

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

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

Thursday, May 20, 2021 at 5:00 p.m. via Zoom:

<https://us02web.zoom.us/j/85825489410?pwd=M25wbDNCMVBU1kNHEvZXYxS3IMdz09>

Meeting ID: 858 2548 9410 Passcode: 308228

**NOTE:** If you're unable to attend this meeting, please contact Liz Lynch at [lynchl@larl.org](mailto:lynchl@larl.org) or 218-233-3757 ext. 127 by noon on May 20<sup>th</sup>.

**AGENDA**

- 5:00    **1. CALL TO ORDER** – President Kalil  
**PUBLIC INPUT**  
**APPROVAL OF AGENDA**

- 5:35    **2. MINUTES OF THE MARCH 25, 2021 FULL BOARD MEETING.**  
 Enclosed (page 3)

***Recommended Motion: Move to approve the March 25, 2021 Full Board Meeting Minutes as presented.***

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

- a. LARL Endowment/Fargo-Moorhead Area Foundation  
 Enclosed (page 10)

***Recommended Motion: Move to reinvest the full annual distributions from the F-M Area Foundation for the Ada, Hawley, and Moorhead distribution into the sub funds from which they were earned, and spend the full annual distribution from the F-M Area Foundation for the Crookston Branch distribution for both the 2020 and 2021 distributions.***

- b. 2021 Preliminary Budget Review – Draft #2  
 Enclosed (page 11)
- c. Fund Balance History  
 Enclosed (page 13)

(over)

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

- a. Director's Report - Enclosed (page 14)
- b. Code of Conduct Policy – Enclosed (page 16)  
*Recommended Motion: Move to approve amendments to the Code of Conduct Policy as recommended by the LARL Coordinating Team.*
- c. Registration and Circulation Policy – Enclosed (page 18)  
*Recommended Motion: Move to approve amendments to the Registration and Circulation Policy as recommended by the LARL Coordinating Team.*
- d. Confidentiality and Proprietary Information Policy – Enclosed (page 21)  
*Recommended Motion: Move to approve amendments to the Confidentiality and Proprietary Information Policy as recommended by the LARL Coordinating Team.*

6:15 **5. 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, Laura Caroon, Chizuko Shastri  
**Norman County** – Steve Jacobson  
**Polk County** – Gary Willhite  
**Wilkin County** – Dennis Larson  
**MN Library Association/Library Trustees & Advocates Section** – Terry Kalil  
**Northern Lights Library Network** – Linda Holecek & Linda Schell

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

6:35 **7. OTHER**

6:40 **8. ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

- a. Check Register – April 2021  
Enclosed (page 22)

**UPCOMING MEETINGS/EVENTS**

**Finance Committee Meeting and Full Board Meeting, June 17, 2021** in the lower level of the **Moorhead Public Library**. Attendance may be in-person or online with new hybrid meeting software. Finance Committee Meeting will be held at 5:00 in the small conference room. The Full Board Meeting will be held at 5:30 in the larger meeting room.

\* \* \*

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 25, 2021 online via Zoom. President Kalil called the meeting to order at 5:30 pm.

**Board Members Present:** Ahmann, Anderson, Briggs, Caroon, Durant, Ebinger, Grimsley, Jacobson, Kalil (*President*), Schell, Shastri, Titera, Willhite.

**Board Members Absent:** Holecek, Larson.

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

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

**MINUTES OF THE JANUARY 21, 2021 FULL BOARD MEETING**

*(Briggs/Ebinger) Move to approve the Minutes of the January 21, 2021 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBERS**

Kalil welcomed Laura Caroon, City of Moorhead.

Caroon recited the Oath of Office.

**AUDIT REPORT**

Tracee Bruggeman from Brady Martz & Associates presented the 2020 audit report and answered questions. The board discussed the 2 audit findings that appear on LARL's audits, which will be discussed again at a future meeting along with suggested compensating controls.

**FINANCIAL REPORT**

With 16.67% of 2021 complete, LARL spent 14.76% of budgeted expenses.

Revenues are at 26% of budget due to LARL doing quarterly billing to Signatories. All expense categories are either at or slightly below budget.

(over)

**FINANCIAL REPORT - continued**

*(Schell/Jacobson) Move to authorize the Director of Finance to submit the 2020 Annual Report to State Library Services. MCU.*

**DIRECTOR'S REPORT**

Lynch discussed her written report in the packet. The open position listed on the report in Crookston was offered to a candidate and the position was accepted. Crookston will be able to open up to regular hours now that staffing is sufficient for the full hours.

Lynch discussed that just one year ago, the libraries closed due to COVID. She commended the Library Staff and Supervisors for the efforts made over the past year. LARL was a leader for libraries during this time. Online programming has been very well received. Lynch thanked the LARL Board for their support over the last year.

**PRESIDENT'S REPORT**

Kalil thanked Lynch for her efforts and leadership over the last year.

The board discussed meeting times. Grimsley suggested online meetings be moved to 5:00, while keeping in person meetings at 5:30. Jacobson suggested waiting a few more months before meeting in person. Ebinger suggested that LARL follow direction of the State of Minnesota. The majority of the board felt 5:00 is fine for an online meeting time, and all agreed it would be best to wait a few more months before meeting in person. It was decided to meeting at 5:00 for online meetings and aim for an in-person/hybrid meeting in June.

**DETROIT LAKES NEEDS ASSESSMENT**

Kalil and Schell discussed the Detroit Lakes Library Needs Assessment. Schell gave a general overview of the assessment. There were two portions of the assessment, one for the library building and the other for library operations. Kalil discussed that they learned how much the community values the library and loves the current building. The City of Detroit Lakes has asked the library to recommend short term and long term goals.

**BOARD MEMBER REPORTS:**

Becker County (Grimsley, Kalil)

No report.

Breckenridge (Holecek - absent)

No report.

(continued on next page)

**BOARD MEMBER REPORTS – continued:**

**Clay County** (Ebinger)

No report.

**Clearwater County** (Titera)

No report.

**Crookston** (Briggs)

No report.

**Detroit Lakes** (Schell)

No report.

**City of Mahanomen** (Durant)

No report.

**Mahanomen County** (Ahmann)

No report.

**Moorhead** (Anderson, Caroon, Shastri)

Moorhead needs assessment is starting. Meeting rooms are opening to the public. There will be a book sale in May.

**Norman County** (Jacobsen)

No report.

**Polk County** (Willhite)

The Enbridge news is not in Polk County's favor. Polk County is hoping for a long repay period.

**Wilkin County** (Larson - absent)

No report.

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

No report.

**Northern Lights Library Network** (Kalil, Holecek - absent)

NLLN had a quarterly meeting last Saturday. There is a push to spend funding on more and more programming throughout the region. A lot of funding is going towards training for librarians. There is a grant database on the NLLN site for libraries to utilize.

