

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

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

Thursday, February 19, 2015

5:30 p.m.

Meeting Place: Moorhead Public Library

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

Note: If you're unable to attend this meeting, please phone the toll-free number of LARL's Regional Office at 1-800-247-0449, ext. 127. Local Board Members may phone LARL's Regional Office at 233-3757, ext. 127. Or, email Liz Lynch at lynchl@larl.org.

AGENDA

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

5:40 2. MINUTES OF THE DECEMBER 18, 2014 EXECUTIVE COMMITTEE MEETING.
Enclosed: Page 3

Recommended Motion: Move to approve the December 18, 2014 Executive Committee Meeting Minutes as presented.

5:50 3. FINANCIAL REPORT - Sprynczynatyk
Enclosed: Page 6

a. Final Report for Legacy Funds FY2014 funding year
(Available for review at meeting)

Recommended Motion: Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2014 funding year.

6:00 4. DIRECTOR'S REPORT - Lynch
Enclosed: Page 10

(over)

Agenda for the February 21, 2015 Executive Committee Meeting – Page 2

6:10 5. PRESIDENT’S REPORT – Bursik

6:30 6. OTHER

6:35 7. ADJOURNMENT

MISC. ITEMS INCLUDED:

- a. Approved 2015 LARL Board of Trustees Meeting Schedule (page 12)
- b. Revised Bylaws (page 13)
- c. 2015 Committee Assignments (page 19)
- d. List of Bills – January 2015 (page 20)

UPCOMING MEETINGS/EVENTS

Library Legislative Day in St. Paul

March 3, 2015

Full Board Meeting with Audit Report

March 19, 2015 at 5:30 p.m.

National Library Week

April 12-18, 2015

Theme: Unlimited possibilities @ your library.

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

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

A meeting of the Lake Agassiz Regional Library Executive Committee was held on Thursday, December 18th, 2014 at the Moorhead Branch. President Perry called the meeting to order at 5:30 p.m.

Executive Committee Members Present: Buess, Bursik, Fox, Ingersoll, Perry (*Chair*), Schoenborn, Vinz.

Executive Committee Members Absent: None.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Fox/Schoenborn) Move to approve the agenda of the December 18, 2014 Executive Committee Meeting as presented. MCU.

MINUTES OF THE OCTOBER 16, 2014 EXECUTIVE COMMITTEE MEETING.

(Buess/Vinz) Move to approve the October 16, 2014 Executive Committee Meeting Minutes as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed, that through November, we are 91.67% of the way through the year and have spent 85.24% of the budget. LARL took a conservative approach to 2014 and although a few line items are higher than budgeted, every budget category is on track to finish at or below budgeted amounts. It is likely that although LARL budgeted an \$88,156 deficit, 2014 will end without deficit spending.

Bursik and the Executive Committee commended Sprynczynatyk and the rest of LARL for doing a good job, keeping a close eye on the budget throughout the year.

(over)

Minutes of the December 18, 2014 Executive Committee Meeting – Page 2

DIRECTOR'S REPORT

Lynch discussed that LARL is excited that Moorhead decided to increase their Signatory contribution by \$20,000 to restore hours that were reduced Monday through Thursday.

Lynch and the Northwest Regional Library Director made a proposal to Northern Light Library Network (NLLN) in December about financial assistance for the LARL/NWRL automation system change to Evergreen. NLLN will be contributing \$25,000 to the project.

LARL will be receiving a \$10,000 LSTA grant for early literacy initiatives from State Library Services.

(Ingersoll/Bursik) Move to approve changes to the revised Working Guidelines for Supervisory and Confidential Employees as reviewed by management. MCU.

Lynch will start emailing the Full Board following Executive Committee meetings, in effort to keep the Full Board in the loop regarding important decisions.

Lynch reported that Clearwater County will be meeting LARL's 2015 budget request.

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

PRESIDENT'S REPORT

Perry discussed that with the reduction of the Board size, a reduction in the Executive Committee should be considered.

Lynch reported that after a discussion with LARL's attorney, he doesn't believe the LARL Agreement needs to be amended for the change in Board size. He believes the LARL agreement was used to set up LARL and that after LARL was set up, the By-Laws are now the document that governs LARL.

Board member attendance was discussed. Bursik discussed that the importance of attendance will be discussed with the Board in January.

(continued)

Minutes of the December 18, 2014 Executive Committee Meeting – Page 3

PRESIDENT'S REPORT - continued

(Bursik/Vinz) Move to recommend to the Full Board that the Executive Committee will be composed of five members: President, Vice President, Treasurer, and two members at large. (This reduces the LARL Executive Committee from 7 to 5.) Motion carried by a vote of 5 to 1, with Buness voting against.

(Fox/Ingersoll) Move to recommend to the Full Board to remove the *Local Libraries/Long Range Plan Committee* from the Bylaws. MCU.

The meeting adjourned at 6:55 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 31, 2015

