

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

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

Thursday, April 18, 2019

5:30 p.m.

Meeting Place: Moorhead Public Library, lower level

EXECUTIVE COMMITTEE MEMBERS: Briggs, Grimsley, Kalil (Chair), Larson, Willhite

FINANCE COMMITTEE MEMBERS: Geray, Grimsley (Chair), Jacobson, Kalil (*ex officio*), 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 JANUARY 17, 2019 FINANCE COMMITTEE MEETING
Enclosed (page 3)

Recommended Motion: Move to approve the January 17, 2019 Finance Committee Meeting Minutes as presented.

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

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. 2019-2021 Audits

c. 2020 Preliminary Budget - Draft 1
Enclosed (page 9)

2020 Preliminary Budget - Line Item Breakdown
Enclosed (page 11)

6:00 4. DIRECTOR'S REPORT – Lynch

- a. Report Enclosed (page 13)
- b. Remote Access to Meetings

6:10 5. PRESIDENT'S REPORT – Kalil

6:20 6. OTHER

6:30 7. ADJOURNMENT

MISC ITEMS ENCLOSED:

- a. List of Bills – March 2019 (page 15 in the digital packet, available for review at the meeting for the printed packet)

UPCOMING MEETINGS/EVENTS

Crookston Public Library closed on Sunday, April 21 in observance of the Easter Holiday.

Full Board Meeting, May 16, 2019, 5:30 p.m.

2020 Preliminary Budget Review-Draft 2

Moorhead Public Library, lower level

Memorial Day, May 27, 2019

All LARL Branches, LINK Sites, and the Regional Office Closed

Finance Committee Meeting, June 20, 2019 at 5:00

Full Board Meeting at 5:30, following the 5:00 Finance Meeting

Adopt 2020 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
FINANCE COMMITTEE MEETING
MINUTES
DRAFT**

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 17, 2019 at the Moorhead Public Library. Grimsley (Chair) called the meeting to order at 5:10 p.m.

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

Finance Committee Members Absent: Willhite

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None.

APPROVAL OF AGENDA

(Jacobson/Kalil) Move to approve the agenda of the January 17, 2019 Finance Committee meeting as presented. MCU.

MINUTES OF THE JUNE 21, 2018 FINANCE COMMITTEE MEETING

(Kalil/Grimsley) Move to approve the June 21, 2018 Finance Committee Meeting Minutes as presented. MCU.

LIST OF AUTHORIZED INSTITUTIONS

(Geray/Jacobson) Move to recommend to the Full Board, approval of the list of authorized institutions for 2019: Bell State Bank and Edward Jones. MCU.

REVIEW DRAFT 2019 FINAL BUDGET

Sprynczynatyk noted that all LARL Signatories have agreed to meet the 2019 budget requests. State funding was increased \$18,597 to correspond to the amount that will be received. Miscellaneous income was increased by \$8,550 to budget interest income closer to the 2018 amounts.

(over)

Minutes of January 17, 2019 Finance Committee Meeting – Page 2.

REVIEW DRAFT 2019 FINAL BUDGET – continued

Personnel expenses were increased by \$18,600, due to Health Insurance increasing 22% rather than the originally budgeted 10%.

(Jacobson/Kalil) Move to recommend the 2019 Final Budget as presented to the Full Board for approval. MCU.

DESIGNATED FUNDS

Sprynczynatyk presented management recommendations for the 2019 Designated Fund Balances.

(Geray/Kalil) Move to recommend the 2019 Designated Funds, as reviewed, to the Full Board for approval. 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, 2019

25%

Page: **5**

	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	\$ 94,551	\$ 378,205	283,654	25.00
Detroit Lakes	0	56,668	226,670	170,002	25.00
Clay County	0	73,044	292,175	219,131	25.00
Moorhead	0	188,344	753,375	565,031	25.00
Clearwater County	0	25,478	101,910	76,432	25.00
Mahnomen County	0	10,755	43,020	32,265	25.00
Mahnomen	0	5,150	20,600	15,450	25.00
Norman County	0	24,638	98,550	73,912	25.00
Polk County	0	66,023	264,090	198,067	25.00
Crookston	0	55,659	222,635	166,976	25.00
Wilkin County	0	13,588	54,350	40,762	25.00
Breckenridge	0	22,510	90,040	67,530	25.00
Total Signatory Funding	0	636,408	2,545,620	1,909,212	25.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	207,659	519,148	311,489	40.00
Reg Library Telecom Aid (RLTA)	23,474	23,474	101,000	77,526	23.24
Total Grants	23,474	231,133	620,148	389,015	37.27
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	843	2,492	12,000	9,508	20.77
Printing Revenue	1,130	3,706	18,000	14,294	20.59
Fax Revenue	444	1,433	7,000	5,567	20.47
Microfilm Revenue	19	37	150	113	24.67
Photocopy Revenue	417	1,245	8,000	6,755	15.56
Book/Furniture Sale Revenue	273	297	0	(297)	0.00
Interest/Dividend Income	1,291	23,327	53,000	29,673	44.01
Investment Value Change	9,369	18,635	0	(18,635)	0.00
Lost/Damaged Property	476	1,202	6,500	5,298	18.49
Total Miscellaneous Revenue	14,262	52,374	104,650	52,276	50.05
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	11,688	46,750	35,062	25.00
MNLink Server Site Payments	258	773	3,100	2,327	24.94
Total Joint Automation Revenue	258	12,461	49,850	37,389	25.00
Fund Balance/Shortfall	0	0	75,082	75,082	0.00
Total General Fund Revenue	37,994	932,376	3,395,350	2,462,974	27.46
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	136,691	436,508	1,779,350	1,342,842	24.53
Payroll Taxes	10,430	33,233	137,500	104,267	24.17
Retirement - PERA	10,183	31,902	132,800	100,898	24.02
Health Insurance	25,861	81,186	327,900	246,714	24.76
Life Insurance	175	504	2,100	1,596	24.00
Workers Compensation Insurance	287	861	3,650	2,789	23.59
Other Employee Benefits	116	348	1,650	1,302	21.09
Total Personnel	183,743	584,542	2,384,950	1,800,408	24.51
<i>Automation/Cataloging</i>					
Automation	11,766	35,888	151,600	115,712	23.67
Support - App	291	874	3,500	2,626	24.97
Remote Printing	222	666	4,100	3,434	16.24
Catalog Item Records	966	2,897	11,000	8,103	26.34
Supplies - Computer	124	1,081	5,000	3,919	21.62
Supplies - Technical Services	140	1,665	7,000	5,335	23.79
Total Automation/Cataloging	13,509	43,071	182,200	139,129	23.64

