

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: Thursday, November 19, 2020

Time: 5:30 p.m.

Online via Zoom:

<https://us02web.zoom.us/j/85027133065?pwd=SFkxMUUpVdjE2NVVo1a25aYm5scHlhdz09>

Meeting ID: 850 2713 3065 Passcode: 043867

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

AGENDA

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

5:35 **2. MINUTES OF THE September 17, 2020 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the September 17, 2020 Full Board Meeting Minutes as presented.

5:40 **3. DIRECTOR'S REPORT** - Lynch
 a. Director's Report Enclosed (page 7)

 b. LARL/Moorhead Public Library Needs Assessment Update

5:55 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 10)

6:10 **5. REPORT OF THE NOMINATIONS COMMITTEE** – Ahmann
 Election of the Executive Board for 2021: President, Vice-President, Treasurer, and Members-at-Large.

AGENDA of the NOVEMBER 19, 2020 Full Board Meeting – Page 2

6:20 6. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley, Terry Kalil
Breckenridge – Linda Holecek
Clay County/Barnesville/Hawley – Jim Haney
Clearwater County/Bagley – Mark Titera
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – 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 & Advocates Section – Terry Kalil
Northern Lights Library Network – Linda Holecek, Linda Schell

6:40 7. President's Report – Kalil

6:45 8. OTHER

6:50 9. ADJOURNMENT

MISC. ITEMS ENCLOSED:

List of Bills – September, October 2020 (page 14 in the digital packet, available for review at the meeting for printed packets)

UPCOMING MEETINGS/EVENTS

All LARL locations will close at 5:00 p.m. on Wednesday, November 25th.

All LARL locations will be closed on Thursday, November 26th for Thanksgiving.

LARL Executive Committee Meeting is scheduled for Thursday, December 17th.

All LARL locations will close at Noon on Thursday, December 24th for Christmas Eve.

All LARL locations will be closed on Friday, December 25th for Christmas.

All LARL locations will close at 5:00 on Thursday, December 31st for New Year's Eve.

All LARL locations will be closed on Friday, January 1st for New Year's Day.

The first LARL Board Meeting of 2021 will be on Thursday, January 21st.

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

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, September 17, 2020. President Kalil called the meeting to order at 5:35 pm.

Board Members Present: Ahmann, Anderson, Briggs, Carlson, Durant, Grimsley, Holecek, Kalil (*President*), Larson, Schell, Shastri, Titera, Willhite.

Board Members Absent: Briggs, Jacobson.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE JUNE 18, 2020 FULL BOARD MEETING

(Haney/Ahmann) Move to approve the Minutes of the June 18, 2020 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 66.67% of the year complete, 62.79% of budgeted expenses have been spent. Miscellaneous Revenue are currently under budget, this is due to the COVID-19 reductions of in-person services. Library Programming, Staff Development and Mileage/Board Meeting Expenses are under budget due to service reductions due to COVID as well as online board meetings.

(Carlson/Schell) Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2020 Regional Telecommunications Aid. MCU.

(Ahmann/Larson) Move to approve the application for FY2021 Regional Library Telecommunications Aid (RLTA). MCU.

The schedule of Board Meeting Costs was reviewed. The board asked that the information be included in the November 2020 board packet and the topic will be discussed again at that time.

(over)

DIRECTOR'S REPORT

Lynch discussed that LARL is about to start a new strategic plan, the new plan focus areas will be Economic and Workforce Development, Education, and Equity. LARL has started to survey library customers online and on paper. LARL Staff Day will be held via Zoom on Columbus Day where strategic planning will continue.

The libraries have had steady business but business is still slower. In person programming isn't currently offered, but online resources are in very high demand. Several online Legacy programs are scheduled for fall.

(Grimsley/Durant) – Move to approve revised Collection Development Policy as recommended by the LARL Coordinating Team. MCU.

(Larson/Titera) – Move to approve revised Registration and Circulation Policy as recommended by the LARL Coordinating Team. MCU.

(Carlson/Schell) – Move to approve revised Computer and Internet Policy as recommended by the LARL Coordinating Team. MCU.

Lynch discussed a community needs assessment for the Moorhead Public Library and LARL Headquarters. The City of Moorhead has acknowledged that Moorhead Public Library facility is in need of major repair, or that the library is in need of a different facility. LARL and the Moorhead Library would like to be in a position to be prepared if a suitable building project were to come up, which would require a needs assessment. Library Strategies out of Minneapolis provided an estimate, in which they would do a data review and a comparative analysis. They would conduct focus groups and meet with the city of Moorhead and LARL, as well as do site visits and prepare a report based on the needs of the community. Detroit Lakes is also using Library Strategies to do the same type of study there. Library Strategies would need 3 months to conduct the study and would charge \$10,500. LARL currently has \$10,000 designated for a consultant study.

Carlson stated that it is unlikely that Moorhead would be able to put money toward the community needs assessment. Grimsley questioned where Moorhead CARES money went to, and why it couldn't cover the cost of the study. Moorhead focused on small business with their CARES money.

Haney left the meeting before the vote took place.

(Carlson/Ahmann) Move to have LARL move ahead with signing a contract with Library Strategies to perform a community needs assessment, using the \$10,000 LARL has in designated funds to pay for the study. (In favor: Anderson, Holecek, Shastri, Carlson, Ahmann, Kalil) (Against: Titera, Larson, Durant, Grimsley, Schell, Willhite). Motion failed.

Schell asked that the topic be brought back for discussion at a later date.

NOMINATING COMMITTEE

Schell discussed that the current slate of the Executive Committee are eligible to continue for the next year. If any other board members are interested in participating let Linda Schell or Karen Ahmann know. Elections will be held in November.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

No report.

Clay County (Haney - absent)

No report

Clearwater County (Titera)

A local farmer who passed away left a very large sum of money to the Friends of the Bagley library.

Crookston (Briggs-absent)

No report

Detroit Lakes (Schell)

The first meeting with Library Strategies took place. They will be doing an onsite visit next week. The report should be done by the end of December. The Book Bike went into action July 1st, it went out 18 times this summer, 350 free books were given away, 13 new library cards were issued, and over 600 interacted with the bike.

City of Mahanomen (Durant)

Furnishing are being ordered as part of the Bremer Grant that was received. The library has been painted and has some new shelving.

Mahanomen County (Ahmann)

No report.

Moorhead (Anderson, Carlson, Shastri)

The library has been offering in person service since late June. The Book Truck started in August, with weekly stops. The Book Bike has been going to the Moorhead Farmers Market. A paper shredding fund raiser is going to benefit the book truck. The Friends of the Library has been having book sales.

Norman County (Jacobson-absent)

No report.

(over)

Polk County (Willhite)

No report.

Wilkin County (Larson)

No report.

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

The fall convention will be virtual.

Northern Lights Library Network (Schell/Holecek)

No report.

PRESIDENTS REPORT

No report.

The meeting adjourned at 6:43.



Monthly Report to the Board

Meeting Date: November 19, 2020

From: Liz Lynch, Executive Director

Director's Meetings

September 24, Chizuko Shastri Board Orientation; 25, Library Strategies Needs Assessment; 30-October 2, MLA Conference and MLA Annual Meeting; 7, MN Library Legislative Meeting; 8, & 9, Staff Meetings; 12, Staff Day, 13, Northwest LINKS Governance Meeting; 14, Automation & IT Meeting and Polk County Partnership Meeting; 19 FM Directors Meeting; 20, Princh Demonstration; 21, Coordinating Team Meeting; 22, CRPLSA Meeting; 28, Polk County Partnership Meeting; November 2 & 3, Staff Evaluation Meetings; 4, MN Library Legislative Meeting; 5, MNLINK Meeting; 9, CareerForce Training; 10, Staff Evaluation and Legal Kiosk Webinar; 12, Staff Meeting; 13, MLA Budget Meeting.

Staffing

Welcome to Darlya Edmond, Frazee LINK Site Coordinator.

Thank you to Alyssa Lennander for 2 years of service as the Crookston Youth Services Librarian and Nicole Murphy for 8 years of service in the interlibrary loan department. We wish them well as they move on to their new library positions.

Thank you to Vicki Hanson for 28 years of service to the Detroit Lakes Public Library. We wish Vicki well with her retirement.

Crookston Public Library is currently seeking a 40 hour librarian (library associate).

