

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, June 17, 2021**

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

Meeting will take place in the lower level of the Moorhead Library.

NOTE: If you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on June 17th.

AGENDA

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

- 5:35 **2. MINUTES OF THE MAY 20, 2021 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 20, 2021 Full Board Meeting Minutes as presented.

- 5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)

- a. Application for State FY2022 Regional Library Basic System Support (RLBSS)
 Enclosed (page 11)

Recommended Motion: Move to approve the application for State FY2022 Regional Library Basic System Support (RLBSS).

- b. Application for State FY2022 Legacy (Arts & Cultural Heritage Program)
 Available for review at the meeting

Recommended Motion: Move to approve the application to participate in the State Regional Public Library System Arts and Cultural Heritage Program for FY2022.

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

- a. 2022 Preliminary Budget (Draft #3)
 Enclosed (page 19)

Recommended Motion: Move to approve the 2022 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

(over)

Agenda for the June 17, 2021 Full Board Meeting – Page 2

- 6:00 **5. DIRECTOR’S REPORT** - Lynch
 a. Director’s Report -Enclosed (page 21)
- 6:15 **6. 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
- 6:35 **7. PRESIDENT’S REPORT** – President Kalil
- 6:45 **8. OTHER**
- 6:55 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. List of Bills – May 2021 (page 25)

UPCOMING MEETINGS/EVENTS

- **2020 Youth Summer Library Experience: Explore!** – June 1 through July 31, 2021
- **Independence Day:** Monday, July 5, 2021: All LARL locations closed
- **July 15 & August 19, 2021:** Executive Committee Meetings
- **September 16, 2021:** Full Board Meeting at the Moorhead Library at 5:30 p.m.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 20, 2021 online via Zoom. President Kalil called the meeting to order at 5:00 pm.

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

Board Members Absent: Anderson, Schell, Titera.

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MARCH 25, 2021 FULL BOARD MEETING

(Briggs/Ebinger) Move to approve the Minutes of the March 25, 2021 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 33.3% of 2021 complete, LARL spent 32.5% of budgeted expenses.

Revenues are at 50.12% of budget due to LARL sending quarterly billing to Signatories. Regional Library Telecom Aid is at 107.44% of budget due to the excess funds distributed equally to each of the Library Systems in the state. LARL will see over \$100,000 extra from this funding, with a corresponding expense equal to the revenue received. Accounting/Bank fees are at 62.1% of budget due to the audit paid in full.

Sprynczynatyk discussed the 2021 Distributions from the LARL Endowment funds. In 2020, the LARL Board approved spending the 2020 Crookston distribution on software for the microfilm machine, but LARL received CARES Act funding which covered the costs of the software. The Crookston board requested that the funds from both 2020 and 2021 be used for beautification of the library's landscaping.

(Willhite/Briggs) – Move to reinvest the full annual distributions from the FM Area Foundation for the Ada, Hawley and Moorhead Branches into the sub funds from which they were earned, and spend the full annual distribution from the FM Area Foundation for the Crookston Branch distribution for both the 2020 and 2021 distributions. MCU.

(over)

FINANCIAL REPORT - continued

Sprynczynatyk discussed the LARL budget process and the second draft of the 2022 Preliminary Budget. There are a few unknown items in the budget which LARL won't know until August or later in the year; Health Insurance which is budgeted at an 8% increase, Salaries which will be determined after Union negotiations and State Basic Support. The budget includes a .5% increase to LARL Signatories. The budget reflects a \$146,070 shortfall. LARL will plan to use reserves to cover the shortfall after a large surplus in 2020.

Kalil discussed her concerns about the recent modest increases to the LARL materials budget. The materials budget will be discussed at a future Finance Committee meeting.

DIRECTOR'S REPORT

Lynch discussed her written report. The RLBSS formula change/increase is still in the state's omnibus bill, and Legacy funding for libraries is still in both the House and Senate bills. The LARL Pandemic Plan for June 1st is very close to business as usual. Wearing masks will only be required in Cities that still have a mask mandate. Most summer programming will be taking place outdoors, but if inclement weather occurs, programs may be moved inside.

(Larson/Ebinger) Move to approve amendments to the Code of Conduct Policy as recommended by the LARL Coordinating Team. MCU.

(Willhite/Briggs) Move to approve amendments to the Registration and Circulation Policy as recommended by the LARL Coordinating Team. MCU.

(Jacobson/Larson) Move to approve amendments to the Confidentiality and Propriety Information Policy as recommended by the LARL Coordinating Team. MCU.

The Board discussed future meetings and the consensus was to start meeting in person in June, with an option to attend online with the hybrid meeting equipment.

PRESIDENT'S REPORT

No Report

(continued on next page)

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

The community needs assessment committee had its meeting to set priorities based on the Needs Assessment study.

Breckenridge (Holecek)

No report.

Clay County (Ebinger)

No report.

Clearwater County (Titera-absent)

No report.

Crookston (Briggs)

Briggs cleaned up the south side of the library grounds.

Detroit Lakes (Schell-absent)

No report.

City of Mahanomen (Durant)

The library has a new sign outside the building. The City Administrator has taken a new job and will be leaving Mahanomen.

Mahanomen County (Ahmann)

The Mahanomen County Administrator left in April, the County is preparing to do interviews the first week of June.

Moorhead (Anderson, Caroon, Shastri)

Moorhead has a new council member. The Main Avenue Railroad project will probably last until next spring rather than the original plan of fall 2021. FMCT is leasing space at the Hjemkomst. Community Needs Assessment has been completed. The Moorhead Friends had a 3 day outdoor book sale. The SLE kickoff event will be an outdoor pet show.

Norman County (Jacobsen)

No report.

Polk County (Willhite)

Willhite thanked Kalil for the letter sent to all LARL staff on behalf of the LARL Board

Wilkin County (Larson)

No report.

(continued on next page)

BOARD MEMBER REPORTS (continued):

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

The convention this year will be virtual. Lynch will be the Library Legislative chair for 2022.

Northern Lights Library Network (Kalil, Holecek)

No report

The meeting adjourned at 6:06.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2021

