

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

**LARL BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING**

Thursday, August 20, 2020

Time: 5:00 p.m.

Location: Online via Zoom

<https://us02web.zoom.us/j/84657196696?pwd=VW1xaVRuQ2w0eithVHEzS1pkRWIXZz09>

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

NOTE: If you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on August 20, 2020.

AGENDA

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

5:05 **2. No Minutes to Approve**

5:05 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 3)

 a. Report of Results Accomplished for State FY2020 RLBSS Funds
 Enclosed (page 7)

Recommended Motion: Move to authorize the Regional Library Director and Finance/HR Director to submit the Report of Results Accomplished for the FY2020 Regional Library Basic System Support (RLBSS) Grant.

5:15 **4. DIRECTOR'S REPORT** - Lynch

 a. Director's Report - Enclosed (page 11)

5:25 **5. PRESIDENT'S REPORT** – President Kalil

5:30 **6. OTHER**

5:35 **7. ADJOURNMENT**

(over)

MISC. ITEMS ENCLOSED:

- a. List of Bills – June and July 2020
(page 12)

UPCOMING MEETINGS/EVENTS**Labor Day**

Monday, September 7, 2020: All LARL Branches, LINK Sites and the Regional Office Closed

Full Board Meeting

Thursday, September 17th at 5:30 p.m. Meeting will be held in Moorhead or online via Zoom - TBD

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

58.33%

Page: 3

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
<i>Signatory Funding</i>					
Becker County	\$ 97,840	\$ 293,520	\$ 391,360	97,840	75.00
Detroit Lakes	58,093	174,278	232,370	58,092	75.00
Clay County	75,404	226,211	301,615	75,404	75.00
Moorhead	193,346	580,039	773,385	193,346	75.00
Clearwater County	26,498	79,493	105,990	26,497	75.00
Mahnomen County	11,149	33,446	44,595	11,149	75.00
Mahnomen	5,421	16,264	21,685	5,421	75.00
Norman County	25,521	76,564	102,085	25,521	75.00
Polk County	68,505	205,515	274,020	68,505	75.00
Crookston	56,751	170,254	227,005	56,751	75.00
Wilkin County	13,959	41,876	55,835	13,959	75.00
Breckenridge	23,046	69,139	92,185	23,046	75.00
Total Signatory Funding	655,533	1,966,599	2,622,130	655,531	75.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	52,572	262,874	525,699	262,825	50.00
Reg Library Telecom Aid (RLTA)	21,319	75,060	93,150	18,090	80.58
Total Grants	73,891	337,934	618,849	280,915	54.61
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	180	2,961	11,000	8,039	26.92
Printing Revenue	671	4,384	18,000	13,616	24.36
Fax Revenue	185	1,952	7,000	5,048	27.89
Microfilm Revenue	0	57	150	93	38.00
Photocopy Revenue	209	1,448	8,000	6,552	18.10
Book/Furniture Sale Revenue	0	349	0	(349)	0.00
Interest/Dividend Income	472	34,035	60,000	25,965	56.73
Investment Value Change	0	6,727	0	(6,727)	0.00
Lost/Damaged Property	128	1,782	6,500	4,718	27.42
Other Income	0	250	0	(250)	0.00
Total Miscellaneous Revenue	1,845	53,945	110,650	56,705	48.75
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	11,475	34,425	45,900	11,475	75.00
MNLink Server Site Payments	258	1,808	3,100	1,292	58.32
Total Joint Automation Revenue	11,733	36,233	49,000	12,767	73.94
Fund Balance/Shortfall	0	0	57,621	57,621	0.00
Total General Fund Revenue	743,002	2,394,711	3,458,250	1,063,539	69.25
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	138,415	1,006,098	1,821,750	815,652	55.23
Payroll Taxes	10,325	75,404	140,800	65,396	53.55
Retirement - PERA	10,162	74,312	135,950	61,638	54.66
Health Insurance	28,997	206,316	357,550	151,234	57.70
Life Insurance	105	1,234	2,100	866	58.76
Workers Compensation Insurance	269	1,882	3,500	1,618	53.77
Other Employee Benefits	121	847	1,650	803	51.33
Total Personnel	188,394	1,366,093	2,463,300	1,097,207	55.46
<i>Automation/Cataloging</i>					
Automation	12,181	86,987	146,450	59,463	59.40
Support - App	306	2,141	3,700	1,559	57.86
Remote Printing	228	1,595	2,750	1,155	58.00
Catalog Item Records	994	7,007	11,000	3,993	63.70
Supplies - Computer	314	2,530	5,000	2,470	50.60
Supplies - Technical Services	140	1,672	6,000	4,328	27.87
Total Automation/Cataloging	14,163	101,932	174,900	72,968	58.28

