

LARL BOARD OF TRUSTEES
FULL BOARD MEETING

Thursday, March 23, 2023 at 5:30 p.m.

Meeting will be held at the Moorhead Public Library in the lower level meeting room.

Meeting Notice:

The LARL Board will hold its scheduled meeting Thursday, March 23rd at 5:30 p.m. in the lower level of the Moorhead Public Library, 118 5th St S, Moorhead, MN 56560.

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

AGENDA

- 5:30 **1. CALL TO ORDER** - Kalil
 PUBLIC INPUT
 APPROVAL OF AGENDA
- 5:35 **2. MINUTES OF THE JANUARY 19, 2023 FULL BOARD MEETING** - Kalil
 Enclosed (page 3)
 Recommended Motion: Move to approve the January 19, 2023 Full Board Meeting Minutes as presented.
- 5:40 **3. 2022 AUDIT REPORT** – Brady, Martz and Associates, P.C.
- 6:00 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)
 a. Authorization to submit 2022 Annual Report
 (report available for review at meeting)
 Recommended Motion: Move to authorize the Director of Finance to submit the 2022 Annual Report to State Library Services.
- 6:10 **5. DIRECTOR'S REPORT** – Lynch
 a. March Report - Enclosed (page 11)
 b. Open Forum Policy – (page 13)
 Recommended Motion: Move to adopt Open Forum Policy as recommended by LARL Coordinating Team.
- 6:20 **6. President's Report** – Kalil
- 6:30 **7. Election: Executive Committee Position(s)** – Caroon

6:40 **8. 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, Charlie Johnson & Chizuko Shastri

Norman County – Steve Jacobson

Polk County – Gary Willhite

Wilkin County – Rick Busko

MN Library Association/Library Trustees and Advocates Section – Terry Kalil

Northern Lights Library Network – Linda Holecek/Linda Schell

6:55 **9. OTHER**

7:00 **10. ADJOURNMENT**

MISC ITEMS ENCLOSED:

- a. Check Register – January and February 2023 –Enclosed (page 15)

UPCOMING MEETINGS

Executive/Finance Committee Meeting

2024 Preliminary Budget (Draft 1)

Moorhead Public Library, April 20, 2023

Easter Sunday, April 9, 2023

Crookston Public Library Closed

Full Board Meeting, May 18, 2023

Moorhead Public Library

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

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, January 19, 2023 at the Moorhead Public Library. President Briggs called the meeting to order at 5:32pm.

Board Members Present: Briggs (*President*), Busko, Caroon, Durant, Ebinger, Geray, Holecek (via Zoom), Jacobson, Kalil (via Zoom), Nelson, Shastri, Titera, Willhite, Wood.

Board Members Absent: Johnson.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT
None

APPROVAL OF AGENDA

(Geray/Ebinger) Move to approve the January 19, 2023 Full Board Meeting agenda as presented. MCU.

MINUTES OF THE NOVEMBER 17, 2022 FULL BOARD MEETING

(Titera/Caroon) Move to approve the Minutes of the November 17, 2022 Full Board Meeting as presented. MCU.

WELCOME TO NEW BOARD MEMBERS

Briggs welcomed Barry Nelson, Becker County back to the LARL Board and welcomed Rick Busko, Wilkin County to the LARL Board.

Nelson and Busko recited the Oath of Office.

FINANCIAL REPORT

Sprynczynatyk discussed that any LARL Board Member who travels to a board meeting from out of town and doesn't get paid mileage from their Signatory, can claim mileage for meetings attended in person. LARL Board Members who don't receive a Per Diem from their Signatory, can also claim a \$60 Per Diem for meetings attended in person.

(over)

FINANCIAL REPORT - continued

With 100% of 2022 complete, LARL spent 98% of budgeted expenses. The financial report is “preliminary” and will change as the year is closed out and LARL prepares for the annual financial audit.

Sprynczynatyk discussed that Regional Telecom Aid is at 195.31% of budget, due to receiving a portion of the extra funds that were available to libraries after normal internet and equipment costs were paid. Miscellaneous Revenue is at -126.80% of budget due to the market value of Municipal Bonds decreasing, LARL will hold the bond to maturity so the losses shouldn’t be realized and LARL will continue to receive interest payments. Personnel Expenses at 95.75% of budget due to staffing turnover. Materials are \$4,500 over budget due to the LARL board requesting the budget be overspent by up to \$5,000 in 2022.

Capital Expenditures at 60.49% of budget, expenses were lower due to LARL receiving federal grants and state grants that paid for the majority of capital needs.

(Kalil/Durant) Move to approve LARL’s Pay Equity Report for the year ended December 31, 2022. MCU.

(Geray/Ebinger) Move to approve The Final Report for the State Regional Public Library System Arts and Cultural Heritage Program for FY2020 funding year. MCU.

FINANCE COMMITTEE REPORT

(Willhite/Nelson) Move to approve the list of authorized institutions for 2023 as reviewed and recommended by the Finance Committee: Bell Bank and Edward Jones. MCU.

(Ebinger/Caroon) Move to approve the 2023 Budget as reviewed and recommended by the Finance Committee. MCU.

(Wood/Willhite) Move to approve the 2023 Designated Funds as reviewed and recommended by the Finance Committee. MCU

DIRECTOR’S REPORT

Lynch discussed her written report and the 2023 MLA Proposed Bills for Regional Public Library System in the packet.

Lynch discussed that all 12 Regional Library Systems are in agreement regarding a formula change with an overall funding increase by \$4M.

(Nelson/Ebinger) 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. MCU.

(continued on next page)

PRESIDENT'S REPORT

(Geray/Titera) Move to approve the 2023 Board Meeting Schedule as presented. MCU.

(Willhite/Titera) Move to approve the 2023 Board Committee Assignments as presented. MCU.

NOMINATIONS COMMITTEE

Wood discussed that the Executive Committee is in need of one Member At Large and asked if any Board Members were interested.

Kalil nominated Caroon to fill the Member At Large position.

(Kalil/Ebinger) Move to appoint Laura Caroon as a Member At Large on the LARL Executive Committee. MCU.

Lynch discussed that LARL currently only has Holecek appointed to the Northern Lights Library Network board. Linda Schell also represented LARL in 2022, but is no longer on the LARL board since she moved from Detroit Lakes to Moorhead. The board asked Lynch to ask Schell if she would be interested in continuing to represent LARL.

BOARD MEMBER REPORTS:

Becker County (Kalil, Nelson)

Detroit Lakes library bathroom project has started and is scheduled to be complete by March 1. \$12,000 of additional funding has been secured to install automatic doors. The Becker County Friends are going to split the cost with the City of Detroit Lakes to clean the outside of the building this spring. The City is also funding solutions to fix the heating and cooling of the building.

Breckenridge (Holecek)

No report

Clay County (Ebinger)

No report

Clearwater County (Titera)

No report

Crookston (Briggs)

They are waiting for the contractor to start installing all new windows in the library.

Detroit Lakes (Wood)

Programming attendance is very close to pre-COVID numbers.

City of Mahnomen (Durant)

The library is looking nice and the attached City Hall is still being renovated.

(over)

BOARD MEMBER REPORTS – continued:

Mahnomen County (Geray)

No report.

Moorhead (Caroon, Johnson-absent, Shastri)

There is a committee formed by the City to work on RFQs. The Friends of the Moorhead Library annual meeting will be on January 28.

Norman County (Jacobsen)

Norman County lost their newly elected Sheriff to pancreatic cancer. A new Sheriff was appointed. The County is in the process of hiring an HR Director.

Polk County (Willhite)

Polk County commissioner Jerry Jacobson passed away. The County will be working through how a replacement is determined for the County.

Wilkin County (Busko)

No report.

The meeting attendees introduced themselves to Busko.

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

No report.

Northern Lights Library Network (Holecek)

No report.