The Regional Office is currently seeking a 40 hour Interlibrary Loan assistant.

Congratulations to Megan Krueger, who has been elected as the MN Public Library Association Secretary.

Liz Lynch has been elected as the MN Library Association Legislative Chair Elect in 2021, Chair in 2022 and Past Chair in 2023.

Staff Development

LARL's annual staff day was offered online via Zoom on Monday, October 12th. Sixty-six employees attended the morning and afternoon events with very positive feedback.

The morning session was dedicated to sharing positive occurrences from the past year and acknowledgement of years of service:

- **5 Years:** Sharyl Ogard, Frazee LINK Site; Christy Underlee and Jodi Harington, Hendrum LINK Site; Laura Pierson, Substitute from Fertile; Sandy Duval and Paula Jones from Detroit Lakes; Marlys Winkels, Substitute, Rothsay LINK Site; Carol Van Brocklin, Barnesville Library; Hillary Stevens, Marketing Director
- **10 Years:** Michelle Fjeld, Substitute for the Lake Park LINK Site; Linnea Lehrer, Business Office Associate
- **15 Years:** Danell Haspel, Detroit Lakes Librarian

- **20 Years:** Dotti Neisen, Substitute for the Mahnomen Library

The afternoon session was used to discuss goals and expectations for moving forward with the 2020-2023 Strategic Plan, in addition to learning more about benefits offered by BCBC of MN.

Online G Suite training sessions were offered in October/November to all employees who were interested in participating. For those who were unable to attend, the sessions were recorded for later viewing.

Staff from around the region have had several opportunities to attend a variety of online training sessions offered by library vendors, organizations, associations, and more, free of charge.

Current Services

All LARL locations are offering service to the public at this time. Due to staffing/COVID related issues, Moorhead is offering curbside and by appointment services, as is Bagley. Cormorant is currently just offering curbside.

Business continues to vary from location to location. Some locations are slower than others, while traffic is starting to increase in others. Services such as printing, faxing, computer use, notary service, photocopying, in addition to borrowing library materials continue to be in demand.

Online Legacy programs continue to be well attended:

- Lager Queen of MN
 - 88 live participants with 123 recording views
- Prison to PhD with Jason Sole
 - 177 live participants with 41 recording views
- Yellow Bird: Oil, Murder and a Woman's Search for Justice in Indian Country
 - 134 live participants with 62 recording views
- Secrets of the Congdon Mansion
 - 416 live participants with 125 recording views

Upcoming Online Events for Fall 2020

- Lalo's Lunch box event for youth, November 13 at 10:00 a.m.
- Celebrating the Holidays during COVID-19 with NWMHC, November 17 at 7:00 p.m.
- Breaking Barriers LGBTQ Oral History Project presented by Rainbow Seniors, November 19 at 7:00 p.m.
- Author Lin Enger will discuss his new book, *American Gospel*, December 8 at 7:00 p.m.

The Minnesota Center for the Book will be offering an online program with Louise Erdrich as she discusses her book, *The Plague of Doves* on December 8th at 7:00 p.m. This event will be recorded for later viewing:

https://thefriends.org/event/one-book-one-minnesota-the-plague-of-doves-author-discussion/?instance_id=364

LARL Strategic Planning 2020-2023: Economic and Workforce Development, Education, and Equity

Polk County Partnership: Lake Agassiz Regional Library is teaming up with Northwestern Mental Health Clinic, CareerForce and Adult Literacy/ABE using a three pronged approach to better serve the residents in the area. This includes 1.) Working together on marketing efforts to promote each other's services to our current list of clients/customers, 2.) Providing information and training on when to refer customers and clients to each other's organizations and businesses, 3.) Providing specific programs to each other's clients/customers.

- Press releases have been sent out to all LARL media outlets regarding the partnership.

- CareerForce is promoting LARL Services in a weekly email and LARL is promoting CareerForce services in the LARL eNewsletter.
- CareerForce provided a training/informational session on resources available through CareerForce. The session was recorded to share with all staff to view at their convenience.
- On November 17th at 7:00, NWMHC is offering a free online program for LARL customers, *Celebrating the Holidays during COVID-19*. This event will be available online and recorded/archived for later viewing.

The Moorhead Library has reached out to CareerForce serving Clay County earlier this month and is working on a plan similar to the plan listed above.

LARL is preparing to send a second LARL eNewsletter to educators around the region promoting services for youth and their families.

Jenna Kahly, LARL Youth Services Librarian is currently attending NLLN meetings for educators during the time of COVID.

LARL is currently working with Legal Services of Northwestern MN on obtaining Legal Kiosks in six LARL locations. The legal kiosks consist of computers, webcams, scanners, printers, etc. so library customers can gain access to legal services without the travel. Site locations include the following public libraries: Bagley, Breckenridge, Crookston, Detroit Lakes, Fertile, and Moorhead.

Upcoming Dates

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Thank you to Jim Haney for his service on LARL board representing Clay County!

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

83.33%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 97,840	\$ 391,360	\$ 391,360	0	100.00
Detroit Lakes	58,093	232,370	232,370	0	100.00
Clay County	75,404	301,615	301,615	0	100.00
Moorhead	193,346	773,385	773,385	0	100.00
Clearwater County	26,498	105,990	105,990	0	100.00
Mahnomen County	11,149	44,595	44,595	0	100.00
Mahnomen	5,421	21,685	21,685	0	100.00
Norman County	25,521	102,085	102,085	0	100.00
Polk County	68,505	274,020	274,020	0	100.00
Crookston	56,751	227,005	227,005	0	100.00
Wilkin County	13,959	55,835	55,835	0	100.00
Breckenridge	23,046	92,185	92,185	0	100.00
Total Signatory Funding	655,533	2,622,130	2,622,130	0	100.00
Grants					
Basic Support - MN (RLBSS)	106,703	529,630	525,699	(3,931)	100.75
Reg Library Telecom Aid (RLTA)	0	111,942	93,150	(18,792)	120.17
Total Grants	106,703	641,572	618,849	(22,723)	103.67
Miscellaneous Revenue					
Service Charge Revenue	272	4,311	11,000	6,689	39.19
Printing Revenue	852	7,213	18,000	10,787	40.07
Fax Revenue	329	3,010	7,000	3,990	43.00
Microfilm Revenue	7	79	150	71	52.67
Photocopy Revenue	257	2,429	8,000	5,571	30.36
Book/Furniture Sale Revenue	514	1,138	0	(1,138)	0.00
Interest/Dividend Income	388	53,871	60,000	6,129	89.79
Investment Value Change	0	11,425	0	(11,425)	0.00
Lost/Damaged Property	430	3,447	6,500	3,053	53.03
Other Income	177	427	0	(427)	0.00
Total Miscellaneous Revenue	3,226	87,350	110,650	23,300	78.94
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	11,475	45,900	45,900	0	100.00
MNLink Server Site Payments	258	2,583	3,100	517	83.32
Total Joint Automation Revenue	11,733	48,483	49,000	517	98.94
Fund Balance/Shortfall	0	0	57,621	57,621	0.00
Total General Fund Revenue	777,195	3,399,535	3,458,250	58,715	98.30
General Fund Expenditures					
Personnel Expenses					
Salaries	140,055	1,419,908	1,821,750	401,842	77.94
Payroll Taxes	10,395	106,255	140,800	34,545	75.47
Retirement - PERA	10,186	104,148	135,950	31,802	76.61
Health Insurance	28,891	291,615	357,550	65,935	81.56
Life Insurance	97	1,535	2,100	565	73.10
Workers Compensation Insurance	269	2,689	3,500	811	76.83
Other Employee Benefits	(374)	1,140	1,650	510	69.09
Total Personnel	189,519	1,927,290	2,463,300	536,010	78.24
Automation/Cataloging					
Automation	11,788	122,001	146,450	24,449	83.31
Support - App	321	3,073	3,700	627	83.05
Remote Printing	228	2,279	2,750	471	82.87
Catalog Item Records	995	9,990	11,000	1,010	90.82
Supplies - Computer	352	3,267	5,000	1,733	65.34
Supplies - Technical Services	146	2,099	6,000	3,901	34.98
Total Automation/Cataloging	13,830	142,709	174,900	32,191	81.59