Page: 1
41.67% **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 | \$ 200,183 | \$ 400,365 | 200,182 | 50.00 |
| Detroit Lakes | 0 | 118,173 | 236,345 | 118,172 | 50.00 |
| Clay County | 0 | 157,268 | 308,075 | 150,807 | 51.05 |
| Moorhead | 0 | 393,460 | 786,920 | 393,460 | 50.00 |
| Clearwater County | 0 | 54,390 | 108,780 | 54,390 | 50.00 |
| Mahnomen County | 0 | 22,813 | 45,625 | 22,812 | 50.00 |
| Mahnomen | 0 | 11,205 | 22,410 | 11,205 | 50.00 |
| Norman County | 0 | 52,240 | 104,480 | 52,240 | 50.00 |
| Polk County | 0 | 140,285 | 280,570 | 140,285 | 50.00 |
| Crookston | 0 | 115,015 | 230,030 | 115,015 | 50.00 |
| Wilkin County | 0 | 28,398 | 56,795 | 28,397 | 50.00 |
| Breckenridge | 0 | 46,868 | 93,735 | 46,867 | 50.00 |
| Total Signatory Funding | 0 | 1,340,298 | 2,674,130 | 1,333,832 | 50.12 |
| Grants | | | | | |
| Basic Support - MN (RLBSS) | 0 | 213,405 | 533,513 | 320,108 | 40.00 |
| Reg Library Telecom Aid (RLTA) | 0 | 89,871 | 83,650 | (6,221) | 107.44 |
| Total Grants | 0 | 303,276 | 617,163 | 313,887 | 49.14 |
| Miscellaneous Revenue | | | | | |
| Service Charge Revenue | 635 | 2,234 | 8,000 | 5,766 | 27.93 |
| Printing Revenue | 1,226 | 6,300 | 15,000 | 8,700 | 42.00 |
| Fax Revenue | 434 | 1,937 | 5,500 | 3,563 | 35.22 |
| Microfilm Revenue | 0 | 0 | 200 | 200 | 0.00 |
| Photocopy Revenue | 510 | 2,300 | 6,000 | 3,700 | 38.33 |
| Book/Furniture Sale Revenue | 55 | 292 | 0 | (292) | 0.00 |
| Interest/Dividend Income | 5,577 | 24,534 | 65,000 | 40,466 | 37.74 |
| Investment Value Change | (270) | (24,867) | 0 | 24,867 | 0.00 |
| Lost/Damaged Property | 239 | 2,357 | 5,000 | 2,643 | 47.14 |
| Other Income | 0 | 300 | 0 | (300) | 0.00 |
| Total Miscellaneous Revenue | 8,406 | 15,387 | 104,700 | 89,313 | 14.70 |
| Joint Automation Revenue | | | | | |
| Northwest Reg. Lib. Contrib. | 0 | 23,200 | 46,400 | 23,200 | 50.00 |
| MNLink Server Site Payments | 251 | 1,256 | 3,050 | 1,794 | 41.18 |
| Total Joint Automation Revenue | 251 | 24,456 | 49,450 | 24,994 | 49.46 |
| Fund Balance/Shortfall | 0 | 0 | 51,007 | 51,007 | 0.00 |
| Total General Fund Revenue | 8,657 | 1,683,417 | 3,496,450 | 1,813,033 | 48.15 |
| General Fund Expenditures | | | | | |
| Personnel Expenses | | | | | |
| Salaries | 146,346 | 713,294 | 1,856,050 | 1,142,756 | 38.43 |
| Payroll Taxes | 10,875 | 52,065 | 143,400 | 91,335 | 36.31 |
| Retirement - PERA | 10,635 | 49,754 | 138,450 | 88,696 | 35.94 |
| Health Insurance | 28,676 | 140,788 | 364,050 | 223,262 | 38.67 |
| Life Insurance | 105 | 630 | 1,350 | 720 | 46.67 |
| Workers Compensation Insurance | 268 | 1,305 | 3,550 | 2,245 | 36.76 |
| Other Employee Benefits | 121 | 605 | 1,650 | 1,045 | 36.67 |
| Total Personnel | 197,026 | 958,441 | 2,508,500 | 1,550,059 | 38.21 |
| Automation/Cataloging | | | | | |
| Automation | 11,947 | 60,224 | 150,150 | 89,926 | 40.11 |
| Support - App | 321 | 1,606 | 3,900 | 2,294 | 41.18 |
| Remote Printing | 288 | 1,440 | 3,450 | 2,010 | 41.74 |
| Catalog Item Records | 995 | 4,973 | 12,000 | 7,027 | 41.44 |
| Supplies - Computer | 498 | 1,628 | 5,000 | 3,372 | 32.56 |
| Supplies - Technical Services | 140 | 1,292 | 6,000 | 4,708 | 21.53 |
| Total Automation/Cataloging | 14,189 | 71,163 | 180,500 | 109,337 | 39.43 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2021

| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual To Annual Budget % |
|---|-------------------------|------------------------|------------------|--|-------------------------------------|
| Library Programming | | | | | |
| Programming - Youth | 0 | 389 | 3,400 | 3,011 | 11.44 |
| Programming - Summer Learning | 1,924 | 5,158 | 9,000 | 3,842 | 57.31 |
| Programming - Adult | 1,000 | 2,078 | 2,500 | 422 | 83.12 |
| Total Library Programming | 2,924 | 7,625 | 14,900 | 7,275 | 51.17 |
| Staff Development | | | | | |
| Staff Training & Development | 0 | 702 | 10,000 | 9,298 | 7.02 |
| Total Staff Development | 0 | 702 | 10,000 | 9,298 | 7.02 |
| Mileage/Board Meeting Expense | | | | | |
| Mileage - Staff | 971 | 3,353 | 22,500 | 19,147 | 14.90 |
| Regional Board Meetings | 0 | 150 | 5,500 | 5,350 | 2.73 |
| Total Mileage/Board Meeting Expenses | 971 | 3,503 | 28,000 | 24,497 | 12.51 |
| Other Expenses | | | | | |
| Accounting/Bank Fees | 536 | 10,410 | 15,900 | 5,490 | 65.47 |
| Attorney Fees | 0 | 0 | 1,500 | 1,500 | 0.00 |
| Bus. Office Software/Supplies | 299 | 338 | 2,000 | 1,662 | 16.90 |
| Delivery Services | 3,880 | 19,401 | 61,500 | 42,099 | 31.55 |
| Director's Discretionary | 122 | 482 | 2,500 | 2,018 | 19.28 |
| Insurance - General/Property | 1,529 | 7,641 | 19,350 | 11,709 | 39.49 |
| Lease - Regional Office Rent | 1,769 | 8,846 | 21,250 | 12,404 | 41.63 |
| Leases - Equipment | 0 | 2,868 | 6,050 | 3,182 | 47.40 |
| Maintenance Contracts | 98 | 2,702 | 13,850 | 11,148 | 19.51 |
| Memberships | 85 | 505 | 1,000 | 495 | 50.50 |
| Minnesota Director's Fund | 0 | 0 | 2,100 | 2,100 | 0.00 |
| Miscellaneous Expense | 2,000 | 2,000 | 2,500 | 500 | 80.00 |
| PIO: Printing/Advertising | 3,580 | 10,656 | 16,000 | 5,344 | 66.60 |
| Postage | 400 | 937 | 3,700 | 2,763 | 25.32 |
| Recruitment | 1,049 | 1,352 | 8,000 | 6,648 | 16.90 |
| Repairs - Equipment | 0 | 514 | 2,500 | 1,986 | 20.56 |
| Supplies - Copier/Fax/Microfilm | 0 | 62 | 800 | 738 | 7.75 |
| Supplies - Office | 27 | 2,476 | 8,000 | 5,524 | 30.95 |
| Supplies - Public Services | 2,472 | 4,660 | 6,000 | 1,340 | 77.67 |
| Telephone/Telecom | 2,050 | 8,920 | 23,250 | 14,330 | 38.37 |
| Total Other Operating Expenses | 19,896 | 84,770 | 217,750 | 132,980 | 38.93 |
| Regional Library Telecom Aid (RLTA) | 0 | 89,871 | 83,650 | (6,221) | 107.44 |
| Transportation | | | | | |
| Vehicle Expenses | 155 | 962 | 3,650 | 2,688 | 26.36 |
| Total Transportation | 155 | 962 | 3,650 | 2,688 | 26.36 |
| Materials | | | | | |
| Audio Visual | 3,139 | 20,875 | 75,000 | 54,125 | 27.83 |
| Digital | 16,057 | 54,450 | 105,500 | 51,050 | 51.61 |
| Online Resources | 630 | 3,152 | 8,500 | 5,348 | 37.08 |
| Periodicals | 322 | 13,664 | 21,000 | 7,336 | 65.07 |
| Print | 17,993 | 92,607 | 195,000 | 102,393 | 47.49 |
| Total Materials | 38,141 | 184,748 | 405,000 | 220,252 | 45.62 |
| Capital Expenditures | | | | | |
| Furniture & Equipment | 0 | 324 | 10,000 | 9,676 | 3.24 |
| Software & Hardware Upgrades | 2,710 | 8,723 | 30,000 | 21,277 | 29.08 |
| Total Capital Expenditures | 2,710 | 9,047 | 40,000 | 30,953 | 22.62 |
| Capital Fund Accounts | | | | | |
| Automation System -Shared NWRL | 125 | 625 | 1,500 | 875 | 41.67 |
| Technology Upgrades | 250 | 1,250 | 3,000 | 1,750 | 41.67 |
| Total Capital Fund Accounts | 375 | 1,875 | 4,500 | 2,625 | 41.67 |
| Total General Fund Expenditures | 276,387 | 1,412,707 | 3,496,450 | 2,083,743 | 40.40 |
| General Fund Revenue Over Expenditures | \$ (267,730) | \$ 270,710 | \$ 0 | (270,710) | 0.00 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2021

