

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: Thursday, January 21, 2021

Time: 5:30 p.m.

Location: Join Zoom Meeting

<https://us02web.zoom.us/j/84855983857?pwd=eDVJVndwWVdJSnB0QkdYMTB5NWwvdz09>

Meeting ID: 848 5598 3857

Passcode: 590474

NOTE: If you're unable to attend this meeting, please email Liz at lynchl@larl.org by noon on the day of the meeting.

AGENDA

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

- 5:35 **2. MINUTES OF THE NOVEMBER 19, 2020 FULL BOARD MEETING**
 Enclosed (page 4)

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

- 5:40 **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS - Kalil**
- a. **Welcome to New Trustee**
 - a. David Ebinger, Clay County
 - b. **Administer Oath of Office**

- 5:45 **4. FINANCIAL REPORT - Sprynczynatyk**
 Enclosed (page 7)

- 6:00 **5. FINANCE COMMITTEE REPORT – Grimsley**

- a. **Approval of List of Authorized Institutions**

Recommended Motion: Move to approve the list of authorized institutions for 2021 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.

(over)

Agenda for the January 21, 2021 Full Board Meeting – Page 2

b. 2021 Final Budget

Draft enclosed (page 11)

Recommended Motion: Move to approve the 2021 Budget as reviewed and recommended by the Finance Committee.

c. Designated Funds

Draft enclosed (page 13)

Recommended Motion: Move to approve the 2021 Designed Funds as reviewed and recommended by the Director and the Finance Committee.

6:20 **6. DIRECTOR'S REPORT – Lynch**

a. Director's Written Report

Enclosed (page 14)

b. Regional Library Basic Support Legislative Discussion

Enclosed (page 17)

Recommended Motion: Move to approve the Lake Agassiz Regional Library board supporting CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.

6:30 **7. PRESIDENT'S REPORT – Kalil**

a. 2021 Board Meeting Schedule

Enclosed (page 22)

Recommended Motion: Move to approve the 2021 Board Meeting Schedule as presented.

b. 2021 Board Committee Assignments

Enclosed: Board Committee Assignments Draft (page 23)

Recommended Motion: Move to approve the 2021 Board Committee Assignments as presented.

(continued)

Agenda for the January 21, 2021 Full Board Meeting – Page 3

6:40 8. BOARD MEMBER REPORTS:

Becker County – Ben Grimsley, Terry Kalil

Breckenridge – Linda Holecek

Clay County – David Ebinger

Clearwater County – Mark Titera

Crookston – Clayton Briggs

Detroit Lakes – Linda Schell

Mahnomen – LuAnn Durant

Mahnomen County – Karen Ahmann

Moorhead – Linda Anderson, Shelly Carlson & Chizuko Shastri

Norman County – Steve Jacobson

Polk County – Gary Willhite

Wilkin County – Dennis Larson

MN Library Association/Library Trustees & Advocates Section – Terry Kalil

Northern Lights Library Network – Terry Kalil and Linda Holecek

7:00 9. OTHER

7:10 10. ADJOURNMENT

MISC. ITEMS ENCLOSED:

- a. List of Bills – November and December 2020 (page 24)
- b. LARL Digital Literacy Report for Literacy Minnesota (page 41)
- c. William Kent Krueger Event Poster (page 44)

UPCOMING MEETINGS/EVENTS

Book Blizzard Winter Reading Program, January - February 2021

All LARL Branches, LINK Sites, and the Regional Office Closed:

- **Martin Luther King Jr. Day**, January 18, 2021
- **Presidents' Day**, February 15, 2021

Executive Committee Meeting, February 18 at 5:30 p.m. at Moorhead Public Library

Full Board Meeting, March 18 at 5:30 p.m. at Moorhead Public Library

Virtual Library Legislative Week, February 21-27, 2021

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

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 19, 2020. President Kalil called the meeting to order at 5:32 pm.

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

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

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE JUNE 18, 2020 FULL BOARD MEETING

(Jacobson/Briggs) Move to approve the Minutes of the September 17, 2020 Full Board Meeting. MCU.

DIRECTOR'S REPORT

The Crookston Library filled the Library Associate position.

LARL's staff day via Zoom went very well. There was a lot of positive feedback.

The Moorhead Public Library has switched to curbside and by appointment services only, due to COVID and staffing issues. Crookston is also considering modifying services due to the COVID situation in Polk County.

Lynch thanked Jim Haney for his years of service on the LARL Board. Travel guides of Ireland have been purchased for the LARL collection and Haney will be recognized on the inside cover of the books. Jenna Kahly, LARL Legacy Coordinator has filled the County Commission seat that Haney is vacating.

Lynch discussed the LARL/Moorhead Public Library Needs assessment and the benefits to the entire LARL Region. Carlson was able to secure \$5,000 of funding to cover half of the cost of a Library Strategies study if LARL is willing to contribute the other \$5,000 of the study cost.

(Willhite/Haney) Move to authorize LARL to contribute \$5,000 of designated funds to pay for a consultant study to complete a needs assessment for LARL and the Moorhead Public Library. MCU.

(over)

FINANCIAL REPORT

With 83.33% of the year complete, 78.19% of budgeted expenses have been spent. Miscellaneous Revenue are currently under budget, this is due to the COVID-19 reductions of in-person services. Library Programming, Staff Development and Mileage/Board Meeting Expenses are under budget due to service reductions due to COVID as well as online board meetings. Due to CARES funding and extra Regional Telecom Aid Capital Expenditures are also under budget. Sprynczynatyk discussed that LARL will finish the year with a significant surplus, rather than making any changes to the 2021 budget this late in the year, the surplus will be considered while working on the 2022 budget.

NOMINATING COMMITTEE

All current Executive Board members expressed interest in serving again in 2021.

(Ahmann/Schell) Move to approve the slate of Executive Board members for 2021 with President – Kalil, Vice President – Willhite, Treasurer – Grimsley, Members-At-Large – Briggs and Larson. MCU.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek)

No report.

Clay County (Haney – absent – left before board reports)

No report

Clearwater County (Titera - absent)

No report

Crookston (Briggs)

No report

Detroit Lakes (Schell)

The Detroit Lakes Library needs assessment is going well. The library is offering Winter Survival project kits, with projects library customers can do at home.

City of Mahanomen (Durant – absent)

No report

Mahanomen County (Ahmann)

No report.

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

Moorhead (Anderson, Carlson, Shastri)

The Library has been offering only curbside service and in person service by appointment since October 14.

Norman County (Jacobson)

The county has been battling COVID-19.

Polk County (Willhite)

COVID has been a big issue recently. The county recently purchased a freezer for potential vaccine storage.

Wilkin County (Larson - absent)

No report.

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

No report.

Northern Lights Library Network (Schell/Holecek)

NLLN approved \$5,000 to support LARL's ebook collection.

PRESIDENTS REPORT

Kalil congratulated Lynch on being elected as the MN Library Association Legislative Chair Elect for 2021, Chair in 2022 and Past Chair in 2023.

OTHER

Lynch discussed that 2021 is LARL's 60th Anniversary.

The meeting adjourned at 6:40.

