

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, November 15, 2018**

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

Location: **Moorhead Public Library**

NOTE: If you're unable to attend this meeting, please call or email Liz by noon on the day of the meeting at (218) 233-3757, ext. 127, or lynchl@larl.org.

AGENDA

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

- 5:35 **2. MINUTES OF THE September 20, 2018 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the September 20, 2018 Full Board Meeting Minutes as presented.

- 5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)
 a. Final Report for Legacy Funds FY2017 funding year
 (page 11, and detailed report 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 FY2017 funding year.

- 5:55 **4. DIRECTOR'S REPORT** - Lynch
 a. Director's Report Enclosed (page 13)
 b. Strategic Planning Update (page 16)
 c. Legislative Update (page 17)
 d. Acknowledgement of Service: Thank you to the following LARL Trustees for their service to libraries and their communities:
 i. Arlen Syverson 2015-2018
 ii. Mari Daily 2015-2018
 iii. Wayne Ingersoll 2009-2018

AGENDA of the NOVEMBER 16, 2017 Full Board Meeting – Page 2

- 6:10 **5. REPORT OF THE NOMINATIONS COMMITTEE – Schell**
 Election of the Executive Board for 2019: President, Vice-President, Treasurer, and
 Members-at-Large.

6:45 **6. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley, Terry Kalil
Breckenridge – Linda Holecek
Clay County/Barnesville/Hawley – Jim Haney
Clearwater County/Bagley – Arlen Syverson
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Andrew Brammer, Mari Dailey, Wayne Ingersoll
Norman County/Ada – Steve Jacobson
Polk County/Climax/Fertile/Fosston/McIntosh – Gary Willhite
Wilkin County – Dennis Larson
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Wayne Ingersoll/Mari Dailey

- 6:55 **7. President's Report – Kalil**
 Congratulations to Linda Schell, Minnesota Library Association's
 Above and Beyond Award Winner for 2018

7:05 **8. OTHER**

7:15 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

List of Bills – September, October 2018 (page 18 in the digital packet, available for
 review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS**Thanksgiving Eve**

All Branches, LINK Sites and the Regional Office will close by 5:00 p.m. on Wednesday, November 21, 2018.

Thanksgiving

All Branches, LINK Sites and the Regional Office will be closed on Thursday, November 22, 2018

Executive Board Meeting

Thursday, December 20, 2018 at 5:30 p.m. at the Moorhead Public Library

January 17, 2019 Meetings:

Both meetings will be held in the lower level of the Moorhead Public Library

- Finance Committee Meeting at 5:00 to adopt the 2019 Final Budget
- Full Board Meeting at 5:30

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 20, 2018 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Dailey, Durant, Grimsley, Ingersoll, Jacobson, Kalil
(President), Schell, Syverson, Willhite.

Board Members Absent: Brammer, Geray, Haney, Holecek, Larson

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT
None

APPROVAL OF AGENDA

MINUTES OF THE JUNE 21, 2018 FULL BOARD MEETING

(Briggs/Syverson) Move to approve the Minutes of the June 21, 2018 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through August we are 66.66% of the way through 2018 and 64.2% of the budget has been spent. All budget categories are tracking closely to budgeted expenses.

LARL has been informed that state funding will be increasing for FY2019, LARL will received \$519,148. LARL was also informed Health Insurance rates will be increasing 22% for 2019.

(Ingersoll/Schell) Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for FY2018 Regional Library Support (RLBSS) Grant. MCU.

(Jacobson/Daily) Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2018 Regional Library Telecommunications Aid. MCU.

(Willhite/Schell) Move to approve the application for FY2019 Regional Library Telecommunications Aid (RLTA). MCU.

(over)

DIRECTOR'S REPORT

Currently LARL has 2 open positions, a Substitute in Mahnomon and a Computer Technician at the Regional Office.

Megan Krueger, Moorhead Library Director has been nominated for the MN Library Association President Elect.

Lynch discussed the large increase digital material usage LARL has seen in over the past several months.

Regional Public Library Systems will again be going to the Legislature and asking for an increase in Regional Library Basic System Support, along with a formula change. ECRL's County Commissioners will be pushing for support to get the formula change through.

The Summer Library Experience was very successful in 2018. Participation was very high. Most LARL locations said their biggest success was there were more families participating.

Legacy bus trips were reviewed. It was discovered that bus companies are federally mandated to have \$5,000,000 of liability coverage. LARL's current insurance policy also has \$1,000,000 of liability coverage.

(Daily/Willhite) Move to continue the use of Legacy funds for bus trips. MCU.

LARL spearheaded a training event in Bemidji and Detroit Lakes. About 100 librarians attended the training on Electronic Library for Minnesota (ELM). ELM is a package of databases paid for by the MN Legislature.

NOMINATIONS COMMITTEE

Schell discussed that in November the Nominations Committee will be looking for nominations for the LARL Executive Committee, consisting of a President, Vice President, Treasurer and 2 At-Large positions. The current Executive Committee is interested in continuing their positions. Any Board members that have an interest in being on the Executive Committee are encouraged to let the Nominations Committee know.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek - absent)

No report.

Clay County (Haney - absent)

No report.

(continued on next page)

Minutes of the September 20, 2018 Full Board Meeting – Page 3

Clearwater County (Syverson)

The Bagley Library is always clean and neat.

Crookston (Briggs)

The Library remodel project is almost complete and looks great.

Detroit Lakes (Schell)

The Summer Library Experience went very well, over 600 children participated, 182 turned in reading logs. 40 teens participated. A teen writers group will be offered.

Mahnomen County (Geray - absent)

No report.

City of Mahnomen (Durant)

3 performances of a drumming/singing group took place at the library.

Moorhead (Brammer - absent, Dailey, Ingersoll)

Daily reported the City of Moorhead is working on budgets and LARL's funding request approval is looking promising.

Norman County/Ada (Jacobson)

The County is working on its budget, no negative comments about LARL's request.

Polk County (Willhite)

The County is working on budgets.

Wilkin County (Larson-absent)

No report.

MN Library Association/Library Trustee and Advocates Section (Kalil)

The Convention is in October. Kalil volunteered to be on MLA's Legislative Affairs Committee.

Northern Lights Library Network (Ingersoll, Dailey)

Northern Lights is going very well. Ingersoll will be delivering a check to LARL for \$5,000 for digital children's books.

The meeting adjourned at 6:40 p.m.

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

83.3%

Page: 1
7

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenues					
<i>Signatory Funding</i>					
Becker County	\$ 92,952.50	\$ 371,810.00	\$ 371,810.00	0.00	100.00
Detroit Lakes	55,937.50	223,750.00	223,750.00	0.00	100.00
Clay County	71,872.50	287,490.00	287,490.00	0.00	100.00
Moorhead	185,880.00	743,520.00	743,520.00	0.00	100.00
Clearwater County	24,992.50	99,970.00	99,970.00	0.00	100.00
Mahnomen County	10,547.50	42,190.00	42,190.00	0.00	100.00
Mahnomen	5,032.50	20,130.00	20,130.00	0.00	100.00
Norman County	24,190.00	96,760.00	96,760.00	0.00	100.00
Polk County	64,801.25	259,205.00	259,205.00	0.00	100.00
Crookston	55,142.50	220,570.00	220,570.00	0.00	100.00
Wilkin County	13,402.50	53,610.00	53,610.00	0.00	100.00
Breckenridge	22,240.00	88,960.00	88,960.00	0.00	100.00
Total Signatory Funding	626,991.25	2,507,965.00	2,507,965.00	0.00	100.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	103,829.62	509,849.54	500,551.00	(9,298.54)	101.86
Reg Library Telecom Aid (RLTA)	30,544.38	77,355.17	101,000.00	23,644.83	76.59
Total Grants	134,374.00	587,204.71	601,551.00	14,346.29	97.62
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,053.49	9,873.35	12,500.00	2,626.65	78.99
Printing Revenue	1,982.76	14,664.32	18,000.00	3,335.68	81.47
Fax Revenue	715.00	5,594.20	7,500.00	1,905.80	74.59
Microfilm Revenue	7.39	165.51	100.00	(65.51)	165.51
Photocopy Revenue	784.28	6,261.72	7,000.00	738.28	89.45
Book/Furniture Sale Revenue	3,177.99	6,651.96	0.00	(6,651.96)	0.00
Interest/Dividend Income	1,157.74	50,710.82	38,500.00	(12,210.82)	131.72
Investment Value Change	(7,207.94)	(56,429.53)	0.00	56,429.53	0.00
Lost/Damaged Property	403.57	5,814.26	6,000.00	185.74	96.90
Other Income	0.00	200.00	0.00	(200.00)	0.00
Total Miscellaneous Revenue	2,074.28	43,506.61	89,600.00	46,093.39	48.56
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	11,325.00	45,300.00	45,300.00	0.00	100.00
MNLink Server Site Payments	270.12	2,701.20	3,250.00	548.80	83.11
Total Joint Automation Revenue	11,595.12	48,001.20	48,550.00	548.80	98.87
Fund Balance/Shortfall	0.00	0.00	27,044.00	27,044.00	0.00
Total General Fund Revenue	775,034.65	3,186,677.52	3,274,710.00	88,032.48	97.31
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	141,140.12	1,414,535.04	1,729,550.00	315,014.96	81.79
Payroll Taxes	10,678.25	106,679.65	133,700.00	27,020.35	79.79
Retirement - PERA	10,295.76	100,717.47	129,150.00	28,432.53	77.98
Health Insurance	23,491.10	225,394.16	280,600.00	55,205.84	80.33
Life Insurance	179.62	1,704.70	2,100.00	395.30	81.18
Workers Compensation Insurance	303.41	3,034.18	3,900.00	865.82	77.80
Other Employee Benefits	116.00	1,369.00	1,650.00	281.00	82.97
Total Personnel	186,204.26	1,853,434.20	2,280,650.00	427,215.80	81.27
<i>Automation/Cataloging</i>					
Automation	11,684.19	115,067.51	146,550.00	31,482.49	78.52
Support - App	291.25	2,912.50	3,500.00	587.50	83.21
Catalog Item Records	965.79	9,448.44	11,000.00	1,551.56	85.89
Supplies - Computer	161.04	5,058.44	5,000.00	(58.44)	101.17
Supplies - Technical Services	354.13	2,379.81	7,000.00	4,620.19	34.00
Total Automation/Cataloging	13,456.40	134,866.70	173,050.00	38,183.30	77.94