| | 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 | \$ 3,425 | \$ 19,744 | \$ 0 | (19,744) | 0.00 |
| Endowment Revenue | (935) | 625 | 0 | (625) | 0.00 |
| Telecom/E-rate Funds | 0 | 4,665 | 0 | (4,665) | 0.00 |
| Legacy Grant Revenue | (5,218) | 13,950 | 0 | (13,950) | 0.00 |
| Miscellaneous State Grants | 4,627 | 6,456 | 0 | (6,456) | 0.00 |
| Northern Lights LN Funds | 0 | 5,000 | 0 | (5,000) | 0.00 |
| Total Special Projects Revenue | 1,899 | 50,440 | 0 | (50,440) | 0.00 |
| Special Projects Expenditures | | | | | |
| Special Projects Miscellaneous | | | | | |
| Donations - Materials: Print | 209 | 701 | 0 | (701) | 0.00 |
| Donations - Materials: A/V | 0 | 0 | 0 | 0 | 0.00 |
| Donations - Materials: Other | 109 | 1,094 | 0 | (1,094) | 0.00 |
| Donations - Miscellaneous | 1,946 | 8,776 | 0 | (8,776) | 0.00 |
| Donations - Book Truck | 70 | 70 | 0 | (70) | 0.00 |
| Legacy Grant Expense | (5,218) | 13,949 | 0 | (13,949) | 0.00 |
| Telecom/E-rate Expenses | 0 | 4,665 | 0 | (4,665) | 0.00 |
| Misc. State Grant Expense | 4,627 | 6,456 | 0 | (6,456) | 0.00 |
| Misc. Local Grant Expense | 0 | 32,673 | 0 | (32,673) | 0.00 |
| Northern Lights LN e-Books | 0 | 5,000 | 0 | (5,000) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Desig Funds - Consultant Study | 7,875 | 10,500 | 0 | (10,500) | 0.00 |
| Total Special Projects Miscellaneous | 9,618 | 83,884 | 0 | (83,884) | 0.00 |
| Special Projects Capital | | | | | |
| Donations - Furniture & Equip. | 0 | 325 | 0 | (325) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Capital | 0 | 325 | 0 | (325) | 0.00 |
| Total Special Projects Expenditures | 9,618 | 84,209 | 0 | (84,209) | 0.00 |
| Special Proj Rev Over (Under) Expend | \$ (7,719) | \$ (33,769) | \$ 0 | 33,769 | 0.00 |
| GRAND TOTAL REVENUE | 10,556 | 1,733,857 | 3,496,450 | 1,762,593 | 49.59 |
| GRAND TOTAL EXPENDITURES | 286,019 | 1,497,006 | 3,496,450 | 1,999,444 | 42.82 |
| CHANGE IN FUND BALANCE | \$ (275,463) | \$ 236,851 | \$ 0 | (236,851) | 0.00 |

**Lake Agassiz Regional Library
Statement of Financial Position
May 31, 2021**

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) | \$ 21,033 | 22,087 | (1,054) | 14,284 | 6,749 |
| Cash - Payroll (Bell Bank) | 4,839 | 6,327 | (1,488) | 7,524 | (2,685) |
| Cash - Savings (Bell Bank) | 1,098,705 | 909,367 | 189,338 | 1,040,504 | 58,201 |
| Petty Cash | 530 | 530 | 0 | 510 | 20 |
| Investment Account | 1,606,303 | 1,601,498 | 4,805 | 1,408,171 | 198,132 |
| Accounts Receivable | 495 | 435,341 | (434,846) | 11,149 | (10,654) |
| Other Miscellaneous Receivable | 5,754 | 1,127 | 4,627 | 20,671 | (14,917) |
| Prepaid Expenses | 73,037 | 70,226 | 2,811 | 71,727 | 1,310 |
| 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 | \$ 3,063,550 | 3,299,357 | (235,807) | 2,827,394 | 236,156 |
| LIABILITIES | | | | | |
| Accounts Payable | \$ 27,677 | 20,532 | 7,145 | 46,326 | (18,649) |
| Credit Card Payable | 6,037 | 5,623 | 414 | 0 | 6,037 |
| Amazon Charge Account | 7,663 | 6,319 | 1,344 | 0 | 7,663 |
| 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 | 827 | 419 | 408 | 0 | 827 |
| Dental Insurance Payable | (14) | 103 | (117) | 0 | (14) |
| Vision Insurance Payable | (13) | (13) | 0 | 0 | (13) |
| AFLAC Payable | 134 | 134 | 0 | 129 | 5 |
| Flexible Spending - Medical | 1,014 | 509 | 505 | 2,283 | (1,269) |
| Sales Tax Payable | 225 | 102 | 123 | 267 | (42) |
| Deferred Revenue | 555,136 | 525,674 | 29,462 | 552,249 | 2,887 |
| Total Liabilities | 744,525 | 705,241 | 39,284 | 747,093 | (2,568) |
| FUND BALANCES | | | | | |
| 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 | 44,250 | 44,000 | 250 | 43,000 | 1,250 |
| Fund Bal - Furn. & Equipment | 10,000 | 10,000 | 0 | 10,000 | 0 |
| Fund Bal - Special Projects | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Copiers, Printers | 10,000 | 10,000 | 0 | 10,000 | 0 |
| Fund Bal - Prof Recruitment | 5,000 | 5,000 | 0 | 5,000 | 0 |
| Fund Bal - Library Materials | 30,000 | 30,000 | 0 | 30,000 | 0 |
| Fund Bal - Consultant Study | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Outreach Services | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Brnch Improvement | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Staff Development | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Health Insurance | 30,000 | 30,000 | 0 | 30,000 | 0 |
| Fund Bal - Joint Automation | 110,625 | 110,500 | 125 | 110,000 | 625 |
| 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 | 236,851 | 512,317 | (275,466) | 230,586 | 6,265 |
| Total Fund Balances | 2,319,025 | 2,594,116 | (275,091) | 2,080,301 | 238,724 |
| Total Liabilities & Fund Bal. | \$ 3,063,550 | 3,299,357 | (235,807) | 2,827,394 | 236,156 |



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2022 (July 1, 2021 – June 30, 2022) Application

A. Applicant Information

1. Regional public library system name and address:

Lake Agassiz Regional Library

2. Name, title, phone, fax, and e-mail address of regional public library system's chief administrator:

Liz Lynch, Regional Library Director, 218-233-3757, 218-233-7556, lynchl@larl.org

3. Educational background (including degrees, dates and institutions) and library work experience of the regional public library system's chief administrator:

Masters of Science in Library Science, 1999 – 2000, Clarion University of Pennsylvania, Clarion, PA.

Bachelor of Science, Anthropology/Archaeology, 1993-1998, Moorhead State University, Moorhead, MN.

Regional Library Director, Jan 2013 – present, Lake Agassiz Regional Library, Moorhead, MN.

Moorhead Hub Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Apr 2010 – 2012, Lake Agassiz Regional Library, Moorhead, MN.

Public Services Supervisor, Electronic Resources Librarian, & Youth Services Co-Coordinator, Aug 2005 – Apr 2010, Lake Agassiz Regional Library, Moorhead, MN.

Electronic Resources & Staff Development Librarian, May 2001 – August 2005, Lake Agassiz Regional Library, Moorhead, MN.

Research Librarian, Sept 2000–Apr 2001, Government Reference Serv., Enoch Pratt Free Library, Baltimore, MD.

4. Number of FTE staff paid with RLBSS funds: 5.92

5. Attach a copy of all organizational agreements defining service expectations of membership, signed by participating political entities that were signed and/or updated since last year's application. Please check appropriate box:

☐ Organizational agreement(s) that are new or have been updated since the last application are attached.

☒ There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide one of the following with this aid application.

Please indicate which is attached:

☒ A new long-range strategic plan.

☐ A brief report on the status of the current plan. The report details any changes to the current plan or indicates that there are no changes.

☐ A brief update on the status of developing a new plan. Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2021.

7. Proposed Program Activities:

Regional Library Basic System Support is given to support services that include but are not limited to: communication among participants, resource sharing, delivery of materials, reciprocal borrowing, and cooperative reference service.

At a Glance – Please summarize your plans for State FY2022 in a few sentences: RLBSS will be used to provide funding for personnel expenses for key Regional Office employees. These employees are specialists in their area and are responsible for providing support to the rest of the region in areas such as automation, collection management, delivery services, programming initiatives, IT, Finance, HR and more. LARL continues to move forward as a region because of the leadership and expertise of these very efficient, yet effective positions and employees

Briefly describe the programs that will take place during FY2022, using the format below.

Programs identified in this section should reflect the budget, provisions of the organizational agreements and your organization's strategic plan. Possible program areas include but are not limited to, automation systems, databases, program development, ebooks, professional development, and interlibrary loan/delivery.

