

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

**LAKE AGASSIZ REGIONAL LIBRARY BOARD OF TRUSTEES  
EXECUTIVE/FINANCE COMMITTEE MEETING**

**Thursday, April 21, 2022  
5:30 p.m.**

**EXECUTIVE COMMITTEE MEMBERS:** Briggs, Ebinger, Jacobson, Larson, Willhite (*Chair*)

**FINANCE COMMITTEE MEMBERS:** Ebinger, Grimsley, Jacobson (*Chair*), Titera, Willhite (*ex officio*)

**Note:** If you're unable to attend this meeting, please notify Liz by email at [lynchl@larl.org](mailto:lynchl@larl.org).

**AGENDA**

**5:30 1. CALL TO ORDER – Willhite**  
**PUBLIC INPUT**  
**APPROVAL OF AGENDA**

**5:35 2. MINUTES OF THE JANUARY 20, 2022 FINANCE COMMITTEE MEETING**  
Enclosed (page 3)

***Recommended Motion: Move to approve the January 20, 2022 Finance Committee Meeting Minutes as presented.***

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

a. 2023 Preliminary Budget - Draft 1  
Enclosed (page 9)

b. 2023 Preliminary Budget - Line Item Breakdown  
Enclosed (page 11)

**5:55 4. DIRECTOR'S REPORT – Lynch**  
Enclosed (page 16)

**6:05 5. PRESIDENT'S REPORT – Willhite**

**6:10 6. OTHER**

**6:20 7. ADJOURNMENT**

**MISC ITEMS ENCLOSED:**

- a. **List of Bills/Check Register – March 2022**  
Enclosed (page 19)
- b. **Moorhead Community Center and Regional Library update;**  
Article from FM Extra, April 7, 2022  
Enclosed (page 27)

**UPCOMING MEETINGS/EVENTS**

**Full Board Meeting**, May 19, 2022 at 5:30  
2023 Preliminary Budget Review-Draft 2

**Memorial Day**, May 30, 2022  
All LARL Branches, LINK Sites, and the Regional Office Closed

**Finance Committee Meeting**, June 16, 2022 at 5:00  
**Full Board Meeting** at 5:30, following the Finance Meeting  
Adopt 2023 Preliminary Budget  
Location to be determined.

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

**LARL BOARD OF TRUSTEES  
FINANCE COMMITTEE MEETING  
MINUTES  
DRAFT**

A meeting of the Lake Agassiz Regional Library Finance Committee was held on Thursday, January 20, 2022 at the Moorhead Public Library. Jacobson (Chair) called the meeting to order at 5:00 p.m.

**Finance Committee Members Present:** Ebinger, Grimsley, Jacobson (*Chair*), Titera, Willhite (*ex officio*).

**Finance Committee Members Absent:** none

**Others Present:** Lynch (online), Sprynczynatyk.

**PUBLIC INPUT:** None.

**APPROVAL OF AGENDA**

*(Ebinger/Titera) Move to approve the agenda of the January 20, 2022 Finance Committee meeting as presented. MCU.*

**MINUTES OF THE JUNE 17, 2021 FINANCE COMMITTEE MEETING**

*(Grimsley/Ebinger) Move to approve the June 17, 2021 Finance Committee Meeting Minutes as presented. MCU.*

**LIST OF AUTHORIZED INSTITUTIONS**

*(Ebinger/Titera) Move to recommend to the Full Board, approval of the list of authorized institutions for 2022: Bell Bank and Edward Jones. MCU.*

**REVIEW DRAFT 2022 FINAL BUDGET**

Sprynczynatyk noted that all LARL Signatories have agreed to meet the 2022 budget requests. Personnel decreased by \$52,750 due to health insurance increases coming in at 1% rather than the budgeted 8% and due to some employee turnover. Mileage/Board meeting expenses decreased \$2,100 due to mileage being lower the last two years mainly due to less Substitute Librarian travel during COVID, this trend will likely continue for 2022.

(over)

**Minutes of January 20, 2022 Finance Committee Meeting – Page 2.**

**REVIEW DRAFT 2022 FINAL BUDGET – continued**

***(Titera/Grimsley) Move to recommend the 2022 Final Budget as presented to the Full Board for approval. MCU.***

**DESIGNATED FUNDS**

Sprynczynatyk presented management recommendations for the 2022 Designated Fund Balances.

Grimsley suggested removing the Staffing/Reorganizing Funding line from the designated funds and moving the \$50,000 to undesignated.

***(Grimsley/Ebinger) Move to recommend the 2022 Designated Funds, removing the \$50,000 Staffing/Reorganizing funds and moving to undesignated, to the Full Board for approval. MCU.***

**MCIT INSURANCE/OTHER POLICIES**

Sprynczynatyk announced that LARL's membership to MCIT has been approved and insurance coverage will start February 1, 2022.

The MCIT insurance coverage includes a flood endorsement. LARL currently carries Flood Insurance on the Ada Library. Per discussing with FEMA, review of flood maps, and the new coverage with MCIT, it appears a separate Flood Policy isn't necessary anymore. The Committee instructed Sprynczynatyk to not renew the Ada flood insurance policy that is set to expire on February 7, 2022.

The MCIT insurance coverage includes Directors and Officers/Employment Practices Liability insurance. In the past LARL has purchased a separate policy. When the old policy is cancelled, there will no longer be coverage for any issues that might come up from before February 1, 2022. In order to have coverage for any issues that could possibly come up from before Feb 1, 2022, a policy extension must be purchased. As of meeting time LARL's current Agent wasn't able to get pricing from the carrier. The Committee suggested Sprynczynatyk look into 1 to 2 years of extended coverage as long as pricing appeared reasonable.

**ADJOURNMENT**

The meeting adjourned at 5:20pm.

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2022

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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>					
<b>Signatory Funding</b>					
Becker County	\$ 0	\$ 100,688	\$ 402,750	302,062	25.00
Detroit Lakes	0	59,345	237,380	178,035	25.00
Clay County	0	77,441	309,765	232,324	25.00
Moorhead	0	197,595	790,380	592,785	25.00
Clearwater County	0	27,374	109,495	82,121	25.00
Mahnomen County	0	11,468	45,870	34,402	25.00
Mahnomen	0	5,649	22,595	16,946	25.00
Norman County	0	26,279	105,115	78,836	25.00
Polk County	0	70,569	282,275	211,706	25.00
Crookston	0	57,708	230,830	173,122	25.00
Wilkin County	0	14,261	57,045	42,784	25.00
Breckenridge	0	23,533	94,130	70,597	25.00
<b>Total Signatory Funding</b>	<b>0</b>	<b>671,910</b>	<b>2,687,630</b>	<b>2,015,720</b>	<b>25.00</b>
<b>Grants</b>					
Basic Support - MN (RLBSS)	0	218,472	546,180	327,708	40.00
Reg Library Telecom Aid (RLTA)	32,283	76,314	83,620	7,306	91.26
<b>Total Grants</b>	<b>32,283</b>	<b>294,786</b>	<b>629,800</b>	<b>335,014</b>	<b>46.81</b>
<b>Miscellaneous Revenue</b>					
Service Charge Revenue	391	959	8,000	7,041	11.99
Printing Revenue	1,297	3,241	16,000	12,759	20.26
Fax Revenue	312	1,135	5,500	4,365	20.64
Microfilm Revenue	19	34	250	216	13.60
Photocopy Revenue	754	1,610	7,000	5,390	23.00
Book/Furniture Sale Revenue	116	210	0	(210)	0.00
Interest/Dividend Income	250	21,039	60,000	38,961	35.07
Investment Value Change	(49,865)	(106,983)	0	106,983	0.00
Lost/Damaged Property	848	1,355	6,000	4,645	22.58
<b>Total Miscellaneous Revenue</b>	<b>(45,878)</b>	<b>(77,400)</b>	<b>102,750</b>	<b>180,150</b>	<b>(75.33)</b>
<b>Joint Automation Revenue</b>					
Northwest Reg. Lib. Contrib.	0	11,800	47,200	35,400	25.00
MNLink Server Site Payments	264	793	3,150	2,357	25.17
<b>Total Joint Automation Revenue</b>	<b>264</b>	<b>12,593</b>	<b>50,350</b>	<b>37,757</b>	<b>25.01</b>
<b>Fund Balance/Shortfall</b>	<b>0</b>	<b>0</b>	<b>86,690</b>	<b>86,690</b>	<b>0.00</b>
<b>Total General Fund Revenue</b>	<b>(13,331)</b>	<b>901,889</b>	<b>3,557,220</b>	<b>2,655,331</b>	<b>25.35</b>
<b>General Fund Expenditures</b>					
<b>Personnel Expenses</b>					
Salaries	137,284	430,207	1,890,200	1,459,993	22.76
Payroll Taxes	10,544	33,027	146,300	113,273	22.57
Retirement - PERA	10,350	32,029	141,250	109,221	22.68
Health Insurance	30,536	91,197	377,850	286,653	24.14
Life Insurance	112	435	1,350	915	32.22
Workers Compensation Insurance	255	776	3,600	2,824	21.56
Other Employee Benefits	121	363	1,650	1,287	22.00
<b>Total Personnel</b>	<b>189,202</b>	<b>588,034</b>	<b>2,562,200</b>	<b>1,974,166</b>	<b>22.95</b>
<b>Automation/Cataloging</b>					
Automation	12,434	37,510	155,050	117,540	24.19
Support - App	0	0	3,900	3,900	0.00
Remote Printing	288	864	3,450	2,586	25.04
Catalog Item Records	1,022	3,066	12,100	9,034	25.34
Supplies - Computer	690	1,466	5,000	3,534	29.32
Supplies - Technical Services	140	1,153	6,000	4,847	19.22
<b>Total Automation/Cataloging</b>	<b>14,574</b>	<b>44,059</b>	<b>185,500</b>	<b>141,441</b>	<b>23.75</b>

