

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Date: **Thursday, March 19, 2020**

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

Location: **Moorhead Branch**

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

**AGENDA**

- 5:30    **1. CALL TO ORDER**  
         **PUBLIC INPUT**  
         **APPROVAL OF AGENDA**
- 5:35    **2. MINUTES OF THE JANUARY 16, 2020 FULL BOARD MEETING**  
         Enclosed (page 3)  
         ***Recommended Motion: Move to approve the January 16, 2020 Full Board Meeting Minutes as presented.***
- 5:40    **3. WELCOME TO NEW BOARD MEMBER AND INTRODUCTIONS**
- a. Welcome to New Trustee**  
         Chizuko Shastri, City of Moorhead
- b. Administer Oath of Office**
- 5:45    **4. 2019 AUDIT REPORT** – Brady, Martz and Associates, P.C.
- 6:00    **5. FINANCIAL REPORT** - Sprynczynatyk  
         Enclosed (page 6)
- a. Authorization to submit 2019 Annual Report**  
         (report available for review at meeting)  
         ***Recommended Motion: Move to authorize the Director of Finance to submit the 2019 Annual Report to State Library Services.***
- b. Final Report for Legacy Funds FY2018 funding year**  
         (page 10, and detailed report available for review at meeting)
- Recommended Motion: Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2018 funding year.***

- 6:15    **6. DIRECTOR’S REPORT** – Lynch
- a. March Report - Enclosed (page 12)
  - b. Moorhead Library/Regional Office Needs Assessment

6:30    **7. BOARD MEMBER REPORTS:**

**Becker County** – Ben Grimsley & Terry Kalil  
**Breckenridge** – Linda Holecek  
**Clay County/Barnesville/Hawley** – Jim Haney  
**Clearwater County/Bagley** – Mark Titera  
**Crookston** – Clayton Briggs  
**Detroit Lakes** – Linda Schell  
**Mahnomen** – LuAnn Durant  
**Mahnomen County** – Karen Ahmann  
**Moorhead** – Linda Anderson, Shelly Carlson, Chizuko Shastri  
**Norman County/Ada** – Steve Jacobson  
**Polk County/Climax/Fertile/Fosston/McIntosh** – Gary Willhite  
**Wilkin County** – Dennis Larson

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

6:55    **8. OTHER**

7:00    **9. ADJOURNMENT**

**MISC ITEMS ENCLOSED:**

- a. List of Bills – January and February 2020 (page 16 – digital packet only, print copy available for review at meeting)

**UPCOMING MEETINGS/EVENTS**

**Library Legislative Day & Week**  
**Legislative Day: Tuesday, March 31, 2020**  
**Legislative Week: Monday, March 30-Friday, April 3, 2020.**

**National Library Week, April 19-25, 2020**  
Theme: *Find Your Place at the Library*

**Executive/Finance Committee Meeting**  
**2021 Preliminary Budget (Draft 1)**  
Moorhead Public Library, April 16, 2020 - 5:30 p.m.

**Easter Sunday, April 12, 2020**  
Crookston Public Library Closed

**Full Board Meeting, May 21, 2020 - 5:30 p.m.**  
Moorhead Public Library

\* \* \*

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 16, 2020 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

**Board Members Present:** Ahmann, Anderson, Briggs, Durant, Grimsley, Haney, Jacobson, Kalil (*President*), Titera, Willhite.

**Board Members Absent:** Carlson, Holecek, Larson, Schell, one open Moorhead position.

**Others Present:** Lynch, Sprynczynatyk, Sue Titera

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

*(Willhite/Briggs) Move to approve the Agenda of the January 16, 2020 Full Board Meeting as presented. MCU.*

**MINUTES OF THE NOVEMBER 21, 2019 FULL BOARD MEETING**

*(Titera/Grimsley) Move to approve the Minutes of the November 21, 2019 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBERS**

Kalil welcomed Karen Ahmann, Mahnomen County.

Ahmann recited the Oath of Office.

**FINANCIAL REPORT**

With 100% of 2019 complete, LARL spent 98.54% of budgeted expenses. The financial report is "unadjusted" and will change as the year is closed out and LARL prepares for the annual financial audit.

*(Briggs/Jacobson) Move to approve LARL's Pay Equity Report for the year ended December 31, 2019. MCU.*

(over)

**FINANCE COMMITTEE REPORT**

***(Grimsley) Move to approve the list of authorized institutions for 2020 as reviewed and recommended by the Finance Committee: Bell Bank and Edward Jones. MCU.***

Sprynczynatyk discussed changes from the Preliminary budget to the Final. All Signatories will meet LARL's 2020 funding request.

***(Grimsley) Move to approve the 2020 Budget as reviewed and recommended by the Finance Committee. MCU.***

***(Grimsley) Move to approve the 2020 Designated Funds as reviewed and recommended by the Director and the Finance Committee. MCU***

**DIRECTOR'S REPORT**

Currently all regular positions are filled, LARL is still currently looking for 2 additional Substitutes, one in Mahanomen and one in Ada.

Lynch discussed topics included in her written report from the agenda packet.

**PRESIDENT'S REPORT**

Kalil presented the 2020 Board meeting schedule.

Kalil presented the Committee Assignments.

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley, Kalil)

Kalil discuss that Detroit Lakes is getting 2 book bikes with a trailer. The bikes are motor assisted and will go to various events around Detroit Lakes.

**Breckenridge** (Holecek - absent)

No report.

**Clay County** (Haney)

The new Correctional Facility 2<sup>nd</sup> phase is almost ready to be moved in. The regional juvenile facility is still being completed.

**Clearwater County** (Titera)

No report

(continued on next page)

**BOARD MEMBER REPORTS – continued:****Crookston** (Briggs)

No report

**Detroit Lakes** (Schell - absent)

No report.

**City of Mahanomen** (Durant)

No report.

**Mahanomen County** (Ahmann)

No report.

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

No report.

**Norman County** (Jacobsen)

No report.

**Polk County** (Willhite)

No report.

**Wilkin County** (Larson - Absent)

No report.

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

No report.

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

Lynch informed the LARL Board of a recent resolution passed by the East Central Regional Library Board. This is a local issue discussed by the East Central Regional Library and Great River Regional Library boards and does not currently involve the rest of the regional library systems in MN.

**PRESIDENTS REPORT**

No report.

The meeting adjourned at 6:15.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Two Months Ending February 29, 2020