For at least one and up to five programs, please include these four components, limiting the narrative for each activity to 200-250 words:

- Please describe the goal(s) of this program. RLBSS will be used to provide funding for Regional Office personnel expenses. The goal of this funding is to provide salaries and benefits for the Regional Library Director, Director of Finance & HR, Collection Development Librarian, Business Office Associate, Marketing Coordinator, Program Coordinator, and Automation Coordinator positions.
- How will this program contribute to your organization's mission and strategic plan goals? These positions play important roles in the development and carrying out of our current strategic plan. In addition, LARL could not actively practice the mission of enriching lives and strengthening communities without the positions providing a strong foundation for the organization. In addition the positions funded with RLBSS funds are specialized positions which provide vital services, expertise, and support to the frontline librarians around the region.
- Who will be served by this program? LARL frontline employees receive excellent customer service and support from the key positions listed above. The support provided empowers the

librarians to offer the best possible service to their community and community members, in addition to both local and regional board members.

- Please describe this program's proposed activities. The Regional Library Director oversees all areas of the organization, while providing leadership to the organization. The Director of Finance & HR is responsible for all financial aspects of running a regional library system, in addition to providing HR support to approximately 95 employees across the region. The Collection Development Librarian is responsible for maintaining the region's materials collection, as well as overseeing routing and rotation for the region. The Business Office Associate processes accounts payable, payroll, and maintains inventory records for the region. The Marketing Coordinator handles all publicity for the region. The Program Coordinator oversees all youth, young adult and adult programming throughout the region. The Automation Coordinator is essential to keeping our automation system running and providing instructions/help for staff in using the system.
- How will these activities help to achieve your program goal? These positions are key to the success of the regional library system. The positions provide the necessary support to both the frontline staff resulting in excellent customer service to community members and the community as a whole. The positions allow us to meet our mission and goal of enriching lives and strengthening communities.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2021, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

| Name of Participating Local Governmental Unit | 2020 Level of Funding Provided |
|--|--------------------------------------|
| Becker County (excluding Detroit Lakes) | \$391,360 |
| Detroit Lakes | 232,370 |
| Clay County (excluding Moorhead) | 301,615 |
| Moorhead | 773,385 |
| Clearwater County | 105,990 |
| Mahnomen County (excluding Mahnomen) | 44,595 |
| Mahnomen | 21,685 |
| Norman County | 102,085 |
| Polk County (excluding Crookston & East Grand Forks) | 274,020 |
| Crookston | 227,005 |
| Wilkin County (excluding Breckenridge) | 55,835 |
| Breckenridge | 92,185 |
| Total: | \$2,622,130 |

9. If a participating governmental unit (city or county with branch or member library) has changed its library levy status (i.e., city levy transferred back to county levy, moved from associate, unaffiliated or stand-alone status to full membership status, etc.), please specify governmental unit, status change and effective date:

N/A

10. Please list names of all nonparticipating (unaffiliated or stand-alone) public libraries that are not a member of this designated regional public library system:

East Grand Forks (Polk County)

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year. State Library Services collects information on newly constructed or renovated library buildings and encourages the completion of the *Library Journal Architectural Questionnaire for Public Libraries*. State Library Services will contact each location when the online submission period opens, usually in late August.

None

B. Assurances

The regional public library system assures that it will comply with the following:

1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of Minnesota Rule, 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application.
2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier, provided that such period shall not be less than 90 days. (Minnesota Rule, 3530.0200, subdivision 4(B)).
3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets, including cash or the fair market value thereof of such assets cannot be transferred by the applicant, if acquired during the last three years of participation from Regional Library Basic System Support funds, and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (Minnesota Rule, 3530.0200, subdivision 4(C)).
4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations and all other applicable federal and state laws, rules and regulations. (Minnesota Rule, 3530.0200, subdivision 4(D)).
5. That the regional public library system and its branches/members are in compliance with Minnesota Statutes 2004, section 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
6. That the regional public library system and its branches/members are in compliance with Minnesota Laws 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of Minnesota Statutes 1998, Chapter 617, Article 241.
7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (Minnesota Rule, 3530.1200)

C. Signature Page

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Terry Kalil
Chair, System Governing Board

Date: 06/17/2021

I certify that I have read the application (narrative, assurances, budget and attachments) and will comply with all provisions including any additional state, local, federal regulations and policies governing the funding that apply to my agency.

Signature:

Printed Name: Liz Lynch
Regional Public Library System Administrator

Date: 06/17/2021

D. Attachments and Due Date

- FY 2022 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Wednesday, July 1, 2021**. Please submit one PDF of the signed original application to hannah.buckland@state.mn.us.

| | |
|--|------------------|
| Regional Library System Name: Lake Agassiz Regional Library | |
| State Fiscal Year 2022 | |
| Proposed Budget | |
| | Amount |
| Personnel Expenses | |
| Salaries and Wages | \$408,435 |
| Benefits | \$125,078 |
| Staff Development, Tuition and Other Reimbursements | |
| Total Personnel | \$533,513 |
| Total FTE Supported | 5.92 |
| Operating Expenses | |
| Telephone (voice and data) | |
| Telecommunications | |
| Computer Software and Software Licensing | |
| Other Technology Equipment | |
| Printing and Copying | |
| Postage and Delivery | |
| Travel and Mileage | |
| Rent | |
| Operating Leases or Rentals | |
| Utility Services | |
| Repairs and Maintenance Services | |
| Insurance | |
| Dues and Memberships | |
| Audit | |
| Board expenses, including per diem | |
| Materials and Supplies | |
| Other (please specify) | |
| Total Operating Expenses | \$0 |
| Program Expenses | |
| Consulting Fees/Fees for Services | |
| Services Purchased from Other MN Joint Powers Agencies | |
| Automation System | |
| Delivery | |
| Vehicles | |
| Equipment | |
| Travel and Mileage | |
| Scholarships/Direct Member support | |
| Library Materials and Collections | |
| Communications and Marketing | |
| Staff Development | |
| Materials and Supplies | |
| Workshops and Events | |
| Other Contracted services | |
| Food and Beverages | |
| Other (please specify) | |
| Total Program Expenses | \$0 |
| Total Anticipated State Aid Expenditures | \$533,513 |

Lake Agassiz Regional Library

Mission: Enrich Lives and Strengthen Communities

Focus Areas: Workforce and Economic Development, Education and Equity

Goal 1: Regional Access (Services)

Improve access and remove barriers to use of regionwide resources and services for all residents, while adapting to changing demographics.

Strategies:

- Evaluate and enhance services aligning with the LARL Focus Areas.
- Evaluate and enhance services promoting digital inclusion.
- Identify and establish outreach opportunities to reach underserved residents.
- Establish and provide the necessary tools/training for staff to efficiently and effectively provide services.

Goal 2: Enhance the User Experience (Programming)

Review and foster programming, services, and partnerships regionwide, striving for appropriateness, effectiveness and quality, incorporating programming focused on Workforce and Economic Development, Education and Equity.

Strategies:

- Implement processes for creating meaningful and purposeful programming.
- Evaluate current programming offerings for effectiveness and community interest.
- Establish community partnerships to ensure quality programming offered by experts.
- Establish and provide the necessary tools/training for staff to efficiently and effectively offer programming in their community.

Goal 3: Increase Organizational Visibility and Public Awareness (Marketing)

Establish the reputation of each location as a center of the community and raise the visibility of all libraries to promote the value of LARL.

Strategies:

- Develop a strategy/plan to establish key marketing opportunities across the region.
- Develop a robust relationship between staff and the local media to enhance public awareness.
- Increase library/regional presence in each community through strategic partnerships with key community partners.
- Establish and provide the necessary tools for staff to efficiently and effectively promote programs and services in their community.

