

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

**Thursday, September 19, 2019
5:30 p.m.
Moorhead Public Library**

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

AGENDA

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

- 5:40 **2. MINUTES OF THE JUNE 20, 2019 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the June 20, 2019 Full Board Meeting Minutes as presented.

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

- a. Report of Results Accomplished for State FY2019 RLBSS Funds
 Enclosed (page 11)

Recommended Motion: Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for the FY2019 Regional Library Basic System Support (RLBSS) Grant.

- b. Final Report and Documentation of Actual Expenses for FY2019 (July 1, 2018-June 30, 2019) Regional Library Telecommunications Aid (RLTA).
 Enclosed (page 15)

Recommended Motion: Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2019 Regional Library Telecommunications Aid.

- c. Application for State FY2020 Regional Library Telecommunications Aid (RLTA).

Enclosed (page 17)

Recommended Motion: Move to approve the application for FY2020 Regional Library Telecommunications Aid (RLTA).

5:55 **4. REPORT OF THE FINANCE COMMITTEE - Grimsley**

- a. 2019-2021 Audits

Recommended Motion: Move to approve a three year (2019-2021) agreement with _____ to conduct the annual audit of LARL's financial statements - as reviewed and recommended by the Finance Committee.

6:10 **5. DIRECTOR'S REPORT - Lynch**

- a. Director's Report - Enclosed (Page 21)
- b. Readmobile
- c. Regional Office Review

6:25 **6. NOMINATIONS COMMITTEE, Call for Nominations - Schell**

6:35 **7. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley, Terry Kalil

Breckenridge – Linda Holecek

Clay County/Barnesville/Hawley – Jim Haney

Clearwater County/Bagley – Mark Titera

Crookston – Clayton Briggs

Detroit Lakes – Linda Schell

Mahnomen – LuAnn Durant

Mahnomen County – David Geray

Moorhead – Linda Anderson, Andrew Brammer, Shelly Carlson

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 – Terry Kalil & Linda Holecek

6:45 **8. PRESIDENT'S REPORT – President Kalil**

6:50 **9. OTHER**

6:55 10. ADJOURNMENT

MISC. ITEMS ENCLOSED:

- a. List of Bills – June, July and August 2019 (page 27 – digital packet only, print copy available for review at meeting)

UPCOMING MEETINGS/EVENTS

LARL All Staff Day, October 14, 9:00am-3:30pm
Hjemkomst Center and Moorhead Public Library

Executive Committee Meeting, October 17, 5:30pm
Moorhead Public Library, lower level

Full Board Meeting, November 21, 5:30pm - Elections
Moorhead Public Library, lower level

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 20, 2019 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Carlson, Durant, Geray, Grimsley, Haney, Jacobson, Kalil
(President), Larson, Schell, Titera, Willhite.

Board Members Absent: Anderson, Brammer, Holecek.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MAY 16, 2019 FULL BOARD MEETING

(Larson/Haney) Move to approve the Minutes of the May 16, 2019 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through May we are 41.67% of the way through 2019 and 41.14% of the budget has been spent. All budget categories are tracking closely to budgeted expenses.

(Briggs/Schell) Move to approve the application for State FY2020 Regional Library Basic System Support (RLBSS) Funds. MCU.

(Willhite/Schell) Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2020. MCU.

REPORT OF THE FINANCE COMMITTEE

Grimsley reported the Finance Committee discussed the 2020 budget, the only change to Draft #3 from Draft #2 is a \$4,000 decrease to Personnel Expenses due to a retirement.

(Grimsley) Move to approve the 2020 Preliminary Budget Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

(over)

Minutes of the June 20, 2019 Full Board Meeting – Page 2

DIRECTOR'S REPORT

Lynch discussed that Deb Wahl, Public Services Supervisor in Detroit Lakes is retiring at the end of August. Interviews should be taking place soon to hire a replacement.

Public Libraries were not successful in obtaining increased funding and a formula change for State Funding (RLBSS) in the Legislature again. Legacy funding for Libraries did increase slightly. Final numbers for both RLBSS and Legacy won't be known until August.

The Summer Learning Experience has been going very well around the region. Programs have been very highly attended.

As a cost savings measure and to improve communication throughout the region LARL is changing from Microsoft Exchange to G Suite (Google). With the new G Suite LARL Board members are able to obtain LARL email addresses and will be able to use the service to obtain remote access to LARL Board meetings.

Terry Kalil had a birthday party. In lieu of gifts she asked her guests to donate to LARL's collection. Over \$3,000 has been received by LARL to date.

(Titera/Durant) Move to rescind the LARL Solicitation and Distribution of Literature or Products Policy as reviewed and recommended by the LARL Coordinating Team. MCU.

(Titera/Haney) Move to approve the revised Code of Conduct Policy as review and recommended by the LARL Coordinating Team. MCU.

(Jacobson/Haney) Move to approve the revised Emergency and Non-emergency Closing Policy as reviewed and recommended by the LARL Coordinating Team. MCU.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)
No Report.

Breckenridge (Holecek - absent)
No Report.

Clay County (Haney)
A commissioner's tour of Clay County roads took place. Many roads are in need of repair in the County.

Clearwater County (Titera)
No report.

Crookston (Briggs)
No report.

(continued on next page)

Detroit Lakes (Schell)

The Summer Reading Experience is very busy. New Sound and Projection equipment will be bought for the meeting room.

City of Mahanomen (Durant)

No Report.

Mahanomen County (Geray)

No report.

Moorhead (Anderson – absent, Brammer - absent, Carlson)

Moorhead City Council approved \$20,000 to update the security cameras in the Library. Preliminary talks are taking place about a potential new City Hall and Library building.

Norman County/Ada (Jacobson)

No report.

Polk County (Willhite)

No report.

Wilkin County (Larson)

No report.

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

No report.

Northern Lights Library Network (Holecek, Kalil)

Schell attended the last meeting for Kalil and gave a short report of the meeting.

(Geray/Carlson) Move to adjourn.

The meeting adjourned at 6:10 p.m.

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

66.67%

Page: 1 **7**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 283,654	\$ 378,205	94,551	75.00
Detroit Lakes	0	170,003	226,670	56,667	75.00
Clay County	0	219,131	292,175	73,044	75.00
Moorhead	0	565,031	753,375	188,344	75.00
Clearwater County	0	76,433	101,910	25,477	75.00
Mahnomen County	0	32,265	43,020	10,755	75.00
Mahnomen	0	15,450	20,600	5,150	75.00
Norman County	0	73,913	98,550	24,637	75.00
Polk County	0	198,068	264,090	66,022	75.00
Crookston	0	166,976	222,635	55,659	75.00
Wilkin County	0	40,763	54,350	13,587	75.00
Breckenridge	0	67,530	90,040	22,510	75.00
Total Signatory Funding	0	1,909,217	2,545,620	636,403	75.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	259,574	519,148	259,574	50.00
Reg Library Telecom Aid (RLTA)	0	46,810	101,000	54,190	46.35
Total Grants	0	306,384	620,148	313,764	49.40
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	1,037	7,257	12,000	4,743	60.48
Printing Revenue	1,923	11,925	18,000	6,075	66.25
Fax Revenue	784	4,695	7,000	2,305	67.07
Microfilm Revenue	15	107	150	43	71.33
Photocopy Revenue	652	3,976	8,000	4,024	49.70
Book/Furniture Sale Revenue	80	641	0	(641)	0.00
Interest/Dividend Income	22,416	58,014	53,000	(5,014)	109.46
Investment Value Change	9,588	37,656	0	(37,656)	0.00
Lost/Damaged Property	1,100	4,589	6,500	1,911	70.60
Other Income	0	417	0	(417)	0.00
Total Miscellaneous Revenue	37,595	129,277	104,650	(24,627)	123.53
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	35,063	46,750	11,687	75.00
MNLink Server Site Payments	258	2,062	3,100	1,038	66.52
Total Joint Automation Revenue	258	37,125	49,850	12,725	74.47
Fund Balance/Shortfall	0	0	75,082	75,082	0.00
Total General Fund Revenue	37,853	2,382,003	3,395,350	1,013,347	70.15
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	149,287	1,160,104	1,779,350	619,246	65.20
Payroll Taxes	11,379	88,403	137,500	49,097	64.29
Retirement - PERA	11,052	83,539	132,800	49,261	62.91
Health Insurance	24,418	214,511	327,900	113,389	65.42
Life Insurance	171	1,340	2,100	760	63.81
Workers Compensation Insurance	287	2,115	3,650	1,535	57.95
Other Employee Benefits	121	983	1,650	667	59.58
Total Personnel	196,715	1,550,995	2,384,950	833,955	65.03
<i>Automation/Cataloging</i>					
Automation	11,156	97,263	151,600	54,337	64.16
Support - App	291	2,330	3,500	1,170	66.57
Remote Printing	222	1,777	4,100	2,323	43.34
Catalog Item Records	1,002	7,799	11,000	3,201	70.90
Supplies - Computer	124	2,331	5,000	2,669	46.62
Supplies - Technical Services	140	3,554	7,000	3,446	50.77
Total Automation/Cataloging	12,935	115,054	182,200	67,146	63.15

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 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	0	1,554	3,400	1,846	45.71
Programming - Summer Learning	1,415	7,460	8,000	540	93.25
Programming - Adult	0	500	2,500	2,000	20.00
Total Library Programming	1,415	9,514	13,900	4,386	68.45
Staff Development					
Staff Training & Development	1,528	7,614	10,000	2,386	76.14
Total Staff Development	1,528	7,614	10,000	2,386	76.14
Mileage/Board Meeting Expense					
Mileage - Staff	2,442	15,224	23,000	7,776	66.19
Regional Board Meetings	0	3,020	6,000	2,980	50.33
Total Mileage/Board Meeting Expenses	2,442	18,244	29,000	10,756	62.91
Other Expenses					
Accounting/Bank Fees	374	11,986	16,350	4,364	73.31
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	0	2,000	2,000	0.00
Delivery Services	4,666	37,233	62,500	25,267	59.57
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,428	11,564	18,300	6,736	63.19
Lease - Regional Office Rent	1,734	13,875	20,850	6,975	66.55
Leases - Equipment	607	5,113	8,550	3,437	59.80
Maintenance Contracts	2,536	9,847	15,150	5,303	65.00
Memberships	145	719	1,000	281	71.90
Minnesota Director's Fund	0	0	2,300	2,300	0.00
Miscellaneous Expense	234	423	2,500	2,077	16.92
PIO: Printing/Advertising	2,251	9,906	16,000	6,094	61.91
Postage	548	1,703	4,000	2,297	42.58
Recruitment	26	1,014	8,000	6,986	12.68
Repairs - Equipment	127	1,787	2,500	713	71.48
Supplies - Copier/Fax/Microfilm	124	544	800	256	68.00
Supplies - Office	6	5,026	8,500	3,474	59.13
Supplies - Public Services	130	3,507	6,000	2,493	58.45
Telephone/Telecom	1,929	14,187	22,100	7,913	64.19
Total Other Operating Expenses	16,865	128,434	221,400	92,966	58.01
Regional Library Telecom Aid (RLTA)	0	46,810	101,000	54,190	46.35
Transportation					
Van Expenses	411	2,472	3,900	1,428	63.38
Total Transportation	411	2,472	3,900	1,428	63.38
Materials					
Audio Visual	9,019	52,010	73,000	20,990	71.25
Digital	6,410	81,464	101,500	20,036	80.26
Online Resources	601	4,780	7,500	2,720	63.73
Periodicals	860	17,225	23,000	5,775	74.89
Print	18,029	148,089	195,000	46,911	75.94
Total Materials	34,919	303,568	400,000	96,432	75.89
Capital Expenditures					
Furniture & Equipment	6,696	8,761	10,000	1,239	87.61
Software & Hardware Upgrades	0	8,166	30,000	21,834	27.22
Total Capital Expenditures	6,696	16,927	40,000	23,073	42.32
Capital Fund Accounts					
Automation System -Shared NWRL	250	2,000	3,000	1,000	66.67
Technology Upgrades	250	2,000	3,000	1,000	66.67
Van Replacement	250	2,000	3,000	1,000	66.67
Total Capital Fund Accounts	750	6,000	9,000	3,000	66.67
Total General Fund Expenditures	274,676	2,205,632	3,395,350	1,189,718	64.96
General Fund Revenue Over Expenditures	\$ (236,823)	\$ 176,371	\$ 0	(176,371)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Eight Months Ending August 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	\$ 1,889	\$ 14,417	\$ 0	(14,417)	0.00
Endowment Revenue	0	1,245	0	(1,245)	0.00
Telecom/E-rate Funds	0	1,327	0	(1,327)	0.00
Legacy Grant Revenue	5,533	63,083	0	(63,083)	0.00
Total Special Projects Revenue	7,422	80,072	0	(80,072)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	188	2,468	0	(2,468)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	4,325	5,042	0	(5,042)	0.00
Donations - Miscellaneous	207	8,539	0	(8,539)	0.00
Legacy Grant Expense	5,533	63,082	0	(63,082)	0.00
Telecom/E-rate Expenses	0	1,327	0	(1,327)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	10,253	80,458	0	(80,458)	0.00
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	3,095	5,894	0	(5,894)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	3,095	5,894	0	(5,894)	0.00
Total Special Projects Expenditures	13,348	86,352	0	(86,352)	0.00
Special Proj Rev Over (Under) Expend	\$ (5,926)	\$ (6,280)	\$ 0	6,280	0.00
GRAND TOTAL REVENUE	45,275	2,462,075	3,395,350	933,275	72.51
GRAND TOTAL EXPENDITURES	288,036	2,292,098	3,395,350	1,103,252	67.51
CHANGE IN FUND BALANCE	\$ (242,761)	\$ 169,977	\$ 0	(169,977)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
August 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)	\$ 23,593	16,789	6,804	29,052	(5,459)
Cash - Payroll (Bell Bank)	5,161	5,288	(127)	10,041	(4,880)
Cash - Savings (Bell Bank)	876,182	733,223	142,959	909,946	(33,764)
Petty Cash	460	460	0	460	0
Investment Account	1,355,585	1,325,215	30,370	1,268,963	86,622
Accounts Receivable	0	417,043	(417,043)	117	(117)
Prepaid Expenses	63,336	70,814	(7,478)	51,766	11,570
Deposit Account - OCLC	3,963	4,965	(1,002)	138	3,825
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	68,859	68,859	0	63,859	5,000
Amount Provided - LTD	25,505	25,505	0	25,505	0
Total Assets	\$ 2,459,527	2,705,044	(245,517)	2,396,730	62,797
LIABILITIES					
Accounts Payable	\$ 20,729	22,659	(1,930)	64,580	(43,851)
Credit Card Payable	2,491	3,565	(1,074)	0	2,491
Amazon Charge Account	6,676	4,528	2,148	652	6,024
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
Payroll Tax Payable - ND	865	421	444	0	865
Dental Insurance Payable	(42)	(42)	0	0	(42)
Vision Insurance Payable	(40)	0	(40)	0	(40)
AFLAC Payable	275	319	(44)	157	118
Flexible Spending - Medical	549	608	(59)	1,511	(962)
Sales Tax Payable	304	120	184	743	(439)
Deferred Revenue	436,480	439,615	(3,135)	518,826	(82,346)
Total Liabilities	600,199	603,705	(3,506)	718,381	(118,182)
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	32,000	31,750	250	30,000	2,000
Fund Bal - Technology Upgrade	42,000	41,750	250	40,000	2,000
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	2,000	1,750	250	0	2,000
Investment in Gen. Fixed Asset	36,884	36,884	0	36,884	0
Reserve for Endowments	68,859	68,859	0	63,859	5,000
Change in Fund Balance	169,977	412,738	(242,761)	37,274	132,703
Total Fund Balances	1,859,328	2,101,339	(242,011)	1,678,349	180,979
Total Liabilities & Fund Bal.	\$ 2,459,527	2,705,044	(245,517)	2,396,730	62,797



