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

LARL BOARD OF TRUSTEES
FULL BOARD MEETING

Thursday, May 19, 2022 at 5:30

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 May 19th.

AGENDA

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

5:35  2. MINUTES OF THE MARCH 24, 2022 FULL BOARD MEETING.
      Enclosed (page 3)

          Recommended Motion: Move to approve the March 24, 2022 Full Board Meeting Minutes as presented.

5:40  3. Library/Community Center Update – Moorhead Mayor, Shelly Carlson

6:00  4. FINANCIAL REPORT - Sprynczynatyk
      Enclosed (page 6)

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

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

      b. 2023 Preliminary Budget Review – Draft #2
         Enclosed (page 11)

6:15  5. DIRECTOR’S REPORT – Lynch

      a. Director’s Report
         Enclosed (page 13)

(over)
6:30  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 – David Geray
    Moorhead – Laura Caroon, Doug Greenly, 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

6:45  7. PRESIDENT’S REPORT – President Willhite

6:50  8. OTHER

7:00  9. ADJOURNMENT

MISC. ITEMS ENCLOSED:
   a. Check Register – April 2022
      Enclosed (page 17)

UPCOMING MEETINGS/EVENTS
Finance Committee Meeting and Full Board Meeting, June 16, 2022 in the lower level of the Moorhead Public Library.
Finance Committee Meeting will be held at 5:00 in the small conference room.
The Full Board Meeting will be held at 5:30 in the larger meeting room.

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

LARL BOARD OF TRUSTEES
FULL BOARD MEETING
MINUTES
DRAFT

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, March 24, 2022 at the Moorhead Public Library. President Willhite called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Caroon, Durant, Geray, Greenley, Grimsley, Holecek, Jacobson, Kalli, Larson, Schell, Shastri, Titera, Willhite (President).

Board Members Absent: Ebinger.

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

PUBLIC INPUT
None

APPROVAL OF AGENDA

MINUTES OF THE JANUARY 20, 2022 FULL BOARD MEETING

(Briggs/Larson) Move to approve the Minutes of the January 20, 2022 Full Board Meeting as presented. MCU.

AUDIT REPORT

Tracee Bruggeman from Brady Martz & Associates presented the 2021 audit report and answered questions.

FINANCIAL REPORT

With 16.67% of 2022 complete, LARL spent 16.27% of budgeted expenses.

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

(Larson/Shastri) Move to authorize the Director of Finance to submit the 2021 Annual Report to State Library Services. MCU.

(over)
DIRECTOR’S REPORT

Lynch discussed her written report in the packet. Lynch noted that it seems that applications for open positions are not coming in like they have in the past.

Lynch discussed the Legislative Talking Points.

PRESIDENT’S REPORT

Willhite discussed Union Negotiations. An agreement was verbally reached, we are currently waiting for a signed agreement from the Union. The agreement is tentatively for 3 years, with a 5% increase in 2022, 4% increase in 2023, and 4% in 2024. It also allows for a union member to have 30 minutes paid time to speak with new employees about the union shortly after the employment begins.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)
Kalil discussed the Detroit Lakes bathroom update project. The donation to pay for the renovations has been received. The project will likely happen in the fall.

Breckenridge (Holecék)
The new branch manager has started as well as a Sub that worked at the library in the past.

Clay County (Ebinger-absent)
No report.

Clearwater County (Titera)
No report.

Crookston (Briggs)
No report.

Detroit Lakes (Schell)
Detroit Lakes had a program with the owners of a 100 year old home in Detroit Lakes that was recently on the House Hunters TV program.

City of Mahnomen (Durant)
No report.

Mahnomen County (Geray)
No report.

(continued on next page)
Minutes of the March 24, 2020 Full Board Meeting – Page 3

BOARD MEMBER REPORTS – continued:

Moorhead (Caroon, Greenley, Shastri)
Public input sessions are coming up April 5 and 19th at the Moorhead Center Mall so people can discuss ideas for the new Moorhead Library and Community Center. Caroon is chairing the Communication and Marketing Committee for the Vote Yes campaign. Shastri discussed the roof leak in the Moorhead Library. AARP is offering tax service at the Library.

Norman County (Jacobsen)
Norman County is building a new $10M highway department building. The contract has been awarded. Counties will be redistricting soon.

Polk County (Willhite)
Polk County is looking at some minor redistricting changes.

Wilkin County (Larson)
No report.

MN Library Association/Library Trustee and Advocates Section (Kall)
They are working on trying to get Library bills passed.

Northern Lights Library Network (Holecek, Schell)
Board members are encouraged to let their local librarians know that Northern Lights has funding for scholarships for education training.

