

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

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

**Thursday, April 30, 2020**

**5:00 p.m.**

<https://zoom.us/j/91604763281?pwd=ZzllbERJb2NDcG5oSkp1bjNPVG0vdz09>

Meeting ID: 916 0476 3281

Password: 005644

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

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

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

**AGENDA**

- 5:00 1. **CALL TO ORDER** – Kalil  
**PUBLIC INPUT**  
**APPROVAL OF AGENDA**
- 5:05 2. **MINUTES OF THE April 9, 2020 EXECUTIVE/FINANCE COMMITTEE MEETING**  
Enclosed  
*Recommended Motion: Move to approve the April 9, 2020 Finance Committee Meeting Minutes as presented.*
- 5:10 3. **COVID-19 LARL Operations Report** - Lynch
- 5:30 4. **LARL 2021 Preliminary Budget** - Sprynczynatyk
- 5:45 5. **OTHER**
- 6:00 6. **ADJOURNMENT**

**UPCOMING MEETINGS/EVENTS**

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

2021 Preliminary Budget Review-Draft 2, Location to be determined.

**Memorial Day**, May 25, 2020

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

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

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

Adopt 2021 Preliminary Budget

Location to be determined.

\* \* \*

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

**A joint meeting of the Lake Agassiz Regional Library Executive Board and Finance Committee was held on Thursday, April 9, 2020 online. President Kalil called the meeting to order at 5:05pm.**

**Executive Committee Members Present:** Grimsley, Kalil (*President*), Larson, Willhite

**Executive Committee Members Absent:** Briggs.

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

**Finance Committee Members Absent:** none.

**Others Present:** Lynch, Sprynczynatyk.

**PUBLIC INPUT:** None

**APPROVAL OF AGENDA**

**MINUTES OF THE JANUARY 16, 2020 FINANCE COMMITTEE MEETING.**

***(Jacobson/Willhite) Move to approve the January 16, 2020 Finance Committee Meeting Minutes as presented. MCU.***

**FINANCIAL REPORT**

Sprynczynatyk discussed that through March, we are 25% of the way through the year and have spent 24.69% of the budget. The Accounting/Bank Fees line item is at 60.8% of budget due to the payment for the 2019 audit.

Sprynczynatyk discussed Preliminary Draft #1 of the 2021 LARL budget. The draft contains a 3% increase to signatories, resulting in \$78,000 of additional funding. The negotiated 3% increase to salaries is included in the budget. Health Insurance has been estimated to have a 10% increase, the actual increase will not be known until August. This budget results in a deficit of \$68,270.

(over)

## **Minutes of the April 9, 2020 Executive/Finance Committee Meeting – Page 2**

### **FINANCIAL REPORT - continued**

Jacobson asked why Norman County's increase appears to be 3.5% rather than 3%. Sprynczynatyk and Lynch explained that the overall increase is 3%, and the 3.5% is the result of applying the LARL 80-10-10 formula to determine individual signatory increases.

Draft 1 of the budget will be revisited in 3 weeks.

### **DIRECTOR'S REPORT**

Lynch discussed operating activity around the LARL region while locations have been closed and the focus of moving services to online platforms.

LARL has been awarded a \$7,400 grant for the purchase of wifi hotspots for use by customers around the region. This service will be introduced to the public in mid-May when hotspots become available.

Libraries around the state have been informed by the Department of Education that Libraries are an essential service. In addition to the online services currently available, no-contact curbside delivery is encouraged. LARL will start implementing the new service over the next couple of weeks.

LARL has enabled a phone service which is staffed by employees around the region. In 2 days over 30 calls had been processed. Online library card applications have resulted in over 150 applications to date.

The board members discussed their support for no-contact curbside delivery. Lynch discussed that it will take some time to determine staffing levels needed at locations as the curbside delivery is rolled out.

LARL is set up with MN unemployment as a "Reimbursement Account", LARL doesn't pay unemployment tax, rather any claims that might come through from a LARL employee are billed directly back to LARL.

The board suggested LARL look into the possibility of participating in the Federal Paycheck Protection Program.