The meeting adjourned at 6:35.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2023

16.67%

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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 | | | | | |
| <i>Signatory Funding</i> | | | | | |
| Becker County | \$ 0 | \$ 103,824 | \$ 415,295 | 311,471 | 25.00 |
| Detroit Lakes | 0 | 60,696 | 242,785 | 182,089 | 25.00 |
| Clay County | 0 | 79,566 | 318,265 | 238,699 | 25.00 |
| Moorhead | 0 | 201,888 | 807,550 | 605,662 | 25.00 |
| Clearwater County | 0 | 28,194 | 112,775 | 84,581 | 25.00 |
| Mahnomen County | 0 | 11,749 | 46,995 | 35,246 | 25.00 |
| Mahnomen | 0 | 5,821 | 23,285 | 17,464 | 25.00 |
| Norman County | 0 | 27,075 | 108,300 | 81,225 | 25.00 |
| Polk County | 0 | 72,718 | 290,870 | 218,152 | 25.00 |
| Crookston | 0 | 58,686 | 234,745 | 176,059 | 25.00 |
| Wilkin County | 0 | 14,598 | 58,390 | 43,792 | 25.00 |
| Breckenridge | 0 | 23,969 | 95,875 | 71,906 | 25.00 |
| Total Signatory Funding | 0 | 688,784 | 2,755,130 | 2,066,346 | 25.00 |
| <i>Grants</i> | | | | | |
| Basic Support - MN (RLBSS) | 179,732 | 239,643 | 599,105 | 359,462 | 40.00 |
| Reg Library Telecom Aid (RLTA) | 1,841 | 45,841 | 162,180 | 116,339 | 28.27 |
| Total Grants | 181,573 | 285,484 | 761,285 | 475,801 | 37.50 |
| <i>Miscellaneous Revenue</i> | | | | | |
| Service Charge Revenue | 452 | 812 | 8,000 | 7,188 | 10.15 |
| Printing Revenue | 1,369 | 2,600 | 16,100 | 13,500 | 16.15 |
| Fax Revenue | 248 | 565 | 5,000 | 4,435 | 11.30 |
| Microfilm Revenue | 7 | 16 | 200 | 184 | 8.00 |
| Photocopy Revenue | 538 | 1,015 | 7,500 | 6,485 | 13.53 |
| Book/Furniture Sale Revenue | 2,187 | 2,262 | 0 | (2,262) | 0.00 |
| Interest/Dividend Income | 20,469 | 22,119 | 50,000 | 27,881 | 44.24 |
| Investment Value Change | (47,201) | (9,544) | 0 | 9,544 | 0.00 |
| Lost/Damaged Property | 457 | 867 | 5,500 | 4,633 | 15.76 |
| Total Miscellaneous Revenue | (21,474) | 20,712 | 92,300 | 71,588 | 22.44 |
| <i>Joint Automation Revenue</i> | | | | | |
| Northwest Reg. Lib. Contrib. | 0 | 12,175 | 48,700 | 36,525 | 25.00 |
| MNLink Server Site Payments | 251 | 503 | 3,000 | 2,497 | 16.77 |
| Total Joint Automation Revenue | 251 | 12,678 | 51,700 | 39,022 | 24.52 |
| Fund Balance/Shortfall | 0 | 0 | 38,165 | 38,165 | 0.00 |
| Total General Fund Revenue | 160,350 | 1,007,658 | 3,698,580 | 2,690,922 | 27.24 |
| General Fund Expenditures | | | | | |
| <i>Personnel Expenses</i> | | | | | |
| Salaries | 157,993 | 306,010 | 1,956,250 | 1,650,240 | 15.64 |
| Payroll Taxes | 11,963 | 22,963 | 151,350 | 128,387 | 15.17 |
| Retirement - PERA | 11,833 | 22,836 | 146,050 | 123,214 | 15.64 |
| Health Insurance | 30,894 | 60,556 | 362,550 | 301,994 | 16.70 |
| Life Insurance | 105 | 210 | 1,300 | 1,090 | 16.15 |
| Workers Compensation Insurance | 249 | 499 | 3,200 | 2,701 | 15.59 |
| Other Employee Benefits | 121 | 242 | 1,650 | 1,408 | 14.67 |
| Total Personnel | 213,158 | 413,316 | 2,622,350 | 2,209,034 | 15.76 |
| <i>Automation/Cataloging</i> | | | | | |
| Automation | 14,561 | 31,480 | 159,650 | 128,170 | 19.72 |
| Support - App | 321 | 642 | 3,900 | 3,258 | 16.46 |
| Remote Printing | 282 | 565 | 3,450 | 2,885 | 16.38 |
| Catalog Item Records | 1,071 | 2,141 | 12,600 | 10,459 | 16.99 |
| Supplies - Computer | 1,054 | 1,215 | 5,000 | 3,785 | 24.30 |
| Supplies - Technical Services | 330 | 471 | 6,000 | 5,529 | 7.85 |
| Total Automation/Cataloging | 17,619 | 36,514 | 190,600 | 154,086 | 19.16 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2023

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| | Current Month Actual | Year To Date Actual | Annual Budget | YTD Actual To Annual \$ Variance | YTD Actual To Annual Budget % |
|---|-------------------------|------------------------|------------------|--|-------------------------------------|
| Library Programming | | | | | |
| Programming - Youth/SLE | 225 | 225 | 12,400 | 12,175 | 1.81 |
| Programming - Adult | 79 | 158 | 2,500 | 2,342 | 6.32 |
| Total Library Programming | 304 | 383 | 14,900 | 14,517 | 2.57 |
| Staff Development | | | | | |
| Staff Training & Development | 1,852 | 2,351 | 10,000 | 7,649 | 23.51 |
| Total Staff Development | 1,852 | 2,351 | 10,000 | 7,649 | 23.51 |
| Mileage/Board Meeting Expense | | | | | |
| Mileage - Staff | 1,236 | 2,837 | 20,500 | 17,663 | 13.84 |
| Regional Board Meetings | 0 | 1,119 | 5,400 | 4,281 | 20.72 |
| Total Mileage/Board Meeting Expenses | 1,236 | 3,956 | 25,900 | 21,944 | 15.27 |
| Other Expenses | | | | | |
| Accounting/Bank Fees | 600 | 1,260 | 17,400 | 16,140 | 7.24 |
| Attorney Fees | 0 | 0 | 1,000 | 1,000 | 0.00 |
| Bus. Office Software/Supplies | 0 | 0 | 2,000 | 2,000 | 0.00 |
| Delivery Services | 4,387 | 8,562 | 59,500 | 50,938 | 14.39 |
| Director's Discretionary | 0 | 0 | 2,500 | 2,500 | 0.00 |
| Insurance - General/Property | 1,846 | 3,693 | 22,200 | 18,507 | 16.64 |
| Leases | 0 | 6,784 | 27,700 | 20,916 | 24.49 |
| Maintenance Contracts | 196 | 916 | 11,402 | 10,486 | 8.03 |
| Memberships | 406 | 406 | 1,050 | 644 | 38.67 |
| Minnesota Director's Fund | 0 | 0 | 2,250 | 2,250 | 0.00 |
| Miscellaneous Expense | 0 | 0 | 2,500 | 2,500 | 0.00 |
| PIO: Printing/Advertising | 1,087 | 2,025 | 16,500 | 14,475 | 12.27 |
| Postage | 0 | 140 | 3,800 | 3,660 | 3.68 |
| Recruitment | 38 | 134 | 7,000 | 6,866 | 1.91 |
| Repairs - Equipment | 0 | 0 | 2,500 | 2,500 | 0.00 |
| Supplies - Copier/Fax/Microfilm | 216 | 216 | 750 | 534 | 28.80 |
| Supplies - Office | 195 | 199 | 7,998 | 7,799 | 2.49 |
| Supplies - Public Services | 9 | 41 | 6,000 | 5,959 | 0.68 |
| Telephone/Telecom | 1,523 | 2,359 | 22,000 | 19,641 | 10.72 |
| Total Other Operating Expenses | 10,503 | 26,735 | 216,050 | 189,315 | 12.37 |
| Regional Library Telecom Aid (RLTA) | 1,841 | 45,841 | 162,180 | 116,339 | 28.27 |
| Transportation | | | | | |
| Vehicle Expenses | 0 | 0 | 1,600 | 1,600 | 0.00 |
| Total Transportation | 0 | 0 | 1,600 | 1,600 | 0.00 |
| Materials | | | | | |
| Audio Visual | 3,477 | 6,126 | 50,000 | 43,874 | 12.25 |
| Digital | 11,150 | 23,666 | 120,000 | 96,334 | 19.72 |
| Online Resources | 637 | 1,273 | 8,000 | 6,727 | 15.91 |
| Periodicals | 728 | 848 | 21,000 | 20,152 | 4.04 |
| Print | 25,413 | 62,546 | 216,000 | 153,454 | 28.96 |
| Total Materials | 41,405 | 94,459 | 415,000 | 320,541 | 22.76 |
| Capital Expenditures | | | | | |
| Furniture & Equipment | 129 | 449 | 10,000 | 9,551 | 4.49 |
| Software & Hardware Upgrades | 958 | 1,819 | 30,000 | 28,181 | 6.06 |
| Total Capital Expenditures | 1,087 | 2,268 | 40,000 | 37,732 | 5.67 |
| Total General Fund Expenditures | 289,005 | 625,823 | 3,698,580 | 3,072,757 | 16.92 |
| General Fund Revenue Over Expenditures | \$ (128,655) | \$ 381,835 | \$ 0 | (381,835) | 0.00 |