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

100%
Unadjusted

Page: 7

| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual To Annual Budget % |
|---------------------------------------|-------------------------|------------------------|------------------|--|-------------------------------------|
| General Fund Revenue | | | | | |
| Signatory Funding | | | | | |
| Becker County | \$ 0 | \$ 391,360 | \$ 391,360 | 0 | 100.00 |
| Detroit Lakes | 0 | 232,370 | 232,370 | 0 | 100.00 |
| Clay County | 0 | 301,615 | 301,615 | 0 | 100.00 |
| Moorhead | 0 | 773,385 | 773,385 | 0 | 100.00 |
| Clearwater County | 0 | 105,990 | 105,990 | 0 | 100.00 |
| Mahnomen County | 0 | 44,595 | 44,595 | 0 | 100.00 |
| Mahnomen | 0 | 21,685 | 21,685 | 0 | 100.00 |
| Norman County | 0 | 102,085 | 102,085 | 0 | 100.00 |
| Polk County | 0 | 274,020 | 274,020 | 0 | 100.00 |
| Crookston | 0 | 227,005 | 227,005 | 0 | 100.00 |
| Wilkin County | 0 | 55,835 | 55,835 | 0 | 100.00 |
| Breckenridge | 0 | 92,185 | 92,185 | 0 | 100.00 |
| Total Signatory Funding | 0 | 2,622,130 | 2,622,130 | 0 | 100.00 |
| Grants | | | | | |
| Basic Support - MN (RLBSS) | 0 | 529,630 | 525,699 | (3,931) | 100.75 |
| Reg Library Telecom Aid (RLTA) | 19,068 | 131,010 | 93,150 | (37,860) | 140.64 |
| Total Grants | 19,068 | 660,640 | 618,849 | (41,791) | 106.75 |
| Miscellaneous Revenue | | | | | |
| Service Charge Revenue | 214 | 4,712 | 11,000 | 6,288 | 42.84 |
| Printing Revenue | 730 | 8,574 | 18,000 | 9,426 | 47.63 |
| Fax Revenue | 310 | 3,697 | 7,000 | 3,303 | 52.81 |
| Microfilm Revenue | 1 | 89 | 150 | 61 | 59.33 |
| Photocopy Revenue | 396 | 3,109 | 8,000 | 4,891 | 38.86 |
| Book/Furniture Sale Revenue | 74 | 1,337 | 0 | (1,337) | 0.00 |
| Interest/Dividend Income | 2,926 | 62,539 | 60,000 | (2,539) | 104.23 |
| Investment Value Change | (499) | 10,095 | 0 | (10,095) | 0.00 |
| Lost/Damaged Property | 293 | 3,859 | 6,500 | 2,641 | 59.37 |
| Other Income | 0 | 2,250 | 0 | (2,250) | 0.00 |
| Total Miscellaneous Revenue | 4,445 | 100,261 | 110,650 | 10,389 | 90.61 |
| Joint Automation Revenue | | | | | |
| Northwest Reg. Lib. Contrib. | 0 | 45,900 | 45,900 | 0 | 100.00 |
| MNLink Server Site Payments | 258 | 3,100 | 3,100 | 0 | 100.00 |
| Total Joint Automation Revenue | 258 | 49,000 | 49,000 | 0 | 100.00 |
| Fund Balance/Shortfall | 0 | 0 | 57,621 | 57,621 | 0.00 |
| Total General Fund Revenue | 23,771 | 3,432,031 | 3,458,250 | 26,219 | 99.24 |
| General Fund Expenditures | | | | | |
| Personnel Expenses | | | | | |
| Salaries | 149,137 | 1,704,664 | 1,821,750 | 117,086 | 93.57 |
| Payroll Taxes | 5,947 | 122,140 | 140,800 | 18,660 | 86.75 |
| Retirement - PERA | 9,934 | 123,958 | 135,950 | 11,992 | 91.18 |
| Health Insurance | 27,389 | 344,930 | 357,550 | 12,620 | 96.47 |
| Life Insurance | (7) | 1,624 | 2,100 | 476 | 77.33 |
| Workers Compensation Insurance | 269 | 3,227 | 3,500 | 273 | 92.20 |
| Other Employee Benefits | 121 | 1,382 | 1,650 | 268 | 83.76 |
| Total Personnel | 192,790 | 2,301,925 | 2,463,300 | 161,375 | 93.45 |
| Automation/Cataloging | | | | | |
| Automation | 12,386 | 146,044 | 146,450 | 406 | 99.72 |
| Support - App | 321 | 3,716 | 3,700 | (16) | 100.43 |
| Remote Printing | 0 | 2,279 | 2,750 | 471 | 82.87 |
| Catalog Item Records | 995 | 11,979 | 11,000 | (979) | 108.90 |
| Supplies - Computer | 1,280 | 4,744 | 5,000 | 256 | 94.88 |
| Supplies - Technical Services | 3,813 | 6,040 | 6,000 | (40) | 100.67 |
| Total Automation/Cataloging | 18,795 | 174,802 | 174,900 | 98 | 99.94 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 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 | 985 | 1,061 | 3,400 | 2,339 | 31.21 |
| Programming - Summer Learning | 0 | 2,047 | 8,000 | 5,953 | 25.59 |
| Programming - Adult | 363 | 1,603 | 2,500 | 897 | 64.12 |
| Total Library Programming | 1,348 | 4,711 | 13,900 | 9,189 | 33.89 |
| Staff Development | | | | | |
| Staff Training & Development | 0 | 1,473 | 10,000 | 8,527 | 14.73 |
| Total Staff Development | 0 | 1,473 | 10,000 | 8,527 | 14.73 |
| Mileage/Board Meeting Expense | | | | | |
| Mileage - Staff | 847 | 8,622 | 23,000 | 14,378 | 37.49 |
| Regional Board Meetings | 0 | 995 | 6,000 | 5,005 | 16.58 |
| Total Mileage/Board Meeting Expenses | 847 | 9,617 | 29,000 | 19,383 | 33.16 |
| Other Expenses | | | | | |
| Accounting/Bank Fees | 326 | 12,073 | 15,200 | 3,127 | 79.43 |
| Attorney Fees | 0 | 1,000 | 1,500 | 500 | 66.67 |
| Bus. Office Software/Supplies | 35 | 1,326 | 2,000 | 674 | 66.30 |
| Delivery Services | 5,174 | 57,541 | 62,500 | 4,959 | 92.07 |
| Director's Discretionary | 0 | 2,114 | 2,500 | 386 | 84.56 |
| Insurance - General/Property | 1,464 | 17,682 | 17,750 | 68 | 99.62 |
| Lease - Regional Office Rent | 1,752 | 21,020 | 21,000 | (20) | 100.10 |
| Leases - Equipment | 129 | 5,994 | 6,050 | 56 | 99.07 |
| Maintenance Contracts | 1,147 | 8,260 | 14,150 | 5,890 | 58.37 |
| Memberships | 0 | 855 | 1,000 | 145 | 85.50 |
| Minnesota Director's Fund | 0 | 2,178 | 2,300 | 122 | 94.70 |
| Miscellaneous Expense | 0 | 0 | 2,500 | 2,500 | 0.00 |
| PIO: Printing/Advertising | 1,064 | 16,025 | 16,000 | (25) | 100.16 |
| Postage | 576 | 3,008 | 3,700 | 692 | 81.30 |
| Recruitment | 0 | 1,138 | 8,000 | 6,862 | 14.23 |
| Repairs - Equipment | 0 | 1,865 | 2,500 | 635 | 74.60 |
| Supplies - Copier/Fax/Microfilm | (140) | 531 | 800 | 269 | 66.38 |
| Supplies - Office | 927 | 6,961 | 8,500 | 1,539 | 81.89 |
| Supplies - Public Services | 790 | 9,814 | 6,000 | (3,814) | 163.57 |
| Telephone/Telecom | 3,181 | 23,333 | 23,100 | (233) | 101.01 |
| Total Other Operating Expenses | 16,425 | 192,718 | 217,050 | 24,332 | 88.79 |
| Regional Library Telecom Aid (RLTA) | 19,068 | 131,010 | 93,150 | (37,860) | 140.64 |
| Transportation | | | | | |
| Vehicle Expenses | 143 | 2,565 | 3,950 | 1,385 | 64.94 |
| Total Transportation | 143 | 2,565 | 3,950 | 1,385 | 64.94 |
| Materials | | | | | |
| Audio Visual | 1,833 | 45,054 | 75,000 | 29,946 | 60.07 |
| Digital | 12,163 | 144,639 | 101,500 | (43,139) | 142.50 |
| Online Service - Hoopla | 0 | 1,142 | 0 | (1,142) | 0.00 |
| Online Resources | 630 | 7,481 | 7,500 | 19 | 99.75 |
| Periodicals | 611 | 20,236 | 21,000 | 764 | 96.36 |
| Print | 24,025 | 178,509 | 200,000 | 21,491 | 89.25 |
| Total Materials | 39,262 | 397,061 | 405,000 | 7,939 | 98.04 |
| Capital Expenditures | | | | | |
| Furniture & Equipment | 0 | 3,262 | 10,000 | 6,738 | 32.62 |
| Software & Hardware Upgrades | 518 | 2,784 | 30,000 | 27,216 | 9.28 |
| Total Capital Expenditures | 518 | 6,046 | 40,000 | 33,954 | 15.12 |
| Capital Fund Accounts | | | | | |
| Automation System -Shared NWRL | (1,833) | 0 | 2,000 | 2,000 | 0.00 |
| Technology Upgrades | (2,750) | 0 | 3,000 | 3,000 | 0.00 |
| Van Replacement | (2,750) | 0 | 3,000 | 3,000 | 0.00 |
| Total Capital Fund Accounts | (7,333) | 0 | 8,000 | 8,000 | 0.00 |
| Total General Fund Expenditures | 281,863 | 3,221,928 | 3,458,250 | 236,322 | 93.17 |
| General Fund Revenue Over Expenditures | \$ (258,092) | \$ 210,103 | \$ 0 | (210,103) | 0.00 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 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 | \$ (3,955) | \$ 22,721 | \$ 0 | (22,721) | 0.00 |
| Endowment Revenue | 0 | 760 | 0 | (760) | 0.00 |
| Gain From Insurance Claim | 0 | 5,158 | 0 | (5,158) | 0.00 |
| Telecom/E-rate Funds | 339 | 16,490 | 0 | (16,490) | 0.00 |
| Legacy Grant Revenue | 3,998 | 31,204 | 0 | (31,204) | 0.00 |
| Miscellaneous State Grants | 2,671 | 24,081 | 0 | (24,081) | 0.00 |
| Miscellaneous Local Grants | 3,962 | 23,827 | 0 | (23,827) | 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 | 7,015 | 135,295 | 0 | (135,295) | 0.00 |
| Special Projects Expenditures | | | | | |
| Special Projects Miscellaneous | | | | | |
| Donations - Materials: Print | 0 | 1,788 | 0 | (1,788) | 0.00 |
| Donations - Materials: A/V | 0 | 20 | 0 | (20) | 0.00 |
| Donations - Materials: Other | 0 | 751 | 0 | (751) | 0.00 |
| Donations - Miscellaneous | 28 | 9,727 | 0 | (9,727) | 0.00 |
| Donations - Book Truck | 79 | 9,935 | 0 | (9,935) | 0.00 |
| Legacy Grant Expense | 3,998 | 31,204 | 0 | (31,204) | 0.00 |
| Telecom/E-rate Expenses | 339 | 16,490 | 0 | (16,490) | 0.00 |
| Misc. State Grant Expense | 2,671 | 24,081 | 0 | (24,081) | 0.00 |
| Misc. Local Grant Expense | 3,962 | 23,827 | 0 | (23,827) | 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 | 11,077 | 128,877 | 0 | (128,877) | 0.00 |
| Special Projects Capital | | | | | |
| Donations - Furniture & Equip. | 0 | 5,619 | 0 | (5,619) | 0.00 |
| Insurance Claim - Furn & Equip | 0 | 7,375 | 0 | (7,375) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Desig Funds - Vehicle Replace | 0 | 3,308 | 0 | (3,308) | 0.00 |
| Total Special Projects Capital | 0 | 16,302 | 0 | (16,302) | 0.00 |
| Total Special Projects Expenditures | 11,077 | 145,179 | 0 | (145,179) | 0.00 |
| Special Proj Rev Over (Under) Expend | \$ (4,062) | \$ (9,884) | \$ 0 | 9,884 | 0.00 |
| GRAND TOTAL REVENUE | 30,786 | 3,567,326 | 3,458,250 | (109,076) | 103.15 |
| GRAND TOTAL EXPENDITURES | 292,992 | 3,367,409 | 3,458,250 | 90,841 | 97.37 |
| CHANGE IN FUND BALANCE | \$ (262,206) | \$ 199,917 | \$ 0 | (199,917) | 0.00 |

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

10

| | <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) | \$ 14,284 | 23,888 | (9,604) | 29,583 | (15,299) |
| Cash - Payroll (Bell Bank) | 7,524 | 6,380 | 1,144 | 12,649 | (5,125) |
| Cash - Savings (Bell Bank) | 1,040,504 | 1,285,609 | (245,105) | 815,745 | 224,759 |
| Petty Cash | 510 | 510 | 0 | 460 | 50 |
| Investment Account | 1,408,171 | 1,406,232 | 1,939 | 1,344,049 | 64,122 |
| Accounts Receivable | 11,149 | 16,149 | (5,000) | 514 | 10,635 |
| Other Miscellaneous Receivable | 20,671 | 18,000 | 2,671 | 0 | 20,671 |
| Prepaid Expenses | 71,727 | 58,617 | 13,110 | 66,474 | 5,253 |
| 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 | 69,223 | 56,757 | 12,466 | 56,757 | 12,466 |
| Total Assets | \$ 2,785,408 | 3,013,787 | (228,379) | 2,467,876 | 317,532 |
| LIABILITIES | | | | | |
| Accounts Payable | \$ 41,540 | 18,621 | 22,919 | 45,608 | (4,068) |
| Credit Card Payable | 0 | 2,272 | (2,272) | 0 | 0 |
| Amazon Charge Account | 2,030 | 2,049 | (19) | 0 | 2,030 |
| Accrued Salaries Payable | 76,617 | 80,450 | (3,833) | 80,450 | (3,833) |
| Accrued Sick Leave Payable | 20,773 | 19,344 | 1,429 | 19,344 | 1,429 |
| Accrued Vacation Payable | 48,449 | 37,413 | 11,036 | 37,413 | 11,036 |
| Payroll Tax Payable - Federal | 0 | 4,658 | (4,658) | 0 | 0 |
| Payroll Tax Payable - ND | 0 | 806 | (806) | 0 | 0 |
| Dental Insurance Payable | 0 | 17 | (17) | 0 | 0 |
| Vision Insurance Payable | 0 | 20 | (20) | 0 | 0 |
| AFLAC Payable | 129 | 141 | (12) | 259 | (130) |
| Flexible Spending - Medical | 2,283 | 2,066 | 217 | 990 | 1,293 |
| Sales Tax Payable | 267 | 184 | 83 | 486 | (219) |
| Deferred Revenue | 631,749 | 614,638 | 17,111 | 521,674 | 110,075 |
| Total Liabilities | 823,837 | 782,679 | 41,158 | 706,224 | 117,613 |
| FUND BALANCES | | | | | |
| Fund Balance - Unreserved | 44,008 | 49,008 | (5,000) | 39,979 | 4,029 |
| 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 - Vehicle Replacement | 36,000 | 35,750 | 250 | 33,000 | 3,000 |
| Fund Bal - Technology Upgrade | 43,000 | 42,750 | 250 | 40,000 | 3,000 |
| 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 | 117,000 | 116,833 | 167 | 115,000 | 2,000 |
| Fund Bal - Software Upgrade | (3,000) | 0 | (3,000) | 0 | (3,000) |
| 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 | 199,918 | 462,122 | (262,204) | 9,028 | 190,890 |
| Total Fund Balances | 1,961,571 | 2,231,108 | (269,537) | 1,761,652 | 199,919 |
| Total Liabilities & Fund Bal. | \$ 2,785,408 | 3,013,787 | (228,379) | 2,467,876 | 317,532 |

LAKE AGASSIZ REGIONAL LIBRARY

DRAFT 2021 FINAL BUDGET WITH COMPARISON TO PRELIMINARY BUDGET AND 2020 BUDGET

Approved: _____

| CATEGORY | 2020 Budget | 2021 Prelim Budget (6/20) | 2021 Budget | \$S Variance of 2021 Prel to Final | % Variance of 2021 Prel to Final | \$S Variance 2020-2021 Final | % Variance 2020-2021 Final |
|--------------------------------|----------------|------------------------------|----------------|---------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| Personnel | 2,463,300 | 2,557,800 | 2,508,500 | (49,300) | -1.9% | 45,200 | 1.8% |
| Library Materials | 405,000 | 405,000 | 405,000 | - | 0.0% | - | 0.0% |
| Automation/Cataloging | 174,900 | 180,150 | 180,500 | 350 | 0.2% | 5,600 | 3.2% |
| Library Programming/Staff Dev. | 23,900 | 24,900 | 24,900 | - | 0.0% | 1,000 | 4.2% |
| Mileage/Board Mtg Expenses | 29,000 | 28,500 | 28,000 | (500) | -1.8% | (1,000) | -3.4% |
| Regional Library Telecom Aid | 93,150 | 93,150 | 83,650 | (9,500) | -10.2% | (9,500) | -10.2% |
| Other Operating Expenses | 217,050 | 214,950 | 217,750 | 2,800 | 1.3% | 700 | 0.3% |
| Vehicle Expenses | 3,950 | 3,950 | 3,650 | (300) | -7.6% | (300) | -7.6% |
| Capital Expenses | 48,000 | 47,500 | 44,500 | (3,000) | -6.3% | (3,500) | -7.3% |
| Total Budget | 3,458,250 | 3,555,900 | 3,496,450 | (59,450) | -1.7% | 38,200 | 1.1% |