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	0	56	3,400	3,344	1.65
Programming - Summer Learning	0	1,840	8,000	6,160	23.00
Programming - Adult	0	198	2,500	2,302	7.92
Total Library Programming	0	2,094	13,900	11,806	15.06
Staff Development					
Staff Training & Development	0	169	10,000	9,831	1.69
Total Staff Development	0	169	10,000	9,831	1.69
Mileage/Board Meeting Expense					
Mileage - Staff	508	5,471	23,000	17,529	23.79
Regional Board Meetings	0	637	6,000	5,363	10.62
Total Mileage/Board Meeting Expenses	508	6,108	29,000	22,892	21.06
Other Expenses					
Accounting/Bank Fees	290	10,549	15,200	4,651	69.40
Attorney Fees	1,000	1,000	1,500	500	66.67
Business Office Software	0	31	2,000	1,969	1.55
Delivery Services	4,427	32,422	62,500	30,078	51.88
Director's Discretionary	81	81	2,500	2,419	3.24
Insurance - General/Property	1,464	10,310	17,750	7,440	58.08
Lease - Regional Office Rent	1,752	12,262	21,000	8,738	58.39
Leases - Equipment	0	3,748	6,050	2,302	61.95
Maintenance Contracts	(183)	5,875	14,150	8,275	41.52
Memberships	0	480	1,000	520	48.00
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	1,476	9,128	16,000	6,872	57.05
Postage	20	1,192	3,700	2,508	32.22
Recruitment	30	624	8,000	7,376	7.80
Repairs - Equipment	0	1,709	2,500	791	68.36
Supplies - Copier/Fax/Microfilm	389	1,144	800	(344)	143.00
Supplies - Office	243	3,580	8,500	4,920	42.12
Supplies - Public Services	2,133	5,266	6,000	734	87.77
Telephone/Telecom	2,088	12,346	23,100	10,754	53.45
Total Other Operating Expenses	15,210	111,897	217,050	105,153	51.55
Regional Library Telecom Aid (RLTA)	21,319	75,061	93,150	18,089	80.58
Transportation					
Van Expenses	143	1,590	3,950	2,360	40.25
Total Transportation	143	1,590	3,950	2,360	40.25
Materials					
Audio Visual	2,789	28,809	75,000	46,191	38.41
Digital	14,163	84,546	101,500	16,954	83.30
Online Service - Hoopla	0	1,142	0	(1,142)	0.00
Online Resources	625	4,346	7,500	3,154	57.95
Periodicals	751	17,330	21,000	3,670	82.52
Print	8,021	108,739	200,000	91,261	54.37
Total Materials	26,349	244,912	405,000	160,088	60.47
Capital Expenditures					
Furniture & Equipment	0	3,102	10,000	6,898	31.02
Software & Hardware Upgrades	85	967	30,000	29,033	3.22
Total Capital Expenditures	85	4,069	40,000	35,931	10.17
Capital Fund Accounts					
Automation System -Shared NWRL	167	1,166	2,000	834	58.30
Technology Upgrades	250	1,750	3,000	1,250	58.33
Van Replacement	250	1,750	3,000	1,250	58.33
Total Capital Fund Accounts	667	4,666	8,000	3,334	58.33
Total General Fund Expenditures	266,838	1,918,591	3,458,250	1,539,659	55.48
General Fund Revenue Over Expenditures	\$ 476,164	\$ 476,120	\$ 0	(476,120)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ (1,109)	\$ 23,162	\$ 0	(23,162)	0.00
Endowment Revenue	0	760	0	(760)	0.00
Gain From Insurance Claim	0	1,813	0	(1,813)	0.00
Telecom/E-rate Funds	311	14,337	0	(14,337)	0.00
Legacy Grant Revenue	1,940	17,450	0	(17,450)	0.00
Miscellaneous Local Grants	0	428	0	(428)	0.00
LSTA Grant	7,400	7,400	0	(7,400)	0.00
Northern Lights LN Funds	0	3,654	0	(3,654)	0.00
Total Special Projects Revenue	8,542	69,004	0	(69,004)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	92	931	0	(931)	0.00
Donations - Materials: A/V	0	20	0	(20)	0.00
Donations - Materials: Other	26	534	0	(534)	0.00
Donations - Miscellaneous	45	9,329	0	(9,329)	0.00
Donations - Book Truck	79	1,693	0	(1,693)	0.00
Legacy Grant Expense	1,996	17,507	0	(17,507)	0.00
Telecom/E-rate Expenses	311	14,337	0	(14,337)	0.00
Misc. Local Grant Expense	0	428	0	(428)	0.00
LSTA Grant Expenses	0	7,400	0	(7,400)	0.00
Northern Lights LN e-Books	0	3,654	0	(3,654)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	2,549	55,833	0	(55,833)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0	12,336	0	(12,336)	0.00
Insurance Claim - Furn & Equip	0	2,813	0	(2,813)	0.00
Projects from Designated Funds:					
Design Funds - Van Replacement	0	3,150	0	(3,150)	0.00
Total Special Projects Capital	0	18,299	0	(18,299)	0.00
Total Special Projects Expenditures	2,549	74,132	0	(74,132)	0.00
Special Proj Rev Over (Under) Expend	\$ 5,993	\$ (5,128)	\$ 0	5,128	0.00
GRAND TOTAL REVENUE	751,544	2,463,715	3,458,250	994,535	71.24
GRAND TOTAL EXPENDITURES	269,403	1,999,964	3,458,250	1,458,286	57.83
CHANGE IN FUND BALANCE	\$ 482,141	\$ 463,751	\$ 0	(463,751)	0.00

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

6

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 11,398	23,456	(12,058)	29,583	(18,185)
Cash - Payroll (Bell Bank)	3,486	3,852	(366)	12,649	(9,163)
Cash - Savings (Bell Bank)	815,081	833,288	(18,207)	815,745	(664)
Petty Cash	500	500	0	460	40
Investment Account	1,379,377	1,379,377	0	1,344,049	35,328
Accounts Receivable	465,839	422	465,417	514	465,325
Prepaid Expenses	79,044	66,274	12,770	66,474	12,570
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
Total Assets	\$ 2,953,127	2,505,571	447,556	2,467,876	485,251
LIABILITIES					
Accounts Payable	\$ 34,901	47,782	(12,881)	45,608	(10,707)
Credit Card Payable	1,953	2,870	(917)	0	1,953
Amazon Charge Account	4,097	4,350	(253)	0	4,097
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	404	0	404	0	404
Dental Insurance Payable	(14)	(41)	27	0	(14)
Vision Insurance Payable	(8)	(349)	341	0	(8)
AFLAC Payable	141	141	0	259	(118)
Flexible Spending - Medical	2,073	2,424	(351)	990	1,083
Sales Tax Payable	60	58	2	486	(426)
Deferred Revenue	542,241	563,865	(21,624)	521,674	20,567
Total Liabilities	723,055	758,307	(35,252)	706,224	16,831
FUND BALANCES					
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	34,750	34,500	250	33,000	1,750
Fund Bal - Technology Upgrade	41,750	41,500	250	40,000	1,750
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	116,166	116,000	166	115,000	1,166
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	463,753	(18,389)	482,142	9,028	454,725
Total Fund Balances	2,230,072	1,747,264	482,808	1,761,652	468,420
Total Liabilities & Fund Bal.	\$ 2,953,127	2,505,571	447,556	2,467,876	485,251



REGIONAL LIBRARY BASIC SYSTEM SUPPORT

REPORT OF RESULTS AND EXPENDITURES

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

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

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

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

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

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

Signature:

Name: Terry Kalil
Chair, Governing Board
Date: 09/17/2020

Signature:

Name: Liz Lynch
Regional Public Library System Administrator
Date: 09/17/2020

Please email one PDF copy of the signed original report to Hannah Buckland at hannah.buckland@state.mn.us by Thursday, October 1, 2020.

Report of Accomplishments

Overall Results

At a Glance – Please provide a few quick statistics that summarize your FY2020 results: LARL tracks most statistics on a calendar year, in calendar year 2019 Lake Agassiz Regional Library circulated 690,831 items, held 2,023 programs that were attended by 29,330 people, 553,163 customer uses of the library, computers were used 70,8011 times and 36,049 reference transactions occurred.

Individual Programs

Briefly highlight the programs/services/activities that took place during FY2020, using the format below for each. Please include as many programs needed to fully describe your activities and limit the narrative for each program to 200-250 words.