The meeting adjourned at 6:40.
Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Four Months Ending April 30, 2022  

General Fund Revenue

<table>
<thead>
<tr>
<th>Current Month Actual</th>
<th>Year To Date Actual</th>
<th>Annual Budget</th>
<th>YTD Actual To Annual $ Variance</th>
<th>YTD Actual To Annual Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signatory Funding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Becker County</td>
<td>$100,688</td>
<td>$261,375</td>
<td>$402,750</td>
<td>201,375.00</td>
</tr>
<tr>
<td>Detroit Lakes</td>
<td>59,345</td>
<td>118,690</td>
<td>237,380</td>
<td>118,690.00</td>
</tr>
<tr>
<td>Clay County</td>
<td>77,441</td>
<td>154,883</td>
<td>309,765</td>
<td>154,883.00</td>
</tr>
<tr>
<td>Moorhead</td>
<td>107,599</td>
<td>205,190</td>
<td>395,190</td>
<td>395,190.00</td>
</tr>
<tr>
<td>Clearwater County</td>
<td>27,374</td>
<td>54,748</td>
<td>109,493</td>
<td>54,747.00</td>
</tr>
<tr>
<td>Mahnomen County</td>
<td>11,668</td>
<td>22,935</td>
<td>45,876</td>
<td>22,935.00</td>
</tr>
<tr>
<td>Mahnomen</td>
<td>5,649</td>
<td>11,208</td>
<td>22,208</td>
<td>11,208.00</td>
</tr>
<tr>
<td>Norman County</td>
<td>26,279</td>
<td>52,558</td>
<td>105,115</td>
<td>52,557.00</td>
</tr>
<tr>
<td>Polk County</td>
<td>79,360</td>
<td>141,318</td>
<td>282,275</td>
<td>141,317.00</td>
</tr>
<tr>
<td>Cook County</td>
<td>57,708</td>
<td>115,415</td>
<td>239,830</td>
<td>115,415.00</td>
</tr>
<tr>
<td>Wilkin County</td>
<td>14,261</td>
<td>28,523</td>
<td>57,015</td>
<td>28,522.00</td>
</tr>
<tr>
<td>Breckenridge</td>
<td>23,533</td>
<td>47,045</td>
<td>94,136</td>
<td>47,065.00</td>
</tr>
<tr>
<td><strong>Total Signatory Funding</strong></td>
<td><strong>671,910</strong></td>
<td><strong>1,543,818</strong></td>
<td><strong>2,687,630</strong></td>
<td><strong>1,343,812</strong></td>
</tr>
</tbody>
</table>

Grants

<table>
<thead>
<tr>
<th>Basis Support - MN (RLLDS)</th>
<th>13,911</th>
<th>232,383</th>
<th>546,180</th>
<th>313,797</th>
<th>42.55%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg Library Telecomm Aid (RLTA)</td>
<td>912</td>
<td>77,256</td>
<td>82,650</td>
<td>5,394</td>
<td>92.33%</td>
</tr>
<tr>
<td><strong>Total Grants</strong></td>
<td><strong>14,823</strong></td>
<td><strong>309,639</strong></td>
<td><strong>629,800</strong></td>
<td><strong>320,191</strong></td>
<td><strong>49.16%</strong></td>
</tr>
</tbody>
</table>

Miscellaneous Revenue

<table>
<thead>
<tr>
<th>Service Charge Revenue</th>
<th>294</th>
<th>1,253</th>
<th>8,000</th>
<th>6,747</th>
<th>15.66%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Revenue</td>
<td>1,676</td>
<td>5,317</td>
<td>16,000</td>
<td>10,683</td>
<td>60.75%</td>
</tr>
<tr>
<td>Fax Revenue</td>
<td>674</td>
<td>1,509</td>
<td>5,506</td>
<td>3,997</td>
<td>22.95%</td>
</tr>
<tr>
<td>Microfilm Revenue</td>
<td>15</td>
<td>46</td>
<td>250</td>
<td>204</td>
<td>16.49%</td>
</tr>
<tr>
<td>Photocopy Revenue</td>
<td>695</td>
<td>2,505</td>
<td>7,000</td>
<td>4,495</td>
<td>35.79%</td>
</tr>
<tr>
<td>Book/Periodical Fee</td>
<td>41</td>
<td>251</td>
<td>0</td>
<td>(251)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Interest/Dividend Income</td>
<td>148</td>
<td>21,187</td>
<td>60,000</td>
<td>38,813</td>
<td>35.31%</td>
</tr>
<tr>
<td>Investment/Value Change</td>
<td>(55,144)</td>
<td>(162,127)</td>
<td>0</td>
<td>162,127</td>
<td>0.00%</td>
</tr>
<tr>
<td>Loan/Insurance</td>
<td>22</td>
<td>1,377</td>
<td>6,000</td>
<td>4,623</td>
<td>22.93%</td>
</tr>
<tr>
<td><strong>Total Miscellaneous Revenue</strong></td>
<td><strong>(21,582)</strong></td>
<td><strong>(128,982)</strong></td>
<td><strong>192,750</strong></td>
<td><strong>231,732</strong></td>
<td><strong>(125.53%)</strong></td>
</tr>
</tbody>
</table>

