

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: Thursday, May 21, 2020

Time: 5:30 p.m.

Location: Online via Zoom

<https://us02web.zoom.us/j/85831896970?pwd=SG81V0JpbzdTY0prRzZjb0FFOG93UT09>

Meeting ID: 858 3189 6970 Password: 018141

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 May 21.

AGENDA

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

- 5:35 **2. MINUTES OF THE MARCH 19, 2020 FULL BOARD MEETING.**
 Enclosed (page 3)

Recommended Motion: Move to approve the March 19, 2020 Full Board Meeting Minutes as presented.

- 5:40 **3. 2019 AUDIT REPORT** – Brady, Martz and Associates, P.C.

- 5:55 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)

- a. LARL Endowment/Fargo-Moorhead Area Foundation
 Enclosed (page 11)

Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Fertile, Hawley and Moorhead Branches 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.

- b. 2021 Preliminary Budget Review – Draft #2
 Enclosed (page 12)

(over)

6:05 **5. DIRECTOR'S REPORT** - Lynch

 a. Director's Report - Enclosed (page 14)

6:30 **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 – Karen Ahmann

 Moorhead – Linda Anderson, Shelly Carlson & Chizuko Shastri

 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 & Linda Schell

6:45 **7. PRESIDENT'S REPORT** – President Kalil

6:55 **8. OTHER**

7:05 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

 a. List of Bills – April 2020
 (page 15)

UPCOMING MEETINGS/EVENTS

Memorial Day

Monday, May 25, 2020: All LARL Branches, LINK Sites, and the Regional Office Closed

June Finance Committee Meeting and Full Board Meeting

Finance Committee Meeting on Thursday, June 18 at 5:00, followed by the Full Board Meeting at 5:30. Meeting will be held in Moorhead or online via Zoom.

2020 Youth Summer Library Experience: Explore!

June 15th – August 15th

Independence Day

Saturday, July 4, 2020: All LARL Branches, LINK Sites and the Regional Office Closed

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

An online meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 19, 2020. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Ahmann, Carlson, Grimsley, Haney, Holecek, Jacobson, Kalil
(President), Larson, Schell, Shastri, Titera, Willhite.

Board Members Absent: Anderson, Briggs, Durant.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

Sprynczynatyk stated item #4, the 2019 Audit Report with Brady, Martz and Associates will be moved to a later date, and at this time it appears they will present at the May 21, 2020 meeting.

MINUTES OF THE JANUARY 16, 2020 FULL BOARD MEETING

(Jacobson/Grimsley) Move to approve the Minutes of the January 16, 2020 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Kalil welcomed Chizuko Shastri, City of Moorhead.

Shastri recited the Oath of Office.

FINANCIAL REPORT

16.67% of the 16.59% budgeted expenses have been spent. Revenues in February are higher than budget due to 1st quarter billings of Signatories and State funding received, in addition to the first 2 large interest payments on investments.

Grimsley asked if the 2019 audit results changed from the year end financials provided in January. Sprynczynatyk noted that although no adjustments were proposed by the auditors to LARL, the audited financial statements look different due to the audit report showing the \$81,000 of endowment funds as an asset, which necessitated the financial statements show the balance of funds as income for 2019.

(over)

FINANCIAL REPORT - continued

(Carlson/Larson) Move to authorize the Director of Finance to submit the 2019 Annual Report to State Library Services. MCU.

(Schell/Titera) Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2018 funding year. MCU.

DIRECTOR'S REPORT

Jane Vigness, Climax Public Library Branch Librarian, is retiring after 29+ years with LARL on March 31st. Sheila Capistran will be taking Jane's place in Climax. Sheila has worked as a Substitute for LARL for the past several years.

Lynch discussed topics included in her written report from the agenda packet.

Lynch discuss the LARL Book Truck donated by the City of Moorhead, Duggan's Auto Service Center donating needed repairs, and LARL raising about \$10,000 for the project. The LARL budget doesn't currently include funding for the service.

(Larson/Carlson) Move to use the donated funds to finish outfitting the vehicle for book truck use. The motion was amended before voting.

The board discussed the donations and using additional funds to get the bus ready for summer. Lynch discussed that the donated funds are designated for the bus and a motion to use the donations isn't necessary, but rather would like the LARL board to consider using some of the LARL Designated vehicle funds to help with getting the vehicle ready.

(Carlson/Schell) Move to use the \$10,000 of donated funds along with \$5,000 of LARL Designated vehicle funds to get the LARL Book Truck outfitted, wrapped and any other needs as well as staffing for summer 2020. At the May 2020 full board meeting, the topic will be discussed again to consider if additional LARL Designated vehicle funds need to be used for the project in 2020. MCU.