16.67%

Page: **6**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<i><b>Signatory Funding</b></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><b>Grants</b></i>					
Basic Support - MN (RLBSS)	157,717	210,302	525,699	315,397	40.00
Reg Library Telecom Aid (RLTA)	0	0	93,150	93,150	0.00
<b>Total Grants</b>	<b>157,717</b>	<b>210,302</b>	<b>618,849</b>	<b>408,547</b>	<b>33.98</b>
<i><b>Miscellaneous Revenue</b></i>					
Service Charge Revenue	741	1,535	11,000	9,465	13.95
Printing Revenue	1,185	2,154	18,000	15,846	11.97
Fax Revenue	413	871	7,000	6,129	12.44
Microfilm Revenue	25	39	150	111	26.00
Photocopy Revenue	320	801	8,000	7,199	10.01
Book/Furniture Sale Revenue	92	109	0	(109)	0.00
Interest/Dividend Income	21,669	22,444	60,000	37,556	37.41
Investment Value Change	5,121	16,486	0	(16,486)	0.00
Lost/Damaged Property	682	897	6,500	5,603	13.80
<b>Total Miscellaneous Revenue</b>	<b>30,248</b>	<b>45,336</b>	<b>110,650</b>	<b>65,314</b>	<b>40.97</b>
<i><b>Joint Automation Revenue</b></i>					
Northwest Reg. Lib. Contrib.	0	11,475	45,900	34,425	25.00
MNLink Server Site Payments	258	517	3,100	2,583	16.68
<b>Total Joint Automation Revenue</b>	<b>258</b>	<b>11,992</b>	<b>49,000</b>	<b>37,008</b>	<b>24.47</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>188,223</b>	<b>923,163</b>	<b>3,458,250</b>	<b>2,535,087</b>	<b>26.69</b>
<b>General Fund Expenditures</b>					
<i><b>Personnel Expenses</b></i>					
Salaries	149,397	297,304	1,821,750	1,524,446	16.32
Payroll Taxes	11,336	22,572	140,800	118,228	16.03
Retirement - PERA	11,141	22,265	135,950	113,685	16.38
Health Insurance	31,313	61,234	357,550	296,316	17.13
Life Insurance	153	328	2,100	1,772	15.62
Workers Compensation Insurance	269	538	3,500	2,962	15.37
Other Employee Benefits	121	242	1,650	1,408	14.67
<b>Total Personnel</b>	<b>203,730</b>	<b>404,483</b>	<b>2,463,300</b>	<b>2,058,817</b>	<b>16.42</b>
<i><b>Automation/Cataloging</b></i>					
Automation	14,996	27,118	146,450	119,332	18.52
Support - App	306	612	3,700	3,088	16.54
Remote Printing	228	456	2,750	2,294	16.58
Catalog Item Records	1,002	2,004	11,000	8,996	18.22
Supplies - Computer	242	553	5,000	4,447	11.06
Supplies - Technical Services	259	400	6,000	5,600	6.67
<b>Total Automation/Cataloging</b>	<b>17,033</b>	<b>31,143</b>	<b>174,900</b>	<b>143,757</b>	<b>17.81</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Two Months Ending February 29, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	38	38	3,400	3,362	1.12
Programming - Summer Learning	37	742	8,000	7,258	9.28
Programming - Adult	(36)	198	2,500	2,302	7.92
<b>Total Library Programming</b>	<b>39</b>	<b>978</b>	<b>13,900</b>	<b>12,922</b>	<b>7.04</b>
<b>Staff Development</b>					
Staff Training & Development	65	155	10,000	9,845	1.55
<b>Total Staff Development</b>	<b>65</b>	<b>155</b>	<b>10,000</b>	<b>9,845</b>	<b>1.55</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,997	3,965	23,000	19,035	17.24
Regional Board Meetings	0	637	6,000	5,363	10.62
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,997</b>	<b>4,602</b>	<b>29,000</b>	<b>24,398</b>	<b>15.87</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	360	890	15,200	14,310	5.86
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	31	31	2,000	1,969	1.55
Delivery Services	4,454	7,428	62,500	55,072	11.88
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,480	2,957	17,750	14,793	16.66
Lease - Regional Office Rent	1,752	3,503	21,000	17,497	16.68
Leases - Equipment	0	1,370	6,050	4,680	22.64
Maintenance Contracts	180	735	14,150	13,415	5.19
Memberships	170	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	824	2,839	16,000	13,161	17.74
Postage	(2)	115	3,700	3,585	3.11
Recruitment	329	329	8,000	7,671	4.11
Repairs - Equipment	155	155	2,500	2,345	6.20
Supplies - Copier/Fax/Microfilm	436	455	800	345	56.88
Supplies - Office	335	730	8,500	7,770	8.59
Supplies - Public Services	109	229	6,000	5,771	3.82
Telephone/Telecom	1,920	2,641	23,100	20,459	11.43
<b>Total Other Operating Expenses</b>	<b>12,533</b>	<b>24,952</b>	<b>217,050</b>	<b>192,098</b>	<b>11.50</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>0</b>	<b>0</b>	<b>93,150</b>	<b>93,150</b>	<b>0.00</b>
<b>Transportation</b>					
Van Expenses	167	328	3,950	3,622	8.30
<b>Total Transportation</b>	<b>167</b>	<b>328</b>	<b>3,950</b>	<b>3,622</b>	<b>8.30</b>
<b>Materials</b>					
Audio Visual	5,244	13,053	75,000	61,947	17.40
Digital	8,350	22,874	101,500	78,626	22.54
Online Resources	612	1,223	7,500	6,277	16.31
Periodicals	500	698	21,000	20,302	3.32
Print	18,343	67,710	200,000	132,290	33.86
<b>Total Materials</b>	<b>33,049</b>	<b>105,558</b>	<b>405,000</b>	<b>299,442</b>	<b>26.06</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0	0	10,000	10,000	0.00
Software & Hardware Upgrades	0	32	30,000	29,968	0.11
<b>Total Capital Expenditures</b>	<b>0</b>	<b>32</b>	<b>40,000</b>	<b>39,968</b>	<b>0.08</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	167	333	2,000	1,667	16.65
Technology Upgrades	250	500	3,000	2,500	16.67
Van Replacement	250	500	3,000	2,500	16.67
<b>Total Capital Fund Accounts</b>	<b>667</b>	<b>1,333</b>	<b>8,000</b>	<b>6,667</b>	<b>16.66</b>
<b>Total General Fund Expenditures</b>	<b>269,280</b>	<b>573,564</b>	<b>3,458,250</b>	<b>2,884,686</b>	<b>16.59</b>
General Fund Revenue Over Expenditures	\$ (81,057)	\$ 349,599	\$ 0	(349,599)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Two Months Ending February 29, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 8,310	\$ 10,450	\$ 0	(10,450)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	999	14,026	0	(14,026)	0.00
Legacy Grant Revenue	3,688	8,833	0	(8,833)	0.00
Northern Lights LN Funds	883	1,982	0	(1,982)	0.00
<b>Total Special Projects Revenue</b>	<b>13,880</b>	<b>35,291</b>	<b>0</b>	<b>(35,291)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	38	89	0	(89)	0.00
Donations - Materials: A/V	20	20	0	(20)	0.00
Donations - Materials: Other	0	0	0	0	0.00
Donations - Miscellaneous	484	576	0	(576)	0.00
Legacy Grant Expense	3,369	8,833	0	(8,833)	0.00
Telecom/E-rate Expenses	999	14,026	0	(14,026)	0.00
Northern Lights LN e-Books	883	1,982	0	(1,982)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>5,793</b>	<b>25,526</b>	<b>0</b>	<b>(25,526)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	2,466	4,969	0	(4,969)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>2,466</b>	<b>4,969</b>	<b>0</b>	<b>(4,969)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>8,259</b>	<b>30,495</b>	<b>0</b>	<b>(30,495)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 5,621	\$ 4,796	\$ 0	(4,796)	0.00
GRAND TOTAL REVENUE	202,103	958,454	3,458,250	2,499,796	27.72
GRAND TOTAL EXPENDITURES	277,632	604,166	3,458,250	2,854,084	17.47
CHANGE IN FUND BALANCE	\$ (75,529)	\$ 354,288	\$ 0	(354,288)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
February 29, 2020**

**9**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 23,504	14,382	9,122	29,583	(6,079)
Cash - Payroll (Bell Bank)	4,987	5,920	(933)	12,649	(7,662)
Cash - Savings (Bell Bank)	1,106,871	696,101	410,770	815,745	291,126
Petty Cash	460	460	0	460	0
Investment Account	1,381,504	1,355,518	25,986	1,344,049	37,455
Accounts Receivable	3,999	494,978	(490,979)	514	3,485
Prepaid Expenses	69,683	75,697	(6,014)	66,474	3,209
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
<b>Total Assets</b>	<b>\$ 2,789,410</b>	<b>2,841,458</b>	<b>(52,048)</b>	<b>2,467,876</b>	<b>321,534</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 27,733	40,228	(12,495)	45,608	(17,875)
Credit Card Payable	5,672	5,575	97	0	5,672
Amazon Charge Account	4,633	1,558	3,075	0	4,633
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	858	432	426	0	858
Vision Insurance Payable	39	(13)	52	0	39
AFLAC Payable	259	259	0	259	0
Flexible Spending - Medical	1,155	1,266	(111)	990	165
Sales Tax Payable	213	102	111	486	(273)
Deferred Revenue	494,368	462,708	31,660	521,674	(27,306)
<b>Total Liabilities</b>	<b>672,137</b>	<b>649,322</b>	<b>22,815</b>	<b>706,224</b>	<b>(34,087)</b>
<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	33,500	33,250	250	33,000	500
Fund Bal - Technology Upgrade	40,500	40,250	250	40,000	500
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	115,333	115,167	166	115,000	333
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	354,287	429,816	(75,529)	9,028	345,259
<b>Total Fund Balances</b>	<b>2,117,273</b>	<b>2,192,136</b>	<b>(74,863)</b>	<b>1,761,652</b>	<b>355,621</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 2,789,410</b>	<b>2,841,458</b>	<b>(52,048)</b>	<b>2,467,876</b>	<b>321,534</b>



## ARTS AND CULTURAL HERITAGE FUND (ACHF)

### Completion Report – Executive Summary

State Fiscal Year 2018: July 1, 2017–June 30, 2018

A Completion Report, due 90 days after the completion of state fiscal year 2018 allocation spending, includes three parts – two required and one optional:

**Required:**

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2018 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact **Jennifer Nelson** at [jennifer.r.nelson@state.mn.us](mailto:jennifer.r.nelson@state.mn.us). (.xls)

**Optional:**

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to **Jennifer Nelson**, [jennifer.r.nelson@state.mn.us](mailto:jennifer.r.nelson@state.mn.us), at State Library Services by **April 10, 2020**.

