

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: Thursday, June 16, 2022

Time: 5:30 p.m.

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

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

AGENDA

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

5:35 **2. MINUTES OF THE MAY 19, 2022 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 19, 2022 Full Board Meeting Minutes as presented.

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

a. Application for State FY2023 Regional Library Basic System Support (RLBSS)
 Enclosed (page 10)

Recommended Motion: Move to approve the application for State FY2023 Regional Library Basic System Support (RLBSS).

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

a. 2023 Preliminary Budget (Draft #3)
 Enclosed (page 17)

Recommended Motion: Move to approve the 2023 Preliminary Budget Draft #3 - as reviewed and recommended by the Finance Committee.

(over)

- 6:00 **5. DIRECTOR'S REPORT - Lynch**
 a. Director's Report -Enclosed (page 19)
 b. Intellectual Freedom & Library Bill of Rights – Enclosed (page 22)
- 6:20 **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 – Open
 Mahnomen – LuAnn Durant
 Mahnomen County – David Geray
 Moorhead – Laura Caroon, Doug Greenley & 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 & Open
- 6:35 **7. PRESIDENT'S REPORT – President Willhite**
- 6:45 **8. OTHER**
 a. Training
 b. NLLN Representative
- 6:55 **9. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – May 2022 (page 23)

UPCOMING MEETINGS/EVENTS

- **2022 Youth Summer Library Experience: Explore!** – June 1 through July 31, 2021
- **Independence Day:** Monday, July 4, 2022: All LARL locations closed
- **July 21 & August 18, 2022:** Executive Committee Meetings as needed
- **September 15, 2022:** Full Board Meeting at the Moorhead Library at 5:30 p.m.

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 19, 2022 at the Moorhead Public Library. President Willhite called the meeting to order at 5:30 pm.

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

Board Members Absent: Durant, Geray, Larson.

Others Present: Lynch, Sprynczynatyk, Shelly Carlson – Moorhead Mayor

PUBLIC INPUT

None

APPROVAL OF AGENDA

MINUTES OF THE MARCH 24, 2022 FULL BOARD MEETING

(Ebinger/Jacobson) Move to approve the Minutes of the March 24, 2022 Full Board Meeting as presented. MCU.

LIBRARY/COMMUNITY CENTER UPDATE

Carlson provided an update on the Moorhead Library/Community Center project. LARL Board members are encouraged to donate to show their support for the project.

(Kalil/Ebinger) Move to have Kalil draft a letter of support on behalf of the LARL Board, to be approved by the LARL Board, to support the new Moorhead Library project. The letter will be available by or before the next LARL Board meeting in June. MCU.

FINANCIAL REPORT

With 33.33% of 2022 complete, LARL spent 33.11% of budgeted expenses.

Regional Library Telecom Aid is at 92% of budget due to extra funding received for Digital Inclusion, there is a corresponding expense also at 92% of budget. On the expense side Programming – Summer Learning is at 62% of budget as the summer is approaching. Accounting/Bank fees are at 65% of budget due to the 2021 audit being paid in full. Attorney fees are at 56% of budget due to Union Negotiations being completed.

(over)

FINANCIAL REPORT – continued

Sprynczynatyk discussed the 2022 Distributions from the LARL Endowment funds.

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

Sprynczynatyk discussed the LARL budget process and the second draft of the 2023 Preliminary Budget. There are a few unknown items in the budget which LARL won't know until August or later in the year; Health Insurance which is budgeted at an 8% increase and State Basic Support. The budget includes a 2.5% increase to LARL Signatories. The budget reflects a \$107,920 shortfall. LARL will plan to use reserves to cover the shortfall.

The board discussed the union negotiated 4% pay increase as well as 3% nonunion budgeted increase.

DIRECTOR'S REPORT

Lynch discussed her written report.

The LARL Book truck summer staff have been hired and a schedule is being worked out. Duggan's Auto Service in Moorhead has agree to cover the cost of gas for the book truck for the 2nd summer in a row.

The Legislative news for Public Libraries isn't looking positive, but the fight isn't over yet.

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.

Kalil thanked Lynch for her effort with the Legislature.

BOARD MEMBER REPORTS:

Becker County (Grimsley, Kalil)

Grimsley suggested the building committee in Detroit Lakes ask the city to clean up the weeds around the city. Schell discussed that the issue has been brought to the city many times. Kalil discussed that they are about to go out for bid again on the library bathroom project.

Breckenridge (Holecek)

No report.

Clay County (Ebinger)

No report.

(continued on next page)

Clearwater County (Titera)

Titera discussed county union negotiations are complete.

Crookston (Briggs)

Chris Boike and the Interim City Administrator are discussing the library roof next week.

Detroit Lakes (Schell)

The library youth and teen area furniture has been updated. The main part of the library has some new furniture. New artwork is in the library. Schell is moving to Moorhead and this will be her final meeting on the LARL Board. She will be volunteering to help with the Moorhead Library project.

City of Mahnomen (Durant-absent)

No report.

Mahnomen County (Geray-absent)

No report.

Moorhead (Caroon, Greenley, Shastri)

The roof leak has been fixed. They are still waiting for the ceiling to be fixed.

Norman County (Jacobsen)

No report.

Polk County (Willhite)

No report.

Wilkin County (Larson-absent)

No report.

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

Convention planning for the fall is starting.

Northern Lights Library Network (Holecek, Schell)

NLLN is going to do a Better Together Workshop for staff June 14 in Fergus Falls and via Zoom.

The meeting adjourned at 6:55.

