

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Thursday, September 17, 2020

5:30 p.m.

Lower Level of the Moorhead Public Library

Also accessible via Zoom:

<https://us02web.zoom.us/j/81984211963?pwd=U21hbKQvNDN2emszcFVhR2ZXTjICQT09>

NOTE: If you're unable to attend this meeting, please call LARL's Regional Office (218) 233-3757, ext. 127. Or, send Liz an email at lynchl@larl.org by 1:00 the day of the meeting.

AGENDA

5:30 **1. CALL TO ORDER** – President Kalil

PUBLIC INPUT

APPROVAL OF AGENDA

5:35 **2. MINUTES OF THE JUNE 18, 2020 FULL BOARD MEETING**

Enclosed (page 4)

Recommended Motion: Move to approve the June 18, 2020 Full Board Meeting Minutes as presented.

5:40 **3. FINANCIAL REPORT** - Sprynczynatyk

Enclosed (page 8)

- a. Final Report and Documentation of Actual Expenses for FY2020 (July 1, 2019-June 30, 2020) Regional Library Telecommunications Aid (RLTA).
Enclosed (page 12)

Recommended Motion: Move to authorize the Regional Library Director and Finance/HR Director to submit the Final Report and documentation of actual expenses for FY2020 Regional Library Telecommunications Aid.

- b. Application for State FY2021 Regional Library Telecommunications Aid (RLTA).
Enclosed (page 15)

Recommended Motion: Move to approve the application for FY2021 Regional Library Telecommunications Aid (RLTA).

- c. Fund Balance History
Enclosed (page 20)

- d. Board Meeting Costs
Enclosed (page 21)

6:00 4. **DIRECTOR'S REPORT** - Lynch

- a. Director's Report - Enclosed (Page 23)
- b. Collection Development Policy Revision – Enclosed (Page 25)
Recommended Motion: Move to approve revised Collection Development Policy as recommended by the LARL Coordinating Team.
- c. Registration and Circulation Policy Revision – Enclosed (Page 33)
Recommended Motion: Move to approve revised Registration and Circulation Policy as recommended by the LARL Coordinating Team.
- d. Internet and Computer Use Policy Revision – Enclosed (Page 37)
Recommended Motion: Move to approve revised Computer and Internet Policy as recommended by the LARL Coordinating Team.
- e. Community Needs Assessment for the Moorhead Public Library and LARL Headquarters

6:20 5. **NOMINATIONS COMMITTEE, Call for Nominations** - Schell

6:25 6. **BOARD MEMBER REPORTS:**

Becker County – Ben Grimsley, Terry Kalil
 Breckenridge – Linda Holecek
 Clay County/Barnesville/Hawley – Jim Haney
 Clearwater County/Bagley – 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/Ada – Steve Jacobson
 Polk County/Climax/Fertile/Fosston/McIntosh – 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 – August 2020 (page 39 – digital packet only, print copy available for review at meeting)
- b. Editorial – Enclosed (Page 47)

UPCOMING MEETINGS/EVENTS

LARL All Staff Day, October 12, 10:00am-3:30pm (tent.)

All LARL locations closed.

Executive Committee Meeting, October 15, 5:30pm

Moorhead Public Library, lower level

Full Board Meeting, November 19, 5:30pm - Elections

Moorhead Public Library, lower level

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

An online meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, June 18, 2020. President Kalil called the meeting to order at 5:30 pm.

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

Board Members Absent: Anderson, Durant, Haney, Larson, Titera.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MAY 21, 2020 FULL BOARD MEETING

(Carlson/Briggs) Move to approve the Minutes of the May 21, 2020 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 41.67% of the year complete, 40.59% 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.

LARL Board meetings in person versus online meetings were reviewed. Sprynczynatyk pointed out that on average a Full Board meeting costs about \$823, an Executive Committee meeting costs \$365 and an Executive/Finance Committee meeting costs \$501. After some discussion the Board asked the topic be added to the September meeting agenda again, additionally looking at the number of each type of meeting that is held each year, as well as some suggestions of some meetings that would be better held in person and suggestions of those that might be more suitable for online meetings.

(Briggs/Schell) Move to approve the application for State FY2021 Regional Library Basic System Support. MCU.

(Carlson/Willhite) Move to approve the application to participate in the State Regional Library System Arts and Cultural Heritage Program for FY2021. MCU.

(over)

Minutes of the June 18, 2020 Full Board Meeting – Page 2**REPORT OF THE FINANCE COMMITTEE**

Grimsley reported the Finance Committee reviewed Draft 3 of the preliminary budget and recommends the full board approve Draft #3. Grimsley also requested that if any board members were aware or become aware of their city or county not being able to meet the request to let the Finance Committee know as soon as possible, as the Committee could look at possibly amending the budget.

(Grimsley/Schell) Move to approve the 2021 Preliminary Budget Draft #3 – as reviewed and recommended by the Finance Committee. MCU.

Lynch discussed that LARL recently learned that LARL, along with 2 other regional library systems, will be the recipient of a CARES Act grant. \$134,000 will be received but guidance on the requirements as to how the funding can be spent needs to be received yet.

DIRECTOR'S REPORT

Lynch discussed that LARL has been doing a great job of reinventing library service during the pandemic. LARL employees and Supervisors have done a great job. Some of the changes made: online library card applications, online programs are being offered, LARL has been part of the One Book One MN program, digital book circulation has increased, the Hoopla service was added (online TV, movies, books, comic books, magazines), Wi-Fi hotspots and service has been purchased with special funding from the state, curbside service has been implemented, materials have been delivered to people's homes, all libraries in MN along with CareerForce and MN Department of Employment and Economic Development are partnering to re-evaluate in person services and focus on helping people who are trying to get back on their feet after the pandemic.

Regional Library Telecom aid pays for library internet access as well as networking equipment. Sometimes there is a surplus of funding available. Through a Governor's Executive order the surplus funds were made available to libraries. The funding was used for equipment for the book truck, continuation of hotspot service, and online materials. The change to use surplus funds was added to the Omnibus bill, so going forward, if there are surplus funds Libraries will be able to use the funds for similar expenses in the future.

Most of the LARL branches are open or will be open by July 1st or slightly later. The board discussed requiring the public to wear masks when they are in the library locations. The board decided it would be better to encourage the public to wear masks in the libraries, have disposable masks available, but to not require the public to wear masks.

Lynch discussed a needs assessment for the Moorhead Library and Regional Office. The City of Moorhead has identified the Moorhead Library/Regional Office and the Moorhead City Hall are the two buildings in the city in most need of replacement. Lynch and Carlson asked if the board would be willing to use some designated funds to have a needs assessment performed. The city is looking at different buildings to relocate to, the city often asks what size and type of space does the library need. The needs assessment study would only cover LARL, the square footage, various types of spaces needed by the Moorhead Library and the Regional Office. Any architectural designs/rendering will be paid for by the City of Moorhead as part of a feasibility study.

DIRECTORS REPORT – continued:

The Board asked Lynch to move forward with identifying an organization or organizations who might be used to do a study, to provide the board with what kind of information a study would provide, what the expertise of the organization is, how input would be gathered.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

No report.

Clay County (Haney - absent)

No report.

Clearwater County (Titera - absent)

No report

Crookston (Briggs)

No report

Detroit Lakes (Schell)

Schell and Kalil were able to go into the Detroit Lakes Library and see the exciting changes that have taken place since the pandemic started. The library is making several partnerships around Detroit Lakes.

City of Mahnomen (Durant-absent)

No report.

Mahnomen County (Ahmann)

No report.

Moorhead (Anderson-absent, Carlson, Shastri)

Computer appointments have been going well in Moorhead, as well as curbside pickup. The city of Moorhead is just starting their budget process.

Norman County (Jacobson)

No report.

Polk County (Willhite)

No report.

Wilkin County (Larson-absent)

No report.

(over)

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

The fall convention will be virtual.

Northern Lights Library Network (Schell/Holecek)

The budget for the next year was reviewed. There is still \$5,000 in the budget for ebooks for LARL.

PRESIDENTS REPORT

No report.

The meeting adjourned at 6:15.

