

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

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

**Thursday, April 9, 2020**

**5:00 p.m.**

**Zoom Online Meeting**

<https://zoom.us/j/580089207?pwd=bDE1TUF6TXFhWDFqTlBa2ZlcDNpdz09>

Meeting ID: 580 089 207

Password: 029926

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

**FINANCE COMMITTEE MEMBERS:** Grimsley (Chair), Jacobson, Kalil (*ex officio*), Titera, Willhite

**Note:** If you're unable to attend this meeting, please notify Liz by email at [lynchl@larl.org](mailto:lynchl@larl.org).

**AGENDA**

**5:00 1. CALL TO ORDER – Kalil**  
**PUBLIC INPUT**  
**APPROVAL OF AGENDA**

**5:05 2. MINUTES OF THE JANUARY 16, 2020 FINANCE COMMITTEE MEETING**  
Enclosed

***Recommended Motion: Move to approve the January 16, 2020 Finance Committee Meeting Minutes as presented.***

**5:10 3. FINANCIAL REPORT – Sprynczynatyk**  
Enclosed

a. 2021 Preliminary Budget - Draft 1  
Enclosed

b. 2021 Preliminary Budget - Line Item Breakdown  
Enclosed

**5:20 4. DIRECTOR'S REPORT – Lynch**

a. Report Enclosed

**5:30 5. COVID-19 Emergency Operations**

**5:50 6. PRESIDENT’S REPORT – Kalil**

**6:00 6. OTHER**

**6:10 7. ADJOURNMENT**

**MISC ITEMS ENCLOSED:**

**a. List of Bills – March 2020**

**UPCOMING MEETINGS/EVENTS**

**Full Board Meeting**, May 21, 2020, 5:30 p.m.

2021 Preliminary Budget Review-Draft 2

Location to be determined.

**Memorial Day**, May 25, 2020

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

**Finance Committee Meeting**, June 18, 2020 at 5:00

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

Adopt 2021 Preliminary Budget

Location to be determined.

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

**LARL BOARD OF TRUSTEES  
FINANCE COMMITTEE MEETING  
MINUTES  
DRAFT**

**A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 16, 2020 at the Moorhead Public Library. Grimsley (Chair) called the meeting to order at 5:00 p.m.**

**Finance Committee Members Present:** Grimsley (Chair), Jacobson, Kalil (*ex officio*), Titera, Willhite.

**Finance Committee Members Absent:** none.

**Others Present:** Lynch, Sprynczynatyk.

**PUBLIC INPUT:** None.

**APPROVAL OF AGENDA**

***(Kalil/Willhite) Move to approve the agenda of the January 16, 2020 Finance Committee meeting as presented. MCU.***

**MINUTES OF THE SEPTEMBER 19, 2019 FINANCE COMMITTEE MEETING**

***(Kalil/Titera) Move to approve the September 19, 2019 Finance Committee Meeting Minutes as presented. MCU.***

**LIST OF AUTHORIZED INSTITUTIONS**

***(Willhite/Titera) Move to recommend to the Full Board, approval of the list of authorized institutions for 2020: Bell State Bank and Edward Jones. MCU.***

**REVIEW DRAFT 2020 FINAL BUDGET**

Sprynczynatyk noted that all LARL Signatories have agreed to meet the 2020 budget requests. Regional Telecom Aid funding was decreased \$7,850, there is a corresponding decrease in expenses. This was due to Internet costs in Climax and Crookston being adjusted by the internet provider. Miscellaneous income was increased by \$6,000 to budget interest income closer to the 2019 amounts.

(over)

**Minutes of January 16, 2020 Finance Committee Meeting – Page 2.**

**REVIEW DRAFT 2020 FINAL BUDGET – continued**

Personnel expenses were decreased by \$16,950, due to employee turnover.

***(Jacobson/Kalil) Move to recommend the 2020 Final Budget as presented to the Full Board for approval. MCU.***

**DESIGNATED FUNDS**

Sprynczynatyk presented management recommendations for the 2020 Designated Fund Balances.

***(Titera/Willhite) Move to recommend the 2020 Designated Funds, as reviewed, to the Full Board for approval. MCU.***

**ADJOURNMENT**

The meeting adjourned at 5:21pm.

**Lake Agassiz Regional Library  
Statement of Financial Position  
March 31, 2020**

	<u>Current</u> <u>Month</u>	<u>Prior Month</u>	<u>Month Net</u> <u>Change</u>	<u>Prior Year</u> <u>Final</u>	<u>YTD Net</u> <u>Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 17,695	23,504	(5,809)	29,583	(11,888)
Cash - Payroll (Bell Bank)	5,704	4,987	717	12,649	(6,945)
Cash - Savings (Bell Bank)	868,691	1,106,871	(238,180)	815,745	52,946
Petty Cash	460	460	0	460	0
Investment Account	1,364,230	1,381,504	(17,274)	1,344,049	20,181
Accounts Receivable	200	3,999	(3,799)	514	(314)
Prepaid Expenses	70,334	69,683	651	66,474	3,860
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(10,747)	(10,747)	0	(10,747)	0
Equipment and Fixtures	283,517	283,517	0	283,517	0
Accum Depr - Equip & Fixtures	(238,136)	(238,136)	0	(238,136)	0
Equipment & Fixtures - Donated	194,481	194,481	0	194,481	0
Accum Depr - Donated Equip	(180,848)	(180,848)	0	(180,848)	0
Endowment Funds	81,012	81,012	0	81,012	0
Amount Provided - LTD	56,757	56,757	0	56,757	0
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Total Assets	\$ 2,525,716	2,789,410	(263,694)	2,467,876	57,840
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<b>LIABILITIES</b>					
Accounts Payable	\$ 49,974	27,733	22,241	45,608	4,366
Credit Card Payable	3,636	5,672	(2,036)	0	3,636
Amazon Charge Account	2,404	4,633	(2,229)	0	2,404
Accrued Salaries Payable	80,450	80,450	0	80,450	0
Accrued Sick Leave Payable	19,344	19,344	0	19,344	0
Accrued Vacation Payable	37,413	37,413	0	37,413	0
Payroll Tax Payable - ND	0	858	(858)	0	0
Dental Insurance Payable	(27)	0	(27)	0	(27)
Vision Insurance Payable	14	39	(25)	0	14
AFLAC Payable	259	259	0	259	0
Flexible Spending - Medical	1,598	1,155	443	990	608
Sales Tax Payable	310	213	97	486	(176)
Deferred Revenue	491,639	494,368	(2,729)	521,674	(30,035)
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Total Liabilities	687,014	672,137	14,877	706,224	(19,210)
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	49,008	49,008	0	39,979	9,029
Fund Bal - Operating Reserve	1,141,000	1,141,000	0	1,141,000	0
Fund Bal - Employee Severance	21,000	21,000	0	21,000	0
Fund Bal - Unemployment Comp.	46,000	46,000	0	46,000	0
Fund Bal - Van Replacement	33,750	33,500	250	33,000	750
Fund Bal - Technology Upgrade	40,750	40,500	250	40,000	750
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	115,500	115,333	167	115,000	500
Investment in Gen. Fixed Asset	60,634	60,634	0	60,634	0
Reserve for Endowments	81,011	81,011	0	81,011	0
Change in Fund Balance	75,049	354,287	(279,238)	9,028	66,021
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Total Fund Balances	1,838,702	2,117,273	(278,571)	1,761,652	77,050
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Total Liabilities & Fund Bal.	\$ 2,525,716	2,789,410	(263,694)	2,467,876	57,840