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

41.67%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 0.00	\$ 201,375.00	\$ 402,750.00	201,375.00	50.00
Detroit Lakes	0.00	118,690.00	237,380.00	118,690.00	50.00
Clay County	0.00	154,882.50	309,765.00	154,882.50	50.00
Moorhead	0.00	395,190.00	790,380.00	395,190.00	50.00
Clearwater County	0.00	54,747.50	109,495.00	54,747.50	50.00
Mahnomen County	0.00	22,935.00	45,870.00	22,935.00	50.00
Mahnomen	0.00	11,297.50	22,595.00	11,297.50	50.00
Norman County	0.00	52,557.50	105,115.00	52,557.50	50.00
Polk County	0.00	141,137.50	282,275.00	141,137.50	50.00
Crookston	0.00	115,415.00	230,830.00	115,415.00	50.00
Wilkin County	0.00	28,522.50	57,045.00	28,522.50	50.00
Breckenridge	0.00	47,065.00	94,130.00	47,065.00	50.00
Total Signatory Funding	0.00	1,343,815.00	2,687,630.00	1,343,815.00	50.00
Grants					
Basic Support - MN (RLBSS)	0.00	232,383.05	546,180.00	313,796.95	42.55
Reg Library Telecom Aid (RLTA)	0.00	77,226.37	83,620.00	6,393.63	92.35
Total Grants	0.00	309,609.42	629,800.00	320,190.58	49.16
Miscellaneous Revenue					
Service Charge Revenue	403.00	1,655.86	8,000.00	6,344.14	20.70
Printing Revenue	669.00	5,586.48	16,000.00	10,413.52	34.92
Fax Revenue	343.49	1,952.56	5,500.00	3,547.44	35.50
Microfilm Revenue	13.01	59.14	250.00	190.86	23.66
Photocopy Revenue	539.43	3,044.44	7,000.00	3,955.56	43.49
Book/Furniture Sale Revenue	945.22	1,196.26	0.00	(1,196.26)	0.00
Interest/Dividend Income	5,383.43	17,613.33	60,000.00	42,386.67	29.36
Investment Value Change	21,869.10	(140,258.36)	0.00	140,258.36	0.00
Lost/Damaged Property	262.25	1,638.84	6,000.00	4,361.16	27.31
Other Income	375.00	375.00	0.00	(375.00)	0.00
Total Miscellaneous Revenue	30,802.93	(107,136.45)	102,750.00	209,886.45	(104.27)
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0.00	23,600.00	47,200.00	23,600.00	50.00
MNLink Server Site Payments	264.37	1,321.85	3,150.00	1,828.15	41.96
Total Joint Automation Revenue	264.37	24,921.85	50,350.00	25,428.15	49.50
Fund Balance/Shortfall	0.00	0.00	86,690.00	86,690.00	0.00
Total General Fund Revenue	31,067.30	1,571,209.82	3,557,220.00	1,986,010.18	44.17
General Fund Expenditures					
Personnel Expenses					
Salaries	148,440.63	743,069.11	1,890,200.00	1,147,130.89	39.31
Payroll Taxes	11,182.47	57,403.72	146,300.00	88,896.28	39.24
Retirement - PERA	10,736.31	54,957.19	141,250.00	86,292.81	38.91
Health Insurance	29,651.95	152,363.98	377,850.00	225,486.02	40.32
Life Insurance	101.00	639.40	1,350.00	710.60	47.36
Workers Compensation Insurance	255.18	1,286.41	3,600.00	2,313.59	35.73
Other Employee Benefits	121.00	605.00	1,650.00	1,045.00	36.67
Total Personnel	200,488.54	1,010,324.81	2,562,200.00	1,551,875.19	39.43
Automation/Cataloging					
Automation	12,918.77	63,008.00	155,050.00	92,042.00	40.64
Support - App	0.00	0.00	3,900.00	3,900.00	0.00
Remote Printing	288.06	1,440.30	3,450.00	2,009.70	41.75
Catalog Item Records	1,022.05	5,110.25	12,100.00	6,989.75	42.23
Supplies - Computer	1,490.02	3,120.80	5,000.00	1,879.20	62.42
Supplies - Technical Services	140.42	1,449.87	6,000.00	4,550.13	24.16
Total Automation/Cataloging	15,859.32	74,129.22	185,500.00	111,370.78	39.96

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	0.00	1,620.25	3,400.00	1,779.75	47.65
Programming - Summer Learning	1,164.47	6,785.49	9,000.00	2,214.51	75.39
Programming - Adult	79.00	243.64	2,500.00	2,256.36	9.75
Total Library Programming	1,243.47	8,649.38	14,900.00	6,250.62	58.05
Staff Development					
Staff Training & Development	0.00	1,315.69	10,000.00	8,684.31	13.16
Total Staff Development	0.00	1,315.69	10,000.00	8,684.31	13.16
Mileage/Board Meeting Expense					
Mileage - Staff	1,178.87	5,681.88	20,000.00	14,318.12	28.41
Regional Board Meetings	849.80	3,053.36	5,900.00	2,846.64	51.75
Total Mileage/Board Meeting Expenses	2,028.67	8,735.24	25,900.00	17,164.76	33.73
Other Expenses					
Accounting/Bank Fees	583.18	11,480.70	16,750.00	5,269.30	68.54
Attorney Fees	0.00	850.00	1,500.00	650.00	56.67
Bus, Office Software/Supplies	0.00	299.00	2,000.00	1,701.00	14.95
Delivery Services	4,588.81	22,944.05	60,400.00	37,455.95	37.99
Director's Discretionary	0.00	105.38	2,500.00	2,394.62	4.22
Insurance - General/Property	1,130.42	8,707.59	18,900.00	10,192.41	46.07
Lease - Regional Office Rent	1,786.92	8,934.58	21,450.00	12,515.42	41.65
Leases - Equipment	0.00	2,868.00	6,050.00	3,182.00	47.40
Maintenance Contracts	196.60	3,257.36	11,850.00	8,592.64	27.49
Memberships	0.00	423.00	1,000.00	577.00	42.30
Minnesota Director's Fund	0.00	0.00	2,100.00	2,100.00	0.00
Miscellaneous Expense	0.00	1,172.50	2,500.00	1,327.50	46.90
PIO: Printing/Advertising	2,594.37	7,919.14	16,500.00	8,580.86	47.99
Postage	0.00	547.86	3,700.00	3,152.14	14.81
Recruitment	373.73	720.03	8,500.00	7,779.97	8.47
Repairs - Equipment	0.00	100.00	2,500.00	2,400.00	4.00
Supplies - Copier/Fax/Microfilm	360.50	388.50	750.00	361.50	51.80
Supplies - Office	51.96	3,127.35	8,000.00	4,872.65	39.09
Supplies - Public Services	221.46	1,065.00	6,000.00	4,935.00	17.75
Telephone/Telecom	2,475.28	9,570.90	23,500.00	13,929.10	40.73
Total Other Operating Expenses	14,363.23	84,480.94	216,450.00	131,969.06	39.03
Regional Library Telecom Aid (RLTA)	0.00	77,226.37	83,620.00	6,393.63	92.35
Transportation					
Vehicle Expenses	0.00	181.33	3,650.00	3,468.67	4.97
Total Transportation	0.00	181.33	3,650.00	3,468.67	4.97
Materials					
Audio Visual	2,739.28	18,591.68	67,200.00	48,608.32	27.67
Digital	7,683.57	36,987.55	112,000.00	75,012.45	33.02
Online Resources	633.73	3,161.84	8,000.00	4,838.16	39.52
Periodicals	76.00	13,473.49	22,000.00	8,526.51	61.24
Print	13,309.85	101,743.62	205,800.00	104,056.38	49.44
Total Materials	24,442.43	173,958.18	415,000.00	241,041.82	41.92
Capital Expenditures					
Furniture & Equipment	119.99	2,399.58	10,000.00	7,600.42	24.00
Software & Hardware Upgrades	0.00	(963.00)	30,000.00	30,963.00	(3.21)
Total Capital Expenditures	119.99	1,436.58	40,000.00	38,563.42	3.59
Total General Fund Expenditures	258,545.65	1,440,437.74	3,557,220.00	2,116,782.26	40.49
General Fund Revenue Over Expenditures	\$ (227,478.35)	\$ 130,772.08	\$ 0.00	(130,772.08)	0.00