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2019

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	4	29	3,400	3,371	0.85
Programming - Summer Learning	981	2,614	8,000	5,386	32.68
Programming - Adult	0	0	2,500	2,500	0.00
Total Library Programming	985	2,643	13,900	11,257	19.01
Staff Development					
Staff Training & Development	934	3,449	10,000	6,551	34.49
Total Staff Development	934	3,449	10,000	6,551	34.49
Mileage/Board Meeting Expense					
Mileage - Staff	2,920	5,529	23,000	17,471	24.04
Regional Board Meetings	723	1,348	6,000	4,652	22.47
Total Mileage/Board Meeting Expenses	3,643	6,877	29,000	22,123	23.71
Other Expenses					
Accounting/Bank Fees	2,318	10,202	16,350	6,148	62.40
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	0	2,000	2,000	0.00
Delivery Services	4,653	12,265	62,500	50,235	19.62
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,464	4,387	18,300	13,913	23.97
Lease - Regional Office Rent	1,734	5,203	20,850	15,647	24.95
Leases - Equipment	736	1,950	8,550	6,600	22.81
Maintenance Contracts	1,673	2,977	15,150	12,173	19.65
Memberships	220	464	1,000	536	46.40
Minnesota Director's Fund	0	0	2,300	2,300	0.00
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	1,752	3,041	16,000	12,959	19.01
Postage	6	159	4,000	3,841	3.98
Recruitment	22	289	8,000	7,711	3.61
Repairs - Equipment	39	66	2,500	2,434	2.64
Supplies - Copier/Fax/Microfilm	197	462	800	338	57.75
Supplies - Office	1,203	2,358	8,500	6,142	27.74
Supplies - Public Services	2,404	2,836	6,000	3,164	47.27
Telephone/Telecom	1,956	4,587	22,100	17,513	20.76
Total Other Operating Expenses	20,377	51,246	221,400	170,154	23.15
Regional Library Telecom Aid (RLTA)	23,474	23,474	101,000	77,526	23.24
Transportation					
Van Expenses	164	536	3,900	3,364	13.74
Total Transportation	164	536	3,900	3,364	13.74
Materials					
Audio Visual	7,357	20,307	73,000	52,693	27.82
Digital	10,176	31,370	101,500	70,130	30.91
Online Resources	601	1,777	7,500	5,723	23.69
Periodicals	237	1,027	23,000	21,973	4.47
Print	24,336	77,602	195,000	117,398	39.80
Total Materials	42,707	132,083	400,000	267,917	33.02
Capital Expenditures					
Furniture & Equipment	0	0	10,000	10,000	0.00
Software & Hardware Upgrades	5,389	6,268	30,000	23,732	20.89
Total Capital Expenditures	5,389	6,268	40,000	33,732	15.67
Capital Fund Accounts					
Automation System -Shared NWRL	250	750	3,000	2,250	25.00
Technology Upgrades	250	750	3,000	2,250	25.00
Van Replacement	250	750	3,000	2,250	25.00
Total Capital Fund Accounts	750	2,250	9,000	6,750	25.00
Total General Fund Expenditures	295,675	856,439	3,395,350	2,538,911	25.22
General Fund Revenue Over Expenditures	\$ (257,681)	\$ 75,937	\$ 0	(75,937)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Three Months Ending March 31, 2019

	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	\$ 2,182	\$ 7,037	\$ 0	(7,037)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	243	1,084	0	(1,084)	0.00
Legacy Grant Revenue	7,712	18,658	0	(18,658)	0.00
Total Special Projects Revenue	10,137	26,779	0	(26,779)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	455	563	0	(563)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	187	0	(187)	0.00
Donations - Miscellaneous	1,135	6,038	0	(6,038)	0.00
Legacy Grant Expense	7,713	18,658	0	(18,658)	0.00
Telecom/E-rate Expenses	243	1,084	0	(1,084)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	9,546	26,530	0	(26,530)	0.00
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	0	1,506	0	(1,506)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0	1,506	0	(1,506)	0.00
Total Special Projects Expenditures	9,546	28,036	0	(28,036)	0.00
Special Proj Rev Over (Under) Expend	\$ 591	\$ (1,257)	\$ 0	1,257	0.00
GRAND TOTAL REVENUE	48,131	959,155	3,395,350	2,436,195	28.25
GRAND TOTAL EXPENDITURES	305,237	884,531	3,395,350	2,510,819	26.05
CHANGE IN FUND BALANCE	\$ (257,106)	\$ 74,624	\$ 0	(74,624)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
March 31, 2019

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 16,834	20,163	(3,329)	29,052	(12,218)
Cash - Payroll (Bell Bank)	5,286	5,223	63	10,041	(4,755)
Cash - Savings (Bell Bank)	899,892	1,129,436	(229,544)	909,946	(10,054)
Petty Cash	460	460	0	460	0
Investment Account	1,307,902	1,298,452	9,450	1,268,963	38,939
Accounts Receivable	318	14,410	(14,092)	117	201
Prepaid Expenses	69,887	72,102	(2,215)	51,766	18,121
Deposit Account - OCLC	8,785	9,734	(949)	138	8,647
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(8,980)	(8,980)	0	(8,980)	0
Equipment and Fixtures	340,597	340,597	0	340,597	0
Accum Depr - Equip & Fixtures	(307,100)	(307,100)	0	(307,100)	0
Equipment & Fixtures - Donated	202,459	202,459	0	202,459	0
Accum Depr - Donated Equip	(202,459)	(202,459)	0	(202,459)	0
Endowment Funds	63,859	63,859	0	63,859	0
Amount Provided - LTD	25,505	25,505	0	25,505	0
Total Assets	\$ 2,435,611	2,676,227	(240,616)	2,396,730	38,881
LIABILITIES					
Accounts Payable	\$ 50,028	13,885	36,143	64,580	(14,552)
Credit Card Payable	5,397	6,762	(1,365)	0	5,397
Amazon Charge Account	8,024	4,471	3,553	652	7,372
Accrued Salaries Payable	73,036	73,036	0	73,036	0
Accrued Sick Leave Payable	25,505	25,505	0	25,505	0
Accrued Vacation Payable	33,371	33,371	0	33,371	0
PERA (Retirement) Payable	(950)	0	(950)	0	(950)
Payroll Tax Payable - ND	0	935	(935)	0	0
Dental Insurance Payable	(42)	(70)	28	0	(42)
Vision Insurance Payable	0	(12)	12	0	0
AFLAC Payable	319	298	21	157	162
Flexible Spending - Medical	984	1,045	(61)	1,511	(527)
Sales Tax Payable	361	237	124	743	(382)
Deferred Revenue	484,355	505,184	(20,829)	518,826	(34,471)
Total Liabilities	680,388	664,647	15,741	718,381	(37,993)
FUND BALANCES					
Fund Balance - Unreserved	6,608	6,608	0	(30,668)	37,276
Fund Bal - Operating Reserve	1,125,000	1,125,000	0	1,125,000	0
Fund Bal - Employee Severance	29,000	29,000	0	29,000	0
Fund Bal - Unemployment Comp.	45,000	45,000	0	45,000	0
Fund Bal - Van Replacement	30,750	30,500	250	30,000	750
Fund Bal - Technology Upgrade	40,750	40,500	250	40,000	750
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	27,000	27,000	0	27,000	0
Fund Bal - Joint Automation	120,000	120,000	0	120,000	0
Fund Bal - III Software Upgrd	750	500	250	0	750
Investment in Gen. Fixed Asset	36,884	36,884	0	36,884	0
Reserve for Endowments	63,859	63,859	0	63,859	0
Change in Fund Balance	74,622	331,729	(257,107)	37,274	37,348
Total Fund Balances	1,755,223	2,011,580	(256,357)	1,678,349	76,874
Total Liabilities & Fund Bal.	\$ 2,435,611	2,676,227	(240,616)	2,396,730	38,881