Description of Program:

- Please describe what you did through this program: **The salaries and benefits for the Regional Library Director, Director of Finance & Human Resources, Collection Development Librarian, Business Office Associate, Marketing Coordinator and part of the Program Coordinator and Automation Coordinator were paid with funds from the Regional Library Basic System Support.**
- What was the goal of your program? **The goal of the program for FY 2020 was to create and deliver a cohesive training agenda directly related to the LARL Strategic Plan Focus areas of Customer Service, Comfort & Safety, and Connection to the Community. In order for the plan to succeed, all personnel mentioned above were involved in the planning and delivery of the training opportunities.**
- Who was served by this program? **All LARL employees, LARL Board of Directors, and LARL Customers.**
- How did this program contribute to your organization's mission and strategic plan goals? **The mission of Lake Agassiz Regional Library is to enrich lives and strengthen communities. The organization understands that the only way to successfully deliver this mission to the residents of the seven counties served is to provide the necessary tools and knowledge to all employees first. By providing training directly related to the three focus areas of the LARL Strategic Plan, we will move the region and our communities forward. In order for this training initiative to be a success, planning and execution was crucial. The Regional Library Director, Director of Finance and HR, Collection Development Librarian, Marketing Coordinator, Automation Coordinator, Business Office and Program Coordinator - in addition to other key employees - worked together to plan and carry out an inclusive training agenda, reaching as many LARL employees as possible. The results of these training session includes the following: A feeling of inclusion and connection within the organization, improved communication within the regional library system, employees feel more confident about their day-to-day activities, employees feel more confident when assisting community members, increased satisfaction amongst community members regarding services, and increased number of community members visiting branches and LINK Sites.**

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

Name of measure	FY2019 data	FY2020 data
Deliberate Internal Training Opportunities for all Employees	6	5
Number of Training Topics Covered	10	14
Number of Internal Training of Sessions Offered	6	8

Summary of Expenditures

Please complete the spreadsheet that accompanies this form.

Explain expenditures that varied 10% or more from the FY2020 state aid application: [Click here to enter text.](#)

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2020	
Summary of Expenditures	
	Amount
Personnel Expenses	
Salaries and Wages	\$405,089
Benefits	\$120,610
Staff Development, Tuition and Other Reimbursements	
Total Personnel	\$525,699
Total FTE Supported	6.16
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total State Aid Expenditures	\$525,699

Monthly Report to the Board**Meeting Date: August 20, 2020****From: Liz Lynch, Executive Director****COVID-19 Service Update**

All LARL locations (with the exception of Cormorant) are currently offering Express Library Service, which includes the following:

- Customers must wear a mask (following Executive Order 20-81). LARL is providing masks to those who do not have one. If the customer refuses to wear a mask, alternative services are offered, such as curbside pickup.
- Customers are encouraged to use hand sanitizer when entering the building and are asked to limit the touching of library items.
- Customers are encouraged to limit their browsing time to 20 minutes.
- Customer computer time is limited to 45 minutes. A librarian may extend the session for an additional 45 minutes if it is needed and if no one else is waiting.
- Programs and events are only occurring online and outside.

In-person traffic is still down in all locations, while online use of eBooks, eAudiobooks and other downloadable resources and online programming have increased.

Because in-person traffic is still down, six employees remain furloughed and three positions remain unfilled.

Career Force and Coursera

State Library Services is currently facilitating a statewide partnership between MN Career Force and Public Libraries to aid in employment recovery. LARL will be marketing a resource called Coursera to the general public, which is made available through MN Employment and Economic Development. Coursera is an online learning platform that hosts over 3,800 courses and learning modules from over 200 universities and businesses from around the world. All Minnesotans can access this resource at no cost by registering by September 30, 2020. Everyone who participates will have access to complete coursework through March 31, 2021. Visit www.CareerForceMN.com/Coursera to gain access.

CARES Act Grant

The LARL CARES Act Grant for technology upgrades and digital inclusion has been submitted for a total of \$134,000.

Mahnomen Otto Bremer Trust Grant

New shelving, tables and chairs have been ordered for the Mahnomen Library. Next steps include repairing the ceiling, painting the interior, painting the exterior trim, and replacing the front door.

MN Public Libraries

MN Public Libraries continue to show their strength by working together to meet the needs of Minnesotans during this difficult time. The MN library community has proven their value by adapting and responding to community needs and will continue to aid in recovery, focusing on economic recovery, workforce development, student success and digital inclusion. Over the next few months/years, Minnesotans are going to need public libraries more than ever before.