8.33%

	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	\$ 87,776.25	\$ 87,776.25	\$ 351,105.00	263,328.75	25.00
Detroit Lakes	53,573.75	53,573.75	214,295.00	160,721.25	25.00
Clay County	67,258.75	67,258.75	269,035.00	201,776.25	25.00
Moorhead	177,040.00	177,040.00	708,160.00	531,120.00	25.00
Clearwater County	23,336.25	23,336.25	93,345.00	70,008.75	25.00
Mahnomen County	9,863.75	9,863.75	39,455.00	29,591.25	25.00
Mahnomen	4,667.50	4,667.50	18,670.00	14,002.50	25.00
Norman County	22,533.75	22,533.75	90,135.00	67,601.25	25.00
Polk County	61,512.50	61,512.50	246,050.00	184,537.50	25.00
Crookston	53,190.00	53,190.00	212,760.00	159,570.00	25.00
Wilkin County	12,688.75	12,688.75	50,755.00	38,066.25	25.00
Breckenridge	21,295.00	21,295.00	85,180.00	63,885.00	25.00
Total Signatory Funding	594,736.25	594,736.25	2,378,945.00	1,784,208.75	25.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	49,138.02	49,138.02	491,380.00	442,241.98	10.00
Reg Library Telecom Aid (RLTA)	0.00	0.00	103,000.00	103,000.00	0.00
Total Grants	49,138.02	49,138.02	594,380.00	545,241.98	8.27
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	655.28	655.28	20,000.00	19,344.72	3.28
Printing Revenue	1,213.56	1,213.56	17,000.00	15,786.44	7.14
Fax Revenue	534.89	534.89	6,500.00	5,965.11	8.23
Microfilm Revenue	0.84	0.84	100.00	99.16	0.84
Photocopy Revenue	630.22	630.22	7,000.00	6,369.78	9.00
Book/Furniture Sale Revenue	362.24	362.24	0.00	(362.24)	0.00
Interest Income	106.33	106.33	20,000.00	19,893.67	0.53
Invest Earn - Change in Value	17,722.73	17,722.73	0.00	(17,722.73)	0.00
Lost/Damaged Property	223.86	223.86	6,600.00	6,376.14	3.39
Other Income	294.00	294.00	0.00	(294.00)	0.00
Total Miscellaneous Revenue	21,743.95	21,743.95	77,200.00	55,456.05	28.17
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	15,300.00	15,300.00	61,200.00	45,900.00	25.00
MNLink Server Site Payments	293.94	293.94	0.00	(293.94)	0.00
Total Joint Automation Revenue	15,593.94	15,593.94	61,200.00	45,606.06	25.48
Fund Balance/Shortfall	0.00	0.00	68,396.00	68,396.00	0.00
Total General Fund Revenue	681,212.16	681,212.16	3,180,121.00	2,498,908.84	21.42
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries - Employees FT/PT	126,432.67	126,432.67	1,559,240.00	1,432,807.33	8.11
Salaries - Substitutes	2,813.79	2,813.79	35,000.00	32,186.21	8.04
Payroll Taxes - Employer	9,758.73	9,758.73	121,960.00	112,201.27	8.00
Retirement - PERA - Employer	9,634.48	9,634.48	116,840.00	107,205.52	8.25
Health Insurance	20,848.77	20,848.77	273,790.00	252,941.23	7.61
Life Insurance - Employer Paid	158.32	158.32	2,010.00	1,851.68	7.88
Workers Compensation Insurance	342.79	342.79	4,070.00	3,727.21	8.42
Other Employee Benefits	125.00	125.00	1,500.00	1,375.00	8.33
Total Personnel	170,114.55	170,114.55	2,114,410.00	1,944,295.45	8.05
<i>Automation/Cataloging</i>					
Automation	15,546.04	15,546.04	194,506.00	178,959.96	7.99
OCLC/Minutex	834.38	834.38	12,000.00	11,165.62	6.95
Supplies - Computer	171.93	171.93	4,500.00	4,328.07	3.82
Supplies - Technical Services	1,154.30	1,154.30	8,000.00	6,845.70	14.43
Total Automation/Cataloging	17,706.65	17,706.65	219,006.00	201,299.35	8.09

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 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	106.64	106.64	3,400.00	3,293.36	3.14
Programming - Summer Reading	151.48	151.48	8,000.00	7,848.52	1.89
Programming - Adult	10.34	10.34	3,000.00	2,989.66	0.34
Total Library Programming	268.46	268.46	14,400.00	14,131.54	1.86
Staff Development					
Staff Training & Development	18.83	18.83	19,000.00	18,981.17	0.10
Total Staff Development	18.83	18.83	19,000.00	18,981.17	0.10
Mileage/Board Meeting Expense					
Mileage - Staff	1,055.64	1,055.64	21,500.00	20,444.36	4.91
Regional Board Meetings	570.06	570.06	7,750.00	7,179.94	7.36
Total Mileage/Board Meeting Expenses	1,625.70	1,625.70	29,250.00	27,624.30	5.56
Other Expenses					
Accounting/Bank Fees	377.77	377.77	12,250.00	11,872.23	3.08
Attorney Fees	0.00	0.00	5,000.00	5,000.00	0.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	5,319.62	5,319.62	73,280.00	67,960.38	7.26
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,278.61	1,278.61	15,875.00	14,596.39	8.05
Lease - Regional Office Rent	1,666.67	1,666.67	20,000.00	18,333.33	8.33
Leases - Equipment	606.86	606.86	8,950.00	8,343.14	6.78
Maintenance Contracts	222.30	222.30	13,200.00	12,977.70	1.68
Mailing - Click2Mail	0.00	0.00	4,000.00	4,000.00	0.00
Materials Recovery/Collections	0.00	0.00	3,200.00	3,200.00	0.00
Memberships	25.00	25.00	1,200.00	1,175.00	2.08
Minnesota Director's Fund	0.00	0.00	2,750.00	2,750.00	0.00
Miscellaneous Expense	2.49	2.49	3,000.00	2,997.51	0.08
PIO: Printing/Advertising	712.34	712.34	16,400.00	15,687.66	4.34
Postage	113.83	113.83	4,250.00	4,136.17	2.68
Recruitment	0.00	0.00	9,000.00	9,000.00	0.00
Repairs - Equipment	0.00	0.00	2,500.00	2,500.00	0.00
Supplies - Copier/Fax/Microfilm	0.00	0.00	2,000.00	2,000.00	0.00
Supplies - Office	0.00	0.00	10,000.00	10,000.00	0.00
Supplies - Public Services	191.41	191.41	6,000.00	5,808.59	3.19
Telephone/Telecom	968.27	968.27	18,000.00	17,031.73	5.38
Total Other Operating Expenses	11,485.17	11,485.17	235,355.00	223,869.83	4.88
Regional Library Telecom Aid (RLTA)	0.00	0.00	103,000.00	103,000.00	0.00
Transportation					
Van Expenses	163.88	163.88	5,650.00	5,486.12	2.90
Total Transportation	163.88	163.88	5,650.00	5,486.12	2.90
Materials					
Adult	37,363.75	37,363.75	185,950.00	148,586.25	20.09
Digital Collection - e-Books	2,734.47	2,734.47	31,000.00	28,265.53	8.82
Digital Collection - e-Audio	489.84	489.84	9,000.00	8,510.16	5.44
Express Collection	290.58	290.58	10,000.00	9,709.42	2.91
Juvenile	5,210.50	5,210.50	76,250.00	71,039.50	6.83
Music	208.56	208.56	3,500.00	3,291.44	5.96
Online Databases	4,167.08	4,167.08	30,000.00	25,832.92	13.89
Periodicals	723.15	723.15	24,100.00	23,376.85	3.00
Reference	158.34	158.34	3,500.00	3,341.66	4.52
Total Materials	51,346.27	51,346.27	373,300.00	321,953.73	13.75
Capital Expenditures					
Furniture & Equipment	0.00	0.00	10,500.00	10,500.00	0.00
Software & Hardware Upgrades	491.81	491.81	40,000.00	39,508.19	1.23
Total Capital Expenditures	491.81	491.81	50,500.00	50,008.19	0.97
Capital Fund Accounts					
Automation System -Shared NWRL	1,104.17	1,104.17	13,250.00	12,145.83	8.33
Van Replacement	250.00	250.00	3,000.00	2,750.00	8.33
Total Capital Fund Accounts	1,354.17	1,354.17	16,250.00	14,895.83	8.33
Total General Fund Expenditures	254,575.49	254,575.49	3,180,121.00	2,925,545.51	8.01
General Fund Revenue Over Expenditures \$	\$ 426,636.67	\$ 426,636.67	\$ 0.00	(426,636.67)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the One Month Ending January 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	\$ 1,168.00	\$ 1,168.00	\$ 0.00	(1,168.00)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	4,570.83	4,570.83	0.00	(4,570.83)	0.00
Legacy Grant Revenue	4,750.56	4,750.56	0.00	(4,750.56)	0.00
Total Special Projects Revenue	10,489.39	10,489.39	0.00	(10,489.39)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials	105.28	105.28	0.00	(105.28)	0.00
Donations - Miscellaneous	325.00	325.00	0.00	(325.00)	0.00
Legacy Grant Expense	4,750.56	4,750.56	0.00	(4,750.56)	0.00
Telecom/E-rate Expenses	4,570.83	4,570.83	0.00	(4,570.83)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	9,751.67	9,751.67	0.00	(9,751.67)	0.00
Special Projects Capital					
Donations - Furniture & Equipm	0.00	0.00	0.00	0.00	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	0.00	0.00	0.00	0.00
Total Special Projects Expenditures	9,751.67	9,751.67	0.00	(9,751.67)	0.00
Special Proj Rev Over (Under) Expend	\$ 737.72	\$ 737.72	\$ 0.00	(737.72)	0.00
GRAND TOTAL REVENUE	691,701.55	691,701.55	3,180,121.00	2,488,419.45	21.75
GRAND TOTAL EXPENDITURES	264,327.16	264,327.16	3,180,121.00	2,915,793.84	8.31
CHANGE IN FUND BALANCE	\$ 427,374.39	\$ 427,374.39	\$ 0.00	(427,374.39)	0.00