LAKE AGASSIZ REGIONAL LIBRARY

2020

PRELIMINARY BUDGET

Draft #1

CATEGORY	2018 BUDGET	2019 BUDGET	2020 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,280,650	2,384,950	2,485,100	100,150	4.20%
Library Materials	390,000	400,000	400,000	0	0.00%
Automation/Cataloging	173,050	182,200	174,850	(7,350)	-4.03%
Library Programming/Staff Dev.	23,900	23,900	23,900	0	0.00%
Mileage/Board Mtg Expense	27,000	29,000	29,000	0	0.00%
Regional Library Telecom Aid	101,000	101,000	101,000	0	0.00%
Other Operating Expenses	224,310	221,400	222,050	650	0.29%
Vehicle Expenses	3,800	3,900	3,900	0	0.00%
Capital Expenses	51,000	49,000	48,000	(1,000)	-2.04%
Total Budget	3,274,710	3,395,350	3,487,800	92,450	2.72%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2020

PRELIMINARY BUDGET

Draft #1

REVENUE	2018 Budget	2019 Budget	\$\$ Change	2020 Request
Becker County	371,810	378,205	13,155	391,360
Detroit Lakes	223,750	226,670	5,700	232,370
Clay County	287,490	292,175	9,440	301,615
Moorhead	743,520	753,375	20,010	773,385
Clearwater County	99,970	101,910	4,080	105,990
Mahnomen County	42,190	43,020	1,575	44,595
Mahnomen	20,130	20,600	1,085	21,685
Norman County	96,760	98,550	3,535	102,085
Polk County	259,205	264,090	9,930	274,020
Crookston	220,570	222,635	4,370	227,005
Wilkin County	53,610	54,350	1,485	55,835
Breckenridge	88,960	90,040	2,145	92,185
SUB-TOTAL	2,507,965	2,545,620	76,510	2,622,130
GRANTS				
State Basic Support	500,551	519,148	5,852	525,000
Regional Library Telecom Aid	101,000	101,000	-	101,000
TOTAL GRANTS	601,551	620,148	5,852	626,000
OTHER REVENUE				
Miscellaneous	89,600	104,650	-	104,650
Joint Automation	48,550	49,850	(850)	49,000
Fund Balance/Shortfall	27,044	75,082	10,938	86,020
TOTAL OTHER REVENUE	165,194	229,582	10,088	239,670
TOTAL REVENUE	3,274,710	3,395,350	92,450	3,487,800
EXPENDITURES				
Operating	3,223,710	3,346,350	93,450	3,439,800
Capital	51,000	49,000	(1,000)	48,000
TOTAL EXPENDITURES	3,274,710	3,395,350	92,450	3,487,800
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LINE ITEM BREAKDOWN
Preliminary Budget - Draft #1

	2019	2020	2020	2020	Variance 2019 to	
	Final Budget	Preliminary Budget - Draft #1	Adjustments	Budget	2020	COMMENTS
REVENUES						
Acct: <i>PROPERTY TAXES</i>						
4000-001 Becker County	378,205	378,205	13,155	391,360	13,155	
4000-002 Detroit Lakes	226,670	226,670	5,700	232,370	5,700	
4000-010 Clay County	292,175	292,175	9,440	301,615	9,440	
4000-011 Moorhead	753,375	753,375	20,010	773,385	20,010	
4000-020 Clearwater County	101,910	101,910	4,080	105,990	4,080	
4000-030 Mahnommen County	43,020	43,020	1,575	44,595	1,575	
4000-031 Mahnommen	20,600	20,600	1,085	21,685	1,085	
4000-040 Norman County	98,550	98,550	3,535	102,085	3,535	
4000-050 Polk County	264,090	264,090	9,930	274,020	9,930	
4000-051 Crookston	222,635	222,635	4,370	227,005	4,370	
4000-060 Wilkin County	54,350	54,350	1,485	55,835	1,485	
4000-061 Breckenridge	90,040	90,040	2,145	92,185	2,145	
<i>SUB-TOTAL</i>	<i>2,545,620</i>	<i>2,545,620</i>	<i>76,510</i>	<i>2,622,130</i>	<i>76,510</i>	3.0%
<i>GRANTS</i>						
4110 Regional Library Telecom Aid (RLTA)	101,000	101,000	-	101,000	-	
4100 Basic Support - MN (RLBSS)	519,148	519,148	5,852	525,000	5,852	Actual number in August
<i>SUB-TOTAL</i>	<i>620,148</i>	<i>620,148</i>	<i>5,852</i>	<i>626,000</i>	<i>5,852</i>	
<i>MISC. REVENUE</i>						
4500 Service Charge Revenue	12,000	12,000	-	12,000	-	
4510 Printing Revenue	18,000	18,000	-	18,000	-	
4520 Fax Revenue	7,000	7,000	-	7,000	-	
4530 Microfilm Revenue	150	150	-	150	-	
4540 Photocopy Revenue	8,000	8,000	-	8,000	-	
4560 Interest Income/Investment	53,000	53,000	-	53,000	-	
4590 Lost/Damaged Property	6,500	6,500	-	6,500	-	
<i>SUB-TOTAL</i>	<i>104,650</i>	<i>104,650</i>	<i>-</i>	<i>104,650</i>	<i>-</i>	
9505-200 Reimbursement from NWRL	46,750	46,750	(850)	45,900	(850)	
9510-200 MnLINK Server Site Payment	3,100	3,100	-	3,100	-	
<i>SUB-TOTAL</i>	<i>49,850</i>	<i>49,850</i>	<i>(850)</i>	<i>49,000</i>	<i>(850)</i>	
4900 Fund Account Transfers	75,082	75,082	10,938	86,020	10,938	
TOTAL REVENUES	3,395,350	3,395,350	92,450	3,487,800	92,450	
<i>PERSONNEL EXPENSES</i>						
5000 Salaries & Wages	1,779,350	1,779,350	61,350	1,840,700	61,350	3% increase
5100 Payroll Taxes	137,500	137,500	4,700	142,200	4,700	
5110 Retirement - PERA employer	132,800	132,800	4,550	137,350	4,550	10% estimated increase
5120 Health Insurance	327,900	327,900	29,450	357,350	29,450	
5140 Life Insurance	2,100	2,100	-	2,100	-	
5160 Other Employee Benefits	1,650	1,650	-	1,650	-	
5150 Workers' Compensation Insurance	3,650	3,650	100	3,750	100	
<i>SUB-TOTAL</i>	<i>2,384,950</i>	<i>2,384,950</i>	<i>100,150</i>	<i>2,485,100</i>	<i>100,150</i>	
<i>AUTOMATION/CATALOGING</i>						
6100 Automation System	151,600	151,600	(4,950)	146,650	(4,950)	
6105 Support - App	3,500	3,500	-	3,500	-	
6107 Remote Printing	4,100	4,100	(1,400)	2,700	(1,400)	
6040 Supplies - Computer	5,000	5,000	-	5,000	-	
6010 Supplies - Technical Services	7,000	7,000	(1,000)	6,000	(1,000)	
6110 OCLC/Minitex	11,000	11,000	-	11,000	-	
<i>SUB-TOTAL</i>	<i>182,200</i>	<i>182,200</i>	<i>(7,350)</i>	<i>174,850</i>	<i>(7,350)</i>	
<i>Library Programming/Staff Development</i>						
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	-	
<i>SUB-TOTAL</i>	<i>23,900</i>	<i>23,900</i>	<i>-</i>	<i>23,900</i>	<i>-</i>	
<i>MILEAGE/BOARD MTG EXPENSE</i>						
6455 Mileage - Staff	23,000	23,000	-	23,000	-	
6450 Mileage - Trustee	5,000	5,000	-	5,000	-	
6470 Board Expenses	1,000	1,000	-	1,000	-	
<i>SUB-TOTAL</i>	<i>29,000</i>	<i>29,000</i>	<i>-</i>	<i>29,000</i>	<i>-</i>	
7110 RLTA Expenses	101,000	101,000	-	101,000	-	

