

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

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

Thursday, April 19, 2018

5:30 p.m.

Meeting Place: Moorhead Public Library, lower level

EXECUTIVE COMMITTEE MEMBERS: Dailey, Grimsley, Kalil (Chair), Ingersoll, Willhite

FINANCE COMMITTEE MEMBERS: Grimsley, Ingersoll (Chair), Kalil (ex officio), Larson, Willhite

Note: If you're unable to attend this meeting, please notify Liz at (218) 233-3757 ext. 127, or by email at lynchl@larl.org.

AGENDA

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

5:35 2. MINUTES OF THE APRIL 20, 2017 EXECUTIVE-FINANCE COMMITTEE MEETING
Enclosed (page 3)

Recommended Motion: Move to approve the April 20, 2017 Executive-Finance Committee Meeting Minutes as presented.

MINUTES OF THE JANUARY 18, 2018 FINANCE COMMITTEE MEETING
Enclosed (page 5)

Recommended Motion: Move to approve the January 18, 2018 Finance Committee Meeting Minutes as presented.

5:40 3. FINANCIAL REPORT – Sprynczynatyk
Enclosed (page 7)

- a. Directors and Officers Insurance Policy/Employment Practices Liability Insurance.

Recommended Motion: Move to approve payment of the Directors and Officers Insurance Policy/Employment Practices Liability Insurance.

- b. Reserves Discussion

- c. 2019 Preliminary Budget - Draft 1
Enclosed (page 11)

2019 Preliminary Budget - Line Item Breakdown
Enclosed (page 13)

- 6:15 5. **DIRECTOR'S REPORT** – Lynch
Enclosed (page 15)

- a. Book Agreement with MDE

- 6:25 6. **PRESIDENT'S REPORT** – Kalil

- 6:30 7. **OTHER**

- 6:40 8. **ADJOURNMENT**

MISC ITEMS ENCLOSED:

- a. List of Bills – February 2018 (page 18 in the digital packet, available for review at the meeting for the printed packet)
- b. List of Bills – March 2018 (page 27 in the digital packet, available for review at the meeting for the printed packet)

UPCOMING MEETINGS/EVENTS

Full Board Meeting, May 17, 2018, 5:30 p.m.
2018 Preliminary Budget Review-Draft 2
Moorhead Public Library, lower level

Memorial Day, May 28, 2018
All LARL Branches, LINK Sites, and the Regional Office Closed

Finance Committee Meeting, June 21, 2018 at 4:30
Full Board Meeting at 5:30, following the 4:30 Finance Meeting
Adopt 2019 Preliminary Budget
Moorhead Public Library, lower level

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

**LARL BOARD OF TRUSTEES
EXECUTIVE/FINANCE COMMITTEE MEETING
MINUTES
DRAFT**

A joint meeting of the Lake Agassiz Regional Library Executive Board and Finance Committee was held on Thursday, April 20, 2017 at the Moorhead Public Library.

Executive Committee Members Present: Fox, Grimsley, Ingersoll, Kalil (*President*)

Executive Committee Members Absent: Dailey.

Finance Committee Members Present: Briggs, Geray (by phone), Grimsley, Ingersoll (*Chair*), Kalil (*ex officio*).

Finance Committee Members Absent: None.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None

APPROVAL OF AGENDA

(Grimsley/Ingersoll) Move to approve the agenda of the April 20, 2017 Executive/Finance Committee Meeting with the addition of a review of the Registration/Circulation Policy. MCU.

MINUTES OF THE FEBRUARY 16, 2017 EXECUTIVE COMMITTEE MEETING.

(Ingersoll/Grimsley) Move to approve the February 18, 2017 Executive Committee Meeting Minutes as presented. MCU.

MINUTES OF THE JANUARY 19, 2017 FINANCE COMMITTEE MEETING.

(Grimsley/Briggs) Move to approve the January 19, 2017 Finance Committee Meeting Minutes as presented. MCU.

(over)

Minutes of the April 20, 2017 Executive/Finance Committee Meeting – Page 2

FINANCIAL REPORT

Sprynczynatyk discussed that through March we are 25% of the way through the year and have spent 24.61% of the budget. The Accounting/Bank Fees line item is at 51.32% of budget due to payment for the 2016 audit.

(Ingersoll/Grimsley) Move to approve payment of the Directors and Officers Insurance Policy/Employment Practices Liability Insurance. MCU.

Sprynczynatyk discussed Preliminary Draft #1 of the 2018 LARL budget. The draft contains a 1.5% increase to signatories, resulting in \$37,495 of additional funding. Regional Basic System Support (RLBSS) has been decreased by \$5,000, this amount is an estimate and the actual funding amount from the State of MN will not be known until August. Health Insurance has been estimated to have an 8% increase, the actual increase will not be known until August. This budget results in a deficit of \$79,840.

DIRECTOR'S REPORT

Lynch discussed the LARL app. Over 1,000 downloads occurred the first day the app was launched. Currently over 2,000 downloads have taken place. Users have used the app over 21,000 times.

The Legislative session is still continuing. There is still opportunity for the RLBSS formula/funding change to go through.

Lynch has started working on the strategic planning process and will bring more details to the full board in May.

(Ingersoll/Fox) Move to approve the Registration & Circulation Policy. MCU.

(Fox/Briggs) Move to cancel the July 20th Executive Board Meeting as recommended by the Regional Library Director. MCU.

PRESIDENT'S REPORT

Kalil discussed the upcoming Garrison Keillor event in Detroit Lakes. More than 500 people signed up for tickets. The Detroit Lakes Library is the only library in the country on his current tour and is the only appearance that is free of charge to attendees.

The meeting adjourned at 6:05 p.m.

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

**LARL BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
MINUTES
DRAFT**

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 18, 2018 at the Moorhead Public Library. Ingersoll (Chair) called the meeting to order at 4:30 p.m.

Finance Committee Members Present: Grimsley, Ingersoll (*Chair*), Kalil (*ex officio*), Larson, Willhite.

Finance Committee Members Absent: None

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None.

APPROVAL OF AGENDA

(Grimsley/Larson) Move to approve the agenda of the January 18, 2018 Finance Committee meeting as presented. MCU.

MINUTES OF THE JUNE 15, 2017 FINANCE COMMITTEE MEETING

(Grimsley/Larson) Move to approve the June 15, 2017 Finance Committee Meeting Minutes as presented. MCU.

LIST OF AUTHORIZED INSTITUTIONS

(Larson/Kalil) Move to recommend to the Full Board, approval of the list of authorized institutions for 2018: Bell State Bank and Edward Jones. MCU.

REVIEW DRAFT 2018 FINAL BUDGET

Sprynczynatyk noted that all LARL Signatories, with the exception of Polk County, have agreed to meet the 2018 budget requests. Polk County has agreed to maintain their funding at the same level as 2017, which has resulted in a \$5,075 funding shortfall. State funding was increased \$36,151 to correspond to the amount that will be received. Joint Automation revenue was decreased by \$3,650 due to a decrease in support expenses resulting in less money required from Northwest Regional Library.

(over)

Minutes of January 18, 2018 Finance Committee Meeting – Page 2.

REVIEW DRAFT 2018 FINAL BUDGET – continued

Personnel expenses were decreased by \$23,450, \$5,075 as a result of Polk County's shortfall, approximately \$5,000 due to health insurance costs coming in lower than originally budgeted, the remain decrease was due to staff turnover. Library materials were increased by \$5,000. Automation/Cataloging was decreased by \$7,650 due to maintenance costs coming in lower than expected. Fund Account transfers were originally budgeted at a deficit of \$79,840; this has been reduced to \$27,044 for the final budget.

Willhite discussed Polk County's decision to not meet LARL's 2018 request. The County would like LARL to make the decision regarding where cuts should be made.

(Grimsley/Larson) Move to recommend the 2018 Final Budget as presented to the Full Board for approval. MCU.

DESIGNATED FUNDS

Sprynczynatyk presented management recommendations for the 2018 Designated Fund Balances.

(Kalil/Grimsley) Move to recommend the 2018 Designated Funds, as reviewed, to the Full Board for approval. MCU.

POLK COUNTY SHORTFALL

Lynch discussed Polk County's shortfall for 2018. Dollar-for-dollar cuts would be made, only affecting Polk County, per the LARL agreement. LARL's recommendation is to reduce 3 open hours per week in Fosston, removing their 3 lowest usage hours (Thursday from 6pm to 8pm and Saturday from 10am to 11am). In addition, an open 12 hour Assistant position would be eliminated.

(Kalil/Larson) Move to recommend to the full board that LARL reduce the weekly open hours of the Fosston Public Library by 3 hours. MCU.

ADJOURNMENT

The meeting adjourned at 5:25pm.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2018

