

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Date: **Thursday, June 18, 2020**

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

Online via Zoom

<https://us02web.zoom.us/j/81493191505?pwd=aEJxemg3TUtFdjBpcStBTEVodGM3QT09>

**NOTE:** If you're unable to attend this meeting, please contact Liz Lynch at [lynchl@larl.org](mailto:lynchl@larl.org) or 218-233-3757 ext. 127 by noon on June 18th.

**AGENDA**

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

- 5:35    **2. MINUTES OF THE MAY 21, 2020 FULL BOARD MEETING**  
         Enclosed (page 3)

***Recommended Motion: Move to approve the May 21, 2020 Full Board Meeting Minutes as presented.***

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

- a.    Application for State FY2021 Regional Library Basic System Support (RLBSS)  
         Enclosed (page 10)

***Recommended Motion: Move to approve the application for State FY2021 Regional Library Basic System Support (RLBSS).***

- b.    Application for State FY2021 Legacy (Arts & Cultural Heritage Program)  
         Enclosed (page 24)

***Recommended Motion: Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2021.***

- c.    Board meeting costs  
         Enclosed (page 35)

(over)

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

- a. 2021 Preliminary Budget (Draft #3)  
Enclosed (page 36)

***Recommended Motion: Move to approve the 2021 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.***

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

- a. Director's Report -Enclosed (page 38)
- b. Needs Assessment for Moorhead and Regional Office

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** – 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

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

6:45    **8. OTHER**

6:55    **9. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. List of Bills – May 2020 (page 40)

**UPCOMING MEETINGS/EVENTS**

- **2020 Youth Summer Library Experience: Explore!** – June 15 through August 15, 2020
- **Independence Day:** Saturday, July 4, 2020: All LARL locations closed
- **July 16 & August 20, 2020:** Executive Committee Meetings, location to be determined.
- **September 17, 2020:** Full Board Meeting at the Moorhead Library at 5:30 p.m.

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

An online meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 21, 2020. President Kalil called the meeting to order at 5:30 pm.

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

**Board Members Absent:** Anderson, Haney, Jacobson.

**Others Present:** Lynch, Sprynczynatyk, Tracee Bruggeman (Brady Martz & Associates)

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

**MINUTES OF THE MARCH 19, 2020 FULL BOARD MEETING**

*(Grimsley/Holecek) Move to approve the Minutes of the March 19, 2020 Full Board Meeting as presented. MCU.*

**2019 AUDIT REPORT**

Tracee Bruggeman from Brady Martz & Associates presented the LARL 2019 audit report and answered questions.

**FINANCIAL REPORT**

Sprynczynatyk informed the Board that physical copies of the 2019 audit are available for those who received a digital packet.

With 33.33% of the year complete, 32.51% of budgeted expenses have been spent. Miscellaneous Revenue are currently under budget, this is due to the COVID-19 reductions of in-person services. Mileage/Board Meeting Expenses are under budget due to online meetings and substitutes not currently being utilized. Accounting/Bank Fees are high due to the 2019 audit being paid in full.

(over)

**FINANCIAL REPORT - continued**

***(Briggs/Ahmann) – Move to reinvest the full annual distributions from the FM 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 FM Area Foundation for the Crookston Branch distribution. MCU.***

Sprynczynatyk discussed the LARL budget process and the second draft of the 2021 Preliminary Budget. 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 \$4,300. The budget includes a 2% increase to LARL Signatories. The budget reflects a \$94,270 shortfall. LARL will plan to use reserves to cover the shortfall. In addition, an effort will be made in 2020 to reduce spending in order to help cover the 2021 shortfall.

**DIRECTOR'S REPORT**

Lynch discussed that LARL furloughed five employees from LARL's largest locations. In addition, one full time position in Crookston remains unfilled. Four part-time positions were also reduced from weekly scheduled hours to Substitute positions. These furloughs and reductions will result in about \$10,000 of monthly pay savings, but current unemployment claims will result in LARL being charged about \$368 per week for unemployment benefits.

Starting June 1, delivery to LARL branches and LINKs will return to a five days a week schedule. Curbside pickup will go from staff initiated to a customer initiated service. Customers will be notified that their materials are ready for pick up, and will call the library to schedule a time to pick up their items.

Following guidelines from the State of MN, a Phase II plan for service has been developed and will soon be distributed to staff. Phase II includes expectations regarding self-health screening, hours, cleaning, as well as what to do if any employees contract the virus.

LARL received a hotspot grant that allowed LARL to purchase 43 hotspots that will be available for check out. LARL also received \$48,000 to support online learning and distance education, these funds will be used to fund LARL's Hoopla service, Overdrive collection, to extend the hotspot service through the end of 2020, and to buy some equipment for the LARL Booktruck.

The LARL Booktruck has been wrapped and is currently at the cabinet maker to get shelving installed.

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley, Kalil)

No report.

**Breckenridge** (Holecek)

No report.

(continued on next page)

**Minutes of the May 21, 2020 Full Board Meeting – Page 3**

**Clay County** (Haney - absent)

No report.

**Clearwater County** (Titera)

No report

**Crookston** (Briggs)

No report

**Detroit Lakes** (Schell)

An electric assist bike and a 2<sup>nd</sup> bike have been purchased, the trailer that will house the books is being wrapped. They are hoping to still use the bike around town in August. The Detroit Lakes Board is moving forward with a community needs assessment.

**City of Mahanomen** (Durant)

No report.

**Mahanomen County** (Ahmann)

No report.

**Moorhead** (Anderson-absent, Carlson, Shastri)

The first online Legacy program was very successful. All in person programs have been cancelled through August.

**Norman County** (Jacobson-absent)

No report.

**Polk County** (Willhite)

Polk County is looking at a back to work plan. Penalties will be waived for people who weren't able to pay property taxes. They are looking at tax abatements for restaurants.

**Wilkin County** (Larson)

The Wilkin County Fair has been cancelled. The last time it was cancelled was 1918 due to Spanish Flu.

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

No report.

**Northern Lights Library Network** (Schell/Holecsek)

The next meeting will be online in June.

**PRESIDENTS REPORT**

No report.