Lynch updated the board on LARL operations regarding COVID-19. All 22 LARL locations are closed. The 13 supervisors in the region are working from home. The supervisors and libraries around the state are trying to figure out how to provide service to school age children as well as other customers remotely. All other LARL employees are home and have been told to check their email regularly and participate in staff development opportunities with the hope that a plan for providing service will be provided around March 27th. We have asked customers to keep items at home. No fees and fines will be applied during this time.

Libraries are waiting for information from the Department of Health on how to deep clean libraries and how to clean returned materials.

Recently \$2,000 of new eBooks were purchased and all were checked out immediately. Going forward more resources will be used to purchase eBooks while the locations are closed. The LARL.org website is going to focus on advertising every online resource we offer.

(continued on next page)

Minutes of the March 19, 2020 Full Board Meeting – Page 3

DIRECTORS REPORT – continued

Wi-Fi hotspots for checkout may be offered this Spring/Summer to school children and families who do not currently have internet access at home.

Grimsley asked who's guidance LARL is following regarding shutdowns. Lynch stated that Libraries are currently following the guidance of the Department of Health and the Department of Education.

PRESIDENT'S REPORT

No report

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

Lynch reported that the Breckenridge Friends donated over \$1,500 for a system to hang art in the library.

Clay County (Haney)

No report.

Clearwater County (Titera)

Tax season was busy for the library.

Crookston (Briggs)

No report

Detroit Lakes (Schell)

Lynch met with the Library board on January 30th. The board decided to look into planning for the future of the library. There has been some discussion with the City regarding the future of the Detroit Lakes Library.

City of Mahanomen (Durant-absent)

No report.

Mahanomen County (Ahmann)

No report.

BOARD MEMBER REPORTS – continued:

Moorhead (Anderson-absent, Carlson, Shastri)

The board had several events planned but at this time all events have been cancelled or put on hold. The city is looking into possibilities of moving the library and Regional Office. The COVID-19 issues have slowed the process down at this point.

Norman County (Jacobsen)

Two emergency resolutions were made by the County Board. One related to flooding and one related to COVID-19. County buildings will be closed to the public and will be revisited on April 7th.

Polk County (Willhite)

The government center will be closed to the public as well as license renewal and other public buildings.

Wilkin County (Larson)

The court house and county facilities are fully staff but restricted to the public. The USDA office in Breckenridge is closed.

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

No report.

Northern Lights Library Network (Kalil, Holecek)

Several events had been planned but most have been cancelled.

PRESIDENTS REPORT

No report.

The meeting adjourned at 6:30.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2020

33.33%

Page: **7**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 97,840	\$ 195,680	\$ 391,360	195,680	50.00
Detroit Lakes	58,093	116,185	232,370	116,185	50.00
Clay County	75,404	150,808	301,615	150,807	50.00
Moorhead	193,346	386,693	773,385	386,692	50.00
Clearwater County	26,498	52,995	105,990	52,995	50.00
Mahnomen County	11,149	22,298	44,595	22,297	50.00
Mahnomen	5,421	10,843	21,685	10,842	50.00
Norman County	25,521	51,043	102,085	51,042	50.00
Polk County	68,505	137,010	274,020	137,010	50.00
Crookston	56,751	113,503	227,005	113,502	50.00
Wilkin County	13,959	27,918	55,835	27,917	50.00
Breckenridge	23,046	46,093	92,185	46,092	50.00
Total Signatory Funding	655,533	1,311,069	2,622,130	1,311,061	50.00
Grants					
Basic Support - MN (RLBSS)	0	210,302	525,699	315,397	40.00
Reg Library Telecom Aid (RLTA)	0	21,447	93,150	71,703	23.02
Total Grants	0	231,749	618,849	387,100	37.45
Miscellaneous Revenue					
Service Charge Revenue	30	2,256	11,000	8,744	20.51
Printing Revenue	12	3,088	18,000	14,912	17.16
Fax Revenue	0	1,329	7,000	5,671	18.99
Microfilm Revenue	0	50	150	100	33.33
Photocopy Revenue	0	1,115	8,000	6,885	13.94
Book/Furniture Sale Revenue	0	262	0	(262)	0.00
Interest/Dividend Income	504	24,024	60,000	35,976	40.04
Investment Value Change	0	(907)	0	907	0.00
Lost/Damaged Property	61	1,328	6,500	5,172	20.43
Other Income	250	250	0	(250)	0.00
Total Miscellaneous Revenue	857	32,795	110,650	77,855	29.64
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	11,475	22,950	45,900	22,950	50.00
MNLink Server Site Payments	258	1,033	3,100	2,067	33.32
Total Joint Automation Revenue	11,733	23,983	49,000	25,017	48.94
Fund Balance/Shortfall	0	0	57,621	57,621	0.00
Total General Fund Revenue	668,123	1,599,596	3,458,250	1,858,654	46.25
General Fund Expenditures					
Personnel Expenses					
Salaries	152,296	589,634	1,821,750	1,232,116	32.37
Payroll Taxes	11,367	44,370	140,800	96,430	31.51
Retirement - PERA	11,083	43,639	135,950	92,311	32.10
Health Insurance	31,099	120,708	357,550	236,842	33.76
Life Insurance	175	675	2,100	1,425	32.14
Workers Compensation Insurance	269	1,076	3,500	2,424	30.74
Other Employee Benefits	121	484	1,650	1,166	29.33
Total Personnel	206,410	800,586	2,463,300	1,662,714	32.50
Automation/Cataloging					
Automation	11,877	51,572	146,450	94,878	35.21
Support - App	306	1,223	3,700	2,477	33.05
Remote Printing	228	912	2,750	1,838	33.16
Catalog Item Records	1,002	4,008	11,000	6,992	36.44
Supplies - Computer	299	1,277	5,000	3,723	25.54
Supplies - Technical Services	140	681	6,000	5,319	11.35
Total Automation/Cataloging	13,852	59,673	174,900	115,227	34.12

