

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: **Thursday, June 15, 2023**

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

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

Trustees, if you're unable to attend this meeting, please contact Jamie Sprynczynatyk at spryj@larl.org or 218-233-3757 ext. 123 by noon on June 15th.

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
 PUBLIC INPUT
 APPROVAL OF AGENDA

- 5:35 **2. MINUTES OF THE MAY 18, 2023 FULL BOARD MEETING**
 Enclosed (page 3)

Recommended Motion: Move to approve the May 18, 2023 Full Board Meeting Minutes as presented.

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

- a. Application for State FY2024 Regional Library Basic System Support (RLBSS)
 Enclosed (page 10)

Recommended Motion: Move to approve the application for State FY2024 Regional Library Basic System Support (RLBSS).

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

- a. 2024 Preliminary Budget (Draft #3)
 Enclosed (page 16)

Recommended Motion: Move to approve the 2024 Preliminary Budget Draft #4 - as reviewed and recommended by the Finance Committee.

(over)

Agenda for the June 15, 2023 Full Board Meeting – Page 2

- 6:00 **5. OTHER - Sprynczynatyk**
 a. Director's Report
 Enclosed (page 18)

 b. Juneteenth MOA
 Enclosed (page 19)

Recommended Motion: Move to approve Juneteenth as a paid LARL holiday as of June 19, 2023.

- 6:15 **6. 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 & Linda Schell

- 6:30 **7. PRESIDENT'S REPORT** – President Kalil

- 6:40 **8. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – May 2023 (page 20)

UPCOMING MEETINGS/EVENTS

- **2022 Youth Summer Library Experience: Explore!** – June 1 through July 31, 2023
- **Juneteenth:** Monday, June 19, 2023: All LARL locations closed
- **Independence Day:** Tuesday, July 4, 2023: All LARL locations closed
- **July 20 & August 17, 2023:** Executive Committee Meetings as needed
- **September 21, 2023:** Full Board Meeting at the Moorhead Library at 5:30 p.m.

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

A hybrid meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, May 18, 2023 at the Moorhead Public Library. President Kalil called the meeting to order at 5:30 pm.

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

Board Members Absent: Busko, Geray, Nelson.

Others Present: Lynch, Sprynczynatyk, David Meyer (Becker County for Barry Nelson), Linda Schell

PUBLIC INPUT

None

Lynch shared with the Board that the House and Senate both signed off on MLA's requests for the 2023 Legislative session. The changes include a Regional Library Basic System Support formula change, and increase of \$4M in funding, with the funding indexed in the future. Libraries will also see an increase in Legacy funding from the current \$2.5M to \$2.75M for the next biennium. The governor still needs to sign off on the final funding bill. The amount of increases that LARL will see are not known at this point, but should be known by August.

The board thanked Lynch for her hard work over the last several years to finally get the funding increase and formula change approved.

APPROVAL OF AGENDA

(Willhite/Ebinger) Move to approve the Agenda of the May 18, 2023 meeting of the LARL Board of Trustees as presented. MCU.

MINUTES OF THE MARCH 23, 2023 FULL BOARD MEETING

(Briggs/Ebinger) Move to approve the Minutes of the March 23, 2023 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

With 33.33% of 2023 complete, LARL spent 33.11% of budgeted expenses.

Revenues are at 48.66% of budget due to LARL doing quarterly billing to Signatories. Accounting/Bank fees are at 70.26% of budget due to the audit being fulling paid. Leases are at 49.45% of budget due to quarterly payments.

(over)

FINANCIAL REPORT - continued

Sprynczynatyk discussed the 2023 Distributions from the LARL Endowment funds.

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

Sprynczynatyk discussed the LARL budget process and the second draft of the 2024 Preliminary Budget. There are a few unknown items in the budget which LARL won't know until August or later in the year; Health Insurance which is budgeted at an 10% increase and State Basic Support. The budget includes a 2.36% increase to LARL Signatories. The budget reflects a \$105,594 shortfall. LARL will plan to use reserves to cover the shortfall.

The board discussed the anticipated increase in state funding pending the Governor signing off on the increase funding to libraries and the adjustment to the RLBSS formula. Since funding amounts are unknown at this time, and likely won't be known for a few months after a Signatory funding request needs to be finalized, the Board suggested Sprynczynatyk not make changes to the revenue budget for the June 2023 meeting.

DIRECTOR'S REPORT

Lynch is involved with weekly meetings regarding the new Moorhead Library and Community Center. The Architect and Engineering selection process has been completed, JLG Architecture of Moorhead and Miller Hull of Seattle. The Moorhead City council approved \$3.5M for the administrative and design portion of the project.

The Crookston Public Library is working with Polk County Social Services. Polk County Public Health is going to offer office hours at the Crookston Library, to invite people in to learn about the services the County can provide them as well as services the Library can offer them.

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.

BOARD MEMBER REPORTS:

Becker County (Kalil, Nelson-absent)

Detroit Lakes had a bathroom grand opening/going away party for Greta Guck. The Detroit Lakes Library exterior was cleaned. Now that it has been cleaned, parts of the historic building must be resealed and painted.

