

**LARL BOARD OF TRUSTEES
FULL BOARD MEETING**

Date: Thursday, January 18, 2024

Time: 5:30 p.m.

Meeting Notice:

The LARL Board will hold its scheduled meeting Thursday, January 18th at 5:30 p.m. via Zoom. LARL Executive Director, Liz Lynch will lead the meeting from the lower level meeting room at the Moorhead Public Library, 118 5th St S, Moorhead.

NOTE: If you're unable to attend this meeting or would like to request a Zoom link, please email Liz at lynchl@larl.org by noon on the day of the meeting.

AGENDA

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

- 5:35 **2. MINUTES OF THE NOVEMBER 16, 2023 FULL BOARD MEETING**
 Enclosed (page 4)

Recommended Motion: Move to approve the November 16, 2023 Full Board Meeting Minutes as presented.

- 5:40 **3. WELCOME TO NEW BOARD MEMBERS AND INTRODUCTIONS** - Kalil
- a. **Welcome to New Trustee**
 - a. Tim Menard, City of Crookston
 - b. **Administer Oath of Office**

- 5:45 **4. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 7)

- 5:50 **5. FINANCE COMMITTEE REPORT** – Jacobson

- a. **Approval of List of Authorized Institutions**

Recommended Motion: Move to approve the list of authorized institutions for 2024 as reviewed and recommended by the Finance Committee: Bell State Bank and Edward Jones.

(over)

b. 2024 Final Budget

Draft enclosed (page 11)

Recommended Motion: Move to approve the 2024 Budget as reviewed and recommended by the Finance Committee.

c. Designated Funds

Draft enclosed (page 13)

Recommended Motion: Move to approve the 2024 Designated Funds as reviewed and recommended by the Director and the Finance Committee.

6:10 6. DIRECTOR'S REPORT – Lynch**a. Director's Written Report**

Enclosed (page 14)

6:20 7. Moorhead Library/LARL Headquarters Building Project – Lynch and Caroon**6:30 8. PRESIDENT'S REPORT – Kalil****a. 2024 Board Meeting Schedule**

Enclosed (page 16)

Recommended Motion: Move to approve the 2024 Board Meeting Schedule as presented.

b. 2024 Board Committee Assignments

Enclosed: Board Committee Assignments Draft (page 17)

Recommended Motion: Move to approve the 2024 Board Committee Assignments as presented.

(continued)

6:55 9. BOARD MEMBER REPORTS:

Becker County – Terry Kalil, Barry Nelson

Breckenridge – Linda Holecek

Clay County – David Ebinger

Clearwater County – Mark Titera

Crookston – Tim Menard

Detroit Lakes – Connie Wood

Mahnomen – LuAnn Durant

Mahnomen County – David Geray

Moorhead – Laura Caroon, Charley Johnson & Chizuko Shastri

Norman County – Steve Jacobson

Polk County – Gary Willhite

Wilkin County – Rick Busko

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

Northern Lights Library Network – Linda Holecek and Linda Schell

7:10 10. OTHER

7:15 11. ADJOURNMENT

MISC. ITEMS ENCLOSED:

- a. Check Register – December 2023 (page 18)

UPCOMING MEETINGS/EVENTS

Book Blizzard Winter Reading Program, January - February 2024

All LARL Locations Closed:

- **Martin Luther King Jr. Day, January 15, 2024**
- **Presidents' Day, February 19, 2024**

Executive Committee Meeting (as needed),

February 15 at 5:30 p.m. at Moorhead Public Library

Full Board Meeting

March 21 at 5:30 p.m. at Moorhead Public Library, lower level

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

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

A meeting of the Lake Agassiz Regional Library Full Board was held on Thursday, November 16, 2023. Vice President Ebinger called the meeting to order at 5:30 pm.

Board Members Present: Briggs, Ebinger, Durant, Jacobson, Holecek, Nelson, Shastri, Titera, Willhite, Wood.

Board Members Absent: Busko, Caroon, Geray, Johnson, Kalil (*President*).

Others Present: Lynch, Sprynczynatyk

PUBLIC INPUT

None

APPROVAL OF AGENDA

Sprynczynatyk requested the addition of item 3a in the Financial report with the topic Minnesota Employee Sick and Safe Time (ESST).

(Briggs/Wood) Move to approve the meeting agenda as amended with the addition of the Minnesota Employee Sick and Safe Time topic. MCU.

MINUTES OF THE SEPTEMBER 21, 2023 FULL BOARD MEETING

(Nelson/Titera) Move to approve the Minutes of the September 21, 2023 Full Board Meeting as presented. MCU.

FINANCIAL REPORT

Sprynczynatyk noted that a meeting of the Finance Committee was held before the Full Board meeting. The 2024 Budget was discussed regarding LARL receiving over \$240,000 more than previously budgeted. The excess funding will go to covering the \$112,000 shortfall previously budgeted, the new Youth Services Supervisor position the Board recently approved, and saving for costs associated with the new LARL Regional Office and Moorhead Public Library building.

With 83.33% of the year complete, 80.56% of budgeted expenses have been spent. Personnel Expenses are at 79.65% of budget, due to open positions and turnover. Delivery Services at 71.82% of budget is low due to the delivery company having staffing issues last summer, causing deliver to not happen several days. Furniture & Equipment at 152.09% of budget is due to LARL buying 3 needed book drops.

Sprynczynatyk discussed the new Minnesota Employee Sick and Safe Time (ESST) law that will be going into effect January 1, 2024. LARL's current sick time accrual can be used to satisfy the requirements of the law for employees that work 15 hours per week or more.