OTHER OPERATING						
6340	Attorney Fees	1,500	1,500	-	1,500	-
6310	Audit	9,000	9,000	200	9,200	200
6330	Bank Fees	1,000	1,000	-	1,000	-
6335	Credit Card Fees	350	350	-	350	-
6320	Business Office Software	2,000	2,000	-	2,000	-
6350	Delivery: Courier	57,000	57,000	-	57,000	-
6355	Delivery: TriCollege/Minutex	5,500	5,500	-	5,500	-
6420	Director's Discretionary	2,500	2,500	-	2,500	-
6370	Insurance - General Liability	11,250	11,250	-	11,250	-
6372	Insurance - D&O/Emp Liab	3,350	3,350	(750)	2,600	(750)
6374	Insurance - Government Crime	100	100	-	100	-
6376	Insurance - Flood	3,600	3,600	-	3,600	-
6360	Lease: Regional Office Rent	20,850	20,850	-	20,850	-
6362	Lease: Copiers	8,000	8,000	150	8,150	150
6365	Lease: Mailing Machine	550	550	-	550	-
6240	Maintenance Contract: Copiers	7,000	7,000	1,050	8,050	1,050
6245	Maintenance Contract: Printers	5,350	5,350	-	5,350	-
6250	Maintenance Contract: Microfilm	2,800	2,800	-	2,800	-
6465	Memberships - LARL Directors	1,000	1,000	-	1,000	-
6800	Miscellaneous Expense	2,500	2,500	-	2,500	-
6430	Postage	3,300	3,300	-	3,300	-
6435	PO Box Rental	700	700	-	700	-
6460	MN Director's Fund - CRPLSA	2,300	2,300	-	2,300	-
6300	Payroll Processing/Timesheet	6,000	6,000	-	6,000	-
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	22,000	22,000	-	22,000	-
6405	Cell Phone	100	100	-	100	-
	SUB-TOTAL	221,400	221,400	650	222,050	650
TRANSPORTATION EQUIPMENT						
6500	Van - Gasoline	1,000	1,000	-	1,000	-
6505	Van - Repairs & Maintenance	1,200	1,200	-	1,200	-
6510	Van - Insurance	1,700	1,700	-	1,700	-
	SUB-TOTAL	3,900	3,900	-	3,900	-
MATERIALS						
6601	Audio/Visual	73,000	73,000	-	73,000	-
6670	Digital	101,500	101,500	-	101,500	-
6680	Online Resources	7,500	7,500	-	7,500	-
6690	Periodicals	23,000	23,000	-	23,000	-
6600	Print	195,000	195,000	-	195,000	-
	SUB-TOTAL	400,000	400,000	-	400,000	-
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	3,000	3,000	-	3,000	-
9800-200	Joint Automation Software/hardward	3,000	3,000	(1,000)	2,000	(1,000)
	SUB-TOTAL	9,000	9,000	(1,000)	8,000	(1,000)
TOTAL EXPENSES		3,395,350	3,395,350	92,450	3,487,800	92,450
REVENUE(UNDER)/OVER EXPENSES		-	-	-	-	-

**Monthly Report to the Board**

Meeting Date: April 18, 2019

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Coordinating Team Meeting, March 20; Full Board Meeting, March 21; CRPLSA Meeting, March 27-29; Senate Legacy Hearing, April 3; Board Orientation with Linda Anderson, April 5; Meeting with NWRL Director, Crookston Site Visit, and NLLN author event at MSUM, April 8; Becker County Historical Society event and Gonvick LINK Site visit, April 10.

Staff Development

Leigh Cameron, Moorhead Librarian attended the Using Reddit & Next Door to Engage webinar on 3/27/19 and Free Tools for Working with Graphics and the Web webinar on 4/9/19.

Candace Osborn, Ada Librarian and Alyssa Lennander, Crookston Youth Services Librarian attended the Dakota Science Center STEM training at the Grand Forks Public Library on 4/2/19.

Jeanne Anderson, Collection Development Librarian; Christina Phipps, Moorhead Librarian; and Nicole Boewood, Moorhead Librarian attended the Macmillan Spring Fling Best New Adult Books webinar on 4/2/19.

Library Legislative News

The MN House has included \$3.6 million of the \$4 million request for an increase for RLBSS. We are waiting to hear if the MN Senate will include any funding in the Education Finance Omnibus Bill.

The MN House has included \$2.5 million, annually for 2020/2021. This is the amount requested by the Regional Public Library Systems. We are waiting to hear what the Senate will include.