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2022

	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	0	0	3,400	3,400	0.00
Programming - Summer Learning	(501)	(501)	9,000	9,501	(5.57)
Programming - Adult	0	86	2,500	2,414	3.44
<b>Total Library Programming</b>	<b>(501)</b>	<b>(415)</b>	<b>14,900</b>	<b>15,315</b>	<b>(2.79)</b>
<b>Staff Development</b>					
Staff Training & Development	332	831	10,000	9,169	8.31
<b>Total Staff Development</b>	<b>332</b>	<b>831</b>	<b>10,000</b>	<b>9,169</b>	<b>8.31</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,400	3,043	20,000	16,957	15.22
Regional Board Meetings	909	1,749	5,900	4,151	29.64
<b>Total Mileage/Board Meeting Expenses</b>	<b>2,309</b>	<b>4,792</b>	<b>25,900</b>	<b>21,108</b>	<b>18.50</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	9,205	10,303	16,750	6,447	61.51
Attorney Fees	0	850	1,500	650	56.67
Bus. Office Software/Supplies	0	0	2,000	2,000	0.00
Delivery Services	4,589	13,767	60,400	46,633	22.79
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,435	6,643	18,900	12,257	35.15
Lease - Regional Office Rent	1,787	5,361	21,450	16,089	24.99
Leases - Equipment	1,499	2,868	6,050	3,182	47.40
Maintenance Contracts	1,002	1,897	11,852	9,955	16.01
Memberships	0	398	1,000	602	39.80
Minnesota Director's Fund	0	0	2,100	2,100	0.00
Miscellaneous Expense	0	1,173	2,500	1,327	46.92
PIO: Printing/Advertising	588	3,176	16,500	13,324	19.25
Postage	8	148	3,700	3,552	4.00
Recruitment	176	258	8,500	8,242	3.04
Repairs - Equipment	0	0	2,500	2,500	0.00
Supplies - Copier/Fax/Microfilm	0	28	750	722	3.73
Supplies - Office	36	2,372	7,998	5,626	29.66
Supplies - Public Services	209	698	6,000	5,302	11.63
Telephone/Telecom	2,097	4,975	23,500	18,525	21.17
<b>Total Other Operating Expenses</b>	<b>22,631</b>	<b>54,915</b>	<b>216,450</b>	<b>161,535</b>	<b>25.37</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>32,283</b>	<b>76,314</b>	<b>83,620</b>	<b>7,306</b>	<b>91.26</b>
<b>Transportation</b>					
Vehicle Expenses	0	181	3,650	3,469	4.96
<b>Total Transportation</b>	<b>0</b>	<b>181</b>	<b>3,650</b>	<b>3,469</b>	<b>4.96</b>
<b>Materials</b>					
Audio Visual	4,674	11,230	67,200	55,970	16.71
Digital	1,564	15,667	112,000	96,333	13.99
Online Resources	634	1,894	8,000	6,106	23.68
Periodicals	11,006	11,389	22,000	10,611	51.77
Print	14,014	62,997	205,800	142,803	30.61
<b>Total Materials</b>	<b>31,892</b>	<b>103,177</b>	<b>415,000</b>	<b>311,823</b>	<b>24.86</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	2,177	2,177	10,000	7,823	21.77
Software & Hardware Upgrades	0	(963)	30,000	30,963	(3.21)
<b>Total Capital Expenditures</b>	<b>2,177</b>	<b>1,214</b>	<b>40,000</b>	<b>38,786</b>	<b>3.04</b>
<b>Total General Fund Expenditures</b>	<b>294,899</b>	<b>873,102</b>	<b>3,557,220</b>	<b>2,684,118</b>	<b>24.54</b>
General Fund Revenue Over Expenditures	\$ (308,230)	\$ 28,787	\$ 0	(28,787)	0.00

Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Three Months Ending March 31, 2022

	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	\$ 1,880	\$ 5,416	\$ 0	(5,416)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	468	3,355	0	(3,355)	0.00
Legacy Grant Revenue	19,717	33,754	0	(33,754)	0.00
Miscellaneous State Grants	9,184	19,446	0	(19,446)	0.00
Northern Lights LN Funds	0	1,638	0	(1,638)	0.00
<b>Total Special Projects Revenue</b>	<b>31,249</b>	<b>63,609</b>	<b>0</b>	<b>(63,609)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	128	213	0	(213)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	208	0	(208)	0.00
Donations - Miscellaneous	1,982	4,287	0	(4,287)	0.00
Donations - Book Truck	0	130	0	(130)	0.00
Legacy Grant Expense	19,717	33,753	0	(33,753)	0.00
Telecom/E-rate Expenses	468	3,355	0	(3,355)	0.00
Misc. State Grant Expense	9,184	19,446	0	(19,446)	0.00
Northern Lights LN e-Books	0	1,638	0	(1,638)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>31,479</b>	<b>63,030</b>	<b>0</b>	<b>(63,030)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	928	1,686	0	(1,686)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>928</b>	<b>1,686</b>	<b>0</b>	<b>(1,686)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>32,407</b>	<b>64,716</b>	<b>0</b>	<b>(64,716)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (1,158)	\$ (1,107)	\$ 0	1,107	0.00
GRAND TOTAL REVENUE	17,918	965,498	3,557,220	2,591,722	27.14
GRAND TOTAL EXPENDITURES	327,320	937,860	3,557,220	2,619,360	26.36
CHANGE IN FUND BALANCE	\$ (309,402)	\$ 27,638	\$ 0	(27,638)	0.00

