

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

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

**Thursday, May 21, 2020**

**5:00 p.m.**

<https://us02web.zoom.us/j/89199481700?pwd=aCtHQ0pVVctmWE9rK2VIajlvZnplQT09>

Meeting ID: 891 9948 1700 Password: 030538

**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 30, 2020 EXECUTIVE/FINANCE COMMITTEE MEETING**  
Enclosed (page 2)  
*Recommended Motion: Move to approve the April 30, 2020 Finance Committee Meeting Minutes as presented.*
- 5:10 3. **COVID-19 LARL Operations Report** - Lynch
- 5:15 4. **LARL 2021 Preliminary Budget** - Sprynczynatyk  
Enclosed (page 4)
- 5:25 5. **OTHER**
- 5:29 6. **ADJOURNMENT**

**UPCOMING MEETINGS/EVENTS**

Full Board Meeting, June 18 Finance Meeting at 5:00 p.m. and Full Board at 5:30 p.m.  
Adopt 2021 Preliminary Budget. Location to be determined.

\* \* \*

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

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 30, 2020 online. President Kalil called the meeting to order at 5:00pm.**

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

**Executive Committee Members Absent:** Willhite.

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

**Finance Committee Members Absent:** Willhite.

**Others Present:** Lynch, Sprynczynatyk.

**PUBLIC INPUT:** None

**APPROVAL OF AGENDA**

**MINUTES OF THE APRIL 9, 2020 FINANCE COMMITTEE MEETING.**

*(Jacobson/Briggs) Move to approve the April 9, 2020 Finance Committee Meeting Minutes as presented. MCU.*

**COVID-19 LARL OPERATIONS REPORT**

Lynch discussed all 22 locations are now offering curbside delivery service. Open hours range from a few hours per week up to 20 hours per week in the largest locations. The service is going very well.

LARL will be receiving funding from a new "Category 3" segment of Regional Library Telecom Aid. Funds will be used to help distance learners and distance education efforts.

Lynch discussed various stats about services that have occurred while the stay at home order has been in place. The LARL staff have gone above and beyond providing services around the region.  
(over)

Minutes of the April 30, 2020 Executive/Finance Committee Meeting – Page 2

**COVID-19 LARL OPERATIONS REPORT - continued**

With stay at home orders in place, Grimsley asked if LARL could find a way to save money in 2020, resulting in a reduction of funding needed from Signatories in 2021.

Sprynczynatyk discussed the Paycheck Protection Program as was requested at the April 9<sup>th</sup> meeting. Sprynczynatyk heard from LARL's bank rep that entities like LARL are eligible for the program. The paperwork to file an application has been received. Before submitting the paperwork Sprynczynatyk asked to have board approval. The program was discussed and it was decided that LARL should not pursue the Paycheck Protection Program, but rather concentrate on looking for ways to reduce staffing in the current year to save money. The furloughing of seven employees from LARL's larger branches with multiple employees was discussed.

Lynch stated that the MN Department of Education has informed libraries that only online and curbside services should be offered at this time.

Lynch discussed that even when all LARL branches open, services will be limited for some time afterward. Any reduction in workforce will likely be for longer than a few weeks.

**LARL 2021 PRELIMINARY BUDGET**

Draft 1 of the budget shows a 3% increase to Signatories. The Committee suggested LARL rely on trying to create savings in 2020 with the current closures and ask for a smaller increase in 2021. 2% was suggested as the increase to bring to the full board in May. The Finance Committee will meet on May 21 before the Full Board meeting to look at the Draft 2 of the preliminary budget reflecting a 2% increase to Signatories.

The meeting adjourned at 5:45 p.m.

# LAKE AGASSIZ REGIONAL LIBRARY

## 2021 Preliminary Budget

### Draft #2

<b>CATEGORY</b>	<b>2019 BUDGET</b>	<b>2020 BUDGET</b>	<b>2021 BUDGET</b>	<b>\$\$ VARIANCE</b>	<b>% 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%
<b>Total Budget</b>	<b>3,395,350</b>	<b>3,458,250</b>	<b>3,556,700</b>	<b>98,450</b>	<b>2.85%</b>

(OVER)

# LAKE AGASSIZ REGIONAL LIBRARY

## 2021 Preliminary Budget

### Draft #2

<b>REVENUE</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>\$\$ Change</b>	<b>2021 Request</b>
Becker County	378,205	391,360	8,990	400,350
Detroit Lakes	226,670	232,370	3,970	236,340
Clay County	292,175	301,615	6,450	308,065
Moorhead	753,375	773,385	13,525	786,910
Clearwater County	101,910	105,990	2,785	108,775
Mahnomen County	43,020	44,595	1,030	45,625
Mahnomen	20,600	21,685	725	22,410
Norman County	98,550	102,085	2,390	104,475
Polk County	264,090	274,020	6,605	280,625
Crookston	222,635	227,005	3,025	230,030
Wilkin County	54,350	55,835	955	56,790
Breckenridge	90,040	92,185	1,550	93,735
<b>SUB-TOTAL</b>	<b>2,545,620</b>	<b>2,622,130</b>	<b>52,000</b>	<b>2,674,130</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	36,649	94,270
<b>TOTAL OTHER REVENUE</b>	<b>229,582</b>	<b>217,271</b>	<b>42,149</b>	<b>259,420</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>
				-