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5140-000	Life Insurance - Employer Paid	6/22/20	Debra Wahl	4.43	
5140-000	Life Insurance - Employer Paid			4.43	
6000-000	Supplies - Office	6/2/20 6/10/20	Office Depot	89.97 47.59	
6000-000	Supplies - Office	6/11/20	Quill Corporation	49.06	
6000-000	Supplies - Office	6/18/20	Innovative Office Solutions, L	1,399.60	
6000-000	Supplies - Office	6/25/20	Quill Corporation	464.29	
6000-000	Supplies - Office	6/26/20 6/26/20	Office Depot	6.80 3.62	
6000-000	Supplies - Office			2,060.93	
6010-000	Supplies - Technical Services	6/10/20 6/29/20	DEMCO	428.86 140.93	
6010-000	Supplies - Technical Services			569.79	
6020-000	Supplies - Public Services	6/1/20 6/1/20	Office Depot	34.99 3.03	
6020-000	Supplies - Public Services	6/1/20 6/2/20 6/2/20	Cole Papers Inc.	7.00 46.11 46.11	
6020-000	Supplies - Public Services	6/2/20	Office Depot	4.11	
6020-000	Supplies - Public Services	6/8/20	Quill Corporation	69.30	
6020-000	Supplies - Public Services	6/8/20 6/8/20	Office Depot	25.52 19.14	
6020-000	Supplies - Public Services	6/8/20	Quill Corporation	319.90	
6020-000	Supplies - Public Services	6/10/20	Office Depot	23.98	
6020-000	Supplies - Public Services	6/19/20	Kim Anderson	150.00	
6020-000	Supplies - Public Services	6/24/20 6/24/20	Quill Corporation	27.65 315.70	
6020-000	Supplies - Public Services	6/25/20 6/25/20	Office Depot	65.50	3.62
6020-000	Supplies - Public Services	6/30/20	Batteries + Bulbs	17.99	
6020-000	Supplies - Public Services			1,176.03	3.62
6030-000	Supplies - Copier/Fax/Microfilm	6/19/20	Rapid Refill	105.00	
6030-000	Supplies - Copier/Fax/Microfilm	6/25/20	Marco Technologies LLC	19.88	
6030-000	Supplies - Copier/Fax/Microfilm			124.88	
6110-000	OCLC/Minitex	6/1/20	OCLC, Inc.	1,002.01	
6110-000	OCLC/Minitex			1,002.01	
6200-000	Equip Rep/Mtc - Miscellaneous	6/3/20	Curt's Lock & Key Service, Inc	571.30	
6200-000	Equip Rep/Mtc - Miscellaneous			571.30	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6220-000	Equip Rep/Mtc - Telephone	6/1/20 6/17/20 6/17/20	NetCenter Technologies	356.40 356.40 270.00	
6220-000	Equip Rep/Mtc - Telephone			982.80	
6240-000	Maint Contr - Copiers	6/25/20	Marco Technologies LLC	1,369.50	
6240-000	Maint Contr - Copiers			1,369.50	
6245-000	Maint Contr - Printers	6/29/20	Metro Sales, Inc	778.32	
6245-000	Maint Contr - Printers			778.32	
6300-000	Payroll/Time Tracking	6/10/20 6/23/20	Payroll Professionals, Inc.	102.30 108.50	
6300-000	Payroll/Time Tracking			210.80	
6350-000	Delivery Service - Courier	6/8/20 6/22/20	Alliance Courier	1,903.77 2,115.30	
6350-000	Delivery Service - Courier			4,019.07	
6362-000	Lease - Copiers	6/25/20	Marco Technologies LLC	750.87	
6362-000	Lease - Copiers			750.87	
6400-000	Telephone	6/1/20 6/1/20	Halstad Telephone Company	32.78 73.18	
6400-000	Telephone	6/22/20	Rochester Telecom Systems Inc.	125.05	
6400-000	Telephone			231.01	
6410-000	PIO - Marketing/Printing/Etc	6/9/20	Moorhead Community Education	25.00	
6410-000	PIO - Marketing/Printing/Etc	6/15/20	Cole Papers Inc.	48.32	
6410-000	PIO - Marketing/Printing/Etc	6/18/20	Shortprinter	195.00	
6410-000	PIO - Marketing/Printing/Etc	6/30/20 6/30/20	Brokerage Printing	182.23 70.40	
6410-000	PIO - Marketing/Printing/Etc	6/30/20	KRJB-FM	200.00	
6410-000	PIO - Marketing/Printing/Etc			720.95	
6455-000	Mileage - Staff	6/2/20	Michelle Fjeld	25.87	
6455-000	Mileage - Staff	6/3/20	Paula Ous	27.31	
6455-000	Mileage - Staff	6/3/20	Michelle Fjeld	25.87	
6455-000	Mileage - Staff	6/4/20	Paula Ous	27.31	
6455-000	Mileage - Staff	6/4/20	Michelle Fjeld	25.87	
6455-000	Mileage - Staff	6/9/20	Joyce Christine Boike	51.17	
6455-000	Mileage - Staff	6/9/20	Michelle Fjeld	25.87	
6455-000	Mileage - Staff	6/10/20	Joyce Christine Boike	27.31	
6455-000	Mileage - Staff	6/10/20	Michelle Fjeld	25.87	
6455-000	Mileage - Staff	6/11/20	Joyce Christine Boike	19.84	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	6/11/20	Michelle Fjeld	25.87	
6455-000	Mileage - Staff	6/11/20	Jill Rose	20.99	
6455-000	Mileage - Staff	6/17/20	Joyce Christine Boike	41.97	
6455-000	Mileage - Staff	6/17/20	Greta Guck	86.25	
6455-000	Mileage - Staff	6/18/20	Jill Rose	20.99	
6455-000	Mileage - Staff	6/30/20	Wendy Howes		27.25
6455-000	Mileage - Staff	6/30/20	Greta Guck	42.26	
6455-000	Mileage - Staff			520.62	27.25
6492-000	Programming - Summer Learn	6/5/20	Shortprinter	150.00	
6492-000	Programming - Summer Learn	6/9/20	Brokerage Printing	351.00	
