

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

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING
Thursday, May 18, 2023 at 5:30**

Trustees, if you're unable to attend this meeting, please contact Liz Lynch at lynchl@larl.org or 218-233-3757 ext. 127 by noon on May 18th.

Public Open Forum – Total time: 10 minutes, each person limited to three minutes, speakers must address library related topics not already on the agenda, board members will not interact with public speaker (concerns are referred to management for follow-up). The Open Forum Policy and Registration Form can be found <https://larl.org/policies/>

AGENDA

5:30 **1. CALL TO ORDER** – President Kalil

5:31 **2. APPROVAL OF AGENDA**

5:35 **3. PUBLIC INPUT**

5:45 **4. MINUTES OF THE MARCH 23, 2023 FULL BOARD MEETING.**
Enclosed (page 3)

Recommended Motion: Move to approve the March 23, 2023 Full Board Meeting Minutes as presented.

5:50 **5. FINANCIAL REPORT** - Sprynczynatyk
Enclosed (page 6)

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

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

b. 2024 Preliminary Budget Review – Draft #2
Enclosed (page 11)

6:15 **6. DIRECTOR'S REPORT** – Lynch

a. Director's Report
Enclosed (page 13)

(over)

6:30 **7. BOARD MEMBER REPORTS:**

Becker County – Terry Kalil and 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 & Linda Schell

6:45 **8. PRESIDENT’S REPORT** – President Kalil

6:50 **9. OTHER**

7:00 **10. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – April 2023
 Enclosed (page 15)

UPCOMING MEETINGS/EVENTS

Finance Committee Meeting and Full Board Meeting, June 15, 2023 in the lower level of the Moorhead Public Library.

Finance Committee Meeting will be held at 5:00 in the small conference room.

The Full Board Meeting will be held at 5:30 in the larger meeting room.

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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, March 23, 2023 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Caroon, Ebinger, Geray, Holecek, Jacobson, Johnson, Kalil (*President*)-via Zoom, Shastri, Titera, Willhite.

Board Members Absent: Busko, Durant, Nelson, Wood

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

PUBLIC INPUT

None

APPROVAL OF AGENDA

(Ebinger/Jacobson) Move to approve the Agenda of the March 23, 2023 meeting of the LARL Board of Trustees with the addition of administering the Oath of Office. MCU.

WELCOME TO NEW BOARD MEMBER

Kalil welcomed Charles Johnson, City of Moorhead to the LARL Board.

Johnson recited the Oath of Office.

MINUTES OF THE JANUARY 19, 2023 FULL BOARD MEETING

(Geray/Ebinger) Move to approve the Minutes of the January 19, 2023 Full Board Meeting with changing the Becker County Board Member Report to list the Detroit Lakes Library Endowment Fund rather than the Becker County Friends splitting the cost to clean the outside of the building. MCU.

AUDIT REPORT

Tracee Bruggeman from Brady Martz & Associates presented the 2022 audit report and answered questions.

FINANCIAL REPORT

With 16.67% of 2023 complete, LARL spent 16.92% of budgeted expenses.

Revenues are at 27.24% of budget due to LARL doing quarterly billing to Signatories. All expense categories are either at or slightly below budget.

(over)

FINANCIAL REPORT - continued

(Ebinger/Briggs) Move to authorize the Director of Finance to submit the 2022 Annual Report to State Library Services. MCU.

DIRECTOR'S REPORT

Lynch discussed her written report in the packet.

Lynch discussed a proposed Open Forum Policy. The Board discussed the proposed policy and changed item #4 to allow submission of the form before the LARL Board meeting starts rather than by noon the day before the meeting.

(Titera/Caroon) Move to adopt the Open Forum Policy as amended by the Board. MCU.

PRESIDENT'S REPORT

Kalil thanked Sprynczynatyk for his work and working with the auditors and thanked Lynch for her work filling in as the MLA Legislative Chair.

ELECTION: EXECUTIVE COMMITTEE POSITION(S)

(Caroon/Biggs) Moved to fill open Executive Committee positions with David Ebinger as Vice President and Clayton Briggs as Member At Large. MCU.

BOARD MEMBER REPORTS:

Becker County (Kalil, Nelson-absent)

Kalil discussed the Detroit Lakes bathroom update project and noted it was completed on time and on budget.

Breckenridge (Holecek)

No report.

Clay County (Ebinger)

No report.

Clearwater County (Titera)

Titera discussed art displayed in the library from a local artist. Clearwater County disbanded their nursing service.

Crookston (Briggs)

No report.

Detroit Lakes (Wood-absent)

No report.

(continued on next page)

BOARD MEMBER REPORTS – continued

City of Mahanomen (Durant-absent)

No report.

Mahanomen County (Geray)

No report.