The meeting adjourned at 6:43.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2021

33.3%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>General Fund Revenue</b>					
<i><b>Signatory Funding</b></i>					
Becker County	\$ 100,091	\$ 200,183	\$ 400,365	200,182	50.00
Detroit Lakes	59,086	118,173	236,345	118,172	50.00
Clay County	75,404	157,268	308,075	150,807	51.05
Moorhead	196,730	393,460	786,920	393,460	50.00
Clearwater County	27,195	54,390	108,780	54,390	50.00
Mahnomen County	11,406	22,813	45,625	22,812	50.00
Mahnomen	5,603	11,205	22,410	11,205	50.00
Norman County	26,120	52,240	104,480	52,240	50.00
Polk County	70,143	140,285	280,570	140,285	50.00
Crookston	57,508	115,015	230,030	115,015	50.00
Wilkin County	14,199	28,398	56,795	28,397	50.00
Breckendridge	23,434	46,868	93,735	46,867	50.00
<b>Total Signatory Funding</b>	<b>666,919</b>	<b>1,340,298</b>	<b>2,674,130</b>	<b>1,333,832</b>	<b>50.12</b>
<i><b>Grants</b></i>					
Basic Support - MN (RLBSS)	0	213,405	533,513	320,108	40.00
Reg Library Telecom Aid (RLTA)	31,539	89,871	83,650	(6,221)	107.44
<b>Total Grants</b>	<b>31,539</b>	<b>303,276</b>	<b>617,163</b>	<b>313,887</b>	<b>49.14</b>
<i><b>Miscellaneous Revenue</b></i>					
Service Charge Revenue	600	1,599	8,000	6,401	19.99
Printing Revenue	1,120	5,074	15,000	9,926	33.83
Fax Revenue	317	1,503	5,500	3,997	27.33
Microfilm Revenue	0	0	200	200	0.00
Photocopy Revenue	348	1,790	6,000	4,210	29.83
Book/Furniture Sale Revenue	21	237	0	(237)	0.00
Interest/Dividend Income	142	18,957	65,000	46,043	29.16
Investment Value Change	(2,586)	(24,597)	0	24,597	0.00
Lost/Damaged Property	655	2,117	5,000	2,883	42.34
Other Income	0	300	0	(300)	0.00
<b>Total Miscellaneous Revenue</b>	<b>617</b>	<b>6,980</b>	<b>104,700</b>	<b>97,720</b>	<b>6.67</b>
<i><b>Joint Automation Revenue</b></i>					
Northwest Reg. Lib. Contrib.	11,600	23,200	46,400	23,200	50.00
MNLink Server Site Payments	251	1,005	3,050	2,045	32.95
<b>Total Joint Automation Revenue</b>	<b>11,851</b>	<b>24,205</b>	<b>49,450</b>	<b>25,245</b>	<b>48.95</b>
<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>51,007</b>	<b>51,007</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>710,926</b>	<b>1,674,759</b>	<b>3,496,450</b>	<b>1,821,691</b>	<b>47.90</b>
<b>General Fund Expenditures</b>					
<i><b>Personnel Expenses</b></i>					
Salaries	149,633	566,948	1,856,050	1,289,102	30.55
Payroll Taxes	11,254	41,189	143,400	102,211	28.72
Retirement - PERA	10,995	39,119	138,450	99,331	28.25
Health Insurance	29,932	112,112	364,050	251,938	30.80
Life Insurance	111	524	1,350	826	38.81
Workers Compensation Insurance	268	1,037	3,550	2,513	29.21
Other Employee Benefits	121	484	1,650	1,166	29.33
<b>Total Personnel</b>	<b>202,314</b>	<b>761,413</b>	<b>2,508,500</b>	<b>1,747,087</b>	<b>30.35</b>
<i><b>Automation/Cataloging</b></i>					
Automation	12,053	48,276	150,150	101,874	32.15
Support - App	321	1,284	3,900	2,616	32.92
Remote Printing	288	1,152	3,450	2,298	33.39
Catalog Item Records	995	3,978	12,000	8,022	33.15
Supplies - Computer	517	1,130	5,000	3,870	22.60
Supplies - Technical Services	611	1,151	6,000	4,849	19.18
<b>Total Automation/Cataloging</b>	<b>14,785</b>	<b>56,971</b>	<b>180,500</b>	<b>123,529</b>	<b>31.56</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2021

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	389	389	3,400	3,011	11.44
Programming - Summer Learning	882	3,235	9,000	5,765	35.94
Programming - Adult	38	1,078	2,500	1,422	43.12
<b>Total Library Programming</b>	<b>1,309</b>	<b>4,702</b>	<b>14,900</b>	<b>10,198</b>	<b>31.56</b>
<b>Staff Development</b>					
Staff Training & Development	55	702	10,000	9,298	7.02
<b>Total Staff Development</b>	<b>55</b>	<b>702</b>	<b>10,000</b>	<b>9,298</b>	<b>7.02</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	836	2,382	22,500	20,118	10.59
Regional Board Meetings	0	150	5,500	5,350	2.73
<b>Total Mileage/Board Meeting Expenses</b>	<b>836</b>	<b>2,532</b>	<b>28,000</b>	<b>25,468</b>	<b>9.04</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	632	9,874	15,900	6,026	62.10
Attorney Fees	0	0	1,500	1,500	0.00
Bus. Office Software/Supplies	0	39	2,000	1,961	1.95
Delivery Services	3,880	15,520	61,500	45,980	25.24
Director's Discretionary	0	360	2,500	2,140	14.40
Insurance - General/Property	1,529	6,109	19,350	13,241	31.57
Lease - Regional Office Rent	1,769	7,077	21,250	14,173	33.30
Leases - Equipment	0	2,868	6,050	3,182	47.40
Maintenance Contracts	(252)	2,604	13,850	11,246	18.80
Memberships	0	420	1,000	580	42.00
Minnesota Director's Fund	0	0	2,100	2,100	0.00
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	2,366	7,076	16,000	8,924	44.23
Postage	6	537	3,700	3,163	14.51
Recruitment	40	303	8,000	7,697	3.79
Repairs - Equipment	0	514	2,500	1,986	20.56
Supplies - Copier/Fax/Microfilm	0	62	800	738	7.75
Supplies - Office	1,713	2,454	8,000	5,546	30.68
Supplies - Public Services	995	2,188	6,000	3,812	36.47
Telephone/Telecom	2,033	6,870	23,250	16,380	29.55
<b>Total Other Operating Expenses</b>	<b>14,711</b>	<b>64,875</b>	<b>217,750</b>	<b>152,875</b>	<b>29.79</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>31,539</b>	<b>89,871</b>	<b>83,650</b>	<b>(6,221)</b>	<b>107.44</b>
<b>Transportation</b>					
Vehicle Expenses	313	807	3,650	2,843	22.11
<b>Total Transportation</b>	<b>313</b>	<b>807</b>	<b>3,650</b>	<b>2,843</b>	<b>22.11</b>
<b>Materials</b>					
Audio Visual	4,681	17,759	75,000	57,241	23.68
Digital	9,362	38,392	105,500	67,108	36.39
Online Resources	630	2,521	8,500	5,979	29.66
Periodicals	789	13,342	21,000	7,658	63.53
Print	20,148	74,591	195,000	120,409	38.25
<b>Total Materials</b>	<b>35,610</b>	<b>146,605</b>	<b>405,000</b>	<b>258,395</b>	<b>36.20</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	324	324	10,000	9,676	3.24
Software & Hardware Upgrades	0	6,013	30,000	23,987	20.04
<b>Total Capital Expenditures</b>	<b>324</b>	<b>6,337</b>	<b>40,000</b>	<b>33,663</b>	<b>15.84</b>
<b>Capital Fund Accounts</b>					
Automation System -Shared NWRL	125	500	1,500	1,000	33.33
Technology Upgrades	250	1,000	3,000	2,000	33.33
<b>Total Capital Fund Accounts</b>	<b>375</b>	<b>1,500</b>	<b>4,500</b>	<b>3,000</b>	<b>33.33</b>
<b>Total General Fund Expenditures</b>	<b>302,171</b>	<b>1,136,315</b>	<b>3,496,450</b>	<b>2,360,135</b>	<b>32.50</b>
General Fund Revenue Over Expenditures \$	\$ 408,755	\$ 538,444	\$ 0	(538,444)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2021