6492-000	Programming - Summer Learn	6/23/20	Newman Digital	264.70	
6492-000	Programming - Summer Learn			765.70	
6505-000	Van - Repairs & Maintenance	6/25/20	Duggan's Auto Service Center	450.24	
6505-000	Van - Repairs & Maintenance			450.24	
6600-000	Materials - Print	6/1/20	Gale/CENGAGE Learning	4.38	
		6/1/20		27.19	
6600-000	Materials - Print	6/1/20	Baker & Taylor	33.20	
		6/1/20		120.72	
		6/1/20		423.10	
		6/1/20		15.57	
		6/1/20		22.38	
		6/1/20		21.62	
		6/1/20		455.82	
		6/1/20		32.02	
		6/1/20		9.72	
		6/1/20		72.17	
		6/1/20		314.63	
		6/3/20		331.33	
		6/5/20		543.63	
		6/5/20		424.84	
		6/5/20		123.21	
		6/5/20		25.95	
		6/9/20		563.69	
		6/10/20		80.30	
		6/10/20		226.68	
		6/10/20		61.84	
		6/10/20		224.13	
		6/15/20		198.14	
		6/15/20		11.98	
		6/15/20		21.08	
		6/15/20		34.10	
		6/15/20		65.10	
		6/15/20		222.85	
		6/15/20		10.17	
		6/16/20		145.70	
		6/16/20		354.31	
		6/16/20		336.47	
		6/17/20		60.12	
		6/18/20		199.84	
		6/18/20		19.48	
		6/18/20		42.94	
		6/22/20		62.28	
		6/22/20		440.37	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/23/20		143.78	
		6/23/20		0.30	
		6/23/20		238.12	
		6/25/20		363.82	
		6/25/20		473.73	
		6/26/20		40.98	
		6/26/20		11.06	
		6/29/20		87.28	
		6/29/20		66.76	
		6/29/20		76.94	
		6/30/20		54.78	
		6/30/20		21.08	
6600-000	Materials - Print			7,961.68	
6601-000	Materials - A/V	6/1/20	Recorded Books, LLC.	146.00	
		6/1/20		73.00	
6601-000	Materials - A/V	6/1/20	Baker & Taylor	42.99	
		6/1/20		27.30	
		6/1/20		23.82	
		6/5/20		109.88	
		6/5/20		30.98	
		6/6/20		85.64	
6601-000	Materials - A/V	6/10/20	Recorded Books, LLC.	64.00	
		6/12/20		1,061.20	
		6/15/20		64.00	
		6/16/20		73.00	
		6/16/20		136.98	
		6/18/20		75.80	
		6/18/20		31.95	
		6/18/20		102.00	
6601-000	Materials - A/V	6/18/20	Baker & Taylor	11.24	
		6/18/20		114.54	
6601-000	Materials - A/V	6/19/20	Recorded Books, LLC.	64.00	
		6/22/20		107.80	
		6/22/20		27.45	
		6/24/20		954.00	
		6/25/20		1,026.72	
		6/25/20		189.80	
6601-000	Materials - A/V	6/25/20	Baker & Taylor	21.76	
		6/25/20		38.18	
6601-000	Materials - A/V	6/26/20	Recorded Books, LLC.	72.98	
		6/26/20		70.98	
		6/26/20		209.96	
6601-000	Materials - A/V	6/30/20	Baker & Taylor	35.32	
6601-000	Materials - A/V			5,093.27	
6670-000	Materials - Digital - e-Books	6/1/20	Overdrive, Inc.	1.52	
		6/9/20		92.61	
		6/9/20		113.47	
		6/10/20		6.86	
		6/11/20		14.99	
		6/15/20		66.47	
		6/15/20		568.89	
		6/15/20		93.33	
		6/15/20		100.00	
		6/15/20		4.99	
		6/15/20		40.95	
		6/16/20		180.00	
		6/16/20		207.43	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/19/20		2.99	
		6/22/20		22.92	
		6/22/20		9.99	
		6/22/20		119.79	
		6/22/20		79.88	
		6/22/20		1,400.12	
		6/23/20		56.95	
		6/23/20		257.31	
		6/23/20		155.96	
		6/23/20		70.98	
		6/24/20		73.89	
		6/24/20		2.99	
		6/25/20		8.00	
		6/26/20		67.99	
		6/29/20		144.67	
		6/29/20		223.78	
		6/29/20		507.97	
		6/30/20		147.98	
		6/30/20		274.35	
		6/30/20		45.00	
6670-000	Materials - Digital - e-Books			5,165.02	
6675-000	Materials - Digital - e-Audio	6/9/20	Overdrive, Inc.	143.48	
		6/15/20		303.02	
		6/16/20		132.48	
		6/16/20		408.44	
		6/22/20		272.74	
		6/22/20		706.72	
		6/23/20		79.99	
		6/23/20		119.99	
		6/23/20		162.74	
		6/24/20		366.73	
		6/26/20		109.00	
		6/29/20		199.47	
		6/30/20		189.97	
		6/30/20		25.00	
6675-000	Materials - Digital - e-Audio			3,219.77	
6690-000	Materials - Periodicals	6/1/20	Grand Forks Herald	278.08	
6690-000	Materials - Periodicals	6/26/20	EBSCO Information Services	2,781.84	
6690-000	Materials - Periodicals			3,059.92	
7110-000	Regional Lib Telecom Aid - Ex	6/30/20	T-Mobile	5,056.80	
7110-000	Regional Lib Telecom Aid - Ex			5,056.80	
7116-000	RLTA - Cat 3 - ebook	6/1/20	Overdrive, Inc.	101.79	
		6/1/20		431.90	
		6/1/20		40.00	
		6/1/20		5.99	
		6/2/20		323.41	
		6/2/20		206.99	
		6/3/20		2.99	
		6/4/20		55.98	
		6/8/20		65.00	
		6/8/20		13.99	
		6/8/20		1,289.35	
		6/8/20		509.92	
		6/8/20		219.95	
		6/8/20		281.40	
		6/9/20		454.69	
		6/9/20		29.86	
7116-000	RLTA - Cat 3 - ebook			4,033.21	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7117-000	RLTA - Cat 3 - eAudio	6/1/20	Overdrive, Inc.	79.99	
		6/2/20		339.98	
		6/8/20		65.00	
		6/8/20		42.75	
		6/8/20		1,099.08	
		6/8/20		187.49	
		6/9/20		1,067.99	
7117-000	RLTA - Cat 3 - eAudio			2,882.28	
7200-000	Legacy - Expense (1099)	6/16/20	Penelope Van Dyke	5,140.00	
7200-000	Legacy - Expense (1099)	6/17/20	Brokerage Printing	65.00	
7200-000	Legacy - Expense (1099)			5,205.00	