LAKE AGASSIZ REGIONAL LIBRARY
2021
FINAL BUDGET

| REVENUE | 2020 Budget | 2021 Prelim Budget (6/20) | 2021 Budget | % Variance 2020-2021 Final |
|------------------------------|------------------------|--------------------------------------|------------------------|---------------------------------------|
| Becker County | 391,360 | 400,365 | 400,365 | |
| Detroit Lakes | 232,370 | 236,345 | 236,345 | |
| Clay County | 301,615 | 308,075 | 308,075 | |
| Moorhead | 773,385 | 786,920 | 786,920 | |
| Clearwater County | 105,990 | 108,780 | 108,780 | |
| Mahnomen County | 44,595 | 45,625 | 45,625 | |
| Mahnomen | 21,685 | 22,410 | 22,410 | |
| Norman County | 102,085 | 104,480 | 104,480 | |
| Polk County | 274,020 | 280,570 | 280,570 | |
| Crookston | 227,005 | 230,030 | 230,030 | |
| Wilkin County | 55,835 | 56,795 | 56,795 | |
| Breckenridge | 92,185 | 93,735 | 93,735 | |
| SUB-TOTAL | 2,622,130 | 2,674,130 | 2,674,130 | 2.0% |
| | | | | |
| GRANTS | | | | |
| State Basic Support | 525,699 | 530,000 | 533,513 | |
| Regional Library Telecom Aid | 93,150 | 93,150 | 83,650 | |
| TOTA GRANTS | 618,849 | 623,150 | 617,163 | -0.3% |
| | | | | |
| OTHER REVENUE | | | | |
| Miscellaneous | 110,650 | 115,650 | 104,700 | |
| Joint Automation | 49,000 | 49,500 | 49,450 | |
| Fund Balance/Shortfall | 57,621 | 93,470 | 51,007 | |
| TOTAL REVENUE | 3,458,250 | 3,555,900 | 3,496,450 | 1.1% |
| | | | | |
| EXPENDITURES | | | | |
| Operating | 3,410,250 | 3,508,400 | 3,451,950 | |
| Capital | 48,000 | 47,500 | 44,500 | |
| TOTAL EXPENDITURES | 3,458,250 | 3,555,900 | 3,496,450 | 1.1% |
| | | | | |
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**LAKE AGASSIZ REGIONAL LIBRARY
2021 Designated Fund Balances**

| <u>Designated Fund</u> | <u>12/31/2019 Balance</u> | <u>12/31/2020 Balance</u> | <u>Management Recommendation</u> |
|---|-------------------------------|-------------------------------|--------------------------------------|
| 3075 Branch Improvements | 20,000 | 20,000 | 20,000 |
| 3065 Consultant Study | 20,000 | 20,000 | 20,000 |
| 3010 Employee Severance | 29,000 | 21,000 | 21,000 |
| 3087 Health Insurance | 27,000 | 20,000 | 30,000 |
| 3090 Joint Automation Project - LARL & NWRL | 120,000 | 115,000 | 110,000 |
| 3060 Library Materials | 30,000 | 30,000 | 30,000 |
| 3072 Outreach Services | 20,000 | 20,000 | 20,000 |
| 3005 Operating Reserve (33%) | 1,125,000 | 1,141,000 | 1,155,000 |
| 3040 Photocopiers/Printers/Scanners | 8,547 | 10,000 | 10,000 |
| 3050 Professional Recruitment | 5,000 | 5,000 | 5,000 |
| 3030 RO Furniture, Paint, & Equipment | 8,919 | 10,000 | 10,000 |
| 3035 Special Projects | 20,000 | 20,000 | 20,000 |
| 3080 Staff Development | 17,734 | 20,000 | 20,000 |
| 3025 Technology Upgrades | 40,000 | 40,000 | 43,000 |
| 3015 Unemployment Compensation | 45,000 | 46,000 | 49,000 |
| 3020 Vehicle Replacement | 30,000 | 29,693 | 30,000 |
| TOTALS | <u>\$1,566,200</u> | <u>\$1,567,693</u> | <u>\$1,593,000</u> |



Monthly Report to the Board

Meeting Date: January 12, 2021

From: Liz Lynch, Executive Director

Director's Meetings

December Meetings: Position interviews, 3; interviews cont., 4; Coordinating Team Meeting and Council of Regional Public Library System Administrators (CRPLSA) Meeting, 7; Lyn Enger Legacy Event, 8; BeanStack Webinar, 9; State Library Services meeting, 14; IMLS Navigator Project Meeting and LARL staff annual reviews, 17; Legwork Committee Meeting, 18; Meeting with the Governor's Office and Meeting with Representative Mary Murphy, 21;

January Meetings: MN Library Legislative Meeting January 6; CRPLSA Meeting, 8; NWLINKS, 12; MN LegWork Committee, 13; LARL Coordinating Team Meeting, 15

Staffing

Welcome to Kayla Cooper, Crookston Librarian and Brittany Aldayel, Regional Office Interlibrary Loan Assistant.

LARL News

Current Services

All LARL locations are offering service to the public at this time. Some locations were offering modified services due to COVID spikes in their communities and because of staffing issues, but all locations with the exception of Bagley and Cormorant will be opening for regular services on January 20th. Bagley and Cormorant will continue to offer "by appointment" and curbside services for the time being.

Library customers are welcome to visit the libraries, but are encouraged to limit their time while browsing. Computers are available for one hour increments. Time may be extended at the discretion of the local librarian.

Legal Kiosks

The Bagley, Breckenridge, Crookston, Detroit Lakes, Fertile and Moorhead Public Libraries received Legal Kiosks from Legal Services of Northwest Minnesota. Five of the six kiosks feature a computer, printer, webcam, scanner and printer in a private location so residents can gain private access to legal assistance. The Bagley Public Library received a walk-up kiosk which helps determine where people can gain access to legal assistance. This project was funded with CARES Act funding from Legal Services of Northwest Minnesota and will include training for staff and promotional materials when the kiosks are up and running.

Circulation

While the checkout rate of print and physical materials was much lower (down 32%) in 2020 vs. previous years, LARL has seen a spike in the downloading of eBooks and eAudiobooks (increase of 20%). 1,886 library customers subscribed to LARL OverDrive services in 2020 and 975 customers subscribed to Hoopla.

Detroit Lakes Public Library Needs Assessment

The Detroit Lakes Public Library has wrapped up the Library Strategies Needs Assessment project and will be receiving a report soon. We look forward to reading their assessment and recommendations regarding the future of Detroit Lakes Public Library services and facility.

Moorhead Public Library Needs Assessment

Library Strategies will be conducting a Needs Assessment for the Moorhead Public Library/LARL Headquarters, which will be executed within the next six months. This aligns nicely with the Moorhead City Council's recent approved action to bring a sales tax for a new library/community center to the legislature for approval by January 31, 2021. As with the Detroit Lakes project, the needs assessment deliverables include the following: Review of Background Data, Community Survey, Interviews with Key Stakeholders and Community Members, Site Visit and Review, and Facilities Assessment Report and Recommendations.

Mahnomen Public Library

The Mahnomen Public Library renovation project will be wrapping up in mid-February. This project was made possible by a very generous grant from the Otto Bremer Trust. Remaining project details include installing a new exterior door/doorframe, an exterior library sign and window decals.

LARL's 60th Anniversary

Lake Agassiz Regional Library is celebrating its 60th anniversary in 2021! The celebration will include the following:

- A special anniversary logo that will placed on all marketing materials in 2021.
- A # Campaign encouraging community leaders, business owners, educators, administrators, etc. to post their favorite book, or what they are currently reading, followed by #LARLReads and #LARL60Years.
- Social media posts with historic photos throughout the year.
- Fundraising campaigns advocating for \$60 donations.
- A special region-wide event will be occurring each month.
 - **Book Blizzard, Winter Reading Program for Adults**
January 1 through February 28
 - **Author Presentation Featuring William Kent Krueger,**
Tuesday, February 16 at 7 PM
Virtual Event on the LARL Facebook Page (facebook.com/larlmn/live)
 - **Fringe Earring Take-Home Kits with Tawny Trottier Cale,**
February 22
Virtual demonstration available at larl.org/craft kits with take-home craft kits available.
 - **Midwest Native Plant Primer Featuring Alan Branhagen,**
March 9 at 7 PM
Virtual Event on the LARL Facebook Page (facebook.com/larlmn/live)
 - **1961: A Minnesota Sports Retrospective with Ross Bernstein,**
March 23 at 7 PM
Virtual Event on the LARL Facebook Page (facebook.com/larlmn/live)
 - **Adam Thielen Poetry Contest,**
April 1-9, submission accepted with winner announced on April 30th
 - **Madness and Mental Health with Journalist and Author Marya Hornbacher**
May 18 at 10:30 AM at the Detroit Lakes Public Library and 7 PM at the Moorhead Public Library
In-Person Events, Also Streamed to the LARL Facebook Page (facebook.com/larlmn/live)



Statewide News

Jennifer Nelson, Director of State Library Services has resigned from her position. She has been a huge advocate for Minnesota libraries within the Department of Education and beyond. She was the glue that held Minnesota libraries together during the pandemic by creating an inclusive and motivating environment for everyone.

The Council of Regional Public Library System Administrators (CRPLSA) has been working on Legislative priorities. The tentative priorities include the following:

- Legacy Funding from the Arts and Cultural Heritage Fund: \$2.6m for the 12 Regional Public Library Systems supporting over 350 public libraries across the state.
- Regional Library Basic System Support (RLBSS): An increase and formula change for the 12 Regional Public Library Systems.
- Bonding Bill: In the following year's bonding bill, we would like inclusion for library building and remodeling costs for the 12 Regional Public Library Systems.

Virtual Library Legislative Week, February 21-27, 2021

Upcoming Dates

All LARL locations will be closed on Monday, January 18th and Monday, February 15th

LARL Executive Committee Meeting: Thursday, February 18th

LARL Full Board Meeting: Thursday, March 18th

Council of Regional Public Library System Administrators RLBSS Funding Request 2021

The Council of Regional Public Library System Administrators (CRPLSA) proposes a funding request to the MN State Legislature as part of the appropriation sessions, which occur in the odd-numbered years. After the required unanimous agreement by CRPLSA members present, the proposal is taken to the twelve regional public library boards for their approval. If all boards approve the measure, it is then taken to the MN State Legislature as a formal request for funding.

Timeline

The Council of Regional Public Library System Administrators will be presenting this document to the regional library system boards during the beginning of 2021. If approved by all boards, the request will be made to the 2021 MN State Legislature. If a funding request and formula change are granted, RLBSS funds will be appropriated according to the new funding formula for FY2022. A chart similar to those above will be released in August or September of 2021 by State Library Services.

Proposed Resolution:

The Lake Agassiz Regional Library board supports CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.

Proposal

The goal for increased RLBSS funding is to stabilize the formula incrementally and build toward more sustainable funding. The proposal for the 2021 Legislature requests an increase to RLBSS funds as well as a change to the current formula. The formula change shifts funds from the Equalization factor to increase the Basic System Services factor.

This is intended to shift funding to support basic operations in all public library systems and to lessen the volatility of the formula. The Council of Regional Public Library System Administrators propose and working incrementally to shift the formula over time. Ideally, public library system funding would increase to support the inflationary increases in costs to deliver services.