Donations

3/18/2019	Junkyard Brewing Company donation to the Moorhead Public Library for Books about beer and brewing.	100.00
3/18/2019	Pamela Oleary	50.00
3/8/2019	Friends of the Moorhead Library donation to enhance services.	343.19
3/5/2019	Auto Parts/Electric Motors Sales & Service of Crookston donation to the Crookston Public Library for the Summer Library Experience.	25.00
3/24/2019	Gwen Hoberg donation for the collection.	51.96
3/18/2019	Cheryll Reitmeier donation to LARL for the collection.	100.00
4/1/2019	Township of Lake View donation to the Detroit Lakes Public Library.	200.00
4/4/19	Anonymous Page Turners Monthly Giving Subscriber	10.64/ month
3/26/2019	Tuesday Study Club book donation to the Bagley Public Library in memory of Sophie Brothorn.	20.00
3/31/2019	Ada Auto Dealers donation to the Ada Public Library for the Summer Library Experience.	25.00
3/31/2019	Studio 4:13 donation to the Ada Public Library for the Summer Library Experience.	25.00
4/5/19	Peggy Isakson, Page Turner Monthly Giving Subscriber.	5.00
4/4/2019	Friends of the Moorhead Library donation to LARL for Print Materials.	500.00
4/4/2019	Friends of the Moorhead Library donation to LARL for OverDrive.	300.00
4/4/2019	Friends of the Moorhead Library donation for upcoming programs.	852.00
4/5/2019	Moorhead Vikingland Kiwanis donation to LARL for children's books.	100.00
	Total Donations for March 18-April 5, 2019	\$2,707.79

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Mar 1, 2019 to Mar 31, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	3/6/19	Lakes Country Service Cooperat	1,202.00	
6000-000	Supplies - Office			1,202.00	
6020-000	Supplies - Public Services	3/14/19	Paper Roll Products	2,306.88	
6020-000	Supplies - Public Services			2,306.88	
6030-000	Supplies - Copier/Fax/Microfilm	3/11/19	Rapid Refill	53.00	
		3/11/19		144.00	
6030-000	Supplies - Copier/Fax/Microfilm			197.00	
6200-000	Equip Rep/Mtc - Miscellaneous	3/13/19	Indigo Signworks, Inc	38.99	
6200-000	Equip Rep/Mtc - Miscellaneous			38.99	
6245-000	Maint Contr - Printers	3/21/19	Metro Sales, Inc	1,443.83	
6245-000	Maint Contr - Printers			1,443.83	
6300-000	Payroll/Time Tracking	3/12/19	Payroll Professionals, Inc.	119.35	
		3/26/19		130.20	
6300-000	Payroll/Time Tracking			249.55	
6310-000	Audit	3/31/19	EideBailly LLP	2,000.00	
6310-000	Audit			2,000.00	
6350-000	Delivery Service - Courier	3/4/19	Alliance Courier	2,115.30	
		3/18/19		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6362-000	Lease - Copiers	3/1/19	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	3/28/19	Mahnomen Pioneer	22.00	
6380-000	Recruitment			22.00	
6400-000	Telephone	3/1/19	Halstad Telephone Company	32.73	
		3/1/19		74.13	
6400-000	Telephone	3/1/19	Rothsay Telephone	75.30	
6400-000	Telephone	3/1/19	CenturyLink	96.00	
6400-000	Telephone	3/22/19	Rochester Telecom Systems Inc.	100.04	
6400-000	Telephone			378.20	
6410-000	PIO - Marketing/Printing/Etc	3/1/19	The Hawley Herald, Inc.	350.00	
6410-000	PIO - Marketing/Printing/Etc	3/5/19	Moorhead Community Education	100.00	
6410-000	PIO - Marketing/Printing/Etc	3/15/19	Bagley Area Arts Collaborative	400.00	
6410-000	PIO - Marketing/Printing/Etc	3/18/19	Hillary Stevens	10.95	
6410-000	PIO - Marketing/Printing/Etc	3/18/19	Clay County Connection	265.00	
6410-000	PIO - Marketing/Printing/Etc	3/22/19	Shortprinter	31.00	
6410-000	PIO - Marketing/Printing/Etc	3/28/19	Polk County Fair	200.00	

