

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, June 20, 2019**

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

Location: **Moorhead Public Library, lower level**

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 June 20th.

AGENDA

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

- 5:35 **2. MINUTES OF THE MAY 16, 2019 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 16, 2019 Full Board Meeting Minutes as presented.

- 5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 6)

- a. Application for State FY2020 Regional Library Basic System Support (RLBSS)
 Enclosed (page 10)

Recommended Motion: Move to approve the application for State FY2020 Regional Library Basic System Support (RLBSS) Funds as reviewed and recommended by the Finance Committee.

- a. Application for State FY2020 Legacy (Arts & Cultural Heritage Program)
 Enclosed (page 22)

Recommended Motion: Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2020.

- 5:50 **4. REPORT OF THE FINANCE COMMITTEE** – Grimsley

- a. 2020 Preliminary Budget (Draft #3)
 Enclosed (page 33)

Recommended Motion: Move to approve the 2020 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

(over)

6:00 **5. DIRECTOR'S REPORT - Lynch**

- a. Director's Report -Enclosed (page 35)
- b. Revised Code of Conduct Policy –Enclosed (page 37)
Recommended Motion: Move to approve the revised Code of Conduct Policy as reviewed and recommended by the LARL Coordinating Team.
- c. Removal of the Solicitation and Distribution of Literature or Products Policy.
Enclosed (page 38)
Recommended Motion: Move to rescind the LARL Solicitation and Distribution of Literature or Products Policy as reviewed and recommended by the LARL Coordinating Team.
- d. Revised Emergency and Non-emergency Closing Policy –Enclosed (page 39)
Recommended Motion: Move to approve the revised Emergency and Non-emergency Closing Policy as reviewed and recommended by the LARL Coordinating Team.

6:15 **6. BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley & Terry Kalil
Breckenridge – Linda Holecek
Clay County – Jim Haney
Clearwater County – Mark Titera
Crookston – Clayton Briggs
Detroit Lakes – Linda Schell
Mahnomen – LuAnn Durant
Mahnomen County – David Geray
Moorhead – Linda Anderson, Andrew Brammer, & Shelly Carlson
Norman County – Steve Jacobson
Polk County – Gary Willhite
Wilkin County – Dennis Larson
MN Library Association/Library Trustees & Advocates Section – Terry Kalil
Northern Lights Library Network – Linda Holecek & Terry Kalil

6:35 **7. PRESIDENT'S REPORT** – President Kalil

6:45 **8. OTHER**

6:55 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – May 2019 (page 41 in the digital packet, available for review at meeting for printed packets)

UPCOMING MEETINGS/EVENTS

- **2019 Youth Summer Library Experience: Explore!** – June 1 through August 10, 2019.
- **Independence Day:** Thursday, July 4, 2019: All LARL locations closed
- **July 18 & August 15, 2019:** Executive Committee Meetings at the Moorhead Library at 5:30 p.m.
- **September 19, 2019:** Full Board Meeting at the Moorhead Library at 5:30 p.m.

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 16, 2019 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Carlson, Durant, Grimsley, Haney, Holecek, Kalil
(President), Schell, Titera, Willhite.

Board Members Absent: Anderson, Brammer, Geray, Jacobson, Larson.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MARCH 21, 2019 FULL BOARD MEETING

(Willhite/Schell) Move to approve the Minutes of the March 21, 2019 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBER AND INTRODUCTIONS

Kalil welcomed Shelly Carlson, City of Moorhead

Carlson recited the Oath of Office.

FINANCIAL REPORT

Sprynczynatyk discussed that through April we are 33.33% of the way through 2019 and 33.31% of the budget has been spent. The Accounting/Bank fees line in *Other Expenses* is at 64.39% of budget due to the 2018 audit paid in full.

(Briggs/Dailey) Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, and Moorhead Branches and \$325 of the Hawley distribution into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution and \$450 of the Hawley distribution. MCU.

(over)

Minutes of the May 16, 2019 Full Board Meeting – Page 2

Sprynczynatyk discussed the second draft of the 2020 Preliminary Budget. There were no changes to the budget from draft #1 presented to the Executive/Finance Committees in April. There are 2 large unknown items in the budget which LARL won't know until August; Health Insurance which is budgeted at a 10% increase, and State Basic Support which is currently budgeted to increase by \$5,800. The budget includes a 3% increase to LARL Signatories.

Lynch referenced the LARL Joint Powers Agreement and reminded the board that if a Signatory doesn't meet LARL's funding request, dollar-for-dollar cuts will be made to staffing and open hours in the service area of that signatory. Kalil asked the Board how they feel a 3% increase would be received by their respective Counties and Cities. All Board members that spoke felt the 3% increase shouldn't be a big issue.

DIRECTOR'S REPORT

Lynch recently went to Mahanomen and had a discussion with the Mahanomen City Administrator about applying for grants to renovate the Mahanomen Library. They would like to add an elevator so they could start using the upper level of the library building, as well as update the Library.

Lynch discussed the Spring Legacy events offered by LARL. Attendance has been very high. 357 people attended the Haunted Blue jazz program, almost 500 people attended the Eric Bergeson programs, and over 1,000 people attended the Dr. Seuss programs. Libraries are working to keep Legacy funding.

Fifteen individuals have become Page Turners through the monthly giving program.

Lynch discussed LARL's progress on the current Strategic Plan.

BOARD MEMBER REPORTS

Becker County (Grimsley, Kalil)

No Report.

Breckenridge (Holecek)

No Report.

Clay County (Haney)

The County is continuing to construct a regional juvenile detention center.

Clearwater County (Titera - absent)

No report.

Crookston (Briggs)

Briggs thanked Lynch for coming to speak to the Crookston Library Board.

(continued on next page)

Detroit Lakes (Schell)

Deb Wahl, Public Services Supervisor has given her official retirement notice, and will be retiring August 31st. Deb has done a great job of getting authors to speak at the Library over the years.

City of Mahanomen (Durant)

No Report.

Mahanomen County (Geray - absent)

No report.

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

No report.

Norman County/Ada (Jacobson-absent)

No report.

Polk County (Willhite)

Willhite reminded the Board to report back to their Cities/Counties regarding the popularity of library programming that Lynch reported on.

Wilkin County (Larson - absent)

No report.

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

No report.

Northern Lights Library Network (Holecek, Kalil)

A meeting is coming up in June. There is a training coming up “Better Together” in Fergus Falls on June 6th at Lakes Country Service Coop.

(Haney/Briggs) Move to adjourn.

The meeting adjourned at 6:10 p.m.

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

41.67%

Page: 1

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 189,103	\$ 378,205	189,102	50.00
Detroit Lakes	0	113,335	226,670	113,335	50.00
Clay County	0	146,088	292,175	146,087	50.00
Moorhead	0	376,688	753,375	376,687	50.00
Clearwater County	0	50,955	101,910	50,955	50.00
Mahnomen County	0	21,510	43,020	21,510	50.00
Mahnomen	0	10,300	20,600	10,300	50.00
Norman County	0	49,275	98,550	49,275	50.00
Polk County	0	132,045	264,090	132,045	50.00
Crookston	0	111,318	222,635	111,317	50.00
Wilkin County	0	27,175	54,350	27,175	50.00
Breckenridge	0	45,020	90,040	45,020	50.00
<i>Total Signatory Funding</i>	<i>0</i>	<i>1,272,812</i>	<i>2,545,620</i>	<i>1,272,808</i>	<i>50.00</i>
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	207,659	519,148	311,489	40.00
Reg Library Telecom Aid (RLTA)	0	23,474	101,000	77,526	23.24
<i>Total Grants</i>	<i>0</i>	<i>231,133</i>	<i>620,148</i>	<i>389,015</i>	<i>37.27</i>
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	834	4,432	12,000	7,568	36.93
Printing Revenue	1,541	7,430	18,000	10,570	41.28
Fax Revenue	596	2,912	7,000	4,088	41.60
Microfilm Revenue	7	60	150	90	40.00
Photocopy Revenue	491	2,361	8,000	5,639	29.51
Book/Furniture Sale Revenue	54	431	0	(431)	0.00
Interest/Dividend Income	3,315	27,689	53,000	25,311	52.24
Investment Value Change	8,607	26,328	0	(26,328)	0.00
Lost/Damaged Property	438	2,340	6,500	4,160	36.00
<i>Total Miscellaneous Revenue</i>	<i>15,883</i>	<i>73,983</i>	<i>104,650</i>	<i>30,667</i>	<i>70.70</i>
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	23,375	46,750	23,375	50.00
MNLink Server Site Payments	258	1,289	3,100	1,811	41.58
<i>Total Joint Automation Revenue</i>	<i>258</i>	<i>24,664</i>	<i>49,850</i>	<i>25,186</i>	<i>49.48</i>
<i>Fund Balance/Shortfall</i>	<i>0</i>	<i>0</i>	<i>75,082</i>	<i>75,082</i>	<i>0.00</i>
Total General Fund Revenue	16,141	1,602,592	3,395,350	1,792,758	47.20
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	147,045	725,786	1,779,350	1,053,564	40.79
Payroll Taxes	11,144	55,237	137,500	82,263	40.17
Retirement - PERA	10,917	54,389	132,800	78,411	40.96
Health Insurance	27,242	135,670	327,900	192,230	41.38
Life Insurance	166	845	2,100	1,255	40.24
Workers Compensation Insurance	105	1,253	3,650	2,397	34.33
Other Employee Benefits	141	620	1,650	1,030	37.58
<i>Total Personnel</i>	<i>196,760</i>	<i>973,800</i>	<i>2,384,950</i>	<i>1,411,150</i>	<i>40.83</i>
<i>Automation/Cataloging</i>					
Automation	11,805	62,474	151,600	89,126	41.21
Support - App	291	1,456	3,500	2,044	41.60
Remote Printing	222	1,110	4,100	2,990	27.07
Catalog Item Records	966	4,829	11,000	6,171	43.90
Supplies - Computer	546	1,939	5,000	3,061	38.78
Supplies - Technical Services	200	3,012	7,000	3,988	43.03
<i>Total Automation/Cataloging</i>	<i>14,030</i>	<i>74,820</i>	<i>182,200</i>	<i>107,380</i>	<i>41.06</i>

