

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, January 16, 2020**

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

Location: **Moorhead Public Library**

NOTE: If you're unable to attend this meeting, please call Liz at 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, email Liz at lynchl@larl.org by noon on the day of the meeting.

AGENDA

- 5:30 **1. CALL TO ORDER AND INTRODUCTION**— President Kalil
 PUBLIC INPUT
 APPROVAL OF AGENDA
- 5:35 **2. MINUTES OF THE NOVEMBER 21, 2019 FULL BOARD MEETING**
 Enclosed (page 4)
- Recommended Motion: Move to approve the November 21, 2019 Full Board Meeting Minutes as presented.*
- 5:40 **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS - Kalil**
- a. **Welcome to New Trustee**
 a. Karen Ahmann, Mahnomen County
- b. **Administer Oath of Office**
- 6:00 **4. FINANCIAL REPORT - Sprynczynatyk**
 Enclosed (page 7)
- a. **Pay Equity Report**
 Enclosed (page 11)

Recommended Motion: Move to approve LARL's Pay Equity Report for the year ended December 31, 2019.

(over)

6:05 5. FINANCE COMMITTEE REPORT – Grimsley

a. Approval of List of Authorized Institutions

Recommended Motion: Move to approve the list of authorized institutions for 2020 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.

b. 2020 Final Budget

Draft enclosed (page 13)

Recommended Motion: Move to approve the 2020 Budget as reviewed and recommended by the Finance Committee.

c. Designated Funds

Draft enclosed (page 15)

Recommended Motion: Move to approve the 2020 Designed Funds as reviewed and recommended by the Director and the Finance Committee.

6:20 6. DIRECTOR'S REPORT – Lynch

a. Director's Written Report

Enclosed (page 16)

6:30 7. PRESIDENT'S REPORT – Kalil

a. 2020 Board Meeting Schedule

Enclosed (page 19)

Recommended Motion: Move to approve the 2020 Board Meeting Schedule as presented.

b. 2020 Board Committee Assignments

Enclosed: Board Committee Assignments Draft (page 20)

(continued)

6:50 8. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley, Terry Kalil
Breckenridge – Linda Holecek
Clay County – Jim Haney
Clearwater County – Mark Titera
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – Karen Ahmann
Moorhead – Linda Anderson, Shelly Carlson & Open
Norman County – Steve Jacobson
Polk County – Gary Willhite
Wilkin County – Dennis Larson

MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Terry Kalil and Linda Holecek

7:00 9. OTHER

7:10 10. ADJOURNMENT

MISC. ITEMS ENCLOSED:

- a. List of Bills – November and December 2019 (page 21 in the digital packet, available for review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS

Book Blizzard Winter Reading Program, January - February 2020

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

- **Martin Luther King Jr. Day**, January 20, 2020
- **Presidents' Day**, February 17, 2020

Executive Committee Meeting, February 20 at 5:30 p.m. at Moorhead Public Library

Full Board Meeting, March 19 at 5:30 p.m. at Moorhead Public Library

Library Legislative Day at the Capital, March 31, 2020.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 21, 2019 at the Moorhead Public Library. President Kalil called the meeting to order at 5:37 pm.

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

Board Members Absent: Anderson, Brammer, Briggs.

Others Present: Lynch, Sprynczynatyk, Robert Durant

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE SEPTEMBER 19, 2019 FULL BOARD MEETING

(Jacobson/Geray) Move to approve the Minutes of the September 19, 2019 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk discussed that through November we are 83.3% of the way through 2019 and 81.89% of the budget has been spent. All budget categories are tracking closely to budgeted expenses.

DIRECTOR'S REPORT

LARL's Staff Day was held October 14. 75 employees attended the day of training and networking.

The 2020 Legislative session will be fairly low key for libraries. This is a bonding year and libraries are hoping to maintain funding received in the past. Libraries are hoping to get some wording changes to the statute regarding Regional Library Telecom Aid, which would result in fewer restrictions on the use of the funds.

The Twin Valley LINK Site moved to the Twin Valley City Hall on November 8th. It had been housed at the Valley Pines Assisted Living Center for the past 14 years.

Northern Lights Library Network's board approved \$5,000 of funding for eBooks for LARL.

(over)

DIRECTOR'S REPORT - continued

Lynch has been talking with Midwest Motors regarding potentially purchasing a Library Outreach vehicle. LARL is starting to put together a fundraising campaign to help purchase and outfit the vehicle. The Clay County Early Childhood Initiative has donated \$2,000 toward the project. Currently the goal is to launch the vehicle May 1, 2020.

Lynch met with a representative from the Otto Bremer Foundation regarding a \$100,000 grant for the Mahnommen Public Library. LARL will find out if the grant is received in February.

Lynch thanked David Geray for his 9 years of service on the LARL Board.

Kalil thank Sprynczynatyk and Lynch for the work they do for LARL and the board every year.

Lynch discussed the Code of Conduct policy and a change requested by the Moorhead Police Department. They suggested changing "Drinking alcoholic beverages is prohibited" to "Drinking alcoholic beverages or displaying intoxicated behavior on library property is prohibited".

(Willhite/Titera) Move to approve the revised Code of Conduct Policy as reviewed and recommended by LARL Administration. MCU.

The Signatory Budgetary Shortfall Policy was reviewed.

(Gimsley/Carlson) Move to remove the second sentence of the Signatory Budgetary Shortfall Policy. MCU.

NOMINATIONS COMMITTEE

Schell reported that all of the current members of the Executive Committee are eligible to serve and are willing to serve again for 2020. The members are Terry Kalil - President, Gary Willhite – Vice President, Ben Grimsley – Treasurer, Clayton Briggs – Member-At-Large, Dennis Larson – Member-At-Large. No other nominations were made.

(Schell/Haney) Move that LARL maintain the same Executive Committee for 2020 as served in 2019. MCU.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

No Report.

Breckenridge (Holecek)

No Report.

(continued on next page)

Clay County (Haney)

The county had their preliminary budget review and LARL's full request is in the budget.

Clearwater County (Titera)

No report.

Crookston (Briggs-absent)

No report.

Detroit Lakes (Schell)

The library is fully staffed now and things are going well. The Detroit Lakes Board is buying an outfitted bicycle for outreach in Detroit Lakes.

City of Mahanomen (Durant)

No report.

Mahanomen County (Geray)

No report.

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

No report.

Norman County/Ada (Jacobson)

No report.

Polk County (Willhite)

December 3rd is the County's taxation hearing and they will vote on the budget on December 7th.

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.

OTHER

Titera for Clearwater County and Willhite for Polk County discussed the Enbridge Pipeline county reimbursements.

(Jacobson/Durant) Move to adjourn.

The meeting adjourned at 6:15 p.m.

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

100%
unadjusted

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 0	\$ 378,205	\$ 378,205	0	100.00
Detroit Lakes	0	226,670	226,670	0	100.00
Clay County	0	292,175	292,175	0	100.00
Moorhead	0	753,375	753,375	0	100.00
Clearwater County	0	101,910	101,910	0	100.00
Mahnomen County	0	43,020	43,020	0	100.00
Mahnomen	0	20,600	20,600	0	100.00
Norman County	0	98,550	98,550	0	100.00
Polk County	0	264,090	264,090	0	100.00
Crookston	0	222,635	222,635	0	100.00
Wilkin County	0	54,350	54,350	0	100.00
Breckenridge	0	90,040	90,040	0	100.00
Total Signatory Funding	0	2,545,620	2,545,620	0	100.00
Grants					
Basic Support - MN (RLBSS)	0	522,424	519,148	(3,276)	100.63
Reg Library Telecom Aid (RLTA)	21,356	96,672	101,000	4,328	95.71
Total Grants	21,356	619,096	620,148	1,052	99.83
Miscellaneous Revenue					
Service Charge Revenue	1,117	10,946	12,000	1,054	91.22
Printing Revenue	2,033	17,813	18,000	187	98.96
Fax Revenue	737	6,831	7,000	169	97.59
Microfilm Revenue	22	154	150	(4)	102.67
Photocopy Revenue	702	6,437	8,000	1,563	80.46
Book/Furniture Sale Revenue	108	1,218	0	(1,218)	0.00
Interest/Dividend Income	3,222	66,602	53,000	(13,602)	125.66
Investment Value Change	(816)	21,573	0	(21,573)	0.00
Lost/Damaged Property	372	6,242	6,500	258	96.03
Other Income	224	941	0	(941)	0.00
Total Miscellaneous Revenue	7,721	138,757	104,650	(34,107)	132.59
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0	46,750	46,750	0	100.00
MNLink Server Site Payments	258	3,093	3,100	7	99.77
Total Joint Automation Revenue	258	49,843	49,850	7	99.99
Fund Balance/Shortfall	0	0	75,082	75,082	0.00
Total General Fund Revenue	29,335	3,353,316	3,395,350	42,034	98.76
General Fund Expenditures					
Personnel Expenses					
Salaries	167,277	1,779,945	1,779,350	(595)	100.03
Payroll Taxes	11,748	134,352	137,500	3,148	97.71
Retirement - PERA	8,333	124,698	132,800	8,102	93.90
Health Insurance	29,775	329,634	327,900	(1,734)	100.53
Life Insurance	180	2,028	2,100	72	96.57
Workers Compensation Insurance	287	3,263	3,650	387	89.40
Other Employee Benefits	121	1,356	1,650	294	82.18
Total Personnel	217,721	2,375,276	2,384,950	9,674	99.59
Automation/Cataloging					
Automation	17,363	148,226	151,600	3,374	97.77
Support - App	306	3,539	3,500	(39)	101.11
Remote Printing	228	2,677	4,100	1,423	65.29
Catalog Item Records	1,002	11,807	11,000	(807)	107.34
Supplies - Computer	1,741	4,742	5,000	258	94.84
Supplies - Technical Services	140	7,041	7,000	(41)	100.59
Total Automation/Cataloging	20,780	178,032	182,200	4,168	97.71