Breckenridge (Holecek)

No report.

(continued on next page)

BOARD MEMBER REPORTS – continued

Clay County (Ebinger)

No report.

Clearwater County (Titera)

No report.

Crookston (Briggs)

The Library is waiting on the contractor to install new windows.

Detroit Lakes (Wood)

The library is moving forward with adding a drive through book drop. And will keep focusing on working on the items identified in the community needs assessment.

City of Mahanomen (Durant)

City Hall that is connected to the Library has been remodeled, so now both the Library and City Hall have been updated.

Mahanomen County (Geray-absent)

No report.

Moorhead (Caroon, Johnson, Shastri)

Caroon discussed that this summer the schematic design of the new library will be complete.

Shastri reported the Library hosted Kids Fest last Saturday and 500 people participated.

Norman County (Jacobsen)

No report.

Polk County (Willhite)

Willhite thanks Chris Boike for providing space and the opportunity for the Library to partner with Social Services.

Wilkin County (Busko-absent)

No report.

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

No report.

Northern Lights Library Network (Holecek, Schell)

No report, the next meeting is in June. Schell reminded that the Better Together workshop is taking place in Fergus Falls on June 13th. It's open to all Librarians.

The meeting adjourned at 6:20.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 2023

41.67%

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	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
General Fund Revenue					
Signatory Funding					
Becker County	\$ 0	\$ 207,648	\$ 415,295	207,647	50.00
Detroit Lakes	0	121,393	242,785	121,392	50.00
Clay County	0	159,133	318,265	159,132	50.00
Moorhead	0	403,775	807,550	403,775	50.00
Clearwater County	0	56,388	112,775	56,387	50.00
Mahnomen County	0	23,498	46,995	23,497	50.00
Mahnomen	0	11,643	23,285	11,642	50.00
Norman County	0	54,150	108,300	54,150	50.00
Polk County	0	145,435	290,870	145,435	50.00
Crookston	0	117,373	234,745	117,372	50.00
Wilkin County	0	29,195	58,390	29,195	50.00
Breckenridge	0	47,938	95,875	47,937	50.00
Total Signatory Funding	0	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)	1,592	97,631	162,180	64,549	60.20
Total Grants	1,592	337,274	761,285	424,011	44.30
Miscellaneous Revenue					
Service Charge Revenue	469	2,405	8,000	5,595	30.06
Printing Revenue	1,416	6,930	16,100	9,170	43.04
Fax Revenue	429	1,662	5,000	3,338	33.24
Microfilm Revenue	7	39	200	161	19.50
Photocopy Revenue	585	2,842	7,500	4,658	37.89
Book/Furniture Sale Revenue	674	3,594	0	(3,594)	0.00
Interest/Dividend Income	8,031	34,315	50,000	15,685	68.63
Investment Value Change	(32,333)	(13,726)	0	13,726	0.00
Lost/Damaged Property	403	2,278	5,500	3,222	41.42
Other Income	0	350	0	(350)	0.00
Total Miscellaneous Revenue	(20,319)	40,689	92,300	51,611	44.08
Joint Automation Revenue					
Northwest Reg. Lib. Contrib.	0	24,350	48,700	24,350	50.00
MNLink Server Site Payments	251	1,257	3,000	1,743	41.90
Total Joint Automation Revenue	251	25,607	51,700	26,093	49.53
Fund Balance/Shortfall	0	0	38,165	38,165	0.00
Total General Fund Revenue	(18,476)	1,781,139	3,698,580	1,917,441	48.16
General Fund Expenditures					
Personnel Expenses					
Salaries	153,701	763,856	1,956,250	1,192,394	39.05
Payroll Taxes	11,696	57,656	151,350	93,694	38.09
Retirement - PERA	11,197	56,637	146,050	89,413	38.78
Health Insurance	27,621	148,474	362,550	214,076	40.95
Unemployment Taxes	0	2,936	0	(2,936)	0.00
Life Insurance	102	515	1,300	785	39.62
Workers Compensation Insurance	249	1,247	3,200	1,953	38.97
Other Employee Benefits	121	605	1,650	1,045	36.67
Total Personnel	204,687	1,031,926	2,622,350	1,590,424	39.35
Automation/Cataloging					
Automation	12,827	75,618	159,650	84,032	47.36
Support - App	321	1,606	3,900	2,294	41.18
Remote Printing	282	1,412	3,450	2,038	40.93
Catalog Item Records	1,071	5,353	12,600	7,247	42.48
Supplies - Computer	235	2,074	5,000	2,926	41.48
Supplies - Technical Services	220	1,117	6,000	4,883	18.62
Total Automation/Cataloging	14,956	87,180	190,600	103,420	45.74