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
SPECIAL PROJECTS					
Special Projects Revenue					
Donations	\$ 1,326.71	\$ 11,672.27	\$ 0.00	(11,672.27)	0.00
Endowment Revenue	(1,310.00)	755.00	0.00	(755.00)	0.00
Telecom/E-rate Funds	23,590.15	26,945.42	0.00	(26,945.42)	0.00
Legacy Grant Revenue	10,441.22	69,241.06	0.00	(69,241.06)	0.00
Miscellaneous State Grants	16,333.57	43,919.70	0.00	(43,919.70)	0.00
Northern Lights LN Funds	0.00	1,637.90	0.00	(1,637.90)	0.00
Total Special Projects Revenue	50,381.65	154,171.35	0.00	(154,171.35)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	317.51	1,125.68	0.00	(1,125.68)	0.00
Donations - Materials: A/V	0.00	0.00	0.00	0.00	0.00
Donations - Materials: Other	0.00	207.69	0.00	(207.69)	0.00
Donations - Miscellaneous	1,399.06	8,741.80	0.00	(8,741.80)	0.00
Donations - Book Truck	0.00	130.00	0.00	(130.00)	0.00
Legacy Grant Expense	10,441.22	69,241.06	0.00	(69,241.06)	0.00
Telecom/E-rate Expenses	23,590.15	26,945.42	0.00	(26,945.42)	0.00
Misc. State Grant Expense	16,333.66	43,919.70	0.00	(43,919.70)	0.00
Northern Lights LN e-Books	0.00	1,637.90	0.00	(1,637.90)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	52,081.60	151,949.25	0.00	(151,949.25)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	547.26	2,233.12	0.00	(2,233.12)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	547.26	2,233.12	0.00	(2,233.12)	0.00
Total Special Projects Expenditures	52,628.86	154,182.37	0.00	(154,182.37)	0.00
Special Proj Rev Over (Under) Expend	\$ (2,247.21)	\$ (11.02)	\$ 0.00	11.02	0.00
GRAND TOTAL REVENUE	81,448.95	1,725,381.17	3,557,220.00	1,831,838.83	48.50
GRAND TOTAL EXPENDITURES	311,189.93	1,594,686.50	3,557,220.00	1,962,533.50	44.83
CHANGE IN FUND BALANCE	\$ (229,740.98)	\$ 130,694.67	\$ 0.00	(130,694.67)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
May 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>
ASSETS					
Cash - Checking (Bell Bank)	\$ 33,136.29	49,426.78	(16,290.49)	55,582.47	(22,446.18)
Cash - Payroll (Bell Bank)	5,567.27	5,066.23	501.04	7,167.50	(1,600.23)
Cash - Savings (Bell Bank)	927,627.42	972,234.12	(44,606.70)	980,320.38	(52,692.96)
Petty Cash	560.00	560.00	0.00	560.00	0.00
Investment Account	1,502,368.26	1,475,422.42	26,945.84	1,617,109.47	(114,741.21)
Accounts Receivable	198,233.00	392,746.96	(194,513.96)	24.95	198,208.05
Other Miscellaneous Receivable	24,473.66	27,586.13	(3,112.47)	8,487.00	15,986.66
Prepaid Expenses	41,408.15	40,239.51	1,168.64	29,084.97	12,323.18
Vehicles	13,867.00	13,867.00	0.00	13,867.00	0.00
Accum Depr - Vehicles	(2,641.28)	(2,641.28)	0.00	(2,641.28)	0.00
Equipment and Fixtures	324,809.16	324,307.55	501.61	324,307.55	501.61
Accum Depr - Equip & Fixtures	(232,204.33)	(232,204.33)	0.00	(232,204.33)	0.00
Equipment & Fixtures - Donated	177,371.25	177,371.25	0.00	177,371.25	0.00
Accum Depr - Donated Equip	(153,116.65)	(153,116.65)	0.00	(153,116.65)	0.00
Endowment Funds	90,354.32	90,354.32	0.00	99,311.80	(8,957.48)
Amount Provided - LTD	61,085.46	61,085.46	0.00	61,085.46	0.00
Total Assets	\$ 3,012,898.98	3,242,305.47	(229,406.49)	2,986,317.54	26,581.44
LIABILITIES					
Accounts Payable	\$ 57,922.78	33,901.71	24,021.07	88,591.36	(30,668.58)
Credit Card Payable	4,306.26	7,585.57	(3,279.31)	0.00	4,306.26
Amazon Charge Account	6,806.74	4,499.34	2,307.40	0.00	6,806.74
Accrued Salaries Payable	83,924.89	83,924.89	0.00	83,924.89	0.00
Accrued Sick Leave Payable	17,219.47	17,219.47	0.00	17,219.47	0.00
Accrued Vacation Payable	43,865.99	43,865.99	0.00	43,865.99	0.00
Payroll Tax Payable - ND	887.00	455.00	432.00	0.00	887.00
Life Insurance Payable	16.00	0.00	16.00	0.00	16.00
Dental Insurance Payable	(53.43)	(54.09)	0.66	0.00	(53.43)
Vision Insurance Payable	(12.60)	0.00	(12.60)	0.00	(12.60)
AFLAC Payable	118.67	118.67	0.00	148.64	(29.97)
Flexible Spending - Medical	1,468.39	1,122.55	345.84	953.73	514.66
Flexible Spending - Dep Care	100.08	100.08	0.00	100.08	0.00
Sales Tax Payable	385.93	213.37	172.56	520.00	(134.07)
Deferred Revenue	497,502.64	521,171.77	(23,669.13)	583,247.88	(85,745.24)
Total Liabilities	714,458.81	714,124.32	334.49	818,572.04	(104,113.23)
FUND BALANCES					
Fund Balance - Unreserved	299,804.21	299,804.21	0.00	237,097.73	62,706.48
Fund Bal - Operating Reserve	1,175,000.00	1,175,000.00	0.00	1,175,000.00	0.00
Fund Bal - Employee Severance	21,000.00	21,000.00	0.00	21,000.00	0.00
Fund Bal - Unemployment Comp.	48,000.00	48,000.00	0.00	48,000.00	0.00
Fund Bal - Vehicle Replacement	30,000.00	30,000.00	0.00	30,000.00	0.00
Fund Bal - Technology Upgrade	46,000.00	46,000.00	0.00	46,000.00	0.00
Fund Bal - Furn. & Equipment	10,000.00	10,000.00	0.00	10,000.00	0.00
Fund Bal - Special Projects	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Copiers, Printers	10,000.00	10,000.00	0.00	10,000.00	0.00
Fund Bal - Prof Recruitment	5,000.00	5,000.00	0.00	5,000.00	0.00
Fund Bal - Library Materials	30,000.00	30,000.00	0.00	30,000.00	0.00
Fund Bal - Consultant Study	9,500.00	9,500.00	0.00	9,500.00	0.00
Fund Bal - Outreach Services	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Brnch Improvement	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Staff Development	20,000.00	20,000.00	0.00	20,000.00	0.00
Fund Bal - Health Insurance	21,000.00	21,000.00	0.00	21,000.00	0.00
Fund Bal - Joint Automation	107,000.00	107,000.00	0.00	107,000.00	0.00
Investment in Gen. Fixed Asset	127,583.54	127,583.54	0.00	127,583.54	0.00
Reserve for Donations	57,503.43	57,503.43	0.00	57,503.43	0.00
Reserve for Endowments	90,354.32	90,354.32	0.00	99,311.80	(8,957.48)
Change in Fund Balance	130,694.67	360,435.65	(229,740.98)	53,749.00	76,945.67
Total Fund Balances	2,298,440.17	2,528,181.15	(229,740.98)	2,167,745.50	130,694.67
Total Liabilities & Fund Bal.	\$ 3,012,898.98	3,242,305.47	(229,406.49)	2,986,317.54	26,581.44