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 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	1,845	3,403	3,400	(3)	100.09
Programming - Summer Learning	530	7,990	8,000	10	99.88
Programming - Adult	396	1,838	2,500	662	73.52
Total Library Programming	2,771	13,231	13,900	669	95.19
Staff Development					
Staff Training & Development	0	10,000	10,000	0	100.00
Total Staff Development	0	10,000	10,000	0	100.00
Mileage/Board Meeting Expense					
Mileage - Staff	1,313	23,000	23,000	0	100.00
Regional Board Meetings	20	4,524	6,000	1,476	75.40
Total Mileage/Board Meeting Expenses	1,333	27,524	29,000	1,476	94.91
Other Expenses					
Accounting/Bank Fees	397	13,442	16,350	2,908	82.21
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	129	1,766	2,000	234	88.30
Delivery Services	5,512	58,646	62,500	3,854	93.83
Director's Discretionary	0	1,913	2,500	587	76.52
Insurance - General/Property	1,428	17,324	18,300	976	94.67
Lease - Regional Office Rent	1,734	20,812	20,850	38	99.82
Leases - Equipment	129	6,815	8,550	1,735	79.71
Maintenance Contracts	1,833	14,861	15,150	289	98.09
Memberships	0	949	1,000	51	94.90
Minnesota Director's Fund	0	1,974	2,300	326	85.83
Miscellaneous Expense	0	669	2,500	1,831	26.76
PIO: Printing/Advertising	2,182	16,041	16,000	(41)	100.26
Postage	579	3,377	4,000	623	84.43
Recruitment	469	1,534	8,000	6,466	19.18
Repairs - Equipment	70	1,927	2,500	573	77.08
Supplies - Copier/Fax/Microfilm	0	564	800	236	70.50
Supplies - Office	17	8,100	8,500	400	95.29
Supplies - Public Services	254	4,756	6,000	1,244	79.27
Telephone/Telecom	3,282	23,095	22,100	(995)	104.50
Total Other Operating Expenses	18,015	198,565	221,400	22,835	89.69
Regional Library Telecom Aid (RLTA)	21,356	96,672	101,000	4,328	95.71
Transportation					
Van Expenses	262	3,527	3,900	373	90.44
Total Transportation	262	3,527	3,900	373	90.44
Materials					
Audio Visual	5,855	75,907	73,000	(2,907)	103.98
Digital	4,045	105,822	101,500	(4,322)	104.26
Online Resources	612	7,204	7,500	296	96.05
Periodicals	643	18,943	23,000	4,057	82.36
Print	9,291	194,601	195,000	399	99.80
Total Materials	20,446	402,477	400,000	(2,477)	100.62
Capital Expenditures					
Furniture & Equipment	0	10,000	10,000	0	100.00
Software & Hardware Upgrades	16,065	30,356	30,000	(356)	101.19
Total Capital Expenditures	16,065	40,356	40,000	(356)	100.89
Capital Fund Accounts					
Automation System - Shared NWRL	(2,750)	0	3,000	3,000	0.00
Technology Upgrades	(2,750)	0	3,000	3,000	0.00
Van Replacement	(2,750)	0	3,000	3,000	0.00
Total Capital Fund Accounts	(8,250)	0	9,000	9,000	0.00
Total General Fund Expenditures	310,499	3,345,660	3,395,350	49,690	98.54
General Fund Revenue Over Expenditures \$	(281,164)	\$ 7,656	\$ 0	(7,656)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 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	\$ 4,350	\$ 29,289	\$ 0	(29,289)	0.00
Endowment Revenue	0	1,245	0	(1,245)	0.00
Gain From Insurance Claim	0	5,597	0	(5,597)	0.00
Telecom/E-rate Funds	7,471	18,508	0	(18,508)	0.00
Legacy Grant Revenue	329	98,489	0	(98,489)	0.00
Northern Lights LN Funds	1,346	1,346	0	(1,346)	0.00
Total Special Projects Revenue	13,496	154,474	0	(154,474)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	287	2,834	0	(2,834)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	19	10,433	0	(10,433)	0.00
Donations - Miscellaneous	1,118	11,197	0	(11,197)	0.00
Legacy Grant Expense	329	98,490	0	(98,490)	0.00
Telecom/E-rate Expenses	7,471	18,508	0	(18,508)	0.00
Northern Lights LN e-Books	1,346	1,346	0	(1,346)	0.00
Projects from Designated Funds:					
Desig Funds - Printer/Fax/Copy	0	2,453	0	(2,453)	0.00
Desig Funds - Staff Developmnt	64	2,187	0	(2,187)	0.00
Total Special Projects Miscellaneous	10,634	147,448	0	(147,448)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0	5,894	0	(5,894)	0.00
Insurance Claim - Furn & Equip	0	6,475	0	(6,475)	0.00
Projects from Designated Funds:					
Desig Funds - Furn & Equipment	0	1,081	0	(1,081)	0.00
Total Special Projects Capital	0	13,450	0	(13,450)	0.00
Total Special Projects Expenditures	10,634	160,898	0	(160,898)	0.00
Special Proj Rev Over (Under) Expend	\$ 2,862	\$ (6,424)	\$ 0	6,424	0.00
GRAND TOTAL REVENUE	42,831	3,507,790	3,395,350	(112,440)	103.31
GRAND TOTAL EXPENDITURES	321,165	3,506,738	3,395,350	(111,388)	103.28
CHANGE IN FUND BALANCE	\$ (278,334)	\$ 1,052	\$ 0	(1,052)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
December 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)	\$ 27,363	19,290	8,073	29,052	(1,689)
Cash - Payroll (Bell Bank)	12,649	3,306	9,343	10,041	2,608
Cash - Savings (Bell Bank)	815,745	1,076,625	(260,880)	909,946	(94,201)
Petty Cash	460	460	0	460	0
Investment Account	1,344,049	1,342,744	1,305	1,268,963	75,086
Accounts Receivable	514	6,019	(5,505)	117	397
Prepaid Expenses	66,474	54,281	12,193	51,766	14,708
Deposit Account - OCLC	(46)	956	(1,002)	138	(184)
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	\$ 2,398,455	2,634,928	(236,473)	2,396,730	1,725
LIABILITIES					
Accounts Payable	\$ 39,950	20,980	18,970	64,580	(24,630)
Credit Card Payable	5,862	4,880	982	0	5,862
Amazon Charge Account	75	3,790	(3,715)	652	(577)
Accrued Salaries Payable	80,450	73,036	7,414	73,036	7,414
Accrued Sick Leave Payable	25,505	25,505	0	25,505	0
Accrued Vacation Payable	37,503	33,371	4,132	33,371	4,132
Payroll Tax Payable - ND	0	898	(898)	0	0
Dental Insurance Payable	0	(100)	100	0	0
Vision Insurance Payable	0	(16)	16	0	0
ARLAC Payable	(259)	259	(518)	157	(416)
Flexible Spending - Medical	990	1,261	(271)	1,511	(521)
Sales Tax Payable	486	290	196	743	(257)
Deferred Revenue	523,491	499,785	23,706	518,826	4,665
Total Liabilities	714,053	663,939	50,114	718,381	(4,328)
FUND BALANCES					
Fund Balance - Unreserved	608	6,608	(6,000)	(30,668)	31,276
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	33,000	32,750	250	30,000	3,000
Fund Bal - Technology Upgrade	43,000	42,750	250	40,000	3,000
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 - Software Upgrade	0	2,750	(2,750)	0	0
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	1,051	279,388	(278,337)	37,274	(36,223)
Total Fund Balances	1,684,402	1,970,989	(286,587)	1,678,349	6,053
Total Liabilities & Fund Bal.	\$ 2,398,455	2,634,928	(236,473)	2,396,730	1,725

Part A: Jurisdiction Identification*** DRAFT COPY ***

Jurisdiction: Lake Agassiz Regional Library
118 - 5th Street S.

Jurisdiction Type: Other

Moorhead

MN 56560

Contact: Jamie Sprynczynatyk

Phone: (218) 233-3757

E-Mail: spryj@gsuite.larl.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Designed Own

Description:

Director adopted plan from the control plan data. The same as last year.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Bulletin Board in the breakroom
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Lake Agassiz Regional Library Board of Trustees
(governing body)

Terry Kalil
(chief elected official)

President
(title)

Part C: Total Payroll

\$1,881,732.88

is the annual payroll for the calendar year just ended December 31.

- ☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

Job Class Data Entry Verification List

Lake Agassiz Regional Library
LGID 125

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Case: 2020 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Library Assistant	2	14	F	135	\$1,894.00	\$2,561.00	0.00	27.00	Longevity
2	Library Associate	1	19	F	220	\$2,329.00	\$3,090.00	0.00	26.00	Longevity
3	Business Office Associate	0	1	F	225	\$2,348.00	\$2,781.00	0.00	9.00	Longevity
5	Computer Tech	1	0	M	245	\$2,686.00	\$3,163.00	0.00	1.00	
18	Programming Coordinator	0	1	F	250	\$2,833.00	\$3,336.00	0.00	11.00	Longevity
6	Library Associate II	0	3	F	275	\$3,119.00	\$3,665.00	0.00	12.00	Longevity
7	Marketing Coordinator	0	1	F	300	\$3,770.00	\$4,420.00	0.00	4.00	Longevity
8	Public Service Supervisor	0	2	F	300	\$3,501.00	\$4,117.00	0.00	6.00	Longevity
12	IT Director	1	0	M	330	\$5,434.00	\$6,353.00	0.00	14.00	Longevity
13	Automation Coordinator	0	1	F	330	\$5,451.00	\$6,370.00	0.00	16.00	Longevity
14	Hub Supervisor	0	3	F	330	\$4,836.00	\$5,659.00	0.00	7.00	Longevity
15	Collection Development Lib	0	1	F	330	\$4,125.00	\$4,836.00	0.00	13.00	Longevity
17	Director of Finance and HF	1	0	M	350	\$5,911.00	\$6,907.00	0.00	10.00	Longevity
16	Regional Library Director	0	1	F	600	\$8,069.00	\$8,069.00	0.00	18.00	Longevity

Job Number Count: 14

LAKE AGASSIZ REGIONAL LIBRARY
2020
FINAL BUDGET

REVENUE	2019 Budget	2020 Prelim Budget (6/19)	2020 Budget	% Variance 2019-2020 Final
Becker County	378,205	391,360	391,360	
Detroit Lakes	226,670	232,370	232,370	
Clay County	292,175	301,615	301,615	
Moorhead	753,375	773,385	773,385	
Clearwater County	101,910	105,990	105,990	
Mahnomen County	43,020	44,595	44,595	
Mahnomen	20,600	21,685	21,685	
Norman County	98,550	102,085	102,085	
Polk County	264,090	274,020	274,020	
Crookston	222,635	227,005	227,005	
Wilkin County	54,350	55,835	55,835	
Breckenridge	90,040	92,185	92,185	
SUB-TOTAL	2,545,620	2,622,130	2,622,130	3.0%
GRANTS				
State Basic Support	519,148	525,000	525,699	
Regional Library Telecom Aid	101,000	101,000	93,150	
TOTA GRANTS	620,148	626,000	618,849	-0.2%
OTHER REVENUE				
Miscellaneous	104,650	104,650	110,650	
Joint Automation	49,850	49,000	49,000	
Fund Balance/Shortfall	75,082	81,170	57,621	
TOTAL REVENUE	3,395,350	3,482,950	3,458,250	1.9%
EXPENDITURES				
Operating	3,346,350	3,434,950	3,410,250	
Capital	49,000	48,000	48,000	
TOTAL EXPENDITURES	3,395,350	3,482,950	3,458,250	1.9%
			-	

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2020 FINAL BUDGET WITH COMPARISON TO PRELIMINARY BUDGET AND 2019 BUDGET

Approved: _____

CATEGORY	2019 Budget	2020 Prelim Budget (6/19)	2020 Budget	\$S Variance of 2020 Prel to Final	% Variance of 2020 Prel to Final	\$S Variance 2019-2020 Final	% Variance 2019-2020 Final
Personnel	2,384,950	2,480,250	2,463,300	(16,950)	-0.7%	78,350	3.3%
Library Materials	400,000	400,000	405,000	5,000	1.3%	5,000	1.3%
Automation/Cataloging	182,200	174,850	174,900	50	0.0%	(7,300)	-4.0%
Library Programming/Staff Dev.	23,900	23,900	23,900	-	0.0%	-	0.0%
Mileage/Board Mtg Expenses	29,000	29,000	29,000	-	0.0%	-	0.0%
Regional Library Telecom Aid	101,000	101,000	93,150	(7,850)	-7.8%	(7,850)	-7.8%
Other Operating Expenses	221,400	222,050	217,050	(5,000)	-2.3%	(4,350)	-2.0%
Vehicle Expenses	3,900	3,900	3,950	50	1.3%	50	1.3%
Capital Expenses	49,000	48,000	48,000	-	0.0%	(1,000)	-2.0%
Total Budget	3,395,350	3,482,950	3,458,250	(24,700)	-0.7%	62,900	1.9%

**LAKE AGASSIZ REGIONAL LIBRARY
2020 Designated Fund Balances**

<u>Designated Fund</u>	<u>12/31/2018 Balance</u>	<u>12/31/2019 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	20,000	20,000	20,000
3065 Consultant Study	10,000	20,000	20,000
3010 Employee Severance	20,000	29,000	21,000
3087 Health Insurance	-	27,000	20,000
3090 Joint Automation Project - LARL & NWRL	120,000	120,000	115,000
3060 Library Materials	30,000	30,000	30,000
3072 Outreach Services	20,000	20,000	20,000
3005 Operating Reserve (33%)	1,015,000	1,125,000	1,141,000
3040 Photocopiers/Printers/Scanners	3,000	8,547	10,000
3050 Professional Recruitment	5,000	5,000	5,000
3030 RO Furniture, Paint, & Equipment	10,000	8,919	10,000
3035 Special Projects	20,000	20,000	20,000
3080 Staff Development	14,854	17,734	20,000
3025 Technology Upgrades	40,811	40,000	40,000
3015 Unemployment Compensation	43,000	45,000	46,000
3020 Van Replacement	31,000	30,000	33,000
TOTALS	\$1,402,665	\$1,566,200	\$1,571,000



Monthly Report to the Board

Meeting Date: January 16, 2020

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Meeting with Midwest Motors, Nov. 18; Call with Libraries without Boarders, Nov. 19; Coordinating Team Meeting, Nov. 20; Executive Committee Meeting, Nov. 21; New Supervisor Orientation, Nov. 22; MN Library Legislative Meeting, Dec. 4; NWRL Director Meeting, Dec. 5; Automation/IT Meeting, Dec. 11; MN Library Legislative Meeting, Jan. 8

New Employees

Welcome to Samuel Lim, Moorhead Assistant.

Staff Development

Caese Harldson, Fosston Branch Manager and Lisa Trana, Detroit Lakes Public Services Supervisor attended Excelling as a Manager or Supervisor in mid-November.

Jenny Roger, Deb Kvittum, Erin Gunderson, Chris Boike and Liz Lynch participated in the *How to be a Great Boss* webinar on 1/8/2020.

LARL News & Projects

Circulated Items (Items checked out from LARL)

The LARL eBook and eAudiobook circulation numbers continue to soar with a 15% increase in 2019 over 2018. The growth of downloadable use has helped to balance the decrease in the number of physical items checked out annually.

Congratulations to the following branches and LINKs who saw an increase in the circulation of physical items over the previous year: Bagley, Barnesville, Fosston, Hawley, Frazee, Gonvick, Halstad, Lake Park, and Rothsay.

End of Year Projects

The months of November and December were consumed with the annual employee review process, the annual inventory assessment project, and holiday open houses.

During the annual employee reviews, LARL employees worked with supervisors to determine a process and plan to help librarians reach more community members. As a part of the LARL Strategic Plan, the region as a whole will be working towards the goal of 1 in 4 LARL residents owning a registered LARL card. As the months progress, we'll keep the LARL board updated on the progress.

Outreach Van Project

We have determined that we will be working with Midwest Motors of Moorhead to obtain a Ford Transit Highroof van for the LARL Outreach Van Project. We have obtained \$3,100 in funding towards the project. We are currently working with a graphic designer on the wrap for the outside of the vehicle. Once we have an image of what the new vehicle will look like, we will use it to launch a fundraising campaign to raise funds for the vehicle, shelving, the collection, staffing and more. We are hoping to launch the campaign in February 2020.

Donation Report and Plan for 2020

We are currently working on the second annual donation report that will be mailed to donors and stakeholders. This report will highlight and recognize donors from 2019, while attracting potential donors in 2020. In addition, we are working on implementing our donation plan for 2020, which most often benefits the LARL collection.

Friends of the Library Workshop

Five of LARL's 13 branches currently work with local Friends of the Library groups. LARL is planning on inviting board members from the existing Friends groups to a workshop/discussion to share success stories and ideas that work regarding membership, book sales, fundraising, communication, goals, and more. This event is tentatively planned for Saturday, April 25th at the Detroit Lakes Public Library from 2-4:30. Friends groups currently exist in Barnesville, Breckenridge, Crookston, Detroit Lakes and Moorhead.