Lake Agassiz Regional Library
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6410-000	PIO - Marketing/Printing/Etc	3/31/19	The Forum	150.00	
6410-000	PIO - Marketing/Printing/Etc			1,506.95	
6450-000	Mileage - Trustee	3/21/19	Mark Titera	120.64	
6450-000	Mileage - Trustee	3/21/19	Dennis Larson	52.20	
6450-000	Mileage - Trustee	3/21/19	Steve Jacobson	32.48	
6450-000	Mileage - Trustee	3/21/19	Linda Holecek	51.04	
6450-000	Mileage - Trustee	3/21/19	Clayton Briggs	81.20	
6450-000	Mileage - Trustee	3/21/19	LuAnn Durant	81.78	
6450-000	Mileage - Trustee	3/21/19	Ben Grimsley	52.20	
6450-000	Mileage - Trustee	3/21/19	Linda Schell	58.00	
6450-000	Mileage - Trustee	3/21/19	Gary Willhite	80.04	
6450-000	Mileage - Trustee	3/21/19	David Geray	87.00	
6450-000	Mileage - Trustee			696.58	
6455-000	Mileage - Staff	3/1/19	Jodi Harrington	27.84	
6455-000	Mileage - Staff	3/1/19	Laura Gullickson	27.26	
6455-000	Mileage - Staff	3/2/19	Jill Rose	20.30	
6455-000	Mileage - Staff	3/4/19	Greta Guck	17.40	
6455-000	Mileage - Staff	3/5/19	Megan Krueger	58.58	
6455-000	Mileage - Staff	3/5/19	Greta Guck	15.66	
6455-000	Mileage - Staff	3/6/19	Liz Lynch	280.72	
6455-000	Mileage - Staff	3/7/19	Sheila Capistran	71.92	
6455-000	Mileage - Staff	3/7/19	Karen Edevold	92.22	
6455-000	Mileage - Staff	3/7/19	Jill Rose	25.52	
6455-000	Mileage - Staff	3/7/19	Joyce Christine Boike	106.14	
6455-000	Mileage - Staff	3/7/19	Carla Grani	27.26	
6455-000	Mileage - Staff	3/7/19	Marilyn Eaves	42.34	
6455-000	Mileage - Staff	3/7/19	Linda Rutkowski	75.40	
6455-000	Mileage - Staff	3/7/19	Patty Nunn	27.84	
6455-000	Mileage - Staff	3/7/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	3/8/19	Lois Schaedler	42.34	
6455-000	Mileage - Staff	3/8/19	Greta Guck	92.22	
6455-000	Mileage - Staff	3/9/19	Jill Rose	25.52	
6455-000	Mileage - Staff	3/12/19	Sheila Capistran	20.88	
6455-000	Mileage - Staff	3/12/19	Christy Underlee	33.06	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/12/19	Marilyn Stordahl	40.02	
6455-000	Mileage - Staff	3/12/19	Greta Guck	51.62	
6455-000	Mileage - Staff	3/12/19	Joyce Christine Boike	80.04	
6455-000	Mileage - Staff	3/12/19	Jodi Harrington	33.06	
6455-000	Mileage - Staff	3/13/19	Jill Rose	106.72	
6455-000	Mileage - Staff	3/13/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	3/13/19	Patty Nunn	27.84	
6455-000	Mileage - Staff	3/13/19	Amy Nelson	37.12	
6455-000	Mileage - Staff	3/13/19	Hanna Judith Kramer	46.40	
6455-000	Mileage - Staff	3/14/19	Patty Nunn	12.18	
6455-000	Mileage - Staff	3/15/19	Megan Krueger	98.02	
6455-000	Mileage - Staff	3/19/19	Jill Rose	59.16	
6455-000	Mileage - Staff	3/19/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	3/20/19	Joyce Christine Boike	80.04	
6455-000	Mileage - Staff	3/20/19	Jill Rose	25.52	
6455-000	Mileage - Staff	3/20/19	Sheila Capistran	33.64	
6455-000	Mileage - Staff	3/20/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	3/21/19	Candace Perry	44.08	
6455-000	Mileage - Staff	3/21/19	Ethan Holtslander	84.80	
6455-000	Mileage - Staff	3/21/19	Jennifer Rodger	267.56	
6455-000	Mileage - Staff	3/21/19	Joyce Christine Boike	27.26	
6455-000	Mileage - Staff	3/22/19	Laurel Wanke	29.58	
6455-000	Mileage - Staff	3/22/19	Jodi Harrington	27.84	
6455-000	Mileage - Staff	3/22/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	3/23/19	Candace Perry	30.16	
6455-000	Mileage - Staff	3/23/19	Jill Rose	25.52	
6455-000	Mileage - Staff	3/26/19	Erin Gunderson	51.62	
6455-000	Mileage - Staff	3/26/19	Laura Gullickson	27.26	
6455-000	Mileage - Staff	3/26/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	3/26/19	Candace Osborn	48.72	
6455-000	Mileage - Staff	3/26/19	Carol Van Brocklin	30.16	
6455-000	Mileage - Staff	3/26/19	Julie Malmanger	51.04	
6455-000	Mileage - Staff	3/26/19	Jill Rose	25.52	
6455-000	Mileage - Staff	3/26/19	Tabatha Durand	11.25	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	3/26/19	Melissa Larson	24.94	
6455-000	Mileage - Staff	3/28/19	Sheila Capistran	41.76	
6455-000	Mileage - Staff	3/28/19	Eliza Gores	51.62	
6455-000	Mileage - Staff	3/29/19	Jodi Harrington	27.84	
6455-000	Mileage - Staff			2,920.25	
6482-000	Conf/Meeting - Miscellaneous	3/21/19	Christina Phipps	304.83	
6482-000	Conf/Meeting - Miscellaneous			304.83	
6488-000	Conf/Meeting - Legislative Day	3/1/19	Liz Lynch	283.04	
6488-000	Conf/Meeting - Legislative Day			283.04	
6492-000	Programming - Summer Learn	3/28/19	T-Squared Screen Printing & Em	106.80	
		3/28/19		873.95	
6492-000	Programming - Summer Learn			980.75	
6500-000	Van - Gasoline	3/6/19	Cenex Fleetcard	27.87	
6500-000	Van - Gasoline			27.87	
6600-000	Materials - Print	3/1/19	Cherry Lake/Sleeping Bear Pres	198.73	
6600-000	Materials - Print	3/1/19	Baker & Taylor	19.44	
		3/1/19		49.20	
		3/1/19		328.26	
		3/1/19		524.30	
		3/1/19		162.86	
		3/1/19		20.98	
		3/1/19		43.96	
		3/1/19		102.10	
		3/1/19		35.96	
		3/1/19		138.48	
		3/1/19		17.08	
		3/1/19		27.58	
		3/1/19		135.07	
		3/1/19		800.90	
		3/1/19		85.48	
		3/1/19		130.08	
		3/1/19		29.53	
		3/1/19		445.72	
		3/1/19		33.19	
		3/1/19		119.66	
		3/1/19		27.88	
		3/1/19		108.40	
		3/1/19		15.70	
		3/4/19		467.70	
		3/5/19		30.18	
		3/5/19		40.66	
		3/5/19		60.20	
		3/5/19		177.42	
		3/5/19		423.53	
		3/5/19		53.58	
		3/5/19		52.40	
		3/6/19		77.17	
		3/6/19		28.56	
		3/6/19		150.79	
		3/6/19		293.80	
		3/6/19		73.62	
		3/6/19		47.24	
		3/6/19		58.46	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/6/19		147.72	
6600-000	Materials - Print	3/7/19	Greenhaven Publishing	1,279.90	
6600-000	Materials - Print	3/7/19	Lerner Publishing Group	4,391.09	
6600-000	Materials - Print	3/7/19	Baker & Taylor	197.30	
		3/7/19		62.94	
		3/7/19		9.72	
6600-000	Materials - Print	3/8/19	Cavendish Square	865.95	
6600-000	Materials - Print	3/8/19	Rosen Publishing	2,031.00	