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual Budget %
Library Programming					
Programming - Youth	0	56	3,400	3,344	1.65
Programming - Summer Learning	379	1,121	8,000	6,879	14.01
Programming - Adult	0	198	2,500	2,302	7.92
Total Library Programming	379	1,375	13,900	12,525	9.89
Staff Development					
Staff Training & Development	0	169	10,000	9,831	1.69
Total Staff Development	0	169	10,000	9,831	1.69
Mileage/Board Meeting Expense					
Mileage - Staff	81	4,402	23,000	18,598	19.14
Regional Board Meetings	0	637	6,000	5,363	10.62
Total Mileage/Board Meeting Expenses	81	5,039	29,000	23,961	17.38
Other Expenses					
Accounting/Bank Fees	422	9,663	15,200	5,537	63.57
Attorney Fees	0	0	1,500	1,500	0.00
Business Office Software	0	31	2,000	1,969	1.55
Delivery Services	4,666	18,875	62,500	43,625	30.20
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,480	5,917	17,750	11,833	33.34
Lease - Regional Office Rent	1,752	7,007	21,000	13,993	33.37
Leases - Equipment	0	2,868	6,050	3,182	47.40
Maintenance Contracts	(152)	3,715	14,150	10,435	26.25
Memberships	0	395	1,000	605	39.50
Minnesota Director's Fund	0	150	2,300	2,150	6.52
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	629	5,229	16,000	10,771	32.68
Postage	0	535	3,700	3,165	14.46
Recruitment	71	561	8,000	7,439	7.01
Repairs - Equipment	0	155	2,500	2,345	6.20
Supplies - Copier/Fax/Microfilm	0	630	800	170	78.75
Supplies - Office	(20)	1,243	8,500	7,257	14.62
Supplies - Public Services	337	853	6,000	5,147	14.22
Telephone/Telecom	1,859	6,488	23,100	16,612	28.09
Total Other Operating Expenses	11,044	64,315	217,050	152,735	29.63
Regional Library Telecom Aid (RLTA)	0	21,447	93,150	71,703	23.02
Transportation					
Van Expenses	161	658	3,950	3,292	16.66
Total Transportation	161	658	3,950	3,292	16.66
Materials					
Audio Visual	1,426	16,493	75,000	58,507	21.99
Digital	13,300	50,558	101,500	50,942	49.81
Online Service - Hoopla	1,142	1,142	0	(1,142)	0.00
Online Resources	625	2,472	7,500	5,028	32.96
Periodicals	12,167	13,233	21,000	7,767	63.01
Print	5,572	80,368	200,000	119,632	40.18
Total Materials	34,232	164,266	405,000	240,734	40.56
Capital Expenditures					
Furniture & Equipment	2,813	3,102	10,000	6,898	31.02
Software & Hardware Upgrades	850	882	30,000	29,118	2.94
Total Capital Expenditures	3,663	3,984	40,000	36,016	9.96
Capital Fund Accounts					
Automation System - Shared NWRL	167	667	2,000	1,333	33.35
Technology Upgrades	250	1,000	3,000	2,000	33.33
Van Replacement	250	1,000	3,000	2,000	33.33
Total Capital Fund Accounts	667	2,667	8,000	5,333	33.34
Total General Fund Expenditures	270,489	1,124,179	3,458,250	2,334,071	32.51
General Fund Revenue Over Expenditures \$	\$ 397,634	\$ 475,417	\$ 0	(475,417)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ (402)	\$ 3,432	\$ 0	(3,432)	0.00
Endowment Revenue	1,985	1,985	0	(1,985)	0.00
Gain From Insurance Claim	1,813	1,813	0	(1,813)	0.00
Telecom/E-rate Funds	0	14,026	0	(14,026)	0.00
Legacy Grant Revenue	(76)	10,553	0	(10,553)	0.00
Northern Lights LN Funds	0	2,352	0	(2,352)	0.00
Total Special Projects Revenue	3,320	34,161	0	(34,161)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	321	670	0	(670)	0.00
Donations - Materials: A/V	0	20	0	(20)	0.00
Donations - Materials: Other	0	0	0	0	0.00
Donations - Miscellaneous	0	952	0	(952)	0.00
Legacy Grant Expense	(76)	10,553	0	(10,553)	0.00
Telecom/E-rate Expenses	0	14,026	0	(14,026)	0.00
Book Truck - Insurance	79	158	0	(158)	0.00
Book Truck - Maintenance	372	372	0	(372)	0.00
Northern Lights LN e-Books	0	2,352	0	(2,352)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	696	29,103	0	(29,103)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	5,345	10,314	0	(10,314)	0.00
Insurance Claim - Furn & Equip	2,813	2,813	0	(2,813)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	8,158	13,127	0	(13,127)	0.00
Total Special Projects Expenditures	8,854	42,230	0	(42,230)	0.00
Special Proj Rev Over (Under) Expend	\$ (5,534)	\$ (8,069)	\$ 0	8,069	0.00
GRAND TOTAL REVENUE	671,443	1,633,757	3,458,250	1,824,493	47.24
GRAND TOTAL EXPENDITURES	279,351	1,166,609	3,458,250	2,291,641	33.73
CHANGE IN FUND BALANCE	\$ 392,092	\$ 467,148	\$ 0	(467,148)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
April 30, 2020**