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual Budget %
<b>General Fund Revenue</b>					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 97,840	\$ 391,360	293,520	25.00
Detroit Lakes	0	58,093	232,370	174,277	25.00
Clay County	0	75,404	301,615	226,211	25.00
Moorhead	0	193,346	773,385	580,039	25.00
Clearwater County	0	26,498	105,990	79,492	25.00
Mahnomen County	0	11,149	44,595	33,446	25.00
Mahnomen	0	5,421	21,685	16,264	25.00
Norman County	0	25,521	102,085	76,564	25.00
Polk County	0	68,505	274,020	205,515	25.00
Crookston	0	56,751	227,005	170,254	25.00
Wilkin County	0	13,959	55,835	41,876	25.00
Breckenridge	0	23,046	92,185	69,139	25.00
<b>Total Signatory Funding</b>	<b>0</b>	<b>655,533</b>	<b>2,622,130</b>	<b>1,966,597</b>	<b>25.00</b>
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	210,302	525,699	315,397	40.00
Reg Library Telecom Aid (RLTA)	21,447	21,447	93,150	71,703	23.02
<b>Total Grants</b>	<b>21,447</b>	<b>231,749</b>	<b>618,849</b>	<b>387,100</b>	<b>37.45</b>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	691	2,226	11,000	8,774	20.24
Printing Revenue	922	3,076	18,000	14,924	17.09
Fax Revenue	458	1,329	7,000	5,671	18.99
Microfilm Revenue	11	50	150	100	33.33
Photocopy Revenue	315	1,115	8,000	6,885	13.94
Book/Furniture Sale Revenue	153	262	0	(262)	0.00
Interest/Dividend Income	1,077	23,520	60,000	36,480	39.20
Investment Value Change	(17,393)	(907)	0	907	0.00
Lost/Damaged Property	370	1,267	6,500	5,233	19.49
<b>Total Miscellaneous Revenue</b>	<b>(13,396)</b>	<b>31,938</b>	<b>110,650</b>	<b>78,712</b>	<b>28.86</b>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	11,475	45,900	34,425	25.00
MNLink Server Site Payments	258	775	3,100	2,325	25.00
<b>Total Joint Automation Revenue</b>	<b>258</b>	<b>12,250</b>	<b>49,000</b>	<b>36,750</b>	<b>25.00</b>
<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>57,621</b>	<b>57,621</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>8,309</b>	<b>931,470</b>	<b>3,458,250</b>	<b>2,526,780</b>	<b>26.93</b>
<b>General Fund Expenditures</b>					
<i>Personnel Expenses</i>					
Salaries	140,034	437,337	1,821,750	1,384,413	24.01
Payroll Taxes	10,431	33,003	140,800	107,797	23.44
Retirement - PERA	10,291	32,557	135,950	103,393	23.95
Health Insurance	28,376	89,609	357,550	267,941	25.06
Life Insurance	171	499	2,100	1,601	23.76
Workers Compensation Insurance	269	807	3,500	2,693	23.06
Other Employee Benefits	121	363	1,650	1,287	22.00
<b>Total Personnel</b>	<b>189,693</b>	<b>594,175</b>	<b>2,463,300</b>	<b>1,869,125</b>	<b>24.12</b>
<i>Automation/Cataloging</i>					
Automation	12,579	39,696	146,450	106,754	27.11
Support - App	306	917	3,700	2,783	24.78
Remote Printing	228	684	2,750	2,066	24.87
Catalog Item Records	1,002	3,006	11,000	7,994	27.33
Supplies - Computer	424	978	5,000	4,022	19.56
Supplies - Technical Services	140	540	6,000	5,460	9.00
<b>Total Automation/Cataloging</b>	<b>14,679</b>	<b>45,821</b>	<b>174,900</b>	<b>129,079</b>	<b>26.20</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual Budget %
<b>Library Programming</b>					
Programming - Youth	17	56	3,400	3,344	1.65
Programming - Summer Learning	0	742	8,000	7,258	9.28
Programming - Adult	0	198	2,500	2,302	7.92
<b>Total Library Programming</b>	<b>17</b>	<b>996</b>	<b>13,900</b>	<b>12,904</b>	<b>7.17</b>
<b>Staff Development</b>					
Staff Training & Development	14	169	10,000	9,831	1.69
<b>Total Staff Development</b>	<b>14</b>	<b>169</b>	<b>10,000</b>	<b>9,831</b>	<b>1.69</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	357	4,321	23,000	18,679	18.79
Regional Board Meetings	0	637	6,000	5,363	10.62
<b>Total Mileage/Board Meeting Expenses</b>	<b>357</b>	<b>4,958</b>	<b>29,000</b>	<b>24,042</b>	<b>17.10</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	8,351	9,241	15,200	5,959	60.80