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Two Months Ending February 28, 2023

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| | 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 | \$ 1,377 | \$ 16,049 | \$ 0 | (16,049) | 0.00 |
| Endowment Revenue | 0 | 0 | 0 | 0 | 0.00 |
| Legacy Grant Revenue | 4,605 | 6,998 | 0 | (6,998) | 0.00 |
| Northern Lights LN Funds | 1,129 | 2,499 | 0 | (2,499) | 0.00 |
| Total Special Projects Revenue | 7,111 | 25,546 | 0 | (25,546) | 0.00 |
| Special Projects Expenditures | | | | | |
| Special Projects Miscellaneous | | | | | |
| Donations - Materials: Print | 814 | 814 | 0 | (814) | 0.00 |
| Donations - Materials: A/V | 0 | 0 | 0 | 0 | 0.00 |
| Donations - Materials: Other | 0 | 383 | 0 | (383) | 0.00 |
| Donations - Miscellaneous | 1,932 | 3,936 | 0 | (3,936) | 0.00 |
| Donations - Book Truck | 0 | 0 | 0 | 0 | 0.00 |
| Legacy Grant Expense | 4,605 | 6,998 | 0 | (6,998) | 0.00 |
| Northern Lights LN e-Books | 1,129 | 2,499 | 0 | (2,499) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Miscellaneous | 8,480 | 14,630 | 0 | (14,630) | 0.00 |
| Special Projects Capital | | | | | |
| Donations - Furniture & Equip. | 0 | 11,345 | 0 | (11,345) | 0.00 |
| Projects from Designated Funds: | | | | | |
| Total Special Projects Capital | 0 | 11,345 | 0 | (11,345) | 0.00 |
| Total Special Projects Expenditures | 8,480 | 25,975 | 0 | (25,975) | 0.00 |
| Special Proj Rev Over (Under) Expend | \$ (1,369) | \$ (429) | \$ 0 | 429 | 0.00 |
| GRAND TOTAL REVENUE | 167,461 | 1,033,204 | 3,698,580 | 2,665,376 | 27.94 |
| GRAND TOTAL EXPENDITURES | 297,505 | 651,838 | 3,698,580 | 3,046,742 | 17.62 |
| CHANGE IN FUND BALANCE | \$ (130,044) | \$ 381,366 | \$ 0 | (381,366) | 0.00 |

**Lake Agassiz Regional Library
Statement of Financial Position
February 28, 2023**

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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) | \$ 35,483 | 39,773 | (4,290) | 59,053 | (23,570) |
| Cash - Payroll (Bell Bank) | 6,342 | 14,099 | (7,757) | 4,858 | 1,484 |
| Cash - Savings (Bell Bank) | 1,079,567 | 710,547 | 369,020 | 877,039 | 202,528 |
| Petty Cash | 560 | 560 | 0 | 560 | 0 |
| Investment Account | 1,471,205 | 1,499,584 | (28,379) | 1,461,501 | 9,704 |
| Accounts Receivable | 70,857 | 524,086 | (453,229) | 1,659 | 69,198 |
| Prepaid Expenses | 60,541 | 66,293 | (5,752) | 38,666 | 21,875 |
| Leased Assets | 77,387 | 77,387 | 0 | 77,387 | 0 |
| Accum Amort - Leased Assets | (33,039) | (33,039) | 0 | (26,532) | (6,507) |
| Vehicles | 13,867 | 13,867 | 0 | 13,867 | 0 |
| Accum Depr - Vehicles | (4,622) | (4,622) | 0 | (4,622) | 0 |
| Equipment and Fixtures | 365,500 | 365,500 | 0 | 365,500 | 0 |
| Accum Depr - Equip & Fixtures | (228,633) | (228,633) | 0 | (228,633) | 0 |
| Equipment & Fixtures - Donated | 177,371 | 177,371 | 0 | 177,371 | 0 |
| Accum Depr - Donated Equip | (156,338) | (156,338) | 0 | (156,338) | 0 |
| Endowment Funds | 79,658 | 79,658 | 0 | 79,658 | 0 |
| Amount Provided - LTD | 102,352 | 102,352 | 0 | 108,737 | (6,385) |
| Total Assets | \$ 3,118,058 | 3,248,445 | (130,387) | 2,849,731 | 268,327 |
| LIABILITIES | | | | | |
| Accounts Payable | \$ 25,809 | 59,013 | (33,204) | 64,891 | (39,082) |
| Credit Card Payable | 8,447 | 4,531 | 3,916 | 0 | 8,447 |
| Amazon Charge Account | 0 | 0 | 0 | 0 | 0 |
| Accrued Salaries Payable | 80,031 | 80,031 | 0 | 80,031 | 0 |
| Accrued Sick Leave Payable | 18,412 | 18,412 | 0 | 18,412 | 0 |
| Accrued Vacation Payable | 45,253 | 45,253 | 0 | 45,253 | 0 |
| Payroll Tax Payable - ND | 939 | 457 | 482 | 0 | 939 |
| Life Insurance Payable | (16) | (16) | 0 | 0 | (16) |
| Dental Insurance Payable | (1,255) | (1,214) | (41) | 0 | (1,255) |
| Vision Insurance Payable | 6 | 0 | 6 | 0 | 6 |
| AFLAC Payable | 112 | 112 | 0 | 112 | 0 |
| Flexible Spending - Medical | 1,595 | 1,254 | 341 | 1,174 | 421 |
| Sales Tax Payable | 444 | 145 | 299 | 586 | (142) |
| Deferred Revenue | 393,588 | 365,729 | 27,859 | 463,053 | (69,465) |
| Lease Liability | 45,071 | 45,071 | 0 | 51,455 | (6,384) |
| Total Liabilities | 618,436 | 618,778 | (342) | 724,967 | (106,531) |
| FUND BALANCES | | | | | |
| Fund Balance - Unreserved | 121,840 | 121,840 | 0 | 250,054 | (128,214) |
| Fund Bal - Operating Reserve | 1,221,000 | 1,221,000 | 0 | 1,221,000 | 0 |
| Fund Bal - Employee Severance | 21,000 | 21,000 | 0 | 21,000 | 0 |
| Fund Bal - Unemployment Comp. | 49,000 | 49,000 | 0 | 49,000 | 0 |
| Fund Bal - Vehicle Replacement | 40,000 | 40,000 | 0 | 40,000 | 0 |
| Fund Bal - Technology Upgrade | 46,000 | 46,000 | 0 | 46,000 | 0 |
| Fund Bal - Furn. & Equipment | 15,000 | 15,000 | 0 | 15,000 | 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 | 10,000 | 10,000 | 0 | 10,000 | 0 |
| Fund Bal - Outreach Services | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Brnch Improvement | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Staff Development | 20,000 | 20,000 | 0 | 20,000 | 0 |
| Fund Bal - Health Insurance | 21,000 | 21,000 | 0 | 21,000 | 0 |
| Fund Bal - Joint Automation | 101,000 | 101,000 | 0 | 101,000 | 0 |
| Investment in Gen. Fixed Asset | 167,145 | 167,145 | 0 | 167,145 | 0 |
| Reserve for Leases | 44,348 | 44,348 | 0 | 50,855 | (6,507) |
| Reserve for Donations | 56,265 | 56,265 | 0 | 56,265 | 0 |
| Reserve for Endowments | 79,659 | 79,659 | 0 | 79,659 | 0 |
| Change in Fund Balance | 381,365 | 511,410 | (130,045) | (128,214) | 509,579 |
| Total Fund Balances | 2,499,622 | 2,629,667 | (130,045) | 2,124,764 | 374,858 |
| Total Liabilities & Fund Bal. | \$ 3,118,058 | 3,248,445 | (130,387) | 2,849,731 | 268,327 |



