

**LARL BOARD OF TRUSTEES  
FULL BOARD MEETING**

**Date: Thursday, January 19, 2023**

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

Meeting Notice:

The LARL Board will hold its scheduled meeting Thursday, January 19<sup>th</sup> at 5:30 p.m. in the lower level of the Moorhead Public Library, 118 5<sup>th</sup> St S, Moorhead, MN 56560.

**NOTE:** If you're unable to attend this meeting, please email Liz at [lynchl@larl.org](mailto:lynchl@larl.org) by noon on the day of the meeting.

**AGENDA**

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

- 5:35    **2. MINUTES OF THE NOVEMBER 17, 2022 FULL BOARD MEETING**  
         Enclosed (page 5)

***Recommended Motion: Move to approve the November 17, 2022 Full Board Meeting Minutes as presented.***

- 5:40    **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS** - Briggs
- a. **Welcome to New Trustee**
    - a. Barry Nelson, Becker County
    - b. Charley Johnson, City of Moorhead
    - c. Rick Busko, Wilkin County

- b. **Administer Oath of Office**

- 5:45    **4. FINANCIAL REPORT** - Sprynczynatyk  
         Enclosed (page 8)

- a. **Pay Equity Report**  
         Enclosed (page 12)

***Recommended Motion: Move to approve LARL's Pay Equity Report for the year ended December 31, 2022.***

- b. **Final Report for Legacy Funds FY2020 fund year**  
         (page 14, and detailed report available for review at meeting)  
         (over)

Agenda for the January 19, 2023 Full Board Meeting – Page 2

***Recommended Motion: Move to approve the Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2020 funding year.***

6:00 5. FINANCE COMMITTEE REPORT – Jacobson

a. Approval of List of Authorized Institutions

***Recommended Motion: Move to approve the list of authorized institutions for 2023 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.***

b. 2023 Final Budget

Draft enclosed (page 17)

***Recommended Motion: Move to approve the 2023 Budget as reviewed and recommended by the Finance Committee.***

c. Designated Funds

Draft enclosed (page 19)

***Recommended Motion: Move to approve the 2023 Designed Funds as reviewed and recommended by the Director and the Finance Committee.***

6:20 6. DIRECTOR'S REPORT – Lynch

a. Director's Written Report

Enclosed (page 20)

b. 2023 MLA Proposed Bills for Regional Public Library Systems

Enclosed (page 23)

c. RLBSS Legislative Request

Enclosed (page 24)

***Recommended Motion: Move to approve and support CRPLSA to advocate at the legislature to increase the funding of the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of MN's regional public library system to help meet the library needs of its citizens.***

(continued)

6:30 7. **PRESIDENT’S REPORT** – Briggs

a. **2023 Board Meeting Schedule**

Enclosed (page 26)

*Recommended Motion: Move to approve the 2023 Board Meeting Schedule as presented.*

b. **2023 Board Committee Assignments**

Enclosed: Board Committee Assignments Draft (page 27)

*Recommended Motion: Move to approve the 2023 Board Committee Assignments as presented.*

6:45 8. **Nominations** – Wood

a. Member at Large

6:55 9. **BOARD MEMBER REPORTS:**

**Becker County** – Terry Kalil, Barry Nelson

**Breckenridge** – Linda Holecek

**Clay County** – David Ebinger

**Clearwater County** – Mark Titera

**Crookston** – Clayton Briggs

**Detroit Lakes** – Connie Wood

**Mahnomen** – LuAnn Durant

**Mahnomen County** – David Geray

**Moorhead** – Laura Caroon, Charley Johnson & Chizuko Shastri

**Norman County** – Steve Jacobson

**Polk County** – Gary Willhite

**Wilkin County** – Rick Busko

**MN Library Association/Library Trustees & Advocates Section** – Terry Kalil

**Northern Lights Library Network** – Linda Holecek and \_\_\_\_

7:10 10. **OTHER**

7:15 11. **ADJOURNMENT**

**MISC. ITEMS ENCLOSED:**

a. Check Register – November and December 2022 (page 28)

(over)

**UPCOMING MEETINGS/EVENTS**

**Book Blizzard Winter Reading Program, January - February 2023**

**All LARL Locations Closed:**

- **Martin Luther King Jr. Day, January 16, 2023**
- **Presidents' Day, February 20, 2023**

**Executive Committee Meeting, February 16 at 5:30 p.m. at Moorhead Public Library**

**Full Board Meeting, March 23 at 5:30 p.m. at Moorhead Public Library, one week later than usual.**

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

An online meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 17, 2022. President Willhite called the meeting to order at 5:30 pm.

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

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

**Others Present:** Lynch, Sprynczynatyk, Linda Schell

**PUBLIC INPUT**

None

**APPROVAL OF AGENDA**

*(Greenley/Jacobson) Move to approve the Agenda of the November 17, 2022 Full Board Meeting as presented. MCU.*

**MINUTES OF THE SEPTEMBER 15, 2022 FULL BOARD MEETING**

*(Ebinger/Greenley) Move to approve the Minutes of the September 15, 2022 Full Board Meeting as presented. MCU.*

**WELCOME TO NEW BOARD MEMBER**

Willhite welcomed Connie Wood, Detroit Lakes.

Wood recited the Oath of Office.

**FINANCIAL REPORT**

With 83.33% of the year complete, 81.79% of budgeted expenses have been spent. Regional Library Telecom Aid is at 172.51% of budget due to additional funding received, this is also a corresponding Regional Library Telecom Aid expense also at 172.51% of budget. Miscellaneous Revenue is at -187.02% of budget due to municipal bonds trading at lower value, LARL will hold the investments until called or matured and will still receive interest payments.

(over)

**DIRECTOR'S REPORT**

Lynch discussed the written report in the board packet.

Lynch thanked Grimsley for his 9 years of service on the LARL Board. She also thanked Greenley for his year of service to the LARL Board.

**NOMINATIONS COMMITTEE**

Kalil discussed the slate of Executive Board members recommended to serve in 2023. No additional nominations were made.

*(Kalil/Geray) Move to approve the slate of Executive Board members for 2023 with President – Briggs, Vice President – Kalil, Treasurer – Jacobson, Members-At-Large – Ebinger and Larson. MCU.*

**PRESIDENT'S REPORT**

Lynch thanked Willhite for his year of service as the LARL Board president.

**BOARD MEMBER REPORTS:**

**Becker County** (Grimsley, Kalil)

Grimsley expressed his appreciation of the LARL Board and his enjoyment of the past 9 years on the Board.

**Breckenridge** (Holecek)

No report.

**Clay County** (Ebinger)

Ebinger expressed his excitement for the new Library and LARL headquarters.

**Clearwater County** (Titera)

The Bagley Library was a polling place in the last election.

**Crookston** (Briggs)

The Crookston Library is getting all new windows and some of the roof will be repaired.

**Detroit Lakes** (Wood)

A lot of programs are going on at the Library. The Community Needs Assessment is driving change to the library, the bathrooms will be redone in January.

**City of Mahnomen** (Durant)

No report.

**Mahnomen County** (Geray)

No report.

(over)

**BOARD MEMBER REPORTS – continued**

**Moorhead** (Caroon-absent, Greenley, Shastri)

The Moorhead Library is using a security person in the evening. The continuation of the service is still being determined for 2023. The Vote for the new Library and Community Center passed by about 2/3 votes. The Mayor's committee and many volunteers did a lot of work.

**Norman County** (Jacobson)

No report.

**Polk County** (Willhite)

Polk County just finished a salary study.

**Wilkin County** (Larson-absent)

No report.

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

No report.

**Northern Lights Library Network** (Schell/Holecek)

Schell explained what NLLN is. The next meeting is December 10<sup>th</sup>. NLLN will continue to donate \$5,000 to LARL for ebooks.

The meeting adjourned at 6:15.

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

100%  
Preliminary

Page: 1

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**General Fund Revenue**

**Signatory Funding**

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Becker County	\$ 0	\$ 402,750	\$ 402,750	0	100.00
Detroit Lakes	0	237,380	237,380	0	100.00
Clay County	0	309,765	309,765	0	100.00
Moorhead	0	790,380	790,380	0	100.00
Clearwater County	0	109,495	109,495	0	100.00
Mahnomen County	0	45,870	45,870	0	100.00
Mahnomen	0	22,595	22,595	0	100.00
Norman County	0	105,115	105,115	0	100.00
Polk County	0	282,275	282,275	0	100.00
Crookston	0	230,830	230,830	0	100.00
Wilkin County	0	57,045	57,045	0	100.00
Breckenridge	0	94,130	94,130	0	100.00

<b>Total Signatory Funding</b>	<b>0</b>	<b>2,687,630</b>	<b>2,687,630</b>	<b>0</b>	<b>100.00</b>
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**Grants**

Basic Support - MN (RLBSS)	0	588,100	546,180	(41,920)	107.68
Reg Library Telecom Aid (RLTA)	19,068	163,322	83,620	(79,702)	195.31

<b>Total Grants</b>	<b>19,068</b>	<b>751,422</b>	<b>629,800</b>	<b>(121,622)</b>	<b>119.31</b>
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**Miscellaneous Revenue**

Service Charge Revenue	821	5,670	8,000	2,330	70.88
Printing Revenue	1,590	16,079	16,000	(79)	100.49
Fax Revenue	575	4,631	5,500	869	84.20
Microfilm Revenue	8	126	250	124	50.40
Photocopy Revenue	780	7,475	7,000	(475)	106.79
Book/Furniture Sale Revenue	93	2,727	0	(2,727)	0.00
Interest/Dividend Income	4,890	36,665	60,000	23,335	61.11
Investment Value Change	4,727	(209,500)	0	209,500	0.00
Lost/Damaged Property	575	5,244	6,000	756	87.40
Other Income	0	591	0	(591)	0.00