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 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	1,181	5,128	12,400	7,272	41.35
Programming - Adult	0	521	2,500	1,979	20.84
Total Library Programming	1,181	5,649	14,900	9,251	37.91
Staff Development					
Staff Training & Development	0	3,349	10,000	6,651	33.49
Total Staff Development	0	3,349	10,000	6,651	33.49
Mileage/Board Meeting Expense					
Mileage - Staff	2,018	9,034	20,500	11,466	44.07
Regional Board Meetings	930	2,750	5,400	2,650	50.93
Total Mileage/Board Meeting Expenses	2,948	11,784	25,900	14,116	45.50
Other Expenses					
Accounting/Bank Fees	600	12,865	17,400	4,535	73.94
Attorney Fees	0	0	1,000	1,000	0.00
Bus. Office Software/Supplies	0	299	2,000	1,701	14.95
Delivery Services	2,378	18,549	59,500	40,951	31.17
Director's Discretionary	0	0	2,500	2,500	0.00
Insurance - General/Property	1,846	9,232	22,200	12,968	41.59
Leases	0	13,697	27,700	14,003	49.45
Maintenance Contracts	196	3,390	11,402	8,012	29.73
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	1,398	7,259	16,500	9,241	43.99
Postage	126	802	3,800	2,998	21.11
Recruitment	537	1,767	7,000	5,233	25.24
Repairs - Equipment	0	400	2,500	2,100	16.00
Supplies - Copier/Fax/Microfilm	63	279	750	471	37.20
Supplies - Office	512	2,874	7,998	5,124	35.93
Supplies - Public Services	164	1,742	6,000	4,258	29.03
Telephone/Telecom	1,484	6,752	22,000	15,248	30.69
Total Other Operating Expenses	9,304	80,313	216,050	135,737	37.17
Regional Library Telecom Aid (RLTA)	1,591	97,631	162,180	64,549	60.20
Transportation					
Vehicle Expenses	0	0	1,600	1,600	0.00
Total Transportation	0	0	1,600	1,600	0.00
Materials					
Audio Visual	3,349	15,413	50,000	34,587	30.83
Digital	16,970	50,002	120,000	69,998	41.67
Online Resources	644	3,204	8,000	4,796	40.05
Periodicals	584	3,698	21,000	17,302	17.61
Print	14,689	102,906	216,000	113,094	47.64
Total Materials	36,236	175,223	415,000	239,777	42.22
Capital Expenditures					
Furniture & Equipment	435	884	10,000	9,116	8.84
Software & Hardware Upgrades	131	2,226	30,000	27,774	7.42
Total Capital Expenditures	566	3,110	40,000	36,890	7.78
Total General Fund Expenditures	271,469	1,496,165	3,698,580	2,202,415	40.45
General Fund Revenue Over Expenditures	\$ (289,945)	\$ 284,974	\$ 0	(284,974)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Five Months Ending May 31, 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	\$ 1,916	\$ 22,132	\$ 0	(22,132)	0.00
Endowment Revenue	(1,890)	0	0	0	0.00
Telecom/E-rate Funds	0	7,083	0	(7,083)	0.00
Legacy Grant Revenue	15,062	52,614	0	(52,614)	0.00
Miscellaneous Local Grants	1,138	1,138	0	(1,138)	0.00
Northern Lights LN Funds	0	2,679	0	(2,679)	0.00
Total Special Projects Revenue	16,226	85,646	0	(85,646)	0.00
Special Projects Expenditures					
<i>Special Projects Miscellaneous</i>					
Donations - Materials: Print	432	1,898	0	(1,898)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	663	1,046	0	(1,046)	0.00
Donations - Miscellaneous	1,256	8,173	0	(8,173)	0.00
Donations - Book Truck	0	0	0	0	0.00
Legacy Grant Expense	15,062	52,614	0	(52,614)	0.00
Telecom/E-rate Expenses	0	7,083	0	(7,083)	0.00
Misc. Local Grant Expense	1,138	1,138	0	(1,138)	0.00
Northern Lights LN e-Books	0	2,679	0	(2,679)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	18,551	74,631	0	(74,631)	0.00
<i>Special Projects Capital</i>					
Donations - Furniture & Equip.	0	12,808	0	(12,808)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	0	12,808	0	(12,808)	0.00
Total Special Projects Expenditures	18,551	87,439	0	(87,439)	0.00
Special Proj Rev Over (Under) Expend	\$ (2,325)	\$ (1,793)	\$ 0	1,793	0.00
GRAND TOTAL REVENUE	(2,250)	1,866,785	3,698,580	1,831,795	50.47
GRAND TOTAL EXPENDITURES	290,029	1,583,686	3,698,580	2,114,894	42.82
CHANGE IN FUND BALANCE	\$ (292,279)	\$ 283,099	\$ 0	(283,099)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
May 31, 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)	\$ 8,960	47,177	(38,217)	59,053	(50,093)
Cash - Payroll (Bell Bank)	5,329	4,865	464	4,858	471
Cash - Savings (Bell Bank)	1,080,276	931,997	148,279	877,039	203,237
Petty Cash	560	560	0	560	0
Investment Account	1,469,589	1,496,716	(27,127)	1,461,501	8,088
Accounts Receivable	0	390,041	(390,041)	1,309	(1,309)
Prepaid Expenses	56,384	54,498	1,886	38,666	17,718
Leased Assets	77,387	77,387	0	77,387	0
Accum Amort - Leased Assets	(39,672)	(39,672)	0	(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	82,427	0	79,658	2,769
Amount Provided - LTD	95,791	95,791	0	108,737	(12,946)
Total Assets	\$ 3,004,176	3,308,932	(304,756)	2,849,381	154,795
LIABILITIES					
Accounts Payable	\$ 31,627	34,264	(2,637)	64,891	(33,264)
Credit Card Payable	2,444	4,465	(2,021)	0	2,444
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	0	23	(23)	0	0
Payroll Tax Payable - ND	885	448	437	0	885
Dental Insurance Payable	(1,134)	(1,162)	28	0	(1,134)
Vision Insurance Payable	(17)	(39)	22	0	(17)
AFLAC Payable	112	112	0	112	0
Flexible Spending - Medical	(78)	978	(1,056)	1,174	(1,252)
Sales Tax Payable	424	208	216	586	(162)
Deferred Revenue	393,335	400,778	(7,443)	463,053	(69,718)
Lease Liability	38,510	38,510	0	51,455	(12,945)
Total Liabilities	609,804	622,281	(12,477)	724,967	(115,163)
FUND BALANCES					
Fund Balance - Unreserved	118,722	118,722	0	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 - Fum. & 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	37,715	37,715	0	50,855	(13,140)
Reserve for Donations	56,265	56,265	0	56,265	0
Reserve for Endowments	82,426	82,426	0	79,659	2,767
Change in Fund Balance	283,099	575,378	(292,279)	(128,564)	411,663
Total Fund Balances	2,394,372	2,686,651	(292,279)	2,124,414	269,958
Total Liabilities & Fund Bal.	\$ 3,004,176	3,308,932	(304,756)	2,849,381	154,795