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	70	1,554	3,400	1,846	45.71
Programming - Summer Learning	600	3,267	8,000	4,733	40.84
Programming - Adult	0	0	2,500	2,500	0.00
Total Library Programming	670	4,821	13,900	9,079	34.68
Staff Development					
Staff Training & Development	786	5,253	10,000	4,747	52.53
Total Staff Development	786	5,253	10,000	4,747	52.53
Mileage/Board Meeting Expense					
Mileage - Staff	2,136	9,908	23,000	13,092	43.08
Regional Board Meetings	489	2,206	6,000	3,794	36.77
Total Mileage/Board Meeting Expenses	2,625	12,114	29,000	16,886	41.77
Other Expenses					
Accounting/Bank Fees	348	10,876	16,350	5,474	66.52
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	0	2,000	2,000	0.00
Delivery Services	4,653	23,685	62,500	38,815	37.90
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,428	7,280	18,300	11,020	39.78
Lease - Regional Office Rent	1,734	8,672	20,850	12,178	41.59
Leases - Equipment	1,214	3,770	8,550	4,780	44.09
Maintenance Contracts	2,499	5,354	15,150	9,796	35.34
Memberships	0	574	1,000	426	57.40
Minnesota Director's Fund	0	0	2,300	2,300	0.00
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	612	4,495	16,000	11,505	28.09
Postage	56	635	4,000	3,365	15.88
Recruitment	51	438	8,000	7,562	5.48
Repairs - Equipment	11	97	2,500	2,403	3.88
Supplies - Copier/Fax/Microfilm	(106)	617	800	183	77.13
Supplies - Office	264	3,586	8,500	4,914	42.19
Supplies - Public Services	178	3,029	6,000	2,971	50.48
Telephone/Telecom	1,979	8,442	22,100	13,658	38.20
Total Other Operating Expenses	14,921	81,550	221,400	139,850	36.83
Regional Library Telecom Aid (RLTA)	0	23,474	101,000	77,526	23.24
Transportation					
Van Expenses	246	1,090	3,900	2,810	27.95
Total Transportation	246	1,090	3,900	2,810	27.95
Materials					
Audio Visual	5,625	32,336	73,000	40,664	44.30
Digital	10,632	51,479	101,500	50,021	50.72
Online Resources	601	2,978	7,500	4,522	39.71
Periodicals	314	13,409	23,000	9,591	58.30
Print	16,421	108,617	195,000	86,383	55.70
Total Materials	33,593	208,819	400,000	191,181	52.20
Capital Expenditures					
Furniture & Equipment	1,393	1,705	10,000	8,295	17.05
Software & Hardware Upgrades	0	5,596	30,000	24,404	18.65
Total Capital Expenditures	1,393	7,301	40,000	32,699	18.25
Capital Fund Accounts					
Automation System - Shared NWRL	250	1,250	3,000	1,750	41.67
Technology Upgrades	250	1,250	3,000	1,750	41.67
Van Replacement	250	1,250	3,000	1,750	41.67
Total Capital Fund Accounts	750	3,750	9,000	5,250	41.67
Total General Fund Expenditures	265,774	1,396,792	3,395,350	1,998,558	41.14
General Fund Revenue Over Expenditures \$	<u><u>(249,633)</u></u>	<u><u>205,800</u></u>	<u><u>0</u></u>	<u><u>(205,800)</u></u>	<u><u>0.00</u></u>

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 216	\$ 9,479	\$ 0	(9,479)	0.00
Endowment Revenue	1,245	1,245	0	(1,245)	0.00
Telecom/E-rate Funds	243	1,327	0	(1,327)	0.00
Legacy Grant Revenue	6,090	39,226	0	(39,226)	0.00
Total Special Projects Revenue	7,794	51,277	0	(51,277)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	625	1,536	0	(1,536)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	40	668	0	(668)	0.00
Donations - Miscellaneous	475	7,272	0	(7,272)	0.00
Legacy Grant Expense	6,090	39,225	0	(39,225)	0.00
Telecom/E-rate Expenses	243	1,327	0	(1,327)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	7,473	50,028	0	(50,028)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	292	2,091	0	(2,091)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	292	2,091	0	(2,091)	0.00
Total Special Projects Expenditures	7,765	52,119	0	(52,119)	0.00
Special Proj Rev Over (Under) Expend	\$ 29	\$ (842)	\$ 0	842	0.00
GRAND TOTAL REVENUE	23,935	1,653,869	3,395,350	1,741,481	48.71
GRAND TOTAL EXPENDITURES	273,553	1,448,988	3,395,350	1,946,362	42.68
CHANGE IN FUND BALANCE	\$ (249,618)	\$ 204,881	\$ 0	(204,881)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
May 31, 2019

	<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)	\$ 18,208	32,586	(14,378)	29,052	(10,844)
Cash - Payroll (Bell Bank)	4,946	7,000	(2,054)	10,041	(5,095)
Cash - Savings (Bell Bank)	988,879	798,490	190,389	909,946	78,933
Petty Cash	460	460	0	460	0
Investment Account	1,317,848	1,307,078	10,770	1,268,963	48,885
Accounts Receivable	132	436,662	(436,530)	117	15
Prepaid Expenses	65,411	71,194	(5,783)	51,766	13,645
Deposit Account - OCLC	6,932	7,898	(966)	138	6,794
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(8,980)	(8,980)	0	(8,980)	0
Equipment and Fixtures	340,597	340,597	0	340,597	0
Accum Depr - Equip & Fixtures	(307,100)	(307,100)	0	(307,100)	0
Equipment & Fixtures - Donated	202,459	202,459	0	202,459	0
Accum Depr - Donated Equip	(202,459)	(202,459)	0	(202,459)	0
Endowment Funds	68,859	68,859	0	63,859	5,000
Amount Provided - LTD	25,505	25,505	0	25,505	0
Total Assets	\$ 2,534,063	2,792,615	(258,552)	2,396,730	137,333
LIABILITIES					
Accounts Payable	\$ 17,270	29,677	(12,407)	64,580	(47,310)
Credit Card Payable	4,473	7,079	(2,606)	0	4,473
Amazon Charge Account	5,178	5,412	(234)	652	4,526
Accrued Salaries Payable	73,036	73,036	0	73,036	0
Accrued Sick Leave Payable	25,505	25,505	0	25,505	0
Accrued Vacation Payable	33,371	33,371	0	33,371	0
Payroll Tax Payable - ND	867	428	439	0	867
Dental Insurance Payable	(42)	(42)	0	0	(42)
AFLAC Payable	319	319	0	157	162
Flexible Spending - Medical	931	902	29	1,511	(580)
Sales Tax Payable	346	202	144	743	(397)
Deferred Revenue	480,829	475,877	4,952	518,826	(37,997)
Total Liabilities	642,083	651,766	(9,683)	718,381	(76,298)
FUND BALANCES					
Fund Balance - Unreserved	6,608	6,608	0	(30,668)	37,276
Fund Bal - Operating Reserve	1,125,000	1,125,000	0	1,125,000	0
Fund Bal - Employee Severance	29,000	29,000	0	29,000	0
Fund Bal - Unemployment Comp.	45,000	45,000	0	45,000	0
Fund Bal - Van Replacement	31,250	31,000	250	30,000	1,250
Fund Bal - Technology Upgrade	41,250	41,000	250	40,000	1,250
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	27,000	27,000	0	27,000	0
Fund Bal - Joint Automation	120,000	120,000	0	120,000	0
Fund Bal - ILL Software Upgrd	1,250	1,000	250	0	1,250
Investment in Gen. Fixed Asset	36,884	36,884	0	36,884	0
Reserve for Endowments	68,859	68,859	0	63,859	5,000
Change in Fund Balance	204,879	454,498	(249,619)	37,274	167,605
Total Fund Balances	1,891,980	2,140,849	(248,869)	1,678,349	213,631
Total Liabilities & Fund Bal.	\$ 2,534,063	2,792,615	(258,552)	2,396,730	137,333



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2020 (July 1, 2019 – June 30, 2020) Application

A. Applicant Information

1. Regional public library system name and address:

Lake Agassiz Regional Library, 118 5th St, Moorhead, MN 56560

2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:

Liz Lynch, Regional Library Director; phone 218-233-3757; fax 218-233-7556; lynchl@larl.org

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

Masters of Science in Library Science, 1999 – 2000, Clarion University of Pennsylvania, Clarion, PA.

Bachelor of Science, Anthropology/Archaeology, 1993-1998, Moorhead State University, Moorhead, MN.

Regional Library Director, Jan 2013 – present, Lake Agassiz Regional Library, Moorhead, MN.

Moorhead Hub Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Apr 2010 – 2012, Lake Agassiz Regional Library, Moorhead, MN.

Public Services Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Aug 2005 – Apr 2010, Lake Agassiz Regional Library, Moorhead, MN.

Electronic Resources & Staff Development Librarian, May 2001 – August 2005, Lake Agassiz Regional Library, Moorhead, MN.

Research Librarian, Sept 2000–Apr 2001, Government Reference Serv., Enoch Pratt Free Library, Baltimore, MD.

4. Number of FTE staff paid with RLBSS funds: 6.10

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

☐ Organizational agreement(s) that are new or have been updated since the last application are attached.

☒ There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide one of the following with this aid application.

Please indicate which is attached:

☐ A new long-range strategic plan.

☒ A brief report on the status of the current plan. The report details any changes to the current plan or indicates that there are no changes.

☐ A brief update on the status of developing a new plan. Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2018.

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

At a Glance – Please summarize your plans for State FY2020 in a few sentences: RLBSS will be used to provide funding for personnel expenses for key Regional Office employees. These employees are specialists in their area and are responsible for providing support to the rest of the region in areas such as automation, collection management, delivery services, programming initiatives, IT, HR and more. LARL continues to move forward as a region because of the leadership and expertise of these very efficient, yet effective positions and employees.

Briefly describe the programs that will take place during FY2020, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program. RLBSS will be used to provide funding for Regional Office personnel expenses. The goal of this funding is to provide salaries and benefits for the Regional Library Director, Director of Finance & HR, Collection Development Librarian, Business Office Associate, Marketing Coordinator, Program Coordinator, and Automation Coordinator positions.
- How will this program contribute to your organization's mission and strategic plan goals? These positions play important roles in the development and carrying out of our current strategic plan. In addition, LARL could not actively practice the mission of enriching lives and strengthening communities without the positions providing a strong foundation for the organization. In addition the positions funded with RLBSS funds are specialized positions which provide vital services, expertise, and support to the frontline librarians around the region.
- Who will be served by this program? LARL frontline employees receive excellent customer service and support from the key positions listed above. The support provided empowers the librarians to offer the best possible service to their community and community members, in addition to both local and regional board members.