Moorhead (Caroon, Johnson, Shastri)

Caroon discussed the City asking the Legislators to support an exemption on sales tax for building materials for the new library. The Library project is moving forward, RFQ's have been submitted from Architects.

Shastri reported that Moorhead has made a quiet room in the library. The room is used as a breast feeding, diaper changing, and area for calming children. On Sunday April 23 the Moorhead Library is hosting the Friends of the Library Spring Social Event. AARP has been doing taxes in the library. They have helped over 500 people.

Norman County (Jacobsen)

Norman County is working hard to keep roads open. The highway building is progressing.

Polk County (Willhite)

The County is working on replacing a deceased member. They won't be able to have an election until August.

Wilkin County (Busko-absent)

No report.

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

No report

Northern Lights Library Network (Holecek, Schell)

Schell gave an overview of NLLN. Librarians are eligible to apply for assistance from NLLN to attend training.

The meeting adjourned at 6:45.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2023

33.33%

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 103,824	\$ 207,648	\$ 415,295	207,647	50.00
Detroit Lakes	60,696	121,393	242,785	121,392	50.00
Clay County	79,566	159,133	318,265	159,132	50.00
Moorhead	201,888	403,775	807,550	403,775	50.00
Clearwater County	28,194	56,388	112,775	56,387	50.00
Mahnomen County	11,749	23,498	46,995	23,497	50.00
Mahnomen	5,821	11,643	23,285	11,642	50.00
Norman County	27,075	54,150	108,300	54,150	50.00
Polk County	72,718	145,435	290,870	145,435	50.00
Crookston	58,686	117,373	234,745	117,372	50.00
Wilkin County	14,598	29,195	58,390	29,195	50.00
Breckenridge	23,969	47,938	95,875	47,937	50.00
Total Signatory Funding	688,784	1,377,569	2,755,130	1,377,561	50.00
Grants					
Basic Support - MN (RLBSS)	0	239,643	599,105	359,462	40.00
Reg Library Telecom Aid (RLTA)	16,035	96,039	162,180	66,141	59.22
Total Grants	16,035	335,682	761,285	425,603	44.09
Miscellaneous Revenue					
Service Charge Revenue	502	1,936	8,000	6,064	24.20
Printing Revenue	1,708	5,514	16,100	10,586	34.25
Fax Revenue	396	1,233	5,000	3,767	24.66
Microfilm Revenue	15	32	200	168	16.00
Photocopy Revenue	862	2,256	7,500	5,244	30.08
Book/Furniture Sale Revenue	48	2,920	0	(2,920)	0.00
Interest/Dividend Income	1,868	26,285	50,000	23,715	52.57
Investment Value Change	2,767	18,606	0	(18,606)	0.00
Lost/Damaged Property	663	1,875	5,500	3,625	34.09
Other Income	350	350	0	(350)	0.00
Total Miscellaneous Revenue	9,179	61,007	92,300	31,293	66.10
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	12,175	24,350	48,700	24,350	50.00
MNLink Server Site Payments	251	1,005	3,000	1,995	33.50
Total Joint Automation Revenue	12,426	25,355	51,700	26,345	49.04
Fund Balance/Shortfall	0	0	38,165	38,165	0.00
Total General Fund Revenue	726,424	1,799,613	3,698,580	1,898,967	48.66
General Fund Expenditures					
Personnel Expenses					
Salaries	157,234	610,155	1,956,250	1,346,095	31.19
Payroll Taxes	11,792	45,960	151,350	105,390	30.37
Retirement - PERA	11,514	45,441	146,050	100,609	31.11
Health Insurance	30,098	120,853	362,550	241,697	33.33
Unemployment Taxes	2,936	2,936	0	(2,936)	0.00
Life Insurance	97	412	1,300	888	31.69
Workers Compensation Insurance	249	997	3,200	2,203	31.16
Other Employee Benefits	121	484	1,650	1,166	29.33
Total Personnel	214,041	827,238	2,622,350	1,795,112	31.55
Automation/Cataloging					
Automation	14,614	62,791	159,650	96,859	39.33
Support - App	321	1,284	3,900	2,616	32.92
Remots Printing	282	1,130	3,450	2,320	32.75
Catalog Item Records	1,071	4,282	12,600	8,318	33.98
Supplies - Computer	354	1,839	5,000	3,161	36.78
Supplies - Technical Services	275	897	6,000	5,103	14.95
Total Automation/Cataloging	16,917	72,223	190,600	118,377	37.89