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	8	63	3,400	3,337	1.85
Programming - Summer Learning	0	2,047	8,000	5,953	25.59
Programming - Adult	457	654	2,500	1,846	26.16
Total Library Programming	465	2,764	13,900	11,136	19.88
Staff Development					
Staff Training & Development	274	1,054	10,000	8,946	10.54
Total Staff Development	274	1,054	10,000	8,946	10.54
Mileage/Board Meeting Expense					
Mileage - Staff	734	7,331	23,000	15,669	31.87
Regional Board Meetings	0	995	6,000	5,005	16.58
Total Mileage/Board Meeting Expenses	734	8,326	29,000	20,674	28.71
Other Expenses					
Accounting/Bank Fees	304	11,452	15,200	3,748	75.34
Attorney Fees	0	1,000	1,500	500	66.67
Business Office Software	0	1,291	2,000	709	64.55
Delivery Services	4,678	48,089	62,500	14,411	76.94
Director's Discretionary	1,937	2,114	2,500	386	84.56
Insurance - General/Property	1,464	14,752	17,750	2,998	83.11
Lease - Regional Office Rent	1,752	17,517	21,000	3,483	83.41
Leases - Equipment	0	5,246	6,050	804	86.71
Maintenance Contracts	(207)	7,637	14,150	6,513	53.97
Memberships	230	855	1,000	145	85.50
Minnesota Director's Fund	1,999	2,149	2,300	151	93.43
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	1,516	13,830	16,000	2,170	86.44
Postage	110	2,032	3,700	1,668	54.92
Recruitment	58	1,008	8,000	6,992	12.60
Repairs - Equipment	0	1,709	2,500	791	68.36
Supplies - Copier/Fax/Microfilm	0	670	800	130	83.75
Supplies - Office	1,850	6,174	8,500	2,326	72.64
Supplies - Public Services	840	8,421	6,000	(2,421)	140.35
Telephone/Telecom	2,046	18,134	23,100	4,966	78.50
Total Other Operating Expenses	18,577	164,080	217,050	52,970	75.60
Regional Library Telecom Aid (RLTA)	0	111,942	93,150	(18,792)	120.17
Transportation					
Van Expenses	414	2,428	3,950	1,522	61.47
Total Transportation	414	2,428	3,950	1,522	61.47
Materials					
Audio Visual	1,795	39,924	75,000	35,076	53.23
Digital	11,600	121,580	101,500	(20,080)	119.78
Online Service - Hoopla	0	1,142	0	(1,142)	0.00
Online Resources	625	6,220	7,500	1,280	82.93
Periodicals	697	19,394	21,000	1,606	92.35
Print	9,501	142,916	200,000	57,084	71.46
Total Materials	24,218	331,176	405,000	73,824	81.77
Capital Expenditures					
Furniture & Equipment	0	3,262	10,000	6,738	32.62
Software & Hardware Upgrades	60	2,206	30,000	27,794	7.35
Total Capital Expenditures	60	5,468	40,000	34,532	13.67
Capital Fund Accounts					
Automation System -Shared NWRL	167	1,666	2,000	334	83.30
Technology Upgrades	250	2,500	3,000	500	83.33
Van Replacement	250	2,500	3,000	500	83.33
Total Capital Fund Accounts	667	6,666	8,000	1,334	83.33
Total General Fund Expenditures	248,758	2,703,903	3,458,250	754,347	78.19
General Fund Revenue Over Expenditures	\$ 528,437	\$ 695,632	\$ 0	(695,632)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Ten Months Ending October 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	\$ 266	\$ 25,761	\$ 0	(25,761)	0.00
Endowment Revenue	0	760	0	(760)	0.00
Gain From Insurance Claim	3,345	5,158	0	(5,158)	0.00
Telecom/E-rate Funds	170	16,127	0	(16,127)	0.00
Legacy Grant Revenue	888	27,573	0	(27,573)	0.00
Miscellaneous State Grants	18,000	21,410	0	(21,410)	0.00
Miscellaneous Local Grants	386	20,103	0	(20,103)	0.00
LSTA Grant	0	7,400	0	(7,400)	0.00
Northern Lights LN Funds	0	3,654	0	(3,654)	0.00
Total Special Projects Revenue	23,055	127,946	0	(127,946)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	79	1,690	0	(1,690)	0.00
Donations - Materials: A/V	0	20	0	(20)	0.00
Donations - Materials: Other	0	751	0	(751)	0.00
Donations - Miscellaneous	189	10,411	0	(10,411)	0.00
Donations - Book Truck	79	2,312	0	(2,312)	0.00
Legacy Grant Expense	888	27,573	0	(27,573)	0.00
Telecom/E-rate Expenses	170	16,127	0	(16,127)	0.00
Misc. State Grant Expense	18,000	21,410	0	(21,410)	0.00
Misc. Local Grant Expense	386	20,103	0	(20,103)	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	19,791	111,451	0	(111,451)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0	12,336	0	(12,336)	0.00
Insurance Claim - Furn & Equip	4,562	7,375	0	(7,375)	0.00
Projects from Designated Funds:					
Design Funds - Van Replacement	0	3,308	0	(3,308)	0.00
Total Special Projects Capital	4,562	23,019	0	(23,019)	0.00
Total Special Projects Expenditures	24,353	134,470	0	(134,470)	0.00
Special Proj Rev Over (Under) Expend	\$ (1,298)	\$ (6,524)	\$ 0	6,524	0.00
GRAND TOTAL REVENUE	800,250	3,527,481	3,458,250	(69,231)	102.00
GRAND TOTAL EXPENDITURES	273,121	2,838,648	3,458,250	619,602	82.08
CHANGE IN FUND BALANCE	\$ 527,129	\$ 688,833	\$ 0	(688,833)	0.00

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

13

	<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)	\$ 17,345	9,560	7,785	29,583	(12,238)
Cash - Payroll (Bell Bank)	4,153	5,532	(1,379)	12,649	(8,496)
Cash - Savings (Bell Bank)	1,055,319	959,121	96,198	815,745	239,574
Petty Cash	510	510	0	460	50
Investment Account	1,401,987	1,401,987	0	1,344,049	57,938
Accounts Receivable	441,720	383	441,337	514	441,206
Other Miscellaneous Receivable	18,000	3,410	14,590	0	18,000
Prepaid Expenses	62,747	65,831	(3,084)	66,474	(3,727)
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	\$ 3,200,183	2,644,736	555,447	2,467,876	732,307
LIABILITIES					
Accounts Payable	\$ 19,674	57,258	(37,584)	45,608	(25,934)
Credit Card Payable	4,730	7,613	(2,883)	0	4,730
Amazon Charge Account	3,207	3,777	(570)	0	3,207
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 - Federal	1,025	0	1,025	0	1,025
Payroll Tax Payable - ND	406	0	406	0	406
Dental Insurance Payable	17	17	0	0	17
Vision Insurance Payable	(262)	20	(282)	0	(262)
AFLAC Payable	423	141	282	259	164
Flexible Spending - Medical	1,737	2,670	(933)	990	747
Sales Tax Payable	112	265	(153)	486	(374)
Deferred Revenue	574,755	506,412	68,343	521,674	53,081
Total Liabilities	743,031	715,380	27,651	706,224	36,807
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	35,500	35,250	250	33,000	2,500
Fund Bal - Technology Upgrade	42,500	42,250	250	40,000	2,500
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	116,666	116,500	166	115,000	1,666
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	688,833	161,703	527,130	9,028	679,805
Total Fund Balances	2,457,152	1,929,356	527,796	1,761,652	695,500
Total Liabilities & Fund Bal.	\$ 3,200,183	2,644,736	555,447	2,467,876	732,307