**OTHER**

Carlson suggested the board look at the costs of online meetings compared to in person meetings at the next meeting.

The meeting adjourned at 6:15.

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

41.67%

Page: 1 **6**

**General Fund Revenue**

**Signatory Funding**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Becker County	\$ 0	\$ 195,680	\$ 391,360	195,680	50.00
Detroit Lakes	0	116,185	232,370	116,185	50.00
Clay County	0	150,808	301,615	150,807	50.00
Moorhead	0	386,693	773,385	386,692	50.00
Clearwater County	0	52,995	105,990	52,995	50.00
Mahnomen County	0	22,298	44,595	22,297	50.00
Mahnomen	0	10,843	21,685	10,842	50.00
Norman County	0	51,043	102,085	51,042	50.00
Polk County	0	137,010	274,020	137,010	50.00
Crookston	0	113,503	227,005	113,502	50.00
Wilkin County	0	27,918	55,835	27,917	50.00
Breckenridge	0	46,093	92,185	46,092	50.00

<b>Total Signatory Funding</b>	<b>0</b>	<b>1,311,069</b>	<b>2,622,130</b>	<b>1,311,061</b>	<b>50.00</b>
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**Grants**

Basic Support - MN (RLBSS)	0	210,302	525,699	315,397	40.00
Reg Library Telecom Aid (RLTA)	27,238	48,684	93,150	44,466	52.26

<b>Total Grants</b>	<b>27,238</b>	<b>258,986</b>	<b>618,849</b>	<b>359,863</b>	<b>41.85</b>
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**Miscellaneous Revenue**

Service Charge Revenue	53	2,309	11,000	8,691	20.99
Printing Revenue	117	3,205	18,000	14,795	17.81
Fax Revenue	9	1,338	7,000	5,662	19.11
Microfilm Revenue	0	50	150	100	33.33
Photocopy Revenue	26	1,141	8,000	6,859	14.26
Book/Furniture Sale Revenue	0	262	0	(262)	0.00
Interest/Dividend Income	6,435	30,459	60,000	29,541	50.77
Investment Value Change	5,567	4,659	0	(4,659)	0.00
Lost/Damaged Property	30	1,358	6,500	5,142	20.89
Other Income	0	250	0	(250)	0.00

<b>Total Miscellaneous Revenue</b>	<b>12,237</b>	<b>45,031</b>	<b>110,650</b>	<b>65,619</b>	<b>40.70</b>
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**Joint Automation Revenue**

Northwest Reg. Lib. Contrib.	0	22,950	45,900	22,950	50.00
MNLink Server Site Payments	258	1,292	3,100	1,808	41.68

<b>Total Joint Automation Revenue</b>	<b>258</b>	<b>24,242</b>	<b>49,000</b>	<b>24,758</b>	<b>49.47</b>
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<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>57,621</b>	<b>57,621</b>	<b>0.00</b>
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<b>Total General Fund Revenue</b>	<b>39,733</b>	<b>1,639,328</b>	<b>3,458,250</b>	<b>1,818,922</b>	<b>47.40</b>
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**General Fund Expenditures**

**Personnel Expenses**

Salaries	145,539	735,173	1,821,750	1,086,577	40.36
Payroll Taxes	10,731	55,100	140,800	85,700	39.13
Retirement - PERA	10,623	54,262	135,950	81,688	39.91
Health Insurance	27,517	148,225	357,550	209,325	41.46
Life Insurance	167	841	2,100	1,259	40.05
Workers Compensation Insurance	269	1,345	3,500	2,155	38.43
Other Employee Benefits	121	605	1,650	1,045	36.67

<b>Total Personnel</b>	<b>194,967</b>	<b>995,551</b>	<b>2,463,300</b>	<b>1,467,749</b>	<b>40.42</b>
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**Automation/Cataloging**

Automation	11,641	63,213	146,450	83,237	43.16
Support - App	306	1,529	3,700	2,171	41.32
Remote Printing	228	1,140	2,750	1,610	41.45
Catalog Item Records	1,002	5,010	11,000	5,990	45.55
Supplies - Computer	340	1,616	5,000	3,384	32.32
Supplies - Technical Services	140	821	6,000	5,179	13.68

<b>Total Automation/Cataloging</b>	<b>13,657</b>	<b>73,329</b>	<b>174,900</b>	<b>101,571</b>	<b>41.93</b>
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Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Five Months Ending May 31, 2020