### Grantee Information

Regional library system name and address:

Lake Agassiz Regional Library  
118 5<sup>th</sup> St S  
Moorhead, MN 56560

Name, phone, and email address of regional library system administrator:

Liz Lynch, 218-233-3757, [lynchl@larl.org](mailto:lynchl@larl.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Jenna Kahly, 218-233-3757, [kahlyj@larl.org](mailto:kahlyj@larl.org)

Name, phone, and email address of regional library system finance manager:

Jamie Sprynczynatyk, 218-233-3757, [spryj@larl.org](mailto:spryj@larl.org)

### Authorized Signatures

*The information in the report documents are true and correct to the best of our knowledge.*

Signature \_\_\_\_\_

Printed Name **Ben Grimsley**

Treasurer, Regional Library System Governing Board

Date **03/19/2020**

Signature \_\_\_\_\_

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **03/19/2020**

### FY 2018 ACHF Project Highlights

#### Summary Data:

Total number of activities, programs, and/or events: 19 projects, 113 events

Total participation/attendance: 6324

Total number of partnerships: 14

Total FTE (funded by ACHF): .2793

Total value of in-kind contributions: \$10,723.19

Total administrative costs (funded by ACHF): \$5,338.00

#### Highlights:

*Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.*

Local historian Markus Krueger traveled to four Lake Agassiz Regional Library communities to deliver a presentation on World War I Nurses of Clay County. Krueger's presentation was told in a literary fashion with anecdotes, photographs, and letters from the nurses and their families. The participant's expectations were clearly met with comments such as, "You took us from the First World War through the hardships, to the end – my expectations were met!" Other commented on how much they appreciated the photographs, personal letters, and how Krueger made history come alive.

The program with the highest attendance of a program from this series was Successful Gardening on the Northern Prairie Featuring Eric Bergeson, local author and gardener. Bergeson traveled to ten Lake Agassiz Regional Library communities, drawing hundreds of attendees. Bergeson's style of talking about gardening with the local soil type and climate, along with his anecdotes from experiences with the people of the region, proved to be both educational and highly entertaining. Attendees appreciated his honesty, sense of humor, the way in which he delivered practical information, and his way of interacting with audience members, it was truly entertaining.



## **Monthly Report to the Board**

**Meeting Date: March 19, 2020**

**From: Liz Lynch, Executive Director**

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

LARL Finance and Full Board Mtgs., Jan. 16; Coordinating Team Meeting, Jan. 22; Online CRPLSA Meeting, Jan. 23; Clay County Joint Powers Intergovernmental Retreat, Jan. 24; Interview, Jan. 28; Detroit Lakes Library Board Meeting, Jan. 30; Meeting with Auditor, Feb. 4; Online MN Library Legislative Meeting, Feb. 5; Downtown Moorhead Workshop, Feb. 6; Moorhead City Council Meeting, Feb. 10; Coordinating Team Meeting, Feb. 19; Meeting with Sammy's Custom Cabinets, Feb. 19; Meeting with Scheels Representative, Feb. 26; Meeting with Choice Bank, March 2; Online MN Library Legislative Meeting, March 4; Interviews in Climax, March 11; Online CRPLSA Fund Meeting in A.M. & Online CRPLSA Legislative Meeting in P.M., March 13;

### **New Employees**

Welcome to Asha Osborn, Ada Substitute; Cally Nundahl, Detroit Lakes Library Assistant; and Hannah Nyland, Moorhead Library Assistant.

Congratulations to Jessica Eaves, who has been promoted from Library Assistant in Moorhead to Library Associate.

Congratulations to Shelia Capistran, who has been promoted from Ada Substitute to Climax Branch Librarian.

### **LARL News & Projects**

#### **Retirement**

Congratulations to Jane Vigness, Climax Branch Librarian on her retirement after 29+ years with LARL! Jane's last day as the Climax Branch Librarian will be on Tuesday, March 31. I would like to thank Jane for all she has done for the community of Climax and for LARL over the years. We wish her a very happy and fulfilling retirement.

#### **2020 U.S. Census**

Lake Agassiz Regional Library, along with public libraries across the state are actively participating in the US Census process, thanks to the guidance of State Library Services and the Department of Education. 324 public libraries are participating as Questionnaire Assistance Centers (QACs), representing all 87 counties. The public is invited to visit a QAC to fill out their 2020 Census online and receive assistance from trained library staff.

#### **The Book Truck**

On February 10, the City of Moorhead announced the gifting of a paratransit bus to LARL for The Book Truck project. We should obtain the bus near the end of March/early April. Once it is in our possession, we will take care of some minor repairs, take care of installing shelving and bring it in for a wrap. We will be implementing the new mobile library service on June 1, 2020. To date, we have raised approximately \$10,000 for the project and are actively seeking donations and sponsorship from individuals and businesses.

### **Otto Bremer Trust Grant**

Lake Agassiz Regional Library has received a grant for \$56,500 from the Otto Bremer Trust for the Mahanomen Public Library. The primary purpose of the grant is for the purchase of new furniture and shelving for the library. Any remaining funding will be used for furnishings and fixtures related to an upper meeting room remodel.

### **COVID-19 and Public Libraries**

The LARL administration team has been working together to plan for COVID-19. We have been in communication with State Library Services, the MN Department of Health and keeping up on the CDC guidelines. We are also looking to State, County, and City experts to guide us through this process. In addition, we are looking to the national library community. Our planning process has included safety measures for staff and customers, cleaning guidelines, reducing services that might enhance the spread of the virus, and the process for closing a location.

### **Donation Report and Plan for 2020**

We are currently working on the second annual donation report for donors and stakeholders. This report will highlight and recognize donors from 2019, while attracting potential donors in 2020. This year's report will also highlight the sponsors of The Book Truck.

### **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 25<sup>th</sup> 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 legislative support, include:**

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

**Donations**

<b>Ada Public Library</b>		
February 2020	Robert Bohlender	\$30.00
<b>Bagley Public Library</b>		
February 2020	Brent & Teresa Colligan donation for New Large Print Fiction in memory of Phyllis Peterson	\$50.00
<b>Breckenridge Public Library</b>		
January 2020	Friends of the Breckenridge Public Library hanging system for artwork.	\$1,532.98
January 2020	Wilkin County Historical Society	\$25.00
<b>Crookston Public Library</b>		
January 2020	Brenda Harmon	\$5.00
January 2020	Matron's Club donation for Children's Books	\$100.00
March 2020	Crookston Welding and Machine, Inc. donation for SLE	\$100.00
<b>Fertile Public Library</b>		
February 2020	Red River State Bank donation for SLE	\$75.00
February 2020	Fertile Building Center, Ltd donation for SLE	\$175.00
March 2020	D.R. Gravel & Logging, Inc donation for SLE	\$175.00
March 2020	JT's Station LLC donation for SLE	\$250.00
March 2020	Red River Insurance donation for SLE	\$175.00
<b>Moorhead Public Library</b>		
January 2020	Anonymous donation for children's programming.	\$103.83
February 2020	Vikigland Kiwanis donation for children's books.	\$100.00
February 2020	Barbara Anton	\$150.00
February 2020	Friends of the Moorhead Library donation for book bins, floor mats, and book carts.	\$2,465.89
<b>Detroit Lakes Book Bike</b>		
February 2020	Amy Erickson	\$103.83
March 2020	April Thomas for Amy Stearns	\$103.83
March 2020	Nicole Benson	\$10.66
March 2020	Nicole Mulder for Amy Stearns	\$25.00
March 2020	Michael Burgraff for Amy Stearns	\$26.19
March 2020	Linda Norland	\$15.84
March 2020	Cathy Fritz for Amy Stearns	\$52.07
March 2020	Erika Gilsdorf	\$25.13
March 2020	Jeff Leighton	\$50.00
March 2020	David Marty for Amy Stearns	\$26.19
March 2020	Kris and Mal McCarthy	\$52.07
<b>LARL</b>		
February 2020	Anonymous	\$11.28
February 2020	Kathy and Dan Kalil for collection in honor of Terry Kalil	\$155.59
<b>Total Donations</b>		<b>\$6,170.38</b>

Donations Continues

<b>LARL Book Truck</b>	City of Moorhead	BUSI
January – March 2020	Clay County Collaborative	\$2,000.00
	Randy Stefanson	\$1,000.00
	Judith Treichel	10.00
	Jo Cavins	10.66
	Del Rae Williams	1,035.51
	Sheila Capistran	5.00
	Anonymous	26.19
	Anonymous	26.19
	Ann Hutton	52.07
	Sue Hall	52.07
	Heather Cantrell in memory of Waynetta Bailey	20.00
	Michael Monson, Speedy Plumbing	1,035.51
	Enson Maattala	10.00
	Anonymous	103.83
	Anonymous	50.00
	Judy Larson	103.83
	Shelly Carlson	52.07
	Anonymous	250.00
	Yvonne Condell	500.00
	Lynn Tkachuk	50.00
	Ken Foster	26.19
	Leah McCracken Anderson	26.19
	Anonymous	26.19
	Ryan West	26.19
	Debbie Johnson	25.00
	Anonymous	26.19
	Deborah Janzen	103.83
	Robert Gerke	200.00
	Anonymous	5.00
	Laura Probst	207.35
	Ringstrom Law Office	200.00
	Doug Greenley	200.00
	<b>Total Donations for Book Truck Received as of 3/13/20</b>	<b>\$9,438.87</b>