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	649.23	3,400.00	2,750.77	19.10
Programming - Summer Reading	730.00	7,473.52	8,000.00	526.48	93.42
Programming - Adult	0.00	1,530.08	2,500.00	969.92	61.20
Total Library Programming	730.00	9,652.83	13,900.00	4,247.17	69.44
Staff Development					
Staff Training & Development	378.73	10,000.00	10,000.00	0.00	100.00
Total Staff Development	378.73	10,000.00	10,000.00	0.00	100.00
Mileage/Board Meeting Expense					
Mileage - Staff	2,014.48	20,778.63	21,000.00	221.37	98.95
Regional Board Meetings	0.00	3,423.56	6,000.00	2,576.44	57.06
Total Mileage/Board Meeting Expenses	2,014.48	24,202.19	27,000.00	2,797.81	89.64
Other Expenses					
Accounting/Bank Fees	369.44	12,343.58	15,250.00	2,906.42	80.94
Attorney Fees	0.00	0.00	3,000.00	3,000.00	0.00
Business Office Software	0.00	1,137.51	2,000.00	862.49	56.88
Delivery Services	6,528.56	57,857.76	73,000.00	15,142.24	79.26
Director's Discretionary	1,844.33	1,844.33	2,500.00	655.67	73.77
Insurance - General/Property	1,433.74	14,364.77	17,700.00	3,335.23	81.16
Lease - Regional Office Rent	1,717.16	17,171.66	20,610.00	3,438.34	83.32
Leases - Equipment	606.86	6,455.60	8,300.00	1,844.40	77.78
Maintenance Contracts	(188.92)	11,209.63	15,050.00	3,840.37	74.48
Memberships	0.00	673.00	1,000.00	327.00	67.30
Minnesota Director's Fund	1,903.16	1,903.16	2,300.00	396.84	82.75
Miscellaneous Expense	0.00	274.91	2,500.00	2,225.09	11.00
PIO: Printing/Advertising	1,261.63	12,467.12	16,000.00	3,532.88	77.92
Postage	399.54	2,484.08	4,200.00	1,715.92	59.14
Recruitment	333.56	1,352.02	8,000.00	6,647.98	16.90
Repairs - Equipment	0.00	1,013.82	2,500.00	1,486.18	40.55
Supplies - Copier/Fax/Microfilm	155.00	360.49	800.00	439.51	45.06
Supplies - Office	1,212.99	8,073.99	8,500.00	426.01	94.99
Supplies - Public Services	280.91	2,746.35	6,000.00	3,253.65	45.77
Telephone/Telecom	1,894.76	16,893.14	15,100.00	(1,793.14)	111.88
Total Other Operating Expenses	19,752.72	170,626.92	224,310.00	53,683.08	76.07
Regional Library Telecom Aid (RLTA)	30,544.38	77,355.17	101,000.00	23,644.83	76.59
Transportation					
Van Expenses	258.67	2,384.08	3,800.00	1,415.92	62.74
Total Transportation	258.67	2,384.08	3,800.00	1,415.92	62.74
Materials					
Audio Visual	7,984.63	57,897.84	73,000.00	15,102.16	79.31
Digital	9,672.71	87,111.32	89,000.00	1,888.68	97.88
Online Resources	577.49	7,187.33	13,000.00	5,812.67	55.29
Periodicals	541.91	19,892.27	23,000.00	3,107.73	86.49
Print	16,033.65	156,481.28	192,000.00	35,518.72	81.50
Total Materials	34,810.39	328,570.04	390,000.00	61,429.96	84.25
Capital Expenditures					
Furniture & Equipment	2,434.13	8,165.44	10,000.00	1,834.56	81.65
Software & Hardware Upgrades	222.10	22,350.08	30,000.00	7,649.92	74.50
Total Capital Expenditures	2,656.23	30,515.52	40,000.00	9,484.48	76.29
Capital Fund Accounts					
Automation System - Shared NWRL	250.00	2,500.00	3,000.00	500.00	83.33
Technology Upgrades	416.74	4,167.40	5,000.00	832.60	83.35
Van Replacement	250.00	2,500.00	3,000.00	500.00	83.33
Total Capital Fund Accounts	916.74	9,167.40	11,000.00	1,832.60	83.34
Total General Fund Expenditures	291,723.00	2,650,775.05	3,274,710.00	623,934.95	80.95
General Fund Revenue Over Expenditures	\$ 483,311.65	\$ 535,902.47	\$ 0.00	(535,902.47)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	\$ 28,400.77	\$ 38,632.21	\$ 0.00	(38,632.21)	0.00
Endowment Revenue	0.00	675.00	0.00	(675.00)	0.00
Telecom/E-rate Funds	4,363.25	6,609.63	0.00	(6,609.63)	0.00
Legacy Grant Revenue	13,740.95	69,424.72	0.00	(69,424.72)	0.00
Miscellaneous Grants	51,976.96	150,000.00	0.00	(150,000.00)	0.00
Northern Lights LN Funds	757.62	3,850.79	0.00	(3,850.79)	0.00
Total Special Projects Revenue	99,239.55	269,192.35	0.00	(269,192.35)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	374.01	4,746.97	0.00	(4,746.97)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	0.00	3,838.86	0.00	(3,838.86)	0.00
Donations - Miscellaneous	7,322.87	35,175.22	0.00	(35,175.22)	0.00
Legacy Grant Expense	13,740.95	69,424.72	0.00	(69,424.72)	0.00
Telecom/E-rate Expenses	3,504.07	6,609.63	0.00	(6,609.63)	0.00
Miscellaneous Grant Expense	75,942.35	150,000.00	0.00	(150,000.00)	0.00
Northern Lights LN e-Books	757.62	3,850.79	0.00	(3,850.79)	0.00
Projects from Designated Funds:					
Desig Funds - Staff Developmnt	3,007.18	3,007.18	0.00	(3,007.18)	0.00
Total Special Projects Miscellaneous	104,649.05	276,653.37	0.00	(276,653.37)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0.00	2,132.01	0.00	(2,132.01)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0.00	2,132.01	0.00	(2,132.01)	0.00
Total Special Projects Expenditures	104,649.05	278,785.38	0.00	(278,785.38)	0.00
Special Proj Rev Over (Under) Expend	\$ (5,409.50)	\$ (9,593.03)	\$ 0.00	9,593.03	0.00
GRAND TOTAL REVENUE	874,274.20	3,455,869.87	3,274,710.00	(181,159.87)	105.53
GRAND TOTAL EXPENDITURES	396,372.05	2,929,560.43	3,274,710.00	345,149.57	89.46
CHANGE IN FUND BALANCE	\$ 477,902.15	\$ 526,309.44	\$ 0.00	(526,309.44)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
October 31, 2018

10

	<u>Current Month</u>	<u>Prior Month</u>	<u>Net Change</u>
ASSETS			
Cash - Checking (State Bank) \$	18,198.61	19,669.28	(1,470.67)
Cash - Payroll (State Bank)	7,794.62	6,925.23	869.39
Cash - PayPal	328.05	0.00	328.05
Cash - Savings (State Bank)	1,024,687.38	933,923.40	90,763.98
Petty Cash	460.00	460.00	0.00
Investment Account	1,245,937.47	1,253,046.92	(7,109.45)
Accounts Receivable	410,985.00	1,036.76	409,948.24
Other Miscellaneous Receivable	399.00	0.00	399.00
Prepaid Expenses	55,240.45	55,735.17	(494.72)
Deposit Account - OCLC	2,064.61	3,025.41	(960.80)
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 \$	2,875,494.28	2,383,221.26	492,273.02

LIABILITIES			
Accounts Payable \$	100,498.00	26,215.16	74,282.84
Credit Card Payable	8,924.52	12,637.09	(3,712.57)
Amazon Charge Account	4,054.97	3,731.12	323.85
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	372.00	0.00	372.00
Dental Insurance Payable	32.82	115.56	(82.74)
Vision Insurance Payable	(48.88)	(36.94)	(11.94)
AFLAC Payable	60.25	48.61	11.64
Flexible Spending - Medical	2,180.12	1,806.99	373.13
Sales Tax Payable	409.38	428.14	(18.76)
Deferred Revenue	470,640.33	528,723.65	(58,083.32)
Total Liabilities	710,611.78	697,157.65	13,454.13

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	30,500.00	30,250.00	250.00
Fund Bal. - Technology Upgrade	44,167.40	43,750.66	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	2,500.00	2,250.00	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	526,309.44	48,407.29	477,902.15
Total Fund Balances	2,164,882.50	1,686,063.61	478,818.89
Total Liabilities & Fund Balance \$	2,875,494.28	2,383,221.26	492,273.02



ARTS AND CULTURAL HERITAGE FUND (ACHF)

Completion Report – Executive Summary

State Fiscal Year 2017: July 1, 2016–June 30, 2017

A Completion Report, due 90 days after the completion of state fiscal year 2017 allocation spending, includes three parts – two required and one optional:

Required:

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2017 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact Jennifer Verbrugge at jennifer.verbrugge@state.mn.us. (.xls)

Optional:

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to Jennifer Verbrugge, jennifer.verbrugge@state.mn.us, at State Library Services by **January 11, 2019**.

Grantee Information

Regional library system name and address:

Lake Agassiz Regional Library

118 5th St S

Moorhead, MN 56560

Name, phone, and email address of regional library system administrator:

Liz Lynch, 218-233-3757, lynchl@larl.org

Name, phone, and email address of regional library system ACHF program coordinator:

Jenna Kahly, 218-233-3757, kahlyj@larl.org

Name, phone, and email address of regional library system finance manager:

Jamie Sprynczynatyk, 218-233-3757, spryj@larl.org

Authorized Signatures

The information in the report documents are true and correct to the best of our knowledge.

Signature _____

Printed Name **Terry Kalil**

Chair, Regional Library System Governing Board

Date **11/15/2018**

Signature _____

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **11/15/2018**

FY 2017 ACHF Project Highlights

Summary Data:

Total number of activities, programs, and/or events: 15 programs, 66 performances

Total participation/attendance: 3,873

Total number of partnerships: 2

Total FTE (funded by ACHF): .311

Total value of in-kind contributions: 7,091.66

Total administrative costs (funded by ACHF): \$4,560.84

Highlights:

Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.

In September of 2017, Arna Rennan and Loretta Kelly, renowned Hardanger fiddle players traveled to eight LARL communities to share the music, stories, dress, and culture of Telemark, Norway. Of the 199 individuals who attended the program, all rated the program a "5" - the highest rating possible. The blend of music, stories, language and culture was a program that many individuals from the LARL region could relate to. One person commented, "The best part was watching the faces of the audience in the nursing home who could understand the Norwegian language – PRICELESS!" Another attendee wrote, "What a great cultural experience...I of course loved the music but hearing about the instruments was fun. I loved it!"

In November of 2017, three LARL locations hosted Kim Park Nelson's presentations and discussions of the surge of Korean adoptions in Minnesota following the end of the Korean War, which lead to Minnesota having the highest concentration of Korean adoptions of any state in the US. This personal, yet factual presentation of this time in Minnesota's history was an eye opening experience for those who were unaware of the surge, while others who were a part of it were thankful for the opportunity to talk about the struggles and successes openly. Attendees who were adopted and who were the adoptees traveled from across the state to a part of the conversation.



Monthly Report to the Board

Meeting Date: November 15, 2018

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Automation/IT Meeting and *Not My Idea* author event at MSUM, September 19; LARL Full Board Meeting, September 20; ELM Training in Detroit Lakes, September 21; Moorhead Friends of the Library Event, September 22; MN Library Legislative Meeting, October 3; Meeting with Shannon Charpentier for CRPLSA; October 4; Staff Day, October 8; Libraries without Borders Meeting, October 10; Minnesota Library Association Conference, October 10-12; Automation/IT Meeting, October 15; Meeting with Kristy Hanson, NWRL Director, October 16; Coordinating Team Meeting, October 17; Libraries without Borders Meeting and Shannon Charpentier Meeting, October 22; Meeting with Representative Ben Lien and Senator Kent Eken, October 23; CRPLSA Meeting in Rochester, October 24-26; MNLINK Operations Meeting, November 1; Meeting with McDonald's representative, November 5; Meeting with Colin Froeber, November 7

Open Position

Mahnomen Library Substitute
Computer Technician – Regional Office
Detroit Lakes Library Director/Hub Supervisor

Congratulations!

Mary Haney, Director and Hub Supervisor of the Detroit Lakes Public Library will be retiring on January 31, 2019. Mary began working for LARL in 2001, and within months was promoted to Hub Supervisor/Director of the Detroit Lakes Public Library. As the Hub Supervisor, Mary has been responsible for the overall operations of Gonvick, Bagley, Fosston, Mahnomen, Lake Park, Ulen, Frazee, Cormorant, and Detroit Lakes. Mary has been a valuable member of the LARL administration team. We wish her the best in her retirement.