Joint Automation Revenue

<table>
<thead>
<tr>
<th>Northwest Tech Inst. Payments</th>
<th>11,800</th>
<th>23,600</th>
<th>47,200</th>
<th>23,600</th>
<th>50.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MnLINK Server Site Payments</td>
<td>264</td>
<td>1,057</td>
<td>3,150</td>
<td>2,093</td>
<td>33.56%</td>
</tr>
<tr>
<td><strong>Total Joint Automation Revenue</strong></td>
<td><strong>12,064</strong></td>
<td><strong>24,657</strong></td>
<td><strong>50,350</strong></td>
<td><strong>25,693</strong></td>
<td><strong>48.97%</strong></td>
</tr>
</tbody>
</table>

Fund Balance/Shortfall

<table>
<thead>
<tr>
<th>0</th>
<th>0</th>
<th>86,690</th>
<th>86,690</th>
<th>0.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total General Fund Revenue</strong></td>
<td><strong>647,215</strong></td>
<td><strong>1,549,102</strong></td>
<td><strong>3,557,220</strong></td>
<td><strong>2,008,118</strong></td>
</tr>
</tbody>
</table>

General Fund Expenditures

<table>
<thead>
<tr>
<th>Personnel Expenses</th>
<th>164,801</th>
<th>590,628</th>
<th>1,226,200</th>
<th>1,295,572</th>
<th>31.46%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Taxes</td>
<td>13,194</td>
<td>46,231</td>
<td>146,300</td>
<td>100,079</td>
<td>31.59%</td>
</tr>
<tr>
<td>Retirement - PERA</td>
<td>12,192</td>
<td>44,221</td>
<td>141,250</td>
<td>97,029</td>
<td>33.31%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>31,215</td>
<td>123,712</td>
<td>377,590</td>
<td>235,135</td>
<td>33.54%</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>104</td>
<td>538</td>
<td>1,350</td>
<td>812</td>
<td>30.85%</td>
</tr>
<tr>
<td>Worker Compensation Insurance</td>
<td>255</td>
<td>1,031</td>
<td>3,600</td>
<td>2,569</td>
<td>26.64%</td>
</tr>
<tr>
<td>Other Employee Benefits</td>
<td>121</td>
<td>488</td>
<td>1,600</td>
<td>1,166</td>
<td>25.93%</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>221,802</strong></td>
<td><strong>809,835</strong></td>
<td><strong>2,562,200</strong></td>
<td><strong>1,752,365</strong></td>
<td><strong>31.61%</strong></td>
</tr>
</tbody>
</table>

Automation/Cataloging

<table>
<thead>
<tr>
<th>Automation</th>
<th>12,580</th>
<th>59,089</th>
<th>155,050</th>
<th>104,961</th>
<th>32.31%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support - App</td>
<td>0</td>
<td>0</td>
<td>2,900</td>
<td>2,900</td>
<td>0.00%</td>
</tr>
<tr>
<td>Remodeling</td>
<td>288</td>
<td>1,152</td>
<td>3,450</td>
<td>2,598</td>
<td>73.39%</td>
</tr>
<tr>
<td>Catalog Item Records</td>
<td>1,022</td>
<td>4,008</td>
<td>12,190</td>
<td>8,112</td>
<td>33.79%</td>
</tr>
<tr>
<td>Supplies - Computer</td>
<td>164</td>
<td>1,631</td>
<td>5,000</td>
<td>3,269</td>
<td>65.22%</td>
</tr>
<tr>
<td>Supplies - Technical Services</td>
<td>156</td>
<td>1,709</td>
<td>6,000</td>
<td>4,989</td>
<td>20.82%</td>
</tr>
<tr>
<td><strong>Total Automation/Cataloging</strong></td>
<td><strong>14,210</strong></td>
<td><strong>58,269</strong></td>
<td><strong>185,500</strong></td>
<td><strong>127,231</strong></td>
<td><strong>31.41%</strong></td>
</tr>
</tbody>
</table>
## Library Programming

<table>
<thead>
<tr>
<th>Current Month Actual</th>
<th>Year To Date Actual</th>
<th>Annual Budget</th>
<th>YTD Actual To Annual $ Variance</th>
<th>YTD Actual To Annual Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programming - Youth</td>
<td>1,620</td>
<td>1,620</td>
<td>3,600</td>
<td>1,780</td>
</tr>
<tr>
<td>Programming - Summer Learning</td>
<td>6,082</td>
<td>5,581</td>
<td>9,000</td>
<td>3,519</td>
</tr>
<tr>
<td>Programming - Adult</td>
<td>79</td>
<td>183</td>
<td>2,500</td>
<td>2,335</td>
</tr>
</tbody>
</table>

**Total Library Programming**

7,781 | 7,366 | 14,900 | 7,534 | 49.44

## Staff Development

| Staff Training & Development | 485 | 1,316 | 10,600 | 8,684 | 13.10 |

**Total Staff Development**

485 | 1,316 | 19,000 | 8,684 | 13.16

## Mileage/Board Meeting Expense

| Mileage - Staff | 1,426 | 4,470 | 20,000 | 15,530 | 22.35 |
| Regional Board Meetings | 454 | 2,204 | 5,500 | 3,596 | 63.56 |