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5120-000	Health Insurance	1/1/20	Lakes Country Service Cooperat	244.00	
5120-000	Health Insurance			244.00	
5140-000	Life Insurance - Employer Paid	1/1/20	The Hartford	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6000-000	Supplies - Office	1/29/20	Baker & Taylor	39.36	
6000-000	Supplies - Office	1/31/20 1/31/20	Quill Corporation	285.23 64.16	
6000-000	Supplies - Office			388.75	
6020-000	Supplies - Public Services	1/31/20	Overdrive, Inc.	91.80	
6020-000	Supplies - Public Services			91.80	
6030-000	Supplies - Copier/Fax/Microfilm	1/1/20	Marco Technologies LLC	19.88	
6030-000	Supplies - Copier/Fax/Microfilm			19.88	
6040-000	Supplies - Computer	1/15/20 1/15/20	Monoprice, Inc.	41.78 54.28	
6040-000	Supplies - Computer			96.06	
6110-000	OCLC/Minitex	1/1/20	OCLC, Inc.	1,002.01	
6110-000	OCLC/Minitex			1,002.01	
6240-000	Maint Contr - Copiers	1/1/20	Marco Technologies LLC	750.00	
6240-000	Maint Contr - Copiers			750.00	
6300-000	Payroll/Time Tracking	1/10/20 1/29/20 1/29/20	Payroll Professionals, Inc.	133.30 133.30 174.00	
6300-000	Payroll/Time Tracking			440.60	
6350-000	Delivery Service - Courier	1/6/20 1/20/20	Alliance Courier	423.06 2,115.30	
6350-000	Delivery Service - Courier			2,538.36	
6362-000	Lease - Copiers	1/1/20	Marco Technologies LLC	1,369.50	
6362-000	Lease - Copiers			1,369.50	
6400-000	Telephone	1/1/20 1/1/20	Halstad Telephone Company	32.93 73.33	
6400-000	Telephone	1/1/20	CenturyLink	48.00	
6400-000	Telephone	1/22/20	Rochester Telecom Systems Inc.	94.19	
6400-000	Telephone			248.45	
6410-000	PIO - Marketing/Printing/Etc	1/7/20 1/7/20	Shortprinter	159.49 358.61	
6410-000	PIO - Marketing/Printing/Etc	1/7/20	The Red River Promoter	169.00	
6410-000	PIO - Marketing/Printing/Etc	1/9/20	Cole Papers Inc.	29.20	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	1/15/20	Off The Wall Advertising, Inc.	375.00	
6410-000	PIO - Marketing/Printing/Etc	1/29/20	Crookston Daily Times	150.00	
6410-000	PIO - Marketing/Printing/Etc	1/31/20	The Forum	328.00	
6410-000	PIO - Marketing/Printing/Etc			1,569.30	
6450-000	Mileage - Trustee	1/16/20	Terry Kalil	82.80	
6450-000	Mileage - Trustee	1/16/20	Karen Ahmann	80.21	
6450-000	Mileage - Trustee	1/16/20	LuAnn Durant	80.21	
6450-000	Mileage - Trustee	1/16/20	Ben Grimsley	51.75	
6450-000	Mileage - Trustee	1/16/20	Gary Willhite	80.50	
6450-000	Mileage - Trustee	1/16/20	Mark Titera	103.50	
6450-000	Mileage - Trustee	1/16/20	Steve Jacobson	32.20	
6450-000	Mileage - Trustee	1/16/20	Clayton Briggs	80.50	
6450-000	Mileage - Trustee			591.67	
6455-000	Mileage - Staff	1/3/20	Christy Underlee	19.26	
6455-000	Mileage - Staff	1/3/20	Sheila Capistran	40.82	
		1/6/20		40.82	
		1/7/20		20.99	
6455-000	Mileage - Staff	1/7/20	Joyce Christine Bolke	27.31	
6455-000	Mileage - Staff	1/8/20	Erin Gunderson	51.75	
6455-000	Mileage - Staff	1/8/20	Joyce Christine Bolke	80.50	
6455-000	Mileage - Staff	1/9/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	1/10/20	Megan Krueger	51.75	
6455-000	Mileage - Staff	1/10/20	Joyce Christine Bolke	51.17	
6455-000	Mileage - Staff	1/13/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	1/13/20	Joyce Christine Bolke	41.97	
6455-000	Mileage - Staff	1/14/20	Sheila Capistran	20.99	
6455-000	Mileage - Staff	1/14/20	Joyce Christine Bolke	40.25	
6455-000	Mileage - Staff	1/15/20	Jodi Harrington	19.26	
6455-000	Mileage - Staff	1/16/20	Philip Spooner	52.04	
6455-000	Mileage - Staff	1/21/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	1/21/20	Jodi Harrington	19.26	
6455-000	Mileage - Staff	1/22/20	Joyce Christine Bolke	80.50	
6455-000	Mileage - Staff	1/22/20	Greta Guck	52.04	
		1/23/20		42.26	
6455-000	Mileage - Staff	1/23/20	Jodi Harrington	27.60	
6455-000	Mileage - Staff	1/24/20	Amy Nelson	14.95	

**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
6455-000	Mileage - Staff	1/27/20	Carol Van Brocklin	29.90	
6455-000	Mileage - Staff	1/27/20	Lois Schaedler	80.21	
6455-000	Mileage - Staff	1/27/20	Candace Osborn	49.16	
6455-000	Mileage - Staff	1/27/20	Jill Rose	24.15	
6455-000	Mileage - Staff	1/27/20	Jodi Harrington	33.35	
6455-000	Mileage - Staff	1/27/20	Alyssa Lennander	80.50	
6455-000	Mileage - Staff	1/27/20	Erin Gunderson	51.75	
6455-000	Mileage - Staff	1/27/20	Caese Haroldson	120.75	
6455-000	Mileage - Staff	1/27/20	Karen Edevold	19.84	
6455-000	Mileage - Staff	1/27/20	Julie Malmanger	120.75	
6455-000	Mileage - Staff	1/27/20	Karen Stormo	141.45	
6455-000	Mileage - Staff	1/27/20	Hanna Judith Kramer	46.57	
6455-000	Mileage - Staff	1/27/20	Amy Nelson	36.80	
6455-000	Mileage - Staff	1/27/20	Eliza Gores	52.04	
6455-000	Mileage - Staff	1/28/20	Sheila Capistran	16.10	
6455-000	Mileage - Staff	1/30/20	Liz Lynch	52.04	
6455-000	Mileage - Staff	1/30/20	Jill Rose	20.99	
6455-000	Mileage - Staff	1/31/20	Patty Nunn	12.65	
6455-000	Mileage - Staff	1/31/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	1/31/20	Joyce Christine Boike	19.84	
6455-000	Mileage - Staff			1,967.61	
6470-000	Board Expenses	1/17/20	PJ Operations	44.71	
6470-000	Board Expenses			44.71	
6492-000	Programming - Summer Learn	1/9/20	Janette Loudon	600.00	
6492-000	Programming - Summer Learn			600.00	
6495-000	Programming - Adult	1/13/20	Shortprinter	233.73	
6495-000	Programming - Adult			233.73	
6505-000	Van - Repairs & Maintenance	1/1/20	DVS Renewal	19.25	
6505-000	Van - Repairs & Maintenance			19.25	
6600-000	Materials - Print	1/1/20	Gale/CENGAGE Learning	27,256.00	
6600-000	Materials - Print	1/2/20	Baker & Taylor	431.13	
		1/3/20		83.04	
		1/9/20		21.39	
		1/9/20		29.92	
		1/9/20		41.02	
		1/9/20		95.42	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	1/10/20	RWR Press	33.98	
6600-000	Materials - Print	1/10/20	Baker & Taylor	42.81	
		1/10/20		13.92	
		1/10/20		9.28	
		1/10/20		51.45	
		1/10/20		55.78	
		1/10/20		63.70	
		1/10/20		21.32	
		1/10/20		30.12	
		1/10/20		33.42	
		1/11/20		101.82	
		1/11/20		85.04	
		1/11/20		23.64	
		1/11/20		78.96	
		1/11/20		420.96	
		1/11/20		30.78	
		1/11/20		20.98	
		1/11/20		21.32	
		1/11/20		29.78	
		1/11/20		33.63	
		1/11/20		26.54	
		1/11/20		23.52	
		1/11/20		408.85	
		1/11/20		273.34	
		1/13/20		11.67	
		1/13/20		13.62	
		1/13/20		44.56	
		1/13/20		84.59	
		1/13/20		157.84	
		1/13/20		59.47	
		1/13/20		157.30	
		1/13/20		282.68	
		1/13/20		60.60	
		1/13/20		71.80	
		1/13/20		20.98	
		1/13/20		54.82	
		1/13/20		34.60	
		1/13/20		106.45	
		1/13/20		113.20	
		1/13/20		61.56	
		1/13/20		365.53	
		1/13/20		32.34	
		1/14/20		590.27	
		1/14/20		41.32	
		1/14/20		21.12	
		1/14/20		32.40	
		1/16/20		64.86	
		1/18/20		99.14	
		1/18/20		170.28	
		1/18/20		53.94	
		1/18/20		643.72	
		1/18/20		51.98	
		1/20/20		59.93	
		1/20/20		173.00	
		1/20/20		537.57	
		1/20/20		168.69	
		1/20/20		140.95	
6600-000	Materials - Print	1/21/20	Country Scribe Publishing	114.75	
6600-000	Materials - Print	1/21/20	Baker & Taylor	309.35	
		1/21/20		168.31	
		1/21/20		656.41	
		1/21/20		430.18	
		1/21/20		151.20	
		1/21/20		21.40	
		1/21/20		25.46	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/22/20		20.04	
		1/22/20		109.50	
		1/22/20		28.18	
		1/23/20		122.26	
		1/23/20		170.60	
		1/23/20		389.64	
		1/23/20		240.69	
		1/23/20		332.51	
		1/23/20		374.74	
		1/23/20		30.12	
		1/23/20		37.86	
		1/24/20		407.88	
		1/24/20		51.18	
		1/27/20		28.86	
		1/28/20		40.22	
		1/28/20		186.14	
		1/29/20		86.58	
		1/29/20		338.87	
		1/29/20		44.84	
		1/29/20		97.84	
6600-000	Materials - Print	1/30/20	Brainstorm Inc.	1,317.55	
6600-000	Materials - Print	1/30/20	Baker & Taylor	31.00	
		1/30/20		41.72	
		1/30/20		332.69	
		1/30/20		52.14	
		1/30/20		55.10	
		1/30/20		71.49	
		1/30/20		98.34	
6600-000	Materials - Print	1/31/20	The Child's World	518.70	
6600-000	Materials - Print	1/31/20	Cherry Lake/Sleeping Bear Pres	138.73	
6600-000	Materials - Print	1/31/20	Baker & Taylor	389.65	
		1/31/20		94.72	
		1/31/20		61.98	
		1/31/20		51.40	
6600-000	Materials - Print	1/31/20	Coughlan Companies LLC	2,151.50	
6600-000	Materials - Print	1/31/20	Lerner Publishing Group	4,043.34	
6600-000	Materials - Print			48,941.30	
6601-000	Materials - A/V	1/2/20	Baker & Taylor	31.04	
		1/2/20		251.07	
		1/3/20		57.27	
		1/8/20		31.04	
6601-000	Materials - A/V	1/9/20	Recorded Books, LLC.	191.96	
6601-000	Materials - A/V	1/9/20	Baker & Taylor	59.22	
		1/9/20		111.68	
		1/10/20		206.88	
		1/10/20		53.70	
		1/10/20		20.51	
		1/10/20		30.83	
		1/11/20		96.88	
		1/15/20		148.47	
		1/15/20		67.98	
		1/15/20		23.90	
		1/16/20		16.74	
6601-000	Materials - A/V	1/17/20	Recorded Books, LLC.	72.98	
		1/17/20		27.49	