25%

	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	\$ 92,952.50	\$ 371,810.00	278,857.50	25.00
Detroit Lakes	0.00	55,937.50	223,750.00	167,812.50	25.00
Clay County	0.00	71,872.50	287,490.00	215,617.50	25.00
Moorhead	0.00	185,880.00	743,520.00	557,640.00	25.00
Clearwater County	0.00	24,992.50	99,970.00	74,977.50	25.00
Mahnomen County	0.00	10,547.50	42,190.00	31,642.50	25.00
Mahnomen	0.00	5,032.50	20,130.00	15,097.50	25.00
Norman County	0.00	24,190.00	96,760.00	72,570.00	25.00
Polk County	0.00	64,801.25	259,205.00	194,403.75	25.00
Crookston	0.00	55,142.50	220,570.00	165,427.50	25.00
Wilkin County	0.00	13,402.50	53,610.00	40,207.50	25.00
Breckenridge	0.00	22,240.00	88,960.00	66,720.00	25.00
Total Signatory Funding	0.00	626,991.25	2,507,965.00	1,880,973.75	25.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0.00	200,220.39	500,551.00	300,330.61	40.00
Reg Library Telecom Aid (RLTA)	23,474.07	23,474.07	101,000.00	77,525.93	23.24
Total Grants	23,474.07	223,694.46	601,551.00	377,856.54	37.19
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,120.45	3,018.51	12,500.00	9,481.49	24.15
Printing Revenue	1,941.70	3,920.70	18,000.00	14,079.30	21.78
Fax Revenue	530.50	1,500.00	7,500.00	6,000.00	20.00
Microfilm Revenue	28.16	59.69	100.00	40.31	59.69
Photocopy Revenue	892.02	1,512.48	7,000.00	5,487.52	21.61
Book/Furniture Sale Revenue	95.35	536.31	0.00	(536.31)	0.00
Interest/Dividend Income	682.74	21,432.74	38,500.00	17,067.26	55.67
Investment Value Change	(1,495.86)	(26,763.42)	0.00	26,763.42	0.00
Lost/Damaged Property	830.00	2,046.02	6,000.00	3,953.98	34.10
Other Income	0.00	99.16	0.00	(99.16)	0.00
Total Miscellaneous Revenue	4,625.06	7,362.19	89,600.00	82,237.81	8.22
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0.00	11,325.00	45,300.00	33,975.00	25.00
MNLink Server Site Payments	270.12	810.36	3,250.00	2,439.64	24.93
Total Joint Automation Revenue	270.12	12,135.36	48,550.00	36,414.64	25.00
Fund Balance/Shortfall	0.00	0.00	27,044.00	27,044.00	0.00
Total General Fund Revenue	28,369.25	870,183.26	3,274,710.00	2,404,526.74	26.57
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	134,351.15	417,952.82	1,729,550.00	1,311,597.18	24.17
Payroll Taxes	10,170.85	31,593.29	133,700.00	102,106.71	23.63
Retirement - PERA	9,879.21	30,827.77	129,150.00	98,322.23	23.87
Health Insurance	22,375.24	69,465.75	280,600.00	211,134.25	24.76
Life Insurance	170.94	517.16	2,100.00	1,582.84	24.63
Workers Compensation Insurance	303.41	910.31	3,900.00	2,989.69	23.34
Other Employee Benefits	116.00	348.00	1,650.00	1,302.00	21.09
Total Personnel	177,366.80	551,615.10	2,280,650.00	1,729,034.90	24.19
<i>Automation/Cataloging</i>					
Automation	11,001.58	33,724.05	146,550.00	112,825.95	23.01
Support - App	291.25	873.75	3,500.00	2,626.25	24.96
Catalog Item Records	930.88	2,792.64	11,000.00	8,207.36	25.39
Supplies - Computer	1,494.55	2,015.78	5,000.00	2,984.22	40.32
Supplies - Technical Services	140.41	564.49	7,000.00	6,435.51	8.06
Total Automation/Cataloging	13,858.67	39,970.71	173,050.00	133,079.29	23.10

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2018

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	0.00	57.00	3,400.00	3,343.00	1.68
Programming - Summer Reading	2,276.81	2,475.29	8,000.00	5,524.71	30.94
Programming - Adult	321.64	321.64	2,500.00	2,178.36	12.87
Total Library Programming	2,598.45	2,853.93	13,900.00	11,046.07	20.53
Staff Development					
Staff Training & Development	1,157.34	3,248.49	10,000.00	6,751.51	32.48
Total Staff Development	1,157.34	3,248.49	10,000.00	6,751.51	32.48
Mileage/Board Meeting Expense					
Mileage - Staff	2,799.25	6,552.07	21,000.00	14,447.93	31.20
Regional Board Meetings	589.38	1,452.58	6,000.00	4,547.42	24.21
Total Mileage/Board Meeting Expenses	3,388.63	8,004.65	27,000.00	18,995.35	29.65
Other Expenses					
Accounting/Bank Fees	2,508.42	9,851.44	15,250.00	5,398.56	64.60
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	0.00	2,000.00	2,000.00	0.00
Delivery Services	4,541.73	15,482.35	73,000.00	57,517.65	21.21
Director's Discretionary	0.00	0.00	2,500.00	2,500.00	0.00
Insurance - General/Property	1,433.74	4,297.01	17,700.00	13,402.99	24.28
Lease - Regional Office Rent	1,717.16	5,151.50	20,610.00	15,458.50	25.00
Leases - Equipment	606.86	1,820.58	8,300.00	6,479.42	21.93
Maintenance Contracts	1,787.06	3,556.07	15,050.00	11,493.93	23.63
Memberships	0.00	213.00	1,000.00	787.00	21.30
Minnesota Director's Fund	0.00	0.00	2,300.00	2,300.00	0.00
Miscellaneous Expense	0.00	254.75	2,500.00	2,245.25	10.19
PIO: Printing/Advertising	1,039.94	3,208.18	16,000.00	12,791.82	20.05
Postage	318.37	753.00	4,200.00	3,447.00	17.93
Recruitment	107.80	107.80	8,000.00	7,892.20	1.35
Repairs - Equipment	0.00	87.00	2,500.00	2,413.00	3.48
Supplies - Copier/Fax/Microfilm	0.00	0.00	800.00	800.00	0.00
Supplies - Office	305.79	1,847.60	8,500.00	6,652.40	21.74
Supplies - Public Services	189.60	604.15	6,000.00	5,395.85	10.07
Telephone/Telecom	1,813.23	4,363.36	15,100.00	10,736.64	28.90
Total Other Operating Expenses	16,369.70	51,597.79	224,310.00	172,712.21	23.00
Regional Library Telecom Aid (RLTA)	23,474.07	23,474.07	101,000.00	77,525.93	23.24
Transportation					
Van Expenses	185.81	509.14	3,800.00	3,290.86	13.40
Total Transportation	185.81	509.14	3,800.00	3,290.86	13.40
Materials					
Audio Visual	6,413.57	16,329.61	73,000.00	56,670.39	22.37
Digital	8,283.03	20,535.11	89,000.00	68,464.89	23.07
Online Resources	719.15	2,436.60	13,000.00	10,563.40	18.74
Periodicals	10,272.05	10,951.63	23,000.00	12,048.37	47.62
Print	23,628.24	74,003.66	192,000.00	117,996.34	38.54
Total Materials	49,316.04	124,256.61	390,000.00	265,743.39	31.86
Capital Expenditures					
Furniture & Equipment	303.59	558.34	10,000.00	9,441.66	5.58
Software & Hardware Upgrades	222.08	666.24	30,000.00	29,333.76	2.22
Total Capital Expenditures	525.67	1,224.58	40,000.00	38,775.42	3.06
Capital Fund Accounts					
Automation System - Shared NWRL	250.00	750.00	3,000.00	2,250.00	25.00
Technology Upgrades	416.74	1,250.22	5,000.00	3,749.78	25.00
Van Replacement	250.00	750.00	3,000.00	2,250.00	25.00
Total Capital Fund Accounts	916.74	2,750.22	11,000.00	8,249.78	25.00
Total General Fund Expenditures	289,157.92	809,505.29	3,274,710.00	2,465,204.71	24.72
General Fund Revenue Over Expenditures \$	(260,788.67)	\$ 60,677.97	\$ 0.00	(60,677.97)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2018

	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	\$ 6,662.40	\$ 7,415.15	\$ 0.00	(7,415.15)	0.00
Endowment Revenue	0.00	0.00	0.00	0.00	0.00
Telecom/E-rate Funds	0.12	1,008.12	0.00	(1,008.12)	0.00
Legacy Grant Revenue	5,356.39	21,716.39	0.00	(21,716.39)	0.00
Northern Lights LN Funds	901.65	2,720.87	0.00	(2,720.87)	0.00
Total Special Projects Revenue	12,920.56	32,860.53	0.00	(32,860.53)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	416.12	507.74	0.00	(507.74)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	27.00	1,092.83	0.00	(1,092.83)	0.00
Donations - Miscellaneous	613.56	1,455.66	0.00	(1,455.66)	0.00
Legacy Grant Expense	5,356.39	21,716.39	0.00	(21,716.39)	0.00
Telecom/E-rate Expenses	0.00	1,008.13	0.00	(1,008.13)	0.00
Northern Lights LN e-Books	901.65	2,720.87	0.00	(2,720.87)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	7,314.72	28,501.62	0.00	(28,501.62)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	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	7,314.72	28,501.62	0.00	(28,501.62)	0.00
Special Proj Rev Over (Under) Expend	\$ 5,605.84	\$ 4,358.91	\$ 0.00	(4,358.91)	0.00
GRAND TOTAL REVENUE	41,289.81	903,043.79	3,274,710.00	2,371,666.21	27.58
GRAND TOTAL EXPENDITURES	296,472.64	838,006.91	3,274,710.00	2,436,703.09	25.59
CHANGE IN FUND BALANCE	\$ (255,182.83)	\$ 65,036.88	\$ 0.00	(65,036.88)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
March 31, 2018**