REGIONAL LIBRARY BASIC SYSTEM SUPPORT REPORT OF RESULTS AND EXPENDITURES

FY 2019 (July 1, 2018 - June 30, 2019)

This report is provided as required by Minnesota Rules, Chapter 3530.

Name and address of regional public library system: Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56560

Name, phone number and e-mail address of regional public library system administrator: Liz Lynch, 218-233-3757, lynchl@larl.org

Please estimate the number of people who received services provided with Regional Library Basic System Support (RLBSS): 148,510

By signing, we certify that the data and information contained in this report are true and correct to the best of our knowledge and belief:

Signature:

Name: Terry Kalil
Chair, Governing Board
Date: 09/19/2019

Signature:

Name: Liz Lynch
Regional Public Library System Administrator
Date: 09/19/2019

Please email one PDF copy of the signed original report to Hannah Buckland at hannah.buckland@state.mn.us by Tuesday, October 1, 2019.

Report of Accomplishments

Overall Results

At a Glance – Please provide a few quick statistics that summarize your FY2019 results: LARL tracks most statistics on a calendar year, in calendar year 2018 Lake Agassiz Regional Library circulated 698,914 items, held 1,922 programs that were attended by 30,621 people, 531,687 customer uses of the library, computers were used 91,651 times and 37,791 reference transactions occurred.

Individual Programs

Briefly highlight the programs/services/activities that took place during FY2019, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

Description of Program:

- Please describe what you did through this program: **The salaries and benefits for the Regional Library Director, Director of Finance & Human Resources, Collection Development Librarian, Business Office Associate, Marketing Coordinator and part of the Program Coordinator and Automation Coordinator were paid with funds from the Regional Library Basic System Support.**
- What was the goal of your program? **The goal of the program for FY 2019 was to create and deliver a cohesive training agenda directly related to the LARL Strategic Plan Focus areas of Customer Service, Comfort & Safety, and Connection to the Community. In order for the plan to succeed, all personnel mentioned above were involved in the planning and delivery of the training opportunities.**
- Who was served by this program? **All LARL employees, LARL Board of Directors, and LARL Customers.**
- How did this program contribute to your organization's mission and strategic plan goals? **The mission of Lake Agassiz Regional Library is to enrich lives and strengthen communities. The organization understands that the only way to successfully deliver this mission to the residents of the seven counties served is to provide the necessary tools and knowledge to all employees first. By providing training directly related to the three focus areas of the LARL Strategic Plan, we will move the region and our communities forward. In order for this training initiative to be a success, planning and execution was crucial. The Regional Library Director, Director of Finance and HR, Collection Development Librarian, Marketing Coordinator, Automation Coordinator, Business Office and Program Coordinator – in addition to other key employees - worked together to plan and carry out an inclusive training agenda, reaching as many LARL employees as possible. The results of these training session includes the following: A feeling of inclusion and connection within the organization, improved communication within the regional library system, employees feel more confident about their day-to-day activities, employees feel more confident when assisting community members, increased satisfaction amongst community members regarding services, and increased number of community members visiting branches and LINK Sites.**

Program Outcomes – Please provide one or more performance measures, including two data points for each and the dates of those data points.

Name of measure	FY2018 data	FY2019 data
Deliberate Internal Training Opportunities for all Employees	6	6
Number of Training Topics Covered	14	10
Number of Internal Training of Sessions Offered	9	6

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY2019 state aid application: [Click here to enter text.](#)

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2019	
Summary of Expenditures	
	Amount
Personnel Expenses	
Salaries and Wages	\$404,697
Benefits	\$114,451
Staff Development, Tuition and Other Reimbursements	
Total Personnel	\$519,148
Total FTE Supported	6.46
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total State Aid Expenditures	\$519,148



Regional Library Telecommunications Aid Program FY 2019 (July 1, 2018 – June 30, 2019) Final Report Signature Page

A complete final report for the FY 2019 RLTA program includes a signature page, spreadsheet, and documentation of actual costs. Acceptable documentation includes:

Category One Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Category Two Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Participation Costs:

- Invoices

The 2015 statutory changes to RLTA mean that each regional system is different; we will work with you to determine the best approach for your situation. Please contact [Hannah Buckland](#) (651-582-8972) if you have questions about documentation or any other part of the report.

We, the undersigned, certify that the data provided in the attached final report (spreadsheet and documentation) are true and correct to the best of our knowledge and belief.

Regional Public Library System Name: [Lake Agassiz Regional Library](#)

Signature:

Name: [Terry Kalil](#)

Chair, System Governing Board

Date: [09/19/19](#)

Signature:

Name: [Liz Lynch](#)

Regional Public Library System Administrator

Date: [09/19/2019](#)

Please email your report to hannah.buckland@state.mn.us by 5:00 PM on Friday, September 13, 2019.

A		B	C	D	E	F	G	H	I	J	K	L	M	N
Regional Public Library System: Lake Agassiz Regional Library														
1	2													
3	4	Hours Open to the Public	E Rate Year 2018 Discount %	Bandwidth Available 7/1/2018	Bandwidth Available 6/30/2019	Total Actual Costs- Category One	Total E-rate Reimbursement for Category One	RLTA for Category One	Participation Fees	Total Actual Costs- Category Two	Total E-rate Reimbursement for Category Two	RLTA for Category Two		
4 Sites Eligible for RLTA:														
5	Ada Public Library	32	70%	1000.00	1000.00	\$17,385.95	\$12,170.17	\$5,215.78	\$565.00	\$0.00	\$0.00	\$0.00		
6	Bagley Public Library	32	70%	200.00	200.00	\$17,081.86	\$11,957.16	\$5,124.50	\$565.00	\$0.00	\$0.00	\$0.00		
7	Barnesville Public Library	36	70%	100.00	100.00	\$30,391.70	\$21,274.19	\$9,117.51	\$565.00	\$0.00	\$0.00	\$0.00		
8	Breckenridge Public Library	44	70%	1000.00	1000.00	\$27,902.49	\$18,531.75	\$8,370.74	\$565.00	\$0.00	\$0.00	\$0.00		
9	Climax Public Library	20	70%	75.00	75.00	\$16,761.95	\$11,733.36	\$5,028.59	\$565.00	\$0.00	\$0.00	\$0.00		
10	Crookston Public Library	57	70%	250.00	250.00	\$53,529.64	\$37,470.75	\$16,058.89	\$565.00	\$0.00	\$0.00	\$0.00		
11	Detroit Lakes Public Library	55	70%	1000.00	1000.00	\$30,707.94	\$21,495.56	\$9,212.38	\$565.00	\$0.00	\$0.00	\$0.00		
12	Fertile Public Library	32	70%	200.00	200.00	\$17,375.44	\$12,162.81	\$5,212.63	\$565.00	\$0.00	\$0.00	\$0.00		
13	Fosston Public Library	41	70%	500.00	500.00	\$21,808.22	\$15,265.75	\$6,542.47	\$565.00	\$0.00	\$0.00	\$0.00		
14	Hawley Public Library	32	70%	1000.00	1000.00	\$17,804.58	\$12,463.21	\$5,341.37	\$565.00	\$0.00	\$0.00	\$0.00		
15	Moorhead Public Library	64	70%	1000.00	1000.00	\$27,902.49	\$19,531.75	\$8,370.74	\$565.00	\$0.00	\$0.00	\$0.00		
16	Mahnomen Public Library	32	70%	1000.00	1000.00	\$18,744.83	\$13,121.37	\$5,623.46	\$565.00	\$0.00	\$0.00	\$0.00		
17	McIntosh Public Library	21	70%	200.00	200.00	\$14,214.10	\$9,949.86	\$4,264.24	\$565.00	\$0.00	\$0.00	\$0.00		
18								\$0.00				\$0.00		
19								\$0.00				\$0.00		
20								\$0.00				\$0.00		
21								\$0.00				\$0.00		
22								\$0.00				\$0.00		
23								\$0.00				\$0.00		
24								\$0.00				\$0.00		
25	ELIGIBLE SITE TOTAL	498	n/a	n/a	n/a	\$311,610.99	\$218,127.59	\$93,483.30	\$7,345.00	\$0.00	\$0.00	\$0.00		



REGIONAL LIBRARY TELECOMMUNICATIONS AID

FY 2020 (July 1, 2019 – June 30, 2020)

APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jamie Sprynczynatyk

Regional Public Library System: Lake Agassiz Regional Library

Street Address: 118 5th St S

City: Moorhead State: MN Zip Code: 56560

Telephone: 218-233-3757

Fax: 218-233-7556

E-mail: spryj@gsuite.larl.org

Minnesota Tax ID#: 4317846

Locations Open Less than 20 Hours per Week

Please identify any locations open less than 20 hours per week and provide a reason for each: None

Assurances:

All regional public library system branches/member libraries meet the state-certified level of library support at level required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ an open network architecture that will ensure interconnectivity and interoperability with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the Regional Library Telecommunication Aid program. Acceptable documentation for category two services is required and may include, but is not limited to, e-rate application, request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

The regional public library system and its members/branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27, Section (a)* so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional public library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

Authorized Signatures

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 09/19/2019

Signature:

Name: Terry Kalil
Chair, System Governing Board

Date: 09/19/2019

Signature:

Name: Liz Lynch
Regional Public Library System Administrator

Required Attachments:

- ☐ FY 2020 Applicant Information, Assurances and Authorized Signatures
- ☐ FY 2020 Regional Library Telecommunications Aid Application Spreadsheet. Please use figures from your funding commitment decision letter(s) for e-rate year 2019, if available, to complete this document. Otherwise, please use your e-rate year 2018 FCDL(s) and your e-rate year 2019 form 471. When you receive your e-rate year 2019 FCDL, please update and re-submit your spreadsheet.

You can apply for additional category two services by resubmitting the FY2020 Regional Library Telecommunications Aid Application spreadsheet by the 25th of the month throughout FY2020.

- ☐ E-rate 471 form(s) and funding commitment decision letter(s) for e-rate year 2019. Each entity included in your application must have or be included in submitted FCDL(s).

If e-rate year 2019 FCDL is not available, please submit e-rate year 2019 form 471 and e-rate year 2018 FCDL as an initial estimate for the current RLTA application. Please notify State Library Services if you expect a significant change in costs from the previous year. When you receive your e-rate year 2019 FCDL, please submit it along with an updated spreadsheet.

- ☐ If you are applying for category two services from the current eligible services list, please include e-rate year 2019 form 471. If you are applying for eligible services list items from prior years, please include request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY2020 final report.