In addition, the proposal requests that the formula be based on the population and tax capacity figures as reported by the MN State Departments of Demography and Revenue respectively by January 1 of the year in which the grants are awarded. On January 8, 2021, according to their bylaws, the Council of Regional Public Library System Administrators presented at the meeting voted unanimously in favor of the recommendation. The charts below demonstrate the proposed formula change impacts. The charts below demonstrate the changes resulting from a \$150,000, a \$300,000, \$500,000 and \$1 million per year increase to RLBSS. Amounts between \$150,000 and \$1 million would result in corresponding changes.

Proposed Revisions to RLBSS Formula Factors (\$150,000/1% Shift to Base)

| | | | | | | | | | | | | |
|--|-----------------|--|--------------|-----------------|--------------|----------------------------|---------------|--|---|---------------------|-------------------------------|------------------------|
| Population from State Demographer: August 2019 | | NOTE: FY2022 distribution formula would use population and taxdate from FY2021 version | | | | | | Current RLBSS Allocation: \$ 13,570,000 | | | | |
| ANTC from Dept of Revenue: July 2019 | | | | | | | | Recommended New Funding: 150,000 | | | | |
| | | | | | | | | Recommended Total Funding: \$ 13,720,000 | | | | |
| Current Factors: | Population: | 57.50% | Area: | 12.50% | Basic: | 5.00% | Equalization: | 25.00% | Alternate Proposed FY2022: \$13,720,000 | | | |
| Proposed Factors: | 57.50% | \$7,889,000 | 12.50% | \$1,715,000 | 6.00% | \$686,000 | 24.00% | \$3,430,000 | | | | |
| | | | | | | | | | | | | |
| System | 2019 Population | % of adj State Pop. | Share | % of State Area | Share | % of Basic System Services | Share | % of State Equal. | Share | FY2021 Distribution | Alternate FY2022 Distribution | Change in Dollar Value |
| Arrowhead | 312,963 | 5.52% | 435,667 | 22.28% | 382,072 | 8.33% | 68,600 | 15.93% | 529,388 | 1,405,746 | 1,415,727 | 9,982 |
| East Central | 184,076 | 3.25% | 256,247 | 6.50% | 111,450 | 8.33% | 68,600 | 13.25% | 441,892 | 869,587 | 878,189 | 8,602 |
| Great River Regional | 496,477 | 8.76% | 691,131 | 6.18% | 105,902 | 8.33% | 68,600 | 22.39% | 740,269 | 1,604,284 | 1,605,903 | 1,619 |
| Kitchigami | 174,308 | 3.08% | 242,649 | 8.77% | 150,465 | 8.33% | 68,600 | 6.79% | 227,621 | 675,652 | 689,335 | 13,684 |
| Lake Agassiz | 148,697 | 2.62% | 206,997 | 9.43% | 161,720 | 8.33% | 68,600 | 3.31% | 109,169 | 533,513 | 546,486 | 12,973 |
| MELSA | 3,154,432 | 55.66% | 4,391,194 | 3.50% | 60,020 | 8.33% | 68,600 | 23.09% | 742,359 | 5,242,381 | 5,262,173 | 19,792 |
| Northwest | 47,268 | 0.83% | 65,800 | 7.03% | 120,521 | 8.33% | 68,600 | 2.58% | 86,119 | 328,260 | 341,040 | 12,780 |
| Pioneerland | 158,765 | 2.80% | 221,012 | 7.82% | 134,096 | 8.33% | 68,600 | 1.30% | 42,538 | 451,903 | 466,246 | 14,342 |
| Plum Creek | 116,236 | 2.05% | 161,809 | 7.33% | 125,785 | 8.33% | 68,600 | 0.00% | - | 340,991 | 356,193 | 15,203 |
| SELCO | 515,554 | 9.10% | 717,688 | 8.49% | 145,539 | 8.33% | 68,600 | 10.83% | 356,622 | 1,277,845 | 1,288,449 | 10,604 |
| Traverse des Sioux | 231,293 | 4.08% | 321,976 | 6.44% | 110,474 | 8.33% | 68,600 | 0.54% | 16,824 | 502,614 | 517,875 | 15,261 |
| Viking | 127,026 | 2.24% | 176,829 | 6.24% | 106,955 | 8.33% | 68,600 | 0.00% | - | 337,223 | 352,384 | 15,161 |
| Total | 5,667,095 | 100% | \$ 7,889,000 | 100% | \$ 1,715,000 | 100% | \$ 823,200 | 100% | \$ 3,292,800 | \$13,570,000 | \$ 13,720,000 | \$ 150,000 |

Proposed Revisions to RLBSS Formula Factors (\$300,000/2.5% Shift to Base)

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|---|--|--|
| Population from State Demographer: August 2019 | | | | | | | | | | Current RLBSS Allocation: \$ 13,570,000 | | |
| ANTC from Dept of Revenue: July 2019 | | | | | | | | | | Recommended New Funding: 300,000 | | |
| NOTE: FY2022 distribution formula would use population and taxdate from FY2021 version | | | | | | | | | | | | |
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Proposed Revisions to RLBSS Formula Factors (\$500,000/4% Shift to Base)

| | | | | | | | | | | | | |
|--|-----------------|---|--------------|-----------------|--------------|----------------------------|---------------|--|--|---------------|-------------------------------|------------------------|
| Population from State Demographer: August 2019 | | NOTE: FY2022 distribution formula would use population and tax date from FY2021 version | | | | | | Current RLBSS Allocation: \$ 13,570,000 | | | | |
| ANTC from Dept of Revenue: July 2019 | | | | | | | | Recommended New Funding: 500,000 | | | | |
| | | | | | | | | Recommended Total Funding: \$ 14,070,000 | | | | |
| Current Factors: | Population: | 57.50% | Area: | 12.50% | Basic: | 5.00% | Equalization: | 25.00% | Alternate Proposed FY2022:\$13,720,000 | | | |
| Proposed Factors: | | 57.50% | | 12.50% | | 9.00% | | 21.00% | | | | |
| | | \$8,090,250 | | \$1,758,750 | | \$1,266,300 | | \$2,954,700 | | | | |
| System | 2019 Population | % of adj State Pop. | Share | % of State Area | Share | % of Basic System Services | Share | % of State Equal. | Share | Actual FY21 | Alternate FY2022 Distribution | Change in Dollar Value |
| Arrowhead | 312,963 | 5.52% | 446,781 | 22.28% | 391,819 | 8.33% | 105,525 | 15.93% | 490,763 | 1,405,746 | 1,434,888 | 29,142 |
| East Central | 184,076 | 3.25% | 262,784 | 6.50% | 114,293 | 8.33% | 105,525 | 13.25% | 415,681 | 869,587 | 898,283 | 28,696 |
| Great River Regional | 496,477 | 8.76% | 708,762 | 6.18% | 108,603 | 8.33% | 105,525 | 22.39% | 684,557 | 1,604,284 | 1,607,448 | 3,164 |
| Kitchigami | 174,308 | 3.08% | 248,839 | 8.77% | 154,304 | 8.33% | 105,525 | 6.79% | 218,251 | 675,652 | 726,919 | 51,267 |
| Lake Agassiz | 148,697 | 2.62% | 212,277 | 9.43% | 165,845 | 8.33% | 105,525 | 3.31% | 98,242 | 533,513 | 581,890 | 48,377 |
| MELSA | 3,154,432 | 55.66% | 4,503,214 | 3.50% | 61,551 | 8.33% | 105,525 | 23.09% | 598,856 | 5,242,381 | 5,269,147 | 26,765 |
| Northwest | 47,268 | 0.83% | 67,479 | 7.03% | 123,595 | 8.33% | 105,525 | 2.58% | 81,506 | 328,260 | 378,106 | 49,846 |
| Pioneerland | 158,765 | 2.80% | 226,650 | 7.82% | 137,517 | 8.33% | 105,525 | 1.30% | 36,933 | 451,903 | 506,626 | 54,722 |
| Plum Creek | 116,236 | 2.05% | 165,937 | 7.33% | 128,993 | 8.33% | 105,525 | 0.00% | - | 340,991 | 400,455 | 59,464 |
| SELCO | 515,554 | 9.10% | 735,996 | 8.49% | 149,252 | 8.33% | 105,525 | 10.83% | 318,435 | 1,277,845 | 1,309,208 | 31,363 |
| Traverse des Sioux | 231,293 | 4.08% | 330,190 | 6.44% | 113,293 | 8.33% | 105,525 | 0.54% | 11,475 | 502,614 | 560,483 | 57,869 |
| Viking | 127,026 | 2.24% | 181,340 | 6.24% | 109,684 | 8.33% | 105,525 | 0.00% | - | 337,223 | 396,549 | 59,325 |
| Total | 5,667,095 | 100% | \$ 8,090,250 | 100% | \$ 1,758,750 | 100% | \$ 1,266,300 | 100% | \$ 2,954,700 | \$ 13,570,000 | \$ 14,070,000 | \$ 500,000 |

**LARL BOARD OF TRUSTEES
2021 MEETING SCHEDULE
DRAFT**

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 | Online Finance meets at 5:00 Full Board meets at 5:30 | Adopt 2021 Final Budget |
| February 18 | Executive | Online | |
| March 18 | Full Board | Moorhead | Audit Report |
| April 15 | Executive/ Finance | Moorhead | Draft 1/ 2021 Preliminary Budget |
| May 20 | Full Board | Moorhead | Draft 2/ 2021 Preliminary Budget Review |
| June 17 | Finance & Full Board | Moorhead Finance meets at 5:00 Full Board meets at 5:30 | Adopt 2021 Preliminary Budget |
| July 15 | Executive | Moorhead | |
| August 19 | Executive | Moorhead | |
| September 16 | Full Board | Moorhead | |
| October 21 | Executive | Moorhead | |
| November 18 | Full Board | Moorhead | Elections |
| December 16 | Executive | Moorhead | |

~~Approved by Lake Agassiz Regional Library Board of Trustees: January 21, 2021~~

M:\Board of Trustees\Board Meeting Calendar

LAKE AGASSIZ REGIONAL LIBRARY
BOARD OF TRUSTEES
 2021 Committee Assignments

| Signatory | Executive | Finance | Personnel | Northern Lights Library Network (NLLN) | Nominations |
|-------------------|----------------------------|--------------------------|-------------|--|----------------------|
| Becker County | Kalil – P Grimsley - TR | **Kalil – P *Grimsley | **Kalil - P | **Kalil – P | **Kalil - P |
| Breckenridge | | | | Holecek | |
| Clay County | | | | | Ebinger |
| Clearwater County | | Titara | | | Titara |
| Crookston | Briggs | | Briggs | | |
| Detroit Lakes | | | | Schell | |
| Mahnomen | | | Durant | | |
| Mahnomen County | | | Ahmann | | |
| Moorhead | | | | | |
| | | | Carlson | | Anderson *Shastri |
| Norman County | | Jacobson | | | Jacobson |
| Polk County | Willhite - VP | Willhite | | | Willhite |
| Wilkin County | Larson | | *Larson | | |

P=President, VP=Vice-President, TR=Treasurer

*Chairperson

**President, *ex-officio* member of all Standing Committees

¹Staff Members - Regional Library Director and/or designated staff

M: Board of Trustees / Committee Assignments / 2021

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

[illegible]