REGIONAL LIBRARY BASIC SYSTEM SUPPORT (RLBSS)

FY 2024 (July 1, 2023 – June 30, 2024) Application

A. Applicant Information

1. Regional public library system name and address:

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

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

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

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

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

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

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

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

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

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

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

4. Number of FTE staff paid with RLBSS funds: 6.44

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

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

☒ There are no updates to organizational agreements.

6. Strategic Plan:

Regional Public Library Systems are required to provide State Library Services a long-range strategic plan in even numbered years. Because planning cycles vary and planning is continuous, please provide the most recent strategic plan.

7. Proposed Program Activities:

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

At a Glance – Please summarize your plans for State FY2024 in a few sentences:

Briefly describe the programs that will take place during FY2024, using the format below.

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

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

- Please describe the goal(s) of this program. RLBSS will be used to provide funding for Regional Office personnel expenses. The goal of this funding is to provide salaries and benefits for the Executive Director, Director of Finance & HR, Collection Development Librarian, Business Office Associate, Marketing Coordinator, Program Coordinator, and Automation Coordinator positions.
- How will this program contribute to your organization's mission and strategic plan goals? These positions play important roles in the development and carrying out of our current strategic plan. LARL could not actively practice the mission of enriching lives and strengthening communities without the positions providing a strong foundation for the organization. The positions funded with RLBSS are specialized and provide vital services, expertise, and support to the frontline librarians around the region.
- Who will be served by this program? LARL frontline employees receive excellent customer service and support from the key positions listed above. The support provided empowers the librarians to offer the best possible service to their community and community members, in addition to both local and regional board members.
- Please describe this program's proposed activities. The Executive Director oversees all areas of the organization, while providing leadership to the organization. The Director of Finance & HR is responsible for all financial aspects of running a regional library system, in addition to providing HR support to approximately 95 employees across the region. The Collection Development Librarian is responsible for maintaining the region's materials collection, as well as overseeing routing and rotation for the region. The Business Office Associate processes accounts payable, payroll, and maintains inventory records for the region. The Marketing Coordinator handles all publicity for the region. The Program Coordinator oversees all youth, young adult and adult programming throughout the region. The Automation Coordinator is essential to keeping our automation system running and providing instructions/help for staff in using the system.
- How will these activities help to achieve your program goal? These positions are key to the success of the regional library system. The positions provide the necessary support to both the frontline staff resulting in excellent customer service to community members and the community as a whole. The positions allow us to meet our mission and goal of enriching lives and strengthening communities.

8. List local governmental units (cities and counties with branch or member libraries) participating in the region as of June 30, 2023, **and the amount of funding that the governmental unit provided** for operating purposes of public library service during the preceding year. *This information is used to determine compliance with state-certified level of library support requirements (Minnesota Statutes 134.34).*

Name of Participating Local Governmental Unit	2022 Level of Funding Provided
Becker County (excluding Detroit Lakes)	\$402,855
Detroit Lakes	237,420
Clay County (excluding Moorhead)	309,775
Moorhead	790,360
Clearwater County	109,445
Mahnomen County (excluding Mahnomen)	45,855
Mahnomen	22,555
Norman County	105,115
Polk County (excluding Crookston & East Grand Forks)	282,285
Crookston	230,815
Wilkin County (excluding Breckenridge)	57,060
Breckenridge	94,090
Total:	2,687,630

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

N/A

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

East Grand Forks (Polk County)