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	31	2,000	1,969	1.55
Delivery Services	6,781	14,209	62,500	48,291	22.73
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,480	4,438	17,750	13,312	25.00
Lease - Regional Office Rent	1,752	5,255	21,000	15,745	25.02
Leases - Equipment	1,499	2,868	6,050	3,182	47.40
Maintenance Contracts	3,134	3,867	14,150	10,283	27.33
Memberships	0	395	1,000	605	39.50
Minnesota Director's Fund	0	150	2,300	2,150	6.52
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	1,762	4,601	16,000	11,399	28.76
Postage	419	535	3,700	3,165	14.46
Recruitment	161	490	8,000	7,510	6.13
Repairs - Equipment	0	155	2,500	2,345	6.20
Supplies - Copier/Fax/Microfilm	175	630	800	170	78.75
Supplies - Office	535	1,260	8,500	7,240	14.82
Supplies - Public Services	287	516	6,000	5,484	8.60
Telephone/Telecom	1,987	4,629	23,100	18,471	20.04
<b>Total Other Operating Expenses</b>	<b>28,323</b>	<b>53,270</b>	<b>217,050</b>	<b>163,780</b>	<b>24.54</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>21,447</b>	<b>21,447</b>	<b>93,150</b>	<b>71,703</b>	<b>23.02</b>
<b>Transportation</b>					
Van Expenses	170	498	3,950	3,452	12.61
<b>Total Transportation</b>	<b>170</b>	<b>498</b>	<b>3,950</b>	<b>3,452</b>	<b>12.61</b>
<b>Materials</b>					
Audio Visual	2,030	15,083	75,000	59,917	20.11
Digital	14,383	37,258	101,500	64,242	36.71
Online Resources	625	1,848	7,500	5,652	24.64
Periodicals	367	1,065	21,000	19,935	5.07
Print	7,087	74,797	200,000	125,203	37.40
<b>Total Materials</b>	<b>24,492</b>	<b>130,051</b>	<b>405,000</b>	<b>274,949</b>	<b>32.11</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	289	289	10,000	9,711	2.89
Software & Hardware Upgrades	0	32	30,000	29,968	0.11
<b>Total Capital Expenditures</b>	<b>289</b>	<b>321</b>	<b>40,000</b>	<b>39,679</b>	<b>0.80</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	167	500	2,000	1,500	25.00
Technology Upgrades	250	750	3,000	2,250	25.00
Van Replacement	250	750	3,000	2,250	25.00
<b>Total Capital Fund Accounts</b>	<b>667</b>	<b>2,000</b>	<b>8,000</b>	<b>6,000</b>	<b>25.00</b>
<b>Total General Fund Expenditures</b>	<b>280,148</b>	<b>853,706</b>	<b>3,458,250</b>	<b>2,604,544</b>	<b>24.69</b>
General Fund Revenue Over Expenditures	\$ (271,839)	\$ 77,764	\$ 0	(77,764)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ (6,616)	\$ 3,834	\$ 0	(3,834)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	0	14,026	0	(14,026)	0.00
Legacy Grant Revenue	1,796	10,629	0	(10,629)	0.00
Northern Lights LN Funds	371	2,352	0	(2,352)	0.00
<b>Total Special Projects Revenue</b>	<b>(4,449)</b>	<b>30,841</b>	<b>0</b>	<b>(30,841)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	245	334	0	(334)	0.00
Donations - Materials: A/V	0	20	0	(20)	0.00
Donations - Materials: Other	0	0	0	0	0.00
Donations - Miscellaneous	376	952	0	(952)	0.00
Legacy Grant Expense	1,796	10,629	0	(10,629)	0.00
Telecom/E-rate Expenses	0	14,026	0	(14,026)	0.00
Book Truck - Insurance	79	79	0	(79)	0.00
Northern Lights LN e-Books	371	2,352	0	(2,352)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Miscellaneous</b>	<b>2,867</b>	<b>28,392</b>	<b>0</b>	<b>(28,392)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0	4,969	0	(4,969)	0.00
<b>Projects from Designated Funds:</b>					
<b>Total Special Projects Capital</b>	<b>0</b>	<b>4,969</b>	<b>0</b>	<b>(4,969)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>2,867</b>	<b>33,361</b>	<b>0</b>	<b>(33,361)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (7,316)	\$ (2,520)	\$ 0	2,520	0.00
GRAND TOTAL REVENUE	3,860	962,311	3,458,250	2,495,939	27.83
GRAND TOTAL EXPENDITURES	283,099	887,259	3,458,250	2,570,991	25.66
CHANGE IN FUND BALANCE	\$ (279,239)	\$ 75,052	\$ 0	(75,052)	0.00



