

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

**Date: Thursday, November 21, 2019**

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

**Location: Moorhead Public Library**

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

**AGENDA**

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

- 5:35    **2. MINUTES OF THE September 19, 2019 FULL BOARD MEETING**  
          Enclosed (page 4)

***Recommended Motion: Move to approve the September 19, 2019 Full Board Meeting Minutes as presented.***

- 5:40    **3. FINANCIAL REPORT** - Sprynczynatyk  
          Enclosed (page 9)

- 5:55    **4. DIRECTOR'S REPORT** - Lynch
- a. Director's Report Enclosed (page 13)
  - b. Revised Code of Conduct Policy – Enclosed (page 16)  
***Recommended Motion: Move to approve the revised Code of Conduct Policy as reviewed and recommended by LARL Administration.***
  - c. Signatory Budgetary Shortfall Policy Discussion –Policy Enclosed (page 17)
  - d. Acknowledgement of Service: Thank you to David Geray, representing Mahnomen County, for his nine years of service on the LARL Board of Trustees. Dave has served on the finance, nominations, and personnel committees and has helped steer LARL in a better direction.

**AGENDA of the NOVEMBER 21, 2019 Full Board Meeting – Page 2**

- 6:10    **5. REPORT OF THE NOMINATIONS COMMITTEE – Schell**  
          Election of the Executive Board for 2020: President, Vice-President, Treasurer, and  
          Members-at-Large.

6:45    **6. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley, Terry Kalil  
          **Breckenridge** – Linda Holecek  
          **Clay County/Barnesville/Hawley** – Jim Haney  
          **Clearwater County/Bagley** – 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

- 6:55    **7. President's Report** – Kalil

- 7:05    **8. OTHER**

- 7:15    **9. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

         List of Bills – September, October 2019 (page 18 in the digital packet, available for  
          review at the meeting for printed packets)

**UPCOMING MEETINGS/EVENTS****Thanksgiving Eve**

All Branches, LINK Sites and the Regional Office will close by 5:00 p.m. on Wednesday, November 27, 2019.

**Thanksgiving**

All Branches, LINK Sites and the Regional Office will be closed on Thursday, November 28, 2019.

**Executive Board Meeting**

Thursday, December 19, 2019 at 5:30 p.m. at the Moorhead Public Library.

**January 16, 2020 Meetings:**

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

- Finance Committee Meeting at 5:00 to adopt the 2020 Final Budget
- Full Board Meeting at 5:30

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 19, 2019 at the Moorhead Public Library. President Kalil called the meeting to order at 5:45 pm.

**Board Members Present:** Anderson, Briggs, Carlson, Durant, Grimsley, Haney, Holecek, Jacobson, Kalil (*President*), Larson, Schell, Titera (arrived at 6:30pm), Willhite.

**Board Members Absent:** Brammer, Geray.

**Others Present:** Lynch, Sprynczynatyk

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

**MINUTES OF THE JUNE 20, 2019 FULL BOARD MEETING**

*(Briggs/Anderson) Move to approve the Minutes of the June 20, 2019 Full Board Meeting as presented. MCU.*

**FINANCIAL REPORT**

Sprynczynatyk discussed that through August we are 66.67% of the way through 2019 and 64.96% of the budget has been spent. All budget categories are tracking closely to budgeted expenses.

*(Haney/Schell) Move to authorize the Regional Library Director and Business Office to submit the Report of Results Accomplished for FY2019 Regional Library Support (RLBSS) Grant. MCU.*

*(Schell/Carlson) 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. MCU.*

*(Willhite/Briggs) Move to approve the application for FY2020 Regional Library Telecommunications Aid (RLTA). MCU.*

(over)

## REPORT OF THE FINANCE COMMITTEE

Grimsley reported the Finance Committee discussed the 2019-2021 audits. Sprynczynatyk solicited 3 proposals for audit, 2 firms responded: Eide Bailly, LARL's current auditor and Brady Martz & Associates. The Finance Committee recommended to the Full Board that LARL select Brady Martz & Associates for the 2019-2021 audits as their proposal was \$4,000 cheaper over the 3 years.

***(Grimsley/Schell) Move to approve a three year (2019-2021) agreement with Brady Martz & Associates to conduct the annual audit of LARL's financial statements – as reviewed and recommended by the Finance Committee. MCU.***

Kalil reported the Finance Committee discussed whether LARL should start an Endowment Fund. 2 firms were contacted regarding setting up accounts (FM Area Foundation and West Central Initiative), both have minimum amounts needed to set up an account and both have minimum annual fees charges to the accounts. With Lynch's full work schedule, along with the required annual fees and minimum account balances the Finance Committee suggests LARL set up an in-house endowment account that is managed in house until a balance in the \$25,000 range is achieved at which time the funds would likely be moved to management firm.

Sprynczynatyk reported that LARL will be seeing a 6.9% health insurance increase for 2020. The 2020 preliminary budget included a 10% increase. There won't be a change to LARL's budget as one eligible position that wasn't taking health insurance recently starting taking insurance. LARL will be going out for bid on health insurance in 2020, for the 2021 renewal.

Lynch discussed Signatories. Lynch recently gave a budget presentation to Clearwater County who indicated they might not meet LARL's funding request for 2020. A question came up as to why some Counties in LARL have Cities that are also Signatories to LARL but others don't have a City Signatory. LARL currently has a policy that says if a County Signatory doesn't fulfill LARL's budget request cuts will be made to LINK Sites before Libraries. Lynch asked the board if it is her responsibility to approach Cities in LARL about becoming Signatories or if it is a County issue that should be handled by the County. It was recommended that Lynch leave the issue up to the County. The policy regarding cuts to LINK Sites before Libraries will be reviewed at the November board meeting.

Kalil suggested all board members think about the policy regarding cuts to LINKs before Libraries so LARL can figure out how best to make potential cuts rather than being restricted to cutting LINK Sites first. Research should also be done to review what would need to be done to bring on a new Signatory. Both items will be on the November board agenda.

## DIRECTOR'S REPORT

A few retirements/resignations took place this summer. The openings resulted in several LARL employees being promoted into new positions. Lisa Trana who was a Library Assistant in Moorhead and recently earned her MLIS degree filled the open Public Services Librarian position in Detroit Lakes. Caese Haroldson who was a Library Associate in Fosston filled the open Fosston Branch Manager position.

(continued on next page)

**Minutes of the September 19, 2019 Full Board Meeting – Page 3**

**DIRECTOR'S REPORT - continued**

LARL has several presenters at the Minnesota Library Association convention. Chris Boike -Crookston Hub Supervisor, Greta Guck – Detroit Lakes Hub Supervisor, and Megan Krueger – Moorhead Hub Supervisor gave a presentation. Jenna Kahly, LARL Programing Coordinator also sat on two panels at the convention.

Libraries are gearing up for the 2020 Legislative session. As a bonding year, Libraries will be asking for the usual \$2,000,000 for construction. In addition, changes are being considered for Regional Library Telecom Aid to make it less restrictive and more relevant.

The Summer Library Experience ended in mid-August and was successfully executed and attended around the region.

LARL just started offering an Instant Digital Card service for accessing Overdrive. Rather than having to come into the Library to sign up for a card, customers can sign up for a digital card using their cell phone number and gain immediate access to eBooks and eAudiobooks.

The fall Legacy series has started. Programs have been very well attended.

Lynch discussed a potential new service/partnership opportunity. She recently met with the Sanford Foundation regarding possibly funding a Readmobile (mobile library) to use around Moorhead and the region. The sponsorship would be used to fund operating costs for the next several years (staffing, fuels, maintenance, etc). She looked at potential vans. Midwest Motors in Moorhead has a new 2018 Ford van. In partnership with Visto Trailers, they could outfit the van with shelves. The van could be purchased for about \$30,000 and the dealership also offered to host fundraisers to help LARL purchase the van.

LARL currently has designated funds of about \$30,000 for purchase of a new vehicle.

A motion was made by Briggs and seconded by Anderson to authorize the LARL Director to use the Designated Van funds to purchase the 2018 Ford Van from Midwest Motors. Discussion about the motion took place. Kalil questioned how the van would be staffed. Lynch stated there would need to be partnerships formed to secure funding to pay for the staffing and ongoing costs. Grimsley suggested LARL buy an option to purchase the van from Midwest Motors, with the understanding that fundraisers would be done to help pay for the balance of the cost. Carlson suggested the motion be revised to authorize the LARL Director to use a portion of the designated van funds to purchase an option to buy the 2018 Ford Van from Midwest Motors and to request the dealership to do the offered fundraising to help pay for the remaining balance of the cost.

***(Briggs/Anderson) move to authorize the LARL Director to use a portion of the designated van funds to purchase an option to buy the 2018 Ford Van from Midwest Motors and to request the dealership to do the offered fundraising to help pay for the remaining balance of the van cost. MCU.***

(over)

**DIRECTOR'S REPORT - continued**

The Regional Office has 12 employees, which is a bare bones staff, 18 years ago there were closer to 20 employees. The Regional Office is largely funded by state funding and has been cut back as funding has decreased. The Regional Office employees play a crucial role in the operation of the regional library system. Regional Office staff handle all reporting to the State of MN, Human Resources, Payroll, and Accounts Payable. One employee purchases all materials for the entire region, one person handles inter library loan, and one person deals with delivery every day between LARL locations. Two people handle the hundreds of computers around the region. One person manages the Automation System, which handles all of our customer data and our collection data, and Northwest Regional Library System's. There is one marketing person, and a part time program coordinator for youth services and Legacy. One person enters all data in the Automation System. All of these positions support all of the branches in LARL so the branches can concentrate on providing the best possible service to their community and their community members.

**NOMINATIONS COMMITTEE**

Schell reported that all people serving on the Executive Committee are eligible for reappointment in 2020. All of the Executive Committee members present are willing to continue to serve in 2020. No other board members expressed a desire to serve on the Executive Committee.

**BOARD MEMBER REPORTS**

**Becker County** (Grimsley, Kalil)

No Report.

**Breckenridge** (Holecek)

No Report.

**Clay County** (Haney)

The county is working on their budget and needs to finish it up by the end of the month.

**Clearwater County** (Titera)

Lynch spoke to the County Board and did a good job presenting. At this time LARL's increase is currently in the budget.

**Crookston** (Briggs)

No report.

**Detroit Lakes** (Schell)

Norman the Therapy Dog has come to the Library and will be coming again over the next few months.

**City of Mahnomen** (Durant)

No Report.