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

None

B. Assurances

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

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

C. Signature Page

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

Signature:

Printed Name: Terry Kaili
Chair, System Governing Board

Date: 06/15/2023

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

Signature:

Printed Name: Liz Lynch
Regional Public Library System Administrator

Date: 06/15/2023

D. Attachments and Due Date

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

Applications are due **Monday, July 10, 2023**. Please submit one PDF of the signed original application to emma.devera@state.mn.us

Regional Library System Name: Lake Agassiz Regional Library	
State Fiscal Year 2023	
Proposed Budget	
	Amount
Personnel Expenses	
Salaries and Wages	\$461,285
Benefits	\$137,822
Staff Development, Tuition and Other Reimbursements	
Total Personnel	\$599,107
Total FTE Supported	6.44
Operating Expenses	
Telephone (voice and data)	
Telecommunications	
Computer Software and Software Licensing	
Other Technology Equipment	
Printing and Copying	
Postage and Delivery	
Travel and Mileage	
Rent	
Operating Leases or Rentals	
Utility Services	
Repairs and Maintenance Services	
Insurance	
Dues and Memberships	
Audit	
Board expenses, including per diem	
Materials and Supplies	
Other (please specify)	
Total Operating Expenses	\$0
Program Expenses	
Consulting Fees/Fees for Services	
Services Purchased from Other MN Joint Powers Agencies	
Automation System	
Delivery	
Vehicles	
Equipment	
Travel and Mileage	
Scholarships/Direct Member support	
Library Materials and Collections	
Communications and Marketing	
Staff Development	
Materials and Supplies	
Workshops and Events	
Other Contracted services	
Food and Beverages	
Other (please specify)	
Total Program Expenses	\$0
Total Anticipated State Aid Expenditures	\$599,107

LAKE AGASSIZ REGIONAL LIBRARY

2024

Preliminary Budget

Draft #3

CATEGORY	2022 Budget	2023 Budget	2024 Budget	\$ Change	% Change
Personnel	2,562,200	2,622,350	2,763,750	141,400	5.39%
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	3,855,454	156,874	4.24%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2024

Preliminary Budget

Draft #3

REVENUE	2022 Budget	2023 Budget	\$ Change	2024 Request
Becker County	402,750	415,295	12,395	427,690
Detroit Lakes	237,380	242,785	5,225	248,010
Clay County	309,765	318,265	8,055	326,320
Moorhead	790,380	807,550	16,730	824,280
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	3,110	111,410
Polk County	282,275	290,870	8,450	299,320
Crookston	230,830	234,745	3,805	238,550
Wilkin County	57,045	58,390	1,300	59,690
Breckenridge	94,130	95,875	1,555	97,430
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	74,329	112,494
TOTAL OTHER REVENUE	239,790	182,165	85,979	268,144
TOTAL REVENUE	3,557,220	3,698,580	156,874	3,855,454
EXPENDITURES				
Operating	3,517,220	3,658,580	156,874	3,815,454
Capital	40,000	40,000	-	40,000
TOTAL EXPENDITURES	3,557,220	3,698,580	156,874	3,855,454
				-

Monthly Report to the Board**Meeting Date: June 15, 2023****From: Liz Lynch, Executive Director****Director's Meetings**

May: Moorhead Library Building Committee, 5; Detroit Lakes Library Board, 5; interview, 8; Moorhead Library Building Committee, 9; MLA Board, 15; LARL Full Board, 18; CRPLSA, 24; Moorhead Library Building Committee, 30

June: Fargo Library Tour, 2; interview, 5; Detroit Lakes Library Board, 5; Final Legislative Update! 7; State Park Pass with DNR, 7; Pikes Peak Library 21C Library Meeting, 7; Meeting with EGF Library Director, 8; Moorhead Library Building Committee, 9

LARL Staffing**New employees:**

Welcome to Brittney Chonto and Jaycie Honeyman, Moorhead Summer Outreach Librarians

Open positions:

Detroit Lakes Public Library Director/Hub Supervisor, Moorhead Library Associate, and Substitutes in Ada, Hawley and Mahanomen

LARL News**Summer Library Experience for Youth of All Ages:**

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! Find events in your area by visiting: <https://larl.libnet.info/events>

Programs that have already occurred during the month of June have seen fantastic participation including over 80 individuals in McIntosh, over 90 in Crookston, great crowds in Barnesville and beyond!

Legacy Programs:

Visit larl.org/legacy for a list of summer Legacy offerings around the region. Programs include Nature Printing for Kids, Summer Concerts in Moorhead and Crookston, Mini-Plays for youth, drawing and painting classes, Let's Make a Podcast! And more!

Upcoming Board Meeting Dates

Executive Committee, July 20th as needed.

Executive Committee, August 17th as needed.

Full Board, September 21 in the lower level of the Moorhead Public Library.