**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
6601-000	Materials - A/V	1/18/20	Baker & Taylor	19.06	
		1/21/20		42.27	
		1/21/20		46.56	
		1/21/20		23.90	
		1/21/20		87.76	
		1/21/20		23.90	
		1/21/20		98.12	
		1/22/20		249.18	
		1/22/20		32.47	
6601-000	Materials - A/V	1/23/20	Recorded Books, LLC.	195.58	
		1/24/20		64.00	
		1/24/20		1,003.60	
		1/27/20		72.98	
6601-000	Materials - A/V	1/28/20	Baker & Taylor	14.77	
		1/28/20		138.55	
		1/28/20		20.51	
6601-000	Materials - A/V	1/30/20	Recorded Books, LLC.	73.00	
		1/30/20		64.00	
6601-000	Materials - A/V	1/31/20	Baker & Taylor	17.66	
		1/31/20		71.70	
		1/31/20		84.21	
6601-000	Materials - A/V	1/31/20	Recorded Books, LLC.	888.40	
6601-000	Materials - A/V			4,831.82	
6670-000	Materials - Digital - e-Books	1/3/20	Overdrive, Inc.	851.93	
		1/3/20		3.99	
		1/3/20		73.14	
		1/3/20		215.58	
		1/3/20		47.99	
		1/5/20		7.99	
		1/6/20		133.66	
		1/6/20		36.96	
		1/6/20		13.99	
		1/6/20		141.96	
		1/6/20		15.98	
		1/6/20		450.70	
		1/6/20		43.97	
		1/7/20		463.88	
		1/13/20		119.93	
		1/13/20		13.28	
		1/13/20		455.00	
		1/13/20		135.97	
		1/13/20		60.94	
		1/14/20		107.96	
		1/14/20		896.63	
		1/15/20		707.49	
		1/21/20		157.97	
		1/21/20		1,484.59	
		1/21/20		363.53	
		1/21/20		271.96	
		1/21/20		119.97	
		1/21/20		101.91	
		1/24/20		1,167.89	
		1/27/20		7.99	
		1/27/20		307.95	
		1/27/20		150.92	
		1/28/20		144.81	
		1/28/20		114.98	
		1/30/20		4.90	
6670-000	Materials - Digital - e-Books			9,398.29	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6675-000	Materials - Digital - e-Audio	1/3/20	Overdrive, Inc.	514.46	
		1/6/20		1,046.80	
		1/6/20		106.49	
		1/7/20		65.00	
		1/13/20		65.00	
		1/14/20		314.94	
		1/15/20		440.43	
		1/16/20		9.95	
		1/21/20		810.38	
		1/21/20		152.00	
		1/24/20		960.32	
		1/29/20		139.98	
6675-000	Materials - Digital - e-Audio			4,625.75	
6690-000	Materials - Periodicals	1/1/20	McIntosh Times	30.00	
6690-000	Materials - Periodicals	1/1/20	Anders Valley Publishing, LLC	35.00	
		1/1/20		40.00	
6690-000	Materials - Periodicals	1/13/20	Dakota News, Inc.	58.59	
6690-000	Materials - Periodicals	1/31/20	Twin Valley Times	35.00	
6690-000	Materials - Periodicals			198.59	
7120-000	Telecom/E-rate Expenses	1/7/20	ByteSpeed, LLC	4,045.58	
		1/7/20		8,346.93	
7120-000	Telecom/E-rate Expenses	1/15/20	Monoprice, Inc.	111.60	
7120-000	Telecom/E-rate Expenses			12,504.11	
7210-000	Legacy - Materials - Print	1/30/20	Brainstorm Inc.	861.70	
7210-000	Legacy - Materials - Print	1/31/20	Coughlan Companies LLC	71.97	
7210-000	Legacy - Materials - Print	1/31/20	Lerner Publishing Group	247.89	
7210-000	Legacy - Materials - Print			1,181.56	
7230-000	Legacy - Materials - Other	1/30/20	Overdrive, Inc.	31.00	
		1/30/20		165.00	
		1/30/20		77.94	
7230-000	Legacy - Materials - Other			273.94	
7410-000	Northern Lights LN e-Books	1/3/20	Overdrive, Inc.	79.99	
		1/6/20		127.98	
		1/6/20		302.24	
		1/14/20		36.99	
		1/21/20		551.39	
7410-000	Northern Lights LN e-Books			1,098.59	
8000-011	Donation - Misc Exp - LM	1/30/20	Megan Krueger	37.57	
8000-011	Donation - Misc Exp - LM			37.57	
8000-051	Donation - Misc Exp - LC	1/1/20	Hugo's #4	53.97	
8000-051	Donation - Misc Exp - LC			53.97	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	1/15/20 1/15/20 1/31/20 1/31/20	Federal Income Tax deposit	4,855.98 1,135.67 1,112.93 4,758.73	
5100-000	Payroll Taxes - Employer			11,863.31	
5110-000	Retirement - PERA - Employer	1/15/20 1/31/20	Public Employees Retirement As	5,913.98 5,824.91	
5110-000	Retirement - PERA - Employer			11,738.89	
5120-000	Health Insurance	1/13/20 1/13/20	Further - VEBA/HSA	2,220.00 2,477.91	
5120-000	Health Insurance	1/15/20	LARL Payroll		947.91
5120-000	Health Insurance	1/31/20	Lakes Country Service Cooperat	27,118.50	
5120-000	Health Insurance	1/31/20	Further - VEBA/HSA	947.91	
5120-000	Health Insurance	1/31/20	LARL Payroll		947.91
5120-000	Health Insurance			32,764.32	1,895.82
6020-000	Supplies - Public Services	1/22/20 1/31/20	Best Name Badges	7.10 7.10	
6020-000	Supplies - Public Services			14.20	
6040-000	Supplies - Computer	1/2/20 1/10/20	Amazon (charges on account)	31.99 59.39	
6040-000	Supplies - Computer			91.38	
6400-000	Telephone	1/15/20	Rothsay Telephone	75.51	
6400-000	Telephone	1/25/20	Arvig	181.50	
6400-000	Telephone	1/30/20 1/30/20 1/30/20 1/30/20	Garden Valley Telephone Comp	89.33 40.16 40.16 40.16	
6400-000	Telephone			466.82	
6405-000	Cell Phone	1/9/20	Ting	6.72	
6405-000	Cell Phone			6.72	
6410-000	PIO - Marketing/Printing/Etc	1/10/20	Cardmember Service	1.79	
6410-000	PIO - Marketing/Printing/Etc	1/10/20	Freepik & Flaticon	89.99	
6410-000	PIO - Marketing/Printing/Etc	1/14/20 1/23/20	Uprinting.com	48.29 51.82	
6410-000	PIO - Marketing/Printing/Etc			191.89	
6435-000	PO Box Rental	1/2/20	US Postal Service	120.00	
6435-000	PO Box Rental			120.00	
6460-000	Minnesota Director's Fund	1/13/20 1/15/20	Zoom Video Communications, In	160.96	11.06
6460-000	Minnesota Director's Fund			160.96	11.06