# LAKE AGASSIZ REGIONAL LIBRARY

2020

## Preliminary Budget

Draft #1

<b>CATEGORY</b>	<b>2019 BUDGET</b>	<b>2020 BUDGET</b>	<b>2021 BUDGET</b>	<b>\$\$ VARIANCE</b>	<b>% VARIANCE</b>
Personnel	2,384,950	2,463,300	2,558,600	95,300	3.87%
Library Materials	400,000	405,000	405,000	0	0.00%
Automation/Cataloging	182,200	174,900	180,150	5,250	3.00%
Library Programming/Staff Dev.	23,900	23,900	24,900	1,000	4.18%
Mileage/Board Mtg Expense	29,000	29,000	28,500	(500)	-1.72%
Regional Library Telecom Aid	101,000	93,150	93,150	0	0.00%
Other Operating Expenses	221,400	217,050	214,950	(2,100)	-0.97%
Vehicle Expenses	3,900	3,950	3,950	0	0.00%
Capital Expenses	49,000	48,000	47,500	(500)	-1.04%
Total Budget	3,395,350	3,458,250	3,556,700	98,450	2.85%

(OVER)

# LAKE AGASSIZ REGIONAL LIBRARY

**2020**

## Preliminary Budget

**Draft #1**

<b>REVENUE</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>\$\$ Change</b>	<b>2020 Request</b>
Becker County	378,205	391,360	13,485	404,845
Detroit Lakes	226,670	232,370	5,955	238,325
Clay County	292,175	301,615	9,675	311,290
Moorhead	753,375	773,385	20,290	793,675
Clearwater County	101,910	105,990	4,175	110,165
Mahnomen County	43,020	44,595	1,545	46,140
Mahnomen	20,600	21,685	1,085	22,770
Norman County	98,550	102,085	3,590	105,675
Polk County	264,090	274,020	9,910	283,930
Crookston	222,635	227,005	4,535	231,540
Wilkin County	54,350	55,835	1,430	57,265
Breckenridge	90,040	92,185	2,325	94,510
<b>SUB-TOTAL</b>	<b>2,545,620</b>	<b>2,622,130</b>	<b>78,000</b>	<b>2,700,130</b>
<b>GRANTS</b>				
State Basic Support	519,148	525,699	4,301	530,000
Regional Library Telecom Aid	101,000	93,150	-	93,150
<b>TOTAL GRANTS</b>	<b>620,148</b>	<b>618,849</b>	<b>4,301</b>	<b>623,150</b>
<b>OTHER REVENUE</b>				
Miscellaneous	104,650	110,650	5,000	115,650
Joint Automation	49,850	49,000	500	49,500
Fund Balance/Shortfall	75,082	57,621	10,649	68,270
<b>TOTAL OTHER REVENUE</b>	<b>229,582</b>	<b>217,271</b>	<b>16,149</b>	<b>233,420</b>
<b>TOTAL REVENUE</b>	<b>3,395,350</b>	<b>3,458,250</b>	<b>98,450</b>	<b>3,556,700</b>
<b>EXPENDITURES</b>				
Operating	3,346,350	3,410,250	98,950	3,509,200
Capital	49,000	48,000	(500)	47,500
<b>TOTAL EXPENDITURES</b>	<b>3,395,350</b>	<b>3,458,250</b>	<b>98,450</b>	<b>3,556,700</b>
				-

**LINE ITEM BREAKDOWN  
Preliminary Budget - Draft #1**

		2020	2021		2021	Variance 2020 to	
		Final Budget	Preliminary Budget - Draft #1	Adjustments	Budget	2021	COMMENTS
<b>REVENUES</b>							
Acct:	<i>PROPERTY TAXES</i>						
4000-001	Becker County	391,360	391,360	13,485	404,845	13,485	
4000-002	Detroit Lakes	232,370	232,370	5,955	238,325	5,955	
4000-010	Clay County	301,615	301,615	9,675	311,290	9,675	
4000-011	Moorhead	773,385	773,385	20,290	793,675	20,290	
4000-020	Clearwater County	105,990	105,990	4,175	110,165	4,175	
4000-030	Mahnomen County	44,595	44,595	1,545	46,140	1,545	
4000-031	Mahnomen	21,685	21,685	1,085	22,770	1,085	
4000-040	Norman County	102,085	102,085	3,590	105,675	3,590	
4000-050	Polk County	274,020	274,020	9,910	283,930	9,910	
4000-051	Crookston	227,005	227,005	4,535	231,540	4,535	
4000-060	Wilkin County	55,835	55,835	1,430	57,265	1,430	
4000-061	Breckenridge	92,185	92,185	2,325	94,510	2,325	
	<i>SUB-TOTAL</i>	<i>2,622,130</i>	<i>2,622,130</i>	<i>78,000</i>	<i>2,700,130</i>	<i>78,000</i>	3.0%
<i>GRANTS</i>							
4110	Regional Library Telecom Aid (RLTA)	93,150	93,150		93,150	-	
4100	Basic Support - MN (RLBSS)	525,699	530,000	-	530,000	4,301	
	<i>SUB-TOTAL</i>	<i>618,849</i>	<i>623,150</i>	<i>-</i>	<i>623,150</i>	<i>4,301</i>	
<i>MISC. REVENUE</i>							
4500	Service Charge Revenue	11,000	11,000	-	11,000	-	
4510	Printing Revenue	18,000	18,000	-	18,000	-	
4520	Fax Revenue	7,000	7,000	-	7,000	-	
4530	Microfilm Revenue	150	150	-	150	-	
4540	Photocopy Revenue	8,000	8,000	-	8,000	-	
4560	Interest Income/Investment	60,000	65,000	-	65,000	5,000	
4590	Lost/Damaged Property	6,500	6,500	-	6,500	-	
	<i>SUB-TOTAL</i>	<i>110,650</i>	<i>115,650</i>	<i>-</i>	<i>115,650</i>	<i>5,000</i>	
9505-200	Reimbursement from NWRL	45,900	46,400	-	46,400	500	
9510-200	MnLINK Server Site Payment	3,100	3,100	-	3,100	-	
	<i>SUB-TOTAL</i>	<i>49,000</i>	<i>49,500</i>	<i>-</i>	<i>49,500</i>	<i>500</i>	
4900	Fund Account Transfers	57,621	146,270	(78,000)	68,270	10,649	
	<b>TOTAL REVENUES</b>	<b>3,458,250</b>	<b>3,556,700</b>	<b>-</b>	<b>3,556,700</b>	<b>98,450</b>	
<i>PERSONNEL EXPENSES</i>							
5000	Salaries & Wages	1,821,750	1,875,450	-	1,875,450	53,700	3% negotiated increase
5100	Payroll Taxes	140,800	144,900	-	144,900	4,100	
5110	Retirement - PERA employer	135,950	139,900	-	139,900	3,950	
5120	Health Insurance	357,550	391,000	-	391,000	33,450	Estimated 10% increase
5140	Life Insurance	2,100	2,100	-	2,100	-	
5160	Other Employee Benefits	1,650	1,650	-	1,650	-	
5150	Workers' Compensation Insurance	3,500	3,600	-	3,600	100	
	<i>SUB-TOTAL</i>	<i>2,463,300</i>	<i>2,558,600</i>	<i>-</i>	<i>2,558,600</i>	<i>95,300</i>	
<i>AUTOMATION/CATALOGING</i>							
6100	Automation System	146,450	150,700	-	150,700	4,250	
6105	Support - App	3,700	3,700	-	3,700	-	
6107	Remote Printing	2,750	2,750	-	2,750	-	
6040	Supplies - Computer	5,000	5,000	-	5,000	-	
6010	Supplies - Technical Services	6,000	6,000	-	6,000	-	
6110	OCLC/Minitex	11,000	12,000	-	12,000	1,000	
	<i>SUB-TOTAL</i>	<i>174,900</i>	<i>180,150</i>	<i>-</i>	<i>180,150</i>	<i>5,250</i>	
<i>Library Programming/Staff Development</i>							
6495	Programming - Adult	2,500	2,500	-	2,500	-	
6490	Programming - Youth	3,400	3,400	-	3,400	-	
6492	Programming - Summer Reading	8,000	9,000	-	9,000	1,000	
6480	Staff Development/Training	10,000	10,000	-	10,000	-	
	<i>SUB-TOTAL</i>	<i>23,900</i>	<i>24,900</i>	<i>-</i>	<i>24,900</i>	<i>1,000</i>	
<i>MILEAGE/BOARD MTG EXPENSE</i>							
6455	Mileage - Staff	23,000	23,000	-	23,000	-	
6450	Mileage - Trustee	5,000	4,750	-	4,750	(250)	
6470	Board Expenses	1,000	750	-	750	(250)	
	<i>SUB-TOTAL</i>	<i>29,000</i>	<i>28,500</i>	<i>-</i>	<i>28,500</i>	<i>(500)</i>	
7110	RLTA Expenses	93,150	93,150	-	93,150	-	