MEMORANDUM OF AGREEMENT

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023; and

WHEREAS, Lake Agassiz Regional Library ("LARL") is party to a collective bargaining agreement (CBA) with The American Federation of State, County and Municipal Employees, District Council No. 65, and Its Affiliated Local Number 3262 ("Union"); and

NOW, THEREFORE, for the reasons stated, the Employer (LARL) and the Union agree as follows:

1. Juneteenth shall be a recognized paid holiday as of June 19, 2023.

Dated: _____

Union Chairperson

Dated: _____

AFSCME Labor Representative

Dated: _____

LARL Board Chair

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

20

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	5/1/23	Apple Store	2010-000	2.99
eft-5/1/23-1	5/1/23	Fidelity Security Life	1000-000	316.98
eft-5/1/23-3	5/1/23	Lakes Country Service Cooperative	1000-000	26,324.28
eft-5/1/23-4	5/1/23	Attendance On Demand	1000-000	237.00
cc-5/1/23-1	5/1/23	SR Fax	2010-000	27.80
eft-05/03/23-1	5/3/23	Arvig	1000-000	96.60
eft-05/03/23-2	5/3/23	Arvig	1000-000	97.40
eft-05/03/23-3	5/3/23	Arvig	1000-000	89.02
eft-05/03/23-4	5/3/23	Arvig	1000-000	89.02
eft-05/03/23-5	5/3/23	Arvig	1000-000	39.23
eft-5/3/23-1	5/3/23	Amazon Capital Services	1000-000	8,183.94
70052	5/3/23	ASP of Moorhead, Inc.	1000-000	1,456.50
70053	5/3/23	Baker & Taylor	1000-000	2,463.48
70053a	5/3/23	VOID	1000-000	
70054	5/3/23	Batteries + Bulbs	1000-000	42.09
70055	5/3/23	Black Stone Publishing	1000-000	70.90
70056	5/3/23	Joyce Christine Bolke	1000-000	22.27
70057	5/3/23	Caese Haroldson	1000-000	49.84
70058	5/3/23	Jodi Harrington	1000-000	43.24
70059	5/3/23	Midwest Tape, LLC	1000-000	6,000.00
70060	5/3/23	Chelsi Johnson	1000-000	32.10
70061	5/3/23	Megan Krueger	1000-000	129.80
70062	5/3/23	Brenda Labine	1000-000	17.69
70063	5/3/23	Liz Lynch	1000-000	69.43
70064	5/3/23	Julia Miller	1000-000	32.10
70065	5/3/23	Minnesota UI Fund	1000-000	2,935.66
70066	5/3/23	Heldi Moore	1000-000	13.10
70067	5/3/23	New Century Press	1000-000	180.00
70068	5/3/23	Asha Osborn	1000-000	55.68
70069	5/3/23	Overdrive, Inc.	1000-000	2,413.59
70070	5/3/23	Rieger, Borgen, Benson Electric	1000-000	900.00
70071	5/3/23	Rochester Telecom Systems Inc.	1000-000	25.20
70071a	5/3/23	VOID	1000-000	
70072	5/3/23	Shortprinter	1000-000	516.00

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

21

Filter Criteria Includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70073	5/3/23	Hillary Stevens	1000-000	19.47
70074	5/3/23	Josh Stompro	1000-000	1,676.30
70075	5/3/23	Christy Underlee	1000-000	43.24
eft-5/3/23-1	5/3/23	Lake Agassiz Regional Library	1010-000	25,000.00
cc-5/3/23-1	5/3/23	Uprinting.com	2010-000	133.43
eft-5/6/23-1	5/6/23	Cardmember Service	1000-000	3,150.77
cc-5/9/23-1	5/9/23	Ting	2010-000	34.05
cc-5/9/23-2	5/9/23	Mountain Plains Library Association	2010-000	25.00
eft-5/9/23-1	5/9/23	WEX - FSA payments	1000-000	1,460.32
70076	5/11/23	Baker & Taylor	1000-000	4,451.78
70076a	5/11/23	VOID	1000-000	
70076b	5/11/23	VOID	1000-000	
70077	5/11/23	Black Stone Publishing	1000-000	509.24
70078	5/11/23	Joyce Christine Boike	1000-000	22.27
70079	5/11/23	Clay County Connection	1000-000	180.00
70080	5/11/23	DEMCO	1000-000	88.44
70081	5/11/23	Detroit Lakes Tribune	1000-000	120.00
70082	5/11/23	Kathy Dewey	1000-000	98.25
70083	5/11/23	Farm & Home Publishers, LTD.	1000-000	60.75
70084	5/11/23	Daily Journal	1000-000	180.00
70085	5/11/23	Anders Valley Publishing, LLC	1000-000	55.00
70086	5/11/23	Laura Gullickson	1000-000	23.34
70088	5/11/23	Jodi Harrington	1000-000	43.24
70089	5/11/23	The Hawley Herald, Inc.	1000-000	47.00
70090	5/11/23	Insight Public Sector, Inc.	1000-000	1,324.44
70091	5/11/23	Chelsi Johnson	1000-000	17.69
70092	5/11/23	Jenna Kahly	1000-000	28.82
70093	5/11/23	KRJB-FM	1000-000	375.00
70094	5/11/23	KROX-AM	1000-000	125.00
70095	5/11/23	Megan Krueger	1000-000	158.29
70096	5/11/23	Liz Lynch	1000-000	58.95
70097	5/11/23	Cassidy Manninen	1000-000	91.70
70098	5/11/23	Heidi Moore	1000-000	13.10