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2023 (July 1, 2022 – June 30, 2023) Application

A. Applicant Information

1. Regional public library system name and address:

Lake Agassiz Regional Library, 118 5th St S, Moorhead, MN 56560

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

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

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

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

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

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

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

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

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

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

4. Number of FTE staff paid with RLBSS funds: 5.95

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

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

☐ There are no updates to organizational agreements.

6. Strategic Plan:

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

Please indicate which is attached:

☐ A new long-range strategic plan.

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

☐ A brief update on the status of developing a new plan. Please include planning activities completed to date and a time frame for completion. The approved strategic plan is due to State Library Services by December 31, 2022.

7. Proposed Program Activities:

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

At a Glance – Please summarize your plans for State FY2023 in a few sentences: RLBSS will be used to provide funding for personnel expenses for key Regional Office employees. These employees are specialists in their area and are responsible for providing support to the rest of the region in areas such as automation, collection management, delivery services, programming initiatives, IT, Finance, HR and more. LARL continues to move forward as a region because of the leadership and expertise of these very efficient and effective positions and employees.

Briefly describe the programs that will take place during FY2023, using the format below.

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

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

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

responsible for all financial aspects of running a regional library system, in addition to providing HR support to approximately 95 employees across the region. The Collection Development Librarian is responsible for maintaining the region's materials collection, as well as overseeing routing and rotation for the region. The Business Office Associate processes accounts payable, payroll, and maintains inventory records for the region. The Marketing Coordinator handles all publicity for the region. The Program Coordinator oversees all youth, young adult and adult programming throughout the region. The Automation Coordinator is essential to keeping our automation system running and providing instructions/help for staff in using the system.

- How will these activities help to achieve your program goal? These positions are key to the success of the regional library system. The positions provide the necessary support to both the frontline staff resulting in excellent customer service to community members and the community as a whole. The positions allow us to meet our mission and goal of enriching lives and strengthening communities.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2022, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Local Governmental Unit	2021 Level of Funding Provided
Becker County (excluding Detroit Lakes)	\$400,365
Detroit Lakes	236,345
Clay County (excluding Moorhead)	308,075
Moorhead	786,920
Clearwater County	108,780
Mahnomen County (excluding Mahnomen)	45,625
Mahnomen	22,410
Norman County	104,480
Polk County (excluding Crookston & East Grand Forks)	280,570
Crookston	230,030
Wilkin County (excluding Breckenridge)	56,795
Breckenridge	93,735
Total:	2,674,130

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

N/A

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

East Grand Forks (Polk County)

11. Please provide contact information, name and location of any new libraries completed or any buildings that underwent substantial remodeling in the last calendar year.

None

B. Assurances

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

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

C. Signature Page

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

Signature:

Printed Name: Gary Willhite
Chair, System Governing Board

Date: 06/16/2022

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

Signature:

Printed Name: Liz Lynch
Regional Public Library System Administrator

Date: 06/16/2022

D. Attachments and Due Date

- FY 2023 Proposed Budget (required): Please indicate how you plan to spend state aid dollars.
- Strategic Plan Document (required)
- Organizational Agreements (as needed)

Applications are due **Friday, July 1, 2022**. Please submit one PDF of the signed original application to hannah.buckland@state.mn.us.