Monthly Report to the Board

Meeting Date: March 23, 2023

From: Liz Lynch, Executive Director

Director's Meetings

January: Coordinating Team, 18; Finance and Full Board, 19; Library Community Center Design Team, 20; branch, 24; CRPLSA, 26;

February: Legislative Committee Meeting, 1; MNLINK Operations Committee, 2; Library Community Center Design Team, 3; Collection Development Policy Discussion, 3; Collection Maintenance in Barnesville, 6; Library Community Center Design Team, 10; Moorhead Library Board Meeting, 14; Legislative Meeting, 15; Hub Supervisor Meeting, 15; MLA Virtual Legislative Day briefing, 17; MLA Meeting, 21; MLA Meeting, 22; Rep. Rehm, 24; Legislative Day at the Capitol, 28

March: Library Community Center Design Team, 3; Legislative Meeting, 3; State Library Services, 7; Legislative Day Debriefing, 8; East Grand Forks Public Library, 10

LARL Staffing

Open positions:

Moorhead Public Library Circulation Supervisor and Substitutes in Ada, Fosston, Hawley and Mahnommen

Welcome to:

Elizabeth Hepola, Detroit Lakes Library Assistant; Emily Henry, Moorhead Library Assistant; Heather DeBoer, Crookston Hub Substitute; and Jamie Chen, Barnesville Substitute.

Library Legislative News

After completing my two years as the Minnesota Library Association's Legislative Chair Elect and Legislative Chair, I was contacted on February 6th to step back in to serve as Legislative Co Chair for the current legislative biennium.

On February 28th, Chris Boike (Crookston Library Director), Greta Guck (Detroit Lakes Library Director), Megan Krueger (Moorhead Library Director) and I attended Library Legislative Day at the Capitol in Saint Paul. While I testified at hearings for SF1919 and HF1917, Chris, Megan and Greta visited the following legislators from the LARL Region: Senators Mark Johnson and Jordan Rasmusson and Representatives Jim Joy, Jeff Backer, and Deb Kiel.

The hearings in both the House and Senate went very well, with many positive comments about the work of libraries. The meetings attend by Chris, Megan and Greta also proved to be very worthwhile with several legislators pledging their support to the library bills.

The three bills of most importance to regional public library systems includes the following:

1. Regional Library Basic System Support (RLBSS) Funding: SF1919 and HF1917

Chief Authors Senator Mary Kunesh and Representative Lucy Rehm.

- a. \$4M increase in funding to the 12 regional public library systems
- b. Index RLBSS increases to the future Basic Education Allowance
- c. Adjust formula for distribution of funds (Basic from 5%-15% & Equalization from 25%-15%)
- d. Use population figures available by April 1st for current year calculations.

2. Legacy Funding through the Arts and Cultural Heritage Fund: SF664 & HF2386

Chief Authors Senator Mary Kunesh and Representative Ethan Cha

- a. \$3M in annual funding for the 12 regional public library systems for programing and lifelong learning opportunities.

3. Bonding for Public Library Construction and Renovation Grants: SF677 & HF670

Chief Authors Senator Sandra Pappas and Representative Fue Lee

- a. Regional Public Libraries are seeking state bonding for the public library construction and renovation grants distributed through the Department of Education's \$1: \$1 matching grant program. We continue to seek and additional \$20M in an effort to meet the over \$90M needed for library facilities across the state.

Upcoming Holiday Closings

Crookston Public Library will be closed on Sunday, April 9th in observance of the Easter Holiday.

Upcoming Board Meeting Dates

Executive/Finance Meeting, April 20: Creating Draft 1 of the 2024 Preliminary Budget

Full Board, May 18: Creating Draft 2 of the 2024 Preliminary Budget

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/>



Open Forum Policy

1. The open forum is an opportunity to address the Governing Board of the Lake Agassiz Regional Library (LARL) regarding a library matter.
2. The open forum will be held for a maximum of 10 minutes following the approval of the agenda during a scheduled Governing Board meeting. The time is to be used by the guest to address an issue, not to make a presentation.
3. Campaign-type presentations are not permitted nor matters currently under negotiation, litigation or related to personnel.
4. Anyone wishing to participate in the open forum must submit a request by completing the form on page 2 of this policy and submitting it in-person at 118 5th St S, Moorhead, MN, by emailing it to executivedirector@larl.org, or by calling the LARL Executive Director at 218-233-3757 ext. 127 and answering the questions on the form over the phone. Submission of the information must be made by noon, the day before the Board meeting.
5. When addressing the Governing Board, the speaker must direct comments to the Board, beginning by stating their name. If a participant is unable to speak; a written statement may be provided.
6. Speakers will have a maximum of 3 (three) minutes to address the Governing Board.
7. The Chair may limit the number of individual speakers on any issue to accommodate time set aside for the open forum.
8. Open forum comments may be limited if they become redundant, repetitive, irrelevant, argumentative, disrespectful, disparaging, harassing, abusive, discriminatory, or do not relate to official Library System business. Participants shall conduct themselves in a professional, courteous manner and refrain from the use of profanity.
9. Governing Board members will not engage in dialogue with speakers and may refer the issue to personnel as necessary.
10. Speakers will not be permitted to speak on the same subject more than 2 (two) times within a 12-month period.
11. Materials or handouts submitted are public information.



Open Forum Registration

Today's Date and Time: _____

Date Wishing to Speak: _____

Completion of this form serves as confirmation that you have read and understand the Open Forum Policy and agree to comply with the rules outlined.

Your Name: _____

Your Library/LINK: _____

Your Physical Address: _____

Your County of Residence: _____

Issue you wish to address with the LARL Governing Board:

Staff, please scan and email document to LARL Executive Director as soon as received.