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

66.67%

Page: 8

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
<i>Signatory Funding</i>					
Becker County	\$ 0	\$ 293,520	\$ 391,360	97,840	75.00
Detroit Lakes	0	174,278	232,370	58,092	75.00
Clay County	0	226,211	301,615	75,404	75.00
Moorhead	0	580,039	773,385	193,346	75.00
Clearwater County	0	79,493	105,990	26,497	75.00
Mahnomen County	0	33,446	44,595	11,149	75.00
Mahnomen	0	16,264	21,685	5,421	75.00
Norman County	0	76,564	102,085	25,521	75.00
Polk County	0	205,515	274,020	68,505	75.00
Crookston	0	170,254	227,005	56,751	75.00
Wilkin County	0	41,876	55,835	13,959	75.00
Breckenridge	0	69,139	92,185	23,046	75.00
Total Signatory Funding	0	1,966,599	2,622,130	655,531	75.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	262,874	525,699	262,825	50.00
Reg Library Telecom Aid (RLTA)	0	75,060	93,150	18,090	80.58
Total Grants	0	337,934	618,849	280,915	54.61
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	373	3,334	11,000	7,666	30.31
Printing Revenue	823	5,208	18,000	12,792	28.93
Fax Revenue	257	2,209	7,000	4,791	31.56
Microfilm Revenue	2	59	150	91	39.33
Photocopy Revenue	302	1,750	8,000	6,250	21.88
Book/Furniture Sale Revenue	70	419	0	(419)	0.00
Interest/Dividend Income	18,886	52,921	60,000	7,079	88.20
Investment Value Change	6,487	13,213	0	(13,213)	0.00
Lost/Damaged Property	316	2,098	6,500	4,402	32.28
Other Income	0	250	0	(250)	0.00
Total Miscellaneous Revenue	27,516	81,461	110,650	29,189	73.62
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	34,425	45,900	11,475	75.00
MNLink Server Site Payments	258	2,067	3,100	1,033	66.68
Total Joint Automation Revenue	258	36,492	49,000	12,508	74.47
Fund Balance/Shortfall	0	0	57,621	57,621	0.00
Total General Fund Revenue	27,774	2,422,486	3,458,250	1,035,764	70.05
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	137,317	1,143,415	1,821,750	678,335	62.76
Payroll Taxes	10,311	85,715	140,800	55,085	60.88
Retirement - PERA	9,634	83,947	135,950	52,003	61.75
Health Insurance	28,947	235,263	357,550	122,287	65.80
Life Insurance	105	1,339	2,100	761	63.76
Workers Compensation Insurance	269	2,151	3,500	1,349	61.46
Other Employee Benefits	121	968	1,650	682	58.67
Total Personnel	186,704	1,552,798	2,463,300	910,502	63.04
<i>Automation/Cataloging</i>					
Automation	11,653	98,639	146,450	47,811	67.35
Support - App	306	2,446	3,700	1,254	66.11
Remote Printing	228	1,823	2,750	927	66.29
Catalog Item Records	995	8,001	11,000	2,999	72.74
Supplies - Computer	158	2,688	5,000	2,312	53.76
Supplies - Technical Services	140	1,812	6,000	4,188	30.20
Total Automation/Cataloging	13,480	115,409	174,900	59,491	65.99

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	0	56	3,400	3,344	1.65
Programming - Summer Learning	207	2,047	8,000	5,953	25.59
Programming - Adult	0	198	2,500	2,302	7.92
Total Library Programming	207	2,301	13,900	11,599	16.55
Staff Development					
Staff Training & Development	27	196	10,000	9,804	1.96
Total Staff Development	27	196	10,000	9,804	1.96
Mileage/Board Meeting Expense					
Mileage - Staff	337	5,808	23,000	17,192	25.25
Regional Board Meetings	0	637	6,000	5,363	10.62
Total Mileage/Board Meeting Expenses	337	6,445	29,000	22,555	22.22
Other Expenses					
Accounting/Bank Fees	290	10,839	15,200	4,361	71.31
Attorney Fees	0	1,000	1,500	500	66.67
Business Office Software	0	31	2,000	1,969	1.55
Delivery Services	6,562	38,984	62,500	23,516	62.37
Director's Discretionary	0	81	2,500	2,419	3.24
Insurance - General/Property	1,464	11,775	17,750	5,975	66.34
Lease - Regional Office Rent	1,752	14,013	21,000	6,987	66.73
Leases - Equipment	0	3,748	6,050	2,302	61.95
Maintenance Contracts	98	5,973	14,150	8,177	42.21
Memberships	145	625	1,000	375	62.50
Minnesota Director's Fund	0	150	2,300	2,150	6.52
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	1,095	10,224	16,000	5,776	63.90
Postage	590	1,782	3,700	1,918	48.16
Recruitment	0	624	8,000	7,376	7.80
Repairs - Equipment	0	1,709	2,500	791	68.36
Supplies - Copier/Fax/Microfilm	154	1,298	800	(498)	162.25
Supplies - Office	93	3,674	8,500	4,826	43.22
Supplies - Public Services	708	5,973	6,000	27	99.55
Telephone/Telecom	1,908	14,254	23,100	8,846	61.71
Total Other Operating Expenses	14,859	126,757	217,050	90,293	58.40
Regional Library Telecom Aid (RLTA)	3,083	78,143	93,150	15,007	83.89
Transportation					
Van Expenses	213	1,803	3,950	2,147	45.65
Total Transportation	213	1,803	3,950	2,147	45.65
Materials					
Audio Visual	4,868	33,677	75,000	41,323	44.90
Digital	13,839	98,381	101,500	3,119	96.93
Online Service - Hoopla	0	1,142	0	(1,142)	0.00
Online Resources	625	4,971	7,500	2,529	66.28
Periodicals	174	17,504	21,000	3,496	83.35
Print	12,235	120,974	200,000	79,026	60.49
Total Materials	31,741	276,649	405,000	128,351	68.31
Capital Expenditures					
Furniture & Equipment	160	3,262	10,000	6,738	32.62
Software & Hardware Upgrades	1,224	2,191	30,000	27,809	7.30
Total Capital Expenditures	1,384	5,453	40,000	34,547	13.63
Capital Fund Accounts					
Automation System -Shared NWRL	167	1,333	2,000	667	66.65
Technology Upgrades	250	2,000	3,000	1,000	66.67
Van Replacement	250	2,000	3,000	1,000	66.67
Total Capital Fund Accounts	667	5,333	8,000	2,667	66.66
Total General Fund Expenditures	252,702	2,171,287	3,458,250	1,286,963	62.79
General Fund Revenue Over Expenditures	\$ (224,928)	\$ 251,199	\$ 0	(251,199)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 281	\$ 23,443	\$ 0	(23,443)	0.00
Endowment Revenue	0	760	0	(760)	0.00
Gain From Insurance Claim	0	1,813	0	(1,813)	0.00
Telocoin/E-rate Funds	1,041	15,378	0	(15,378)	0.00
Legacy Grant Revenue	1,681	19,130	0	(19,130)	0.00
Miscellaneous Local Grants	543	972	0	(972)	0.00
LSTA Grant	0	7,400	0	(7,400)	0.00
Northern Lights LN Funds	0	3,654	0	(3,654)	0.00
Total Special Projects Revenue	3,546	72,550	0	(72,550)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	140	1,071	0	(1,071)	0.00
Donations - Materials: A/V	0	20	0	(20)	0.00
Donations - Materials: Other	0	534	0	(534)	0.00
Donations - Miscellaneous	315	9,644	0	(9,644)	0.00
Donations - Book Truck	460	2,153	0	(2,153)	0.00
Legacy Grant Expense	1,681	19,130	0	(19,130)	0.00
Telocoin/E-rate Expenses	1,041	15,378	0	(15,378)	0.00
Misc. Local Grant Expense	543	972	0	(972)	0.00
LSTA Grant Expenses	0	7,400	0	(7,400)	0.00
Northern Lights LN e-Books	0	3,654	0	(3,654)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	4,180	59,956	0	(59,956)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	0	12,336	0	(12,336)	0.00
Insurance Claim - Furn & Equip	0	2,813	0	(2,813)	0.00
Projects from Designated Funds:					
Desig Funds - Van Replacement	158	3,308	0	(3,308)	0.00
Total Special Projects Capital	158	18,457	0	(18,457)	0.00
Total Special Projects Expenditures	4,338	78,413	0	(78,413)	0.00
Special Proj Rev Over (Under) Expend	\$ (792)	\$ (5,863)	\$ 0	5,863	0.00
GRAND TOTAL REVENUE	31,320	2,495,036	3,458,250	963,214	72.15
GRAND TOTAL EXPENDITURES	257,051	2,256,958	3,458,250	1,201,292	65.26
CHANGE IN FUND BALANCE	\$ (225,731)	\$ 238,078	\$ 0	(238,078)	0.00

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

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 19,114	11,398	7,716	29,583	(10,469)
Cash - Payroll (Bell Bank)	5,863	3,486	2,377	12,649	(6,786)
Cash - Savings (Bell Bank)	1,016,427	815,081	201,346	815,745	200,682
Petty Cash	510	500	10	460	50
Investment Account	1,403,776	1,379,377	24,399	1,344,049	59,727
Accounts Receivable	0	465,839	(465,839)	514	(514)
Prepaid Expenses	70,811	79,044	(8,233)	66,474	4,337
Vehicles	12,366	12,366	0	12,366	0
Accum Depr - Vehicles	(10,747)	(10,747)	0	(10,747)	0
Equipment and Fixtures	283,517	283,517	0	283,517	0
Accum Depr - Equip & Fixtures	(238,136)	(238,136)	0	(238,136)	0
Equipment & Fixtures - Donated	194,481	194,481	0	194,481	0
Accum Depr - Donated Equip	(180,848)	(180,848)	0	(180,848)	0
Endowment Funds	81,012	81,012	0	81,012	0
Amount Provided - LTD	56,757	56,757	0	56,757	0
Total Assets	\$ 2,714,903	2,953,127	(238,224)	2,467,876	247,027
LIABILITIES					
Accounts Payable	\$ 22,327	34,901	(12,574)	45,608	(23,281)
Credit Card Payable	5,267	1,896	3,371	0	5,267
Amazon Charge Account	3,008	4,097	(1,089)	0	3,008
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	810	404	406	0	810
Dental Insurance Payable	(76)	(14)	(62)	0	(76)
Vision Insurance Payable	(26)	(8)	(18)	0	(26)
AFLAC Payable	141	141	0	259	(118)
Flexible Spending - Medical	2,320	2,073	247	990	1,330
Sales Tax Payable	142	60	82	486	(344)
Deferred Revenue	538,718	542,241	(3,523)	521,674	17,044
Total Liabilities	709,838	722,998	(13,160)	706,224	3,614
FUND BALANCES					
Fund Balance - Unreserved	49,008	49,008	0	39,979	9,029
Fund Bal - Operating Reserve	1,141,000	1,141,000	0	1,141,000	0
Fund Bal - Employee Severance	21,000	21,000	0	21,000	0
Fund Bal - Unemployment Comp.	46,000	46,000	0	46,000	0
Fund Bal - Van Replacement	35,000	34,750	250	33,000	2,000
Fund Bal - Technology Upgrade	42,000	41,750	250	40,000	2,000
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	20,000	20,000	0	20,000	0
Fund Bal - Joint Automation	116,333	116,166	167	115,000	1,333
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	238,079	463,810	(225,731)	9,028	229,051
Total Fund Balances	2,005,065	2,230,129	(225,064)	1,761,652	243,413
Total Liabilities & Fund Bal.	\$ 2,714,903	2,953,127	(238,224)	2,467,876	247,027

Regional Library Telecommunications Aid Program FY 2020 (July 1, 2019 – June 30, 2020) Final Report Signature Page

A complete final report for the FY 2020 RLTA program includes a signature page, spreadsheet, and documentation of actual costs. Acceptable documentation includes:

Category One Costs (please choose one):

- BEAR forms
- SPI forms
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Category Two Costs:

- E-rate notification (if applied for)
- Vendor invoices
- Statement from your consortium verifying actual costs and e-rate discounts

Participation Costs:

- Vendor invoices

Please contact [Hannah Buckland](#) if you have questions about documentation or any other part of the report.