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|-----------------------------|-----------|------------|
| 6400-000 | Telephone | | | 300.54 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/13/2 | Hillary Stevens | 9.65 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/13/2 | Farago & Associates | 200.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/16/2 | Clay County Connection | 265.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/17/2 | Crestline Specialties, Inc. | 577.55 | |
| 6410-000 | PIO - Marketing/Printing/Etc | | | 1,052.20 | |
| 6455-000 | Mileage - Staff | 11/1/20 | Judy Moen | 37.38 | |
| | | 11/1/20 | | 37.38 | |
| 6455-000 | Mileage - Staff | 11/3/20 | Greta Guck | 42.26 | |
| 6455-000 | Mileage - Staff | 11/4/20 | Heidi Moore | 5.75 | |
| 6455-000 | Mileage - Staff | 11/5/20 | Philip Spooner | 49.16 | |
| 6455-000 | Mileage - Staff | 11/5/20 | Marilyn Stordahl | 20.70 | |
| 6455-000 | Mileage - Staff | 11/5/20 | Heidi Moore | 5.75 | |
| 6455-000 | Mileage - Staff | 11/6/20 | Philip Spooner | 29.90 | |
| | | 11/9/20 | | 80.50 | |
| 6455-000 | Mileage - Staff | 11/14/2 | Sheila Capistran | 59.80 | |
| 6455-000 | Mileage - Staff | 11/16/2 | Greta Guck | 17.54 | |
| | | 11/20/2 | | 42.26 | |
| 6455-000 | Mileage - Staff | 11/24/2 | Paula Jones | 15.81 | |
| 6455-000 | Mileage - Staff | | | 444.19 | |
| 6484-000 | Conf/Meeting - System Directo | 11/30/2 | Moose Lake Public Library | 20.00 | |
| 6484-000 | Conf/Meeting - System Directo | | | 20.00 | |
| 6490-000 | Programming - Youth | 11/19/2 | Jenna Kahly | 12.63 | |
| 6490-000 | Programming - Youth | | | 12.63 | |
| 6495-000 | Programming - Adult | 11/12/2 | Jenna Kahly | 8.59 | |
| 6495-000 | Programming - Adult | | | 8.59 | |
| 6600-000 | Materials - Print | 11/2/20 | Baker & Taylor | 287.41 | |
| | | 11/2/20 | | 20.76 | |
| | | 11/3/20 | | 215.16 | |
| | | 11/4/20 | | 241.74 | |
| | | 11/4/20 | | 41.40 | |
| | | 11/4/20 | | 14.25 | |
| | | 11/4/20 | | 45.44 | |
| | | 11/5/20 | | 11.02 | |
| | | 11/5/20 | | 677.57 | |
| | | 11/5/20 | | 283.27 | |
| | | 11/9/20 | | 69.84 | |
| | | 11/9/20 | | 22.38 | |
| | | 11/9/20 | | 149.36 | |
| | | 11/9/20 | | 78.94 | |
| | | 11/9/20 | | 82.96 | |
| | | 11/9/20 | | 84.54 | |
| | | 11/10/2 | | 809.76 | |
| | | 11/10/2 | | 601.19 | |
| | | 11/11/2 | | 226.15 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|------------------------|-----------|------------|
| | | 11/11/2 | | 478.42 | |
| | | 11/16/2 | | 318.56 | |
| | | 11/17/2 | | 32.01 | |
| | | 11/17/2 | | 26.99 | |
| | | 11/17/2 | | 37.92 | |
| | | 11/17/2 | | 89.96 | |
| | | 11/18/2 | | 20.34 | |
| | | 11/18/2 | | 69.28 | |
| | | 11/18/2 | | 72.94 | |
| | | 11/18/2 | | 62.36 | |
| | | 11/19/2 | | 51.12 | |
| | | 11/19/2 | | 45.48 | |
| | | 11/19/2 | | 91.40 | |
| | | 11/19/2 | | 282.81 | |
| | | 11/19/2 | | 8.86 | |
| | | 11/19/2 | | 37.62 | |
| | | 11/19/2 | | 9.96 | |
| | | 11/19/2 | | 13.28 | |
| | | 11/19/2 | | 119.52 | |
| | | 11/19/2 | | 16.60 | |
| | | 11/20/2 | | 53.48 | |
| | | 11/20/2 | | 47.64 | |
| | | 11/20/2 | | 23.68 | |
| | | 11/20/2 | | 19.89 | |
| | | 11/23/2 | | 40.89 | |
| | | 11/23/2 | | 23.38 | |
| | | 11/23/2 | | 28.78 | |
| | | 11/24/2 | | 122.72 | |
| | | 11/24/2 | | 29.90 | |
| | | 11/24/2 | | 19.89 | |
| | | 11/24/2 | | 95.97 | |
| | | 11/24/2 | | 31.76 | |
| | | 11/24/2 | | 77.75 | |
| | | 11/24/2 | | 319.35 | |
| | | 11/24/2 | | 322.32 | |
| | | 11/25/2 | | 16.60 | |
| | | 11/25/2 | | 347.50 | |
| | | 11/25/2 | | 24.34 | |
| | | 11/25/2 | | 62.31 | |
| | | 11/25/2 | | 345.96 | |
| | | 11/30/2 | | 111.42 | |
| | | 11/30/2 | | 229.24 | |
| | | 11/30/2 | | 287.25 | |
| 6600-000 | Materials - Print | | | 8,530.59 | |
| 6601-000 | Materials - A/V | 11/3/20 | Baker & Taylor | 46.53 | |
| | | 11/3/20 | | 38.12 | |
| | | 11/11/2 | | 130.02 | |
| 6601-000 | Materials - A/V | 11/12/2 | Black Stone Publishing | 1,088.80 | |
| | | 11/12/2 | | 62.84 | |
| 6601-000 | Materials - A/V | 11/13/2 | Baker & Taylor | 149.00 | |
| | | 11/17/2 | | 79.90 | |
| | | 11/18/2 | | 171.28 | |
| | | 11/19/2 | | 31.04 | |
| | | 11/24/2 | | 46.56 | |
| | | 11/24/2 | | 45.26 | |
| 6601-000 | Materials - A/V | | | 1,889.35 | |
| 6670-000 | Materials - Digital - e-Books | 11/1/20 | Overdrive, Inc. | 3.99 | |
| | | 11/2/20 | | 85.53 | |
| | | 11/2/20 | | 40.00 | |
| | | 11/3/20 | | 59.99 | |
| | | 11/3/20 | | 224.94 | |
| | | 11/3/20 | | 154.86 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|---------|---------------------------|-----------|------------|
| | | 11/9/20 | | 175.86 | |
| | | 11/9/20 | | 161.99 | |
| | | 11/9/20 | | 166.97 | |
| | | 11/9/20 | | 3.99 | |
| | | 11/10/2 | | 302.80 | |
| | | 11/10/2 | | 116.99 | |
| | | 11/16/2 | | 18.99 | |
| | | 11/16/2 | | 142.48 | |
| | | 11/16/2 | | 159.28 | |
| | | 11/16/2 | | 268.19 | |
| | | 11/16/2 | | 1,441.71 | |
| | | 11/17/2 | | 420.42 | |
| | | 11/17/2 | | 120.00 | |
| | | 11/18/2 | | 3.99 | |
| | | 11/19/2 | | 112.25 | |
| | | 11/19/2 | | 11.99 | |
| | | 11/20/2 | | 29.99 | |
| | | 11/20/2 | | 178.96 | |
| | | 11/20/2 | | 26.99 | |
| | | 11/20/2 | | 1,668.65 | |
| | | 11/23/2 | | 67.99 | |
| | | 11/23/2 | | 65.00 | |
| | | 11/23/2 | | 130.00 | |
| | | 11/23/2 | | 305.71 | |
| | | 11/23/2 | | 155.61 | |
| | | 11/24/2 | | 149.91 | |
| | | 11/24/2 | | 91.57 | |
| | | 11/26/2 | | 15.99 | |
| 6670-000 | Materials - Digital - e-Books | | | 7,083.58 | |
| 6675-000 | Materials - Digital - e-Audio | 11/3/20 | Overdrive, Inc. | 59.99 | |
| | | 11/3/20 | | 112.50 | |
| | | 11/9/20 | | 323.23 | |
| | | 11/10/2 | | 95.00 | |
| | | 11/16/2 | | 75.49 | |
| | | 11/16/2 | | 810.02 | |
| | | 11/17/2 | | 93.00 | |
| | | 11/17/2 | | 207.47 | |
| | | 11/18/2 | | 187.48 | |
| | | 11/20/2 | | 226.00 | |
| | | 11/20/2 | | 803.21 | |
| | | 11/23/2 | | 45.50 | |
| | | 11/23/2 | | 59.99 | |
| | | 11/24/2 | | 47.50 | |
| | | 11/24/2 | | 164.99 | |
| 6675-000 | Materials - Digital - e-Audio | | | 3,311.37 | |
| 6690-000 | Materials - Periodicals | 11/3/20 | Daily News / News Monitor | 144.60 | |
| 6690-000 | Materials - Periodicals | 11/6/20 | Detroit Lakes Newspapers | 86.32 | |
| 6690-000 | Materials - Periodicals | | | 230.92 | |
| 7200-000 | Legacy - Expense (1099) | 11/9/20 | Tawny Marie Cale | 1,500.00 | |
| 7200-000 | Legacy - Expense (1099) | 11/13/2 | Lalo's Lunchbox, LLC | 675.00 | |
| 7200-000 | Legacy - Expense (1099) | 11/29/2 | Minnesota Public Radio | 39.00 | |
| 7200-000 | Legacy - Expense (1099) | | | 2,214.00 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|--------------------------------|-----------|------------|
| 5100-000 | Payroll Taxes - Employer | 11/13/2 | Federal Income Tax deposit | 4,383.19 | |
| | | 11/13/2 | | 1,051.18 | |
| | | 11/30/2 | | 992.12 | |
| | | 11/30/2 | | 4,138.65 | |
| 5100-000 | Payroll Taxes - Employer | | | 10,565.14 | |
| 5110-000 | Retirement - PERA - Employer | 11/13/2 | Public Employees Retirement As | 5,405.16 | |
| | | 11/30/2 | | 5,086.24 | |
| 5110-000 | Retirement - PERA - Employer | | | 10,491.40 | |
| 5120-000 | Health Insurance | 11/13/2 | Further - VEBA/HSA | 1,602.91 | |
| | | 11/13/2 | | 1,950.00 | |
| 5120-000 | Health Insurance | 11/13/2 | LARL Payroll | | 678.41 |
| 5120-000 | Health Insurance | 11/22/2 | Further - Fees | 106.20 | |
| 5120-000 | Health Insurance | 11/26/2 | Further - VEBA/HSA | 192.91 | |
| 5120-000 | Health Insurance | 11/30/2 | Lakes Country Service Cooperat | 24,622.00 | |
| 5120-000 | Health Insurance | 11/30/2 | LARL Payroll | | 678.41 |
| 5120-000 | Health Insurance | | | 28,474.02 | 1,356.82 |
| 5140-000 | Life Insurance - Employer Paid | 11/18/2 | Mutual of Omaha | 103.60 | |
| 5140-000 | Life Insurance - Employer Paid | | | 103.60 | |
| 6000-000 | Supplies - Office | 11/7/20 | Amazon (charges on account) | 34.94 | |
| 6000-000 | Supplies - Office | | | 34.94 | |
| 6040-000 | Supplies - Computer | 11/4/20 | Zoho Corp | 20.00 | |
| 6040-000 | Supplies - Computer | 11/23/2 | Carbonite.com | 31.11 | |
| 6040-000 | Supplies - Computer | | | 51.11 | |
| 6400-000 | Telephone | 11/3/20 | Arvig | 90.37 | |
| | | 11/3/20 | | 91.17 | |
| | | 11/3/20 | | 82.79 | |
| | | 11/3/20 | | 82.79 | |
| | | 11/3/20 | | 42.26 | |
| 6400-000 | Telephone | 11/3/20 | Grasshopper.com | 36.61 | |
| 6400-000 | Telephone | 11/13/2 | Allstream | 807.96 | |
| 6400-000 | Telephone | 11/15/2 | Garden Valley Telephone Comp | 40.88 | |
| 6400-000 | Telephone | 11/15/2 | Rothsay Telephone | 71.13 | |
| 6400-000 | Telephone | 11/25/2 | Arvig | 169.60 | |
| 6400-000 | Telephone | 11/30/2 | Garden Valley Telephone Comp | 79.89 | |
| | | 11/30/2 | | 40.88 | |
| | | 11/30/2 | | 40.88 | |
| | | 11/30/2 | | 40.88 | |
| 6400-000 | Telephone | | | 1,718.09 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/10/2 | VistaPrint.com | 32.42 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/18/2 | Zoom Video Communications, In | 22.93 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|------------------------------|---------|-------------------------------|-----------|------------|
| 6410-000 | PIO - Marketing/Printing/Etc | 11/20/2 | Uprinting.com | 296.65 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/22/2 | Tidio | 18.36 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 11/27/2 | Be.Live | 16.47 | |
| 6410-000 | PIO - Marketing/Printing/Etc | | | 386.83 | |
| 6430-000 | Postage | 11/4/20 | Pitney Bowes Purchase Power | 400.00 | |
| 6430-000 | Postage | | | 400.00 | |
| 6460-000 | Minnesota Director's Fund | 11/3/20 | Zoom Video Communications, In | 29.08 | |
| 6460-000 | Minnesota Director's Fund | | | 29.08 | |
| 6482-000 | Conf/Meeting - Miscellaneous | 11/13/2 | North Dakota Society of CPA's | 399.00 | |
| 6482-000 | Conf/Meeting - Miscellaneous | | | 399.00 | |
| 6600-000 | Materials - Print | 11/1/20 | Amazon (charges on account) | 34.68 | |
| | | 11/9/20 | | 16.51 | |
| | | 11/11/2 | | | 2.90 |
| | | 11/16/2 | | 28.78 | |
| | | 11/18/2 | | 22.20 | |
| | | 11/19/2 | | 128.03 | |
| | | 11/19/2 | | 60.18 | |
| | | 11/30/2 | | 49.05 | |
| 6600-000 | Materials - Print | | | 339.43 | 2.90 |
| 6601-000 | Materials - A/V | 11/1/20 | Amazon (charges on account) | 219.10 | |
| | | 11/1/20 | | 41.97 | |
| | | 11/1/20 | | 26.07 | |
| | | 11/1/20 | | 15.16 | |
| | | 11/2/20 | | 129.86 | |
| | | 11/2/20 | | 12.96 | |
| | | 11/3/20 | | 116.08 | |
| | | 11/5/20 | | 12.96 | |
| | | 11/6/20 | | 19.92 | |
| | | 11/9/20 | | 29.97 | |
| | | 11/9/20 | | 39.90 | |
| | | 11/9/20 | | 35.98 | |
| | | 11/9/20 | | 29.88 | |
| | | 11/10/2 | | 25.98 | |
| | | 11/15/2 | | 29.92 | |
| | | 11/15/2 | | 26.99 | |
| | | 11/15/2 | | 26.99 | |
| | | 11/19/2 | | 29.73 | |
| | | 11/19/2 | | 57.90 | |
| | | 11/23/2 | | 80.04 | |
| | | 11/23/2 | | 14.99 | |
| | | 11/23/2 | | 14.99 | |
| | | 11/27/2 | | 107.88 | |
| | | 11/28/2 | | 39.84 | |
| | | 11/29/2 | | 38.88 | |
| | | 11/30/2 | | 183.74 | |
| 6601-000 | Materials - A/V | | | 1,407.68 | |
| 7120-000 | Telecom/E-rate Expenses | 11/11/2 | Amazon (charges on account) | 23.95 | |
| 7120-000 | Telecom/E-rate Expenses | | | 23.95 | |
| 7200-000 | Legacy - Expense (1099) | 11/30/2 | Facebook Ad Manager | 48.84 | |
| | | 11/30/2 | | 70.00 | |