(over)

Minutes of the November 16, 2023 Full Board Meeting – Page 2

FINANCIAL REPORT - continued

To accomplish this, LARL will have to allow the current sick time to be used for the additional required uses of ESST. LARL will also need to have a policy for employees who are scheduled to work less than 15 hours per week, where they will earn .0333 hours of ESST for every hour they would, which corresponds to the laws requirement of 1 hour of ESST for every 30 hours worked.

The Board asked Sprynczynatyk to inform the Union of LARL's plan to use LARL's current sick leave, with the additional allowable uses to satisfy the ESST requirements.

In December, an updated Working Guidelines for Supervisory and Confidential employees reflecting ESST, a policy following the ESST requirements for employees working less than 15 hours per week, as well as any agreements the Union may request regarding ESST will be brought to the Executive Committee for approval.

DIRECTOR'S REPORT

Lynch discussed her written report and also discussed that LARL is having issues filling some positions due to pay issues.

Lynch thanked Briggs for 9 years of service on the LARL Board.

NOMINATING COMMITTEE

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

(Nelson/Wood) Move to approve the slate of Executive Board members for 2024 with President – Kalil, Vice President – Ebinger, Treasurer – Jacobson, Members-At-Large – Caroon and Willhite. MCU.

BOARD MEMBER REPORTS:

Becker County (Kalil-absent, Nelson)

Nelson discussed an event held across from the Cormorant LINK Site at the old jail, a haunted house was put on and in 4 days over 1000 people attended.

Breckenridge (Holecek)

No report.

Clay County (Ebinger)

Clay County DMV currently in the Center Mall might relocate in the Center Mall while the new building is being built.

Clearwater County (Titera)

No report.

Minutes of the November 16, 2023 Full Board Meeting – Page 3**Crookston** (Briggs)

The City has been working to get things updated at the Library. Several projects have taken place the last few years.

Detroit Lakes (Wood)

The Library building is evolving and the City is working to help out with updates. They are enjoying working with the new Library Director, Pamela Westby.

City of Mahanomen (Durant)

No report.

Mahanomen County (Geray-absent)

No report.

Moorhead (Caroon, Johnson, Shastri)

Moorhead has seen an increase in demand for Technology Services, Meeting Room space and partners in community service (such as Lutheran Social Services). The Moorhead Friends is going to participate in Giving Hearts Day.

Norman County (Jacobson)

No report.

Polk County (Willhite)

No report.

Wilkin County (Busko-absent)

No report.

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

No report.

Northern Lights Library Network (Holecek/Schell-absent)

No report.

OTHER

The meeting adjourned at 6:06.

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

100%
Preliminary

	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	\$ 415,295	\$ 415,295	0	100.00
Detroit Lakes	0	242,785	242,785	0	100.00
Clay County	0	318,265	318,265	0	100.00
Moorhead	0	807,550	807,550	0	100.00
Clearwater County	0	112,775	112,775	0	100.00
Mahnomen County	0	46,995	46,995	0	100.00
Mahnomen	0	23,285	23,285	0	100.00
Norman County	0	108,300	108,300	0	100.00
Polk County	0	290,870	290,870	0	100.00
Crookston	0	234,745	234,745	0	100.00
Wilkin County	0	58,390	58,390	0	100.00
Breckenridge	0	95,875	95,875	0	100.00
Total Signatory Funding	0	2,755,130	2,755,130	0	100.00
<i>Grants</i>					
Basic Support - MN (RLBSS)	0	722,805	599,105	(123,700)	120.65
Reg Library Telecom Aid (RLTA)	19,068	162,179	162,180	1	100.00
Total Grants	19,068	884,984	761,285	(123,699)	116.25
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	416	6,252	8,000	1,748	78.15
Printing Revenue	1,752	18,936	16,100	(2,836)	117.61
Fax Revenue	493	4,263	5,000	737	85.26
Microfilm Revenue	3	100	200	100	50.00
Photocopy Revenue	1,071	7,662	7,500	(162)	102.16
Book/Furniture Sale Revenue	34	6,096	0	(6,096)	0.00
Interest/Dividend Income	6,559	82,050	50,000	(32,050)	164.10
Investment Value Change	42,711	22,048	0	(22,048)	0.00
Lost/Damaged Property	502	4,764	5,500	736	86.62
Other Income	0	550	0	(550)	0.00
Total Miscellaneous Revenue	53,541	152,721	92,300	(60,421)	165.46
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	48,700	48,700	0	100.00
MNLink Server Site Payments	251	3,016	3,000	(16)	100.53
Total Joint Automation Revenue	251	51,716	51,700	(16)	100.03
Fund Balance/Shortfall	0	0	38,165	38,165	0.00
Total General Fund Revenue	72,860	3,844,551	3,698,580	(145,971)	103.95
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	175,067	1,892,121	1,956,250	64,129	96.72
Payroll Taxes	13,022	141,759	151,350	9,591	93.66
Retirement - PERA	12,780	138,948	146,050	7,102	95.14
Health Insurance	27,835	351,607	362,550	10,943	96.98
Unemployment Taxes	0	3,798	0	(3,798)	0.00
Life Insurance	108	1,209	1,300	91	93.00
Workers Compensation Insurance	249	2,961	3,200	239	92.53
Other Employee Benefits	121	1,452	1,650	198	88.00
Total Personnel	229,182	2,533,855	2,622,350	88,495	96.63
<i>Automation/Cataloging</i>					
Automation	15,013	169,282	159,650	(9,632)	106.03
Support - App	0	2,890	3,900	1,010	74.10
Remote Printing	282	3,389	3,450	61	98.23
Catalog Item Records	1,116	13,120	12,600	(520)	104.13
Supplies - Computer	711	5,797	5,000	(797)	115.94
Supplies - Technical Services	1,927	5,414	6,000	586	90.23
Total Automation/Cataloging	19,049	199,892	190,600	(9,292)	104.88

