



Moorhead Library

BOARD OF TRUSTEES

Regular Meeting, September 8th, 2020

Virtual Meeting, 5:30 p.m.

<https://us02web.zoom.us/j/82010260022?pwd=TWZNOENWOWUyOjYyNVpXTXZydk1nUT09>

Agenda

1. Open Meeting
2. Approve Agenda
3. Approve minutes from May, 2020 meeting
4. LARL Board Update – LARL Members – see attached
5. City Council Report – Council Liaison
6. Director's Report
7. Nominations for 2021 positions
8. Other Business
9. Next Meeting: November 10th, 2020

May Minutes – not available at this time

Moorhead Library Board
Board of Trustees, Regular Meeting
September 8th, 2020

Director's Report

Library Activity

Library reopening:

The library building reopened to the public June 29th. The library currently offers Express Service, in which we encourage visitors to limit their visit to approximately 20 minutes unless they are using the public computers, which are currently available for 45 minute sessions. Meeting rooms are currently unavailable to community groups and we continue to refrain from in-person events, however all other library services are currently available. These include reference services, notary services, test proctoring services, newly available WiFi hotspots available for checkout and much more. Curbside pickup is still an option for customers who do not feel comfortable entering the building.

Library Card Signup Month: During the month of September LARL is celebrating Library Card Signup Month. This year's target audience is parents, caregivers and educators. Check larl.org and social media for more information throughout the month.

SLE Recap

Summer Library Experience activity was quiet this summer as we moved the program online. We look forward to summer 2021 when we can – hopefully – welcome kids and families into the library to participate in weekly events throughout the summer program.

Outreach Activities

Book Truck activity: Library staff began hitting the streets with the Book Truck in August. Weekly stops included Lunch with a Cop in Dilworth and an evening storytime at Romkey Park. We hope to bring the Book Truck out for a few special events while the weather is still nice.

Book Bike @ the Farmer's Market: Jess began taking the Book Bike to the Moorhead Farmer's Market in August and will continue through the month of September. We've seen a great response to her presence there and can't wait to participate next year.

Upcoming Events

Events will primarily take place online for at least the remainder of the year. These include our Fall Legacy Series as well as book clubs, storytimes and more. Virtual events are available at <https://larl.org/athome/>.

One Book, One Community: This year's One Book, One Community reading project launched in August and features several virtual events including community book discussions, cooking events, craft programs, and other engaging programs. The event series also includes a virtual author visit on Thursday, Sept. 24, starting at 7 p.m. This year's book selection is *The Lager Queen of Minnesota* by J. Ryan Stradal. More information is available at 1book1community.org.

Two in-person events include the following:

Paper Shredding Fundraising Event - the library will host a weeklong paper-shredding event in which customers will be able to drop off papers and documents to be securely shredded and disposed of. Cost will be \$5 per grocery bag of documents. Funds will go to support the Book Truck. The event will run September 14 – 19 and the service will be available during the library's open hours.

Friends of the Library Book Sales: The Friends of the Moorhead Library will host two book sales in September. The first sale will take place outside and feature 'new' items at full price. This sale will take place September 10, 11 and 12 from 10-5. The following week, September 14 – 19, will feature an indoor bag sale located behind the information desk. Customers can fill a bag of books for \$5.

MK 09/08/2020

LARL Board meeting report on May 21, 2020 (Zoom meeting)

1. 2019 Audit Report by Brady, Martz & Associates, P.C. Thief River Fall, Minnesota

Nothing came to our attention that caused us to believe that the Library failed to comply with the provisions of the contracting and bidding, deposits and investment, conflict of interest, claims and disbursements, and miscellaneous provisions sections of the Minnesota Legal Compliance Audit Guide for Other Political Subdivisions, promulgated by the State Auditor pursuant to Minn. Stat. 6.65, insofar as they relate to accounting matters.

Financial Highlights

- Lake Agassiz Regional Library (LARL) has total net position of \$98,370, an increase of \$121,984 for the year ended December 31, 2019.
- LARL's 2019 general operating expenditure budget of \$3,395,350 represents an increase of 3.68% from the 2018 budget. While the 2019 budget presented expenditures exceeding revenues by \$75,082, actual results showed a surplus of \$21,180 for 2019.