Please contact Hannah Buckland, State Library Services, at hannah.buckland@state.mn.us or 651-582-8792 with any questions. Please email the signed and completed application forms to hannah.buckland@state.mn.us by October 25, 2019. Completed forms can be sent as PDF documents or in original Word/Excel formats.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Regional Library Telecommunications Aid Program Application SFY 2020															
2	Regional Public Library System: Lake Agassiz Regional Library															
3																
4																
5																
6		Is the location open at least 20 hours per week?	Bandwidth Available 6/30/2019	Anticipated Bandwidth SFY 2020	E-Rate % Discount Rate Year 2019	Total Costs - Category One	Anticipated Total E-Rate Reimbursement for Category One	Anticipated Total E-Rate Reimbursement for Category Two	Total Costs - Category Two	Anticipated Total E-Rate Reimbursement for Category Two	Anticipated Total RLTA for Category Two	Participation Costs	RLTA Application Total			NOTES
7	Member Library Sites Included :															
8	Ada Public Library	Yes	1000	1000	70%	\$17,462.76	\$12,223.93	\$0.00	\$5,238.83	\$0.00	\$0.00	\$565.00	\$5,803.83			
9	Bagley Public Library	Yes	200	200	70%	\$17,157.12	\$12,009.98	\$0.00	\$5,147.14	\$0.00	\$0.00	\$565.00	\$5,712.14			
10	Barnesville Public Library	Yes	100	500	70%	\$30,525.96	\$21,368.17	\$0.00	\$9,157.79	\$0.00	\$0.00	\$565.00	\$9,722.79			
11	Breckendige Public Library	Yes	1000	1000	70%	\$28,026.76	\$19,618.03	\$0.00	\$8,407.73	\$0.00	\$0.00	\$565.00	\$8,972.73			
12	Clinmax Public Library	Yes	75	1000	70%	\$17,027.40	\$11,919.18	\$0.00	\$5,108.22	\$0.00	\$0.00	\$565.00	\$5,673.22			
13	Crookston Public Library	Yes	250	1000	70%	\$26,553.96	\$18,587.77	\$0.00	\$7,966.19	\$0.00	\$0.00	\$565.00	\$8,531.19			
14	Detroit Lakes Public Library	Yes	1000	1000	70%	\$30,843.60	\$21,590.52	\$0.00	\$9,253.08	\$0.00	\$0.00	\$565.00	\$9,818.08			
15	Fertile Public Library	Yes	200	200	70%	\$17,452.20	\$12,216.54	\$0.00	\$5,235.66	\$0.00	\$0.00	\$565.00	\$5,800.66			
16	Fosston Public Library	Yes	500	500	70%	\$21,904.56	\$15,333.19	\$0.00	\$6,571.37	\$0.00	\$0.00	\$565.00	\$7,136.37			
17	Hawley Public Library	Yes	1000	1000	70%	\$17,883.24	\$12,518.27	\$0.00	\$5,364.97	\$0.00	\$0.00	\$565.00	\$5,929.97			
18	Maunomen Public Library	Yes	1000	1000	70%	\$18,827.64	\$13,179.35	\$0.00	\$5,648.29	\$0.00	\$0.00	\$565.00	\$6,213.29			
19	McIntosh Public Library	Yes	1000	1000	70%	\$14,276.68	\$9,993.82	\$0.00	\$4,283.06	\$0.00	\$0.00	\$565.00	\$4,848.06			
20	Moorehead Public Library/LARL HQ	Yes	200	200	70%	\$28,026.76	\$19,618.03	\$0.00	\$8,407.73	\$0.00	\$0.00	\$565.00	\$8,972.73			
23	ELIGIBLE SITE TOTAL	n/a	n/a	n/a	n/a	\$285,966.84	\$200,176.79	\$0.00	\$85,790.05	\$0.00	\$0.00	\$7,345.00	\$93,135.05			
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																

You can apply for additional category two services by resubmitting this spreadsheet by the 28th of the month.



Monthly Report to the Board

Meeting Date: September 19, 2019

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Coordinating Team Meeting, June 19; Finance and Full Board Meeting, June 20; Moorhead City Council Presentation, June 24; Interviews, June 27, 28 & July 2; MN Library Legislative Committee Meeting, July 3; Meeting with Moorhead City Manager and Becker County Administrator, July 9; Kate Lynne Snyder, Director of Government Relations, MDE & Jennifer Nelson, Director of State Library Services, July 12; Do Gooder's Conference, July 16; Coordinating Team Meeting, July 17; Meeting with Director of the Rourke Art Gallery & Meeting with Mahnomen City Administrator, July 18; Clay County Budget Presentation, July 23; CRPLSA Meetings, July 24-26; NW-LINKS Meeting, July 29; MN Library Legislative Committee Meeting & Little Red Reading Bus Meeting, August 7; Meeting with West Central Initiative, August 8; Moorhead Library Security Meeting, August 9; Little Red Reading Bus Meeting, August 12; Legislative Forum, August 13; Meeting with Dave Anderson, Sanford Foundation, August 14; Meeting at Corwin, Meeting with Moorhead Superintendent, & Mahnomen Grant Meeting, August 15; Interviews, August 16; Coordinating Team Meeting, August 21; Moorhead Budget Presentation, August 26; Meeting at Bert's, August 27; CRPLSA Orientation, August 29; Weeding in Mahnomen, September 4th; Meeting with Director of State Library Services, September 5; Greater Moorhead Days Parade, September 6; Clearwater County Budget Presentation & Meeting with Twin Valley City Clerk, September 10; CRPLSA Meeting, September 12

New Employees and Promotions

Welcome to the following new LARL employees: Carolyn Kinney, Detroit Lakes Library Assistant; Tiffany Ross, Moorhead Library Assistant; Peder Hinderlie, Moorhead Library Assistant; Phillip Spooner, Computer Technician & Sheila Kohler, Barnesville Substitute.

Congratulations to the following employees on their promotions: Kai Thorstad who transitioned from a Library Assistant, to the Moorhead Youth Services Librarian; Gen Junkert, who was a part-time Library Assistant and is now a full-time Library Assistant; Lisa Trana, who moved from a Moorhead Library Assistant to the Detroit Lakes Public Services Supervisor; and Caese Haroldson who was the part-time Fosston Library Assistant is now the Fosston Branch Manager.

Open Positions

Mahnomen Substitute

Staff Development

Megan Krueger, Moorhead Library Director is currently serving on the Minnesota Library Association Awards Committee for 2019, which acknowledges individuals who have worked to improve library services throughout the state.

Nicole Murphy, LARL Interlibrary Loan Assistant attended the annual Public Library Node ILL Meeting in Minneapolis on August 15.

Christina Phipps, Moorhead Librarian attended the Booklist webinar on August 20th, and she and Nicole Boewood attended the Romantic Reads webinar on September 10th.

Greta Guck, Detroit Lakes Library Director; Megan Krueger, Moorhead Library Director; Chris Boike, Crookston Library Director; Jenna Kahly, LARL Program Coordinator, and Carol Van Brocklin, Barnesville Librarian will be attending the annual Minnesota Library Association Conference on September 19 & 20 with partial financial assistance from Northern Lights Library Network.

Megan, Chris and Greta will be presenting on *Long Distance Leadership: Regional Library Systems in Minnesota face the challenge of working together as a team over vast geographic distances. How can staff work together effectively to proceed with large projects, carry out challenging transitions, or ensure that all staff have the tools they need to offer the best service? Supervisors from Lake Agassiz Regional Library will share what they've learned, including effective strategies for supervising, managing and working with staff from across their region. Learn tips and tricks for effective communication and project management with an emphasis on the importance of internal customer service and staff training.*

Jenna will be presenting with cohorts from other regions on *Fighting Childhood Food Insecurity: As community hubs, libraries are ideal partners to address childhood hunger year-round. This session will provide a brief overview of out-of-school time meal programs. A panel of librarians who work with mealtime programs, both Metro and Greater Minnesota, will share their experiences. There will be time for Q & A.*

Library Legislative News

While the platform for 2020 has not been finalized, Regional Public Library Systems will be asking for technical changes to the statute governing how libraries use Regional Library Telecom Aid. We are working towards language that is less restrictive. This was introduced in 2019, and will be carried over to 2020.

As a bonding year, we will be asking for bonding for library construction grants. Most likely a minimum of \$2 million, which will be distributed to libraries through the Department of Education.

The Council of Regional Public Library System Administrators (CRPLSA) is discussing options for technical language changes to statutes defining public library service in Minnesota (MN Statute 134).

LARL News

LARL Summer Library Experience

Lake Agassiz Regional Library just wrapped up the LARL Summer Library Experience for 2019. Everyone involved deserves a big congratulations on a successful summer. Statistics and anecdotes from parents and children were collected and will be used for future planning and advocacy purposes.

OverDrive Digital Library Card Service

Lake Agassiz Regional Library recently turned on a service which gives residents of Lake Agassiz Regional Library, who do not already have a library card, the opportunity to visit larl.org and register for a Digital Library Card (DLC). The DLC will give them access to OverDrive eBooks and eAudiobooks without having to come to the library to get a library card first. (Strategic Plan: Customer Service)

Email Migration for Staff

All LARL employees have been migrated from a fee based email service to GSuite, which is free. All LARL employees will now have a GSuite email address, calendar, drive, etc., which will assist with communication and scheduling around the region. (Strategic Plan: Connection & Communication)

LARL Fall Legacy Series

Lake Agassiz Regional Library has kicked off the fall Legacy Series with *PolkaSol Accordion & Violin Performances*. Feedback regarding the program was overwhelmingly positive. Take a look at the Fall 2019 brochure for a full list of Legacy Programs in your area.

Staff Day

Staff Day will be held at the Hjerkomst and Moorhead Public Library on October 14, 2019. All LARL locations will be closed and all LARL employees will be encouraged to attend this day of staff development, sharing of ideas, and networking.

Donations

Thanks to donations from the Crookston Friends of the Library and the Moorhead Friends of the Library, Lake Agassiz Regional Library was able to purchase two new Microfilm Reader/Printer/Scanners for Moorhead and Crookston. The new models allow customers to search and view documents in an easier and more conducive manner. It also allows users to print, scan, and save documents to a USB or send to an email. The new machines will be advertised to the public during the upcoming Genealogy Legacy programs with Rick Crume.

Thank you to DelRae Williams for gifting a book bike to Lake Agassiz Regional Library, plus a monetary donation to tailor it to our needs. This book bike will be used for outreach efforts, including parades, farmer's markets, parks, community events, etc.

Thanks to the generosity of Terry Kalil, \$4,287.02 was donated to the LARL's collection budget for the purchase a materials in honor of her 62 ½ birthday! Thank you, Terry!

Greta Guck, Megan Krueger, Chris Boike & Liz Lynch in honor of Terry Kalil for the collection.	103.83
Hoban's Plumbing & Heating, Inc. in honor of Terry Kalil's birthday for the collection.	65.50
Jack & Delrae Chivers in honor of Terry Kalil's birthday for the collection.	50.00
Kenneth & Catherine Russell in honor of Terry Kalil's birthday for the collection.	50.00
Deb Price in honor of Terry Kalil's birthday for the collection.	100.00
Vikki Lorenz in honor of Terry Kalil's 65-1/2 birthday for the collection.	50.00

Bill & Nancy Henke in honor of Terry Kalil's 65-1/2 birthday for the collection.	100.00
Norma J Grotnes in honor of Terry Kalil's birthday for the collection.	25.00
Chris & Mary Daly in honor of Terry Kalil's birthday for the collection.	100.00
Steve & Tamie Jensen in honor of Terry Kalil's birthday for the collection.	75.00
Janaya Davis in honor of Terry Kalil's birthday for the collection.	50.00
Mary Haney in honor of Terry Kalil's birthday for the collection.	100.00
Marlys Douglas in honor of Terry Kalil's birthday for the collection.	25.00
Scott Immer in honor of Terry Kalil's birthday for the collection.	50.00
Monaya Lund in honor of Terry Kalil's birthday for the collection.	40.00
Mike & Amy Stearns in honor of Terry Kalil's birthday for the collection.	50.00
Friends of the Moorhead Library donation towards a new Microfilm Printer/Reader/Scanner.	1,000.00
Del Rae Williams donation of a book bike and funds for branding.	1,000.00
Anne Swanson in honor of Terry Kalil's birthday for the collection.	25.00
Hans & Mary Beth Gilsdorf in honor of Terry Kalil's birthday for the collection.	65.50
Helen Weiss donation in memory of Eileen Pederson for books.	40.00
Donita Kimball donation in memory of Janet Johnson for books, movies, and magazines.	25.00
Todd & Carolyn Baana donation to Detroit Lakes in memory of Jamie Lund.	52.07
City of Fertile donation for a Kindle Fire for a Summer Library Experience prize.	49.99
Friends of the Crookston Library donation towards a new Microfilm Printer/Reader/Scanner.	1,300.00
Janice Tweet donation for the collection	21.01
Timothy McLarnan donation to Moorhead.	50.00
Anonymous donation to Bagley.	20.00
Marilyn & Darol Melby donation to Bagley in memory of Cleone Nelson.	10.00
Susan & Dennis Hoffelt in honory of Terry Kalil's Birthday for the collection.	25.00
Marcia & Greg Potvin in honor of Terry Kalil's Birthday for the collection.	100.00
Christine Strohm & David Grewell in honor of Terry Kalil's Birthday for the collection.	100.00