6600-000	Materials - Print	3/8/19	Baker & Taylor	28.76	
		3/11/19		935.03	
		3/11/19		41.48	
		3/11/19		86.18	
		3/11/19		612.56	
		3/11/19		21.99	
		3/11/19		73.66	
		3/11/19		106.54	
6600-000	Materials - Print	3/12/19	Lerner Publishing Group	29.99	
6600-000	Materials - Print	3/13/19	Baker & Taylor	80.28	
		3/13/19		145.17	
		3/13/19		10.02	
		3/13/19		22.42	
		3/15/19		264.81	
		3/15/19		0.69	
		3/16/19		37.35	
		3/16/19		132.96	
		3/16/19		644.88	
6600-000	Materials - Print	3/18/19	Cavendish Square	23.95	
6600-000	Materials - Print	3/18/19	Baker & Taylor	48.57	
		3/18/19		48.24	
		3/18/19		38.96	
		3/18/19		120.12	
		3/18/19		0.10	
		3/18/19		199.44	
6600-000	Materials - Print	3/19/19	Hvinden Publications	30.00	
		3/19/19		50.00	
		3/19/19		6.50	
6600-000	Materials - Print	3/19/19	Silver Goat Media	49.68	
6600-000	Materials - Print	3/19/19	Baker & Taylor	26.58	
		3/19/19		394.47	
		3/20/19		8.07	
		3/20/19		33.10	
		3/20/19		77.76	
		3/21/19		280.76	
		3/21/19		132.12	
		3/21/19		527.43	
		3/21/19		160.54	
		3/21/19		60.46	
6600-000	Materials - Print	3/22/19	Lerner Publishing Group	39.98	
6600-000	Materials - Print	3/25/19	Baker & Taylor	52.25	
		3/25/19		157.40	
		3/25/19		27.62	
		3/25/19		44.74	
		3/25/19		52.34	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/25/19		42.00	
		3/26/19		84.54	
		3/26/19		100.65	
		3/26/19		59.00	
		3/26/19		212.39	
		3/26/19		322.50	
		3/26/19		463.61	
		3/26/19		106.53	
		3/26/19		30.18	
		3/26/19		1,000.78	
		3/27/19		178.82	
		3/27/19		22.28	
		3/27/19		78.60	
		3/27/19		339.46	
		3/27/19		62.70	
		3/28/19		450.95	
		3/29/19		15.88	
		3/29/19		81.12	
6600-000	Materials - Print			24,239.41	
6601-000	Materials - A/V	3/1/19	Recorded Books, LLC.	213.54	
6601-000	Materials - A/V	3/1/19	Baker & Taylor	390.76	
6601-000	Materials - A/V	3/4/19	Recorded Books, LLC.	314.80	
		3/4/19		165.40	
		3/4/19		279.98	
6601-000	Materials - A/V	3/5/19	Baker & Taylor	27.43	
6601-000	Materials - A/V	3/6/19	Recorded Books, LLC.	72.98	
		3/6/19		80.98	
		3/7/19		46.00	
6601-000	Materials - A/V	3/7/19	Baker & Taylor	99.21	
		3/8/19		489.77	
		3/11/19		69.22	
6601-000	Materials - A/V	3/12/19	Recorded Books, LLC.	31.99	
6601-000	Materials - A/V	3/12/19	Penguin Random House, LLC.	37.50	
		3/12/19		67.50	
6601-000	Materials - A/V	3/12/19	Baker & Taylor	31.04	
		3/12/19		72.80	
6601-000	Materials - A/V	3/13/19	Recorded Books, LLC.	38.78	
6601-000	Materials - A/V	3/14/19	Baker & Taylor	31.04	
		3/14/19		11.95	
		3/14/19		97.65	
6601-000	Materials - A/V	3/14/19	Recorded Books, LLC.	55.00	
6601-000	Materials - A/V	3/19/19	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	3/19/19	Baker & Taylor	31.00	
6601-000	Materials - A/V	3/20/19	Penguin Random House, LLC.	90.00	
6601-000	Materials - A/V	3/21/19	Recorded Books, LLC.	463.32	
6601-000	Materials - A/V	3/21/19	Baker & Taylor	41.48	
		3/21/19		378.83	
6601-000	Materials - A/V	3/25/19	Recorded Books, LLC.	235.14	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	3/27/19	Baker & Taylor	319.72	
		3/27/19		35.33	
6601-000	Materials - A/V			4,372.64	
6670-000	Materials - Digital - e-Books	3/1/19	Overdrive, Inc.	1.99	
		3/4/19		15.99	
		3/4/19		44.97	
		3/4/19		133.79	
		3/5/19		60.00	
		3/5/19		459.86	
		3/5/19		24.99	
		3/6/19		9.90	
		3/7/19		15.99	
		3/11/19		17.98	
		3/11/19		185.40	
		3/11/19		183.87	
		3/12/19		169.93	
		3/12/19		55.00	
		3/18/19		8.99	
		3/18/19		1,989.29	
		3/18/19		54.95	
		3/18/19		94.93	
		3/19/19		142.00	
		3/19/19		86.98	
		3/21/19		1,091.80	
		3/21/19		73.99	
		3/21/19		219.99	
		3/25/19		96.93	
		3/25/19		119.90	
		3/25/19		141.98	
		3/26/19		284.81	
		3/26/19		163.98	
		3/28/19		25.65	
6670-000	Materials - Digital - e-Books			5,975.83	
6675-000	Materials - Digital - e-Audio	3/5/19	Overdrive, Inc.	286.45	
		3/5/19		241.47	
		3/5/19		121.99	
		3/11/19		7.50	
		3/12/19		47.99	
		3/18/19		916.82	
		3/19/19		66.50	
		3/21/19		1,309.13	
		3/21/19		95.00	
		3/21/19		57.99	
		3/25/19		47.99	
		3/26/19		99.95	
		3/26/19		67.48	
6675-000	Materials - Digital - e-Audio			3,366.26	
6690-000	Materials - Periodicals	3/1/19	Anders Valley Publishing, LLC	35.00	
6690-000	Materials - Periodicals	3/2/19	Landman Publishing, LLC	40.00	
6690-000	Materials - Periodicals	3/5/19	Clay County Union	38.00	
6690-000	Materials - Periodicals	3/7/19	Dakota News, Inc.	25.47	
		3/14/19		33.12	
6690-000	Materials - Periodicals	3/15/19	The Erskine Echo	35.00	
6690-000	Materials - Periodicals	3/30/19	Richards Publishing Company, I	30.00	
6690-000	Materials - Periodicals			236.59	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7110-000	Regional Lib Telecom Aid - Ex	3/22/19 3/22/19	NW-Links	78,246.90	54,772.83
7110-000	Regional Lib Telecom Aid - Ex			78,246.90	54,772.83
7120-000	Telecom/E-rate Expenses	3/19/19	MNJ Technologies Direct, Inc.	243.20	
7120-000	Telecom/E-rate Expenses			243.20	
7200-000	Legacy - Expense (1099)	3/7/19 3/7/19	The Red River Promoter	169.00 169.00	
7200-000	Legacy - Expense (1099)	3/15/19 3/15/19 3/15/19	Lakes Country Connection	44.00 44.00 44.00	
7200-000	Legacy - Expense (1099)	3/18/19	Lynn Halbrook	1,500.00	
7200-000	Legacy - Expense (1099)	3/20/19	Richards Publishing Company, I	90.00	
7200-000	Legacy - Expense (1099)	3/26/19	Norman County Index	80.00	
7200-000	Legacy - Expense (1099)	3/28/19 3/28/19	Mahnomen Pioneer	92.40 92.40	
7200-000	Legacy - Expense (1099)	3/31/19	Anders Valley Publishing, LLC	100.00	
7200-000	Legacy - Expense (1099)	3/31/19 3/31/19	The Forum	100.00 100.00	
7200-000	Legacy - Expense (1099)	3/31/19	Wahpeton Daily News	247.86	
7200-000	Legacy - Expense (1099)			2,872.66	
7220-000	Legacy - Materials - A/V	3/4/19	Everett Smithson	200.00	
7220-000	Legacy - Materials - A/V	3/25/19	Jeremy Walker	160.00	
7220-000	Legacy - Materials - A/V			360.00	