Lake Agassiz Regional Library Strategic Plan 2021-2023**Mission: Enrich Lives and Strengthen Communities****Focus Areas: Workforce and Economic Development, Education and Equity**

Lake Agassiz Regional Library has made the following goals a priority in an effort to enhance services, improve programming and increase awareness of the LARL locations and all they have to offer to the communities served in the seven-county service area. While working through a pandemic has been difficult for many, staff and customers alike are beginning to see increased traffic, use and participation of library services and programs.

Goal 1: Regional Access

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

Examples of increased access:

- Increased access to Wi-Fi Hotspots
- Online/Hybrid meeting room software in three locations
- Chromebook/Wi-Fi hotspot kits for checkout in Crookston
- Chromebook checkout for in-house use
- Increased OverDrive and Hoopla services

Goal 2: Enhance the User Experience

Review and foster programming, services, and partnerships regionwide, striving for appropriateness, effectiveness and quality, incorporating programming focused on workforce and economic development, education and equity.

Examples of enhanced experiences:

- Virtual programming
- Hybrid programming/watch parties
- Programs offered in conjunction with mental health services
- Programs offered in conjunction with local workforce services
- Programs offered in conjunction with local entrepreneurs and business owners
- Region-wide program guidelines established

Goal 3: Increase Organizational Visibility and Public Awareness

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

Examples of increased visibility and awareness:

- Improved standards for local programming
- Shifting responsibility of local promotion to branches and LINKs with active promotion, rather than passive promotion
- New system for event promotion on larl.org/printed brochures
- Increased social media presence
- Improved awareness strategies by consulting with local experts

LAKE AGASSIZ REGIONAL LIBRARY

2023

Preliminary Budget

Draft #3

CATEGORY	2021 Budget	2022 Budget	2023 Budget	\$ Change	% Change
Personnel	2,508,500	2,562,200	2,669,700	107,500	4.20%
Library Materials	405,000	415,000	415,000	0	0.00%
Automation/Cataloging	180,500	185,500	191,850	6,350	3.42%
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	3,663,970	106,750	3.00%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2023

Preliminary Budget

Draft #3

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
SUB-TOTAL	2,674,130	2,687,630	67,500	2,755,130
GRANTS				
State Basic Support	533,513	546,180	15,820	562,000
Regional Library Telecom Aid	83,650	83,620	-	83,620
TOTAL GRANTS	617,163	629,800	15,820	645,620
OTHER REVENUE				
Miscellaneous	104,700	102,750	-	102,750
Joint Automation	49,450	50,350	2,050	52,400
Fund Balance/Shortfall	51,007	86,690	21,380	108,070
TOTAL OTHER REVENUE	205,157	239,790	23,430	263,220
TOTAL REVENUE	3,496,450	3,557,220	106,750	3,663,970
EXPENDITURES				
Operating	3,451,950	3,517,220	106,750	3,623,970
Capital	44,500	40,000	-	40,000
TOTAL EXPENDITURES	3,496,450	3,557,220	106,750	3,663,970
				-



Monthly Report to the Board

Meeting Date: June 16, 2022

From: Liz Lynch, Executive Director

Director's Meetings

May: NWRL Director, 18; Hub Supervisors, 18; MLA Meeting, 18; Annual Review, 19; Moorhead Area Public Schools, 19; LARL Board, 19; Coordinating Team, 25; CRPLSA, 26

June: MN Library Legislative, 1; Moorhead Area Public Schools, 1; Moorhead interviews, 6; Moorhead interview, 7; Automation/IT Meeting, 8; Moorhead interview, 8; Moorhead Library/Community Center, 8; Moorhead interview, 9; CRPLSA subcommittee, 9

LARL Staffing

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

LARL News

Summer Library Experience

SLE is in full swing. Hendrum has been doing a great job of pushing the SLE program, in addition to the **1,000 Books Before Kindergarten** program. They have been going above and beyond to reach out to customers with personal invitations.

Fosston visited 16 classes within a two week period to get the kids fired up about reading.

Mahnomen had 25 kids sign up for the program during the first event.

Barnesville celebrated with the police chief reading stories, the police dog was available for petting, and the mayor and city administrator judged the pet show. Ice cream was provided for everyone to also celebrate National Chocolate Ice Cream Day!

Mahnomen Public Library News

The summer renovation project at the Mahnomen Library is about to begin. We are planning on closing the library for about one week in August while a new ceiling and lighting are installed.

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 Daiko 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

Wi-Fi Hotspot Use

	2020 (starting June 1)	2021	2020 (through May 31)
Check Outs	337	627	214

2020 note = Started with 43 hotspots

2021 note = Operating with 37 hotspots by end of 2021

2022 note = As of the end of May, currently operating with 75 hotspots

In House Laptop Use: January-May 2022

		Ada	Bag	Bar	Bre	Cli	Cro	Det	Fer	Fos	Haw	Mah	Mcl	Mor
Laptop Circ Total	217	1	0	0	0	4	3	16	1	2	12	0	0	178

Betsy Vinz, LARL Trustee 1984-1990 & 2009-2014

Our deepest condolences go out to the family of Betsy Vinz, longtime resident of Moorhead. Betsy was very active on the Moorhead Library Board and the LARL Board for many years, and was a strong library advocate. She will be terribly missed as a library supporter and friend.

Upcoming Holiday Closings

All LARL locations will be closed on Monday, July 4th.

Upcoming Board Meeting Dates

Executive Committee Meetings, July 21 and August 18 at 5:30 as needed.

Full Board Meeting, September 15th at 5:30 p.m.