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	<u>Current</u>	<u>Prior Month</u>	<u>Month Net</u>	<u>Prior Year</u>	<u>YTD Net</u>
	<u>Month</u>		<u>Change</u>	<u>Final</u>	<u>Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 9,000	17,695	(8,695)	29,583	(20,583)
Cash - Payroll (Bell Bank)	5,246	5,704	(458)	12,649	(7,403)
Cash - Savings (Bell Bank)	761,939	868,691	(106,752)	815,745	(53,806)
Petty Cash	460	460	0	460	0
Investment Account	1,364,230	1,364,230	0	1,344,049	20,181
Accounts Receivable	552,181	200	551,981	514	551,667
Prepaid Expenses	67,362	70,334	(2,972)	66,474	888
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(10,747)	(10,747)	0	(10,747)	0
Equipment and Fixtures	283,517	283,517	0	283,517	0
Accum Depr - Equip & Fixtures	(238,136)	(238,136)	0	(238,136)	0
Equipment & Fixtures - Donated	194,481	194,481	0	194,481	0
Accum Depr - Donated Equip	(180,848)	(180,848)	0	(180,848)	0
Endowment Funds	81,012	81,012	0	81,012	0
Amount Provided - LTD	56,757	56,757	0	56,757	0
Total Assets	\$ 2,958,820	2,525,716	433,104	2,467,876	490,944
LIABILITIES					
Accounts Payable	\$ 16,813	49,974	(33,161)	45,608	(28,795)
Credit Card Payable	1,776	3,636	(1,860)	0	1,776
Amazon Charge Account	1,589	2,404	(815)	0	1,589
Accrued Salaries Payable	80,450	80,450	0	80,450	0
Accrued Sick Leave Payable	19,344	19,344	0	19,344	0
Accrued Vacation Payable	37,413	37,413	0	37,413	0
Payroll Tax Payable - ND	435	0	435	0	435
Dental Insurance Payable	14	(27)	41	0	14
Vision Insurance Payable	(3)	14	(17)	0	(3)
AFLAC Payable	376	259	117	259	117
Flexible Spending - Medical	2,056	1,598	458	990	1,066
Sales Tax Payable	0	310	(310)	486	(486)
Deferred Revenue	567,092	491,639	75,453	521,674	45,418
Total Liabilities	727,355	687,014	40,341	706,224	21,131
FUND BALANCES					
Fund Balance - Unreserved	49,008	49,008	0	39,979	9,029
Fund Bal - Operating Reserve	1,141,000	1,141,000	0	1,141,000	0
Fund Bal - Employee Severance	21,000	21,000	0	21,000	0
Fund Bal - Unemployment Comp.	46,000	46,000	0	46,000	0
Fund Bal - Van Replacement	34,000	33,750	250	33,000	1,000
Fund Bal - Technology Upgrade	41,000	40,750	250	40,000	1,000
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	115,667	115,500	167	115,000	667
Investment in Gen. Fixed Asset	60,634	60,634	0	60,634	0
Reserve for Endowments	81,011	81,011	0	81,011	0
Change in Fund Balance	467,145	75,049	392,096	9,028	458,117
Total Fund Balances	2,231,465	1,838,702	392,763	1,761,652	469,813
Total Liabilities & Fund Bal.	\$ 2,958,820	2,525,716	433,104	2,467,876	490,944

**LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
FM-AREA FOUNDATION**

2020 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$135	Reinvest
Crookston Library	\$760	Spend toward Cruise Control automation software for the new digital microfilm scanner
Fertile Library	\$125	Reinvest
Hawley Library	\$790	Reinvest
Moorhead Library	\$175	Reinvest

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

“The LARL Board of Trustees will serve as the Endowment Fund Committee. During the first quarter of each year, the LARL Director will request recommendations from the local library entities regarding use of the annual income distributions for each of the thirteen sub-funds. The LARL Director will report these recommendations to the Endowment Fund Committee for consideration in its final disposition of the annual income distributions.”

LAKE AGASSIZ REGIONAL LIBRARY

2021

Preliminary Budget

Draft #2

CATEGORY	2019 BUDGET	2020 BUDGET	2021 BUDGET	\$\$ VARIANCE	% VARIANCE
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 #2

REVENUE	2019 Budget	2020 Budget	\$\$ Change	2021 Request
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
SUB-TOTAL	2,545,620	2,622,130	52,000	2,674,130
GRANTS				
State Basic Support	519,148	525,699	4,301	530,000
Regional Library Telecom Aid	101,000	93,150	-	93,150
TOTAL GRANTS	620,148	618,849	4,301	623,150
OTHER REVENUE				
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
TOTAL OTHER REVENUE	229,582	217,271	42,149	259,420
TOTAL REVENUE	3,395,350	3,458,250	98,450	3,556,700
EXPENDITURES				
Operating	3,346,350	3,410,250	98,950	3,509,200
Capital	49,000	48,000	(500)	47,500
TOTAL EXPENDITURES	3,395,350	3,458,250	98,450	3,556,700
				-



Monthly Report to the Board

Meeting Date: May 21, 2020

From: Liz Lynch, Executive Director

COVID-19 Service Timeline and Statistics

March 17: All LARL locations closed due to COVID-19.

March 19: New online library card application launched, resulting in **345** applications received and **219** new accounts created.

April 7: Launched new Grasshopper library phone hotline with over **265** calls. **133 calls were answered just since May 1st.**

April 15: Launched subscription to Hoopla online movie, TV, eBook, music and comic book platform resulting in well over 385 customers signing up for the service and downloading over **1,087** titles.

April 16: Launched new online chat "Ask a Question" service with **203** unique conversations and **2,022** exchanges.

April 27: LARL's delivery service started offering material delivery to libraries and LINKs. Each location received one delivery per week. This was the first delivery since March 16th.

April 29: LARL hosted our first online Legacy program with author and gardener Eric Bergeson. 400 people tuned in for the program, and 2,000 have viewed the program online since the program was offered.

April 30: We have seen a continuous spike in the use of OverDrive downloadable eBooks and eAudiobooks, resulting in a **28%** increase in use over April 2019. **April 2020 total=15,734.**

April 30: Librarians from around the region have created 18 YouTube Storytimes and youth programs with over **316** views. Visit larl.org/athome for a list of programs.

April 30: All 22 locations are offering no-contact curbside service. Open days of service range from one day in the smaller locations to five days a week in larger locations. Hours of service per week range from 4 to 20 per week. A couple of locations are also dropping items off at the homes of customers. Over 2,670 items have been picked up by customers or delivered to homes around the region over the past three weeks.