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 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	2,022	12,400	12,400	0	100.00
Programming - Adult	899	4,347	2,500	(1,847)	173.88
Total Library Programming	2,921	16,747	14,900	(1,847)	112.40
Staff Development					
Staff Training & Development	(228)	12,266	10,000	(2,266)	122.66
Total Staff Development	(228)	12,266	10,000	(2,266)	122.66
Mileage/Board Meeting Expense					
Mileage - Staff	1,760	24,306	20,500	(3,806)	118.57
Regional Board Meetings	194	5,378	5,400	22	99.59
Total Mileage/Board Meeting Expenses	1,954	29,684	25,900	(3,784)	114.61
Other Expenses					
Accounting/Bank Fees	880	17,448	17,400	(48)	100.28
Attorney Fees	0	0	1,000	1,000	0.00
Bus. Office Software/Supplies	0	1,835	2,000	165	91.75
Delivery Services	6,279	53,597	59,500	5,903	90.08
Director's Discretionary	0	175	2,500	2,325	7.00
Insurance - General/Property	1,846	21,996	22,200	204	99.08
Leases	135	27,669	27,700	31	99.89
Maintenance Contracts	2,368	12,266	11,402	(864)	107.58
Memberships	0	1,111	1,050	(61)	105.81
Minnesota Director's Fund	0	2,275	2,250	(25)	101.11
Miscellaneous Expense	0	0	2,500	2,500	0.00
PIO: Printing/Advertising	1,780	17,225	16,500	(725)	104.39
Postage	826	3,848	3,800	(48)	101.26
Recruitment	160	3,105	7,000	3,895	44.36
Repairs - Equipment	0	400	2,500	2,100	16.00
Supplies - Copier/Fax/Microfilm	0	660	750	90	88.00
Supplies - Office	636	7,770	7,998	228	97.15
Supplies - Public Services	1,215	5,205	6,000	795	86.75
Telephone/Telecom	2,199	17,256	22,000	4,744	78.44
Total Other Operating Expenses	18,324	193,841	216,050	22,209	89.72
Regional Library Telecom Aid (RLTA)	19,068	162,180	162,180	0	100.00
Transportation					
Vehicle Expenses	20	20	1,600	1,580	1.25
Total Transportation	20	20	1,600	1,580	1.25
Materials					
Audio Visual	1,350	35,181	50,000	14,819	70.36
Digital	7,122	131,207	120,000	(11,207)	109.34
Online Resources	649	7,720	8,000	280	96.50
Periodicals	697	18,952	21,000	2,048	90.25
Print	9,994	220,308	216,000	(4,308)	101.99
Total Materials	19,812	413,368	415,000	1,632	99.61
Capital Expenditures					
Furniture & Equipment	0	15,209	10,000	(5,209)	152.09
Software & Hardware Upgrades	25,800	28,966	30,000	1,034	96.55
Total Capital Expenditures	25,800	44,175	40,000	(4,175)	110.44
Total General Fund Expenditures	335,902	3,606,028	3,698,580	92,552	97.50
General Fund Revenue Over Expenditures	\$ (263,042)	\$ 238,523	\$ 0	(238,523)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Twelve Months Ending December 31, 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	\$ 5,657	\$ 75,999	\$ 0	(75,999)	0.00
Endowment Revenue	0	0	0	0	0.00
Telecom/E-rate Funds	8,877	16,777	0	(16,777)	0.00
Legacy Grant Revenue	1,131	141,152	0	(141,152)	0.00
Miscellaneous Local Grants	10,167	33,800	0	(33,800)	0.00
Northern Lights LN Funds	0	2,679	0	(2,679)	0.00
Total Special Projects Revenue	25,832	270,407	0	(270,407)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	224	5,005	0	(5,005)	0.00
Donations - Materials: A/V	0	10	0	(10)	0.00
Donations - Materials: Other	0	2,440	0	(2,440)	0.00
Donations - Miscellaneous	678	14,013	0	(14,013)	0.00
Donations - Book Truck	0	0	0	0	0.00
Legacy Grant Expense	1,131	141,153	0	(141,153)	0.00
Telecom/E-rate Expenses	8,877	16,777	0	(16,777)	0.00
Misc. Local Grant Expense	5,278	28,911	0	(28,911)	0.00
Northern Lights LN e-Books	0	2,679	0	(2,679)	0.00
Projects from Designated Funds:					
Total Special Projects Miscellaneous	16,188	210,988	0	(210,988)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	1,026	16,782	0	(16,782)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	1,026	16,782	0	(16,782)	0.00
Total Special Projects Expenditures	17,214	227,770	0	(227,770)	0.00
Special Proj Rev Over (Under) Expend	\$ 8,618	\$ 42,637	\$ 0	(42,637)	0.00
GRAND TOTAL REVENUE	98,692	4,114,958	3,698,580	(416,378)	111.26
GRAND TOTAL EXPENDITURES	353,151	3,833,994	3,698,580	(135,414)	103.66
CHANGE IN FUND BALANCE	\$ (254,459)	\$ 280,964	\$ 0	(280,964)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
December 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)	\$ 62,186	54,921	7,265	59,053	3,133
Cash - Payroll (Bell Bank)	6,496	7,898	(1,402)	4,858	1,638
Cash - Savings (Bell Bank)	1,071,781	1,321,921	(250,140)	877,039	194,742
Petty Cash	560	560	0	560	0
Investment Account	1,533,322	1,487,167	46,155	1,461,501	71,821
Accounts Receivable	1,227	0	1,227	1,309	(82)
Prepaid Expenses	33,920	38,429	(4,509)	38,666	(4,746)
Leased Assets	79,331	79,331	0	77,387	1,944
Accum Amort - Leased Assets	(52,426)	(52,304)	(122)	(26,532)	(25,894)
Subscription Assets	57,471	39,840	17,631	39,840	17,631
Accum Amort - Subscription	(15,045)	0	(15,045)	0	(15,045)
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	84,977	84,977	0	79,658	5,319
Amount Provided - LTD	112,338	92,995	19,343	116,631	(4,293)
Total Assets	\$ 3,143,283	3,322,880	(179,597)	2,897,115	246,168
LIABILITIES					
Accounts Payable	\$ 81,269	21,810	59,459	64,891	16,378
Credit Card Payable	0	5,500	(5,500)	0	0
Amazon Charge Account	0	0	0	0	0
Accrued Salaries Payable	77,856	80,031	(2,175)	80,031	(2,175)
Accrued Sick Leave Payable	24,074	18,412	5,662	18,412	5,662
Accrued Vacation Payable	42,925	45,253	(2,328)	45,253	(2,328)
Payroll Tax Payable - ND	0	240	(240)	0	0
Dental Insurance Payable	0	(1,078)	1,078	0	0
Vision Insurance Payable	0	(34)	34	0	0
AFLAC Payable	112	112	0	112	0
Flexible Spending - Medical	2,160	2,343	(183)	1,174	986
Sales Tax Payable	753	504	249	586	167
Deferred Revenue	438,555	438,223	332	463,053	(24,498)
Lease Liability	27,708	27,820	(112)	51,455	(23,747)
Total Liabilities	695,412	639,136	56,276	724,967	(29,555)
FUND BALANCES					
Fund Balance - Unreserved	140,187	124,066	16,121	257,949	(117,762)
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	26,905	27,027	(122)	50,855	(23,950)
Reserve for Subscriptions	24,795	31,945	(7,150)	31,945	(7,150)
Reserve for Donations	56,265	56,265	0	56,265	0
Reserve for Endowments	84,977	84,977	0	79,659	5,318
Change in Fund Balance	280,966	535,425	(254,459)	(128,564)	409,530
Total Fund Balances	2,430,240	2,675,850	(245,610)	2,164,254	265,986
Total Liabilities & Fund Bal.	\$ 3,125,652	3,314,986	(189,334)	2,889,221	236,431