7230-000	Legacy - Materials - Other	3/6/19 3/6/19 3/18/19 3/18/19 3/28/19	Overdrive, Inc.	125.00 82.94 380.75 683.81 84.19	
7230-000	Legacy - Materials - Other			1,356.69	
8000-011	Donation - Misc Exp - LM	3/7/19	MEI Technologies/Parsons Elect	585.00	
8000-011	Donation - Misc Exp - LM	3/27/19	City of Moorhead	60.00	
8000-011	Donation - Misc Exp - LM			645.00	
8600-000	Software & Hardware Upgrade	3/13/19 3/25/19	ByteSpeed, LLC	480.00 2,070.00	
8600-000	Software & Hardware Upgrade			2,550.00	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	3/15/19 3/15/19 3/29/19 3/29/19	Federal Income Tax deposit	985.07 4,212.04 1,106.13 4,729.65	
5100-000	Payroll Taxes - Employer			11,032.89	
5110-000	Retirement - PERA - Employer	3/15/19 3/29/19	Public Employees Retirement As	5,094.51 5,679.75	
5110-000	Retirement - PERA - Employer			10,774.26	
5120-000	Health Insurance	3/13/19 3/13/19	Further - FSA	1,844.75 1,736.00	
5120-000	Health Insurance	3/15/19	LARL Payroll		224.75
5120-000	Health Insurance	3/22/19	Further - Fees	118.00	
5120-000	Health Insurance	3/28/19	Further - VEBA/HSA	224.75	
5120-000	Health Insurance	3/29/19	LARL Payroll		224.75
5120-000	Health Insurance	3/30/19	Lakes Country Service Cooperat	23,510.00	
5120-000	Health Insurance			27,433.50	449.50
5140-000	Life Insurance - Employer Paid	3/1/19	The Hartford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6020-000	Supplies - Public Services	3/19/19	VistaPrint.com	94.87	
6020-000	Supplies - Public Services			94.87	
6365-000	Lease - Mailing Machine	3/19/19	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	3/3/19 3/3/19 3/3/19 3/3/19 3/3/19	Arvig	98.76 100.41 92.03 92.03 41.31	
6400-000	Telephone	3/15/19	Garden Valley Telephone Comp	39.92	
6400-000	Telephone	3/16/19	Allstream	715.49	
6400-000	Telephone	3/25/19	Arvig	182.08	
6400-000	Telephone	3/30/19 3/30/19 3/30/19 3/30/19	Garden Valley Telephone Comp	39.92 89.13 39.92 39.92	
6400-000	Telephone			1,570.92	
6405-000	Cell Phone	3/9/19	Ting	6.69	
6405-000	Cell Phone			6.69	
6465-000	Memberships - LARL Directors	3/16/19	American Library Association	220.00	
6465-000	Memberships - LARL Directors			220.00	
6470-000	Board Expenses	3/16/19	Target	26.27	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6470-000	Board Expenses			26.27	
6484-000	Conf/Meeting - System Director	3/28/19	Axel's Steakhouse	40.36	
6484-000	Conf/Meeting - System Director	3/28/19	Jimmy John's	7.71	
6484-000	Conf/Meeting - System Director	3/29/19	Country Inn & Suites	298.02	
6484-000	Conf/Meeting - System Director			346.09	
6600-000	Materials - Print	3/1/19	Amazon (charges on account)	16.19	
		3/6/19		10.99	
		3/6/19		14.39	
		3/7/19		0.43	
		3/18/19		12.04	
		3/21/19		10.87	
		3/24/19		18.30	
		3/27/19		13.49	
6600-000	Materials - Print			96.70	
6601-000	Materials - A/V	3/2/19	Amazon (charges on account)	162.38	
		3/3/19		37.68	
		3/3/19		29.92	
		3/3/19		91.82	
		3/3/19		25.73	
		3/3/19		25.73	
		3/3/19		63.10	
		3/3/19		39.66	
		3/4/19		22.99	
		3/5/19		12.96	
		3/5/19		36.46	
		3/6/19		205.79	
		3/6/19		40.01	
		3/7/19		124.68	
		3/10/19		55.05	
		3/10/19		36.70	
		3/10/19		19.16	
		3/10/19		36.46	
		3/10/19		35.92	
		3/12/19		57.91	
		3/13/19		24.61	
		3/14/19		19.98	
		3/15/19		59.97	
6601-000	Materials - A/V	3/16/19	Target	107.32	
		3/16/19		107.32	
6601-000	Materials - A/V	3/16/19	Amazon (charges on account)	89.80	
		3/17/19		41.34	
		3/17/19		15.98	
		3/17/19		31.64	
		3/18/19		35.92	
		3/18/19		35.92	
		3/20/19		23.98	
		3/21/19		55.91	
		3/22/19		262.61	
		3/22/19		19.94	
		3/22/19		16.48	
		3/23/19		204.25	
		3/24/19		35.98	
		3/24/19		33.12	
		3/24/19		37.78	
		3/24/19		66.36	
		3/24/19		14.96	
		3/24/19		29.92	
		3/26/19		55.90	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/27/19		79.92	
		3/27/19		53.96	
		3/28/19		88.86	
		3/29/19		23.98	
		3/29/19		19.99	
		3/31/19		77.89	
		3/31/19		35.98	
		3/31/19		15.99	
		3/31/19		29.92	
		3/31/19		25.92	
6601-000	Materials - A/V			3,039.51	
7210-000	Legacy - Materials - Print	3/1/19	Amazon (charges on account)	359.12	
		3/2/19		17.98	
		3/7/19		175.39	
		3/7/19		61.67	
		3/17/19		32.74	
		3/20/19		193.33	
		3/20/19		224.14	
		3/24/19		18.27	
7210-000	Legacy - Materials - Print			1,082.64	
8000-011	Donation - Misc Exp - LM	3/4/19	Amazon (charges on account)	343.19	
8000-011	Donation - Misc Exp - LM			343.19	
8000-051	Donation - Misc Exp - LC	3/2/19	Amazon (charges on account)	51.96	
8000-051	Donation - Misc Exp - LC			51.96	
8000-061	Donation - Misc Exp - LB	3/6/19	Best Buy Business Advantage A	94.98	
8000-061	Donation - Misc Exp - LB			94.98	
8001-000	Donation - Credit Card Fees	3/4/19	Donorbox	10.14	
8001-000	Donation - Credit Card Fees			10.14	
8100-000	Donation - Material Print - RO	3/4/19	Amazon (charges on account)	17.70	
		3/10/19		44.70	
		3/18/19		5.06	
8100-000	Donation - Material Print - RO			67.46	
8100-002	Donation - Material Print - LD	3/11/19	Amazon (charges on account)	17.70	
		3/18/19		35.99	
		3/24/19		17.01	
		3/24/19		19.49	
8100-002	Donation - Material Print - LD			90.19	
8100-011	Donation - Material Print - LM	3/3/19	Amazon (charges on account)	36.78	
		3/3/19		25.50	
		3/5/19		10.97	
		3/10/19		12.18	
		3/12/19		12.11	
		3/18/19		12.75	
		3/31/19		17.10	
		3/31/19		104.76	
		3/31/19		14.62	
8100-011	Donation - Material Print - LM			246.77	
8100-021	Donation - Material Print - LG	3/10/19	Amazon (charges on account)	12.75	
		3/18/19		12.14	
		3/24/19		12.75	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/24/19		12.91	
8100-021	Donation - Material Print - LG			50.55	
8600-000	Software & Hardware Upgrade	3/22/19	Amazon (charges on account)	2,898.30	
8600-000	Software & Hardware Upgrade			2,898.30	
9630-200	Cell Phone - Joint Automation	3/9/19	Ting	26.75	
9630-200	Cell Phone - Joint Automation			26.75	