7230-000	Legacy - Materials - Other	6/10/20	Overdrive, Inc.	492.00	
		6/10/20		69.99	
		6/16/20		496.92	
7230-000	Legacy - Materials - Other			1,058.91	
7300-000	Misc. Local Grant Expense	6/9/20	DEMCO	428.39	
7300-000	Misc. Local Grant Expense			428.39	
7410-000	Northern Lights LN e-Books	6/1/20	Overdrive, Inc.	33.48	
7410-000	Northern Lights LN e-Books			33.48	
8000-000	Donation - Misc Exp - RO	6/29/20	Custom Graphics, Inc.	265.00	
8000-000	Donation - Misc Exp - RO			265.00	
8000-011	Donation - Misc Exp - LM	6/3/20	Douglas Signs	1,000.00	
8000-011	Donation - Misc Exp - LM			1,000.00	
8000-021	Donation - Misc Exp - LG	6/1/20	Gale/CENGAGE Learning	50.00	
8000-021	Donation - Misc Exp - LG			50.00	
8107-011	Donation - Material Other - LM	6/22/20	Overdrive, Inc.	300.00	
8107-011	Donation - Material Other - LM			300.00	
8200-051	Donation - Furn & Equip - LC	6/8/20	Great Works of Wood	650.00	
8200-051	Donation - Furn & Equip - LC			650.00	
9020-000	Desig Funds - Van Replaceme	6/1/20	Sammy's Custom Cabinets and	1,575.00	
9020-000	Desig Funds - Van Replaceme			1,575.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	6/15/20 6/15/20 6/30/20 6/30/20	Federal Income Tax deposit	985.15 4,212.37 4,384.08 1,025.31	
5100-000	Payroll Taxes - Employer			10,606.91	
5110-000	Retirement - PERA - Employer	6/15/20 6/30/20	Public Employees Retirement As	5,179.07 5,324.83	
5110-000	Retirement - PERA - Employer			10,503.90	
5120-000	Health Insurance	6/12/20 6/12/20	Further - VEBA/HSA	1,602.91 2,050.00	
5120-000	Health Insurance	6/15/20	LARL Payroll		678.41
5120-000	Health Insurance	6/16/20	United State Treasury	96.93	
5120-000	Health Insurance	6/24/20	Further - Fees	112.10	
5120-000	Health Insurance	6/26/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	6/29/20	Lakes Country Service Cooperat	27,588.00	
5120-000	Health Insurance	6/30/20	LARL Payroll		678.41
5120-000	Health Insurance			31,642.85	1,356.82
5140-000	Life Insurance - Employer Paid	6/5/20	The Hartford	177.94	
5140-000	Life Insurance - Employer Paid	6/11/20	Mutual of Omaha	112.00	
5140-000	Life Insurance - Employer Paid			289.94	
6020-000	Supplies - Public Services	6/1/20 6/12/20 6/12/20 6/12/20 6/13/20 6/22/20 6/23/20 6/23/20 6/25/20	Amazon (charges on account)	89.97 47.99 49.98 87.92 39.99 55.89 12.49 117.76 179.98	
6020-000	Supplies - Public Services			681.97	
6040-000	Supplies - Computer	6/1/20	Amazon (charges on account)	99.90	
6040-000	Supplies - Computer	6/3/20	Grasshopper.com	68.23	
6040-000	Supplies - Computer	6/4/20	Zoho Corp	20.00	
6040-000	Supplies - Computer	6/13/20	Be Mobile - Verizon	85.00	
6040-000	Supplies - Computer	6/16/20	Encore Data Products, Inc.	198.00	
6040-000	Supplies - Computer			471.13	
6365-000	Lease - Mailing Machine	6/19/20	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	6/3/20 6/3/20 6/3/20 6/3/20	Arvig	41.35 82.08 92.08 90.46	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/3/20		97.81	
6400-000	Telephone	6/13/20	Allstream	752.84	
6400-000	Telephone	6/15/20	Garden Valley Telephone Comp	39.96	
6400-000	Telephone	6/15/20	Rothsay Telephone	70.35	
6400-000	Telephone	6/25/20	Arvig	182.18	
6400-000	Telephone	6/30/20	Garden Valley Telephone Comp	39.96	
		6/30/20		39.96	
		6/30/20		39.96	
		6/30/20		89.18	
6400-000	Telephone			1,658.17	
6405-000	Cell Phone	6/9/20	Ting	6.73	
6405-000	Cell Phone			6.73	
6410-000	PIO - Marketing/Printing/Etc	6/2/20	Amazon (charges on account)	15.18	
6410-000	PIO - Marketing/Printing/Etc	6/9/20	Facebook Ad Manager	4.61	
6410-000	PIO - Marketing/Printing/Etc	6/22/20	Tidio	18.36	
6410-000	PIO - Marketing/Printing/Etc	6/26/20	Uprinting.com	208.01	
6410-000	PIO - Marketing/Printing/Etc	6/27/20	Be.Live	14.87	
6410-000	PIO - Marketing/Printing/Etc			261.03	
6435-000	PO Box Rental	6/1/20	US Postal Service	120.00	
6435-000	PO Box Rental			120.00	
6600-000	Materials - Print	6/1/20	Amazon (charges on account)	14.37	
		6/4/20		11.59	
		6/8/20		25.01	
		6/10/20		4.38	
		6/11/20		37.58	
		6/11/20		8.38	
		6/15/20		15.29	
		6/16/20		61.25	
		6/20/20		10.99	
		6/20/20		39.98	
		6/23/20		33.58	
		6/23/20		134.32	
		6/23/20		33.98	
		6/26/20		53.98	
		6/29/20		135.96	
		6/30/20		14.79	
6600-000	Materials - Print			635.43	
6601-000	Materials - A/V	6/1/20	Amazon (charges on account)	64.70	
		6/2/20		29.86	
		6/4/20		39.88	
		6/8/20		13.99	
		6/9/20		50.97	
		6/9/20		80.94	
		6/11/20		35.60	
		6/15/20		25.98	
		6/18/20		216.54	
		6/22/20		9.98	
		6/23/20		50.42	
		6/26/20		17.99	