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

Donations

10/2019	Moorhead Public Library Murder Mystery Fundraiser	1,660.00
11/15/2019	Richard Boyce donation to Moorhead Public Library in memory of Ann Fredine	100.00
11/12/2019	Linda Slagter donation to LARL for Library Materials	52.07
12/12/2019	Liz Thompson donation to the Crookston Public Library for Youth Events	20.00
12/18/2019	Shirley Beltz donation to the Bagley Public Library in memory of Phyllis Peterson	20.00
11/21/2019	Jacqueline Kelly donation to the Bagley Public Library in memory of Phyllis Peterson	100.00

11/13/2019	Barbara Maurer donation to the Bagley Public Library in memory of Phyllis Peterson	50.00
12/1/2019	Lorraine Brustad donation to the Bagley Public Library in memory of Phyllis Peterson	20.00
12/1/2019	Paul Iverson donation to the Bagley Public Library in memory of Phyllis Peterson	50.00
12/1/2019	John Peterson donation to the Bagley Public Library in memory of Phyllis Peterson	80.00
12/3/2019	Melody Okke donation to the Hawley Public Library for Christian Historical Fiction	30.00
11/19/2019	Rebecca Johnson donation to the Barnesville Public Library	29.30
11/20/2019	Eric Olson donation to the Breckenridge Public Library	10.00
12/31/2019	Jeanne Aske donation to the Moorhead Public Library	50.00
12/19/2019	Andre Lebugle donation to the Moorhead Public Library for Print Materials	200.00
12/1/2019	James Warcken and Tamara Holen Warcken donation to the Crookston Public Library	25.00
12/16/2019	Havilah Benton donation to the Crookston Public Library in honor of Tom and Terri Noah from Elyeska Frances	103.83
12/16/2019	Dwight & Arlene Tahran donation to the Crookston Public Library	52.07
12/20/2019	Robert L Gerke donation to the Moorhead Public Library for LGBTQ Youth Events	100.00
12/19/2019	Clay County Bar Association donation to the Moorhead Public Library	1,500.00
12/24/2019	Caitlin Tegels donation to Detroit Lakes Public Library	103.83
12/28/2019	Wayne Galles donation to LARL for eBooks	155.59
1/2/2020	John Swanson donation to Detroit Lakes Public Library	103.83
12/31/2019	Anonymous donation to Detroit Lakes Public Library	300.00
12/23/2019	ECI donation to the LARL Outreach Vehicle Project	2,000.00
12/16/2019	Randolph Stefanson donation to the LARL Outreach Vehicle Project	1,000.00
12/20/2019	Roers Management Inc. donation for the LARL Outreach Vehicle Project	100.00
12/2/2019	Richard Sanford and TC Energy donation to LARL	20.00
12/2/2019	Erik Johnson and Microsoft donation to LARL	50.00
12/2/2019	Microsoft Employee donation to Detroit Lakes Public Library match for Todd & Carolyn Baana's donation in memory of Jamie Lund	52.07
12/3/2019	Terry Kalil donation to LARL for Materials	103.83
12/3/2019	Catherine Dubord donation to LARL for Materials	52.07
12/3/2019	Amy Erickson donation to LARL for Materials	103.83
12/10/2019	Joann & John Lien donation to LARL for Materials	50.00
12/16/2019	Vicki Hanson donation to LARL for Materials	50.00
	Total	\$8,497.32

LARL BOARD OF TRUSTEES 2020 MEETING SCHEDULE

All meetings are held on the 3rd Thursday of the month at 5:30 p.m., unless indicated otherwise.

Month/Date	Group	Location	Special Topic
January 16	Finance & Full Board	Finance meets at 5:00 Full Board meets at 5:30 Moorhead	Adopt 2020 Final Budget
February 20	Executive	Moorhead	
March 19	Full Board	Moorhead	Audit Report
April 16	Executive/ Finance	Moorhead	Draft 1/ 2021 Preliminary Budget
May 21	Full Board	Moorhead	Draft 2/ 2021 Preliminary Budget Review
June 18	Finance & Full Board	Finance meets at 5:00 Full Board meets at 5:30 Moorhead	Adopt 2021 Preliminary Budget
July 16	Executive	Moorhead	
August 20	Executive	Moorhead	
September 17	Full Board	Moorhead	
October 15	Executive	Moorhead	
November 19	Full Board	Moorhead	Elections
December 17	Executive	Moorhead	

Approved by Lake Agassiz Regional Library Board of Trustees: January 16, 2020

M:\Board of Trustees\Board Meeting Calendar

LAKE AGASSIZ REGIONAL LIBRARY
BOARD OF TRUSTEES
 2020 Committee Assignments

Signatory	Executive	Finance	Personnel	Northern Lights Library Network (NLLN)	Nominations
Becker County	Kalil – P Grimsley - TR	**Kalil – P *Grimsley	**Kalil - P	**Kalil – P	**Kalil - P
Breckenridge				Holecek	
Clay County			Haney		
Clearwater County		Titera			Titera
Crookston	Briggs		Briggs		
Detroit Lakes				Schell	*Schell
Mahnomen			Durant		
Mahnomen County					Ahmann
Moorhead			*Anderson		Open Position
Norman County		Jacobson			Jacobson
Polk County	Willhite - VP	Willhite			
Wilkin County	Larson		Larson		