Sign Up for LARL Email News Notifications

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

Sign Up for a Library Card Online

<https://larl.org/applyonline/>

Moorhead Library/Community Project Campaign

The Moorhead Library/Community Project YES 56560 campaign is about to launch in preparation for the November ballot/election. Donations for the campaign can be mailed to the following:

YES 56560
403 8th St S
Suite A #242
Moorhead, MN 56560

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	5/1/22	Apple Store	2010-000	2.99
eft-5/1/22-1	5/1/22	Delta Dental of Minnesota	1000-000	1,051.41
eft-5/1/22-2	5/1/22	Fidelity Security Life	1000-000	321.48
eft-5/1/22-3	5/1/22	Lakes Country Service Cooperative	1000-000	26,912.93
cc-5/1/22-1	5/1/22	SR Fax	2010-000	25.29
5/22-1	5/1/22	Amazon (charges on account)	2020-000	36.98
5/22-2	5/1/22	Amazon (charges on account)	2020-000	24.30
5/22-3	5/1/22	Amazon (charges on account)	2020-000	19.92
5/22-6	5/1/22	Amazon (charges on account)	2020-000	69.06
5/22-7	5/1/22	Amazon (charges on account)	2020-000	59.97
eft-5/2/22-1	5/2/22	Attendance On Demand	1000-000	231.00
cc-5/2/22-1	5/2/22	Cardmember Service	2010-000	-375.00
eft-5/3/22-1	5/3/22	Arvig	1000-000	96.17
eft-5/3/22-2	5/3/22	Arvig	1000-000	96.97
eft-5/3/22-3	5/3/22	Arvig	1000-000	88.59
eft-5/3/22-4	5/3/22	Arvig	1000-000	88.59
eft-5/3/22-5	5/3/22	Arvig	1000-000	41.40
5/22-8	5/3/22	Amazon (charges on account)	2020-000	73.57
68860	5/4/22	AFSCME PEOPLE	1000-000	58.00
68861	5/4/22	Alliance Courier	1000-000	2,115.30
68862	5/4/22	ASP of Moorhead, Inc.	1000-000	1,526.61
68863	5/4/22	Baker & Taylor	1000-000	3,490.32
68863a	5/4/22	VOID	1000-000	
68863b	5/4/22	VOID	1000-000	
68864	5/4/22	Black Stone Publishing	1000-000	386.12
68865	5/4/22	Joyce Christine Boike	1000-000	62.60
68866	5/4/22	ByteSpeed, LLC	1000-000	8,140.00
68867	5/4/22	Jodi Harrington	1000-000	19.31
68868	5/4/22	Liz Lynch	1000-000	64.94
68869	5/4/22	Amy Nelson	1000-000	15.21
68870	5/4/22	Norman County Index	1000-000	50.00
68871	5/4/22	Overdrive, Inc.	1000-000	845.99
68872	5/4/22	Payroll Professionals, Inc.	1000-000	125.40
68873	5/4/22	Rapid Refill	1000-000	360.50

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68874	5/4/22	Elizabeth Raum	1000-000	350.00
68875	5/4/22	Rochester Telecom Systems Inc.	1000-000	103.87
68875a	5/4/22	VOID	1000-000	
68876	5/4/22	Scholastic Inc. Education	1000-000	323.35
68877	5/4/22	Christy Underlee	1000-000	19.31
68878	5/4/22	Marianne Wannebo	1000-000	120.52
68879	5/4/22	Marlys Winkels	1000-000	18.72
68880	5/4/22	AFSCME Council 65	1000-000	613.55
68881	5/4/22	Mark Chekola	1000-000	100.00
eft-5/4/22-1	5/4/22	Lake Agassiz Regional Library	1010-000	20,000.00
5/22-4	5/4/22	Amazon (charges on account)	2020-000	-0.23
5/22-9	5/4/22	Amazon (charges on account)	2020-000	-6.09
5/22-10	5/4/22	Amazon (charges on account)	2020-000	19.98
5/22-11	5/4/22	Amazon (charges on account)	2020-000	309.46
5/22-12	5/4/22	Amazon (charges on account)	2020-000	79.90
5/22-13	5/4/22	Amazon (charges on account)	2020-000	322.00
5/22-15	5/4/22	Amazon (charges on account)	2020-000	885.54
5/22-16	5/4/22	Amazon (charges on account)	2020-000	344.32
5/22-14	5/5/22	Amazon (charges on account)	2020-000	111.94
5/22-17	5/5/22	Amazon (charges on account)	2020-000	218.20
5/22-18	5/5/22	Amazon (charges on account)	2020-000	109.10
5/22-19	5/5/22	Amazon (charges on account)	2020-000	16.95
5/22-20	5/5/22	Amazon (charges on account)	2020-000	147.28
5/22-21	5/6/22	Amazon (charges on account)	2020-000	603.27
5/22-22	5/6/22	Amazon (charges on account)	2020-000	119.99
eft-5/7/22-1	5/7/22	Cardmember Service	1000-000	5,440.24
cc-5/9/22-1	5/9/22	Ting	2010-000	29.95
cc-5/9/22-2	5/9/22	Amazon (charges on account)	2010-000	859.99
5/22-5	5/9/22	Amazon (charges on account)	2020-000	-16.95
5/22-23	5/9/22	Amazon (charges on account)	2020-000	44.80
5/22-24	5/9/22	Amazon (charges on account)	2020-000	29.97
5/22-25	5/9/22	Amazon (charges on account)	2020-000	22.98
5/22-26	5/9/22	Amazon (charges on account)	2020-000	71.88

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Check #	Date	Payee	Cash Account	Amount
5/22-27	5/9/22	Amazon (charges on account)	2020-000	17.09
5/22-28	5/9/22	Amazon (charges on account)	2020-000	70.00
5/22-29	5/9/22	Amazon (charges on account)	2020-000	17.09
eft-5/10/22-1	5/10/22	Synchrony Bank/Amazon	1000-000	5,399.46
5/22-30	5/10/22	Amazon (charges on account)	2020-000	173.69
68882	5/11/22	Alliance Courier	1000-000	2,115.30
68883	5/11/22	Baker & Taylor	1000-000	2,391.83
68883a	5/11/22	VOID	1000-000	
68884	5/11/22	Black Stone Publishing	1000-000	1,855.78
68885	5/11/22	Joyce Christine Boike	1000-000	27.50
68886	5/11/22	Sheila Capistran	1000-000	37.44
68887	5/11/22	Mark Chekola	1000-000	100.00
68888	5/11/22	Eric Dregni	1000-000	4,000.00
68889	5/11/22	The Hawley Herald, Inc.	1000-000	43.00
68890	5/11/22	KROX-AM	1000-000	150.00
68891	5/11/22	Megan Krueger	1000-000	30.42
68892	5/11/22	MN Association Of Library Friends	1000-000	25.00
68893	5/11/22	Heidi Moore	1000-000	17.55
68894	5/11/22	New Century Press	1000-000	465.00
68895	5/11/22	Office Depot	1000-000	483.15
68896	5/11/22	Overdrive, Inc.	1000-000	1,678.30
68897	5/11/22	Polk County Fair	1000-000	200.00
68898	5/11/22	Quill Corporation	1000-000	279.84
68899	5/11/22	Rosen Publishing	1000-000	3,135.81
68900	5/11/22	Jeffrey Salinas-Jenni	1000-000	47.39
68901	5/11/22	Christy Underlee	1000-000	19.31
eft-5/11/22-1	5/11/22	Lake Agassiz Regional Library	1010-000	120,000.0
eft-5/11/22-2	5/11/22	Lake Agassiz Regional Library	1000-000	58,000.00
cc-5/11/22-1	5/11/22	FM Pride In The Park	2010-000	54.67
eft-5/11/22-1	5/11/22	Sangoma US	2010-000	99.96
eft-5/12/22-1	5/12/22	Synchrony Bank/Amazon	1000-000	2,352.70
5/22-31	5/12/22	Amazon (charges on account)	2020-000	54.93
5/22-32	5/12/22	Amazon (charges on account)	2020-000	16.93
5/22-33	5/12/22	Amazon (charges on account)	2020-000	8.99