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 8,830	\$ 16,319	\$ 0	(16,319)	0.00
Endowment Revenue	0	1,560	0	(1,560)	0.00
Telecom/E-rate Funds	1,200	4,665	0	(4,665)	0.00
Legacy Grant Revenue	4,177	19,167	0	(19,167)	0.00
Miscellaneous State Grants	1,127	1,829	0	(1,829)	0.00
Northern Lights LN Funds	143	5,000	0	(5,000)	0.00
<b>Total Special Projects Revenue</b>	<b>15,477</b>	<b>48,540</b>	<b>0</b>	<b>(48,540)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	160	492	0	(492)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	680	985	0	(985)	0.00
Donations - Miscellaneous	4,884	6,830	0	(6,830)	0.00
Donations - Book Truck	0	0	0	0	0.00
Legacy Grant Expense	4,177	19,167	0	(19,167)	0.00
Telecom/E-rate Expenses	1,200	4,665	0	(4,665)	0.00
Misc. State Grant Expense	1,127	1,829	0	(1,829)	0.00
Misc. Local Grant Expense	0	32,673	0	(32,673)	0.00
Northern Lights LN e-Books	143	5,000	0	(5,000)	0.00
Projects from Designated Funds:					
Desig Funds - Consultant Study	0	2,625	0	(2,625)	0.00
<b>Total Special Projects Miscellaneous</b>	<b>12,371</b>	<b>74,266</b>	<b>0</b>	<b>(74,266)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	0	325	0	(325)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>0</b>	<b>325</b>	<b>0</b>	<b>(325)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>12,371</b>	<b>74,591</b>	<b>0</b>	<b>(74,591)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ 3,106	\$ (26,051)	\$ 0	26,051	0.00
GRAND TOTAL REVENUE	726,403	1,723,299	3,496,450	1,773,151	49.29
GRAND TOTAL EXPENDITURES	314,557	1,210,982	3,496,450	2,285,468	34.63
CHANGE IN FUND BALANCE	\$ 411,846	\$ 512,317	\$ 0	(512,317)	0.00



**Lake Agassiz Regional Library  
Statement of Financial Position  
April 30, 2021**

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 22,087	18,949	3,138	14,284	7,803
Cash - Payroll (Bell Bank)	6,327	1,409	4,918	7,524	(1,197)
Cash - Savings (Bell Bank)	909,367	965,832	(56,465)	1,040,504	(131,137)
Petty Cash	530	530	0	510	20
Investment Account	1,601,498	1,604,082	(2,584)	1,408,171	193,327
Accounts Receivable	435,341	0	435,341	11,149	424,192
Other Miscellaneous Receivable	1,127	701	426	20,671	(19,544)
Prepaid Expenses	70,226	71,048	(822)	71,727	(1,501)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(660)	(660)	0	(660)	0
Equipment and Fixtures	281,172	281,172	0	281,172	0
Accum Depr - Equip & Fixtures	(227,969)	(227,969)	0	(227,969)	0
Equipment & Fixtures - Donated	177,371	177,371	0	177,371	0
Accum Depr - Donated Equip	(149,895)	(149,895)	0	(149,895)	0
Endowment Funds	89,745	89,745	0	89,745	0
Amount Provided - LTD	69,223	69,223	0	69,223	0
Total Assets	\$ 3,299,357	2,915,405	383,952	2,827,394	471,963
<b>LIABILITIES</b>					
Accounts Payable	\$ 20,532	26,030	(5,498)	46,326	(25,794)
Credit Card Payable	5,623	4,584	1,039	0	5,623
Amazon Charge Account	6,319	2,658	3,661	0	6,319
Accrued Salaries Payable	76,617	76,617	0	76,617	0
Accrued Sick Leave Payable	20,773	20,773	0	20,773	0
Accrued Vacation Payable	48,449	48,449	0	48,449	0
Payroll Tax Payable - ND	419	0	419	0	419
Dental Insurance Payable	103	(14)	117	0	103
Vision Insurance Payable	(13)	(13)	0	0	(13)
AFLAC Payable	134	134	0	129	5
Flexible Spending - Medical	509	241	268	2,283	(1,774)
Sales Tax Payable	102	386	(284)	267	(165)
Deferred Revenue	525,674	553,663	(27,989)	552,249	(26,575)
Total Liabilities	705,241	733,508	(28,267)	747,093	(41,852)
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	252,536	252,536	0	27,008	225,528
Fund Bal - Operating Reserve	1,155,000	1,155,000	0	1,155,000	0
Fund Bal - Employee Severance	21,000	21,000	0	21,000	0
Fund Bal - Unemployment Comp.	49,000	49,000	0	49,000	0
Fund Bal - Vehicle Replacement	30,000	30,000	0	30,000	0
Fund Bal - Technology Upgrade	44,000	43,750	250	43,000	1,000
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	30,000	30,000	0	30,000	0
Fund Bal - Joint Automation	110,500	110,375	125	110,000	500
Investment in Gen. Fixed Asset	93,885	93,885	0	93,885	0
Reserve for Donations	51,132	51,132	0	46,076	5,056
Reserve for Endowments	89,746	89,746	0	89,746	0
Change in Fund Balance	512,317	100,473	411,844	230,586	281,731
Total Fund Balances	2,594,116	2,181,897	412,219	2,080,301	513,815
Total Liabilities & Fund Bal.	\$ 3,299,357	2,915,405	383,952	2,827,394	471,963

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

2021 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$115	Reinvest
Crookston Library	\$625	Spend toward beautification outside the library.
Hawley Library	\$665	Reinvest
Moorhead Library	\$155	Reinvest

In 2020, the Crookston distribution of \$760 was approved to spend towards Cruise Control microfilm software. However, LARL was able to pay for the software with CARES Act funding. The Crookston Board would like to use the unspent \$760 from 2020, and the current available distribution of \$625, for beautification of the library's landscaping.

**TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:**

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

# LAKE AGASSIZ REGIONAL LIBRARY

## 2022

### Preliminary Budget

#### Draft #2

CATEGORY	2020 Budget	2021 Budget	2022 Budget	\$ Change	% Change
Personnel	2,463,300	2,508,500	2,614,950	106,450	4.24%
Library Materials	405,000	405,000	415,000	10,000	2.47%
Automation/Cataloging	174,900	180,500	185,300	4,800	2.66%
Programming & Staff Development	23,900	24,900	24,900	0	0.00%
Mileage & Board Meetings	29,000	28,000	28,000	0	0.00%
Regional Library Telecom Aid	93,150	83,650	83,650	0	0.00%
Other Operating Expenses	217,050	217,750	216,450	(1,300)	-0.60%
Vehicle Expenses	3,950	3,650	3,650	0	0.00%
Capital Expenses	48,000	44,500	40,000	(4,500)	-10.11%
Total Budget	3,458,250	3,496,450	3,611,900	115,450	3.30%

(OVER)

## LAKE AGASSIZ REGIONAL LIBRARY

2022

## Preliminary Budget

Draft #2

REVENUE	2020 Budget	2021 Budget	\$ Change	2022 Request
Becker County	391,360	400,365	2,385	402,750
Detroit Lakes	232,370	236,345	1,035	237,380
Clay County	301,615	308,075	1,690	309,765
Moorhead	773,385	786,920	3,460	790,380
Clearwater County	105,990	108,780	715	109,495
Mahnomen County	44,595	45,625	245	45,870
Mahnomen	21,685	22,410	185	22,595
Norman County	102,085	104,480	635	105,115
Polk County	274,020	280,570	1,705	282,275
Crookston	227,005	230,030	800	230,830
Wilkin County	55,835	56,795	250	57,045
Breckenridge	92,185	93,735	395	94,130
<b>SUB-TOTAL</b>	<b>2,622,130</b>	<b>2,674,130</b>	<b>13,500</b>	<b>2,687,630</b>
<b>GRANTS</b>				
State Basic Support	525,699	533,513	1,487	535,000
Regional Library Telecom Aid	93,150	83,650	-	83,650
<b>TOTAL GRANTS</b>	<b>618,849</b>	<b>617,163</b>	<b>1,487</b>	<b>618,650</b>
<b>OTHER REVENUE</b>				
Miscellaneous	110,650	104,700	4,100	108,800
Joint Automation	49,000	49,450	1,300	50,750
Fund Balance/Shortfall	57,621	51,007	95,063	146,070
<b>TOTAL OTHER REVENUE</b>	<b>217,271</b>	<b>205,157</b>	<b>100,463</b>	<b>305,620</b>
<b>TOTAL REVENUE</b>	<b>3,458,250</b>	<b>3,496,450</b>	<b>115,450</b>	<b>3,611,900</b>
<b>EXPENDITURES</b>				
Operating	3,410,250	3,451,950	119,950	3,571,900
Capital	48,000	44,500	(4,500)	40,000
<b>TOTAL EXPENDITURES</b>	<b>3,458,250</b>	<b>3,496,450</b>	<b>115,450</b>	<b>3,611,900</b>
				-

Lake Agassiz Regional Library											
Fund Balances											
10 year history											
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Budget 2021
Year End Fund Balance	1,695,225	1,375,043	1,248,390	1,353,480	1,368,724	1,425,296	1,572,524	1,679,841	1,747,098	1,986,417	1,918,147
Annual Expenses	3,579,948	3,256,515	3,248,774	3,124,281	3,278,571	3,242,425	3,280,983	3,516,998	3,506,972	3,370,165	3,556,700
Fund Balance as % of Expenses	47%	42%	38%	43%	42%	44%	48%	48%	50%	59%	54%
Fund Balance change from prior year	(108,136)	(320,182)	(126,653)	105,090	15,244	56,572	147,228	107,317	67,257	239,319	(68,270)



## **Monthly Report to the Board**

**Meeting Date: May 20, 2021**

**From: Liz Lynch, Executive Director**

### **Director's Meetings**

**March:** Tax Committee Hearing, 25; Coordinating Team Meeting, 31

**April:** Library Legislative Meeting, 7; Capital Investment Hearing, 8; NW LINKS Governance Council, 13; LARL Executive/Finance Committee Meeting, 15; Statewide Library Meeting, 20; Coordinating Team Meeting, 21; Board Orientation with Karen Ahmann, 22; Board Orientation with David Ebinger, 23; MN Humanities Center, 26; Board Orientation with Laura Caroon, 26; Detroit Lakes Library Facilities Meeting, 27

**May:** Interviews for Ada Librarian, 4; Library Legislative Meeting, 5; Designing for a Flexible Future, 5; MNLINK Meeting, 6; From Korea to the White Earth Indian Reservation, 6; Designing for a Flexible Future 12;

### **Staffing**

After 8 years of service to LARL and the Ada Public Library, **Candace Osborn** will be retiring on May 31<sup>st</sup>. An open house in her honor will take place on Thursday, May 27<sup>th</sup> from 2-4:00. I would like to thank **Candace** for all she has done for the Ada Public Library and LARL, and I wish her the best with her retirement.

Congratulations to **Asha Osborn**, the new Ada Librarian. Asha was previously a substitute librarian in Ada, and will begin her transition to branch librarian on May 26<sup>th</sup>.

Welcome to **Julia Miller**, Mahnommen Substitute; **Kailyn Allen**, Moorhead Assistant; and **Cassidy Manninen**, Crookston Librarian.

**Open positions:** 20 hour Moorhead Assistant

### **LARL News**

#### **New Service: Laptop and Hotspots available for Checkout in Crookston**

Thanks to grant funding, LARL will be launching a new laptop/hotspot kit program for the general public. Library customers will have the option to request a laptop (Chromebook) and hotspot kit through the online catalog. The checkout period will be 2 weeks with the option to renew if no one is waiting. This pilot project will launch on May 13. After an evaluation period, we will open this program up to other locations in the region.