Lynch asked the board to let LARL rollout curbside service to determine staffing levels. The LARL Executive/Finance board will meet again on April 30<sup>th</sup> to review LARL operations and staffing levels.

**Minutes of the April 9, 2020 Executive/Finance Committee Meeting – Page 3**

**DIRECTOR’S REPORT – continued**

Duggan’s Auto Service Center performed over \$1,300 of repairs on the LARL book truck and covered the first \$1,000 of cost. The truck will be wrapped over the next two weeks and will then go to the cabinet maker to finish up the inside. LARL is still hoping to roll out the book truck in June.

LARL employees have been hearing positive feedback from appreciative customers regarding the switch to online services during this time.

**PRESIDENT’S REPORT**

No report

The meeting adjourned at 5:53 p.m.

# LAKE AGASSIZ REGIONAL LIBRARY

2021

## Preliminary Budget

Draft #1

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

(OVER)

# LAKE AGASSIZ REGIONAL LIBRARY

## 2021 Preliminary Budget

### Draft #1

|                              | 2019<br>Budget   | 2020<br>Budget   | \$\$<br>Change | 2021<br>Request  |
|------------------------------|------------------|------------------|----------------|------------------|
| <b>REVENUE</b>               |                  |                  |                |                  |
| Becker County                | 378,205          | 391,360          | 13,485         | 404,845          |
| Detroit Lakes                | 226,670          | 232,370          | 5,955          | 238,325          |
| Clay County                  | 292,175          | 301,615          | 9,675          | 311,290          |
| Moorhead                     | 753,375          | 773,385          | 20,290         | 793,675          |
| Clearwater County            | 101,910          | 105,990          | 4,175          | 110,165          |
| Mahnomen County              | 43,020           | 44,595           | 1,545          | 46,140           |
| Mahnomen                     | 20,600           | 21,685           | 1,085          | 22,770           |
| Norman County                | 98,550           | 102,085          | 3,590          | 105,675          |
| Polk County                  | 264,090          | 274,020          | 9,910          | 283,930          |
| Crookston                    | 222,635          | 227,005          | 4,535          | 231,540          |
| Wilkin County                | 54,350           | 55,835           | 1,430          | 57,265           |
| Breckenridge                 | 90,040           | 92,185           | 2,325          | 94,510           |
| <b>SUB-TOTAL</b>             | <b>2,545,620</b> | <b>2,622,130</b> | <b>78,000</b>  | <b>2,700,130</b> |
|                              |                  |                  |                |                  |
| <b>GRANTS</b>                |                  |                  |                |                  |
| State Basic Support          | 519,148          | 525,699          | 4,301          | 530,000          |
| Regional Library Telecom Aid | 101,000          | 93,150           | -              | 93,150           |
| <b>TOTAL GRANTS</b>          | <b>620,148</b>   | <b>618,849</b>   | <b>4,301</b>   | <b>623,150</b>   |
|                              |                  |                  |                |                  |
| <b>OTHER REVENUE</b>         |                  |                  |                |                  |
| Miscellaneous                | 104,650          | 110,650          | 5,000          | 115,650          |
| Joint Automation             | 49,850           | 49,000           | 500            | 49,500           |
| Fund Balance/Shortfall       | 75,082           | 57,621           | 10,649         | 68,270           |
| <b>TOTAL OTHER REVENUE</b>   | <b>229,582</b>   | <b>217,271</b>   | <b>16,149</b>  | <b>233,420</b>   |
|                              |                  |                  |                |                  |
| <b>TOTAL REVENUE</b>         | <b>3,395,350</b> | <b>3,458,250</b> | <b>98,450</b>  | <b>3,556,700</b> |
|                              |                  |                  |                |                  |
| <b>EXPENDITURES</b>          |                  |                  |                |                  |
| Operating                    | 3,346,350        | 3,410,250        | 98,950         | 3,509,200        |
| Capital                      | 49,000           | 48,000           | (500)          | 47,500           |
| <b>TOTAL EXPENDITURES</b>    | <b>3,395,350</b> | <b>3,458,250</b> | <b>98,450</b>  | <b>3,556,700</b> |
|                              |                  |                  |                |                  |
|                              |                  |                  |                | -                |