**Total Mileage/Board Meeting Expenses**

1,880 | 6,674 | 25,000 | 19,226 | 25.77

## Other Expenses

| Accounting/Bank Fees | 594 | 10,897 | 16,750 | 5,853 | 35.06 |
| Attorney Fees | 0 | 850 | 1,500 | 650 | 56.67 |
| Biz. Office Software/Supplies | 299 | 299 | 2,000 | 1,701 | 8.95 |
| Delivery Services | 4,589 | 18,355 | 60,400 | 42,045 | 30.39 |
| Director's Discretionary | 105 | 165 | 2,300 | 2,395 | 4.20 |
| Insurance - General/Property | 934 | 7,577 | 15,000 | 11,223 | 40.69 |
| Lease - Regional Office Rent | 1,787 | 7,418 | 21,450 | 14,302 | 33.32 |
| Leases - Equipment | 0 | 2,285 | 6,000 | 2,182 | 47.40 |
| Maintenance Contracts | (407) | 3,062 | 11,853 | 8,790 | 25.84 |
| Memberships | 25 | 43 | 1,000 | 577 | 42.39 |
| Minnesota Director's Fund | 0 | 0 | 2,100 | 2,100 | 0.00 |
| Miscellaneous Expense | 0 | 1,373 | 2,500 | 1,327 | 46.92 |
| PGC Printing/Advertising | 1,905 | 5,033 | 16,500 | 11,147 | 30.31 |
| Postage | 600 | 548 | 3,700 | 3,152 | 14.81 |
| Publication | 88 | 346 | 8,900 | 8,154 | 41.07 |
| Repairs - Equipment | 100 | 100 | 2,500 | 2,400 | 4.00 |
| Supplies - Copy/fax/photocopy | 0 | 28 | 750 | 722 | 3.73 |
| Supplies - Office | 312 | 3,078 | 7,998 | 4,920 | 38.48 |
| Supplies - Public Services | 145 | 944 | 6,000 | 5,156 | 14.07 |
| Telephone/Telecom | 2,118 | 7,094 | 23,500 | 16,406 | 35.19 |

**Total Other Operating Expenses**

15,394 | 69,878 | 216,450 | 146,572 | 32.28

## Regional Library Telecom Aid (RLTA)

912 | 77,226 | 83,620 | 6,394 | 92.35

## Transportation

| Vehicle Expenses | 0 | 181 | 3,650 | 3,469 | 4.96 |

**Total Transportation**

0 | 181 | 3,650 | 3,469 | 4.96

## Materials

| Audio/Visual | 4,209 | 15,500 | 67,200 | 51,691 | 23.08 |
| Digital | 13,636 | 25,304 | 112,000 | 82,696 | 26.16 |
| Online Resources | 634 | 2,558 | 8,000 | 5,472 | 81.60 |
| Periodicals | 1,539 | 13,327 | 22,000 | 8,673 | 60.58 |
| Print | 15,383 | 83,026 | 265,800 | 120,775 | 41.51 |

**Total Materials**

35,801 | 145,694 | 415,800 | 269,306 | 35.11

## Capital Expenditures

| Furniture & Equipment | 103 | 2,280 | 10,000 | 7,720 | 22.80 |
| Software & Hardware Upgrades | 0 | (602) | 20,000 | 30,653 | (3.21) |