P=President, VP=Vice-President, TR=Treasurer

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

M:Board of Trustees/Committee Assignments/2020

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	11/13/1 11/13/1 11/13/1	Best Business Strategies	212.00 168.00 44.97	
6000-000	Supplies - Office			424.97	
6010-000	Supplies - Technical Services	11/19/1	DEMCO	425.77	
6010-000	Supplies - Technical Services	11/20/1 11/20/1 11/20/1	AndFel Corporation	20.07 32.97 15.49	
6010-000	Supplies - Technical Services	11/25/1 11/25/1 11/25/1	Midwest Container Systems, Inc	175.00 625.80 135.00	
6010-000	Supplies - Technical Services			1,430.10	
6020-000	Supplies - Public Services	11/27/1	DEMCO	440.62	
6020-000	Supplies - Public Services	11/30/1	Overdrive, Inc.	100.00	
6020-000	Supplies - Public Services			540.62	
6030-000	Supplies - Copier/Fax/Microfilm	11/1/19	Marco Technologies LLC	19.88	
6030-000	Supplies - Copier/Fax/Microfilm			19.88	
6240-000	Maint Contr - Copiers	11/1/19	Marco Technologies LLC	750.00	
6240-000	Maint Contr - Copiers	11/5/19	Metro Sales, Inc	672.60	
6240-000	Maint Contr - Copiers			1,422.60	
6300-000	Payroll/Time Tracking	11/13/1 11/26/1	Payroll Professionals, Inc.	137.95 127.10	
6300-000	Payroll/Time Tracking			265.05	
6350-000	Delivery Service - Courier	11/11/1 11/25/1	Alliance Courier	2,115.30 2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6362-000	Lease - Copiers	11/1/19 11/1/19	Marco Technologies LLC	1,369.50 75.00	
6362-000	Lease - Copiers			1,444.50	
6400-000	Telephone	11/1/19 11/1/19	Halstad Telephone Company	73.70 33.30	
6400-000	Telephone	11/22/1	Rochester Telecom Systems Inc.	108.19	
6400-000	Telephone			215.19	
6410-000	PIO - Marketing/Printing/Etc	11/4/19	Clay County Connection	264.00	
6410-000	PIO - Marketing/Printing/Etc	11/5/19 11/5/19	Shortprinter	36.10 117.85	
6410-000	PIO - Marketing/Printing/Etc	11/15/1	Signarama	112.44	
6410-000	PIO - Marketing/Printing/Etc	11/15/1	Hillary Stevens	32.20	
6410-000	PIO - Marketing/Printing/Etc	11/18/1 11/18/1	Shortprinter	24.02 100.51	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	11/21/1	Cole Papers Inc.	36.60	
6410-000	PIO - Marketing/Printing/Etc			723.72	
6430-000	Postage	11/21/1	Dakota Mailing & Shipping Equi	150.66	
6430-000	Postage			150.66	
6450-000	Mileage - Trustee	11/21/1	Terry Kalil	83.52	
6450-000	Mileage - Trustee	11/21/1	Ben Grimsley	52.20	
6450-000	Mileage - Trustee	11/21/1	Dennis Larson	52.20	
6450-000	Mileage - Trustee	11/21/1	Linda Holecek	51.04	
6450-000	Mileage - Trustee	11/21/1	Mark Titera	104.40	
6450-000	Mileage - Trustee	11/21/1	Steve Jacobson	32.48	
6450-000	Mileage - Trustee	11/21/1	Gary Willhite	81.20	
6450-000	Mileage - Trustee	11/21/1	Linda Schell	58.00	
6450-000	Mileage - Trustee	11/21/1	David Geray	87.00	
6450-000	Mileage - Trustee	11/21/1	LuAnn Durant	81.78	
6450-000	Mileage - Trustee			683.82	
6455-000	Mileage - Staff	11/1/19	Joyce Christine Boike	51.62	
6455-000	Mileage - Staff	11/1/19	Jill Rose	24.36	
6455-000	Mileage - Staff	11/1/19	Candace Perry	25.81	
		11/1/19		25.81	
6455-000	Mileage - Staff	11/2/19	Jill Rose	24.36	
6455-000	Mileage - Staff	11/5/19	Jeanne Anderson	52.49	
6455-000	Mileage - Staff	11/6/19	Marilyn Eaves	16.82	
6455-000	Mileage - Staff	11/6/19	Jodi Harrington	19.43	
6455-000	Mileage - Staff	11/7/19	Megan Krueger	59.16	
6455-000	Mileage - Staff	11/7/19	Jill Rose	21.17	
6455-000	Mileage - Staff	11/12/1	Jodi Harrington	14.50	
6455-000	Mileage - Staff	11/13/1	Greta Guck	42.63	
6455-000	Mileage - Staff	11/13/1	Liz Lynch	80.91	
6455-000	Mileage - Staff	11/14/1	Jill Rose	24.36	
6455-000	Mileage - Staff	11/14/1	Greta Guck	42.63	
6455-000	Mileage - Staff	11/14/1	Joyce Christine Boike	40.60	
6455-000	Mileage - Staff	11/15/1	Caese Haroldson	121.80	
6455-000	Mileage - Staff	11/15/1	Christy Underlee	19.43	
6455-000	Mileage - Staff	11/15/1	Jill Rose	24.36	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	11/15/1	Joyce Christine Boike	27.55	
		11/15/1		42.34	
6455-000	Mileage - Staff	11/18/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	11/18/1	Amy Nelson	37.12	
6455-000	Mileage - Staff	11/20/1	Joyce Christine Boike	81.20	
6455-000	Mileage - Staff	11/20/1	Greta Guck	52.49	
6455-000	Mileage - Staff	11/20/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	11/21/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	11/21/1	Greta Guck	42.63	
6455-000	Mileage - Staff	11/21/1	Joyce Christine Boike	20.01	
6455-000	Mileage - Staff	11/22/1	Caese Haroldson	121.80	
6455-000	Mileage - Staff	11/22/1	Jill Rose	24.36	
6455-000	Mileage - Staff	11/25/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	11/26/1	Megan Krueger	52.20	
6455-000	Mileage - Staff	11/27/1	Philip Spooner	52.49	
6455-000	Mileage - Staff	11/29/1	Sheila Capistran	41.18	
6455-000	Mileage - Staff	11/30/1	Jill Rose	24.36	
6455-000	Mileage - Staff			1,494.95	
6482-000	Conf/Meeting - Miscellaneous	11/13/1	Caese Haroldson	69.00	
6482-000	Conf/Meeting - Miscellaneous			69.00	
6500-000	Van - Gasoline	11/6/19	Cenex Fleetcard	21.08	
6500-000	Van - Gasoline			21.08	
6600-000	Materials - Print	11/1/19	Baker & Taylor	293.60	
		11/1/19		496.44	
		11/1/19		147.24	
		11/1/19		39.90	
		11/1/19		112.13	
		11/1/19		354.69	
		11/1/19		282.06	
		11/1/19		361.34	
		11/1/19		59.82	
		11/1/19		65.05	
		11/1/19		35.82	
		11/5/19		191.84	
		11/6/19		120.94	
		11/6/19		509.80	
		11/6/19		360.69	
		11/6/19		12.18	
		11/7/19		430.61	
		11/7/19		81.24	
		11/11/1		606.45	
		11/12/1		50.33	
6600-000	Materials - Print	11/13/1	Farm & Home Publishers, LTD.	56.00	
6600-000	Materials - Print	11/13/1	Baker & Taylor	391.03	
		11/13/1		238.60	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/13/1		165.04	
		11/14/1		148.64	
		11/14/1		0.10	
		11/14/1		342.51	
		11/14/1		84.26	
		11/15/1		63.03	
		11/15/1		325.94	
		11/15/1		89.05	
		11/18/1		201.26	
		11/18/1		21.02	
		11/18/1		227.20	
		11/18/1		235.50	
		11/18/1		41.34	
		11/19/1		90.38	
		11/19/1		77.42	
		11/20/1		9.84	
		11/20/1		283.88	
		11/20/1		17.26	
		11/21/1		0.10	
		11/21/1		117.59	
		11/21/1		447.92	
		11/22/1		16.88	
		11/22/1		20.04	
		11/23/1		44.84	
		11/23/1		72.04	
		11/25/1		88.18	
		11/25/1		30.12	
		11/25/1		39.36	
		11/25/1		7.78	
		11/25/1		218.86	
6600-000	Materials - Print			8,825.18	
6601-000	Materials - A/V	11/1/19	Recorded Books, LLC.	72.98	
6601-000	Materials - A/V	11/1/19	Baker & Taylor	89.55	
		11/1/19		31.04	
		11/1/19		93.03	
6601-000	Materials - A/V	11/4/19	Recorded Books, LLC.	73.00	
		11/5/19		49.60	
		11/6/19		58.70	
		11/6/19		109.49	
6601-000	Materials - A/V	11/7/19	Baker & Taylor	40.28	
		11/8/19		75.12	
		11/8/19		29.80	
		11/11/1		77.60	
		11/11/1		74.01	
6601-000	Materials - A/V	11/13/1	Recorded Books, LLC.	213.98	
		11/18/1		165.40	