#### **New Service/Partnership: DNR Park Passes available through Five LARL libraries**

The Minnesota Department of Natural Resources has awarded seven park passes to five LARL branches, including Ada (1), Bagley (1), Crookston (2), Detroit Lakes (2) and Mahnommen (1) Libraries. This is a statewide program between the DNR and MN Public Libraries, and will begin on June 1, 2021 and will run through June 30, 2022. Each location will have one or two passes to check out once a week for a seven day period.

### **Adam Thielen Poetry Contest**

The Adam Thielen Poetry Contest wrapped up in mid-April, with the winners announced on April 30<sup>th</sup>. Over 120 youth from around the region participated by submitting original pieces of poetry inspired by Adam Thielen.

The winners from the 4-8 grade category included the following: 1<sup>st</sup> place, Lewis Johnson, Fosston; 2<sup>nd</sup> place, Gabe Leff, Detroit Lakes; 3<sup>rd</sup> place, Jacob Rudie, Fosston; and 4<sup>th</sup> Evan Rogness, Moorhead.

The winners from the 9-12 grade category included the following: 1<sup>st</sup> place, Gracie Rouland, Climax and 2<sup>nd</sup> place, Nicholas Santo, Moorhead.

We are so grateful for the support from Choice Bank regarding the gift of the autographed Adam Thielen football, and the MN Viking's Organization for providing an autographed Adam Thielen jersey. The winners and poems can be found at [larl.org/poetrycontest](http://larl.org/poetrycontest).

### **Upcoming Region-Wide Events:**

#### **Madness and Mental Health with Journalist and Author Marya Hornbacher**

In-person events on May 18 at 10:30 AM at the Detroit Lakes Public Library and 7 PM at the Moorhead Public Library. The event will also be streamed to the LARL Facebook Page ([facebook.com/larlmn/live](https://facebook.com/larlmn/live))

#### **Summer Library Experience for Youth, June 1<sup>st</sup>-July 31<sup>st</sup>**

Youth are encouraged to read throughout the summer months and attend entertaining and enriching library/community programs.

### **Upcoming Meeting Dates**

**LARL Finance Committee Meeting, Thursday, June 17<sup>th</sup> at 5:00 p.m. in Moorhead with an online option.**

**LARL Full Board Meeting, Thursday, June 17<sup>th</sup> at 5:30 p.m. in Moorhead with an online option.**

## Lake Agassiz Regional Library

### CODE OF CONDUCT POLICY

The Lake Agassiz Regional Library encourages the public to use its facilities, materials and services to fulfill their educational, cultural and recreational needs. To best serve all library users and staff, certain standards and rules of library behavior have been established. Behavior becomes unacceptable when it interferes with appropriate use of the library by others or when it could result in a safety hazard, injury or damage to library property. The Library is defined as the library building and surrounding parking lot and sidewalks. The following is not intended to be an exhaustive list:

#### Rules of Conduct

- Any act or conduct in violation of federal, state, or local law, ordinance or regulations or library rules or policies is prohibited in any library facility.
- Behavior which may disturb others or interfere with their rights to use library facilities is prohibited, including, but not limited to: **sleeping**; loud, repetitive, abusive, obscene or threatening language; loud conversations, running, shoving, fighting, physical or verbal harassment of staff or ~~other~~ customers; or offensive, pervasive odor that interferes with others' use of the library.
- Customers must maintain orderly and safe entry/exit of the library by not loitering in high traffic areas, doorways, aisles and stairways.
- In acknowledgement of the Clean Indoor Air Act (Minnesota Statutes 144.412-147), smoking and tobacco use of any form is forbidden inside library buildings, and includes surrounding parking lots, sidewalks and grounds.
- Drinking alcoholic beverages **or displaying intoxicated behavior on library property is prohibited.**
- Audio/visual equipment, used with headphones, and cell phones may be used in library facilities provided the equipment's volume or the speaker's voice level does not disturb others.



- Proselytizing or solicitation of or by the public or staff is not permitted on library property, ~~including sidewalks, parking lots, and other areas solely associated with library use.~~ This includes, but is not limited to political campaigning, distributing religious pamphlets, soliciting contributions, conducting surveys, gathering signatures, or selling fundraising merchandise that is not related to library activities.
- Proper attire, including shoes and shirts, is required at all times.
- Use of sporting equipment is not allowed in any library facility.
- Only **service** animals needed to assist a customer with a disability are allowed in library facilities.
- Prior permission from the library director or designee is required prior to recording any sound or images on television equipment, tape or film, or on electronic or digital devices, such as cell phones, while on library property.
- Failure to abide by the Library Code of Conduct may result in loss of library privileges.

Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be suspended or banned from the Library properties and/or prosecuted to the fullest extent of the law. Staff may tell any patron who has engaged in any inappropriate behavior in violation of this Code of Conduct to immediately leave the Library. Any person who has been told to leave the Library and refuses to leave will be considered to be trespassing, resulting in notification of law enforcement.

Adopted: LARL Board of Trustees, November 21, 2019, **amended May 20, 2021**

## REGISTRATION & CIRCULATION POLICY

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

- ~~Persons who own real property in the region and provide proof of such, even though they reside elsewhere, are eligible for a library card. Library cards may also be issued to all members of their families living at the same address. A note will be added to the customer's record stating that the customer owns property in the LARL region.~~
- Youth ages 17 and younger are eligible for a library card with a parent or guardian's signature.
- ~~Students enrolled at schools and colleges who reside in the region and provide proof of such are eligible for a library card.~~
- Nursing homes, hospitals, retirement centers, prisons, businesses, childcare providers and other agencies with an address within the region may apply for borrowing privileges for their library needs.
- Residents who are unable to visit the library due to physical or other disability and live within the region, may apply for borrowing privileges for their homebound library needs.
- Non-residents with a current valid library card from a library which has a reciprocity agreement with LARL will be entitled to limited library use.
- Non-residents not otherwise eligible for a library card may apply for a Fee Card by payment of an annual fee. This card entitles the person, and members of their immediate family living at the same address, use of the library for one year from date of issue. Fee Card customers are entitled to limited library use. East Grand Forks residents are eligible for this type of card.

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

## LOAN PERIODS

### In Library Use Only

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

### 7 days (1 week)

DVDs

### 14 days (2 weeks)

Magazines

### 21 days (3 weeks)

Books

Sound recordings

Interlibrary Loan

### ~~28 days (4 weeks)~~

~~All materials to Branch and Homebound customers~~

### 42 days (6 weeks)

Book Club Kits

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

Electronic devices, such as Chromebooks and Hotspots have loan periods based on demand and availability.