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	0	56	3,400	3,344	1.65
Programming - Summer Learning	(45)	1,051	8,000	6,949	13.14
Programming - Adult	0	198	2,500	2,302	7.92
<b>Total Library Programming</b>	<b>(45)</b>	<b>1,305</b>	<b>13,900</b>	<b>12,595</b>	<b>9.39</b>
<b>Staff Development</b>					
Staff Training & Development	0	169	10,000	9,831	1.69
<b>Total Staff Development</b>	<b>0</b>	<b>169</b>	<b>10,000</b>	<b>9,831</b>	<b>1.69</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	68	4,470	23,000	18,530	19.43
Regional Board Meetings	0	637	6,000	5,363	10.62
<b>Total Mileage/Board Meeting Expenses</b>	<b>68</b>	<b>5,107</b>	<b>29,000</b>	<b>23,893</b>	<b>17.61</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	255	9,917	15,200	5,283	65.24
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	23,542	62,500	38,958	37.67
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,464	7,382	17,750	10,368	41.59
Lease - Regional Office Rent	1,752	8,758	21,000	12,242	41.70
Leases - Equipment	0	2,868	6,050	3,182	47.40
Maintenance Contracts	98	3,813	14,150	10,337	26.95
Memberships	85	480	1,000	520	48.00
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	1,171	6,401	16,000	9,599	40.01
Postage	499	1,034	3,700	2,666	27.95
Recruitment	33	594	8,000	7,406	7.43
Repairs - Equipment	0	155	2,500	2,345	6.20
Supplies - Copier/Fax/Microfilm	0	630	800	170	78.75
Supplies - Office	23	1,273	8,500	7,227	14.98
Supplies - Public Services	374	1,227	6,000	4,773	20.45
Telephone/Telecom	1,875	8,362	23,100	14,738	36.20
<b>Total Other Operating Expenses</b>	<b>12,295</b>	<b>76,617</b>	<b>217,050</b>	<b>140,433</b>	<b>35.30</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>27,238</b>	<b>48,685</b>	<b>93,150</b>	<b>44,465</b>	<b>52.27</b>
<b>Transportation</b>					
Van Expenses	198	855	3,950	3,095	21.65
<b>Total Transportation</b>	<b>198</b>	<b>855</b>	<b>3,950</b>	<b>3,095</b>	<b>21.65</b>
<b>Materials</b>					
Audio Visual	3,300	19,840	75,000	55,160	26.45
Digital	10,847	61,405	101,500	40,095	60.50
Online Service - Hoopla	0	1,142	0	(1,142)	0.00
Online Resources	625	3,097	7,500	4,403	41.29
Periodicals	286	13,519	21,000	7,481	64.38
Print	15,242	95,619	200,000	104,381	47.81
<b>Total Materials</b>	<b>30,300</b>	<b>194,622</b>	<b>405,000</b>	<b>210,378</b>	<b>48.05</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0	3,102	10,000	6,898	31.02
Software & Hardware Upgrades	0	882	30,000	29,118	2.94
<b>Total Capital Expenditures</b>	<b>0</b>	<b>3,984</b>	<b>40,000</b>	<b>36,016</b>	<b>9.96</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	167	833	2,000	1,167	41.65
Technology Upgrades	250	1,250	3,000	1,750	41.67
Van Replacement	250	1,250	3,000	1,750	41.67
<b>Total Capital Fund Accounts</b>	<b>667</b>	<b>3,333</b>	<b>8,000</b>	<b>4,667</b>	<b>41.66</b>
<b>Total General Fund Expenditures</b>	<b>279,345</b>	<b>1,403,557</b>	<b>3,458,250</b>	<b>2,054,693</b>	<b>40.59</b>
General Fund Revenue Over Expenditures \$	<b>(239,612)</b>	<b>235,771</b>	<b>0</b>	<b>(235,771)</b>	<b>0.00</b>

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 8,615	\$ 12,048	\$ 0	(12,048)	0.00
Endowment Revenue	(1,225)	760	0	(760)	0.00
Gain From Insurance Claim	0	1,813	0	(1,813)	0.00
Telecom/E-rate Funds	0	14,026	0	(14,026)	0.00
Legacy Grant Revenue	(2,151)	8,402	0	(8,402)	0.00
Northern Lights LN Funds	1,268	3,621	0	(3,621)	0.00
<b>Total Special Projects Revenue</b>	<b>6,507</b>	<b>40,670</b>	<b>0</b>	<b>(40,670)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	25	709	0	(709)	0.00
Donations - Materials: A/V	0	20	0	(20)	0.00
Donations - Materials: Other	208	208	0	(208)	0.00
Donations - Miscellaneous	6,052	7,029	0	(7,029)	0.00
Legacy Grant Expense	(2,151)	8,402	0	(8,402)	0.00
Telecom/E-rate Expenses	0	14,026	0	(14,026)	0.00
Misc. State Grant Expense	7,405	7,405	0	(7,405)	0.00
Book Truck - Insurance	79	238	0	(238)	0.00
Book Truck - Maintenance	0	372	0	(372)	0.00
Northern Lights LN e-Books	1,268	3,621	0	(3,621)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>12,886</b>	<b>42,030</b>	<b>0</b>	<b>(42,030)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	1,372	11,686	0	(11,686)	0.00
Insurance Claim - Furn & Equip	0	2,813	0	(2,813)	0.00
Projects from Designated Funds:					
Desig Funds - Van Replacement	1,575	1,575	0	(1,575)	0.00
<b>Total Special Projects Capital</b>	<b>2,947</b>	<b>16,074</b>	<b>0</b>	<b>(16,074)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>15,833</b>	<b>58,104</b>	<b>0</b>	<b>(58,104)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (9,326)	\$ (17,434)	\$ 0	17,434	0.00
GRAND TOTAL REVENUE	46,240	1,679,998	3,458,250	1,778,252	48.58
GRAND TOTAL EXPENDITURES	295,280	1,461,963	3,458,250	1,996,287	42.27
CHANGE IN FUND BALANCE	\$ (249,040)	\$ 218,035	\$ 0	(218,035)	0.00

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

**9**

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 15,385	9,000	6,385	29,583	(14,198)
Cash - Payroll (Bell Bank)	5,346	5,246	100	12,649	(7,303)
Cash - Savings (Bell Bank)	1,102,621	761,939	340,682	815,745	286,876
Petty Cash	460	460	0	460	0
Investment Account	1,374,872	1,364,230	10,642	1,344,049	30,823
Accounts Receivable	0	552,181	(552,181)	514	(514)
Prepaid Expenses	71,183	67,362	3,821	66,474	4,709
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
<b>Total Assets</b>	<b>\$ 2,768,269</b>	<b>2,958,820</b>	<b>(190,551)</b>	<b>2,467,876</b>	<b>300,393</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 50,993	16,813	34,180	45,608	5,385
Credit Card Payable	3,377	1,776	1,601	0	3,377
Amazon Charge Account	3,126	1,660	1,466	0	3,126
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	854	435	419	0	854
Dental Insurance Payable	(14)	14	(28)	0	(14)
Vision Insurance Payable	18	(3)	21	0	18
AFLAC Payable	141	376	(235)	259	(118)
Flexible Spending - Medical	2,346	2,056	290	990	1,356
Sales Tax Payable	10	0	10	486	(476)
Deferred Revenue	587,189	567,092	20,097	521,674	65,515
<b>Total Liabilities</b>	<b>785,247</b>	<b>727,426</b>	<b>57,821</b>	<b>706,224</b>	<b>79,023</b>
<b>FUND BALANCES</b>					
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	34,250	34,000	250	33,000	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	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	115,833	115,667	166	115,000	833
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	218,036	467,074	(249,038)	9,028	209,008
<b>Total Fund Balances</b>	<b>1,983,022</b>	<b>2,231,394</b>	<b>(248,372)</b>	<b>1,761,652</b>	<b>221,370</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 2,768,269</b>	<b>2,958,820</b>	<b>(190,551)</b>	<b>2,467,876</b>	<b>300,393</b>



## REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2021 (July 1, 2020 – June 30, 2021) Application

### A. Applicant Information

**1. Regional public library system name and address:**

Lake Agassiz Regional Library, 118 5<sup>th</sup> 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: 5.97**

**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, 2020.

## 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 FY2021 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, Finance, 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 FY2021, 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, 2020, **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	2019 Level of Funding Provided
Becker County (excluding Detroit Lakes)	\$378,205
Detroit Lakes	226,670
Clay County (excluding Moorhead)	292,175
Moorhead	753,375
Clearwater County	101,910
Mahnomen County (excluding Mahnomen)	43,020
Mahnomen	20,600
Norman County	98,550
Polk County (excluding Crookston & East Grand Forks)	264,090
Crookston	222,635
Wilkin County (excluding Breckenridge)	54,350
Breckenridge	90,040
Total:	\$2,545,620

**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: 06/18/2020

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: 06/18/2020

## D. Attachments and Due Date

- FY 2021 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Wednesday, July 1, 2020**. Please submit one PDF of the signed original application to [hannah.buckland@state.mn.us](mailto:hannah.buckland@state.mn.us).

Regional Library System Name:		
State Fiscal Year 2021		
Proposed Budget		
		<b>Amount</b>
<b>Personnel Expenses</b>		
	Salaries and Wages	\$402,565
	Benefits	\$123,134
	Staff Development, Tuition and Other Reimbursements	
<b>Total Personnel</b>		<b>\$525,699</b>
<b>Total FTE Supported</b>		
<b>Operating Expenses</b>		
	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)	
<b>Total Operating Expenses</b>		<b>\$0</b>
<b>Program Expenses</b>		
	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)	
<b>Total Program Expenses</b>		<b>\$0</b>
<b>Total Anticipated State Aid Expenditures</b>		<b>\$525,699</b>

**Accomplishments: October 2017-April 2020**

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.	Evergreen registration training will help employees understand the importance of accurately	Registration error rates will decrease. OverDrive statistics will	Statistics will be more accurate and time dedicated to fixing registration issues will decrease.

	b. Open OverDrive training to all employees.	Filling out the online form. OverDrive training will better prepare employees to assist customers with OverDrive.	Increase as employees push the product and provide assistance to customers.	Employees will promote the resource and 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 Comfort & Safety	3/15/2019 Create and distribute new Evergreen training binders (Fall 2018) with regular updates sent out to all employees.	The new binder will provide necessary training materials for LARL staff.	Automation Coordinator's daily, weekly, and monthly reports regarding customer and material accounts will be administered.	Outcomes include staff who feel more comfortable with Evergreen and feel more empowered, resulting in better 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.
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.	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 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.	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	3/15/2019 Create a Donor Report.	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 Connection to Community	3/25/2019 Implement plan to obtain business cards for all Library Associates (Librarians) by the end of 2019. 1. Identify all Associates. 2. Determine Cost. 3. Place orders throughout 2019.	The goal is to give librarians the tools they need to connect with the community and establish relationships.	We will encourage librarians to let us know if the business cards assist with outreach and building a community connection.	Associates will be now be called - librarians- which accurately reflects the 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: 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: Customer Service 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.
Focus Area: Customer Service Connection to Community Comfort & Safety	08/08/2019 Replaced ancient microfilm readers in Moorhead and Crookston with new state-of-the-art readers/scanners/printers. And, offered vendor training.	The goal is for the customer to obtain the information they want/need in a seamless manner.	We will informally track the number of users and feedback from community members.	More customers will use the service for their research needs.
Focus Area: Customer Service Connection to Community Comfort & Safety	10/01/2019 Introduce Internet Digital Card to access OverDrive.	The goal is to provide convenient access to eBooks and eAudiobooks to the residents of our region.	We will measure the success of the service by keeping track of monthly statistics.	More customers will have access to library materials.

Focus Area: Customer Service Connection to Community Comfort & Safety	09/19/2019 Four LARL employees presented in three different sessions at the Minnesota Library Association conference.	The goal is for LARL to become a player in the larger MN library community and share our knowledge so others can benefit.	We will receive feedback from the larger MN community regarding the program content and representation.	LARL will be a more visible player in the library community, contributing to the success of rural libraries across the state.
Focus Area: Customer Service Connection to Community Comfort & Safety	10/10/2019 New branch binders will be developed to help with consistency and training in LARL branches.	The goal is for all branch employees and subs to have a go-to binder with answers to facility and operational questions.	We will measure the success of the binders by monitoring the rate questions that come up regarding facility management and everyday operations.	LARL employees will feel more comfortable with library operations with a go-to manual with answers regarding day to day operations.
Focus Area: Customer Service Connection to Community Comfort & Safety	10/14/2019 Staff Day exercise to create a plan for increasing card holders and library users in the region.	The goal is for 1 in 4 LARL residents to have a library card by the end of 2020.	We will measure the success by monitoring the number of new cards created monthly over the next year.	LARL employees will create more of a connection with community members and LARL residents will benefit from library services.
Focus Area: Customer Service Connection to Community Comfort & Safety	3/20/2020 Created online library card application.	The goal is to provide access to online resources during COVID-19 and beyond.	The number of applications received will be closely monitored.	Those residing within the LARL region will have access to various online resources.
Focus Area: Customer Service Connection to Community Comfort & Safety	4/15/2020 Subscribed to Hoopla	The goal is to provide convenient access to library resources.	Monthly statistics will be gathered.	Library customers will have access to convenient resources for entertainment and enrichment.
Focus Area: Customer Service Connection to Community Comfort & Safety	4/16/2020 LARL implemented an online chat reference option.	The goal is to provide a convenient means for connecting with library information.	Monthly statistics will be gathered.	Library customers will have a convenient way to contact library staff for information about library resources and beyond.
Focus Area: Customer Service Connection to Community Comfort & Safety	4/15/2020 Introduced Grasshopper phone service for customers.	The goal is to provide access to library staff and resources during COVID-19.	Monthly statistics will be gathered.	Library customers will have a convenient way to contact library staff for information about library resources and beyond.
Focus Area:	4/15/2020	The goal is to provide	Anecdotal and circulation	Library customers will have access to

Customer Service Connection to Community Comfort & Safety	Introduced no-contact curbside pickup.	physical library materials to customers the safest way possible.	statistics will be gathered.	physical library materials during COVID-19.
Customer Service Connection to Community	6/10/2020 Introduced Wi-Fi HotSpot service for checkout.	The goal is to connect the residents of LARL with the online resources they need to succeed.	We will collect circulation and anecdotal information.	Residents of LARL will connect with the necessary resources to learn and grow from home during COVID-19.