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

22

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70099	5/11/23	Norman County Index	1000-000	150.00
70100	5/11/23	ODP Business Solutions, LLC	1000-000	297.82
70101	5/11/23	Paula Ous	1000-000	22.27
70102	5/11/23	Overdrive, Inc.	1000-000	4,932.50
70102a	5/11/23	VOID	1000-000	
70103	5/11/23	Lorrie LaDuke	1000-000	10.00
70104	5/11/23	Payroll Professionals, Inc.	1000-000	135.30
70105	5/11/23	Premier Signs, LLC	1000-000	225.00
70106	5/11/23	Quill Corporation	1000-000	153.83
70107	5/11/23	Rapid Refill	1000-000	62.75
70108	5/11/23	Shortprinter	1000-000	122.98
70109	5/11/23	Christy Underlee	1000-000	21.62
eft-5/11/23-1	5/11/23	Lake Agassiz Regional Library	1010-000	110,000.00
eft-5/11/23-2	5/11/23	Lake Agassiz Regional Library	1000-000	60,000.00
cc-5/11/23-1	5/11/23	4imprint, Inc.	2010-000	349.90
eft-5/13/23-1	5/13/23	BPA (VEBA contributions)	1000-000	2,320.70
eft-5/13/23-2	5/13/23	WEX - HSA Contributions	1000-000	257.13
eft-5/13/23-3	5/13/23	WEX - HSA Contributions	1000-000	852.20
eft-5/14/23-1	5/14/23	Allstream	1000-000	125.94
05/15/23-1	5/15/23	Garden Valley Telephone Company	1000-000	40.86
eft-5/15/23-1	5/15/23	AFLAC	1000-000	224.08
cc-5/15/23-1	5/15/23	Rothsay Telephone	2010-000	71.08
eft-05/15/23-1	5/15/23	Halstad Telephone Company	2010-000	33.43
eft-05/15/23-2	5/15/23	Halstad Telephone Company	2010-000	73.83
eft-05/15/23-3	5/15/23	Federal Income Tax deposit	1000-000	16,973.36
eft-05/15/23-4	5/15/23	Minnesota State Income Tax	1000-000	1,451.00
eft-05/15/23-5	5/15/23	ING (Deferred Compensation)	1000-000	1,704.70
eft-05/15/23-6	5/15/23	Public Employees Retirement Association	1000-000	10,997.29
eft-05/15/23-7	5/15/23	LARL Payroll	1005-000	59,443.17
cc-5/15/23-2	5/15/23	Uprinting.com	2010-000	97.83
70110	5/17/23	Alliance Courier	1000-000	528.85
70111	5/17/23	Jeanne Anderson	1000-000	129.69
70112	5/17/23	Baker & Taylor	1000-000	1,665.72
70112a	5/17/23	VOID	1000-000	

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

23

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70113	5/17/23	Batteries + Bulbs	1000-000	6.67
70114	5/17/23	Black Stone Publishing	1000-000	1,193.06
70115	5/17/23	Joyce Christine Boike	1000-000	95.64
70116	5/17/23	Sheila Capistran	1000-000	66.81
70117	5/17/23	Cherry Road Media	1000-000	150.00
70118	5/17/23	Dakota Mailing & Shipping Equip., Inc.	1000-000	113.05
70119	5/17/23	Duluth Public Library	1000-000	25.00
70120	5/17/23	Anders Valley Publishing, LLC	1000-000	40.00
70121	5/17/23	Garrick Theatre LLC	1000-000	170.00
70122	5/17/23	Laura Gullickson	1000-000	99.09
70124	5/17/23	Jodi Harrington	1000-000	31.44
70125	5/17/23	Chelsi Johnson	1000-000	14.41
70126	5/17/23	Megan Krueger	1000-000	79.91
70127	5/17/23	Brenda Labine	1000-000	60.92
70128	5/17/23	Cassidy Manninen	1000-000	16.38
70129	5/17/23	Julia Miller	1000-000	17.69
70130	5/17/23	Heidi Moore	1000-000	13.10
70131	5/17/23	Moorhead Parks and Recreation	1000-000	150.00
70132	5/17/23	ODP Business Solutions, LLC	1000-000	68.86
70133	5/17/23	Overdrive, Inc.	1000-000	5,723.73
70133a	5/17/23	VOID	1000-000	
70135	5/17/23	Shortprinter	1000-000	295.00
70136	5/17/23	Philip Spooner	1000-000	191.26
70137	5/17/23	Christy Underlee	1000-000	45.20
eft-5/19/23-1	5/19/23	Mutual of Omaha	1000-000	106.40
	5/22/23	Tidio	2010-000	18.00
70138	5/24/23	Baker & Taylor	1000-000	220.75
70139	5/24/23	Barnesville Record-Review	1000-000	197.00
70140	5/24/23	Black Stone Publishing	1000-000	38.88
70141	5/24/23	Clayton Briggs	1000-000	151.70
70142	5/24/23	DEMCO	1000-000	99.45
70143	5/24/23	LuAnn Durant	1000-000	151.37
70144	5/24/23	Farmers Independent	1000-000	69.30