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2023

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth/SLE	3,722	3,947	12,400	8,453	31.83
Programming - Adult	284	521	2,500	1,979	20.84
Total Library Programming	4,006	4,468	14,900	10,432	29.99
Staff Development					
Staff Training & Development	241	3,349	10,000	6,651	33.49
Total Staff Development	241	3,349	10,000	6,651	33.49
Mileage/Board Meeting Expense					
Mileage - Staff	1,611	7,016	20,500	13,484	34.22
Regional Board Meetings	0	1,820	5,400	3,580	33.70
Total Mileage/Board Meeting Expenses	1,611	8,836	25,900	17,064	34.12
Other Expenses					
Accounting/Bank Fees	662	12,225	17,400	5,175	70.26
Attorney Fees	0	0	1,000	1,000	0.00
Bus. Office Software/Supplies	0	299	2,000	1,701	14.95
Delivery Services	3,012	16,172	59,500	43,328	27.18
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,846	7,385	22,200	14,815	33.27
Leases	5,415	13,697	27,700	14,003	49.45
Maintenance Contracts	(144)	3,194	11,402	8,208	28.01
Memberships	0	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	2,101	5,813	16,500	10,687	35.23
Postage	13	677	3,800	3,123	17.82
Recruitment	512	1,230	7,000	5,770	17.57
Repairs - Equipment	400	400	2,500	2,100	16.00
Supplies - Copier/Fax/Microfilm	0	216	750	534	28.80
Supplies - Office	1,458	2,363	7,998	5,635	29.54
Supplies - Public Services	500	1,578	6,000	4,422	26.30
Telephone/Telecom	1,407	5,268	22,000	16,732	23.95
Total Other Operating Expenses	17,182	70,923	216,050	145,127	32.83
Regional Library Telecom Aid (RLTA)	16,035	96,038	162,180	66,142	59.22
Transportation					
Vehicle Expenses	0	0	1,600	1,600	0.00
Total Transportation	0	0	1,600	1,600	0.00
Materials					
Audio Visual	3,439	12,064	50,000	37,936	24.13
Digital	1,058	33,032	120,000	86,968	27.53
Online Resources	644	2,560	8,000	5,440	32.00
Periodicals	664	3,114	21,000	17,886	14.83
Print	11,910	88,296	216,000	127,704	40.88
Total Materials	17,715	139,066	415,000	275,934	33.51
Capital Expenditures					
Furniture & Equipment	0	449	10,000	9,551	4.49
Software & Hardware Upgrades	145	2,095	30,000	27,905	6.98
Total Capital Expenditures	145	2,544	40,000	37,456	6.36
Total General Fund Expenditures	287,893	1,224,685	3,698,580	2,473,895	33.11
General Fund Revenue Over Expenditures \$	\$ 438,531	\$ 574,928	\$ 0	(574,928)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Four Months Ending April 30, 2023

	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	\$ 1,728	\$ 20,216	\$ 0	(20,216)	0.00
Endowment Revenue	1,890	1,890	0	(1,890)	0.00
Telecom/E-rate Funds	1,381	7,083	0	(7,083)	0.00
Legacy Grant Revenue	22,931	37,517	0	(37,517)	0.00
Northern Lights LN Funds	0	2,679	0	(2,679)	0.00
Total Special Projects Revenue	27,930	69,385	0	(69,385)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	608	1,422	0	(1,422)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	383	0	(383)	0.00
Donations - Miscellaneous	2,261	6,916	0	(6,916)	0.00
Donations - Book Truck	0	0	0	0	0.00
Legacy Grant Expense	22,930	37,517	0	(37,517)	0.00
Telecom/E-rate Expenses	1,381	7,083	0	(7,083)	0.00
Northern Lights LN e-Books	0	2,679	0	(2,679)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	27,180	56,000	0	(56,000)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	1,463	12,808	0	(12,808)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	1,463	12,808	0	(12,808)	0.00
Total Special Projects Expenditures	28,643	68,808	0	(68,808)	0.00
Special Proj Rev Over (Under) Expend	\$ (713)	\$ 577	\$ 0	(577)	0.00
GRAND TOTAL REVENUE	754,354	1,868,998	3,698,580	1,829,582	50.53
GRAND TOTAL EXPENDITURES	316,543	1,293,565	3,698,580	2,405,015	34.97
CHANGE IN FUND BALANCE	\$ 437,811	\$ 575,433	\$ 0	(575,433)	0.00