<b>Total Miscellaneous Revenue</b>	<b>14,059</b>	<b>(130,292)</b>	<b>102,750</b>	<b>233,042</b>	<b>(126.80)</b>
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**Joint Automation Revenue**

Northwest Reg. Lib. Contrib.	0	47,200	47,200	0	100.00
MNLink Server Site Payments	264	3,172	3,150	(22)	100.70

<b>Total Joint Automation Revenue</b>	<b>264</b>	<b>50,372</b>	<b>50,350</b>	<b>(22)</b>	<b>100.04</b>
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**Fund Balance/Shortfall**

	<b>0</b>	<b>0</b>	<b>86,690</b>	<b>86,690</b>	<b>0.00</b>
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<b>Total General Fund Revenue</b>	<b>33,391</b>	<b>3,359,132</b>	<b>3,557,220</b>	<b>198,088</b>	<b>94.43</b>
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**General Fund Expenditures**

**Personnel Expenses**

Salaries	167,146	1,821,594	1,890,200	68,606	96.37
Payroll Taxes	12,699	139,121	146,300	7,179	95.09
Retirement - PERA	12,498	133,452	141,250	7,798	94.48
Health Insurance	28,801	353,465	377,850	24,385	93.55
Life Insurance	(4)	1,241	1,350	109	91.93
Workers Compensation Insurance	132	2,949	3,600	651	81.92
Other Employee Benefits	121	1,452	1,650	198	88.00

<b>Total Personnel</b>	<b>221,393</b>	<b>2,453,274</b>	<b>2,562,200</b>	<b>108,926</b>	<b>95.75</b>
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**Automation/Cataloging**

Automation	12,423	151,070	155,050	3,980	97.43
Support - App	321	4,817	3,900	(917)	123.51
Remote Printing	288	3,457	3,450	(7)	100.20
Catalog Item Records	1,071	12,556	12,100	(456)	103.77
Supplies - Computer	446	5,745	5,000	(745)	114.90
Supplies - Technical Services	140	6,626	6,000	(626)	110.43

<b>Total Automation/Cataloging</b>	<b>14,689</b>	<b>184,271</b>	<b>185,500</b>	<b>1,229</b>	<b>99.34</b>
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Lake Agassiz Regional Library  
Statement of Revenues & Expenditures  
Actual and Budget  
For the Twelve Months Ending December 31, 2022

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>Library Programming</b>					
Programming - Youth	0	2,280	3,400	1,120	67.06
Programming - Summer Learning	760	8,577	9,000	423	95.30
Programming - Adult	1,839	2,241	2,500	259	89.64
<b>Total Library Programming</b>	<b>2,539</b>	<b>13,098</b>	<b>14,900</b>	<b>1,802</b>	<b>87.91</b>
<b>Staff Development</b>					
Staff Training & Development	150	9,764	10,000	236	97.64
<b>Total Staff Development</b>	<b>150</b>	<b>9,764</b>	<b>10,000</b>	<b>236</b>	<b>97.64</b>
<b>Mileage/Board Meeting Expense</b>					
Mileage - Staff	1,091	19,360	20,000	640	96.80
Regional Board Meetings	0	4,526	5,900	1,374	76.71
<b>Total Mileage/Board Meeting Expenses</b>	<b>1,091</b>	<b>23,886</b>	<b>25,900</b>	<b>2,014</b>	<b>92.22</b>
<b>Other Expenses</b>					
Accounting/Bank Fees	851	16,078	16,750	672	95.99
Attorney Fees	0	850	1,500	650	56.67
Bus, Office Software/Supplies	0	1,802	2,000	198	90.10
Delivery Services	6,291	57,338	60,400	3,062	94.93
Director's Discretionary	0	2,299	2,500	201	91.96
Insurance - General/Property	1,130	16,871	18,900	2,029	89.26
Leases	126	26,532	27,500	968	96.48
Maintenance Contracts	1,787	10,810	11,852	1,042	91.21
Memberships	0	1,068	1,000	(68)	106.80
Minnesota Director's Fund	0	2,215	2,100	(115)	105.48
Miscellaneous Expense	0	1,225	2,500	1,275	49.00
PIO: Printing/Advertising	1,274	16,544	16,500	(44)	100.27
Postage	1,056	3,741	3,700	(41)	101.11
Recruitment	385	2,148	8,500	6,352	25.27
Repairs - Equipment	0	577	2,500	1,923	23.08
Supplies - Copier/Fax/Microfilm	0	580	750	170	77.33
Supplies - Office	731	8,206	7,998	(208)	102.60
Supplies - Public Services	468	3,301	6,000	2,699	55.02
Telephone/Telecom	2,283	22,330	23,500	1,170	95.02
<b>Total Other Operating Expenses</b>	<b>16,382</b>	<b>194,515</b>	<b>216,450</b>	<b>21,935</b>	<b>89.87</b>
<b>Regional Library Telecom Aid (RLTA)</b>	<b>19,068</b>	<b>163,322</b>	<b>83,620</b>	<b>(79,702)</b>	<b>195.31</b>
<b>Transportation</b>					
Vehicle Expenses	80	261	3,650	3,389	7.15
<b>Total Transportation</b>	<b>80</b>	<b>261</b>	<b>3,650</b>	<b>3,389</b>	<b>7.15</b>
<b>Materials</b>					
Audio Visual	2,510	42,962	67,200	24,238	63.93
Digital	18,614	135,255	112,000	(23,255)	120.76
Online Resources	637	7,604	8,000	396	95.05
Periodicals	0	19,093	22,000	2,907	86.79
Print	10,163	214,659	205,800	(8,859)	104.30
<b>Total Materials</b>	<b>31,924</b>	<b>419,573</b>	<b>415,000</b>	<b>(4,573)</b>	<b>101.10</b>
<b>Capital Expenditures</b>					
Furniture & Equipment	0	6,866	10,000	3,134	68.66
Software & Hardware Upgrades	3,532	17,328	30,000	12,672	57.76
<b>Total Capital Expenditures</b>	<b>3,532</b>	<b>24,194</b>	<b>40,000</b>	<b>15,806</b>	<b>60.49</b>
<b>Total General Fund Expenditures</b>	<b>310,848</b>	<b>3,486,158</b>	<b>3,557,220</b>	<b>71,062</b>	<b>98.00</b>
General Fund Revenue Over Expenditures \$	<b>(277,457)</b>	<b>(127,026)</b>	<b>0</b>	<b>127,026</b>	<b>0.00</b>

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

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
<b>SPECIAL PROJECTS</b>					
<b>Special Projects Revenue</b>					
Donations	\$ 7,498	\$ 39,933	\$ 0	(39,933)	0.00
Endowment Revenue	0	755	0	(755)	0.00
Gain From Insurance Claim	0	4,648	0	(4,648)	0.00
Telecom/E-rate Funds	10,428	58,343	0	(58,343)	0.00
Legacy Grant Revenue	3,866	168,943	0	(168,943)	0.00
Miscellaneous State Grants	0	66,118	0	(66,118)	0.00
Northern Lights LN Funds	0	1,638	0	(1,638)	0.00
<b>Total Special Projects Revenue</b>	<b>21,792</b>	<b>340,378</b>	<b>0</b>	<b>(340,378)</b>	<b>0.00</b>
<b>Special Projects Expenditures</b>					
<b>Special Projects Miscellaneous</b>					
Donations - Materials: Print	25	2,473	0	(2,473)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	784	0	(784)	0.00
Donations - Miscellaneous	8,148	22,010	0	(22,010)	0.00
Donations - Book Truck	0	130	0	(130)	0.00
Legacy Grant Expense	3,866	168,943	0	(168,943)	0.00
Telecom/E-rate Expenses	10,428	58,343	0	(58,343)	0.00
Misc. State Grant Expense	0	66,118	0	(66,118)	0.00
Northern Lights LN e-Books	0	1,638	0	(1,638)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Miscellaneous</b>	<b>22,467</b>	<b>320,439</b>	<b>0</b>	<b>(320,439)</b>	<b>0.00</b>
<b>Special Projects Capital</b>					
Donations - Furniture & Equip.	456	16,346	0	(16,346)	0.00
Insurance Claim - Furn & Equip	0	4,619	0	(4,619)	0.00
Projects from Designated Funds:					
<b>Total Special Projects Capital</b>	<b>456</b>	<b>20,965</b>	<b>0</b>	<b>(20,965)</b>	<b>0.00</b>
<b>Total Special Projects Expenditures</b>	<b>22,923</b>	<b>341,404</b>	<b>0</b>	<b>(341,404)</b>	<b>0.00</b>
Special Proj Rev Over (Under) Expend	\$ (1,131)	\$ (1,026)	\$ 0	1,026	0.00
GRAND TOTAL REVENUE	55,183	3,699,510	3,557,220	(142,290)	104.00
GRAND TOTAL EXPENDITURES	333,786	3,829,225	3,557,220	(272,005)	107.65
CHANGE IN FUND BALANCE	\$ (278,603)	\$ (129,715)	\$ 0	129,715	0.00