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

24

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70145	5/24/23	FM Area Foundation	1000-000	1,890.00
70146	5/24/23	Forum Communications Company	1000-000	710.48
70147	5/24/23	The Forum	1000-000	291.20
70148	5/24/23	Laura Gullickson	1000-000	137.59
70149	5/24/23	Jodi Harrington	1000-000	106.12
70150	5/24/23	Linda Holecek	1000-000	118.95
70151	5/24/23	Steve Jacobson	1000-000	41.92
70152	5/24/23	Chelsi Johnson	1000-000	32.10
70153	5/24/23	Charles Johnson	1000-000	60.00
70154	5/24/23	Terry Kalil	1000-000	60.00
70155	5/24/23	KDLM-AM/FM	1000-000	153.00
70156	5/24/23	Brenda Labine	1000-000	14.41
70157	5/24/23	Lakes Digital Sign Guys, LLC	1000-000	159.00
70158	5/24/23	Mahnomen Pioneer	1000-000	54.00
70159	5/24/23	Julie Malmanger	1000-000	52.34
70160	5/24/23	Metropolitan Life Insurance Company	1000-000	1,094.41
70161	5/24/23	Minnesota Public Radio	1000-000	615.02
70162	5/24/23	NCPERS Group Life Ins.	1000-000	176.00
70163	5/24/23	Newman Digital	1000-000	150.00
70164	5/24/23	Norman County Index	1000-000	38.00
70165	5/24/23	Asha Osborn	1000-000	80.00
70166	5/24/23	Overdrive, Inc.	1000-000	6,406.86
70166a	5/24/23	VOID	1000-000	
70167	5/24/23	Shortprinter	1000-000	160.15
70168	5/24/23	Philip Spooner	1000-000	119.87
70169	5/24/23	Mark Titera	1000-000	133.90
70170	5/24/23	Christy Underlee	1000-000	7.86
70171	5/24/23	Gary Willhite	1000-000	91.70
70172	5/24/23	Connie Wood	1000-000	120.26
eft-5/24/23-1	5/24/23	Lake Agassiz Regional Library	1010-000	120,000.00
eft-5/24/23-2	5/24/23	Lake Agassiz Regional Library	1000-000	62,000.00
eft-5/25/23-1	5/25/23	Arvig	1000-000	182.06
eft-5/25/23-2	5/25/23	Arvig	1000-000	32.39
eft-05/25/23-1	5/25/23	WEX Health, Inc.	1000-000	101.75

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

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
eft-5/26/23-1	5/26/23	WEX - HSA Contributions	1000-000	863.38
cc-5/26/23-1	5/26/23	Sangoma US	2010-000	131.46
cc-5/26/23-2	5/26/23	Sangoma US	2010-000	131.46
eft-5/31/23-1	5/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-5/31/23-2	5/30/23	Garden Valley Telephone Company	1000-000	76.33
eft-5/31/23-3	5/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-5/31/23-4	5/30/23	Garden Valley Telephone Company	1000-000	40.86
eft-5/31/23-5	5/31/23	Federal Income Tax deposit	1000-000	17,979.19
eft-5/31/23-6	5/31/23	Minnesota State Income Tax	1000-000	1,632.00
eft-5/31/23-7	5/31/23	ING (Deferred Compensation)	1000-000	1,601.79
eft-5/31/23-8	5/31/23	Public Employees Retirement Association	1000-000	11,168.67
eft-5/31/23-9	5/31/23	LARL Payroll	1005-000	62,050.14
70173	5/31/23	Burggraf's Ace Hardware Moorhead	1000-000	6.18
70174	5/31/23	AFSCME Council 65	1000-000	520.38
70175	5/31/23	AFSCME PEOPLE	1000-000	46.00
70176	5/31/23	Alliance Courier	1000-000	1,480.78
70177	5/31/23	Baker & Taylor	1000-000	2,458.65
70177a	5/31/23	VOID	1000-000	
70177b	5/31/23	VOID	1000-000	
70178	5/31/23	Black Stone Publishing	1000-000	681.96
70179	5/31/23	Kendlynn Evje	1000-000	58.30
70180	5/31/23	Jodi Harrington	1000-000	43.24
70181	5/31/23	HPR, LLC	1000-000	350.00
70182	5/31/23	Chelsi Johnson	1000-000	66.17
70183	5/31/23	Megan Krueger	1000-000	34.06
70184	5/31/23	Heidi Moore	1000-000	19.65
70185	5/31/23	Amy Nelson	1000-000	17.03
70186	5/31/23	ODP Business Solutions, LLC	1000-000	398.90
70187	5/31/23	Overdrive, Inc.	1000-000	3,406.71
70188	5/31/23	Payroll Professionals, Inc.	1000-000	130.35
70189	5/31/23	Shortprinter	1000-000	445.00
70190	5/31/23	Christy Underlee	1000-000	70.09
Total				677,164.50