Lake Agassiz Regional Library
Statement of Financial Position
April 30, 2023

9

	<u>Current Month</u>	<u>Prior Month</u>	<u>Month Net</u> <u>Change</u>	<u>Prior Year</u> <u>Final</u>	<u>YTD Net</u> <u>Change</u>
ASSETS					
Cash - Checking (Bell Bank)	\$ 46,661	49,277	(2,616)	59,053	(12,392)
Cash - Payroll (Bell Bank)	4,905	4,029	876	4,858	47
Cash - Savings (Bell Bank)	931,997	933,478	(1,481)	877,039	54,958
Petty Cash	560	560	0	560	0
Investment Account	1,496,716	1,496,716	0	1,461,501	35,215
Accounts Receivable	390,041	0	390,041	1,309	388,732
Prepaid Expenses	54,498	62,072	(7,574)	38,666	15,832
Leased Assets	77,387	77,387	0	77,387	0
Accum Amort - Leased Assets	(39,672)	(34,494)	(5,178)	(26,532)	(13,140)
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	82,427	79,658	2,769	79,658	2,769
Amount Provided - LTD	95,791	100,904	(5,113)	108,737	(12,946)
Total Assets	\$ 3,308,456	2,936,732	371,724	2,849,381	459,075
LIABILITIES					
Accounts Payable	\$ 34,215	44,333	(10,118)	64,891	(30,676)
Credit Card Payable	3,948	20,159	(16,211)	0	3,948
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
PERA (Retirement) Payable	23	0	23	0	23
Payroll Tax Payable - ND	448	0	448	0	448
Dental Insurance Payable	(1,162)	(1,255)	93	0	(1,162)
Vision Insurance Payable	(39)	(6)	(33)	0	(39)
AFLAC Payable	112	112	0	112	0
Flexible Spending - Medical	978	574	404	1,174	(196)
Sales Tax Payable	208	614	(406)	586	(378)
Deferred Revenue	400,813	430,811	(29,998)	463,053	(62,240)
Lease Liability	38,510	43,623	(5,113)	51,455	(12,945)
Total Liabilities	621,750	682,661	(60,911)	724,967	(103,217)
FUND BALANCES					
Fund Balance - Unreserved	118,722	121,490	(2,768)	250,054	(131,332)
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	165,816	165,816	0	167,145	(1,329)
Reserve for Leases	39,044	44,222	(5,178)	50,855	(11,811)
Reserve for Donations	56,265	56,265	0	56,265	0
Reserve for Endowments	82,426	79,659	2,767	79,659	2,767
Change in Fund Balance	575,433	137,619	437,814	(128,564)	703,997
Total Fund Balances	2,686,706	2,254,071	432,635	2,124,414	562,292
Total Liabilities & Fund Bal.	\$ 3,308,456	2,936,732	371,724	2,849,381	459,075

LAKE AGASSIZ REGIONAL LIBRARY
ENDOWMENT FUND
 FM-AREA FOUNDATION

2023 Distribution Recommendations

<i>BRANCH</i>	<i>AVAILABLE DISTRIBUTION</i>	<i>RECOMMENDATION</i>
Ada Library	\$125	Reinvest
Crookston Library	\$685	Reinvest
Fertile Library	\$140	Reinvest
Hawley Library	\$765	Reinvest
Moorhead Library	\$175	Reinvest

TAKEN FROM THE F-M AREA FOUNDATION AGREEMENT:

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

LAKE AGASSIZ REGIONAL LIBRARY

2024

Preliminary Budget

Draft #2

CATEGORY	2022 Budget	2023 Budget	2024 Budget	\$ Change	% Change
Personnel	2,562,200	2,622,350	2,756,850	134,500	5.13%
Library Materials	415,000	415,000	425,400	10,400	2.51%
Automation/Cataloging	185,500	190,600	198,300	7,700	4.04%
Programming & Staff Development	24,900	24,900	24,900	0	0.00%
Mileage & Board Meetings	25,900	25,900	25,900	0	0.00%
Regional Library Telecom Aid	83,620	162,180	162,180	0	0.00%
Other Operating Expenses	216,450	216,050	213,424	(2,626)	-1.22%
Vehicle Expenses	3,650	1,600	1,600	0	0.00%
Capital Expenses	40,000	40,000	40,000	0	0.00%
Total Budget	3,557,220	3,698,580	3,848,554	149,974	4.05%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2024

Preliminary Budget

Draft #2

	2022	2023	\$	2024
REVENUE	Budget	Budget	Change	Request
Becker County	402,750	415,295	12,405	427,700
Detroit Lakes	237,380	242,785	5,225	248,010
Clay County	309,765	318,265	8,050	326,315
Moorhead	790,380	807,550	16,725	824,275
Clearwater County	109,495	112,775	2,835	115,610
Mahnomen County	45,870	46,995	1,025	48,020
Mahnomen	22,595	23,285	515	23,800
Norman County	105,115	108,300	3,115	111,415
Polk County	282,275	290,870	8,455	299,325
Crookston	230,830	234,745	3,800	238,545
Wilkin County	57,045	58,390	1,300	59,690
Breckenridge	94,130	95,875	1,550	97,425
SUB-TOTAL	2,687,630	2,755,130	65,000	2,820,130
GRANTS				
State Basic Support	546,180	599,105	5,895	605,000
Regional Library Telecom Aid	83,620	162,180	-	162,180
TOTAL GRANTS	629,800	761,285	5,895	767,180
OTHER REVENUE				
Miscellaneous	102,750	92,300	9,400	101,700
Joint Automation	50,350	51,700	2,250	53,950
Fund Balance/Shortfall	86,690	38,165	67,429	105,594
TOTAL OTHER REVENUE	239,790	182,165	79,079	261,244
TOTAL REVENUE	3,557,220	3,698,580	149,974	3,848,554
EXPENDITURES				
Operating	3,517,220	3,658,580	149,974	3,808,554
Capital	40,000	40,000	-	40,000
TOTAL EXPENDITURES	3,557,220	3,698,580	149,974	3,848,554
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Monthly Report to the Board**Meeting Date: May 18, 2023****From: Liz Lynch, Executive Director****Director's Meetings**