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

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	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net Change</u>	<u>Prior Year Final</u>	<u>YTD Net Change</u>
<b>ASSETS</b>					
Cash - Checking (Bell Bank)	\$ 59,053	37,933	21,120	55,582	3,471
Cash - Payroll (Bell Bank)	4,858	8,985	(4,127)	7,168	(2,310)
Cash - Savings (Bell Bank)	877,039	1,018,719	(141,680)	980,320	(103,281)
Petty Cash	560	560	0	560	0
Investment Account	1,461,501	1,453,343	8,158	1,617,109	(155,608)
Accounts Receivable	1,659	78,219	(76,560)	25	1,634
Other Miscellaneous Receivable	0	18,648	(18,648)	8,487	(8,487)
Prepaid Expenses	38,666	45,034	(6,368)	29,085	9,581
Leased Assets	77,387	77,387	0	77,387	0
Accum Amort - Leased Assets	(26,532)	(26,406)	(126)	0	(26,532)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(2,641)	(2,641)	0	(2,641)	0
Equipment and Fixtures	324,809	324,809	0	324,308	501
Accum Depr - Equip & Fixtures	(232,204)	(232,204)	0	(232,204)	0
Equipment & Fixtures - Donated	177,371	177,371	0	177,371	0
Accum Depr - Donated Equip	(153,117)	(153,117)	0	(153,117)	0
Endowment Funds	76,100	76,100	0	99,312	(23,212)
Amount Provided - LTD	63,665	61,085	2,580	61,085	2,580
<b>Total Assets</b>	<b>\$ 2,762,041</b>	<b>2,977,692</b>	<b>(215,651)</b>	<b>3,063,704</b>	<b>(301,663)</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ 63,937	23,628	40,309	88,591	(24,654)
Credit Card Payable	0	6,004	(6,004)	0	0
Amazon Charge Account	0	2,660	(2,660)	0	0
Accrued Salaries Payable	80,031	83,925	(3,894)	83,925	(3,894)
Accrued Sick Leave Payable	18,412	17,219	1,193	17,219	1,193
Accrued Vacation Payable	45,253	43,866	1,387	43,866	1,387
Payroll Tax Payable - ND	0	908	(908)	0	0
Life Insurance Payable	0	32	(32)	0	0
Dental Insurance Payable	0	(1,361)	1,361	0	0
Vision Insurance Payable	0	(9)	9	0	0
AFLAC Payable	112	112	0	149	(37)
Flexible Spending - Medical	1,174	1,803	(629)	954	220
Flexible Spending - Dep Care	0	100	(100)	100	(100)
Sales Tax Payable	586	377	209	520	66
Deferred Revenue	463,053	430,215	32,838	583,248	(120,195)
Lease Liability	51,455	51,582	(127)	77,387	(25,932)
<b>Total Liabilities</b>	<b>724,013</b>	<b>661,061</b>	<b>62,952</b>	<b>895,959</b>	<b>(171,946)</b>
<b>FUND BALANCES</b>					
Fund Balance - Unreserved	314,058	314,058	0	237,098	76,960
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 - Brnch Improvement	20,000	20,000	0	20,000	0
Fund Bal - Staff Development	20,000	20,000	0	20,000	0
Fund Bal - Health Insurance	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	76,100	76,100	0	99,312	(23,212)
Change in Fund Balance	(129,717)	148,886	(278,603)	53,748	(183,465)
<b>Total Fund Balances</b>	<b>2,038,028</b>	<b>2,316,631</b>	<b>(278,603)</b>	<b>2,167,745</b>	<b>(129,717)</b>
<b>Total Liabilities &amp; Fund Bal.</b>	<b>\$ 2,762,041</b>	<b>2,977,692</b>	<b>(215,651)</b>	<b>3,063,704</b>	<b>(301,663)</b>

## Pay Equity Implementation Report

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### Part A: Jurisdiction Identification

Jurisdiction: Lake Agassiz Regional Library  
118 - 5th Street S.

Jurisdiction Type: Other

Moorhead, MN 56560

Contact: Jamie Sprynczynatyk

Phone: (218) 233-3757

E-Mail: [spryj@gsuite.larl.org](mailto:spryj@gsuite.larl.org)

---

### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Designed Own

Description:

Director adopted plan from the control plan data. The same as last report.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Bulletin Board in the breakroom

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Lake Agassiz Regional Library Board of  
Trustees

(governing body)

Clayton Briggs

(chief elected official)

President

(title)

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### Part C: Total Payroll

\$1951674.14

is the annual payroll for the calendar year just ended December 31.

- ☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/9/2023

## Job Class Data Entry Verification List

Case: 2023 DATA

Lake Agassiz Regional Library

LGID: 125

Job Nbr	Class Title	Nbr Males	Nbr Females	Non- Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Library Assistant	2	11	0	F	135	2109.00	2369.00	6.00		Longevity
2	Library Associate	0	24	0	F	220	2594.00	3442.00	0.00	25.00	Longevity
5	Computer Tech	1	0	0	M	230	2738.00	3223.00	0.00	3.00	
3	Business Office Associate	0	1	0	F	235	2738.00	3223.00	0.00	12.00	Longevity
18	Programming Coordinator	0	1	0	F	250	3163.00	3717.00	0.00	14.00	Longevity
6	Library Associate II	1	3	0	F	275	3175.00	3725.00	0.00	3.00	Longevity
7	Marketing Coordinator	0	1	0	F	300	4242.00	4967.00	0.00	7.00	Longevity
8	Public Service Supervisor	0	1	0	F	300	3536.00	4151.00	0.00	3.00	Longevity
12	IT Director	1	0	0	M	330	5945.00	6942.00	0.00	17.00	Longevity
13	Automation Coordinator	0	1	0	F	330	6033.00	7033.00	0.00	19.00	Longevity
14	Hub Supervisor	0	3	0	F	330	5053.00	5911.00	0.00	9.00	Longevity
15	Collection Development Librari	0	1	0	F	330	4316.00	5053.00	0.00	9.00	Longevity
17	Director of Finance and HR	1	0	0	M	350	6474.00	7557.00	0.00	13.00	Longevity
16	Regional Library Director	0	1	0	F	600	8823.00	8823.00	0.00	9.00	Longevity

Job Number Count: 14



## ARTS AND CULTURAL HERITAGE FUND (ACHF)

### Completion Report – Executive Summary

State Fiscal Year 2020: July 1, 2020–June 30, 2021

A Completion Report, due 90 days after the completion of state fiscal year 2020 allocation spending, includes three parts – two required and one optional:

#### Required:

- 1) This completed and signed Executive Summary form. (.pdf)
- 2) A spreadsheet with details about each of the projects paid for with funds from the state fiscal year 2020 allocation. The spreadsheet includes all reporting elements required by the Legislative Coordinating Commission (LCC) and the data is uploaded to the LCC's ACHF website. The total of funds spent should add up to your regional library system's allocation for this fiscal year. The spreadsheet may be created through an export of information entered via the online reporting form created by MDE or through another MDE-approved reporting mechanism. If you do not have access to the MDE-created online reporting form or are having trouble using it, please contact [Ashley Bieber at ashley.bieber@state.mn.us](mailto:ashley.bieber@state.mn.us). (.xls)

#### Optional:

- 3) Selected promotional materials and high-resolution event photos in electronic format. The LCC may use these materials to illustrate ACHF projects in public libraries on its website. While optional, these help to convey the value of your work.

Please submit one PDF of the signed Executive Summary and all other components of your Completion Report to [Ashley Bieber, ashley.bieber@state.mn.us](mailto:ashley.bieber@state.mn.us), at State Library Services.

### Grantee Information

Regional library system name and address:

Lake Agassiz Regional Library, 118 5<sup>th</sup> St S, Moorhead, MN 56560

Name, phone, and email address of regional library system administrator:

Liz Lynch, 218-233-3757, [lynchl@gsuite.larl.org](mailto:lynchl@gsuite.larl.org)

Name, phone, and email address of regional library system ACHF program coordinator:

Jenna Kahly, 218-233-3757, [kahlyj@gsuite.larl.org](mailto:kahlyj@gsuite.larl.org)

Name, phone, and email address of regional library system finance manager:

Jamie Sprynczynatyk, 218-233-3757, [spryj@gsuite.larl.org](mailto:spryj@gsuite.larl.org)



### Authorized Signatures

*The information in the report documents are true and correct to the best of our knowledge.*

Signature \_\_\_\_\_

Printed Name **Clayton Briggs**

Chair, Regional Library System Governing Board

Date **01/19/2023**

Signature \_\_\_\_\_

Printed Name **Liz Lynch**

Regional Library System Administrator

Date **01/19/2023**

### FY 2020 ACHF Project Highlights

#### Summary Data:

Total number of activities, programs, and/or events: 18 activities and 67 events

Total participation/attendance: 4,016

Total number of partnerships: 12

Total FTE (funded by ACHF): 0.325

Total value of in-kind contributions: \$3,591.73

Total administrative costs (funded by ACHF): \$7,604.00

#### Highlights:

*Briefly describe two to three ACHF-funded projects that are models of the work done with ACHF funding by your regional library system. Please list outcomes, partnerships, unique locations, great stories, anecdotes, etc.*

Lake Agassiz Regional Library hosted a number of Legacy events, highlighting both local and statewide artists, musicians, authors and more. A couple of highlights include Minnesota cookbook authors Zoe Francois and Beth Dooley, and the Minnesota based drumming troop, Taiko Midwest.

On April 5, 2022 Minnesota Cookbook authors Zoe Francois and Beth Dooley provided an online virtual Legacy event for the residents of LARL. The event was well attended and proved to be a delightful evening enjoyed by all who attended. The event included a casual discussion between Francois and Dooley as they bantered back and forth about their journey to where they are now and about their passion for cooking and creating cookbooks. Participants commented that it was like they were a part of a friendly conversation between two friends. One participant commented, "Both Beth and Zoe were so energetic and passionate about their cooking and baking. They have done a great job of bringing Minnesota resources together in their cookbooks. Thank you for this opportunity!"

While our virtual programs have been very well attended, it was clear this summer that LARL residents are ready to get back to in-person community events. Taiko Midwest toured to seven LARL locations the week of June 9<sup>th</sup>, making stops in our rural MN communities. Even our smallest communities had upwards of 70 to 80 attendees who commented on how much they appreciated the music, history, humor and overall performance of the

drummers. Once participant commented on how much they enjoyed watching kids react to the music, while another participant commented on how much they appreciated the event for all ages. For many, this was something that was new to them and was enjoyed by everyone.