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	9/28/20	Quill Corporation	2.77	
6000-000	Supplies - Office			2.77	
6020-000	Supplies - Public Services	9/2/20	Quill Corporation	15.33	
		9/2/20		14.72	
6020-000	Supplies - Public Services	9/14/20	Cole Papers Inc.	82.24	
6020-000	Supplies - Public Services	9/16/20	Quill Corporation	4.16	
		9/16/20		27.21	
		9/16/20		134.68	
6020-000	Supplies - Public Services	9/16/20	Ace Hardware	8.63	
6020-000	Supplies - Public Services	9/22/20	Quill Corporation	20.17	
		9/22/20		334.80	
		9/22/20		83.81	
		9/24/20		14.34	
		9/24/20		10.65	
6020-000	Supplies - Public Services	9/30/20	Computype, Inc.	848.16	
6020-000	Supplies - Public Services			1,598.90	
6030-000	Supplies - Copier/Fax/Microfilm	9/25/20	Marco Technologies LLC	19.88	
6030-000	Supplies - Copier/Fax/Microfilm			19.88	
6240-000	Maint Contr - Copiers	9/25/20	Marco Technologies LLC	750.00	
6240-000	Maint Contr - Copiers			750.00	
6245-000	Maint Contr - Printers	9/24/20	Metro Sales, Inc	1,022.61	
6245-000	Maint Contr - Printers			1,022.61	
6300-000	Payroll/Time Tracking	9/11/20	Payroll Professionals, Inc.	106.95	
		9/25/20		108.50	
6300-000	Payroll/Time Tracking			215.45	
6350-000	Delivery Service - Courier	9/14/20	Alliance Courier	2,115.30	
		9/28/20		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6355-000	Deliv Serv - TriCollege/Minitx	9/17/20	Minitex	461.46	
		9/17/20			711.45
6355-000	Deliv Serv - TriCollege/Minitx			461.46	711.45
6362-000	Lease - Copiers	9/25/20	Marco Technologies LLC	1,369.50	
6362-000	Lease - Copiers			1,369.50	
6370-000	Insurance - General Liability	9/28/20	CNA Surety	47.50	
6370-000	Insurance - General Liability			47.50	
6380-000	Recruitment	9/1/20	JobsHQ	325.50	
6380-000	Recruitment			325.50	
6400-000	Telephone	9/1/20	Halstad Telephone Company	33.44	
		9/1/20		73.84	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone	9/1/20	CenturyLink	48.00	
6400-000	Telephone			155.28	
6410-000	PIO - Marketing/Printing/Etc	9/1/20	First Avenue Promo	420.00	
6410-000	PIO - Marketing/Printing/Etc	9/7/20	Firefly Digital	357.00	
6410-000	PIO - Marketing/Printing/Etc	9/8/20	The Red River Promoter	169.00	
6410-000	PIO - Marketing/Printing/Etc	9/10/20	New Century Press	75.00	
6410-000	PIO - Marketing/Printing/Etc	9/10/20	Cole Papers Inc.	7.00	
		9/10/20		15.18	
		9/10/20		34.76	
6410-000	PIO - Marketing/Printing/Etc	9/14/20	Firefly Digital	371.00	
6410-000	PIO - Marketing/Printing/Etc	9/24/20	Brokerage Printing	382.94	
6410-000	PIO - Marketing/Printing/Etc	9/28/20	Clay County Connection	265.00	
6410-000	PIO - Marketing/Printing/Etc			2,096.88	
6450-000	Mileage - Trustee	9/17/20	Linda Holecek	50.60	
6450-000	Mileage - Trustee	9/17/20	Ben Grimsley	51.75	
6450-000	Mileage - Trustee	9/17/20	LuAnn Durant	80.21	
6450-000	Mileage - Trustee	9/17/20	Dennis Larson	51.75	
6450-000	Mileage - Trustee	9/17/20	Mark Titera	124.20	
6450-000	Mileage - Trustee			358.51	
6455-000	Mileage - Staff	9/1/20	Jodi Harrington	14.37	
6455-000	Mileage - Staff	9/1/20	Liz Lynch	93.72	
6455-000	Mileage - Staff	9/3/20	Greta Guck	17.54	
6455-000	Mileage - Staff	9/8/20	Jill Rose	20.99	
6455-000	Mileage - Staff	9/10/20	Greta Guck	17.54	
6455-000	Mileage - Staff	9/10/20	Joyce Christine Boike	51.17	
6455-000	Mileage - Staff	9/10/20	Christy Underlee	35.07	
6455-000	Mileage - Staff	9/11/20	Greta Guck	42.26	
6455-000	Mileage - Staff	9/15/20	Jodi Harrington	27.60	
6455-000	Mileage - Staff	9/17/20	Jill Rose	24.15	
6455-000	Mileage - Staff	9/17/20	Liz Lynch	80.21	
6455-000	Mileage - Staff	9/17/20	Greta Guck	42.26	
6455-000	Mileage - Staff	9/18/20	Joyce Christine Boike	27.31	
6455-000	Mileage - Staff	9/18/20	Greta Guck	42.26	
6455-000	Mileage - Staff	9/22/20	Jill Rose	24.15	
6455-000	Mileage - Staff	9/22/20	Jodi Harrington	14.37	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	9/23/20	Megan Krueger	58.65	
		9/25/20		51.75	
6455-000	Mileage - Staff	9/28/20	Jill Rose	24.15	
6455-000	Mileage - Staff	9/28/20	Greta Guck	17.54	
6455-000	Mileage - Staff	9/29/20	Candace Perry	29.90	
6455-000	Mileage - Staff	9/29/20	Jodi Harrington	14.37	
6455-000	Mileage - Staff	9/29/20	Greta Guck	17.54	
6455-000	Mileage - Staff			788.87	
6485-000	Conf/Meeting - MLA	9/2/20	Lisa Trana	45.00	
6485-000	Conf/Meeting - MLA	9/12/20	Deb Kvittum	45.00	
6485-000	Conf/Meeting - MLA	9/15/20	Megan Krueger	45.00	
6485-000	Conf/Meeting - MLA	9/15/20	Erin Gunderson	45.00	
6485-000	Conf/Meeting - MLA			180.00	
6500-000	Van - Gasoline	9/6/20	Cenex Fleetcard	67.84	
6500-000	Van - Gasoline			67.84	
6600-000	Materials - Print	9/1/20	Baker & Taylor	42.94	
		9/1/20		33.76	
		9/1/20		21.06	
		9/1/20		332.21	
		9/1/20		58.58	
		9/1/20		25.29	
		9/1/20		32.78	
		9/1/20		138.96	
		9/1/20		58.62	
		9/1/20		244.17	
		9/1/20		90.96	
		9/1/20		32.98	
		9/1/20		61.20	
		9/1/20		14.07	
		9/1/20		9.72	
		9/1/20		489.41	
		9/1/20		120.98	
		9/1/20		53.98	
		9/1/20		20.76	
		9/1/20		19.78	
		9/1/20		194.34	
		9/1/20		386.38	
		9/1/20		468.69	
		9/1/20		21.50	
		9/1/20		174.24	
		9/1/20		32.12	
6600-000	Materials - Print	9/2/20	Lerner Publishing Group	39.98	
6600-000	Materials - Print	9/2/20	Baker & Taylor	363.21	
		9/2/20		305.22	
		9/3/20		42.16	
		9/3/20		44.76	
		9/3/20		64.84	
		9/4/20		138.53	
		9/4/20		96.28	
		9/4/20		15.80	
		9/5/20		303.36	
		9/5/20		356.51	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/6/20		545.50	
		9/6/20		556.26	
		9/8/20		75.24	
		9/8/20		21.04	
		9/8/20		19.92	
		9/8/20		133.27	
		9/8/20		168.62	
		9/8/20		140.80	
		9/10/20		503.59	
		9/10/20		188.51	
		9/14/20		443.55	
		9/14/20		30.42	
		9/14/20		27.68	
		9/15/20		92.60	
		9/16/20		371.10	
		9/16/20		36.85	
		9/16/20		69.39	
		9/16/20		1.68	
		9/17/20		113.96	
		9/18/20		649.00	
		9/18/20		271.39	
		9/21/20		361.72	
		9/23/20		361.70	
		9/23/20		58.52	
		9/24/20		112.66	
		9/25/20		137.12	
		9/25/20		234.04	
		9/25/20		82.52	
		9/26/20		69.66	
		9/26/20		219.73	
		9/28/20		44.34	
		9/28/20		506.82	
6600-000	Materials - Print			11,599.33	
6601-000	Materials - A/V	9/1/20	Recorded Books, LLC.	1,045.20	
6601-000	Materials - A/V	9/2/20	Baker & Taylor	144.85	
		9/3/20		38.18	
		9/5/20		21.40	
6601-000	Materials - A/V	9/9/20	Recorded Books, LLC.	72.98	
		9/9/20		72.98	
		9/10/20		64.00	
6601-000	Materials - A/V	9/10/20	Baker & Taylor	109.69	
6601-000	Materials - A/V	9/11/20	Recorded Books, LLC.	72.98	
6601-000	Materials - A/V	9/12/20	Baker & Taylor	93.12	
6601-000	Materials - A/V	9/14/20	Recorded Books, LLC.	177.95	
		9/16/20		63.98	
6601-000	Materials - A/V	9/17/20	Baker & Taylor	18.72	
6601-000	Materials - A/V	9/18/20	Recorded Books, LLC.	165.40	
6601-000	Materials - A/V	9/19/20	Baker & Taylor	40.85	
		9/19/20		38.18	
		9/19/20		27.30	
6601-000	Materials - A/V	9/21/20	Recorded Books, LLC.	60.49	
		9/23/20		72.98	
		9/24/20		35.59	
6601-000	Materials - A/V			2,436.82	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6670-000	Materials - Digital - e-Books	9/1/20	Overdrive, Inc.	360.59	
		9/1/20		60.00	
		9/1/20		40.00	
		9/2/20		3.65	
		9/8/20		279.91	
		9/8/20		138.48	
		9/8/20		179.36	
		9/8/20		18.97	
		9/8/20		148.92	
		9/8/20		383.63	
		9/8/20		116.98	
		9/14/20		432.39	
		9/14/20		205.97	
		9/14/20		39.94	
		9/15/20		35.00	
		9/15/20		419.44	
		9/15/20		1,524.38	
		9/18/20		3.99	
		9/21/20		87.49	
		9/21/20		69.47	
		9/21/20		163.87	
		9/21/20		65.00	
		9/22/20		189.44	
		9/24/20		1,380.92	
		9/28/20		60.00	
		9/28/20		11.99	
		9/28/20		272.89	
		9/28/20		175.85	
		9/29/20		93.97	
		9/29/20		177.86	
		9/30/20		4.39	
		9/30/20		19.99	
6670-000	Materials - Digital - e-Books			7,164.73	
6675-000	Materials - Digital - e-Audio	9/1/20	Overdrive, Inc.	124.98	
		9/3/20		2.99	
		9/8/20		167.49	
		9/8/20		59.95	
		9/8/20		220.73	
		9/8/20		79.99	
		9/14/20		47.50	
		9/14/20		318.69	
		9/15/20		65.00	
		9/15/20		224.98	
		9/15/20		700.85	
		9/21/20		79.99	
		9/21/20		65.00	
		9/22/20		262.48	
		9/22/20		147.20	
		9/24/20		829.04	
		9/28/20		65.00	
		9/29/20		160.00	
		9/29/20		119.97	
6675-000	Materials - Digital - e-Audio			3,741.83	
6690-000	Materials - Periodicals	9/1/20	Twin Valley Times	35.00	
6690-000	Materials - Periodicals	9/2/20	Star Tribune	355.68	
		9/13/20		527.80	
6690-000	Materials - Periodicals	9/16/20	Grand Forks Herald	206.32	
6690-000	Materials - Periodicals	9/30/20	McIntosh Times	30.00	
6690-000	Materials - Periodicals	9/30/20	Clay County Union	38.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6690-000	Materials - Periodicals			1,192.80	
7110-000	Regional Lib Telecom Aid - Ex	9/23/20	NW-Links	63,559.86	
		9/23/20			44,491.90
		9/23/20		7,345.00	
7110-000	Regional Lib Telecom Aid - Ex			70,904.86	44,491.90
7115-000	Regional Lib Tele Aid - Cat 3	9/1/20	Insight Public Sector, Inc.	378.00	
7115-000	Regional Lib Tele Aid - Cat 3			378.00	
7200-000	Legacy - Expense (1099)	9/8/20	Shortprinter	891.00	
7200-000	Legacy - Expense (1099)	9/25/20	J Ryan Stradal	3,400.00	
7200-000	Legacy - Expense (1099)	9/27/20	Minnesota Public Radio	231.00	
		9/27/20		302.00	
7200-000	Legacy - Expense (1099)	9/29/20	Jason Sole Consulting, LLC	2,000.00	
7200-000	Legacy - Expense (1099)	9/29/20	Newman Signs, Inc.	264.70	
7200-000	Legacy - Expense (1099)			7,088.70	
7210-000	Legacy - Materials - Print	9/30/20	Jason Sole Consulting, LLC	83.00	
7210-000	Legacy - Materials - Print			83.00	
7230-000	Legacy - Materials - Other	9/2/20	Overdrive, Inc.	160.00	
		9/2/20		55.00	
		9/30/20		237.00	
7230-000	Legacy - Materials - Other			452.00	
7250-000	Misc. State Grant Expense	9/29/20	ByteSpeed, LLC	1,650.00	
7250-000	Misc. State Grant Expense	9/30/20	Overdrive, Inc.	142.65	
		9/30/20		629.55	
7250-000	Misc. State Grant Expense	9/30/20	Fortres Grand Corporation	111.97	
7250-000	Misc. State Grant Expense			2,534.17	
7300-000	Misc. Local Grant Expense	9/11/20	DEMCO	1,269.66	
		9/11/20		939.80	
		9/11/20		6,159.95	
		9/11/20		541.20	
7300-000	Misc. Local Grant Expense	9/15/20	Mahnomen True Value	9.96	
7300-000	Misc. Local Grant Expense	9/15/20	Ben Bendickson	1,150.00	
7300-000	Misc. Local Grant Expense	9/16/20	Connect Interiors	3,288.02	
7300-000	Misc. Local Grant Expense	9/21/20	K-Log, Inc.	620.66	
		9/21/20		3,081.12	
		9/21/20		1,208.26	
7300-000	Misc. Local Grant Expense	9/30/20	Mahnomen True Value	237.86	
		9/30/20		43.95	
7300-000	Misc. Local Grant Expense			18,550.44	
8000-000	Donation - Misc Exp - RO	9/1/20	Ken's Sanitation & Recycling	25.00	
8000-000	Donation - Misc Exp - RO	9/29/20	Shred Right	400.00	