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

9

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank)	\$ 6,984.32	2,764.14	4,220.18
Cash - Payroll (State Bank)	910.36	550.77	359.59
Cash - PayPal	89.02	55.41	33.61
Cash - Savings (State Bank)	420,290.06	702,800.89	(282,510.83)
Petty Cash	460.00	460.00	0.00
Investments - Morgan Stanley	1,135,172.87	1,117,441.88	17,730.99
Accounts Receivable	587,857.66	12.00	587,845.66
Other Miscellaneous Receivable	350.00	0.00	350.00
Prepaid Expenses	144,510.20	132,892.73	11,617.47
Deposit Account - OCLC	6,086.38	911.41	5,174.97
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	58,337.59	58,337.59	0.00
Amount Provided - LTD	6,818.92	6,818.92	0.00
Total Assets	\$ 2,401,816.01	2,056,994.37	344,821.64
LIABILITIES			
Accounts Payable	\$ 27,289.92	65,515.02	(38,225.10)
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	347.00	0.00	347.00
Dental Insurance Payable	(39.63)	0.00	(39.63)
Vision Insurance Payable	(5.30)	(274.59)	269.29
AFLAC Payable	290.71	164.86	125.85
Flexible Spending - Medical	1,007.41	569.98	437.43
Flexible Spending - Dep Care	557.12	1,157.96	(600.84)
Sales Tax Payable	151.73	659.00	(507.27)
Deferred Revenue	420,991.93	466,705.58	(45,713.65)
Total Liabilities	558,281.88	642,188.80	(83,906.92)
FUND BALANCES			
Fund Balance - Unreserved	72,519.35	(28,730.07)	101,249.42
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	9,250.00	9,000.00	250.00
Fund Bal. - Technology Upgrade	10,000.00	10,000.00	0.00
Fund Bal. - Furn. & Equipment	5,000.00	5,000.00	0.00
Fund Bal. - Special Projects	9,000.00	9,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	1,000.00	1,000.00	0.00
Fund Bal. - Library Materials	5,000.00	5,000.00	0.00
Fund Bal. - Consultant Study	5,000.00	5,000.00	0.00
Fund Bal. -LINK/Rural Outreach	5,000.00	5,000.00	0.00
Fund Bal. - Brnch Improvement	10,000.00	10,000.00	0.00
Fund Bal. - Staffing/Reorg.	37,000.00	37,000.00	0.00
Fund Bal. - Joint Automation	111,500.00	111,500.00	0.00
Fund Bal. - III Software Upgrd	1,104.17	0.00	1,104.17
Investment in Gen. Fixed Asset	33,948.63	33,948.63	0.00
Reserve for Endowments	58,337.59	58,337.59	0.00
Change in Fund Balance	427,374.39	101,249.42	326,124.97
Total Fund Balances	1,843,534.13	1,414,805.57	428,728.56
Total Liabilities & Fund Balanc	\$ 2,401,816.01	2,056,994.37	344,821.64



Monthly Report to the Board

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Meeting Date: February 19, 2015

