

**LARL BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING**

Thursday, October 21, 2021

Time: 5:30 p.m.

Location: Lower Level of the Moorhead Public Library

EXECUTIVE COMMITTEE MEMBERS: Briggs, Grimsley, Kalil (Chair), Larson & Willhite

NOTE: 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 October 21, 2021.

AGENDA

- 5:30 **1. CALL TO ORDER** – President Kalil
 PUBLIC INPUT
 APPROVAL OF AGENDA
- 5:35 **2. MINUTES OF THE APRIL 15, 2021 EXECUTIVE COMMITTEE MEETING**
 Enclosed (page 2)
- 5:40 **3. FINANCIAL REPORT** - Sprynczynatyk
 Enclosed (page 5)
 a. MCIT Insurance Coverage – Enclosed (page 9)
- 5:55 **4. DIRECTOR'S REPORT** - Lynch
 a. Director's Report - Enclosed (page 11)
 b. Notice of Desire to Negotiate
- 6:10 **5. PRESIDENT'S REPORT** – President Kalil
 a. By-Laws Review – Enclosed (page 13)
- 6:20 **6. OTHER**
- 6:25 **7. ADJOURNMENT**

MISC. ITEMS ENCLOSED:

- a. Check Register – September 2021 (page 19)

UPCOMING MEETINGS/EVENTS

Nominations Committee Meeting – Nomination of candidates for LARL Executive Board

Thursday, November 18th at 5:00 p.m., lower level of the Moorhead Public Library.

Full Board Meeting – Board Elections

Thursday, November 18th at 5:30 p.m. lower level of the Moorhead Public Library.

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

**LARL BOARD OF TRUSTEES
EXECUTIVE/FINANCE COMMITTEE MEETING
MINUTES
DRAFT**

A joint meeting of the Lake Agassiz Regional Library Executive Board and Finance Committee was held on Thursday, April 15, 2021 online. President Kalil called the meeting to order at 5:00pm.

Executive Committee Members Present: Grimsley, Kalil (*President*), Larson, Willhite.

Executive Committee Members Absent: Briggs.

Finance Committee Members Present: Grimsley (*Chair*), Jacobson, Kalil (*ex officio*), Titera, Willhite.

Finance Committee Members Absent: none.

Others Present: Lynch, Sprynczynatyk.

PUBLIC INPUT: None

APPROVAL OF AGENDA

MINUTES OF THE JANUARY 21, 2021 FINANCE COMMITTEE MEETING.

(Grimsley/Willhite) Move to approve the January 21, 2021 Finance Committee Meeting Minutes as presented. MCU.

Kalil asked about LARL investing \$200,000 from the 2020 surplus into short-term investments as was discussed in January. Sprynczynatyk discussed that due to low interest rates and that LARL has other investments maturing in early 2022, it was decided after consulting with Grimsley to invest the \$200,000 in longer term municipal bonds and use the money that is maturing in the next year if needed.

FINANCIAL REPORT

Sprynczynatyk discussed that through March, we are 25% of the way through the year and have spent 23.86% of the budget. The Regional Library Telecom Aid revenue is at 69.73% of budget due to LARL receiving over \$100,000 of additional funding for the year, and there is a corresponding expense item which is also at 69.73% of budget. The Accounting/Bank Fees line item is at 58.13% of budget due to the payment for the 2020 audit.

(over)

Minutes of the April 15, 2021 Executive/Finance Committee Meeting – Page 2

FINANCIAL REPORT - continued

Sprynczynatyk discussed the audit findings that were discussed at the previous board meeting. The 2 findings have been in LARL's audit for many years. The finding regarding Segregation of Duties is the result of the small 2 person accounting staff. The board discussed and reviewed the bill list that has been provided monthly as well as a check register. Going forward the board has requested LARL switch from providing the board with a bill list to the monthly check register, so the board is able to review all cash disbursement made by LARL. The other finding is related to the fact that LARL relies on the audit firm to prepare the annual financial statements and notes. A compensating control suggested by Brady Martz is that LARL establish an internal control procedure to document the annual review of the financial statements. Sprynczynatyk will add a paragraph to the LARL internal control document which will detail the LARL audit and financial statement review process.

LARL 2022 PRELIMINARY BUDGET

Sprynczynatyk discussed Preliminary Draft #1 of the 2022 LARL budget. The draft contains a .5% increase to signatories, resulting in \$13,500 of additional funding. In late 2021, there will be a negotiation with the LARL union regarding 2022 pay. Health Insurance has been estimated to have an 8% increase, the actual increase will not be known until August. There has been \$10,000 added to the materials budget. Capital Funding has been removed from the budget since LARL has finished the year with a surplus the last few years. This budget results in a deficit of \$148,470. LARL saved approximately \$200,000 in 2020 due to reduced services during COVID-19, which will be used to cover the deficit in 2022.

Jacobson requested an Organization Chart be provided as well as a 10 year fund balance history.

Kalil discussed the \$10,000 increase to the library materials budget. Per research, an ebook costs approximately \$65 and a hard cover about \$30. The increase doesn't significantly increase the number of books that can be bought per year.

DIRECTOR'S REPORT

Lynch discussed LARL's \$2 late fee structure. Customers, public and staff often question LARL charging late fees. LARL doesn't block a person's account until there are at least \$30 in late fees on account. LARL brings in about \$10,000 to \$12,000 per year in fees. Youth don't get charged late fees. The committee discussed late fees and felt the \$2 fee is an incentive for people to return the items and are not in favor of LARL dropping late fees.

Minutes of the April 15, 2021 Executive/Finance Committee Meeting – Page 3

PRESIDENT'S REPORT

Meeting in person versus online was discussed, the Committee preferred to meeting online in May and look at meeting in person in June. LARL is close to getting the meeting room setup for hybrid meetings and the project will hopefully be completed by the June meeting.

The meeting adjourned at 6:03 p.m.