Stuart Kitzmann in honor of Terry Kalil's Birthday for the collection.	100.00
La Barista in honor of Terry Kalil's birthday for the collection.	250.00
Ben & Bienvenida Grimsley in honor of Terry Kalil's Birthday for the collection.	100.00
Thomas & Cathy Fritz in honor of Terry Kalil's birthday for the collection.	100.00
Blair & Kelly Westrum in honor of Terry Kalil's birthday for the collection.	100.00
John & Connie Wood in honor of Terry Kalil's birthday for the collection.	50.00
David & Shirley Fihn in honor of Terry Kalil's birthday for the collection.	150.00
Thomas Kalil in honor of Terry Kalil's birthday for the collection.	200.00
Bruce & Ginny Imholte in honor of Terry Kalil's birthday for the collection.	50.00
Al & Marg Chirpich in honor of Terry Kalil's birthday for the collection.	50.00
Mark & Nancy Hansen in honor of Terry Kalil's birthday for the collection.	50.00
Linda & Don Schell in honor of Terry Kalil's birthday for the collection.	100.00
Sandra & Delyle Willprecht in honor of Terry Kalil's birthday for the collection.	100.00
Sally Oja in honor of Terry Kalil's birthday for the collection.	100.00
Richard & Gretchen Kittelson in honor of Terry Kalil's birthday for the collection.	25.00
Beth & Paul Pridday in honor of Terry Kalil's Birthday for the collection.	50.00
Kathleen Coyle in honor of Terry Kalil's birthday for the collection.	20.00
Paul & Colleen Marquart in honor of Terry Kalil's birthday for the collection.	20.00
Eloise Irvine in honor of Terry Kalil's Birthday for the collection.	25.00
David & Sally Hagman in honor of Terry Kalil's birthday for the collection.	25.00
Deanna Sinclair in honor of Terry Kalil's birthday for the collection.	50.00
Lynn & Beverly Hummel in honor of Terry Kalil's birthday for the collection.	25.00
David Donatelle in honor of Terry Kalil's birthday for the collection.	25.00
Madalyn Sukke in honor of Terry Kalil's birthday for the collection.	20.00
David Kalil in honor of Terry Kalil's birthday for the collection.	40.00

Dana Donahue in honor of Gert Kalil who shared her library with me.	30.00
Susan & Dan Kadrmas in honor of Terry Kalil's birthday for the collection.	25.00
Rebecca Hastad Arestad in honor of Terry kalil's birthday for the collection.	100.00
Becky Vandeburg in honor of Terry Kalil's Birthday for the collection.	100.00
Creative Wisdom in honor of Terry Kalil's birthday for the collection.	100.00
Jamie Marks Erickson in honor of Terry Kalil's Birthday for the collection.	65.50
Carla Hansen in honor of Terry Kalil's birthday for the collection.	25.00
David Metzger in honor of Terry Kalil's Birthday for the collection.	200.00
Anna Scallon & Billy Kalil in honor of Terry Kalil's birthday for the collection.	100.00
Anonymous - I LOVE MY Library donation for audiobook.	20.00
Moorhead Vikingland Kiwanis donation for children's books.	100.00
Gloria Lee donation to Moorhead for a new gardening hose and plants.	86.97
Lynne Hoffelt donation to the collection.	26.19
June through August 2019 Total	7,721.56

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2019 to Jun 30, 2019

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6240-000	Maint Contr - Copiers	6/24/19	Metro Sales, Inc	1,947.55	
6240-000	Maint Contr - Copiers			1,947.55	
6300-000	Payroll/Time Tracking	6/11/19 6/26/19	Payroll Professionals, Inc.	133.30 134.85	
6300-000	Payroll/Time Tracking			268.15	
6350-000	Delivery Service - Courier	6/10/19 6/24/19	Alliance Courier	1,903.77 2,115.30	
6350-000	Delivery Service - Courier			4,019.07	
6380-000	Recruitment	6/30/19	JobsHQ	551.09	
6380-000	Recruitment			551.09	
6400-000	Telephone	6/1/19	Rothsay Telephone	75.17	
6400-000	Telephone	6/1/19 6/1/19	Halstad Telephone Company	32.62 73.02	
6400-000	Telephone	6/1/19	CenturyLink	48.00	
6400-000	Telephone	6/22/19	Rochester Telecom Systems Inc.	100.66	
6400-000	Telephone			329.47	
6410-000	PIO - Marketing/Printing/Etc	6/5/19	Moorhead Community Education	160.00	
6410-000	PIO - Marketing/Printing/Etc	6/11/19	Newman Digital	132.35	
6410-000	PIO - Marketing/Printing/Etc	6/14/19	Cole Papers Inc.	100.38	
6410-000	PIO - Marketing/Printing/Etc	6/21/19	4imprint, Inc.	1,321.03	
6410-000	PIO - Marketing/Printing/Etc	6/25/19	Janette K Loudon	75.00	
6410-000	PIO - Marketing/Printing/Etc			1,788.76	
6450-000	Mileage - Trustee	6/20/19	Gary Willhite	81.20	
6450-000	Mileage - Trustee	6/20/19	Clayton Briggs	81.20	
6450-000	Mileage - Trustee	6/20/19	Mark Titera	104.40	
6450-000	Mileage - Trustee	6/20/19	Dennis Larson	52.20	
6450-000	Mileage - Trustee	6/20/19	David Geray	87.00	
6450-000	Mileage - Trustee	6/20/19	Ben Grimsley	52.20	
6450-000	Mileage - Trustee	6/20/19	Terry Kalil	83.52	
6450-000	Mileage - Trustee	6/20/19	Steve Jacobson	32.48	
6450-000	Mileage - Trustee	6/20/19	Linda Schell	58.00	
6450-000	Mileage - Trustee	6/20/19	LuAnn Durant	81.78	
6450-000	Mileage - Trustee			713.98	
6455-000	Mileage - Staff	6/1/19	Jill Rose	25.52	
6455-000	Mileage - Staff	6/1/19	Darla Moen	40.02	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	6/1/19	Patricia Perry	27.26	
6455-000	Mileage - Staff	6/5/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	6/5/19	Megan Krueger	46.40	
6455-000	Mileage - Staff	6/6/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	6/7/19	Candace Perry	24.94	
6455-000	Mileage - Staff	6/7/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	6/8/19	Jill Rose	25.52	
6455-000	Mileage - Staff	6/10/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	6/11/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	6/11/19	Laurel Wanke	29.58	
6455-000	Mileage - Staff	6/12/19	Christy Underlee	19.14	
6455-000	Mileage - Staff	6/17/19	Debra Wahl	42.34	
6455-000	Mileage - Staff	6/18/19	Jodi Harrington	6.96	
6455-000	Mileage - Staff	6/19/19	Joyce Christine Boike	80.04	
6455-000	Mileage - Staff	6/19/19	Julie Malmanger	12.76	
6455-000	Mileage - Staff	6/19/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	6/19/19	Greta Guck	51.62	
6455-000	Mileage - Staff	6/20/19	Daniel L. Wilsey	22.62	
		6/21/19		22.62	
6455-000	Mileage - Staff	6/22/19	Jill Rose	106.72	
6455-000	Mileage - Staff	6/22/19	Candace Perry	24.94	
6455-000	Mileage - Staff	6/25/19	Jodi Harrington	55.68	
6455-000	Mileage - Staff	6/26/19	Christy Underlee	19.14	
6455-000	Mileage - Staff	6/27/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	6/27/19	Greta Guck	51.62	
6455-000	Mileage - Staff	6/28/19	Daniel L. Wilsey	22.62	
6455-000	Mileage - Staff	6/29/19	Jill Rose	25.52	
6455-000	Mileage - Staff			945.98	
6470-000	Board Expenses	6/1/19	Card Services	48.98	
6470-000	Board Expenses	6/20/19	PJ Operations	44.19	
6470-000	Board Expenses			93.17	
6480-000	Staff Training	6/1/19	Card Services	22.95	
6480-000	Staff Training			22.95	
6482-000	Conf/Meeting - Miscellaneous	6/6/19	Melissa Larson	63.80	
6482-000	Conf/Meeting - Miscellaneous			63.80	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6492-000	Programming - Summer Learn	6/10/19	4imprint, Inc.	281.27	
		6/21/19		290.00	
6492-000	Programming - Summer Learn	6/24/19	Clay County Connection	395.00	
6492-000	Programming - Summer Learn	6/26/19	Ludosport Grand Forks	60.00	
6492-000	Programming - Summer Learn	6/27/19	Scholastic Library Publishing	1,552.05	
6492-000	Programming - Summer Learn			2,578.32	
6500-000	Van - Gasoline	6/6/19	Cenex Fleetcard	156.42	
6500-000	Van - Gasoline			156.42	
6505-000	Van - Repairs & Maintenance	6/3/19	Duggan's Auto Service Center	458.31	
6505-000	Van - Repairs & Maintenance			458.31	
6600-000	Materials - Print	6/3/19	Baker & Taylor	463.72	
		6/3/19		395.39	
		6/3/19		41.96	
		6/3/19		78.66	
		6/4/19		52.89	
		6/4/19		49.50	
		6/5/19		9.96	
		6/5/19		706.11	
		6/5/19		154.49	
		6/5/19		103.93	
		6/6/19		43.26	
		6/6/19		108.49	
		6/7/19		31.12	
		6/7/19		30.12	
		6/7/19		33.88	
		6/10/19		447.47	
		6/10/19		30.40	
		6/11/19		377.68	
		6/11/19		93.69	
		6/11/19		307.62	
		6/11/19		43.06	
		6/12/19		19.48	
		6/13/19		52.34	
		6/13/19		89.48	
		6/13/19		299.84	
		6/13/19		40.08	
		6/14/19		45.74	
		6/14/19		60.18	
		6/14/19		108.42	
		6/14/19		75.52	
		6/14/19		32.08	
		6/14/19		427.56	
		6/14/19		30.07	
		6/17/19		499.12	
		6/17/19		62.24	
		6/17/19		131.56	
		6/17/19		59.45	
		6/18/19		25.98	
		6/18/19		35.01	
		6/18/19		103.05	
		6/18/19		191.04	
		6/18/19		56.44	
		6/18/19		79.90	
		6/18/19		15.57	
		6/18/19		16.52	
		6/18/19		76.51	
		6/18/19		528.56	
		6/19/19		151.32	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/19/19		19.44	
		6/19/19		19.48	
		6/19/19		452.82	
		6/19/19		171.59	
		6/20/19		155.43	
		6/21/19		39.26	
		6/21/19		17.72	
		6/21/19		43.54	
		6/21/19		22.73	
		6/21/19		32.01	
		6/21/19		37.02	
		6/21/19		414.66	
		6/24/19		0.20	
		6/24/19		68.32	
		6/24/19		119.16	
		6/24/19		437.60	
		6/25/19		193.08	
		6/26/19		10.02	
		6/26/19		17.82	
		6/26/19		13.92	
		6/26/19		532.63	
		6/26/19		133.19	
		6/26/19		63.16	
		6/26/19		23.02	
		6/26/19		28.54	
		6/26/19		17.08	
		6/26/19		36.07	
		6/27/19		71.71	
		6/27/19		20.98	
		6/28/19		124.27	
6600-000	Materials - Print			10,252.93	
6601-000	Materials - A/V	6/1/19	Penguin Random House, LLC.	52.50	
		6/4/19		67.50	
6601-000	Materials - A/V	6/4/19	Baker & Taylor	13.37	
		6/6/19		232.50	
		6/7/19		45.32	
6601-000	Materials - A/V	6/10/19	Recorded Books, LLC.	63.98	
		6/11/19		209.96	
		6/12/19		207.38	
		6/12/19		54.98	
6601-000	Materials - A/V	6/12/19	Baker & Taylor	35.32	
		6/14/19		118.86	
		6/14/19		79.93	
6601-000	Materials - A/V	6/19/19	Recorded Books, LLC.	193.74	
6601-000	Materials - A/V	6/19/19	Baker & Taylor	73.88	
6601-000	Materials - A/V	6/20/19	Recorded Books, LLC.	80.98	
		6/21/19		91.80	
		6/24/19		144.04	
		6/24/19		73.00	
6601-000	Materials - A/V	6/27/19	Baker & Taylor	94.73	
6601-000	Materials - A/V			1,933.77	
6670-000	Materials - Digital - e-Books	6/1/19	Overdrive, Inc.	15.97	
		6/1/19		103.89	
		6/1/19		102.92	
		6/1/19		70.26	
		6/3/19		23.99	
		6/3/19		154.13	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/3/19		73.93	
		6/3/19		108.98	
		6/3/19		84.00	
		6/4/19		470.91	
		6/4/19		55.00	
		6/5/19		55.00	
		6/5/19		1,211.29	
		6/8/19		19.98	
		6/10/19		41.62	
		6/10/19		175.88	
		6/10/19		58.91	
		6/11/19		55.00	
		6/11/19		592.78	
		6/12/19		35.00	
		6/12/19		84.00	
		6/13/19		2.99	
		6/17/19		139.99	
		6/17/19		217.93	
		6/17/19		77.92	
		6/17/19		20.80	
		6/18/19		91.99	
		6/18/19		241.90	
		6/19/19		18.99	
		6/20/19		159.98	
		6/20/19		1,528.65	
		6/24/19		193.98	
		6/24/19		139.93	
		6/24/19		117.43	
		6/24/19		3.99	
		6/24/19		20.98	
		6/25/19		188.94	
		6/25/19		395.72	
		6/26/19		27.99	
		6/30/19		14.99	
6670-000	Materials - Digital - e-Books			7,198.53	
6675-000	Materials - Digital - e-Audio	6/1/19	Overdrive, Inc.	47.95	
		6/3/19		44.99	
		6/3/19		1,114.36	
		6/3/19		59.99	
		6/4/19		76.00	
		6/5/19		47.99	
		6/5/19		17.95	
		6/5/19		1,091.44	
		6/10/19		95.00	
		6/11/19		95.49	
		6/17/19		175.99	
		6/18/19		76.00	
		6/18/19		81.56	
		6/20/19		247.46	
		6/20/19		49.99	
		6/20/19		1,052.36	
		6/21/19		22.37	
		6/24/19		59.99	
6675-000	Materials - Digital - e-Audio			4,456.88	
6690-000	Materials - Periodicals	6/20/19	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	6/24/19	Grand Forks Herald	155.00	
		6/24/19		239.00	
6690-000	Materials - Periodicals			427.12	
6800-000	Miscellaneous Expense	6/12/19	Cash	189.60	
6800-000	Miscellaneous Expense			189.60	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)	6/1/19	Climb Theatre, Inc.	3,850.00	
7200-000	Legacy - Expense (1099)	6/28/19	KRJB-FM	400.00	
7200-000	Legacy - Expense (1099)			4,250.00	
8000-002	Donation - Misc Exp - LD	6/21/19	DEMCO	55.49	
8000-002	Donation - Misc Exp - LD			55.49	
8000-011	Donation - Misc Exp - LM	6/1/19	Moorhead Business Association	150.00	
8000-011	Donation - Misc Exp - LM			150.00	
8000-013	Donation - Misc Exp - LH	6/6/19	Melissa Larson	48.15	
8000-013	Donation - Misc Exp - LH			48.15	
8000-021	Donation - Misc Exp - LG	6/27/19	Headwaters Science Center	202.48	
8000-021	Donation - Misc Exp - LG			202.48	
8000-031	Donation - Misc Exp - LN	6/18/19	Lois Schaedler	18.98	
8000-031	Donation - Misc Exp - LN			18.98	
8000-055	Donation - Misc Exp - LI	6/1/19	Julie Malmanger	106.00	
8000-055	Donation - Misc Exp - LI	6/20/19	Headwaters Science Center	312.29	
8000-055	Donation - Misc Exp - LI			418.29	
8100-011	Donation - Material Print - LM	6/20/19 6/27/19	City of Moorhead	50.00 35.00	
8100-011	Donation - Material Print - LM			85.00	
8200-002	Donation - Furn & Equip - LD	6/20/19	DEMCO	708.31	
8200-002	Donation - Furn & Equip - LD			708.31	
8500-000	Furniture & Equipment	6/3/19	Reardon Office Equipment	359.00	
8500-000	Furniture & Equipment			359.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	6/14/19 6/14/19 6/28/19 6/28/19	Federal Income Tax deposit	1,166.95 4,989.72 1,063.70 4,548.24	
5100-000	Payroll Taxes - Employer			11,768.61	
5110-000	Retirement - PERA - Employer	6/14/19 6/28/19	Public Employees Retirement As	5,999.44 5,499.53	
5110-000	Retirement - PERA - Employer			11,498.97	
5120-000	Health Insurance	6/13/19 6/13/19	Further - VEBA/HSA	1,844.75 1,736.00	
5120-000	Health Insurance	6/14/19	LARL Payroll		224.75
5120-000	Health Insurance	6/17/19	United State Treasury	100.87	
5120-000	Health Insurance	6/22/19	Further - Fees	112.10	
5120-000	Health Insurance	6/27/19	LARL Payroll		224.75
5120-000	Health Insurance	6/28/19	Further - VEBA/HSA	224.75	
5120-000	Health Insurance	6/30/19	Lakes Country Service Cooperat	24,897.00	
5120-000	Health Insurance			28,915.47	449.50
5140-000	Life Insurance - Employer Paid	6/1/19	The Hardford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6020-000	Supplies - Public Services	6/20/19	Best Name Badges	8.35	
6020-000	Supplies - Public Services			8.35	
6200-000	Equip Rep/Mtc - Miscellaneous	6/4/19	Jamex	1,482.80	
6200-000	Equip Rep/Mtc - Miscellaneous	6/24/19	Scheels	79.98	
6200-000	Equip Rep/Mtc - Miscellaneous			1,562.78	
6365-000	Lease - Mailing Machine	6/19/19	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	6/3/19 6/3/19 6/3/19 6/3/19 6/3/19	Arvig	41.16 98.64 100.29 91.91 91.91	
6400-000	Telephone	6/13/19	Allstream	713.41	
6400-000	Telephone	6/15/19	Garden Valley Telephone Comp	39.77	
6400-000	Telephone	6/25/19	Arvig	181.84	
6400-000	Telephone	6/30/19 6/30/19 6/30/19 6/30/19	Garden Valley Telephone Comp	39.77 39.77 89.02 39.77	
6400-000	Telephone			1,567.26	
6405-000	Cell Phone	6/9/19	Ting	6.68	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone			6.68	
6410-000	PIO - Marketing/Printing/Etc	6/25/19	VistaPrint.com	545.97	
6410-000	PIO - Marketing/Printing/Etc	6/30/19	Facebook Ad Manager	5.00	
6410-000	PIO - Marketing/Printing/Etc			550.97	
6430-000	Postage	6/6/19	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6435-000	PO Box Rental	6/3/19	US Postal Service	120.00	
6435-000	PO Box Rental			120.00	
6482-000	Conf/Meeting - Miscellaneous	6/13/19	Eventbrite	150.00	
6482-000	Conf/Meeting - Miscellaneous			150.00	
6600-000	Materials - Print	6/1/19	Amazon (charges on account)	19.42	
		6/2/19		25.98	
		6/6/19		11.99	
		6/9/19		32.68	
		6/11/19		19.95	
		6/15/19		55.30	
		6/21/19		12.99	
		6/30/19		25.98	
6600-000	Materials - Print			204.29	
6601-000	Materials - A/V	6/2/19	Amazon (charges on account)	14.96	
		6/2/19		14.96	
		6/2/19		15.82	
		6/2/19		15.82	
		6/4/19		116.42	
		6/4/19		22.41	
		6/5/19		48.87	
		6/6/19		14.54	
		6/6/19		59.86	
		6/7/19		17.99	
		6/7/19		51.84	
		6/9/19		29.92	
		6/9/19		44.88	
		6/9/19		17.99	
		6/9/19		39.60	
		6/9/19		53.34	
		6/10/19		27.32	
		6/10/19		29.90	
		6/11/19		179.94	
		6/13/19		23.76	
		6/13/19		22.77	
		6/15/19		42.13	
		6/15/19		119.96	
		6/15/19		35.16	
		6/16/19		16.85	
		6/16/19		53.88	
		6/16/19		35.98	
		6/16/19		35.98	
		6/16/19		75.55	
		6/16/19		27.05	
		6/16/19		29.99	
		6/19/19		44.99	
		6/19/19		80.26	
		6/21/19		152.58	
		6/21/19		24.58	
		6/23/19		36.52	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/23/19		24.99	
		6/23/19		23.16	
		6/23/19		30.91	
		6/23/19		33.34	
		6/23/19		44.92	
		6/23/19		44.97	
		6/23/19		24.58	
		6/24/19		65.30	
		6/25/19		8.52	
		6/25/19		69.98	
		6/26/19		28.93	
		6/27/19		82.29	
		6/28/19		44.71	
		6/30/19		17.96	
		6/30/19		55.84	
		6/30/19		49.95	
		6/30/19		23.98	
		6/30/19		29.98	
6601-000	Materials - A/V			2,378.68	
8000-011	Donation - Misc Exp - LM	6/16/19	Amazon (charges on account)	16.98	
8000-011	Donation - Misc Exp - LM			16.98	
8000-021	Donation - Misc Exp - LG	6/16/19	Amazon (charges on account)	12.75	
8000-021	Donation - Misc Exp - LG			12.75	
8000-053	Donation - Misc Exp - LE	6/13/19	Amazon (charges on account)	102.04	
		6/13/19		11.57	
8000-053	Donation - Misc Exp - LE			113.61	
8000-054	Donation - Misc Exp - LF	6/16/19	Amazon (charges on account)	11.30	
8000-054	Donation - Misc Exp - LF			11.30	
8100-000	Donation - Material Print - RO	6/1/19	Amazon (charges on account)	29.29	
		6/8/19		11.59	
8100-000	Donation - Material Print - RO			40.88	
8100-002	Donation - Material Print - LD	6/1/19	Amazon (charges on account)	4.30	
		6/30/19		19.49	
8100-002	Donation - Material Print - LD			23.79	
8100-011	Donation - Material Print - LM	6/1/19	Amazon (charges on account)	10.99	
		6/1/19		95.43	
		6/2/19		24.64	
		6/2/19		18.99	
		6/2/19		17.70	
		6/4/19		10.24	
		6/8/19		33.33	
		6/9/19		98.66	
		6/23/19		25.07	
		6/23/19		105.58	
		6/30/19		25.50	
		6/30/19		17.10	
8100-011	Donation - Material Print - LM			483.23	
8600-000	Software & Hardware Upgrade	6/7/19	Amazon (charges on account)	249.00	
8600-000	Software & Hardware Upgrade			249.00	
9630-200	Cell Phone - Joint Automation	6/9/19	Ting	26.73	