10

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	58,132.73	111,494.24	(53,361.51)
Cash - Payroll (State Bank)	23,590.28	69,652.68	(46,062.40)
Cash - Savings (State Bank)	1,018,983.96	1,202,718.99	(183,735.03)
Petty Cash	460.00	460.00	0.00
Investment Account	1,152,733.61	1,154,149.87	(1,416.26)
Accounts Receivable	194.95	68.00	126.95
Prepaid Expenses	66,937.52	68,645.06	(1,707.54)
Deposit Account - OCLC	8,652.34	9,567.32	(914.98)
Vehicles	12,365.93	12,365.93	0.00
Accum Depr - Vehicles	(7,213.45)	(7,213.45)	0.00
Equipment and Fixtures	317,606.19	317,606.19	0.00
Accum Depr - Equip & Fixtures	(303,282.72)	(303,282.72)	0.00
Equipment & Fixtures - Donated	204,258.91	204,258.91	0.00
Accum Depr - Donated Equip	(204,258.91)	(204,258.91)	0.00
Endowment Funds	69,598.12	69,598.12	0.00
Amount Provided - LTD	20,325.02	20,325.02	0.00
Total Assets \$	<u>2,439,084.48</u>	<u>2,726,155.25</u>	<u>(287,070.77)</u>
LIABILITIES			
Accounts Payable \$	26,119.20	42,585.33	(16,466.13)
Credit Card Payable	6,044.07	5,909.04	135.03
Amazon Charge Account	4,099.47	834.81	3,264.66
Accrued Salaries Payable	70,971.97	70,971.97	0.00
Accrued Sick Leave Payable	20,325.02	20,325.02	0.00
Accrued Vacation Payable	32,191.28	32,191.28	0.00
Payroll Tax Payable - ND	0.00	792.00	(792.00)
Dental Insurance Payable	48.36	(10.44)	58.80
Vision Insurance Payable	(31.34)	(31.41)	0.07
AFLAC Payable	255.15	255.15	0.00
Garnishment/Child Support Pay	20.00	20.00	0.00
Flexible Spending - Medical	863.81	1,051.52	(187.71)
Sales Tax Payable	414.51	211.19	203.32
Deferred Revenue	580,570.22	599,590.94	(19,020.72)
Total Liabilities	<u>741,891.72</u>	<u>774,696.40</u>	<u>(32,804.68)</u>
FUND BALANCES			
Fund Balance - Unreserved	136,331.59	136,331.59	0.00
Fund Bal. - Operating Reserve	1,015,000.00	1,015,000.00	0.00
Fund Bal. - Employee Severance	20,000.00	20,000.00	0.00
Fund Bal. - Unemployment Comp.	43,000.00	43,000.00	0.00
Fund Bal. - Van Replacement	28,750.00	28,500.00	250.00
Fund Bal. - Technology Upgrade	41,250.22	40,833.48	416.74
Fund Bal. - Furn. & Equipment	10,000.00	10,000.00	0.00
Fund Bal. - Special Projects	20,000.00	20,000.00	0.00
Fund Bal. - Copiers, Printers	3,000.00	3,000.00	0.00
Fund Bal. - Prof Recruitment	5,000.00	5,000.00	0.00
Fund Bal. - Library Materials	30,000.00	30,000.00	0.00
Fund Bal. - Consultant Study	10,000.00	10,000.00	0.00
Fund Bal. - Outreach Services	20,000.00	20,000.00	0.00
Fund Bal. - Brnch Improvement	20,000.00	20,000.00	0.00
Fund Bal. - Staff Development	20,000.00	20,000.00	0.00
Fund Bal. - Joint Automation	120,000.00	120,000.00	0.00
Fund Bal. - III Software Upgrd	750.00	500.00	250.00
Investment in Gen. Fixed Asset	19,475.95	19,475.95	0.00
Reserve for Endowments	69,598.12	69,598.12	0.00
Change in Fund Balance	65,036.88	320,219.71	(255,182.83)
Total Fund Balances	<u>1,697,192.76</u>	<u>1,951,458.85</u>	<u>(254,266.09)</u>
Total Liabilities & Fund Balanc \$	<u>2,439,084.48</u>	<u>2,726,155.25</u>	<u>(287,070.77)</u>

LAKE AGASSIZ REGIONAL LIBRARY

2019 PRELIMINARY BUDGET

DRAFT #1

CATEGORY	2017 BUDGET	2018 BUDGET	2019 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,204,050	2,280,650	2,358,500	77,850	3.41%
Library Materials	385,000	390,000	400,000	10,000	2.56%
Automation/Cataloging	175,900	173,050	177,250	4,200	2.43%
Library Programming/Staff Dev.	24,400	23,900	23,900	0	0.00%
Mileage/Board Mtg Expense	25,900	27,000	27,000	0	0.00%
Regional Library Telecom Aid	101,000	101,000	101,000	0	0.00%
Other Operating Expenses	230,792	224,310	222,750	(1,560)	-0.70%
Vehicle Expenses	4,500	3,800	3,900	100	2.63%
Capital Expenses	51,000	51,000	51,000	0	0.00%
Total Budget	3,202,542	3,274,710	3,365,300	90,590	2.77%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2019

PRELIMINARY BUDGET

DRAFT #1

REVENUE	2017 Budget	2018 Budget	\$\$ Change	2019 Request
Becker County	365,810	371,810	6,395	378,205
Detroit Lakes	221,020	223,750	2,920	226,670
Clay County	282,535	287,490	4,685	292,175
Moorhead	733,680	743,520	9,855	753,375
Clearwater County	98,085	99,970	1,940	101,910
Mahnomen County	41,405	42,190	830	43,020
Mahnomen	19,665	20,130	470	20,600
Norman County	94,985	96,760	1,790	98,550
Polk County	259,205	259,205	4,885	264,090
Crookston	218,445	220,570	2,065	222,635
Wilkin County	52,780	53,610	740	54,350
Breckenridge	87,930	88,960	1,080	90,040
SUB-TOTAL	2,475,545	2,507,965	37,655	2,545,620
GRANTS				
State Basic Support	469,466	500,551	-	500,551
Regional Library Telecom Aid	101,000	101,000	-	101,000
TOTAL GRANTS	570,466	601,551	-	601,551
OTHER REVENUE				
Miscellaneous	87,050	89,600	6,500	96,100
Joint Automation	52,250	48,550	1,450	50,000
Fund Balance/Shortfall	17,231	27,044	44,985	72,029
TOTAL OTHER REVENUE	156,531	165,194	52,935	218,129
TOTAL REVENUE	3,202,542	3,274,710	90,590	3,365,300
EXPENDITURES				
Operating	3,151,542	3,223,710	90,590	3,314,300
Capital	51,000	51,000	-	51,000
TOTAL EXPENDITURES	3,202,542	3,274,710	90,590	3,365,300
				0

LINE ITEM BREAKDOWN
Preliminary - Draft #1

		2018	2019	2019	2019	Variance 2017	COMMENTS
		Final Budget	Preliminary Budget	Adjustments	Final Budget	to 2018	
REVENUES							
Acct:	PROPERTY TAXES						
4000-001	Becker County	371,810	371,810	6,395	378,205	6,395	
4000-002	Detroit Lakes	223,750	223,750	2,920	226,670	2,920	
4000-010	Clay County	287,490	287,490	4,685	292,175	4,685	
4000-011	Moorhead	743,520	743,520	9,855	753,375	9,855	
4000-020	Clearwater County	99,970	99,970	1,940	101,910	1,940	
4000-030	Mahnomen County	42,190	42,190	830	43,020	830	
4000-031	Mahnomen	20,130	20,130	470	20,600	470	
4000-040	Norman County	96,760	96,760	1,790	98,550	1,790	
4000-050	Polk County	259,205	259,205	4,885	264,090	4,885	
4000-051	Crookston	220,570	220,570	2,065	222,635	2,065	
4000-060	Wilkin County	53,610	53,610	740	54,350	740	
4000-061	Breckenridge	88,960	88,960	1,080	90,040	1,080	
	SUB-TOTAL	2,507,965	2,507,965	37,655	2,545,620	37,655	1.5%
GRANTS							
4110	Regional Library Telecom Aid (RLTA)	101,000	101,000	-	101,000	-	August
4100	Basic Support - MN (RLBSS)	500,551	500,551	-	500,551	-	
	SUB-TOTAL	601,551	601,551	-	601,551	-	
MISC. REVENUE							
4500	Service Charge Revenue	12,500	12,500	-	12,500	-	
4510	Printing Revenue	18,000	18,000	-	18,000	-	
4520	Fax Revenue	7,500	7,500	-	7,500	-	
4530	Microfilm Revenue	100	100	-	100	-	
4540	Photocopy Revenue	7,000	7,000	-	7,000	-	
4560	Interest Income/Investment	38,500	38,500	6,500	45,000	6,500	
4590	Lost/Damaged Property	6,000	6,000	-	6,000	-	
	SUB-TOTAL	89,600	89,600	6,500	96,100	6,500	
9505-200	Reimbursement from NWRL	45,300	45,300	1,450	46,750	1,450	
9510-200	MnLINK Server Site Payment	3,250	3,250	-	3,250	-	
	SUB-TOTAL	48,550	48,550	1,450	50,000	1,450	
4900	Fund Account Transfers	27,044	27,044	44,985	72,029	44,985	
TOTAL REVENUES		3,274,710	3,274,710	90,590	3,365,300	90,590	
PERSONNEL EXPENSES							
5000	Salaries & Wages	1,729,550	1,729,550	63,350	1,792,900	63,350	Est 3% increase
5100	Payroll Taxes	133,700	133,700	4,850	138,550	4,850	
5110	Retirement - PERA employer	129,150	129,150	4,650	133,800	4,650	
5120	Health Insurance	280,600	280,600	4,450	285,050	4,450	Est 8% increase, not budget for those not taking
5140	Life Insurance	2,100	2,100	-	2,100	-	
5160	Other Employee Benefits	1,650	1,650	-	1,650	-	
5150	Workers' Compensation Insurance	3,900	3,900	550	4,450	550	
	SUB-TOTAL	2,280,650	2,280,650	77,850	2,358,500	77,850	
AUTOMATION/CATALOGING							
6100	Automation System	146,550	146,550	4,200	150,750	4,200	
6105	Support - App	3,500	3,500	-	3,500	-	
6040	Supplies - Computer	5,000	5,000	-	5,000	-	
6010	Supplies - Technical Services	7,000	7,000	-	7,000	-	
6110	OCLC/Minitex	11,000	11,000	-	11,000	-	
	SUB-TOTAL	173,050	173,050	4,200	177,250	4,200	
Library Programming/Staff Development							
6495	Programming - Adult	2,500	2,500	-	2,500	-	
6490	Programming - Youth	3,400	3,400	-	3,400	-	
6492	Programming - Summer Reading	8,000	8,000	-	8,000	-	
6480	Staff Development/Training	10,000	10,000	-	10,000	-	
	SUB-TOTAL	23,900	23,900	-	23,900	-	
MILEAGE/BOARD MTG EXPENSE							
6455	Mileage - Staff	21,000	21,000	-	21,000	-	
6450	Mileage - Trustee	5,000	5,000	-	5,000	-	
6470	Board Expenses	1,000	1,000	-	1,000	-	
	SUB-TOTAL	27,000	27,000	-	27,000	-	
7110	RLTA Expenses	101,000	101,000	-	101,000	-	
OTHER OPERATING							
6340	Attorney Fees	3,000	3,000	(1,000)	2,000	(1,000)	
6310	Audit	8,650	8,650	350	9,000	350	
6330	Bank Fees	1,600	1,600	(400)	1,200	(400)	
6335	Credit Card Fees	-	-	350	350	350	
6320	Business Office Software	2,000	2,000	-	2,000	-	
6350	Delivery: Courier	67,000	67,000	(7,000)	60,000	(7,000)	new delivery company
6355	Delivery: TriCollege/Minitex	6,000	6,000	-	6,000	-	
6420	Director's Discretionary	2,500	2,500	-	2,500	-	
6370	Insurance - General Liability	10,900	10,900	500	11,400	500	
6372	Insurance - D&O/Emp Liab	3,200	3,200	150	3,350	150	