**Mahnomen County** (Geray - Absent)

No report.

(continued on next page)

**Minutes of the September 19, 2019 Full Board Meeting – Page 5**

**BOARD MEMBER REPORTS - continued**

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

The City is working on the budget. A Murder Mystery event is coming up on October 5<sup>th</sup>.

**Norman County/Ada** (Jacobson)

LARL's funding is in the Norman County budget.

**Polk County** (Willhite)

LARL Funding is currently in the Polk County budget.

**Wilkin County** (Larson - absent)

No report.

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

No report.

**Northern Lights Library Network** (Holecek, Kalil)

No report.

***(Durant/Jacobson) Move to adjourn.***

The meeting adjourned at 7:17 p.m.



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

83.3%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<b>Signatory Funding</b>					
Becker County	\$ 94,551	\$ 378,205	\$ 378,205	0	100.00
Detroit Lakes	56,668	226,670	226,670	0	100.00
Clay County	73,044	292,175	292,175	0	100.00
Moorhead	188,344	753,375	753,375	0	100.00
Clearwater County	25,478	101,910	101,910	0	100.00
Mahnomen County	10,755	43,020	43,020	0	100.00
Mahnomen	5,150	20,600	20,600	0	100.00
Norman County	24,638	98,550	98,550	0	100.00
Polk County	66,023	264,090	264,090	0	100.00
Crookston	55,659	222,635	222,635	0	100.00
Wilkin County	13,588	54,350	54,350	0	100.00
Breckenridge	22,510	90,040	90,040	0	100.00
<b>Total Signatory Funding</b>	<b>636,408</b>	<b>2,545,620</b>	<b>2,545,620</b>	<b>0</b>	<b>100.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	105,132	522,424	519,148	(3,276)	100.63
Reg Library Telecom Aid (RLTA)	0	75,316	101,000	25,684	74.57
<b>Total Grants</b>	<b>105,132</b>	<b>597,740</b>	<b>620,148</b>	<b>22,408</b>	<b>96.39</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	1,019	9,069	12,000	2,931	75.58
Printing Revenue	1,519	14,671	18,000	3,329	81.51
Fax Revenue	600	5,632	7,000	1,368	80.46
Microfilm Revenue	0	122	150	28	81.33
Photocopy Revenue	550	5,019	8,000	2,981	62.74
Book/Furniture Sale Revenue	375	1,065	0	(1,065)	0.00
Interest/Dividend Income	1,023	60,114	53,000	(7,114)	113.42
Investment Value Change	(3,626)	22,611	0	(22,611)	0.00
Lost/Damaged Property	570	5,614	6,500	886	86.37
Other Income	0	717	0	(717)	0.00
<b>Total Miscellaneous Revenue</b>	<b>2,030</b>	<b>124,634</b>	<b>104,650</b>	<b>(19,984)</b>	<b>119.10</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	11,688	46,750	46,750	0	100.00
MNLink Server Site Payments	258	2,577	3,100	523	83.13
<b>Total Joint Automation Revenue</b>	<b>11,946</b>	<b>49,327</b>	<b>49,850</b>	<b>523</b>	<b>98.95</b>
<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>75,082</b>	<b>75,082</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>755,516</b>	<b>3,317,321</b>	<b>3,395,350</b>	<b>78,029</b>	<b>97.70</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	150,768	1,461,936	1,779,350	317,414	82.16
Payroll Taxes	11,383	111,227	137,500	26,273	80.89
Retirement - PERA	11,042	105,260	132,800	27,540	79.26
Health Insurance	28,467	271,870	327,900	56,030	82.91
Life Insurance	175	1,669	2,100	431	79.48
Workers Compensation Insurance	287	2,689	3,650	961	73.67
Other Employee Benefits	292	1,114	1,650	536	67.52
<b>Total Personnel</b>	<b>202,414</b>	<b>1,955,765</b>	<b>2,384,950</b>	<b>429,185</b>	<b>82.00</b>
<b>Automation/Cataloging</b>					
Automation	11,326	119,715	151,600	31,885	78.97
Support - App	306	2,927	3,500	573	83.63
Remote Printing	222	2,221	4,100	1,879	54.17
Catalog Item Records	1,002	9,803	11,000	1,197	89.12
Supplies - Computer	299	2,877	5,000	2,123	57.54
Supplies - Technical Services	1,160	4,855	7,000	2,145	69.36
<b>Total Automation/Cataloging</b>	<b>14,315</b>	<b>142,398</b>	<b>182,200</b>	<b>39,802</b>	<b>78.15</b>

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	0	1,558	3,400	1,842	45.82
Programming - Summer Learning	0	7,460	8,000	540	93.25
Programming - Adult	849	1,431	2,500	1,069	57.24
<b>Total Library Programming</b>	<b>849</b>	<b>10,449</b>	<b>13,900</b>	<b>3,451</b>	<b>75.17</b>
<b>Staff Development</b>					
Staff Training & Development	1,597	10,000	10,000	0	100.00
<b>Total Staff Development</b>	<b>1,597</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>100.00</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	3,917	21,778	23,000	1,222	94.69
Regional Board Meetings	0	3,754	6,000	2,246	62.57
<b>Total Mileage/Board Meeting Expenses</b>	<b>3,917</b>	<b>25,532</b>	<b>29,000</b>	<b>3,468</b>	<b>88.04</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	377	12,720	16,350	3,630	77.80
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	1,166	2,000	834	58.30
Delivery Services	4,666	48,468	62,500	14,032	77.55
Director's Discretionary	1,913	1,913	2,500	587	76.52
Insurance - General/Property	1,428	14,468	18,300	3,832	79.06
Lease - Regional Office Rent	1,734	17,343	20,850	3,507	83.18
Leases - Equipment	0	5,242	8,550	3,308	61.31
Maintenance Contracts	(147)	11,426	15,150	3,724	75.42
Memberships	230	949	1,000	51	94.90
Minnesota Director's Fund	1,974	1,974	2,300	326	85.83
Miscellaneous Expense	246	669	2,500	1,831	26.76
PIO: Printing/Advertising	1,996	13,023	16,000	2,977	81.39
Postage	5	2,237	4,000	1,763	55.93
Recruitment	51	1,065	8,000	6,935	13.31
Repairs - Equipment	70	1,857	2,500	643	74.28
Supplies - Copier/Fax/Microfilm	0	544	800	256	68.00
Supplies - Office	2,640	7,655	8,500	845	90.06
Supplies - Public Services	714	4,379	6,000	1,621	72.98
Telephone/Telecom	1,865	17,993	22,100	4,107	81.42
<b>Total Other Operating Expenses</b>	<b>19,762</b>	<b>165,091</b>	<b>221,400</b>	<b>56,309</b>	<b>74.57</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0</b>	<b>75,316</b>	<b>101,000</b>	<b>25,684</b>	<b>74.57</b>
<b>Transportation</b>					
Van Expenses	445	3,107	3,900	793	79.67
<b>Total Transportation</b>	<b>445</b>	<b>3,107</b>	<b>3,900</b>	<b>793</b>	<b>79.67</b>
<b>Materials</b>					
Audio Visual	7,329	65,437	73,000	7,563	89.64
Digital	5,489	95,513	101,500	5,987	94.10
Online Resources	601	5,981	7,500	1,519	79.75
Periodicals	(461)	17,735	23,000	5,265	77.11
Print	14,249	176,188	195,000	18,812	90.35
<b>Total Materials</b>	<b>27,207</b>	<b>360,854</b>	<b>400,000</b>	<b>39,146</b>	<b>90.21</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0	10,000	10,000	0	100.00
Software & Hardware Upgrades	6,125	14,291	30,000	15,709	47.64
<b>Total Capital Expenditures</b>	<b>6,125</b>	<b>24,291</b>	<b>40,000</b>	<b>15,709</b>	<b>60.73</b>
<b>Capital Fund Accounts</b>					
Automation System - Shared NWRL	250	2,500	3,000	500	83.33
Technology Upgrades	250	2,500	3,000	500	83.33
Van Replacement	250	2,500	3,000	500	83.33
<b>Total Capital Fund Accounts</b>	<b>750</b>	<b>7,500</b>	<b>9,000</b>	<b>1,500</b>	<b>83.33</b>
<b>Total General Fund Expenditures</b>	<b>277,381</b>	<b>2,780,303</b>	<b>3,395,350</b>	<b>615,047</b>	<b>81.89</b>
General Fund Revenue Over Expenditures	\$ 478,135	\$ 537,018	\$ 0	(537,018)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 5,354	\$ 20,165	\$ 0	(20,165)	0.00
Endowment Revenue	0	1,245	0	(1,245)	0.00
Gain From Insurance Claim	5,597	5,597	0	(5,597)	0.00
Telecom/E-rate Funds	688	2,015	0	(2,015)	0.00
Legacy Grant Revenue	17,680	95,028	0	(95,028)	0.00
<b>Total Special Projects Revenue</b>	<b>29,319</b>	<b>124,050</b>	<b>0</b>	<b>(124,050)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	7	2,490	0	(2,490)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	3,936	8,977	0	(8,977)	0.00
Donations - Miscellaneous	373	9,638	0	(9,638)	0.00
Legacy Grant Expense	17,681	95,028	0	(95,028)	0.00
Telecom/E-rate Expenses	688	2,015	0	(2,015)	0.00
Projects from Designated Funds:					
Desig Funds - Printer/Fax/Copy	0	2,453	0	(2,453)	0.00
Desig Funds - Staff Developmnt	403	403	0	(403)	0.00
<b>Total Special Projects Miscellaneous</b>	<b>23,088</b>	<b>121,004</b>	<b>0</b>	<b>(121,004)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0	5,894	0	(5,894)	0.00
Insurance Claim - Furn & Equip	6,475	6,475	0	(6,475)	0.00
Projects from Designated Funds:					
Desig Funds - Furn & Equipment	0	1,081	0	(1,081)	0.00
<b>Total Special Projects Capital</b>	<b>6,475</b>	<b>13,450</b>	<b>0</b>	<b>(13,450)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>29,563</b>	<b>134,454</b>	<b>0</b>	<b>(134,454)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (244)	\$ (10,404)	\$ 0	10,404	0.00
GRAND TOTAL REVENUE	784,835	3,441,371	3,395,350	(46,021)	101.36
GRAND TOTAL EXPENDITURES	306,957	2,914,895	3,395,350	480,455	85.85
CHANGE IN FUND BALANCE	\$ 477,878	\$ 526,476	\$ 0	(526,476)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
October 31, 2019**