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Check #	Date	Payee	Cash Account	Amount
5/22-36	5/12/22	Amazon (charges on account)	2020-000	29.98
5/22-54	5/12/22	Amazon (charges on account)	2020-000	14.39
eft-5/13/22-1	5/13/22	AFLAC	1000-000	237.34
eft-5/13/22-2	5/13/22	Further - VEBA/HSA	1000-000	2,151.60
eft-5/13/22-3	5/13/22	Further - VEBA/HSA	1000-000	2,070.92
5/22-34	5/13/22	Amazon (charges on account)	2020-000	160.38
eft-5/13/22-4	5/13/22	Federal Income Tax deposit	1000-000	17,428.74
eft-5/13/22-5	5/13/22	Minnesota State Income Tax	1000-000	1,585.00
eft-5/13/22-6	5/13/22	ING (Deferred Compensation)	1000-000	2,271.49
eft-5/13/22-7	5/13/22	Public Employees Retirement Assoca	1000-000	10,719.55
eft-5/13/22-8	5/13/22	LARL Payroll	1005-000	58,157.47
eft-5/13/22-1	5/13/22	Zoom Video Communications, Inc	2010-000	79.00
eft-5/14/22-1	5/14/22	Allstream	1000-000	924.40
eft-5/14/22-0	5/14/22	Sangoma US	2010-000	40.00
5/22-35	5/14/22	Amazon (charges on account)	2020-000	59.98
5/22-37	5/14/22	Amazon (charges on account)	2020-000	80.92
5/22-38	5/14/22	Amazon (charges on account)	2020-000	101.40
5/22-55	5/14/22	Amazon (charges on account)	2020-000	17.49
eft-5/15/22-1	5/15/22	Garden Valley Telephone Company	1000-000	40.28
eft-5/15/22-2	5/15/22	Synchrony Bank/Amazon	1000-000	373.27
cc-5/15/22-1	5/15/22	Halstad Telephone Company	2010-000	73.39
cc-5/15/22-2	5/15/22	Halstad Telephone Company	2010-000	32.99
cc-5/15/22-3	5/15/22	Rothsay Telephone	2010-000	70.60
5/22-39	5/15/22	Amazon (charges on account)	2020-000	81.86
5/22-56	5/15/22	Amazon (charges on account)	2020-000	81.86
eft-5/17/22-1	5/17/22	Synchrony Bank/Amazon	1000-000	92.00
eft-5/17/22-1	5/17/22	Uprinting.com	2010-000	111.53
5/22-40	5/17/22	Amazon (charges on account)	2020-000	183.10
5/22-57	5/17/22	Amazon (charges on account)	2020-000	76.14
5/22-58	5/17/22	Amazon (charges on account)	2020-000	17.99
68902	5/18/22	The 13 Towns	1000-000	35.00
68903	5/18/22	Baker & Taylor	1000-000	5,278.58
68903a	5/18/22	VOID	1000-000	

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Check #	Date	Payee	Cash Account	Amount
68903b	5/18/22	VOID	1000-000	
68904	5/18/22	Black Stone Publishing	1000-000	79.68
68905	5/18/22	Nicole Boewood	1000-000	94.78
68906	5/18/22	Cherry Road Media	1000-000	168.00
68907	5/18/22	Anders Valley Publishing, LLC	1000-000	210.00
68908	5/18/22	Forum Communications Company	1000-000	299.00
68909	5/18/22	Greta Guck	1000-000	60.85
68910	5/18/22	Jodi Harrington	1000-000	38.62
68911	5/18/22	Megan Krueger	1000-000	52.65
68912	5/18/22	Minnesota Public Radio	1000-000	513.00
68913	5/18/22	Eileen Mooney	1000-000	27.50
68914	5/18/22	Amy Nelson	1000-000	14.04
68915	5/18/22	Norman County Index	1000-000	50.00
68916	5/18/22	Overdrive, Inc.	1000-000	2,220.86
68917	5/18/22	Payroll Professionals, Inc.	1000-000	127.05
68918	5/18/22	Quill Corporation	1000-000	59.05
68919	5/18/22	Shortprinter	1000-000	505.40
68920	5/18/22	Signature Home Technologies	1000-000	1,965.00
68921	5/18/22	Wahpeton Daily News	1000-000	90.30
68922	5/18/22	Joyce Christine Boike	1000-000	40.95
5/22-41	5/18/22	Amazon (charges on account)	2020-000	110.97
5/22-59	5/18/22	Amazon (charges on account)	2020-000	18.99
eft-5/19/22-1	5/19/22	Mutual of Omaha	1000-000	105.00
eft-5/19/22-1	5/19/22	AppSatori	2010-000	27.28
5/22-42	5/19/22	Amazon (charges on account)	2020-000	61.99
5/22-43	5/19/22	Amazon (charges on account)	2020-000	153.45
5/22-44	5/20/22	Amazon (charges on account)	2020-000	29.95
	5/22/22	Tidio	2010-000	18.00
eft-5/22/22-1	5/22/22	Further - Fees	1000-000	104.50
5/22-60	5/22/22	Amazon (charges on account)	2020-000	39.92
5/22-61	5/22/22	Amazon (charges on account)	2020-000	16.99
5/22-62	5/22/22	Amazon (charges on account)	2020-000	69.90
5/22-63	5/22/22	Amazon (charges on account)	2020-000	31.50
5/22-45	5/23/22	Amazon (charges on account)	2020-000	94.88