Lake Agassiz Regional Library Check Register

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For the Period From Jan 1, 2023 to Jan 31, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|--------|-------------------------------------|--------------|-----------|
| | 1/1/23 | Apple Store | 2010-000 | 2.99 |
| eft-01/01/23-1 | 1/1/23 | Fidelity Security Life | 1000-000 | 347.94 |
| eft-01/01/23-2 | 1/1/23 | WEX - FSA payments | 1000-000 | 12.62 |
| eft-1/2/23-1 | 1/2/23 | Lakes Country Service Cooperative | 1000-000 | 27,932.37 |
| 1/23-01 | 1/2/23 | Amazon (charges on account) | 2020-000 | 25.18 |
| eft-1/03/23-1 | 1/3/23 | Arvig | 1000-000 | 96.64 |
| eft-1/03/23-2 | 1/3/23 | Arvig | 1000-000 | 97.44 |
| eft-1/03/23-3 | 1/3/23 | Arvig | 1000-000 | 89.06 |
| eft-1/03/23-4 | 1/3/23 | Arvig | 1000-000 | 89.06 |
| eft-1/03/23-5 | 1/3/23 | Arvig | 1000-000 | 39.26 |
| eft-1/3/23-1 | 1/3/23 | Attendance On Demand | 1000-000 | 234.00 |
| eft-01/03/23-1 | 1/3/23 | US Postal Service | 2010-000 | 140.00 |
| cc-01/03/23-1 | 1/3/23 | Uprinting.com | 2010-000 | 91.51 |
| cc-01/03/23-2 | 1/3/23 | SR Fax | 2010-000 | 27.80 |
| eft-1/4/23-1 | 1/4/23 | Pitney Bowes Purchase Power | 1000-000 | 500.00 |
| 69689 | 1/4/23 | Alliance Courier | 1000-000 | 1,903.77 |
| 69690 | 1/4/23 | ASP of Moorhead, Inc. | 1000-000 | 1,631.28 |
| 69691 | 1/4/23 | Baker & Taylor | 1000-000 | 3,368.10 |
| 69691a | 1/4/23 | VOID | 1000-000 | |
| 69692 | 1/4/23 | Black Stone Publishing | 1000-000 | 35.44 |
| 69693 | 1/4/23 | DEMCO | 1000-000 | 473.93 |
| 69694 | 1/4/23 | Jodi Harrington | 1000-000 | 101.26 |
| 69695 | 1/4/23 | Hennepin County Library | 1000-000 | 15.00 |
| 69696 | 1/4/23 | Marco Technologies LLC | 1000-000 | 2,209.42 |
| 69697 | 1/4/23 | McIntosh Times | 1000-000 | 35.00 |
| 69698 | 1/4/23 | Metropolitan Life Insurance Company | 1000-000 | 1,214.63 |
| 69699 | 1/4/23 | Heidi Moore | 1000-000 | 6.25 |
| 69700 | 1/4/23 | NW-Links | 1000-000 | 19,067.96 |
| 69701 | 1/4/23 | Overdrive, Inc. | 1000-000 | 7,812.06 |
| 69702 | 1/4/23 | Rochester Telecom Systems Inc. | 1000-000 | 25.82 |
| 69702a | 1/4/23 | VOID | 1000-000 | |
| 69703 | 1/4/23 | Shortprinter | 1000-000 | 187.75 |
| 69704 | 1/4/23 | Christy Underlee | 1000-000 | 20.63 |
| 69705 | 1/4/23 | Gale/CENGAGE Learning | 1000-000 | 22,928.00 |

Lake Agassiz Regional Library
Check Register
For the Period From Jan 1, 2023 to Jan 31, 2023

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|----------------------------------|--------------|------------|
| eft-1/4/23-2 | 1/4/23 | Amazon Capital Services | 1000-000 | 6,210.36 |
| eft-1/6/23-1 | 1/6/23 | Cardmember Service | 1000-000 | 3,645.16 |
| cc-1/8/23-1 | 1/8/23 | Freepik & Flaticon | 2010-000 | 100.98 |
| cc-1/9/23-1 | 1/9/23 | Ting | 2010-000 | 26.22 |
| 1/23-02 | 1/10/23 | Amazon (charges on account) | 2020-000 | -5.59 |
| eft-01/11/23-1 | 1/11/23 | BPA (VEBA contributions) | 1000-000 | 2,237.00 |
| eft-01/11/23-2 | 1/11/23 | WEX - HSA Contributions | 1000-000 | 1,473.50 |
| eft-01/11/23-3 | 1/11/23 | WEX - HSA Contributions | 1000-000 | 1,119.60 |
| eft-01/11/23-1 | 1/11/23 | Lake Agassiz Regional Library | 1010-000 | 177,000.00 |
| eft-01/11/23-4 | 1/11/23 | Lake Agassiz Regional Library | 1000-000 | 57,000.00 |
| 69706 | 1/11/23 | Baker & Taylor | 1000-000 | 3,230.18 |
| 69706a | 1/11/23 | VOID | 1000-000 | |
| 69706b | 1/11/23 | VOID | 1000-000 | |
| 69707 | 1/11/23 | Black Stone Publishing | 1000-000 | 504.20 |
| 69708 | 1/11/23 | Jodi Harrington | 1000-000 | 21.62 |
| 69709 | 1/11/23 | Innovative Office Solutions, LLC | 1000-000 | 328.85 |
| 69710 | 1/11/23 | Chelsi Johnson | 1000-000 | 49.79 |
| 69711 | 1/11/23 | Megan Krueger | 1000-000 | 114.63 |
| 69712 | 1/11/23 | Xiao Jun Liu | 1000-000 | 300.00 |
| 69713 | 1/11/23 | Heidi Moore | 1000-000 | 6.55 |
| 69714 | 1/11/23 | Overdrive, Inc. | 1000-000 | 16,577.08 |
| 69714a | 1/11/23 | VOID | 1000-000 | |
| 69715 | 1/11/23 | Karen Mullins | 1000-000 | 30.00 |
| 69716 | 1/11/23 | Marjorie A Fabre | 1000-000 | 30.00 |
| 69717 | 1/11/23 | Payroll Professionals, Inc. | 1000-000 | 127.05 |
| 69718 | 1/11/23 | Shortprinter | 1000-000 | 692.92 |
| 69719 | 1/11/23 | Phillip Spooner | 1000-000 | 117.90 |
| 69720 | 1/11/23 | Christy Underlee | 1000-000 | 21.62 |
| cc-1/11/23-1 | 1/11/23 | Maurer IT Systemloesungen | 2010-000 | 521.05 |
| eft-01/13/23-1 | 1/13/23 | Allstream | 1000-000 | 269.83 |
| eft-01/13/23-2 | 1/13/23 | AFLAC | 1000-000 | 224.08 |
| eft-01/13/23-3 | 1/13/23 | Federal Income Tax deposit | 1000-000 | 16,644.95 |
| eft-01/13/23-4 | 1/13/23 | Minnesota State Income Tax | 1000-000 | 1,495.00 |

Lake Agassiz Regional Library Check Register

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For the Period From Jan 1, 2023 to Jan 31, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|---|--------------|-----------|
| eft-01/13/23-5 | 1/13/23 | ING (Deferred Compensation) | 1000-000 | 1,976.51 |
| eft-01/13/23-6 | 1/13/23 | Public Employees Retirement Association | 1000-000 | 11,039.75 |
| eft-01/13/23-7 | 1/13/23 | LARL Payroll | 1005-000 | 57,442.15 |
| eft-01/15/23-1 | 1/15/23 | Garden Valley Telephone Company | 1000-000 | 40.89 |
| cc-01/15/23-1 | 1/15/23 | Halstad Telephone Company | 2010-000 | 74.21 |
| cc-01/15/23-2 | 1/15/23 | Halstad Telephone Company | 2010-000 | 33.81 |
| cc-01/15/23-3 | 1/15/23 | Rothsay Telephone | 2010-000 | 71.49 |
| eft-1/16/23-1 | 1/16/23 | WEX - FSA payments | 1000-000 | 30.77 |
| cc-1/17/23-1 | 1/17/23 | Zoom Video Communications, Inc | 2010-000 | 678.60 |
| 69721 | 1/18/23 | Alliance Courier | 1000-000 | 1,903.77 |
| 69722 | 1/18/23 | Baker & Taylor | 1000-000 | 1,672.39 |
| 69722a | 1/18/23 | VOID | 1000-000 | |
| 69723 | 1/18/23 | Black Stone Publishing | 1000-000 | 97.28 |
| 69724 | 1/18/23 | Joyce Christine Boike | 1000-000 | 122.49 |
| 69725 | 1/18/23 | Forum Communications Company | 1000-000 | 384.80 |
| 69726 | 1/18/23 | Greta Guck | 1000-000 | 47.82 |
| 69727 | 1/18/23 | Jodi Harrington | 1000-000 | 43.24 |
| 69728 | 1/18/23 | Chelsi Johnson | 1000-000 | 19.65 |
| 69729 | 1/18/23 | Kitchigami Regional Library | 1000-000 | 25.00 |
| 69730 | 1/18/23 | Brenda Labine | 1000-000 | 51.75 |
| 69731 | 1/18/23 | MN Counties Intergovernmental Trust | 1000-000 | 25,916.00 |
| 69732 | 1/18/23 | Metro Sales, Inc | 1000-000 | 1,591.41 |
| 69733 | 1/18/23 | City of Moorhead | 1000-000 | 5,414.25 |
| 69734 | 1/18/23 | Amy Nelson | 1000-000 | 17.03 |
| 69735 | 1/18/23 | Paula Ous | 1000-000 | 45.85 |
| 69736 | 1/18/23 | Overdrive, Inc. | 1000-000 | 950.82 |
| eft-01/18/23-1 | 1/18/23 | Lake Agassiz Regional Library | 1010-000 | 35,000.00 |
| cc-1/18/23-1 | 1/18/23 | FS.com | 2010-000 | 717.00 |
| eft-1/20/23-1 | 1/20/23 | Minnesota Revenue | 1000-000 | 586.00 |
| eft-1/20/23-2 | 1/20/23 | Mutual of Omaha | 1000-000 | 109.20 |
| | 1/22/23 | Tidio | 2010-000 | 18.00 |
| eft-1/22/23-1 | 1/22/23 | WEX - FSA payments | 1000-000 | 280.30 |
| cc-1/24/23-1 | 1/24/23 | LibraryWorks, Inc. | 2010-000 | 49.00 |
| eft-01/25/23-1 | 1/25/23 | Arvig | 1000-000 | 182.84 |