- Please describe this program's proposed activities. The Regional Library Director oversees all areas of the organization, while providing leadership to the organization. The Director of Finance & HR is responsible for all financial aspects of running a regional library system, in addition to providing HR support to approximately 95 employees across the region. The Collection Development Librarian is responsible for maintaining the region's materials collection, as well as overseeing routing and rotation for the region. The Business Office Associate processes accounts payable, payroll, and maintains inventory records for the region. The Marketing Coordinator handles all publicity for the region. The Program Coordinator oversees all youth, young adult and adult programming throughout the region. The Automation Coordinator is essential to keeping our automation system running and providing instructions/help for staff in using the system.
- How will these activities help to achieve your program goal? These positions are key to the success of the regional library system. The positions provide the necessary support to both the frontline staff resulting in excellent customer service to community members and the community as a whole. The positions allow us to meet our mission and goal of enriching lives and strengthening communities.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2019, and the amount of funding that the governmental unit provided for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Local Governmental Unit	2018 Level of Funding Provided
Becker County (excluding Detroit Lakes)	\$371,810
Detroit Lakes	223,750
Clay County (excluding Moorhead)	287,490
Moorhead	743,520
Clearwater County	99,970
Mahnomen County (excluding Mahnomen)	42,190
Mahnomen	20,130
Norman County	96,760
Polk County (excluding Crookston & East Grand Forks)	259,205
Crookston	220,570
Wilkin County (excluding Breckenridge)	53,610
Breckenridge	88,960
Total:	\$2,507,965

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date: N/A

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of this designated regional public library system:

East Grand Forks (Polk County)

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year. State Library Services collects information on newly constructed or renovated library buildings and encourages the completion of the *Library Journal Architectural Questionnaire for Public Libraries*. State Library Services will contact each location when the online submission period opens, usually in late August.

None

B. Assurances

The regional public library system assures that it will comply with the following:

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Terry Kalil
Chair, System Governing Board

Date: 06/20/2019

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Liz Lynch
Regional Public Library System Administrator

Date: 06/30/2019

D. Attachments and Due Date

- FY 2020 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Monday, July 1, 2019**. Please submit one PDF of the signed original application to jennifer.r.nelson@state.mn.us.

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2020	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	\$399,935
Benefits	\$119,213
Staff Development, Tuition and Other Reimbursements	
Total Personnel	\$519,148
Total FTE Supported	
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 Anticipated State Aid Expenditures	\$519,148



LAKE AGASSIZ REGIONAL LIBRARY

STRATEGIC DIRECTIONS 2017-2019

Accomplishments: October 2017-May 2019

Strategic Focus Areas: 1. Customer Service 2. Comfort & Safety 3. Connection	Activities: Steps to reach our goal?	Outputs: What will our goal do and who will it reach?	Measurement Tools: How and when will the output data be collected?	Outcomes: How will the successful completion of your goal impact your organization, employees, and community?
Focus Area: Connecting with Staff & Community	Strategic Plan Progress Create a plan for sharing Strategic Plan process and progress.	All LARL employees and the LARL Board.	Activities and progress will be documented on this spreadsheet monthly and shared with everyone via email and Staff Connections.	Communication will be improved. Employees will be informed of changes and opportunities in the organization.
Focus Areas: Customer Service Comfort & Safety Connecting with Staff	Hub Training Plan a. Compile a list of training needs across the region. b. Create a schedule for executing training for a 12-month period.	This goal will help employees with their day-to-day tasks and ensure they feel confident about their duties.	A list of training needs will be created. A list of training opportunities will be created. A list of attendees will be kept.	Employees will feel more confident about their day-to-day activities. Communication will be improved. Customer service will improve.
Focus Area: Customer Service Connecting with Staff and Community	2/2018 SLE: Explore Create a LARL Summer Library Experience for youth and adults with LARL branding and enhanced goals.	Our goal will help LARL employees better identify with the program and create excitement that will be transferred to the community.	Statistics will be collected at the end of the summer and measured against previous summers.	More youth and adults will participate in the program. The libraries will see more traffic. LARL will play a role in reducing summer slide.
Focus Areas: Customer Service Comfort & Safety Connecting with Staff	Evergreen Registration and OverDrive Training a. Open Evergreen registration training up to all employees. b. Open OverDrive training to all employees.	Evergreen registration training will help employees understand the importance of accurately filling out the online form.	Registration error rates will decrease. OverDrive statistics will increase as employees push	Statistics will be more accurate and time dedicated to fixing registration issues will decrease. Employees will promote the resource and

			OverDrive training will better prepare employees to assist customers with OverDrive.	the product and provide assistance to customers.	provide customers with assistance. In addition, OverDrive statistics will continue to increase.
Focus Area: Connecting with Community	5/24/18 Give to LARL Create a plan for soliciting donations.		Funds will be obtained to supplement the LARL operating budget.	Donations are tracked and measured.	Create a connection with community, while improving services.
Focus Area: Connecting with Community	5/25/2018 Implementing wireless printing in branches.		The goal will allow customers with mobile devices the ability to print remotely.	Sharon will collect wireless printing stats.	Provide better customer service for those who need printing services.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	Active Shooter Training for larger locations. a. Session offered in Moorhead. b. Schedule second session c. Share information from session with all locations.		Training is geared towards employees in larger locations. However, helpful information for small locations will be provided as well.	We will keep track of those who attend training and will prepare training materials for new hires and those who could not attend.	Employees will have information that could be used in their locations if an emergency were to occur.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	Code of Conduct Guidelines a. Work with employees to create guidelines. b. Offer training with scenarios for a better of understanding of how to handle grey areas.		The guidelines will provide suggestions for dealing with customer behavior issues.	We will communicate with employees and the public regarding how issues are handled.	We will communicate with employees and the public regarding how issues are handled.
Focus Area: Customer Service Comfort & Safety Connecting with Staff	5/25/18 Updated Registration & Circulation Policy to streamline lost and damaged materials process.		The goal will streamline processes for staff.	We will monitor the situation, case-by-case to determine success rate.	Employees will have simplified directions for dealing with lost or missing items, resulting in fewer issues with replacement items.
Focus Area: Connecting with Community	5/24/18 Give to LARL Create a plan for soliciting donations.		Funds will be obtained to supplement the LARL operating budget.	Donations are tracked and measured.	Create a connection with community, while improving services.
Focus Area: Customer Service Connecting with Community and Staff	5/10/18 Creating a new larl.org.		A new and improve larl.org will provide better information and access to customers and staff.	We will measure by talking with customers and tracking use.	A new and improve larl.org will provide better information and access to customers and staff.

Focus Area: Customer Service Comfort & Safety	8/16/18 Updating the Crookston Public Library.	Our goal is to create a more welcoming atmosphere for the community, in addition to creating a space for community collaboration and individual enrichment.	Statistics in 2019 will be used to determine if there is an increase in the overall use of the library.	The employees will have a more desirable place to work. More community members will be using the library resulting in a better quality of life.
Focus Area: Customer Service	10/01/2018 Implemented new wireless printing service in all 13 LARL branches	The goal is to provide ease of access wireless printing to individuals who wish to print from a device, their home, or any remote location.	We will monitor statistics and use to determine if it is a worthwhile service to the 13 LARL communities.	LARL community members will have ease of access to printing in their communities.
Focus Area: Customer Service Connection to Community	11/8/2018 LARL and the Moorhead Public Library working with Libraries without Borders, in conjunction with State Library Services	The goal is to use Moorhead as a pilot for the rest of the region to determine new outreach services for underserved populations.	Moorhead Public Library will establish contact and partnerships with newly identified community groups and will share experience with the rest of the region.	An increased number of community members needs will be met with library services.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 Moorhead Public Library, in partnership with Lakes and Prairie is providing Homeless Outreach Assistant - 4 hours a week. This could be used as a pilot for other libraries in need of similar services.	The goal is to provide tailored assistance to the homeless community.	Keep track of the number of citizens reached and anecdotal information to rate impact.	For the homeless community members to get the help they need to succeed.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 Youthworks, a nonprofit organization that helps homeless, runaway, trafficked and struggling youth will provide service at the Moorhead Public Library.	The goal is to provide tailored assistance to youth in the community.	Keep track of the number of youth reached.	For youth to receive the help they need to succeed.
Focus Area: Customer Service Connection to Community Comfort & Safety	11/8/2018 LARL has received a collection of approximately 100 items written by Native Americans for the Native community.	The goal is to provide a collection of materials that reflects the demographics of the region.	We will submit annual statistics for six years to State Library Services to monitor use of materials.	For LARL community members to find materials in the LARL collection that are a reflection of their lives.
Focus Area: Customer Service Connection to Community	3/15/2019 Create and distribute new Evergreen training binders (Fall 2018) with regular updates sent out to	The new binder will provide necessary training materials for LARL staff.	Automation Coordinator's daily, weekly, and monthly reports regarding customer	Outcomes include staff who feel more comfortable with Evergreen and feel more empowered, resulting in better

Comfort & Safety	all employees.			and material accounts will be administered.	customer service or individuals and the community.
Focus Area: Customer Service Connection to Community	3/15/19 Moorhead will partner with local Meals-on-Wheels to provide homebound delivery service.	This partnership will increase homebound delivery service to those who qualify.	Monthly stats will be kept by the individual libraries to determine use.	By increasing the homebound delivery service through Meals-on-Wheels, those who need this service will have access to library materials. If successful, this model will be used in additional communities.	LARL employees will have the necessary information needed regarding handling damaged items, withdrawing items. And will be better informed regarding how Holds work when communicating with the public.
Focus Area: Customer Service Connection to Community Comfort & Safety	3/15/19 Training was offered for all LARL employees on dealing with damaged items, withdrawing items, and how holds work.	This training will provide the necessary information for handling damaged items and withdrawing items, in addition to how holds work. This training will be open to all LARL employees.	The Collection Development and Automation departments will continue to monitor how damaged and withdrawing items are handled.	Usage statistics will be kept by LINK Site Coordinators.	LINK Site community members will have access to the Internet and word processing functions to fill various information needs.
Focus Area: Customer Service Connection to Community Comfort & Safety	3/15/19 Purchase Chromebooks or Chromeboxes for those LINK Sites that have secure locations.	Devices will provide access to the internet and word processing functions for the general public.	The goal of the donor report is to thank those who donated to LARL over the past year, and to solicit new donations for the current year. The report will be mailed to all who made donations, in addition to LARL Board and local board members. The impact of the donations will be felt by all community members who use LARL.	After the new year of 2020, we will create a new donor report and compare the numbers.	Community member who donated in 2019 will understand how much we appreciate the donation, while others will feel compelled to give. Library users across the seven counties will benefit by the increased amount of services and materials offered.
Focus Area: Customer Service	3/25/2019 Implement plan to obtain business cards for all	The goal is to give librarians the tools they	We will encourage librarians to let us know if the business	Associates will be now be called - librarians- which accurately reflects the	