## ARTS AND CULTURAL HERITAGE FUND (ACHF) Regional Library System Application Narrative Form State Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

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 20, 2020, 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 [Ashley Bieber](#) at State Library Services.

Regional library system name and address:

Lake Agassiz Regional Library, 118 5<sup>th</sup> St S, Moorhead, MN 56560

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

Liz Lynch, (218) 233-3757, [lynchl@larl.org](mailto:lynchl@larl.org)

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

Jenna Kahly, (218) 233-3757, [kahlyj@larl.org](mailto:kahlyj@larl.org)

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

Jamie Spryncynatyk, (218) 233-3757, [spryj@larl.org](mailto: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 **06/18/2020**

Signature \_\_\_\_\_

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **06/18/2020**

## 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 2020.

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 2021 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 2020 allocation or by July 30, 2022, 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 2021 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, 2020 – December 31, 2020	January 31, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 31, 2021
July 1, 2021 – September 30, 2021	October 30, 2021
October 1, 2021 – December 31, 2021	February 1, 2022
January 1, 2022 – March 31, 2022	April 30, 2022
April 1, 2022 – June 30, 2021	July 30, 2022

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 2021 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 2021 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](http://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 FY2021 ACHF application.*

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

State Fiscal Year 2021 (July 1, 2020-June 30, 2021)



Regional library system name: Lake Agassiz Regional Library

Full-time equivalents (FTE) funded with ACHF : 0.31

*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%)	\$5,431.00	
Statewide initiative (up to 10%)	\$0.00	
Other (auto sums from info entered below)	\$103,195.75	
<b>TOTAL</b>	<b>\$108,626.75</b>	

Other estimated expenses (will be included above)	FY20 Estimated Expenditures	Notes
Contracted services	\$64,498.75	
Personnel	\$12,899.00	
Subgrants	\$0.00	
Advertising	\$15,479.00	
Collection	\$10,319.00	
<b>Total Other</b>	<b>\$103,195.75</b>	

## LARL In Person Board meeting costs

	Executive /		
	Full Board	Executive	Finance
Ahmann	80.21		
Anderson	-		
Briggs	80.50	80.50	80.50
Carlson	-		
Durant	80.21		
Grimsley	51.75	51.75	51.75
Haney	-		
Holecek	50.60		
Jacobson	32.20		32.20
Kalil	82.80	82.80	82.80
Larson	51.75	51.75	51.75
Schell	57.50		
Shastri	-		
Titera	103.50		103.50
Willhite	80.50	80.50	80.50
Total	751.52	347.30	483.00
Average per meeting food/refreshment cost	72.00	18.00	18.00
Per meeting cost	823.52	365.30	501.00

Zoom Cost for remote meetings

\$150 per year

# LAKE AGASSIZ REGIONAL LIBRARY

## 2021

### Preliminary Budget

#### Draft #3

CATEGORY	2019 BUDGET	2020 BUDGET	2021 BUDGET	\$\$ VARIANCE	% VARIANCE
Personnel	2,384,950	2,463,300	2,557,800	94,500	3.84%
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	3,555,900	97,650	2.82%

(OVER)

## LAKE AGASSIZ REGIONAL LIBRARY

2021

## Preliminary Budget

Draft #3

<b>REVENUE</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>\$S Change</b>	<b>2021 Request</b>
Becker County	378,205	391,360	9,005	400,365
Detroit Lakes	226,670	232,370	3,975	236,345
Clay County	292,175	301,615	6,460	308,075
Moorhead	753,375	773,385	13,535	786,920
Clearwater County	101,910	105,990	2,790	108,780
Mahnomen County	43,020	44,595	1,030	45,625
Mahnomen	20,600	21,685	725	22,410
Norman County	98,550	102,085	2,395	104,480
Polk County	264,090	274,020	6,550	280,570
Crookston	222,635	227,005	3,025	230,030
Wilkin County	54,350	55,835	960	56,795
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	35,849	93,470
<b>TOTAL OTHER REVENUE</b>	<b>229,582</b>	<b>217,271</b>	<b>41,349</b>	<b>258,620</b>
<b>TOTAL REVENUE</b>	<b>3,395,350</b>	<b>3,458,250</b>	<b>97,650</b>	<b>3,555,900</b>
<b>EXPENDITURES</b>				
Operating	3,346,350	3,410,250	98,150	3,508,400
Capital	49,000	48,000	(500)	47,500
<b>TOTAL EXPENDITURES</b>	<b>3,395,350</b>	<b>3,458,250</b>	<b>97,650</b>	<b>3,555,900</b>
				-



## Monthly Report to the Board

Meeting Date: June 18, 2020

From: Liz Lynch, Executive Director

### COVID-19 Service Update

**Curbside Pickup:** All LARL locations are currently offering Curbside Pickup of library materials. This service began in April and the amount of items for check-out continues to climb. During the month of May, over 7,600 items were checked out and the number is expected to increase each month. Customers have expressed that they are very appreciative of this service.

**LARL Digital Service:** LARL Digital Services (OverDrive and Hoopla) continue to rise in popularity and use. Statistics in April and May hold the highest check-out-to-date with over 16,000 items downloaded in the month of May. This is a 30% jump in use compared to May of 2019.

**New Customers:** LARL has acquired 960 new customers in 2020. This is slightly lower than 1,500 new customers in 2019 at this same time.

**Wi-Fi HotSpot Service:** Thanks to a grant from the Minnesota Department of Education using federal funding, CFDA 45.310, to provide HotSpot service, LARL was able to purchase 43 HotSpots for check-out to the public.