		11/18/1		208.16	
6601-000	Materials - A/V	11/20/1	Baker & Taylor	31.04	
6601-000	Materials - A/V	11/21/1	Recorded Books, LLC.	269.98	
		11/21/1		58.60	
		11/22/1		199.00	
6601-000	Materials - A/V			2,020.36	
6670-000	Materials - Digital - e-Books	11/1/19	Overdrive, Inc.	5.99	
		11/5/19		373.39	
		11/6/19		50.22	
		11/6/19		167.90	
		11/6/19		24.99	
		11/11/1		6.50	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/12/1		92.71	
		11/12/1		189.95	
		11/12/1		511.85	
		11/12/1		55.00	
		11/13/1		444.67	
		11/19/1		330.98	
		11/20/1		2.99	
		11/20/1		183.99	
		11/20/1		75.95	
		11/20/1		138.00	
		11/20/1		84.30	
		11/25/1		175.96	
		11/25/1		243.96	
		11/25/1		53.28	
		11/25/1		6.99	
		11/26/1		214.24	
6670-000	Materials - Digital - e-Books			3,433.81	
6675-000	Materials - Digital - e-Audio	11/6/19	Overdrive, Inc.	160.00	
		11/12/1		231.99	
		11/12/1		57.00	
		11/13/1		791.73	
		11/19/1		130.00	
		11/20/1		286.99	
		11/25/1		139.10	
		11/25/1		144.99	
		11/25/1		62.99	
6675-000	Materials - Digital - e-Audio			2,004.79	
6690-000	Materials - Periodicals	11/1/19	Barnesville Record-Review	38.00	
6690-000	Materials - Periodicals	11/1/19	Star Tribune	527.80	
6690-000	Materials - Periodicals			565.80	
7120-000	Telecom/E-rate Expenses	11/22/1	Netgate	8,847.06	
7120-000	Telecom/E-rate Expenses			8,847.06	
7200-000	Legacy - Expense (1099)	11/1/19	Frazee Forum, Inc.	84.00	
7200-000	Legacy - Expense (1099)	11/3/19	Crookston Daily Times	30.00	
7200-000	Legacy - Expense (1099)	11/4/19	James Kaplan	1,500.00	
7200-000	Legacy - Expense (1099)	11/19/1	Newman Signs, Inc.	132.35	
7200-000	Legacy - Expense (1099)	11/19/1	Laura A. MacKenzie	675.00	
7200-000	Legacy - Expense (1099)			2,421.35	
7205-000	Legacy - Exp Reimbursement	11/4/19	James Kaplan	374.10	
7205-000	Legacy - Exp Reimbursement			374.10	
8107-000	Donation - Material Other - RO	11/5/19	Overdrive, Inc.	146.99	
		11/5/19		53.00	
		11/6/19		94.95	
		11/6/19		597.68	
8107-000	Donation - Material Other - RO			892.62	
8107-002	Donation - Material Other - LD	11/6/19	Overdrive, Inc.	54.09	
8107-002	Donation - Material Other - LD	11/13/1	Recorded Books, LLC.	5.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8107-002	Donation - Material Other - LD			59.09	
8107-013	Donation - Material Other - LH	11/13/1	Overdrive, Inc.	485.20	
8107-013	Donation - Material Other - LH			485.20	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	11/15/1 11/15/1 11/29/1 11/29/1	Federal Income Tax deposit	5,033.12 1,177.10 4,676.09 1,093.60	
5100-000	Payroll Taxes - Employer			11,979.91	
5110-000	Retirement - PERA - Employer	11/15/1 11/29/1	Public Employees Retirement As	6,048.32 5,647.53	
5110-000	Retirement - PERA - Employer			11,695.85	
5120-000	Health Insurance	11/15/1 11/15/1	Further - VEBA/HSA	1,490.75 1,886.00	
5120-000	Health Insurance	11/15/1	LARL Payroll		194.75
5120-000	Health Insurance	11/21/1	Further - Fees	115.05	
5120-000	Health Insurance	11/29/1	Further - VEBA/HSA	194.75	
5120-000	Health Insurance	11/29/1	LARL Payroll		194.75
5120-000	Health Insurance	11/30/1	Lakes Country Service Cooperat	25,814.50	
5120-000	Health Insurance			29,501.05	389.50
5140-000	Life Insurance - Employer Paid	11/1/19	The Hartford	186.62	
5140-000	Life Insurance - Employer Paid			186.62	
6010-000	Supplies - Technical Services	11/16/1 11/21/1 11/22/1 11/22/1	Amazon (charges on account)	77.46 127.96 89.50 179.86	
6010-000	Supplies - Technical Services			474.78	
6020-000	Supplies - Public Services	11/20/1	Best Name Badges	16.70	
6020-000	Supplies - Public Services			16.70	
6320-000	Business Office Software	11/8/19	MoneySoft	424.00	
6320-000	Business Office Software			424.00	
6400-000	Telephone	11/3/19 11/3/19 11/3/19 11/3/19 11/3/19	Arvig	98.33 84.98 76.60 76.60 26.01	
6400-000	Telephone	11/13/1	Allstream	726.63	
6400-000	Telephone	11/13/1	Rothsay Telephone	75.91	
6400-000	Telephone	11/15/1	Garden Valley Telephone Comp	40.62	
6400-000	Telephone	11/25/1	Arvig	182.22	
6400-000	Telephone	11/30/1 11/30/1 11/30/1 11/30/1	Garden Valley Telephone Comp	40.62 40.62 89.70 40.62	
6400-000	Telephone			1,599.46	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone	11/9/19	Ting	6.74	
6405-000	Cell Phone			6.74	
6410-000	PIO - Marketing/Printing/Etc	11/6/19	Crestline Specialties, Inc.	900.91	
6410-000	PIO - Marketing/Printing/Etc			900.91	
6430-000	Postage	11/1/19	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6470-000	Board Expenses	11/14/1	Sam's Club	15.96	
6470-000	Board Expenses			15.96	
6495-000	Programming - Adult	11/14/1	Sam's Club	11.96	
6495-000	Programming - Adult			11.96	
6600-000	Materials - Print	11/1/19	Amazon (charges on account)	15.98	
		11/2/19		21.32	
		11/9/19		33.98	
		11/10/1		37.96	
		11/10/1		15.99	
		11/16/1		30.00	
		11/17/1		23.08	
		11/19/1		29.98	
		11/19/1		5.51	
		11/23/1		7.99	
		11/26/1		74.90	
6600-000	Materials - Print			296.69	
6601-000	Materials - A/V	11/1/19	Amazon (charges on account)	51.92	
		11/1/19		19.99	
		11/3/19		61.90	
		11/3/19		17.38	
		11/3/19		33.05	
		11/3/19		9.99	
		11/3/19		44.97	
		11/3/19		17.99	
		11/3/19		39.92	
		11/3/19		23.45	
		11/4/19		20.00	
		11/4/19		9.96	
		11/4/19		89.80	
		11/4/19		35.95	
		11/5/19		11.98	
		11/6/19		17.99	
		11/6/19		27.98	
		11/6/19		41.97	
		11/6/19		50.97	
		11/6/19		35.98	
		11/7/19		108.83	
		11/7/19		9.96	
		11/9/19		59.98	
		11/10/1		32.99	
		11/10/1		32.99	
		11/10/1		27.98	
		11/10/1		17.96	
		11/10/1		15.99	
		11/11/1		53.97	
		11/11/1		29.92	
		11/11/1		17.99	
		11/11/1		17.99	
		11/13/1		44.97	
		11/13/1		101.83	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		11/13/1		32.88	
		11/13/1		27.98	
		11/14/1		23.76	
		11/17/1		29.88	
		11/17/1		27.99	
		11/18/1		19.92	
		11/18/1		35.92	
		11/18/1		35.92	
		11/18/1		14.96	
		11/18/1		46.94	
		11/18/1		14.96	
		11/19/1		22.58	
		11/20/1		41.97	
		11/22/1		100.85	
		11/22/1		19.99	
		11/22/1		215.17	
		11/22/1		91.12	
		11/23/1		38.98	
		11/24/1		26.44	
		11/24/1		43.96	
		11/25/1		14.96	
		11/26/1		13.99	
		11/26/1		293.97	
		11/26/1		31.20	
		11/27/1		59.96	
		11/29/1		41.97	
6601-000	Materials - A/V			2,604.71	
7120-000	Telecom/E-rate Expenses	11/26/1	Rackmount Solutions	174.70	
7120-000	Telecom/E-rate Expenses			174.70	
8100-011	Donation - Material Print - LM	11/17/1	Amazon (charges on account)	6.17	
		11/19/1		7.26	
8100-011	Donation - Material Print - LM			13.43	
8100-021	Donation - Material Print - LG	11/4/19	Amazon (charges on account)	43.49	
8100-021	Donation - Material Print - LG			43.49	
9080-000	Desig Funds - Staff Developmn	11/29/1	American Library Association	65.00	
9080-000	Desig Funds - Staff Developmn			65.00	
9630-200	Cell Phone - Joint Automation	11/9/19	Ting	24.71	
9630-200	Cell Phone - Joint Automation			24.71	