Connection to Community	Library Associates (Librarians) by the end of 2019. 1. Identify all Associates. 2. Determine Cost. 3. Place orders throughout 2019.	need to connect with the community and establish relationships.	cards assist with outreach and building a community connection.	work they do. Community members will know who to contact for follow-up.
Focus Area: Customer Service Connection to Community Comfort & Safety	5/9/2019 Offer New Employee Orientation to those hired in the last two years. Enlist the help of all employees in the Regional Office.	The goal is for employees to be more informed and have a better understanding of the support offered by LARL.	We will survey employees after the training to determine if they learned anything, and if they have a better understanding of the support that is offered by the Regional Office.	LARL employees will be able to better communicate with community members about services and will feel comfortable contacting the RO for assistance when needed.
Focus Area: Customer Service Connection to Community Comfort & Safety	5/9/2019 Offer training to librarians regarding Regional Office marketing efforts and computer support.	The goal is for employees to have a better understanding of what is available from the LARL Marketing Department, in addition to having a better understanding of the functionality of LARL public computers.	We will survey employees after the training to determine if they learned anything, and if they have a better understanding of the support that is offered by the Regional Office.	LARL employees will be able to better communicate with community members about services and will feel comfortable contacting the RO for assistance when needed.
Focus Area: NEW Customer Service Connection to Community	5/15/2019 Increase homebound customer base by working with Meals on Wheels.	The goal is to reach more homebound individuals through a partnerships with Meals on Wheels.	We will track the number of individuals reached per branch.	An underserved population will be reached and more customers will be receiving LARL services.
Focus Area: NEW Comfort & Safety	5/15/2019 Improve communication among LARL employees across the region by utilizing G-Suite.	The goal is to provide a region-wide, uniform email/communication platform for all LARL employees.	We will test out the product and then slowly roll it out throughout the summer months and collect feedback.	LARL employees will be able to better communicate with one another through the G-Suite line of software. Updated 5/15/2019



ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2020 (July 1, 2019 – June 30, 2020)

The regional library system named below applies for funds as authorized and provided for in [2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 1, Subdivision 5.](#)

A completed application, due July 18, 2019, 4:30 p.m., includes:

- This narrative form including assurances with signature(s) (pdf)
- Completed budget form (Excel spreadsheet)

Please submit the signed original application documents to [Jennifer Nelson](#) at State Library Services.

Regional library system name and address:

Lake Agassiz Regional Library

118 5th St S

Moorhead, MN 56560

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

Liz Lynch, 218-233-3757 ext 127, lynchl@larl.org

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

Jenna Kahly, 218-233-3757 ext 125, kahlyj@larl.org

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

Jamie Sprynczynatyk, 218-233-3757 ext 123, spryj@larl.org

Regional library system DUNS Number:

159191386

AUTHORIZED SIGNATURES

The information in this application is true and correct to the best of our knowledge. We understand and agree to comply with the Arts and Cultural Heritage Fund grant program assurances and all other applicable state policies.

Signature _____

Printed Name **Terry Kalil**

Chair, Regional Library System Governing Board

Date **06/20/2019**

Signature _____

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **06/20/2019**

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Assurances

The regional library system assures that it will comply with the following:

1) Use of Funds - Funds shall be used only for purposes specified in the approved grant application or approved by the director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rules, [Chapter 3530](#). The purpose of the grant is to provide educational opportunities in the arts, history, literary arts, and cultural heritage in order to expand arts, arts education, and arts access and to preserve Minnesota's history and cultural heritage. These funds may be used to sponsor projects provided by regional public libraries, or to provide grants to local arts and cultural heritage programs for projects in partnership with regional public libraries. A recipient may not incur expenses on the grant award prior to the execution of the grant agreement.

Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "[Commissioner's Plan](#)," promulgated by the Commissioner of Minnesota Management & Budget (MMB).

2) Terms of Acceptance - These funds are granted to the Regional Library System under (session law) and in accordance with Minnesota Statutes [16B.97](#) Grants Management and [16B.98](#) Grants Management Process requirements. By accepting an award the Grantee agrees to comply with all provisions of the award including all assurances and certifications made in this application and in the executed Official Grant Award Notification (OGAN), and all applicable state or federal statutes, regulations, and guidelines. The Grantee agrees to administer the program in accordance with the approved application, budget, timelines, and other supplemental information submitted in support of the approved application. Grant goals and objectives should be carried out in accordance with the guidelines established by the Minnesota Department of Education. The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that established the grant program states that ACHF must supplement traditional sources of funding, and may not be used as a substitute or to supplant existing funding sources.

3) Grant Agreement Components - The grant agreement between the regional library system and MDE consists of the signed application and budget (including assurances), Official Grant Award Notification (OGAN), and the MDE Arts and Cultural Heritage Fund Grant Guidelines. The Grantee shall comply with all required grants management policies and procedures under Minnesota Statutes, [Chapter 16B.97](#) except when superseded by specific instructions contained herein.

4) Payments - Payments will be distributed in ten equal payments beginning in Fall 2018.

5) Program Reporting - Reports summarizing grant activities and outcomes, including any data collected, requested or related to the grant program are due to MDE as follows:

a) **Interim Progress Reports** including 1) an executive summary of accomplishments, and 2) a spreadsheet with details about each of the projects paid for with funds from state fiscal year 2018 are due to MDE by September 30 of each year of the grant.

b) A **Completion Report** must be submitted within 90 days of fully expending your state fiscal year 2018 allocation or by July 30, 2021, whichever comes first. A Completion Report includes but is not limited to 1) a final executive summary of accomplishments, including any data requested; 2) a spreadsheet with details about each of the projects paid for with funds from the identified fiscal year; and 3) other materials as requested by MDE program staff or required by the state funding source.

c) Information in the Completion Report is cumulative with Interim Progress Reports. A Completion Report updates and adds to previously submitted Interim Progress Reports, and closes out the spending of the state fiscal year 2018 allocation by itemizing, on a project by project basis, how the total allocation was spent.

6) **Financial Reporting - Financial Reporting Forms** summarizing grant expenditures shall be submitted in the form and manner prescribed by MDE, as follows:

a. Financial Reporting Forms shall be submitted quarterly and separately for each grant year until all funds are expended through the end of grant term, as follows:

Time period	Due date
September 1, 2019 – December 31, 2019	January 31, 2020
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	February 1, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 30, 2021

b. The Grantee must track the ACHF grant budget and expenditures separately from other organization budgets.

7) **Budget Revisions** - The Grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10% of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10% of the total award must be approved in writing by MDE prior to incurring the expenditure. In its request for approval, the Grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10% of the total award for which prior approval has not been granted. The Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

8) **Continuation of Future Funding** - Continuation of future funding is contingent upon satisfactory performance. The Grantee is responsible for:

- Submitting statutorily-compliant reports in a timely manner.
- Ensuring all ACHF-funded projects comply with ACHF intent, goals and desired outcomes.
- Satisfying all applicable ACHF requirements.
- Submitting an application with work plan and budget for Fiscal Year 2019 ACHF funds.

9) **Discontinuation of Participation** - If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage Funds, including cash or the fair market value of such assets, cannot be transferred by the applicant and shall revert to the Minnesota Department of Education (MDE) for reassignment for library services elsewhere. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(C).

10) **Cancellation**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from appropriations by the Minnesota Legislature is not obtained and/or continued at an aggregate level sufficient to allow for the Grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the Grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature not to appropriate funds. The state must provide the Grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made, or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **In the event of any cancellation,** the state will recover any unexpended funds that have not been accounted for in an accepted financial report to the State.

11) **Conditions of Payment**

- a) The Grantee must comply with the Minnesota Constitution, [article XI](#), section 15, and may not substitute money received from the Arts and Cultural Heritage Fund for a traditional source of funding.
- b) The Grantee must promptly return to the state any unexpended funds that have not been accounted for annually in a financial report to the state due at grant closeout.
- c) **Payments to individuals:** The Grantee must ensure that every individual receiving money from this grant in exchange for work, services, performances or participation, complete IRS form W-4, W-8 or W-9, depending upon the individual's employment or citizenship status. All payments to individuals must comply with federal and state tax laws and reporting requirements.

12) **Amendments** - Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE Authorized Representative or their delegate. No amendments will be considered on expired grant awards.

13) **Civil Rights Act** - The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rules, [Chapter 3530.0200](#), Subp. 4(D).

14) **Internet Safety** - The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 489, Article 6, Section 27*, section (a) so that all public library computers with access to the Internet available for use by children under the age of 17 restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.

The regional library system and its members/branches are in compliance with *Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A*, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes 2018 Chapter 617, Article 241*.

15) **Audits** - An independent auditor's report of the regional library system's general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rules, [Chapter 3530.1200](#)).

Financial Reconciliations/Monitoring and Supporting Documentation

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a Financial Reporting Form submitted by the Grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the Grantee shall cooperate with MDE and shall comply with MDE's requests for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the Grantee and provided to MDE upon request. The Grantee's books, records, documents and accounting procedures and practices of the Grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date. (Minnesota Statutes §16B.98, Subdivision 8)

State and Federal Audits The books, records, documents and accounting procedures and practices of the Grantee shall be subject to examination by state or federal auditors, as authorized by law. Minnesota Statutes, [Chapter 16C.05](#), subd. 5, requires the state audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- a) Under Minnesota Statutes, [Chapter 16B.98](#), Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant contract end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- b) If the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the Single Audit Act of 1984 as amended and [OMB circular A-133](#), "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or,
- c) The Grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c)), financial statement audits, management letters and corrective action plans to the state, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse, in accordance with [OMB A-133](#).

Examination and Audit of Accounts and Records The state or its representative shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The Grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

16) Subgrantees/Subcontractor/Consultant Services - If the Grantee deems it necessary to contract with outside resources for service delivery, consulting services or technical assistance, a formal agreement must be drawn. The negotiated fees should be reasonable and align with current costs for similar work. The contract executed with each contractor should not allow for work or obligations to begin before the executed date of this grant project and the contract should not extend beyond the end date of the grant project. The work duties should be clearly defined and should explain what initiative the work is related to and the outcome expected from the contractor including due dates for drafts, etc. The contract should outline the payment and invoicing terms. If travel expenses are included as part of the contract terms, maximum travel reimbursement costs should not exceed the [Commissioner's Plan](#). Receipts for travel reimbursements should be submitted along with expense reimbursement requests and invoices prior to reimbursements. The inclusion of a cancellation clause in contracts is recommended. A copy of the contract agreement is to be retained by the Grantee.

The grant agreement for local units of government incorporates the requirements of Minnesota Statutes, [Section 471.345](#).

The grant agreement for nongovernmental organizations incorporates these best practices:

- a) Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- b) Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

- c) Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- d) Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minnesota Statutes, [Chapters 177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

17) Liability - Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by Grantees, agents or employees. This clause shall not be construed to bar any legal remedies Grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

18) Use of Works and Documents - Grantee owns any works or documents developed by the Grantee, its employees, agents, subcontractors, either individually or jointly with others in the performance of this contract unless otherwise negotiated by the Grantee with its subcontractor(s). The State will have royalty free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the works or documents for government purposes.