**12**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 21,793	17,841	3,952	29,052	(7,259)
Cash - Payroll (Bell Bank)	6,485	6,474	11	10,041	(3,556)
Cash - Savings (Bell Bank)	840,864	808,732	32,132	909,946	(69,082)
Petty Cash	460	460	0	460	0
Investment Account	1,340,778	1,344,292	(3,514)	1,268,963	71,815
Accounts Receivable	450,191	0	450,191	117	450,074
Prepaid Expenses	55,091	56,741	(1,650)	51,766	3,325
Deposit Account - OCLC	1,958	2,960	(1,002)	138	1,820
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	<u>\$ 2,848,867</u>	<u>2,368,747</u>	<u>480,120</u>	<u>2,396,730</u>	<u>452,137</u>
<b>LIABILITIES</b>					
Accounts Payable	\$ 20,326	63,721	(43,395)	64,580	(44,254)
Credit Card Payable	6,366	2,827	3,539	0	6,366
Amazon Charge Account	2,969	4,517	(1,548)	652	2,317
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	441	0	441	0	441
Dental Insurance Payable	(115)	(128)	13	0	(115)
Vision Insurance Payable	(48)	51	(99)	0	(48)
AFLAC Payable	259	259	0	157	102
Flexible Spending - Medical	1,095	775	320	1,511	(416)
Sales Tax Payable	160	426	(266)	743	(583)
Deferred Revenue	468,177	425,689	42,488	518,826	(50,649)
Total Liabilities	631,542	630,049	1,493	718,381	(86,839)
<b>FUND BALANCES</b>					
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	32,500	32,250	250	30,000	2,500
Fund Bal - Technology Upgrade	42,500	42,250	250	40,000	2,500
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 - Software Upgrade	2,500	2,250	250	0	2,500
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	526,474	48,597	477,877	37,274	489,200
Total Fund Balances	<u>2,217,325</u>	<u>1,738,698</u>	<u>478,627</u>	<u>1,678,349</u>	<u>538,976</u>
Total Liabilities & Fund Bal.	<u>\$ 2,848,867</u>	<u>2,368,747</u>	<u>480,120</u>	<u>2,396,730</u>	<u>452,137</u>



## **Monthly Report to the Board**

**Meeting Date: November 21, 2019**

**From: Liz Lynch, Regional Library Director**

### **Meeting and Events Attended by Director**

Storytime in Ada, Sept. 17; Coordinating Team Meeting, Sept. 18; LARL Full Board Meeting, Sept. 19; Meeting with Hannah Buckland, State Library Services, Sept. 24; Hotspots Lending Program Meeting and sound system rep., Sept. 25; Collection Management in Bagley, Sept. 27; Breckenridge Library Board Meeting and Friends Meeting, Oct. 1; MN Library Legislative Meeting, Oct. 2; NW Links Meeting, Oct. 8; Staff Day, Oct. 14; Coordinating Team, Oct. 16; CRPLSA in Willmar, Oct. 23-25; One Book, One Community events, Oct. 28; Collection Management in Detroit Lakes, Nov. 1, 4 & 5; MN Library Legislative Meeting, Nov. 6; Bremer Site Visit in Mahanomen, Nov. 13; New Supervisor Orientation, Nov. 15.

### **New Employees**

Welcome to Mavis Haugom, Fosston Librarian.

### **Open Positions**

Mahanomen Substitute

Moorhead Library Assistant – 20 hours

### **Staff Development**

Chris Boike, Crookston Library Director attended the Authentic Connections Facilitator Training in St. Paul on October 29, 2019.

### **Staff Day**

Approximately 75 LARL employees attended Staff Day at the Hjerkomst and the Moorhead Public Library on October 14, 2019. Staff Day training topics included working with the Census, a LARL initiative to make our communities aware of our services through outreach and partnerships, Automation/Evergreen training, OverDrive and Instant Digital Card access, and more. A survey was sent to the participants to gain feedback about the day, and the results were overwhelmingly positive.

The following employees were recognized for their years of service:

#### **5 Years**

- Rebecca Bentley, Ulen Substitute
- Linda Rutkowski, Breckenridge Library Assistant
- Judy Moen, Climax Library Assistant
- Jennifer Moan, Fosston Librarian
- Kathryn Stone, Mahanomen Substitute
- Leigh Cameron, Moorhead Librarian

**10 Years**

- Nicole Boewood, Moorhead Librarian
- Jamie Sprynczynatyk, Director of HR and Finance
- Madonna Liden, Mahnomen Substitute
- Sheila Capistran, Ada Substitute

**15 Years**

- Kay Carlsen, Fosston Substitute
- Josh Stompro, IT Director

**Library Legislative News**

Minnesota Library Association's 2020 Active Proposed Bills and Priorities:

**Bonding (Capital Investment) HF 2529 / SF 2725**

Bonding dollars for construction and remodeling of public library buildings through the State's authorized matching program to ensure safe, accessible and welcoming library spaces for Minnesotans.

**RLBSS (Regional Library Basic System Support) HF 1282/SF 1704**

Increased funding of regional library systems to advance literacy, workforce development, entrepreneurship and education to residents across the state.

Continued funding for Regional Library Telecommunication Aid (RLTA) and statute updates to provide secure, equitable broadband access in our communities.

**School Librarians Grant Pool HF 247/SF 2010**

Funding a grant pool to increase access to licensed library media specialists in districts facing a shortage of licensed media staff.

**Additional topics for support, include:**

- Broadband Access
- ELibrary MN (ELM)
- Multicounty Multitype Library System Support
- Net Neutrality

**LARL News****LARL Fall Legacy Series**

Thanks to appropriations from the MN Legislature and the Legacy Amendment, LARL was given the opportunity to provide another fantastic year of Arts and Cultural Heritage programming to the residents of rural Minnesota. For a list of the programs offered in 2019, visit <https://larl.org/legacy/>.

**Automation Upgrade**

LARL is currently going through an automation upgrade, region-wide. The automation system is the database of customer accounts and materials in the online catalog. This upgrade will only affect staff, but will require time and patience as we all learn the new interface. LARL will upgrade Northwest Regional Library's system in early 2020.

### **New Location for the Twin Valley LINK Site**

The Twin Valley LINK Site moved to a new location on November 8, 2019. The LINK Site had been located in the Valley Pines Assisted Living Center for the past 14 years. The new location is in Twin Valley City Hall, which is more accessible for both LARL and the community members. We are excited about this new location and are grateful to the City of Twin Valley for providing the new space.

The new hours of operation include the following: Tuesdays from 2-4:00; Wednesdays from Noon-2:00 & Thursdays from 1-4:00.

### **New Hours for the Frazee LINK Site**

The Frazee LINK Site is announcing a change to its open hours, which will take effect on December 2. The LINK Site will be open on Mondays from 10:30 a.m.-12:30 p.m. and Thursdays from 2-7 p.m. The LINK will be open the same amount of hours, but will be open longer hours on delivery day, which sees the most community traffic.

### **Donations**

Special thank you to the Becker County Friends of the Library for their donation of \$1,000.00 to LARL for the purchase of eBook and eAudiobook materials through OverDrive.

9/13/2019	Judith Treichel donation to Moorhead Public Library.	10.00
9/10/2019	Cecelia Baatz donation to the Crookston Public Library for programs.	25.00
9/23/2019	Bob & Becky Agnew donation to the Bagley Public Library in memory of Phyllis Peterson.	30.00
9/20/2019	Glenn and Carol Slocum donation to the Bagley Public Library in memory of Phyllis M Peterson for the purchase of books.	52.07
10/2/2019	Jay Johnson donation to LARL in memory of Sonya Bakkum.	40.00
9/27/2019	Christian Lien donation to the Hawley Public Library for new materials for the collection.	6.00
10/14/2019	Jessica Miller donation to the Crookston Public Library for new materials for the collection.	38.00
8/26/2019	Anonymous donation to LARL for materials.	21.01
10/5/2019	Jon & Jackie Pyle donation to the Bagley Public Library in memory of Phyllis Peterson.	150.00
10/3/2019	Lucy Malkasian donation to the Breckenridge Public Library.	200.00
9/26/2019	Andre Lebugle donation to the Moorhead Public Library.	200.00
10/11/2019	Zakery Beckner donation for new materials for the collection.	52.07
10/22/2019	Becker County Friends of the Library donation to the Detroit Lakes Public Library/LARL for the purchase of eBooks and eAudiobooks.	1,000.00
10/9/2019	Moorhead Vikingland Kiwanis donation to the Moorhead Public Library for children's books.	100.00
11/6/2019	Hildred Shelland Long Trust donation to the Ada Public Library.	452.24
Total		\$2,376.39



## CODE OF CONDUCT POLICY

The Lake Agassiz Regional Library encourages the public to use its facilities, materials and services to fulfill their educational, cultural and recreational needs. To best serve all library users and staff, certain standards and rules of library behavior have been established. Behavior becomes unacceptable when it interferes with appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to library property. The Library is defined as the library building, its surrounding parking lot and sidewalks. The following is not intended to be an exhaustive list:

### Rules of Conduct

- Any act or conduct in violation of federal, state, or local law, ordinance or regulations or library rules or policies is prohibited in any library facility.
- Behavior which may disturb others or interfere with their rights to use library facilities is prohibited, including, but not limited to: loud, repetitive, abusive, obscene or threatening language; loud conversations, running, shoving, fighting, physical or verbal harassment of staff or other customers; or offensive, pervasive odor that interferes with others' use of the library.
- Customers must maintain orderly and safe entry/exit of the library by not loitering in high traffic areas, doorways, aisles and stairways.
- In acknowledgement of the Clean Indoor Air Act (Minnesota Statutes 144.412-147), smoking and tobacco use of any form is forbidden inside library buildings, and includes surrounding parking lots, sidewalks and grounds.
- Audio/visual equipment, used with headphones, and cell phones may be used in library facilities provided the equipment's volume or the speaker's voice level does not disturb others.
- Prior permission from the library director or designee is required prior to recording any sound or images on television equipment, tape or film, or on electronic or digital devices, such as cell phones, while on library property.
- Drinking alcoholic beverages is prohibited or displaying intoxicated behavior on library property is prohibited.
- Proper attire, including shoes and shirts, is required at all times.
- Only animals needed to assist a customer with a disability are allowed in library facilities.
- Use of sporting equipment is not allowed in any library facility.
- Failure to abide by the Library Code of Conduct may result in loss of library privileges.

Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be suspended or banned from the Library properties and/or prosecuted to the fullest extent of the law. Staff may tell any patron who has engaged in any inappropriate behavior in violation of this Code of Conduct to immediately leave the Library. Any person who has been told to leave the Library and refuses to leave will be considered to be trespassing resulting in notification of law enforcement.



**Signatory Budgetary Shortfall Policy**

If a LARL Signatory chooses not to fulfill a LARL budgetary request, according to the LARL Joint Powers Agreement, failure to meet the Board approved Signatory amount results in the direct service cuts to that Signatory. For Signatories which are Counties, if both a LINK Site and a branch exist within the county, a reduction in service will be made to the LINK Site before the branch. Reductions will be made within 30 days of shortfall notification.

Adopted: Lake Agassiz Regional Library Board, February 6, 2014.

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6020-000	Supplies - Public Services	9/13/19 9/30/19	Overdrive, Inc.	35.10 100.00	
6020-000	Supplies - Public Services			135.10	
6040-000	Supplies - Computer	9/4/19 9/23/19	Monoprice, Inc.	55.43	3.80
6040-000	Supplies - Computer			55.43	3.80
6245-000	Maint Contr - Printers	9/30/19	Metro Sales, Inc	1,547.40	
6245-000	Maint Contr - Printers			1,547.40	
6300-000	Payroll/Time Tracking	9/11/19 9/26/19	Payroll Professionals, Inc.	137.95 134.85	
6300-000	Payroll/Time Tracking			272.80	
6350-000	Delivery Service - Courier	9/3/19 9/16/19 9/30/19	Alliance Courier	2,115.30 1,903.77 2,115.30	
6350-000	Delivery Service - Courier			6,134.37	
6370-000	Insurance - General Liability	9/1/19	CNA Surety	47.50	
6370-000	Insurance - General Liability			47.50	
6400-000	Telephone	9/1/19 9/1/19	Halstad Telephone Company	73.64 33.24	
6400-000	Telephone	9/1/19	Rothsay Telephone	75.85	
6400-000	Telephone	9/1/19	CenturyLink	48.00	
6400-000	Telephone	9/22/19	Rochester Telecom Systems Inc.	117.07	
6400-000	Telephone			347.80	
6410-000	PIO - Marketing/Printing/Etc	9/1/19	Shortprinter	186.00	
6410-000	PIO - Marketing/Printing/Etc	9/6/19	Moorhead Community Education	100.00	
6410-000	PIO - Marketing/Printing/Etc	9/30/19	Frazee Forum, Inc.	84.00	
6410-000	PIO - Marketing/Printing/Etc	9/30/19	The Forum	215.00	
6410-000	PIO - Marketing/Printing/Etc			585.00	
6450-000	Mileage - Trustee	9/19/19	Terry Kalil	83.52	
6450-000	Mileage - Trustee	9/19/19	Mark Titera	113.10	
6450-000	Mileage - Trustee	9/19/19	Linda Holecek	51.04	
6450-000	Mileage - Trustee	9/19/19	Gary Willhite	81.20	
6450-000	Mileage - Trustee	9/19/19	LuAnn Durant	81.78	
6450-000	Mileage - Trustee	9/19/19	Clayton Briggs	104.40	
6450-000	Mileage - Trustee	9/19/19	Linda Schell	58.00	
6450-000	Mileage - Trustee	9/19/19	Steve Jacobson	32.48	
6450-000	Mileage - Trustee	9/19/19	Ben Grimsley	52.20	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee			657.72	
6455-000	Mileage - Staff	9/1/19	Judy Moen	37.12	
6455-000	Mileage - Staff	9/1/19	Liz Lynch	203.00	
6455-000	Mileage - Staff	9/1/19	Jane Vigness	60.90	
6455-000	Mileage - Staff	9/3/19	Greta Guck	51.62	
6455-000	Mileage - Staff	9/4/19	Jill Rose	25.52	
6455-000	Mileage - Staff	9/4/19	Marilyn Eaves	33.64	
6455-000	Mileage - Staff	9/4/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/4/19	Greta Guck	42.34	
6455-000	Mileage - Staff	9/5/19	Marilyn Stordahl	20.88	
6455-000	Mileage - Staff	9/6/19	Laurel Wanke	29.58	
6455-000	Mileage - Staff	9/6/19	Joyce Christine Boike	89.32	
6455-000	Mileage - Staff	9/7/19	Candace Perry	24.94	
6455-000	Mileage - Staff	9/7/19	Jill Rose	25.52	
6455-000	Mileage - Staff	9/9/19	Sheila Kohler	23.20	
6455-000	Mileage - Staff	9/9/19	Jill Rose	25.52	
6455-000	Mileage - Staff	9/9/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	9/9/19	Alyssa Lennander	80.04	
6455-000	Mileage - Staff	9/9/19	Laura Gullickson	80.62	
6455-000	Mileage - Staff	9/9/19	Eliza Gores	51.62	
6455-000	Mileage - Staff	9/10/19	Rebekah Rose	25.52	
6455-000	Mileage - Staff	9/10/19	Sheila Kohler	23.20	
6455-000	Mileage - Staff	9/10/19	Joyce Christine Boike	27.26	
6455-000	Mileage - Staff	9/10/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/12/19	Greta Guck	15.66	
6455-000	Mileage - Staff	9/13/19	Joyce Christine Boike	89.32	
6455-000	Mileage - Staff	9/13/19	Greta Guck	51.62	
6455-000	Mileage - Staff	9/14/19	Candace Perry	24.94	
6455-000	Mileage - Staff	9/17/19	Sheila Kohler	23.20	
6455-000	Mileage - Staff	9/17/19	Paula Ous	19.72	
6455-000	Mileage - Staff	9/17/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/18/19	Jill Rose	25.52	
6455-000	Mileage - Staff	9/18/19	Linda Rutkowski	33.64	
6455-000	Mileage - Staff	9/18/19	Jodi Harrington	19.14	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	9/18/19	Christina Phipps	30.16	
6455-000	Mileage - Staff	9/19/19	Jill Rose	20.30	
6455-000	Mileage - Staff	9/19/19	Candace Perry	24.94	
6455-000	Mileage - Staff	9/20/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/20/19	Rebekah Rose	25.52	
6455-000	Mileage - Staff	9/20/19	Sheila Capistran	41.76	
6455-000	Mileage - Staff	9/21/19	Rebekah Rose	25.52	
6455-000	Mileage - Staff	9/23/19	Greta Guck	17.40	
6455-000	Mileage - Staff	9/23/19	Jill Rose	25.52	
6455-000	Mileage - Staff	9/24/19	Laura Gullickson	27.26	
6455-000	Mileage - Staff	9/24/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/24/19	Rebekah Rose	25.52	
6455-000	Mileage - Staff	9/24/19	Jane Vigness	19.72	
6455-000	Mileage - Staff	9/24/19	Julie Malmanger	51.04	
6455-000	Mileage - Staff	9/25/19	Sheila Capistran	19.14	
6455-000	Mileage - Staff	9/25/19	Megan Hoyes	15.66	
6455-000	Mileage - Staff	9/25/19	Karen Stormo	106.72	
6455-000	Mileage - Staff	9/25/19	Marilyn Stordahl	98.02	
6455-000	Mileage - Staff	9/25/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	9/25/19	Patty Nunn	12.18	
6455-000	Mileage - Staff	9/26/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	9/26/19	Daniel L. Wilsey	22.62	
6455-000	Mileage - Staff	9/26/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/27/19	Linda Rutkowski	33.64	
6455-000	Mileage - Staff	9/27/19	Megan Krueger	24.94	
6455-000	Mileage - Staff	9/27/19	Greta Guck	92.22	
6455-000	Mileage - Staff	9/27/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	9/27/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	9/27/19	Amy Nelson	38.28	
6455-000	Mileage - Staff	9/28/19	Jill Rose	25.52	
6455-000	Mileage - Staff	9/28/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	9/30/19	Joyce Christine Boike	89.32	
6455-000	Mileage - Staff	9/30/19	Jodi Harrington	33.06	
6455-000	Mileage - Staff	9/30/19	Christy Underlee	33.06	