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Nine Months Ending September 30, 2021

75%

	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	\$ 300,274	\$ 400,365	100,091	75.00
Detroit Lakes	0	177,259	236,345	59,086	75.00
Clay County	0	232,671	308,075	75,404	75.52
Moorhead	0	590,190	786,920	196,730	75.00
Clearwater County	0	81,585	108,780	27,195	75.00
Mahnomen County	0	34,219	45,625	11,406	75.00
Mahnomen	0	16,808	22,410	5,602	75.00
Norman County	0	78,360	104,480	26,120	75.00
Polk County	0	210,428	280,570	70,142	75.00
Crookston	0	172,523	230,030	57,507	75.00
Wilkin County	0	42,596	56,795	14,199	75.00
Breckenridge	0	70,301	93,735	23,434	75.00
Total Signatory Funding	0	2,007,214	2,674,130	666,916	75.06
<i>Grants</i>					
Basic Support - MN (RLBSS)	163,854	430,610	533,513	102,903	80.71
Reg Library Telecom Aid (RLTA)	37,427	156,409	83,650	(72,759)	186.98
Total Grants	201,281	587,019	617,163	30,144	95.12
<i>Miscellaneous Revenue</i>					
Service Charge Revenue	135	3,297	8,000	4,703	41.21
Printing Revenue	1,002	10,822	15,000	4,178	72.15
Fax Revenue	345	3,557	5,500	1,943	64.67
Microfilm Revenue	14	39	200	161	19.50
Photocopy Revenue	441	4,030	6,000	1,970	67.17
Book/Furniture Sale Revenue	25	513	0	(513)	0.00
Interest/Dividend Income	130	45,961	65,000	19,039	70.71
Investment Value Change	(6,985)	(32,538)	0	32,538	0.00
Lost/Damaged Property	550	4,478	5,000	522	89.56
Other Income	200	500	0	(500)	0.00
Total Miscellaneous Revenue	(4,143)	40,659	104,700	64,041	38.83
<i>Joint Automation Revenue</i>					
Northwest Reg. Lib. Contrib.	0	34,800	46,400	11,600	75.00
MNLink Server Site Payments	251	2,261	3,050	789	74.13
Total Joint Automation Revenue	251	37,061	49,450	12,389	74.95
Fund Balance/Shortfall	0	0	51,007	51,007	0.00
Total General Fund Revenue	197,389	2,671,953	3,496,450	824,497	76.42
General Fund Expenditures					
<i>Personnel Expenses</i>					
Salaries	152,991	1,318,537	1,856,050	537,513	71.04
Payroll Taxes	17,187	103,236	143,400	40,164	71.99
Retirement - PERA	11,056	93,601	138,450	44,849	67.61
Health Insurance	29,406	257,857	364,050	106,193	70.83
Life Insurance	105	1,059	1,350	291	78.44
Workers Compensation Insurance	268	2,376	3,550	1,174	66.93
Other Employee Benefits	(349)	619	1,650	1,031	37.52
Total Personnel	210,664	1,777,285	2,508,500	731,215	70.85
<i>Automation/Cataloging</i>					
Automation	11,976	109,226	150,150	40,924	72.74
Support - App	321	2,890	3,900	1,010	74.10
Remote Printing	288	2,593	3,450	857	75.16
Catalog Item Records	1,022	9,033	12,000	2,967	75.28
Supplies - Computer	357	3,052	5,000	1,948	61.04
Supplies - Technical Services	140	1,940	6,000	4,060	32.33
Total Automation/Cataloging	14,104	128,734	180,500	51,766	71.32

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Nine Months Ending September 30, 2021

	Current Month Actual	Year To Date Actual	Annual Budget	YTD Actual To Annual \$ Variance	YTD Actual To Annual Budget %
Library Programming					
Programming - Youth	0	389	3,400	3,011	11.44
Programming - Summer Learning	0	5,824	9,000	3,176	64.71
Programming - Adult	0	2,078	2,500	422	83.12
Total Library Programming	0	8,291	14,900	6,609	55.64
Staff Development					
Staff Training & Development	178	1,796	10,000	8,204	17.96
Total Staff Development	178	1,796	10,000	8,204	17.96
Mileage/Board Meeting Expense					
Mileage - Staff	1,633	8,740	22,500	13,760	38.84
Regional Board Meetings	310	1,003	5,500	4,497	18.24
Total Mileage/Board Meeting Expenses	1,943	9,743	28,000	18,257	34.80
Other Expenses					
Accounting/Bank Fees	671	12,852	15,900	3,048	80.83
Attorney Fees	0	0	1,500	1,500	0.00
Bus. Office Software/Supplies	1,346	1,721	2,000	279	86.05
Delivery Services	3,791	36,484	61,500	25,016	59.32
Director's Discretionary	17	499	2,500	2,001	19.96
Insurance - General/Property	1,564	13,795	19,350	5,555	71.29
Lease - Regional Office Rent	1,769	15,923	21,250	5,327	74.93
Leases - Equipment	1,499	5,865	6,050	185	96.94
Maintenance Contracts	1,020	5,853	13,850	7,997	42.26
Memberships	0	650	1,000	350	65.00
Minnesota Director's Fund	2,028	2,028	2,100	72	96.57
Miscellaneous Expense	0	2,000	2,500	500	80.00
PIO: Printing/Advertising	996	14,557	16,000	1,443	90.98
Postage	164	2,163	3,700	1,537	58.46
Recruitment	93	1,505	8,000	6,495	18.81
Repairs - Equipment	190	1,202	2,500	1,298	48.08
Supplies - Copier/Fax/Microfilm	20	517	800	283	64.63
Supplies - Office	508	3,805	8,000	4,195	47.56
Supplies - Public Services	285	5,613	6,000	387	93.55
Telephone/Telecom	1,997	16,969	23,250	6,281	72.98
Total Other Operating Expenses	17,958	144,001	217,750	73,749	66.13
Regional Library Telecom Aid (RLTA)	37,427	156,410	83,650	(72,760)	186.98
Transportation					
Vehicle Expenses	155	1,583	3,650	2,067	43.37
Total Transportation	155	1,583	3,650	2,067	43.37
Materials					
Audio Visual	3,428	39,523	75,000	35,477	52.70
Digital	13,873	105,264	105,500	236	99.78
Online Resources	630	5,673	8,500	2,827	66.74
Periodicals	1,319	17,479	21,000	3,521	83.23
Print	14,753	148,449	195,000	46,551	76.13
Total Materials	34,003	316,388	405,000	88,612	78.12
Capital Expenditures					
Furniture & Equipment	0	324	10,000	9,676	3.24
Software & Hardware Upgrades	1,694	11,497	30,000	18,503	38.32
Total Capital Expenditures	1,694	11,821	40,000	28,179	29.55
Capital Fund Accounts					
Automation System -Shared NWRL	125	1,125	1,500	375	75.00
Technology Upgrades	250	2,250	3,000	750	75.00
Total Capital Fund Accounts	375	3,375	4,500	1,125	75.00
Total General Fund Expenditures	318,501	2,559,427	3,496,450	937,023	73.20
General Fund Revenue Over Expenditures	\$ (121,112)	\$ 112,526	\$ 0	(112,526)	0.00

Lake Agassiz Regional Library
Statement of Revenues & Expenditures
Actual and Budget
For the Nine Months Ending September 30, 2021