**Lake Agassiz Regional Library  
Statement of Financial Position  
March 31, 2022**

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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)	\$ 47,733	38,425	9,308	55,582	(7,849)
Cash - Payroll (Bell Bank)	7,682	16,550	(8,868)	7,168	514
Cash - Savings (Bell Bank)	920,520	1,069,910	(149,390)	980,320	(59,800)
Petty Cash	560	560	0	560	0
Investment Account	1,530,566	1,580,429	(49,863)	1,617,109	(86,543)
Accounts Receivable	100,688	158,467	(57,779)	25	100,663
Other Miscellaneous Receivable	19,446	10,262	9,184	8,487	10,959
Prepaid Expenses	43,173	43,356	(183)	29,085	14,088
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(2,641)	(2,641)	0	(2,641)	0
Equipment and Fixtures	324,308	324,308	0	324,308	0
Accum Depr - Equip & Fixtures	(232,204)	(232,204)	0	(232,204)	0
Equipment & Fixtures - Donated	177,371	177,371	0	177,371	0
Accum Depr - Donated Equip	(153,117)	(153,117)	0	(153,117)	0
Endowment Funds	99,312	99,312	0	99,312	0
Amount Provided - LTD	61,085	61,085	0	61,085	0
Total Assets	\$ 2,958,349	3,205,940	(247,591)	2,986,317	(27,968)
<b>LIABILITIES</b>					
Accounts Payable	\$ 69,536	33,308	36,228	88,591	(19,055)
Credit Card Payable	6,748	5,065	1,683	0	6,748
Amazon Charge Account	3,151	3,608	(457)	0	3,151
Accrued Salaries Payable	83,925	83,925	0	83,925	0
Accrued Sick Leave Payable	17,219	17,219	0	17,219	0
Accrued Vacation Payable	43,866	43,866	0	43,866	0
PERA (Retirement) Payable	0	30	(30)	0	0
Payroll Tax Payable - ND	0	807	(807)	0	0
Dental Insurance Payable	(26)	(70)	44	0	(26)
Vision Insurance Payable	6	(6)	12	0	6
AFLAC Payable	128	128	0	149	(21)
Flexible Spending - Medical	1,118	1,075	43	954	164
Flexible Spending - Dep Care	100	100	0	100	0
Sales Tax Payable	428	257	171	520	(92)
Deferred Revenue	536,768	511,847	24,921	583,248	(46,480)
Total Liabilities	762,967	701,159	61,808	818,572	(55,605)
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	290,847	290,847	0	237,098	53,749
Fund Bal - Operating Reserve	1,175,000	1,175,000	0	1,175,000	0
Fund Bal - Employee Severance	21,000	21,000	0	21,000	0
Fund Bal - Unemployment Comp.	48,000	48,000	0	48,000	0
Fund Bal - Vehicle Replacement	30,000	30,000	0	30,000	0
Fund Bal - Technology Upgrade	46,000	46,000	0	46,000	0
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	9,500	9,500	0	9,500	0
Fund Bal - Outreach Services	20,000	20,000	0	20,000	0
Fund Bal - Branch 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	21,000	21,000	0	21,000	0
Fund Bal - Joint Automation	107,000	107,000	0	107,000	0
Investment in Gen. Fixed Asset	127,584	127,584	0	127,584	0
Reserve for Donations	57,503	57,503	0	57,503	0
Reserve for Endowments	99,312	99,312	0	99,312	0
Change in Fund Balance	27,636	337,035	(309,399)	53,748	(26,112)
Total Fund Balances	2,195,382	2,504,781	(309,399)	2,167,745	27,637
Total Liabilities & Fund Bal.	\$ 2,958,349	3,205,940	(247,591)	2,986,317	(27,968)



# LAKE AGASSIZ REGIONAL LIBRARY

## 2023

### Preliminary Budget

#### Draft #1

CATEGORY	2021 Budget	2022 Budget	203 Budget	\$ Change	% Change
Personnel	2,508,500	2,562,200	2,669,700	107,500	4.20%
Library Materials	405,000	415,000	425,400	10,400	2.51%
Automation/Cataloging	180,500	185,500	191,600	6,100	3.29%
Programming & Staff Development	24,900	24,900	24,900	0	0.00%
Mileage & Board Meetings	28,000	25,900	25,900	0	0.00%
Regional Library Telecom Aid	83,650	83,620	83,620	0	0.00%
Other Operating Expenses	217,750	216,450	211,250	(5,200)	-2.40%
Vehicle Expenses	3,650	3,650	1,750	(1,900)	-52.05%
Capital Expenses	44,500	40,000	40,000	0	0.00%
Total Budget	3,496,450	3,557,220	3,674,120	116,900	3.29%

(OVER)

## LAKE AGASSIZ REGIONAL LIBRARY

2023

## Preliminary Budget

Draft #1

REVENUE	2021 Budget	2022 Budget	\$ Change	2023 Request
Becker County	400,365	402,750	12,545	415,295
Detroit Lakes	236,345	237,380	5,405	242,785
Clay County	308,075	309,765	8,500	318,265
Moorhead	786,920	790,380	17,170	807,550
Clearwater County	108,780	109,495	3,280	112,775
Mahnomen County	45,625	45,870	1,125	46,995
Mahnomen	22,410	22,595	690	23,285
Norman County	104,480	105,115	3,185	108,300
Polk County	280,570	282,275	8,595	290,870
Crookston	230,030	230,830	3,915	234,745
Wilkin County	56,795	57,045	1,345	58,390
Breckenridge	93,735	94,130	1,745	95,875
<b>SUB-TOTAL</b>	<b>2,674,130</b>	<b>2,687,630</b>	<b>67,500</b>	<b>2,755,130</b>
<b>GRANTS</b>				
State Basic Support	533,513	546,180	3,820	550,000
Regional Library Telecom Aid	83,650	83,620	-	83,620
<b>TOTAL GRANTS</b>	<b>617,163</b>	<b>629,800</b>	<b>3,820</b>	<b>633,620</b>
<b>OTHER REVENUE</b>				
Miscellaneous	104,700	102,750	-	102,750
Joint Automation	49,450	50,350	1,950	52,300
Fund Balance/Shortfall	51,007	86,690	43,630	130,320
<b>TOTAL OTHER REVENUE</b>	<b>205,157</b>	<b>239,790</b>	<b>45,580</b>	<b>285,370</b>
<b>TOTAL REVENUE</b>	<b>3,496,450</b>	<b>3,557,220</b>	<b>116,900</b>	<b>3,674,120</b>
<b>EXPENDITURES</b>				
Operating	3,451,950	3,517,220	116,900	3,634,120
Capital	44,500	40,000	-	40,000
<b>TOTAL EXPENDITURES</b>	<b>3,496,450</b>	<b>3,557,220</b>	<b>116,900</b>	<b>3,674,120</b>
				-



## LINE ITEM BREAKDOWN

		2022 Final Budget	2023		Change 2022 to 2023	% Change	COMMENTS
			Change Draft #1	Budget			
REVENUE							
SIGNATORY CONTRIBUTIONS							
4000-001	Becker County	402,855	12,440	415,295	12,440.00	3.09%	
4000-002	Detroit Lakes	237,420	5,365	242,785	5,365.00	2.26%	
4000-010	Clay County	309,775	8,490	318,265	8,490.00	2.74%	
4000-011	Moorhead	790,360	17,190	807,550	17,190.00	2.17%	
4000-020	Clearwater County	109,445	3,330	112,775	3,330.00	3.04%	
4000-030	Mahnomen County	45,855	1,140	46,995	1,140.00	2.49%	
4000-031	Mahnomen	22,555	730	23,285	730.00	3.24%	
4000-040	Norman County	105,115	3,185	108,300	3,185.00	3.03%	
4000-050	Polk County	282,285	8,585	290,870	8,585.00	3.04%	
4000-051	Crookston	230,815	3,930	234,745	3,930.00	1.70%	
4000-060	Wilkin County	57,060	1,330	58,390	1,330.00	2.33%	
4000-061	Breckenridge	94,090	1,785	95,875	1,785.00	1.90%	
Subtotal		2,687,630	67,500	2,755,130	67,500.00	2.51%	
GRANTS							
4110	Regional Library Telecom Aid (RLTA)	83,620	-	83,620	-	0.00%	
4100	Basic Support - MN (RLBSS)	546,180	3,820	550,000	3,820.00	0.70%	Find out amount in August
Subtotal		629,800	3,820	633,620	3,820.00	0.61%	
MISC. REVENUE							
4500	Service Charge Revenue	8,000		8,000	-	0.00%	
4510	Printing Revenue	16,000		16,000	-	0.00%	
4520	Fax Revenue	5,500		5,500	-	0.00%	
4530	Microfilm Revenue	250		250	-	0.00%	
4540	Photocopy Revenue	7,000		7,000	-	0.00%	
4560	Interest Income/Investment	60,000		60,000	-	0.00%	
4590	Lost/Damaged Property	6,000		6,000	-	0.00%	
Subtotal		102,750	-	102,750	-	0.00%	
JOINT AUTOMATION							
9505-200	Reimbursement from NWRL	47,200	1,950	49,150	1,950.00	4.13%	
9510-200	MnLINK Server Site Payment	3,150	-	3,150	-	0.00%	
Subtotal		50,350	1,950	52,300	1,950.00	3.87%	
4900	Deficit (Surplus)	86,690	43,630	130,320	43,630.00	50.33%	
TOTAL REVENUE		3,557,220	116,900	3,674,120	116,900	3.29%	
EXPENSES							
PERSONNEL EXPENSES							
5000	Salaries & Wages	1,890,200	77,300	1,967,500	77,300.00	4.09%	Union grid 4%, Non Union 3%
5100	Payroll Taxes	146,300	6,600	152,900	6,600.00	4.51%	
5110	Retirement - PERA employer	141,250	6,400	147,650	6,400.00	4.53%	
5120	Health Insurance	377,850	17,400	395,250	17,400.00	4.61%	Est 8% increase, actual August
5140	Life Insurance	1,350	(50)	1,300	(50.00)	-3.70%	
5160	Other Employee Benefits	1,650		1,650	-	0.00%	
5150	Workers' Compensation Insurance	3,600	(150)	3,450	(150.00)	-4.17%	MCIT lower rate
Subtotal		2,562,200	107,500	2,669,700	107,500	4.20%	
AUTOMATION/CATALOGING							
6100	Automation System	155,050	6,100	161,150	6,100.00	3.93%	pay and benefits increase
6105	Support - App	3,900	-	3,900	-	0.00%	
6107	Remote Printing Service	3,450	-	3,450	-	0.00%	
6040	Supplies - Computer	5,000	-	5,000	-	0.00%	
6010	Supplies - Technical Services	6,000	-	6,000	-	0.00%	
6110	OCLC/Minitex	12,100	-	12,100	-	0.00%	
Subtotal		185,500	6,100	191,600	6,100	3.29%	
PROGRAMMING/STAFF DEVELOPMENT							
6495	Programming - Adult	2,500	-	2,500	-	0.00%	
6490	Programming - Youth & SLE	12,400	-	12,400	-	0.00%	