We, the undersigned, certify that the data provided in the attached final report (spreadsheet and documentation) are true and correct to the best of our knowledge and belief.

Regional Public Library System Name: [Lake Agassiz Regional Library](#)

Signature:

Name: [Terry Kalil](#)

Chair, System Governing Board

Date: [09/17/2020](#)

Signature:

Name: [Liz Lynch](#)

Regional Public Library System Administrator

Date: [09/17/2020](#)

Please email your report to hannah.buckland@state.mn.us by 5:00 PM on Friday, September 11, 2020.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Regional Public Library System: Lake Agassiz Regional Library													
1														
2														
3														
4	Sites Eligible for RLTA:													
5	Ada Public Library	32	70%	1000	1000.00		\$17,385.32	\$12,189.72	\$5,215.60	\$565.00			\$0.00	
6	Bagley Public Library	32	70%	200	200.00		\$17,081.03	\$11,956.72	\$5,124.31	\$565.00			\$0.00	
7	Barnesville Public Library	36	70%	100	500.00		\$30,390.59	\$21,273.41	\$9,117.18	\$565.00			\$0.00	
8	Breckenridge Public Library	44	70%	1000	1000.00		\$27,901.48	\$19,531.03	\$8,370.45	\$565.00			\$0.00	
9	Climax Public Library	20	70%	75	200.00		\$16,911.07	\$11,837.75	\$5,073.32	\$565.00			\$0.00	
10	Crookston Public Library	57	70%	250	1000.00		\$26,356.01	\$18,449.20	\$7,906.81	\$565.00			\$0.00	
11	Detroit Lakes Public Library	55	70%	1000	1000.00		\$30,404.20	\$21,282.94	\$9,121.26	\$565.00			\$0.00	
12	Fertile Public Library	32	70%	200	200.00		\$17,374.81	\$12,162.36	\$5,212.45	\$565.00			\$0.00	
13	Foston Public Library	41	70%	500	500.00		\$21,807.42	\$15,285.20	\$6,542.22	\$565.00			\$0.00	
14	Hawley Public Library	32	70%	1000	1000.00		\$17,803.93	\$12,492.75	\$5,341.18	\$565.00			\$0.00	
15	Moorehead Public Library/LARL Regional O	64	70%	1000	1000.00		\$27,901.48	\$19,531.03	\$8,370.45	\$565.00			\$0.00	
16	Mahnomen Public Library	32	70%	1000	1000.00		\$18,744.15	\$13,120.90	\$5,623.25	\$565.00			\$0.00	
17	McIntosh Public Library	21	70%	200	200.00		\$14,213.58	\$9,949.51	\$4,264.07	\$595.00			\$0.00	
18									\$0.00				\$0.00	
19									\$0.00				\$0.00	
20									\$0.00				\$0.00	
21									\$0.00				\$0.00	
22									\$0.00				\$0.00	
23									\$0.00				\$0.00	
24	ELIGIBLE SITE TOTAL	498	n/a	n/a	n/a		\$284,275.07	\$196,992.52	\$85,292.55	\$7,345.00	\$0.00	\$0.00	\$0.00	
25														
26														
27														
													\$46,300.68 Category 3 Total	
													\$439,632.23 Total RLTA	

PROGRAM: Regional Library Telecommunications Aid - Category 3			
CODES	300 SERIES – PURCHASED SERVICES	ACTUAL COSTS	BUDGET NARRATIVE DESCRIPTION
303	Federal Contracts/portion of each up to \$25,000 (include contractor's travel)		
315	Repairs and Maintenance for computers and tech		
320	Communication Services – Phone, Internet	5,894.94	Hotspots and service
350	Repairs and Maintenance – not for construction or repairs for computers or hardware		
CODES	400 SERIES – SUPPLIES/MATERIALS – Consumable and Expendable items. Not capital expenditures or capital equipment.	ACTUAL COSTS	BUDGET NARRATIVE DESCRIPTION
401	Supplies – Non-Instructional – example: office supplies, computer supplies, small computer equipment (not capital expenses), etc.		
405	Non-instructional Software licensing agreements – (under capitalization) not for computers or hardware	8,380.00	Beanstack online subscription to assist online learners with title selection and reading encouragement.
406	Instructional Software Licensing Agreements (under capitalization)		
430	Supplies – Non-individualized Instructional – classroom		
455	Non-instructional non-capitalized tech supplies used with hardware/software. CDs, flash drives, cables, monitor stands		
456	Instructional non-capitalized tech related supplies under \$5,000 or LEA's capitalization		
465	Non-instructional Tech Devices (kindles, ipads, etc.) Last longer than 1 report period - noncapitalized	3,939.42	Chromebooks
466	Instructional Technology Devices (kindles, ipads, etc.)(beyond a single reporting period) non-capitalized	2,220.83	Laptop
470	Media Resources – General Use - Library Books, Tapes/CDs,Ejournals	25,865.49	OverDrive and Hoopla downloadable eBooks and eAudiobooks for online education and enrichment.
CODES	800 SERIES – Other Expenditures & Indirect	ACTUAL COSTS	BUDGET NARRATIVE DESCRIPTION
820	Dues, Memberships, Software Licenses, Memberships in Organization		
899	Other Miscellaneous Expenditures – must identify specific expenditure in order to be considered for approval		
	TOTAL	46,300.68	



REGIONAL LIBRARY TELECOMMUNICATIONS AID

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

APPLICANT INFORMATION, ASSURANCES, AUTHORIZED SIGNATURES

Contact Person: Jamie Sprynczynatyk

Regional Public Library System: Lake Agassiz Regional Library

Street Address: 118 5th St S

City: Moorhead State: MN Zip Code: 56560

Telephone: 218-233-3757

Fax: 218-233-7556

E-mail: spryj@gsuite.larl.org

Minnesota Tax ID#: 4317846

Locations Open Fewer than 20 Hours per Week

Please identify any locations open fewer than 20 hours per week and provide a reason for each: None

Assurances:

All regional public library system branches/member libraries meet the state-certified level of library support at level required under *Minnesota Statutes 134.34 and Minnesota Statutes 275.761*.

Connections are adequate and employ an open network architecture that will ensure interconnectivity and interoperability with school districts, post-secondary education, or other governmental agencies.

Connections are established using the most cost-effective means and are coordinated with other education and government entities where appropriate.

The regional public library system has submitted or is included in a federal e-rate application for discounts on category one expenses funded through the Regional Library Telecommunication Aid program. Acceptable documentation for category two services is required and may include, but is not limited to, e-rate application, request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

The regional public library system and its members/branches are in compliance with the requirements of the Children's Internet Protection Act.

The regional public 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 public 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 1998 Chapter 617, Article 241*.

The regional public library system will retain for ten years all records related to the RLTA and e-rate programs, including pre-commitment, contracting, post-commitment, invoicing and backup data. When requested, the regional public library system will make these documents available to State Library Services.

Authorized Signatures

I certify that my organization will comply with the above assurances and all other applicable laws and regulations.

Date: 09/17/2020

Signature:

Name: Terry Kalil
Chair, System Governing Board

Date: 09/17/2020

Signature:

Name: Liz Lynch
Regional Public Library System Administrator

Required Attachments:

- ☐ FY 2021 Applicant Information, Assurances and Authorized Signatures
- ☐ FY 2021 Regional Library Telecommunications Aid Application Spreadsheet. Please use figures from your funding commitment decision letter(s) for e-rate year 2020, if available, to complete this document. Otherwise, please use your e-rate year 2019 FCDL(s) and your e-rate year 2020 form 471. When you receive your e-rate year 2020 FCDL, please update and re-submit your spreadsheet.

You can apply for additional category two services by resubmitting the FY 2021 Regional Library Telecommunications Aid Application spreadsheet by January 15, 2021. You can apply for additional category three services by resubmitting the application spreadsheet by March 26, 2021.

- ☐ E-rate 471 form(s) and funding commitment decision letter(s) for e-rate year 2020. Each entity included in your application must have or be included in submitted FCDL(s).

If e-rate year 2020 FCDL is not available, please submit e-rate year 2020 form 471 and e-rate year 2019 FCDL as an initial estimate for the current RLTA application. Please notify State Library Services if you expect a significant change in costs from the previous year. When you receive your e-rate year 2020 FCDL, please submit it along with an updated spreadsheet.

- ☐ If you are applying for category two services from the current eligible services list, please include e-rate year 2020 form 471. If you are applying for eligible services list items from prior years, please include request for proposal and bid documents or contracts executed under cooperative purchasing agreements.