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Check #	Date	Payee	Cash Account	Amount
cc-5/24/22-1	5/24/22	Best Name Badges	2010-000	35.16
5/22-46	5/24/22	Amazon (charges on account)	2020-000	91.76
eft-5/25/22-1	5/25/22	Arvig	1000-000	181.20
68923	5/25/22	AFSCME Council 65	1000-000	497.84
68924	5/25/22	AFSCME PEOPLE	1000-000	58.00
68925	5/25/22	Alliance Courier	1000-000	2,115.30
68926	5/25/22	Baker & Taylor	1000-000	3,252.97
68926a	5/25/22	VOID	1000-000	
68927	5/25/22	Black Stone Publishing	1000-000	141.80
68928	5/25/22	Joyce Christine Boike	1000-000	101.79
68929	5/25/22	Clayton Briggs	1000-000	141.90
68930	5/25/22	Cole Papers Inc.	1000-000	33.09
68931	5/25/22	Dekko Community Center	1000-000	150.00
68932	5/25/22	FM Area Foundation	1000-000	1,310.00
68933	5/25/22	Doug Greenley	1000-000	60.00
68934	5/25/22	Ben Grimsley	1000-000	52.65
68935	5/25/22	Greta Guck	1000-000	149.77
68936	5/25/22	Jodi Harrington	1000-000	56.16
68937	5/25/22	Linda Holecek	1000-000	52.65
68938	5/25/22	Terry Kalil	1000-000	134.88
68939	5/25/22	Lerner Publishing Group	1000-000	160.43
68940	5/25/22	City of Moorhead	1000-000	50.00
68941	5/25/22	NCPERS Group Life Ins.	1000-000	160.00
68942	5/25/22	Newman Digital	1000-000	150.00
68943	5/25/22	Payroll Professionals, Inc.	1000-000	130.35
68944	5/25/22	Linda Schell	1000-000	118.50
68945	5/25/22	Chizuko Shastri	1000-000	60.00
68946	5/25/22	Shortprinter	1000-000	302.97
68947	5/25/22	Mark Titera	1000-000	147.32
68948	5/25/22	Christy Underlee	1000-000	19.31
68949	5/25/22	Washington County Library	1000-000	25.00
68950	5/25/22	Gary Willhite	1000-000	81.90
eft-5/25/22-1	5/25/22	Lake Agassiz Regional Library	1010-000	130,000.0

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Check #	Date	Payee	Cash Account	Amount
eft-5/25/22-2	5/25/22	Lake Agassiz Regional Library	1000-000	57,000.00
5/22-47	5/25/22	Amazon (charges on account)	2020-000	318.36
5/22-64	5/25/22	Amazon (charges on account)	2020-000	-4.06
5/22-48	5/26/22	Amazon (charges on account)	2020-000	331.96
5/22-49	5/26/22	Amazon (charges on account)	2020-000	2,240.90
eft-5/26/22-1	5/26/22	Uprinting.com	2010-000	618.60
cc-5/26/22-1	5/26/22	Sangoma US	2010-000	284.69
cc-5/26/22-2	5/26/22	DickBlick	2010-000	71.84
5/22-50	5/26/22	Amazon (charges on account)	2020-000	554.97
eft-05/29/22-1	5/29/22	Further - VEBA/HSA	1000-000	329.00
5/22-65	5/29/22	Amazon (charges on account)	2020-000	37.95
5/22-66	5/29/22	Amazon (charges on account)	2020-000	24.98
5/22-67	5/29/22	Amazon (charges on account)	2020-000	36.98
eft-5/30/22-1	5/30/22	Garden Valley Telephone Company	1000-000	40.28
eft-5/30/22-2	5/30/22	Garden Valley Telephone Company	1000-000	40.28
eft-5/30/22-3	5/30/22	Garden Valley Telephone Company	1000-000	40.28
eft-5/30/22-4	5/30/22	Garden Valley Telephone Company	1000-000	75.89
68951	5/31/22	ASP of Moorhead, Inc.	1000-000	1,513.06
68952	5/31/22	Baker & Taylor	1000-000	1,402.26
68953	5/31/22	Black Stone Publishing	1000-000	271.18
68954	5/31/22	Christianson's Business Furniture	1000-000	927.88
68955	5/31/22	Cole Papers Inc.	1000-000	17.39
68956	5/31/22	Sandra Duval	1000-000	26.33
68957	5/31/22	Jodi Harrington	1000-000	64.95
68958	5/31/22	Information Systems Corp.	1000-000	1,180.00
68959	5/31/22	Genevieve Junkert	1000-000	47.39
68961	5/31/22	Julie Malmanger	1000-000	17.13
68962	5/31/22	Heidi Moore	1000-000	23.40
68963	5/31/22	Amy Nelson	1000-000	45.63
68964	5/31/22	Norman County Index	1000-000	33.00
68965	5/31/22	Office Depot	1000-000	18.87
68966	5/31/22	Shortprinter	1000-000	759.06
68967	5/31/22	Kelsey Solberg	1000-000	21.75
68968	5/31/22	Marlys Winkels	1000-000	18.72

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Check #	Date	Payee	Cash Account	Amount
eft-5/31/22-2	5/31/22	Minnesota State Income Tax	1000-000	1,474.00
eft-5/31/22-3	5/31/22	ING (Deferred Compensation)	1000-000	1,796.49
eft-5/31/22-1	5/31/22	Federal Income Tax deposit	1000-000	16,665.77
eft-5/31/22-4	5/31/22	Public Employees Retirement Assoca	1000-000	10,549.71
eft-5/31/22-5	5/31/22	LARL Payroll	1005-000	56,299.60
5/22-51	5/31/22	Amazon (charges on account)	2020-000	662.40
5/22-52	5/31/22	Amazon (charges on account)	2020-000	496.80
5/22-53	5/31/22	Amazon (charges on account)	2020-000	120.99
Total				<u>687,605.8</u>