The devices provide free unlimited internet access with a 2 week checkout period. This funding allowed LARL to purchase HotSpots and provide three months of service. Additional funding from RLTA has allowed LARL to purchase service through the rest of 2020.

Each branch and LINK Site will be assigned at least one hotspot to start with, the hotspots will float around the region, moving around depending on demand.

**RLTA Statute Change:** In an unexpected turn of events, the MN Legislature passed new language regarding allowable uses of Regional Library Telecom Aid. Proposed language expanding allowable uses was used during the Governor's Emergency Executive Order 20-41 regarding distance learning. The House and Senate Education Committees then adopted the language to make a permanent statute change allowing unspent RLTA funds to be used for the "improvement of internet access and access to technology with items that are not e-rated, including, but not limited to, digital or online resources." LARL was able to use the funds from the Governor's expanded funds to purchase Wi-Fi service for the HotSpots through the rest of this year, internet equipment and services for The Book Truck, and additional content for the LARL eBook and eAudiobook collection.

As a permanent statute change, Regional Library Directors will be meeting with State Library Services this summer to determine how these funds will be allocated to the library systems moving forward.

**CARES Act Targeted Grant:** LARL is the recipient of a CARES Act grant, which is federal funding allocated to regional library systems through the Department of Education. The purpose of this grant is to expand access to the internet, supporting digital inclusion, educational activities, providing job search and career development and other resources for public libraries and public library patrons during the COVID-19 pandemic.

**Phase III of Reopening: Express Library Service**

It has been determined that it is unrealistic for all 22 LARL branches and LINKs to open at the same time. Rather, locations will be opening based on various factors such as staffing, interior arrangement, availability of safety equipment and staff comfort levels.

During the week of June 8<sup>th</sup>, various locations have agreed to open using the Phase III: Express Library Service model. This includes encouraging customers to wear masks, sanitize hands upon entering the location, limiting contact with library items, and limiting the time of the visit. This service is designed for customers to use the library as needed, but to avoid lingering and hanging out. Computers will also be available via appointment during this time as well.

Locations that have agreed to provide Express Service (or a variation of Express Service) in June include Gonvick, Halstad, Hendrum, Lake Park, Rothsay, Twin Valley and Ulen LINK Sites. Branches include Barnesville, Climax, Crookston, Detroit Lakes, Fosston, Hawley, McIntosh, and Moorhead. A few of the locations are going to start with offering "by appointment computer service", but will expand to offer other services July 1, 2020.