6480	Staff Development/Training	10,000	-	10,000	-	0.00%	
	<i>Subtotal</i>	<b>24,900</b>	-	<b>24,900</b>	-	<b>0.00%</b>	
	<b>MILEAGE/BOARD MTG EXPENSE</b>						
6455	Mileage - Staff	20,000	-	20,000	-	0.00%	
6450	Mileage - Trustee	4,000	-	4,000	-	0.00%	
6470	Board Expenses (per diem)	1,900	-	1,900	-	0.00%	
	<i>Subtotal</i>	<b>25,900</b>	-	<b>25,900</b>	-	<b>0.00%</b>	
7110	RLTA Expenses	83,620		83,620	-	0.00%	
	<b>OTHER OPERATING</b>						
6340	Attorney Fees	1,500	(500)	1,000	(500.00)	-33.33%	
6310	Audit	8,500	500	9,000	500.00	5.88%	Out for bid this year
6330	Bank Fees	900	50	950	50.00	5.56%	
6335	Credit Card Fees	250		250	-	0.00%	
6320	Business Office Software/Supplies	2,000		2,000	-	0.00%	
6350	Delivery: Courier	55,000	(2,000)	53,000	(2,000.00)	-3.64%	
6355	Delivery: TriCollege/Minutex	5,400		5,400	-	0.00%	
6420	Director's Discretionary	2,500		2,500	-	0.00%	
6370	Insurance - General Liability	13,000	2,500	15,500	2,500.00	19.23%	(includes D&O, Flood, Vehicle)
6372	Insurance - D&O/Emp Liab	2,500	(2,500)	-	(2,500.00)	-100.00%	
6376	Insurance - Flood	3,400	(3,400)	-	(3,400.00)	-100.00%	
6360	Lease: Regional Office Rent	21,450	200	21,650	200.00	0.93%	Per contract
6362	Lease: Copiers	5,500		5,500	-	0.00%	
6365	Lease: Mailing Machine	550		550	-	0.00%	
6240	Maintenance Contract: Copiers	4,500		4,500	-	0.00%	
6245	Maintenance Contract: Printers	5,000		5,000	-	0.00%	
6250	Maintenance Contract: Microfilm	2,350		2,350	-	0.00%	
6465	Memberships - LARL Directors	1,000		1,000	-	0.00%	
6800	Miscellaneous Expense	2,500		2,500	-	0.00%	
6430	Postage	3,000		3,000	-	0.00%	
6435	PO Box Rental	700	50	750	50.00	7.14%	
6460	MN Director's Fund - CRPLSA	2,100		2,100	-	0.00%	
6300	Payroll Processing/Timesheet	7,100	(100)	7,000	(100.00)	-1.41%	
6410	Marketing	11,850		11,850	-	0.00%	
6415	Marketing - Software Subscriptions	4,650		4,650	-	0.00%	
6380	Recruitment	8,500		8,500	-	0.00%	
6030	Supplies - Copier/Fax/Microfilm	750		750	-	0.00%	
6000	Supplies - Office	8,000		8,000	-	0.00%	
6020	Supplies - Public Services	6,000		6,000	-	0.00%	
6200	Equipment Repairs	2,500		2,500	-	0.00%	
6400	Telephone/Telecom	23,500		23,500	-	0.00%	
	<i>Subtotal</i>	<b>216,450</b>	<b>(5,200)</b>	<b>211,250</b>	<b>(5,200)</b>	<b>-2.40%</b>	
	<b>VEHICLES</b>						
6500	Gasoline	750		750	-	0.00%	
6505	Repairs & Maintenance	1,000		1,000	-	0.00%	
6510	Insurance	1,900	(1,900)	-	(1,900.00)	-100.00%	in general insurance
	<i>Subtotal</i>	<b>3,650</b>	<b>(1,900)</b>	<b>1,750</b>	<b>(1,900)</b>	<b>-52.05%</b>	
	<b>MATERIALS</b>						
6601	Audio/Visual	67,200		67,200	-	0.00%	
6670	Digital	112,000	4,750	116,750	4,750.00	4.24%	
6680	Online Resources	8,000	(350)	7,650	(350.00)	-4.38%	
6690	Periodicals	22,000		22,000	-	0.00%	
6600	Print	205,800	6,000	211,800	6,000.00	2.92%	
	<i>Subtotal</i>	<b>415,000</b>	<b>10,400</b>	<b>425,400</b>	<b>10,400</b>	<b>2.51%</b>	
	<b>CAPTIAL EXPENDITURES</b>						
8500	Furniture & Equipment	10,000	-	10,000	-	0.00%	
8600	Software/Hardware Upgrades	30,000	-	30,000	-	0.00%	
	<i>Subtotal</i>	<b>40,000</b>	-	<b>40,000</b>	-	<b>0.00%</b>	
	<b>TOTAL EXPENSES</b>	<b>3,557,220</b>	<b>116,900</b>	<b>3,674,120</b>	<b>116,900</b>	<b>3.29%</b>	
	<b>REV. (UNDER)/OVER EXP.</b>	-	-	-	-		



Lake Agassiz Regional Library  
Use Based Formula  
2023

Signatory	Borrower Transactions		Population		Property Valuation	
	3 Year		3 Year		3 Year	
	Average	%	Estimate	%	Average	%
Becker County	73,999	18.36%	25,314	16.92%	49,939,850	20.47%
Detroit Lakes	33,590	8.33%	9,869	6.60%	15,128,958	7.95%
Clay County	48,648	12.07%	20,813	13.91%	37,361,508	15.31%
Moorhead	105,729	26.23%	44,505	29.75%	36,850,369	15.10%
Clearwater County	19,021	4.72%	8,524	5.70%	14,261,725	5.85%
Mahnomen County	5,699	1.41%	4,171	2.79%	6,801,726	2.79%
Mahnomen	4,924	1.22%	1,240	0.83%	530,967	0.22%
Norman County	18,249	4.53%	6,441	4.31%	16,294,153	6.68%
Polk County	50,316	12.48%	14,534	9.72%	42,945,563	17.60%
Crookston	25,959	6.44%	7,482	5.00%	4,111,133	1.69%
Wilkin County	5,147	1.28%	3,273	2.19%	17,897,242	7.34%
Breckenridge	11,786	2.92%	3,430	2.29%	1,857,175	0.76%
Total	403,067	100.00%	149,596	100.00%	243,980,369	100.00%

Use Based  
Formula 80-  
10-10

This use based formula reflects the following weight per category:

Borrower Transactions = 80%  
Population = 10%  
Property Valuation = 10%

	Borrower Transactions			Population			Property Valuation		
	2019	2020	2021	Average	2020	2021	2020	2021	Average
Becker County	84,526	56,579	80,893	73,999	25,314	47,429,752	49,921,068	52,468,730	49,939,850
Detroit Lakes	40,902	25,725	34,144	33,590	9,869	14,173,920	15,399,242	15,813,712	15,128,958
Clay County	59,476	37,732	48,737	48,648	20,813	35,423,665	37,642,184	39,018,675	37,361,508
Moorhead	130,697	77,675	108,814	105,729	44,505	36,242,910	36,923,374	37,384,822	36,850,369
Clearwater County	27,807	13,875	15,382	19,021	8,524	14,522,977	14,066,519	14,195,679	14,261,725
Mahnomen County	8,373	4,142	4,581	5,699	4,171	5,732,050	6,661,903	8,011,226	6,801,726
Mahnomen	7,649	3,555	3,567	4,924	1,240	538,355	528,200	526,346	530,967
Norman County	21,155	15,117	18,474	18,249	6,441	15,465,641	16,976,675	16,440,144	16,294,153
Polk County	58,755	40,022	52,170	50,316	14,534	40,307,713	43,936,192	44,592,784	42,945,563
Crookston	32,702	19,217	25,958	25,959	7,482	3,859,566	4,034,554	4,439,280	4,111,133
Wilkin County	5,560	3,990	5,892	5,147	3,273	17,095,919	17,443,511	19,152,295	17,897,242
Breckenridge	16,351	8,371	10,635	11,786	3,430	1,809,481	1,869,241	1,892,802	1,857,175
Total	493,953	306,000	409,247	403,067	149,596	232,601,949	245,402,663	253,936,495	243,980,369

**LAKE AGASSIZ REGIONAL LIBRARY**  
**2023**  
**INCREASE CALCULATION BASED ON THE FORMULA**

Signatory	Borrower Transactions		Estimated Population		Property Valuation		Use Based Formula 80-10-10	Increase
	80%	%	10%	%	10%	%		
Becker County	9,914	18.36%	1,142	16.92%	1,382	20.47%	18.43%	12,440
Detroit Lakes	4,500	8.33%	445	6.60%	419	6.20%	7.95%	5,365
Clay County	6,518	12.07%	939	13.91%	1,034	15.31%	12.58%	8,490
Moorhead	14,165	26.23%	2,008	29.75%	1,020	15.10%	25.47%	17,190
Clearwater County	2,548	4.72%	385	5.70%	395	5.85%	4.93%	3,330
Mahnomen County	763	1.41%	188	2.79%	188	2.79%	1.69%	1,140
Mahnomen	660	1.22%	56	0.83%	15	0.22%	1.08%	730
Norman County	2,445	4.53%	291	4.31%	451	6.68%	4.72%	3,185
Polk County	6,741	12.48%	656	9.72%	1,188	17.60%	12.72%	8,585
Crookston	3,478	6.44%	338	5.00%	114	1.69%	5.82%	3,930
Wilkin County	690	1.28%	148	2.19%	495	7.34%	1.97%	1,330
Breckenridge	1,579	2.92%	155	2.29%	51	0.76%	2.64%	1,785
Totals:	54,000	100.00%	6,750	100.00%	6,750	100.00%	100.00%	67,500

This use based formula reflects the following weight per category:

Borrower Transactions = 80%

Population = 10%

Property Valuation = 10%

Lake Agassiz Regional Library  
Fund Balances  
10 year history

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Budget 2022	Preliminary Budget 2023
Year End Fund Balance	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	2,040,168	1,953,478	1,823,158
Annual Expenses	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	3,689,457	3,557,220	3,674,270
Fund Balance as % of Expenses	42%	38%	43%	42%	44%	48%	48%	50%	59%	55%	55%	50%
Fund Balance change from prior year	(320,182)	(126,653)	105,090	15,244	56,572	147,228	107,317	67,257	239,319	53,751	(86,690)	(130,320)



**Monthly Report to the Board****Meeting Date: April 21, 2022****From: Liz Lynch, Executive Director****Director's Meetings****MARCH:** LARL Full Board, 24; CRPSLA Online, 31-April 1.**APRIL:** Moorhead Library/Art Sale/Friends event, 3; Moorhead Library/Community Center Open House/Listening Session, 5; MN Library Legislative Committee, 6; LARL Coordinating Team, LibraryIQ demo, Quipu demo, 8; Moorhead Public Schools/LARL Partnership, 11; MLA Partners Steering Committee, 11; Moorhead City Council (Sales Tax Presentation), 11; NWLINKS, 9**Staffing**

Thank you to Jolene Green for her 19 years of amazing service at the Moorhead Public Library as a library assistant. We wish her luck on her next adventure.

Congratulations to Genevieve Junkert who recently moved from a Moorhead Library Assistant to Associate.

**Open positions:** Moorhead Outreach Librarian (temporary June-August), 12-15 hours; Fosston Librarian, 12 hours; and Hawley and Barnesville Substitutes.

**LARL News****LARL/Public Schools Pilot Partnership Project**

LARL is currently working on a new pilot project with Moorhead Area Public Schools (MAPS). The project is designed to provide seamless library access to MAPS students by allowing parents to opt-in to a library card for their child during school registration. The proposed project will allow students in grades 5-12 to access both eContent and physical materials with their student ID. We are currently working towards an implementation deadline of July 2022. Our hope to extend this project to schools across the LARL region. More information to come as the project develops.

**Union Agreement for 2022-2024**

LARL union negotiations took place on January 31<sup>st</sup> to discuss the 2022-2024 Union Agreement. We are still waiting for the union to return the signed contract before processing pay increases.

**Moorhead Public Library/LARL Headquarters/Community Center**

A Community input/listening session is planned for April 19 from 4-7:00 p.m. at the Moorhead Center Mall. The first session on April 5th hosted approximately 80 Moorhead residents and provided both information about the project, while also gathering feedback from residents. It was a fun opportunity to visit with Moorhead residents and hear what they value about their current library and what they would like to see in a new library.

**Legacy Events Update****April 5 Midwest Cookbook Author Panel featuring Zoë François and Beth Dooley (virtual event)**

Zoë François of *Zoë Bakes* on Magnolia Network and coauthor of the *Artisan Bread in 5 Minutes a Day* books will be joined by Beth Dooley a James Beard Award-winning food writer who has authored and co-authored over a dozen books



celebrating the bounty of America's Northern Heartland. Learn about the work of each of these remarkable authors and ask questions as our moderator Megan Myrdal (coauthor of *Midwest Mediterranean* and cofounder of the non-profit *Food of the North*) leads a conversation about Midwest flavors, seasonal eating and inspiration. **17**

**UPDATE:** This program was very well received with 114 online views and comments included, "Great programs offered by the LARL - Thank you for all you do!" and "I learned that the land has so much to offer! The resources needed to create a meal can be found right in your backyard!" among others.

#### **April 5-13 Lalo's Lunchbox (in-person performances at 17 communities)**

Join Lalo and his friends as they handle unpredictable food erupting out of Lalo's Lunchbox! This family-friendly show has sketch comedy, sing-a-longs, and audience participation games that teach about healthy foods and how to be kind to others. This may sound cheesy, but this show's too "Gouda" to pass up.

**UPDATE:** In just nine communities, 574 people attended this program! All but three of the participants gave the event a 5 out of 5, with comments indicating that parents/teachers/caregivers loved the theme of kindness and eating well, while youth loved the music, the engagement, laughing and interaction. In addition, participants remarked that the performers were able to hold the attention of three and four year olds for the entire performance! A notable comment in response to "What did you like best about the program?" was "Spending time with my grandson and watching him smile."

#### **May 3-5 *For the Love of Cod* with author Eric Dregni (in-person tour of 7 communities)**

Join author Eric Dregni for a discussion and signing of his books *For the Love of Cod* and *In Cod We Trust*. In his most recent book, Eric takes his son on a return trip to Norway—the country where he was born fifteen years earlier—to investigate whether it really is the happiest country on Earth. From a passion for *dugnad* or community volunteerism to *sakte* or "slow," a rejection of the mad pace of modernity, this idiosyncratic tour shows readers how, or whether, Norwegian happiness translates.

#### **Eric Bergeson**

LARL employees were devastated to hear the news of the passing of author, entertainer, educator, and gardener, Eric Bergeson. Eric provided countless gardening and author visits in LARL locations over the years. His programs were among the highest attended events and were appreciated and loved by everyone who attended. One recent evaluation from a customer included the statement, "Listening to Eric Bergeson is like going to a concert. With his wealth of knowledge, he is simply the best." Our deepest sympathy go out to his family, friends and fans.