April: Moorhead Library Building Committee, 14; DL site visit and Marcy Rendon Legacy event, 14; New Staff Orientation, 17; MLA Board of Directors, 17; Coordinating Team, 19; annual review, 19; Minitex virtual site visit, 20; LARL Executive Finance, 20; Moorhead Friends Spring Social, 23; Monthly online branch meeting, 25; Climax collection maintenance, 26; Hub Supervisors, 27; Moorhead Library Building Committee, 28

May: LARL IT and Automation, 2; Legislative Committee Meeting and Update Meeting, 3; MNLINK Operations, 4; DL Open House and Board Meeting, 4; Moorhead Library Building Committee, 5

LARL Staffing**Open positions:**

Detroit Lakes Public Library Director/Hub Supervisor and Substitutes in Ada, Hawley and Mahnomen

New Staff Orientation:

LARL offered New Staff Orientation on Monday, April 17th with ten employees in attendance. This was an opportunity for new staff to tour the regional office, meet the staff, and learn more about how the regional office can support them in their positions. A second session will be offered later this summer.

Detroit Lakes Library Director:

LARL is currently actively advertising for Detroit Lakes Library Director position. Thank you to Lisa Trana, Detroit Lakes Public Services Supervisor for overseeing the Detroit Lakes Library and several LINK Sites during this time. Thank you to Chris Boike, Crookston Library Director for overseeing Gonvick, Bagley and Mahnomen. And, thank you to Megan Krueger for overseeing Hawley. I am serving as the contact for the Detroit Lakes Library Board.

LARL News**New Moorhead Public Library/LARL Headquarters Project:**

On Monday, May 8, the Moorhead City Council voted unanimously approved JLG Architecture of Fargo and Miller Hull of Seattle to design the Moorhead Public Library/LARL Headquarters/Community Center. The goal is to have design concepts ready this fall.

Improvements to the Gonvick LINK Site

Thank you to the Catholic Community Foundation of MN and the Clearwater Library Foundation for funding to improve the Gonvick LINK Site. Funding from the two groups will provide new flooring, library- grade shelving, a new desk, and more.

Improvements to the McIntosh Public Library

Thank you to the City of McIntosh for new carpet for the library.

Improvement to the Climax Public Library

Thank you to the Climax Community Club for a contribution for electrical work at the Climax Public Library to repair the lighting of the outdoor sign.

Legacy Programming:

Marcie Rendon, author of *Murder on the Red, Girl Gone Missing, and Sinister Graves*

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Rendon visited the Bagley, Mahnomen and Detroit Lakes Public Libraries during the week of April 11, 13 & 14. Rendon discussed her writing career and her series set in Minnesota in the 1970's (in the LARL region!).

Attendees appreciated hearing about Marcie's writing experiences, the publishing world and about cultural experiences. Attendance: Bagley, 16; Mahnomen, 29 & Detroit Lakes, 46.

Minnesota Poets Out Loud: Spoken Word Poetry from the Land of 10,000 Voices

Seven poets traveled to 12 LARL locations during the week of April 25. The poets provided an energetic spoken word poetry presentation featuring diverse voices from across Minnesota. Events were held in schools, community centers, and libraries, and received rave reviews.

Attendees overwhelmingly rated the program a "5" out of a "5". Teachers commented on their amazing abilities to hold the attention of students for two hours. Others commented that they didn't know they liked poetry until this experience, while others appreciated hearing a new perspective, voices and a new use of language. One commented, "emotionally profound" and "the use of language is brilliant." Many indicated that they would like to see more poetry events. Approximately 150 community members attended these events region-wide.

Summer Programming:

Keep an eye open for upcoming Legacy summer concerts, in addition to Summer Library Experience (SLE) events for youth during June and July. We encourage youth to come to the library for fun events and to pick up a good book to read. Spread the word to parent and grand parents that the library is a free source of entertainment and enrichment this summer! Everyone is welcome!

Library Legislative News

We are waiting patiently for the results of the Education, Finance and Policy Conference Committee and the Legacy Conference Committee regarding the library related bills. We are also hoping for a robust bonding bill for library construction grants. More to come!