**Total Capital Expenditures**

103 | 1,317 | 40,000 | 38,683 | 3.29

## Total General Expenditures

296,268 | 1,177,756 | 3,557,220 | 2,379,464 | 33.11

## General Fund Revenue Over Expenditures

$350,847 | $371,346 | $0 | (371,346) | 0.00
<table>
<thead>
<tr>
<th>Special Projects Revenue</th>
<th>Current Month</th>
<th>Year To Date</th>
<th>Annual</th>
<th>YTD Actual</th>
<th>YTD Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Actual</td>
<td>Budget</td>
<td>To Annual</td>
<td>To Annual</td>
</tr>
<tr>
<td>Donations</td>
<td>$ 6,995</td>
<td>$ 12,411</td>
<td>$ 0</td>
<td>(12,411)</td>
<td>0.00</td>
</tr>
<tr>
<td>Endowment Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Telecommunications Fees</td>
<td>0</td>
<td>3,355</td>
<td>0</td>
<td>(3,355)</td>
<td>0.03</td>
</tr>
<tr>
<td>Legacy Grant Revenue</td>
<td>25,846</td>
<td>58,800</td>
<td>0</td>
<td>(58,800)</td>
<td>0.00</td>
</tr>
<tr>
<td>Miscellaneous State Grants</td>
<td>8,140</td>
<td>27,586</td>
<td>0</td>
<td>(27,586)</td>
<td>0.00</td>
</tr>
<tr>
<td>Northern Lights LN Funds</td>
<td>0</td>
<td>1,638</td>
<td>0</td>
<td>(1,638)</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Special Projects Revenue</strong></td>
<td><strong>40,181</strong></td>
<td><strong>103,790</strong></td>
<td><strong>0</strong></td>
<td>(103,790)</td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Projects Expenditures</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Projects Miscellaneous</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations - Materials: Print</td>
<td>594</td>
<td>808</td>
</tr>
<tr>
<td>Donations - Materials: A/V</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Donations - Materials: Other</td>
<td>0</td>
<td>208</td>
</tr>
<tr>
<td>Donations - Miscellaneous</td>
<td>3,055</td>
<td>7,243</td>
</tr>
<tr>
<td>Donations - Book Truck</td>
<td>0</td>
<td>170</td>
</tr>
<tr>
<td>Legacy Grant Expense</td>
<td>25,846</td>
<td>58,799</td>
</tr>
<tr>
<td>Telephone/Internet Expenses</td>
<td>0</td>
<td>3,355</td>
</tr>
<tr>
<td>Min. State Grant Expense</td>
<td>8,140</td>
<td>27,586</td>
</tr>
<tr>
<td>Projects from Designated Funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Special Projects Miscellaneous</strong></td>
<td><strong>36,836</strong></td>
<td><strong>99,867</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Projects Capital</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations - Furniture &amp; Equip.</td>
<td>0</td>
<td>1,686</td>
</tr>
<tr>
<td>Projects from Designated Funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Special Projects Capital</strong></td>
<td><strong>0</strong></td>
<td><strong>1,686</strong></td>
</tr>
</tbody>
</table>

| **Total Special Projects Expenditures** | **36,836** | **101,553** | **0** | (101,553) | **0.00** |

| Special Proj Rev Over (Under) Expend | $ 3,345 | $ 2,237 | $ 0 | (2,237) | 0.00 |
|**GRAND TOTAL REVENUE** | $ 687,394 | $ 1,652,892 | $ 3,557,220 | $ 1,961,128 | 46.47 |
|**GRAND TOTAL EXPENDITURES** | 333,213 | 1,279,360 | 3,557,220 | 2,277,860 | 35.97 |
|**CHANGE IN FUND BALANCE** | $ 354,182 | $ 373,532 | $ 0 | (373,532) | 0.00 |
# Lake Agassiz Regional Library
## Statement of Financial Position
### April 30, 2022

### ASSETS

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Prior Month</th>
<th>Month Net Change</th>
<th>Prior Year Final</th>
<th>YTD Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash - Checking (Bell Bank)</td>
<td>$49,425</td>
<td>47,733</td>
<td>$1,692</td>
<td>$55,882</td>
</tr>
<tr>
<td>Cash - Payroll (Bell Bank)</td>
<td>5,066</td>
<td>7,682</td>
<td>$(2,616)</td>
<td>7,168</td>
</tr>
<tr>
<td>Cash - Savings (Bell Bank)</td>
<td>972,234</td>
<td>920,520</td>
<td>51,714</td>
<td>980,320</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>560</td>
<td>560</td>
<td>0</td>
<td>560</td>
</tr>
<tr>
<td>Investment Account</td>
<td>1,475,422</td>
<td>1,530,566</td>
<td>$(55,144)</td>
<td>1,617,109</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>392,747</td>
<td>109,588</td>
<td>292,159</td>
<td>25</td>
</tr>
<tr>
<td>Other Miscellaneous Receivable</td>
<td>27,586</td>
<td>19,446</td>
<td>8,140</td>
<td>8,487</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>40,240</td>
<td>43,173</td>
<td>$(2,933)</td>
<td>39,085</td>
</tr>
<tr>
<td>Vehicles</td>
<td>13,867</td>
<td>13,867</td>
<td>0</td>
<td>13,867</td>
</tr>
<tr>
<td>Accum Dep - Vehicles</td>
<td>(2,641)</td>
<td>(2,641)</td>
<td>0</td>
<td>(2,641)</td>
</tr>
<tr>
<td>Equipment and Fixtures</td>
<td>324,308</td>
<td>324,308</td>
<td>0</td>
<td>324,308</td>
</tr>
<tr>
<td>Accum Dep - Equip &amp; Fixtures</td>
<td>(232,204)</td>
<td>(232,204)</td>
<td>0</td>
<td>(232,204)</td>
</tr>
<tr>
<td>Accrued Vacation Payable</td>
<td>177,371</td>
<td>177,371</td>
<td>0</td>
<td>177,371</td>
</tr>
<tr>
<td>Accum Dep - Donated Equip</td>
<td>(153,117)</td>
<td>(153,117)</td>
<td>0</td>
<td>(153,117)</td>
</tr>
<tr>
<td>Endowment Funds</td>
<td>99,312</td>
<td>99,312</td>
<td>0</td>
<td>99,312</td>
</tr>
<tr>
<td>Amount Provided - LTD</td>
<td>61,085</td>
<td>61,085</td>
<td>0</td>
<td>61,085</td>
</tr>
</tbody>
</table>