LAKE AGASSIZ REGIONAL LIBRARY

2024

DRAFT FINAL BUDGET

WITH COMPARISON TO PRELIMINARY BUDGET AND 2023 BUDGET

Approved: _____

CATEGORY	2023 Budget	2024 Prelim Budget (6/23)	2024 Budget	Change from 2024 Prelim to 2024 Final		Change from 2023 Final to 2024 Final	
Personnel	2,622,350	2,763,750	2,828,600	64,850	2.3%	206,250	7.3%
Library Materials	415,000	425,400	430,400	5,000	1.2%	15,400	3.6%
Automation/Cataloging	190,600	198,300	197,750	(550)	-0.3%	7,150	3.6%
Programming & Staff Develop.	24,900	24,900	35,000	10,100	40.6%	10,100	28.9%
Mileage & Board Meetings	25,900	25,900	30,200	4,300	16.6%	4,300	14.2%
Regional Library Telecom Aid	162,180	162,180	168,305	6,125	3.8%	6,125	3.6%
Other Operating Expenses	216,050	213,424	220,633	7,209	3.4%	4,583	2.1%
Vehicle Expenses	1,600	1,600	1,600	-	0.0%	-	0.0%
Capital Expenses	40,000	40,000	89,000	49,000	122.5%	49,000	55.1%
Total Budget	3,698,580	3,855,454	4,001,488	146,034	3.8%	302,908	7.6%

(OVER)

LAKE AGASSIZ REGIONAL LIBRARY

2024

Final Budget

Approved: _____

	2023	2024	2024	Change from		Change from	
REVENUE	Budget	Prelim Budget (6/23)	Final	2024 Prelim to 2024 Final		2023 Final to 2024 Final	
Becker County	415,295	427,690	427,690				
Detroit Lakes	242,785	248,010	248,010				
Clay County	318,265	326,320	326,320				
Moorhead	807,550	824,280	824,280				
Clearwater County	112,775	115,610	115,610				
Mahnomen County	46,995	48,020	48,020				
Mahnomen	23,285	23,800	23,800				
Norman County	108,300	111,410	111,410				
Polk County	290,870	299,320	299,320				
Crookston	234,745	238,550	238,550				
Wilkin County	58,390	59,690	59,690				
Breckenridge	95,875	97,430	97,430				
SUB-TOTAL	2,755,130	2,820,130	2,820,130	-	0.0%	65,000	2.4%
GRANTS							
State Basic Support	599,105	605,000	846,503				
Regional Library Telecom Aid	162,180	162,180	168,305				
TOTAL GRANTS	761,285	767,180	1,014,808	247,628	32.3%	253,523	33.3%
OTHER REVENUE							
Miscellaneous	92,300	101,700	112,700				
Joint Automation	51,700	53,950	53,850				
Fund Balance/Shortfall	38,165	112,494	-				
TOTAL OTHER REVENUE	182,165	268,144	166,550	(101,594)	-37.9%	(15,615)	-8.6%
TOTAL REVENUE	3,698,580	3,855,454	4,001,488	146,034	3.8%	302,908	8.2%
EXPENDITURES							
Operating	3,658,580	3,815,454	3,916,638				
Capital	40,000	40,000	84,850				
TOTAL EXPENDITURES	3,698,580	3,855,454	4,001,488	146,034	3.8%	302,908	8.2%
			-				