## RENEWALS

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

## REQUESTS WITHIN THE LARL/NWRL SHARED CATALOG

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

## RIGHTS AND BORROWING LIMITATIONS

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



### FEES FOR LATE, LOST, AND/OR DAMAGED MATERIALS

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

### RETRIEVING OVERDUE MATERIALS

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

### DELINQUENT FILE

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

### OTHER

MN Statute 13.40 Subd. 2 Private data, Library borrowers

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

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

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

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

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

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

Amended, Lake Agassiz Regional Library Board: May 14, 1980; May 11, 1981; January 16, 1988; May 18, 1991; September 21, 1991; May 20, 1995; March 15, 1997; January 24, 1998; March 21, 1998; May 20, 2000; August 15, 2002; August 19, 2004; November 19, 2009; July 19, 2012; May 19, 2016; March 23, 2017; April 20, 2017; May 17, 2018; September 17, 2020; May 2021

## CONFIDENTIAL AND PROPRIETARY INFORMATION POLICY

Employees of Lake Agassiz Regional Library will receive and have access to information that is confidential in nature to the organization, its customers and vendors. Employees are not to disclose any such confidential information to (a) any other person in the organization unless there is a legitimate business reason for doing so; or (b) any person outside the organization unless management has expressly stated that the information may be disclosed to that person. This obligation exists even after the employee leaves the organization.

Further under MN. Stat. Ann. 13.40 Subd.2 (b) regarding Library Private Data it states *the following data maintained by a library may not be disclosed for other than library purposes except pursuant to a court order:*

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

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

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

All calls or requests for information made by law enforcement for customer records shall be referred to the Lake Agassiz Regional Library Director.

Approved: Lake Agassiz Regional Library Trustees: November 16, 2006; **amended May 20, 2021**

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Apr 1, 2021 to Apr 30, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-4/01/21-1	4/1/21	Delta Dental of Minnesota	1000-000	885.05
eft-4/1/21-2	4/1/21	Fidelity Security Life	1000-000	299.40
4/21-3	4/1/21	Amazon (charges on account)	2020-000	13.80
cc-4/1/21-1	4/1/21	AppSatori	2010-000	74.20
4/21-6	4/1/21	Amazon (charges on account)	2020-000	13.46
4/21-7	4/1/21	Amazon (charges on account)	2020-000	73.87
4/21-8	4/1/21	Amazon (charges on account)	2020-000	121.14
4/21-9	4/1/21	Amazon (charges on account)	2020-000	35.92
4/21-10	4/1/21	Amazon (charges on account)	2020-000	35.92
4/21-11	4/1/21	Amazon (charges on account)	2020-000	15.99
4/21-12	4/1/21	Amazon (charges on account)	2020-000	44.90
4/21-13	4/1/21	Amazon (charges on account)	2020-000	55.70
4/21-14	4/1/21	Amazon (charges on account)	2020-000	26.97
4/21-15	4/1/21	Amazon (charges on account)	2020-000	14.99
4/21-22	4/1/21	Amazon (charges on account)	2020-000	49.57
4/21-23	4/1/21	Amazon (charges on account)	2020-000	709.61
4/21-24	4/1/21	Amazon (charges on account)	2020-000	113.90
4/21-25	4/1/21	Amazon (charges on account)	2020-000	97.40
4/21-26	4/1/21	Amazon (charges on account)	2020-000	20.39
4/21-27	4/1/21	Amazon (charges on account)	2020-000	33.98
4/21-4	4/2/21	Amazon (charges on account)	2020-000	39.99
4/21-28	4/2/21	Amazon (charges on account)	2020-000	81.75
	4/3/21	Grasshopper.com	2010-000	37.58
eft-4/3/21-1	4/3/21	Arvig	1000-000	92.62
eft-4/3/21-2	4/3/21	Arvig	1000-000	93.42
eft-4/3/21-3	4/3/21	Arvig	1000-000	85.04
eft-4/3/21-4	4/3/21	Arvig	1000-000	85.04
eft-4/3/21-5	4/3/21	Arvig	1000-000	42.84
eft-4/3/21-6	4/3/21	Attendance On Demand	1000-000	216.00
4/21-17	4/3/21	Amazon (charges on account)	2020-000	10.98
4/21-29	4/3/21	Amazon (charges on account)	2020-000	44.97
	4/4/21	Zoho Corp	2010-000	20.00
4/21-18	4/4/21	Amazon (charges on account)	2020-000	12.96
4/21-30	4/4/21	Amazon (charges on account)	2020-000	76.96

## Lake Agassiz Regional Library

## Check Register

For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-4/6/21-1	4/6/21	Cardmember Service	1000-000	2,061.57
67717	4/7/21	Alliance Courier	1000-000	1,716.65
67718	4/7/21	Baker & Taylor	1000-000	4,796.76
67718a	4/7/21	VOID	1000-000	
67718b	4/7/21	VOID	1000-000	
67719	4/7/21	Black Stone Publishing	1000-000	573.88
67720	4/7/21	Brady, Martz & Associates, P.C.	1000-000	8,000.00
67721	4/7/21	DEMCO	1000-000	1,297.98
67722	4/7/21	Sharon Douglas	1000-000	55.00
67723	4/7/21	EBSCO Information Services	1000-000	78.96
67724	4/7/21	Greta Guck	1000-000	12.32
67725	4/7/21	Halstad Telephone Company	1000-000	108.52
67726	4/7/21	Jodi Harrington	1000-000	26.88
67727	4/7/21	Megan Krueger	1000-000	55.00
67728	4/7/21	Librarica LLC	1000-000	2,582.85
67729	4/7/21	Marco Technologies LLC	1000-000	2,139.38
67730	4/7/21	City of Moorhead	1000-000	5,307.50
67731	4/7/21	Overdrive, Inc.	1000-000	2,094.97
67731a	4/7/21	VOID	1000-000	
67732	4/7/21	Kay Eidenschink	1000-000	15.00
67733	4/7/21	Quill Corporation	1000-000	60.98
eft-4/7/21	4/7/21	Lake Agassiz Regional Library	1010-000	60,000.00
4/21-19	4/7/21	Amazon (charges on account)	2020-000	9.99
4/21-20	4/7/21	Amazon (charges on account)	2020-000	19.98
4/21-21	4/7/21	Amazon (charges on account)	2020-000	261.15
4/21-5	4/8/21	Amazon (charges on account)	2020-000	171.96
cc-4/9/21-1	4/9/21	Ting	2010-000	24.29
4/21-31	4/9/21	Amazon (charges on account)	2020-000	30.70
67732V	4/9/21	Kay Eidenschink	1000-000	-15.00
	4/11/21	Apple Store	2010-000	32.20
4/21-32	4/11/21	Amazon (charges on account)	2020-000	37.38
4/21-33	4/11/21	Amazon (charges on account)	2020-000	36.30
4/21-34	4/11/21	Amazon (charges on account)	2020-000	42.20