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
For the Period From Jun 1, 2020 to Jun 30, 2020

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		6/29/20		55.98	
		6/29/20		52.24	
6601-000	Materials - A/V			745.07	
7210-000	Legacy - Materials - Print	6/10/20	Amazon (charges on account)	9.01	
7210-000	Legacy - Materials - Print			9.01	
7353-000	Book Truck - Materials	6/25/20	Amazon (charges on account)	519.14	
		6/25/20		13.70	
		6/25/20		83.05	
7353-000	Book Truck - Materials			615.89	
7354-000	Book Truck - Supplies	6/29/20	Amazon (charges on account)	308.80	
7354-000	Book Truck - Supplies			308.80	
8000-002	Donation - Misc Exp - LD	6/16/20	Amazon (charges on account)	109.00	
8000-002	Donation - Misc Exp - LD			109.00	
8000-011	Donation - Misc Exp - LM	6/2/20	Moorhead Business Association	150.00	
8000-011	Donation - Misc Exp - LM	6/11/20	Amazon (charges on account)	343.12	
		6/15/20		79.36	
8000-011	Donation - Misc Exp - LM			572.48	
8000-052	Donation - Misc Exp - LX	6/11/20	Amazon (charges on account)	68.94	
8000-052	Donation - Misc Exp - LX			68.94	
8000-053	Donation - Misc Exp - LE	6/1/20	Amazon (charges on account)	219.95	
8000-053	Donation - Misc Exp - LE			219.95	
8100-000	Donation - Material Print - RO	6/1/20	Amazon (charges on account)	15.89	
8100-000	Donation - Material Print - RO			15.89	
8100-051	Donation - Material Print - LC	6/13/20	Amazon (charges on account)	10.79	
		6/13/20		17.99	
		6/15/20		36.98	
		6/29/20		11.99	
8100-051	Donation - Material Print - LC			77.75	
8100-053	Donation - Material Print - LE	6/13/20	Amazon (charges on account)	35.64	
8100-053	Donation - Material Print - LE			35.64	
9630-200	Cell Phone - Joint Automation	6/9/20	Ting	24.70	
9630-200	Cell Phone - Joint Automation			24.70	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	7/9/20 7/10/20	Office Depot	155.90 59.99	
6000-000	Supplies - Office			215.89	
6020-000	Supplies - Public Services	7/7/20 7/7/20 7/7/20	Quill Corporation	14.76 137.68 270.40	
6020-000	Supplies - Public Services	7/8/20 7/8/20	Cole Papers Inc.	120.06 97.16	
6020-000	Supplies - Public Services	7/8/20	Quill Corporation	54.12	
6020-000	Supplies - Public Services	7/9/20	Office Depot	46.16	
6020-000	Supplies - Public Services	7/9/20 7/10/20 7/21/20	Quill Corporation	43.31 34.26 31.38	
6020-000	Supplies - Public Services	7/23/20	Cole Papers Inc.	411.20	
6020-000	Supplies - Public Services	7/23/20 7/23/20 7/23/20 7/27/20 7/29/20	Quill Corporation	395.25 152.75 16.62 63.71 18.38	
6020-000	Supplies - Public Services			1,907.20	
6030-000	Supplies - Copier/Fax/Microfilm	7/13/20 7/13/20 7/13/20 7/13/20 7/13/20 7/14/20	Rapid Refill	58.50 52.50 56.00 58.50 58.50 105.00	
6030-000	Supplies - Copier/Fax/Microfilm			389.00	
6300-000	Payroll/Time Tracking	7/10/20 7/22/20	Payroll Professionals, Inc.	105.40 102.30	
6300-000	Payroll/Time Tracking			207.70	
6340-000	Attorney Fees	7/7/20	Stefanson Law	1,000.00	
6340-000	Attorney Fees			1,000.00	
6350-000	Delivery Service - Courier	7/6/20 7/20/20	Alliance Courier	2,115.30 2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6380-000	Recruitment	7/17/20	Lakes Country Connection	30.00	
6380-000	Recruitment			30.00	
6400-000	Telephone	7/1/20 7/1/20	Halstad Telephone Company	33.44 73.84	
6400-000	Telephone	7/1/20	CenturyLink	144.00	
6400-000	Telephone	7/22/20	Rochester Telecom Systems Inc.	131.30	
6400-000	Telephone			382.58	
6410-000	PIO - Marketing/Printing/Etc	7/1/20	Off The Wall Advertising, Inc.	375.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6410-000	PIO - Marketing/Printing/Etc	7/7/20	Cole Papers Inc.	50.95	
		7/8/20		15.12	
6410-000	PIO - Marketing/Printing/Etc	7/15/20	City of Mahanomen	323.25	
6410-000	PIO - Marketing/Printing/Etc	7/26/20	Minnesota Public Radio	151.00	
6410-000	PIO - Marketing/Printing/Etc	7/27/20	Clay County Connection	265.00	
6410-000	PIO - Marketing/Printing/Etc			1,180.32	
6455-000	Mileage - Staff	7/2/20	Daniel L. Wilsey	14.66	
6455-000	Mileage - Staff	7/3/20	Jill Rose	24.15	
6455-000	Mileage - Staff	7/7/20	Greta Guck	42.26	
		7/9/20		42.26	
6455-000	Mileage - Staff	7/9/20	Jill Rose	24.15	
		7/10/20		24.15	
6455-000	Mileage - Staff	7/14/20	Joyce Christine Bolke	19.84	
6455-000	Mileage - Staff	7/15/20	Greta Guck	42.26	
		7/16/20		42.26	
		7/21/20		42.26	
6455-000	Mileage - Staff	7/28/20	Megan Krueger	25.59	
6455-000	Mileage - Staff	7/28/20	Greta Guck	27.31	
6455-000	Mileage - Staff	7/29/20	Daniel L. Wilsey	14.66	
6455-000	Mileage - Staff	7/29/20	Greta Guck	42.26	
6455-000	Mileage - Staff	7/29/20	Liz Lynch	80.21	
6455-000	Mileage - Staff			508.28	
6600-000	Materials - Print	7/1/20	Baker & Taylor	28.80	
		7/1/20		115.62	
		7/1/20		454.60	
		7/1/20		72.84	
		7/2/20		20.50	
		7/2/20		173.84	
		7/2/20		449.47	
		7/6/20		262.75	
		7/7/20		46.46	
		7/7/20		114.64	
		7/8/20		149.32	
		7/13/20		515.02	
		7/13/20		70.29	
		7/13/20		71.17	
		7/13/20		91.60	
		7/14/20		106.33	
		7/16/20		72.76	
		7/16/20		13.28	
		7/16/20		302.99	
		7/16/20		66.16	
		7/16/20		19.78	
		7/16/20		16.90	
		7/17/20		30.52	
		7/17/20		15.80	
		7/17/20		95.84	
		7/18/20		264.85	
		7/20/20		289.76	
		7/21/20		56.74	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/21/20		10.17	
		7/21/20		74.72	
		7/21/20		6.64	
		7/22/20		69.44	
		7/22/20		571.74	
		7/22/20		56.46	
		7/23/20		95.52	
		7/23/20		941.07	
		7/24/20		45.96	
		7/24/20		75.22	
		7/24/20		504.43	
		7/25/20		598.21	
		7/27/20		6.64	
6600-000	Materials - Print			7,044.85	
6601-000	Materials - A/V	7/1/20	Recorded Books, LLC.	137.00	
6601-000	Materials - A/V	7/2/20	Baker & Taylor	52.46	
6601-000	Materials - A/V	7/6/20	Recorded Books, LLC.	201.00	
6601-000	Materials - A/V	7/6/20	Baker & Taylor	23.82	
		7/7/20		60.81	
6601-000	Materials - A/V	7/8/20	Recorded Books, LLC.	500.36	
		7/9/20		49.95	
6601-000	Materials - A/V	7/10/20	Baker & Taylor	22.66	
		7/10/20		18.72	
		7/10/20		29.80	
		7/16/20		60.84	
		7/17/20		50.64	
		7/20/20		50.13	
6601-000	Materials - A/V	7/21/20	Recorded Books, LLC.	31.99	
6601-000	Materials - A/V	7/22/20	Baker & Taylor	128.70	
		7/23/20		99.73	
		7/23/20		45.48	
6601-000	Materials - A/V	7/28/20	Recorded Books, LLC.	63.98	
6601-000	Materials - A/V			1,628.07	
6670-000	Materials - Digital - e-Books	7/1/20	Overdrive, Inc.	235.00	
		7/1/20		168.34	
		7/1/20		305.15	
		7/1/20		325.90	
		7/6/20		97.92	
		7/6/20		505.87	
		7/6/20		184.49	
		7/6/20		5.99	
		7/6/20		1,263.12	
		7/6/20		56.99	
		7/7/20		55.49	
		7/7/20		286.84	
		7/9/20		9.99	
		7/13/20		424.73	
		7/13/20		114.97	
		7/13/20		18.99	
		7/13/20		18.98	
		7/14/20		385.94	
		7/14/20		70.99	
		7/15/20		346.86	
		7/15/20		110.65	
		7/15/20		60.00	
		7/17/20		91.97	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/20/20		157.85	
		7/20/20		419.89	