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6465-000	Memberships - LARL Directors	1/24/20	American Library Association	225.00	
6465-000	Memberships - LARL Directors			225.00	
6482-000	Conf/Meeting - Miscellaneous	1/10/20	City of Moorhead	90.00	
6482-000	Conf/Meeting - Miscellaneous			90.00	
6492-000	Programming - Summer Learni	1/28/20	Jay's Smokin BBQ	105.38	
6492-000	Programming - Summer Learni			105.38	
6600-000	Materials - Print	1/2/20	Amazon (charges on account)	13.94	
		1/7/20		23.97	
		1/7/20		14.20	
		1/8/20		29.98	
		1/8/20		27.49	
		1/9/20		7.89	
		1/9/20		69.94	
		1/9/20		6.99	
		1/10/20		47.90	
		1/11/20		45.90	
		1/12/20		21.22	
		1/14/20		8.99	
		1/14/20		24.17	
		1/15/20		23.54	
		1/23/20		17.99	
		1/30/20		23.82	
		1/30/20		1.90	
		1/31/20		15.98	
6600-000	Materials - Print			425.81	
6601-000	Materials - A/V	1/2/20	Amazon (charges on account)	41.96	
		1/4/20		215.92	
		1/4/20		60.76	
		1/5/20		14.07	
		1/6/20		35.98	
		1/6/20		71.96	
		1/6/20		19.92	
		1/6/20		83.25	
		1/6/20		48.96	
		1/7/20		14.99	
		1/7/20		18.96	
		1/7/20		103.29	
		1/7/20		41.97	
		1/7/20		198.01	
		1/8/20		22.99	
		1/8/20		19.38	
		1/8/20		42.37	
		1/9/20		11.98	
		1/12/20		15.82	
		1/12/20		19.98	
		1/12/20		97.93	
		1/13/20		84.31	
		1/13/20		51.33	
		1/13/20		29.97	
		1/13/20		35.98	
		1/13/20		43.05	
		1/13/20		53.97	
		1/14/20		116.44	
		1/15/20			0.42
		1/15/20			6.30
		1/15/20			0.28
		1/16/20		27.98	
		1/18/20		26.07	
		1/18/20		35.98	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by EFT**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		1/19/20		27.98	
		1/19/20		35.98	
		1/20/20		138.84	
		1/20/20		35.98	
		1/20/20		35.98	
		1/22/20		39.98	
		1/22/20		194.65	
		1/22/20		9.99	
		1/23/20			0.03
		1/23/20		12.09	
		1/23/20		39.98	
		1/23/20		45.05	
		1/26/20		38.97	
		1/26/20		71.84	
		1/26/20		35.92	
		1/26/20		35.92	
		1/26/20		17.96	
		1/26/20		42.64	
		1/27/20		23.98	
		1/27/20		23.98	
		1/28/20		159.69	
		1/29/20		77.46	
		1/31/20		107.05	
		1/31/20		26.95	
6601-000	Materials - A/V			2,984.39	7.03
7120-000	Telecom/E-rate Expenses	1/27/20	Rackmount Solutions	523.51	
7120-000	Telecom/E-rate Expenses			523.51	
7210-000	Legacy - Materials - Print	1/27/20	Amazon (charges on account)	5.99	
		1/27/20		5.99	
		1/28/20		37.90	
		1/30/20		58.00	
		1/31/20		249.36	
		1/31/20		256.68	
		1/31/20		15.98	
		1/31/20		27.94	
		1/31/20		128.85	
		1/31/20		21.99	
7210-000	Legacy - Materials - Print			808.68	
8100-011	Donation - Material Print - LM	1/23/20	Amazon (charges on account)	37.17	
		1/23/20		6.99	
8100-011	Donation - Material Print - LM			44.16	
8100-021	Donation - Material Print - LG	1/12/20	Amazon (charges on account)	6.77	
8100-021	Donation - Material Print - LG			6.77	
8200-053	Donation - Furn & Equip - LE	1/13/20	Amazon (charges on account)	970.48	
8200-053	Donation - Furn & Equip - LE			970.48	
8200-061	Donation - Furn & Equip - LB	1/30/20	Walker Display, Inc.	1,532.98	
8200-061	Donation - Furn & Equip - LB			1,532.98	
8600-000	Software & Hardware Upgrade	1/7/20	Amazon (charges on account)	164.00	
		1/7/20			132.00
8600-000	Software & Hardware Upgrade			164.00	132.00
9630-200	Cell Phone - Joint Automation	1/9/20	Ting	24.63	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
9630-200	Cell Phone - Joint Automation			24.63	
9650-200	Computer Supplies - Joint Auto	1/7/20	Maurer IT Systemloesungen	447.36	
9650-200	Computer Supplies - Joint Auto	1/8/20	Cardmember Service	13.42	
9650-200	Computer Supplies - Joint Auto			460.78	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5140-000	Life Insurance - Employer Paid	2/1/20	The Hartford	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6000-000	Supplies - Office	2/1/20	Office Depot	16.76	
		2/3/20		324.38	
6000-000	Supplies - Office			341.14	
6020-000	Supplies - Public Services	2/29/20	Overdrive, Inc.	100.00	
6020-000	Supplies - Public Services			100.00	
6030-000	Supplies - Copier/Fax/Microfilm	2/5/20	Information Systems Corp.	155.00	
6030-000	Supplies - Copier/Fax/Microfilm	2/18/20	Rapid Refill	58.50	
		2/20/20		222.00	
6030-000	Supplies - Copier/Fax/Microfilm			435.50	
6110-000	OCLC/Minitex	2/1/20	OCLC, Inc.	1,002.01	
6110-000	OCLC/Minitex			1,002.01	
6210-000	Equip Rep/Mtc - PCs/Printers	2/18/20	Metro Sales, Inc	155.00	
6210-000	Equip Rep/Mtc - PCs/Printers			155.00	
6300-000	Payroll/Time Tracking	2/11/20	Payroll Professionals, Inc.	133.30	
		2/28/20		130.20	
6300-000	Payroll/Time Tracking			263.50	
6350-000	Delivery Service - Courier	2/1/20	Alliance Courier	1,903.77	
		2/17/20		2,115.30	
6350-000	Delivery Service - Courier			4,019.07	
6380-000	Recruitment	2/29/20	JobsHQ	304.00	
6380-000	Recruitment			304.00	
6400-000	Telephone	2/1/20	Halstad Telephone Company	32.93	
		2/1/20		73.33	
6400-000	Telephone	2/22/20	Rochester Telecom Systems Inc.	130.89	
6400-000	Telephone			237.15	
6410-000	PIO - Marketing/Printing/Etc	2/10/20	Clay County Connection	265.00	
6410-000	PIO - Marketing/Printing/Etc	2/25/20	Newman Digital	132.35	
6410-000	PIO - Marketing/Printing/Etc	2/26/20	Shortprinter	15.00	
6410-000	PIO - Marketing/Printing/Etc			412.35	
6455-000	Mileage - Staff	2/4/20	Jodi Harrington	7.19	
6455-000	Mileage - Staff	2/4/20	Laurel Wanke	17.54	
6455-000	Mileage - Staff	2/6/20	Asha Osborn	49.16	
6455-000	Mileage - Staff	2/6/20	Joyce Christine Boike	19.84	
6455-000	Mileage - Staff	2/7/20	Asha Osborn	49.16	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/7/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	2/7/20	Philip Spooner	120.75	
6455-000	Mileage - Staff	2/7/20	Jodi Harrington	19.26	
6455-000	Mileage - Staff	2/7/20	Joyce Christine Boike	27.31	
6455-000	Mileage - Staff	2/11/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	2/11/20	Joyce Christine Boike	40.25	
		2/11/20		51.17	
		2/13/20		103.79	
6455-000	Mileage - Staff	2/13/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	2/13/20	Megan Krueger	52.04	
6455-000	Mileage - Staff	2/13/20	Laurel Wanke	17.54	
6455-000	Mileage - Staff	2/13/20	Amy Nelson	34.50	
6455-000	Mileage - Staff	2/13/20	Hanna Judith Kramer	46.00	
6455-000	Mileage - Staff	2/14/20	Megan Krueger	51.75	
6455-000	Mileage - Staff	2/15/20	Jill Rose	24.15	
6455-000	Mileage - Staff	2/17/20	Melissa Larson	14.95	
6455-000	Mileage - Staff	2/18/20	Candace Osborn	49.16	
6455-000	Mileage - Staff	2/18/20	Erin Gunderson	51.75	
6455-000	Mileage - Staff	2/18/20	Jodi Harrington	19.26	
6455-000	Mileage - Staff	2/18/20	Carol Van Brocklin	29.90	
6455-000	Mileage - Staff	2/18/20	Joyce Christine Boike	80.50	
6455-000	Mileage - Staff	2/18/20	Patty Nunn	63.82	
6455-000	Mileage - Staff	2/18/20	Laura Gullickson	78.77	
6455-000	Mileage - Staff	2/18/20	Greta Guck	52.04	
6455-000	Mileage - Staff	2/18/20	Melissa Larson	25.59	
6455-000	Mileage - Staff	2/19/20	Joyce Christine Boike	80.50	
6455-000	Mileage - Staff	2/19/20	Jodi Harrington	19.26	
6455-000	Mileage - Staff	2/19/20	Greta Guck	52.04	
6455-000	Mileage - Staff	2/20/20	Marilyn Stordahl	40.25	
6455-000	Mileage - Staff	2/20/20	Megan Krueger	80.50	
6455-000	Mileage - Staff	2/20/20	Karen Stormo	61.52	
6455-000	Mileage - Staff	2/20/20	Jodi Harrington	47.15	
6455-000	Mileage - Staff	2/20/20	Greta Guck	103.79	
6455-000	Mileage - Staff	2/20/20	Caese Haroldson	51.17	
6455-000	Mileage - Staff	2/22/20	Hanna Judith Kramer	29.61	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	2/24/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	2/27/20	Megan Krueger	61.52	
6455-000	Mileage - Staff	2/28/20	Sheila Capistran	40.82	
6455-000	Mileage - Staff	2/29/20	Tanner Stanko		31.61
6455-000	Mileage - Staff			2,028.55	31.61
6465-000	Memberships - LARL Directors	2/4/20	MN Association Of Library Frie	25.00	
6465-000	Memberships - LARL Directors	2/28/20	Greta Guck	145.00	
6465-000	Memberships - LARL Directors			170.00	
6480-000	Staff Training	2/1/20	American Library Association	65.00	
6480-000	Staff Training			65.00	
6492-000	Programming - Summer Learn	2/1/20	Card Services	36.57	
6492-000	Programming - Summer Learn			36.57	
6495-000	Programming - Adult	2/1/20	League Of Women Voters		500.00
6495-000	Programming - Adult	2/10/20 2/10/20	Shortprinter	159.49 297.00	
6495-000	Programming - Adult			456.49	500.00
6500-000	Van - Gasoline	2/6/20	Cenex Fleetcard	24.04	
6500-000	Van - Gasoline			24.04	
6600-000	Materials - Print	2/1/20 2/1/20 2/1/20 2/3/20 2/4/20 2/4/20 2/4/20 2/4/20 2/4/20 2/4/20 2/4/20 2/4/20 2/5/20 2/5/20 2/6/20 2/6/20 2/6/20 2/6/20 2/6/20 2/6/20	Baker & Taylor	452.75 11.97 16.88 10.38 59.30 45.74 107.10 168.56 489.01 111.50 1.38 22.28 33.82 101.84 372.47 63.96 81.52 68.50 62.60	
6600-000	Materials - Print	2/7/20	Lerner Publishing Group	20.99	
6600-000	Materials - Print	2/7/20 2/7/20 2/7/20 2/7/20 2/7/20 2/7/20 2/8/20 2/8/20 2/8/20	Baker & Taylor	82.16 256.64 389.35 104.90 0.69 23.58 50.25 366.08 56.82	
6600-000	Materials - Print	2/10/20	Rosen Publishing	2,482.95	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	2/10/20	Cavendish Square	448.80	
6600-000	Materials - Print	2/10/20	Enslow Publishing, LLC	716.45	
6600-000	Materials - Print	2/10/20	Greenhaven Publishing	638.24	
6600-000	Materials - Print	2/10/20	Baker & Taylor	138.14	
		2/10/20		299.60	
		2/10/20		65.34	
6600-000	Materials - Print	2/12/20	Abdo-Spotlight-Magic Wagon	2,319.16	
6600-000	Materials - Print	2/12/20	Baker & Taylor	53.02	
		2/12/20		52.54	
6600-000	Materials - Print	2/13/20	Lerner Publishing Group	41.99	
6600-000	Materials - Print	2/13/20	Baker & Taylor	144.12	
6600-000	Materials - Print	2/14/20	World Book School and Library	1,998.00	
6600-000	Materials - Print	2/17/20	Baker & Taylor	141.58	
		2/17/20		31.14	
		2/17/20		608.38	
		2/17/20		411.37	
		2/17/20		346.36	
6600-000	Materials - Print	2/18/20	Enslow Publishing, LLC	13.45	
6600-000	Materials - Print	2/18/20	Baker & Taylor	46.75	
		2/18/20		16.60	
		2/19/20		6.48	
		2/19/20		31.28	
		2/19/20		13.18	
		2/19/20		267.64	
		2/19/20		27.66	
		2/20/20		45.36	
		2/20/20		251.79	
		2/20/20		452.78	
		2/20/20		75.08	
		2/21/20		204.58	
		2/21/20		78.70	
		2/22/20		15.57	
		2/24/20		17.70	
		2/25/20		9.96	
		2/25/20		96.58	
		2/25/20		206.24	
		2/25/20		223.62	
		2/25/20		337.81	
		2/25/20		21.32	
		2/26/20		60.60	
		2/26/20		62.64	
		2/26/20		409.37	
		2/26/20		112.66	
		2/27/20		20.04	
		2/27/20		77.70	
		2/27/20		174.15	
		2/28/20		26.18	
		2/28/20		194.64	
6600-000	Materials - Print			18,168.31	
6601-000	Materials - A/V	2/1/20	Baker & Taylor	116.67	
6601-000	Materials - A/V	2/3/20	Recorded Books, LLC.	50.98	
		2/6/20		80.98	
		2/6/20		32.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	2/10/20	Baker & Taylor	59.22	
6601-000	Materials - A/V	2/11/20	Recorded Books, LLC.	83.78	
		2/12/20		682.74	
		2/12/20		72.98	
		2/13/20		60.98	
6601-000	Materials - A/V	2/13/20	Baker & Taylor	35.32	
		2/14/20		19.09	
		2/14/20		164.70	
6601-000	Materials - A/V	2/19/20	Recorded Books, LLC.	159.60	
6601-000	Materials - A/V	2/20/20	Baker & Taylor	22.63	
		2/20/20		52.46	
		2/21/20		45.26	
		2/24/20		38.18	
6601-000	Materials - A/V	2/25/20	Recorded Books, LLC.	41.89	
		2/25/20		64.00	
6601-000	Materials - A/V	2/25/20	Baker & Taylor	188.20	
		2/26/20		11.95	
		2/26/20		120.96	
		2/27/20		302.96	
6601-000	Materials - A/V			2,507.53	
6670-000	Materials - Digital - e-Books	2/3/20	Overdrive, Inc.	65.10	
		2/3/20		534.87	
		2/3/20		7.99	
		2/3/20		14.99	
		2/4/20		209.92	
		2/4/20		125.98	
		2/5/20		246.97	
		2/5/20		5.98	
		2/5/20		898.83	
		2/10/20		43.94	
		2/11/20		79.96	
		2/11/20		155.75	
		2/11/20		113.96	
		2/11/20		16.99	
		2/12/20		51.99	
		2/17/20		45.00	
		2/18/20		87.98	
		2/18/20		67.96	
		2/18/20		147.98	
		2/18/20		145.46	
		2/20/20		189.99	
		2/20/20		1,187.76	
		2/21/20		39.99	
		2/24/20		65.00	
		2/24/20		73.99	
		2/24/20		171.99	
		2/24/20		125.91	
		2/25/20		82.98	
		2/25/20		159.93	
6670-000	Materials - Digital - e-Books			5,165.14	
6675-000	Materials - Digital - e-Audio	2/4/20	Overdrive, Inc.	59.99	
		2/4/20		95.00	
		2/5/20		130.00	
		2/5/20		1,005.37	
		2/11/20		76.00	
		2/11/20		74.99	
		2/13/20		39.99	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/20/20		107.48	
		2/20/20		1,095.93	
6675-000	Materials - Digital - e-Audio			2,684.75	
6690-000	Materials - Periodicals	2/3/20	Detroit Lakes Newspapers	86.32	
6690-000	Materials - Periodicals	2/3/20	Mahnomen Pioneer	30.00	
6690-000	Materials - Periodicals	2/6/20	Grand Forks Herald	214.24	
6690-000	Materials - Periodicals	2/20/20	The 13 Towns	35.00	
6690-000	Materials - Periodicals	2/20/20	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	2/28/20	Norman County Index	66.00	
6690-000	Materials - Periodicals	2/29/20	Twin Valley Times	35.00	
6690-000	Materials - Periodicals			499.68	
7120-000	Telecom/E-rate Expenses	2/13/20	MEI Technologies/Parsons Elect	291.50	
		2/13/20		707.00	
7120-000	Telecom/E-rate Expenses			998.50	
7210-000	Legacy - Materials - Print	2/10/20	Rosen Publishing	820.90	
7210-000	Legacy - Materials - Print	2/12/20	Abdo-Spotlight-Magic Wagon	227.34	
7210-000	Legacy - Materials - Print			1,048.24	
7230-000	Legacy - Materials - Other	2/28/20	Overdrive, Inc.	93.89	
7230-000	Legacy - Materials - Other			93.89	
7410-000	Northern Lights LN e-Books	2/3/20	Overdrive, Inc.	17.99	
		2/5/20		306.96	
		2/11/20		11.99	
		2/20/20		546.33	
7410-000	Northern Lights LN e-Books			883.27	
8000-000	Donation - Misc Exp - RO	2/3/20	Overdrive, Inc.	59.00	
8000-000	Donation - Misc Exp - RO			59.00	
8000-011	Donation - Misc Exp - LM	2/5/20	FM Coalition for Homeless Pers	100.00	
8000-011	Donation - Misc Exp - LM	2/7/20	Moorhead Business Association	75.00	
8000-011	Donation - Misc Exp - LM	2/10/20	City of Moorhead	75.00	
8000-011	Donation - Misc Exp - LM	2/12/20	Megan Krueger	25.74	
		2/20/20		56.95	
8000-011	Donation - Misc Exp - LM	2/25/20	Moorhead Business Association	50.00	
8000-011	Donation - Misc Exp - LM			382.69	
8000-031	Donation - Misc Exp - LN	2/20/20	Lois Schaedler	29.43	
8000-031	Donation - Misc Exp - LN			29.43	
8105-000	Donation - Material A/V - RO	2/3/20	Recorded Books, LLC.	20.00	
8105-000	Donation - Material A/V - RO			20.00	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8200-011	Donation - Furn & Equip - LM	2/24/20	DEMCO	2,465.89	
8200-011	Donation - Furn & Equip - LM			2,465.89	
9650-200	Computer Supplies - Joint Aut	2/1/20	Vantage Point Corporation	3,111.93	
		2/18/20		255.77	
		2/28/20			255.77
9650-200	Computer Supplies - Joint Aut			3,367.70	255.77