LAKE AGASSIZ REGIONAL LIBRARY

2022

Preliminary Budget

Draft #3

| 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 #3

| 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 |
| SUB-TOTAL | 2,622,130 | 2,674,130 | 13,500 | 2,687,630 |
| GRANTS | | | | |
| State Basic Support | 525,699 | 533,513 | 1,487 | 535,000 |
| Regional Library Telecom Aid | 93,150 | 83,650 | - | 83,650 |
| TOTAL GRANTS | 618,849 | 617,163 | 1,487 | 618,650 |
| OTHER REVENUE | | | | |
| 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 |
| TOTAL OTHER REVENUE | 217,271 | 205,157 | 100,463 | 305,620 |
| TOTAL REVENUE | 3,458,250 | 3,496,450 | 115,450 | 3,611,900 |
| EXPENDITURES | | | | |
| Operating | 3,410,250 | 3,451,950 | 119,950 | 3,571,900 |
| Capital | 48,000 | 44,500 | (4,500) | 40,000 |
| TOTAL EXPENDITURES | 3,458,250 | 3,496,450 | 115,450 | 3,611,900 |
| | | | | - |

Monthly Report to the Board**Meeting Date: June 17, 2021****From: Liz Lynch, Executive Director****Director's Meetings**

May: Meeting with State Library Services, 18th; LARL Full Board Online Meeting, 20th; Meeting with the DNR, 25th; Council of Regional Public Library Administrators (CRPLSA) 27th; Candace Osborn's Retirement Party, 27th

June: MN Library Legislative Meeting, 1st; CRPLSA Meeting with State Library Services, 8th

Staffing

Welcome to **Meggie Cronin**, Moorhead Summer Outreach Librarian; **Jeffrey Salinas-Jenni**, Moorhead Librarian; and **Yvette Sutherland**, Ada Substitute.

Open positions: 14 Hour Library Assistant in Detroit Lakes and a Substitute position in Breckenridge.

LARL News**New Services:**

As mentioned at the May meeting, the Chromebooks and Wi-Fi Hotspots for checkout are now available at the Crookston Public Library as a pilot project. And, the DNR park passes are now available for checkout in Ada, Bagley, Crookston, Detroit Lakes, and Mahnommen.

New Hybrid Meeting Equipment has been installed in the Moorhead Library Conference Room for public use, and we are hoping to have the equipment installed in the large board room as soon as possible. Unfortunately, the equipment is on backorder and will not be available for the June 17th meeting.

Upcoming Region-Wide Legacy Events:

The Art of Henna Design with Sejal Patel, starting on June 7th at 2:00 p.m.

This event is streamed online with a take-home Henna kit offered at all locations.

Summer Concerts:

- **Anthony Diaz** at the Crookston Public Library, Thursday, June 17th from 6:30-8:00 p.m.
- **Tim Eggebraaten** at the Detroit Lakes Public Library, Friday, July 9th from 4-6:00 p.m.
- **Post Traumatic Funk Syndrome** at the Moorhead Public Library, Saturday, August 7th from 7-9:00 p.m.

***The Wisdom of Braiding Sweetgrass* with author Robin Wall Kimmerer, August 11th at 7:00 p.m.**

Streamed live at facebook.com/larlmn

Exploring *From Somalia to Snow* with author Hudda Ibrahim, September 21st at 3:00 p.m. at the Detroit Lakes Library and at 6:30 p.m. in Moorhead. The Moorhead event will be streamed live at facebook.com/larlmn

Summer Library Experience for Youth: Explore! Tails and Trails, June 1st-July 31st

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

Upcoming Meeting Dates

LARL Executive Committee Meetings scheduled for July 15th and August 19th as needed.

LARL Full Board Meeting, Thursday, September 16th at 5:30 p.m. in Moorhead with an online option.

Donations to LARL: January 1 through June 8, 2021

| Display Name | Amount | Fund |
|--------------------------------------|-------------|-------------------------------|
| Betty and Rolly Carpenter | \$ 20.00 | Ada Public Library |
| Rudolph and Katherine Suda | \$ 100.00 | Ada Public Library |
| Jerry Austin | \$ 10.66 | Ada Public Library |
| Falk Township | \$ 300.00 | Bagley Public Library |
| Bob & Becky Agnew | \$ 50.00 | Bagley Public Library |
| Friends of the Moorhead Library | \$ 1,000.00 | Book Truck |
| Anonymous | \$ 60.00 | Book Truck |
| Ardis Haaland | \$ 25.00 | Books, Movies and More |
| Wayne and Gay Galles | \$ 103.83 | Books, Movies and More |
| Jeanine Brand | \$ 25.00 | Books, Movies and More |
| Betty Peterson | \$ 60.00 | Books, Movies and More |
| Michelle Peterson | \$ 60.00 | Books, Movies and More |
| Sisters of St. Benedict | \$ 100.00 | Books, Movies and More |
| Lavida and Dennis Wiens | \$ 30.00 | Books, Movies and More |
| Moorhead Vikingland Kiwanis | \$ 200.00 | Books, Movies and More |
| Vicki Hanson | \$ 100.00 | Books, Movies and More |
| Friends of the Moorhead Library | \$ 800.00 | Books, Movies and More |
| Julie Heyen | \$ 25.00 | Books, Movies and More |
| Mario and Jill Schisano | \$ 60.00 | Books, Movies and More |
| Barbara Anton | \$ 250.00 | Books, Movies and More |
| Scott and Susan Ellingson | \$ 100.00 | Books, Movies and More |
| Samantha Urbanski | \$ 20.00 | Breckenridge Public Library |
| Friends of the Breckenridge Library | \$ 169.50 | Breckenridge Public Library |
| Anonymous | \$ 50.00 | Climax Public Library |
| Joyce Rock | \$ 50.00 | Crookston Public Library |
| Crookston Eye Clinic | \$ 75.00 | Crookston Public Library |
| American Crystal Sugar Company | \$ 100.00 | Crookston Public Library |
| Becker County Friends of the Library | \$ 495.00 | Detroit Lakes Public Library |
| Carol Huesman | \$ 50.00 | Detroit Lakes Public Library |
| Township of Lake View | \$ 200.00 | Detroit Lakes Public Library |
| D.R. Gravel Logging Inc. | \$ 150.00 | Fertile Public Library |
| Cheryll Reitmeier | \$ 100.00 | Fertile Public Library |
| Anonymous | \$ 50.00 | Halstad LINK Site |
| Mickelson Body Shop | \$ 60.00 | Hawley Public Library |
| John Strache | \$ 100.00 | Hawley Public Library |
| Geri Cody | \$ 20.00 | Lake Agassiz Regional Library |
| Choice Bank | \$ 200.00 | Lake Agassiz Regional Library |
| Anonymous | \$ 100.00 | Lake Agassiz Regional Library |
| Jim Smeby | \$ 60.00 | Lake Agassiz Regional Library |
| Prairie Dental Centers | \$ 50.00 | Lake Agassiz Regional Library |
| Anonymous | \$ 10.00 | Lake Agassiz Regional Library |

| | | |
|--|-------------|-------------------------------|
| Karen Sandberg | \$ 5.00 | Lake Agassiz Regional Library |
| Karen Jacowitz | \$ 60.00 | Lake Agassiz Regional Library |
| Amy Erickson | \$ 250.00 | Lake Agassiz Regional Library |
| Anonymous | \$ 100.00 | Lake Agassiz Regional Library |
| Denny and Carol Chappuis | \$ 25.00 | Lake Agassiz Regional Library |
| Vern and Helen Goodin | \$ 160.00 | Lake Agassiz Regional Library |
| Brushmarks Signs | \$ 100.00 | Lake Agassiz Regional Library |
| Andrea Sonstegard | \$ 10.66 | Lake Agassiz Regional Library |
| Anonymous | \$ 15.00 | Lake Agassiz Regional Library |
| Lynn Tkachuk | \$ 50.00 | Lake Agassiz Regional Library |
| Sharyl Ogard | \$ 10.66 | Lake Agassiz Regional Library |
| Natalie Kehrwald | \$ 26.19 | Lake Agassiz Regional Library |
| Sharon Lage | \$ 26.19 | Lake Agassiz Regional Library |
| GFWC Library Club | \$ 100.00 | Mahnomen Public Library |
| U of M Crookston, Clean Energy and Resilient Communities | \$ 500.00 | Mahnomen Public Library |
| Judith Treichel | \$ 5.00 | Moorhead Public Library |
| Mark Shaul | \$ 15.00 | Moorhead Public Library |
| Cheryl Hoff | \$ 62.42 | Moorhead Public Library |
| Friends of the Moorhead Library | \$ 514.00 | Moorhead Public Library |
| Robert Kost | \$ 100.00 | Moorhead Public Library |
| Clay County Bar Association | \$ 1,500.00 | Moorhead Public Library |
| Friends of the Moorhead Library | \$ 171.96 | Moorhead Public Library |
| Hazel Weber | \$ 25.00 | Moorhead Public Library |
| Anonymous | \$ 100.00 | Moorhead Public Library |
| Dagne and Bill Forbes | \$ 100.00 | Moorhead Public Library |
| Anne Craft | \$ 62.42 | Moorhead Public Library |
| Shane Thielges | \$ 103.83 | Moorhead Public Library |
| Keene Township | \$ 100.00 | Ulen LINK Site |
| Becker County Friends of the Library | \$ 1,000.00 | Youth Services |
| Crookston Friends of the Library | \$ 1,000.00 | Youth Services |
| Friends of the Moorhead Library | \$ 1,000.00 | Youth Services |
| Nanci Tobias | \$ 50.00 | Youth Services |
| Judy Larson | \$ 100.00 | Youth Services |
| Pamela O'Leary | \$ 60.00 | Youth Services |
| Alexa Dixson-Griggs | \$ 13.90 | Youth Services |
| Del Rae Williams | \$ 60.00 | Youth Services |
| Maryann Manney | \$ 25.00 | Youth Services |
| Robert Beasecker | \$ 60.00 | Youth Services |
| Judith Treichel | \$ 5.00 | Youth Services |
| Rhonda Fox | \$ 13.87 | Youth Services |
| Susan Lee | \$ 103.83 | Youth Services |
| Anonymous | \$ 62.42 | Youth Services |
| Ruth Edgerton | \$ 60.00 | Youth Services |
| Corrine Edgerton | \$ 62.42 | Youth Services |