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
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| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------------|---------|-----------------------------|-----------|------------|
| 7200-000 | Legacy - Expense (1099) | | | 118.84 | |
| 8100-002 | Donation - Material Print - LD | 11/9/20 | Amazon (charges on account) | 12.48 | |
| 8100-002 | Donation - Material Print - LD | | | 12.48 | |
| 8100-011 | Donation - Material Print - LM | 11/1/20 | Amazon (charges on account) | 11.99 | |
| | | 11/15/2 | | 20.21 | |
| | | 11/21/2 | | 28.99 | |
| 8100-011 | Donation - Material Print - LM | | | 61.19 | |
| 8100-013 | Donation - Material Print - LH | 11/10/2 | Amazon (charges on account) | 25.49 | |
| 8100-013 | Donation - Material Print - LH | | | 25.49 | |
| 8600-000 | Software & Hardware Upgrade | 11/13/2 | Be Mobile - Verizon | 60.00 | |
| 8600-000 | Software & Hardware Upgrade | | | 60.00 | |
| 9630-200 | Cell Phone - Joint Automation | 11/9/20 | Ting | 26.32 | |
| 9630-200 | Cell Phone - Joint Automation | | | 26.32 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|---------------------------------|---|--------------------------------|---|------------|
| 6000-000 | Supplies - Office | 12/4/20 | Dakota Mailing & Shipping Equi | 19.95 | |
| 6000-000 | Supplies - Office | 12/4/20 12/6/20 | Office Depot | 14.24 17.99 | |
| 6000-000 | Supplies - Office | 12/8/20 12/8/20 | Quill Corporation | 42.76 8.55 | |
| 6000-000 | Supplies - Office | 12/9/20 | Dakota Mailing & Shipping Equi | 69.95 | |
| 6000-000 | Supplies - Office | 12/11/20 | Ace Hardware | 24.99 | |
| 6000-000 | Supplies - Office | 12/11/20 | InfoUSA Marketing, Inc. | 370.00 | |
| 6000-000 | Supplies - Office | 12/30/20 12/30/20 | Best Business Strategies | 185.00 172.00 | |
| 6000-000 | Supplies - Office | | | 925.43 | |
| 6010-000 | Supplies - Technical Services | 12/22/20 12/22/20 | DEMCO | 871.08 788.21 | |
| 6010-000 | Supplies - Technical Services | 12/31/20 | Minitex | 2,013.00 | |
| 6010-000 | Supplies - Technical Services | | | 3,672.29 | |
| 6020-000 | Supplies - Public Services | 12/8/20 12/8/20 12/18/20 | Quill Corporation | 45.27 41.97 1.98 | |
| 6020-000 | Supplies - Public Services | 12/21/20 | Cole Papers Inc. | 664.92 | |
| 6020-000 | Supplies - Public Services | 12/21/20 | Quill Corporation | 10.94 | |
| 6020-000 | Supplies - Public Services | | | 765.08 | |
| 6030-000 | Supplies - Copier/Fax/Microfilm | 12/28/20 | Information Systems Corp. | | 139.50 |
| 6030-000 | Supplies - Copier/Fax/Microfilm | | | | 139.50 |
| 6245-000 | Maint Contr - Printers | 12/21/20 | Metro Sales, Inc | 1,048.88 | |
| 6245-000 | Maint Contr - Printers | | | 1,048.88 | |
| 6300-000 | Payroll/Time Tracking | 12/11/20 12/29/20 | Payroll Professionals, Inc. | 141.05 113.15 | |
| 6300-000 | Payroll/Time Tracking | | | 254.20 | |
| 6350-000 | Delivery Service - Courier | 12/7/20 12/21/20 12/31/20 | Alliance Courier | 1,716.65 1,716.65 1,293.59 | |
| 6350-000 | Delivery Service - Courier | | | 4,726.89 | |
| 6400-000 | Telephone | 12/1/20 12/1/20 | Halstad Telephone Company | 73.89 33.49 | |
| 6400-000 | Telephone | 12/8/20 12/8/20 12/8/20 12/8/20 12/8/20 | Arvig | 42.26 84.59 84.59 92.97 92.17 | |
| 6400-000 | Telephone | 12/23/20 | Allstream | 823.23 | |
| 6400-000 | Telephone | 12/25/20 | Garden Valley Telephone Comp | 40.88 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|------------------------------|----------|--------------------------------|-----------|------------|
| 6400-000 | Telephone | 12/29/20 | Rochester Telecom Systems Inc. | 28.66 | |
| | | 12/29/20 | | 1.19 | |
| | | 12/29/20 | | 0.57 | |
| | | 12/29/20 | | 0.60 | |
| | | 12/29/20 | | 1.42 | |
| | | 12/29/20 | | 0.77 | |
| | | 12/29/20 | | 0.65 | |
| | | 12/29/20 | | 0.53 | |
| | | 12/29/20 | | 1.07 | |
| | | 12/29/20 | | 5.35 | |
| | | 12/29/20 | | 2.63 | |
| | | 12/29/20 | | 5.39 | |
| | | 12/29/20 | | 2.11 | |
| | | 12/29/20 | | 1.22 | |
| | | 12/29/20 | | 11.87 | |
| | | 12/29/20 | | 0.81 | |
| | | 12/29/20 | | 10.76 | |
| | | 12/29/20 | | 13.57 | |
| | | 12/29/20 | | 1.50 | |
| | | 12/29/20 | | 0.64 | |
| 6400-000 | Telephone | | | 1,459.38 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 12/8/20 | Stefani Bingham Photography | 400.00 | |
| 6410-000 | PIO - Marketing/Printing/Etc | | | 400.00 | |
| 6455-000 | Mileage - Staff | 12/1/20 | Josh Stompro | 52.04 | |
| | | 12/1/20 | | 120.75 | |
| 6455-000 | Mileage - Staff | 12/2/20 | Heidi Moore | 5.75 | |
| 6455-000 | Mileage - Staff | 12/2/20 | Judy Moen | 37.38 | |
| 6455-000 | Mileage - Staff | 12/3/20 | Heidi Moore | 5.75 | |
| 6455-000 | Mileage - Staff | 12/8/20 | Greta Guck | 15.81 | |
| 6455-000 | Mileage - Staff | 12/9/20 | Candace Perry | 9.77 | |
| 6455-000 | Mileage - Staff | 12/9/20 | Heidi Moore | 5.75 | |
| 6455-000 | Mileage - Staff | 12/10/20 | Greta Guck | 42.26 | |
| | | 12/10/20 | | 12.65 | |
| 6455-000 | Mileage - Staff | 12/10/20 | Philip Spooner | 80.21 | |
| | | 12/15/20 | | 51.75 | |
| 6455-000 | Mileage - Staff | 12/15/20 | Josh Stompro | 37.95 | |
| 6455-000 | Mileage - Staff | 12/15/20 | Judy Moen | 37.38 | |
| 6455-000 | Mileage - Staff | 12/15/20 | Paula Jones | 15.81 | |
| 6455-000 | Mileage - Staff | 12/17/20 | Heidi Moore | 5.75 | |
| 6455-000 | Mileage - Staff | 12/17/20 | Paula Jones | 15.81 | |
| 6455-000 | Mileage - Staff | 12/17/20 | Hanna Judith Kramer | 29.61 | |
| 6455-000 | Mileage - Staff | 12/19/20 | Sheila Capistran | 20.13 | |
| 6455-000 | Mileage - Staff | 12/30/20 | Kai Thorstad | 51.75 | |
| 6455-000 | Mileage - Staff | 12/30/20 | Hanna Judith Kramer | 29.61 | |
| 6455-000 | Mileage - Staff | 12/31/20 | Philip Spooner | 29.90 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|---------------------|----------|------------------------|-----------|------------|
| | | 12/31/20 | | 52.04 | |
| 6455-000 | Mileage - Staff | 12/31/20 | Leigh Cameron | 51.75 | |
| 6455-000 | Mileage - Staff | 12/31/20 | Hanna Judith Kramer | 29.61 | |
| 6455-000 | Mileage - Staff | | | 846.97 | |
| 6495-000 | Programming - Adult | 12/7/20 | Shortprinter | 345.45 | |
| | | 12/7/20 | | 17.50 | |
| 6495-000 | Programming - Adult | | | 362.95 | |
| 6600-000 | Materials - Print | 12/1/20 | Baker & Taylor | 48.78 | |
| | | 12/1/20 | | 131.67 | |
| | | 12/1/20 | | 69.39 | |
| | | 12/1/20 | | 165.60 | |
| | | 12/1/20 | | 60.99 | |
| | | 12/1/20 | | 99.74 | |
| | | 12/1/20 | | 113.38 | |
| | | 12/1/20 | | 66.46 | |
| | | 12/1/20 | | 485.60 | |
| | | 12/1/20 | | 89.78 | |
| | | 12/2/20 | | 34.12 | |
| | | 12/2/20 | | 165.13 | |
| | | 12/2/20 | | 111.48 | |
| | | 12/2/20 | | 161.70 | |
| | | 12/2/20 | | 11.67 | |
| | | 12/2/20 | | 23.68 | |
| | | 12/2/20 | | 214.12 | |
| | | 12/2/20 | | 37.68 | |
| | | 12/2/20 | | 435.70 | |
| | | 12/2/20 | | 85.36 | |
| | | 12/3/20 | | 199.42 | |
| | | 12/3/20 | | 55.60 | |
| | | 12/3/20 | | 88.60 | |
| | | 12/3/20 | | 209.69 | |
| | | 12/3/20 | | 244.66 | |
| | | 12/3/20 | | 127.91 | |
| | | 12/3/20 | | 75.61 | |
| | | 12/3/20 | | 91.04 | |
| | | 12/3/20 | | 98.84 | |
| | | 12/3/20 | | 44.12 | |
| | | 12/3/20 | | 78.70 | |
| | | 12/3/20 | | 104.36 | |
| | | 12/3/20 | | 52.69 | |
| | | 12/3/20 | | 52.80 | |
| | | 12/3/20 | | 73.88 | |
| 6600-000 | Materials - Print | 12/3/20 | Black Stone Publishing | 860.00 | |
| 6600-000 | Materials - Print | 12/4/20 | Baker & Taylor | 72.30 | |
| | | 12/4/20 | | 137.57 | |
| | | 12/4/20 | | 199.21 | |
| | | 12/4/20 | | 267.38 | |
| | | 12/4/20 | | 373.23 | |
| | | 12/4/20 | | 405.45 | |
| | | 12/4/20 | | 431.80 | |
| | | 12/4/20 | | 330.29 | |
| | | 12/4/20 | | 64.54 | |
| | | 12/4/20 | | 85.22 | |
| | | 12/4/20 | | 114.42 | |
| | | 12/4/20 | | 80.58 | |
| | | 12/4/20 | | 291.77 | |
| | | 12/4/20 | | 91.38 | |
| | | 12/4/20 | | 218.48 | |
| | | 12/4/20 | | 47.66 | |
| | | 12/4/20 | | 69.43 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|---------------------|----------|-------------|-----------|------------|
| | | 12/4/20 | | 463.68 | |
| | | 12/4/20 | | 500.26 | |
| | | 12/4/20 | | 486.91 | |
| | | 12/4/20 | | 485.88 | |
| | | 12/4/20 | | 754.95 | |
| | | 12/4/20 | | 186.81 | |
| | | 12/5/20 | | 96.24 | |
| | | 12/5/20 | | 473.10 | |
| | | 12/5/20 | | 172.86 | |
| | | 12/7/20 | | 118.83 | |
| | | 12/7/20 | | 9.96 | |
| | | 12/7/20 | | 505.10 | |
| | | 12/7/20 | | 121.61 | |
| | | 12/7/20 | | 210.29 | |
| | | 12/7/20 | | 483.79 | |
| | | 12/8/20 | | 42.68 | |
| | | 12/8/20 | | 99.78 | |
| | | 12/8/20 | | 41.34 | |
| | | 12/9/20 | | 6.54 | |
| | | 12/9/20 | | 90.84 | |
| | | 12/9/20 | | 46.52 | |
| | | 12/10/20 | | 16.88 | |
| | | 12/10/20 | | 45.78 | |
| | | 12/10/20 | | 51.66 | |
| | | 12/10/20 | | 60.84 | |
| | | 12/10/20 | | 16.88 | |
| | | 12/11/20 | | 117.22 | |
| | | 12/11/20 | | 10.17 | |
| | | 12/11/20 | | 11.67 | |
| | | 12/11/20 | | 20.34 | |
| | | 12/11/20 | | 21.50 | |
| | | 12/11/20 | | 27.39 | |
| | | 12/11/20 | | 27.68 | |
| | | 12/11/20 | | 29.00 | |
| | | 12/11/20 | | 52.02 | |
| | | 12/11/20 | | 73.61 | |
| | | 12/11/20 | | 69.00 | |
| | | 12/11/20 | | 42.16 | |
| | | 12/11/20 | | 58.08 | |
| | | 12/11/20 | | 22.60 | |
| | | 12/11/20 | | 205.39 | |
| | | 12/12/20 | | 19.31 | |
| | | 12/12/20 | | 10.17 | |
| | | 12/14/20 | | 161.66 | |
| | | 12/14/20 | | 10.17 | |
| | | 12/14/20 | | 253.89 | |
| | | 12/14/20 | | 62.73 | |
| | | 12/14/20 | | 16.16 | |
| | | 12/14/20 | | 29.70 | |
| | | 12/14/20 | | 40.70 | |
| | | 12/14/20 | | 32.24 | |
| | | 12/14/20 | | 30.42 | |
| | | 12/14/20 | | 46.54 | |
| | | 12/14/20 | | 161.42 | |
| | | 12/14/20 | | 168.00 | |
| | | 12/14/20 | | 330.70 | |
| | | 12/14/20 | | 280.71 | |
| | | 12/14/20 | | 326.86 | |
| | | 12/14/20 | | 653.70 | |
| | | 12/14/20 | | 288.99 | |
| | | 12/14/20 | | 32.76 | |
| | | 12/14/20 | | 31.12 | |
| | | 12/14/20 | | 49.36 | |
| | | 12/14/20 | | 13.41 | |
| | | 12/14/20 | | 34.06 | |
| | | 12/14/20 | | 322.02 | |
| | | 12/14/20 | | 200.00 | |
| | | 12/14/20 | | 17.52 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|---------------------|----------|------------------------|-----------|------------|
| | | 12/14/20 | | 118.89 | |
| | | 12/14/20 | | 44.76 | |
| | | 12/15/20 | | 380.12 | |
| | | 12/15/20 | | 60.94 | |
| | | 12/15/20 | | 130.50 | |
| | | 12/15/20 | | 111.88 | |
| | | 12/15/20 | | 341.96 | |
| | | 12/15/20 | | 157.06 | |
| | | 12/15/20 | | 119.65 | |
| | | 12/15/20 | | 17.18 | |
| | | 12/15/20 | | 17.18 | |
| | | 12/15/20 | | 95.46 | |
| | | 12/15/20 | | 156.66 | |
| | | 12/15/20 | | 117.82 | |
| | | 12/15/20 | | 83.64 | |
| | | 12/15/20 | | 217.60 | |
| | | 12/15/20 | | 90.24 | |
| | | 12/15/20 | | 11.98 | |
| | | 12/15/20 | | 147.70 | |
| | | 12/15/20 | | 15.80 | |
| | | 12/15/20 | | 126.72 | |
| | | 12/15/20 | | 30.51 | |
| | | 12/16/20 | | 70.58 | |
| | | 12/16/20 | | 249.40 | |
| | | 12/16/20 | | 695.93 | |
| | | 12/16/20 | | 159.55 | |
| | | 12/16/20 | | 36.96 | |
| | | 12/16/20 | | 94.92 | |
| | | 12/16/20 | | 141.02 | |
| | | 12/16/20 | | 27.66 | |
| | | 12/16/20 | | 120.29 | |
| | | 12/16/20 | | 11.36 | |
| | | 12/16/20 | | 114.86 | |
| | | 12/16/20 | | 32.30 | |
| | | 12/16/20 | | 53.42 | |
| | | 12/16/20 | | 73.12 | |
| | | 12/16/20 | | 52.35 | |
| | | 12/17/20 | | 149.52 | |
| | | 12/17/20 | | 1.68 | |
| | | 12/17/20 | | 21.08 | |
| | | 12/17/20 | | 203.89 | |
| | | 12/17/20 | | 110.62 | |
| | | 12/17/20 | | 35.73 | |
| | | 12/18/20 | | 55.76 | |
| | | 12/22/20 | | 279.60 | |
| | | 12/23/20 | | 39.28 | |
| | | 12/23/20 | | 15.24 | |
| | | 12/28/20 | | 23.36 | |
| | | 12/28/20 | | 17.72 | |
| 6600-000 | Materials - Print | | | 23,834.27 | |
| 6601-000 | Materials - A/V | 12/1/20 | Black Stone Publishing | 678.92 | |
| | | 12/1/20 | | 31.45 | |
| | | 12/1/20 | | 36.74 | |
| 6601-000 | Materials - A/V | 12/1/20 | Baker & Taylor | 76.16 | |
| | | 12/3/20 | | 97.61 | |
| | | 12/4/20 | | 34.09 | |
| | | 12/4/20 | | 35.85 | |
| | | 12/9/20 | | 25.14 | |
| | | 12/10/20 | | 65.82 | |
| | | 12/11/20 | | 29.80 | |
| 6601-000 | Materials - A/V | 12/15/20 | Black Stone Publishing | 78.90 | |
| 6601-000 | Materials - A/V | | | 1,190.48 | |