Staff Development

Staff Day: Approximately 70 LARL employees gathered on October 8, 2018 for Staff Day. The day began at the Hjemkomst in Moorhead with two presentations by Joe Manion from State Library Services. The first presentation focused on data privacy in libraries, followed by a presentation on library statistics. Both presentations were very well received.

The second half of the day was at the Moorhead Public Library with training/discussion on Reader's Advisory, OverDrive downloadable eBooks and eAudiobooks, and de-escalation techniques. According to a Staff Survey, employees appreciated the day and reported that they found it productive, educational, and helpful.

Erin Gunderson, Breckenridge Branch Manager attended a Mental Health First Aid training session in Fergus Falls on October 3, 2018.

Megan Krueger, Moorhead Library Director; Leigh Cameron, Moorhead Librarian; Cassey Slater, Moorhead Youth Services Librarian; Erin Gunderson, Breckenridge Branch Manager; Greta Guck, Detroit Lakes Youth Services Librarian, and I attended the Minnesota Library Association annual conference in St. Cloud on October 10-12, 2018. A portion of the travel expenses were paid for by NLLN.

Christina Phipps, Moorhead Librarian attended a book club webinar on October 18, 2018.

Leigh Cameron, Moorhead Librarian attended two webinars in November promoting literature and programming.

14

LARL sponsored training on *Reference and Reader's Advisory: Going Above and Beyond* will be offered by Deb Wahl, Detroit Lakes Public Services Supervisor; Jenny Rogers, Moorhead Public Services Supervisor, and Nicole Boewood, Moorhead Librarian in Moorhead on November 6, Crookston on November 8, and Detroit Lakes on November 15, 2018. All LARL employees will be invited to attend.

LARL News

ELM Expos: LARL, KRL, VLS, NWRL, and NLLN worked with Minitex to offer ELM Expos in Bemidji and Detroit Lakes on September 20 and 21, 2018. Approximately 100 librarians and media specialists attended the training. Survey results were overwhelmingly positive and participants were very appreciative of the training opportunity.

American Indian Collection: Lake Agassiz Regional Library is one of three library systems in Minnesota to receive a collection of approximately 100 works primarily written by Native authors and focused on Native American culture in Minnesota. The collection is made possible by the MN Office of Indian Education using LSTA funding. While the collection was intended for educators teaching grades K-12, the materials have been wildly popular for use by the general public. I had the honor of presenting at MLA with Leah Larson from State Library Services, Guthrie Capossela, MN Office of Indian Education; and Hannah Buckland, Hennepin Library.

The list of materials can be viewed in the LARL Catalog by viewing a scrolling list of titles at <https://egcatalog.larl.org/eg/opac/home?locg=1> All materials are available for use across the state through MNLINK.

OverDrive eBook and eAudiobook service: LARL's 2018 OverDrive statistics just surpassed 2017 OverDrive statistics. We are projected to check out over 100,000 items with a projection of 110,000 by the end of the year!

Crookston Renovation: The Crookston renovation is nearing the end! With new carpet, lighting, paint, restrooms, cupboards/cabinets, furniture, shelving, and more, the building looks like a new facility. The final grant report and financials have been submitted to the Otto Bremer Trust. Special thanks for the project goes to the Otto Bremer Trust, the City of Crookston, the Crookston Friends of the Library, Lynn Willhite for her endless hours of work on the project, Chris Boike for overseeing the project in addition to her regular duties of running the Crookston Library and overseeing operations in Fosston, McIntosh, Fertile, Climax and Halstad, and many others for making this project a reality.

Crookston will be closed Sunday, November 11 and 12 for the Veteran's Day Holiday, and will remain closed on November 13 for final furniture/fixture installation.

Libraries without Borders: The Moorhead Public Library is partnering with a non-profit organization called Libraries without Borders, in conjunction with State Library Services to explore new outreach opportunities to underserved populations in the Moorhead Community. Five new partnerships have been identified. More information to come...

NEW LARL.org: LARL will be launching a new site on November 19. We are looking forward to offering a fresh look and feel, and are excited to present practical information to readers, researchers, and those who want to participate in our programs.

Donations

9/7/2018	Anonymous donation to the Hawley Public Library	35.00
9/10/2018	Rev. Timothy & Susan Johnson donation to LARL for the collection	25.00
10/30/2018	Joseph M. Wong donation to the Ada Public Library	5.00
10/29/2018	Anonymous donation	100.00
10/25/2018	Dwight & Arlene Tahrán donation to the Crookston Public Library	36.47
11/3/2018	Anonymous donation	50.00
11/8/2018	Donation for copies of book "Adam Thielen: From Small Town to Football Star" in memory of Mike Trom, MN Vikings Superfanatic	40.00
11/8/2018	Donation to the Fertile Public Library from the estate of June Erickson	10,000
	Total	\$10,291.47

UPCOMING MEETINGS/EVENTS

All LARL locations close by 5:00 on Thanksgiving Eve and will remain closed through Thanksgiving.

LARL Executive Committee Meeting on December 20, 2018**LARL's First Meetings of 2019 on January 17 at the Moorhead Public Library, lower level:**

- Finance Committee Meeting at 5:00 p.m.
- Full Board Meeting at 5:30 p.m.

All LARL locations will be closed on Monday, December 24 and Tuesday, December 25 for the Christmas Holiday.

All LARL locations will close by 5:00 on Monday, December 31, and will remain closed on Tuesday, January 1.

Accomplishments: November 2018 Updates

Strategic Focus Areas: 1. Customer Service 2. Comfort & Safety 3. Connection	Activities: Steps to reach our goal?	Outputs: What will our goal do and who will it reach?	Measurement Tools: How and when will the output data be collected?	Outcomes: How will the successful completion of your goal impact your organization, employees, and community?
Focus Area: Customer Service	10/01/2018 Implemented new wireless printing service in all 13 LARL branches	The goal is to provide ease of access wireless printing to individuals who wish to print from a device, their home, or any remote location.	We will monitor statistics and use them to determine if it is a worthwhile service to the 13 LARL communities.	LARL community members will have ease of access to printing in their communities.
Focus Area: Customer Service Connection to Community	11/8/2018 LARL and the Moorhead Public Library working with Libraries without Borders, in conjunction with State Library Services	The goal is to use Moorhead as a pilot for the rest of the region to determine new outreach services for underserved populations.	Moorhead Public Library will establish contact and partnerships with newly identified community groups and will share experience with the rest of the region.	An increased number of community members needs will be met with library services.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 Moorhead Public Library, in partnership with Lakes and Prairie is providing a Homeless Outreach Assistant - 4 hours a week. This could be used as a pilot for other libraries in need of similar services.	The goal is to provide tailored assistance to the homeless community.	Keep track of the number of citizens reached and anecdotal information to determine the impact.	For homeless community members to get the help they need to succeed.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 Youthworks, a nonprofit organization that helps homeless, runaway, trafficked and struggling youth will provide service at the Moorhead Public Library.	The goal is to provide tailored assistance to youth in the community.	Keep track of the number of youth reached.	For youth to receive the help they need to succeed.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 LARL has received a collection of approximately 100 items written by Native Americans for the Native community.	The goal is to provide a collection of materials that reflects the demographics of the region.	We will submit annual statistics for six years to State Library Services to monitor use of materials.	For LARL community members to find materials in the LARL collection that are a reflection of their lives and culture.

Report concerning the CRPLSA/MELSA Ad Hoc Subcommittee to Review RLBSS Legislative Strategy:
RLBSS Funding Request 2019
November 2018

A special ad hoc subcommittee which included four members of the Council of Regional Public Library System Administrators (CRPLSA) and the library directors of three systems within the Metropolitan Library Service Agency (MELSA) met in September 2018 to develop a common legislative strategy to seek an increase -- and possible funding formula change -- in Regional Library Basic System Support.

Special Subcommittee Proposal: The special subcommittee proposal for the 2019 Legislature recommended:

- A minimum \$ 3 million per year increase to RLBSS funds as well as a change to the current formula. This request is intended to increase total RLBSS funding to reflect inflationary costs and population growth that have affected public library services since the last RLBSS increase in FY2009 -- and to lessen the volatility of the current RLBSS formula. (If a \$3 million dollar or greater increase is received, the recommended formula change reduces the Equalization factor to 15% and increases the Basic System Services factor to 15%.)
- In addition, the proposal would request that the formula would be based on the population and tax capacity figures as reported by the MN State Departments of Demography and Revenue respectively by January 1 of the year in which the grants are awarded. (This permits RLBSS shares to be calculated earlier in the annual budget process for public library systems.)
- At their discretion, regional public library governing boards may consider supporting an annual RLBSS funding increase in excess of \$3 million. If a majority of such boards agree upon a higher figure, that number will be communicated to the Minnesota Library Association for inclusion in its legislative platform. (Tables showing \$4 and \$5 million available upon request.)

At its October 2018 meeting, in accordance with bylaws, CRPLSA members considered this recommendation and members present voted unanimously to endorse the plan. This chart shows the proposed funding and formula changes using data from the FY2019 RLBSS distribution. (Numbers may change slightly in the final FY2020 RLBSS calculation.)

Population from State Demographer: July 2018 ANTC from Department of Revenue: July 2018		NOTE: Actual FY2020 RLBSS shares would be based upon 2019 population and tax data.										Current RLBSS Allocation: Recommended New Funding: Recommended Total Funding:	
		Population (57.5%)		Area (12.5%)		Basic (5%)		Equalization (25%)		RECOMMENDED TOTAL FY2020			
System	2017 Population	% of adj State Pop.	Share	% of State Area	Share	% of Basic System Services	Share	% of State Equal.	Share	Actual FY2019 Distribution	Proposed FY2020 Distribution	Change in Dollar Value	
Arrowhead	313,119	5.63%	\$536,158	22.28%	\$461,439	8.33%	\$207,125	15.37%	\$382,056	\$1,362,386	\$1,586,778	\$224,392	
East Central	180,769	3.25%	\$309,516	6.50%	\$134,601	8.33%	\$207,125	15.64%	\$388,828	\$879,899	\$1,040,071	\$160,171	
Great River	485,780	8.73%	\$831,808	6.18%	\$127,900	8.33%	\$207,125	24.21%	\$601,855	\$1,598,276	\$1,768,688	\$170,413	
Kitchigami	172,031	3.09%	\$294,571	8.77%	\$181,721	8.33%	\$207,125	6.70%	\$166,548	\$638,699	\$849,966	\$211,267	
Lake Agassiz	148,127	2.66%	\$253,640	9.43%	\$195,313	8.33%	\$207,125	2.62%	\$65,158	\$519,148	\$721,236	\$202,088	
MELSA	3,077,122	55.30%	\$5,269,002	3.50%	\$72,488	8.33%	\$207,125	19.90%	\$494,669	\$5,311,537	\$6,043,284	\$731,747	
Northwest	47,405	0.85%	\$81,172	7.03%	\$145,556	8.33%	\$207,125	2.00%	\$49,832	\$304,841	\$483,686	\$178,844	
Pioneerland	158,744	2.85%	\$271,820	7.82%	\$161,951	8.33%	\$207,125	1.85%	\$46,086	\$473,267	\$686,982	\$213,715	
Plum Creek	116,992	2.10%	\$200,327	7.33%	\$151,913	8.33%	\$207,125	0.00%	\$0	\$345,004	\$559,366	\$214,361	
SELCO	508,182	9.15%	\$871,880	8.49%	\$175,771	8.33%	\$207,125	11.68%	\$290,365	\$1,296,363	\$1,545,142	\$248,779	
Traverse des Sioux	229,135	4.12%	\$392,351	6.44%	\$133,423	8.33%	\$207,125	0.00%	\$103	\$501,772	\$733,002	\$231,231	
Viking	125,855	2.26%	\$215,503	6.24%	\$129,172	8.33%	\$207,125	0.00%	\$0	\$338,809	\$551,801	\$212,992	
Total	5,564,251	100.00%	\$9,527,750	100.00%	\$2,071,250	100%	\$2,485,500	100%	\$2,485,500	\$13,570,000	\$16,570,000	\$3,000,000	

CRPLSA creates such a funding request to the MN State Legislature as part of the appropriation sessions, which occur in odd-numbered years. Given the required unanimous agreement by CRPLSA members present at the October 2018 meeting, this proposal is being forwarded to the twelve regional public library governing boards for their consideration and approval. If all governing boards approve the measure, it will then be included in the Minnesota Library Association platform and presented to the MN State Legislature as a formal request for action.

