legacy - Expense (1099)	8/26/16	Forum Communications Printing	114.11	
		8/26/16		67.00	
		8/26/16		114.11	
		8/26/16		114.11	
		8/26/16		114.12	
		8/26/16		114.11	
		8/26/16		114.11	
		8/26/16		114.12	
7200-000	Legacy - Expense (1099)			1,675.25	
7210-000	Legacy - Materials - Print	8/22/16	Country Scribe Publishing	93.33	
7210-000	Legacy - Materials - Print			93.33	
7220-000	Legacy - Materials - A/V	8/2/16	Recorded Books, LLC.	2.21	
7220-000	Legacy - Materials - A/V			2.21	
8000-053	Donation - Misc Exp - LE	8/3/16	Laura Gullickson	85.16	

Lake Agassiz Regional Library
Monthly List of Bills
For the Period From Aug 1, 2016 to Aug 31, 2016

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-053	Donation - Misc Exp - LE			85.16	
8107-000	Donation - Material Other - RO	8/15/16	Overdrive, Inc.	22.97	
		8/15/16		15.98	
		8/15/16		25.05	
		8/30/16		101.00	
8107-000	Donation - Material Other - RO			165.00	
8500-000	Furn & Equip - Regional Office	8/17/16	MEI Technologies/Parsons Elect	1,835.50	
8500-000	Furn & Equip - Regional Office	8/30/16	Christianson's Business Furnit	1,465.25	
8500-000	Furn & Equip - Regional Office			3,300.75	
8500-013	Furn & Equip - Hawley	8/19/16	We Count People LLC	400.86	
8500-013	Furn & Equip - Hawley			400.86	
8500-021	Furn & Equip - Bagley	8/16/16	DEMCO	363.99	
8500-021	Furn & Equip - Bagley			363.99	
8600-000	Software & Hardware Upgrade	8/5/16	PCM Sales, Inc.	1,289.70	
8600-000	Software & Hardware Upgrade			1,289.70	