# LAKE AGASSIZ REGIONAL LIBRARY

## DRAFT 2023 FINAL BUDGET WITH COMPARISON TO PRELIMINARY BUDGET AND 2022 BUDGET

Approved: \_\_\_\_\_

CATEGORY	2022 Budget	2023 Prelim Budget (6/20)	2023 Budget	\$\$ Variance of 2023 Prel to Final	% Variance of 2023 Prel to Final	\$\$ Variance 2022-2023 Final	% Variance 2022-2023 Final
Personnel	2,562,200	2,669,700	2,622,350	(47,350)	-1.8%	60,150	2.3%
Library Materials	415,000	415,000	415,000	-	0.0%	-	0.0%
Automation/Cataloging	185,500	191,850	190,600	(1,250)	-0.7%	5,100	2.7%
Library Programming/Staff Dev.	24,900	24,900	24,900	-	0.0%	-	0.0%
Mileage/Board Mtg Expenses	25,900	25,900	25,900	-	0.0%	-	0.0%
Regional Library Telecom Aid	83,620	83,620	162,180	78,560	93.9%	78,560	93.9%
Other Operating Expenses	216,450	211,250	216,050	4,800	2.3%	(400)	-0.2%
Vehicle Expenses	3,650	1,750	1,600	(150)	-8.6%	(2,050)	-56.2%
Capital Expenses	40,000	40,000	40,000	-	0.0%	-	0.0%
Total Budget	3,557,220	3,663,970	3,698,580	34,610	0.9%	141,360	4.0%

**LAKE AGASSIZ REGIONAL LIBRARY**  
**2023**  
**FINAL BUDGET**

<b>REVENUE</b>	<b>2022 Budget</b>	<b>2022 Prelim Budget (6/20)</b>	<b>2023 Budget</b>	<b>% Variance 2022-2023 Final</b>
Becker County	402,855	415,295	415,295	
Detroit Lakes	237,420	242,785	242,785	
Clay County	309,775	318,265	318,265	
Moorhead	790,360	807,550	807,550	
Clearwater County	109,445	112,775	112,775	
Mahnomen County	45,855	46,995	46,995	
Mahnomen	22,555	23,285	23,285	
Norman County	105,115	108,300	108,300	
Polk County	282,285	290,870	290,870	
Crookston	230,815	234,745	234,745	
Wilkin County	57,060	58,390	58,390	
Breckenridge	94,090	95,875	95,875	
<b>SUB-TOTAL</b>	<b>2,687,630</b>	<b>2,755,130</b>	<b>2,755,130</b>	<b>2.5%</b>
<b>GRANTS</b>				
State Basic Support	546,180	562,000	599,105	
Regional Library Telecom Aid	83,620	83,620	162,180	
<b>TOTA GRANTS</b>	<b>629,800</b>	<b>645,620</b>	<b>761,285</b>	<b>20.9%</b>
<b>OTHER REVENUE</b>				
Miscellaneous	102,750	102,750	92,300	
Joint Automation	50,350	52,400	51,700	
Fund Balance/Shortfall	86,690	108,070	38,165	
<b>TOTAL REVENUE</b>	<b>3,557,220</b>	<b>3,663,970</b>	<b>3,698,580</b>	<b>4.0%</b>
<b>EXPENDITURES</b>				
Operating	3,517,220	3,623,970	3,658,580	
Capital	40,000	40,000	40,000	
<b>TOTAL EXPENDITURES</b>	<b>3,557,220</b>	<b>3,663,970</b>	<b>3,698,580</b>	<b>4.0%</b>
			-	

**LAKE AGASSIZ REGIONAL LIBRARY  
2023 Designated Fund Balances**

<u>Designated Fund</u>	<u>12/31/2021 Balance</u>	<u>12/31/2022 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	20,000	20,000	20,000
3065 Consultant Study	9,500	9,500	20,000
3010 Employee Severance	21,000	21,000	21,000
3087 Health Insurance	30,000	21,000	21,000
3090 Joint Automation Project - LARL & NWRL	111,500	107,000	101,000
3060 Library Materials	30,000	30,000	30,000
3072 Outreach Services	20,000	20,000	20,000
3005 Operating Reserve (33%)	1,155,000	1,175,000	1,221,000
3040 Photocopiers/Printers/Scanners	10,000	10,000	10,000
3050 Professional Recruitment	5,000	5,000	5,000
3030 RO Furniture, Paint, & Equipment	10,000	10,000	50,000
3035 Special Projects	20,000	20,000	20,000
3080 Staff Development	20,000	20,000	20,000
3025 Technology Upgrades	46,000	46,000	46,000
3015 Unemployment Compensation	49,000	48,000	49,000
3020 Vehicle Replacement	30,000	30,000	40,000
<b>TOTALS</b>	<b><u>\$1,587,000</u></b>	<b><u>\$1,592,500</u></b>	<b><u>\$1,694,000</u></b>



## Monthly Report to the Board

Meeting Date: January 19, 2023

From: Liz Lynch, Executive Director

### Director's Meetings

**November:** Crookston interviews and site visit, 16; LARL Full Board, 17; Minnesota Library Association (MLA) Board, 21; Legislative Chair, 23

**December:** Coordinating Team Meeting, 1; Board Orientation in DL with Trustee, Wood and DL site visit, 5; Leg Chair, 6; MN Library Legislative Meeting, 7; Council of Regional Public Library System Administrators (CRPLSA), 7; State Parks Partnership, 8; Ada site visit and collection maintenance, 9; State Library Services (SLS), 12; Gov. Walz office for MLA, 12; Leg. Update, 13; Moorhead Library/Community Center Design Team, 15; MNLINK Operations, 16; Sen. Kupec, 19; MLA Board, 19

**January:** MLA Legislative Committee, 4; NWLINKS, 10; DonorDock, 10; Level 2EV Charging Grants, 10; Moorhead Library/Community Center Design Team, 13

### LARL Staffing

#### **Open positions:**

Moorhead Library Assistant, 25 hours; Detroit Lakes Library Assistant, 14 hours and 28 hours; and Ada, Barnesville Hawley and Mahnomen Substitutes.

#### **Welcome to:**

Kailyn Allen, Moorhead Library Associate and Faith Waldoch, Rothsay Substitute.

### LARL News

#### **MN Department of Health Partnership: COVID-19 Tests Available to Library Customers**

Lake Agassiz Regional Library partnered with the State of MN to distribute thousands of free COVID-19 tests to residents across the region over the past six months. Library customers voiced their appreciation for the tests, especially as the holidays approached.

#### **MN DNR Partnership: Park Pass Program**

The MN DNR has renewed its partnership with regional public library systems for 2023. Lake Agassiz Regional Library will continue to provide free State Park day passes in the communities of Ada, Bagley, Crookston, Detroit Lakes, Mahnomen and Moorhead.

#### **Rourke Art Gallery and Museum Partnership: Kathleen Ristinen Exhibit**

The staff of the Rourke Art Gallery and Museum have written and received a grant from the Lake Region Arts Council to display a Kathleen Ristinen exhibit at the following LARL locations:

- **Monday, April 3-May 14** - Breckenridge Public Library
- **Monday, May 16-June 24** - Detroit Lakes Public Library
- **Monday, June 27-August 6** - Moorhead Public Library



## **Tax Season**

Tax Season is upon us, which is a busy time for all public libraries. While library staff are not allowed to provide any tax advice, we do provide tax forms. The IRS provides some forms to libraries. However, the bulk of the forms are printed for library customers at .10 per page. 21

## **LARL Snapshot from 2022: Statistics**

LARL locations reported a 1.6% overall increase in the checkout and renewal of library materials, with a total of 703,090. This includes the following breakdown:

- 513,581 physical items were checked out or renewed, which is a .3% increase over 2021. This includes books, DVDs, hotspots, etc.
- 189,509 digital items were checked out or renewed, which is a 5.3% increase over 2021. This includes checkouts using Hoopla and OverDrive.
- 2,127 items were checked out via Interlibrary Loan (ILL), which is a 15.7% decrease from 2021.

Computer use is up around the region by 12.6%, with a total use of 32,918 computer use sessions.

New card registration is up around the region by 21.5%, with 4,105 new cards issued in 2022.

## **MNLINK Cyber Attack**

On Thursday, December 15, a cyber-attack was directed at MNLINK.org, the statewide Interlibrary Loan database, which is operated by Minitex, a joint program of the MN office of Higher Education and the University of MN. In the attack, an automated process attempted to log in to MNLINK by entering a high volume of random patron barcodes. With each successful log-in, customer data (including patron email address, delivery location, and recent requested activity) from the Rochester Public Library may have been exposed. LARL customer data was not exposed. However, in an effort to protect LARL customer information moving forward, customers will now have to enter a PIN, in addition to the LARL barcode number to request library materials via ILL.

## **Upcoming Holiday Closings**

All LARL locations will be closed on the following:

- Monday, January 16 – MLK, Jr. Day
- Monday, February 20 – Presidents Day

## **Upcoming Board Meeting Dates**

Executive Committee Meeting, Thursday, February 16 at 5:30 p.m. as needed.