LAKE AGASSIZ REGIONAL LIBRARY
2024 Designated Fund Balances

Approved: _____

<u>Designated Fund</u>	<u>12/31/2022 Balance</u>	<u>12/31/2023 Balance</u>	<u>Management Recommendation</u>
3075 Branch Improvements	20,000	20,000	75,000
3065 Consultant Study	9,500	10,000	10,000
3010 Employee Severance	21,000	21,000	30,000
3087 Health Insurance	21,000	21,000	22,000
3090 Joint Automation Project - LARL & NWRL	107,000	101,000	81,000
3060 Library Materials	30,000	30,000	30,000
3072 Outreach Services	20,000	20,000	20,000
3005 Operating Reserve (33%)	1,175,000	1,221,000	1,321,000
3040 Photocopiers/Printers/Scanners	10,000	10,000	10,000
3050 Professional Recruitment	5,000	5,000	5,000
3030 RO Furniture, Paint, & Equipment	10,000	15,000	60,000
3035 Special Projects	20,000	20,000	20,000
3080 Staff Development	20,000	20,000	20,000
3025 Technology Upgrades	46,000	46,000	50,000
3015 Unemployment Compensation	48,000	49,000	53,000
3020 Vehicle Replacement	30,000	40,000	40,000
TOTALS	<u>\$1,592,500</u>	<u>\$1,649,000</u>	<u>\$1,847,000</u>

Monthly Report to the Board**Meeting Date: January 18, 2024****From: Liz Lynch, Executive Director****Director's Meetings**

December: Barnesville Renovation Project/Site Visit, 11; Interviews, 11; Barnesville Project, 12; DNR Park Pass Meeting, 14; Moorhead Community Center & Library Project (MCCLP), 15; City of Moorhead Lease/Budget Discussion, 18; Interviews, 19; Meeting with Randy Stefanson and Steve Aakre, 20; Interviews, 21; Executive Committee, 22

January: MLA Legislative Committee, 3; Bagley interview and site visit, 4; MCCLP, 5; NWLINKS Meeting, 9; MCCPLP, 12

LARL Staffing

New employees: Welcome to Barb Davis, Adult Services Supervisor, Moorhead Public Library; Candice Rosin, Youth Services Supervisor, Moorhead Public Library; Kathleen Ryan, Library Associate, Moorhead Public Library; Olivia Lepage, Library Assistant, Moorhead Public Library and Marita Markeson, Hawley Public Library Substitute;

Congratulations to Elizabeth Hepola, Frazee LINK Site Coordinator. Elizabeth previously worked at the Detroit Lakes Public Library.

Thank you to Sandra Duval for her past service as the Frazee LINK Site Coordinator and for her willingness to continue to sub in LARL locations.

Open positions:

Librarian (Associate) in Crookston (14 hours)

Library Assistants in Detroit Lakes (14 hours)

Substitutes in Ada and Hawley

LARL News

Attorney Retirement: After decades of dedicated service to LARL, Randy Stefanson of Stefanson Law has retired. Steven Aakre of Stefanson Law has agreed to work with LARL moving forward. Aakre is familiar with LARL and previously assisted in union negotiations in Randy's absence.

Library Use in 2023:

- Circulation of library materials was up by 4%, with a total circulation of 734,473 items. Over 512,000 physical items were checked out in 2023.
- Digital Circulation in **OverDrive eBooks, eAudiobooks, and eMagazines** was up 17.37% over the previous year. Total digital circulation including both **OverDrive and Hoopla** saw a total circulation of 222,434!
- Computer Use was up by 10% over the previous year. Total computer-use for the 13 libraries = 36,311 sessions.
- Customer printing through the use of the **Princh** app was up significantly.
- LARL experienced more "New Customers" in 2023 than in any of the previous seven years! By breaking down barriers and allowing customers to sign-up for a library card online, library card registration increased significantly.
- Program attendance for the region exceeded 14,000 individuals.

Aspen:

On January 16, LARL will launch Aspen, a new discovery layer for the LARL online catalog. This new discovery layer will allow customers to search the regular LARL catalog, OverDrive, Hoopla and more in one simple search.

Martin Luther King Jr Celebration:

LARL is partnering with MN Dept. of Human Services and the Governor's 38th Annual Dr. Martin Luther King Jr. Day Celebration and Events by providing an opportunity for community to reflect and build on the legacy of Dr. King, and strengthen connections. From January 16 through the end of the month, LARL locations have been encouraged to participate by offering the following:

- **Stickers** will be handed out celebrating the legacy of Dr. Martin Luther King, Jr.
- **Storytimes** may be offered using a selection of books celebrating Martin Luther King or other related subjects
- **Displays** will available displaying books on diversity
- **Collections in OverDrive and Aspen** - digital collections of related material will be available for browsing online

Hot Reads for Cold Nights:

LARL is currently hosting the annual winter reading program for adults, *Hot Reads for Cold Nights*. Library customers are encouraged to track the number of books read during the months of January and February for a chance to win prizes.