| Total Assets | $3,251,261 | 2,958,349 | 292,912 | 2,986,317 | 264,944 |

### LIABILITIES

| Accounts Payable | $29,883 | 77,857 | (47,974) | 88,591 | (58,708) |
| Credit Card Payable | 7,562 | 6,748 | 814 | 0 | 7,562 |
| Amazon Charge Account | 4,402 | 3,118 | 1,284 | 0 | 4,402 |
| Accrued Salaries Payable | 83,925 | 83,925 | 0 | 83,925 | 0 |
| Accrued Slick Leave Payable | 17,219 | 17,219 | 0 | 17,219 | 0 |
| Accrued Vacation Payable | 43,866 | 43,866 | 0 | 43,866 | 0 |
| Payroll Tax Payable - ND | 655 | 0 | 455 | 0 | 455 |
| Dental Insurance Payable | (54) | (26) | (28) | 0 | (54) |
| Vision Insurance Payable | 0 | 6 | (6) | 0 | 0 |
| AFLAC Payable | 119 | 128 | (9) | 149 | (30) |
| Flexible Spending - Medical | 1,123 | 1,118 | 5 | 954 | 169 |
| Flexible Spending - Dep Care | 700 | 100 | 600 | 0 | 100 |
| Sales Tax Payable | 213 | 428 | (215) | 520 | (307) |
| Deferred Revenue | 521,172 | 536,768 | (15,596) | 583,248 | (62,076) |

| Total Liabilities | 799,985 | 771,255 | (61,270) | 818,572 | (108,587) |

### FUND BALANCES

| 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 | 373,530 | 19,348 | 354,182 | 53,748 | 319,782 |

| Total Fund Balances | 2,541,276 | 2,187,094 | 354,182 | 2,167,745 | 373,531 |
| Total Liabilities & Fund Bal. | $3,251,261 | 2,958,349 | 292,912 | 2,986,317 | 264,944 |
LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
FM-AREA FOUNDATION

2022 Distribution Recommendations

<table>
<thead>
<tr>
<th>BRANCH</th>
<th>AVAILABLE DISTRIBUTION</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ada Library</td>
<td>$140</td>
<td>Reinvest</td>
</tr>
<tr>
<td>Crookston Library</td>
<td>$755</td>
<td>Spent - $400 on Book Club Kits and $355 toward an art programming series</td>
</tr>
<tr>
<td>Fertile Library</td>
<td>$150</td>
<td>Reinvest</td>
</tr>
<tr>
<td>Hawley Library</td>
<td>$830</td>
<td>Reinvest</td>
</tr>
<tr>
<td>Moorhead Library</td>
<td>$190</td>
<td>Reinvest</td>
</tr>
</tbody>
</table>

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

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

#### 2023 Preliminary Budget

**Draft #2**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>2021 Budget</th>
<th>2022 Budget</th>
<th>2023 Budget</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>2,508,500</td>
<td>2,562,200</td>
<td>2,669,700</td>
<td>107,500</td>
<td>4.20%</td>
</tr>
<tr>
<td>Library Materials</td>
<td>405,000</td>
<td>415,000</td>
<td>415,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Automation/Cataloging</td>
<td>180,500</td>
<td>185,500</td>
<td>191,600</td>
<td>6,100</td>
<td>3.29%</td>
</tr>
<tr>
<td>Programming &amp; Staff Development</td>
<td>24,900</td>
<td>24,900</td>
<td>24,900</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Mileage &amp; Board Meetings</td>
<td>28,000</td>
<td>25,900</td>
<td>25,900</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Regional Library Telecom Aid</td>
<td>83,650</td>
<td>83,620</td>
<td>83,620</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>217,750</td>
<td>216,450</td>
<td>211,250</td>
<td>(5,200)</td>
<td>-2.40%</td>
</tr>
<tr>
<td>Vehicle Expenses</td>
<td>3,650</td>
<td>3,650</td>
<td>1,750</td>
<td>(1,900)</td>
<td>-52.05%</td>
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<tr>
<td>Capital Expenses</td>
<td>44,500</td>
<td>40,000</td>
<td>40,000</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Budget</td>
<td>3,496,450</td>
<td>3,557,220</td>
<td>3,663,720</td>
<td>106,500</td>
<td>2.99%</td>
</tr>
</tbody>
</table>