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5160-000	Other Employee Benefits	9/6/18	Fargo Rubber Stamp Works Inc.	209.00	
5160-000	Other Employee Benefits			209.00	
6000-000	Supplies - Office	9/1/18	Baker & Taylor	70.74	
6000-000	Supplies - Office	9/4/18	Hanna Judith Kramer	43.60	
6000-000	Supplies - Office	9/6/18	Office Depot	53.38	
		9/7/18		77.01	
		9/11/18		73.49	
6000-000	Supplies - Office	9/13/18	Hanna Judith Kramer	43.60	
		9/20/18		17.99	
6000-000	Supplies - Office	9/21/18	Office Depot	146.98	
6000-000	Supplies - Office			526.79	
6200-000	Equip Rep/Mtc - Miscellaneous	9/7/18	VStar Entertainment Group	317.50	
6200-000	Equip Rep/Mtc - Miscellaneous			317.50	
6240-000	Maint Contr - Copiers	9/25/18	Metro Sales, Inc	1,626.33	
6240-000	Maint Contr - Copiers			1,626.33	
6300-000	Payroll/Time Tracking	9/12/18	Payroll Professionals, Inc.	134.85	
		9/25/18		128.65	
6300-000	Payroll/Time Tracking			263.50	
6350-000	Delivery Service - Courier	9/4/18	Alliance Courier	2,115.30	
		9/17/18		1,903.77	
6350-000	Delivery Service - Courier			4,019.07	
6355-000	Deliv Serv - TriCollege/Minitx	9/6/18	Minitex	2,868.75	
6355-000	Deliv Serv - TriCollege/Minitx			2,868.75	
6362-000	Lease - Copiers	9/5/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6370-000	Insurance - General Liability	9/28/18	CNA Surety	47.50	
6370-000	Insurance - General Liability			47.50	
6380-000	Recruitment	9/30/18	JobsHQ	313.56	
6380-000	Recruitment			313.56	
6400-000	Telephone	9/1/18	Halstad Telephone Company	73.83	
		9/1/18		32.53	
6400-000	Telephone	9/1/18	Rothsay Telephone	75.08	
6400-000	Telephone	9/1/18	CenturyLink	96.00	
6400-000	Telephone	9/22/18	Rochester Telecom Systems Inc.	134.36	
6400-000	Telephone			411.80	
6410-000	PIO - Marketing/Printing/Etc	9/1/18	Shortprinter	195.89	
6410-000	PIO - Marketing/Printing/Etc	9/5/18	Cole Papers Inc.	70.74	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	9/25/18	Absolute Marketing Group	132.26	
		9/25/18		132.36	
6410-000	PIO - Marketing/Printing/Etc			531.25	
6450-000	Mileage - Trustee	9/20/18	Ben Grimsley	49.05	
6450-000	Mileage - Trustee	9/20/18	Terry Kalil	78.48	
6450-000	Mileage - Trustee	9/20/18	Clayton Briggs	38.15	
6450-000	Mileage - Trustee	9/20/18	LuAnn Durant	76.14	
6450-000	Mileage - Trustee	9/20/18	Arlen Syverson	120.99	
6450-000	Mileage - Trustee	9/20/18	Gary Willhite	75.21	
6450-000	Mileage - Trustee			438.02	
6455-000	Mileage - Staff	9/1/18	Wendy Howes	37.06	
		9/1/18		37.06	
6455-000	Mileage - Staff	9/1/18	Joyce Christine Boike	47.96	
		9/1/18		75.21	
6455-000	Mileage - Staff	9/4/18	Daniel L. Wilsey	55.05	
6455-000	Mileage - Staff	9/4/18	Paula Ous	25.62	
6455-000	Mileage - Staff	9/4/18	Joyce Christine Boike	25.62	
		9/4/18		39.79	
6455-000	Mileage - Staff	9/6/18	Cathleen Johnson	20.71	
6455-000	Mileage - Staff	9/6/18	Joyce Christine Boike	37.61	
		9/7/18		18.53	
6455-000	Mileage - Staff	9/8/18	Jill Rose	23.98	
6455-000	Mileage - Staff	9/11/18	Jodi Harrington	17.99	
		9/12/18		17.99	
6455-000	Mileage - Staff	9/12/18	Jill Rose	23.98	
6455-000	Mileage - Staff	9/12/18	Erin Gunderson	48.51	
6455-000	Mileage - Staff	9/12/18	Judy Moen	34.88	
6455-000	Mileage - Staff	9/12/18	Carol Ricke	106.82	
6455-000	Mileage - Staff	9/12/18	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	9/15/18	Julie Malmanger	59.95	
6455-000	Mileage - Staff	9/17/18	Greta Guck	48.51	
6455-000	Mileage - Staff	9/17/18	Alyssa Lennander	75.21	
6455-000	Mileage - Staff	9/17/18	Laura Gullickson	75.76	
6455-000	Mileage - Staff	9/18/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	9/19/18	Jill Rose	23.98	
6455-000	Mileage - Staff	9/19/18	Candace Perry	55.05	
6455-000	Mileage - Staff	9/19/18	Daniel L. Wilsey	55.05	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	9/20/18	Laura Gullickson	93.74	
6455-000	Mileage - Staff	9/20/18	Jill Rose	23.98	
6455-000	Mileage - Staff	9/20/18	Jennifer Moan	59.95	
6455-000	Mileage - Staff	9/20/18	Sheila Capistran	39.24	
		9/20/18		41.97	
6455-000	Mileage - Staff	9/20/18	Karen Stormo	55.05	
6455-000	Mileage - Staff	9/20/18	Cathleen Johnson	15.81	
6455-000	Mileage - Staff	9/20/18	Karen Edevold	39.24	
6455-000	Mileage - Staff	9/20/18	Joyce Christine Boike	105.73	
6455-000	Mileage - Staff	9/21/18	Candace Osborn	67.58	
6455-000	Mileage - Staff	9/21/18	Christy Underlee	54.50	
6455-000	Mileage - Staff	9/21/18	Christina Phipps	48.51	
6455-000	Mileage - Staff	9/21/18	Paula Ous	99.74	
6455-000	Mileage - Staff	9/21/18	Laurel Wanke	16.35	
6455-000	Mileage - Staff	9/21/18	Tanner Stanko	53.41	
6455-000	Mileage - Staff	9/21/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	9/21/18	Lois Schaedler	40.33	
6455-000	Mileage - Staff	9/21/18	Candace Perry	23.44	
6455-000	Mileage - Staff	9/21/18	Liz Lynch	48.51	
6455-000	Mileage - Staff	9/21/18	Erin Gunderson	70.85	
6455-000	Mileage - Staff	9/22/18	Jill Rose	23.98	
6455-000	Mileage - Staff	9/25/18	Sheila Capistran	31.61	
6455-000	Mileage - Staff	9/25/18	Jodi Harrington	17.99	
6455-000	Mileage - Staff	9/27/18	Candace Perry	28.34	
6455-000	Mileage - Staff	9/27/18	Jill Rose	23.98	
6455-000	Mileage - Staff	9/28/18	Jodi Harrington	52.32	
6455-000	Mileage - Staff	9/28/18	Candace Perry	28.34	
		9/29/18		28.34	
6455-000	Mileage - Staff			2,431.90	
6470-000	Board Expenses	9/26/18	Purchase Advantage Card	10.97	
6470-000	Board Expenses			10.97	
6480-000	Staff Training	9/12/18	MState	382.50	
		9/12/18		30.00	
		9/12/18		100.00	
6480-000	Staff Training			512.50	
6482-000	Conf/Meeting - Miscellaneous	9/28/18	Independent School District #2	296.95	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6482-000	Conf/Meeting - Miscellaneous			296.95	
6490-000	Programming - Youth	9/22/18	Erin Gunderson	97.01	
6490-000	Programming - Youth			97.01	
6500-000	Van - Gasoline	9/6/18	Cenex Fleetcard	113.96	
6500-000	Van - Gasoline			113.96	
6600-000	Materials - Print	9/1/18	Baker & Taylor	40.40	
		9/1/18		73.12	
		9/1/18		23.58	
		9/1/18		65.06	
		9/1/18		126.76	
		9/1/18		221.18	
		9/1/18		499.79	
		9/1/18		95.71	
		9/1/18		0.69	
		9/1/18		219.55	
		9/1/18		282.60	
		9/1/18		46.38	
		9/1/18		448.68	
		9/1/18		277.85	
		9/1/18		205.89	
6600-000	Materials - Print	9/5/18	Farm & Home Publishers, LTD.	265.00	
6600-000	Materials - Print	9/6/18	Baker & Taylor	239.56	
		9/6/18		184.66	
		9/7/18		10.02	
		9/7/18		59.52	
		9/7/18		9.96	
		9/7/18		47.54	
		9/7/18		6.48	
		9/7/18		52.26	
		9/7/18		19.44	
		9/7/18		106.73	
		9/7/18		366.46	
		9/7/18		53.32	
		9/7/18		383.28	
		9/10/18		75.94	
		9/10/18		33.50	
		9/10/18		49.93	
		9/10/18		158.02	
		9/10/18		149.02	
		9/10/18		104.12	
		9/10/18		48.42	
		9/10/18		28.86	
		9/10/18		30.12	
		9/10/18		16.80	
		9/10/18		22.34	
		9/10/18		48.10	
		9/10/18		22.42	
		9/10/18		212.82	
		9/10/18		256.29	
		9/11/18		30.26	
		9/11/18		13.18	
		9/11/18		43.74	
		9/11/18		21.46	
6600-000	Materials - Print	9/12/18	Farm & Home Publishers, LTD.	53.90	
6600-000	Materials - Print	9/12/18	Baker & Taylor	185.61	
		9/12/18		20.98	
		9/12/18		113.74	
		9/12/18		49.15	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/12/18		346.53	
		9/12/18		63.96	
		9/12/18		211.06	
		9/13/18		315.59	
		9/13/18		15.06	
		9/13/18		214.10	
		9/13/18		187.02	
		9/13/18		84.74	
		9/13/18		371.10	
		9/13/18		153.74	
		9/13/18		141.92	
6600-000	Materials - Print	9/14/18	Cherry Lake/Sleeping Bear Pres	638.50	
6600-000	Materials - Print	9/17/18	Coughlan Companies LLC	1,790.65	
6600-000	Materials - Print	9/17/18	Baker & Taylor	9.84	
		9/17/18		20.08	
		9/18/18		55.92	
6600-000	Materials - Print	9/19/18	Cherry Lake/Sleeping Bear Pres	31.98	
6600-000	Materials - Print	9/19/18	Gale/CENGAGE Learning	51.18	
6600-000	Materials - Print	9/19/18	Scholastic Library Publishing	410.00	
6600-000	Materials - Print	9/19/18	Baker & Taylor	20.04	
		9/19/18		82.94	
		9/19/18		20.78	
		9/19/18		9.96	
		9/19/18		35.42	
		9/20/18		71.76	
		9/20/18		26.60	
		9/20/18		20.20	
		9/20/18		51.92	
		9/20/18		20.20	
		9/20/18		64.86	
6600-000	Materials - Print	9/21/18	Abdo-Spotlight-Magic Wagon	1,512.00	
6600-000	Materials - Print	9/21/18	Baker & Taylor	104.38	
		9/21/18		16.88	
		9/21/18		18.85	
		9/21/18		65.06	
		9/21/18		102.67	
		9/21/18		267.86	
		9/21/18		186.71	
		9/22/18		187.66	
		9/22/18		366.60	
6600-000	Materials - Print	9/26/18	Apple Books	1,445.86	
6600-000	Materials - Print			16,032.37	
6601-000	Materials - A/V	9/1/18	Gale/CENGAGE Learning	25.59	
6601-000	Materials - A/V	9/1/18	Recorded Books, LLC.	364.40	
6601-000	Materials - A/V	9/1/18	Baker & Taylor	180.47	
6601-000	Materials - A/V	9/4/18	Recorded Books, LLC.	748.96	
		9/5/18		127.96	
		9/5/18		218.96	
		9/6/18		145.96	
6601-000	Materials - A/V	9/6/18	Baker & Taylor	191.49	
		9/6/18		76.36	
		9/6/18		15.52	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	9/7/18	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	9/14/18	Recorded Books, LLC.	64.00	
		9/14/18		54.98	
		9/14/18		73.00	
		9/14/18		72.98	
6601-000	Materials - A/V	9/14/18	Baker & Taylor	19.09	
		9/14/18		23.90	
		9/14/18		282.21	
		9/14/18		70.11	
6601-000	Materials - A/V	9/18/18	Penguin Random House, LLC.	97.50	
6601-000	Materials - A/V	9/18/18	Recorded Books, LLC.	31.99	
		9/18/18		36.50	
6601-000	Materials - A/V	9/20/18	Baker & Taylor	57.27	