Statewide News:**Threatening Robo-Calls to Libraries:**

Libraries across the state have been receiving robo-calls threatening the safety of library staff and customers. On January 5th, the Crookston, Detroit Lakes and Moorhead Public Libraries received the calls, in addition to libraries in Great River Regional Library, East Central Regional Library, Viking Library System and more. The threats continued in the MSP metro and surrounding area on January 9. LARL has protocol in place for dealing with the threats. While none of the threats have been considered credible to-date, LARL will take each threat seriously with calls to 911 and following lock-down or evacuation protocol.

Minnesota Library Association's (MLA) 2024 Legislative Session:

I will be serving as the MLA Legislative Co-Chair in 2024. This will be my last year in this position. In 2024, we will be tentatively seeking legislation regarding the following:

- \$20M in Bonding for Public Libraries and an increase in the cap to \$2M
- Funding for period products and opioid antagonists in public libraries.
- A new position in State Library Services to support School Media Specialists.
- A new definition of Multitype Multicounty Library Systems (MCMT).
- Banning guns in public libraries, with optional with local control.

MLA's Library Legislative Day:

Library Legislative Day will be held at the Capitol on Monday, February 26 from 9-3:00.



LARL BOARD OF TRUSTEES 2024 MEETING SCHEDULE

DRAFT

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

Month/Date	Group	Location	Special Topic
January 18	Finance & Full Board	Zoom Finance meets at 5:00 Full Board meets at 5:30	Adopt 2024 Final Budget
February 15	Executive	Moorhead @ 5:30	
March 21	Full Board	Moorhead @ 5:30	Audit Report
April 18	Executive/ Finance	Moorhead @ 5:30	Draft 1/ 2025 Preliminary Budget
May 16	Full Board	Moorhead @ 5:30	Draft 2/ 2025 Preliminary Budget Review
June 20	Finance & Full Board	Moorhead Finance meets at 5:00 Full Board meets at 5:30	Adopt 2025 Preliminary Budget
July 18	Executive	Moorhead @ 5:30	
August 15	Executive	Moorhead @ 5:30	
September 19	Full Board	Moorhead @ 5:30	
October 17	Executive	Moorhead @ 5:30	
November 21	Full Board	Moorhead @ 5:30	Elections
December 19	Executive	Moorhead @ 5:30	



LARL BOARD OF TRUSTEES 2024 COMMITTEE ASSIGNMENTS

DRAFT

Presented 01/18/2024 by Chair Kalil

Signatory	Executive	Finance	Personnel	Nominations	Northern Lights Library Network (NLLN)
Becker County	P-Terry Kalil	**Kalil	**Kalil *Nelson	**Kalil	
Breckenridge					Holecek
Clay County	VP-Ebinger	Ebinger			
Clearwater County		Titera			
Crookston				Menard	
Detroit Lakes			Wood	*Wood	
Mahnomen			Durant	Durant	
Mahnomen County			Geray		
Moorhead	Caroon	Caroon	Johnson	Shastri	
Norman County	T-Jacobson	*Jacobson			
Polk County	Willhite				
Wilkin County				Busko	
					Schell

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

*Chairperson

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

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

M: Board of Trustees/Committee Assignments/2024

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	12/1/23	Apple Store	2010-000	2.99
eft-12/1/23-1	12/1/23	Fidelity Security Life	1000-000	344.82
eft-12/01/23-1	12/1/23	Lakes Country Service Cooperative	1000-000	27,920.10
cc-12/01/23-1	12/1/23	SR Fax	2010-000	39.72
eft-12/2/23-1	12/2/23	Attendance On Demand	1000-000	240.00
eft-12/03/23-1	12/3/23	Pitney Bowes Purchase Power	1000-000	402.50
eft-12/3/23-1	12/3/23	Arvig	1000-000	39.89
eft-12/3/23-2	12/3/23	Arvig	1000-000	89.54
eft-12/3/23-3	12/3/23	Arvig	1000-000	89.54
eft-12/3/23-4	12/3/23	Arvig	1000-000	97.92
eft-12/3/23-5	12/3/23	Arvig	1000-000	97.12
cc-12/04/23-1	12/4/23	US Postal Service	2010-000	70.00
cc-12/04/23-2	12/4/23	US Postal Service	2010-000	152.00
eft-12/5/23-1	12/5/23	Amazon Capital Services	1000-000	2,358.85
eft-12/6/23-1	12/6/23	Cardmember Service	1000-000	3,343.27
70862	12/6/23	Baker & Taylor	1000-000	1,330.66
70863	12/6/23	Black Stone Publishing	1000-000	325.83
70864	12/6/23	Shella Capistran	1000-000	22.27
70865	12/6/23	Carlton Moe Construction	1000-000	1,076.09
70866	12/6/23	Cavendish Square	1000-000	131.45
70867	12/6/23	Becky Christensen	1000-000	47.82
70868	12/6/23	Ricky S Crume	1000-000	2,500.00
70869	12/6/23	Custom Graphics, Inc.	1000-000	217.00
70870	12/6/23	Heather DeBoer	1000-000	30.79
70871	12/6/23	Laura Gullickson	1000-000	30.79
70872	12/6/23	Caese Haroldson	1000-000	58.30
70873	12/6/23	Jodi Harrington	1000-000	21.62
70874	12/6/23	Chelsi Johnson	1000-000	49.79
70875	12/6/23	Megan Krueger	1000-000	102.18
70876	12/6/23	Brenda Labine	1000-000	14.41
70877	12/6/23	Liz Lynch	1000-000	125.76
70878	12/6/23	Amy Nelson	1000-000	41.92
70879	12/6/23	New Century Press	1000-000	375.00
70880	12/6/23	Overdrive, Inc.	1000-000	1,404.11