Upcoming Board Meeting Dates

Full Board, June 15: Approval of the 2024 Preliminary Budget

Executive Committee, July 20th as needed.

Executive Committee, August 17th as needed.

Lake Agassiz Regional Library
Check Register
For the Period From Apr 1, 2023 to Apr 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	4/1/23	Apple Store	2010-000	2.99
eft-04/01/23-1	4/1/23	Lakes Country Service Cooperative	1000-000	28,718.01
eft-4/1/23-1	4/1/23	Fidelity Security Life	1000-000	360.54
eft-04/01/23-1	4/1/23	SR Fax	2010-000	27.80
eft-04/03/23-1	4/3/23	Arvig	1000-000	39.71
eft-04/03/23-2	4/3/23	Arvig	1000-000	89.41
eft-04/03/23-3	4/3/23	Arvig	1000-000	89.41
eft-04/03/23-4	4/3/23	Arvig	1000-000	97.79
69950	4/3/23	American Security Cabinets	1000-000	68.43
69951	4/3/23	Baker & Taylor	1000-000	2,815.87
69951a	4/3/23	VOID	1000-000	
69952	4/3/23	Jamie Chen	1000-000	102.18
69953	4/3/23	Heather DeBoer	1000-000	61.58
69954	4/3/23	DEMCO	1000-000	305.98
69955	4/3/23	Jodi Harrington	1000-000	136.24
69956	4/3/23	Chelsi Johnson	1000-000	17.69
69957	4/3/23	Megan Krueger	1000-000	93.67
69958	4/3/23	Brenda Labine	1000-000	28.82
69959	4/3/23	Lerner Publishing Group	1000-000	31.49
69960	4/3/23	Marco Technologies LLC	1000-000	2,160.26
69961	4/3/23	Julia Miller	1000-000	17.69
69962	4/3/23	Heidi Moore	1000-000	13.10
69963	4/3/23	City of Moorhead	1000-000	5,414.25
69964	4/3/23	Netgate	1000-000	5,556.85
69965	4/3/23	Candace Perry	1000-000	34.06
69966	4/3/23	Rochester Telecom Systems Inc.	1000-000	21.13
69966a	4/3/23	VOID	1000-000	
69967	4/3/23	Shortprinter	1000-000	974.60
69968	4/3/23	Josh Stompro	1000-000	129.69
69969	4/3/23	Christy Underlee	1000-000	43.24
69970	4/3/23	The Village Family Service Center	1000-000	1,500.00
eft-4/3/23-1	4/3/23	Lake Agassiz Regional Library	1010-000	35,000.00
eft-4/3/23-2	4/3/23	Attendance On Demand	1000-000	237.00
cc-4/3/23-1	4/3/23	Uprinting.com	2010-000	940.12

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Check #	Date	Payee	Cash Account	Amount
cc-4/3/23-2	4/3/23	Flexguard Security System	2010-000	122.58
eft-4/3/23-1	4/3/23	Arvig	1000-000	96.99
eft-4/4/23-1	4/4/23	Amazon Capital Services	1000-000	3,483.24
cc-04/04/23-1	4/4/23	Cardmember Service	2010-000	-350.00
eft-4/6/23-1	4/6/23	Cardmember Service	1000-000	17,771.60
cc-4/6/23-1	4/6/23	Flexguard Security System	2010-000	-6.40
cc-04/09/23-1	4/9/23	Ting	2010-000	26.21
eft-4/10/23-1	4/10/23	BPA (VEBA contributions)	1000-000	401.10
eft-04/12/23-1	4/12/23	BPA (VEBA contributions)	1000-000	2,270.70
eft-04/12/23-2	4/12/23	WEX - HSA Contributions	1000-000	257.13
eft-04/12/23-3	4/12/23	WEX - HSA Contributions	1000-000	985.90
69971	4/12/23	Alliance Courier	1000-000	2,115.30
69972	4/12/23	ASP of Moorhead, Inc.	1000-000	2,228.45
69973	4/12/23	Baker & Taylor	1000-000	3,759.48
69973a	4/12/23	VOID	1000-000	
69973b	4/12/23	VOID	1000-000	
69973c	4/12/23	VOID	1000-000	
69974	4/12/23	Black Stone Publishing	1000-000	1,145.60
69975	4/12/23	Brady, Martz & Associates, P.C.	1000-000	9,700.00
69976	4/12/23	Sharon Douglas	1000-000	50.00
69977	4/12/23	Encore Data Products, Inc.	1000-000	995.00
69978	4/12/23	The Erskine Echo	1000-000	35.00
69979	4/12/23	The Forum	1000-000	461.78
69980	4/12/23	Jodi Harrington	1000-000	21.62
69981	4/12/23	The Hawley Herald, Inc.	1000-000	325.00
69982	4/12/23	Innovative Office Solutions, LLC	1000-000	328.00
69983	4/12/23	Chelsi Johnson	1000-000	14.41
69984	4/12/23	Paula Jones	1000-000	17.69
69985	4/12/23	Julia Miller	1000-000	17.69
69986	4/12/23	UW-Green Bay	1000-000	35.00
69987	4/12/23	Amy Nelson	1000-000	68.12
69988	4/12/23	ODP Business Solutions, LLC	1000-000	224.56
69989	4/12/23	Overdrive, Inc.	1000-000	8,174.94