		9/20/18		18.20	
		9/20/18		46.56	
		9/20/18		105.96	
6601-000	Materials - A/V	9/21/18	Penguin Random House, LLC.	67.50	
6601-000	Materials - A/V	9/21/18	Baker & Taylor	363.49	
		9/24/18		90.64	
6601-000	Materials - A/V			3,739.05	
6670-000	Materials - Digital - e-Books	9/1/18	Overdrive, Inc.	0.33	
		9/1/18		2.91	
		9/4/18		128.99	
		9/4/18		24.99	
		9/4/18		298.92	
		9/4/18		319.29	
		9/4/18		93.91	
		9/6/18		27.99	
		9/8/18		31.98	
		9/9/18		200.83	
		9/9/18		1,603.84	
		9/10/18		73.82	
		9/10/18		349.84	
		9/10/18		199.86	
		9/11/18		296.93	
		9/11/18		20.99	
		9/12/18		10.99	
		9/17/18		113.87	
		9/17/18		171.93	
		9/17/18		51.97	
		9/18/18		159.99	
		9/18/18		206.88	
		9/20/18		1,357.60	
		9/20/18		198.97	
		9/24/18		82.91	
		9/24/18		119.93	
		9/25/18		137.78	
		9/25/18		75.00	
		9/26/18		3.43	
		9/28/18		7.99	
6670-000	Materials - Digital - e-Books			6,374.66	
6675-000	Materials - Digital - e-Audio	9/4/18	Overdrive, Inc.	167.98	
		9/9/18		123.97	
		9/9/18		948.77	
		9/11/18		79.99	
		9/17/18		33.98	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/17/18		126.49	
		9/18/18		94.98	
		9/18/18		95.00	
		9/20/18		145.99	
		9/25/18		204.00	
		9/25/18		103.95	
6675-000	Materials - Digital - e-Audio			2,125.10	
6690-000	Materials - Periodicals	9/1/18	Twin Valley Times	35.00	
6690-000	Materials - Periodicals	9/1/18	Clay County Union	38.00	
6690-000	Materials - Periodicals	9/1/18	McIntosh Times	25.00	
6690-000	Materials - Periodicals	9/5/18	Star Tribune	315.12	
		9/10/18		450.32	
6690-000	Materials - Periodicals	9/11/18	Grand Forks Herald	227.00	
6690-000	Materials - Periodicals	9/13/18	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals			1,123.56	
7200-000	Legacy - Expense (1099)	9/1/18	The Hawley Herald, Inc.	30.56	
		9/1/18		30.55	
		9/1/18		30.56	
		9/1/18		30.56	
		9/1/18		30.56	
		9/1/18		30.55	
		9/1/18		30.55	
		9/1/18		30.55	
		9/1/18		30.56	
7200-000	Legacy - Expense (1099)	9/1/18	Barnesville Record-Review	33.18	
		9/1/18		33.19	
		9/1/18		33.18	
		9/1/18		33.18	
		9/1/18		33.19	
		9/1/18		33.18	
		9/1/18		33.18	
		9/1/18		33.18	
		9/1/18		33.18	
		9/1/18		33.18	
		9/1/18		33.18	
7200-000	Legacy - Expense (1099)	9/7/18	The Red River Promoter	84.50	
		9/7/18		84.50	
7200-000	Legacy - Expense (1099)	9/11/18	Beatrice Ojakangas	1,400.00	
7200-000	Legacy - Expense (1099)	9/22/18	Arn C. Kind	1,725.00	
7200-000	Legacy - Expense (1099)	9/24/18	Dennis Vinar	1,000.00	
7200-000	Legacy - Expense (1099)			4,934.00	
7205-000	Legacy - Exp Reimbursement	9/22/18	Arn C. Kind	652.92	
7205-000	Legacy - Exp Reimbursement			652.92	
7220-000	Legacy - Materials - A/V	9/19/18	The Nightingale Trio	175.38	
7220-000	Legacy - Materials - A/V			175.38	
7230-000	Legacy - Materials - Other	9/1/18	Overdrive, Inc.	57.00	
		9/1/18		47.99	
		9/1/18		49.95	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/1/18		340.05	
		9/1/18		52.99	
		9/1/18		404.48	
		9/1/18		203.00	
		9/1/18		149.88	
		9/1/18		161.10	
		9/1/18		61.99	
		9/1/18		28.50	
		9/1/18		78.99	
		9/1/18		19.95	
		9/10/18		105.38	
		9/10/18		466.37	
		9/10/18		178.24	
		9/11/18		53.97	
		9/11/18		56.00	
		9/26/18		452.31	
		9/26/18		36.98	
7230-000	Legacy - Materials - Other			3,005.12	
7300-000	Miscellaneous Grant Expense	9/1/18	HN Quality Plumbing, Inc.	2,460.94	
7300-000	Miscellaneous Grant Expense	9/1/18	Northern Lumber, Inc.	44.95	
		9/1/18		142.96	
7300-000	Miscellaneous Grant Expense	9/5/18	Crookston Paint, Glass, & Floo	64.98	
7300-000	Miscellaneous Grant Expense	9/9/18	Trey Everett	250.00	
7300-000	Miscellaneous Grant Expense	9/11/18	Vasek Construction, Inc.	1,747.00	
7300-000	Miscellaneous Grant Expense	9/23/18	Northern Lumber, Inc.	410.45	
		9/23/18		1,710.96	
7300-000	Miscellaneous Grant Expense	9/24/18	Morken Tile Installation, LLC	3,150.00	
7300-000	Miscellaneous Grant Expense	9/25/18	Crookston Paint, Glass, & Floo	1,345.96	
7300-000	Miscellaneous Grant Expense			11,328.20	
8000-011	Donation - Misc Exp - LM	9/10/18	Leigh Cameron	20.00	
8000-011	Donation - Misc Exp - LM			20.00	
8000-031	Donation - Misc Exp - LN	9/13/18	Jodi Harrington	26.20	
8000-031	Donation - Misc Exp - LN			26.20	
8107-000	Donation - Material Other - RO	9/17/18	Overdrive, Inc.	30.00	
		9/18/18		100.00	
		9/25/18		50.00	
		9/25/18		10.00	
		9/25/18		25.00	
8107-000	Donation - Material Other - RO			215.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	9/14/18 9/14/18 9/28/18 9/28/18	Federal Income Tax deposit	1,134.54 4,851.15 1,036.53 4,432.06	
5100-000	Payroll Taxes - Employer			11,454.28	
5110-000	Retirement - PERA - Employer	9/14/18 9/28/18	Public Employees Retirement As	5,843.05 5,335.22	
5110-000	Retirement - PERA - Employer			11,178.27	
5120-000	Health Insurance	9/14/18 9/14/18	LARL Payroll		231.25 744.50
5120-000	Health Insurance	9/15/18 9/15/18	Further - VEBA/HSA	1,367.25 1,634.00	
5120-000	Health Insurance	9/17/18 9/25/18 9/28/18	Further (SelectAccount)	142.00 112.10 247.75	
5120-000	Health Insurance	9/28/18 9/28/18	LARL Payroll		247.75 372.25
5120-000	Health Insurance	9/30/18	Lakes Country Service Cooperat	20,022.50	
5120-000	Health Insurance			23,525.60	1,595.75
5140-000	Life Insurance - Employer Paid	9/1/18	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
5160-000	Other Employee Benefits	9/24/18	4imprint, Inc.	480.00	
5160-000	Other Employee Benefits			480.00	
6000-000	Supplies - Office	9/18/18 9/24/18	Sam's Club	102.74 45.00	
6000-000	Supplies - Office			147.74	
6020-000	Supplies - Public Services	9/12/18	Best Name Badges	25.05	
6020-000	Supplies - Public Services			25.05	
6040-000	Supplies - Computer	9/19/18	Domainmonger	139.50	
6040-000	Supplies - Computer			139.50	
6320-000	Business Office Software	9/20/18	Sage	1,137.51	
6320-000	Business Office Software			1,137.51	
6365-000	Lease - Mailing Machine	9/20/18	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	9/3/18 9/3/18 9/3/18 9/3/18 9/3/18	Arvig	98.56 100.21 91.83 91.83 41.06	
6400-000	Telephone	9/13/18	Allstream	712.68	
6400-000	Telephone	9/15/18	Garden Valley Telephone Comp	37.16	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	9/25/18	Arvig	181.68	
6400-000	Telephone	9/30/18	Garden Valley Telephone Comp	86.43	
		9/30/18		38.16	
		9/30/18		37.16	
		9/30/18		37.16	
6400-000	Telephone			1,553.92	
6405-000	Cell Phone	9/9/18	Ting	6.97	
6405-000	Cell Phone			6.97	
6410-000	PIO - Marketing/Printing/Etc	9/4/18	Uprinting.com	569.00	
6410-000	PIO - Marketing/Printing/Etc	9/24/18	4imprint, Inc.	864.39	
6410-000	PIO - Marketing/Printing/Etc			1,433.39	
6435-000	PO Box Rental	9/4/18	US Postal Service	72.00	
		9/4/18		54.00	
6435-000	PO Box Rental			126.00	
6450-000	Mileage - Trustee	9/28/18	Clayton Briggs	38.15	
6450-000	Mileage - Trustee			38.15	
6465-000	Memberships - LARL Directors	9/4/18	Minnesota Library Association	230.00	
6465-000	Memberships - LARL Directors			230.00	
6470-000	Board Expenses	9/20/18	Erbert & Gerbert's	68.87	
6470-000	Board Expenses			68.87	
6482-000	Conf/Meeting - Miscellaneous	9/7/18	Felhaber Larson	150.00	
6482-000	Conf/Meeting - Miscellaneous	9/12/18	Noodles & Company	127.78	
6482-000	Conf/Meeting - Miscellaneous			277.78	
6485-000	Conf/Meeting - MLA	9/4/18	Minnesota Library Association	30.00	
		9/4/18		85.00	
		9/4/18		30.00	
		9/4/18		660.00	
6485-000	Conf/Meeting - MLA			805.00	
6490-000	Programming - Youth	9/27/18	Amazon (charges on account)	42.94	
6490-000	Programming - Youth			42.94	
6495-000	Programming - Adult	9/4/18	Uprinting.com	446.85	
6495-000	Programming - Adult			446.85	
6600-000	Materials - Print	9/1/18	Amazon (charges on account)	1.12	
		9/1/18		41.98	
		9/1/18		12.99	
		9/2/18		39.32	
		9/3/18		24.99	
		9/9/18		17.10	
		9/11/18		40.00	
		9/16/18		17.70	
		9/18/18		21.70	
		9/19/18		7.99	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/19/18		101.84	
		9/26/18		14.06	
		9/30/18		30.60	
6600-000	Materials - Print			371.39	
6601-000	Materials - A/V	9/2/18	Amazon (charges on account)	75.88	
		9/2/18		53.88	
		9/2/18		29.96	
		9/2/18		35.92	
		9/2/18		17.96	
		9/3/18		29.86	
		9/3/18		39.90	
		9/4/18		58.61	
		9/4/18		14.99	
		9/4/18		66.15	
		9/5/18		41.94	
		9/6/18		17.49	
		9/9/18		19.80	
		9/9/18		29.96	
		9/9/18		19.80	
		9/9/18		19.80	
		9/10/18		14.99	
		9/11/18		140.10	
		9/11/18		63.90	
		9/11/18		19.92	
		9/12/18		23.76	
		9/13/18		25.92	
		9/16/18		35.92	
		9/16/18		35.92	
		9/16/18		35.92	
		9/16/18		46.50	
		9/18/18		119.97	
		9/18/18		19.45	
		9/18/18		101.64	
		9/19/18		17.96	
		9/20/18		46.08	
		9/20/18		114.86	
		9/21/18		35.98	
		9/23/18		31.49	
		9/25/18		9.80	
		9/25/18		39.92	
		9/26/18		66.40	
		9/26/18		17.96	
		9/27/18		32.89	
		9/28/18		36.33	
		9/30/18		29.92	
		9/30/18		25.19	
		9/30/18		25.19	
		9/30/18		19.99	
		9/30/18		19.99	
		9/30/18		19.99	
		9/30/18		19.96	
6601-000	Materials - A/V			1,865.71	
7120-000	Telecom/E-rate Expenses	9/1/18	Microsoft	1,152.00	
7120-000	Telecom/E-rate Expenses			1,152.00	
7210-000	Legacy - Materials - Print	9/1/18	Amazon (charges on account)	177.93	
		9/1/18		44.36	
		9/1/18		59.51	
		9/2/18		16.58	
		9/9/18		24.64	
		9/9/18		12.32	
		9/11/18		63.68	
		9/11/18		25.77	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Sep 1, 2018 to Sep 30, 2018