Please note that you will need to submit BEAR forms or other documentation of actual costs as part of the FY2021 final report.

Please contact Hannah Buckland, State Library Services, at hannah.buckland@state.mn.us with any questions. Please email the signed and completed application forms to hannah.buckland@state.mn.us by October 16, 2020. Completed forms can be sent as PDF documents or in original Word/Excel formats.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	Regional Public Library System: Lake Agassiz Regional Library														
3															
4															
5															
6	Member Library Sites Included:														
7	Ada Public Library	Is the location open at least 20 hours per week?	Bandwidth Available 6/30/2020	Anticipated Bandwidth SFY 2021	E-Rate % Discount Rate Year 2020	Total Costs - Category One	Anticipated Total E-Rate Reimbursement for Category One	Anticipated Total RLTA for Category One	Total Costs - Category Two	Anticipated Total E-Rate Reimbursement for Category Two	Anticipated Total RLTA for Category Two	Participation Costs	RLTA Application Total		NOTES
8	Badley Public Library	Yes	1000	1000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$0.00	\$0.00	\$0.00	\$665.00	\$5,803.00		
9	Barnesville Public Library	Yes	200	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$0.00	\$0.00	\$0.00	\$665.00	\$5,155.00		
10	Breckenridge Public Library	Yes	500	500	70%	\$21,600.00	\$15,120.00	\$6,480.00	\$0.00	\$0.00	\$0.00	\$665.00	\$7,045.00		
11	Climax Public Library	Yes	1000	1000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$0.00	\$0.00	\$0.00	\$665.00	\$7,014.72		
12	Crookston Public Library	Yes	200	1000	70%	\$17,545.44	\$12,281.81	\$5,263.63	\$0.00	\$0.00	\$0.00	\$665.00	\$5,828.63		
13	Detroit Lakes Public Library	Yes	1000	1000	70%	\$26,400.00	\$18,480.00	\$7,920.00	\$0.00	\$0.00	\$0.00	\$665.00	\$8,485.00		
14	Fertile Public Library	Yes	1000	1000	70%	\$26,415.84	\$18,491.09	\$7,924.75	\$0.00	\$0.00	\$0.00	\$665.00	\$8,489.75		
15	Fossil Public Library	Yes	200	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$0.00	\$0.00	\$0.00	\$665.00	\$5,155.00		
16	Hawley Public Library	Yes	500	1000	70%	\$21,000.00	\$14,700.00	\$6,300.00	\$0.00	\$0.00	\$0.00	\$665.00	\$6,865.00		
17	McIntosh Public Library	Yes	1000	1000	70%	\$17,460.00	\$12,222.00	\$5,238.00	\$0.00	\$0.00	\$0.00	\$665.00	\$5,803.00		
18	McIntosh Public Library	Yes	200	500	70%	\$15,300.00	\$10,710.00	\$4,590.00	\$0.00	\$0.00	\$0.00	\$665.00	\$5,155.00		
19	Moorehead Public Library/LARL HQ	Yes	1000	1000	70%	\$21,499.08	\$15,049.36	\$6,449.72	\$0.00	\$0.00	\$0.00	\$665.00	\$7,014.72		
20															
21															
22															
23	ELIGIBLE SITE TOTAL	n/a	n/a	n/a	n/a	\$254,239.44	\$177,867.61	\$76,271.83	\$0.00	\$0.00	\$0.00	\$7,345.00	\$83,616.83		
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															
38															

*If any locations are open less than 20 hours per week, please provide an explanation for each in the application.

PROGRAM: Regional Library Telecommunications Aid - Category 3

CODES 300 SERIES – PURCHASED SERVICES

303 Federal Contracts/portion of each up to \$25,000
(include contractor's travel)

315 Repairs and Maintenance for computers and tech

320 Communication Services – Phone, Internet

350 Repairs and Maintenance – not for construction or
repairs for computers or hardware

**400 SERIES – SUPPLIES/MATERIALS – Consumable
and Expendable Items. Not capital expenditures
or capital equipment.**

401 Supplies – Non-Instructional – example: office
supplies, computer supplies, small computer
equipment (not capital expenses), etc.

405 Non-instructional Software licensing agreements –
(under capitalization) not for computers or
hardware

406 Instructional Software Licensing Agreements
(under capitalization)

430 Supplies – Non-individualized Instructional –
classroom

455 Non-instructional non-capitalized tech supplies
used with hardware/software. CDs, flash drives,
cables, monitor stands

456 Instructional non-capitalized tech related supplies
under \$5,000 or LEA's capitalization

465 Non-instructional Tech Devices (kindles, ipads,
etc.) Last longer than 1 report period -
noncapitalized

466 Instructional Technology Devices (kindles, ipads,
etc.)(beyond a single reporting period) non-
capitalized

470 Media Resources – General Use - Library Books,
Tapes/CDs,Ejournals

CODES 800 SERIES – Other Expenditures & Indirect

820 Dues, Memberships, Software Licenses,
Memberships in Organization

899 Other Miscellaneous Expenditures – must identify
specific expenditure in order to be considered for
approval

TOTAL REQUEST

Lake Agassiz Regional Library
Fund Balances
10 year history

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Year End Fund Balance	1,803,361	1,695,225	1,375,043	1,248,390	1,353,480	1,368,724	1,425,296	1,572,524	1,679,841	1,701,021
Annual Expenses	3,296,480	3,579,948	3,256,515	3,248,774	3,124,281	3,278,571	3,242,425	3,280,983	3,516,998	3,506,972
Fund Balance as % of Expenses	55%	47%	42%	38%	43%	42%	44%	48%	48%	49%
Fund Balance change from prior year	(96,516)	(108,136)	(320,182)	(126,653)	105,090	15,244	56,572	147,228	107,317	21,180

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
Average meetings per year (last 3 years)	6.00	1.33	1.00
Number of meetings per year (Committee meetings only counted if not same day as full board meeting)			
2017	6	3	1
2018	6	1	1
2019	6	0	1

(The Finance Committee meets 2 or 3 times per year before Full Board so no extra cost)

**LARL BOARD OF TRUSTEES
2021 MEETING SCHEDULE
DRAFT for Discussion Purposes**

All meetings are held on the 3rd Thursday of the month at 5:30 p.m., unless indicated otherwise.

Month/Date	Group	Location	Special Topic
January 21	Finance & Full Board	Finance meets at 5:00 Full Board meets at 5:30 Moorhead	Adopt 2021 Final Budget
February 18	Executive	Moorhead (ONLINE?)	
March 11 (One week earlier)	Full Board	Moorhead	Audit Report
April 15	Executive/ Finance	Moorhead (ONLINE?)	Draft 1/ 2021 Preliminary Budget
May 20	Full Board	Moorhead	Draft 2/ 2021 Preliminary Budget Review
June 17	Finance & Full Board	Finance meets at 5:00 Full Board meets at 5:30 Moorhead	Adopt 2021 Preliminary Budget
July 15	Executive	Moorhead (ONLINE?)	NOTE: Only held when necessary.
August 19	Executive	Moorhead (ONLINE?)	NOTE: Only held when necessary.
September 16	Full Board	Moorhead	
October 21	Executive	Moorhead (ONLINE?)	NOTE: Only held when necessary.
November 18	Full Board	Moorhead	Elections
December 16	Executive	Moorhead (ONLINE?)	NOTE: Only held when necessary.

~~Approved by Lake Agassiz Regional Library Board of Trustees: January 16, 2020~~

M:\Board of Trustees\Board Meeting Calendar



Monthly Report to the Board

Meeting Date: September 17, 2020

From: Liz Lynch, Executive Director

Staffing

Welcome back to Eileen Mooney. Eileen worked for the Detroit Lakes library several years ago and has accepted the Cormorant LINK Site Coordinator position.

Congratulations to Jill Rose. Jill has been a sub in Bagley, Gonvick and Fosston for several years and has accepted the part-time associate position in Fosston.

Congratulations to Lauri Wanke and Patty Nunn on their retirement. Lauri served as the Cormorant LINK Site Coordinator and Patty served as the Frazee LINK Site Coordinator. I would like to thank them for their service and wish them the best.

LARL Strategic Planning

Lake Agassiz Regional Library will begin the strategic planning process this fall. The previous strategic plan focused on internal operations and training, in an effort to improve communication, customer service and connections with community members. The new strategic plan will focus on three pillars: **Economic and Workforce Development, Education, and Equity.**

LARL is currently surveying library customers and community members through print and online surveys asking the following technology related questions:

1. What do you value most about your library?
2. How could your library better meet your needs?
3. Indicate how you use the library's computers.
4. How could the library's computers better meet your needs?

We plan to create additional surveys throughout the year to gather additional information. Feel free to fill the survey out at https://docs.google.com/forms/d/e/1FAIpQLSf-dMKVT_3FgVR50m4oGUKqx_7JeVqxyGc5Jsv8v3WY-13xsQ/viewform

LARL Staff will be meeting online via Zoom for Staff Day on Monday, October 12. During that time we will encourage discussion surrounding the three pillars and create a plan for moving forward.

Projects already underway include the following:

1. MN Regional Library Systems working with Career Force at a statewide level to develop a strengthened partnership between the two entities.
2. LARL/Crookston Public Library partnership (led by Chris Boike) with local CareerForce offices, NW Mental Health, and Adult Literacy/Education. We hope to use this Polk County partnership for a model for the rest of LARL.

3. LARL staff assembled a list of 110 educator email addresses in the LARL region. We have created an educator focused eNewsletter to better inform educators, students and their families of resources and services available through LARL public libraries.