Lake Agassiz Regional Library
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| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-------------------------------|----------|------------------------|-----------|------------|
| 6670-000 | Materials - Digital - e-Books | 12/1/20 | Overdrive, Inc. | 192.50 | |
| | | 12/1/20 | | 167.42 | |
| | | 12/1/20 | | 35.00 | |
| | | 12/1/20 | | 130.49 | |
| | | 12/2/20 | | 21.99 | |
| | | 12/6/20 | | 418.47 | |
| | | 12/7/20 | | 201.84 | |
| | | 12/7/20 | | 300.00 | |
| | | 12/7/20 | | 35.96 | |
| | | 12/8/20 | | 24.99 | |
| | | 12/10/20 | | 11.99 | |
| | | 12/15/20 | | 65.00 | |
| | | 12/15/20 | | 330.98 | |
| | | 12/15/20 | | 115.92 | |
| | | 12/22/20 | | 15.99 | |
| | | 12/28/20 | | 191.84 | |
| | | 12/28/20 | | 9.99 | |
| | | 12/28/20 | | 226.92 | |
| | | 12/28/20 | | 92.50 | |
| | | 12/28/20 | | 228.93 | |
| | | 12/28/20 | | 1,749.30 | |
| | | 12/29/20 | | 76.99 | |
| | | 12/29/20 | | 1,967.72 | |
| | | 12/29/20 | | 16.99 | |
| | | 12/29/20 | | 170.40 | |
| | | 12/31/20 | | 842.08 | |
| 6670-000 | Materials - Digital - e-Books | | | 7,642.20 | |
| 6675-000 | Materials - Digital - e-Audio | 12/1/20 | Overdrive, Inc. | 48.99 | |
| | | 12/6/20 | | 206.24 | |
| | | 12/7/20 | | 45.50 | |
| | | 12/19/20 | | 11.99 | |
| | | 12/28/20 | | 362.92 | |
| | | 12/28/20 | | 1,189.42 | |
| | | 12/29/20 | | 1,657.43 | |
| | | 12/31/20 | | 498.71 | |
| 6675-000 | Materials - Digital - e-Audio | | | 4,021.20 | |
| 6690-000 | Materials - Periodicals | 12/6/20 | Star Tribune | 552.76 | |
| 6690-000 | Materials - Periodicals | 12/24/20 | Dakota News, Inc. | 58.59 | |
| 6690-000 | Materials - Periodicals | | | 611.35 | |
| 7110-000 | Regional Lib Telecom Aid - Ex | 12/18/20 | NW-Links | 19,067.96 | |
| 7110-000 | Regional Lib Telecom Aid - Ex | | | 19,067.96 | |
| 7120-000 | Telecom/E-rate Expenses | 12/21/20 | T-Mobile | 339.40 | |
| 7120-000 | Telecom/E-rate Expenses | | | 339.40 | |
| 7200-000 | Legacy - Expense (1099) | 12/11/20 | Sierra T Crane-Murdoch | 350.00 | |
| 7200-000 | Legacy - Expense (1099) | | | 350.00 | |
| 7250-000 | Misc. State Grant Expense | 12/5/20 | Baker & Taylor | 45.36 | |
| | | 12/7/20 | | 90.96 | |
| 7250-000 | Misc. State Grant Expense | | | 136.32 | |
| 7300-000 | Misc. Local Grant Expense | 12/15/20 | Connect Interiors | 3,288.01 | |
| 7300-000 | Misc. Local Grant Expense | 12/23/20 | DEMCO | 674.24 | |
| 7300-000 | Misc. Local Grant Expense | | | 3,962.25 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|--------------------------|----------|------------------|-----------|------------|
| 8000-053 | Donation - Misc Exp - LE | 12/16/20 | Laura Gullickson | 27.78 | |
| 8000-053 | Donation - Misc Exp - LE | | | 27.78 | |