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7210-000	Legacy - Materials - Print			424.79	
7220-000	Legacy - Materials - A/V	9/11/18	Amazon (charges on account)	14.65	
7220-000	Legacy - Materials - A/V			14.65	
7300-000	Miscellaneous Grant Expense	9/21/18	Etsy	301.00	
7300-000	Miscellaneous Grant Expense			301.00	
8100-000	Donation - Material Print - RO	9/1/18	Amazon (charges on account)	99.68	
		9/30/18		16.80	
		9/30/18		17.10	
8100-000	Donation - Material Print - RO			133.58	
8100-002	Donation - Material Print - LD	9/2/18	Amazon (charges on account)	17.10	
		9/24/18		10.97	
8100-002	Donation - Material Print - LD			28.07	
8100-011	Donation - Material Print - LM	9/2/18	Amazon (charges on account)	17.99	
		9/2/18		16.00	
		9/16/18		17.99	
		9/23/18		12.75	
		9/23/18		12.14	
		9/23/18		12.32	
8100-011	Donation - Material Print - LM			89.19	
8100-055	Donation - Material Print - LI	9/9/18	Amazon (charges on account)	12.32	
8100-055	Donation - Material Print - LI			12.32	
9630-200	Cell Phone - Joint Automation	9/9/18	Ting	27.90	
9630-200	Cell Phone - Joint Automation			27.90	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	10/30/1	Office Depot	978.53	
		10/30/1		1.68	
		10/30/1		12.38	
6000-000	Supplies - Office	10/30/1	Quill Corporation	187.32	
6000-000	Supplies - Office	10/31/1	Office Depot	17.09	
		10/31/1		15.99	
6000-000	Supplies - Office			1,212.99	
6010-000	Supplies - Technical Services	10/11/1	DEMCO	193.33	
6010-000	Supplies - Technical Services			193.33	
6020-000	Supplies - Public Services	10/9/18	Batteries + Bulbs	28.76	
		10/9/18		43.14	
6020-000	Supplies - Public Services			71.90	
6030-000	Supplies - Copier/Fax/Microfilm	10/15/1	Information Systems Corp.	155.00	
6030-000	Supplies - Copier/Fax/Microfilm			155.00	
6040-000	Supplies - Computer	10/25/1	Josh Stompro	53.04	
6040-000	Supplies - Computer			53.04	
6300-000	Payroll/Time Tracking	10/11/1	Payroll Professionals, Inc.	131.75	
		10/26/1		141.05	
6300-000	Payroll/Time Tracking			272.80	
6350-000	Delivery Service - Courier	10/1/18	Alliance Courier	2,115.30	
		10/15/1		2,115.30	
		10/29/1		2,115.30	
6350-000	Delivery Service - Courier			6,345.90	
6362-000	Lease - Copiers	10/2/18	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	10/31/1	JobsHQ	313.56	
6380-000	Recruitment			313.56	
6400-000	Telephone	10/1/18	Halstad Telephone Company	74.15	
		10/1/18		32.74	
6400-000	Telephone	10/1/18	CenturyLink	48.00	
6400-000	Telephone	10/15/1	Rothsay Telephone	75.31	
6400-000	Telephone	10/22/1	Rochester Telecom Systems Inc.	103.81	
6400-000	Telephone			334.01	
6410-000	PIO - Marketing/Printing/Etc	10/24/1	Absolute Marketing Group	40.00	
		10/24/1		20.00	
6410-000	PIO - Marketing/Printing/Etc			60.00	
6420-000	Director's Discretionary	10/2/18	SELCO	1,844.33	
6420-000	Director's Discretionary			1,844.33	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/1/18	Mary Haney	100.28	
		10/1/18		11.45	
		10/1/18		48.51	
		10/1/18		14.72	
		10/1/18		16.35	
		10/1/18		14.72	
		10/1/18		48.51	
		10/1/18		48.51	
		10/1/18		39.79	
		10/1/18		48.51	
		10/1/18		48.51	
		10/1/18		14.72	
		10/1/18		14.72	
6455-000	Mileage - Staff	10/2/18	Hanna Judith Kramer	27.80	
6455-000	Mileage - Staff	10/2/18	Jill Rose	23.98	
6455-000	Mileage - Staff	10/2/18	Sheila Capistran	39.24	
6455-000	Mileage - Staff	10/2/18	Jodi Harrington	6.54	
		10/2/18		26.16	
		10/2/18		17.99	
6455-000	Mileage - Staff	10/2/18	Christy Underlee	6.54	
		10/4/18		6.54	
6455-000	Mileage - Staff	10/6/18	Jill Rose	23.98	
6455-000	Mileage - Staff	10/7/18	Sheila Capistran	38.15	
6455-000	Mileage - Staff	10/9/18	Jodi Harrington	6.54	
6455-000	Mileage - Staff	10/10/1	Tabatha Durand	10.36	
6455-000	Mileage - Staff	10/10/1	Hanna Judith Kramer	27.80	
6455-000	Mileage - Staff	10/10/1	Jennifer Rodger	55.05	
6455-000	Mileage - Staff	10/11/1	Cathleen Johnson	15.81	
6455-000	Mileage - Staff	10/11/1	Hanna Judith Kramer	27.80	
6455-000	Mileage - Staff	10/12/1	Jodi Harrington	17.99	
6455-000	Mileage - Staff	10/12/1	Candace Perry	23.44	
		10/13/1		23.44	
6455-000	Mileage - Staff	10/16/1	Jodi Harrington	17.99	
6455-000	Mileage - Staff	10/16/1	Cheryl Melkert	43.60	
6455-000	Mileage - Staff	10/16/1	Christy Underlee	6.54	
6455-000	Mileage - Staff	10/16/1	Amy Nelson	34.88	
6455-000	Mileage - Staff	10/16/1	Megan Krueger	43.60	
6455-000	Mileage - Staff	10/17/1	Joyce Christine Boike	75.21	
6455-000	Mileage - Staff	10/17/1	Laurel Wanke	16.35	
6455-000	Mileage - Staff	10/18/1	Christy Underlee	6.54	
6455-000	Mileage - Staff	10/18/1	Jill Rose	100.28	
6455-000	Mileage - Staff	10/18/1	Megan Krueger	80.66	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/19/1	Candace Perry	23.44	
6455-000	Mileage - Staff	10/19/1	Jill Rose	23.98	
6455-000	Mileage - Staff	10/20/1	Candace Perry	23.44	
6455-000	Mileage - Staff	10/20/1	Jill Rose	23.98	
6455-000	Mileage - Staff	10/20/1	Hanna Judith Kramer	17.99	
6455-000	Mileage - Staff	10/22/1	Marilyn Eaves	28.34	
6455-000	Mileage - Staff	10/23/1	Sheila Capistran	39.24	
6455-000	Mileage - Staff	10/23/1	Candace Osborn	45.78	
6455-000	Mileage - Staff	10/23/1	Carol Van Brocklin	28.34	
6455-000	Mileage - Staff	10/23/1	Erin Gunderson	48.51	
6455-000	Mileage - Staff	10/23/1	Jodi Harrington	6.54	
		10/23/1		17.99	
6455-000	Mileage - Staff	10/23/1	Melissa Larson	23.44	
6455-000	Mileage - Staff	10/24/1	Jamie Sprynczynatyk	66.49	
6455-000	Mileage - Staff	10/24/1	Christy Underlee	31.07	
6455-000	Mileage - Staff	10/24/1	Jodi Harrington	31.07	
6455-000	Mileage - Staff	10/25/1	Joyce Christine Boike	39.79	
6455-000	Mileage - Staff	10/25/1	Jodi Harrington	33.25	
6455-000	Mileage - Staff	10/25/1	Megan Krueger	46.87	
6455-000	Mileage - Staff	10/26/1	Jill Rose	23.98	
6455-000	Mileage - Staff	10/27/1	Linda Rutkowski	31.61	
6455-000	Mileage - Staff	10/30/1	Jill Rose	23.98	
6455-000	Mileage - Staff	10/30/1	Sheila Capistran	15.26	
6455-000	Mileage - Staff			2,014.48	
6460-000	Minnesota Director's Fund	10/2/18	SELCO	1,903.16	
6460-000	Minnesota Director's Fund			1,903.16	
6480-000	Staff Training	10/1/18	Mary Haney	104.64	
6480-000	Staff Training	10/1/18	Daniel L. Wilsey	51.23	
6480-000	Staff Training	10/1/18	Jane Vigness	65.95	
6480-000	Staff Training	10/8/18	Candace Osborn	45.78	
6480-000	Staff Training	10/8/18	Julie Malmanger	106.82	
6480-000	Staff Training	10/8/18	Madonna Liden	84.48	
6480-000	Staff Training	10/8/18	Carol Ricke	106.82	
6480-000	Staff Training	10/8/18	Mary Haney	48.51	
6480-000	Staff Training	10/8/18	Joyce Christine Boike	75.21	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6480-000	Staff Training	10/8/18	Daniel L. Wilsey	55.05	
6480-000	Staff Training	10/8/18	Sheila Capistran	45.78	
6480-000	Staff Training	10/8/18	Jane Vigness	57.23	
6480-000	Staff Training	10/8/18	Jodi Harrington	31.07	
6480-000	Staff Training	10/8/18	Karen Edevold	122.08	
6480-000	Staff Training	10/8/18	Marilyn Eaves	28.34	
6480-000	Staff Training	10/8/18	Sharyl Ogard	59.95	
6480-000	Staff Training	10/8/18	Amy Nelson	41.42	
6480-000	Staff Training	10/8/18	Christy Underlee	31.07	
6480-000	Staff Training	10/8/18	Eliza Gores	48.51	
6480-000	Staff Training	10/8/18	Marlys Winkels	43.60	
6480-000	Staff Training	10/8/18	Erin Gunderson	48.51	
6480-000	Staff Training	10/8/18	Carla Grani	23.44	
6480-000	Staff Training	10/8/18	Kirsten Bates	23.44	
6480-000	Staff Training	10/8/18	Dorothy Neisen	75.44	
6480-000	Staff Training	10/11/1	City of Moorhead	347.00	
6480-000	Staff Training	10/24/1	Purchase Advantage Card	37.89	
6480-000	Staff Training			1,809.26	
6482-000	Conf/Meeting - Miscellaneous	10/23/1	Jenna Kahly	57.02	
6482-000	Conf/Meeting - Miscellaneous			57.02	
6485-000	Conf/Meeting - MLA	10/17/1	Liz Lynch	200.56	