	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	\$ 1,617	\$ 26,286	\$ 0	(26,286)	0.00
Endowment Revenue	0	625	0	(625)	0.00
Gain From Insurance Claim	0	925	0	(925)	0.00
Telecom/E-rate Funds	1,079	8,581	0	(8,581)	0.00
Legacy Grant Revenue	989	27,149	0	(27,149)	0.00
Miscellaneous State Grants	18,255	114,166	0	(114,166)	0.00
Northern Lights LN Funds	0	5,000	0	(5,000)	0.00
Total Special Projects Revenue	21,940	182,732	0	(182,732)	0.00
Special Projects Expenditures					
Special Projects Miscellaneous					
Donations - Materials: Print	376	2,916	0	(2,916)	0.00
Donations - Materials: A/V	0	0	0	0	0.00
Donations - Materials: Other	0	1,575	0	(1,575)	0.00
Donations - Miscellaneous	1,548	12,006	0	(12,006)	0.00
Donations - Book Truck	65	270	0	(270)	0.00
Legacy Grant Expense	989	27,148	0	(27,148)	0.00
Telecom/E-rate Expenses	1,079	8,581	0	(8,581)	0.00
Misc. State Grant Expense	18,255	114,166	0	(114,166)	0.00
Misc. Local Grant Expense	0	32,673	0	(32,673)	0.00
Northern Lights LN e-Books	0	5,000	0	(5,000)	0.00
Projects from Designated Funds: Desig Funds - Consultant Study	0	10,500	0	(10,500)	0.00
Total Special Projects Miscellaneous	22,312	214,835	0	(214,835)	0.00
Special Projects Capital					
Donations - Furniture & Equip.	30	702	0	(702)	0.00
Projects from Designated Funds:					
Total Special Projects Capital	30	702	0	(702)	0.00
Total Special Projects Expenditures	22,342	215,537	0	(215,537)	0.00
Special Proj Rev Over (Under) Expend	\$ (402)	\$ (32,805)	\$ 0	32,805	0.00
GRAND TOTAL REVENUE	219,329	2,854,685	3,496,450	641,765	81.65
GRAND TOTAL EXPENDITURES	340,858	2,775,180	3,496,450	721,270	79.37
CHANGE IN FUND BALANCE	\$ (121,529)	\$ 79,505	\$ 0	(79,505)	0.00

**Lake Agassiz Regional Library
Statement of Financial Position
September 30, 2021**

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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)	\$ 16,279	22,803	(6,524)	14,284	1,995
Cash - Payroll (Bell Bank)	5,315	4,811	504	7,524	(2,209)
Cash - Savings (Bell Bank)	774,365	929,077	(154,712)	1,040,504	(266,139)
Petty Cash	560	560	0	510	50
Investment Account	1,618,666	1,625,651	(6,985)	1,408,171	210,495
Accounts Receivable	0	51	(51)	11,149	(11,149)
Other Miscellaneous Receivable	105,870	87,616	18,254	20,671	85,199
Prepaid Expenses	64,561	71,225	(6,664)	71,727	(7,166)
Vehicles	13,867	13,867	0	13,867	0
Accum Depr - Vehicles	(660)	(660)	0	(660)	0
Equipment and Fixtures	281,172	281,172	0	281,172	0
Accum Depr - Equip & Fixtures	(227,969)	(227,969)	0	(227,969)	0
Equipment & Fixtures - Donated	177,371	177,371	0	177,371	0
Accum Depr - Donated Equip	(149,895)	(149,895)	0	(149,895)	0
Endowment Funds	89,745	89,745	0	89,745	0
Amount Provided - LTD	69,223	69,223	0	69,223	0
Total Assets	\$ 2,838,470	2,994,648	(156,178)	2,827,394	11,076
LIABILITIES					
Accounts Payable	\$ 28,659	46,242	(17,583)	46,326	(17,667)
Credit Card Payable	4,237	2,569	1,668	0	4,237
Amazon Charge Account	5,006	4,272	734	0	5,006
Accrued Salaries Payable	76,617	76,617	0	76,617	0
Accrued Sick Leave Payable	20,773	20,773	0	20,773	0
Accrued Vacation Payable	48,449	48,449	0	48,449	0
Payroll Tax Payable - ND	0	844	(844)	0	0
Dental Insurance Payable	(39)	(25)	(14)	0	(39)
Vision Insurance Payable	(30)	(30)	0	0	(30)
AFLAC Payable	140	140	0	129	11
Flexible Spending - Medical	(631)	(22)	(609)	2,283	(2,914)
Flexible Spending - Dep Care	50	33	17	0	50
Sales Tax Payable	331	229	102	267	64
Deferred Revenue	491,731	510,224	(18,493)	552,249	(60,518)
Total Liabilities	675,293	710,315	(35,022)	747,093	(71,800)
FUND BALANCES					
Fund Balance - Unreserved	252,536	252,536	0	27,008	225,528
Fund Bal - Operating Reserve	1,155,000	1,155,000	0	1,155,000	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	30,000	30,000	0	30,000	0
Fund Bal - Technology Upgrade	45,250	45,000	250	43,000	2,250
Fund Bal - Furn. & Equipment	10,000	10,000	0	10,000	0
Fund Bal - Special Projects	20,000	20,000	0	20,000	0
Fund Bal - Copiers, Printers	10,000	10,000	0	10,000	0
Fund Bal - Prof Recruitment	5,000	5,000	0	5,000	0
Fund Bal - Library Materials	30,000	30,000	0	30,000	0
Fund Bal - Consultant Study	20,000	20,000	0	20,000	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	30,000	30,000	0	30,000	0
Fund Bal - Joint Automation	111,125	111,000	125	110,000	1,125
Investment in Gen. Fixed Asset	93,885	93,885	0	93,885	0
Reserve for Donations	51,132	51,132	0	46,076	5,056
Reserve for Endowments	89,746	89,746	0	89,746	0
Change in Fund Balance	79,503	201,034	(121,531)	230,586	(151,083)
Total Fund Balances	2,163,177	2,284,333	(121,156)	2,080,301	82,876
Total Liabilities & Fund Bal.	\$ 2,838,470	2,994,648	(156,178)	2,827,394	11,076

MCIT membership and underwriting process requires clear transfer of liability from the parties to the Joint Powers Entity with an Indemnification and Hold Harmless provision. As a result, in order to continue with the MCIT membership application and proceed with the MCIT Underwriting process **an Indemnification and Hold Harmless section will need to be added to the Lake Agassiz Regional Library Joint Powers Agreement.**

The Joint Powers Act (Minn. Stat. Chapter § 471.59) provides certain protections to government entities who come together under the statute. One area of protection is that the joint powers may be treated as one governmental unit for liability.

Even though liability for damages for a joint powers entity may be capped at the limit for one governmental unit, the Joint Powers Act does not state which of the participating entities will be responsible for paying those damages or for defending claims. The law also does not state how potential damages should be allocated. Thus MCIT recommends reaching an understanding before a claim occurs and adding language to the joint powers agreement which reflects this understanding.

For example, a situation might arise in which the Lake Agassiz Regional Library Joint Powers Board is named and/or all parties to the agreement are named or brought into a claim because all parties are involved. Without an indemnification and hold harmless provision, all parties would be required to defend themselves. In order to protect the parties and clearly state for purposes of the court, **MCIT recommends amending the Lake Agassiz Regional Library Joint Powers Agreement to include the following Indemnification and Hold Harmless section:**

Applicability. The Lake Agassiz Regional Library Joint Powers Board shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Lake Agassiz Regional Joint Powers Board shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.