Services

In person visits to libraries and computer use is slow but steady. We are working hard to get the word out that we are open and that we are making safety a priority.

We are still averaging about 193 new library card applications per month around the region. Many of these new cards are being used to access online and eResources.

We are seeing a 20% increase in eBook/eAudio/eResources downloads over last year, with an average of over 14,610 items checked out online per month. This is compared to approximately 42,000 physical items checked out/renewed per month in 2020.

Legacy Schedule for Fall 2020

Author Jason Sole presentation on his book *Prison to PhD*
September 29th at 7:00 p.m.

Author Lin Enger's presentation on his new book, *American Gospel*
October 13th at TBD

Ojibwe Beadwork project presented by Sister Beads
October 13th at TBD

Author Sierra Crane Murdoch's presentation on her book, *Yellow Bird: Oil, Murder and a Woman's Search for Justice in Indian Country*
October 19th at 7:00 p.m.

Author, Joe Kimball's presentation on his book, *Secrets of the Congdon Mansion*
October 29th at 7:00 p.m.

Lalo's Luch box event for youth
November 13th at TBD

Breaking Barriers LGBTQ Oral History Project presented by Rainbow Seniors
November 19th at TBD

Visit larl.org for information about how to gain access to these online programs.

COLLECTION DEVELOPMENT POLICY

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I. LAKE AGASSIZ REGIONAL LIBRARY

A. Description

The Lake Agassiz Regional Library is a consolidated public library system. It was created in 1961 when the City of Moorhead, Clay County and Norman County joined together to provide public library and bookmobile services to their residents. The City of Breckenridge joined the system in 1967, followed by the City of Detroit Lakes and Becker County in 1974; the City of Crookston and Polk County in 1975; Clearwater County in 1985; Mahnomen County and Wilkin County in 1990; and the City of Mahnomen in 1993.

The Lake Agassiz Regional Library (LARL) serves the residents of Becker, Clay, Clearwater, Mahnomen, Norman, Polk, and Wilkin Counties. The city of East Grand Forks is the only community within this 7-county region which has not joined the system. The LARL region covers 7,526 square miles in northwest Minnesota. It is organized through a joint powers agreement among the 7 counties and 5 cities, which make up LARL. It is governed by a 15-member Board of Trustees. LARL is operated through funds provided by Signatory cities, counties, state funds, and a combination of gifts, grants, donations, service charges, and interest income.

The LARL Regional Office is located in Moorhead. Branch libraries are located in Ada, Bagley, Barnesville, Breckenridge, Climax, Crookston, Detroit Lakes, Fertile, Fosston, Hawley, Mahnomen, McIntosh and Moorhead. LINK Sites, smaller community library service connections, are in Cormorant, Gonvick, Frazee, Halstad, Hendrum, Lake Park, Rothsay, Twin Valley and Ulen.

B. Mission Statement

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

II. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

- * To provide a framework in which LARL systematically builds its collection to effectively serve the information and enrichment needs of the public.
- * To establish priorities in order to maximize the collection's usefulness.
- * To guide members of selection staff in the choice of materials.
- * To inform regional residents of the principles on which selections are made.
- * To achieve the intent of the LARL Mission Statement and uphold the principles of intellectual freedom.
- * To provide criteria for evaluating the collection and its usefulness to local users throughout the system.

III. MATERIALS SELECTION POLICY

A. OBJECTIVES:

The primary objective of selection is to collect materials of contemporary significance. LARL makes available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

B. DEFINITIONS

The word "materials" has the widest possible meaning: it may include books (print and digital), magazines and journals, newspapers, music, audiobooks, microforms, DVDs and electronic resources. "Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection.

C. RESPONSIBILITY FOR MATERIALS SELECTION:

Final responsibility for the collection lies with the LARL Board of Trustees. The Board delegates the authority to interpret and implement the application of the policy to the Regional Library Director who, in turn, authorizes staff to apply this policy in developing and maintaining collections.

Page 2

D. GENERAL GUIDELINES AND CRITERIA FOR SELECTION OF MATERIALS

1) GUIDELINES FOR SELECTION:

- a) Selection of materials in a variety of formats is made on the merits of the work, the interest of users, and public recommendations. Selection does not indicate endorsement of the creator's work. LARL provides materials on diverse issues and views.
- b) Materials are selected by staff utilizing standard resources, such as *Library Journal*, *School Library Journal* and *Booklist*. Obtaining published reviews or direct examination of material is preferred, but lack of professional reviews does not preclude purchase.
- c) LARL recognizes the purposes and resources of other libraries and does not needlessly duplicate materials. Through delivery systems and cooperative agreements with regional, public, academic, or special libraries, the resources of many libraries are available.
- d) LARL acknowledges the educational programs provided by institutions in the area. Curriculum-related materials are provided when they serve the general public or provide information not otherwise available.
- e) Legal, medical, professional or technical works are acquired primarily for the use of the layperson.
- f) LARL acknowledges a particular interest in local Red River Valley and state history; therefore it acquires state, county and local documents, works of regional authors, and general works relating to the State of Minnesota.
- g) LARL seeks to select materials of varying complexity to meet a wide range of ages, educational backgrounds and reading abilities.

2) CRITERIA FOR SELECTION

Certain basic principles can be applied as guidelines for selection of materials. The following criteria are used:

- a) Current or potential use or demand in the community.
- b) Accuracy of information.

This is particularly critical for providing accurate information in the areas of medicine, technology, law, and consumer education.

- c) Timeliness or timelessness of work.
Selectors try to anticipate current informational and recreational needs and interests. Special attention is paid to award winning titles, including Pulitzer, Caldecott, Newbery and others.
- d) Accessibility of material in other libraries.
Materials outside the scope of LARL's policy are sought through available resource sharing agreements.
- e) Quality of creative and/or technical production.
- f) Reputation and significance of the author.
- g) Availability of material on the subject.
- h) Inclusion of title in special bibliographies.
- i) Price.
 - 1. Expensive materials will be purchased when other selection criteria are met.
 - 2. Cost may limit but not preclude purchasing in quantity.

E. TYPES OF MATERIALS

1) BOOKS

- a) ADULT.
Materials are selected on the basis of high demand/high-interest in LARL libraries. Selections are based on local needs and interests.
- b) CHILDREN'S.
Materials are selected to stimulate the pre-reader, to provide practice for the beginning reader, and to fill the need for recreational and information reading in older children. Titles are also purchased to meet the personal interests of children.

c) YOUNG ADULT.

A collection of young adult fiction is maintained to meet the concerns, interests, and reading abilities of upper elementary through junior high and high school students. Nonfiction titles of special interest are classified as adult nonfiction.

2) PERIODICALS AND NEWSPAPERS

Periodicals, both print and online (electronic format) are selected based on customer requests and use. Periodicals are purchased for all ages, reading abilities, and interests.

Some newspapers provide current coverage of events and eventually serve as a resource for local history. LARL purchases community newspapers as well as regional and national titles.

3) REFERENCE/ELECTRONIC RESOURCES

The reference collection contains non-circulating materials designed to provide ready access to information such as almanacs, dictionaries, city directories, atlases and indexes. Reference materials are acquired in a variety of formats, which include print, non-print and online products.

4) NON-PRINT FORMATS

Non-print materials are purchased for adults, children and youth to provide both information and entertainment. These formats include music, audiobooks, ebooks, and DVDs. LARL may also purchase materials in other formats as they are produced or are in public demand.

IV. COLLECTION MANAGEMENT POLICY

A. COLLECTION EVALUATION/WEEDING

Weeding of worn and obsolete materials is essential to LARL. Removing out-of-date materials may actually stimulate circulation of popular materials by presenting attractive and interesting collections.

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B. COOPERATIVE AGREEMENTS/INTER-LIBRARY LOAN

While LARL has developed a materials collection that helps answer user needs, no library is able to provide all information needed by all customers. In order to provide

what users want in a timely manner, LARL promotes cooperative agreements and the sharing of resources with other libraries.

LARL provides customers with direct access to library catalogs, but also allows them to place holds on materials found in these catalogs. Customers may also view catalogs and place holds through MNLINK.

All regional systems in Minnesota are included in the Library Reciprocal Borrowing Agreement. Reciprocal agreements with Fargo Public Library, Leach Public Library (Wahpeton), and West Fargo Public Library have broadened the base that can be accessed by LARL customers. Local college libraries, school libraries, special libraries and other institutions are used to support customer needs.

C. GIFTS

LARL gratefully accepts gifts of materials, but reserves the right to evaluate gifts for addition to the collection in accordance with the criteria applied to purchase materials. Gifts of funds are always welcome. Donor recommendations are honored when they meet the criteria of the Collection Development Policy. Materials purchased as memorials are placed in the designated location, with affixed gift plates if desired. Gift materials become part of the LARL collection and are available to all customers.

D. ROTATING/FLOATING COLLECTION

Materials are rotated to each branch library to give customers the opportunity to see titles selected for the collection. Most of LARL's collection 'floats,' which means materials are housed where requested or returned. In this way, even the smallest branch library sees a refreshed collection.

~~E. EXPRESS! COLLECTION~~

~~The EXPRESS! Collection offers additional copies of best sellers and other high-demand titles. These titles are available to the browsing customer, do not fill holds, and are loaned for a one-week period.~~

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~~F.E.~~ LIBRARY RESPONSIBILITY STATEMENT

LARL strives to provide materials which are accurate, complete, and up-to-date. When a customer needs the most current information, or advice in interpreting it, LARL suggests

consulting with a qualified professional in that field of study. LARL is not responsible for the interpretation or use of the information it provides.