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
5140-000	Life Insurance - Employer Paid	12/1/19 12/6/19 12/10/1	The Hartford	186.62	129.00 186.62
5140-000	Life Insurance - Employer Paid			186.62	315.62
6020-000	Supplies - Public Services	12/17/1	The Library Store, Inc.	43.85	
6020-000	Supplies - Public Services	12/31/1	Overdrive, Inc.	77.40	
6020-000	Supplies - Public Services			121.25	
6040-000	Supplies - Computer	12/10/1	Encore Data Products, Inc.	945.00	
6040-000	Supplies - Computer			945.00	
6210-000	Equip Rep/Mtc - PCs/Printers	12/18/1	Rapid Refill	70.00	
6210-000	Equip Rep/Mtc - PCs/Printers			70.00	
6245-000	Maint Contr - Printers	12/26/1	Metro Sales, Inc	1,652.81	
6245-000	Maint Contr - Printers			1,652.81	
6300-000	Payroll/Time Tracking	12/11/1 12/23/1	Payroll Professionals, Inc.	173.60 134.85	
6300-000	Payroll/Time Tracking			308.45	
6350-000	Delivery Service - Courier	12/10/1 12/23/1 12/31/1	Alliance Courier	1,903.77 2,115.30 1,057.65	
6350-000	Delivery Service - Courier			5,076.72	
6380-000	Recruitment	12/1/19 12/31/1	JobsHQ	461.70 6.93	
6380-000	Recruitment			468.63	
6400-000	Telephone	12/1/19 12/1/19	Halstad Telephone Company	73.70 33.30	
6400-000	Telephone	12/6/19	CenturyLink	144.00	
6400-000	Telephone	12/8/19 12/8/19 12/8/19 12/8/19 12/8/19	Arvig	98.33 99.98 91.60 91.60 41.01	
6400-000	Telephone	12/22/1	Rochester Telecom Systems Inc.	119.86	
6400-000	Telephone	12/23/1	Allstream	761.39	
6400-000	Telephone	12/25/1	Garden Valley Telephone Comp	40.62	
6400-000	Telephone			1,595.39	
6410-000	PIO - Marketing/Printing/Etc	12/4/19	Richards Publishing Company, I	67.50	
6410-000	PIO - Marketing/Printing/Etc	12/13/1	Shortprinter	300.36	
6410-000	PIO - Marketing/Printing/Etc			367.86	
6455-000	Mileage - Staff	12/1/19	Lisa Trana	52.49	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	12/2/19	Joyce Christine Boike	20.01	
6455-000	Mileage - Staff	12/3/19	Jill Rose	24.36	
6455-000	Mileage - Staff	12/3/19	Megan Krueger	49.59	
6455-000	Mileage - Staff	12/3/19	Julie Malmanger	51.62	
6455-000	Mileage - Staff	12/3/19	Jane Vigness	20.01	
6455-000	Mileage - Staff	12/4/19	Joyce Christine Boike	51.62	
6455-000	Mileage - Staff	12/4/19	Greta Guck	87.00	
6455-000	Mileage - Staff	12/4/19	Megan Krueger	25.81	
		12/5/19		30.16	
6455-000	Mileage - Staff	12/5/19	Jill Rose	24.36	
6455-000	Mileage - Staff	12/5/19	Greta Guck	17.69	
6455-000	Mileage - Staff	12/5/19	Heidi Moore	5.80	
6455-000	Mileage - Staff	12/5/19	Caese Haroldson	46.40	
6455-000	Mileage - Staff	12/9/19	Sheila Capistran	41.18	
6455-000	Mileage - Staff	12/12/1	Greta Guck	15.95	
6455-000	Mileage - Staff	12/12/1	Jodi Harrington	27.84	
		12/12/1		19.43	
6455-000	Mileage - Staff	12/16/1	Greta Guck	101.79	
6455-000	Mileage - Staff	12/16/1	Sheila Capistran	41.18	
		12/17/1		41.18	
6455-000	Mileage - Staff	12/17/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	12/17/1	Megan Krueger	46.98	
6455-000	Mileage - Staff	12/18/1	Joyce Christine Boike	81.20	
6455-000	Mileage - Staff	12/18/1	Paula Ous	27.55	
6455-000	Mileage - Staff	12/18/1	Jodi Harrington	19.43	
6455-000	Mileage - Staff	12/18/1	Greta Guck	52.49	
6455-000	Mileage - Staff	12/19/1	Jill Rose	24.36	
6455-000	Mileage - Staff	12/19/1	Megan Krueger	44.66	
6455-000	Mileage - Staff	12/20/1	Jodi Harrington	27.84	
6455-000	Mileage - Staff	12/23/1	Megan Krueger	49.59	
6455-000	Mileage - Staff	12/23/1	Sheila Capistran	41.18	
		12/27/1		41.18	
		12/30/1		41.18	
6455-000	Mileage - Staff			1,312.54	
6470-000	Board Expenses	12/1/19	Card Services	19.98	
6470-000	Board Expenses			19.98	
6490-000	Programming - Youth	12/17/1	Jenna Kahly	15.93	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6490-000	Programming - Youth			15.93	
6495-000	Programming - Adult	12/3/19	Jenna Kahly	6.44	
6495-000	Programming - Adult	12/4/19	Shortprinter	251.23	
6495-000	Programming - Adult	12/31/1	Janette Loudon	200.00	
6495-000	Programming - Adult			457.67	
6500-000	Van - Gasoline	12/6/19	Genex Fleetcard	35.22	
		12/31/1		28.17	
6500-000	Van - Gasoline			63.39	
6505-000	Van - Repairs & Maintenance	12/6/19	Duggan's Auto Service Center	63.00	
6505-000	Van - Repairs & Maintenance			63.00	
6600-000	Materials - Print	12/1/19	Baker & Taylor	48.70	
		12/1/19		67.96	
		12/1/19		23.52	
6600-000	Materials - Print	12/1/19	Farm & Home Publishers, LTD.	56.00	
6600-000	Materials - Print	12/2/19	Baker & Taylor	38.02	
		12/2/19		325.07	
6600-000	Materials - Print	12/3/19	Zandbroz Variety	59.90	
6600-000	Materials - Print	12/3/19	Baker & Taylor	43.40	
		12/3/19		31.98	
		12/4/19		189.02	
		12/4/19		43.14	
		12/4/19		76.62	
		12/4/19		62.82	
		12/5/19		169.50	
		12/5/19		17.52	
		12/5/19		36.03	
		12/5/19		198.25	
		12/5/19		17.70	
		12/5/19		14.57	
		12/6/19		112.60	
		12/6/19		88.68	
		12/6/19		48.95	
		12/6/19		25.49	
		12/7/19		20.20	
		12/9/19		59.50	
6600-000	Materials - Print	12/10/1	Infogroup	360.00	
6600-000	Materials - Print	12/10/1	Baker & Taylor	82.03	
		12/10/1		21.53	
		12/10/1		78.52	
		12/10/1		77.42	
		12/10/1		85.84	
		12/11/1		26.18	
		12/11/1		30.06	
		12/12/1		29.95	
		12/12/1		432.76	
		12/12/1		371.86	
		12/12/1		13.18	
		12/13/1		98.06	
		12/13/1		33.44	
		12/13/1		92.16	
		12/14/1		12.96	
		12/14/1		94.76	