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	2/13/20 2/13/20 2/28/20 2/28/20	Federal Income Tax deposit	1,184.48 5,064.69 1,083.27 4,631.89	
5100-000	Payroll Taxes - Employer			11,964.33	
5110-000	Retirement - PERA - Employer	2/13/20 2/28/20	Public Employees Retirement As	6,134.44 5,621.88	
5110-000	Retirement - PERA - Employer			11,756.32	
5120-000	Health Insurance	2/14/20 2/14/20	Further - VEBA/HSA	2,050.00 1,602.91	
5120-000	Health Insurance	2/14/20	LARL Payroll		192.91
5120-000	Health Insurance	2/22/20	Further - Fees	230.10	
5120-000	Health Insurance	2/28/20	Lakes Country Service Cooperat	29,300.50	
5120-000	Health Insurance	2/28/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	2/28/20	LARL Payroll		678.41
5120-000	Health Insurance			33,376.42	871.32
6010-000	Supplies - Technical Services	2/12/20	Amazon (charges on account)	119.00	
6010-000	Supplies - Technical Services			119.00	
6020-000	Supplies - Public Services	2/5/20	Amazon (charges on account)	8.95	
6020-000	Supplies - Public Services			8.95	
6040-000	Supplies - Computer	2/1/20 2/4/20 2/15/20	Amazon (charges on account)	69.22 25.98 22.94	
6040-000	Supplies - Computer			118.14	
6320-000	Business Office Software	2/14/20	FastSpring	31.18	
6320-000	Business Office Software			31.18	
6380-000	Recruitment	2/29/20	Facebook Ad Manager	25.00	
6380-000	Recruitment			25.00	
6400-000	Telephone	2/3/20 2/3/20 2/3/20 2/3/20 2/3/20	Arvig	97.97 99.62 91.24 91.24 40.55	
6400-000	Telephone	2/13/20	Allstream	754.77	
6400-000	Telephone	2/15/20	Garden Valley Telephone Comp	40.16	
6400-000	Telephone	2/15/20	Rothsay Telephone	68.85	
6400-000	Telephone	2/25/20	Arvig	181.50	
6400-000	Telephone	2/29/20 2/29/20 2/29/20 2/29/20	Garden Valley Telephone Comp	40.16 89.33 40.16 40.16	