6 Month Total \$ 13,563.76

Lake Agassiz Regional Library

Mission: Enrich Lives and Strengthen Communities

Focus Areas: Workforce and Economic Development, Education and Equity

Goal 1: Regional Access (Services)

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- Establish and provide the necessary tools for staff to efficiently and effectively promote programs and services in their community.

Lake Agassiz Regional Library

Check Register

For the Period From May 1, 2021 to May 31, 2021

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|--------|-----------------------------|--------------|----------|
| eft-5/1/21-1 | 5/1/21 | Delta Dental of Minnesota | 1000-000 | 1,118.25 |
| eft-5/1/2021-1 | 5/1/21 | Fidelity Security Life | 1000-000 | 299.40 |
| 5/21-26 | 5/1/21 | Amazon (charges on account) | 2020-000 | 19.77 |
| 5/21-29 | 5/1/21 | Amazon (charges on account) | 2020-000 | 55.29 |
| cc-6/3/21-1 | 5/1/21 | Best Name Badges | 2010-000 | 8.35 |
| 5/21-30 | 5/2/21 | Amazon (charges on account) | 2020-000 | 14.95 |
| | 5/3/21 | Grasshopper.com | 2010-000 | 37.58 |
| eft-5/3/21-1 | 5/3/21 | Arvig | 1000-000 | 92.74 |
| eft-5/3/21-2 | 5/3/21 | Arvig | 1000-000 | 93.54 |
| eft-5/3/21-3 | 5/3/21 | Arvig | 1000-000 | 85.16 |
| eft-5/3/21-4 | 5/3/21 | Arvig | 1000-000 | 85.16 |
| eft-5/3/21-5 | 5/3/21 | Arvig | 1000-000 | 43.00 |
| eft-5/3/21-6 | 5/3/21 | Pitney Bowes Purchase Power | 1000-000 | 400.00 |
| eft-5/03/21-1 | 5/3/21 | Attendance On Demand | 1000-000 | 219.00 |
| 5/21-31 | 5/3/21 | Amazon (charges on account) | 2020-000 | 132.16 |
| 5/21-32 | 5/3/21 | Amazon (charges on account) | 2020-000 | 14.49 |
| 5/21-33 | 5/3/21 | Amazon (charges on account) | 2020-000 | 74.86 |
| 5/21-34 | 5/3/21 | Amazon (charges on account) | 2020-000 | 55.98 |
| 5/21-35 | 5/3/21 | Amazon (charges on account) | 2020-000 | 17.99 |
| 5/21-36 | 5/3/21 | Amazon (charges on account) | 2020-000 | 64.52 |
| 5/21-37 | 5/3/21 | Amazon (charges on account) | 2020-000 | 48.75 |
| 5/21-41 | 5/3/21 | Amazon (charges on account) | 2020-000 | 29.98 |
| cc-5/3/21-1 | 5/3/21 | Uprinting.com | 2010-000 | 477.58 |
| 5/21-55 | 5/3/21 | Amazon (charges on account) | 2020-000 | 11.46 |
| | 5/4/21 | Zoho Corp | 2010-000 | 20.00 |
| 5/21-38 | 5/4/21 | Amazon (charges on account) | 2020-000 | 34.99 |
| 5/21-39 | 5/4/21 | Amazon (charges on account) | 2020-000 | 29.86 |
| 5/21-42 | 5/4/21 | Amazon (charges on account) | 2020-000 | 157.30 |
| 67782 | 5/5/21 | Apple Books | 1000-000 | 754.84 |
| 67783 | 5/5/21 | Baker & Taylor | 1000-000 | 1,888.64 |
| 67783a | 5/5/21 | VOID | 1000-000 | |
| 67784 | 5/5/21 | Black Stone Publishing | 1000-000 | 120.90 |
| 67785 | 5/5/21 | Dakota News, Inc. | 1000-000 | 33.12 |
| 67786 | 5/5/21 | Halstad Telephone Company | 1000-000 | 108.52 |

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Check Register**

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|--------------|--------|--|--------------|-----------|
| 67787 | 5/5/21 | Hanna Judith Kramer | 1000-000 | 28.84 |
| 67788 | 5/5/21 | Megan Krueger | 1000-000 | 110.32 |
| 67789 | 5/5/21 | Liz Lynch | 1000-000 | 50.00 |
| 67790 | 5/5/21 | NCPERS Group Life Ins. | 1000-000 | 128.00 |
| 67791 | 5/5/21 | Norman County Index | 1000-000 | 40.00 |
| 67792 | 5/5/21 | Office Depot | 1000-000 | 100.07 |
| 67793 | 5/5/21 | Overdrive, Inc. | 1000-000 | 2,849.67 |
| 67793a | 5/5/21 | VOID | 1000-000 | |
| 67794 | 5/5/21 | Rochester Telecom Systems Inc. | 1000-000 | 121.18 |
| 67794a | 5/5/21 | VOID | 1000-000 | |
| 67795 | 5/5/21 | Shortprinter | 1000-000 | 223.77 |
| 67796 | 5/5/21 | Philip Spooner | 1000-000 | 101.36 |
| 67797 | 5/5/21 | T-Mobile | 1000-000 | 1,200.21 |
| 67798 | 5/5/21 | T-Squared Screen Printing & Embroidery | 1000-000 | 3,707.04 |
| 67799 | 5/5/21 | Daniel L. Wilsey | 1000-000 | 14.28 |
| eft-5/5/21-1 | 5/5/21 | Lake Agassiz Regional Library | 1010-000 | 26,000.00 |
| 5/21-43 | 5/5/21 | Amazon (charges on account) | 2020-000 | -0.91 |
| 5/21-44 | 5/5/21 | Amazon (charges on account) | 2020-000 | 5.39 |
| 5/21-45 | 5/5/21 | Amazon (charges on account) | 2020-000 | 15.20 |
| 5/21-46 | 5/5/21 | Amazon (charges on account) | 2020-000 | 1,074.17 |
| 5/21-47 | 5/5/21 | Amazon (charges on account) | 2020-000 | 12.99 |
| 5/21-48 | 5/5/21 | Amazon (charges on account) | 2020-000 | 7.95 |
| cc-5/5/21-1 | 5/5/21 | Kites In The Sky | 2010-000 | 104.84 |
| eft-5/6/21-1 | 5/6/21 | Cardmember Service | 1000-000 | 2,653.74 |
| cc-5/6/21-1 | 5/6/21 | DickBlick | 2010-000 | 64.88 |
| cc-5/6/21-2 | 5/6/21 | OTC Brands, Inc. | 2010-000 | 9.99 |
| cc-5/6/21-3 | 5/6/21 | Discount School Supply | 2010-000 | 414.73 |
| | 5/7/21 | Verizon | 2010-000 | 70.00 |
| cc-5/7/21-1 | 5/7/21 | Amazon (charges on account) | 2010-000 | 48.51 |
| 5/21-56 | 5/8/21 | Amazon (charges on account) | 2020-000 | 35.98 |
| cc-5/9/21-1 | 5/9/21 | Ting | 2010-000 | 33.78 |
| 5/21-57 | 5/9/21 | Amazon (charges on account) | 2020-000 | 35.92 |
| 5/21-58 | 5/9/21 | Amazon (charges on account) | 2020-000 | 25.92 |