***Red text indicates updates to the April 30th timeline and statistics.**

Phase II of Reopening: Looking ahead to June 1, 2020:

The LARL material delivery service will return to the previous regular delivery schedule of 5 days a week on June 1st, which will increase checkout rates and curbside service significantly.

LARL will begin to explore plans for individual locations to offer computer service to the public.

As schedules and services become more consistent, we will begin to focus on how to support our communities during COVID-19 recovery. This will include evaluating the best way for us to support self-growth, business growth, and community growth.

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	4/20/20	Quill Corporation		19.78
6000-000	Supplies - Office				19.78
6020-000	Supplies - Public Services	4/1/20 4/10/20	Office Depot	11.24	11.24
6020-000	Supplies - Public Services	4/14/20 4/28/20 4/28/20 4/28/20	Cole Papers Inc.	115.22 46.11 43.16 46.11	
6020-000	Supplies - Public Services			261.84	11.24
6110-000	OCLC/Minitex	4/1/20	OCLC, Inc.	1,002.01	
6110-000	OCLC/Minitex			1,002.01	
6300-000	Payroll/Time Tracking	4/9/20 4/27/20 4/27/20	Payroll Professionals, Inc.	125.55 108.50 100.00	
6300-000	Payroll/Time Tracking			334.05	
6350-000	Delivery Service - Courier	4/13/20 4/27/20	Alliance Courier	2,115.30 2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6380-000	Recruitment	4/30/20 4/30/20	Norman County Index	38.00 33.00	
6380-000	Recruitment			71.00	
6400-000	Telephone	4/1/20 4/1/20	Halstad Telephone Company	32.78 73.18	
6400-000	Telephone	4/1/20	CenturyLink	48.00	
6400-000	Telephone	4/22/20	Rochester Telecom Systems Inc.	37.01	
6400-000	Telephone			190.97	
6410-000	PIO - Marketing/Printing/Etc	4/1/20	Clay County Connection	265.00	
6410-000	PIO - Marketing/Printing/Etc	4/1/20	KRJB-FM	150.00	
6410-000	PIO - Marketing/Printing/Etc	4/7/20	Newman Signs, Inc.	132.35	
6410-000	PIO - Marketing/Printing/Etc			547.35	
6455-000	Mileage - Staff	4/29/20	Philip Spooner	80.50	
6455-000	Mileage - Staff			80.50	
6492-000	Programming - Summer Learn	4/17/20 4/17/20 4/17/20	T-Squared Screen Printing & Em	527.25 78.75 354.75	
6492-000	Programming - Summer Learn			960.75	
6600-000	Materials - Print	4/9/20	Lerner Publishing Group	89.98	
6600-000	Materials - Print	4/22/20 4/22/20 4/22/20 4/22/20	Baker & Taylor	41.96 72.96 20.04 44.16	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/22/20		20.78	
		4/22/20		31.72	
		4/22/20		16.88	
		4/22/20		22.28	
		4/23/20		120.19	
		4/24/20		34.90	
		4/24/20		125.94	
		4/24/20		120.20	
		4/24/20		319.96	
		4/24/20		403.05	
		4/24/20		115.18	
		4/24/20		386.04	
		4/24/20		374.75	
		4/24/20		616.92	
		4/24/20		735.17	
		4/24/20		84.76	
		4/24/20		48.22	
		4/27/20		65.34	
		4/27/20		26.46	
		4/27/20		78.56	
		4/27/20		219.20	
		4/27/20		26.28	
		4/27/20		36.08	
		4/27/20		13.28	
		4/27/20		46.34	
		4/27/20		9.38	
		4/27/20		32.02	
		4/27/20		21.08	
		4/27/20		43.46	
		4/27/20		42.16	
		4/27/20		10.17	
		4/27/20		12.12	
		4/27/20		52.35	
		4/27/20		8.86	
		4/27/20		20.76	
		4/27/20		20.76	
		4/27/20		35.73	
		4/27/20		10.17	
		4/27/20		263.41	
		4/27/20		133.06	
		4/27/20		71.04	
		4/27/20		156.54	
		4/27/20		22.44	
		4/27/20		22.38	
		4/27/20		15.88	
6600-000	Materials - Print			5,361.35	
6601-000	Materials - A/V	4/24/20	Baker & Taylor	161.28	