(OVER)
# LAKE AGASSIZ REGIONAL LIBRARY

2023 Preliminary Budget

Draft #2

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>2021 Budget</th>
<th>2022 Budget</th>
<th>$ Change</th>
<th>2023 Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becker County</td>
<td>400,365</td>
<td>402,750</td>
<td>12,545</td>
<td>415,295</td>
</tr>
<tr>
<td>Detroit Lakes</td>
<td>236,345</td>
<td>237,380</td>
<td>5,405</td>
<td>242,785</td>
</tr>
<tr>
<td>Clay County</td>
<td>308,075</td>
<td>309,765</td>
<td>8,500</td>
<td>318,265</td>
</tr>
<tr>
<td>Moorhead</td>
<td>786,920</td>
<td>790,380</td>
<td>17,170</td>
<td>807,550</td>
</tr>
<tr>
<td>Clearwater County</td>
<td>108,780</td>
<td>109,495</td>
<td>3,280</td>
<td>112,775</td>
</tr>
<tr>
<td>Mahnomen County</td>
<td>45,625</td>
<td>45,870</td>
<td>1,125</td>
<td>46,995</td>
</tr>
<tr>
<td>Mahnomen</td>
<td>22,410</td>
<td>22,595</td>
<td>690</td>
<td>23,285</td>
</tr>
<tr>
<td>Norman County</td>
<td>104,480</td>
<td>105,115</td>
<td>3,185</td>
<td>108,300</td>
</tr>
<tr>
<td>Polk County</td>
<td>280,570</td>
<td>282,275</td>
<td>8,595</td>
<td>290,870</td>
</tr>
<tr>
<td>Crookston</td>
<td>230,030</td>
<td>230,830</td>
<td>3,915</td>
<td>234,745</td>
</tr>
<tr>
<td>Wilkin County</td>
<td>56,795</td>
<td>57,045</td>
<td>1,345</td>
<td>58,390</td>
</tr>
<tr>
<td>Breckenridge</td>
<td>93,735</td>
<td>94,130</td>
<td>1,745</td>
<td>95,875</td>
</tr>
<tr>
<td><strong>SUB-TOTAL</strong></td>
<td><strong>2,674,130</strong></td>
<td><strong>2,687,630</strong></td>
<td><strong>67,500</strong></td>
<td><strong>2,755,130</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRANTS</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Basic Support</td>
<td>533,513</td>
<td>546,180</td>
<td>15,820</td>
<td>562,000</td>
</tr>
<tr>
<td>Regional Library Telecom Aid</td>
<td>83,650</td>
<td>83,620</td>
<td>-</td>
<td>83,620</td>
</tr>
<tr>
<td><strong>TOTAL GRANTS</strong></td>
<td><strong>617,163</strong></td>
<td><strong>629,800</strong></td>
<td><strong>15,820</strong></td>
<td><strong>645,620</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER REVENUE</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous</td>
<td>104,700</td>
<td>102,750</td>
<td>-</td>
<td>102,750</td>
</tr>
<tr>
<td>Joint Automation</td>
<td>49,450</td>
<td>50,350</td>
<td>1,950</td>
<td>52,300</td>
</tr>
<tr>
<td>Fund Balance/Shortfall</td>
<td>51,007</td>
<td>86,690</td>
<td>21,230</td>
<td>107,920</td>
</tr>
<tr>
<td><strong>TOTAL OTHER REVENUE</strong></td>
<td><strong>205,157</strong></td>
<td><strong>239,790</strong></td>
<td><strong>23,180</strong></td>
<td><strong>262,970</strong></td>
</tr>
</tbody>
</table>

| **TOTAL REVENUE**  | **3,496,450** | **3,557,220** | **106,500** | **3,663,720** |

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating</td>
<td>3,451,950</td>
<td>3,517,220</td>
<td>106,500</td>
<td>3,623,720</td>
</tr>
<tr>
<td>Capital</td>
<td>44,500</td>
<td>40,000</td>
<td>-</td>
<td>40,000</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>3,496,450</strong></td>
<td><strong>3,557,220</strong></td>
<td><strong>106,500</strong></td>
<td><strong>3,663,720</strong></td>
</tr>
</tbody>
</table>
Monthly Report to the Board
Meeting Date: May 19, 2022
From: Liz Lynch, Executive Director

Director’s Meetings

APRIL: State Library Services, 14; Automation/IT, 14; State Library Services Strategic Planning, 18 & 19; Moorhead Library/Community Center Open House/Listening Session, 19; LARL Executive/Finance 21; MN Director’s, 22

May: Detroit Lakes and Frazee Site Visits, 2; CRPLSA Sub Group, 3; MN Library Legislative, 4; Hub Supervisors, 4; MNLINK, 5; Automation/IT, 10; Hub Supervisors, 11; Moorhead Task Force, 11; State Library Services, 12; MLA Board of Directors, 16

Staffing
Thank you to Deb Kvittum for her 15 years of service to LARL and the Moorhead Public Library. Deb was the Interlibrary Loan Assistant for the region for several years, and then moved to a supervisory position at the Moorhead Public Library. Deb will be moving on to NDSU, and her last day at LARL will be Tuesday, May 24. We wish Deb the best!

Welcome back to Kay Carlsen, Fosston Substitute; Patty Perry, Fertile Substitute; and Kailyn Allen, Moorhead Summer Outreach Librarian.