6485-000	Conf/Meeting - MLA	10/27/1	Greta Guck	127.26	
6485-000	Conf/Meeting - MLA			327.82	
6492-000	Programming - Summer Readi	10/31/1	Janette Loudon	730.00	
6492-000	Programming - Summer Readi			730.00	
6500-000	Van - Gasoline	10/6/18	Cenex Fleetcard	88.90	
6500-000	Van - Gasoline			88.90	
6505-000	Van - Repairs & Maintenance	10/12/1	Duggan's Auto Service Center	39.94	
6505-000	Van - Repairs & Maintenance			39.94	
6600-000	Materials - Print	10/1/18	Baker & Taylor	71.48	
		10/1/18		328.72	
		10/1/18		168.05	
		10/1/18		236.08	
		10/1/18		79.88	
		10/1/18		411.95	
		10/1/18		44.52	
		10/1/18		419.92	
		10/1/18		70.50	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/1/18		169.20	
		10/1/18		84.87	
		10/1/18		149.79	
		10/1/18		45.51	
		10/1/18		111.70	
		10/1/18		87.22	
		10/1/18		212.82	
		10/1/18		61.61	
		10/1/18		90.78	
		10/1/18		44.29	
		10/1/18		58.63	
		10/1/18		61.64	
		10/1/18		21.16	
		10/1/18		37.83	
		10/1/18		55.49	
		10/1/18		31.30	
		10/1/18		58.37	
		10/1/18		0.10	
		10/1/18		17.08	
		10/2/18		342.25	
		10/2/18		133.42	
		10/2/18		45.44	
		10/2/18		17.08	
		10/2/18		52.06	
		10/2/18		51.18	
6600-000	Materials - Print	10/3/18	Farm & Home Publishers, LTD.	161.70	
6600-000	Materials - Print	10/3/18	Gale/CENGAGE Learning	60.78	
6600-000	Materials - Print	10/3/18	Baker & Taylor	178.90	
		10/3/18		21.32	
		10/3/18		86.62	
		10/3/18		61.46	
		10/3/18		43.96	
		10/3/18		96.92	
		10/3/18		296.57	
		10/3/18		41.52	
		10/4/18		50.96	
		10/4/18		19.70	
		10/4/18		265.62	
		10/4/18		16.14	
		10/4/18		119.68	
		10/5/18		248.08	
		10/5/18		528.94	
		10/5/18		76.80	
		10/5/18		64.80	
6600-000	Materials - Print	10/5/18	Gale/CENGAGE Learning	49.58	
6600-000	Materials - Print	10/6/18	Baker & Taylor	136.68	
		10/6/18		387.02	
		10/6/18		325.65	
		10/6/18		133.58	
		10/8/18		61.67	
		10/8/18		65.87	
		10/8/18		119.96	
		10/8/18		182.66	
		10/8/18		9.96	
		10/8/18		37.70	
		10/9/18		17.08	
		10/9/18		20.98	
		10/9/18		116.38	
		10/9/18		28.58	
		10/9/18		383.37	
		10/9/18		128.97	
		10/11/1		51.38	
		10/11/1		30.12	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/11/1		32.64	
		10/11/1		56.08	
		10/11/1		43.38	
		10/12/1		91.21	
		10/12/1		87.48	
		10/15/1		32.40	
		10/15/1		295.74	
		10/15/1		234.41	
		10/15/1		203.50	
		10/15/1		74.64	
		10/16/1		87.06	
		10/17/1		73.45	
		10/17/1		63.28	
		10/17/1		159.13	
		10/17/1		216.44	
		10/17/1		182.84	
		10/18/1		20.00	
		10/18/1		127.42	
		10/18/1		50.88	
		10/18/1		185.34	
		10/18/1		361.92	
		10/18/1		290.01	
		10/18/1		215.68	
		10/18/1		96.95	
		10/18/1		31.12	
		10/18/1		29.23	
		10/18/1		101.84	
		10/19/1		72.06	
		10/19/1		24.58	
		10/19/1		183.21	
		10/19/1		207.69	
		10/19/1		368.24	
		10/20/1		23.25	
		10/22/1		37.00	
		10/23/1		230.00	
		10/23/1		179.63	
		10/23/1		85.90	
		10/23/1		489.53	
		10/23/1		97.20	
		10/23/1		138.75	
		10/23/1		30.12	
		10/23/1		28.22	
		10/24/1		52.58	
		10/24/1		30.06	
		10/24/1		42.30	
		10/25/1		62.58	
		10/25/1		22.84	
		10/25/1		160.03	
		10/25/1		417.66	
		10/25/1		45.82	
		10/25/1		41.96	
6600-000	Materials - Print	10/26/1	Cherry Lake/Sleeping Bear Pres	33.98	
6600-000	Materials - Print	10/26/1	Baker & Taylor	277.57	
		10/26/1		10.56	
		10/26/1		196.11	
		10/26/1		124.04	
		10/26/1		157.60	
6600-000	Materials - Print			15,914.72	
6601-000	Materials - A/V	10/1/18	Penguin Random House, LLC.	93.00	
6601-000	Materials - A/V	10/1/18	Recorded Books, LLC.	90.98	
		10/1/18		82.00	
		10/1/18		73.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	10/1/18	Baker & Taylor	23.90	
		10/1/18		211.86	
6601-000	Materials - A/V	10/1/18	Recorded Books, LLC.	73.00	
6601-000	Materials - A/V	10/1/18	Penguin Random House, LLC.	10.00	
6601-000	Materials - A/V	10/3/18	Recorded Books, LLC.	65.78	
		10/3/18		81.98	
		10/4/18		63.98	
6601-000	Materials - A/V	10/4/18	Penguin Random House, LLC.	90.00	
		10/5/18		67.50	
		10/5/18		52.50	
6601-000	Materials - A/V	10/5/18	Baker & Taylor	70.64	
		10/5/18		95.45	
6601-000	Materials - A/V	10/8/18	Recorded Books, LLC.	90.98	
		10/8/18		72.98	
		10/8/18		73.00	
		10/8/18		99.50	
6601-000	Materials - A/V	10/8/18	Baker & Taylor	18.81	
6601-000	Materials - A/V	10/10/1	Katherine Parent	18.76	
6601-000	Materials - A/V	10/11/1	Baker & Taylor	19.09	
		10/11/1		328.10	
6601-000	Materials - A/V	10/12/1	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	10/12/1	Recorded Books, LLC.	113.97	
6601-000	Materials - A/V	10/15/1	Baker & Taylor	83.46	
		10/16/1		16.76	
		10/18/1		25.52	
		10/18/1		137.20	
6601-000	Materials - A/V	10/22/1	Recorded Books, LLC.	1,045.20	
6601-000	Materials - A/V	10/22/1	Baker & Taylor	28.50	
6601-000	Materials - A/V	10/23/1	Recorded Books, LLC.	200.98	
6601-000	Materials - A/V	10/23/1	Baker & Taylor	78.86	
		10/24/1		58.84	
		10/24/1		52.08	
		10/25/1		16.76	
		10/25/1		119.14	
		10/25/1		26.23	
6601-000	Materials - A/V	10/26/1	Recorded Books, LLC.	72.98	
		10/30/1		183.00	
		10/30/1		237.00	
		10/30/1		936.40	
6601-000	Materials - A/V			5,452.17	
6670-000	Materials - Digital - e-Books	10/1/18	Overdrive, Inc.	119.88	
		10/1/18		162.84	
		10/2/18		161.95	
		10/2/18		115.00	
		10/2/18		140.00	
		10/3/18		49.98	
		10/4/18		84.00	
		10/5/18		8.70	
		10/5/18		55.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/5/18		1,388.60	
		10/8/18		104.93	
		10/8/18		113.70	
		10/8/18		280.98	
		10/8/18		45.00	
		10/9/18		479.96	
		10/9/18		243.99	
		10/10/1		50.98	
		10/15/1		24.97	
		10/16/1		246.98	
		10/16/1		407.87	
		10/19/1		119.71	
		10/19/1		218.92	
		10/22/1		110.00	
		10/22/1		182.98	
		10/22/1		41.96	
		10/22/1		88.21	
		10/23/1		115.00	
		10/23/1		204.93	
		10/25/1		195.66	
		10/29/1		137.96	
		10/29/1		13.99	
		10/29/1		30.95	
		10/29/1		73.54	
		10/30/1		174.93	
		10/30/1		147.00	
6670-000	Materials - Digital - e-Books			6,141.05	
6675-000	Materials - Digital - e-Audio	10/2/18	Overdrive, Inc.	95.00	
		10/2/18		47.50	
		10/4/18		142.99	
		10/5/18		219.97	
		10/5/18		602.80	
		10/8/18		127.98	
		10/9/18		188.98	
		10/9/18		152.00	
		10/9/18		211.49	
		10/16/1		47.99	
		10/16/1		165.97	
		10/22/1		66.50	
		10/23/1		95.00	
		10/25/1		388.19	
		10/30/1		67.99	
		10/30/1		77.98	
6675-000	Materials - Digital - e-Audio			2,698.33	
6690-000	Materials - Periodicals	10/1/18	Barnesville Record-Review	38.00	
6690-000	Materials - Periodicals	10/1/18	EBSCO Information Services		40.00
6690-000	Materials - Periodicals	10/11/1	Dakota News, Inc.	25.47	
6690-000	Materials - Periodicals	10/14/1	Star Tribune	450.32	
6690-000	Materials - Periodicals	10/18/1	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	10/18/1	Frazee Forum, Inc.	35.00	
6690-000	Materials - Periodicals			581.91	40.00
7110-000	Regional Lib Telecom Aid - Ex	10/2/18	NW-Links	30,544.38	
7110-000	Regional Lib Telecom Aid - Ex			30,544.38	
7120-000	Telecom/E-rate Expenses	10/19/1	MEI Technologies/Parsons Elect	3,504.07	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7120-000	Telecom/E-rate Expenses			3,504.07	
7200-000	Legacy - Expense (1099)	10/10/1	Sarah Brett Oustin Larsson	4,000.00	
7200-000	Legacy - Expense (1099)	10/11/1	The Red River Promoter	56.33	
		10/11/1		56.33	
		10/11/1		56.34	
7200-000	Legacy - Expense (1099)	10/20/1	Laura A. MacKenzie	1,800.00	
7200-000	Legacy - Expense (1099)	10/30/1	Matthew Valan	800.00	
7200-000	Legacy - Expense (1099)	10/30/1	Historical & Cultural Society	600.00	
7200-000	Legacy - Expense (1099)	10/30/1	Absolute Marketing Group	238.26	
		10/30/1		280.52	
		10/30/1		247.36	
		10/30/1		525.01	
		10/30/1		86.82	
		10/30/1		160.94	
		10/30/1		202.10	
7200-000	Legacy - Expense (1099)			9,110.01	