Lake Agassiz Regional Library
Check Register
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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|--------------|---------|----------------------------------|--------------|----------|
| 5/21-59 | 5/9/21 | Amazon (charges on account) | 2020-000 | 19.98 |
| 5/21-60 | 5/9/21 | Amazon (charges on account) | 2020-000 | 17.98 |
| 5/21-61 | 5/9/21 | Amazon (charges on account) | 2020-000 | 50.98 |
| 5/21-49 | 5/10/21 | Amazon (charges on account) | 2020-000 | 31.99 |
| | 5/11/21 | Apple Store | 2010-000 | 32.20 |
| cc-5/11/21-1 | 5/11/21 | Uprinting.com | 2010-000 | 73.47 |
| 5/21-50 | 5/11/21 | Amazon (charges on account) | 2020-000 | 39.98 |
| 5/21-51 | 5/11/21 | Amazon (charges on account) | 2020-000 | 563.97 |
| 5/21-87 | 5/11/21 | Amazon (charges on account) | 2020-000 | 31.98 |
| 67800 | 5/12/21 | Alliance Courier | 1000-000 | 1,716.65 |
| 67801 | 5/12/21 | Baker & Taylor | 1000-000 | 2,673.72 |
| 67802 | 5/12/21 | Black Stone Publishing | 1000-000 | 592.18 |
| 67803 | 5/12/21 | Coughlan Companies LLC | 1000-000 | 1,868.52 |
| 67804 | 5/12/21 | CenturyLink | 1000-000 | 48.00 |
| 67805 | 5/12/21 | Clay County Connection | 1000-000 | 265.00 |
| 67806 | 5/12/21 | Cole Papers Inc. | 1000-000 | 184.19 |
| 67807 | 5/12/21 | DEMCO | 1000-000 | 451.26 |
| 67808 | 5/12/21 | Duggan's Auto Service Center | 1000-000 | 157.50 |
| 67809 | 5/12/21 | Tim Eggebraaten | 1000-000 | 50.00 |
| 67810 | 5/12/21 | Anders Valley Publishing, LLC | 1000-000 | 35.00 |
| 67811 | 5/12/21 | First Avenue Promo | 1000-000 | 450.00 |
| 67812 | 5/12/21 | Innovative Office Solutions, LLC | 1000-000 | 1,439.60 |
| 67813 | 5/12/21 | Jenna Kahly | 1000-000 | 6.27 |
| 67814 | 5/12/21 | Megan Krueger | 1000-000 | 138.34 |
| 67815 | 5/12/21 | Julia Miller | 1000-000 | 63.84 |
| 67816 | 5/12/21 | Heidi Moore | 1000-000 | 11.20 |
| 67817 | 5/12/21 | Office Depot | 1000-000 | 196.06 |
| 67818 | 5/12/21 | Candace Osborn | 1000-000 | 47.88 |
| 67819 | 5/12/21 | Overdrive, Inc. | 1000-000 | 3,150.48 |
| 67820 | 5/12/21 | Payroll Professionals, Inc. | 1000-000 | 110.05 |
| 67821 | 5/12/21 | Post-Traumatic Funk Syndrome | 1000-000 | 90.00 |
| 67822 | 5/12/21 | Quill Corporation | 1000-000 | 499.55 |
| 67823 | 5/12/21 | Shortprinter | 1000-000 | 80.22 |
| 67824 | 5/12/21 | Josh Stompro | 1000-000 | 212.03 |

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|---|--------------|------------|
| 67825 | 5/12/21 | Swank Movie Licensing USA | 1000-000 | 1,009.00 |
| 67826 | 5/12/21 | Carol Van Brocklin | 1000-000 | 29.12 |
| 5/21-52 | 5/12/21 | Amazon (charges on account) | 2020-000 | 25.98 |
| 5/21-53 | 5/12/21 | Amazon (charges on account) | 2020-000 | 145.87 |
| 5/21-54 | 5/12/21 | Amazon (charges on account) | 2020-000 | 35.97 |
| 5/21-62 | 5/12/21 | Amazon (charges on account) | 2020-000 | -0.04 |
| 5/21-63 | 5/12/21 | Amazon (charges on account) | 2020-000 | 17.96 |
| 5/21-64 | 5/12/21 | Amazon (charges on account) | 2020-000 | 30.94 |
| eft-5/13/21-1 | 5/13/21 | Further - VEBA/HSA | 1000-000 | 1,977.50 |
| eft-5/13/21-2 | 5/13/21 | Further - VEBA/HSA | 1000-000 | 2,196.25 |
| eft-5/13/21-1 | 5/13/21 | Lake Agassiz Regional Library | 1010-000 | 120,000.00 |
| eft-5/13/21-3 | 5/13/21 | Lake Agassiz Regional Library | 1000-000 | 53,000.00 |
| eft-5/14/21-1 | 5/14/21 | Allstream | 1000-000 | 833.57 |
| eft-5/14/21-2 | 5/14/21 | AFLAC | 1000-000 | 267.12 |
| eft-5/14/21-3 | 5/14/21 | Federal Income Tax deposit | 1000-000 | 16,720.64 |
| eft-5/14/21-4 | 5/14/21 | Minnesota State Income Tax | 1000-000 | 1,536.00 |
| eft-5/14/21-5 | 5/14/21 | ING (Deferred Compensation) | 1000-000 | 2,635.98 |
| eft-5/14/21-6 | 5/14/21 | Public Employees Retirement Association | 1000-000 | 10,543.40 |
| eft-5/14/21-7 | 5/14/21 | LARL Payroll | 1005-000 | 54,504.20 |
| eft-5/15/21-1 | 5/15/21 | Garden Valley Telephone Company | 1000-000 | 41.61 |
| eft-05/15/21-1 | 5/15/21 | Rothsay Telephone | 2010-000 | 71.76 |
| eft-5/15/21-2 | 5/15/21 | Synchrony Bank/Amazon | 1000-000 | 4,266.40 |
| 5/21-70 | 5/16/21 | Amazon (charges on account) | 2020-000 | 14.99 |
| 5/21-71 | 5/16/21 | Amazon (charges on account) | 2020-000 | 51.84 |
| 5/21-72 | 5/16/21 | Amazon (charges on account) | 2020-000 | 27.98 |
| 5/21-65 | 5/17/21 | Amazon (charges on account) | 2020-000 | 139.00 |
| 5/21-66 | 5/17/21 | Amazon (charges on account) | 2020-000 | 398.00 |
| 5/21-73 | 5/17/21 | Amazon (charges on account) | 2020-000 | 25.92 |
| 5/21-74 | 5/17/21 | Amazon (charges on account) | 2020-000 | 98.16 |
| 5/21-75 | 5/17/21 | Amazon (charges on account) | 2020-000 | 23.97 |
| 5/21-76 | 5/17/21 | Amazon (charges on account) | 2020-000 | 180.77 |
| 5/21-77 | 5/17/21 | Amazon (charges on account) | 2020-000 | 13.73 |
| 5/21-78 | 5/17/21 | Amazon (charges on account) | 2020-000 | 43.98 |