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Monthly List of Bills paid by EFT
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
9630-200	Cell Phone - Joint Automation			26.73	
9640-200	Phone Notify - Joint Automa	6/29/19	Twilio	20.00	
9640-200	Phone Notify - Joint Automa			20.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	7/23/19	Rapid Refill	295.00	
6000-000	Supplies - Office	7/23/19	Office Depot	627.81	
		7/23/19		20.37	
		7/23/19		12.79	
6000-000	Supplies - Office	7/23/19	Quill Corporation	317.67	
6000-000	Supplies - Office	7/29/19	Rapid Refill	157.50	
6000-000	Supplies - Office			1,431.14	
6010-000	Supplies - Technical Services	7/17/19	DEMCO	105.20	
6010-000	Supplies - Technical Services			105.20	
6020-000	Supplies - Public Services	7/24/19	Information Systems Corp.	155.00	
6020-000	Supplies - Public Services			155.00	
6030-000	Supplies - Copier/Fax/Microfilm	7/3/19	Dakota Mailing & Shipping Equi	69.95	
6030-000	Supplies - Copier/Fax/Microfilm			69.95	
6040-000	Supplies - Computer	7/19/19	ByteSpeed, LLC	19.99	
6040-000	Supplies - Computer			19.99	
6300-000	Payroll/Time Tracking	7/11/19	Payroll Professionals, Inc.	128.65	
		7/26/19		130.20	
6300-000	Payroll/Time Tracking			258.85	
6350-000	Delivery Service - Courier	7/8/19	Alliance Courier	1,903.77	
		7/22/19		2,115.30	
6350-000	Delivery Service - Courier			4,019.07	
6362-000	Lease - Copiers	7/2/19	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6400-000	Telephone	7/1/19	Halstad Telephone Company	33.22	
		7/1/19		73.62	
6400-000	Telephone	7/1/19	Rothsay Telephone	75.83	
6400-000	Telephone	7/1/19	CenturyLink	48.00	
6400-000	Telephone	7/22/19	Rochester Telecom Systems Inc.	105.19	
6400-000	Telephone			335.86	
6410-000	PIO - Marketing/Printing/Etc	7/1/19	Crookston Daily Times	100.00	
6410-000	PIO - Marketing/Printing/Etc	7/17/19	Heritage Education Commission	200.00	
6410-000	PIO - Marketing/Printing/Etc	7/31/19	Shortprinter	30.33	
6410-000	PIO - Marketing/Printing/Etc			330.33	
6455-000	Mileage - Staff	7/1/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	7/1/19	Megan Krueger	30.16	
6455-000	Mileage - Staff	7/3/19	Jodi Harrington	19.14	
		7/5/19		27.84	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	7/5/19	Candace Perry	24.94	
6455-000	Mileage - Staff	7/8/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	7/9/19	Jodi Harrington	6.96	
6455-000	Mileage - Staff	7/9/19	Sheila Capistran	16.24	
6455-000	Mileage - Staff	7/9/19	Liz Lynch	51.62	
		7/9/19		274.92	
6455-000	Mileage - Staff	7/10/19	Greta Guck	106.14	
6455-000	Mileage - Staff	7/10/19	Megan Krueger	80.04	
6455-000	Mileage - Staff	7/10/19	Jodi Harrington	35.38	
6455-000	Mileage - Staff	7/11/19	Jill Rose	25.52	
		7/13/19		25.52	
6455-000	Mileage - Staff	7/16/19	Joyce Christine Boike	27.26	
6455-000	Mileage - Staff	7/16/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	7/17/19	Joyce Christine Boike	109.04	
6455-000	Mileage - Staff	7/17/19	Jill Rose	106.72	
6455-000	Mileage - Staff	7/17/19	Marilyn Stordahl	6.96	
6455-000	Mileage - Staff	7/17/19	Greta Guck	150.51	
6455-000	Mileage - Staff	7/17/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	7/17/19	Candace Perry	44.08	
6455-000	Mileage - Staff	7/18/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	7/19/19	Marilyn Stordahl	20.88	
6455-000	Mileage - Staff	7/19/19	Daniel L. Wilsey	22.62	
6455-000	Mileage - Staff	7/19/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	7/20/19	Jill Rose	25.52	
6455-000	Mileage - Staff	7/23/19	Jodi Harrington	35.38	
		7/25/19		19.14	
6455-000	Mileage - Staff	7/25/19	Jill Rose	25.52	
6455-000	Mileage - Staff	7/26/19	Megan Krueger	46.40	
6455-000	Mileage - Staff	7/26/19	Laurel Wanke	29.58	
6455-000	Mileage - Staff	7/27/19	Jill Rose	106.72	
6455-000	Mileage - Staff	7/29/19	Joyce Christine Boike	51.04	
		7/30/19		106.14	
6455-000	Mileage - Staff	7/30/19	Megan Krueger	51.62	
6455-000	Mileage - Staff	7/30/19	Christy Underlee	40.60	
6455-000	Mileage - Staff	7/30/19	Greta Guck	15.66	
6455-000	Mileage - Staff	7/31/19	Jessica Eaves		27.82