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70881	12/6/23	Rochester Telecom Systems Inc.	1000-000	26.21
70881a	12/6/23	VOID	1000-000	
70882	12/6/23	Shortprinter	1000-000	11.50
70883	12/6/23	Hillary Stevens	1000-000	91.05
70884	12/6/23	Marilyn Stordahl	1000-000	41.28
70885	12/6/23	Christy Underlee	1000-000	156.56
70886	12/6/23	Alliance Courier	1000-000	1,903.86
eft-12/8/23-1	12/8/23	Square	1000-000	0.36
cc-12/09/23-1	12/9/23	Ting	2010-000	30.13
cc-12/11/23-1	12/11/23	Star Tribune	2010-000	696.80
cc-12/11/23-2	12/11/23	4imprint, Inc.	2010-000	681.73
eft-12/12/23-1	12/12/23	Lake Agassiz Regional Library	1010-000	140,000.00
eft-12/12/23-2	12/12/23	Lake Agassiz Regional Library	1000-000	75,000.00
cc-12/12/23-1	12/12/23	Uprinting.com	2010-000	308.69
eft-12/13/23-1	12/13/23	BPAS (VEBA contributions)	1000-000	2,153.85
eft-12/13/23-2	12/13/23	WEX - HSA Contributions	1000-000	556.78
eft-12/13/23-3	12/13/23	WEX - HSA Contributions	1000-000	919.05
70887	12/13/23	ASP of Moorhead, Inc.	1000-000	2,194.46
70888	12/13/23	Baker & Taylor	1000-000	4,547.65
70888a	12/13/23	VOID	1000-000	
70889	12/13/23	Black Stone Publishing	1000-000	232.64
70890	12/13/23	Crestline Specialties, Inc.	1000-000	768.54
70891	12/13/23	Heather DeBoer	1000-000	30.79
70892	12/13/23	Laura Gullickson	1000-000	181.50
70893	12/13/23	Jodi Harrington	1000-000	62.88
70894	12/13/23	Hennepin County Library	1000-000	25.00
70895	12/13/23	Chelsi Johnson	1000-000	14.41
70896	12/13/23	KROX-AM	1000-000	60.00
70897	12/13/23	Megan Krueger	1000-000	102.18
70898	12/13/23	Brenda Labine	1000-000	32.10
70899	12/13/23	Darla Moen	1000-000	69.43
70900	12/13/23	Amy Nelson	1000-000	17.03
70901	12/13/23	Asha Osborn	1000-000	48.00

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
70902	12/13/23	Overdrive, Inc.	1000-000	2,638.47
70903	12/13/23	Sue Leyendecker	1000-000	25.00
70904	12/13/23	Rieger, Borgen, Benson Electric	1000-000	826.79
70905	12/13/23	Shortprinter	1000-000	19.95
70906	12/13/23	Philip Spooner	1000-000	68.12
70907	12/13/23	Hillary Stevens	1000-000	53.06
70908	12/13/23	Christy Underlee	1000-000	21.62
eft-12/14/23-1	12/14/23	Allstream	1000-000	236.85
cc-12/14/23-1	12/14/23	Zoom Video Communications, Inc	2010-000	79.00
cc-12/14/23-2	12/14/23	Sam's Club	2010-000	63.84
eft-12/15/23-1	12/15/23	Garden Valley Telephone Company	1000-000	41.53
cc-12/15/23-1	12/15/23	Halstad Telephone Company	2010-000	33.95
cc-12/15/23-2	12/15/23	Halstad Telephone Company	2010-000	74.35
cc-12/15/23-3	12/15/23	Rothsay Telephone	2010-000	71.66
eft-12/15/23-2	12/15/23	AFLAC	1000-000	224.08
eft-12/15/23-3	12/15/23	Federal Income Tax deposit	1000-000	21,845.63
eft-12/15/23-4	12/15/23	Minnesota State Income Tax	1000-000	1,686.00
eft-12/15/23-5	12/15/23	Payroll Professionals, Inc.	1000-000	169.95
eft-12/15/23-6	12/15/23	ING (Deferred Compensation)	1000-000	1,241.58
eft-12/15/23-7	12/15/23	Public Employees Retirement Association	1000-000	14,167.56
eft-12/15/23-8	12/15/23	LARL Payroll	1005-000	76,738.99
eft-12/18/23-1	12/18/23	Mutual of Omaha	1000-000	109.20
cc-12/18/23-1	12/18/23	Homeless Training Institute	2010-000	999.00
70909	12/19/23	DVS Renewal	1000-000	20.25
cc-12/19/23-1	12/19/23	Adobe	2010-000	359.88
cc-12/19/23-2	12/19/23	Stingbox LLC	2010-000	180.00
cc-12/19/23	12/19/23	Constant Contact	2010-000	229.50
cc-12/20/23-1	12/20/23	Token2	2010-000	210.96
70910	12/20/23	DEMCO	1000-000	156.37
70911	12/20/23	Alliance Courier	1000-000	2,115.40
70912	12/20/23	Baker & Taylor	1000-000	4,178.14
70912a	12/20/23	VOID	1000-000	
70912b	12/20/23	VOID	1000-000	
70913	12/20/23	Black Stone Publishing	1000-000	1,197.50