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8000-000	Donation - Misc Exp - RO			425.00	
8000-031	Donation - Misc Exp - LN	9/15/20	Lois Schaedler	28.17	
8000-031	Donation - Misc Exp - LN			28.17	
8107-000	Donation - Material Other - RO	9/1/20	Overdrive, Inc.	200.00	
		9/3/20		17.00	
8107-000	Donation - Material Other - RO			217.00	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	9/15/20 9/15/20 9/30/20 9/30/20	Federal Income Tax deposit	1,022.00 4,343.50 1,026.35 4,381.43	
5100-000	Payroll Taxes - Employer			10,773.28	
5110-000	Retirement - PERA - Employer	9/15/20 9/30/20	Public Employees Retirement As	5,277.55 5,352.32	
5110-000	Retirement - PERA - Employer			10,629.87	
5120-000	Health Insurance	9/15/20	LARL Payroll		678.41
5120-000	Health Insurance	9/17/20 9/17/20	Further - VEBA/HSA	1,602.91 2,000.00	
5120-000	Health Insurance	9/23/20	Further - Fees	109.15	
5120-000	Health Insurance	9/25/20	LARL Payroll		678.41
5120-000	Health Insurance	9/29/20	Lakes Country Service Cooperat	26,105.00	
5120-000	Health Insurance	9/30/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance			30,009.97	1,356.82
5140-000	Life Insurance - Employer Paid	9/21/20	Mutual of Omaha	106.40	
5140-000	Life Insurance - Employer Paid			106.40	
5160-000	Other Employee Benefits	9/25/20	4imprint, Inc.	425.34	
5160-000	Other Employee Benefits			425.34	
6020-000	Supplies - Public Services	9/22/20	Best Name Badges	8.35	
6020-000	Supplies - Public Services			8.35	
6040-000	Supplies - Computer	9/3/20	Grasshopper.com	36.70	
6040-000	Supplies - Computer	9/4/20	Zoho Corp	20.00	
6040-000	Supplies - Computer			56.70	
6320-000	Business Office Software	9/26/20	Sage	1,259.95	
6320-000	Business Office Software			1,259.95	
6365-000	Lease - Mailing Machine	9/19/20	Pitney Bowes	129.00	
6365-000	Lease - Mailing Machine			129.00	
6400-000	Telephone	9/3/20 9/3/20 9/3/20 9/3/20 9/3/20	Arvig	42.20 82.74 82.74 91.12 81.59	
6400-000	Telephone	9/13/20	Allstream	807.70	
6400-000	Telephone	9/13/20	Rothsay Telephone	71.07	
6400-000	Telephone	9/15/20	Garden Valley Telephone Comp	40.80	
6400-000	Telephone	9/25/20	Arvig	169.50	