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From May 1, 2020 to May 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	5/22/20	Office Depot	11.47	
		5/22/20		15.46	
6000-000	Supplies - Office			26.93	
6020-000	Supplies - Public Services	5/1/20	Cole Papers Inc.	34.12	
6020-000	Supplies - Public Services	5/11/20	Batteries + Bulbs	11.90	
6020-000	Supplies - Public Services	5/21/20	Ace Hardware	29.94	
6020-000	Supplies - Public Services	5/21/20	Quill Corporation	25.86	
6020-000	Supplies - Public Services	5/22/20	Cole Papers Inc.	46.11	
6020-000	Supplies - Public Services			147.93	
6040-000	Supplies - Computer	5/27/20	DEMCO	36.72	
6040-000	Supplies - Computer			36.72	
6110-000	OCLC/Minitex	5/1/20	OCLC, Inc.	1,002.01	
6110-000	OCLC/Minitex			1,002.01	
6300-000	Payroll/Time Tracking	5/11/20	Payroll Professionals, Inc.	113.15	
		5/26/20		108.50	
6300-000	Payroll/Time Tracking			221.65	
6350-000	Delivery Service - Courier	5/11/20	Alliance Courier	2,115.30	
		5/25/20		2,115.30	
6350-000	Delivery Service - Courier			4,230.60	
6380-000	Recruitment	5/29/20	Norman County Index	33.00	
6380-000	Recruitment			33.00	
6400-000	Telephone	5/1/20	Halstad Telephone Company	32.78	
		5/1/20		73.18	
6400-000	Telephone	5/22/20	Rochester Telecom Systems Inc.	104.28	
6400-000	Telephone			210.24	
6410-000	PIO - Marketing/Printing/Etc	5/1/20	Heritage Publications	199.00	
6410-000	PIO - Marketing/Printing/Etc	5/1/20	Clay County Connection	265.00	
6410-000	PIO - Marketing/Printing/Etc	5/3/20	Crookston Daily Times	250.00	
6410-000	PIO - Marketing/Printing/Etc			714.00	
6455-000	Mileage - Staff	5/13/20	Phillip Spooner	25.59	
6455-000	Mileage - Staff	5/15/20	Greta Guck	42.26	
6455-000	Mileage - Staff			67.85	
6600-000	Materials - Print	5/1/20	Baker & Taylor	40.40	
		5/1/20		98.26	
		5/1/20		54.44	
		5/1/20		127.78	
		5/1/20		112.64	
		5/1/20		95.49	
		5/1/20		61.72	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From May 1, 2020 to May 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/1/20		81.70	
		5/1/20		65.66	
		5/1/20		20.50	
		5/1/20		103.62	
		5/1/20		21.62	
		5/1/20		53.64	
		5/1/20		21.62	
		5/1/20		113.60	
		5/1/20		23.82	
		5/1/20		66.76	
		5/1/20		46.54	
		5/1/20		22.72	
		5/1/20		39.62	
		5/1/20		46.72	
		5/1/20		27.68	
		5/1/20		24.94	
		5/1/20		30.42	
		5/1/20		30.42	
		5/1/20		22.38	
		5/1/20		15.80	
		5/1/20		31.60	
		5/1/20		149.46	
		5/1/20		89.03	
		5/1/20		135.92	
		5/1/20		73.54	
		5/1/20		109.36	
		5/1/20		63.12	
		5/1/20		31.60	
		5/1/20		32.70	
		5/1/20		53.66	
		5/1/20		139.58	
		5/1/20		55.78	
		5/1/20		38.26	
		5/1/20		31.76	
		5/1/20		31.64	
		5/1/20		33.47	
		5/1/20		97.74	
		5/1/20		557.50	
		5/1/20		430.36	
		5/1/20		550.66	
		5/1/20		284.20	
		5/1/20		376.08	
		5/1/20		148.19	
		5/1/20		102.99	
		5/1/20		324.97	
		5/1/20		218.23	
		5/1/20		257.02	
		5/1/20		275.87	
		5/1/20		156.56	
		5/1/20		72.36	
		5/1/20		9.38	
		5/1/20		19.78	
		5/1/20		94.42	
		5/1/20		69.16	
		5/1/20		10.17	
		5/1/20		63.48	
		5/1/20		47.60	
		5/4/20		71.28	
		5/4/20		134.62	
		5/4/20		78.50	
		5/4/20		84.06	
		5/4/20		63.18	
		5/4/20		537.17	
		5/4/20		300.64	
		5/4/20		289.92	
		5/4/20		66.54	
		5/4/20		10.38	
		5/5/20		125.09	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From May 1, 2020 to May 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/5/20		114.60	
		5/5/20		555.94	
		5/6/20		79.11	
		5/6/20		17.18	
		5/6/20		205.84	
		5/6/20		313.98	
		5/7/20		14.07	
		5/7/20		48.59	
		5/7/20		45.14	
		5/7/20		101.35	
		5/7/20		564.45	
		5/7/20		135.10	
		5/7/20		213.10	
		5/8/20		43.26	
		5/8/20		38.41	
		5/8/20		20.20	
		5/8/20		484.95	
		5/11/20		431.84	
		5/12/20		31.72	
		5/13/20		187.68	
		5/13/20		74.36	
6600-000	Materials - Print	5/14/20	Cherry Lake/Sleeping Bear Pres	82.95	
6600-000	Materials - Print	5/14/20	Baker & Taylor	14.70	
		5/14/20		65.66	
		5/14/20		55.84	
		5/14/20		40.93	
		5/15/20		193.93	
		5/15/20		0.84	
		5/15/20		33.80	
		5/15/20		8.86	
		5/18/20		303.62	
		5/18/20		104.14	
		5/18/20		30.16	
		5/18/20		18.72	
		5/19/20		40.86	
		5/19/20		142.10	
		5/19/20		326.10	
		5/20/20		36.54	
		5/20/20		154.49	
		5/20/20		61.20	
		5/20/20		411.96	
		5/20/20		403.40	
		5/20/20		22.42	
		5/21/20		60.84	
		5/21/20		66.35	
		5/21/20		71.62	
		5/21/20		32.13	
		5/21/20		37.30	
		5/22/20		6.48	
		5/22/20		56.84	
6600-000	Materials - Print			15,104.74	
6601-000	Materials - A/V	5/1/20	Baker & Taylor	22.66	
		5/1/20		35.85	
		5/1/20		249.80	
		5/1/20		195.56	
		5/1/20		19.09	
		5/1/20		96.40	
		5/6/20		21.94	
		5/7/20		38.18	
		5/15/20		22.66	
		5/18/20		44.08	
		5/19/20		129.66	
		5/20/20		135.96	
		5/21/20		67.98	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From May 1, 2020 to May 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/22/20		18.20	
		5/22/20		22.66	
		5/22/20		29.80	
6601-000	Materials - A/V	5/28/20	Recorded Books, LLC.	63.98	
		5/28/20		130.98	
		5/28/20		81.00	
		5/28/20		125.40	
		5/28/20		27.49	
		5/28/20		34.69	
		5/28/20		72.98	
		5/28/20		72.98	
		5/28/20		49.96	
6601-000	Materials - A/V			1,809.94	
6670-000	Materials - Digital - e-Books	5/1/20	Overdrive, Inc.	3.16	
		5/4/20		76.99	
		5/4/20		97.89	
		5/4/20		65.00	
		5/4/20		347.92	
		5/4/20		8.00	
		5/5/20		243.46	
		5/5/20		519.28	
		5/5/20		1,209.08	
		5/5/20		173.48	
		5/11/20		28.96	
		5/11/20		193.95	
		5/11/20		323.93	
		5/11/20		243.52	
		5/12/20		92.50	
		5/12/20		186.62	
		5/13/20		12.99	
		5/18/20		571.95	
		5/18/20		135.67	
		5/19/20		171.95	
		5/19/20		113.95	
		5/20/20		448.46	
		5/21/20		448.67	
		5/21/20		6.99	
		5/21/20		1,567.72	
6670-000	Materials - Digital - e-Books			7,292.09	
6675-000	Materials - Digital - e-Audio	5/4/20	Overdrive, Inc.	38.00	
		5/4/20		65.00	
		5/5/20		51.50	
		5/5/20		114.98	
		5/5/20		912.59	
		5/5/20		74.99	
		5/5/20		38.00	
		5/11/20		366.94	
		5/19/20		59.98	
		5/20/20		274.00	
		5/21/20		132.42	
		5/21/20		926.65	
6675-000	Materials - Digital - e-Audio			3,055.05	
6690-000	Materials - Periodicals	5/1/20	The Hawley Herald, Inc.	43.00	
6690-000	Materials - Periodicals	5/1/20	Landman Publishing, LLC	40.00	
6690-000	Materials - Periodicals	5/1/20	Anders Valley Publishing, LLC	35.00	
6690-000	Materials - Periodicals	5/4/20	Fergus Falls Daily Journal	168.00	
6690-000	Materials - Periodicals			286.00	

**Lake Agassiz Regional Library**  
**Monthly List of Bills paid by Check**  
**For the Period From May 1, 2020 to May 31, 2020**