Indemnification and Hold Harmless. The Lake Agassiz Regional Library Joint Powers Board shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the Lake Agassiz Regional Library Joint Powers Board. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes, Section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a (a); provided further that for purposes of that statute,

each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

In addition, Records, Accounts and Reports section needs to be added to the Lake Agassiz Regional Library Board Joint Powers Agreement. The records, accounts and reports including minutes and the original fully executed Agreement, of the Board shall be subject to the provisions of Minn. Stat. Ch. 13 including requirements of the Minnesota Open Meeting Law and Minnesota Government Data Practices Act. Records, accounts and reports shall be maintained by the Secretary/Treasurer and maintained at the Lake Agassiz Regional Library Regional Office in Moorhead, MN.

Although not required, while revising the JPA the Board may also want to add provisions in the JPA:

1. How the excess or uninsured liabilities will be apportioned by the Parties.

We offer the above suggestions for consideration only and defer all agreement specific wording decisions to the parties involved and their legal counsel. MCIT determines the applicability of coverage for all claims individually based upon the facts presented and the coverage, conditions and exclusions found in the MCIT Coverage Document.

Monthly Report to the Board**Meeting Date: October 21, 2021****From: Liz Lynch, Executive Director****Director's Meetings**

SEPTEMBER: Legislative planning meeting, 10; Crookston interviews and site visit, 15; LARL Full Board Meeting, 16; Hub Supervisor Meeting, 21; Moorhead Community Center/Library Meeting, 21; Public Library Supervisors Training, 23; Coordinating Team Meeting, 29; Detroit Lakes Meeting, 30; MN Library Partners Steering Committee, 30

OCTOBER: Memorial Service in DL, 1; Staff Day Prep Meeting, 5; Meeting with Maggie Snow, Director of Minitex, 5; MLA Conference Online, 6-8; MN Library Legislative Committee Meeting, 7; Minnesota Library Association Annual Meeting, 8; MALF Saturday Splash, 9; Opus and Olives, St. Paul Friends Event, 10; LARL Staff Day, 11; NWLINKs Meeting, 12; Hub Supervisor Meeting, 13; West Central Initiative Meeting, 13; Staff Meeting, 14

Staffing

Congratulations to Danell Haspel on her retirement from LARL. Danell was a Librarian at the Detroit Lakes Public Library for 16 years and will be missed dearly.

The following staff have recently transitioned to new roles within LARL: Jane Berg moved from a Mahnomens Substitute to a Crookston Librarian position; Carol Kempenich resigned as a Detroit Lakes Assistant, but has agreed to stay on as a Detroit Lakes Substitute; Jodi Steiner resigned as a Crookston Librarian, but is now a Moorhead Substitute; and Kailyn Allen resigned as a Moorhead Assistant, but will remain in Moorhead as a Substitute.

Welcome to Kirsten Monson, Moorhead Assistant and welcome back to Michelle Johnson, Fosston Substitute.

Open positions: Part Time Library Assistant, Detroit Lakes; Full Time Librarian, Detroit Lakes; LINK Site Coordinator, Frazee; and Part Time Librarian, Crookston.

LARL News

All LARL locations were closed on Monday, October 11 for the annual LARL Staff Day event. The event was held online this year with presentations by Tim Eggebraaten, musician and motivational speaker from Detroit Lakes, and Shauna Reitmeier, Chief Executive Officer from Alluma Inc. of Crookston, and other informative presentations from staff members as well. Approximately 70 employees were in attendance.

The following employees were recognized for their years of service:

5 Years

- Samantha Albers, Breckenridge Librarian
- Jane Berg, Crookston Librarian
- Carla Grani, Hawley Substitute
- Paula Ous, Crookston Librarian
- Jodi Steiner, Moorhead Substitute
- Kai Thorstad, Moorhead Youth Services Librarian
- Jordan West, Moorhead Assistant

10 Years

- Megan Krueger, Moorhead Library Director
- Heidi Moore, Bagley Substitute
- Marilyn Stordahl, Halstad LINK Site Coordinator
- Kitti Wannebo, Bagley Substitute

15 Years

- Jeanne Anderson, Collection Development Librarian

20 Years

- Julie Malmanger, McIntosh Librarian
- Liz Lynch, Executive Director

Upcoming Legacy Events

Anton Treuer, author of *Everything You Wanted to Know about Indians but Were Afraid to Ask*, October 26 at 7:00 p.m. at Knutson Campus Center, Concordia College, Moorhead (One Book One Community)

MN Author and Comedian, Lorna Landvik, November 15th at 6:30 p.m. – Online Only

Off the Page: Two Authors On Their Craft and the Long Road to Publication, Streamed live on Thursday, December 2nd at 7:00 p.m.

Featuring authors Jess Lourey and Sarah Stonich for a lively discussion about writing and publishing during a pandemic as well as their new books out this season. The discussion will be followed by a Q & A session. A recording will be available for 30 days.

Deepest Condolences

Our deepest condolences go out to the families of Sally Oja and Norman Ellingson. Sally Oja served on the LARL Board from 1981-1983 representing the City of Detroit Lakes. Sally was also instrumental in raising the funds for the Detroit Lakes library addition. Norman Ellingson served on the LARL Board from 1999-2007, representing Polk County.

Upcoming Board Meeting Dates

- LARL Full Board Meeting with Elections, November 18th at 5:30 p.m. in the lower level of the Moorhead Public Library.
- The Nominations Committee will meet on November 18th 5:00 p.m. in the lower level corner meeting room, right before the Full Board Meeting.

BYLAWS**ARTICLE I Identification**

The name of the organization shall be the Lake Agassiz Regional Library. Membership in the regional library is provided to all seven counties within the LARL region and any tax supported public library within the region that, by appropriate action of its governing body, elects to join the regional library in accordance with Minnesota Statutes **134.20, and 471.59** joint powers legislation, and the Lake Agassiz Regional Library Agreement.

ARTICLE II LARL's ~~Mission Statement~~ Purpose

The Lake Agassiz Regional Library (LARL) provides library resources to meet the changing personal, professional, educational, and recreational information needs of all service area residents. For this reason, LARL cooperates with other libraries, community agencies and governmental organizations. LARL is committed to the importance of reading, the permanent value of its collection, and the freedom of information.

ARTICLE III Board of Trustees**SECTION 1. NUMBER OF QUALIFICATIONS OF MEMBERS.**

The governing body of the regional library shall be the Board of Trustees. This board shall be composed of one member from each 14,000 persons or major fraction thereof from each area of the regional library according to the latest U.S. census. In accordance with the ~~2010~~ **2020** census the Board of Trustees shall be composed of two members from Becker County, one member from the City of Breckenridge, one member from Clay County, one member from the Clearwater County, one member from the City of Crookston, one member from the City of Detroit Lakes, one member from Mahnomen County, one member from the City of Mahnomen, three members from the City of Moorhead, one member from Norman County, one member from Polk County, and one member from Wilkin County. Members shall be appointed by their respective county board of commissioners, ~~or~~ their respective mayor or city council, **or local library board**. Members shall be residents of the political subdivision of the governing body making the appointment.