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
6400-000	Telephone	9/30/20	Garden Valley Telephone Comp	40.80	
		9/30/20		40.80	
		9/30/20		40.80	
		9/30/20		79.84	
6400-000	Telephone			1,671.70	
6405-000	Cell Phone	9/9/20	Ting	6.75	
6405-000	Cell Phone			6.75	
6410-000	PIO - Marketing/Printing/Etc	9/22/20	Tidio	18.36	
6410-000	PIO - Marketing/Printing/Etc	9/27/20	Be.Live	13.51	
6410-000	PIO - Marketing/Printing/Etc	9/28/20	Uprinting.com	44.47	
6410-000	PIO - Marketing/Printing/Etc	9/30/20	Facebook Ad Manager	30.00	
6410-000	PIO - Marketing/Printing/Etc			106.34	
6420-000	Director's Discretionary	9/9/20	FloristOne	96.24	
6420-000	Director's Discretionary			96.24	
6435-000	PO Box Rental	9/1/20	US Postal Service	64.00	
		9/15/20		76.00	
6435-000	PO Box Rental			140.00	
6480-000	Staff Training	9/15/20	4imprint, Inc.	359.41	
6480-000	Staff Training			359.41	
6485-000	Conf/Meeting - MLA	9/15/20	Minnesota Library Association	45.00	
6485-000	Conf/Meeting - MLA			45.00	
6600-000	Materials - Print	9/1/20	Amazon (charges on account)	21.08	
		9/1/20		7.99	
		9/1/20		31.58	
		9/1/20		14.10	
		9/1/20		23.98	
		9/2/20			8.76
		9/2/20			0.97
		9/2/20			1.90
		9/3/20		53.68	
		9/4/20		37.44	
		9/6/20		18.72	
		9/7/20		10.99	
		9/8/20		30.37	
		9/8/20		41.25	
		9/9/20		22.31	
		9/9/20		20.76	
		9/9/20		65.98	
		9/14/20		14.99	
		9/14/20		19.65	
		9/15/20		54.03	
		9/15/20		37.60	
		9/15/20		15.88	
		9/16/20		30.00	
		9/18/20			0.03
		9/21/20		45.66	
		9/22/20		63.18	
		9/22/20		40.68	
		9/25/20		49.90	
		9/27/20		36.57	
		9/27/20		9.54	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/27/20		17.70	
		9/27/20		20.90	
		9/30/20			2.60
6600-000	Materials - Print			856.51	14.26
6601-000	Materials - A/V	9/1/20	Amazon (charges on account)	92.94	
		9/1/20		31.95	
		9/1/20		35.92	
		9/1/20		29.97	
		9/1/20		29.92	
		9/1/20		69.98	
		9/1/20		35.97	
		9/3/20		154.61	
		9/5/20		29.97	
		9/5/20		33.49	
		9/5/20		14.96	
		9/5/20		14.96	
		9/5/20		29.92	
		9/6/20		23.49	
		9/6/20		19.99	
		9/8/20		37.95	
		9/9/20		12.96	
		9/9/20		9.96	
		9/9/20		18.93	
		9/13/20		27.96	
		9/14/20		55.92	
		9/14/20		24.98	
		9/14/20		27.98	
		9/14/20		63.98	
		9/14/20		13.99	
		9/15/20		33.94	
		9/15/20		136.79	
		9/15/20		9.96	
		9/16/20		42.27	
		9/16/20		16.98	
		9/21/20		9.98	
		9/22/20		48.84	
		9/23/20		14.97	
		9/24/20		38.88	
		9/24/20		44.88	
		9/24/20		9.96	
		9/24/20		9.96	
		9/27/20		90.00	
		9/28/20		27.27	
6601-000	Materials - A/V			1,477.33	
7200-000	Legacy - Expense (1099)	9/30/20	Facebook Ad Manager	125.00	
7200-000	Legacy - Expense (1099)			125.00	
7250-000	Misc. State Grant Expense	9/23/20	Zoom Video Communications, In	45.87	
7250-000	Misc. State Grant Expense	9/23/20	DonorDock, Inc.	69.00	
		9/24/20		761.25	
7250-000	Misc. State Grant Expense			876.12	
7300-000	Misc. Local Grant Expense	9/30/20	Amazon (charges on account)	195.00	
7300-000	Misc. Local Grant Expense			195.00	
8000-011	Donation - Misc Exp - LM	9/18/20	Amazon (charges on account)	24.99	
8000-011	Donation - Misc Exp - LM			24.99	
8000-053	Donation - Misc Exp - LE	9/14/20	Amazon (charges on account)	10.99	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		9/14/20		71.71	
		9/14/20		5.90	
		9/14/20		10.00	
8000-053	Donation - Misc Exp - LE			98.60	
8100-011	Donation - Material Print - LM	9/1/20	Amazon (charges on account)	132.28	
		9/1/20		65.95	
		9/1/20		3.85	
		9/5/20		51.29	
		9/10/20		95.06	
		9/13/20		78.26	
		9/20/20		20.27	
		9/27/20		57.85	
8100-011	Donation - Material Print - LM			504.81	
8100-013	Donation - Material Print - LH	9/28/20	Amazon (charges on account)	15.99	
8100-013	Donation - Material Print - LH			15.99	
8100-051	Donation - Material Print - LC	9/1/20	Amazon (charges on account)	18.99	
		9/27/20		0.29	
8100-051	Donation - Material Print - LC			19.28	
8600-000	Software & Hardware Upgrade	9/13/20	Be Mobile - Verizon	60.00	
8600-000	Software & Hardware Upgrade	9/18/20	Amazon (charges on account)	474.38	
8600-000	Software & Hardware Upgrade			534.38	
9630-200	Cell Phone - Joint Automation	9/9/20	Ting	24.77	
9630-200	Cell Phone - Joint Automation			24.77	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	10/1/20	Quill Corporation	26.82	
		10/1/20		48.30	
		10/21/20		236.83	
6000-000	Supplies - Office	10/22/20	Office Depot	461.39	
		10/22/20		145.53	
6000-000	Supplies - Office			918.87	
6020-000	Supplies - Public Services	10/1/20	Quill Corporation	89.40	
		10/1/20		18.40	
		10/2/20		35.70	
6020-000	Supplies - Public Services	10/6/20	Hillary Stevens	6.50	
6020-000	Supplies - Public Services	10/13/20	Quill Corporation	257.40	
		10/13/20		257.40	
		10/13/20		15.48	
		10/13/20		6.06	
		10/21/20		3.84	
6020-000	Supplies - Public Services	10/26/20	Cole Papers Inc.	56.53	
		10/28/20		31.46	
6020-000	Supplies - Public Services	10/30/20	Quill Corporation	33.16	
6020-000	Supplies - Public Services			811.33	
6030-000	Supplies - Copier/Fax/Microfilm	10/29/20	Rapid Refill	80.00	
		10/29/20		117.00	
		10/29/20		175.50	
		10/29/20		157.50	
		10/29/20		175.50	
6030-000	Supplies - Copier/Fax/Microfilm			705.50	
6300-000	Payroll/Time Tracking	10/9/20	Payroll Professionals, Inc.	102.30	
		10/27/20		116.25	
6300-000	Payroll/Time Tracking			218.55	
6350-000	Delivery Service - Courier	10/12/20	Alliance Courier	2,115.30	
		10/26/20		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6380-000	Recruitment	10/1/20	Frazee Forum, Inc.	58.25	
6380-000	Recruitment			58.25	
6400-000	Telephone	10/1/20	Halstad Telephone Company	33.49	
		10/1/20		73.89	
6400-000	Telephone	10/1/20	Rochester Telecom Systems Inc.	0.96	
		10/1/20		41.04	
		10/1/20		1.26	
		10/1/20		24.23	
		10/1/20		21.88	
		10/1/20		0.64	
		10/1/20		14.49	
		10/1/20		1.51	
		10/1/20		1.19	
		10/1/20		5.41	
		10/1/20		2.80	
		10/1/20		3.60	
		10/1/20		2.01	
		10/1/20		0.58	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/1/20		3.01	
		10/1/20		1.60	
		10/1/20		2.88	
		10/1/20		0.80	
		10/1/20		0.94	
		10/1/20		0.90	
		10/24/20		0.53	
		10/24/20		1.18	
		10/24/20		1.19	
		10/24/20		1.13	
		10/24/20		1.02	
		10/24/20		0.91	
		10/24/20		3.20	
		10/24/20		1.28	
		10/24/20		1.22	
		10/24/20		15.06	
		10/24/20		1.05	
		10/24/20		3.27	
		10/24/20		0.70	
		10/24/20		32.28	
		10/24/20		21.74	
		10/24/20		2.24	
		10/24/20		0.73	
		10/24/20		25.69	
		10/24/20		1.01	
		10/24/20		11.79	
6400-000	Telephone			366.33	
6410-000	PIO - Marketing/Printing/Etc	10/21/20	Hillary Stevens	14.30	
6410-000	PIO - Marketing/Printing/Etc	10/21/20	Janette Loudon	200.00	
6410-000	PIO - Marketing/Printing/Etc	10/31/20	The Forum	379.00	
6410-000	PIO - Marketing/Printing/Etc			593.30	
6420-000	Director's Discretionary	10/2/20	SELCO	1,937.08	
6420-000	Director's Discretionary			1,937.08	
6455-000	Mileage - Staff	10/1/20	Jodi Harrington	7.19	
6455-000	Mileage - Staff	10/1/20	Hanna Judith Kramer	18.69	
6455-000	Mileage - Staff	10/5/20	Greta Guck	17.54	
6455-000	Mileage - Staff	10/5/20	Joyce Christine Boike	41.97	
6455-000	Mileage - Staff	10/6/20	Greta Guck	42.26	
6455-000	Mileage - Staff	10/6/20	Hillary Stevens	80.50	
6455-000	Mileage - Staff	10/6/20	Megan Krueger	46.57	
6455-000	Mileage - Staff	10/7/20	Joyce Christine Boike	103.79	
6455-000	Mileage - Staff	10/8/20	Christy Underlee	7.19	
6455-000	Mileage - Staff	10/12/20	Darlya Edmond	12.65	
6455-000	Mileage - Staff	10/13/20	Paula Jones	15.81	
6455-000	Mileage - Staff	10/14/20	Darlya Edmond	12.65	
6455-000	Mileage - Staff	10/15/20	Paula Jones	15.81	
		10/15/20		15.81	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	10/19/20	Heidi Moore	5.75	
6455-000	Mileage - Staff	10/20/20	Paula Jones	15.81	
6455-000	Mileage - Staff	10/20/20	Sheila Kohler	26.45	
6455-000	Mileage - Staff	10/22/20	Paula Jones	15.81	
6455-000	Mileage - Staff	10/26/20	Joyce Christine Boike	19.84	
6455-000	Mileage - Staff	10/26/20	Greta Guck	12.65	
6455-000	Mileage - Staff	10/27/20	Joyce Christine Boike	51.17	
		10/27/20		40.25	
6455-000	Mileage - Staff	10/27/20	Greta Guck	15.81	
6455-000	Mileage - Staff	10/27/20	Philip Spooner	49.16	
6455-000	Mileage - Staff	10/27/20	Heidi Moore	5.75	
6455-000	Mileage - Staff	10/28/20	Judy Moen	37.38	
6455-000	Mileage - Staff			734.26	
6460-000	Minnesota Director's Fund	10/2/20	SELCO	1,998.87	
6460-000	Minnesota Director's Fund			1,998.87	
6485-000	Conf/Meeting - MLA	10/2/20	Danell Haspel	75.00	
6485-000	Conf/Meeting - MLA			75.00	
6490-000	Programming - Youth	10/22/20	Office Depot	7.55	
6490-000	Programming - Youth			7.55	
6495-000	Programming - Adult	10/15/20	Hillary Stevens	91.80	
6495-000	Programming - Adult	10/21/20	Janette Loudon	120.00	
6495-000	Programming - Adult	10/21/20	The Secret Garden	244.79	
6495-000	Programming - Adult			456.59	
6505-000	Van - Repairs & Maintenance	10/6/20	Philip Spooner	21.99	
6505-000	Van - Repairs & Maintenance	10/6/20	Duggan's Auto Service Center	249.39	
6505-000	Van - Repairs & Maintenance			271.38	
6600-000	Materials - Print	10/1/20	Baker & Taylor	38.93	
		10/1/20		69.57	
		10/1/20		81.60	
		10/1/20		0.15	
		10/1/20		448.63	
		10/5/20		33.53	
		10/6/20		563.64	
		10/7/20		270.31	
		10/9/20		49.85	
		10/12/20		95.94	
		10/12/20		98.53	
		10/12/20		111.10	
		10/14/20		544.25	
		10/14/20		230.35	
		10/16/20		175.70	
		10/19/20			
		10/19/20		11.06	
					30.34