From: Liz Lynch, Regional Library Director

Meetings & Events attended by the Director

Ulen LINK Site visit, January 15; Coordinating Team Meeting, January 20; Super Hub Meeting in Detroit Lakes, January 26; FM Librarian Luncheon, January 27; Online CRPLSA Meeting, January 29; MLA Legislative Committee Meeting, February 4; MnLINK Gateway Operations Committee Meeting, February 5; Meeting with Kristi Hanson, NWRL Director, February 6

Staff Development

On January 26th, the LARL Staff met at the Detroit Lakes Public Library for a Super Hub Meeting. Seventeen Branch Librarians and their supervisors convened for a day of training and networking. Liz Reppe, the Minnesota State Law Librarian opened the meeting with Legal Resource Training, offering resources for the residents of the counties served by LARL. Additional training and information was shared regarding online resources and general LARL operational updates. Participating staff included the following: Karen Edevold, Bagley; Candace Osborn, Ada; Jenn Johnson, Hawley; Julie Malmanger, McIntosh; Jane Vigness, Climax; Erin Gunderson, Breckenridge; Chris Boike, Crookston; Kaia Lund, Barnesville; Lois Schaedler, Mahnomen; Laura Gullickson, Fertile; Deb Wahl, Detroit Lakes; Tammy Thomasson-Ehrhart, Crookston; Jenny Rodger, Moorhead; Mary Haney, Detroit Lakes; Megan Krueger, Moorhead; Tammi Jalowiec, Fosston; and Liz Lynch, Regional Office.

Jenna Kahly, LARL Youth Services Coordinator and **Jamie Sprynczynatyk**, HR and Business Director, attended the online *LSTA Mini Grantee Orientation* on January 22.

Jenna Kahly, LARL Youth Services Coordinator attended the online *Summer and At-Risk Food Programs for Kids* webinar, offered by State Library Services on February 4.

Geneva Nemzek, Moorhead Library Associate, received a scholarship from **code{4}lib** to attend a **code{4}lib Conference** in Portland, OR February 9-12.

Sharon Douglas, Automation Coordinator, attended the online training session, *Library Data [R]evolution: Applying Linked Data Concepts* on Tuesday, February 10.

Staff/Staffing

Welcome to Marian Estenson and Sharyl Ogard. Marian and Sharyl have been hired as LINK Site Substitutes for the Frazee LINK Site.

Current Openings:

- Ada Substitute
- Barnesville Substitute

2/1/2015	Ron Petersen donation to the Ada Public Library for general use.	20.00
2/4/2015	Children of Marie Bergan (Gary Bergan, Hannah Van Hook and Diane Rustad) made a donation in memory of their Mother for non-fiction materials (biographies).	70.00
2/5/2015	Vikingsland Kiwanis made a donation for children's books.	100.00
1/13/2015	Hope Lavine made a donation to Bagley for general use.	5.00
1/3/2015	Barbara Anton made a donation to LARL for general use.	100.00
1/22/2015	Northwestern Bank made a donation for the 2015 Summer Reading Program.	100.00
2/3/2015	Paul & Linda Thulen made a donation to the Breckenridge Public Library in memory of Lorraine Korinek.	20.00
1/14/2015	Matron Club of Crookston made a donation for the purchase of Caldecott books.	50.00
1/3/2015	Roman & Dolores Berg made a donation to the Breckenridge Public Library for general use.	10.00
	Total	475.00

Jenna Kahly, Youth Services Coordinator has obtained a grant for the 2015 Summer Reading Program from Moorhead Public Service for \$1,000 and an additional \$1,000 match from Missouri River Energy Services.

The **LARL Book Sale** earned \$1,525 over a three day period. The proceeds will go towards purchasing items for the collection. An additional book sale will be scheduled for this spring.

During the month of January, LARL Branches and LINK Sites collected over 2,000 non-perishable food items during **Food for Fines**. Items were donated to food pantries around the region.

Upcoming Events:

Hot Reads for Cold Nights

For every four books that are read, customers are eligible to win a prize during the months of January, February and March. Libraries across the state have been participating in the Hot Reads for Cold Nights program for a number of years. Hot Reads forms can be filled out at your local library, or customers can participate online by visiting: <http://larl.org/hot-reads/>

President's Day

All LARL locations will be closed on Monday, February 16 in observance of President's Day.

Library Legislative Day

Library Legislative Day is scheduled for March 3 in St. Paul. Megan Krueger, Moorhead Hub Supervisor and Library Director, and I will be visiting the legislators representing LARL. We will be talking with Legislators about a request for a \$5 million dollar annual increase for RLBSS funding. RLBSS funding has only increased once in 20 years. An increase is necessary to sustain state-mandated services. We will be asking Trustees, local board members, and local Friends groups to submit letters of support.

LARL Full Board Meeting

March 19th at 5:30 p.m.

Lower Level of the Moorhead Public Library

LARL BOARD OF TRUSTEES 2015 MEETING SCHEDULE

12

All meetings are held on the 3rd Thursday of the month at 5:30 p.m.

Month/Date	Group	Location	Special Topic
January 15	Finance & Full Board	Finance meets at 4:30 Full Board meets at 5:30 Moorhead	Adopt 2015 Final Budget
February 19	Executive	Moorhead	
March 19	Full Board	Moorhead	Audit Report
April 16	Executive/ Finance	Moorhead	Draft 1/ 2016 Preliminary Budget
May 21	Full Board	Moorhead	Draft 2/ 2016 Preliminary Budget Review
June 18	Full Board	Finance meets at 4:30 Full Board meets at 5:30 Detroit Lakes	Adopt 2016 Preliminary Budget
July 16	Executive	Moorhead	
August 20	Executive	Moorhead	
September 17	Full Board	Moorhead	
October 15	Executive	Moorhead	
November 19	Full Board	Moorhead	Elections
December 17	Executive	Moorhead	

Approved by Lake Agassiz Regional Library Board of Trustees:

M:\Board of Trustees\Board Meeting Calendar



BYLAWS

Lake Agassiz Regional Library

Revised January 15, 2015

LAKE AGASSIZ REGIONAL LIBRARY

BYLAWS

ARTICLE I Identification

The name of the organization shall be the Lake Agassiz Regional Library. Membership in the regional library is provided to all seven counties within the LARL region and any tax supported public library within the region that, by appropriate action of its governing body, elects to join the regional library in accordance with Minnesota Statute, and 471.59 joint powers legislation, and the Lake Agassiz Regional Library Agreement.