**Lake Agassiz Regional Library**  
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**For the Period From Sep 1, 2019 to Sep 30, 2019**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	9/30/19	Hanna Judith Kramer	46.40	
6455-000	Mileage - Staff	9/30/19	Amy Nelson	34.80	
6455-000	Mileage - Staff			2,636.10	
6484-000	Conf/Meeting - System Directo	9/5/19	Liz Lynch	255.20	
6484-000	Conf/Meeting - System Directo			255.20	
6495-000	Programming - Adult	9/16/19	Office Depot	81.86	
6495-000	Programming - Adult			81.86	
6500-000	Van - Gasoline	9/6/19	Cenex Fleetcard	52.91	
6500-000	Van - Gasoline			52.91	
6600-000	Materials - Print	9/4/19	Apple Books	260.60	
6600-000	Materials - Print	9/4/19	Baker & Taylor	730.35	
		9/4/19		607.87	
		9/4/19		374.86	
		9/4/19		42.02	
		9/4/19		108.96	
		9/5/19		426.27	
		9/5/19		223.69	
		9/5/19			7.78
6600-000	Materials - Print	9/6/19	Abdo-Spotlight-Magic Wagon	37.90	
6600-000	Materials - Print	9/6/19	Baker & Taylor	90.66	
		9/6/19		556.41	
		9/6/19		65.07	
		9/6/19		14.60	
		9/6/19		30.26	
		9/6/19		80.17	
		9/6/19		42.06	
		9/7/19		60.40	
		9/9/19		137.22	
		9/9/19		11.21	
		9/9/19		60.64	
		9/9/19		36.45	
		9/9/19		11.88	
		9/10/19		48.16	
		9/11/19		57.79	
		9/13/19		54.30	
		9/13/19		50.68	
		9/13/19		61.72	
		9/14/19		37.66	
		9/14/19		42.51	
		9/14/19		448.49	
		9/14/19		201.28	
		9/14/19		264.02	
		9/16/19		402.80	
		9/16/19		261.16	
		9/16/19		689.94	
		9/16/19		137.99	
		9/17/19		10.49	
		9/19/19		71.50	
		9/19/19		236.41	
		9/19/19		72.46	
		9/19/19		331.94	
		9/19/19		263.54	
		9/20/19		87.08	
		9/20/19		34.40	
		9/20/19		313.64	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/20/19		58.38	
		9/20/19		75.40	
		9/20/19		526.74	
		9/21/19		31.72	
		9/23/19		62.36	
		9/23/19		472.00	
		9/23/19		36.03	
		9/23/19		30.96	
		9/23/19		431.66	
		9/23/19		42.06	
		9/24/19		8.54	
		9/24/19		26.42	
		9/24/19		66.98	
		9/25/19		311.88	
		9/25/19		24.62	
		9/25/19		139.68	
		9/25/19		96.16	
		9/25/19		125.70	
		9/25/19		321.02	
		9/25/19		362.98	
		9/26/19		94.26	
		9/27/19		677.70	
		9/27/19		333.26	
		9/27/19		673.60	
		9/30/19		61.03	
		9/30/19		63.19	
		9/30/19		62.24	
		9/30/19		350.31	
6600-000	Materials - Print			13,756.39	7.78
6601-000	Materials - A/V	9/3/19	Recorded Books, LLC.	99.50	
		9/3/19		45.49	
		9/3/19		72.98	
		9/3/19		248.10	
		9/5/19		46.00	
		9/5/19		145.96	
		9/5/19		73.00	
		9/5/19		72.98	
		9/5/19		72.98	
		9/5/19		261.70	
		9/5/19		73.00	
		9/5/19		30.19	
6601-000	Materials - A/V	9/7/19	Baker & Taylor	204.94	
		9/9/19		17.66	
		9/10/19		25.32	
		9/10/19		72.99	
6601-000	Materials - A/V	9/12/19	Recorded Books, LLC.	59.48	
		9/12/19		82.00	
		9/12/19		72.98	
6601-000	Materials - A/V	9/16/19	Baker & Taylor	84.74	
		9/17/19		145.28	
6601-000	Materials - A/V	9/17/19	Recorded Books, LLC.	72.98	
		9/17/19		58.58	
6601-000	Materials - A/V	9/17/19	Baker & Taylor	307.34	
		9/17/19		18.20	
6601-000	Materials - A/V	9/18/19	Recorded Books, LLC.	73.00	
		9/18/19		72.98	
		9/19/19		154.98	
6601-000	Materials - A/V	9/19/19	Baker & Taylor	16.95	
		9/20/19		46.56	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/20/19		41.02	
		9/23/19		29.68	
6601-000	Materials - A/V	9/24/19	Recorded Books, LLC.	979.60	
		9/24/19		31.95	
		9/25/19		73.00	
6601-000	Materials - A/V	9/25/19	Baker & Taylor	33.37	
		9/28/19		185.42	
6601-000	Materials - A/V			4,202.88	
6670-000	Materials - Digital - e-Books	9/1/19	Overdrive, Inc.	5.99	
		9/3/19		48.96	
		9/3/19		237.95	
		9/3/19		346.01	
		9/3/19		15.18	
		9/3/19		223.94	
		9/3/19		115.99	
		9/6/19		93.21	
		9/9/19		65.00	
		9/9/19		809.61	
		9/9/19		59.99	
		9/9/19		406.90	
		9/9/19		112.09	
		9/10/19		458.94	
		9/16/19		98.89	
		9/17/19		254.92	
		9/17/19		24.99	
		9/24/19		174.07	
		9/25/19		325.14	
		9/25/19		230.97	
		9/25/19		609.85	
		9/25/19		214.80	
		9/30/19		100.91	
		9/30/19		549.89	
6670-000	Materials - Digital - e-Books			5,584.19	
6675-000	Materials - Digital - e-Audio	9/3/19	Overdrive, Inc.	59.99	
		9/3/19		59.99	
		9/6/19		346.95	
		9/9/19		65.00	
		9/9/19		744.89	
		9/10/19		65.00	
		9/17/19		75.00	
		9/24/19		75.00	
		9/25/19		294.98	
		9/25/19		195.00	
		9/30/19		160.00	
6675-000	Materials - Digital - e-Audio			2,141.80	
6690-000	Materials - Periodicals	9/1/19	Clay County Union	38.00	
6690-000	Materials - Periodicals	9/2/19	Detroit Lakes Newspapers	62.00	
6690-000	Materials - Periodicals	9/12/19	Grand Forks Herald	275.08	
6690-000	Materials - Periodicals	9/15/19	Star Tribune	527.80	
6690-000	Materials - Periodicals	9/30/19	McIntosh Times	30.00	
6690-000	Materials - Periodicals	9/30/19	Barnesville Record-Review	38.00	
6690-000	Materials - Periodicals			970.88	
7110-000	Regional Lib Telecom Aid - Ex	9/24/19	NW-Links	28,505.94	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7110-000	Regional Lib Telecom Aid - Ex			28,505.94	
7200-000	Legacy - Expense (1099)	9/1/19	Barnesville Record-Review	40.55	
		9/1/19		40.55	
		9/1/19		40.56	
		9/1/19		40.56	
		9/1/19		40.55	
		9/1/19		40.56	
		9/1/19		40.56	
		9/1/19		40.55	
		9/1/19		40.56	
7200-000	Legacy - Expense (1099)	9/1/19	Crookston Daily Times	98.00	
7200-000	Legacy - Expense (1099)	9/4/19	Richards Publishing Company, I	45.00	
		9/4/19		54.00	
7200-000	Legacy - Expense (1099)	9/5/19	The Red River Promoter	169.00	
		9/5/19		169.00	
7200-000	Legacy - Expense (1099)	9/6/19	COMPAS, Inc.	3,060.00	
7200-000	Legacy - Expense (1099)	9/9/19	Clay County Connection	70.00	
		9/9/19		80.00	
7200-000	Legacy - Expense (1099)	9/11/19	Richards Publishing Company, I	72.00	
7200-000	Legacy - Expense (1099)	9/15/19	Minnesota Military Museum	165.00	
7200-000	Legacy - Expense (1099)	9/17/19	Newman Signs, Inc.	132.35	
		9/17/19		132.35	
7200-000	Legacy - Expense (1099)	9/17/19	Norman County Index	50.00	
7200-000	Legacy - Expense (1099)	9/19/19	Minnesota Historical Society	312.00	
7200-000	Legacy - Expense (1099)	9/23/19	Thomas C. Mortenson	2,450.00	
7200-000	Legacy - Expense (1099)	9/23/19	Clay County Connection	100.00	
7200-000	Legacy - Expense (1099)	9/25/19	Ryan James Jacobson	2,000.00	
7200-000	Legacy - Expense (1099)	9/26/19	Mahnomen Pioneer	190.59	
		9/26/19		92.40	
		9/26/19		46.20	
		9/26/19		40.43	
7200-000	Legacy - Expense (1099)	9/29/19	Minnesota Public Radio	151.00	
		9/29/19		148.50	
7200-000	Legacy - Expense (1099)	9/30/19	Wahpeton Daily News	206.60	
		9/30/19		137.70	
		9/30/19		137.70	
7200-000	Legacy - Expense (1099)	9/30/19	Anders Valley Publishing, LLC	96.60	
		9/30/19		75.00	
		9/30/19		82.80	
7200-000	Legacy - Expense (1099)	9/30/19	Farmers Publishing Company	148.75	
7200-000	Legacy - Expense (1099)	9/30/19	Barnesville Record-Review	200.00	
7200-000	Legacy - Expense (1099)	9/30/19	The Forum	135.00	
7200-000	Legacy - Expense (1099)			11,412.97	
7210-000	Legacy - Materials - Print	9/7/19	Anita M. Ruth	1,481.00	