		4/24/20		59.60	
		4/24/20		30.48	
		4/24/20		35.85	
6601-000	Materials - A/V			287.21	
6670-000	Materials - Digital - e-Books	4/1/20	Overdrive, Inc.	45.00	
		4/3/20		74.99	
		4/6/20		54.17	
		4/7/20		212.94	
		4/7/20		262.06	
		4/7/20		255.48	
		4/7/20		112.15	
		4/7/20		76.00	
		4/7/20		8.99	
		4/7/20		739.82	
		4/7/20		578.93	
		4/7/20		70.99	
		4/8/20		34.99	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		4/8/20		16.99	
		4/9/20		27.50	
		4/9/20		60.00	
		4/10/20		271.45	
		4/10/20		1,328.06	
		4/13/20		65.00	
		4/13/20		120.42	
		4/13/20		335.66	
		4/13/20		291.98	
		4/13/20		132.46	
		4/14/20		375.43	
		4/15/20		88.89	
		4/20/20		95.21	
		4/20/20		331.95	
		4/20/20		200.46	
		4/21/20		251.24	
		4/21/20		1,286.56	
		4/21/20		473.92	
		4/21/20		60.00	
		4/27/20		5.99	
		4/27/20		90.98	
		4/27/20		202.17	
		4/28/20		62.99	
		4/28/20		0.98	
		4/28/20		257.41	
6670-000	Materials - Digital - e-Books			8,960.21	
6675-000	Materials - Digital - e-Audio	4/7/20	Overdrive, Inc.	144.99	
		4/9/20		74.99	
		4/10/20		701.65	
		4/13/20		65.00	
		4/14/20		270.95	
		4/15/20		20.40	
		4/20/20		191.23	
		4/21/20		215.24	
		4/21/20		1,168.26	
		4/21/20		571.95	
		4/28/20		415.47	
6675-000	Materials - Digital - e-Audio			3,840.13	
6685-000	Materials - Online - Hoopla	4/30/20	Midwest Tape	344.70	
		4/30/20		51.35	
		4/30/20		137.39	
		4/30/20		362.95	
		4/30/20		73.02	
		4/30/20		173.05	
6685-000	Materials - Online - Hoopla			1,142.46	
6690-000	Materials - Periodicals	4/1/20	The Forum	273.00	
		4/1/20		204.88	
		4/1/20		273.00	
		4/1/20		267.80	
		4/1/20		210.60	
		4/1/20		273.00	
		4/1/20		204.88	
6690-000	Materials - Periodicals	4/1/20	EBSCO Information Services	10,000.00	
6690-000	Materials - Periodicals	4/1/20	Detroit Lakes Newspapers	86.32	
6690-000	Materials - Periodicals	4/1/20	The Forum	204.88	
6690-000	Materials - Periodicals	4/16/20	Daily News / News Monitor	169.00	
6690-000	Materials - Periodicals			12,167.36	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)	4/30/20	Eric Bergeson	300.00	
7200-000	Legacy - Expense (1099)			300.00	
7230-000	Legacy - Materials - Other	4/28/20	Overdrive, Inc.	47.00	
7230-000	Legacy - Materials - Other			47.00	
7352-000	Book Truck - Maintenance	4/9/20	Duggan's Auto Service Center	372.38	
7352-000	Book Truck - Maintenance			372.38	
8200-000	Donation - Furn & Equip - RO	4/24/20	Janette Loudon	1,000.00	
8200-000	Donation - Furn & Equip - RO	4/30/20	Custom Graphics, Inc.	2,245.00	
		4/30/20		2,100.00	
8200-000	Donation - Furn & Equip - RO			5,345.00	
8300-000	Insurance Claim - Furn & Equip	4/1/20	American Security Cabinets	2,812.80	
8300-000	Insurance Claim - Furn & Equip			2,812.80	
8500-000	Furniture & Equipment	4/1/20	American Security Cabinets	2,812.80	
8500-000	Furniture & Equipment			2,812.80	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	4/15/20	Federal Income Tax deposit	1,194.78	
		4/15/20		5,108.73	
		4/30/20		4,612.66	
		4/30/20		1,078.77	
5100-000	Payroll Taxes - Employer			11,994.94	
5110-000	Retirement - PERA - Employer	4/15/20	Public Employees Retirement As	6,030.74	
		4/30/20		5,666.83	
5110-000	Retirement - PERA - Employer			11,697.57	
5120-000	Health Insurance	4/13/20	Further - VEBA/HSA	1,602.91	
		4/13/20		2,050.00	
5120-000	Health Insurance	4/15/20	LARL Payroll		678.41
5120-000	Health Insurance	4/22/20	Further - Fees	109.15	