**Lake Agassiz Regional Library**  
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone			1,675.71	
6405-000	Cell Phone	2/9/20	Ting	6.77	
6405-000	Cell Phone			6.77	
6410-000	PIO - Marketing/Printing/Etc	2/7/20	VistaPrint.com	158.60	
6410-000	PIO - Marketing/Printing/Etc			158.60	
6490-000	Programming - Youth	2/12/20	OTC Brands, Inc.	38.48	
6490-000	Programming - Youth			38.48	
6600-000	Materials - Print	2/6/20	Amazon (charges on account)	14.99	
		2/9/20		15.00	
		2/18/20		19.95	
		2/19/20		47.97	
		2/24/20		29.25	
		2/24/20		31.98	
		2/25/20		15.12	
6600-000	Materials - Print			174.26	
6601-000	Materials - A/V	2/2/20	Amazon (charges on account)	29.97	
		2/2/20		29.97	
		2/2/20		25.98	
		2/2/20		55.97	
		2/2/20		17.96	
		2/2/20		17.96	
		2/2/20		185.15	
		2/3/20		45.98	
		2/3/20		25.92	
		2/3/20		50.94	
		2/3/20		17.99	
		2/3/20		19.98	
		2/4/20		191.88	
		2/4/20		35.92	
		2/4/20		161.78	
		2/5/20			6.09
		2/5/20			2.03
		2/5/20		35.98	
		2/6/20		35.98	
		2/6/20		180.80	
		2/7/20		24.99	
		2/9/20		20.07	
		2/9/20		43.98	
		2/9/20		14.07	
		2/9/20		11.99	
		2/10/20		26.58	
		2/12/20		55.97	
		2/12/20		22.99	
		2/12/20		38.20	
		2/12/20		49.99	
		2/13/20		88.58	
		2/13/20			49.99
		2/13/20		14.99	
		2/16/20		59.96	
		2/16/20		35.92	
		2/16/20		29.98	
		2/16/20		130.86	
		2/16/20		106.98	
		2/17/20		35.97	
		2/19/20			49.99
		2/19/20		29.97	
		2/19/20		232.41	
		2/19/20		29.98	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		2/19/20		25.48	
		2/19/20			2.03
		2/23/20		19.64	
		2/23/20		59.96	
		2/23/20		41.97	
		2/23/20		29.98	
		2/24/20		13.99	
		2/24/20		117.30	
		2/24/20		15.99	
6601-000	Materials - A/V	2/25/20	Target	107.32	
		2/25/20		107.32	
6601-000	Materials - A/V	2/25/20	Amazon (charges on account)	36.80	
6601-000	Materials - A/V			2,846.29	110.13
7210-000	Legacy - Materials - Print	2/1/20	Amazon (charges on account)	18.31	
		2/2/20		75.09	
		2/2/20		29.85	
		2/5/20		17.97	
		2/5/20		2.67	
		2/9/20		11.97	
		2/12/20		2.67	
		2/13/20		5.98	
		2/16/20		35.98	
7210-000	Legacy - Materials - Print			200.49	
8000-011	Donation - Misc Exp - LM	2/11/20	Amazon (charges on account)	13.58	
8000-011	Donation - Misc Exp - LM			13.58	
8100-011	Donation - Material Print - LM	2/2/20	Amazon (charges on account)	16.99	
		2/2/20		12.79	
		2/23/20		7.99	
8100-011	Donation - Material Print - LM			37.77	
9630-200	Cell Phone - Joint Automation	2/9/20	Ting	31.59	
9630-200	Cell Phone - Joint Automation			31.59	
9640-200	Phone Notify - Joint Automa	2/12/20	Flowroute.com	350.00	
9640-200	Phone Notify - Joint Automa			350.00	