Full Board Meeting, Thursday, March 23 at 5:30 (Note: This is one week later than usual)

## **For Board Meeting Dates, Times and Packets**

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

## **Sign Up for LARL Email News Notifications**

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

## **Sign Up for a Library Card Online**

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

**Lake Agassiz Regional Library**  
**Total Donations for 2022: \$29,436**

**22**

Carol Welter	Jeanne Aske and Michael Cichy	Robert Gerke
John and Karel Holten	Patricia Grothe	James Thomasson
Township of Lake View	District 29-003	Nancy Brennan
Dave and Rosalie Harmon	Brost Chevrolet	A. Strommen
Ronald Kolb	Glenda Sanford	Dawn Rice
Woodlake Medical Management, Inc.	Linda Slagter	Simon Fensom
Mary Davies	David Kuehn	Linda Tyree
Betty Peterson	Lynn Sieben	Crookston Area Learning and Literacy
Dale and Carolyn Loeslie	Susan Heinz	Breana Barnett
Judy Larson	Shana Stommen	Valeska Hermanson
Timothy Steeves	David Welte	Jennifer Schroeder
Sara Olson	Vern and Helen Goodin	Christian Brothers Ford Inc.
Michelle McRae	Laurie Hiles	Pam Behr
Friends of the Moorhead Library	Agassiz Study Club	Rudolph and Katherine Suda
Nanci Tobias	Gay Galles	Robert Beasecker
Hildred Shelland Long Trust	Katherine Brown	Kenneth and Ann Shroyer
Scott Heidrich	Crookston Pet Clinic	Denny and Carol Chappuis
Pamela O'Leary	Susan Kochmann	Betty Bigger
Paul Hoff	Clearwater Library Foundation	Lynnea Oman
Steve Schoeneck	Lawrence Zillgitt	Karol Zitzow
Friends of Breckenridge Library	Larry Altringer	Barbara Anton
GFWC Library Club	Yvonne Condell	Moorhead Vikingland Kiwanis
Pam Leindecker	David and Artini Beauchamp	Moorhead Assessor's Office
Richard Boyce	Terry Kalil	Bruce Muckala
Vicky Brunsvold	Mickelson Body Shop	Sharon Williams
Lavida and Dennis Wiens	Ida Martin Sorenson	Jeanine Brand
Maryann Manney	Phyllis Boatman	Erica Lorea
Vicki Hanson	Cheryll Reitmeier	James and Judy Ellingson
Norman County Historical and Genealogy Society	David Rochelero	Falk Township
FM Area Foundation - Philips/Rocha Fund	Crookston Fuel Company, Ampride Convenience Mart	Judith Treichel
Cleo Reitan	William and Marilyn Woods	Rosemary Thomas
Kathy Clemenson Book Club	Jodi Wilder	Jean Lhotka
Mark Shaul	Liz Lynch	Rochelle Bellew
Cody's Legacy Foundation	Sandra Willprecht	Joyce Rock
Mr. and Mrs. John O'Neil	Brendabee Bouton	Evalyn Cole
Mary Schultz	Lorna Rockstad	Nate Kiefert
Barbara Ross	Teri Hall Smith	Crookston Friends of the Library
Marlene Espejo	RRV Chapter National Railway Historical Society	Janice Lee
Cassandra DeBoer	Mark & Betsy Vinz	John Rowell
Katherine Vinz	Ira and Kimberly Bailey	Becker County Friends of the Library
Rose Menge	Julianne Reitmeier	

# 2023 Minnesota Library Association Proposed Bills for Regional Public Library Systems

## **Arts and Cultural Heritage Funding through the Legacy Amendment**

In 2023, Regional Public Library Systems are seeking \$3M annually to support the 12 regional public library systems. This is up from \$2.5M previously.

Regional Public Library Systems have been the recipients of Legacy funding since the amendment passed in 2008. We have proven to be excellent stewards of the funding by providing free programs and experiences based on MN's arts, culture and heritage.

## **Regional Public Library System Support (RLBSS)**

In 2023, Regional Public Library Systems are seeking a \$4M increase and an adjustment to the formula for distribution of the funds (Basic from 5% to 15% and Equalization from 25% to 15%) . This request is supported by all 12 regional public library systems and benefits all public libraries and their communities in both rural and metro Minnesota.

The 12 Regional Public Library Systems currently receives a total of \$13.5M for operations. This amount has remained the same for 14 years!

## **Bonding or Cash for Public Library Construction and Renovations**

The 12 Regional Public Library Systems (or, most often the cities that own the library facilities) receive bonding through the Department of Education through a competitive \$1:\$1 grant program. MN Libraries are aging and in great need of repair, renovation and replacement.

In 2023, a need of over \$90M has been identified across the state! The Lake Agassiz Regional Library alone needs the following: \$1M for the new Moorhead Public Library; \$150,000 for a new roof and doors for the Crookston Public Library and \$150,000 for a new roof for the Detroit Lakes Public Library.

Note: The Minnesota Library Association (MLA) has also endorsed the following legislative priorities for Minnesota's libraries:

- Support for defining a school library or media center, in statute, as an online, centralized collection of resources ensuring equitable access to materials, technology and the Internet, and is served by a licensed school library media specialist or licensed school librarian.
- An increase to \$2M in funding for Regional Multitype Library Systems, which includes Northern Lights Library Network located in Moorhead, which provide support to school, public, academic, tribal and special libraries.

Questions? Contact Liz Lynch, LARL executive director at [lynchl@larl.org](mailto:lynchl@larl.org) or 218-233-3757 ext.127.



## **Council of Regional Public Library System Administrators RLBSS Funding Request 2023**

The Council of Regional Public Library System Administrators (CRPLSA) proposes a funding request to the MN State Legislature as part of the appropriation sessions, which occur in the odd-numbered years. After the required unanimous agreement by CRPLSA members present, the proposal is taken to the twelve regional public library boards for their approval. If all boards approve the measure, it is then taken to the MN State Legislature as a formal request for funding.

### **Timeline**

The Council of Regional Public Library System Administrators will be presenting this document to the regional library system boards during the beginning of 2023. If approved by all boards, the request will be made to the 2023 MN State Legislature. If a funding request and formula change are granted, RLBSS funds will be appropriated according to the new funding formula for FY2024. A chart similar to the one below will be released in August or September of 2023 by State Library Services.

### **Proposed Resolution:**

The Lake Agassiz Regional Library Board supports CRPLSA to advocate at the legislature to increase the funding to the 12 regional public library systems, to be distributed through a formula that will stabilize the relative allocation of funds to each system, in a manner that holds each system harmless for their current allocations, and which advances the ability of Minnesota's regional public library systems to help meet the library needs of its citizens.

### **Proposal**

The goal for increased RLBSS funding is to stabilize the formula incrementally and build toward more sustainable funding. The proposal for the 2023 Legislature requests an increase to RLBSS funds as well as a change to the current formula. The formula change shifts funds from the Equalization factor to increase the Basic System Services factor.

This is intended to shift funding to support basic operations in all public library systems and to lessen the volatility of the formula. The Council of Regional Public Library System Administrators propose and working incrementally to shift the formula over time. Ideally, public library system funding would increase to support the inflationary increases in costs to deliver services.

In addition, the proposal requests that the formula be based on the population and tax capacity figures as reported by the MN State Departments of Demography and Revenue respectively by January 1 of the year in which the grants are awarded. On December 7, 2022, according to their bylaws, the Council of Regional Public Library System Administrators presented at the meeting voted unanimously in favor of the recommendation. The charts below demonstrate the proposed formula change impact. The charts below demonstrates the changes resulting from a \$4 million per year increase to RLBSS.



[illegible]

**LARL BOARD OF TRUSTEES  
2023 MEETING SCHEDULE  
DRAFT**

All meetings are held on the 3rd Thursday of the month at 5:30 p.m., unless indicated otherwise.

Month/Date	Group	Location	Special Topic
January 19	Finance & Full Board	Moorhead Finance meets at 5:00 Full Board meets at 5:30	Adopt 2023 Final Budget
February 16	Executive	Moorhead @ 5:30	
March 23 <i>One Week Later</i>	Full Board	Moorhead @ 5:30	Audit Report
April 20	Executive/ Finance	Moorhead @ 5:30	Draft 1/ 2024 Preliminary Budget
May 18	Full Board	Moorhead @ 5:30	Draft 2/ 2024 Preliminary Budget Review
June 15	Finance & Full Board	Moorhead Finance meets at 5:00 Full Board meets at 5:30	Adopt 2024 Preliminary Budget
July 20	Executive	Moorhead @ 5:30	
August 17	Executive	Moorhead @ 5:30	
September 21	Full Board	Moorhead @ 5:30	
October 19	Executive	Moorhead @ 5:30	
November 16	Full Board	Moorhead @ 5:30	Elections
December 21	Executive	Moorhead @ 5:30	

# LAKE AGASSIZ REGIONAL LIBRARY

## BOARD OF TRUSTEES

2023 Committee Assignments

DRAFT #1

01/09/2023

Signatory	Executive	Finance	Personnel	Nominations	Northern Lights Library Network (NLLN)
Becker County	VP-Terry Kalil		*Kalil	Nelson	
Breckenridge					Holecek
Clay County	Ebinger	Ebinger			
Clearwater County		Titera			
Crookston	P-Briggs	Briggs			
Detroit Lakes				*Wood	
Mahnomen			Durant		
Mahnomen County			Geray		
Moorhead			Johnson Shastri	Caroon	
Norman County	T-Jacobson	*Jacobson			
Polk County		Willhite			
Wilkin County				Busko	
	Still Need One More Member at Large				Need one more.