SECTION 2. TERM OF OFFICE.

The term of office for members of the Board of Trustees shall be three years. No member shall serve more than three full consecutive terms. A former board member may be reappointed after a lapse of one year. Terms commence on the first day of January and terminate on the thirty-first of December, and each member shall serve until his/her successor is appointed. When a member is appointed prior to June 30 of a year, his/her term will begin retroactive to January 1 of that year. When a member is appointed from July 1 through December 31, this period will not be considered part of the three year term. When a member is appointed to fill the vacancy of another board member whose term is incomplete, the new member will begin his/her own three year term in accordance with the criteria stated above. This section will apply to all current and future members of the LARL Board of Trustees.

SECTION 3. DISQUALIFICATIONS.

Any member who moves out of the political subdivision s/he represents shall be responsible for notifying the Regional Library Director and/or the Board President. Upon receipt of such notification, the position shall be declared vacant. The Board of Trustees may also declare vacant the position of any member who misses more than one-half of the meetings of the Board within a twelve month ~~board~~ period.

SECTION 4. OFFICERS.

Officers of the Board of Trustees shall be a president, vice-president, and treasurer.

The president shall preside at all meetings and perform such other duties as custom and law provides. S/he shall be an ex-officio member of all standing committees. **The president shall have previously served at least one (1) year on the Executive Committee**

The vice-president shall assume the duties of the president in the event of the absence or disability of the president.

The treasurer shall be the Finance Committee chair. S/he shall be responsible for the accounting of library receipts and expenditures. Her/his signature, in conjunction with the Regional Library Directors shall be placed on all vouchers through the use of a check signer. S/he shall be bonded. S/he shall assume the duties of the president in the event of the absence or disability of the president and vice-president. S/he shall preside at all Finance Committee meetings.

The Regional Library Director shall serve as ex-officio non-voting Secretary to the Board.

SECTION 5. DUTIES OF THE BOARD OF TRUSTEES

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1. Determine the policies of LARL to ensure the highest possible degree of operating efficiency.
2. Select and appoint a qualified Executive Director of the Library
3. Advise in the preparation of the budget, approve it, and ensure that adequate funds are provided to finance the approved budget.
4. Study and support legislation which will bring about improved library service for residents.
5. Cooperate with fellow board members by supporting final Board decisions.
6. Cooperate with other public officials and boards and maintain vital public relations. (NW & GR)

ARTICLE IV Executive Committee

The Executive Committee has full powers of the Board as a whole, except the power to elect officers and to amend the by-laws. The Executive Committee shall consist of a president, vice-president, treasurer, and two members-at-large. The members of the Executive Committee shall be elected from among the membership of the full Board of Trustees at the November meeting of the full Board. Executive Committee members shall serve for a term of one year, commencing on January 1 of the following year. An Executive Committee member may succeed himself/herself, provided s/he shall not serve more than five consecutive terms. Vacancies on the Executive Committee shall be filled by a vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

Each member of the Executive Committee shall serve as liaison to one of the LARL standing committees, not necessarily as Chair. The president shall appoint the chairperson of each standing committee, except for the Finance Committee.

Members of the Executive Committee may designate temporary alternates from the Board of Trustees to attend scheduled meetings of the Executive Committee in their absence. Each Executive Committee member may be represented by an alternate(s) no more than twice in a term. Alternates shall have full rights and responsibilities, including voting. The Board of Trustees may declare any position on the Executive Committee vacant if the member misses more than one-third of the meetings of the Executive Committee and full Board of Trustees within a twelve month period.

ARTICLE V Meetings

SECTION 1. BOARD OF TRUSTEES AND EXECUTIVE COMMITTEE.

At its January meeting, the Board of Trustees shall approve the full Board of Trustees meeting schedule for the current year.

SECTION 2. SPECIAL MEETINGS.

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Special meetings of the Board of Trustees or Executive Committee may be called by the president, or upon written request of two members, for the transaction of business as stated in the meeting request. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to each member of the Board of Trustees or Executive Committee at least five business days in advance of the meeting.

Section 3: Electronic Communications

A conference among the Board members by any means of communications through which the members may simultaneously hear each other during the conference constitutes a Board meeting, if the same notice is given of the conference as would be required for a meeting and if the number participating in the conference would be sufficient to constitute a quorum at a meeting. (Plum Creek, SELCO)

A Trustee may participate in a board meeting by any means of communication through which the Trustee, other Trustees participating, and all Trustees physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by this means is physical presence at the meeting.

Renumber Section 4 QUORUM.

A quorum for transaction of business shall consist of a simple majority of the membership of the body holding the meeting.

Add Section 5 VOTING

Each member of the Board shall have one vote. An act of a majority of Trustees at a meeting where a quorum is present is the act of the Board. (SELCO)

All meetings of the Board shall be by voice vote, except that roll call votes shall be taken during any virtual meetings or in the event that a member shall demand a roll call, and the voting shall be recorded in the minutes. (Hennepin Co)

Section 6 PARLIAMENTARY AUTHORITY.

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings. Except that committee chairs may vote.

~~SECTION 3. QUORUM.~~

~~A quorum for transaction of business shall consist of a simple majority of the membership of the body holding the meeting.~~

SECTION 1. STANDING COMMITTEES.

Standing committees shall be appointed by the president to serve until the next calendar year. Membership on each committee shall be a chairperson and as many members as deemed appropriate, plus the president as an ex-officio member. Except for the Finance Committee, the President shall appoint the chairperson of each standing committee. Members may serve on more than one committee. Standing committees may, by majority vote, make recommendations to the full Board.

The standing committees shall be Finance, Personnel, Nominations, and Northern Lights Library Network.

SECTION 2. DUTIES OF THE STANDING COMMITTEES.

The Finance Committee will oversee LARL's fiscal responsibilities; will review the preliminary and final drafts of the budget; will elect from its membership no more than two persons to act as labor negotiators on LARL's behalf; and will oversee the endowment fund accounts.

The Personnel Committee will make recommendations to the LARL Board of Trustees concerning policies that affect the LARL staff and will conduct the annual evaluation of the Regional Library Director. The Personnel Committee chair, or designee, shall serve on the labor negotiations team.

The Nominations Committee will present, at the November meeting of the LARL Board of Trustees, a slate of candidates who have agreed to serve as board officers for the following year.

~~The Northern Lights Library Network Committee members are members of the Northern Lights Library Network Governing Board, a regional multi-type library system.~~

SECTION 3. AD HOC COMMITTEES.