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Check #	Date	Payee	Cash Account	Amount
69989a	4/12/23	VOID	1000-000	
69990	4/12/23	Payroll Professionals, Inc.	1000-000	235.30
69991	4/12/23	Shortprinter	1000-000	249.75
69992	4/12/23	Christy Underlee	1000-000	21.62
eft-4/12/23-1	4/12/23	Lake Agassiz Regional Library	1010-000	135,000.00
eft-4/12/23-2	4/12/23	Lake Agassiz Regional Library	1000-000	65,000.00
eft-4/13/23-1	4/13/23	Allstream	1000-000	151.80
eft-4/14/23-1	4/14/23	AFLAC	1000-000	224.08
eft-4/14/23-2	4/14/23	Federal Income Tax deposit	1000-000	18,509.76
eft-4/14/23-3	4/14/23	Minnesota State Income Tax	1000-000	1,659.00
eft-4/14/23-4	4/14/23	ING (Deferred Compensation)	1000-000	1,737.79
eft-4/14/23-5	4/14/23	Public Employees Retirement Associati	1000-000	11,854.35
eft-4/14/23-6	4/14/23	LARL Payroll	1005-000	64,067.83
eft-4/15/23-1	4/15/23	Garden Valley Telephone Company	1000-000	41.34
cc-4/15/23-1	4/15/23	Rothsay Telephone	2010-000	71.08
cc-4/15/23-2	4/15/23	Halstad Telephone Company	2010-000	33.43
cc-4/15/23-3	4/15/23	Halstad Telephone Company	2010-000	73.83
cc-4/16/23-1	4/16/23	Aldi	2010-000	14.60
cc-4/17/23	4/17/23	Domino's Pizza	2010-000	68.71
eft-4/19/23-1	4/19/23	Mutual of Omaha	1000-000	100.80
69993	4/19/23	Baker & Taylor	1000-000	3,064.34
69993a	4/19/23	VOID	1000-000	
69994	4/19/23	Black Stone Publishing	1000-000	70.90
69995	4/19/23	Joyce Christine Boike	1000-000	91.70
69996	4/19/23	Eshay Brantley	1000-000	850.00
69997	4/19/23	Fatima Camara	1000-000	1,700.00
69998	4/19/23	Sheila Capistran	1000-000	64.19
69999	4/19/23	Ada Chamber of Commerce	1000-000	45.00
70000	4/19/23	Donte Collins	1000-000	1,460.00
70001	4/19/23	Joseph Michael Davis	1000-000	2,550.00
70002	4/19/23	Forum Communications Company	1000-000	584.14
70003	4/19/23	Greta Guck	1000-000	114.63
70004	4/19/23	Shane Hawley	1000-000	1,600.00
70005	4/19/23	Ed Jenkins	1000-000	825.00

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70006	4/19/23	Chelsi Johnson	1000-000	35.38
70007	4/19/23	Michelle Johnson	1000-000	137.55
70008	4/19/23	Brenda Labine	1000-000	102.18
70009	4/19/23	Liz Lynch	1000-000	58.95
70010	4/19/23	Mahnomen Pioneer	1000-000	35.00
70011	4/19/23	ArchKey Technologies	1000-000	3,393.00
70012	4/19/23	Julia Miller	1000-000	17.69
70013	4/19/23	Heidi Moore	1000-000	6.55
70014	4/19/23	Kyle Tran Myhre	1000-000	2,975.00
70015	4/19/23	NCPERS Group Life Ins.	1000-000	176.00
70016	4/19/23	Amy Nelson	1000-000	17.03
70017	4/19/23	Newman Signs, Inc.	1000-000	150.00
70018	4/19/23	Paula Ous	1000-000	45.85
70019	4/19/23	Overdrive, Inc.	1000-000	4,226.78
70020	4/19/23	Marie Amber Ackerman	1000-000	10.00
70021	4/19/23	Personal Touch Marketing & Manuf. In	1000-000	150.00
70022	4/19/23	Polk County Fair	1000-000	200.00
70023	4/19/23	Marcie Rendon	1000-000	1,500.00
70024	4/19/23	Shred Right	1000-000	100.00
70025	4/19/23	Phillip Spooner	1000-000	143.45
70026	4/19/23	T-Squared Screen Printing & Embroid	1000-000	1,060.00
70027	4/19/23	Christy Underlee	1000-000	21.62
70028	4/19/23	Kevin Zepper	1000-000	1,400.00
eft-4/19/23-1	4/19/23	Lake Agassiz Regional Library	1010-000	25,000.00
eft-4/20/23-1	4/20/23	Minnesota Revenue	1000-000	614.00
	4/22/23	Tidio	2010-000	18.00
cc-4/24/23-1	4/24/23	The Table Group	2010-000	25.00
cc-4/24/23-2	4/24/23	The Table Group	2010-000	25.00
eft-04/25/23-1	4/25/23	Arvig	1000-000	182.06
eft-04/25/23-2	4/25/23	Arvig	1000-000	32.39
eft-4/25/23-1	4/25/23	WEX Health, Inc.	1000-000	101.75
cc-4/25/23	4/25/23	Sticker Mule, LLC	2010-000	162.00
eft-4/26/23-1	4/26/23	WEX - HSA Contributions	1000-000	257.13