ARTICLE II LARL's Mission Statement

The Lake Agassiz Regional Library (LARL) provides library resources to meet the changing personal, professional, educational, and recreational information needs of all service area residents. For this reason, LARL cooperates with other libraries, community agencies and governmental organizations. LARL is committed to the importance of reading, the permanent value of its collection, and the freedom of information.

ARTICLE III Board of Trustees

SECTION 1. NUMBER OF QUALIFICATIONS OF MEMBERS.

The governing body of the regional library shall be the Board of Trustees. This board shall be composed of one member from each 14,000 persons or major fraction thereof from each area of the regional library according to the latest U.S. census. In accordance with the 2010 census the Board of Trustees shall be composed of two members from Becker County, one member from the City of Breckenridge, one member from Clay County, one member from the Clearwater County, one member from the City of Crookston, one member from the City of Detroit Lakes, one member from Mahnomen County, one member from the City of Mahnomen, three members from the City of Moorhead, one member from Norman County, one member from Polk County, and one member from Wilkin County. Members shall be appointed by their respective county board of commissioners or their respective mayor and city council. Members shall be residents of the political subdivision of the governing body making the appointment.

SECTION 2. TERM OF OFFICE.

The term of office for members of the Board of Trustees shall be three years. No member shall serve more than three full consecutive terms. A former board member may be reappointed after a lapse of one year. Terms commence on the first day of January and terminate on the thirty-first of December, and each member shall serve until his/her successor is appointed. When a member is appointed prior to June 30 of a year, his/her term will begin retroactive to January 1 of that year. When a member is appointed from July 1 through December 31, this period will not be considered part of the three year term. When a member is appointed to fill the vacancy of another board member whose term is incomplete, the new member will begin his/her own three year term in accordance with the criteria stated above. This section will apply to all current and future members of the LARL Board of Trustees.

SECTION 3. DISQUALIFICATIONS.

Any member who moves out of the political subdivision s/he represents shall be responsible for notifying the Regional Library Director and/or the Board President. Upon receipt of such notification, the position shall be declared vacant. The Board of Trustees may also declare vacant the position of any member who misses more than one-half of the meetings of the Board within a twelve month board.

SECTION 4. OFFICERS.

Officers of the Board of Trustees shall be a president, vice-president, and treasurer.

The president shall preside at all meetings and perform such other duties as custom and law provides. S/he shall be an ex-officio member of all standing committees.

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The treasurer shall be the Finance Committee chair. S/he shall be responsible for the accounting of library receipts and expenditures. Her/his signature, in conjunction with the Regional Library Directors shall be placed on all vouchers through the use of a check signer. S/he shall be bonded. S/he shall assume the duties of the president in the event of the absence or disability of the president and vice-president. S/he shall preside at all Finance Committee meetings.

The Regional Library Director shall serve as ex-officio non-voting Secretary to the Board.

ARTICLE IV Executive Committee

The Executive Committee has full powers of the Board as a whole, except the power to elect officers and to amend the by-laws. The Executive Committee shall consist of a president, vice-president, treasurer, and two members-at-large. The members of the Executive Committee shall be elected from among the membership of the full Board of Trustees at the November meeting of

the full Board. Executive Committee members shall serve for a term of one year, commencing on January 1 of the following year. An Executive Committee member may succeed himself/herself, provided s/he shall not serve more than five consecutive terms. Vacancies on the Executive Committee shall be filled by a vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

Each member of the Executive Committee shall serve as liaison to one of the LARL standing committees, not necessarily as Chair. The president shall appoint the chairperson of each standing committee, except for the Finance Committee.

Members of the Executive Committee may designate temporary alternates from the Board of Trustees to attend scheduled meetings of the Executive Committee in their absence. Each Executive Committee member may be represented by an alternate(s) no more than twice in a term. Alternates shall have full rights and responsibilities, including voting. The Board of Trustees may declare any position on the Executive Committee vacant if the member misses more than one-third of the meetings of the Executive Committee and full Board of Trustees within a twelve month period.

ARTICLE V Meetings

SECTION 1. BOARD OF TRUSTEES AND EXECUTIVE COMMITTEE.

At its January meeting, the Board of Trustees shall approve the full Board of Trustees meeting schedule for the current year.

SECTION 2. SPECIAL MEETINGS.

Special meetings of the Board of Trustees or Executive Committee may be called by the president, or upon written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to each member of the Board of Trustees or Executive Committee at least five business days in advance of the meeting.

SECTION 3. QUORUM.

A quorum for transaction of business shall consist of a simple majority of the membership of the body holding the meeting.

SECTION 4. PARLIAMENTARY AUTHORITY.

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings. Except that committee chairs may vote.

ARTICLE VI Committees

SECTION 1. STANDING COMMITTEES.

Standing committees shall be appointed by the president to serve until the next calendar year. Membership on each committee shall be a chairperson and as many members as deemed appropriate, plus the president as an ex-officio member. Except for the Finance Committee, the President shall appoint the chairperson of each standing committee. Members may serve on more than one committee. Standing committees may, by majority vote, make recommendations to the full Board.

The standing committees shall be Finance, Personnel, Nominations, and Northern Lights Library Network.

SECTION 2. DUTIES OF THE STANDING COMMITTEES.

The Finance Committee will oversee LARL's fiscal responsibilities; will review the preliminary and final drafts of the budget; will elect from its membership no more than two persons to act as labor negotiators on LARL's behalf; and will oversee the endowment fund accounts.

The Personnel Committee will make recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and will conduct the annual evaluation of the Regional Library Director. The Personnel Committee chair, or designee, shall serve on the labor negotiations team.