Ad Hoc committees for the study of special concerns shall be appointed by the president to serve until the final report of the work for which they were appointed has been received and accepted by the Board of Trustees.

Section 4. Appointees

Two members of the LARL trustees will be appointed to serve on the Northern Lights Library Network board, a regional multi-type library system.

ARTICLE VII Executive Officer

The Regional Library Director shall be the executive officer for the Board of Trustees and shall have sole charge of the administration of the library under the direction and

review of the Board. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all meetings of the Board of Trustees and Executive Committee, unless excused by the LARL Board of Trustees president.

On an annual basis, the Personnel Committee, with input from the Board, shall evaluate the job performance of the Executive Director. (GR)

ARTICLE VIII FISCAL AFFAIRS

Unless otherwise fixed by the Board, the fiscal year of Lake Agassiz Regional Library System shall begin on January 1 and end on December 31 of each year. (PC)

ARTICLE IX TRAVEL AND PER DIEM

Board members will be reimbursed for actual mileage to attend library related meetings and conferences at a per mile rate as permitted by state or federal law. (GR)

Board members who do not receive a per diem payment from their respective county or city boards may receive a per diem payment as set by the Board for attendance at regular board meetings, special board meetings, and executive and finance committee meetings. (GR)

ARTICLE XVII Approval of Bills

The Board of Trustees delegates responsibility for approval and payment of bills to the Regional Library Director. Lists of paid bills will be made available to the Board.

ARTICLE-IXI Amendments

These by-laws may be amended at any meeting of the Board of Trustees by majority vote of the members present, provided the proposed amendment has been sent to the members at least ~~thirty~~ 14 days prior to the meeting.

Adopted, Board of Trustees: July 17, 1974

Amended, Board of Trustees: July 16, 1975; September 17, 1975; November 20, 1976; March 17, 1979; March 15, 1981; July 15, 1981; November 17, 1990; September 18, 1993; September 17, 1994; November 18, 1995; September 21, 1996; March 21, 1998; January 15, 2015

Lake Agassiz Regional Library
Check Register
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
	9/1/21	Apple Store	2010-000	2.99
eft-9/1/21-1	9/1/21	Delta Dental of Minnesota	1000-000	1,051.41
eft-9/1/21-2	9/1/21	Fidelity Security Life	1000-000	321.48
cc-9/1/21-1	9/1/21	US Postal Service	2010-000	70.00
cc-9/1/21-2	9/1/21	US Postal Service	2010-000	84.00
9/21-10	9/1/21	Amazon (charges on account)	2020-000	29.95
9/21-11	9/1/21	Amazon (charges on account)	2020-000	18.99
9/21-12	9/1/21	Amazon (charges on account)	2020-000	63.90
9/21-13	9/1/21	Amazon (charges on account)	2020-000	24.99
9/21-14	9/1/21	Amazon (charges on account)	2020-000	27.99
9/21-15	9/1/21	Amazon (charges on account)	2020-000	34.58
9/21-16	9/1/21	Amazon (charges on account)	2020-000	15.10
9/21-17	9/1/21	Amazon (charges on account)	2020-000	4.75
9/21-18	9/1/21	Amazon (charges on account)	2020-000	47.85
68115	9/2/21	AFSCME Council 65	1000-000	462.27
68116	9/2/21	AFSCME PEOPLE	1000-000	67.00
68117	9/2/21	Baker & Taylor	1000-000	6,179.15
68117a	9/2/21	VOID	1000-000	
68117b	9/2/21	VOID	1000-000	
68118	9/2/21	Black Stone Publishing	1000-000	54.88
68119	9/2/21	Joyce Christine Bolke	1000-000	78.40
68120	9/2/21	ByteSpeed, LLC	1000-000	1,247.00
68121	9/2/21	CNA Surety	1000-000	47.50
68122	9/2/21	Dell Marketing LP	1000-000	1,079.96
68123	9/2/21	Frazee-Vergas Forum	1000-000	35.00
68124	9/2/21	Erin Gunderson	1000-000	50.40
68125	9/2/21	Jodi Harrington	1000-000	14.00
68126	9/2/21	McIntosh Times	1000-000	30.00
68127	9/2/21	Judy Moen	1000-000	36.40
68128	9/2/21	Amy Nelson	1000-000	14.56
68129	9/2/21	New Century Press	1000-000	90.00
68130	9/2/21	Office Depot	1000-000	56.91
68131	9/2/21	Overdrive, Inc.	1000-000	1,759.48
68132	9/2/21	Tabatha Durand	1000-000	30.00

Lake Agassiz Regional Library
Check Register
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68133	9/2/21	Allison Dotzenrod	1000-000	20.00
68134	9/2/21	Payroll Professionals, Inc.	1000-000	125.40
68135	9/2/21	Christy Underlee	1000-000	18.76
68136	9/2/21	Carol Van Brocklin	1000-000	29.12
9/21-19	9/2/21	Amazon (charges on account)	2020-000	215.16
	9/3/21	Grasshopper.com	2010-000	37.36
eft-9/3/21-1	9/3/21	Arvig	1000-000	42.54
eft-9/3/21-2	9/3/21	Arvig	1000-000	85.01
eft-9/3/21-3	9/3/21	Arvig	1000-000	85.01
eft-9/3/21-4	9/3/21	Arvig	1000-000	93.39
eft-9/3/21-5	9/3/21	Arvig	1000-000	92.59
Eft-9/3/21-1	9/3/21	Further - FSA	1000-000	347.13
eft-9/3/21-6	9/3/21	Attendance On Demand	1000-000	222.00
CC-9/3/21	9/3/21	Crookston Times	2010-000	92.75
9/21-20	9/3/21	Amazon (charges on account)	2020-000	1,319.40
9/21-21	9/3/21	Amazon (charges on account)	2020-000	59.32
	9/4/21	Zoho Corp	2010-000	20.00
9/21-22	9/4/21	Amazon (charges on account)	2020-000	20.07
9/21-23	9/4/21	Amazon (charges on account)	2020-000	39.98
9/21-24	9/5/21	Amazon (charges on account)	2020-000	106.03
9/21-25	9/5/21	Amazon (charges on account)	2020-000	116.78
9/21-26	9/5/21	Amazon (charges on account)	2020-000	17.97
9/21-27	9/5/21	Amazon (charges on account)	2020-000	10.99
	9/7/21	Verizon	2010-000	65.00
eft-9/7/21-1	9/7/21	Cardmember Service	1000-000	2,025.03
CC-9/7/21-1	9/7/21	Philadelphia Security Products	2010-000	166.35
9/21-28	9/7/21	Amazon (charges on account)	2020-000	130.82
9/21-29	9/7/21	Amazon (charges on account)	2020-000	14.28
9/21-30	9/7/21	Amazon (charges on account)	2020-000	14.95
68137	9/8/21	Alliance Courier	1000-000	1,716.65
68138	9/8/21	Baker & Taylor	1000-000	4,065.58
68138a	9/8/21	VOID	1000-000	
68138b	9/8/21	VOID	1000-000	