GENERAL FUND REVENUES

| | 2019 | 2018 | Amount of Increase (Decrease) | Percent Increase (Decrease) |
|-----------------------------------|--------------------|-------------|----------------------------------|--------------------------------|
| Signatory Funding | \$2,545,620 | \$2,507,965 | \$37,655 | 1.5% |
| State Grants | 723,975 | 707,204 | 16,771 | 2.4 |
| Investment Earnings | 100,328 | 19,700 | 80,628 | 409.3 |
| Miscellaneous | 107,368 | 115,171 | (7,803) | (6.8) |
| Special Projects | 50,861 | 205,412 | (154,551) | (75.2) |
| Total General Fund Revenue | \$3,528,152 | \$3,555,452 | (27,300) | (0.8)% |

Total general fund revenue decreased by \$27,300 or 0.8% from the previous year

GENERAL FUND EXPENDITURES

| | 2019 | 2018 | Amount of Increase (Decrease) | Percent Increase (Decrease) |
|--|--------------------|-------------|----------------------------------|--------------------------------|
| Salaries and Wages | \$1,775,814 | \$1,719,738 | \$56,076 | 3.3% |
| Employee Benefits | 606,740 | 532,690 | 74,050 | 13.9 |
| Purchased Services | 260,484 | 286,952 | (26,468) | (9.2) |
| Supplies and Materials | 434,412 | 418,121 | 16,291 | 3.9 |
| Automation and Cataloging | 164,723 | 158,267 | 6,456 | 4.1 |
| Special Projects | 218,549 | 355,570 | (137,021) | (38.5) |
| Capital Outlay | 46,250 | 45,660 | 590 | 1.3 |
| Total General Fund Expenditures | \$3,506,972 | \$3,516,998 | (10,026) | (0.3)% |

MAJOR FUNDS

| | Fund Balance | | | |
|----------------------------|--------------------|-------------|------------------------|-----------------------------------|
| | 2019 | 2018 | Increase (Decrease) | Percentage Increase (Decrease) |
| Governmental Funds General | \$1,701,021 | \$1,679,841 | \$21,180 | 1.3% |

ASSETS

| | |
|--------------------------------|--------------------|
| Cash | \$ 858,439 |
| Investments | 1,344,049 |
| Investments with Fiscal Agents | 81,011 |
| Account Receivable | 514 |
| Prepaid | 66,474 |
| TOTAL ASSETS | \$2,350,487 |

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- LARL, a consolidated public library system, was created through a joint powers agreement **in 1961**. LARL is composed of **13 branches** which are located in the Minnesota cities of **Ada, Bagley, Barnesville, Breckenridge, Climax, Crookston, Detroit Lakes, Fertile, Fosston, Hawley, McIntosh, Mahnomen, and Moorhead**. These cities are located within **the seven county area** comprised of **Becker, Clearwater, Clay, Mahnomen, Norman, Polk, and Wilkin** Counties. These are **LINKS sites** in the communities of **Cormorant, Frazee, Gonvick, Halstad, Hendrum, Lake Park, Rothsay, Twin Valley, and Ulen**.
- LARL uses one major fund to account for all of its activities. This fund is used to account for LARL's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition or construction of capital assets.

2. Financial Report (for the four months ending April 30, 2020) 33.33%

| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual Budget % |
|-----------------------------|----------------------------|---------------------------|------------------|--|---------------------------|
| General Fund Revenue | | | | | |
| <i>Signatory Funding</i> | | | | | |
| Becker County | \$97,840 | \$195,680 | \$391,360 | \$195,680 | 50.00 |
| Detroit Lakes | 58,093 | 116,185 | 232,370 | 116,185 | 50.00 |
| Clay County | 75,404 | 150,808 | 301,615 | 150,807 | 50.00 |
| Moorhead | 193,346 | 386,693 | 773,385 | 386,692 | 50.00 |
| Clearwater County | 26,498 | 52,995 | 105,990 | 52,995 | 50.00 |
| Mahnomen County | 11,146 | 22,298 | 44,595 | 22,297 | 50.00 |
| Mahnomen | 5,421 | 10,843 | 21,685 | 10,842 | 50.00 |
| Norman County | 25,521 | 51,043 | 102,085 | 51,042 | 50.00 |
| Polk County | 68,505 | 137,010 | 274,020 | 137,010 | 50.00 |