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6600-000	Materials - Print	10/20/20	Rosen Publishing	41.40	
6600-000	Materials - Print	10/20/20	Baker & Taylor	62.34	
		10/20/20		44.84	
		10/20/20		363.62	
		10/21/20		41.98	
		10/21/20		580.93	
		10/21/20		226.57	
		10/22/20		156.31	
		10/22/20		294.82	
		10/22/20		247.68	
		10/22/20		42.16	
		10/23/20		625.56	
		10/26/20		519.74	
		10/26/20		294.26	
		10/27/20		86.24	
		10/27/20		151.66	
		10/27/20		10.38	
		10/28/20		65.42	
		10/28/20		84.48	
		10/29/20		488.02	
		10/30/20		48.66	
		10/30/20		113.83	
		10/30/20		495.03	
		10/30/20		115.76	
		10/30/20		46.64	
		10/30/20		632.66	
		10/30/20		113.36	
		10/31/20		122.72	
6600-000	Materials - Print			8,940.21	30.34
6601-000	Materials - A/V	10/1/20	Baker & Taylor	25.52	
		10/1/20		31.04	
		10/2/20		52.42	
		10/2/20		61.36	
		10/5/20		19.09	
		10/8/20		15.52	
		10/9/20		29.80	
		10/10/20		35.85	
		10/10/20		19.09	
		10/16/20		71.70	
		10/16/20		19.09	
		10/16/20		25.14	
		10/19/20		13.37	
		10/22/20		23.82	
		10/22/20		22.66	
		10/23/20		93.12	
		10/31/20		156.29	
6601-000	Materials - A/V			714.88	
6670-000	Materials - Digital - e-Books	10/5/20	Overdrive, Inc.	126.98	
		10/5/20		227.50	
		10/5/20		89.93	
		10/6/20		244.40	
		10/6/20		112.97	
		10/12/20		152.86	
		10/12/20		158.48	
		10/13/20		29.94	
		10/13/20		7.99	
		10/15/20		16.98	
		10/19/20		95.97	
		10/19/20		595.35	
		10/19/20		182.99	
		10/19/20		120.78	
		10/19/20		1,597.99	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		10/20/20		222.45	
		10/20/20		11.40	
		10/20/20		50.97	
		10/20/20		1,277.38	
		10/21/20		66.96	
		10/26/20		186.44	
		10/26/20		67.50	
		10/26/20		125.00	
		10/26/20		65.00	
		10/27/20		228.40	
		10/27/20		462.43	
		10/28/20		2.99	
		10/29/20		9.99	
6670-000	Materials - Digital - e-Books			6,538.02	
6675-000	Materials - Digital - e-Audio	10/2/20	Overdrive, Inc.	92.65	
		10/5/20		283.18	
		10/6/20		267.94	
		10/6/20		134.99	
		10/7/20		69.00	
		10/18/20		65.00	
		10/19/20		367.46	
		10/19/20		1,170.96	
		10/20/20		174.99	
		10/20/20		65.00	
		10/20/20		235.72	
		10/20/20		56.00	
		10/20/20		1,338.80	
		10/26/20		79.99	
		10/26/20		65.00	
		10/27/20		95.00	
6675-000	Materials - Digital - e-Audio			4,561.68	
6690-000	Materials - Periodicals	10/1/20	Barnesville Record-Review	38.00	
6690-000	Materials - Periodicals	10/8/20	Dakota News, Inc.	25.47	
6690-000	Materials - Periodicals	10/11/20	Star Tribune	527.80	
6690-000	Materials - Periodicals	10/15/20	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	10/19/20	Barnesville Record-Review	38.00	
6690-000	Materials - Periodicals	10/31/20	Frazee Forum, Inc.	35.00	
6690-000	Materials - Periodicals			697.39	
7120-000	Telecom/E-rate Expenses	10/31/20	NetCenter Technologies	170.00	
7120-000	Telecom/E-rate Expenses			170.00	
7200-000	Legacy - Expense (1099)	10/25/20	Minnesota Public Radio	112.00	
		10/25/20		41.00	
7200-000	Legacy - Expense (1099)	10/29/20	Joseph Kimball	500.00	
7200-000	Legacy - Expense (1099)			653.00	
7230-000	Legacy - Materials - Other	10/15/20	Overdrive, Inc.	80.00	
7230-000	Legacy - Materials - Other			80.00	
7250-000	Misc. State Grant Expense	10/16/20	Information Systems Corp.	12,496.00	
		10/16/20		5,174.00	
7250-000	Misc. State Grant Expense			17,670.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7300-000	Misc. Local Grant Expense	10/29/20	DEMCO	385.95	
7300-000	Misc. Local Grant Expense			385.95	
8000-012	Donation - Misc Exp - LV	10/29/20	DEMCO	178.20	
8000-012	Donation - Misc Exp - LV			178.20	
8300-000	Insurance Claim - Furn & Equi	10/30/20	Glenns Body Repair	4,561.71	
8300-000	Insurance Claim - Furn & Equi			4,561.71	
9700-200	Miscellaneous Expense - JA	10/16/20	Insight Public Sector, Inc.	362.50	
9700-200	Miscellaneous Expense - JA			362.50	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	10/15/2 10/15/2 10/30/2 10/30/2	Federal Income Tax deposit	4,440.68 1,039.94 1,062.31 4,480.20	
5100-000	Payroll Taxes - Employer			11,023.13	
5110-000	Retirement - PERA - Employer	10/15/2 10/30/2	Public Employees Retirement As	5,379.72 5,421.27	
5110-000	Retirement - PERA - Employer			10,800.99	
5120-000	Health Insurance	10/12/2 10/12/2	Further - VEBA/HSA	1,602.91 1,950.00	
5120-000	Health Insurance	10/15/2	LARL Payroll		678.41
5120-000	Health Insurance	10/22/2	Further - Fees	106.20	
5120-000	Health Insurance	10/29/2	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	10/30/2	Lakes Country Service Cooperat	26,846.50	
5120-000	Health Insurance	10/30/2	LARL Payroll		678.41
5120-000	Health Insurance			30,698.52	1,356.82
5140-000	Life Insurance - Employer Paid	10/20/2	Mutual of Omaha	103.60	
5140-000	Life Insurance - Employer Paid			103.60	
6000-000	Supplies - Office	10/1/20 10/15/2	Amazon (charges on account)	71.79 67.83	
6000-000	Supplies - Office	10/30/2	PayPal	84.73	
6000-000	Supplies - Office			224.35	
6010-000	Supplies - Technical Services	10/14/2	Amazon (charges on account)	5.97	
6010-000	Supplies - Technical Services			5.97	
6020-000	Supplies - Public Services	10/16/2 10/20/2	Best Name Badges	13.36 8.35	
6020-000	Supplies - Public Services			21.71	
6040-000	Supplies - Computer	10/3/20	Grasshopper.com	38.08	
6040-000	Supplies - Computer	10/4/20	Zoho Corp	20.00	
6040-000	Supplies - Computer	10/15/2 10/15/2	Amazon (charges on account)	129.41 19.08	
6040-000	Supplies - Computer			206.57	
6400-000	Telephone	10/3/20 10/3/20 10/3/20 10/3/20 10/3/20	Arvig	42.20 82.74 82.74 91.12 90.32	
6400-000	Telephone	10/14/2	Allstream	806.88	
6400-000	Telephone	10/15/2	Garden Valley Telephone Comp	40.80	
6400-000	Telephone	10/15/2	Rothsay Telephone	71.13	