Lake Agassiz Regional Library
Check Register
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68139	9/8/21	Black Stone Publishing	1000-000	299.54
68140	9/8/21	Sheila Capistran	1000-000	17.92
68141	9/8/21	Dakota News, Inc.	1000-000	33.12
68142	9/8/21	Erin Gunderson	1000-000	32.48
68143	9/8/21	Halstad Telephone Company	1000-000	108.20
68144	9/8/21	Jodi Harrington	1000-000	34.16
68145	9/8/21	Liz Lynch	1000-000	78.40
68146	9/8/21	Heidi Moore	1000-000	22.40
68147	9/8/21	Amy Nelson	1000-000	14.56
68148	9/8/21	Overdrive, Inc.	1000-000	1,279.49
68149	9/8/21	Rochester Telecom Systems Inc.	1000-000	115.34
68149a	9/8/21	VOID	1000-000	
68149b	9/8/21	VOID	1000-000	
68150	9/8/21	Philip Spooner	1000-000	172.76
eft-9/8/21	9/8/21	Lake Agassiz Regional Library	1010-000	40,000.00
CC-9/8/21-1	9/8/21	Star Tribune	2010-000	527.80
CC-9/8/21-2	9/8/21	Star Tribune	2010-000	377.52
9/21-47	9/8/21	Amazon (charges on account)	2020-000	31.86
9/21-31	9/9/21	Amazon (charges on account)	2020-000	8.99
9/21-34	9/9/21	Amazon (charges on account)	2020-000	85.56
9/21-35	9/9/21	Amazon (charges on account)	2020-000	17.96
9/21-36	9/9/21	Amazon (charges on account)	2020-000	30.13
9/21-37	9/9/21	Amazon (charges on account)	2020-000	143.60
9/21-38	9/9/21	Amazon (charges on account)	2020-000	22.99
09/21-62	9/9/21	Amazon (charges on account)	2020-000	-33.98
eft-9/10/21-1	9/10/21	Further - FSA	1000-000	47.49
cc-9/10/21-1	9/10/21	Ting	2010-000	37.56
9/21-32	9/10/21	Amazon (charges on account)	2020-000	53.79
9/21-33	9/10/21	Amazon (charges on account)	2020-000	39.99
9/21-39	9/10/21	Amazon (charges on account)	2020-000	7.49
9/21-40	9/10/21	Amazon (charges on account)	2020-000	35.95
9/21-41	9/10/21	Amazon (charges on account)	2020-000	79.58
9/21-42	9/11/21	Amazon (charges on account)	2020-000	19.96
9/21-43	9/11/21	Amazon (charges on account)	2020-000	17.99

Lake Agassiz Regional Library
Check Register
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
9/21-44	9/12/21	Amazon (charges on account)	2020-000	13.38
eft-9/13/21-1	9/13/21	Allstream	1000-000	846.12
eft-9/13/21-1	9/13/21	Lake Agassiz Regional Library	1010-000	135,000.00
eft-9/13/21-2	9/13/21	Lake Agassiz Regional Library	1000-000	62,000.00
9/21-45	9/13/21	Amazon (charges on account)	2020-000	8.99
9/21-46	9/13/21	Amazon (charges on account)	2020-000	33.02
eft-9/14/21-1	9/14/21	Synchrony Bank/Amazon	1000-000	3,828.35
68151	9/14/21	Internal Revenue Service	1000-000	5,734.63
eft-9/15/21-1	9/15/21	AFLAC	1000-000	297.28
eft-9/15/21-2	9/15/21	Garden Valley Telephone Company	1000-000	41.41
cc-9/15/21-1	9/15/21	Rothsay Telephone	2010-000	71.58
eft-9/15/21-3	9/15/21	Federal Income Tax deposit	1000-000	18,319.83
eft-9/15/21-4	9/15/21	Minnesota State Income Tax	1000-000	1,675.00
eft-9/15/21-5	9/15/21	ING (Deferred Compensation)	1000-000	2,619.44
eft-9/15/21-6	9/15/21	Public Employees Retirement Association	1000-000	11,240.04
eft-9/15/21-7	9/15/21	Further - VEBA/HSA	1000-000	1,947.25
eft-9/15/21-8	9/15/21	Further - VEBA/HSA	1000-000	2,178.50
eft-9/15/21-9	9/15/21	LARL Payroll	1005-000	60,436.77
68152	9/15/21	Baker & Taylor	1000-000	1,902.58
68152a	9/15/21	VOID	1000-000	
68153	9/15/21	Black Stone Publishing	1000-000	833.30
68154	9/15/21	Joyce Christine Boike	1000-000	78.40
68155	9/15/21	Card Services	1000-000	28.28
68156	9/15/21	Faronics Technologies USA Inc.	1000-000	24,133.50
68157	9/15/21	Greta Guck	1000-000	66.08
68158	9/15/21	Caese Haroldson	1000-000	49.84
68159	9/15/21	Jodi Harrington	1000-000	37.52
68160	9/15/21	KROX-AM	1000-000	60.00
68161	9/15/21	Megan Krueger	1000-000	47.88
68162	9/15/21	Melissa Larson	1000-000	24.92
68163	9/15/21	LawnCraftsmen Services, Inc.	1000-000	1,095.00
68164	9/15/21	MN Counties Intergovernmental Trust	1000-000	150.00
68165	9/15/21	Minnesota Secretary of State	1000-000	120.00

Lake Agassiz Regional Library
Check Register
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68166	9/15/21	Amy Nelson	1000-000	14.56
68167	9/15/21	Overdrive, Inc.	1000-000	4,021.22
68168	9/15/21	Payroll Professionals, Inc.	1000-000	132.00
68169	9/15/21	Philip Spooner	1000-000	315.00
68170	9/15/21	Lisa Trana	1000-000	58.00
68171	9/15/21	Wahpeton Daily News	1000-000	87.66
9/21-49	9/15/21	Amazon (charges on account)	2020-000	18.99
9/21-50	9/16/21	Amazon (charges on account)	2020-000	8.99
9/21-51	9/16/21	Amazon (charges on account)	2020-000	41.78
eft-9/17/21-1	9/17/21	Further - FSA	1000-000	52.26
9/21-52	9/17/21	Amazon (charges on account)	2020-000	53.97
9/21-53	9/17/21	Amazon (charges on account)	2020-000	47.97
9/21-54	9/18/21	Amazon (charges on account)	2020-000	26.99
9/21-55	9/18/21	Amazon (charges on account)	2020-000	34.99
9/21-63	9/18/21	Amazon (charges on account)	2020-000	19.98
9/21-56	9/19/21	Amazon (charges on account)	2020-000	79.96
cc-9/20/21-1	9/20/21	Sage	2010-000	1,346.00
9/21-48	9/20/21	Amazon (charges on account)	2020-000	25.62
9/21-57	9/20/21	Amazon (charges on account)	2020-000	21.98
9/21-58	9/20/21	Amazon (charges on account)	2020-000	33.49
9/21-59	9/20/21	Amazon (charges on account)	2020-000	36.18
EFT-9/21/21-	9/21/21	Mutual of Omaha	1000-000	109.20
9/21-60	9/21/21	Amazon (charges on account)	2020-000	62.25
	9/22/21	Tidio	2010-000	18.36
EFT-9/22/21-	9/22/21	Further - Fees	1000-000	101.75
68172	9/22/21	Matuor Alier	1000-000	100.00
68173	9/22/21	Alliance Courier	1000-000	1,716.65
68174	9/22/21	Baker & Taylor	1000-000	3,449.37
68174a	9/22/21	VOID	1000-000	
68174b	9/22/21	VOID	1000-000	
68175	9/22/21	Black Stone Publishing	1000-000	222.74
68176	9/22/21	LuAnn Durant	1000-000	78.12
68177	9/22/21	Anders Valley Publishing, LLC	1000-000	50.00
68178	9/22/21	Forum Communications Company	1000-000	160.00