#### **Legislative News**

##### **Regional Library Basic System Support: HF 4300**

RLBSS: The Regional Library Basic System Support House bill, which requests a \$2M increase in funding with a corresponding formula change, (HF 1710) has made it to the House Omnibus Education Finance Policy bill. Sen. Mark Johnson is still working to find a path for the Senate proposal to cross the finish line when leadership negotiations take place towards the end of the session. MN Public Libraries currently receive \$13,570,000. This amount has remained the same since 2008.

##### **LEGACY: Library Legacy: HF 3438**

In a welcome surprise this session, the House Legacy committee is advancing a bill that would provide a funding bump to many of the Legacy programs funded last session. Regional library systems would see a \$404,000 increase in fiscal year '23 and the MN Center for the Book would see a \$18,000 increase in fiscal year '23 under the proposal.

**BONDING: Library Capital Investment: SF 4034/HF 4421**

Senator Karin Housley and Representative Mary Murphy have been helpful with getting a larger library bonding bill introduced. The bill calls for \$5M in GO bonds and \$15M in cash for the library construction and renovation program. The Bonding Bill process is always nebulous, full of closed door conversations and wrangling to put together a super majority vote in both chambers for support. **18**

Governor Walz set the stage with a \$2.7 Billion package of capital projects. His plan includes \$1 million for library construction and renovation grants, despite \$90 million in needs identified by the regional public library systems. We have our work cut out to improve the \$1 million figure. The last bonding bill, passed in October 2020, included \$2.951million for library construction and renovation grants.

**Upcoming Holiday Closings**

- The Crookston Library will be closed on Sunday, April 17<sup>th</sup> for the Easter holiday.

**Upcoming Board Meeting Dates**

- The next LARL Full Board meeting will be held on Thursday, May 19th at 5:30 p.m. in the lower level of the Moorhead Public Library.

**Sign Up for LARL Email News Notifications**

<https://larl.org/join-our-list/>

**Lake Agassiz Regional Library**  
**Check Register**  
**For the Period From Mar 1, 2022 to Mar 31, 2022**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	3/1/22	Apple Store	2010-000	2.99
eft-3/1/22-1	3/1/22	Delta Dental of Minnesota	1000-000	1,022.75
eft-3/1/22-2	3/1/22	Fidelity Security Life	1000-000	296.28
eft-3/1/22-4	3/1/22	Lakes Country Service Cooperative	1000-000	27,604.30
eft-3/1/22-3	3/1/22	Attendance On Demand	1000-000	240.00
cc-3/1/22-1	3/1/22	Best Name Badges	2010-000	8.79
	3/1/22	SR Fax	2010-000	10.14
3/22-17	3/1/22	Amazon (charges on account)	2020-000	13.79
3/22-18	3/1/22	Amazon (charges on account)	2020-000	13.76
3/22-31	3/1/22	Amazon (charges on account)	2020-000	32.98
cc-3/2/22-1	3/2/22	American Security Cabinets	2010-000	2,332.11
3/22-19	3/2/22	Amazon (charges on account)	2020-000	57.96
eft-3/3/22-1	3/3/22	Arvig	1000-000	96.31
eft-3/3/22-2	3/3/22	Arvig	1000-000	97.11
eft-3/3/22-3	3/3/22	Arvig	1000-000	88.73
eft-3/3/22-4	3/3/22	Arvig	1000-000	88.73
eft-3/3/22-5	3/3/22	Arvig	1000-000	41.58
ACH-3/3/22	3/3/22	Zoe Bakes Media	1005-000	1,625.00
68629	3/3/22	Acuity, A Mutual Insurance Company	1000-000	100.00
68630	3/3/22	AFSCME Council 65	1000-000	502.99
68631	3/3/22	AFSCME PEOPLE	1000-000	58.00
68632	3/3/22	Alliance Courier	1000-000	2,115.30
68633	3/3/22	Baker & Taylor	1000-000	2,622.49
68633a	3/3/22	VOID	1000-000	
68633b	3/3/22	VOID	1000-000	
68634	3/3/22	Black Stone Publishing	1000-000	54.90
68635	3/3/22	Ada Chamber of Commerce	1000-000	80.00
68636	3/3/22	Meaghan Cronin	1000-000	25.74
68637	3/3/22	DEMCO	1000-000	757.98
68638	3/3/22	The Forum	1000-000	213.60
68639	3/3/22	Jodi Harrington	1000-000	75.47
68640	3/3/22	Irishman's Shanty	1000-000	37.49
68641	3/3/22	Chelsi Johnson	1000-000	27.50
68642	3/3/22	Megan Krueger	1000-000	30.42

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

Check #	Date	Payee	Cash Account	Amount
68643	3/3/22	Linnea Lehrer	1000-000	26.18
68645	3/3/22	Heidi Moore	1000-000	22.82
68646	3/3/22	NCPERS Group Life Ins.	1000-000	176.00
68647	3/3/22	Amy Nelson	1000-000	15.21
68648	3/3/22	Overdrive, Inc.	1000-000	4,963.13
68648a	3/3/22	VOID	1000-000	
68649	3/3/22	Payroll Professionals, Inc.	1000-000	136.95
68650	3/3/22	Shortprinter	1000-000	701.76
68651	3/3/22	Signature Home Technologies	1000-000	5,230.49
68652	3/3/22	Phillip Spooner	1000-000	127.53
68653	3/3/22	Stefanson Law	1000-000	850.00
68654	3/3/22	Christy Underlee	1000-000	19.31
68655	3/3/22	Marlys Winkels	1000-000	18.72
68656	3/3/22	Christianson's Business Furniture	1000-000	927.88
eft-3/3/22-1	3/3/22	Lake Agassiz Regional Library	1010-000	30,000.00
3/22-20	3/3/22	Amazon (charges on account)	2020-000	9.59
3/22-21	3/3/22	Amazon (charges on account)	2020-000	134.76
3/22-22	3/3/22	Amazon (charges on account)	2020-000	30.09
eft-3/4/22-1	3/4/22	Further - FSA	1000-000	39.88
3/22-23	3/5/22	Amazon (charges on account)	2020-000	66.98
3/22-24	3/5/22	Amazon (charges on account)	2020-000	23.16
3/22-26	3/5/22	Amazon (charges on account)	2020-000	168.71
3/22-08	3/6/22	Amazon (charges on account)	2020-000	374.75
eft-3/7/22-1	3/7/22	Cardmember Service	1000-000	3,465.82
3/22-25	3/7/22	Amazon (charges on account)	2020-000	34.99
3/22-27	3/7/22	Amazon (charges on account)	2020-000	29.88
3/22-28	3/7/22	Amazon (charges on account)	2020-000	51.84
3/22-29	3/7/22	Amazon (charges on account)	2020-000	39.98
3/22-30	3/7/22	Amazon (charges on account)	2020-000	67.49
3/22-34	3/7/22	Amazon (charges on account)	2020-000	35.98
3/22-35	3/7/22	Amazon (charges on account)	2020-000	12.99
3/22-36	3/7/22	Amazon (charges on account)	2020-000	14.96
68657	3/9/22	Baker & Taylor	1000-000	2,694.13