Lake Agassiz Regional Library
Check Register
For the Period From Jan 1, 2023 to Jan 31, 2023

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|-----------------------------------|--------------|------------|
| eft-01/25/23-2 | 1/25/23 | WEX Health, Inc. | 1000-000 | 101.75 |
| 69737 | 1/25/23 | Baker & Taylor | 1000-000 | 2,771.75 |
| 69737a | 1/25/23 | VOID | 1000-000 | |
| 69738 | 1/25/23 | Clayton Briggs | 1000-000 | 151.70 |
| 69739 | 1/25/23 | Rick Busko | 1000-000 | 55.02 |
| 69740 | 1/25/23 | Christianson's Business Furniture | 1000-000 | 320.00 |
| 69741 | 1/25/23 | LuAnn Durant | 1000-000 | 151.37 |
| 69742 | 1/25/23 | Anders Valley Publishing, LLC | 1000-000 | 85.00 |
| 69743 | 1/25/23 | David Geray | 1000-000 | 91.05 |
| 69744 | 1/25/23 | Greta Guck | 1000-000 | 96.29 |
| 69745 | 1/25/23 | Midwest Tape | 1000-000 | 34,000.00 |
| 69746 | 1/25/23 | Steve Jacobson | 1000-000 | 41.92 |
| 69747 | 1/25/23 | Chelsi Johnson | 1000-000 | 32.10 |
| 69748 | 1/25/23 | Carol Kempenich | 1000-000 | 9.17 |
| 69749 | 1/25/23 | Megan Krueger | 1000-000 | 53.06 |
| 69750 | 1/25/23 | NCPERS Group Life Ins. | 1000-000 | 224.00 |
| 69751 | 1/25/23 | Barry Nelson | 1000-000 | 58.95 |
| 69752 | 1/25/23 | Overdrive, Inc. | 1000-000 | 2,190.34 |
| 69753 | 1/25/23 | Chizuko Shastri | 1000-000 | 60.00 |
| 69754 | 1/25/23 | Shortprinter | 1000-000 | 62.00 |
| 69755 | 1/25/23 | Philip Spooner | 1000-000 | 58.95 |
| 69756 | 1/25/23 | Mark Titera | 1000-000 | 146.90 |
| 69757 | 1/25/23 | Christy Underlee | 1000-000 | 21.62 |
| 69758 | 1/25/23 | Faith Waldoch | 1000-000 | 20.96 |
| 69759 | 1/25/23 | Gary Willhite | 1000-000 | 91.70 |
| 69760 | 1/25/23 | Connie Wood | 1000-000 | 120.26 |
| eft-1/25/23-1 | 1/25/23 | Lake Agassiz Regional Library | 1010-000 | 155,000.00 |
| eft-1/25/23-2 | 1/25/23 | Lake Agassiz Regional Library | 1000-000 | 65,000.00 |
| cc-1/25/23-1 | 1/25/23 | Constant Contact | 2010-000 | 1,890.00 |
| cc-1/25/23-2 | 1/25/23 | Best Name Badges | 2010-000 | 8.79 |
| eft-1/25/23-1 | 1/25/23 | WEX - FSA payments | 1000-000 | 280.30 |
| cc-1/26/23-1 | 1/26/23 | EBAY | 2010-000 | 379.95 |
| cc-1/26/23-2 | 1/26/23 | EBAY | 2010-000 | 299.99 |

Lake Agassiz Regional Library
Check Register
For the Period From Jan 1, 2023 to Jan 31, 2023

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|---|--------------|-------------------|
| eft-1/27/23-1 | 1/27/23 | WEX - HSA Contributions | 1000-000 | 1,473.50 |
| eft-1/30/23-1 | 1/30/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-1/30/23-2 | 1/30/23 | Garden Valley Telephone Company | 1000-000 | 76.71 |
| eft-1/30/23-3 | 1/30/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-1/30/23-4 | 1/30/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-1/30/23-5 | 1/30/23 | Synchrony Bank/Amazon | 1000-000 | 330.56 |
| cc-1/30/23-1 | 1/30/23 | Sangoma US | 2010-000 | 219.37 |
| eft-01/31/23-1 | 1/31/23 | Federal Income Tax deposit | 1000-000 | 16,347.68 |
| eft-01/31/23-2 | 1/31/23 | Minnesota State Income Tax | 1000-000 | 1,433.00 |
| eft-01/31/23-3 | 1/31/23 | ING (Deferred Compensation) | 1000-000 | 1,966.74 |
| eft-01/31/23-4 | 1/31/23 | Public Employees Retirement Association | 1000-000 | 10,764.71 |
| eft-01/31/23-5 | 1/31/23 | LARL Payroll | 1005-000 | 55,269.09 |
| cc-1/31/23-1 | 1/31/23 | Facebook Ad Manager | 2010-000 | 90.80 |
| Total | | | | 879,481.84 |

Lake Agassiz Regional Library

Check Register

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For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|--------|-------------------------------------|--------------|-----------|
| | 2/1/23 | Apple Store | 2010-000 | 2.99 |
| eft-02/01/23-1 | 2/1/23 | Fidelity Security Life | 1000-000 | 347.94 |
| eft-02/01/23-2 | 2/1/23 | Lakes Country Service Cooperative | 1000-000 | 29,503.65 |
| 69761 | 2/1/23 | AFSCME Council 65 | 1000-000 | 511.49 |
| 69762 | 2/1/23 | AFSCME PEOPLE | 1000-000 | 46.00 |
| 69763 | 2/1/23 | Alliance Courier | 1000-000 | 1,903.77 |
| 69764 | 2/1/23 | ASP of Moorhead, Inc. | 1000-000 | 1,553.60 |
| 69765 | 2/1/23 | Baker & Taylor | 1000-000 | 5,313.99 |
| 69765a | 2/1/23 | VOID | 1000-000 | |
| 69765b | 2/1/23 | VOID | 1000-000 | |
| 69765c | 2/1/23 | VOID | 1000-000 | |
| 69766 | 2/1/23 | Gale/CENGAGE Learning | 1000-000 | 51.18 |
| 69767 | 2/1/23 | Lonnle Dupre | 1000-000 | 1,000.00 |
| 69768 | 2/1/23 | Jodi Harrington | 1000-000 | 74.68 |
| 69769 | 2/1/23 | Chelsi Johnson | 1000-000 | 39.30 |
| 69770 | 2/1/23 | Brenda Labine | 1000-000 | 37.34 |
| 69771 | 2/1/23 | Metropolitan Life Insurance Company | 1000-000 | 1,214.63 |
| 69772 | 2/1/23 | Heidi Moore | 1000-000 | 6.55 |
| 69773 | 2/1/23 | Overdrive, Inc. | 1000-000 | 15,374.25 |
| 69773a | 2/1/23 | VOID | 1000-000 | |
| 69774 | 2/1/23 | Payroll Professionals, Inc. | 1000-000 | 430.45 |
| 69775 | 2/1/23 | Philip Spooner | 1000-000 | 150.00 |
| 69776 | 2/1/23 | Josh Stompro | 1000-000 | 179.47 |
| eft-2/1/23-1 | 2/1/23 | Lake Agassiz Regional Library | 1010-000 | 45,000.00 |
| eft-2/1/23-2 | 2/1/23 | Attendance On Demand | 1000-000 | 225.00 |
| cc-2/1/23-1 | 2/1/23 | Packt Publishing Limited | 2010-000 | 116.20 |
| cc-2/1/23-2 | 2/1/23 | SR Fax | 2010-000 | 27.80 |
| eft-02/02/23-1 | 2/2/23 | Amazon Capital Services | 1000-000 | 2,394.26 |
| cc-2/2/23-1 | 2/2/23 | Best Name Badges | 2010-000 | 8.79 |
| eft-2/3/23-1 | 2/3/23 | Arvig | 1000-000 | 96.99 |
| eft-2/3/23-2 | 2/3/23 | Arvig | 1000-000 | 97.79 |
| eft-2/3/23-3 | 2/3/23 | Arvig | 1000-000 | 89.41 |
| eft-2/3/23-4 | 2/3/23 | Arvig | 1000-000 | 89.41 |
| eft-2/3/23-5 | 2/3/23 | Arvig | 1000-000 | 39.71 |