Definitions. *Works* means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this contract. *Works* includes "*Documents*." *Documents* are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents or subcontractors, in the performance of this contract.

19) Publicity - Any publicity regarding the subject matter of this grant contract must comply with Minnesota Laws, 2011, 1st Special Session, [Chapter 6](#), Article 5, Section 5 which amended Minnesota Statutes, [Chapter 129D.17](#) subd. 2(g) to require use of the Arts and Cultural Heritage Fund logo when practicable. All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Publicity and logo guidelines are detailed on the [Legacy website](#). The Grantee must not claim that the State endorses its products or services.

20) Conflict of Interest - In accordance with the Minnesota Office of Grants Management [Policy 08-01](#), the Grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

21) **Government Data Practices** - The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, [Chapter 13](#), as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the Grantee under the award. The civil remedies of Minnesota Statutes, [Chapter 13.08](#) apply to the release of the data referred to in this paragraph by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this paragraph, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

22) **Data Disclosure** - Under Minnesota Statutes, [Chapter 270C.65](#), and other applicable law, the Grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

23) **Worker's Compensation** - Grantee certifies that it is in compliance with Minnesota Statutes, [Chapter 176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

24) **Governing Law, Jurisdiction and Venue** - Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

25) **Pre-Award Work and Pre-Award Costs** - The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

26) **Grantee's Grant Program Representative** - The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

ARTS AND CULTURAL HERITAGE FUND

Regional Library System Grant Program Application

1. Please describe how your regional library system anticipates using its state fiscal year 2020 ACHF allocation to achieve the goals of the [ACHF legislation](#), which are to provide educational opportunities in the arts, history, literary arts and cultural heritage of Minnesota.
Lake Agassiz Regional Library will be using the ACHF allocation to provide Minnesota based literary, historical, cultural, and artistic programs to residents of the seven counties served by LARL.
2. Will your organization use ACHF funds for administrative costs? Please check yes or no.
☒ Yes ☐ No
If yes, please identify the amount you anticipate spending on administration on the budget form. Please briefly describe how your organization's ACHF administrative funds are used:
Administrative funds are used for planning the use of ACHF funds as well as preparation of reporting throughout the year.
3. Does your organization intend to subgrant ACHF Funds? Please check yes or no.
☐ Yes ☒ No
If yes, please identify the amount you anticipate subgranting under "Other" on the budget form. Please briefly describe your organization's subgranting process(es).
4. Authorizing legislation requires recipients to measure the outcomes of ACHF projects. Expected outcomes are described in the [Legislative Guide](#). These include, but are not limited to:
 - Arts, culture and history will be interwoven into every facet of community life.
 - Increased Minnesotans of all ages, ethnicities, abilities and incomes who participate in the arts, culture and history.
 - Increased student exposure to professional performing arts, and the work of professional artists.
 - Increased knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

Outcomes of ACHF projects must be reported to the Legislative Coordinating Commission for inclusion on the [Legacy website](#). Required reporting asks for both proposed and realized outcomes as well as participation/attendance.

Briefly describe how you plan to establish, track and measure outcomes for ACHF projects based on reporting requirements. Indicate how you will evaluate success in achieving ACHF outcomes as described on page 11 of the ACHF [Legislative Guide](#).

Lake Agassiz Regional Library will establish, track and measure outcomes based on communication with community members across the region. 1.) Individuals and families who attend Legacy Programs are encouraged to fill out a print evaluation form after each program. The forms are read and the comments are evaluated for future programming considerations, in addition to the impact the program has had on the community. 2.) Library employees are in attendance at every Legacy program. Employees are encouraged to engage attendees in conversation following the programs. Library customers are generally very vocal regarding their opinions and thoughts about programs and events. These comments are gathered to

measure the impact on the community, and for use for future programming consideration. 3.) An online form for comments and evaluation is also available on larl.org. This form is used for the same type of evaluation as mentioned above.

5. Please share any additional information about how the Arts and Cultural Heritage Fund will contribute to your capacity to offer arts, history, literary arts and cultural heritage learning experiences to Minnesotans.

Library customers and community members residing within the geographic area of Lake Agassiz Regional Library have been VERY appreciative of rural libraries providing cultural, literary, historical, and arts programming in their communities. When filling out evaluations or conversing with library staff, community members thank us for the educational and enriching experiences. We are often reminded by individuals that not only are we offering new opportunities; we are doing it free of charge for the participants. Many of the rural communities served by LARL have a significant population who struggle financially and who do not have access to transportation. We are providing opportunities that they financially or geographically would not be able to obtain without the Arts and Cultural Heritage Fund and their local library.

Thank you for completing the FY2020 ACHF application.

**ARTS AND CULTURAL HERITAGE FUND (ACHF)
REGIONAL LIBRARY SYSTEM
BUDGET APPLICATION FORM**

State Fiscal Year 2020 (July 1, 2019-June 30, 2020)



Regional library system name: Lake Agassiz Regional Library

Full-time equivalents (FTE) funded with ACHF : 0.32

Use the total FTE represented by all regional library system staff--both program administration and other--who will be paid using ACHF. Calculated as total # hours planned divided by 2,080.

Budget items (used to create Financial Reporting Form)	FY20 Estimated Expenditures	Notes
Administration (up to 5%)	\$5,360.00	
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$101,846.18	
TOTAL	\$107,206.18	

Other estimated expenses (will be included above)	FY20 Estimated Expenditures	Notes
Contracted services	\$64,146.18	
Personnel	\$12,750.00	
Subgrants	\$0.00	
Collection	\$9,675.00	
Advertising	\$15,275.00	
Total Other	\$101,846.18	

LAKE AGASSIZ REGIONAL LIBRARY

2020

PRELIMINARY BUDGET

Draft #3

CATEGORY	2018 BUDGET	2019 BUDGET	2020 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,280,650	2,384,950	2,480,250	95,300	4.00%
Library Materials	390,000	400,000	400,000	0	0.00%
Automation/Cataloging	173,050	182,200	174,850	(7,350)	-4.03%
Library Programming/Staff Dev.	23,900	23,900	23,900	0	0.00%
Mileage/Board Mtg Expense	27,000	29,000	29,000	0	0.00%
Regional Library Telecom Aid	101,000	101,000	101,000	0	0.00%
Other Operating Expenses	224,310	221,400	222,050	650	0.29%
Vehicle Expenses	3,800	3,900	3,900	0	0.00%
Capital Expenses	51,000	49,000	48,000	(1,000)	-2.04%
Total Budget	3,274,710	3,395,350	3,482,950	87,600	2.58%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2020

PRELIMINARY BUDGET

Draft #3

REVENUE	2018 Budget	2019 Budget	\$\$ Change	2020 Request
Becker County	371,810	378,205	13,155	391,360
Detroit Lakes	223,750	226,670	5,700	232,370
Clay County	287,490	292,175	9,440	301,615
Moorhead	743,520	753,375	20,010	773,385
Clearwater County	99,970	101,910	4,080	105,990
Mahnomen County	42,190	43,020	1,575	44,595
Mahnomen	20,130	20,600	1,085	21,685
Norman County	96,760	98,550	3,535	102,085
Polk County	259,205	264,090	9,930	274,020
Crookston	220,570	222,635	4,370	227,005
Wilkin County	53,610	54,350	1,485	55,835
Breckenridge	88,960	90,040	2,145	92,185
SUB-TOTAL	2,507,965	2,545,620	76,510	2,622,130
GRANTS				
State Basic Support	500,551	519,148	5,852	525,000
Regional Library Telecom Aid	101,000	101,000	-	101,000
TOTAL GRANTS	601,551	620,148	5,852	626,000
OTHER REVENUE				
Miscellaneous	89,600	104,650	-	104,650
Joint Automation	48,550	49,850	(850)	49,000
Fund Balance/Shortfall	27,044	75,082	6,088	81,170
TOTAL OTHER REVENUE	165,194	229,582	5,238	234,820
TOTAL REVENUE	3,274,710	3,395,350	87,600	3,482,950
EXPENDITURES				
Operating	3,223,710	3,346,350	88,600	3,434,950
Capital	51,000	49,000	(1,000)	48,000
TOTAL EXPENDITURES	3,274,710	3,395,350	87,600	3,482,950
				-



Monthly Report to the Board

Meeting Date: June 20, 2019

From: Liz Lynch, Regional Library Director

Meeting and Events Attended by Director

Coordinating Team Meeting, May 15; LARL Full Board Meeting, May 16; Lakes Country Service Cooperative Advisory Committee Meeting, May 22; CRPLSA Meeting, May 23; Fosston site visit, May 29; MN Library Legislative online Meeting and Mahnomen and Detroit Lakes site visits, June 5; MN Center for the Book Committee Online Meeting & Moorhead Public Library Board Meeting, June 11; The Longest Table Event, Dilworth, June 12

New Employees

Welcome to Caese Haroldson, Fosston Associate

Congratulations

Congratulations to Deb Wahl, Detroit Lakes Public Services Supervisor on her retirement. Deb has worked for LARL since 2006 and has been instrumental in the fabulous programming offered in DL. Her last day with LARL is August 31, and we wish her the best.

Congratulations to Megan Krueger, Moorhead Library Director who has been selected as a mentor for the Minnesota Institute for Leader Excellence (MILE) and will be mentoring staff at the Duluth Public Library over an 18 month period.

Open Positions

Public Services Supervisor, Detroit Lakes Public Library
Library Assistant, Detroit Lakes - 14 hours
Mahnomen Substitute

Staff Development

Jamie Sprynczynatyk attended the *Society of CPA's Management Conference*, May 22 & 23, 2019.

Greta Guck, Director of the Detroit Lakes Public Library attended the Minnesota Library Financial Education Workshop to help libraries become the go-to source for financial education on April 24, 2019. Experts from the Consumer Financial Protection Bureau and local representatives from the Securities and Exchange Commission, Financial Industry Regulatory Authority, Social Security Administration and other financial experts shared issues and resources for financial literacy.

Casey Slater attended the *Transforming Teens Services Project* with the Moorhead School District, on June 10, 2019.

Hillary Stevens, LARL Marketing Coordinator attended the *How to Get Sponsors for an Event* webinar on May 16 and *Why Your Library Website should include a Press Room* webinar on May 23, 2019.

Eliza Gores, Detroit Lakes Youth Services Librarian and Melissa Larson, Hawley Branch Librarian attended the *Better Together Workshop* in Fergus Falls on June 6, 2019, which was sponsored by Northern Lights Library Network.

Library Legislative News

I am sorry to report that the MN Legislature did not include the funding increase and formula change for libraries in the Education Omnibus Bill.

However, Regional Public Library Systems will receive \$2.55 million per year in Legacy Funding during the next two years. This is a slight increase from the previous \$2.25 million allocation.