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

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	7/31/19	Carla Grani		23.22
6455-000	Mileage - Staff	7/31/19	Patricia Perry		18.36
6455-000	Mileage - Staff	7/31/19	April Wedin		19.26
6455-000	Mileage - Staff	7/31/19	Greta Guck	106.72	
6455-000	Mileage - Staff			2,017.53	88.66
6470-000	Board Expenses	7/1/19	Card Services	6.99	
6470-000	Board Expenses			6.99	
6484-000	Conf/Meeting - System Directo	7/24/19 7/29/19	Liz Lynch	291.74 305.68	
6484-000	Conf/Meeting - System Directo			597.42	
6495-000	Programming - Adult	7/1/19	League Of Women Voters	500.00	
6495-000	Programming - Adult			500.00	
6500-000	Van - Gasoline	7/6/19	Cenex Fleetcard	32.32	
6500-000	Van - Gasoline	7/22/19	Jenna Kahly	51.49	
6500-000	Van - Gasoline			83.81	
6600-000	Materials - Print	7/2/19	Baker & Taylor	101.85	
		7/2/19		109.90	
		7/2/19		26.58	
		7/2/19		22.28	
		7/2/19		410.03	
		7/2/19		69.42	
		7/2/19		393.06	
		7/3/19		98.49	
		7/3/19		65.54	
		7/3/19		0.20	
		7/3/19		131.66	
		7/3/19		61.84	
		7/3/19		123.15	
		7/3/19		486.70	
		7/3/19		133.00	
		7/3/19		36.91	
		7/3/19		97.10	
		7/5/19		13.92	
		7/5/19		0.10	
		7/5/19		27.26	
		7/5/19		210.07	
		7/5/19		111.68	
		7/5/19		60.40	
		7/5/19		448.02	
		7/5/19		65.06	
		7/6/19		21.32	
		7/8/19		15.70	
		7/8/19		512.42	
		7/8/19		10.58	
		7/9/19		22.42	
		7/9/19		15.70	
		7/10/19		318.94	
		7/10/19		172.78	
		7/10/19		158.43	
		7/10/19		250.11	
		7/10/19		99.73	
		7/10/19		21.26	
		7/10/19		136.56	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/10/19		65.54	
		7/11/19		20.04	
		7/11/19			17.31
		7/12/19		25.46	
		7/15/19		11.06	
		7/15/19		310.90	
		7/15/19		36.57	
		7/16/19		33.08	
		7/16/19		76.60	
		7/16/19		80.50	
		7/16/19		383.14	
		7/17/19		37.10	
		7/17/19		21.32	
		7/17/19		134.78	
		7/17/19		44.56	
		7/17/19		16.88	
		7/17/19		39.78	
		7/18/19		27.84	
		7/18/19		12.44	
		7/18/19		339.15	
		7/18/19		17.72	
		7/18/19		429.83	
		7/18/19		45.32	
		7/19/19		42.98	
		7/19/19		135.59	
		7/19/19		29.48	
		7/19/19		407.01	
		7/19/19		53.26	
		7/22/19		79.34	
		7/22/19		20.98	
		7/22/19		14.60	
		7/22/19		338.80	
		7/22/19		108.09	
		7/23/19		64.70	
		7/23/19		19.06	
		7/24/19		22.42	
		7/24/19		60.64	
		7/25/19		0.10	
		7/25/19		123.50	
		7/25/19		61.64	
		7/26/19		499.19	
		7/26/19		44.17	
		7/26/19		432.03	
		7/26/19		26.14	
		7/26/19		33.20	
		7/26/19		43.48	
		7/29/19		26.91	
		7/29/19		35.46	
		7/29/19		40.28	
		7/29/19		407.38	
		7/29/19		19.68	
		7/29/19		64.02	
6600-000	Materials - Print			10,523.91	17.31
6601-000	Materials - A/V	7/1/19	Penguin Random House, LLC.	45.00	
6601-000	Materials - A/V	7/2/19	Recorded Books, LLC.	140.58	
		7/2/19		145.96	
		7/2/19		186.31	
		7/2/19		82.70	
		7/2/19		45.98	
6601-000	Materials - A/V	7/2/19	Baker & Taylor	17.66	
6601-000	Materials - A/V	7/3/19	Recorded Books, LLC.	138.00	
6601-000	Materials - A/V	7/5/19	Baker & Taylor	48.89	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	7/5/19	Recorded Books, LLC.	136.00	
6601-000	Materials - A/V	7/8/19	Baker & Taylor	82.41	
6601-000	Materials - A/V	7/9/19	Recorded Books, LLC.	45.98	
		7/11/19		73.00	
		7/11/19		100.98	
6601-000	Materials - A/V	7/11/19	Baker & Taylor	41.56	
		7/12/19		330.20	
6601-000	Materials - A/V	7/12/19	Recorded Books, LLC.	145.98	
6601-000	Materials - A/V	7/16/19	Baker & Taylor	41.96	
6601-000	Materials - A/V	7/17/19	Recorded Books, LLC.	55.00	
6601-000	Materials - A/V	7/17/19	Baker & Taylor	226.51	
6601-000	Materials - A/V	7/18/19	Recorded Books, LLC.	3.03	
		7/18/19		63.98	
		7/19/19		39.19	
		7/23/19		1,110.80	
		7/23/19		209.98	
6601-000	Materials - A/V	7/23/19	Baker & Taylor	123.43	
		7/24/19		16.76	
		7/25/19		54.42	
		7/26/19		95.28	
		7/29/19		90.52	
		7/29/19		37.50	
6601-000	Materials - A/V	7/31/19	Recorded Books, LLC.	218.94	
6601-000	Materials - A/V			4,194.49	
6670-000	Materials - Digital - e-Books	7/1/19	Overdrive, Inc.	13.95	
		7/1/19		163.93	
		7/1/19		49.91	
		7/2/19		333.90	
		7/2/19		15.99	
		7/3/19		4.63	
		7/3/19		15.00	
		7/3/19		115.00	
		7/8/19		7.84	
		7/8/19		1,209.72	
		7/8/19		119.49	
		7/8/19		78.99	
		7/8/19		306.82	
		7/9/19		345.93	
		7/12/19		166.99	
		7/15/19		15.99	
		7/15/19		139.91	
		7/15/19		21.98	
		7/15/19		91.96	
		7/15/19		73.93	
		7/16/19		232.97	
		7/16/19		59.99	
		7/22/19		216.85	
		7/22/19		323.97	
		7/22/19		63.15	
		7/22/19		1,791.36	
		7/23/19		65.00	
		7/23/19		226.83	
		7/30/19		93.98	
		7/30/19		131.93	
		7/30/19		71.44	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/30/19		87.41	
		7/31/19		66.96	
6670-000	Materials - Digital - e-Books			6,723.70	
6675-000	Materials - Digital - e-Audio	7/2/19	Overdrive, Inc.	76.00	
		7/3/19		59.99	
		7/8/19		1,158.25	
		7/8/19		195.00	
		7/9/19		69.99	
		7/10/19		5.00	
		7/12/19		95.00	
		7/16/19		76.00	
		7/22/19		195.98	
		7/22/19		1,159.11	
		7/23/19		130.00	
		7/23/19		255.00	
		7/31/19		79.99	
6675-000	Materials - Digital - e-Audio			3,555.31	
6690-000	Materials - Periodicals	7/3/19	EBSCO Information Services	2,436.38	
6690-000	Materials - Periodicals	7/31/19	Pelican Rapids Press	46.00	
		7/31/19		46.00	
6690-000	Materials - Periodicals			2,528.38	
7110-000	Regional Lib Telecom Aid - Ex	7/1/19	NW-Links	23,335.78	
7110-000	Regional Lib Telecom Aid - Ex			23,335.78	
7200-000	Legacy - Expense (1099)	7/1/19	Barnesville Record-Review	100.00	
7200-000	Legacy - Expense (1099)	7/1/19	Wahpeton Daily News	141.52	
7200-000	Legacy - Expense (1099)	7/5/19	Shortprinter	171.87	
7200-000	Legacy - Expense (1099)	7/11/19	COMPAS, Inc.	540.00	
7200-000	Legacy - Expense (1099)	7/11/19	The Red River Promoter	169.00	
7200-000	Legacy - Expense (1099)	7/17/19	Farmers Publishing Company	49.50	
7200-000	Legacy - Expense (1099)	7/18/19	Theatre L'Homme Dieu	1,317.50	
7200-000	Legacy - Expense (1099)	7/23/19	Norman County Index	100.00	
7200-000	Legacy - Expense (1099)	7/26/19	Everett Smithson	3,000.00	
7200-000	Legacy - Expense (1099)	7/26/19	Mahnomen Pioneer	80.85	
7200-000	Legacy - Expense (1099)	7/31/19	Barnesville Record-Review	60.00	
7200-000	Legacy - Expense (1099)			5,730.24	
7205-000	Legacy - Exp Reimbursement	7/26/19	Everett Smithson	1,121.27	
7205-000	Legacy - Exp Reimbursement			1,121.27	
7220-000	Legacy - Materials - A/V	7/11/19	Recorded Books, LLC.	40.49	
		7/18/19		60.88	
7220-000	Legacy - Materials - A/V			101.37	
7230-000	Legacy - Materials - Other	7/1/19	Overdrive, Inc.	138.33	
		7/1/19		39.99	
		7/3/19		190.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/3/19		140.31	
		7/3/19		142.99	
		7/3/19		99.99	
		7/3/19		246.93	
		7/8/19		360.00	
		7/8/19		46.84	
		7/10/19		90.00	
7230-000	Legacy - Materials - Other			1,495.38	
8107-000	Donation - Material Other - RO	7/1/19	Overdrive, Inc.	47.00	
8107-000	Donation - Material Other - RO			47.00	
8600-000	Software & Hardware Upgrade	7/30/19	ByteSpeed, LLC	1,690.00	
8600-000	Software & Hardware Upgrade			1,690.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	7/15/19 7/15/19 7/31/19 7/31/19	Federal Income Tax deposit	1,046.76 4,475.80 4,621.15 1,080.75	
5100-000	Payroll Taxes - Employer			11,224.46	
5110-000	Retirement - PERA - Employer	7/15/19 7/31/19	Public Employees Retirement As	5,410.13 5,565.79	
5110-000	Retirement - PERA - Employer			10,975.92	
5120-000	Health Insurance	7/15/19 7/15/19	Further - VEBA/HSA	1,682.75 1,736.00	
5120-000	Health Insurance	7/15/19	LARL Payroll		224.75
5120-000	Health Insurance	7/24/19	Further - Fees	112.10	
5120-000	Health Insurance	7/29/19	Further - VEBA/HSA	224.75	
5120-000	Health Insurance	7/30/19	Lakes Country Service Cooperat	24,897.00	
5120-000	Health Insurance	7/31/19	LARL Payroll		224.75
5120-000	Health Insurance			28,652.60	449.50
5140-000	Life Insurance - Employer Paid	7/1/19	The Hartford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6000-000	Supplies - Office	7/7/19 7/23/19 7/23/19	Amazon (charges on account)	9.30 32.45 8.18	
6000-000	Supplies - Office			49.93	
6010-000	Supplies - Technical Services	7/12/19	Amazon (charges on account)	15.57	
6010-000	Supplies - Technical Services			15.57	
6020-000	Supplies - Public Services	7/3/19	PsPrint	49.64	
6020-000	Supplies - Public Services	7/16/19	Really Good Stuff	29.94	
6020-000	Supplies - Public Services	7/17/19	Displays2Go.com	118.94	
6020-000	Supplies - Public Services			198.52	
6400-000	Telephone	7/3/19 7/3/19 7/3/19 7/3/19 7/3/19	Arvig	91.91 91.91 100.29 41.16 98.64	
6400-000	Telephone	7/14/19	Allstream	713.46	
6400-000	Telephone	7/15/19	Garden Valley Telephone Comp	39.77	
6400-000	Telephone	7/25/19	Arvig	183.06	
6400-000	Telephone	7/30/19 7/30/19 7/30/19 7/30/19	Garden Valley Telephone Comp	89.62 40.53 40.53 40.53	
6400-000	Telephone			1,571.41	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone	7/9/19	Ting	6.66	
6405-000	Cell Phone			6.66	
6410-000	PIO - Marketing/Printing/Etc	7/1/19	Uprinting.com	328.86	
		7/2/19		845.92	
6410-000	PIO - Marketing/Printing/Etc			1,174.78	
6600-000	Materials - Print	7/1/19	Amazon (charges on account)	16.80	
		7/3/19		31.98	
		7/3/19		13.42	
		7/5/19		18.69	
		7/7/19		1.47	
		7/9/19		18.70	
		7/9/19		2.00	
		7/22/19		15.95	
		7/30/19		15.65	
6600-000	Materials - Print			134.66	
6601-000	Materials - A/V	7/1/19	Amazon (charges on account)	32.88	
		7/1/19		12.96	
		7/2/19		129.62	
		7/2/19		75.82	
		7/3/19		150.90	
		7/6/19		34.76	
		7/7/19		24.75	
		7/7/19		41.13	
		7/7/19		89.80	
		7/7/19		24.73	
		7/7/19		71.58	
		7/8/19		31.64	
		7/8/19		180.00	
		7/14/19		67.13	
		7/14/19		29.92	
		7/14/19		32.95	
		7/14/19		65.90	
		7/14/19		14.96	
		7/14/19		23.91	
		7/16/19		12.55	
		7/17/19		242.75	
		7/20/19		35.92	
		7/21/19		35.92	
		7/21/19		29.88	
		7/21/19		29.92	
		7/21/19		25.92	
		7/21/19		29.92	
		7/22/19		258.11	
		7/23/19		15.99	
		7/23/19		15.48	
		7/23/19		16.99	
		7/25/19		7.29	
		7/28/19		35.92	
		7/28/19		13.27	
		7/28/19		26.59	
		7/28/19		44.97	
		7/28/19		35.98	
		7/28/19		29.98	
		7/29/19		35.03	
		7/30/19		17.95	
		7/30/19		32.92	
6601-000	Materials - A/V			2,164.59	
7200-000	Legacy - Expense (1099)	7/11/19	PsPrint	82.98	