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

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/14/1		24.56	
		12/14/1		83.44	
		12/14/1		56.70	
		12/16/1		0.10	
		12/16/1		14.60	
		12/16/1		22.42	
		12/16/1		32.40	
		12/16/1		46.10	
		12/16/1		103.20	
		12/16/1		10.58	
		12/16/1		35.48	
		12/16/1		5.29	
		12/16/1		8.54	
		12/16/1		170.74	
		12/16/1		28.94	
		12/16/1		87.82	
		12/16/1		189.20	
		12/16/1		897.53	
		12/16/1		123.74	
		12/16/1		106.20	
		12/16/1		41.50	
		12/16/1		139.37	
		12/16/1		281.42	
		12/16/1		30.38	
		12/17/1		64.80	
		12/17/1		47.01	
		12/17/1		102.58	
		12/17/1		17.70	
		12/17/1		290.59	
		12/17/1		30.18	
		12/17/1		145.46	
		12/17/1		58.02	
		12/17/1		21.32	
		12/17/1		32.57	
		12/17/1		10.50	
		12/17/1		314.07	
		12/17/1		377.43	
		12/18/1		23.38	
		12/18/1		352.86	
		12/18/1		157.66	
		12/18/1		69.28	
		12/19/1		20.04	
		12/19/1		27.68	
		12/20/1		54.78	
		12/20/1		55.42	
6600-000	Materials - Print	12/24/1	Gale/CENGAGE Learning	221.96	
6600-000	Materials - Print	12/24/1	Baker & Taylor		500.00
		12/24/1		21.32	
		12/24/1		72.06	
		12/26/1		199.80	
		12/26/1		61.47	
		12/26/1		75.76	
		12/27/1		20.98	
		12/27/1		10.38	
		12/30/1		321.95	
		12/30/1		40.20	
6600-000	Materials - Print			9,675.31	500.00
6601-000	Materials - A/V	12/1/19	Recorded Books, LLC.	936.40	
		12/3/19		99.50	
6601-000	Materials - A/V	12/3/19	Baker & Taylor	23.90	
		12/4/19		23.90	
6601-000	Materials - A/V	12/5/19	Recorded Books, LLC.	81.98	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	12/6/19	Baker & Taylor	29.80	
6601-000	Materials - A/V	12/9/19	Recorded Books, LLC.	164.00	
		12/10/1		72.98	
		12/10/1		64.00	
		12/10/1		58.60	
		12/10/1		149.40	
		12/12/1		31.95	
6601-000	Materials - A/V	12/12/1	Baker & Taylor	412.87	
		12/13/1		41.44	
		12/13/1		175.38	
		12/13/1		95.45	
		12/14/1		29.80	
		12/16/1		200.25	
		12/16/1		51.04	
		12/16/1		90.64	
6601-000	Materials - A/V	12/17/1	Recorded Books, LLC.	36.49	
		12/19/1		82.00	
		12/23/1		61.28	
6601-000	Materials - A/V	12/26/1	Baker & Taylor	85.63	
		12/30/1		103.83	
6601-000	Materials - A/V			3,202.51	
6670-000	Materials - Digital - e-Books	12/1/19	Overdrive, Inc.	5.99	
		12/2/19		116.24	
		12/2/19		258.86	
		12/2/19		115.23	
		12/3/19		217.94	
		12/3/19		62.99	
		12/9/19		37.14	
		12/9/19		5.99	
		12/9/19		72.97	
		12/9/19		510.96	
		12/10/1		45.96	
		12/12/1		3.99	
		12/13/1		5.69	
		12/15/1		185.98	
		12/15/1		287.97	
		12/16/1		28.96	
		12/16/1		158.97	
		12/16/1		201.97	
		12/16/1		64.65	
		12/26/1		20.97	
		12/27/1		28.99	
		12/30/1		33.98	
		12/31/1		151.97	
6670-000	Materials - Digital - e-Books			2,624.36	
6675-000	Materials - Digital - e-Audio	12/5/19	Overdrive, Inc.	337.47	
		12/15/1		54.99	
		12/15/1		130.00	
		12/16/1		65.00	
6675-000	Materials - Digital - e-Audio			587.46	
6690-000	Materials - Periodicals	12/1/19	Daily News / News Monitor	130.00	
6690-000	Materials - Periodicals	12/8/19	Star Tribune	512.72	
6690-000	Materials - Periodicals			642.72	
7110-000	Regional Lib Telecom Aid - Ex	12/23/1	NW-Links	21,355.87	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7110-000	Regional Lib Telecom Aid - Ex			21,355.87	
7120-000	Telecom/E-rate Expenses	12/12/1	PCMG	1,174.00	
		12/12/1		1,106.00	
		12/12/1		158.00	
		12/12/1		1,026.00	
7120-000	Telecom/E-rate Expenses	12/16/1	ByteSpeed, LLC	3,897.96	
7120-000	Telecom/E-rate Expenses			7,361.96	
7410-000	Northern Lights LN e-Books	12/5/19	Overdrive, Inc.	996.90	
		12/27/1		349.11	
7410-000	Northern Lights LN e-Books			1,346.01	
8000-002	Donation - Misc Exp - LD	12/5/19	Swank Movie Licensing USA	495.00	
8000-002	Donation - Misc Exp - LD			495.00	
8000-011	Donation - Misc Exp - LM	12/5/19	Swank Movie Licensing USA	514.00	
8000-011	Donation - Misc Exp - LM			514.00	
8000-041	Donation - Misc Exp - LA	12/6/19	Candace Osborn	88.63	
8000-041	Donation - Misc Exp - LA			88.63	
8100-011	Donation - Material Print - LM	12/30/1	Baker & Taylor	200.00	
8100-011	Donation - Material Print - LM			200.00	
8107-000	Donation - Material Other - RO	12/27/1	Overdrive, Inc.	19.00	
8107-000	Donation - Material Other - RO			19.00	
8600-000	Software & Hardware Upgrade	12/10/1	ByteSpeed, LLC	3,020.00	
8600-000	Software & Hardware Upgrade	12/13/1	PCMG	3,300.00	
		12/13/1		2,544.00	
8600-000	Software & Hardware Upgrade			8,864.00	
9080-000	Desig Funds - Staff Developm	12/4/19	Lisa Trana	63.87	
9080-000	Desig Funds - Staff Developm			63.87	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	12/13/1 12/13/1 12/31/1 12/31/1	Federal Income Tax deposit	5,527.65 1,292.76 4,482.59 1,048.35	
5100-000	Payroll Taxes - Employer			12,351.35	
5110-000	Retirement - PERA - Employer	12/13/1 12/31/1	Public Employees Retirement As	6,714.32 5,404.40	
5110-000	Retirement - PERA - Employer			12,118.72	
5120-000	Health Insurance	12/1/19	Further - VEBA/HSA	2,220.00	
5120-000	Health Insurance	12/13/1	LARL Payroll		194.75
5120-000	Health Insurance	12/16/1 12/16/1	Further - VEBA/HSA	1,490.75 1,886.00	
5120-000	Health Insurance	12/22/1	Further - Fees	115.05	
5120-000	Health Insurance	12/30/1	Lakes Country Service Cooperat	27,118.50	
5120-000	Health Insurance	12/30/1	Further - VEBA/HSA	194.75	
5120-000	Health Insurance	12/31/1	LARL Payroll		194.75
5120-000	Health Insurance			33,025.05	389.50
5140-000	Life Insurance - Employer Paid	12/6/19 12/10/1	The Hartford	129.00 186.62	
5140-000	Life Insurance - Employer Paid			315.62	
6000-000	Supplies - Office	12/6/19	Amazon (charges on account)	18.03	
6000-000	Supplies - Office			18.03	
6020-000	Supplies - Public Services	12/4/19	Sam's Club	43.24	
6020-000	Supplies - Public Services	12/11/1	Best Name Badges	16.70	
6020-000	Supplies - Public Services			59.94	
6040-000	Supplies - Computer	12/2/19	Amazon (charges on account)	53.07	
6040-000	Supplies - Computer	12/4/19	Domainmonger	139.50	
6040-000	Supplies - Computer	12/10/1 12/10/1 12/10/1 12/11/1 12/11/1	Amazon (charges on account)	99.24 119.64 50.94 203.92 5.87	
6040-000	Supplies - Computer			672.18	
6320-000	Business Office Software	12/19/1	Foxit Software Inc	129.00	
6320-000	Business Office Software			129.00	
6365-000	Lease - Mailing Machine	12/19/1	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	12/3/19 12/3/19 12/3/19	Arvig	41.01 91.60 91.60	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/3/19		99.98	
		12/3/19		83.33	
6400-000	Telephone	12/14/1	Allstream	761.39	
6400-000	Telephone	12/15/1	Garden Valley Telephone Comp	40.62	
6400-000	Telephone	12/15/1	Rothsay Telephone	75.91	
6400-000	Telephone	12/25/1	Arvig	182.22	
6400-000	Telephone	12/30/1	Garden Valley Telephone Comp	40.62	
		12/30/1		40.62	
		12/30/1		40.62	
		12/30/1		89.70	
6400-000	Telephone			1,679.22	
6405-000	Cell Phone	12/12/1	Ting	6.74	
6405-000	Cell Phone			6.74	
6410-000	PIO - Marketing/Printing/Etc	12/19/1	Adobe	386.42	
6410-000	PIO - Marketing/Printing/Etc	12/19/1	Uprinting.com	65.37	
6410-000	PIO - Marketing/Printing/Etc	12/26/1	4imprint, Inc.	1,109.34	
6410-000	PIO - Marketing/Printing/Etc			1,561.13	
6430-000	Postage	12/31/1	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6435-000	PO Box Rental	12/3/19	US Postal Service	120.00	
		12/3/19		56.00	
6435-000	PO Box Rental			176.00	
6490-000	Programming - Youth	12/2/19	Amazon (charges on account)	23.98	
		12/2/19		26.99	
		12/2/19		24.14	
		12/2/19		65.50	
		12/2/19		15.80	
		12/2/19		454.78	
		12/3/19		6.99	
		12/3/19		39.76	
		12/3/19		56.76	
		12/3/19		21.81	
		12/3/19		179.98	
		12/3/19		90.00	
		12/3/19		18.75	
		12/3/19		397.01	
		12/3/19		183.88	
6490-000	Programming - Youth	12/4/19	Discount School Supply	50.45	
6490-000	Programming - Youth	12/4/19	Amazon (charges on account)	26.06	
		12/4/19		66.28	
		12/5/19		59.89	
		12/16/1		7.99	
6490-000	Programming - Youth			1,816.80	
6492-000	Programming - Summer Learni	12/3/19	Amazon (charges on account)	400.19	
		12/3/19		130.00	
6492-000	Programming - Summer Learni			530.19	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6495-000	Programming - Adult	12/3/19	4imprint, Inc.		41.04
		12/4/19			21.07
6495-000	Programming - Adult				62.11
6600-000	Materials - Print	12/2/19	Amazon (charges on account)	7.72	
		12/3/19		6.99	
		12/5/19		9.99	
		12/6/19		15.00	
		12/7/19		11.99	
		12/7/19		15.74	
		12/17/1		47.98	
6600-000	Materials - Print			115.41	
6601-000	Materials - A/V	12/1/19	Amazon (charges on account)	34.95	
		12/1/19		139.80	
		12/1/19		34.95	
		12/1/19		23.89	
		12/1/19		34.95	
		12/1/19		29.88	
		12/1/19		34.95	
		12/1/19		19.98	
		12/1/19		25.92	
		12/2/19		217.40	
		12/3/19		26.07	
		12/4/19		29.98	
		12/5/19		26.44	
		12/7/19		19.92	
		12/8/19		19.89	
		12/8/19		39.78	
		12/8/19		22.97	
		12/8/19		19.89	
		12/8/19		45.94	
		12/8/19		23.98	
		12/8/19		22.97	
		12/9/19		17.96	
		12/9/19		27.05	
		12/9/19		57.91	
		12/9/19		68.87	
		12/9/19		36.50	
		12/9/19		71.90	
		12/10/1		19.98	
		12/10/1		19.98	
		12/11/1		19.96	
		12/11/1		114.80	
		12/11/1		13.99	
		12/11/1		41.97	
		12/11/1		13.99	
		12/11/1		48.91	
		12/15/1		29.88	
		12/15/1		26.44	
		12/16/1		14.96	
		12/16/1		39.98	
		12/16/1		14.96	
		12/16/1		27.05	
		12/16/1		161.70	
		12/18/1		55.91	
		12/18/1		24.98	
		12/18/1		43.03	
		12/18/1		52.76	
		12/18/1		19.99	
		12/19/1		19.99	
		12/20/1		257.42	
		12/20/1		173.55	
		12/20/1		29.92	
		12/21/1		45.98	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		12/22/1		8.79	
		12/22/1		29.78	
		12/22/1		8.79	
		12/23/1		44.97	
		12/30/1		29.98	
		12/30/1		44.97	
6601-000	Materials - A/V			2,674.05	
7120-000	Telecom/E-rate Expenses	12/25/1	Arvig	109.25	
7120-000	Telecom/E-rate Expenses			109.25	
8000-011	Donation - Misc Exp - LM	12/20/1	Amazon (charges on account)	19.99	
8000-011	Donation - Misc Exp - LM			19.99	
8100-041	Donation - Material Print - LA	12/2/19	Amazon (charges on account)	12.00	
		12/2/19		75.00	
8100-041	Donation - Material Print - LA			87.00	
8600-000	Software & Hardware Upgrade	12/10/1	Amazon (charges on account)	443.92	
		12/10/1		450.00	
		12/11/1		6,307.18	
8600-000	Software & Hardware Upgrade			7,201.10	
9630-200	Cell Phone - Joint Automation	12/12/1	Ting	24.71	
9630-200	Cell Phone - Joint Automation			24.71	
9650-200	Computer Supplies - Joint Auto	12/11/1	Amazon (charges on account)	2,173.95	
		12/11/1		51.20	
9650-200	Computer Supplies - Joint Auto	12/13/1	Servers Direct	4,241.31	
		12/31/1			291.31
9650-200	Computer Supplies - Joint Auto			6,466.46	291.31