Lake Agassiz Regional Library
Check Register
For the Period From Sep 1, 2021 to Sep 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
68179	9/22/21	Ben Grimsley	1000-000	50.40
68180	9/22/21	Jodi Harrington	1000-000	18.76
68181	9/22/21	The Hawley Herald, Inc.	1000-000	50.00
68182	9/22/21	Terry Kalil	1000-000	80.64
68183	9/22/21	Hanna Judith Kramer	1000-000	18.20
68184	9/22/21	Liz Lynch	1000-000	78.40
68185	9/22/21	Minnesota Public Radio	1000-000	168.00
68186	9/22/21	Office Depot	1000-000	218.00
68187	9/22/21	Overdrive, Inc.	1000-000	1,766.54
68188	9/22/21	Tabatha Durand	1000-000	16.00
68189	9/22/21	The Red River Promoter	1000-000	199.00
68190	9/22/21	Signature Home Technologies	1000-000	11,013.98
68191	9/22/21	Philip Spooner	1000-000	76.72
68192	9/22/21	Mark Titera	1000-000	100.80
68193	9/22/21	Christy Underlee	1000-000	18.76
eft-9/22/21-1	9/22/21	Lake Agassiz Regional Library	1010-000	25,000.00
eft-9/22/21-2	9/22/21	Further - FSA	1000-000	110.48
9/21-61	9/22/21	Amazon (charges on account)	2020-000	56.52
10/21-1	9/22/21	Amazon (charges on account)	2020-000	39.99
9/21-64	9/22/21	Amazon (charges on account)	2020-000	119.93
9/21-65	9/22/21	Amazon (charges on account)	2020-000	77.94
10/21-2	9/22/21	Amazon (charges on account)	2020-000	252.00
cc-9/23/21-1	9/23/21	Pitney Bowes	2010-000	129.00
68194	9/23/21	TechSoup	1000-000	10,577.00
68194a	9/23/21	VOID	1000-000	
eft-9/23/21-1	9/23/21	Lake Agassiz Regional Library	1010-000	110,000.00
eft-9/23/21-2	9/23/21	Lake Agassiz Regional Library	1000-000	55,000.00
cc-9/24/21-1	9/24/21	DonorDock, Inc.	2010-000	828.00
10/21-3	9/24/21	Amazon (charges on account)	2020-000	20.91
eft-9/25/21-1	9/25/21	Arvig	1000-000	174.04
10/21-4	9/25/21	Amazon (charges on account)	2020-000	241.47
10/21-5	9/26/21	Amazon (charges on account)	2020-000	39.98
10/21-6	9/26/21	Amazon (charges on account)	2020-000	19.98

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10/21-8	9/26/21	Amazon (charges on account)	2020-000	46.79
eft-9/28/21-1	9/28/21	Lakes Country Service Cooperative	1000-000	26,615.50
cc-9/28/21-1	9/28/21	Cardmember Service	4595-000	200.00
10/21-7	9/28/21	Amazon (charges on account)	2020-000	137.69
10/21-9	9/28/21	Amazon (charges on account)	2020-000	27.95
10/21-10	9/28/21	Amazon (charges on account)	2020-000	16.99
eft-9/29/21-1	9/29/21	Further - VEBA/HSA	1000-000	192.25
68195	9/29/21	AFSCME Council 65	1000-000	495.60
68196	9/29/21	AFSCME PEOPLE	1000-000	67.00
68197	9/29/21	Baker & Taylor	1000-000	1,297.34
68197a	9/29/21	VOID	1000-000	
68198	9/29/21	Black Stone Publishing	1000-000	324.60
68199	9/29/21	Laura Gullickson	1000-000	55.44
68200	9/29/21	Jodi Harrington	1000-000	37.52
68201	9/29/21	Megan Krueger	1000-000	47.88
68202	9/29/21	Heidi Moore	1000-000	28.00
68203	9/29/21	NW-Links	1000-000	26,412.96
68204	9/29/21	Overdrive, Inc.	1000-000	4,829.12
68204a	9/29/21	VOID	1000-000	
68205	9/29/21	Payroll Professionals, Inc.	1000-000	136.95
68206	9/29/21	Philip Spooner	1000-000	101.08
68207	9/29/21	Christy Underlee	1000-000	18.76
68208	9/29/21	WetKeys, LLC	1000-000	3,510.00
68209	9/29/21	Mary Wilkinson	1000-000	59.67
eft-9/30/21-1	9/30/21	Garden Valley Telephone Company	1000-000	41.41
eft-9/30/21-2	9/30/21	Garden Valley Telephone Company	1000-000	41.41
eft-9/30/21-3	9/30/21	Garden Valley Telephone Company	1000-000	41.41
eft-9/30/21-4	9/30/21	Garden Valley Telephone Company	1000-000	76.80
eft-9/30/21-5	9/30/21	Federal Income Tax deposit	1000-000	16,962.17
eft-9/30/21-6	9/30/21	Minnesota State Income Tax	1000-000	1,624.00
eft-9/30/21-7	9/30/21	North Dakota SITW	1000-000	1,265.00
eft-9/30/21-8	9/30/21	ING (Deferred Compensation)	1000-000	2,006.52
eft-9/30/21-9	9/30/21	Public Employees Retirement Association	1000-000	10,569.85
eft-9/30/21-1	9/30/21	LARL Payroll	1005-000	56,018.15

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eft-9/30/21	9/30/21	Further - FSA	1000-000	639.72
cc-9/30/21-1	9/30/21	Facebook Ad Manager	2010-000	18.96
eft-9/30/21-1	9/30/21	Lake Agassiz Regional Library	1010-000	30,000.00
Total				<u>816,297.76</u>