Lake Agassiz Regional Library Check Register

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|---------------|---------|--------------------------------|--------------|------------|
| eft-2/6/23 | 2/6/23 | Plitney Bowes Purchase Power | 1000-000 | 350.00 |
| eft-2/6/23-1 | 2/6/23 | Cardmember Service | 1000-000 | 2,777.20 |
| 69777 | 2/8/23 | Baker & Taylor | 1000-000 | 3,344.47 |
| 69777a | 2/8/23 | VOID | 1000-000 | |
| 69777b | 2/8/23 | VOID | 1000-000 | |
| 69778 | 2/8/23 | Black Stone Publishing | 1000-000 | 278.74 |
| 69779 | 2/8/23 | Sharon Douglas | 1000-000 | 78.48 |
| 69780 | 2/8/23 | Michelle Fjeld | 1000-000 | 29.48 |
| 69781 | 2/8/23 | Grand Forks Herald | 1000-000 | 219.45 |
| 69782 | 2/8/23 | Chelsi Johnson | 1000-000 | 19.65 |
| 69783 | 2/8/23 | Paula Jones | 1000-000 | 32.10 |
| 69784 | 2/8/23 | Liz Lynch | 1000-000 | 34.06 |
| 69785 | 2/8/23 | Minnesota UI Fund | 1000-000 | 903.28 |
| 69786 | 2/8/23 | Mobile Edge Team | 1000-000 | 1,762.50 |
| 69787 | 2/8/23 | Amy Nelson | 1000-000 | 51.09 |
| 69788 | 2/8/23 | Overdrive, Inc. | 1000-000 | 1,552.86 |
| 69789 | 2/8/23 | Suzanne Landsverk | 1000-000 | 30.00 |
| 69790 | 2/8/23 | Payroll Professionals, Inc. | 1000-000 | 122.10 |
| 69791 | 2/8/23 | Rochester Telecom Systems Inc. | 1000-000 | 25.73 |
| 69791a | 2/8/23 | VOID | 1000-000 | |
| 69792 | 2/8/23 | Shortprinter | 1000-000 | 20.75 |
| 69793 | 2/8/23 | Christy Underlee | 1000-000 | 21.62 |
| 69794 | 2/8/23 | New York Mills Public Library | 1000-000 | 18.00 |
| 69795 | 2/8/23 | Marlys Winkels | 1000-000 | 41.92 |
| eft-2/8/23-1 | 2/8/23 | Lake Agassiz Regional Library | 1010-000 | 100,000.00 |
| eft-2/8/23-2 | 2/8/23 | Lake Agassiz Regional Library | 1000-000 | 55,000.00 |
| cc-2/8/23-1 | 2/8/23 | Foxit Software Inc | 2010-000 | 566.97 |
| cc-2/9/23-1 | 2/9/23 | Ting | 2010-000 | 24.07 |
| cc-2/10/23-1 | 2/10/23 | Google | 2010-000 | 72.00 |
| cc-2/10/23-2 | 2/10/23 | CliftonLarsonAllen | 2010-000 | 130.00 |
| eft-2/13/23-1 | 2/13/23 | Allstream | 1000-000 | 271.24 |
| eft-2/13/23-2 | 2/13/23 | WEX - HSA Contributions | 1000-000 | 1,119.60 |
| eft-2/13/23-3 | 2/13/23 | WEX - HSA Contributions | 1000-000 | 350.70 |

Lake Agassiz Regional Library Check Register

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For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|---------------|---------|---|--------------|-----------|
| eft-2/13/23-4 | 2/13/23 | BPA (VEBA contributions) | 1000-000 | 2,237.00 |
| cc-02/13/23-1 | 2/13/23 | Zoom Video Communications, Inc | 2010-000 | 79.00 |
| cc-02/13/23-2 | 2/13/23 | Ninja Forms | 2010-000 | 149.25 |
| eft-2/15/23-1 | 2/15/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-2/15/23-1 | 2/15/23 | Halstad Telephone Company | 2010-000 | 33.81 |
| eft-2/15/23-2 | 2/15/23 | Halstad Telephone Company | 2010-000 | 74.21 |
| cc-2/15/23-1 | 2/15/23 | Rothsay Telephone | 2010-000 | 71.49 |
| eft-2/15/23-3 | 2/15/23 | Federal Income Tax deposit | 1000-000 | 18,104.09 |
| eft-2/15/23-4 | 2/15/23 | Minnesota State Income Tax | 1000-000 | 1,631.00 |
| eft-2/15/23-5 | 2/15/23 | ING (Deferred Compensation) | 1000-000 | 2,037.16 |
| eft-2/15/23-6 | 2/15/23 | Public Employees Retirement Association | 1000-000 | 11,841.00 |
| eft-2/15/23-7 | 2/15/23 | LARL Payroll | 1005-000 | 62,175.85 |
| eft-2/15/23-2 | 2/15/23 | AFLAC | 1000-000 | 224.08 |
| 69796 | 2/16/23 | Samantha Albers | 1000-000 | 53.06 |
| 69797 | 2/16/23 | Alliance Courier | 1000-000 | 2,115.30 |
| 69798 | 2/16/23 | Baker & Taylor | 1000-000 | 3,860.04 |
| 69798a | 2/16/23 | VOID | 1000-000 | |
| 69798b | 2/16/23 | VOID | 1000-000 | |
| 69799 | 2/16/23 | Black Stone Publishing | 1000-000 | 2,014.31 |
| 69800 | 2/16/23 | Joyce Christine Boike | 1000-000 | 22.27 |
| 69801 | 2/16/23 | ByteSpeed, LLC | 1000-000 | 1,460.00 |
| 69802 | 2/16/23 | DEMCO | 1000-000 | 11,344.70 |
| 69803 | 2/16/23 | Grand Forks Herald | 1000-000 | 3.00 |
| 69804 | 2/16/23 | Jodi Harrington | 1000-000 | 43.24 |
| 69805 | 2/16/23 | Insight Public Sector, Inc. | 1000-000 | 300.90 |
| 69806 | 2/16/23 | Chelsi Johnson | 1000-000 | 39.30 |
| 69807 | 2/16/23 | Megan Krueger | 1000-000 | 123.80 |
| 69808 | 2/16/23 | Brenda Labine | 1000-000 | 51.75 |
| 69809 | 2/16/23 | Metropolitan Life Insurance Company | 1000-000 | 1,214.63 |
| 69810 | 2/16/23 | Heidi Moore | 1000-000 | 6.55 |
| 69811 | 2/16/23 | ODP Business Solutions, LLC | 1000-000 | 124.22 |
| 69812 | 2/16/23 | Overdrive, Inc. | 1000-000 | 5,719.12 |
| 69813 | 2/16/23 | Suzanne Landsverk | 1000-000 | 50.00 |
| 69814 | 2/16/23 | Rapid Refill | 1000-000 | 125.50 |