5120-000	Health Insurance	4/30/20	Lakes Country Service Cooperat	29,071.00	
5120-000	Health Insurance	4/30/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	4/30/20	LARL Payroll		678.41
5120-000	Health Insurance			33,025.97	1,356.82
5140-000	Life Insurance - Employer Paid	4/1/20	The Hartford	182.28	
5140-000	Life Insurance - Employer Paid			182.28	
6020-000	Supplies - Public Services	4/2/20	Best Name Badges	13.36	
6020-000	Supplies - Public Services	4/20/20	Ace Hardware	72.84	
6020-000	Supplies - Public Services			86.20	
6040-000	Supplies - Computer	4/2/20	Grasshopper.com	62.06	
6040-000	Supplies - Computer	4/4/20	Zoho Corp	20.00	
6040-000	Supplies - Computer	4/10/20	Carbonite.com	93.00	
6040-000	Supplies - Computer			175.06	
6335-000	Credit Card Fees	4/3/20	Donorbox	14.18	
6335-000	Credit Card Fees			14.18	
6400-000	Telephone	4/1/20	Arvig	182.18	
		4/3/20		97.97	
		4/3/20		90.62	
		4/3/20		92.24	
		4/3/20		82.24	
		4/3/20		41.55	
6400-000	Telephone	4/13/20	Allstream	754.77	
6400-000	Telephone	4/15/20	Garden Valley Telephone Comp	40.16	
6400-000	Telephone	4/15/20	Rothsay Telephone	70.35	
6400-000	Telephone	4/30/20	Garden Valley Telephone Comp	39.96	
		4/30/20		39.96	
		4/30/20		89.18	
		4/30/20		39.96	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6400-000	Telephone			1,661.14	
6405-000	Cell Phone	4/9/20	Ting	6.71	
6405-000	Cell Phone			6.71	
6410-000	PIO - Marketing/Printing/Etc	4/3/20	Uprinting.com		270.14
6410-000	PIO - Marketing/Printing/Etc	4/22/20	Tidio	18.36	
6410-000	PIO - Marketing/Printing/Etc	4/22/20	Ninja Forms	49.50	
6410-000	PIO - Marketing/Printing/Etc	4/27/20	Be.Live	19.94	
6410-000	PIO - Marketing/Printing/Etc			87.80	270.14
6500-000	Van - Gasoline	4/20/20	M&H	17.93	
6500-000	Van - Gasoline			17.93	
6600-000	Materials - Print	4/18/20	Amazon (charges on account)	128.80	
		4/20/20		12.52	
		4/21/20		12.02	
		4/21/20		26.98	
		4/21/20		29.90	
6600-000	Materials - Print			210.22	
6601-000	Materials - A/V	4/20/20	Amazon (charges on account)	316.88	
		4/21/20		55.88	
		4/21/20		19.92	
		4/24/20			1.24
		4/25/20		93.75	
		4/25/20		17.96	
		4/25/20		17.96	
		4/27/20		72.75	
		4/27/20		65.26	
		4/27/20		258.69	
		4/27/20		41.97	
		4/28/20		13.99	
		4/28/20		14.96	
		4/28/20		53.88	
		4/28/20		53.88	
		4/29/20		17.99	
		4/29/20		23.99	
6601-000	Materials - A/V			1,139.71	1.24
7200-000	Legacy - Expense (1099)	4/3/20	Uprinting.com		500.00
7200-000	Legacy - Expense (1099)	4/30/20	Facebook Ad Manager	28.68	
7200-000	Legacy - Expense (1099)			28.68	500.00
7210-000	Legacy - Materials - Print	4/21/20	Amazon (charges on account)	48.09	
7210-000	Legacy - Materials - Print			48.09	
8100-000	Donation - Material Print - RO	4/21/20	Amazon (charges on account)	6.87	
		4/21/20		191.13	
8100-000	Donation - Material Print - RO			198.00	
8100-011	Donation - Material Print - LM	4/20/20	Amazon (charges on account)	12.99	
		4/20/20		0.27	
		4/21/20		12.79	
		4/21/20		36.98	
		4/21/20		13.26	

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		4/25/20		16.99	
		4/28/20		15.99	
		4/28/20		13.99	
8100-011	Donation - Material Print - LM			123.26	
8600-000	Software & Hardware Upgrade	4/13/20	Be Mobile - Verizon	849.97	
8600-000	Software & Hardware Upgrade			849.97	
9630-200	Cell Phone - Joint Automation	4/9/20	Ting	24.61	
9630-200	Cell Phone - Joint Automation			24.61	