6374	Insurance - Government Crime	100	100	-	100	-	
6376	Insurance - Flood	3,500	3,500	-	3,500	-	
6360	Lease: Regional Office Rent	20,610	20,610	240	20,850	240	
6362	Lease: Copiers	7,300	7,300	700	8,000	700	
6365	Lease: Mailing Machine	1,000	1,000	(450)	550	(450)	
6240	Maintenance Contract: Copiers	7,000	7,000	-	7,000	-	
6245	Maintenance Contract: Printers	5,200	5,200	-	5,200	-	
6250	Maintenance Contract: Microfilm	2,850	2,850	-	2,850	-	
6465	Memberships - LARL Directors	1,000	1,000	-	1,000	-	
6800	Miscellaneous Expense	2,500	2,500	-	2,500	-	
6430	Postage	3,500	3,500	-	3,500	-	
6435	PO Box Rental	700	700	-	700	-	
6460	MN Director's Fund - CRPLSA	2,300	2,300	-	2,300	-	
6300	Payroll Processing/Timesheet	5,000	5,000	-	5,000	-	
6410	PIO: Marketing/Printing/Misc	16,000	16,000	-	16,000	-	
6380	Recruitment	8,000	8,000	-	8,000	-	
6030	Supplies - Copier/Fax/Microfilm	800	800	-	800	-	
6000	Supplies - Office	8,500	8,500	-	8,500	-	
6020	Supplies - Public Services	6,000	6,000	-	6,000	-	
6200	Equipment Repairs	2,500	2,500	-	2,500	-	
6400	Telephone/Telecom	15,000	15,000	5,000	20,000	5,000	no more e-rate for phone
6405	Cell Phone	100	100	-	100	-	
	SUB-TOTAL	224,310	224,310	(1,560)	222,750	(1,560)	
TRANSPORTATION EQUIPMENT							
6500	Van - Gasoline	850	850	-	850	-	
6505	Van - Repairs & Maintenance	1,350	1,350	-	1,350	-	
6510	Van - Insurance	1,600	1,600	100	1,700	100	
	SUB-TOTAL	3,800	3,800	100	3,900	100	
MATERIALS							
6601	Audio/Visual	73,000	73,000	2,000	75,000	2,000	
6670	Digital	89,000	89,000	5,700	94,700	5,700	
6680	Online Resources	13,000	13,000	(3,000)	10,000	(3,000)	
6690	Periodicals	23,000	23,000	-	23,000	-	
6600	Print	192,000	192,000	5,300	197,300	5,300	
	SUB-TOTAL	390,000	390,000	10,000	400,000	10,000	
CAPTIAL EXPENDITURES							
8500	Furniture & Equipment	10,000	10,000	-	10,000	-	
8600	Software/Hardware Upgrades	30,000	30,000	-	30,000	-	
	SUB-TOTAL	40,000	40,000	-	40,000	-	
CAPITAL FUND ACCOUNTS							
8700	Van Replacement	3,000	3,000	-	3,000	-	
9025	Hardware upgrades	5,000	5,000	-	5,000	-	
9800-200	Joint Automation Software/hardware	3,000	3,000	-	3,000	-	
	SUB-TOTAL	11,000	11,000	-	11,000	-	
	TOTAL EXPENSES	3,274,710	3,274,710	90,590	3,365,300	90,590	
	REVENUE(UNDER)/OVER EXPENSES	-	-	-	-	-	

Monthly Report to the Board**Meeting Date: April 19, 2018****From: Liz Lynch, Regional Library Director****Meeting and Events Attended by Director**

Crookston Public Library grant site visit, March 8; Coordinating Team Meeting, March 14; Board Orientation and Full Board Meeting, March 15; MN Library Legislative Meeting, March 21; Homeless Coalition Strategic Planning Meeting, March 28; Council of Regional Public Library System Administrators (CRPLSA), April 4-6; NW LINKS Governance Council Meeting, April 9; Meeting at Mahnommen City Hall, April 10; Supervisors Meeting, April 11, Weeding in McIntosh, April 12

Open Positions

Crookston Library Assistant – 12 hours

Staff Development

Greta Guck, Detroit Lakes Youth Services Librarian recently attended the Public Library Association conference in Philadelphia, PA.

Evergreen Automation Training with Sharon Douglas, Automation Coordinator and Interlibrary Loan training with Nicole Murphy, ILL Assistant was recently offered in Moorhead on March 28th and in Bagley on March 29th. Over 32 LARL employees were in attendance at the two locations.

(STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE & COMFORT AND SAFETY)

Training and discussion on Constructive Employee Performance Reviews, Data Practices, and Code of Conduct Policy Guidelines were provided on April 11th for all LARL Supervisors.

(STRATEGIC PLAN FOCUS AREAS: CUSTOMER SERVICE, COMFORT AND SAFETY, and CONNECTION)

I Love My Library Campaign

During the month of May, LARL will be launching a campaign to raise money for the collection budget, which has not seen a significant increase in a number of years. With an increase in the cost of materials and subscriptions, LARL will be seeking donations from across the region to help meet the demand. Donors contributing a minimum of \$10.00 will receive an "I Love My Library" tote bag.

Crookston's Otto Bremer Trust Project

The Crookston Public Library has received over \$15,000 towards the \$25,000 match from the Otto Bremer Trust. In addition, the City of Crookston has agreed to accept bids for new lighting and carpet.

Donations

2/22/2018	Emma Tosh donation to the Crookston matching funds initiative.	100.00
3/6/2018	Moorhead Vikingland Kiwanis donation for children's books	100.00
3/9/2018	Anonymous donation to Moorhead	20.00
3/15/2018	Matrons Club donation to the Crookston matching funds initiative.	550.00
2/7/2018	Prairie Dental Centers donation to the Fertile Public library for the youth summer library program.	50.00
3/16/2018	Red River State Bank donation to the Fertile public library for the youth summer library program.	50.00
3/13/2018	Paul and Pamela Reese donation to the Fertile public library for the youth summer library program.	50.00
3/1/2018	Jean Hanson donation to the Crookston matching funds initiative.	25.00
4/10/2018	Mr. and Mrs. John Letnes donation to the Crookston matching funds initiative.	1,000.00
4/10/2018	Kurt Heldstab donation to the Crookston matching funds initiative.	50.00
4/4/2018	Jason and Kerri Brantner donation to the Crookston matching funds initiative.	100.00
4/6/2018	Argyle United Insurance Agency, Inc. donation to the Crookston matching funds initiative.	250.00
4/9/2018	Mercy Petersen donation to the Crookston matching funds initiative.	100.00
4/6/2018	Cecelia Baatz donation to the Crookston matching funds initiative.	25.00
4/7/2018	Terrance and Susan Wolfe donation to the Crookston matching funds initiative.	1,000.00
4/4/2018	Jeannine Amon donation to the Crookston matching funds initiative.	200.00
4/9/2018	Rovella Weiland donation to the Crookston matching funds initiative.	300.00
3/7/2018	Friends of the Moorhead Library donation of Summer Library Experience shirts for employees and volunteers.	198.00
4/3/2018	Jon and Marlys Perry donation to the Crookston matching funds initiative.	2,000.00
3/30/2018	Anonymous donation to the Bagley Public Library.	15.00
3/28/2018	Grove Mechanical, Inc. donation to the Crookston matching funds initiative.	50.00

3/20/2018	American Crystal Sugar Company donation to the Crookston matching funds initiative.	5,000.00
3/17/2018	Denise Kaiser donation to the Crookston matching funds initiative.	50.00
3/17/2018	Agassiz Study Club donation to the Crookston matching funds initiative.	200.00
3/18/2018	Lake View Township donation to the Detroit Lakes Public Library for materials.	200.00
3/22/2018	Marilyn and Darol Melby book donation in memory of Maurice LaFontaine.	10.00
4/11/2018	Friends of the Moorhead Library donation for travel and outreach programs.	194.95
	Total	\$11,887.95

17

UPCOMING MEETINGS/EVENTS

Full Board Meeting

Thursday, May 17 at 5:30 at the Moorhead Public Library (Draft 2 of the 2019 Preliminary Budget)