		7/11/19		82.99	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/11/19		82.99	
		7/11/19		82.99	
		7/11/19		82.99	
		7/11/19		82.99	
		7/11/19		82.99	
		7/11/19		82.99	
		7/11/19		82.99	
7200-000	Legacy - Expense (1099)			746.90	
7210-000	Legacy - Materials - Print	7/5/19	Amazon (charges on account)	55.05	
		7/5/19		21.88	
		7/5/19		16.93	
		7/5/19		81.70	
		7/5/19		123.90	
		7/5/19		49.90	
		7/6/19		29.95	
		7/7/19		73.02	
		7/7/19		56.50	
		7/9/19		11.25	
		7/9/19		253.16	
		7/30/19		45.01	
7210-000	Legacy - Materials - Print			818.25	
8100-000	Donation - Material Print - RO	7/7/19	Amazon (charges on account)	11.89	
8100-000	Donation - Material Print - RO			11.89	
8100-011	Donation - Material Print - LM	7/7/19	Amazon (charges on account)	13.37	
		7/14/19		21.47	
		7/20/19		16.23	
		7/28/19		18.89	
8100-011	Donation - Material Print - LM			69.96	
8100-013	Donation - Material Print - LH	7/14/19	Amazon (charges on account)	16.50	
8100-013	Donation - Material Print - LH			16.50	
8100-021	Donation - Material Print - LG	7/28/19	Amazon (charges on account)	12.32	
8100-021	Donation - Material Print - LG			12.32	
8107-021	Donation - Material Other - LG	7/7/19	Amazon (charges on account)	1.61	
8107-021	Donation - Material Other - LG			1.61	
8600-000	Software & Hardware Upgrade	7/18/19	Amazon (charges on account)	630.68	
8600-000	Software & Hardware Upgrade			630.68	
9630-200	Cell Phone - Joint Automation	7/9/19	Ting	39.97	
9630-200	Cell Phone - Joint Automation			39.97	
9700-200	Miscellaneous Expense - JA	7/25/19	SmartyStreets.com	460.00	
9700-200	Miscellaneous Expense - JA			460.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	8/26/19	Office Depot	5.24	
6000-000	Supplies - Office			5.24	
6020-000	Supplies - Public Services	8/31/19	Overdrive, Inc.	15.30	
6020-000	Supplies - Public Services			15.30	
6200-000	Equip Rep/Mtc - Miscellaneous	8/6/19	Ace Hardware	2.39	
6200-000	Equip Rep/Mtc - Miscellaneous	8/16/19	Reardon Office Equipment	125.00	
6200-000	Equip Rep/Mtc - Miscellaneous			127.39	
6240-000	Maint Contr - Copiers	8/6/19	Metro Sales, Inc	1,455.78	
6240-000	Maint Contr - Copiers			1,455.78	
6300-000	Payroll/Time Tracking	8/13/19	Payroll Professionals, Inc.	131.75	
		8/27/19		142.60	
6300-000	Payroll/Time Tracking			274.35	
6350-000	Delivery Service - Courier	8/5/19	Alliance Courier	2,115.30	
		8/19/19		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6362-000	Lease - Copiers	8/2/19	US Bank Equipment Finance	606.86	
6362-000	Lease - Copiers			606.86	
6380-000	Recruitment	8/30/19	The 13 Towns	25.60	
6380-000	Recruitment			25.60	
6400-000	Telephone	8/1/19	Halstad Telephone Company	73.62	
		8/1/19		33.22	
6400-000	Telephone	8/1/19	Rothsay Telephone	75.83	
6400-000	Telephone	8/1/19	CenturyLink	48.00	
6400-000	Telephone	8/22/19	Rochester Telecom Systems Inc.	105.03	
6400-000	Telephone			335.70	
6410-000	PIO - Marketing/Printing/Etc	8/1/19	Frazee Forum, Inc.	84.00	
6410-000	PIO - Marketing/Printing/Etc	8/1/19	Heritage Publications	845.00	
6410-000	PIO - Marketing/Printing/Etc			929.00	
6430-000	Postage	8/28/19	FedEx	25.27	
6430-000	Postage			25.27	
6455-000	Mileage - Staff	8/1/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	8/1/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	8/6/19	Michelle Fjeld	39.44	
6455-000	Mileage - Staff	8/7/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/8/19	Jamie Sprynczynatyk	51.62	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	8/8/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/8/19	Karen Stormo	106.72	
6455-000	Mileage - Staff	8/9/19	Carol Van Brocklin	42.34	
6455-000	Mileage - Staff	8/9/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	8/9/19	Paula Ous	106.14	
6455-000	Mileage - Staff	8/9/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/9/19	Rebekah Rose	106.72	
6455-000	Mileage - Staff	8/9/19	Judy Moen	37.12	
6455-000	Mileage - Staff	8/9/19	Marlys Winkels	47.56	
6455-000	Mileage - Staff	8/9/19	Jane Berg	42.34	
6455-000	Mileage - Staff	8/10/19	Lois Schaedler	42.34	
6455-000	Mileage - Staff	8/10/19	Jill Rose	25.52	
6455-000	Mileage - Staff	8/10/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	8/13/19	Jill Rose	25.52	
6455-000	Mileage - Staff	8/13/19	April Wedin	51.04	
6455-000	Mileage - Staff	8/13/19	Laura Pierson	27.26	
6455-000	Mileage - Staff	8/13/19	Jodi Harrington	47.56	
6455-000	Mileage - Staff	8/13/19	Marilyn Stordahl	40.02	
6455-000	Mileage - Staff	8/13/19	Julie Malmanger	51.04	
6455-000	Mileage - Staff	8/13/19	Liz Lynch	197.20	
6455-000	Mileage - Staff	8/13/19	Michelle Fjeld	39.44	
6455-000	Mileage - Staff	8/13/19	Karen Edevold	71.34	
6455-000	Mileage - Staff	8/13/19	Judy Moen	37.12	
6455-000	Mileage - Staff	8/16/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	8/16/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/16/19	Jill Rose	25.52	
6455-000	Mileage - Staff	8/20/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/20/19	Sheila Capistran	167.04	
6455-000	Mileage - Staff	8/20/19	Candace Osborn	48.72	
6455-000	Mileage - Staff	8/20/19	Carla Grani	24.94	
6455-000	Mileage - Staff	8/20/19	Jamie Sprynczynatyk	70.76	
6455-000	Mileage - Staff	8/20/19	Marilyn Eaves	30.16	
6455-000	Mileage - Staff	8/20/19	Michelle Fjeld	37.70	
6455-000	Mileage - Staff	8/20/19	Megan Krueger	30.16	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	8/20/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	8/20/19	Judy Moen	60.90	
6455-000	Mileage - Staff	8/20/19	Patty Nunn	63.80	
6455-000	Mileage - Staff	8/20/19	Hanna Judith Kramer	46.40	
6455-000	Mileage - Staff	8/21/19	Joyce Christine Boike	89.32	
6455-000	Mileage - Staff	8/21/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/21/19	Greta Guck	51.62	
6455-000	Mileage - Staff	8/23/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	8/23/19	Jill Rose	25.52	
		8/24/19		25.52	
6455-000	Mileage - Staff	8/26/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	8/27/19	Megan Krueger	51.62	
6455-000	Mileage - Staff	8/30/19	Jodi Harrington	27.84	
6455-000	Mileage - Staff	8/30/19	Jill Rose	25.52	
6455-000	Mileage - Staff			2,441.80	
6480-000	Staff Training	8/20/19	Sharyl Ogard	63.80	
6480-000	Staff Training			63.80	
6482-000	Conf/Meeting - Miscellaneous	8/15/19	Nicole Murphy	400.04	
6482-000	Conf/Meeting - Miscellaneous			400.04	
6484-000	Conf/Meeting - System Directo	8/1/19	Arrowhead Library System	8.75	
6484-000	Conf/Meeting - System Directo			8.75	
6485-000	Conf/Meeting - MLA	8/1/19	Megan Krueger	225.00	
6485-000	Conf/Meeting - MLA	8/2/19	Greta Guck	225.00	
6485-000	Conf/Meeting - MLA	8/7/19	Joyce Christine Boike	225.00	
6485-000	Conf/Meeting - MLA	8/7/19	Jenna Kahly	350.00	
6485-000	Conf/Meeting - MLA	8/14/19	Carol Van Brocklin	30.00	
6485-000	Conf/Meeting - MLA			1,055.00	
6492-000	Programming - Summer Learn	8/1/19	Lynn Halbrook	350.00	
		8/1/19		350.00	
		8/1/19		350.00	
		8/1/19		350.00	
6492-000	Programming - Summer Learn			1,400.00	
6500-000	Van - Gasoline	8/6/19	Cenex Fleetcard	31.72	
6500-000	Van - Gasoline			31.72	
6505-000	Van - Repairs & Maintenance	8/12/19	Duggan's Auto Service Center	242.60	
6505-000	Van - Repairs & Maintenance			242.60	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	8/1/19	Baker & Taylor	229.30	
		8/1/19		372.19	
		8/1/19		54.68	
		8/1/19		32.40	
		8/1/19		128.28	
		8/1/19		43.36	
		8/1/19		45.70	
		8/1/19		58.92	
		8/1/19		66.00	
		8/1/19		110.60	
		8/1/19		37.00	
		8/1/19		8.86	
		8/1/19		102.51	
		8/3/19		420.26	
		8/3/19		383.41	
		8/5/19		47.26	
		8/6/19		41.19	
		8/6/19		632.22	
		8/6/19		448.43	
		8/6/19		72.50	
		8/6/19		77.14	
		8/7/19		14.60	
		8/7/19		20.04	
		8/7/19		16.88	
		8/7/19		143.70	
		8/7/19		227.07	
		8/7/19		187.24	
		8/8/19		18.72	
		8/8/19		44.01	
		8/8/19		536.21	
		8/8/19		122.64	
		8/8/19		48.20	
		8/8/19		88.72	
		8/8/19		43.74	
		8/8/19		51.36	
		8/8/19		14.48	
		8/9/19		39.02	
		8/9/19		462.52	
		8/12/19		303.54	
		8/12/19		61.32	
		8/12/19		39.86	
		8/13/19		249.51	
		8/13/19		20.98	
		8/13/19		85.83	
		8/13/19		22.17	
		8/14/19		12.43	
		8/14/19		10.58	
		8/14/19		73.89	
		8/14/19		366.28	
		8/14/19		203.11	
		8/15/19		113.50	
		8/15/19		182.90	
		8/16/19		78.36	
		8/17/19		420.25	
		8/19/19		160.13	
		8/19/19		76.80	
		8/19/19		209.92	
		8/19/19		10.02	
		8/19/19		31.44	
		8/19/19		22.42	
		8/19/19		256.98	
		8/19/19		444.95	
		8/20/19		204.01	
		8/20/19		80.64	
		8/20/19		86.39	
		8/20/19		9.96	
6600-000	Materials - Print	8/21/19	Coughlan Companies LLC	860.32	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	8/21/19	Baker & Taylor	388.57	
		8/22/19		54.78	
		8/22/19		23.58	
		8/22/19		228.82	
6600-000	Materials - Print	8/22/19	Abdo-Spotlight-Magic Wagon	1,650.75	
6600-000	Materials - Print	8/23/19	Baker & Taylor	89.12	
		8/23/19		54.48	
		8/24/19		52.74	
		8/26/19		31.41	
		8/26/19		394.92	
		8/26/19		195.48	
6600-000	Materials - Print	8/27/19	J. Appleseed Publishers Co-Op	576.55	
6600-000	Materials - Print	8/27/19	Cherry Lake/Sleeping Bear Pres	656.68	
6600-000	Materials - Print	8/27/19	Baker & Taylor	20.78	
		8/27/19		45.75	
		8/27/19		266.40	
		8/27/19		381.25	
		8/27/19		227.82	
		8/27/19		164.96	
		8/27/19		84.48	
		8/27/19		41.96	
		8/28/19		538.75	
		8/28/19		210.58	
		8/28/19		30.82	
		8/29/19		73.17	
		8/29/19		9.84	
		8/29/19		250.08	
		8/29/19		320.10	
		8/29/19		107.22	
		8/30/19		141.49	
		8/30/19		129.98	
6600-000	Materials - Print			17,633.16	
6601-000	Materials - A/V	8/1/19	Recorded Books, LLC.	80.98	
6601-000	Materials - A/V	8/1/19	Baker & Taylor	79.41	
		8/1/19		101.67	
6601-000	Materials - A/V	8/6/19	Recorded Books, LLC.	27.49	
6601-000	Materials - A/V	8/6/19	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	8/7/19	Baker & Taylor	22.66	
6601-000	Materials - A/V	8/8/19	Recorded Books, LLC.	209.98	
		8/8/19		72.98	
6601-000	Materials - A/V	8/8/19	Baker & Taylor	81.56	
		8/8/19		19.09	
6601-000	Materials - A/V	8/12/19	Recorded Books, LLC.	136.98	
		8/12/19		72.98	
		8/12/19		125.40	
		8/13/19		34.69	
		8/13/19		54.98	
		8/13/19		31.99	