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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7210-000	Legacy - Materials - Print	9/25/19	Ryan James Jacobson	435.00	
7210-000	Legacy - Materials - Print	9/30/19	The Forum	125.80	
7210-000	Legacy - Materials - Print			2,041.80	
8000-000	Donation - Misc Exp - RO	9/3/19	First Avenue Promo	176.20	
8000-000	Donation - Misc Exp - RO			176.20	
8000-011	Donation - Misc Exp - LM	9/1/19	Megan Krueger	40.35	
8000-011	Donation - Misc Exp - LM	9/5/19	Jennifer Rodger	53.14	
		9/26/19		104.87	
		9/27/19		30.25	
8000-011	Donation - Misc Exp - LM	9/28/19	Discount School Supply	107.94	
8000-011	Donation - Misc Exp - LM			336.55	
8000-013	Donation - Misc Exp - LH	9/25/19	Melissa Larson	103.56	
8000-013	Donation - Misc Exp - LH			103.56	
8500-000	Furniture & Equipment	9/16/19	Dakota Business Solutions East	1,239.11	
8500-000	Furniture & Equipment			1,239.11	
9030-000	Desig Funds - Furn & Equipm	9/16/19	Dakota Business Solutions East	1,080.89	
9030-000	Desig Funds - Furn & Equipm			1,080.89	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	9/13/19	Federal Income Tax deposit	1,245.59	
		9/13/19		5,325.96	
		9/30/19		4,434.71	
		9/30/19		1,037.15	
5100-000	Payroll Taxes - Employer			12,043.41	
5110-000	Retirement - PERA - Employer	9/13/19	Public Employees Retirement As	5,901.88	
		9/30/19		5,367.93	
5110-000	Retirement - PERA - Employer			11,269.81	
5120-000	Health Insurance	9/13/19	Further - VEBA/HSA	1,490.75	
		9/13/19		1,886.00	
5120-000	Health Insurance	9/13/19	LARL Payroll		194.75
5120-000	Health Insurance	9/22/19	Further - Fees	212.40	
5120-000	Health Insurance	9/27/19	Lakes Country Service Cooperat	26,620.00	
5120-000	Health Insurance	9/30/19	Further - VEBA/HSA	194.75	
5120-000	Health Insurance	9/30/19	LARL Payroll		194.75
5120-000	Health Insurance			30,403.90	389.50
5140-000	Life Insurance - Employer Paid	9/1/19	The Hartford - Priority Accoun	186.62	
5140-000	Life Insurance - Employer Paid			186.62	
5160-000	Other Employee Benefits	9/26/19	Bed Bath & Beyond	207.99	
5160-000	Other Employee Benefits			207.99	
6040-000	Supplies - Computer	9/3/19	ScreenCast-O-Matic	29.00	
6040-000	Supplies - Computer	9/16/19	Amazon (charges on account)	41.99	
6040-000	Supplies - Computer			70.99	
6320-000	Business Office Software	9/17/19	Sage	1,165.95	
6320-000	Business Office Software			1,165.95	
6365-000	Lease - Mailing Machine	9/19/19	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	9/3/19	Arvig	100.90	
		9/3/19		99.25	
		9/3/19		41.91	
		9/3/19		92.52	
		9/3/19		92.52	
6400-000	Telephone	9/13/19	Allstream	725.15	
6400-000	Telephone	9/15/19	Garden Valley Telephone Comp	40.53	
6400-000	Telephone	9/25/19	Arvig	182.10	
6400-000	Telephone	9/30/19	Garden Valley Telephone Comp	40.55	
		9/30/19		89.64	
		9/30/19		40.55	
		9/30/19		40.55	
6400-000	Telephone			1,586.17	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone	9/9/19	Ting	6.73	
6405-000	Cell Phone			6.73	
6410-000	PIO - Marketing/Printing/Etc	9/18/19	Amazon (charges on account)	91.98	
6410-000	PIO - Marketing/Printing/Etc	9/23/19	Uprinting.com	130.16	
6410-000	PIO - Marketing/Printing/Etc	9/23/19	4imprint, Inc.	201.04	
6410-000	PIO - Marketing/Printing/Etc	9/25/19	Uprinting.com	171.84	
6410-000	PIO - Marketing/Printing/Etc			595.02	
6430-000	Postage	9/8/19	Pitney Bowes Purchase Power	397.50	
6430-000	Postage			397.50	
6435-000	PO Box Rental	9/3/19	US Postal Service	76.00	
		9/3/19		56.00	
6435-000	PO Box Rental			132.00	
6470-000	Board Expenses	9/19/19	Walmart	17.94	
6470-000	Board Expenses	9/19/19	Erbert & Gerbert's	57.61	
6470-000	Board Expenses			75.55	
6480-000	Staff Training	9/23/19	University Of Wisconsin	135.00	
6480-000	Staff Training			135.00	
6482-000	Conf/Meeting - Miscellaneous	9/14/19	North Dakota Society of CPA's	399.00	
6482-000	Conf/Meeting - Miscellaneous			399.00	
6600-000	Materials - Print	9/1/19	Amazon (charges on account)	8.86	
		9/6/19		15.29	
		9/7/19		14.97	
		9/11/19		35.86	
		9/29/19		25.98	
6600-000	Materials - Print			100.96	
6601-000	Materials - A/V	9/2/19	Amazon (charges on account)	29.88	
		9/3/19		51.52	
		9/3/19		27.98	
		9/5/19		12.73	
		9/5/19		78.69	
		9/5/19		24.72	
		9/7/19		33.18	
		9/8/19		29.92	
		9/8/19		19.92	
		9/8/19		54.28	
		9/8/19		65.90	
		9/8/19		19.99	
		9/8/19		26.96	
		9/8/19		39.98	
		9/8/19		19.99	
		9/8/19		39.98	
		9/8/19		29.98	
		9/8/19		31.82	
		9/8/19		17.96	
		9/9/19		74.13	
		9/9/19		11.71	
		9/10/19		44.92	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/11/19		233.73	
		9/11/19		23.98	
		9/11/19		19.96	
		9/14/19		8.38	
		9/15/19		17.58	
		9/15/19		39.92	
		9/15/19		21.98	
		9/15/19		33.18	
		9/22/19		17.99	
		9/22/19		31.64	
		9/22/19		35.92	
		9/22/19		31.95	
		9/22/19		13.99	
		9/22/19		31.95	
		9/23/19		36.52	
		9/23/19		29.98	
		9/24/19		27.98	
		9/24/19		25.92	
		9/25/19		99.68	
		9/26/19		29.55	
		9/27/19		17.96	
		9/27/19		29.92	
		9/29/19		23.98	
		9/29/19		11.49	
		9/29/19		35.98	
		9/29/19		49.92	
		9/29/19		24.96	
		9/29/19		39.92	
		9/29/19		39.92	
		9/30/19		34.92	
6601-000	Materials - A/V			1,906.89	
8000-000	Donation - Misc Exp - RO	9/6/19	Sam's Club	39.42	
8000-000	Donation - Misc Exp - RO			39.42	
8000-011	Donation - Misc Exp - LM	9/26/19	Amazon (charges on account)	8.96	
8000-011	Donation - Misc Exp - LM			8.96	
8000-053	Donation - Misc Exp - LE	9/6/19	Discount School Supply	50.57	
8000-053	Donation - Misc Exp - LE	9/6/19	Amazon (charges on account)	9.98	
8000-053	Donation - Misc Exp - LE			60.55	
8100-011	Donation - Material Print - LM	9/8/19	Amazon (charges on account)	15.26	
8100-011	Donation - Material Print - LM			15.26	
9040-000	Desig Funds - Printer/Fax/Copy	9/6/19	Impact Technology	2,453.12	
9040-000	Desig Funds - Printer/Fax/Copy			2,453.12	
9630-200	Cell Phone - Joint Automation	9/9/19	Ting	24.70	
9630-200	Cell Phone - Joint Automation			24.70	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5160-000	Other Employee Benefits	10/7/19	Shortprinter	171.41	
5160-000	Other Employee Benefits			171.41	
6000-000	Supplies - Office	10/1/19	Quill Corporation	142.98	
6000-000	Supplies - Office	10/8/19	Innovative Office Solutions, L	1,279.60	
6000-000	Supplies - Office	10/25/1	Office Depot	41.58	
6000-000	Supplies - Office	10/25/1	Quill Corporation	175.22	
6000-000	Supplies - Office	10/28/1	Office Depot	442.60	
		10/28/1		287.92	
		10/28/1		6.39	
		10/28/1		2.29	
6000-000	Supplies - Office	10/29/1	Rapid Refill	88.00	
6000-000	Supplies - Office			2,466.58	
6010-000	Supplies - Technical Services	10/7/19	Brodart Co.	328.00	
6010-000	Supplies - Technical Services	10/10/1	DEMCO	691.68	
6010-000	Supplies - Technical Services			1,019.68	
6020-000	Supplies - Public Services	10/2/19	DEMCO	160.65	