# Lake Agassiz Regional Library

## Check Register

**For the Period From Apr 1, 2021 to Apr 30, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4/21-35	4/12/21	Amazon (charges on account)	2020-000	22.99
eft-4/13/21-1	4/13/21	Allstream	1000-000	831.32
cc-4/13/21-1	4/13/21	Uprinting.com	2010-000	802.03
4/21-36	4/13/21	Amazon (charges on account)	2020-000	10.59
4/21-37	4/13/21	Amazon (charges on account)	2020-000	22.47
4/21-42	4/13/21	Amazon (charges on account)	2020-000	42.87
eft-04/14/21-	4/14/21	Synchrony Bank/Amazon	1000-000	2,632.74
eft-4/14/21-1	4/14/21	Further - VEBA/HSA	1000-000	1,947.25
eft-4/14/21-2	4/14/21	Further - VEBA/HSA	1000-000	1,927.50
67734	4/14/21	Baker & Taylor	1000-000	1,008.57
67735	4/14/21	Ross Bernstein Speaking	1000-000	1,000.00
67736	4/14/21	Black Stone Publishing	1000-000	291.43
67737	4/14/21	CenturyLink	1000-000	48.00
67738	4/14/21	Crestline Specialties, Inc.	1000-000	2,178.02
67739	4/14/21	Crookston Daily Times	1000-000	14.00
67740	4/14/21	Detroit Lakes Newspapers	1000-000	86.32
67741	4/14/21	Laura Gullickson	1000-000	108.41
67742	4/14/21	Jodi Harrington	1000-000	26.88
67743	4/14/21	Metro Sales, Inc	1000-000	1,405.81
67744	4/14/21	Newman Signs, Inc.	1000-000	132.35
67745	4/14/21	Overdrive, Inc.	1000-000	5,950.51
67746	4/14/21	Payroll Professionals, Inc.	1000-000	208.50
67747	4/14/21	Landman Publishing, LLC	1000-000	40.00
67748	4/14/21	Shortprinter	1000-000	358.61
67749	4/14/21	Philip Spooner	1000-000	88.48
eft4/14/21-1	4/14/21	Lake Agassiz Regional Library	1010-000	115,000.00
eft4/14/21-2	4/14/21	Lake Agassiz Regional Library	1000-000	60,000.00
4/21-43	4/14/21	Amazon (charges on account)	2020-000	29.90
4/21-44	4/14/21	Amazon (charges on account)	2020-000	297.34
4/21-45	4/14/21	Amazon (charges on account)	2020-000	9.99
4/21-53	4/14/21	Amazon (charges on account)	2020-000	14.99
4/21-54	4/14/21	Amazon (charges on account)	2020-000	93.49
4/21-67	4/14/21	Amazon (charges on account)	2020-000	77.94
eft-4/15/21-1	4/15/21	Garden Valley Telephone Company	1000-000	41.45



**Lake Agassiz Regional Library**  
**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
eft-4/15/2021	4/15/21	AFLAC	1000-000	267.12
cc-4/15/21-1	4/15/21	Rothsay Telephone	2010-000	71.76
eft-4/15/21-5	4/15/21	Public Employees Retirement Association	1000-000	11,119.78
eft-4/15/21-4	4/15/21	ING (Deferred Compensation)	1000-000	2,611.78
eft-4/15/21-2	4/15/21	Federal Income Tax deposit	1000-000	17,760.64
eft-4/15/21-3	4/15/21	Minnesota State Income Tax	1000-000	1,658.00
eft-4/15/21-6	4/15/21	LARL Payroll	1005-000	57,842.23
4/21-38	4/15/21	Amazon (charges on account)	2020-000	19.58
cc-4/15/21-2	4/15/21	Uprinting.com	2010-000	768.33
4/21-71	4/15/21	Amazon (charges on account)	2020-000	24.90
eft-4/16/21-1	4/16/21	Further - FSA	1000-000	236.17
4/21-39	4/16/21	Amazon (charges on account)	2020-000	144.78
4/21-40	4/16/21	Amazon (charges on account)	2020-000	112.74
4/21-46	4/16/21	Amazon (charges on account)	2020-000	51.76
cc-4/16/21-1	4/16/21	Best Name Badges	2010-000	8.35
cc-4/16/21-2	4/16/21	Shortprinter	2010-000	47.43
4/21-41	4/17/21	Amazon (charges on account)	2020-000	25.00
4/21-47	4/18/21	Amazon (charges on account)	2020-000	51.98
4/21-59	4/18/21	Amazon (charges on account)	2020-000	83.96
4/21-60	4/18/21	Amazon (charges on account)	2020-000	71.37
eft-4/19/21-1	4/19/21	Minnesota Revenue	1000-000	386.00
4/21-48	4/19/21	Amazon (charges on account)	2020-000	9.10
4/21-49	4/19/21	Amazon (charges on account)	2020-000	-25.00
4/21-50	4/19/21	Amazon (charges on account)	2020-000	25.00
4/21-51	4/19/21	Amazon (charges on account)	2020-000	102.62
4/21-52	4/19/21	Amazon (charges on account)	2020-000	28.96
eft-4/20/21-1	4/20/21	Mutual of Omaha	1000-000	114.80
cc-4/20/21-1	4/20/21	4imprint, Inc.	2010-000	429.24
67750	4/21/21	The 13 Towns	1000-000	35.00
67751	4/21/21	Abdo-Spotlight-Magic Wagon	1000-000	2,105.15
67752	4/21/21	Alliance Courier	1000-000	1,716.65
67753	4/21/21	Baker & Taylor	1000-000	5,379.48
67753a	4/21/21	VOID	1000-000	