<i>OTHER OPERATING</i>						
6340	Attorney Fees	1,500	1,500	-	1,500	-
6310	Audit	8,000	8,000	-	8,000	-
6330	Bank Fees	900	900	-	900	-
6335	Credit Card Fees	300	300	-	300	-
6320	Business Office Software	2,000	2,000	-	2,000	-
6350	Delivery: Courier	57,000	56,000	-	56,000	(1,000)
6355	Delivery: TriCollege/Minutex	5,500	5,500	-	5,500	-
6420	Director's Discretionary	2,500	2,500	-	2,500	-
6370	Insurance - General Liability	11,450	11,450	-	11,450	-
6372	Insurance - D&O/Emp Liab	2,600	2,650	-	2,650	50
6374	Insurance - Government Crime	100	100	-	100	-
6376	Insurance - Flood	3,600	3,600	-	3,600	-
6360	Lease: Regional Office Rent	21,000	21,250	-	21,250	250
6362	Lease: Copiers	5,500	5,500	-	5,500	-
6365	Lease: Mailing Machine	550	550	-	550	-
6240	Maintenance Contract: Copiers	6,000	6,000	-	6,000	-
6245	Maintenance Contract: Printers	6,000	5,500	-	5,500	(500)
6250	Maintenance Contract: Microfilm	2,150	1,750	-	1,750	(400)
6465	Memberships - LARL Directors	1,000	1,000	-	1,000	-
6800	Miscellaneous Expense	2,500	2,500	-	2,500	-
6430	Postage	3,000	3,000	-	3,000	-
6435	PO Box Rental	700	700	-	700	-
6460	MN Director's Fund - CRPLSA	2,300	2,100	-	2,100	(200)
6300	Payroll Processing/Timesheet	6,000	6,000	-	6,000	-
6410	PIO: Marketing/Printing/Misc	16,000	16,000	-	16,000	-
6380	Recruitment	8,000	8,000	-	8,000	-
6030	Supplies - Copier/Fax/Microfilm	800	1,000	-	1,000	200
6000	Supplies - Office	8,500	8,000	-	8,000	(500)
6020	Supplies - Public Services	6,000	6,000	-	6,000	-
6200	Equipment Repairs	2,500	2,500	-	2,500	-
6400	Telephone/Telecom	23,000	23,000	-	23,000	-
6405	Cell Phone	100	100	-	100	-
	<i>SUB-TOTAL</i>	<i>217,050</i>	<i>214,950</i>	<i>-</i>	<i>214,950</i>	<i>(2,100)</i>
<i>TRANSPORTATION EQUIPMENT</i>						
6500	Van - Gasoline	1,000	1,000	-	1,000	-
6505	Van - Repairs & Maintenance	1,200	1,200	-	1,200	-
6510	Van - Insurance	1,750	1,750	-	1,750	-
	<i>SUB-TOTAL</i>	<i>3,950</i>	<i>3,950</i>	<i>-</i>	<i>3,950</i>	<i>-</i>
<i>MATERIALS</i>						
6601	Audio/Visual	75,000	75,000	-	75,000	-
6670	Digital	101,500	101,500	-	101,500	-
6680	Online Resources	7,500	7,500	-	7,500	-
6690	Periodicals	21,000	21,000	-	21,000	-
6600	Print	200,000	200,000	-	200,000	-
	<i>SUB-TOTAL</i>	<i>405,000</i>	<i>405,000</i>	<i>-</i>	<i>405,000</i>	<i>-</i>
<i>CAPITAL EXPENDITURES</i>						
8500	Furniture & Equipment	10,000	10,000	-	10,000	-
8600	Software/Hardware Upgrades	30,000	30,000	-	30,000	-
	<i>SUB-TOTAL</i>	<i>40,000</i>	<i>40,000</i>	<i>-</i>	<i>40,000</i>	<i>-</i>
<i>CAPITAL FUND ACCOUNTS</i>						
8700	Van Replacement	3,000	3,000	-	3,000	-
9025	Hardware upgrades	3,000	3,000	-	3,000	-
9800-200	Joint Automation Software/hardward	2,000	1,500	-	1,500	(500)
	<i>SUB-TOTAL</i>	<i>8,000</i>	<i>7,500</i>	<i>-</i>	<i>7,500</i>	<i>(500)</i>
	<b>TOTAL EXPENSES</b>	<b>3,458,250</b>	<b>3,556,700</b>	<b>-</b>	<b>3,556,700</b>	<b>98,450</b>
	<b>REVENUE(UNDER)/OVER EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Monthly Report to the Board**