G-F. _____ RECOMMENDATION AND RECONSIDERATION OF LIBRARY MATERIALS

LARL endorses the American Library Association's Bill of Rights, and seeks to reflect differing points of view within its' collection. LARL welcomes expression of opinion by customers but will be governed by the Collection Development Policy when adding or removing items from the collection.

Library users are welcome to make suggestions for additions to the collection. Requests should be directed to the local librarians or submitted via LARL's web page. Requests will be forwarded to the Collection Development Librarian for consideration.

Users who request the reconsideration of library materials will be asked to complete and sign the "Request for Reconsideration of Library Resources" form. The Regional Library Director will respond in writing to the person initiating the reconsideration at the earliest possible date.

Adopted, Lake Agassiz Regional Library Board of Trustees, June 17, 1995

Revised, Lake Agassiz Regional Library Board of Trustees, March 21, 1998

Revised, Lake Agassiz Regional Library Board of Trustees, April 17, 2003

Revised, Lake Agassiz Regional Library Board of Trustees, July 16, 2009

Revised, Lake Agassiz Regional Library Board of Trustees, May 19, 2016

Revised, Lake Agassiz Regional Library Board of Trustees, September 8, 2020

REGISTRATION & CIRCULATION POLICY

Any resident with an address within the Lake Agassiz Regional Library region, with the exception of those residing within the city limits of East Grand Forks, who shows an acceptable proof of address, may register for a library card at any LARL agency.

- Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.
- Students enrolled at schools and colleges who reside in the region and provide proof of such are eligible for a library card.
- Nursing homes, hospitals, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for borrowing privileges for their library needs.
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.

Customers are responsible for materials checked out on their library card and for all charges incurred. Borrowing privileges are suspended if a certain threshold of overdue materials or service charges is reached. It is the responsibility of the customer to notify the library of changes in name, address or other registration information, or of a lost library card.

LOAN PERIODS

In Library Use Only

Newspapers and reference materials. Loan will be considered on a case-by-case basis.

7 days (1 week)

DVDs

[EXPRESS! Collection](#)

14 days (2 weeks)

Magazines

21 days (3 weeks)

Books

Sound recordings ([including audiobooks and music](#))

Interlibrary Loan [items](#)

28 days (4 weeks)

All materials to Branch and Homebound customers

Digital library materials have a variety of loan periods based on the requirements of the subscription.

RENEWALS

Most items may be renewed twice, unless there is an outstanding request for a particular item.

REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG

- Customers may request circulating items in the shared catalog.
- All requests are good for 1 year/365 days from the date of request.
- All items waiting for customer pickup in locations open 20 hours or less will be held for no more than 14 days.
- All items waiting for customer pickup in locations open for 21 hours or more will be held for no more than 10 days.

RIGHTS AND BORROWING LIMITATIONS

- LARL supports the Library Bill of Rights and the Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights.
- Only parents have the right to restrict the materials or services available to children. The Library does not act "*in loco parentis*".
- Limits on materials are set by the Regional Library Director based on demand and availability.

FEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS

1. Late Fee: After 14 days overdue, late fees will be assessed. with the exception of EXPRESS!
 - a. Youth, Homebound, ILL Institution, Branch or Staff do not incur late fees.
2. Replacement Charge: After 14 days overdue, replacement charges will be assessed.
 - a. If an item is returned in good physical condition, within three months of the date of payment, the price of the item will be refunded.
3. Damaged Materials: Charges will be assessed to replace damaged materials.
 - a. Full replacement charges will also be assessed if multi-media items, including DVD, audiobooks, music, etc., are returned without cases, cover artwork and/or discs intact.

RETRIEVING OVERDUE MATERIALS

In accordance with MN Statute 609.541, persons keeping library materials longer than sixty days after written notice has been given to return such items are guilty of a petty misdemeanor.

DELINQUENT FILE

Borrowing privileges will be suspended if charges total thirty dollars (\$30.00) or more. Records will be considered delinquent and charges will remain until cleared.

OTHER

MN Statute 13.40 Subd. 2 Private data, Library borrowers

(a) Except as provided in paragraph (b) the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) data that link a library patron's name with materials requested or borrowed by the patron or that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) data in applications for borrower cards, other than the name of the borrower.

(b) A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Director. (See Also: LARL Confidential and Proprietary Information Policy).

Adopted, Lake Agassiz Regional Library Board: September 18, 1974.

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009; July 19, 2012; May 19, 2016; March 23, 2017; April 20, 2017; May 17, 2018; **September 17, 2020**

Lake Agassiz Regional Library (LARL) provides computer use to Library customers through its branch libraries and LINK Sites. Access is intended to ensure equitable access to information and resources for residents of the seven-county region, ~~that would otherwise not be available through the Library's collections.~~ Customers in any LARL branch may have access to Library public computers regardless of the status of their borrowing privileges or eligibility for a LARL borrower's card. Customers in all branches may have a minimum of one hour use of the public computers per day at initial sign-up. ~~An Additional hour may time will~~ be granted as long as others are not waiting for computer access. Customers may consult local staff for public computer sign-up procedures and additional time if needed. Copies of the Internet and Computer Use Policy are available at all LARL locations and online at www.larl.org.

Library computers with Internet access will be filtered to meet the requirements of the federal Child Internet Protection Act (CIPA). Adults 17 years or older may request unfiltered access.

Any computer, including personal laptops, used in a LARL location may be used only for legal purposes and may NOT be used to:

- Display or print graphics that are obscene, child pornography, or harmful to minors in accordance with any applicable federal, state, or local law.
- Violate copyright laws or database license agreements, or engage in other illegal activity.
- Engage in any activity that is deliberately offensive or creates an intimidating, disruptive, or hostile environment.
- Gain unauthorized access to resources or entities.
- Harass, invade the privacy of, or vandalize the data of any other individual(s).
- Degrade, alter, or disrupt equipment or system/network performance intentionally or unintentionally.
- Download, save or install software to the hard drive of any Library computer.
- Gamble, as defined by local, state or federal laws.

User Responsibilities

- Adhere to the Library's Internet and Computer Use Policy.
- Respect the rights and diverse values of other Library customers.
- It is the parent's or guardian's responsibility to monitor their children's use of the Internet.
- Refrain from viewing sites that are inappropriate in a public setting.
- Follow local branch/LINK site procedures for computer sign-up.
- Pay for all pages printed.
- Provide personal storage devices.

Sanctions

Violations of the Library's policy or failure to adhere to local procedures may result in the loss of Internet, computer and/or Library privileges. Illegal use of computers on Library premises may be subject to prosecution by local, state or federal authorities.

Intellectual Freedom

LARL recognizes the right of individuals to determine what information is most appropriate for their needs. Library staff is available to assist in locating information, but it is the user's responsibility to evaluate and make the final decision regarding that information.

Internet Disclaimer Statement

~~The Internet is an unregulated global electronic network. Information available over the Internet may be controversial, inaccurate, misleading, or offensive as well as culturally stimulating, educational, or professionally and personally useful. Other than the filtering required by CIPA, LARL does not control access to material found on the Internet, nor protect users from finding materials that may be considered inaccurate, controversial or offensive.~~ The Library does not monitor and has no control over the information found on the Internet and is not responsible for its content. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet. Users must exercise their own critical judgment to evaluate the validity and appropriateness of the information found.

Library Liability

Library customers use the Library's computer hardware, software, and documentation at their own risk. LARL is not responsible for providing detailed instruction on computer use, equipment malfunction, loss of data, any damage to a user's equipment, data, or electronic transactions of any type which are related to the public use of Library computer resources. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use, and therefore, should be considered public. The Library accepts no responsibility for ensuring secure access. However, the Library will not release information on the use of electronic resources by individuals, except as required by law.

USA Patriot Act Warning

Under section 215 of the federal USA Patriot Act (Public Law 107-56), records of books and other materials borrowed from this Library may be obtained by federal agents. Federal agents may also track personal Internet usage on Library computers. This federal law prohibits librarians from informing customers if federal agents have obtained records about them.

Wireless Access

Wireless access is provided free of charge by LARL for customers who have the required hardware and software needed for this service.

- ~~Wireless users agree to abide by the [Internet and Computer Use Policy](#).~~
- ~~Users of wireless equipment are responsible for setting up their own access to LARL's wireless network. [Library staff will not provide technical assistance.](#)~~
- LARL will not assume responsibility for the safety of equipment or data resulting from connection to the wireless network.
- Virus and security protection is the responsibility of the wireless user.
- LARL reserves the right to limit bandwidth as necessary, to ensure network reliability and fair sharing of network resources for all users. Users are expected to not use applications that will use large amounts of network bandwidth.
- Wireless access is provided for use on LARL premises only.