6020-000	Supplies - Public Services	10/9/19	Batteries + Bulbs	89.45	
6020-000	Supplies - Public Services	10/29/1	Rapid Refill	80.00	
		10/29/1		157.50	
		10/29/1		58.50	
6020-000	Supplies - Public Services	10/31/1	Overdrive, Inc.	99.90	
6020-000	Supplies - Public Services			646.00	
6040-000	Supplies - Computer	10/7/19	MNJ Technologies Direct, Inc.	175.15	
6040-000	Supplies - Computer			175.15	
6200-000	Equip Rep/Mtc - Miscellaneous	10/29/1	Rapid Refill	70.00	
6200-000	Equip Rep/Mtc - Miscellaneous			70.00	
6300-000	Payroll/Time Tracking	10/11/1	Payroll Professionals, Inc.	133.30	
		10/31/1		136.40	
6300-000	Payroll/Time Tracking			269.70	
6350-000	Delivery Service - Courier	10/14/1	Alliance Courier	2,115.30	
		10/25/1		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6380-000	Recruitment	10/31/1	The 13 Towns	51.20	
6380-000	Recruitment			51.20	
6400-000	Telephone	10/1/19	Halstad Telephone Company	33.30	
		10/1/19		73.70	
6400-000	Telephone	10/22/1	Rochester Telecom Systems Inc.	107.42	
6400-000	Telephone			214.42	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	10/8/19	Newman Signs, Inc.	132.35	
		10/8/19		264.70	
6410-000	PIO - Marketing/Printing/Etc	10/8/19	Moorhead Community Education	100.00	
6410-000	PIO - Marketing/Printing/Etc	10/9/19	Shortprinter	93.00	
		10/21/1		99.00	
6410-000	PIO - Marketing/Printing/Etc	10/29/1	Newman Digital	132.35	
6410-000	PIO - Marketing/Printing/Etc	10/30/1	Signarama	74.95	
6410-000	PIO - Marketing/Printing/Etc			896.35	
6420-000	Director's Discretionary	10/1/19	SELCO	1,912.85	
6420-000	Director's Discretionary			1,912.85	
6455-000	Mileage - Staff	10/1/19	Carol Van Brocklin	30.16	
6455-000	Mileage - Staff	10/1/19	Greta Guck	42.34	
6455-000	Mileage - Staff	10/1/19	Michelle Fjeld	24.36	
6455-000	Mileage - Staff	10/1/19	Erin Gunderson	51.62	
6455-000	Mileage - Staff	10/1/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	10/1/19	Candace Osborn	48.72	
6455-000	Mileage - Staff	10/1/19	Karen Edevold	49.88	
6455-000	Mileage - Staff	10/1/19	Liz Lynch	51.62	
6455-000	Mileage - Staff	10/1/19	Melissa Larson	24.94	
6455-000	Mileage - Staff	10/1/19	Kirsten Bates	25.81	
6455-000	Mileage - Staff	10/1/19	Kathy Dewey	71.92	
6455-000	Mileage - Staff	10/2/19	Jill Rose	25.52	
6455-000	Mileage - Staff	10/2/19	Megan Krueger	46.40	
6455-000	Mileage - Staff	10/2/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	10/3/19	Josh Stompro	58.58	
6455-000	Mileage - Staff	10/4/19	Jill Rose	25.52	
		10/5/19		25.52	
6455-000	Mileage - Staff	10/7/19	Rebekah Rose	25.52	
6455-000	Mileage - Staff	10/7/19	Joyce Christine Boike	20.01	
6455-000	Mileage - Staff	10/8/19	Rebekah Rose	25.52	
6455-000	Mileage - Staff	10/8/19	Jodi Harrington	6.96	
		10/8/19		6.96	
6455-000	Mileage - Staff	10/9/19	Jill Rose	20.30	
6455-000	Mileage - Staff	10/10/1	Sheila Capistran	21.17	
6455-000	Mileage - Staff	10/10/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	10/10/1	Jill Rose	20.30	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/11/1	Jodi Harrington	19.43	
		10/12/1		55.68	
6455-000	Mileage - Staff	10/12/1	Jill Rose	24.36	
6455-000	Mileage - Staff	10/14/1	Caese Haroldson	121.80	
6455-000	Mileage - Staff	10/14/1	Julie Malmanger	115.13	
6455-000	Mileage - Staff	10/14/1	Patty Nunn	64.38	
6455-000	Mileage - Staff	10/14/1	Alyssa Lennander	81.20	
6455-000	Mileage - Staff	10/14/1	Megan Hoyes	46.11	
6455-000	Mileage - Staff	10/14/1	Daniel L. Wilsey	59.16	
6455-000	Mileage - Staff	10/14/1	Sheila Capistran	49.59	
6455-000	Mileage - Staff	10/14/1	Candace Osborn	49.59	
6455-000	Mileage - Staff	10/14/1	Carolyn Kinney	52.49	
6455-000	Mileage - Staff	10/14/1	Carol Van Brocklin	30.16	
6455-000	Mileage - Staff	10/14/1	Paula Ous	81.20	
6455-000	Mileage - Staff	10/14/1	Lisa Trana	52.49	
6455-000	Mileage - Staff	10/14/1	Marilyn Stordahl	40.60	
6455-000	Mileage - Staff	10/14/1	Marilyn Eaves	30.16	
6455-000	Mileage - Staff	10/14/1	Jodi Harrington	33.64	
6455-000	Mileage - Staff	10/14/1	Jill Rose	142.68	
6455-000	Mileage - Staff	10/14/1	Carla Grani	25.81	
6455-000	Mileage - Staff	10/14/1	Erin Gunderson	52.20	
6455-000	Mileage - Staff	10/14/1	Christy Underlee	33.64	
6455-000	Mileage - Staff	10/14/1	Amy Nelson	35.96	
6455-000	Mileage - Staff	10/14/1	Lois Schaedler	91.64	
6455-000	Mileage - Staff	10/14/1	Dorothy Neisen	89.90	
6455-000	Mileage - Staff	10/14/1	Madonna Liden	89.90	
6455-000	Mileage - Staff	10/14/1	Melissa Larson	25.81	
6455-000	Mileage - Staff	10/14/1	Kirsten Bates	25.81	
6455-000	Mileage - Staff	10/14/1	Kathy Dewey	82.36	
6455-000	Mileage - Staff	10/14/1	Judy Moen	61.48	
6455-000	Mileage - Staff	10/15/1	Joyce Christine Boike	51.62	
6455-000	Mileage - Staff	10/15/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	10/15/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	10/16/1	Joyce Christine Boike	81.20	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/16/1	Greta Guck	52.49	
6455-000	Mileage - Staff	10/16/1	Jill Rose	24.36	
6455-000	Mileage - Staff	10/16/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	10/17/1	Linda Rutkowski	33.64	
6455-000	Mileage - Staff	10/18/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	10/18/1	Laurel Wanke	30.16	
6455-000	Mileage - Staff	10/21/1	Jill Rose	24.36	
6455-000	Mileage - Staff	10/22/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	10/22/1	Laurel Wanke	30.16	
6455-000	Mileage - Staff	10/22/1	Rebekah Rose	24.36	
6455-000	Mileage - Staff	10/22/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	10/23/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	10/23/1	Sheila Capistran	31.90	
6455-000	Mileage - Staff	10/24/1	Mavis Haugom	46.98	
		10/25/1		46.98	
6455-000	Mileage - Staff	10/25/1	Sheila Capistran	31.90	
6455-000	Mileage - Staff	10/25/1	Laurel Wanke	30.16	
6455-000	Mileage - Staff	10/28/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	10/28/1	Joyce Christine Boike	348.00	
6455-000	Mileage - Staff	10/29/1	Daniel L. Wilsey	23.20	
6455-000	Mileage - Staff	10/29/1	Christy Underlee	7.25	
		10/29/1		7.25	
6455-000	Mileage - Staff	10/29/1	Michelle Fjeld	24.36	
6455-000	Mileage - Staff	10/30/1	Jill Rose	24.36	
6455-000	Mileage - Staff	10/30/1	Greta Guck	101.79	
6455-000	Mileage - Staff	10/30/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	10/31/1	Christy Underlee	7.25	
6455-000	Mileage - Staff			3,917.32	
6460-000	Minnesota Director's Fund	10/1/19	SELCO	1,973.87	
6460-000	Minnesota Director's Fund			1,973.87	
6480-000	Staff Training	10/22/1	City of Moorhead	100.00	
		10/22/1		200.00	
6480-000	Staff Training			300.00	
6482-000	Conf/Meeting - Miscellaneous	10/23/1	Lisa Trana	69.00	
6482-000	Conf/Meeting - Miscellaneous			69.00	
6484-000	Conf/Meeting - System Directo	10/23/1	Liz Lynch	191.40	