LARL News

LARL Summer Library Experience

The LARL Summer Library Experience will be offered to youth of all ages from June 1st through August 10th in all 22 LARL locations. The program consists of a reading incentive program, which encourages children to read during the summer months, in addition to all LARL branches offering programs throughout the summer months for children of all ages.

Donations

5/29/2019	Travis and Sara Klein donation to the Hawley Public Library for: Books, Movies, and Magazines.	25.00
6/3/2019	David & Catherine Gaboury donation for the collection in honor of Terry Kalil's birthday.	50.00
5/22/2019	James & Diane Kochmann donation to the Mahnomen Public Library	15.00
5/22/2019	GFWC Library Club donation to the Mahnomen Public Library	190.00
5/22/2019	Breckenridge Woman Study Club: SLE	25.00
5/18/2019	Mark & Teresa Kuether donation for the collection in honor of Terry Kalil's birthday.	25.00
5/21/2019	Dave & Judi Goebel donation for the collection in honor of Terry Kalil's birthday.	40.00
5/21/2019	Terry Fruehauf donation for the collection in honor of Terry Kalil's birthday.	100.00
5/21/2019	Jean Fruehauf donation for the collection in honor of Terry Kalil's birthday.	100.00
5/23/2019	Susan & Terry Liem donation for the collection in honor of Terry Kalil's birthday.	25.00
	Total	595.00

The Lake Agassiz Regional Library encourages the public to use its facilities, materials and services to fulfill their educational, cultural and recreational needs. To best serve all library users and staff, certain standards and rules of library behavior have been established. Behavior becomes unacceptable when it interferes with appropriate use of the library by others or when it could result in a safety hazard, injury, or damage to library property. The Library is defined as the library building, its surrounding parking lot and sidewalks. The following is not intended to be an exhaustive list:

Rules of Conduct

- Any act or conduct in violation of federal, state, or local law, ordinance or regulations or library rules or policies is prohibited in any library facility.
- Behavior which may disturb others or interfere with their rights to use library facilities is prohibited, including, but not limited to: loud, repetitive, abusive, obscene or threatening language; loud conversations, running, shoving, fighting, physical or verbal harassment of staff or other customers; or offensive, pervasive odor that interferes with others' use of the library.
- Customers must maintain orderly and safe entry/exit of the library by not loitering in high traffic areas, doorways, aisles and stairways.
- In acknowledgement of the Clean Indoor Air Act (Minnesota Statutes 144.412-147), smoking and tobacco use of any form is forbidden inside library buildings, and includes surrounding parking lots, sidewalks and grounds.
- Audio/visual equipment, used with headphones, and cell phones may be used in library facilities provided the equipment's volume or the speaker's voice level does not disturb others.
- Prior permission from the library director or designee is required prior to recording any sound or images on television equipment, tape or film, or on electronic or digital devices, such as cell phones, while on library property.
- Drinking alcoholic beverages on library property is prohibited.
- **Proselytizing or solicitation of or by the public or staff is not permitted on library property, including sidewalks, parking lots, and other areas solely associated with library use. This includes, but is not limited to political campaigning, distributing religious pamphlets, soliciting contributions, conducting surveys, gathering signatures, selling fundraising merchandise, etc.**
- Proper attire, including shoes and shirts, is required at all times.
- Only animals needed to assist a customer with a disability are allowed in library facilities.
- Use of sporting equipment is not allowed in any library facility.
- Failure to abide by the Library Code of Conduct may result in loss of library privileges.

Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be suspended or banned from the Library properties and/or prosecuted to the fullest extent of the law. Staff may tell any patron who has engaged in any inappropriate behavior in violation of this Code of Conduct to immediately leave the Library. Any person who has been told to leave the Library and refuses to leave will be considered to be trespassing resulting in notification of law enforcement.

Adopted: LARL Board of Trustees, October 15, 2015

Amended by LARL Trustees on June 20, 2019

Solicitation and Distribution of Literature or Products Policy

In the interest of protecting employees, and maintaining a professional environment, which allows us all to contribute to our fullest potential, LARL maintains guidelines with respect to solicitations, and the distribution of literature or products.

No one may engage in solicitation of others for any purpose during working time. Working time includes the work time of either the individual doing the soliciting or the work time of the individual to whom the solicitation is directed. Working time does not include an individual's own time, such as meal periods, scheduled breaks and time before or after normal working hours.

No business activity for personal financial benefit may be conducted on LARL premises at any time.

There is to be no distribution of literature or products by an employee on LARL premises at any time, except as authorized by Human Resources or the appropriate Hub Supervisor.

Reviewed by Coordinating Team 11/16/2006.

Approved: LARL Board of Trustees March 15, 2007.

Emergency and Non-Emergency Closing Policy

CLOSING FOR EMERGENCY REASONS:

Weather conditions which prevent the majority of staff and customers from reaching a specific library location, and/or present considerable danger to persons traveling to/from a specific library location due to heavy snow, flood, tornado warnings, extreme temperatures or other such natural disasters may constitute a reason for closing. Official weather reports, requests by city, county, or state officials for limitations on travel, will be taken into account. Other reasons for closing can include power failure, furnace or plumbing failure, fire or other such disasters.

- ~~**LARL's Public Information Office (PIO), the Regional Library Director or the Director's Designee will notify local media of the closing.~~
- ~~In all cases, the Regional Director's Designee or Hub Supervisor will notify the Regional Library Director of closings.~~

~~All scheduled employees are expected to report to work during inclement weather conditions if the LARL Director, the Director's Designee, or the employee's Hub Supervisor has not declared an emergency closing.~~

Employees are expected to use good judgment regarding travel. Employees unable to make it to work should contact a sub to fill in for them and notify their Supervisor as to who will work the shift.

If weather conditions are too dangerous to open or remain open, the Branch Librarian or LINK Site Coordinator should contact their Hub Supervisor or designated person-in-charge to discuss closing options. The Hub Supervisor/designee will then contact the Regional Office to activate the process for notifying the media of the closure.

When a branch, LINK Site, or the Regional Office is to be closed or opened on a delayed basis, every effort will be made to announce the closing or postponement through the local news media** by the LARL Marketing Coordinator. A one to two hour notice of the closure is required if possible. Locations which have their own Facebook page should post about any early closures or modifications to the schedule. Supervisors will attempt to telephone their immediate employees to notify them of a decision to close.

- **The LARL Marketing Coordinator, the Regional Library Director or the Director's designee will notify local media of the closing.
- In all cases, the Regional Director's Designee or Hub Supervisor will notify the Regional Library Director of closings.

The message on the telephone answering machine at the site should be changed to reflect the closing of the location. This can be done from home if possible.

1. In the event that a branch, LINK Site or the Regional Office closes early due to emergency conditions, scheduled staff on duty at the time ~~and location~~ of the closing will be excused and paid for their full scheduled time. If a location opens late due to emergency conditions, staff scheduled to work at that location during the emergency closed hours and who report to work when the location does open, finishing their regularly scheduled hours, will be paid for their full scheduled time for the day. If a branch or the Regional Office is closed for an entire day due to emergency conditions, staff scheduled to work at the closed location that day will be paid for their scheduled time for that day.
- (over)
2. Employees who were not scheduled to work or who were absent because of sick leave, vacation, etc. are not affected by the closing and their time is reported as though the emergency were not in effect.
3. In the event that an employee is late or cannot report to work because of problems related to weather, car trouble, road conditions, etc. when their home location is open, time not worked may be exchanged for vacation or made-up within the same calendar week (Sunday–Saturday), subject to written approval of the employee's immediate supervisor. No employee can exceed 40 hours in a week (Sunday-Saturday).
4. When a branch or the Regional Office remains open, but an employee at that location leaves early with their Supervisor's permission because of impending hazardous road conditions or other emergency conditions, time not worked may be exchanged for vacation time or made-up within the same calendar week (Sunday–Saturday), if work schedules and conditions permit.
5. Employees excused from work because of an emergency closing should indicate that amount of time on their timesheet as "other" time with an accompanying explanation, such as "storm closing."

CLOSING FOR NON-EMERGENCY REASONS:

The Regional Library Director will determine if a LARL branch, LINK Site, or the Regional Office will close for non-emergency reasons. For the non-emergency closing of a branch library or LINK Site, the supervisor in charge will present the request to the Regional Library Director giving reasons why the library should close well in advance of the requested date(s).

Adopted, LARL Board of Trustees, November 15, 1986.

Amended, LARL Board of Trustees, November 23, 1996; March 21, 1998; November 11, 1998; May 19, 2005; November 20, 2008; November 19, 2009; March 17, 2016; June 20, 2019