7205-000	Legacy - Exp Reimbursement	10/10/1	Sarah Brett Oustin Larsson	808.03	
7205-000	Legacy - Exp Reimbursement	10/20/1	Laura A. MacKenzie	883.00	
7205-000	Legacy - Exp Reimbursement	10/30/1	Matthew Valan	515.57	
7205-000	Legacy - Exp Reimbursement	10/30/1	Markus Krueger	93.74	
7205-000	Legacy - Exp Reimbursement			2,300.34	
7230-000	Legacy - Materials - Other	10/5/18	Overdrive, Inc.	115.00	
7230-000	Legacy - Materials - Other	10/10/1	Katherine Parent	31.24	
7230-000	Legacy - Materials - Other			146.24	
7300-000	Miscellaneous Grant Expense	10/30/1	Norby's Work Perks	17,013.56	
7300-000	Miscellaneous Grant Expense	10/31/1	DEMCO	58,928.79	
7300-000	Miscellaneous Grant Expense			75,942.35	
7410-000	Northern Lights LN e-Books	10/25/1	Overdrive, Inc.	731.65	
		10/29/1		9.99	
		10/29/1		6.99	
		10/30/1		8.99	
7410-000	Northern Lights LN e-Books			757.62	
8000-011	Donation - Misc Exp - LM	10/30/1	Minnesota Secretary of State	120.00	
8000-011	Donation - Misc Exp - LM			120.00	
8000-041	Donation - Misc Exp - LA	10/18/1	Candace Osborn	41.29	
8000-041	Donation - Misc Exp - LA			41.29	
8000-051	Donation - Misc Exp - LC	10/11/1	Crookston Paint, Glass, & Floo	13.94	
8000-051	Donation - Misc Exp - LC	10/23/1	Northern Lumber, Inc.		83.83
		10/25/1		253.81	
		10/25/1		92.24	
		10/25/1		290.00	
		10/25/1		103.96	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/25/1		85.70	
		10/25/1		34.95	
		10/25/1		208.02	
8000-051	Donation - Misc Exp - LC	10/29/1	Lon Boike Painting	650.00	
8000-051	Donation - Misc Exp - LC	10/30/1	Northern Lumber, Inc.	99.00	
8000-051	Donation - Misc Exp - LC	10/31/1	Benoit's Barnwood	250.00	
8000-051	Donation - Misc Exp - LC	10/31/1	HN Quality Plumbing, Inc.	1,889.04	
8000-051	Donation - Misc Exp - LC			3,970.66	83.83
8000-053	Donation - Misc Exp - LE	10/29/1	Laura Gullickson	42.37	
8000-053	Donation - Misc Exp - LE			42.37	
8500-011	Furn & Equip - Moorhead	10/4/18	School Outfitters	2,434.13	
8500-011	Furn & Equip - Moorhead			2,434.13	
9620-200	Travel/Meetings - Joint Autom	10/17/1	Liz Lynch	75.21	
9620-200	Travel/Meetings - Joint Autom			75.21	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	10/15/1 10/15/1 10/31/1 10/31/1	Federal Income Tax deposit	1,047.05 4,477.06 1,088.19 4,652.95	
5100-000	Payroll Taxes - Employer			11,265.25	
5110-000	Retirement - PERA - Employer	10/15/1 10/31/1	Public Employees Retirement As	5,325.64 5,546.12	
5110-000	Retirement - PERA - Employer			10,871.76	
5120-000	Health Insurance	10/15/1	Further - VEBA/HSA	1,383.75	
5120-000	Health Insurance	10/15/1	Further (SelectAccount)	1,634.00	
5120-000	Health Insurance	10/15/1 10/15/1	LARL Payroll		372.25 247.75
5120-000	Health Insurance	10/24/1	Further (SelectAccount)	112.10	
5120-000	Health Insurance	10/30/1	Lakes Country Service Cooperat	22,288.50	
5120-000	Health Insurance	10/31/1	Further - VEBA/HSA	247.75	
5120-000	Health Insurance	10/31/1 10/31/1	LARL Payroll		247.75 372.25
5120-000	Health Insurance			25,666.10	1,240.00
5140-000	Life Insurance - Employer Paid	10/1/18	The Hartford - Priority Accoun	186.62	
5140-000	Life Insurance - Employer Paid			186.62	
6010-000	Supplies - Technical Services	10/9/18	Amazon (charges on account)	20.39	
6010-000	Supplies - Technical Services			20.39	
6020-000	Supplies - Public Services	10/1/18	Best Name Badges	25.05	
6020-000	Supplies - Public Services			25.05	
6040-000	Supplies - Computer	10/13/1	Amazon (charges on account)	49.38	
6040-000	Supplies - Computer			49.38	
6380-000	Recruitment	10/31/1	Facebook Ad Manager	20.00	
6380-000	Recruitment			20.00	
6400-000	Telephone	10/3/18 10/3/18 10/3/18 10/3/18 10/3/18	Arvig	91.83 41.06 91.83 100.21 98.56	
6400-000	Telephone	10/14/1	Allstream	711.86	
6400-000	Telephone	10/15/1	Garden Valley Telephone Comp	37.16	
6400-000	Telephone	10/25/1	Arvig	182.10	
6400-000	Telephone	10/30/1 10/30/1 10/30/1 10/30/1	Garden Valley Telephone Comp	37.43 37.43 37.43 86.64	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone			1,553.54	
6405-000	Cell Phone	10/9/18	Ting	7.21	
6405-000	Cell Phone			7.21	
6410-000	PIO - Marketing/Printing/Etc	10/4/18	Uprinting.com	462.70	
6410-000	PIO - Marketing/Printing/Etc	10/9/18	Envato Market	27.00	
		10/10/1		10.00	
		10/19/1		28.00	
6410-000	PIO - Marketing/Printing/Etc	10/19/1	Adobe	386.42	
6410-000	PIO - Marketing/Printing/Etc	10/31/1	Facebook Ad Manager	84.29	
6410-000	PIO - Marketing/Printing/Etc			998.41	
6430-000	Postage	10/10/1	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6480-000	Staff Training	10/4/18	Sam's Club	103.54	
		10/7/18		142.98	
6480-000	Staff Training	10/8/18	Panera Bread	613.58	
6480-000	Staff Training	10/9/18	Courtyard by Marriott	103.75	
6480-000	Staff Training			963.85	
6484-000	Conf/Meeting - System Director	10/26/1	Comfort Inn & Suites	227.96	
6484-000	Conf/Meeting - System Director			227.96	
6600-000	Materials - Print	10/9/18	Amazon (charges on account)	29.82	
		10/11/1		29.98	
		10/21/1		21.00	
		10/24/1		13.50	
		10/24/1		26.51	
		10/29/1		9.95	
6600-000	Materials - Print			130.76	
6601-000	Materials - A/V	10/3/18	Amazon (charges on account)	21.58	
		10/4/18		9.49	
		10/4/18		206.95	
		10/6/18		51.57	
		10/7/18		14.96	
		10/7/18		24.95	
		10/7/18		14.96	
		10/7/18		96.58	
		10/7/18		69.90	
		10/7/18		71.84	
		10/7/18		11.80	
		10/9/18		32.99	
		10/9/18		25.19	
		10/10/1		14.96	
		10/10/1		192.11	
		10/10/1		35.92	
		10/10/1		12.77	
		10/10/1		64.67	
		10/11/1		19.96	
		10/11/1		28.58	
		10/12/1		28.58	
		10/12/1		15.14	
		10/14/1		13.99	
		10/15/1		46.76	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/15/1		22.89	
		10/15/1		30.98	
		10/17/1		141.89	
		10/17/1		71.00	
		10/18/1		46.74	
		10/20/1		53.54	
		10/21/1		33.90	
		10/21/1		17.92	
		10/21/1		61.88	
		10/22/1		18.38	
		10/22/1		228.47	
		10/23/1		40.17	
		10/23/1		31.11	
		10/23/1		16.95	
		10/24/1		24.38	
		10/25/1		35.47	
		10/25/1		15.87	
		10/27/1		50.94	
		10/27/1		19.92	
		10/28/1		19.99	
		10/28/1		23.78	
		10/29/1		14.96	
		10/30/1		44.88	
		10/30/1		44.88	
		10/30/1		84.76	
		10/30/1		187.68	
		10/31/1		22.93	
6601-000	Materials - A/V			2,532.46	
7200-000	Legacy - Expense (1099)	10/4/18	Amazon (charges on account)	107.36	
7200-000	Legacy - Expense (1099)			107.36	
8000-011	Donation - Misc Exp - LM	10/23/1	Amazon (charges on account)	16.72	
		10/23/1		144.42	
		10/30/1		195.30	
8000-011	Donation - Misc Exp - LM			356.44	
8000-051	Donation - Misc Exp - LC	10/12/1	Wayfair	528.56	
8000-051	Donation - Misc Exp - LC	10/12/1	Hayneedle	248.15	
8000-051	Donation - Misc Exp - LC	10/24/1	Etsy	349.23	
8000-051	Donation - Misc Exp - LC	10/24/1	Pottery Barn	1,750.00	
8000-051	Donation - Misc Exp - LC			2,875.94	
8100-000	Donation - Material Print - RO	10/7/18	Amazon (charges on account)	18.89	
		10/15/1		17.70	
		10/21/1		24.37	
		10/22/1		18.29	
		10/24/1		23.86	
		10/24/1		16.14	
		10/28/1		19.49	
8100-000	Donation - Material Print - RO			138.74	
8100-002	Donation - Material Print - LD	10/2/18	Amazon (charges on account)	17.10	
		10/15/1		11.00	
		10/15/1		21.14	
		10/21/1		17.70	
8100-002	Donation - Material Print - LD			66.94	
8100-011	Donation - Material Print - LM	10/6/18	Amazon (charges on account)	11.76	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/6/18		26.56	
		10/6/18		12.75	
		10/15/1		11.72	
		10/21/1		30.74	
		10/21/1		12.32	
		10/24/1		17.20	
		10/28/1		17.10	
		10/28/1		12.75	
		10/28/1		12.75	
8100-011	Donation - Material Print - LM			165.65	
8100-055	Donation - Material Print - LI	10/24/1	Amazon (charges on account)	2.68	
8100-055	Donation - Material Print - LI			2.68	
9630-200	Cell Phone - Joint Automation	10/9/18	Ting	18.04	
9630-200	Cell Phone - Joint Automation			18.04	