Adopted by the Lake Agassiz Regional Library Board of Trustees, November 1998; Aug. 19, 2004; Sept. 15, 2005, merged with the Wireless Access Policy and revised January 19, 2012

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6000-000	Supplies - Office	8/12/20	Office Depot	28.28	
		8/18/20		7.84	
		8/18/20		27.96	
		8/28/20		34.99	
6000-000	Supplies - Office			99.07	
6020-000	Supplies - Public Services	8/1/20	Quill Corporation	16.26	
		8/5/20		4.89	
6020-000	Supplies - Public Services	8/14/20	Cole Papers Inc.	183.52	
6020-000	Supplies - Public Services	8/17/20	Quill Corporation	228.70	
		8/17/20		256.10	
6020-000	Supplies - Public Services			689.47	
6030-000	Supplies - Copier/Fax/Microfilm	8/14/20	Rapid Refill	73.50	
		8/14/20		80.00	
6030-000	Supplies - Copier/Fax/Microfilm			153.50	
6300-000	Payroll/Time Tracking	8/12/20	Payroll Professionals, Inc.	105.40	
		8/25/20		105.40	
6300-000	Payroll/Time Tracking			210.80	
6350-000	Delivery Service - Courier	8/3/20	Alliance Courier	2,115.30	
		8/17/20		2,115.30	
		8/31/20		2,115.30	
6350-000	Delivery Service - Courier			6,345.90	
6400-000	Telephone	8/1/20	Halstad Telephone Company	33.44	
		8/1/20		73.84	
6400-000	Telephone	8/1/20	CenturyLink	48.00	
6400-000	Telephone	8/22/20	Rochester Telecom Systems Inc.	116.98	
6400-000	Telephone			272.26	
6410-000	PIO - Marketing/Printing/Etc	8/1/20	Off The Wall Advertising, Inc.	375.00	
6410-000	PIO - Marketing/Printing/Etc			375.00	
6430-000	Postage	8/28/20	Dakota Mailing & Shipping Equi	69.95	
6430-000	Postage			69.95	
6455-000	Mileage - Staff	8/4/20	Jodi Harrington	14.37	
		8/6/20		7.19	
6455-000	Mileage - Staff	8/7/20	Nicole Boewood	51.75	
6455-000	Mileage - Staff	8/18/20	Greta Guck	42.26	
6455-000	Mileage - Staff	8/19/20	Judy Moen	37.38	
6455-000	Mileage - Staff	8/20/20	Megan Krueger	52.04	
6455-000	Mileage - Staff	8/22/20	Jill Rose	20.99	
6455-000	Mileage - Staff	8/25/20	Jodi Harrington	14.37	
6455-000	Mileage - Staff	8/25/20	Megan Krueger	46.57	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6455-000	Mileage - Staff	8/27/20	Greta Guck	17.54	
6455-000	Mileage - Staff	8/27/20	Daniel L. Wilsey	14.66	
6455-000	Mileage - Staff	8/31/20	Greta Guck	17.54	
6455-000	Mileage - Staff			336.66	
6484-000	Conf/Meeting - System Directo	8/13/20	Ely Public Library	27.00	
6484-000	Conf/Meeting - System Directo			27.00	
6500-000	Van - Gasoline	8/6/20	Cenex Fleetcard	69.67	
6500-000	Van - Gasoline			69.67	
6600-000	Materials - Print	8/1/20	Baker & Taylor	10.81	
		8/1/20		131.66	
		8/1/20		37.64	
		8/1/20		8.86	
		8/1/20		226.64	
		8/1/20		162.26	
		8/1/20		48.49	
		8/1/20		309.76	
		8/1/20		540.14	
		8/1/20		68.56	
		8/1/20		205.42	
		8/1/20		25.98	
		8/1/20		6.48	
		8/3/20		19.48	
		8/3/20		462.17	
		8/3/20		55.84	
		8/3/20		80.48	
		8/3/20		95.49	
		8/3/20		58.60	
		8/3/20		42.12	
		8/3/20		19.89	
		8/4/20		40.38	
		8/4/20		30.48	
		8/4/20		7.78	
		8/4/20		96.30	
		8/6/20		98.08	
		8/6/20		42.16	
		8/6/20		404.92	
		8/6/20		22.38	
		8/6/20		460.46	
		8/6/20		681.75	
		8/7/20		874.47	
		8/7/20		595.51	
		8/7/20		37.30	
		8/7/20		70.10	
		8/7/20		208.42	
		8/7/20		422.56	
		8/7/20		294.96	
		8/8/20		459.86	
		8/8/20		701.40	
		8/10/20		64.86	
		8/10/20		58.10	
		8/10/20		227.40	
		8/10/20		6.48	
		8/10/20		635.69	
		8/13/20		303.84	
		8/14/20		21.32	
		8/15/20		31.14	
		8/17/20		624.26	
		8/18/20		89.28	
		8/18/20		350.16	
		8/18/20		225.99	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/19/20		123.24	
		8/20/20		16.60	
		8/21/20		323.24	
6600-000	Materials - Print	8/21/20	Gale/CENGAGE Learning		15.02
6600-000	Materials - Print	8/24/20	Baker & Taylor	244.86	
		8/24/20		67.06	
		8/24/20		67.06	
		8/24/20		79.60	
		8/24/20		52.76	
		8/24/20		22.38	
		8/24/20			14.40
6600-000	Materials - Print			11,801.36	29.42
6601-000	Materials - A/V	8/1/20	Recorded Books, LLC.	82.00	
6601-000	Materials - A/V	8/1/20	Baker & Taylor	57.27	
		8/3/20		62.97	
		8/4/20		46.56	
		8/4/20		45.29	
		8/6/20		71.55	
		8/6/20		35.32	
		8/7/20		57.99	
		8/10/20		35.85	
		8/11/20		34.09	
		8/11/20		39.62	
6601-000	Materials - A/V	8/11/20	Recorded Books, LLC.	64.00	
		8/11/20		1,116.18	
		8/11/20		383.46	
		8/11/20		269.98	
		8/11/20		91.80	
6601-000	Materials - A/V	8/13/20	Baker & Taylor	130.77	
6601-000	Materials - A/V	8/13/20	Recorded Books, LLC.	1,011.60	
6601-000	Materials - A/V	8/17/20	Baker & Taylor	16.76	
6601-000	Materials - A/V	8/20/20	Recorded Books, LLC.	72.98	
6601-000	Materials - A/V	8/20/20	Baker & Taylor	90.64	
6601-000	Materials - A/V	8/21/20	Recorded Books, LLC.	64.00	
		8/21/20		27.49	
6601-000	Materials - A/V	8/21/20	Baker & Taylor	89.40	
6601-000	Materials - A/V	8/24/20	Recorded Books, LLC.	67.58	
6601-000	Materials - A/V	8/24/20	Baker & Taylor	38.18	
6601-000	Materials - A/V	8/24/20	Recorded Books, LLC.	36.49	
6601-000	Materials - A/V			4,139.82	
6670-000	Materials - Digital - e-Books	8/1/20	Overdrive, Inc.	3.36	
		8/1/20		5.99	
		8/4/20		586.84	
		8/5/20		111.93	
		8/5/20		194.98	
		8/5/20		372.57	
		8/6/20		491.41	
		8/6/20		9.99	
		8/6/20		171.41	
		8/6/20		170.89	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
		8/6/20		7.99	
		8/7/20		12.99	
		8/11/20		464.39	
		8/12/20		12.99	
		8/15/20		23.98	
		8/17/20		96.95	
		8/17/20		267.40	
		8/17/20		263.52	
		8/17/20		1,543.45	
		8/17/20		76.97	
		8/18/20		383.75	
		8/19/20		55.00	
		8/20/20		291.46	
		8/20/20		9.99	
		8/21/20		103.96	
		8/21/20		6.00	
		8/24/20		12.99	
		8/24/20		160.84	
		8/24/20		129.99	
		8/24/20		85.97	
		8/25/20		478.68	
		8/25/20		92.50	
		8/27/20		1,348.38	
		8/31/20		63.98	
		8/31/20		134.88	
6670-000	Materials - Digital - e-Books			8,248.37	
6675-000	Materials - Digital - e-Audio	8/4/20	Overdrive, Inc.	768.38	
		8/4/20		39.99	
		8/5/20		59.99	
		8/6/20		315.46	
		8/6/20		74.99	
		8/11/20		202.75	
		8/17/20		1,024.55	
		8/18/20		130.00	
		8/19/20		76.00	
		8/20/20		247.90	
		8/20/20		872.00	
		8/24/20		42.75	
		8/25/20		187.49	
		8/25/20		84.99	
		8/27/20		948.26	
		8/28/20		15.95	
6675-000	Materials - Digital - e-Audio			5,091.45	
6690-000	Materials - Periodicals	8/1/20	Thief River Falls Times	44.00	
6690-000	Materials - Periodicals	8/1/20	The Hawley Herald, Inc.	38.00	
6690-000	Materials - Periodicals	8/1/20	Crookston Daily Times	99.00	
6690-000	Materials - Periodicals	8/20/20	Dakota News, Inc.	33.12	
6690-000	Materials - Periodicals	8/31/20	Frazee Forum, Inc.	35.00	
6690-000	Materials - Periodicals			249.12	
7120-000	Telecom/E-rate Expenses	8/10/20	ByteSpeed, LLC	255.00	
7120-000	Telecom/E-rate Expenses	8/27/20	ArchKey Technologies	757.95	
7120-000	Telecom/E-rate Expenses			1,012.95	
7200-000	Legacy - Expense (1099)	8/4/20	Newman Digital	132.35	
7200-000	Legacy - Expense (1099)	8/31/20	Denise K. Lajimodiere	500.00	

Lake Agassiz Regional Library
Monthly List of Bills paid by Check
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
7200-000	Legacy - Expense (1099)			632.35	
7230-000	Legacy - Materials - Other	8/1/20	Overdrive, Inc.	16.64	
7230-000	Legacy - Materials - Other			16.64	
7300-000	Misc. Local Grant Expense	8/20/20	Speedy Plumbing Service	543.15	
7300-000	Misc. Local Grant Expense			543.15	
7354-000	Book Truck - Supplies	8/24/20	Jamie Sprynczynatyk	9.26	
7354-000	Book Truck - Supplies			9.26	
8600-000	Software & Hardware Upgrade	8/19/20	ByteSpeed, LLC	579.00	
8600-000	Software & Hardware Upgrade			579.00	
9020-000	Desig Funds - Van Replaceme	8/3/20	Sammy's Custom Cabinets and	157.50	
9020-000	Desig Funds - Van Replaceme			157.50	