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

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Check #	Date	Payee	Cash Account	Amount
70914	12/20/23	Cherry Road Media	1000-000	96.00
70915	12/20/23	Christiansons by Fluid	1000-000	191.41
70916	12/20/23	InfoUSA Marketing, Inc.	1000-000	390.00
70917	12/20/23	Heather DeBoer	1000-000	123.16
70918	12/20/23	Forum Communications Company	1000-000	411.48
70919	12/20/23	Frazee-Vergas Forum	1000-000	15.75
70920	12/20/23	Hands Down Flooring and Tile	1000-000	5,277.72
70921	12/20/23	Jodi Harrington	1000-000	92.36
70922	12/20/23	Innovative Office Solutions, LLC	1000-000	443.98
70923	12/20/23	Chelsi Johnson	1000-000	32.10
70924	12/20/23	Paula Jones	1000-000	17.69
70925	12/20/23	Megan Krueger	1000-000	34.06
70926	12/20/23	Liz Lynch	1000-000	34.06
70927	12/20/23	Mahnomen Pioneer	1000-000	66.50
70928	12/20/23	Julia Miller	1000-000	14.41
70929	12/20/23	NCPERS Group Life Ins.	1000-000	192.00
70930	12/20/23	ODP Business Solutions, LLC	1000-000	182.24
70931	12/20/23	Overdrive, Inc.	1000-000	1,149.13
70932	12/20/23	Sue Leyendecker	1000-000	25.00
70933	12/20/23	Hillary Stevens	1000-000	13.35
70934	12/20/23	Marilyn Stordahl	1000-000	13.10
70935	12/20/23	Christy Underlee	1000-000	67.47
70936	12/20/23	Pamela Westby	1000-000	84.50
cc-12/22/23-1	12/22/23	Crucial.com	2010-000	162.60
cc-12/23/23-1	12/23/23	Pitney Bowes	2010-000	135.00
eft-12/25/23-1	12/25/23	Arvig	1000-000	32.73
eft-12/25/23-2	12/25/23	Arvig	1000-000	183.10
eft-12/25/23-3	12/25/23	WEX Health, Inc.	1000-000	96.25
cc-12/26/23-1	12/26/23	Sangoma US	2010-000	157.66
cc-12/26/23-2	12/26/23	Sticker Mule, LLC	2010-000	2,228.00
70937	12/27/23	AFSCME Council 65	1000-000	494.42
70938	12/27/23	AFSCME PEOPLE	1000-000	34.00
70939	12/27/23	Baker & Taylor	1000-000	2,532.80

Lake Agassiz Regional Library
Check Register
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Check #	Date	Payee	Cash Account	Amount
70939a	12/27/23	VOID	1000-000	
70940	12/27/23	Black Stone Publishing	1000-000	70.90
70941	12/27/23	Clayton Briggs	1000-000	151.70
70942	12/27/23	Communico	1000-000	8,050.00
70943	12/27/23	Jodi Harrington	1000-000	222.33
70944	12/27/23	Steve Jacobson	1000-000	41.92
70945	12/27/23	Chelsi Johnson	1000-000	32.10
70946	12/27/23	Megan Krueger	1000-000	34.06
70947	12/27/23	Brenda Labine	1000-000	17.69
70948	12/27/23	Metropolitan Life Insurance Company	1000-000	1,122.31
70949	12/27/23	Shortprinter	1000-000	11.50
70950	12/27/23	Kaitlin Thouvenell-Crowley	1000-000	11.79
70951	12/27/23	Christy Underlee	1000-000	21.62
70952	12/27/23	Pamela Westby	1000-000	84.50
eft-12/27/23-1	12/27/23	Lake Agassiz Regional Library	1010-000	150,000.00
eft-12/27/23-2	12/27/23	Lake Agassiz Regional Library	1000-000	60,000.00
eft-12/29/23-1	12/29/23	WEX - HSA Contributions	1000-000	463.21
eft-12/29/23-2	12/29/23	Federal Income Tax deposit	1000-000	16,665.02
eft-12/29/23-3	12/29/23	Minnesota State Income Tax	1000-000	1,347.00
eft-12/29/23-4	12/29/23	North Dakota SITW	1000-000	402.00
eft-12/29/23-5	12/29/23	Payroll Professionals, Inc.	1000-000	133.65
eft-12/29/23-6	12/29/23	ING (Deferred Compensation)	1000-000	1,251.16
eft-12/29/23-7	12/29/23	Public Employees Retirement Association	1000-000	10,953.80
eft-12/29/23-8	12/29/23	LARL Payroll	1005-000	59,622.76
eft-12/30/23-1	12/30/23	Garden Valley Telephone Company	1000-000	41.53
eft-12/30/23-2	12/30/23	Garden Valley Telephone Company	1000-000	41.53
eft-12/30/23-3	12/30/23	Garden Valley Telephone Company	1000-000	76.85
eft-12/30/23-4	12/30/23	Garden Valley Telephone Company	1000-000	41.53
	12/31/23	Rise Vision Digital Signage	2010-000	48.45
Total				730,227.63