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**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
68657a	3/9/22	VOID	1000-000	
68657b	3/9/22	VOID	1000-000	
68658	3/9/22	The Bemidji Pioneer	1000-000	110.88
68659	3/9/22	Eric Bergeson	1000-000	500.00
68660	3/9/22	Black Stone Publishing	1000-000	141.76
68661	3/9/22	Anders Valley Publishing, LLC	1000-000	35.00
68662	3/9/22	Halstad Telephone Company	1000-000	106.64
68663	3/9/22	Jodi Harrington	1000-000	38.62
68664	3/9/22	Megan Krueger	1000-000	52.65
68665	3/9/22	Amy Nelson	1000-000	10.53
68666	3/9/22	Overdrive, Inc.	1000-000	1,428.52
68667	3/9/22	Richards Publishing Company, Inc.	1000-000	30.00
68668	3/9/22	Rochester Telecom Systems Inc.	1000-000	144.47
68668a	3/9/22	VOID	1000-000	
68668b	3/9/22	VOID	1000-000	
68669	3/9/22	Kelsey Solberg	1000-000	105.30
68670	3/9/22	Christy Underlee	1000-000	19.31
cc-3/9/22-1	3/9/22	Ting	2010-000	26.12
3/22-32	3/9/22	Amazon (charges on account)	2020-000	32.97
3/22-33	3/9/22	Amazon (charges on account)	2020-000	284.31
3/22-37	3/9/22	Amazon (charges on account)	2020-000	-4.50
3/22-41	3/9/22	Amazon (charges on account)	2020-000	21.96
3/22-42	3/9/22	Amazon (charges on account)	2020-000	12.59
3/22-43	3/10/22	Amazon (charges on account)	2020-000	14.40
3/22-44	3/10/22	Amazon (charges on account)	2020-000	73.10
3/22-38	3/11/22	Amazon (charges on account)	2020-000	57.00
3/22-39	3/13/22	Amazon (charges on account)	2020-000	13.99
3/22-40	3/13/22	Amazon (charges on account)	2020-000	25.92
3/22-45	3/13/22	Amazon (charges on account)	2020-000	27.28
3/22-46	3/13/22	Amazon (charges on account)	2020-000	15.35
cc-3/13/22-1	3/13/22	Zoom Video Communications, Inc	2010-000	79.00
cc-3/13/22-2	3/13/22	Carbonite.com	2010-000	1,083.41
eft-3/14/22-1	3/14/22	Further - VEBA/HSA	1000-000	2,370.92
eft-3/14/22-2	3/14/22	Further - VEBA/HSA	1000-000	2,346.76

**Lake Agassiz Regional Library**  
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Check #	Date	Payee	Cash Account	Amount
eft-3/14/22-1	3/14/22	Lake Agassiz Regional Library	1010-000	100,000.0
eft-3/14/22-3	3/14/22	Lake Agassiz Regional Library	1000-000	40,000.00
eft-3/15/22	3/15/22	AFLAC	1000-000	255.54
eft-3/15/22-1	3/15/22	Garden Valley Telephone Company	1000-000	40.45
cc-3/15/22-1	3/15/22	Rothsay Telephone	2010-000	70.73
eft-3/15/22-2	3/15/22	Federal Income Tax deposit	1000-000	15,149.09
eft-3/15/22-3	3/15/22	Minnesota State Income Tax	1000-000	1,374.00
eft-3/15/22-4	3/15/22	ING (Deferred Compensation)	1000-000	2,274.03
eft-3/15/22-5	3/15/22	Public Employees Retirement Association	1000-000	9,606.71
eft-3/15/22-6	3/15/22	LARL Payroll	1005-000	50,116.22
68671	3/15/22	Baker & Taylor	1000-000	4,469.93
68671a	3/15/22	VOID	1000-000	
68671b	3/15/22	VOID	1000-000	
68672	3/15/22	Black Stone Publishing	1000-000	306.44
68673	3/15/22	Cole Papers Inc.	1000-000	33.40
68674	3/15/22	DEMCO	1000-000	3,000.87
68675	3/15/22	The Hawley Herald, Inc.	1000-000	325.00
68676	3/15/22	Heidi Moore	1000-000	29.25
68677	3/15/22	Musical Bridges LLC	1000-000	50.00
68678	3/15/22	Amy Nelson	1000-000	14.04
68679	3/15/22	Payroll Professionals, Inc.	1000-000	135.30
68680	3/15/22	Post-Traumatic Funk Syndrome	1000-000	350.00
68681	3/15/22	Kelsey Solberg	1000-000	52.65
68682	3/15/22	Christy Underlee	1000-000	19.31
68683	3/15/22	Marlys Winkels	1000-000	18.72
3/22-47	3/15/22	Amazon (charges on account)	2020-000	149.84
eft-3/16/22-1	3/16/22	Allstream	1000-000	893.53
3/22-48	3/16/22	Amazon (charges on account)	2020-000	31.98
eft-3/17/22-1	3/17/22	Synchrony Bank/Amazon	1000-000	3,036.92
3/22-49	3/17/22	Amazon (charges on account)	2020-000	12.19
3/22-56	3/17/22	Amazon (charges on account)	2020-000	24.64
3/22-57	3/17/22	Amazon (charges on account)	2020-000	29.98
3/22-50	3/18/22	Amazon (charges on account)	2020-000	414.27

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

Check #	Date	Payee	Cash Account	Amount
cc-3/19/22	3/19/22	Pitney Bowes	2010-000	129.00
3/22-51	3/19/22	Amazon (charges on account)	2020-000	11.13
3/22-52	3/19/22	Amazon (charges on account)	2020-000	32.98
3/22-66	3/19/22	Amazon (charges on account)	2020-000	-32.98
3/22-53	3/20/22	Amazon (charges on account)	2020-000	67.95
3/22-54	3/21/22	Amazon (charges on account)	2020-000	37.98
3/22-58	3/21/22	Amazon (charges on account)	2020-000	37.98
3/22-59	3/21/22	Amazon (charges on account)	2020-000	14.99
3/22-60	3/21/22	Amazon (charges on account)	2020-000	39.92
	3/22/22	Tidlo	2010-000	18.00
cc-3/22/22-1	3/22/22	Uprinting.com	2010-000	-57.35
cc-3/22/22-2	3/22/22	Uprinting.com	2010-000	141.20
eft-3/23/22-1	3/23/22	Further - Fees	1000-000	101.75
eft-3/23/22-2	3/23/22	Mutual of Omaha	1000-000	116.20
68684	3/23/22	Alliance Courier	1000-000	2,115.30
68685	3/23/22	Baker & Taylor	1000-000	3,168.55
68685a	3/23/22	VOID	1000-000	
68686	3/23/22	Barnesville Record-Review	1000-000	44.00
68687	3/23/22	Black Stone Publishing	1000-000	1,517.22
68688	3/23/22	Clay County Union	1000-000	40.00
68689	3/23/22	Dakota County Library	1000-000	26.17
68690	3/23/22	DEMCO	1000-000	491.50
68691	3/23/22	Sharon Douglas	1000-000	205.56
68692	3/23/22	Duluth Public Library	1000-000	18.95
68693	3/23/22	The Erskine Echo	1000-000	30.00
68694	3/23/22	Forum Communications Company	1000-000	378.00
68695	3/23/22	The Forum	1000-000	581.70
68696	3/23/22	Jodi Harrington	1000-000	131.63
68697	3/23/22	The Hawley Herald, Inc.	1000-000	38.50
68698	3/23/22	Hennepin County Library	1000-000	25.00
68699	3/23/22	Chelsi Johnson	1000-000	6.44
68700	3/23/22	Megan Krueger	1000-000	52.65
68701	3/23/22	Minnesota Public Radio	1000-000	28.00
68702	3/23/22	Overdrive, Inc.	1000-000	5,917.57

**Lake Agassiz Regional Library**  
**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
68702a	3/23/22	VOID	1000-000	
68703	3/23/22	Thomas Caulker Sr.	1000-000	54.95
68704	3/23/22	ProQuest LLC	1000-000	4,140.25
68705	3/23/22	Scholastic Inc. Education	1000-000	130.20
68706	3/23/22	Shortprinter	1000-000	571.00
68707	3/23/22	Kelsey Solberg	1000-000	52.65
68708	3/23/22	Philip Spooner	1000-000	153.27
68709	3/23/22	Josh Stompro	1000-000	115.83
68710	3/23/22	Kai Thorstad	1000-000	52.65
68711	3/23/22	Christy Underlee	1000-000	19.31
cc-3/23/22-1	3/23/22	Moorhead Business Association	2010-000	200.00
3/22-55	3/23/22	Amazon (charges on account)	2020-000	-3.80
3/22-61	3/23/22	Amazon (charges on account)	2020-000	93.21
3/22-62	3/23/22	Amazon (charges on account)	2020-000	119.20
eft-3/25/22-1	3/25/22	Arvig	1000-000	181.48
eft-3/25/22-2	3/25/22	Further - FSA	1000-000	262.98
eft-3/25/22-1	3/25/22	Lake Agassiz Regional Library	1010-000	135,000.0
eft-3/25/22-3	3/25/22	Lake Agassiz Regional Library	1000-000	60,000.00
cc-3/25/22-1	3/25/22	Best Name Badges	2010-000	8.79
3/22-63	3/25/22	Amazon (charges on account)	2020-000	19.97
3/22-64	3/25/22	Amazon (charges on account)	2020-000	35.67
cc-3/26/22-1	3/26/22	Sangoma US	2010-000	69.76
3/22-65	3/26/22	Amazon (charges on account)	2020-000	44.78
eft-3/28/22-1	3/28/22	Further - VEBA/HSA	1000-000	629.00
cc-3/28/22-1	3/28/22	American Library Association	2010-000	125.16
3/22-67	3/28/22	Amazon (charges on account)	2020-000	19.96
3/22-68	3/28/22	Amazon (charges on account)	2020-000	19.96
3/22-70	3/29/22	Amazon (charges on account)	2020-000	27.98
3/22-71	3/29/22	Amazon (charges on account)	2020-000	28.12
3/22-72	3/29/22	Amazon (charges on account)	2020-000	79.84
eft-3/30/22-1	3/30/22	Garden Valley Telephone Company	1000-000	40.45
eft-3/30/22-2	3/30/22	Garden Valley Telephone Company	1000-000	40.45
eft-3/30/22-3	3/30/22	Garden Valley Telephone Company	1000-000	40.45