P=President, VP=Vice-President, TR=Treasurer

\*Chairperson

\*\*President, ex-officio member of all Standing Committees

<sup>1</sup>Staff Members - Regional Library Director and/or designated staff

M:Board of Trustees/Committee Assignments/2023

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

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	11/1/22	Apple Store	2010-000	2.99
eft-11/01/22-1	11/1/22	Lakes Country Service Cooperative	1000-000	27,198.41
eft-11/1/22-1	11/1/22	Fidelity Security Life	1000-000	347.94
cc-11/01/22-1	11/1/22	SR Fax	2010-000	27.80
cc-11/01/22-2	11/1/22	Lakes Country Service Cooperative	2010-000	-80.00
cc-11/01/22-3	11/1/22	Lakes Country Service Cooperative	2010-000	-80.00
eft-11/02/22-1	11/2/22	Attendance On Demand	1000-000	249.00
69490	11/2/22	AFSCME Council 65	1000-000	431.20
69491	11/2/22	AFSCME PEOPLE	1000-000	46.00
69492	11/2/22	Baker & Taylor	1000-000	6,997.31
69492a	11/2/22	VOID	1000-000	
69492b	11/2/22	VOID	1000-000	
69492c	11/2/22	VOID	1000-000	
69493	11/2/22	Best Business Strategies	1000-000	296.27
69494	11/2/22	Black Stone Publishing	1000-000	23.44
69495	11/2/22	Joyce Christine Boike	1000-000	311.25
69496	11/2/22	Christy Goulet	1000-000	3,563.75
69497	11/2/22	Jodi Harrington	1000-000	134.39
69498	11/2/22	Megan Krueger	1000-000	300.00
69499	11/2/22	Liz Lynch	1000-000	318.13
69500	11/2/22	Eileen Mooney	1000-000	16.88
69501	11/2/22	Heidi Moore	1000-000	6.25
69502	11/2/22	Amy Nelson	1000-000	57.50
69503	11/2/22	New Century Press	1000-000	150.00
69504	11/2/22	Newman Digital	1000-000	150.00
69505	11/2/22	Norman County Index	1000-000	100.00
69506	11/2/22	Overdrive, Inc.	1000-000	4,056.28
69507	11/2/22	Meagan Barker	1000-000	10.00
69508	11/2/22	Payroll Professionals, Inc.	1000-000	135.30
69509	11/2/22	Rochester Telecom Systems Inc.	1000-000	25.38
69509a	11/2/22	VOID	1000-000	
69510	11/2/22	Rothsay Regional Report	1000-000	44.00
69511	11/2/22	Kelsey Solberg	1000-000	89.42
69512	11/2/22	Philip Spooner	1000-000	32.50



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

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
69513	11/2/22	Christy Underlee	1000-000	20.63
eft-11/2/22-1	11/2/22	Lake Agassiz Regional Library	1010-000	25,000.00
cc-11/02/22-1	11/2/22	North Dakota Society of CPA's	2010-000	425.00
cc-11/02/22-2	11/2/22	Lakeside Tavern	2010-000	17.15
11/22-1	11/2/22	Amazon (charges on account)	2020-000	9.89
eft-11/3/22-1	11/3/22	Arvig	1000-000	96.64
eft-11/3/22-2	11/3/22	Arvig	1000-000	97.44
eft-11/3/22-3	11/3/22	Arvig	1000-000	89.06
eft-11/3/22-4	11/3/22	Arvig	1000-000	89.06
eft-11/3/22-6	11/3/22	Arvig	1000-000	37.98
cc-11/03/22-1	11/3/22	The Fireside	2010-000	41.93
11/22-2	11/3/22	Amazon (charges on account)	2020-000	78.91
cc-11/04/22-1	11/4/22	Premier Best Western	2010-000	127.21
11/22-4	11/4/22	Amazon (charges on account)	2020-000	82.85
11/22-5	11/4/22	Amazon (charges on account)	2020-000	27.98
11/22-8	11/5/22	Amazon (charges on account)	2020-000	41.97
11/22-9	11/6/22	Amazon (charges on account)	2020-000	34.98
eft-11/07/22-1	11/7/22	Cardmember Service	1000-000	6,452.35
11/22-3	11/7/22	Amazon (charges on account)	2020-000	-0.87
11/22-10	11/7/22	Amazon (charges on account)	2020-000	23.99
11/22-11	11/7/22	Amazon (charges on account)	2020-000	19.98
11/22-12	11/7/22	Amazon (charges on account)	2020-000	29.99
11/22-13	11/7/22	Amazon (charges on account)	2020-000	17.98
11/22-14	11/7/22	Amazon (charges on account)	2020-000	31.50
69514	11/9/22	Alliance Courier	1000-000	2,115.30
69515	11/9/22	American Security Cabinets	1000-000	7,167.80
69516	11/9/22	Baker & Taylor	1000-000	3,678.70
69516a	11/9/22	VOID	1000-000	
69516b	11/9/22	VOID	1000-000	
69517	11/9/22	Black Stone Publishing	1000-000	1,783.94
69518	11/9/22	LesleyAnne Buegel	1000-000	250.00
69519	11/9/22	Gale/CENGAGE Learning	1000-000	88.77
69520	11/9/22	Cole Papers Inc.	1000-000	40.70

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
69521	11/9/22	DEMCO	1000-000	3,235.44
69522	11/9/22	Jodi Harrington	1000-000	275.63
69523	11/9/22	Chelsi Johnson	1000-000	18.75
69524	11/9/22	Kitchigami Regional Library	1000-000	20.00
69525	11/9/22	The Lodge On Lake Detroit	1000-000	709.79
69526	11/9/22	Liz Lynch	1000-000	168.13
69527	11/9/22	Eileen Mooney	1000-000	29.38
69528	11/9/22	Heidi Moore	1000-000	12.50
69529	11/9/22	Amy Nelson	1000-000	120.00
69530	11/9/22	Norman County Index	1000-000	50.00
69531	11/9/22	ODP Business Solutions, LLC	1000-000	1,224.91
69532	11/9/22	Overdrive, Inc.	1000-000	4,413.10
69532a	11/9/22	VOID	1000-000	
69533	11/9/22	Meagan Barker	1000-000	15.00
69534	11/9/22	Quill Corporation	1000-000	260.49
69535	11/9/22	Rapid Refill	1000-000	191.50
69536	11/9/22	Scholastic Inc. Education	1000-000	173.60
69537	11/9/22	Shortprinter	1000-000	105.18
69538	11/9/22	Rick Stomoski	1000-000	250.00
69539	11/9/22	Christy Underlee	1000-000	20.63
69540	11/9/22	Daniel L. Wilsey	1000-000	15.63
eft-11/9/22-1	11/9/22	Lake Agassiz Regional Library	1010-000	115,000.00
eft-11/9/22-2	11/9/22	Lake Agassiz Regional Library	1000-000	58,000.00
cc-11/9/22-1	11/9/22	Ting	2010-000	53.38
11/22-19	11/9/22	Amazon (charges on account)	2020-000	21.70
11/22-16	11/11/22	Amazon (charges on account)	2020-000	126.64
11/22-6	11/12/22	Amazon (charges on account)	2020-000	16.07
11/22-7	11/12/22	Amazon (charges on account)	2020-000	8.29
11/22-17	11/12/22	Amazon (charges on account)	2020-000	29.99
11/22-18	11/12/22	Amazon (charges on account)	2020-000	17.99
eft-11/13/22-1	11/13/22	Allstream	1000-000	292.58
cc-11/13/22-1	11/13/22	Zoom Video Communications, Inc	2010-000	79.00
eft-11/13/22-2	11/13/22	WEX - HSA Contributions	1000-000	1,887.92
eft-11/13/22-3	11/13/22	BPA (VEBA contributions)	1000-000	2,011.28

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

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Check #	Date	Payee	Cash Account	Amount
eft-11/14/22-1	11/14/22	Amazon Capital Services	1000-000	28.99
cc-11/14/22-1	11/14/22	CleanFreak.com	2010-000	45.17
eft-11/15/22-1	11/15/22	Garden Valley Telephone Company	1000-000	40.89
eft-11/15/22-2	11/15/22	AFLAC	1000-000	224.08
eft-11/15/22-1	11/15/22	Halstad Telephone Company	2010-000	73.86
eft-11/15/22-2	11/15/22	Halstad Telephone Company	2010-000	33.46
cc-11/15/22-1	11/15/22	Rothsay Telephone	2010-000	71.11
eft-11/15/22-3	11/15/22	Federal Income Tax deposit	1000-000	17,303.52
eft-11/15/22-4	11/15/22	Minnesota State Income Tax	1000-000	1,497.00
eft-11/15/22-5	11/15/22	ING (Deferred Compensation)	1000-000	1,961.09
eft-11/15/22-6	11/15/22	Public Employees Retirement Assoca	1000-000	10,991.89
eft-11/15/22-7	11/15/22	LARL Payroll	1005-000	58,749.97
69541	11/16/22	The 13 Towns	1000-000	96.00
69542	11/16/22	Hibbing Public Library	1000-000	22.00
69543	11/16/22	Baker & Taylor	1000-000	3,644.59
69543a	11/16/22	VOID	1000-000	
69544	11/16/22	Black Stone Publishing	1000-000	190.81
69545	11/16/22	LesleyAnne Buegel	1000-000	250.00
69546	11/16/22	ByteSpeed, LLC	1000-000	1,968.00
69547	11/16/22	Cherry Road Media	1000-000	245.00
69548	11/16/22	Clay County Connection	1000-000	99.00
69549	11/16/22	Card Services	1000-000	70.02
69550	11/16/22	Cole Papers Inc.	1000-000	47.90
69551	11/16/22	Dakota Mailing & Shipping Equip., In	1000-000	89.72
69552	11/16/22	Detroit Lakes Tribune	1000-000	120.00
69553	11/16/22	Sandra Duval	1000-000	10.00
69554	11/16/22	Farm & Home Publishers, LTD.	1000-000	196.50
69555	11/16/22	Chelsi Johnson	1000-000	18.75
69556	11/16/22	KRJB-FM	1000-000	430.00
69557	11/16/22	KROX-AM	1000-000	250.00
69558	11/16/22	Heidi Moore	1000-000	6.25
69559	11/16/22	Overdrive, Inc.	1000-000	2,191.94
69560	11/16/22	Payroll Professionals, Inc.	1000-000	133.65