Congratulations to Michelle Johnson, Fosston Library Associate, who had previously been the Fosston Substitute.

Welcome to Clinton Sander, Jenna Holmer and Krissa McGraw, Moorhead Library Assistants. And, welcome to Abigail Erickson, Moorhead Summer Outreach Librarian.

Open positions: Detroit Lakes Library Associate, 40 hours; Moorhead Branch Supervisor, 40 hours; and Hawley and Barnesville Substitutes.

LARL News
Summer Library Experience
LARL staff are gearing up for the annual Summer Library Experience (SLE) for youth, which runs from June 1st through July 31st. This program encourages youth to read throughout the summer months to maintain or improve their reading level. The program is a mix of fun events for youth and families all summer long, with incentives for reading. Staff will be visiting their local schools during the month of May to promote SLE and all the library has to offer. To learn more about the program, visit https://larl.org/explore/ or view https://youtu.be/ZODTRdhkZoM.

Mahnomen Public Library News
The Mahnomen Public Library has received a $4,321 grant from the Blandin Foundation for a new copier/printer/scanner/fax machine, for use by both staff and the public.
Legacy Events Update:
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: Over 1,400 people attended the LARL Lalo’s Lunchbox event!

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.

UPDATE: Waiting for data...

Upcoming Legacy Events:
Taiko Midwest
Join Lake Agassiz Regional Library for an interactive event featuring a performance by a world-class Taiko ensemble delivering a loud, energetic performance combining dance, culture and athleticism. Enso Taiko of TaikoArts Midwest will share about the history and cultural context of Taiko drumming in Japan and the United States, including how Taiko drums are made.
June 9: 10am Fertile Public Library; 3pm Hawley Westgate Park; 7pm Moorhead Public Library
June 10: 10am McIntosh Public Library; 2pm Ada Dekko Center; 6:30pm Cormorant Community Center
June 11: 10:30am Detroit Lakes Public Library

Rick Stromski- Let’s Draw Water and Ocean Animals
This is a virtual event which we are offering three times live:
Wednesday, June 15th at 2PM
Thursday, June 16th at 2PM
Friday, June 17th at 10:30AM

Siama’s Congo Roots- children’s concert and storytelling
June 21: 10:30am Fosston Public Library and 3pm Bagley Public Library
June 22: 10am Hendrum Civic Center & 3pm Breckenridge Public Library
June 23: 2pm Climax Public Library
June 24: 4pm Detroit Lakes Public Library
June 25: 10am Barnesville Public Library & 2pm Moorhead Public Library

Paper Plains Art Cart and author Phyllis Root
June 22: 2pm at the Crookston Public Library
June 23: 10am at the Agassiz Environmental Learning Center in Fertile

Pint-Sized Polkas
June 28: 10:30am Detroit Lakes Public Library; 1pm Cormorant Community Center; 3:30pm Barnesville Public Library and 6:30pm Ada Public Library
June 29: 10:30am Breckenridge Public Library; 3pm Hawley Public Library and 6:30pm Fertile Public Library
June 30: 10am McIntosh Public Library; 1pm Halstad Living Center and 3:30pm Crookston Public Library
Outdoor Concert Series:
June 16th at 6:30PM at Crookston- Uptown
June 23rd at 7PM at the Moorhead Public Library- Post Traumatic Funk Syndrome
July 8th at 4PM at the Detroit Lakes Public Library- Blu Kanu
July 21 at 6:30PM at the Crookston Public Library- Moving Parts
July 28 at 7PM at the Moorhead Public Library- Moving Parts
August 25th at 7PM at the Moorhead Public Library- Meat Rabbits

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. Unfortunately, we have not seen any movement in the Senate.

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.

We are urging Minnesotan’s to contact their local legislators the week of May 9th to advocate for the library construction/renovation bonding proposal.

Capital Projects Fund
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 $2.951 million for library construction and renovation grants.

Update: Thank you to all the City Administrators/Clerks and County Administrators for sending a letter of support to Governor Walz and State Library Services, advocating for support of the CPF for libraries.

Upcoming Holiday Closings
- The Crookston Library will be closed on Sunday, May 29th and all LARL locations will be closed on Monday, May 30th for the Memorial holiday.

Upcoming Board Meeting Dates
- The next LARL Full Board meeting will be held on Thursday, June 16th at 5:30 p.m. in the lower level of the Moorhead Public Library.
## Service Update: 2021 Public Computer Use Totals

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2019 (Prepandemic Use): 70, 499
2021 Total Computer Use: 29,811

First four months of 2021: 4,014
First four months of 2022: 5,600
## Lake Agassiz Regional Library
### Check Register
**For the Period From Apr 1, 2022 to Apr 30, 2022**

Filter Criteria includes: Report order is by Date,

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Lake Agassiz Regional Library
Check Register
For the Period From Apr 1, 2022 to Apr 30, 2022

Filter Criteria Includes: Report order is by Date.

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**Total**                                          **876,851.2**