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Check #	Date	Payee	Cash Account	Amount
70029	4/26/23	AFSCME Council 65	1000-000	560.36
70030	4/26/23	AFSCME PEOPLE	1000-000	46.00
70031	4/26/23	Alliance Courier	1000-000	528.85
70032	4/26/23	Baker & Taylor	1000-000	2,279.98
70032a	4/26/23	VOID	1000-000	
70033	4/26/23	Joyce Christine Boike	1000-000	91.70
70034	4/26/23	Daily News / News Monitor	1000-000	181.00
70035	4/26/23	Heather DeBoer	1000-000	123.16
70036	4/26/23	Great River Regional Library	1000-000	14.99
70037	4/26/23	Greta Guck	1000-000	106.77
70038	4/26/23	Jodi Harrington	1000-000	21.62
70039	4/26/23	Chelsi Johnson	1000-000	53.07
70040	4/26/23	Brenda Labine	1000-000	14.41
70041	4/26/23	Metropolitan Life Insurance Company	1000-000	1,057.89
70042	4/26/23	Metro Sales, Inc	1000-000	1,430.94
70043	4/26/23	Julia Miller	1000-000	14.41
70044	4/26/23	Mobile Beacon	1000-000	1,488.00
70045	4/26/23	Heidi Moore	1000-000	13.10
70046	4/26/23	Overdrive, Inc.	1000-000	5,472.40
70047	4/26/23	Payroll Professionals, Inc.	1000-000	135.30
70048	4/26/23	Rapid Refill	1000-000	279.20
70049	4/26/23	Shortprinter	1000-000	333.58
70050	4/26/23	Philip Spooner	1000-000	58.95
70051	4/26/23	Christy Underlee	1000-000	21.62
eft-4/26/223-1	4/26/23	Lake Agassiz Regional Library	1010-000	130,000.00
eft-4/26/223-2	4/26/23	Lake Agassiz Regional Library	1000-000	58,000.00
cc-4/26/23-1	4/26/23	Sangoma US	2010-000	156.04
cc-4/26/23-2	4/26/23	The Corner Bar & Cafe	2010-000	87.83
eft-04/28/23-1	4/28/23	Federal Income Tax deposit	1000-000	16,643.30
eft-04/28/23-2	4/28/23	Minnesota State Income Tax	1000-000	1,419.00
eft-04/28/23-3	4/28/23	ING (Deferred Compensation)	1000-000	1,722.21
eft-04/28/23-4	4/28/23	Public Employees Retirement Associati	1000-000	10,904.43
eft-04/28/23-5	4/28/23	LARL Payroll	1005-000	58,056.48
cc-4/29/23-1	4/29/23	Discount School Supply	1000-000	516.56

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Check #	Date	Payee	Cash Account	Amount
eft-4/30/23-1	4/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-4/30/23-2	4/30/23	Garden Valley Telephone Company	1000-000	76.33
eft-4/30/23-3	4/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-4/30/23-4	4/30/23	Garden Valley Telephone Company	1000-000	40.86
67867V	4/30/23	Megan Krueger	1000-000	-129.80
67530V	4/30/23	Kai Thorstad	1000-000	-51.75
68399V	4/30/23	Samantha Albers	1000-000	-180.75
67681V	4/30/23	Nicole Boewood	1000-000	-30.00
68132V	4/30/23	Marie Amber Ackerman	1000-000	-30.00
68158V	4/30/23	Caese Haroldson	1000-000	-49.84
68439V	4/30/23	Hillary Stevens	1000-000	-19.47
cc-4/30/23-1	4/30/23	Facebook Ad Manager	2010-000	62.04
Total				<u>786,023.11</u>