The Nominations Committee will present, at the November meeting of the LARL Board of Trustees, a slate of candidates who have agreed to serve as board officers for the following year.

The Northern Lights Library Network Committee members are members of the Northern Lights Library Network Governing Board, a regional multi-type library system.

SECTION 3. AD HOC COMMITTEES.

Ad Hoc committees for the study of special concerns shall be appointed by the president to serve until the final report of the work for which they were appointed has been received and accepted by the Board of Trustees.

ARTICLE VII Executive Officer

The Regional Library Director shall be the executive officer for the Board of Trustees and shall have sole charge of the administration of the library under the direction and review of the Board.

The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all meetings of the Board of Trustees and Executive Committee, unless excused by the LARL Board of Trustees president.

ARTICLE VIII Approval of Bills

The Board of Trustees delegates responsibility for approval and payment of bills to the Regional Library Director. Lists of paid bills will be made available to the Board.

ARTICLE IX Amendments

These by-laws may be amended at any meeting of the Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least thirty days prior to the meeting.

Adopted, Board of Trustees:	July 17, 1974
Amended, Board of Trustees:	July 16, 1975; September 17, 1975; November 20, 1976; March 17, 1979; March 15, 1981; July 15, 1981; November 17, 1990; September 18, 1993; September 17, 1994; November 18, 1995; September 21, 1996; March 21, 1998; January 15, 2015

LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES

2015 Committee Assignments

Signatory	Executive	Finance	Personnel	Northern Lights Library Network	Nominations
Becker County	Bursik-P	**Bursik Grimsley	**Bursik	**Bursik	**Bursik
Breckenridge	Fox		Fox		
Clay County	Ingersoll-TR	*Ingersoll		*Ingersoll	
Clearwater County			Nelson		
Crookston			Briggs		
Detroit Lakes					Douglas
Mahnomen			*Schoenborn		
Mahnomen County		Geray			*Geray
Moorhead			Dailey	Lake	Winterfeldt Lake
Norman County			Hall		Hall
Polk County	Buness	Buness			
Wilkin County	Perry – VP	Perry			