Lake Agassiz Regional Library

Check Register

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For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|--|--------------|----------|
| 69815 | 2/16/23 | Shortprinter | 1000-000 | 127.11 |
| 69816 | 2/16/23 | Philip Spooner | 1000-000 | 91.70 |
| 69817 | 2/16/23 | Anders Valley/Twin Valley Times | 1000-000 | 40.00 |
| 69818 | 2/16/23 | Christy Underlee | 1000-000 | 21.62 |
| 69819 | 2/16/23 | Wahpeton Daily News | 1000-000 | 94.80 |
| 69820 | 2/16/23 | Marlys Winkels | 1000-000 | 20.96 |
| eft-2/16/23-1 | 2/16/23 | WEX - FSA payments | 1000-000 | 63.15 |
| eft-2/17/23-1 | 2/17/23 | Indiana State Library Foundation | 2010-000 | 300.00 |
| cc-2/17/23-1 | 2/17/23 | American Library Association | 2010-000 | 236.00 |
| eft-02/21/23-1 | 2/21/23 | Mutual of Omaha | 1000-000 | 109.20 |
| | 2/22/23 | Tidio | 2010-000 | 18.00 |
| cc-2/22/23-1 | 2/22/23 | VistaPrint.com | 2010-000 | 228.45 |
| 69821 | 2/23/23 | Baker & Taylor | 1000-000 | 2,115.59 |
| 69821a | 2/23/23 | VOID | 1000-000 | |
| 69822 | 2/23/23 | Black Stone Publishing | 1000-000 | 212.66 |
| 69823 | 2/23/23 | Heather DeBoer | 1000-000 | 30.79 |
| 69824 | 2/23/23 | The Forum | 1000-000 | 230.89 |
| 69825 | 2/23/23 | Greta Guck | 1000-000 | 301.02 |
| 69826 | 2/23/23 | The Hawley Herald, Inc. | 1000-000 | 96.00 |
| 69827 | 2/23/23 | Insight Public Sector, Inc. | 1000-000 | 1,479.74 |
| 69828 | 2/23/23 | Chelsi Johnson | 1000-000 | 17.69 |
| 69829 | 2/23/23 | Paula Jones | 1000-000 | 14.41 |
| 69830 | 2/23/23 | Lerner Publishing Group | 1000-000 | 1,445.54 |
| 69831 | 2/23/23 | Minnesota Public Radio | 1000-000 | 154.00 |
| 69832 | 2/23/23 | NCPERS Group Life Ins. | 1000-000 | 192.00 |
| 69833 | 2/23/23 | Paula Ous | 1000-000 | 22.27 |
| 69834 | 2/23/23 | Overdrive, Inc. | 1000-000 | 1,060.50 |
| 69835 | 2/23/23 | Suzanne Landsverk | 1000-000 | 30.00 |
| 69836 | 2/23/23 | Rosen Publishing | 1000-000 | 1,688.00 |
| 69837 | 2/23/23 | Shortprinter | 1000-000 | 20.75 |
| 69838 | 2/23/23 | Regents of the University of Minnesota | 1000-000 | 1,815.00 |
| 69839 | 2/23/23 | Christy Underlee | 1000-000 | 43.24 |
| 69840 | 2/23/23 | Faith Waldoch | 1000-000 | 20.96 |

Lake Agassiz Regional Library

Check Register

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For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|---------|---|--------------|------------|
| 69841 | 2/24/23 | Metropolitan Life Insurance Company | 1000-000 | 55.80 |
| eft-2/24/23-1 | 2/24/23 | Lake Agassiz Regional Library | 1010-000 | 145,000.00 |
| eft-2/24/23-2 | 2/24/23 | Lake Agassiz Regional Library | 1000-000 | 60,000.00 |
| eft-2/25/23-1 | 2/25/23 | Arvig | 1000-000 | 182.84 |
| eft-2/25/23-2 | 2/25/23 | WEX Health, Inc. | 1000-000 | 104.50 |
| cc-2/26/23-1 | 2/26/23 | Sangoma US | 2010-000 | 176.44 |
| cc-2/27/23-1 | 2/27/23 | Wayfair | 2010-000 | 465.08 |
| eft-2/28/23-1 | 2/28/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-2/28/23-2 | 2/28/23 | Garden Valley Telephone Company | 1000-000 | 76.71 |
| eft-2/28/23-3 | 2/28/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-2/28/23-4 | 2/28/23 | Garden Valley Telephone Company | 1000-000 | 41.34 |
| eft-2/28/23-5 | 2/28/23 | WEX - HSA Contributions | 1000-000 | 350.70 |
| eft-2/28/23-6 | 2/28/23 | Federal Income Tax deposit | 1000-000 | 17,591.02 |
| eft-2/28/23-7 | 2/28/23 | Minnesota State Income Tax | 1000-000 | 1,554.00 |
| eft-2/28/23-8 | 2/28/23 | ING (Deferred Compensation) | 1000-000 | 2,277.65 |
| eft-2/28/23 | 2/28/23 | Public Employees Retirement Association | 1000-000 | 11,513.17 |
| eft-2/28/23-10 | 2/28/23 | LARL Payroll | 1005-000 | 60,540.78 |
| 69842 | 2/28/23 | AFSCME Council 65 | 1000-000 | 569.16 |
| 69843 | 2/28/23 | AFSCME PEOPLE | 1000-000 | 46.00 |
| 69844 | 2/28/23 | ASP of Moorhead, Inc. | 1000-000 | 1,864.32 |
| 69845 | 2/28/23 | Baker & Taylor | 1000-000 | 3,023.06 |
| 69845a | 2/28/23 | VOID | 1000-000 | |
| 69845b | 2/28/23 | VOID | 1000-000 | |
| 69846 | 2/28/23 | Black Stone Publishing | 1000-000 | 224.96 |
| 69847 | 2/28/23 | Brainstorm Inc. | 1000-000 | 1,546.00 |
| 69848 | 2/28/23 | Cavendish Square | 1000-000 | 425.25 |
| 69849 | 2/28/23 | Sandra Duval | 1000-000 | 11.79 |
| 69850 | 2/28/23 | Jodi Harrington | 1000-000 | 89.09 |
| 69851 | 2/28/23 | Insight Public Sector, Inc. | 1000-000 | 1,452.19 |
| 69852 | 2/28/23 | Megan Krueger | 1000-000 | 34.06 |
| 69853 | 2/28/23 | Amy Nelson | 1000-000 | 34.06 |
| 69854 | 2/28/23 | Norman County Index | 1000-000 | 76.00 |
| 69855 | 2/28/23 | Overdrive, Inc. | 1000-000 | 3,627.87 |
| 69856 | 2/28/23 | Payroll Professionals, Inc. | 1000-000 | 127.05 |

**Lake Agassiz Regional Library
Check Register****25****For the Period From Feb 1, 2023 to Feb 28, 2023**

Filter Criteria includes: Report order Is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|--------------|---------|------------------|--------------|-------------------|
| 69857 | 2/28/23 | Rapid Refill | 1000-000 | 90.95 |
| 69858 | 2/28/23 | Rosen Publishing | 1000-000 | 41.24 |
| cc-2/28/23-1 | 2/28/23 | Radisson | 2010-000 | 318.68 |
| cc-2/28/23-2 | 2/28/23 | Radisson | 2010-000 | 318.68 |
| cc-2/28/23-3 | 2/28/23 | Radisson | 2010-000 | 318.68 |
| cc-2/28/23-4 | 2/28/23 | Radisson | 2010-000 | 179.34 |
| Total | | | | 729,318.85 |