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6400-000	Telephone	10/25/2	Arvig	169.60	
6400-000	Telephone	10/30/2	Garden Valley Telephone Comp	79.89	
		10/30/2		40.88	
		10/30/2		40.88	
		10/30/2		40.88	
6400-000	Telephone			1,680.06	
6410-000	PIO - Marketing/Printing/Etc	10/15/2	Amazon (charges on account)	122.97	
		10/15/2		58.98	
		10/19/2		49.98	
6410-000	PIO - Marketing/Printing/Etc	10/19/2	Adobe	386.42	
6410-000	PIO - Marketing/Printing/Etc	10/22/2	Tidio	18.36	
6410-000	PIO - Marketing/Printing/Etc	10/27/2	Be.Live	21.43	
6410-000	PIO - Marketing/Printing/Etc			658.14	
6430-000	Postage	10/2/20	Pitney Bowes Purchase Power	100.00	
6430-000	Postage			100.00	
6465-000	Memberships - LARL Directors	10/30/2	Minnesota Library Association	230.00	
6465-000	Memberships - LARL Directors			230.00	
6482-000	Conf/Meeting - Miscellaneous	10/13/2	Amigos Library Services	199.00	
6482-000	Conf/Meeting - Miscellaneous			199.00	
6600-000	Materials - Print	10/1/20	Amazon (charges on account)	46.07	
		10/1/20		102.19	
		10/1/20		47.96	
		10/1/20		19.85	
		10/1/20		92.31	
		10/2/20		9.99	
		10/5/20		16.80	
		10/9/20		13.58	
		10/19/2		17.10	
		10/19/2		3.49	
		10/19/2		32.05	
		10/20/2		21.54	
		10/20/2		28.18	
		10/20/2		31.08	
		10/21/2		87.07	
		10/26/2		21.98	
6600-000	Materials - Print			591.24	
6601-000	Materials - A/V	10/1/20	Amazon (charges on account)	9.96	
		10/1/20		38.88	
		10/1/20		13.59	
		10/1/20		30.84	
		10/1/20		69.74	
		10/1/20		13.99	
		10/1/20		100.74	
		10/1/20		33.78	
		10/1/20		11.39	
		10/1/20		58.98	
		10/1/20		25.98	
		10/5/20			19.99
		10/5/20		32.49	
		10/5/20		21.99	
		10/5/20		21.99	

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		10/5/20		67.91	
		10/5/20		49.63	
		10/5/20		29.97	
		10/5/20		29.97	
		10/7/20			0.09
		10/7/20		14.97	
		10/9/20			3.75
		10/12/2		55.98	
		10/19/2		19.96	
		10/19/2		19.96	
		10/19/2		19.96	
		10/19/2		19.96	
		10/19/2		19.99	
		10/19/2		29.97	
		10/21/2		152.04	
		10/24/2		19.51	
		10/26/2		70.00	
6601-000	Materials - A/V			1,104.12	23.83
7210-000	Legacy - Materials - Print	10/1/20	Amazon (charges on account)	55.00	
7210-000	Legacy - Materials - Print			55.00	
7250-000	Misc. State Grant Expense	10/7/20	Amazon (charges on account)	329.98	
7250-000	Misc. State Grant Expense			329.98	
8000-002	Donation - Misc Exp - LD	10/15/2	Amazon (charges on account)	10.97	
8000-002	Donation - Misc Exp - LD			10.97	
8100-002	Donation - Material Print - LD	10/12/2	Amazon (charges on account)	17.52	
		10/26/2		15.98	
8100-002	Donation - Material Print - LD			33.50	
8100-011	Donation - Material Print - LM	10/25/2	Amazon (charges on account)	19.62	
8100-011	Donation - Material Print - LM			19.62	
8100-021	Donation - Material Print - LG	10/19/2	Amazon (charges on account)	25.00	
8100-021	Donation - Material Print - LG			25.00	
8600-000	Software & Hardware Upgrade	10/13/2	Be Mobile - Verizon	60.00	
8600-000	Software & Hardware Upgrade			60.00	
9630-200	Cell Phone - Joint Automation	10/13/2	Ting	37.37	
9630-200	Cell Phone - Joint Automation			37.37	