| | | | | | |
|--|----------------|------------------|------------------|------------------|--------------|
| Crookston | 56,751 | 113,503 | 237,005 | 113,502 | 50.00 |
| Wilkin County | 13,959 | 27,918 | 55,835 | 27,917 | 50.00 |
| Breckenridge | 23,046 | 46,093 | 92,185 | 46,092 | 50.00 |
| <i>Total Signatory Funding</i> | 655,533 | 1,311,069 | 2,622,130 | 1,311,061 | 50.00 |
| <i>Total Grants</i> | 0 | 231,749 | 618,849 | 387,100 | 37.45 |
| <i>Total Miscellaneous Revenue</i> | 857 | 32,795 | 110,650 | 77,855 | 29.64 |
| <i>Total Joint Automation Revenue</i> | 11,733 | 23,983 | 49,000 | 25,017 | 48.94 |
| Total General Fund Revenue | 668,123 | 1,599,596 | 3,458,250 | 1,858,654 | 46.25 |
| General Fund Expenditures | | | | | |
| <i>Total Personnel</i> | 206,410 | 800,586 | 2,463,300 | 1,662,714 | 32.50 |
| Total <i>Automation/Cataloging</i> | 13,852 | 59,673 | 174,900 | 115,227 | 34.12 |
| <i>Total Library Programming</i> | 379 | 1,375 | 13,900 | 12,525 | 9.89 |
| <i>Total Staff Development</i> | 0 | 169 | 10,000 | 9,831 | 1.69 |
| <i>Total Mileage/Board Meeting Expenses</i> | 81 | 5,039 | 29,000 | 23,961 | 17.38 |
| <i>Total Other Operating Expenses</i> | 11,044 | 64,315 | 217,050 | 152,735 | 29.63 |
| <i>Total Transportation</i> | 161 | 658 | 3,950 | 3,292 | 16.66 |
| <i>Total Materials</i> | 34,232 | 164,266 | 405,000 | 240,734 | 40.56 |
| <i>Total Capital Expenditures</i> | 3,663 | 3,984 | 40,000 | 36,016 | 9.96 |
| <i>Total Capital Fund Accounts</i> | 667 | 2,667 | 8,000 | 5,333 | 33.34 |
| <i>Total General Fund Expenditures</i> | 270,489 | 1,124,179 | 3,458,250 | 2,334,171 | 32.51 |
| General Fund Revenue Over Expenditures | 397,634 | 475,417 | 0 | (475,417) | 0.00 |
| Special Project Revenue | | | | | |
| <i>Total Special Projects Revenue</i> | 3,320 | 34,161 | 0 | (34,161) | 0.00 |
| Special Project Expenditures | | | | | |
| <i>Total Special Projects Miscellaneous</i> | 696 | 29,103 | 0 | (29,103) | 0.00 |
| <i>Total Special Projects Capital</i> | 8,158 | 13,127 | 0 | (13,127) | 0.00 |
| Total Special Projects Expenditures | 8,854 | 42,230 | 0 | (42,230) | 0.00 |
| Special Projects Revenue Over (Under) Expenditures | (5,534) | (8,069) | 0 | 8,069 | 0.00 |
| GRAND TOTAL REVENUE | 671,443 | 1,633,757 | 3,458,250 | 1,824,493 | 47.24 |
| GRAND TOTAL EXPENDITURES | 279,351 | 1,166,609 | 3,458,250 | 2,291,641 | 33.73 |
| CHANGE IN FUND BALANCE | 392,092 | 467,148 | 0 | (467,148) | 0.00 |