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6020-000	Supplies - Public Services	2/26/18	Batteries + Bulbs	20.70	
6020-000	Supplies - Public Services			20.70	
6040-000	Supplies - Computer	2/1/18	Monoprice, Inc.	62.61	
6040-000	Supplies - Computer			62.61	
6240-000	Maint Contr - Copiers	2/6/18	Metro Sales, Inc	1,507.50	
6240-000	Maint Contr - Copiers			1,507.50	
6300-000	Payroll/Time Tracking	2/13/18	Payroll Professionals, Inc.	130.20	
		2/13/18		162.00	
		2/23/18		139.50	
6300-000	Payroll/Time Tracking			431.70	
6310-000	Audit	2/2/18	EideBailly LLP	6,500.00	
6310-000	Audit			6,500.00	
6350-000	Delivery Service - Courier	2/1/18	Northern Network Express	2,561.60	
		2/12/18		2,561.60	
		2/19/18		2,913.82	
6350-000	Delivery Service - Courier			8,037.02	
6362-000	Lease - Copiers	2/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	2/1/18	Halstad Telephone Company	32.68	
		2/1/18		74.06	
6400-000	Telephone	2/1/18	Rothsay Telephone	75.25	
6400-000	Telephone	2/1/18	CenturyLink	96.00	
6400-000	Telephone	2/22/18	Rochester Telecom Systems Inc.	111.08	
6400-000	Telephone			389.07	
6410-000	PIO - Marketing/Printing/Etc	2/1/18	Clay County Connection	90.00	
6410-000	PIO - Marketing/Printing/Etc	2/1/18	The Forum	199.00	
6410-000	PIO - Marketing/Printing/Etc	2/2/18	Shortprinter	34.00	
		2/7/18		34.00	
6410-000	PIO - Marketing/Printing/Etc	2/14/18	Copy Kat Printing, Inc.	200.00	
6410-000	PIO - Marketing/Printing/Etc	2/28/18	The Hawley Herald, Inc.	325.00	
6410-000	PIO - Marketing/Printing/Etc			882.00	
6455-000	Mileage - Staff	2/1/18	Joyce Christine Boike	37.61	
6455-000	Mileage - Staff	2/1/18	Cathleen Johnson	110.64	
6455-000	Mileage - Staff	2/1/18	Jill Rose	19.08	
6455-000	Mileage - Staff	2/2/18	Joyce Christine Boike	18.53	
6455-000	Mileage - Staff	2/4/18	Sheila Capistran	38.15	
6455-000	Mileage - Staff	2/5/18	Jill Rose	23.98	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/6/18	Amy Nelson	28.34	
6455-000	Mileage - Staff	2/6/18	Jodi Harrington	6.54	
6455-000	Mileage - Staff	2/6/18	Kathy Dewey	79.57	
6455-000	Mileage - Staff	2/7/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	2/8/18	Jill Rose	19.08	
6455-000	Mileage - Staff	2/8/18	Amy Nelson	14.17	
6455-000	Mileage - Staff	2/9/18	Candace Perry	23.44	
6455-000	Mileage - Staff	2/9/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	2/10/18	Jill Rose	23.98	
6455-000	Mileage - Staff	2/10/18	Jane Berg	79.57	
6455-000	Mileage - Staff	2/13/18	Tabatha Durand	25.62	
6455-000	Mileage - Staff	2/14/18	Megan Krueger	57.77	
6455-000	Mileage - Staff	2/15/18	Sharon Grossman	29.44	
6455-000	Mileage - Staff	2/15/18	Jill Rose	19.08	
6455-000	Mileage - Staff	2/15/18	Candace Perry	55.05	
6455-000	Mileage - Staff	2/16/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	2/16/18	Candace Perry	23.44	
6455-000	Mileage - Staff	2/16/18	Sheila Capistran	30.52	
6455-000	Mileage - Staff	2/17/18	Amy Nelson	34.88	
6455-000	Mileage - Staff	2/20/18	Carol Van Brocklin	28.34	
6455-000	Mileage - Staff	2/20/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	2/20/18	Cheryl Melkert	43.60	
6455-000	Mileage - Staff	2/20/18	Marilyn Stordahl	37.61	
6455-000	Mileage - Staff	2/20/18	Tabatha Durand	25.62	
6455-000	Mileage - Staff	2/20/18	Samantha Albers	48.51	
6455-000	Mileage - Staff	2/22/18	Patty Nunn	11.45	
6455-000	Mileage - Staff	2/22/18	Laura Gullickson	72.49	
6455-000	Mileage - Staff	2/22/18	Megan Krueger	55.05	
6455-000	Mileage - Staff	2/22/18	Karen Stormo	100.28	
6455-000	Mileage - Staff	2/22/18	Christy Underlee	17.99	
6455-000	Mileage - Staff	2/22/18	Candace Osborn	67.58	
6455-000	Mileage - Staff	2/22/18	Marilyn Eaves	39.79	
6455-000	Mileage - Staff	2/22/18	Megan Hoyes	14.72	
6455-000	Mileage - Staff	2/22/18	Jill Rose	19.08	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/22/18	Amy Nelson	34.88	
6455-000	Mileage - Staff	2/22/18	Laurel Wanke	16.35	
6455-000	Mileage - Staff	2/22/18	Judy Moen	34.88	
6455-000	Mileage - Staff	2/22/18	Lois Schaedler	63.77	
6455-000	Mileage - Staff	2/23/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	2/23/18	Sheila Capistran	98.10	
6455-000	Mileage - Staff	2/23/18	Tabatha Durand	25.62	
6455-000	Mileage - Staff	2/24/18	Jill Rose	23.98	
6455-000	Mileage - Staff	2/26/18	Carol Ricke	70.85	
6455-000	Mileage - Staff	2/27/18	Joyce Christine Boike	47.96	
		2/28/18		25.62	
6455-000	Mileage - Staff	2/28/18	Megan Krueger	44.15	
6455-000	Mileage - Staff			2,096.75	
6482-000	Conf/Meeting - Miscellaneous	2/17/18	Cassey Orre	243.07	
		2/21/18		80.13	
6482-000	Conf/Meeting - Miscellaneous			323.20	
6492-000	Programming - Summer Readi	2/26/18	Purchase Advantage Card	99.24	
6492-000	Programming - Summer Readi	2/28/18	Jenna Kahly	99.24	
6492-000	Programming - Summer Readi			198.48	
6500-000	Van - Gasoline	2/6/18	Cenex Fleetcard	20.51	
6500-000	Van - Gasoline			20.51	
6600-000	Materials - Print	2/1/18	Baker & Taylor	23.58	
		2/1/18		485.44	
		2/1/18		444.01	
		2/1/18		18.80	
		2/1/18		23.32	
		2/1/18		49.08	
		2/1/18		184.96	
		2/1/18		136.92	
		2/1/18		357.05	
		2/1/18		186.76	
		2/2/18		88.50	
		2/2/18		28.14	
		2/5/18		31.78	
		2/5/18		432.63	
		2/6/18		33.38	
		2/6/18		34.16	
		2/6/18		11.06	
		2/6/18		28.76	
		2/6/18		168.02	
		2/6/18		331.18	
		2/7/18		26.16	
		2/7/18		48.04	
		2/7/18		52.36	
		2/8/18		17.79	
		2/8/18		77.44	
		2/8/18		116.89	
		2/8/18		290.96	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/9/18		34.42	
		2/12/18		124.20	
		2/12/18		176.40	
		2/12/18		30.58	
		2/12/18		16.80	
		2/12/18		39.36	
		2/12/18			16.22
		2/13/18		58.12	
		2/13/18		43.72	
		2/13/18		183.67	
		2/13/18		45.42	
		2/13/18		1.38	
		2/13/18		519.03	
		2/14/18		20.98	
		2/14/18		23.38	
		2/14/18		440.86	
		2/14/18		119.58	
		2/14/18		0.69	
		2/15/18		65.42	
		2/16/18		7.77	
		2/19/18		28.11	
		2/19/18		501.88	
		2/20/18		30.12	
		2/20/18		198.50	
		2/20/18		182.26	
		2/20/18		61.92	
		2/20/18		225.04	
		2/20/18		171.02	
		2/20/18		19.68	
		2/20/18		33.96	
		2/20/18		41.00	
6600-000	Materials - Print	2/21/18	Candace Simar	108.66	
6600-000	Materials - Print	2/21/18	Greenhaven Publishing	531.30	
6600-000	Materials - Print	2/21/18	Baker & Taylor	16.58	
		2/21/18		45.60	
		2/21/18		406.93	
		2/21/18		407.86	
		2/21/18		8.86	
		2/21/18		20.00	
		2/22/18		100.99	
		2/22/18		279.40	
		2/22/18		20.98	
6600-000	Materials - Print	2/22/18	Gale/CENGAGE Learning	49.49	
6600-000	Materials - Print	2/23/18	Baker & Taylor	101.94	
		2/26/18		90.74	
		2/26/18		42.68	
6600-000	Materials - Print	2/27/18	Enslow Publishing, LLC	413.90	
6600-000	Materials - Print	2/27/18	Rosen Publishing	1,123.70	
6600-000	Materials - Print	2/27/18	Baker & Taylor	400.85	
		2/27/18		33.27	
		2/27/18		572.99	
		2/28/18		196.84	
		2/28/18		231.90	
		2/28/18		443.70	
		2/28/18		94.70	
6600-000	Materials - Print			12,916.30	16.22
6601-000	Materials - A/V	2/1/18	Recorded Books, LLC.	24.38	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	2/1/18	Baker & Taylor	277.88	
		2/1/18		16.83	
		2/2/18		54.42	
		2/5/18		93.52	
		2/6/18		89.88	
		2/7/18		198.51	
6601-000	Materials - A/V	2/8/18	Recorded Books, LLC.	1,021.20	
6601-000	Materials - A/V	2/8/18	Baker & Taylor	97.20	
		2/8/18		64.70	
		2/12/18		23.90	
6601-000	Materials - A/V	2/12/18	Recorded Books, LLC.	291.98	
		2/14/18		41.00	
6601-000	Materials - A/V	2/14/18	Baker & Taylor	53.64	
		2/14/18		87.30	
6601-000	Materials - A/V	2/15/18	Recorded Books, LLC.	373.92	
6601-000	Materials - A/V	2/15/18	Baker & Taylor	218.94	
		2/22/18		158.62	
		2/22/18		175.32	
		2/27/18		58.97	
		2/27/18		95.81	
		2/28/18		48.70	
		2/28/18		286.98	
6601-000	Materials - A/V			3,853.60	
6604-000	Materials - Juvenile Non-Fict	2/27/18	Cavendish Square	630.36	
6604-000	Materials - Juvenile Non-Fict			630.36	
6670-000	Materials - Digital - e-Books	2/5/18	Overdrive, Inc.	780.79	
		2/5/18		20.99	
		2/5/18		190.00	
		2/6/18		328.82	
		2/6/18		17.00	
		2/12/18		19.99	
		2/12/18		271.54	