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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/25/1		20.03	
6484-000	Conf/Meeting - System Directo			211.43	
6495-000	Programming - Adult	10/23/1	Shortprinter	15.00	
6495-000	Programming - Adult			15.00	
6500-000	Van - Gasoline	10/6/19	Cenex Fleetcard	131.29	
6500-000	Van - Gasoline			131.29	
6505-000	Van - Repairs & Maintenance	10/3/19	Duggan's Auto Service Center	177.80	
6505-000	Van - Repairs & Maintenance			177.80	
6600-000	Materials - Print	10/1/19	Baker & Taylor	445.64	
		10/2/19		82.26	
		10/2/19		86.32	
		10/2/19		93.12	
		10/2/19		266.30	
		10/3/19		72.06	
		10/3/19		14.40	
		10/3/19		193.20	
		10/4/19		542.54	
		10/4/19		129.46	
		10/4/19		104.94	
		10/4/19		203.86	
		10/5/19		95.92	
		10/7/19		24.12	
		10/8/19		30.07	
		10/8/19		66.82	
		10/8/19		534.04	
		10/8/19		0.20	
		10/9/19		304.38	
		10/9/19		22.28	
		10/9/19		100.29	
		10/9/19		54.80	
		10/10/1		39.36	
		10/10/1		550.95	
		10/10/1		53.40	
		10/11/1		99.62	
		10/12/1		40.46	
		10/12/1		601.34	
		10/12/1		51.19	
		10/12/1		31.98	
		10/12/1		131.93	
		10/14/1		216.56	
		10/15/1		6.64	
		10/15/1		25.46	
		10/15/1		158.56	
		10/16/1		122.04	
		10/16/1		60.86	
		10/16/1		268.59	
		10/16/1		728.69	
		10/16/1		714.24	
		10/16/1		8.86	
		10/17/1		0.10	
		10/17/1		181.58	
		10/17/1		26.27	
		10/17/1		254.84	
		10/17/1		313.59	
		10/17/1		289.81	
		10/18/1		31.72	
		10/18/1		133.67	
		10/18/1		857.96	
		10/19/1		0.10	
		10/19/1		322.66	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/19/1		34.16	
		10/19/1		40.64	
		10/21/1		147.34	
		10/21/1		62.64	
		10/21/1		309.50	
		10/21/1		51.16	
		10/21/1		20.76	
		10/21/1		281.16	
		10/21/1		72.88	
		10/21/1		51.28	
		10/21/1		21.32	
6600-000	Materials - Print	10/22/1	Farm & Home Publishers, LTD.	56.00	
6600-000	Materials - Print	10/22/1	Baker & Taylor	62.58	
		10/22/1		87.48	
		10/22/1		536.44	
		10/23/1		40.20	
		10/23/1		472.39	
		10/24/1		29.76	
		10/24/1		69.78	
		10/24/1		330.93	
		10/25/1		315.04	
		10/25/1		148.28	
		10/25/1		100.00	
		10/25/1		127.42	
		10/25/1		649.94	
		10/26/1		52.08	
		10/28/1		18.82	
6600-000	Materials - Print			13,980.03	
6601-000	Materials - A/V	10/3/19	Recorded Books, LLC.	55.00	
		10/3/19		54.98	
6601-000	Materials - A/V	10/3/19	Baker & Taylor	283.44	
6601-000	Materials - A/V	10/4/19	Recorded Books, LLC.	145.98	
		10/4/19		72.98	
		10/4/19		72.98	
		10/4/19		144.98	
		10/4/19		36.45	
		10/7/19		31.95	
		10/8/19		145.96	
6601-000	Materials - A/V	10/9/19	Baker & Taylor	72.64	
6601-000	Materials - A/V	10/9/19	Recorded Books, LLC.	82.00	
		10/9/19		73.00	
6601-000	Materials - A/V	10/14/1	Baker & Taylor	80.70	
6601-000	Materials - A/V	10/15/1	Recorded Books, LLC.	70.98	
		10/15/1		82.00	
		10/15/1		42.40	
		10/16/1		64.00	
		10/16/1		64.00	
6601-000	Materials - A/V	10/16/1	Baker & Taylor	46.56	
		10/16/1		47.80	
		10/16/1		97.93	
6601-000	Materials - A/V	10/22/1	Recorded Books, LLC.	1,062.80	
6601-000	Materials - A/V	10/22/1	Baker & Taylor	30.76	
		10/22/1		53.48	
6601-000	Materials - A/V	10/23/1	Recorded Books, LLC.	64.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	10/23/1	Baker & Taylor	91.86	
6601-000	Materials - A/V	10/24/1	Recorded Books, LLC.	549.96	
		10/24/1		146.00	
6601-000	Materials - A/V	10/24/1	Baker & Taylor	33.57	
		10/24/1		162.72	
		10/24/1		31.02	
		10/24/1		34.96	
		10/26/1		134.53	
6601-000	Materials - A/V	10/28/1	Recorded Books, LLC.	99.50	
6601-000	Materials - A/V	10/28/1	Baker & Taylor	38.18	
6601-000	Materials - A/V	10/29/1	Recorded Books, LLC.	36.50	
		10/30/1		218.94	
		10/30/1		422.76	
		10/30/1		199.00	
6601-000	Materials - A/V			5,279.25	
6670-000	Materials - Digital - e-Books	10/1/19	Overdrive, Inc.	33.99	
		10/1/19		408.94	
		10/3/19		1,089.03	
		10/4/19		10.00	
		10/7/19		65.00	
		10/7/19		11.98	
		10/7/19		109.98	
		10/7/19		243.94	
		10/7/19		100.93	
		10/8/19		65.00	
		10/8/19		90.97	
		10/14/1		28.00	
		10/14/1		64.98	
		10/14/1		75.93	
		10/16/1		110.00	
		10/21/1		171.97	
		10/21/1		107.00	
		10/21/1		165.94	
		10/21/1		25.75	
		10/21/1		10.59	
		10/26/1		4.99	
6670-000	Materials - Digital - e-Books			2,994.91	
6675-000	Materials - Digital - e-Audio	10/1/19	Overdrive, Inc.	76.00	
		10/3/19		696.38	
		10/7/19		65.00	
		10/7/19		119.94	
		10/16/1		95.00	
		10/17/1		39.99	
		10/21/1		382.45	
		10/21/1		190.99	
6675-000	Materials - Digital - e-Audio			1,665.75	
6690-000	Materials - Periodicals	10/10/1	Dakota News, Inc.	25.47	
		10/17/1		33.12	
6690-000	Materials - Periodicals	10/31/1	Frazee Forum, Inc.	35.00	
6690-000	Materials - Periodicals			93.59	
6800-000	Miscellaneous Expense	10/10/1	The Retrofit Companies, Inc.	246.00	
6800-000	Miscellaneous Expense			246.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7120-000	Telecom/E-rate Expenses	10/24/1	MEI Technologies/Parsons Elect	688.03	
7120-000	Telecom/E-rate Expenses			688.03	
7200-000	Legacy - Expense (1099)	10/1/19	The Hawley Herald, Inc.	100.00	
7200-000	Legacy - Expense (1099)	10/1/19	Crookston Daily Times	250.00	
		10/1/19		175.00	
		10/1/19		153.10	
7200-000	Legacy - Expense (1099)	10/2/19	Ricky S Crume	2,800.00	
7200-000	Legacy - Expense (1099)	10/6/19	Paula Arguello	2,400.00	
7200-000	Legacy - Expense (1099)	10/8/19	Newman Signs, Inc.	132.35	
7200-000	Legacy - Expense (1099)	10/8/19	The Red River Promoter	169.00	
		10/8/19		169.00	
7200-000	Legacy - Expense (1099)	10/10/1	Briand Morrison	900.00	
		10/10/1		241.21	
7200-000	Legacy - Expense (1099)	10/15/1	Triangle Coach Services, Inc.	1,833.94	
		10/15/1		1,117.06	
7200-000	Legacy - Expense (1099)	10/17/1	Reuben Land Company	2,500.00	
7200-000	Legacy - Expense (1099)	10/22/1	Newman Digital	264.70	
7200-000	Legacy - Expense (1099)	10/22/1	Norman County Index	50.00	
7200-000	Legacy - Expense (1099)	10/31/1	The 13 Towns	76.80	
		10/31/1		76.80	
7200-000	Legacy - Expense (1099)	10/31/1	Anders Valley Publishing, LLC	70.00	
7200-000	Legacy - Expense (1099)	10/31/1	Wednell Affield	1,700.00	
7200-000	Legacy - Expense (1099)	10/31/1	The Forum	125.80	
		10/31/1		168.00	
		10/31/1		193.00	
7200-000	Legacy - Expense (1099)			15,665.76	
7205-000	Legacy - Exp Reimbursement	10/2/19	Ricky S Crume	302.02	
7205-000	Legacy - Exp Reimbursement	10/6/19	Paula Arguello	806.76	
7205-000	Legacy - Exp Reimbursement	10/31/1	Wednell Affield	236.06	
7205-000	Legacy - Exp Reimbursement			1,344.84	
8000-011	Donation - Misc Exp - LM	10/2/19	Spice Grille	150.00	
8000-011	Donation - Misc Exp - LM	10/22/1	Megan Krueger	214.06	
8000-011	Donation - Misc Exp - LM			364.06	
8000-041	Donation - Misc Exp - LA	10/18/1	Candace Osborn	8.92	
8000-041	Donation - Misc Exp - LA			8.92	
8107-000	Donation - Material Other - RO	10/1/19	Overdrive, Inc.	37.00	
		10/21/1		23.00	
		10/21/1		40.20	
		10/21/1		54.41	
		10/21/1		1,851.09	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/22/1		497.44	
		10/22/1		433.52	
		10/22/1		8.99	
8107-000	Donation - Material Other - RO			2,945.65	
8107-002	Donation - Material Other - LD	10/28/1	Overdrive, Inc.	2.99	
		10/29/1		30.94	
		10/29/1		67.52	
		10/29/1		192.94	
		10/29/1		409.96	
		10/29/1		241.56	
8107-002	Donation - Material Other - LD			945.91	
8107-013	Donation - Material Other - LH	10/21/1	Overdrive, Inc.	6.00	
8107-013	Donation - Material Other - LH			6.00	
8107-051	Donation - Material Other - LC	10/21/1	Overdrive, Inc.	38.00	
8107-051	Donation - Material Other - LC			38.00	
8300-000	Insurance Claim - Furn & Equi	10/23/1	Jackson Manufacturers Compan	6,607.45	
8300-000	Insurance Claim - Furn & Equi			6,607.45	
8600-000	Software & Hardware Upgrade	10/4/19	MNJ Technologies Direct, Inc.	6,125.00	
8600-000	Software & Hardware Upgrade			6,125.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	10/15/1 10/15/1 10/31/1 10/31/1	Federal Income Tax deposit	4,778.04 1,117.44 4,935.96 1,154.38	
5100-000	Payroll Taxes - Employer			11,985.82	
5110-000	Retirement - PERA - Employer	10/15/1 10/31/1	Public Employees Retirement As	5,724.61 5,908.76	
5110-000	Retirement - PERA - Employer			11,633.37	
5120-000	Health Insurance	10/15/1 10/15/1	Further - VEBA/HSA	1,886.00 1,490.75	
5120-000	Health Insurance	10/15/1	LARL Payroll		194.75
5120-000	Health Insurance	10/23/1	Further - Fees	123.90	
5120-000	Health Insurance	10/31/1	Lakes Country Service Cooperat	27,201.50	
5120-000	Health Insurance	10/31/1	Further - VEBA/HSA	194.75	
5120-000	Health Insurance	10/31/1	LARL Payroll		194.75
5120-000	Health Insurance			30,896.90	389.50
5140-000	Life Insurance - Employer Paid	10/1/19	The Hartford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6000-000	Supplies - Office	10/8/19	Sam's Club	45.00	
6000-000	Supplies - Office	10/28/1 10/28/1	Amazon (charges on account)	119.88 5.99	
6000-000	Supplies - Office	10/30/1	Jackson Manufacturers Compan		132.15
6000-000	Supplies - Office			170.87	132.15
6020-000	Supplies - Public Services	10/8/19	VistaPrint.com	58.39	
6020-000	Supplies - Public Services			58.39	
6400-000	Telephone	10/3/19 10/3/19 10/3/19 10/3/19 10/3/19	Arvig	40.93 99.92 91.54 99.27 91.54	
6400-000	Telephone	10/13/1	Rothsay Telephone	75.91	
6400-000	Telephone	10/14/1	Allstream	724.68	
6400-000	Telephone	10/15/1	Garden Valley Telephone Comp	40.55	
6400-000	Telephone	10/25/1	Arvig	167.22	
6400-000	Telephone	10/30/1 10/30/1 10/30/1 10/30/1	Garden Valley Telephone Comp	89.70 40.62 40.62 40.62	
6400-000	Telephone			1,643.12	
6405-000	Cell Phone	10/9/19	Ting	6.74	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone			6.74	
6410-000	PIO - Marketing/Printing/Etc	10/8/19	Uprinting.com	376.06	
6410-000	PIO - Marketing/Printing/Etc	10/18/1	Amazon (charges on account)	191.08	
6410-000	PIO - Marketing/Printing/Etc	10/19/1	Adobe	386.42	
6410-000	PIO - Marketing/Printing/Etc	10/31/1	Facebook Ad Manager	25.00	
6410-000	PIO - Marketing/Printing/Etc			978.56	
6465-000	Memberships - LARL Directors	10/31/1	Minnesota Library Association	230.00	
6465-000	Memberships - LARL Directors			230.00	
6480-000	Staff Training	10/10/1	Sam's Club	13.98	
		10/10/1		57.84	
		10/13/1		78.93	
6480-000	Staff Training	10/14/1	Panera Bread	659.50	
		10/14/1		269.91	
6480-000	Staff Training			1,080.16	
6484-000	Conf/Meeting - System Director	10/25/1	Holiday Inn Express	332.60	
6484-000	Conf/Meeting - System Director	10/28/1	Jimmy John's	6.63	
6484-000	Conf/Meeting - System Director			339.23	
6495-000	Programming - Adult	10/29/1	4imprint, Inc.	386.04	
		10/31/1		447.92	
6495-000	Programming - Adult			833.96	
6600-000	Materials - Print	10/2/19	Amazon (charges on account)	10.37	
		10/2/19		12.66	
		10/2/19		36.95	
		10/3/19		14.99	
		10/3/19		34.98	
		10/5/19		13.28	
		10/9/19		17.99	
		10/11/1		19.90	
		10/12/1		19.95	
		10/13/1		15.95	
		10/17/1		12.34	
		10/19/1		29.98	
		10/19/1		7.05	
		10/19/1		18.40	
		10/31/1		4.49	
6600-000	Materials - Print			269.28	
6601-000	Materials - A/V	10/1/19	Amazon (charges on account)	23.98	
		10/2/19		19.98	
		10/3/19		9.96	
		10/3/19		35.90	
		10/3/19		177.34	
		10/5/19		22.58	
		10/6/19		25.98	
		10/6/19		13.19	
		10/6/19		9.33	
		10/7/19		39.90	
		10/7/19		29.92	
		10/7/19		17.99	
		10/8/19		17.99	
		10/8/19		18.62	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/8/19		95.72	
		10/8/19		19.96	
		10/9/19		64.60	
		10/12/1		27.99	
		10/13/1		19.98	
		10/14/1		35.98	
		10/14/1		12.39	
		10/14/1		14.96	
		10/16/1		27.78	
		10/17/1		80.37	
		10/17/1		34.38	
		10/17/1		16.98	
		10/17/1		12.41	
		10/17/1		9.25	
		10/18/1		21.42	
		10/18/1		27.96	
		10/18/1		19.33	
		10/19/1		29.92	
		10/20/1		16.99	
		10/20/1		22.97	
		10/20/1		16.56	
		10/21/1		199.60	
		10/21/1		16.99	
		10/21/1		70.88	
		10/22/1		186.93	
6601-000	Materials - A/V	10/22/1	Target	85.86	
		10/22/1		107.32	
6601-000	Materials - A/V	10/23/1	Amazon (charges on account)	16.56	
		10/23/1		39.98	
		10/25/1		46.83	
		10/27/1		26.44	
		10/27/1		26.44	
		10/27/1		26.44	
		10/27/1		27.98	
		10/30/1		47.89	
		10/31/1		11.95	
		10/31/1		21.57	
6601-000	Materials - A/V			2,050.22	
8100-011	Donation - Material Print - LM	10/2/19	Amazon (charges on account)	6.62	
8100-011	Donation - Material Print - LM			6.62	
9630-200	Cell Phone - Joint Automation	10/9/19	Ting	24.71	
9630-200	Cell Phone - Joint Automation			24.71	