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

Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
5100-000	Payroll Taxes - Employer	8/14/20 8/14/20 8/31/20 8/31/20	Federal Income Tax deposit	1,075.11 4,597.04 998.23 4,268.29	
5100-000	Payroll Taxes - Employer			10,938.67	
5110-000	Retirement - PERA - Employer	8/14/20 8/31/20 8/31/20	Public Employees Retirement As	5,609.42 5,159.48	519.62
5110-000	Retirement - PERA - Employer			10,768.90	519.62
5120-000	Health Insurance	8/14/20 8/14/20	Further - VEBA/HSA	2,000.00 1,602.91	
5120-000	Health Insurance	8/14/20	LARL Payroll		678.41
5120-000	Health Insurance	8/22/20	Further - Fees	112.10	
5120-000	Health Insurance	8/25/20	Further - VEBA/HSA	192.91	
5120-000	Health Insurance	8/30/20	Lakes Country Service Cooperat	27,588.00	
5120-000	Health Insurance	8/31/20	LARL Payroll		678.41
5120-000	Health Insurance			31,495.92	1,356.82
5140-000	Life Insurance - Employer Paid	8/20/20	Mutual of Omaha	112.00	
5140-000	Life Insurance - Employer Paid			112.00	
6020-000	Supplies - Public Services	8/18/20	Best Name Badges	8.35	
6020-000	Supplies - Public Services			8.35	
6040-000	Supplies - Computer	8/3/20	Grasshopper.com	36.70	
6040-000	Supplies - Computer	8/5/20	Zoho Corp	20.00	
6040-000	Supplies - Computer	8/25/20 8/25/20 8/28/20	Amazon (charges on account)	11.99 11.99 12.20	
6040-000	Supplies - Computer			92.88	
6400-000	Telephone	8/3/20 8/3/20 8/3/20 8/3/20 8/3/20	Arvig	98.47 91.12 81.08 82.74 42.20	
6400-000	Telephone	8/13/20	Allstream	767.95	
6400-000	Telephone	8/15/20	Rothsay Telephone	71.07	
6400-000	Telephone	8/15/20	Garden Valley Telephone Comp	40.80	
6400-000	Telephone	8/25/20	Arvig	160.18	
6400-000	Telephone	8/30/20 8/30/20 8/30/20 8/30/20	Garden Valley Telephone Comp	40.80 70.81 40.80 40.80	
6400-000	Telephone			1,628.82	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6405-000	Cell Phone	8/9/20	Ting	6.75	
6405-000	Cell Phone			6.75	
6410-000	PIO - Marketing/Printing/Etc	8/22/20	Tidlo	18.36	
6410-000	PIO - Marketing/Printing/Etc	8/27/20	Be.Live	19.87	
6410-000	PIO - Marketing/Printing/Etc	8/28/20	Rise Vision Digital Signage	336.60	
6410-000	PIO - Marketing/Printing/Etc	8/31/20	Facebook Ad Manager	74.99	
6410-000	PIO - Marketing/Printing/Etc			449.82	
6430-000	Postage	8/2/20	Pitney Bowes Purchase Power	400.00	
6430-000	Postage			400.00	
6435-000	PO Box Rental	8/5/20	US Postal Service	120.00	
6435-000	PO Box Rental			120.00	
6465-000	Memberships - LARL Directors	8/18/20	North Dakota Society of CPA's	145.00	
6465-000	Memberships - LARL Directors			145.00	
6492-000	Programming - Summer Learni	8/3/20	Amazon (charges on account)	129.94	
		8/3/20		46.98	
6492-000	Programming - Summer Learni	8/31/20	Facebook Ad Manager	30.00	
6492-000	Programming - Summer Learni			206.92	
6600-000	Materials - Print	8/1/20	Amazon (charges on account)	33.60	
		8/5/20		63.83	
		8/5/20		71.31	
		8/5/20		25.90	
		8/11/20		10.99	
		8/11/20		29.98	
		8/12/20		40.56	
		8/12/20		40.84	
		8/20/20		19.98	
		8/20/20		25.02	
		8/20/20		20.95	
		8/21/20		60.59	
		8/24/20		19.20	
6600-000	Materials - Print			462.75	
6601-000	Materials - A/V	8/3/20	Amazon (charges on account)	29.88	
		8/3/20		19.92	
		8/4/20		59.94	
		8/5/20		56.54	
		8/8/20		23.98	
		8/10/20		77.91	
		8/11/20		113.71	
		8/12/20		130.52	
		8/14/20			0.98
		8/17/20		44.97	
		8/19/20		14.99	
		8/20/20		18.23	
		8/20/20		19.89	
		8/20/20		39.92	
		8/23/20		17.96	
		8/24/20		35.92	
		8/24/20		12.96	
		8/25/20		11.99	

Lake Agassiz Regional Library
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Account ID	Account Description	Date	Vendor Name	Debit Amt	Credit Amt
6601-000	Materials - A/V			729.23	0.98
7115-000	Regional Lib Tele Aid - Cat 3	8/25/20	Karma Mobility Inc.	838.14	
7115-000	Regional Lib Tele Aid - Cat 3	8/25/20	Amazon (charges on account)	23.94	
7115-000	Regional Lib Tele Aid - Cat 3	8/26/20 8/28/20	Dell Marketing LP	256.77 1,964.06	
7115-000	Regional Lib Tele Aid - Cat 3			3,082.91	
7120-000	Telecom/E-rate Expenses	8/12/20	Amazon (charges on account)	27.94	
7120-000	Telecom/E-rate Expenses			27.94	
7200-000	Legacy - Expense (1099)	8/1/20 8/1/20	Facebook Ad Manager	1.69 55.00	
7200-000	Legacy - Expense (1099)			56.69	
7354-000	Book Truck - Supplies	8/19/20	Jamie Sprynczynatyk	372.00	
7354-000	Book Truck - Supplies			372.00	
8000-002	Donation - Misc Exp - LD	8/4/20	Uprinting.com	268.03	
8000-002	Donation - Misc Exp - LD			268.03	
8000-053	Donation - Misc Exp - LE	8/17/20	Amazon (charges on account)	46.98	
8000-053	Donation - Misc Exp - LE			46.98	
8100-011	Donation - Material Print - LM	8/17/20 8/24/20 8/24/20	Amazon (charges on account)	16.95 19.69 35.54	
8100-011	Donation - Material Print - LM			72.18	
8100-013	Donation - Material Print - LH	8/5/20	Amazon (charges on account)	50.00	
8100-013	Donation - Material Print - LH			50.00	
8100-051	Donation - Material Print - LC	8/2/20	Amazon (charges on account)	17.99	
8100-051	Donation - Material Print - LC			17.99	
8500-000	Furniture & Equipment	8/13/20	Amazon (charges on account)	159.99	
8500-000	Furniture & Equipment			159.99	
8600-000	Software & Hardware Upgrade	8/12/20	Be Mobile - Verizon	60.00	
8600-000	Software & Hardware Upgrade	8/20/20	Amazon (charges on account)	584.87	
8600-000	Software & Hardware Upgrade			644.87	
9630-200	Cell Phone - Joint Automation	8/9/20	Ting	24.77	
9630-200	Cell Phone - Joint Automation			24.77	

Editorial by Liz Lynch, Executive Director
Lake Agassiz Regional Library
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Please Know Your Public Library is Here for You

Walking through the Moorhead Public Library in late February, I was stopped by a customer with an arm full of books who said, "Winters are so long...I don't know what I would do without my public library." Little did I know, we were days away from closing our doors to the public due to the COVID-19 pandemic.

As we closed the library in mid-March, I saw books, DVDs and other materials sitting idly on the library shelves and it broke my heart. I thought about how these books and library materials should be in the homes of our community members, not on the shelves of a closed library--especially during a pandemic. This was a time when our community members needed these resources most.

As the executive director of Lake Agassiz Regional Library, I witnessed firsthand the creativity and strength of Minnesota's public libraries. Thanks to the leadership of Mary Cathryn Ricker, Minnesota Commissioner of Education and Jennifer Nelson, Director of State Library Services, within days of closing, the Minnesota public library community joined together to creatively and safely offer library service throughout the region and the state.

Commissioner Ricker and Director Nelson listened to the concerns of librarians across Minnesota, participated in conversations and created a place for public libraries at the table during this crisis. They advocated for public libraries and supported a change in library legislation to improve digital inclusion and the purchase and distribution of Wi-Fi hotspots for checkouts at public libraries, and provided support and guidance to our industry during the COVID-19 crisis.

With new support from the CARES Act Grant and with the continued excellent support of our cities and counties, Lake Agassiz Regional Library's 22 locations are open and ready to assist in COVID-19 recovery while making safety and convenience a priority. We are here to provide books, movies, television shows, music, and more for entertainment purposes, but we are also here to help our community members reach their full potential by connecting them to the educational opportunities, resources and assistance that are needed by so many. We are here to support workforce development, economic recovery, student success and digital inclusion.

If history repeats itself, we know that during times of economic downturns, isolation and crisis, public libraries will be at the forefront, offering services and support to all. We feel fortunate to be in a state that leads the nation as a champion in education, values public libraries, and facilitates the necessary tools for lifelong learning. Please know that your public library is here for you always, but especially during this unprecedented time.

About Lake Agassiz Regional Library

Lake Agassiz Regional Library is a consolidated public library system comprised of 13 branch libraries and nine LINK Sites serving the residents of seven counties in northwest Minnesota. For more information on this and other LARL events and services, contact the Lake Agassiz Regional Library office at 833-522-5275 or online at www.larl.org.