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

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Check #	Date	Payee	Cash Account	Amount
69561	11/16/22	Quill Corporation	1000-000	10.70
69562	11/16/22	SELCO	1000-000	34.99
69564	11/16/22	Christy Underlee	1000-000	20.63
69565	11/16/22	Wahpeton Daily News	1000-000	270.90
eft-11/17/22	11/17/22	Mutual of Omaha	1000-000	106.40
cc-11/17/22-1	11/17/22	Flowroute.com	2010-000	450.00
11/22-20	11/20/22	Amazon (charges on account)	2020-000	74.41
11/22-21	11/20/22	Amazon (charges on account)	2020-000	41.98
11/22-22	11/20/22	Amazon (charges on account)	2020-000	17.99
11/22-23	11/21/22	Amazon (charges on account)	2020-000	27.00
	11/22/22	Tidio	2010-000	18.00
69567	11/22/22	Baker & Taylor	1000-000	2,386.53
69567a	11/22/22	VOID	1000-000	
69568	11/22/22	Black Stone Publishing	1000-000	43.45
69569	11/22/22	LesleyAnne Buegel	1000-000	250.00
69570	11/22/22	Daily News / News Monitor	1000-000	181.00
69571	11/22/22	Farmers Independent	1000-000	93.75
69572	11/22/22	Anders Valley Publishing, LLC	1000-000	300.00
69573	11/22/22	Forum Communications Company	1000-000	157.00
69574	11/22/22	Frazee-Vergas Forum	1000-000	35.00
69575	11/22/22	Jodi Harrington	1000-000	20.63
69576	11/22/22	Chelsi Johnson	1000-000	18.75
69577	11/22/22	Megan Krueger	1000-000	148.18
69578	11/22/22	Lakes Country Service Cooperative	1000-000	242.86
69579	11/22/22	Lakes Digital Sign Guys, LLC	1000-000	318.00
69580	11/22/22	Liz Lynch	1000-000	87.50
69581	11/22/22	Mahnomen Pioneer	1000-000	40.00
69582	11/22/22	MN Counties Intergovernmental Trus	1000-000	926.00
69583	11/22/22	MN Association Of Library Friends	1000-000	35.00
69584	11/22/22	Eileen Mooney	1000-000	29.38
69585	11/22/22	Heidi Moore	1000-000	18.75
69586	11/22/22	NCPERS Group Life Ins.	1000-000	176.00
69587	11/22/22	Overdrive, Inc.	1000-000	1,236.17
69588	11/22/22	ProQuest LLC	1000-000	3,499.22



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

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Check #	Date	Payee	Cash Account	Amount
69589	11/22/22	Shortprinter	1000-000	70.00
69590	11/22/22	Christy Underlee	1000-000	41.26
69591	11/22/22	American Security Cabinets	1000-000	4,619.05
eft-11/22/22-1	11/22/22	Lake Agassiz Regional Library	1010-000	120,000.00
eft-11/22/22-2	11/22/22	Lake Agassiz Regional Library	1000-000	60,000.00
11/22-24	11/23/22	Amazon (charges on account)	2020-000	18.93
11/22-25	11/23/22	Amazon (charges on account)	2020-000	365.94
11/22-26	11/23/22	Amazon (charges on account)	2020-000	31.49
11/22-27	11/23/22	Amazon (charges on account)	2020-000	1,439.84
eft-11/25/22-1	11/25/22	Arvig	1000-000	182.14
eft-11/25/22-2	11/25/22	WEX - HSA Contributions	1000-000	107.25
cc-11/26/22-1	11/26/22	Sangoma US	2010-000	226.04
eft-11/28/22-1	11/28/22	Synchrony Bank/Amazon	1000-000	1,731.35
cc-11/29/22-1	11/29/22	Star Tribune	2010-000	646.36
eft-11/29/22-1	11/29/22	WEX - HSA Contributions	1000-000	291.16
cc-11/29/22-2	11/29/22	DickBlck	2010-000	109.70
cc-11/29/22-3	11/29/22	Homeless Training Institute	2010-000	999.00
11/22-28	11/29/22	Amazon (charges on account)	2020-000	367.80
11/22-30	11/29/22	Amazon (charges on account)	2020-000	9.98
11/22-31	11/29/22	Amazon (charges on account)	2020-000	19.98
eft-11/30/22-1	11/30/22	Garden Valley Telephone Company	1000-000	40.89
eft-11/30/22-2	11/30/22	Garden Valley Telephone Company	1000-000	76.36
eft-11/30/22-3	11/30/22	Garden Valley Telephone Company	1000-000	40.89
eft-11/30/22-4	11/30/22	Garden Valley Telephone Company	1000-000	40.89
eft-11/30/22-5	11/30/22	Federal Income Tax deposit	1000-000	17,139.41
eft-11/30/22-6	11/30/22	Minnesota State Income Tax	1000-000	1,500.00
eft-11/30/22-7	11/30/22	ING (Deferred Compensation)	1000-000	1,969.78
eft-11/30/22-8	11/30/22	Public Employees Retirement Assoca	1000-000	11,042.93
eft-11/30/22-9	11/30/22	LARL Payroll	1005-000	58,713.47
69592	11/30/22	AFSCME Council 65	1000-000	459.49
69593	11/30/22	AFSCME PEOPLE	1000-000	46.00
69594	11/30/22	Samantha Albers	1000-000	50.63
69595	11/30/22	Alliance Courier	1000-000	2,115.30

**Lake Agassiz Regional Library**  
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Check #	Date	Payee	Cash Account	Amount
69596	11/30/22	Baker & Taylor	1000-000	4,831.06
69596a	11/30/22	VOID	1000-000	
69596b	11/30/22	VOID	1000-000	
69597	11/30/22	Barnesville Record-Review	1000-000	436.00
69598	11/30/22	Batteries + Bulbs	1000-000	20.01
69599	11/30/22	Black Stone Publishing	1000-000	878.82
69600	11/30/22	LesleyAnne Buegel	1000-000	250.00
69601	11/30/22	Great Works of Wood	1000-000	300.00
69602	11/30/22	Kitchigami Regional Library	1000-000	18.00
69603	11/30/22	Brenda Labine	1000-000	13.75
69604	11/30/22	Metropolitan Life Insurance Company	1000-000	1,214.63
69605	11/30/22	Eileen Mooney	1000-000	33.76
69606	11/30/22	Heidi Moore	1000-000	12.50
69607	11/30/22	Newman Digital	1000-000	150.00
69608	11/30/22	ODP Business Solutions, LLC	1000-000	185.71
69609	11/30/22	Overdrive, Inc.	1000-000	4,012.19
69610	11/30/22	Payroll Professionals, Inc.	1000-000	130.35
69611	11/30/22	Christy Underlee	1000-000	20.63
69612	11/30/22	Falth Waldoch	1000-000	50.63
eft-11/30/22-1	11/30/22	Lake Agassiz Regional Library	1010-000	30,000.00
cc-11/30/22-1	11/30/22	Facebook Ad Manager	2010-000	194.12
eft-11/30/22-9	11/30/22	WEX - FSA payments	1000-000	252.98
11/22-29	11/30/22	Amazon (charges on account)	2020-000	23.98
<b>Total</b>				<b>721,794.46</b>

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

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Check #	Date	Payee	Cash Account	Amount
	12/1/22	Apple Store	2010-000	2.99
eft-12/1/22-1	12/1/22	Lakes Country Service Cooperative	1000-000	26,507.04
eft-12/1/22-2	12/1/22	Fidelity Security Life	1000-000	347.94
cc-12/1/22-1	12/1/22	SR Fax	2010-000	27.80
eft-12/02/22-1	12/2/22	Attendance On Demand	1000-000	234.00
69613	12/2/22	Tabatha Durand	1000-000	36.90
cc-12/2/22-1	12/2/22	US Postal Service	2010-000	140.00
cc-12/2/22-2	12/2/22	US Postal Service	2010-000	66.00
12/22-1	12/2/22	Amazon (charges on account)	2020-000	238.30
12/22-2	12/2/22	Amazon (charges on account)	2020-000	12.99
12/22-3	12/2/22	Amazon (charges on account)	2020-000	5.90
eft-12/2/22-1	12/2/22	WEX - FSA payments	1000-000	39.59
eft-12/03/22-1	12/3/22	Arvig	1000-000	89.06
eft-12/03/22-2	12/3/22	Arvig	1000-000	39.26
eft-12/03/22-3	12/3/22	Arvig	1000-000	96.64
eft-12/03/22-4	12/3/22	Arvig	1000-000	97.44
eft-12/03/22-5	12/3/22	Arvig	1000-000	89.06
12/22-5	12/3/22	Amazon (charges on account)	2020-000	49.94
12/22-4	12/4/22	Amazon (charges on account)	2020-000	22.00
12/22-6	12/4/22	Amazon (charges on account)	2020-000	69.97
12/22-7	12/5/22	Amazon (charges on account)	2020-000	34.99
12/22-8	12/5/22	Amazon (charges on account)	2020-000	19.99
eft-12/06/22-1	12/6/22	Cardmember Service	1000-000	3,005.03
eft-12/6/22-1	12/6/22	WEX - FSA payments	1000-000	50.98
69614	12/7/22	Alliance Courier	1000-000	1,903.77
69615	12/7/22	ASP of Moorhead, Inc.	1000-000	3,641.26
69616	12/7/22	Baker & Taylor	1000-000	2,703.35
69616a	12/7/22	VOID	1000-000	
69617	12/7/22	Black Stone Publishing	1000-000	860.50
69618	12/7/22	Joyce Christine Boike	1000-000	133.13
69619	12/7/22	LesleyAnne Buegel	1000-000	250.00
69620	12/7/22	Leigh Cameron	1000-000	142.45
69621	12/7/22	Friends Of The Moorhead Library	1000-000	50.60
69622	12/7/22	Greta Guck	1000-000	56.25