6601-000	Materials - A/V	8/13/19	Baker & Taylor	31.04	
6601-000	Materials - A/V	8/15/19	Recorded Books, LLC.	28.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	8/15/19	Baker & Taylor	52.46	
		8/16/19		177.35	
		8/16/19		62.08	
		8/16/19		150.10	
		8/20/19		70.64	
		8/20/19		339.90	
		8/20/19		35.32	
6601-000	Materials - A/V	8/21/19	Recorded Books, LLC.	809.16	
		8/21/19		80.98	
		8/21/19		387.38	
		8/21/19		91.80	
		8/22/19		63.98	
		8/22/19		46.00	
		8/22/19		90.98	
6601-000	Materials - A/V	8/22/19	Baker & Taylor	33.72	
		8/23/19		26.74	
		8/23/19		196.60	
		8/23/19		184.68	
6601-000	Materials - A/V	8/23/19	Recorded Books, LLC.	64.00	
		8/26/19		27.98	
		8/29/19		72.98	
6601-000	Materials - A/V	8/29/19	Baker & Taylor	27.30	
		8/30/19		45.20	
		8/30/19		528.89	
6601-000	Materials - A/V			4,930.60	
6670-000	Materials - Digital - e-Books	8/3/19	Overdrive, Inc.	13.56	
		8/4/19		14.72	
		8/5/19		65.00	
		8/5/19		1,069.45	
		8/5/19		253.97	
		8/5/19		171.97	
		8/5/19		33.96	
		8/6/19		16.99	
		8/6/19		135.99	
		8/12/19		50.94	
		8/12/19		367.93	
		8/12/19		232.87	
		8/13/19		299.96	
		8/13/19		193.93	
		8/20/19		11.60	
		8/20/19		275.95	
		8/26/19		707.89	
		8/26/19		103.90	
		8/27/19		141.56	
		8/27/19		191.78	
6670-000	Materials - Digital - e-Books			4,353.92	
6675-000	Materials - Digital - e-Audio	8/5/19	Overdrive, Inc.	65.00	
		8/5/19		548.84	
		8/5/19		65.00	
		8/6/19		65.00	
		8/13/19		159.97	
		8/27/19		95.00	
		8/27/19		59.99	
		8/29/19		95.00	
6675-000	Materials - Digital - e-Audio			1,153.80	
6690-000	Materials - Periodicals	8/1/19	Thief River Falls Times	44.00	
6690-000	Materials - Periodicals	8/9/19	The Pioneer	175.45	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals	8/14/19	Detroit Lakes Newspapers	67.00	
6690-000	Materials - Periodicals	8/18/19	Star Tribune	333.84	
6690-000	Materials - Periodicals	8/22/19	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	8/22/19	Frazee Forum, Inc.	35.00	
6690-000	Materials - Periodicals	8/27/19	The Hawley Herald, Inc.	38.00	
6690-000	Materials - Periodicals	8/31/19	Gatehouse Media Louisiana	99.00	
6690-000	Materials - Periodicals	8/31/19	Twin Valley Times	35.00	
6690-000	Materials - Periodicals			860.41	
6800-000	Miscellaneous Expense	8/23/19	The Retrofit Companies, Inc.	233.50	
6800-000	Miscellaneous Expense			233.50	
7200-000	Legacy - Expense (1099)	8/1/19	The 13 Towns	153.60	
7200-000	Legacy - Expense (1099)	8/8/19	The Red River Promoter	169.00	
7200-000	Legacy - Expense (1099)	8/10/19	Ottertail Minn-Dakota Coaches	1,372.92	
7200-000	Legacy - Expense (1099)	8/16/19	Lakes Country Connection	66.00	
7200-000	Legacy - Expense (1099)	8/29/19	Mahnomen Pioneer	92.40	
		8/29/19		46.20	
7200-000	Legacy - Expense (1099)	8/31/19	The Hawley Herald, Inc.	25.00	
		8/31/19		25.00	
		8/31/19		25.00	
		8/31/19		25.00	
		8/31/19		25.00	
		8/31/19		25.00	
		8/31/19		25.00	
		8/31/19		25.00	
		8/31/19		25.00	
7200-000	Legacy - Expense (1099)			2,125.12	
7220-000	Legacy - Materials - A/V	8/21/19	Paula Arguello	50.00	
7220-000	Legacy - Materials - A/V			50.00	
8000-053	Donation - Misc Exp - LE	8/2/19	Laura Gullickson	40.00	
		8/2/19		27.05	
8000-053	Donation - Misc Exp - LE			67.05	
8107-000	Donation - Material Other - RO	8/13/19	Overdrive, Inc.	38.00	
		8/20/19		81.33	
		8/20/19		243.97	
		8/20/19		228.93	
		8/20/19		262.99	
		8/20/19		1,046.93	
		8/20/19		2,422.87	
8107-000	Donation - Material Other - RO			4,325.02	
8200-011	Donation - Furn & Equip - LM	8/20/19	Information Systems Corp.	1,000.00	
8200-011	Donation - Furn & Equip - LM			1,000.00	
8200-051	Donation - Furn & Equip - LC	8/20/19	Information Systems Corp.	795.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/20/19		1,300.00	
8200-051	Donation - Furn & Equip - LC			2,095.00	
8500-000	Furniture & Equipment	8/20/19	Information Systems Corp.	4,013.00	
		8/20/19		2,918.00	
8500-000	Furniture & Equipment	8/25/19	We Count People LLC	325.41	
8500-000	Furniture & Equipment			7,256.41	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	8/15/19 8/15/19 8/30/19 8/30/19	Federal Income Tax deposit	4,900.09 1,145.99 4,811.14 1,125.18	
5100-000	Payroll Taxes - Employer			11,982.40	
5110-000	Retirement - PERA - Employer	8/15/19 8/30/19	Public Employees Retirement As	5,918.10 5,725.38	
5110-000	Retirement - PERA - Employer			11,643.48	
5120-000	Health Insurance	8/13/19 8/13/19	Further - VEBA/HSA	1,682.75 1,736.00	
5120-000	Health Insurance	8/15/19	LARL Payroll		224.75
5120-000	Health Insurance	8/29/19	Further - VEBA/HSA	224.75	
5120-000	Health Insurance	8/30/19	Lakes Country Service Cooperat	22,347.00	
5120-000	Health Insurance	8/30/19	LARL Payroll		224.75
5120-000	Health Insurance			25,990.50	449.50
5140-000	Life Insurance - Employer Paid	8/1/19	The Hartford - Priority Accoun	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6020-000	Supplies - Public Services	8/26/19	Amazon (charges on account)	67.38	
6020-000	Supplies - Public Services	8/27/19	Best Name Badges	40.08	
6020-000	Supplies - Public Services			107.46	
6030-000	Supplies - Copier/Fax/Microfilm	8/1/19 8/6/19	Amazon (charges on account)	13.99 13.99	
6030-000	Supplies - Copier/Fax/Microfilm	8/23/19	Fortres Grand	95.98	
6030-000	Supplies - Copier/Fax/Microfilm			123.96	
6400-000	Telephone	8/3/19 8/3/19 8/3/19 8/3/19 8/3/19	Arvig	41.91 92.52 92.52 100.90 99.25	
6400-000	Telephone	8/13/19	Allstream	724.34	
6400-000	Telephone	8/15/19	Garden Valley Telephone Comp	40.53	
6400-000	Telephone	8/25/19	Arvig	183.06	
6400-000	Telephone	8/30/19 8/30/19 8/30/19 8/30/19	Garden Valley Telephone Comp	89.62 40.53 40.53 40.53	
6400-000	Telephone			1,586.24	
6405-000	Cell Phone	8/9/19	Ting	6.60	
6405-000	Cell Phone			6.60	
6410-000	PIO - Marketing/Printing/Etc	8/11/19 8/27/19	Uprinting.com	645.33 128.38	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	8/28/19	Rise Vision Digital Signage	297.00	
6410-000	PIO - Marketing/Printing/Etc	8/28/19	Cardmember Service	5.94	
6410-000	PIO - Marketing/Printing/Etc			1,076.65	
6430-000	Postage	8/5/19	Pitney Bowes Purchase Power	402.50	
6430-000	Postage			402.50	
6435-000	PO Box Rental	8/2/19	US Postal Service	120.00	
6435-000	PO Box Rental			120.00	
6465-000	Memberships - LARL Directors	8/23/19	North Dakota Society of CPA's	145.00	
6465-000	Memberships - LARL Directors			145.00	
6600-000	Materials - Print	8/2/19	Amazon (charges on account)	33.35	
		8/2/19		10.71	
		8/4/19		5.56	
		8/4/19		24.80	
		8/5/19		25.98	
		8/6/19		8.99	
		8/11/19		24.52	
		8/11/19		14.64	
		8/13/19		12.98	
		8/18/19		23.18	
		8/19/19		4.01	
		8/23/19		18.50	
		8/25/19		12.92	
		8/25/19		21.20	
		8/29/19		37.47	
		8/31/19		25.98	
		8/31/19		21.87	
		8/31/19		6.97	
6600-000	Materials - Print			333.63	
6601-000	Materials - A/V	8/1/19	Amazon (charges on account)	46.63	
		8/2/19		22.31	
		8/4/19		14.96	
		8/4/19		93.79	
		8/4/19		65.90	
		8/4/19		33.66	
		8/4/19		13.27	
		8/4/19		53.18	
		8/4/19		17.96	
		8/4/19		18.70	
		8/4/19		18.70	
		8/4/19		37.40	
		8/4/19		62.10	
		8/5/19		55.88	
		8/5/19		17.99	
		8/5/19		11.92	
		8/6/19		190.06	
		8/6/19		9.99	
		8/6/19		259.82	
		8/6/19		62.51	
		8/6/19		62.69	
		8/7/19		37.18	
		8/8/19		25.92	
		8/8/19		59.99	
		8/8/19		24.95	
		8/8/19		150.40	
		8/9/19		32.72	
		8/9/19		54.70	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/11/19		29.88	
		8/11/19		24.96	
		8/11/19		27.30	
		8/11/19		19.99	
		8/11/19		27.95	
		8/11/19		12.96	
		8/12/19		22.99	
		8/13/19		34.97	
		8/13/19		76.91	
		8/14/19		348.07	
		8/14/19		29.97	
		8/17/19		39.98	
		8/18/19		17.99	
		8/18/19		19.89	
		8/18/19		66.01	
		8/18/19		34.96	
		8/18/19		53.91	
		8/18/19		24.96	
		8/18/19		53.91	
		8/19/19		70.91	
6601-000	Materials - A/V	8/20/19	Target	107.32	
		8/20/19		42.93	
6601-000	Materials - A/V	8/22/19	Amazon (charges on account)	70.46	
		8/22/19		78.28	
		8/23/19		32.99	
		8/23/19		29.92	
		8/23/19		31.62	
		8/24/19		72.83	
		8/24/19		32.92	
		8/25/19		73.86	
		8/25/19		159.60	
		8/25/19		17.96	
		8/25/19		39.98	
		8/25/19		72.77	
		8/25/19		29.99	
		8/25/19		107.82	
		8/26/19		29.14	
		8/27/19		141.77	
		8/27/19		15.96	
		8/28/19		24.38	
		8/29/19		55.52	
		8/30/19		19.92	
		8/31/19		25.98	
		8/31/19		49.12	
		8/31/19		29.99	
		8/31/19		39.92	
		8/31/19		35.92	
		8/31/19		17.96	
		8/31/19		17.96	
6601-000	Materials - A/V			4,098.54	
7220-000	Legacy - Materials - A/V	8/13/19	Amazon (charges on account)	100.88	
		8/21/19		55.92	
		8/21/19		150.44	
		8/21/19		163.48	
		8/21/19		7.98	
		8/21/19		12.99	
		8/21/19		38.97	
		8/21/19		53.58	
		8/23/19		47.94	
		8/25/19		23.94	
		8/25/19		17.86	
		8/25/19		63.92	
		8/25/19		79.90	
		8/26/19		222.27	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/27/19		458.28	
		8/27/19		32.94	
		8/28/19		63.60	
		8/28/19		43.92	
7220-000	Legacy - Materials - A/V			1,638.81	
8000-011	Donation - Misc Exp - LM	8/9/19	Out of Print	29.95	
8000-011	Donation - Misc Exp - LM	8/9/19	Amazon (charges on account)	25.01	
		8/20/19		34.99	
8000-011	Donation - Misc Exp - LM			89.95	
8000-053	Donation - Misc Exp - LE	8/20/19	Amazon (charges on account)	49.99	
8000-053	Donation - Misc Exp - LE			49.99	
8100-000	Donation - Material Print - RO	8/4/19	Amazon (charges on account)	13.42	
		8/13/19		25.00	
8100-000	Donation - Material Print - RO			38.42	
8100-002	Donation - Material Print - LD	8/13/19	Amazon (charges on account)	40.00	
		8/25/19		7.02	
8100-002	Donation - Material Print - LD			47.02	
8100-011	Donation - Material Print - LM	8/4/19	Amazon (charges on account)	12.32	
		8/4/19		12.77	
		8/11/19		10.46	
		8/11/19		11.53	
		8/20/19		16.95	
		8/25/19		1.22	
		8/26/19		17.74	
8100-011	Donation - Material Print - LM			82.99	
8100-013	Donation - Material Print - LH	8/19/19	Amazon (charges on account)	10.00	
		8/25/19		8.50	
8100-013	Donation - Material Print - LH			18.50	
8100-021	Donation - Material Print - LG	8/2/19	Amazon (charges on account)	1.30	
8100-021	Donation - Material Print - LG			1.30	
9630-200	Cell Phone - Joint Automation	8/9/19	Ting	30.79	
9630-200	Cell Phone - Joint Automation			30.79	