3. Director's Report

COVID-19 Service Timeline and Statistics (Red text indicates updates to the April 30th timeline and statistics)

| | |
|----------|---|
| March 19 | New online library card application launched, resulting in 345 applications received and 219 new accounts created. |
| April 7 | Launched new Grasshopper library phone hotline with over 265 calls. 133 calls were answered just since May 1 st . |
| April 15 | Launched subscription to Hoopla online movie, TV, eBook, music and comic book platform resulting in well over 385 customers signing up for the service and downloading over 1,087 titles. |
| April 16 | Launched new online chat "Ask a Question" service with 203 unique conversations and 2,022 exchanges. |
| April 27 | LARL's delivery service started offering material delivery to libraries and LINKs. Each location received one delivery per week. This was the first delivery since March 16 th . |
| April 30 | We have seen a continuous spike in the use of OverDrive downloadable eBooks and eAudiobooks, resulting in a 28% increase in use over April 2019. April 2020 total = 15,734. |
| April 30 | Librarians from around the region have created 18 YouTube Storytimes and youth programs with over 316 views. Visit larl.org/athome for a list of programs. |

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

- The LARL material delivery service will return to the previous regular delivery schedule of 5 days a week on June 1st, which will increase s=checkout rates and curbside service significantly.
- LARL received a \$7,800 grant to purchase Wi-Fi Hotspots for customers to checkout from the Department of Education.
- LARL received approximately \$42,000 through Regional Library Telecom Aid (RLTA) to purchase equipment, materials, and subscriptions for online services during COVID-19.

LARL Board meeting report on June 18, 2020 (Zoom meeting)

1. Financial Report

- With 41.67% of the year complete, 44.5% of budgeted expenses have been spent as of May 31, 2020.
- Application for State FY2021 (July 1, 2020 – June 30, 2021) Regional Library Basic System Support (RLBSS) was approved.
 - ❖ RLBSS 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.
 - ❖ List of the local governmental unit and the amount of fundin that the governmental unit provided

| Name of Participating Local Governmental Unit | 2019 Level of Funding Provided |
|--|--------------------------------|
| Becker County (excluding Detroit Lakes) | \$378,205 |
| Detroit Lakes | 226,670 |
| Clay County (exclud) | 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 |

- ❖ FY 2021 Proposed Budget
 - Total anticipated state aid expenditures — \$525,699
- Application for Arts and Cultural Heritage Fund (ACHF) State FY2021 (July 1, 2020 – June 30, 2021) was approved
 - ❖ ACHF provides 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.
 - ❖ FY 2020 Estimated Expenditure — \$108,626.75

2. Report of the Finance Committee

- 2021 Preliminary Budget Draft #3 was approved

| Category | 2020 Budget | 2021 Budget | \$\$ variance | % Variance |
|-----------------------|-------------|-------------|---------------|------------|
| Personnel | 2,463,300 | 2,557,800 | 94,500 | 3.84% |
| Library Materials | 405,000 | 405,000 | 0 | 0.00% |
| Automation/Cataloging | 174,900 | 180,150 | 5,250 | 3.00% |

| | | | | |
|--------------------------------|------------------|------------------|---------------|--------------|
| Library Programming/staff Dev. | 23,900 | 24,900 | 1,000 | 4.18% |
| Mileage/Board Mtg Expense | 29,000 | 28,500 | (500) | -1.72% |
| Regional Library Telecom Aid | 93,150 | 93,150 | 0 | 0.00% |
| Other Operating Expenses | 217,050 | 214,950 | (2,100) | -0.97% |
| Vehicle Expenses | 3,950 | 3,950 | 0 | 0.00% |
| Capital Expenses | 48,000 | 47,500 | (500) | -1.04% |
| Total Budget | 3,458,250 | 3,555,900 | 97,650 | 2.82% |

3. Director's Report

- Digital Services (Over-Drive and Hoopla) 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.
- 960 new customers in 2020 which is lower than 1,500 new customers in 2019 at this same time.
- Purchased 43 Hotspots. This device provide free unlimited internet access with a 2 week checkout period.
- LARL is the recipient of a CARES Act grant (\$134,000), 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.
- During the week of June 8th, 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 tie of the visit.
- 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 Barnsville, 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.