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| Check # | Date | Payee | Cash Account | Amount |
|---------------|---------|---------------------------------------|--------------|----------|
| 67827 | 5/18/21 | Marya Justine Hombacher | 1000-000 | 3,000.00 |
| CC5/18/21-1 | 5/18/21 | North Dakota Society of CPA's | 2010-000 | 85.00 |
| 5/21-79 | 5/18/21 | Amazon (charges on account) | 2020-000 | 83.86 |
| 5/21-84 | 5/18/21 | Amazon (charges on account) | 2020-000 | 156.23 |
| eft-5/19/21-1 | 5/19/21 | Mutual of Omaha | 1000-000 | 109.20 |
| 67828 | 5/19/21 | Baker & Taylor | 1000-000 | 1,944.88 |
| 67828a | 5/19/21 | VOID | 1000-000 | |
| 67829 | 5/19/21 | Black Stone Publishing | 1000-000 | 980.88 |
| 67830 | 5/19/21 | Karen Edevold | 1000-000 | 58.72 |
| 67831 | 5/19/21 | Daily Journal | 1000-000 | 168.00 |
| 67832 | 5/19/21 | Erin Gunderson | 1000-000 | 50.40 |
| 67833 | 5/19/21 | The Hawley Herald, Inc. | 1000-000 | 43.00 |
| 67834 | 5/19/21 | Hennepin County Library | 1000-000 | 35.00 |
| 67835 | 5/19/21 | HPR, LLC | 1000-000 | 200.00 |
| 67836 | 5/19/21 | Melissa Larson | 1000-000 | 24.92 |
| 67837 | 5/19/21 | Library Strategies | 1000-000 | 7,875.00 |
| 67838 | 5/19/21 | Julia Miller | 1000-000 | 31.92 |
| 67839 | 5/19/21 | Overdrive, Inc. | 1000-000 | 2,744.90 |
| 67840 | 5/19/21 | Quill Corporation | 1000-000 | 133.88 |
| 67841 | 5/19/21 | Jennifer Rodger | 1000-000 | 21.60 |
| 67842 | 5/19/21 | Philip Spooner | 1000-000 | 78.40 |
| 67843 | 5/19/21 | Josh Stompro | 1000-000 | 13.65 |
| 67844 | 5/19/21 | University Of Wisconsin-Stevens Point | 1000-000 | 80.00 |
| 5/21-67 | 5/19/21 | Amazon (charges on account) | 2020-000 | 129.95 |
| 5/21-80 | 5/19/21 | Amazon (charges on account) | 2020-000 | -0.25 |
| 5/21-81 | 5/19/21 | Amazon (charges on account) | 2020-000 | 12.96 |
| 5/21-85 | 5/19/21 | Amazon (charges on account) | 2020-000 | 59.96 |
| 5/21-68 | 5/20/21 | Amazon (charges on account) | 2020-000 | 640.00 |
| 67845 | 5/21/21 | USI Insurance Services LLC | 1000-000 | 2,464.00 |
| 5/21-86 | 5/21/21 | Amazon (charges on account) | 2020-000 | 12.99 |
| | 5/22/21 | Tidio | 2010-000 | 18.36 |
| eft-5/22/21-1 | 5/22/21 | Further - Fees | 1000-000 | 99.00 |
| 5/21-82 | 5/23/21 | Amazon (charges on account) | 2020-000 | 21.99 |
| 5/21-83 | 5/23/21 | Amazon (charges on account) | 2020-000 | 15.49 |

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| Check # | Date | Payee | Cash Account | Amount |
|---------------|---------|-------------------------------|--------------|------------|
| 5/21-69 | 5/24/21 | Amazon (charges on account) | 2020-000 | 19.94 |
| 6/21-03 | 5/24/21 | Amazon (charges on account) | 2020-000 | 36.48 |
| 6/21-04 | 5/24/21 | Amazon (charges on account) | 2020-000 | 13.15 |
| eft-5/25/21-1 | 5/25/21 | Arvig | 1000-000 | 174.34 |
| cc-5/25/21-1 | 5/25/21 | Uprinting.com | 2010-000 | 136.90 |
| 6/21-01 | 5/25/21 | Amazon (charges on account) | 2020-000 | 34.84 |
| 6/21-05 | 5/25/21 | Amazon (charges on account) | 2020-000 | 34.84 |
| CC-5/26/21-1 | 5/26/21 | VistaPrint.com | 2010-000 | 303.12 |
| CC-5/26/21-2 | 5/26/21 | VistaPrint.com | 2010-000 | -22.36 |
| 67846 | 5/26/21 | AFSCME Council 65 | 1000-000 | 497.22 |
| 67847 | 5/26/21 | AFSCME PEOPLE | 1000-000 | 75.40 |
| 67848 | 5/26/21 | Anoka County Library | 1000-000 | 34.74 |
| 67849 | 5/26/21 | Baker & Taylor | 1000-000 | 3,947.04 |
| 67849a | 5/26/21 | VOID | 1000-000 | |
| 67849b | 5/26/21 | VOID | 1000-000 | |
| 67850 | 5/26/21 | Black Stone Publishing | 1000-000 | 48.24 |
| 67851 | 5/26/21 | Joyce Christine Boike | 1000-000 | 40.88 |
| 67852 | 5/26/21 | ByteSpeed, LLC | 1000-000 | 1,108.00 |
| 67853 | 5/26/21 | FM Area Foundation | 1000-000 | 935.00 |
| 67854 | 5/26/21 | Lerner Publishing Group | 1000-000 | 1,685.25 |
| 67855 | 5/26/21 | Norman County Index | 1000-000 | 33.00 |
| 67856 | 5/26/21 | Overdrive, Inc. | 1000-000 | 7,968.06 |
| 67856a | 5/26/21 | VOID | 1000-000 | |
| 67857 | 5/26/21 | Paper Roll Products | 1000-000 | 2,301.50 |
| 67858 | 5/26/21 | Payroll Professionals, Inc. | 1000-000 | 117.80 |
| 67859 | 5/26/21 | Philip Spooner | 1000-000 | 36.96 |
| eft-5/26/21-1 | 5/26/21 | Lake Agassiz Regional Library | 1010-000 | 125,000.00 |
| eft-5/26/21-2 | 5/26/21 | Lake Agassiz Regional Library | 1000-000 | 55,000.00 |
| cc-5/26/21-1 | 5/26/21 | Best Name Badges | 2010-000 | 13.36 |
| cc-5/26/21-2 | 5/26/21 | Uprinting.com | 2010-000 | 131.10 |
| cc-5/26/21-3 | 5/26/21 | Barnes & Noble, Inc. | 2010-000 | 25.73 |
| cc-5/27/21-1 | 5/27/21 | MoneySoft | 2010-000 | 299.00 |
| cc-5/27/21-2 | 5/27/21 | Walgreens | 2010-000 | 7.49 |

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| Check # | Date | Payee | Cash Account | Amount |
|---------------|---------|---|--------------|-------------------|
| cc-5/27/21-3 | 5/27/21 | NDSU Bookstore | 2010-000 | 40.98 |
| eft-5/28/21-1 | 5/28/21 | Lakes Country Service Cooperative | 1000-000 | 26,089.50 |
| eft-5/28/21-2 | 5/28/21 | Further - VEBA/HSA | 1000-000 | 441.25 |
| eft-5/28/21-6 | 5/28/21 | Public Employees Retirement Association | 1000-000 | 10,481.77 |
| eft-5/28/21-7 | 5/28/21 | LARL Payroll | 1005-000 | 54,942.36 |
| eft-5/28/21-5 | 5/28/21 | ING (Deferred Compensation) | 1000-000 | 2,611.78 |
| eft-5/28/21-4 | 5/28/21 | Minnesota State Income Tax | 1000-000 | 1,535.00 |
| eft-5/28/21-3 | 5/28/21 | Federal Income Tax deposit | 1000-000 | 16,658.90 |
| cc-5/28/21-1 | 5/28/21 | Uprinting.com | 2010-000 | 261.61 |
| 6/21-06 | 5/28/21 | Amazon (charges on account) | 2020-000 | 35.06 |
| 6/21-11 | 5/28/21 | Amazon (charges on account) | 2020-000 | 29.98 |
| 6/21-07 | 5/29/21 | Amazon (charges on account) | 2020-000 | 150.06 |
| eft-5/30/21-1 | 5/30/21 | Garden Valley Telephone Company | 1000-000 | 41.61 |
| eft-5/30/21-2 | 5/30/21 | Garden Valley Telephone Company | 1000-000 | 41.61 |
| eft-5/30/21-3 | 5/30/21 | Garden Valley Telephone Company | 1000-000 | 41.61 |
| eft-5/30/21-4 | 5/30/21 | Garden Valley Telephone Company | 1000-000 | 76.96 |
| 6/21-02 | 5/30/21 | Amazon (charges on account) | 2020-000 | 23.99 |
| 6/21-08 | 5/30/21 | Amazon (charges on account) | 2020-000 | 23.49 |
| 6/21-09 | 5/30/21 | Amazon (charges on account) | 2020-000 | 26.99 |
| cc-5/31/21-1 | 5/31/21 | Facebook Ad Manager | 2010-000 | 300.00 |
| 6/21-10 | 5/31/21 | Amazon (charges on account) | 2020-000 | 41.62 |
| Total | | | | 667,570.63 |