**Lake Agassiz Regional Library**  
**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
67753b	4/21/21	VOID	1000-000	
67753c	4/21/21	VOID	1000-000	
67754	4/21/21	Black Stone Publishing	1000-000	1,045.08
67755	4/21/21	Brainstorm Inc.	1000-000	2,234.10
67756	4/21/21	Kathy Dewey	1000-000	82.32
67757	4/21/21	Jodi Harrington	1000-000	18.76
67758	4/21/21	The Hawley Herald, Inc.	1000-000	180.00
67759	4/21/21	HPR, LLC	1000-000	200.00
67760	4/21/21	Heidi Moore	1000-000	28.00
67761	4/21/21	Overdrive, Inc.	1000-000	2,761.76
67761a	4/21/21	VOID	1000-000	
67762	4/21/21	Shortprinter	1000-000	406.33
67763	4/21/21	Philip Spooner	1000-000	101.36
67764	4/21/21	T-Mobile	1000-000	14,464.80
eft-4/21/21-1	4/21/21	Lake Agassiz Regional Library	1010-000	25,000.00
4/21-61	4/21/21	Amazon (charges on account)	2020-000	-11.80
4/21-62	4/21/21	Amazon (charges on account)	2020-000	-62.96
4/21-63	4/21/21	Amazon (charges on account)	2020-000	26.95
4/21-64	4/21/21	Amazon (charges on account)	2020-000	62.96
4/21-66	4/21/21	Amazon (charges on account)	2020-000	56.00
4/21-55	4/21/21	Amazon (charges on account)	2020-000	50.99
4/21-70	4/21/21	Amazon (charges on account)	2020-000	62.96
	4/22/21	Tidio	2010-000	18.36
eft-4/22/21-1	4/22/21	Further - Fees	1000-000	101.75
cc-4/22/21-1	4/22/21	Fathead	2010-000	214.73
cc-4/22/21-2	4/22/21	Ninja Forms	2010-000	99.00
cc-4/22/21-3	4/22/21	Uprinting.com	2010-000	63.68
5/21-01	4/22/21	Amazon (charges on account)	2020-000	221.06
4/21-68	4/22/21	Amazon (charges on account)	2020-000	83.64
4/21-56	4/23/21	Amazon (charges on account)	2020-000	17.98
5/21-02	4/23/21	Amazon (charges on account)	2020-000	10.13
5/21-03	4/23/21	Amazon (charges on account)	2020-000	155.99
5/21-27	4/23/21	Amazon (charges on account)	2020-000	59.96
4/21-57	4/24/21	Amazon (charges on account)	2020-000	12.99

# **Lake Agassiz Regional Library** **Check Register**

**For the Period From Apr 1, 2021 to Apr 30, 2021**

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Check #	Date	Payee	Cash Account	Amount
4/21-58	4/24/21	Amazon (charges on account)	2020-000	7.79
4/21-65	4/24/21	Amazon (charges on account)	2020-000	50.08
5/21-04	4/24/21	Amazon (charges on account)	2020-000	47.96
5/21-05	4/24/21	Amazon (charges on account)	2020-000	39.18
4/21-69	4/24/21	Amazon (charges on account)	2020-000	179.50
eft-4/25/21-1	4/25/21	Arvig	1000-000	174.34
5/21-06	4/25/21	Amazon (charges on account)	2020-000	89.39
5/21-07	4/25/21	Amazon (charges on account)	2020-000	19.92
5/21-08	4/25/21	Amazon (charges on account)	2020-000	15.99
5/21-09	4/26/21	Amazon (charges on account)	2020-000	25.89
5/21-10	4/26/21	Amazon (charges on account)	2020-000	30.23
5/21-11	4/26/21	Amazon (charges on account)	2020-000	90.90
5/21-12	4/26/21	Amazon (charges on account)	2020-000	13.98
5/21-13	4/26/21	Amazon (charges on account)	2020-000	134.79
5/21-15	4/27/21	Amazon (charges on account)	2020-000	79.98
5/21-16	4/27/21	Amazon (charges on account)	2020-000	34.00
67765	4/28/21	AFSCME Council 65	1000-000	541.51
67766	4/28/21	AFSCME PEOPLE	1000-000	80.90
67767	4/28/21	Alliance Courier	1000-000	1,716.65
67768	4/28/21	Baker & Taylor	1000-000	3,158.56
67768a	4/28/21	VOID	1000-000	
67769	4/28/21	Black Stone Publishing	1000-000	268.90
67770	4/28/21	Joyce Christine Boike	1000-000	89.04
67771	4/28/21	Daily News / News Monitor	1000-000	169.00
67772	4/28/21	Dakota County Library	1000-000	10.68
67773	4/28/21	Greta Guck	1000-000	41.16
67774	4/28/21	Liz Lynch	1000-000	128.80
67775	4/28/21	Norman County Index	1000-000	71.00
67776	4/28/21	Overdrive, Inc.	1000-000	8,144.92
67776a	4/28/21	VOID	1000-000	
67777	4/28/21	Payroll Professionals, Inc.	1000-000	111.60
67778	4/28/21	Quill Corporation	1000-000	295.43
67779	4/28/21	Lois Schaedler	1000-000	59.96

# Lake Agassiz Regional Library Check Register

For the Period From Apr 1, 2021 to Apr 30, 2021

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Check #	Date	Payee	Cash Account	Amount
67780	4/28/21	Signature Home Technologies	1000-000	7,801.21
67781	4/28/21	We Count People LLC	1000-000	323.68
eft-4/28/21-1	4/28/21	Lake Agassiz Regional Library	1010-000	110,000.00
eft-4/28/21-2	4/28/21	Lake Agassiz Regional Library	1000-000	58,000.00
5/21-14	4/28/21	Amazon (charges on account)	2020-000	11.40
5/21-17	4/28/21	Amazon (charges on account)	2020-000	29.94
5/21-18	4/28/21	Amazon (charges on account)	2020-000	11.40
5/21-19	4/28/21	Amazon (charges on account)	2020-000	-0.12
5/21-20	4/28/21	Amazon (charges on account)	2020-000	57.87
eft-4/29/21-1	4/29/21	Further - VEBA/HSA	1000-000	441.25
5/21-21	4/29/21	Amazon (charges on account)	2020-000	42.81
CC-4/29/21-1	4/29/21	Uprinting.com	2010-000	389.45
eft-4/30/21-1	4/30/21	Lakes Country Service Cooperative	1000-000	27,392.50
eft-4/30/21-2	4/30/21	Garden Valley Telephone Company	1000-000	41.61
eft-4/30/21-3	4/30/21	Garden Valley Telephone Company	1000-000	41.61
eft-4/30/21-4	4/30/21	Garden Valley Telephone Company	1000-000	75.27
4/30/21-5	4/30/21	Arvig	1000-000	41.61
eft-4/30/21-5	4/30/21	Federal Income Tax deposit	1000-000	16,844.92
eft-4/30/21-6	4/30/21	Minnesota State Income Tax	1000-000	1,552.00
eft-4/30/21-7	4/30/21	ING (Deferred Compensation)	1000-000	2,635.37
eft-4/30/21-8	4/30/21	Public Employees Retirement Association	1000-000	10,576.46
eft-4/30/21-9	4/30/21	LARL Payroll	1005-000	55,198.12
5/21-22	4/30/21	Amazon (charges on account)	2020-000	-8.28
5/21-23	4/30/21	Amazon (charges on account)	2020-000	733.54
5/21-24	4/30/21	Amazon (charges on account)	2020-000	35.94
5/21-25	4/30/21	Amazon (charges on account)	2020-000	44.94
5/21-28	4/30/21	Amazon (charges on account)	2020-000	23.98
<b>Total</b>				<b>751,374.46</b>