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7115-000	Regional Lib Tele Aid - Cat 3	5/1/20	Zoobean Inc	8,380.00	
7115-000	Regional Lib Tele Aid - Cat 3	5/29/20	Midwest Tape	18,857.54	
7115-000	Regional Lib Tele Aid - Cat 3			27,237.54	
7116-000	RLTA - Cat 3 - ebook	5/29/20	Overdrive, Inc.	60.00	
		5/31/20		16.98	
		5/31/20		9.99	
7116-000	RLTA - Cat 3 - ebook			86.97	
7250-000	Misc. State Grant Expense	5/21/20	T-Mobile	7,404.60	
7250-000	Misc. State Grant Expense			7,404.60	
7410-000	Northern Lights LN e-Books	5/4/20	Overdrive, Inc.	303.93	
		5/11/20		211.88	
		5/20/20		752.33	
7410-000	Northern Lights LN e-Books			1,268.14	
8000-000	Donation - Misc Exp - RO	5/11/20	Scholastic Inc. Education	6,031.75	
8000-000	Donation - Misc Exp - RO			6,031.75	
8107-000	Donation - Material Other - RO	5/1/20	Overdrive, Inc.	24.79	
		5/4/20		57.00	
		5/4/20		125.99	
8107-000	Donation - Material Other - RO			207.78	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	5/15/20 5/15/20 5/29/20 5/29/20	Federal Income Tax deposit	4,678.29 1,094.12 1,058.87 4,527.60	
5100-000	Payroll Taxes - Employer			11,358.88	
5110-000	Retirement - PERA - Employer	5/15/20 5/29/20	Public Employees Retirement As	5,684.66 5,552.93	
5110-000	Retirement - PERA - Employer			11,237.59	
5120-000	Health Insurance	5/14/20 5/14/20	Further - VEBA/HSA	1,602.91 2,050.00	
5120-000	Health Insurance	5/15/20	LARL Payroll		678.41
5120-000	Health Insurance	5/22/20	Further - Fees	115.05	
5120-000	Health Insurance	5/29/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	5/29/20	LARL Payroll		678.41
5120-000	Health Insurance	5/30/20	Lakes Country Service Cooperat	26,105.00	
5120-000	Health Insurance			30,065.87	1,356.82
5140-000	Life Insurance - Employer Paid	5/1/20	The Hartford	173.60	
5140-000	Life Insurance - Employer Paid			173.60	
6020-000	Supplies - Public Services	5/21/20 5/21/20 5/22/20 5/27/20	Amazon (charges on account)	32.32 94.99 34.99 54.88	
6020-000	Supplies - Public Services			217.18	
6040-000	Supplies - Computer	5/3/20	Grasshopper.com	74.05	
6040-000	Supplies - Computer	5/3/20	Zoho Corp	20.00	
6040-000	Supplies - Computer	5/14/20	Be Mobile - Verizon	85.00	
6040-000	Supplies - Computer			179.05	
6335-000	Credit Card Fees	5/27/20	Be.Live	0.33	
6335-000	Credit Card Fees			0.33	
6400-000	Telephone	5/3/20 5/3/20 5/3/20 5/3/20 5/3/20	Arvig	82.08 92.08 90.46 97.81 41.35	
6400-000	Telephone	5/13/20	Rothsay Telephone	70.35	
6400-000	Telephone	5/14/20	Allstream	752.84	
6400-000	Telephone	5/15/20	Garden Valley Telephone Comp	39.96	
6400-000	Telephone	5/25/20	Arvig	182.18	
6400-000	Telephone	5/30/20 5/30/20 5/30/20	Garden Valley Telephone Comp	39.96 39.96 39.96	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/30/20		89.18	
6400-000	Telephone			1,658.17	
6405-000	Cell Phone	5/9/20	Ting	6.71	
6405-000	Cell Phone			6.71	
6410-000	PIO - Marketing/Printing/Etc	5/11/20	Paddle.net (Amelia plug in)	63.35	
6410-000	PIO - Marketing/Printing/Etc	5/22/20	Tidio	18.36	
6410-000	PIO - Marketing/Printing/Etc	5/27/20	Be.Live	30.57	
6410-000	PIO - Marketing/Printing/Etc	5/31/20	Facebook Ad Manager	91.66	
6410-000	PIO - Marketing/Printing/Etc			203.94	
6430-000	Postage	5/12/20	Pitney Bowes Purchase Power	499.14	
6430-000	Postage			499.14	
6465-000	Memberships - LARL Directors	5/27/20	North Dakota Society of CPA's	85.00	
6465-000	Memberships - LARL Directors			85.00	
6500-000	Van - Gasoline	5/7/20	Kotaco Fuels, Inc	54.88	
6500-000	Van - Gasoline			54.88	
6600-000	Materials - Print	5/1/20	Amazon (charges on account)	13.99	
		5/4/20		6.39	
		5/7/20			1.03
		5/8/20		12.99	
		5/8/20		14.35	
		5/15/20		19.60	
		5/15/20		35.98	
		5/18/20		29.97	
		5/24/20		4.59	
6600-000	Materials - Print			137.86	1.03
6601-000	Materials - A/V	5/1/20	Amazon (charges on account)	53.88	
		5/4/20		29.98	
		5/4/20		35.92	
		5/4/20		30.94	
		5/5/20		29.98	
		5/7/20			0.06
		5/8/20		12.99	
		5/11/20		89.89	
		5/11/20		50.05	
		5/13/20		99.80	
		5/15/20		39.92	
		5/15/20		263.88	
		5/15/20		33.90	
		5/15/20		33.90	
		5/18/20		17.96	
		5/18/20		55.98	
		5/18/20		161.73	
		5/18/20		11.89	
		5/18/20		174.34	
		5/19/20		28.95	
		5/20/20		19.92	
		5/24/20		14.59	
		5/25/20		53.88	
		5/25/20		17.96	
		5/25/20		52.84	
		5/27/20		39.82	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		5/29/20		19.96	
		5/30/20		14.96	
6601-000	Materials - A/V			1,489.81	0.06
8000-000	Donation - Misc Exp - RO	5/13/20	Amazon (charges on account)	20.58	
8000-000	Donation - Misc Exp - RO			20.58	
8100-011	Donation - Material Print - LM	5/4/20	Amazon (charges on account)	10.60	
		5/11/20		13.95	
8100-011	Donation - Material Print - LM			24.55	
8200-000	Donation - Furn & Equip - RO	5/19/20	Paragon Print Systems, Inc.	1,372.16	
8200-000	Donation - Furn & Equip - RO			1,372.16	
9020-000	Desig Funds - Van Replaceme	5/13/20	Sammy's Custom Cabinets and	1,575.00	
9020-000	Desig Funds - Van Replaceme			1,575.00	
9630-200	Cell Phone - Joint Automation	5/9/20	Ting	24.61	
9630-200	Cell Phone - Joint Automation			24.61	