		7/20/20		16.99	
		7/20/20		13.98	
		7/20/20		1,793.74	
		7/20/20		16.99	
		7/21/20		73.99	
		7/21/20		86.00	
		7/21/20		311.43	
		7/23/20		21.98	
		7/24/20		131.97	
		7/27/20		65.00	
		7/28/20		139.96	
		7/28/20		127.49	
		7/28/20		102.48	
		7/28/20		361.40	
		7/28/20		95.49	
6670-000	Materials - Digital - e-Books			9,081.80	
6675-000	Materials - Digital - e-Audio	7/1/20	Overdrive, Inc.	277.49	
		7/3/20		85.50	
		7/6/20		1,038.52	
		7/7/20		224.98	
		7/7/20		384.46	
		7/7/20		162.48	
		7/9/20		47.50	
		7/14/20		305.96	
		7/14/20		65.00	
		7/16/20		12.00	
		7/16/20		70.00	
		7/20/20		175.23	
		7/20/20		674.65	
		7/21/20		47.50	
		7/21/20		74.99	
		7/21/20		418.47	
		7/24/20		33.25	
		7/27/20		65.00	
		7/28/20		162.49	
		7/28/20		255.47	
6675-000	Materials - Digital - e-Audio			4,580.94	
6690-000	Materials - Periodicals	7/15/20	Detroit Lakes Newspapers	91.00	
6690-000	Materials - Periodicals	7/22/20	Pelican Rapids Press	46.00	
6690-000	Materials - Periodicals	7/23/20	Grand Forks Herald	290.04	
6690-000	Materials - Periodicals	7/30/20	Pelican Rapids Press	46.00	
6690-000	Materials - Periodicals	7/30/20	Grand Forks Herald	278.08	
6690-000	Materials - Periodicals			751.12	
7110-000	Regional Lib Telecom Aid - Ex	7/1/20	NW-Links	21,319.05	
7110-000	Regional Lib Telecom Aid - Ex			21,319.05	
7120-000	Telecom/E-rate Expenses	7/28/20	ArchKey Technologies	139.60	
7120-000	Telecom/E-rate Expenses			139.60	
7200-000	Legacy - Expense (1099)	7/1/20	Christopher Lehman	500.00	
7200-000	Legacy - Expense (1099)	7/6/20	Brokerage Printing	105.95	
7200-000	Legacy - Expense (1099)	7/17/20	Terry L Shoptaugh	100.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)	7/20/20	Firefly Digital	357.00	
		7/27/20		371.00	
7200-000	Legacy - Expense (1099)	7/28/20	Newman Digital	264.70	
7200-000	Legacy - Expense (1099)			1,698.65	
8107-000	Donation - Material Other - RO	7/16/20	Overdrive, Inc.	26.00	
8107-000	Donation - Material Other - RO			26.00	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	7/15/20 7/15/20 7/31/20 7/31/20	Federal Income Tax deposit	4,424.21 1,034.69 1,041.36 4,452.71	
5100-000	Payroll Taxes - Employer			10,952.97	
5110-000	Retirement - PERA - Employer	7/15/20 7/31/20	Public Employees Retirement As	5,389.46 5,387.32	
5110-000	Retirement - PERA - Employer			10,776.78	
5120-000	Health Insurance	7/15/20 7/15/20	Further - VEBA/HSA	2,050.00 1,602.91	
5120-000	Health Insurance	7/15/20	LARL Payroll		678.41
5120-000	Health Insurance	7/22/20	Further - Fees	112.10	
5120-000	Health Insurance	7/27/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	7/30/20	Lakes Country Service Cooperat	27,588.00	
5120-000	Health Insurance	7/31/20	LARL Payroll		678.41
5120-000	Health Insurance			31,545.92	1,356.82
5140-000	Life Insurance - Employer Paid	7/21/20	Mutual of Omaha	112.00	
5140-000	Life Insurance - Employer Paid			112.00	
6000-000	Supplies - Office	7/10/20 7/22/20	Amazon (charges on account)	17.99 11.48	
6000-000	Supplies - Office			29.47	
6020-000	Supplies - Public Services	7/7/20	Menards	26.51	
6020-000	Supplies - Public Services	7/28/20	Amazon (charges on account)	146.95	
6020-000	Supplies - Public Services			173.46	
6040-000	Supplies - Computer	7/1/20	Amazon (charges on account)	169.99	
6040-000	Supplies - Computer	7/4/20	Zoho Corp	20.00	
6040-000	Supplies - Computer			189.99	
6400-000	Telephone	7/3/20 7/3/20 7/3/20 7/3/20 7/3/20	Arvig	97.81 90.46 92.08 82.08 41.35	
6400-000	Telephone	7/3/20	Grasshopper.com	35.74	
6400-000	Telephone	7/13/20	Rothsay Telephone	71.07	
6400-000	Telephone	7/14/20	Allstream	752.01	
6400-000	Telephone	7/15/20	Garden Valley Telephone Comp	39.96	
6400-000	Telephone	7/25/20	Arvig	183.50	
6400-000	Telephone	7/30/20 7/30/20 7/30/20	Garden Valley Telephone Comp	89.84 40.80 40.80	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/30/20		40.80	
6400-000	Telephone			1,698.30	
6405-000	Cell Phone	7/9/20	Ting	6.77	
6405-000	Cell Phone			6.77	
6410-000	PIO - Marketing/Printing/Etc	7/22/20	Tidio	18.36	
6410-000	PIO - Marketing/Printing/Etc	7/27/20	Be.Live	24.23	
6410-000	PIO - Marketing/Printing/Etc			42.59	
6420-000	Director's Discretionary	7/27/20	Central Market	80.54	
6420-000	Director's Discretionary			80.54	
6600-000	Materials - Print	7/3/20	Amazon (charges on account)	31.96	
		7/6/20		7.08	
		7/6/20		27.98	
		7/7/20		15.98	
		7/9/20		17.98	
		7/15/20		9.99	
		7/16/20		24.09	
		7/16/20		19.95	
		7/17/20		306.55	
		7/17/20		255.23	
		7/18/20		79.47	
		7/20/20		16.89	
		7/25/20		14.99	
		7/28/20		13.98	
		7/29/20		63.77	
		7/29/20		11.39	
		7/30/20		29.98	
		7/30/20		28.58	
6600-000	Materials - Print			975.84	
6601-000	Materials - A/V	7/2/20	Amazon (charges on account)	24.63	
		7/3/20		32.20	
		7/3/20		28.10	
		7/5/20		39.92	
		7/6/20		29.88	
		7/6/20		17.99	
		7/6/20		9.96	
		7/6/20		23.99	
		7/6/20		9.95	
		7/7/20		161.76	
		7/7/20		12.49	
		7/8/20		12.49	
		7/8/20		27.99	
		7/9/20		19.92	
		7/15/20		11.99	
		7/15/20		22.99	
		7/16/20		32.67	
		7/20/20		40.91	
		7/20/20		14.99	
		7/20/20		129.78	
		7/20/20		132.92	
		7/21/20		12.96	
		7/21/20		11.99	
		7/21/20		22.98	
		7/23/20		25.92	
		7/25/20		29.97	
		7/27/20		44.09	
		7/27/20		42.90	
		7/27/20		29.88	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		7/27/20		24.99	
		7/28/20		24.99	
		7/29/20		52.94	
6601-000	Materials - A/V			1,161.13	
7120-000	Telecom/E-rate Expenses	7/20/20	Rackmount Solutions	171.50	
7120-000	Telecom/E-rate Expenses			171.50	
7200-000	Legacy - Expense (1099)	7/1/20	Facebook Ad Manager	58.39	
		7/1/20		53.31	
		7/31/20		1.69	
		7/31/20		55.00	
7200-000	Legacy - Expense (1099)			168.39	
7210-000	Legacy - Materials - Print	7/22/20	Amazon (charges on account)	29.44	
7210-000	Legacy - Materials - Print			29.44	
8000-002	Donation - Misc Exp - LD	7/2/20	Amazon (charges on account)	26.58	
8000-002	Donation - Misc Exp - LD			26.58	
8000-053	Donation - Misc Exp - LE	7/28/20	Amazon (charges on account)	17.95	
8000-053	Donation - Misc Exp - LE			17.95	
8100-000	Donation - Material Print - RO	7/6/20	Amazon (charges on account)	9.11	
8100-000	Donation - Material Print - RO			9.11	
8100-011	Donation - Material Print - LM	7/6/20	Amazon (charges on account)	12.99	
		7/20/20		21.92	
		7/26/20		12.99	
8100-011	Donation - Material Print - LM			47.90	
8100-051	Donation - Material Print - LC	7/6/20	Amazon (charges on account)	17.99	
		7/19/20		16.99	
8100-051	Donation - Material Print - LC			34.98	
8600-000	Software & Hardware Upgrade	7/14/20	Be Mobile - Verizon	85.00	
8600-000	Software & Hardware Upgrade			85.00	
9630-200	Cell Phone - Joint Automation	7/9/20	Ting	24.82	
9630-200	Cell Phone - Joint Automation			24.82	
9700-200	Miscellaneous Expense - JA	7/24/20	SmartyStreets.com	460.00	
9700-200	Miscellaneous Expense - JA			460.00	