		2/12/18		8.39	
		2/12/18		39.93	
		2/19/18		84.00	
		2/20/18		989.60	
		2/20/18		208.99	
		2/26/18		105.42	
		2/26/18		20.99	
		2/26/18		12.99	
		2/26/18		56.93	
		2/27/18		97.92	
6670-000	Materials - Digital - e-Books			3,254.29	
6675-000	Materials - Digital - e-Audio	2/5/18	Overdrive, Inc.	417.96	
		2/5/18		57.00	
		2/6/18		107.98	
		2/14/18		85.50	
		2/14/18		76.00	
		2/20/18		282.93	
		2/20/18		339.97	
		2/25/18		47.99	
		2/27/18		57.00	
6675-000	Materials - Digital - e-Audio			1,472.33	
6690-000	Materials - Periodicals	2/2/18	Twin Valley Times	35.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	2/6/18	Norman County Index	66.00	
6690-000	Materials - Periodicals	2/15/18	Mahnomen Pioneer	30.00	
6690-000	Materials - Periodicals	2/28/18	The Forum	163.00	
6690-000	Materials - Periodicals			294.00	
6800-000	Miscellaneous Expense	2/28/18	The Forum	254.75	
6800-000	Miscellaneous Expense			254.75	
7200-000	Legacy - Expense (1099)	2/1/18	Ann Bancroft	6,000.00	
7200-000	Legacy - Expense (1099)	2/1/18	The Forum	523.00	
7200-000	Legacy - Expense (1099)	2/22/18	Who Made Who, LLC	2,050.00	
7200-000	Legacy - Expense (1099)	2/25/18	Minnesota Public Radio	318.00	
7200-000	Legacy - Expense (1099)			8,891.00	
7205-000	Legacy - Exp Reimbursement	2/1/18	Ann Bancroft	243.00	
7205-000	Legacy - Exp Reimbursement			243.00	
7410-000	Northern Lights LN e-Books	2/5/18	Overdrive, Inc.	61.96	
		2/5/18		75.81	
		2/12/18		12.99	
		2/14/18		138.98	
		2/20/18		32.97	
		2/20/18		7.99	
		2/20/18		204.37	
		2/27/18		34.98	
		2/28/18		475.00	
7410-000	Northern Lights LN e-Books			1,045.05	
8000-011	Donation - Misc Exp - LM	2/5/18	FM Coalition for Homeless Pers	100.00	
8000-011	Donation - Misc Exp - LM			100.00	
8000-031	Donation - Misc Exp - LN	2/14/18	Lois Schaedler	55.00	
		2/28/18		35.36	
8000-031	Donation - Misc Exp - LN			90.36	
8107-000	Donation - Material Other - RO	2/5/18	Overdrive, Inc.	331.90	
		2/6/18		48.00	
		2/13/18		133.96	
		2/20/18		84.99	
		2/20/18		7.99	
		2/20/18		72.92	
		2/20/18		7.99	
8107-000	Donation - Material Other - RO			687.75	
8107-011	Donation - Material Other - LM	2/6/18	Overdrive, Inc.	150.00	
8107-011	Donation - Material Other - LM			150.00	
8500-061	Furn & Equip - Breckenridge	2/2/18	DEMCO	254.75	
8500-061	Furn & Equip - Breckenridge			254.75	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	2/15/18 2/15/18 2/28/18 2/28/18	Federal Income Tax deposit	1,158.07 4,951.77 4,610.94 1,078.36	
5100-000	Payroll Taxes - Employer			11,799.14	
5110-000	Retirement - PERA - Employer	2/15/18 2/28/18	Public Employees Retirement As	5,920.90 5,532.97	
5110-000	Retirement - PERA - Employer			11,453.87	
5120-000	Health Insurance	2/12/18 2/12/18	SelectAccount - VEBA/HSA	1,096.75 1,684.00	
5120-000	Health Insurance	2/15/18 2/15/18	LARL Payroll		372.25 102.75
5120-000	Health Insurance	2/22/18	SelectAccount	218.30	
5120-000	Health Insurance	2/26/18	SelectAccount - VEBA/HSA	102.75	
5120-000	Health Insurance	2/28/18	Lakes Country Service Cooperat	24,714.00	
5120-000	Health Insurance	2/28/18 2/28/18	LARL Payroll		372.25 102.75
5120-000	Health Insurance			27,815.80	950.00
5140-000	Life Insurance - Employer Paid	2/1/18	The Hartford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6010-000	Supplies - Technical Services	2/11/18	Amazon (charges on account)	99.00	
6010-000	Supplies - Technical Services			99.00	
6040-000	Supplies - Computer	2/1/18	Amazon (charges on account)	23.99	
6040-000	Supplies - Computer			23.99	
6400-000	Telephone	2/3/18 2/3/18 2/3/18 2/3/18 2/3/18	Arvig	91.98 37.42 91.98 100.36 98.71	
6400-000	Telephone	2/13/18	Allstream	712.66	
6400-000	Telephone	2/15/18	Garden Valley Telephone Comp	33.80	
6400-000	Telephone	2/25/18	Arvig	181.98	
6400-000	Telephone	2/28/18 2/28/18 2/28/18 2/28/18	Garden Valley Telephone Comp	86.58 33.80 33.80 33.80	
6400-000	Telephone			1,536.87	
6405-000	Cell Phone	2/9/18	Ting	6.68	
6405-000	Cell Phone			6.68	
6410-000	PIO - Marketing/Printing/Etc	2/7/18 2/8/18	Noun Project	9.99 30.35	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	2/28/18	Facebook Ad Manager	57.68	
6410-000	PIO - Marketing/Printing/Etc	2/28/18	PROIMPRINT	557.53	
6410-000	PIO - Marketing/Printing/Etc			655.55	
6465-000	Memberships - LARL Directors	2/16/18	American Library Association	213.00	
6465-000	Memberships - LARL Directors			213.00	
6480-000	Staff Training	2/7/18	LibraryWorks, Inc.	49.00	
6480-000	Staff Training			49.00	
6482-000	Conf/Meeting - Miscellaneous	2/14/18	Book Expo	150.00	
		2/14/18		150.00	
6482-000	Conf/Meeting - Miscellaneous	2/16/18	Delta Airlines	501.00	
		2/16/18		501.00	
6482-000	Conf/Meeting - Miscellaneous			1,302.00	
6600-000	Materials - Print	2/1/18	Amazon (charges on account)	13.99	
		2/1/18		19.52	
		2/12/18		27.00	
		2/23/18		39.80	
		2/27/18		9.87	
6600-000	Materials - Print			110.18	
6601-000	Materials - A/V	2/1/18	Amazon (charges on account)	16.96	
		2/1/18		129.68	
		2/1/18		62.20	
		2/1/18		27.99	
		2/1/18		9.99	
		2/1/18		90.75	
		2/3/18		63.90	
		2/5/18		69.80	
		2/5/18		25.92	
		2/5/18		19.99	
		2/5/18		37.98	
		2/5/18		50.97	
		2/5/18		89.95	
		2/5/18		12.99	
		2/5/18		25.92	
		2/6/18		29.98	
		2/6/18		408.58	
		2/8/18		19.98	
		2/10/18		25.84	
		2/11/18		14.99	
		2/11/18		59.96	
		2/11/18		14.99	
		2/12/18		65.83	
		2/14/18		28.58	
		2/15/18		100.41	
		2/15/18		31.10	
		2/17/18		8.99	
		2/18/18		17.96	
		2/18/18		17.96	
		2/18/18		17.96	
		2/19/18		12.99	
		2/20/18		73.81	
		2/21/18		155.29	
		2/21/18		97.74	
		2/24/18		15.77	
		2/24/18		108.74	
		2/25/18		62.84	
		2/25/18		65.84	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Feb 1, 2018 to Feb 28, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/25/18		104.72	
		2/25/18		53.88	
		2/25/18		14.96	
		2/26/18		44.91	
		2/26/18		62.91	
		2/26/18		44.88	
6601-000	Materials - A/V			2,517.38	
6670-000	Materials - Digital - e-Books	2/1/18	Overdrive, Inc.	5.99	
6670-000	Materials - Digital - e-Books			5.99	
7210-000	Legacy - Materials - Print	2/1/18	Amazon (charges on account)	609.56	
		2/1/18		36.48	
		2/1/18		25.04	
		2/9/18		29.97	
		2/20/18		46.77	
		2/27/18		57.00	
		2/27/18		2.34	
		2/27/18		310.66	
7210-000	Legacy - Materials - Print			1,117.82	
8000-011	Donation - Misc Exp - LM	2/1/18	Amazon (charges on account)	202.99	
8000-011	Donation - Misc Exp - LM			202.99	
8100-000	Donation - Material Print - RO	2/7/18	Amazon (charges on account)	16.51	
8100-000	Donation - Material Print - RO			16.51	
8100-002	Donation - Material Print - LD	2/7/18	Amazon (charges on account)	33.14	
		2/12/18		10.99	
8100-002	Donation - Material Print - LD			44.13	
8100-011	Donation - Material Print - LM	2/14/18	Amazon (charges on account)	14.53	
		2/14/18		16.45	
8100-011	Donation - Material Print - LM			30.98	
9630-200	Cell Phone - Joint Automation	2/9/18	Ting	26.74	
9630-200	Cell Phone - Joint Automation			26.74	
9640-200	Phone Notify - Joint Automa	2/20/18	Flowroute.com	300.00	
9640-200	Phone Notify - Joint Automa			300.00	
9720-200	Training - Joint Automaiton	2/12/18	Evergreen	220.00	
9720-200	Training - Joint Automaiton			220.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	3/23/18 3/23/18	Office Depot	296.70 9.09	
6000-000	Supplies - Office			305.79	
6020-000	Supplies - Public Services	3/28/18	Batteries + Bulbs	6.90	
6020-000	Supplies - Public Services			6.90	
6040-000	Supplies - Computer	3/13/18	Monoprice, Inc.	96.99	
6040-000	Supplies - Computer			96.99	
6240-000	Maint Contr - Copiers	3/29/18	Metro Sales, Inc	1,557.43	
6240-000	Maint Contr - Copiers			1,557.43	
6300-000	Payroll/Time Tracking	3/13/18 3/26/18	Payroll Professionals, Inc.	133.30 133.30	
6300-000	Payroll/Time Tracking			266.60	
6310-000	Audit	3/19/18	EideBailly LLP	2,150.00	
6310-000	Audit			2,150.00	
6350-000	Delivery Service - Courier	3/12/18 3/19/18 3/26/18	Northern Network Express	1,456.91 1,456.91 1,456.91	
6350-000	Delivery Service - Courier			4,370.73	