**Meeting Date: April 9, 2020**

**From: Liz Lynch, Executive Director**

1. LARL has updated the homepage of [larl.org](http://larl.org) to showcase our online services.
2. We have added an online library card application. Individuals residing in our region can fill the form out online and within hours will receive a library card number to access the OverDrive/Libby eBooks and eAudiobook service. Access is also available to a variety of online resources for students and adults. Within one week's time, over 115 LARL residents signed up for library cards.
3. Librarians across the region have participated in offering online programs. We have been sharing these programs through social media and through [larl.org/athome](http://larl.org/athome). Programs have included STEM lessons and storytimes. We will be providing online book discussion groups and live storytimes soon.
4. We are still actively providing reference and referral service through phone and email. Staff are continually answering questions regarding the Census, tax forms, genealogy, technology assistance, and account information.
5. We are currently working on a grant for \$7,400 to distribute Wi-Fi hotspots to community members in need of Internet services.
6. We are currently in discussion about how to begin a Phase I version of no-contact curbside library service, allowing customers to pick up library items.
7. We are looking into an online streaming video service called Hoopla. Customers have been asking for this for years. It is basically a library version of Netflix. This might be the push we need to get the subscription up and running.

While our doors are closed to the public, we are still offering a variety of services in all corners of our region.

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	3/3/20	Linnea Lehrer	49.67	
6000-000	Supplies - Office	3/3/20	Office Depot	326.18	
		3/3/20		8.36	
		3/4/20		50.16	
6000-000	Supplies - Office	3/12/20	Quill Corporation	100.45	
6000-000	Supplies - Office			534.82	
6020-000	Supplies - Public Services	3/5/20	Quill Corporation	93.88	
		3/12/20		41.95	
		3/17/20		19.78	
6020-000	Supplies - Public Services	3/31/20	Overdrive, Inc.	100.00	
6020-000	Supplies - Public Services			255.61	
6030-000	Supplies - Copier/Fax/Microfilm	3/19/20	Information Systems Corp.	155.00	
6030-000	Supplies - Copier/Fax/Microfilm	3/26/20	Marco Technologies LLC	19.88	
6030-000	Supplies - Copier/Fax/Microfilm			174.88	
6110-000	OCLC/Minitex	3/1/20	OCLC, Inc.	1,002.01	
6110-000	OCLC/Minitex			1,002.01	
6240-000	Maint Contr - Copiers	3/26/20	Marco Technologies LLC	1,488.36	
6240-000	Maint Contr - Copiers			1,488.36	
6245-000	Maint Contr - Printers	3/25/20	Metro Sales, Inc	1,466.41	
6245-000	Maint Contr - Printers			1,466.41	
6300-000	Payroll/Time Tracking	3/13/20	Payroll Professionals, Inc.	127.10	
		3/25/20		131.75	
6300-000	Payroll/Time Tracking			258.85	
6310-000	Audit	3/27/20	Brady, Martz & Associates, P.C	8,000.00	
6310-000	Audit			8,000.00	
6350-000	Delivery Service - Courier	3/2/20	Alliance Courier	2,115.30	
		3/16/20		2,115.30	
		3/30/20		2,115.30	
6350-000	Delivery Service - Courier			6,345.90	
6362-000	Lease - Copiers	3/26/20	Marco Technologies LLC	1,369.50	
6362-000	Lease - Copiers			1,369.50	
6380-000	Recruitment	3/1/20	Crookston Daily Times	160.95	
6380-000	Recruitment			160.95	
6400-000	Telephone	3/1/20	Halstad Telephone Company	73.33	
		3/1/20		32.93	
6400-000	Telephone	3/1/20	CenturyLink	96.00	
6400-000	Telephone	3/22/20	Rochester Telecom Systems Inc.	103.50	
6400-000	Telephone			305.76	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	3/1/20	Crookston Daily Times	200.00	
6410-000	PIO - Marketing/Printing/Etc	3/1/20	The Hawley Herald, Inc.	360.00	
6410-000	PIO - Marketing/Printing/Etc	3/5/20	The Red River Promoter	169.00	
6410-000	PIO - Marketing/Printing/Etc	3/31/20	Newman Signs, Inc.	132.25	
6410-000	PIO - Marketing/Printing/Etc	3/31/20	New Century Press	96.00	
6410-000	PIO - Marketing/Printing/Etc			957.25	
6455-000	Mileage - Staff	3/6/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	3/7/20	Jill Rose	24.15	
6455-000	Mileage - Staff	3/9/20	Greta Guck	17.54	
6455-000	Mileage - Staff	3/9/20	Jill Rose	24.15	
6455-000	Mileage - Staff	3/10/20	Karen Edevold	51.17	
6455-000	Mileage - Staff	3/10/20	Greta Guck	42.26	
6455-000	Mileage - Staff	3/12/20	Jill Rose	24.15	
6455-000	Mileage - Staff	3/16/20	Joyce Christine Boike	80.50	
6455-000	Mileage - Staff	3/16/20	Greta Guck	52.04	
6455-000	Mileage - Staff			356.78	
6482-000	Conf/Meeting - Miscellaneous	3/16/20	Jenna Kahly	14.00	
6482-000	Conf/Meeting - Miscellaneous			14.00	
6490-000	Programming - Youth	3/12/20	Jenna Kahly	17.11	
6490-000	Programming - Youth			17.11	
6500-000	Van - Gasoline	3/6/20	Cenex Fleetcard	26.54	
6500-000	Van - Gasoline			26.54	
6600-000	Materials - Print	3/2/20	Baker & Taylor	56.10	
		3/2/20		29.46	
		3/2/20		448.13	
		3/2/20		26.16	
		3/2/20		38.20	
		3/3/20		71.18	
		3/3/20		74.50	
		3/3/20		141.02	
		3/4/20		187.70	
		3/4/20		21.79	
		3/4/20		89.96	
		3/4/20		350.05	
		3/4/20		669.48	
		3/5/20		26.41	
		3/5/20		19.92	
		3/5/20		392.69	
		3/5/20		366.47	
		3/6/20		41.13	
		3/6/20		26.74	
		3/7/20		22.28	
		3/9/20		113.88	
		3/10/20		64.58	
		3/10/20		307.19	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/10/20		49.88	
		3/10/20		171.14	
		3/11/20		61.94	
		3/11/20		10.02	
		3/12/20		123.21	
		3/12/20		267.88	
		3/12/20		291.42	
		3/13/20		311.75	
		3/13/20		74.36	
		3/14/20		21.60	
		3/14/20		6.48	
		3/16/20		470.78	
		3/16/20		8.54	
		3/17/20		166.62	
		3/17/20		41.38	
		3/17/20		11.06	
		3/17/20		79.28	
		3/18/20		120.50	
		3/18/20		65.00	
		3/18/20		746.29	
		3/18/20		215.60	
		3/18/20		35.06	
		3/18/20		28.86	
6600-000	Materials - Print			6,963.67	
6601-000	Materials - A/V	3/2/20	Recorded Books, LLC.	73.00	
6601-000	Materials - A/V	3/2/20	Baker & Taylor	22.63	
6601-000	Materials - A/V	3/3/20	Recorded Books, LLC.	73.00	
6601-000	Materials - A/V	3/9/20	Baker & Taylor	57.27	
		3/9/20		160.66	
6601-000	Materials - A/V	3/9/20	Recorded Books, LLC.	75.80	
		3/9/20		72.98	
		3/9/20		72.98	
		3/10/20		60.38	
		3/11/20		164.00	
6601-000	Materials - A/V	3/16/20	Baker & Taylor	231.55	
6601-000	Materials - A/V			1,064.25	
6670-000	Materials - Digital - e-Books	3/2/20	Overdrive, Inc.	95.94	
		3/2/20		182.95	
		3/2/20		86.94	
		3/3/20		420.84	
		3/3/20		210.99	
		3/5/20		120.00	
		3/5/20		1,431.94	
		3/9/20		133.61	
		3/9/20		85.95	
		3/9/20		7.99	
		3/10/20		76.98	
		3/10/20		167.97	
		3/16/20		23.97	
		3/16/20		259.95	
		3/17/20		253.94	
		3/17/20		57.97	
		3/17/20		189.48	
		3/17/20		1,030.74	
		3/17/20		81.94	
		3/18/20		55.00	
		3/19/20		269.99	
		3/20/20		2.99	
		3/20/20		155.24	