P=President, VP=Vice-President, TR=Treasurer

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

02/09/15

M:Board of Trustees/Committee Assignments/2015

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	1/1/15	Lakes Country Service Cooperat	16,755.50	
		1/1/15		1,359.00	
		1/1/15		1,812.00	
5120-000	Health Insurance			19,926.50	
6010-000	Supplies - Technical Services	1/9/15	Midwest Container Systems, Inc	1,013.90	
6010-000	Supplies - Technical Services			1,013.90	
6040-000	Supplies - Computer	1/12/15	Cardmember Service	87.55	
6040-000	Supplies - Computer			87.55	
6300-000	Payroll Processing	1/12/15	Payroll Professionals, Inc.	117.60	
		1/30/15		125.16	
6300-000	Payroll Processing			242.76	
6330-000	Bank Fees	1/12/15	Cardmember Service	12.90	
6330-000	Bank Fees			12.90	
6350-000	Delivery Service - Courier	1/2/15	Northern Network Express	1,280.80	
		1/12/15		1,280.80	
		1/16/15		1,280.80	
		1/23/15		1,280.80	
6350-000	Delivery Service - Courier			5,123.20	
6362-000	Lease - Copiers	1/3/15	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	1/1/15	Arvig	221.61	
6400-000	Telephone	1/1/15	Halstad Telephone Company	75.81	
		1/1/15		28.53	
6400-000	Telephone	1/1/15	Rothsay Telephone Co	77.04	
6400-000	Telephone	1/1/15	CenturyLink	48.00	
6400-000	Telephone	1/8/15	Arvig	38.78	
		1/8/15		100.93	
		1/8/15		90.18	
		1/8/15		98.15	
		1/8/15		88.55	
6400-000	Telephone	1/8/15	Dex Media East, Inc.	21.50	
6400-000	Telephone	1/10/15	Garden Valley Telephone Comp	11.49	
		1/10/15		11.49	
		1/10/15		77.68	
		1/10/15		12.79	
6400-000	Telephone	1/13/15	CenturyLink	43.88	
6400-000	Telephone	1/23/15	Integra Telecom	278.25	
6400-000	Telephone	1/25/15	Garden Valley Telephone Comp	6.73	
6400-000	Telephone	1/26/15	Rochester Telecom Systems Inc.	284.69	
6400-000	Telephone			1,616.08	
6405-000	Cell Phone	1/12/15	Cardmember Service	6.93	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone			6.93	
6410-000	PIO - Marketing/Printing/Etc	1/15/15	Knight Printing	395.54	
6410-000	PIO - Marketing/Printing/Etc	1/27/15	Midwest Printing, Inc.	366.80	
6410-000	PIO - Marketing/Printing/Etc			762.34	
6435-000	PO Box Rental	1/5/15	Postmaster	112.00	
6435-000	PO Box Rental			112.00	
6450-000	Mileage - Trustee	1/15/15	Ben Grimsley	51.75	
6450-000	Mileage - Trustee	1/15/15	Evelyn Fox	51.18	
6450-000	Mileage - Trustee	1/15/15	Robert Perry	54.05	
6450-000	Mileage - Trustee	1/15/15	Paul M. Bursik	56.58	
6450-000	Mileage - Trustee	1/15/15	David Geray	86.25	
6450-000	Mileage - Trustee	1/15/15	Lee Ann Hall	51.75	
6450-000	Mileage - Trustee	1/15/15	John A. Nelson	139.15	
6450-000	Mileage - Trustee			490.71	
6455-000	Mileage - Staff	1/5/15	Sheila Capistran	41.40	
6455-000	Mileage - Staff	1/6/15	Marilyn Stordahl	20.70	
6455-000	Mileage - Staff	1/6/15	Candace Perry	24.73	
6455-000	Mileage - Staff	1/6/15	Rebecca Bentley	19.55	
6455-000	Mileage - Staff	1/8/15	Candace Perry	24.73	
		1/9/15		24.73	
6455-000	Mileage - Staff	1/9/15	Corinne Edgerton	29.79	
6455-000	Mileage - Staff	1/13/15	Rebecca Bentley	19.55	
6455-000	Mileage - Staff	1/14/15	Joyce White	21.97	
6455-000	Mileage - Staff	1/14/15	Erin Gunderson	51.18	
6455-000	Mileage - Staff	1/16/15	Joyce White	21.97	
6455-000	Mileage - Staff	1/17/15	Jill Rose	25.30	
6455-000	Mileage - Staff	1/20/15	Jennifer Johnson	24.73	
6455-000	Mileage - Staff	1/21/15	Josh Stompro	119.80	
6455-000	Mileage - Staff	1/21/15	Jennifer Johnson	24.73	
		1/22/15		24.73	
6455-000	Mileage - Staff	1/23/15	Candace Perry	24.15	
6455-000	Mileage - Staff	1/23/15	Megan Krueger	24.73	
6455-000	Mileage - Staff	1/26/15	Lois Schaedler	41.98	
6455-000	Mileage - Staff	1/26/15	Candace Osborn	71.30	
6455-000	Mileage - Staff	1/26/15	Karen Edevold	20.70	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	1/26/15	Julie Malmanger	75.33	
6455-000	Mileage - Staff	1/26/15	Tammi Jalowiec	74.75	
6455-000	Mileage - Staff	1/26/15	Jennifer Johnson	27.03	
6455-000	Mileage - Staff	1/27/15	Erin Gunderson	74.75	
6455-000	Mileage - Staff	1/28/15	Candace Perry	24.73	
6455-000	Mileage - Staff	1/28/15	Jennifer Johnson	24.73	
6455-000	Mileage - Staff	1/29/15	Joyce White	21.97	
6455-000	Mileage - Staff	1/31/15	Joy Becker	29.90	
6455-000	Mileage - Staff			1,055.64	
6465-000	Memberships - LARL Directors	1/7/15	Minnesota Assoc. of Library Fr	25.00	
6465-000	Memberships - LARL Directors			25.00	
6470-000	Board Expenses	1/15/15	PJ Operations	61.38	
6470-000	Board Expenses	1/26/15	Purchase Advantage Card	17.97	
6470-000	Board Expenses			79.35	
6482-000	Conf/Meeting - Miscellaneous	1/26/15	Purchase Advantage Card	18.83	
6482-000	Conf/Meeting - Miscellaneous			18.83	
6492-000	Programming - Summer Read	1/16/15	SELCO	151.48	
6492-000	Programming - Summer Read			151.48	
6505-000	Van - Repairs & Maintenance	1/14/15	Duggan's Auto Service Center	48.13	
6505-000	Van - Repairs & Maintenance			48.13	
6602-000	Materials - Juvenile Fiction	1/6/15	Baker & Taylor	40.60	
		1/7/15		40.22	
		1/9/15		53.00	
		1/9/15		42.78	
		1/9/15		76.29	
		1/9/15		84.69	
		1/12/15		74.72	
		1/12/15		94.42	
		1/12/15		26.54	
		1/13/15		266.54	
		1/13/15		143.79	
		1/13/15		117.51	
		1/14/15		198.90	
		1/14/15		178.26	
		1/14/15		209.12	
		1/15/15		87.83	
		1/15/15		118.36	
		1/15/15		137.58	
		1/16/15		107.80	
		1/16/15		64.24	
		1/19/15		28.71	
6602-000	Materials - Juvenile Fiction	1/19/15	Cherry Lake/Sleeping Bear Pres	15.95	
6602-000	Materials - Juvenile Fiction	1/20/15	Baker & Taylor	10.96	
		1/20/15		40.33	
		1/20/15		67.87	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/21/15		102.66	
		1/21/15		14.32	
		1/21/15		74.69	
		1/21/15		287.99	
		1/22/15		104.04	
6602-000	Materials - Juvenile Fiction	1/25/15	GEGRB/Amazon	20.76	
6602-000	Materials - Juvenile Fiction	1/27/15	Baker & Taylor	33.21	
		1/27/15		216.08	
		1/28/15		87.80	
		1/28/15		16.16	