6362-000	Lease - Copiers	3/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	3/1/18	Richards Publishing Company, I	25.00	
6380-000	Recruitment	3/2/18 3/2/18 3/2/18	Twin Valley Times	27.60 27.60 27.60	
6380-000	Recruitment			107.80	
6400-000	Telephone	3/1/18 3/1/18	Halstad Telephone Company	32.68 74.06	
6400-000	Telephone	3/1/18	Rothsay Telephone	75.25	
6400-000	Telephone	3/22/18	Rochester Telecom Systems Inc.	87.67	
6400-000	Telephone			269.66	
6410-000	PIO - Marketing/Printing/Etc	3/20/18	Bagley Area Arts Collaborative	350.00	
6410-000	PIO - Marketing/Printing/Etc			350.00	
6430-000	Postage	3/13/18	Dakota News, Inc.		1.63
6430-000	Postage	3/16/18	TotalFunds	300.00	
6430-000	Postage			300.00	1.63
6450-000	Mileage - Trustee	3/15/18	Terry Kalil	78.48	
6450-000	Mileage - Trustee	3/15/18	Ben Grimsley	49.05	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	3/15/18	Dennis Larson	49.05	
6450-000	Mileage - Trustee	3/15/18	Steve Jacobson	26.16	
6450-000	Mileage - Trustee	3/15/18	Clayton Briggs	76.30	
6450-000	Mileage - Trustee	3/15/18	Arlen Syverson	120.99	
6450-000	Mileage - Trustee	3/15/18	LuAnn Durant	76.85	
6450-000	Mileage - Trustee			476.88	
6455-000	Mileage - Staff	3/1/18	Amy Nelson	14.17	
6455-000	Mileage - Staff	3/1/18	Joyce Christine Boike	18.53	
6455-000	Mileage - Staff	3/1/18	Jill Rose	19.08	
6455-000	Mileage - Staff	3/1/18	Paula Ous	99.74	
6455-000	Mileage - Staff	3/1/18	Kathy Dewey	39.79	
		3/1/18		39.79	
6455-000	Mileage - Staff	3/2/18	Amy Nelson	34.88	
6455-000	Mileage - Staff	3/2/18	Christy Underlee	54.50	
6455-000	Mileage - Staff	3/2/18	Joyce Christine Boike	20.17	
		3/2/18		23.98	
6455-000	Mileage - Staff	3/2/18	Megan Krueger	43.60	
6455-000	Mileage - Staff	3/2/18	Sheila Capistran	30.52	
6455-000	Mileage - Staff	3/3/18	Cathleen Johnson	165.68	
6455-000	Mileage - Staff	3/7/18	Joyce Christine Boike	47.96	
		3/8/18		37.61	
6455-000	Mileage - Staff	3/8/18	Christy Underlee	33.25	
6455-000	Mileage - Staff	3/8/18	Jill Rose	19.08	
6455-000	Mileage - Staff	3/8/18	Liz Lynch	75.21	
6455-000	Mileage - Staff	3/8/18	Sharon Grossman	29.43	
6455-000	Mileage - Staff	3/9/18	Candace Perry	23.44	
6455-000	Mileage - Staff	3/9/18	Sheila Capistran	30.52	
6455-000	Mileage - Staff	3/10/18	Jill Rose	23.98	
6455-000	Mileage - Staff	3/12/18	Megan Krueger	75.21	
		3/13/18		55.05	
6455-000	Mileage - Staff	3/14/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	3/15/18	Jill Rose	19.08	
6455-000	Mileage - Staff	3/15/18	Jodi Harrington	33.25	
6455-000	Mileage - Staff	3/16/18	Megan Krueger	115.00	
6455-000	Mileage - Staff	3/16/18	Sheila Capistran	30.52	
		3/22/18		39.24	
6455-000	Mileage - Staff	3/22/18	Jill Rose	19.08	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/22/18	Candace Perry	41.42	
		3/23/18		23.44	
6455-000	Mileage - Staff	3/24/18	Jill Rose	23.98	
		3/28/18		134.07	
6455-000	Mileage - Staff	3/28/18	Danell Haspel	48.51	
6455-000	Mileage - Staff	3/28/18	Linda Rutkowski	48.51	
6455-000	Mileage - Staff	3/28/18	Candace Osborn	45.78	
6455-000	Mileage - Staff	3/28/18	Cheryl Melkert	43.60	
6455-000	Mileage - Staff	3/28/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	3/28/18	Laurel Wanke	50.69	
6455-000	Mileage - Staff	3/28/18	Marilyn Stordahl	37.61	
6455-000	Mileage - Staff	3/28/18	Tamera Thomasson-Ehrhart	75.21	
6455-000	Mileage - Staff	3/28/18	Sharyl Ogard	59.95	
6455-000	Mileage - Staff	3/29/18	Jennifer Moan	19.62	
6455-000	Mileage - Staff	3/29/18	Jill Rose	23.98	
6455-000	Mileage - Staff	3/29/18	Karen Stormo	19.08	
6455-000	Mileage - Staff	3/29/18	Laura Gullickson	49.60	
6455-000	Mileage - Staff	3/29/18	Jane Vigness	85.57	
6455-000	Mileage - Staff	3/29/18	Julie Malmanger	16.35	
6455-000	Mileage - Staff	3/29/18	Kathy Dewey	43.60	
6455-000	Mileage - Staff	3/29/18	Lois Schaedler	44.69	
6455-000	Mileage - Staff	3/29/18	Carol Van Brocklin	124.26	
6455-000	Mileage - Staff	3/29/18	Judy Moen	34.88	
6455-000	Mileage - Staff	3/29/18	Joyce Christine Boike	67.04	
6455-000	Mileage - Staff	3/29/18	Sheila Capistran	76.85	
6455-000	Mileage - Staff	3/29/18	Carol Ricke	19.62	
6455-000	Mileage - Staff	3/29/18	Jodi Harrington	26.16	
6455-000	Mileage - Staff	3/31/18	Cathleen Johnson	110.64	
6455-000	Mileage - Staff			2,799.25	
6470-000	Board Expenses	3/15/18	PJ Operations	42.58	
6470-000	Board Expenses	3/15/18	Linda Holecek	48.51	
6470-000	Board Expenses	3/26/18	Purchase Advantage Card	21.41	
6470-000	Board Expenses			112.50	
6487-000	Conf/Meeting - PLA	3/27/18	Greta Guck	1,068.34	
6487-000	Conf/Meeting - PLA			1,068.34	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6492-000	Programming - Summer Read	3/7/18	T-Squared Screen Printing & Em	1,620.00	
		3/23/18		72.10	
		3/23/18		506.30	
6492-000	Programming - Summer Read			2,198.40	
6500-000	Van - Gasoline	3/6/18	Cenex Fleetcard	55.98	
6500-000	Van - Gasoline			55.98	
6600-000	Materials - Print	3/1/18	Baker & Taylor	52.46	
		3/1/18		26.18	
		3/1/18		124.91	
		3/1/18		185.28	
		3/1/18		10.02	
		3/1/18		14.38	
		3/2/18		27.81	
		3/2/18		26.74	
		3/2/18		412.33	
		3/2/18		477.37	
		3/2/18		69.15	
		3/2/18		59.26	
6600-000	Materials - Print	3/5/18	Lerner Publishing Group	3,816.18	
6600-000	Materials - Print	3/5/18	Baker & Taylor	49.68	
		3/5/18		34.68	
		3/5/18		22.42	
		3/6/18		141.29	
		3/6/18		24.19	
6600-000	Materials - Print	3/7/18	J. Appleseed Publishers Co-Op	3,024.35	
6600-000	Materials - Print	3/7/18	Baker & Taylor	63.70	
		3/8/18		171.74	
		3/8/18		391.11	
		3/9/18		153.69	
		3/12/18		548.79	
		3/12/18		13.18	
		3/12/18		50.96	
		3/12/18		358.42	
		3/12/18		483.80	
		3/12/18		40.72	
		3/13/18		28.78	
		3/14/18		0.69	
		3/14/18		430.22	
		3/14/18		26.88	
		3/14/18		90.71	
		3/14/18		196.70	
		3/14/18		24.61	
		3/14/18		54.40	
		3/15/18		20.20	
		3/15/18		20.04	
		3/15/18		391.48	
		3/15/18		20.20	
		3/16/18		13.62	
		3/16/18		374.52	
		3/19/18		19.68	
		3/19/18		90.18	
6600-000	Materials - Print	3/20/18	Abdo-Spotlight-Magic Wagon	53.85	
		3/20/18		3,337.15	
6600-000	Materials - Print	3/20/18	Baker & Taylor	101.44	
		3/20/18		328.56	
		3/21/18		50.76	
		3/21/18		159.90	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/21/18		56.34	
		3/22/18		58.96	
		3/22/18		221.83	
		3/22/18		86.12	
		3/22/18		186.62	
		3/22/18		57.54	
6600-000	Materials - Print	3/23/18	J. Appleseed Publishers Co-Op	17.95	
6600-000	Materials - Print	3/23/18	Scholastic Library Publishing	799.85	
6600-000	Materials - Print	3/23/18	Baker & Taylor	24.29	
		3/24/18		662.14	
6600-000	Materials - Print	3/26/18	Capstone Press, Inc.	1,831.11	
6600-000	Materials - Print	3/26/18	Baker & Taylor	41.36	
		3/26/18		30.30	
		3/26/18		51.24	
		3/26/18		78.89	
		3/26/18		392.98	
		3/26/18		133.42	
		3/26/18		8.07	
		3/27/18		464.58	
		3/27/18		54.90	
		3/27/18		134.10	
		3/28/18		230.04	
		3/28/18		478.41	
		3/28/18		47.01	
		3/28/18		58.66	
		3/28/18		52.28	
		3/29/18		10.58	
		3/29/18		10.02	
		3/29/18		334.11	
		3/29/18		192.29	
6600-000	Materials - Print			23,515.35	
6601-000	Materials - A/V	3/1/18	Recorded Books, LLC.	912.40	
		3/6/18		131.58	
6601-000	Materials - A/V	3/6/18	Baker & Taylor	19.09	
6601-000	Materials - A/V	3/7/18	Recorded Books, LLC.	73.00	
6601-000	Materials - A/V	3/7/18	Baker & Taylor	163.78	
6601-000	Materials - A/V	3/8/18	Dallas Johnson	18.10	
6601-000	Materials - A/V	3/8/18	Recorded Books, LLC.	64.00	
		3/8/18		64.00	
6601-000	Materials - A/V	3/8/18	Baker & Taylor	449.65	
		3/8/18		72.99	
6601-000	Materials - A/V	3/9/18	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	3/13/18	Baker & Taylor	118.05	
6601-000	Materials - A/V	3/13/18	Recorded Books, LLC.	54.98	
6601-000	Materials - A/V	3/14/18	Baker & Taylor	22.66	
		3/14/18		245.72	
6601-000	Materials - A/V	3/14/18	Recorded Books, LLC.	31.99	
		3/19/18		163.98	
		3/22/18		178.36	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	3/22/18	Baker & Taylor	54.92	
		3/22/18		31.00	
		3/22/18		273.16	
		3/22/18		15.52	