**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/24/20		127.94	
		3/24/20		186.44	
		3/24/20		1,148.77	
		3/24/20		139.97	
		3/24/20		155.86	
		3/25/20		12.99	
		3/25/20		364.94	
		3/26/20		11.38	
		3/27/20		21.98	
		3/27/20		82.16	
		3/30/20		278.41	
		3/30/20		65.00	
		3/30/20		65.00	
		3/30/20		180.86	
		3/30/20		192.96	
		3/31/20		125.40	
		3/31/20		61.97	
6670-000	Materials - Digital - e-Books			8,625.34	
6675-000	Materials - Digital - e-Audio	3/1/20	Overdrive, Inc.	65.00	
		3/2/20		255.00	
		3/3/20		310.96	
		3/5/20		861.81	
		3/9/20		83.99	
		3/10/20		214.48	
		3/17/20		161.50	
		3/17/20		231.47	
		3/19/20		884.95	
		3/20/20		65.00	
		3/24/20		226.50	
		3/24/20		39.99	
		3/24/20		882.37	
		3/25/20		314.93	
		3/27/20		107.90	
		3/27/20		59.95	
		3/30/20		332.23	
		3/30/20		65.00	
		3/31/20		95.00	
6675-000	Materials - Digital - e-Audio			5,258.03	
6690-000	Materials - Periodicals	3/3/20	Clay County Union	38.00	
6690-000	Materials - Periodicals	3/3/20	Richards Publishing Company, I	30.00	
6690-000	Materials - Periodicals	3/5/20	Dakota News, Inc.	25.47	
		3/12/20		33.12	
6690-000	Materials - Periodicals	3/18/20	The Erskine Echo	30.00	
6690-000	Materials - Periodicals	3/22/20	The Forum	210.60	
6690-000	Materials - Periodicals			367.19	
7110-000	Regional Lib Telecom Aid - Ex	3/25/20	NW-Links	21,446.66	
7110-000	Regional Lib Telecom Aid - Ex			21,446.66	
7230-000	Legacy - Materials - Other	3/9/20	Overdrive, Inc.	11.99	
		3/9/20		114.92	
7230-000	Legacy - Materials - Other			126.91	
7410-000	Northern Lights LN e-Books	3/5/20	Overdrive, Inc.	370.51	
7410-000	Northern Lights LN e-Books			370.51	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8000-011	Donation - Misc Exp - LM	3/6/20	Kai Thorstad	23.37	
8000-011	Donation - Misc Exp - LM			23.37	
8000-031	Donation - Misc Exp - LN	3/13/20	Lois Schaedler	47.93	
8000-031	Donation - Misc Exp - LN			47.93	
8000-053	Donation - Misc Exp - LE	3/17/20	Laura Gullickson	88.09	
		3/17/20		51.34	
8000-053	Donation - Misc Exp - LE			139.43	
8000-061	Donation - Misc Exp - LB	3/3/20	Erin Gunderson	106.29	
8000-061	Donation - Misc Exp - LB			106.29	
8500-000	Furniture & Equipment	3/4/20	Reardon Office Equipment	289.00	
8500-000	Furniture & Equipment			289.00	
9680-200	ILS Software Mtc - Joint Auto	3/2/20	Equinox	1,000.00	
9680-200	ILS Software Mtc - Joint Auto			1,000.00	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	3/13/20	Federal Income Tax deposit	4,451.62	
		3/13/20		1,041.10	
		3/31/20		1,055.05	
		3/31/20		4,511.24	
5100-000	Payroll Taxes - Employer			11,059.01	
5110-000	Retirement - PERA - Employer	3/13/20	Public Employees Retirement As	5,428.64	
		3/31/20		5,477.71	
5110-000	Retirement - PERA - Employer			10,906.35	
5120-000	Health Insurance	3/13/20	Further - VEBA/HSA	1,602.91	
		3/13/20		2,050.00	
5120-000	Health Insurance	3/13/20	LARL Payroll		678.41
5120-000	Health Insurance	3/20/20	Further - Fees	112.10	
5120-000	Health Insurance	3/30/20	Lakes Country Service Cooperat	26,966.50	
5120-000	Health Insurance	3/30/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	3/31/20	LARL Payroll		678.41
5120-000	Health Insurance			30,924.42	1,356.82
5140-000	Life Insurance - Employer Paid	3/2/20	The Hartford	177.94	
5140-000	Life Insurance - Employer Paid			177.94	
6020-000	Supplies - Public Services	3/6/20	Best Name Badges	8.35	
6020-000	Supplies - Public Services			8.35	
6040-000	Supplies - Computer	3/27/20	Amazon (charges on account)	39.57	
6040-000	Supplies - Computer	3/27/20	Encore Data Products, Inc.	260.86	
6040-000	Supplies - Computer			300.43	
6365-000	Lease - Mailing Machine	3/21/20	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	3/3/20	Arvig	40.55	
		3/3/20		75.91	
		3/3/20		91.24	
		3/3/20		84.29	
		3/3/20		97.97	
6400-000	Telephone	3/15/20	Allstream	754.77	
6400-000	Telephone	3/15/20	Garden Valley Telephone Comp	40.16	
6400-000	Telephone	3/15/20	Rothsay Telephone	70.51	
6400-000	Telephone	3/25/20	Arvig	182.50	
6400-000	Telephone	3/30/20	Garden Valley Telephone Comp	40.16	
		3/30/20		40.16	
		3/30/20		40.16	
		3/30/20		89.33	
6400-000	Telephone			1,647.71	
6405-000	Cell Phone	3/9/20	Ting	6.70	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		3/9/20		26.80	
6405-000	Cell Phone			33.50	
6410-000	PIO - Marketing/Printing/Etc	3/4/20	Uprinting.com	488.79	
		3/5/20		21.75	
		3/10/20		37.12	
		3/11/20			21.75
6410-000	PIO - Marketing/Printing/Etc	3/31/20	Facebook Ad Manager	25.00	
6410-000	PIO - Marketing/Printing/Etc			572.66	21.75
6430-000	Postage	3/3/20	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6600-000	Materials - Print	3/1/20	Amazon (charges on account)	0.38	
		3/1/20		49.56	
		3/3/20			4.00
		3/7/20		3.62	
		3/11/20		7.49	
		3/12/20		3.76	
		3/15/20		17.39	
		3/15/20		65.67	
		3/18/20			3.27
		3/20/20			17.39
6600-000	Materials - Print			147.87	24.66
6601-000	Materials - A/V	3/1/20	Amazon (charges on account)	35.92	
		3/1/20		35.92	
		3/2/20		55.89	
		3/2/20		59.94	
		3/2/20		41.16	
		3/4/20		59.42	
		3/5/20		148.87	
		3/5/20			0.09
		3/5/20		1.96	
		3/5/20		14.99	
		3/7/20		7.12	
		3/8/20		49.92	
		3/8/20		59.56	
		3/8/20		13.99	
		3/8/20		35.90	
		3/8/20		50.88	
		3/8/20		32.92	
		3/8/20		59.84	
		3/9/20		37.91	
		3/10/20		55.97	
		3/11/20		42.88	
		3/11/20		25.93	
		3/14/20		18.19	
		3/14/20		19.99	
		3/15/20		53.87	
		3/16/20		15.00	
		3/16/20		23.98	
		3/16/20		53.88	
		3/16/20		23.98	
		3/16/20		14.99	
		3/20/20			17.95
		3/20/20			62.40
		3/20/20			15.00
		3/21/20			35.92
		3/25/20			17.96
		3/26/20			17.96
		3/27/20			17.96