		1/29/15		182.40	
		1/29/15		119.78	
		1/30/15		53.52	
		1/30/15		60.90	
		1/30/15		121.49	
		1/30/15		56.68	
6602-000	Materials - Juvenile Fiction			3,879.49	
6604-000	Materials - Juvenile Non-Fict	1/2/15	Baker & Taylor	57.77	
		1/12/15		36.56	
		1/12/15		54.22	
		1/13/15		199.76	
		1/14/15		103.44	
		1/14/15		71.88	
		1/20/15		77.22	
		1/22/15		31.82	
		1/29/15		22.40	
6604-000	Materials - Juvenile Non-Fict			655.07	
6605-000	Materials - Juvenile DVD	1/8/15	Baker & Taylor	184.42	
		1/8/15		67.04	
		1/12/15		70.80	
		1/13/15			15.00
		1/14/15		48.24	
		1/22/15		107.22	
6605-000	Materials - Juvenile DVD	1/25/15	GEGRB/Amazon	71.96	
6605-000	Materials - Juvenile DVD	1/30/15	Baker & Taylor	40.64	
6605-000	Materials - Juvenile DVD			590.32	15.00
6606-000	Materials - Juvenile Talk Book	1/8/15	Random House, LLC.	29.92	
6606-000	Materials - Juvenile Talk Book	1/27/15	Recorded Books, LLC.	70.70	
6606-000	Materials - Juvenile Talk Book			100.62	
6610-000	Materials - Adult Fiction	1/5/15	Baker & Taylor	254.41	
		1/8/15		15.67	
		1/12/15		19.74	
		1/14/15		462.05	
		1/15/15		72.30	
		1/15/15		118.86	
		1/16/15		44.65	
		1/16/15		307.13	
		1/16/15		333.49	
		1/16/15		519.53	
		1/16/15		64.42	
		1/19/15		41.52	
		1/20/15		48.66	
		1/20/15		498.51	
		1/20/15		23.62	
		1/20/15		87.44	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6610-000	Materials - Adult Fiction	1/25/15	GECRB/Amazon	73.28	
6610-000	Materials - Adult Fiction	1/26/15	Baker & Taylor	556.65	
		1/26/15		100.61	
		1/29/15		48.66	
		1/29/15		71.20	
		1/29/15		5.34	
		1/29/15		340.15	
		1/30/15		16.25	
		1/30/15		457.03	
6610-000	Materials - Adult Fiction			4,581.17	
6612-000	Materials - Adult Non-Fiction	1/9/15	Baker & Taylor	219.89	
		1/15/15		470.44	
		1/19/15		573.86	
		1/20/15		406.82	
6612-000	Materials - Adult Non-Fiction	1/22/15	Zandbroz Variety	72.00	
6612-000	Materials - Adult Non-Fiction	1/25/15	GECRB/Amazon	61.78	
6612-000	Materials - Adult Non-Fiction	1/27/15	Zandbroz Variety	28.80	
6612-000	Materials - Adult Non-Fiction	1/27/15	Baker & Taylor	474.59	
		1/29/15		243.71	
6612-000	Materials - Adult Non-Fiction			2,551.89	
6614-000	Materials - Adult Large Print	1/7/15	Gale/CENGAGE Learning	27,157.00	
6614-000	Materials - Adult Large Print	1/19/15	Baker & Taylor	35.52	
6614-000	Materials - Adult Large Print			27,192.52	
6616-000	Materials - Adult DVD	1/5/15	Baker & Taylor	71.38	
		1/6/15		59.24	
		1/8/15		204.43	
		1/8/15		226.00	
		1/8/15		138.44	
		1/12/15		67.98	
		1/13/15		183.76	
		1/13/15			7.50
		1/13/15			10.00
		1/14/15		49.96	
		1/15/15		227.24	
		1/15/15		91.85	
		1/19/15		13.10	
		1/22/15		38.18	
		1/22/15		38.18	
		1/22/15		139.83	
6616-000	Materials - Adult DVD	1/25/15	GECRB/Amazon	849.76	
6616-000	Materials - Adult DVD	1/29/15	Baker & Taylor	35.73	
		1/29/15		60.84	
		1/29/15		76.36	
6616-000	Materials - Adult DVD			2,572.26	17.50
6618-000	Materials - Adult Talking Book	1/7/15	Random House, LLC.	35.00	
6618-000	Materials - Adult Talking Book	1/14/15	Recorded Books, LLC.	74.23	
6618-000	Materials - Adult Talking Book	1/23/15	Random House, LLC.	60.00	
6618-000	Materials - Adult Talking Book	1/27/15	Recorded Books, LLC.	40.95	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/28/15		74.23	
		1/28/15		199.00	
6618-000	Materials - Adult Talking Book			483.41	
6630-000	Materials - Express Collection	1/5/15	Baker & Taylor	48.75	
		1/16/15		95.76	
		1/20/15		48.66	
		1/29/15		48.66	
		1/30/15		48.75	
6630-000	Materials - Express Collection			290.58	
6640-000	Materials - Music	1/25/15	GEGRB/Amazon	208.56	
6640-000	Materials - Music			208.56	
6670-000	Materials - Digital - e-Books	1/15/15	Overdrive, Inc.	33.98	
		1/15/15		4.99	
		1/15/15		930.01	
		1/15/15		436.81	
		1/15/15		22.98	
		1/29/15		364.90	
		1/29/15		9.99	
		1/29/15		285.83	
		1/29/15		19.98	
6670-000	Materials - Digital - e-Books			2,109.47	
6675-000	Materials - Digital - e-Audio	1/15/15	Overdrive, Inc.	136.00	
		1/29/15		145.49	
6675-000	Materials - Digital - e-Audio			281.49	
6680-000	Materials - Electronic Resourc	1/5/15	Recorded Books, LLC.	2,080.57	
6680-000	Materials - Electronic Resourc			2,080.57	
6690-000	Materials - Periodicals	1/7/15	Daily News / News Monitor	112.20	
6690-000	Materials - Periodicals	1/22/15	FM News	575.95	
6690-000	Materials - Periodicals	1/28/15	Twin Valley Times	35.00	
6690-000	Materials - Periodicals			723.15	
7120-000	Telecom/E-rate Expenses	1/28/15	Netgate	3,956.37	
7120-000	Telecom/E-rate Expenses			3,956.37	
7200-000	Legacy - Expense (1099)	1/9/15	Friends of the St Paul Public	2,000.00	
7200-000	Legacy - Expense (1099)	1/16/15	DL Community & Cultural Center	300.00	
7200-000	Legacy - Expense (1099)	1/22/15	FCLAA	100.00	
7200-000	Legacy - Expense (1099)	1/28/15	The 13 Towns	61.10	
7200-000	Legacy - Expense (1099)	1/30/15	KKCQ-FM	153.00	
7200-000	Legacy - Expense (1099)	1/31/15	Farmers Publishing Company	44.00	
7200-000	Legacy - Expense (1099)	1/31/15	Detroit Lakes Newspapers	172.80	
		1/31/15		86.40	
		1/31/15		190.00	
7200-000	Legacy - Expense (1099)			3,107.30	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-011	Donation - Misc Exp - LM	1/5/15	Bruce Flaig	100.00	
8000-011	Donation - Misc Exp - LM	1/16/15	Signarama	150.00	
8000-011	Donation - Misc Exp - LM			250.00	
8100-011	Donation - Materials - LM	1/13/15	Baker & Taylor	90.96	
		1/21/15		14.32	
8100-011	Donation - Materials - LM			105.28	
8600-000	Software & Hardware Upgrade	1/6/15	Newegg.com	491.81	
		1/21/15		119.99	
		1/22/15			119.99
8600-000	Software & Hardware Upgrade			611.80	119.99
9630-200	Cell Phone - Joint Automation	1/12/15	Cardmember Service	24.27	
9630-200	Cell Phone - Joint Automation			24.27	
9700-200	Miscellaneous Expense - JA	1/12/15	Cardmember Service	13.00	
9700-200	Miscellaneous Expense - JA			13.00	