6601-000	Materials - A/V	3/23/18	Recorded Books, LLC.	118.50	
		3/23/18		63.98	
		3/23/18		64.00	
		3/26/18		311.36	
		3/27/18		27.49	
		3/27/18		99.50	
6601-000	Materials - A/V	3/28/18	Baker & Taylor	26.23	
6601-000	Materials - A/V	3/30/18	Recorded Books, LLC.	73.00	
		3/30/18		27.49	
6601-000	Materials - A/V			4,037.98	
6670-000	Materials - Digital - e-Books	3/1/18	Overdrive, Inc.	323.97	
		3/1/18		94.98	
		3/4/18		1.99	
		3/6/18		853.59	
		3/6/18		275.85	
		3/6/18		40.47	
		3/6/18		113.00	
		3/6/18		259.94	
		3/12/18		46.93	
		3/12/18		174.86	
		3/13/18		312.94	
		3/19/18		385.82	
		3/19/18		111.96	
		3/20/18		291.94	
		3/20/18		81.99	
		3/22/18		1,004.90	
		3/22/18		204.98	
		3/24/18		27.95	
		3/26/18		87.92	
		3/26/18		84.00	
		3/27/18		130.00	
		3/27/18		498.58	
		3/27/18		140.86	
		3/28/18		27.99	
6670-000	Materials - Digital - e-Books			5,577.41	
6675-000	Materials - Digital - e-Audio	3/1/18	Overdrive, Inc.	76.00	
		3/6/18		302.96	
		3/6/18		397.96	
		3/7/18		59.99	
		3/13/18		171.98	
		3/19/18		54.99	
		3/20/18		139.98	
		3/22/18		449.44	
		3/22/18		171.00	
		3/26/18		47.99	
6675-000	Materials - Digital - e-Audio			1,872.29	
6690-000	Materials - Periodicals	3/1/18	Dakota News, Inc.		21.21
		3/1/18			0.08
6690-000	Materials - Periodicals	3/2/18	Twin Valley Times	35.00	
6690-000	Materials - Periodicals	3/6/18	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	3/7/18	Grand Forks Herald	166.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	3/8/18	Dakota News, Inc.	59.44	
		3/9/18			66.25
		3/15/18		33.12	
		3/15/18			33.97
6690-000	Materials - Periodicals	3/15/18	EBSCO Information Services	10,000.00	
6690-000	Materials - Periodicals	3/22/18	Clay County Union	38.00	
6690-000	Materials - Periodicals			10,393.56	121.51
7110-000	Regional Lib Telecom Aid - Ex	3/15/18	NW-Links	23,474.07	
7110-000	Regional Lib Telecom Aid - Ex			23,474.07	
7200-000	Legacy - Expense (1099)	3/1/18	Wonder Weavers - Storytellers,	350.00	
7200-000	Legacy - Expense (1099)	3/14/18	Guthrie Theater	2,557.90	
7200-000	Legacy - Expense (1099)			2,907.90	
7220-000	Legacy - Materials - A/V	3/4/18	Wonder Weavers - Storytellers,	30.00	
7220-000	Legacy - Materials - A/V	3/8/18	Dallas Johnson	31.90	
7220-000	Legacy - Materials - A/V			61.90	
7230-000	Legacy - Materials - Other	3/27/18	Overdrive, Inc.	60.00	
7230-000	Legacy - Materials - Other			60.00	
7410-000	Northern Lights LN e-Books	3/6/18	Overdrive, Inc.	156.35	
		3/6/18		19.99	
		3/12/18		264.59	
		3/12/18		129.86	
		3/19/18		216.93	
		3/19/18		113.93	
7410-000	Northern Lights LN e-Books			901.65	
8000-011	Donation - Misc Exp - LM	3/8/18	Megan Krueger	21.98	
8000-011	Donation - Misc Exp - LM	3/8/18	Silver Goat Media	135.00	
8000-011	Donation - Misc Exp - LM			156.98	
8000-053	Donation - Misc Exp - LE	3/21/18	Laura Gullickson	199.47	
8000-053	Donation - Misc Exp - LE			199.47	
8107-000	Donation - Material Other - RO	3/24/18	Overdrive, Inc.	27.00	
8107-000	Donation - Material Other - RO			27.00	
8500-002	Furn & Equip - Detroit Lakes	3/26/18	We Count People LLC	303.59	
8500-002	Furn & Equip - Detroit Lakes			303.59	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	3/15/18 3/15/18 3/30/18 3/30/18	Federal Income Tax deposit	4,124.94 964.70 1,074.37 4,593.84	
5100-000	Payroll Taxes - Employer			10,757.85	
5110-000	Retirement - PERA - Employer	3/15/18 3/30/18	Public Employees Retirement As	4,944.54 5,510.67	
5110-000	Retirement - PERA - Employer			10,455.21	
5120-000	Health Insurance	3/14/18 3/14/18	SelectAccount - VEBA/HSA	1,096.75 1,684.00	
5120-000	Health Insurance	3/15/18 3/15/18	LARL Payroll		102.75 372.25
5120-000	Health Insurance	3/16/18 3/22/18	SelectAccount	316.59 109.15	
5120-000	Health Insurance	3/28/18	SelectAccount - VEBA/HSA	152.75	
5120-000	Health Insurance	3/30/18	Lakes Country Service Cooperat	20,951.00	
5120-000	Health Insurance	3/30/18 3/30/18	LARL Payroll		372.25 152.75
5120-000	Health Insurance			24,310.24	1,000.00
5140-000	Life Insurance - Employer Paid	3/1/18	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6020-000	Supplies - Public Services	3/29/18	Best Name Badges	13.36	
6020-000	Supplies - Public Services			13.36	
6040-000	Supplies - Computer	3/13/18 3/13/18 3/13/18 3/13/18 3/13/18 3/13/18 3/13/18	Amazon (charges on account)	1.99 2.99 1.99 1.99 2.99 2.99 3.21	
6040-000	Supplies - Computer	3/14/18	Carbonite.com	783.44	
6040-000	Supplies - Computer	3/27/18	Philadelphia Security Products	477.35	
6040-000	Supplies - Computer			1,278.94	
6400-000	Telephone	3/3/18 3/3/18 3/3/18 3/3/18 3/3/18	Arvig	37.42 91.98 100.36 91.98 98.71	
6400-000	Telephone	3/15/18	Garden Valley Telephone Comp	33.80	
6400-000	Telephone	3/16/18	Allstream	712.66	
6400-000	Telephone	3/25/18	Arvig	181.98	
6400-000	Telephone	3/30/18 3/30/18 3/30/18	Garden Valley Telephone Comp	33.80 33.80 86.58	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/30/18		33.80	
6400-000	Telephone			1,536.87	
6405-000	Cell Phone	3/9/18	Ting	6.70	
6405-000	Cell Phone			6.70	
6410-000	PIO - Marketing/Printing/Etc	3/9/18	4imprint, Inc.	376.02	
6410-000	PIO - Marketing/Printing/Etc	3/20/18	Amazon (charges on account)	49.99	
6410-000	PIO - Marketing/Printing/Etc	3/31/18	Facebook Ad Manager	28.93	
6410-000	PIO - Marketing/Printing/Etc			454.94	
6480-000	Staff Training	3/14/18	Charity How To	89.00	
6480-000	Staff Training			89.00	
6492-000	Programming - Summer Readi	3/22/18	Uprinting.com	547.65	
6492-000	Programming - Summer Readi			547.65	
6495-000	Programming - Adult	3/22/18	Uprinting.com	321.64	
6495-000	Programming - Adult			321.64	
6600-000	Materials - Print	3/1/18	Amazon (charges on account)	14.39	
		3/6/18		25.98	
		3/9/18		7.94	
		3/25/18		4.80	
		3/27/18		4.89	
		3/28/18		8.95	
		3/28/18		6.99	
		3/28/18		38.95	
6600-000	Materials - Print			112.89	
6601-000	Materials - A/V	3/1/18	Amazon (charges on account)	52.53	
		3/4/18		128.68	
		3/5/18		38.88	
		3/5/18		18.78	
		3/6/18		119.46	
		3/6/18		124.97	
		3/9/18		13.79	
		3/11/18		29.92	
		3/11/18		29.98	
		3/11/18		47.88	
		3/11/18		35.92	
		3/11/18		35.92	
		3/11/18		32.92	
		3/11/18		42.00	
		3/11/18		19.96	
		3/11/18		29.92	
		3/13/18		44.88	
		3/13/18		233.50	
		3/17/18		25.92	
		3/18/18		99.95	
		3/18/18		18.78	
		3/18/18		17.96	
		3/18/18		35.92	
		3/18/18		53.88	
		3/19/18		13.46	
		3/19/18		75.90	
		3/19/18		182.08	
		3/20/18		211.04	
		3/20/18		109.58	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/20/18		8.99	
		3/22/18		54.17	
		3/22/18		39.99	
		3/23/18		6.13	
		3/25/18		42.60	
		3/25/18		19.96	
		3/25/18		27.99	
		3/25/18		25.92	
		3/25/18		27.99	
		3/26/18		92.13	
		3/28/18		51.45	
		3/28/18		89.30	
6601-000	Materials - A/V			2,410.98	
7200-000	Legacy - Expense (1099)	3/8/18	Uprinting.com	574.63	
7200-000	Legacy - Expense (1099)			574.63	
7210-000	Legacy - Materials - Print	3/25/18	Amazon (charges on account)	27.96	
7210-000	Legacy - Materials - Print			27.96	
8000-011	Donation - Misc Exp - LM	3/9/18	Amazon (charges on account)	214.16	
		3/11/18		16.99	
		3/27/18		25.96	
8000-011	Donation - Misc Exp - LM			257.11	
8100-000	Donation - Material Print - RO	3/18/18	Amazon (charges on account)	17.70	
8100-000	Donation - Material Print - RO			17.70	
8100-002	Donation - Material Print - LD	3/5/18	Amazon (charges on account)	19.95	
		3/25/18		18.88	
8100-002	Donation - Material Print - LD			38.83	
8100-011	Donation - Material Print - LM	3/5/18	Amazon (charges on account)	17.95	
		3/5/18		34.20	
		3/11/18		28.51	
		3/17/18		17.99	
		3/18/18		16.99	
		3/25/18		12.75	
		3/25/18		12.30	
		3/28/18			1.11
		3/28/18		27.02	
		3/31/18		17.99	
8100-011	Donation - Material Print - LM			185.70	1.11
8100-051	Donation - Material Print - LC	3/27/18	Amazon (charges on account)	100.00	
		3/28/18		16.21	
		3/28/18		58.79	
8100-051	Donation - Material Print - LC			175.00	
9630-200	Cell Phone - Joint Automation	3/9/18	Ting	24.57	
9630-200	Cell Phone - Joint Automation			24.57	