**Lake Agassiz Regional Library**  
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Check #	Date	Payee	Cash Account	Amount
eft-3/30/22-4	3/30/22	Garden Valley Telephone Company	1000-000	76.02
68712	3/30/22	AFSCME Council 65	1000-000	458.85
68713	3/30/22	AFSCME PEOPLE	1000-000	58.00
68714	3/30/22	Anoka County Library	1000-000	29.39
68715	3/30/22	Baker & Taylor	1000-000	3,076.34
68715a	3/30/22	VOID	1000-000	
68716	3/30/22	Batteries + Bulbs	1000-000	32.47
68717	3/30/22	Black Stone Publishing	1000-000	263.76
68718	3/30/22	Brainstorm Inc.	1000-000	2,326.00
68719	3/30/22	Clayton Briggs	1000-000	141.90
68720	3/30/22	Ricky S Crume	1000-000	150.00
68721	3/30/22	LuAnn Durant	1000-000	141.61
68722	3/30/22	The Forum	1000-000	715.18
68723	3/30/22	David Geray	1000-000	87.75
68724	3/30/22	Ben Grimsley	1000-000	52.65
68725	3/30/22	Jodi Harrington	1000-000	75.47
68726	3/30/22	Hennepin County Library	1000-000	25.00
68727	3/30/22	HPR, LLC	1000-000	175.00
68728	3/30/22	Linda Holecek	1000-000	52.65
68729	3/30/22	Chelsi Johnson	1000-000	17.55
68730	3/30/22	Paul Kevorkian	1000-000	14.63
68731	3/30/22	Megan Krueger	1000-000	52.65
68732	3/30/22	Dennis Larson	1000-000	52.65
68733	3/30/22	Marco Technologies LLC	1000-000	6,299.40
68734	3/30/22	Mobile Edge Team	1000-000	1,350.00
68735	3/30/22	Heidi Moore	1000-000	17.55
68736	3/30/22	NCPERS Group Life Ins.	1000-000	176.00
68737	3/30/22	Amy Nelson	1000-000	30.42
68738	3/30/22	Overdrive, Inc.	1000-000	4,871.54
68739	3/30/22	Payroll Professionals, Inc.	1000-000	227.05
68740	3/30/22	Quill Corporation	1000-000	76.48
68741	3/30/22	Linda Schell	1000-000	118.50
68742	3/30/22	Chizuko Shastri	1000-000	60.00
68743	3/30/22	Shortprinter	1000-000	496.55

**Lake Agassiz Regional Library**  
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Check #	Date	Payee	Cash Account	Amount
68744	3/30/22	St. Paul Public Library	1000-000	11.95
68745	3/30/22	Josh Stompro	1000-000	159.88
68746	3/30/22	Mark Titera	1000-000	119.48
68747	3/30/22	Christy Underlee	1000-000	19.31
68748	3/30/22	Gary Willhite	1000-000	81.90
eft-3/30/22-1	3/30/22	Lake Agassiz Regional Library	1010-000	20,000.00
cc-3/30/22-1	3/30/22	American Security Cabinets	2010-000	-155.11
eft-3/31/22-1	3/31/22	Synchrony Bank/Amazon	1000-000	650.15
eft-3/31/22-2	3/31/22	Federal Income Tax deposit	1000-000	17,278.78
eft-3/31/22-3	3/31/22	Minnesota State Income Tax	1000-000	1,644.00
eft-3/31/22-4	3/31/22	North Dakota SITW	1000-000	1,206.00
eft-3/31/22-5	3/31/22	ING (Deferred Compensation)	1000-000	2,260.98
eft-3/31/22-6	3/31/22	Public Employees Retirement Association	1000-000	10,940.94
eft-3/31/22-7	3/31/22	LARL Payroll	1005-000	57,087.46
cc-3/31/22-1	3/31/22	Urban Foods Catering	2010-000	860.36
3/22-69	3/31/22	Amazon (charges on account)	2020-000	39.92
3/22-73	3/31/22	Amazon (charges on account)	2020-000	42.97
cc-3/31/22-2	3/31/22	Facebook Ad Manager	2010-000	195.44
<b>Total</b>				<b><u>684,468.8</u></b>

# Moorhead Community Center and Regional Library update

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Moorhead Mayor Shelly Carlson and Moorhead City Manager Dan Mahl appeared before the Clay County Commission at their April 5th meeting. They provided an update about the proposed downtown Moorhead Community Center and Regional Library and the November 8, 2022 vote to approve a one-half local option sales tax to fund it.

Mayor Carlson explained that the City of Moorhead envisioned the project for several years and heard many requests for a community gathering space. The Moorhead community has added amenities in recent years including the Bluestem Amphitheater, trails connecting neighborhoods to the riverfront, and Miracle Field at Southside Regional Park. In Spring 2022, construction is set to begin on a Natural Playground at Riverside Park with co-sponsorship by the local Rotary Club.

The State of Minnesota has a specific process to approve a local option sales tax request.

Minnesota Legislature gave Moorhead City Council authorization to place a sales tax question on the 2022 general election ballot to fund the project. (Complete)

Mayor Carlson created a citizen-led task force to begin envisioning the project. (Ongoing)

Citizens are invited to provide input on what they would like to see in a community center and regional library. (Currently being implemented with meetings on April 5 and April 19. See last paragraph.)

Following the information gathering events,

the task force will develop detailed plans based on shared ideas and visions. (Future)

November 8, 2022, Moorhead voters will vote to approve the local option sales tax to fund a new Community Center and Regional Library. (Future)

The Minnesota Extension Center for Community Vitality conducted a Local Sales Tax Impact Analysis and found:

- 30% of sales tax paid in the City of Moorhead comes from out-of-town visitors

- Moorhead residents would pay for about 70% of the proposed project.

- The proposed city sales tax is predicted to generate about \$1.6 million annually.

- The average Moorhead resident would pay just over \$2/month (\$25 annually) in sales tax to fund the project.

- Historically, prior to the pandemic, Moorhead's retail tax based remained steady and strong for more than a decade. Major shifts in retail patterns are not predicted by the analysts.

Responding to the presentation, Commissioner David Ebinger said, "People who think that the library is only where you go to get a book, don't have the whole story. One of the big problems we've got in our community right now is workforce development, hiring, affordable housing and other issues. The library is the access point for technology for so many people in our community. This is where they can go to apply for a job online...this is where they can look to see

what training is available. This is where people can access information from the justice system."

Ebinger continued, "It's not only that there are computers in our libraries. There are people there, an incredible staff of people, who mentor and assist, and who are there to respond to the needs of the people of the community."

Addressing the state of the current library building, Ebinger said, "Right now, unfortunately, the library is housed in a building that is very much like the old law enforcement center and the old county jail. It's not worth the money that you have to put into it just to keep it from flooding, from leaky roofs, bad air conditioning and poor plumbing. It is a structure that is screaming to be replaced, doing a vital function in our community."

Ebinger added praise for Moorhead city officials, saying, "They are doing some things to get Moorhead developed and pointed in a direction where they are part of this region, and a viable part of it. This is critical."

Commissioner Kevin Campbell concluded, "What's good for the City of Moorhead is good for rural Clay County and what's good for rural Clay County is good for the City of Moorhead."

Members of the public who did not attend the April 5th public listening session at the Moorhead Center Mall are invited to come to the mall on April 19 from 4:00-7:00 PM to visit informational booths, listen to presentations, and provide personal visions for a community center and regional library.