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	5/1/19	Rapid Refill	264.50	
6000-000	Supplies - Office	5/3/19	Yale University	20.00	
6000-000	Supplies - Office			284.50	
6010-000	Supplies - Technical Services	5/31/19	DEMCO	59.59	
6010-000	Supplies - Technical Services			59.59	
6020-000	Supplies - Public Services	5/31/19	DEMCO	148.72	
6020-000	Supplies - Public Services			148.72	
6030-000	Supplies - Copier/Fax/Microfilm	5/3/19	Information Systems Corp.	155.00	
6030-000	Supplies - Copier/Fax/Microfilm	5/16/19	Quill Corporation		260.50
6030-000	Supplies - Copier/Fax/Microfilm			155.00	260.50
6200-000	Equip Rep/Mtc - Miscellaneous	5/21/19	Josh Stompro	10.73	
6200-000	Equip Rep/Mtc - Miscellaneous			10.73	
6240-000	Maint Contr - Copiers	5/6/19	Metro Sales, Inc	2,270.17	
6240-000	Maint Contr - Copiers			2,270.17	
6300-000	Payroll/Time Tracking	5/13/19 5/28/19	Payroll Professionals, Inc.	124.00 125.55	
6300-000	Payroll/Time Tracking			249.55	
6350-000	Delivery Service - Courier	5/13/19 5/28/19	Alliance Courier	2,115.30 2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6362-000	Lease - Copiers	5/2/19 5/31/19	US Bank Equipment Finance	606.86 606.86	
6362-000	Lease - Copiers			1,213.72	
6380-000	Recruitment	5/31/19	The 13 Towns	51.20	
6380-000	Recruitment			51.20	
6400-000	Telephone	5/1/19 5/1/19	Halstad Telephone Company	73.02 32.62	
6400-000	Telephone	5/1/19	Rothsay Telephone	75.17	
6400-000	Telephone	5/1/19	CenturyLink	96.00	
6400-000	Telephone	5/22/19	Rochester Telecom Systems Inc.	128.06	
6400-000	Telephone			404.87	
6410-000	PIO - Marketing/Printing/Etc	5/2/19	Shortprinter	73.89	
6410-000	PIO - Marketing/Printing/Etc	5/31/19	The Forum	294.00	
6410-000	PIO - Marketing/Printing/Etc			367.89	
6450-000	Mileage - Trustee	5/16/19	Gary Willhite	81.20	
6450-000	Mileage - Trustee	5/16/19	LuAnn Durant	81.78	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6450-000	Mileage - Trustee	5/16/19	Ben Grimsley	52.20	
6450-000	Mileage - Trustee	5/16/19	Terry Kalil	83.52	
6450-000	Mileage - Trustee	5/16/19	Linda Schell	58.00	
6450-000	Mileage - Trustee	5/16/19	Clayton Briggs	81.20	
6450-000	Mileage - Trustee	5/16/19	Linda Holecek	51.04	
6450-000	Mileage - Trustee			488.94	
6455-000	Mileage - Staff	5/1/19	Rebekah Rose	106.72	
6455-000	Mileage - Staff	5/1/19	Hanna Judith Kramer	19.14	
6455-000	Mileage - Staff	5/1/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	5/2/19	Jill Rose	25.52	
6455-000	Mileage - Staff	5/2/19	Jodi Harrington	35.38	
6455-000	Mileage - Staff	5/2/19	Lois Schaedler	45.24	
6455-000	Mileage - Staff	5/2/19	Greta Guck	106.14	
6455-000	Mileage - Staff	5/2/19	Karen Edevold	71.34	
6455-000	Mileage - Staff	5/2/19	Julie Malmanger	51.04	
6455-000	Mileage - Staff	5/2/19	Erin Gunderson	132.24	
6455-000	Mileage - Staff	5/2/19	Laura Gullickson	27.26	
6455-000	Mileage - Staff	5/2/19	Julie Malmanger	12.76	
6455-000	Mileage - Staff	5/3/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	5/3/19	Megan Krueger	51.62	
6455-000	Mileage - Staff	5/4/19 5/6/19	Jill Rose	25.52 25.52	
6455-000	Mileage - Staff	5/6/19	Laurel Wanke	17.40	
6455-000	Mileage - Staff	5/7/19	Eliza Gores	51.62	
6455-000	Mileage - Staff	5/7/19	Laurel Wanke	15.08	
6455-000	Mileage - Staff	5/7/19	Alyssa Lennander	80.04	
6455-000	Mileage - Staff	5/7/19	Megan Hoyes	37.70	
6455-000	Mileage - Staff	5/7/19	Hanna Judith Kramer	46.40	
6455-000	Mileage - Staff	5/8/19 5/9/19	Jill Rose	20.30 20.30	
6455-000	Mileage - Staff	5/10/19	Megan Krueger	196.04	
6455-000	Mileage - Staff	5/14/19	Joyce Christine Boike	51.04	
6455-000	Mileage - Staff	5/14/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	5/14/19	Christy Underlee	35.38	
6455-000	Mileage - Staff	5/15/19	Joyce Christine Boike	80.04	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	5/15/19	Greta Guck	51.62	
6455-000	Mileage - Staff	5/15/19	Christy Underlee	19.14	
6455-000	Mileage - Staff	5/17/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	5/18/19	Jill Rose	25.52	
6455-000	Mileage - Staff	5/21/19	Joyce Christine Boike	40.02	
		5/22/19		42.34	
6455-000	Mileage - Staff	5/22/19	Jodi Harrington	19.14	
6455-000	Mileage - Staff	5/22/19	Greta Guck	92.22	
6455-000	Mileage - Staff	5/22/19	Paula Ous	27.26	
6455-000	Mileage - Staff	5/23/19	Greta Guck	17.40	
6455-000	Mileage - Staff	5/23/19	Judy Moen	37.12	
6455-000	Mileage - Staff	5/24/19	April Wedin	64.96	
6455-000	Mileage - Staff	5/24/19	Jodi Harrington	55.68	
6455-000	Mileage - Staff	5/25/19	Candace Perry	24.94	
6455-000	Mileage - Staff	5/29/19	Jill Rose	25.52	
6455-000	Mileage - Staff	5/29/19	Joyce Christine Boike	51.04	
		5/29/19		27.26	
		5/29/19		19.72	
6455-000	Mileage - Staff			2,136.14	
6482-000	Conf/Meeting - Miscellaneous	5/16/19	Christina Phipps	25.86	
6482-000	Conf/Meeting - Miscellaneous	5/20/19	Megan Krueger	455.79	
6482-000	Conf/Meeting - Miscellaneous	5/22/19	Erin Gunderson	148.85	
6482-000	Conf/Meeting - Miscellaneous			630.50	
6490-000	Programming - Youth	5/30/19	Jenna Kahly	14.00	
6490-000	Programming - Youth			14.00	
6492-000	Programming - Summer Learn	5/20/19	The Hawley Herald, Inc.	355.00	
6492-000	Programming - Summer Learn	5/31/19	The Forum	199.00	
6492-000	Programming - Summer Learn			554.00	
6500-000	Van - Gasoline	5/6/19	Cenex Fleetcard	109.56	
6500-000	Van - Gasoline			109.56	
6600-000	Materials - Print	5/1/19	Baker & Taylor	152.20	
		5/1/19		203.56	
		5/1/19		133.40	
		5/1/19		73.26	
		5/1/19		158.71	
		5/1/19		536.76	
		5/1/19		517.00	
		5/1/19		146.12	
		5/1/19		41.48	
		5/1/19		16.59	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/1/19		145.93	
		5/1/19		367.59	
		5/2/19		22.28	
		5/2/19		19.48	
		5/2/19		85.53	
		5/2/19		61.48	
		5/2/19		59.07	
		5/2/19		31.36	
		5/2/19		90.51	
		5/3/19		530.05	
		5/3/19		361.14	
		5/6/19		93.93	
		5/6/19		26.72	
		5/7/19		660.28	
		5/7/19		73.04	
		5/7/19		65.60	
		5/7/19		532.73	
		5/7/19		419.49	
		5/7/19		124.24	
		5/7/19		78.17	
		5/7/19		42.10	
		5/7/19		97.11	
		5/8/19		41.64	
		5/8/19		118.84	
		5/8/19		18.82	
		5/8/19		512.05	
		5/9/19		296.90	
		5/9/19		63.70	
		5/9/19		206.19	
		5/9/19		72.06	
		5/9/19		99.14	
6600-000	Materials - Print	5/10/19	Cherry Lake/Sleeping Bear Pres	233.81	
6600-000	Materials - Print	5/10/19	Baker & Taylor	68.72	
		5/10/19		394.83	
		5/13/19		120.42	
		5/13/19		497.57	
		5/13/19		65.92	
		5/13/19		62.94	
		5/13/19		633.45	
		5/13/19		20.04	
		5/14/19		22.24	
		5/14/19		98.81	
		5/14/19		51.44	
		5/14/19		155.87	
		5/14/19		64.86	
		5/16/19		17.08	
		5/16/19		26.86	
		5/16/19		28.34	
		5/16/19		40.66	
		5/16/19		97.53	
		5/16/19		449.32	
		5/16/19		221.70	
		5/20/19		10.02	
		5/20/19		152.82	
		5/20/19		159.90	
		5/20/19		62.94	
		5/20/19		49.68	
		5/20/19		341.24	
		5/20/19		309.71	
		5/21/19		18.82	
		5/22/19		17.82	
		5/22/19		10.02	
		5/22/19		16.88	
		5/22/19		71.74	
		5/23/19		54.72	
		5/23/19		22.29	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/23/19		201.55	
		5/23/19		117.27	
		5/23/19		393.22	
		5/24/19		38.37	
		5/24/19		32.12	
		5/24/19		452.00	
		5/28/19		432.18	
		5/28/19		92.98	
		5/28/19		366.11	
		5/28/19		46.54	
		5/29/19		217.87	
		5/29/19		360.14	
		5/29/19		77.12	
		5/29/19		8.86	
		5/29/19		81.14	
		5/30/19		320.12	
		5/30/19		53.56	
		5/30/19		29.97	
		5/30/19		10.58	
		5/30/19		50.88	
		5/30/19		42.64	
		5/31/19		113.22	
		5/31/19		20.20	
		5/31/19		404.35	
		5/31/19		61.46	
		5/31/19		27.46	
6600-000	Materials - Print			16,119.17	
6601-000	Materials - A/V	5/1/19	Baker & Taylor	26.74	
6601-000	Materials - A/V	5/1/19	Penguin Random House, LLC.	75.00	
		5/1/19		52.50	
6601-000	Materials - A/V	5/2/19	Baker & Taylor	117.22	
		5/3/19		87.76	
		5/3/19		44.43	
		5/3/19		38.18	
6601-000	Materials - A/V	5/7/19	Penguin Random House, LLC.	52.50	
6601-000	Materials - A/V	5/8/19	Baker & Taylor	26.76	
		5/9/19		67.98	
		5/13/19		90.52	
		5/13/19		36.75	
6601-000	Materials - A/V	5/14/19	Recorded Books, LLC.	60.49	
		5/14/19		164.00	
6601-000	Materials - A/V	5/16/19	Baker & Taylor	18.20	
		5/16/19		234.96	
		5/17/19		181.28	
6601-000	Materials - A/V	5/20/19	Recorded Books, LLC.	54.98	
		5/20/19		64.00	
		5/20/19		60.49	
6601-000	Materials - A/V	5/20/19	Baker & Taylor	157.38	
		5/20/19		96.67	
		5/23/19		35.32	
6601-000	Materials - A/V	5/24/19	Recorded Books, LLC.	32.00	
		5/28/19		987.60	
		5/29/19		360.96	
6601-000	Materials - A/V	5/29/19	Baker & Taylor	67.89	
		5/29/19		15.52	
		5/29/19		13.14	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V	5/30/19	Recorded Books, LLC.	63.98	
		5/31/19		72.98	
6601-000	Materials - A/V			3,458.18	
6670-000	Materials - Digital - e-Books	5/7/19	Overdrive, Inc.	86.98	
		5/7/19		228.99	
		5/7/19		272.84	
		5/7/19		93.91	
		5/7/19		239.91	
		5/7/19		1,286.76	
		5/8/19		316.93	
		5/11/19		9.99	
		5/13/19		1.88	
		5/13/19		76.94	
		5/13/19		183.89	
		5/13/19		60.92	
		5/14/19		39.98	
		5/14/19		102.99	
		5/20/19		34.43	
		5/20/19		348.99	
		5/20/19		304.94	
		5/20/19		1,297.19	
		5/20/19		246.91	
		5/21/19		162.95	
		5/21/19		63.99	
		5/22/19		68.99	
		5/23/19		32.58	
		5/25/19		6.93	
		5/27/19		7.99	
		5/28/19		55.00	
		5/28/19		166.86	
		5/28/19		140.96	
		5/28/19		168.41	
		5/28/19		53.95	
		5/30/19		27.99	
		5/31/19		17.98	
6670-000	Materials - Digital - e-Books			6,209.95	
6675-000	Materials - Digital - e-Audio	5/1/19	Overdrive, Inc.	49.99	
		5/7/19		76.00	
		5/7/19		348.93	
		5/7/19		1,030.40	
		5/8/19		83.98	
		5/20/19		278.94	
		5/20/19		79.99	
		5/20/19		1,051.34	
		5/21/19		47.99	
		5/22/19		309.99	
		5/28/19		39.99	
		5/28/19		190.98	
6675-000	Materials - Digital - e-Audio			3,588.52	
6690-000	Materials - Periodicals	5/1/19	Anders Valley Publishing, LLC	35.00	
6690-000	Materials - Periodicals	5/1/19	The Hawley Herald, Inc.	43.00	
6690-000	Materials - Periodicals	5/1/19	The 13 Towns	35.00	
6690-000	Materials - Periodicals	5/2/19	Norman County Index	33.00	
6690-000	Materials - Periodicals	5/29/19	Fergus Falls Daily Journal	168.00	
6690-000	Materials - Periodicals			314.00	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7120-000	Telecom/E-rate Expenses	5/7/19	MNJ Technologies Direct, Inc.	48.64	
		5/10/19		48.64	
		5/14/19		145.92	
7120-000	Telecom/E-rate Expenses			243.20	
7200-000	Legacy - Expense (1099)	5/1/19	Barnesville Record-Review	117.50	
		5/1/19		160.00	
		5/1/19		197.50	
7200-000	Legacy - Expense (1099)	5/5/19	Crookston Daily Times	20.07	
		5/5/19		20.08	
7200-000	Legacy - Expense (1099)	5/8/19	Richards Transportation Serv	1,725.00	
7200-000	Legacy - Expense (1099)	5/22/19	Brian N Freeman	600.00	
7200-000	Legacy - Expense (1099)	5/22/19	Shortprinter	98.61	
7200-000	Legacy - Expense (1099)	5/31/19	KRJB-FM	400.00	
7200-000	Legacy - Expense (1099)			3,338.76	
7205-000	Legacy - Exp Reimbursement	5/22/19	Brian N Freeman	261.00	
7205-000	Legacy - Exp Reimbursement			261.00	
7210-000	Legacy - Materials - Print	5/13/19	Overdrive, Inc.	562.01	
7210-000	Legacy - Materials - Print			562.01	
7220-000	Legacy - Materials - A/V	5/13/19	Overdrive, Inc.	17.99	
7220-000	Legacy - Materials - A/V			17.99	
7230-000	Legacy - Materials - Other	5/20/19	Overdrive, Inc.	29.93	
		5/23/19		62.48	
		5/23/19		257.88	
		5/23/19		47.99	
		5/23/19		179.90	
7230-000	Legacy - Materials - Other			578.18	
8000-011	Donation - Misc Exp - LM	5/1/19	Jennifer Rodger	41.93	
8000-011	Donation - Misc Exp - LM	5/9/19	Megan Krueger	26.14	
8000-011	Donation - Misc Exp - LM	5/14/19	Moorhead Business Association	250.00	
8000-011	Donation - Misc Exp - LM	5/15/19	Jennifer Rodger	41.93	
8000-011	Donation - Misc Exp - LM	5/16/19	Megan Krueger	88.05	
8000-011	Donation - Misc Exp - LM			448.05	
8107-000	Donation - Material Other - RO	5/20/19	Overdrive, Inc.	40.00	
8107-000	Donation - Material Other - RO			40.00	
9620-200	Travel/Meetings - Joint Autom	5/6/19	Cenex Fleetcard	39.20	
9620-200	Travel/Meetings - Joint Autom			39.20	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	5/15/19 5/15/19 5/31/19 5/31/19	Federal Income Tax deposit	1,109.82 4,745.42 1,116.70 4,774.87	
5100-000	Payroll Taxes - Employer			11,746.81	
5110-000	Retirement - PERA - Employer	5/15/19 5/31/19	Public Employees Retirement As	5,741.73 5,766.23	
5110-000	Retirement - PERA - Employer			11,507.96	
5120-000	Health Insurance	5/15/19 5/15/19	Further - VEBA/HSA	1,736.00 1,844.75	
5120-000	Health Insurance	5/15/19	LARL Payroll		224.75
5120-000	Health Insurance	5/22/19	Further - Fees	112.10	
5120-000	Health Insurance	5/30/19	Lakes Country Service Cooperat	24,897.00	
5120-000	Health Insurance	5/30/19	Further - VEBA/HSA	224.75	
5120-000	Health Insurance	5/31/19	LARL Payroll		224.75
5120-000	Health Insurance			28,814.60	449.50
5140-000	Life Insurance - Employer Paid	5/1/19	The Hartford - Priority Accoun	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6020-000	Supplies - Public Services	5/2/19	Amazon (charges on account)	11.99	
6020-000	Supplies - Public Services	5/9/19 5/23/19	Best Name Badges	6.68 8.35	
6020-000	Supplies - Public Services			27.02	
6040-000	Supplies - Computer	5/23/19	Amazon (charges on account)	39.98	
6040-000	Supplies - Computer	5/23/19	Cloudm	375.00	
6040-000	Supplies - Computer	5/23/19	Bell State Bank	7.50	
6040-000	Supplies - Computer			422.48	
6400-000	Telephone	5/3/19 5/3/19 5/3/19 5/3/19 5/3/19	Arvig	41.16 91.91 91.91 98.64 100.29	
6400-000	Telephone	5/14/19	Allstream	713.41	
6400-000	Telephone	5/15/19	Garden Valley Telephone Comp	39.77	
6400-000	Telephone	5/25/19	Arvig	181.84	
6400-000	Telephone	5/30/19 5/30/19 5/30/19 5/30/19	Garden Valley Telephone Comp	89.02 39.77 39.77 39.77	
6400-000	Telephone			1,567.26	
6405-000	Cell Phone	5/9/19	Ting	6.68	