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
**For the Period From Mar 1, 2020 to Mar 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V			1,150.77	185.24
7200-000	Legacy - Expense (1099)	3/4/20	Uprinting.com	500.00	
		3/5/20		103.79	
		3/5/20		103.79	
		3/5/20		103.79	
		3/5/20		103.78	
7200-000	Legacy - Expense (1099)			915.15	
7210-000	Legacy - Materials - Print	3/6/20	Amazon (charges on account)	50.97	
		3/7/20		16.98	
		3/7/20		96.14	
		3/7/20		46.00	
		3/11/20		178.68	
		3/12/20		24.41	
7210-000	Legacy - Materials - Print			413.18	
7220-000	Legacy - Materials - A/V	3/5/20	Amazon (charges on account)	30.02	
		3/6/20		195.99	
		3/7/20		58.76	
		3/8/20		56.25	
7220-000	Legacy - Materials - A/V			341.02	
8000-041	Donation - Misc Exp - LA	3/3/20	Amazon (charges on account)	59.96	
8000-041	Donation - Misc Exp - LA			59.96	
8001-000	Donation - Credit Card Fees	3/3/20	Donorbox	37.36	
8001-000	Donation - Credit Card Fees			37.36	
8100-000	Donation - Material Print - RO	3/1/20	Amazon (charges on account)	75.51	
		3/1/20		34.38	
		3/7/20		68.48	
		3/8/20		25.19	
8100-000	Donation - Material Print - RO			203.56	
8100-011	Donation - Material Print - LM	3/1/20	Amazon (charges on account)	10.99	
8100-011	Donation - Material Print - LM			10.99	
8100-013	Donation - Material Print - LH	3/1/20	Amazon (charges on account)	30.00	
8100-013	Donation - Material Print - LH			30.00	