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

| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-----------------------------|--|--------------------------------|--|------------|
| 5100-000 | Payroll Taxes - Employer | 12/15/20 12/15/20 12/31/20 12/31/20 | Federal Income Tax deposit | 1,274.11 5,429.22 4,449.88 1,055.03 | |
| 5100-000 | Payroll Taxes - Employer | | | 12,208.24 | |
| 5110-000 | Retirement - PERA - Emplo | 12/15/20 12/31/20 | Public Employees Retirement As | 5,152.87 5,396.39 | |
| 5110-000 | Retirement - PERA - Emplo | | | 10,549.26 | |
| 5120-000 | Health Insurance | 12/14/20 12/14/20 | Further - VEBA/HSA | 1,780.00 1,432.91 | |
| 5120-000 | Health Insurance | 12/15/20 | LARL Payroll | | 678.41 |
| 5120-000 | Health Insurance | 12/23/20 | Further - Fees | 103.25 | |
| 5120-000 | Health Insurance | 12/29/20 | Lakes Country Service Cooperat | 25,834.00 | |
| 5120-000 | Health Insurance | 12/31/20 | Further - VEBA/HSA | 192.91 | |
| 5120-000 | Health Insurance | 12/31/20 | LARL Payroll | | 678.41 |
| 5120-000 | Health Insurance | | | 29,343.07 | 1,356.82 |
| 6020-000 | Supplies - Public Services | 12/31/20 | Best Name Badges | 25.05 | |
| 6020-000 | Supplies - Public Services | | | 25.05 | |
| 6040-000 | Supplies - Computer | 12/4/20 | Zoho Corp | 20.00 | |
| 6040-000 | Supplies - Computer | 12/7/20 12/8/20 12/8/20 12/9/20 12/11/20 | Amazon (charges on account) | 41.97 18.99 52.09 978.08 22.99 | |
| 6040-000 | Supplies - Computer | | | 1,134.12 | |
| 6320-000 | Bus. Office Software/Suppli | 12/29/20 | Amazon (charges on account) | 34.99 | |
| 6320-000 | Bus. Office Software/Suppli | | | 34.99 | |
| 6365-000 | Lease - Mailing Machine | 12/19/20 | Pitney Bowes | 129.00 | |
| 6365-000 | Lease - Mailing Machine | | | 129.00 | |
| 6400-000 | Telephone | 12/3/20 | Grasshopper.com | 36.61 | |
| 6400-000 | Telephone | 12/3/20 12/3/20 12/3/20 12/3/20 12/3/20 | Arvig | 90.37 91.17 82.79 82.79 42.26 | |
| 6400-000 | Telephone | 12/14/20 | Allstream | 807.96 | |
| 6400-000 | Telephone | 12/15/20 | Garden Valley Telephone Comp | 40.88 | |
| 6400-000 | Telephone | 12/15/20 | Rothsay Telephone | 71.13 | |
| 6400-000 | Telephone | 12/25/20 | Arvig | 173.20 | |
| 6400-000 | Telephone | 12/30/20 12/30/20 | Garden Valley Telephone Comp | 40.88 40.88 | |

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| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|------------------------------|----------|-----------------------------|-----------|------------|
| | | 12/30/20 | | 40.88 | |
| | | 12/30/20 | | 79.89 | |
| 6400-000 | Telephone | | | 1,721.69 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 12/20/20 | Adobe | 359.88 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 12/22/20 | Tidio | 18.36 | |
| 6410-000 | PIO - Marketing/Printing/Etc | 12/22/20 | Be.Live | 18.15 | |
| 6410-000 | PIO - Marketing/Printing/Etc | | | 396.39 | |
| 6430-000 | Postage | 12/31/20 | Pitney Bowes Purchase Power | 400.00 | |
| 6430-000 | Postage | | | 400.00 | |
| 6435-000 | PO Box Rental | 12/2/20 | US Postal Service | 56.00 | |
| | | 12/2/20 | | 120.00 | |
| 6435-000 | PO Box Rental | | | 176.00 | |
| 6490-000 | Programming - Youth | 12/27/20 | Amazon (charges on account) | 35.46 | |
| | | 12/29/20 | | 950.00 | |
| 6490-000 | Programming - Youth | | | 985.46 | |
| 6600-000 | Materials - Print | 12/1/20 | Amazon (charges on account) | 19.92 | |
| | | 12/1/20 | | 19.98 | |
| | | 12/3/20 | | 73.57 | |
| | | 12/5/20 | | 18.48 | |
| | | 12/10/20 | | 15.41 | |
| | | 12/21/20 | | 23.57 | |
| | | 12/23/20 | | 7.99 | |
| | | 12/23/20 | | 11.99 | |
| 6600-000 | Materials - Print | | | 190.91 | |
| 6601-000 | Materials - A/V | 12/3/20 | Amazon (charges on account) | 76.63 | |
| | | 12/7/20 | | 27.99 | |
| | | 12/7/20 | | 29.99 | |
| | | 12/7/20 | | 17.96 | |
| | | 12/13/20 | | 81.96 | |
| | | 12/14/20 | | 29.88 | |
| | | 12/20/20 | | 53.88 | |
| | | 12/22/20 | | 226.67 | |
| | | 12/22/20 | | 13.95 | |
| | | 12/23/20 | | 29.88 | |
| | | 12/28/20 | | 68.88 | |
| | | 12/30/20 | | | 15.00 |
| 6601-000 | Materials - A/V | | | 657.67 | 15.00 |
| 7200-000 | Legacy - Expense (1099) | 12/29/20 | Amazon (charges on account) | 304.60 | |
| | | 12/29/20 | | 123.85 | |
| | | 12/29/20 | | 174.20 | |
| | | 12/29/20 | | 172.30 | |
| 7200-000 | Legacy - Expense (1099) | 12/31/20 | Facebook Ad Manager | 36.16 | |
| 7200-000 | Legacy - Expense (1099) | 12/31/20 | Amazon (charges on account) | 169.00 | |
| 7200-000 | Legacy - Expense (1099) | | | 980.11 | |
| 7250-000 | Misc. State Grant Expense | 12/7/20 | Amazon (charges on account) | 109.98 | |
| | | 12/7/20 | | 2,424.62 | |
| 7250-000 | Misc. State Grant Expense | | | 2,534.60 | |

Lake Agassiz Regional Library
Monthly List of Bills paid by EFT
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| Account ID | Account Description | Date | Vendor Name | Debit Amt | Credit Amt |
|------------|-----------------------------|----------|-----------------------------|-----------|------------|
| 8600-000 | Software & Hardware Upgra | 12/13/20 | Be Mobile - Verizon | 60.00 | |
| 8600-000 | Software & Hardware Upgra | 12/17/20 | Amazon (charges on account) | 458.00 | |
| 8600-000 | Software & Hardware Upgra | | | 518.00 | |
| 9630-200 | Cell Phone - Joint Automati | 12/9/20 | Ting | 17.17 | |
| | | 12/11/20 | | 759.14 | |
| 9630-200 | Cell Phone - Joint Automati | | | 776.31 | |



Digital Equity Report for Literacy Minnesota

Submitted by Liz Lynch, Executive Director

December 26, 2020

Despite the pandemic, Lake Agassiz Regional Library (LARL) has had an unusually successful year. Never before have we had an opportunity to slow down, evaluate and rebuild as we have over the last ten months. In addition, LARL received unexpected funding to assist with digital inclusion efforts. We have embraced this time and have used it to determine how to best meet the needs of our community members by providing the tools, resources, and services needed to succeed during a pandemic and beyond.

On March 17th, all 22 LARL locations closed their doors to in-person services. Within the first couple of weeks, we reinvented the library by focusing on how to serve customers as safely, conveniently, and remotely as possible. Under great pressure, we were suddenly able to find solutions to problems that had been on the back burner for years. During this phase of service, we were able to create an online library card application which allowed hundreds of new library customers access to online services; we shifted funding to eBooks, eAudiobooks, and other online subscription services to work towards meeting the demand of online customers; and we opened our lines of communication by providing extended hours of online, phone and chat services to customers to assist with questions relating to library services, account information, computer/mobile device troubleshooting, reference and referral, etc. While this was a move in the right direction, we realized that it wasn't enough. If ever there was a time that people needed library services, it was during a pandemic.

Beginning in April, we were able to move to our next phase of service, which meant providing curbside pickup for books and print jobs. This quickly transitioned to Express Library Service which includes allowing customers to spend 20 minutes in the libraries to browse the shelves, use photocopiers and other services, and up to 45 minutes to use the public computers. This was a very eye opening time for us. When customers started to enter the library again, we heard again and again how much library customers missed the library facility, library staff, and the public computer access. Some library customers reported that they had not had the opportunity to communicate with friends and family for weeks during the pandemic without the use of the public computers and internet access. In addition, customers thanked us for providing computer service so they could work on their taxes, file for unemployment, check on benefits, pay bills, apply for jobs, work on assignments and more. Closing the doors for a period of time and then reopening them again was an exercise in learning just how vital of a role we play in our communities. In our rural communities, the library serves as the only source of entertainment, computer access, internet access, printing, photocopying, notary service, communication and more.

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As conversations continued with customers, staff, and librarians around the state, we learned that we still had work to do to better meet the needs of our residents. As an organization, we decided to focus on how to support workforce/economic development, education and equity in our region. This prompted a three tier approach to assisting the residents of the seven counties served by LARL. We started with serving only remote customers, or those who have access to computers, mobile devices, and the internet. We then opened our doors to those who had been accustomed to using our in-person and in-house services in the past and who had knowledge of our services. But, it was time to reach out to those who need our services, who might not know we exist. It was time to explore new partnerships to ensure that the residents of LARL knew that our doors were open and that we had the resources and services to assist during this time.

We reached out to the CareerForce office serving the Crookston and Polk County area. After an initial meeting, we found that while our libraries were open, CareerForce Offices were only offering remote services. We created a plan for LARL and CareerForce to promote each other's services to each other's client lists. CareerForce began to promote the open hours, computer access, Wi-Fi, Wi-Fi hotspots for checkout, printing and more to their clients. The first week, five people responded to our marketing messages by visiting a library specifically to gain access to CareerForce staff and resources through LARL computers. We continued this partnership by providing CareerForce training to all LARL staff, so that they would be equipped to share CareerForce services with job seekers. Northwestern Mental Health and Adult Literacy/ABE have joined our partnership, and together, we are working to ensure that the employees of the various organizations/agencies are in a position to refer people to our resources and make sure people get the tools/access they need to succeed.

The momentum from the Polk County partnerships led us to reach out to schools and families to ensure they were aware of library services. While we do not have enough Wi-Fi hotspots for all students in need of Internet access, we have worked to make sure families in the hotspot queue have the proper contacts in the schools to get the services they need. Parents who have felt that the library is less intimidating than school administration, have come to the libraries first. It is then up to the local librarian to assist and encourage the parent to communicate with the school. We have also allowed distance learners to reserve space in the library for the whole day in order to gain access to online classes. Regarding marketing tactics, we have created a new online eNewsletter and print flyers for teachers, students and families highlighting resources available to students and their families, in addition to encouraging the local librarians to reach out to their schools to learn if there is more the library can do to assist students during this time.

We are also partnering with Legal Services of Northwest MN, who chose to use their CARES Act Funding to place dedicated public computers, scanners, printers and webcams in six of the LARL locations to offer free remote legal services.

Moving forward, the LARL organization will continue to concentrate efforts on COVID recovery in our seven county service area, focusing on workforce/economic development, education and equity. This pandemic has allowed us to slow down and participate in meaningful conversations with both partners and residents to determine their needs. Almost all of our new resources and services will be carried forward, including curbside and homebound delivery, online library card

access, Wi-Fi hotspots for customer checkout, remote printing, space dedicated in each location for those working and attending school remotely, and of course continuing our partnerships with key organizations/agencies that share our same mission. We know that we are on the right track to meeting the needs of our residents in 2020 with the changes we have made, and we look forward to continuing to find new ways to improve digital equity in 2021 and beyond.

Lake Agassiz Regional Library 60th Anniversary Series

Free Virtual Presentation Featuring Author William Kent Krueger

*Join us live on Facebook on Tuesday, February 16 at 7 PM
www.facebook.com/larlmn/live*

Join us for a virtual event featuring beloved author William Kent Krueger as he discusses the importance of books in a world of chaos, highlighting the profound and positive influence of books in his life.

Krueger writes the Cork O'Connor mystery series set in the north woods of Minnesota in addition to standalone novels. His last nine novels were all New York Times bestsellers. Ordinary Grace, his stand-alone novel published in 2013, received the Edgar Award. The companion novel, This Tender Land, was published in September 2019. A recording of the event will be available.



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