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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone			6.68	
6480-000	Staff Training	5/6/19	LibraryWorks, Inc.	49.00	
6480-000	Staff Training	5/7/19	PJ Operations	19.33	
6480-000	Staff Training	5/10/19	Charity How To	87.00	
6480-000	Staff Training			155.33	
6490-000	Programming - Youth	5/1/19	Discount School Supply	53.96	
6490-000	Programming - Youth			53.96	
6492-000	Programming - Summer Learni	5/1/19	VistaPrint.com	26.70	
		5/3/19		24.04	
6492-000	Programming - Summer Learni			50.74	
6600-000	Materials - Print	5/2/19	Amazon (charges on account)	36.87	
		5/2/19		41.60	
		5/4/19		25.56	
		5/6/19		4.04	
		5/10/19		15.32	
		5/10/19		16.52	
		5/12/19		10.32	
		5/15/19		25.98	
		5/17/19		27.98	
		5/18/19		7.07	
		5/20/19		31.46	
		5/21/19		14.71	
		5/24/19		11.50	
		5/25/19		15.07	
		5/28/19		4.26	
		5/29/19		8.99	
		5/29/19		14.26	
		5/31/19		8.75	
6600-000	Materials - Print			320.26	
6601-000	Materials - A/V	5/1/19	Amazon (charges on account)	19.99	
		5/1/19		114.72	
		5/1/19		48.04	
		5/1/19		67.90	
		5/2/19		28.91	
		5/2/19		51.16	
		5/2/19		22.83	
		5/4/19		23.16	
		5/4/19		35.98	
		5/4/19		53.97	
		5/4/19		16.59	
		5/4/19		29.92	
		5/5/19		20.47	
		5/5/19		14.96	
		5/6/19		33.05	
		5/7/19		29.88	
		5/8/19		118.71	
		5/8/19		22.99	
		5/12/19		15.82	
		5/12/19		14.96	
		5/12/19		127.97	
		5/12/19		15.70	
		5/12/19		87.54	
		5/12/19		17.96	
		5/14/19		65.84	
		5/15/19		95.37	
		5/15/19		43.97	
		5/17/19		47.96	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/18/19		56.52	
		5/18/19		31.92	
		5/18/19		70.12	
		5/18/19		41.98	
		5/18/19		45.10	
		5/19/19		27.80	
		5/20/19		94.22	
		5/20/19		160.34	
		5/21/19		9.99	
		5/23/19		20.49	
		5/23/19		16.95	
		5/23/19		37.57	
		5/25/19		15.40	
		5/25/19		30.80	
		5/25/19		26.90	
		5/25/19		27.80	
		5/25/19		40.18	
		5/25/19		20.09	
		5/25/19		26.01	
		5/29/19		65.88	
		5/29/19		13.99	
6601-000	Materials - A/V			2,166.37	
7210-000	Legacy - Materials - Print	5/14/19	Amazon (charges on account)	39.90	
		5/23/19		63.59	
		5/25/19		46.05	
		5/28/19		125.28	
7210-000	Legacy - Materials - Print			274.82	
8000-061	Donation - Misc Exp - LB	5/16/19	Amazon (charges on account)	26.99	
8000-061	Donation - Misc Exp - LB			26.99	
8100-000	Donation - Material Print - RO	5/5/19	Amazon (charges on account)	16.34	
		5/19/19		19.49	
		5/25/19		39.16	
		5/27/19		16.34	
8100-000	Donation - Material Print - RO			91.33	
8100-011	Donation - Material Print - LM	5/3/19	Amazon (charges on account)	14.95	
		5/3/19		63.17	
		5/4/19		19.53	
		5/4/19		63.78	
		5/4/19		45.90	
		5/5/19		12.75	
		5/5/19		12.18	
		5/12/19		10.99	
		5/12/19		12.32	
		5/12/19		20.16	
		5/12/19		16.34	
		5/13/19		42.57	
		5/18/19		12.75	
		5/18/19		5.84	
		5/22/19		12.14	
		5/23/19		16.80	
		5/25/19		18.30	
		5/25/19		4.99	
		5/26/19		30.39	
8100-011	Donation - Material Print - LM			435.85	
8100-021	Donation - Material Print - LG	5/12/19	Amazon (charges on account)	12.14	
		5/17/19		11.10	
8100-021	Donation - Material Print - LG			23.24	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
8100-051	Donation - Material Print - LC	5/6/19	Amazon (charges on account)	75.00	
8100-051	Donation - Material Print - LC			75.00	
8200-011	Donation - Furn & Equip - LM	5/2/19	Amazon (charges on account)	292.26	
8200-011	Donation - Furn & Equip - LM			292.26	
8500-000	Furniture & Equipment	5/14/19	Jamex	1,392.50	
8500-000	Furniture & Equipment			1,392.50	
9630-200	Cell Phone - Joint Automation	5/9/19	Ting	26.73	
9630-200	Cell Phone - Joint Automation			26.73	