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

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Check #	Date	Payee	Cash Account	Amount
69623	12/7/22	Jodi Harrington	1000-000	20.63
69624	12/7/22	Chelsi Johnson	1000-000	16.88
69625	12/7/22	Megan Krueger	1000-000	160.16
69626	12/7/22	The Loft Literary Center	1000-000	1,500.00
69627	12/7/22	Liz Lynch	1000-000	56.25
69628	12/7/22	Midwest Container Systems, Inc.	1000-000	1,075.00
69629	12/7/22	Julia Miller	1000-000	30.00
69630	12/7/22	Heidi Moore	1000-000	6.25
69631	12/7/22	Amy Nelson	1000-000	32.50
69632	12/7/22	Asha Osborn	1000-000	48.00
69633	12/7/22	Paula Ous	1000-000	29.38
69634	12/7/22	Overdrive, Inc.	1000-000	2,059.82
69635	12/7/22	Princh	1000-000	10,166.85
69636	12/7/22	Rieger, Borgen, Benson Electric	1000-000	1,650.00
69637	12/7/22	Rochester Telecom Systems Inc.	1000-000	23.56
69637a	12/7/22	VOID	1000-000	
69638	12/7/22	Christy Underlee	1000-000	41.26
eft-12/07/22-1	12/7/22	Lake Agassiz Regional Library	1010-000	35,000.00
CC-12/8/22-1	12/8/22	Moorhead Business Association	2010-000	350.00
cc-12/09/22-1	12/9/22	Ting	2010-000	24.01
12-22-9	12/9/22	Amazon (charges on account)	2020-000	14.99
cc-12/10/22-1	12/10/22	Best Name Badges	2010-000	35.16
12/22-10	12/10/22	Amazon (charges on account)	2020-000	24.95
12/22-11	12/10/22	Amazon (charges on account)	2020-000	71.84
cc-12/12/22-1	12/12/22	Uprinting.com	2010-000	209.98
cc-12/12/22-2	12/12/22	Sticker Mule, LLC	2010-000	319.00
12/13/22-1	12/13/22	WEX - HSA Contributions	1000-000	1,596.76
12/13/22-2	12/13/22	WEX - HSA Contributions	1000-000	291.16
eft-12/13/22-3	12/13/22	BPA (VEBA contributions)	1000-000	2,011.28
cc-12/13/22-1	12/13/22	Zoom Video Communications, Inc	2010-000	79.00
12/22-12	12/13/22	Amazon (charges on account)	2020-000	53.88
eft-12/13/22-1	12/13/22	WEX - FSA payments	1000-000	38.82
eft-12/13/22-2	12/13/22	WEX - FSA payments	1000-000	249.33

**Lake Agassiz Regional Library**  
**Check Register**  
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Check #	Date	Payee	Cash Account	Amount
eft-12/13/22-3	12/13/22	WEX - FSA payments	1000-000	8.04
eft-12/14/22-1	12/14/22	Lake Agassiz Regional Library	1010-000	120,000.0
eft-12/14/22-2	12/14/22	Lake Agassiz Regional Library	1000-000	70,000.00
69639	12/14/22	Hibbing Public Library	1000-000	36.95
69640	12/14/22	Baker & Taylor	1000-000	1,145.48
69641	12/14/22	Black Stone Publishing	1000-000	169.20
69642	12/14/22	Gale/CENGAGE Learning	1000-000	44.78
69643	12/14/22	Greta Guck	1000-000	126.26
69644	12/14/22	Liz Lynch	1000-000	53.13
69645	12/14/22	Eileen Mooney	1000-000	16.88
69646	12/14/22	Heidi Moore	1000-000	6.25
69647	12/14/22	Overdrive, Inc.	1000-000	1,522.08
69648	12/14/22	Payroll Professionals, Inc.	1000-000	156.75
69649	12/14/22	Rieger, Borgen, Benson Electric	1000-000	728.43
69650	12/14/22	Karen Stormo	1000-000	153.75
69651	12/14/22	Christy Underlee	1000-000	41.26
eft-12/14/22-1	12/14/22	Allstream	1000-000	269.83
eft-12/15/22-1	12/15/22	AFLAC	1000-000	224.08
eft-12/15/22-2	12/15/22	Garden Valley Telephone Company	1000-000	40.89
eft-12/15/22-1	12/15/22	Halstad Telephone Company	2010-000	33.46
eft-12/15/22-2	12/15/22	Halstad Telephone Company	2010-000	73.86
cc-12/15/22-1	12/15/22	Rothsay Telephone	2010-000	71.11
eft-12/15/22-3	12/15/22	Federal Income Tax deposit	1000-000	21,258.36
eft-12/15/22-4	12/15/22	Minnesota State Income Tax	1000-000	1,708.00
eft-12/15/22-5	12/15/22	ING (Deferred Compensation)	1000-000	1,963.78
eft-12/15/22-6	12/15/22	Public Employees Retirement Associat	1000-000	13,612.42
eft-12/15/22-7	12/15/22	LARL Payroll	1005-000	71,995.65
eft-12/19/22-1	12/19/22	Pitney Bowes	2010-000	129.00
eft-12/19/22-1	12/19/22	Mutual of Omaha	1000-000	109.20
eft-12/20/22-1	12/20/22	WEX - FSA payments	1000-000	96.04
69652	12/21/22	Alliance Courier	1000-000	2,115.30
69653	12/21/22	Baker & Taylor	1000-000	1,713.46
69654	12/21/22	Black Stone Publishing	1000-000	70.90
69655	12/21/22	Gale/CENGAGE Learning	1000-000	44.78

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69656	12/21/22	InfoUSA Marketing, Inc.	1000-000	390.00
69657	12/21/22	Farago & Associates	1000-000	200.00
69658	12/21/22	Jodi Harrington	1000-000	38.13
69659	12/21/22	The Hawley Herald, Inc.	1000-000	88.00
69660	12/21/22	Genevieve Junkert	1000-000	32.50
69661	12/21/22	Brenda Labine	1000-000	16.88
69662	12/21/22	Amy Nelson	1000-000	40.00
69663	12/21/22	Norman County Index	1000-000	82.00
69664	12/21/22	Overdrive, Inc.	1000-000	279.03
69665	12/21/22	Shortprinter	1000-000	136.00
69666	12/21/22	Swank Movie Licensing USA	1000-000	1,882.00
69667	12/21/22	Christy Underlee	1000-000	20.63
	12/22/22	Tidio	2010-000	18.00
12/22/22-1	12/22/22	Adobe	2010-000	359.88
12/22-13	12/23/22	Amazon (charges on account)	2020-000	89.94
12/22-14	12/23/22	Amazon (charges on account)	2020-000	15.45
eft-12/25/22-1	12/25/22	Arvig	1000-000	182.14
eft-12/25/22-2	12/25/22	WEX Health, Inc.	1000-000	101.75
cc-12/26/22-1	12/26/22	Sangoma US	2010-000	225.36
12/22-15	12/26/22	Amazon (charges on account)	2020-000	39.92
eft-12/28/22-1	12/28/22	WEX - HSA Contributions	1000-000	291.16
69668	12/28/22	AFSCME Council 65	1000-000	483.85
69669	12/28/22	AFSCME PEOPLE	1000-000	46.00
69670	12/28/22	Baker & Taylor	1000-000	1,414.27
69671	12/28/22	Black Stone Publishing	1000-000	115.89
69672	12/28/22	Communico	1000-000	8,050.00
69673	12/28/22	Crestline Specialties, Inc.	1000-000	577.39
69674	12/28/22	Duggan's Auto Service Center	1000-000	79.93
69675	12/28/22	Sandra Duval	1000-000	10.00
69676	12/28/22	Jodi Harrington	1000-000	65.00
69677	12/28/22	Midwest Tape	1000-000	5,000.00
69678	12/28/22	Innovative Office Solutions, LLC	1000-000	358.75
69679	12/28/22	Janette Hill Art LLC	1000-000	1,100.00

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Check #	Date	Payee	Cash Account	Amount
69680	12/28/22	Megan Krueger	1000-000	53.13
69681	12/28/22	Brenda Labine	1000-000	16.88
69682	12/28/22	Minnesota Public Radio	1000-000	532.00
69683	12/28/22	NCPERS Group Life Ins.	1000-000	176.00
69684	12/28/22	Overdrive, Inc.	1000-000	2,487.48
69685	12/28/22	Meagan Barker	1000-000	30.00
69686	12/28/22	Payroll Professionals, Inc.	1000-000	127.05
69687	12/28/22	Shortprinter	1000-000	264.28
69688	12/28/22	Christy Underlee	1000-000	20.63
eft-12/30/22-9	12/28/22	Public Employees Retirement Associat	1000-000	10,944.91
eft-12/28/22-1	12/28/22	Lake Agassiz Regional Library	1010-000	145,000.0
eft-12/28/22-2	12/28/22	Lake Agassiz Regional Library	1000-000	56,000.00
cc-12/28/22-2	12/28/22	Sticker Mule, LLC	2010-000	314.00
EFT-12/29/22-1	12/29/22	Synchrony Bank/Amazon	1000-000	3,114.08
eft-12/30/22-1	12/30/22	Garden Valley Telephone Company	1000-000	76.36
eft-12/30/22-2	12/30/22	Garden Valley Telephone Company	1000-000	40.89
eft-12/30/22-3	12/30/22	Garden Valley Telephone Company	1000-000	40.89
eft-12/30/22-4	12/30/22	Garden Valley Telephone Company	1000-000	40.89
eft-12/30/22-6	12/30/22	Minnesota State Income Tax	1000-000	1,480.00
eft-12/30/22-7	12/30/22	North Dakota SITW	1000-000	1,452.00
eft-12/30/22-8	12/30/22	ING (Deferred Compensation)	1000-000	1,965.29
eft-12/30/22-5	12/30/22	Federal Income Tax deposit	1000-000	16,959.62
eft-12/30/22-10	12/30/22	LARL Payroll	1005-000	58,129.55
eft-12/30/22-10	12/30/22	WEX - FSA payments	1000-000	238.00
cc-12/31/22-1	12/31/22	Facebook Ad Manager	2010-000	34.00
<b>Total</b>				<b><u>729,458.9</u></b>